

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड BRIDGE AND ROOF COMPANY (INDIA) LIMITED

(भारत सरकार का एक उद्यम / A Government of India Enterprise)

संदर्भ/Sub.: BANDR/GM(HR))/NOTICE/ VISHWAKARMA PUJA /2024

दिनांक/Date: 02/09/2024

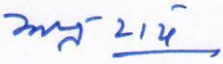
सूचना/NOTICE

विषय/Sub.: परियोजना स्थलों पर विश्वकर्मा पूजा 2024 / VISHWAKARMA PUJA 2024 AT PROJECT SITES

हावड़ा वर्क्स को छोड़कर परियोजना स्थलों पर 17/09/2024 को उपरोक्त विश्वकर्मा पूजा के लिए निम्नलिखित व्यय करने की स्वीकृति दी जाती है।
Sanction is hereby accorded for incurring the following expenses for above Vishwakarma Puja at Project Sites on 17/09/2024 except Howrah Works.

1. इस पूजा में भाग लेने वाले परियोजना के प्रत्येक श्रमिक बल के लिए कंपनी का योगदान 10/- रुपये (केवल दस रुपये) तक सीमित होगा, जो अधिकतम 2000/- रुपये (केवल दो हजार रुपये) तक होगा, जहां श्रमिक संख्या 125 से अधिक है। गणना पूजा से पहले सप्ताह के किसी भी दिन श्रमिकों की उपस्थिति के आधार पर की जा सकती है।
Company's contribution will be limited to Rs. 10/- (Rupees Ten only) for each member of the labour force at the Project attending this Puja subject to a maximum of Rs. 2000/- (Rupees Two Thousand only) where the labour strength is more than 125. The calculation may be made on the basis of attendance of labour on any day of the week preceding the Puja.
2. a) यह योगदान इस समझ पर दिया जाता है कि पूजा के संबंध में किए गए किसी भी कार्य के लिए कोई ओवरटाइम का दावा नहीं किया जाएगा।
This contribution is made on the understanding that no overtime is claimed in respect of any work done in connection with the Puja.
b) इस उत्सव के दौरान किसी भी प्रकार के मादक पेय की अनुमति नहीं होगी।
No alcoholic drinks shall be allowed during this celebration.
3. छोटे स्थलों, जहां श्रमिकों की संख्या 125 से कम है, के व्यय हेतु सहायता देने के लिए, इस पूजा के लिए 1000/- रुपये (केवल एक हजार रुपये) तक का एकमुश्त अंशदान व्यय किया जा सकता है।
To give assistance towards the expenses for small sites, where the labour strength is less than 125, a lumpsum contribution limited to Rs. 1000/- (Rupees One Thousand only) may be expended for this Puja.
4. समय-समय पर लागू होने वाले सभा, सामाजिक दूरी, सुरक्षा सावधानियों के संबंध में स्थानीय सरकार के दिशानिर्देशों का कड़ाई से पालन किया जाएगा।
Local Government guidelines shall be strictly followed in respect of gathering, social distancing, safety precautions as applicable from time to time.

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड के लिए,



(अभिजीत राय / ABHIJIT ROY)

महाप्रबंधक (मानव संसाधन) /GENERAL MANGER (Human Resource)

प्रतिलिपि /CC:

1. CMD
2. D(PM)
3. D(F)
4. CVO
5. All EDs/GGMs/GMs/SBU-Heads/DGMs/AGMs.
6. Kolkata/Howrah/Delhi/Mumbai/Chennai/Vadodara/
Bhubaneswar/Guwahati/Prayagraj/Ranchi/Vizag.
7. Project Sites
8. Unions / Notice Board
9. File

उनसे अनुरोध है कि वे इसे अपने-अपने कार्यालयों एवं परियोजना स्थलों पर प्रसारित करें।

They are requested to circulate to their respective offices & project sites.

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise
कोलकाता/Kolkata-700 071.

REF: BANDR/GM(HR)/OFCO./2024-25

19th August,2024

OFFICE ORDER

To

All Employees,

Sub. : Authentication of signature-reg.

- I. It has been observed that in case of various administrative approvals or recommendations, which are processed on hard copies and not through 'e-office portal' for urgency or for any other reasons, few signatories, often endorse their signatures without mentioning their Names and Official Designation. Such un-identified signatures of the employees are creating confusion regarding authenticity of these documents.
- II. Accordingly, for speedy disposal of administrative approvals or recommendations, all concerned, are hereby advised to ensure that their full Name and Official Designation should appear below their signatures. If such details are not mentioned, the document should be returned to the employee, who has generated the same by the concerned addressee or HOD/SBU Head, as the case may be, with an advice to re-put up the said documents with necessary details.

All are advised to follow the above rule to ensure a smooth administrative process. This will come into force with immediate effect.

This is issued as per approval of the Competent Authority.



(ABHIJIT ROY)
GENERAL MANAGER (HR)

- CC: CMD - for kind info.
CC: D (F) - for kind info.
CC: D (PM) - for kind info.
CC: CVO - for kind info.
CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs
CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/ Ranchi/Prayagraj

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड BRIDGE AND ROOF COMPANY (INDIA) LIMITED

(भारत सरकार का एक उद्यम / A Government of India Enterprise)

सूचना/NOTICE

संदर्भ/Ref.: B AND R/HR/NMBA/2024

दिनांक/ DATE: 09.08.2024

विषय/Subject: 12 अगस्त, 2024 को 'नाशा मुक्त भारत अभियान' के लिए जन जागरूकता।

MASS AWARENESS FOR 'NASHA MUKHT BHARAT ABHIYAAN' on 12- August, 2024.

सभी कर्मचारीगण /All Employees

सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार से प्राप्त पत्र संख्या डी ओ संख्या डीपी-5/16/2024-डीपी-III दिनांक 03/08/2024 (प्रति संलग्न) के माध्यम से प्राप्त निर्देशों के अनुपालन में "नाशा मुक्त भारत अभियान" 2024 का पालन किया जाना है।

तदनुसार, निम्नलिखित कार्यक्रम के अनुसार 12 अगस्त, 2024 को प्रतिज्ञा ली जाएगी:

"NASHA MUKT BHARAT ABHIYAAN" 2024 has to be observed in compliance of the directives received from Ministry of Social Justice & Empowerment, Government of India vide letter No. D.O. No. DP-5/16/2024-DP-III dated 03/08/2024 (copy enclosed).

Accordingly, pledge shall be taken on 12th August, 2024 as per following programme :

क्र. सं. Sl. No.	कार्यालय का स्थान Location of Office	दिनांक एवं समय Date & Time	पाठक Reader
1.	कोलकाता और हावड़ा कार्यालय Kolkata & Howrah Office	12/08/2024 दोपहर 12:30 बजे 12/08/2024 at 12: 30 P.M.	सीएमडी/उपलब्ध वरिष्ठतम अधिकारी द्वारा पढ़ा जाना है To be read out by CMD/Senior Most Officer available
2.	अन्य कार्यालय: दिल्ली, मुंबई, चेन्नई, रांची, वडोदरा, भुवनेश्वर, विजाग, गुवाहाटी, प्रयागराज/साइट कार्यालय Other Offices: Delhi, Mumbai, Chennai, Ranchi, Vadodara, Bhubaneswar, Vizag, Guwahati, Prayagraj/Site Offices	12/08/2024 दोपहर 12:30 बजे 12/08/2024 at 12:30 P.M	उपलब्ध वरिष्ठतम अधिकारी द्वारा पढ़ा जाएगा To be read out by Senior Most Officer available

इस वर्ष के एनएमबीए समारोह का विषय है "विकसित भारत का मंत्र, भारत हो नशे से स्वतंत्र"।

एनएमबीए वेबसाइट (<https://nbms.dosje.gov.in/cntent.take/take-a-pledge>) पर उपलब्ध ई-शपथ ली जा सकती है और प्रमाण पत्र डाउनलोड किया जा सकता है।

सभी कार्यालयों और परियोजना स्थलों द्वारा कृपया कार्यक्रमों/गतिविधियों के पालन की तस्वीरों सहित एक रिपोर्ट 13 अगस्त, 2024 तक ईमेल: kolkata.hr1@bridgeroof.co.in और jaforhossain.khan@bridgeroof.co.in पर भेजी जाए।

The theme for this year's NMBA celebration is "Viksit Bharat ka Mantra, Bharat ho Nashe se Swatantra".

The e-pledge, which is available on the NMBA website

(<https://nbms.dosje.gov.in/cntent.take/take-a-pledge>) may be taken and certificate may be downloaded.

A report including photographs of the observance of the events/activities may please be sent by all Offices and Project Sites to Email : kolkata.hr1@bridgeroof.co.in & jaforhossain.khan@bridgeroof.co.in by 13th August, 2024.

(अभिजीत राय/ABHIJIT ROY)

महाप्रबंधक (मानव संसाधन)/GENERAL MANAGER (HUMAN RESOURCE)

Encl: As stated above

CC: CMD

CC: D(PM), D(F), ED(F)

CC: CVO

CC: All GGMs./GMs/HODs

CC: Howrah /Delhi/Mumbai/Chennai/Vadodara //Bhubaneswar/
Ranchi/Guwahati/Prayagraj /Vizag Offices and Project Sites.

CC: All Notice Boards

CC: GM(IT) - For coverage of activities on Social Media

You are requested to circulate & give wide publicity of the Notice, so that activities are undertaken at all the offices and project sites.

अमित यादव, भा.प्र.से.
सचिव
Amit Yadav, IAS
Secretary



भारत सरकार
सामाजिक न्याय और अधिकारिता मंत्रालय
सामाजिक न्याय और अधिकारिता विभाग
Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment

D.O. No. DP-5/16/2024-DP-III

August 3, 2024

Dear Secretary,

The Department of Social Justice and Empowerment (DoSJE) being the nodal agency for drug demand reduction launched the flagship mass awareness campaign 'Nasha Mukta Bharat Abhiyaan' (NMBA) on 15th August 2020 which is now expanded to all the districts of the country. With your constant support, NMBA has been able to sensitize and educate 11.22+ crore people including 3.54+ lakh youth, 2.35+ lakh women, 3.38+ lakh educational institutions and 9000+ master volunteers through 3.40 lakh activities conducted at various levels across the country.

2. As we approach 78th Independence Day, NMBA is entering its 5th year since the launch. On this occasion, DoSJE is organising a country-wide mass pledge against Drugs (Attached as **Annexure I**) on **12th August 2024**, covering all line ministries & departments, schools, colleges, universities including engineering and medical colleges, IIMs, IITs, polytechnic colleges, fashion institutes and other public institutions. The theme for this year's NMBA celebration is: '**Viksit Bharat ka Mantra, Bharat ho Nashe se Swatantra**'. I request your Ministry/Department to:

- JSCHEI
✓
- Encourage all the officers/officials, stakeholders, beneficiaries & organisations to participate in this country wide mass pledge on this day
 - Appoint a nodal officer for coordination between DoSJE and Ministry/Department for smooth execution of the program
 - All the officers/officials/stakeholders may be urged to take e-pledge and download the certificate. The e - pledge is available on the NMBA website (<https://nmba.dosje.gov.in/content/take-a-pledge>).

3. The activities conducted may be shared by the concerned nodal officer of the Ministry/Department in the prescribed format (Attached as **Annexure II**) on nmba-dosje@gov.in by 15th August

Page | 1

2024. Mr Rajeev Kumar, Under Secretary (9013781699), may be contacted in case of any clarifications.

4. I look forward to your support in our efforts for making our country drug free.

With warm regards.

Yours sincerely,



(Amit Yadav)

All Secretaries, Line Ministries & Departments, Government of India

Annexure I

Dear friends,

Youth is the energy of any nation and the power of youth has an important contribution in the development of society and country. Therefore, it is very important that maximum number of youth join the drug free India campaign. Accepting this challenge of the country, today we unite under the Nasha Mukh Bharat Abhiyan and take a pledge that not only the community, family, friends, but also ourselves will be drug free because change should start with ourselves.

So let us all together take a firm decision to make our district/state.....(name) drug-free:

I pledge that I will do everything possible to the best of my ability to make my country drug-free.

Jai Hind..

प्रिय साथियों

युवा किसी भी राष्ट्र की ऊर्जा होते हैं तथा युवाओं की शक्ति का समाज एवं देश के विकास में महत्वपूर्ण योगदान है। अतः यह अति आवश्यक है कि नशामुक्त भारत अभियान में सर्वाधिक संख्या में युवा जुड़े। देश की इस चुनौती को स्वीकार करते हुए हम आज नशामुक्त भारत अभियान के अंतर्गत एक जुट होकर प्रतिज्ञा करते हैं कि न केवल समुदाय, परिवार, मित्र, बल्कि स्वयं को भी नशामुक्त कराएँगे क्योंकि बदलाव की शुरुआत अपने आप से होनी चाहिए।

इसलिए आइए हम सब मिलकर अपने ज़िले/ राज्य.....(नाम) को नशामुक्त कराने का दृढ़ निश्चय करें।

मैं प्रतिज्ञा करता हूँ कि अपने देश को नशामुक्त करने के लिए अपनी क्षमता के अनुसार हर सम्भव प्रयास करूँगा।

जय हिन्द॥

ANNEXURE II					
NMBA					
celebrates					
Independence Day 2024					
'Viksit bharat ka Mantra, Desh ho Nashe se Swatantra'					
PLEDGE DATA					
S.no	Name of the Ministry/department	Number of officials/officers participated (A)	Number of stakeholders participated (B)	Total participation (A+B)	Photo/video Link (Please attach a google drive link of photographs)

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड BRIDGE AND ROOF COMPANY (INDIA) LIMITED

(भारत सरकार का एक उद्यम / A Government of India Enterprise)

सूचना / NOTICE

संदर्भ/Ref.: BANDR/GM(HR)/IODD/2024

दिनांक/ DATE: 25.07.2024

विषय/Subject: 3 अगस्त, 2024 को भारतीय अंगदान दिवस/ Indian Organ Donation Day on 3rd August, 2024.

सभी कर्मचारीगण /All Employees

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के पत्र संख्या डी.ओ. संख्या D-22/604/IEC/NOTTO/23 दिनांक 24/06/2024(प्रतिलिपि संलग्न) के अनुसार प्राप्त निर्देशों के अनुपालन में "भारतीय अंग दान दिवस" 2024 मनाया जाना है।

तदनुसार, 3 अगस्त, 2024 को निम्नलिखित कार्यक्रम के अनुसार शपथ ली जाएगी:

"Indian Organ Donation Day" 2024 has to be observed in compliance of the directives received from Ministry of Health and Family Welfare, Government of India vide letter No. D.O. No. D-22/604/IEC/NOTTO/23 dated 24/06/2024 (copy enclosed).

Accordingly, Pledge shall be taken on 3rd August, 2024 as per following programme :

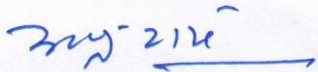
क्र. सं. Sl. No.	कार्यालय का स्थान Location of Office	दिनांक एवं समय Date & Time	पाठक Reader
1.	कोलकाता एवं हावड़ा कार्यालय Kolkata & Howrah Office	03/08/2024 दोपहर 12:30 बजे 03/08/2024 at 12: 30 P.M.	सीएमडी/उपलब्ध वरिष्ठतम अधिकारी द्वारा पढ़ा जाएगा To be read out by CMD/Senior Most Officer available
2.	अन्य कार्यालय: दिल्ली, मुंबई, चेन्नई, रांची, वडोदरा, भुवनेश्वर, विजाग, गुवाहाटी, प्रयागराज/साइट कार्यालय Other Offices: Delhi, Mumbai, Chennai, Ranchi, Vadodara, Bhubaneswar, Vizag, Guwahati, Prayagraj/ Site Offices	03/08/2024 दोपहर 12:30 बजे 03/08/2024 at 12:30 P.M	उपलब्ध वरिष्ठतम अधिकारी द्वारा पढ़ा जाएगा To be read out by Senior Most Officer available

इस वर्ष "अंगदान जन जागरूकता अभियान" के नाम से जनजागरण अभियान चलाने का निर्णय लिया गया है।

For this year, it has been decided to run public awareness campaign, in the current year by the name of "Angdaan Jan Jagrukta Abhiyaan".

कृपया सभी कार्यालयों और परियोजना स्थलों द्वारा कार्यक्रमों/गतिविधियों के आयोजन की तस्वीरों सहित एक रिपोर्ट उसी दिन अर्थात् 3 अगस्त, 2024 को ईमेल: kolkata.hr1@bridgeroof.co.in पर भेजी जाए।

A report including photographs of the observance of the events/activities may please be sent by all Offices and Project Sites to Email : kolkata.hr1@bridgeroof.co.in on same day i.e. 3rd August, 2024.



(अभिजीत राय/ABHIJIT ROY)

महाप्रबंधक (मानव संसाधन)/GENERAL MANAGER (HUMAN RESOURCE)

Encl: As stated above

CC: CMD

CC: D(PM), D(F), ED(F)

CC: CVO

CC: All GGMs./GMs/HODs

CC: Howrah /Delhi/Mumbai/Chennai/Vadodara
/Bhubaneswar/Ranchi/Guwahati/Prayagraj
/Vizag Offices and Project Sites.

CC: All Notice Boards

CC: GM(IT) - For coverage of activities on Social Media

You are requested to circulate & give wide publicity of the Notice, so that activities are undertaken at all the offices and project sites.

अपूर्व चन्द्रा, भा.प्र.से.

सचिव

APURVA CHANDRA, IAS
Secretary



सत्यमेव जयते



आज़ादी का
अमृत महोत्सव

भारत सरकार

स्वास्थ्य एवं परिवार कल्याण विभाग

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Government of India

Department of Health and Family Welfare

Ministry of Health and Family Welfare

D.O.No.D-22/604/IEC/NOTTO/23

24-6-2024

Subject: Indian Organ Donation Day on 3rd August, 2024

JSCHEI
✓
Dear Colleague

To further strengthen the healthcare systems, in order to facilitate organ donation and transplantation is among the top priorities of the Government of India. Organ donation is a noble act that offers hope and new lease of life to those suffering from the end stage organ failures. Hon'ble Prime Minister Shri Narendra Modi ji has highlighted the importance of organ donation many times in his Mann Ki Baat programme.

One organ donor can save upto **8 to 9** lives. However, a huge gap exists between patients who require organ transplants and the organ donors that are available. In this context, Govt. of India has established **National Organ and Tissue Transplant Organization (NOTTO)**, an apex organization and similar organizations at regional and state level to provide for an efficient and organized system of organ procurement and distribution in the country and to maintain a national registry of donors and recipients of organs and tissues.

NOTTO celebrates the Indian Organ Donation Day (IODD) every year to spread awareness about organ donation, dispel myths and misconceptions associated with organ donation and motivate and encourage the citizens of the country to donate organs and tissues after death, as well as to imbibe the value of organ donation in their lives.

This year, it has been decided to run public awareness campaign in the current year by the name of "**Angdaan Jan Jagrukta Abhiyaan**". As part of the campaign, **3rd August 2024 will be celebrated as the Indian Organ Donation Day** to commemorate the first deceased donor organ transplant, which was also the first Heart transplant done in the country, after promulgation of "*The Transplantation of Human Organs Act*" on 8th July, 1994. The month of **July 2024 (1st - 31st July)** is being organized as the **Organ Donation Month**, wherein many awareness activities have been planned.

The specific objectives of this year's campaign are:

- To reduce the demand for organ transplantation by promoting healthy lifestyles & wellness.
- To spread awareness about brain stem death, deceased organ donation, prevention & control of illegal practices related to organ transplantation.
- To bust myths and misconceptions related to organ donation & transplantation.

- To increase identification and declaration of cases of brain stem death by the hospitals.

The suggested action plan for the campaign is as follows:

- To maximize online registration of Pledges of willing citizens for organ and tissue donation through NOTTO's web portal **www.notto.abdm.gov.in**. The web portal can also be accessed by scanning the QR code as enclosed at **Annexure-1**. If required, NOTTO's call centre can also be contacted through toll-free helpline number 1800-11-4770 for any information on organ donation and online pledging.
- Various IEC activities may be conducted like Organ Donation Run, Painting/Slogan/Poem, Quiz etc. competitions, Skits, Nukkad Natak, Audio Visual and social media etc. to promote registration of pledges through aforesaid web portal. Participation of senior school students, college students and other youth in the campaign may please be encouraged.
- At Village and Panchayat level, registration of digital pledge on the aforesaid NOTTO web portal may be organized with the support of common service centres functional at village level. To increase awareness, felicitation of organ donors and group pledge by residents of village may be organized on the Indian Organ Donation Day. The pledge can be administered by the respective Sarpanch. Similar activities can be conducted at the District Headquarter, Sub Division and Block level. A template of the pledge in English and Hindi is enclosed at **Annexure-2**, which may be got translated into regional languages for wider dissemination.
- The office of District Collector/District Magistrate may be involved to supervise the activities within their Districts.
- All Central Government Ministries, Hospitals/Institutions and medical Colleges (Government and Private) are requested to organize similar activities during the "**Angdaan Jan Jagrukta Abhiyan**" and on **Indian Organ Donation Day on 3rd August, 2024**.

