

**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/NOTICE/CD/2025/211

दिनांक/ DATE: 25.11.2025

विषय/Subject: 3 अगस्त, 2025 को भारतीय अंगदान दिवस/CELEBRATION OF 'CONSTITUTION DAY, 2025'.

सभी कर्मचारीगण /All Employees

"Constitution Day" 2025 has to be observed in compliance of the directives received from Cabinet Secretary, Government of India vide D.O. No. 701/2/2022-CA.V/CA.III dated 11.11.2025 (copy enclosed) and vide D.O. No. Coord/4/2025-e-Coord dated 18.11.2025 (copy enclosed) received from Addl. Secretary, Government of India. Accordingly, Constitution Day, 2025' shall be celebrated on 26/11/2025 by reading the Preamble (copy enclosed) to the Constitution as per following programme :

क्र. सं. SI. No.	कार्यालय का स्थान Location of Office	दिनांक एवं समय Date & Time	पाठक Reader
1.	Kolkata & Howrah Office	26/11/2025 at 11: 00 A.M.	To be read out by CMD/Senior Most Officer available
2.	All Zonal Offices & Site Offices	26/11/2025 at 11: 00 A.M.	To be read out by Senior Most Officer available

For this year, to commemorate this special day coinciding with the culmination of public awareness campaigns /celebrations have been themed as "Hamara Samvidhan -Hamara Swabhiman".

A report including photographs of the observance of the events/activities may please be sent by all Offices and Project Sites to Email : [jaforhossain.khan@bridgeroof.co.in](mailto:jaforhossain.khan@bridgeroof.co.in) on same day i.e. 26<sup>th</sup> November,2025.

  
(U. Venugopal)

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

Encl: As stated above & related Banner

CC: CMD

CC: D(PM) & D(F)

CC: CVO

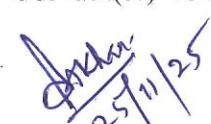
CC: All EDs/GGMs/GMs/SBU- Heads

CC: All Zonal Offices and Project Sites.

CC: All Employees

CC: Notice Board

CC: GM(IT) - For Circulation to the above concerned (through Email) please.

  
Anil Kumar  
25/11/25

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

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

सूचना/NOTICE

Ref.: B AND R/HR/MEDICAL CAMP/KOLKATA OFFICE/2025/196

Date: 29.10.2025

**Subject: Medical Camp at B And R's Kolkata Office on 30<sup>th</sup> & 31<sup>st</sup> October 2025**

**All Employees of Kolkata Office**

This is to inform you that ICICI Bank will conduct a **free medical health Check up camp** with the following tests on 30<sup>th</sup> & 31<sup>st</sup> October 2025 from 11:00 am to 4:00 pm at our Kolkata Office (5<sup>th</sup> floor).

- i). Weight
- ii). BP
- iii). RBS
- iv). ECG
- v). PFT
- vi). Eye Check up
- vii). Doctor Consultation

Every employee can avail this opportunity.



(U. Venugopal)

General Manager (HR)

CC: CMD

CC: D(PM)

CC: D(F)

CC: CVO

CC: All EDs/GGMs,/GMs/HODs /DGMs/AGMs posted at Kolkata Office

CC: Notice Board

CC: GM (IT) ---- For circulation to the above concerned through mail ple



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/CIRCULAR/BLOOD DONATION DAY/2025/172

दिनांक/ DATE: 26.09.2025

विषय/Subject: OBSERVATION OF NATIONAL BLOOD DONATION DAY (1 ST OCTOBER, 2025 )

सभी कर्मचारीगण /All Employees

In compliance of the directives received vide D.O. No.: BTS/NBTC/VBDD/2021 Dated: 02.09.2025 (copy enclosed) from Ministry of Health and Family Welfare/Ministry of Heavy Industries , Government of India, 1-st October, 2025 may be observed as National Voluntary Blood Donation Day and Pledge (enclosed) for observing the same will be read as per following programme :

क्र. सं. Sl. No.	कार्यालय का स्थान Location of Office	दिनांक एवं समय Date & Time	पाठक Reader
1.	All Offices and Project Sites	01/10/2025 at 12:30 P.M	To be read out by Senior Most Officer available

An action taken report including high resolution geo tagged photographs/videography etc., about the manner in which the National Voluntary Blood Donation Day was observed, may be sent by all offices and project sites to the Email : jaforhossain.khan@bridgeroof.co.in on same day.

  
(U. Venugopal)

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

Encl: As stated above

CC: CMD  
CC: D(PM)  
CC: D(F)  
CC: CVO  
CC: All EDs/GGMs/GMs/HODs /DGMs/AGMs  
CC: All Employees  
CC: All Offices, Howrah Works/Project Sites.  
CC: Notice Board  
CC: GM(IT) - For circulation to the above concerned please

  
26/09/25

# ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड

BRIDGE AND ROOF COMPANY (INDIA) LTD.

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

2/1, रसलस्ट्रीट कंकड़िया सेंटर, /Russel Street "Kankaria Centre"

कोलकाता/Kolkata – 700 071

## ज्ञाप / MEMO

संदर्भ/Ref. :	BANDR/HR/APAR-03/2025-26/155	दिनांक/ Date : 05.09.2025
प्रेषक/From :	GM (HR)	सेवा में/To: All EDs/GGMs/GMs/SBU Heads/Officers
विषय/Sub:	Final Reminder for Filling up Annual Performance Appraisal Report (APAR) for FY 2024–25.	
Ref:	Circular Ref: BANDR/HR/OFCO/APAR/2025-26/00081, Dated: 21-06-2025	
	First Reminder: BANDR/HR/APAR-01/2025-26/126, Dated: 04-08-2025	
	Second Reminder: BANDR/HR/APAR-02/2025-26/131, Dated: 13.08.2025	

## FINAL REMINDER

1. This is the **FINAL REMINDER** regarding completion of the Annual Performance Appraisal Report (APAR) for the Financial Year 2024–25.
2. This is to reiterate that the Annual Performance Appraisal Report (APAR) process for FY 2024–25 was initiated as per the above-referred circular, wherein detailed guidelines and stage-wise timelines were prescribed for timely completion of the appraisal cycle.
3. Despite the timelines and repeated instructions, it has been observed that a substantial number of appraisals remain pending. Many cases have not yet been initiated or are awaiting action at the Reporting Officer (RO), Reviewing Officer-1 (REO-1), Reviewing Officer-2 (REO-2), and Accepting Officer (AO) levels.
4. To avoid any further delay in the annual review cycle, you are hereby once again requested and advised to ensure strict adherence to the revised final deadline of 6<sup>TH</sup> September 2025 for completion and submission of all APARs in every respect. All APAR's must reach their respective Accepting Officers (AO) by 5 PM on 06.09.2025. Any APAR received after this deadline will not be considered for the current year.
5. Further, it is imperative that all concerned verify and confirm the correct mapping of RO, REO-1, and REO-2 in the EIS portal. In case of any discrepancy, please inform the HR Department immediately for necessary updating / corrections.
6. All SBU Heads/HODs are requested to personally monitor the progress within their departments and ensure compliance within the stipulated date and time.
7. For any assistance, you may contact the HR Department or write to [sharma.ankit88@bridgeroof.co.in](mailto:sharma.ankit88@bridgeroof.co.in).

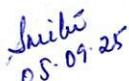
With kind regards,



(U. Venugopal)

General Manager (HR)

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





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

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

(सीआईएन: / CIN: U27310WB1920GOI003601)

BANDR/HR/NOTICE/ VISHWAKARMA PUJA /2025

Date: 01/09/2025

## सूचना/NOTICE

### परियोजना स्थलों पर विश्वकर्मा पूजा 2025/VISHWAKARMA PUJA 2025 AT PROJECT SITES .

दिनांक 17/09/2025 को परियोजना स्थलों (हावड़ा वर्क्स को छोड़कर) आयोजित की जाने वाली उपर्युक्त विश्वकर्मा पूजा हेतु निम्नलिखित व्यय की स्वीकृति प्रदान की जाती है :

- कम्पनी का अंशदान प्रति श्रमिक सदस्य के लिए अधिकतम □ 10/- (रुपये दस मात्र) तक सीमित होगा, बशर्ते श्रमिक संख्या 125 से अधिक होने पर यह राशि □ 2000/- (रुपये दो हजार मात्र) से अधिक न हो। गणना पूजा से पूर्व सप्ताह के किसी भी दिन की श्रमिक उपस्थिति के आधार पर की जाएगी।
- (क) यह योगदान इस समझ के साथ दिया जा रहा है कि पूजा संबंधी कार्यों में किए गए किसी भी कार्य हेतु ओवरटाइम का दावा नहीं किया जाएगा। (ख) इस आयोजन के दौरान मादक पेय पदार्थों की अनुमति नहीं होगी।
- छोटे स्थलों पर व्यय हेतु, जहाँ श्रमिक संख्या 125 से कम है, इस पूजा के लिए □ 1000/- (रुपये एक हजार मात्र) की अधिकतम एकमुश्त राशि व्यय की जा सकती है।
- स्थानीय सरकार द्वारा समय-समय पर जारी किए गए दिशा-निर्देशों का पालन अनिवार्य होगा, जिसमें एकत्रीकरण, सामाजिक दूरी एवं सुरक्षा सावधानियाँ सम्मिलित हैं।

Sanction is hereby accorded for incurring the following expenses for above Vishwakarma Puja at Project Sites on 17/09/2025 except Howrah Works.

- 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.
- a) This contribution is made on the understanding that no overtime is claimed in respect of any work done in connection with the Puja.  
b) No alcoholic drinks shall be allowed during this celebration.
- 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.
- 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

for BRIDGE AND ROOF CO. (INDIA) LTD.

(यू. वेनुगोपाल / U. VENUGOPAL)

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

cc : CMD

cc : D(PM)

cc : D(F)

cc : CVO

cc : All EDs/GGMs/GMs/SBU-Heads/DGMs/AGMs.

cc: All Offices & Howrah Works

cc: Project Sites

cc: Unions/ Notice Board

cc : File

cc: GM (IT) ----- For Circulation to the above concern through mail.

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

Ref: BANDR/HR/OFCO/2025-26/00146

29<sup>th</sup> August, 2025

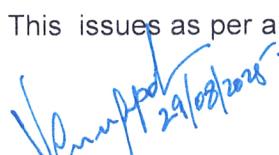
OFFICE ORDER

To  
All Employees

Sub: Periodic Review of Employees for strengthening of administration under Fundamental Rule (FR) 56(j)/(l) and Rule 48 of CCS (Pension) Rules 1972, as per guidelines of Department of Public Enterprises, Govt. of India

1. Kind attention is invited to DoPT Office Memorandum No. 25013/03/2019-Estt.A-IV dated 28.08.2020 regarding the periodic review of Central Government employees under the provisions of Fundamental Rule (FR) 56(j)/(l) and Rule 48 of the CCS (Pension) Rules, 1972. In compliance with the above, and as per DPE Office Memorandum No. DPE-GM-01/0001/2015-GM-GM-FTS-4857 dated 14.09.2020 the same has been duly endorsed by Bridge and Roof Co. (India) Ltd. through Office Order No. BANDR/GM(HR)/OFCO/2024-25 dated 25.11.2024.
2. In continuation to the above, the above mentioned office order dated 25.11.2024 is revised and attached as **Annexure-A**. This revision aims to ensure the smooth execution of the periodic review process for strengthening administrative mechanisms under the provisions of FR 56(j)/(l) and Rule 48 of CCS (Pension) Rules, 1972 as per the cited OMs.

This issues as per approval of the Competent Authority.

  
U. Venugopal  
General Manager (HR)

Encl: a/a

CC: CMD  
: D (F)  
: D (PM) } For Kind Information  
: CVO - For kind information  
: All EDs /GGMs/GMs/DGMs/HODs  
: All Offices  
: All Project Sites  
: File

  
20/08/2025

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

**Subject:- Periodic review of employees for strengthening of administration under fundamental rule FR 56(j)/(l) and rule 48 of CCS (Pension) rules, 1972 as per the guidelines of Department of Public Enterprises, Govt. of India”**

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1. In compliance of the Office Memorandum No. DPE-GM-01/0001/2015-GM-GM-FTS-4857 dated 14.09.2020 issued by Department of Public Enterprises (DPE), Govt. of India and Office Memorandum No. 25013/03/2019-Estt.A-IV dated 28.08.2020 issued by DoPT, Govt. of India, Bridge and Roof Co. (I) Limited (hereinafter referred to as ‘the Company’) hereby implements, **“B AND R Policy of Periodical Review for Ensuring Probity & Efficacy amongst Employees”** as stated below

**Background of OM dated 28.08. 2020 of DoPT, Govt. of India:**

Instructions have been issued from time to time for undertaking periodic review of performance of Government servants with a view to ascertain whether the Government servant should be retained in service or retired from service prematurely, in public interest, as per Fundamental provisions/Rule referred in the subject cited above. In order to bring in better clarity to the existing instructions and enable uniform implementation, an effort has been made to review, consolidate and reiterate the guidelines so far issued on the subject at one place.

In view of above background as stated in the OM dated 28.08.2020 issued by DoPT, Govt. of India for implementing Fundamental Rule of FR 56 (j) & 56 (l) and Rule 48(1)(b) of CCS (Pension Rules) 1972., the Company implemented the above-mentioned policy w.e.f. 28.10.2024 for all employees of the Company as part of their service regulations vide Office Order no. BANDR/GM(HR)/OFCO/2024-25 dated 25.11.2024. The policy is hereby being revised w.e.f. 29.08.2025

AMAZ/29.08.2025

Verma/29.08.2025

2. The objective of Fundamental Rule (FR) 56(j)/(l) and Rule 48 of CCS(Pension) Rules, 1972, is to strengthen the administrative machinery by developing responsible and efficient administration at all levels and to achieve efficiency, economy and speed in the disposal of functions of the Company. It is clarified that premature retirement of the employees of the Company under these rules is not a penalty. It is distinct from 'Compulsory Retirement', which is one of prescribed penalties under CCS (CCA) Rules, 1965.
3. **Provisions relating to pre-mature retirement in the Fundamental Rules (FR) and CCS (Pension) Rules, 1972**
  - 3.1 The Appropriate Authority/ Competent Authority has the absolute right to retire an employee of the Company under FR 56(j), FR 56(l) or Rule 48 (1) (b) of CCS (Pension) Rules, 1972 as the case may be, if it is necessary to do so in public interest.
  - 3.2 **FR 56(j):** - The Appropriate Authority/ Competent Authority shall, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice: -
    - (i) If he is, in Executive category or post in a substantive, quasi- permanent or temporary capacity and had entered service before attaining the age of 35 years, after he has attained the age of 50 years;
    - (ii) In any other case after he has attained the age of 55 years.
  - 3.3 **FR 56(l):** - Notwithstanding anything contained in clause (j), the Appropriate Authority/ Competent Authority shall, if it is of the opinion that it is in the public interest to do so, have the absolute right to retire an employee in 'non-executive category' or post who is not governed by any pension rules, after he has completed thirty years' service by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice.
  - 3.4 **Rule 48 (1) (b) of CCS (Pension) Rules, 1972** - At any time after an employee has completed thirty (30) years' qualifying service, he may be required by the Appointing Authority/ Competent Authority to retire in the public interest and in the case of such retirement, the employee shall be entitled to a retiring pension, provided that the Appointing Authority/ Competent Authority may also give a notice in writing to an employee at least three months before the date on which he is required to retire in the public interest or three months' pay and allowances in lieu of such notice.

PPS/29/08/2021

4. **Time Schedule to be followed:** - The time schedule given in the following table, shall be followed for undertaking the exercise of review of performance of the employees:

<b>Quarter in which review is to be made</b>	<b>Cases of employees, in the quarter indicated below to be reviewed</b>
January to March	July to September of the same year
April to June	October to December of the same year
July to September	January to March of the next year
October to December	April to June of the next year

5. **Maintenance of Register:** - A register of the employees who are due to attain the age of 50/55 years or to complete 30 years of service, has to be maintained. The register should be scrutinized at the beginning of every quarter by a senior officer in the Company and the review be undertaken according to the above schedule so as to ensure timely completion of the review for retention/pre-mature retirement of the employees.

6. The Company may, at any time after an employee has attained the age of 50/55 years or completed 30 years of service, as the case may be, retire him pre-maturely in public interest. However, non-adherence to the time-lines as indicated in para 4 above due to certain administrative exigencies shall not take away the powers of Appropriate Authority/ Competent Authority to pre-maturely retire an employee under FR 56(j), 56(l) and Rule 48 of CCS (Pension) Rules, 1972. Therefore, review of an Employee for the purposes of these Rules can be undertaken even after he has attained the age of 50/55 years in cases covered by FR 56 (j) or after he has completed 30 years of qualifying service under FR 56 (l) / Rule 48 of CCS(Pension) Rules, 1972.

7. There is also no bar on the Company to review any such case again where it was decided earlier to retain the officer, but the Appropriate/Appointing Authority/ Competent Authority is of the opinion that it is expedient to undertake the review again on account of changed circumstances, in public interest. In such cases, the Appropriate Authority/ Competent Authority is expected to demonstrate visible meticulousness as such employees have been found effective on earlier occasion for retention in service.

  
A handwritten signature in blue ink, appearing to read 'Vijaypal 29/02/2021'.

**8. Composition of Review and Representation Committee: -**

8.1 The Appropriate Authority/Competent Authority will constitute Review Committees of **two members** at appropriate level as under: -

In case of all employees the Review Committee shall be headed by a Director and he will be assisted by another Officer /Member of the Committee.

The Chief Vigilance Officer, in case of employees of 'executive category', or his representative in case of employees of 'non-executive category', will be associated in case of record reflecting adversely on the integrity of any employee.

8.2 The composition of Representation Committee for all Employees shall consist of

- (a) ED to be nominated by the Chairman/Appropriate Authority;
- (b) One Officer belonging to General Manager (GM) or above post.

