

MINERAL EXPLORATION CORPORATION LIMITED
(A Government of India Enterprise)

Corporate Office,
Seminary Hills,
Nagpur-440006

Human Resource Department

No. MEC/HR/IR/E(100) 2015/4608

Date: 21.08.2015

Circular

Sub: Field Hostel / Transit House Accommodation facility in Exploration Projects.

With a view to improve the accommodation facilities of the Executives and Non-Executives posted in the Exploration projects, the Management has decided to introduce Field Hostel / Transit House accommodation facility with adequate Toilets and wi-fi connections etc. with immediate effect.

The salient features / guidelines for providing the field hostel / transit house accommodation facility in Exploration projects are as under:

1. Field hostel / Transit house facility will be provided to all the Project based employees i.e. both Executives and Non-executives, irrespective of their working under 08 hours system or 15 days on/off system.
2. Field Hostel / Transit House facility can be availed by only those non-executives, who are willing to surrender their field HRA by giving individual option form enclosed as Annexure - III.
3. Field Hostel facility will be strictly a bachelor accommodation.
4. The field hostels / transit houses in the project will be provided camp cots, mattress, pillows, plastic chairs, plastic table, water purifier and other amenities like bucket, mugs, tea cup, water jug etc. The details of financial limits and the numbers, towards these items are as per Annexure - I.
5. The concerned project manager will make necessary arrangements for getting the field hostel / transit house at one or more than one location at a project depending on the location of working blocks / blocks and availability of suitable accommodation by taking houses on rent. However, the field hostel / transit house will be set up at a place nearest to the working blocks / within the working blocks i.e. around 5 to 10 kilo meters, particularly for the front line workers. In case, if field hostel / transit house accommodation is not available within 05 to 10 kms. of area of operations / exploration blocks, then approval has to be obtained from Director (Technical), through ZM / HOD (Exploration) to hire accommodation beyond the specified distance of 10 kms.
6. However, if the accommodation taken on rent for the purposes of field hostel / transit house, adequate toilets are not available, the concerned Project Manager shall also make necessary arrangements for construction of Toilets / Portable Toilets / Urinals for male and female employees separately, in the same accommodation or in a convenient place with the maximum cost of Rs. 2,00,000/- (As per annexure - I), for each project.
7. A lease agreement must be signed between project manager and owner of the house / flat, preferably as per Performa enclosed as Annexure - IV.

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