

BHARAT FORGE



Terms and Conditions of Employment Policy

Name of the Document	Terms and Conditions of Employment Policy
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A] PURPOSE

To define the policy relating to the employment terms and conditions. To keep the uniformity and clarity in the employment terms and conditions :

B] APPLICABILITY

All Officers

C] POLICY**1. Probation & Confirmation**

- a) The probation period is of six months **or as specified in Appointment Order**. The Management may, at its sole discretion, extend the probation period.
- b) In case of extension of probation period, the officer shall be communicated in writing by the HR Department and its decision will be final.

Procedure

- a) All Confirmation Forms will be filled in online by the concerned Department and the same shall be routed through their HODs to HR Department.
- b) The confirmation letter of the officer will be sent to his/her HOD, for issuing the same.

2. Compensation

- a) Perquisites will undergo change only at the sole discretion of the Management. Any change in compensation will be communicated by Director (HR & IR).
- b) House Rent Allowance – The HRA will be subject deduction of Income Tax at source at the rates applicable from time to time, alongwith surcharge and cess, if any. An officer (for availing the exemption) needs to submit necessary proof to Accounts Department.
- c) Bonus – This is given strictly as per the provisions of the Payment of Bonus Act, 1965. At present officers whose basic is less than Rs.21000/- will be eligible for Bonus payment within the meaning of the Payment of Bonus Act, 1965. The payment of Bonus will be credited to the officers bank account meant for salary payment. Bonus will be subject to deduction of Income Tax at source.

3. Salary Payment / Disbursement

The salary will be credited to the officer's savings account on or before the 10th of every month. For administrative purpose and better banking facilities, the Company has tied up with ICICI Bank in their power pay scheme. Officer can download his Pay Slip from HR Portal.

4. Income Tax Declaration

By end of April of each financial year, the officer is required to enter **the details** about his investment towards LIC, PPF, NSC, etc. or any other Tax Saving Scheme **on the HR Portal**. This

information is needed for tax computation of individual officer. On HR Portal officer will get probable tax liability.

The proof of the officers Investment has to be submitted latest by 25th of December.

Tax will be computed based on officer's declaration and the necessary tax deductions will be made from officer's monthly salary.

The Company will not be responsible to refund officers tax deductions once it is deducted and paid to income tax authorities.

5. Safety

Safety is our prime motto and it is our constant endeavour to make workplace a safe place to work. Marching ahead in this direction, some of our prestigious safety initiatives include :

- Safety Induction Training is given to the officer on his/her joining.
- 4th March to 11th March is observed as the Safety Week every year wherein every officer is encouraged to participate in various safety related competitions and they win prizes too.
- Apart from the above, various safety related training like "Fire Fighting", "Safety on Machines" etc. are conducted on an ongoing basis by the Safety department round the year.
- Whenever an individual is nominated for any Safety Training, it will be mandatory on the part of the individual officer to participate in such Training Programme.

6. For Travel Outstation

Travel Booking should be made through Starline Travels, Pune.

Whenever an officer is deputed for official duty within India, the following will be his/her travel eligibility:-

Grade	Mode of Travel		
	Airfare	Railway Fare	Taxi Fare
V.P's & above	Economy Class	First A/c	Full Taxi
Deputy Managers to Assoc. V.P.	Economy Class	First A/c	Shared Taxi
Junior Engineer to Assistant Manager	N.A.	First Class or Second A/c	Shared Taxi

Depending on the urgency of work, individual officer may travel by Flight (Economy Class), upon prior approval from Department Head. Concerned officer will travel by the **cheapest Airline**.

All reimbursements will be made only on submission of tickets / receipts.

TA / DA Rules (For Outstation / Local) for Management Staff

(These rules are not applicable for those travelling to Baramati from Mundhwa.)

In case an officer is required to travel outstation or local / official work, his / her entitlement will be as follows :-

Cities Category : 1 (W.e.f. 01.06.2014)

Places : Delhi, Mumbai, Chennai, Bangalore, Kolkata

Grade	Lodging With Vouchers (Rs./Day)	Daily Allowance (DA)	
		Without Vouchers (24 hrs / Day Basis) (Rs./Day)	Without Vouchers (Same Day Return means <24 hours/day) (Rs./Day)
V.P & above	Actuals	700	500
A.V.P.	6500	700	500
Dy.Mgr. to Sr.Mgr.	5000	700	500
Jr.Engr.to Asst.Mgr.	4000	700	500

Cities Category : 2

Places : Other Cities not covered under Category 2

Grade	Lodging With Vouchers (Rs./Day)	Daily Allowance	
		Without Vouchers (24 hrs / Day Basis) (Rs./Day)	Without Vouchers (Same Day Return means <24 hours/day) (Rs./Day)
V.P & above	Actuals	700	500
A.V.P.	4500	700	500
Dy.Mgr. to Sr.Mgr.	4000	700	500
Jr.Engr.to Asst.Mgr.	3200	600	500

Cities Category : 3**TA/DA Rules while travelling to Baramati. (w.e.f. 01.10.2015)**

The Officer will stay in the Company's Guest House. He will be provided with breakfast and dinner facilities at no cost. In the event Guest House facility is not available, then he can stay in the Hotel and reimbursement for the same will be as below. However, if an officer (as mentioned in Grade Column) is not availing food from the Guest House, then such an officer can claim allowance as applicable for Without Vouchers (24 hrs / Day Basis).

