

RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)			
Registration Number (पंजीकरण संख्या) :	CSLTD/R/2019/50001	Date of Receipt (प्राप्ति की तारीख) :	13/01/2019
Type of Receipt (रसीद का प्रकार) :	Online Receipt	Language of Request (अनुरोध की भाषा) :	English
Name (नाम) :		Gender (लिंग) :	
Address (पता) :			
State (राज्य) :		Country (देश) :	India
Phone Number (फोन नंबर) :		Mobile Number (मोबाईल नंबर) :	
Email-ID (ईमेल-आईडी) :			
Status (स्थिति)(Rural/Urban) :	Urban	Education Status :	Above Graduate
Is Requester Below Poverty Line ? (क्या आवेदक गरीबी रेखा से नीचे का है?) :	No	Citizenship Status (नागरिकता)	Indian
Amount Paid (राशि का भुगतान) :	10 ) (original recipient)	Mode of Payment (भुगतान का प्रकार)	Payment Gateway
Request Pertains to (अनुरोध निम्नलिखित संबंधित है) :	Kala . V		
Information Sought (जानकारी मांगी):	1- Provide PDF/Mail of recruitment/selection policy of executives at CSL. 2-Provide PDF/Mail of training policy of Executives at CSL. 3-Provide PDF/Mail of leave policy of Executives at CSL 4-Provide PDF/Mail of Remuneration policy of Executives at CSL. 5-Provide PDF/Mail of promotion policy of executives at CSL.		
<div> <input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/> </div>			



SEC/50/2019

February 12, 2019

**Sub: Information Under Right to Information Act**

Dear Sir,

1. Please refer your RTI request no. CSLTD/R/2019/50001 dated January 13, 2019. The information sought under the said request is given below:

(a) Provide PDF/Mail of recruitment/selection policy of executives at CSL.

**Answer:**

The Recruitment Policy of Executives at CSL is placed at **Annexure I**.

(b) Provide PDF/Mail of training policy of Executives at CSL.

**Answer:**

The Training & Development Policy for Executives at CSL is placed at **Annexure II**.

(c) Provide PDF/Mail of leave policy of Executives at CSL.

**Answer:**

The Leave Rules for Executives at CSL is placed at **Annexure III**.

(d) Provide PDF/Mail of Remuneration policy of Executives at CSL.

**Answer:**

Please refer **Annexure IV** for Remuneration Policy of Executives at CSL.

(e) Provide PDF/Mail of promotion policy of executives at CSL.

**Answer:**

The Promotion Policy for Executives at CSL is placed at **Annexure V**.



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 Suresh Babu N V, Director (Operations) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682 015.

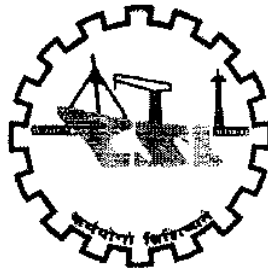
Thanking you,

Yours faithfully,

  
X Company Secretary & CPIO

Annexure - I

## **RECRUITMENT POLICY**



**COCHIN SHIPYARD LIMITED  
PERUMANOOR P O  
COCHIN - 682015  
INDIA**

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd  
Kochi - 682 015



## RECRUITMENT POLICY

### 1.0 Prelude

- 1.1 The policy and procedure elucidated hereunder shall be applicable to recruitment and selection process of all categories of employees below Board level unless specifically stated otherwise.

### 2.0 Human Resource Planning

- 2.1 P&A Department shall facilitate and coordinate the review of manpower requirement taking into account the retirements and targets set for Shipyard to decide optimum manpower and also augmentation plans for a financial year or for any other period as required.
- 2.2 All departments are required to provide the requirements of manpower for one year or a fixed period as required giving specific details of each new post other than existing posts which are vacant due to wastage and justification for creation and filling up the posts. Any augmentation of manpower in the existing posts or the need for creation of new posts should be submitted with justification.
- 2.3 Based on the requirements of manpower received from the departments and taking into account the separations, a detailed recruitment plan for the year or any other period within the stabilized strength sanctioned by the Board will be consolidated by P&A Department.
- 2.4 The approved recruitment plan will form the basis for recruitment activities during the financial year.

### 3.0 Creation of Posts

- 3.1 The Board has approved a stabilized strength in each category of employees on the regular rolls of Shipyard. Notwithstanding the sanctioned stabilized strength in each category by the Board, approval of CMD is necessary for creation of any new posts and replacement for existing posts due to wastages. Action for filling up the posts will be initiated with the approval of CMD.
- 3.2 In line with the Government Directives, Posts in the Executive cadre E-7 and above shall be created with the approval of Board and Administrative Ministry. CMD is competent to create all posts in the Workmen, Supervisor and Executive cadres upto E-6 grade.
- 3.3 Approval of CMD is required for operation of Specialized Training Scheme and induction under such schemes and appointment of contract personnel and accordingly appointments shall be made to the posts created within the approved recruitment plan.
- 3.4 Head (HR) shall have full powers to issue orders of appointment to any category of employees, trainees and contract personnel subject to approval of Directors /CMD as applicable.

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्चि / Kochi - 682 015



#### **4.0 Recruitment Rules**

- 4.1 Recruitment Rules for a post will invariably contain Job title, grade, scale of pay, reservation, qualification, experience requirements, age limit and method of recruitment for the post whether by direct recruitment, promotion, deputation, transfer or otherwise. Relaxation in upper age limit and experience requirements applicable to any categories shall also be specified.
- 4.2 Recruitment Rules in respect of all categories of posts will be issued by P&A from time to time with the approval of the CMD.
- 4.3 All appointments shall be made in Shipyard with the candidates meeting the eligibility requirements prescribed for the post as per the Recruitment Rules. Relaxation in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen, Person with Benchmark Disabilities (PwBD), Economically Weaker Sections (EWS) and any other special categories will be extended as per Government of India guidelines.

#### **5.0 Induction Levels**

- 5.1 In all categories, Direct Recruitment will be resorted only at the entry levels to the extent possible with a view to provide opportunity to the employees to gain hands on experience to move to higher grades or positions.
- 5.2 Direct recruitment to fill up higher grades or positions through lateral entry shall also be explored to meet the organisational requirements to bridge the gap in any cadre or higher grades or to meet the business requirements.
- 5.3 Executive cadre E-I posts generally filled by way of Induction of Executive Trainee under the Executive Trainee scheme of Shipyard and training for one year will be imparted to fresh professional graduates recruited in various disciplines.

#### **6.0 Agencies for Recruitment**

- 6.1 Recruitment activities in all cadres of Shipyard including those recruited as trainees, apprentices or on fixed contract basis will be the responsibility of P&A department.
- 6.2 Written /Online / Practical/ Skill/ Physical tests shall be conducted by Shipyard either utilizing its own resources or by an external agency appointed through an open tender process, depending upon the number of applications received/expected against notified posts.

#### **7.0 Mode of Recruitment**

- 7.1 Posts are filled up by way of direct recruitment, deputation, transfer, redesignation and promotion. Mode of recruitment as under.

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लि.  
Cochin Shipyard Ltd  
कोची / Kochi - 682 015

Page 2 of 8



Category	Mode	Reservation
Group A (Executive Grade E2 and above)	Direct Recruitment –All India other than open competition	SC-16.66%, ST-7.5%, OBC-25.84%, PwBD-4%, EWS -10%
Group B (Executive Grade E1 and Supervisory Grades PS-II to PS-IV)	Direct Recruitment –All India open competition	SC-15%, ST-7.5%, OBC-27%, PwBD-4%, EWS -10%
Group C (Supervisory Grade PS-I and Workmen Grades W7 to W13)	Direct Recruitment – Regional Level	SC-10%, ST-1%, OBC-27%, PwBD-4%, EWS -10%
Group D (Workmen Grades W1 to W6)		

7.2 Recruitment of Executive Trainees, Assistant Manager E-1 Grade will be made on an All-India open competition basis. The vacancies shall be notified on Shipyard website, NCS Portal, news dailies, Employment News and Shipyard Intranet.

7.3 For other executive posts at higher grade for E-2 Grade and above, appointment will be made on all-India other than open competition basis. All posts falling under these categories shall be duly notified through the following modes:

- 7.3.1 Press advertisements
- 7.3.2 Employment News
- 7.3.3 NCS Portal
- 7.3.4 Shipyard website
- 7.3.5 Intranet

7.4 For recruitment to posts falling under Supervisory and workmen cadres and any temporary posts for more than 45 days, in addition to the modes mentioned at para 7.3 above, requisitions in the prescribed formats will also be furnished to the District Employment Exchange, Special Employment Exchange for PwBD, Zila Sainik Welfare Office, Ernakulam. Efforts will also be taken to announce vacancies through FM Radio.

## 8.0 Filling of Posts

8.1 Only application received from candidates against a notified post shall be considered. For posts falling under Group C & D, candidates sponsored by Employment Exchanges will also be considered.

8.2 Application for a post shall be submitted to Cochin Shipyard Ltd in the manner through online or as specified in the vacancy notification.

8.3 The internal candidates who fulfill all eligibility requirements may be considered along

with other candidates.

8.4 For higher grades in the executive cadre, candidates from within the organisation or from any other Govt organisation should have minimum period of experience specified in the immediate next lower grade. In the case of candidates from private organisation should have experience of specified period in a post carrying a CTC equivalent to an immediate lower grade of the post in Shipyard to which the recruitment is made.

8.5 Subject to fulfillment of minimum eligibility requirements and other prescribed criteria, regular employees including deputationists will be considered eligible for selection to a post in open competition along with external candidates.

8.6 Applications of all internal candidates should be forwarded to P&A Department through proper channel.

**9.0 Reservation for Candidates Belonging to Scheduled Castes/Scheduled Tribes/ Ex-Servicemen, Persons with Benchmark Disabilities, Economically Weaker Sections etc.**

**10.0 Application Formalities**

10.1 For all recruitments, applications should be in the forms prescribed for different categories from time to time may be submitted through online or as notified.

10.2 Application fee (non refundable) as prescribed by Shipyard shall be paid in the manner as specified in the vacancy notification. However, candidates belonging to Scheduled Castes, Scheduled Tribes and Persons with Benchmark Disabilities are exempted from the payment of application fee.

10.3 In all recruitments based on open advertisement, there will be a last date for the receipt of applications through online, after which no application will be entertained. Last date of application will be the cut off date for considering the age, educational qualification and experience of candidates.

**11.0 Forwarding of Applications of Candidates from Government and Public undertakings**

11.1 Candidates under the employment of Government, Central or State Public Sector Undertaking and Autonomous Bodies should either forward their application complete in all respect through the employer or submit No Objection Certificate along with their application or produce at the time of test/interview. If application is submitted through online, candidate should inform their employer about the same and produce NoC at the time of test/interview. Failure on the part of candidate to comply the above requirements, may entail rejection of candidature and they will not be permitted to attend test/interview.

**12.0 Processing of Applications**

12.1 All applications received against a specific notification/advertisement will be considered with or without a preliminary scrutiny by P&A Department, as notified. If



scrutiny is conducted, it is ensured that :

- (a) Applications are duly completed and accompanied by the prescribed application fees and were received within permitted time.
- (b) Age of the applicant is within the prescribed limit, considering all age relaxations applicable.
- (c) Qualifications and experience of the candidates conform to those prescribed.
- (d) Applications have been submitted 'Through Proper Channel' wherever required.
- (e) In the case of candidates from Scheduled Castes and Scheduled Tribes, OBC, Ex-Servicemen, Economically Weaker Sections etc. application is accompanied by a certificate to that effect from the competent authority.
- (f) Candidates belonging to Persons with Benchmark Disability, should submit certificate in the prescribed format obtained from a notified Medical Authority by Central / State Government for the purpose.

