

APPLICATION UNDER RIGHT TO INFORMATION ACT 2005

To,
Sh. Syamkamal N
Public Information Officer,
Administrative Building,
Cochin Shipyard Ltd.,
Perumanoor, Cochin
Ernakulam-682 015.
Kerala

01	Name of the Applicant	:	
02	Mailing Address	:	
03	Particulars of information sought	:	<ol style="list-style-type: none">1. What was exchanged by non executives during the negotiation of the previous wage revision settlement.2. What was exchanged by non executives during the negotiation of the current wage revision settlement.3. Latest wage revision period of Executive & Non executives.4. State the all the categories of Non- executives with its trade & pay scale.5. State the all the categories of Executives with pay scale.6. Fitment benefit given in latest wage revision settlement for Executives & Non-executives.7. Details of various types of allowances paid per month to Executives & Non Executives.8. Various Shift timings with lunch time for Executives and Non-Executives.9. How much and what type of leaves and holidays are admissible in a calendar year to Executives & Non executives.10. Maximum number of EL accumulation & encashment allowed to executives and Non Executives.11. Pay scale, annual increment percentage, allowances paid every month to employees working on Fix Term contract basis.12. Number of employees promoted from Non executives category to Executive category yearly since 2016.13. Attendance & achievement bonus calculation details.14. Details of defined Contributory pension scheme for Executives and Non executives.15. Details of Financial assistance scheme to Executives and Non-executives.16. Stagnation increment detail.17. Details of Overtime payment calculation.18. Per Manday rates of various categories of Executives & Non Executives.19. Medical scheme & post-retirement medical scheme details.20. Details of Promotional criteria for all the categories of Executives & Non Executives.21. Details of Financial assistant scheme for deceased employees due to Covid-19.22. Details of Scholarship scheme & Incentive scheme.23. Details of LTA / LTC scheme.24. Date of Annual Increment for all employees.25. Weekly off day & Saturday working time.26. Details of various types of advances given to executives & Non-executives.27. Details of various types of Insurance schemes for employees.28. Details of welfare schemes for employees.29. Year wise expenditure on salaries, wages & allowances of

			<p>executives of since 2016.</p> <p>30. Year wise expenditure on salaries, wages & allowances of non executives of since 2016.</p> <p>31. Total no. of executives, non executives, contract / fix term employees & subcontract employees working as on date.</p>
04	Time period for which information is required:	:	2016 onwards to till date
05	Whether applicant belongs to BPL Category?	:	No
06	Whether the information is required by post or in electronic form		By post



Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request dated July 29, 2022 received by us on August 11, 2022 and our Interim Reply dated September 06, 2022. The information sought under the said request is given below:

- (i) What was exchanged by non executives during the negotiation of the previous wage revision settlement.
- (ii) What was exchanged by non executives during the negotiation of the current wage revision settlement.

Answer (i) & (ii)

The information sought is vague and hence unable to respond. Requested to clearly specify the information required.

- (iii) Latest wage revision period of Executive & Non executives.

Answer

Executives and Non-unionised Supervisors

The latest pay revision is w.e.f. 01.01.2017 for a period of 10 years. The periodicity of the pay revision in respect of Executives and Non-unionised Supervisors will be in line with Government of India directives.

Workmen

The period of settlement in respect of workmen is from 01.04.2017 to 31.03.2027.

- (iv) State the all the categories of Non- executives with its trade & pay scale.
- (v) State the all the categories of Executives with pay scale.

Answer (iv) & (v)

Please refer Clause 2 of CSL's Pay Revision Order dated April 02, 2018 placed at **Annexure I** for the grade and pay scale of Executives & Non-unionised Supervisors.

Please refer the Annexure I of Long term wage settlement dated June 18, 2019 placed at **Annexure II** for the grade and pay scale of Workmen.



- (vi) Fitment benefit given in latest wage revision settlement for Executives & Non-executives.

Answer

Please refer Clause 3 of CSL's Pay Revision Order dated April 02, 2018 placed at **Annexure I** for the fitment benefit with respect to Executives and Non-unionised Supervisors.

Please refer Clause B2.4 of Long term wage settlement dated June 18, 2019 placed at **Annexure II** for the fitment benefit with respect to Workmen.

- (vii) Details of various types of allowances paid per month to Executives & Non Executives.

Answer

Please refer CSL's Pay Revision Order dated April 02, 2018 placed at **Annexure I** for information with respect to the allowances to Executives and Non-unionised Supervisors.

Please refer Long term wage settlement dated June 18, 2019 placed at **Annexure II** for information with respect to the allowances to Workmen.

- (viii) Various Shift timings with lunch time for Executives and Non-Executives.

Answer

Shift NSA2 0700 to 1520 hrs. (lunch time – 1200 to 1230 hrs.)

Shift NSB2 1340 to 2200 hrs. (dinner time – 1900 to 1930 hrs.)

Shift NSC1 0800 to 1620 hrs. (lunch time – 1230 to 1300 hrs.)

Shift A 1200 to 0800 hrs.

Shift B 0800 to 1600 hrs.

Shift C 1600 to 2400 hrs.

Shift D 0600 to 1400 hrs.

Shift E 1400 to 2200 hrs.

Shift F 2200 to 0600 hrs.

- (ix) How much and what type of leaves and holidays are admissible in a calendar year to Executives & Non executives.

Answer

Casual Leave: 12 days per year for Executives & Non-unionised Supervisors and 14.5 days per year for Workmen.

Half Pay Leave: 20 per year for Executives & Non-unionised Supervisors and 21 per year for Workmen.

Earned Leave: For Executives, Non-unionised Supervisors and Workmen, 30 days earned leave per annum, earned at the rate of 2 ½ days per each month of service, "Service" for this purpose will cover the periods of duty and periods of authorised leave with pay and holidays but not unauthorised absence from duty, for any reason whatsoever or any leave without pay or leave salary.

CSL declared holidays – 12 days per year.



- (x) Maximum number of EL accumulation & encashment allowed to executives and Non Executives.

Answer

Maximum number of EL accumulation: 300 Nos.

Maximum number of EL encashment allowed is 50% of EL earned in a year, on application during service and 300 EL at the time of superannuation.

- (xi) Pay scale, annual increment percentage, allowances paid every month to employees working on Fix Term contract basis.

Answer

Please refer Annexure III.

- (xii) Number of employees promoted from Non executives category to Executive category yearly since 2016.

Answer

Year	No. of employees promoted from supervisory category to executive category
2016	7
2017	11
2018	8
2019	5
2020	8
2021	10
2022 (Upto Sep 2022)	9

- (xiii) Attendance & achievement bonus calculation details.

Answer

CSL does not pay attendance and achievement bonus.

- (xiv) Details of defined Contributory pension scheme for Executives and Non executives.

Answer

CSL contributes 10% of Basic Pay + Dearness Allowance to the NPS PRAN account of all permanent employees, every month.

- (xv) Details of Financial assistance scheme to Executives and Non-executives.

Answer

Nil.



(xvi) Stagnation increment detail.

Answer

Please refer Clause 7 of CSL's Pay Revision Order dated April 02, 2018 placed at **Annexure I** for Stagnation Increment to Executives and Non-unionised Supervisors.

Please refer Clause B2.3 of Long term wage settlement dated June 18, 2019 placed at **Annexure II** for Stagnation Increment to Workmen.

(xvii) Details of Overtime payment calculation.

Answer

The hourly rate of overtime payment calculation for Workmen is given below:

$((\text{Basic Pay} + \text{Dearness Allowance})/198.2) \times 2$

(xviii) Per Manday rates of various categories of Executives & Non Executives.

Answer

Information sought is not available with CSL.

(xix) Medical scheme & post-retirement medical scheme details.

Answer

Please refer **Annexure IV**.

(xx) Details of Promotional criteria for all the categories of Executives & Non Executives.

Answer

Please refer the Promotion Policy for Executives placed at **Annexure V**, Career Development Policy for Supervisors placed at **Annexure VI**, Career Development Plan for Workmen placed at **Annexure VII** and Procedure for selection of Internal Candidates to E-1 grade placed at **Annexure VIII**.

(xxi) Details of Financial assistant scheme for deceased employees due to Covid-19.

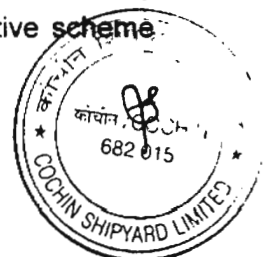
Answer

Financial assistance of Rs. 8 lakhs from the Cochin Shipyard Mutual and Public Welfare Trust extended to the family of an employee who died due to Covid-19.

(xxii) Details of Scholarship scheme & Incentive scheme.

Answer

CSL has put in place Nethruthwa Samvridhi Yojana – Leadership Acceleration Programme (LEAP) for pursuing higher studies for Executives, a copy of which is placed at **Annexure IX**. Further, to recognize the academic excellence of wards of CSL employees, CSL has instituted a Scholarship scheme titled Shipyard Pariwar Prathibha Puraskar, a copy of which is placed at **Annexure X**. There is no incentive scheme operated in CSL.



(xxiii) Details of LTA/LTC scheme.

Answer

LTA upto 20% of Basic Pay per month is included in the basket of allowances for Board Level Executives and paid as opted by the individuals.

10% of Basic Pay per month is included in the basket of allowances as LTA applicable to Below Board Level Executives and Non-unionised Supervisors as per their option.

In the case of Workmen, either LTA or LTC is provided. Application for LTA for Workmen will be called for in a block of four years and on approval, the disbursement of amount sanctioned will be made in a phased manner over a period of four years. The disbursement of LTA is based on seniority of the applicant employees and depending on the availability of fund allotted for each financial year of the block year. Workmen not receiving LTA can claim LTC and the LTC application form containing the conditions is placed at **Annexure XI**.

(xxiv) Date of Annual Increment for all employees.

Answer

Annual increment is granted at the rate of 3% on Basic Pay after one year of service subject to loss of pay.

(xxv) Weekly off day & Saturday working time.

Answer

CSL provides weekly off on seventh day of commencement of duty in a week. For working time, please refer the answer to point (viii) above. Further, second and fourth Saturdays are holidays for employees working in Shift NSA2, NSB2 and NSC1.

(xxvi) Details of various types of advances given to executives & Non-executives.

Answer

Conveyance Advance, Festival Advance, Recoverable Advance & School Re-Opening Recoverable Advance. Please refer **Annexure XII** for details.

(xxvii) Details of various types of Insurance schemes for employees.

Answer

Please refer **Annexure IV** for details.

(xxviii) Details of welfare schemes for employees.

Answer

Please refer **Annexure IV** for details with respect to CSL Medical Assistance Schemes.

Please refer **Annexure XII** for details with respect to Conveyance Advance Scheme.

Please refer **Annexure XIII** for details with respect to CSL Employees Mutual and Public Welfare Trust – Relief.



Please refer **Annexure XIV** for details with respect to Concession on tuition fees to children of CSL employees/trainees studying in schools other than Bhavans Vidya Mandir, Girinagar.

Please refer **Annexure XV** for details with respect to Tuition fee and admission fee payable by children of CSL employees/trainees to M/s Bharatiya Vidya Bhavan.

Please refer **Annexure XVI** for details with respect to Housing Loan Interest Subsidy Scheme.

- (xxix) Year wise expenditure on salaries, wages & allowances of executives of since 2016.
(xxx) Year wise expenditure on salaries, wages & allowances of non executives of since 2016.

Answer (xxix) & (xxx)

(Amount in Rs.)

Financial Year	Executives & Non-unionised Supervisors	Workmen
2016-17	62,98,90,055	82,15,62,686
2017-18	61,56,94,690	82,13,27,799
2018-19	94,46,65,623	72,67,25,890
2019-20	48,68,34,336	1,06,79,02,598
2020-21	84,30,33,197	78,24,04,363
2021-22	90,13,14,167	81,88,86,690

- (xxxi) Total no. of executives, non executives, contract/fix term employees & subcontract employees working on date.

Answer

Category	Number
Executives	417
Non-unionised Supervisors	146
Workmen	1,201
Contract Personnel	1,391
Subcontract Employees	5,634

2. If you are not satisfied with the above reply, you may prefer an appeal within 30 days from the date of receipt of this letter to Shri Bejoy Bhasker, Director (Technical) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682 015.

Thanking You,



Yours faithfully,

Syamkamal N

Company Secretary & CPIO

COCHIN SHIPYARD LIMITED
Kochi-15
(P&A Department)

No. PERL/2(10)/07 Vol III

02 Apr 2018

OFFICE ORDER NO. PERL/032/2018

**REVISION OF PAY SCALES OF BOARD AND BELOW BOARD LEVEL
EXECUTIVES AND NON-UNIONIZED SUPERVISORS
W.E.F. 01.01.2017**

1. In pursuance to the Presidential Directives received from the Ministry of Shipping (CSL Section), Govt. of India, vide letter No.SY-11017/1/2009-CSL dated 31.01.2018, the company is pleased to revise the scales of pay and allowances for Board and Below Board Level Executives and Non-unionized Supervisors w.e.f. 01.01.2017. The pay revision is strictly in accordance with the parameters and conditions as notified by the Dept of Public Enterprises vide its OMs No. W-02/0028/2017-DPE(WC)-GL-XIII/17 dated 03.08.2017, 04.08.2017 and 07.09.2017, as per the details given below:-

2. Revised Pay Scales

The following shall be the revised scales of pay for Board level and Below Board level Executives and Non-unionized Supervisors w.e.f. 01.01.2017.

2.1. Scales of Pay - Executives Board Level

Sl No	Grade (Schedule)	Existing Scale	Revised Scale from 01 Jan 2017
1	DIRECTOR (B)	₹65000-75000	₹160000-290000
2	CMD (B)	₹75000-90000	₹180000-320000

2.2. Scales of Pay-Executives Below Board Level

Sl No	Grade	Existing Scale	Revised Scale from 01 Jan 2017
1	E1	₹16400-40500	₹40000-140000
2	E2	₹20600-46500	₹50000-160000
3	E3	₹24900-50500	₹60000-180000
4	E4	₹29100-54500	₹70000-200000
5	E5	₹32900-58000	₹80000-220000
6	E6	₹36600-62000	₹90000-240000
7	E7	₹43200-66000	₹100000-260000
8	E8	₹51300-73000	₹120000-280000



2.3. Scales of Pay-Non-unionized Supervisors

Sl No	Grade	Existing Scale	Revised Scale from 01 Jan 2017
1	PS-1	₹ 11200-29500	₹ 28000-110000
2	PS-2	₹ 12600-32500	₹ 30000-120000
3	PS-3	₹16400-40500	₹ 40000-140000
4	PS-4	₹18800-42500	₹ 45000-150000

3. Fitment Benefit and Pay fixation Methodology

3.1. The pay of the Executives and Non-unionized Supervisors who were on the regular rolls of the company as on 31st Dec 2016 and continue to be in the rolls as on 1st Jan 2017 will be fixed in the following manner.

A		B		C (Fitment Benefit)		D [Revised Basic Pay as on 01.01.2017] *
Basic Pay + Stagnation increment(s) as on 31.12.2016 (Personal Pay / Special Pay not to be included)	+	Industrial Dearness Allowance (IDA) @ 119.5% as applicable on 01.01.2017 [under the IDA pattern computation methodology linked to All India Cumulative Price Index (AICPI) 2001 = 100 series]	+	15% of (A+B)	=	Aggregate amount rounded off to the next ₹10/-

* In case revised BP as on 01.01.2017 arrived so is less than the minimum of the revised pay scale, pay will be fixed at the minimum of the revised pay scale.

3.2. In the case of Executives and Non-unionized Supervisors who have been promoted to higher grades, the pay will be first fixed in the revised scale in the lower post in the manner explained at para 3.1 and subsequently the pay to be fixed in the revised scale of pay of the promoted post.

3.3. Fixation of Pay where normal date of increment is on 01.01.2017

In the case of Executives and Non-unionized Supervisors who are due for annual increment on 01.01.2017, their pay



will be initially fixed as per the pay fixation methodology given at para 3.1 above and increment will be granted thereafter on the revised pay.

4. Executives and Non-unionized Supervisors appointed on or after 01.01.2017

All Executives and Non-unionized Supervisors who joined the services of the company on or after 01.01.2017 would be deemed to have been appointed in the revised scales of pay at the minimum of the scale from the date of their joining the company. Such Executives and Non-unionized Supervisors will not be eligible for fitment benefit under the pay revision.

5. Executives who had been granted advance increments

If some of the Executives recruited by CSL after 01.01.2017 had been granted a higher start in the then existing scales of pay, then in such cases equal number of increments would be allowed in the revised scale from the start of the pay scale w.e.f. the date of appointment.

6. Annual Increment and Promotion Increment

A uniform rate of 3% of basic pay will be applicable for both Annual Increment as well as Promotion Increment. Pay of an Executive/Non-unionized Supervisor after grant of annual increment as well as promotion increment would be rounded off to the next multiple of ₹10/-.

7. Stagnation Increment

In case of reaching the end point of pay scale, an Executive/Non-unionized Supervisor would be allowed to draw stagnation increments, one after every two years up to a maximum of three such increments provided the Executive/Non-unionized Supervisor gets a performance rating of 'Good' or above.

8. Dearness Allowance (DA)

100% DA neutralization will be adopted for all the Executives and Non-unionized Supervisors, who are on IDA pattern of scales of pay, w.e.f. 01-01-2017. Thus, DA as on 01-01-2017 will become zero with link point of All India Consumer Price Index (AICPI) 2001=100, which is 277.33 (average of AICPI for the months of September, October and November 2016) as on 01.01.2017. The periodicity of adjustment will be once in three months, as per the existing practice. Accordingly, quarterly DA payable from 01.01.2017 will be as per new DA scheme as under :



Date of Dearness Allowance	Rate of Dearness Allowance (in %)
01-01-2017	0.0
01-04-2017	-1.1
01-07-2017	-0.2
01-10-2017	2.2
01-01-2018	3.4

9. House Rent Allowance

The revised rates of House Rent Allowance payable to the Executives and Non-unionized Supervisors w.e.f. 31.01.2018 i.e. the date of issue of Presidential Directives, will be as under:-

Cities with population	Rates
X class (Population of 50 lakhs and above)	24% of Basic Pay
Y class (Population of 5 lakhs to 50 lakhs)	16% of Basic Pay
Z class (population less than 5 lakhs)	8% of Basic Pay

The rates of House Rent Allowance will be revised to 27%, 18% and 9% for X, Y and Z class cities respectively when IDA crosses 25% and further revised to 30%, 20% & 10% when IDA crosses 50%. For the period 01.01.2017 to 30.01.2018, HRA will be on the pre-revised basic pay and on rates as applicable.

10. House Rent Recovery (HRR)

The HRR in respect of leased accommodation should be at the following rate, or the actual rent, whichever is lower:-

Classification of cities	Rates of HRR
X-class	7.5% of BP
Y-class	5% of BP
Z-class	2.5% of BP

For accommodation arranged by CSL, the HRR shall be 7.5% of BP (for X-class cities)/5% of BP (for Y-class cities)/2.5% of BP (for Z-class cities), or standard rent fixed, whichever is lower.

11. Leased Accommodation

Guidelines in this regard will be issued separately with the approval of the competent Authority.



12. Non Practicing Allowance (NPA)

The Medical Officers of Shipyard will be eligible for grant of a Non-Practicing Allowance @ 20% of Basic Pay w.e.f. 31.01.2018. NPA will not be considered as pay for the purpose of calculating other benefits and will be outside the purview of ceiling of 35% of revised basic pay under Cafeteria approach. NPA will be effective from the date of issue of Presidential Directives.

13. Perks and Allowances

Effective from 01.01.2017, the revised guidelines on Cafeteria approach towards payment of Perks and Allowances subject to a ceiling of 35% of revised basic pay will be adopted. Guidelines in this regard will be issued separately with the approval of the Board.

14. Perquisite Tax on Accommodation

In line with the DPE directives, as regards company owned accommodation provided to executives, CSL would bear the Income Tax liability on the 'non-monetary perquisite' of which 50% shall be loaded within the ceiling of 35% of Basic Pay payable as perks and allowances to such executives.

15. Performance Related Payment

The existing Performance Related Payment Scheme would be valid upto 31.03.2017 and shall be replaced with a new Performance Related Payment Scheme in line with the DPE guidelines promulgated vide DPE OM dated 03.08.2017. The revised Performance Related Payment Order will be adopted from the financial year 2017-18 onwards and the scheme will be notified separately at a later date.

16. Superannuation Benefits

The existing provisions regarding superannuation benefits shall continue and CSL shall continue to contribute as per notified rates upto 30% of Basic Pay plus DA towards Provident Fund (PF), Gratuity, Post Superannuation Medical Benefits and Annuity Pension scheme.

17. Gratuity

The ceiling on gratuity amount payable stands enhanced from ₹10 lakhs to ₹20 lakhs w.e.f. 01.01.2017 and the funding for the entire amount of Gratuity would be met from within the ceiling of 30% of Basic



Pay plus DA. Besides, the ceiling of gratuity shall increase by 25% whenever IDA rises by 50%.

18. Pension and Medical

The requirement of a minimum of 15 years of service to be eligible at the time of superannuation for drawal of pension stands dispensed. The existing post retirement medical benefits will continue to be linked to the requirement of superannuation and minimum of 15 years of continuous service for other than Board Level executives. The post retirement medical benefits shall be allowed to Board Level Executives (without any linkage to provision of 15 years of service) upon completion of the tenure or upon attaining the age of retirement whichever is earlier.

19. Club Membership

Board Level executives will be allowed corporate club membership upto a maximum of two clubs, co-terminus with their tenure.

20. Periodicity

The periodicity of this pay revision will be in line with Govt. directives and the next pay revision would take place as decided by the Govt. but not later than 10 years.

21. Review of Profitability

The impact of pay revision vis-a-vis profitability will be reviewed after every three years and corrective action will be taken in line with directives as contained in DPE OM dated 03.08.2017.

22. Payment of Arrears

22.1. Eligible Executives and Non-unionized Supervisors who are on the rolls of the Company on the date of issue of this Office Order will be paid arrears in terms of provisions of this Office Order viz. on account of revised basic pay, DA, increments, fixation of pay on promotion (if any), leave encashment, applicable perks and allowances and terminal benefits like provident fund, gratuity, pension, superannuation medical benefits as applicable from 01.01.2017. However, the revised rates of HRA and NPA will be applicable from 31.01.2018 i.e. the date of issue of Presidential Directives.

22.2. All Executives and Non-unionized Supervisors who were on the rolls of CSL as on 01.01.2017 but subsequently ceased to be in service on account of superannuation, resignation, voluntary retirement, termination of employment, death etc.



would be eligible for arrears on pro-rata basis wherever due in terms of this Office Order on account of revised basic pay, DA, increments, promotion (if any), leave encashment, applicable perks and allowances, provident fund, gratuity and pension as applicable from 01.01.2017.

- 22.3. The benefits of pay revision will, however, not be allowed to those who have left the service of the Company after 01.01.2017 on the following grounds:
- (a) Dismissal
 - (b) Resignation without permission or notice
 - (c) Resigned and left the service and bond liability has not been discharged at the time of leaving the Company.
 - (d) Abandoned the service
 - (e) Absconding from service
- 22.4. All Recoveries (including Notice Pay, if any) to be effected from erstwhile Executives and Non-unionized Supervisors will be re-calculated and recovered. Similarly wherever amounts are due from such Executives the same will be recovered from the arrears payable to them. Further, excess payments, erroneous payments/arithmetical and system errors if any in fixation of pay/calculation of arrears will be subject to corrections, adjustments and requirements.

23. General

- 23.1. Salary in the revised scale will be disbursed w.e.f. Apr 2018 onwards. Payment of arrears in terms of this office order will also be disbursed during Apr 2018, in two installments.
- 23.2. Excess payment, if any, made as a result of incorrect fixation of pay in the revised scales and in calculation of arrears or detected in the light of discrepancies noticed subsequently, shall be recovered either by adjustment against future payments due to the employee concerned or otherwise.
- 23.3. Anomalies, if any, arising out of implementation of this order will be addressed separately.



23.4. Method of fixation of pay in respect of supervisors promoted from workmen cadre

The Long Term Settlement (LTS) on wage revision applicable to workmen is due from 01.04.2017. Hence, in the case of Non-unionized Supervisors promoted from the workmen cadre on or after 01.04.2017, their pay will be fixed provisionally at the minimum of the revised scale of pay to which they are promoted or at the Basic pay plus DA drawn by the employee as on the date of promotion, whichever is higher. Their basic pay will be refixed on implementation of the wage settlement for workmen.

23.5. The above order on Pay Revision will remain in force till the next Pay Scale Revision as per DPE orders applicable to CPSE's or till further order issued by DPE.

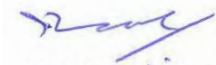
23.6. From any payment made to employees by way of this order, recovery towards income tax, professional tax etc will be effected as per Rules.

23.7. All other allowances, benefits and terms and conditions, other than those specifically revised, as above will continue as per existing Rules.

24. All issues pertaining to the Pay Revision Orders as above, discrepancy, interpretation, clarification shall be addressed to P&A department. The issues raised would be examined and the decision of C&MD in this regard shall be final and binding.

25. Notwithstanding anything detailed above, the DPE guidelines/directives issued from time to time on any matter above will have an overriding effect and the same would be implemented.

26. This issues with the approval of CMD.



(K J Ramesh)
CGM (HR)

To

All Executives/Supervisors : Through Intranet
D(F)/D(O)
CGMs/GMs/DGMs
AGM (Admn) to CMD

FORM H

MEMORANDUM OF SETTLEMENT ENTERED INTO BETWEEN THE MANAGEMENT OF M/s. COCHIN SHIPYARD LTD, KOCHI - 682015 AND ITS WORKMEN REPRESENTED BY COCHIN SHIPYARD EMPLOYEES ORGANISATION (INTUC), COCHIN SHIPYARD EMPLOYEES FEDERATION (CITU), COCHIN SHIPYARD EMPLOYEES UNION, SHIPYARD EMPLOYEES SANGH(BMS) UNDER SECTION 12 (3) OF INDUSTRIAL DISPUTES ACT 1947 BEFORE THE DY. CHIEF LABOUR COMMISSIONER (C), COCHIN OVER THE ISSUE OF LONG TERM WAGE SETTLEMENT FOR THE PERIOD 01.04.2017 TO 31.03.2027 ON 18TH JUNE 2019.

No.8(29,30,31&32)/2019/B6

18th June 2019**PRESENT****Representing Management**

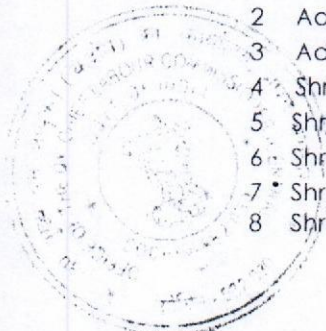
- | | |
|--------------------------|---|
| 1. Shri Madhu S Nair | Chairman & Managing Director |
| 2. Shri D Paul Ranjan | Director (Finance) |
| 3. Shri N V Suresh Babu | Director (Operations) |
| 4. Shri Bejoy Bhasker | Director (Technical) |
| 5. Shri K J Ramesh | Chief General Manager (Human Resources & Training) |
| 6. Shri M Murugaiah | Chief General Manager (Technical) |
| 7. Shri K N Sreejith | Chief General Manager (Ship Repair) |
| 8. Shri A V Suresh Kumar | General Manager (Ship Building, SBOC/S&C) |
| 9. Shri V J Jose | General Manager (Finance) |
| 10. Shri A K Subash | Deputy General Manager (Personnel & Administration) |
| 11. Shri K K Subramanian | Assistant General Manager (Human Resources) |

Representing CSL Workmen**A Cochin Shipyards Employees Organisation (INTUC)**

None Attended

B Cochin Shipyards Employees Federation (CITU)

- | | | |
|----------------------|------|-------------------|
| 1 Adv. P Rajeev | - | President |
| 2 Adv. M Anilkumar | - | General Secretary |
| 3 Adv. N Satheesh | - | Working President |
| 4 Shri Aniju P | 3462 | Secretary |
| 5 Shri Prabhakaran A | 3131 | Vice President |
| 6 Shri Vineeth V R | 3643 | Joint Secretary |
| 7 Shri Ratheesh M | 4000 | Joint Secretary |
| 8 Shri Xavier C C | 3733 | Treasurer |



Aniju P
CSEFF (CITU)

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C Cochin Shipyard Employees Union

1	Shri N K Premachandran	M.P.	President
2	Shri Kishore A K	-	General Secretary
3	Shri Baburajan O C	2842	Vice President
4	Shri Joseph Viju	4119	Vice President
5	Shri Surendran V N	2945	Joint Secretary
6	Shri Thasleekh T K	3528	Joint Secretary
7	Shri Renju P K	3801	Treasurer

D Shipyard Employees Sangh (BMS)

1	Shri Unnikrishnan Unnithan C		President
2	Shri Madhukumar K V		General Secretary
3	Shri Rajeev T S	3690	Working President
4	Shri Sasikumar K N	3269	Vice President
5	Shri Sudeep C	3859	Vice President
6	Shri Shibu S O	3350	Joint Secretary
7	Shri Retheesh S	3554	Joint Secretary
8	Shri Liju M	3693	Treasurer

A. SHORT RECITAL OF THE CASE

1.0 The Long Term Settlement (LTS) between M/s Cochin Shipyard Ltd, hereinafter referred as CSL, and its permanent workmen, hereinafter referred as CSL Workmen, dated 31st March 2010 regarding wages, allowances, service matters of CSL Workmen and the requirements of CSL expired on 31st March 2017. The recognized Trade Unions in CSL representing CSL Workmen viz. 1) Cochin Shipyard Employees Organisation (CSEO) 2) Cochin Shipyard Employees Federation (CSEF), 3) Cochin Shipyard Employees Union (CSEU) and 4) Shipyard Employees Sangh (SES), submitted their individual 'Charter of Demands' separately to Cochin Shipyard Ltd., for revision of wages, allowances, fringe benefits and other conditions of service of the CSL Workmen vide their following letters:

- a) CSEO : Letter dated 03.04.2017
- b) CSEF : Letter dated 31.03.2017
- c) CSEU : Letter dated 25.05.2017
- d) SES : Letter dated 16.05.2017

Later, as per the request of CSL, all the above Unions submitted their joint 'Charter of Demands' vide their letters dated 19.06.2018.



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3.0 The Department of Public Enterprise, Government of India vide DPE O.M. No.W-02/0015/2016-DPE (WC-GL-XIV/17 dated 24-11-2017 issued its Guidelines for the eighth round of wage negotiations.

4.0 The Guidelines issued by DPE inter-alia stipulate that:

- 4.1 Management of CPSEs would be free to negotiate wage revision for their Workmen keeping in view of the affordability and financial sustainability of such wage revision.
- 4.2 The Government will not provide budgetary support for the wage increase
- 4.3 Wage revision shall be subject to the condition that there shall be no increase in labour cost per physical unit of output.
- 4.4 The negotiated Scales of pay do not exceed the existing scales of pay of Officers & Non-unionised Supervisors of respective CPSEs.
- 4.5 The CPSEs would implement negotiated wages after confirming with their Administrative Ministry/Department that the wage settlement is in conformity with approved parameters.

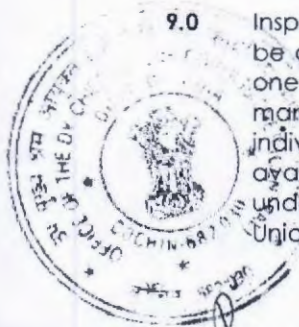
5.0 The period of LTS applicable to those CPSEs following 10 years period, stated in the said OM of DPE is 10 years.

6.0 Forty four (44) rounds of discussions were held between CSL and CSL Workmen at different levels on different dates.

7.0 After protracted discussions, CSL and CSL Workmen arrived at an agreement in the meeting held at the level of C&MD, CSL and Senior Office Bearers of the negotiating trade unions on 13th February 2019. However the Memorandum of Agreement (MoA) was signed on 28th March 2019 by only three of the recognised trade unions namely CSEF, CSEU & SES. One union namely CSEO did not sign the MoA.

8.0 The Dy.Chief Labour & Conciliation Officer, Cochin, conveyed a joint discussion / conciliation conference of the concerned parties on 12th June 2019 at the Office of the Dy. Chief Labour Commissioner, Kendriya Shram Sodan, Kakkanaad to discuss the terms of the Memorandum of agreement referred above. Representatives of Management of Cochin Shipyard Limited, Cochin Shipyard Employees Organisation, Cochin Shipyard Employees Federation, Cochin Shipyard Employees Union and Shipyard Employees Sangh attended the conciliation meeting held on 12th June 2019. After protracted discussions the Dy. Chief Labour Commissioner (Central) informed all the concerned parties to attend the conciliation conference scheduled on 18th June 2019, 10 am at Cochin Shipyard Ltd, Kochi.

9.0 In spite of the advise given by the Dy. Chief Labour & Conciliation Officer to attend and be a party to the MoS, the CSEO did not turn up for this meeting on 18th June 2019. As one of the recognised Trade Unions did not turn up for signing the agreement, the management of CSL wanted to include an undertaking that was to be obtained from individual employees to the effect that he/she shall agree to the terms of the MoS for availing the benefits enumerated therein. The management explained that such an undertaking is not intended to undermine the importance or authority of the Trade Unions and only to ensure that future negotiations are fully participated by all the



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recognised trade unions, with a view to ensure harmonious and congenial industrial relations in CSL. The matter was deliberated in detail during the pre-lunch session. However the trade union leaders present in the meeting have expressed their strong reservations on the same and wanted the undertaking to be deleted from the agreement. During the discussions the Unions however agreed that they would be committed to the effective and total participation in future discussions/ negotiations. After considering the views expressed by management as well as the trade unions, Dy.Chief Labour and Conciliation Officer (Central) advised the management to dispense with the undertaking so as to arrive at an amicable settlement the same day.

Accordingly, during the post lunch session, the matter was further deliberated and CSL management agreed to delete the undertaking from the terms of the settlement.

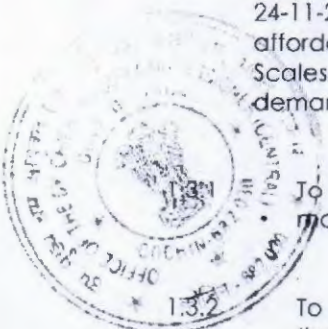
Further after giving reasonable and fair opportunity to all the parties the following settlement was reached between the Unions representing majority of workmen (except CSEO) and the Management in full and final settlement of all issues and demands raised by the Unions, which is fair and reasonable.

B. TERMS OF AGREEMENT

- 1.1 Recognizing the rights, privileges, duties and responsibilities of both CSL and CSL Workmen in the current sluggish international shipping industry scenario calling for collective and concerted efforts to meet the business challenges towards economic survival, sustained profitability and continued growth, both the parties hereby agree the following:-
- 1.2 The CSL Workmen shall extend wholehearted support, tangible co-operation and take conscious efforts towards achieving the physical and fiscal targets contained in the periodic Memorandum of Understanding entered between CSL and Government of India. The CSL Workmen shall give optimum daily output in their respective areas of work with a view to increase CSL's competitiveness in shipbuilding, ship repair and in all other revenue streams to international market standards.
- 1.3 CSL Workmen are fully aware that as a result of the increase in the wages and allowances on account of the implementation of this Memorandum of Settlement, the wage bill of CSL is sure to shoot up substantially and that CSL has to comply with the conditions stipulated under the DPE OM No.W-02/0015/2016-DPE(WC-GL-XIV/17 dated 24-11-2017 particularly relating to the control on the unit cost of production and affordability factor. Reciprocal to this substantial increase and improvements of Pay Scales, benefits and other service conditions and being conscious of the consequential demands cast on the Company, the CSL Workmen agree:

To improve time on task by maximum utilisation of man hours and without wasting manpower for non-productive purposes.

To report attendance for duty punctually at the respective shift commencement timings after recording the same at the bio-metric attendance recording system and



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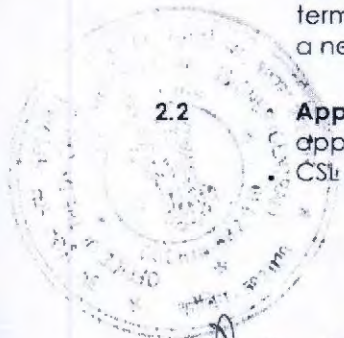
also to replace the existing manual site register attendance practice with bio-metric electronic duty attendance recording system at their respective work areas.

- 1.3.3 To carry out tasks with self-discipline and multi tasks thus reducing job-manning levels.
- 1.3.4 To carry out multi trade operations, if situations so demand without any additional monitory or other consideration.
- 1.3.5 To commit to the standards prescribed under IMS Certification particularly relating to quality, systems adherence, eco-friendly measures, social responsibility, house-keeping, international safety and security practices etc.
- 1.3.6 To adhere to all security and housekeeping instructions of CSL in compliance with ISPS Code and or Security Surveillance Agencies directions, particularly relating access control, un-authorized or unwanted internal movements of personnel, orderly parking of all personal vehicles at the earmarked areas inside the Company premises.
- 1.3.7 To clean by themselves, their work stations, working areas, eating places including removal of self used plates at the canteen, shelter rooms etc in the interest of best housekeeping practices.
- 1.3.8 To upgrade technological skills continuously without hesitation and resistance especially new job techniques, flexibility in work practices, adoption of legally permitted industry practices like out-sourcing, sub-contract system, project and fixed term based employment and optimum utilization of information technology.
- 1.3.9 To correct the restrictive and non-productive practices or tendencies, if any, prevailing among the CSL Workmen.

2.0 Effective date and operation of the Settlement

2.1 **Period of Settlement :** The period of Settlement to be arrived based on this MoS is from 01.04.2017 to 31.03.2027. Notwithstanding the expiry of the period of the Settlement it shall continue to be binding thereafter unless and until the same is terminated by giving due notice as provided in the Industrial Disputes Act 1947 and a new LTS is arrived at.

2.2 **Applicability of Settlement:** The Settlement to be made based on this MoS shall be applicable to all those permanent CSL Workmen who were on the permanent rolls of CSL as on 01.04.2017 and onwards.



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Scales of Pay and Fitment: CSL Workmen in the existing pay scales as on 31st March 2017 will be given the revised Pay Scales as in **Annexure-I** to this Memorandum of Settlement. With the revised scales, it is expected that CSL Workmen may not get stagnated in the scales of pay. However, if it becomes necessary, stagnation increments will be granted as follows: In case of a workman reaches the maximum of the pay scale, he will be allowed to draw a stagnation increment, one after every two years up to a maximum of three such increments provided the workman gets a performance grading of Good or above during the relevant year.

2.4

Fitment Method

- 2.4.1 The fitment method in respect of CSL Workmen who were on the permanent rolls of the Company as on 31st March 2017 and who continue to be in the services of the Company as on the date of signing the MoS would be as detailed hereunder:
- 2.4.2 Basic Pay as on 31st March 2017
- +
- 2.4.3 Variable DA @ 119.5% of Basic Pay as on 31st March 2017
- +
- 2.4.4 Fitment Benefit @ 15% of sum of 2.4.2 and 2.4.3 above
- +
- 2.4.5 Fixed Dearness Allowance (FDA), if any, as on 31.03.2017

The total amount of all the above so arrived at shall be rounded to next Rs 10/- and placed at the corresponding revised Pay Scale to form the revised basic pay of the concerned workman as on 01st April 2017.

- 2.4.6 The above fitment formula and revised pay scales shall be applicable to those CSL Workmen who retired from the services of the Company or died while in service on or after 01-04-2017.
- 2.4.7 With the merger of FDA into the basic pay of CSL Workmen, the former shall cease to exist with effect from the implementation of the revised basic pay.
- 2.4.8 In respect of workmen who joined CSL services on or after 01.04.2017 and are in service on the date of signing the MoS, their basic pay will be fixed at the minimum of the respective revised scales of pay with effect from the date of their appointment.



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3.0 Variable Dearness Allowance

- 3.1 100% DA neutralization would be linked to AICPI 277.33 as on 31st March 2017 (Base 2001 = 100) and shall be revised quarterly (i.e. on 1st April, 1st July, 1st October & 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 277.33 (Base 2001 = 100). First instalment of revised DA would become due on 01-04-2017 as per Government of India order on VDA applicable to industrial workers. Other provisions for payment of DA shall remain unchanged. Revised DA rates w.e.f. 01st April 2017 would be as per **Annexure - II**

4.0 Annual Increment

- 4.1 Annual Increment @ 3% of the running Basic Pay of the concerned workman will be allowed and added on to the running Basic Pay rounded off to the next Rs 10/- on the first of the subsequent month in which the concerned workman completes one year of attendance including his / her authorized leaves, Company holidays, legal strike, lock out and lay off.

5.0 Special Pay

- 5.1 An amount of Rs 1000/- pm will be given to all CSL Workmen on the permanent rolls of CSL as on 31.03.2017 as Special Pay. This special pay shall not be considered for calculation of any other allowances or benefits except for HRA, VDA, EPF contribution and Gratuity.

6.0 Special Dispensation Pay

- 6.1 For CSL Workmen who joined CSL permanent employment during the period between 01.04.2007 and 31.03.2017, an amount ranging from Rs 150/- to Rs 1500/- depending on the year of their joining CSL permanent service will be paid along with the salary as per the following table:

Sl No	Year of Joining CSL Service	Amount of Special Dispensation Pay (Rs)
1	2007 & 2008 (From 01.04.2007)	1500
2	2009	1350
3	2010	1200
4	2011	1050
5	2012	900
6	2013	750
7	2014	600
8	2015	450
9	2016	300
10	2017 (Up to 31.03.2017)	150



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7.0 House Rent Allowance (HRA)

- 7.1 HRA will continue to be regulated and paid as per Government of India guidelines as applicable to employees of CPSE's which at present is as under:

CLASSIFICATION OF CITIES	RATE OF HRA
X-Class (Population of 50 Lakh and above)	24% of Basic Pay
Y-Class (Population of 5 Lakh to 50 Lakh and above)	16% of Basic Pay
Z-Class (Population below 5 Lakh)	8% of Basic Pay

Rate of HRA will be revised to 27%, 18% & 9% for X,Y and Z class cities respectively when VDA crosses 25% and further revised to 30%, 20% and 10% when VDA crosses 50%.

8.0 House Rent Recovery

- 8.1 In respect of CSL Workmen who have been provided with CSL accommodation the House Rent Recovery per month will be as under:

Sl No	Type of House	Existing (Rs)	Revised (Rs)
1	Single Room	95.00	95.00
2	Double Room	185.00	185.00
3	Modified Double Room	375.00	375.00
4	Post-2017 constructed flats	NA	5% of Basic Pay limited to Rs 1500/-

Service Weightage

Service weightage as per the following rates will be given to those CSL Workmen who were on the rolls of the Company as on 31 March 2017. This will be paid as a monthly fixed amount as calculated below during the currency of the MoS and as long as the recipient continues to be a workman. Service weightage amount as per this MoS will be reckoned for computation of Gratuity only. In the case of those CSL Workmen who retired from service during the period between 01-04-2017 till the date



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of signing this MoS, revised service weightage applicable to them shall be notionally reckoned for the purpose of computation of their Gratuity.

Sl No	Service Period* (For completed year of service as on 31.03.2017)	Existing (Rs)	Revised (Rs)
1	Up to 10 years	10.00	15.00
2	11 years to 15 years	14.00	20.00
3	16 years to 20 years	18.00	25.00
4	21 years to 25 years	22.00	30.00
5	More than 25 years	25.00	35.00

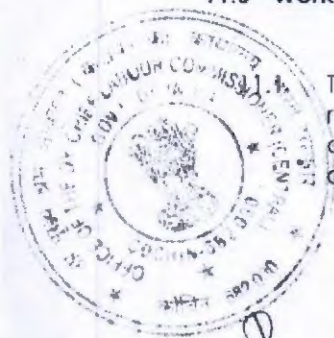
* Six months and above will be reckoned as a full year and less than six months will be ignored.

10.0 Conveyance Allowance (Local Travel Expenses)

- 10.1 The present provision for different rates of Transport Allowance/Conveyance Allowance for different mode of conveyance will be replaced with a common Conveyance Allowance (Local Travel Expenses) regardless of the type and mode of conveyance to be given to all permanent CSL Workmen. The rate of the said common Conveyance Allowance will be Rs 2400/-per month.
- 10.2 Special Conveyance Allowance shall be given to permanent CSL Workmen in the category of Persons with Benchmark Disability (PwBD) at double the normal rate of common conveyance allowance. (Rs 2400/- X 2 = Rs 4,800/- per month)
- 10.3 This allowance will apply in full to workmen who do not have loss of pay in the relevant salary month. In case of workmen with loss of pay, the amount will be proportionately reduced.

11.0 Working Dress Maintenance Allowance

The washing allowance now being paid at the rate of Rs 130.00 pm shall be replaced with 'working dress maintenance allowance' @ Rs 500.00 per month. This allowance shall apply only to those workmen who are required to use company approved working dress for their work.

