

The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

SPMCIL as Public Enterprise has come a long way within a short span in successfully putting vibrant HR Policies and Practices at place. It has been our thrust in SPMCIL as a Corporatized entity to have uniform HR Policies and Practices across the Company

Personnel Focus

- Recruitment Policy
- Performance Management System
- Promotion Policy of Executives
- Promotional Policy of Non-Executives
- Rotational Transfer Guidelines
- Training and Development
- Succession Plan

Purchase & Finance Policies

- Procurement Manual
- Purchase/Contract Procedure
- General Financial Rules
- Accounts Manual
- Accounting Policies

Compensation and Benefits

- Pay – Scales
- Dearness Allowance
- House Rent Allowance
- Night Duty Allowance
- Special Allowance
- Overtime Payment
- Incentive Scheme
- Performance Related Pay

Perks and Facilities

- Cafeteria Plan
- Transport Allowance
- Children Education Allowance
- Leave Travel Concession
- Telephone Policy – 2010
- SPMCIL TA/DA Rules – 2010
- SPMCIL Leave Rules – 2012
- SPMCIL Risk Management Policy, 2018
- SPMCIL Child Care Leave Policy 2019
- SPMCIL Residential Accommodation Allotment Rules, 2019

Loans and Advances

- House Building Advance
- Motor Vehicle Advance
- Computer Advance
- Festival Advance

Industrial Relations – policies

- SPMCIL Apex Level Bipartite Forum
- Unit Specific Consultation – Structured meeting with recognized Union.
- Grievance Redressal Mechanism
- Interaction with SC/ST Employees
- Participative Management
 - (i) Works Committee
 - (ii) Quality Circles

Conduct and Discipline

- General Provision of Discipline
- SPMCIL Conduct, Discipline and Appeal Rules – 2010

Statutory Compliance

- Factories Act
- Contract Labour Act
- ESIC Act
- Employees Compensation Act
- Industrial Dispute Act
- RTI Act

Social Security

- SPMCIL Trusts
 - (i) EPF Trust, 1952
 - (ii) GPF Trust, 1925
 - (iii) Pension Trust Under 37A
- LIC Insurance Coverage
- Pension Under EPS Scheme 1995
- Payment of Gratuity
- SPMCIL Employees Benevolent Fund (To be notified)

Welfare Measures

- SPMCIL Medical Policy – 2012
- Scheme of payment of Lump sum Compensation in lieu of Compassionate Appointment
- SPMCIL Compassionate Appointment Scheme – 2012
- SPMCIL Employees Suggestion Scheme
- Small Family Norms
- Scheme for Acquiring Higher Education

Connecting with Employees – Policies

- Mentoring and Coaching
- Sporting Events
- Cultural Programmes
- Annual Day Celebrations