

Indian Standard

**GUIDELINES FOR FORMULATION AND OPERATION OF
A SUGGESTION SCHEME IN AN ORGANIZATION**

(First Revision)

FOREWORD

This Indian Standard (First Revision) was adopted by the Bureau of Indian Standards, after the draft finalized by the Management and Productivity Sectional Committee had been approved by the Management and Systems Division Council.

A suggestion scheme is a management encouraged scheme through which the employees can offer their ideas voluntarily for rectification of deficiency, improvements leading to better method of work and/or financial savings, better work culture and environment.

Suggestion scheme is a total employee involvement programme. The progress of the organization depends upon the creative ability of its employees and this directly contributes to the enrichment of the organization. It is a medium through which the hidden ideas in a person are brought out and put to meaningful and productive use for the betterment of the organization.

It is believed that every individual will find his work more meaningful and challenging when he is given the opportunity to make continuous improvement and create value to it. The objective of the scheme is to enthuse employees to come forward voluntarily with suggestions that they have in mind which could contribute to the enhancement of production, safe work practices, quality, cost/waste/overhead reduction and conservation of the environment, etc.

Cooperation from the employees and sustained support from the top management, apart from total involvement of both in all events connected with suggestion scheme are the main pillars on which suggestion scheme is built. It provides a direct upward communication channel for the employees to put forward their ideas and thus providing an open environment.

1. SCOPE

This standard provides guidelines for the formulation and implementation of a suggestion scheme in an organization