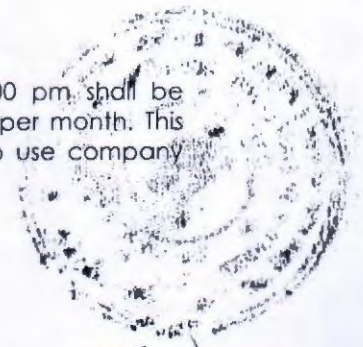


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12.0 Shift Allowance

- 12.1 The Shift Allowance now being paid to the CSL Workmen whose shift commences at 0000 hours (mid night) will be revised from Rs 40/- per shift to Rs 80/- per shift.
- 12.2 In the case of other shifts, which extend beyond 2200 hours from any period up to 0500 hours, the shift allowance would be revised from Rs 20/- per shift to Rs 40/- per shift
- 12.3 In the case of workman engaged on overtime after his normal shift including working arrangement, shift allowance @ Rs 40/- per shift will be admissible only if he works on overtime for a full shift and the period of such shift extends beyond 2200 hours.

13.0 Cycling Allowance

- 13.1 Cycling allowance will be revised from Rs 65/- to Rs 130/- per month as per the existing terms and conditions.

14.0 Stitching Charges

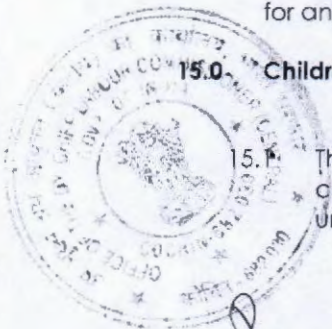
The stitching charges now being paid to the CSL Workmen who are eligible for uniform/working dress will be revised as under:

Sl No	Items	Existing(Rs)	Revised (Rs)
1	Pants & Shirt	265.00	675.00
2	Over-Coat	170.00	300.00
3	Blouse	85.00	300.00

Note: If CSL issues ready-to-wear working dress to CSL Workmen, they shall not be entitled for any stitching charges for the same.

15.0 Children Education Assistance (CEA)

- 15.1 The rate of reimbursement of 50% of tuition fee including computer related fee charged by Bharatiya Vidya Mandir, Girinagar and rules of CEA would continue unchanged.



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- 15.2 The present rate of Rs 280/- being paid as Children's Education Assistance per child per month for a maximum of three children up to Senior Secondary Examination of CBSE or its equivalent level of education will be revised to Rs 560/- per month per child subject to existing terms and conditions.
- 15.3 The facility of tuition fee re-imburement limited to 50% of the tuition fee including computer related fee charged by Bhavans Balamandir, Tank Shed Palace, Ernakulam of Bharatiya Vidya Bhavan, Kochi Kendra, shall be extended in respect of the children of permanent employees of CSL studying at LKG and UKG levels at the pre-primary schools duly approved/licensed by the competent authority on production of original payment receipt.
- 15.4 Parent employees availing CEA under clause 15.2 above are also eligible to avail re-imburement of expenditure for education of their wards totally limited to the amount admissible under clause 15.1 above, on production of payment receipt issued by the respective educational institution or any other agency functioning under the aegis of the said educational institution like PTA, School Management/Development Committee etc.

16.0 Meals Subsidy

- 16.1 The existing rate of Rs 65/- per day for two times tea and snacks and lunch will be revised to Rs 130/- per day for those who are unable to avail the same services from the CSL canteen due to official reasons, other than tour, training etc.

17.0 Special Meal Subsidy

- 17.1 Special Meal Subsidy @ Rs 10/- per day of attendance will be given to all employees towards their demand for non-vegetarian/special dishes
- 17.2 As a gesture of goodwill and employee friendly initiative by CSL, with effect from the date of implementation of this MoS, services, except for egg preparation, from the employees canteen shall be free of charges.
- 17.3 Existing rate for egg preparation will be increased to Rs 3/- per egg preparation and recovered from the respective employees as at present.

18.0 Eligibility for Rail Journey by First Class on LTC

- 18.1 All classes of CSL Workmen irrespective of their basic pay will be eligible for travel by First Class/3 tier AC under LTC. There will be no other change in the entitlement of the workmen as far as the facilities admissible under the existing LTC Rules are concerned. The facility to claim encashment of LTC will continue as per the existing terms and conditions.



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19.0 Leave

19.1 **Half Pay Leave** : Vide Memorandum of Agreement between the CSL and CSL Workmen dated 09 Feb 2015, the provision for 8 days Sick Leave was done away with and in its place 21 Half Pay Leave (HPL) was introduced. CSL Workmen are entitled for 21 HPL per year as per the terms and conditions extant in this regard.

19.2 **On-line leave management**: The existing on-line leave management system will continue to be operational. However, all leaves except leave on medical ground are to be applied in advance and sanction obtained from the respective leave sanctioning authority. In case leave was not sanctioned in advance, the system will provisionally treat such days of absence as leave in the order of casual leave and HPL and debit the same from the available respective leave in his / her credit and if sanction for the same is not forwarded to the payroll processing centre and received by 20th of the following month, wages will be cut for such non-sanctioned leave and such day of absence will be treated as unauthorised absence with its consequences. Sanction or rejection of leave except on medical ground is the prerogative of the leave sanctioning authority. In the case of leave on medical grounds, application or intimation vide e-mail for the same should reach the leave sanctioning authority within 3 days of starting such leave. All other terms and conditions of availing leaves by employees shall continue to remain in force.

20.0 Payments/Recoveries under this Memorandum of Settlement.

20.1 Revised monetary benefits and recoveries arising out of this MoS will be effective as under.

SI No	Item	Date of Effectuation
1	Revised Pay Scales	01.04.2017
2	Revised VDA	01.04.2017
3	HRA/HRR	From 31.01.2018
4	All statutory payments	01.04.2017
5	All other payments and recoveries including revised OT allowance and contribution to CSL Workmen Superannuation Pension Scheme	From the wage month following the month of signing the MoA dated 28 th March 2019. The payments would be disbursed accordingly.



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21.0 Gratuity

- 21.1 Gratuity payment shall continue to be regulated as per the Payment of Gratuity Act 1972 as amended from time to time except that the present ceiling on the eligible gratuity amount of Rs 10.00 Lakhs shall be raised to Rs 20 Lakhs subject to Income Tax Rules with effect from 01-04-2017 calculated on the revised wages of all CSL Workmen who retired or will retire in the normal course or under VRS or premature retirement on medical grounds or died while in service. Ceiling of Gratuity will be increased by 25% when VDA goes beyond 50%.

22.0 Superannuation Pension Scheme

- 22.1 The existing Scheme shall continue to be operational unabated as per the terms and conditions contained in the Memorandum of Agreement between the CSL and the CSL Workmen dated 06.02.2016 except that the existing minimum qualifying eligibility period of 15 years of service for the scheme is dispensed with.

23.0 Insurance Linked Medical Assistance Scheme For CSL Retired Workmen

- 23.1 Suitable modifications to the scheme to make the same financially and operationally sustainable to the extent possible will be discussed separately and decided in due course.

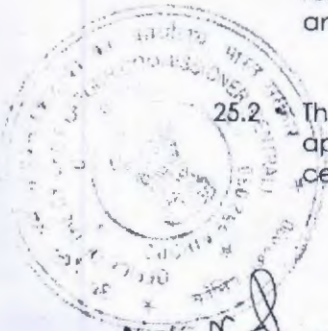
24.0 'Option' to come over to the higher grade on promotion

- 24.1 In the case of CSL Workmen who have been promoted on or after 01st April 2017 till date of signing the MoS are given permission to exercise their option once again with regard to coming over to the pay scale in the promoted post from a date within three months from the date of issue of order. This special permission has to be exercised within six months from the date of the Long Term Settlement.

25.0 Implementation of the MoS and applicability of its benefits

- 25.1 The MoA dated 28th March 2019 has been approved by the Board OF Directors of CSL and Ministry of Shipping. Implementation of the MoS shall be subject to Government Orders/Guidelines/Statutes etc in as much as they would be applicable from time to time to the said Memorandum of Settlement. Accordingly, any Government Orders / Guidelines / Enactments / Judicial Pronouncement etc relating to the terms of the said MoS shall ipso-facto supersede the relevant clauses and any related implemented office orders.

- 25.2 The benefits of Wage Revision and payment of arrears arising out of the MoS shall be applicable to all permanent CSL Workmen/ Ex-CSL Workmen other than those who ceased to be in the services of CSL on the following grounds, after 31.03.2017,



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CSEF (C17U)

Deep
CSE

Rishi
CSEJ

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- i) Dismissal
- ii) Resignation without permission or Notice
- iii) Resignation where disciplinary action against the CSL Workmen had already been initiated and was in progress.
- iv) Resigned without notice where bond liability had not been discharged.

26.0 **Anomalies** arising out of the wage revision as per the existing norms shall be looked into separately for necessary correction based on the norms promulgated and followed by the CSL in the case of anomaly rectification.

27.0 The parties agree that the respective rights, benefits, responsibilities and terms and conditions of service under the provisions of the MoS dated 31st March 2010 which are not specifically amended, negated or otherwise modified under the current MoS shall continue to be in force. As regards other issues which are not part of the current MoS or previous MoS, the Government orders/Guidelines/CSL orders will be followed forthwith.

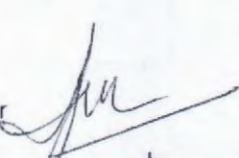
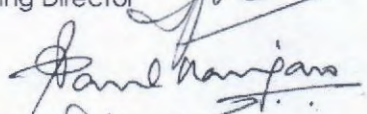
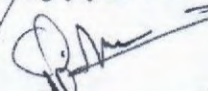

28.0 This Memorandum of Settlement is in full and final settlement of all demands and issues raised by the CSL Workmen in their separate and joint 'Charter of Demands'. Both parties agree that from the point of affordability and sustainability of CSL, the MoS shall be subjected to review in the unlikely event of CSL making cash loss during the currency of the same.

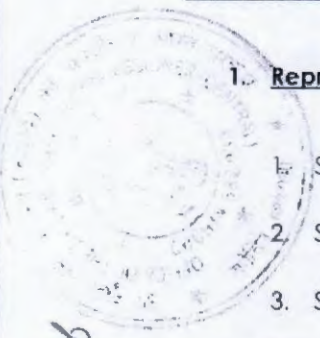
29.0 It is agreed by CSL Workmen that during the currency of the MoS there shall be no demand from their side involving financial or other liability to the CSL or for any further increase in wages or allowances or alternations of any terms and conditions of service of CSL Workmen.

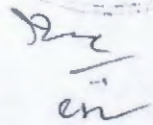
Dated this 18th day of June, 2019

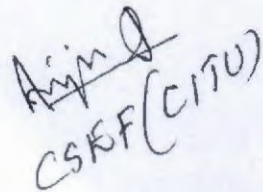
SIGNATURE OF PARTIES

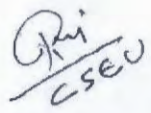
1. Representing Management

- | | | |
|-------------------------|------------------------------|---|
| 1. Shri Madhu S Nair | Chairman & Managing Director |  |
| 2. Shri D Paul Ranjan | Director (Finance) |  |
| 3. Shri N V Suresh Babu | Director (Operations) |  |
| 4. Shri Bejoy Bhasker | Director (Technical) |  |

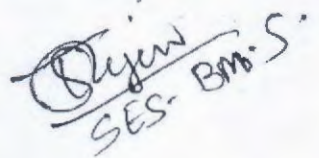





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 CSRF (CITU)


 Pri
 CSEU




 Sujin
 SES - Bm.S.

- | | | |
|--------------------------|---|--------------------|
| 5. Shri K J Ramesh | Chief General Manager (Human Resources & Training) | <i>[Signature]</i> |
| 6. Shri M Murugaiah | Chief General Manager (Technical) | <i>[Signature]</i> |
| 7. Shri K N Sreejith | Chief General Manager (Ship Repair) | <i>[Signature]</i> |
| 8. Shri A V Suresh Kumar | General Manager (Ship Building, SBOC/S&C) | <i>[Signature]</i> |
| 9. Shri V J Jose | General Manager (Finance) | <i>[Signature]</i> |
| 10. Shri A K Subash | Deputy General Manager (Personnel & Administration) | <i>[Signature]</i> |
| 11. Shri K K Subramanian | Assistant General Manager (Human Resources) | <i>[Signature]</i> |

2. **Representing CSL Workmen**

A. **Cochin Shipyard Employees Organisation (INTUC)**

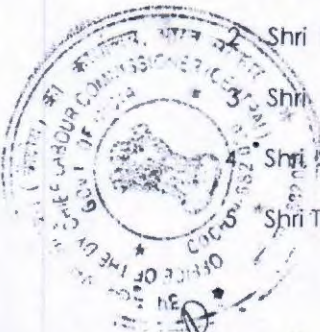
None Attended

B. **Cochin Shipyard Employees Federation (CITU)**

- | | | | |
|----------------------|------|-------------------|--------------------|
| 1 Adv. P Rajeev | - | President | <i>[Signature]</i> |
| 2 Adv. M Anilkumar | - | General Secretary | <i>[Signature]</i> |
| 3 Adv. N Satheesh | - | Working President | <i>[Signature]</i> |
| 4 Shri Aniju P | 3462 | Secretary | <i>[Signature]</i> |
| 5 Shri Prabhakaran A | 3131 | Vice President | <i>[Signature]</i> |
| 6 Shri Vineeth V R | 3643 | Joint Secretary | <i>[Signature]</i> |
| 7 Shri Ratheesh M | 4000 | Joint Secretary | <i>[Signature]</i> |
| 8 Shri Xavier C C | 3733 | Treasurer | <i>[Signature]</i> |

C. **Cochin Shipyard Employees Union**

- | | | | |
|--------------------|------|-------------------|--------------------|
| 1 Shri Kishore A K | - | General Secretary | <i>[Signature]</i> |
| Shri Baburajan O C | 2842 | Vice President | <i>[Signature]</i> |
| Shri Joseph Viju | 4119 | Vice President | <i>[Signature]</i> |
| Shri Surendran V N | 2945 | Joint Secretary | <i>[Signature]</i> |
| Shri Thasleekh T K | 3528 | Joint Secretary | <i>[Signature]</i> |



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CSRF (CITU)

[Signature]
ce

[Signature]
CSEU

[Signature]

[Signature]
SES-BMS

6 Shri Renju P K 3801 Treasurer

D. Shipyard Employees Sangh (BMS)

1 Shri Unnikrishnan Unnithan C President

2 Shri Madhukumar K V General Secretary

3 Shri Rajeev T S 3690 Working President

4 Shri Sasikumar K N 3269 Vice President

5 Shri Sudeep C 3859 Vice President

6 Shri Shibu S O 3350 Joint Secretary

7 Shri Rethesh S 3554 Joint Secretary

8 Shri Liju M 3693 Treasurer

Witnesses

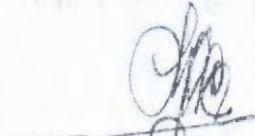
(1) Shri Subash C 3550 CSEF

(2) Shri K C Radhakrishnan 2991 CSEU

(3) Shri Vishnu T 4250 SES

(4) Smt Bindu Krishna 4719 Senior Manager (Legal)

Signed before me on 18th June 2019

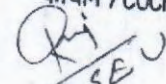

(P K LUKAS)

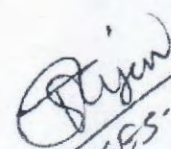
Deputy Chief Labour Commissioner (Central)/ Cochin

&

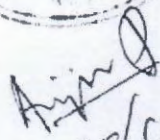
Conciliation Officer under Industrial Disputes Act 1947

पी.के. लूकास / P.K. LUKAS
उप मुख्य श्रम आयुक्त (के)
DEPUTY CHIEF LABOUR COMMISSIONER (C)
कोचीन / COCHIN


CSEU


SES-BMS.




CSRF(CITU)

ANNEXURE I

PAY SCALES

Pay Scale	Pre-revised	Revised w.e.f. 01.04.2017
W1	6600-13200	16700-54840
W2	7200-13800	18200-59790
W3	7500-14600	19000-62400
W4	7700-15400	19500-63970
W5	8400-16200	21300-69840
W6	8900-18500	22500-73750
W7	9300-22200	23500-77000
W8	9500-24500	24000-78650
W9	9800-25200	24800-81290
W10	10200-27400	25800-84580
W11	10900-28600	27600-90390
W12	11700-30300	27900-96960
W13	12700-33600	27900-105130

ANNEXURE II

RATE OF DEARNESS ALLOWANCE W.E.F. 01.04.2017

Effective Date	Rate of Dearness Allowance (%)
01.04.2017	-1.1
01.07.2017	-0.2
01.10.2017	2.2
01.01.2018	3.4
01.04.2018	3.5
01.07.2018	3.8
01.10.2018	7.3
01.01.2019	8.8

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CSEF

CSEU

SES - BMS

CSRF (CITU)



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कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

No. P&A/18(167)/09

06 फरवरी/ Feb 2020

परियोजना अधिकारियों के समेकित वेतन के संशोधन संबंधीREVISION OF CONSOLIDATED PAY OFPROJECT OFFICERS - REG.

- कृपया परिपत्र सं पीएण्डए/18(167)/09 दिनांक 20.07.2017 का संदर्भ लें।
Ref. circular No. P&A/18(167)/09 dated 20.07.2017.
- अध्यक्ष एवं प्रबंध निदेशक ने ठेके के आधार पर नियुक्त परियोजना अधिकारियों, वरिष्ठ परियोजना अधिकारियों और विशेष परियोजना अधिकारियों की मासिक समेकित वेतन बढ़ाने हेतु आदेश दिया है। निम्नानुसार बढ़ाया हुआ समेकित वेतन दिनांक 01 अक्टूबर 2019 से प्रभावी होगा।

C&MD is pleased to order enhancement of monthly consolidated pay of Project Officers, Senior Project Officers and Special Project Officers engaged on contract basis. The enhanced consolidated pay will come into effect from 01 Oct 2019 as indicated below:-

श्रेणी/ठेके की अवधि Category/ Contract Tenure	मौजूदा समेकित वेतन (प्रति महीने) Existing consolidated pay (per month)	संशोधित समेकित वेतन (प्रति महीने) Revised consolidated pay (per month)	समेकित संशोधित वेतन का ब्यौरा (प्रति महीने) Break up of revised Consolidated Pay (per month)			
			मूल Basic (₹)	विशेष भत्ता Special Allowance (₹)	आवास भत्ता Accommodation Allowance (₹)	वाहन भत्ता Conveyance Allowance (₹)
ठेके के आधार पर परियोजना सहायक / Project Officers on contract basis						
Ist year	₹30,000	₹37,000	25000	3700	4000	4300
IInd year	₹31,000	₹38,000	25500	3800	4100	4600
IIIrd year	₹32,000	₹40,000	27000	4000	4300	4700
ठेके के आधार पर वरिष्ठ परियोजना सहायक / Senior Project Officers on contract basis						
Ist year	₹38,000	₹47,000	32500	4800	5200	4500
IInd year	₹39,000	₹48,000	33000	4900	5300	4800
IIIrd year	₹40,000	₹50,000	34000	5000	5400	5600

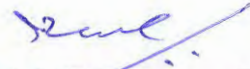
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श्रेणी/ठेके की अवधि Category/ Contract Tenure	मौजूदा समेकित वेतन (प्रति महीने) Existing consolidated pay (per month)	संशोधित समेकित वेतन (प्रति महीने) Revised consolidated pay (per month)	समेकित संशोधित वेतन का ब्यौरा (प्रति महीने) Break up of revised Consolidated Pay (per month)			
			मूल Basic (₹)	विशेष भत्ता Special Allowance (₹)	आवास भत्ता Accommodation Allowance (₹)	वाहन भत्ता Conveyance Allowance (₹)
कोलकाता में ठेके के आधार पर विशेष परियोजना सहायक / Special Project Officers on contract basis in Kolkata						
Ist year	₹40,000	₹50,000	34000	5000	5400	5600
IInd year	₹41,000	₹51,000	34500	5100	5500	5900
IIIrd year	-	₹52,000	35000	5200	5600	6200
ठेके के आधार पर वरिष्ठ परियोजना सहायक (सुरक्षा / सुविधाएं और सेवाएँ)/ Senior Project Officers (Security/Facilities & Services) on contract basis						
Ist year	₹45,000	₹47,000	32500	4800	5200	4500
IInd year	₹46,500	₹48,000	33000	4900	5300	4800
IIIrd year	₹48,000	₹50,000	34000	5000	5400	5600

3. अतिरिक्त घंटे और अन्य भत्ते के मुआवजे को नियंत्रित करने वाले अन्य सभी नियमों व शर्तों में कोई बदलाव नहीं होगा।

All other terms and conditions governing compensation for extra hours and other allowances will remain unaltered.


(के जे रमेश / K.J Ramesh)
मुख्य महाप्रबंधक (मा.सं. व प्रशि.)
CGM (HR&TRG)

सेवा में / To

सभी संबंधित - इंटरनेट के ज़रिए

All concerned: Thro' Intranet

प्रतिलिपि / Copy to:

नि(प्र.)/ नि(तक.)/ नि(वि.)/ D (O)/D (T)/D (F)

मु.स. अ./ CVO

मु.म.प्र/ म.प्र/ उ.म.प्र/CGMs/GMs/DGMs

अध्यक्ष एवं प्रबंध निदेशक का कार्यपालक सहायक/व.प्र (स्था.)/व.प्र.(का.)

EA to CMD/SM (Estt)/SM(Perl.)

इंटरनेट के ज़रिए
Thro' Intranet

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची /KOCHI – 15

(कार्मिक व प्रशासन विभाग)/(P & A Department)

No. P&A/6(83)/05

03 फरवरी / Feb 2020

ठेके कामगार- समेकित वेतन के संशोधन से संबंधित

CONTRACT WORKMEN-
REVISION OF CONSOLIDATED PAY REG.

1. कृपया परिपत्र सं पीएण्डए/6(83)/05 दिनांक 28.08.2017 का संदर्भ लें।
Please refer circular No P&A/6(83)/05 dated 28.08.2017.
2. अध्यक्ष एवं प्रबंध निदेशक ने ठेके के आधार पर काम कर रहे कामगारों की मासिक समेकित वेतन बढ़ाने हेतु आदेश दिया है। नीचे सूचितानुसार बढ़ाया हुआ समेकित वेतन दिनांक 01 अक्तूबर 2019 से प्रभावी होगा।


C&MD is pleased to order enhancement of monthly consolidated pay of workmen engaged on contract basis. The enhanced consolidated pay will come into effect from 01 Oct 2019 as indicated below:

क्रम सं SL No	श्रेणी/ ठेके की अवधि Category/ Contract tenure	मौजूदा समेकित वेतन (प्रति महीने) Existing Consolidated pay (per month)	मौजूदा अतिरिक्त वेतन (प्रति महीने) Existing Extra wages (per month)	संशोधित समेकित वेतन (प्रति महीने) Revised Consolidated pay (per month)	संशोधित अतिरिक्त वेतन (प्रति महीने) Revised Extra wages (per month)
I	ठेके के आधार पर परियोजना सहायक/ शिप डिजाइन सहायक Project Assistant/ Ship Design Assistant on contract basis				
	1 st year	19200/- pm	4700/- pm	24400/- pm	5100/- pm
	2 nd year	19800/- pm	4800/- pm	25100/- pm	5200/- pm
	3 rd year	20400/- pm	4950/- pm	25900/- pm	5400/- pm
II	ठेके के आधार पर आउटफिट/फैब्रिकेशन/ एयर कंडीशनर तकनीशियन Outfit/Fabrication Assistant/Air Conditioner Technician on contract basis				
	1 st year	18400/- pm	4200/- pm	23300/- pm	4900/- pm
	2 nd year	19000/- pm	4260/- pm	24000/- pm	5000/- pm
	3 rd year	19500/- pm	4450/- pm	24800/- pm	5100/- pm
III	ठेके के आधार पर नर्स/ Nurse on contract basis				
	1 st year	19200/- pm	4000/- pm	23300/- pm	4900/- pm
	2 nd year	19800/- pm	4100/- pm	24000/- pm	5000/- pm
	3 rd year	20400/- pm	4200/- pm	24800/- pm	5100/- pm

क्रम सं SL No	श्रेणी/ ठेके की अवधि Category/ Contract tenure	मौजूदा समेकित वेतन (प्रति महीने) Existing Consolidated pay (per month)	मौजूदा अतिरिक्त वेतन (प्रति महीने) Existing Extra wages (per month)	संशोधित समेकित वेतन (प्रति महीने) Revised Consolidated pay (per month)	संशोधित अतिरिक्त वेतन (प्रति महीने) Revised Extra wages (per month)
IV	ठेके के आधार पर फायरमैन/ अर्ध कुशल रिग्गर Fireman/Semiskilled Rigger on contract basis				
	1 st year	17400/- pm	4200/- pm	22100/- pm	4600/- pm
	2 nd year	17900/- pm	4260/- pm	22800/- pm	4700/- pm
	3 rd year	18500/- pm	4450/- pm	23400/- pm	4900/- pm
V	ठेके के आधार पर सामान्य कामगार (कैंटीन) General Worker (Canteen) on contract basis				
	1 st year	13700/- pm	3300/- pm	17300/- pm	3600/- pm
	2 nd year	14100/- pm	3400/- pm	17900/- pm	3700/- pm
	3 rd year	14500/- pm	3500/- pm	18400/- pm	3800/- pm
VI	ठेके के आधार पर सुरक्षा सहायक / Safety Assistant on contract basis				
	1 st year	18400/- pm	4500/- pm	22100/- pm	4600/- pm
	2 nd year	19000/- pm	4500/- pm	22800/- pm	4700/- pm
	3 rd year	19500/- pm	4600/- pm	23400/- pm	4900/- pm
VII	ठेके के आधार पर स्काफोल्डर / Scaffolder on contract basis				
	1 st year	18400/- pm	4200/- pm	22100/- pm	4600/- pm
	2 nd year	19000/- pm	4260/- pm	22800/- pm	4700/- pm
	3 rd year	19500/- pm	4450/- pm	23400/- pm	4900/- pm
VIII	ठेके के आधार पर सेरांग/ Serang on contract basis				
	1 st year	17400/- pm	4500/- pm	23300/- pm	4900/- pm
	2 nd year	17900/- pm	4600/- pm	24000/- pm	5000/- pm
	3 rd year	18500/- pm	4800/- pm	24800/- pm	5100/- pm
IX	ठेके के आधार पर केयरटेकर/ Care Taker on contract basis				
	1 st year	Nil	Nil	20200/- pm	Nil
	2 nd year	Nil	Nil	20800/- pm	Nil
	3 rd year	20500/- pm	Nil	21500/- pm	Nil

क्रम सं SL No	श्रेणी/ ठेके की अवधि Category/ Contract tenure	मौजूदा समेकित वेतन (प्रति महीने) Existing Consolidated pay (per month)	मौजूदा अतिरिक्त वेतन (प्रति महीने) Existing Extra wages (per month)	संशोधित समेकित वेतन (प्रति महीने) Revised Consolidated pay (per month)	संशोधित अतिरिक्त वेतन (प्रति महीने) Revised Extra wages (per month)
X	ठेके के आधार पर रसोइया / Cook on contract basis				
	1 st year	17400/- pm	4500/- pm	22100/- pm	4600/- pm
	2 nd year	17900/- pm	4600/- pm	22800/- pm	4700/- pm
	3 rd year	18500/- pm	4800/- pm	23400/- pm	4900/- pm
XI	ठेके के आधार पर नर्सिंग सहायक- सह- प्रथमोचारक Nursing Assistant-cum first Aider on contract basis				
	1 st year	19500/- pm	Nil	20200/- pm	Nil
	2 nd year	Nil	Nil	20800/- pm	Nil
	3 rd year	Nil	Nil	21500/- pm	Nil
XII	ठेके के आधार पर फार्मसिस्ट (अंशकालिक) / Pharmacist (Part time) on contract basis				
	1 st year	8000/- pm	Nil	11700/- pm	Nil
	2 nd year	8250/- pm	Nil	12000/- pm	Nil
	3 rd year	8500/- pm	Nil	12400/- pm	Nil

3. ठेके के अन्य सभी नियम व शर्तों में कोई बदलाव नहीं होगा।
All other terms and conditions of the contracts will remain unaltered.
4. यह अध्यक्ष व प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।
This issue with the approval of CMD.


मुख्य महाप्रबंधक (मा.सं. व प्रशि.)
CHIEF GENERAL MANAGER (HR&TRG)

सेवा में/ To

सभी संबंधित - इंटरनेट के ज़रिए
All concerned: Thro' Intranet

प्रतिलिपि/ Copy to:

नि(प्र.)/ नि(तक.)/ नि(वि.)/ D (O)/D (T)/D (F)
मु.स. अ./ CVO
मु.म.प्र/ म.प्र/ उ.म.प्र/CGMs/GMs/DGMs
अध्यक्ष एवं प्रबंध निदेशक का कार्यपालक सहायक / व.प्र (स्था.)
EA to CMD/SM (Estt)

इंटरनेट के ज़रिए
Thro' Intranet

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / Kochi - 682 015

कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT

सं.पीएण्डए/प्रशा. No.P&A/Admn/109/01/18

10 अगस्त / August 2022

परिपत्र / CIRCULARकार्यपालकों और असंघीकृत पर्यवेक्षकों के लिए बीमा संबद्ध अंशदायी चिकित्सा सहायता योजना
Insurance Linked Contributory Medical Assistance Scheme For Executives and Non-Unionised Supervisors

1. कृपया कार्यपालकों और असंघीकृत पर्यवेक्षकों के लिए बीमा संबद्ध अंशदायी चिकित्सा सहायता योजना से संबंधित दिनांक 08 जून 2022 के समसंख्यक परिपत्र और संशोधित सीएसएल चिकित्सा सहायता योजना से संबंधित दिनांक 21 फरवरी 2022 के परिपत्र संख्या पीईआरएल/26(i)/ 97 खंड IV भाग का संदर्भ लें।

Please refer Circular of even number dated 08 June 2022 regarding Insurance Linked Contributory Medical Assistance Scheme for Executives and Non-unionised Supervisors and Circular No.PERL/26(i)/97 Vol.IV Pt dated 21 Feb 2022 regarding modified CSL Medical Assistance Scheme.

2. दिनांक 08 जून 2022 के उक्त संदर्भित परिपत्र के अनुच्छेद-4 के अनुसार, यह अधिसूचित किया गया है कि "एर्णाकुलम जिले के बाहर के अस्पतालों में कार्यपालकों / पर्यवेक्षकों और उनके पात्र आश्रितों द्वारा प्राप्त आईपी/ डे केयर उपचार के लिए स्वीकार्य खर्चों की प्रतिपूर्ति सीएसएल द्वारा की जाएगी"। ऐसे मामलों में, सभी कार्यपालकों और असंघीकृत पर्यवेक्षकों को प्रतिपूर्ति के लिए बिलों को संसाधित करने हेतु निम्नानुसार विस्तृत प्रक्रियाओं का पालन करना होगा :

As per para-4 of the above referred circular dated 08 June 2022, it has been notified that "the admissible expenses towards IP/day care treatment availed by Executives/Supervisors and their eligible dependents at hospitals outside Ernakulam district shall be reimbursed by CSL". In such cases, all Executives and Non-unionized Supervisors have to follow the procedures detailed as under for processing the bills for reimbursement:

- a) निम्नलिखित के लिए मुख्य चिकित्सा अधिकारी से स्वीकृति प्राप्त की जाएगी :
Sanction from CMO shall be obtained for:

- (i) एर्णाकुलम जिले में अपना निवास घोषित करनेवालों के लिए एर्णाकुलम के बाहर के अस्पतालों में उपचार।

Treatment at hospitals outside Ernakulam for those who have declared their residence at Ernakulam District.

- (ii) कर्मचारी के घोषित आवासीय जिले के अलावा अन्य जिलों में स्थित अस्पतालों में उपचार।
Treatment at hospitals situated in districts other than the declared residential district of the employee

- b) निम्नसूचित के लिए मंजूरी की आवश्यकता नहीं है :
Sanction is not required for:

- (i) उनके जिले के अस्पतालों में उपचार जहां घोषित निवास स्थित है।

Treatment at hospitals in their district where declared residence is located.

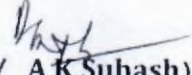
- (ii) घोषित आवासीय पते के बावजूद, एर्णाकुलम जिले के पैनेलबद्ध अस्पतालों में उपचार।

Treatment at empanelled hospitals in Ernakulam district, irrespective of the declared residential address.

3. नियोजित उपचार मामलों में या आपातकालीन उपचार के मामले में प्रवेश के 24 घंटे के भीतर मंजूरी हेतु अनुरोध मुख्य चिकित्सा अधिकारी को ई-मेल csl.inpatient@cochinshipyard.in द्वारा प्रस्तुत किया जाना चाहिए। मुख्य चिकित्सा अधिकारी द्वारा मंजूरी संबंधी अनुरोधों का तुरंत निपटारा किया जाएगा। Request for sanction should be submitted to CMO by email: csl.inpatient@cochinshipyard.in in planned treatment cases or within 24 hours of admission in case of emergency treatments. Requests for sanction shall be disposed off immediately by the CMO.

4. इस परिपत्र के जारी होने की तारीख से पहले कार्यपालकों/पर्यवेक्षकों द्वारा संपन्न/ प्राप्त आईपी/डे केयर उपचार, जो ऊपर पैरा (2 ए) में आते हैं, उस पर कर्मचारी द्वारा आवेदन जमा करने पर मुख्य चिकित्सा अधिकारी द्वारा विचार किया जाएगा।

The IP/Day care treatment completed/availed by Executives/Supervisors, before the date of issue of this Circular, which are falling in para 2 (a) above shall be considered by the CMO on submission of application by the employee.


(ए के सुबाष / A K Subash)
महाप्रबंधक (मानव संसाधन)
General Manager (HR)

सेवा में / To

सभी संबंधित / All concerned : इंटरनेट के द्वारा / Through Intranet

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मु. सु. अ. / मु. क. अ. / मु. चि. अ. / चि. अ. / CSO / CWO/CMO / MO

महा सचिव सीएसओए / सीएसएसए

General Secretary CSOA/CSSA

सं.पीएण्डए/प्रशा. No.P&A/Admn/109/01/18

08 जून / June 2022

परिपत्र / CIRCULAR

**कार्यपालकों और असंघीकृत पर्यवेक्षकों के लिए बीमा संबद्ध अंशदायी चिकित्सा सहायता योजना
वर्ष 2022-23**

**Insurance Linked Contributory Medical Assistance Scheme For
Executives And Non-Unionised Supervisors : 2022-23**

1. सीएसएल बोर्ड द्वारा अनुमोदित "सीएसएल के कार्यपालकों और असंघीकृत पर्यवेक्षकों के लिए बीमा संबद्ध अंशदायी चिकित्सा सहायता योजना" और दिनांक 25 जुलाई 2018 के समसंख्यक परिपत्र के साथ सूचित अनुबंध - I और संशोधित सीएसएल चिकित्सा सहायता योजना के संबंध में दिनांक 21 फरवरी 2022 के परिपत्र संख्या पीईआरएल/26(i)/97 खंड IV भाग का संदर्भ लें।

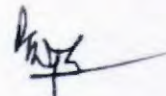
Reference to the "Insurance Linked Contributory Medical Assistance Scheme for Executives and Non-unionised Supervisors of CSL" approved by the CSL Board and notified as Annexure-I to the Circular of even number dated 25 Jul 2018 and Circular No.PERL/26(i)/97 Vol.IV Pt dated 21 Feb 2022 regarding modified CSL Medical Assistance Scheme.

2. वर्ष 2022-23 के लिए बीमा संबद्ध अंशदायी चिकित्सा सहायता योजना के संचालन के लिए सीएसएल ने मेसर्स यूनाइटेड इंडिया बीमा कंपनी लिमिटेड, कोचीन के साथ एक ग्रुप चिकित्सा पॉलिसी की व्यवस्था की है। कंपनी द्वारा वर्ष 2022-23 के लिए ली गई ग्रुप चिकित्सा पॉलिसी का वार्षिक प्रीमियम 19,379/- रुपए प्रति परिवार इकाई है। जैसा कि बोर्ड द्वारा अनुमोदित है, वार्षिक बीमा प्रीमियम का 90%, कंपनी द्वारा वहन किया जाएगा और शेष 10% संबंधित कार्यपालक / पर्यवेक्षक द्वारा किया जाएगा। तदनुसार कार्यपालक / पर्यवेक्षक द्वारा वहन किए जानेवाले बीमा प्रीमियम (1,938/-रुपए) का 10% जून 2022 महीने के वेतन से वसूल किया जाएगा।

For the operation of the Insurance Linked Contributory Medical Assistance Scheme for the year 2022-23, CSL has arranged a Group Mediclaim Policy with M/s.United India Insurance Company Ltd., Cochin. The annual premium of the said Group Mediclaim policy taken by the company for the year 2022-23 is Rs.19,379/- per family unit. As approved by the Board, 90% of the annual insurance premium shall be borne by the Company and balance 10% by the concerned executive/supervisor. Accordingly, the 10% of the Insurance premium (1,938/-) to be borne by the executive/supervisor will be recovered from the salary for the month of June 2022.

3. ग्रुप चिकित्सा बीमा पॉलिसी फ्लोटर आधार पर 6 व्यक्तियों की परिवार इकाई के लिए 8 लाख रुपए (गंभीर बीमारियों और डे केयर उपचार सहित) का अंतरंग रोगी उपचार संरक्षण प्रदान करती है। 8 लाख रुपए के आईपी संरक्षण के अलावा, पॉलिसी के तहत कवर किए गए पहले पांच व्यक्तियों के लिए 24 लाख रुपए का अतिरिक्त संरक्षण (केवल कैंसर के इलाज के लिए) उपलब्ध है।

The Group Medical Insurance policy provides Inpatient treatment coverage of Rs.8 Lakhs (including critical illnesses & Day care treatments) for a family unit of 6 persons on floater basis. Apart from Rs.8 Lakhs IP coverage, an additional coverage of Rs.24 Lakhs (for cancer treatment only) is available for the first five persons covered under the policy.



4. सीएसएल ने दिनांक 21 फरवरी 2022 के परिपत्र के जरिए कर्मचारियों के लिए संशोधित सीएसएल चिकित्सा सहायता योजना निर्धारित की है। संशोधित योजना में अन्य बातों के साथ-साथ कार्यपालकों और असंघीकृत पर्यवेक्षकों के लिए एर्णाकुलम जिले के पैनलबद्ध अस्पतालों में प्रत्यक्ष भुगतान के आधार पर उपचार का विस्तार किया गया। एर्णाकुलम जिले के बाहर के अस्पतालों में कार्यपालकों/पर्यवेक्षकों और उनके पत्र आश्रितों द्वारा प्राप्त आईपी और डे केयर उपचार के लिए स्वीकार्य खर्चों की प्रतिपूर्ति सीएसएल द्वारा दी जाएगी। आईपी और डे केयर उपचार के लिए प्रतिपूर्ति ग्रुप चिकित्सा बीमा पॉलिसी के तहत सीमाओं पर विचार किए बिना सीएसएल द्वारा प्रदान की जाएगी। हालांकि, बीमा कंपनी से प्राप्त राशि से अधिक सीएसएल द्वारा प्रतिपूर्ति की गई कोई भी राशि कर्मचारी के हाथ में आयकर अधिनियम के तहत छूट के अधीन कर योग्य होगी।

CSL has notified Modified CSL Medical Assistance Scheme for employees, vide Circular dated 21 Feb 2022. The modified scheme inter-alia extended treatment on direct payment basis at empanelled hospitals in Ernakulam district for Executives and Non-unionized supervisors also. The admissible expenses towards IP&Day Care treatment availed by Executives/Supervisors and their eligible dependents at hospitals outside Ernakulam district shall be reimbursed by CSL. The reimbursement for IP & Day care treatment shall be provided by CSL without considering the limits under the Group medical insurance policy. However, any amount reimbursed by CSL in excess of amount received from insurance company shall be taxable in the hands of the employee; subject to exemptions under Income Tax Act.

5. इस वर्ष, सीएसएल ने बाह्य रोगी उपचार संरक्षण को बीमा पॉलिसी से बाहर कर दिया है और ओपी दावा प्रस्तुत करने पर कर्मचारियों को सीधे ओपी उपचार व्यय की प्रतिपूर्ति करने का निर्णय लिया गया है जैसा कि कामगार वर्ग के कर्मचारियों के मामले में बिना किसी अधिकतम सीमा/सीमा के होता है। हालांकि, कर्मचारियों/आश्रितों की लंबी अवधि की ओपी आवश्यकताओं के लिए, सीएसएल चिकित्सा केंद्र से दवाइयां अधिकृत चिकित्सा चिकित्सक द्वारा जारी किए गए नुस्खे की प्रस्तुती पर वितरित की जाएगी। चूंकि, ओपी उपचार बीमा संरक्षण से बाहर है अतः कर्मचारियों और आश्रितों के ओपी उपचार व्यय की प्रतिपूर्ति कर्मचारियों के हाथों कर योग्य होगी।

In this year, CSL has excluded Outpatient treatment coverage from the insurance policy and it has been decided to reimburse the OP treatment expenses directly to the employees on submission of OP claim as in the case of employees in workmen category without any ceiling/limits. However, for long term OP requirements of employees/dependents, the medicines shall be dispensed from CSL Medical Centre on production of prescription issued by an Authorised Medical Practitioner. Since OP treatment is outside the insurance coverage, reimbursement of OP treatment expenses of employees and dependents shall be taxable in the hands of employees.

6. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of Competent Authority.

(ए के सुबाष / A K Subash)

महाप्रबंधक (मा.सं.) / General Manager (HR)

सेवा में / To

सभी संबंधित / All concerned : इंटरनेट के द्वारा / Through Intranet

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उ.म.प्र. / स.म.प्र. / DGMs / AGMs

मु.स.अ./मु.क.अ./मु.चि.अ. / चि.अ. / CSO/CWO/CMO/MO

महा सचिव सीएसएल / सीएसओए

General Secretary CSSA/CSOA

परिपत्र / CIRCULAR

**कर्मचारियों के लिए सीएसएल चिकित्सा सहायता योजना
CSL MEDICAL ASSISTANCE SCHEME FOR EMPLOYEES**

1. कृपया कर्मचारियों के लिए संशोधित सीएसएल चिकित्सा सहायता योजना के संबंध में दिनांक 21 फरवरी 2022 के परिपत्र का संदर्भ लें।
Please refer Circular dated 21 Feb 2022 regarding Modified CSL Medical Assistance Scheme for employees.

2. एर्णाकुलम जिले के तहत मूचीबद्ध और अधिसूचित 28 अस्पतालों के अतिरिक्त ऊपर उल्लिखित परिपत्र में, सीएसएल कर्मचारियों और उनके पात्र आश्रितों को अंतरंग रोगी और डे केयर उपचार प्रदान करने हेतु सीएसएल ने मेसर्स अमृता इंस्टीट्यूट ऑफ मेडिकल साइन्स, एर्णाकुलम (तिगुनी देवभाल सुविधा सहित सुपर स्पेशियलिटी अस्पताल) के साथ समझौता ज्ञापन पर हस्ताक्षर किया है। सीएसएल द्वारा मेसर्स अमृता इंस्टीट्यूट ऑफ मेडिकल साइन्स, एर्णाकुलम में सीधे भुगतान द्वारा आईपी और डे केयर उपचार दिनांक 25 अप्रैल 2022 से प्रभावी है।

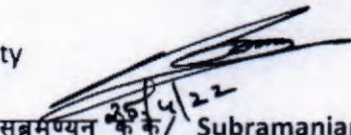
In addition to the 28 hospitals in Ernakulam District empanelled and notified vide Circular referred above, CSL has signed MoU with M/s. Amrita Institute of Medical Sciences, Ernakulam (Super-Speciality Hospital with tertiary care facilities) for providing Inpatient and day care treatment to CSL employees and their eligible dependents. The IP & Day care treatment by direct payment at M/s. Amrita Institute of Medical Sciences, Ernakulam by CSL is effective from 25 Apr 2022 onwards.

