

POLICY ORDER No. 01 of 2012

Sub: **Revision of Policy regarding engagement of Degree & Diploma Engineers on contract basis, in RVNL.**

The Competent Authority in RVNL has decided to frame a new Policy regarding engagement of Degree & Diploma Engineers on contract basis, in RVNL. The details of which is as under:-

Designation	<u>Degree Engineers:</u> Site Engineer & Sr. Site Engineer; <u>Diploma Engineers:</u> Junior Site Engineer.					
Basic Emoluments	Rs.16,000/- & Rs.12,000/- p.m. as Basic Salary for Site Engineer & Jr. Site Engineer respectively.					
Perks	Perks @ 60% of basic emoluments is also payable. Out of the total Perks @ 60% of Basic emoluments , 20% may be allowed for Housing & 40% as other perks for transport , outdoor medical etc.					
Provident Fund	RVNL will contribute Employers share of Provident fund @ 12% of Basic salary. Matching contribution would be deducted from the salary of the contractual staff & deposited in his/her EPF Account.					
Total monthly emoluments at initial engagement	Desig.	Basic	Housing @20%	Other Perks @40%	PF Contribution from RVNL @12%	TOTAL emoluments
	Jr. Site Engineer	12000/-	2400/-	4800/-	1440/-	20640/-
	Site Engineer	16000/-	3200/-	6400/-	1920/-	27520/-
Gratuity	Will be paid at the time of leaving RVNL as per provisions of the Gratuity Act, if applicable.					
Annual Performance Incentive	Contractual employment is project specific & is liable to be terminated at the end of the specific time period mentioned or at the end of the project period, whichever is earlier. If continued beyond one year, contractual SEs/Jr.SE will be eligible for higher emoluments, adding 5% of Basic emoluments on 1 st July of the year. A person has to complete atleast 06 months of service in RVNL by 1 st July, to be eligible for the same, e.g. a person who					

	<p>joined RVNL on or before 1st January will be eligible for the increased Basic on 1st July .<u>Basic Salary</u> will be rounded off to next Rs.10/-.</p>
<p>Experience Linked incentive at the time of engagement</p>	<p>The Selection Committee may consider a higher basic at the time of appointment by increasing the initial Basic @ 5% flat per annum for every completed year of relevant-to-the-company experience. A person would get 25% increase in Basic if he has 05 years of <u>relevant-to-the-company</u> experience.</p> <p>In case the extra over the initial basic on the basis of number of years of experience <u>relevant-to-the-company</u> is considered by the Selection Committee it would be specifically mentioned in its recommendation.</p> <p>Offering or otherwise of this higher pay as well as the percentage (in the multiple of 5%) enhancement on initial basic is the sole discretion of the Selection Committee.</p>
<p>Performance Linked incentive in RVNL</p>	<p>If the specific Project work continues beyond 01 year and if the engagement of the contractual employee is required, after 03 years of service with 03 consecutive Distinctly Exceptional (Outstanding) performance report in RVNL, the person would be considered for grant of Performance Incentive @ 5% of Basic . This Performance Incentive would be continued only if he continues to earn the scoring of Distinctly Exceptional (Outstanding) performance.</p>
<p>Upgradation Scheme</p>	<p>i) Jr. Site Engineer earning 05 consecutive Distinctly Exceptional (Outstanding) performance reports in RVNL OR on attaining relevant Degree in Engg./Tech., will be upgraded to the post of Site Engineers & their Basic Salary will be fixed at the same stage, after adding Performance Incentive, if any, or at Rs.16,000/-, whichever is more as Site Engineers.</p> <p>ii) On upgradation of a Jr. Site Engineer to Site Engineer, he will be entitled to Performance Incentive in the grade of the Site Engineer only after earning 03 consecutive Distinctly Exceptional (Outstanding)reports in the grade of Site Engineer.</p>
<p>Facility for Indoor treatment</p>	<p>Will be entitled to reimbursement of expenditure incurred on indoor medical treatment (for self only) at the place of posting.</p>

Mobile Phone Call charges	Site Engineers & Jr. Site Engineers will be provided with CUG connection with entitlements of call charges upto Rs.1000/- per month.
Leave entitlement	<p>20 days Earned Leave(EL) would be admissible on completion of one year of service which can be carried forward to the next year on calendar year basis. The ELs can also be accumulated and encashed at the time of completion of contract or at the time of leaving RVNL.</p> <p>06 days Casual Leave(CL) would be admissible in a year on calendar year basis & unutilized CL will lapse on 31st December of every year.</p>

This revised Policy will come into effect on **01.07.2011**.

All existing TS/TEs may give their consent, for switching over to the revised scheme. The service already rendered in RVNL will be counted for all benefits w.e.f. 01.07.11., under this revised scheme. Hence, Basic Salary of all existing TS/TEs will be **fixed on proforma basis on 01.07.11**, w.e.f. from their date of joining RVNL.

As per the new Policy, Performance Report of the contractual staff has become important for granting of Performance Linked Incentive. A copy of the Performance Report is enclosed. This report may be filled with due care and Distinctly Exceptional (Outstanding) rating may be given in exceptional cases only.

(Sathyan Pillai)
Jt. General Manager/HR