

MANUAL V : RULES/REGULATIONS/INSTRUCTIONS/MANUALS & RECORDS HELD BY IT OR UNDER ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Personnel Manual is maintained by the Human Resource and Administration (HR&A) Department of Joint Plant Committee (JPC) in four volumes and contains the various policies & rules pertaining to the organization. This is shown below:

JPC PERSONNEL MANUAL - 2003 : VOLUME : 1	
1.	Manpower Planning– Human Resource planning guidelines
2.	Recruitment Policy
3.	(i) Executive Performance appraisal system (policy)
	(ii) Executive Performance appraisal system (guidelines)
4.	Promotion Policy for executives
5.	Rules for promotion framed under the promotion policy for executives
6.	Policy for promotion from non-executive to executive cadre
7.	System of probation & confirmation of executives
8.	Policy of tenure posting within JPC
9.	Training and Development in JPC
10.	Scheme for sponsoring executives for higher specialised education / training
11.	Enforcement of bond
12.	Deputation / retention of lien
13.	Standard terms of deputation in JPC
14.	Transfer benefits on movement from JPC to other public sector undertaking & vice-versa

JPC PERSONNEL MANUAL - 2003 : VOLUME - II	
1	Wage and Salary administration 01. Executive salary structure 02. Non – executive wage structure 03. Pay fixation rules
2	Allowances 04. JPC annual increment rules allowances 05. Travelling allowance rules 06. Reimbursement of local travelling expenses 07. Foreign travel - guidelines 08. Miscellaneous allowances
3	Advances 09. House building advance rules 10. Advance for purchase of motor vehicle 11. Advance for purchase of bicycle 12. Advance for medical treatment 13. Festival advance

JPC PERSONNEL MANUAL - 2003 : VOLUME : III	
1.	Incentive scheme for acquiring professional qualification
2.	Incentive scheme for national & all India award winners
3.	Incentive scheme for promoting small family norms
4.	Long service award
5.	Incentive scheme for promotion & progressive use of hindi
6.	Karyalayeen hindi diploma course for promotion of use of hindi in the office
7.	Incentive and reward scheme
8.	Annual bonus scheme
9.	Leave rules for executives and those not governed by standing orders and / other rules
10.	Casual leave rules
11.	Encashment of leave
12.	Leave travel concession
13.	Welfare schemes
14.	Reimbursement of expenses towards specialised medical treatment
15.	Medical benefit rules - amendment
16.	Scholarship schemes

JPC PERSONNEL MANUAL – 2004: VOLUME – IV	
	Employees Motivation Scheme
1	Scheme for farewell to retiring employees
2	Assistance for funeral expenses
3	Employees' family benefit scheme
4	Life cover scheme
5	Retirement benefits
6	Voluntary retirement scheme
7	Premature retirement scheme
8	JPC gratuity rules
9	Provident fund rules
1	JPC conduct, discipline & appeal rules
	Miscellaneous
1	Change of surname
1	Determination of date of birth

Apart from this, notifications relating JPC as issued by the Ministry of Steel, Government of India from time to time and as available with JPC are also maintained. In JPC, transfer of officers / employees is effected on an as-and-where basis depending upon organisational requirements. Transfer Orders are issued in all such cases ([Annexure-D](#)).