3. मेसर्स अमृता अस्पताल, एर्णाकुलम में उपचार का लाभ उठाने हेतु पालन की जाने वाली प्रक्रिया और अन्य निर्देश अन्य अस्पताल के मामलों में समान हैं, जिन्हें दिनांक 21 फरवरी 2022 के परिपत्र के अनुबंध- I के रूप में अधिसूचित किया गया था। मेसर्स अमृता इंस्टीट्यूट ऑफ मेडिकल साइन्स में कर्मचारियों की प्रत्येक श्रेणी के लिए पात्रता, अनुबंध- IIA के अनुसार है।

The procedure to be followed and other instructions for availing treatment at M/s. Amrita Hospital, Ernakulam is the same as in the case of other hospitals which was notified as Annexure-I of Circular dated 21 Feb 2022. Entitlement for each categories of employees at M/s. Amrita Institute of Medical Sciences is as per Annexure-IIA

4. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of the Competent Authority


(सुब्रमण्यन के के / Subramanian K K)
उप महाप्रबंधक (मा.सं.) / DGM (HR)

सेवा में/ To

सभी कर्मचारीगण / All employees: इंटरनेट के ज़रिए / Through Intranet

प्रतिलिपि/ Copy to

नि (तक) / नि (वि) / अ. व प्र. नि. का सलाहकार / D(T) / D(F) / Advisor to CMD
मु. स. अ. / CVO
मु. म. प्र. / म. प्र. / उ. म. प्र. / CGMs / GMs / DGMs
अ. व प्र. नि. का नि. स. / उ. क. सीआईएसएफ / PS to C&MD / DC CISF
मु. चि. अ. / मु. क. अ. / CMO / CWO
महासचिव सीएसईएफ / सीएसईओ / सीएसएसए / सीएसओए
General Secretary CSEF / CSEO / CSSA / CSOA

ENTITLEMENT FOR ADMISSION FOR IP & DAY CARE TREATMENT AT EMPANELLED HOSPITALS IN ERNAKULAM DISTRICT

SN	NAME OF HOSPITAL	Category	ENTITLEMENT	REMARKS
I	SUPER-SPECIALITY HOSPITALS WITH TERTIARY CARE FACILITIES			
	AMRITA INSTITUTE OF MEDICAL SCIENCES, ERNAKULAM	W	SEMI-PRIVATE ROOM	Patient diet is on payment basis (to be paid by the employee/eligible dependent)
		S	SEMI-PRIVATE AC	
		E-2	PRIVATE ROOM AC	
		E-1	SEMI DELUXE ROOM	
		D	SUPER DELUXE ROOM	

NOTES

W : WORKMEN

S : SUPERVISORS

E-2 : EXECUTIVE TRAINEES, ASST. MANAGER, DY. MANAGER, MANAGER & SENIOR MANAGER

E-1 : AGM, DGM, GM, CGM & ED

D : DIRECTORS AND CMD



कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / Kochi - 682 015

कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT

सं. / पीईआरएल/No. PERL/26(1)/97 खंड / Vol.IV/ भाग/Pt

19 अप्रैल/Apr 2022

परिपत्र / CIRCULAR

कर्मचारियों के लिए सीएसएल चिकित्सा सहायता योजना

आईपी और ओपी दावों की प्रस्तुती- संबंधी

CSL MEDICAL ASSISTANCE SCHEME FOR EMPLOYEES

SUBMISSION OF IP & OP CLAIMS REG.

1. कर्मचारियों के लिए संशोधित सीएसएल चिकित्सा सहायता योजना के संबंध में परिपत्र दिनांक 21 फरवरी 2022 के सिलसिले में, चिकित्सा प्रतिपूर्ति दावों को प्रस्तुत करने में निम्नलिखित परिवर्तनों को नोट किया जाए:

In continuation of Circular dated 21 Feb 2022 regarding the modified CSL Medical Assistance Scheme for Employees, following changes in submission of medical reimbursement claims may be noted:

- a) एर्णाकुलम जिले के बाहर स्थित अस्पतालों में अंतरंग रोगी(आईपी) और डे केयर उपचार खर्च की प्रतिपूर्ति हेतु चिकित्सा दावों को सीएसएल चिकित्सा केंद्र में जमा किया जाएगा।

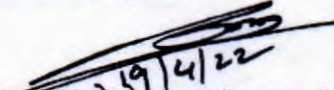
Medical claims for reimbursement of inpatient (IP) & Day care treatment expenses incurred at hospitals situated outside Ernakulam district shall be submitted at CSL Medical Centre

- b) योजना के तहत स्वीकार्य सभी बाह्य रोगी (ओपी) उपचार दावों को भी सीएसएल चिकित्सा केंद्र में जमा किया जा सकता है।

All outpatient (OP) treatment claims admissible under the scheme may also be submitted at CSL Medical Centre

2. सभी कार्यपालकों, पर्यवेक्षकों, कामगारों और कार्यपालक प्रशिक्षार्थियों से अनुरोध है कि वे इस उद्देश्य के लिए सीएसएल चिकित्सा केंद्र में रखे बॉक्स में अपना चिकित्सा दावों/बिलों को जमा करें।

All Executives, Supervisors, Workmen & Executive Trainees are requested to submit their medical claims/bills in the box kept at CSL Medical Centre for this purpose.


(सुब्रमण्यन के के) / Subramanian K K
उप महाप्रबंधक (मा.सं.) / DGM (HR)

सेवा में / To

सभी कामगार / All employees : इंटरनेट के ज़रिए / Through Intranet

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मु.स.अ. / CVO

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मु.चि.अ. / मु.क.अ. / मु.सुअ. CMO / CWO/CSO

महा सचिव सीएसईएफ/सीएसईओ/सीएसएए/सीएसओए

General Secretary CSEF/CSEO/CSSA/CSOA

परिपत्र / CIRCULAR

कर्मचारियों के लिए सीएसएल चिकित्सा सहायता योजना

नियोजित अंतरंग रोगी और डे केयर उपचारों में पूर्व-प्राधिकरण

**CSL MEDICAL ASSISTANCE SCHEME FOR EMPLOYEES
PRE-AUTHORISATION IN PLANNED IP&DAY CARE TREATMENTS**

1. कर्मचारियों के लिए संशोधित सीएसएल चिकित्सा सहायता योजना के संबंध में परिपत्र दिनांक 21 फरवरी 2022 का संदर्भ लें।

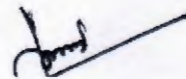
Refer Circular dated 21 Feb 2022 regarding the modified CSL Medical Assistance Scheme for Employees.

2. सीएसएल और पैनल में सूचीबद्ध अस्पतालों के बीच समझौते के अनुसार, पूर्व-प्राधिकरण प्रपत्रों को सीएसएल मुख्य चिकित्सा अधिकारी /चिकित्सा अधिकारी को भेजना होगा और सभी नियोजित अस्पताल में भर्ती होने की स्थिति में प्रवेश पाने से पहले अनुमोदन प्राप्त करना होगा। अतः सभी कर्मचारियों से अनुरोध है कि सभी नियोजित आईपी/डे केयर मामलों के लिए सीएसएल चिकित्सा पहचान पत्र और रोगी के आधार कार्ड के साथ पैनल में सूचीबद्ध अस्पताल के निगमित/ चिकित्सा सेवा डेस्क से संपर्क करें, ताकि अस्पताल सीएसएल को पूर्व-प्राधिकरण प्रपत्र भर्ती के पहले अनुमोदनार्थ अग्रेषित कर सके।

As per the agreement between CSL and the empanelled hospitals, the Pre-Authorisation Form has to be forwarded to CMO/MO CSL and approval be obtained prior to proceeding with the **ADMISSION for all PLANNED hospitalization**. Hence all employees are requested to contact the Corporate/Medical Services desk of the empanelled hospital with CSL Medical ID Card and Aadhaar Card of the patient for all planned IP/day care cases so as to enable the Hospital to forward the Pre-Authorisation form to CSL for approval prior to admission.

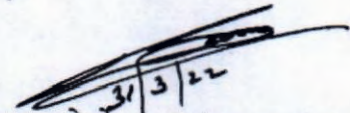
3. उपरोक्त प्रक्रिया आपातकालीन अस्पताल में भर्ती होने की स्थिति में लागू नहीं होती है। हालांकि, यह सुनिश्चित किया जाना है कि उपचार शुरू करते समय साथ आए व्यक्ति द्वारा अस्पताल को आवश्यक विवरण दिया जाता है, जिससे अस्पताल एक कार्य दिवस के भीतर मुख्य चिकित्सा अधिकारी /चिकित्सा अधिकारी, सीएसएल को इसकी सूचना दे सके।

The above procedure is not applicable in **EMERGENCY hospitalization**. However, it is to be ensured that necessary details are furnished to the Hospital by the bystander immediately at the time of starting treatment enabling the hospital to intimate the same to CMO/MO CSL within one working day.



4. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This is issued with the approval of the Competent Authority.


(सुब्रमण्यन के के / Subramanian K K)
उप महाप्रबंधक (मा.सं.) / DGM (HR)

सेवा में / To

सभी कामगार / All employees : इंटरनेट के ज़रिए / Through Intranet

प्रतिलिपि / Copy to

नि (तक) / नि (वि) / अ. व प्र. नि. का सलाहकार / D(T) / D(F) / Advisor to CMD

मु. स. अ. / CVO

मु. म. प्र. / म. प्र. / उ. म. प्र. / CGMs / GMs / DGMs

अ. व प्र. नि. का नि. स. / उ. क. सीआईएसएफ / PS to C&MD / DC CISF

दखलकार / कारखाना प्रबंधक / Occupier / Factory Manager

मु. चि. अ. / मु. क. अ. / मु. सु अ. CMO / CWO / CSO

महा सचिव सीएसईएफ / सीएमईओ / सीएसएसए / सीएसओए

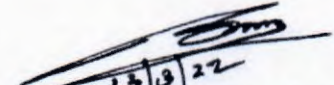
General Secretary CSEF / CSEO / CSSA / CSOA

परिपत्र / CIRCULAR

**कर्मचारियों के लिए सीएसएल चिकित्सा सहायता योजना
सूची में शामिल अस्पतालों में बाह्य रोगी उपचार के लिए छूट**

**CSL MEDICAL ASSISTANCE SCHEME FOR EMPLOYEES
DISCOUNT FOR OUTPATIENT TREATMENT AT EMPANELLED HOSPITALS**

1. कर्मचारियों के लिए संशोधित सीएसएल चिकित्सा सहायता योजना के संबंध में परिपत्र दिनांक 21 फरवरी 2022 का संदर्भ लें।
Refer Circular dated 21 Feb 2022 regarding the modified CSL Medical Assistance Scheme for Employees.
2. इस संबंध में, सभी कर्मचारियों को सूचित किया जाता है कि अनुबंध - I के अनुसार सूचीबद्ध अस्पतालों ने सीएसएल कर्मचारियों और पात्र आश्रितों द्वारा बाह्य रोगी (ओपी) उपचार हेतु परामर्श, स्कैन, प्रयोगशाला परीक्षण आदि जैसी सेवाओं पर विशेष छूट प्रदान करने की पेशकश और सहमति व्यक्त की है।
In this connection, it is notified for information of all employees that, the empanelled hospitals as per Annexure-I have offered and agreed to provide special discount on services such as Consultation, scan, lab test etc indicated therein for Outpatient (OP) treatment by CSL employees and eligible dependents.
3. सभी कर्मचारी सीएसएल चिकित्सा पहचान पत्र दिखाकर संबंधित अस्पतालों से ओपी उपचार हेतु छूट का लाभ उठा सकते हैं।
All employees may avail the discount for OP treatment from the respective hospitals by showing CSL Medical ID Card.


(सुब्रमण्यन के के / Subramanian K K)
उप महाप्रबंधक (मा.सं.) / DGM (HR)

सेवा में / To

सभी कामगार / All employees : इंटरनेट के ज़रिए / Through Intranet

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अ. व प्र. नि. का नि. स. / उ. क. सीआईएसएफ / PS to C&MD / DC CISF

Occupier / Factory Manager

मु. चि. अ. / मु. क. अ. / CMO / CWO / CSO

महा सचिव सीएसईएफ / सीएसईओ / सीएसएसए / सीएसओए

General Secretary CSEF / CSEO / CSSA / CSOA

DETAILS OF DISCOUNT ON OUTPATIENT TREATMENT (OP) AGREED BY EMPANELLED HOSPITALS

SN	NAME OF HOSPITAL	DETAILS OF OP DISCOUNT
I SUPER-SPECIALITY HOSPITALS WITH TERTIARY CARE FACILITIES		
1	MEDICAL TRUST HOSPITAL, ERNAKULAM	5% discount for in-house lab investigations 25% discount for CT/MRI and other investigations at M/s.Model Medi Diagnostic Centre Pvt. Ltd., Kochi
2	RENAI MEDICITY, PALARIVATTOM, KOCHI	Rs.50/- discount on consultation & 5% discount for all investigations and procedures except medicines and consumables
3	LOURDES HOSPITAL, ERNAKULAM	25% discount on consultation charges, 20% discount on priority OP charges, 10% discount for consumables, 20% discount on spectacles & 10% discount for all radiological investigations (such as X-ray, CT, MRI etc)
4	RAJAGIRI HOSPITAL, ALUVA	50% discount on consultation charges, 10% discount for lab investigations & 10% discount for all radiological investigations (such as X-ray, CT, MRI etc)
5	ASTER MEDCITY, CHERANALLOOR, ERNAKULAM	25% discount on consultation charges, 10% discount for lab investigations including external tests, 10% discount for all radiological investigations (such as X-ray, CT, MRI etc)
II MULTI-SPECIALITY HOSPITALS		
1	MAJ HOSPITAL, EDAPPALLY, ERNAKULAM	5% discount on consultation charge
2	ERNAKULAM MEDICAL CENTRE, ERNAKULAM	5% discount for lab investigations
3	KINDER HOSPITAL, ERNAKULAM	20% discount on consultation charges
4	V G SARAF MEMORIAL HOSPITAL, ERNAKULAM	15% discount in OP consultation
5	SANJOE HOSPITAL, PERUMBAVOOR, ERNAKULAM	Free consultation
III SPECIALITY HOSPITALS		
1	SILVERLINE HOSPITAL, ERNAKULAM	10% discount for all OP charges except medicine and consultation
2	DR.KUNHALU'S NURSING HOME, ERNAKULAM	10% discount for all OP charges except medicine and consultation
3	ST. JOSEPH'S HOSPITAL, MANJUMMEL, ERNAKULAM	10% discount for OP treatment
4	P.S MISSION HOSPITAL, MARADU, ERNAKULAM	10% discount for consultation charges & 100% discount for registration
5	MEDICAL TRUST HOSPITAL, KUZHIPALLY	5% discount for physiotherapy & 5% discount for CT Scan
IV OTHER SPECIALITY HOSPITALS		
1	VIJAYALAKSHMI MEDICAL CENTRE, ERNAKULAM	10% discount for all OP charges except medicine and consultation
2	GIRIDHAR EYE INSTITUTE, ERNAKULAM	10% discount for all OP consultation charges
3	DR TONY'S SUPER SPECIALITY EYE HOSPITAL, ERNAKULAM	10% discount for all OP consultation & OPD

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कोच्ची / Kochi - 682 015
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सं. / पीईआरएल / No. PERL/26(1)/97 खंड / Vol.IV/ भाग / Pt

21 फरवरी / Feb 2022

परिपत्र / CIRCULAR

कर्मचारियों के लिए सीएसएल चिकित्सा सहायता योजना
CSL MEDICAL ASSISTANCE SCHEME FOR EMPLOYEES

1. कृपया कर्मचारियों के लिए सीएसएल चिकित्सा सहायता योजना का संदर्भ लें।
Please refer the CSL Medical Assistance Scheme for employees.
2. सभी संबंधितों के सूचनार्थ यह अधिसूचित किया जाता है कि अध्यक्ष व प्रबंध निदेशक ने कर्मचारियों के लिए मौजूदा सीएसएल चिकित्सा सहायता योजना में संशोधनों को मंजूरी दे दी है ताकि बेहतर स्वास्थ्य देखभाल सुविधाएं प्रदान की जा सकें। संशोधित योजना की मुख्य विशेषताएं इस प्रकार हैं;
It is notified for information of all concerned that CMD has approved modifications in the existing CSL Medical Assistance Scheme for employees with a view and to provide improved health care facilities. The salient features of the modified Scheme are as follows;

I. एर्णाकुलम जिले के पैनलबद्ध अस्पतालों में अंतरंग रोगी और डे केयर उपचार

In-Patient & Day care Treatment at Empanelled Hospitals in Ernakulam District

- i) सीएसएल कर्मचारियों और उनके पात्र आश्रितों के लिए अंतरंग रोगी उपचार का लाभ उठाने के लिए एर्णाकुलम जिले में सूचीबद्ध अस्पतालों की सूची को संशोधित किया गया है। कर्मचारी और पात्र आश्रित अपनी पात्रता के अनुसार इन अस्पतालों में रोगी और डे केयर उपचार का लाभ उठा सकते हैं और ऐसे उपचार के लिए भुगतान सीधे सीएसएल द्वारा अस्पताल को किया जाएगा। पात्रता संबंधी विवरण **अनुबंध- II** के अनुसार है।

The list of empanelled hospitals in Ernakulam District for availing Inpatient treatment for CSL employees and their eligible dependents has been modified. The employees and eligible dependents can avail in-patient and day care treatment at these hospitals as per their entitlement and the payment towards such treatment shall be made directly by CSL to the hospital. Details of entitlement is as per **Annexure-II**.

- ii) सीएसएल के नियमित रोल के सभी कर्मचारियों को चिकित्सा पहचान पत्र जारी किए जाएंगे, जिसमें परिवार के आश्रित सदस्यों के आधार नंबर सहित विवरण शामिल होंगे। सीएसएल कर्मचारियों और उनके पात्र आश्रितों को अंतरंग रोगी और डे केयर उपचार का लाभ उठाने के लिए अस्पताल में सीएसएल चिकित्सा पहचान पत्र प्रस्तुत करना आवश्यक है। आश्रितों के आधार विवरण को सत्यापित करने के पश्चात अस्पताल द्वारा उपचार प्रदान किया जाएगा और इसी तरह आश्रित परिवार के सदस्यों को भी पैनल में शामिल अस्पतालों में उपचार का लाभ उठाने के समय अपना आधार कार्ड साथ रखना होगा। आपातकालीन चिकित्सा स्थितियों में उपचार शुरू करने के पश्चात अस्पताल द्वारा रोगी की पहचान का सत्यापन उचित समय पर किया जाएगा।

All employees on the regular rolls of CSL shall be issued Medical ID Cards indicating details including the Aadhaar number of dependent family members. CSL employees and their eligible dependents are required to produce the CSL Medical ID Card at hospital for availing inpatient and day care treatment. The treatment will be provided by the hospital after verifying the Aadhaar details of the dependent and as such the dependent family members are also to carry

their Aadhaar Card with them at the time of availing treatment at empanelled hospitals. In emergency medical situations identity verification of the patient will be done by the hospital in due course after commencing the treatment.

- iii) अस्पताल में रोगी के कमरे की स्वीकार्यता सीएसएल द्वारा अधिसूचित पात्रता के अनुसार सख्ती से होगी। कर्मचारी को अपनी पात्रता से अधिक उच्च श्रेणी के कमरे का चयन करने का कोई विकल्प नहीं है।
The room admissibility of the patient in the hospital shall be strictly as per the entitlement notified by CSL. Employee has no option to choose higher category of room than his/her entitlement.
- iv) सूचीबद्ध अस्पतालों द्वारा सामान्य रोगी आहार निःशुल्क प्रदान किया जाएगा।
Normal Patient Diet will be provided free of cost by the empanelled hospitals.
- v) पैनल में शामिल अस्पतालों द्वारा निःशुल्क दोपहिया/चौपहिया पार्किंग (अंतरंग रोगी / डे केयर उपचार अवधि के दौरान एक स्लॉट) उपलब्ध कराया जाएगा।
Free Two wheeler/ Four Wheeler parking (one slot during the inpatient/day care treatment period) shall be provided by the empanelled hospitals.
- vi) सुपर स्पेशियलिटी अस्पतालों जैसे मेसर्स एस्टर मेडिसिटी, चेरानेल्लूर, कोच्ची और मेसर्स लेकशोर अस्पताल, नेट्टूर, कोच्ची में अंतरंग रोगी और डे केयर का लाभ उठाने के लिए सभी कामगार मुख्य चिकित्सा अधिकारी/चिकित्सा अधिकारी सीएसएल से पूर्व अनुमोदन प्राप्त करेंगे और उन चिकित्सा स्थितियों तक सीमित होंगे जिनके लिए अन्य सूचीबद्ध अस्पतालों में उपचार उपलब्ध नहीं है।
All workmen shall obtain prior approval from CMO/MO CSL for availing Inpatient and Daycare treatment at Super speciality hospitals viz., M/s. Aster Medicity, Cheranelloor, Kochi and M/s. Lakeshore Hospital, Nettoor, Kochi and shall be limited to those medical conditions for which the treatment is not available in other empanelled hospitals.
- vii) योजना के तहत स्वीकार्य न होने वाले किसी भी व्यय जैसे कैंटीन, टेलीफोन, विविध प्रभार या योजना के तहत न स्वीकारा गया इलाज का व्यय कर्मचारी द्वारा अस्पताल से छुट्टी से पहले सीधे अस्पताल में भुगतान किया जाएगा।
Any expenses not admissible under the scheme such as canteen, telephone, miscellaneous charges or expenses towards treatment not admissible under the Scheme shall be borne by the employee and to be paid directly at hospital prior to discharge.
- viii) उपचार के लिए बिलों में से किसी भी अस्वीकार्य वस्तु के लिए किए गए खर्च को कर्मचारी से घटाया जाएगा।
Expenses incurred towards any inadmissible items from the bills for the treatment shall be deducted from the employee.
- ix) कर्मचारी/आश्रित परिवार के सदस्य अस्पताल से छुट्टी के समय अस्पताल द्वारा जारी किए गए बिलों का सत्यापन और हस्ताक्षर करेंगे।
The employee/dependent family member shall verify and sign the bills issued by the hospital at the time of discharge from the hospital.
- x) एर्णाकुलम जिले में पैनलबद्ध अस्पतालों के अलावा किसी भी अस्पताल में किए गए अंतरंग और डे केयर उपचार पर प्रतिपूर्ति के लिए विचार नहीं किया जाएगा।
Inpatient and Daycare treatment taken in any hospitals other than empanelled hospitals at Ernakulam district shall not be considered for reimbursement.

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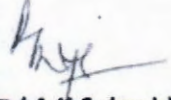
II. एर्णाकुलम जिले के बाहर के अस्पतालों में अंतरंग रोगी और डे केयर उपचार

In-Patient & Day Care Treatment at Hospitals outside Ernakulam District

- i) एर्णाकुलम जिले के बाहर आईपी और डे केयर उपचार का लाभ कर्मचारी उनके जिले के किसी भी सुविधाजनक अस्पताल से उठा सकते हैं। ये कर्मचारी एर्णाकुलम जिले के पैनल में शामिल अस्पतालों का भी उपयोग कर सकते हैं।
IP & Day care treatment outside Ernakulam district may be availed at any convenient hospital in their district. These employees may also utilize the empanelled hospitals in Ernakulam district.
 - ii) चिकित्सा उपचार के खर्चों की प्रतिपूर्ति एर्णाकुलम में पैनलबद्ध अस्पतालों की समान श्रेणी में लागू उपचार दरों पर आधारित होगी।
Reimbursement of expenses of medical treatment shall be based on the treatment rates applicable in the similar category of empanelled hospitals in Ernakulam.
3. बाह्य रोगी (ओपी) उपचार व्यय की प्रतिपूर्ति के लिए मौजूदा प्रक्रिया/नियमों में कोई बदलाव नहीं है। ओपी उपचार उनके जिले के किसी भी सुविधाजनक अस्पताल से लिया जा सकता है।
There is no change in the existing procedure / rules for reimbursement of Outpatient (OP) treatment expenses. OP treatment may be availed at any convenient hospital in their districts.
 4. मौजूदा सीएसएल चिकित्सा सहायता योजना में अन्य सभी शर्तें/खंड अपरिवर्तित रहती हैं।
All other conditions / clauses in the existing CSL Medical Assistance Scheme remains unaltered.
 5. कार्यपालकगण और गैर-संघीय पर्यवेक्षक सीएसएल द्वारा सीधे भुगतान के माध्यम से एर्णाकुलम जिले के पैनलबद्ध अस्पतालों में अंतरंग रोगी और डे केयर उपचार का लाभ उठाएंगे।
Executives and Non-unionised supervisors shall avail In-Patient and Day care Treatment at Empanelled Hospitals in Ernakulam District through direct payment by CSL.
 6. योजना की कार्यप्रणाली **अनुबंध - I** में संलग्न है।
Modus operandi of the scheme is enclosed as **Annexure - I**.
 7. चालू भुगतान चिकित्सा सहायता योजना के कार्यान्वयन के परिणामस्वरूप चिकित्सा अग्रिम वापस ले लिया गया है। चिकित्सा अग्रिम केवल असाधारण/योग्य मामलों में चिकित्सा स्थिति के आधार पर उचित विचार के बाद प्रदान किया जाएगा।
Consequent to the implementation of direct payment medical assistance scheme medical advance stands withdrawn. Medical advance shall be provided only in exceptional / deserving cases depending on the medical situation after due consideration.
 8. सुविधाओं के दुरुपयोग को यदि ध्यान में लाया जाता है, तो इसे गंभीरता से लिया जाएगा और उचित सेवा नियमों के तहत अनुशासनात्मक प्रक्रिया शुरू करने के लिए उत्तरदायी होगा।
Any misuse of facilities, if noticed shall be viewed seriously and liable for initiating disciplinary procedures under the relevant service rules.



9. यह अध्यक्ष व प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।
This issue with the approval of CMD


(ए के सुबाष / A K Subash)
महाप्रबंधक (मानव संसाधन)
General Manager (HR)

सेवा में/ To

सभी कर्मचारीगण / All employees: इंटरनेट के ज़रिए / Through Intranet

प्रतिलिपि/ Copy to

नि (तक) / नि (वि) / अ. व प्र. नि. का सलाहकार / D(T) / D(F) / Advisor to CMD

मु. स. अ. / CVC

मु. म. प्र. / म. प्र. / उ. म. प्र. / CGMs / GMs / DGMs

अ. व प्र. नि. का नि. स. / उ. क. सीआईएसएफ / PS to C&MD / DC CISF

मु. चि. अ. / मु. क. अ. / CMO / CWO

महा सचिव सीएसईएफ / सीएसईओ / सीएसएसए / सीएसओए

General Secretary CSEF / CSEO / CSSA / CSOA

एर्णाकुलम जिले में पैनलबद्ध अस्पतालों में अंतरंग रोगी और डे केयर उपचार प्राप्त करने की प्रक्रिया
Procedure For Availing In-Patient & Day Care Treatment
At Empanelled Hospitals In Ernakulam District

1. योजनाबद्ध आईपी और डे केयर उपचार में प्रवेश से पहले कर्मचारी और पात्र आश्रित सीएसएल चिकित्सा पहचान पत्र और आधार कार्ड (आश्रितों के लिए) को प्रस्तुत करके सूचीबद्ध अस्पतालों में आईपी और डे केयर उपचार का लाभ उठाएंगे।

The employee and eligible dependents shall avail IP & Day Care treatment at empanelled hospitals by producing CSL Medical ID card and Aadhaar card (for dependents) prior to admission in planned IP and day care treatment.

2. रोगी का प्रवेश सख्ती से सीएसएल द्वारा अधिसूचित पात्रता के अनुसार होगा। कर्मचारी को अपनी पात्रता से अधिक उच्च श्रेणी के कमरे का चयन करने की कोई विकल्प नहीं है। हालांकि, यदि वे चाहें तो उनकी पात्रता की तुलना में निचले स्तर के कमरे का चयन करने की अनुमति है।

The admission of the patient shall be strictly as per the entitlement notified by CSL. Employee has no option to choose higher category of room than his/her entitlement. However, it is permissible to opt for a lower end room compared to his/her eligibility if they wish.

3. अस्पताल उपचार शुरू करने से पहले पूर्व-प्राधिकरण प्रपत्र मुख्य चिकित्सा अधिकारी/चिकित्सा अधिकारी को अग्रेषित करेगा।

Hospital shall forward the Pre-authorization form to CMO/MO prior to commencement of treatment.

4. मुख्य चिकित्सा अधिकारी/चिकित्सा अधिकारी उपचार की कार्रवाई हेतु संबंधित अस्पताल को अनुमोदन अग्रेषित करेंगे। मुख्य चिकित्सा अधिकारी/चिकित्सा अधिकारी से अनुमोदन के आधार पर, अस्पताल उपचार की कार्रवाई करेगा।

CMO/MO shall forward the approval to concerned hospital for proceeding with treatment. Based on the approval from CMO/MO, hospital shall proceed with treatment.

5. अस्पताल से छुट्टी के समय कर्मचारी/रोगी को अस्पताल द्वारा जारी मूल बिल/अंतिम बिल का सत्यापन और हस्ताक्षर करना चाहिए। टेलीफोन शुल्क, कैंटीन शुल्क, विविध शुल्क आदि से संबंधित किसी भी अस्वीकार्य शुल्क का भुगतान संबंधित कर्मचारी/रोगी द्वारा सीधे अस्पताल में किया जाएगा।

During discharge time, the employee / patient should verify and sign the original discharge bill/final bills issued by the hospital. Any inadmissible charges pertaining to telephone charge, canteen charges, miscellaneous charges etc., shall be paid directly by concerned employee / patient to hospital.

6. बिल अस्पताल द्वारा रोगी के नाम पर जारी किया जाएगा। रोगी का पता सीएसएल रिकॉर्ड के अनुसार होना चाहिए।

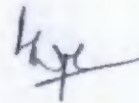
The bills shall be issued by the hospital in the name of the patient. The address of the patient should be as per CSL records.

[Handwritten signature]

7. अस्पताल विधिवत हस्ताक्षरित बिल और छुट्टी सारांश को निपटान हेतु सीएसएल को अग्रेपित करेगा।
The hospital shall forward the duly signed bill and discharge summary to CSL for settlement.
8. मुख्य चिकित्सा अधिकारी/चिकित्सा अधिकारी बिल को सत्यापित करेंगे और अस्पताल को भुगतान हेतु स्वीकार्य राशि और कर्मचारी से कटौती की जानेवाली अस्वीकार्य राशि की सिफारिश करेंगे। अनुशंसा के आधार पर वित्त विभाग अस्पताल को राशि अग्रेपित करेगा और संबंधित कर्मचारी से अस्वीकार्य राशि की कटौती करेगा।
CMO/MO shall verify the bill and recommend the admissible amount for paying to hospital and inadmissible amount to be deducted from the employee. Based on the recommendation, finance department shall remit the amount to hospital and deduct the inadmissible amount from the concerned employee.
9. सभी कर्मचारियों को अस्पताल के कर्मचारियों और अस्पताल में उपचार का लाभ उठाने के दौरान स्वयं और उनके आश्रितों/साथ रहने वालों के उचित व्यवहार को सुनिश्चित करना है।
All employees are to ensure appropriate behavior of self and their dependents/bystander to the hospital staff and while availing treatment at the hospital.

एर्णाकुलम जिले के बाहर के अस्पतालों में अंतरंग रोगी और डे केयर उपचार प्राप्त करने की प्रक्रिया Procedure For Availing In-Patient & Day Care Treatment At Hospitals Outside Ernakulam District

1. कर्मचारी और पात्र आश्रित एर्णाकुलम जिले के बाहर किसी भी अस्पताल में आईपी और डे केयर उपचार का लाभ उठाएंगे।
The employee and eligible dependents shall avail IP & Day Care treatment at any hospitals outside Ernakulam district.
2. इस तरह के आईपी और डे केयर उपचार के लिए दावा मौजूदा अभ्यास के अनुसार वित्त विभाग के चिकित्सा डेस्क को प्रस्तुत किया जाएगा।
Claim towards such IP & Day Care treatment shall be submitted to Medical Desk at Finance department as per existing practice.
3. चिकित्सा उपचार के व्यय की प्रतिपूर्ति एर्णाकुलम में पैनलबद्ध अस्पतालों की समान श्रेणी में लागू उपचार दरों पर आधारित होगी। मुख्य चिकित्सा अधिकारी/चिकित्सा अधिकारी ऐसे अस्पतालों की श्रेणी तय करेंगे। कर्मचारी को आईपी और डे केयर उपचार हेतु स्वीकार्य राशि की प्रतिपूर्ति की जाएगी।
Reimbursements of expenses of medical treatment shall be based on the treatment rates applicable in the similar category of empanelled hospitals in Ernakulam. CMO/MO shall decide the category of such hospitals. Admissible amount shall be reimbursed to employee for IP & Day Care treatment.



**ENTITLEMENT FOR ADMISSION FOR IP & DAY CARE TREATMENT AT EMPANELLED HOSPITALS IN
ERNAKULAM DISTRICT FOR WORKMEN**

SN	NAME OF HOSPITAL	Category	ENTITLEMENT	REMARKS
I	SUPER-SPECIALITY HOSPITALS WITH TERTIARY CARE FACILITIES			
1	MEDICAL TRUST HOSPITAL, ERNAKULAM	W	SINGLE ROOM IN ANNEX BLOCK	
2	RENAI MEDICITY, PALARIVATTOM, KOCHI	W	PRIVATE NON-AC ROOM	
3	LOURDES HOSPITAL, ERNAKULAM	W	STANDARD ROOM NON- AC	
4	RAJAGIRI HOSPITAL, ALUVA	W	TWIN BED	
5	ASTER MEDCITY, CHERANALLOOR, ERNAKULAM	W	TWIN SHARING A/C	ADMISSION IS SUBJECT TO PRIOR PERMISSION FROM CMO CSL
6	LAKESHORE HOSPITAL, NETTOOR, ERNAKULAM	W	TWIN SHARING A/C	ADMISSION SUBJECT TO PRIOR PERMISSION FROM CMO CSL
II	MULTI-SPECIALITY HOSPITALS			
1	LAKSHMI HOSPITAL, ERNAKULAM	W	SINGLE ROOM NON-AC	
2	MAJ HOSPITAL, EDAPPALLY, ERNAKULAM	W	SINGLE ROOM NON-AC	
3	SPECIALISTS HOSPITAL, ERNAKULAM	W	NON-AC ROOM	
4	ERNAKULAM MEDICAL CENTRE, ERNAKULAM	W	SINGLE NON-AC (TYPE-3)	
5	KINDER HOSPITAL, ERNAKULAM	W	SINGLE NON-AC	
6	V G SARAF MEMORIAL HOSPITAL, ERNAKULAM	W	SINGLE ROOM NON-AC	
7	SANJOE HOSPITAL, PERUMBAVOOR, ERNAKULAM	W	SINGLE ROOM NON-AC	
8	MALANKARA ORTHODOX SYRIAN CHURCH MEDICAL MISSION HOSPITAL (MOSC), KOLENCHERRY	W	PRIVATE NON-AC ROOM	Treatment on direct payment shall be effective from 01 March 2022 onwards
9	INDIRA GANDHI CO-OPERATIVE HOSPITAL, ERNAKULAM	W	SINGLE NON-AC ROOM	Patient diet is on payment basis

ENTITLEMENT FOR ADMISSION FOR IP & DAY CARE TREATMENT AT EMPANELLED HOSPITALS IN ERNAKULAM DISTRICT FOR WORKMEN

SN	NAME OF HOSPITAL	Category	ENTITLEMENT	REMARKS
III SPECIALITY HOSPITALS				
1	SILVERLINE HOSPITAL, ERNAKULAM	W	NON-AC ROOM	
2	KRISHNA HOSPITAL, ERNAKULAM	W	NON-AC ROOM	
3	DR.KUNHALU'S NURSING HOME, ERNAKULAM	W	STANDARD ROOM	
4	DEVI HOSPITAL, TRIPUNITHURA, ERNAKLAM	W	PRIVATE NON-AC ROOM	
5	ST. JOSEPH'S HOSPITAL, MANJUMMEL, ERNAKLAM	W	SINGLE ROOM	
6	P.S MISSION HOSPITAL, MARADU, ERNAKULAM	W	SEMI-PRIVATE NON-AC	
7	MEDICAL TRUST HOSPITAL, KUZHIPALLY	W	SINGLE ROOM (SMALL)	
8	LAKSHMI HOSPITAL, ALUVA	W	SINGLE ROOM	
9	B&B HOSPITAL, THRIKKAKKARA, ERNAKULAM	W	NON-AC SINGLE ROOM	
IV OTHER SPECIALITY HOSPITALS				
1	VIJAYALAKSHMI MEDICAL CENTRE, ERNAKULAM	W	SINGLE NON-AC	
2	GIRIDHAR EYE INSTITUTE, ERNAKULAM	W	NON-AC ROOM	
3	DR.TONY'S SUPER SPECIALITY EYE HOSPITAL, ERNAKULAM	W	ORDINARY ROOM	
4	KPM EYE HOSPITAL, ERNAKLAM	W	N.A	ROOM/BED FACILITY NOT AVAILABLE

NOTES

W : Workmen

* **Amrita Institute of Medical Sciences (AIMS), Kochi** raised certain queries and signing of agreement with the hospital is pending. However, efforts are being taken for empanelment of AIMS, Kochi and the same will be notified separately.

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**ENTITLEMENT FOR ADMISSION FOR IP & DAY CARE TREATMENT AT EMPANELLED HOSPITALS
IN ERNAKULAM DISTRICT APPLICABLE FOR EXECUTIVES AND NON-UNIONISED SUPERVISORS**

SN	NAME OF HOSPITAL	CATEGORY	ENTITLEMENT
1	SUPER-SPECIALITY HOSPITALS WITH TERTIARY CARE FACILITIES		
1	MEDICAL TRUST HOSPITAL, ERNAKULAM	S	AC ROOM IN ANNEX BLOCK
		E-2	AC ROOM SPECIAL IN ANNEX BLOCK
		E-1	AC DELUXE ROOM IN ANNEX BLOCK
		D	SUPER DELUXE ROOM IN EAST BLOCK
2	RENAI MEDICITY, PALARIVATTOM, KOCHI	S	PRIVATE AC STANDARD
		E-2	PRIVATE AC DELUXE
		E-1	PRIVATE AC DELUXE WITH BALCONY
		D	PRIVATE AC EXECUTIVE
3	LOURDES HOSPITAL, ERNAKULAM	S	REGULAR ROOM AC
		E-2	STANDARD ROOM AC
		E-1	EXECUTIVE ROOM AC
		D	SUITE
4	RAJAGIRI HOSPITAL, ALUVA	S	PRIVATE AC
		E-2	DELUXE
		E-1	STANDARD PLUS
		D	PREMIUM
5	ASTER MEDCITY, CHERANALLOOR, ERNAKULAM	S	SINGLE ROOM
		E-2	SINGLE ROOM
		E-1	SINGLE ROOM
		D	DELUXE
6	LAKESHORE HOSPITAL, NETTOOR, ERNAKULAM	S	STANDARD ROOM AC
		E-2	DELUXE ROOM AC
		E-1	DELUXE ROOM AC
		D	DELUXE ROOM AC

II		MULTI-SPECIALITY HOSPITALS	
1	LAKSHMI HOSPITAL, ERNAKULAM	S	DOUBLE ROOM NON-AC
		E-2	SINGLE ROOM AC
		E-1	DOUBLE ROOM AC
		D	SUITE-2 & SUITE-3
2	MAJ HOSPITAL, EDAPPALLY, ERNAKULAM	S	AC SINGLE DELUXE
		E-2	AC SUITE
		E-1	AC SUITE
		D	AC SUITE
3	SPECIALISTS HOSPITAL, ERNAKULAM	S	STANDARD AC & STANDARD PLUS AC
		E-2	DELUXE AC
		E-1	PREMIUM DELUXE AC
		D	SUITE
4	ERNAKULAM MEDICAL CENTRE, ERNAKULAM	S	SINGLE AC (CLASS C)
		E-2	SINGLE AC (CLASS B)
		E-1	SINGLE AC (CLASS A)
		D	SINGLE AC - DELUXE
5	KINDER HOSPITAL, ERNAKULAM	S	AC STANDARD
		E-2	SEMI-DELUXE
		E-1	DELUXE
		D	SUITE
6	V G SARAF MEMORIAL HOSPITAL, ERNAKULAM	S	SINGLE AC ROOM
		E-2	DOUBLE AC ROOM
		E-1	DOUBLE AC ROOM
		D	DOUBLE AC ROOM
7	SANJOE HOSPITAL, PERUMBAVOOR, ERNAKULAM	S	DOUBLE ROOM SPECIAL
		E-2	SINGLE AC ROOM
		E-1	SINGLE AC ROOM
		D	SINGLE AC ROOM
8	MALANKARA ORTHODOX SYRIAN CHURCH MEDICAL MISSION HOSPITAL, KOLENCHERRY	S	PRIVATE AC (PVT MEGNU AC)
		E-2	PRIVATE AC (M1, M2 & M3)
		E-1	SUITE ROOMS (M1, M2 & M3)
		D	SUITE ROOMS (PVT V5)
9	INDIRA GANDHI CO-OPERATIVE HOSPITAL, ERNAKULAM	S	AC SINGLE
		E-2	AC SPECIAL
		E-1	AC DELUXE
		D	AC SUITE

III	SPECIALITY HOSPITALS		
1	SILVERLINE HOSPITAL, ERNAKULAM	S	NON-AC ROOM
		E-2	AC ROOM
		E-1	AC ROOM
		D	DELUXE
2	KRISHNA HOSPITAL, ERNAKULAM	S	DELUXE NON-AC ROOM
		E-2	AC ROOM - II
		E-1	AC ROOM - II
		D	AC ROOM - I
3	DR.KUNHALU'S NURSING HOME, ERNAKULAM	S	PRIVATE ROOM
		E-2	PRIVATE DELUXE
		E-1	PRIVATE DELUXE
		D	SUITE
4	DEVI HOSPITAL, TRIPUNITHURA, ERNAKULAM	S	PRIVATE AC ROOM
		E-2	DELUXE AC
		E-1	DELUXE MULTI-BED AC
		D	SUITE
5	ST. JOSEPH'S HOSPITAL, MANJUMMEL, ERNAKULAM	S	SINGLE ROOM TV/AC
		E-2	DOUBLE ROOM TV DELUXE
		E-1	DOUBLE ROOM TV/AC
		D	DOUBLE ROOM AC DELUXE
6	P.S MISSION HOSPITAL, MARADU, ERNAKULAM	S	PRIVATE NON-AC
		E-2	PRIVATE DELUXE AC
		E-1	PRIVATE DELUXE AC
		D	PRIVATE DELUXE AC
7	MEDICAL TRUST HOSPITAL, KUZHIPALLY	S	SINGLE ROOM
		E-2	AC SINGLE ROOM
		E-1	AC SINGLE ROOM
		D	AC SINGLE ROOM
8	LAKSHMI HOSPITAL, ALUVA	S	AC ROOM - MEDIUM
		E-2	AC ROOM - DOUBLE
		E-1	SUITE ROOM - MINI
		D	SUITE ROOM - MEDIUM
9	B&B HOSPITAL, THRIKKAKKARA, ERNAKULAM	S	AC SINGLE DELUXE
		E-2	AC SINGLE DELUXE
		E-1	AC SINGLE DELUXE
		D	SUITE ROOM

IV	OTHER SPECIALITY HOSPITALS		
1	VIJAYALAKSHMI MEDICAL CENTRE, ERNAKULAM	S	SINGLE A/C
		E-2	DELUXE
		E-1	DELUXE
		D	SUITE
2	GIRIDHAR EYE INSTITUTE, ERNAKULAM	S	AC ROOM
		E-2	AC DELUXE ROOM
		E-1	AC DELUXE ROOM
		D	AC DELUXE ROOM
3	DR.TONY'S SUPER SPECIALITY EYE HOSPITAL, ERNAKULAM	S	ORDINARY ROOM
		E-2	AC ROOM
		E-1	AC ROOM
		D	AC DELUXE ROOM
4	KPM EYE HOSPITAL, ERNAKLAM	N.A	ROOM / BED FACILITY NOT AVAILABLE

NOTES

S : SUPERVISORS

E-1 : AGM, DGM, GM, CGM & ED

E-2 : EXECUTIVE TRAINEES, ASST. MANAGER, DY. MANAGER, MANAGER & SENIOR MANAGER

D : DIRECTORS AND CMD

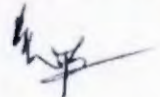
कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED
कोच्ची / KOCHI-15
(कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT)

पीएंडए/ P&A/17(230)/19 भाग / Pt

21 फरवरी / Feb 2020

अनुर्वरता उपचार लेनेवाले कर्मचारियों के चिकित्सा खर्चों की प्रतिपूर्ति
REIMBURSEMENT OF MEDICAL EXPENSES TO
EMPLOYEES UNDERGOING INFERTILITY TREATMENT

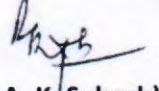
1. बोर्ड ने दिनांक 12 नवंबर 2019 को आयोजित अपनी 252 वीं बैठक में कंपनी की सूची में रहे सभी कर्मचारियों (अधिकारी/पर्यवेक्षक/कामगार) और उनके पति/पत्नियों के लिए अनुर्वरता उपचार हेतु चिकित्सा खर्च की प्रतिपूर्ति के लिए मंजूरी दे दी है।
Board in its 252th meeting held on 12 Nov 2019 has accorded approval for reimbursement of medical expenses for infertility treatment to all employees (Officers/Supervisors/Workmen) on the rolls of the company and their spouses.
2. प्रतिपूर्ति के लिए निम्नलिखित शर्तों को पूरा किया जाना है :
The following conditions to be satisfied for granting reimbursement.
अनुर्वरता के लिए केवल आधुनिक (एलोपैथी) चिकित्सा को ही प्रतिपूर्ति के लिए विचार किया जाएगा।
Only Modern Medicine (Allopathy) treatment for infertility will be considered for reimbursement.
 - i) अनुर्वरता उपचार संबंधी अनुरोध पर मुख्य चिकित्सा अधिकारी, सीएसएल द्वारा दी गई सलाह के आधार पर ही विचार किया जाएगा।
Request for infertility treatment will be considered only on the basis of advise rendered by the Chief Medical Officer, CSL.
 - ii) मुख्य चिकित्सा अधिकारी, कर्मचारी द्वारा प्रस्तुत किए जानेवाले पारंपरिक उपचार की विफलता के स्पष्ट प्रमाणों के आधार पर अनुर्वरता उपचार के लिए सलाह देंगे।
CMO will advise infertility treatment based on clear evidence of failure of conventional treatment to be submitted by the employee.
 - iii) अनुर्वरता उपचार के लिए अनुरोध, कर्मचारी द्वारा पहले ही प्रस्तुत किया जाएगा और उपचार शुरू करने से पहले मंजूरी प्राप्त की जानी है। प्रतिपूर्ति के लिए कोई कार्यान्वयन मंजूरी पर विचार नहीं किया जाएगा।
Request for infertility treatment shall be submitted in advance by the employee and sanction to be obtained before commencing the treatment. No post facto sanction shall be considered for reimbursement.
 - iv) सीएसएल से प्राप्त पूर्व मंजूरी के साथ राज्य/ केन्द्र सरकार के साथ पंजीकृत किसी भी अस्पताल से अनुर्वरता का उपचार किया जा सकता है। अस्पताल में अनुर्वरता के इलाज के लिए जांच/प्रक्रिया पूरा करने हेतु उपकरण और प्रशिक्षित श्रमशक्ति सहित आवश्यक अवसंरचना और सुविधाएं होनी चाहिए।



Infertility treatment can be availed from any hospital registered with State/Central Government with prior sanction obtained from CSL. The hospital should have necessary infrastructure and facilities including equipment and trained manpower to carry out the investigations/procedures for infertility treatment.