9. **Constitution of Internal Committee:** - In addition to the above, the Appropriate Authority /Competent Authority may constitute an Internal Committee comprising of such officer(s) as deemed fit to assist the Review Committee. These Committees will ensure that the service record of the employees being reviewed, along-with a summary, bringing out all relevant information, is submitted to the Review Committee at least three months prior to the due date of review.

10. **Broad Criteria to be followed by the Review Committee** - The broad criteria to be followed by the Review Committee while making the recommendations are as follows: -

- (i) Employees whose integrity is doubtful, shall be retired.
- (ii) Employees found to be ineffective shall also be retired. The basic consideration in identifying such Employees should be their fitness/competence to continue in the post held.
- (iii) No employee should ordinarily be retired on ground of ineffectiveness, if, in any event, he would be retiring on superannuation within a period of one year from the date of consideration of his case. However, in a case where there is a sudden and steep fall in the competence, efficiency or effectiveness of an employee, it would be open to review such a case also for premature retirement. The said instruction of not retiring the employee within one year on the ground of ineffectiveness except in case of sudden and steep fall in his performance is relevant only when he is proposed to be retired on the ground of ineffectiveness, but not on the ground of doubtful integrity.

10/2/2017

Verbalized  
10/2/2017

- (iv) No employee should ordinarily be retired on ground of ineffectiveness, if, his service during the preceding 5 years or where he has been promoted to a higher post during that 5-year period, his service in the highest post, has been found satisfactory. There is no such stipulation, however, where the employee is to be retired on grounds of doubtful integrity. In case of those employees who have been promoted during the last 5 years, the previous entries in the APARs may be taken into account if he was promoted on the basis of seniority cum fitness, and not on the basis of merit.
- (v) The entire service record of an employee should be considered at the time of review. The expression 'service record' refers to all relevant records and therefore, the review should not be confined to the consideration of the APAR dossier. The personal file of the employee may contain valuable material. Similarly, his work and performance could also be assessed by looking into files dealt with by him or in any papers or reports prepared and submitted by him. It would be useful if the Internal Committee puts together all the data available about the Employee and prepares a comprehensive brief for consideration by the Review Committee. Even un-communicated remarks in the APARs may be taken into consideration.

## 11. Important judgments of Supreme Court

- 11.1 In the judgment in the case of *UOI & Col. J. N. Sinha [1571 SCR (1) 791]*, the Hon'ble Supreme Court had not only upheld the validity of FR 56(j), but also held that no show-cause notice needs to be issued to any Government servant before a notice of retirement is issued to him under the aforesaid provisions. The Apex Court held that —

*"Now coming to the express words of Fundamental Rule 56(j), it says 'that the appropriate authority has the absolute right to retire a government servant if it is of the opinion that it is in the public interest to do so. The right conferred on the appropriate authority is an absolute one. that power can be exercised subject to the conditions mentioned in the rule.' one of which is that the concerned authority must be of the opinion that it is in public interest to do so. If that authority bona fide forms that opinion, the correctness of that opinion cannot be challenged before courts. It is open to an aggrieved party to contend that the requisite opinion has not been formed or the decision is based on collateral grounds or that it is an arbitrary decision."*

APM/29/3/21

Venupratap  
29/03/2021

11.2 In the case of *State of Gujarat vs Umedbhai M. Patel*, 2001 (3) SCC 314, Hon'ble Court held that -

"The law relating to compulsory retirement has now crystalized into definite principles, which could be broadly summarized thus:

- (i) Whenever the services of a public servant are no longer useful to the general administration, the officer can be compulsorily retired for the sake of public interest.
- (ii) Ordinarily, the order of compulsory retirement is not to be treated as a punishment coming under Article 311 of the Constitution.
- (iii) For better administration, it is necessary to chop off dead wood, but the order of compulsory retirement can be passed after having due regard to the entire service record of the officer.
- (iv) Any adverse entries made in the confidential record shall be taken note of and be given due weightage in passing such order.
- (v) Even un-communicated entries in the confidential record can also be taken into consideration.
- (vi) The order of compulsory retirement shall not be passed as a short cut to avoid Departmental enquiry when such course is more desirable.
- (vii) If the officer was given a promotion despite adverse entries made in the confidential record, that is a fact in favor of the officer.
- (viii) Compulsory retirement shall not be imposed as a punitive measure. "

12. The observations of the Supreme Court with regard to Integrity and conduct unbecoming of a government servant

12.1 As far as integrity is concerned, the following observations of the Hon'ble Supreme Court in the case of *S Ramchandra Raju vs State of Orissa* {(1994) 3 SCC 424}, while upholding compulsory retirement in the case, may be kept in view :

*"The officer would live by reputation built around him. In an appropriate case, there may not be sufficient evidence to take punitive disciplinary action of removal from service. But his conduct and reputation is such that his continuance in service would be a menace to public service and injurious to public interest. The entire service record or character rolls or confidential reports maintained would furnish the backdrop material for consideration by the Government or the Review Committee or the appropriate authority. On consideration of the totality of the facts and circumstances alone; the Government should form the opinion that the Government officer needs to be compulsorily retired from service. Therefore, the entire record more particularly, the latest, would form the foundation for the opinion and furnish the base to exercise the power under the relevant rule to compulsorily retire a Government officer."*

*Abdul*  
*29/3/2015*  
*Venkatesh*  
*29/3/2015*

12.2 While considering the aspect of integrity of an employee, all material on record, including the actions or decisions taken by the employee which do not appear to be above board, complaints received against him, or suspicious property transactions, for which there may not be sufficient evidence to initiate departmental proceedings, may also be taken into account. The judgement of the Apex Court in the case of *K. Kandaswamy vs Union Of India & Anr, 1996 AIR 277, 1995 SCC (6)162* is relevant here. In this case, the apex court upheld the decision of the Government and held that: -

*"The rights - constitutional or statutory - carry with them corollary duty to maintain efficiency, integrity and dedication to public service. Unfortunately, the latter is being overlooked and neglected and the former unduly gets emphasised. The appropriate Government or the authority would, therefore, need to consider the totality of the facts and circumstances appropriate in each case and would form the opinion whether compulsory retirement of a Government employee would be in the public interest. The opinion must be based on the material on record; otherwise it would amount to arbitrary or colourable exercise of power."*

12.3 Similarly, reports of conduct unbecoming of a Government servant may also form basis for compulsory retirement. As per the judgement of the Hon'ble Supreme Court in *State of U.P. and Others vs Vijay Kumar Jain, Appeal (civil) 2083 of 2002*:

*"If conduct of a government employee becomes unbecoming to the public interest or obstructs the efficiency in public services, the government has an absolute right to compulsorily retire such an employee in public interest."*

13. **Approval of Appropriate/Appointing Authority/Competent Authority /Competent Authority :-**  
The recommendations of Review Committee will be put up for consideration and approval of Appropriate/Appointing Authority/Competent Authority in those cases, where it has been recommended to retire the employee of the Company prematurely.

**14. Representation against Premature Retirement: -**

- a) After issue of the orders of premature retirement, the concerned employee may put up representation for orders otherwise, within three weeks from the date of service of such notice / order to the HR department.
- b) The Representation Committee will forward the representation to the Review Committee along with fresh input if any.
- c) The examination of the representation should be completed by the Review Committee within two weeks from the date of receipt of representation and submitted to the Representation Committee.
- d) The Representation Committee considering the representation shall make its recommendations within two weeks from the date of receipt of the reference from the Review Committee.

*Abdul*  
*29/08/2021*

*Venugopal*  
*29/08/2021*

15. In so far as the provisions which are not covered in this OM, the provisions in the earlier OM shall continue to be applicable.
16. Notwithstanding the above, the DoPT OM No.25013/03/2019-Estt.A-IV dated 28/08/2020 will prevail.

Abesw  
21/02/2025

Venugopal  
21/02/2025

**ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड**  
**BRIDGE AND ROOF COMPANY (INDIA) LIMITED**  
(भारत सरकार का एक उद्यम / A Government of India Enterprise)

संदर्भ/Ref.: B AND R/HR/HGT/2025/132

दिनांक/ DATE: 13/08/2025

**सूचना/ NOTICE**

विषय /Subject: दिनांक 2 अगस्त, 2025 से 15 अगस्त, 2025 तक “हर घर तिरंगा” का आयोजन।

Celebration of “HAR GHAR TIRANGA” from 2nd August, 2025 to 15th August 2025.

सभी कर्मचारीण के लिए/ All Employees

भारत सरकार के भारी उद्योग मंत्रालय से दिनांक 08/08/2025 को प्राप्त निर्देशों (प्रतिलिपि संलग्न) के अनुसार, ‘आजादी का अमृत महोत्सव’ (AKAM) के अंतर्गत संस्कृति मंत्रालय, भारत सरकार द्वारा देश की स्वतंत्रता तथा इसके गौरवशाली इतिहास, संस्कृति और उपलब्धियों के उपलक्ष्य में प्रारंभ किए गए प्रमुख कार्यक्रम “हर घर तिरंगा” अभियान के अंतर्गत, सभी से अनुरोध है कि वे अपने घर पर भारतीय राष्ट्रीय ध्वज लाकर फहराएँ और 2 अगस्त 2025 से 15 अगस्त 2025 तक भारत की स्वतंत्रता का उत्सव मनाएँ।

इसके अतिरिक्त, सभी से यह भी आग्रह है कि भारतीय राष्ट्रीय ध्वज फहराने के साथ-साथ ‘सेल्फी विद फ्लैग/तिरंगा’ लेकर वेबसाइट [www.harghartiranga.com](http://www.harghartiranga.com) पर अपलोड करें।

सभी कार्यालयों / परियोजना स्थलों से भी अनुरोध किया जाता है कि वे उपरोक्त के अनुसार भारत की स्वतंत्रता-2025 का उत्सव मनाएँ तथा उसके फोटोग्राफ निम्न ई-मेल पते पर प्रेषित करें: [jaforhossain.khan@bridgeroof.co.in](mailto:jaforhossain.khan@bridgeroof.co.in).

As per the directives dated 08.08.2025 (Copy enclosed) received from the Ministry of Heavy Industries, Govt. of India to celebrate “HAR GHAR TIRANGA” campaign that started under the aegis of ‘AZADI KA AMRIT MAHOTSAV’ (AKAM) a flagship initiative programme taken by the Ministry of Culture, Govt. of India in commemoration of independence of country and glorious history of its people, culture and achievements, all are requested to bring the Indian National Flag home and hoist it to celebrate India’s independence from 2nd August, 2025 to 15th August 2025. Apart from this, all are also encouraged to hoist Indian National Flag along with posting a ‘Selfie with Flag/Tiranga in website: [www.harghartiranga.com](http://www.harghartiranga.com) All Offices /Projects Sites are also requested to celebrate India’s independence- 2025 in line with the above and photos may be sent to the following email address: [jaforhossain.khan@bridgeroof.co.in](mailto:jaforhossain.khan@bridgeroof.co.in)

*U. Venugopal  
13/08/2025*

(यू. वेणुगोपाल / U. Venugopal)

महाप्रबंधक (मानव संसाधन) / General Manager (Human Resource)

संलग्न/ Encl.: यथोपरि/As stated above.

प्रतिलिपि (ई-मेल के माध्यम से) :

1. अध्यक्ष एवं प्रबंध निदेशक / CMD
2. निदेशक (वित्त) / D(F)
3. निदेशक (परियोजना प्रबंधन) / D(PM)
4. मुख्य सतर्कता अधिकारी / CVO
5. सभी कार्यालय निदेशक/एसबीयू प्रमुख/महाप्रबंधक/विभागाध्यक्ष/उप महाप्रबंधक/सहायक महाप्रबंधक/ All EDs/SBU Heads/GMs/ HODs/DGMs/AGMs.
6. सभी कार्यालय, हावड़ा वकर्स एवं परियोजना स्थल/All Offices, Howrah Works & Project Sites.
7. सभी कर्मचारी/All employees.
8. महाप्रबंधक (सूचना प्रौद्योगिकी), सभी कर्मचारियों को ईमेल के माध्यम से वितरण हेतु/General Manager (Information Technology), for distribution to all employees through email.

विवेक अग्रवाल  
सचिव  
Vivek Aggarwal  
Secretary



भारत सरकार  
संस्कृति मंत्रालय  
नई दिल्ली-110001  
GOVERNMENT OF INDIA  
MINISTRY OF CULTURE  
NEW DELHI-110 001

D.O. No.42-22/119/2022-AKAM(Pt.II)

August 8, 2025

Dear Shri Rizvi,

As you are aware, Government of India launched the Har Ghar Tiranga (HGT) campaign in 2022 under the aegis of Azadi Ka Amrit Mahotsav. The objective of this campaign has been to encourage citizens to hoist the national flag at their homes and build a personal and emotional connection with the Tiranga. Over the years, the campaign has become a successful Janbhagidari movement of national identity, patriotism, and pride.

2. The HGT campaign was successfully implemented during the years 2022, 2023, and 2024, with the Tiranga being prominently hoisted across homes, offices, institutions, and public spaces nationwide on 15th August. Activities such as Selfie with Tiranga, Prabhat-pheris, Tiranga Rallies (including bike and cycle rallies), Tiranga exhibitions, along with other grassroots-level Janbhagidari initiatives, have made the Independence Day celebration with full of patriotism, participative and widely celebrated occasion across the country. The campaign also served as a special occasion for the public to pay heartfelt tribute to the freedom fighters and soldiers who laid down their lives in the service of the nation and in honour of the Tiranga.

3. In continuation of this spirit, Government of India has decided to celebrate Har Ghar Tiranga 2025 across the country from 2nd to 15th August 2025, in three phases, as approved by the National Implementation Committee (NIC) on 24/07/2025. The phases are given as under:

- Phase 1 will start from 2nd August and go on till 8th August 2025.
- Phase 2 will start from 9th August and go on till 12th August 2025.
- Phase 3 will start from 13th August and go on till 15th August 2025.

4. In the above context, your Ministry is kindly requested to actively support the Har Ghar Tiranga 2025 by showcasing and displaying the exhibition on Tiranga curated by Ministry of Culture (available in download section of website [www.harghartiranga.com](http://www.harghartiranga.com)), to promote and encourage employees of all divisions and department across India to upload Tiranga Selfies on [www.harghartiranga.com](http://www.harghartiranga.com), register as Tiranga Volunteers, organize Flag Hoisting and lighting of office buildings in the tri-color, organize Tiranga activities like rallies, events, etc as per convenience. All activities undertaken as part of the campaign may kindly be uploaded on the *Har Ghar Tiranga* website. The login credentials for the same have already been shared through e-mail dated 5<sup>th</sup> August, 2025 sent by my office.

5. In the above context, it is requested to kindly nominate a Nodal Officer from your Ministry to coordinate with the Ministry of Culture for effective implementation of HGT 2025 campaign.

With regards,

Yours sincerely,

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

**ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड  
BRIDGE AND ROOF COMPANY (INDIA) LIMITED**  
(भारत सरकार का एक उद्यम / A Government of India Enterprise)

Ref.: B AND R/HR/NOTICE /2025-26/100

DATE: 08/07/2025

**सूचना/ NOTICE**

सार्वजनिक माध्यमों से यह ज्ञात हुआ है कि कुछ राजनीतिक दलों / ट्रेड यूनियनों / मोर्चों द्वारा बुधवार, दिनांक 9 जुलाई 2025 को 'भारत बंद' के रूप में मनाए जाने का आह्वान किया गया है।

इस संबंध में सभी कर्मचारियों को सूचित किया जाता है कि बुधवार, दिनांक 9 जुलाई, 2025 को कार्यालय सामान्य रूप से कार्यरत रहेगा एवं यह एक सामान्य कार्य दिवस होगा और इसलिए, सभी कर्मचारियों को इस दिन ड्यूटी पर उपस्थित होने की सलाह दी जाती है।

जो कर्मचारी बुधवार, दिनांक 9 जुलाई, 2025 को अपनी ड्यूटी पर उपस्थित नहीं होंगे, उनके लिए "काम नहीं तो वेतन नहीं" (No Work No Pay) के सिद्धांत का पालन किया जाएगा।

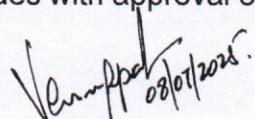
यह सक्षम प्राधिकारी की अनुमोदन से जारी किया गया है।

It has been learnt from the public media that some Political Parties /Trade Unions/Morcha have given a call for observing 'BHARAT BANDH' on Wednesday i.e. 9<sup>th</sup> July 2025.

All employees are hereby informed that Wednesday, 9th July 2025 will be a normal working day and hence, all employees are advised to attend duty on this day.

The principle of "NO WORK NO PAY" will be followed for those, who will not be attending their duties on Wednesday, 9th July 2025.

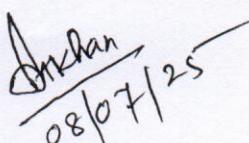
This issues with approval of the Competent Authority.



(यू. वेणुगोपाल / U. Venugopal)

महाप्रबंधक (मानव संसाधन) / General Manager (Human Resource)

CC: CMD  
CC: D(PM)  
CC: D(F)  
CC: CVO  
CC: All EDs/GGMs /GMs/SBU Heads/DGMs/AGMs  
CC: All Offices  
CC: All Employees  
CC: All Sites  
CC: All Unions  
CC: Notice Board  
CC: File  
CC: GM(IT) - For circulation to above concerned please.

  
Anil Kumar  
08/07/25

**ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड**  
**BRIDGE AND ROOF COMPANY (INDIA) LIMITED**  
(भारत सरकार का एक उद्यम / A Government of India Enterprise)

**NOTICE TO EXISTING / FORMER OFFICERS OF BRIDGE AND ROOF COMPANY (INDIA) LIMITED**

Ref.: BANDR/HR/2025-26/01/84

DATE: 29/05/2025

To,  
All Officers,

It is hereby notified and brought to the attention of all the existing and former Officers of Bridge And Roof Co. (India) Ltd. ("THE COMPANY") that the Bridge And Roof Co. (India) Ltd. Officers Provident Fund (BROPF), a PF trust which manages the Provident Fund contributions of the Company's Officers housed under the aegis of the Company, will be surrendered to Regional Employees Provident Fund Authority (RPFC), Howrah. The process of surrendering will be effective from 01<sup>st</sup> June, 2025.

