

JCT LIMITED - PHAGWARA

Office Order No. 34

Dated: May 06, 2016

Sub : Policy for Electrical Equipments/Gadgets

In supersession of earlier Orders / Circulars on the subject, the policy in respect of Electrical Equipments/Gadgets is being redefined according to the entitlement of executives working at the level of Assistant Officers and above at Unit Phagwara as below:

(1) Entitlement according to the rank

GM & Above

Window AC1.5 Ton with Stabilizer	Refrigerator 310 Ltr.	Geyser 25 Ltr.	Ceiling Fans
Two (2)	One (1)	One (1)	Six (6)

DGM & AGM

Window AC1.5 Ton	Geyser 25 Ltr.	Ceiling Fans
One (1)	One (1)	Six (6)

Manager

Window AC1.5 Ton	Geyser 25 Ltr.	Ceiling Fans
One (1)	One (1)	Five (5)

AO to DM

	Ceiling Fans
AM/DM	Three (3)
AO/Officer	Two (2)

- i) All the confirmed executives whether residing inside the Thapar Colony or anywhere outside shall be treated as eligible to electrical equipments/gadgets as mentioned above according to their rank.
- ii) All the executives shall be provided with the standardized electrical gadgets as finalized or would be finalized by Commercial and Engineering Departments from time to time.
- iii) Executives willing to purchase any gadgets as per his/her own choice beyond his/her entitlement shall have to bear the additional cost so incurred.

(2) Installation, repair to and periodic preventive maintenance

- i) Company shall provide only the Electrical Gadgets, i.e. Window AC with stabilizer, Refrigerator, Geyser, Ceiling Fans according to entitlement or any of these items according to the choice exercised by executives.
- ii) Entire installation cost including material and labour, of these gadgets at the initial stage and subsequent cost of repair and periodic servicing for maintenance thereof shall be borne by the executive himself/herself.
- iii) Company shall not bear any cost of whatsoever nature being incurred to install/repair or for preventive maintenance of the electrical gadgets so provided to the executives at their residences inside the Thapar Colony or anywhere outside.
- iv) In case of any breakdown or damage/loss to electrical gadgets the executive himself/herself shall be responsible for the same.

(3) Sale/Buyback of Electrical Gadgets

- i) It will be compulsory for the executives to buyback electrical gadgets so provided to them according to their entitlement at the time of leaving the company by way of resignation/retrenchment/termination or retirement on WDV irrespective of the life span.
- ii) Office Order No. 11 dated 19th July, 2013 regarding Scheme for Sale of Furniture & Fixture framed earlier shall also remain in force for remaining items **except** for the Electrical Gadgets defined hereto in this policy.

(4) Procedure for allowing installation of personal electrical gadgets to executives and other employees residing inside Thapar Colony

- i) In view of the inadequate infrastructure of electrical cabling and wiring laid long back in Labour Quarters as well as in the block of IHS type quarters built for staff from the level of AO to Officers, installation of ACs/Geysers etc. is strictly prohibited.
- ii) For installation of other electrical gadgets, like Refrigerators, Dessert Coolers, Water Purifiers, Washing Machines etc. inside the Colony where additional switches and extra wiring is required all the occupants have to take written permission from the Administration (in case of Staff)/IR Dept. (in case of labour) and Engineering Department. The quality of the switches/sockets/wiring etc. to be used for running these gadgets shall have to be approved by the Engg. Dept. only before use in the Colony in order to avoid any accident due to electrical short-circuits or fault.

(5) Installation/Repair or preventive maintenance on chargeable basis

- i) Depending upon the manpower/material available with our Engineering Department, installation of company provided and personal electrical gadgets alongwith repair and preventive maintenance/ servicing thereto shall be got done through our Engineering Department which shall exclusively be on chargeable basis. Engineering Department shall charge both for cost of material and labour. Approval for carrying out such jobs inside Thapar Colony or anywhere outside is necessary which should invariably be obtained from Administration (staff) and IR Dept. (labour).
- ii) No alteration and tempering shall be allowed to be done with the basic structure, like windows, doors and electrical fittings of the company buildings at the time of installation and dismantling of the company provided and personal electrical gadgets. (Only Gadgets without electrical wiring will be allowed to remove)
- iii) Electrical wiring in all the cases will be done by Engineering Department through certified electricians only)

The above shall come into force with immediate effect.


(ROHIT SERU)
EXECUTIVE DIRECTOR
Prs

Copy to

- 1) Sr. Vice President (T)
- 2) Vice President (HR & IR)
- 3) Sr. General Manager (F&A)
- 4) Sr. General Manager (Commercial)
- 5) General Manager (Engg.)
- 6) General Manager (Civil)