- v) अनुर्वरता उपचार करनेवाले महिलाओं की आयु 25 से 45 वर्ष के बीच में होनी चाहिए। पुरुषों के लिए उम्र 25 से 58 वर्ष के बीच होनी चाहिए।
The age of women undergoing infertility treatment procedure should be between 25 to 45 years. For men the age should be between 25 and 58 years.
- vi) केवल अपने पति या पत्नी के साथ रहनेवाले विवाहित महिला और पुरुष ही इसके लिए योग्य हैं।
Only married women and men, living with their spouses are eligible.
- vii) अनुर्वरता उपचार प्रक्रिया के लिए प्रतिपूर्ति हेतु केवल अनुर्वरता के मामले जहां, दंपत्ति का कोई जीवित बच्चा नहीं है, उन्हें ही अनुमति दी जाएगी। दंपत्ति जिन्होंने दत्तक बच्चा लिया है, वे इसके लिए योग्य नहीं हैं।
The reimbursement for infertility treatment procedure will be allowed only in cases of infertility where couple has no living child. Couples with adopted child are not eligible.
- viii) अनुर्वरता उपचार पर किए गए व्यय की प्रतिपूर्ति के लिए पूर्व अनुमोदन के साथ अधिकतम तीन नए चक्रों तक के लिए अनुमति दी जाएगी।
Reimbursement of expenditure incurred on infertility treatment will be allowed upto maximum of three fresh cycles with prior approval.
- ix) राशि, जो प्रति चक्र 100000/- रुपए (रुपए एक लाख मात्र) से अधिक न हो या वास्तविक राशि, जो भी कम हो, उसके लिए प्रतिपूर्ति हेतु अनुमति दी जाएगी। इस राशि में प्रक्रिया के दौरान सभी जांच (यूएसजी स्कैन सहित), दवाएं संबंधी लागत, डॉक्टर का शुल्क, डिस्पोज़ेबल, निगरानी लागत, अस्पताल में भर्ती की लागत आदि शामिल होगी।
An amount not exceeding Rs. 100000/- (Rupees one lakh only) per cycle or the actual cost whichever is lower will be allowed for reimbursement. This amount will be inclusive of cost of all investigations (including USG scans), medicines, doctor's fee, disposables, monitoring cost, cost of hospitalization etc. during the procedures.
- x) कर्मचारी द्वारा अस्पताल/ डॉक्टर से उपचार संबंधी बिलों और अन्य रिकॉर्डों के साथ व्यय की प्रतिपूर्ति के लिए आवेदन कार्मिक एवं प्रशासन विभाग को प्रस्तुत किया जाना है। सीएसएल के मुख्य चिकित्सा अधिकारी द्वारा भुगतान के लिए आवेदन और सहायक प्रमाणपत्रों की जांच की जाएगी।
Application for reimbursement of expenditure shall be submitted by the employee along with bills and other records of treatment from the hospital/treating doctor to P&A Department. Application and supporting certificates shall be scrutinized by the Chief Medical Officer of CSL for payment.
- xi) मुख्य (मानव संसाधन) को अनुर्वरता उपचार के लिए प्रतिपूर्ति देने हेतु प्राधिकृत किया जाएगा। अध्यक्ष एवं प्रबंध निदेशक / निदेशक (तक) द्वारा उपरोक्त योजना संबंधी नियमों की व्याख्या/ स्पष्टीकरण के लिए या योजना कार्य को संशोधित करने या सुधारने या हटाने या निलंबित करने से संबंधित शक्तियों का प्रयोग करेंगे।

Head (HR) shall be authorized to grant reimbursement for infertility treatment. CMD/D(T) shall exercise powers to interpret/clarify the rules or to amend or modify or delete or suspend the operation of the above scheme.



(ए के सुबाष / A K Subash)

उप महाप्रबंधक (का. व प्रशा.) एवं मुख्य कल्याण अधिकारी
DGM (P&A) & CWO

सेवा में / To

सभी संबंधित / All Concerned

प्रतिलिपि / Cc:

नि (प्र)/ नि (तक)/ नि (वि)

D (O)/D(T)/D(F)

मु.स.अ./ CVO

मु.म.प्र./ म.प्र./ उ.म.प्र./ CGMs/GMs/DGMs

अ.एवं प्र.नि. का कार्यपालक सहायक / EA to CMD

मु.चि.अ./ CMO

महा सचिव, सीएसईओ/सीएसईएफ/सीएसईयू/एसईएस/सीएसओए/सीएसएसएसए/विप्स

General Secretary, CSEO/CSEF/CSEU/SES/CSOA/CSSSA/WIPS

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / KOCHI - 15

सं/No.PERL/17(28)/2014 Pt

तिथि/Date: 14 July 2022

वर्ष 2022-23 के लिए सेवानिवृत्त कर्मचारियों के लिए ग्रुप मेडिकलेम पॉलिसी

सीएसएल चिकित्सा केंद्र से दवा वितरण

GROUP MEDICLAIM POLICY FOR RETIRED EMPLOYEES FOR THE YEAR 2022-23
DISPENSING MEDICINES FROM CSL MEDICAL CENTRE

1. कृपया वर्ष 2022-23 के लिए सेवानिवृत्त कर्मचारियों के लिए ग्रुप मेडिकलेम पॉलिसी के संबंध में परिपत्र संख्या पीईआरएल/17(28)/2014 भाग दि. 20 मई 2022 का संदर्भ लें, जिसमें यह कहा गया है कि, 'जो दवाएं सेवानिवृत्त कर्मचारी या उनके पात्र आश्रितों द्वारा लगातार ली रही हैं, उन्हें सीएसएल चिकित्सा केंद्र से वितरित किया जाएगा'।

Please refer Circular No.PERL/17(28)/2014 Pt dated 20 May 2022 with regard to Group Mediclaim Policy for Retired Employees for the year 2022-23 wherein it has been stated that, "those medicines which are being taken continuously by retired employee or his/her eligible dependents shall be dispensed from CSL Medical Centre".

2. वे सेवानिवृत्त कर्मचारी जो उपरोक्त सुविधा का लाभ उठाना चाहते हैं, उन्हें सीएसएल चिकित्सा केंद्र से ऐसी दवाओं के वितरण के लिए अनुबंध-1 के अनुसार विधिवत् भरा हुआ आवेदन प्रपत्र, साथ ही अनुबंध-11 के अनुसार इलाज करनेवाले डॉक्टर से प्रमाण पत्र प्रस्तुत करना होगा।

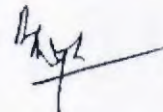
Those retired employees who wish to avail the above facility shall submit the duly filled-in application form as per Annexure-I along with certificate from the treating doctor as per Annexure-II for dispensing such medicines from CSL Medical Centre.

3. सेवानिवृत्त कर्मचारी जो फिलहाल सीएसएल चिकित्सा केंद्र से दवाएं ले रहे हैं, उन्हें प्रपत्र प्रस्तुत करने की ज़रूरत नहीं है, जब तक दवाओं में बदलाव न हो।

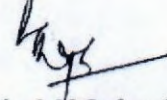
The retired employees who are presently availing medicines from CSL Medical Centre need not submit the form, unless there is change in medicines.

4. सभी सेवानिवृत्त कर्मचारियों जो सेवानिवृत्ति चिकित्सा सहायता योजना के अंतर्गत आते हैं, उनसे अनुरोध है कि वे अनुबंध-1 के अनुसार भरा हुआ आवेदन प्रपत्र को अनुबंध-11 में दिए प्रारूप के अनुसार इलाज करनेवाले डॉक्टर द्वारा जारी सहायक दस्तावेज़ के साथ दिनांक 30 जुलाई 2022 तक मुख्य चिकित्सा अधिकारी, सीएसएल चिकित्सा केंद्र, कोचीन शिपयार्ड लिमिटेड, पेरुमानूर पी ओ, कोच्ची - 682015 को या ई-मेल csl.medicalcentre@cochinshipyard.in द्वारा प्रस्तुत करें।

All retired employees who are covered under the Post Retirement Medical Assistance Scheme are requested to submit the filled-in application form as per Annexure-I along with supporting document issued by the treating doctor as per the format given in Annexure-II, latest by 30th July 2022



to The Chief Medical Officer, CSL Medical Centre, Cochin Shipyard Ltd.,
Perumanoor PO, Kochi - 682015 OR by Email to
csl.medicalcentre@cochinshipyard.in



(ए के सुबाष / A K Subash)

महाप्रबंधक (मा.सं.) / General Manager (HR)

सेवा में / To :

सभी सेवानिवृत्त कर्मचारी / All Retired Employees

सेवानिवृत्त कर्मचारियों को प्रतिनिधित्व करनेवाले सभी यूनियन और संघ ।
All Unions and Associations representing Retired Employees

प्रतिलिपि / Copy to:

नि (तक.) / नि (वि.) / D(T) / D(F)

मु.स.अ. / CVO

मु.म.प्र. / म.प्र. / उ.म.प्र. / CGMs / GMs / DGMs

मु.सु.अ. / मु.क.अ. / मु.चि.अ. / CSO / CWO / CMO

महासचिव सीएसईएफ/सीएसईओ/सीएसएसए/सीएसओए
General Secretary CSEF / CSEO / CSSA / CSOA



**COCHIN SHIPYARD LIMITED
KOCHI-15**

**REQUIREMENT OF REGULAR MEDICINES FOR
RETIRED EMPLOYEE & THEIR ELIGIBLE DEPENDENTS**

*This facility is applicable only for those retirees/eligible dependents covered under Post Retirement Medical Assistance Scheme as per CSL Circular dated 20 May 2022

**Those retired employees who are currently availing medicines from CSL Medical Centre need not fill this form, if there is no change in medicines. Their regular medicines will be dispatched as per the requirement

1. Retired Employee's Information

Name of the Employee:			Code No:
Date of Birth:	Age:	Date of Retirement:	Designation
Address of the Employee:			Phone No.:
E-mail ID:			

2. Details of employee / eligible dependents who require medicines

Sl No.	Employee/Dependant name	Date of Birth	Age	Gender	Relationship with the retired employee
1.					
2.					
3.					
4.					

3. Medical details (for long term medicines only)

Sl No.	Employee/ Dependant name	Name of disease	Name of the treating doctor	Name of the hospital
1.				
2.				
3.				
4.				

DECLARATION BY THE RETIRED EMPLOYEE / DEPENDANT

The information furnished by me is true to the best of my knowledge. The medicines in the prescription are taken by me/my dependant on a regular basis. Please send these medicines to my address.

Signature:

Name:

Date:

Place:

CERTIFICATE FROM TREATING DOCTOR

(For dispensing medicines on long-term basis from Cochin Shipyard Ltd.)

Name of the Employee.....Code No.....

This is to certify that Mr/Mrs/Ms.....

Age.....years is under my treatment for (name of the disease).....

.....

He/she is taking the following medicines presently on long-term basis:

This certificate is issued to this person to avail these medicines from Cochin Shipyard Ltd., Kochi on a long-term basis.

Date:

Place:

Signature of the doctor

Name & Reg No.

(Seal)

Note:

1. **Schedule X** drugs, which are dispensed from medical stores only on prescription of a RMP, will not be dispensed from CSL. These drugs need not be included in the above list.
2. Fresh certificate has to be submitted if there is any change in medicines.
3. Separate certificate to be submitted for each patient (self/dependent)

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / KOCHI - 15

सं/No.PERL/17(28)/2014 Pt

तिथि/Date: 20 May 2022

वर्ष 2022-23 के लिए सेवानिवृत्त कर्मचारियों के लिए ग्रुप मेडिक्लेम पॉलिसी
GROUP MEDICLAIM POLICY FOR RETIRED EMPLOYEES FOR THE YEAR 2022-23

1. वर्ष 2022-23 के लिए सेवानिवृत्त कर्मचारियों के लिए ग्रुप मेडिक्लेम पॉलिसी का मेसर्स यूनाइटेड इंडिया इंश्योरेंस कंपनी लिमिटेड, एर्णाकुलम के साथ नवीनीकरण किया गया है। नीति के अनुसार, पात्र सेवानिवृत्त कर्मचारियों को निम्नलिखित संरक्षण/लाभ उपलब्ध हैं:

The Group Mediclaim Policy for Retired Employees for the year 2022-23 has been renewed with M/s.United India Insurance Company Limited., Ernakulam. As per the policy, the following cover/benefits are available to the eligible retired employees:

- i. अंतरंग रोगी (आईपी) उपचार: सभी बीमारियों (डे केयर उपचार सहित) के लिए फ्लोटर आधार पर अधिकतम 6 व्यक्तियों की एक परिवार इकाई के लिए एक वर्ष में 8,00,000/- रुपए तक।

In-patient (IP) treatment: upto Rs. 8,00,000/- in a year for a family unit of maximum 6 persons on floater basis for all diseases (including Day care treatments)

- ii. अतिरिक्त संरक्षण : केवल कैंसर आईपी के लिए गंभीर बीमारी संरक्षण: 24,00,000/ रुपए – एक वर्ष में प्रति व्यक्ति पहले 5 व्यक्तियों तक सीमित (1.25 करोड़ रुपए के कोष में से)

Additional cover – Critical illness covers for Cancer only IP: Rs.24,00,000/- in a year per person limited to the first 5 persons (out of a Corpus of Rs.1.25 crores).

- iii. 1,25,000/- रुपए (उपरोक्त (i) के तहत शामिल) तक सीमित गर्भाशय-उच्छेदन व्यय की प्रतिपूर्ति।

Reimbursement of Hysterectomy expenses limited to Rs.1,25,000/- (included under (i) above)

- iv. रेटिनल डिस्ऑर्डर के लिए प्रतिपूर्ति- आयु संबंधी मैकुलर डीजनरेशन व्यय 50,000/- रुपए (उपरोक्त (i) के अंतर्गत शामिल) तक सीमित।

Reimbursement for Retinal Disorder - Age Related macular degeneration expenses limited to Rs.50,000/- (included under (i) above)

2. सेवानिवृत्त कर्मचारियों के लाभ के लिए सीएसएल ने चिकित्सा संरक्षण को नकदीहीन पॉलिसी के रूप में लिया है। नकदीहीन उपचार सेवा बीमा कंपनी द्वारा नियुक्त टीपीए अर्थात मेसर्स एचआईटीपीए द्वारा प्रदान की जाएगी। नकदीहीन चिकित्सा बीमा पॉलिसी रोगियों को नकदीहीन आधार पर मेसर्स एचआईटीपीए द्वारा सूचीबद्ध नेटवर्क अस्पतालों में आईपी/डे केयर उपचार लेने की अनुमति देती है। नकदीहीन चिकित्सा नीति के कार्यप्रणाली और दावों को प्रस्तुत करने हेतु, कृपया इस परिपत्र के **अनुबंध- I** के रूप में विस्तृत विवरण देखें।

For the benefit of retired employees CSL has taken the mediclaim coverage as a cashless policy. The cashless treatment service shall be provided by the TPA appointed by the Insurance Company namely M/s.HITPA. The Cashless medical insurance policy allows the patients to take IP/Day care treatments at network hospitals empanelled by M/s.HITPA on cashless basis. For the modus operandi of the cashless medical policy and submission of claims, please refer the details elaborated as **Annexure - I** of this circular.

3. पात्र आश्रितों में शामिल हैं: स्वयं, पति या पत्नी, आश्रित बच्चों और माता-पिता सहित अधिकतम 6 सदस्य। वर्ष 2022-23 में अधिकतम 6 व्यक्तियों को शामिल करने वाले सेवानिवृत्त कर्मचारियों की प्रति परिवार इकाई के लिए उपरोक्त बीमा राशि के लिए देय पूर्ण प्रीमियम **26,472/- रुपए** है।

The eligible dependents includes: Maximum 6 members including Self, spouse, dependent children and parents. Full premium payable for the above sum assured for the year 2022-23 per family unit of retired employees covering maximum 6 persons is **Rs.26,472/-**

4. इस संबंध में पीएंडए विभाग द्वारा जारी परिपत्र संख्या पीएंडए/18(175)/2009 दिनांक 16.01.2015 के अनुसार, संबंधित सेवानिवृत्त के बाद चिकित्सा सहायता योजनाओं के अंतर्गत आनेवाले सेवानिवृत्त कर्मचारियों से अनुरोध है कि वे लागू प्रीमियम का भुगतान करें, जैसा क नीचे दर्शाया गया है:

In line with the Circulars No.P&A/18(175)/2009 dt. 16.01.2015 issued by P&A Dept. in this respect, retired employees covered under the respective post retirement medical assistance schemes are requested to remit the applicable premium, as indicated below:

SN	मौजूदा हिताधिकारियों द्वारा भुगतान किए जाने वाले प्रीमियम का विवरण Details of premium to be paid by the existing beneficiaries	राशि (रु.) Amt (Rs)
i	Workmen who retired prior to 01.04.2007 on superannuation or under VRS/VPRS after 15 years of service in CSL	100.00
ii	Workmen who retired between 01.04.2007 to 31.12.2010 on superannuation and paid one time enrolment fee of Rs 50,000/- or Rs 40,000/- as the case may be lump sum or in installments	100.00
iii	Workmen who retired on or after 01.01.2011 on superannuation and paid the one-time enrolment fee of Rs 50,000/- or Rs 40,000/- as the case may be in lump sum or in installments	2,647.00
iv	Workmen who retired after 01.04.2007 under VRS/VPRS or resigned after 15 years service in CSL and Not opted for one-time payment of enrolment fee	26,472.00
v	Workmen who retired on superannuation between 01.04.2007 and 01.05.2014 but did not pay onetime enrolment fee and wish to join scheme by paying 50% of premium	13,236.00
vi	Supervisors and officers who retired prior to 01.01.2007 on superannuation or under VRS/VPRS after 15 years of service in CSL	100.00
vii	Supervisors and officers who retired between 01.01.2007 to 31.12.2010 on superannuation after 15 years of service in CSL	100.00
viii	Supervisors and officers who retired on or after 01.01.2011 on superannuation after 15 years of service in CSL	2,647.00
ix	Officers, supervisors who resigned after 15 years of service in CSL	26,472.00

5. बाह्य रोगी उपचार व्यय की प्रतिपूर्ति / Reimbursement of Outpatient treatment expenses:

- a) इस वर्ष में ली गई चिकित्सा बीमा पॉलिसी से ओपी उपचार के संरक्षण को बाहर रखा गया है। Coverage of OP treatment has been excluded from the medical insurance policy taken in this year.
- b) प्रति परिवार 20,000/- रुपए तक के सामान्य ओपी उपचार व्यय और 40,000/- रुपए तक के गंभीर ओपी उपचार व्यय की प्रतिपूर्ति सीएसएल द्वारा ओपी दावों को प्रस्तुत करने पर सीधे सीएसएल द्वारा की जाएगी।
General OP treatment expenses upto **Rs.20,000/-** per family and Critical OP treatment expenses upto **Rs.40,000/-** shall be reimbursed directly by CSL on submission of OP claims to CSL
- c) सीएसएल से इस्तीफा देनेवाले कर्मचारियों के मामले में ओपी प्रतिपूर्ति की अनुमति नहीं है (अनुच्छेद - 4 में तालिका की क्रमसंख्या (iv) & (ix))। हालांकि, लंबी अवधि के ओपी इलाज के लिए सीएसएल चिकित्सा केंद्र से दवाएं वितरित की जाएंगी।
In the case of employees who have resigned from CSL, OP reimbursement is not permitted [Serial Number (iv) & (ix) of the table at para-4]. However, medicines will be dispensed from CSL Medical Centre for long term OP treatment.
- d) वाउचर/बिलों के साथ ओपी उपचार व्यय की प्रतिपूर्ति के दावों को प्रतिपूर्ति के लिए मु.चि.अ./चि.अ. सीएसएल को सूचित करते हुए सीएसएल को अग्रेषित किया जाएगा।
Claims for reimbursement of OP treatment expenses with vouchers/bills shall be forwarded to CSL marking attention to CMO/MO CSL for reimbursement.
- e) सेवानिवृत्त कर्मचारी या उसके पात्र आश्रित द्वारा लगातार ली जा रही दवाओं को एक प्राधिकृत चिकित्सकीय परिचारक/चिकित्सक के पर्चे के आधार पर सीएसएल चिकित्सा केंद्र से हटा दिया जाएगा।
Those medicines being taken continuously by the retired employee or his/her eligible dependent, shall be dispensed from CSL Medical Centre based on the prescription of an Authorized Medical Attendant / Medical Practitioner.
6. सभी योग्य सेवानिवृत्त कर्मचारीगण जो इस योजना में सदस्यता को नवीनीकृत करने के इच्छुक हैं, उनसे अनुरोध है कि वे दिनांक **20 से 31 मई 2022** के दौरान सीएसएल कार्यालयीन वेबसाइट पर उपलब्ध निर्धारित प्रपत्र में नवीकरण के लिए ऑनलाइन आवेदन प्रस्तुत करें।
All eligible retired employees desirous of renewing the membership in the scheme are requested to submit an online application for renewal in the prescribed form available at CSL official website during **20 May 2022 to 31st May 2022**.
7. आश्रितों के विवरण का अद्यतन और बीमा के नवीनीकरण के लिए प्रीमियम का भुगतान निम्नलिखित चरणों का उपयोग करके किया जा सकता है: -
The updation of dependents details and payment of premium towards renewal of insurance can be paid using following steps:-

चरण / Step- I : www.cochinshipyard.in / Related Links / Retirees corner पर जाएं और उपयोगकर्ता आईडी और पासवर्ड का उपयोग करके retired employees portal पर लॉग इन करें, जो पहले से ही उपलब्ध है।



Go to www.cochinshipyard.in / Related Links / Retirees corner and log on to retired employees portal using user ID and password, which is already provided.

चरण / Step-II : Insurance → Insurance Premium Collection का चयन करें। यह मौजूदा आश्रितों की सूची प्रदर्शित करेगा। यदि आवश्यक हो, तो आश्रितों की सूची को प्रविष्टियों को जोड़कर और हटाकर संशोधित किया जा सकता है। आश्रितों की सूची में क्षेत्र अनिवार्य हैं।
Select Insurance → Insurance Premium Collection. It will display existing dependants list. If required, the dependants list can be modified by adding and deleting entries. The fields in the dependants list are mandatory.

चरण / Step- III : आश्रितों की सूची की पुष्टि पर, बीमा प्रीमियम भुगतान करने हेतु निम्न विकल्प प्रदान किया जाता है।

On confirmation of dependants list, the following option is provided to make the insurance premium payment.

ऑनलाइन प्रीमियम का भुगतान करें / Pay Premium Online

सेवानिवृत्त कर्मचारीगण जिन्हें प्रीमियम का भुगतान करने हेतु निदेशित किया जाता है, वे "Pay Premium" बटन पर क्लिक करें जो आपकी योजना के विवरण की ओर ले जाएगा और फिर "Proceed for Payment" पर क्लिक करें। यह लिंक स्वचालित रूप से भुगतान द्वार पर पुनर्निर्देशित किया जाएगा जहां आप विभिन्न भुगतान विकल्पों का उपयोग करके राशि भेज सकते हैं। भुगतान सफलतापूर्वक पूरा होने के बाद, आप भुगतान रसीद का प्रिंट आउट ले सकते हैं।

The retired employees are directed to pay premium online by clicking on "Pay Premium" button that navigates to your scheme details and then click on "Proceed for Payment". This link will be automatically redirected to payment gateway where you can remit the amount using various payment options. After successful completion of payment, you may take the print out of the payment receipt.

- पुष्टिकरण पृष्ठ या भुगतान रसीद का प्रिंट आउट सीएसएल को भेजने की आवश्यकता नहीं है।
Printout of confirmation page OR payment receipt is not required to be sent to CSL

Those retired employees enrolled under the scheme who do not have a USER ID and Password may get the same from P&A department to renew under the insurance and pay premium.

- सभी सेवानिवृत्त कृपया ध्यान दें कि Retirees portal में लॉगिन के लिए उपयोगकर्ता नाम पिछले वर्षों में उपलब्ध कराए गए अनुसार ही रहेगा। उपयोगकर्ता नाम, नाम और कोड संख्या के पहले चार अक्षरों का एक संयोजन है। यदि कर्मचारी Rajan और कोड संख्या 543 है, तो उपयोगकर्ता का नाम RAJA543 होगा।

All retirees may please note that the USER NAME for login to the Retirees Portal remains the same as provided in the previous years. The USER NAME is a combination of first four letters of the Name and Code Number of the ex-employee concerned. Eg. If name is Rajan and code number is 543, the User Name will be RAJA543

- नकद लेनदेन पर सरकार द्वारा लगाए गए प्रतिबंधों के कारण और कोविड 19 स्थिति को देखते हुए सीएसएल में भुगतान भेजने का विकल्प उपलब्ध नहीं होगा। अतः सभी सेवानिवृत्त कर्मचारियों से अनुरोध है कि वे ऑनलाइन भुगतान विकल्प का उपयोग करें।

Due to restrictions imposed by the Government on cash transactions and in view of the Covid 19 situation option to remit payment at CSL will not be available. Hence all retired employees are requested to make use of the online payment option.

8. कृपया ध्यान दें कि पॉलिसी को नवीनीकृत करने में विफलता होने पर योजना से स्वतः बाहर निकल जाएगी और बाद में नवीनीकरण की अनुमति नहीं है। आगे कोई स्पष्टीकरण और मार्ग-निर्देश के लिए कृपया दूरभाष: 0484 – 2501925 / 2501237 में संपर्क करें।

Kindly note that failure to renew the policy would entail automatic exit from the scheme and later renewal is not permitted. For any further clarification and guidance, please contact Tel: 0484 – 2501925 / 2501237



(ए के सुबाष / A K Subash)

महाप्रबंधक (मा.सं.) / General Manager (HR)

सेवा में / To :

सभी सेवानिवृत्त कर्मचारी / All Retired Employees
सेवानिवृत्त कर्मचारियों को प्रतिनिधित्व करनेवाले सभी यूनियन और संघ ।
All Unions and Associations representing Retired Employees

प्रतिलिपि / Copy to:

नि (तक.) / नि (वि.) / D(T) / D(F)
मु.स.अ. / CVO
मु.म.प्र. / म.प्र. / उ.म.प्र. / CGMs / GMs / DGMs
मु.स.अ./मु.क.अ./मु.चि.अ./CSO/CWO/CMO
उ.क.(सीआईएसएफ)/DC (CISF)
महासचिव सीएसईएफ/सीएसईओ/सीएसएसए/सीएसओए
General Secretary CSEF / CSEO / CSSA/ CSOA

सेवानिूत कर्मचारियों के लिए नकदीहीन मेडिकलेम पॉलिसी संबंधी कार्यप्रणाली

**MODUS-OPERANDI OF THE CASHLESS MEDICLAIM POLICY
FOR RETIRED EMPLOYEES**

- 1) नकदीहीन उपचार मेसर्स युनाइटेड इंडिया इन्शुरेंस कंपनी की ओर से मेसर्स हेल्थ इन्शुरेंस टीपीए ऑफ इंडिया लिमिटेड (एचआईटीपीए) द्वारा प्रदान किया जा रहा है। नकदीहीन सेवा के बारे में एक संक्षिप्त विवरण, जो सेवा प्रदाता मेसर्स एचआईटीपीए द्वारा प्रदान किया गया है जो (अनुलग्नक. I) में संलग्न है।
The Cashless treatment is being provided by the TPA M/s.Health Insurance TPA of India Ltd. (HITPA) on behalf of M/s.United India Insurance Company. A brief description about Cashless Service as provided by the Service Provider M/s.HITPA is enclosed (**Encl.I**)
- 2) इस नकदीहीन नीति के तहत शामिल प्रत्येक लाभार्थी को ई-मेल या मोबाइल नं. द्वारा यूएचआईडी नंबर और यूएचआईडी ई-कार्ड (डिजिटल मोड) जारी किया जाएगा। स्व और आश्रितों के लिए अलग यूएचआईडी जारी किया जाएगा। सदस्य अपने यूएचआईडी संख्या का उपयोग करते हुए वेबसाइट <https://hitpa.co.in> में लॉग इन करके यूएचआईडी ई-कार्ड भी डाउनलोड कर सकते हैं। जारी किया गया यूएचआईडी पूरी पॉलिसी अवधि के दौरान मान्य होगा।
Each beneficiary covered under this Cashless policy will be issued with a UHID Number and UHID e-card (digital mode) by E-mail or to the Mobile Number. Separate UHID will be issued for self and dependents. The members can also download the UHID e-card by logging in to the website <https://hitpa.co.in> using the UHID Number. The UHID issued will be valid during the entire policy period.
- 3) मेसर्स एचआईटीपीए के तहत अस्पतालों की व्यापक श्रेणी (लगभग 6000 अस्पताल) जो पूरे भारत में फैला हुआ है, इसमें से किसी एक में लाभार्थियों द्वारा नकदीहीन उपचार लिया जा सकता है। अस्पतालों का विवरण उनकी वेबसाइट <https://hitpa.co.in/Our-Services/Network-Hospitals> पर देखा जा सकता है। केरल के अंतर्गत स्थित मेसर्स एचआईटीपीए के तहत नेटवर्क वाले अस्पतालों की सूची संलग्न (अनुलग्नक - II) किया गया है।
Cashless treatment can be taken by the beneficiaries in any of the wide network of hospitals (around 6000 hospitals) under M/s.HITPA which are spread across India. Details of hospitals can be seen at their website <https://hitpa.co.in/Our-Services/Network-Hospitals>. List of network hospitals under M/s. HITPA situated within Kerala are enclosed (**Encl.II**)
- 4) इस पॉलिसी में शामिल लाभार्थी (कर्मचारी / आश्रित) नकदीहीन उपचार लेने हेतु यूएचआईडी कार्ड के साथ एचआईटीपीए / संबंधित अस्पताल के इन्शुरेंस डेस्क से संपर्क कर सकते हैं।
Those beneficiaries (employee/dependent) covered under this policy, wish to avail cashless treatment may contact the HITPA / Insurance Desk of the concerned hospital along with the UHID card.
- 5) रोगी/लाभार्थी का सत्यापन/ पहचान हेतु लाभ उठाने के लिए सरकार द्वारा अनुमोदित पहचान कार्ड (आधार/मतदाता पहचान पत्र/ ड्राइविंग लाइसेंस/पासपोर्ट) में से किसी एक को प्रस्तुत करने की आवश्यकता है।
The beneficiary shall also required to produce any of the Govt. approved Identity cards (Aadhaar /Voters ID/Driving License/Passport) at the time of availing benefits for verification/identification of the patient/beneficiary.

- 6) अस्पताल में सदस्य को नकदीहीन दावे के लिए एक पूर्व-प्राधिकरण अनुरोध प्रपत्र भरना है। बीमित सदस्य को उचित जानकारी सहित पूर्व-प्राधिकरण अनुरोध प्रपत्र भरना होगा।
The Hospital will ask the member to fill the Pre-Authorization Request form for cashless claim. Insured member has to fill the pre-Authorisation request form with relevant information.
- 7) अस्पताल, डॉक्टर द्वारा विधिवत् हस्ताक्षरित पूर्व-प्राधिकरण अनुरोध प्रपत्र, बीमारी का विवरण और उपचार का अनुमान मेसर्स एचआईटीपीए को अग्रेषित करेगा।
The Hospital shall send the Pre Authorisation Request Form, ailment details & treatment estimate duly signed by treating doctor to M/s.HITPA.
- 8) मेसर्स एचआईटीपीए द्वारा संबंधित अस्पताल से सूचना प्राप्त करने के दो घंटे के भीतर पॉलिसी कवरेज, नियमों और शर्तों के आधार पर मेसर्स एचआईटीपीए अस्पताल को पूर्व-प्राधिकरण अनुमोदन प्रदान करेगा।
M/s.HITPA will provide Pre-Authorisation Approval to hospital based on policy coverage, terms and conditions, within two hours from the receipt of intimation from the concerned hospital by M/s.HITPA.
- 9) अस्पताल से मरीज़ के रिहाई के समय कार्ड धारक / लाभार्थी को नकदीहीन उपचार का लाभ उठाने हेतु दावा प्रपत्र भरना होता है। अस्पताल मेसर्स एचआईटीपीए को बिलों और अन्य विवरणों को अग्रेषित करेगा और वे मरीज़ को रिहाई देने और अस्पताल से उपचार रिकॉर्ड के बारे में सूचना प्राप्त होने के समय से दो घंटे के भीतर उसकी मंजूरी देगा।
At the time of discharge of the patient from the hospital the card holder / beneficiary avails cashless treatment is required to fill-up the claim form. The hospital will forward the bills and other details to M/s.HITPA and they will in turn approve the same within two hours from the time of receipt of intimation regarding discharge of the patient and treatment records from the hospital.
- 10) लाभार्थी को अस्पताल से टीपीए से अनुमोदन प्राप्त करने के पश्चात और किसी भी अस्वीकार्य वस्तुओं की ओर भुगतान के प्रेषण पर रिहाई दी जाएगी। टीपीए द्वारा अग्रेषित अदेय मदों की सूची संलग्नक III में दी गई हैं।
The beneficiary will be discharged from the hospital after obtaining approval from the TPA and on remittance of payment towards any inadmissible items. A list of non payable items forwarded by the TPA is placed at Encl.III.
- 11) किसी भी अस्वीकार्य मदें जैसे गैर-देय वस्तुएं आदि की ओर भुगतान या योजना के तहत सम्मिलित न किए गए किसी भी उपचार हेतु व्यय या नीति के अधीन अधिसूचित सीमा से अधिक उपचार व्यय को अस्पताल से छुट्टी देने से पूर्व सीधे मरीज़ द्वारा निपटाया जाएगा और सीएसएल ऐसे खर्चों का वहन नहीं करेगा।
Any inadmissible items like payment towards non-payable items etc or expenses towards any treatment not covered under the scheme or treatment expenses exceeding the limits notified under the policy shall be settled directly by the patient to the hospital prior to discharge and CSL shall not bear such expenses.

- 12) कमरा / बिस्तर की स्वीकार्यता मेसर्स एचआईटीपीए द्वारा निर्धारित पात्रता और नीति के तहत बताए गए शर्तों के अनुसार होगी। (प्रतिदिन किराया बीमित राशि का 1% और आईसीयू प्रभार बीमित राशि का 2%)

The admissibility of room/bed shall be as per the eligibility prescribed by the M/s.HITPA and ceilings prescribed under the policy (Per day Room Rent @ 1% of sum insured and ICU charges @ 2% of sum insured)

- 13) बीमित व्यक्ति 30 दिनों तक के पूर्व -अस्पताल में भर्ती होने का दावा कर सकता है, और छुट्टी की तारीख से 60 दिनों तक अस्पताल में भर्ती होने के बाद का खर्च उठा सकता है, जो कि रोग / बीमारी के संबंध में संबंधित चिकित्सक द्वारा सलाह / निर्धारित के रूप में जिसके लिए अंतरंग रोगी का उपचार लिया जा रहा है, जैसा कि पॉलिसी के नियमों और शर्तों के अनुसार मेसर्स एचआईटीपीए को दस्तावेजों, उचित बिल इत्यादि को जमा कर सकता है।

Insured can also claim pre-hospitalization expenses upto 30 days prior to admission and post-hospitalization expenses upto 60 days from the date of discharge as advised/prescribed by the concerned doctor in connection with the disease/illness for which inpatient treatment being taken, as per the policy terms and conditions by submitting claim documents, relevant bills etc to M/s.HITPA.

- 14) यदि बीमित व्यक्ति को मूल चिकित्सा रिपोर्ट वापस लेने की इच्छा हो तो उसे मेसर्स एचआईटीपीए कार्यालय से एकत्र किया जा सकता है।

If the insured desires to have the original medical reports back the same can be collected from M/s.HITPA office.

- 15) यदि किसी कारण से नकदीहीन सुविधा का लाभ नहीं उठाया गया है या बीमित सदस्य द्वारा अनुमोदित उपचार हेतु भुगतान नहीं किया गया है, तो दावा प्रपत्र / वेबसाइट (दावा प्रारूप की एक प्रति अनुलग्नक - III के रूप में संलग्न है) में उपलब्ध कराए गए दस्तावेजों की जांच-सूची के अनुसार दावा दस्तावेज जमा करने के पश्चात दावे की प्रतिपूर्ति मेसर्स एचआईटीपीए के साथ दर्ज की जाएगी।

If due to any reason the cashless facility is not availed or is not approved Insured member pays for the treatment upfront, Reimbursement of claim shall be filed with M/s.HITPA after submission of Claim Documents as per documents checklist provided in the Claim Form/Website. (A copy of the claim format is enclosed as Encl-IV).

- 16) आपातकालीन स्थिति के मामले में, यदि लाभार्थी मेसर्स एचआईटीपीए के नेटवर्क वाले अस्पताल में शामिल न किए गए किसी भी अस्पताल से उपचार प्राप्त करता है, तो बीमा कंपनी उचित दस्तावेजों और रिकार्ड सहित बीमा दावा जमा करने पर उस की प्रतिपूर्ति पर विचार कर सकता है। ऐसे मामलों में, दावा प्रारूप के अनुसार प्रतिपूर्ति प्रस्तुत की जाएगी।

In case of emergency situation, if the beneficiary avails treatment from any hospital not included in the network hospital of M/s.HITPA, the Insurance company may consider reimbursement of the same on submission of insurance claim with proper documents and records. In such cases, the reimbursement shall be submitted as per the claim format.

- 17) प्रतिपूर्ति के लिए उपचार के पश्चात दावों को प्रस्तुत करना नकदीहीन उपचार की मंजूरी न देने की स्थिति में या आपातकालीन स्थितियों में या आयुर्वेद उपचार के मामले में रोगी के रिहाई की तारीख से 90 दिनों के भीतर किया जाना चाहिए। इस तरह दावों का प्रस्तुतीकरण सीधे लाभार्थी द्वारा बीमा सेवा (मेसर्स एचआईटीपीए) को प्रस्तुत किया जा सकता है।

Submission of claims after treatment for reimbursement, in case of non-approval of cashless treatment or in emergency situations or in the case of ayurveda treatment should be done within 90 days from the date of discharge of the patient. Such claims shall be submitted directly by the beneficiary to the Insurance Service Provided (M/s.HITPA) by the beneficiary.

- 18) इस नकदीहीन नीति से संबंधित किसी भी जानकारी के लिए या दावों से संबंधित जांच का दावा करने हेतु, लाभार्थी सेवा प्रदाता मेसर्स एचआईटीपीए, कोचीन शाखा कार्यालय से संपर्क कर सकते हैं। उनका पता व संपर्क विवरण नीचे दिया गया है:

For any information related to this Cashless policy or claim related enquiry or submission of claims, the beneficiaries may contact the service provider M/s.HITPA, Cochin Branch office. Their address and contact details are given below:

नाम Name	संपर्क सं. Contact Number	ई-मेल आईडी E-mail ID
श्री आर रतीश Mr R Rethish	7428086078	r.rethish@hitpa.co.in
<u>कोचीन शाखा कार्यालय पता / Cochin Branch Office Address</u>		
हेल्थ इश्योरेंस टीपीए ऑफ इंडिया लिमिटेड पहली मंजिल, रुकिया बाग बिल्डिंग, एम जी रोड रविपुरम - 682016		
Health Insurance TPA of India Ltd. 1st floor, Rukiya Bagh Bldg. MG Road, Ravipuram -682016		

Cashless Service

Cashless hospitalization is a facility provided by the Insurance Company / TPA wherein the Policy Holder can get admitted and undergo the required treatment without paying directly for the medical expenditure. The eligible medical expense, thus incurred, shall be settled by the Insurance Company directly with the hospital.

This is to reduce the direct financial burden on insured individual at the time of hospitalization. Therefore, whatever bill is raised by the healthcare provider, Insurance Company settles it directly through Third Party Administrator (TPA), Subject to policy terms and conditions.

Process for cashless

- To avail the cashless facility one needs to approach the hospital which is under the network of Insurance Company / TPA. The Insurance Companies / TPA have tie-up with various hospitals and to avail the cashless facility you have to get admitted in one of these hospitals.
- To avail this facility you need to fill a Pre Authorization form while getting admitted to the Network hospital. The completed form is sent to the TPA by the hospital. Depending upon the terms of the policy, the TPA, will issue an authorization or a denial letter to the hospital.
- Once this is done the hospital will start treatment and all expenses up to the admissible limits under the terms & conditions of the policy will be processed by the TPA in coordination with the Insurance Company as need be.
- Please carry your member ID card issued by HITPA and a valid Photo ID (issued by govt. authority) Proof with you and submit the photo copy of the same to the hospital. KYC (Know You Customer) details are mandatory for all claims of Rs.1 lac and above
- Please note that if authorization for cashless service from HITPA has been received then at the time of discharge complete the following steps
 - Verify the bills and counter sign the bills
 - Pay for those items that are not reimbursable under the health insurance policy
 - Leave the original discharge summary, bills and other investigation reports with the hospital.
 - Retain a photocopy for your records.

- **If the authorisation for cashless is not received from HITPA or if Cashless Service denied by HITPA the at the time of dischrge complete the following steps.**

- Settle the hospital bills in full and collect all the bills, discharge summary, investigation reports and other documents in original.
- Confirm from hospital that bill is raised as per rates and terms agreed with HITPA.
- Lodge your claim papers with HITPA for reimbursement processing within 15 days of discharge

- **Cashless service may be denied in some of the situation as as listed below.**

- The ailment or condition not covered under the policy
- The insured amount not being sufficient to cover the hospitalization expense
- If the request for pre authorization is not received by HITPA in time. ie., within 24 hrs in case of emergency hospitalization or 48 hours in advance for planned hospitalization.
- If the information sent to HITPA is insufficient to confirm coverage
- Where the reported symptoms or available/ medical inputs are inadequate /incomplete to determine the liability of the insurer
- Where the admission is primarily for investigation purpose unless specifically exempted in the policy
- Where the admission is less than 24 hrs duration except for specifically exempted conditions or procedure in the policy
- In case the personal information in policy and the coverage description differs with records registered with HITPA
- Where the hospital has been removed from the Network.

This is only an indicative list of reasons but not exhaustive

- **Please note that the denial of cashless service is not denial of treatment. You can continue with the treatment pay for the services to the hospital and later send the claim to HITPA for reimbursement processing. The procedure for the same detailed below**

1. Procedure for reimbursement of claims

In non-network hospitals payment must be made up-front and for reimbursement of claims the insured person may submit the necessary documents to TPA (if claim is processed by TPA) / to the company (if claim is processed by the company) within the prescribed time limit.

2. Documents to be submitted

The claim is to be supported with the following original documents and be submitted within the prescribed time limit.

- i. Duly completed claim form;
- ii. Photo ID, Age proof, Health Card - UHID, KYC documents
- iii. Attending medical practitioner's / surgeon's certificate regarding diagnosis/ nature of operation performed, along with date of diagnosis, investigation test reports etc. supported by the prescription from attending medical practitioner.
- iv. Original discharge card / day care summary / transfer summary;
- v. Original final Hospital bill with detailed break-up with all original deposit and final payment receipt;
- vi. Original invoice with payment receipt and implant stickers for all implants used during Surgeries i.e. lens sticker and Invoice in cataract Surgery, stent invoice and sticker in Angioplasty Surgery;
- vii. All previous consultation papers indicating history and treatment details for current ailment;
- viii. All original diagnostic reports (including imaging and laboratory) along with Medical Practitioner's prescription and invoice / bill with receipt from diagnostic center;
- ix. All original medicine / pharmacy bills along with the Medical Practitioner's prescription;
- x. MLC / FIR copy-in Accidental cases only;
- xi. Copy of death summary and copy of death certificate (in death claims only);
- xii. Pre and post-operative imaging reports;
- xiii. Copy of indoor case papers with nursing sheet detailing medical history of the Insured Person, treatment details and the Insured Person's progress;
- xiv. Cheque copy with name printed on the cheque leaf or copy of the first page of the bank pass book or the bank statement not later than 3 months.