12.2 Submission of application is deemed as the candidate has accepted all terms and conditions of vacancy notification.

12.3 Applications that fulfill the prescribed eligibility and other requirements after preliminary scrutiny as above will be short listed for appearing for test/interview. If required support of other departments may be sought for scrutiny of applications.

12.4 In case of regular / contractual posts, the list of candidates who are not short listed for test/interview will be published on Shipyard website along with specific reasons.

12.5 Giving false information, suppression of facts, production of fake certificates etc, or using illegal means for securing employment will be disqualified a candidate or if employed expulsion from service at any time.

### 13.0 Selection Process and Constitution of Selection Committees

13.1 Selection methods like trade/Skill tests, Physical/proficiency test, written tests, online tests, power point presentations, brain storming exercises, group discussions, competency based interview etc. may be employed depending on the requirements of the job for which selection is being made and for this purpose.

13.2 Selection committees for the above purpose will be appointed with the approval of CMD. All selection committees shall consist of an Officer at appropriate level as in charge of the committee and members representing SC/ST, OBC, Minority, Woman and a representative of P&A Department. The members of the committee shall have qualification and experience in the relevant discipline/post.

13.3 The Selection Committee Report along with recommendations made by the selection committee appointed will be put up to the Chairman for approval subsequent to which

all appointments to regular posts, fixed term contract basis and trainees shall be made.

- 13.4 All appointments to posts fall under Group C & D and Apprentices; interview process for selection has been dispensed. Interview shall be conducted only for selection to posts fall under Group A & B.
- 13.5 If required experts from outside will also be included in the selection committee. Honorarium and reimbursement of boarding and lodging expenses may be made to such members.
- 13.6 All information to the candidates shall be disseminated through Shipyard website.

**14.0 Reimbursement of Travel expenses**

- 14.1 All SC/ST/PwBD candidates called for test/interview who come from places beyond a distance of 30 km will be reimbursed actual expenses incurred on travel to and from the place of test/ interview on production of proof of travel or any other supporting documentary evidence in respect of the onward journey, limited to :

Third AC return rail fare by the shortest route	- For executive posts in the level of E1 and above, Executive Trainees
Sleeper class return rail fare by the shortest route	- All Other posts

The shortest route for this purpose will be from the mailing address mentioned in the online application to Shipyard on production of proof.

- 14.2 The call letters to the candidates for appearing for test/ interview before the Selection Board, to be issued by e-mail or candidate should download the same from Shipyard website.
- 14.3 One of the members in the Selection Committee should be from P&A Department as far as possible. Apart from participating generally in the selection process, the representative of the P&A Department in the Selection Committee will have the following specific responsibilities:
- (a) At the commencement of the proceedings of the Selection Board, he will brief the members generally on the specific requirements, responsibilities and remuneration for each post, approximate number of suitable candidates to be selected and empanelled for immediate and further requirements and any other matter relating to the Selection.
- (b) While the specialist/technical members of the Selection Board will be primarily concerned with the suitability of the candidates in terms of knowledge, skill expertise and technical and professional competence, it will be the primary responsibility of the P&A representative to call the attention of the Committee to the attitudinal, motivational and personality aspects relevant to the job requirements.



- (c) Ensure consistency in the selection standards.
- (d) Assist the Committee by providing information on grade, scale of pay, salary, seniority, status, time allowed for joining etc. and furnish relevant information regarding allowances, benefits, amenities, career prospects, service rules and other allied matters, if and when asked for by any candidate.
- 14.4 The guidelines issued for conduct of selection issued by P&A Department have to be strictly followed by the selection committee. Considering all aspects of qualifications, experience, results of tests/group discussion, if any, and other relevant facts vis-a-vis the specific requirements of the posts and on the basis of the standards of technical skill, professional competence and overall personality factors as assessed, the Selection Committee will grade the candidates in the order of merit. In case, same marks secured by more than one candidate, marks scored in the subject / trade related part of the test (where test is conducted) will be considered as the basis of determining the order of merit list. In case of a tie thereafter, relative merit will be decided based on seniority in age.
- 15 Operation of Rank list and Medical Fitness**
- 15.1 The Rank List of candidates in order of merit against notified vacancies as recommended by the Selection Committee and recommendations of P&A Department regarding reservation will be submitted for approval of CMD. On approval the candidates recommended for selection will be directed to undergo Medical examination in specified hospitals and be further subject to verification by the Company Medical officer.
- 15.2 If any candidate is found to be medically unfit by the Medical Officer of Shipyard, offer for appointment will not be issued to such candidates and selection of such candidates will be cancelled. Those candidates found to be medically fit will be issued offer of appointment accordingly.
- 15.3 The Rank List will be valid till all notified vacancies are filled up.
- 16 Offers of Appointment /joining time**
- 16.1 P&A Department will issue the offer of appointment in the prescribed form in duplicate. Receipt of the duplicate offer of appointment duly signed by candidate will be construed as acceptance of all terms and conditions of the contract of appointment.
- 16.2 Candidates who are employed will be permitted joining time to cover the notice period if any as per the contract with their employer but not more than three months. Depending on the urgency of filling the vacant post, the last date by which the candidate must join Shipyard will be informed to the candidate failing which the offer of appointment will be deemed to have been withdrawn.
- 17 Joining Formalities**
- 17.1 Candidates in the initial appointment in Shipyard's regular posts shall furnish



copies of all documents and other details and particulars as given in Annexure-I.

- 17.2 Cochin Shipyard reserves the right to make any enquiries on educational qualification, previous employment and such other details so as to verify the genuineness of information furnished and certificates produced by the candidates.
- 17.3 On appointment of a person in Shipyard, the character and antecedents of the person will be verified through the District Collector/District Magistrate concerned. The prescribed attestation form will be forwarded to the authorities for the above purpose in line with orders issued by the Government of India from time to time in this regard. Provided, further that such verification of antecedents reveals that the persons is unfit to hold a post under the Government and in Shipyard, his/her appointment in Shipyard will be cancelled forthwith.
- 17.4 SC/ST/OBC(NCL)/EWS certificates shall be verified by the District Magistrate/ Certificate Issuing Authority and Vigilance department of Cochin Shipyard Ltd.

## **18 Interpretation**

- 18.1 In the case of any doubts arising with regard to any of the provisions in this Recruitment Policy and Procedures and in the cases not covered by these, the interpretation and decisions of the Chairman and Managing Director will be final and binding on all concerned.
- 18.2 Any dispute arising out of Recruitment process of Shipyard shall be instituted in courts having jurisdiction at Ernakulam.
- 18.3 When the Company is of the opinion that it is necessary and expedient to do so, the Competent Authority may by order, for reasons to be recorded in writing, relax any of the provision of these rules in respect of any class or category of persons.
- 18.4 Nothing in these rules shall affect reservations, relaxations of the age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
- 18.5 The rules stated above are not exhaustive and may be added/modified/substituted, as and when required, with the approval of the Competent Authority.

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सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन) 8 of 8  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd  
कोच्ची / Kochi - 682 015



**Checklist of joining formalities**

Sl No	Particulars	Remarks
1	Duplicate copy of offer signed on all pages as token of acceptance along with acknowledgement portion duly filled	To be sent by post within 5 days of receipt of offer
2	Attestation Forms - 2 copies	To be submitted at the time of joining along with self attested copies of Sl Nos. 6 to 9
3	Character Certificate - 2 nos	
4	Police Clearance Certificate	
5	Form of undertaking	
6	Online application print-out (with Registration number) and Original certificates of qualification & work experience (with discharge certificate from present employer)	
7	Caste Certificate (if applicable)	
8	Disability Certificate (if applicable)	
9	Copy of passport, PAN card, Aadhar ( <b>please ensure that name and date of birth in Aadhar matches that in SSLC/10th Std Certificate</b> ), front page of Savings Bank account pass book (containing account number & IFSC code)	
10	Declaration of Marital status	
11	Format for Access control cum identity card	
12	Recent passport size colour photograph	
13	Soft copy of the recent passport size colour photograph citing Name and proposed designation in Shipyard	To be e-mailed to <a href="mailto:career@cochinshipyard.com">career@cochinshipyard.com</a> within 3 days of receipt of offer

सुमो कप / SUMI S  
 सहायक प्रबंधक (मानव संसाधन)  
 Assistant Manager (HR)  
 कोचीन शिपयार्ड लिमिटेड  
 Cochin Shipyard Ltd.  
 कोच्ची / Kochi - 682 015

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / KOCHI - 15

कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT

P&A/6(125)/16

तिथि/Date: 15 May 2017

**प्रज्वलित मन- कार्यपालकों के लिए प्रशिक्षण और विकास नीति**  
**IGNITING MINDS - TRAINING & DEVELOPMENT POLICY FOR**  
**EXECUTIVES**

पहले लोग दृष्टिकोण के भाग के रूप में अध्यक्ष एवं प्रबंध निदेशक कार्यपालकों के लिए "प्रज्वलित मन", एक प्रशिक्षण और विकास नीति लागू करता है।

As part of People First Approach, C&MD is pleased to promulgate "Igniting Minds" a Training and Development Policy for Executives.

2. प्रशिक्षण नीति के तहत यह माना जाता है कि कंपनी के सभी कार्यपालकों को भारत और विदेश में प्रीमियम व्यापार और तकनीकी संस्थानों में संरचित प्रबंधन विकास कार्यक्रमों में भाग लेना होगा ताकि उनकी प्रबंधकीय, नेतृत्व और तकनीकी क्षमताएं बढ़ सकें। प्रशिक्षण योजना सीएसएल के विजन को प्राप्त करने पर केन्द्रित है, जो सभी प्रयासों में विभिन्न चुनौतियों को निपटाने के लिए कार्यपालकों को समर्थ बनाते हुए एक अंतर्राष्ट्रीय अधिमान्य शिपयार्ड के रूप में उभड़ आना है।

It is envisaged under the training policy that all executives of the company shall undergo structured Management Development Programmes at Premium Business and Technical Institutes in India and abroad so as to enhance their Managerial, Leadership and Technical Competencies. The training plan is focused on attaining the vision of CSL to emerge as an internationally preferred shipyard by equipping the executives to tackle the diverse challenges in all endeavors.

3. सभी संबंधितों की जानकारी के लिए विस्तृत नीति संलग्न है।

The detailed policy is enclosed for information of all concerned.

कुचे मुख्य महा प्रबंधक (मा.सं.)  
CHIEF GENERAL MANAGER (HR)

सेवा में/ To

All Executives

Thro' Intranet

प्रतिलिपि/ Copy to :-

Thro' E-mail

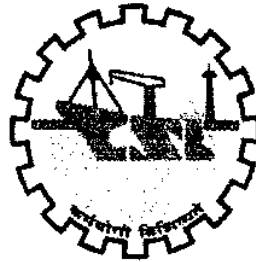
D(F) /D(T) /D(O)  
CGMs/GMs/DGMs  
AGM (Admn) to C&MD

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd  
कोच्ची / Kochi - 682 015



**“IGNITING MINDS”**

**TRAINING & DEVELOPMENT POLICY FOR**  
**EXECUTIVES**



**COCHIN SHIPYARD LIMITED**  
**PERUMANOOR P O**  
**COCHIN - 682015**  
**INDIA**

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची / Kochi - 682 015

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सुमी एस / SUMI S  
 सहायक प्रबंधक (मानव संसाधन)  
 Assistant Manager (HR)  
 कोचीन शिपयार्ड लिमिटेड  
 Cochin Shipyard Ltd.  
 कोच्ची / Kochi - 682 015





## OVERVIEW

### 1. INTRODUCTION

- 1.1. The training policy titled as **Igniting Minds** derives from the people First approach adopted by CSL and value placed upon the human resources which are undoubtedly the most valuable and irreplaceable resource. Development of knowledge, skills and attitudes enhances the performance of executives in their current tasks and prepares them for the emerging roles. It is a vital investment from which executives and CSL will benefit equally.
- 1.2. As a progressive organisation, CSL assigns significant importance on training and therefore identifies the need to formulate a training policy titled "**Igniting Minds**" to ensure that every executive in the yard receives regular need based training so as to continually improve their competence, skills, knowledge and effectiveness at work. This will also provide opportunity for executives a common learning platform leading to transform shipyard into a learning organization.

