

OPTCL EMPLOYEES' SUGGESTION SCHEME (ESS)

In times ahead OPTCL will be operating on the leading edge of the technology on both Electrical Power Transmission Systems and Grid Operations. In order to achieve and sustain superior standards of technical & managerial excellence, especially in the light of the emerging challenges both within and outside the organization, it is imperative that all employees develop the habit of creative thinking and coming forward with suggestions. With a view to channelizing the ideas and innovative suggestions which will bring about tangible improvement and promote problem-solving approach, it is decided to introduce OPTCL Employees Suggestion Scheme, the salient features of which are given below:-

1.0 OBJECTIVE OF THE SCHEME

Broad objective of the Scheme is to inspire the employees to bring out ideas, suggestions latent within them & facilitate and identification of talent.

- 1.1 The Suggestion Scheme is intended to direct the creative ideas of employees in a constructive approach and provide them an opportunity for constructive thinking.
- 1.2 Appreciation/Recognition for individual ingenuity and creativity.
- 1.3 Providing opportunity to participate in the development and growth of the Company and also to tap employees' talent for the benefit of the Company.
- 1.4 Award for worthy suggestions and also to foster better employee relations and to improve overall productivity.

2.0 COVERAGE / ELIGIBILITY OF THE EMPLOYEE AND SANCTIONING AUTHORITY FOR AWARD

- 2.1 All employees of the Company are encouraged to put forth their suggestion under this scheme. However, all levels of supervisory & workmen categories and executives upto the level of GM only are eligible for the award.
- 2.2 CMD shall be the Sanctioning Authority for grant of any award as specified under Clause 8 of this scheme.

3.0 NATURE OF SUGGESTIONS AND AREAS FOR WHICH THESE CAN BE MADE

- i.Savings in labour, material, supplies or expenses.
- ii.Prevention or reduction of waste including defective work.
- iii.Improvement in maintenance methods.
- iv.Improvement in grid system availability.
- v.Safety precautions, to eliminate possible accident.
- vi.Eradication of civic problems, better hygiene and cleanliness of work place or residential colony.

- vii.Improvement in tools, machinery, equipment or facilities and working procedures.
- viii.Economy in use of stationery, consumables, etc.
- ix.Improvement in energy accounts, audit.
- x.Improvement in quality and employee performance.
- xi.Improvement in systems and procedures.
- xii.Any other suggestions which are likely to bring economy and increase efficiency/productivity in the working of the organization.
- xiii.Employee engagement and development.
- xiv.Improvement in working & environment conditions.

4.0 SUGGESTIONS OUTSIDE THE PURVIEW OF THE SCHEME

- 4.1 All matters which are within the scope of collective bargaining (wages, allowances, bonus, hours of work, leave, etc.) grievance procedure, personal grievances, complaints and requests for additional benefits in welfare facilities, public relations, recreational programs, dealing with legal other policy decisions of the management will fall outside the purview of the Suggestion Scheme.
- 4.2 Decision of the Suggestion Committee regarding the admissibility of any items in the Suggestion Scheme shall be final.
- 4.3 Non-acceptance of a suggestion shall not constitute a grievance.

5.0 RIGHTS ON SUGGESTION

Suggestions, once accepted by the committee will be the possession of the Company and the employees are precluded from making any claims on such suggestion what-so-ever, except the award which is to be decided by the suggestion committee.

6.0 HUMAN RELATIONS

- 6.1 Suggestion Scheme is not a means of effecting reduction in career prospects or retrenchment of any employee.
- 6.2 Suggestions from employees shall not constitute any reflection on the ability or reputation of the non-executive/executive staff.
- 6.3 Suggestions in the guise of unfounded criticism or casting aspersion on any individual employee, undermining function or integrity and tarnishing the reputation of the Corporation shall be rejected outright and may invite disciplinary action.

