

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

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

CIRCULAR

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

April 1,2024

Sub: WEB BASED ANNUAL APPRAISAL FOR ALL EMPLOYEES FROM FY 2023-24 ONWARDS

In view of phase wise completion of various activities of design, development, demonstrations, sharing of manual, updating KPA and personal data, training, trials etc. of the Web based Annual Appraisal System covering all permanent employees of the Company beginning financial year 2023-24 has started functioning with effect from 01.04.2024.

With the large scale participation and collaboration of concerned officials in these exercises , it is expected that the system will run smoothly, barring some initial or limited issues having not been brought up so far for resolution. It is hoped that issues like mismatches, overlaps, missing data or other issues shall be pointed out at the earliest through helpdesk particulars shared by IT Dept at the time of circulation of Operation Manual and shall be dealt with at Corporate office for quickest resolution. Accordingly, all concerned are requested to take note of the following:

1. Co-operation of all officials is an absolute necessity to develop and maintain a stable system which requires timely compliance by each RO, REO and AO concerned ensuring none of the employee of respective department remains unassessed. ROs need to ensure that appraisal of all employees assigned to him/her has been generated along with correct personal data of assessee(s) along with names of REOs and AOs concerned. He/she may consult superiors and if so required, send mails to helpdesk for corrections.
2. For appraisals required to be completed before completion of full year in case of release of RO/REO/AO from service, blank appraisal format can be downloaded from Forms section of EIS. These may also be used in case of an employee joining services in between a running financial year. Also, for cases of 'Outstanding' or 'Poor' ratings, which require supplementary documentations/authentication and prior sanction of CMD, documents need to be generated physically. In the event more than one RO/REO/AO is involved for assessing any employee, RO concerned shall generate a second form manually for onward action of other REO/AO concerned. Barring the above exceptions, all appraisal records as authenticated through OTP shall exist on this single platform in digital format only and shall be printed only when absolutely necessary.
3. The overall time frame of completing all activities within 45 days requires that concerned ROs(first 10 days), REOs(next 15 days) and AOs(last 20 days) adhere to respective time-lines. It is expected that all appraisals shall be freezed by 15 May of each year, henceforth.

Cont'd.....2.....

4. The departmental/project targets set/revised for the year under assessment are to be assigned against each key performance area populated in the EIS Appraisal system, as required for Executives assigned to technical or non-technical roles. For non-executive roles as well, criteria has been mentioned as per prevailing formats.
5. In case of executives, option for incorporation of revised targets/weightages/achievements etc., as applicable, has been provided for the stage involving RO and the Officer reported upon. REO and/or AO have option to revise the awarded scores in case of under-assessment or over- assessment in line with operational knowledge of performance levels achieved in other departments/industry in similar circumstances.
6. However, once AO has saved the appraisal as final, no revision shall be allowed by the system.
7. In case an employee has been transferred during the financial year under assessment, RO having longer term i.e. more than six months shall generate the appraisal, digitally or physically, as the case may be.

As this time-bound process shall generate data required for other time bound activities like manpower planning, DPC, training etc., it may be ensured that all Officers keep a continuous check on the items remaining unattended under all appraisal sub-heads of EIS system and clear pending requests as soon as possible.



(Abhijit Roy)
General Manager (HR)

CC :

CMD

D(PM)

D(F)

CVO

ED/GGMs/GMs/DGMs/HODs

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

Project Sites

Notice Boards

IT Dept – for arranging circulation & extending necessary support please.

OL Section

File

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

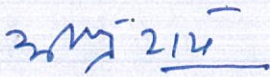
Ref: BR/GM(HR)/OFCO/2023-24

04th August, 2023

OFFICE ORDER

1. All concerned are hereby intimated that, for better accountability, all leave and attendance related matters of all officers and staffs posted at Head Office, Zonal Offices, Howrah Works and Projects Sites will be handled from Kolkata Office.
2. Smt. Pranati Mandal, AGM(ERP)/HR shall be responsible for implementation and maintaining all required documentations for the same.
3. Accordingly, HODs are advised to forward the details of leave and travel sanctions of all the employees working under them to AGM(ERP)/HR for regularisation of attendance.

This is issued as per approval of the Competent Authority.


(ABHIJIT ROY)
GENERAL MANAGER (HR)

Circulation: Smt. Pranati Mandal, AGM(ERP)/HR

CC : CMD

CC : D(F)

CC : D(PM)

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

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

सं. : म. प्र. (मा. सं.) / GM (HR)/66

दिनांक : 08-12-2023

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 : 2024 के लिए निम्नलिखित 15 (पंद्रह) सवेतन त्योहार की छुट्टियां मनाई जाएंगी / It is notified for information of all concerned that for the Year : 2024, the following 15 (Fifteen) Paid Festival Holidays shall be observed by the Company's Offices at Howrah & Kolkata as well as Workshop.

