HR MANUAL

Book 6

WELFARE MEASURES, MEDICAL BENEFITS,
POST SUPERANNUATION BENEFITS &
HUMAN RELATIONS
(Updated upto 15th June 2015)

HINDUSTAN AERONAUTICS LIMITED
Corporate Office
15/1, Cubbon Road, Bengaluru - 560 001
www.hal-india.com
(for Private Circulation Only)
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MESSAGE

I am pleased to note that the revised HR Manual Book No. 6 containing Rules relating to 'Welfare Measures, Medical Benefits, Post Superannuation Benefits & Human Relations', which will be of interest to every employee in the Company, is being released.

Employees are the key differentiators for the success of any Organization. It is the employees of the Company who have to take up challenging assignments and help HAL reach greater heights.

The aim of this Manual is to bring awareness about the Welfare Measures & Benefit Schemes existing in the Organization. Welfare Measures play a key role in keeping the morale and motivation of the employees high, which, in turn, supplement Employee Engagement & Talent Retention.

I am sure that this Manual, which contains details of important HR Policies & Rules on Welfare Measures & Benefits, will be a ready reckoner for all the employees in general and employees of Departments like HR & Finance in particular.

My best compliments to the Team which has worked in ensuring the compilation and publication of this Manual.

Bangalore
12th June 2015

(T. SUVARNA RAJU)
FOREWORD

Employee Welfare is one of the focus areas of any Organization, which encompasses all those activities directed towards providing the employees with facilities & services, in addition to wages or salaries, for their betterment, aimed at ensuring their effective contribution to the Organization. While statutory welfare measures are to be extended in line with the prevalent Laws, non-statutory welfare measures go beyond the legal boundary.

Organizations with sound Employee Welfare Schemes reinforce that they value their employees, and thereby create efficient, healthy, loyal & satisfied workforce. The purpose of providing such facilities is to make the work life of employees better and also to raise their standard of living.

HAL, over the years, has implemented various schemes, aimed at the overall well being of the employees of the Organization. Recently introduced benefits like the Defined Contribution Pension Schemes and Post Superannuation Medical Insurance Schemes provide support after retirement also. The self contributory Accident Insurance Scheme introduced during 2013 is a real benefactor in cases of unfortunate accidents.

The revised HR Manual Book No. 6 containing Rules relating to ‘Welfare Measures, Medical Benefits, Post Superannuation Benefits & Human Relations’, is a step towards educating the employees about the Welfare Measures in the Company. It incorporates all the Policies & Rules from relevant areas, including all amendments up to Mid-June 2015. However, this is with a disclaimer that Personnel Circulars and Circulars of Corporate Office will continue to be the authority for the Rules & Regulations in the Company.

My best commendations to the HR Team which has contributed in preparing and publishing this Manual. I am sure that the employees will find the revised Manual immensely useful.

Bangalore
12th June 2015

(V M CHAMOLA)
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</tbody>
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CHAPTER-I

WELFARE MEASURES
WELFARE MEASURES

Consistent with the Policy of the Company to keep its employees and their family members happy and contended, various welfare schemes are being operated by the Company. Some of the important welfare measures are described below:

1. MEDICAL FACILITIES:

1.1 The Company has set up well equipped hospitals in Bangalore, Nasik and Koraput and dispensaries at Hyderabad, Lucknow, Kanpur, Korwa and Barrackpore. All modern facilities including well-equipped operation theatres, pathological laboratory, Dental, ENT and X-Ray Units including specialist consultations are provided. The HAL Hospital at Bangalore has also been recognized as a teaching institution for Post-Graduate Courses (DNB) in various branches of Medicine and Surgery. A Health Unit is also attached to the Hospital/Dispensary to look after Industrial Health, testing of water supplied to the factory/township and testing of milk supplied to the factory etc. The Hospitals/Dispensaries cater to the medical needs of the Workmen and Officers who are not covered under the ESI Scheme and also to attend to emergency cases. The Company has appointed Zonal Doctors in the different parts of the city at Bangalore, Hyderabad, Lucknow and Kanpur for consultation by the employees and their family members who are not covered under the ESI Scheme. Trust Hospitals / Diagnostic Centres have also been recognized for in-patient treatment/investigations/surgical operations in Divisions/Officers/Outstations where HAL Hospital does not exist or these facilities do not exists in HAL Hospital/Dispensaries. For details of medical facilities, Chapter-II on "Medical Facilities" may be referred.

2. TRANSPORT FACILITIES:

2.1 To the extent possible, employees residing outside the Company townships are provided with Company arranged transport facilities on No profit No Loss basis for commuting between the residence and the place of work and back.

(Circular No. HAL/P&A/10(2)/2007 dated 16.02.2007).

2.2 Recoveries from Workmen who are using Company arranged Transport Services is being made as per the rates notified from time to time, by the concerned Division/Office. Since the Transport Services are run on 'No Profit No Loss' basis, no subsidy will be incurred by the Company.

3. HOUSING FACILITIES:

3.1 Townships have been established at Bangalore, Hyderabad, Nasik, Sunabeda (Koraput), Kanpur, Lucknow and Korwa Divisions. Townships are self-contained with necessary facilities such as Schools, Hospitals/Dispensaries, Play-grounds, Parks, Post Offices, Banks, Police Stations etc. Houses in the Townships are allotted to employees according to their seniority and eligibility for a particular type of Quarter as shown below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Type of Quarter</th>
<th>Approx Plinth Area in Sq. ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workmen</td>
<td>A</td>
<td>385</td>
</tr>
<tr>
<td>Officers in Grade - I, II &amp; III</td>
<td>B</td>
<td>600</td>
</tr>
<tr>
<td>Officers in Grade - IV &amp; V</td>
<td>C</td>
<td>900</td>
</tr>
<tr>
<td>Officers in Grade - VI &amp; above</td>
<td>D</td>
<td>1500 + Servant Quarter &amp; Garage</td>
</tr>
</tbody>
</table>
Note: House Rent, Electricity Charges & Water Charges are to be paid by the employees occupying the Quarters as per the prescribed Rates.

**Reservation of Quarters to SC/ST Employees**

3.2 In the allotment of Type ‘A’ Quarters (including old Type I & II Quarters), 10% of vacancies (1 out of every 10 vacant quarters) occurring are to be reserved and allotted to eligible SC/ST employees, subject to their fulfilling certain conditions. Regarding Type B & C quarters, 5% of vacancies (1 out every 20 vacant quarters) should be reserved and allotted to eligible employees belonging to these communities, subject to their fulfilling the terms and conditions of allotment of quarters. Where SC/ST employees eligible for these quarters are not available or not applied for such allotment, these quarters reserved for SC/ST may be allotted to non-SC/ST employees.

(PC No.197 dated 03.01.1972, PC No.322 dated 15.11.1975; HAL/P/201(20)1/1013 dated 16.08.1983)

3.3 **Allotment of Quarters on ‘Out of Turn’ basis**

The Discretionary Quota of allotment of Quarters i.e. allotment on ‘out of turn basis’ will not be more than 5% of the Quarters of each type allotted every Financial Year. Further, recommendation to allot Quarters on ‘out of turn basis’ will be made by a Committee constituted for the purpose in the concerned Complex/Office. The Committee would be headed by a General Manager in respect of BC/DC/HC and by a senior AGM in the Divisions. The Committee would be constituted with the approval of CEO(BC)/concerned General Manager. The recommendations of the Committee would be put up to CEO(BC) in respect of BC/DC/HC and to the General Manager in respect of the Divisions, for approval. Justifications should be indicated by the Committee as to why discretion and ‘out of turn’ allotment is being recommended in each case. Efforts should be made to keep the discretionary quota to the barest minimum level.


3.4 **Retention of Quarters**

Employees or their family members occupying Company owned/hired accommodation are permitted to retain such accommodation for the permissible period on superannuation, transfer, study leave etc. (Please see Chapter I.5.8 of Book 4 for details).

4. **EDUCATIONAL FACILITIES:**

4.1 The Company has established schools at Bangalore, Hyderabad, Koraput (Sunabeda), Nasik, Lucknow, Kanpur and Korwa Divisions for the benefit of the employees’ children. The administration of these schools is vested in the Education Committees constituted for the purpose in the respective Division. Accommodation, furniture and equipment for the schools are provided by the Company, to the extent possible. Besides, the Company also gives Annual Grants to enable them to meet the expenditure in running the Schools. Tuition Fees charged in the Schools vary from place to place depending upon the Grant-in-Aid, if any, received from the State Governments and other recurring/non-recurring expenditure connected with the running of the schools.

4.2 Voluntary Organizations which have been permitted to run the schools at the HAL Township are provided with accommodation at nominal rent. Some of the Schools
are run without any Grant from the Management OR any Grant-in-Aid from State Government.

4.3 A School for the mentally retarded children in the HAL Township in the Bangalore Complex has been started out of the funds collected by the Family Welfare Association and grants from the Company. The Company has provided land and Building and furniture to the school. The school is administered by the HAL Township Education Committee. Such a School is existing at Nasik Division also.

