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: Application form to be e-mailed/uploaded along with enclosures i.e. Government issued Photo Identification Proof) for use of HR Nodal officer at applicable PRMBF Reimbursing Unit (for PRMBF member)/Divisional Coordinator at HO(for non-PRMBF member).

FOR USE OF HR NODAL OFFICER AT APPLICABLE PRMBF REIMBURSING UNIT (FOR PRMBF MEMBER)/DIVISIONAL COORDINATOR AT HO(FOR NON-PRMBF MEMBER)

The above submitted particulars have been verified with the available records 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.....**