

RTI REQUEST DETAILS			
Registration No. :	CSLTD/R/E/26/00042	Date of Receipt :	27/03/2026
Type of Receipt :	Online Receipt	Language of Request :	English
Name :		Gender :	Male
Address :			
State :		Country :	
Phone No. :		Mobile No. :	
Email :			
Status(Rural/Urban) :		Education Status :	Details not provided
Is Requester Below Poverty Line ? :	No	Citizenship Status	Indian
Amount Paid :	10)	Mode of Payment	Payment Gateway
Does it concern the life or Liberty of a Person ? :	No(Normal)	Request Pertains to :	
Information Sought :	RTI queries relating to employees serving the financial year and leaving service by resignation thereafter Please find the query in the attachment		
Print Save Close			

APPLICATION UNDER RIGHT TO INFORMATION ACT, 2005

To,

The Central Public Information Officer (CPIO),

Cochin Shipyard Limited,

Perumanoor, Kochi, Kerala - 682015.

Subject: Request for Information under the RTI Act, 2005 regarding Eligibility for Performance Related Pay (PRP) for FY 2024-25.

Details of Applicant:

Name :

Employee Number :

Designation at time of Resignation :

Period of Service : (

Information Sought:

1. Kindly provide a copy of the Performance Related Pay (PRP) Policy/Scheme or the relevant Circular/Office Memorandum currently in force at Cochin Shipyard Limited governing the payment of PRP to Executive cadre employees for the Financial Year 2024-25.
2. Please state whether an Executive who was on the regular payroll of the company for the entire duration of FY 2024-25 (01-04-2024 to 31-03-2025) and resigned thereafter is eligible for PRP for the said financial year.
3. Is there any specific rule, clause, or notification in CSL that mandates an employee must be on the Active Payroll or In Service on the date of declaration or disbursement of PRP to be eligible for the payment? If yes, kindly provide a certified copy of the said rule/clause.
4. If the claim for PRP for FY 2024-25 for the undersigned has been denied or withheld, please provide the certified copies of the file notings or internal correspondence stating the specific grounds for such denial.
5. Please provide the status of the disbursement of PRP for the Executive cadre for FY 2024-25. If it has been released to other employees, kindly provide the reason why it has not been credited to the undersigned registered bank account.

Declaration:

I state that the information sought does not fall within the restrictions contained in Section 8 and 9 of the RTI Act, 2005 and to the best of my knowledge it pertains to your office.

Place:

Date: 25-03-2026

Yours faithfully,



Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request no. CSLTD/R/E/26/00042 dated March 27, 2026. The reply to the information sought under the said request is given below:

- (i) Kindly provide a copy of the Performance Related Pay (PRP) Policy/Scheme or the relevant Circular/Office Memorandum currently in force at Cochin Shipyard Limited governing the payment of PRP to Executive cadre employees for the Financial Year 2024-25.

Reply

A certified true copy of the Circular on Performance Payment Scheme applicable to Executives and Supervisors of Cochin Shipyard Limited is placed at **Annexure I**.

- (ii) Please state whether an Executive who was on the regular payroll of the company for the entire duration of FY 2024-25 (01-04-2024 to 31-03-2025) and resigned thereafter is eligible for PRP for the said financial year.
- (iii) Is there any specific rule, clause, or notification in CSL that mandates an employee must be on the Active Payroll or In Service on the date of declaration or disbursement of PRP to be eligible for the payment? If yes, kindly provide a certified copy of the said rule/clause.

Reply (ii) & (iii)

Please refer Clauses 11 and 12 of the Performance Payment Scheme and Clause 2 of the Circular placed at **Annexure I**.

- (iv) If the claim for PRP for FY 2024-25 for the undersigned has been denied or withheld, please provide the certified copies of the file notings or internal correspondence stating the specific grounds for such denial.

Reply

The RTI Requester is not eligible for PRP for the financial year 2024-25 pursuant to Clauses 12.7 and 11.2(c) of the Performance Payment Scheme, placed at **Annexure I**.