4.4 To the extent possible, transport facilities at a nominal charge are provided to the children of the employees who stay in the Company’s townships to attend the schools/colleges in the city.

4.5 The Nasik and Koraput Divisions have also established Junior Colleges/Engineering College in their Townships.

4.6 Scholarships are awarded to the children studying in HAL schools or HAL aided schools. For details, Chapter IV.3 of Book No 4 may be referred.

5. **CANTEEN FACILITIES:**

Canteens have been arranged at the Divisions / Offices as a welfare measure and in keeping with the statutory requirement under the Factories Act for the convenience of Employees. Canteen Managing Committee are formed in accordance with the provisions of the Factories Act. The Management provides buildings, furniture and infrastructure facilities for the purposes of running the Canteens. These Canteens are outsourced to serve Coffee, Tea, Snacks and Meals to the employees. Employees are paid Canteen Allowance of Rs.2500/-pm in the form of Meal Coupons. Facilities in the Canteen are availed by making payment of actual charges levied.

(Circular No. HAL/P&A/10(2)/2007 dt 16.02.2007; Circular No. HAL/P&A/10(2)/PF/12 dated 18.06.2012)

6. **SPORTS CLUBS:**

6.1 With a view to develop sports talent amongst the employees, Sports Clubs have been established in the Complexes/Divisions. The Company provides playgrounds, accommodation and grants for encouraging sports activities. Membership of Sports Club is open to all employees. Annual subscription from members is recovered through pay rolls to facilitate easy collection. Sports grounds and club buildings are maintained at Company’s expenses.

6.2 In order to streamline the sports activities in the Divisions, a comprehensive scheme for encouraging sports in the Company has been introduced effective from the financial year 1984-85. The scheme covers:

- Formation of sports Clubs and Sports Control Board:
- Major sports activities:
- Selection and recruitment of Sportsmen:
- Facilities to Sportsmen:
- Special Allowance to Sportsmen;
- Rehabilitation of Sportsmen:
- Employment injury:
- Financial assistance to Sports Clubs:
- Inter Divisional tournaments.

6.3 The details of the Scheme are given at Annexures **IA** and **IB** of this Chapter.
7. WORKERS EDUCATION SCHEME:

The following facilities are extended to the employees who are released for training under the workers Education Scheme of the Central Board for Workers Education, Ministry of Labour, Employment and Rehabilitation.

(I) Worker Trainees attending part time Unit level Classes:

a) Time-off for one hour per day for the duration of the course:
b) Retention of the concerned employee in the same shift:
c) Time-off with pay for visiting local factories/industrial establishments:
d) Special leave with pay not exceeding three days for visiting industrial centers situated outside:
e) Interest free advance of Rs.5000/- per trainee, recoverable in five equal monthly installments:
f) Cash Grant of Rs.300/- per trainee for meeting the travel expenses of the tour.

(II) Worker Trainees attending full time Unit Level Classes:

a) Retention of the employees concerned in day shift for the period of training:
b) Such employees should work for one and-a-half hours in the morning and then attend the classes:
c) Other facilities as in (I) (c) to (f) above.

(III) Worker Teacher’s Training:

a) Time spent on the training course is treated as on duty:
b) Employees released for such training are paid usual lunch allowance (if any):
c) Reimbursement of actual bus fare incurred by them from their place of residence to the place of training:
d) While on education tour, a Worker Teacher is eligible for traveling allowance as per Traveling Allowance/Daily Allowance Rules of the Company.

(IV) Worker Teacher (accompanying the trainees on tour):

a) Special leave with pay for the duration of the tour:
b) Cash Advance of Rs.5000/- to meet the travel expenses pending submission of expense report:
c) While accompanying the trainees on educational tour, the worker teachers are admitted actual II Class Railway fare or the concessional fare, whichever is lower and daily allowance as per Traveling Allowance/Daily Allowance Rules without any extern payment towards transportation and conveyance.

8. UNIFORMS:

8.1 Four sets of Uniform Material are issued to all employees who are borne on the regular rolls of the Company, excluding Nursing Staff (Nursing Staff are paid Uniform Allowance) once every 2 years. Gents are issued material for stitching trousers and shirts.

8.2 Desirous lady employees can be issued uniform material for trousers and shirts. They can opt for trousers and shirts/sarees and blouse/salwar kameez as per their choice/preference, limited to four sets once in 2 years (For Blouse, 6 sets). Ayahs are issued White Saree & Blouse.
8.3 Drivers, Security Guards and Firemen are provided with khaki uniforms. Drivers of staff cars of General Managers & above, Messengers attached to Offices of GMs & above and Waiters in Executive Canteens, Dressers & Ward Boys are issued with white uniforms.

The type of additional uniforms to be issued to following categories of personnel is as indicated below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Uniform Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compounders/Pharmacists/Laboratory Technicians/ Clinical Assistants/</td>
<td>White coat - half sleeves with two</td>
</tr>
<tr>
<td>Scientific Assistants/ Radiographers / X-Ray Technicians/ Dark Room</td>
<td>front pockets</td>
</tr>
<tr>
<td>Assistants/ Refractionists, etc</td>
<td></td>
</tr>
<tr>
<td>ii  Dressers/Ward Boys</td>
<td>White coat - half sleeves with two</td>
</tr>
<tr>
<td></td>
<td>front pockets</td>
</tr>
<tr>
<td>iii Waiters working in Executive canteen</td>
<td>White coat-full sleeves with two</td>
</tr>
<tr>
<td></td>
<td>front pockets</td>
</tr>
</tbody>
</table>

8.4 Shirt/Coat in all the above uniforms will carry HAL monogram in fawn on the left side.

8.5 Corporate Office will arrange to enter into rate contracts for the supply of cloth for uniforms.

8.6 It would be compulsory for all the employees issued with uniform to wear these while on duty. Those found not wearing uniforms are not to be permitted to enter shop/office.

8.7 The cloth required for the uniforms will be procured by the Company and issued to the respective employees. The length of the cloth for various uniforms to be issued to the employees is as follows (per set):

<table>
<thead>
<tr>
<th>Kind</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Shirt</td>
<td>2.5 meters each</td>
</tr>
<tr>
<td>b) Trouser</td>
<td>1.25 meters each</td>
</tr>
<tr>
<td>c) Blouse</td>
<td>1 meter each</td>
</tr>
</tbody>
</table>

Note: Upto 10% variation in the scale is allowed to accommodate unusually thin/stout individuals

8.8 The uniforms will be got stitched by the employees and the stitching charges will be paid to them at the following rates:

<table>
<thead>
<tr>
<th>Kind</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Male</td>
<td>Rs. 450/- per set</td>
</tr>
<tr>
<td>Employees</td>
<td></td>
</tr>
<tr>
<td>issued with</td>
<td></td>
</tr>
<tr>
<td>both Shirt</td>
<td></td>
</tr>
<tr>
<td>and Trouser</td>
<td></td>
</tr>
<tr>
<td>b) Female</td>
<td>Rs. 115/- per set</td>
</tr>
<tr>
<td>employees who</td>
<td></td>
</tr>
<tr>
<td>are issued with</td>
<td></td>
</tr>
<tr>
<td>Saree/Blouse</td>
<td>Rs. 115/- for additional 2 Blouses</td>
</tr>
<tr>
<td>c) Female</td>
<td>Rs. 270/- per set</td>
</tr>
<tr>
<td>employees who</td>
<td></td>
</tr>
<tr>
<td>are issued with</td>
<td></td>
</tr>
<tr>
<td>Salwar Kameez</td>
<td></td>
</tr>
</tbody>
</table>

8.9 Employees should also be issued with the pattern of the uniform along with instructions to get the uniform stitched according to the pattern prescribed by the Management. The individual is required to give an undertaking that he undertakes to get the uniform stitched within a stipulated time. A specimen of the letter to be issued to the workmen in this context is enclosed at Annexure-II.
8.10 Employees may be given not more than a month’s time from the date of supply of the cloth and payment of stitching charges to get the uniforms stitched. Requests for extension of time and complaints of loss of cloth etc. are not to be entertained.

8.11 In order to ensure that employees who are issued with cloth, report for duty in the prescribed uniform, Divisions should fix a date either for the entire Division or shop wise from which date workmen in the division or Shop, as the case may be, should report for duty in the prescribed uniform, disciplinary action is to be initiated against him.

8.12 In addition to the issue of uniforms indicated in paras 8.1 to 8.8 above, staff of the Transportation Departments, Security & Vigilance, Canteens, Fire Fighting Services, Photography and Messengers are issued with additional items as detailed in Annexures IIIA & IIIB.

8.13 Doctors working in the Hospitals/Dispensaries are also issued with three half-sleeve coats every alternative year.

8.14 One Jerkin/Jacket is being issued to the employees of the Company, once in a block of 4 years. Further, one Sweater/Cardigan is being issued once in a block of 4 years to the employees of the Divisions/Offices at Lucknow, Kanpur, Korwa, Nasik, Koraput & New Delhi.

8.15 Employees who are not issued any kind of Footwear by the Company nor paid Uniform Allowance are paid Rs. 1500/- p.a. as Shoe Allowance.

