

THE STATE TRADING CORPORATION OF INDIA LTD., NEW DELHI
PERSONNEL DIVISION
(IR section)

STC/CO/PER/IR/02025/2016

16.10.2020

CIRCULAR No.IR/30/2020

Sub: Review of the Functional and Welfare Facilities being provided to Employees including Board Level Officers other than pay & Cafeteria based Perks to reduce expenditure.

1. Background:

- 1.1 MoC&I directed to review afresh all entitlements/benefits given to the Board level and below Board level officers other than Cafeteria based Perks and Allowances either on functional/welfare requirement basis in the light of DPE guidelines.
- 1.2 Pursuant to above, a Committee was constituted vide Personnel Division order dated 21.07.2020 to review afresh all entitlements/benefits given to the Board level and below Board level officers.
- 1.3 The Committee reviewed the facilities being provided to the employees at various levels including Board level officers. The recommendations made by the Committee are to retain bare minimum expenses to meet the Functional and Welfare requirements so that working is not affected adversely.
- 1.4 The above recommendations of the Committee were placed before the Functional Management Committee of Directors (FMCOD) in its 194th meeting held on 08.09.2020. FMCOD taking into account the precarious financial condition of the Corporation accepted the recommendations of the Committee. FMCOD recommended the proposal of the Personnel Division for consideration and approval of the Board of Directors in their meeting held on 15.09.2020.
- 1.5 The Board of Directors in its 635th meeting held on 15.09.2020 approved the proposal for reduction of expenditure as recommended by FMCOD, as under:-



- i) The concept/practice of office at residence of officers (CMD/Directors/CVO/CGMs) is discontinued with immediate effect.
- ii) Reduction of up to 60% in the existing entitlements extended to the employees including Board level officers for functional requirement other than pay and cafeteria based perks.
- iii) 21 facilities mostly one time basis relating to maintaining the office at residence of senior officers (CMD /Directors/CVO/CGMs) stand withdrawn.
- iv) Existing 06 facilities (travel/stay/meals on official tour, medical facilities for serving/retired employees, Tatasky package at office) will continue without any change.
- v) No new facility is envisaged.

2. Fresh Entitlement after Review:

Therefore, in supersession of all the earlier circulars/decisions, to meet the functional and welfare requirements of Employees/Officers of STC beyond the purview of DPE guidelines, the following will be the entitlements of employees including Board level officers with immediate effect, till further orders:-

2.1 Landline Phone with Internet, Mobile Phone etc.:

S.No .	Facility	Designation	Existing ceiling (per month)	Revised ceiling (per month)
i)	Reimbursement of landline/Internet/ Broadband expenses at residence.	CMD/Directors/CVO	Actual expenses	Rs.2000/-
		CGMs & equivalent	Rs.2000/-	Rs.800/-
		JGMs to GMs & equiv.	Rs.1500/-	Rs.600/-
		DGMs & equivalent	Rs.1000/-	Rs.500/-
ii)	Reimbursement of mobile phone expenses.	CMD/Directors/CVO	At actuals	Rs.1000/-
		CGMs & equivalent	Rs.2000/-	Rs.800/-
		JGMs to GMs & equivalent	Rs.1500/-	Rs.600/-
		DGMs & equivalent	Rs. 1000/-	Rs.500/-
		Manager/Chief Managers &	Rs.750/-	Rs.400/-

S.No .	Facility	Designation	Existing ceiling (per month)	Revised ceiling (per month)
		equivalent		
		AMs / DMs & equiv.	Rs.500/-	Rs.400/-
		SOM-I & SOM-II	Rs.450/- & Rs.500/-	Rs.300/-
		Grade-I to OM	Rs.350/-	Rs.300/-
iii)	Mobile Phone Instruments. (Reimbursable)	CMD/Directors/CVO	At actuals	Rs.50,000/- (all inclusive)
		CGMs & equivalent	Rs.10,000/-	Rs.9,000/-
		GMs/JGMs & equivalent	Rs.7,000/-	Rs.6,000/-
		DGMs/CMs/Managers and equivalent	Rs.5,500/-	Rs.4,500/-
		DMs/AMs & equivalent	Rs.3,500/-	Rs.3,000/-
		Staff	Rs.3,500/-	Rs. 2,500/-
iv)	Laptop along with Software (To be provided by the Company on request)	CMD/Directors/CVO	At actuals	Rs. 95,000/- (all inclusive)
		CGMs/GMs	Rs.75000/- including MS Office.	Rs. 50,000/- (all inclusive)

2.1.1 The item at S.No. (iii) purchase of mobile phone for executives DGM & below level will be on need basis and reimbursement of expenses towards purchase will be subject to prior approval of CMD on the recommendation of the concerned Director and Director(Personnel).

