**EMPLOYEES SUGGESTION SCHEME**

**SAMRIDHI**



**“SUJHAV SE SUBH LABH”**

“Let us receive good thoughts and ideas from all directions to improve our organization”

**NATIONAL TEXTILE CORPORATION LIMITED**

A Government of India Undertaking

SCOPE Complex, Core IV, Lodhi Road, New Delhi-110003

**NTC EMPLOYEES SUGGESTION SCHEME: SAMRIDHI**

***Creative talent exists in every employee; for he is well placed to suggest improvements in the way his job is done.***

**INTRODUCTION**

Employees Suggestion Scheme of National Textile Corporation Limited aims to encourage employee to bring out their creative potential and ideas that could lead towards Efficiency improvement, Cost saving, Reduction in wastage, Improvement in productivity, Energy Conservation and Financial saving. The scheme aims to suitably acknowledge and reward the employees for acceptable and implementable suggestions.

**OBJECTIVES OF THE SCHEME**

* To achieve improvement in Production, Productivity, Utilization, Operational efficiency and reduce Cost of Production thereby effecting economy of scale.
* An equal opportunity to all employees for constructive thinking.
* Recognition for individual ingenuity and creativeness.
* To encourage and tap creative potential of the employees towards performance and growth of NTC
* To make improvement in every sphere of Unit’s activities.
* To enhance employees’ belongingness through their participation.
* Promote Teamwork, Ownership and Accountability at all levels.

**ELIGIBILITY CONDITION OF SUGGESTION**

* All employees of the organization posted in HO/RO/Units/RMD.
* Suggestions are invited from all areas of operations.
* There is no restriction in the number of suggestions that an employee can give.

**TYPE OF SUGGESTIONS INVITED**

The scheme generally invites all types of Suggestions, which will benefit the organization or its employees. More specifically, the Suggestions should be designed to bring about:

* Productivity enhancement
* Improving plant utilization
* Cost saving
* Reduction of cycle time, machine setting, and inspection or through put time.
* Process standardization.
* Waste reduction/elimination
* Quality improvement and Defect prevention.
* Improvements in industrial safety, material handling, housekeeping, operational efficiency, packing and transportation.
* Conservation of energy, water and other resources.
* Inventory reduction
* Improvement of working condition including health and welfare.
* Improvement in maintenance and utilization of machines.
* Result in saving in material including fuel and power etc.
* Improving ways and means for using indigenous material in place of imported one (import substitution).
* Simplification of Practices / Procedures / Process.
* Economy in stationery, office facilities, Administration.
* Improvement of working conditions, communication, facilities & image.
* Rationalization of work, materials, method etc...
* Product innovation
* Any other area which may improve Company’s performance and image

**INELIGIBILE SUGGESTIONS**:

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

* Suggestions pertaining to the Company/Govt. Policies.
* Matters pertaining to any individual
* Unionized Problems/ Collective bargaining matters.
* Complaints or Grievances.
* Suggestions already adopted or implemented.
* Impracticable/ Non-Implementable suggestions on cost & technical considerations & nonstandard practices.

**ADMINISTRATION OF SUGGESTION SCHEME**

For the sake of giving thrust to scheme and smooth processing of suggestions it is envisaged to have three tier systems. The three tier system comprising of

* HO/RO/Unit level Suggestion Committee.
* RO level Screening Committee.
* HO Level Award Committee
1. **SUGGESTION COMMITTEE (Formed at Units, RO and HO)**

The Suggestion Committees will be constituted at different levels as below

**At Unit – The GM (I/C) may constitute committee comprising**

General Manager / Unit In-charge as Chairman

All HOD’s Members

Manager (HR) Coordinator

**At RO**

Suggestion committee comprising 5-6 members under the chairmanship of GM/DGM level officer shall be constituted and members from functional areas such as HR, Tech, Finance/Costing, Marketing, etc.

**At HO**

Suggestion committee comprising 5-6 members under the chairmanship of GM/DGM level officer and members from functional areas such as HR, Tech, Finance/Costing, Marketing, etc.

