

## A Handy Compilation of NTPC Employees Benefits, Awards, Advances, Rewards, etc. A must Know for all of Executives

### ➤ WEDDING GIFT

On the occasion of marriage of an employee a gift coupon /voucher/Bank debit card for Rs.5000/- may be presented to him/her on behalf of NTPC. Reimbursement of Rs 4000/- towards hiring of car/jeep at the place of marriage shall be made to employee subject to production of receipt and approval of HR

### ➤ HOUSE BUILDING ADVANCE RULES

The maximum amount of advance admissible to an employee - Rs. 60 lakhs (in case of Executives) / Rs. 40 lakhs (in case of Non-Executives). Subject to fulfilment of terms and conditions

### ➤ MULTI PURPOSE ADVANCE

The amount of interest free advance admissible shall be Four Month's Basic Pay and prevailing Dearness Allowance as on the date of application.

### ➤ NTPC CONVEYANCE ADVANCE

For Executives: Equivalent to 12 Months Basic Pay for Electric Vehicles (Max. Ceiling 15 Lacs);or 10 Months Basic Pay for other Vehicles (Max Ceiling 15 Lacs); or The cost of Vehicle whichever is less

For Non-Executives: Equivalent to 12 Months Basic Pay for Electric Vehicles (Max. Ceiling 6 Lacs); Or 10 Months Basic Pay for other Vehicles (Max Ceiling 6 Lacs); Or The cost of Vehicle whichever is less (ii) The maximum amount of advance for the purchase of Two-Wheelers shall be Rs 60000/- for all non-executives.

### ➤ NTPC INCENTIVE SCHEME FOR ACQUIRING HIGHER/ADDITIONAL QUALIFICATIONS

It provides cash incentive varying from Rs 2500 + examination fees to Rs 15000

### ➤ LONG SERVICE AWARD SCHEME

An employee is eligible for grant of awards under the Scheme on completion of 15 years, 25 years and 35 years of continuous service.

**10 Years** - A **silver** plaque weighing 110 gms and a Long Service Award Citation

**25 Years** - A **gold** coin weighing 10 gms and a Long Service Award Citation

**35 Years** - A **gold** coin weighing 20 gms and a Long Service Award Citation

### ➤ SCHEME FOR SANCTION OF ADVANCE FOR PURCHASE OF FURNITURE/ HOUSEHOLD ITEMS

The amount of advance admissible shall be one month's Basic Pay and prevailing Dearness Allowance as on the date of application. The advance drawn under the scheme shall be recoverable from salary in 60 equal monthly installments (excluding the month of drawl of advance), or till superannuation or cessation of employment of the employee, whichever is earlier

➤ **NTPC Scheme For Reimbursement Of Litigation Expenses To Executives In Cases Arising Out Of Motivated False Complaints Against Them**

To enable executives to initiate legal action in India against private parties who make baseless allegations, pass derogatory remarks, lodge motivated false complaints against them with a malafide intention on matters arising out of bonafide execution of company's work. This scheme shall not be applicable in case of a complaint/allegation from another executive of NTPC.

➤ **SCHEME FOR ACQUIRING ENERGY AUDITOR CERTIFICATE (BEE) FOR NTPC EXECUTIVES**

The expenditure incurred by executives appearing in the examination at the allotted examination centers shall be borne by the company. For the second examination, the quantum of reimbursement will depend upon the candidates performance in clearing the papers

➤ **NTPC HEALTH CHAMPION SCHEME**

The assessment shall be carried out once in every financial year. There will be only 01 Winner and 01 Runner up every year under NTPC Health Champion Scheme at every Project / Station / RHQ / JV / Subsidiary / Unit

➤ **SCHEME FOR PROVIDING LAPTOP FOR OFFICIAL PURPOSES**

All executives including supervisors under SLPS category (excluding ETs) below the level of GM. Upto AGM = Rs. 60,000/- (Sixty Thousand Only)

The life span of the laptop shall be 3 years from the date of its claim. At the end of three years, the executives have to compulsorily buy back the laptop at residual value of 1% plus applicable GST.

➤ **INCENTIVE SCHEME FOR NATIONAL AND ALL INDIA AWARDS**

The Scheme is introduced with a view to giving recognition to employees of the Company for their unique accomplishments in innovation, technology, work performance, sports etc.

➤ **NTPC SCHEME OF FACILITIES FOR HIGHER STUDIES**

The NTPC Scheme of "Facilities for Higher Studies" covers the following two categories:

- i) Company sponsorship for Higher Studies,
- ii) Grant of Study Leave for Higher Studies.

The terms and conditions attached to each Scheme are there regarding sponsorship and eligibility

➤ **NTPC Sabbatical Scheme**

Sabbatical shall be admissible to employees in executive pay-scales (E0 to E9) who have completed 10 years of service in the regular establishment on the date of application. Shall be allowed once in career for a minimum period of 2 years extendable upto 5 years.

