

MODERN COACH FACTORY, RAEBARELI

Office of the
General Manager (P)

No. MCF/P/583/EoMA/Conf./01/2023

Dated: 22.05.2023

**All PHODs/CHODs,
MCF/RBL.**

Sub: Institution of 'Employee of the Month Award' at MCF/RBL.

Ref: Approval of GM dated 08.05.2023.

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Timely recognizing the performance of outstanding employees and fostering a culture of appreciation is essential for motivating and engaging the staff at workplace. Hence, it has been decided to institute an "Employee of the Month" award for MCF employees up to Level-6/ GP-4200.

2. The award will fetch the following tangible and intangible benefits:

- (i) **Boosting Employee's Morale:** Recognizing and appreciating employees' hard work and dedication enhances their morale, job satisfaction, and overall performance. The award will create a sense of pride and accomplishment among employees, driving them to perform at their best.
- (ii) **Increased Productivity:** Acknowledging outstanding performers will inspire other employees to improve their performance. This recognition can lead to increased productivity across the shop floors and offices, as employees will strive to achieve similar recognition.
- (iii) **Team Building and Collaboration:** The award will strengthen teamwork and collaboration within departments. It will encourage employees to support and learn from one another, fostering a collaborative work environment.

3. **Award Criteria:** The primary criterion for selecting the Employee of the Month will be outstanding performance in their respective roles. This could include innovative problem-solving, exceeding the production targets, saving expenditure and service excellence like reducing time in material procurement, achieving employees satisfaction, etc. The award will not be given for merely completing the assigned job in time. The employee has to earn the award by performing over and above the assigned job and responsibilities.

4. **Selection Process:** The concerned PHOD/CHOD may forward the recommendation as per enclosed Form by 15th of every month to Personnel Department.

5. **Recognition and Rewards:** The selected Employee of the month will be recognized in following manner:

- i. A cash award of Rs. 1000/- and a certificate of appreciation will be given in presence of all PHODs/CHODs on last working day of the month.
- ii. The employee will also be asked to explain her/his achievements in two minutes to all the officers present in the meeting.
- iii. The employee will get an opportunity to have group photograph with GM and all PHODs. The group photograph will be displayed at MCF market complex.
- iv. The name and photo of the employee along with her/his achievement will be displayed for a month at MCF website.

6. **Evaluation:** The impact of the Employee of the Month award program will be assessed through employee surveys and feedback sessions every six months. This will help identify areas of improvement and ensure the programme's continued success.

7. This award will not count for allotting marks by Selection Boards in the selections comprising 'Record of Service' in terms of letter No. MCF-RBL/NG-3/Selection Policy dated 14.12.2021.

8. All PHODs/CHODs are requested to kindly start sending the nominations to set in the award process from the month of June, 2023 onwards positively.

DA: Nil

(Amar Nath Dube)
PCPO/MCF

Copy to:

1. Secy. to GM for kind information of GM.
2. All HODs/Dy. HODs with the request to give wide publicity amongst the officials working under their administrative control.
3. APO/Staff, Ch. OS Bills, NCF/RBL.
4. MCF Website.
5. Notice Boards.

PROFORMA FOR RECOMMENDATION OF 'EMPLOYEE OF THE MONTH AWARD'

(To be filled in duplicate)
(No Abbreviations should be used)

MONTH: _____

**Affix Passport
Size
Photograph
Colour only**

1.	नाम	
	Name (in English)	
2.	पदनाम	
	Designation	
3.	कर्मचारी संख्या	
	Emp. No.	
4.	विभाग	
	Department	
5.	कार्यालय का नाम/शॉप/डिपो, इत्यादि	
	Name of Office/ Shop/Depot, etc	
6.	वर्तमान वेतन एवं स्तर	
	Present Pay & Level	
7.	पूर्व में समान पुरस्कार का विवरण	
	Particulars of same award earlier	
8.	संपर्क संख्या	
	Contact No.	

CITATION (As per notified Award Criteria)

(Signature of controlling Officer)

PHOD/CHOD

PCPO