

HEAVY ENGINEERING CORPORATION LIMITED
Hqrs Administration & Personnel Division

No. WSA / 2 / 2011

Dated, the 30th October, 2013

CIRCULAR No. 08/ 2013

Subject: Wage/Pay arrears arising out 2006/2007 Wage/Pay Revision payable w.e.f. 01st January, 2009

Reference : i) Circular No.08/2011 dated 09.07.2011
ii) Circular No.16/2011 dated 05.12.2011
iii) Memo No. WSA/2/2011-229 dated 05.12.2011
iv) Circular No.17/2011 dated 05.12.2011

- 1) The Circulars/ Memo mentioned at the Reference (i), (ii) & (iii) above relates to the 2007 Wage / Pay Revisions in respect of workmen/ employees, executives, non-unionised supervisors & employees in the equivalent salary grades, on IDA pattern. The Circular mentioned at the Reference (iv) above relates to the 2006 Pay Revisions in respect of the Medical Officers on CDA pattern.
- 2) In terms of the Circulars/ Memo mentioned at the Reference above, the wage/pay arrears arising out of 2006/2007 Wage/Pay Revision is payable w.e.f. 01.01.2009.
- 3) Those who were on the rolls of the Corporation as on 01.01.2009 and subsequently ceased to be an employee of the Company prior to the date of issue of the Circular(s)/Memo mentioned under reference above, due to superannuation, death or resignation with permission are entitled to arrears on account of the above Wage/ Pay revision.

However, those who were on the rolls of the Corporation as on 01.01.2009 and subsequently ceased to be an employee of the Company prior to the date of issue of the Circular(s)/Memo mentioned under reference above, due to termination, dismissal, discharge, removal, voluntary retirement and resignation without permission are not entitled to payment of any arrears on account of the above Wage/ Pay revision.

- 4) a) As per the approval accorded by the Board of Directors, the payment of Pay / Wage revision arrears is to be made out of the profits generated by the Corporation and it should not exceed 20% of the profits for a particular year. Based on the provisional profitability figure for the year 2012-13, the amount equivalent to 20% of the profit, available for disbursement of wage/pay arrears of 2006/2007 Wage/Pay Revision payable w.e.f. 01.01.2009, works out to be Rs.4.16 Crores.
b) Accordingly, it has been decided that the available amount of Rs.4.16 Crores shall be disbursed proportionately in maximum three installments in 2013-14 towards the wage/pay arrears of 2006/2007 Wage/ Pay Revision payable w.e.f. 01.01.2009.
c) 50% of the above amount i.e. Rs.2.08 Crores shall be disbursed as the first installment of the 2006/2007 Pay / Wage Revision arrears. Accordingly, each eligible employee and ex-employee shall be paid @ 8.32.% of the total arrear amount due, in October' 2013 towards the first installment of the above arrear.

The payment to serving eligible Workers/Supervisors and Officers shall be made on 31st October, 2013. The retired employees shall also be paid the amount of first installment of above arrears on completion of the formalities given in succeeding paras.

- d) Separate orders shall be issued for the balance wage/pay arrears of 2006/2007 Wage/Pay Revision payable w.e.f. 01.01.2009, based on the profitability of the Company and availability of the fund for this purpose in subsequent years.
- 5) The payment of wage/pay arrears of 2006/2007 Wage/Pay Revision payable w.e.f. 01.01.2009 shall be subject to adjustment of the statutory deductions like PF, Income Tax and Corporation's dues including dues of Water Charges on account of enhancement in rates of Water Charges from August' 2009. The dues on account of water charges shall be adjusted at the rate of 8.32% of the total arrear of water charges due from each eligible employee and ex-employee from the first installment of arrears.
- 6) TA Divn shall send the following to System Dept:
 - a) Arrears of water charges in respect of serving employees.
 - b) Outstanding ERA dues inclusive of arrears of enhanced water charges in respect of ex employees (to be updated from time to time).
 - c) Details of ex-employees who are holding Corporation's quarter unauthorisedly.
- 7) The payment of the wage/pay arrears of 2006/2007 Wage/Pay Revision payable w.e.f. 01.01.2009 in respect of serving employees shall be remitted to their Bank Salary Account.
- 8) The modalities for payment of wage/pay arrears of 2006/2007 Wage/Pay Revision payable w.e.f. 01.01.2009 for the eligible ex-employees are given below:
 - a) They shall submit an application for payment of the above arrears of wages/pay in the form given at **Annexure-I** to Hqrs Admn & Pers Division. In case of eligible employee deceased while in service or deceased after separation from the services of the Corporation, the application may be submitted by his/her nominee along with an attested copy of death certificate of the ex-employee, copy of release order of ex-employee (in case of death of ex-employee while in service of the Corporation) and identity proof of nominee (Voter ID Card, Driving License, Medical Record Book, Pan Card, Aadhar).
 - b) In case where the applicants are drawing employees' pension under EPS' 1995, they should invariably mention the Pension Bank Account No., the name of the Bank, Branch and IFSC code of the concerned branch, from which the employees' pension is being drawn.
 - c) The Application Form (Annexure-I) can be either collected from P&A Division or downloaded from HEC website.
 - d) Hqrs Admn & Pers Divn shall forward a list of such applicants containing relevant details including Bank Pension Account No. and the name of the concerned Bank, from which the employees' pension is being drawn, to System Deptt. In case of deceased ex-employee, the claim of the nominee shall be checked, verified and decided based on the records of the nominations.
 - e) Based on the details furnished by Hqrs. Admn & Pers Divn & TA Divn and the data of computed amount of arrears of 2006/2007 revision available in System Deptt, a Plant/Unit wise list (in the sequence of date of release) containing relevant details of ex-employees and the amount of arrears of 2006/2007 revision payable, shall be prepared by System Deptt and sent to the concerned Personnel Deptt. & Finance Deptt.
- 9) Finance Dept. shall remit the payable amount of the aforesaid wage/pay arrears on the basis of list provided by the System Dept. and the records available with the Finance Deptt., to the respective Bank Pension Account Nos. In other cases the Finance Deptt.

