



**HEAVY ENGINEERING CORPORATION LIMITED**  
(HUMAN RESOURCE DEVELOPMENT DEPARTMENT)

**CIRCULAR NO : 01/ 1<sup>st</sup> April 2014**

Henceforth Vocational/Industrial/Practical 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 30 days	45 days	60 days	
1.	General/OBC category students	Rs. 2500/= (Rupees Two Thousand Five Hundred Only)	Rs. 4500/= (Rupees Four Thousand Five Hundred Only)	Rs. 6500/= (Rupees Six Thousand Five Hundred Only)	Rs. 8000/= (Rupees Eight Thousand Only)	
2.	Wards of HEC Employees, Contract Supervisor, Contract Executive, Supply Worker & CISF Personnel working in HEC CISF unit.	No Fee.	No. Fee	50% of Fee applicable to Gen Category students as stipulated at Sl. 1 above.	50% of Fee applicable to Gen Category students as stipulated at Sl. 1 above.	Photocopy of child's Medical Record Book & Application through HOD.
3.	Wards of Ex-HEC Employees, Deceased Employees	25% of Fee applicable to Gen Category students as stipulated at Sl. 1 above.	25% of Fee applicable to Gen Category students as stipulated at Sl. 1 above.	50% of Fee applicable to Gen Category students as stipulated at Sl. 1 above.	50% of Fee applicable to Gen Category students as stipulated at Sl. 1 above.	Service certificate of final release order of employee & Class X/XII Certificate/ Mark Sheet to substantiate relationship with ex-employee.
4.	SC/ST/PH category students	50% of Fee applicable to Gen Category students as stipulated at Sl. 1 above.	50% of Fee applicable to Gen Category students as stipulated at Sl. 1 above.	50% of Fee applicable to Gen Category students as stipulated at Sl. 1 above.	50% of Fee applicable to Gen Category students as stipulated at Sl. 1 above.	Original Caste Certificate with a photocopy

- **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/College/University
- 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. One passport size photo and photocopy of Identity card will also be required to deposit.
- 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 equipment.
- 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

  
(G. K. Yadav) 19/04/2014  
Sr. D.G.M (I/C), HRD & HTI  
HEC Ltd.  
Phone No.: 0651-2401156/2401352  
E-mail: [gkyadav@hecilt.com](mailto:gkyadav@hecilt.com)

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

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