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අති විශේෂ EXTRAORDINARY

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No. 1833/28 – THURSDAY, OCTOBER 24, 2013

(Published by Authority)

PART I: SECTION (I) – GENERAL

Government Notifications

My No.: CI/464.

THE INDUSTRIAL DISPUTES ACT, CHAPTER 131

THE Collective Agreement entered into between Ceylon Oxygen Limited, No. 50, Sri Pannananda Mawatha, Colombo 15 of the one part and the Jathika Sewaka Sangamaya, No. 416, Kotte Road, Pitakotte of the other part on 19th day of June 2013, regarding the Office Staff is hereby published in terms of Section 06 of the Industrial Disputes Act, Chapter 131, of the Legislative Enactments of Ceylon (Revised Edition 1956).

V. B. P. K. WEERASINGHE,
COMMISSIONER OF LABOUR.

Department of Labour,
Labour Secretariat,
Colombo 05,
10th September, 2013.

Collective Agreement No. 16 of 2013

Collective Agreement entered into between Ceylon Oxygen Limited having its registered Office at No. 50, Sri Pannananda Mawatha, Colombo 15, a company duly registered in Sri Lanka and the Jathika Sewaka Sangamaya a trade Union duly registered in Sri Lanka and having its registered office at No. 416, Kotte Road, Pitakotte.

Whereas the Jathika Sewaka Sangamaya (hereinafter referred to as 'the Union') raised with Ceylon Oxygen Limited, (hereinafter referred to as 'the Company') certain demands relating to the revision of terms and conditions of employment of their members employed in the Company and the said parties have, after negotiations, arrived at the following terms of settlement.



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කොටස: (I) රෙදිය - ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ අති විශේෂ ගැසට් පත්‍රය - 2013.10.24

PART I: SEC. (I) - GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 24.10.2013

1. This Agreement shall cover and bind the Company, the Union and the members of the Union, who are in employment in the Company as at 01st January, 2013, on permanent monthly contracts of employment in the Categories of employment ranges as stipulated in Schedule 1, which is annexed hereto.

2. The salaries payable to the employees covered and bound by this Agreement with effect from 1st January, 2013 shall be on the basis of the Salary ranges stipulated in Schedule 2.

3. To ascertain the salary payable to an employee with effect from 1st January, 2013, on the basis of the salary ranges provided in Schedule 2 hereto the following provisions shall apply:

- (a) The basic monthly salary as at 31st December 2012 of all employees in the above mentioned grades, covered and bound by this Agreement shall be increased by 12% and shall thereafter be placed on the corresponding salary ranges provided in Schedule 2 hereto;
- (b) With effect from 01st January, 2014 the monthly salaries of all employees will be further revised by the addition of 12% to their salaries as at 31st December, 2013, and shall thereafter be placed on the corresponding salary ranges provided in Schedule 2,
- (c) With effect from 01st January, 2015 the monthly salaries of all employees will further be revised by the addition of 10% to their salaries as at 31st December, 2014 and shall thereafter be placed on the corresponding salary ranges provided in Schedule 2.

4. The allowances and other benefits that were revised have been set out in Schedule 3.

5. Annual increment date of all the employees will be the 01st of April each year and shall be granted as per the current practice.


6. The union and the workmen covered by this agreement, jointly and severally agree that they shall not, during the operation of this agreement, resort to trade union action of any sort on any matter that is covered by this agreement.

7. In the event that a dispute may arise in respect of any matter not covered by this agreement the union and the workmen covered by this agreement agree that such dispute will be settled / resolved in the manner provided below:

- (a) Whenever there is a dispute that is not covered by this agreement, a written statement of the dispute should be forwarded by the Union's Branch Committee to the Company, and at least two weeks given for the Company to resolve the dispute.
- (b) If no satisfactory solution is found, the matter should be referred to the Parent Union and to the Employers' Federation of Ceylon (EFC) for the purpose of attempting to resolve the dispute.
- (c) If after the discussion, the matter cannot be resolved by the intervention of the EFC and the Parent Union, the conciliatory proceedings under the Industrial Disputes Act shall be followed and parties shall endeavour to settle such dispute in accordance with the provisions of the Industrial Disputes Act.

