



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

PERSONNEL DEPARTMENT
RULES SECTION

Ref. No. PERS/RULES/2023/- 1176

DATE:-23.09.2023

(CIRCULAR No. 21/2023)

Sub:- SAIL शाबाश Scheme - Instant award & recognition scheme.

“SAIL शाबाश Scheme - Instant award & recognition scheme” has been approved by the Competent Authority and the same shall be implemented with effect from 12th September, 2023.

SAIL शाबाश Scheme is a motivational scheme which has been framed with the objective to recognize employee's outstanding achievement/ contribution at work through instant appreciation/ reward. Some of the salient features of the scheme are as under:-

- a. An individual Employee shall be considered for recognition under this scheme on the basis of their outstanding achievement/contribution in the performance of duties as illustrations prescribed in the Scheme.
- b. There shall be two (2) categories of On-the-Spot recognition under the scheme.
 - **Category I:** Letter of Appreciation (LoA)
 - **Category II:** Letter of Appreciation along with a Token of Appreciation/ Memento.
- c. The concerned ED/CGM shall be entitled to confer one recognition under Category II for every two (2) recognition conferred under Category I.

Detailed Scheme has been attached.

(Authority:- No.Pers/EC/23 dated 12th September, 2023)

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



SAIL शाबाश Scheme

1.0 OBJECTIVES

- 1.1 To recognize employee's outstanding achievement/contribution at work through instant appreciation/reward.
- 1.2 To create a culture of innovation and excellence by rewarding desired behavior and actions at work.
- 1.3 To create role models at all levels for emulation and inspiration.

2.0 SCOPE & COVERAGE

- 2.1 "**SAIL शाबाश Scheme**" shall cover all regular employees upto E-7 grade in SAIL. Further, the Scheme may also be extended to the Wholly Owned Subsidiaries of SAIL, upon approval of the Competent Authority.
- 2.2 The recognition under this scheme shall be given *On-the-Spot* basis for their outstanding contribution during performance of their duties in the current financial year.

3.0 ELIGIBILITY CRITERIA

- 3.1 An individual Employee shall be considered for recognition under this scheme on the basis of their outstanding achievement/contribution in the performance of duties as per illustrations prescribed at *Annexure-I*.

4.0 ON-THE-SPOT RECOGNITION

- 4.1 There shall be two (2) categories of *On-the-Spot* recognition under the scheme. The category-wise details and monetary ceiling for token of appreciation/memento for all employees posted in the departments under the concerned Executive Directors and Chief General Managers shall be as under:

Sl. No.	Types of Recognition	Monetary ceiling for Memento*
1.	Category-I: Letter of Appreciation (LoA)	Only letter of Appreciation, no mementos to be provided.
2.	Category-II: Letter of Appreciation alongwith a Token of Appreciation/ Memento	Concerned Executive Director - Rs. 5,000/- each. Concerned Chief General Manager - Rs. 3,000/- each.

**Memento may comprise of a Gift item of SAIL product or gift card or pre-paid food coupons applicable at SAIL empaneled hotels etc. limited to the maximum monetary ceiling, as applicable.*

- 4.2 The concerned ED/CGM shall be entitled to confer one recognition under Category-II for every two (2) recognitions conferred under Category-I.
- 4.3 There shall be no ceiling in the number of recognition (Category I/II) that can be conferred by Chairman/Director-In-Charge/Functional Director, SAIL under this Scheme. However, there shall be a monetary ceiling of Rs.10,000/- per recognition in respect of Mementos.

5.0 TERMS & CONDITIONS

- 5.1 There shall be no limit under Category-I. However, the maximum number of recognitions given under Category-II during a Financial Year shall be as per following: 5% of employee's strength as on 1st April and /or 50 % of the Category-I, whichever is lower.

Example: If total manpower of Plant 'X' is 20,000, the 5% of employee strength comes to 1,000. If Letter of Appreciation is given to 3,000 employees, 50 % of same comes to 1500. The maximum number of mementos that can be given is 5% of employee strength or 50% of Category-I. In this case it will be 1000 only.