Igniting Minds consists of two schemes:

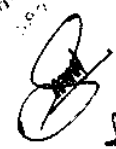
- A. In-House Training
- B. Training at Premier Institutes

### 2. DEFINITIONS

- 2.1. The expressions mentioned hereunder shall have the meaning specified against them:

Sl. No	Term	Definition
1	Executive	Means an officer at the level of Assistant Manager (AM) E-1 Grade to Chief General Manager (CGM) E-8 Grade unless specified otherwise.
2	Training	Means any or combination of training program, seminar, convention, workshop, symposium or any other structured learning or developmental program based on organizational needs and/ or Training Need Analysis/Recommendation by HoDs and as decided by CMD/Directors.

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2023



Sl. No	Term	Definition
3	Training Database	Shall mean a collection of data related to training & Development of an employee & organized in a specific manner.
4	Training Year	Shall mean a period of one year commencing from 1 <sup>st</sup> April till 31 <sup>st</sup> March of the subsequent year for which all training activities shall be organized.

### 3 **IN-HOUSE TRAINING SCHEME**

- 3.1. **Purpose:-** The purpose of the in-house training is to encourage and foster a learning culture in CSL by providing learning and development opportunities to all executives in accordance with the guidelines laid down.

The Scheme also aims at achieving the following objectives:

- (a) Facilitate Learning Culture in the company
- (b) Value addition to the business
- (c) Enhancement of knowledge and skills of an employee
- (d) Develop framework for development of training strategies and its implementation process

- 3.2. **Scope, Training Location and applicability:-** In-House training would be held either in yard premises or outside. All customized training programmes for executives held outside CSL premises, also would be covered under the scope of In-House Training. This training policy shall be applicable to executives at the level of Assistant Managers to Assistant General Managers (E1 to E5 Grades).

- 3.3. **Broad Areas of Training:-** Every financial year a minimum of six In-House Training programmes titled "Igniting Minds" would be conducted focusing on the following core areas:

- a) Technology Updation Programmes
- b) Leadership Development Programmes
- c) General Management Programmes
- d) Behavioural Training and Attitude Re-engineering

- e) Finance for Non-Finance Executives
- f) Corporate Governance/ Legal Compliance

Executives at the level of Assistant Managers to Assistant General Managers (grade E1 to E5) would be covered under the In-House Training programmes. The number of participants for each training programme will be normally limited to 25/30 at the maximum.

**3.4. Training Budget:-** The total Training Budget for conducting six In-House Training programmes in a financial year will be approved by CMD.


**3.5. Trainers/ Faculty:-** The Personnel & Administration Department shall prepare a database of external trainers/faculty and update the same periodically. The external trainers/faculty may be chosen based on the trainer/faculty's relevant experience and domain knowledge in the six core areas covered under the purview of Igniting Minds training.

#### **4. SCHEME FOR TRAINING AT PREMIER INSTITUTES**

**4.1. Objective:-** It is expected that executives of Cochin Shipyard Ltd develop competencies in a wider horizon for scaling up to top levels of management and to help them unleash their leadership potential to achieve organizational goals. This policy aims to transform managerial personnel as leaders enabling them to face various challenges in technology and management. With the guidance of eminent faculty from premier institutes of the country and abroad, the executives can work together to sharpen their competencies. The training would help the executive how to define and prioritize goals, think through various kinds of situations, take decisions with incomplete or uncertain information and to examine the implications of such decisions, develop interpersonal skills and the like.

**4.2. Definition of Premier Institute:-** The word "premier" by definition, means first in importance, excellence or rank. Through this policy, Shipyard intends to nominate middle and senior managerial

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professionals to selected premier educational institutes that excel in the field of education in India. Some of them are:

- a) Indian Institute of Management, Ahmedabad (IIMA)
- b) Indian Institute of Management, Bangalore (IIMB)
- c) Indian Institute of Management, Calcutta (IIMC)
- d) Indian Institute of Management, Lucknow (IIML)
- e) Xavier School of Management, Jamshedpur (XLRI)
- f) Faculty of Management Studies (FMS), New Delhi
- g) Indian Institute of Management, Kozhikode (IIMK)
- h) SP Jain Institute of Management and Research, Mumbai
- i) Management Development Institute (MDI), Gurgaon
- j) Indian School of Business (ISB), Hyderabad
- k) Jamnalal Bajaj Institute of Management Studies (JBIMS), Mumbai
- l) Indian Institute of Foreign Trade (IIFT), New Delhi
- m) Institute of Rural Management (IRMA), Anand
- n) Administrative Staff College of India, Hyderabad
- o) Engineering Staff College of India, Hyderabad
- p) Tata Institute of Social Sciences (TISS)
- q) National Institute of Advanced Studies, (NIAS) Bangalore

**4.3. Target Group:-**The policy covers Training & Development of the managerial personnel on the rolls of Shipyard from middle management cadre and above.

Target group	No. of programmes / nominees	Remarks
MANAGER (E3) to AGM (E5)	One programme per year - At least six executives at E3 level per month - At least three executives at E4 & E5 level per month	To be nominated by P&A department.
DGMs (E6) and above	One programme per year - At least four executives at the levels of E6 and above per month	The executives may be given the liberty to choose the training programme relevant to CSL.

**4.4. Duration:-** The training may be for a shorter duration depending upon the topics covered in the programme offered by the institute.

**4.5. Training Budget:-** Total Budget for Training & Development at Premier Institutes in a financial year will be approved by CMD.

## **5. GENERAL CONDITIONS**

**5.1. Training Need Assessment [TNA]:-** A training need assessment exercise shall be conducted at least once in three (3) years to identify the training needs of executives. This exercise may be conducted through the appointment of an in-house team or external consultants as deemed necessary. Budgetary provisions for the same should be apportioned in the training budget.

The objectives of TNA shall be to:

- Systematically identify developmental needs of executives
- Integrate individual needs of the executives with the organizational needs

**5.2. Training Needs:-** Training needs of executives shall be classified into following three categories:

**5.2.1. Technical Training Needs:-** Focusing on the technical/functional competencies or the trade knowledge of the executives so as to facilitate their day to day operational decision making. It is assumed that such training needs, if not fulfilled, shall adversely affect the performance of executives.

**5.2.2. Non-technical Training Needs:-** Focus on the development of non-technical competencies of executives in the areas of Human Resources, Financial Management, Project Management etc.

**5.2.3. Behavioral Training Needs:-** Focus on the development of behavioral & managerial competencies and inter personal relations of the executives.

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- 5.3. **Training Calendar:-** Igniting Minds training calendar shall be published on CSL intranet at the start of each financial year. The calendar shall be formulated by the P&A Department. All Department Heads may forward their recommendations in this regard to CGM (HR), P&A Dept. The executives shall be communicated about the training calendar for a particular financial year through appropriate channels.
- 5.4. **Training Feedback:-** At the end of each Igniting Minds training programme, feedback from all participants with respect to the trainer/faculty, training content, delivery, infrastructure and its relevance shall be collected to analyze its effectiveness. It shall be the responsibility of the P&A Department to maintain records of the feedback collected.
- 5.5. **Training Database:-** The database of the training shall be maintained in SAP. The database shall include details with respect to training like date, venue, course content, feedback form filled by executives, total number of training programmes attended by the executives in a financial year, name of trainer/faculty, name/code number/department of the nominated executives etc.
- 5.6. **Responsibility:-** Manager (HR) shall be the nodal officer to formulate action plan and to implement the policy in a time-bound manner. CGM(HR) shall oversee the implementation of **Igniting Minds** conducted in a financial year; monitor the impact, effectiveness of the training programs and advice measures for improvement.
- 5.7. **Interpretation:-** In the event of any doubts arising with respect to any provisions of the In-House Training policy and inadequacy in the scope of its coverage etc, the final authority of interpretation shall vest with the C&MD, CSL.

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## LEAVE RULES

The rules notified from time to time are consolidated and given below for information of employees. These are applicable to all categories of employees of this Company, except those on deputation who are governed by the Leave Rules of their parent Department.

## A. TYPES OF LEAVE AND ELIGIBILITY:

## I. Earned Leave

1.1. All employees will be entitled to 30 days Earned Leave per annum, earned at the rate of 2 ½ days per 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.

1.2 All Company declared holidays (3 National and 9 festival holidays) to be notified by the Management every year, which falls within the periods of eligible Earned Leave sanctioned shall be excluded from Earned Leave.

1.3. Earned Leave on medical grounds for any period should be supported by medical certificate from an AMA.

1.4. Earned leave is not permitted to avail in fractions of a day.

1.5. Employees will be allowed to accumulate Earned Leave up to a maximum of 300 days.

## 2. Sick Leave (Amended vide Office Order No. PERL/249/2013 dtd 18 Nov 2013)

2.1. Sick Leave is permissible to a maximum of 8 days in a Calendar Year. In case of an employee joining during a year or retiring during a year, the admissible leave will be calculated on pro-rata basis; fractions of less than ½ a day will be ignored in calculating the eligible Sick leave.

2.2. Unutilised Sick Leave in a year will be allowed to accumulate upto a maximum of 40 days.

2.3. Sick Leave for less than ½ a day or for periods other than multiples of half a day is not permissible.

2.4. Sick Leave in excess of continuous two days will be sanctioned only on production of a valid medical certificate from an Authorised Medical Attendant (AMA), as defined in CSL Medical Assistance Scheme. Sick Leave admissible upto a short period of 2 days at a time need not be supported by medical certificate.

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2.5. Accumulated sick leave in excess of 40 days will lapse at the end of each calendar year. Sick leave can be availed of only on ground of sickness and will not be allowed to be encashed or reckoned towards notice period required for relief from service etc.

### 3. Casual Leave.

3.1. Casual Leave at 12 days per year for executives/supervisors and 14.5 days for workmen per year will be permissible. Casual Leave cannot be combined with any other type of leave. Holidays falling in between sanctioned Casual Leave will be excluded.

### 4. Quarantine Leave/leave on account of Maternity, Vasectomy, Tubectomy, Loop Insertion:

Employees will be eligible for availing leave under these categories in accordance with the Govt. of India Rules to the extent made applicable to CSL on the subject from time to time.

#### 4.1. Quarantine Leave

Quarantine Leave is Leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious disease in the family or household of the employee. This leave is admissible for a period not exceeding 21 days or in exceptional circumstances, 30 days on production of a certificate of the Public Health Officer. Under the Govt. of India Rules on the subject, Quarantine leave is admissible only in cases of Cholera, Small Pox, Plague, Diphtheria, Typhus fever and Cerebro-Spinal meningitis, on the strength of a certificate issued by a Medical Officer in charge of any Govt. or Municipal Hospital or Dispensary at the place where the employee is stationed or nearest to it. In the case of chickenpox Quarantine leave shall not be sanctioned unless under exceptional circumstances when the Health Officer responsible considers that because of doubt as to the true nature of the disease there is reason for the grant of such leave. The incidence of Chickenpox in the family or household of the employee does not qualify for the sanction of Quarantine leave.

#### 4.2. Maternity Leave

Maternity Leave may be granted to the female employees of the Company for a period of 180 days from the date of its commencement on application supported by a medical certificate from an AMA. Maternity leave may also be granted in case of miscarriage, including abortion, upto a maximum of 6 weeks on application supported by a certificate from the Authorised Medical Attendant.

4.3. Employees will be granted special casual leave for undergoing sterilisation Operation/IUD Placement etc. as under, subject to production of Medical certificate.

a) Six (6) days to Male employees who undergo Vasectomy operation.

b) Fourteen (14) days to female employees who undergo non puerperal tubectomy operation.

