



HPCL Biofuels Limited

HR POLICIES

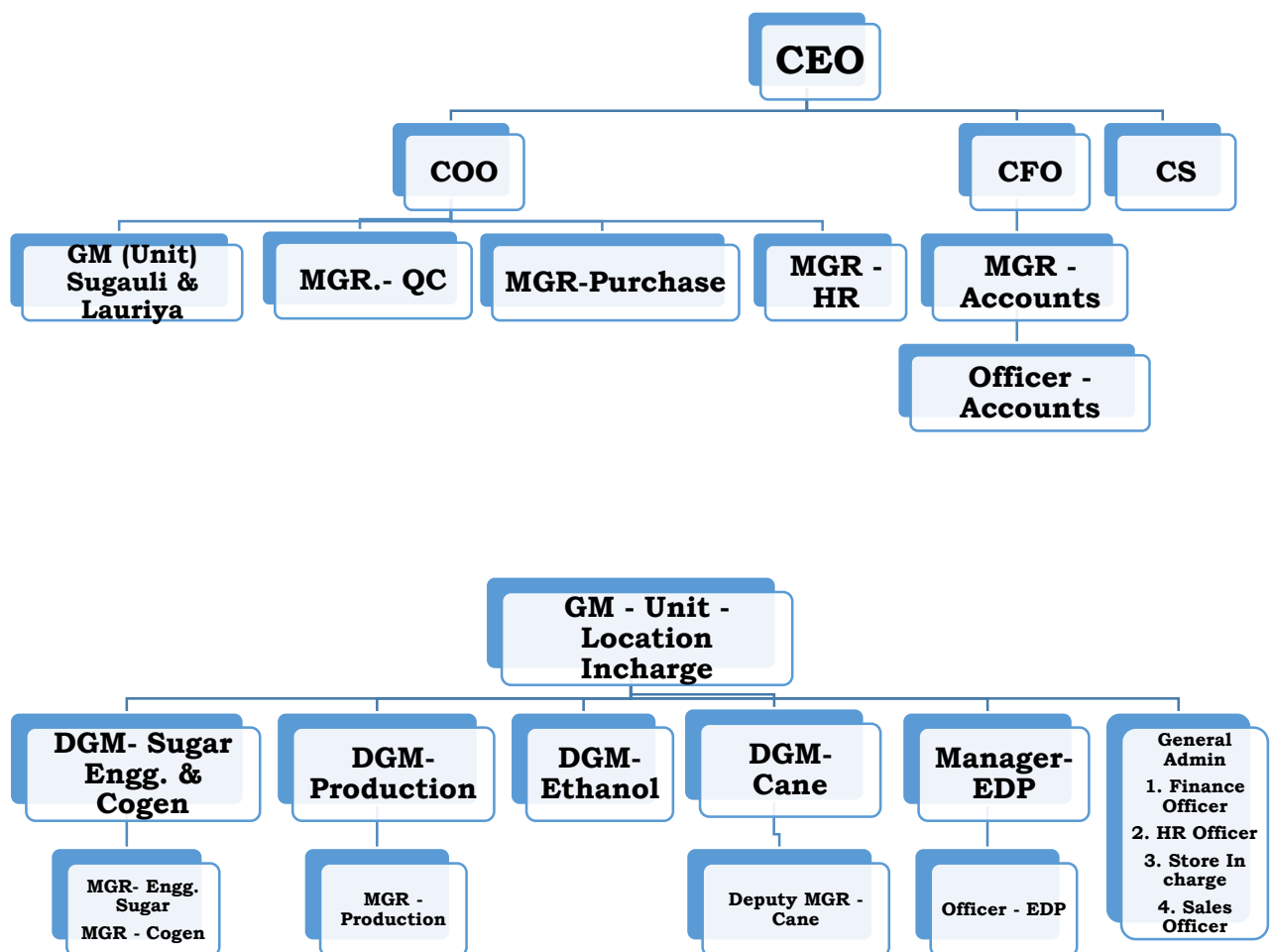
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1. ORGANISATION STRUCTURE

The organizational set-up of the company can conveniently be represented by the organigram (also called organogram) or organizational reporting structure. For the company an important aspect of the organogram is the hierarchical line of responsibilities and formal reporting structure.

The Chief Executive Officer (CEO) is authorized to change the organogram and reporting structure within the approved manpower strength.

ORGANOGRAM OF HPCL BIOFUELS LTD.



2. HUMAN RESOURCE DEVELOPMENT

Human Resource Development (HRD) is the framework for helping employees to develop their personal and organizational skills, knowledge, and abilities. It deals with the all-round development of an employee within the organization, their career development, training, counselling, updating with the latest technology, helping them explore their potential and develop their skills, which would prove beneficial to both the employee and the organization in achieving the organization goals.

Human Resource Development at HBL aims to be a holistic approach towards managing & leveraging the human resource capital of the organization which includes recruiting the right fit, organization capability building in functional as well as in behavioral competencies, leading to their professional and personal developments to help him/her perform the current and future jobs effectively and efficiently.

2.1 RECRUITMENT AND SELECTION

Though HBL had made some recruitments initially on regular permanent basis in considering the business dynamics, HBL had decided to recruit employees on Fixed Terms Contract basis also, and when required.

Board approval is obtained for creation of various positions and finalization of the basic selection criteria such as educational qualification, age, working experience etc. for each position for HBL.

The Procedure governing the Recruitment and Selection, known as Recruitment Rule is adopted and adhered to in accordance with the Norms and Guidelines, as applicable.

The Selection is made strictly on the basis of merit through open competition in pursuance of widely circulated advertisement for filling up of the vacancies.

The required intimation of vacancies is duly made to the Employment Exchange in accordance with the Compulsory Notification of Vacancies to Employment Exchange Act and Rules framed thereunder save and except for filling up of any

technical positions requiring specialist skill and knowledge in Superior or higher-level Management through composite method, as per the norms applicable.

The Organization adopted the Policy for filling up vacancies on Fixed Term Basis to meet the manpower requirement for its operational activities during the Crushing Seasons and for activities pertaining to another functional Department. The Fixed Term Employees during the tenure of the Fixed Terms Contract are provided all necessary statutory benefits and welfare measures in compliance with the Labour Laws, as applicable.

The Contract period of the Fixed Term Employees, working as such are renewed after taking into consideration Performance appraisal and Job evaluation and up to four years or attaining the age of superannuation whichever is earlier or for further continuation or Relaxation of Recruitment Rule, as per discretion of the Management as per the Norms applicable. Engagement of Fixed Term Employees are liable to be terminated as per the terms & condition of the letter of contract.

Recruitment & Selection Process for all category of employment in the fixed term are as follows:

Window Advertisement is published in the leading newspaper in Hindi & English.

Details of advertisement is uploaded on HBL website.

After advertisement and scrutiny of the applications, eligible candidates list is drawn for the interview. Call letters are sent to eligible candidates.

For interview, panel members are nominated by CEO. ‘

Candidates are shortlisted on the basis of marks obtained in interview and / or merit list and / or skilled test as applicable in order of ranking, subject to the number of vacancies.

In case of walk-in-interview, the candidates are required to carry their curriculum vitae along with required documents on the spot of interview and remaining process are followed as stated above.

CEO is vested with authority to relax eligibility standards in otherwise suitable cases.

2.2 PERFORMANCE MANAGEMENT

Performance Appraisal is the part of Performance Management System. It is applicable for all Permanent and Fixed Term employees in management, non-management & seasonal categories. The Benchmark of desired efficiency of employees in all categories shall be evaluated on the basis of Performance Appraisal System in due manner for the purpose of Promotion / increment of the employees working as such in permanent cadre and Renewal / extension of the Fixed Terms Employees.

The important features of Performance Management systems in HBL are:

1. Goals and Objectives
2. Standard Form that is common to all employees
3. Conducted annually
4. Administered by Supervisor
5. Reviewed by senior management

The Performance Appraisal shall be assessed on the basis of the Annual Confidential Report (ACR) to be submitted by the Sectional Head / HOD and reviewed by the GM before submission to COO / CFO (for Finance stream) and in case of HODs and GMs, it will be submitted to CEO, whose decision shall be final and irrevocable. Copy of ACR format is enclosed (Annexure – IV) .

Overall rating shall be as follows:

Rating 1 (Excellent) for above 80 marks.

Rating 2 (Very Good) for 61 to 79.

Rating 3 (Good) for 41 to 60.

Rating 4 (Poor) below 40 marks.

2.3 CAREER DEVELOPMENT

Career development is the series of activities or the on-going process of developing one's career through various methodologies like training on new skills, moving to higher job responsibilities etc. It aims to manage and develop employee's careers along with managing the skills required by the organization to carry out the requisite job responsibilities. It also helps the organization in Succession Planning.

HBL believes that the desire to grow resides deeply within all Human Beings and

therefore wants to provide opportunities for growth and learning to its employees, so that people continue to give their best as they progress and grow with HBL. HBL believes in retaining its Human Resource and convert them as Assets for the development of the Organization by imparting training and development and to motivate them to grow with organization.

RE-DESIGNATION & TRANSFERS:

CEO is authorized to re-designate the employee basis on suitability with or without financial implication. Similarly, CEO is authorized to re-assign the employees within HBL locations. This is applicable for all Management, Non-Management and Seasonal employees (Permanent as well-fixed term category).

3. EMPLOYEE'S COMPENSATION

The Compensation & Benefits policies of the Company / Corporation are designed to support & sustain a performance-oriented culture by increasing employee's engagement levels and also by addressing employee's motivational & aspirational needs.

Compensation & benefits policies are also designed to adhere to various statutory provisions & principles of corporate governance.

3.1 CTC Band for Fixed Term Management Category

The CTC (cost to company) to the various positions in Fixed Term management category are as approved by the Board.

3.2 SALARY FOR ALL FIXED TERM NON-MANAGEMENT AND SEASONAL

The Salary of all fixed term Non-management & seasonal employees is in line with the sugar wage board applicable to permanent Non-management & seasonal employees.

The salary for all Fixed Term employees is negotiable between the CTC slabs approved by HBL inclusive all, unless otherwise clearly spelt in appointment letter/agreement with the employee and company. Once an employee is hired on Fixed Terms Contract basis, CEO is authorized to revise the salary of a deserving, good performing employee, but within the approved CTC range for that position.

3.3 SALARY FOR PERMANENT NON-MANAGEMENT AND SEASONAL EMPLOYEES

The wages to the various positions under the Non-Management and Seasonal Employees are as per SUGAR WAGE BOARD as revised by the Board and implemented periodically as per the Government Notifications.

3.4 SALARY FOR PERMANENT MANAGEMENT EMPLOYEES

The Basic Pay of the Permanent Management Employee shall be in the pay scale of the appointed Bands / Grade.

3.5 DEARNESS ALLOWANCE (DA)

Eligibility: Applicable only for Permanent Management, Non-management and Seasonal employees.

FOR MANAGEMENT: -

HBL follows Industrial Dearness Allowance as per the Guidelines of the Department of Public Enterprises (DPE), based on AICPI (2001) series. The link point is 126.33 as on 01.01.2007. The revision takes place on quarterly basis i.e. January, April, July and October.

FOR NON – MANAGEMENT AND SEASONAL: - As per Sugar Wage guidelines

HBL follows Variable Dearness Allowance based on All India Consumer Price Index for Industrial Workers (CPI-IW) as issued by the Labour Bureau, Ministry of Labour. The revision takes place on quarterly basis i.e. January, April, July and October.

3.6 HOUSE RENT ALLOWANCE (HRA):

Eligibility: Applicable only for Permanent Management employees.

An amount equal to 10% of the basic salary shall be paid as HRA to management employees.

Location

HRA as % of Basic Salary

All

10%

3.7 BONUS / EX- GRATIA:

Applicable bonus is paid to the eligible employees in line with the provisions of Payment of Bonus Act ,1965.

3.8 ANNUAL INCREMENT:

Eligibility: Applicable only to Permanent Management, Non-management & Seasonal employees.

To facilitate operational convenience, HBL grants the annual increment @ 3% to the basic salary for all eligible permanent management employees on uniform date i.e. January of every year.

Annual increment of Non-Management & seasonal employees is granted as per Sugar Wage Board Slab on uniform date i.e. October of every year.

Increment is not granted as a matter of right but must be earned through satisfactory performance. (No annual increment shall be granted to employees with performance rating “4”- Poor i.e., mark 40 & below on the scale of 100.)

4. OTHER BENEFITS / WORK RELATED BENEFITS –

4.1 MOBILE EXPENSES REIMBURSEMENT

Eligibility: Applicable to under mentioned Category of Employees (Permanent Management, Non-management, Seasonal, Fixed Term Management, Non-management and Seasonal).

To facilitate improved and effective communication by its employee with all concerned, HBL supports its employees to use their personal mobile phones for official purposes. In respect of such usage, HBL adopts the following limit of reimbursement of mobile phone bills:

Sr.	Category	Mobile Call charges limit Per month in ₹
1.	General Manager –Unit	1,000
2.	Dy. General Manager	900
3.	Manager	850
4.	Deputy Manager	450
5.	Sr. / Officers/ Engineers / Chemists, Asst. Officer / Engineer / Chemist / any other Officer in Mgmt. Category	350
6.	Area Cane Supervisor or Equivalent (only Field staff)	300
7.	Kamdar & Equivalent (Only Field Staff)	200

Reimbursement will be made on actual basis on production of receipt/proof of payment subject to maximum limit as indicated above. Reimbursement will be made on monthly basis. **This is not an entitlement. This will be reimbursed purely on need basis as decided by respective dept.**

Authority for extending the mobile reimbursement facility to the positions other than the positions mentioned above is vested with CEO on the basis of operational need.

4.2 BUSINESS TRAVEL:

Eligibility: Applicable to All Employees (Management, Non-management, and Seasonal, Fixed Term Management, Fixed Term Non-management & Fixed Term Seasonal)

Where an employee is required to undertake travel on official purposes away from head quarter, the following would apply:

TRAVEL EXPENSES						
GRADE	Mode of Traveling, restricted to	Local Conveyance while on tour	Travel Expenses in ₹ (Other than Metro Politian City)		Travel Expenses in ₹ (Metro Politian City)	
			Bhatta	Hotel	Bhatta	Hotel
General Manager – Unit	AIR	Taxi	750	3000	800	4000
Dy. General Manager	AC-I	Taxi	600	2500	650	3500
Manager	AC-II	Auto	500	2000	550	3000
Dy. Manager	AC-II	Auto	400	1500	450	2000
Sr./Officers/Engineers/Chemist Asst. Officer/Engineer/Chemist Any Other Officer in Mgmt. Category	AC-III	Auto	300	1000	350	1500
Non-Management & Seasonal Employee	Sleeper class by Rail/Bus	Rickshaw/ City Bus/ Shared Auto	250	750	300	1000

Note:

- DA (Daily allowance) shall be paid only when the one-way travel distance is more than 100 KM.
- When the period of absence from the city / town of posting (based on 00 Hours) is more than 12 hours, Daily allowance for the full day can be claimed and when the same is less than 12 hours & more than 6 hours, half Daily allowance can be claimed.
- Air Tickets shall be booked only through company travel desk & with prior approval of CEO irrespective of entitlement.
- Entitlement mentioned is maximum. It is expected that Employees shall avail most economical mode of travel, conveyance & Hotel.
- Authority of Tour itinerary and Travel expense statement approval is vested with GM-Unit/ Location-in-charge in case of plants. In case of HQO personnel/ GM-Units/ Location-in-charge same will be with reporting officer. Tour itinerary approval shall be sought prior to taking up the tour in format

attached (Annexure I) and Travel expense statement shall be settled in the format (Annexure II) within 7 days after completing the tour.

- f) Reimbursement of Hotel & travel expenses (Air/train/Bus tickets) will be made on actual basis on production of receipt/proof of payment subject to maximum limit as indicated above.
- g) Entitlement of hotel & other travel expenses is excluding taxes.
- h) In case of exigencies, an employee may be allowed to avail hotel and travel expenses beyond his entitlement with prior approval of CEO.

4.3 CONVEYANCE

Eligibility: Applicable to All Employees- Field Staff (all Permanent and Fixed Term - Management, Non-management and Seasonal).

Where employees maintain and operate their own vehicles/motor cycles/Bicycles for commuting for official purpose, they will be entitled to claim reimbursement as per the specified limit.

CONVEYANCE	
1.	Employees in all grades/ cadre maintaining and operating their own vehicle (two wheelers) for commuting for official purpose away from their reporting office will be entitled for reimbursement of Motor cycle allowance at the rate is @ ₹3.12 per km. The per Km. rate will be reviewed and revised at the beginning of every financial year, basis on escalation/de-escalation in petrol rates. Authority of revision will be vested with CEO-HBL with Finance concurrence. The maximum limit of conveyance allowance is ₹2500/- per month. However, in case any employee has to travel over & above this limit due to work exigencies, the approving authority will be CEO.
2.	Dy. General Manager & above level officers may be provided company vehicle while undertaking local travel for official purpose subject to availability of vehicle at plants. All others are expected to use their own vehicle or public transport.
3.	Kamdar / Peon – ₹150 /- per month as bicycle allowance.

Conveyance shall be verified by HODs and approved by GM-Unit/location-in-charge.

5. LEAVE MANAGEMENT

5.1 Annual Leave Entitlement

Employee Category	Casual Leave (CL) in days	Sick Leave (SL) in days	Earned Leave (EL) in days
Permanent Management	10	08	18
Permanent Non-Management	10	08	18
Permanent Seasonal	05 (during crushing season)	Nil	01 for completion of every 20 days work.
Fixed Term (Management, Non-management)	10	Nil	Nil
Fixed Term (Seasonal)	01 for completion of every 36 days' work.		

5.2 Leave accumulation

EL can be accumulated up to the quantum of 30 days only.

SL can be accumulated up to the quantum of 16 days only.

No accumulation for CL.

5.3 Leave availing rules

- Leave cannot be claimed as a matter of right. The sanctioning authority reserves the discretion to refuse or revoke leave at any time, if necessary, owing to exigencies of plant work.
- All employees must apply in advance for availing any type of leave. In case of sudden illness or unforeseen occurrences, intimation should be given through SMS/email and such application should be submitted immediately on resuming duty, duly supported by Medical certificates, if applicable.
- CL cannot be combined with any other type of leave except for CDOs.
- No leave of any type is admissible to an employee during the period of his suspension. Similarly, no leave of any type will accrue to his account during the period of suspension. However, final decision in this regard will be taken based on order of disciplinary authorities.

- e) No leave can be accrued to the credit of an employee during the period of his unauthorized absence and also the same cannot be adjusted from accumulated leave.
- f) In case of unauthorized absence, suffix holidays, immediately before employee's re-joining are to be marked for loss of pay, if employee's other days of unauthorized absence are also marked as loss of pay.
- g) Absence after expiry of approved leave shall also be treated as 'unauthorized absence'.
- h) The proportionate salary will be deducted in case either the Employee is on leave without pay or due to unauthorized absence.
- i) Leave already approved by the competent authority will not be converted from one type to another, unless otherwise provided under the leave rules.
- j) All authorized leave will be treated as leave with pay.

5.4 Casual Leave (CL):

Casual leave will be admissible as indicated below:

- a) Up to a maximum of 10 working days for Officers w.e.f 1st Oct. to 30th Sept every year.
- b) Such leave will be credited in the beginning 1st Oct. each year.
- c) In the case of employees retiring / resigning at any time during the leave year, casual leave will be admissible on pro-rata basis.
- d) In case of newly recruited employees / probationers/ employee trainees, casual leave for the first year of their service @ 10 per year will be credited on pro-rata basis at the time of joining the Company. Such credited advance Casual Leave can be availed after completion of each month at the ratio of maximum one per month.
- e) Casual leave can be combined with weekends, other holidays and compensatory holidays but not with any other kind of leave.
- f) While availing CL, the officers/employees should not exceed total period of absence for more than 10 calendar days i.e. the total period of absence should not cross 10 calendar days including prefix, suffix and intervening holidays. If such absence exceeds 10 consecutive days, the leave of absence of the entire period will be adjusted against EL.

- g) Casual leave cannot be availed for less than half a day.
- h) No carry-over of casual leave is permitted from one leave year to another.

5.5 Earned Leave (EL):

- a) Employees are entitled for following number of EL:

Management – 18 EL

EL will be credited on 1st Oct every Year. There will be proportionate deduction of leave on account of unauthorized absenteeism, if any, during previous Year while crediting leave on 1st Oct of the following Year.

For newly recruited employees / probationers/ employee trainees, EL will be accrued on the above basis for the first year of service but the same will be available for utilization only upon confirmation, which is normally after completion of one year's service with the Plant.

- b) EL is encashable at the time of separation. Only Basic salary and DA will be taken into account for EL encashment.
- c) EL should normally be availed once in a year in order to provide rest and relaxation from duty. In special circumstances, EL may be permitted up to 3 times in a leave year.
- d) Weekends and holidays may be prefixed and suffixed to EL, which will not be included for calculating the number of days availed. However, the intervening holidays / weekends will be considered as EL.
- e) Maximum EL accumulation allowed is 30 days.

5.6 Sick Leave (SL):

- a) Sick leave can be availed only when the individual is sick and requires rest.
- b) All employees will be entitled to 8 Calendar days' sick leave in a year. Employees joining/leaving the Organization during the year will be entitled to sick leave on pro rata basis.
- c) Sick leave exceeding 2 days at a time will need to be supported by a medical certificate from a registered medical practitioner. Sanctioning authority at its sole discretion may refer the case to another medical practitioner for his opinion regarding the genuineness of the need for leave. In the event of sick

leave beyond 2 days, fitness certificate will be submitted by the employee at the time of resuming duty.

- d) Intervening holidays are counted as SL during availing of SL.
- e) Maximum SL accumulation allowed is 16 days.

5.7 Compensatory Day off (CDO):

- a) Applicable only to all type of Management Employees.
- b) In case a person on shift duty or general duty is required to work on weekly off day/festival holiday or to perform double shift duty on a normal working day, grant of compensatory holidays is permissible to compensate the extra duty. Allotment of extra working hour shall be subject to adherence of applicable labour laws.
- c) Compensatory holidays can be availed along with Earned Leave or Casual Leave but with no other types of leave subject to the provision that when availed along with Casual Leave, the total absence will not exceed 10 consecutive days.
- d) No CDO can be availed during the Crushing Season. However, accumulation of such compensatory holidays would not be permissible beyond the current leave year.
- e) CDOs are applicable only during the season. No CDO will be sanctioned for working during off-season unless prior written approval is taken from COO.
- f) CDO accrual will be reviewed by Departmental Head and to be approved by GM-Units / Location-in-charges. The COO will be the approving authority for sanctioning of CDO of DGM and GM Plant.

5.8 LEAVE APPROVALS:

- (i) Leave/(s) shall be applied in attached Leave Application format (Annexure III)
- (ii) Authority for leave approval for Management employees (Manager & above) is GM-Unit/location-in-charge on recommendation of HOD and below manager is HOD.
- (iii) Authority for leave approval for Non-Management & seasonal: Not less than DGMs/HOD on recommendation of reporting officer.

- (iv) In case of HQO, for both management & non-management employees, authority for leave approval is vested with respective HODs.

6. OVER TIME:

Eligibility: Applicable only for non-management and seasonal employees (Permanent as well as FTE)

HBL does not encourage working during extended hours, Sundays / Holidays. However, in case of exigencies to maintain the continuity of the processes during season, employees may be required to work on double shifts, Holidays / Weekly Off Days, extra hours on normal days etc. Payment for such extra duty will be made to employees as per provision of Factory Act.

Overtime payment will be applicable only for non-management and seasonal employees working in production line during season in exigencies as mentioned above. This will not be applicable to Management employees.

Overtime will be certified by HOD and payment against the same shall be released with the final approval of GM.

7. INDUSTRIAL INJURY LEAVE:

7.1 Eligibility:

Industrial Injury leave will be granted to all types of direct employees (i.e. Regular, Fixed Term, Seasonal and Temporaries) who sustain injuries arising out of and in the course of employment. Industrial injury is a work injury which causes absence from work for one complete day or more subsequent to the day of injury. However, in case of injury arising out of wilful disregard to safe work practices and/ or under the influence of alcohol or other intoxicating substances, no Industrial Injury leave will be granted.

7.2 Period of Leave:

- i) The period of absence due to Industrial Injury will be as certified by the local medical advisor the specific period required for recuperating from the industrial injury but initially not exceeding 6 months. Any additional period of absence due to Industrial Injury will be considered on the specific recommendation of

the Chief Medical Advisor or Company Designated Physician (CDP) or Medical Advisor of HBL/HPCL.

- ii) During the period of Industrial Injury leave, the employees shall be given credit for other leave viz. casual leave/ earned leave/ leave on half pay.

7.3 Approving Authority:

Each case would be certified by Local Medical Advisor/CDP or attending Doctor in case designated CDP/medical Advisor is not available and the approval would be granted by the Head-HR, HBL subject to recommendation of GM-location for leave of absence for a period not exceeding 7 days initially. Where the period of leave exceeds 7 days, and up to 45 days, the same to be approved by COO-HBL subject to recommendation of GM-Location, Head HR-HBL. Where the period of absence as certified by Medical Advisor/ DP/ attending Doctor exceeds 45 days, the same to be approved by CEO-HBL after recommendation of COO-HBL.

7.4 Medical Aid / Attention:

The employee who sustains Industrial Injury should be given prompt medical aid on the spot. For immediate assistance if required, a recoverable medical advance up to Rs. 25,000/ will be extended with the approval of CEO, to be recovered from medical claim / salary of the respective employee. The recoverable medical advance will be considered only in case of industrial injury arising out of or during course of employment. The injured employee may be referred to the local Medical Advisor or CDP or nominated Hospital or local available Medical center or in nearby town, as the case may be for further medical treatment/certification. In case hospitalization is required, based on the advice of the Local Medical Advisor/CDP or attending Doctor, the facility should be extended to the employee who sustains the injury.

7.5 Procedure:

Initial Report

- a) The initial Industrial Injury Report (Annexure- V) must be prepared by the location concerned as per the prescribed form in triplicate within 24 hours of injury and submitted after obtaining remarks of Local Medical Advisor/CDP attending Doctor as under:
 - Original to concerned HR Department.

- b) The form should be completed in all respects and it would be the responsibility of the location concerned that all columns of the initial report are filled in.
- c) Necessary Notice to be sent to factory Inspector as the section 88 of the Factories Act, 1948.

Final Report

As soon as the employee resumes duty, the final Industrial Injury Report (Annexure VI) should be prepared by location-in-charge will ensure that all the columns of the form are filled in, obtain certification of local Medical Advisor/CDP/Attending Doctor if required and submit the same to the concerned HR department with all medical documents/certificates for further approval.

HR dept. will send one copy of the final report with approval of GM In-charge and obtain his views on the action plan for prevention of similar accidents in future. The views/plans/actions to be communicated to concerned location/dept. In-charge for taking precautions in plant.

Further, all the accidents report along with the action taken Reports to be submitted to COO/CEO, HBL on quarterly basis for his review.

Also, all accidents report to be submitted to the HBL Board for information on yearly basis at the end of the financial year.

8. GROUP PERSONAL ACCIDENT INSURANCE (GPAI):

Applicable to All Employees on HBL roll (Management, Non-management, Seasonal, Fixed Term Management, Fixed Term Non-management & Fixed Term Seasonal)
HBL provides coverage of its employees under a GPAI scheme from the present as below:

Management Employee : ₹10 Lakh

Non-Management Employee: ₹ 5 Lakh

Seasonal Employee : ₹ 3 Lakh

The said policy is operated & underwritten through one of the insurance companies, provides compensation to an insured person when he / she sustains bodily injury as a result of an accident. The coverage & benefits under this scheme are subject to the regulations as laid down by the Insurance Company.

However, we provide below broad modalities of compensation.