8. The provisions of this Agreement shall be effective from the 1st day of January, 2013 and continue in force unless it is terminated by either party giving one month's notice in writing to the other, provided however that neither party shall give such notice to the other before the 30th November, 2015 and the provisions of the Agreement shall not stand terminated until the 31st December, 2015, in such event.


In witness whereof the parties hereunder have set their hands on this 19th day of June Two Thousand and Thirteen.


Niran Pieris
Chief Executive Officer
For and on behalf of
Ceylon Oxygen Limited


Suranga Naulage
Chief Organizer
For and on behalf of the
Jathika Sevaka Sangamaya

Witnesses:


Name: A.H. Upali
Designation: Administration -
Manager


Name: Nimal Fernando
Designation: President JSS
Office Br.-Ceylon Oxygen Ltd




CEYLON OXYGEN LTD.
FINANCE MANAGER

SCHEDULE No. 1

CLERICAL STAFF GRADES

Clerical - Grade I
 Clerical - Grade II
 Clerical - Higher Grade
 Clerical - Special Grade
 Staff Officer Grade

DRIVER GRADES

Driver - Grade E
 Driver - Grade D
 Driver - Grade C
 Driver - Grade B
 Driver - Grade A

SCHEDULE No. 2

SALARY RANGES

OFFICE STAFF - CLERICAL

Clerical - Grade I	Rs. 10,800.00 to Rs. 26,000.00 Annual Increment Rate Rs. 120.00
Clerical - Grade II	Rs. 11,000.00 to Rs. 30,800.00 Annual Increment Rate Rs. 160.00
Clerical Higher	Rs. 11,300.00 to Rs. 33,400.00 Annual Increment Rate Rs. 180.00
Clerical Special	Rs. 11,650.00 to Rs. 38,400.00 Annual Increment Rate Rs. 220.00
Staff Officer	Rs. 12,050.00 to Rs. 45,695.00 Annual Increment Rate Rs. 280.00

OFFICE STAFF - DRIVERS

Driver - E	Rs. 11,300.00 to Rs. 26,600.00 Annual Increment Rate Rs. 120.00
Driver - D	Rs. 11,500.00 to Rs. 29,000.00 Annual Increment Rate Rs. 140.00
Driver - C	Rs. 11,750.00 to Rs. 31,500.00 Annual Increment Rate Rs. 160.00
Driver - B	Rs. 12,050.00 to Rs. 34,300.00 Annual Increment Rate Rs. 180.00
Driver - A	Rs. 12,400.00 to Rs. 37,000.00 Annual Increment Rate Rs. 200.00

SCHEDULE No. 3

Attendance Allowance.— Attendance allowance given to employees will increase to LKR 750/- from the existing LKR 600/- which would be effective from 01st January, 2013.

Medical Allowance.— Medical allowance given to employees will increase to LKR 650/- from the existing LKR 520/- which would be effective from 01st January, 2013.

Shift Allowance.— Shift Allowance given to employees agreed to increase by 15%.

11 - 299

My No.: CI/546.

THE INDUSTRIAL DISPUTES ACT, CHAPTER 131

THE Collective Agreement entered into between Asian Paints (Lanka) Limited, No. 81, Korlawella Road, Moratuwa of the one part and the Samastha Lanka Welanda Ha Karmantha Kamkaru Sangamaya (All Ceylon Commercial and Industrial Workers' Union), No. 457, Dr. Colvin R. de Silva Mawatha, (Union Place), Colombo 02 of the other part on 11th day of April, 2013 is hereby published in terms of Section 06 of the Industrial Disputes Act, Chapter 131, of the Legislative Enactments of Ceylon (Revised Edition 1956).

V. B. P. K. WEERASINGHE,
Commissioner of Labour.

Department of Labour,
Labour Secretariat,
Colombo 05,
18th September, 2013.

