



My BPC SUGGESTION SCHEME

A) INTRODUCTION

Continuous efforts are necessary for survival and growth of the company. The aim of the Suggestion Scheme is to encourage the creativity of employees and their participation by way of contributing new ideas for improving company's efficiency, reduction of wastages and enhancing productivity. The scheme aims at suitably rewarding the employees for acceptable and implementable suggestions.

B) OBJECTIVES OF SUGGESTION SCHEME

- (i) To develop & tap creative potential of the employees in the interest of the organisation and work for growth.
- (ii) To increase business opportunities of the Unit.
- (iii) To enhance customer's satisfaction.
- (iv) To make improvement in every sphere of Unit's activities.
- (v) To enhance employees' belongingness through their participation.
- (vi) To provide opportunity for employees to put forward constructive suggestions to enhance Productivity.
- (vii) To recognise suggestors by suitably rewarding them through cash and/or certificate.
- (viii) To identify workers for BPCL's Uttam Sujhav Puruskar, Vishwakarma Rashtriya Puruskar (VRP), P.M.'s Shram Awards and other suggestions related competitions.

C) SCOPE / ELIGIBILITY

- (i) The Suggestion Scheme is open to all employees including BPCL employed trainees herein after termed as 'Suggestor'.
- (ii) The scheme is meant for individual/ team suggestor only. However maximum of four suggestors may team up in giving a suggestion.

(D) ELIGIBLE SUGGESTIONS:

New Ideas or any idea for improvement over existing practice putforth by a suggestor shall be considered as a suggestion provided it is implementable.

Illustrative List of Areas for giving suggestions:

- Simplification of Practices/ Procedures/ Processes
- Elimination of ineffective movements/ Delays/ Rework/ Duplication
- Economy in stationery, office facilities, Administration
- Improvement of working condition, communication, facilities, image, publicity
- Reduction of wastages pertaining to cost, time, energy, maintenance, environment etc.
- Rationalisation of work, materials, method
- Improvement in Productivity, Quality, Safety, Environment including Pollution Control
- Reduction of Material cost
- Improvement in Contract Management, Cash Management, Claims etc.
- Enhancement in Customer satisfaction.
- Improving Product Sales, earnings.
- Improvement in Design & Technology.
- Product diversification & capability enhancement.
- Value Addition.
- Any other area which improves Company's performance & image.

(E) INELIGIBLE SUGGESTIONS:

Suggestions on the following matters will not be considered for awards under suggestion scheme.

- Suggestions pertaining to the Company/Govt. Policies.
- Matters which are already under consideration by Management.
- Unionised Problems/ Collective bargaining matters.
- Complaints or Grievances.
- Suggestions pertaining to amenities, facilities or welfare of workers (thru Committees).
- A proposal which draws attention to a problem but offers no solution.
- Suggestions already adopted or implemented.
- Repeat Suggestions.
- Missed actions converted to suggestions
- Impracticable/ Non-Implementable suggestions on cost & technical considerations & nonstandard practices.

(F) ADMINISTRATION OF SUGGESTION SCHEME

For the sake of giving thrust to scheme and smooth processing of suggestions it is envisaged to have two tier system

The two tier system comprising of (1) “Area Suggestion Committee” and (2) a “Company Suggestion Committee”.

(F)(1). AREA SUGGESTION COMMITTEE (ASC)

The ASC will be constituted to give appropriate representation to different work areas. Committee will comprise of:

GM (CS-WS)	- Chairman
1. GM (MKT)	- Member
2. GM (MM)	do
3. DGM (PDD)	do
4. DGM (CDE/CVO)	do
5. DGM (GCD)	do
6. DGM (PCM)	do
7. DGM (PCP)	do
8. Sr. M (HD)	do
9. Sr. M (PEX)	do
10. DM (F/ Asst.Sec.)	do

All concerned HOD's & I/Cs will be responsible for coordinating various activities and maintaining records etc.

(Note :-- Wherever required, CMD may constitute another committee or expand the existing committee for evaluation of Suggestion Scheme.

-- The ASC shall meet as often as necessary but at least once in two months.

(F)(2) COMPANY SUGGESTION COMMITTEE (CSC)

CSC will be constituted by CMD.