It is found from the trust records that till date the Officers have not withdrawn or transferred the provident funds (PF) dues/contribution from the PF trust.

Therefore, it is incumbent upon you to duly furnish the details as prescribed under Employees Provident Fund and Miscellaneous Provisions Act, 1952 (EPF & MP Act, 1952) to get your dues/contribution withdrawn or transferred from the Bridge And Roof Co. (India) Ltd. Officers Provident Fund Account with the EPFO.

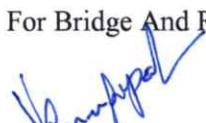
Going forward, you can download the relevant forms at (website: [www.epfindia.gov.in](http://www.epfindia.gov.in)) and send them duly filled and signed at the following email ID and corporate office address of the Company for withdrawal or transfer.

email ID: [bropf@bridgeroof.co.in](mailto:bropf@bridgeroof.co.in)  
Address: Bridge And Roof Co. (India) Ltd. Officers Provident Fund  
5th Floor, Kankaria Centre, 2/1 Russell Street,  
Kolkata – 700071, West Bengal, India

The final balance in the existing PF accounts of the Officers consisting of employee and employer contributions and interest thereon as on 31<sup>st</sup> May, 2025 will be transferred to their respective EPFO account. The transition process may take around 6 months time from the date of surrender.

The unclaimed PF fund shall also be transferred to EPFO thereby, requiring such Former / Ex- Officers to directly correspond with EPFO post completion of transition process.

For Bridge And Roof Co. (India) Ltd.,

  
(U. Venugopal)

General Manager (Human Resource)

CC: CMD

- : D(F)
- : D(PM)
- : CVO
- : ED(F)
- : All EDs /GGMs/GMs/SBU Heads/HODs/DGMs/AGMs
- : Chairman Trustee BROPF
- : All Offices, Howrah Works and Project Sites
- : All Officers
- : GM (IT) - For circulation please

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

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

## ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड के वर्तमान / पूर्व अधिकारियों के लिए

संदर्भ/Ref.: BANDR/HR/2025-26/01/84

दिनांक: 29/06/2025

सेवा में,

समस्त अधिकारीगण,

यह अधिसूचित किया जाता है और ब्रिज एंड रूफ कंपनी (इंडिया) लिमिटेड ("कंपनी") के सभी वर्तमान एवं पूर्व अधिकारियों के संज्ञान में लाया जाता है कि ब्रिज एंड रूफ कंपनी (इंडिया) लिमिटेड ऑफिसर्स प्रॉविडेंट फंड (BROPF), जो कंपनी के अधिकारियों के भविष्य निधि अंशदान का प्रबंधन करने वाला एक ट्रस्ट है और कंपनी के अधीन कार्यरत है, को क्षेत्रीय भविष्य निधि आयुक्त (RPFC), हावड़ा को सौंपा जाएगा। यह प्रक्रिया 01 जून, 2025 से प्रभावी होगी।

ट्रस्ट के अभिलेखों से पता चला है कि आज तक अधिकारियों ने भविष्य निधि (पीएफ) ट्रस्ट से पीएफ बकाया/अंशदान न तो निकाला है और न ही स्थानांतरित किया है।

अतः यह आवश्यक है कि आप कर्मचारी भविष्य निधि एवं विविध प्रावधान अधिनियम, 1952 (EPF & MP Act, 1952) के अंतर्गत निर्धारित विवरण उपलब्ध कराएँ, ताकि आपकी भविष्य निधि की बकाया राशि/अंशदान का आहरण अथवा स्थानांतरण ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड अधिकारी भविष्य निधि खाते से ईपीएफओ (EPFO) में किया जा सके।

आप संबंधित फॉर्म [www.epfindia.gov.in](http://www.epfindia.gov.in) वेबसाइट से डाउनलोड कर सकते हैं और उसे पूर्ण रूप से भरकर व हस्ताक्षरित कर नीचे दिए गए ईमेल आईडी अथवा कॉर्पोरेट कार्यालय के पते पर भेज सकते हैं:

ईमेल आईडी: bropf@bridgeroof.co.in

पता: ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड अधिकारी भविष्य निधि

५वीं मंजिल, कांकड़िया सेंटर, २/१ रसल स्ट्रीट,

कोलकाता – ७०००७१, पश्चिम बंगाल, भारत

३१ मई, 2025 की स्थिति के अनुसार अधिकारियों के मौजूदा पीएफ खातों में उपलब्ध अंतिम शेष राशि (जिसमें कर्मचारी एवं नियोक्ता का अंशदान तथा उस पर अर्जित ब्याज शामिल है) को उनके संबंधित ईपीएफओ खाते में स्थानांतरित किया जाएगा। यह स्थानांतरण प्रक्रिया सौंपने की तिथि से लगभग 6 माह का समय ले सकती है।

जो पीएफ राशि दावा नहीं की गई है, उसे ईपीएफओ को स्थानांतरित कर दिया जाएगा, ऐसी स्थिति में पूर्व/भूतपूर्व अधिकारियों को स्थानांतरण प्रक्रिया पूर्ण हो जाने के पश्चात ईपीएफओ से सीधे संपर्क करना होगा।

कृते ब्रिज एण्ड रूफ कंपनी (इंडिया) लिमिटेड,

ब्रेंडरॉफ

(यू. वेणुगोपाल)

महाप्रबंधक (मानव संसाधन)

मानव

**प्रतिलिपि (ईमेल के माध्यम से) :**

- अध्यक्ष एवं प्रबंध निदेशक।
- निदेशक (वित्त)।
- निदेशक (परियोजना प्रबंधन)।
- मुख्य सतर्कता अधिकारी।
- सभी कार्यकारी निदेशक/समूह महाप्रबंधक/महाप्रबंधक/एसबीयू प्रमुख/विभागाध्यक्ष/उप महाप्रबंधक/सहायक महाप्रबंधक।
- अध्यक्ष ट्रस्टी बीआरओपीएफ
- सभी कार्यालय, हावड़ा वर्क्स एवं परियोजना स्थल।
- सभी अधिकारी।
- महाप्रबंधक (सूचना प्रौद्योगिकी), सभी अधिकारियों को वितरण हेतु।

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

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

2/1, रसल स्ट्रीट कंकड़िया सेंटर / Russel Street "Kankaria Centre"

कोलकाता / Kolkata – 700 071

REF: BANDR/HR/OFCO/APAR/2025-26/00081

21<sup>st</sup> June, 2025

**CIRCULAR**

**Sub: Annual Performance Appraisal Report (APAR) for FY 2024–25**

All concerned are hereby informed that the APAR Process for FY:2024–25 has been initiated. Please note that certain structural changes have been introduced this year for Executives only, while Non-Executives shall follow the previous year's appraisal process.

**A) For Executives**

**i) Structure of the Appraisal Process:**

- The process begins with the **Appraisee** completing self appraisal in Section-II and filling up the KPAs in Section-III.
- The KPAs in section III should be identified as detailed below
- The objectives and achievements will be jointly decided by the Reporting officer and Appraisee.
- Overall performance and potential will be assessed by the Reporting Officer, reviewed by Reviewing Officer-1 / Reviewing Officer-2, then by the concerned Functional Director (AO), and finally by the CMD (Final Accepting Authority)

**ii) Section-Wise Guidelines:**

**Section-I: Personal Information (Pre-Filled)**

**Section-II: Self Appraisal of the Officer reported upon**

To be filled by the Appraisee first.

**Section-III: Evaluation of Key Performance Areas**

- KPAs must relate to the executive's specific role, with clearly defined objectives and targets.
- KPAs should be finalized in consultation with the Reporting Officer
- For executives under the **Technical – Project** category, four predefined Key Performance Areas (KPAs) are to be assessed, each carrying a weightage of 25 marks, totaling 100 marks. scores are to be awarded based on the weightage assigned to each KPA and scoring should be done **out of 25** for each.
- For executives in the **Technical – Corporate & Others** and **Non-Technical** categories, any four KPAs (with a total weightage of 100 marks) are to be selected from the predefined list. The weightage of each KPA should be determined in consultation with the Reporting Officer. The score for each KPA should be given out of the specific weightage assigned to KPAs.
- The performance score against each KPA is to be filled in by the Reporting Officer (RO) and Reviewing Officer-1 (REO-1), in accordance with the instructions attached in Annexure-I (refer to Sl. 'K' in the instructions).

Abhay  
21/6/25

## **Section-IV: Assessment of Managerial Competencies**

Scores will be given by RO and REO1 out of 5 for each competency, as per the levels defined in Annexure-II (refer Sl. 'L' in instructions)

### **iii) Procedure:**

- Log in to the EIS Portal and click on the "**New Appraisal**" tab to begin.
- Ensure that RO, REO-1, and REO-2 are correctly mapped before starting the appraisal. In case of any discrepancies HR Dept may be contacted.
- Read the instructions carefully before initiating the appraisal process.
- Complete all sections as per given instruction in the APAR.
- Submission timelines are given below and should be strictly adhered.

### **B) For Non-Executives:**

#### **i) Structure of the Appraisal Process:**

There are no changes in the appraisal process for Non-Executive employees. The appraisal for Non-Executives will be conducted as per the previous year's cycle and format.

#### **ii) Procedure:**

- Log in to the EIS Portal and click on the "**Appraisal**" tab to initiate the process.
- Follow the appraisal structure and guidelines of the previous year while filing.
- Submission timelines are given below and should be strictly adhered.

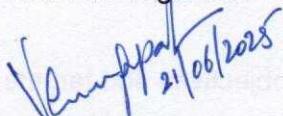
### **C) Timelines for Completion of appraisal for all employees (Executives & Non-Executives)**

<b>Stage</b>	<b>Timeline</b>
Self-Appraisal	21-06-2025 to 30-06-2025
Reporting Officer (RO)	up to 10-07-2025
Reviewing Officer-1 (REO-1)	up to 20-07-2025
Reviewing Officer-2 (REO-2)	up to 30-07-2025

All SBU Heads/HODs and Executives are requested to instruct the employees in their department and ensure timely completion of the appraisal forms. For any assistance, the HR Department may be contacted.

For any queries and clarification or assistance, please reach out via mail at [sharma.ankit88@bridgeroof.co.in](mailto:sharma.ankit88@bridgeroof.co.in)

With kind regards,

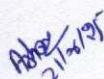


21/06/2025

U. Venugopal  
General Manager (HR)

Encl. : Instructions for APAR

CC : CMD  
: D(F)  
: D(PM)  
: CVO  
: All EDs/GGMs/GMs/SBU Heads/HODs  
: All Offices  
: Project Sites  
: GM(IT) - For Circulation please to all employees



21/06/2025

# अधिकारियों के लिए वार्षिक कार्य निष्पादन मूल्यांकन रिपोर्ट

## ANNUAL PERFORMANCE ASSESSMENT REPORT FOR EXECUTIVES

### निर्देश

A) निष्पादन मूल्यांकन प्रणाली को मानव संसाधन विकास प्रणाली की एक उप-प्रणाली माना जाना चाहिए और इससे कर्मचारी को निम्नलिखित में सक्षम बनाना चाहिए:

- संगठन में अपनी भूमिका को स्पष्ट रूप से समझें।
- सुपरिभाषित उद्देश्यों के अनुरूप अपनी भूमिका प्रभावी ढंग से निभाना।
- अपने और संगठन के लाभ के लिए अपने कौशल, ज्ञान और क्षमताओं का विकास करें और
- संगठन में उनके करियर के विकास के बारे में जानना और सलाह देना

B) इस मूल्यांकन प्रक्रिया में निम्नलिखित शामिल हैं:

- रिपोर्टिंग अधिकारी और मूल्यांकनकर्ता द्वारा संयुक्त रूप से उद्देश्यों की उपलब्धि की समीक्षा। तत्पश्चात, रिपोर्टिंग प्राधिकारी द्वारा उसका मूल्यांकन।
- कार्य के प्रभावी निष्पादन के लिए आवश्यक कुछ महत्वपूर्ण विशेषताओं के संबंध में मूल्यांकन, मूल्यांकनकर्ता द्वारा किया जाता है।
- रिपोर्टिंग प्राधिकारी द्वारा मूल्यांकनकर्ता के प्रदर्शन और क्षमता का समग्र मूल्यांकन, समीक्षा अधिकारी-1 / समीक्षा अधिकारी-2 द्वारा समीक्षा, उसके बाद संबंधित निदेशक द्वारा और अंत में सीएमडी द्वारा समीक्षा।

C) खंड-II को पहले मूल्यांकनकर्ता द्वारा लिखा जाना चाहिए और फिर रिपोर्टिंग अधिकारी को अपनी टिप्पणी और मूल्यांकन करना चाहिए।

D) खंड-III: प्रमुख प्रदर्शन क्षेत्रों का मूल्यांकन

- धारा III में KPAs संबंधित कर्मचारी से संबंधित होने चाहिए। व्यक्तिगत उद्देश्यों और लक्ष्यों को परिभाषित किया जाना चाहिए।
- तकनीकी-परियोजना श्रेणी के अधिकारियों के लिए, 4(चार) केपीए निर्धारित हैं, अन्य श्रेणियों अर्थात् तकनीकी-कॉर्पोरेट एवं अन्य तथा गैर-तकनीकी श्रेणियों के लिए, 100(सौ) के कुल भार वाले किसी भी 4(चार) केपीए को पूर्वनिर्धारित सूची से चुना जाना चाहिए।
- मूल्यांकनकर्ता को रिपोर्टिंग अधिकारी के परामर्श से मूल्यांकन अवधि के लिए अपने स्वयं के उद्देश्य और लक्ष्य निर्धारित करने चाहिए।
- लक्ष्य के सापेक्ष उपलब्धियां, मूल्यांकनकर्ता द्वारा अनुलग्नक-I में दिए गए दिशा-निर्देशों के अनुसार भरी जाएंगी।
- रिपोर्टिंग प्राधिकारी और समीक्षा अधिकारी-1 को व्यक्तिगत लक्ष्यों के संदर्भ में पूर्ण संख्या में अंक देने होंगे।

E) खंड-IV

- रिपोर्टिंग प्राधिकारी और समीक्षा अधिकारी-1 को मूल्यांकनकर्ता की प्रबंधकीय योग्यताओं के अनुरूप पूर्ण संख्या में अंक प्रदान करना।
- अनुलग्नक-II में दिए गए योग्यता स्तर के अनुसार 5 में से अंक दिए जाएंगे।

F) किसी अधिकारी को तब तक उत्कृष्ट ग्रेड नहीं दिया जाना चाहिए जब तक कि उसके असाधारण गुण और प्रदर्शन को नोट न किया गया हो। ऐसे ग्रेड देने के आधार स्पष्ट रूप से बताए जाने चाहिए।

G) अनुभाग III और IV में स्कोर की गणना की विधि

महत्व	तकनीकी	गैर-तकनीकी	अनुभाग
डब्ल्यू1	80 %	60%	III
डब्ल्यू. 2	20%	40%	IV
कुल	100%	100%	

H) खंड V: रिपोर्टिंग अधिकारी और समीक्षा अधिकारी द्वारा कार्य निष्पादन मूल्यांकन चर्चा-1

- इस अनुभाग में यह महत्वपूर्ण है कि उत्कृष्ट विशेषताएँ और कोई भी कमी दर्शाइ जाए। मूल्यांकन में आचरण, व्यवहार, ईमानदारी, परिपक्तता, उपस्थिति और स्वास्थ्य पर टिप्पणियाँ शामिल होनी चाहिए। साथ ही अत्यधिक कम और उच्च स्कोर का औचित्य भी बताना चाहिए।
- यदि क्रम संख्या 3 में यह प्रमाणित किया जाता है कि रिपोर्ट किए गए अधिकारी की निष्ठा संदिग्ध है, तो एक अलग गोपनीय नोट मानव संसाधन विभाग को भेजा जाना है।
- यदि क्रम संख्या 4 में यह प्रमाणित किया जाता है कि मूल्यांकनकर्ता, सी.डी.ए. नियमों की क्रम संख्या 17 का उल्लंघन करते हुए संगठन में अपनी सेवा से संबंधित अपने हितों को आगे बढ़ाने के लिए बाहरी प्रभाव का प्रयोग कर रहे हैं, तो इस संबंध में मानव संसाधन विभाग को साक्ष्य प्रस्तुत करना होगा।

I) मूल्यांकनकर्ता द्वारा किए जाने वाले सभी मूल्यांकन, मूल्यांकन अवधि के दौरान मूल्यांकनकर्ता द्वारा कार्य निष्पादन के संबंध में उसके अपने व्यक्तिगत ज्ञान और जानकारी तथा उसके विवेकपूर्ण मूल्यांकन पर आधारित होने चाहिए।

J) यदि वार्षिक संपत्ति रिटर्न नियत तिथि के भीतर जमा नहीं किया जाता है, तो कर्मचारी उस मूल्यांकन अवधि में पदोन्नति के लिए पात्र नहीं होंगे।