Note

In the event of a claim lodged as per Settlement under multiple policies clause and the original documents having been submitted to the other insurer, the company may accept the duly certified documents listed above and claim settlement advice duly certified by the other insurer subject to satisfaction of the company.

3. Time limit for submission of documents:

- a) Reimbursement of hospitalization and pre-hospitalization expenses (limited to 30 days) shall be submitted within 90 (Ninety) days of date of discharge from hospital
- b) Reimbursement of post hospitalization expenses (limited to 60 days) shall be submitted within 30 (thirty) days from completion of post hospitalization treatment.

Note: Waiver of this Condition may be considered in extreme cases of hardship where it is proved to the satisfaction of the Company that under the circumstances in which the insured was placed it was not possible for him or any other person to give such notice or file claim within the prescribed time-limit.

- 4. The Insured Person shall also give the TPA / Company such additional information and assistance as the TPA / Company may require in dealing with the claim including an authorisation to obtain Medical and other records from the hospital, lab, etc.
- 5. All the documents submitted to TPA shall be electronically collected by Us for settlement and denial of the claims by the appropriate authority.

6. Scrutiny of Claim Documents

- a) TPA shall scrutinize the claim form and the accompanying documents. Any deficiency in the documents shall be intimated to the Insured Person/ Network Provider as the case may be. If the deficiency in the necessary claim documents is not met or is partially met in 10 working days of the first intimation, TPA will send a maximum of 3 (three) reminders. TPA at its sole discretion, decide to deduct the amount of claim for which deficiency is intimated to the Insured Person and settle the claim if observe that such a claim is otherwise valid under the Policy.
- b) In case a reimbursement claim is received when a pre-authorisation letter has been issued, before approving such a claim, a check will be made with the Network Provider whether the pre-authorisation has been utilized as well as whether the Insured Person has settled all the dues with the Network Provider. Once such check and declaration is received from the Network Provider, the case will be processed.
- c) The claims towards Pre-Hospitalisation Medical Expenses and Post-Hospitalization Medical Expenses shall be processed only after decision of the main Hospitalization claim

7. Day Care Treatment

- (i) Day Care Treatment means medical treatment, and/or surgical procedure which is undertaken under General or Local Anesthesia in a hospital/day care centre in less than 24 hours because of technological advancement, and which would have otherwise required a hospitalization of more than 24 hours.

- (ii) Treatment normally taken on an out-patient basis is not included in the scope of this definition.
- (iii) Day Care Treatment is eligible for cashless hospitalization.
- (iv) Cashless request should be forwarded at least 48 hours prior to admission in Hospital in case of a planned Hospitalization and within 24 hrs in case of emergency hospitalization
- (v) To avail cashless facility for dialysis claim cashless request need to be submitted as single claim for every 2 weeks dialysis treatment expenses as single claim and Total final expenses can be submitted after completion of 2 weeks dialysis treatment.

ENCLOSURE.II**LIST OF NETWORK HOSPITALS IN KERALA**

Sl No	<u>Hospital Name</u>	<u>Place</u>	<u>District</u>	<u>Category</u>
1	Chaithanya Eye Hospital	Haripad	Alappuzha	Eye
2	Ahalia Foundation Eye Hospital	Kayamkulam	Alappuzha	Eye
3	KVM Hospital	Cherthala	Alappuzha	Multispeciality
4	Sreekantapuram hospital	Mavelikara	Alappuzha	Multispeciality
5	Kinder Medical Service Private Limited	Cherthala	Alappuzha	Speciality
6	V S M Hospital	Mavelikara	Alappuzha	Multispeciality
7	Ebanzeer Kayamkulam	Kayamkulam	Alappuzha	Multispeciality
8	SAHRADHYA Hospital	Alappuzha	Alappuzha	Multispeciality
9	PROVIDANCE Hospital	Alappuzha	Alappuzha	Multispeciality
10	Prathyasa Msgr Joseph Kandathil Memorial Cancer Research centre	Cherthala	Alappuzha	Multispeciality
11	Sagara Hospital	Aalappuzha	Alappuzha	Multispeciality
12	Amrita Institute of Medical Sciences	Ernakulam	Ernakulam	Multispeciality
13	Renai Medicity Hospital	Palarivattom	Ernakulam	Multispeciality
14	Aster Medcity	Cheranllore	Ernakulam	Multispeciality
15	Giridhar Eye Institute	Edappally	Ernakulam	Eye
16	Chaithanya Ent Hospital	Ernakulam	Ernakulam	Speciality
17	Aditya eye hospital	Edappally	Ernakulam	Eye
18	Ernakulam Medical Centre	Ernakulam	Ernakulam	Multispeciality
19	Ahalia Foundation Eye Hospital	Palarivattam	Ernakulam	Eye
20	Ahalia Foundation Eye Hospital	Nort Paravur	Ernakulam	Eye
21	Specialists Hospital	north railway station	Ernakulam	Speciality
22	Vijaya Kumara Menon Hospital	Tripunitaura	Ernakulam	Multispeciality
23	Ahalia Foundation Eye Hospital	Muvattupuzha	Ernakulam	Eye

24	Little Flower Hospital	Angamaly	Ernakulam	Multispeciality
25	Maj Hospital	Edappally	Ernakulam	Multispeciality
26	Giridhar Eye Institute	Kadavanthara	Ernakulam	Eye
27	KG Hospital , Angamaly	Angamaly	Ernakulam	Multispeciality
28	Lakshmi Hospital, Diwan Road	Diwan'S Road	Ernakulam	Multispeciality
29	Lisie Hospital	Kaloor	Ernakulam	Multispeciality
30	Medical Trust Hospital	MG Road	Ernakulam	Multispeciality
31	The Eye Foundation	Edappally	Ernakulam	Eye
32	Lourdes Hospital	Pachalam	Ernakulam	Multispeciality
33	Pvs Memeorial Hospital	Kaloor	Ernakulam	Multispeciality
34	Rajagiri Hospital	Aluva	Ernakulam	Multispeciality
35	Vijaya Kumar Menon	Tripunithura	Ernakulam	Multispeciality
36	Vasan Eye Care	M.G.Road	Ernakulam	Eye
37	Vasan Eye Care	Palarivattom	Ernakulam	Eye
38	Giridhar Eye Institute	Vypin	Ernakulam	Eye
39	Vasan Eye Care	Vytila	Ernakulam	Eye
40	Kristu Jayanthi Hospital	Vypin	Ernakulam	Multispeciality
41	Indira Gandhi Co-Operative Hospital	Kadavanthra	Ernakulam	Multispeciality
42	St.Joseph's Hospital	Manjummel	Ernakulam	Multispeciality
43	Sree Sudheendra Medical Mission Hospital	Kacheripady	Ernakulam	Multispeciality
44	Cochin Hospital	M.G.Road	Ernakulam	Multispeciality
45	Najath Hospital	Aluva	Ernakulam	Multispeciality
46	Krishna Hospital	Chittoor	Ernakulam	Multispeciality
47	Kinder Medical Service Private Limited	Edappally	Ernakulam	Multispeciality
48	PS Mission Hospital	Maradu	Ernakulam	Multispeciality

49	San Joe Hospital	Perumbavoor	Ernakulam	Multispeciality
50	Sangeeth Hospital	Mattancherry	Ernakulam	Multispeciality
51	V.G Saraf Memorial Hospital	Ravipuram	Ernakulam	Multispeciality
52	Fatima Hospital	Kochi	Ernakulam	Multispeciality
53	The Eye Foundation	Changampuzha	Ernakulam	Eye
54	Muvattupuzha Co-operative Super Specialty Hospital And Research Center	Muvattupuzha	Ernakulam	Multispeciality
55	KMK Hospital	Paravoor	Ernakulam	Multispeciality
56	MOSC Medical College Hospital	Kolencherry	Ernakulam	Multispeciality
57	Vatheyyath Hospital	Perumbavoor	Ernakulam	Multispeciality
58	Bharath Rural Hospital & Training Centre	Moothakunnam	Ernakulam	Multispeciality
59	Varma Hospital	Thripunithura	Ernakulam	Multispeciality
60	Roshan Eye Care Hospital	Thripunithura	Ernakulam	Eye
61	City Hospital	Ernakulam	Ernakulam	Multispeciality
62	Lakshmi Hospital, Panayappally	Panayappally	Ernakulam	Multispeciality
63	KPM Eye Hospital & Laser Centre	Ernakulam	Ernakulam	Eye
64	Nedumchalil Trust Hospital	Ernakulam	Ernakulam	Multispeciality
65	A.P.Varkey Mission Hospital, Arakunnam, Ernakulam	Arakunnam	Ernakulam	Multispeciality
66	Mar Baselious Medical Mission Hospital, Kothamangalam	Kothamangalam	Ernakulam	Multispeciality
67	DEVI HOSPITAL, TRIPUNITHURA	Ernakulam	Ernakulam	Multispeciality
68	MADONA HOSPITAL, ANGAMALY	Ernakulam	Ernakulam	Multispeciality
69	Chaithanya Eye Hospital & Research Institute	Ernakulam	Ernakulam	Eye
70	Arogyalayam Hospital, Aluva	Aluva	Ernakulam	Multispeciality
71	Samaritian Hospital, Pazhanganadu, Kizhakkambalam	Pazhavangadu, Kizhakkambalam	Ernakulam	Multispeciality
72	B & B Memorial Hospital	Thrikkakkara	Ernakulam	Multispeciality
73	Lotus Eye Care Hospital, Ernakulam	Ernakulam	Ernakulam	Eye

74	MAGJ Hospital, Mookannur	Mookannoor, Angamaly	Ernakulam	Multispeciality
75	Carmel Hospital, Aluva	Aluva	Ernakulam	Multispeciality
76	Gautham Hospital	Kochi	Ernakulam	Multispeciality
77	THRIKKAKARA MUNICIPAL CO OPERATIVE HOSPITAL	KAKKANAD	Ernakulam	Multispeciality
78	NIRMALA MEDICAL CENTRE	MUVATTUPUZHA	Ernakulam	Multispeciality
79	Jishy Hospital	Kochi	Ernakulam	Multispeciality
80	Chaithanya Eye , Palarivattom	Palaravittom	Ernakulam	Eye
81	NSD Raju Eye Clinic	Vytilla	Ernakulam	Eye
82	Vijayalakshmi Hospital	Kadavanthara	Ernakulam	Speciality
83	Alpha ENT Hospital	Ernakulam	Ernakulam	Speciality
84	St. Joseph Hospital	Kothamangalam	Ernakulam	Multispeciality
85	JACOBS EYE Hospital	Palarivattom	Ernakulam	Eye
86	Don BOSCO Hospital	North Paravoor	Ernakulam	Multispeciality
87	Vimala Hospital	Kanjoor	Ernakulam	Multispeciality
88	Samaritan Heart Institute	Kizhakkambalam	Ernakulam	Multispeciality
89	Karothukuzhi Hospital	Aluva	Ernakulam	Multispeciality
90	Susrutha eye hospital, Kakkananadu	Kakkanadu	Ernakulam	Eye
91	SREE NARYANA INSTITUTE OF MEDICAL SCIENCES	CHALAKKA, North	Ernakulam	Multispeciality
92	Apollo Adlux Hospital, Karukutty, Ernakulam	Karukutty, Angalam	Ernakulam	Multispeciality
93	Welcare Hospital, Vytilla	Vytilla, Ernakulam	Ernakulam	Multispeciality
94	RCM Eye Hospital	Thripunithura	Ernakulam	Eye
95	CIMAR COCHIN HOSPITAL	Edappally	Ernakulam	
96	Holy Family Hospital	Thodupuzha	Idukki	Multispeciality
97	Chazhikattu Hospital	Thodupuzha	Idukki	Multispeciality
98	Al-Azhar Medical College, Thodupuzha	Thodupuzha	Idukki	Multispeciality

99	Bishop Vayalil Medical Centre	Moolamattom	Idukki	Multispeciality
100	Medical Trust Hospital, Nedumkandam	Nedumkandam	Idukki	Multispeciality
101	St.Marys Hospital Thodupuzha	Thodupuzha	Idukki	Multispeciality
102	Morning Star Medical Centre, Adimali	Adimaly	Idukki	Multispeciality
103	Devamatha Hospital- Rajakumary	Rajakumary-idukki	Idukki	Multispeciality
104	Karuna Medical Centre	Nedumkandam	Idukki	Multispeciality
105	Alphonsa Hospital, Murikkassery	Murikkassery	Idukki	Multispeciality
106	Idukki District Co-operative Hospital	Thodupuzha	Idukki	Multispeciality
107	Karuna Thodupuzha	Thodupuzha	Idukki	Multispeciality
108	Mudakkayam Medical Trust Hospital	Mundakkayam	Idukki	Multispeciality
109	Vasan Eye Care	Kannur	Kannur	Eye
110	Tellicherry co-operative hospital	Thalassery	Kannur	Multispeciality
111	Dhanalakshmi Hospital	Cannanore	Kannur	Multispeciality
112	Anaamaya Medical Institute	Payyanur	Kannur	Multispeciality
113	Malabar Institute of Medical Scuiences Limited (Aster MIMS Kannur)	Kannur	Kannur	Multispeciality
114	Ashoka Hospital - Kannur	Kannur	Kannur	Multispeciality
115	Indira Gandhi Hospital	Kannur	Kannur	Multispeciality
116	Dr.Binues Sunrise Eye care	Kannur	Kannur	Eye
117	Thaliparamba Cooperative Hospital	Thaliparambu	Kannur	Multispeciality
118	Jyothis Eye Hospital	Kannur	Kannur	Eye
119	Lourde Hospital	Kannur	Kannur	Multispeciality
120	St Martin Deporres Hospital	Kannur	Kannur	Multispeciality
121	GIMCARE Hospital	Kannur	Kannur	Multispeciality
122	BKM Kannur	Kannur	Kannur	Multispeciality
123	Sreechand Hospital, Kannur	Kannur	Kannur	Multispeciality

124	Ahalia Foundation Eye Hospital	Kasargod	Kasargodu	Eye
125	United Medical Centre, Kasargodu	Kasargodu	Kasargodu	Multispeciality
126	Sanjeevani Integreated Medical Serives Pvt.Ltd	Kanhangad	Kasargodu	Multispeciality
127	Krishna Hospital	Kasargodu	Kasargodu	Multispeciality
128	Kasargodu Institute of Medical Sciences (KIMS- Kasargodu)	Kasargodu	Kasargodu	Multispeciality
129	Deepa Nursing Home	Khangadu	Kasargodu	Multispeciality
130	Ceeyam Hospital	Kasargod	Kasargodu	Multispeciality
131	Chaithra Medical Centre	Kasargod	Kasargodu	Multispeciality
132	Precise Eye Care & Research Centre	Karunagapally	Kollam	Eye
133	Travancore Medical College & Hospital	Thattamala	Kollam	Multispeciality
134	Valiyath Institute of Medical Sciences	Karunagappally	Kollam	Multispeciality
135	Bishop Benziger Hospital	Mundakkal	Kollam	Multispeciality
136	Dr. Nairs Hospital	Residency Road	Kollam	Multispeciality
137	KIMS Kollam Multi Specialtiy Hospital	Pallimukku	Kollam	Multispeciality
138	Upasana Hospital	Kadappakkada	Kollam	Multispeciality
139	Sree Narayana Trust Medical Mission Hospital, Kollam	Kollam	Kollam	Multispeciality
140	Pranavam Hospital, Punalur, Kollam	Punalur	Kollam	Multispeciality
141	Matha Medical Centre, kollam	Kollam	Kollam	Multispeciality
142	Assissi Atonment Hospital	Perumpuzha, Chava	Kollam	Multispeciality
143	Shankers Eye Hospital	Punulur	Kollam	Eye
144	Shankers Hospital	Kollam	Kollam	
145	Aravind Medical Centre	Chavara	Kollam	Multispeciality
146	Azeezia Medical College Hospital	Meeyannoor	Kollam	Multispeciality
147	Padmavathy Medical Foundation	Sasthamcotta	Kollam	Multispeciality
148	Dr.Nairs Hospital , Kollam	Kollam	Kollam	Multispeciality

149	Amardeep Eye care Hospital, Kollam	Kollam	Kollam	Eye
150	Mercy Hospital, Valakom, Kottarakkara	Valakom, Kottarkkara	Kollam	Multispeciality
151	Pearl Hospital, Karunagappally	Karunagappally	Kollam	Multispeciality
152	SBM KARUNAGAPPALLY	Karunagappally	Kollam	Multispeciality
153	Rapha Aroma Hospital	Kottarakkakkara	Kollam	Multispeciality
154	Meditrina Kollam	Kollam	Kollam	Multispeciality
155	PMC speciality Hospital Kottarakkara	Kottrakkakkara	Kollam	Multispeciality
156	BR Hospital	Kollam	Kollam	Multispeciality
157	Vijaya Hospital Kottarakkakkara	Kottarakkakkara	Kollam	Multispeciality
158	Ahalia Foundation Eye Hospital	Changanassery	Kottayam	Eye
159	St Thomas Hospital	Changanassery	Kottayam	Multispeciality
160	SH Medical Centre Hospital	Kottayam	Kottayam	Multispeciality
161	Caritas Cancer Institute	Thellakom	Kottayam	Multispeciality
162	Udayagiri Multi Speciality Hospital	Changanassery	Kottayam	Multispeciality
163	Vasan Eye Care	Karapuzha	Kottayam	Eye
164	PNP Ponkunnam	Ponkunnam	Kottayam	Multispeciality
165	Alphonsa Eye Hospital	Ettumanoor	Kottayam	Eye
166	Holy Ghost Mission Hospital	Muttuchira	Kottayam	Multispeciality
167	Mary Queens Mission Hospital	Kanjirapally	Kottayam	Multispeciality
168	Carmel Medical Centre, Pala	Pala	Kottayam	Multispeciality
169	Aravinda Hosapital	Ponkunnam	Kottayam	Multispeciality
170	Mercy Nursing Home, Karukachal, Kottayam	Karukachal	Kottayam	Multispeciality
171	Sanjeevani Hospital, Chanaganassery	Changassery	Kottayam	Multispeciality
172	KIMS HOSPITAL, KUDAMALLOOR, KOTTAYAM	Kottayam	Kottayam	Multispeciality
173	Mercy Hospital, Pothy	Thalayolaparambu	Kottayam	Multispeciality

174	Mar Sleeva Medicity , Pala	Palai	Kottayam	Multispeciality
175	Marian Medical Centre	Pala	Kottayam	Multispeciality
176	Little Lourdes, kidangoor	Pala	Kottayam	Multispeciality
177	St Mary's hospital-kottayam/manarcadu	kottayam/manarcadu	Kottayam	Multispeciality
178	St. Vincents Hospital, Kuravilangadu	Kuravilangadu	Kottayam	Multispeciality
179	CNK Hospital	Changanassery, Kottayam	Kottayam	Multispeciality
180	Vasan Eye Care	Arayadathupalam	Kozhikodu	Eye
181	Vasan Eye Care	Patteri	Kozhikodu	Eye
182	Al Salama Eye Hospital	Arayidathupalam	Kozhikodu	Eye
183	Baby Memorial Hospital	Arayidathupalam	Kozhikodu	Multispeciality
184	Meitra Hospital, Kozhikode			
185	Malabar Multi Speciality Hospital	Eranhippalam	Kozhikodu	Multispeciality
186	National Hospital	Mavoor	Kozhikodu	Multispeciality
187	Ahalia Foundation Eye Hospital	Vadakara	Kozhikodu	Eye
188	Malabar Medical College & Research Centre	Modakkallur	Kozhikodu	Multispeciality
189	Metro Intrnational Cardiac Centre Pvt Ltd	Poovangal	Kozhikodu	Speciality
190	MVR Cancer Centre & Research Institute	Poolacode	Kozhikodu	Speciality
191	Starcare Hospital	Near Thondayad Bypass	Kozhikodu	Multispeciality
192	Aster MIMS	govindapuram	Kozhikodu	Multispeciality
193	Shiba Hospital	Wayanad Road, Near Malayala	Kozhikodu	Multispeciality
194	Pvs Hospital	Railway Station Roa	Kozhikodu	Multispeciality
195	Koyas Hospital	kozhikode	Kozhikodu	Multispeciality
196	Kozhikode Dt.Co-operative Hospital	kozhikode	Kozhikodu	Multispeciality
197	Comtrust Eye Hospital	kozhikode	Kozhikodu	Eye
198	Dr. Sreekanth Eye Care Hospital, Calicut	Calicut	Kozhikodu	Eye

199	Asten Specialty Orthopaedic Hospital	Calicut	Kozhikodu	Multispeciality
200	Ascent Hospital, Calicut	Calicut	Kozhikodu	Multispeciality
201	Chest Hospital, Calicut	Calicut	Kozhikodu	Multispeciality
202	Nirmala Hospital	Calicut	Kozhikodu	Multispeciality
203	St Joseph hospital	Calicut	Kozhikodu	Multispeciality
204	Lisa Hospital	Calicut	Kozhikodu	Multispeciality
205	Dr. AMBADI'S CALICUT CENTRE FOR SURGERY (A UNIT OF EINS & ERSTE	Calicut	Kozhikodu	Multispeciality
206	Karuna Institute of Medical Sciences -- koduvally	Calicut	Kozhikodu	Multispeciality
207	Ahalia Foundation Eye Hospital	Malappuram	Malappuram	Eye
208	Ahalia Foundation Eye Hospital	Manjeri	Malappuram	Eye
209	HOLY CROSS HOSPITAL PVT LTD	Manjeri	Malappuram	Multispeciality
210	Moulana Hospital	Perinthalmanna	Malappuram	Multispeciality
211	Korambayil Hospital	Manjeri	Malappuram	Multispeciality
212	ALMAS HSOPITAL	Changuvetty	Malappuram	Multispeciality
213	Kims Al Shifa Super Speciality Hospital	Perinthalmanna	Malappuram	Multispeciality
214	AL SALAMA EYE HOSPITAL	Perinthalmanna	Malappuram	Eye
215	NIMS , Nilambur	Nilambur	Malappuram	Multispeciality
216	ASCENT ENT HOSPITAL	Calicut Road, Perinthalmanna	Malappuram	ENT
217	Prasanthi Hi-Tech Hospital	Manjeri, Malappuram	Malappuram	
218	Ernad Hospital	Malappuram	Malappuram	
219	MBH Hospital	Malappuram	Malappuram	Multispeciality
220	Maanu Memorial Hospital	Malappuram	Malappuram	Multispeciality
221	Malabar Institute of Medical Sciences Limited (Aster MIMS Kottakkal)	Kottakkal	Malappuram	Multispeciality
222	Ahalia Foundation Eye Hospital	Kanal Piruvu, Palakkad	Palakkad	Eye
223	Ahalia Foundation Eye Hospital	Kunthipuzha	Palakkad	Eye

224	Ahalia Foundation Eye Hospital	Pattambi	Palakkad	Eye
225	Lakshmi Hospital	Chittur Road	Palakkad	Multispeciality
226	Thangam Hospital Of Pmrc	West Yakkara	Palakkad	Multispeciality
227	ASCENT ENT HOSPITAL	Harikkara Streetcourt Road	Palakkad	Speciality
228	Trinity Eye Centre	Manali Junction	Palakkad	Eye
229	P K Das Institute of Medical Sciences	Ottapalam	Palakkad	Multispeciality
230	Vasan Eye Care	Kunnathur Medu	Palakkad	Eye
231	Welcare Hospital	Welcare Junction	Palakkad	Multispeciality
232	Athani Hospital	Nattukal	Palakkad	Multispeciality
233	Sevana Hospital and Research Centre	pattambi	Palakkad	Multispeciality
234	Seventh-Day Adventist Hospital	Ottapalam	Palakkad	Multispeciality
235	Paalana Institute of Medical Sciences	Kannadi	Palakkad	Multispeciality
236	Sevana Hospital , Palakkad	Palakkad	Palakkad	Multispeciality
237	Avitis Super Specialty Hospitals Pvt Ltd	Nemmara	Palakkad	Multispeciality
238	SAI Hospital		Palakkad	Multispeciality
239	Ahalia Diabetic Center	Palakkad	Palakkad	Multispeciality
240	Mother Care Hospital	Mannarkkad	Palakkad	Multispeciality
241	Vasan Eye Care	Thiruvalla	Pathanamthitta	Eye
242	Christian Mission Hospital	Pandalam	Pathanamthitta	Multispeciality
243	Chitra Multi Speciality Hospital in Pandalam	Pandalam	Pathanamthitta	Multispeciality
244	MGM Muthoot Medical Centre	Kozhenchery	Pathanamthitta	Multispeciality
245	Believers Church Medical College Hospital	Thiruvalla	Pathanamthitta	Multispeciality
246	Muthoot Hospitals Pathanamthitta	Ring Road	Pathanamthitta	Multispeciality
247	Ahalia Foundation Eye Hospital	College Road	Pathanamthitta	Multispeciality
248	St. Gregorious ,Parumala	Parumala, Pathanamthitta	Pathanamthitta	Multispeciality

249	Tiruvlla Medical Mission Hospital	Paipad- Manthanam Road,	Pathanamthitta	Multispeciality
250	St.Thomas Hospital, Chengannur, Malakkara	Malakkara, Aranmu	Pathanamthitta	Multispeciality
251	Pushpagiri Medical College Hospital	Thiruvalla	Pathanamthitta	Multispeciality
252	Holy Cross Adoor	Adoor	Pathanamthitta	Multispeciality
253	Line Line Adoor	Adoor	Pathanamthitta	Multispeciality
254	Kerala Institute Of Medical Science	Anayara	Thiruvananthapuram	Multispeciality
255	Precise Speciality Eye Care	Ttc Junction Road	Thiruvananthapuram	Eye
256	S K Hospital	Pangode	Thiruvananthapuram	Multispeciality
257	S P Fort Hospital	Pazhavangadi	Thiruvananthapuram	Speciality
258	Sut Royal Hospital	Pongumoodu	Thiruvananthapuram	Multispeciality
259	Ahalia Foundation Eye Hospital	Near Uloor Bridge	Thiruvananthapuram	Eye
260	Ahalia Foundation Eye Hospital	Attingal	Thiruvananthapuram	Eye
261	Vasan Eye Care	Pattom	Thiruvananthapuram	Eye
262	Chaithanya Eye Hospital & Research Institute	Kesavadasapuram	Thiruvananthapuram	Eye
263	Saraswati Hospital	Villaparassala	Thiruvananthapuram	Multispeciality
264	India Hospital	Gandhariamman Kovil	Thiruvananthapuram	Multispeciality
265	Ananthapuri Hospital & Research Institute	Nh Bypass, Chackai	Thiruvananthapuram	Multispeciality
266	NIMS HOSPITAL NEYYATTINKARA	Thoppil	Thiruvananthapuram	Multispeciality
267	Sree Gokulam Medical College And Research Foundation	Venjaramoodu	Thiruvananthapuram	Multispeciality
268	S.U.T. Hospital	Pattom	Thiruvananthapuram	Multispeciality
269	Amardeep Eye Care	Peroorkkada	Thiruvananthapuram	Eye
270	Cosmopolitan Hospital	Pottakkuzhi Road	Thiruvananthapuram	Multispeciality
271	Attukal Devi Institute Of Medical Sciences	Thiruvananthapura m	Thiruvananthapuram	Multispeciality
272	Dr.Priyas Hospital	Eanikkara, Karakulam	Thiruvananthapuram	Multispeciality
273	AJ Hospital	Kazhakootam, TVM	Thiruvananthapuram	Multispeciality

274	Divya Prabha Eye Hospital,TVM	Trivandrum	Thiruvananthapuram	Eye
275	Jayanthi Fertility Clininc	Karakulam	Thiruvananthapuram	Speciality
276	PRS Hospital	Thiruvananthapuram	Thiruvananthapuram	Multispeciality
277	G.G.Hospital	Thiruvananthapuram	Thiruvananthapuram	Multispeciality
278	Lords Hospital, Tvm	Anayara, Trivandrum	Thiruvananthapuram	Multispeciality
279	Sivagiri Sree Narayana Medical Mission, Varkala	Varkala	Thiruvananthapuram	Multispeciality
280	PEROOR MEDICAL CENTRE, PEROORKADA	Trivandrum	Thiruvananthapuram	Multispeciality
281	Meditrina Hospital, Trivandrum	Trivandrum	Thiruvananthapuram	Multispeciality
282	Mamal Hospital	Trivandrum	Thiruvananthapuram	Multispeciality
283	Roland Hospital	Trivandrum	Thiruvananthapuram	Multispeciality
284	Nirmala Hospital, Trivandrum	Trivandrum	Thiruvananthapuram	Multispeciality
285	TSC HOSPITAL PVT LTD	KULATHOOR	Thiruvananthapuram	Multispeciality
286	Anupama Hospital	Neyyattinkara	Thiruvananthapuram	Multispeciality
287	Janaki Nursing Home	Kadakkavoor, Trivandrum	Thiruvananthapuram	Multispeciality
288	Holy Cross Trivandrum	Thiruvananthapuram	Thiruvananthapuram	Multispeciality
289	Kolath Medical Centre	Trivandrum	Thiruvananthapuram	Multispeciality
290	Kaduvayil Thangal Hospital	Trivandrum	Thiruvananthapuram	Multispeciality
291	Neyyar Medcity Hospital	Trivandrum	Thiruvananthapuram	Multispeciality
292	S P Well Fort	Trivandrum	Thiruvananthapuram	Multispeciality
293	Sree Nethra Eye Care	Palayam	Thiruvananthapuram	Eye
294	Medicare Hospital	Kodungallur	Thrissur	Multispeciality
295	Ahalia Foundation Eye Hospital	Kuruppam Road	Thrissur	Eye
296	Ahalia Foundation Eye Hospital	Irinjalakuda	Thrissur	Eye
297	Amala Institute Of Medical Sciences	Amala Nagar	Thrissur	Multispeciality
298	Sun Medical and Research Centre	Kannamkulangara	Thrissur	Multispeciality

299	Vasan Eye Care	Tb Road	Thrissur	Eye
300	Aswini Hospital	Patturaikkal	Thrissur	Multispeciality
301	Jubilee Mission Hospital	Thrissur	Thrissur	Multispeciality
302	Drishyam Eye Care Hospital	Kovilakathumpaadam	Thrissur	Eye
303	I Vision Eye Hospital	Koorkenchery	Thrissur	Eye
304	DR. Rani Menon's Eye Clinic	Kanjani Road	Thrissur	Eye
305	Modern Hospital	Kodungallur	Thrissur	Multispeciality
306	Rajah Memorial Charitable Hospital	Chavakkad	Thrissur	Multispeciality
307	West Fort Hospital	Thrissur Round	Thrissur	Multispeciality
308	I Vision Chalakudy	Chalakudy	Thrissur	Eye
309	GEM Hospital	Paravattani	Thrissur	Multispeciality
310	Royal Hospital, Thrissur	Thrissur	Thrissur	Multispeciality
311	METROPOLITIAN HOSPITAL, THRISSUR	Thrissur	Thrissur	Multispeciality
312	St.James Hospital, chalkudy	Thrissur	Thrissur	Multispeciality
313	Secred Heart Mission Hospital Pullur	Irinjalakuda	Thrissur	Multispeciality
314	M. I. MISSION HOSPITAL (Mary Immaculate Mission Hospital)	ENGANDIYUR	Thrissur	Multispeciality
315	Devamatha Hospital	Koratty, Thrissur	Thrissur	Multispeciality
316	Rohini Hospital	Thrissur	Thrissur	Multispeciality
317	Bishop Alappat Mission Hospital	Irinjalakuda	Thrissur	Multispeciality
318	Ahalia Foundation Eye Hospital	Kalpetta	Wayanad	Eye
319	Vinayaka Hospital-sulthan bathery	sulthan bathery	Wayanad	Multispeciality
320	St.Martin Hospital, Ambalavayil	Ambalavayil	Wayanad	Multispeciality
321	LEO Hospital, Kalpetta	Kalpetta	wayanad	Multispeciality
322	Assumption Hospital Sultan Bathery	Sultan Bathery	wayanad	Multispeciality
323	DM WAYANAD INSTITUTE OF MEDICAL SCIENCES	Meppadi	wayanad	Multispeciality

324	Sree Ramakrishna Hospital	Thiruvananthapuram	Thiruvananthapuram	Multispeciality
325	MSGR JOSEPH KANDATHIL MEMORIAL CANCER RESEARCH	Alappuzha	Alappuzha	Multispeciality
326	MUM Hospital	Monipally	Ernakulam	Multispeciality
327	Ghura Dharma Mission Hospital	Mala	Ernakulam	Multispeciality
328	Mitera Hospital	Kottayam	Kottayam	Multispeciality
329	JMP- Piravom	Piravom	Ernakulam	Multispeciality
330	JK Hospital, Kottayam	Kottayam	Kottayam	Multispeciality
331	Karakona Medical college	Karakonam	Thiruvananthapuram	Multispeciality
332	Silverline Hospital	Kadavanthara	Ernakulam	Multispeciality
333	Akshya Maternity Hospital	Kadavanthara	Ernakulam	Single Specilaity
334	Carmel Medical Centre, Varapuzha	Thirumuppam,	Ernakulam	Multispeciality
335	Futureace Hospital	Edappally	Ernakulam	Multispeciality

LIST OF NON PAYABLE ITEMS		
SN	ITEM/DESCRIPTION	REMARKS
1	BABY FOOD	Not Payable
2	BABY UTILITIES CHARGES	Not Payable
3	BEAUTY SERVICES	Not Payable
4	BELTS/ BRACES	Payable for cases who have undergone surgery of thoracic or lumbar spine
5	BUDS	Not Payable
6	COLD PACK/HOT PACK	Not Payable
7	CARRY BAGS	Not Payable
8	EMAIL / INTERNET CHARGES	Not Payable
9	FOOD CHARGES (OTHER THAN PATIENT'S DIET PROVIDED BY HOSPITAL)	Not Payable
10	LEGGINGS	Payable in case of varicose vein surgery
11	LAUNDRY CHARGES	Not Payable
12	MINERAL WATER	Not Payable
13	SANITARY PAD	Not Payable
14	TELEPHONE CHARGES	Not Payable
15	GUEST SERVICES	Not Payable
16	CREPE BANDAGE	Not Payable
17	DIAPER OF ANY TYPE	Not Payable
18	EYELET COLLAR	Not Payable
19	SLINGS	Reasonable costs for one sling in case of upper arm fractures is payable
20	BLOOD GROUPING AND CROSS MATCHING OF DONORS SAMPLES	Part of Cost of Blood, not payable
21	SERVICE CHARGES WHERE NURSING CHARGE ALSO CHARGED	Part of room charge not payable separately
22	Television Charges Payable under room charges not if separately levied	Not Payable
23	SURCHARGES Part of Room Charge	Not payable separately
24	ATTENDANT CHARGES	Not Payable - Part of Room Charges

25	EXTRA DIET OF PATIENT (OTHER THAN THAT WHICH FORMS PART OF BED CHARGE)	Patient Diet provided by hospital is payable
26	BIRTH CERTIFICATE	Not Payable
27	CERTIFICATE CHARGES	Not Payable
28	COURIER CHARGES	Not Payable
29	CONVEYANCE CHARGES	Not Payable
30	MEDICAL CERTIFICATE	Not Payable
31	MEDICAL RECORDS	Not Payable
32	PHOTOCOPIES CHARGES	Not Payable
33	MORTUARY CHARGES Payable up to 24 hrs,	shifting charges not payable
34	WALKING AIDS CHARGES	Not Payable
35	OXYGEN CYLINDER (FOR USAGE OUTSTDE THE HOSPITAL)	Not Payable
36	SPACER	Not Payable
37	SPIROMETRE	Device not payable
38	NEBULIZER KIT	Not Payable
39	STEAM INHALER	Not Payable
40	ARMSLING	Not Payable
41	THERMOMETER	Not Payable
42	CERVICAL COLLAR	Not Payable
43	SPLINT	Not Payable
44	DIABETIC FOOT WEAR	Not Payable
45	KNEE BRACES (LONG/ SHORT/ HINGED)	Not Payable
46	KNEE IMMOBILIZER/SHOULDER IMMOBILIZER	Not Payable
47	LUMBO SACRAL BELT	Payable for cases who have undergone surgery of lumbar spine
48	NIMBUS BED OR WATER OR AIR BED CHARGES	Payable for any ICU patient requiring more than 3 days in ICU, all patients with paraplegia/ quadriplegia for any reason and at reasonable cost of approximately Rs 200/ day
49	AMBULANCE COLLAR	Not Payable
50	AMBULANCE EQUIPMENT	Not Payable

51	ABDOMINAL BINDER	Payable for cases who have undergone surgery of lumbar spine.
52	CREAMS POWDERS LOTIONS	(Toiletries are not payable, only prescribed medical pharmaceuticals payable) Payable when prescribed
53	ECG ELECTRODES Upto 5 electrodes are required for every case visiting OT or ICU.	For longer stay in ICU, may require a change and at least one set every single day is payable
54	GLOVES - Sterilized Gloves payable	Unsterilized gloves not payable
55	NEBULISATION KIT	Payable reasonably if used during hospitalisation
56	ANY KIT WITH NO DETAILS MENTIONED [DELIVERY KIT, ORTHOKIT, RECOVERY KIT, ETC]	Not Payable
57	KIDNEY TRAY	Not Payable
58	MASK	Not Payable
59	OUNCE GLASS	Not Payable
60	OXYGEN MASK	Not Payable
61	PELVIC TRACTION BELT	Payable in case of PIVD requiring traction
62	PAN CAN	Not Payable
63	TROLLEY COVER	Not Payable
64	UROMETER, URINE JUG	Not Payable
65	AMBULANCE	Payable

d) Cheque/ DD Payable details:

e) IFSC Code:

DECLARATION BY THE INSURED

I hereby declare that the information furnished in this claim form is true & correct to the best of my knowledge and belief. If I have made any false or untrue statement, suppression or concealment of any material fact with respect to questions asked in relation to this claim, my right to claim reimbursement shall be forfeited. I also consent & authorize TPA / insurance company, to seek necessary medical information / documents from any hospital / Medical Practitioner who has attended on the person against whom this claim is made. I hereby declare that I have included all the bills / receipts for the purpose of this claim & that I will not be making any supplementary claim except the pre/post-hospitalization claim, if any.

Date: Place: Signature of the insured:

GUIDANCE FOR FILLING CLAIM FORM – PART A (To be filled in by the insured)		
DATA ELEMENT	DESCRIPTION	FORMAT
SECTION A - DETAILS OF PRIMARY INSURED		
a) Policy No.	Enter the policy number	As allotted by the insurance company
b) Sl. No/ Certificate No.	Enter the social insurance number or the certificate number of social health insurance scheme	As allotted by the organization
c) Company TPA ID No.	Enter the TPA ID No	License number as allotted by IRDA and printed in TPA documents.
d) Name	Enter the full name of the policyholder	Surname, First name, Middle name
e) Address	Enter the full postal address	Include Street, City and Pin Code
SECTION B - DETAILS OF INSURANCE HISTORY		
a) Currently covered by any other Medicaclaim / Health Insurance?	Indicate whether currently covered by another Medicaclaim / Health Insurance	Tick Yes or No
b) Date of Commencement of first Insurance without break	Enter the date of commencement of first insurance	Use dd-mm-yy format
c) Company Name	Enter the full name of the insurance company	Name of the organization in full
Policy No.	Enter the policy number	As allotted by the insurance company
Sum Insured	Enter the total sum insured as per the policy	In rupees
d) Have you been Hospitalized in the last 4 years since inception of the contract?	Indicate whether hospitalized in the last 4 years	Tick Yes or No
Date	Enter the date of hospitalization	Use mm-yy format
Diagnosis	Enter the diagnosis details	Open Text
e) Previously Covered by any other Medicaclaim/ Health Insurance?	Indicate whether previously covered by another Medicaclaim / Health Insurance	Tick Yes or No
f) Company Name	Enter the full name of the insurance company	Name of the organization in full
SECTION C - DETAILS OF INSURED PERSON HOSPITALIZED		
a) Name	Enter the full name of the patient	Surname, First name, Middle name
b) Gender	Indicate Gender of the patient	Tick Male or Female
c) Age	Enter age of the patient	Number of years and months
d) Date of Birth	Enter Date of Birth of patient	Use dd-mm-yy format
e) Relationship to primary Insured	Indicate relationship of patient with policyholder	Tick the right option. If others, please specify.
f) Occupation	Indicate occupation of patient	Tick the right option. If others, please specify.
g) Address	Enter the full postal address	Include Street, City and Pin Code
h) Phone No	Enter the phone number of patient	Include STD code with telephone number
i) E-mail ID	Enter e-mail address of patient	Complete e-mail address
SECTION D - DETAILS OF HOSPITALIZATION		
a) Name of Hospital where admitted	Enter the name of hospital	Name of hospital in full
b) Room category occupied	Indicate the room category occupied	Tick the right option
c) Hospitalization due to	Indicate reason of hospitalization	Tick the right option
d) Date of Injury/Date Disease first detected/ Date of Delivery	Enter the relevant date	Use dd-mm-yy format
e) Date of admission	Enter date of admission	Use dd-mm-yy format
f) Time	Enter time of admission	Use hh:mm format
g) Date of discharge	Enter date of discharge	Use dd-mm-yy format
h) Time	Enter time of discharge	Use hh:mm format
i) If Injury give cause	Indicate cause of injury	Tick the right option
If Medico legal	Indicate whether injury is medico legal	Tick Yes or No
Reported to Police	Indicate whether police report was filed	Tick Yes or No
MLC Report & Police FIR attached	Indicate whether MLC report and Police FIR attached	Tick Yes or No
j) System of Medicine	Enter the system of medicine followed in treating the patient	Open Text
SECTION E - DETAILS OF CLAIM		
a) Details of Treatment Expenses	Enter the amount claimed as treatment expenses	In rupees (Do not enter paise values)
b) Claim for Domiciliary Hospitalization	Indicate whether claim is for domiciliary hospitalization	Tick Yes or No
c) Details of Lump sum/ cash benefit claimed	Enter the amount claimed as lump sum/ cash benefit	In rupees (Do not enter paise values)
d) Claim Documents Submitted-Check List	Indicate which supporting documents are submitted	Tick the right option
SECTION F - DETAILS OF BILLS ENCLOSED		
Indicate which bills are enclosed with the amounts in rupees		
SECTION G - DETAILS OF PRIMARY INSURED'S BANK ACCOUNT		
a) PAN	Enter the permanent account number	As allotted by the Income Tax department
b) Account Number	Enter the bank account number	As allotted by the bank
c) Bank Name and Branch	Enter the bank name along with the branch	Name of the Bank in full
d) Cheque/ DD payable details	Enter the name of the beneficiary the cheque/ DD should be made out to	Name of the individual/ organization in full
e) IFSC Code	Enter the IFSC code of the bank branch	IFSC code of the bank branch in full
SECTION H - DECLARATION BY THE INSURED		
Read declaration carefully and mention date (in dd:mm:yy format), place (open text) and sign.		

CLAIM FORM - PART B
TO BE FILLED IN BY THE HOSPITAL
 The issue of this form is not to be taken as admission of liability
 Please include the original preauthorization request form in lieu of PART A

(To be filled in block letters)

DETAILS OF HOSPITAL

a) Name of the Hospital:

b) Hospital ID: c) Type of Hospital: Network Non Network (if non network, fill Section E)

d) Name of the treating doctor:

e) Qualification: f) Registration No. with state code: g) Phone No.