Accordingly, **all States/UTs and Departments of Govt. of India and related attached and Sub ordinate offices/Public sector undertakings/Organizations/Institutions are requested to organize activities to observe the organ donation month and Indian Organ Donation Day on 3rd August 2024 and disseminate the information on organ donation widely among various stakeholders.**

It is requested, a report along with the photographs of the observance of the events/activities may please be sent to Director NOTTO, 4th floor, ICMR Building, Safdarjung Hospital Campus, New Delhi-110029 (Email id: **organdonationnotto@gmail.com** and Phone Number: 011- 26164770).

I seek your cooperation in this national endeavor to further the noble cause of organ donation for the sake of humanity.

with regards

Yours sincerely,

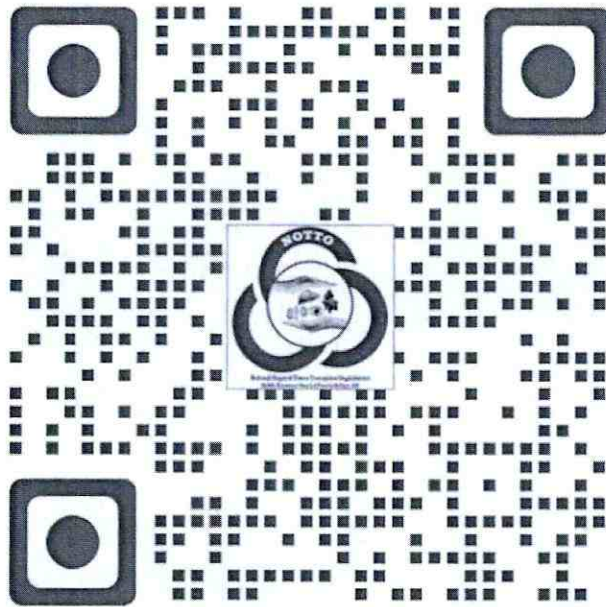


(Apurva Chandra)

Encl.: as above

1. Secretary, All Ministries/Departments Government of India
2. ACS/Principal Secretary/Secretary (Health & FW) All States/UTs
3. Director/Incharge, All ROTTOS & SOTTOs
4. Head, Central Government Hospitals/Institutions
5. All Medical Colleges (Government and Private)

Scan to pledge



or visit

notto.abdm.gov.in

ORGAN DONATION PLEDGE

I, _____ pledge to donate such of my organs and tissues as could be used after my death to give new lease of life to those in need.

Keeping in view the shortage of organs and tissues for transplantation in our country, I also pledge that I will make all efforts to inspire my family, friends and fellow citizens to donate organs and tissues after death.

अंगदान प्रतिज्ञा

मैं प्रतिज्ञा करता /करती हूँ कि मैं अपने ऐसे अंगों और उत्तकों को, जिनका उपयोग मेरी मृत्यु के पश्चात् किसी को नया जीवन देने के लिए किया जा सकता है, दान करूँगा/करूँगी।

हमारे देश में प्रत्यारोपण के लिए अंगों और उत्तकों की कमी को देखते हुए, मैं यह भी प्रतिज्ञा करता/ करती हूँ कि मैं अपने परिवार, मित्रों और देशवासियों को भी अपने अंग एवं उत्तक दान करने प्रेरित करने के सभी प्रयास करूँगा / करूँगी।

BRIDGE AND ROOF CO. (I) LTD.
(A GOVT. OF INDIA ENTERPRISE)

NOTICE

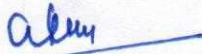
REF: BANDR/NOTICE/E0/2024

25.07.2024

Inter-Cadre Promotion for Non-Executives to E-0 Executive Grade

- 1) Applications are invited from the existing permanent Staff holding Selection Grade/Senior Selection Grade/ Senior Selection Grade-I to fill up posts (including posts under reserved categories) in E-0. Further fast track promotion will be given to the well deserving & high performing candidates. The policy for such fast track promotion is under approval.
- 2) Employees with at least 3 (Three) years of service in Selection Grade and total service period of 10 (ten) years in staff grade, having educational qualification of Graduate or possessing technical qualification in the relevant field of work as on 31.03.2024 may apply.
- 3) Willing and eligible employees may apply either in writing to GM (HR) at Kolkata Office or by email addressed to GM(HR) to be sent to sharma.ankit88@bridgeroof.co.in within 31.07.2024 irrespective of their current location/place of posting by furnishing information sought as per the attached format.

Applications so received will be shortlisted for Selection Interview as per aforesaid criteria, as applicable for the purpose.



(Abhijit Roy)
General Manager (HR)

Distribution :

CMD/D(F)/D(PM)/CVO/ED/GGMs/GMs/DGMs/HODs
NOTICE BOARD – All Locations
IT Dept/OL Section – for necessary action towards circulation please

Enclo : Blank Format of Application

FORMAT OF APPLICATION AS PER NOTICE NO. BANDR/NOTICE/E0/2024 DATED 25.07.2024

To
The General Manager (HR)
Bridge and Roof Co. (I) Ltd.
5th Floor, Kankaria Centre
2/1 Russel Street
Kolkata – 700 071

Sir,

I wish to apply for the E-0 position in terms of notice dated 25.07.2024. I have carefully gone through the contents of the Notice and I consider myself eligible and competent enough to seek short-listing and personal interview, whenever called for. I hereby furnish the particulars sought as under;

- 1) EMP Code
- 2) Name
- 3) Date of Birth
- 4) Caste/PWD/Ex-men status
- 5) Mobile Number
- 6) E-mail address
- 7) Initial Date of Appointment and initial Grade
- 8) Date of promotion awarded last and current Grade
- 9) Designation at present
- 10) Current Place of posting
- 11) Current Reporting Officer
- 12) Qualification acquired before appointment
- 13) Qualification acquired while in service
- 14) Nature of Experience – supervisory/clerical/technical/non-technical/other(give details):

I declare that the information provided above is true to the best of my knowledge and belief. I understand that in the event any of the above is detected incorrect, my candidature is liable to be rejected and I may also be subjected to disciplinary action as per applicable rules.

Yours sincerely,

(Signature)

Full Name :

Place :

Date :

For office use only:

Checked and found OK / not OK

Remarks:

Signature:

Forwarded:

Checked by:

Date :

Alu
-25/07/2024



ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF CO. (INDIA) LTD.

(भारत सरकार का एक उद्यम) / (A Government of India Enterprise)



amritmahotsav.nic.in

bridgeroof.co.in
ISO 9001:2015 and ISO 45001:2018 Certified



CORRIGENDUM TO NOTICE

BANDR/GM-HR/ATT/24-25/02

24.07.2024

The para 2(b) of earlier notice ref: BANDR/GM-HR/ATT/24-25/01 dated 23.07.2024 stands revised as under:-

'The work timings for Design Department, Commercial Department, Human Resources Department and Accounts Department shall be from 9.30 am to 5.30 pm.'

Rest of the said notice shall remain unaltered.

The above is issued with the approval of Competent Authority.

for BRIDGE AND ROOF CO. (I) LTD.

(Abhijit Roy)
GENERAL MANAGER (HR)

CC :

CMD

D(F)

D(PM)

CVO

ED/GGMs/GMs/DGMs/HODs

HOWRAH/KOLKATA/MUMBAI/CHENNAI/DELHI/VADODARA/RANCHI/BHUWANESHWAR/GUWAHATI/PRAYAGRAJ OFFICES

UNIONS

NOTICE BOARD

FILE

कॉर्पोरेट और पंजीकृत कार्यालय / Corporate and Registered Office:

चौथी एवं पांचवीं मंजिल, कंकड़िया सेंटर, 2/1, रसल स्ट्रीट, कोलकाता - 700071 : 4th & 5th Floor, Kankaria Centre, 2/1, Russel Street, Kolkata - 700071
+91(33) 2217-2108 / 2274 +91(33) 2217-2106 bridge@bridgeroof.co.in /bandr1920 @bridgeroof
सीआईएन / CIN : U27310WB1920GOI003601



ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF CO. (INDIA) LTD.

(भारत सरकार का एक उद्यम) / (A Government of India Enterprise)



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NOTICE

BANDR/GM-HR/ATT/24-25/01

23.07.2024

- 1) It has been noticed that Howrah is functioning with two work timings for different employees of the Company without approval of competent authority (CMD).
- 2) a) For the operational convenience, standard duty timings in respect of employees posted at Howrah shall be from 08.30 AM to 05.10 PM.
b) The work timings for Design Department and Corporate Accounts Department shall be from 9.30 am to 5.30 pm.

The above is issued with the approval of Competent Authority.

for BRIDGE AND ROOF CO. (I) LTD.

(Abhijit Roy)
GENERAL MANAGER (HR)

CC :

CMD

D(F)

D(PM)

CVO

ED/GGMs/GMs/DGMs/HODs

HOWRAH/KOLKATA/MUMBAI/CHENNAI/DELHI/VADODARA/RANCHI/BHUWANESHWAR/GUWAHATI/PRAYAGRAJ OFFICES

UNIONS

NOTICE BOARD

FILE

कॉर्पोरेट और पंजीकृत कार्यालय / Corporate and Registered Office:



चौथी एवं पांचवीं मंजिल, कंकड़िया सेंटर, 2/1, रसल स्ट्रीट, कोलकाता - 700071 : 4th & 5th Floor, Kankaria Centre, 2/1, Russel Street, Kolkata - 700071

+91(33) 2217-2108 / 2274

+91(33) 2217-2106

bridge@bridgeroof.co.in

/bandr1920

@bridgeroof

सीआईएन / CIN : U27310WB1920GOI003601

ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड
BRIDGE AND ROOF COMPANY (INDIA) LTD.
(भारत सरकार का एक उद्यम/A Government of India Enterprise)
2/1, रसल स्ट्रीट कंकड़िया सेंटर, /Russel Street "Kankaria Centre"
कोलकता/Kolkata - 700 071

ज्ञाप/MEMO

संदर्भ/Ref. :	B&R/HR/APAR-02/2024-25/04	दिनांक/Date :03.07.2024
प्रेषक/From :	GM (HR)	सेवा में/To: All AOs/REOs/RO's
विषय/Sub:	Clarification Session for Annual Performance Assessment Report (APAR) for 2023-24 .	

Sub: Clarification Session for Annual Performance Assessment Report (APAR) for 2023-24 .
This is in reference to the circular ref BANDR/GM(HR)/OFCO./2023-24, dated:- 11.06.2024.
It has been observed that a significant number of appraisals are still need to be created, forwarded, or finalized at the RO, REO1, REO2, and AO levels. To address any doubts, a clarification session is scheduled for 4:30 PM today via video conference.

Link of the VC meeting

<https://bridgeroof.webex.com/bridgeroof/j.php?MTID=m138d557cd4231b76bb5fa0255315560a>

Join by meeting number

Meeting number (access code): 2551 065 8306

Meeting password: p7CtcJmHk37

Regards,

GM(HR)

CC :- CMD

:- D(F)

:- D(PM)

:-CVO

:- All EDs/GGMs/GMs/SBU Heads

:- Offices at-Howrah, Kolkata, Mumbai, Chennai, Delhi, Bhubaneswar, Vadodara, Guwahati, Prayagraj

:- Project Sites

:- GM(IT)- For Circulation Please

संदर्भ : म.प्र. (मा. सं.)/65

दिनांक : 16-05-2024

-:: सूचना/NOTICE ::-

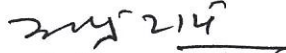
लोक सभा-2024 के लिए आम चुनाव के संबंध में पश्चिम बंगाल सरकार के दिनांक : 22-03-2024 की अधिसूचना सं. : लेबर./294(20)/(एल.सी-आइ.आर)/आइ.आर./7एस-06/17 द्वारा किए गए अनुरोध के अनुसार, हावड़ा में स्थित कम्पनी के कार्यालय और वर्कशॉप एवं कोलकाता कार्यालय में निम्नानुसार, एक अतिरिक्त सवेतन छुट्टी की घोषणा की जाती है, ताकि कर्मचारीगण उस दिन, उपरोक्त निर्वाचन में अपने मतदान का प्रयोग कर सकें :

हावड़ा कार्यालय एवं वर्कशॉप : 20-05-2024 (सोमवार)
कोलकाता कार्यालय : 01-06-2024 (शनिवार)

In accordance with the request of Government of West Bengal vide its Notification No. : Labr./294/(20)/(LC-IR)/IR/7S-06/17 Dated : 22-03-2024 in connection with the General Elections to Lok Sabha-2024, Additional Paid Holiday is declared at the Offices and Workshop of the Company at Howrah and Kolkata Office to enable the employees to exercise their right of franchise in the aforesaid Election as mentioned below :

Howrah Office & Workshop : 20-05-2024 (Monday)
Kolkata Office : 01-06-2024 (Saturday)

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि० के लिए,



(अभिजीत राय)

महा प्रबंधक (मानव संसाधन)

प्रतिलिपि/c.c. : CMD

प्रतिलिपि/c.c. : D (F)

प्रतिलिपि/c.c. : D (PM)

प्रतिलिपि/c.c. : CVO

प्रतिलिपि/c.c. : ED/GGMs/GMs/DGMs/HoDs

प्रतिलिपि/c.c. : Unions

प्रतिलिपि/c.c. : Notice Boards

ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड
BRIDGE AND ROOF COMPANY (INDIA) LTD.
(भारत सरकार का एक उद्यम/A Government of India Enterprise)
2/1, रसल स्ट्रीट कंकड़िया सेंटर, /Russel Street "Kankaria Centre"
कोलकता/Kolkata – 700 071
ज्ञाप/MEMO

संदर्भ/Ref. :	B&R/HR/APAR-02/2024-25/03	दिनांक/Date :13.05.2024
प्रेषक/From :	GM (HR)	सेवा में/To: All REOs/RO's
विषय/Sub:	Annual Performance Assessment Report (APAR) for 2023-24 .	

Reminder : 4

Sub: Annual Performance Assessment Report (APAR) for 2023-24.

As you are aware that the company has transitioned to a web-based online appraisal system this year, aiming to streamline performance evaluation process. A detailed circular was also issued on 01 April 2024 in this regard. Reminder-1 for all the SBU Heads/GMs was issued on 23.04.2024

It was suggested therein that following method may be adopted to ensure stage wise completion /follow up.

Activity	Timeline	Remark
RO-Official Reported upon cycle to completion period	01April'2024-10 th April 2024	
REO- Reviewing Activity completion period	11 th April'2024-25 th April 2024	REO is to ensure his/her cycle commence only after all RO's have completed their cycle
Acceptance Action completion period	26 th April'2024-15 th May 2024	AO is to ensure his/her cycle commence only after all REO's have completed their cycle

By following the above methodology it is expected that distribution of KPA target across each level & achievement there of shall be reflected at each hierarchy level. It is therefore suggested that REO shall not process any appraisal till all RO's under him/her have completed their activities. Similarly, AO shall not process any appraisal till all the REO's under him/her have completed their activities

Further an AO, despite having completed his activities w.r.t employees reporting to him, fails to receive his/her own appraisal from his RO, he/she may pursue the same with his/her RO concerned.



Despite the transition to this new system and the training sessions held/provided for all the concerns, it has been observed that a significant number of appraisals remain pending **(475 out of 954 is completed by RO/REO only and 86 have been completed at AO level)**. More than Six (06) weeks have elapsed, and yet major chunk of appraisals have not been initiated.

It is important that all appraisals are to be completed within 15th May 2024 to ensure that annual review cycle proceeds without delay.

You are once again requested to ensure that all performance appraisals within your department are completed in all respects and submitted by the firm deadline of May 15, 2024.

Regards,



GM(HR)

CC :- CMD
:- D(F)
:- D(PM)
:- GGM(CS)
:- All EDs/GGMs/GMs/SBU Heads
:- GM(IT)- For Circulation Please

ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड
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कोलकता/Kolkata – 700 071

ज्ञाप/MEMO

संदर्भ/Ref. :	B&R/HR/APAR-02/2024-25/03	दिनांक/Date :07.05.2024
प्रेषक/From :	GM (HR)	सेवा में/To: All REOs/RO's
विषय/Sub:	Annual Performance Assessment Report (APAR) for 2023-24 .	

Reminder : 3

Sub: Annual Performance Assessment Report (APAR) for 2023-24.

As you are aware that the company has transitioned to a web-based online appraisal system this year, aiming to streamline performance evaluation process. A detailed circular was also issued on 01 April 2024 in this regard. Reminder-1 for all the SBU Heads/GMs was issued on 23.04.2024

It was suggested therein that following method may be adopted to ensure stage wise completion /follow up.

Activity	Timeline	Remark
RO-Official Reported upon cycle to completion period	01April'2024-10 th April 2024	
REO- Reviewing Activity completion period	11 th April'2024-25 th April 2024	REO is to ensure his/her cycle commence only after all RO's have completed their cycle
Acceptance Action completion period	26 th April'2024-15 th May 2024	AO is to ensure his/her cycle commence only after all REO's have completed their cycle

By following the above methodology it is expected that distribution of KPA target across each level & achievement there of shall be reflected at each hierarchy level. It is therefore suggested that REO shall not process any appraisal till all RO's under him/her have completed their activities. Similarly, AO shall not process any appraisal till all the REO's under him/her have completed their activities

Further an REO, despite having completed his activities w.r.t employees reporting to him, fails to receive his/her own appraisal from his RO, he/she may pursue the same with his/her RO concerned.

Allen
- 07/05/24

Despite the transition to this new system and the training sessions held/provided for all the concerns, it has been observed that a significant number of appraisals remain pending **(272 out of 954 is completed by RO/REO only and 26 have been completed at AO level)**. More than Five (05) weeks have elapsed, and yet major chunk of appraisals have not been initiated.

It is important that all appraisals are to be completed within 15th May 2024 to ensure that annual review cycle proceeds without delay.

You are once again requested to ensure that all performance appraisals within your department are completed in all respects and submitted by the firm deadline of May 15, 2024.

Regards,



GM(HR)

CC :- CMD
:- D(F)
:- D(PM)
:- GGM(CS)
:- All EDs/GGMs/GMs/SBU Heads
:- GM(IT)- For Circulation Please

ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड
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2/1, रसल स्ट्रीट कंकड़िया सेंटर, /Russel Street "Kankaria Centre"
कोलकता/Kolkata – 700 071
ज्ञाप/MEMO

संदर्भ/Ref. :	B&R/HR/APAR-02/2024-25/02	दिनांक/Date :30.04.2024
प्रेषक/From :	GM (HR)	सेवा में/To: All REOs/RO's
विषय/Sub:	Annual Performance Assessment Report (APAR) for 2023-24 .	

Reminder : 2

Sub: Annual Performance Assessment Report (APAR) for 2023-24.

As you are aware that the company has transitioned to a web-based online appraisal system this year, aiming to streamline performance evaluation process. A detailed circular was also issued on 01 April 2024 in this regard. Reminder-1 for all the SBU Heads/GMs was issued on 23.04.2024

It was suggested therein that following method may be adopted to ensure stage wise completion /follow up.

Activity	Timeline	Remark
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REO- Reviewing Activity completion period	11 th April'2024-25 th April 2024	REO is to ensure his/her cycle commence only after all RO's have completed their cycle
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By following the above methodology it is expected that distribution of KPA target across each level & achievement there of shall be reflected at each hierarchy level. It is therefore suggested that REO shall not process any appraisal till all RO's under him/her have completed their activities. Similarly, AO shall not process any appraisal till all the REO's under him/her have completed their activities

Further an RO, despite having completed his activities w.r.t employees reporting to him, fails to receive his/her own appraisal from his RO, he/she may pursue the same with his/her RO concerned.

Despite the transition to this new system and the training sessions held/provided for all the concerns, it has been observed that a significant number of appraisals remain pending **(158 out of 962 is completed by RO/REO only and 16 have been completed at AO level)**. More than Four weeks have elapsed, and yet major chunk of appraisals have not been initiated.

It is important that all appraisals are to be completed within 15th May 2024 to ensure that annual review cycle proceeds without delay.

You are once again requested to ensure that all performance appraisals within your department are completed in all respects and submitted by the firm deadline of May 15, 2024.

Regards,

GM(HR)

CC :- CMD
:- D(F)
:- D(PM)
:- All EDs/GGMs/GMs/SBU Heads
:- GM(IT)- For Circulation Please

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड

BRIDGE AND ROOF COMPANY (INDIA) LTD.

