

Ref No. CHRD/RR/25.1/ 2608 /2025


01.12.2025

CIRCULAR

Scheme for "High Performer Award" of NALCO

Ref.No.25.1	CHRD/ RR/ 25 .1 / 2608 / 2025 dated 01.12.2025
Title (Amendment)	Scheme for "High Performer Award"
Approved By	Chairman -cum-Managing Director
Effective Date	01.12.2025

The scheme duly approved by the Competent Authority is enclosed herewith for information and needful action by all concerned.


(S K Patra)
CGM(HR)

Distribution:

1. All Executives (through mail & Notice Boards)
2. All EDs/GMs/RMs
3. All HODs
4. Policy file.
5. All Officers Associations and Unions.

For kind information of:

1. D(P)/ D(P&T)/ D(HR)/D(F)/D(C)/CVO.
2. Sr. TS to CMD.....for kind information of CMD.

नेशनल एल्यूमिनियम कम्पनी लिमिटेड
(भारत सरकार का उद्यम)
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CIN: L27203OR1981GOI000920

National Aluminium Company Limited
(A Government of India Enterprise)
Corporate Office

P/1, Nayapalli, Bhubaneswar-751013, Odisha, INDIA

SCHEME FOR HIGH PERFORMER AWARD OF NALCO

Objective:

- I. To promote a culture of high performance and excellence in the organisation.
- II. To encourage employees for better performance with outstanding contribution to the Organisation through innovative & creative work culture with system improvement.
- III. To suitably reward for motivation of such outstanding performers every year.
- IV. To imbibe a culture of healthy competition in the organisation towards better and innovative performance as well as organisational development.

Scope:

The scheme is applicable to both below Board level Executives (E0 to E7) and non-executive employees of the Company.

Coverage:

Maximum 12 employees would be identified every year from different Units/Offices of the Company out of which the nominations between executives and non-executives would be at the proportion of 5:7. Amongst the executives, the nominations between the cluster of E0-E7 grade shall be considered.

Selection Procedure: -

The selection would be in two phases as under:

- I. **Complex Level Committee:** The Complex ED shall be the Chairman of the committee, which shall comprise of at least 4 CGMs of the complex, as decided and approved by the ED of the complex. The said Committee shall scrutinise and nominate the list of executives & non-executives for consideration by Apex level Committee.


Corporate Level Committee: In case of Corporate, Port Facility & Regional Offices a **Corporate Level Committee** comprising of the senior most ED as Chairman and four other EDs / Senior most CGMs shall be the member of the committee. The Corporate Level Committee shall be approved by D (HR). The said Committee shall scrutinise and nominate the list of executives & non-executives for consideration by Apex level Committee.

The details of number of employees to be nominated by above committee is as follows:

Complex/ Category	Nominations	
	Executives	Non-executives
M&R	6	9
S&P	6	9
CO & ROs	3	3
Total	15	21

The above nominations by Complex/ Corporate Level Committee should be submitted by 30th November of every year for final evaluation by Apex Level Committee.

The whole selection process shall be coordinated by Industrial Engineering Department of respective unit/complex & Corporate office.


11/12/25

- II. **Apex level Committee:** The Apex Level Committee shall comprise of all functional Directors and headed by CMD. The names nominated by the Complex and Corporate Level Committee will be sent to Apex Level Committee. The Apex Level Committee will finally scrutinise the nominations of the Complex and Corporate Level Committee and finalise the list of awardees as per scheme.

The details of number of employees to be recommended by above committee is as follows:

Complex/ Category	Recommendations	
	Executives	Non-executives
M&R	2	3
S&P	2	3
CO & ROs	1	1
Total	5	7

Broad Criteria for selection:

The Complex level committee would devise their own process of evaluation of the employees for the nomination under the following broad parameters:

- Performance Appraisal ratings (Minimum 50% weightage of last three years Average Appraisal. For E5 & above Executives, Appraisal rating shall be calculated from the internal 50 Marks)
- Outstanding contribution by the concerned employee, preferably quantifiable.
- Achievement of targets with systemic improvements
- Innovation & creativity
- Attendance and Working beyond normal time schedule
- Discipline on all fronts / no adverse disciplinary proceedings.
- Savings to the Company
- Safety & Environment Consciousness
- Years of experience etc.

Mode of Reward:

- The employees selected for the award will be given an appropriate **citation and memento** on the Foundation Day at Corporate Office with a **token cash award** of ₹ 12,000/-.

General:

- This award would not confer on the concerned employee for any claim of higher appraisal ratings, promotion or any other benefits.
- Decision on the finalisation of the nomination for the award would not be a subject matter of dispute at any level or forum.
- D (HR) shall be the final authority on the interpretation of the above scheme.

Competent Authority:

The scheme may be modified, amended, altered or withdrawn at any time by the Management with the approval of CMD.

for
1/12/25