

**BHARAT DYNAMICS LIMITED**  
**KANCHANBAGH::HYDERABAD**  
*(Office of General Manager (Personnel & Administration))*

Ref: BDL/04/51/035/C-P&A

Date:07 Jan 2011.

**CIRCULAR**

**PC NO. 05/2011 dated 07 Jan 2011.**

Sub: Grant of Monetary Award to employees and officers for acquiring higher qualification-reg.

In terms of PC No. 15/2010 dated 24 Jul 2010 and PC No. 29/2010 dated 11 Oct 2010, the Management is pleased to indicate that quantum of incentive payable as award for acquiring additional qualification would be doubled in addition to allowing reimbursement of final examination fee incurred by employees and executives with effect from 01 Jul 2010.

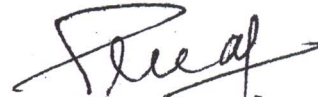
In furtherance to the same and keeping in view earlier circulars on the subject, it is to announce the list of qualifications for which such award and amount of award money that can be sanctioned for acquiring higher qualification.

2. The grant of incentive payable for acquiring additional qualification will be governed by the following rules:

- i) The scheme is applicable to permanent employees of the Company, who have put in one year of service.
- ii) The qualifying examinations, should have been taken up after joining BDL.
- iii) The qualifications should be one recognized by BDL or the Government of India/State Government for appointment to its services.
- iv) The qualifications should be one that would assist the employee to perform his duties better. Each individual case shall be examined in this light and recommendations of the Head of the Division shall be obtained.
- v) The employee concerned should not avail study leave for acquiring the qualifications in question.
- vi) An employee desirous of claiming the monetary award under this scheme and registering his name with any University/College/Institution for the purpose should obtain prior permission of the Management to do so. The monetary award can also be availed by an employee, who held studentship of an Institution prior to his appointment in BDL and who declared the same on joining duty.
- vii) If any employee who has received the monetary award is leaving the services of the Company within three years of receipt of the award will be required to refund the amount of award paid to him by the Company.
- viii) These orders do not apply to deputationists, those employed on contract basis and to probationers.

- ix) An employee will be eligible to get such an award only once during his service career at BDL.
3. The list of qualifications as well as quantum of monetary award is given in the Annexure. The minimum incentive payable for acquiring higher qualification will be of ₹ 250/-
4. All employees who have registered their names with any University/College/Institution prior to the issue of this circular are also eligible for monetary award, if permission is accorded for such purpose under the existing procedure.
5. All cases henceforth will be processed in accordance with the guidelines mentioned above with effect from 01 Jul 2010.
6. Functional Directors are empowered to sanction the Monetary Award under the scheme.

This circular supersedes all other circulars issued earlier.



(PPC Ajay Kumar)  
GENERAL MANAGER (P&A)

STANDARD DISTRIBUTION  
HINDI VERSION FOLLOWS

S. No.	Qualification	Quantum of Reward	
		Existing in ₹	Revised in ₹
13	Pass in Intermediate Examination conducted by the Institute of Cost & Works Accountants of India, or Institute of Chartered Accountants of India	225 + Examination fee	450 + Examination fee
14	Pass in Intermediate Examination conducted by the Institute of Company Secretaries of India	150 + Examination fee	300 + Examination fee
15	Pass in Final Examination of Institute of Company Secretariateship conducted by Institute of Company Secretaries of India	400 + Examination fee	800 + Examination fee
16	Lower Type writing /Shorthand from any State Board of Technical Education	100 + Examination fee	250 + Examination fee
17	Higher Type Writing/Shorthand from any State Board of Technical Education	150 + Examination fee	300 + Examination fee
18	Diploma in French language/ Russian language /German language	100 + Examination fee	250+ Examination fee
19	Pass in National certificate Examination in supervision conducted by NPC, New Delhi	225 + Examination fee	450 + Examination fee
20	Pass in Management Accounting Examination conducted by the Institute of Chartered Accountants of India and Institute of Cost & Works Accountants of India	300 + Examination fee	600 + Examination fee
21	Craftsmanship examination of food crafts from recognized Institute	150 + Examination fee	300 + Examination fee
22	Post Graduate Diploma in ENT/Paediatrics	300 + Examination fee	600 + Examination fee

Note:

- To verify whether a particular examination has been recognized as equivalent to a Degree or Diploma, reference is to be made to the compendium of various qualifications/examinations awarded/conducted by various Institutions and learned bodies in the Country.
- Examination fee refers to the prescribed fee paid by the employee for the **last examination**, the passing of which gave him the qualification in question.

S. No.	Qualification	Quantum of Reward	
		Existing in ₹	Revised in ₹
1	Pass in Ph.D Degree from any Institution recognized by University/UGC/AICTE both in Technical and Non Technical subjects.	500 + thesis evaluation fee on production of receipt	1000 + thesis evaluation fee on production of receipt
2	Post Graduate degree in Engg./Technology from recognized University/Institution	400 + Examination fee	800 + Examination fee
3	Degree in Engg/Technology of a recognized University/Institution, a pass in examination conducted by professional bodies such as Institution of Engineers (India) etc., and which is considered equivalent to Degree in Engg(* Aeronautical Society of India etc., that are equivalent to Degree in Engg/Technology)	750 + Examination fee	1500 + Examination fee
4	Diploma in Engg/Technology of a recognized University/Institution.	300 + Examination fee	600+ Examination fee
5	ITI certificate awarded by the recognized Institution	200 + Examination fee	400 + Examination fee
6*	Post Graduate Diploma in production, planning and control from Punjab University	300 + Examination fee	600 + Examination fee
7	One year certificate course in Material Management conducted by Indian Institute of Material Management	150 + Examination fee	300 + Examination fee
8	Two years Graduate Diploma course in Material Management conducted by Indian Institute of Material Management	300 + Examination fee	600 + Examination fee
9	Graduation in any of the discipline such as Arts, Commerce or Science from recognized Universities	300 + Examination fee	600 + Examination fee
10	Post Graduation such as M.A, M. Com, M.Sc, LLB or LLM from recognized Universities and other post graduate qualification of a recognized University.	250+ Examination fee	500 + Examination fee
11	Post graduate qualification in Industrial Management, Business Management, Personnel Management, Labour Welfare & Social Administration from a recognized Institution/University	300 + Examination fee	600 + Examination fee.
12	Pass in the final examination of the Institute of Cost & Works Accountants of India, or Institute of Chartered Accountants of India	450 + Examination fee	900 + Examination fee

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