(भारत सरकार का एक उद्यम/A Government of India Enterprise)

कोलकता/Kolkata-700 071

संदर्भ/Ref: BANDR/GM(HR)/May Day

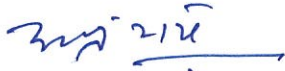
दिनांक/Date: 24 अप्रैल, 2024

सूचना/NOTICE

पश्चिम बंगाल सरकार के अनुरोध के अनुरूप [ज्ञाप संख्या: आई / 507652/25099/4/2019 एलडब्ल्यूएमडब्ल्यू, दिनांक: 22/04/2024] हावड़ा और कोलकाता के कार्यालयों और हावड़ा कार्यशाला में बुधवार, 1 मई, 2024 को अतिरिक्त सवैतनिक अवकाश के रूप में घोषित करने का निर्णय लिया गया है, ताकि कर्मचारी "मई दिवस" 2024 के उत्सव में भाग ले सकें।

In line with the request of Government of West Bengal [Memo No: I/507652/25099/4/2019 LWMW, dated: 22/04/2024] it has been decided to declare Wednesday, the 1st May, 2024 as an Additional Paid Holiday for Offices at Howrah and Kolkata as also Workshop at Howrah to enable employees to participate in the Celebration of "MAY DAY" 2024.

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड के लिए,



(अभिजीत राय)/(ABHIJIT ROY)

महाप्रबंधक (मानव संसाधन)/GENERAL MANAGER (HR)

प्रतिलिपि :

1. अध्यक्ष एवं प्रबंध निदेशक
2. निदेशक (वित्त)
3. निदेशक (परियोजना प्रबंधन)
4. मुख्य सतर्कता अधिकारी
5. सभी, कार्यकारी निदेशक / समूह महाप्रबंधक/महाप्रबंधक/उप महाप्रबंधक।
6. सूचना पट्ट-कोलकाता/हावड़ा।
7. सभी यूनिट/साईट।
8. हावड़ा/कोलकाता/दिल्ली/मुंबई/चेन्नई/वडोदरा/भुवनेश्वर/रांची/गुवाहाटी/प्रयागराज/वाईजाग स्थित कार्यालय।
9. फाइल।

ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड
BRIDGE AND ROOF COMPANY (INDIA) LTD.
(भारत सरकार का एक उद्यम/A Government of India Enterprise)
2/1, रसल स्ट्रीट कंकड़िया सेंटर, /Russel Street "Kankaria Centre"
कोलकता/Kolkata - 700 071

ज्ञाप/MEMO

संदर्भ/Ref. :	B&R/HR/APAR-01/2024-25/01	दिनांक/Date :23.04.2024
प्रेषक/From :	GM (HR)	सेवा में/To: All SBU Heads/GMs
विषय/Sub:	Annual Performance Assessment Report (APAR) for 2023-24 .	

Reminder : 1

Sub: Annual Performance Assessment Report (APAR) for 2023-24.

As you are aware that the company has transitioned to a web-based online appraisal system this year, aiming to streamline performance evaluation process. A detailed circular was also issued on 01 April 2024 in this regard.

It is suggested that following method may be adopted to ensure stage follow up practice.

Activity	Timeline	Remark
RO-Official Reported upon cycle to completion period	01April'2024-10 th April 2024	
REO- Reviewing Activity completion period	11 th April'2024-25 th April 2024	REO is to ensure his/her cycle commence only after all RO's have completed their cycle
Acceptance Action completion period	26 th April'2024-15 th May 2024	AO is to ensure his/her cycle commence only after all REO's have completed their cycle

By following the above methodology it is expected that distribution of KPA target across each level & achievement there of shall be reflected at each hierarchy level. It is therefore suggested that REO shall not process any appraisal till all RO's under him/her have completed their activities. Similarly, AO shall not process any appraisal till all the REO's under him/her have completed their activities

Despite the transition to this new system and the training sessions held/provided for all the concerns, it has been observed that a significant number of appraisals remain pending (**128 out of 962 is completed by RO/REO only**). More than three weeks have elapsed, and yet major chunk of appraisals have not been initiated.

It is important that all appraisals are to be completed within 15th May 2024 to ensure that annual review cycle proceeds without delay.

You are once again requested to ensure that all performance appraisals within your department are completed in all respects and submitted by the firm deadline of May 15, 2024.

Regards,


GM(HR)

CC :- CMD
:- D(F)
:- D(PM)
:- GM(IT)- For Circulation Please



ब्रिज एण्ड रुफ कम्पनी (इंडिया) लिमिटेड

राजभाषा विभाग

सूचना / Notice

संदर्भ सं.: बीआर/हिंदी-2/9143

दिनांक: 02-04-2024

विषय/Subject : नराकास (उपक्रम) कोलकाता के तत्वाधान में हिंदी शॉर्ट फिल्म निर्माण प्रतियोगिता का आयोजन।
Hindi Short Film Making Competition organized under the aegis of TOLIC (Undertaking) Kolkata.

सेवा में/To,

कोलकाता एवं हावड़ा कार्यालय में तैनात सभी कर्माचारी / All employees posted at Kolkata and Howrah offices.

नराकास (उपक्रम) कोलकाता के तत्वाधान में भारतीय पटसन निगम लिमिटेड द्वारा हिंदी में "शॉर्ट फिल्म निर्माण प्रतियोगिता" (दो वर्गों में-हिंदी एवं हिंदीतर भाषी) का आयोजन निम्नानुसार किया जाना है।

प्रतियोगिता का नाम	शॉर्ट फिल्म निर्माण का विषय	शॉर्ट फिल्म की अधिकतम अवधि
हिंदी में शॉर्ट फिल्म निर्माण	हिंदी का प्रचार-प्रसार	3 (तीन) मिनट

उपरोक्त प्रतियोगिता में भाग लेने के इच्छुक कर्मियों से अनुरोध है कि उक्त फिल्म को दिनांक 12-04-2024 तक राजभाषा विभाग (ई-मेल: bnr.rajbhasha@bridgeroof.co.in) को भेजना सुनिश्चित करें।

कृपया ध्यान दें कि राजभाषा कार्यान्वयन समिति, शॉर्ट फिल्म भा.प.नि. लिमिटेड को भेजने (प्रत्येक वर्ग से 1-1) के संबंध में अंतिम निर्णय लेगी।

उपरोक्त विषय पर किसी प्रकार की जानकारी हेतु श्री सौरभ मुस्कान, वरिष्ठ प्रबंधक (राजभाषा) मोबाईल नं. 7000442836 पर संपर्क किया जा सकता है।

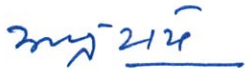
"Short Film Making Competition" in Hindi (in two categories – Hindi and non-Hindi speaking) is to be organized by Jute Corporation of India Limited under the aegis of TOLIC (Undertaking) Kolkata as follows.

Name of the Competition	Short film making topic	Maximum duration of short film
Short film making in Hindi	Promotion of Hindi	3 (three) minutes

Employees willing to participate in the above competition are requested to send the said film to the Department of Official Language (e-mail: bnr.rajbhasha@bridgeroof.co.in) by 12-04-2024.

Please note that the Official Language Implementation Committee will take the final decision regarding sending the short films (1-1 from each category) to JCI Limited.

For any queries on the above subject, Shri Saurav Muskan, Senior Manager (OL) Mobile No. 7000442836 may be contacted.



(अभिजीत राय)

महाप्रबंधक (मानव संसाधन) एवं

अध्यक्ष राजभाषा कार्यान्वयन समिति

प्रतिलिपि सूचनार्थः

- अध्यक्ष एवं प्रबंध निदेशक।
- निदेशक (वित्त)।
- निदेशक (परियोजन प्रबंधन)।
- मुख्य सतर्कता अधिकारी।
- सभी कार्यकारी निदेशक, समूह महाप्रबंधक, महाप्रबंधक एवं विभागाध्यक्ष-कोलकाता एवं हावड़ा कार्यालय।
- सूचना पट्ट।
- सूचना प्रद्योगिकी विभाग, कोलकाता एवं हावड़ा कार्यालय में तैनात कर्मचारियों को ई-मेल के माध्यम से भेजने हेतु।

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2/1, रसलस्ट्रीटकंकड़ियासेंटर, /Russel Street "Kankaria Centre"
कोलकता/Kolkata – 700 071

ज्ञाप/MEMO

संदर्भ/Ref. :	B&R/HR/SR/2023-24/01	दिनांक/Date : 29.01.2024
प्रेषक/From :	GM (HR)	सेवा में/To: All SBU's/DGM(Works)/ DGM(Accounts)/DGM (ADMN &IR)/HR)/All Z.O/All R.O/All Site In- Charges/ HR Co-ordinators
विषय/Sub:	Filling of various statutory returns in accordance with applicable laws.	

This is in reference to the above, Please find below the timeline for submitting various statutory returns in accordance with applicable laws.

Please note that the compliance must be submitted to the respective state/central authority from whom the license has been obtained.

Sl.No	Description	Date of submission
1.	Building & Other Construction Act, 1966- Unified Annual Return –in Form 'XXV'	Before 01 Feb, 2024
2.	Contract Labour Act-Submit Annual Return- in Form 'XXI'	Before 15 Feb, 2024
3.	Provident Fund Act- Pay P.F Deductions	Before 15 Feb, 2024
4.	E.P.F Act- Submit the monthly return through ECR (Electronic Challan Return)	
5.	E.S.I Act- Form 01-A-Annual Information about Factory covered under the Act	Payment to be made
6.	Employee's compensation Act-Submit Annual Return-	Before 01 Feb, 2024
7.	Factories Act, 1948-Annual Return Form 27	Before 01 Feb, 2024
8.	Industrial Dispute Act-Unified Annual Return-Online –in Form 'G-1'	Before 01 Feb, 2024
9.	Inter state Migrant Workmen Act- Unified Annual Return –in Form 'XIV'-Online	Before 01 Feb, 2024
10.	Minimum Wages Act- Unified Annual Return Online –in Form 'III'	Before 01 Feb, 2024
11.	Payment of Bonus Act- Unified Annual Return Online –in Form 'D'	Before 01 Feb, 2024

Calder

You are requested to communicate the compliance of the aforementioned to the HR Department in Kolkata by endorsing a copy.

Regards



(Abhijit Roy)
General Manager (HR)

CC:- CMD
:- D(F)
:- D(PM)

ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड
BRIDGE AND ROOF COMPANY (INDIA) LIMITED
(भारत सरकार का एक उद्यम /A Government of India Enterprise)
2/1, रसलस्ट्रीट कंकड़िया सेंटर, / Russel Street "Kankaria Centre"
कोलकता / Kolkata – 700071

ज्ञाप/MEMO

प्रेषक/From :	General Manager (HR) Kolkata	सेवा में/To :	All Employee/Offices
संदर्भ/Ref. :		दिनांक/Date :	10-01-2024

Sub: Downloading of NaMo application and participate for विकसित भारत एंबेसडर कार्ड-reg.

As per instruction received from MHI vide OM No. 16(2)/2024-Cood. Dated 9th January,2024 forwarded here with please find the details for downloading the NaMo application, official application of Hon'ble Prime Minister, and participating in विकसित भारत एंबेसडर कार्ड , using following steps below :

विकसित भारत एंबेसडर बनने के लिए कदम:

1. दिए हुए QR कोड को Google Lens से स्कैन करके या <https://n-m4.in/fqjf> लिंक का एस्तेमाल करके NaMo ऐप डाउनलोड करें |
2. अपना नाम और ए-मेल आईडी डालकर ऐप में साइन-अप करें | रेफरल कोड (ETTR7J-F) सिस्टम द्वारा स्वचालित रूप से दर्ज किया जाएगा |
3. अपना प्रोफाइल अपडेट करें |
4. होम स्क्रीन पर दिखाई दे रहे विकसित भारत एंबेसडर कार्ड पर क्लिक करें और 100 दिनों की चुनौती लें |



It is further requested that all the employees of the organization to encourage their family members and friends to actively participate for विकसित भारत एंबेसडर कार्ड by downloading the NaMo app as early as possible.

Abhi

(ABHIJIT RÖY)
GENERAL MANAGER (HR)

CC :CMD
:D(F)
:D(PM) } -For kind information please.

:GM(IT)-1)Weekly figure of fresh enrollment may please be forwarded as desired by Ministry.

2)Facility may also provided on EIS/E-file opening screen for further enrollment of employee.

BRIDGE AND ROOF COMPANY (INDIA) LTD.

भारत सरकार का एक उद्यम / A Government of India Enterprise

Ref: BANDR/GM(HR)/OFCO/2023-24

30.10.2023

OFFICE ORDER

- I. In view of ensuing superannuation of Shri Biplab Kumar Majumdar, DGM(Finance)Co-ordination (Grade E-6) on 31.10.23, Shri Indranil Sircar, DGM (F) (Grade E-6) and Smt. Rakhee Kar, Company Secretary (Grade E-6) are hereby jointly delegated with the powers of 'General Manager (Finance)' (Grade E-7) with effect from 01.11.2023 till the post of General Manager (Finance) is filled up or till further Order, whichever is earlier.
- II. In view of above, the Office Order ref. No. BANDR/ED(CS)/OFCO/2022-23 dated 09.09.2022 shall stand accordingly modified.

This is issued as per approval of the Competent Authority.



(ABHIJIT ROY)
GENERAL MANAGER (HR)

Circulation to : a) Shri Indranil Sircar, DGM(F) b) Smt Rakhee Kar, Company Secretary

CC: CMD - *For kind information*

CC: D (F) - *For kind information*

CC: D (PM) - *For kind information*

CC: CVO

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/ Ranchi/Prayagraj

ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड
BRIDGE AND ROOF COMPANY (INDIA) LTD.
(भारत सरकार का एक उद्यम/A Government of India Enterprise)
कोलकता/Kolkata - 700071

CIRCULAR

Ref:-BANDR/GM(HR)/LR/CIR/2023-24

12.09.2023

To : All Concerned Employees

Sub: **Revision of the License Fee of the Company Owned Residential Flats Occupied by the Officers and staff of the Company**

License Fee was made applicable vide circular ref:CGM(HRD)/CIRL/FB/2008 , dated:21th January, 2009. The Prevailing rates of License fee of the Company owned residential flats occupied by the officers and staff of the Company has been revised by Ministry of Housing and Urban Affairs, Directorate of Estates. The revised rates are applicable as under:-

Sl.No	Living Area Sq. Meters (specification of <u>B AND R Company's owned Flats</u>)	License Fee per month (₹)
1.	More than 34.5 and upto 55 Sq, Mtrs	660.00
2.	59 to 75 Sq, Mtrs	880.00
3.	76 to 91.5 Sq. Mtrs	930.00
4.	92.94 to 106 Sq. Mtrs	1650.00
5.	Beyond 106 Sq. Mtrs	1750.00

The above License Fee rates will be made applicable from 01st July, 2023 with suitable adjustments on case to case basis and will subject to revision by the Company from time to time at par with the revision as circulated by the Ministry of Housing and Urban Affairs, Directorate of Estates.

License Fee, however, will not be applicable for Company Leased Accommodations.

For BRIDGE & ROOF CO. (INDIA) LTD.


(A. ROY)
GENERAL MANAGER (HR)

cc: CMD
cc: D (F)
cc: D(PM)
cc: CVO
cc: All EDs/GGMs/GMs/DGMs/AGMs
cc: Kolkata/ Howrah /Delhi /Mumbai/Chennai/ Vadodara/
Bhubaneswar/Ranchi/Guwahati/Prayagraj/Vizag Offices
cc: IT Dept :- For Circulation please.
cc: Finance & Account Dept. :- For effecting recovery, including arrears, if any
cc: Project Sites
cc: File

BRIDGE AND ROOF CO. (INDIA) LTD
(A Govt. of India Enterprise)

REF: B&R/HR/CIR/2023-24

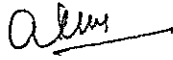
Date : 08/08/2023

CIRCULAR

To
All Employees

Sub : Meri Mati Mera Desh, August 2023

In persuasion of the directives dated 07/08/2023 received from the Administrative Ministry of Heavy Industries, Govt. of India (Copy enclosed in 5 Sheets) to Celebrate "Meri Mati Mera Desh" a campaign under the aegis of 'Azadi Ka Amrit Mahotsav (AKAM)' taken up by the Ministry of Culture, Govt. of India, in commemoration of 75 years of Independence of the country and the glorious history of it's people, culture and achievements, all are requested to participate in the same in right earnest.



(ABHIJIT ROY)
GM (HUMAN RESOURCE)

CC: CMD

CC: D (PM)

CC: D (F)

CC: CVO

CC: All EDs / GGMs / GMs / HODs

CC: All Sites & Offices at Howrah / Delhi/ Mumbai/Chennai/Vadodara/ Bhubaneswar/Ranchi/
Guwahati/ Prayagraj /Vizag

No.16(1)/2023-Coord.
Government of India
Ministry of Heavy Industries ✓

Udyog Bhawan, New Delhi.
Dated: 7th August, 2023.

To

The CMDs / MDs / Heads of all CPSEs / ABs under MHI.

**Sub: Organizing 'Meri Maati Mera Desh' campaign under Azadi Ka
Amrit Mahotsav – reg.**

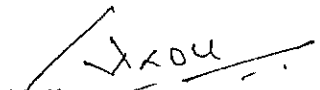
Sir / Madam,

I am directed to refer to the above subject and to forward herewith a copy of Secretary, Ministry of Culture's D.O. letter no.42-22/261/2023-AKAM dated 2nd August, 2023.

2. It is kindly requested that necessary action may be taken immediately in pursuance of the contents of ibid D.O. letter dated 2nd August, 2023 and a compliance report in this regard may be shared with this Ministry.

Encl: As above.

Yours faithfully,


(Aditya Kumar Ghosh)

Deputy Secretary to the Government of India
Ph. 011-23063692

D.O. No. 42-22/261/2023-AKAM

August 2, 2023

Dear Shri Rizwi,

Azadi Ka Amrit Mahotsav (AKAM) is being celebrated as a nationwide and people led-initiative to commemorate 75 years of India's independence and the glorious history of its people, culture and achievements.

2. 'Azadi Ka Amrit Mahotsav' started on 12th March, 2021 with a march from Sabarmati to Dandi. In this over two years of journey, AKAM programmes have witnessed massive Jan bhagidhari. Till the end of June, 2023, more than 1.9 lakh events were undertaken, out of which State and Union Territories have done 1.6 lakh recorded events. As on date, 9 AKAM related programmes are done every hour. This is the largest celebratory effort in the post-Independence history of India dedicated to 75 years of freedom. This would not have been possible without the active support of the State/UT Governments.

3. "Meri Maati Mera Desh"- campaign is envisaged as a culminating event of 'Azadi Ka Amrit Mahotsav'. It involves paying tribute to the 'Veers', who have made the supreme sacrifice for the country, by conducting ceremonies at Panchayat/Village, Block, Urban Local body, State and National level.

4. The details of the programmes under the campaign "Meri Maati Mera Desh" to be organized in the Rural and Urban Areas are as under:

A. **Programs in Rural Areas:** There are three key stages to the programme in the rural areas- Panchayat/Village level programme, Block level Programme and the Finale at the National Capital.

i. **Panchayat level programs:** - These programmes are to be organized between 9th August and 15th August, 2023. There are five elements of the Panchayat level programmes as detailed below:

a. **Dedication of Shilaphalakam (memorial):** A fundamental aspect of the program is to express heartfelt gratitude to all the bravehearts (Veer) who have made the supreme sacrifice. On the Shilaphalakam, names of the Veers are to be inscribed. For this purpose, the Veers include freedom fighters, defence personnel, personnel of Central Armed Police Forces and State Police who laid down their lives in the line of duty. Shilaphalakam may preferably be erected near-Amrit Sarovars or in the absence of Amrit Sarovar, some other appropriate water body. In case, no such water body is available, the Shilaphalakam may be constructed in the Panchayat building or local school or at some other prominent location. (The design of the Shilaphalakam is enclosed in the Annexure I). Events may be held at panchayat/Village from 9th August to 15th August, 2023 near Shilaphalakam.

