




CORPORATE OFFICE - HR
INTER OFFICE MEMO

	Ref. DP/3/12/72
	Date 25.09.2018
From	ED (HR&CSR), New Delhi
To	: ED (HR), Ref.-HO, New Delhi ED (HR), PL-HO, Noida ED (HR), Mktg HO, Mumbai CGM (HR), R&D Centre, Faridabad

Sub: Felicitation of retired employees

The modified scheme for felicitation of retired employees on achieving the age of 70, 75, 80, 85, 90, 95 and 100 years was conveyed vide CO(HR)'s IOM No. DP/3/12/71 dated 03.09.2018.

In this regard, the guidelines for implementation of the modified scheme are enclosed as **Annexure-I**.


(Subimat Mondal)
ED (HR&CSR)

cc: ED I/c (IS)-CO, CBTC

Felicitation of retired employees

1. The felicitation under the scheme shall be in respect of the retired employees of the Corporation who achieve the age of 70/75/80/85/90/95/100 years*.

For e.g. a retired employee, whose date of birth is 16.09.1949, shall achieve the age milestone of 70 years on 16.09.2019 and shall thereafter become eligible for receiving the felicitation amount against achieving 70 years of age i.e. Rs. 75,000/- (officers)/Rs. 50,000/- (workmen). The same employee upon attaining the age milestone of 75 years on 16.09.2024 shall thereafter be entitled to felicitation amount of Rs. 1,00,000/- (officers) / Rs. 75,000/- (workmen), and so on.

2. In the **first instance of implementation** of the scheme, all retired employees above 70 years of age on production of life certificate shall be felicitated against only one last age milestone achieved before 3rd September, 2018 (i.e. 70/75/80/85/90/95/100 years) as detailed below :

Age before 3 rd September, 2018	Retired Officer	Retired Workmen
Age of 70 years & above but less than 75 years	75,000	50,000
Age of 75 years & above but less than 80 years	1,00,000	75,000
Age of 80 years & above but less than 85 years	1,30,000	1,00,000
Age of 85 years & above but less than 90 years	1,75,000	1,25,000
Age of 90 years & above but less than 95 years	2,25,000	1,50,000
Age of 95 years & above but less than 100 years	3,00,000	2,00,000
Age of 100 years & above	5,00,000	3,00,000

Subsequently, on and after 3rd September, 2018, retired employees shall be felicitated for every next age milestone achieved beyond the aforesaid felicitation received by them.

3. For receiving the felicitation amount, the eligible ex-employee shall submit the duly filled enclosed application form in person to the Competent authority for the purpose of Life Certificate and for further processing at Corporation's end. For establishing his/her identity, the claimant shall furnish a copy of Government issued valid Photo Identification proof [i.e. Aadhar Card/Passport/Voter Identity Card /Driving License/PAN Card/Ration Card (with Photo)].
4. The Competent authority for certifying the Life certificate shall be any serving officer of the Corporation posted at an office location around/accessible to the area where the ex-employee is residing.
5. The Competent authority, after having seen the ex-employee and established his/her identity, will do necessary certification in the prescribed format and shall forward the original application form via post as well as e-mail the same (along with enclosures i.e. Government issued valid Photo Identification proof) to the applicable Reimbursing Unit under Post Retirement Medical Benefit Facility (PRMBF) for further processing.
6. HR department will verify the details and make necessary entries in the portal/system including uploading of the scanned application form alongwith Identity proof against respective claimant. A proper accounting shall need to be maintained in the portal/system capturing the last age milestone and the age milestone achieved thereafter for which felicitation has been done in respect of each retired employee.
7. Thereafter, HR department shall forward the application to the Finance department for transferring the applicable felicitation amount in the bank account of the retired employee.

* *Employees who belonged to erstwhile companies like AOC, IBP, BRPL and superannuated from the service of these companies before merger with IOC, would not be eligible for felicitation under the scheme.*

**INDIAN OIL CORPORATION LIMITED****FELICITATION OF EMPLOYEES RETIRED FROM IOCL (AGED 70/75/80/85/90/95/100 YEARS)**

1.	Name in Full		
2.	Employee Number		
3.	Grade at the time of retirement		
4.	Office Location/Unit & Division from where retired		
5.	Date of Birth (dd/mm/yy)		
6.	Date of Retirement (dd/mm/yy)		
7.	Mobile No.		
8.	For PRMBF member :-		
	a) PRMBF Card No.		
	b) Date upto which PRMBF Card is valid		
	c) PRMBF Reimbursing Unit		
9.	For Proof of Identity please enclose any one of the listed Government issued valid Photo Identification proof.	List of Documents accepted	Please tick in the box against the document enclosed
		Adhaar card	
		Passport	
		Voter Identity card	
		Driving License	
		PAN card	
		Ration Card (with Photo)	

Date

Signature of claimant Ex-employee

-FOR OFFICE USE-

LIFE CERTIFICATE**(TO BE CERTIFIED BY SERVING OFFICER (COMPETENT AUTHORITY) OF THE CORPORATION)**

IT IS CERTIFIED THAT I HAVE SEEN MR./MS. EX-EMPLOYEE OF IOCL, DESIGNATION..... EMPLOYEE NO..... AND HAVE ESTABLISHED* HIS/HER IDENTITY AND THAT HE/SHE IS ALIVE ON THIS DATE.

Place..... Signature of Competent Authority

Date..... Employee No. of Competent Authority

Name/Designation of Competent Authority

Office Address

*Encl.: Government Issued valid Photo Identification Proof .

Note: Forward Original application form as well as e-mail the application form (along with enclosures i.e. Government issued Photo Identification Proof) to applicable PRMBF Reimbursing Unit.

FOR USE IN HR DEPARTMENT

The particulars have been verified and necessary entries have been made. The applicant is eligible for a felicitation amount of Rs. against achieving age milestone of _____ years.

Date..... Signature of Dealing Officer.....

FOR USE IN FINANCE DEPARTMENT

Passed for payment of Rs.....(Rupees.....Only)

Date..... Signature of Dealing Officer.....