8.16 Nursing Staff are paid Uniform Allowance and Washing Allowance and hence they are not entitled for supply of Uniforms.

9. **SAFETY EQUIPMENTS:**

9.1 Employees are provided with safety equipments/aids such as Helmets, Hand gloves, Goggles, Safety belts, Ammunition boots, safety boots etc. to ensure complete safety of the employees from the risks involved and arising out of accidents during performance of duties.

For details of Safety Scheme, reference may be made to the Annexure-IV on "Safety Policy in the Company”

(PC No.701 dated 12.04.2014)

10. **ALLOWANCE IN LIEU OF ISSUE OF MILK:**

10.1 The earlier system of issue of milk/egg to eligible Workmen, wherever existing, has been dispensed and in lieu thereof, employees who were being issued milk are being paid Milk Allowance at a fixed rate of Rs.13/- per day of actual attendance.

(PC No.704 dated 25.09.2014)

11. **LEGAL ASSISTANCE TO DRIVERS:**

11.1 Drivers who are involved in Police cases for accidents arising in the course of their official duties, are paid an interest free advance not exceeding Rs.200/- towards expenses that he might incur for defending himself in the Court in case he applies for it. If the driver is found not guilty of the charges both in the criminal court and in the departmental action, if any, instituted against him in connection with the accident, the advance paid is to be treated as an ex-gratia grant made to him, to extent of the expenditure actually incurred by him and the balance, if any, of the advance is to be recovered from his wages.
11.2 If the driver is acquitted by the court, his absence from duty for attending the Court will be treated as duty, provided he produces attendance certificate from the court. No other expenses such as Travelling Allowance/Daily Allowance etc. will be reimbursable to him.

11.3 If the driver is convicted, the entire advance will be recovered from his wages in five monthly installments and the period of absence for the purpose will be treated as leave.

(PC NO.267 dt.01.03.74)

12. RENEWAL OF DRIVING LICENCE:

12.1 The following categories of personnel are entitled to reimbursement of the fee for renewal of their driving licenses, except any penalties or additional charges levied for late renewal which will have to be borne by the employees themselves.

12.2 Drivers, Dispatch Riders, Tractor Drivers, Airplane Tractor Drivers, Mobile Crane Operators and Technicians in SS and below, who possess valid Driving licenses and are required to drive vehicles for official purposes or to take out vehicles on public roads for purpose of testing, registration etc. in the course of their duties.

(PC No. 27 dated 07.02.1967, PC No.105 dated 23.09.1968, PC No.224 dated 21.10.1972 as amended)

13. GROUP INSURANCE SCHEME:

13.1 The Company has taken a Group Insurance Policy in lieu of the Employees Deposit Linked Insurance Scheme(under the PF Act) for payment of amount of Rs. 362000/- irrespective of the balance in the Provident Fund account of the deceased employees, to the dependant of Workmen & Officers who die while in service. Workmen in S-1 & above have been provided with additional coverage of Rs. 9500/- whereas Officers in Grade- I & above have been provided with additional coverage ranging from Rs. 9500/- to Rs. 39500/- , which will be paid by the Company. For details of the Scheme, Chapter III on the Subject “LIC Group Insurance Scheme” may be referred.

14. SCHEME OF EX-GRATIA PAYMENT AND COMPENSATION TO THE EMPLOYEES DISCHARGED ON GROUNDS OF CONTINUED ILL-HEALTH:

14.1 With a view to assist in the proper rehabilitation of employees who are terminated from the services of the Company on grounds of continued ill-health, the Company has formulated a Scheme for payment of Ex-gratia, at one and half months’ Basic + DA for each completed year of service put in by them OR Basic + DA for the balance period of service left for Superannuation OR Rs. 3.5 lakhs, whichever is less. This payment is made in addition to the normal Terminal Benefits.

14.2 The services of an employee, who has rendered at least 10 years of continuous service in the Company, who is medically unfit on account of continued ill health to perform the job for which he is employed can be terminated on grounds of continued ill health after due intimation to him and as per the procedure laid down. For the rehabilitation of such employees, additional compensation/ ex-gratia as indicated above is paid. The employees terminated are also paid Travelling Allowance to home town etc, as admissible under the TA/DA Rules.

15. MEMENTOS FOR LONG SERVICE:

15.1 Employees are eligible for Service Gifts as indicated below:
<table>
<thead>
<tr>
<th>COMPLETED YRS OF SERVICE</th>
<th>MONETARY CEILINGS (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1500/-</td>
</tr>
<tr>
<td>15</td>
<td>2000/-</td>
</tr>
<tr>
<td>25</td>
<td>2500/-</td>
</tr>
<tr>
<td>35</td>
<td>3000/-</td>
</tr>
</tbody>
</table>

15.2 However, if any punishment has been awarded to the workmen during the qualifying period, the issuance of the Service Gift is deferred by one year for each major punishment and six months for each minor punishment. In case of Officer, it is deferred by two years for major punishment and one year for minor punishment.

15.3 Employees who retire from service are given a befitting farewell. The following procedure is followed for bidding farewell to the retiring employees:

**WORKMEN:**

i. The Departmental Head may invite the retiring employee for a farewell function with tea/snacks on his last working day:

ii. After tea and brief address, the retiring employee may be garlanded and presented with a memento:

iii. A group photograph of the retiring employee maybe taken with the concerned Departmental Head and others present, and a copy of it may be sent to him in due course:

iv. If the retiring employee has been responsible for any outstanding work he may be presented to the General Manager/CEO, as the case may be, of the Division/Complex on the date of his retirement or earlier:

v. Wherever possible, the retiring employee may be sent home in a van or car arranged by the Management on his last working day.

**OFFICERS:**

i. A procedure similar to the one as indicated above may be adopted for Officers also, but the level at which the farewell function is arranged, has to be as indicated below:

ii. Officers in Grade-I to VII: The concerned Deputy General Manager in the case of officers up to Grade-VI and the General Manager in the case of Officers in Grade-VII may arrange a similar function as in the case of workmen.

iii. Additional General Managers/General Managers and others in equivalent grades: A farewell dinner may be arranged, for the retiring officer by the concerned CEO, at the Division/Office where the Officer is retiring.

iv. Directors: A farewell dinner may be hosted at Bangalore by the Chairman for the retiring Director. The other Directors of the Company who are in Bangalore as well as any visiting Director may be invited. The General Managers and other equivalent officers at Bangalore also may be invited.

16. **EMPLOYEES WELFARE FUND:**

16.1 Employees Labour Welfare Funds have been established in all the Divisions with the object of undertaking recreational, educational and cultural activities for the
benefit of the employees and their family members. The fund is also meant to encourage self help, mutual co-operation and to foster a spirit of goodwill and better understanding amongst the members. The Welfare fund is a managed by a Committee consisting of representatives of the Management and the Employees. Monthly membership fee is charged employees.

17. **DEATH RELIEF FUND SCHEME:**

17.1 Death Relief Funds have been formed in the Divisions on a purely voluntary basis. The fund is run by a committee elected by the members of the Fund. Under the Scheme, each member pays a membership fee/amount per death at the rates decided upon by the Death Relief Fund Committee from time to time. The membership fee is recoverable through payrolls. The funds are utilized for providing immediate financial assistance to the bereaved family of a deceased member. The Company makes a contribution of Rs.6500/- to the bereaved family of the employee expiring while in service. The Company provides office accommodation to the Fund. The Company also provides free transport to the Committee members to visit the bereaved family.

17.2 The Fund also gives Appreciation purse at the rates decided from time to time to the members who retire or resign or are terminated on medical grounds from service.

18. **FUNERAL EXPENSES IN RESPECT OF EMPLOYEES WHO DIE WHILE IN SERVICE:**

18.1 Rs.5000/- (one time lump sum payment) is made to the dependent family members as Funeral Expenses in respect of Officers/ Workmen who die while in service.

19. **CO-OPERATIVE SOCIETIES:**

19.1 Employees are encouraged to form Co-operative Societies/Stores in the townships with the active support of the Company for the supply of essential articles of daily use. The Divisions extend the following facilities to the Co-operative Societies:

i) **Loans:** Interest free loans are granted depending on the size and the magnitude of its functional activities and its financial conditions of the Consumer Co-operative societies. Such loans are to be repaid in not more than 20 equal monthly installments subject to the condition that no fresh loan will be granted if an earlier loan is outstanding, and, further that if a society defaults repayments within stipulated period, interest would be charged on the remaining unpaid loan at the same rate at which HAL is required to pay interest on its cash credit account. All such requests from the Consumer Co-operative Societies for loans are to be sent to the Corporate Office with the recommendations of the Divisions for consideration of the Chairman.

ii) **Accommodation:** Accommodation (from within what is already available) at a nominal rent. The Societies are required to pay at the normal rate for the electricity and water consumed in the premises.

iii) **Staff:** The services of a maximum of 3 employees (to be found from within the strength of the Division) either on full-time or part-time basis (to be decided by the GM/CEO concerned) depending on the size and activities of each Society. The Societies are required to meet 50% of the cost of pay and allowances of the employees concerned.
iv) **Transport:** Transport at the prescribed rate per km. for lifting rationed articles and for lifting other articles at the rates applicable for private use of such transport by the employees.

v) **Telephone:** One telephone from the internal exchange of the Division, free of Charge.