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c) One (1) day for IUD insertions to Female employees.

d) Seven (7) days to a male employee whose wife undergoes non puerperal operation.

e) Special casual leave to the employees to cover the period for which the incumbent is hospitalized for a post-sterilization operation complications.

#### 5. Other Kinds of Leave.

5.1. In addition to the above leave entitlements, employees may avail of 15 days 'leave without pay' in a year on medical ground on production of valid medical certificate. Besides, another 15 days 'leave without pay' in a year may also be granted to employees for undergoing in-patient treatment in a Govt. hospital or a hospital recognized by the Company under the CSL Medical Assistance Scheme.

5.2. Special casual leave for a maximum period of 15 days including the transit time in both ways may be granted to Ex- Servicemen boarded out of service and employed in Cochin Shipyard limited for appearing before the Medical re-survey Board, for re-assessment of their disability, on production of relevant documents to support the leave application.

#### 6. Special Casual leave for attending Hindi examination

6.1. Special Casual leave for appearing in the examinations conducted under the Hindi teaching Scheme will be granted to the employees of the company subject to fulfilling the following conditions:

6.2. Special casual leave will be granted only in case the employee sit for the examination with the previous approval of the Company.

6.3. In case the examination is held within the Corporation of Cochin, Special casual leave will be granted for the day of the examination only.

6.4. If the examination is held outside the Corporation of Cochin, the employee will be granted special casual leave for the actual transit period (to and fro) and for the days of the examination. But an employee will be allowed to write the examination at an outside station only if the same examination is not held at any place within Corporation of Cochin.

#### 7. Grant of special Leave/Time off to employees to attend Court as Prosecution Witness.

7.1. Requests for special casual leave for attending before the court as prosecution witness will be considered only if the concerned employee applies for the same well in advance explaining the details of the case and his involvement supported by the

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summons, in original, issued by the Court for each appearance. Grant of special casual leave on merit will, however, be considered only on submission of attendance certificate from the Court. Employees required to attend court as above within Headquarters will only be granted time off for specific duration on the day of such appearance in the Court depending upon the time indicated in the summons.

#### 8. Study Leave under Leadership Acceleration Programme (LEAP)

8.1. A maximum of three executives will be allowed, on yearly basis for grant of study leave anywhere in India/abroad. To be eligible under scheme, the executive should have rendered a minimum of one year regular continuous service in the company.

8.2. 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.

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

#### 9. Permission to attend duty as examiner for ITI Examination.

9.1. Officers nominated by State Technical Education Department to serve as examiners for ITI Examination etc. will be permitted to accept assignment subject to exigencies of service and approval by HOD concerned. Such Officers should apply for special casual leave for the purpose well in advance along with a copy of the nomination by State Government and permission of HOD concerned. Attendance of such days will be regularized by Special Casual Leave for which they should also submit a certificate of attendance as examiner from the Institution.

#### 10. Conditions for availing leave.

10.1. Leave may not be availed of without previous permission obtained through proper channels by submitting leave request online. No employee can avail leave as a matter of right and the leave Sanctioning Authority has the discretion to reject, revise, curtail or revoke the leave at any time according to the exigencies of work.

10.2. An employee who desires to avail leave shall apply for leave one week in advance and the orders on the application should be intimated to the employee within a week of the submission of the leave application or at least two days before the commencement

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of the leave applied for, whichever is earlier. If leave is refused or postponed reasons thereof shall be recorded and intimated to the employee.

10.3. An employee before proceeding on leave shall inform the Officer-in-Charge of section/Department in which he is employed, of his contact address during the period of leave.

10.4. An employee who desires to extend his leave shall make an application in writing to the sanctioning authority well before the expiry of the leave already sanctioned. If the application for leave is on medical grounds, he shall submit with his application a certificate from the AMA. In cases where employees or their family members are at an outstation, a certificate from a Govt. Doctor/Registered Medical Practitioner (Allopathic) must be attached. On receipt of such application, the sanctioning Authority shall immediately inform the employee in writing, at the address given by him in his application, whether the extension has been sanctioned and if so, for what period, or whether the extension has been refused.

10.5. In the event of an employee absents without prior sanction of leave, on account of sickness or any such other emergent reasons, he should apply for the leave immediately and in any case not later than two days from the date he absents from duty or while reporting for duty whichever is earlier.

10.6. Earned leave will not be granted to employee who do not apply for the leave 7 days in advance except in the case of illness supported by medical certificate issued by AMA under the Company's Medical Assistance Scheme or unless there are very extenuating circumstances. Earned leave is not meant for meeting with casual and frequent requirements. Under the relevant provisions in the Factories Act, number of times in which such leave can be availed during any year shall not exceed three. However, in really genuine cases the HODs may at their discretion grant leave to the employees subject to eligibility.

10.7. Employee should produce a fitness certificate from AMA when joining duty in case of leave supported by a valid medical certificate. However the Company Medical Officer of CSL will assess the fitness of the employee, if necessary, before permitting him to join duty.

10.8. Cancellation of leave already enjoyed with a view to change the type of leave/nature of leave will not be agreed to.

#### 11. Encashment of Leave.

11.1. Earned Leave at credit will be encashable at the rate of 15 days per year of service at the option of the employee if he does not actually avail of such leave. Such encashment will be allowed only on two occasions in a calendar year. The emoluments admissible on account of such encashment of leave will be limited only to the last pay drawn plus the DA (fixed plus variable) admissible thereon. Emoluments paid on such

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encashment will not be reckoned for any calculations to CPF. Earned Leave encashment applications received prior to 5 working days of the supplementary payment or monthly salary day will be processed and paid accordingly, on the respective pay days. Applications for encashment once sanctioned cannot be revoked on any ground.

11.2. In the event of death of an employee of the Company while in service, the dependent of the deceased employee shall be eligible to receive the encashment value of the entire earned leave available to his credit as on the date of death. In the cases of retirement and voluntary retirement also encashment value of the entire earned leave available at credit as on the date is paid.

12. Setting off leave towards notice period.

Whereas employee resigns his post after due notice as stipulated under the terms and conditions of his appointment, or deposits pay and allowances for the specified period in lieu thereof, the employee may be permitted, at the discretion of the Company to set off the earned leave admissible to him, towards the notice period to the extent possible.

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COCHIN SHIPYARD LIMITED  
KOCHI - 15

No. P&A/18(165)/07

18 Nov 2013

Office Order No. PERL/249/2013

**HALF PAY LEAVE FOR EXECUTIVES  
AND NON- UNIONISED SUPERVISORS**

1. Circular of even number dated 24 Dec 2007 on the above subject.
2. CSL Board in the 205<sup>th</sup> meeting held on 25 Sep 2013 has approved the following amendments to the leave rules governing Sick Leave applicable to Executives and Non Unionised Supervisors.

**(a) Sick Leave**

- (i) Accumulated portion of Sick leave available at the credit of Executives/Supervisors as on 30 Jun 2013 will stand frozen and there will be no addition made to this accumulated sick leave thereafter. However Executives/Supervisors will be permitted to avail Sick Leave from this accumulated Frozen portion subject to the existing rules. No encashment of Sick leave will be permitted under any circumstances.

**(b) Half Pay Leave**

- (i) A new half pay leave scheme (HPL) would be introduced w.e.f 01 Jul 2013 onwards. All Executives/Supervisors will be entitled to 20 half pay leave for each completed year of service.
- (ii) The half pay leave may be granted on medical grounds. For availing more than four Half Pay Leaves at a stretch the application shall be duly supported by a medical certificate issued by Registered Medical Practitioner as per rules.
- (iii) Maximum of 300 half pay leave will be permitted to accumulate. Half pay leave will not be reckoned towards notice period required for relief from service.
- (iv) For administrative purposes, employees who have rendered six months or more than six months qualifying service in a calendar year are given credit for HPL as if they worked for the whole calendar year and the employees who put in less than six months of qualifying service will get credit of half pay leave on a pro rata basis.
- (v) The half pay leave can be combined only with earned leave/sick leave (frozen) and not with any other type of leave. Intervening holidays while availing Half Pay Leave will not be excluded.

**(c) Encashment of Leave**

- (i) As per the DPE directives on the subject only Half Pay Leave and Earned Leave will be allowed to be encashed at the time of retirement.

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(ii) Unavailed half pay leave can be carried forward from a year on year basis and accumulated upto 300 days. At the time of retirement/death such accumulated leave can also be considered for encashment subject to overall limit of 300 days including earned leave standing at credit. However in order to make up shortfall in earned leave (300 days), no commutation of half pay leave would be permissible.

(iii) The cash equivalent payable for half pay leave would be equal to leave salary as admissible for half basic pay + DA for a day. To arrive at the half pay salary payable at the time of encashment on superannuation, the calculation followed in the case of earned leave would be adopted as given in the illustration below:

Example

"X employee" at the time of retirement has 250 days Earned Leave and 100 days Half Pay Leave. Encashment in the above case would be permitted as under:

Maximum encashable leave - 300 days

Earned Leave balance - 250 days

Half Pay Leave which can be  
Considered for encashment) - 50 days

Out of the 100 Half Pay Leave balance available at credit, 50 Half Pay Leave can be clubbed with Earned Leave.

As against the 50 days Half Pay Leave that can be clubbed with Earned Leave for encashment amount equivalent to 25 days full pay only shall be payable towards 50 Half Pay Leave encashed.

3. No encashment of half pay leave will be allowed in the cases of resignation, termination and dismissal.
4. All other rules governing leave applicable to Executives and Non Unionised Supervisors will remain unaltered.

(K-J Ramesh)  
GM (HR)

To

All Executives & Supervisors  
D(F)/D(T)/D(O)/CVO  
ED/CGMs/GMs  
DGMS/Co Secy

- Thro' Notice Boards & Intranet -

Copy to:-

General Secretary CSSSA/CSOA  
Mngr (Admn) to C&MD

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No.P&A/6(117)/13

तिथि/18 Jan 2016

**छुट्टी नियम संबंधित**  
**LEAVE RULES REG.**

1. यह नोट किया है कि कुछ कर्मचारी पर्याप्त सूचना दिए बिना वर्ष में तीन बार से अधिक अर्जित छुट्टी ले रहे हैं।

It is noted that some employees are availing Earned Leave more than three times in a year and/or without giving sufficient notice.

2. वर्तमान छुट्टी नियमों के खंड 10.6 के अनुसार, " कंपनी की चिकित्सा सहायता योजना के अधीन प्राधिकृत चिकित्सक द्वारा जारी चिकित्सा प्रमाणपत्र द्वारा समर्थित बीमारी के मामले में या उचित परिस्थितियों को छोड़कर अर्जित छुट्टी लेने के लिए कर्मचारियों जिन्होंने 7 दिनों के पहले ही छुट्टी के लिए आवेदन नहीं दिया है, को मंजूरी नहीं दी जाएगी। अर्जित छुट्टी आकस्मिक और बारंबार आवश्यकताओं को पूरा करने के लिए नहीं है। कारखाना अधिनियम के संगत प्रावधानों के अधीन, किसी भी वर्ष के दौरान ली जाने वाली ऐसी छुट्टियों की संख्या 3 से अधिक न हो। फिर भी, वास्तविक मामले में विभागाध्यक्ष अपने विवेकाधिकार में पात्रता के अधीन कर्मचारियों को छुट्टी मंजूर की जा सकती है।"

As per the extant Leave Rules Clause 10.6, "Earned leave will not be granted to employee who do not apply for the leave 7 days in advance except in the case of illness supported by medical certificate issued by AMA under the Company's Medical Assistance Scheme or unless there are very extenuating circumstances. Earned leave is not meant for meeting with casual and frequent requirements. Under the relevant provisions in the Factories Act, number of times in which such leave can be availed during any year **shall not exceed three**. However, in really genuine cases the HODs may at their discretion grant leave to the employees subject to eligibility".