- (v) Please provide the status of the disbursement of PRP for the Executive cadre for FY 2024-25. If it has been released to other employees, kindly provide the reason why it has not been credited to the undersigned registered bank account.

Reply

The PRP for the financial year 2024-25 has been disbursed to eligible Executives. The reason for non-disbursal of PRP to the RTI Requester may be referred to in the reply at point (iv) above.

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 Jose V J, Director (Finance) & CMD (Addl. Charge) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682015.

Thanking You,

Yours faithfully,



Syamkamal N
Company Secretary & CPIO

कोचीन शिपयार्ड लिमिटेड COCHIN SHIPYARD LIMITED

कोच्ची / Kochi-15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

सं.पीईआरएल / No.PERL/25(1)/08 खंड / Vol-II

10 मई / May 2019

कार्यालय आदेश/सं. OFFICE ORDER NO. पीईआरएल/PERL/067/2019

कार्यपालकों और पर्यवेक्षकों हेतु

कोचीन शिपयार्ड कार्य-निष्पादन भुगतान योजना - संशोधित 2017

**COCHIN SHIPYARD PERFORMANCE PAYMENT SCHEME
FOR EXECUTIVES AND SUPERVISORS - REVISED 2017**

1. वेतन संशोधन पर डीपीई का.जा. सं. डब्ल्यू - 02 / 0028 / 2017- डीपीई(डब्ल्यूसी)-जीएल - XIII / 17 दिनांक 03.08.2017 में वित्तीय वर्ष 2017-18 से प्रभावी, बोर्ड स्तर और उसके नीचे के कार्यपालकों और गैर - संघीकृत पर्यवेक्षकों के लिए लागू कार्य निष्पादन भुगतान योजना संबंधी संशोधित दिशानिर्देशों को प्रख्यापित किया गया था। सरकार के निदेशों के अनुसार बोर्ड के पारिश्रमिक समिति द्वारा अनुशंसित कार्यपालकों और गैर- संघीकृत पर्यवेक्षकों के लिए एक संशोधित कार्य निष्पादन भुगतान योजना को दिनांक 08.02.2019 को आयोजित 246 वीं बैठक में बोर्ड द्वारा अनुमोदित किया गया है और सरकार ने दिनांक 29.04.2019 के पत्र द्वारा इस योजना के कार्यान्वयन हेतु अनुमोदन प्रदान किया है। तदनुसार, निम्नलिखित संशोधित कार्य निष्पादन योजना, डीपीई के उपरोक्त का.जा. में निर्धारितानुसार तैयार की गई है और वर्ष 2007-08 से प्रचलित मौजूदा पीआरपी योजना को अधिक्रमित करता है।

The DPE OM No. W-02/0028/2017-DPE(WC)-GL-XIII/17 dated 03.08.2017 on pay revision had promulgated revised guidelines regarding Performance Payment Scheme as applicable to Board level and Below Board level Executives and Non-unionised Supervisors with effect from financial year 2017-18. In line with the Government directives a revised Performance Payment Scheme for Executives and Non-unionized Supervisors as recommended by the Remuneration Committee of the Board has been approved by the Board in its 246th meeting held on 08.02.2019 and Government vide its letter dated 29.04.2019 had conveyed approval for implementation of the Scheme. Accordingly, the following revised Performance Payment Scheme has been framed as laid down in the above OM of DPE and supersedes the existing PRP Scheme in vogue since 2007-08.



2. बोर्ड और सरकार द्वारा अनुमोदित कार्य निष्पादन भुगतान योजना अनुबंध -I में है। इसके साथ, निम्नलिखित दिशा-निर्देश कार्यपालकों और गैर- संघीकृत पर्यवेक्षकों को कार्य निष्पादन भुगतान के संवितरण हेतु लागू होंगे: -

The Performance Payment Scheme approved by the Board and Government is at Annexure-I. Inter-alia, the following guidelines would apply for disbursement of Performance Payment to Executives and Non-unionized Supervisors:-

- (i) यह योजना वित्तीय वर्ष 2017 -18 के दौरान शिपयार्ड के रोल पर मौजूद सभी कार्यपालकों (बोर्ड स्तर और उसके नीचे के स्तर) और गैर- संघीकृत पर्यवेक्षकों के लिए होगी।

The scheme will cover all executives (Board level and Below Board level) and Non-unionized Supervisors on rolls of the Shipyard during the financial year 2017-18 and onwards.