(HAL/CA/415(6)/ PF dated 20.4.1976)

20. **FINE ARTS SOCIETY:**

20.1 To tap and develop artistic talents among the employees, the Company encourages the formation of Fine Arts Societies. Office accommodation is provided by the Company and time-off, is given to the Artists participating in rehearsals, performances, etc. Suitable grants are also given to the Fine Arts Societies.

21. **OFFICERS CLUBS:**

21.1 The Company encourages formation of Officers Clubs in the Divisions to facilitate the recreational and cultural activities for Officers and their family members, and provides accommodation on nominal rent to the Officers Clubs. The Company also provides financial assistance for the functioning of the Clubs. The actual amount of financial assistance to each club is to be restricted to the amounts required to sustain the club’s activities as reflected in its annual budget or the amounts indicated below, whichever is less:

<table>
<thead>
<tr>
<th>Name of the Complex/Division</th>
<th>Amount Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangalore Complex / Design Complex Helicopter Complex (Including Corporate Office)</td>
<td>50,000/-</td>
</tr>
<tr>
<td>Nasik Division</td>
<td>30,000/-</td>
</tr>
<tr>
<td>Koraput Division</td>
<td>25,000/-</td>
</tr>
<tr>
<td>Hyderabad Division</td>
<td>20,000/-</td>
</tr>
<tr>
<td>Lucknow Division</td>
<td>20,000/-</td>
</tr>
<tr>
<td>Korwa Divison</td>
<td>10,000/-</td>
</tr>
<tr>
<td>Kanpur Division</td>
<td>15,000/-</td>
</tr>
</tbody>
</table>

(PC No. 524 dated 25.06.1984; HAL/IR/415(17)/85/152 dated 5.2.1985; HAL/P&A/23(4)-2/PF/13 dated 31.05.2013)

22. **HAL FAMILIES WELFARE ASSOCIATION/LADIES CLUB:**

22.1 Families Welfare Associations, formed by the wives of officers are functioning in the Divisions with the object of looking after the welfare of the employees and their families and also to assist the dependents of deceased employees. The Family Welfare Association at Bangalore is running a Pappadam Centre, a Tailoring Unit & such other initiatives. It has provided gainful employment to the dependents of the deceased employees. The Association conducts various activities, such as providing wheel chair/calipers to the handicapped employees and their dependents, reimbursement of the cost of medicine, blood etc., to the employees in indigent circumstances, motivating employees and their families through award of prizes and gifts for adopting family planning and prizes to children securing ranks in the HAL’s schools etc. The Association at Bangalore has collected and contributed funds for the setting up of a school for the mentally retarded children in the HAL Township. The school is functioning in the Township. The Management has provided building and furniture and some grants to the school.
23. **POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEMES:**

23.1 Separate Post Superannuation Group Health Insurance Schemes in respect of the categories of ex-employees, as indicated below, have been introduced to enable them to avail Medical facilities/benefits anywhere in the Country:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category of employees in general</th>
<th>Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Employees (Workmen &amp; Executives) retired before 1.1.07 (wef 1.2.14)</td>
<td>HAL Post Superannuation Group Health Insurance Scheme for employees retired before 1.1.07</td>
</tr>
<tr>
<td>ii)</td>
<td>Executives retired after 1.1.07 (wef 1.2.14)</td>
<td>HAL Post Superannuation Group Health Insurance Scheme for Executives retired after 1.1.07</td>
</tr>
<tr>
<td>iii)</td>
<td>Workmen retired after 1.1.07 (wef 1.2.15)</td>
<td>HAL Post Superannuation Group Health Insurance Scheme for Workmen retired after 1.1.07</td>
</tr>
</tbody>
</table>

23.2 The Scheme covers all employees retired/opted for voluntary/optional retirement, etc before 1.1.07 & their spouses. The Scheme at para- (ii) & (iii) covers Executives & Workmen, respectively, who retired/retiring/opted for optional retirement, etc after 1.1.07, after rendering a minimum service of 15 years in continuity in CPSEs (not mandatory in case of termination on grounds of continued ill-health & death) and their spouses. Widows/widowers of eligible ex-employees are also covered. The Schemes provide Insurance Coverage of Rs.4 lakhs for in-patient treatment and Rs. 20,000/- towards OPD, per annum, jointly, in respect of the retired employee/Executive and spouse, on floater basis, for the first & second years. Family for this purpose would mean only the retired employee and his/her spouse, both or the survivor.

23.3 Benefits under the Schemes may vary from year to year, as contribution to the Corpus to run the Schemes is dependent on Profits generated, affordability & sustainability by the Company. The overall Insurance coverage under the Policy will be approved by the Board every year, depending upon the availability of Funds, the number of beneficiaries, etc and notified by the Company.

23.4 M/s. United India Insurance Company Ltd. has been selected for providing Insurance coverage for the first 3 years. The Insurance Company has appointed M/s. Medi Assist India TPA Pvt. Ltd. as the Third Party Administrator (TPA) for administering the benefits under the Schemes. Insurance Cards are issued to each beneficiary by the TPA.

23.5 The TPA has notified Network Hospitals wherein cashless facility will be available. If the treatment is availed in a Hospital other than in a Network Hospital, payment needs to be made by the beneficiary and Claim sent to the TPA for reimbursement.

23.6 The benefits can be availed only within India. Details are explained in Chapter-IV.
24. **EMPLOYEES PROVIDENT FUND:**

24.1 **Contributions**

24.1.1 Employer’s Share: 12% of the Pay (Basic Pay + DA + Family Planning Increment + Special Pay + Service Weightage Pay, as the case may be). 8.33% out of the Employer’s Share of the contribution to the PF Account (the Pay for this purpose being limited to Rs. 15000/- p.m.) is paid into the Employees Pension Fund for the purpose of Employees Pension Scheme.

24.1.2 Employee’s Share: Employee’s share of contribution is equal to the contribution payable by the Employer (12%). An employee, however, can contribute at any rate higher than the statutory rate, at his option.

24.2 **Interest**

24.2.1 Interest is credited to the account of each member at the rate decided by the concerned PF Trust.

24.3 **Loans & Advances**

24.3.1 Loans & Advances (refundable as well as non-refundable) can be taken from the Provident Fund Account for specified purposes.

25. **EMPLOYEES PENSION SCHEME-1995:**

25.1 The Employees Pension Scheme - 1995 introduced by the Government of India for Provident Fund Subscribers is in operation in the Company. 8.33% of the Employer’s Share of contribution to the PF Account (Pay for this purpose being limited to Rs. 15000/-p.m.) is diverted to the Pension Scheme. There is no separate contribution from the employees. The Scheme will not be applicable in respect of employees who joined the Company on or after 01.09.2014, if he / she was not a member of the Scheme before joining HAL.

26. **HAL EXECUTIVES DEFINED CONTRIBUTION PENSION SCHEME – 2007 IN RESPECT OF EXECUTIVES RETIRED/ RETIRING, ETC AFTER 1.1.07:**

26.1 The ‘HAL Executives Defined Contribution Pension Scheme – 2007’ has been introduced in the Company in respect of the Executives retired/ retiring, etc after 1.1.07 (including Board level incumbents). Salient features of the Scheme are indicated in Chapter-V.

26.2 The Pension Scheme/Fund will be managed by the Trust constituted for the purpose, which will be functioning centrally from Corporate Office covering all Divisions/ Offices.

26.3 The Company has engaged the Life Insurance Corporation of India Ltd. as the Fund Manager for the management of the Pension Fund. The Fund Manager can be changed in future, based on need. LIC of India Ltd. would be the Annuity Service Provider also.

(PC NO. 703 dated 16th July 2014)
27. **HAL DEFINED CONTRIBUTION PENSION SCHEME FOR WORKMEN–2012’ IN RESPECT OF WORKMEN RETIRED/ RETIRING, ETC. AFTER 1.1.12:**

27.1 A Defined Contribution Pension Scheme in respect of Workmen retired/ retiring etc. on or after 1.1.12 has been introduced in the Company. Salient features of the Scheme are indicated in Chapter-V.

27.2 The Pension Scheme/ Fund will be managed by a common Trust constituted for the purpose of managing HAL Executives Defined Contribution Pension Scheme – 2007 and HAL Defined Contribution Pension Scheme for Workmen– 2012. The Trust will be functioning centrally from Corporate Office covering all Divisions/ Offices of the Company.

27.3 The Company has engaged the Life Insurance Corporation of India Ltd. as the Fund Manager for the management of the Pension Fund. The Fund Manager can be changed in future, based on need. LIC of India Ltd. would be the Annuity Service Provider also.

28. ** GRATUITY:**

For the purpose of Payment of Gratuity, employees are governed by the Payment of Gratuity Act, 1972.

28.1 **Eligibility**

Gratuity shall be payable to an employee/his nominee on the termination of his employment/ death after he has rendered continuous service for not less than five years:-

a) On his superannuation, or  
b) On his retirement or resignation, or  
c) On his death or disablement due to accident or disease.

The completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement.

28.2 **Amount Payable**

28.2.1 In terms of Payment of Gratuity Act, employees are entitled to fifteen days wages as gratuity for each completed year of service or part thereof in excess of six months. In terms of Company rules, employees are entitled for half months emoluments (Basic Pay + Dearness Allowance) for each completed year of service or part thereof in excess of six months. The Wages includes Basic Pay, Dearness Allowance, Special Pay, Service Weightage Pay and Family Planning Increment, last drawn by the employee concerned, limited to Rs. 10 Lakhs. Monthly Wages would be divided by 26 and the resultant amount multiplied by 15 to arrive at the rate of Gratuity payable per completed year of service.

28.2.2 The monthly wages / salary should be reckoned as applicable for 26 days for the purpose of computing the gratuity amount payable. On this basis, fifteen days emoluments should be worked out pro rata for computing the admissible gratuity amount, as illustrated below:
Illustration

Pay plus DA at the time of retirement ... Rs. 50186/-
No. of years of service ... 30 years
Gratuity payable= \(\frac{50186 \times 15 \times 30}{26}\) ... Rs. 868589

28.3 Forfeiture of Gratuity

28.3.1 Gratuity payable shall be forfeited under the following circumstances:

a) The Gratuity of an employee, whose services have been terminated for any act, willful omission or negligence causing any damage or loss to, or destruction of property belonging to the employer, shall be forfeited to the extent of the damage or loss so caused;

b) The Gratuity payable to an employee may be wholly or partially forfeited:

   i) If the services of such an employee have been terminated for his riotous or disorderly conduct or any other act of violence on his part; or

   ii) If the services of such employee have been terminated for any fact which constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.

28.4 Transfer of Gratuity

28.4.1 Officers joining HAL from other Organizations can transfer the Gratuity earned by them in their erstwhile Organizations to HAL, provided they had moved with the consent of both the Organizations, subject to the following conditions:

a) Both the Organizations should agree to the transfer of Gratuity;

b) The Officer concerned should make a request in writing through the transferee Organisation;

c) The transferor Organisation should pay the amount of Gratuity earned by the Officer for the service rendered in that Organisation as well as for any previous service, to the transferee Organisation;

d) In cases where Gratuity is transferred to HAL, as above, the service in the transferor Organisation will be treated as service in HAL for purposes of payment of Gratuity.

28.4.2 This facility is also available to Officers leaving HAL to join other Organizations, with the consent of both the Organizations.

28.5 Nominations

28.5.1 Every employee shall make a nomination in favour of one or more members of his family, conferring the right to receive the gratuity in the event of his death while in service or after quitting service but before payment of gratuity is made, indicating the shares payable to each such member. Family for this purpose shall be deemed to consist of:-
(i) In the case of male employee, himself, his wife, his children (including step children) whether married or unmarried, his dependent parents and widow and children of his pre-deceased son, if any;

(ii) In the case of female employee, herself, her husband, her children (including step children) whether married or unmarried, her dependent parents and the dependent parents of her husband and the widow and children of the pre-deceased son, if any;

(iii) Where the personal law of any employee permits the adoption by him of a child, any child lawfully adopted by him shall be deemed to be included in his family, and where child of an employee has been adopted by another person and such adoption, is under the personal law of the person making such adoption lawful, such child shall be deemed to be excluded from the family of the employee.

(iv) If at the time of making, nomination, the employee has no family, nomination may be made in favour of any person or persons. But if the employee subsequently acquires a family such nomination shall forthwith become invalid and the employee shall make a fresh nomination in favour of one or more members of his family. The employee may in his nomination distribute the amount of gratuity payable to him amongst more than one nominee.

(v) The nomination may be modified by an employee at any time.

29. GROUP SAVINGS LINKED INSURANCE SCHEME:

29.1 A contributory Group Savings Linked Insurance Scheme of LIC is being operated in the Company, the premium of which is borne by the employees. The Scale of Insurance benefit on death varies from Rs. 2,00,000/- to Rs. 8,00,000/-, depending upon the Scale / Grade of the employee. The prevailing Rates of Life Cover & Monthly Premium are as indicated below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Life Cover (Rs.)</th>
<th>Monthly Premium (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category – A (Officers in Grade-VI &amp; above)</td>
<td>800000</td>
<td>800</td>
</tr>
<tr>
<td>Category – B (Workmen in Special Scale &amp; Officers in Grades-I to V)</td>
<td>600000</td>
<td>600</td>
</tr>
<tr>
<td>Category – C (Workmen in Scale- 3 to 10)</td>
<td>400000</td>
<td>400</td>
</tr>
<tr>
<td>Category – D (Workmen in Scale-1 &amp; 2)</td>
<td>200000</td>
<td>200</td>
</tr>
</tbody>
</table>

NOTE: Above rates are applicable for all Officers in the Company and Workmen of Divisions/Offices of Accessories Complex, Koraput, Barrackpore and Corporate Office (including HMA and LO Delhi). For Divisions of BC/DC/HC and Nasik & Hyderabad Divisions, the Life Cover and monthly premium in respect of Workmen are as follows :-

<table>
<thead>
<tr>
<th>Category</th>
<th>Life Cover (Rs.)</th>
<th>Monthly Premium (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category – B (Workmen in Special Scale)</td>
<td>75,000/-</td>
<td>75/-</td>
</tr>
<tr>
<td>Category – C (Workmen in Scale- 3 to 10)</td>
<td>50,000/-</td>
<td>50/-</td>
</tr>
<tr>
<td>Category – D (Workmen in Scale-1 &amp; 2)</td>
<td>25,000/-</td>
<td>25/-</td>
</tr>
</tbody>
</table>
29.2 35% of the monthly contribution made by the employee under the Scheme is deducted towards cost of Insurance. Remaining 65% is credited to a Savings Account, which is paid along with applicable Interest to the employee at the time of separation from the Company.

30. **HAL GROUP PERSONAL ACCIDENT INSURANCE SCHEME:**

30.1 A voluntary and contributory Insurance Scheme named as HAL Group Personal Accident Insurance Scheme is introduced in the Company w.e.f. 05.09.2013 to cover cases of death and disablement arising out of accidents. The premium towards the Scheme is borne by the employees willing to join the Scheme and the Management plays the role of a Facilitator.

30.2 The Sum Assured and the Premium paid during 2014-15 (5.9.14 to 4.9.15) were as follows:

**WORKMEN:**

<table>
<thead>
<tr>
<th>SLAB</th>
<th>SCALES</th>
<th>SUM ASSURED (Rs.)</th>
<th>NET ANNUAL PREMIUM (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1 to 3</td>
<td>800000</td>
<td>113/-</td>
</tr>
<tr>
<td>B</td>
<td>4 to 6</td>
<td>1000000</td>
<td>141/-</td>
</tr>
<tr>
<td>C</td>
<td>7 to 9</td>
<td>1200000</td>
<td>169/-</td>
</tr>
<tr>
<td>D</td>
<td>10 &amp; SS</td>
<td>1400000</td>
<td>197/-</td>
</tr>
</tbody>
</table>

**OFFICERS:**

<table>
<thead>
<tr>
<th>SLAB</th>
<th>SCALES</th>
<th>SUM ASSURED (Rs.)</th>
<th>NET ANNUAL PREMIUM (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>I/II</td>
<td>1500000</td>
<td>212/-</td>
</tr>
<tr>
<td>F</td>
<td>III/IV</td>
<td>2500000</td>
<td>352/-</td>
</tr>
<tr>
<td>G</td>
<td>V/VI</td>
<td>3000000</td>
<td>423/-</td>
</tr>
<tr>
<td>H</td>
<td>VII/VIII</td>
<td>4000000</td>
<td>564/-</td>
</tr>
<tr>
<td>I</td>
<td>IX/X</td>
<td>6000000</td>
<td>846/-</td>
</tr>
<tr>
<td>J</td>
<td>DIRECTOR/ CCEO</td>
<td>9000000</td>
<td>1269/-</td>
</tr>
</tbody>
</table>

30.3 The Scheme provides Comprehensive Coverage including risk of Death, Permanent Total / Partial Disablement and Weekly Compensation in case of Temporary Total Disablement. Compensation under Weekly benefit for Temporary Total Disablement is limited to 1% of 1/3rd of the Sum insured, subject to a maximum of Rs. 10,000/- per week. The details of the Scheme are given in Chapter-VI.

31. **OPTIONAL RETIREMENT:**

31.1 Permanent employees who have completed 10 years of continuous service in the Company and attained 55 years of age, both as on the date of submission of the application, are eligible to opt for Optional Retirement from the Company. The following categories of Employees would not be eligible to apply for retirement under this Scheme:

a) Those who are under Bond obligations to serve the Company for specified periods;
b) Those who are on Study Leave;
c) Those who have been sponsored/deputed for higher studies;
d) Those who are on deputation to other Organizations;
e) Employees under Suspension;
f) Employees in respect of whom Disciplinary cases have been initiated/are pending;
g) Employees in respect of whom prosecution for a Criminal charge is pending or sanction for prosecution has been issued or a decision has been taken to accord sanction for prosecution
h) Employees against whom an enquiry/ investigation on allegations of corruption/bribery or mis-conduct is in progress either by CBI or any other Agency.

31.2 Employees opting for retirement under the Scheme would have to give a minimum of 3 months’ Notice to the Company.

31.3 Retirement under this Scheme is not automatic and employees whose request for Optional Retirement has been accepted would be intimated so in writing. Retirement would be effective from the afternoon of the last working day of the concerned month only.

31.4 An employee whose request for Optional Retirement has been accepted will be eligible for all the normal Superannuation/Retirement benefits of the Company. No additional monetary benefits will be extended to the employee.

31.5 Details are explained in Chapter-VII.

32. **PREMATURE RETIREMENT:**

32.1 Employees in Grade-I & above, who have completed 50 years of age and who are found to have ceased to be useful to the Company or whose integrity is questionable, as determined by the Competent Authority, can be prematurely retired from the services of the Company in the interest of the Organisation. Retention or otherwise of such employees will be determined by a Screening Committee constituted for the purpose which will submit is recommendations to the Competent Authority for approval/ decision.

32.2 The screening will normally be effected twice in the career of every Officer, first after his passing the age of 50 years and the second after passing the age of 55 years. In addition, the Management may at its discretion screen the case of any Officer who has passed the age of 50 years at any time during his career thereafter.

33. **RESIGNATION:**

33.1 A permanent employee (including those on Probation after 1st appointment in the Company) may resign from the services of the Company by giving notice (3 months in the case of Officers and 1 month in the case of Workmen) or paying the Company the Basic Pay (Basic Pay plus Dearness Allowance in the case of Officers in Grade-I and above) for the period by which the letter of resignation falls short of the required notice period. In respect of employees covered under the Certified Standing Orders, resignation will be governed by the provisions of the respective Standing Orders. The Management reserves the right not to accept the resignation of Executives if the circumstances so warrant.

33.2 In the event of an Officer in Grade-I and above resigning from the Services of the Company, the Company will have the option to accept the resignation with
immediate effect or from any day prior to the date of expiry of the notice period. In such cases, the Officer concerned will be paid salary only for the period for which he has actually worked.

34. **SUPERANNUATION:**

34.1 The age of superannuation / retirement in the Company is 60 years and will be effective from the afternoon of the last day of the month in which the employee concerned attains that age, in respect of employees whose date of birth is not the 1st day of the month. Employees whose date of birth is the 1st day of the month will superannuate on the last day of the previous month.

35. **GIFT AT THE TIME OF SEPARATION:**

35.1 Employees who superannuate, Voluntarily Retire, take Optional Retirement or who are Medically Terminated from the services of the Company are presented a Utility Article, the cost of which should not exceed Rs. 5000/-.
SCHEME FOR ENCOURAGING SPORTS IN HAL

I. FORMATION OF SPORTS CLUBS AND SPORTS CONTROL BOARD:
   (PC No.523 Dt 13.6.84)

1. Every Division will have a Sports club. The Bangalore/Design/Helicopter Complex have one common Sports Club. The Sports Club is managed by a Committee constituted by the Management. The President of the Sports Club is nominated by the Management. The Sports Club should have a full-time Secretary (nominated by the Management) from within the existing authorized strength. He should be one who is a sport enthusiast or an ex-sportsman, active and competent enough to carry out the daily activities of the Club. In addition, every game should have a sub-committee comprising of Company personnel who are well conversant with the games. These sub-committees may be consulted in the selection of teams in the respective games for participating in the various tournaments, before the teams are finalized by the Managing Committee of the Sports Club.

   (Amendment No. 1 dated 08-01-1985 PC No.523)

2. At the Apex Level (Corporate Office), a Sports Control Board is set up. The Chairman of the Sports Control Board is the Director (HR) with members from the Complexes/Divisions.

3. The Board is responsible for the following functions:

   The operations of the scheme for encouraging sports and sportsmen; organize inter-divisional sports; organize rolling trophies for various sports; be responsible for selecting HAL teams to participate in various all-India level tournaments; recommend allocation of funds to various sports clubs consistent with their sports activities.

II. MAJOR FIELDS OF SPORTS:

   The Divisions can develop HAL Teams only in the games indicated below:-

<table>
<thead>
<tr>
<th>Division/Complex</th>
<th>Games</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANGALORE COMPLEX</td>
<td>FOOTBALL, BASKETBALL, HOCKEY &amp; KABBADI</td>
</tr>
<tr>
<td>NASIK</td>
<td>CRICKET, FOOTBALL &amp; KABBADI</td>
</tr>
<tr>
<td>KORAPUT</td>
<td>FOOTBALL &amp; SHUTTLE BADMINTON</td>
</tr>
<tr>
<td>TAD KANPUR</td>
<td>CRICKET &amp; FOOTBALL</td>
</tr>
<tr>
<td>LUCKNOW</td>
<td>SOFTBALL, CRICKET &amp; BADMINTON</td>
</tr>
<tr>
<td>HYDERABAD</td>
<td>KABBADI, BALL-BADMINTON &amp; VOLLEYBALL</td>
</tr>
</tbody>
</table>

   1. Teams in these games only can take part in Tournaments etc., In other words, respective Divisions would not form HAL Teams in any other games. However, facilities, infrastructure, etc., created for other games/sports activities would continue to be available for the benefit of the employees, their children etc.

   2. No teams are to be developed at Korwa and Barrackpore.
3. Facilities extended to Sportsmen (like time-off for practice, refreshments, equipments/kits/ dresses / etc) would be available to the players in the games indicated against each Division, as above only.

4. Players/Sportsmen (regular employees), if any, in games other than the ones indicated above would be assigned to work full-time in suitable Departments/Shops, by the respective Divisions.

5. Players (regular employees) in games indicated above would also be assigned to work in suitable Departments/Shops, for atleast 4 hours per day, except when they are participating in tournaments, by the respective Division.

(HAL/P&A/23(4)-2/PF/338 dated 06.09.1999; HAL/P&A/23(4)-2/PF/ dated 03.11.2001)

III. SELECTION AND RECRUITMENT OF SPORTSMEN:

Regular Sportsmen are to be recruited as supernumerary and should not be expected to work though they may be given appropriate designations. They are whole time sportsmen and they will be assessed in terms of their performance in the games/training, matches and especially in major tournaments.

1. The following criteria is to be followed for recruitment of sportsmen based on the recommendations of the Managing Committee of the Sports club:-

   (Amendment No.1 dated 8.1.85 to PC 523)

i) The player should have represented a State or the country in National or International competitions in any of the game mentioned in para-II above or game that may be included in the course of time;

   OR

   The player should have represented his University in Inter University tournaments conducted by the Inter-University Sports Board;

   OR

   The player should have represented a School team in National sports/games for schools, conducted by the All India School Game Federation;

ii) The qualifications and experience prescribed under the Recruitment and promotion Rules may be relaxed to attract outstanding sportsmen;

iii) The allocation of trade is to be done in such a way that Arts or Science Graduates and Matriculates are recruited for clerical jobs and candidates with technical qualifications or background for technical jobs. The candidates having elementary qualification are to be taken only in S-4 unless they have outstanding sports achievements to their credit;

iv) They are required to sign a bond to serve the Company for a period of 5 years;

v) The age of recruitment should not exceed 25 years in the case of State Level Players and 27 years in the case of National Players at the time of induction.

vi) Every two years, the performance of the regular sportsmen can be assessed and those who have performed well may be refitted in higher groups in the manner indicated below:

   a) Grant of higher scales of pay will be limited to 10% of the total players in each game once in a period of two years
b) Sportsmen should have played and served the Hindustan Aeronautics Sports Club for a minimum period of 2 years and while serving for Hindustan Aeronautics Sports Club, they should have represented the HAL at the State or National Level tournaments and should have played in equivalent All India tournaments at least on two occasions or during the aforesaid period, the Sportsmen should have represented the Country in International tournaments at least once.

c) If Sportsmen has neither represented the State nor the Country, he will be eligible to be considered if he has been a player registered with the Hindustan Aeronautics Sports Club for the immediately preceding 5 years and during such period, has consistently and satisfactorily participated in the respective games on behalf of HAL.

d) The stipulation regarding qualification and experience under the R&P Rules will not apply in the above cases.

e) The performance of the sportsmen in the department when he is assigned to work should be at least ‘Average’ from the point of view of attendance and discipline.

2. Every Division should assign an officer in Gr.I/II to be exclusively in-charge of sports in the Division. He should be preferably have a Degree or Diploma from the National Institute of Sports.

IV. FACILITIES TO SPORTSMEN:

i. Nourishment: Sportsmen after daily practice may be given refreshing nourishment, eg. One glass of Ragi Malt mixed with milk or equivalent according to local conditions.

ii. Games Kit: Sportsmen are to be provided with dress, equipment/Kit appropriate to the game, subject to availability of funds.