SECTION A

DETAILS OF PATIENT ADMITTED

a) Name of Patient:

b) IP Registration No.: c) Gender: Male Female d) Age: years months e) Date of Birth:

f) Date of Admission: g) Time: : h) Date of Discharge: i) Time: :

j) Type of Admission: Emergency Planned Day Care Maternity k) If Maternity: i. Date of Delivery: ii. Gravida Status:

l) Status at time of discharge: Discharged to home Discharged to another hospital Deceased m) Total claimed amount

SECTION B

DETAILS OF AILMENT DIAGNOSED (PRIMARY)

a)	ICD 10 Codes	Description	b)	ICD 10 PCS	Description
i. Primary Diagnosis :	<input type="text"/>	<input type="text"/>	i. Procedure 1 :	<input type="text"/>	<input type="text"/>
ii. Additional Diagnosis :	<input type="text"/>	<input type="text"/>	ii. Procedure 2 :	<input type="text"/>	<input type="text"/>
iii. Co-morbidities :	<input type="text"/>	<input type="text"/>	iii. Procedure 3 :	<input type="text"/>	<input type="text"/>
iv. Co-morbidities :	<input type="text"/>	<input type="text"/>	iv. Details of Procedure :	<input type="text"/>	

c) Pre authorization obtained: Yes No d) Pre-authorization number:

e) If authorization by network hospital not obtained, give reason:

f) Hospitalization due to injury: Yes No i. If yes, give cause Self inflicted Road Traffic Accident Substance abuse / alcohol consumption

ii. If injury due to Substance abuse / alcohol consumption, Test Conducted to establish this: Yes No (if yes, attach reports) iii. If Medico Legal: Yes No iv. Reported to Police: Yes No

v. FIR No. vi. If not reported to police, give reason:

SECTION C

CLAIM DOCUMENTS SUBMITTED - CHECKLIST

<input type="checkbox"/> Claim Form duly signed	<input type="checkbox"/> Investigation reports
<input type="checkbox"/> Original Pre-authorization request	<input type="checkbox"/> CT/ MRI/ USG/ HPE/ Investigation reports
<input type="checkbox"/> Copy of the Pre-authorization approval letter	<input type="checkbox"/> Doctor's reference slip
<input type="checkbox"/> Copy of photo ID card of patient verified by hospital	<input type="checkbox"/> ECG
<input type="checkbox"/> Hospital discharge summary	<input type="checkbox"/> Pharmacy bills
<input type="checkbox"/> Operation Theatre Notes	<input type="checkbox"/> MLC report & Police FIR
<input type="checkbox"/> Hospital main bill	<input type="checkbox"/> Original death summary from hospital, where applicable
<input type="checkbox"/> Hospital break-up bill	<input type="checkbox"/> Any other, please specify <input type="text"/>

SECTION D

DETAILS IN CASE OF NON NETWORK HOSPITAL (ONLY FILL IN CASE OF NON NETWORK HOSPITAL)

a) Address of the hospital:

City: State:

Pin Code: b) Phone No: c) Registration No. with State Code:

d) Hospital PAN e) Number of inpatient beds f) Facilities available in the hospital: i. OT: Yes No ii. ICU: Yes No

iii. Others:

SECTION E

DECLARATION BY THE HOSPITAL

(Please read very carefully)

We hereby declare that the information furnished in this Claim Form is true & correct to the best of our knowledge and belief. If we have made any false or untrue statement, suppress or concealment of any material fact, our right to claim under this claim shall be forfeited.

Date:

Place:

Signature of the insured:

SECTION F

GUIDANCE FOR FILLING CLAIM FORM - PART B (To be filled in by the hospital)		
DATA ELEMENT	DESCRIPTION	FORMAT
SECTION A - DETAILS OF HOSPITAL		
a) Name of Hospital	Enter the name of hospital	Name of hospital in full
b) Hospital ID	Enter ID number of hospital	As allocated by the TPA
c) Type of Hospital	Indicate whether In network or non network hospital	Tick the right option
d) Name of treating doctor	Enter the name of the treating doctor	Name of doctor in full
e) Qualification	Enter the qualifications of the treating doctor	Abbreviations of educational qualifications
f) Registration No. with State Code	Enter the registration number of the doctor along with the state code	As allocated by the Medical Council of India
g) Phone No.	Enter the phone number of doctor	Include STD code with telephone number
SECTION B - DETAILS OF THE PATIENT ADMITTED		
a) Name of Patient	Enter the name of patient	Name of patient in full

b) IP Registration Number	Enter insurance provider registration number	As allotted by the insurance provider
c) Gender	Indicate Gender of the patient	Tick Male or Female
d) Age	Enter age of the patient	Number of years and months
e) Date of Admission	Enter date of admission	Use dd-mm-yy format
f) Time	Enter time of admission	Use hh:mm format
g) Date of Discharge	Enter date of discharge	Use dd-mm-yy format
h) Time	Enter time of discharge	Use hh:mm format
i) Type of Admission	Indicate type of admission of patient	Tick the right option
j) If Maternity		
Date of Delivery	Enter Date of Delivery if maternity	Use dd-mm-yy format
Gravida Status	Enter Gravida status if maternity	Use standard format
k) Status at time of discharge	Indicate status of patient at time of discharge	Tick the right option
SECTION C – DETAILS OF AILMENT DIAGNOSED (PRIMARY)		
a) ICD 10 Code		
Primary Diagnosis	Enter the ICD 10 Code and description of the primary diagnosis	Standard Format and Open text
Additional Diagnosis	Enter the ICD 10 Code and description of the additional diagnosis	Standard Format and Open text
Co-morbidities	Enter the ICD 10 Code and description of the co-morbidities	Standard Format and Open text
b) ICD 10 PCS		
Procedure 1	Enter the ICD 10 PCS and description of the first procedure	Standard Format and Open text
Procedure 2	Enter the ICD 10 PCS and description of the second procedure	Standard Format and Open text
Procedure 3	Enter the ICD 10 PCS and description of the third procedure	Standard Format and Open text
Details of Procedure	Enter the details of the procedure	Open text
c) Pre-authorization obtained	Indicate whether pre-authorization obtained	Tick Yes or No
d) Pre-authorization Number	Enter pre-authorization number	As allotted by TPA
e) If authorization by network hospital not obtained, give reason	Enter reason for not obtaining pre-authorization number	Open text
f) Hospitalization due to injury	Indicate if hospitalization is due to injury	Tick Yes or No
Cause	Indicate cause of injury	Tick the right option
If injury due to substance abuse/alcohol consumption, test conducted to establish this	Indicate whether test conducted	Tick Yes or No
Medico Legal	Indicate whether injury is medico legal	Tick Yes or No
Reported To Police	Indicate whether police report was filed	Tick Yes or No
FIR No.	Enter first information report number	As issued by police authorities
If not reported to police, give reason	Enter reason for not reporting to police	Open Text
SECTION D – CLAIM DOCUMENTS SUBMITTED-CHECK LIST		
Indicate which supporting documents are submitted		
SECTION E – DETAILS IN CASE OF NON NETWORK HOSPITAL		
a) Address	Enter the full postal address	Include Street, City and Pin Code
b) Phone No.	Enter the phone number of hospital	Include STD code with telephone number
c) Registration No. with State Code	Enter the registration number of the doctor along with the state code	As allocated by the Medical Council of India
d) Hospital PAN	Enter the permanent account number	As allotted by the Income Tax department
e) Number of Inpatient Beds	Enter the number of inpatient beds	Digits
f) Facilities available in the hospital	Indicate facilities available in the hospital	Tick the right option. If others, please specify
SECTION F - DECLARATION BY THE INSURED		
Read declaration carefully and mention date (in dd:mm:yy format), place (open text) and sign.		

कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची/Kochi - 15
(कार्मिक एवं प्रशासन विभाग / P&A Department)

No.PERL/18(27)/94 Vol III

03 Dec 2018

कार्यालय आदेश सं./ OFFICE ORDER NO.PERL/109/2018

कार्यपालकों की पदोन्नति नीति
PROMOTION POLICY FOR EXECUTIVES

1. कृपया कार्यपालकों की पदोन्नति नीति से संबंधित दिनांक 05 फरवरी 2000 के कार्यालय आदेश सं. पीईआरएल/024/2000, दिनांक 07 अप्रैल 2003 के सं. 089, दिनांक 25 सितंबर 2003 के सं. पीईआरआल/233/2003 और दिनांक 18 दिसंबर 2006 के सं. पीईआरएल /292/2006 का संदर्भ लें।

Ref. Office orders No. PERL/024/2000 dated 05 Feb 2000, No. 089 dated 07 Apr 2003, No. PERL/233/2003 dated 25 Sep 2003, No. PERL/292/2006 dated 18 Dec 2006 regarding Promotion Policy for Executives.

2. निदेशक मंडल ने दिनांक 31 अक्टूबर 2018 के अपनी 245 वीं बैठक में अनुबंध -1 के अनुसार कार्यपालकों की पदोन्नति नीति के संशोधनों को अनुमोदित किया है। वही दिनांक 31 अक्टूबर 2018 से लागू होगा।

- The Board of Directors in their 245th Meeting held on 31 Oct 2018 have approved amendments to the Promotion Policy for Executives as at Annexure-I. The same will come into force with effect from 31 Oct 2018.

3. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।
This issues with the approval of C&MD.



(रमेश के जे)

(K J Ramesh)

मुख्य महा प्रबन्धक (मा.सं. एवं. प्रशि)
CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

All Executives : Thro' Intranet

प्रतिलिपि/Copy to:-

D(F)/D(O)/D(T)
PS to CMD
Secretary, CSOA

ANNEXURE-I

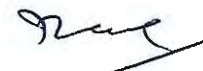
(Annexure to Office Order No. PERL/109/2018)

PROMOTION POLICY AND RULES FOR EXECUTIVE CADRES

1. The Policy and Rules notified hereunder will apply to promotion of Executives Below Board level (E-1 to E-2, E-2 to E-3, E-3 to E-4, E-4 to E-5, E-5 to E-6 and E-6 to E-7).
2. These Rules aim at providing reasonable opportunity for growth and career advancement consistent with the needs of the Company and the qualifications and performance of Executives in the organisation.
3. Promotions shall mean movement from one post to another post in the immediately higher grade in the direct line of advancement i.e. in posts within the group to which the individual belongs.
4. Level jumping will be treated as Direct Recruitment and such posts shall be open to Executives who fulfill the job specifications laid down for Direct Recruitment.
5. For the purpose of these Rules Executives in different departments will be grouped as under:-
 - (a) Finance Department
 - (b) Civil Engineering
 - (c) Secretariat and Personnel
 - (d) All the remaining Departments

Executives eligible for promotion shall be considered for appointment to the vacancies in the group to which they belong.

6. (a) For promotion to the grades E5, E6 & E7, depending upon organizational requirements, vacancies in these grades shall be notified and only those Executives in the respective groups meeting eligibility requirements shall be shortlisted for consideration for selection.
- (b) Where there is no eligible candidate within the Organisation for promotion to any of the vacancies, which may arise as a result of the operation of these Rules or due to other reasons, such posts may be filled up by Direct Recruitment or by deputation from other sources.



7. (a) Promotions from E-1 to E-2, E-2 to E-3, E-3 to E-4 grades under the scheme shall normally be considered twice a year on 01 January and 01 July, the qualifying period being determined with reference to 31 December and 30 June of the year respectively.
- (b) Depending upon Organisational requirements and availability of vacancies, promotions from E-4 to E-5, E-5 to E-6 and E-6 to E-7 under the scheme shall normally be considered once in a year.

8. **Eligibility**

- (a) **Qualifying Period:** For all groups mentioned in Para 5 the qualifying period for consideration for advancement to higher Executive Grade is as given below:-

Sl. No.	Category	Eligibility Period (Years)					
		E1-E2	E2-E3	E3- E4	E4-E5	E5-E6	E6-E7
(i)	Category A	3	3	4	3	3	2
(ii)	Category B	3	4	5	4	4	-
(iii)	Category C	3	5	6	5	-	-

- (b) Depending upon the qualifications possessed by the Executives, they will be divided into three categories viz. Category A, Category B and Category C. Equivalent or suitable qualifications can be included in the above categories by the Company.
- (c) **Qualification:** For the purposes of regulating Career Advancement/Promotion under the Scheme, a list of qualifications applicable and that are essential requirements for discharge of duties in the respective groups/categories are given below. The qualifications/ certificates issued should be from recognized Colleges / University/ Approved Professional bodies.

(i) **Category A - Qualification**

- (i) Graduate in Engineering (any discipline) or equivalent.
- (ii) Graduate in Medicine.
- (iii) Graduate with Membership in Professional bodies like ICA of India/ ICWA of India/ICS of India.

- (iv) Graduate with Masters' Degree qualification in Business Administration, Social Work with specialization in Labour Welfare and Industrial Relations, Personnel Management, Computer Applications, Computer Science, Information Technology, Industrial Safety and Hygiene.
- (v) LLB Graduate/B.L (5 years).

(ii) Category B - Qualification

- (i) Master's Degree in Arts, Science or Commerce as applicable to the nature of job.
- (ii) Diploma Holders in Engineering (any discipline).
- (iii) Graduate with SAS or equivalent, (pass in the examination conducted by Shipyard for Accountants).
- (iv) Graduate with Degree/ Diploma of minimum one year duration in specific discipline in Computer Applications/ Data Processing/ System Analysis/Management/Library Science/ Industrial Safety and Hygiene/Public Relations as applicable to job.

(iii) Category C

Those who possess qualifications not covered under Category A or Category B.

- (d) Executives who possess qualifications as stipulated under Clause 8(c)(i) and 8(c)(ii) will only be eligible for selection to E6 grade after the completion of stipulated eligibility as indicated at Clause 8(a).
- (e) Executives who possess qualifications as stipulated under Clause 8(c)(i) will only be eligible for selection to E7 grade after the completion of stipulated eligibility as indicated at Clause 8(a).

9. Norms for Promotion/Career Advancement

- (a) Advancement from E-1 to E-2, E-2 to E-3, and E-3 to E-4 will be made on merit-cum-seniority basis. The Departmental Promotion Committee (DPC) nominated by Head (HR)/Directors/CMD will grade all eligible Executives based on their Annual Performance Assessment Reports (APARs) for the previous three years for advancement from E1 to E2, E2 to E3 grade and four years for advancement from E3 to E4 grades respectively and on other factors as detailed below. Only those who secure minimum prescribed marks will be eligible for career advancement subject to availability of vacancies and in the order of seniority.



- (b) For advancements from E1 to E2 the DPC will consider the suitability of Executives for advancement to the next higher grade based on the following factors and marks apportioned as under:

Factor	Max. Marks	Remarks
Annual Performance Appraisal Reports	70	Total APAR marks secured for the preceding three years divided by 300 and multiplied by 70
Work Diary	5	Diary pertaining to the immediate preceding year of consideration for career advancement
Power Point presentation	5	Presentation on major assignments carried out and achievements
DPC	20	Personal interview-based Competency assessment.
Total	100	

- (c) In the case of executives in E2 and E3 grades suitability for advancement will be decided based on APARs, Seniority and overall assessment by the DPC as shown below:-

(i) Weightage for APARs

Weightage for APAR will be calculated by adding the marks of APAR for the prescribed eligibility period immediately preceding the date of consideration for career advancement and converting into marks corresponding to the weightage percentage as applicable.

Weightage (Max. Marks)	
E2 to E3	E3 to E4
50	50

- (ii) Weightage of seniority would be calculated as under:

Factor	Weightage (Max.Marks)	
	E2 to E3	E3 to E4
For completion of minimum eligibility period as stipulated for each category in clause 8	20 marks	20 marks
For every additional year spent in the grade	2.5 marks	2.5 marks
Maximum Marks	30	25

Done

(iii) DPC assessment will be based on following factors:-

Factor	Weightage (Max. Marks)		Remarks
	E2 to E3	E3 to E4	
Assessment	5	5	Assessment of the efforts taken for acquiring additional Qualification/Training related to Job and Exposure by Job Rotation.
Power point Presentation	5	5	Presentation on major assignments carried out and achievements
Personal Interview	10	15	Personal interview-Competency based assessment.
Total	20	25	

(iv) Minimum qualifying marks would be as under:

Minimum Qualifying Marks			
Category	E1 to E2	E2 to E3	E3 to E4
SC/ST/PwD	60	65	70
Others	65	70	75

- (d) Promotions from E4 to E5, E5 to E6 and E6 to E7 grades will be on “Merit-cum-Seniority” basis, seniority being relevant only to determine the eligibility for consideration in terms of the period set out in the Policy. To be eligible for consideration for promotion from E4 to E5, E5 to E6 and E6 to E7, Executives should secure “Very Good” grading or above in their Annual Performance Assessment Reports (APARs) consecutively during the immediately preceding 3, 3 and 2 years respectively. The candidates will be required to appear before a Selection Committee (DPC), nominated by CMD for a personal interview. The DPC nominated will assess candidates based on factors as detailed below:-



(i) Promotion from E4 to E5 and E5 to E6

Factor	Max. Marks	Remarks
Qualification	10	Marks for entry level qualification as possessed: 5 marks. Marks for additional post graduate qualification in the relevant discipline/function: 5 marks.
Seniority	10	For completion of prescribed eligibility period : 5 marks Additional one mark for each year thereafter
APAR	50	Total APAR marks secured for the preceding three years divided by 300 and multiplied by 50
Power point Presentation	10	Presentation on major assignments carried out and achievements
Personal Interview	20	Personal interview- Competency based assessment.
Total	100	

Only those who secure at least 75 marks (70 marks for SC/ST/PWD) in the overall assessment by the Committee based on the performance at the interview as well as APARs will be considered fit for the promotion, subject to availability of vacancies. The select list will be arranged in the order of merit, which will form the seniority in the higher grade.



(ii) Promotion from E6 to E7

Factor	Max. Marks	Remarks
APAR	70	Total APAR marks secured for the preceding two years divided by 200 and multiplied by 70
Power point Presentation	10	Presentation on major assignments carried out and achievements
Personal Interview	20	Personal interview-based Competency assessment.
Total	100	-


Only those who secure at least 75 marks in the overall assessment by the Committee based on the performance at the interview as well as APARs will be considered fit for the promotion, subject to availability of vacancies. The select list will be arranged in the order of merit, which will form the seniority in the higher grade.

10. For promotions from E1 to E2, E2 to E3 and E3 to E4 grades, the final grading/rank awarded by the DPC will form the basis for determining seniority in the respective grades.

11. Head (HR)/Directors/CMD shall nominate appropriate Departmental Promotion Committee and Selection Committee to consider and make recommendations for promotion.

12. Qualifying period fixed will only determine the eligibility of the Executives for consideration for promotion to existing vacancies and completion of such period will not confer any right for automatic promotion.

13. Any Executive against whom disciplinary proceedings have been initiated or who is under suspension shall not be debarred from consideration for promotion, but such an Executive shall be promoted where found otherwise suitable only from the date he is unconditionally reinstated or exonerated. His seniority will, however, be governed by

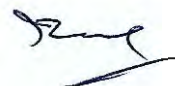


Clause 9/10 as the case may be. Further an Executive who has been punished as a result of disciplinary proceedings will not be eligible for consideration for promotion for a period of one year from the date of imposition of the penalty.

14. Appeal, if any, against supersession may be made to a Committee of the Board of Directors within two calendar months from the date of promotion order. The Committee will consider the appeal and their decision will be communicated within two months of receipt of such an appeal. The decision of the Committee shall be final. Reasons for supersession will not be communicated in writing to the Officer concerned.

15. Probation:-

- a) Executives in the grades of E-4, E-5 and E-6 on promotion to the respective higher grades will be on probation for a period of one year w.e.f. the date of the Promotion order/assumption of charge of the Post in the higher scale of pay.
- b) During the period of probation the performance of the Executives will be assessed on a half yearly basis. On satisfactory completion of Probation the Executive will be confirmed in the higher scale of Pay. Probation may be extended if the work and conduct during the period of probation is not satisfactory. In such cases if an Executive is not confirmed he may be informed of the position in writing within one months' time.
- c) Probation may be extended, not more than once by a period not exceeding six months. The decision to extend the probation shall be communicated within one month of the expiry of the probation period.
- d) In the event of the probation being extended the Executive concerned shall not earn his normal increment either during the original probation period or during the extended period and his date of increment shall be postponed by the period for which the probation is extended. If he is confirmed in the scale of pay on satisfactory completion of the extended period of probation he shall draw his increment from the date of completion of the extended period of probation.
- e) If the performance of an executive promoted is not found satisfactory even during the extended period of probation the promotion effected will be treated as cancelled and be withdrawn and he shall be placed in the scale from which he was promoted. He will be considered for promotion next only after completing one year in that scale.



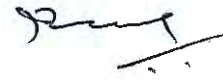
16. The Chairman and Managing Director may, at his discretion relax these Rules to meet organizational requirements or special circumstances.

17. Amendment to this Policy shall be made only with the approval of the Board.

18. Pay Grades:- The Executive grades below the Board level covered by this Promotion Policy and their pay scales are as under:-

E-1	-	₹ 40000-140000
E-2	-	₹ 50000-160000
E-3	-	₹ 60000-180000
E-4	-	₹ 70000-200000
E-5	-	₹ 80000-220000
E-6	-	₹ 90000-240000
E-7	-	₹ 100000-260000

* * * * *



कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED

कोच्ची/Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

सं.पीईआरएल/No.PERL/18(27)/94/खंड/ Vol III

17 अगस्त /Aug 2019

कार्यालय आदेश सं. पीईआरएल/ OFFICE ORDER NO.PERL/127/2019

कार्यपालकों की पदोन्नति नीति - संशोधन संबंधी

PROMOTION POLICY FOR EXECUTIVES - AMENDMENT REG.

1. कृपया कार्यपालकों की पदोन्नति नीति से संबंधित दिनांक 03 दिसंबर 2018 के कार्यालय आदेश सं. पीईआरएल/109/2018 का संदर्भ लें।

Ref. Office orders No. PERL/109/2018 dated 03 Dec 2018 regarding Promotion Policy for Executives.

2. निदेशक मंडल ने दिनांक 29 जुलाई 2019 को आयोजित अपनी 249 वीं बैठक में कार्यपालकों की पदोन्नति नीति के अनुबंध -6 में निम्नलिखित संशोधनों को अनुमोदित किया है। यही दिनांक 29 जुलाई 2019 से लागू होगा।

The Board of Directors in their 249th meeting held on 29 July 2019 have approved the following amendments to Clause 6 of the Promotion Policy for Executives. The same will come into force with effect from 29 July 2019.

खंड Clause	मौजूदा Existing	अनुमोदित संशोधन Amendment approved
6 (a)	For promotion to the grades E5, E6 & E7, depending upon organizational requirements, vacancies in these grades shall be notified and only those Executives in the respective groups meeting eligibility requirements shall be shortlisted for consideration for selection	For promotion to the grades E5 & E6, depending upon organizational requirements, vacancies in these grades shall be notified and only those Executives in the respective groups meeting eligibility requirements shall be shortlisted for consideration for selection.
New Clause (numbered as 6(b))		Creation and filling up of posts in E7 grade would be based on organizational requirements. Executives in E6 grade meeting eligibility requirements to the post/posts only shall be shortlisted for consideration for selection.
Clause 6(b)		Renumbered as 6(c)

3. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।
This issues with the approval of C&MD.



(के जे रमेश)

(K J Ramesh)

मुख्य महा प्रबन्धक (मा.सं. एवं. प्रशि)
CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

सभी कार्यपालक / All Executives : इंटरनेट के द्वारा / Thro' Intranet

प्रतिलिपि/Copy to:-

नि.(प्र.)/नि.(तक.)/नि.(वि.)/D(O)/D(T)/ D(F)

अ.व.प्र.नि.के नि.स./ PS to CMD

सचिव, सीएसओए / Secretary, CSOA

कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची/Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

No.P&A/18(208)/2018

03 Dec 2018

कार्यालय आदेश सं./ OFFICE ORDER NO.PERL/110/2018

पर्यवेक्षकों की वृत्ति विकास नीति

CAREER DEVELOPMENT POLICY FOR SUPERVISORS

1. कृपया पर्यवेक्षकों की वृत्ति विकास नीति से संबंधित दिनांक 05 फरवरी 2000 के कार्यालय आदेश सं. पीईआरएल/023/2000, दिनांक 07 अप्रैल 2003 के सं. 090, दिनांक 01 जुलाई 2004 के सं. पीईआरएल/154/2004, दिनांक 22 दिसंबर 2010 के सं. पीईआरआल/241/2010 और दिनांक 12 सितंबर 2012 के सं. पीईआरएल 233/2012 का संदर्भ लें।

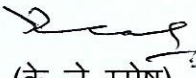
Ref. Office orders No. PERL/023/2000 dated 05 Feb 2000, No. 090 dated 07 Apr 2003, No. PERL/154/2004 dated 01 July 2004, No. PERL/241/2010 dated 22 Dec 2010 and No. PERL/233/2012 dated 12 Sep 2012 regarding Career Development Policy for Supervisors.

2. निदेशक मंडल ने दिनांक 31 अक्टूबर 2018 के अपनी 245 वीं बैठक में अनुबंध -1 के अनुसार पर्यवेक्षकों की वृत्ति विकास नीति के संशोधनों को अनुमोदित किया है। वही दिनांक 31 अक्टूबर 2018 से लागू होगा।

The Board of Directors in their 245th Meeting held on 31 Oct 2018 have approved the amendments to Career Development Policy of Supervisors as at Annexure-I. The same will come into force with effect from 31 Oct 2018.

3. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।

This issues with the approval of C&MD.


(के जे रमेश)

(K J Ramesh)

मुख्य महा प्रबन्धक (मा.सं. एवं. प्रशि)
CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

All Supervisors : Thro' Intranet

प्रतिलिपि/Copy to:-

D(F)/D(O)/D(T)

PS to CMD

Secretary, CSSSA

(Annexure to Office Order No. PERL/110/2018)

CAREER DEVELOPMENT POLICY FOR SUPERVISORS

1. Introduction

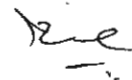
In a labour intensive industry like Shipbuilding and Shiprepair, Supervisors play a significant role. Recognising the importance of Supervisors in Cochin Shipyard, Management has from time to time attempted to provide growth opportunities to the Supervisory personnel. Realizing the need to match career aspirations of Supervisors with organizational objectives, it has been decided to formulate a consolidated Career Development Policy for Supervisory personnel in supersession of all earlier policies on the subject.

2. Objectives

- 2.1. This Policy is designed to provide equitable opportunities for career growth of supervisory personnel.
- 2.2. To motivate Supervisors for excellence in performance.

3. Definitions

- 3.1. Supervisors: Mean those employees of the Company who are not workmen as defined under the Industrial Dispute Act 1947 and who are not employed in managerial or administrative capacities but are employees in supervisory capacities.
- 3.2. Cadre: Means a group of supervisory grades put together for the purpose of consideration for advancement.
- 3.3. Career Advancement: Means upgradation from a lower grade of Supervisors to a higher grade of Supervisors.
- 3.4. Grades: Mean the four grades of Supervisors grouped according to pay scales and will be designated as PS-1, PS-2, PS-3 and PS-4.
- 3.5. Eligibility: Means fulfillment of norms laid down with respect to qualifying period of service, performance appraisal etc, as per Clause 5 for movement from a lower to a higher grade.



3.6. Qualifying Period: Means the number of years of minimum service prescribed for advancement from a lower grade to a higher grade.

4. Supervisory House – Its Composition

4.1. Supervisors in these four grades (PS-1, PS-2, PS-3 and PS-4) collectively constitute the pooled cadre strength of Supervisors under different categories and disciplines for the purpose of determining the requirement of Supervisors for the purpose of this policy or any other policy, rules or practice followed in the Company.

4.2. Additions to the strength of Supervisors by way of promotions/fresh induction will be made only in PS-1 grade.

4.3. All appointments to PS-1 grade will be made in terms of the Recruitment Rules already in force in the Company for posts included in PS-1 grade or as may be amended/modified from time to time.

4.4. PS-2 grade is reserved for being filled up by Career Advancement of PS-1 grade Supervisors. PS-3 grade will be filled by Career Advancement of Supervisors in PS-2 grade. PS-4 grade will be filled by Career Advancement of Supervisors in PS-3 grade.

4.5. Advancements under this Policy to higher supervisory grades will be made by abolishing relevant number of posts in the lower grade and creating equal number of posts in the higher grade. Therefore, there will be no resultant vacancy or increase in the combined total strength of supervisory cadre.

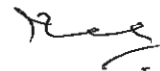
4.6. There shall be no change in duties and responsibilities consequent on upgradation from a lower supervisory grade to a higher supervisory grade, as all the operating positions among supervisory grades are identical and interchangeable.

5. Norms concerning Career Advancement from PS-1 to PS-2, PS-2 to PS-3 and PS-3 to PS-4

5.1. The norms for advancement will consist of two parts:-

5.1.1. Eligibility Factors

5.1.2. Suitability Factors



5.2. Eligibility Factors

5.2.1. Qualifying Period

From	To	Qualifying Period
PS-1	PS-2	4 years
PS-2	PS-3	4 years
PS-3	PS-4	5 years
PS-4 Additional Increment		5 years

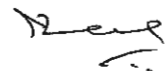
For the operation of this Policy the eligibility period will be determined with reference to 31 December and 30 June of the year in which the employee is considered.

5.2.2. Attendance: For the purpose of inclusion in the zone of consideration, Supervisors who have absented on loss of pay for 25 days in a year on an average during the immediately preceding five years will not be eligible for consideration for advancement.

5.2.3. Conduct: A Supervisor who has been punished as a result of disciplinary proceedings will not be eligible for consideration for advancement for a period of one year from the date of imposition of punishment. A Supervisor against whom disciplinary action has been initiated or contemplated shall be considered for advancement and the sealed cover procedure would be followed.

5.2.4. Performance Appraisal: Annual Performance Assessment Reports (APARs) for the previous four/five years as per the prescribed eligibility period for advancement from one grade to another higher grade will be considered.

5.3. Suitability Factors:- The suitability for movement from PS-1 to PS-2, PS-2 to PS-3 and PS-3 to PS-4 will be assessed by a Committee nominated by Head (HR)/Directors/CMD. Advancements to higher supervisory grades will be made on a merit-cum seniority basis. The DPC will grade all eligible supervisors based on their Annual Performance Assessment Reports (APARs), seniority and their own assessment of the suitability of the supervisors for advancement to the next higher grade as shown below:-



5.3.1. 70% weightage for APARs as calculated below:-

Factor	Max. Marks	Remarks
Annual Performance Appraisal Reports	70	Total APAR marks secured for the preceding four/five years as per the eligibility norms prescribed for advancement from one grade to higher supervisory grade, divided by 400/500 and multiplied by 70.

5.3.2. Weightage of seniority would be calculated as under:

Sl No	Factor	Weightage
a	For completion of minimum eligibility period as stipulated in clause 5.2.1	10 marks
b	For every additional year spent in the grade	1 mark
c	Maximum Marks for Seniority	15 marks

5.3.3. 15% weightage (15 marks) for assessment by DPC based on following factors.

Factor	Weightage (Max. Marks)	Remarks
DPC	15	Personal Interview-Competency based assessment.
Total	15	

5.3.4. Minimum qualifying marks for advancement for SC/ST/PwD candidates is 60% and for others 65%.

5.3.5. The DPC will prepare a list of qualifying candidates designation-wise and advancement to higher supervisory grades will be made on the approval of the Committee's recommendation by CMD.

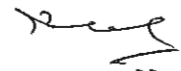
- 5.4. Supervisors who had rendered excess period of service in the existing grade or in the immediately preceding lower grade i.e. at maximum one year will be eligible for weightage for excess service rendered as may be opted by the respective supervisor. This excess service will be reckoned in total for the next career advancement, as applicable for such supervisors and eligibility reckoned w.e.f. 30th June/31st December of the relevant year. All such weightage are prospective in nature w.e.f. 01 July 2012 and will not apply to all supervisors who have already retired from the rolls of the company.
- 5.5. A special increment at the current rate during the month of retirement will be given to those supervisors who are retiring on superannuation from the services of the company on or after 01 July 2012 after having completed 50% or more of the actual eligibility period prescribed in their existing grade. This special increment will be granted on the first of the month in which he/she is retiring from the service of the company and the same will be reckoned as part of his/her basic pay for all purposes.

6. Movement to the Executive Cadre E-1

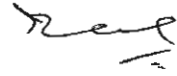
- 6.1. Fifty percent of vacancies in E-1 in a calendar year shall ordinarily be filled by internal candidates subject to organizational requirements.
- 6.2. Selection of candidates to the Executive cadre E-1 will be in accordance with the procedure notified vide Office Order No.PERL/293/2007 dated 14 Dec 2007, PERL/337/12 dated 22 Dec 2012 and PERL/223/2016 dated 08 Dec 2016.
- 6.3. Selection to the Executive cadre from PS-1 to E-1, PS-2 to E-1 or PS-3 to E-1 will be treated as a promotion.

7. Miscellaneous

- 7.1. The upgradation to higher supervisory grade shall ordinarily be given effect to from 01 January /01 July of the relevant year and if it is a holiday from the next working day.
- 7.2. As per this Policy the existing practice in respect of interse-seniority followed during upgradation from PS-1 to PS-2 will continue. Career upgradation to higher supervisory grades will not involve any change in the interse-seniority of the concerned employees found suitable for such upgradation.



- 7.3. There shall be no probation on advancement to higher supervisory grades.
- 7.4. The reasons for non-inclusion in the PS-2, PS-3 or PS-4 list or the grading awarded by the Committee will not be communicated to the candidates.
- 7.5. It shall be open to CMD to suspend the operation of this Policy if the organizational interest so warrants.
- 7.6. Amendment to this Policy shall be made only with the approval of Board.
- 7.7. In all matters covered by this Policy in its operation, the decision of CMD shall be final.

A handwritten signature in black ink, appearing to be 'Raf' with a horizontal line underneath.

COCHIN SHIPYARD LIMITED
Kochi-15

CAREER DEVELOPMENT PLAN (CDP) 2008 - FOR WORKMEN

1. **INTRODUCTION**

In this era of competition and increased business opportunities and challenges, the existing Career Development Plan (1992) for workmen has been reviewed and a new Career Development Plan for workmen as detailed below is formulated.

The new Career Development Plan (2008) aims at providing a platform to enable workmen to give their best, sustain high levels of performance, maintain a healthy employer – employee relationship and working environment, in such a manner by integrating the aspirations for growth and development of individual workmen with the overall objective and mission of the Shipyard.

2. **OBJECTIVES**

- 2.1. To provide all workmen with broad equality of opportunity in growth and career prospects.
- 2.2. To ensure fairness, equitability, consistency and uniformity in the matters of career advancement of workmen.
- 2.3. To recognize and reward the workmen for their contribution towards the growth of the organization.
- 2.4. To sustain the high morale of workmen by appraising them of the opportunities for career growth in the organization.
- 2.5. To provide for a planned growth of different categories of workmen consistent with the future needs of the organization.
- 2.6. To motivate the workmen for excellence in performance.
- 2.7. To provide for and improve job satisfaction to all employees through job enlargement, training, etc and encourage to work with enriched job contents and flexible work practice.

Cont'd..2..

3. DATE OF EFFECT AND APPLICABILITY

- 3.1. The new Career Development Plan for workmen will come into effect from 01 July 2008 and will apply to all regular workmen who are on rolls of the Shipyard as on 01 July 2008, and who may join the Shipyard thereafter.
- 3.2. However, as a very special case, since the agreement was reached on 26 May 2008, this new CDP will come into effect on 31 May 2008 and 30 June 2008 for those retiring on those dates, including adhoc scales of pay as stipulated at Clause 11.9 of this scheme.

4. DEFINITIONS

- 4.1. Career Advancement: means placement of workmen in the immediate next higher grade in the same channel, except where otherwise provided.
- 4.2. Career Path: means a path of career growth on the basis of prescribed qualification and experience.
- 4.3. Company: means Cochin Shipyard Limited.
- 4.4. Eligibility: means fulfillment of standards laid down with regard to qualification, attendance, performance appraisal, conduct and discipline, eligibility period, etc, as specified herein.
- 4.5. Eligibility Period: means the number of years of minimum experience prescribed for consideration for career advancement from a lower grade to a higher grade.
- 4.6. Workmen: All regular workmen who are recruited against permanent vacancies on the rolls of the Company.

5. CAREER ADVANCEMENT SYSTEMS

- 5.1. Career advancement shall be made in accordance with a new system of Career Paths, as indicated below:-

Career Path-IA
(Below SSLC)

WG-CWG-B..WG-AGr.I (13 years)
years 4 4 5

Career Path-I

(Below SSLC – V Std to VII Std)

Pay Grade-III..... III.... IV.....V.....VI (28 years)
Years 5 6 6 6 5

Career Path-II

(Below SSLC - 2 years training in CSL proposed under Career Development Plan/VII Std + First Aid Certificate and 2 years experience/Lascar Certificate.

Pay Grade-I.....II.IIIIV.V.....VI (27 years)
Years 5 5 6 6 5

Career Path-III

(Below SSLC – IV Std to VII Std - By transfer / selection)

Pay Grade-IIIII..... IV.V.VIVII (28 years)
Years 5 6 6 6 5

Career Path-IV

(VII Std/SSLC + Experience in Fire Fighting)

Pay Grade-II..... III IVVVI.....VII (28 years)
Years 5 6 6 6 5

Career Path-V

(Below SSLC – IV Std to VII Std/Possession of a Driving Licence – Motor Cycle/ LMD Vehicle / HMD Vehicle / II Class Motor Engine Driver Certificate in MMD / experience as required/undergone training in CSL for operation of all Material Handling Equipment)

Pay Grade-IIIIVVVIVIIVIII (28 years)
Years 5 6 6 6 5

Career Path-VI

(VII Std/SSLC + Heavy Vehicle Driving Licence + 3 years experience in Fire Fighting)

Pay Grade-IV..... V.. ...VIVIIVIII (22 years)
Years 5 6 6 5

Career Path-VII

SSLC + ITI / 2 years experience / training in CSL / II Class Boiler Attendant Certificate /
SSLC + Typing with 2 years experience. SSLC with 3 years experience or Degree in
Science / Diploma in Chemical / Mechanical / Metallurgy / as the case may be. SSLC +
Higher Grade Shorthand and Typewriting/SSLC + 3 years experience or Diploma with 3
years experience/Degree with experience as prescribed.

Pay Grade- IIIIV.... V.... VI....VII / PS-1
Years 5 5 5 _____ VIII

Career Path-VIII

Degree in Engg or Diploma in Engg + Minimum 2 years experience or 2 years training
in CSL. Diploma in Nursing with 5 years experience. Diploma in Pharmacy with 2 years
experience.

Pay Grade-III....IV.... V.... VI....VII / PS-1
Years 4 4 4 4 _____ VIII

Career Path-IX

Degree or Diploma in Engineering/Degree in Science and Diploma in Industrial Safety/
PG Diploma in Lib Science/Degree with a Degree or Diploma in Social Science or
Degree with LL.B plus experiences as prescribed

Pay Grade-VII... .. PS-1
Years _____ VIII

- 5.2. The existing posts / designations covered under each Career Path are indicated at Annexure-I. The Career Paths have been so structured based on qualification for each post. Career Span, experience required at each level and the growth plan, without regard to the higher qualification individuals may possess.
- 5.3. Depending upon organizational requirements, new posts / designations introduced wherever necessary, will be added and in consultation with unions be placed in an appropriate Career Path.

6. DATE OF CAREER ADVANCEMENT

Career Advancement under the Career Development Plan will be effected twice a year during _____ and _____, the eligibility being reckoned with reference to 31st December and 30th June respectively.

7. METHOD OF CAREER ADVANCEMENT TO POSTS WHICH DO NOT NORMALLY INVOLVE CHANGE IN THE NATURE OF DUTIES

7.1. Eligibility Norms: Eligibility for advancement will be decided based on the norms in respect of qualification, attendance, performance appraisal, conduct and discipline and eligibility period, as detailed below. Only such workmen who meet these specifications shall be considered for advancement.

7.1.1. Advancement under the CDP from one grade to another within the respective Career Paths will be without reference to vacancies. A workman will be considered for Career Advancement as laid down on completion of the prescribed eligibility period in the respective Career Path and subject to fulfilling other eligibility criteria.

7.1.2. For advancement under CDP (excluding Selection Posts) eligibility for Career Advancement shall be on the basis of qualification and experience as prescribed in the existing Recruitment Rules for various Posts. The eligibility period referred in the existing Recruitment Rules of the Company for consideration for appointment of internal candidates for various posts in the Company will stand modified to the extent referred to in this CDP.

7.1.3. Workmen who secure atleast 50% marks in their Annual Performance Assessment reports every year during the preceding three years are only eligible for Career Advancement.

7.1.4. Workmen who were absent on loss of pay for more than 30 days in a year during the preceding three years shall not be eligible for career advancement. Period of accident leave/eligible leave sanctioned will not be reckoned for the purpose of calculation of absence on loss of pay. However in cases of accidents, off duty or sickness with loss of pay, the Chief Executive of the Company will judge each case on its merit and exercise his discretionary powers to decide whether to exempt such cases from the disqualification or not.

7.1.5. Workmen will be debarred for Career Advancement in the following events:

7.1.5.1. Workmen against whom disciplinary action has been initiated and pending or vigilance cases are pending before any Statutory Authority. If at the time of considering for career advancement, a case of misconduct is pending against the workman, he will be considered under the Sealed Cover Procedure by Departmental Promotion Committee (DPC). The Assessment of the DPC as the case shall be kept in a sealed cover. On conclusion of the disciplinary case the sealed cover shall be opened. In case the employee is exonerated of the charges levelled against him and if DPC has found him suitable, Career Advancement will be given effect from the date of eligibility with retrospective effect, except in the case of Selection Posts. In case he is found guilty of misconduct, he will not be given career advancement and the recommendations of the DPC will not be acted upon.

7.1.5.2. Imposition of penalty will disqualify workmen from being considered for Career Advancement for a period of one year from the date of order imposing the penalty. In the case of warning issued after a domestic enquiry, the period of such disqualification will be six months.

7.1.6. Departmental Promotion Committee: The Chief Executive of the Company will nominate a Departmental Promotion Committee for assessing the suitability of candidates for career advancement. The career advancement will be effected after approval of the recommendations of the Departmental Promotion Committee by the Chief Executive.

8. METHOD OF CAREER ADVANCEMENT TO POSTS WHICH NORMALLY INVOLVE CHANGE IN THE NATURE OF DUTIES (BY SELECTION)

8.1. Selection Procedure

Candidates fulfilling the eligibility norms under Clause 7.1 will become eligible for consideration for selection as per the following procedure.

Cont'd..7..

8.1.1. Zone of consideration

In the case of appointment by internal selection upto and including PS-1 posts, the zone of consideration shall be two times the number of vacancy/vacancies according to seniority, i.e. shall be considered for every one vacancy according to their seniority in the feeder category from which the advancement is proposed to be made. However in the case of shortage of candidates, available number of eligible candidates will be considered for selection.

8.1.2. Method of awarding marks

Selection shall be based on the service in the feeder cadre (seniority), attendance; performance appraisal score and test/interview marks for which weightage shall be assigned as detailed below:

Particulars	Weightage
Length of service in the feeder cadre (seniority)	15 Marks
Attendance	15 Marks
Annual Performance Appraisal Reports (3 years)	30 Marks
Test/Interview	40 Marks

The marks secured in the aggregate will determine the rank of the candidate eligible for selection.

8.1.3. Seniority

Full marks for seniority will be given to the senior most person. Reduction at the rate of 2 marks for every year or part thereof of service will be made for the difference in service between the senior most person and each of those below him. In the case of personnel selected as a result of the same selection, interse seniority would be determined in accordance with the order of merit drawn up by the Selection Committee.

8.1.4. Attendance

Those who have not availed leave on loss of pay in the three years immediately preceding the date on which the candidate is considered for advancement will be given the full marks allotted for attendance. Pro-rata reduction in the marks will be made in other cases. The number of days of absence on loss of pay will be taken as the average of the total number of days of loss of pay during the immediately preceding 3 years. Period of accident leave/eligible leave sanctioned will not be treated as absence on loss of pay for the above purpose.

Marks in the case of absence on loss of pay will be as under:

		Maximum Marks
No leave on loss of pay		15
No. of days of leave on loss of pay	1 day	14
	2 days	13
	3 days	12
	4 days	11
	5 days	10
	6 days	09
	7 days	08
	8 days	07
	9 days	06
	10 days	05
	11 days	04
	12 days	03
	13 days	02
	14 days	01
	15 days	00

8.1.5. Annual Performance Appraisal

Marks as under sub para 8.1.2. of 'Method of awarding marks' will be given on the basis of performance in the service as per the Performance Appraisal system in vogue. For this purpose, average of the marks secured in their Appraisal Reports for the immediately preceding three years will be taken into account.

8.1.6. Test / Interview

For advancement by selection, test / interview or both test and interview shall be conducted as may be decided by the Chief Executive of the Company depending on the post.

Wherever interview and test are conducted, marks will be apportioned at the rate of 80% for test and 20% for interview and the candidate who score 50% in the test and 60% in the aggregate will be eligible for selection. In case of SC/ST candidate the minimum percentage both in the Test and Interview and aggregate will be 33 1/3 %.

Cont'd..9..

8.1.7. Selection Committees

All Career Advancements in the Company will be made by the Chief Executive, in consultation with the appropriate Selection Committee. These Committees would be appointed from time to time by the Chief Executive. The Chief Executive of the Company may accept or reject the recommendations of the Selection Committee. In case the Chief Executive of the Company rejects the recommendation of the Selection Committee he may review the selection himself or order review by the same Selection Committee or by any other Selection Committee to be nominated by him.

