



FOREST DEVELOPMENT CORPORATION OF MAHARASHTRA LIMITED
(Govt. of Maharashtra Enterprise)
CIN : U45200MH1974SGC017206

FDCM Bhavan, 359/B, Hingna Road, Ambazari, Nagpur - 440 036

Web site : www.fdem.nic.in E- mail : md@fdcm.nic.in, mdfdcm1td@gmail.com

"वनाचा समग्र विकास हाच आमचा ध्यास"

No. Adm./Estt.-1/C.R.256/F.No.400/ 1120

Nagpur. Dtd. 03 JUL 2023

CIRCULAR

1.0 A Resolution was passed in the 198th meeting of the Board of Directors meeting held on 29th December, 2020 for granting the **Performance Linked Incentives** to the employees of the FDCM Ltd. from the financial year 2019-20. The scheme of Incentives is as under-

Organizational, Group and Individual Incentive:-

- i. कंपनीने प्रसिध्द केलेल्या जेष्ठता यादीत बारमाही मजूरांचे नाव समाविष्ट असावे व त्याने संबंधीत वित्तीय वर्षात २४० दिवस किंवा त्यापेक्षा जास्त दिवस कामावर हजर राहणे आवश्यक राहिल.
- ii. करारपध्दतीवर नेमणूक केलेल्या अधिकारी/कर्मचारी यांनी संबंधीत वर्षात २४० दिवस किंवा त्यापेक्षा जास्त दिवस काम करणे आवश्यक राहिल.
- iii. संबंधीत वित्तीय वर्षात अधिकारी/कर्मचारी २४० दिवसांपेक्षा कमी कालावधीकरीता कार्यरत राहिल्यास त्यांना कर्तव्यकाळाच्या यथाप्रमाण आधारावर (Prorata basis) योजनेचा लाभ अनुज्ञेय राहिल.
- iv. **योजनेच्या लाभाची अनुज्ञेयता :-** अधिकारी/कर्मचारी यांचे संबंधीत वित्तीय वर्षाच्या शेवटच्या महिण्याचे जे वेतन (मुळ वेतन + महागाई भत्ता) असेल किंवा अधिकतम रु. ५०,०००/- यापैकी जे कमी असेल, तेवढी लाभाची रक्कम अनुज्ञेय राहिल.
- v. **लाभासाठी कंपनीची स्थिती :-** योजनेचा लाभ मंजूर करावयाच्या वित्तीय वर्षाच्या लगत पूर्वीच्या ३ वर्षात कंपनी सतत नफ्यात असावी आणि संबंधीत वित्तीय वर्षातही कंपनी नफ्यात असणे आवश्यक राहिल.

योजनेच्या लाभाचे प्रकार:-

- a. **संस्थात्मक (Organizational Incentive) कामगिरीवर आधारित प्रोत्साहन लाभ :-** यामध्ये कंपनीच्या सर्व अधिकारी/कर्मचारी उक्त परिच्छेद ९ मधील उल्लेख केलेल्या अटी व शर्ती पूर्ण करीत असल्यास या योजनेच्या खालील लाभास पात्र राहतील. वित्तीय वर्षाच्या शेवटच्या महिण्याचे जे वेतन (मुळ वेतन + महागाई भत्ता) असेल किंवा अधिकतम रु. ५०,०००/- यापैकी जे कमी असेल, तेवढी लाभाची रक्कम अनुज्ञेय राहिल.
- b. **समुहात्मक (Group Incentive) कामगिरीवर आधारित प्रोत्साहन लाभ :-** यामध्ये कंपनीचे ज्या विभाग मुख्यालय/परीक्षेत्र/यांना कंपनी कडून नेमुन दिलेली कामे विहित वेळेत पूर्ण करून दिलेली उदिष्टे साध्य करीत असेल तर त्या विभागातील मुख्यालयातील/परीक्षेत्रातील/कंपनीचे अधिकारी/कर्मचारी यांना वित्तीय

वर्षाच्या शेवटच्या महिन्याचे जे वेतन (मुळ वेतन + महागाई भत्ता) असेल किंवा अधिकतम रु. ५०,०००/- यापैकी जे कमी असेल, तेवढी लाभाची रक्कम अनुज्ञेय राहिल. सदर प्रोत्साहन हा संस्थात्मक कामगिरीवर आधारित प्रोत्साहन लाभाव्यतिरीक्त वेगळ्याने अधिकारी /कर्मचारी यांना अधिकचा वाटप करण्यात येईल.

