



Steel Authority of India Ltd
SAIL Refractory Unit
Bokaro Steel City

No. SRU/HO/Pers/03(03)/2019-375

Date: 29.03.2019

Circular

Sub:- Reimbursement of House Maintenance Expenses(HME) for the Financial Year 2018 - 19

In line with Bokaro Steel Plant vide letter no.BSL/.PERS/RR/62/2007-2008/(52)-1495 dated 31.03.2008 and Bhilai Steel Plant Circular No M&R-22/2008 dated 29.04.2008, it has been decided to reimburse the minor house maintenance expenses to all employees for their allotted quarter of SRU, Bokrao and SRU Bhilai for the year 2018-19 at the following rates:-

For SRU, Bokaro

Type of Quarter	Amount (Rs/Annum)
One room Quarters	Rs. 600/-
"D" Type, "E" Type Quarters and Hostels	Rs. 800/-
"C" Type Quarter and above	Rs. 1000/-

For SRU, Bhilai

Type of Quarter	Amount (Rs/Annum)
One room Quarters	Rs. 600/-
Two room Quarters	Rs. 800/-
Three room Quarters and above	Rs. 1000/-

Each employee shall claim reimbursement as per the format enclosed (**Annexure-I**) to P&A dept. through HoD by 15.04.2019 and P&A dept. shall compile these claim forms and forward a consolidated list, as per **Annexure-II** to Finance Dept. for releasing the payment.

No additional reimbursement would be allowed in a financial year for any change in type of quarter.

No further claim for reimbursement of HME in the current financial year shall be entertained. Separating employees shall be reimbursed the full amount of minor HME as per entitlement irrespective of date of separation in the financial year.

This has the approval of the Competent Authority.

Manjari Singh
29.3.19
(Manjari Singh)
Dy.Mgr(P&A)

Encl: as above

Distribution:-

1. All HODs, SRU,HO
2. DGM(P&A) & Plant Head, SRU, Bhilai
3. DGM(F&A),SRU, Bhilai
4. AGM(System),SRU,HO
5. Notice Board

Copy to:-

- 1.Mgr(Co-Ord.) to ED's Secretariat

**Revised list of small jobs for Reimbursement of Maintenance
Expenses to employees of SAIL Township**

Electrical		Civil & Public Health	
1.	Replacement /Repair of switches/SP Tumbler switch(5/6 AMPs/15/16 AMPs)		Replacement /Repair of defective Bib Cock / Pillar Cock / Stop Cock
2.	Replacement of Holders/ OB batten/ angle / bracket/ Bakelite holder	2.	Rectification of Cistern leakage
3.	Replacement of plug socket/ wall socket/flush type socket pin: 5/6 AMPs / 15/16 AMPs	3.	Repair of wash basin/ sink/ mirror/taps/towel rail.
4.	Replacement of fan regulators/ capacitor.	4.	Replacement of defective shower rose in bath room
5.	Checking of light points(tube light) with replacement of tube/choke/starter/, if required	5.	Easing of jammed door/ window.
6.	Replacement of Call Bell/ Bell Push.	6	Replacement of defective Tower bolt / MS Aldrop.
			Overhead Tank cleaning.


29.3.19

Annexure-I

**CLAIM FORM FOR REIMBURSEMENT OF
HOUSE MAINTENANCE EXPENSES**

I hereby certify that

1. I have been allotted Type Quarter No.: Street No. Sector.

City..... and am presently occupying the same.

2. I have spent Rs..... on minor House Maintenance Expenses.

3. I may accordingly be reimbursed the above House Maintenance Expenses for the financial
Year.....

Signature with date:

Name:

Designation:

Staff No.

Department:

Signature of HoD with date:.....

Annexure-II

Sl.No.	Name of employee	Staff No./ S. P. No.	Department	Type of Quarter	Amount(Rs.)

TotalEmployees

Signature of Personnel Executive with date:

Name:

Designation

Staff No.

Department:


29.3.19