9. WEIGHTAGE FOR EXCESS SERVICE RENDERED AND OPTION TO COME OVER TO THE HIGHER GRADE IN CAREER ADVANCEMENT

- 9.1. On implementation of this Career Development Plan, workmen who had rendered excess period of service either in the existing grade or in the immediately preceding lower grade, as may be opted by the respective workmen, will be eligible for weightage for excess service rendered. This excess service will be reckoned in total for the next career advancement, as applicable for such workmen and eligibility reckoned w.e.f. 30th June / 31st December of the relevant year. All such weightage are prospective in nature w.e.f. effective date of agreement and will not apply to all workmen who have already retired from rolls of Company.
- 9.2. As a very special case, in the case of workmen in Pay Grade-VIII who are now on the rolls of the Company and who spent excess period beyond the eligibility period stipulated for Career Advancement, this excess period will also be considered for Career Advancement to grades IX and X, prospectively.
- 9.3. However in respect of weightage for excess period of service referred at clause 9.1 and 9.2, excess period of service rendered in the grade on account of disqualification due to imposition of punishment, absence on loss of pay, failure to acquire the minimum appraisal grading and such other reasons will not be considered as excess period of service and no weightage will be given for such excess service rendered.
- 9.4. It is agreed that the workmen found eligible for career advancement will be given option to come over to the higher post with effect from a date within 3 months from the date on which the advancement is made effective. The seniority of the workmen exercising option as above will be reckoned with effect from the date on which the advancement is made effective. Seniority will not be affected as a result of such exercise of option.

10. CAREER DEVELOPMENT OPPORTUNITIES

- 10.1. Suiting organizational requirements employees will be given opportunities for training in other alternative jobs provided they satisfy all the prescribed eligibility requirements. On successful completion of training such employees will be placed in the new job / designation and appropriate Career Path, and their future career advancements will be regulated accordingly.
- 10.2. Workmen in Pay Grade I or II acquiring any ITI qualification as per our requirement will continue to be given an opportunity to undergo 2 years training in our Training School and qualify himself for conversion as tradesman, subject to availability of vacancies.

11. GENERAL

- 11.1. There shall be no probation on appointment to posts by Career advancement except in the case of those by way of Selection. The period of probation will be initially for a period of 6 months, which can be extended by another 3 months if necessary.
- 11.2. Under the CDP, while creating higher posts for considering the workmen for advancement, corresponding number of posts in the lower cadre will be simultaneously abolished except in the case of Selection Post.
- 11.3. Pay Grades VIII, IX and X are not of supervisory nature.
- 11.4. The Supervisory selection posts will be filled from eligible candidates in Pay Grade VII as per the rules applicable for filling up of PS-1 level posts. Shortages, if any, will be made up from workmen in Pay Grade VI, who have put in a minimum eligibility period in that grade as laid down in the existing Recruitment Rules. However, for filling up of vacancies reserved for SC/ST employees, if sufficient number of SC/ST candidates are not available in Pay Grade-VII/VI, the existing requirement of a minimum two years of service in Pay Grade-VI, will not be insisted in their cases.
- 11.5. Career growth for workmen, who do not possess the minimum qualification of ITI in the relevant trade, was limited upto Pay Grade-VII only. It is now proposed to consider such employees for Career Advancement upto Pay Grade-VIII only. However, they will not be eligible for any weightage for excess service already rendered in Pay Grade-VII.

- 11.6. **Career Advancement from Pay Grade-VII to Pay Grade-VIII will continue to be optional. Their subsequent Career Advancement from Pay Grade VIII, if eligible will be to Grade-IX / X or as laid down in their respective career paths. Further in all cases, workmen moving to Pay Grade-VIII and higher grades IX and X shall not be eligible for consideration to supervisory positions.**
- 11.7. **Workmen belonging to Career Path-IA to VI will not be eligible for consideration to supervisory posts. For consideration for selection to supervisory posts where a ratio guideline is followed, the existing ratio of 1 : 12 (Supervisor : Workmen) presently followed will continue.**
- 11.8. **Two new pay grades IX and X are hereby created in recognition of improved skill and service of employees with effect from the date of introduction of this CDP. Employees in Grade-VIII / IX who are adjudged "Good" grading and above in the Annual Performance Appraisal Reports during the period of consideration shall be given career advancement to Grade-IX / X.**
- 11.9. **Pending revision of pay scales Grades IX and X will now be operated on the following adhoc pay scales effective from 01 July 2008**

Grade-IX - Rs.6100-210-11350
Grade-X - Rs.6600-240-12600

The above new grades are not of a supervisory nature and workmen in these grades will continue to perform the same nature of work as before (non supervisory) with higher levels of skill, expertise and output, and will continue to be eligible for scale pay for benefits etc as are applicable to workmen.

- 11.10 **Since Advancement as per Career Development Plan are without reference to vacancies, except in the case of Selection Posts, workmen moving from a lower grade to higher grade (non-supervisory) under CDP will continue to perform the same duties as they were doing in the previous grade with increased skills and expertise.**
- 11.11. **Reservation of posts for SC/ST and PWD candidates and concession/relaxation as applicable shall be provided in respect of vacancy based selection posts in accordance with Presidential Directives and Instructions of the Government in this regard issued from time to time.**

- 11.12. Considering elongation in the span of growth in all career paths, new designations in all Career Paths, wherever required will be decided through separate bilateral discussion with unions.
- 11.13. Modification, if any, found necessary to the provisions of this scheme will be discussed between the management and the Unions and appropriate modifications incorporated after the approval of the Board of Directors of the Company.
- 11.14. In case of difficulty with regard to interpretation of any of the provisions of this scheme, the same will be referred to CMD and his decision on the matter will be final and binding on the parties.
- 11.15. This new Career Development Plan 2008, is in full and final settlement of all issues related to career development of workmen and in supersession of all agreements / settlement relating to Career Development /Promotion etc as applicable to workmen in Cochin Shipyard and will continue to be in force until a new CDP is needed and implemented

* * * * *

CHANNELS FOR CAREER DEVELOPMENT

(Qualifications indicated in all Career Paths are as applicable to the existing Workmen)

CAREER PATH - IA

(Below SSLC)

WG-CWG-B..WG-AGr.I (13 years)
years 4 4 5

Canteen Worker
Service Assistant (Canteen)

CAREER PATH - I

(Below SSLC - V Std to VII Std)

Pay Grade-III.... .III..... IVV.....VI (28 years)
Years 5 6 6 6 5

Designations covered

Attender
Sweeper
Mazdoor
Gardener
Semi-skilled Worker
Service Assistant (Canteen)

CAREER PATH - II

(Below SSLC - 2 years training in CSL proposed under Career Development Plan/VII Std + First Aid Certificate and 2 years experience/Lascar Certificate.

Pay Grade-IIIIIIIV.V.....VI (27 years)
Years 5 5 6 6 5

Designations covered

Nursing Assistant
Lascar
Tindal
Semi Skilled Fitter (Maintenance)
Semi Skilled (Electrician)
Service Assistant (Office)
Service Assistant (House Keeping)

CAREER PATH - III

(Below SSLC – IV Std to VII Std - By transfer / selection)

Pay Grade-IIIII..... IV.....V.....VI.....VII (28 years)
Years 5 6 6 6 5

Designations covered

Cook
Semi-Skilled Rigger *
Record Keeper
Sports Assistant
Serang

* On movement to the post of Rigger, SSR will move to Career Path VII.

CAREER PATH - IV

(VII Std/SSLC + Experience in Fire Fighting)

Pay Grade-II..... III. IVVVI.....VII (28 years)
Years 5 6 6 6 5

Designations covered

Fireman
Senior Fireman

CAREER PATH - V

(Below SSLC – IV Std to VII Std/Possession of a Driving Licence – Motor Cycle/ LMD Vehicle / HMD Vehicle / II Class Motor Engine Driver Certificate in MMD / experience as required/undergone training in CSL for operation of all Material Handling Equipment).

Pay Grade-IIIIVVVI.....VIIVIII (28 years)
Years 5 6 6 6 5

Designations covered

Staff Car Driver
Heavy Vehicle Driver
Engine Driver
Despatch Rider
Junior Superintendent (Hospitality)
Junior Chargeman (Small Craft)
Junior Chargeman (Light Vehicle)
Material Handling Equipment Operator

Cont'd..3..

CAREER PATH - VI

(VII Std/SSLC + Heavy Vehicle Driving Licence + 3 years experience in Fire Fighting)

Pay Grade-IV..... V..... VI.....VIIVIII (22 years)
Years 5 6 6 5

Designations covered

Driver Operator
Leading Fireman
Assistant Fire Inspector
Operator Fire Engine

CAREER PATH – VII

(SSLC + ITI / 2 years experience / training in CSL/ II Class Boiler Attendant Certificate / SSLC + Typing with 2 years experience. SSLC with 3 years experience or Degree in Science / Diploma in Chemical / Mechanical / Metallurgy / as the case may be. SSLC + Higher Grade Shorthand and Typewriting/SSLC + 3 years experience or Diploma with 3 years experience/Degree with experience as prescribed).

Pay Grade- IIIIV.... V.... VI....VII / PS-1
Years 5 5 5 _____ VIII

Designations covered

Assistant	Fitter (F&S)
Stenographer	Fitter (R&AC)
Receptionist	Fitter Electrical
Data Processing Assistant	Fitter Engineering
Console Operator	Fitter Electronics
Store Keeper/Stock Verifier	Fitter Maintenance
Logistic Inventory Assistant	Fitter Pipe
Telephone Operator	Fitter Structural
Laboratory Assistant	Machinist
Instrument Mechanic	Welder
Crane Operator Diesel	Welder-cum-Fitter
Crane Operator Electrical	Painter
Shipwright Wood	Boiler Attendant
Junior D'man	Rigger

Note:- Workmen in the above channel without the minimum qualification as prescribed will move upto Pay Grade-IX only. Rigger will move upto Pay Grade IX only, and will not be eligible for consideration for supervisory posts.

Cont'd..4..

CAREER PATH - VIII

(Degree in Engg or Diploma in Engg + Minimum 2 years experience or 2 years training in CSL. Diploma in Nursing with 5 years experience. Diploma in Pharmacy with 2 years experience.)

Pay Grade-III...IV...V...VI...VII / PS-1
Years 4 4 4 4 _____ VIII

Designations covered

- Ship Draughtsman (Mechanical/Electrical/Instrumentation)
- Pharmacist
- Nurse

CAREER PATH - IX

(Degree or Diploma in Engineering/Degree in Science and Diploma in Industrial Safety/ PG Diploma in Lib Science/Degree with a Degree or Diploma in Social Science or Degree with LL.B plus experiences as prescribed)

Pay Grade-VII... .. PS-1
Years _____ VIII

Designations covered

- Junior Safety Inspector
- Welfare Inspector
- Technical Assistant (Laboratory)
- Technical Assistant (Civil)
- Technical Assistant (Mechanical/Electrical/Instrumentation/Civil /Electronics)
- Loftsman

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COCHIN SHIPYARD LIMITED

Kochi-15

(P & A Department)

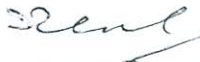
No. PERL/18(16)/94-Vol.II

14 Dec 07.

OFFICE ORDER NO. PERL/293/2007PROCEDURE FOR SELECTION OF INTERNAL CANDIDATES
TO E-1 GRADE

1. Ref Office Order No. PERL/18(16)/94-Vol.II dated 30 Dec 03.
2. In supersession to the above, C&MD is pleased to notify a modified Procedure as in the Annexure for Selection of Internal Candidates (Supervisors) to E1 Grade.
3. The procedure will come into effect from 14 Dec 07.

EncI: Procedure.


14/12/07
(K J Ramesh)
ASST GENERAL MANAGER (PERL)

All HODs

GMs / CGMs / EDs /

D(O) / D(F)

SPS to C&MD

Secretary, C.S.S.S.A

**PROCEDURE FOR SELECTION OF INTERNAL CANDIDATES
TO THE EXECUTIVE CADRE E-1**

1. Vacancies in E-1

1.1. Fifty percent of vacancies in E-1 in a calendar year may be filled by internal candidates subject to organizational requirements and suitability of candidates. The remaining 50% shall be set apart for filling up by Direct Recruitment. The vacancies will be operated only once in a year.

2. Eligibility Norms

Supervisory personnel in PS-3, PS-2 & PS-1 grade will be eligible for consideration for selection to E-1 grade subject to fulfilling requirements as laid down under Clauses 2.1, 2.2, 2.3, 2.4 and 2.5.

2.1

Category	Eligibility
Supervisors possessing qualification as stipulated under Clause 2.5.1(i) (Category A).	All Supervisors in PS-3/PS-2 and Supervisors in PS-1 grade with a minimum of 4 years of supervisory experience in Shipyard.
Supervisors possessing qualification (Category B) as stipulated at Clause 2.5.1(ii) (Category B).	All Supervisors in PS-3 and Supervisors in PS-2 grade with 1 year experience in that grade. (Total Supervisory experience 6 years).
Supervisors possessing qualification as stipulated at 2.5.1(iii) (Category C)	All Supervisors in PS-3 and Supervisors in PS-2 grade with 3 years experience in that grade. (Total Supervisory experience 8 years).

*Amended
Sec*

2.2 Attendance

Supervisors who have absented on loss of pay on an average for 25 days or more in an year during the immediately proceeding four years will not be eligible for consideration for selection to E-1 grade.

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2.3 Performance Appraisal

Supervisors who secure a minimum appraisal rating of Above Average in their Confidential Reports, during the immediately preceding four years from the date of consideration alone will be eligible for consideration for selection.

2.4 Conduct and Discipline

A Supervisor who has been punished as a result of disciplinary proceedings will not be eligible for consideration for selection to E-1 grade for a period of one year from the date of imposition of punishment. (A Supervisor against whom disciplinary action has been pending or contemplated shall also be considered for selection to E-1 grade and the sealed cover procedure would be followed, if otherwise eligible for consideration.)

2.5 Qualifications

2.5.1. For the purpose of categorizing Supervisors based on their qualifications, the qualifications prescribed for each category will be as under:-

(i) Category A

Graduate in Engineering / AMIE.

Graduate in (Arts/Science/Commerce etc) and who have in addition acquired Post Graduation qualifications such as MBA, MCA/MSc(IT), 2 years Diploma in Social Work from a recognized University / Institute, 2 years Diploma in Personnel Management awarded by NIPM, 2 years Diploma in Materials Management awarded by NIMM, Membership in Professional Bodies like ACA/AICWA/ACS for promotion within departments where such qualifications are applicable for discharging their duties.

(ii) Category B

Diploma holders in Engineering, M.Com holders and Graduates with SAS or equivalent working in Finance department, Graduates with LLB Degree, Graduates/Post Graduates, Post Graduate Diploma in System Analysis and Data Processing.

Cont'd..3..

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- (iii) Category C
Qualifications not covered under Category A or Category B.

2.5.2. Equivalent or suitable qualifications can be included in the above category by the Company.

3. Selection Process

3.1. The following factors will be taken into consideration during the selection process. Marks will be allotted to each of these factors as indicated below:-

Sl. No.	Factors	Maximum Marks
1.	Seniority	10
2.	Performance Appraisal	20
3.	Written Test	50
4.	Interview	20
	Total :	100

3.2. Only those who secure 50% in the written test and 60% in the aggregate will be eligible for consideration for selection. For SC/ST candidates the pass mark will be 40% in the written test and 45% in the aggregate.

3.3. Marks for seniority (subject to a maximum of 10).

One mark shall be allotted for each completed year of service in the Supervisory grade i.e. PS-1/PS-2/PS-3 grade. For example the allotment of marks for length of service would be as under:-

For Supervisors with 4 years supervisory service) = 4.0 marks
For Supervisors with 6 years supervisory experience = 6.0 marks
For Supervisors with 10 years & above of supervisory experience = 10.0 marks

3.4. Marks for Performance Appraisal would be calculated as under:-

The Confidential Report of the preceding four years will be taken for calculation of Appraisal score. Each Report will carry 100 marks. The total marks of 400 for the preceding four years will be converted to 20 marks and appraisal score will be arrived at accordingly.

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3.5. Written Test and Interview

A written test relating to the discipline and general awareness of 1½ hours duration will be conducted.

4. General

4.1. The posts in E-1 cadre and the feeder category of Supervisors in PS-3, PS-2 and PS-1 grade would be as under:-

Sl. No.	Post in E-1	Feeder Cadres in PS-1, PS-2 & PS-3 Grade
1.	Asst Manager (Admn)	OS/ Welfare Supervisor/Asst Canteen Officer/AAO/AO/APS/DPS/Canteen Supdt.
2.	Private Secretary	PA/APS/DPS
3.	Asst Manager (Finance)	Accountant/Asst Accounts Officer/Accounts Officer.
4.	Assistant Manager (Civil)	STA/Asst Engr(Civil)/Engr (Civil)
5.	Safety Officer	Safety Insp/Asst Safety Officer/Deputy Safety Officer.
6.	Asst Manager (Electronics)	STA/Asst Engr (Electronics)/Engineer (Electronics)
7.	Asst Manager (Mechanical)	CHM/STA/SDMA/Loft Supdt/Asst Engr (Mechanical)/Engr (Mechanical)
8.	Asst Manager (Electrical)	CHM/STA/SDMA/Asst Engr (Electrical)/Engr (Electrical)
9.	Asst Manager (Materials)	OS/CSK/ASO/Asst Engr/Engineer/Asst Stores Officer/AAO/AO
10.	Asst Manager (IT)	System Supervisor/Asst System Officer
11.	Hindi Officer	HTI, AAO (Hindi)
12.	Fire Officer	Fire Inspector, AFO

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Aqm(Ren)

- 4.2. C&MD will nominate a Committee to assess the suitability of candidates for selection to E-1.
- 4.3. Considering the availability of vacancies, the selection Committee shall draw up a Merit List of the candidates on the basis of the marks secured by them in the aggregate. This order of merit will be reckoned as the order of seniority in E-1 grade.
- 4.4. Reservation for candidates shall be made applicable in accordance with the Presidential Directives on the subject.
- 4.5. Selected candidates will be on probation initially for a period of one year from the date of appointment in E-1 Grade which can be extended by further six months if found necessary.
- 4.6. The employee will be liable for reversion to the original post during or at the end of the probation if his/her performance during probation is not found satisfactory.
- 4.7. The qualification and experience referred to in the existing Recruitment Rules for consideration for selection against internal vacancies in E-1 Grade will stand modified as stipulated under Clause 2.
- 4.8. C&MD may at his discretion give appropriate relaxations to the above Rules to meet Organizational requirements or such other special circumstances.
- 4.9. C&MD may amend, modify or add to these Rules from time to time and all such amendments, modifications or additions shall take effect from the date stated therein.

Sent
Atm (Pen)

* * * * *

COCHIN SHIPYARD LIMITED
Kochi- 15
(P&A Department)

NO.PERL/18(16)/94-Vol.II

22 Dec 2012

OFFICE ORDER NO.PERL/337/12

PROCEDURE FOR SELECTION OF INTERNAL CANDIDATES TO E 1 GRADE

1. Refer Office Order No.PERL/293/2007 dated 14 Dec 07.
2. In partial modification, clause 2.1 of the procedure notified for selection of internal candidates to the executive grade E1 stands modified as under:

Eligibility Norms - Clause 2.1

Sl No	Category	Eligibility
1	Supervisors possessing qualification as stipulated under Clause 2.5.1(i) (Category A).	All Supervisors in PS-3/PS-2 and Supervisors in PS-1 grade with a minimum of three years of supervisory experience in Shipyard.
2	Supervisors possessing qualification (Category B) as stipulated at Clause 2.5.1(ii) (Category B).	All Supervisors in PS-3/PS-2 and Supervisors in PS-1 grade with a minimum of four years of supervisory experience in Shipyard.
3	Supervisors possessing qualification as stipulated at 2.5.1(iii) (Category C)	All Supervisors in PS-3 and Supervisors in PS-2 grade with a minimum of six years of supervisory experience in Shipyard.

3. All other conditions remain unaltered.
4. This issue with the approval of CMD


(K J Ramesh)
GENERAL MANAGER (HR)

Copy to:- All Supervisors : Thro' Notice Boards/Intranet

All DGMs/GMs/CGM/CVO/ EDs
D(O)/D(T/D(F) By e-mail } By email
M (Admn) to C&MD
Gen Secy, CSSSA -For information

कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची/ Kochi-15
(कार्मिक एवं प्रशासन विभाग /P&A Department)

No. PERL/18(16)/94 Vol III

08 Dec 2016

कार्यालय आदेश/ OFFICE ORDER NO. PERL/223/2016

**आंतरिक उम्मीदवारों के लिए ई-1 ग्रेड में चयन की प्रक्रिया
PROCEDURE FOR SELECTION OF INTERNAL CANDIDATES TO E-1 GRADE**

1. दिनांक 14.12.2007 कार्यलय आदेश सं. कार्मिक/293/2007 और 22.12.2012 के कार्यलय आदेश सं कार्मिक/337/12 का संदर्भ लें।

Refer Office Order No. PERL/293/2007 dt 14.12.2007 and PERL/337/12 dt 22.12.2012.

2. आंशिक संशोधन में, ई-1 ग्रेड में आंतरिक उम्मीदवारों के चयन के लिए अधिसूचित प्रक्रिया के खंड 2.1 निम्नानुसार संशोधित किया जाता है।

In partial modification, Clause 2.1 of the procedure notified for selection of internal candidates to the executive grade E1 stands modified as under:-

Eligibility Norms - Clause 2.1

क्र.सं. SI No	श्रेणी Category	योग्यता Eligibility
1	Supervisors possessing qualifications as stipulated under Clause 2.5.1(i) (Category A)	No change
2	Supervisors possessing qualifications as stipulated under Clause 2.5.1(ii) (Category B)	No change
3	Supervisors possessing qualification as stipulated at Clause 2.5.1 (iii) (Category C)	All supervisors in PS-3 and supervisors in PS-2 grade <u>with a minimum of five years of supervisory experience in Shipyard</u>

3. सभी अन्य शर्तें अपरिवर्तनीय हैं।
All other conditions remain unaltered.

.....2/-

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4. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।
This issues with the approval of C&MD.



(के जे रमेश/ K J Ramesh)

मुख्य महा प्रबंधक (मानव संसाधन)

CHIEF GENERAL MANAGER (HR)

प्रतिलिपि/ Copy to:-

D(F)/D(T)/D(O)

CGMs/GMs/DGMs

AGM (Admn) to CMD

All supervisors

} Thro' Intranet

General Secretary, CSSSA - For information

कोचीन शिपयार्ड लिमिटेड/COCHIN SHIPYARD LIMITED

कोच्ची/ Kochi-15

(कार्मिक एवं प्रशासन विभाग/ P&A Department)

No. P&A/17(223)/16

31 Dec 2016

कार्यालय आदेश सं/ OFFICE ORDER NO.PERL/237/2016**नेतृत्व संवृद्धि योजना****LEADERSHIP ACCELERATION PROGRAMME (LEAP)****1. शीर्षक/ Title**

दिनांक 20.09.2016 को आयोजित 227 वीं बोर्ड बैठक में बोर्ड द्वारा अनुमोदितानुसार, अध्यक्ष एवं प्रबंध निदेशक ने अधिकारियों की तकनीकी और प्रबंधकीय क्षमता के उन्नयन के लिए "नेतृत्व संवृद्धि योजना" नामक एक योजना शुरू करने के लिए सहमति दी है।

As approved by the Board in its 227th Board Meeting held on 20.09.2016, Chairman and Managing Director is pleased to introduce a scheme called "NETHRUTHWA SAMVRIDDHI YOJANA - LEADERSHIP ACCELERATION PROGRAMME (LEAP)" for upgrading Technical and Managerial Competencies of Officers.

2. उद्देश्य/ Objectives

इस योजना का उद्देश्य यह है कि अधिकारियों को नौसेना वास्तुविद्या, पोत डिजाइन, समुद्री इंजीनियरिंग, व्यापार प्रबंधन आदि जैसे प्रमुख क्षेत्रों में प्रबंधकीय और तकनीकी पहलुओं पर अपनी जानकारी और कुशलता के उन्नयन हेतु सुविधाजनक बना देना है।

The objective of the scheme is to facilitate the officers to upgrade their knowledge and skills both on managerial and technical aspects in the core areas like Naval Architecture, Ship Design, Marine Engineering, Business Management etc.

3. अनुप्रयोज्यता और अन्य शर्तें / Applicability & Other Conditions

अधिकारियों को अपनी मर्जी पर उच्च शिक्षा करने के लिए अध्ययन छुट्टी की मंजूरी मांगने हेतु निम्नलिखित शर्तें लागू होंगे। इन नियमों को उन मामलों जहाँ कंपनी अन्य किसी योजना के अधीन उच्च शिक्षा करने या प्रशिक्षण लेने के लिए अधिकारियों को प्रायोजित करता है, में लागू न करें।

The following conditions will apply to officers seeking grant of study leave for pursuing higher studies on their own volition. These rules do not apply to those cases where the company may sponsor officers to undergo training or to pursue higher education under any other scheme.

(a) इस योजना में सभी कार्यपालक विशेष रूप से ई-1 से ई-4 तक के ग्रेडों में, शामिल होंगे।

The scheme will cover all executives particularly in the grades E-1 to E-4.

(b) यह योजना कार्यपालकों को भारत और विदेश के प्रमुख संस्थानों में उच्च शिक्षा करने के लिए प्रोत्साहित करेगी।

The scheme will encourage executives to pursue higher studies in premier institutes both in India and Abroad.

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- (c) कार्यपालक जो भारत और विदेश के प्रमुख संस्थान/ विश्वविद्यालयों में अपने संबंधित शाखा में उच्च शिक्षा लेने के लिए इच्छुक हैं, को अपने कैरियर के दौरान न्यूनतम छह महीने या अधिकतम दो वर्ष के लिए नियमित तरीके पर पाठ्यक्रम के वास्तविक अवधि के लिए अध्ययन छुट्टी दी जाएगी। अध्ययन के क्षेत्र / शाखा सीएसएल के व्यापार के लिए संगत और लाभकारी होना चाहिए। उच्च अध्ययन उनके विशेषज्ञता या प्रबंधन शाखा के क्षेत्र में होना चाहिए और कार्यपालकों को केवल कंपनी के विवेकाधिकार में और काम की अत्यावश्यकता के अधीन ही अनुमति दी जाएगी।

Study leave for actual period of the course on regular mode for a minimum period of six months or a maximum of two years during his career shall be granted to executives who would like to pursue higher education in their respective disciplines in premier institutes/universities in India and abroad. The area/discipline of study should be relevant and beneficial to the business of CSL. The higher studies should be in the field of his/her specialization or management discipline and executives shall be allowed only at the discretion of the company and subject to exigencies of work.

- (d) इस योजना में पात्र बनने के लिए, कार्यपालक को कंपनी में न्यूनतम एक वर्ष की नियमित लगातार सेवा होनी चाहिए।

To be eligible under the scheme, the executive should have rendered a minimum of one year regular continuous service in the company.

- (e) भारत/ विदेश के कहीं भी अध्ययन छुट्टी की मंजूरी के लिए वार्षिक आधार पर अधिकतम तीन आवेदकों पर विचार किया जाएगा। चयन की रीति शिपयार्ड में वरिष्ठता/ सेवा के क्रम में और अध्यक्ष एवं प्रबंध निदेशक से नामित अधिकारियों के एक समिति द्वारा की गई सिफारिश के आधार पर की जाएगी। इस संबंध में, अध्यक्ष एवं प्रबंध निदेशक का निर्णय अंतिम और बाध्यकारी होगा।

A maximum of three applicants will be considered, on a yearly basis for grant of study leave anywhere in India/abroad. Method of selection will be in the order of seniority/service in Shipyard and on the basis of the recommendation made by a Committee of Officers nominated by CMD. CMD's decision in this regard will be final and binding

- (f) कंपनी में योग्यता और अनुभव के माध्यम से वांछित विशेषज्ञता होने वाले अधिकारियों के बीच में से चयन किया जाएगा। अभिक्षमता और अच्छे प्रदर्शन के पिछले रिकॉर्ड को वरीयता दी जाएगी।

Selection will be from among officers having the desired specialization both by way of qualification and experience in the company. Aptitude and a track record of good performance will be given precedence.

- (g) कार्यपालकों द्वारा खर्च किए ट्यूशन/ अन्य संबंधी शुल्कों की प्रतिपूर्ति की जाएगी। तदनुसार प्रत्येक व्यक्ति के लिए स्वीकार्य अधिकतम ट्यूशन शुल्क 10 लाख रुपए तक सीमित किया जाएगा। ट्यूशन शुल्क की प्रतिपूर्ति प्रत्येक व्यक्ति को उनकी अध्ययन छुट्टी से वापस आने के बाद दी जाएगी और वापस आने के बाद 5 वां वर्ष से शुरू करेंगे और उसके बाद चार समतुल्य किशतों में वितरित करेंगे।

Tuition/other related fees incurred by the executives would be reimbursed. Accordingly, the maximum tuition fee amount admissible per person shall be limited to Rs.10 Lakhs. The reimbursement of tuition fee would be made after the individual returns back from his study leave and will commence from the 5th year onwards after return and will be distributed in four equal installments thereafter.

- (h) इस योजना के अधीन मंजूर किए ट्यूशन और अन्य संबंधी शुल्क की प्रतिपूर्ति कार्यपालक को दिए अनुलब्धियां और भत्ते के एक भाग नहीं होगी।

Reimbursement of tuition and other related fee granted under this scheme shall not form part of Perks and Allowances granted to Executives.

- (i) अध्यक्ष एवं प्रबंध निदेशक, सीएसएल अपने विवेकाधिकार में, इस योजना में कोई संशोधन करेंगे या योजना को उनके द्वारा उचित समझे अनुसार किसी कारण से आंशिक रूप में या पूर्ण रूप में वापस लेंगे।

C&MD, CSL shall at his discretion make any modifications to the scheme or withdraw the scheme either partially or fully due to any reasons as deemed fit by him.

- (j) "नेतृत्व संवृद्धि योजना" के कार्यान्वयन से संबंधित मामलों पर अध्यक्ष एवं प्रबंध निदेशक का निर्णय अंतिम और कार्यपालकों पर बाध्यकारी होगा।

Decision of CMD on matters concerning implementation of **"NETHRUTHWA SAMVRIDDHI YOJANA - "LEADERSHIP ACCELERATION PROGRAMME (LEAP)"** shall be final and binding on executives.

- (k) अध्ययन छुट्टी नियमों के लिए योजना में न नियंत्रित/संशोधित सभी अन्य नियम व शर्तें स्वयंमेव लागू होंगे।

All other terms and conditions governing the scheme for Study Leave Rules not amended/modified will apply ipsofacto.

4. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है और तत्काल प्रभाव से लागू होंगे।

This issues with the approval of the Competent Authority and comes into force with immediate effect.


(के जे रमेश/ K J Ramesh)

मुख्य महा प्रबंधक (मानव संसाधन)
CHIEF GENERAL MANAGER (HR)

सेवा में/ To

All executives : Thro' Intranet

प्रतिलिपि/ Copy to:-

D(F)/D(T)/D(O)
CGMs/GMs/DGMs
AGM (Admn) to CMD

} Thro' e-mail

कोचीन शिपयार्ड लिमिटेड/COCHIN SHIPYARD LIMITED

कोच्ची/ Kochi-15

(कार्मिक एवं प्रशासन विभाग/ P&A Department)

No. P&A/17(218)/16

21 Nov 2016

कार्यालय आदेश सं/ OFFICE ORDER NO.PERL/163/2016

शिपयार्ड परिवार प्रतिभा पुरस्कार
SHIPYARD PARIWAR PRATHIBHA PURASKAR

1. शीर्षक/ Title

दिनांक 20.09.2016 को हुई अपनी 227 वीं बोर्ड बैठक में बोर्ड द्वारा अनुमोदित अनुसार अध्यक्ष एवं प्रबंध निदेशक ने सीएसएल कर्मचारियों के बच्चों की शैक्षिक उत्कृष्टता को पहचानने के लिए " शिपयार्ड परिवार प्रतिभा पुरस्कार" नामक शैक्षिक छात्रवृत्ति योजना लागू करने की कृपा की है।

As approved by the Board in its 227th Board Meeting held on 20.09.2016, Chairman and Managing Director is pleased to promulgate an educational scholarship scheme called "Shipyard Pariwar Prathibha Puraskar" in order to recognise academic excellence of wards of CSL employees.

2. उद्देश्य/ Objectives

इस योजना का उद्देश्य शिक्षा के क्षेत्र में सीएसएल कर्मचारियों के बच्चों के बीच सर्वोत्तम प्रदर्शकों को प्रोत्साहन देना और पुरस्कृत करना है।

The objective of the scheme is to reward and promote the star performers among children of the CSL employees in the field of education.

3. प्रयोज्यता/ Applicability

- (a) योजना सीएसएल के सभी नियमित कर्मचारियों को लागू होगा और वर्ष 2016 से कुल 22 छात्रवृत्ति योग्यता के आधार पर चयनित कर्मचारियों के बच्चों को वितरित किया जाएगा।

The scheme will be applicable to all regular employees of CSL and a total of 22 numbers of Scholarships will be distributed to the selected wards of employees on merit basis from the year 2016 onwards.

- (b) कर्मचारियों के बच्चों में बेटा, बेटा और वैध रूप से गोद लिए बेटा या बेटा जिन्होंने कक्षा XII में (सभी बोर्ड) पूर्णकालिक/ नियमित पाठ्यक्रम किया है और भारत में बोर्डों द्वारा आयोजित अंतिम परीक्षा प्रथम प्रयास में जीत चुके हैं और बारहवीं कक्षा उत्तीर्ण करने के बाद भारत में सरकारी/ एडेड कॉलेजों/ संस्थानों में उच्च शिक्षा के लिए प्रवेश प्राप्त हुआ है, शामिल होगा।

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Wards of employees shall include son, daughter and legally adopted son or daughter who have undergone full time / regular course in Class XII (all Boards) and have passed the final examination conducted by the Boards in India in the first attempt and who after passing Class XII, have secured admission for higher studies in a Government / Aided Colleges/Institutes in India.

- (c) ऊपर बताए अनुसार छात्रवृत्ति की उपलब्ध संख्या शिक्षा के संबंधित धारा में बारहवीं कक्षा में (सभी बोर्ड) भारत में बोर्डों द्वारा आयोजित अंतिम परीक्षा में प्रथम प्रयास में छात्रों द्वारा प्राप्त उच्चतम अंक के क्रम में बारहवीं कक्षा उत्तीर्ण करने के बाद भारत में सरकारी/ एडेड कॉलेजों/ संस्थानों में उच्च शिक्षा के लिए प्रवेश प्राप्त उन पात्र छात्रों को सम्मानित किया जाएगा।

Available number of scholarships as stated above shall be bestowed to those eligible students in the respective stream of education in the order of highest marks scored by them in Class XII (all Boards) in the final examination conducted by the Boards in India in the first attempt and who after passing Class XII, have secured admission for higher studies in a Government/ Aided Colleges/Institutes in India.

- (d) केवल पात्र छात्रों द्वारा अपनाई और भारत सरकार या केरल सरकार द्वारा मान्यता प्राप्त भारत में किसी संस्थान/ विश्वविद्यालय/ बोर्ड/ निकाय/एजेसी द्वारा आयोजित उन उच्च शिक्षा/ पाठ्यक्रम योजना के तहत छात्रवृत्ति के लिए विचार करने हेतु पात्र हैं।

Only those higher studies/courses pursued by the eligible students and are conducted by any Institution/ University/ Board/Body/Agency in India recognised by the Government of India or Kerala Government are eligible to be considered for the scholarship under the scheme.

- (e) योजना के तहत लागू भुगतान बच्चों के बैंक खाते में जमा किया जाएगा।
Payment applicable under the scheme will be credited to the bank account of the ward.

- (f) छात्रवृत्ति की निरंतरता चयनित पाठ्यक्रम में निरंतर अच्छा शैक्षिक निष्पादन, अच्छा आचरण प्रमाणपत्र आदि के अधीन होगा।

Continuation of scholarship will be subject to continued good academic performance in the course chosen, good conduct certificate etc.

- (g) अन्य कार्य वही होते हुए, सीएसएल की सेवा में रहते समय मृत्यु हुए कर्मचारियों के बच्चों को भी इस योजना के तहत शामिल किया जाएगा।

Other things remaining the same, wards of employee who expired while in service of CSL will also be covered under the scheme.



- (h) एक कर्मचारी के अधिकतम दो बच्चे छात्रवृत्ति के लिए पात्र होगा और माता- पिता दोनों सीएसएल के कर्मचारी होने के मामले में भी। छात्रवृत्ति के अधिकतम अवधि पांच साल या न्यूनतम पाठ्यक्रम अवधि जो भी कम है के लिए सीमित किया जाएगा। Maximum of two wards of an employee will be eligible for the scholarships and even in case both parents are employees of CSL. Maximum tenure of the scholarship will be five years or limited to the minimum course duration whichever is less.

4. छात्रवृत्तियों की संख्याओं का विवरण निम्नानुसार है:-
Details on number of scholarships are as under:-

क्र.सं. Sl No	परीक्षा प्राधिकारी Examination Authority	छात्रवृत्ति की अधिकतम संख्या Max No. of scholarships	प्रत्येक बच्चों के लिए प्रतिवर्ष राशि और अध्ययन की अवधि (वर्षों में) Amount per year to each ward(₹) and duration of study (in years)	अवधि Period
1	Kerala Government (Minimum 90% of marks)	10	25000 (Max. 5 years)	Minimum period prescribed for successful completion of the course limited to five years
2	CBSE/ICSE (Minimum 85% of marks)	10	25000 (Max.5 years)	
3	Others (Minimum 90% of marks)	2	25000 (Max.5 years)	
Total		22		

5. अन्य शर्तें/ Other conditions

- (a) हर वर्ष दिसंबर महीने के दौरान वर्ष 2016 से शुरू होने वाली योजना के अधीन छात्रवृत्तियों के लिए अपने बच्चों को विचार करने हेतु कर्मचारियों से आवेदन आमंत्रित किया जाएगा।

Every year during the month of December, applications will be invited from the employees for consideration of their wards for scholarships under the scheme starting from 2016.

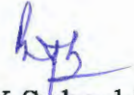
- (b) सीएसएल के सक्षम प्राधिकारी द्वारा नामित अधिकारियों की एक समिति छात्रवृत्ति के लिए प्राप्त आवेदनों की संवीक्षा करेगी और तदनुसार मामलों की सिफारिश करेगी। समिति मामले के आधार पर विशेष ज़रूरत बच्चों जैसे शारीरिक और या मानसिक रूप से विकलांग, के लिए अपेक्षाओं पर विचार करेगी।

A committee of officers nominated by the competent authority of CSL would scrutinise the applications so received for scholarship and recommend the cases accordingly. The committee may consider the requirements for special needs children like physically and or mentally challenged ones, on case to case basis.

Cont'd.....4/-



- (c) एक शिक्षा विशेषज्ञ की राय, यदि आवश्यक आने पर, योजना के संचालन के लिए विचार की जाएगी।
Opinion of an educational expert may be considered for the operation of the scheme, if need arises.
- (d) छात्रवृत्तियाँ, कार्यपालकों और असंघीकृत पर्यवेक्षकों के अनुलब्धियों और भत्तों के एक भाग नहीं होंगी।
The scholarships do not form part of Perks and Allowances of Executives and Non-unionised supervisors.
- (e) यह योजना, प्रबंधन के एक स्पष्ट स्वैच्छिक कल्याण पहल होने के कारण किसी भी समय में प्रबंधन द्वारा पुनरीक्षा के अधीन है और किसी भी उद्देश्य के लिए एक पूर्व उदाहरण या कार्य के रूप में नहीं माना जाएगा।
This scheme, being an absolute voluntary welfare initiative of the management, is subject to review by management at any point in time and shall not be treated as a precedent or practice for any purpose whatsoever.
- (f) सीएसएल के अध्यक्ष एवं प्रबंध निदेशक अपने विवेकाधिकार में योजना में किसी संशोधन बनाएंगे या उनके द्वारा उचित समझे अनुसार किसी भी कारण से आंशिक या पूर्ण रूप से योजना वापस करेंगे।
C&MD of CSL shall at his discretion make any modifications to the scheme or withdraw the scheme either partially or fully due to any reasons as deemed fit by him.
- (g) "शिपयार्ड परिवार प्रतिभा पुरस्कार" के कार्यान्वयन से संबंधित मामले पर अध्यक्ष एवं प्रबंध निदेशक का निर्णय अंतिम होगा और कर्मचारियों/ लाभार्थियों पर बाध्यकारी होगा।
Decision of CMD on matters concerning implementation of "Shipyard Pariwar Prathibha Puraskar" shall be final and binding on employees/beneficiaries.



(ए के सुबाष/ A K Subash)

उप महा प्रबंधक एवं मुख्य कल्याण अधिकारी
Deputy General Manager & CWO

सेवा में/ To

All employees : Thro' Intranet

प्रतिलिपि/ Copy to:-

D(F)/D(T)/D(O)
CGMs/GMs/DGMs
AGM (Admn) to CMD } Thro' e-mail

कोचीन शिपयार्ड लिमिटेड/COCHIN SHIPYARD LIMITED

कोच्ची/ Kochi-15

(कार्मिक एवं प्रशासन विभाग/ P&A Department)

No. P&A/17(218)/16

22 Dec 2016

कार्यालय आदेश सं/ OFFICE ORDER NO.PERL/226/2016

शिपयार्ड परिवार प्रतिभा पुरस्कार - संशोधन के संबंध में
SHIPYARD PARIWAR PRATHIBHA PURASKAR - AMENDMENT REG.

1. दिनांक 21 नवंबर 2016 के कार्यालय आदेश सं. कार्मिक/163/2016 का संदर्भ लें।
Ref. Office Order No. PERL/163/2016 dated 21 Nov 2016.
2. आंशिक संशोधन में, शिपयार्ड परिवार प्रतिभा पुरस्कार के खंड 3 (ख), (ग) और खंड 4 को निम्नानुसार संशोधित किया जाता है : -
In partial modification, clause 3(b), (c) and clause 4 of Shipyard Pariwar Prathibha Puraskar, stands amended as under:-

(a) खंड 3 (ख) और (ग) / Clause 3 (b) & (c)

खंड Clause	मौजूदा Existing	संशोधित Amended as
3 (ख/b)	<p>कर्मचारियों के बच्चों में बेटा, बेटी और वैध रूप से गोद लिए बेटा या बेटी जिन्होंने कक्षा XII में (सभी बोर्ड) पूर्णकालिक/ नियमित पाठ्यक्रम किया है और भारत में बोर्डों द्वारा आयोजित अंतिम परीक्षा प्रथम प्रयास में जीत चुके हैं और बारहवीं कक्षा उत्तीर्ण करने के बाद भारत में सरकारी/ एडेड कॉलेजों/ संस्थानों में उच्च शिक्षा के लिए प्रवेश प्राप्त हुआ है, शामिल होगा।</p> <p>Wards of employees shall include son, daughter and legally adopted son or daughter who have undergone full time/ regular course in Class XII (all Boards) and have passed the final examination conducted by the Boards in India in the first attempt and who after passing Class XII, have secured admission for higher studies in a Government/Aided Colleges/ Institutes in India.</p>	<p>कर्मचारियों के बच्चों में बेटा, बेटी और वैध रूप से गोद लिए बेटा या बेटी जिन्होंने कक्षा XII में (सभी बोर्ड) पूर्णकालिक/ नियमित पाठ्यक्रम किया है और भारत में बोर्डों द्वारा आयोजित अंतिम परीक्षा प्रथम प्रयास में जीत चुके हैं और बारहवीं कक्षा उत्तीर्ण करने के बाद भारत के सरकारी संस्थानों में उच्च शिक्षा के लिए प्रवेश प्राप्त हुआ है, शामिल होगा।</p> <p>Wards of employees shall include son, daughter and legally adopted son or daughter who have undergone full time / regular course in Class XII (all Boards) and have passed the final examination conducted by the Boards in India in the first attempt and who after passing Class XII, have secured admission for higher studies in Institutes in India.</p>



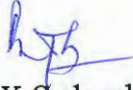
3 (ग/क)	<p>ऊपर बताए अनुसार छात्रवृत्ति की उपलब्ध संख्या शिक्षा के संबंधित धारा में बारहवीं कक्षा में (सभी बोर्ड) भारत में बोर्डों द्वारा आयोजित अंतिम परीक्षा में प्रथम प्रयास में छात्रों द्वारा प्राप्त उच्चतम अंक के क्रम में बारहवीं कक्षा उत्तीर्ण करने के बाद भारत में सरकारी/ एडेड कॉलेजों/ संस्थानों में उच्च शिक्षा के लिए प्रवेश प्राप्त उन पात्र छात्रों को सम्मानित किया जाएगा।</p> <p>Available number of scholarships as stated above shall be bestowed to those eligible students in the respective stream of education in the order of highest marks scored by them in Class XII (all Boards) in the final examination conducted by the Boards in India in the first attempt and who after passing Class XII, have secured admission for higher studies in a Government/ Aided Colleges/Institutes in India.</p>	<p>ऊपर बताए अनुसार छात्रवृत्ति की उपलब्ध संख्या शिक्षा के संबंधित धारा में बारहवीं कक्षा में (सभी बोर्ड) भारत में बोर्डों द्वारा आयोजित अंतिम परीक्षा में प्रथम प्रयास में छात्रों द्वारा प्राप्त उच्चतम अंक के क्रम में बारहवीं कक्षा उत्तीर्ण करने के बाद भारत के सरकारी संस्थानों में उच्च शिक्षा के लिए प्रवेश प्राप्त उन पात्र छात्रों को सम्मानित किया जाएगा।</p> <p>Available number of scholarships as stated above shall be bestowed to those eligible students in the respective stream of education in the order of highest marks scored by them in Class XII (all Boards) in the final examination conducted by the Boards in India in the first attempt and who after passing Class XII, have secured admission for higher studies in Institutes in India.</p>
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(b) खंड/Clause 4 :- पुरस्कृत की जानेवाली छात्रवृत्तियों की संख्या निम्नानुसार हैं :
Number of scholarships to be awarded are as under:-

क्र. सं. Sl No	परीक्षा प्राधिकारी Examination Authority	छात्रवृत्ति की अधिकतम संख्या Max No. of scholarships			प्रत्येक बच्चों के लिए प्रतिवर्ष राशि (रुप में) और अध्ययन की अवधि (वर्षों में) Amount per year to each ward(₹) and duration of study (in years)	अवधि Period
		Maths/ Science/ Computer	Arts/ Commerce/ Humanities	Total		
1	Kerala Government (Minimum 90% of marks)	7	3	10	25000 (Max. 5 years)	Minimum period prescribed for successful completion of the course limited to five years
2	CBSE/ICSE (Minimum 85% of marks)	7	3	10	25000 (Max.5 years)	
3	Others (Minimum 90% of marks)	1	1	2	25000 (Max.5 years)	
	Total	15	7	22		

hps

3. सभी अन्य नियम व शर्तें अपरिवर्तनीय रहेंगे ।
All other terms and conditions remain unaltered.