- c. **वैयक्तीक कामगिरीवर आधारित प्रोत्साहन लाभ** :- यामध्ये कंपनीच्या अधिकारी/कर्मचारी यांना असामान्य कामगिरी बजावत असेल अशा कंपनीचे अधिकारी/कर्मचारी यांना वित्तीय वर्षाच्या शेवटच्या महिन्याचे जे वेतन (मुळ वेतन + महागाई भत्ता) असेल किंवा अधिकतम रु. २५,०००/- यापैकी जे कमी असेल, तेवढी लाभाची रक्कम अनुज्ञेय राहिल. सदर प्रोत्साहन हा संस्थात्मक व समुह कामगिरीवर आधारित प्रोत्साहन लाभाव्यतिरीक्त वेगळ्याने अधिकारी/कर्मचारी यांना अधिकचा वाटप करण्यात येईल.

वैयक्तीक कामगिरीवर आधारित प्रोत्साहन लाभ हा त्या वित्तीय वर्षाच्या ३१ मार्च रोजी एफडीसीएमच्या आस्थापनेवर कार्यरत असलेल्या एकूण अधिकारी/कर्मचारी यांच्या अधिकतम ३ टक्के इतक्या अधिकारी/कर्मचारी यांना वाटप करण्यात येईल.

- 2.0 Through the aforesaid Resolutions, the Board of Directors authorized the Managing Director to take appropriate action in furtherance of the said Resolution.
- 3.0 In pursuance to the above said Board Resolution, to decide the modalities for granting Incentives in Individual and Group categories for the year **2019-20** and all the categories for the **subsequent years**, a Committee was constituted under the Chairmanship of Chief General Manager (Planning) vide Managing Director's letter dated 01.03.2021.
- 4.0 In pursuance to the aforesaid Resolution passed by the Board and taking into consideration the recommendations made by the Committee, the guidelines were issued in this regard vide MD, FDCMs circular No. 3879 dtd. 03.01.2022. As per these guidelines the beneficiaries were selected for the year 2019-20 and 2020-21.

Thereafter, as per M. D. circular No. 3879 dtd. 31.01.2023, the said Committee was reconstituted. Based on the recommendations of the said Committee, the beneficiaries for the year 2021-22 were selected.

- 5.0 During the course of selection process for the year 2021-22, it was felt expedient to identify parameters with mere objectivity to assess the performance of the beneficiaries while selection under Group and Individual categories. The Apex Level Committee has deliberated in that regard and the activities and criterias for assessment have been finalized. Accordingly, in supersession of the earlier guidelines dated 03.01.2022., the following revised guideline are issued in this regard-

Methodology for Granting Incentives:

6.0 Apex Level Screening Committee in the MD Office

The final selection of the beneficiaries in Group and Individual categories will be done by an Apex Level Screening Committee under Chairmanship of the Managing Director.

Apex Level Screening Committee:

Managing Director	-	Chairperson
Chief General Manager (Planning)	-	Member
General Manager (HQ)	-	Member Secretary
General Manager (Business Development)	-	Member

- 7.0** Proposals received from various **Section Heads**, in the MD office as well as from the subordinate units of **GM/RM/DM** shall be placed for consideration before the **Apex Level Committee**.
- 8.0** Among officials of All India Services, the officials, namely Managing Director, Chief General Manager (Planning), Chief General Manager (MP), General Manager (HQ), General Manager/Regional Managers in regions shall not be the beneficiaries of individual incentive as they themselves shall be acting in the decision making capacities at various levels. However, the Managing Director shall have the discretion to recommend the General Manager/Regional Managers if he deems fit, based on exemplary performance of the officer concerned in which case, the Apex Level Screening Committee may consider such recommendation made by the MD and take an appropriate decision accordingly.
- 9.0**
- i) Due care shall be taken at all levels to ensure that employees belonging to smaller cadres, should not be deprived of the benefits of this scheme.
 - ii) The number of individuals for group incentive shall not be less than 3. However, the amount of Group incentive will not exceed Rs. 2,50,000/- for each group.
 - iii) The employees who have been selected for group incentive in a certain category should not be considered for individual incentive in the same category. However, the employee may be considered for both group as well as individual incentives for two different categories for exceptional contribution.

Procedure for submission of proposals to the Apex Level Screening Committee:-

Regional Level Screening Committee:-

10.0 The **Regional Level Screening Committee** shall comprise of following officers-

General Manager/Regional Manager	-	Chairperson
Concerned DM available at Head Quarter	-	Member
Concerned DM (For beneficiaries under his jurisdiction) -		Member
Pay & Account Officer	-	Member Secretary

11.0 The **Regional Level Screening Committee** shall consider the proposals received for the office of **GM/RM** as well as **DM office** under its jurisdiction. After screening the proposals in both Individual and Group Incentive categories, the **Regional Level Screening Committee** shall forward the appropriate proposals for the consideration of **Apex Level Screening Committee**.