K) - I : खंड - III में KPA<sub>s</sub> के मूल्यांकन के लिए

अंक	पेश करने का स्तर	बैंचमार्क
21-25	विषय वस्तु विशेषज्ञ के समकक्ष प्रदर्शन प्रदर्शित करते/करती हैं।	मूल्यांकनकर्ता ने वरिष्ठ अधिकारी के किसी पर्यवेक्षण के बिना सभी कार्यों को सभी प्रकार से त्रुटिहीन ढंग से निष्पादित किया है तथा अपने कार्यस्थल में महत्वपूर्ण योगदान दिया है।
16-20	एक अत्यधिक कुशल कर्मी के समान कार्य निष्पादन करते/करती हैं।	मूल्यांकनकर्ता वरिष्ठ अधिकारी के किसी पर्यवेक्षण के बिना सभी मामलों में सभी कार्यों को दोषरहित तरीके से निष्पादित करता है और कार्य का निष्पादन व्यावसायिकता के स्तर पर किया जाता है, जैसा कि पदानुक्रम में अगले स्तर से अपेक्षित होता है।
11-15	एक कुशल कर्मी के समान कार्य निष्पादन करते/करती हैं।	मूल्यांकनकर्ता अपने वरिष्ठ अधिकारी के नाममात्र पर्यवेक्षण के साथ सभी जिम्मेदारियों का निर्वहन करते/करती हैं।
6-10	एक जानकार/जानसम्पन्न कर्मी के समान कार्य निष्पादन करते/करती हैं।	मूल्यांकनकर्ता अधिकांश समय मध्यम स्तर के पर्यवेक्षण के साथ अपने दायित्वों का निष्पादन करता है, तथा मूल्यांकनकर्ता के निष्पादन में सुधार की गुंजाइश होती है - चाहे वह आउटपुट के संदर्भ में हो या कार्य प्रक्रियाओं के संदर्भ में।
1-5	एक साधारण कर्मी के समान कार्य निष्पादन करते/करती हैं।	मूल्यांकनकर्ता औसत से अधिक पर्यवेक्षण के साथ जिम्मेदारियों का निष्पादन करता है और जिम्मेदारियों के निष्पादन में अक्सर वरिष्ठ अधिकारी के मार्गदर्शन और सहायता की आवश्यकता होती है।
0	कर्मचारी बार-बार याद दिलाए जाने पर ही कार्य करने को तैयार होता है।	मूल्यांकनकर्ता को कार्य पूरा करने के लिए लगातार अनुसारक की आवश्यकता होती है या वह उसे सौंपे गए कार्य को पूरा करने की जिम्मेदारी लेने से इनकार कर देता है।

L) अनुलग्न-II: अनुभाग-IV में प्रबंधकीय दक्षताओं के मूल्यांकन के लिए

तालिका A: कार्य के ज्ञान और प्रदर्शन के स्तर की परिभाषा

परिभाषा:	तकनीकी, कार्य विशिष्ट प्रवीणता
प्रारंभिक	तकनीकी/कार्य-विशिष्ट कौशल में विल्कुल भी कुशल नहीं; क्षेत्र के मूल सिद्धांतों के संबंध में बहुत कम समझ है, अधिक शैक्षणिक और कार्यस्थल प्रशिक्षण की आवश्यकता है।
शिक्षार्थी	कार्यों को पूरा करने के लिए आवश्यक मूल बातों को समझते/समझती हैं; व्यावहारिक ज्ञान की तुलना में अभी भी अधिक सैद्धांतिक ज्ञान है, जिसके लिए अधिक अनुभव की आवश्यकता होती है।
निष्पादक	अपने कार्यात्मक कौशल में सहज है; उसे दिए गए कार्यों में औसत से बेहतर प्रदर्शन करते/करती हैं। पर्यवेक्षण और प्रशिक्षण से प्रदर्शन में और सुधार हो सकता है।
विशेषज्ञ	वह अपने तकनीकी कौशल में निपुण हैं। अपनी तकनीकी विशेषज्ञता के लिए सम्मानित हैं; अपने समकक्षों के लिए सलाह का स्रोत हैं
मार्गदर्शक	अपने विशेषज्ञ ज्ञान के कारण उन्हें अपने कार्यक्षेत्र में सर्वोच्च प्राधिकारी माना जाता है; उनके वरिष्ठों के अलावा अन्य अधिकारी भी कठिन परिस्थितियों से निपटने के लिए उनके ज्ञान की अपेक्षा करते हैं।

तालिका बी: योजना और आयोजन क्षमता / कार्य के प्रति दृष्टिकोण के स्तर की परिभाषा - समर्पण, प्रेरणा, उद्देश्यों के प्रति प्रतिबद्धता, सीखने और कार्य को व्यवस्थित करने की इच्छा/ मानव संसाधन विकास

परिभाषा:	गतिविधियों की योजना बनाने, प्राथमिकता तय करने और उन्हें व्यवस्थित ढंग से क्रियान्वित करने की क्षमता
प्रारंभिक	आमतौर पर भ्रमित व्यवहार प्रदर्शित करते/करती हैं; घलने से मौजूद शेड्यूल में कोई नया काम फिट करने में असमर्थ
शिक्षार्थी	नियोजित गतिविधियों का पालन करते/करती हैं। अन्य नियोजित गतिविधियों के साथ-साथ कोई भी नया तदर्थ कार्य भी करते/करती हैं। योजना के अनुसार कार्य करने का प्रयास करते/करती हैं।
निष्पादक	दिन और सप्ताह के लिए अपनी गतिविधियों की योजना बनाते/बनती हैं। अने वाली गतिविधियों को प्राथमिकता देते/देती हैं और प्रदर्शन में देरी से बचने की कोशिश करते/करती हैं।
विशेषज्ञ	दीर्घवधि के लिए योजनाएँ बनाते/बनती हैं। विचलनों का पूर्वानुमान करते/करती हैं और योजना के अनुसार कार्य करते/करती है।
मार्गदर्शक	संकटों को बिना घबराये, व्यवस्थित ढंग से संभाल सकते/सकती हैं, संकट प्रबंधक के रूप में पहले से ही उदाहरण स्थापित कर चुके/चुकी हैं।

### तालिका सी : समस्या समाधान और निर्णय लेने के स्तरों की परिभाषा

परिभाषा:	समस्या के घटकों को समझने और तार्किक रूप से उन्हें हल करने का प्रयास करने की क्षमता
प्रारंभिक	समस्याओं को परिभाषित करने और समस्याओं के कारणों को देखने की क्षमता का अभाव।
शिक्षार्थी	समस्या को सही ढंग से परिभाषित करते/करती हैं; लेकिन उन्हें हल करने की क्षमता का अभाव है।
निष्पादक	समस्याओं की पहचान करते/करती हैं तथा समस्याओं से संबंधित कारणों का तार्किक विश्लेषण करते/करती है। उन्हें हल करने के लिए निर्णय ले सकते/सकती हैं, लेकिन इसके लिए मार्गदर्शन की आवश्यकता होती है।
विशेषज्ञ	समस्या और मूल कारण को सटीक रूप से परिभाषित करने में सक्षम; समस्याओं और समस्याग्रस्त स्थितियों को हल कर सकता है। समस्याओं को हल करने के लिए हर समय उस पर भरोसा किया जा सकता है।
मार्गदर्शक	समस्याओं को तब पहचानने में माहिर जब वे दिखाई नहीं देतीं या अभी सामने नहीं आतीं। जटिल समस्याओं को सुलझाने में माहिर। संगठन को समस्याओं के लिए तैयार करने में कुशल।

### तालिका डी: टीम निर्माण और समन्वय/सामाजिक गतिविधियों और कार्यों में भागीदारी के स्तरों की परिभाषा

परिभाषा:	समूह में मिलकर काम करने और सामंजस्य सुनिश्चित करने की योग्यता
प्रारंभिक	समूह में काम नहीं कर सकते/सकती; दूसरों के साथ मिलकर काम करना मुश्किल लगता है
शिक्षार्थी	वह अपने समूह में एक निष्प्रिय, अहानिकर भागीदार होते/होती हैं या सक्रिय रूप से भाग लेते/लेती हैं; दूसरों का अनुसरण करते/करती हैं, लेकिन व्यक्तिगत रूप से काम करते/करती हैं; क्रेडिट खोने से डरते/डरती हैं और इसलिए जब तक बात करने के लिए न कहा जाए, बैठकों में चुप रहना पसंद करते/करती हैं
निष्पादक	टीम में सामंजस्य स्थापित करने में पर्याप्त योगदान देते/देती हैं; दूसरों के साथ मिलकर जिम्मेदारी बांट सकते/सकती हैं और दूसरों की मदद कर सकते/सकती हैं; वह अभी भी अपने साथियों के साथ समान व्यवहार करने से डरते/डरती हैं और इसलिए टीम के साथ काम करने में पूरी तरह सहज नहीं है
विशेषज्ञ	टीम के लिए उपयोगी; व्यक्तिगत उपलब्धि के बजाय अपनी टीम के बारे में सोचते/सोचती हैं; जब तक टीम अच्छा प्रदर्शन नहीं करती, तब तक वह अपनी उपलब्धियों पर विचार नहीं करते/करती
मार्गदर्शक	व्यक्तियों के किसी भी समूह के साथ प्रभावी संबंध बना सकते/सकती हैं। जानते/जानती हैं कि किसको किस बात का श्रेय देना है। इस तरह से व्यवहार करते/करती हैं, कि टीम के अन्य सदस्य अधिक योगदान देने के लिए मजबूर हो जाते हैं। उनकी उपस्थिति में कई लोग खुद के बजाय टीम के बारे में सोचते हैं और शुरुआती या सीखने वाले स्तर पर लोगों को बदलकर उदाहरण पेश करते हैं।

### तालिका ई: पारस्परिक संवेदनशीलता के स्तर का निर्धारण/ अनुसूचित जाति/अनुसूचित जनजाति/समाज के कमज़ोर वर्गों के प्रति दृष्टिकोण-उनकी समस्याओं को समझना और उनसे निपटने के लिए किए गए प्रयास/संकट में शांत रहने की शक्ति/सुरक्षा चेतना

परिभाषा:	साथी कर्मचारियों की आवश्यकताओं और कठिनाइयों को समझने की क्षमता।
प्रारंभिक	अन्य लोगों की आवश्यकताओं के प्रति असंवेदनशील हैं; अपनी असंवेदनशीलता के कारण और अधिक समस्याएं पैदा करते/करती हैं
शिक्षार्थी	वह समझते/समझती हैं कि दूसरों को कठिनाई होती है। लेकिन अपने काम के दबाव में वह उन कठिनाइयों को ध्यान में नहीं रख पाते/पाती
निष्पादक	दबावपूर्ण परिस्थिति में भी लोगों की समस्याओं को अपनी समस्या के रूप में समझते/समझती हैं और उनसे निपटे/निपटती हैं।
विशेषज्ञ	काम से संबंधित कमियों/समस्याओं वाले लोगों से निपटने में सबसे भरोसेमंद।
मार्गदर्शक	उनके पास दूसरों को इतनी अच्छी तरह से समझने की क्षमता है कि, वह किसी भी क्षमता के व्यक्ति को इष्टतम प्रभावशीलता के साथ काम करने और अपना सर्वश्रेष्ठ योगदान देने के लिए मार्गदर्शन कर सकते/सकती हैं।

### तालिका एफ : पहल और कार्यान्वयन के स्तर की परिभाषा/उत्पादन की गुणवत्ता-प्रदर्शन की गुणवत्ता कार्यक्रम के उद्देश्य और बाधाएँ / लागत और व्यय नियंत्रण / स्वच्छता और पर्यावरण सुधार

परिभाषा:	अवसरों को पहचानने और उनका लाभ उठाने की तत्परता तथा उन्हें सक्रिय रूप से तलाशने की प्रवृत्ति।
प्रारंभिक	हमेशा प्रतिक्रियात्मक मोड़ में रहते/रहती हैं। सक्रिय कर्तव्याई करने के बजाय स्थितियों पर प्रतिक्रिया करते/करती हैं।
शिक्षार्थी	उनमें सामान्यतः जो उनसे अपेक्षित होता है, उससे अधिक कार्य करने की प्रवृत्ति होती है।
निष्पादक	स्पष्ट रूप से बताए बिना ही जिम्मेदारी ले लेते/लेती हैं; फिर भी कार्य के परिभाषित विवरण के अंतर्गत काम करते/करती हैं।
विशेषज्ञ	वह उन जिम्मेदारियों को लेने के लिए आगे आते/आती हैं जो सामान्यतः उनके अपने काम के अंतर्गत नहीं आती हैं; वह ऐसे अवसरों की तलाश करते/करती हैं जो उन्हें चुनौती देते हैं।
मार्गदर्शक	अपने सक्रिय व्यवहार के लिए जाने जाते/जाती हैं; ऐसे अवसरों का लाभ उठाते/उठती हैं जिनके बारे में उनके वरिष्ठ अधिकारी भी नहीं जानते; दूसरों को सिखा सकते हैं कि "पहल करना" क्या होता है।

**तालिका जी : संचार कौशल/ग्राहकों के प्रति दृष्टिकोण के स्तर की परिभाषा**

परिभाषा:	प्रभावी ढंग से सुनने और बोलने की क्षमता अर्थात् शायद ही कोई गलतफहमी हो
प्रारंभिक	वह मौखिक रूप से संबाद करने में बहुत अच्छे/अच्छी नहीं हैं; श्रोता को भ्रमित करने की प्रवृत्ति रखते/रखती हैं; लेखन कौशल में पर्याप्त सुधार की आवश्यकता है।
शिक्षार्थी	वो एक अच्छे/अच्छी श्रोता हैं। वे अपने विचारों को विश्वसनीय तरीके से व्यक्त कर सकते/सकती हैं।
निष्पादक	वह एक ध्यानपूर्वक सुनने वाला व्यक्ति है; वह कार्यालय के दिशा-निर्देशों और प्रक्रियाओं के बारे में लिखित और मौखिक दोनों तरह से स्पष्ट शब्दों में अपनी बात कह सकता है।
विशेषज्ञ	एक विशेषज्ञ श्रोता, गैर-मौखिक संदेशों को समझने में सक्षम; उनकी टीम उनके प्रस्तुति कौशल की प्रशंसा करती है। लिखित संचार हमेशा दिशा-निर्देशों की प्रक्रियाओं का पालन करते हुए दोष रहित पेशेवर मानकों का उदाहरण है।
मार्गदर्शक	वह अपने मौखिक कौशल के लिए प्रशंसित है। उनके सेमिनार, सम्मेलनों को लंबे समय तक याद किया जाता है। उनकी भाषण शैली सकारात्मक रूप से संक्रामक है। लिखित संचार सर्वोत्तम मानकों का उदाहरण है - दूसरों को सिखाने के लिए उदाहरण के रूप में इस्तेमाल किया जा सकता है, हमेशा दिशा-निर्देशों की कार्यालय प्रक्रियाओं का पालन करके उदाहरण स्थापित करें।

**तालिका एच : रणनीतिक सोच और कार्यान्वयन के लिए स्तरों की परिभाषा / विश्लेषणात्मक क्षमता - तर्क और जटिल समस्याओं और व्यावहारिक शब्दों का निर्माण / नवाचार नई प्रौद्योगिकी प्रगति**

परिभाषा:	अनिश्चितता की स्थिति में निर्णय लेने की क्षमता; दीर्घकालिक प्रवृत्तियों का पूर्वानुमान लगाने में कुशल; प्रतिकूल प्रतिक्रिया की आशंका में सोचने की क्षमता
प्रारंभिक	दीर्घावधि में रुझानों का पूर्वानुमान लगाने की क्षमता का अभाव।
शिक्षार्थी	मौजूदा जानकारी से परे देख सकते/सकती हैं और दीर्घकालिक निर्णय ले सकते/सकती हैं।
निष्पादक	अनिश्चित जानकारी के अंतर्गत योजना बनाने में कुशल; दीर्घकालिक प्रवृत्तियों का पूर्वानुमान कर सकते हैं।
विशेषज्ञ	प्रतिस्पर्धी की प्रतिक्रिया का पूर्वानुमान लगाने में सक्षम। प्रतिस्पर्धी के लक्षणों और मान्यताओं का पूर्वानुमान लगाने में कुशल, जो दीर्घकालिक निर्णय लेने में सुविधा प्रदान करता है।
मार्गदर्शक	उनकी सोच मौजूदा वास्तविकता को नए सिरे से परिभाषित करती है। अपने और प्रतिस्पर्धा के नियमों को परिभाषित करती है।

**तालिका I : व्यवहार से जुड़ी योग्यता रूपरेखा - सभी योग्यताओं के लिए सामान्य**

अंक	विवरण
प्रारंभिक के लिए 1	मूल्यांकनकर्ता ने एक वर्ष में $\geq 10$ घटनाएं प्रदर्शित की हैं, जिनमें उसने मूल्यांकन की जा रही योग्यता के विपरीत व्यवहार प्रदर्शित किया है।
शिक्षार्थी के लिए 2	मूल्यांकन किए जाने वाले व्यक्ति ने अधिकांश समय मूल्यांकित की जा रही योग्यता के अनुरूप व्यवहार प्रदर्शित किया है (जिसे एक वर्ष में $\leq 9$ घटनाएं और $>5$ घटनाएं के रूप में परिभाषित किया गया है, जिसमें उसका व्यवहार योग्यता के विपरीत था)।
निष्पादक के लिए 3	मूल्यांकन किए जाने वाले व्यक्ति ने बार-बार ऐसे व्यवहार प्रदर्शित किए हैं जो मूल्यांकित की जाने वाली योग्यता के अनुरूप हैं (इसे एक वर्ष में $\leq 5$ घटनाओं के रूप में परिभाषित किया जाता है, जहां उसने योग्यता के साथ विरोधाभासी व्यवहार प्रदर्शित किया हो)।
विशेषज्ञ के लिए 4	मूल्यांकन किए जाने वाले व्यक्ति ने वर्ष भर में लगातार मूल्यांकन की जा रही योग्यता के अनुरूप व्यवहार प्रदर्शित किया है, हालांकि पूरे वर्ष में कुछ मामूली विरोधाभासी व्यवहार भी हुए हैं।
मार्गदर्शक के लिए 5	मूल्यांकन किए जाने वाले व्यक्ति ने पूरे वर्ष के दौरान लगातार मूल्यांकन की जा रही योग्यता के अनुरूप व्यवहार प्रदर्शित किया है (विरोधाभासी व्यवहार की एक भी घटना नहीं हुई है)।

## INSTRUCTIONS

A) The Performance Appraisal's system is to be considered as a sub-system of the Human Resource Development System and should enable the employee to:

- i) Clearly understand their roles in the organization.
- ii) Perform effectively their role against well-defined objectives.
- iii) Develop their skills, knowledge and capabilities both to their own and to the organization's advantage and
- iv) Seek and advice growth of their career in the organization.