3. सभी कर्मचारियों और छुट्टी सिफारिश / मंजूर करने वाले प्राधिकारियों से सलाह दी जाती है कि अर्जित छुट्टी से संबंधित वर्तमान नियमों को नोट करें और छुट्टियों का आवेदन / सिफारिश/मंजूर करते समय वही का पालन करें।

All employees & leave recommending/sanctioning authorities are advised to note the extant rules regarding Earned Leave and follow the same while applying/ recommending/ sanctioning leaves.

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची - 15 Kochi-15

महा प्रबंधक (औ.सं. व प्रशा.)

GENERAL MANAGER (IR&ADMN)

सेवा में/ To

All employees : Thro' Intranet

**कोचीन शिपयार्ड लिमिटेड/COCHIN SHIPYARD LIMITED****कोच्ची/Kochi - 682 015**

No. PERI/4(144)/2016

30 May 2016

**कोचीन शिपयार्ड लिमिटेड के नियमित महिला कर्मचारियों के लिए लागू प्रसूति छुट्टी**  
**MATERNITY LEAVE APPLICABLE TO REGULAR WOMEN EMPLOYEES**  
**OF COCHIN SHIPYARD LIMITED**

1. कोचीन शिपयार्ड लिमिटेड, प्रसूति लाभ अधिनियम के अधीन प्रावधानों के अनुसार प्रसव, गर्भपात आदि के सिलसिले में नियमित महिला कर्मचारियों के लिए प्रसूति छुट्टी दिया रहा है। तदनुसार, सीएसएल, इसकी शुरुआत की तिथि से 90 दिनों के लिए महिला कर्मचारियों को प्रसूति छुट्टी मंजूर किया जा रहा है। सावर्जनिक उद्यम विभाग, भारत सरकार के निर्देशों के आधार पर, सीएसएल बोर्ड ने दिनांक 07 मई 2016 को आयोजित अपनी 225 वीं बोर्ड बैठक में निम्नानुसार सीएसएल छुट्टी नियम और प्रसूति छुट्टी संशोधित किया है।

Cochin Shipyard Ltd has been granting Maternity Leave to regular women employees in connection with delivery, miscarriage etc as per the Provisions under the Maternity Benefit Act. Accordingly CSL has been sanctioning Maternity Leave to Women Employees for a period of 90 days from the date of its commencement. Based on the directions of Government of India, Department of Public Enterprises CSL Board in its 225<sup>th</sup> Board Meeting held on 07 May 2016 has amended CSL Leave Rules and Maternity Leave as detailed below:

मौजूदा/EXISTING	संशोधित/ AMENDED
90 days Maternity Leave and additional one month (30 days), for illness and treatments arising out of pregnancy/delivery as certified by Medical Officer as per Maternity Benefit Act.	180 days Maternity Leave as suggested in the DPE Office Memorandum dated 18 June 2014

2. ऊपर संदर्भितानुसार प्रसूति छुट्टी में संशोधन तत्काल प्रभाव से है (दिनांक 27 मई 2016 से) और सभी नियमित महिला कर्मचारियों जो अब प्रसूति छुट्टी ले रहे हैं, को और भविष्य के मामलों के लिए लागू है।

The amendment to Maternity Leave as referred above has immediate effect (w.e.f 27 May 2016) and will be applicable to all regular women employees who are presently availing Maternity Leave and for future cases.

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

This issues with the approval of Competent Authority.

(एम डी वर्गीस/M D Varghese)

महा प्रबंधक (औ.सं. व प्रशा.)/GM (IR&Admn)

सेवा में/To

All Regular Women Employees  
All Notice Boards

:- Thro' Intranet

प्रतिलिपि/Copy to:

D(F)/D(T)/D(O)  
CGMs/GMs/Co.Secy/DGMs/VO  
Co-ordinator, WIPS Cell  
President, Cochin Shipyard Womens Forum  
General Secretary, CSEO, CSEF,CSEU,SES,CSSSA,CSOA

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची / Kochi - 682 015



## कोचीन शिपयार्ड लिमिटेड

कोच्ची-15

(कार्मिक एवं प्रशासन विभाग)

सीएसएल/2(10)/07 खंड III

02 अप्रैल 2018

## कार्यालय आदेश सं. पीईआरएल/032/2018

**दिनांक 01.01.2017 से बोर्ड और बोर्ड स्तर के नीचे के कार्यपालकों और असंघीकृत पर्यवेक्षकों के वेतनमान का संशोधन**

पोत परिवहन मंत्रालय (सीएसएल अनुभाग), भारत सरकार के दिनांक 31.01.2018 के पत्र सं. SY-11017/1/2009-CSL के द्वारा प्राप्त राष्ट्रपति के निर्देशों के अनुपालन में कंपनी दिनांक 01.01.2017 से बोर्ड और बोर्ड स्तर के नीचे के कार्यपालकों और असंघीकृत पर्यवेक्षकों के वेतनमान और भत्ते का संशोधन करते हैं। वेतनमान सख्ती से सार्वजनिक उद्यम विभाग के कार्यालय ज्ञापन सं. डब्ल्यू-02/0028/2017- डीपीई (डब्ल्यूसी)-जीएल- XIII/17 दिनांक 03.08.2017, 04.08.2017 और 07.09.2017 द्वारा अधिसूचित पैरामीटर और शर्तों के अनुरूप में नीचे दिए गए विवरणों के अनुसार है।

2. संशोधित वेतनमान

दिनांक 01.01.2017 से बोर्ड और बोर्ड स्तर के नीचे के कार्यपालकों और असंघीकृत पर्यवेक्षकों के लिए संशोधित वेतनमान निम्नलिखित होंगे।

2.1. वेतनमान- कार्यपालक बोर्ड स्तर

क्र.सं.	ग्रेड (अनुसूची)	वर्तमान वेतनमान	दिनांक 01 जनवरी 2017 से संशोधित वेतनमान
1	निदेशक (बी)	₹65000-75000	₹160000-290000
2	अध्यक्ष एवं प्रबंध निदेशक (बी)	₹75000-90000	₹180000-320000

2.2. वेतनमान- बोर्ड स्तर के नीचे के कार्यपालक

क्र.सं.	ग्रेड	वर्तमान वेतनमान	दिनांक 01 जनवरी 2017 से संशोधित वेतनमान
1	ई1	₹16400-40500	₹40000-140000
2	ई2	₹20600-46500	₹50000-160000
3	ई3	₹24900-50500	₹60000-180000
4	ई4	₹29100-54500	₹70000-200000
5	ई5	₹32900-58000	₹80000-220000
6	ई6	₹36600-62000	₹90000-240000
7	ई7	₹43200-66000	₹100000-260000
8	ई8	₹51300-73000	₹120000-280000

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd  
कोच्ची / Kochi - 682 0

2.3. वेतनमान- असंघीकृत पर्यवेक्षक

क्र.सं.	ग्रेड	वर्तमान वेतनमान	दिनांक 01 जनवरी 2017 से संशोधित वेतनमान
1	पीएस -1	₹11200-29500	₹ 28000-110000
2	पीएस -2	₹12600-32500	₹ 30000-120000
3	पीएस -3	₹16400-40500	₹ 40000-140000
4	पीएस -4	₹18800-42500	₹ 45000-150000

3. फिटमेंट लाभ और वेतनमान निर्धारण कार्यप्रणाली

3.1. दिनांक 31 दिसंबर 2016 की तिथि पर कंपनी की नियमित पंजी में कार्यरत और 01 जनवरी 2017 की तिथि पर पंजियों में जारी रहने वाले कार्यपालकों और असंघीकृत पर्यवेक्षकों के वेतनमान निम्नलिखित तरीके से तय किया जाएगा।

क		ख		ग (फिटमेंट लाभ)	घ [01.01.2017 की तिथि पर संशोधित मूल वेतन] *
मूल वेतन + दिनांक 31.12.2016 की तिथि पर स्टैग्नेशन वेतनवृद्धि (या) (वैयक्तिक वेतन / विशेष वेतन शामिल नहीं किया जाना है)	+	01.01.2017 को लागू अनुसार 119.5% दर पर औद्योगिक महंगाई भत्ता (अखिल भारतीय संघित मूल्य सूची (एआईसीपीआई) 2001 = 100 क्रम से जुड़े आईडीए पैटर्न गणना पद्धति के तहत ]	+	(क + ख) के 15%	= अगले ₹10/- में पूर्णांकित कुल राशि

\* यदि दिनांक 01.01.2017 की तिथि पर ऐसे गणना किए गए मूल वेतन संशोधित वेतनमान के न्यूनतम से कम है तो, संशोधित वेतनमान के न्यूनतम पर वेतन नियत किया जाएगा।

3.2. उच्चतर ग्रेड में पदोन्नत किए गए जिन अधिकारियों और असंघीकृत पर्यवेक्षकों के मामले में, वेतन पहले पैरा 3.1 में स्पष्ट किए तरीके में निम्न पद में संशोधित वेतनमान पर तय किया जाएगा और बाद में पदोन्नत पद के संशोधित वेतनमान में तय किया जाएगा।

सुमो एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd  
कोच्ची / Kochi - 682 015



### 3.3. वेतन का निर्धारण जहाँ वेतनवृद्धि की सामान्य तिथि 01.01.2017 है

अधिकारियों और असंघीकृत पर्यवेक्षकों जिनको वार्षिक वेतन वृद्धि दि. 01.01.2017 को नियत है के मामले में, उनके वेतन प्रारंभ में उपर्युक्त पैरा 3.1 में दिए गए वेतन निर्धारण पद्धति के अनुसार तय किया जाएगा और उसके बाद वेतनवृद्धि संशोधित वेतनमान पर प्रदान की जाएगी।

### 4. दिनांक 01.01.2017 को या उसके बाद नियुक्त कार्यपालक और असंघीकृत पर्यवेक्षक

यह माना जाएगा कि दिनांक 01.01.2017 को अथवा उसके बाद कंपनी की सेवाओं में शामिल सभी कार्यपालकों और असंघीकृत पर्यवेक्षकों को कंपनी में वे शामिल होने की तिथि से संशोधित वेतनमान में वेतनमान के न्यूनतम पर नियुक्त किया गया है। ऐसे कार्यपालक और असंघीकृत पर्यवेक्षक वेतन संशोधन के तहत फिटमेंट लाभ के लिए पात्र नहीं होगा।

### 5. कार्यपालकें जिनको अग्रिम वेतनवृद्धियां दी गई थी

यदि सीएसएल द्वारा दिनांक 01.01.2017 के बाद नियुक्त कार्यपालकों में कुछ को उस समय प्रचलित वेतनमान में उच्चतम आरंभ दिया गया था, तो ऐसे मामलों में नियुक्ति की तिथि से संशोधित वेतनमान में वेतनमान के आरंभ से वेतनवृद्धि की बराबर संख्या की अनुमति दी जाएगी।

### 6. वार्षिक वेतनवृद्धि और पदोन्नति वेतनवृद्धि

मूल वेतन के 3% की एक समान दर वार्षिक वेतनवृद्धि के साथ ही पदोन्नति वेतनवृद्धि दोनों के लिए लागू होगी। वार्षिक वेतनवृद्धि और पदोन्नति वेतनवृद्धि देने के बाद एक कार्यपालक / असंघीकृत पर्यवेक्षक वे वेतन ₹10/- के अगले गुणित में पूर्णांकित किया जाएगा।

### 7. गतिरोध (स्टैग्नेशन) वेतनवृद्धि

वेतनमान की समाप्ति पर पहुंचने के मामले में, एक कार्यपालक/ असंघीकृत पर्यवेक्षक को प्रत्येक दो सालों के बाद एक, अधिकतम ऐसे तीन वेतनवृद्धि आहरित करने के लिए अनुमति दी जाएगी बशर्ते कि कार्यपालक / असंघीकृत पर्यवेक्षक "अच्छा" अथवा इसके ऊपर के निष्पादन दर प्राप्त करते हैं।