Collective Agreement No. 11 of 2013

COLLECTIVE AGREEMENT

THIS COLLECTIVE AGREEMENT entered into in terms of the Industrial Disputes Act on this 11th day of April Two Thousand Thirteen, to take effect from the 1st day of January Two Thousand Thirteen, between Asian Paints (Lanka) Limited, a Company duly registered under the Companies' Act and having its registered office at No. 81, Korlawella Road, Moratuwa (hereinafter referred to as the "Employer") of the one part and the Samastha Lanka Welanda Ha Karmantha Kamkaru Sangamaya (All Ceylon Commercial and Industrial Workers' Union), a Trade Union duly registered under the Trade Unions' Ordinance and having its registered office at No. 457, Dr. Colvin R. de Silva Mawatha, (Union Place), Colombo 02 (hereinafter referred to as the Union) of the Other Part.

Witnesseth and it is hereby agreed between the parties as follows:

Title: This Collective Agreement shall be known and referred to as the Asian Paints (Lanka) Ltd. Employees' Collective Agreement 2013.

1. **Employees' Covered and Bound.**— This Agreement shall cover and bind the Union and its members employed in the manual grades who are in service with the Employer, as at the date of signing this Agreement.

2. **Date of Operation and Duration.**— This Collective Agreement shall be effective as from the 1st day of January Two Thousand and Thirteen and shall continue to be in force unless it is terminated by either party with three months' notice to the other, in writing, provided however that no such notice shall be given by either party, prior to 30th September Two Thousand Fifteen, and such notice shall not take effect and this Collective Agreement shall not stand terminated until the 31st day of December, Two Thousand Fifteen. Any notice of termination given by a party prior to the 30th day of September Two Thousand Fifteen shall have no effect whatsoever.

3. **Salaries.**— The Employer shall increase the salaries of all employees covered and bound by this Agreement as follows:

Rs. 2,200/- with effect from 1st January 2013 for a period of one year.

A salary increase of Rs. 2,200/- with effect from 1st January 2014 for a period of one year.

A salary increase of Rs. 2,300/- with effect from 1st January 2015 for a period of one year.

A salary point of each employee as at 1st January 2013, 1st January 2014, and 1st January 2015 is set out in Annexure 1, 2, and 3 respectively, annexed to this Agreement.

4. **Notional Arrears.**— It was agreed that the number of months between 25th September 2012 and up to 31st December 2012, i.e. a period of three months and five days would be taken into consideration for the payment of Notional Arrears at Rs. 2,200/- per month. The Notional Arrears would not attract EPF/ETF or any other statutory payment. On a request made by the union, the management, as a special consideration ex-gratia without prejudice agrees to pay the overtime earnings based on actuals of each employee in respect of the above Notional Arrears.

Parties are in agreement that since there is a Collective Agreement between parities, the Budgetary Relief Allowance of Workers Act No. 36 of 2005 does not have any bearing in respect of this company and in any event, the salary increases granted as above and the notional arrears would set off and mean and include the allowance applicable under the said law.

5. **Medical Assistance.**— The Employer shall arrange for the services of a General Medical Practitioner once a year to conduct a medical check-up of workers and shall provide a sum of Rs. 10,000/- per employee per annum as medical reimbursement. The employees would be entitled to reimburse the amount on the basis of Rs. 2,500/- per quarter.

6. **Bonus.**— The company will continue to pay one (1) month's basic salary as bonus ex-gratia in December of each year.

7. **Production Bonus.**— Parties were in agreement to fully implement all the terms and conditions of the Production Bonus Scheme, currently in force between the Management and the Union and agreed upon. A copy of the said Production Bonus scheme is annexed herewith as Annexure 4.

The Employer shall pay a production bonus per month to employees based on the following formula:

- (a) An employee shall qualify to receive production bonus of Rs. 2,800/- if he works for 20 days or more in a month on regular working days (including holidays), and achieves the production bonus target on all the days he has reported for work.
- (b) An employee shall qualify to receive production bonus of Rs. 2,500/- if he achieved a production target for 18 days in the month (work including holidays).*
- (c) An employee shall qualify to receive a production bonus of Rs. 1,900/- if he achieved a production target of 14 days in the month (work including holidays).*
- (d) If an employee goes on half day, he shall work and complete his work on pro-rata basis (of the desired production output in a shift).

*Average leave taken by an employee in a month has been considered in the above-mentioned targets.