➤ **CMD AWARD ON SAFETY**

Safety Award will be given to an individual employee at every Station/Project. Cash Award of Rs. 10,000/- to each award winner from each project/station. CMD's Safety Trophy and Citation. Awardees may also be nominated for a suitable external training in India as per their choice

### ➤ Other Rewards and recognitions

The various rewards included within the scope of the NTPC Reward System are as under:

- i) Thank You Slips
- ii) Applause
- iii) Appreciation letter
- iv) STAR of the Month
- v) Employee of the Year
- vi) Vidhyut Awards
- vii) Power EXCEL Awards
- viii) PEARL Awards
- ix) ACE Awards
- x) Mentors Samman
- xi) Manveeyata Puraskar
- xii) Welcome Parties
- xiii) Farewell Parties

### ➤ Gratuity

The amount of gratuity shall be equal to fifteen days wages last drawn by the employee concerned for every completed year of service or part thereof in excess of six months subject to maximum of 40 times 15 days wages or Rs. Twenty Lakhs (w.e.f. 01.01.2017). Besides, the ceiling of gratuity shall increase by 25% whenever IDA rises by 50%.

### ➤ NTPC EMPLOYEES' GROUP INSURANCE SCHEME

NTPC holds a Master Policy No. GI-46207 and GI-48618 on behalf of the employees of the Company. The coverage under NTPC Group Insurance Scheme (inclusive of coverage under EDLI), is as under :

Workmen upto W8 grade, Jr. Supervisors, Artisan Trainees & Diploma Trainees - 6,15,000/-

- Workmen in the grade W9 & above, **Executives in E0, E1, E2, ETs - 6,40,000/-**
- **Executives in E3- E6 grades 6,70,000/-**
- **Executives in E7 grade & above - 7,00,000/-**

### ➤ GROUP PERSONAL ACCIDENT INSURANCE SCHEME

In case of death of a covered employee of NTPC, caused by accident, the nominee(s) as declared by the employee for the purpose of compensation payable under Group Insurance Scheme, will be paid a compensation by the Insurers to the extent of 100% of the Capital Sum Insured, which will be 50 months' pay (i.e. Basic pay and Dearness Allowance) of the financial year during which the death takes place. The policy also covers Permanent Disablement & Temporary Disablement

### ➤ NTPC EMPLOYEES DEATH RELIEF SCHEME

(At present contribution from each employee is Rs. 100 \* No. of Employees in NTPC)

On death of a member employee the 50% amount towards Death Relief Scheme shall be released to the unit Finance by 7th of the next month for deaths which have taken place upto 25th of the previous month. And Annuity from LIC for remaining 50% will be purchased and given to Nominee

Payment to the nominee shall be made in e-mode. The dealing officer in HR-EB shall create the vendor code for the nominee and communicate the same to CPT by 30th of the month in which death has taken place.

➤ **NTPC EMPLOYEES' FAMILY ECONOMIC REHABILITATION SCHEME**

On the separation of an employee from the service of the Company on account of death/Permanent Total Disablement, the beneficiary would be entitled to monthly payment equivalent to 50% of employee's salary (Basic Pay plus DA + special pay) last drawn provided the beneficiary deposits with the Management the amount as indicated in Para 7.0 below in one lumpsum.

There are conditions which need to be fulfilled for availing this facility

➤ **EMPLOYEES' PROVIDENT FUND**

The contribution paid by the employee is 12 per cent of basic wages plus dearness allowance. An equal contribution is made by employer also (For Employer, actual contribution comes to 13.61% . 1.61% of employer contribution goes towards admin and EDLI charges

It should, however, be noted that not all of the employer's share moves into the EPF kitty. Out of employer's contribution, 8.33% will be diverted to Employees' Pension Scheme, but it is calculated on Rs 15,000. So, for every employee with basic pay equal to Rs 15,000 or more, the diversion is Rs 1,250 each month into EPS. Remaining goes to EPF account.

➤ **Voluntary Provident Fund**

The employee can voluntarily pay higher contribution above the statutory rate of 12 percent of basic pay. This is called contribution towards Voluntary Provident Fund (VPF) which is accounted for separately. This VPF also earns tax-free interest. However, the employer does not have to match such voluntary contribution

➤ **PENSIONS**

- i. **EPS 95: Statutory.** Starts after attaining the age of 58 years
- ii. **NTPC Ltd. Defined Contribution Pension (NDCPS 2007 Scheme)**
- iii. **NTPC Ltd. Self Contributory Superannuation Benefit (Pension)**
- iv. **National Pension System** : Option for employees to open Tier 1 account and start new with new contributions of (ii) going to National Pension System. Also option is there to transfer the corpus accumulated in any one or both in (ii) and (iii) to the National Pension System.

**PLEASE ENSURE NOMINEE IN ALL OF ABOVE AND UPDATE AND CHECK THE DATA AS AND WHEN REQUIRED**

**Discrepancy if any may please be informed so that we can correct it in the interest of executives**

**OTHER DETAILS WILL BE UPDATED TO ALL THE EXECUTIVES FROM TIME TO TIME**

**REGARDS**