The suggestion committee will be responsible for coordinating various activities and maintaining records. The committee shall meet as often as necessary but at least once in every month. For this purpose, HO and RO will also be treated as Unit. The committee will compile all suggestions received from the unit, evaluate it and recommend for implementation. The committee will study the financial and other benefits of the suggestion before making its recommendations. The committee will be responsible for implementing accepted suggestions of its own units and also the recommended suggestions received from other committees which are duly approved by RO screening committee.

1. **SCREENING COMMITTEE (Formed at RO level)**

ED/OIC - Chairman

GM (TECH) - Member

GM(Finance) - Member

GM/DGM (MKTG) - Member

SR Manager (Engg) - Member

DGM (HR) -Coordinator

This committee shall meet once in a quarter or as and when necessary. The screening committee shall consider all the suggestions received from respective units under its control (also from the Regional Suggestion committee)

**AWARD COMMITTEE**

Chairman & Managing Director - Chairman

All Functional Directors - Members

CGM (Tech) - Coordinator

This committee will evaluate the accepted and recommended suggestions and approve the rewards. The committee will facilitate for implementation of suggestions which require approvals, if any.

**RESPONSIBILITES OF UNIT/RO/HO SUGGESTION COMMITTEE**

* To act as a catalyst for promotion of suggestion scheme in their Area / Unit.
* To ensure distribution of suggestion forms to employees in hard copy.
* To arrange collection and receiving through appropriate channel.
* To register the suggestions received.
* Scrutiny of suggestions for preliminary acceptance.
* Evaluation / recommendation of accepted suggestions for rewards.
* Get necessary approvals if any for implementing the suggestions from higher authorities
* **Implementation of the suggestions found acceptable.**
* **Monitoring implementation of accepted suggestion and its savings**
* **Communicate the accepted suggestions, which are implementable in other places to all respective units and offices**
* Display of accepted suggestions/ Improvement Projects on Display Boards etc.
* Scrutiny and selection of extraordinary suggestions for higher level awards.

**RESPONSIBILITES OF SCREENING COMMITTEE**

The screening committee will compile all accepted suggestions received from suggestion committee and evaluate it on regular basis. It will provide necessary approvals for the implementation of accepted suggestion. The committee will also monitor the progress of implementation and will be responsible for getting the financial savings anticipated. After proper evaluation at their level the suggestions will be sent to Reward Committee with a recommendation for reward.

The responsibilities are:

* To promote suggestion scheme at higher level.
* To ensure uniform implementation of the schemes at company level and act as a monitoring agency.
* Scrutiny and evaluation of suggestion and recommend for award
* Evaluation of the Suggestions for rewards
* Monitor implementation of accepted suggestion at all units
* Facilitate implementation of acceptable suggestions received from various suggestion committees.

**HOW DOES SUGGESTION SCHEME OPERATE?**

* The suggestions are made in the standard suggestion form, which will be available with all HOD’s and HR department of the unit.
* The forms should be filled up legibly in all respects and should be counter-signed by the immediate supervisor or HOD. This is to confirm that the suggestion is valid.
* HOD/Supervisor will forward the suggestions to the coordinator of the suggestion committee. While forwarding the Suggestion, he shall ensure its validity and put his remarks on following points: -
* Feasibility of implementation;
* Checking of financial aspects;
* Other aspects like - the suggestion is not the routine work of the suggester and genuineness etc.
* The signed Suggestion Form can be dropped into any one of the suggestion boxes located at various points in the factory/RO/HO. The suggestion will be considered as invalid if the form is not properly filled or if it is not signed by the suggester or counter signed by his supervisor/HOD. Alternatively the filled up suggestion form can be handed over to the unit’s co-coordinator.
* The suggestion boxes will be cleared once a week by the HR department. HR department will issue the acknowledgement slip to the suggester after making a note of it in the Suggestion Register and allotting an Identification Number.
* The original copy of Suggestion Form, with allotted number, will be forwarded by the Coordinator to **Department Heads** whose comments are required for evaluation of the Suggestion.
* The Suggestion committee shall meet once in 15 days and take up Suggestions received for evaluation.
* A Clear decision is to be taken whether the suggestion is accepted or not. Either way, the decision should be recorded in the Suggestion Form and Register.
* If the idea is accepted, an Action Plan for implementation of the Suggestion is to be finalized and idea originator will be a part of the implementation. The suggestion so accepted at unit level for implementation shall be forwarded to the RO for scrutiny and evaluation.
* Feedback regarding the Suggestion will be given within 15 days.
* If two suggestions with same idea are received by the committee, the suggestion received first will be considered for processing.
* Joint Suggestions or ideas that are submitted by two or more employees as a group are also eligible. In such cases the Award if any, will be equally distributed.
* Successful suggesters will be given a personal letter thanking them for their creative idea and informing about the status of award.
* Employees whose suggestions are not accepted will also be given a personal letter thanking them for their efforts and explaining in detail about the reasons for rejection.
* It is the responsibility of the Suggestion Coordinator to maintain constant track of each Suggestion, update the Suggestion Committee regularly regarding the status and ensure speedy implementation of accepted Suggestions.
* It is also the responsibility of the Suggestion Coordinator to monitor visual display with the updated statistics on accepted Suggestions, implemented suggestion etc.,