Grade	Lodging with Vouchers	Daily Allowance	
		Without Vouchers (24 hrs / Day Basis) (Only if stay is in the hotel)	Without Vouchers (Same Day Return means <24 hours/day)
	(Rs./Day)	(Rs./Day)	(Rs./Day)
V.P & above	Actuals	300/-	200/-
A.V.P.	1000/-	-"	-"
Dy.Mgr. to Sr.Mgr.	750/-	-"	-"
Jr.Engr.to Asst.Mgr.	550/-	275/-	-"

Purpose of Visit :

The concerned Head of Department will determine the purpose of the visit and the number of persons required to go to Baramati for the work.

The officer concerned will prepare a Trip Report after going to Baramati and submit it to his/her Head of Department.

Cities Category : 4 (w.e.f. 01.10.2015)

Places : Those travelling from Baramati to Pune for official work.

Grade	Lodging with Vouchers	Daily Allowance	
		Without Vouchers (24 hrs / Day Basis)	Without Vouchers (Same Day Return means <24 hours/day)
	(Rs./Day)	(Rs./Day)	(Rs./Day)
V.P & above	Actuals	425/-	200/-
A.V.P.	3500	-"	-"
Dy.Mgr. to Sr.Mgr.	3000	-"	-"
Jr.Engr.to Asst.Mgr.	2200	375/-	-"

TRAVEL:

- Bus/ vehicle will leave Mundhwa at 7.00 a.m. and will leave Baramati around 5.30 p.m.
- Where the Company transport is not available, the Officer will be reimbursed Bus fare from Pune to Baramati and back.
- For local conveyance from residence to Pune Station / Swatgate ST Stand and from Baramati Station/ ST Stand to Baramati plant, and for the return journey, economical mode of travel i.e. bus fare or shared rickshaw fare will be reimbursed.
- If the Officer is using his own Car, he will be reimbursed Rs.12.00 per km or Rs.11.00 per km if the Car is owned by Company. Use of this facility will be done with the prior permission of the Department Head and only if facility mentioned in a above is not available.

Accommodation :

- a) As far as possible, concerned officer will inform Manager: H.R. at Baramati, about his proposed visit and stay arrangement to be done, two days in advance. This is required for making arrangement in time.
- b) Upon arrival at Baramati, concerned officer will contact A.V.P : H.R. or his representative for making his Guest House / Hotel arrangement. If company Guest House is not available, then officer will be accommodated in either of the following hotels:-
 - Hotel Abhishek
 - Hotel Sudit
 - Hotel Amardeep

Officer to pay his own hotel bills and claim for the entire tour expenses from his department budget.

General Rules for TA / DA

- a) For calculating Daily allowance a "Day" means multiple of 24 hours from the time of commencement of the journey and beyond this the following will apply:-
 - Between 12 & 24 Hours Full Day
 - Upto 12 Hours Half day
- b) In case, the Hotel Bill is directly paid by the company, the officer, **while claiming the daily allowance, should deduct the non lodging expenses mentioned in the hotel bill, from allowance.**
- c) DA is payable/applicable to the officer, if the distance is more than 100 kms. (one way).
- d) Expenses towards Laundry, Liquor & Cigarettes shall not be reimbursed.
- e) Local conveyance while at outstation can be claimed on actual basis if supported with full details.
- f) Conveyance expenses if claimed on actual shall be supported with full details. The Departmental Heads shall exercise their control on the expenditure on conveyance. As far as possible long distance journey by Taxi/Rickshaw shall be avoided. Instead, Local Train or other possible transport facilities should be availed of to the maximum extent. If 3-4 officers travel together at a time, Taxi could be used, and one of them can claim it.
- g) In case an officer is attending a Seminar / Training Programme outside Pune and if Lunch expenses are covered in the Seminar Fees, in that case, concerned officer will be eligible to claim 50% of above referred DA as applicable.
- h) Claim towards Travelling Expenses must be submitted within 7 days of completion of travel, to Accounts Department. Uncleared advances outstanding beyond this period will be recovered from salary without notice.

7. On Duty Lunch Expenses for all grades

While on Local Duty, lunch entitlement would be as follows :-

Expenses Reimbursed	Amount
With Voucher	Rs.150/-
Without voucher	Rs.100/-

8. Health Insurance

For Health Insurance all officers (who are not covered under ESIC) are covered with “The New India Assurance Ltd”. The details of the policy, coverage and the claim procedure are available with the Human Resource Department.