This committee will comprise of :

- | | | |
|------------------|---|----------|
| CMD | - | Chairman |
| 1. CGM (W) | - | Member |
| 2. CGM (FS) | - | do |
| 3. GM (HD / PEX) | - | do |

-- The CSC shall meet once in quarter or as and when necessary.

Note :- The tenure of both the committees will be for five years. However Management may review to reconstitute the Committees, if required during or after the tenure.

G) (1) RESPONSIBILITES OF AREA SUGGESTION COMMITTEE

- i) To act as a catalyst for promotion of suggestion in their departments.
- ii) To ensure availability of suggestion forms in hard copy.
- iii) To arrange collection and receiving through appropriate channel.
- iv) To register the suggestions received.
- v) Scrutiny of suggestions for preliminary acceptance.
- vi) The Committee will be empowered to sanction a cash award of Rs. 50/- to the Suggestor meeting the objective of the scheme.
- vii) Evaluation / recommendation of accepted suggestions for rewards.
- viii) Implementation of the suggestions found acceptable.
- ix) Display of accepted suggestions/ Improvement Projects on Boards etc.
- x) Scrutiny and selection of outstanding suggestions for higher level awards.

G) (2) RESPONSIBILITES OF COMPANY SUGGESTION COMMITTEE

- i) To promote suggestion at Higher level.
- ii) To ensure uniform implementation of the schemes at company level and act as a monitoring agency.
- iii) Evaluation of the Suggestions for rewards and decision & approval for amount of award.
- iv) Scrutiny and evaluation of BPCL's Uttam Sujhav Puruskar Applications & other higher awards.

(H) HOW TO GIVE A SUGGESTION

(1) Registration of Suggestion

(i) Each suggestion is to be registered in hard copy to respective Departments , after ensuring its registration, and this registration no. shall be mentioned in the suggestion form. (**Annexure-1**).

(ii) The suggestion in the prescribed format (Duly signed by Sectional Incharge) shall be sent by the suggestor to the concerned HOD.

(iii) While forwarding the Suggestion, HODs shall ensure its registration and put his remarks on following points:-

- (a) Feasibility of implementation;
- (b) Checking of financial aspects;
- (c) Other aspects like - that the suggestion is not the routine work of the suggestor, genuineness of the names indicated on the suggestion format etc.

(iv) To develop suggestions, employees may seek the help, if needed, of their Supervisors/ Executives/ Productivity Coordinator / HD department/HODs.

(v) All suggestions received will be classified in any of the following categories by all concerned HODs-

- (a) Accepted suggestions for award.
- (b) Suggestion not found acceptable.
- (c) Referred to concerned Sectional Incharge for comments.
- (d) Suggestor to obtain comments from the agency authorized by HOD & responsible for implementation.

(2) Processing /Evaluation of Suggestions:

On submission & acceptance of suggestion, Pre-Evaluation Award shall be given by ASC. Suggestions received will be scrutinised by HOD & any suggestion meeting the objective of the scheme shall be given Rs. 50/-.The Pre-Evaluation award will be decided within two months of receipt of the suggestion by ASC. Acceptable suggestion will then further evaluated by CSC for final award as per the criteria detailed herein. The final award will be decided within 120 days of the receipt of the suggestion by the CSC. Pre-evaluation award shall be given to the person appearing at Sl No.1 in the suggestion form. However the final award shall be distributed among all the members.

(3) Provision of Funds for the suggestion scheme:

The pre-evaluation award and the Final award will be arrange by the Finance deptt. after obtaining approval from the Competent Authority.