7.0 SUGGESTION COMMITTEE

- 7.1 The Suggestion Committee, constitution of which is given at ANNEXURE-A, will deal with each Employee's suggestion and dispose it off in the manner laid down in the Annexure.
- 7.2 An employee who wishes to submit suggestion is required to prepare the proposal on plain paper with supporting details, requisite and other documents. The covering letter should be in the format given in Appendix-I to Annexure-A. Suggestion can be written either in Oriya or in English. The suggestion should be placed in closed cover and should be dropped in suggestion boxes placed at strategic, convenient and easily accessible places in various offices of the Company like Circle Offices, OPTCL Hqrs Office, GRIDCO Hqrs Office, SLDC and at all Grid Sub-stations. The suggestions from various grid sub-stations may be collected by the respective SDOs and sent through the employees of grid sub-stations who bring Meter Reading Instrument containing Energy Meter Readings during first week of each month to Energy Billing Centre, Hqrs Office.
- 7.3 Necessary assistance in the shape of discussions, drafting, drawing or sketching etc., can be provided by the controlling officer of the suggestor to the suggestor in case of illiterate and semi-literate employee so that suggestion can be submitted in a presentable form.
- 7.4 Suggestion Box shall be opened by Head of Circle Office / his authorised representative once in a month. Suggestions received at the Circle level shall be forwarded by respective Head of Circle with recommendation to the Secretary of the Committee. However, in order to avoid delay, an advance copy of suggestion may be sent to the secretary of the Committee by post or through mail to idea.suggestion@optcl.co.in.
- 7.5 Suggestions collected from the suggestions boxes or received directly by the Secretary shall be duly acknowledged by the Secretary, Suggestion Committee in the prescribed form (copy at Appx-II) within a week, and in his absence by the authorized representative (who should be a member of the Suggestion Committee).
- 7.6 The suggestion will be examined by the Suggestion Committee and suggestions that can be implemented will be considered for award after proper evaluation and trials, if necessary.

8.0 AWARDS

The award amount would be decided by the Committee formed under the scheme (ANNEXURE-A) as under:-

- 8.1 Suggestions resulting in savings which are of recurring nature and likely to benefit the Company for time to come, 10% of first years annual savings may be recommended as award subject to a maximum of Rs. 10,000/- (Rupees Ten Thousand). Duly recommended cases will be sent for approval of Director – HRD and/or CMD.
- 8.2 In case of one time savings, 10% of saving may be recommended as award subject to a maximum of Rs. 7,500/ (Rs. Seven Thousand Five Hundred).

- 8.3 Suggestions 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/ (Rs. Five Hundred) per suggestion.
- 8.4 In case the suggestion happens to be of exceptional nature the amount of award may be recommended beyond Rs. 15,000/- by the Suggestion Committee. Such recommendation, however, will be subject to the approval of CMD.
- 8.5 Suggestion 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.
- 8.6 In addition to cash awards, commendation or appreciation letter will be issued to the individual award winner and a copy of the same shall be kept in personnel file/record of the concerned employee.
- 8.7 If suggestion is made by a group of employees, the reward will be distributed equally among them.
- 8.8 A token of Rs. 200/- (Rs. Two Hundred Only) will be given for each suggestion worth considering. Director-HRD/ Functional Head will nominate an executive not below the level of Manager for deciding the token award to be given; payment will be made through the monthly salary.
- 8.9 The accepted suggestion will be given adequate publicity on the Notice Board/Newsletter/Website along with particulars of the employee and his photograph.
- 8.10 In a year maximum 24(twenty) suggestions shall be rewarded and the maximum number in a quarter shall be 6(six).

9.0 COMMUNICATION OF DECISION

- 9.1 The decision with regard to acceptance/award or rejection of suggestion will be taken by the Suggestion Committee and the same will be informed to the suggestor in the prescribed form (copy at Appendix – III & IV) by the Secretary, Suggestion Committee. In case of acceptance, the tentative date of implementation of the accepted suggestion will also be informed to the suggestor.
- 9.2 The decision of the Suggestion Committee and CMD shall be final and no appeal shall be entertained against such decision.

10.0 PRESENTATION OF AWARD

Award will be presented to successful Suggestors in special function organized at the Corporate Centre/ Circle Office/Division on occasions such as Foundation Day, Independence Day, Republic Day or any other suitable occasion in presence of as many employees as possible including the top management/functional head.

11.0 IMPLEMENTATION OF ACCEPTED SUGGESTION

Functional Director/Head and GM of the concerned Circle will implement the accepted suggestions at Corporate Centre (for the Company if suggestions is implementable in all Circles) and Circle respectively.

12.0 PUBLICITY OF THE SCHEME

With a view to give a sense of participation to the employees and to make the suggestion scheme attractive and effective, the following steps may be taken by the Suggestion Committee.

- i) Publicity can be carried out as under:
 - a) By use of posters, general circulars and the departmental notice board for displaying "Suggestion of the Month".
 - b) Sign boards with suitable slogans for promoting the scheme may be displayed in suitable places in the sub-stations/offices.
- ii) Wide circulation of suggestion schemes.
- iii) An Honour board at the main entrance of Corporate office/Circle office displaying the names of the prize winners for a considered period may be placed.
- iv) Suggestion week shall be celebrated on eve of the Company Foundation Day (01st April) every year and competition on Slogans, Cartoon, Essays on the theme "Suggestions for Faster Growth of the Organization" shall be organized in Corporate Office and every Circle/Division HQs of the Company. Three prizes shall be given for each event. Each Circle HQs shall spend Rs. 5000/ for distribution of prizes for the competitions.
- v) All first time Suggestor (i.e. An employee whose suggestion has been first time accepted during service with the Company) shall be given additional gift of a Pen Set (Cost not to exceed Rs. 250/-).