- b. ✓ **Panch Pran Pledge:** At the memorial site, people will take a solemn pledge covering Panch Pran of the Hon'ble Prime Minister, affirming their commitment to the country. (Panch Pran Pledge enclosed at Annexure II) ✓
During the ceremony, people would either individually or collectively take a selfie while taking the pledge with soil in the hand and upload on the dedicated website. This would be a key public activation activity to ensure high jan bhagidari.
- c. **Vasudha Vandhan:** Each Gram Panchayat/village will renew and replenish Mother Earth by planting 75 saplings of indigenous species and developing an Amrit Vatika.
- d. **Veeron Ka Vandan:** Panchayats may hold felicitation ceremonies for honoring the freedom fighters and the families of the deceased freedom fighters. They may also honour retired personnel from Defence, CAPF and State Police and the families of the brave hearts of these forces who have sacrificed their lives in the line of duty. Felicitation may be as per local traditions and customs.
- e. Hoisting of the National Flag and singing of Rashtragaan } may be undertaken at each of the programme sites.

ii. **Block Level Programs:** Youth volunteers and other people would collect Mitti from each Panchayat/Village and bring them to the block level. From each Block, Mitti-Kalash having the soil from all the Panchayat/Village, would be carried to the National Capital. For better youth participation at Gram Panchayat/Village and Block level, the District Youth Officer of NYKS, Department of Youth Affairs may be associated with the campaign.

iii. **Finale Event at New Delhi:** From 27th August to 30th August, 2023, the collected Mitti-Kalash will be transported to Kartavya Path, New Delhi. The Mitti from all parts of the country would be utilized to develop a unique garden, called Amrit Vatika, with plantation of the indigenous species. An AKAM Memorial dedicated to all the heroes who have contributed for the freedom, unity and integrity of the country would be erected.

B. Programs in Urban Areas: There are three key stages to the programme in the Urban areas. The first level of programmes will be held in the small Urban Local bodies, Notified Area Councils (NACs), Cantonment Boards, Town Panchayats. Second level programmes will be at bigger Municipalities and Municipal Corporations and the third level, i.e. the finale will be at the National Capital.

- i. **Programmes in Small Urban bodies/NAC/Cantonment Boards/Town Panchayats:** These programmes are to be between 9th August and 15th August 2023. In these areas, all the five elements detailed for the rural areas in para 4 (A)(i) may be conducted.
- ii. **Programmes at the larger Municipalities/Corporations:** These programmes are to be organized between 16th August and 20th August, 2023. The Mitti-Kalash are to be brought ceremoniously to larger Municipalities/Corporations.

- iii. **Finale Event at New Delhi:** From 27th August to 30th August, 2023, ✓
the collected Mitti-Kalash from the Municipalities will be transported to Kartavya Path, New Delhi.

C. Program at the State Capital: State Governments may like to organize State level ceremonial programmes dedicated to Meri Maati MeraDesh Campaign. These programmes may be held between 16th August and 25th August, 2023.

Important Dates for the Meri Maati MeraDesh Campaign

Dates	Details
9 th August, 2023- 15 th August, 2023	<ul style="list-style-type: none">• Main launch event of the Campaign on 9th August 2023• Programmes in Panchayats/Villages, Small Urban Local bodies• Uploading of Selfies
16 th August, 2023- 20 th August, 2023	<ul style="list-style-type: none">• Programmes in Blocks, bigger Municipalities/Corporations
16 th August, 2023- 25 th August, 2023	<ul style="list-style-type: none">• State Level ceremonial programmes
Towards the Grand Finale Proposed at Kartavya Path – 30th August, 2023	
27 th August, 2023 -28 th August, 2023	<ul style="list-style-type: none">• Arrival of Youth delegates in Delhi and Preparation for the Finale
29 th August, 2023 or 30 th August, 2023	<ul style="list-style-type: none">• Finale programme with VVIP presence at Kartavya Path

5. To encourage active participation, a dedicated website is being created (https://yuva.gov.in/meri_maati_mera_desh), where both general public and Gram Panchayat/Village/Urban Local Bodies representatives can get the programme details, the communication material, take pledge and post selfies and thus amplify the digital traction of the programme. Further, the design of Shilaphalakam would be downloadable from the website.

6. "Meri Maati Mera Desh" envisions a unified celebration of India's soil and valor, commemorating the nation's journey of freedom and progress. By connecting with the land and honoring our heroes, this program will instill a sense of national pride and inspire future generations to protect India's cherished heritage. Through collective efforts and participation, "Meri Maati Mera Desh" will leave an indelible mark on India's history. It is therefore, requested to encourage all employees under your administrative jurisdiction to participate in the program, take Panch Pran Oath and upload selfie with Mitti on www.merimaatimersdesh.gov.in. Adequate outreach of this campaign on various social media platforms should be encouraged.

n: a n: g o: d:

Yours sincerely,



(Govind Mohan)

Shri Kamran Rizvi
Secretary
Department of Heavy Industries
Ministry of Heavy Industries and Public Enterprises
Udyog Bhawan, New Delhi-110001

Annexure- II

मैंने शपथ ली कि

भारत को विकसित देश बनाएँगे

गुलामी की मानसिकता को जड़ से निकाल फेंकेंगे

देश की समृद्ध विरासत पर गर्व करेंगे

एकता और एकजुटता के लिए कर्तव्यबद्ध रहेंगे

नागरिक के कर्तव्य निभायेंगे

देश की रक्षा करने वालों का सम्मान करेंगे

भारत को 2047 में विकसित देश बनाने का सपना साकार करेंगे

I pledge to

Make India a developed nation.

Root out all traces of a slave mindset.

Be proud of India's rich culture and tradition.

Work for the unity and integrity of India.

Fulfill the duties of citizens.

Honor those who defend the nation.

Work to fulfil the dream of a developed India in 2047.

BRIDGE AND ROOF CO. (INDIA) LTD
(A Govt. of India Enterprise)

REF: B&R/HR/CIR/2023-24

Date : 08/08/2023

CIRCULAR

To
All Employees

SUB : HAR GHAR TIRANGA CAMPAIGN (13th – 15th AUGUST 2023)

In persuasion of the directives received from the Administrative Ministry of Heavy Industries, Govt. of India (Copy enclosed in 2 Sheets) to Celebrate "HAR GHAR TIRANGA" campaign 2.0 under the aegis of 'Azadi Ka Amrit Mahotsav (AKAM)' a flagship initiative programme, taken up by the Ministry of Culture, Govt. of India, in commemoration of 75 years of Independence of the country and the glorious history of it's people, culture and achievements, all are requested to hoist the National flag at home from 13th to 15th August 2023. Apart from this all are also encouraged to hoist Indian National flag along with posting a 'Selfie with Flag/Tiranga' at website www.harghartiranga.com



(ABHIJIT ROY)
GM (HUMAN RESOURCE)

CC: CMD

CC: D (PM)

CC: D (F)

CC: CVO

CC: All EDs / GGMs / GMs / HODs

CC: All Sites & Offices at Howrah / Delhi / Mumbai / Chennai / Vadodara / Bhubaneswar / Ranchi /
Guwahati / Prayagraj / Vizag

8/2023

No. 16(20)/2022-Coord. (E-24696)
Government of India
Ministry of Heavy Industries

Udyog Bhawan, New Delhi.
Dated: 3rd August, 2023.

To

CMDs / MDs / Heads of CPSEs / ABs under MHI.

Sub: Organizing "Har Ghar Tiranga" campaign in MHI and its CPSEs / ABs.

Sir / Madam,

I am directed to refer to the above subject and to forward herewith a copy of Secretary, Ministry of Culture's D.O. letter no. Misc./Secy(C)/2023 dated 1st August, 2023 regarding organizing 'Har Ghar Tiranga' campaign to celebrate India's Independence Day from 13th – 15th August, 2023.

2. It is kindly requested that all the employees working in CPSE / ABs under your charge may be encouraged to hoist the Indian National Flag in their premises during the above mentioned campaign and to put their selfies with Tiranga on the website www.harghartiranga.com. Adequate outreach of this campaign on various social media platforms should also be ensured. Events celebrated during this period may be reported in the prescribed formate for AKAM so as to enable us to upload the event in AKAM Portal

3. A compliance report in this regard may also be shared with this Ministry.

Encl: As above.

Yours faithfully,

(R S Meena)
Under Secretary to the Govt. of India
Ph. 011-23061045

Copy to: US (IJS) for necessary action in r/o MHI (Proper).

Signed by Rohtas Singh
Meena
Date: 03-08-2023 12:52:32
Reason: Approved

गोविंद मोहन

सचिव

Govind Mohan

Secretary



सत्यमेव जयते

D.O. No. Misc./Secy(C)/2023

July 31, 2023

Dear Shri Rizvi,

'Azadi Ka Amrit Mahotsav (AKAM)' is a flagship initiative of the Government of India, which has been launched to commemorate 75 years of India's independence. AKAM is one of the largest celebratory initiatives anywhere in the world and has seen enthusiastic and a wide range of participation that has served as a unifying force to become a 'whole of society' initiative. Since its launch in March 2021, more than 1.9 Lakh events have been conducted jointly by Central Government, States/UTs, departments, and private organizations under AKAM. These events have been conducted at both urban and rural level with its reach within districts and even far away border villages of India. AKAM has become a people's movement wherein the nation has united to celebrate the wonder that is India. Outside India AKAM footprint has touched more than 150 countries.

2. Under the aegis of AKAM, 'Har Ghar Tiranga' campaign was launched from 13th - 15th August 2022 to encourage the citizens to hoist the National Flag of India in their homes. The idea behind the campaign was to instill the feeling of patriotism in the hearts of people and reminisce the journey of India and those who have contributed towards creating this great nation. This campaign witnessed immense success wherein 23 Crore households hoisted the Tiranga in their homes physically and 6 Crore people uploaded Selfies on Har Ghar Tiranga website.

3. This year as well Har Ghar Tiranga campaign will be organized encouraging the people to celebrate India's Independence Day with same zeal and patriotism from 13th - 15th August 2023. All employees under your administrative jurisdiction may be encouraged to hoist the Indian National Flag in their premises during Har Ghar Tiranga campaign and to put selfies with Tiranga on the website www.harghartiranga.com. Adequate outreach of this campaign on various social media platforms should be ensured.

With regards,

Shri Kamran Rizvi
Secretary

Department of Heavy Industries
Ministry of Heavy Industries and Public Enterprises
Udyog Bhawan, New Delhi-110001

Yours sincerely,

(Govind Mohan)

On the Secretary (H)
BY: Name, Date, No. 2023-24
10/12/2023

30/7

~~AS (E/I)~~

~~11/1/2023~~

~~AS (Secy)~~

11/1/2023

30/7/23

~~AS (Secy)~~

Fwd: Organizing "Har Ghar Tiranga" campaign in MHI and its CPSEs / ABs during 13th - 15th August, 2023 reg.

From : Abhijit Roy <abhijit.roy@bridgeroof.co.in> Thu, Aug 03, 2023 05:48 PM
Subject : Fwd: Organizing "Har Ghar Tiranga" campaign in MHI and its CPSEs / ABs during 13th - 15th August, 2023 reg. 1 attachment
To : Bridge Roof <jaydip.ray@bridgeroof.co.in>

For n/a pl.

Regards,
 Abhijit Roy
 GM(HR)
 Bridge And Roof Co.(I) Ltd.,
 2/1 Russel Street,
 Kankaria Centre,
 5th Floor,
 Kolkata-700071

From: "Namrata Mehta" <namrata.mehta@bridgeroof.co.in>
To: "Dwaipayan Bhattacharya" <dwaipayan.bhattacharya@bridgeroof.co.in>, "Abhijit Roy" <abhijit.roy@bridgeroof.co.in>
Cc: "Suprakash Chattopadhyay" <suprakash.chattopadhyay@bridgeroof.co.in>
Sent: Thursday, August 3, 2023 5:27:56 PM
Subject: Fwd: Organizing "Har Ghar Tiranga" campaign in MHI and its CPSEs / ABs during 13th - 15th August, 2023 reg.

From: "dhi_coord" <dhi_coord@nic.in>
To: yuledelhi@gmail.com, "moumita dutta" <moumita.dutta@andrewyule.com>, "SUROJIT PALIT" <surojitp@bbjconst.com>, "ABHISHEK BHATTACHARJEE" <abhattacharjee@bbjconst.com>, aramicscript@gmail.com, drakbose@gmail.com, "co secy" <co_secy@ccilttd.in>, "shaileshk singh" <shaileshk.singh@ccilttd.in>, "SK Sethi" <sk.sethi@epi.gov.in>, "CA Nitesh Kumar Goyal" <nitesh.goyal@epi.gov.in>, "Suprakash Chattopadhyay" <suprakash.chattopadhyay@bridgeroof.co.in>, "Namrata Mehta" <namrata.mehta@bridgeroof.co.in>, ilhqs@gmail.com, iljaipur@ilkota.in, "Secretary NEPAMILLS" <secretary@nepamills.nic.in>, "fin acct" <fin.acct@reil.co.in>, mdo@reil.co.in, mrvraja@hmtlimited.com, "SUMIT SADHYA" <gmm@hmtmachinetools.com>, ykvaish@hmti.co.in, inder@bhel.in, "inderjeet paswan" <inderjeet.paswan@bhel.in>, sojha@rnc72.com, "cmd office" <cmd.office@indiansalt.com>, pstocmd@indiansalt.com, "raghvendra sharma" <raghvendra.sharma@indiansalt.com>, kaushikdas@hecltd.com, "u muthukumar" <u.muthukumar@fcriindia.com>, "m suresh" <m.suresh@fcriindia.in>, "gadgil dts" <gadgil.dts@araiindia.com>, "Sr PS to Dir CMTI" <director@cmty.res.in>, "Director,

CMTI" <director@cmti.res.in> "FACAO, CMTI" <facao.office@cmti.res.in> "Rajnish
 Maurya" <rajnish.maurya@natiip.in> "Dhairaj Jaiswal" <dhairaj.jaiswal@natrip.in>
 Cc: "Aditya Kumar Ghosh" <aditya.ghosh@gov.in> "R S Meena - Under Secretary"
 <rohtas.meena@nic.in>
Sent: Thursday, August 3, 2023 5:19:19 PM
Subject: Fwd: Organizing "Har Ghar Tiranga" campaign in MHI and its CPSEs / ABS
 during 13th - 15th August, 2023 reg.

Sir / Madam,

Kindly see the trailing email dated 3rd August, 2023 for necessary action.

Regards,

From: "dhi_coord" <dhi_coord@nic.in>

To: yuledelhi@gmail.com, cmd@andrewyule.com, cmd@bhel.in, "BBJ CONSTRUCTION"
 <info@bbjconst.com>, "Bridge Roof" <delhi@bridgeroof.co.in>, "CMD BRIDGEROOF"
 <cmd@bridgeroof.co.in>, cmd@ccilt.in, "co secy" <co_secy@ccilt.in>, "CMD EPI"
 <cmd@engineeringprojects.com>, "pk sahoor" <pk.sahoo@engineeringprojects.com>,
 "Pankaj Gupta" <cmd@hmtindia.com>, "Corporate Planning" <cpig@hmtindia.com>,
 cmd@hectld.com, hecdelhi@hectld.com, cmdhckol@gmail.com, "cmd jaipur"
 <cmd.jaipur@indiansalt.com>, pstocmd@indiansalt.com, information@indiansalt.com,
 cmd@ilkota.in, fa@ilkota.in, "Cmde Saurav Deb" <cmd@nepamills.nic.in>, "Shri AVHIJIT
 CHATTERJEE DELHI" <nepadelhi@nepamills.nic.in>, mdo@reil.co.in,
 poojas@rnc72.com, gmho@rnc72.com, sunilkumar@fciindia.com,
 director@fortindia.com, director@araiindia.com, info@araiindia.com, "Team Natrip"
 <team@natrip.in>, "Rajnish Maurya" <rajnish.maurya@natrip.in>, "Anoop Singh"
 <sanoop.singh@natrip.in>, "Director, CMTI" <director.cmti@nic.in>, "Sr PS to Dir CMTI"
 <directorate.cmti@nic.in>, "Krishna Rathod" <cmti@nic.in>

Sent: Thursday, August 3, 2023 5:18:17 PM

Subject: Organizing "Har Ghar Tiranga" campaign in MHI and its CPSEs / ABS during
 13th - 15th August, 2023 reg.

Sir / Madam,

Kindly refer to the above subject and find attached herewith a copy of MHI's letter
 no.16(20)/2022-Coord. dated 3rd August, 2023 for information and necessary action.

सादर,

समन्वय अनुभार,

भारी उद्योग मंत्रालय,

दूरभाष - 011-23061073

DO.pdf
 717 KB

BRIDGE AND ROOF COMPANY(INDIA) LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
KOLKATA - 700071.
NOTICE

Ref : B&R/HR/SP/2023-24

Date : 07/08/2023

All Offices and Project Sites.

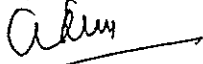
In Compliance of the directives received vide letter dated 22/05/2023 from Ministry of Heavy Industries, Government of India, Swachhata Pledge (enclosed) for Swachh Bharat Mission will be read as per Action Plan according to following schedule for the observation of **Swachhata Pakhwada** (from 16/08/2023 to 31/08/2023).

All are requested to read out the Swachhata Pledge as per following programme :

A.	Kolkata And Howrah Office	16/08/2023 at 12.30 pm	To be read out by CMD/Senior Most Officer available
B.	<u>Other Offices</u> Delhi/Mumbai/Chennai/ Ranchi/Vadodara/ Bhubaneswar/Guwahati/ Prayagraj/Vizag/Site Offices	16/08/2023 at 12.30 pm	To be read out by Senior Most Officer available

Printed Copies of the Enclosed Banner and Posters should be displayed at All Offices and Project Sites.

An action taken Report on daily basis including photographs/videography etc. about the manner in which the **Swachhata Pakhwada** was observed in compliance with implementation of the enclosed Swachhata Action plan for day to day activities may be sent by all Offices and Project Sites to bandr.corporate@bridgeroof.co.in at Kolkata Office within 05/09/2023.



(**ABHIJIT ROY**)
GENERAL MANAGER(HR)

CC : CMD

CC : D(PM), D(F)

CC : CVO

CC: All EDs/GGMs/GMs/HODs &
Offices at Howrah/ Delhi/
Mumbai/ Chennai/ Vadodara/
Bhubaneswar/ Ranchi/
/Guwahati/ Prayagraj/
Vizag/Notice Board.

You are requested to circulate & give wide publicity of the Notice, so that activities are undertaken at all the Offices and Project Sites

CC : Chief Information Technology Officer – For daily coverage of activities on Social Media.

CC : Special Committee for observation of Swachhata Pakhwada – List enclosed.

Enclosed : As stated above and copies of Swachhata Pledge, Banner and Posters, Action plan (for All Offices and Project Sites)

BRIDGE AND ROOF COMPANY (INDIA) LIMITED
SWACHHTA PAKHWADA
FROM 16-08-2023 TO 31-08-2023
ACTION PLAN FOR DAY TO DAY ACTIVITIES

Sl. No.	Date	Activities
1.	16-08-2023 Wednesday	<ul style="list-style-type: none"> • Display of Swachhta Pakhwada banner. • VC/meeting with SBU Heads / HODs / Offices for dissemination of information related to Action Plan for Swachhta Pakhwada 2023. • Swachhta Pledge by employees at Corporate Office, Howrah Workshop, Zonal Offices, Regional Offices and all project sites.
2.	17-08-2023 Thursday	<ul style="list-style-type: none"> • Meeting of Special Committee for observation of Swachhta Pakhwada. • Campaigning by displaying posters for maintaining cleanliness at Offices and Project sites with special focus on "Hygiene and Sanitation".
3.	18-08-2023 Friday	<ul style="list-style-type: none"> • Swachhta Awareness meeting for all employees with special emphasis on curbing single-use plastic (SUP) and discourage use of Plastic.
4.	19-08-2023 Saturday	<ul style="list-style-type: none"> • Proper cleaning and maintenance of all wash basins, drinking water points and overhead water tanks at Project Sites.
5.	21-08-2023 Monday	<ul style="list-style-type: none"> • Tree plantation at Howrah Workshop
6.	22-08-2023 Tuesday	<ul style="list-style-type: none"> • Sanitization of Offices.
7.	23-08-2023 Wednesday	<ul style="list-style-type: none"> • Extra efforts for clearing of all Toilets of Office and Workshop area apart from day to day cleaning.
8.	24-08-2023 Thursday	<ul style="list-style-type: none"> • Cleaning personnel engaged in various maintenance and cleaning activities will be sensitized about their crucial role in this regard. • Special drive for cleaning of Work Place area including weeding out of old files / records / unserviceable articles by employees at Offices.
9.	25-08-2023 Friday	<ul style="list-style-type: none"> • Proper cleaning and maintenance of all wash basins and drinking water points at Offices.
10.	28-08-2023 Monday	<ul style="list-style-type: none"> • Thorough Housekeeping of construction project sites.
11.	29-08-2023 Tuesday	<ul style="list-style-type: none"> • Tree plantation by Project sites.
12.	30-08-2023 Wednesday	<ul style="list-style-type: none"> • Clearance / disposal of debris from Project Sites.
13.	31-08-2023 Thursday	<ul style="list-style-type: none"> • Sanitization of Offices. • Meeting of Special Committee for observation of Swachhta Pakhwada

स्वच्छता शपथ

महात्मा गांधी ने जिस भारत का सपना देखा था उसमें सिर्फ राजनैतिक आजादी ही नहीं थी, बल्कि एक स्वच्छ एवं विकसित देश की कल्पना भी थी।

महात्मा गांधी ने गुलाबी की जंजीरों को तोड़कर माँ भारती को आजाद कराया।

अब हमारा कर्तव्य है कि गंदगी को दूर करके भारत माता की सेवा करें।

मैं शपथ लेता हूँ कि मैं स्वयं स्वच्छता के प्रति सजग रहूँगा और उसके लिए समय दूँगा।

हर वर्ष 100 घंटे यानी हर सप्ताह 2 घंटे भ्रमदान करके स्वच्छता के इस संकल्प को चरितार्थ करूँगा।

मैं न गंदगी करूँगा न किसी और को करने दूँगा।

सबसे पहले मैं स्वयं से, मेरे परिवार से, मेरे मुहल्ले से, मेरे गांव से एवं मेरे कार्यस्थल से शुरुआत करूँगा।

मैं यह जानता हूँ कि दुनिया के जो भी देश स्वच्छ दिखते हैं उसका कारण यह है कि वहाँ के नागरिक गंदगी नहीं करते और न ही होने देते हैं।

इस धिचारा के साथ मैं गांव-गांव और गली-गली स्वच्छ भारत मिशन का प्रचार करूँगा।

मैं आज जो शपथ ले रहा हूँ, वह अन्य 100 व्यक्तियों से भी करवाऊँगा।

वे भी मेरी तरह स्वच्छता के लिए 100 घंटे दें, इसके लिए प्रयास करूँगा।

मुझे ज्ञात है कि स्वच्छता की तरफ बढ़ाया गया मेरा एक कदम पूरे भारत देश को स्वच्छ बनाने में मदद करेगा।

Swachhita Pledge

Mahatma Gandhi dreamt of an India which was not only free but also clean and developed.