8. **Attendance Incentive.**— The Employer shall pay an attendance incentive of Rs. 400/- per month to employees, to enthruse attendance and eliminate absenteeism, on the following:—

- (a) An employee shall qualify to receive an attendance incentive of Rs. 400/- per month, where they have reported to work on every working day in that month.

Working days shall exclude statutory and weekly holidays and a maximum of a day's annual leave approved by the Management and taken during that month.

Subject to the above, employees shall be absent for the purpose of this incentive scheme where they have been on leave of any description, i.e. annual, casual, sick or approved accident leave.

(b) The attendance incentive will be paid on a reducing scale as follows:-

Leave Absence per month incentive payable

Half day (4 hours taken on one single Occasion or on a cumulative basis)	Rs. 375
One day (8 hours)	Rs. 350
One and half days (12 hours)	Rs. 325
Two day (16 hours)	Rs. 300

Employees who absent themselves from work on more than two days in a month will not be entitled to any incentive.

Any Employee, who is placed on No. Pay even half a day (1/2) in any one month, will not be entitled to this incentive.

9. ***Grant of Loans.***- The Employer shall pay a workman a loan of three months' salary or Rs. 10,000, whichever is higher, to be recovered in 24 monthly installments, with interest at prevailing rates, subject to two guarantors.

Those eligible to sign as guarantors for this loan will be as follows:-

(a) A worker could obtain a loan and sign as a guarantor of one other worker.

or

(b) A worker who does not obtain a loan could sign as a guarantor for two other workers.

10. ***Annual Excursion.***- The Employer shall arrange only the transport for a two-day excursion and grant an annual excursion allowance, as follows, per employee:-

Rs. 1,750 for the first year
Rs. 1,750 for the second year
Rs. 1,750 for the third year.

In addition, the Employer agrees to grant two workers Rs. 1,750 each for a pilot trip for the first year, Rs 1,750 each for the second year and Rs. 1,750 each for the third year, for the purpose of organizing the trip.

11. ***Donation to the dependants of Deceased Employees.***- In the event of the unfortunate death of an employee, a payment would be made jointly by the Employer and Employees to the dependants of the deceased employee on the following basis:-

The Employees would work on a holiday as a mark of respect to the deceased employee and donate the day's wages to the family of the bereaved. The Company will contribute an equal amount as its contribution to the bereaved family.

The payment as mentioned above would be made to a dependant nominated by the employee concerned. All employees will be required to nominate the recipient who will be entitled to receive this payment on behalf of the dependants.

12. ***Shift Work.***- The Employer has introduced a rostered two-shift work arrangement with effect from October 2001 in the factory and the employees are complying with same. The two-shift work arrangement shall be adopted by the Employer depending on the exigencies of business. The shift hours will be as follows:-

Morning Shift	-	8.00 a.m. to 5.00 p.m.
Night Shift	-	8.00 p.m. to 5.00 a.m.

The employees will be entitled to one break of half hour's duration and two breaks of 15 minutes duration during the operation of the above-mentioned shifts.

The Employer shall pay a sum of Rs. 2,000/- per month, per employee, during the months in which the factory works on the two-shift work arrangement as set out above. The employer shall also pay a sum of Rs. 20/- per employee per day to each employee who is rostered for work in the night shift and reports for same. The above payment on account of shift work shall not constitute a part of the earnings of employees and shall not attract any consequential payments such as Overtime, Provident Fund, Trust Fund, etc.

The Employer reserves the right to revert to the general one-shift work arrangement at any time with notice to the employees.

The following allowances will be paid to the employees on account of overtime work performed after 8.00 p.m. during the operation of the general one-shift work arrangement:

Transport Allowance	-	Rs. 75/-
Dinner Allowance	-	Rs. 90/-

It was agreed that during night shift, workers in Stores, N.C. Section and Technology Section would be utilized in other areas of production work depending on the requirements and workers agreed to this condition in order to earn the shift allowance.

In the event of the necessity to change the present shift timings, it was agreed that the union and management would discuss and arrive at different shift timings without increase to the present shift allowance.