- (ii) इस योजना का विस्तार उन कार्यपालकों / पर्यवेक्षकों के लिए भी किया जाएगा, जो संबंधित वित्तीय वर्ष के दौरान शिपयार्ड की सेवा से सेवानिवृत्त हो चुके हैं। सेवा में रहते हुए मृत्यु के मामले में, इस संबंध में किसी अन्य मानदंड के अधीन यथानुपात आधार पर आश्रितों को योजना के अनुसार भुगतान किया जाएगा।

The Scheme will also be extended to those executives/supervisors who have since retired from the service of the Shipyard during the respective financial year. In the cases of death while in service, payments as per the scheme will be paid to the dependants on a pro rata basis subject to any other criteria as laid down in this regard.

- (iii) पूर्व अनुमति के साथ इस्तीफा देने के कारण अलग हुए कार्यपालकों और गैर-संघीकृत पर्यवेक्षकों, जो योजना में निर्धारित अन्य सभी पात्रता आवश्यकताओं को पूरा करते हैं, वे भी उस अवधि के लिए पीआरपी के लिए पात्र होंगे जिसमें वे कंपनी की सेवा में थे।

Executives and Non-unionized Supervisors separated on account of resignation with prior permission and who satisfy all other eligibility requirements as laid down in the scheme will also be eligible for PRP for the period in which they were in service of the company.

- (iv) नई भर्तियों के मामले में, केवल उन्हीं कार्यपालकों और गैर- संघीकृत पर्यवेक्षकों को योजना के तहत कार्य निष्पादन भुगतान के लिए पात्र माना जाएगा, जिन्होंने वित्तीय वर्ष के दौरान न्यूनतम 90 दिन और उससे अधिक सेवा में रहे हैं।

In the case of new recruits, only those Executives and Non-unionized Supervisors who have put in a minimum of 90 days and more service during the financial year shall be eligible for Performance Payment under the scheme.



- (v) पीआरपी उन कार्यपालकों और गैर-संघीकृत पर्यवेक्षकों के लिए देय नहीं होगा, जो निम्नलिखित आधार पर सेवा समाप्त की हैं :-

PRP will not be payable to Executives and Non-unionized Supervisors who ceased to be in service on the following grounds:-

- (a) सीएसएल द्वारा पदच्युति / सेवा से निष्कासन / बर्खास्त
Dismissal/removal from service/termination by CSL.
- (b) बिना सूचना / फरार / बंधन देयता के निर्वहन के बिना सेवा छोड़ दी हो
Left the service without notice/absconding/discharging bond liability.
- (c) कार्यपालक और गैर-संघीकृत पर्यवेक्षक जो नियमित रोल में शामिल हुए हैं और कंपनी की सेवा में एक वर्ष (12 महीने) पूरा होने से पहले इस्तीफा देने पर पीआरपी के भुगतान के हकदार नहीं होंगे।

Executives and Non-unionized Supervisors joining on regular rolls and resigning before completion of one year (12 months) in the service of the Company will not be entitled for payment of PRP.

- (vi) सभी कार्यपालकों और पर्यवेक्षकों की समीक्षा के लिए प्रक्रिया को सुविधाजनक बनाने हेतु कार्यात्मक तैनाती के आधार पर तीन व्यापक समूहों में विभाजित किया जाएगा:

To facilitate the process for review all Executives and Supervisors on the basis of functional postings will be divided into three broad groups as under:

- | | | |
|----------------------|---|--|
| ग्रुप ए / GROUP - A | = | एसबी,आईएसी,एसआरओ,सीएमएसआरयू/
SB, IAC,SRO,CMSRU |
| ग्रुप बी / GROUP - B | = | यो., आई.व.क्यू.सी,उ.व.अ.,एस.व.एफ डिज़ाइन,
सिविल, इंफ्रा परि./ Plng, I&QC, U&M,
S&F, Design, Civil, Infra Project |
| ग्रुप सी / GROUP - C | = | सामग्री,एसआरपी व एम,एसआरसी, विपणन,
वित्त,पीएण्डए,कं.स.,सतर्कता,परि.,आईएसी-पीएम,
सीएमडी/निदेशकों का कार्यालय /Materials,
SRP&M, SRC, Mktg, Fin, P&A, Co
Secy, Vig, Proj, ISD, SBOC, S&C, TI,
New Project, IAC-PM, CMDs/Directors
Office |



- (vii) तदनुसार, पीआरपी योजना पर सरकार द्वारा निर्धारित मानदंडों के अनुरूप और वार्षिक आधार पर कार्यपालकों और गैर- संघीकृत पर्यवेक्षकों को प्रदान की गई मूल्यांकन रेटिंग को समक्रमिक करने हेतु सभी कार्यपालकों एवं पर्यवेक्षकों को दी गई मूल्यांकन रेटिंग की समीक्षा करने के लिए अध्यक्ष व प्रबंध निदेशक द्वारा एक मॉडरेशन समिति नियुक्त की जाएगी। इसके अलावा, बोर्ड के एक स्वतंत्र निदेशक की अध्यक्षता में एक नामांकन और पारिश्रमिक समिति (एनआरसी) का गठन किया जाएगा। मॉडरेशन समिति की रिपोर्ट और सीएमडी द्वारा अनुमोदित सिफारिशों को इसकी मंजूरी हेतु एनआरसी के समक्ष रखा जाएगा।

Accordingly, to fall in line with the norms stipulated by the Government on PRP Scheme and to synchronize Appraisal rating awarded to Executives and Non-unionized Supervisors on an annual basis, a Moderation Committee shall be appointed by CMD to review appraisal ratings awarded to all Executives and Supervisors. Further, a Nomination and Remuneration Committee (NRC) headed by an Independent Director of the Board will be constituted. The Report of the Moderation Committee and recommendations as approved by CMD would be placed before NRC for its approval.

- (viii) डीपीई से संबंधित वर्ष के लिए एमओयू रेटिंग प्राप्त होने के बाद और नामांकन व पारिश्रमिक समिति के अनुमोदन के अनुरूप कार्य निष्पादन भुगतान का वितरण किया जाएगा।

The Performance Payment will be disbursed after receipt of MoU rating for the respective year from DPE and in line with the approval of Nomination and Remuneration Committee.

3. यह सक्षम प्राधिकारी के अनुमोदनार्थ जारी किया जाता है।

This issues with the approval of CMD.

(के जे रमेश / K J Ramesh)

मुख्य महा प्रबंधक (मा.स.व प्रशि.) /CGM (HR&Trg)

सेवा में / To

सभी कार्यपालक/ पर्यवेक्षक : इंटरनेट के द्वारा
All Executives/Supervisors : Through Intranet

प्रतिलिपि / Copy to:

नि(वि.)/नि(प्र.)/नि(तक.)

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

मु.स.अ./CVO

मु.म.प्र./ म.प्र./ उ.म.प्र.

CGMs/GMs/DGMs

अ.व.प्र.नि.के.नि.स./ PS to CMD



PERFORMANCE PAYMENT SCHEME
FOR EXECUTIVES AND NON-UNIONISED SUPERVISORS FROM
FINANCIAL YEAR 2017-18

1. Introduction

- 1.1. In line with the DPE directives as contained in the OM No.2(70)/08-DPE(WC) dated 26 Nov 2008, towards motivating Executives and Non-unionised Supervisors for excellence, a Performance Payment Scheme is in operation in the Shipyard since financial year 2007-08 and Performance Payment under the scheme on an annual basis have been disbursed commencing from the year 2007-08 to financial year 2016-17.
- 1.2. As part of implementation of pay revision of Executives and Non-unionised Supervisors, vide DPE vide its OM No. W-02/0028/2017-DPE(WC)-GL-XIII/17 dated 3rd Aug 2017 had promulgated revised guidelines regarding Performance Payment Scheme as applicable to Board level and Below Board level Executives and Non-unionised Supervisors with effect from financial year 2017-18. Ministry of Shipping vide its letter No. SY-11017/1/2009-CSL dated 29.04.19 has also conveyed approval for implementation of the revised Performance Payment Scheme w.e.f. financial year 2017-18 onwards. Accordingly, the following revised Performance Payment Scheme has been framed as laid down in the above OM of DPE and supersedes the existing PRP Scheme in vogue since 2007-08.

