

SPMCIL EMPLOYEES SUGGESTION SCHEME

In order to achieve and sustain superior standard of technical and managerial excellence especially in the light of emerging challenges both within SPMCIL or outside SPMCIL, it is imperative that all the employees of SPMCIL should develop the habit of creative thinking and coming forward with suggestion to enhance operational efficiency and improvement in the existing functional system.

2. With a view to channelizing the ideas and innovations of the employees of SPMCIL which will bring about tangible improvement and promote problem solving approach, Company is pleased to introduce and notify the "SPMCIL Employees Suggestion Scheme-2012" which shall be applicable to all nine Units and Corporate Office under the umbrella of SPMCIL.

3. The copy of SPMCIL Employees Suggestion Scheme-2012 is already distributed among all Officers, Notice Board, and General secretaries of different unions of ISP. This suggestion scheme is also upload in SPMCIL website. The salient features of the scheme are as under :-

1. COVERAGE AND ELIGIBILITY OF EMPLOYEES:

a. All employees including industrial Workers, Staff Members, Supervisors and Executives upto the below Board Level are encourages to putforth their suggestions under this Scheme.

b. Suggestions are invited from all areas of operations.

2. NATURE OF SUGGESTIONS AND AREAS FOR WHICH THIS CAN BE MADE.

(I) Productivity enhancement.

(II) Savings in labour, material, supplies or expenses.

(III) Reduction of cycle time, machine setting, inspection or through put time.

(IV) Process standardization.

(V) Improvements of tools/fixture.

(VI) Prevention or reduction of waste including defective work.

(VII) Quality improvement and Defect prevention.

(VIII) Improvements in industrial safety, material handling, house-keeping, operational efficiency, packing and transportation.

(IX) Conservation of energy, water and other resources.

(X) Inventory reduction.

(XI) Any other innovative ideas.

(XII) Research & Development Activities.

(XIII) Sustainable Development Activities.

3. OPERATION OF SUGGESTION SCHEME:

- a. An employee who wishes to submit the suggestion is required to prepare the proposal on the plain paper with supporting details and requisite documents. The covering letter should be in a format given Appendix-I. This format can be taken from their section heads.
- b. The suggestion should be placed in closed cover and should be dropped in suggestion boxes placed at strategic convenient and easily accessible places of the Unit and Corporate Office.
- c. The forms should be filled up correctly in all respects and should be counter-signed by the immediate Supervisor / Section Head / Department. This is to confirm that suggestion is practical.

4. AWARDS

The awards amount would be decided by the Suggestion Evaluation Committee as under.

- a. Suggestion resulting in saving which are of recurring nature and likely to benefit the Company for time to time, 10% of the first year annual saving may be recommended as award subject to maximum of Rs. 10,000/-
- b. In case of one time savings, 10% of the saving may be recommended as award subject to maximum of Rs. 5,000/-
- c. Suggestion where savings/benefits can be assessed on qualitative terms but cannot be assessed on monetary terms will be rewarded to a maximum of Rs. 500/- per suggestion.
- d. In case the suggestion happened to be of exceptional nature the amount of award may be recommended beyond Rs. 10,000/- i.e. subject to maximum Rs. 15,000/- by the Suggestion Evaluation Committee.
- e. Suggestion Evaluation Committee may, wherever considered necessary, assesses the benefit of the suggestion only after putting it into practice. Till such time, the suggestion is tested and found useful, it will not be considered as accepted and no award will be given to the suggestor.

5. **BEST SUGGESTION AWARD:**

Best three suggestions from among the suggestions of all units and Corporate office will be awarded at Company-Level by the Corporate Office. At the corporate level Best Suggestion Awarding Committee consisting of following Members will select best three suggestions received from the Units and Corporate Office of SPMCIL:

(a) Committee at Corporate Level:

(I) Chairman & Managing Director	-	Chairman
(II) Director (Technical)	-	Member
(III) Director (HR)	-	Member
(IV) Director (Finance)	-	Member
(V) DGM (IR)	-	Secretary/Coordinator

(b). Each Unit will send their best one awarded during the calendar year to the Corporate HR Department/Coordinator Best Suggestion Committee at Corporate Level. On receiving the best suggestion from Unit and corporate Office, the Co-ordinator call the Committee Meeting to decide the best-1, best-2 and best-3 suggestion.