13. **Subsidized Paint.** - The company will give 40% discount for each employee for his/her paint purchase from the company. He/she can avail this discount once in a year. The maximum value of this discounted purchase should be equal to or less than one month of the employee's salary.

14. **Productivity improvement in all areas.** - It was decided that the management and union will continue to strive to improve the productivity.

15. The Union and its members shall co-operate with the Company in the maintenance of discipline, avoidance of waste, maintenance of safe working conditions, improvement of quality, improvement of productivity and securing efficiency in such manner as to augment the competitive strength of the Company.

16. The Union and its members agree that during the period of this Agreement, they shall not seek to change or vary the terms of employment and shall not resort to any Trade Union action or any matter covered herein.

If Trade Union action is to be taken on any matter, not covered by this Agreement, the Union shall give written notice of 14 days to the Employer to enable a settlement of the underlying dispute. Any breach of this Clause shall entitle the Employer to repudiate this Agreement forthwith.

In witness hereof parties have set their hands on this 11th day of April, Two Thousand Thirteen.

For & on behalf of
ASIAN PAINTS (LANKA) LTD.

.....
DIRECTOR/GENERAL MANAGER

Witness:

Name: Ananda Abhayaratne

Signature:

For & on behalf of
**SAMASTHA LANKA WELANDA HA
KARMANTHA KAMKARU SANGAMAYA**

.....
GENERAL SECRETARY

Witness:

Name:

Signature:

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I කොටස: (I) ඡේදය - ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ අති විශේෂ ගැසට් පත්‍රය - 2013.10.24

PART I: Sec. (I) - GAZETTE EXTRAORDINARY OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 24.10.2013

Annexure 1

No	Name	Salary as at January 2013	Increase of Rs 2,200	New salary after the increase
1	N K T AMARASIRI	20042	2200	22242
2	H G R FONSEKA	18629	2200	20829
3	JAGATH PUNCHIHEWA	18172	2200	20372
4	M T J PERERA	19176	2200	21376
5	W A ANANDA	18506	2200	20706
6	P D A UDAYAKUMARA	19892	2200	22092
7	D P J PEIRIS	18595	2200	20795
8	A R K SILVA	18466	2200	20666
9	J A DE SILVA	18521	2200	20721
10	S D DE MEL	18462	2200	20662
11	O K C SILVA	18473	2200	20673
12	W A R S FERNANDO	19642	2200	21842
13	A K S K DE SILVA	18956	2200	21156
14	I G M P APPUHAMY	18390	2200	20590
15	H F U K FONSEKA	18436	2200	20636
16	K D L HEMACHANDRA	21188	2200	23388
17	S K J RAJKA	18442	2200	20642
18	L K PATHMASIRI	18249	2200	20449
19	S S FERNANDO	18551	2200	20751
20	W S S FERNANDO	18406	2200	20606
21	R M S K B RATNAYAKE	16467	2200	18667
22	D M SIRIMANNA	18359	2200	20559
23	W S I FERNANDO	16907	2200	19107
24	A T T DE SILVA	17394	2200	19594
25	M K SALGADO	18392	2200	20592
26	K S FERNANDO	16897	2200	19097
27	P U J N K FERNANDO	20502	2200	22702
28	A G SUMANASIRI	18759	2200	20959
29	W N S FERNANDO	19219	2200	21419
30	I A SOYSA	19239	2200	21439
31	S H SIRIPALA	18299	2200	20499
32	S H W PERERA	19814	2200	22014
33	M D C S PERERA	17530	2200	19730
34	S A D HARISCHANDRA	17579	2200	19779
35	E M M RANGANA	17599	2200	19799
36	A C PERERA	16457	2200	18657
37	H M P BANDA	17868	2200	20068
38	S RAMANATHAN	18567	2200	20767
39	M B A P FERNANDO	17979	2200	20179
	Total	721021	85800	806821