2. Title & commencement

The aforesaid new scheme will be called "Cochin Shipyard Performance Payment Scheme for Executives and Supervisors - Revised 2017 (PPS- Revised 2017 for short). The Scheme will operate on an annual basis commencing from the financial year 2017-18. The scheme will continue to remain in force in subsequent years in the same form or altered/revised/modified by the management in line with the DPE orders issued in this behalf from time to time.

3. Objectives

- 3.1. The Performance Payment Scheme aims at recognizing and rewarding Executives and Non-unionised Supervisors considering the total organization performances as achieved based on MoU parameters as



fixed by the Government, profits generated by the Shipyard from core business activities for the year, employee grade and individual performance as reflected in the Annual Performance Appraisal Reports rendered on a year to year basis, the incremental profit earned by the Shipyard on year on year basis and based on the overall profits for distribution of Performance Payment for the year.

3.2. The scheme further aims at fostering a culture of differential rewards by discerning outstanding performance from average performance.

3.3. Other objectives include:-

- a) Encouragement to improve efficiency and productivity and maintaining a high degree of quality standards on all fronts.
- b) Achieving a total customer satisfaction by timely delivery of ships, within the targeted dates.
- c) Sustain profitability of the shipyard to maintain the present 'Mini Ratna' status and work towards 'Navaratna status'.
- d) Recognize and reward the employees covered under the scheme based on performance, team effort and group efficiency during the year.

4. **Applicability**

The Performance Payment Scheme will be applicable to all Executives (Board level and Below Board level) and Non-unionized Supervisors who are on the regular rolls of the company during the financial year 2017-18 and onwards.

5. **Performance Related Payment (PRP) Parameters for calculation**

5.1. **Allocable profits:-**

The overall profits for distribution of PRP shall be limited to 5% of the year's profit (Profit Before Tax) accruing only from core business activities (without consideration of interest on idle cash/bank balances). The ratio of break-up of profit accruing from core business activities for payment of PRP between **relevant year's profit to Incremental profit** shall be **65:35** to arrive at the **Allocable Profits and Kitty Factor**.



5.2. PRP differentiator components:-

PRP payout is to be distributed based on the addition of following parts/components:-

- (i) **Based on CPSE MoU Rating:-** As per DPE Memo, weightage for CPSE performance is 50% and for Team performance component is 30%. In case of a CPSE not having plants/units and if there is no team performance areas, then PRP for such CPSE will be determined specifically based on MoU ratings after merging the weightage of Team Performance component to the Company's performance component. Accordingly, the MoU weightage would be **80% of PRP payout** (since there is no Team Performance component)
- (ii) **Further, the MoU grading shall be regulated as under:-**

MOU rating	Percentage eligibility of PRP
Excellent	100%
Very Good	75%
Good	50%
Fair	25%
Poor	Nil

- a) As part of evaluation and assessment of Shipyard's performance on a year-to-year basis, the company signs a Memorandum of Understanding (MoU) with the Administrative Ministry every year. The MoU covers all aspects of the Company's activities relating to Human Resources Management, Production, Productivity and Financial performance.
- b) The targets in the MoU are deliberated and approved by the Board and Administrative Ministry. Annual evaluation is done by DPE based on actual performance achieved against the targets set out in the MoU.
- c) The Composite Score against the parameters contained in the MOU and MOU rating achieved at the end of the financial year, reflect the total performance of the company during the said financial



year. MOU Composite Score will, therefore, be adopted as the yardstick for the performance of the company against set targets during the financial year.

- d) PPS will be based on MOU rating and the composite score achieved under the parameters of the MOU subject to fulfillment of other conditions also.

