



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)

The Jute Corporation of India Limited

(A Government of India Enterprise)

प्रधान कार्यालय: पटसन भवन, तीसरी और चौथी मंजिल, ब्लॉक-सीएफ, एक्शन एरिया - 1, न्यू टाउन, कोलकाता - 700156

Head Office: Patsan Bhavan, 3rd & 4th Floor, Block-CF, Action Area – 1, New Town, Kolkata - 700156

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Ref. JCI/MD/CIR/2026-27/01

Date: 02.06.2026

CIRCULAR

Subject: Compliance with Important Directions and Observations of Senior Officers' Meeting (SOM) held on 25.05.2026

In reference to the important directions and observations recorded in the Minutes of the Senior Officers' Meeting (SOM) held on 25.05.2026 at the Ministry of Textiles, Government of India, and with a view to further improving the performance of the Corporation, the following instructions shall be complied with immediate effect by all concerned:

1. Self-Review, Performance Assessment and Focus on Reforms

All officers shall develop the habit of regular self-review, self-motivation and continuous assessment of their work and performance. Continuous focus shall be maintained on improving behaviour and work culture, legal reforms, and simplification of procedures and guidelines to enhance ease of governance and operational efficiency.

A. Attendance

All officers shall strictly adhere to attendance guidelines as applicable from time to time.

B. Leave Approval – Head Office

In respect of Head Office, leave of officers from the post of Manager and above shall put up through concerned reporting officers and then approved by the Managing Director. Leave of other officers shall be approved as under:

- Officers of HR & Finance Division – by Director (Finance)
- Officers of Marketing Division – by General Manager (Operations/Marketing)

C. Leave Approval – Field Offices

In case of Field Offices, leave of Regional Managers shall put up through concerned reporting officer and then approved by the Managing Director. Leave of all other officers/officials, including DPC officials, shall be approved by the respective Regional Manager.

D. Medical Reimbursement

Medical reimbursement bills of Head Office employees and Regional Managers shall be scrutinized, processed and paid by HR/Finance Division, Head Office, as per rules, duly approved at the level of Managing Director, preferably on the last working day of the month along with salary payment. Medical Claims should be submitted latest by the 15th of every month.

In respect of Field Office employees, medical reimbursement bills shall be processed at the respective Regional Office and approved by the concerned Regional Manager as per rules.

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E. Streamlining of Mobile Payment for Official Use

The Corporation will undergo the transition from the individual telephone reimbursement model to a corporate mobile plan. This will streamline billing, reduce administrative overhead and provide centralized control over official communication facilities.

Individual usage reimbursement shall be restricted to the prescribed ceiling, except for Board-level officers, whose reimbursement may be allowed on actual basis, including Wi-Fi facility at residence.

2. Streamlining of File Movement

Movement of files shall be streamlined and file processing should ordinarily not exceed four levels. File movement should be aligned with present-day administrative requirements and governance practices.

Proper allocation of work among officers/officials should be ensured accordingly. It must also be ensured that all files are processed and disposed of within five working days, as far as possible, preferably through E-Office.

3. Analysis of Grievances and VIP References

Analysis of grievances and VIP references shall be undertaken to identify the divisions from which maximum grievances/references are being received so that appropriate corrective measures may be taken.

4. Field Visits and Monitoring

Field visits and other official duties undertaken by officers are essential for effective monitoring and implementation of Corporation activities.

Tour approval shall be regulated as under:

- Officers from the post of Manager and above at Head Office and Regional Managers (other than visits to own DPC Centres) – approval by Managing Director
- Other Official of HR & Finance Division – approval by Director (Finance)
- Official of Vigilance Section – approval by Chief Vigilance Officer (CVO)
- Other Official of Marketing Division – approval by General Manager (Operations/Marketing)
- All officers/officials in Regional Offices – approval by the respective Regional Manager

After completion of the tour/field visit, the concerned officer/official shall submit a tour report, which shall be reviewed by the approving authority.

5. Rewards and Penalties

A system of rewards and penalties shall be implemented to promote accountability, recognize good performance and ensure timely discharge of responsibilities.

6. Administrative Score Card

An Administrative Score Card may be developed for each Division to monitor performance, efficiency, timelines and overall administrative functioning in a structured manner.

HR Division may develop and maintain the framework for monitoring the same.

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7. Rotation of Officers/Officials

A rotational exercise of officers/officials may be undertaken. Postings where incumbents have completed more than three years may be reviewed appropriately.

8. Monitoring of Court Cases / Legal Matters

Close monitoring of court cases and legal matters shall be ensured and reviewed periodically in coordination with Director (Finance).

The Legal Department shall review the status of all court cases every quarter at the level of Managing Director and submit a status report accordingly.

9. Citizen-Centric Approach

All policies, procedures and initiatives should aim at simplifying the lives of citizens and improving ease of access to services.

10. Teamwork, Discipline and Professionalism

All officers/employees shall work in a spirit of teamwork and coordination while maintaining discipline and professionalism in the discharge of their responsibilities.

All Divisions/Regional Offices are requested to take necessary action for implementation of the above directions and ensure strict compliance.

Sd/-
(Sanjay Kumar Panigrahi)
Managing Director

Distribution :-

1. Director (F)
2. CVO
3. GM(O/M)
4. DGM (Finance)
5. Chief Managers/CS
6. Senior Managers
7. Managers
8. Dy. Managers
9. Asst. Managers
10. All RO/RLDs
11. IT Dept. : for information and updating in e-Office, website & wherever applicable.
12. Guard File/ Notice Board.