B) This appraisal process consists of:

- i) A review of the achievement of the objectives jointly done by the Reporting Officer and Appraisee. Thereafter, evaluation thereof by the Reporting Authority.
- ii) An evaluation, in regard to certain critical attributes required for an effective performance of the job, is done by the Appraiser.
- iii) An overall evaluation of the performance and potential of the Appraisee by the Reporting Authority, a review by the Reviewing Officer-1 / Reviewing Officer-2, thereafter by the Concerned Director and finally by CMD.

C) Section-II should be written by the Appraisee first and then the Reporting officer should make his comments and evaluation.

D) Section-III: Evaluation of Key Performance Areas

- i) KPAs in Section III should relate to the employee related upon. Individual objectives and Targets should be defined.
- ii) For officers in the Technical-Project Category, 4(four) nos. of KPAs are fixed, For the other categories viz. Technical-Corporate & Others and Non-Technical Categories, any 4(four) nos. of KPAs with Total Weightage of 100(hundred) should be selected from the predefined list.
- iii) The Appraisee should lay down his own Objectives and Targets for the appraisal period in consultation with Reporting Officer.
- iv) Achievements against the Targets to be filled in by the Appraisee as per the guidelines given in Annexure-I.
- v) The Reporting Authority and Reviewing Officer-1 to give the Absolute Scores with reference to the Individual Targets.

E) Section-IV

- i) The Reporting Authority and Reviewing Officer-1 to give the Absolute Scores in line with the Managerial Competencies of the Appraisee.
- ii) Scoring out of 5 as per the Level of Competency given in Annexure-II.

F) An Officer should not be graded Outstanding unless exceptional qualities and performance have been noted. Grounds of giving such a grading should be clearly brought out.

G) Method of calculating score in Section III and IV

Weightage	Technical	Non -Technical	Section
W1	80 %	60%	III
W2	20%	40%	IV
Total	100%	100%	

H) Section V: Performance Appraisal Discussion by Reporting Officer and Reviewing Officer-1

- i) In this section it is important that the outstanding characteristics and any shortcomings be reflected. The appraisal is to include comments on conduct, bearing, integrity, maturity, attendance & health. Also justify extreme low and high score.
- ii) If in Sl. No. 3 it is certified that the integrity of the officer reported upon is doubtful, a separate confidential note is to be forwarded to HR Dept.
- iii) If in Sl. No. 4 it is certified that the Appraisee is bringing outside influence to further his/her interests pertaining to his/her service in the organization in violation of Sl. No. 17 of CDA Rules, evidence needs to be submitted to HR Dept. to this effect.

I) All the evaluations by the Appraiser should be based on his own personal knowledge and information of the performance on the job by the Appraisee during the appraisal period and a judicious assessment of the same made.

J) If the Annual Property Return is not submitted within due date, then the employee is not eligible for promotion in that Appraisal period.

K) Annexure - I : For assessment of KPAs in Section - III

Score	Performance Level	Benchmark
21-25	Exhibits performance equivalent to that of a subject matter expert.	The appraisee executes all assignments flawlessly in all respects with zero supervision by superior officer and has made significant contributions to his /her workplace.
16-20	Exhibits performance equivalent to highly skilled performer	The appraisee executes all assignments flawlessly in all respects with zero supervision by superior officer and the execution of work is carried out to the degree of professionalism as expected from that of the next level in the hierarchy.
11-15	Exhibits performance equivalent to that of a skilled performer	The appraisee executes all responsibilities with nominal degree of supervision by his/her superior officer.
6-10	Exhibits performance equivalent to a knowledgeable performer:	The appraisee executes responsibilities most of the time with moderate degree of supervision and there is scope for improvement in appraisee's execution – either in terms of output or work processes.
1-5	Exhibits performance equivalent to an ordinary performer:	The appraisee executes responsibilities with more than average degree of supervision and often requires guidance and help of the superior officer in the execution of the responsibilities.
0	Employee refuses to perform tasks unless constantly reminded:	The appraisee needs constant reminders to carry out the tasks or refuses to take on responsibility to carry out the work assigned to him.

**L) ANNEXURE- II: For Assessment of Managerial competencies in Section - IV**

**TABLE A: Definition of Levels for Job knowledge and performance**

Definition:	Technical, function specific proficiency
Beginner	Not at all proficient in technical / function specific skills; has very poor understanding with respect to the fundamentals of the area requires more academic and on the job training.
Learner	Understands the basics that is required to just complete the tasks; knowledge still is more theoretical than applied requires more exposure.
Performer	Is comfortable in his functional skills; performs well above average in the tasks given to him. Supervision and training may further improve the performance.
Expert	He is proficient in his technical skills. Respected for his technical expertise; is a source of advice for his counterparts
Mentor	Considered the ultimate authority in his functional area for his specialist knowledge; other functions apart from his superiors seek his knowledge for handling tough situations.

**TABLE B: Definition of Levels for Planning and Organizing Ability/ Attitude towards work -dedication, motivation, Commitment to objectives, willingness to learn and systemize work/ Human resource development**

Definition:	Ability to plan activities, prioritize and execute them in an orderly fashion
Beginner	Usually exhibits a confused behavior; unable to fit any new work into already existing schedule
Learner	Adheres to planned activities. Takes in any new ad hoc work along with other planned activities. Tries to perform as planned.
Performer	Plans his activities for the day and for the week. Prioritizes activities as they come and try to avoid delay on performing.
Expert	Plans for the long term. Anticipates deviations and acts accordance planning.
Mentor	Can handle crises without panicking, in an orderly fashion, already set example as a crisis manager.

**TABLE C: Definition of levels for Problem solving and Decision making**

Definition:	Ability to comprehend constituents of the problem and logically attempt to solve them
Beginner	Lacks the ability to define the problems and look for causes of the problems.
Learner	Defines the Problem correctly; but lacks the ability to solve them.
Performer	Identifies problems and logically analyzes the causes related to the problems. Can take decisions to solve them, but requires guidance.
Expert	Is fairly accurate in defining the exact problem and the root cause; Can solve the complex problems and problematic situations . Can be relied upon at all times to resolve problems.
Mentor	Excels in looking for problems when they are not visible or yet to surface. Specializes in solving complex problems. Is Proficient in preparing the organization for the problems in the making.

**TABLE D: Definition of levels for Team Building and Coordination/ Participation in social activities and functions**

Definition:	Competency to work together in a group and ensuring harmony
Beginner	Cannot work in groups; finds difficult to get along with others
Learner	Is a passive innocuous participant in his group of actively participate; follows others but works individually; is afraid of losing credit and hence prefers to keep silent in meetings unless asked to talk
Performer	Makes adequate contribution for team harmony; can work with others sharing responsibility and helping others; he still is afraid of treating his peers equally and hence is not fully comfortable in working with the team
Expert	Useful for the team; Thinks in terms of his team rather than individual achievement; would not consider his achievements unless the team performs
Mentor	Can build effective relationships with any group of individuals. Knows whom to give credit for what. Behaves in such a way, that other team members are forced to contribute more. In his presence many think of the team rather than themselves set example by turning around people at beginner or learner levels.

**TABLE E: Definition of levels for Interpersonal Sensitivity/ Attitude towards SC/ST/Weaker Sections of society- Understanding their problems and efforts made to deal with them/ The power to remain calm in crisis/ Safety consciousness**

Definition:	Ability to understand the needs and difficulty of fellow workers.
Beginner	Is insensitive to other people's needs; creates more problems due to his insensitivity
Learner	Does understand that others have difficulty. But is not able to take them into account, when pressurized by his work.
Performer	Understands and handles people's problems as his problem even under pressurized situation.
Expert	The most dependable in dealing with people with deficiencies / problems related to work.
Mentor	He / she has the ability to understand others so well that, he / she can guide any person of any caliber to work with optimal effectiveness and contribute his best.

**TABLE F: Definition of levels for Initiative and Implementation/ Quality of output-Quality of performance with programme objectives and constraints /Cost and expenditure control /Cleanliness and environmental improvement**

Definition:	A readiness to seize opportunities; proactive seeking of opportunities
Beginner	Is always in a reactive mode. Reacts to situations rather than take proactive actions.
Learner	Has a tendency to stretch beyond what is normally required of him.
Performer	Takes responsibility without having to be told to explicitly; still works within defined descriptions of the job.
Expert	Comes forward to take up responsibility that normally does not fall within his own job; seeks out opportunities that challenge him.
Mentor	Known for his proactive behavior; takes in opportunities that even his superiors did not know existed; can teach others what "taking initiative" is all about

**TABLE G: Definition of levels for Communication Skills/ Approach to Customers**

Definition:	Ability to listen and speak effectively i.e. hardly misunderstood
Beginner	He / she is not very good in communicating orally; tends to confuse the listener; writing skills need to be improved substantially.
Learner	He / she is a fairly good listener. He/she can communicate his views in a convincing way.
Performer	Is an attentive listener; He/she can articulate in clear terms in both written and oral communication. Within office guidelines and procedures.
Expert	An expert listener, capable of understanding non-verbal messages; his team admires his presentation skills. Written communication exemplifies professional standards without flaws following always procedures of guidelines.
Mentor	He / she is adored for his oral skills. His seminars, conferences are remembered long after. His style of speech is positively contagious. Written communication exemplifies the best standards – can be used as illustrations to teach others, always set examples by following office procedures of guidelines.

**TABLE H: Definition of levels for Strategic Thinking and Implementation / Analytical ability- Reasoning and formulation of complex problems and workable terms / Innovation new technology progression**

Definition:	Ability to take decisions under uncertainty; Skilled at anticipating long-term trends; Ability to think in anticipation of adverse reaction
Beginner	Lacks the ability to anticipate trends in the long term.
Learner	Can look beyond existing information and take decision in the long term.
Performer	Skilled at planning under uncertain information; Can anticipate long term trends.
Expert	Is capable of anticipating competitor reaction. Skilled at predicting competitor's goals and assumptions, which facilitates long term decision-making.
Mentor	His / her thinking redefines existing reality. Defines his rules and that of competition.

**TABLE I: BEHAVIOR LINKED COMPETENCY FRAMEWORK - COMMON TO ALL COMPETENCIES**

Score	Descriptions
1 for Beginner	The appraisee has displayed $\geq 10$ incidents in a year in which the he / she displayed behaviors contradicting the competency being assessed.
2 for Learner	The appraisee has displayed the behaviors consistent with the competency being assessed most of the time (defined as $\leq 9$ incidents & $>5$ incidents in a year, wherein his / her behaviors contradicted the competency).
3 for Performer	The appraisee has frequently displayed the behaviors consistent with the competency being assessed (defined as $\leq 5$ incidents in a year where he / she exhibited behaviors contradictory with the competency).
4 for Expert	The appraisee has consistently displayed the behaviors consistent with the competency being assessed throughout the year with minor contradictory behaviors throughout the year
5 for Mentor	The appraisee has consistently displayed the behaviors consistent with the competency being assessed throughout the year (with zero incident of contradictory behaviors), significantly.



बी एण्ड आर  
B AND R

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

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

(सीआईएन: / CIN: U27310WB1920GOI003601)

## सूचना/NOTICE

संदर्भ/Ref. B AND R/HR/2025-26/HOLIDAY/07

दिनांक/Date: 07.04.2025

सभी संबंधितों को सूचित किया जाता है कि भारत सरकार के दिनांक 27/03/2025 के कार्यालय ज्ञापन के अनुसार, 14/04/2025 (सोमवार) को डॉ. भीम राव अंबेडकर की जयंती के उपलक्ष्य में अवकाश घोषित करने का निर्णय लिया गया है। इसके अनुपालन में सधम प्राधिकारी द्वारा यह निर्णय लिया गया है कि हावड़ा एवं कोलकाता स्थित कार्यालयों तथा हावड़ा वर्कशॉप में 14/04/2025 को अवकाश रहेगा। इसे इस वर्ष (2025) के लिए अतिरिक्त सवेतन अवकाश माना जाएगा।

All concerned are hereby informed that in terms of Government decision vide Office Memorandum dated 27/03/2025 to observe 14/04/2025 (Monday) as a Holiday on account of Birthday of Dr. B. R. Ambedkar, it has been decided by the Competent Authority to declare 14/04/2025 as a Holiday for Offices at Howrah & Kolkata as also Workshop at Howrah. This will be treated as an Additional Paid Holiday for this year(2025).

कृते ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड  
For BRIDGE AND ROOF CO. (INDIA) LIMITED.

(यू. वेणुगोपाल /U. Venugopal)  
महाप्रबंधक (मानव संसाधन)/ General Manager (HR)

CC : CMD  
CC : D(PM)  
CC : D(F)  
CC : CVO  
CC : ED(F)/GGMs/GMs/DGMs/AGMs  
CC : All Offices  
CC : All Projects Sites  
CC : IT Department - for circulation please.  
CC : Unions/Notice Board  
CC : File

07/04/25  
Anil Chawla

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

सं.: म.प्र. (मा.सं.) /GM (HR)

दिनांक : 01-01-2025

**सूचना / Notice**

सभी संबंधितों को सूचित किया जाता है कि कम्पनी के कोलकाता तथा हावड़ा में स्थित कार्यालयों एवं हावड़ा में स्थित वर्कशॉप में वर्ष : 2025 के लिए निम्नलिखित 15 (पंद्रह) सवेतन त्योहार की छुट्टियां मनाई जाएंगी / It is notified for information of all concerned that for the Year : 2025, the following 15 (Fifteen) Paid Festival Holidays shall be observed by the Company's Offices at Kolkata and Howrah as well as Howrah Workshop.

क्र. सं. Sl. No.	विवरण / Description	तिथि / Date	दिन / Day	दिनों की सं. No. of Days
1	नेताजी जन्म दिवस / NETAJI'S BIRTHDAY	23-01-2025	बृहस्पतिवार / THURSDAY	1
2	सरस्वती पूजा / SARASWATI PUJA	03-02-2025	सोमवार / MONDAY	1
3	होली / दोल पूर्णिमा / HOLI / DOL PURNIMA	14-03-2025	शुक्रवार / FRIDAY	1
*4	ईद-उल-फितर / EID-UL-FITR	31-03-2025*	सोमवार / MONDAY	1
*5	ईद-उज्जुहा / EID-UD-ZOHA	07-06-2025*	शनिवार / SATURDAY	1
6	स्वतंत्रता दिवस / INDEPENDENCE DAY	15-08-2025	शुक्रवार / FRIDAY	1
7	विश्वकर्मा पूजा / VISHWAKARMA PUJA	17-09-2025	बुधवार / WEDNESDAY	1
8	दुर्गा पूजा / DURGA PUJA - सप्तमी / SAPTAMI	29-09-2025	सोमवार / MONDAY	1
9	अष्टमी / ASTAMI	30-09-2025	मंगलवार / TUESDAY	1
10	नवमी / NAVAMI	01-10-2025	बुधवार / WEDNESDAY	1
11	गांधीजी जन्म दिवस / GANDHIJI's BIRTHDAY	02-10-2025	बृहस्पतिवार / THURSDAY	1
12	लक्ष्मी पूजा / LAXMI PUJA	06-10-2025	सोमवार / MONDAY	1
13	दिवाली / DIWALI	20-10-2025	सोमवार / MONDAY	1
14	गुरु नानक जयंती / GURU NANAK's BIRTHDAY	05-11-2025	बुधवार / WEDNESDAY	1
15	क्रिसमस / CHRISTMAS	25-12-2025	बृहस्पतिवार / THURSDAY	1
			कुल / Total	15

\* चांद के दिखाई देने के आधार पर, परिवर्तित किया जा सकता है / Change may be made, depending upon visibility of the Moon.

उपरोक्त में केवल परिवर्तन / बद्दोत्तरी, जब भी और जहाँ भी आवश्यक हो, अलग से अधिसूचित किया जाएगा / Only the changes / additions to the above, whenever & wherever considered necessary, shall be notified separately.

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लिं. के लिए,  
For Bridge And Roof Company (India) Limited,

(3. वेणुगोपाल / U. VENUGOPAL)

महा प्रबंधक (मा.सं.) / GM (HR)

वितरण / Distribution :

1. CMD / D (F) / D (PM) / CVO / EDs / GGMs / GMs / DGMs / AGMs.
2. सभी कार्यालय, कार्यशाला, और योजना स्थल / All Offices, Workshop and Project Sites.
3. सभी यूनियन / All Unions. 4. सभी सूचना पट्ट / All Notice Boards.

**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/INVESTMENT AWARENESS/2024

दिनांक/ Date: 25.11.2024

विषय/Subject: An Investment Awareness Program for employees to be organized by Best mate Investment Services Pvt. Ltd. at Kolkata office on 27.11.2024.

**All Employees of Kolkata Office**

This is to inform that Best mate Investment Services Pvt. Ltd , A-1-605, Ansal Corporate Park , Sec 142, Noida -201305 , will organize **an Investment Awareness Program** on the following subjects for our employees of Kolkata Office on 27.11.2024 (Wednesday) from 11-00 am to 01-00 pm at our Board Room of 5<sup>th</sup> floor of our Kolkata Office.

- i) Employee Financial Planning
- ii) Retirement Planning
- iii) Education Planning

Interested employees may obtain the knowledge of above said subjects.

25/11/2024  
(अभिजीत राय/ABHIJIT ROY)  
महाप्रबंधक (मानव संसाधन)/GENERAL MANAGER (HUMAN RESOURCE)

CC: CMD  
CC: D(PM), D(F), ED(F)  
CC: CVO  
CC: Notice Board, Kolkata Office  
CC: GM(IT) - For circulation to all employees of Kolkata Office for information please.