13.0 GENERAL

- 13.1 In case of any ambiguity in the matter of interpretation of the proviso of the scheme, the matter shall be referred to Corporate Human Resource Department for clarification addressed to **Director-HRD**.
- 13.2 The Suggestion Scheme will be reviewed from time to time by Director-HRD in consultation with CMD.

**CONSTITUTION OF SUGGESTION COMMITTEES AND ADMINISTRATION OF
EMPLOYEES SUGGESTION SCHEME**

1.0 SUGGESTION COMMITTEE

- 1.1 There will be only Single Suggestion Committee for the whole organization at Corporate Office constituted with following members:-

Suggestion Committee of OPTCL:

Director-Engineering/Projects	:	Chairman
CGM (O&M)	:	Member
CGM(Const)	:	Member
CGM(Finance)	:	Member
CGM(IT)	:	Member
Sr.GM (PS)	:	Member
DGM/AGM/MANAGER-HRD	:	Coordinator & Secy.

APPROVING AUTHORITY for acceptance of suggestion and grant of Award as per provisions of the Scheme will be the CMD based on the recommendation of Director-HRD.

- 1.2 In case of absence of Director(Engg) / Director(Projects), any Functional Director may preside over the Committee.
- 1.3 Suggestion Committee may co-opt additional members depending upon the need in regard to examination of suggestion received.
- 1.4 Coordinator shall render necessary assistance like discussions, drafting, drawing or sketching, etc. to the suggester in case of illiterate and semi-literate employees, so that suggestion can be submitted in a presentable style.

2.0 FUNCTIONS OF THE SUGGESTION COMMITTEE

- 2.1 The Suggestion Committee shall function under the overall guidance/direction of the Chairman of the Suggestion Committee.
- 2.2 The Suggestion Committee will:-
- Evaluate each suggestion and decide whether to admit or reject it.
 - Recommend for authorizing trial of suitable ideas given by the employees, if necessary.

- iii) Determine & recommend acceptance of suggestion and grant of Awards/Recognition Certificate etc. for the approval of Director- HRD and CMD.
- iv) Follow-up the implementations of the suggestion.
- v) Review the progress.
- vi) Co-opt any other member(s) as and when necessary and also nominate persons in absence of Secretary, who will
 - a) Collect suggestion from the boxes every month or receive suggestion directly in the office.
 - b) Issue individual acknowledgment on behalf of the Suggestion Committee.
 - c) Meet the Functional/Circle/Divisional Heads from where the suggestion originates, the suggester himself and any other person when necessary and prepare a preliminary report.

3.0 FUNCTIONS OF THE SECRETARY

3.1 The Secretary will be responsible for the following:

- i) Administering and co-ordinating the Suggestion Scheme.
- ii) Arranging for regular collection of suggestions and constant checking of suggestion boxes.
- iii) Registering the suggestion and acknowledging the receipt for further examination by Suggestion Committee and shall also make a preliminary report of Suggestion received.
- iv) Preparing agenda and organizing the meeting of Suggestion Committee, coordinating with suggesters for further classifications, etc.
- v) Coordinating with various Functional/Circle Heads for assisting in proper evaluation of suggestion.
- vi) Communication to the suggester about acceptance, award or rejection of the suggestion.
- vii) Assisting in implementation of suggestion.
- viii) Arranging for presentation of award authorized by competent authority.
- ix) Maintenance and analysis of records relating to the implementation of the Suggestion Scheme.
- x) Assisting in thorough examination of acceptable suggestion by:
 - a) Making all necessary inquiries to determine the utility benefits of the suggestion.

- b) Ascertaining which department or operation will be affected by the suggestion under consideration and in what manner they will be affected.
- c) Ascertaining the estimated savings, if quantifiable, resulting from adoption of the idea.
- xi) Organizing celebration of suggestion week and other associated activities.
- xii) Any other assistance which shall be necessary for the smooth functioning of the Committee.

4.0 QUORUM

Quorum will consist of the Chairman, the Secretary and at least three other members of the Suggestion Committee for the meeting to take place.