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd  
कोची / Kochi - 682 015

8. महंगाई भत्ता (डीए)

सभी कार्यपालकों और असंघीकृत पर्यवेक्षकों जो दिनांक 01.01.2017 से वेतनमान के आईडीए पैटर्न पर हैं, के लिए 100% महंगाई भत्ता तटस्थीकरण अपनाया जाएगा। इस प्रकार, दिनांक 01.01.2017 की तिथि पर महंगाई भत्ता अखिल भारतीय उपभोक्ता मूल्य सूचकांक (एआईसीपीआई) 2001=100 के लिंक बिंदु के साथ शून्य हो जाएगा जो दि. 01.01.2017 की तिथि पर 277.33 (सितंबर, अक्टूबर और नवंबर 2016 महीनों के एआईसीपीआई की औसत) है। समायोजन की आवधिकता प्रचलित कार्यप्रणाली के अनुसार तीन महीने में एक बार होगी। तदनुसार, दिनांक 01.01.2017 से देय तिमाही महंगाई भत्ता नई महंगाई भत्ता योजना के अनुसार निम्नानुसार होगी :

महंगाई भत्ते की तिथि	महंगाई भत्ता की दर (% में)
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. मकान किराया भत्ता (एचआरए)

दिनांक 31.01.2018 यानी राष्ट्रपति के निर्देशों के जारी होने की तिथि से सभी कार्यपालकों और असंघीकृत पर्यवेक्षकों को देय मकान किराया भत्ता की संशोधित दर निम्नानुसार होगी:-

जनसंख्या वाले शहर	दर
X वर्ग ( 50 लाख और इससे अधिक जनसंख्या)	मूल वेतन के 24%
Y वर्ग (5 लाख से 50 लाख तक जनसंख्या)	मूल वेतन के 16%
Z वर्ग (5 लाख से कम जनसंख्या)	मूल वेतन के 8%

जब औद्योगिक महंगाई भत्ता आईडीए 25% से अधिक हो जाता है X, Y और Z वर्ग शहरों के लिए मकान किराया भत्ता क्रमशः 27%, 18% और 9% तक संशोधित किया जाएगा और जब आईडीए 50% से अधिक हो जाता है आगे 30%, 20% और 10% तक पुनः संशोधित किया जाएगा। दिनांक 01.01.2017 से 30.01.2018 तक की अवधि के लिए मकान किराया भत्ता पूर्व संशोधित मूल वेतन पर और जैसा लागू दरों पर होगा।

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10. मकान किराया वसूली (एचआरआर)

पढ़ा आवास के संबंध में एचआरआर निम्नलिखित दर पर या वास्तविक किराया, जो भी कम हो, होना चाहिए।

शहर का वर्गीकरण	एचआरआर का दर
X वर्ग	मूल वेतन के 7.5%
Y वर्ग	मूल वेतन के 5%
Z वर्ग	मूल वेतन के 2.5%

सीएसएल द्वारा व्यवस्थित आवास के संबंध में, एचआरआर मूल वेतन के 7.5% (X वर्ग शहर)/ मूल वेतन के 5% (Y वर्ग शहर)/ मूल वेतन के 2.5% (Z वर्ग शहर), या नियत मानक किराया, जो भी कम हो, होगा।

11. पढ़ा आवास

इस संबंध में दिशा निर्देश सक्षम प्राधिकारी के अनुमोदन से अलग से जारी किया जाएगा।

12. गैर प्रैक्टिसिंग भत्ता (एनपीए)

शिपयार्ड के चिकित्सा अधिकारियों दिनांक 31.01.2018 से मूल वेतन के 20% दर पर गैर प्रैक्टिसिंग भत्ते के लिए पात्र होंगे। एनपीए को अन्य लाभों की गणना के उद्देश्य के लिए वेतन के रूप में नहीं माना जाएगा और कफेटेरिया दृष्टिकोण के तहत संशोधित मूल वेतन के 35% की सीमा के बाहर होगा। राष्ट्रपति के निर्देशों जारी करने की तिथि से एनपीए प्रभावी होगी।

13. अनुलब्धियाँ और भत्ते

दिनांक 01.01.2017 से प्रभावी अनुलब्धियाँ और भत्ते के भुगतान की ओर कफेटेरिया दृष्टिकोण पर संशोधित दिशा निर्देश संशोधित मूल वेतन के 35% सीमा के अधीन अपनाया जाएगा। इस संबंध में दिशा निर्देश बोर्ड के अनुमोदन से अलग से जारी किया जाएगा।

14. आवास पर सुविधा कर

डीपीई निर्देशों के अनुसार, कार्यपालकों को प्रदान किए गए कंपनी के आवास के संबंध में, "गैर-मौद्रिक सुविधा" पर आयकर देयता सीएसएल वहन करेंगे जिनमें से 50%

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ऐसे कार्यपालकों को अनुलब्धियों और भत्ते के रूप में देय मूल वेतन के 35% की सीमा के भीतर डालेगा।

#### 15. निष्पादन संबंधी भुगतान

वर्तमान निष्पादन संबंधी भुगतान योजना दिनांक 31.03.2017 तक वैध होगी और दिनांक 03.08.2017 के कार्यालय जापन द्वारा प्रख्यापित डीपीई दिशा निर्देशों के अनुरूप में एक नई निष्पादन संबंधी भुगतान योजना से प्रतिस्थापित की जाएगी। संशोधित निष्पादन संबंधी भुगतान आदेश वित्त वर्ष 2017-18 से लागू होगा और इस योजना को बाद में अलग से अधिसूचित किया जाएगा।

#### 16. सेवानिवृत्ति लाभ

सेवानिवृत्ति के लाभों के बारे में मौजूदा प्रावधान जारी रहेंगे और सीएसएल भविष्य निधि (पीएफ), उपदान, सेवा निवृत्ति के बाद चिकित्सा भत्ता और वार्षिकी पेंशन योजना की ओर मूल वेतन और महंगाई भत्ते के 30% तक अधिसूचित दरों के अनुसार योगदान जारी रहेगा।

#### 17. उपदान

देय उपदान राशि पर उच्चतम सीमा दिनांक 01.01.2017 से 10 लाख से 20 लाख रुपए तक वर्धित किया है और उपदान की संपूर्ण राशि के लिए वित्तपोषण मूलवेतन और महंगाई भत्ता के 30% की सीमा के भीतर से करेगा। इसके अलावा, जब कभी आईडीए 50% से बढ़ता है, तो उपदान की सीमा 25% तक बढ़ेगी।

#### 18. पेंशन और चिकित्सा

सेवानिवृत्ति के समय पेंशन के आहरण के लिए हकदार होने हेतु न्यूनतम 15 वर्ष की सेवा की आवश्यकता खत्म कर दिया गया है। बोर्ड स्तर कार्यपालकों को छोड़कर अन्यो को वर्तमान सेवानिवृत्ति बाद चिकित्सा लाभ सेवानिवृत्ति और कम से कम 15 वर्षों की लगातार सेवा की आवश्यकता से जुड़े रहेंगे। बोर्ड स्तर कार्यपालकों को सेवानिवृत्ति के बाद चिकित्सा लाभ (15 वर्षों की सेवा के प्रावधान से कोई संबंध बिना) कार्यकाल की समाप्ति या सेवानिवृत्ति आयु प्राप्त करने, जो भी पहले आते है, दी जाएगी।

#### 19. क्लब की सदस्यता

बोर्ड स्तर के कार्यपालकों को अधिकतम दो क्लब तक कॉर्पोरेट क्लब सदस्यता की अनुमति दी जाएगी जो उनके कार्यकाल के साथ समाप्त हो जाएगी।

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### आवधिकता

इस संशोधन की आवधिकता सरकार के निर्देशों के अनुरूप में होगी और अगले वर्ष संशोधन सरकार के निर्णयानुसार किया जाएगा, लेकिन 10 साल के पश्चात नहीं।

### लाभकारिता की समीक्षा

वेतन संशोधन के प्रभाव के मुकाबले लाभकारिता की समीक्षा प्रत्येक तीन सालों में की जाएगी और दिनांक 03.08.2017 के डीपीई का.जा. में निहित निर्देशों के अनुसार सुधारात्मक कार्रवाई की जाएगी।

### 22. बकाया राशि का भुगतान

22.1. इस कार्यालय आदेश जारी होने की तारीख में कंपनी की सूची पर मौजूद योग्य कार्यपालकों और असंघीकृत पर्यवेक्षकों को इस कार्यालय आदेश के प्रावधानों जैसे कि संशोधित मूल वेतन के फलस्वरूप दिनांक 01.01.2017 से लागू डीए, वेतन वृद्धि, पदोन्नति पर वेतन निर्धारण (यदि कोई हो), छुट्टी नकदीकरण, लागू अनुलब्धियां और भत्ते और सेवांत लाभ जैसे कि भविष्य निधि, उपदान, पेंशन अधिवर्षिता चिकित्सा लाभ, के अनुसार बकाया राशि दी जाएगी। फिर भी, एचआरए और एनपीए के संशोधित दर दिनांक 31.01.2018 से अर्थात् राष्ट्रपति के निर्देशों को जारी करने की तिथि से लागू होगी।

22.2. सभी कार्यपालकों और असंघीकृत पर्यवेक्षकों जो दिनांक 01.01.2017 को सीएसएल की सूची पर हैं लेकिन बाद में सेवानिवृत्ति, इस्तीफे, स्वैच्छिक सेवानिवृत्ति, रोजगार की समाप्ति, मौत आदि के कारण सेवा में रहना बंद हो गया है, दिनांक 01.01.2017 से लागू संशोधित मूल वेतन, महंगाई भत्ता, वेतन वृद्धि, पदोन्नति (यदि कोई हो), छुट्टी भुनाई, लागू अनुलब्धियां और भत्ते, भविष्य निधि, उपदान और पेंशन के कारण इस कार्यालय आदेश के अनुसार यथानुपात आधार पर देय बकाया राशि के लिए योग्य होंगे।

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22.3. वेतन संशोधन के लाभ, उन लोगों को नहीं दी जाएगी, जो निम्नलिखित आधार पर दिनांक 01.01.2017 के बाद कंपनी की सेवा छोड़ दी हैं:

- क. पदच्युति
- ख. अनुमति या नोटिस के बिना इस्तीफा
- ग. इस्तीफा देकर सेवा छोड़ दी और कंपनी छोड़ते समय बंधन देयता अदा नहीं किया गया है
- घ. सेवा त्याग दिया
- ङ. सेवा से छुटकारा पाना

22.4. कार्यपालकों एवं असंघीकृत पर्यवेक्षकों के पूर्ववर्ती प्रभावी सभी वसूलियों (नोटिस वेतन सहित, यदि कोई हो) को पुनः गणना और पुनर्प्राप्त किया जाएगा। इसी प्रकार ऐसे अधिकारियों से जहां भी राशि देय है, वही उनके लिए देय बकाया राशि से वसूल किया जाएगा। आगे, वेतन/ बकाया राशि की गणना के निर्धारण में कोई अतिरिक्त भुगतान, गलत भुगतान / अंक संबंधी और सिस्टम त्रुटियां, यदि कोई हो, तो, वह सुधार, समायोजन और अपेक्षाओं के अधीन होगा।

### 23. सामान्य

23.1. संशोधित वेतनमान में वेतन को अप्रैल, 2018 से वितरित किया जाएगा। इस कार्यालय आदेश के अनुसार बकाया राशियों का भुगतान भी अप्रैल, 2018 के दौरान दो किस्तों में वितरित किया जाएगा।

23.2. संशोधित वेतनमान में वेतन और बकाया की गणना में हुए गलत निर्धारण या बाद में पाए जानेवाले विसंगतियों के परिणामस्वरूप, किसी अतिरिक्त भुगतान यदि कोई हो, तो, उसे संबंधित कर्मचारियों को देय भविष्य भुगतानों से समायोजन द्वारा या अन्यथा वसूल किया जाएगा।