(c). These best three suggestion shall be rewarded in cash as detailed under :-

(i) Best-1	-	Rs.20,000/-
(ii) Best-2	-	Rs.15,000/-
(iii) Best-3	-	Rs.10,000/-

(d). These best-3 suggestion shall be awarded in cash prize by the CMD on the occasion of SPMCIL Foundation Day Celebration.

6. **GENERAL**

(a) In case of any ambiguity in the matter of interpretation of the provisions of the Scheme, the matter shall be referred to the Corporate HR Department for clarification.

(b) The Suggestion Scheme will be reviewed from time to time and will be amended with the approval of the Director (HR) in consultation with CMD.

CONSTITUTION OF SUGGESTION COMMITTEE AND ADMINISTRATION OF EMPLOYEES SUGGESTION SCHEME.

1. **Suggestion Evaluation Committee:**

(a) Unit Level Suggestion Evaluation Committee:

i. GM/Unit Head	-	Chairman
ii. DGM	-	Member
iii. Unit Finance Head	-	Member
iv. Unit HR Head	-	Coordinator
v. Head of the Section	-	Member

(to which the suggestion matter relates to)-

(b). Suggestion Committee may co-opt additional Members depending upon the need in regard to examination of suggestion receipt.

4. The names of the prize winner will be published in the Honour Board at ISP, in SPMCIL website and in general circular all notice boards of ISP. In the same connection appreciation letter will also be issued from the committee to the prize winner.

5. There will be some suggestion boxes in ISP. The employees may drop their suggestion in the "SPMCIL Suggestion Boxes" fixed at different locations at ISP. The Coordinator of the Suggestion Committee shall arrange to collect the suggestions from the boxes from time to time. There will be proper registration of the suggestions with due acknowledgement of receipt which will be issued to the concerned employee by concerned authority. All the suggestions will be put up in the Suggestion Evaluation Committee meeting at unit level for the selection of the best suggestion winners. The concerned suggesters shall also take part in the meeting for their further inputs etc.

6. In order to improve better working environment, production, growth and development of ISP, all the employees are requested to come forward with their best valuable suggestions.

(Signature)
(T.R.GOWDA)
GENERAL MANAGER

Copy to : All concerned.

Best-1	-	Rs.20,000/-
Best-2	-	Rs.15,000/-
Best-3	-	Rs.10,000/-

EMPLOYEES SUGGESTION SCHEME
CONSTITUTION OF SUGGESTION COMMITTEE AND ADMINISTRATION OF

- Suggestion Evaluation Committee:
- (a) Unit Level Suggestion Evaluation Committee:
 - i. Chairman - GM/Unit Head
 - ii. Member - DGM
 - iii. Member - Unit Finance Head
 - iv. Coordinator - Unit HR Head
 - v. Member - Head of the Section

(to which the suggestion

matter relates to)-

(b) Suggestion Committee may co-opt additional Members depending upon the need



SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED

(Employees Suggestion Scheme)

Signature
(Suggester)

Dated :

Name of the Unit: _____

Name : _____

Employee No.: _____

Designation /Grade: _____

Department : _____

Dear Sir,

I wish to give following suggestions for consideration of the Suggestion Committee :-

Area Involved _____

Present Status and Issue (What is faulty or can be improved)*

I Suggest as Under *

(Full details of suggestion including estimates of savings are enclosed)

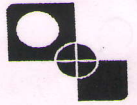
I honestly believe my Idea will**

Reduce waste : _____

Reduce cost : _____ Improve House Keeping _____

Increase Output : _____ Promote Safety _____

Improve methods : _____ Any other (specify) _____



* Please attach additional sheet if space provided is insufficient.

** Please Tick Mark in the space provided which is/are applicable and the remaining should be cross marks.

Dated :

Signature
(Suggester)

FOR OFFICE USE ONLY

Suggestion No. :

Signature :

Date of Receipt :

Secretary :

Suggestion Committee :

Dated :

I wish to give following suggestions for consideration of the suggestion committee :-
Area involved

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I suggest as under :-

(Full details of suggestion including estimates of savings are enclosed)

I honestly believe my idea will**

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Increase Output : _____
Promote Safety _____

Improve methods : _____
Any other (specify) _____