

## 5.6 NORMS REGARDING OFFICE SPACE, FURNITURE & STATIONARY

### 1. NORMS FOR OFFICE SPACE, FURNITURE AND STATIONARY ITEMS FOR EXECUTIVES

S.No.	Facilities	Executives										Remarks
		E9	E8	E7	E6	E5	E4	E3	E2	E1	E0	
1	Office Space	Exclusive Room (250 sft)	Exclusive Room (180 sft)	Exclusive Room (180 sft)	Exclusive Room (180 sft)	Workstation cabin (140 sft)	Workstation cabin (140 sft)	Open	Open	Open	Open	Subject to availability of space
2	Tables & Side Rack or as per their choice	Numero Uno	Numero Uno	ERU 718	T-1070	T-104	T-104	T-104	T-9	T-9	T-8	
3	Carpets	1500 gms wollen carpet	1500 gms wollen carpet	1500 gms wollen carpet	800/750 gms Acrylic	Coir Carpets	Coir Carpets					
4	Sofa sets & sofa chains	Three seater & 2 sofa chairs	Five visiting chairs	Three visiting chairs	Two visiting chairs							Subject to availability of space
5	Own Chair	Monarch Revolving	Monarch Revolving	7001 D	Archur	PCH 7101 R	PCH 7101 R	PCH 7101 R	7202	7202	Star D-502	
6	Visitor Chair	Monarch Visitor	Monarch Visitor	PCH 742 R	PCH 7112 R	PCH 7112 R (4 No)	PCH 7172 R (4 No)	PCH 7172 R (2 No)				
7	Crockery	Bone China Teaset for 6 persons with tray & bone china dinner set, 1 Thermos (1 ltr)	Bone China Teaset for 6 persons with tray, 12 full & 12 qtr plates, 12 bowls, 12 lunch & 6 tea spoons, 1 Thermos (1 ltr) & 4 glass	Cup & Saucer for 6 persons, 6 plates, 6 bowls, 6 qtr plates, 6 spoons & 1 jug	Cup & Saucer for 6 persons, 6 plates, 6 bowls, 6 qtr plates, 6 spoons & 1 jug	Cup & Saucer for 4 persons, 4 bowls, 4 qtr plates, 4 spoons & 4 glass & 1 jug	Cup & Saucer for 4 persons, 4 bowls, 4 qtr plates, 4 spoons & 4 glass & 1 jug					
8	Glass top on tables	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
9	Visiting cards	Yes	Yes	Yes	Yes	Yes	Yes	Yes				
10	Desk Diary	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
11	Heater	Oil Radiator	Oil Radiator	Pillar Heater	Pillar Heater	Pillar Heater	Pillar Heater	Heater single rod	Heater single rod	Heater single rod	Heater single rod	
12	Wall Clock	Yes	Yes	Yes	Yes	Yes	Yes					
13	Towel	Yes 4 hand towels medium size in 1 year	Yes 4 hand towels medium size in 1 year	Yes 4 hand towels medium size in 1 year	Yes 2 hand towels medium size in 1 year	Yes 2 hand towels medium size in 1 year	Yes 2 hand towels medium size in 1 year					

S.No.	Facilities	Executives										Remarks	
		E9	E8	E7	E6	E5	E4	E3	E2	E1	E0		
14	Dak Pad	Yes	Yes	Yes	Yes	Yes	Yes						
15	Stapler	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
16	Call bell	Yes	Yes	Yes	Yes	Yes	Yes						
17	Paper weight	6	6	3	3	2	2	2	1	1	1	1	
18	Basket (Waste Paper)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
19	Pin container	Sup. Quality	Sup. Quality	Sup. Quality	Sup. Quality	Sup. Quality	Sup. Quality	Ordinary	Ordinary	Ordinary	Ordinary	Ordinary	
20	Paper cutter	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
21	Punch	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
22	Ball Pens	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
23	Printing of Letter Heads	Yes	Yes	Yes	Yes	Only if HOD							
24	Emergency Light	Yes	Yes	Yes	Yes								
25	Coasters	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
26	Ink pen/Ball point pens on stand of deluxe quality	Penstand with 4 pens	Penstand with 4 pens	Penstand with 4 pens	Penstand with 4 pens	Penstand with 4 pens	Penstand with 4 pens						
27	Briefcase	One(as per their)	One	One upto Rs. 1450	One upto Rs. 1200	One upto Rs. 1000	One upto Rs. 1000	One upto Rs. 800	One upto Rs. 600	One upto Rs. 600			
28	Sign Pad	Yes	Yes	Yes	Yes	Yes	Yes						
29	Calculator (12 digit)	Yes	Yes	Yes	Yes	Yes	Yes	8 digit	8 digit	8 digit	8 digit		
30	Pen Drive (Kingston)	4GB	4GB	4GB	4GB	4GB	4GB	2GB	2GB	2GB	2GB		
31	Plastic/glass/Cello jug	Yes	Yes	Yes	Yes	Yes	Yes						

