

HEAVY ENGINEERING CORPORATION LIMITED
Hqrs Administration & Personnel Division
(Policy Section)

No. P&A/Pol/TA/Civil Maint/2022

Dated, the 20th September, 2022

CIRCULAR No. 09 / 2022

Sub: Reimbursement against Maintenance work in Corporation's quarters allotted to regular employees / contract workers

Ref: Circular No. 06 / 2022 dated 31st May, 2022 & Circular No. 07 / 2022 dated 13th July, 2022

Order: In supersession of all previous circulars issued on the above subject matter, the revised Circular relating to "reimbursement against maintenance work in Corporation's quarters allotted to regular employees / contract workers" shall be as under:

Revised Sub: Reimbursement against Maintenance work in Corporation's quarters allotted to regular employees / contract workers / CISF Pool HEC Unit Personnel.

To streamline the process of reimbursement of expenses incurred by the regular employees /contract workers deployed by different labour cooperative societies/CISF Pool HEC Unit Personnel in repair/maintenance of Corporation's quarter allotted to them on standard rent basis, the following guidelines are being issued with the approval of the Competent Authority:

- (1) Regular employees/contract workers deployed by different labour cooperative societies/CISF Pool HEC Unit Personnel shall be allowed reimbursement of cost incurred by them in repair /maintenance of the Corporation's quarter allotted to them on submission of documentary proof for the work specified below:

Type of quarter	Maximum reimbursable amount (in Rs.)	Essential Work
F Type	50,000.00	<ol style="list-style-type: none">1. Electrical wiring including urgent and necessary electrical fittings.2. Carpentry work of main door, toilet door and repair of windows.3. Plumbing work of pipes including fitting of wash basin, IWC & EWC Pan, kitchen sink, circular tank and plastic tap etc.4. Plastering work of walls, brickwork etc. where ever essentially required.5. Roof repairing and wall/visor seepage works i.e. tar felt work, APP Water proofing work, P.C.C. and plastering work with Water proofing additives, AC/GCI sheet replacement works etc.
E Type	30,000.00	
CD Type	25,000.00	
Below CD Type	20,000.00	

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The particular work that is being done under repair/maintenance shall not be repeated for the succeeding three years.

- (2) The regular employee/contract worker/ CISF Pool HEC Unit Personnel shall submit a request in writing, for carrying out repairing work in Maintenance Wing/TA Division and on receipt of repairing request by the regular employee/contract worker/CISF Pool HEC Unit Personnel, Maintenance Wing, after inspection of the said quarter, will submit the inspection report to the Chief of Township / Incharge, Township.
- (3) After, examining the report, Chief of Township / Incharge Township shall allow the regular employee/contract worker/CISF Pool HEC Unit Personnel to carry out the essential repair work which will be communicated to the concerned regular employee/contract worker/CISF Pool HEC Unit Personnel by TA Division.
- (4) The regular employee/contract worker/CISF Pool HEC Unit Personnel shall submit the original bills for reimbursement of the expenses borne by him/her on completion of essential repair work allowed by TA Division.
- (5) On receipt of the bills, the Maintenance Wing will inspect the repair work carried out by that regular employee/contract worker/CISF Pool HEC Unit Personnel and will submit their report to Chief of Township/Incharge, Township. On approval of the bills of permitted repair work, the bill will be forwarded for reimbursement to Finance Division by TA Division.
- (6) **Once amount is reimbursed to any regular employee/contract worker for repair / maintenance of a particular quarter, he/she will have to stay in the said quarter for a minimum period of three years from the date of repair and no change of quarter shall be allowed during the said three years period. This shall not apply to CISF Pool HEC Unit Personnel, however, the maintenance/repair work being done in the Corporation's quarters allotted to CISF Pool HEC Unit Personnel, shall not be repeated for the succeeding three years.**

This shall come into force with immediate effect.

This issues with the approval of the Competent Authority.

For & on behalf of
Heavy Engineering Corporation Limited

Abhilash R
20.09.2022

(Abhilash R)

Manager (P)/Hqrs

Distribution:

All Heads of Plants/Divisions
Dy. Commandant, CISF, HEC Unit