23.3. इस आदेश से उत्पन्न होने वाली विसंगतियां, यदि कोई हो, तो अलग से विचार की जाएगी।

23.4. कामगार कैडर से पदोन्नत पर्यवेक्षकों के संबंध में वेतन निर्धारण की प्रणाली

कामगारों के लिए लागू वेतन संशोधन पर दीर्घकालीन समझौता (एलटीएस) दिनांक 01.04.2017 से देय है। अतः दिनांक 01.04.2017

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को या उसके बाद कामगार कैडर से पदोन्नत असंघीकृत पर्यवेक्षकों के मामले में, उनके वेतन को अस्थायी रूप से संशोधित वेतनमान जिसमें वे पदोन्नत हुआ हैं, के न्यूनतम पर या पदोन्नति की तिथि पर कर्मचारी द्वारा आहरित मूल वेतन एवं डीए जोड़कर, जो भी उच्च हो, निर्धारित किया जाएगा। कामगारों के लिए वेतन समझौते के कार्यान्वयन पर उनके मूल वेतन को पुनर्निर्धारित किया जाएगा।

23.5. वेतन संशोधन पर उपर्युक्त आदेश, सीपीएसई के लिए लागू डीपीई आदेशों के अनुसार अगले वेतनमान संशोधन तक या डीपीई द्वारा जारी किए गए अगले आदेश तक जारी रहेगा।

23.6. इस आदेश के जरिए कर्मचारियों को किए गए किसी भी भुगतान से, नियमों के अनुसार आयकर, पेशा कर आदि की ओर वसूली प्रभावी होगी।

23.7. उपर्युक्तानुसार संशोधित किए को छोड़कर सभी अन्य भत्ते, लाभ और नियम एवं शर्तों, विशेष रूप से, मौजूदा नियमों के अनुसार जारी रहेगी।

24. उपर्युक्त वेतन संशोधन आदेश से संबंधित सभी मुद्दों, विसंगति, व्याख्या, स्पष्टीकरण कार्मिक एवं प्रशासन विभाग को सूचित किया जाएगा। उठाए गए मुद्दों की जांच की जाएगी और इस संबंध में अध्यक्ष एवं प्रबंध निदेशक का निर्णय अंतिम और बाध्यकारी होंगे।

25. उपर्युक्त सूचित बातों के होते हुए भी, ऊपर विस्तृत किए किसी भी मामले पर समय-समय पर जारी डीपीई दिशानिर्देश / मार्गनिर्देशों का अधिभावी प्रभाव होगा और वही कार्यान्वित किया जाएगा।

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

(के जे रमेश)

मुख्य महा प्रबंधक (मानव संसाधन)

सेवा में,

सभी कार्यपालक/ पर्यवेक्षक : इंटरनेट के जरिए

निदेशक (वित्त)/ निदेशक (प्रचालन)

सभी मुख्य महा प्रबंधक/ महा प्रबंधक/ उप महा प्रबंधक

अध्यक्ष एवं प्रबंध निदेशक का सहायक महा प्रबंधक (प्रशा)

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Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्चि / Kochi-682 015

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

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### 2.3. Scales of Pay-Non-unionized Supervisors

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

### 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 31<sup>st</sup> Dec 2016 and continue to be in the rolls as on 1<sup>st</sup> 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 fixed in the revised scale of pay of the promoted post.

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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 :

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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

#### 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.

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## 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

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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.

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कोच्ची / Kochi

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.

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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

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कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / Kochi-15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

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

02 Apr 2018

**कार्यालय आदेश सं/OFFICE ORDER NO.PERL/031/2018**

**कार्यपालकों एवं असंघीकृत पर्यवेक्षकों के लिए अनुलब्धियां और भत्ते**

**PERKS AND ALLOWANCES TO EXECUTIVES &  
NON-UNIONISED SUPERVISORS**

1. सार्वजनिक उद्यम विभाग के कार्यालय जापनों की सं. डब्ल्यू-02/0028/2017 - डीपीई (डब्ल्यूसी)-जीएल-XIII/17 दिनांक 03.08.2017, 04.08.2017 और 07.09.2017 द्वारा दिनांक 01 जनवरी 2017 से बोर्ड और बोर्ड स्तर से नीचे के कार्यपालकों एवं असंघीकृत पर्यवेक्षकों के वेतन संशोधन पर मार्गनिर्देश जारी किया है। अन्य बातों के साथ मार्गनिर्देश में संशोधित मूल वेतन के 35% की सीमा के अंतर्गत, 'कैफेटेरिया दृष्टिकोण' के अधीन अनुलब्धियों और भत्ते के भुगतान शामिल हैं।

The Department 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, has issued guidelines on Pay Revision of Board and Below Board level Executives and Non-Unionized Supervisors effective from 01 Jan 2017. Inter-alia the guidelines cover payment of Perks and Allowances under the concept of 'Cafeteria approach', within a ceiling of 35% of revised Basic Pay.

2. उपर्युक्त मार्गनिर्देशों के अनुसार, कार्यपालकों एवं पर्यवेक्षकों के लिए लागू मौजूदा अनुलब्धियां और भत्ते को नामांकन एवं पारिश्रमिक समिति और बोर्ड द्वारा पुनरीक्षा की गई है। दिनांक 05 फरवरी 2018 को आयोजित 239वीं बैठक में बोर्ड द्वारा अनुलब्धियां और भत्ते के एक नए सेट अनुमोदित किया गया है और दिनांक 01 जनवरी 2017 से स्वीकार्य होगा। अन्य बातों के साथ यह भी निर्णय लिया है कि कार्यपालकों एवं पर्यवेक्षकों के लिए देय आकस्मिक व्यय (आरआईई) की प्रतिपूर्ति दिनांक 05 फरवरी 2018 से भत्ते के बास्केट से निकालेंगे।

In line with the above guidelines the existing Perks and Allowances currently applicable to Executives and Supervisors have been reviewed by the Nomination and Remuneration Committee and by the Board. A new set of Perks and Allowances has been approved by the Board in its 239<sup>th</sup> Meeting held on 05 Feb 2018 and the same would be admissible from 01 Jan 2017. Inter-alia it has also been decided that the Reimbursement of Incidental Expenses (RIE) payable to Executives and Supervisors will stand withdrawn from the basket of allowances with effect from 05 Feb 2018.

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02 Apr 2018

3. एनआरसी/बोर्ड द्वारा अनुमोदितानुसार अनुलब्धियों और भत्ते के एक नए सेट पर विवरण नीचे दिया जाता है :

Details on the new set of Perks and Allowances as approved by the NRC/Board are given below:

4. कैफेटेरिया दृष्टिकोण के अधीन अनुलब्धियां और भत्ते

**Perks & Allowances under Cafeteria approach**

4.1. कंपनी के रोल पर रहे कार्यपालक और असंघीकृत पर्यवेक्षकों के लिए लागू मौजूदा अनुलब्धियों और भत्ते को कैफेटेरिया दृष्टिकोण के तहत दिनांक 01 जनवरी 2017 से अनुलब्धियां और भत्ते के निम्नलिखित योजना द्वारा प्रतिस्थापित किया जाएगा ।

The Perks and Allowances presently applicable to Executives and Non- unionized Supervisors on the rolls of the company will be replaced by the following scheme of Perks and Allowances effective from 01 Jan 2017 under a Cafeteria Approach.

प्रत्येक भत्ते से संबंधित भत्ते को इस आदेश के अनुबंध - I में सूचित किया जाता है ।  
Guidelines on each of the allowances are indicated at Annexure-I to this order.

क्र.सं. Sl. No.	विवरण Description	श्रेणी - प्रति महीने मूल वेतन का % CATEGORY - % OF BASIC PAY PER MONTH		
		बोर्ड स्तर के कार्यपालक Board Level Executives	बोर्ड स्तर से नीचे के कार्यपालक Below Board Level Executives	पर्यवेक्षक Supervisors
1	Conveyance Loan Interest Subsidy	-	Upto 5%	Upto 5%
2	Leave Travel Allowance (LTA)	Upto 20%	Upto 10%	Upto 10%
3	Professional Development Allowance	Upto 15%	Upto 10%	Upto 10%
4	Children Education Allowance	Upto 5%	Upto 5%	Upto 5%
5	Reimbursement of Local Travel Expenses (RLTE)	-	Upto 10%	Upto 10%
6	Transport Allowance	-	Upto 5%	Upto 5%
7	Sports & Fitness Allowance	Upto 10%	Upto 5%	Upto 5%
8	Personal Home Loan Interest Subsidy cum Maintenance Allowance	Upto 10%	Upto 10%	Upto 10%
9	Internet Allowance	-	Upto 5%	Upto 5%
10	Personal Soft Furnishing Allowance	Upto 5%	Upto 5%	Upto 5%
11	Telephone Reimbursement	-	Upto 5%	Upto 5%
12	Uniform Maintenance Allowance	-	Upto 5%	Upto 5%
13	Family Planning Allowance	Upto 3%	Upto 3%	Upto 3%

सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)

कोच्चिन शाखा  
Cochin Sh.

का.च.को. Koc.

- 4.2. प्रत्येक भत्ते के लिए निर्धारित मूल वेतन का प्रतिशत संबंधित मदों के अधिकतम देय होगा। कार्यपालक और पर्यवेक्षक मूल वेतन के 35% तक सीमित किए अनुलब्धियों और भत्ते के सेट से चुन सकते हैं।

The percentage of Basic Pay earmarked for each of the allowances will be the maximum payable for the respective item. Executives and Supervisors can choose from the set of Perks and Allowances, limited to 35% of the Basic Pay.

- 4.3. आकस्मिक व्यय (आईआईई) की प्रतिपूर्ति की योजना को दिनांक 05 फरवरी 2018 से भत्ते के बास्केट से निकाल देंगे। दिनांक 01 जनवरी 2017 से 04 फरवरी 2018 के दौरान इस शीर्ष के अधीन पहले ही वितरित की गई राशि को तदनुसार नियमित किया जाएगा।

The Scheme for Reimbursement of Incidental Expenses (RIE) stands withdrawn from the basket of Allowances with effect from 05 Feb 2018. Amount already disbursed under this head during the period 01 Jan 2017 to 04 Feb 2018, shall stand regulated accordingly.

- 4.4. डीपीई मार्गनिर्देशों के अनुसार, अस्पताल, कॉलेज, स्कूल आदि जैसे अवसंरचना सुविधाओं के चलाने तथा बनाए रखने पर हुए आवर्ती लागत को मूल वेतन के 35% की सीमा के बाहर किया जाएगा।

In accordance with the DPE guidelines the recurring cost incurred on running and maintaining of infrastructure facilities like hospitals, colleges, schools etc would be outside the ceiling of 35% of basic pay.

- 4.5. अनुलब्धियाँ एवं भत्ते के भुगतान विषय पर आयकर अधिनियम के अनुसार आय कर के अधीन होगा। जहां भी लागू हो, आयकर अधिनियम के अधीन छूट की दावा करने के लिए वाउचर/दस्तावेजी प्रमाण प्रस्तुत किया जाना चाहिए। संबंधित अनुच्छेद में विवरण सूचित किया है।

Payment on account of Perks & Allowances would be subject to Income Tax as per Income Tax Act on the subject. Wherever applicable, vouchers/documentary proof should be submitted for claiming exemption under the IT Act. Details are mentioned in the respective paragraphs.

