

### SUGGESTION-CUM-MERIT AWARD SCHEME

**Authority**                      A Suggestion-cum-Merit Award Scheme was introduced  
*Cir No.BDL/*                      in the Company with a view to recognize and reward the  
*04/51/21/*                      employees for their inventions and high order or excellence  
*Dt.30-06-1989*                      at work which contributes to increase in production and  
    productivity and overall improvement in quality and cost  
    benefit performance.

2. The employees will be given Cash Awards for the suggestions, inventions and superior accomplishments, which contribute to the efficiency and economy resulting in tangible benefit to the Organisation, in the following fields:

- (i) Inventions and Improvements in quality of products or their design.
- (ii) Where there has been a definite increase in the productivity levels (by change in process, tooling, etc.).
- (iii) Where technological excellence is visibly evident.
- (iv) Where the suggestions relate to Import Substitution.
- (v) Where the suggestion leads to efficient and economic utilization of men, material, fuel and power.

The merit awards will have a direct linkage with the tangible savings.

3. Merit Awards will be given to the employees in the form of Merit Certificate who are found to be eligible every Quarter, beginning from April, 1989, Based on the number of Merit Certificates obtained by an individual employee, Cash Award will be given as detailed below :

- (i) For one Merit Certificate                      - No Cash Award  
       in Financial Year
- (ii) For two Merit Certificates                      - Rs. 250/-  
       in any one Financial Year

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- (iii) For three Merit Certificates in any one Financial Year - Rs. 750/-
- (iv) For four Merit Certificates in any one Financial Year - Rs.1,750/-

4. The modus operandi would be that the Awards Committee, nominated by the Managing Director, will meet once in a quarter to review and decide about the Merit Awards based on the recommendations/ citations made by various departments/divisions and recommend the names of the individuals to the Managing Director, for approval of the awardees.

5. The recommendations alongwith the citations may please be sent to the Head, Divisional P&A Department in the prescribed proforma as per Annexure-I on quarterly basis beginning from quarter ending 30<sup>th</sup> June'89 so as to reach on or before 10<sup>th</sup> of the following month of each Quarter.

*[NOTE : Procedure to be followed for initiation/recommendation.*

**Authority** *The awards will be presented by Divisional/ No.BDL/04/53/MA Departmental Heads or the Managing Director (on Dt.13-12-1988 Ceremonial Days like Annual Day of the Company, Republic Day and Independence Day, etc.) and the Names of the employees alongwith their photographs will be displayed on the notice boards in all the prominent places of the Company in all the divisions/departments.*

*Recommendation for the awards shall be initiated by the concerned immediate supervisor of the concerned section and routed through their divisional/departmental heads of the Secretary of the Awards Committee. The Committee has been delegated with the powers to recommend awards upto the level of Senior Manager.*

*Recommendation of the section-in-charge shall be in the prescribed proforma]*

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PROFORMA – I  
BHARAT DYNAMICS LIMITED  
HYDERABAD

MERIT AWARD PROFORMA

1. Name
2. Date of Birth
3. Qualifications
4. Date of Joining in BDL
5. Present Post
6. Name of the Department/  
Division
7. Details of innovations/  
Improvements contributed
8. Details of earlier  
Awards if any
9. Citation by the Section  
In-charge

(Signature of the immediate Supervisor/  
Manager)

Section-in-charge  
Date:

Remarks of Div/Deptt. Head

Divisional/Deptt. Head  
Date:

Decision of Merit Award Committee

Secretary,  
Merit Award Committee.  
Date:

