

1. JOINING FORMALITIES

Under the guidance of the personnel & HRD department at your location of posting, you would have to complete the following formalities when you join: -

- a) Submit the joining report.
- b) Submit copies of certificate supporting your educational qualifications, other testimonials, passport – size photograph, clearance certificate from your previous employer.
- c) Fill in the provident Fund/Family pension Fund nomination forms.
- d) Fill in the provident Fund transfer forms (if applicable).
- e) Complete the ESIC (Employee State Insurance Corporation).
- f) Fill in the LTA form for family particulars and Home Town address.
- g) Give a declaration under the Companies Act: (No relationship Certificate).
- h) Submit a copy of the vehicle registration form (whenever applicable) for claiming Conveyance Allowance.
- i) Open a saving bank account with the prescribed bank for crediting of your salary.

All the above documents are to be submitted to the local personnel/HRD department within the first 2/3 days of joining the company.

2. EMPLOYMENT RULES

a) TIMING

FOR THE HEAD OFFICE

Working Days: Monday to Friday

Working Hours:

9:30 a.m. – 5.30 p.m.

1:00 p.m. – 1.30 p.m. (Lunch break)

Weekly Offs: Saturday & Sunday

FOR THE PLANTS

Hoshiarpur/Phagwara/Sriganganagar

Working Days: Monday to Saturday

Working Hours:

As notified from time to time by the Unit Head/s.

Note: however you may be called upon to work later or on holidays, as and when the business exigencies of the company may so require.

b) ATTENDENCE

You are required to sign in the attendance register, which is kept in the Reception/Department, or sign/punch time card at the gate (in the units), ever morning. A **"Mark"** is put if you are late and three such marks result in deduction of one day's leave (in case no leave exists to an employee's credit, one day's salary will be deducted instead). However, employees may be permitted to inform the office in advance about their late coming on account of any unforeseeable exigencies subject however to a maximum of twice a month. Attendance is normally calculated from the 25th of the previous month to the 24th of the present month for the calculation of salary. However, this practice may somewhat vary from one unit/business location to the other.

c) OVERTIME/LATE SITTING (as applicable at Head Office): -

As a practice it is discouraged. However, increase of urgency if a female employees stays back beyond 6:30 p.m. or a male-employed stays back beyond 7:30 p.m., their respective department head might suitably compensate their late sitting as deemed fit.

3. PERSONNEL REGULATIONS

a) Probation/Conformation

If you are a newly appointed employee at the level of Deputy Manager or below you are normally required to serve a six-month probationary period or as otherwise specially prescribed. At the end of the probation period, your performance will be evaluated, and based on the assessment by your seniors. A decision will be taken to either confirm you in the services of the company or extend at he period of probation. Or terminate your service and the decision as it may be, of the management, will be intimated to you in writing.

However, it may be noted that either due to unsatisfactory work/performance or for any other reason whatsoever, the services of a

probationer are liable to be terminated by the company without assigning any reason at any time during the probationary period.

b) Increments/Rewards

Depending upon your performance, you may be given graded increment(s) on the 1st April every year period provided you had joined the company before 1st October of the proceeding year. This practice may be somewhat vary from one unit/ business location to the other. You cannot however demand an increment as matter of right. It will be based purely on your performance of the proceeding year, as assessed and recommended by your department Head/Unit Head.

In case of very good performance, the management may decision to give you further recognition either in status or in monetary terms, or both, in appreciations of your work and conditions

c) Promotion

These are decision on the basis of consistently good performance over a period of times as assessed and recommended by your departmental/Functional Head, after discussion with the Head of Personnel & HED department and/or the Unit Head at your location.

d) Transfer

As stated in the terms of appointment, you are liable to be transferred from one unit to the others or one department to the other, as may be deemed necessary in the interest of the company's business. In the case of location transfers the expenses of moving your family and household effects would be borne by the company, in line with the provision of prevailing TA/DA rules.

e) Leave Rules

LEAVE ENTITLEMENT CHART

LEAVE SUBORDINATES	ASSTT & ABOVE	CLERKS &
Casual	12	12
Sick	10	7
Privilege	30	21

Note: Leave year is synonymous with calendar year

Under the existing rules, you will be entitled to the following types of leave, namely:-

1) Casual Leave (CL)

Leave availed of in the nature of personal engagements of casual nature will be adjusted against "Casual Leave "standing to your credit. However, if there is no Casual Leave standing to your credit, it will be adjusted against your Privilege Leave only. Under no circumstance CL

II) Sick Leave (SL)

This is admissible in case of sickness however not more than 3 days leave can be availed at a stretch without of medical officers, as the case may be. A maximum of 90 days sick leave may be accumulated, subject to the leave rules in force at present.

III) Privilege Leave (PL)

The term privilege leave is synonymous with "Earned Leave" or "Annual Leave" and is meant for an employee's rest and recuperation. The Company therefore expects that an employee will avail of Privilege Leave at least once in each in each year, and have an enjoyable holiday, so that he returns to work fully refreshed.

Privilege leave can be availed of not more than three times in a year. However, the management through special order may allow Privilege Leave on more than three occasions in a year keeping in view the specific circumstances of the case. Subjects to existing leave rules in force; a maximum of 300 Privilege Leaves may be accumulated. At the time of retirement or at the time of cessation of service, the employee may be allowed to avail of or encash full Privilege Leave standing to his credit provided is in the line with the prevailing provisions of the company, in thus behalf.

f) Grade wise Classification of Employees

GRADE	CLASSIFICATION OF EMPLOYEES
TM1	Executive Director/Chief Executive/Deputy/Chief Executive
TM2	Sr. Vice President
TM3	Vice-President/Sr. General Manager
SM1	General Manager
SM2	Dept. General Manager/Company Secretary
SM3	Sr. Manager/Asst General Manager
MM1	Manager/Company Secretary/ Regional Manager
MM2	Dept. Manager/Regional Manager
MM3	Assistant Manager
JM1	Officer/Probationary Officer/Management Trainee /Sr.

	Computer Programmer
JM2	Asst. Officer/Executive Trainee /Computer Programmer
JM3	Assistant/PA/Secretary/Supervisor/ Receptionist/Horticulture Assistant/ Coordinator Information Desk /Telephone Operator/Computer Operator
X1	Junior Assistant/ Hotline Operator / Assistant Supervisor/ Clerk / Telephone Technical/ Electrical/A.C. Operator/Mechanic
X2	Drive/Daftly/Security Guard
X3	Peon/Sweeper/Gardener

WHERE: -

TM = TOP MANAGEMENT
SM = SENIOR MANAGEMENT
MM = MIDDLE MANAGEMENT
JM = JUNIOR MANAGEMENT

X1 
X2
X3 **SUBORDINATE STAFF**

Whenever, there is change of grade/level or revision in the salary there may be certain other inter-related changes in the remuneration package. These would be intimated to you from time to time.

In addition to the above, you would also be entitled to certain other benefits as under:

10. ANNUAL BENEFITS

a) Leave Travel Assistance (LTA)

Leave Travel Assistance is a facility extended to an eligible employee to enable him to go on vacation to his hometown (or anywhere else) with his family. The monetary assistance provided is equivalent to his one-month's basic salary.

New appointees can also avail of the facility after a period of 6 months from the date of their joining, provided they are confirmed in service at the time of availing this benefit.

As per the income tax provisions the number of days required for LTA purposes is as follows:

Location Required	Days of Starting LTA		No Of Days
5 HO	Monday		Day
	Any	Other	
6 UNITS	Monday		Day
	Any	Other	
8			

An employee would be expected to apply for leave (PL) sufficiently in advance. Upon sanction of leave he may apply to the Admin/Accounts Department. At his location through his Department Head for an advance, subject to a maximum of 90% of the employee's entitlement against his LTA benefit.

Within a week of his return, he would be required to make an LTA bill for the total amount admissible, minus the advance amount taken (if any), and claim the balance amount.

b) Bonus

This is applicable to all employees drawing basic salary with in the limit of "The Payment of Bonus Act" which presently is Rs.3500/- per month and below. The percentage of bonus is however decided by the Management in Keeping with the profitability/performance of the units and also as per the determining provisions of the Bonus Act. It is usually announced around the month of October each year & person basic salary <=10000/- .

c) Medical Expenses Reimbursement

The scheme covers all employees with a monthly gross salary above RS. 10000/- p.m. excluding the conveyance allowance, (those not covered under ESI) and who are on the regular rolls of the Company. This benefit is extended to the

employees, his spouse, children and dependent parents, inline with the prevailing provision Income Tax act in this behalf, with effect of date of joining the company.

Reimbursement of actual medical expenses incurred on treatment of self, spouse, children & dependent parents to the extent of one month's of basic salary (subject to a maximum ceiling of RS. 10000\ - unless specified otherwise) for a period of 12 months from April to March is allowed.

Reimbursement is done on monthly basis. All bills are to be submitted to the local Personnel/Admin Department, by the 5th of every month.

This date may vary from location to location. Cash memos, receipt, etc should sport all claims.

The unclaimed entitlement can be carried forward and accumulated up to THREE Years, where after it stand lapsed.

d) Leave Encashment

All employees are entitled to this benefit. This benefit can be availed of provided an employee always has a minimum of 90 days PL standing to his credit. The PL over and above the minimum credit of 90 days period, would be encashable

Subject however to a Maximum a 30 days In a Leave year.

The encashable amount would be calculated on the basis of his prevailing Basic Salary & is usually paid during October (current year) to February (following year) every year.

At the time of cessation of service either on account of resignation, retirement or discharge, the entire PL standing to the credit of an employee, not exceeding 240 days in the case of management staff or as specified/stipulated for the clerical and others, would only be encashable as per prevailing Income Tax Rules. Further, the Encashment benefit will nonetheless become payable in the said events, irrespective of the Basic Salary of the employees.

However, this benefit may be withdrawn in case of any disciplinary action against the employee, at the sole discretion of the management.

4. Social Security Measures

a) Provident Fund

The Provident Fund Act of 1952 came into being to provide compulsory contribution on the part of the employer and that of the employee, as an old age benefit to the employees.

According to its prevailing provisions, (may be amended from time to time), the act states, "Every employee whose pay does not exceed RS 5000/- is required to become a member to the fund". However in our organization it is imperative for every employee, irrespective of the Basic Salary to become a member of this Fund.

The Provident Fund scheme is applicable to all the employees on the rolls of JCT and its other associated & Subsidiaries companies. The employee's contribution to the Provident Fund Scheme is 12% (including the Family Pension Fund) of the Basic Salary and JCT also contributes an equal amount to employee's provident fund account. If employees so wish, he can voluntarily increase his contribution No Limit. However, in such cases the company's contribution remains the same, as stated above (6500).

An employee can take a loan (Refundable or Non-Refundable) from his Provident Fund contributions after fulfilling the necessary requirements

c) Employee State Insurance (ESI)

The ESI is a statutory social security scheme extended by the Government of India. All employees drawing gross salary (excluding the Conveyance Allowance) up to Rs. 7500/- per month are covered under the scheme. They can avail of medical facilities for self, spouse, children and dependent parents at the allotted dispensary; and, in case of hospitalization, at the allotted hospital(s).

The employers contribution = 4.75%

The employees contribution = 1.75%

In case of illness requiring leave for two days or more the ESI Corporation pays compensation to the employee for the period of absence from office at specified rates depending on the salary, as per the prevailing provisions of the Act.

d) Gratuity

As a part of the terminal benefits extended to all the employees, Gratuity becomes payable upon cessation of employment after rendering a continuous service of not less than FIVE years either: -

- On superannuation, or
- On retirement, or
- Upon resignation

However, in case of death or disablement, the Gratuity benefits will be payable irrespective of the number of years of service rendered by the employee (or legal heir).

As per the prevailing provisions of the Gratuity Act, the Gratuity shall be payable on the basis of the following formula (subject to a maximum amount of Rs One Lakh): -

$15/26 \times \text{Last Salary drawn} \times \text{No. of completed years of service}$
(6 months or more to be considered as one year)

e) Maternity Benefits

Maternity benefits are applicable to all married female employees of the Company, who have worked for at least 160 days before the expected date of delivery during the preceding 12 month period, and whose gross salary excluding Conveyance Allowance is above Rs. 3000/- per month (i.e. not covered under ESI).

The maximum duration for which any woman is entitled to maternity benefit would not exceed 12 weeks, ordinarily six weeks up to and including the day of the delivery and six weeks immediately following the date.

As per the Act, every eligible female employee shall be entitled to the payment of Maternity Benefit at the rate of 12 weeks salary for the period of actual absence before and/or after her delivery.

In case of miscarriage, she shall on production of medical proof be entitled to avail leave with salary (at the rate of maternity benefit) for a period of six weeks immediately following the day of a miscarriage.

In addition the employees can avail leave for a maximum period of one month in case of her illness or illness of her child arising out of delivery.

However in case of a miscarriage or illness the employees should submit a medical certificate (indicating the reason for leave) from the Company's medical officer or a registered medical practitioner. After completion of maternity leave and before resuming duty the employee would have to submit a fitness certificate.

5. Welfare Schemes

a) Group Term Insurance

The Company has taken a Policy for providing insurance cover in the unfortunate event of death of an Officer during employment with the Company.

The significant feature of this Policy is that it provides insurance cover in case of death occurring due to any reason whatsoever.

All confirmed Management Staff aged between 18 to 60 years and drawing Salary exceeding Rs 1,000/- p.m. and above are covered under this Policy.

Membership in respect of such employees who attain the age of 60 years is discontinued even though they may continue to be in employment with the Company through extension of service.

Newly appointed Management Staff are covered on the annual renewal date i.e. 1st July of every year, provided they are confirmed and have completed a minimum of 6 months service, as on that date.

The premium for this policy is entirely borne by the Company.

Each member is provided insurance coverage for an amount equivalent to two months salary for each year of service left till the age of superannuation. The maximum coverage granted is however restricted to Rs. 1,00,000/-, for each member.

b) Group Personal Accidental Insurance

The Company has taken a policy for its employees for covering the risk arising out of accident and resulting in partial/total disablement or death. A significant feature of this Policy is that it provides a 24 hour risk cover irrespective of the fact whether the employee is on duty or not.

This policy covers accidents of all nature except those which have specifically been excluded in the Policy. A copy of this Policy is available with the local Personnel Dept. for the ready reference.

All Employees (including probationers and trainees), who are outside the purview of ESI Act, are covered under this Policy.

The premium for the Policy is entirely borne by the Company.

This policy provides coverage against death, permanent disablement and temporary disablement resulting out of accident as per the details given below.

Each individual employee is ensured up to FIFTY times of the monthly salary. These limits are revised annually with revisions in the salaries, and communicated to the insurer at the time of renewal/coverage.

In case of accident resulting in death, compensation admissible is equivalent to capital sum insured.

c) Group Insurance

The Employees Provident Fund Act provides for the Employees Deposit Linked Insurance Scheme for payment of assurance benefits on the death of an employee who is a member of the fund, to the nominated person entitled to receive PF accumulations of the deceased. The amount of insurance benefits payable is equal to the average balance in the account of the deceased in the fund during the preceding three years (or during the period of his membership whichever is less), not exceeding a maximum of Rs. 27,000/-

d) Group Medical Expenses Insurance (GMEI)

The Company has taken a policy for all its employees, who are outside the purview of the ESI Act, for reimbursement of expenses incurred by them on medical treatment requiring hospitalization.

It covers the employee, his spouse and dependent children only, (excluding married daughters/sons who are either earning or above 21 years age). Parents even if dependent are not eligible for coverage.

The Company bears the cost of premium for the employee, his spouse and two dependent children only. The premium for additional children will have to be borne by the employee himself. It is obligatory that either all or none of the dependent children of the employee are covered.

Scope of coverage

INLAND

The policy provides for reimbursement of expenses incurred on hospitalization subject to the prescribed limits as per the details available with the local Personnel / Administration Dept.

Expenses on hospitalisation even for a period of one day (not less than 24 hours) are reimbursable.

Limited dental treatment not requiring hospitalisation is also covered for reimbursement.

OVERSEAS

The Management staff on overseas business tours for a temporary period is also covered for reimbursement of expenses incurred in the event of their being hospitalised abroad, subject to the prescribed overseas hospitalisation limits.

6. Retirement Benefit - Superannuation

The company as a long Service/Post – retirement benefit to the confirmed executives drawing a basic salary exceeding RS 3500/ p.m. and are excluded from the provision of payment of Bonus Act, has introduced the Superannuation Fund.

Contribution- The Company pays 13% p.a. of the basic salary earned during the preceding year to the Superannuating Fund administrated by the LIC of the India, which forms the basic of positive retirement benefit.

Benefits – The executives are eligible for the benefits either on leaving the organization after serving a certain numbers of years in service or at the time of retirement, as under:

SERVICE PERIOD					%AGE OF BENIFIT	
3 25%	YEARS	BUT	LESS	THAN	5	YEARS
5 50%	YEARS	BUT	LESS	THAN	7	YEARS
7 75%	YEARS	BUT	LESS	THAN	10	YEARS
10 100%	YEARS				&	ABOVE

Notwithstanding the above upon retirement in any case, the executive would be eligible for 100 % benefits under the scheme, irrespective of the number of years served.

7. SUGGESTION SCHEME

In order to take advantage of new ideas/suggestions for overall improvement in the working organization and to have open two-way communication, the Company has a SUGGESTION SCHEME. This scheme is applicable unto the level of officers at each unit uniformly. The suggestions forwarded by the staff members should result in cost reduction, waste/spoilage control, better maintenance, safety, materials savings, energy/power savings, better machine utilization, improvement in quality of company's products/their sale ability. Systems of hygiene, savings of expenses relating to printing, stationary, telephones, travels etc.

Useful suggestions received from eligible members, resulting in tangible savings in economic terms or improving efficiency/productivity will be suitably recognized and rewarded periodically by the Company.

PLEASE NOTE THAT THE SUGGESTION SCHEME IS NOT MEANT TO BE USED TO LODGE A COMPLAINT.

The copy and other related details of "Suggestion Scheme" are available with the Personnel – HRD Department at each location.

8. TRAINING & DEVELOPMENT

As a result of our ever increasing accent on activities relating to "Organization Development " and "Performance Development System", the process of training and re training has been set into motion to bring about a positive cultural and attitude change, so as to ensure better responsiveness and accountability among its employees. Besides, a detailed plan has been drawn towards identification of training needs for its executive employees and sufficient resource have been earmarked to promote continuous training and development activity at all its business locations in a planned, systematic and organized manner. These activities form an important part of the integrated approach towards our Human Resources Management philosophy in the times to come. The major focus areas comprise of the "Organizational behavioural" and "Attitudinal aspects together with managerial skills." Etc .so as to ensure positive contributions towards enhancing all around development of our employees as well as that of the organization, thus equipping all concerned towards better cohesiveness, improved performance & achievement of targeted results with overall ascent on TQM.

Further, as a part of establishing a "Total Quality Management "(TQM) culture within the Company. Our efforts are to involve the entire organization at JCT in maintenance of high standards; in quality of our products, service and in its

work methodology. In the regard elaborate measures have been initiated towards “Quality Awareness” exercised as well as to support it through internal “Quality Circle Movement” at the grass root level, thus bringing about the desired changes within our JCT Group.

As apart of this process, we have already achieved ISO 9002 certifications for Our Fibre and Steel Units and have also initiated measures to get such certification for our other Unites as well as, in the near future.

9. JCT TIMES – AN INHOUSE JOURNAL

The company has an in house journal called the – “JCT Times”, a quarterly magazine giving a glimpse of the latest happenings & developments within the organization. The articles cover a wide range of subjects such as technological advancement related to our field of operations, management, cultural, sports and other related activities etc. at various location of JCT. The Advertising & Public Relations Department at the Head Office handles the publication and distribution of the magazine. Each functional area and business location has one nominated correspondent who is responsible for coordination with the Advertising department at the Head Office for Publication of articles submitted by staff members.

10. THE LEARNING TIMES

The ‘Learning Times’ is a bi-monthly leaflet initiated by the Corporate HRD Department to facilitate the process of sharing and learning from each other’s experience, know-how and skills. It is designed to provide periodic updates, relating to our business environment, Human relations, functional responsibilities, etc and thereby help us keep pace with the latest information and developments in these fields.

11. NOTICE OF TERMINATION

During the probation period, the company may be terminating the services of the employees at any time without assigning any reason whatsoever. Similarly the employee would also be at liberty to leave the service of the company at any time upon giving prescribed notice or salary in lieu of the notice period. In case of a confirmed employee the contract service is terminable by giving one month’s notice In writing from either side or one month’s salary in lieu thereof. However for the employee at Senior Managements levels the contract of service may be terminated by giving one month’s notice for every completed year of service (including shorter period there of during each year).

Subject however, to maximum of three month's notice in writing from either side or salary lieu thereof.

12. FULL AND FINAL SETTLEMENT

In case an employee decided to leave the organization, he will have to submit his letter of resignation to the departmental head/reporting manager.

Once accepted he will fill in a Clearance Form and get it signed by his department head.

The relieving letter will be issued only after the acceptance of his resignation and when the Clearance Form reaches the local Personnel & HRD Department. The Full and Final Settlement of dues would be initiated as soon as the relieving letter is issued.

13. NOTICE OF TERMINATION

In the event of an employee resigning from the services of the company or disassociating him self for any other reason. The local personnel & HRD Department or the Unit Head would invariably invite him for an Exit Interview, before the actual date of relieving

However, in case of manager or above, the Exit Interview may also be conducted separately by the Corporate Personnel & HRD Department, In line with the guidelines laid down by the Top Management.

14. SERVICE CERTIFICATE

All the time of discharge, dismissal, termination of service, registration or superannuation, and an employee shall (on request) is furnished with a Service Certificate in the prescribed form.