Annexure 2

No	Name	Salary as at January 2014	Increase of Rs 2,200	New salary after the increase
1	N K T AMARASIRI	22242	2200	24442
2	H G R FONSEKA	20829	2200	23029
3	JAGATH PUNCHIHEWA	20372	2200	22572
4	M T J PERERA	21376	2200	23576
5	W A ANANDA	20706	2200	22906
6	P D A UDAYAKUMARA	22092	2200	24292
7	D P J PEIRIS	20795	2200	22995
8	A R K SILVA	20666	2200	22866
9	J A DE SILVA	20721	2200	22921
10	S D DE MEL	20662	2200	22862
11	O K C SILVA	20673	2200	22873
12	W A R S FERNANDO	21842	2200	24042
13	A K S K DE SILVA	21156	2200	23356
14	I G M P APPUHAMY	20590	2200	22790
15	H F U K FONSEKA	20636	2200	22836
16	K D L HEMACHANDRA	23388	2200	25588
17	S K J RAJKA	20642	2200	22842
18	L K PATHMASIRI	20449	2200	22649
19	S S FERNANDO	20751	2200	22951
20	W S S FERNANDO	20606	2200	22806
21	R M S K B RATNAYAKE	18667	2200	20867
22	D M SIRIMANNA	20559	2200	22759
23	W S I FERNANDO	19107	2200	21307
24	A T T DE SILVA	19594	2200	21794
25	M K SALGADO	20592	2200	22792
26	K S FERNANDO	19097	2200	21297
27	P U J N K FERNANDO	22702	2200	24902
28	A G SUMANASIRI	20959	2200	23159
29	W N S FERNANDO	21419	2200	23619
30	I A SOYSA	21439	2200	23639
31	S H SIRIPALA	20499	2200	22699
32	S H W PERERA	22014	2200	24214
33	M D C S PERERA	19730	2200	21930
34	S A D HARISCHANDRA	19779	2200	21979
35	E M M RANGANA	19799	2200	21999
36	A C PERERA	18657	2200	20857
37	H M P BANDA	20068	2200	22268
38	S RAMANATHAN	20767	2200	22967
39	M B A P FERNANDO	20179	2200	22379
	Total	806821	85800	892621

Annexure 3

No	Name	Salary as at January 2015	Increase of Rs 2,300	New salary after the increase
1	N K T AMARASIRI	24442	2300	26742
2	H G R FONSEKA	23029	2300	25329
3	JAGATH PUNCHIHEWA	22572	2300	24872
4	M T J PERERA	23576	2300	25876
5	W A ANANDA	22906	2300	25206
6	P D A UDAYAKUMARA	24292	2300	26592
7	D P J PEIRIS	22995	2300	25295
8	A R K SILVA	22866	2300	25166
9	J A DE SILVA	22921	2300	25221
10	S D DE MEL	22862	2300	25162
11	O K C SILVA	22873	2300	25173
12	W A R S FERNANDO	24042	2300	26342
13	A K S K DE SILVA	23356	2300	25656
14	I G M P APPUHAMY	22790	2300	25090
15	H F U K FONSEKA	22836	2300	25136
16	K D L HEMACHANDRA	25588	2300	27888
17	S K J RAJKA	22842	2300	25142
18	L K PATHMASIRI	22649	2300	24949
19	S S FERNANDO	22951	2300	25251
20	W S S FERNANDO	22806	2300	25106
21	R M S K B RATNAYAKE	20867	2300	23167
22	D M SIRIMANNA	22759	2300	25059
23	W S I FERNANDO	21307	2300	23607
24	A T T DE SILVA	21794	2300	24094
25	M K SALGADO	22792	2300	25092
26	K S FERNANDO	21297	2300	23597
27	P U J N K FERNANDO	24902	2300	27202
28	A G SUMANASIRI	23159	2300	25459
29	W N S FERNANDO	23619	2300	25919
30	I A SOYSA	23639	2300	25939
31	S H SIRIPALA	22699	2300	24999
32	S H W PERERA	24214	2300	26514
33	M D C S PERERA	21930	2300	24230
34	S A D HARISCHANDRA	21979	2300	24279
35	E M M RANGANA	21999	2300	24299
36	A C PERERA	20857	2300	23157
37	H M P BANDA	22268	2300	24568
38	S RAMANATHAN	22967	2300	25267
39	M B A P FERNANDO	22379	2300	24679
	Total	892621	89700	982321

ASIAN PAINTS LANKA LIMITED

SUMMARY OF PRODUCTIVITY PROPOSAL FOR FACTORY WORKERS

WATER BASED

- (a) **Grinding and Thinning** : To be completed as follows. (2 operators are involved for each machine)
TSD/PUG Mill: 2 wall putty or 3 wall filler batches or 4 emulsion batches per shift.
DHC/DHV: 4 water based standard batches per shift.

