



CIRCULAR

Sub: Re-introduction of Suggestions Scheme.

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In the Core Committee meeting held on 27.05.2010 it was proposed to re-introduce a “ **Suggestions Scheme** ” to motivate the employees for encouraging them to give suggestions for improvement in the workings of the Corporation and to award the employee who has given the suggestion, if the same is accepted and implemented by the Management. In this regard, it was also decided to constitute a Suggestions Committee for examining the viability / practicability of implementing the suggestions given by the employees.

The Committee noted that during 1983, the Board had approved the introduction of the suggestions scheme in the Corporation. In the initial period the said scheme worked very well, but of-late it is not in operation.

The draft scheme was deliberated in the 2nd meeting of the Core Committee held on 04.06.2010 and after deliberations, it was decided to re-introduce the Suggestions Scheme in the Corporation with the following guidelines:

1. FORMULATION OF SUGGESTIONS COMMITTEE:

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| (a) Chairman & Managing Director | Chairman |
| (b) Executive Director (F) | Member |
| (c) Executive Director (O) | Member |
| (d) Senior most General Manager | Member |
| (e) Dy. General Manager (C) | Member |
| (f) Head of Department (P&A) | Member convener |



SCHEME GUIDELINES:

- (i) **Scope:** In this scheme all the officials/officers are encouraged to offer their suggestions for the improvement of:
- a. Methods and procedures which bring qualitative improvement in the working of the Corporation;
 - b. Suggestions which would result in substantial savings to the Corporation;
 - c. Suggestions which would bring about improvement in departmental, executive and administrative procedures;
 - d. Any other suggestions which would affect either the economy or improve the quality of working of the Corporation.

(ii) **Contents of suggestions:**

The suggestions should be brief and precise accompanied by sketches wherever necessary and these should be prepared outside working hours. Every suggestion should also contain a probable amount of savings claimed to arise out of the suggestion and also improvement of the system of working which may result out of the suggestion.

(iii) **Eligibility:**

All the employees of the Corporation up to the level and including GMs are eligible to offer suggestions and to compete for the award under this scheme.

(iv) **Evaluation of suggestions:**

The suggestions of the employees shall be sent to HOD (P&A). The HOD(P&A) shall place the suggestion received by the employee before the Suggestions Committee once in a quarter preferably during the first week of subsequent month after the closure of the quarter. The Committee shall evaluate all the suggestions critically and objectively and shall take a decision as regards the acceptance or non-acceptance of a suggestion as regards its implementation in the Corporation. Suggestions to be tested for results at least for a quarter and the same to be evaluated by the Committee on the extent of benefits derived.



Award / prizes:

If the Suggestions Committee finds that the suggestion given by the employee is exceptionally good, it may award a cash prize of Rs.20,000/- including a commendation letter. In respect of other suggestions accepted by the Suggestions Committee, a cash prize of Rs.5,000/- along with commendation letter will be awarded. In respect of remaining suggestions, a commendation letter will be issued.

(v) Notification and record:

All suggestions which are accepted and for which prizes have been awarded, as well as other suggestions considered especially meritorious, will be notified on the notice boards and published in the KSFC News. Records of approved suggestions will be placed in the personal records of the employees who made suggestions.

(vi) Other guidelines:

- (a) If the same suggestion is given by more than one employee, the suggestion given by the employee which is received first by HOD(P&A) will be taken into account;
- (b) If there are repeat suggestions which are not accepted by the Suggestions Committee earlier, the same shall not be placed before the Suggestions Committee.
- (c) To keep the employee informed of the decision. Committee is at liberty to call the employee to explain. Such employee is eligible for TA.

The scheme comes into operation with immediate effect.

The contents of this circular shall be brought to the notice of all the concerned in your office / department.

Sd/-

CHAIRMAN & MANAGING DIRECTOR

To:
All BMs
All ZMs / DGMs of Super 'A' Branches / IA cells
All Principal Officers / Section Heads in HO
All General Managers
Library
Executive Directors - for information.