Mahatma Gandhi secured freedom for Mother India.

Now it is our duty to serve Mother India by keeping the country neat and clean.

I take this pledge that I will remain committed towards cleanliness and devote time for this.

I will devote 100 hours per year that is two hours per week to voluntary work for cleanliness.

I will neither litter nor let others litter.

I will initiate the quest for cleanliness with myself, my family, my locality, my village and my work place.

I believe that the countries of the world that appear clean are so because their citizens don't indulge in littering nor do they allow it to happen.

With this firm belief, I will propagate the message of Swachh Bharat Mission in villages and towns.

I will encourage 100 other persons to take this pledge which I am taking today.

I will endeavour to make them devote their 100 hours for cleanliness.

I am confident that every step I take towards cleanliness will help in making my country clean.

BRIDGE AND ROOF COMPANY(INDIA) LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
KOLKATA - 700071.

Date : 07/08/2023

**SUB : FORMATION OF SPECIAL COMMITTEE FOR OBSERVATION OF SWACHHATA
PAKHWADA FROM 16/08/2023 TO 31/08/2023**

A Special Committee comprising of the following Employees have been formed to implement the Action Plan for observation of Swachhata Pakhwada from 16/08/2023 to 31/08/2023. Copy of the said Action Plan is enclosed.

Members of the Special Committee :-

01.	Mr. Monoranjan Tewari	DGM(Comm.)-II	9064459099	} KOLKATA OFFICE
02.	Mr. Jaydip Ray	DGM(ADMN. & IR)HR	9432314520	
03.	Mr. Shibprasad Ghosh	Dy. Manager (HR & T)	9830530456	
04.	Mr. Ankit Sharma	Dy. Manager(HR)	9011607808	
05.	Mr. Rahul	Dy. Manager(CP)	8853322063	
06.	Mr. Surajit Bepari	Asst. Manager(Comm.-I)	9088056505	
07.	Mr. Sourav Muskan	Dy. Manager(OL)	7000442836	
08.	Mr. Rajdip Kr. Jana	Sr. Assistant(HR)	9490080849	
01.	Mr. S. Barman	DGM(Works)	6290048695	} HOWRAH OFFICE/ WORKS
02.	Mr. Partha Saha	Manager (HR & W)	9830587591	
03.	Mr. Nilkanta Das	Asst. Manager(Security)	9674110878	
04.	Mr. Suman Chakraborty	Manager(Production)	9163354973	
05.	Mr. Jotirmoy Bose	Officer(Services)	9962238499	
06.	Mr. Debjit Mukherjee	AGM(Maint)	9831594956	



(ABHIJIT ROY)
GENERAL MANAGER(HR)

Enclosed : As stated above.

Circulation to :

01.	Mr. Monoranjan Tewari	DGM(Comm.)-II	9064459099
02.	Mr. Jaydip Ray	DGM(ADMN. & IR)HR	9432314520
03.	Mr. Shibprasad Ghosh	Dy. Manager (HR & T)	9830530456
04.	Mr. Ankit Sharma	Dy. Manager(HR)	9011607808
05.	Mr. Rahul	Dy. Manager(CP)	8853322063
06.	Mr. Surajit Bepari	Asst. Manager(Comm.-I)	9088056505
07.	Mr. Sourav Muskan	Dy. Manager(OL)	7000442836
08.	Mr. Rajdip Kr. Jana	Sr. Assistant(HR)	9490080849
09.	Mr. S. Barman	DGM(Works)	6290048695
10.	Mr. Partha Saha	Manager (HR & W)	9830587591
11.	Mr. Nilkanta Das	Asst. Manager(Security)	9674110878
12.	Mr. Suman Chakraborty	Manager(Production)	9163354973
13.	Mr. Jotirmoy Bose	Officer(Services)	9962238499
14.	Mr. Debjit Mukherjee	AGM(Maint)	9831594956

CC ; CMD

CC ; D(PM) D(F)

CC : CVO

CC : All EDs/GGMs/GMs/HODs

BRIDGE AND ROOF COMPANY (INDIA) LIMITED.
(A Government of India Enterprise)

NOTICE

Ref: B&R/GM (HR)/AM/2023-24

Date: 28/07/2023

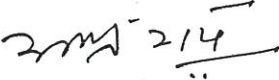
All Offices & Project Sites,

In Compliance of the directives received vide letter dated 11/07/2023 (Copy enclosed) from Ministry of Heavy Industries, Government of India, Organ Donation Pledge (enclosed) will be read as per following schedule for the "ANGDAAN MAHOTSAV" under **National Organ and Tissue Transplant Organisation (NOTTO)** on 3rd August 2023, as one of the activities in line with Azaadi Ka Amrit Mahotsav.
All are requested to read out the Pledge as per following programme :

A. Kolkata & Howrah Office	03/08/2023 at 12.30 P.M	To be read out by CMD / Senior Most Officer available
B. Other Offices Delhi, Mumbai, Chennai, Ranchi, Vadodara, Bhubaneswar, Vizag, Guwahati, Prayagraj /Site Offices	03/08/2023 at 12.30 P.M	To be read out by Senior Most Officer available

Printed Copies of the Enclosed Banner should be displayed at all Offices and Project Sites.

An action taken Report including photographs / videography etc. about the manner in which the "ANGDAAN MAHOTSAV" was observed may be sent by all Offices and Project Sites to bandr.corporate@bridgeroof.co.in at Kolkata Office, at the earliest.



(ABHIJIT ROY)
GM (HUMAN RESOURCE)

CC : CMD

CC : D (PM) ; D (F)

CC : CVO

CC: All EDs / GGMs / GMs / HODs & Howrah / Delhi/
Mumbai/Chennai/Vadodara/Bhubaneswar/ Ranchi/
Guwahati/ Prayagraj /Vizag/ Notice Board.

} You are requested to circulate & give wide
publicity of the Notice, so that activities
are undertaken at all the Offices and
Project Sites.

CC : **Chief Information Technology Officer** – For coverage of activities on Social Media.
Enclosed : As stated above

ORGAN DONATION PLEDGE

I, _____ pledge to donate such of my organs and tissues as could be used after my death to give new lease of life to those in need.

Keeping in view the shortage of organs and tissues for transplantation in our country, I also pledge that I will make all efforts to inspire my family, friends and fellow citizens to donate organs and tissues after death.

अंगदान प्रतिज्ञा

मैं _____ प्रतिज्ञा करता / करती हूँ कि मैं अपने ऐसे अंगों और उत्तकों को, जिनका उपयोग मेरी मृत्यु के पश्चात किसी को नया जीवन देने के लिये किया जा सकता है, दान करूँगा / करूँगी ।

हमारे देश में प्रत्यारोपण के लिए अंगों और उत्तकों की कमी को देखते हुए, मैं यह भी प्रतिज्ञा करता / करती हूँ कि मैं अपने परिवार, मित्रों और देशवासियों को भी अपने अंग एवं उत्तक दान करने के लिए प्रेरित करने के सभी प्रयास करूँगा / करूँगी ।

- ii. To spread awareness among the Community, activities of felicitation of organ donor and pledge taking ceremony may be organized at Gram Panchayat level. The pledge can be administered by the Sarpanch.
- iii. The office of District Collector/District Magistrate may be involved to supervise the activities at the District Headquarter, Sub Division and Block level in the concerned district.
- iv. A pledge for organ and tissue donation in English and Hindi or regional language will be administered through both physical events at all levels and digital platforms. A template of the pledge in English and Hindi is enclosed which may be got translated into regional languages for wider dissemination.
- v. All Central Government Ministries, Hospitals/Institutions and medical Colleges (Government and Private) are requested to organize similar activities during the Angdaan Mahotsav and on Indian Organ Donation Day on 3rd August, 2023.
- vi. Various activities towards promotion of organ and tissue donation namely pledging, poster, slogan and quiz competition etc. through Government of India, digital platform namely "MyGov" are being initiated.

Accordingly all States/UTs and Departments of Govt. of India / Organizations/Institutions are requested to organize activities to observe the event and disseminate the information widely among various stakeholders.

It is requested, a report along with the photographs of the observance of the event may please be sent to Director NOTTO, 4th & 5th floor NIOP Building, Safdarjung Hospital Campus, New Delhi-110029 (Email id: nottoiodd@gmail.com and Phone Number: 011-26164770).

I seek your cooperation in this national endeavour to further the noble cause of organ donation.

Warm Regards

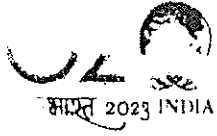
Yours sincerely,

Encl.: as above

(Rajesh Bhushan)

1. Secretary, All Ministries/Departments Government of India
2. ACS/Principal Secretary/Secretary (Health & FW) All States/UTs
3. Director, All ROTTOs & SOTTOs
4. Head, Central Government Hospitals/Institutions
5. All Medical Colleges (Government and Private)

Copy for information to Secretary, Ministry of Culture, Govt. of India



राजेश भूषण, आईएएस
सचिव

RAJESH BHUSHAN, IAS
SECRETARY



77
आजादी
अमृत महोत्सव

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Government of India
Department of Health and Family Welfare
Ministry of Health and Family Welfare
D.O.No.P-46/583/IEC/NOTTO/22
7th July, 2023

(SCHE1)

Dear Colleague,

To strengthen the Health Systems in order to facilitate organ donation & organ transplant is an important priority of the Govt. One organ donor can save upto 8 lives. A huge gap exists between patients who require organ transplants and the organ donors that are available. In this context, Govt. of India has established **National Organ and Tissue Transplant Organisation (NOTTO)**, an apex organization and similar organizations at regional and state level to provide for an efficient and organized system of organ procurement and distribution in the country and to maintain a national registry of donors and recipients of organs and tissues.

NOTTO celebrates the Indian Organ Donation Day (IODD) every year to augment awareness about organ donation, dispel myths and misconceptions associated with organ donation and motivate and encourage the citizens of the country to donate organs and tissue after death, as well as to imbibe the value of organ donation in their lives.

This year, it has been decided to run an awareness campaign by the name of "**Angdaan Mahotsav**" in line with the Azaadi ka Amrit Mahotsav to celebrate and commemorate 75 years of independence of India. As part of the campaign, **3rd August 2023** will be celebrated as the Indian Organ Donation Day to commemorate the first deceased donor organ transplant, which was also the first Heart transplant done in the country, after promulgation of "The Transplantation of Human Organs Act" on 8th July, 1994. The month of July 2023 (1st -31st July) is being organized as the Organ Donation month wherein many awareness activities have been planned.

The specific objectives of this year's campaign are:

- To reduce the demand for organ transplantation by promoting healthy lifestyles & wellness.
- To spread awareness about brain stem death, deceased organ donation & control of illegal practices related to organ transplantation.
- To bust myths and misconceptions related to organ donation & transplantation.
- To increase identification and declaration of cases of brain stem death by the hospitals
- To augment organ donation & transplantation infrastructure in the Govt. sector institutions.
- To train the required manpower.

The suggested action plan for the event is as follows:

- i. To maximize registration of Pledges for organ and tissue donation.

<sumona.majumdar@indiansalt.com>, pstocmd@indiansalt.com, "cmd office" <cmd.office@indiansalt.com>, information@indiansalt.com, cmd@ilkota.in, iljaipur@ilkota.in, fa@ilkota.in, "Cmde Saurav Deb" <cmd@nepamills.nic.in>, "Secretary NEPAMILLS" <secretary@nepamills.nic.in>, "Shri AVHIJIT CHATTERJEE DELHI" <nepadelhi@nepamills.nic.in>, mdo@reil.co.in, "Rakesh Chopra" <rakesh.chopra@reiljp.com>, poojas@rnc72.com, gmho@rnc72.com, sunilkumar@fcriindia.com, "m suresh" <m.suresh@fcriindia.com>, director@araiindia.com, info@araiindia.com, "Rajnish Maurya" <rajnish.maurya@natrip.in>, "Anoop Singh" <anoop.singh@natrip.in>, "Sr PS to Dir CMTI" <director.cmti@nic.in>, "Krishna Rathod" <cmti@nic.in>

Cc: "Aditya Kumar Ghosh" <aditya.ghosh@gov.in>, "R S Meena Under Secretary" <rohtas.meena@nic.in>

Sent: Tuesday, July 11, 2023 11:34:41 AM

Subject: Angdaan Mahotsav on 03.08.2023 under National Organ and Tissue Transplantation organisation -reg.

Sir/Madam,

Kindly find attached herewith Ministry of Health and Family Welfare D.O letter No. 46/583/IEC/NOTTO/22 dated 07.07.2023 on the subject cited above for information and n.a.

--

सादर,

समन्वय अनुभाग,
भारी उद्योग मंत्रालय,
दूरभाष - 011-23061073

75
Azadi Ka
Amrit Mahotsav



वैश्विक कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

— MHFW DO Letter dated 07.07.2023.pdf
38 KB

Email

Bridge Roof

Fwd: Angdaan Mahotsav on 03.08.2023 under National Organ and Tissue Transplantation organisation -reg.

From : Abhijit Roy <abhijit.roy@bridgeroof.co.in> Thu, Jul 13, 2023 05:00 PM
Subject : Fwd: Angdaan Mahotsav on 03.08.2023 under National Organ and Tissue Transplantation organisation -reg. 1 attachment
To : Bridge Roof <jaydip.ray@bridgeroof.co.in>, Dwaipayan Bhattacharya <dwaipayan.bhattacharya@bridgeroof.co.in>

May please see.

Regards,
Abhijit Roy
GM(HR)
Bridge And Roof Co.(I) Ltd.,
2/1 Russel Street,
Kankaria Centre,
5th Floor,
Kolkata-700071

From: "CMD BRIDGEROOF" <cmd@bridgeroof.co.in>
To: "Namrata Mehta" <namrata.mehta@bridgeroof.co.in>, "Abhijit Roy" <abhijit.roy@bridgeroof.co.in>, "Suprakash Chattopadhyay" <suprakash.chattopadhyay@bridgeroof.co.in>
Cc: "Nav Ratan Gupta" <df@bridgeroof.co.in>
Sent: Tuesday, July 11, 2023 5:07:50 PM
Subject: Fwd: Angdaan Mahotsav on 03.08.2023 under National Organ and Tissue Transplantation organisation -reg.

For necessary action please.
R.K.Singh

From: "dhi_coord" <dhi_coord@nic.in>
To: "com sec" <com.sec@andrewyule.com>, yuledelhi@gmail.com, cmd@andrewyule.com, nalinshinghal@bhel.in, cmd@bhel.in, "BBJ CONSTRUCTION" <info@bbjconst.com>, "SUNDAR BANERJEE" <sundarbanerjee@bbjconst.com>, "Namrata Mehta" <namrata.mehta@bridgeroof.co.in>, "Bridge Roof" <delhi@bridgeroof.co.in>, "CMD BRIDGEROOF" <cmd@bridgeroof.co.in>, "Bridge Roof" <bridge@bridgeroof.co.in>, cmd@ccilt.in, dirf@ccilt.in, "co secy" <co_secy@ccilt.in>, "CMD EPI" <cmd@engineeringprojects.com>, "Pramod Kumar Sahoo" <pk.sahoo@engineeringprojects.com>, "CA Nitesh Kumar Goyal" <nitesh.goyal@epi.gov.in>, "Company Secretary" <csd@epi.gov.in>, "Pankaj Gupta" <cmd@hmtindia.com>, "Corporate Planning" <cplg@hmtindia.com>, cmd@hecltd.com, sect@hecltd.com, corpmktg@hecltd.com, hecdelhi@hecltd.com, "cmd jaipur" <cmd.jaipur@indiansalt.com>, "sumona majumdar"

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF CO. (INDIA) LTD.

(भारत सरकार का एक उद्यम/A GOVERNMENT OF INDIA ENTERPRISE)

CIRCULAR

Ref: B&R/CIR/GM(HR)/2023

21.07.2023

To : All Employees of B AND R

Subject : Identity Card for Employees on Permanent Rolls of the Company.

It has been decided to issue Identity Card to all the employees on the permanent rolls of the Company henceforth from HR Dept./Kolkata. A standardized format is attached for the purpose.

Employees not having any Identity Card at present, are advised to furnish their request in the prescribed format (attached) forwarded through their Controlling/Reporting Officer by physically filling in the details and affixing a copy of latest passport size coloured photograph to HR Dept/Kolkata and/or e-mail the filled in soft copy along with soft copy of such photo (appx. 100 – 250 KB) to : kolkata.hr@bridgeroof.co.in

In case of any change in the particulars of the Identity Card of any employee, he/she may apply afresh in the same manner, as mentioned above.

for BRIDGE AND ROOF CO. (I) LTD.



(ABHIJIT RÖY)
GENERAL MANAGER (HR)

Enclö : Format, as stated above.

CC to :

CMD

D(F)

D(PM)

CVO

EDs/CGMs/GGMs/GMs/DGMs/HODs

CITO – For arranging circulation please.

All Sites/Offices at Howrah, Kolkata, Mumbai, Chennai, Delhi, Bhubaneswar, Prayagraj, Guwahati & Vadodara

Notice Boards

File

To,
 Bridge And Roof Co. (I) Ltd.
 HR Dept., Kolkata
 Email ID: **kolkata.hr@bridgeroof.co.in**

Through: Controlling Officer / Reporting Officer

Sub.: Requisition for New / Replacement ID Card

Please arrange to provide ID Card as requested below. [Pl. tick (√) the appropriate]

- i) Lost and complaint already lodged with Police
- ii) Damaged and requiring replacement
- iii) Particulars changed as provided below
- iv) Fresh issue
- v) Any other (please specify)

I shall return the existing / temporary card upon receipt of new card.

IDENTITY INFORMATION

Please fill in **CAPITAL** letters only leaving a **GAP** between words

EMP. No. :	<input type="text"/>	(Sample	<input type="text"/> R <input type="text"/> A <input type="text"/> M <input type="text"/> L <input type="text"/> A <input type="text"/> L <input type="text"/> B <input type="text"/> O <input type="text"/> S <input type="text"/> E <input type="text"/>	PHOTO					
Employee Name :	<input type="text"/>								
Grade :	<input type="text"/>	(Sample	<input type="text"/> S <input type="text"/> S <input type="text"/> - <input type="text"/> S <input type="text"/> S <input type="text"/> G <input type="text"/> 1 <input type="text"/>						
Offier -->	O-E8	O-E7	O-E6	O-E5	O-E4	O-E3	O-E2	O-E1	O-E0
Staff -->	S-SSG1	S-SSG	S-SGA	S-SGB	S-G1				
Sub Staff -->	SS-SSG1	SS-SSG	SS-SG	SS-G3	SS-G2	SS-G1			
Worker -->	W-CH1	W-CH	W-SG	W-G3	W-G2	W-G1			
Father's Name :	<input type="text"/>								
Permanent Address :	<input type="text"/>								
(As furnished to the Company)	<input type="text"/>								
PAN :	<input type="text"/>	(Optional)							
Aadhar Card No. :	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Optional)					
Identity Mark :	<input type="text"/>								
Blood Group :	<input type="text"/>								
Mobile Nos. :	i) <input type="text"/>				ii) <input type="text"/>				
Emergency Contract :	i) <input type="text"/>				ii) <input type="text"/>				
Email ID :	<input type="text"/>								
(Use CAPITAL letter)	<input type="text"/>								
Date :	<input type="text"/>	/	<input type="text"/>	/	20	<input type="text"/>	Signature : <input type="text"/>		

Please deliver the ID card at this address -->

PIN

BRIDGE AND ROOF COMPANY (INDIA) LIMITED.