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- 5.2 For Category-II, the numbers of recognition are to be distributed in the ratio of 1:3 between ED & CGM. Based on this principle, the number for FY 2023-24 have been derived and a statement is enclosed at **Annexure-II**. However, the number of recognitions for each year shall be decided centrally and communicated separately.
- 5.3 The distribution of recognitions under Category II between EDs and CGMs is limited to 5 ISPs, SSP, CMO and SRU only. In respect of all other plants/units, only EDs have been allocated the maximum applicable number of mementos which can be given as recognitions.
- 5.4 The department-wise limits for the recognition shall be decided latest by 31st March considering the manpower as on 1st April by the Establishment Section (Personnel-OD) of the respective Plant/Unit (preferably in proportion to the manpower in their respective area) with the approval of respective Functional Director/Director-In-Charge/Chief Executive, as the case may be. In respect of Corporate Office, Director (Personnel) shall be the approving authority.
- 5.5 An individual employee shall be eligible for a maximum of two (2) recognitions under Category-II during a Financial Year.
- 5.6 The names & specific achievements of the conferees shall be given wide publicity through monthly Newsletter/Intranet Portal/Social media etc. of the respective Plant/Unit.
- 5.7 "Letter of Appreciation" (Category-I) shall also include photograph of the employee. Specimen of "Letter of Appreciation" is enclosed at **Annexure-III**.
- 6.0 PROCEDURE OF RECOGNITION:**
- 6.1 In case of Category-I, a 'Letter of Appreciation' in the prescribed format shall be issued directly to the conferee on immediate basis by the Competent Authority through an online module on SAIL (Plant/Unit) Intranet Portal. A

module to this effect shall be developed and hosted on SAIL (Plant/Unit) Intranet Portal.

- 6.2 In case of Category-II, the 'Letter of Appreciation' in the prescribed format shall be issued directly to the conferee on immediate basis through an online module on SAIL Intranet Portal. Further, the issue of Token of Appreciation/Memento shall be processed preferably through online Portal. The modalities for processing of the same shall be decided by respective Plant/Unit.
- 6.3 Every Financial year, in the month of September and March, Establishment Section (Pers.-OD) of Personnel Department shall organize a half-day programme wherein, all the conferees of Category-II recognition will be invited along-with Spouse for an official lunch/dinner along-with senior officials.
- 7.0 SAVING**
- 7.1 Chairman, SAIL reserves the right to modify/withdraw/re-introduce the scheme in any manner without any notice and without assigning reasons thereto.
- 7.2 The interpretation/clarification in respect of any provisions under this scheme shall be decided at the level of Director (Personnel).
- 7.3 The allocation of number of recognitions to be decided on year to year basis including any adjustment/re-adjustments required to be undertaken during a particular year, shall be decided at the level of Director (Personnel).

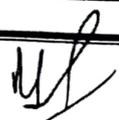
Illustrations:

If an employee/ team has taken that extra pain/walked that extra mile/gone beyond that routine stuff/pushed those established boundaries in the following indicative areas and instant recognition to individual/team will encourage others also to strive for this recognition, then the same should be done without losing any time.

Area	Achievements/Contributions
Operation/ Production	<ul style="list-style-type: none"> • Crude steel /saleable steel production more than the ABP/APP target (shop/zone). • Finished steel production as percentage of saleable steel production than the set target. (weekly/monthly target) • Primary/finished flat and long product production more than the target (monthly/yearly). • BF Productivity higher than agreed/approved parameters. • Reduction of Coke rate in Blast Furnace. • Achievement of techno-economic parameter as per ABP/APP. (weekly/monthly basis) • Reduction of cost of production per ton of saleable steel. (CPLY) • Managing effective operations through limited manpower including contract labour. • Dispatch of raw material/finished goods without incurring demurrage charges (monthly basis). • Production of raw material (Iron ore/Dolomite/Limestone) & meet internal requirement as per ABP/APP. • Minimum Mean Time between Failures of Machine.
Maintenance	<ul style="list-style-type: none"> • Minimizing Maintenance cost. • Capital repair completed before the set time • Minimizing downtime. • Work order management of the new machinery. • Automation of process.
Safety	<ul style="list-style-type: none"> • Reduction in reportable accidents in the quarter. • Number of safety initiatives taken to enhance Safety measures. • Developing/Designing/Implementing safe work practices

	<i>for all employees on shop floor.</i>
Projects	<ul style="list-style-type: none"> • <i>Completion of a project on time/within the deadline.</i> • <i>Completing the project within the estimated budget.</i> • <i>Increased customer satisfaction.</i> • <i>Project stabilization/commissioning.</i>
Personnel	<ul style="list-style-type: none"> • <i>Devise a new method/process that has added value.</i> • <i>Design/implement employee engagement practice.</i> • <i>Training Completion Rate.</i> • <i>Managing employee cost</i> • <i>Employee Grievance Handling.</i> • <i>Industrial Relations Initiatives.</i> • <i>Up-skilling & engaging through collaborative approach.</i> • <i>Innovative/IT enabled interventions for delivery of services.</i> • <i>Contract labour management.</i>
Finance	<ul style="list-style-type: none"> • <i>Management of financial resources efficiently.</i> • <i>Cost control initiatives.</i> • <i>Fund Management.</i> • <i>Improvement of financial health of the Company.</i> • <i>Effective utilization of estimated budget.</i> • <i>Settlement of bills-employees/vendors.</i> • <i>Follow-up for collecting outstanding/penalty payments etc.</i>
Marketing	<ul style="list-style-type: none"> • <i>Achieving more than the target for Net Sales Revenue (NSR).</i> • <i>Maximum number of new customer added for a specific Product/item.</i> • <i>Stock/Inventory reduction-Minimum number of days goods stored in the stockyard (month/quarter).</i> • <i>Increase in sales volume in a particular geographical area.</i> • <i>Innovative practice-New Product/delivery practice etc.</i> • <i>Launch of new Product.</i>
Purchase/ Material Management	<ul style="list-style-type: none"> • <i>Facilitating procurement of centralized Procurement items and assuring timely order placement.</i> • <i>Resolving Grievance & issuing clarifications on</i>