5.0 FREQUENCY OF MEETINGS

The Suggestion Committee will meet once in a quarter. If meeting of the Suggestion Committee does not take place in any quarter then the Secretary will record the reasons in writing in the minutes book of the Suggestion Committee. The frequency of meeting can be increased if the member of suggestions are 10 or more in a particular quarter.

6.0 PROCESSING OF SUGGESTIONS

Suggestions will be collected once in a month from all the suggestion boxes in addition to those directly received by the Secretary, for further examination, evaluation and necessary action.

7.0 CRITERION FOR ASSESSING THE SUGGESTIONS RECEIVED

The Suggestion Committee will assess the importance of the suggestion keeping in view the criteria as given below:

i) Nature of Suggestion

If the suggestion is of technical nature, then whether the suggestion is an invention, adaptation, an introduction of a known idea not used in the Company or an extension of idea or method already known to the Company.

Whether the Suggester is an executive or non-executive for the purpose of award.

ii) Technical value of the Suggestion

Whether the suggestion is technically sound, exhaustive, and viable from cost and practicability angle.

iii) Utility

The suggestion will be evaluated from the point of view of permanent or temporary usefulness.

iv) Safety

Whether suggestion results in elimination of accident/hazards to persons and equipment around; safety to operator, safety to tools and machine; elimination of obstruction to free movement of products, personnel, etc.

v) Impact

Whether the suggested improvement is a major improvement or minor improvement in the working conditions.

vi) Economy

This has to be considered in terms of materials, labour and time (both man & machine hours) and special considerations may be given to suggestions resulting in import substitution.

vii) Overall benefit to the Company

viii) Adaptability and the effect of the suggestion on the functioning of other related departments, if implemented.

ix) Whether the suggestion is within the aims, objective and policies of the management.

ORISSA POWER TRANSMISSION CORPORATION LIMITED

Employees Suggestion Scheme

Sub-Division/Divisin/ Circle/Corporate Office

Name _____

Employee No. _____

Designation/Grade _____

Department/Circle/Division _____

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 : _____

Increase Output : _____

Improve methods: _____

Improve House Keeping _____

Promote safety _____

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 (x) marked.

Dated:

FOR OFFICE USE ONLY

Signature
(Suggester)

Suggestion No. :

Signature:

Date of Receipt :

Secretary:

Suggestion Committee:

Dated:

ORISSA POWER TRANSMISSION CORPORATION LIMITED

Employees Suggestion Scheme

Sub-Division/Division/Circle/Corporate Office

Name _____

Employee No. _____

Designation/Grade _____

Department _____

Sub: ACKNOWLEDGEMENT OF SUGGESTION REGISTERED.

Dear Sir,

We acknowledge with thanks the receipt of your suggestion dated _____ regarding _____ and wish to inform you that it is under our examination. We shall advise you on the results of our examination in due course. Kindly quote the above mentioned Suggestion Number on all future correspondence on the subject.

Yours faithfully,

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SECRETARY
SUGGESTION COMMITTEE

Appendix – III

ORISSA POWER TRANSMISSION CORPORATION LIMITED

Employees Suggestion Scheme

Sub-Division/Division/Circle/Corporate Office _____

Ref. No. _____

Dated _____

Shri _____

Sub: Suggestion No. _____

Dear Sir,

Please refer to your suggestion dated _____ regarding _____.

The same has received careful consideration by the Suggestion Committee.

It gives me great pleasure to inform you that the Suggestion Committee has considered your Suggestion being suitable for implementation. In recognition of this,

the Committee has decided to give you a cash award of Rs. _____. Your suggestion is proposed to be implemented by (Month/Year) _____.

The Committee is thankful to you for taking interest in the Scheme and earnestly hopes that you will continue to contribute your valuable suggestions in future.

Thanking you,

Yours faithfully,

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SECRETARY
SUGGESTION COMMITTEE

Copy: CMD/Director-HRD/
Chairman of the Suggestion Committee

Appendix – IV

ORISSA POWER TRANSMISSION CORPORATION LIMITED

Employees Suggestion Scheme

Sub-Division/Division/Circle/Corporate Office _____

Ref. No. _____

Dated _____

Shri _____

Sub: Suggestion No. _____

Dear Sir,

Please refer to your suggestion dated _____, regarding _____.

The same has been thoroughly examined and has received careful consideration by

the Suggestion Committee. After detailed deliberations, the Committee has concluded that it would not be possible to accept your suggestion for implementation.

The Committee appreciates your efforts/initiatives and is thankful to you for taking interest in the Scheme. We earnestly hope that you will continue to send your ideas for consideration in future for the benefit of the organization.

Thanking you.

Yours faithfully,

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SECRETARY
SUGGESTION COMMITTEE