NOTES:

- (a) In case of E1 & E2 brief cases will be issued strictly on functional requirement subject to approval of respective Directors/GM
- (b) The life of the brief case is three years. Next brief case shall be issued after expiry of three years irrespective of change of entitlement on promotion. Brief case not to be returned after three years. In case an executive leaves the services of the corporation on any account other than superannuation and voluntary retirement he will have the option to return the old briefcase or to retain the briefcase subject to payment as indicated below:

Leaves the service of the Corporation within one year of issuance	Leaves the service of the Corporation within two year of issuance	Leaves the service of the corporation after two year of issuance
40% of entitlement	20% of entitlement	NIL

- (c) The executive can purchase their briefcase subject to monetary limit as per their choice e-imburement after stock sentry in stores.
- Filing cabinets, book cases, steel almirahs, etc. can be issued to the department after approval of the concerned Directors/GM.
  - Each department will send the stationary requirement directly to the stores/procurement deptt. Twice in a month i.e. 1<sup>st</sup> week and stock entry in stores.
  - Furniture shall be of Godrej Make.
  - Any office equipment such as typewriters, duplicating system, Xerox machine, photocopying machine whose cost is more than Rs. 10,000/- should be purchased only after approval of Director (Personnel).
  - For workmen category, furniture and stationary items would be issued if functionally justified.
  - All executives at corporate centre shall be entitled for glass top on their table.

## 2. NORMS FOR OFFICE SPACE, FURNITURE AND STATIONARY ITEMS FOR SUPERVISORY STAFF

Sr. No.	Facilities	Supervisory level				Remarks
		S4	S3	S2	S1	
1.	Office Space	Open	Open	Open	Open	Subject to availability of space
2.	Chair Ordinary with arms	D*502 (1 each)	D*502 (1 each)	D*502 (1 each)	D*502 (1 each)	
3.	Sunmica top tables (ord.)	T8	T8	T8	T8	
4.	Office Cabinet	VSDU-5	VSDU-5	VSDU-5	VSDU-5	
5.	Waste Paper Basket	1	1	1	1	
6.	Stapler	Yes	Yes	Yes	Yes	
7.	Paper Weight	Yes	Yes	Yes	Yes	
8.	Ball Pen (ord.)	Yes	Yes	Yes	Yes	
9.	Calculator (8 digit)	Yes	Yes	Yes	Yes	
10.	Heater (Single Rod)	Yes	Yes	Yes	Yes	
11.	Glass	1	1	1	1	

- For Supervisory category, furniture and stationary items would be issued if functionally justified.

### 3. NORMS FOR OFFICE SPACE, FURNITURE AND STATIONARY ITEMS FOR WORKMEN STAFF

Sr. No.	Facilities	Workmen level											Remarks	
		W11	W10	W9	W8	W7	W6	W5	W4	W3	W2	W1		
1.	Office Space	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	-	-	Subject to availability of space
2.	Sunmica top tables (ord.)	T8	T8	T8	T8	T8	T8	T8	T8	T8	T8	-	-	
3.	Chair Ordinary with arms	D*502 (1 each)	D*502 (1 each)	D*502 (1 each)	D*502 (1 each)	D*502 (1 each)	D*502 (1 each)	D*502 (1 each)	D*502 (1 each)	D*502 (1 each)	D*502 (1 each)	-	-	
4.	Stool	-	-	-	-	-	-	-	-	-	-	1	1	
5.	Ball Pen (ord.)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
6.	Heater (Single Rod)	Yes (Shared by 2)	Yes (Shared by 2)	Yes (Shared by 2)	Yes (Shared by 2)	Yes (Shared by 2)	Yes (Shared by 2)	Yes (Shared by 2)	Yes (Shared by 2)	Yes (Shared by 2)	Yes (Shared by 2)	Yes (Shared by 2)	Yes (Shared by 2)	
7.	Glass	1	1	1	1	1	1	1	1	1	1	1	1	

- For Workmen category, furniture and stationary items would be issued if functionally justified.