



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)

The Jute Corporation of India Limited

(A Government of India Enterprise)

आईएसओ 9001:2015 प्रमाणित कंपनी / An ISO 9001:2015 Certified Company

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor

कोलकाता / Kolkata – 700 087



Ref. No. : JCI/HO/IPC/2019/2

Date : 11.01.2019

CIRCULAR

The Jute Corporation of India Employees' Recognition and Awards (JCIER & A) Scheme

As is the standard practice in successful Organizations from both in the Public & Private Sector, it would be prudent to have an appropriate and customized Employees' Recognition and Award (JCIER & A) Scheme at the Corporation. This would boost the morale of the employees across rank & file and give the impetus for higher performance levels. Having said that, the under-mentioned scheme is being submitted as a proposal for a policy to be adopted by the Corporation.

(A) LIST OF AWARDS/SHIELDS/TROPHIES :-

1. BEST ZONE, ROLLING CUP AWARD (GROUP AWARD) :

SL NO.	CRITERIA	WEIGHTAGE (%)
1	GROWTH RATE	30%
2	% CLAIMS	20%
3	GODOWN CAPACITY UTILIZATION	15%
4	AVERAGE NO. OF DAYS FOR PACKING	25%
5	EXPENSES REDUCTION	10%
6.	REMARKS/RECOMMENDATION FROM ZONAL MANAGERS.	

AM

2. BEST EMPLOYEE OF THE YEAR AWARD, ZONE-WISE, CHAIRMAN AWARD (INDIVIDUAL AWARD) :

SL NO.	CRITERIA	WEIGHTAGE (%)
1	PUNCTUALITY	10%
2	INITIATIVE IN NEW AND INNOVATIVE ACTIVITIES	20%
3	READINESS TO ACCEPT EXTRA WORK LOAD	20%
4	SIGNIFICANT/VALUABLE CONTRIBUTION	25%
5	INNOVATION MANAGEMENT FOR IMPROVEMENT OF THE PRODUCTIVITY	25%
6.	REMARKS/RECOMMENDATION FROM ZONAL MANAGER.	

3. BEST INNOVATION AWARD OF THE YEAR (INDIVIDUAL OR GROUP):

SL NO.	CRITERIA	WEIGHTAGE (%)
1	ORIGINALITY OF THE CONCEPT	20%
2	TANGIBLE BENEFIT OF THE CORPORATION	40%
3	INTANGIBLE BENEFIT OF THE CORPORATION	20%
4	WHETHER ANY OPERATIONAL PROCESS SIMPLIFIED/STREAMLINED	20%
5	REMARKS/RECOMMENDATION FROM ZM/HOD.	



4. BEST CSR INITIATIVE AWARD OF THE YEAR (INDIVIDUAL OR GROUP) :

Recommendations for the above are invited along with a write-up of around 200 words specifically mentioning the number of beneficiaries, funds utilized, extra hours and efforts deputed. The recommendation should come for individual units or groups which have performed the same. Press/media coverage if any for the same should be enclosed along with the nomination.

5. JCI RATNA LIFE TIME AWARD TO THE BEST EMPLOYEE OF THE CORPORATION (ACROSS ALL LEVELS) :

Criteria and weightage would be the same as in Award No. 2 with special emphasis on remarks and additional comments. The employees who had retired during the past 3 years also will can be included provided their records are available with HR department.

(B) INSTRUCTIONS FOR ZONES & DEPARTMENTAL HEADS :

- (a) Nominations for the Awards should come from all ZMs & HoDs latest within 17th January, 2019 in the applicable format for top 5 employees of the Regions/Zones along with the respective scoring as per the given criteria. Out of the recommendations, Corporate Office will select the finalists.
- (b) The above mentioned Awards can be in the form of gift vouchers/cash, merit certificates and medals for individuals. Group/units will be given certificate and shield or trophy as per suitability of the Award.

All recommendations may be sent by e-mail to pm@jcimail.in.

(Anindya Majumdar)
Chief Manager/IPC

Circulation to :

- 1) CMD's Secretariat – for information of CMD
- 2) All HoDs
- 3) Managers
- 4) RO/RLD Incharges
- 5) Notice Board/Guard File/ JCI Website