2.1.2 The items under S.No.(iii)&(iv) shall be reimbursed/provided once in every 3 years from the date of last purchase. However, on superannuating/resignation etc., the user will surrender the said items to the Company or seek approval of the Competent Authority for retention after paying residual or book value, whichever is higher.

2.2 Travel & Stay on official tour:

S.No.	Facility	Designation	Entitlement
i)	Entitlement for travelling on official tour	CMD/Directors/CVO	Economy Air
		GM & CGM	
		AMs to JGMs	Train(AC II Class)
ii)	Hotel entitlement on official tour per day	CMD/Directors/CVO	At actuals*
		CGMs/GMs	Rs.6,600/-



S.No.	Facility	Designation	Entitlement
		JGMs/DGMs	Rs.5,500/-
		CMs/Managers	Rs.3,800/-
		DMs/AMs/SOM-II	Rs.2,300/-
		SOM-I/OMs	Rs.1,200/-
		All other Staff	Rs.700/-

2.2.1 Officials should travel in their entitled class. Employees not entitled to travel by Air for official work/purpose are required to obtain specific approval from the CMD, duly recommended by the concerned Director indicating the emergent situation for which Air journey is recommended by the Divisional Head.

2.2.2 *Austerity to be observed by the individual officers keeping in view the precarious financial condition of the Corporation.

2.3 Entitlement of DA Rates/Meal Allowance (per day) on Official Tour:

Level	Maximum limit for actual charges at hotel of supported vouchers	Meal allowance in other cases without vouchers	All-inclusive allowance for making own arrangement for stay and meal
CMD/Directors/CVO	Actuals*	Rs.570/-	Rs.2700/-
CGMs/GMs	Rs.710/-	Rs.490/-	Rs.2020/-
JGMs/DGMs	Rs.680/-	Rs.450/-	Rs.1890/-
CMs/Managers	Rs.640/-	Rs.400/-	Rs.1750/-
DMs/AMs/SOM-II	Rs.570/-	Rs.320/-	Rs.1350/-
SOM-I/OMs	Rs.300/-	Rs.220/-	Rs.940/-
All other Staff	Rs.170/-	Rs.160/-	Rs.670/-

2.3.1 *However, austerity to be observed by the individual officers keeping in view the precarious financial condition of the Corporation.

2.4 Over-time allowance to the Drivers who are required to sit late beyond office hours and during holidays.

Basic Pay	Entitlement
Upto Rs.14,020/-	Rs.40/- per hour
Rs.14,020/- & above	Rs.50/- per hour



2.5 Welfare Benefits (Medical Facility):

Level	Facility	Entitlement	
Serving Employees	OPD	Rs.20,000/- per annum.	
	IPD	Actuals, as per admissibility.	
Retired Employees	OPD	Nil	
	IPD	Treatment of 06 major life threatening diseases within the prescribed annual slab-wise ceiling per family per financial year for eligible retired employee.	
		Ex-employee	Annual ceiling
		Director/CMD	Rs.10 lakh
		JGM to ED	Rs. 8.20 lakh
		SOM-II/AM to DGM	Rs. 6.90 lakh
		Grade-I to SOM-I	Rs. 5.00 lakh
For IPD treatment availed from non-empanelled hospital, the settlement will be made at CGHS rates and in case treatment/test is not covered in CGHS list then settlement will be made as per approved schedule of charges (SOC) of MAX Group of Hospitals at Delhi/NCR.			

2.5.1 The above medical benefits to the employees/retired employees and their dependents shall be as per the STC Medical Benefit Scheme as amended from time to time.