SN	Particulars	Maximum Amount Reimbursed	Applicable
1]	Domiciliary	Rs.500/-	Per head per annum reimbursed for self, wife, children, father and mother.
2]	Dental Treatment	Rs.200/-	- " -
3]	Eye Treatment	Rs.200/-	- " -
4]	Hospitalization	Rs.10500/-	- " -
	Rs.100/- per day room charges (total Rs.4500/-) Rs.2600/- Doctors Charges Rs.3400/- Medicines		

Accident Insurance

In addition to the Health Insurance the Company will also insure officer under a Group Personal Accident Insurance Policy. In case of an unforeseen accident (coverage of 24 hours), officer is required to duly intimate Personnel Department about the details of the accident in order to expedite the claim procedure.

This is applicable only to those officers who are not covered under the ESIC.

Grade-wise details of Medical and Accident Benefits

Grade	Group Personal Accident (GPA)
Junior Engr. to Dy. Manager	Loss of Wage of Rs.3000/- per week or 1% sum assured whichever is less. In case of death 72 times of basic (Policy is with New India Assurance Company Ltd.)
Manager to Assoc.Vice President	Loss of Wages Rs.5000/- per week or 1% sum assured whichever is less. In case of death 72 times of basic (Policy is with /The New India Assurance Co. Ltd.)
Vice Presidents and above	Loss of wages Rs.5000/- per week or 1% of sum assured whichever is less. In case of death 72 times of Basic (Policy is with The New India Assurance Co. Ltd.)

9. i] Mediclaim Insurance

This is applicable only to those officers who are not covered under the ESIC.

This is an additional facility extended to the officers by the management to reduce the hardship in case of hospitalization. Management will not be responsible to reimburse the expenses if Insurance company fails to do the same. All are advised to please read and understand the terms and condition of the policy. These details are given to each officer when he is handed over the Cashless Card.

Mediclaim Floater Policy is applicable to all officers' upto A.V.P. level. The sum assured is **Rs.2,00,000/- (Rupees two lacs only)** for self, spouse and dependent children upto 25 years, self dependant parents below 80 years of age. The benefits under the policy are applicable only for hospitalization (i.e. minimum 24 hours hospitalization). However, getting admitted for check-up is not covered under this policy.

The Cashless Card for this policy will be available to the officer only after two months of his / her joining. The Cards will be issued by Personnel Department every 20th of the month.

- ✓ **The Personnel from The New India Assurance Co. Ltd., will be available in Personnel Department on Monday, Wednesday and Friday, from 2.00 p.m. to 4.00 p.m. to collect the claim forms and answer officer queries.**

- ii] If claim of officer is not settled by Insurance Company within three months of lodging the same, the officer may contact Personnel Department. The decision of insurance company is final.

10. Medical Reimbursement

The Medical Reimbursement which is a part of officers salary, will be payable to the officer as specified in the Appointment Letter.

11. Medical Checkup Facility

Medical Checkup for officers will be conducted every year. All Officers who are above 40 years of age will be eligible for this facility.

12. Family Planning Operation Benefit

If the officer or his/her spouse undergoes Family Planning Operation, will be paid Family Planning Incentive as under :- **(changed wef 01.04.2021)**

	Amount (Rs.)
• If an officer undergoes the operation after one child	3500/-
1. If the operation is done after two children	3000/-
2. In other cases	1000/-

The officer is entitled to get four days special leave on production of a medical certificate, within 10 days of such an operation.

13. Marriage Gift

An officer will be eligible for marriage gift on submission of his / her wedding card as proof of having got married after his / her confirmation in the services of the organization.

14. Silver Jubilee

In appreciation of officers long term association with the Company, on completion of 25 years of service the officer will be awarded a gift in kind up to the value of Rs.10000/-, shawl, "Shreephal" (coconut), and a certificate.

A special function will be arranged to felicitate this occasion, wherein his / her family members are also invited for lunch followed by a plant visit.

15. Long Service Award

An officer who has completed 15 years of continuous service will be paid an amount of Rs.3000/-, 25 years of continuous service will be paid an amount of Rs.12000/-, 35 years of continuous service will be paid an amount of Rs.6000/- and those completing 38 years and above will be paid an amount of Rs.5000/- as one time appreciation payment. This amount will be paid through the salary in the following month of completing the specified service.

16. Superannuation Gift

The Company gives a Superannuation Gift to officers superannuating from the services of the organization. The gift amount reimbursed is equivalent to one month's basic salary plus Rs.35000/-.

17. Training

With a view to develop your skills and competencies, you may be deputed for various Training programs/Seminars by the company. Participation in these training programs/Seminars will be treated as part of your duty.