**DETERMINATION OF REWARDS**

The nature and value of the Reward shall be determined based on the Merit Points accorded to each ‘Acceptable Suggestion’ based on the following “**Evaluation Plan”:**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Parameter** | **Points****(Max.)** |
| 1 | Monetary Savings (Material, Energy, Man hours, reduction in wastage etc.) | 60 |
| 2 | Originality /Innovation and extend of applicability (Idea/Development/System/Improvement) | 15 |
| 3 | Qualitative Gains (Quality, Safety, Environment etc.)Improvement in physical work environment | 15 |
| 4 | Fostering industrial relation etc | 10 |
|  | Total | 100 |

**Clause 3: 1 point /20,000 Rs saving potential**

**REWARD**

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

1. Up to 30 points -Recognition through Appreciation letter
2. 30-40 Points -Certificate +1000 Rs
3. 40-60 points -Certificate + 50 Rs/point (Max 3000 Rs)
4. 60-80 -Certificate + 100 Rs/Point (Max 8000 Rs)
5. Above 80 -Certificate + 200 Rs/Point (Max 20,000 Rs)+ Out of turn

 increment

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

The ‘Appreciation Letter’ shall be issued from the office of the CMD and Cash Reward can be disbursed at appropriate level

**COMMUNICATING DECISION**

The suggester whose suggestion is accepted shall be intimated. Similarly, in the event of suggestion being nominated for Company Level Award, the suggester would be informed and advice to appear in the function where the Award shall be presented to him

**PRESENTATION OF AWARDS**

Rewards will be distributed along with certificates immediately after approval at Unit level by organizing small function. Major AWARDS (like best suggestion of the year, best creative suggestion giving huge financial savings etc.) shall be presented on a suitable occasion at Unit / RO/ HO level, as the case may be to the Best Suggestions which were found acceptable and duly approved. Wide publicity would be given for award winning Suggestions through Notice board at various offices.

NATIONAL TEXTILE CORPORATION LTD

EMPLOYEE SUGGESTION FORM

**Name of the Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SUGGESTION NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_**

****

* Each suggestion should state a specific problem, define or describe its cause and propose definite solution. It should also include the benefits to the Company, the cost to implement versus the savings and when the savings will be realized.
* Discussion of your suggestion with your Reporting officer is encouraged.
* Use additional sheets for drawings, pictures, and/or cost analysis.
* If more than one person is responsible for the suggestion, each must sign this form.
* See the end of this form for Ineligible Suggestions.
* Submit your Suggestion to: Coordinator, Suggestion Committee at Unit/RO/HO

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Station Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reporting officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUGGESTION TOPIC:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I Believe This Suggestion Will:**

Improve Productivity/Quality Improve Safety Improve Equipment/Utilization

Improve Methods/Procedures Save Cost . Reduce waste

Improve Revenue/Income Value addition Energy saving

Other (explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*ATTACH ADDITIONAL SHEETS IF REQUIRED

**Describe the Problem**

**Describe the suggestion to solve the problem:**

**Details of cost benefit**

**Signature Date**

**EVALUATION**

**Unit/RO/HO Suggestion Committee**

**SCREENING COMMITTEE**

**AWARD COMMITTEE**