Department	<p><i>MSME/PC etc.</i></p> <ul style="list-style-type: none"> • <i>Monitoring & compilation of details of secondary sales of steel & pig iron.</i> • <i>Reducing inventory cost through innovative interventions.</i> • <i>Reducing lead time in delivery of products through Purchase.</i>
C&IT	<ul style="list-style-type: none"> • <i>Minimize number of customer complaints- Inspection/reducing the failure rates.</i> • <i>Prompt service delivery.</i> • <i>Timely payment & monitoring of Annual Maintenance Contract (AMC).</i> • <i>Timely database management updation.</i> • <i>Development of user friendly software within the prescribed time.</i> • <i>ERP-New developments as per user departments & timely resolving the issues.</i> • <i>Engagement with different Department for IT enabled services.</i>
General (Misc.)	<ul style="list-style-type: none"> • <i>System Improvement/ Process Improvement/ restructuring / redesigning.</i> • <i>Innovative/creative ideas benefiting organization.</i> • <i>Successful Management of events/functions.</i> • <i>Enhancing brand image of the Company.</i> • <i>Showcase of exceptional leadership skill.</i> • <i>Digitization of process or function resulting in improved support for decision-making.</i> • <i>Ability to anticipate and avoid problems/risk.</i> • <i>Number of litigation matters closed/settled.</i> • <i>Maximum number of legal matters handled in-house as well as settled in favor of SAIL.</i> • <i>Maximum number of journals/research papers published.</i> • <i>Bed Occupancy rate.</i> • <i>Maximizing Positive coverage on social media, online and in print.</i> • <i>Managing boundary Management and cordial relations with all stakeholders.</i>



	<ul style="list-style-type: none">• <i>Compliance of all statutory obligations without adverse comments.</i>• <i>Increase in procurement of goods and services through GeM Portal to total procurement of goods and services.</i>• <i>Statutory Compliances (like environmental compliance, Health & safety compliance etc) for smooth running of all mines.</i>
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Note: The above instances are illustrative in nature, and not exhaustive.



Distribution of Token of Appreciation/Memento (Category-II)

(For FY 2023-24)

Plant/Unit	Manpower as on 01.04.2023	5% of Manpower	ED	CGM
BSP	16407	820	205	615
DSP	7855	393	98	295
RSP	12938	647	162	485
BSL	11798	590	148	442
ISP	5114	256	64	192
SSP	806	40	10	30
CMO	905	45	11	34
SRU	476	24	6	18
ASP	611	31	31	nil
VISL	265	13	13	nil
CCSO	53	3	3	nil
RDCIS	189	9	9	nil
CET	188	9	9	nil
MTI	46	2	2	nil
CO	340	17	17	nil
GD+SGW	12	1	1	nil
EMD	21	1	1	nil
SSO	16	1	1	nil
CFP	168	8	8	nil
Collieries	978	49	49	nil
Total	59186	2959	848	2111

Note:

- i. *In the event of position of ED/CGM not in operation in any Plant/Unit, the earmarked number of recognition shall be adjusted accordingly.*



**Letter of Appreciation
(Individual)**

Photograph of the
conferee

Date:

Dear Shri/Ms.

The following work done by you is noteworthy.

_____ (describe the specific contribution, with date of occurrence)

I appreciate the good work done by you. I hope that you will continue to put in your sincere efforts in future and spread the culture of excellence amongst others. Keep it up.

With best wishes,

Yours Sincerely

()

To

Shri/Ms. _____

SAIL P. No. _____

Designation _____

Dept./Section _____

Copy:

1. Personal File of Individual.
2. COC/PR Department



Letter of Appreciation
(As a team member)

Date:

Photograph of the
conferee

Dear Shri/Ms.

The following work done by you, as a member of the team, is noteworthy.

_____ (describe the specific contribution of the team as well as the member, with
date of occurrence) _____

**I appreciate the good work done through team work by you. I hope that you
will continue to put in your sincere efforts in future and spread the culture of team
work amongst others.**

With best wishes,

Yours Sincerely
()

To

Shri/Ms. _____

SAIL P.No. _____

Designation _____

Dept./Sectn. _____

Copy:

1. Personal File
2. COC/PR Department