



स्टील अथॉरिटी ऑफ इण्डिया लिमिटेड
STEEL AUTHORITY OF INDIA LIMITED
बोकारो इस्पात संयंत्र
BOKARO STEEL PLANT

PERSONNEL DEPARTMENT
RULES SECTION

Ref. No. PERS/RULES/2021/-115

DATE:-29.01.2021

(CIRCULAR No. 02/2021)

Subject:- Introduction of a new award scheme for non-executives of BSL “ BSL Best Employees of the Month Award”.

A new award scheme titled “BSL Best Employees of the Month Award” is being introduced through which a platform shall be provided to the non executives of BSL for recognizing and awarding their exemplary performance/extraordinary contribution in different areas (e.g. increased profitability, reduced cost, improved process efficiency, adoption of new technologies, people motivation, innovating marketing, large scale implementation of safe practices/behaviour, automation and digitization initiatives).

Detailed scheme is placed at Annexure A.

This issues with the approval of competent authority.


Richa Kunal
Manager(Pers-Rules)

Enclosure:- Annexure ‘A’

Distribution:-

1. All Divisional Heads/HoDs
2. GM(Tech),Dir. I/c's Sectt.
3. All outstation Offices/ All Offices of Personnel Department
4. GM(F&A-Pay)
5. BSL Intranet

BSL EMPLOYEES OF THE MONTH AWARD

1. OBJECTIVE:

- 1.1 To create a platform for recognizing and awarding the exemplary performance/extraordinary contribution of those non-executives of BSL who have created positive impact in the areas of process improvement, innovation, profitability, cost reduction, adoption of new technologies, implementation of safe practices/behaviour, automation and digitization initiatives etc..
- 1.2 To inculcate and nurture a culture of continuous improvement and excellence in different areas of organizational functioning.
- 1.3 To usher a motivational climate and inspiration to accept new challenges and strive to go beyond at workplace in discharge of duties.

2. SCOPE & COVERAGE:

- 2.1 The BSL Employees of the Month Award will be a monthly award scheme.
- 2.2 It will cover all the on roll regular non-executives including trainees.
- 2.3 These awards will be given to individual employees in recognition of their exemplary performance/extraordinary contribution.
- 2.4 A total of 8 non-executives shall be awarded every month from all departments categorized under 7 different zones (List of 7 zones is attached at Annexure-I) for each category.

3. RECOGNITION & THE AWARD

- 3.1 The award winners from works division shall be awarded by ED (Works) and those of non-works division shall be awarded by ED (P&A).
- 3.2 The BSL Employees of the Month Award shall consist of a Certificate and a one-time Cash Award of Rs.2500/- (Rupees Two Thousand Five Hundred only).
- 3.3 Due publicity will be given to the award winners through BSL Intranet portal, banners at prominent places inside plant & township etc.
- 3.4 The award winners of each quarter shall be invited for interaction with Director In-Charge, BSL.

4. ELIGIBILITY:

- 4.1 All on roll regular non-executives (including trainees) shall be eligible for BSL Employees of the Month Award.
- 4.2 There should not be any vigilance/disciplinary case pending against the employee.
- 4.3 The employee should have promotable rating and attendance in the previous calendar year.

5. AWARD PROCEDURE & IMPLEMENTATION

- 5.1 The nominations for the awards shall be given by the Controlling Officer of the employee.
- 5.2 Each zone shall have a separate committee (as attached at Annexure-II). The nominations will be put up to the respective Zonal Committee which shall examine the nominations and recommend name of the employee for that zone.

- 5.3 The recommendation shall be put up for consideration and approval of ED (W) for employees of works division and for ED (P&A) for employees of non-works divisions.
- 5.4 Personnel Department shall be the nodal agency for the entire award process.
- 5.5 The concerned Shop Personnel Office for the respective zones as per Annexure-II shall be responsible for putting up the nominations received from each zone to the respective Zonal Committees for obtaining their recommendations, which would thereafter be forwarded to Personnel-Works Coordination for seeking approval of ED (Works).
- 5.6 Personnel NW-Services shall be responsible for receipt of nominations from the Controlling Officers of Non Works Division, forwarding the nominations to the Zonal Committee for its recommendations and then putting up the same for approval of ED (P&A).
- 5.7 The records for the awards shall be maintained by Personnel-Works Coordination and Personnel-Non Works Services for the nominations received from Works and Non Works Divisions respectively.
- 5.8 The award ceremony shall be conducted by Personnel-Works Coordination and Personnel-Non Works Services for the award winners of Works and Non Works Divisions respectively.
- 5.9 Public Relations Department shall capture the footage of the Award Distribution Ceremony, along with individual photographs of the award winners for due publicity.
- 5.10 Personnel-OD shall be responsible for the conduct of quarterly interaction of the award winners with Director-In Charge, BSL.

6. TIMELINES:

SN	EVENT	LAST DATE
1	Nomination to be given by respective Controlling Officers	By 12 th of every month
2	Meeting of Zonal Committee for selection of award winners.	By 20 th of every month
3	Award Distribution Function	By 25 th of every month

7. SAVING:

- 7.1 Director In-Charge, BSL, reserves the right to modify/withdraw/re-introduce the Award Scheme in any manner without any notice and without assigning any reasons thereto.