Sportsmen are required to practice at least 4 hours a day. They may be given time-off for matches and tournaments in which they are officially participating.

V. REHABILITATION:

Sportsmen, who get too old to play or are unable to play on account of injury or ill-health, are to be absorbed in regular vacancies in the Divisions.

VI. EMPLOYMENT INJURY:

Sportsmen getting injured during practice or while playing official matches, will be eligible for special leave with half of pay and DA, for the period he is off games on account of such injury. Any compensation that the Sports Club may give on this account would be in addition to this.

VII. FINANCIAL ASSISTANCE TO SPORTS CLUBS:

For implementation of the activities envisaged in the schemes, annual grants by way of financial assistance is extended to the Sports Clubs, as stipulated in the Rules.
VIII. INTER-DIVISIONAL TOURNAMENTS:

The Policy provides for conducting inter-divisional tournaments in games such as Football, Hockey, Cricket and Kabbadi, so as to inculcate the spirit of healthy rivalry for achieving excellence. Inter-divisional sports will also provide an opportunity to identify outstanding divisional sports will also provide an opportunity to identify outstanding Sportsmen for joining all – Company Teams to play important tournaments.

IX. RECRUITMENT OF SPORTSMEN ON CONTRACT BASIS:

IX.1 Recruitment of Players, if any, from 1999 onwards by the concerned Divisions, required for developing Teams, is permitted only in the respective Games indicated under Para II above. Such recruitments, whenever required, can be done only with the approval of the Corporate Office.

IX.2 No Players are to be recruited in any other Games;

IX.3 Induction of Players would be on contract basis only, initially for periods of 5 years;

IX.4 Players who have adorned the colours of the Nation/State/University/State Schools Team only are to be recruited. Definition of Players would be as follows:

- National Level Players - Players who have represented the Country in International Competitions.
- State Level Players - Players who have represented the State in National Competitions.
- University Level Players - Players who have represented the University in Inter-University Competitions.
- State Schools Team - Players who have represented the State Schools Team in National Sports/Games conducted by the All India School Games Federation.

IX.5 Players to be recruited should possess at least SSLC qualification.

IX.6 Age limit for induction of Players on contract basis would be 27 years for national Level Players and 25 years for Players at other levels.

IX.7 During the contract period, the Players will be paid consolidated remuneration and the amount could be decided by the respective Divisional Sports Club, keeping in view the Level and past achievements of the Players concerned, with the concurrence of Divisional Finance Head and approval of the General Manager and the CEO. The remuneration payable would be reviewed every two years.

IX.8 After 5 years, contract may be renewed in case of only such Players who still will be performing well.

IX.9 There would be no guarantee of permanent employment during the contract period.
IX.10 After the contract period is over, Players who meet with the job requirements etc may be considered for absorption, against sanctioned posts, at appropriate levels, based on the qualifications possessed by them, after due training.

IX.11 Players, if any, inducted on contract basis would not be asked to perform normal duties in the Divisions.

IX.12 Performance of Teams would be reviewed, by the Sports Control Board at the Corporate Level, periodically.

(HAL/P&A/23(4)-2/PF/338 dated 6.9.99)
SCHEME FOR GRANT OF SPECIAL ALLOWANCE TO SPORTSMEN

1. BACKGROUND:

1.1 Introduction of a Scheme for payment of Special Allowance to Employee Sportsmen was one of the agreed items in the Memorandum of Understanding/ Settlement signed with the recognized Unions of the Company in connection with the 2007 Wage Revision of Workmen. The details of the Scheme are as indicated in the following paragraphs.

2. COVERAGE & ENTITLEMENT:

2.1 The Scheme would be applicable in respect of Employee Sportsmen who are on the regular rolls of the Company and represent:

- States in National Level Tournaments (Ranji Trophy in Cricket; Santosh Trophy in Football, National Championships in the respective Games, National Games etc);
- HAL Teams in National Level Tournaments (example: I-League Football, Federation Cup);
- Districts in State Level Tournaments (State League, State Associations Tournaments, State Games)

2.2 The Games for participation should be the ones that are recognized by HAL in respect of the concerned Divisions and Bangalore / Helicopter / Design Complex, as amended from time to time. The recognized Game for each Complex/ Division are indicated under para-3.1.1

2.3 The Special Allowance will be payable at the following rates:

<table>
<thead>
<tr>
<th>Level of Participation</th>
<th>Rate of Allowance (Rs. p.m.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>3000</td>
</tr>
<tr>
<td>National</td>
<td>5000</td>
</tr>
</tbody>
</table>

2.4 The Special Allowance would be granted to Employee Sportsmen who represent the Nation in International Tournaments (like Asian Games, Commonwealth Games, Olympics, SAF Games, respective Asian Championships in the Game, Afro-Asian Games), at the rates applicable for the National Level.

2.5 Payment at the above rates would be applicable for a period of 1 year from the month of commencement of participation in the Tournament(s). If he is selected to play for the subsequent year also, the payment will continue to be made for one more year, and so on. Further, if he is selected at the National level while still in receipt of the Allowance at the State level, the payment will be made at the rate applicable at the National level from that month, which will continue for 1 year. The payment will be made at a time at the rate applicable at the State level or National level only and not both.

2.6 This Allowance will be a standalone one and will not be reckoned for any other purpose / benefit.

3. RECOGNISED TOURNAMENTS / EVENTS:

3.1 Tournaments at the National Level

3.1.1 The Tournaments organized / recognized by the regulating Body for each of the Sport / Game in India to decide the National Champions only would be considered...
as recognized Tournaments for this purpose. The names of the regulating Body for various recognized Games of HAL are as follows:

<table>
<thead>
<tr>
<th>Recognized Games</th>
<th>Division</th>
<th>Regulating body at National Level</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cricket</td>
<td>Nasik, Lucknow &amp; Kanpur</td>
<td>Board of Control Cricket in India (BCCI)</td>
<td><a href="http://www.bcci.tv">www.bcci.tv</a></td>
</tr>
<tr>
<td>Football</td>
<td>Bangalore/Helicopter/Design Complex, Nasik, Koraput &amp; Kanpur</td>
<td>All India Football Federation</td>
<td><a href="http://www.the-aiff.com">www.the-aiff.com</a></td>
</tr>
<tr>
<td>Volleyball</td>
<td>Hyderabad</td>
<td>Volleyball Federation of India</td>
<td><a href="http://www.volleyballindia.com">www.volleyballindia.com</a></td>
</tr>
<tr>
<td>Shuttle Badminton</td>
<td>Koraput</td>
<td>Badminton Association of India</td>
<td><a href="http://www.badmintonindia.org">www.badmintonindia.org</a></td>
</tr>
<tr>
<td>Ball Badminton</td>
<td>Hyderabad</td>
<td>Ball-Badminton Federation of India</td>
<td><a href="http://www.ballbadmintonfederationofindia.com">www.ballbadmintonfederationofindia.com</a></td>
</tr>
<tr>
<td>Hockey</td>
<td>Bangalore/Helicopter/Design Complex &amp; Lucknow</td>
<td>Indian Hockey Federation</td>
<td><a href="http://www.hockeyindia.com">www.hockeyindia.com</a></td>
</tr>
<tr>
<td>Basketball</td>
<td>Bangalore/Helicopter/Design complex</td>
<td>Basketball Federation of India</td>
<td><a href="http://www.indiabasketball.org">www.indiabasketball.org</a></td>
</tr>
<tr>
<td>Softball</td>
<td>Lucknow</td>
<td>Softball Association of India</td>
<td><a href="http://www.softballindia.com">www.softballindia.com</a></td>
</tr>
</tbody>
</table>

3.1.2 The recognition of a particular Tournament by the Regulating Body need to be verified by the Divisions. The same can be done by visiting the respective Websites, obtaining advice from the Body itself, by referring the Programme Schedule for the particular year etc.,

3.2 **State Level Tournaments**

3.2.1 The Tournaments organized / recognized by the State Level Body, affiliated to the National Body for each Sport / Game as indicated at para-3.1.1 above, for deciding the State Champions, for the Sports/ Games recognized in respect of the Division / Complex, would only be considered for recognition for the purpose.

3.2.2 The Details of such bodies in the concerned State and the details of the Tournament to decide the State Level Champions, will be considered for the purpose of the Scheme, will be ascertained by each Division.

3.3 **Athletics**

3.3.1 Athletes representing the Districts in deciding the State Champions, representing the States in the National Games or equivalent Championships and those represent the Nation at International level (like Asian Games, Commonwealth Games, Afro-Asian Games, SAF Games, World Athletic Meet, Olympics) would only be eligible for the benefit.
4. SPECIAL ALLOWANCE TO COACHES:

4.1 Employee Sportsmen who are appointed as Coaches at the State / National levels (i.e., to decide National / International Champions) for the following would be eligible for the benefits as at para-2.3 above:

- Tournaments / Championships to decide National / International Champions as mentioned at para-3.1 above as also in Athletics to decide National / National Champions.
- If appointed by the Central Govt. (Ministry of Youth Affairs & Sports) at the National level OR State Govt. at the State level OR by the National / Stage Governing Body of the Game (Eg: BCCI & Karnataka State Cricket Association in Cricket; AIFF & State Football Federation in Football, etc) as Coach, including that of Junior Teams / Under 16 Team etc.,

4.2 The payment would be for a period of 1 year from the date of such appointment. If the Appointment is for a period more than one year, the Allowance will be paid for the duration of the appointment.