(iii) Individual's Performance component

a) Weightage = 20% of PRP payout

- b) Annual Performance Assessment Report for the year and gradings awarded thereunder as per the Performance Management Scheme will be the basis for deciding Individual Performance Score/rating and weightage thereof as indicated below:-

Performance Rating	Grading	Weightage	Remarks
90% to 100%	Outstanding	100%	Not more than 15%
80 to 89%	Superior	90%	
74 to 79%	Very Good Plus	85%	
65 to 73%	Very Good	75%	
51 to 64%	Good	60%	
40 to 50%	Fair	40%	
Below 40%	Poor	Nil	

- c) As per DPE OM referred above, not more than 15% Executives (Below Board level) and Non-unionized Supervisors shall be in 'Excellent' category. The forced rating of 10% as below par/poor performance shall not be made mandatory. Towards this end, the PAR ratings of the individual shall be moderated by the Moderation Committee constituted in this regard by CMD.



5.3. Percentage ceiling of PRP (% of Basic Pay)

a) The grade wise percentage ceiling for drawal of PRP within the allocable profits is:-

(i) Executives

Grade	%(Ceiling % of Basic Pay)	Weightage Factor Score
CMD	150%	1.50
Directors	125%	1.25
E-8	80%	.80
E-7	70%	.70
E-6	60%	.60
E-4 to E-5	50%	.50
E-1 to E-3	40%	.40

#as indicated by the DPE

(ii) Supervisors

Grade	*Weightage	Weightage Factor Score
PS-2 to PS-4	40%	.40
PS-1	38%	.38

*Proposed as the organization itself is to fix the weightage for these categories.

6. Kitty Factor

After considering the relevant year's profit, incremental profit and the full PRP payout requirement (computed for all Executives and Non-unionized Supervisors based on Grade-wise ceilings, CSL's MOU rating & individual performance rating), there will be two cut-off factors worked out based on the PRP distribution of 65:35. The first cut-off shall be in respect of PRP amount required out of year's profit, and the second cut-off shall be in respect of PRP amount required out of incremental profit, which shall be computable based on the break-up of allocable profit (i.e. year's 5% of profit bifurcated into the ratio of 65:35 towards year's profit and incremental profit). The sum of first cut-off factor applied on 65% of Grade PRP ceiling and the second cut-off factor applied on 35% of Grade



PRP ceiling will result in Kitty Factor. The Kitty factor shall not exceed 100% of the grade wise percentage ceiling mentioned at Para 5.3 above.

7. Based on the PRP components specified above, the calculation for individual payout of PRP is as follows :-

(A) Formula for calculation of Net PRP

PRP Payable = Basic Pay x Net PRP percentage

(B) Net PRP Percentage= Factor X + Factor Y

Where,

Factor X = Company's Performance Component
= 80% weightage x MoU rating x Kitty Factor

Factor Y = Individual's Performance Component
= 20% weightage x Individual's Performance Rating x Kitty factor

(C) Kitty Factor for respective grade (%) = (65% x R x Tc) + (35% x R x Tp)

Where,

R = Grade Weightage as per table 5.3.

Tc = Payout Factor (i.e. ratio of amount available to amount required)
for component of current year PBT

Tp = Payout Factor for (i.e. ratio of amount available to amount required) component of incremental PBT of current Year

(D) Accordingly,

PRP Payable = [0.8 x BP x MoU rating x Kitty Factor] + [0.2 x BP x Individual rating x Kitty Factor]

Note: The actual annual Basic Pay (BP) paid to the individual during the year will be taken for this purpose

8. Moderation Committee

To fall in line with the norms stipulated by the Government on PRP Scheme and to synchronize Appraisal rating awarded to Executives and Non-unionized Supervisors on an annual basis, a Moderation Committee shall be appointed by CMD to review appraisal ratings awarded to all Executives and Supervisors. The Report of the Moderation Committee



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and gradings awarded by CMD will be the basis for determining Performance Payment in all cases.

