

**MINERAL EXPLORATION CORPORATION LIMITED**  
(A Government of India Enterprise)

Seminary Hills  
Nagpur – 440 006

**HUMAN RESOURCE DIVISION**

No: MECL/HR/IR/WR/2018/2269

Date: 20.04.2018

**CIRCULAR**

We are pleased to inform that the Competent Authority has accorded the approval for the following miscellaneous items w.e.f 20.04.2018 till the period of 10 years. The details are as follows:

Sl.No	Miscellaneous Items as per the MoU dated 14.11.2017	Existing Provision	Revised w.e.f. 20.04.2018
(i)	Funeral Expense	<u>Rs. 3,000/-</u> as per Circular No. F(48)/IR/99/2123 dated 11 <sup>th</sup> May 1999	<u>Rs 10,000/-</u> to the family of MECL employee who dies while serving in MECL. The power to sanction Funeral Expenses lies with concerned HOD / PMs / OIC - CMCs / RMCs for the employees working under their control.
(ii)	Death Cum Disability Relief	The amount payable under the scheme is <u>Rs.50,000/-</u> . (As per Circular No F(24)/Welfare/MEC/99/1290 dated 17.03.1999 and the DCDR Scheme )	The amount payable under the scheme is <u>Rs. 1,00,000/-</u> . The other terms and conditions of DCDR scheme shall remain the same.
(iii)	Mess Subsidy	<u>Rs. 6,000/- per drill per month</u> for front line employees working 12 hours/day at drill sites under 15 days on/off working system w.e.f. 30.09.2016 (As per circulars MEC /HR /IR /E(76) /MessSubsidy/2016/5316 dated 30.09.2016 and MEC /HR /IR/ E(76)/ MessSubsidy/2016/5419 dated 03.10.2016 )	<u>Rs. 8,000 per drill per month</u> for front line employees working 12 hours/day at drill sites under 15 days on/off working system. This will be reviewed from time to time.

(iv)	Overtime to Security Guards and Drivers in Corporate Office	At present, over time admissible to all regular Non – Executives is as per the Circular MECL.P&A/IR/E(21)/13 dated .04.2013 – True Copy dated 29.07.2014	<p>(a) If any security guard or driver works more than prescribed hours of duty, OT shall be admissible to him on hourly basis as per the following formula on revised basic</p> $\text{OT per hour} = \frac{\text{Monthly Basic}}{30 \text{ days} * 8 \text{ Hours}}$ <p>(b) OT shall only be paid to security guards and drivers in <u>Corporate Office</u> and not to the other Non – Executives</p>
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The other terms and conditions of the above miscellaneous items shall remain the same.

This issues with the approval of the Competent Authority

*Abhishek Bhattacharjee*  
 (Abhishek Bhattacharjee) 20/04/18  
 AM - HR

CC:

1. CMD(I/C)
2. D(T)
3. D(F)
4. CVO
5. All GMS/DGMs/HoDs
6. All ZMs
7. All OICs (CMC, Nagpur/RMC Hingna)
8. All PMs
9. Sr. Manager (HR)/Sr. Manager(HR/LS)
10. ET – HR(Establishment)