# 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/GM(HR)/CD/2024

दिनांक/ DATE: 25.11.2024

विषय/Subject: संविधान दिवस 2024 / Constitution Day 2024.

### सभी कर्मचारीगण /All Employees

संविधान दिवस, 2024 का आयोजन, भारत सरकार के कैबिनेट सचिव द्वारा प्राप्त निर्देशानुसार DN 701/2/2/2022 दिनांक 22/11/2024 (संलग्न प्रति देखें) के अनुसार किया जाएगा।

तदनुसार, 'संविधान दिवस, 2024' को निम्नलिखित कार्यक्रम के अनुसार संविधान की प्रस्तावना (संलग्न प्रति देखें) को पढ़कर मनाया जाएगा।

Constitution Day 2024 is to be celebrated in compliance with the letter received from the Cabinet Secretary, Government of India, vide D.O. No. 701/2/2/2022-CA.V/CA.III dated 22/11/2024 (copy enclosed).

Accordingly, 'Constitution Day, 2024' will be celebrated by reading out the Preamble of the Constitution (copy enclosed) as per the 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	26/11/2024 दोपहर 11:00 बजे at 11:00 A.M.	अध्यक्ष एवं प्रबंध निदेशक /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	26/11/2024 दोपहर 11:00 बजे at 11:00 A.M.	उपलब्ध वरिष्ठतम अधिकारी द्वारा पढ़ा जाएगा To be read out by Senior Most Officer available

कृपया सभी कार्यालयों और परियोजना स्थलों द्वारा कार्यक्रमों/गतिविधियों के आयोजन की तस्वीरों सहित एक रिपोर्ट उसी दिन अर्थात् 26 नवम्बर, 2024 को ईमेल: jaforhossain.khan@bridgeroof.co.in पर भेजना सुनिश्चित करें।

Please ensure to send a report along with photographs of the events/activities organized by all the offices and project sites by the same day i.e. 26th November, 2024 to email: jaforhossain.khan@bridgeroof.co.in.

f (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 Circulation and 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.

डॉ. टी.वी. सोमनाथन  
Dr. T.V. Somanathan



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

D.O. No. 701/2/2/2022-CA.V/CA.III

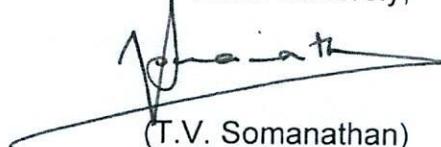
Dated: 22<sup>nd</sup> November, 2024

Dear Secretary,

As you are aware, 26<sup>th</sup> November is celebrated as Constitution Day to commemorate the adoption of the Constitution of India. Every year, a number of activities aimed at highlighting and reiterating the values and principles enshrined in the Constitution are organized as part of the celebrations.

2. An important part of the celebrations is the reading of the Preamble to the Constitution at 11.00 a.m. on 26<sup>th</sup> November 2024, and reaffirming our commitment to uphold its ideology, in all Central Government offices, Attached/Subordinate offices, Autonomous Bodies, organizations and institutions, including educational institutions. State Governments have also been organizing similar readings in their offices / Organizations / Institutions.
3. Other activities including talks / webinars on constitutional values and fundamentals of the Indian Constitution may also be organized. Citizens are also encouraged to take part in the online 'Read the Preamble' activity.
4. I would request you to kindly take suitable actions for organizing activities relating to the celebration of Constitution Day, in a befitting and appropriate manner.

Yours sincerely,



(T.V. Somanathan)

All Secretaries to the Government of India

# भारत का संविधान

## उद्देशिका

हम, भारत के लोग, भारत को एक <sup>1</sup>[संपूर्ण प्रभुत्व-संपन्न समाजवादी पंथनिरपेक्ष लोकतंत्रात्मक गणराज्य] बनाने के लिए, तथा उसके समस्त नागरिकों को :

सामाजिक, आर्थिक और राजनैतिक न्याय,  
विचार, अभिव्यक्ति, विश्वास, धर्म  
और उपासना की स्वतंत्रता,  
प्रतिष्ठा और अवसर की समता

प्राप्त कराने के लिए,

तथा उन सब में

व्यक्ति की गरिमा और <sup>2</sup>[राष्ट्र की एकता  
और अखंडता] सुनिश्चित करने वाली बंधुता

बढ़ाने के लिए

दृढ़संकल्प होकर अपनी इस संविधान सभा में आज तारीख 26 नवम्बर, 1949 ई० (मिति मार्गशीर्ष शुक्ला सप्तमी, संवत् दो हजार छह विक्रमी) को एतद्द्वारा इस संविधान को अंगीकृत, अधिनियमित और आत्मार्पित करते हैं ।

---

1. संविधान (बयालीसवां संशोधन) अधिनियम, 1976 की धारा 2 द्वारा (3-1-1977 से) "प्रभुत्व-संपन्न लोकतंत्रात्मक गणराज्य" के स्थान पर प्रतिस्थापित ।

2. संविधान (बयालीसवां संशोधन) अधिनियम, 1976 की धारा 2 द्वारा (3-1-1977 से) "राष्ट्र की एकता" के स्थान पर प्रतिस्थापित ।

# THE CONSTITUTION OF INDIA

## PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a <sup>1</sup>[SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC] and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity;

and to promote among them all

FRATERNITY assuring the dignity of the individual and the <sup>2</sup>[unity and integrity of the Nation];

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.

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1. Subs. by the Constitution (Forty-second Amendment) Act, 1976, s.2, for "SOVEREIGN DEMOCRATIC REPUBLIC" (w.e.f. 3-1-1977).
2. Subs. by s. 2, *ibid.*, for "Unity of the Nation" (w.e.f. 3-1-1977).

**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/HEALTH CHECK UP/2024

दिनांक/ DATE: 18.11.2024

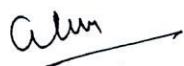
विषय/Subject: Health Check up for employees to be organized at Kolkata office.

**All Employees of Kolkata Office**

It is informed that DBS Bank India Ltd , Branch: Kankaria Centre, Russel St. Kol-71, will organize the Health Check up program on the following Medical Treatment free of cost for our employees of Kolkata Office on 20.11.2024 (Wednesday) from 11-00 am to 04-00 pm at our Board Room of 5<sup>th</sup> floor of ~~our~~ Kolkata Office.

- (i) Dental
- (ii) Eye
- (iii) General with test (ECG, Diabetes etc.)

Accordingly, all of us may have this opportunity in one place.



(अभिजीत राय/ABHIJIT ROY)

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

CC: CMD

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

CC: CVO

CC: Notice Board, Kolkata Office

CC: GM(IT) - For circulation to all employees of Kolkata Office for information please.

# ब्रिज एण्ड रुफ कम्पनी (इंडिया) लिमिटेड

## BRIDGE AND ROOF CO. (INDIA) LIMITED

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

कोलकाता/Kolkata-700071

### सूचना/NOTICE

संदर्भ: बीएण्डआर/2024-25/हिंदी/2/३३

दिनांक: 18 नवम्बर, 2024

सेवा में/To : सभी कर्मचारी/All Employees.

विषय/Sub.: नराकास (उपक्रम), कोलकाता की हिंदी पत्रिका 'अभिव्यक्ति' के 31वें अंक के प्रकाशन के संबंध में / Regarding the publication of the 31st issue of Hindi magazine 'Abhivyakti' of TOLIC (Undertaking), Kolkata.

अवगत कराना है कि नराकास (उपक्रम), कोलकाता की हिंदी पत्रिका 'अभिव्यक्ति' के आगामी अंक (31 वें) का प्रकाशन किया जाना है। यह अंक "महिला विशेषांक" के रूप में प्रकाशित की जा रही है, जिसमें मुख्य तौर पर "नारी केंद्रित विषयों" से संबंधित आलेख/ रचनाएं शामिल की जाएंगी। विषय वस्तु केंद्रित आलेख के साथ-साथ हिंदी की विभिन्न विधाओं यथा लेख, लघुकथाएं, कविता, लघु-नाटक, संस्मरण, रेखाचित्र, यात्रा-वृतांत एवं तकनीकी, वित्तीय, प्रबंधन आदि से जुड़ी कार्य-क्षेत्र की प्रासंगिक व जानकारीपरक लेख इत्यादि रचनाएं आमंत्रित की जाती हैं। विषय-वस्तु केंद्रित आलेख एवं कार्य-क्षेत्र से जुड़ी तकनीकी आलेख के प्रकाशन हेतु रचनाओं के चयन में वरियता दी जाएगी। पत्रिका में प्रकाशित सभी रचनाओं के लिए रचनाकारों को 500/- रुपये प्रति रचना प्रोत्साहन स्वरूप नराकास(उपक्रम) कोलकाता द्वारा प्रदान किया जाएगा।

अतः इच्छुक कर्मचारीयों से अनुरोध है कि वे अपनी रचनाएं राजभाषा विभाग को (ई-मेल: [bnr.rajbhasha@bridgeroof.co.in](mailto:bnr.rajbhasha@bridgeroof.co.in) पर) दिनांक 03 दिसंबर, 2024 तक भेजना सुनिश्चित करें।

कृपया ध्यान रहे कि रचनाएं मौलिक एवं अप्रकाशित हों। रचना के साथ हस्ताक्षर सहित मौलिकता की घोषणा, नाम व पदनाम, हाई रेसोल्यूशन वाले पासपोर्ट आकार के फोटो अवश्य संलग्न करें। (रचनाएं केवल हिंदी में ही स्वीकार्य हैं)।

This is to inform you that the 31st issue of the Hindi magazine 'Abhivyakti' published by TOLIC (Undertaking), Kolkata, is scheduled for release. This issue will be a "**Women's Special Edition**" featuring articles/works focused on "**Women-centric topics**." Contributions are invited in Hindi across various genres, such as articles, short stories, poems, short plays, memoirs, sketches, travelogues, and informative or relevant articles related to technical, financial, management, and other work-related fields. Priority will be given to women-centered articles and technical articles related to the work field for publication. For all the works published in the magazine, the authors will be given an incentive of Rs. 500/- per Composition by TOLIC (Undertaking) Kolkata.

Therefore, interested employees are requested to ensure that they send their Composition to the Official Language Department (on email: [bnr.rajbhasha@bridgeroof.co.in](mailto:bnr.rajbhasha@bridgeroof.co.in)) by **03 December 2024**.

Please note that the Composition should be original and unpublished. Along with the Composition, a declaration of originality with signature, name and designation, high resolution passport size photo must be attached. (Compositions are acceptable only in Hindi).

२१५

(अभिजीत राय /Abhijit Roy)

महाप्रबंधक (मानव संसाधन)/General Manager (Human Resource)

एवं अध्यक्ष रा.भा.का.स./& President OLIC

वितरण – (ईमेल के माध्यम से) :

1. अध्यक्ष एवं प्रबंध निदेशक

2. निदेशक (वित्त)

3. निदेशक (परियोजना प्रबंधन)

4. मुख्य सतर्कता अधिकारी

5. सभी, कार्यकारी निदेशक / समूह महाप्रबंधक/महाप्रबंधक/एसबीयू प्रमुख / विभागाध्यक्ष – आपके नियंत्रणाधीन कार्यालय / परियोजना स्थलों पर व्यापक प्रसार एवं कर्मचारियों की भागीदारी सुनिश्चित करने के लिए।

6. सभी कार्यालय, परियोजना स्थल एवं कर्मचारी।

7. महाप्रबंधक (सूचना प्रोटोकॉल)- कृपया इस सूचना को सभी कर्मचारियों को वितरण की व्यवस्था करें।

8. सूचना पट्ट।

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/GM(HR)/NVBDD/2024

दिनांक/Date: 27.09.2024

सभी कर्मचारीगण/ All Employees

विषय/Sub.: 1 अक्टूबर, 2024 को राष्ट्रीय स्वैच्छिक रक्तदान दिवस का आयोजन।

Celebration of National Voluntary Blood Donation Day on 1<sup>st</sup> of October 2024.

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के पत्र संख्या 01/10/NVBDD/DGHS/2024 (प्रति संलग्न) दिनांक 12/09/2024 के माध्यम से प्राप्त निर्देशों के अनुपालन में, “राष्ट्रीय स्वैच्छिक रक्तदान दिवस” मनाने हेतु प्रतिज्ञा (संलग्न) 1 अक्टूबर, 2024 को निम्नलिखित कार्यक्रम के अनुसार ली जाएगी।

इस वर्ष के विश्व रक्तदाता दिवस अभियान का नारा है - दान के 20 वर्ष पूरे होने का जश्न: धन्यवाद, रक्तदाताओं!

‘राष्ट्रीय स्वैच्छिक रक्तदान दिवस’ किस प्रकार मनाया गया, इसके बारे में फोटोग्राफ/वीडियो आदि सहित एक कार्रवाई रिपोर्ट सभी कार्यालयों और परियोजना स्थलों द्वारा उसी दिन कोलकाता कार्यालय में [bandra.corporate@bridgeroof.co.in](mailto:bandra.corporate@bridgeroof.co.in)/[jaforhossain.khan@bridgeroof.co.in](mailto:jaforhossain.khan@bridgeroof.co.in) पर भेजी जाए।

In compliance of the directives received vide Letter No. 01/10/NVBDD/DGHS/2024 (Copy enclosed) dated 12/09/2024 from Ministry of Health and Family Welfare, Government of India, Pledge (enclosed) for the Celebration of “National Voluntary Blood Donation Day” will be taken on 1<sup>st</sup> October, 2024 as per following schedule.

**The Campaign Slogan for this year is “Celebrating 20 Years of giving: Thank you, Blood Donors ! ”**

आप सभी से अनुरोध है कि वे निम्नलिखित कार्यक्रम के अनुसार शपथ पढ़ें:

You all are requested to read out the Pledge as per following programme:

क्र. सं./ Sl. No.	कार्यालय का स्थान / Location of Office	दिनांक एवं समय / Date & Time	पाठक / Reader
	कोलकाता एवं हावड़ा कार्यालय Kolkata & Howrah Office	01/10/2024 दोपहर 12-30 बजे 01/10/2024 at 12-30 P.M.	अध्यक्ष एवं प्रबंध निदेशक/उपलब्ध वरिष्ठतम अधिकारी द्वारा पढ़ा जाना है To be read out by CMD/Senior Most Officer available
	अन्य कार्यालय / Other Offices: दिल्ली, मुंबई, चेन्नई, रांची, वडोदरा, भुवनेश्वर, वाईजग, गुवाहाटी, प्रयागराज/साइट कार्यालय Delhi, Mumbai, Chennai, Ranchi, Vadodara, Bhubaneswar, Vizag, Guwahati, Prayagraj/Site Offices	01/10/2024 दोपहर 12-30 बजे 01/10/2024 at 12-30 P.M.	उपलब्ध वरिष्ठतम अधिकारी द्वारा पढ़ा जाना है To be read out by Senior Most Officer available

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिमिटेड के लिए,  
For BRIDGE AND ROOF CO. (INDIA) LTD,

र 2 मी 216

(अभिजीत राय / ABHIJIT ROY)

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

संलग्न/Encl.: यथोपरि / As stated above

प्रतिलिपि/CC:

अध्यक्ष एवं प्रबंध निदेशक / CMD

निदेशक (परियोजना प्रबंधन) / D(PM), निदेशक (वित्त)/D(F), कार्यकारी निदेशक /ED

मुख्य सतर्कता अधिकारी / CVO

सभी समूह महाप्रबंधक/महाप्रबंधक/ एसबीयू प्रमुख /

All GGMs/GMs/SBU Heads

हावड़ा/दिल्ली/मुंबई/चेन्नई/वडोदरा/भुवनेश्वर/ गुवाहाटी/प्रयागराज/रांची/वाईजग स्थित कार्यालय ।

Offices at Howrah/Delhi/Mumbai/Chennai/ Vadodara/

Bhubaneswar/Guwahati/Prayagraj/ Ranchi/Vizag

परियोजना स्थल / Projects Sites

सभी कर्मचारीगण/ All Employees

महाप्रबंधक (सूचना प्रोटोकोलिकी), सोशल मीडिया पर गतिविधियों के प्रसार और कवरेज के लिए ।

GM(IT) For Circulation and coverage of activities on Social Media.

सूचना पट्टा / Notice Board

आपसे अनुरोध है कि सूचना को प्रसारित करें और इसका व्यापक प्रचार करें, ताकि सभी कार्यालयों और परियोजना साइटों पर गतिविधियां की जा सकें ।

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

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

संदर्भ/Ref. :	B&R/HR/APAR/REM/2024-25/01	दिनांक/Date : 16.09.2024
प्रेषक/From:	GM (HR)	सेवा में/To: All Officers
विषय/Sub:	Final Reminder: Completion of Pending Appraisals Before 21-09-2024	

Dear All,

This is in reference to HR circular BANDR/GM(HR)/OFCO./2023-24, dated 11.06.2024, along with multiple follow-ups via phone calls, emails, and our previous reminder dated 20.08.2024. It has been observed that very few appraisals are still pending for creation and are awaiting for action at the REO1, REO2, and Officer Reported Upon stages.

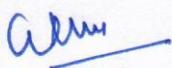
Please be informed that, as per instructions from the Competent Authority, any appraisals completed or forwarded after 21-09-2024 at the RO, REO1, REO2, and Officer Reported Upon levels will be rated as "**Average**" in the annual ratings of FY: 2023-24. Therefore, it is crucial that all appraisals to be completed before the deadline of 21-09-2024.

It is strongly urge you to review and process all pending appraisals without delay to ensure compliance with the guidelines.

For any queries, clarifications, or assistance, please reach out via email at [khemchand.mali@bridgeroof.co.in](mailto:khemchand.mali@bridgeroof.co.in) or [sharma.ankit88@bridgeroof.co.in](mailto:sharma.ankit88@bridgeroof.co.in).

Thank you for your immediate attention to this matter.

