BEML REWARD & RECOGNITION SCHEME

A unified, merit-based framework to appreciate, motivate and reinforce contributions of BEML personnel across all locations

Introduction & Objectives

Why the Scheme Exists

BEML believes people are its most valuable asset. In light of the migration of young talent, the Company revisited its existing recognition schemes, introduced new ones, and consolidated all of them under a single, inclusive, merit-based umbrella.

The framework creates a positive work environment where contributions are valued, performance is acknowledged, and all stakeholders feel inspired to excel.

1. **Enhance Employee Motivation & Engagement**

   Fostering appreciation and belonging by acknowledging individual and team accomplishments

2. **Improve Employee Retention**

   Building loyalty through a positive, rewarding work environment that encourages excellence

3. **Support Continuous Improvement**

   Motivating employees to develop skills, innovate and contribute to organisational growth

4. **Strengthen Team Collaboration**

   Encouraging teamwork and collective success alongside individual achievements

5. **Ensure Fairness & Transparency**

   A structured, consistent approach that minimises bias and equal opportunity for all

Scope & Key Definitions

Scope of the Scheme

Applies to all regular Executives and Non-Executives, including personnel on Fixed Tenure basis, across all departments and locations of the Company. Covers both monetary and non-monetary reward and recognition, other than service benefits.

Reward vs. Recognition

Reward: Monetary or tangible benefits given for performance — cash awards or gift vouchers.

Recognition: Monetary or non-monetary appreciation of employee contributions — certificates, public recognition, appreciation letters, special mentions.

Employee

Executives Grade I & above (below Board level) and Non-Executives in Wage Group A & above, other than personnel on deputation

FTEs

Personnel engaged as Junior Executives / Project Executives on Fixed Tenure, or Temporary Non-Executives on Fixed Term Basis

Competent Authority

The Authority delegated with powers under this Scheme and/or the Schedule of Powers (SDoP) in vogue

Evaluation Period

The defined time frame within which employee performance is assessed for a given award

The Scheme at a Glance

Five major sections bring every recognition programme under one umbrella

SECTION I



For Executives

Patents, Nonimara & Innovation Awards, R&D excellence, shop-floor & indirect department recognition, Annual Best Executive Award

SECTION II



For Non-Executives

BEML Merit Reward Scheme (incl. BEML Ratna) and Quality Medal & Certificates

SECTION III



Common to All

Suggestion Scheme, Long Service mementos, Women Performer of the Year, On-the-Spot Recognition

SECTION IV



For Wards

Scholarship to meritorious children of Executives / Non-Executives

SECTION V



Quality Rolling Trophy

Annual award to Manufacturing SBUs for excellence in quality management

Reward & Recognition for Filing Patents

Section I – BEML Reward & Recognition Scheme for Executives

BEML operates in a highly competitive environment and continuously nurtures its in-house R&D and innovation culture. Recognition is cumulative on crossing each stage of the patenting process, up to a maximum financial reward of ₹15,000.

1	2	3	4
Stage 1	Stage 2	Stage 3	Stage 4
Filing of Patent Application	**Filing with Successful Commercialisation**	**Grant of Patent**	**Grant with Successful Commercialisation**
Appreciation Letter	Appreciation Letter + ₹5,000	Appreciation Letter + Additional ₹5,000	Appreciation Letter + Additional ₹5,000

Inventors are felicitated at functions in their respective locations. Expenditure is met through Revenue Budget allocation, extending the existing BEML Intellectual Property Rights (IPR) Policy.

Nonimara & Innovation Awards

Section I – Annual small-group and innovation competitions

BEML Nonimara Award

Annual competition recognising Quality Control (QC) small-group activities across Strategic Business Units.

Prize	Amount (₹)	No. of Prizes
First	14,000	1
Second	10,000	2
Third	6,000	3
Consolation	3,000	6

Judged by a panel of Complex Heads across 10 weighted criteria (10 pts each) — theme selection, data collection, tools/techniques, team effort, implementation, presentation and overall impression.

BEML-Innovation Award

Introduced in 2017 to nurture in-house innovation culture and identify novel ideas in manufacturing and serviceability.

Prize	Amount (₹)	No. of Prizes
First	14,000	2
Second	9,000	3
Third	6,000	5
Consolation	4,000	5

Judged by a panel of Complex Heads across 10 weighted criteria (10 pts each) — theme selection, data collection, tools/techniques, team effort, implementation, presentation and overall impression.

Functional Recognition for Executives

Section I – R&D, Shop-Floor and Indirect Department Executives

R&D, Design & Development

APPLICATION

Grade I–X, engaged in R&D, design, engineering

QUALIFICATION

Min. 75% score, and at least one of: patent filed/granted, validated design contribution, or implemented innovative solution with measurable impact

PROCESS

Nominated via Complexes; evaluated by Corporate R&D/Technical Committee; final approval by Competent Authority

Direct / Shop Floor Departments

APPLICATION

Grade I–VII, in Production, Assembly, Testing, Quality, Maintenance

QUALIFICATION

Min. 60% score based on evaluation parameters; no safety violations

PROCESS

Awarded quarterly; nominated by Department Heads, evaluated by Complex-level committee

Indirect Department Executives

APPLICATION

Grade I–VII, in HR, Finance, Materials, Purchase, IT, Admin, Legal

QUALIFICATION

Min. 60% score; no adverse audit observation or disciplinary issues during the quarter

