



Purpose

The suggestion scheme is for employee motivation that results in continuous improvement and/or benefit to the organisation. Focussing on process improvement, quality improvement, cost reduction, and profitability.

Scope

Applicable to off roll employees /on roll employees excluding staff, the exemption only for staff who are operating equipment.



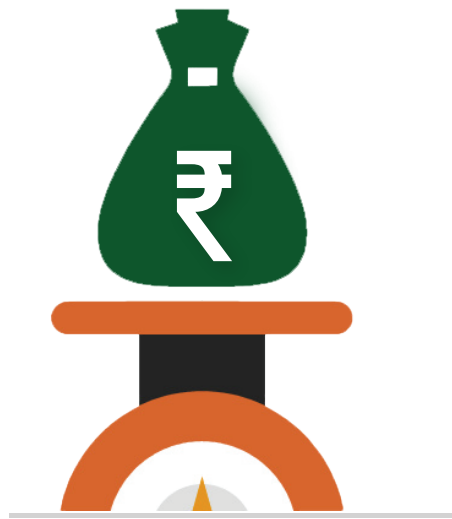
Benefit

Suggestion should result in one or more of the following benefits.

Tangible Benefits

Reduction in cost by reducing through PQCDMS. (Productivity, Quality, Cost, Delivery, Morals, Safety)

- ✓ Material
- ✓ Scrap, rework, defectives
- ✓ Man hours / machine hours / consumable storers required to do a job.
- ✓ Tools, jigs & fixtures required to do a job.
- ✓ Inventory
- ✓ Power & fuel
- ✓ Material handling equipment
- ✓ Other expenses



Intangible Benefits

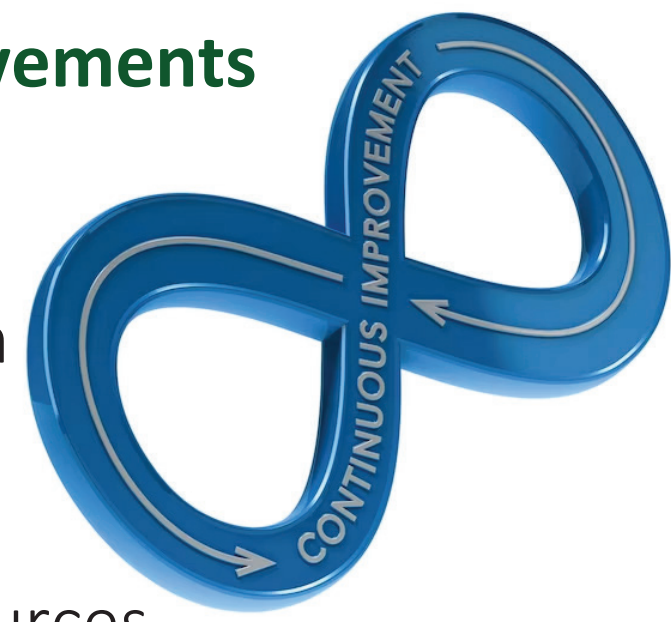
- ✓ Increasing safety
- ✓ Reducing fatigue
- ✓ Improving customer service
- ✓ Improving information quality



Eligible For Improvements Area

Work Place Improvements

- ✓ Productivity
- ✓ Manpower saving
- ✓ Working condition
- ✓ Product design
- ✓ Quality
- ✓ Utilization of resources
- ✓ Services
- ✓ Safety
- ✓ Material handling / storage
- ✓ Ways of indigenisation
- ✓ Communication
- ✓ Housekeeping
- ✓ System
- ✓ Process standardization



Cost Reduction

- ✓ Scrap cost
- ✓ Power cost
- ✓ Energy cost
- ✓ Fuel cost
- ✓ Tool / insert cost
- ✓ Consumable cost
- ✓ Physical efforts in working inventory
- ✓ Indirect labour
- ✓ Operating expenses



Guidelines

- ✓ Company workmen suggestions can be done through CORE portal.
- ✓ Staff (who are operating equipment) - suggestions can be done through CORE portal.
- ✓ Contract employee suggestions to be done in manual form, after completion drop in suggestion box kept in HR Department.
- ✓ The rewards are restricted to a person maximum of Rs.5000/month & Rs.60000/year.

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