Regards

  
 (Abhijit Roy)

General Manager (HR)

CC :- CMD

:- D(F)

:- D(PM)

:- GM(IT)- For Circulation Please

अपूर्व चन्द्रा, भा.प्र.से.

सचिव

APURVA CHANDRA, IAS

Secretary



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.01/10/NVBDD/DGHS/2024

12<sup>th</sup> September, 2024

Subject : Celebration of National Voluntary Blood Donation Day on 1<sup>st</sup> of October.

*Dear Colleagues*

National Voluntary Blood Donation Day on October 1st is a vital observance dedicated to acknowledging and celebrating the generosity of blood donors. By emphasizing the importance of voluntary, non-remunerated blood donation, the day seeks to inspire more individuals to contribute regularly. This act of giving not only saves lives but also ensures a continuous and safe supply of blood for those in need. The day also serves as a powerful reminder of the ongoing need for blood donations and the profound impact that each donation can have on the health and well-being of others.

2. The Campaign slogan for this year is "Celebrating 20 years of giving: Thank you, blood donors!".

**The objectives of this year's campaign are:**

- To thank and recognize the millions of voluntary blood donors who have contributed to the health and well-being of millions of people around the world.
- To showcase the national blood programs' achievements and challenges and share best practices and lessons learned.
- To highlight the continuous need for regular, unpaid blood donation to achieve universal access to safe blood transfusion.
- To promote a culture of regular blood donation among the Youth and the general public and to increase the diversity and sustainability of the blood donor pool.

**The suggested action plan for the event is as follows:**

- The event will aim to maximize the registration of willing blood donors along with optimal blood collection.

- To spread awareness among rural masses, activities of felicitation of blood donors and pledge-taking ceremonies may be organized at the Gram Panchayat level. The respective Sarpanch can administer the pledge.
- Similar, activities may be organized at the blood and district levels. The office of the District Collector/District Magistrate may supervise all activities in the concerned district.
- A pledge in English or Hindi or regional language for blood donation will be administered through both physical events at the levels and digital platforms. A template of the Pledge in English and Hindi is enclosed, which may be translated into regional languages for wider dissemination.
- To promote the registration of blood donors and create awareness, a facility for blood group testing may be made available on 1st October 2024 at all PHCs/CHCs/Sub-district and District Hospitals and other blood centres as per feasibility. This will help the common citizens to know their blood group, which will be useful in emergencies for blood donation.

3. All Central Government Ministries, hospitals/Institutions, and Medical Colleges (Government and Private) are requested to organize similar activities on 1st October 2024.

4. Accordingly, you are requested to organize activities to celebrate the event and disseminate the information widely among various stakeholders,

5. Further, it is requested, that a report along with the photographs of the celebration of the event may be shared with this ministry to Dr. Megha Pravin Khobragade, ADG, on the email address: [mp.khobragade@gov.in](mailto:mp.khobragade@gov.in)

*With regards*

Yours sincerely,

*Apurva Chandra*

(Apurva Chandra)

**Encl** : as above

- 1) Secretary to Govt of India, All Ministries/Departments
- 2) Additional Chief Secretary/Principal Secretary/Secretary (Health & FW) All States/UTs.

## शपथ

### राष्ट्रीय स्वैच्छिक रक्तदान दिवस, 2024

आज, मैं.....(नाम),.....(ग्राम),.....  
.....(जिला).....(राज्य) का निवासी, राष्ट्रीय स्वैच्छिक रक्त दान दिवस, 2024 के दिन यह शपथ लेता/लेती हूँ कि मैं अपना रक्त नियमित रूप से दान करूँगा/करूँगी।

भारत में रक्त की विशाल आवश्यकता को ध्यान में रखते हुए, मैं यह भी वचन देता/देती हूँ कि मैं अपने परिवार, दोस्तों, रिश्तेदारों, सहयोगियों और जनता को 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 जरूरत होगी, मैं अपने खर्चे पर, बिना 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 किसी की जान न जाए।

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## Pledge

### National Voluntary Blood Donation Day, 2024

I am, \_\_\_\_\_ (Name), \_\_\_\_\_ resident of \_\_\_\_\_ (Village) \_\_\_\_\_ (District) \_\_\_\_\_ (States), today, on 1<sup>st</sup> October, National Voluntary Blood Donation Day, 2024 do hereby pledge to donate my blood regularly.

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

Along with this, I also undertake that whenever someone needs 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 a shortage of blood.

ब्रिज एण्ड रुफ कम्पनी (इंडिया) लिमिटेड  
BRIDGE AND ROOF CO. (INDIA) LTD  
(भारत सरकार का एक उद्यम / A Government of India Enterprise)

BANDR/GM (HR)/NOTICE/F.ADV./2024

Date: 11/09/2024

सूचना/ NOTICE

I) यूनियनों द्वारा किए गए अनुरोध के जवाब में, प्रबंधन ने कंपनी के उन स्थायी कर्मचारियों (अर्थात् स्टाफ, उप-कर्मचारी और श्रमिक) को अग्रिम के रूप में 30,000/- रुपये (मात्र तीस हजार रुपये) का भुगतान करने का निर्णय लिया है, जो बोनस भुगतान अधिनियम, 1965 और आज तक लागू उसके संशोधन के तहत बोनस के लिए पात्र नहीं हैं।

In Response to the request made by the Unions, the Management has decided to pay Rs.30,000/- (Rupees Thirty Thousand only) as advance to those permanent employees of the Company (i.e., Staff, Sub-staff & Workers) who are not eligible for Bonus under the Payment of Bonus Act, 1965 and amendment thereof applicable till date.

II) 30,000/- (केवल तीस हजार रुपये) का उपरोक्त अग्रिम उक्त कर्मचारियों के वेतन/वेतन से अधिकतम 10 (दस) समान मासिक किस्तों में वसूला जाएगा, जो नवंबर 2024 के वेतन/वेतन से शुरू होगा या टर्मिनल बकाया राशि से, जो भी लागू हो। बोनस अधिनियम, 1965 और उसके संशोधन के भुगतान के संदर्भ में लेखा वर्ष 2023-24 के लिए बोनस के लिए पात्र कर्मचारी, बोनस के रूप में निर्धारित ऐसी राशि को समायोजित करने के बाद 30,000/- (केवल तीस हजार रुपये) का शेष भाग अग्रिम माना जाएगा और ऊपर बताए गए समान तरीकों से वसूला जाएगा। यदि पिछले वर्ष के अग्रिम की कोई राशि समायोजित नहीं रह जाती है तो उसे इस भुगतान में समायोजित कर दिया जाएगा।

The above advance of Rs.30,000/- (Rupees Thirty Thousand only) will be recovered from the Wages/Salaries of the said employees in maximum 10 (Ten) equal monthly instalments commencing from Wages/Salaries of November 2024 or from terminal dues, whichever is applicable. Employees who are eligible for Bonus for Accounting Year 2023-24 in terms of payment of Bonus Act, 1965 and Amendment thereof, residual part of Rs.30,000/- (Rupees Thirty Thousand only) after adjusting such amount determined as Bonus will be considered as Advance and shall be recovered on similar lines as stated above.

In case, any amount of the advance of the last year remains un-adjusted, the same will be adjusted against this payment.

III) सभी संबंधित अधिकारियों से अनुरोध है कि वे यह सुनिश्चित करें कि उनके अधीन कर्मचारियों को वितरित किया जाने वाला त्यौहार अग्रिम उचित तरीके से तथा समय पर समायोजित किया जाए।

All officials concerned are requested to ensure that the Festival Advance that might be disbursed to the employees under his control, are adjusted in proper manner and in due course of time.

IV) यूनियनों के अनुरोध के अनुसार, इस वर्ष के लिए प्रति कर्मचारी अधिकतम 30,000/- (केवल तीस हजार रुपये) की दर से त्यौहार अग्रिम का भुगतान 13 सितंबर 2024 के भीतर किया जाएगा। उक्त भुगतान वेतन/मजदूरी भुगतान के लिए लागू मोड के अनुरूप किया जाएगा। इसके लिए सक्षम प्राधिकारी का अनुमोदन प्राप्त है।

In terms of the request by the Unions, payment of festival advance at the maximum rate of Rs.30, 000/- (Rupees Thirty Thousand only) per employee will be made within 13<sup>th</sup> September 2024 for this year. The said payment will be made in line with the mode applicable for salary/wages payment.

This has approval of competent authority.

ब्रिज एण्ड रुफ कम्पनी (इंडिया) लिमिटेड के लिए,

For BRIDGE AND ROOF CO. (INDIA) LTD,

ABH 2/4

(अभिजीत राय / ABHIJIT ROY)

महाप्रबंधक (मानव संसाधन) / GENERAL MANGER (HR)

cc. अध्यक्ष एवं प्रबंध निदेशक / CMD

cc. निदेशक (परियोजना प्रबंधन) / D(PM)

cc. निदेशक (वित्त) / D(F)

cc. मुख्य सतर्कता अधिकारी / CVO

cc. सभी कार्यकारी निदेशक/ समूह महाप्रबंधक/महाप्रबंधक/उप महाप्रबंधक/ सहायक महाप्रबंधक

All EDs/GGMs/GMs/DGMs/AGMs

cc. सूचना प्रोद्योगिकी विभाग कृपया सर्कुलेशन की व्यवस्था करने के लिए/ IT Dept. For arranging Circulation please

cc. राजभाषा अनुभाग / OL Section

cc. कोलकाता/हावड़ा/दिल्ली/मुंबई/चेन्नई/वडोदरा/भुवनेश्वर/गुवाहाटी/प्रयागराज/रांची/वार्इजग स्थित कार्यालय

Offices at Kolkata/Howrah/Delhi/Mumbai/Chennai/Vadodara/Bhubaneswar/Guwahati/Prayagraj/Ranchi/Vizag

cc. परियोजना स्थल / Projects Sites

cc. यूनियन/नोटिस बोर्ड / Unions/Notice Board

cc. फाइल / File

# 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 वकर्स 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.

- 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.

- 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.

- 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.

- 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 रुफ कम्पनी (इंडिया) लिमिटेड के लिए,

मार्ग- २१५

(अभिजीत राय / ABHIJIT ROY)

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

प्रतिलिपि /CC:

- CMD
- D(PM)
- D(F)
- CVO
- All EDs/GGMs/GMs/SBU-Heads/DGMs/AGMs.
- Kolkata/Howrah/Delhi/Mumbai/Chennai/Vadodara/ Bhubaneswar/Guwahati/Prayagraj/Ranchi/Vizag.
- Project Sites
- Unions / Notice Board
- 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) लिंग  
**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

19<sup>th</sup> 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

(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 'नशा 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-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 12<sup>th</sup> 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/ctntake/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](mailto:kolkata.hr1@bridgeroof.co.in) और [jaforhossain.khan@bridgeroof.co.in](mailto: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/ctntake/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](mailto:kolkata.hr1@bridgeroof.co.in) & [jaforhossain.khan@bridgeroof.co.in](mailto:jaforhossain.khan@bridgeroof.co.in) by 13<sup>th</sup> August, 2024.

*Abhijit Roy*

(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 Mukt 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:

TSCH-EI

V

- a. Encourage all the officers/officials, stakeholders, beneficiaries & organisations to participate in this country wide mass pledge on this day
- b. Appoint a nodal officer for coordination between DoSJE and Ministry/Department for smooth execution of the program
- c. 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](mailto: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 Mukt 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.n o	Name of the Ministry/depart ment	Number of officials/offic ers participated (A)	Number of stakehold ers participat ed (B)	Total participati on (A+B)	Photo/vide o Link (Please attach a google drive link of photograph hs)

**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 3<sup>rd</sup> 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 3<sup>rd</sup> 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. 3<sup>rd</sup> August, 2024.

*21/07/2024*  
(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



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 3<sup>rd</sup> August, 2024

JS(SHE1)  
V  
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:**

- i. 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.
- ii. 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.
- iii. 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.
- iv. The office of District Collector/District Magistrate may be involved to supervise the activities within their Districts.
- v. 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**.

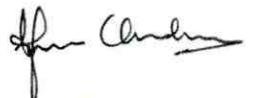
Accordingly, **all States/UTs and Departments of Govt. of India and related attached and Sub ordinate offices/Public sector undertakings/Organizations/Institutions are requested to organize activities to observe the organ donation month and Indian Organ Donation Day on 3rd August 2024 and disseminate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

Annexure 1

**Scan to pledge**



**or visit**

**notto.abdm.gov.in**

Annexure 2

## 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**

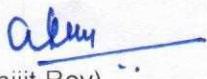
REF: BANDR/NOTICE/E0/2024

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](mailto: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.  
5<sup>th</sup> 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:

Checked by:

Date :

Forwarded:

*Alm*  
..25/07/2024



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

(Abhijit Roy)  
GENERAL MANAGER (HR)

CC :

CMD

D(F)

D(PM)

CVO

ED/GGMs/GMs/DGMs/HODs

HOWRAH/KOLKATA/MUMBAI/CHENNAI/DELHI/VADODARA/RANCHI/BHUVANESHWAR/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    /bandri920    @bridgenroof  
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)



ISO 9001:2015 and ISO 45001:2018 Certified



amritmahotsav.nic.in

### 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

(Abhijit Roy)  
GENERAL MANAGER (HR)

CC :

CMD

D(F)

D(PM)

CVO

ED/GGMs/GMs/DGMs/HODs

HOWRAH/KOLKATA/MUMBAI/CHENNAI/DELHI/ADODARA/RANCHI/BHUVANESHWAR/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   @bridgenroof  
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



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

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

(सीआईएन: / CIN: U27310WB1920GOI0036010)

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 (इंडिया) लिं. के लिए,

अमित राय  
(अभियोगीत 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"  
 कोलकाता/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 <sup>th</sup> April 2024	
REO- Reviewing Activity completion period	11 <sup>th</sup> April'2024-25 <sup>th</sup> April 2024	REO is to ensure his/her cycle commence only after all RO's have completed their cycle
Acceptance Action completion period	26 <sup>th</sup> April'2024-15 <sup>th</sup> 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.

Alm

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 15<sup>th</sup> 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  
 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"  
 कोलकाता/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 <sup>th</sup> April 2024	
REO- Reviewing Activity completion period	11 <sup>th</sup> April'2024-25 <sup>th</sup> April 2024	REO is to ensure his/her cycle commence only after all RO's have completed their cycle
Acceptance Action completion period	26 <sup>th</sup> April'2024-15 <sup>th</sup> 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.

*Arum  
- 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 15<sup>th</sup> 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  
 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"  
 कोलकाता/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
RO-Official Reported upon cycle to completion period	01April'2024-10 <sup>th</sup> April 2024	
REO- Reviewing Activity completion period	11 <sup>th</sup> April'2024-25 <sup>th</sup> April 2024	REO is to ensure his/her cycle commence only after all RO's have completed their cycle
Acceptance completion period	26 <sup>th</sup> April'2024-15 <sup>th</sup> 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 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 15<sup>th</sup> 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)  
कोलकाता/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

(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 सरकारी अधिकारी  
5. सभी, कार्यकारी निदेशक / समूह महाप्रबंधक/महाप्रबंधक/उप महाप्रबंधक।  
6. सूचना पट्ट-कोलकाता/हावड़ा।  
7. सभी यूनियन/सार्विट।  
8. हावड़ा/कोलकाता/दिल्ली/मुंबई/चेन्नई/वडोदरा/भुवनेश्वर/रांची/गुवाहाटी/प्रयागराज/वार्द्दिजाग 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 <sup>th</sup> April 2024	
REO- Reviewing Activity completion period	11 <sup>th</sup> April'2024-25 <sup>th</sup> April 2024	REO is to ensure his/her cycle commence only after all RO's have completed their cycle
Acceptance Action completion period	26 <sup>th</sup> April'2024-15 <sup>th</sup> 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 thereof 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 15<sup>th</sup> 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

# त्रिभुवन एण्ड रुफ कम्पनी (इंडिया) लोमेटड

## 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 कर्मचारी / 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 कार्मिकों 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) मोबाइल 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.

2024-2124

(अभिजीत राय)

महाप्रबंधक (मानव संसाधन) एवं

अध्यक्ष राजभाषा कार्यान्वयन समिति

प्रतिलिपि सूचनार्थः

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

**ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड**  
**BRIDGE AND ROOF COMPANY (INDIA) LTD.**  
 (भारत सरकार का एक उद्यम/A Government of India Enterprise)  
 2/1, रसलस्ट्रीट कंकड़िया सेंटर, /Russel Street "Kankaria Centre"  
 कोलकाता/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:	<u>Filling of various statutory returns in accordance with applicable laws.</u>	

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

*Chetan*

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

Regards

Abhijit

(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"**  
**कोलकाता / 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 9<sup>th</sup> 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 एस्टेमाल 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.



(ABHIJIT ROY)  
**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) Coordination (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)  
कोलकाता/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:-

<u>SI.No</u>	<u>Living Area Sq. Meters (specification of B AND R Company's owned Flats</u>	<u>License Fee per month (₹)</u>
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 01<sup>st</sup> 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

(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 pursuance 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 its people, culture and achievements, all are requested to participate in the same in the 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: 7<sup>th</sup> 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.**

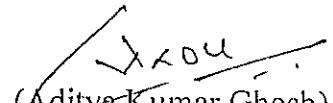
Sir / Madam,

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 2<sup>nd</sup> 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 2<sup>nd</sup> 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

गोविंद मोहन

सचिव

Govind Mohan

Secretary



भारत सरकार

संस्कृति मंत्रालय

नई दिल्ली-110001

GOVERNMENT OF INDIA

MINISTRY OF CULTURE

NEW DELHI-110 001

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

August 2, 2023

Dear Shri Rizvi,

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 12<sup>th</sup> 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 9<sup>th</sup> August and 15<sup>th</sup> 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 9<sup>th</sup> August to 15<sup>th</sup> August, 2023 near Shilaphalakam.