(A Government of India Enterprise)

NOTICE

Ref: B&R/GM (HR)/WBDD/2023-24

Date:12/06/2023

All Offices & Project Sites,

In Compliance of the directives received vide letter dated 17/05/2023 from Ministry of Heavy Industries, Government of India, Pledge (enclosed) for Blood Donation will be read as per following schedule for the Celebration of "World Blood Donor Day" on 14th June 2023, as one of the activities under "Raktmaan Amrit Mahotsav" approved under Azadi Ka Amrit Mahotsav.

The Slogan for this year's World Blood Donor Day campaign is "Give blood, give plasma, share life, share often."

All are requested read out the Pledge as per following programme :

A. Kolkata & Howrah Office	14/06/2023 at 12.30 P.M	To be read out by CMD / Senior Most Officer available
B. Other Offices Delhi, Mumbai, Chennai, Ranchi, Vadodara, Bhubaneswar, Vizag, Guwahati, Prayagraj /Site Offices	14/06/2023 at 12.30 P.M	To be read out by Senior Most Officer available

Printed Copies of the Enclosed Banner should be displayed at All Offices and Project Sites.

An action taken Report including photographs / videography etc. about the manner in which the "World Blood Donor Day" was observed may be sent by all Offices and Project Sites to bandr.corporate@bridgeroof.co.in at Kolkata Office, at the earliest.



(ABHIJIT ROY)

GM (HUMAN RESOURCE)

CC: CMD

CC: D (PM) ; D (F)

CC: CVO

CC: All EDs / GGMs / GMs / HODs & Howrah / Delhi/
Mumbai/Chennai/Vadodara/Bhubaneswar/ Ranchi/
Guwahati/ Prayagraj /Vizag/ Notice-Board.

} You are requested to circulate & give wide
publicity of the Notice, so that activities
are undertaken at all the Offices and
Project Sites.

CC : Chief Information Technology Officer – For coverage of activities on Social Media.

Enclosed : As stated above

Email

Bridge Roof

Fwd: [PLEASE OPEN THE ATTACHMENT WITH CAUTION]World Blood Donor Day on 14th June 2023 under " Raktmaan Amtrit Mahotsav" under AKAM.

From : Abhijit Roy <abhijit.roy@bridgeroof.co.in> Wed, May 17, 2023 04:41 PM
Subject : Fwd: [PLEASE OPEN THE ATTACHMENT WITH CAUTION]World Blood Donor Day on 14th June 2023 under " Raktmaan Amtrit Mahotsav" under AKAM. 1 attachment
To : Bridge Roof <jaydip.ray@bridgeroof.co.in>

For n/a pl.

From: "CMD BRIDGEROOF" <cmd@bridgeroof.co.in>
To: "Namrata Mehta" <namrata.mehta@bridgeroof.co.in>, "Abhijit Roy" <abhijit.roy@bridgeroof.co.in>, "Suprakash Chattopadhyay" <suprakash.chattopadhyay@bridgeroof.co.in>
Cc: "Nav Ratan Gupta" <df@bridgeroof.co.in>, "Ravi Kumar" <dpm.bandr@bridgeroof.co.in>
Sent: Wednesday, May 17, 2023 3:24:44 PM
Subject: Fwd: [PLEASE OPEN THE ATTACHMENT WITH CAUTION]World Blood Donor Day on 14th June 2023 under " Raktmaan Amtrit Mahotsav" under AKAM.

For necessary action please.
R.K.Singh

From: "dhi_coord" <dhi_coord@nic.in>
To: "com sec" <com.sec@andrewyule.com>, cmd@andrewyule.com, nalinshinghal@bhel.in, cmd@bhel.in, "SUNDAR BANERJEE" <sundarbanerjee@bbjconst.com>, "Namrata Mehta" <namrata.mehta@bridgeroof.co.in>, "Bridge Roof" <delhi@bridgeroof.co.in>, "CMD BRIDGEROOF" <cmd@bridgeroof.co.in>, "Bridge Roof" <bridge@bridgeroof.co.in>, dirf@ccilt.in, "cci co" <cci_co@ccilt.in>, "CMD EPI" <cmd@engineeringprojects.com>, "Pramod Kumar Sahoo" <pk.sahoo@engineeringprojects.com>, "CA Nitesh Kumar Goyal" <nitesh.goyal@epi.gov.in>, "Company Secretary" <csd@epi.gov.in>, "Pankaj Gupta" <cmd@hmtindia.com>, "Corporate Planning" <cplg@hmtindia.com>, cmd@hecltd.com, hecdelhi@hecltd.com, cmdhclkol@gmail.com, "cmd jaipur" <cmd.jaipur@indiansalt.com>, "sumona majumdar" <sumona.majumdar@indiansalt.com>, pstocmd@indiansalt.com, "cmd office" <cmd.office@indiansalt.com>, information@indiansalt.com, iljaipur@ilkota.in, "Secretary NEPAMILLS" <secretary@nepamills.nic.in>, "Shri AVHIJIT CHATTERJEE DELHI" <nepadelhi@nepamills.nic.in>, mdo@reil.co.in, "Subhash Agrawal, Addl. General Manager (F&A), REIL" <fin_acct@reiljp.com>, poojas@rnc72.com, gmho@rnc72.com, sunilkumar@fcriindia.com, director@fcriindia.com, "m suresh" <m.suresh@fcriindia.com>, director@araiindia.com, "Rajnish Maurya" <rajnish.maurya@natrip.in>, "Anoop Singh" <anoop.singh@natrip.in>, "Director, CMTI" <director.cmti@nic.in>, "pinaki bt" <pinaki.bt@nic.in>, "Padmavathi V CH" <mondreti.padma@nic.in>
Cc: "Aditya Kumar Ghosh" <aditya.ghosh@gov.in>, "Dinesh Pal Singh" <dineshp.singh@nic.in>
Sent: Wednesday, May 17, 2023 11:59:01 AM

Subject: [PLEASE OPEN THE ATTACHMENT WITH CAUTION]World Blood Donor Day on 14th June 2023 under " Raktdaan Amtrit Mahotsav" under AKAM.

Sir/Madam,

Kindly find attached herewith Ministry of Health and Family Welfare D.O Letter No. IM.11016/14/2023-NBTC/BTS dated 11.05.2023 on the subject cited above **with request to organize activities to observe the event and send a report along with the photographs of the observance of the event to Dr. Anil Kumar, Additional DDG, Dte. GHS, MoHFW (Email: dr.anilkumar@nic.in and mobile number: 9811637663)** under intimation to Coordination Section, MHI.

--

सादर,

समन्वय अनुभाग,
भारी उद्योग मंत्रालय,
दूरभाष - 011-23061073



MHFW DO Dated 11.05.2023.pdf
39 KB

Dear Colleague,

As you may be aware, World Blood Donor Day is celebrated every year since the year 2004, throughout the world on 14 June. This is done to raise awareness of the importance of blood donation and to recognize the contribution of voluntary unpaid blood donors in saving lives and improving health. 14 June is the birthday of Karl Landsteiner (1868–1943), an Austrian biologist and physician, considered to be the "founder" of modern blood transfusion, who also discovered the ABO blood groups.

2. Every blood donation is a precious lifesaving gift and repeat donation is the key to building a safe and sustainable blood supply and achieving Universal Health Coverage (UHC). Access to safe and secure blood supply based on the voluntary non-remunerated donation is vital for management of accident and trauma victims, patients requiring surgeries, cancer patients, cases of bleeding during pregnancy and child birth, cases of anemia including those requiring life-long and regular blood transfusions for conditions such as Sickle Cell Anemia and Thalassemia etc. Voluntary non-remunerated plasma donations also play an important part in supporting patients with a wide range of long-term conditions such as Haemophilia and immune deficiencies.

3. Celebration of World Blood Donor Day on 14th June 2023, is one of the activities under "Raktdaan Amrit Mahotsav" approved under Azadi Ka Amrit Mahotsav. The slogan for this year's World Blood Donor Day campaign is "Give blood, give plasma, share life, share often." It focuses on patients requiring life-long transfusion support and underlines the role every single person can play, by giving the valuable gift of blood or plasma.

The specific objectives of this year's campaign are to:

- Celebrate and thank individuals who donate blood and encourage more people to become new donors as well.
- Encourage people in good health to donate blood regularly, as often as is safe and possible, to transform the quality of life for transfusion dependent patients and help to build a secure blood supply in all Countries in the world.
- Highlight the critical roles of voluntary non-remunerated regular blood and plasma donations in achieving universal access to safe blood products for all populations.
- Mobilize support at National, Regional and global levels among governments and development partners to invest in, strengthen and sustain National blood programmes.

The suggested action plan for the event is as follows:

- To maximize registration of willing blood donors along with optimal blood collection.
- To spread awareness among rural masses, activities of felicitation of blood donor and pledge taking ceremony may be organized at Gram Panchayat level. The pledge can be administered by the respective Sarpanch.

- iii. The office of District Collector/District Magistrate may be involved to supervise the activities at the District Headquarter, Sub Division and Block level in the concerned district.
- iv. A pledge in English and Hindi or regional language for blood donation will be administered through both physical events at all levels and digital platforms. A template of the pledge in English and Hindi is enclosed which may be got translated into regional languages for wide dissemination.
- v. Facility for blood group testing may be made available on 14th June, 2023 at all PHCs/CHCs/sub-district and district Hospitals and other blood banks as per feasibility. This will help the common citizens to know their blood group which will be useful in emergencies for the purpose of blood donation. All Central Government Ministries, Hospitals/Institutions and Medical College (Government and Private) are requested to organize similar activities on 14th June, 2023.
- vi. Various activities towards promotion of blood donation namely pledging, poster and slogan competition through Government of India, digital platform namely MyGov have been initiated.

4. Accordingly all States/UTs are requested to organize activities to observe the event and disseminate the information widely among various stakeholders. Further it is requested, a report along with the photographs of the observance of the event may be sent to Nodal Officer of the campaign of Raktdaan Amrit Mahotsav, Dr. Anil Kumar, Additional DDG, Dte.GHS, MoHFW, Room No.550 A, Nirman Bhawan, New Delhi-110011 (Email id: dr.anilkumar@nic.in and Mobile Number: 9811637663).

A line of confirmation along with plan of activities would be highly appreciated.

Warm Regards

Yours sincerely,

Encl.: as above

(Rajesh Bhushan)

1. Secretary, All Ministries/Departments Government of India
2. ACS/Principal Secretary/Secretary (Health & FW) All States/UTs
3. Project Directors, SACS/Director SBTC
4. Head, Central Government Hospital/Institution
5. All Medical Colleges (Government and Private)

Copy for information to Secretary, Ministry of Culture, Govt. of India

Pledge

World Blood Donor Day, 2023

I, _____(Name), resident of _____(Village)
_____(District),_____(State), today, on the occasion of World Blood Donor Day, 2023 do
hereby pledge to donate my blood regularly.

Keeping in view the huge need of blood in India, I also undertake to create awareness amongst my family members, friends, relatives, colleagues and public about the need for regular, voluntary unpaid blood donation.

Along with this, I also undertake, that whenever someone is in need of blood, I shall donate blood at my own expense without any greed, free from caste-religion discrimination.

I will make relentless efforts so that no life is lost around us due to shortage of blood.

शपथ
विश्व रक्तदाता दिवस, 2023

आज, मैं(नाम),(ग्राम),(जिला),
.....(राज्य) का निवासी, विश्व रक्तदाता दिवस, 2023 के दिन यह शपथ
लेंता लेंती हूँ कि मैं अपना रक्त नियमित रूप से दान करूँगा करूँगी।

भारत में रक्त की विशाल आवश्यकता का ध्यान में रखते हुए, मैं यह भी
वचन देता देती हूँ कि मैं अपने परिवार, दोस्तों, रिश्तेदारों, सहयोगियों और जनता
का नियमित, स्वैच्छिक अवैतनिक रक्तदान की आवश्यकता के बारे में जागरूक
करने का प्रयास करूँगा करूँगी।

इसके साथ-साथ मैं यह भी वचन देता देती हूँ कि जब भी कभी, किसी को
रक्त की आवश्यकता होगी, मैं अपने स्वर्ण पर, दिना किसी लोभ-लालच के, जाति-धर्म
के भेदभाव से मुक्त होकर रक्तदान करूँगा करूँगी।

मैं सतत प्रयास करूँगा करूँगी ताकि रक्त की कमी से हमारे आस-पास
निर्भीती की जान न जाए।



WORLD BLOOD DONOR DAY

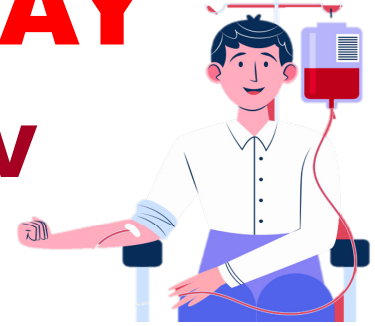
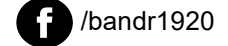
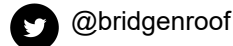
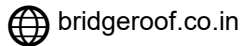
RAKTDAAAN AMRIT MAHOTSAV

14th June, 2023

“Give blood, give plasma, share life, share often.”

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF CO. (INDIA) LTD.

(भारत सरकार का एक उद्यम) / (A Government of India Enterprise)



ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise
कोल काता/Kolkata-700 07

Ref: B&R/GM(HR)/OFCO/2023-24

12th April,2023

OFFICE ORDER

Sub: Floating of Tenders-reg.

- I. It has been observed that some Notice Inviting Tenders (NITs) and other tender related documents have been floated only over the Company's website.
- II. For administrative convenience and maintenance of transparency of records in tendering system, all concerned Officers and/or HODs and/or SBU Heads are hereby requested to float all upcoming Notice Inviting Tenders (NIT) and other related Tender documents, both over the Company's portal available at www.bridgeroof.co.in and over the Central Public Procurement Portal (CPP). All relevant rules and guidelines of CVC, Govt of India, in this regard must be followed.

Any deliberate violation of the above rule, either reported or observed, might attract stringent action from the Management against the concerned Officer.

- III. It is clarified that rules that are to be observed for Tenders covered under GeM portal shall continue to be followed as earlier.

This will come into force with immediate effect.

This is issued as per approval of the Competent Authority.



(ABHIJIT ROY)
GENERAL MANAGER (HR)

CC: CMD } - For kind information please

CC: D (PM) } - For kind information please

CC: CVO

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/Ranchi/Prayagraj/Guwahati

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise
कोल काता/Kolkata-700 071.

Ref: B&R/GM(HR)/OFCO/2023-24/2

10th April, 2023

OFFICE ORDER

To

All HODs/SBU Heads

Sub: Allowing employees posted at project sites to attend duties at Head Office or registered Office-reg.

- I. It has been observed that some employees who are officially posted in project sites are attending their duties at Head office at Kolkata or office at Howrah without any formal transfer order or prior written consent of CMD which leads to violation of the Office Order Ref .B&R/ED(CS)/OFCO/2022-23 dated 20.10.2022 (copy enclosed as Annexure A)
- II. In view of above, all HODs and/or SBU Heads are once again advised to strictly follow the administrative discipline of the organization and directives issued by the Competent Authority vide Office Order Ref .B&R/ED(CS)/OFCO/2022-23 dated 20.10.2022 and not to allow any employees officially posted at project sites under their control to attend duties at Head office at Kolkata or office at Howrah without any formal transfer order or prior written consent of CMD.
Any deliberate violation of the above rule, if observed or reported may invite stringent action by the Management against the concerned HOD and/or SBU Head as well as concerned employee.
- III. It may be noted, that in case any employee, officially posted at project site, attends duty at HO at Kolkata or office at Howrah without any formal transfer order or prior written consent of CMD, his attendance HO at Kolkata or office at Howrah, shall not be recognized and he will be treated as 'absent' at his official place of posting.

This is issued with approval of the Competent Authority.



(ABHIJIT ROY)
GENERAL MANAGER (HR)

Encl: a/a

CC: CMD }- For kind information please

CC: D (PM) }- For kind information please

CC: CVO

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/ Ranchi/Prayagraj/Guwahati

2/2

ANNEXURE 'A'

BRIDGE AND ROOF COMPANY (INDIA) LTD.

भारत सरकार का एक उद्यम / A Government of India Enterprise

Ref: B&R/ED(CS)/OFCO/2022-23

20.10.2022

OFFICE ORDER

To

All HODs,

Sub: Deputing employees at Head Office or Registered Office

- I. For administrative convenience, all HODs are hereby advised not to allow any employee who are under their control and who are officially posted at Project Sites, to record their attendance and attend duty at the Head office at Kolkata or Office at Howrah without any formal Transfer order or prior written consent of CMD.
- II. Any deviation from this rule, if reported or observed, may attract stringent action or disciplinary proceeding on behalf of the Management.

This will come into force with immediate effect. This is issued as per approval of the Competent Authority.


(SUPRAKASH CHATTOPADHYAY)
EXECUTIVE DIRECTOR (CS)

CC: CMD } - For kind information please

CC: D (F) } - For kind information please

CC: D (PM) } - For kind information please

CC: CVO

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise
कोल काता/Kolkata-700 071.

Ref: B&R/GM(HR)/OFCO/2023-24/3

10th April, 2023

OFFICE ORDER

To
All HODs/SBU Heads

Sub : Restrictions on Fund Transfer

- I. It has been observed that few project sites are still transferring funds to other project sites or to Zonal Office or Regional Office by violating the rule of obtaining mandatory approval of the Competent Authority or Authority appointed by the Competent Authority for this purpose, if any.
- II. Accordingly, all concerned HODs and /or SBU heads and/or Regional Heads and/or Zonal Heads are hereby advised not to allow any fund transfer amongst the Projects Sites or between Zonal Offices or Regional Offices, which might be under their control, as the case may be, without prior written consent of CMD.

Any deviation from the above-mentioned rule regarding fund transfer, if reported or observed, may attract stringent action from the Management . This will come into force with immediate effect.

This is issued with the approval of the Competent authority.


(ABHIJIT ROY)
GENERAL MANAGER (HR)

CC: CMD }- For kind information please
CC: D (PM) }- For kind information please
CC: CVO
CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs
CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/Ranchi/Prayagraj/Guwahati

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise
कोल काता/Kolkata-700 071.

Ref: B&R/GM(HR)/OFCO/2023-24/2

10th April, 2023

OFFICE ORDER

To

All HODs/SBU Heads

Sub: Allowing employees posted at project sites to attend duties at Head Office or registered Office-reg.

- I. It has been observed that some employees who are officially posted in project sites are attending their duties at Head office at Kolkata or office at Howrah without any formal transfer order or prior written consent of CMD which leads to violation of the Office Order Ref .B&R/ED(CS)/OFCO/2022-23 dated 20.10.2022 (copy enclosed as Annexure A)
- II. In view of above, all HODs and/or SBU Heads are once again advised to strictly follow the administrative discipline of the organization and directives issued by the Competent Authority vide Office Order Ref .B&R/ED(CS)/OFCO/2022-23 dated 20.10.2022 and not to allow any employees officially posted at project sites under their control to attend duties at Head office at Kolkata or office at Howrah without any formal transfer order or prior written consent of CMD.
Any deliberate violation of the above rule, if observed or reported may invite stringent action by the Management against the concerned HOD and/or SBU Head as well as concerned employee.
- III. It may be noted, that in case any employee, officially posted at project site, attends duty at HO at Kolkata or office at Howrah without any formal transfer order or prior written consent of CMD, his attendance HO at Kolkata or office at Howrah, shall not be recognized and he will be treated as 'absent' at his official place of posting.

This is issued with approval of the Competent Authority.



(ABHIJIT ROY)
GENERAL MANAGER (HR)

Encl: a/a

CC: CMD }- For kind information please

CC: D (PM) }- For kind information please

CC: CVO

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/ Ranchi/Prayagraj/Guwahati

BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise

Ref: B&R/ED(CS)/OFCO/2022-23

20.10.2022

OFFICE ORDER

To

All HODs,

Sub: Granting Leave to Site-in-Charges

- I. It has been observed that some Officers acting as Site-in-Charges in the respective Project Sites, are availing Leave frequently and remain absent in the project sites even during vital stages of execution of projects which is affecting the progress schedule of projects.
- II. Accordingly, all the HODs and/or Reporting Authorities of the Site-in-Charges, are hereby advised to process all Leave applications submitted by the Site-in -Charges only upon written approval of Chairman and Managing Director(CMD).
- III. Any deviation from this rule, if reported or observed, may attract stringent action or disciplinary proceeding on behalf of the Management.