12.0 The basic field works like implementation of the Management Plans, Depot Management, Auction, Finalization of Accounts, Nursery Management and Establishment Related Matters are common to all the three Regions. However, substantial variations exist in nature of works across the Regions. For example, the Management Plan related activities are presently not similar in extent in Nashik Region compared to that in Chandrapur Region. At the same time, from the forest-protection point of view, the Nashik Region is relatively more sensitive as compared to other regions. Similarly, the Gorewada International Zoo and Animal Rescue Centre are unique to Nagpur Region. In view of this, criteria and the performance parameters for the Individual and Group incentives are illustrated as follows –

An Illustrative List of Criteria Performance Parameters for Individual and Group Categories of Incentives-

Sr. No.	Category	Criteria	Performance Parameters	No. of Individual Incentives		No. of Group Incentives
				Officers & Field Staff	Ministerial Staff	
1	Quality Seed collection	<ol style="list-style-type: none"> 1. Selection of mother trees. 2. Maintenance of seed stand, seed production areas & seedling seed orchards. 3. Identification of new seed stand & notifying. 4. Efficient collection of clean seed. 5. Storage & transportation of seeds. 6. Treatment of seeds 7. Maintenance of storage facility 	<ol style="list-style-type: none"> 1. No. of Selected mother trees. 2. Area of seed stands maintained. 3. Number & area of new seed stands identified & notified. 4. Quantity & quality of clean seed collected from known sources. 5. Quality of seed Storage. 6. Quality & quantity of Treated seeds. 7. Standard of seed storage facility. 8. Quantity of seed sold to other organizations & supplied for internal use. 	3	0	1
2	Harvesting	<ol style="list-style-type: none"> 1. Timely working of coupes. 2. Appropriate logging. 3. Timely transportation of forest produce from forest to sale depot. 4. Maintenance of records. 5. Updation of compt. History & maintenance of coupe control forms. 6. Timber Account 	<ol style="list-style-type: none"> 1. Area of timely worked coupes. 2. Quality of logging. 3. Quantity of timely transported forest produce from forest to sale depot. 4. Standard of maintenance of records. 5. Number of compartment history updated & maintenance of coupe control forms. 6. Timely submission of Timber Account. 	3	1	1
3	Depot Management	<ol style="list-style-type: none"> 1. Grading 2. Lotting 3. Upset 4. Auction 5. Disposal of material 6. Disposal of withdrawn material 7. Maintenance of records. 8. Timely submission of timber accounts. 9. Maintenance of Depot Building & Roads 	<ol style="list-style-type: none"> 1. Quantity & quality of grading 2. Appropriateness of lotting 3. Appropriateness of upset 4. Quantity of material put for auction. 5. Quantity of Disposal of withdrawn material 6. Quantity of material disposed. 7. Standard of maintenance of records. 8. Timely submission of timber accounts. 9. Number of building repaired and roads repaired 	3	1	1
4	Plantation & Nursery	<ol style="list-style-type: none"> 1. Production of quality teak stumps & seedlings 2. No. of seedlings sold. 3. Raising of quality plantations. 4. Maintenance of plantation inventory. 5. Maintenance of Infrastructure and equipments. 	<ol style="list-style-type: none"> 1. Quantity & quality of teak stumps & seedlings produced. 2. Number of seedlings sold & revenue earned. 3. Area of quality plantations raised. 4. Survival percentage of plantations. 5. Growth of plantations. 6. Standard of maintenance of plantation inventory. 7. Quantum of Infrastructure and equipments maintained. 	3	0	1
5	Forest Protection	<ol style="list-style-type: none"> 1. Timely disposal of offence cases. 2. Number of court cases & convictions. 	<ol style="list-style-type: none"> 1. Number of offence cases booked. 2. Number of offence cases disposed off. 3. Quantity & value of seized material. 4. Number of vehicle seized & confiscated to Govt. 5. Value of confiscated material. 6. Amount of compensation recovered. 7. Number of persons arrested & brought before the court. 8. Number of court cases & convictions. 9. Penalties imposed & jail term ordered. 	3	0	1