Sl. No.	Type of Disablement	% of Capital Sum Insured
1	Death	100
2	Loss of Sight (Both Eyes)/Two Limbs/One Limb & Eye	100
3	Loss of Sight of One eye/One Limb	50
4	Permanent Total & Absolute Disablement Except mentioned above	100
5	Permanent Partial Disablement (Included List)	Varies from 1% to 50% As assessed by Doctor
6	Temporary Total Disablement	1% Of S.I or (Subject to Maximum of ₹ 5, 000/week for a maximum period of 104 Weeks or 2 Years.
7	Loss of Toes-All	20
8	Great-Both Phalange	5
9	Great-One Phalanx	2
10	Other than Great, If more than One Toe Lost each	1
11	Loss of Hearing-Both	50
12	Loss of Hearing-One Ear	15
13	Loss of Four Fingers & Thumb of One Hand	40
14	Loss of Four Fingers	35
15	Loss of Thumb (Both Phalanges)	25
16	One Phalanx	10
17	Loss of Index Finger	
	(a) Three Phalanges	10
	(b) Two Phalanges	8
	(c) One Phalanx	4
18	Loss of Middle Finger	
	(a) Three Phalanges	6
	(b) Two Phalanges	4
	(c) One Phalanx	2
19	Loss of Ring Finger	
	(a) Three Phalanges	5
	(b) Two Phalanges	4
	(c) One Phalanx	2
20	Loss of Little Finger	
	(a) Three Phalanges	4
	(b) Two Phalanges	3
	(c) One Phalanx	2
21	Loss of Metacarpals	
	(a) First or Second (additional)	3
	(b) Third, Fourth or Fifth (additional)	2

22	Any other permanent partial disablement	% as assessed by Doctor
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9. STATUTORY COMPLIANCE

HBL in addition to required Regulatory Compliances, also adheres to the social and welfare legislations under various labour laws –

The Statutory Compliances in HBL under Labour Laws is not only limited to the Statutory Deposits, Returns and Records to be maintained but also the same are implemented in true spirit keeping in view the utmost welfare of the employees, required for upholding human dignity and having a safe working environment at workplace.

The Responsibility of Compliance of the Labour Laws is vested with the HR Officer deputed in each Plant. The statutory and regulatory compliances are strictly reviewed and monitored by concerned Dept. Heads for submission of Periodical Compliance Report for internal review.

The check lists of Statutory and Regulatory Compliance are enumerated in the Legal Compliance part and thus the same are not highlighted here in detail.

10. SPECIAL PROVISIONS FOR WELFARE OF WOMEN WORKERS

10.1 MATERNITY BENEFIT

Maternity Benefit is as provided as per provisions of Maternity Benefit Act as on date i.e. 26 weeks of paid Maternity leave to all women employees provided they have worked for minimum 80 days in the twelve months immediately preceding her expected date of delivery.

10.2 MECHANISM FOR PREVENTION OF SEXUAL HARASSMENT OF WOMEN IN WORKING PLACE

The HBL in compliance of the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has framed a Committee for monitoring and implementation of mechanism to protect

women from sexual harassment at their place and for the prevention and redressal of complaints against sexual harassment and for matters connected therewith or incidental thereto, found if any. The HR Department at Corporate Office has been vested with the responsibility of strict compliance of the provisions above for ensuring the right to women to work with dignity and safe environment free from sexual harassment.

The CEO shall constitute an Internal Committee and nominate its members. At least one-half of the members of the Committee, so to be nominated by the Competent Authority shall be women. The Committee shall be presided by a Women Employee at Senior Level.

11. PROVISIONS FOR AMENDMENT OR MODIFICATION OF HR POLICY

The HR policy is adopted and intended for utilization of the right human resource for right job in right time and train & develop them to convert as the precious assets of the organization.

The HR Policy or any part thereof pertaining to any subject matter as enumerated herein can be modified subject to approval of the Competent Authority so that the same may be best fitted with the actual need of the organization and changing scenario consequent to amendment of Legal Norms, if any.

This document is an effort of the HR department to compile all HR policies at a single point for information of employees. It is subjected to change as and when there are changes in the HR policies.

DISCLAIMER

This policy document is property of HBL and is not meant to be circulated to any other person/entity outside of HBL

In case of any dispute arising out of difference in interpretation of any policy contained herewith, the decision of the CEO of HBL will be final.

This policy document is as on date and will be subjected to revisions as and when necessary. Employees are requested to refer latest circulars also along with this document for latest policy guidelines.



दौरा संबंधी विवरण TOUR ITINERARY

मूल प्रति यात्रा अनुभाग का ORIGINAL TO TRAVEL SECTION
प्रतिलिपि यात्रा खर्च विवरण के साथ संलग्न SECOND COPY ATT TO TRAVEL EXP STATEMENT

नाम NAME	कर्मचारी EMP NO.	वेतन श्रेणी SALARY GR.
पदनाम DESIGNATION	विभाग/कार्यस्थल DEPT./LOC	कार्यस्थल/गतिविधि कोड LOC./ACT. CODE
गंतव्य स्थान PLACE/S OF VISIT	कितने दिनों के लिए NO. OF DAYS STAY	
दौरे का प्रयोजन PURPOSE OF VISIT		
प्रस्थान तारीख DEPARTURE DATE	समय TIME	यात्रा का साधन MODE OF TRAVEL
उड़ान संख्या FLT. NO.		
वापसी तारीख RETURN DATE	समय TIME	यात्रा का साधन MODE OF TRAVEL
उड़ान संख्या FLT. NO.		
आवास व्यवस्था चाहिए ACCOMMODATION NEEDED	<input type="checkbox"/> हाँ YES	<input type="checkbox"/> नहीं NO
टिप्पणी REMARKS		

हस्ताक्षर SIGNATURE

नाम NAME

हस्ताक्षर SIGNATURE

दिनांक DATE

पदनाम DESIGNATION

दिनांक DATE


(A wholly owned subsidiary company of Hindustan Petroleum Corporation Ltd.)