2.6 Additional facilities to the Board level officers:

S.No.	Facility	Designation	Existing	Revised
i)	Corporate Club Membership	CMD/Directors/CVO	2 Clubs	No expenses on club membership nomination of Board level officers shall be incurred by STC. Such expenses will have to be borne by the individual beneficiary.
ii)	Tata Sky at Office	CMD/Directors/CVO	Suitable annual pack	No change



2.7 Retention of facilities/items by Functional Directors/CVO/CMD on completion of tenure/superannuation:

S.No.	Facility	Existing	Revised
i)	Reimbursement of landline/Internet/Broadband expenses at residence.	The facility of retention at residence for three months after retirement subject to reimbursement of full telephone bill for the first month and for the balance two months reimbursement subject to maximum of Rs. 2000/- per month.	The facility to be retained at residence only for one month after superannuation/completion of tenure subject to reimbursement maximum of Rs. 1000/- per month.
ii)	Carpets/Curtains/Furniture/Radiator/Generator/AC/Refrigerator/Cordless Phone/Electronic Items etc.	Can be retained after paying residual or book value, whichever is lower as per COM decision dated 25.08.2005.	In cases wherever the items are already provided, same can be retained on Superannuation or completion of tenure whichever is earlier after paying residual or book value, whichever is higher with applicable taxes.
iii)	Laptop/Computer/Printer/Mobile.	Can be retained after paying residual / or book value, whichever is lower (as per existing policy).	Can be retained on superannuation or completion of tenure whichever is earlier after paying residual or book value, whichever is higher, with applicable taxes.
iv)	Club Membership	CMD can retain the membership of one club.	No expenses on club membership nomination of Board level officers shall be incurred by STC. Such expenses will have to be borne by the individual beneficiary.



2.7.1 Residual value chargeable for items retained from outgoing employees.

Period	Laptop/Computer/ Printer/Mobile & other electronic items	Air- Conditioner	Furniture/ Radiator/ Generator/ Refrigerator	Carpets/ Curtains
1 st Financial Year	40%	75%	25%	NIL
2 nd Financial Year	20%	50%	NIL	NIL
3 rd Financial Year	10%	35%	NIL	NIL
4 th Financial Year	10%	25%	NIL	NIL
Thereafter 10% of the cost to STC			NIL	NIL

3. The facilities withdrawn/discontinued are listed at Annexure-A.
4. This review and continuation of facilities to meet Functional/Welfare requirement of employees/retirees including Board Level Officers is with the authority of the Board of Directors who considered and approved on 15.09.2020 (Agenda Item No.635.2.5) by passing resolution in this regards.
5. This issues with the approval of the Competent Authority.


(D.P. Mishra) 16.10.2020

Chief General Manager (Pers.)

By E-mail:

- Exe. Secy. to CMD
- Exe. Secys. to Directors/CVO
- All CGMs/GMs
- Divisional Heads, C.O.
- All Branch Managers

Copy to:

- DGM(F)(A&E), C.O.
- GS, STC Officers' Association
- GS, STC Employees' Union
- GS, SC/ST Employees' Association
- Notice Board
- Website

LIST OF FACILITIES WITHDRAWN

1. Reimbursement of Out of Pocket expenses for Managers.
2. Over-time allowance to the Staff members except drivers.
3. Special duty allowance to Executive Secretaries/Private Secretaries attached to CMD/Directors/CVO including pantry staff.
4. Computer allowance to staff employees operating computers for official work.
5. Benefit on acquiring of higher educational/professional qualification by the employees.
6. Concept/practice of office at residence of officers (CMD/Directors/CVO/CGM).
7. Facilities provided to CMD/Directors/CVO/CGMs for office at residence.
 - i) Furniture Cost(one time)
 - ii) AC(1.5 TON) + Stabilizer
 - iii) Inverter + Batteries
 - iv) Annual repair/maintenance of furniture on self-certification
 - v) Upholstery change (after every 3 years on self-certification)
 - vi) Curtains(one time)
 - vii) Carpet(one time)
 - viii) Refrigerator(one time)
 - ix) Radiator (one time)
 - x) Generator (one time)
8. Facilities provided at residence of the Functional Directors/CVO/CMD.
 - i) Cost of Furniture items (one time)
 - ii) AC(1.5 TON) + Stabilizer
 - iii) Annual Maintenance /Repair
 - iv) Upholstery change (after every 3 years)
9. Post-retirement Conveyance facility to functional Directors/CVO/CMD - on completion of tenure/superannuation.
10. Guest house facility at Mumbai.