6	Human Resource Development	<ol style="list-style-type: none"> 1. Capacity building & staff welfare activities. 2. Establishment matters. 3. Expeditious disposal of DE cases. 4. Timely disposal of retirement benefit claims. 5. Promptly attending court matters. 	<ol style="list-style-type: none"> 1. Number of officers & staff given capacity building training. 2. Staff welfare activities carried out. 3. Timely disposal of establishment matters. 4. Number of DE cases disposed off. 5. Number of retirement benefit claims disposed off. 6. Number of court cases personally attended. 	3	1	0	
7	Man animal conflict resolution	<ol style="list-style-type: none"> 1. Resolution of man animal conflict cases 2. Compensation cases 3. Public awareness 4. Mitigation measures for conflict resolution. 	<ol style="list-style-type: none"> 1. Number of man animal conflict cases resolved. 2. Number of compensation cases disposed off & compensation value. 3. Number of public awareness programmes carried out. 4. Innovative & effective mitigation measures for conflict resolution. 	0	0	1	
8	Turn key, ecotourism projects & others	<ol style="list-style-type: none"> 1. Turn key projects. 2. Works under DPDC, MREGS, mining. 3. Eco tourism Activities 	<ol style="list-style-type: none"> 1. Number of Turn key projects implemented & project cost. 2. Number of works taken under DPDC, MREGS, mining funds . 3. Number of assets created from outside sources of funds. 4. Quantum of employment generated. 5. Tourism occupancy percentage 6. Innovative ideas introduced 7. Maintenance of Infrastructure. 	1	0	1	
9	Office Management	<ol style="list-style-type: none"> 1. Timely submission of reports. 2. Maintenance of files. 3. Preparation of budgets, proposals. 4. Distribution of grants. 5. Maintenance of accounts. 	<ol style="list-style-type: none"> 1. Timely submission of monthly, quarterly & annual reports. 2. Proper filing of records & correspondence & maintenance of files. 3. Timely preparation of budgets, proposals. 4. Timely distribution of grants. 5. Appropriate maintenance of accounts & timely submission. 	2	2	1	
10	Innovative ideas implementation	<ol style="list-style-type: none"> 1. Innovative ideas that have resulted in improvement of efficiency, improvement of quality of produce & increase in revenue. 	<ol style="list-style-type: none"> 1. Details of innovative ideas that have been implemented & resulted in improvement of efficiency, improvement of quality of produce & increase in revenue. 	1	1	0	
11	Rescue Center & Zoo Management	<ol style="list-style-type: none"> 1. Maintenance & improvement of rescue center & zoo facilities. 2. Proper handling of animals including medical care. 3. Tourist management. 4. Management of tourist facilities. 5. Publicity. 6. Revenue generation. 	<ol style="list-style-type: none"> 1. Appropriate maintenance & improvement of rescue center & zoo facilities. 2. Proper handling of animals including medical care. 3. Tourist management, tourist feedback, tourist satisfaction. 4. Appropriate management of tourist facilities. 5. Publicity material designed & produced 6. Increase in number of tourist & revenue earned . 	1	1	1	
TOTAL					23	7	9
					30	9	

13.0 While making recommendations, due care shall be taken that as far as possible, the concerned employees should be evaluated in each category with respect to criteria and performance parameters as above. Initiatives going beyond the call of normal duty should be given special weightage, particularly in the case of individual incentives.

Divisional Level Screening Committee:-

14.0 Divisional Level Screening Committee shall comprise of following members-


Divisional Manager	-	Chairperson
Assistant Manager	-	Member
AP & AO	-	Member Secretary

15.0 The Divisional Level Screening Committee shall examine and scrutinize the proposals of the Division office as well as proposals received from RFOs offices under their jurisdiction as per criteria prescribed and submit proposal to their respective Regional Level Screening Committees.

16.0 Time table for submission of proposals

For the current year 2022-23 and onwards for all categories

- a. From Divisional Level Screening Committee to Regional Level Screening Committee not later than **31st August every year.**
 - b. Regional Level Screening Committee to Apex Level Screening Committee- not later than **30th September every year.**
 - c. Based on the proposal received from the Regions as well as from the respective section heads, the Apex Level Screening Committee shall take appropriate decision and publish the Final list by not later than **31st October, every year.**
- 17.0 Employees held guilty of misconduct in Disciplinary Proceedings or convicted in Criminal Prosecution or have been held guilty by the Internal Complaint Committee in respect of sexual harassment to the women at work place during the year in which the Incentive are under consideration shall not be considered eligible for individual and Group incentives.


(Vikas Gupta)
Managing Director

To,
The General Manager/Regional Manager (All)
FDCM Ltd.

The Divisional Manager (All)
FDCM Ltd.

Copy forwarded to Section Head of MD office for kind perusal and further necessary action.
Copy on official website of the FDCM Ltd. www.fdcmltd.com