shall prepare individual Account Payee Cheque on the advice of P & A Deptt. and send to P&A/Hqrs

- 10) The disbursement/distribution of the cheques shall be made by P & A Deptt./ Hqrs. A schedule shall be drawn by the. P & A Deptt./ Hqrs for disbursement of cheques. The above schedule mentioning date and time shall be displayed on Notice Boards and other prominent places including Company's website (www.hecltd.com). The list of the persons, whose aforesaid wage/pay arrears have been remitted to the concerned Bank Pension Account, shall also be published on the Notice Board & the Company's website.
- 11) The following documents shall be checked/ required before handing over the Cheques to retired employees :-
 - i. Office Order regarding release from the services of the Corporation
 - ii. Medical Record Book (in case of retired / death case).
 - iii. Identification by serving employee on the Receipt of Cheque (**Annexure-II**).
 - iv. Declaration as per the enclosed Performa (**Annexure-III**) regarding the claim for payment without deduction of Income Tax.
- 12) The ex-employees who are staying outside Ranchi and cannot come down to Ranchi, may also fill up the details in Annexure- I including Bank Pension Account Nos., Name of the Bank, Branch and IFSC code of the branch.
- 13) In case of eligible ex-employees of Branch Offices, Kolkata and New Delhi, the payment shall be made from the respective Branch Office.

For and on behalf of
Heavy Engineering Corporation Limited

(A C Deogharia)
General Manager (P&A)

Distribution : All Heads of Plants / Divisions

Copy to: Hatia Project Workers' Union (Recognised)

To
GM (P&A)
HEC Limited,
Ranchi – 4

Sub: Wage/Pay arrears arising out 2006/2007 Wage/Pay Revision payable w.e.f. 01.01.2009

Sir,

With reference to the above subject, the required information is furnished below for further action please.

1. Name :
2. P.No. :
3. Designation (Ex) :
4. Place of posting :
5. Date of Release :
6. Cause of Release :
7. Present Address :

8. If drawing Employees' Pension (Yes/No):
9. Bank A/c No.(Mention Bank Pension A/c:
No. if drawing Employees' Pension) :
10. Name of the Bank/Branch with IFSC Code
(If drawing Employees' Pension, mention
the Bank from which Pension is being drawn):
11. Name of the Nominee & details of :
Family particulars

12. Death Certificate (copy enclosed)
(In case of deceased employee) :

Thanking you,

Yours faithfully,

Date:

HEAVY ENGINEERING CORPORATION LIMITED, RANCHI
R E C E I P T

Received an Account Payee Cheque bearing No. _____

Dated _____ for Rs. _____ (Rupees _____
_____) only, towards the full and final settlement of the

payment of Wage/Pay arrears arising out 2006/2007 Wage/Pay Revision payable w.e.f.
01.01.2009.

Identified by :

(Signature)
Name & P.No:
Designation :
Posting :
Date :

(Signature of the payee)
Name & P.No:
Designation :
Posting :
Date :

Signature of the Officials delivering the Cheque

Name & P.No:
Designation :
Posting :
Date :

HEAVY ENGINEERING CORPORATION LIMITED, RANCHI

Declaration by an individual claiming receipts of Salary dues without deduction of tax

I son/daughter/wife of
Resident of @ with PAN
..... do hereby declare :-

- (a) that I am of the age of years.
- (b) that the tax on my estimated total income, including income/incomes (Arrear of Salary) being paid to me now by the Corporation (HEC Ltd) computed in accordance with the provisions of the Income Tax Act, 1961, for the previous year ending on relevant to the assessment year will be **nil**.

Signature of the Declarant / Ex-employee

Name.....

P.No.....

Verification

Ido hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and is truly stated.

Signature of the Declarant / Ex-employee

Name.....

P.No.....

Place :

Notes :

- 1. @ Give complete postal address
- 2. Before signing the verification, the declarant should satisfy himself that the information furnished in the declaration is true, correct and complete in all respects. Any person making a false statement in the declaration shall be liable to prosecution under Sec 277 of the Income Tax Act, 1961,

Part-II

Date on which the declaration was furnished by the declarant

Signature of the person to whom the Declaration is submitted

Name

Desg