



OFFICE ORDER NO. 366/2015

Dtd. 07.07.2015

Sanction is, hereby, accorded towards payment of ex-gratia grant to the regular as well as contractual/part-time employees/casual daily rated part-time labour of the Company for the financial year 2014-2015 at the following rates and on the following terms and conditions:-

1. All regular employees who were in the pay roll of the Company as on 31.03.2015 will be paid Rs.7,000/- as ex-gratia grant. For the employees who are eligible for bonus under the Payment of Bonus Act, 1965 the amount of admissible bonus plus ex-gratia grant shall not exceed Rs.7,000/-. Employees retired from the Company during the financial year 2014-15 will also be eligible for the ex-gratia grant.
2. All whole-time Directors of the Company as on 31.03.2015 will also be eligible for the above ex-gratia grant. Whole-time Directors of the Company, if retired during the year 2014-2015 will also be eligible for the above ex-gratia grant.
3. The employees of the other organizations/Government, working in WBSETCL on deputation will also be eligible for the above ex-gratia grant.
4. Suspended employees of WBSETCL receiving subsistence allowance as on 31.03.2015 are also eligible for the above ex-gratia grant.
5. For the employees whose services were retained for part-time/casual daily rated part time labour during 2014-2015 the amount of ex-gratia grant will be Rs.3,500/-.
6. Retired Company's employees as well as retired Govt.employees re-employed/re-engaged in WBSETCL during the year 2014-2015 either on contractual basis or on other terms, will also be eligible for the ex-gratia grant of Rs.7,000/-.
7. Trainees who were engaged in the Company as on 31.03.2015 and still continuing will be eligible for the ex-gratia grant of Rs.3,500/-.
8. Regular whole-time employees of the Company who have joined Company's service on or after 01.04.2015 and are not entitled to ex-gratia grant for the year 2014-2015 as per above stipulations, will be eligible for grant of interest-free recoverable 'Festival Advance' not exceeding Rs.3,000/- each, provided such employees apply for such advance to their respective Controlling Officers who will sanction the same. The advance so sanctioned shall be recovered from those employees in not more than 8 (eight) monthly installments from the salary for the month of December, 2015 onwards.

Payment of ex-gratia grant/festival advance sanction will have to be made by 08.07.2015 for the Muslim employees and by 08.10.2015 for the employees of other communities.

This order issues with the approval of the Managing Director.

(S.Banerjee) 6/7/15

General Manager (HR&A)/(Offtg.)

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