

Suggestion Scheme

Management is pleased to announce a Suggestion Scheme with effect from April , 2015.

OBJECTIVES

- Motivate employees with creative ideas, and encouraging them to contribute for the growth and prosperity of the organization.
- Promote Teamwork, Ownership and Accountability at all levels.
- Creating a channel through which new ideas to improvements in work area and products can be implemented.

ELIGIBILITY

- All employees other than Managers are eligible to give suggestions.
- Suggestions are invited from all areas of operations.
- There is no restriction in the number of suggestions that an employee can give.

WHAT IS A GOOD SUGGESTION?

Any suggestion which is practical, implementable and will result in saving or improvement of operations will be treated as a good suggestion.

Main areas applicable for suggestion Scheme:

- Production growth
- Cost saving
- Reduction of cycle time, machine setting, and inspection or through put time.
- Process Improvement
- Improvements of tools/fixture
- Waste 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.
- Any other innovative ideas.

Specific areas not applicable for suggestion Scheme:

- Govt. Rules/ Regulations
- Company Policy
- Personal grievance
- Pertaining to routine work and correction of an obvious error.

Benefits for the Suggestor:

- Participation in improvement
- Appreciation
- Growth
- Achievement
- Self-respect
- Problem solving capability
- Cash Award/Gift

Benefits of the Scheme at the work place:

- Reduce fatigue
- Avoid rejections
- Safety Improvement
- Quality improvement
- Process time / Cost reduction.

How does Suggestion Scheme operate?

- Suggestion forms will be available with all HOD's and HR department.
- The forms should be filled up in all respects and should be counter-signed by the immediate supervisor or HOD. This is to confirm that the suggestion is practical.
- The signed Suggestion Form to be dropped into any one of the suggestion boxes located at various points in the factory. The suggestion will be considered as invalid if the form is not properly filled or if it is not signed by the suggestor or counter signed by his supervisor/HOD.
- The suggestion boxes will be cleared twice in a month by the HR department. HR department will issue the acknowledgement slip to the suggestor 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 Co-ordinator to Department Heads whose comments are required for evaluation of the Suggestion.
- The duplicate copy of the Suggestion Form is to be kept under the custody of the Co-ordinator for any future reference.
- The Suggestion committee shall meet once in month 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.
- Feed back regarding the Suggestion will be given with in month.
- If two suggestions with same idea are received by the committee, the suggestion received first will be considered for processing.
- Joint Suggestion 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 suggestors will be given a personal letter thanking them for their creative idea and informing about the status of award.
- It is the responsibility of the Suggestion Co-coordinator to maintain constant track of each Suggestion, update the Suggestion Committee regularly regarding the status and ensure speedy implementation of accepted Suggestions.

CASH REWARDS

Cash award will be given in three categories for implemented suggestions in proportion to the benefits derived. Decisions of the committee will be final. The categories are as:

| | | |
|--------------|---|-------------|
| First Prize | - | Rs. ----/- |
| Second Prize | - | Rs. -----/- |

Third Prize - Rs. -----/-

Award:

Suitable annual awards/prizes will be given during any occasion / Celebrations for

- Best Suggestions implemented during the year.
- Maximum number of Suggestions given by a person during the year.

STEERING COMMITTEE

The Steering Committee consists of the following members.

- Plant Head
- HOD- Marketing
- HOD- Engineering & Development
- HOD - Production
- HOD - Finance & Accounts
- HOD - Q.A.
- HOD - Maintenance
- HOD - Human Resource & Administration
- Suggestion Scheme coordinator - HRD

Role of Co - ordinator

- Ensures Suggestion Forms are available in sufficient quantity.
- Allots the suggestion running serial number to each Suggestion.
- Maintains a log book for recording the details of Suggestions, especially suggestion, No. and date of receipt and its status.
- Hand over the suggestion form to the committee for evaluation.
- Reviews the status of pending Suggestion and follow up with concerned persons on weekly basis.
- Co-ordinates with the members and ensures speedy evaluation.
- Communication to concerned employees in writing regarding non- feasibility of Suggestions.
- Communicates to concerned employees in writing regarding accepted Suggestions.
- Ensures for speedy implementation of suggestions.
- After implementation, sends the report to C.E.O. and arrange for a surprise gift to be issued to suggestor for this purpose.
- Files the Suggestion form after implementation.
- Monitors Visual display with updated statistics.



HR-HEAD

C.E.O