

Manual (V)

Rules/Regulations/Instructions/Manuals & Records held by it or under its employees for discharging its functions

Personnel & Administration Department of JPC has prepared a Personnel Manual in 4 Volumes, which contains the various Policies & Rules as stated in the Annexure to this chapter :-

JPC PERSONNEL MANUAL - 2003 (VOLUME : 1) CONTENTS

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01.	MANPOWER PLANNING – HUMAN RESOURCE PLANNING GUIDELINES
02.	RECRUITMENT POLICY
03.	(i) EXECUTIVE PERFORMANCE APPRAISAL SYSTEM (POLICY)
	(ii) EXECUTIVE PERFORMANCE APPRAISAL SYSTEM (GUIDELINES)
04.	PROMOTION POLICY FOR EXECUTIVES
05	RULES FOR PROMOTION FRAMED UNDER THE PROMOTION POLICY FOR EXECUTIVES
06	POLICY FOR PROMOTION FROM NON-EXECUTIVE TO EXECUTIVE CADRE
07	SYSTEM OF PROBATION & CONFIRMATION OF EXECUTIVES
08	POLICY OF TENURE POSTING WITHIN JPC
09	TRAINING AND DEVELOPMENT IN JPC
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11	ENFORCEMENT OF BOND
12	DEPUTATION / RETENTION OF LIEN
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14	TRANSFER BENEFITS ON MOVEMENT FROM JPC TO OTHER PUBLIC SECTOR UNDERTAKING & VICE-VERSA

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WAGE AND SALARY ADMINISTRATION

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05. TRAVELLING ALLOWANCE RULES
06. REIMBURSEMENT OF LOCAL TRAVELLING EXPENSES
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09. HOUSE BUILDING ADVANCE RULES
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04.	LONG SERVICE AWARD
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04.	LIFE COVER SCHEME
RETIREMENT BENEFITS	
05.	VOLUNTARY RETIREMENT SCHEME
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09.	JPC CONDUCT, DISCIPLINE & APPEAL RULES
MISCELLANEOUS	
10.	CHANGE OF SURNAME
11.	DETERMINATION OF DATE OF BIRTH

Apart from this, in order to discharge its regular functions, JPC Secretariat maintains the following documents that serve as guidelines :-

- 1) Ministry of Steel Notifications relating formation of JPC and Steel Development Fund.
- 2) Minutes of the Meetings of JPC Board.
- 3) Minutes of the Meetings of SDF Managing Committee.
- 4) Minutes of the Meetings of Board of Trust for Provident Fund and Superannuation Benefit Fund.
- 5) Annual Reports of the Ministry of Steel.
- 6) Specific instructions in the form of letters, if any.