This will come into force with immediate effect. This is issued as per approval of the Competent Authority.



(SUPRAKASH CHATTOPADHYAY)
EXECUTIVE DIRECTOR (CS)

CC: CMD }- For kind information please.

CC: D (F) }- For kind information please.

CC: D (PM) }- For kind information please.

CC: CVO

CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC: All Sites & Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Bhubaneswar/Vadodara/ Ranchi/Prayagraj/Guwahati

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise
कोलकाता/Kolkata-700 071.

REF: BANDR/GM(HR)/HP/OFCO./2022-23

4TH February, 2023

OFFICE ORDER

To

All Employees – Regular/Retired

Ref. Judgment dated 04/11/2022 by the Hon'ble Supreme Court of India regarding Employees' Pension Scheme (EPS-95) – EPFO Communication dated 29/12/2022.

This has reference to Circular No. Pension/2022/54988/15149 dated 29th December 2022 from the EPFO Head Office which is issued in compliance of Order contained in para 44(ix) read with para 44(v) & (vi) of the Hon'ble Supreme Court Judgment dated 04/11/2022.

(A) Employees who had exited the Scheme before 01/09/2014 (i.e. attained age of 58 before 01/09/2014) :

It may be noted that the aforesaid Circular, it is currently addressing employees who have exited the Scheme (EPS) prior to 1st September, 2014, and had exercised the option for EPS 95 pension on higher salary under Para 11(3) of 1995 Scheme and whose application for higher pension was rejected by EPFO.

As per records available, no EX-EMPLOYEE OF THE Company who had exited the scheme before 01/09/2014 is covered under above provisions. Hence, this Circular does not cover any of our retired employees.(Who have attained 58 years on or before 01/09/2014)

(B) Serving employees OR employees who have exited the Scheme after 01/09/2014 (i.e. who have attained age of 58 after 01/09/2014) :

As per the Para 44(iv) of the judgment of Hon'ble Supreme Court, time limit of four months has been given to eligible employees to exercise joint option for contributions to EPS 95 Scheme on actual salary and consequent determination of higher Pension. It is expected that EPFO will issue a separate Circular/Guidelines for these category of employees.

Adm

Meanwhile, we are also taking up the matter with EPFO Head Office for necessary clarification/notification.

- (C) While detailed modalities for operationalizing the verdict is awaited from EPFO, the Company is in the process of extracting the actual salary data since November 1995 for computation of PF Earnings.
- (D) Employees who have joined Bridge And Roof Co.(I) Ltd. on and thereafter 1st September 2014 as fresh recruit are not covered under EPS 1995 pension scheme. Therefore, they are not required to submit the option for higher pension scheme under para 11(3) of the judgment.
- (E) Further, since circular No. Pension/2022/54877/15149 dated 29/12/2022 of EPFO itself provides for modalities of implementation of higher pension of eligible employee retired before 1st September 2014 (after attaining 58 years of age) therefore they are also not required to submit the option.

It is, therefore, requested to all eligible Serving employees/Retired employees (those attained age of 58 yrs after 01.09.2014) who are interested to opt for higher pension to submit their option for higher pension scheme under Para 11(3) of the pre-amendment rules for EPS within **20.02.2023** to **GM (HR), Kolkata Office** as per the formats enclosed as Annexure A and Annexure B as applicable.

It may please be noted that only hard copy duly signed by the employee with all relevant details will be accepted.

This is issued as per approval of the Competent Authority.



(ABHIJIT ROY)
GENERAL MANAGER (HR)

N.B : *Format/ Declaration made on the basis of this circular may have to be revised/reviewed depending on the subsequent decisions of competent authority, if and when applicable. Further, the outcome of calculations being made by the Company/ Trustee towards PF/EPF are subject to acceptance by individual employee concerned besides EPFO, as well.*

CC: CMD } For kind information pls.

CC : D(PM)} For kind information pls.

CC : CVO

CC : All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC : Offices at Kolkata/Howrah/Mumbai/Delhi/Chennai/Vadodara/Bhubaneswar/Ranchi/Guwahati/Prayagraj/Visakhapatnam

CC: Notice Board for notification of all employees.

CC: All Sites

CC : Company's website : www.bridgeroof.co.in

(Declaration form by Retired Employees, retired after 1st September 2014)

To,
Regional Provident Fund Commissioner,
Employees Provident Fund Organisation,
Regional Office, Howrah,
24, Belilious Road,
Howrah – 711 101
Dear Sir,

Sub : Joint option under Para 11(3) and Para 11(4) of Employees Pension Scheme, 1995 based upon the Hon'ble Supreme Court's Order in C.A. No. 008143-008144/2022 Titled EPFO vs Sunil Kumar pronounced on 04/11/2022.

Reference is invited towards Para 43 and Para 44(iv) of the aforesaid judgment dated 04/11/2022 of Hon'ble Supreme Court of India, in the above cited Civil Appeal when in the eligible employees and his/her employer are required to submit a joint option under erstwhile Para 11(3) & Para 11(4) of the EPS'95 within a period of 4 months from the date of judgment.

Since no format for the Joint Option has been provided by EPFO and same is also not available on EPFO's website, based on similar formats issued by various ROs in the year 2017 & 2018 while implementing the RC Gupta judgment, in order to comply with the above requirement, we (employees and employer) are hereby submitting the joint option form as required under erstwhile Para 11(3) & Para 11(4) of Employees Pension Scheme – 1995 for claiming pension on actual salary instead of ceiling salary limit of Rs. 15000/-.

Particulars of the employees are as under :

1.	State the category	Officer / Staff / Sub-Staff / Worker
2.	Name of Retired Employee with EMP CODE/Ticket	
3.	EPF A/c No.	
4.	EPS No.	
5.	UAN No.	
6.	PPO No.	
7.	Mobile No.	
8.	Email ID	
9.	Aadhar No.	
10.	Date of Joining & Date of confirmation	
11.	Date of retirement (on attaining 58 Years)	

Adm

DECLARATION BY RETIRED EMPLOYEE:

It is affirmed that immediately after joining, M/s Bridge And Roof Co.(India) Limited I had been contributing towards the Provident Fund on my actual salary/wages and an equal amount used to be contributed in my PF by the employer also as provided under Para 26(6) of EPF Scheme, 1952. It is to further certify that an amount @ 8.33% of the statutory ceiling amount i.e. Rs. 15,000/- (earlier Rs. 5000/- / 6500) out of the Employer's contribution had been remitted by the employer every month towards Employees' Pension Scheme, 1995 since 16/11/1995 onwards.

I, do hereby opt for diverting 8.33% of my actual salary/wages out of employer's contribution towards Pension Fund (after adjusting the amount already remitted in EPF'95 on ceiling salary/wages) from the date of joining the EPS'95 till my attaining Fund on my retirement. I am ready to return the differential amount that I had withdrawn after my retirement/exit, thus making me eligible for drawing Pension on the basis of actual salary/wages instead of ceiling salary/wages in accordance with the aforesaid judgment dated 04/11/2022 of Supreme Court i.e. based on my actual salary/wages instead of being based on the statutory limit.

That I retired on attaining age of 58 years for the purpose of EPS 1995 after 01/09/2014 on 20..... (Month and Year). I also undertake that if any other legal formality is required in this regard, I am ready to do accordingly

Copy of order issued by EPFO fixing my pension under EPS 1995 on attaining the age 58 years is also enclosed herewith for your reference.

Signature :

Place :

Name :

Date :

Address :



UNDERTAKING BY THE EMPLOYER

I, _____ (Name and Designation) being the authorized signatory on behalf of M/s. _____ (Name of the Estt.) do hereby certify that Mr./Ms. _____ is working with us as _____ and has retired for the purpose of EPS-95 on attaining age of 58 years on _____.

His EPF/A/c. No. is _____. He/She had been contributing towards Provident Fund on his/her salary/wages, as per the terms of Para 26(6) of the EPF Scheme 1952. Equal share had been contributed by this establishment too. This establishment has no objection if he deposits/returns the due differential amount @8.33% of the employers share w.e.f. 16/11/1995 to EPFO i.e. from the date of commencement of the scheme or when his salary/wages exceeded the statutory limit, along with due interest as declared under EPF Scheme, 1952 from time to time, thus making him eligible for drawing pension on the basis of Pensionable salary based on his actual salary/wages, instead of on the statutory limit as per erstwhile Para 11(3) & Para 11(4) of the EPS'95 Scheme as permitted to do so by the judgment dated 04/11/2022 of the Hon'ble Supreme Court of India.

I certify that the particulars furnished above are correct as per the available record.

For BRIDGE AND ROOF CO.(INDIA)LIMITED

Place :

Date :

(Signature of Authorised signatory with official seal

Authorized signatory

(Declaration form by Serving Employees)

To,
Regional Provident Fund Commissioner,
Employees Provident Fund Organisation,
Regional Office, Howrah,
24, Belilious Road,
Howrah – 711 101

Dear Sir,

Sub : Joint option under Para 11(3) and Para 11(4) of Employees Pension Scheme, 1995 based upon the Hon'ble Supreme Court's Order in C.A. No. 008143-008144/2022 Titled EPFO vs Sunil Kumar pronounced on 04/11/2022.

Reference is invited towards Para 43 and Para 44(iv) of the aforesaid judgment dated 04/11/2022 of Hon'ble Supreme Court of India, in the above cited Civil Appeal when in the eligible employees and his/her employer are required to submit a joint option under erstwhile Para 11(3) & Para 11(4) of the EPS'95 within a period of 4 months from the date of judgment.

Since no format for the Joint Option has been provided by EPFO and same is also not available on EPFO's website, based on similar formats issued by various ROs in the year 2017 & 2018 while implementing the RC Gupta judgment, in order to comply with the above requirement, we (employees and employer) are, hereby submitting the joint option form as required under erstwhile Para 11(3) & Para 11(4) of Employees Pension Scheme – 1995 for claiming pension on actual salary instead of ceiling salary limit of Rs. 15000/-.

Particulars of the employees are as under:

1.	State the category	Officer / Staff / Sub-Staff / Worker
2.	Name of Serving Employee with EMP CODE/Ticket	
3	EPF A/c No.	
4	EPS No.	
5	UAN No.	
6	PPO No.	
7	Mobile No.	
8	Email ID	
9	Aadhar No.	
10.	Date of Joining & Date of Confirmation	
11	Date of retirement (on attaining 58 Years)	

alam

DECLARATION BY SERVING EMPLOYEE :(Covered Under GPF)

It is certified that immediately after joining, M/s. Bridge And Roof Co. (India)Ltd.(name of the establishment), I had been contributing towards the Provident Fund on my salary/wages and an equal amount used to be contributed in my PF by the employer also as provided under Para 26(6) of EPF Scheme, 1952. It is to further certify that an amount @8.33% of the statutory ceiling amount i.e. Rs. 15,000 (earlier Rs. 5000 / 6500) out of the Employer's contribution has been remitted every month towards Employees' Pension Scheme, 1995 since 16/11/1995 onwards.

I, do hereby opt for diverting 8.33% of my actual salary/wages out of employer's contribution towards Pension Fund (after adjusting the amount already diverted in EPF'95 on ceiling wages) from the date of joining the EPS'95 till my attaining the age of 58 years. Since I have not withdrawn the Provident Fund on attaining the age of 58 years and I hereby authorise EPFO to adjust the differential amount along with interest from my Provident Fund with EPFO and making me eligible for drawing Pension on the basis of average of last 60 months' salary/wages as

Pensionable salary/wages i.e. based on my actual salary/wages instead of being based on the statutory limit.

Signature :

Place :

Name :

Date :

Address :

UNDERTAKING BY THE EMPLOYER

I, _____ (Name and Designation) being the authorized signatory on behalf of M/s. _____ (Name of the Estt.) do hereby certify that Mr./Ms. _____ is working with us as _____ and will retire for the purpose of EPS-95 on attaining age of 58 years on _____.

His EPF/A/c. No. is _____. He/She had been contributing towards Provident Fund on his/her salary/wages, as per the terms of Para 26(6) of the EPF Scheme 1952. Equal share had been contributed by this establishment too. This establishment has no objection if he deposits/returns the due differential amount @8.33% of the employers share w.e.f. 16/11/1995 i.e. from the date of commencement of the scheme or when his

salary/wages exceeded the statutory limit, along with due interest as declared under EPF Scheme, 1952 from time to time, thus making him eligible for drawing pension on the basis of Pensionable salary based on his actual salary/wages, instead of on the statutory limit as per erstwhile Para 11(3) & Para 11(4) of the EPS'95 Scheme as permitted to do so by the judgment dated 04/11/2022 of the Hon'ble Supreme Court of India.

I certify that the particulars furnished above are correct as per the available record.

For BRIDGE AND ROOF CO.(INDIA)LIMITED

Place :

Date :

(Signature of Authorised signatory with official seal

Authorized signatory



DECLARATION BY SERVING EMPLOYEE (Covered under OPF))

It is affirmed that immediately after joining, M/s. Bridge And Roof Co. (India) Ltd., I had been contributing towards the Provident Fund on my salary/wages and an equal amount used to be contributed in my PF by the employer also as provided under Para 26(6) of EPF Scheme, 1952. It is to further certify that an amount @8.33% of the statutory ceiling amount i.e. Rs. 15,000 (earlier Rs. 5000 / 6500) out of the Employer's contribution has been remitted every month towards Employees' Pension Scheme, 1995 since 16/11/1995 onwards.

I, do hereby opt for diverting 8.33% of my actual salary/wages out of employer's contribution towards Pension Fund (after adjusting the amount already diverted in EPF'95 on ceiling wages) from the date of joining the EPS'95 till my attaining the age of 58 years. Since I have not withdrawn the Provident Fund on attaining the age of 58 years and I hereby give my consent to The Chairman, Bridge and Roof Officers' Provident Fund to divert the differential amount along with interest from my PF account and deposit the same to EPFO and making me eligible for drawing Pension on the basis of average of last 60 months' salary/wages as pensionable salary/wages i.e. based on my actual salary/wages instead of being based on the statutory limit.

Signature :

Place :

Name :

Date :

Address :

all

UNDERTAKING BY THE EMPLOYER

I, _____ (Name and Designation) being the authorized signatory on behalf of M/s. _____ (Name of the Estt.) do hereby certify that Mr./Ms. _____ is working with us as _____ and has will retire for the purpose of EPS-95 on attaining age of 58 years on _____.

His EPF/A/c. No. is _____. He/She had been contributing towards Exempted Provident Fund on his/her salary/wages, as per the terms of Para 26(6) of the EPF Scheme 1952. Equal share had been contributed by this establishment too. This establishment has no objection if he/she deposits/returns/divert the due differential amount @8.33% of the employers share w.e.f. 16/11/1995 to EPFO through The Chairman, Bridge and Roof Officers Provident Fund (Exempted fund) i.e. from the date of commencement of the scheme or when his salary/wages exceeded the statutory limit, along with due interest as declared under EPF Scheme, 1952 from time to time, thus making him eligible for drawing pension on the basis of Pensionable salary based on his actual salary/wages, instead of on the statutory limit as per erstwhile Para 11(3) & Para 11(4) of the EPS'95 Scheme as permitted to do so by the judgment dated 04/11/2022 of the Hon'ble Supreme Court of India.

I certify that the particulars furnished above are correct as per the available record.

For BRIDGE AND ROOF CO.(INDIA)LIMITED

Place :

Date :

(Signature of Authorised signatory with official seal

Authorized signatory





Ref: BANDR/GM (HR)/DEP./DESIGN/2022-23

6th February, 2023

NOTICE

Sub: Job Notification for filling up vacancies in 'DESIGN DEPARTMENT' from amongst the existing Officers of Grade E-1 and E-2 of Bridge And Roof Co. (I) Ltd.

To
All Officers,

Applications are hereby being invited from the interested Officers of Grade E-1 or E-2 of the Company to look after the following jobs under 'Design Department'. Of the Company

I. A) Qualification / Job Description & Responsibility :

The incumbent shall be responsible for the following jobs:

1) Design Engineer (Mechanical):-

- Minimum Qualification: - B.E. /B.Tech in Mechanical engineering.
- Job Description & Responsibility:- The selected candidate shall be responsible for the following assignment
 - Design of Storage tanks
 - Design of Fire Fighting system
 - Design of Process and Fire water Piping

2) Design Engineer (Civil):-

- Minimum Qualification:- B.E./ B.Tech. in Civil engineering
- Job Description & Responsibility:- The selected candidate shall be responsible for the following assignment
 - Design of Major Civil Foundations
 - Design of Buildings/Structures
 - Design of Bridges.

II. A Selection Committee to be constituted by the Competent Authority shall select the suitable Officer/s after perusal of the Applications and holding an Interview/Test. Such deployment of employees shall not be construed as 'promotion' or 'up-gradation' of the employees, as they will continue to serve in the same Grade at the time of Application after deployment. Regarding final selection, posting and designation, decision of the Competent Authority shall remain final.

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Page 1 of 4



कॉर्पोरेट और पंजीकृत कार्यालय / Corporate and Registered Office:
चौथी एवं पांचवीं मंजिल, कंकड़िया सेंटर, 2/1, रसल स्ट्रीट, कोलकाता - 700071 : 4th & 5th Floor, Kankaria Centre, 2/1, Russel Street, Kolkata - 700071

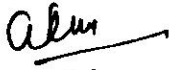
+91(33) 2217-2108 / 2274 +91(33) 2217-2106 bridge@bridgeroof.co.in /bandri920 @bridgeroof

सीआईएन / CIN : U27310WB1920CO1003601

III. How to Apply

The interested Officers of the Company may submit applications to General Manager (HR in the prescribed Application format as enclosed as Annexure A within close of business hours i.e. by 05:30 PM of 20.02.2023. Applications with full signature of the applicant and with all relevant annexure including a declaration in the manner stated in Annexure B, may be sent by post / by hand / by email. The email may be sent to sharma.ankit88@bridgeroof.co.in.

This is issued as per approval of the Competent Authority.



(ABHIJIT ROY)
GENERAL MANAGER (HR)

CC: CMD } For kind info. pls.

CC : D(PM) } For kind info. pls

CC : CVO

CC : All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC : Offices at Kolkata/Howrah/Mumbai/Delhi/Chennai/Vadodara/Bhubaneswar/Ranchi/Guwahati/Prayagraj/Visakhapatnam

CC: All Officers at all Sites

CC: Notice Board

Annexure A

APPLICATION FORMAT

(Job Notification Ref: BANDR/GM (HR)/DEP./DESIGN/2022-23 dated 06.02.2023)

Pls affix a
recent stamp
size colour
photograph

Please fill in the Application in Capital Letter Only.

1. Application for the post in the Deptt.of Design for : Design Engineer (Mechanical) : Y/N
Or Design Engineer (Civil) : Y/N

(Pls put a tick against your option)

i) Full Name of the Applicant with Employee code :

ii) Present designation & Grade/ Place of posting:

2. Father's name :

3. Date of Birth* (Both in figure & Word)

4. Qualification:

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Annexure B

Declaration to be given by the Applicant

TO WHOM IT MAY CONCERN

I,hereby affirm that the information provided by me in the Application made in response to Notice No. Ref: BANDR/GM (HR)/DEP./DESIGN/2022-23 dated 06.02.2023 by Bridge And Roof Co. (I) Limited, 2/1, Russel Street, Kolkata-700 071 is correct and complete to the best of my knowledge and nothing material has been concealed/distorted. If at any time, I am found to have concealed/ distorted any material information, necessary disciplinary measures may be initiated against me by the Company as per rules.

Place :

Date:

(Signature of the applicant)

Name: -----

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ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड
BRIDGE AND ROOF COMPANY (INDIA) LTD.

