THE TATA ENGINEERING & LOCOMOTIVE CO. LTD., JAMSHEDPUR.

EXTRACT FROM THE CODIFIED RULES REGARDING ENCOURAGEMENT TO EMPLOYEES PASSING TECHNICAL / PROFESSIONAL EXAMINATIONS

6.1.3 In the case of an employee's success in a Membership Examination of Professional Institution, (where the practice of ranking candidates may not prevail) the amount of reimbursement of the expenditure that may have been incurred by the employee concerned may be on an ad hoc basis, depending on the circumstances and merits of each case. Such reimbursement of the expenditure incurred will normally be to the extent of an amount equivalent to 50% of the total expenditure incurred by the employee concerned for prosecuting his studies, the amount so reimbursed representing the cost of tuition and examination fees payable, and a sum not exceeding Rs. 50/- per annum as the cost of necessary and essential books related to each such course of study.

7.1 An employee holding a technical supervisory post may acquire an additional technical/professional qualification considered equivalent to a Degree in Engineering of a recognised University. In such a case, if the basic pay of the employee concerned is less than Rs. 500/- p.m., in the applicable grade the maximum of which goes beyond Rs. 500/- p.m., he will be fixed on a minimum basic salary of Rs. 500/- p.m. or at an appropriate step in the applicable grade nearest to but not less than Rs. 500/- p.m. effective from the first of the month subsequent to the month in which the result is announced. In such a case, the employee concerned will not be considered for the grant of the lumpsum payment provided for in Rs. 8. Where the fixation is necessitated at a rate higher than Rs. 500/- p.m., the amount of difference between Rs. 500/- and the actual rate at which he may be fixed will be adjusted against any special or compensatory allowance, or personal allowance, or personal pay he may be in receipt of at the time.

7.1.1 In the event, however, of such an employee's rate of pay on the next due date of increment being, the normal course, Rs. 500/- p.m. or more, he will be granted an additional increment on that date. In all other cases, the future increments will be granted at intervals of twelve months from the date of fixation of their basic pay at Rs. 500/- p.m. or more as per 7.1 above.

8.1 (Applicable in case of employees on basic salary of Rs. 500/- p.m.) An employee passing any of the technical professional examinations listed in Annexure I may be granted a lumpsum as a token of encouragement, consistent with the type of examination passed, the salary and grade of pay applicable to him etc. The amount will normally be equivalent to the value of one increment calculated for a period of one year in the currently applicable grade of pay of the employee, subject to a minimum of Rs. 250/-.