- 4.6. सभी कार्यपालकों और असंघीकृत पर्यवेक्षकों अनुलब्धियों/भत्ते के लिए अपना विकल्प का प्रयोग करें, जो वे लेना चाहते हैं। हर वित्तीय वर्ष 15 अप्रैल के पहले अपने ईएसएस/एमएसएस के प्रयोग किया जाना चाहिए। एक बार प्रयोग किए विकल्प उसी वित्तीय वर्ष में परिवर्तित नहीं किया जा सकता है। हर वर्ष दिनांक 1 अप्रैल से 15 अप्रैल तक ही परिवर्तन करने के लिए अनुमति देगी।

SUMI S  
मानव संसाधन  
Assistant Manager (HR)  
कोचीर शिपयार्ड लिमिटेड  
कोचीर / Kochi-682 015

All Executives and Non-unionized Supervisors shall exercise their option for the type of Perks/Allowances, which they would like to draw. The option should be exercised through their ESS/MSS portal before 15<sup>th</sup> April of every financial year. Option once exercised cannot be changed in that financial year. Changes shall be permitted only during the period of 1<sup>st</sup> April to 15<sup>th</sup> April every year.

- 4.7. दिनांक 01 जनवरी 2017 से 31 मार्च 2018 तक की अवधि के लिए, अनुलब्धियों और भत्ते पर पहले ही प्रयोग किए विकल्प पर कोई परिवर्तन नहीं किया जाएगा। आगे, उपर्युक्त सूचितानुसार, दिनांक 01 जनवरी 2017 से 04 फरवरी 2018 तक की अवधि के लिए आरआई के रूप में आहरित राशि 35% के अंतर्गत अवरुद्ध करेंगे और तदनुसार विभाजित किया जाएगा।

For the period 01 Jan 2017 to 31 Mar 2018, there would be no change in the option already exercised on Perks and Allowances. Further as mentioned above, the amount drawn as RIE for the period 01 Jan 2017 to 04 Feb 2018 would stand frozen within 35% and accordingly be factored.

- 4.8. तदनुसार दिनांक 01 जनवरी 2017 से 31 मार्च 2018 तक की अवधि के लिए, योग्य और आहरित भत्ते के बीच अंतर पर विचार किया जाएगा और लागू अनुसार बकाया राशि को इस आदेश के अनुसार कंपनी की सूची पर रहे सभी कार्यपालकों और असंघीकृत पर्यवेक्षकों को अप्रैल 2018 महीने के दौरान दो किस्तों में वितरित किया जाएगा।

Accordingly for the period 01 Jan 2017 to 31 Mar 2018, the difference between eligible and drawn allowances will be considered and arrears as applicable disbursed to all Executives and Non-unionized Supervisors, on the rolls of the company in terms of this order, in two installments during the month of April 2018.

- 4.9. दिनांक 01 जनवरी 2017 से मार्च 2018 तक के दौरान सेवानिवृत्ति, मृत्यु आदि के कारण शिपयार्ड की सेवा छोड़ दिए कार्यपालकों और पर्यवेक्षकों के मामले में, ऊपर बताए अनुसार पहले ही प्रदत्त कुल राशि के समायोजन/ वसूली के बाद मूल वेतन के 35% तक सीमित लागू संशोधित अनुलब्धियों और भत्ते को वितरित किया जाएगा।

In the case of those Executives and Supervisors who have left the services of the Shipyard on account of retirement, death etc during the period 01 Jan 2017 to Mar 2018, revised Perks & Allowances applicable limited to 35% of basic pay after adjusting/recovery of sum already paid, as detailed above will be disbursed.

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची / Kochi - 682 015



4.10. फिर भी, अनुलब्धियों और भत्ते की बकाया राशि निम्नलिखित कारणों पर कंपनी की सेवा छोड़ दिए कर्मचारियों को नहीं दी जाएगी।

However the arrears on perks and allowances, will not be allowed to those who left the service of the Company on the following grounds:

- (i) Dismissal
- (ii) Resignation without permission or notice
- (iii) Resigned and left the service without discharging Bond liability at the time of leaving the Company.

4.11. उपर्युक्तानुसार संशोधित अनुलब्धियों और भत्ते योजना में संशोधन है, तो, भुगतान की मात्रा आदि नामांकन एवं पारिश्रमिक समिति/ बोर्ड के अनुमोदन के साथ ही लागू किया जाएगा।

Modification if any to the revised Perks and Allowances Scheme as above, quantum of payment etc will only be made applicable with the approval of the Nomination and Remuneration Committee/Board.

5. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।  
This issues with the approval of CMD.

  
(के जे रमेश / K J Ramesh)

मुख्य महा प्रबंधक (मानव संसाधन)  
CGM (HR)

सेवा में / To

All Executives / Supervisors }  
D(F) / D(O) } Thro' Intranet  
CGMs / GMs / DGMs }  
AGM (Admn) to CMD }

प्रतिलिपि / Copy to:-

General Secretary to : CSOA/ CSSSA

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची / Kochi-682 015



**Annexure-I**

**PERKS AND ALLOWANCES UNDER CAFETERIA APPROACH**  
**W.E.F. 01 JAN 2017**

**1. Conveyance Loan Interest Subsidy**

- 1.1. All Executives and Supervisors will be eligible for drawal of conveyance loan interest subsidy for conveyance loans availed from any source including CSL at the rate limited to a maximum 5% of Basic Pay per month. In the case of those Executives and Supervisors who availed conveyance loan from Shipyard at concessional rates of interest, the difference between Government rate of interest charge on conveyance loans for the respective categories as on 01 April every year and CSL rate of interest as applicable will be recovered on a monthly basis.

**2. Leave Travel Allowance (LTA)**

- 2.1. Executives and Supervisors will be paid Leave Travel Allowance (LTA) as indicated below:

Category	Amount- % of Basic Pay (Max)
Board Level - Executives	Upto 20 % of Annual Basic Pay
All other Executives & Supervisors	Upto 10 % of Annual Basic Pay

- 2.2. The LTA Allowance will be paid on monthly basis to all those who are on the rolls of the Shipyard along with the salary.
- 2.3. There would be no income Tax exemption as per rules for LTA drawn. However in the case of those who submit necessary vouchers of travel performed etc, on request the same shall be considered as Leave Travel Concession, for Income Tax Exemption as applicable subject to rules.

**3. Professional Development Allowance (PDA)**

- 3.1. For enrichment of professional knowledge, Executives and Supervisors will be paid a Professional Development Allowance (PDA) as indicated below for purchase of Professional Books, Encyclopedias, Manuals, Journals, Audio Visual Aids, payment for membership fees in professional bodies etc.

SUMI S  
मानव संसाधन  
प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्चि / Kochi-682 015

Category	Amount - % of Basic Pay (Max)
Board Level	Upto 15 % of Basic Pay
All other Executives & Supervisors	Upto 10 % of Basic Pay

3.2. The PDA applicable will be paid on a monthly basis.

**4. Children's Education Allowance (CEA)**

4.1. Executives and Supervisors will be granted Childrens' Education Allowance upto 5 % of their Basic Pay on a monthly basis. Income Tax benefit as applicable will be allowed.

**5. Reimbursement of Local Travel Expenses (RLTE)**

5.1. Executives and Supervisors owning a motor vehicle in their own name and not availing facility of Company car/vehicle, and using conveyance for official purpose and commuting from residence to office and back will be entitled to Reimbursement of Local Travel Expenses upto 10% of Basic Pay per month. The RLTE amount would also cover for maintenance of the vehicle and such other purposes.

**6. Transport Allowance**

6.1. Executives and Supervisors not possessing conveyance in their own name and not availing Reimbursement of Local Travel Expenses or the facility of Company car, will be paid Transport Allowance upto 5 % of Basic Pay per month.

**7. Sports and Fitness Allowance (SFA)**

7.1. To develop a passion for physical fitness, improved health and promotion of sports, a Sport and Fitness Allowance upto amount equivalent to 10 % of Basic Pay in the case of Board level executives and 5 % of Basic Pay in case of all other Executives and Supervisors will be paid per month as Sports and Fitness Allowance.

**8. Home Loan Interest Subsidy cum Maintenance Allowance**

8.1. Executives and Supervisors will be allowed personal loan interest subsidy for Housing loan availed in their own names or maintenance of an existing home in their own names upto 10 % of basic pay per month, towards repayment of interest on House building loans taken/amount incurred for maintenance etc.

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोची शिपयार्ड लिमिटेड  
Kochi Shipyard Ltd.  
कोची - 682 015



**9. Internet Allowance**

9.1. An amount upto 5 % of basic pay per month will be paid to all Executives and Supervisors for their use of Internet at home for enriching knowledge in their respective spheres of work.

**10. Personal Soft Furnishing Allowance**

10.1. An amount upto 5 % of basic pay per month will be paid to all Executives and Supervisors for purchase, repair or replacement of Household furniture and other durables and appliances.

**11. Telephone Reimbursement**

11.1. For expenditure on residential telephone, Fax etc an amount upto 5 % of Basic Pay per month will be paid to all Executives Below Board level and Supervisors.

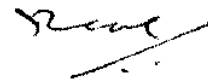
**12. Uniform Maintenance Allowance**

12.1. An amount upto 5% of Basic Pay per month will be paid to all Executives and Supervisors as washing/stitching and maintenance of uniforms/working dress provided for.

**13. Family Planning Allowance**

13.1. In line with the DPE directive, allowance at the rate of 3% of basic pay per month shall be payable to all eligible executives and non-unionized supervisors.

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सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची / Kochi - 682 015



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. पीईआरएल/233/2003 और दिनांक 18 दिसंबर 2006 के सं. पीईआरएल /292/2006 का संदर्भ लें।

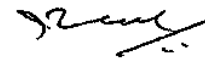
Ref. Office orders No. PERL/024/2000 dated 05 Feb 2000, No. 089 dated 07 Apr 2003, No. PERL/233/2003 dated 25 Sep 2003, No. PERL/292/2006 dated 18 Dec 2006 regarding Promotion Policy for Executives.

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 245<sup>th</sup> 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

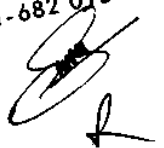
प्रतिलिपि/Copy to:-

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

PS to CMD

Secretary, CSOA

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची / Kochi - 682 015



**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.

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd.  
कोच्ची / Kochi - 682 015

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 सुमी एस / SUMI S सहायक प्रबंधक (मानव संसाधन)  
equivalent. Assistant Manager (HR)
- (ii) Graduate in Medicine. कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd
- (iii) Graduate with Membership in Professional bodies like ICA of India/ ICWA of India/ICS of India. कोच्ची / Kochi - 682 01

- (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.

सुमी एस / SUMI S  
सहायक प्रबंधक (मानव संसाधन)  
Assistant Manager (HR)  
कोचीन शिपयार्ड लिमिटेड  
Cochin Shipyard Ltd  
कोच्ची / Kochi - 682 015

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- (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.
<b>Total</b>	<b>100</b>	

- (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
<b>50</b>	<b>50</b>

- (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
<b>Maximum Marks</b>	<b>30</b>	<b>25</b>

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(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.
<b>Total</b>	<b>20</b>	<b>25</b>	

(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


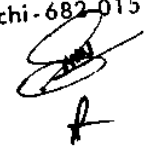
- (d) Promotions from E4 to E5, E5 to E6 and E6 to E7 grades will be on "Merit-cum-Seniority" basis, seniority being relevant only to determine the eligibility for consideration in terms of the period set out in the Policy. To be eligible for consideration for promotion from E4 to E5, E5 to E6 and E6 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:-

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**(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.
<b>Total</b>	<b>100</b>	

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.

  
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**(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.
<b>Total</b>	<b>100</b>	

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

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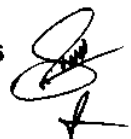
Clause 9/10 as the case may be. Further an Executive who has been punished as a result of disciplinary proceedings will not be eligible for consideration for promotion for a period of one year from the date of imposition of the penalty.

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.

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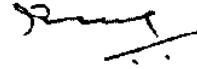
16. The Chairman and Managing Director may, at his discretion relax these Rules to meet organizational requirements or special circumstances.

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

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