9. Nomination and Remuneration Committee (NRC)

A Nomination and Remuneration Committee headed by an Independent Director of the Board will be constituted. The Committee will decide the amount of Performance Pay and policy for its distribution across Executives and Non-unionized Supervisors within the prescribed limits on a yearly basis. The Report of the Moderation Committee and recommendations as approved by CMD would be placed before NRC for its approval.

10. Applicability of PRP in Disciplinary cases:

10.1. In case disciplinary proceedings are initiated against an Executive/Supervisor by issuing a Charge Memo or if an employee covered under the Scheme is placed under suspension pending enquiry on grounds of misconduct and other reasons as stipulated under the CSL CDA Rules, payment if any, under the scheme will be held in abeyance till completion of the disciplinary proceedings. Payment under the scheme thereafter will be regulated as follows:-

- (a) If the charge sheeted Executive/Supervisor is imposed a minor penalty, as envisaged under the CSL CDA Rules, he will not be eligible for Performance Payment for the year, i.e. for the period from the date of issue of charge sheet to the date of imposition of penalty. For the balance period, if any during the year, he will be paid Performance Payment for any period prior to the date of issue of charge sheet/after imposition of penalty as applicable on a pro rata basis for the year.
- (b) In case the charge sheeted employee is imposed a major penalty of demotion, reduction to a lower grade, discharge and dismissal, he will not be eligible for any payment as applicable/withheld under the scheme for the year/years when the disciplinary proceedings were pending against him.
- (c) If the employee is exonerated of the charges, he will be eligible for full payment as applicable as per his entitlement.



10.2. In connection with disciplinary matters, if any case is pending disposal in any court of law, the PRP payable to the concerned employee for the relevant year will be kept pending and will be released if applicable only after the disposal of the case.

11. Applicability of PRP to Executives/Supervisors who separate from the service of the Shipyard

11.1. The PRP Scheme has been promulgated purely as a method for retention of talent and for motivating employees for improved performance on a year-to-year basis. Hence, the PRP applicable for a financial year will be disbursed only to those eligible employees who are on the regular rolls of the company during the year of disbursement. Executives and Non-unionized Supervisors separated on account of resignation with prior permission and who satisfy all other eligibility requirements as laid down in the scheme will also be eligible for PRP for the period in which they were in service of the company.

11.2. PRP will not be payable to Executives and Non-unionized Supervisors who ceased to be in service on the following grounds:-

- (a) Dismissal/removal from service/termination by CSL.
- (b) Left the service without notice/absconding/discharging bond liability.
- (c) Executives and Non-unionized Supervisors joining on regular rolls and resigning before completion of one year (12 months) in the service of the Company will not be entitled for payment of PRP.

12. Other conditions:

12.1. In the case of new recruits, only those Executives and Non-unionized Supervisors who have put in a minimum of 90 days and more service during the financial year shall be eligible for Performance Payment under the scheme.

12.2. Further, payment to Executives/Supervisors will be regulated on the basis of attendance and performance as recorded during that financial year.



- 12.3. The Scheme will also be extended to those executives/supervisors who have since retired from the service of the Shipyard during the respective financial year. In the cases of death while in service, payments as per the scheme will be paid to the dependants on a pro rata basis subject to any other criteria as laid down in this regard.
- 12.4. Payments as approved by Nomination and Remuneration Committee under the scheme as applicable for a financial year will be made normally in the succeeding financial year or otherwise as decided and approved by the Nomination and Remuneration Committee for that financial year.
- 12.5. Payments under the scheme will be subject to deduction of Income Tax/any other statutory recoveries as applicable.
- 12.6. Excess payment, wrong payment, arithmetical & system errors in calculation of PRP and arrears shall be subject to corrections, adjustments and recoveries.
- 12.7. Executive Trainees will not be entitled for PRP during their training period including extended period of training, if any.
- 12.8. In case of any dispute of any of the above provisions of the PRP Scheme, the decision of CMD/recommendations of the Nomination and Remuneration Committee shall be final and binding.
- 12.9. Modifications if any to the provisions of the scheme will be made strictly in line with DPE directives with the approval of the Nomination and Remuneration Committee/Board.

