

HEAVY ENGINEERING CORPORATION LIMITED, RANCHI.
(HUMAN RESOURCE DEVELOPMENT DEPARTMENT)

CICULAR NO: O1 / 10th May 2012.

Henceforth vocational/Industrial Training/Project Work at Heavy Engineering Corporation Limited will be on chargeable basis as per rates stipulated below:

| Sl. No. | Category of Students | Chargeable Training Fee for | | Additional Documents Required |
|---------|-------------------------------------|--|--|--|
| | | 1 to 15 days | 16 to 30days | |
| 1 | HEC Employee's son and daughter. | No Fee. | No Fee. | Photocopy of child's Medical Record Book & Application through HOD. |
| 2 | Ex-HEC Employee's son and daughter. | 25% of Fee applicable to Gen. Category Students as stipulated at Sl. 4 below. | 25% of Fee applicable to Gen. Category Students as stipulated at Sl. 4 below. | Service certificate or final release order of employee & Class X/XII Certificate/Mark Sheet to substantiate relationship with ex-employee. |
| 3 | SC and ST category students | 50% of Fee applicable to Gen. Category Students as stipulated at Sl. 4 below. | 50% of Fee applicable to Gen. Category Students as stipulated at Sl. 4 below. | Original Caste Certificate with a photocopy |
| 4 | General category students | Rs. 2000/= (Rupees Two Thousand only) | Rs. 3000/= (Rupees Three Thousand only) | |

- **Service Tax** as applicable will be charged in addition to above charge as per category at prevailing rate. Present rate is **12.36%** of Training Fee inclusive of Education Cess & Secondary Education Cess.
- Training will be allowed on production of Request/Reference letter from the concerned Institute.
- Training will be permitted on First come – First serve basis subject to limitation of seats for this purpose. Permission will be valid only when the fee as mentioned above has been deposited.
- Incumbent will have to demonstrate utmost Integrity/ Discipline while under training.
- All Trainees will follow all relevant Safety norms; will use Safety Helmet, Shoes and other personal protective equipments.
- Corporation will not be responsible to compensate any injury/loss/damage caused to Trainees while on Training.
- Any loss/damage caused to Corporation by trainees will have to be compensated by Trainee(s)/ Institute.
- Trainees will have to abide by relevant rules and regulation of the corporation.

This is issued with the approval of Competent Authority.

For and On Behalf of
Heavy Engineering Corporation Limited

(ANUGRAH JHA)
SR. D.G.M. (I/C), HRD
HEC LTD

Distribution: To all GMs And HODs as per list for circulation.

Copy to: CMD, Director/Prod./Pers.,
Advisor to CMD, GM(P&A) For Information.