-2-

- 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 27<sup>th</sup> August to 30<sup>th</sup> 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 9<sup>th</sup> August and 15<sup>th</sup> 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 16<sup>th</sup> August and 20<sup>th</sup> August, 2023. The Mitti-Kalash are to be brought ceremoniously to larger Municipalities/Corporations.

iii. **Finale Event at New Delhi:** From 27<sup>th</sup> August to 30<sup>th</sup> 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 MaatiMeraDesh Campaign. These programmes may be held between 16<sup>th</sup> August and 25<sup>th</sup> August, 2023.

**Important Dates for the Meri Maati MeraDesh Campaign**

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

5. To encourage active participation, a dedicated website is being created ([https://yuva.gov.in/meri\\_maati\\_mera\\_deshi](https://yuva.gov.in/meri_maati_mera_deshi)), 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](http://www.merimaatimersdesh.gov.in). Adequate outreach of this campaign on various social media platforms should be encouraged.

*Mr. Rizvi*

Yours sincerely,

*Govind Mohan*

(Govind Mohan)

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

## Annexure- ॥

मैंने शपथ ली कि

भारत को विकसित देश बनाएँगे

गुलामी की मानसिकता को जड़ से निकाल फेंकेंगे

देश की समृद्धि 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 (13<sup>th</sup> – 15<sup>th</sup> AUGUST 2023)

In pursuance 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, takenup 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 13<sup>th</sup> to 15<sup>th</sup> 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](http://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 1<sup>st</sup> August, 2023 regarding organizing 'Har Ghar Tiranga' campaign to celebrate India's Independence Day from 13<sup>th</sup> – 15<sup>th</sup> 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](http://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

राष्ट्रीय अमृत महोत्सव  
प्रबोधन भवन  
नियन्त्रण विभाग  
मुख्यमंत्री कार्यालय

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

Dear Shri Rizvi,

July 31, 2023

'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 13<sup>th</sup> - 15<sup>th</sup> 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 13<sup>th</sup> - 15<sup>th</sup> 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 series with Tiranga on the website www.harghartiranga.com. Adequate outreach of this campaign on various social media platforms should be ensured.

With regards,

11/7/2023  
11/7/2023  
11/7/2023

Yours sincerely,

  
(Govind Mohan)

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

11/7/2023  
11/7/2023  
11/7/2023  
11/7/2023  
11/7/2023

**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" <surojtp@bbjconst.com>, "ABHISHEK BHATTACHARJEE"

<abhattacharjee@bbjconst.com>, aramicscript@gmail.com, drakbose@gmail.com, "co

secy" <co\_secy@cciltd.in>, "shaileshk singh" <shaileshk.singh@cciltd.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>, ilhqrs@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" <directorate@cmti.res.in>, "Director,

23. 10:58 AM  
Email

From:

"CMTI" <director@cmti.res.in>, "FACAO CMTI" <facao.office@cmti.res.in>, "Rajnish Maurya" <rajnishmaurya@cmti.res.in>, "Dhruv Jaiswal" <dhruv.jaiswal@cmti.res.in>, "R S Meena-Under Secretary" <C: "Aditya Kumar Jhosh" <adityajhosh@cmti.res.in>, "Rohita Meena" <rohita.meena@cmti.res.in>

**Sent:** Thursday, August 3, 2023 5:19:19 PM  
**Subject:** Fwd: Organizing "Hari 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@bbhel.in, "BBJ CONSTRUCTION" <info@bbjconst.com>, "Bridge Roof" <delhi@bridgeroof.co.in>, "CMD BRIDGE ROOF" <cmd@bridgeroof.co.in>, cmd@cciltd.in, "Bridge Roof" <delhi@bridgeroof.co.in>, "CMD EPI" <cmd@bridgeroof.co.in>, cmd@cciltd.in, "co secy" <co\_secy@cciltd.in>, "CMD EPI" <cmd@bridgeroof.co.in>, cmd@cciltd.in, "co secy" <co\_secy@cciltd.in>, "CMD EPI" <cmd@engineeringprojects.com>, "pk sahoo" <pk.sahoo@engineeringprojects.com>, "Pankaj Gupta" <cmd@hmtindia.com>, "Corporate Planning" <cplg@hmtindia.com>, cmd@hecdiltd.com, hecdelhi@hecdiltd.com, cmdhdcikol@gmail.com, "cmd jaipur" <cmd.jaipur@indiansalt.com>, psitocmd@indiansalt.com, information@indiansalt.com, cmd@iilkota.in, fa@iilkota.in, "Cmde Saurav Deb" <cmd@nepamills.nic.in>, "Shri AVHUIT CHATTERJEE DELHI" <nepadelhi@nepamills.nic.in>, mdo@reil.co.in, poojas@mc72.com, gmho@mc72.com, sunilkumar@fcriindia.com, "Team Natrip" director@fcriindia.com, director@araialndia.com, info@araialndia.com, "Team Natrip" <team@natrip.in>, "Rajnish Maurya" <rajnish.maurya@natrip.in>, "Anoop Singh" <anoop.singh@natrip.in>, "Director, CMTI" <director.cmti@nic.in>, "Sr PS to Dir CMTI" <directorate.cmti@nic.in>, "Krisanna Rathod" <cmti@nic.in>

**Sent:** Thursday, August 3, 2023 5:18:17 PM  
**Subject:** Organizing "Hari 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.

সাদৃ,

সমন্বয় অনুষ্ঠান,  
মহারাজার উদ্যোগ মন্ত্রালয়,  
দুর্ভাষ - 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

( 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.

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)

You are requested to circulate & give wide publicity of the Notice, so that activities are undertaken at all the 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"> <li>• Display of Swachhta Pakhwada banner.</li> <li>• VC/meeting with SBU Heads / HODs / Offices for dissemination of information related to Action Plan for Swachhta Pakhwada 2023.</li> <li>• Swachhta Pledge by employees at Corporate Office, Howrah Workshop, Zonal Offices, Regional Offices and all project sites.</li> </ul>
2.	17-08-2023 Thursday	<ul style="list-style-type: none"> <li>• Meeting of Special Committee for observation of Swachhta Pakhwada.</li> <li>• Campaigning by displaying posters for maintaining cleanliness at Offices and Project sites with special focus on "Hygiene and Sanitation".</li> </ul>
3.	18-08-2023 Friday	<ul style="list-style-type: none"> <li>• Swachhta Awareness meeting for all employees with special emphasis on curbing single-use plastic (SUP) and discourage use of Plastic.</li> </ul>
4.	19-08-2023 Saturday	<ul style="list-style-type: none"> <li>• Proper cleaning and maintenance of all wash basins, drinking water points and overhead water tanks at Project Sites.</li> </ul>
5.	21-08-2023 Monday	<ul style="list-style-type: none"> <li>• Tree plantation at Howrah Workshop</li> </ul>
6.	22-08-2023 Tuesday	<ul style="list-style-type: none"> <li>• Sanitization of Offices.</li> </ul>
7.	23-08-2023 Wednesday	<ul style="list-style-type: none"> <li>• Extra efforts for clearing of all Toilets of Office and Workshop area apart from day to day cleaning.</li> </ul>
8.	24-08-2023 Thursday	<ul style="list-style-type: none"> <li>• Cleaning personnel engaged in various maintenance and cleaning activities will be sensitized about their crucial role in this regard.</li> <li>• Special drive for cleaning of Work Place area including weeding out of old files / records / unserviceable articles by employees at Offices.</li> </ul>
9.	25-08-2023 Friday	<ul style="list-style-type: none"> <li>• Proper cleaning and maintenance of all wash basins and drinking water points at Offices.</li> </ul>
10.	28-08-2023 Monday	<ul style="list-style-type: none"> <li>• Thorough Housekeeping of construction project sites.</li> </ul>
11.	29-08-2023 Tuesday	<ul style="list-style-type: none"> <li>• Tree plantation by Project sites.</li> </ul>
12.	30-08-2023 Wednesday	<ul style="list-style-type: none"> <li>• Clearance / disposal of debris from Project Sites.</li> </ul>
13.	31-08-2023 Thursday	<ul style="list-style-type: none"> <li>• Sanitization of Offices.</li> <li>• Meeting of Special Committee for observation of Swachhta Pakhwada</li> </ul>

## स्वच्छता शपथ

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

महात्मा गांधी ने गुलामी की जंजीरों को तोड़कर मॉ शारीरी को अजाद कराया। अब हमारा कर्तव्य है कि गंदगी को दूर करके भारत माता की सेवा करें। मैं शपथ लेता हूं कि मैं स्वयं स्वच्छता के प्रति सजग रहूँगा और उसके लिए समय देंगा।

तर वर्ष 100 घंटे यानी हर सप्ताह 2 घंटे श्रमदान 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 इह जानता हूं कि दुनिया के जो भी देश स्वच्छ दिखते हैं उसका कारण यह है कि वहां के नागरिक गंदगी नहीं करते और वही होने देते हैं।

इस विचार के साथ मैं गांध-गांध और गती-गती स्वच्छ भारत विश्वन का प्रधार करूँगा।

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

वो भी लेरी तरह स्वच्छता के लिए 100 घंटे हैं, इसके लिए प्रयास करूँगा।

मुझे ज्ञात है कि स्वच्छता की तरफ बढ़ाया जाया लेरा एक कंटेन परे भारत देश को स्वच्छ बनाने में मदद करेगा।

### Swachhta 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  
( ABHIJIT ROY )  
GENERAL MANAGER(HR)

Enclosed : As stated above.

Circulation to :

01.	Mr. Monoranjan Tewari	DGM(Comm.)-II	9064459099
02.	Mr. Jaydip Ray	DGM(ADMIN.& 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 3<sup>rd</sup> 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.

2023-214

**(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 3<sup>rd</sup> 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,

  
(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

(SCHET)



सत्यमेव जयते

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  
7<sup>th</sup> July, 2023

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, **3<sup>rd</sup> 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 8<sup>th</sup> July, 1994. The month of July 2023 (1<sup>st</sup> -31<sup>st</sup> 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"  
<directorate.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



— 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@cciltd.in, dirf@cciltd.in, "co secy" <co\_secy@cciltd.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, corpmtg@hecltd.com, hecdelhi@hecltd.com, "cmd jaipur" <cmd.jaipur@indiansalt.com>, "sumona majumdar"

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लि।  
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

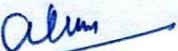
Subject : Identity Card for Employees on Permanent Rolls of the Company.

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](mailto: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 ROY)  
GENERAL MANAGER (HR)

Enclo : 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



**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 14<sup>th</sup> June 2023, as 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."

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](mailto: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 " Raktdaan 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 " Raktdaan 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 " Raktdaan 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@cciltd.in, "cci co" <cci\_co@cciltd.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, cmdhckol@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 Amrit 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](mailto:dr.anilkumar@nic.in) and mobile number: 9811637663)** under intimation to Coordination Section, MHI.

--

सादर,

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



एक दल एक परिवर्तन  
ONE TEAM • ONE FAMILY • ONE FUTURE

SI-0224 MHFW DO Dated 11.05.2023.pdf

39 KB

राजेश भूषण, आईएएस  
सचिव  
RAJESH BHUSHAN, IAS  
SECRETARY



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. IM\_11016/14/2023-NBTC/BTS  
11-5-2023

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.

JSC (HE I)  
EA  
15/

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 14<sup>th</sup> June 2023, is one of the activities under " Raktaan 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 14<sup>th</sup> 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 14<sup>th</sup> 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.

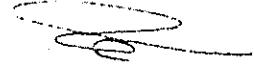
4. Accordingly all States/UTs are requested to organize activities to observe the event and disseminate the information widely among various stakeholders. Further it is requested, a report along with the photographs of the observance of the event may be sent to Nodal Officer of the campaign of Raktdaan 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.

Encl.: as above

*Warm Regards*

Yours sincerely,

  
(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.

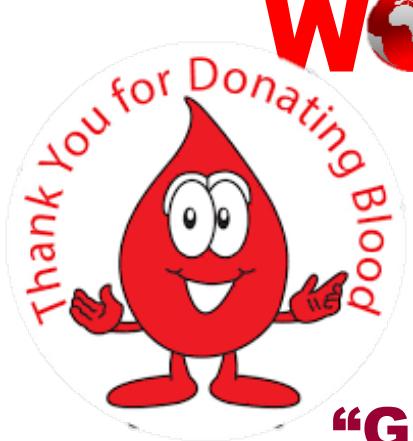
शपथ  
विश्व रक्तदाता दिवस, २०२३

आज, मैं ..... (नाम), ..... (प्रान्म), ..... (जिला),  
..... (राज्य) का निवासी, विश्व रक्तदाता दिवस, २०२३ के दिन यह शपथ  
हाता लता हूँ कि मैं अपना रक्त नियमित रूप से दान करूँगा।

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

इनके साथ-साथ मैं यह भी वचन देता देती हूँ कि यब भी कभी, किसी को  
रक्त नहीं मिल सकता होगी, मैं अपने खर्च पर, बिना किसी लोभ-लालच के, जाति-धर्म  
के भेदभाव से मुक्त होकर रक्तदान करूँगा।

मैं सतत प्रयास करूँगा कि रक्त की कमी से हमारे आस-पास  
नियमी नहीं जान न जाए।



# WORLD BLOOD DONOR DAY

## RAKTDAAN AMRIT MAHOTSAV

14<sup>th</sup> June, 2023



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

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

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

 [bridgeroof.co.in](http://bridgeroof.co.in)

 @bridgenroof

 /bandr1920

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

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

12<sup>th</sup> 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](http://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/Guwhati

1/2

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिंग  
**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

10<sup>th</sup> 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/Guwhati

## BRIDGE AND ROOF COMPANY (INDIA) LTD.

भारत सरकार का एक उद्यम / A Government of India Enterprise

Ref: B&amp;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) लिंग  
**BRIDGE AND ROOF COMPANY (INDIA) LTD.**  
भारत सरकार का एक उद्यम / A Government of India Enterprise  
कोलकाता/Kolkata-700 071.

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

10<sup>th</sup> 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/Guahati

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

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

10<sup>th</sup> 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/Guwhati

## BRIDGE AND ROOF COMPANY (INDIA) LTD.

भारत सरकार का एक उद्यम / A Government of India Enterprise

20.10.2022

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

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/Guwaati

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लिंग  
**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

4<sup>TH</sup> 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.

Alm

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](http://www.bridgeroof.co.in)

**(Declaration form by Retired Employees, retired after 1<sup>st</sup> 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)	

Attn:

### **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 :

Alb

**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

6<sup>th</sup> 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):-**

- a. Minimum Qualification: - B.E. /B.Tech in Mechanical engineering.
- b. 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):-**

- a. Minimum Qualification:- B.E./ B.Tech. in Civil engineering
- b. 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.

*AM*

Page 1 of 4

कॉर्पोरेट और पंजीकृत कार्यालय / Corporate and Registered Office:

चौथी एवं पांचवीं मंजिल, कंकालिया 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 ☐ @bridgenroof  
 सीआईएन / CIN : U27310WB1920G01003601

### 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](mailto: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:

Abu

Annexure B

Declaration to be given by the Applicant

TO WHOM IT MAY CONCERN

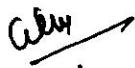
I, ..... hereby affirm that the information provided by me in the Application made in response to Notice No. Ref: BANDR/GM (HR)/DEP./DESIGN/2022-23 dated 06.02.2023 by Bridge And Roof Co. (I) Limited, 2/1, Russel Street, Kolkata-700 071 is correct and complete to the best of my knowledge and nothing 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: -----



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

6<sup>th</sup> 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 16<sup>th</sup> 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 : <a href="mailto:delhi@bridgeroof.co.in">delhi@bridgeroof.co.in</a>
2.	Nerul, Mumbai	Do	General Manager (West), E-mail : <a href="mailto:ns.srivastava@bridgeroof.co.in">ns.srivastava@bridgeroof.co.in</a>
3.	Madipakkam, Chennai	Do	General Manager (South), E-mail : <a href="mailto:bandr.chennai@bridgeroof.co.in">bandr.chennai@bridgeroof.co.in</a>
4.	Kolkata	Do	General Manager (HR) E-mail : <a href="mailto:abhijit.roy@bridgeroof.co.in">abhijit.roy@bridgeroof.co.in</a>

*Abhijit Roy*

**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

## ANNEXURE -A

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

## APPLICATION FOR STAY AT GUEST HOUSE/TRANSIT FLAT

(put a tick mark against appropriate place)

v REASON FOR STAY AT GUESTHOUSE:

a) TRANSFER: Y / N

**Effective date of Transfer :**

Effective date of Release from previous reporting authority/HOD:

Days required to be stayed at guesthouse/transit flat : FROM ..... To .....

b) OFFICIAL ASSIGNMENT : Y / N

Days required to be stayed at guesthouse/transit flat : FROM ..... To .....

APPLIED BY

Date:

FORWARDED BY:

Date : \_\_\_\_\_

**FORWARDED TO**

(to be signed by  
Reporting Authority)

APPROVED BY:

Date :

**APPROVED BY:** \_\_\_\_\_

(to be signed by HOD/Editor/Head)

TO : (NAME OF THE CONCERNED ZONAL HEAD/HOD)

Kindly arrange for accommodation of Shri/Smt ..... at the  
Guesthouse located at Noida/Madipakkam, Chennai/Nerul, Mumbai/Kolkata from ..... to

(Head of Deptt/Zonal Head)

John

ब्रिज एण्ड रूफ कम्पनी (इण्डिया) लिंग  
**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

4<sup>TH</sup> 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.

*Alka*

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](http://www.bridgeroof.co.in)

**(Declaration form by Retired Employees, retired after 1<sup>st</sup> 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)	

*Alma*

### **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)	

*Alm*

**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 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 :

Alvin

**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

*Alka*

ब्रिज एण्ड रूफ कम्पनी (इंडिया) लिंग  
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/J2022-23/1

17<sup>th</sup> January, 2023

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

*Attn*