(ए के सुबाष/ A K Subash)
उप महा प्रबंधक एवं मुख्य कल्याण अधिकारी
Deputy General Manager & CWO

सेवा में/ To

All employees : Thro' Intranet

प्रतिलिपि/ Copy to:-

D(F)/D(T)/D(O)
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AGM (Admn) to CMD } Thro' e-mail

कोचीन शिपयार्ड लिमिटेड COCHIN SHIPYARD LIMITED

कोचीन/ COCHIN - 15

छुट्टीयात्रा रियायत आवेदन प्रपत्र

L.T. C. APPLICATION FORM

(HOMETOWN / ANYWHERE IN INDIA)

(For detailed instruction, please see overleaf)

नाम / Name :

DSE Code No.

पदनाम / Designation :

मूल वेतन / Basic : Rs.

Please grant me LTC advance as admissible for the block year.....
to visit during
for the following family members; I have applied for leave
from to.....

Certified that :

1. My wife/Husband/other family members for whom LTC is claimed is employed in.....
..... which provides LTC facilities
but she/he has not preferred /will not prefer any claim in this behalf to her/his employer.
2. My wife/husband is not employed in any organisation which provides LTC facilities.

Sl. No.	Name	Age	Whether employed or not if employed, monthly income	Married / unmarried (children)

Mode of Travel : Rail II Ac / III Ac / Ist / SL Class / By Bus

The leave at my credit is as follows : (See instruction No. 4 overleaf)

	E.L.	C.L.
1) Leave at credit as per last salary slip attached }		
2) Leave taken since the last salary slip upto }		
3) Leave encashed since last salary slip upto..... }		
4) Balance of leave at credit as on date of application }		
5) Reference to leave sanction :		

I undertake to refund the advance drawn forthwith in case I do not avail myself of leave or the journey tickets are cancelled or the journey is not performed for any reason during the period mentioned. I also undertake that the journey will be performed to the destination for which the advance is claimed. The members of my family for whom LTC advance is drawn/claimed are residing with me and wholly dependent on me. The final bill with necessary vouchers, etc., will be submitted by me within one month from the date of completion of journey as required under Rules.

Date :

Signature of the Employee.
TEL. Extn. No.

FORWARDED

It is certified that leave application for..... days from..... to
has been recommended by me and the same has been forwarded to the Personnel & Administration Department for
necessary action.

Date :

Head of Department

FOR USE IN FINANCE DEPARTMENT

Entitlement of travel : II A/c, III A/c, 1st class SL/CC
Train fare per head : Rs.....
No. of members : Full Ticket.....
Half ticket.....
Total amount : Rs.....
Limited to : Rs.....

Sr. / Asst. Acct/A ACO Dy. M (E) AGM

Bill No.....Date.....Rs.....

INSTRUCTIONS

1. LTC is admissible only to an employee who has completed one year of continuous service in the Company.
2. Family means, wife, children, including step children and dependent parents who are residing with the employee.
3. If both husband and wife are employed, only one of them is eligible for the concession and a declaration from the employer should be produced at the time of application to the effect that for the block year in question no claim from the spouse will be entertained for reimbursement.
4. Advance will be given only after the sanction of leave. In the event of delay in getting leave sanctioned, details in Sl. No. 1 to 4 may be, filled up.
5. Once in a block of 4 years, employees will be eligible to avail themselves of the concession to travel to any place in India and reimbursement of fare as entitled under normal rules for journey except for journey by air actually incurred whichever is less will be reimbursed for the entire distance (direct route).
6. A sum equivalent to 45% of the entitled advance will be paid initially on receipt of the application duly recommended by the H.O.D. The remaining 45% will be disbursed on production of Railway reservation tickets for scrutiny.
7. In all cases the advance should be refunded in full immediately if the outward journey is not commenced.
8. If through journey is performed in places not connected by rail, tickets of Bus, Van or other vehicles operated by Tourism Development Corporation in the Public Sector, State Transport Corporation & Transport Services run by Government or local bodies, should invariably be produced at the time of settlement. In case railway tickets are surrendered to Railways, details of journey such as ticket numbers, train number and date of journey may be noted in all cases and mentioned in the claims.
9. Final claim should be submitted within one month from the date of completion of the journey. A simple interest @ 20% per annum will be levied if the claim is not settled within the prescribed time limit.
10. LTC cannot be availed during the week-end or any other period of holidays alone.

Note : Non-observance of the misuse of advance given are liable to invite serious disciplinary action.

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / Kochi - 682 015

कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT

सं.पीईआरएल/No.P&A/17(37)/16 Pt

24 जून / June 2020

कार्यालय आदेश सं.पीईआरएल/OFFICE ORDER NO.PERL/073/2020**संशोधित वाहन अग्रिम योजना****REVISED CONVEYANCE ADVANCE SCHEME**

दिनांक 17 मार्च 2020 को सीएसएल बोर्ड द्वारा अनुमोदितानुसार, सीएसएल कर्मचारियों की मौजूदा वाहन अग्रिम योजना निम्नानुसार संशोधित किया जाता है :

As approved by the CSL Board on 17 March 2020, the existing Conveyance Advance Scheme for CSL employees' stands amended as follows:

1. योग्यता : कर्मचारी के प्रत्येक श्रेणी के लिए वाहन अग्रिम हेतु पात्रता निम्नानुसार होगी :

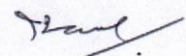
Eligibility: Eligibility for conveyance advance for each category of employee shall be as follows:

वाहन का प्रकार Type of Conveyance	पात्रता श्रेणी Eligibility Category	राशि (रुपए) Amount (Rs)	ब्याज की दर Rate of Interest
मोटर कार Motor Car	Executives		
	General Managers & Above	₹10,00,000/-	SBI Vehicle Loan rate*
	Executives in the grade of E3 to E6	₹8,00,000/-	"
	All other Executives (i.e. E1 to E2) & All Supervisors	₹5,00,000/-	"
मोटर कार/ मोटर साइकिल/ स्कूटर Motor Car/Motor Cycle/ Scooter	Executives, Supervisors & Workmen in Pay Grade - VI and above	₹1,00,000/-	"
मोटर साइकिल/ स्कूटर Motor Cycle/ Scooter	All Employees in Grades 1 to V	₹75,000/-	"

* प्रत्येक वर्ष के 01 अप्रैल के एसबीआई वाहन ऋण दर को ब्याज की गणना के लिए लिया जाएगा । SBI Vehicle Loan rate as on 1st April of every year shall be taken for calculation of interest.

2. हालांकि, वाहन अग्रिम का संवितरण, वाहन के वास्तविक मूल्य या संशोधित वाहन अग्रिम, जो भी कम हो, के अधीन है ।

However, disbursement of conveyance advance is subject to actual price of the conveyance or revised conveyance advance whichever is lower.



3. मोटर कार की खरीदी के लिए दी गई वाहन अग्रिम मूल राशि को 120 समान किश्तों में वसूल की जाएगी और बाद में, ब्याज को समान किश्तों में वसूल किया जाएगा। इसी तरह, मोटर साइकिल/ स्कूटर के लिए मूल राशि हेतु 60 समान किश्तों में और बाद में समान किश्तों में ब्याज वसूल किया जाएगा। ब्याज की वसूली, उस महीने से शुरू होगी जिस महीने में मूल अग्रिम का पुनर्भुगतान पूरा हो गया है।

The conveyance advance principal amount granted for purchase of Motor Car will be recovered in 120 equal installments and the interest will be recovered in equal installments thereafter. Likewise for Motor Cycle/Scooter in 60 equal installments for the principal and interest in equal installments thereafter. The recovery of interest will commence from the month following the month in which the repayment of the principal advance is completed.

4. उपरोक्तानुसार संबंधित श्रेणियों के लिए योग्य राशि के 75% से अधिक न हो, एक अनुवर्ती अग्रिम या वाहन की कीमत, जो भी कम हो, पर विचार किया जाएगा, जो इस शर्त के अधीन माना जाएगा कि पूर्व वाहन अग्रिम की वापसी की तिथि से समाप्त हो गई है और ब्याज के साथ पिछला अग्रिम पूरी तरह से चुकाया गया है।

A subsequent advance not exceeding 75% of the eligible amount for the respective categories as above or the price of the conveyance whichever is less will be considered subject to the condition that a period of 4 (four) years has elapsed from the date of drawal of earlier conveyance advance and the previous advance along with the interest is fully repaid.

5. एक अलग बजट आबंटन प्रतिवर्ष- श्रेणीवार किया जाएगा। तदनुसार, वाहन अग्रिम को पहले आओ-पहले पाओ के आधार पर जारी किया जाएगा।

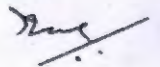
A separate budget allocation will be made annually - category wise. Accordingly, conveyance advance will be released on the first-cum-first serve basis.

6. यह योजना कंपनी के वार्षिक कार्य-निष्पादन से संबंधित होगी और तदनुसार संशोधित होगी। संशोधित वाहन अग्रिम योजना, कंपनी द्वारा प्रतिवर्ष कर के बाद न्यूनतम 100 करोड़ रुपये के लाभ कमाने तक लागू होगी। अन्यथा, योजना स्थगित रहेगी।

The scheme would be related to yearly performance of the company and revised accordingly. The revised conveyance advance scheme hold good as long as the company makes minimum profit of Rs.100 crores after tax yearly; otherwise the scheme shall stand suspended.

7. वाहन अग्रिम की बढ़ी हुई राशि और संशोधित ब्याज दर तत्काल प्रभाव से लागू होगी। शिपयार्ड के मौजूदा वाहन अग्रिम नियम, उपरोक्त सूचित सीमा में संशोधित होगा।

The enhanced amount of conveyance advance and the revised rate of interest will come into force with immediate effect. The existing Conveyance Advance Rules of the Shipyard will stand amended to the extent indicated above.

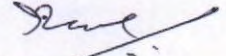


8. वाहन अग्रिम की मंजूरी को सीएसएल परिसर में वाहनों के प्रवेश की अनुमति के रूप में नहीं माना जाना चाहिए, जो कि प्रचलित नियमों के अधीन जारी रहेगा। कर्मचारियों को सार्वजनिक परिवहन प्रणाली का अधिकतम उपयोग करने की सलाह दी जाती है, जिसके लिए एलटीएस में एक भत्ता भी प्रदान किया गया है।

The sanction of a conveyance advance should not be construed as permission for entry of vehicles into CSL premises, which would continue to be governed by the rules in vogue. Employees are advised to make maximum use of public transport system, for which a conveyance allowance has also been provided in the LTS.

9. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of the Competent Authority.



(के जे रमेश / K J Ramesh)

मुख्य महाप्रबंधक (मा.सं. व प्रशि.)

Chief General Manager (HR&Trng)

सेवा में / To

सभी नियमित कर्मचारीगण / All regular employees

प्रतिलिपि / Copy to

नि(प्र)/नि(तक)/नि(वि)/D(O) / D(T) / D(F)

मु.स.अ./CVO

मु.म.प्र./म.प्र./कं.स./उ.म.प्र./CGMs / GMs/Co Secy/DGMs

अ.व.प्र.नि.के कार्यपालक सहायक/EA to C&MD

महा सचिव सीएसईओ/सीएसईएफ/सीएसईयू/एसईएस/सीएसएसएसएस/सीएसओए

General Secretary CSEO/CSEF/CSEU/SES/CSSSA/CSOA

ओणम 2022 के लिए त्योहार अग्रिम और वसूली योग्य अग्रिम
FESTIVAL ADVANCE FOR ONAM 2022 & RECOVERABLE ADVANCE

1. कंपनी के नियमित रोल के सभी स्थायी कर्मचारियों को उनके आवेदन के आधार पर त्योहार अग्रिम 15,000/- रुपए और वसूली योग्य अग्रिम 20,000/- रुपए की दर से संवितरित करने का निर्णय लिया गया है।

It has been decided to disburse Festival Advance at the rate of Rs.15,000/- and Recoverable Advance of Rs.20,000/- to all permanent employees on the regular rolls of the company, based on their application for the same.

2. सभी कर्मचारी जो त्योहार अग्रिम / वसूली योग्य अग्रिम का लाभ उठाना चाहते हैं, वे इसके लिए अपना ऑनलाइन आवेदन नीचे दिए गए लिंक के माध्यम से त्योहार अग्रिम और वसूली योग्य अग्रिम के सामने 'हां' या 'नहीं' विकल्प लगाकर प्रस्तुत कर सकते हैं। लिंक स्मार्टफोन के साथ-साथ कंप्यूटर में भी उपलब्ध है और कर्मचारी अपने कर्मचारी कोड और पंजीकृत मोबाइल नंबर पर प्राप्त ओटीपी दर्ज करके लिंक तक पहुंच सकते हैं (सरल निर्देश के लिए एक उपयोगकर्ता पुस्तिका संलग्न है)। ऑनलाइन विंडो दिनांक 30 अगस्त 2022 से 01 सितंबर 2022 को 1400 बजे तक उपलब्ध होगा और उसके बाद लिंक वापस लिया जाएगा। किसी अन्य माध्यम से जमा किए गए आवेदनों पर विचार नहीं किया जाएगा।

All employees who wish to avail the Festival Advance / Recoverable Advance may submit their online application for the same through the link given below by submitting 'YES' or 'NO' option against Festival Advance and Recoverable Advance. The link is accessible in Smartphone as well as computers and employees may proceed by entering the employee Code and subsequent OTP received in the registered mobile number (A user manual is attached for easy reference). The online window will be available from 30 Aug 2022 to 1400 Hrs on 01 Sep 2022 and the link will be withdrawn thereafter. Applications submitted through any other modes shall not be considered.


लिंक/ Link: <https://apps.cochinshipyard.in:444/Advance2022/ACHome.jsp>

3. त्योहार अग्रिम का भुगतान केवल उन्हीं कर्मचारियों को किया जाएगा जो उपर्युक्त लिंक में त्योहार अग्रिम के सामने 'हां' प्रस्तुत करते हैं। फिर भी, सभी पात्र नियमित कर्मचारियों को वसूली योग्य अग्रिम का भुगतान किया जाएगा, भले ही वे ऑनलाइन के माध्यम से इसके लिए आवेदन न करें, सिवाय उन लोगों को छोड़कर जिन्होंने उपरोक्त लिंक में वसूली योग्य अग्रिम के लिए 'नहीं' चुना है।

The Festival Advance shall be disbursed to only those employees who submit 'YES' against Festival Advance in the above referred link. However, payment of recoverable advance will be made to all eligible regular employees, even if they do not apply for the same through online, except those who have opted 'NO' for the Recoverable Advance in the above link.

4. त्योहार अग्रिम और वसूली योग्य अग्रिम सितंबर 2022 महीने से 10 समान मासिक किश्तों में वसूल किया जाएगा। अग्रिमों के संवितरण और वसूली के लिए अन्य सभी मौजूदा नियम और शर्तें अपरिवर्तित रहेंगी।

The Festival Advance & Recoverable Advance will be recovered in 10 equal monthly installments w.e.f. Sep 2022. All other existing terms and conditions for disbursement and recovery of advances shall remain unaltered.


(सुब्रमण्यन के के / **Subramanian K K**)
उप महाप्रबंधक (मानव संसाधन)
Dy. General Manager (HR)

सेवा में / To

सभी नियमित कर्मचारीगण - इंटरनेट के द्वारा
All regular employees - Through Intranet

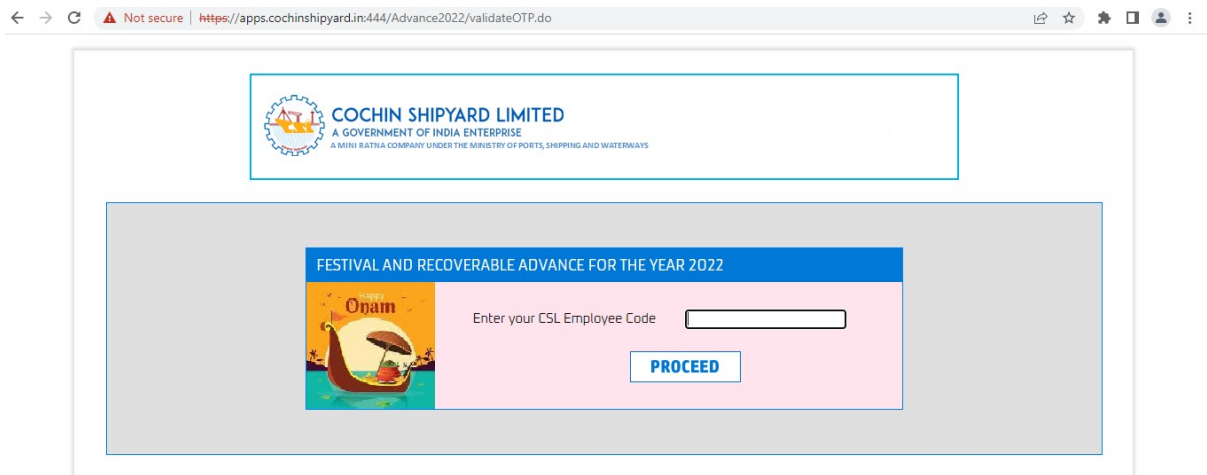
प्रतिलिपि / Copy to:

नि. (तक.) / नि. (वि.) / नि (प्र) / D(T)/D(F)/D(O)
मु. स. अ. / CVO
मु. म. प्र. / म. प्र. / उ. म. प्र. / कं. स. / CGMs/GMs/DGMs / Co Secy
अ. व. प्र. नि. का नि. स. / PS to C&MD

महासचिव सीएसईएफ/ सीएसईओ / सीएसएसए / सीएसओए
General Secretary CSEF/CSEO/CSSA/CSOA

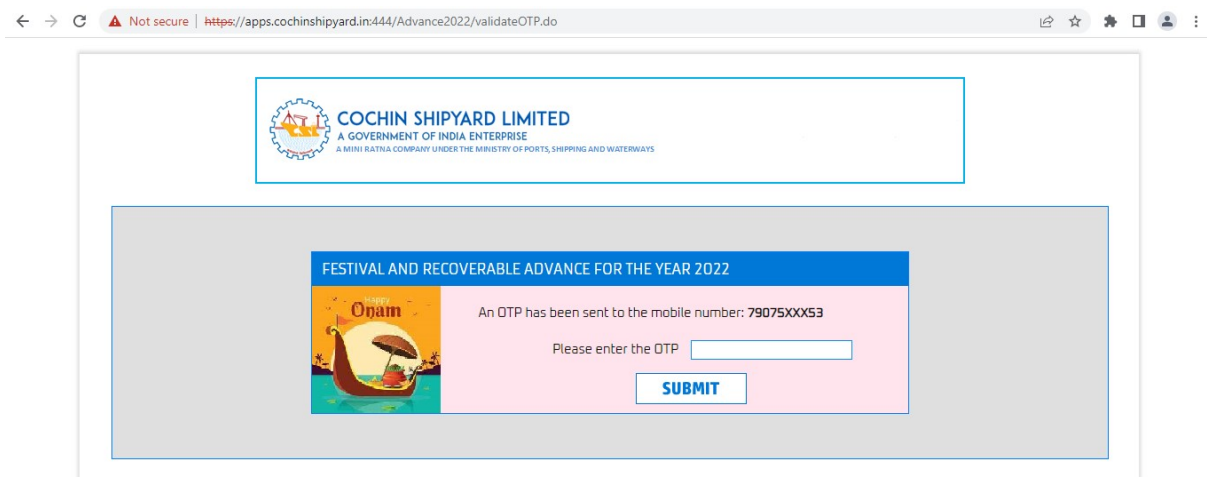
USER MANUAL FOR FESTIVAL AND RECOVERABLE ADVANCE FOR THE YEAR 2022-23

Step 1: Use your CSL employee code to login to portal .



The screenshot shows a web browser window with the URL <https://apps.cochinshipyard.in:444/Advance2022/validateOTP.do>. The page header features the Cochin Shipyard Limited logo and the text "COCHIN SHIPYARD LIMITED A GOVERNMENT OF INDIA ENTERPRISE A MINI RATNA COMPANY UNDER THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS". The main content area has a blue header "FESTIVAL AND RECOVERABLE ADVANCE FOR THE YEAR 2022" and a pink background. On the left is an illustration of a boat with a person and a flag, with the word "Onam" written above it. On the right, there is a text input field labeled "Enter your CSL Employee Code" and a blue "PROCEED" button.

Step 2: An OTP will be send to your registered mobile number ,Please enter the OTP received and proceed.



The screenshot shows the same web browser window as in Step 1. The main content area now displays a message: "An OTP has been sent to the mobile number: 79075XXX53". Below this message is a text input field labeled "Please enter the OTP" and a blue "SUBMIT" button. The rest of the page layout, including the logo and header, remains the same.

Step 3: Ensure the basic details are correctly displayed , Please mark your options .

FESTIVAL AND RECOVERABLE ADVANCE FOR THE YEAR 2022-23 LOGOUT

EMPLOYEE DETAILS

CODE: [REDACTED]
 NAME: [REDACTED]
 DESIGNATION: [REDACTED]
 DEPARTMENT: [REDACTED]
 EMAIL ADDRESS: [REDACTED]
 MOBILE NO: [REDACTED]

Festival Advance	<input type="radio"/> Yes	<input type="radio"/> No
Recoverable Advance	<input type="radio"/> Yes	<input type="radio"/> No

I hereby agree to the recovery of the above advance in 10 equal installments from my monthly salary

SUBMIT

Step 4: Please select the check box for confirmation if you have opted YES for any of the Advance. And Submit the form.

Festival Advance	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Recoverable Advance	<input type="radio"/> Yes	<input checked="" type="radio"/> No

I hereby agree to the recovery of the above advance in 10 equal installments from my monthly salary

SUBMIT

FESTIVAL AND RECOVERABLE ADVANCE FOR THE YEAR 2022-23 LOGOUT

EMPLOYEE DETAILS

CODE: [REDACTED]
 NAME: [REDACTED]
 DESIGNATION: [REDACTED]
 DEPARTMENT: [REDACTED]
 EMAIL ADDRESS: [REDACTED]
 MOBILE NO: [REDACTED]

FESTIVAL ADVANCE	Yes
RECOVERABLE ADVANCE	No

Your response has been submitted successfully.....

Please use the following web browsers or higher versions to use the site correctly:
 Microsoft Edge 80.0, Internet Explorer 11.0, Mozilla Firefox 48.00, Google Chrome 49.00

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED
कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT

सं. /No.पीईआरएल/PERL/11(18)/87-II

तिथि/Date: 13 अप्रैल/Apr 2022

परिपत्र / CIRCULAR


स्कूल पुनरारंभ वसूली योग्य अग्रिम
School Re-Opening Recoverable Advance

1. कार्यपालकों / पर्यवेक्षकों / कामगारों (जिन्होंने परीक्षा अवधि पूरी की है) से अपने बच्चे से संबंधित स्कूल पुनरारंभ वसूली योग्य अग्रिम के लिए आवेदन आमंत्रित किया जाता है। इस संबंध में प्रचलित सामान्य नियम एवं शर्तों के अधीन शिक्षा वर्ष 2022-23 के लिए प्रत्येक कर्मचारी को दी जानेवाली स्कूल पुनः आरंभ वसूली योग्य अग्रिम की राशि 10,000/- रुपए है।

Applications are invited from Executives/Supervisors/Workmen (who have completed probation period) for School Reopening Recoverable Advance in respect of their children. The amount of School Reopening Recoverable Advance for the academic year 2022-23 is Rs.10,000/- per employee subject to usual terms and conditions extant in this regard.

2. निर्धारित प्रपत्र में आवेदन (संलग्न) उप प्रबंधक(वित्त-स्थापना) को अधिक से अधिक दिनांक 20 अप्रैल 2022 (1600 बजे) तक प्रस्तुत किया जाए।

Applications in the prescribed form (enclosed) may be submitted to the DM (Finance-Estt) latest by 20th Apr 2022 (1600 Hrs).


13/4/22
(सुब्रमण्यन के के / Subramanian K K)
उप महाप्रबंधक (मा.सं.) / DGM (HR)

सेवा में / To

सभी कर्मचारीगण - इंटरनेट के ज़रिए
All Employees - Through Intranet

प्रतिलिपि / Copy to

नि (तक.) / नि (वि.) / D(T)/D(F)
मु.स.अ. / CVO/
मु.म.प्र. / म.प्र. / उ.म.प्र. / कें.स. / CGMs/GMs/DGMs/Co.Secy
अ.व प्र.नि.का नि.स. / स.म.प्र. (वि.) / उ.प्र. (वि.-स्था.)
PS to CMD/AGM(Fin)/DM (Fin-Estt)

महासचिव, सीएसईएफ/सीएसईओ/सीएसएसए/सीएसओए
General Secretary, CSEF/CSEO/CSSA/CSOA



कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED

कोची / KOCHI -15

APPLICATION FOR SCHOOL REOPENING ADVANCE

1. Name of Applicant :
2. DSE Code No. :
3. Designation :
4. Amount of Advance Required :
5. Balance outstanding of the previous advance, if any. }
6. No. & Amount of instalments for recovery (Eg. 10 x Rs.....) }

I hereby agree to the recovery of the above advance in instalments from the monthly salary or in lumpsum from any amount due to me, as may be required.

Place

Date

Signature of the Applicant

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITEDकोच्ची / KOCHI -15कार्मिक व प्रशासन विभाग / P & A DEPARTMENT

सं./No. CSEMPWT/2022

06 जून/June 2022

कोचीन शिपयार्ड कर्मचारी म्युचुअल एवं लोक कल्याण न्यास
(सीएसईएमपीडब्ल्यूटी) - राहत संबंधी
COCHIN SHIPYARD EMPLOYEES MUTUAL AND
PUBLIC WELFARE TRUST (CSEMPWT)- RELIEF REG


1. अध्यक्ष एवं प्रबंध निदेशक, कोचीन शिपयार्ड कर्मचारी म्युचुअल एवं लोक कल्याण न्यास के उपनिवेशिक, न्यास के सदस्यों के आश्रितों के लिए उपलब्ध मौजूदा वित्तीय राहत को दिनांक 01.02.2021 से निम्नानुसार बढ़ाने का अनुमोदन देते हैं।

Chairman and Managing Director, the settler of Cochin Shipyard Employees Mutual and Public Welfare trust, is pleased to approve the enhancement of the existing financial relief available to the dependants of the members of the Trust as follows w.e.f. 01-02-2021.

विवरण Description	खंड सं. Clause No	वर्तमान Existing ₹	संशोधित Revised ₹
मृत्यु राहत / Death Relief	19 B (i)	4,00,000.00	8,00,000.00
अंतिम संस्कार का व्यय Funeral Expenses	19 B (iii)	5,000.00	25,000.00

2. न्यास विलेख के दिशानिर्देशों में निर्धारित अन्य सभी नियम और शर्तें अपरिवर्तित रहती हैं।
All other terms and conditions stipulated in the guidelines of the Trust Deed remain unaltered.

3. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।
This issue with the approval of competent authority.


 (ए के सुबाष / A K Subash)
 महाप्रबंधक (मा.सं.) / GM (HR)

सेवा में / To

सभी अधिकारियों/पर्यवेक्षकों/कर्मचारियों/All Officers/Supervisors/Employees

नि(तक.)/नि(वि.)/ D(T)/D(F)

मु.स.अ./CVO

मु.म.प्र./म.प्र./उ.म.प्र./CGMs/GMs/DGMs

अ.व.प्र. नि.का नि.स./PA to CMD

सचिव, सीएसईएमपीडब्ल्यूटी / Secretary CSEF/CSEO/CSSA/CSOA

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED**कोची / KOCHI-15****(कार्मिक एवं प्रशासन विभाग / Perl. & Admn. Department)**

सं. पीईआरएल/No.PERL/17(45)/2016

04 मई/May 2022

परिपत्र / CIRCULAR**बीवीएम, गिरिनगर को छोडकर अन्य विद्यालयों में पढनवाला
सीएसएल कर्मचारियों / प्रशिक्षार्थियों कबच्चों को शिक्षा शुल्क में रियायत****CONCESSION ON TUITION FEES TO CHILDREN OF CSL EMPLOYEES/
TRAINEES STUDYING IN SCHOOLS OTHER THAN BVM, GIRINAGAR**

1. भारतीय विद्या भवन, कोची केन्द्र (बीवीएम, गिरिनगर को छोडकर) के अधीन स्कूलों में पढनेवाले बच्चों को शैक्षणिक वर्ष 2021-22 के दौरान 10% शिक्षा शुल्क रियायत के लिए इच्छुक कर्मचारीगण संबंधित विवरण प्रस्तुत कर सकते हैं अर्थात् छात्र कक्षा, कक्षा स्कूल कक्षा, प्रदत्त शिक्षा शुल्क संबंधी विवरण आदि और शिक्षा शुल्क की रसीदों की प्रतियोगीचे दिए गए गूगल लिंक में अपलोड करें:

Employees who are desirous of availing 10% concession on Tuition Fee in respect of their children studying in schools under BVB, Kochi Kendra (**other than BVM, Girinagar**) for the academic year 2021-22 may submit the relevant details viz. Name of the student, Class, Name of the School, details of the Tuition Fee paid etc. and upload copies of Receipts of Tuition Fee, in the google link given below:


<https://forms.gle/kW3yuxSSXTVutTQ58>

2. लिंक दिनांक 05.05.2022 पूर्वाह्न 0900 बजे से 13.05.2022 अपराह्न 1600 बजे तक उपलब्ध होगा

The link will be available from 05-05-2022 0900 hrs to 13-05-2022 1600 hrs.

3. शिक्षा शुल्क की रसीदों की प्रतियोगीपीडीएफ/जेपीईजी प्रारूपों में अपलोड किये जा सकते हैं। नियत तिथि यानी, दिनांक 13.05.2022 के बाद प्राप्त आवेदनों पर विचार नहीं किये जाएंगे और उनको स्वीकृत रियायत की वपसी के लिए बीवीबी, कोची केन्द्र को अग्रेषित नहीं किये जाएंगे

The copies of receipts of Tuition Fee may be uploaded in PDF/JPEG formats. Applications received after the due date i.e **13-05-2022** will not be entertained and forwarded to BVB, Kochi Kendra for refund of the concession admissible to them.


(सुब्रमण्यन के के / Subramanian KK)
उप महाप्रबंधक (मा.सं.)
Deputy General Manager (HR)

सेवा में / To

सभी कर्मचारीगण - नोटिस बोर्ड के ज़रिए
All Employees - Through Notice Boards
नि(तक.)/नि(वि)/मु.म.प्र/म.प्र/ उ.म.प्र - ईमेल के ज़रिए
D(T)/ D(F)/CGMs/GMs/DGMs - through E-mail

महा सचिव, सीएसईएफ/सीएसईओ/सीएसएसए/सीएसओए
General Secretary, CSEF/CSEO/CSSA/CSOA

प्रतिलिपि / Copy to:

1. निदेशक / The Director
भारतीय विद्या भवन / Bharatiya Vidya Bhavan
टी डी रोड, कोच्ची / T.D.Road, Kochi-11.

कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची / KOCHI-15
(कार्मिक एवं प्रशासन विभाग/ P&A DEPARTMENT)

No.PERL/22(6)/95

10 Jun 10

परिपत्र / CIRCULAR

सीएसएल कर्मचारियों/प्रशिक्षार्थियों के बच्चों द्वारा
मैसर्स भारतीय विद्याभवन को देय शिक्षा शुल्क और प्रवेश शुल्क
TUITION FEE AND ADMISSION FEE PAYABLE BY
CHILDREN OF CSL EMPLOYEES / TRAINEES TO
M/S BHARATIYA VIDYA BHAVAN

1. मैसर्स भारतीय विद्याभवन कोच्ची केन्द्र के साथ दिनांक 09 अप्रैल 2010 के समझौता और दिनांक 30 अप्रैल 2010 के पट्टे के विलेख के अनुसार सीएसएल कर्मचारियों/ प्रशिक्षार्थियों के भारतीय विद्याभवन के विद्यालयों में पढ़नेवाले बच्चे शिक्षा शुल्क में 10% और प्रवेश शुल्क में 60% छूट के लिए पात्र है। संबन्धित विद्यालयों में सीधे भुगतान के मामले में ऊपर उल्लिखित ऐसी छूट के दावा करने के लिए प्राधिकारियों के समक्ष कर्मचारियों/ प्रशिक्षार्थियों (माता/ पिता) अपेक्षित पहचान पत्र/ बैज प्रस्तुत करना/ दिखाना चाहिए।

In accordance with the Agreement dated 09 Apr 2010 and Deed of lease dated 30 Apr 2010 with M/s Bharatiya Vidya Bhavan, Kochi Kendra, children of CSL employees / trainees studying in BVB Schools are eligible for 10% concession in tuition fees and 60% in the admission fee. The parent employees / trainees shall produce / show necessary identification cards / badges before, the authorities to claim such concessions referred above in cases of direct payment at the respective Schools.

2 सभी संबन्धित कार्मिक, मैसर्स भारतीय विद्याभवन द्वारा सहमत इस छूट/कम दर पर उचित ध्यान दिया जाए।

All concerned personnel may take due note of these concessions reduced rate agreed by M/s Bharatiya Vidya Bhavan.

(एम डी वर्गस/ M D Varghese)
 उप महा प्रबन्धक (औद्योगिक संबन्ध एवं प्रशासन)
 DGM (IR & Admn)

To

All Employees - Through Notice Boards / Intranet

Copy to:

D(O)/D(T)/D(F)/

EDs/CGM/GMs/DGMs

General Secretary CSEU/CSEF/CSEO/CSSSA/CSOA

The Director, Bharatiya Vidya Bhavan
 Kochi Kendra, T D Road, Ernakulam

With a request to give
 suitable instruction to the
 Schools in Kochi Kendra.

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / Kochi - 682 015

कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT

सं.पीईआरएल/No.P&A/17(37)/16 Pt

24 जून/June 2020

कार्यालय आदेश सं.पीईआरएल/OFFICE ORDER NO.PERL/074/2020

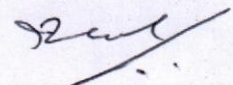
संशोधित आवास ऋण ब्याज अनुवृत्ति योजना
REVISED HOUSING LOAN INTEREST SUBSIDY SCHEME

1. दिनांक 17 मार्च 2020 को सीएसएल बोर्ड द्वारा अनुमोदितानुसार, कामगार श्रेणी के कर्मचारियों के लिए लागू मौजूदा आवास ऋण ब्याज अनुवृत्ति योजना में संशोधन किया गया है। संशोधित आवास ऋण ब्याज अनुवृत्ति योजना में नवीनतम संशोधनों और नियमों को शामिल किया गया है जो अनुबंध - I में रखा गया है। ये योजना और नियम, गृह निर्माण ऋण हेतु ब्याज अनुवृत्ति के लिए मौजूदा नियमों को प्रतिस्थापित करेगा जो दिनांक 01 जनवरी 2008 से 31 मार्च 2019 तक प्रभावी था।

As approved by the CSL Board on 17 March 2020, the existing Housing Loan Interest Subsidy Scheme applicable for employees in workmen category has been amended. The Revised Housing Loan Interest Subsidy Scheme incorporating the latest amendments and rules there under is placed at Annexure - I. These Scheme and Rules shall replace the existing rules for interest subsidy for house building loan which was effective from 01 Jan 2008 to 31 Mar 2019.

2. संशोधित आवास ऋण ब्याज अनुवृत्ति योजना वित्तीय वर्ष 2019-20 से चालू होगी।
The revised Housing Loan Interest Subsidy Scheme would come into operation from the financial year 2019-20 onwards.

3. यह सक्षम प्राधिकारी के अनुमोदनार्थ जारी किया जाता है।
This issues with the approval of Competent Authority.



(के जे रमेश / K J Ramesh)

मुख्य महा प्रबंधक (मा.सं. व प्रशि.)

Chief General Manager (HR&Trng)

सेवा में / To

सभी नियमित कर्मचारीगण / All regular employees

प्रतिलिपि / Copy to:

नि(प्र)/नि(तक)/नि(वि)/D(O)/D(T) /D(F)

मु.स.अ./CVO

मु.म.प्र./म.प्र./कं.स./उ.म.प्र./CGMs / GMs/Co Secy/DGMs

अ.व.प्र.नि.के नि.स./ EA to C&MD

महा सचिव सीएसईओ/सीएसईएफ/सीएसईयू/एसईएस

General Secretary CSEO/CSEF/CSEU/SES

**COCHIN SHIPYARD LIMITED REVISED HOUSING LOAN INTEREST
SUBSIDY SCHEME FOR WORKMEN**

INTRODUCTION

1. This scheme is an amendment to the Scheme notified by CSL vide Circular dated 31 Dec 2007.
2. The revised housing loan interest subsidy scheme shall form part of the Long Term Settlement with Unions dated 18.06.2019 though the revised scheme is being implemented with effect from the financial year 2019-20 onwards. The financial implication arising out of this scheme shall be factored in the overall financial commitment on account of the LTS effective from 01 Apr 2017.
3. **Title: Cochin Shipyard Limited Revised Housing Loan Interest Subsidy Scheme for Workmen.**
4. **Applicability: Workmen on the permanent rolls of Cochin Shipyard Limited**

DEFINITIONS

5. **Company** means Cochin Shipyard Limited.
6. **Workmen** means an employee on the permanent rolls of the Company placed in any of the pay scales applicable to the unionised category of employees as per the Long Term Settlement dated 18 June 2019.
7. **House** means either a legally constructed independent residential building owned by the employee or jointly by the employee and spouse, in a piece of land owned by the employee or jointly by both or a unit of multi dwelling apartments/flats owned /purchased by the employee or jointly by the employee and spouse including flats under construction and those constructed on undivided fractional land ownership in respect of which a housing loan is availed from a finance institution by the employee solely or jointly with the spouse.
8. **Housing Loan** means the amount of outstanding loan availed by the employee solely or jointly with his spouse from a financial institution for any of the following purposes:
 - a) To purchase a plot and construct a house thereon within one year of the purchase.
 - b) To purchase a house/flat.
 - c) To close an existing housing loan as part of loan take over for the existing own house.
 - d) To extend or renovate an existing house like house extension loan and home improvement loan etc.

9. **Finance Institution** means any finance institution duly licensed to deal with the housing loan products and approved by the company under the scheme from time to time.

10. **Maximum rate of interest** means the actual rate of interest on housing loan charged by the respective finance institution as on the 1st of April every year limited to 10% per annum.

11. **Minimum rate of interest** means the approved bench mark interest rate on housing loan for calculation of interest subsidy, which is 5% as on date

12. **Interest Subsidy** means the amount equivalent to the differential interest between the maximum rate of interest and minimum rate of interest

RULES

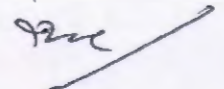
13. Maximum amount of housing loan in respect of the workmen shall be Rs.15,00,000/- or the actual housing loan availed by the workmen or the actual amount of outstanding housing loan as on 1st of April every year, whichever is the least. The Scheme would work on the following principle:

- a) The first portion of the interest maximum 5% (i.e. 1% to 5%) will be borne by the employee
- b) Beyond 5% up to a maximum of 10% shall be considered by the company for interest subsidy and
- c) Beyond 10% shall be borne by the individual employee

14. In the case of housing loan for extensions and renovations of an existing own house as per para 8 (d), the actual housing loan availed for the purpose or the actual outstanding housing loan as on 31 Mar 2019 limited to 25% of the maximum eligible housing loan, whichever is the least will be considered for subsidy scheme. In case the house is owned jointly by employee and his or her spouse and both have availed housing loan, interest subsidy shall be claimed by only one of the co-owners. A certificate or declaration has to be produced by the applicant to the effect that the spouse is not claiming interest subsidy from the respective employer.

15. At any point of time the maximum interest subsidy eligible for a beneficiary workmen is Rs.75,000/- per annum, subject to the first 5% of the interest being paid by the workmen to the financial institution.

16. The interest subsidy shall be paid for a maximum period of 15 years or till superannuation date or till the maximum remaining period of service or till the loan is fully paid back, whichever is the earliest.



17. All workmen on the regular rolls of the Company are eligible for the interest subsidy under the Scheme. However, in the case of those applicants who have already availed and stopped receiving interest under the erstwhile Scheme, they are eligible to be considered for the subsidy applicable under para 8 (d). The interest subsidy will be granted for only one house and for one housing loan thereon. (In case of more than one housing loan, as on the date of sanction, the loan of applicant's choice will be considered for the purpose). In all cases, the employees have to obtain a certificate from the financial institution as per the prescribed format. The subsidy scheme shall not be granted to a workman for more than once in his entire service tenure in CSL.

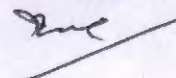
In case of workmen who are presently availing the interest subsidy (Rs.5 Lakhs) the interest subsidy for the differential amount outstanding in the same loan (Rs.15 Lakhs less 5 lakhs) shall be granted additionally as per the revised scheme; subject to other rules, terms and conditions of the Scheme including maximum period of service.

18. The total quantum of interest subsidy shall be decided by the company depending on the fund availability and financial performance of the company on yearly basis.

19. The scheme is related to performance of the company on yearly basis and re-visited accordingly. The revised subsidy scheme holds good as long as company makes a minimum normal profit of Rs.100 crores after tax in the financial year, otherwise the scheme will be reviewed.

20. In case a workman who availed/avails interest subsidy chooses to leave the services of the company except on normal superannuation or on medical grounds/death during the period of availing of interest subsidy and three years thereafter, he shall refund to the company 100% of the interest subsidy which he had availed from the company till the date of separation from the services of the company.

21. Inter-se eligibility for interest subsidy among the applicants shall be decided based on the joining date of the applicant and in the cases of the same date of joining for two or more applicants, seniority by their age will be reckoned for the purpose. The left over applicants, if any, of any given year will be carried forward to the next year who will be placed before the fresh applicants of the relevant year for seniority purpose.



22. The eligible interest subsidy shall be paid to the workman on monthly basis from the date of sanction of the same subject to the condition that the recipient of the interest subsidy shall produce every year a self declaration to the effect of his continued ownership and possession of the house supported by the copy of the current land/house tax receipt issued by the respective revenue authority except in the case of houses/flats under construction and a certificate from the respective financial institution regarding the status of outstanding housing loan and repayment of the same.

23. Upon sanctioning of the interest subsidy the workman shall be eligible for the same on the loan amount outstanding as on date/month and from the month of the approval of the scheme and on the average balance (annual) thereafter.

24. In case the housing loan carries differential rate of interest, that portion of the housing loan which carries higher percentage of interest shall be taken as refunded first and subsidy will be regulated accordingly. Extra rate of interest or penalty levied by the financial institution for defaults in repayments by the employee is not eligible for the interest subsidy.

25. The application for the interest subsidy shall be made in the prescribed format for the same along with required documents. The company reserves its right to demand from the beneficiary employee additional documents for the scheme purpose as and when warranted.

26. Company reserves its right to stop paying interest subsidy to any or all workmen for reasons a deemed fit by it like violation of instructions on parking of motorized vehicles inside factory area, violation of security regulations and any act against the interest of the Company etc.

MODIFICATIONS/AMENDMENTS TO AND INTERPRETATION OF THE SCHEME

27. The Chairman and Managing Director of the company is the Competent Authority to make suitable amendments or additions to the scheme and its rules as may be warranted and in case of doubts or disputes in interpreting the same, decision of CMD shall be final.

28. This revised scheme is effective from 01 Apr 2019 onwards.