- (b) **Tinting**. - 3 full batches per shift per tinterman.

- (c) **Filling**. - 3 full batches to be filled from each filling point per shift. In case of wall putty 2 batches per one filling point per shift. (In all filling points same team should prepare the required packing materials) Assumed 2 operators involved in each filling point.

The following points have been mutually agreed with respect to emulsion filling.

- (a) If the 3 loads to be filled are of different product shades, then the maximum number of 1L (One litre) packs shall not exceed 750 numbers in a shift.
- (b) If at least 2 out of the 3 loads to be filled are of the same product shade, then the maximum number of 1 litre packs shall not exceed 800 numbers.
- (c) If the pack size to be filled is only 10L / 18L or 20L or a combination of the three then the filling team shall complete 4 loads in a shift.
- (d) All the pans would be cleaned off line by a separate person.
- (e) The empty pans should be kept at the pan cleaning area as soon as the filling is over.
- (f) When the filling is under progress, the wet paint sticking on the sides should be pushed down so as to ensure that the entire quantity of paint is filled.

Enamel.-

- A. **Pearl Mills**. - 2 Tint bases / whites (700lt batch) or 1 colour per shift per machine (700lt)

- Dynamill 2 colour batches (700lt batch) per shift

- B. **Ball mill Loading and Unloading and Thinning**. - Loading or unloading one ball mill batch, preparation of one ancillary batch and Thinning down 2 standard enamel batches per shift. (Total operation with 2 workers) (One additional activity involved)

- C. **Tinting**. - 2 batches per shift per tinter.

- D. **Enamel Filling**. - Each filling point (3 workers) shall adhere the following out put.

- To complete 1650 tins per day (with in 8 hours)
- When filling the 1650 tins, it will not be from more than 3 batches.
- Between the above batches it should be not more than 2 cleaning sessions
- If the pack size is only 4 litre, 3 loads would be filled in 8 hour shift provided maximum number of shades is 2.
- After pasting the labels on tins it should be completed with price and batch number marking.

NC / Industrial / Wood. - Production of total (NC/Wood and Industrial) 1200 litres or shift. (This includes raw material issues / Dispersion and Thinning / Tinting / testing / Preparation of packing materials / packing) (Team of 12 workers)

Preparation of Labels.— One workman will participate. During the shift need to complete labels for 12 full batches without interrupting the operation.

Raw Material Issues.— 18 full batches to be issued to production floor per shift. (One workmen shall complete 4 1/2 batches per shift) (4 workers). In addition unloading and staking raw materials received from suppliers.

Finished Goods Handling.— Loading / acceptance 13,000 litres of finish goods with in the shift with 5 workers for delivery and distribution. If the loading / acceptance amount is less than 13, 000 litres to clean stores / repacking finish goods to be done.

Q.C. Laboratory.— Corporate and assist production floor and laboratory to test and complete all day s' batches (2 workers).

Goods Transfer Personnel.— 100% clearance of all finish goods during the day's production within the shift.

Maintenance Section.— All scheduled maintenance to be carried out for all machinery as per instructions without interrupting operation. All small machinery defects to be rectified and repaired within 4 hours.

During Over Time.— The desired production out put during over time shall be calculated on prorata basis (of the standard shift out put). This production out put during over time has to be achieved in order to earn production bonus for the month.

General for All Stages.—

- If there is delay in input for any stages workers must involve in other work specified by the supervisor. Eg. Machine cleaning, cleaning working area, cleaning utensils or work in some other area where services are required.
- All operators must clean respective working area and utensils used for production operation in the day within the shift.
- All operators shall make sure all equipments and utensils are used in proper manner to ensure smooth operation in the production floor.
- In all respective activities must carry out as per the standard specified for products and Services.