(4)An accepted suggestion will be rated as per the following criteria:-

<u>Sl.No.</u>	<u>Parameter</u>	<u>Points(Maximum)</u>
a)	Originality /Innovation (Idea/Development/System/Improvement)	10
b)	Qualitative Gains (Quality,Safety,Environment etc.)	10
c)	Monetary Savings (Material,Energy,Manhours etc.) (As per clause 4 -i)	60
d)	Recurring Savings (In proportion to points scored against `C' above) (e.g. For 60 points at (c), (d) will be 20 points.)	20

		Total 100

(i) Evaluation of Monetary Savings

<u>Sl.No.</u>	<u>Savings in Rs.</u>	<u>Points</u>
1.	Upto 5000	1
2.	5001 to 10,000	2
3.	10,001 to 15,000	3
4.	15,001 to 25,000	5
5.	25,001 to 35,000	7
6.	35,001 to 50,000	9
7.	50,001 to 1,00,000	15
8.	1,00,001 to 1,50,000	20
9.	1,50,001 to 2,50,000	25
10.	2,50,001 to 3,50,000	30
11.	3,50,001 to 5,00,000	35
12.	5,00,001 to 10,00,000	40
13.	10,00,001 to 15,00,000	50
14.	15,00,001 and above	60

(ii) Awards

After implementation of the accepted suggestions, the suggestors will receive necessary award depending upon the points scored for a suggestion as per the table given below:

<u>Sl.No.</u>	<u>Points Scored</u>	<u>Amount (Rs.)</u>
1	5	Commendation Certificate only
2	6 – 10	500
3	11 - 20	1000
4	21 - 30	1500
5	31 - 40	2000
6	41 - 50	2500
7	51 - 60	3000
8	61 - 70	3500
9	71 - 80	4000
10	81 - 90	4500
11	91 -100	5000

(iii) Where the suggestion results in savings of Foreign Exchange, the additional award amount of 50% of the amount calculated as per 4 - ii will be payable.

(iv) Where the suggestion results in savings in the Thrust Areas namely Energy Conservation, Rework & Rejection and Proper Assets Management, the additional award amount of 50% of the amount calculated as per 4 - ii above will be payable.

(v) In case of Intangible gain, where no monetary gain is achieved, the amount of Award will be restricted to Rs.1000/- only.

(vi) The awards' secured by the suggestors will also be intimated by ASC to the Personnel Deptt. for inclusion in individuals personnel file.

(5) GENERAL

(i) For suggestions received simultaneously covering the same suggestion the award, if any, will be split among the suggestors.

(ii) All the decisions of the ASC and CSC will be final and cannot be challenged.

(iii) The Company will draw a plan for arranging special functions to facilitate leading suggestors , departments giving maximum number of suggestions, honouring national award winners. The schedule could be finalised considering national festival, local festivals and other special occasions relevant to the local traditions. Suitable recognition may be given to women and physically handicapped winners. The schedule and the list of activities will be forwarded to CSC.

(iv) In case a suggestion is made by a group of employees the award will be distributed equally. The pre evaluation reward of Rs. 50/- shall be given to the leader.

(v) If a suggestion qualifies for an appreciation letter only, it will be signed by HOD of concerned Deptt. In case a suggestion qualifies for cash award and certificate, such a certificate will be signed by the CMD.

(vi) In case of outstanding suggestions, the CSC shall ensure that the awards are given by the CMD on Republic Day or Independence Day every year or at any other appropriate occasion.

(vii) Names and photographs of employees, whose Suggestions have been awarded will be published on BPCL journal alongwith a citation on the merits of the Suggestions. For this the names of the employees who have been awarded shall be sent, by the respective HOD of the Suggestion Committees, to Public Relations Department under intimation to the concerned suggesters. The information may also be hosted on BPCL Intranet for wider circulation.

(viii) Outstanding suggestions will be centrally forwarded to the Government of India awards committee for consideration of Vishwakarma Awards every year by CSC.

BPCL's Uttam Sujhav Puruskar – Presentation to be prepared in the following manner

1. Cover page
 2. Project title & team member's name / Individual's name
 3. Contents with page numbers
 4. Citation
 5. Synopsis
 6. Bio data
 7. Technical matter regarding the problem / solution with Drawings and Photographs.
 8. Saving in time
 9. Saving in money Tangible / Intangible
 10. Innovative approach in solution
 11. Creativity
 12. Repeatability in other projects
 13. Feed back after solving the problem
 14. Precautions to avoid recurrence
 15. Efforts
 16. Benefits accrued
 17. Other letters from customers / appreciation letters
- Citation – Letter of appreciation from HOD about Individual / team's work

Synopsis – Highlight of the project by team members