

Policy: Retirement Guidelines

PL No – 3

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Applicability – All Employees on Company Roll at all units

Total Number of Pages – 1

- 1.1 The age of retirement is 58 Years. Any employee completing 58 Years of age can take retirement at the end of that month in which he completes his age of 58.
- 1.2 For age the identity proof submitted in the company at the time of joining will be considered the only proof of Date of Birth.
- 1.3 A farewell will be given to every employee retiring, it will be organized by the HR & HOD of that staff jointly. Which shall be brief unless requested otherwise by the HOD of the person or Management, in such case HR Manager/ Sr. Executive must act accordingly with HEAD – HR in the loop.
- 1.4 A token of appreciation of service shall be given to the staff being retired by senior most employee present in the farewell function.
- 1.5 Retired employee if required by the company can either work on contractual basis or can continue their service as employee, in such case their retirement day shall be fixed on mutual agreement of Employee, Head – HR and the concern HOD and that shall be the day of farewell.

Ole Approved

Written By

Head – HR



Approved

Approved By

Management