(हिन्दुस्तान पेट्रोलियम कार्पोरेशन लिमिटेड के पूर्ण स्वामित्व वाली सहायक कम्पनी)

यात्रा व्यय विवरण

TRAVEL EXPENSE STATEMENT

[illegible]

 छुट्टी आवेदन-पत्र LEAVE APPLICATION								
Employee Name (Block Letters) कर्मचारी का नाम स्पष्ट अक्षरों में			Employee Number कर्मचारी का नम्बर			Dept./Office/Location विभाग/कार्यालय/स्थान		Date तारीख
From/On से/को		To तक	Will Resume on पुनर्ग्रहन तारीख			Address while out of Station स्टेशन से बाहर जाने पर पता		
Leave A/C छुट्टी का खाता	Casual आकस्मिक	Sick बिमारी	Earned अर्जित	Privilege विशेषाधिकार	Other specify अन्य (उल्लेख करे)			
Balance Available बाकी उपलब्ध								
Now Requested अब प्रथनों						Remarks टिप्पणी		
Encashment Requested प्रार्थित भुनाई छुट्टी						Signature कर्मचारी के हस्ताक्षर	Leave A/C Entered छुट्टी खाते में दर्ज	
Balance बाकी						Approved अनुमोदित	Leave Record Posted छुट्टी रिकार्ड में दर्ज	

YEARLY PERFORMANCE APPRAISAL											Confidential
Name of the Employee :		Employee ID:									
Designation:		Name of the Appraiser									
Function:		Date of Joining:									
		Period of appraisal									
EACH ATTRIBUTE CARRIES 10 MARKS											
<p style="text-align: center;">ATTRIBUTES</p> <p style="text-align: center;">Please write exact marks in numbers (without decimal)</p>											
Punctuality	Quantity of work	Quality of work	Team work	Willingness to learn	Customer Focus	Initiative	Job knowledge	Reliability	Communication	Total Marks (100 marks)	
Summary of points discussed with employee, including expectation sharing: Please elaborate strength & weaknesses particularly in case of excellent & poor.											
Remark/ Action plan:											
										OVERALL RATING	
Overall rating-Above 80 marks, "1"- Excellent. 61 to 79- "2"-Very Good,, 41 to 60 -"3"- Good and below 40 marks-"4"- Poor											
Signature of appraiser _____ REPORTING OFFICER/ SECTIONAL HEAD		Signature of appraiser _____ DGMS/ DEPT. -IN-CHARGE		Signature of appraiser _____ GM-UNIT/ LOCATION-IN-CHARGE							
MODERATION COMMITTEE REMARK:											
										OVERALL RATING	
Signature _____ MANAGER- HR HEAD		Signature _____ CHIEF OPERATING OFFICER									

INDUSTRIAL INJURY REPORT
(INITIAL)

(Prepare in triplicate, tear along dotted line and submit within 24 hours of injury)

Location	District	Territory/ Region	Injured Employee's Name	Injured Employee's position or status

Date of Injury	Time of Injury

At time of injury, what job was employee engaged in (State also tools, machinery, materials etc. handled).

Described fully how the accident occurred.

Nature and extent of injury (consult Doctor concerned)	Was employee put on limited duty? If so, what? (Consult Doctor concerned)

How many days is employee expected to remain away from work? (consult Doctor concerned)	Give names and position of one or two witnesses, if any.

INDUSTRIAL INJURY REPORT

(Initial)

Did employee do anything unsafe? If so, what and why?

Was there an unsafe condition? If so, what?

What steps will you take to prevent similar injuries, and when?

Prepared by

Reviewed by

Immediate Supervisor

Date

Immediate Supervisor's
Supr.

Date

Approved by GM-Location

INDUSTRIAL INJURY REPORT
(FINAL)

An industrial injury is a work injury which causes absence from work for one complete day or more subsequent to the date of injury.

(Prepare in triplicate and submit on day injured employee resumes duty)

Location	District	Injured Employee's Name	Injured Employee's position

Date of Injury	Time of Injury	Date employee resumes duty	No. of days lost due to injury

Signature
Location In-Charge

Required to be submitted to for information & approval:

1. HR Department
2. GM-Location