क्र० सं० Sl. No.	विवरण / Description	तिथि / Date	दिन / Day	दिनों की सं० No. of Days
1	नेताजी जन्म दिवस / NETAJI'S BIRTHDAY	23-01-2024	मंगलवार / TUESDAY	1
2	गणतंत्र दिवस / REPUBLIC DAY	26-01-2024	शुक्रवार / FRIDAY	1
3	सरस्वती पूजा / SARASWATI PUJA	14-02-2024	बुधवार / WEDNESDAY	1
4	होली / दोल पूर्णिमा / HOLI / DOL PURNIMA	25-03-2024	सोमवार / MONDAY	1
5	ईद-उल-फितर / EID-UL-FITTER	11-04-2024	बृहस्पतिवार/THURSDAY	1
6	ईद-उज्जुहा / EID-UD-ZOHA	17-06-2024	सोमवार / MONDAY	1
7	स्वतंत्रता दिवस / INDEPENDENCE DAY	15-08-2024	बृहस्पतिवार/THURSDAY	1
8	विश्वकर्मा पूजा / VISHWAKARMA PUJA	17-09-2024	मंगलवार / TUESDAY	1
9	गांधीजी जन्म दिवस / GANDHIJI'S BIRTHDAY	02-10-2024	बुधवार / WEDNESDAY	1
10	दुर्गा पूजा / DURGA PUJA - सप्तमी / SAPTAMI	10-10-2024	बृहस्पतिवार/THURSDAY	1
11	अष्टमी / ASTAMI & नवमी / NAVAMI	11-10-2024	शुक्रवार / FRIDAY	1
12	लक्ष्मी पूजा / LAXMI PUJA	16-10-2024	बुधवार / WEDNESDAY	1
13	दिवाली / DEWALI	31-10-2024	बृहस्पतिवार/THURSDAY	1
14	गुरु नानक जयंती / GURU NANAK'S BIRTHDAY	15-11-2024	शुक्रवार / FRIDAY	1
15	क्रिसमस / CHRISTMAS	25-12-2024	बुधवार / WEDNESDAY	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/बढ़ोत्तरी, 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) लि० के लिए,
For Bridge & Roof Company (India) Ltd.,


(अभिजित राय / ABHIJIT ROY)

महा प्रबंधक (मा. सं.) / GM (HR)

वितरण / Distribution :

- अ० प्र० नि० / नि० (वित्त) / नि० (प० प्र०) / मु० सं० अ० / का० नि० / मु० म० प्र० / यु० म० प्र० / म० प्र० / उ० म० प्र० / सं० म० प्र०
CMD / D (F) / D (PM) / CVO / EDs / CGMs / GGMs / GMs / DGMs / AGMs.
- हावड़ा, कोलकाता, दिल्ली, मुम्बई, चेन्नई, बड़ौदा, भुवनेश्वर, रांची, प्रयागराज, वैजाग एवं गुवाहाटी/Howrah, Kolkata, Delhi, Mumbai, Chennai, Baroda, Bhubaneswar, Ranchi, Prayagraj, Vizag & Guwahati.
- सभी यूनियन / All Unions. 4. सभी सूचना पट्ट / All Notice Boards.

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

Ref: B&R/GM(HR)/OFCO/2023-24/1

10th April, 2023

OFFICE ORDER

Sub.: Disbursing Leave Encashment and reimbursing Travelling Bills-reg.

1. For administrative convenience, it has been decided by the Management, w.e.f. 01.04.2023, disbursement of Leave Encashment to the eligible employees of the Company will be made from H.O. through monthly salary and such disbursement shall be reflected in the salary slip of the concerned employees. Such leave encashment with effect from 01.04.2023 will be processed only after receipt of necessary processing advice from the HR Department.

However, the Leave Encashment applications that have already been processed and forwarded by the HR department till 31.03.2023, will be disbursed as per previous practice.

2. It has further been decided that, w.e.f. 01.04.2023, reimbursement of Travelling Bills forwarded by the employees after having the approved official tour, will also be made from HO along with monthly salary of the concerned employees. However, such reimbursement shall be processed upon i) adjusting the approved travelling advance, if any, ii) due verification of the bills of the concerned employees and iii) approval granted by the Competent Authority or concerned Reporting Authority, as the case may be for undertaking official tour.

For this purpose, it may be noted that the release of travelling advance, if required, will be made from respective Sites /ZO/HO as per existing practice and as per approval of the Competent Authority or concerned Reporting Authority, as the case may be.

3. It has also decided that payment of pending travelling bills which have been raised within 31.03.2023 will be borne by the concerned project sites only, after due verification of approval of the reporting authority and travelling bills of the concerned employees.

This is issued with approval of the Competent Authority.



(ABHIJIT RÖY)
GENERAL MANAGER (HR)

CC: CMD }- For kind information please

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

CC: CVO

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

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