



**ब्रह्मपुत्र वैली फर्टिलाइजर कॉर्पोरेशन लिमिटेड, नामरूप**  
**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION**  
**LIMITED NAMRUP**

Ref No.002/BVFCL/Pers/

Date: 10.03.2022

**OFFICE ORDER**

**Sub: Implementation of 'BVFCL Employee Rewards & Recognition Scheme'**

BVFCL understands the importance of recognizing the outstanding performance of the employee who advances the company's goals and objectives. The scheme shall encourage the employee to contribute their best to the company and inculcate amongst employees a sense of belongingness to the company.

The scheme for recognition of employees at two levels:-

- 1. Corporate level**
- 2. Unit/offices level**

a) **Corporate level Award:-** The award will be instituted to recognize the contribution/performance of employees at corporate level. The awards are named as under:-

- i) Cost Savings Award.**
- ii) Sales Excellence Award.**
- iii) Best Employee Award – Executive.**
- iv) Best Employee Award – Non-Executive.**

For consideration of corporate award, the Head of Deptt/Office will submit the nomination along-with justification, in quantifiable term, wherever applicable on or before 31st May every year. The criteria for Best Employee Award will be Annual Performance Rating for the relevant period. There shall be only one nomination for each category of corporate awards. All nominations from Deptt/Offices should be addressed to Corporate HR Head super scribing “**Nomination for Corporate Award**”.

A committee comprising of the Functional Directors, Head of Corporate Finance Deptt., and Head of Corporate HR Deptt., who will act as a coordinator will be constituted. The committee will assess the nominations received from the units/offices and determine the suitability for recommendation of each award to the employees for approval of the CMD. The Corporate Awards will be presented to the winners in a ceremony organized by the corporate office. The Head of the unit/office of the award winner will also be invited to the ceremony.

Each award would comprise of “**Commendation Certificate**” signed by the CMD and a corporate gift/memento worth of Rs.5000/- to achievers.

The concerned Head of HR Deptt. would take the record of the award into the personal file of the winner.

b) **Unit/Office level:-** In recognition of making significant contribution by the employees in their area of work/unit or office, as a whole, during each financial year would be considered for recognition based on the nominations recommended by the respective HODs to the HR Deptt. of the unit on or before 30th April of every years.

A committee constituted comprising of the HOD of the nominated employee, HOD of Finance Deptt. and Head of the HR Deptt who will act as a coordinator. The committee may co-opt any other HOD with the approval of the Competent Authority. The committee will assess the nomination and determine the suitability for recommendation of an award to the employee for approval of the Competent Authority.

### **1.0 OBJECTIVE**

- 1.1 To provide recognition and encouragement to employees for achieving outstanding performance and showing individual initiative.
- 1.2 To empower Head of the Departments (HODs) to recommend employees for recognition as at 1.1.

### **2.0 SCOPE**

- 2.1 The 'Employee Rewards & Recognition Scheme' (ERRS) shall cover Executives upto E-7 grade and all regular Non-executive employees.

### **3.0 ELIGIBILITY**

The eligibility criteria for determining the cases for recognition under the scheme are given below:

- 3.1 Any cost saving to the Company because of the individual initiative taken by the employee.
- 3.2 An innovating work/modification and carried out at the instance of the employee resulting in improvement of processes or equipment availability.
- 3.3 Enhanced output in quantifiable terms in a single shift because of the individual effort.
- 3.4 Any other commendable job, even on one time basis, setting new trends in performance.
- 3.5 Any individual initiative shown by the employee which has proved crucial to resolving a crisis situation.
- 3.6 Achievements under Suggestion Reward Scheme, Quality Circles, Quality Improvement Projects etc., are excluded from the purview of this scheme.
- 3.7 Any other individual for his contribution to Best Sales in the Financial Year.

### **4.0 RECOGNITION**

- 4.1 The HODs shall have the discretion to decide individual cases of employees for giving recognition. In general, the recognition shall be extended to the good performer within the shortest possible time after the performance, i.e. on the same day or the following day. In any case, the time of grant of actual reward shall be within 10 days from the date of such performance.
- 4.2 The recognition shall be in the form of a commendation letter along with a '**Corporate gift**' with BVFCL logo. A copy of the Commendation letter may be awarded to the employee during a department function with due coverage.
- 4.3 Corporate PR Department shall procure and shall be responsible for issue of a corporate gift to the concerned departments.  
HOD shall arrange to collect required number of corporate gifts from the Corporate PR Department. Corporate PR Department shall maintain an account of corporate gifts issued to each department on year-wise basis.
- 4.4 The HODs shall maintain a register containing the details viz. name of the employee to whom the gift is awarded, the date of award, signature of the recipient and particulars of performance.

- 4.5 The employees who have been recognized shall be honored by having their photographs and gist of their achievement to be published in newspapers etc. This shall be carried out by HOD with the help of Corporate PR Department.
- 4.6 The awarded cases with details of employees and brief description of the job carried out highlighting the benefits shall be forwarded to the HR Department at the end of every financial year.
- HR Department shall consolidate the reports received from different departments and the same shall be put up to Directors and CMD on quarterly basis for information.

#### **5.0 GENERAL**

- 5.1 Suitable cases of outstanding achievements may also be recommended for national awards like Shram Shri, Shram Vir etc.
- 5.2 The Company reserves the right to amend in such manner as it may deem fit or suspend the scheme in part or full.
- All concerned Deptt./Offices of the Corporation are hereby requested for wide publicity of the above scheme for effective participation/initiatives taken by the employees.

This issues with the approval of the Competent Authority.

(D Hembram)  
Manager (HR)

Copy to:

1. All DGMs/HoDs- for information and wide circulation among employees.
2. Ex. Exe Secy to CMD – for kind information of CMD
3. Secy to D(P) – for kind information of D(P)
4. Secy to D(F) – for kind information of D(F)
5. Secy to GM (Mktg & HR) – for kind information of GM (Mktg & HR)
6. General Secretary-FWUN, NFSU,JCO.
7. All Notice Boards
8. Computer Section- for uploading of Company website.