(भारत सरकार का एक उद्यम/A Government of India Enterprise)

REF: BANDR/GM(HR)/OFCO/2023

6th February, 2023

OFFICE ORDER

Sub: **Availing facility of Guesthouse/Transit house-reg.**

- i. For smooth administration and proper utilisation of the guesthouses/transit flat of the Company, following rules are hereby laid down for all the employees of organisation for availing the facility of the guesthouse located in various locations of the Company.
- ii. Rules of Guest house/ Transit flat accommodation :
 - a) Guest house/ Transit flat accommodation is meant only for the visiting employee on official tour whose travel has been authorized by the concerned HOD and/or by the Competent Authority as the case may be. The nominal food expenses, however, is to be borne by the visiting employee during the stay at guesthouse. One may stay at guesthouse/transit flat for the entire duration of the official assignment provided it is not permanent in nature.
 - b) In case of official transfer of an employee from one site to another site, he/she may stay in the guest house/ transit flat of the company, if available, for a maximum period of 15(fifteen) days after joining at the new place of posting and after obtaining approval of the concerned HOD. In case he/she stays at the guest house/ transit flat beyond 15 (fifteen) days, he/she will not be entitled for House Rent Allowance (HRA) from the 16th day of his/her stay till he/she vacates the guest house/transit flat. An employee posted at a particular place shall not be allowed to stay at the guest house unless there is written permission from the Reporting Authority/HOD. In case any HRA is deducted from salary of any employee for unauthorised stay at Guesthouse/transit flat as stated above, the same shall not be refunded even if he or she vacates the Guesthouse or transit flat later on.
 - c) It has further been decided that every employee shall be able to avail the facility of the guesthouse/transit flats of the Company located at the following places, only after obtaining prior approval from the reporting authority/HOD to be followed by a written confirmation of room reservation of the guesthouse from the concerned zonal head, via e-mail as stated below. A format for application for availing guesthouse/transit flat is enclosed as **Annexure A**.

	Location of Guesthouse/transit flat	Prior approval for having the boarding facility to be obtained from:	Prior confirmation of reservation at the Guesthouse to be obtained from concerned zonal head :
1.	Noida, UP	Reporting Authority/HOD	Group General Manager (Coordination-North) Email id : delhi@bridgeroof.co.in
2.	Nerul, Mumbai	Do	General Manager (West), E-mail : ns.srivastava@bridgeroof.co.in
3.	Madipakkam, Chennai	Do	General Manager (South), E-mail : bandr.chennai@bridgeroof.co.in
4.	Kolkata	Do	General Manager (HR) E-mail : abhijit.roy@bridgeroof.co.in



V. Following general rules shall remain applicable for administration of the guesthouse/transit flat:

- i) Every employee shall abide by the rules prevailing in the guesthouse for maintaining discipline.
- ii) Regarding allocation of rooms, decision of the zonal head shall remain final.
- iii) For proper records, the concerned zonal head or concerned Officer authorised by HOD shall regularly inspect the Register kept for recording stay of the visiting employee and in case, a transferred employee continues to stay at the Guesthouse/transit flat under his control beyond 15 (fifteen) days as stated in para (iii) above, he should forthwith report the same to GM(HR) through email for necessary action.
- iv) Reservation of rooms will be done on the basis of availability of rooms and order of receipt of requisition from the concerned employee through his HOD.
- v) In the event, zonal head remains on leave or on official tour, he would assign this responsibility to any Officer at his office to do the needful for reservation of rooms at the guesthouse/transit flat.

This would come into force with immediate effect.

This has approval of the Competent Authority



(ABHIJIT ROY)
GENERAL MANAGER (HR)

CC: CMD } *For kind information pls.*

CC : D(PM)} *For kind information pls.*

CC : CVO

CC : All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC : Offices at Kolkata/Howrah/Mumbai/Delhi/Chennai/Vadodara/Bhubaneswar/Ranchi/Guwahati/Prayagraj/Visakhapatnam

CC: Notice Board for notification of all employees.

CC: All Sites

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise
कोलकाता/Kolkata-700 071.

REF: BANDR/GM(HR)/HP/OFCO./2022-23

4TH February,2023

OFFICE ORDER

To

All Employees – Regular/Retired

Ref. Judgment dated 04/11/2022 by the Hon'ble Supreme Court of India regarding Employees' Pension Scheme (EPS-95) – EPFO Communication dated 29/12/2022.

This has reference to Circular No. Pension/2022/54988/15149 dated 29th December 2022 from the EPFO Head Office which is issued in compliance of Order contained in para 44(ix) read with para 44(v) & (vi) of the Hon'ble Supreme Court Judgment dated 04/11/2022.

(A) Employees who had exited the Scheme before 01/09/2014 (i.e. attained age of 58 before 01/09/2014)
:

It may be noted that the aforesaid Circular, it is currently addressing employees who have exited the Scheme (EPS) prior to 1st September, 2014, and had exercised the option for EPS 95 pension on higher salary under Para 11(3) of 1995 Scheme and whose application for higher pension was rejected by EPFO.

As per records available, no EX-EMPLOYEE OF THE Company who had exited the scheme before 01/09/2014 is covered under above provisions. Hence, this Circular does not cover any of our retired employees.(Who have attained 58 years on or before 01/09/2014)

(B) Serving employees OR employees who have exited the Scheme after 01/09/2014 (i.e. who have attained age of 58 after 01/09/2014) :

As per the Para 44(iv) of the judgment of Hon'ble Supreme Court, time limit of four months has been given to eligible employees to exercise joint option for contributions to EPS 95 Scheme on actual salary and consequent determination of higher Pension. It is expected that EPFO will issue a separate Circular/Guidelines for these category of employees.

Adm

Meanwhile, we are also taking up the matter with EPFO Head Office for necessary clarification/notification.

- (C) While detailed modalities for operationalizing the verdict is awaited from EPFO, the Company is in the process of extracting the actual salary data since November 1995 for computation of PF Earnings.
- (D) Employees who have joined Bridge And Roof Co.(I) Ltd. on and thereafter 1st September 2014 as fresh recruit are not covered under EPS 1995 pension scheme. Therefore, they are not required to submit the option for higher pension scheme under para 11(3) of the judgment.
- (E) Further, since circular No. Pension/2022/54877/15149 dated 29/12/2022 of EPFO itself provides for modalities of implementation of higher pension of eligible employee retired before 1st September 2014 (after attaining 58 years of age) therefore they are also not required to submit the option.

It is, therefore, requested to all eligible Serving employees/Retired employees (those attained age of 58 yrs after 01.09.2014) who are interested to opt for higher pension to submit their option for higher pension scheme under Para 11(3) of the pre-amendment rules for EPS within **20.02.2023** to **GM (HR), Kolkata Office** as per the formats enclosed as Annexure A and Annexure B as applicable.

It may please be noted that only hard copy duly signed by the employee with all relevant details will be accepted.

This is issued as per approval of the Competent Authority.



(ABHIJIT ROY)
GENERAL MANAGER (HR)

N.B : Format/ Declaration made on the basis of this circular may have to be revised/reviewed depending on the subsequent decisions of competent authority, if and when applicable. Further, the outcome of calculations being made by the Company/ Trustee towards PF/EPF are subject to acceptance by individual employee concerned besides EPFO, as well.

CC: CMD } For kind information pls.

CC : D(PM)} For kind information pls.

CC : CVO

CC : All EDs/CGMs/GGMs/GMs/DGMs/HODs

CC : Offices at Kolkata/Howrah/Mumbai/Delhi/Chennai/Vadodara/Bhubaneswar/Ranchi/Guwahati/Prayagraj/Visakhapatnam

CC: Notice Board for notification of all employees.

CC: All Sites

CC : Company's website : www.bridgeroof.co.in

(Declaration form by Retired Employees, retired after 1st September 2014)

To,
 Regional Provident Fund Commissioner,
 Employees Provident Fund Organisation,
 Regional Office, Howrah,
 24, Belilious Road,
 Howrah - 711 101
 Dear Sir,

Sub : Joint option under Para 11(3) and Para 11(4) of Employees Pension Scheme, 1995 based upon the Hon'ble Supreme Court's Order in C.A. No. 008143-008144/2022 Titled EPFO vs Sunil Kumar pronounced on 04/11/2022.

Reference is invited towards Para 43 and Para 44(iv) of the aforesaid judgment dated 04/11/2022 of Hon'ble Supreme Court of India, in the above cited Civil Appeal when in the eligible employees and his/her employer are required to submit a joint option under erstwhile Para 11(3) & Para 11(4) of the EPS'95 within a period of 4 months from the date of judgment.

Since no format for the Joint Option has been provided by EPFO and same is also not available on EPFO's website, based on similar formats issued by various ROs in the year 2017 & 2018 while implementing the RC Gupta judgment, in order to comply with the above requirement, we (employees and employer) are hereby submitting the joint option form as required under erstwhile Para 11(3) & Para 11(4) of Employees Pension Scheme - 1995 for claiming pension on actual salary instead of ceiling salary limit of Rs. 15000/-.

Particulars of the employees are as under :

1.	State the category	Officer / Staff / Sub-Staff / Worker
2.	Name of Retired Employee with EMP CODE/Ticket	
3.	EPF A/c No.	
4.	EPS No.	
5.	UAN No.	
6.	PPO No.	
7.	Mobile No.	
8.	Email ID	
9.	Aadhar No.	
10.	Date of Joining & Date of confirmation	
11.	Date of retirement (on attaining 58 Years)	

Adm

DECLARATION BY RETIRED EMPLOYEE:

It is affirmed that immediately after joining, M/s Bridge And Roof Co.(India) Limited I had been contributing towards the Provident Fund on my actual salary/wages and an equal amount used to be contributed in my PF by the employer also as provided under Para 26(6) of EPF Scheme, 1952. It is to further certify that an amount @ 8.33% of the statutory ceiling amount i.e. Rs. 15,000/- (earlier Rs. 5000/- / 6500) out of the Employer's contribution had been remitted by the employer every month towards Employees' Pension Scheme, 1995 since 16/11/1995 onwards.

I, do hereby opt for diverting 8.33% of my actual salary/wages out of employer's contribution towards Pension Fund (after adjusting the amount already remitted in EPF'95 on ceiling salary/wages) from the date of joining the EPS'95 till my attaining Fund on my retirement. I am ready to return the differential amount that I had withdrawn after my retirement/exit, thus making me eligible for drawing Pension on the basis of actual salary/wages instead of ceiling salary/wages in accordance with the aforesaid judgment dated 04/11/2022 of Supreme Court i.e. based on my actual salary/wages instead of being based on the statutory limit.

That I retired on attaining age of 58 years for the purpose of EPS 1995 after 01/09/2014 on 20..... (Month and Year). I also undertake that if any other legal formality is required in this regard, I am ready to do accordingly

Copy of order issued by EPFO fixing my pension under EPS 1995 on attaining the age 58 years is also enclosed herewith for your reference.

Signature :

Place :

Name :

Date :

Address :

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UNDERTAKING BY THE EMPLOYER

I, _____ (Name and Designation) being the authorized signatory on behalf of M/s. _____ (Name of the Estt.) do hereby certify that Mr./Ms. _____ is working with us as _____ and has retired for the purpose of EPS-95 on attaining age of 58 years on _____ .

His EPF/A/c. No. is _____. He/She had been contributing towards Provident Fund on his/her salary/wages, as per the terms of Para 26(6) of the EPF Scheme 1952. Equal share had been contributed by this establishment too. This establishment has no objection if he deposits/returns the due differential amount @8.33% of the employers share w.e.f. 16/11/1995 to EPFO i.e. from the date of commencement of the scheme or when his salary/wages exceeded the statutory limit, along with due interest as declared under EPF Scheme, 1952 from time to time, thus making him eligible for drawing pension on the basis of Pensionable salary based on his actual salary/wages, instead of on the statutory limit as per erstwhile Para 11(3) & Para 11(4) of the EPS'95 Scheme as permitted to do so by the judgment dated 04/11/2022 of the Hon'ble Supreme Court of India.

I certify that the particulars furnished above are correct as per the available record.

For BRIDGE AND ROOF CO.(INDIA)LIMITED

Place :

Date :

(Signature of Authorised signatory with official seal

Authorized signatory

Allen

(Declaration form by Serving Employees)

To,
Regional Provident Fund Commissioner,
Employees Provident Fund Organisation,
Regional Office, Howrah,
24, Belilious Road,
Howrah – 711 101

Dear Sir,

Sub : Joint option under Para 11(3) and Para 11(4) of Employees Pension Scheme, 1995 based upon the Hon'ble Supreme Court's Order in C.A. No. 008143-008144/2022 Titled EPFO vs Sunil Kumar pronounced on 04/11/2022.

Reference is invited towards Para 43 and Para 44(iv) of the aforesaid judgment dated 04/11/2022 of Hon'ble Supreme Court of India, in the above cited Civil Appeal when in the eligible employees and his/her employer are required to submit a joint option under erstwhile Para 11(3) & Para 11(4) of the EPS'95 within a period of 4 months from the date of judgment.

Since no format for the Joint Option has been provided by EPFO and same is also not available on EPFO's website, based on similar formats issued by various ROs in the year 2017 & 2018 while implementing the RC Gupta judgment, in order to comply with the above requirement, we (employees and employer) are, hereby submitting the joint option form as required under erstwhile Para 11(3) & Para 11(4) of Employees Pension Scheme – 1995 for claiming pension on actual salary instead of ceiling salary limit of Rs. 15000/-.

Particulars of the employees are as under:

1.	State the category	Officer / Staff / Sub-Staff / Worker
2.	Name of Serving Employee with EMP CODE/Ticket	
3	EPF A/c No.	
4	EPS No.	
5	UAN No.	
6	PPO No.	
7	Mobile No.	
8	Email ID	
9	Aadhar No.	
10.	Date of Joining & Date of Confirmation	
11	Date of retirement (on attaining 58 Years)	

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DECLARATION BY SERVING EMPLOYEE :(Covered Under GPF)

It is certified that immediately after joining, M/s. Bridge And Roof Co. (India)Ltd.(name of the establishment), I had been contributing towards the Provident Fund on my salary/wages and an equal amount used to be contributed in my PF by the employer also as provided under Para 26(6) of EPF Scheme, 1952. It is to further certify that an amount @8.33% of the statutory ceiling amount i.e. Rs. 15,000 (earlier Rs. 5000 / 6500) out of the Employer's contribution has been remitted every month towards Employees' Pension Scheme, 1995 since 16/11/1995 onwards.

I, do hereby opt for diverting 8.33% of my actual salary/wages out of employer's contribution towards Pension Fund (after adjusting the amount already diverted in EPF'95 on ceiling wages) from the date of joining the EPS'95 till my attaining the age of 58 years. Since I have not withdrawn the Provident Fund on attaining the age of 58 years and I hereby authorise EPFO to adjust the differential amount along with interest from my Provident Fund with EPFO and making me eligible for drawing Pension on the basis of average of last 60 months' salary/wages as

Pensionable salary/wages i.e. based on my actual salary/wages instead of being based on the statutory limit.

Signature :

Place :

Name :

Date :

Address :

UNDERTAKING BY THE EMPLOYER

I, _____ (Name and Designation) being the authorized signatory on behalf of M/s. _____ (Name of the Estt.) do hereby certify that Mr./Ms. _____ is working with us as _____ and will retire for the purpose of EPS-95 on attaining age of 58 years on _____.

His EPF/A/c. No. is _____. He/She had been contributing towards Provident Fund on his/her salary/wages, as per the terms of Para 26(6) of the EPF Scheme 1952. Equal share had been contributed by this establishment too. This establishment has no objection if he deposits/returns the due differential amount @8.33% of the employers share w.e.f. 16/11/1995 i.e. from the date of commencement of the scheme or when his

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salary/wages exceeded the statutory limit, along with due interest as declared under EPF Scheme, 1952 from time to time, thus making him eligible for drawing pension on the basis of Pensionable salary based on his actual salary/wages, instead of on the statutory limit as per erstwhile Para 11(3) & Para 11(4) of the EPS'95 Scheme as permitted to do so by the judgment dated 04/11/2022 of the Hon'ble Supreme Court of India.

I certify that the particulars furnished above are correct as per the available record.

For BRIDGE AND ROOF CO.(INDIA)LIMITED

Place :

Date :

(Signature of Authorised signatory with official seal

Authorized signatory



DECLARATION BY SERVING EMPLOYEE (Covered under EPF)

It is affirmed that immediately after joining, M/s. Bridge And Roof Co. (India) Ltd., I had been contributing towards the Provident Fund on my salary/wages and an equal amount used to be contributed in my PF by the employer also as provided under Para 26(6) of EPF Scheme, 1952. It is to further certify that an amount @8.33% of the statutory ceiling amount i.e. Rs. 15,000 (earlier Rs. 5000 / 6500) out of the Employer's contribution has been remitted every month towards Employees' Pension Scheme, 1995 since 16/11/1995 onwards.

I, do hereby opt for diverting 8.33% of my actual salary/wages out of employer's contribution towards Pension Fund (after adjusting the amount already diverted in EPF'95 on ceiling wages) from the date of joining the EPS'95 till my attaining the age of 58 years. Since I have not withdrawn the Provident Fund on attaining the age of 58 years and I hereby give my consent to The Chairman, Bridge and Roof Officers' Provident Fund to divert the differential amount along with interest from my PF account and deposit the same to EPFO.

Pensionable salary/wages i.e. based on my actual salary/wages instead of being based on the statutory limit.

Signature :

Place :

Name :

Date :

Address :



UNDERTAKING BY THE EMPLOYER

I, _____ (Name and Designation) being the authorized signatory on behalf of M/s. _____ (Name of the Estt.) do hereby certify that Mr./Ms. _____ is working with us as _____ and has will retire for the purpose of EPS-95 on attaining age of 58 years on _____.

His EPF/A/c. No. is _____. He/She had been contributing towards Exempted Provident Fund on his/her salary/wages, as per the terms of Para 26(6) of the EPF Scheme 1952. Equal share had been contributed by this establishment too. This establishment has no objection if he/she deposits/returns/divert the due differential amount @8.33% of the employers share w.e.f. 16/11/1995 to EPFO through The Chairman, Bridge and Roof Officers Provident Fund (Exempted fund) i.e. from the date of commencement of the scheme or when his salary/wages exceeded the statutory limit, along with due interest as declared under EPF Scheme, 1952 from time to time, thus making him eligible for drawing pension on the basis of Pensionable salary based on his actual salary/wages, instead of on the statutory limit as per erstwhile Para 11(3) & Para 11(4) of the EPS'95 Scheme as permitted to do so by the judgment dated 04/11/2022 of the Hon'ble Supreme Court of India.

I certify that the particulars furnished above are correct as per the available record.

For BRIDGE AND ROOF CO.(INDIA)LIMITED

Place :

Date :

(Signature of Authorised signatory with official seal

Authorized signatory



ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि०
BRIDGE AND ROOF COMPANY (INDIA) LTD.
भारत सरकार का एक उद्यम / A Government of India Enterprise
कोलकाता/Kolkata-700 071.

17th January, 2023

REF: BANDR/GM(HR)/OFCO/J2022-23/1

OFFICE ORDER

To
All Employees:

Sub: Achieving Additional Educational Qualifications during service tenure-reg.

- i) All concerned employees who might have achieved any additional academic qualifications that is, either a Degree or PG Diploma (minimum 1 year) in any professional field from any Institute or University, (duly approved by UGC or AICTE) which may include MBA, M.TECH, BBA, B.TECH or any other technical/professional qualification other than these etc. after entering into service in the organisation, are requested to forward a communication in this regard along-with substantial documents being self attested in hard copies to General Manager (HR), in the format as enclosed as Annexure A.
- ii) Such declaration/statement of the employees is required primarily for updating personal details of the employees and this declaration or statement shall not make the employee entitled to any additional benefit etc. or claim for higher position in future.
- iii) The employees who have already intimated the HR Deptt about such additional qualification are also requested to make the communication in the prescribed format. If any employee is found to have submitted false or forged certificates/declaration, necessary disciplinary measures will be taken against him or her as per rules.

This is issued with approval of the Competent Authority.


(ABHIJIT ROY)
GENERAL MANAGER (HR)

Encl: a/a

CC: CMD } For kind information pls.
CC: D(F) } For kind information pls.
CC: D(PM)} For kind information pls.
CC: CVO
CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs
CC: Offices at Kolkata/Howrah/Mumbai/Delhi/Chennai/Vadodara/Bhubaneswar/Ranchi/Guwahati/Prayagraj/Visakhapatnam
CC: All Sites
CC: File

Annexure – A

Date :

To
General Manager (HR)
Bridge & Roof Co.(I) Limited
Kolkata- 700 071

Sir,

Through: *Proper Channel*

I, Shri/Smt....., presently designated as
....., at, (EMP CODE) hereby refer to the Office
Order Ref. BANDR/GM(HR)/OFCO/2022-23/1 dated 17.01.2023 and hereby intimate you
about the educational qualifications achieved by me after entering into service this
organisation in the format stated below for your kind perusal and record please.

(1)	(2)	(3)	(4)	(5)	(7)	(8)	(9)
Name of the Employee	Educational Qualifications Achieved (state the Degree or Diploma)	Full name of the Course	Duration of the Course	Year of Completion	Name of the Institute under which the course has been studied (whether certified by UGC or AICTE)	Name of the University	Documents enclosed (to be self-attested)* Pass Certificate/ Final year mark-sheet

I hereby affirm that in case any information provided by me above is found to be false or fabricated, necessary penal /disciplinary measures may be taken against me by the Company as per rules.

Yours faithfully

Signature

(Name of the employee)

Encl: Enclosures as per Cl. no.(9) of the Table

Adm