PROCESS

Awarded quarterly; nominated by Department Heads, evaluated at Complex/Corporate level

Annual Best Executive Award

Section I – Applies to all Regular Executives, Grade I–VII

Selection Criteria

- Consistent high performance throughout the year
- Process improvement, restructuring or re-engineering
- Excellence in project planning, execution or asset management
- Innovation, initiative and problem-solving capability
- Emergency / crisis management — exemplary performance during disasters
- Accuracy and quality, incl. reduction in grievances / non-compliance
- Integrity, discipline and professional conduct
- Savings of time, cost or resources; avoidance of litigation
- Outstanding contribution to safety and safer processes
- Contribution beyond assigned responsibilities

Qualification & Process

Minimum Score

75% of overall evaluation score

Minimum Service

1 year completed during assessment period

Weightage

May be given to employees who received quarterly awards

Frequency

Once every year, preferably on BEML Foundation Day

Recognition Level

Corporate level; nominations via Complex/HR/Zonal Heads

Approval

Corporate-level selection committee; Competent Authority

Reward & Recognition for Non-Executives

Section II – BEML Merit Reward Scheme & Quality Medal

BEML Merit Reward Scheme

Recognises meritorious, outstanding work by Non-Executives (Wage Group A–S6). Up to 15 Best Performer Awards, including one BEML Ratna, plus Cash Awards for Excellence and for Outstanding Security Personnel, are given every year.

Award	Monetary Benefit	Frequency (Lifetime)
BEML Ratna	₹15,000 + one increment	Once in service period
Best Performer I / II / III	₹7,000 / 6,000 / 5,000	Max. twice in service period
Cash Award – Excellence in Work	As notified (Annexure-I)	Max. 3 times in service period
Cash Award – Security Personnel	As notified (Annexure-I)	Max. 5 times in service period

Quality Medal & Certificates

Awarded every November during Quality Month celebrations to deserving employees for remarkable contributions to quality.

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MEDALS / YEAR

Eligibility: Wage Group A to S-6; not previously awarded

Criteria: Punctuality, honesty & loyalty; quality of work; cost-reduction suggestions; ESR/clean service record; teamwork

Nodal Department: Corporate Quality Department, in coordination with HR

Common Reward & Recognition

Section III – Programmes open to both Executives & Non-Executives

Suggestion Scheme

Open to Wage Group A to Grade-IV Executives. Rewards 40% of first-3-months savings (25% for division-only implementation), or an Appreciation Certificate where savings aren't quantifiable.

Long Service Awards

10 years: Service Certificate. 15 years: Certificate + Wrist Watch. 25 years: Certificate + Suitcase. Certificates signed by Complex Head, Functional Director or CMD.

Women Performer of the Year

For all regular women Executives (up to Gr. X) and Non-Executives. Min. 60% score and 1 year of service; awarded annually at corporate level.

Non-Monetary / On-the-Spot Recognition

Ongoing mechanism for all personnel. Given as deserving cases arise — no fixed periodicity — for timely, impactful, exceptional contributions.

Recognising Beyond the Workplace

Section IV – Scholarship to Wards | Section V – Quality Rolling Trophy

Scholarship to Meritorious Children

Encourages higher education for bright, meritorious children (max. 3) of regular Executives / Non-Executives, including step-children.

Scholarship Type	Eligible Course	Amount / Month
Merit Scholarship	Engineering, Medicine, Architecture, MBA	₹500 (no pay restriction)
Merit-cum-Means	PUC / Intermediate / 11th-12th (Non-Exec.)	₹300

Division-wide quota: 72 scholarships/year (56 Merit-cum-Means, 16 Merit), plus additional SC/ST quotas. Qualifying standard: 75% aggregate (60% for SC/ST). Discontinued on resignation, dismissal or termination.

BEML Quality Rolling Trophy

Awarded each Financial Year to Manufacturing Strategic Business Units (SBUs) that demonstrate excellence in quality management, continuous improvement, and adherence to organisational standards.

Eligibility: All Manufacturing SBUs in production, assembly or service support, subject to defined performance and compliance requirements.

Objective: Promote a culture of zero defects, customer satisfaction, process discipline and innovation.

Status: Detailed evaluation criteria and assessment methodology are being formulated.

Governance & Administration

How the Scheme is administered, monitored and safeguarded

BEML Achievers Portal

A dedicated portal administers the entire Scheme — hosting formats, nomination submission, winner photographs, and a comprehensive historical database maintained by the Nodal Department.

Framework Administration

Detailed procedures will be notified separately for each of the six reward parts (Paras 6.4, 6.5, 6.6, 6.7, 8.3, 8.4), reviewed periodically to align with organisational needs.

Integrity Safeguards

No conflict of interest permitted in nomination or evaluation. No adverse audit observation or disciplinary issues for nominees; necessary Vigilance clearance is taken in every case.

Assessment Committees typically comprise the Complex Head (Chairman), Section/Department Heads of nominees, the Planning (IED) Head, and the HR Head (Member Secretary) — ensuring layered, cross-functional evaluation before Competent Authority approval.

A Culture of Appreciation, Performance & Trust

A well-designed, transparent Reward & Recognition Scheme strengthens team spirit and organisational commitment. It aligns employee effort with organisational goals, encourages innovation, and reinforces the behaviours and values BEML stands for. The Scheme will be reviewed and refined from time to time to meet evolving organisational needs.