



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

PERSONNEL DEPARTMENT
RULES SECTION

Ref. No. PERS/RULES/RR-101/2023/-702

DATE:-09.06.2023

(CIRCULAR No. 14/2023)

Sub:- BSL Executive of the Quarter Award Scheme.

- 1.0 A new award scheme titled "BSL Executive of the Quarter Scheme" is being introduced to provide a platform to the Executives of BSL for recognizing and awarding their exemplary /extraordinary performance in different areas of process improvement, innovation, profitability, cost reduction, adoption of new technologies, implementation of safe practice/behaviour, automation and digitization initiatives.
- 2.0 Detailed scheme is placed at Annexure I.
- 3.0 This issues with the approval of Competent Authority.

Richa Kunal
09/06/23

Richa Kunal
Sr.Manager(Personnel-Rules)
& CGM (Personnel)'s Sectt

Enclosures:- Annexure I & II

Distribution:- Standard

BSL EXECUTIVE OF THE QUARTER AWARD

1. OBJECTIVE

- 1.1 To create a platform for recognizing and awarding the exemplary performance/extraordinary contribution of those 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 practice/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 It shall cover all on roll Executives from E1 to E6 Grade at BSL who have completed minimum 3 years of service in Executive cadre.
- 2.2 These awards shall be given on quarterly basis to Executives in recognition of their exemplary performance/extraordinary contribution.
- 2.3 A maximum of 8(Eight) Executives shall be awarded in each quarter.

3. RECOGNITION & THE AWARD

- 3.1 The BSL Executives of the Quarter Award shall consist of a Certificate and a one- time Cash Award of Rs.5000/- (Rupees Five Thousand only).
- 3.2 Due publicity will be given to the award winners through BSL intranet portal, banners at prominent places inside Plant & township etc.
- 3.3 The award winners shall be invited for felicitation and interaction with Director I-Charge.

4. Eligibility

- 4.1 All on roll Executives from E1 to E6 Grade who have completed minimum 3 years of service in Executive cadre shall be eligible for BSL Executives of the Quarter Award.
- 4.2 There should not be any vigilance/Disciplinary case pending against the Executives nominated for the award.

5. AWARD PROCEDURE & IMPLEMENTATION

- 5.1 The nomination for the awards shall be given by the Controlling Officer of the executives forwarded by the HoD (Nomination Form attached at Annexure II) of the concerned Department.
- 5.2 The nominated Executives from various departments shall have to do a presentation on the work done by him/her before a cross functional committee comprising of CGM(Services), CGM (Maintenance), CGM (HRD), CGM (M&HS)(only in case of nomination from M&HS), CGM(MM) and CGM(F&A) which shall be held in the HRD on the scheduled date based on which the Committee shall recommend name of the executives to be awarded.
- 5.3 The members of the Committee shall also be requested to list out the best points of the various presentations done before them and try to get them implemented in the concerned area through concerned HOD.

- 5.4 Personnel (OD) shall be the Nodal Agency for the entire award process.
- 5.5 For Works area, Pers-W-Coordination shall be responsible for collecting the nominations from various departments. The same shall be forwarded to Pers-OD.
- 5.6 For Non Works area, Pers-OD section shall be responsible for collecting the nominations.
- 5.7 Nominations thus received shall be put up before the cross functional Committee for presentation by the nominated Executives.
- 5.8 Pers-OD section shall be responsible for coordinating the presentation and obtaining recommendation of the Cross Functional Committee which shall thereafter be put up for approval of ED(Works), ED (P&A) for Works and Non Works respectively.
- 5.9 The award ceremony shall be conducted by Personnel-OD which shall also be responsible for maintaining the records of the award.
- 5.10 Public Relations Department shall capture the footage of the Award Distribution Ceremony, along with individual photographs of the award winners for due publicity.
- 5.11 Personnel-OD shall be responsible for the conduct of quarterly interaction of the award winners with Director In- Charge, BSL.

6. TIMELINES:-

S.N.	EVENT	DATES FOR VARIOUS ACTIVITIES(NEXT MONTH OF THE CURRENT QUARTER)
1.	Nomination to be given by the respective Controlling Officers	By 12 th of the month.
2.	Presentation before the Cross Functional Committee for selection of award winners.	By 20 th of the month.
3.	Award Distribution Function	By 25 th of the 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.

NOMINATION FORM FOR BSL EXECUTIVE OF THE QUARTER AWARD

(To be nominated by the Controlling Officer only)

SN	PARTICULARS	DETAILS
1	NAME	
2	STAFF NO.	
3	GRADE/DESIGNATION	
4	DEPARTMENT	
5	SECTION/SUB SECTION	

1. BRIEF OF THE EXEMPLARY PERFORMANCE/INNOVATIVE JOB DONE BY THE EXECUTIVE:-

Name & Signature of Controlling Officer

FOR USE BY THE CROSS FUNCTIONAL COMMITTEE

Recommended/Not Recommended:- _____

Signature of the Committee Members

CMO(M&HS) Member #1 (only in case of nomination from M&HS)	CGM(F&A) Member #2	CGM(MM) Member #3	CGM(HRD) Member #4	CGM(Maintenance) Member #5	CGM(Services) Member #6