ANNEXURE-I

SN	DIVISION	DEPARTMENT	ZONE	ZONE WISE MANPOWER	NO OF AWARDS
1	WORKS	CO&BPP	ZONE #1	990	1
2	WORKS	RM&MHP			
3	WORKS	RMP			
4	WORKS	BLAST FURNACE	ZONE #2	899	1
5	WORKS	SGP			
6	WORKS	SINTER PLANT			
7	WORKS	SMS-I	ZONE #3	1252	1
8	WORKS	SMS-II & CCS			
9	WORKS	HRCF	ZONE #4	968	1
10	WORKS	HSM			
11	WORKS	RGBS			
12	WORKS	SLABBING MILL			
13	WORKS	CRM	ZONE#5	1230	1
14	WORKS	CRM I & II			
15	WORKS	CRM III			
16	WORKS	ACVS	ZONE #6	2671	2
17	WORKS	CED			
18	WORKS	CNTRL TECH SERV			
19	WORKS	COMP&AUTO			
20	WORKS	CONTRACT CELL			
21	WORKS	COST CONTROL			
22	WORKS	CR(ELECT)			
23	WORKS	CR(MECH)			
24	WORKS	DNW			
25	WORKS	ECD			
26	WORKS	ELECT.MAINT.			
27	WORKS	ELECTN&TELECOM			
28	WORKS	EMD			
29	WORKS	ERS			
30	WORKS	ETB			
31	WORKS	ETL			
32	WORKS	FIRE SERVICES			
33	WORKS	FORGE SHOP			
34	WORKS	GAS UTILITY			
35	WORKS	GEN MAINT(MECH)			
36	WORKS	HM(ELECT)			
37	WORKS	HM(MECH)			
38	WORKS	I & A			
39	WORKS	ICSF&PS			
40	MGT SERV	IED			
41	WORKS	IMF			
42	WORKS	MACHINE & PFRS			
43	WORKS	MECH.MAINT.			
44	WORKS	MTB			
45	WORKS	OG & CBRS			
46	WORKS	PEB			
47	WORKS	PPC & SC			
48	WORKS	PPS			
49	WORKS	R&C LAB			

SN	DIVISION	DEPARTMENT	ZONE	ZONE WISE MANPOWER	NO OF AWARDS
50	WORKS	RAW MATERIAL	ZONE #6		
51	WORKS	RED			
52	WORKS	REF PLNG CELL			
53	WORKS	RR & STRUCTURAL			
54	WORKS	SAFETY			
55	WORKS	SAFETY & FIRE			
56	WORKS	SERVICES			
57	WORKS	SHOP MAINT			
58	WORKS	SHOPS&FDY			
59	WORKS	SIGS			
60	WORKS	SPC			
61	WORKS	SSD			
62	WORKS	TBS			
63	WORKS	TRAFFIC			
64	WORKS	UTILITIES			
65	WORKS	WATER MGT			
66	WORKS	WORKS			
67	WORKS	WORKS ADMN			
68	AVIATION	AVIATION	ZONE #7	1305	1
69	B. E.	BUSINESS EXCELL			
70	DIR I/C	DIR I/C BSL SEC			
71	F & A	F&A			
72	INT AUDIT	INTERNAL AUDIT			
73	M & HS	M & HS			
74	MATRL MGT	C&IT			
75	MATRL MGT	DELHI OFF			
76	MATRL MGT	I&P			
77	MATRL MGT	KOLKATA OFFICE			
78	MATRL MGT	MATERIALS MGMT			
79	MATRL MGT	MM-MARKETING			
80	MATRL MGT	PURCHASE			
81	MATRL MGT	S&T			
82	MATRL MGT	STORES			
83	P & A	CONTRACTCELL-NW			
84	P & A	CSR			
85	P & A	EDUCATION			
86	P & A	GENERAL GROUP			
87	P & A	HRD			
88	P & A	INTELLIGENCE			
89	P & A	L&A			
90	P & A	LAW			
91	P & A	PERSONNEL			
92	P & A	S & CA			
93	P & A	SECURITY			
94	P & A	TOWN ADMN			
95	P R	PUBLIC RELATION			
96	PROJECTS	PROJECTS			
97	VIGILANCE	VIGILANCE			
TOTAL				9315	8

ANNEXURE-II

ZONE	ZONAL COMMITTEE	CONCERNED PERSONNEL OFFICE	NO OF AWARDS
ZONE #1	HOD (CO&BPP), HOD (RM & MHP)	CO&BPP	1
ZONE #2	HOD (BLAST FURNACE), HOD (SINTER PLANT)	BLAST FURNACE	1
ZONE #3	HOD (SMS-I), HOD (SMS-II & CCS)	SMS-II & CCS	1
ZONE #4	HOD (HRCF), HOD (HSM)	HSM	1
ZONE#5	HOD (CRM I&II), HOD (CRM III)	CRM	1
ZONE #6	CGM (SERVICES), CGM (MAINTENANCE), CGM (MECHANICAL), CGM (ELECTRICAL)	SHOPS, MAINT. & FOUNDRY	2
ZONE #7	CGM (PERSONNEL), CHIEF MEDICAL OFFICER (M&HS), Senior most CGM (MM), Senior most GM (F&A)	PERSONNEL-NW SERVICES	1
TOTAL			8