5. GRANT OF THE ALLOWANCE:

5.1 Selected / appointed employee Sportsmen/ Coaches, who meet the requirements Indicated at paras—2 to 4 will submit their application for sanction of the Allowance to the concerned HR Dept, in the Format enclosed as Annexure—I, with copies of the letters and other details "on such selection/appointment, through the Sports Club of the Division}/ Complex.

5.2 The concerned Managing.’ Director would be the Competent Authority to sanction the Allowance [CEO(BC) in respect of employees of all Bangalore based Divisions/ Offices The concerned Divisions would forward the proposals to the Complex Office, alongwith requisite details & recommendations.

6. PAYMENT OF THE ALLOWANCE TO SPORTSMEN} COACHES IN THE OFFICERS’ CADRE:

6.1 The Special Allowance would be outside the purview of the Allowance payable to Officers under the Cafeteria System. Accordingly, Sportsmen / Coaches in the Executive Cadre, if any, who become eligible for payment of the Allowance will be paid the same for the prescribed period over and above the Allowances payable under the Cafeteria , System.

7. EXCLUSIONS:

7.1 Employee Sportsmen / Coaches who participate in Sports / Games of the following categories will not be eligible for payment of the Special Allowance;

a) Participation in Invitational Tournaments, "Open Tournaments etc. (whether at the International or National or State Levels);

b) Participation in Sports/ Games which are not the recognized Games of the respective Division, Bangalore / Helicopter/ Design Complex;

c) Tournaments} Championships which are not recognized by the regulating Bodies;

d) Games in which employee Sportsmen} Coaches participate in their individual capacity.
7.2 If any employee Sportsman/ Coach, as a consequence of Commission/ Omission of any act during participation in a Tournament / Event (the participation which would normally have made him eligible for benefits under this Scheme), is found to have brought disrepute to the Company/ State/ Nation/ Game itself, shall be debarred from drawing the Allowance. This would be done based on the Report submitted by the Regulating I Body / Organizer of the Tournament/ Event at the International/ National/ State level OR any Competent Authority / Enquiry Authority etc. appointed by such Regulating Bodies / Organizer / Government. The debarment will be for "the period / duration of the punishment pronounced by the Regulating Body/ Organizer/ Government/ Enquiry Authority or One year from the date of occurrence of the incident, whichever is more. If payment had already commenced, the same will be stopped forthwith and recovery of the amount already paid will be made.

7.3 Further, an employee Sportsman / Coach, who is debarred from participation in tournaments by the Sports Authorities or placed under Suspension by the Company or who is issued with a Charge Sheet by the Company, will not be paid the Allowance during the period of debarment/ Suspension/ pendency of disciplinary action. The payment will be released if the employee is fully exonerated of the charges, for the full eligible period. In case of debarment, the payment will be released only for the balance applicable period from the date of revocation of the debarment.

7.4 Also, if any employee Sportsman) Coach is imposed with any of the punishments under the HAL CDA Rules, 1984;’ Certified Standing Orders of the Division) HAL Conduct Rules, he shall be debarred from drawing the Allowance for Six Months in the case of minor punishments & One year in the case of Major Punishments, from the effective date of the punishment. In case payment had already commenced, the same will be stopped forthwith. Payment, if any, applicable for the balance period (i.e., after 6 Months / 1 Year) will be released to the employee.

8. EFFECTIVE DATE OF IMPLEMENTATION:

8.1 The Scheme is effective from 1.8.2010. Pro-rata payment from 1.8.10 can be made in respect of eligible employees who had participated in eligible tournaments on or after 1.9.09, for the balance months from 1.8.10, reckoning the eligibility period of 12 months from the date of participation.

9. GENERAL:

9.1 An Annual Report on grant of the Allowance, for every Financial Year, will be forwarded to Corporate Office by April 30” of the next Financial Year, in the prescribed Format.
Annexure-II
(Para 8.9 refers)

ISSUE OF UNIFORM CLOTH AND PAYMENT OF STITCHING CHARGES FOR STITCHING OF UNIFORMS.

Ref: Circular No ………………………………………………dt ………………..(Issued by the Division)

You are hereby issued with ..........metres of cloth for .......... and .......... metres of ..........for ..........you are herewith paid stitching charges of Rs........ at Rs ..........per set for getting ........sets of uniforms stitched as given below:-

i. Full sleeve shirt with two breast pockets with flaps. The left side pocket will carry HAL monogram in Fawn. Buttons will Fawn. On top of the left side shirt pocket will be two small loops for the clasp of a Royal blue plastic name plate with the employee’s name and badge number in white (size of the name plate- 80 mm x 18 mm).

ii. The trouser will be of Coffee Brown material. It will have two deep front pockets, one hip pocket and six loops.

2. HAL Monogram to be embroidered on the shirt and the plastic name plate are also enclosed.

3. You are given time up to........*..............to get the uniforms stitched according to the pattern prescribed. A specimen of the pattern is enclosed. Request for extension of time, complaints of loss of cloth etc., will not be entertained.

4. Please note that you should report for duty in the prescribed uniform from ................. If you fail to report for duty in the uniform, you will not be permitted to enter the shop/Office and you will be treated as absent. You will also be liable for disciplinary action as well as refund of the cost of cloth and stitching charges paid to you.

* to be indicated by Division

Signature of the authority

Note: In the case of workmen like Inspectors, Compounders, Dressers, Waiters etc., pattern of uniforms is different from one mentioned above. The exact pattern as mentioned in the Corporate Office letter No.HAL/CA/201 dated 10th July 1984 is to be indicated in the letter issued to them.

To
Shri............................
Dept/EID No......................
......................Division
......................Complex

(Undertaking)

I have read the contents of the Memo No.......................... dated ....................The contents of the above memo No...................... dated ....................have been read over to me. I have understood the contents and undertake to get the uniforms stitched by .........................and abide by all conditions mentioned in the memo.

Signature of the employee...........................
Dept/EID No.............................................

Date:
@ Strike out whichever is not applicable.
**Annexure-IIIＡ**  
(Para 8.12 refers)

**ADDITIONAL ITEMS TO BE ISSUED TO STAFF OF THE TRANSPORTATION DEPARTMENTS, CANTEENS, MESSENGERS ETC.**

The following categories of personnel are eligible to be issued with additional items as per details given below:-

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Drivers of Directors and General Managers</td>
<td></td>
</tr>
<tr>
<td>a) Peak Cap</td>
<td>1 per year</td>
</tr>
<tr>
<td>b) White covers for peak Cap</td>
<td>2 per year</td>
</tr>
<tr>
<td>c) Head Badge</td>
<td>1 Full service</td>
</tr>
<tr>
<td>d) Metal buttons</td>
<td>1 set</td>
</tr>
<tr>
<td>2) Other Drivers</td>
<td></td>
</tr>
<tr>
<td>a) Peak Cap</td>
<td>1 per year</td>
</tr>
<tr>
<td>b) Khaki covers for peak Cap</td>
<td>2 per year</td>
</tr>
<tr>
<td>c) Head Badge</td>
<td>1 Full service</td>
</tr>
<tr>
<td>3) Despatch Riders :</td>
<td></td>
</tr>
<tr>
<td>Rain Coat</td>
<td>1 once in 3years</td>
</tr>
<tr>
<td>4) Messengers :</td>
<td></td>
</tr>
<tr>
<td>Rain Coat</td>
<td>1 once in 3years</td>
</tr>
<tr>
<td>5) Cooks-Executive Canteen:</td>
<td></td>
</tr>
<tr>
<td>Cap-side khaki drill</td>
<td>2 per year</td>
</tr>
<tr>
<td>6) Waiters:</td>
<td></td>
</tr>
<tr>
<td>Cap-side white</td>
<td>3 per year</td>
</tr>
<tr>
<td>7) Workers’ Canteen Cooks:</td>
<td></td>
</tr>
<tr>
<td>Cap-side khaki drill</td>
<td>2 per year</td>
</tr>
</tbody>
</table>
## Annexure-IIIB

(Para 8.12 refers)

(ANNEXURE-I TO CIRCULAR NO. HAL/P&A/15(7)/2006 DATED 1.7.2006)

### AUTHORISATION OF UNIFORM AND OTHER ARTICLES

FOR THE EMPLOYEES OF SECURITY & FIRE DEPARTMENTS

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Items</th>
<th>Quantity</th>
<th>Periodicity</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Canvas Shoe Khaki</td>
<td>1 pair</td>
<td>Yearly</td>
<td>For Firemen only</td>
</tr>
<tr>
<td>2</td>
<td>Canvas Shoe white</td>
<td>1 pair</td>
<td>Yearly</td>
<td>For Fire Officers of all Grades</td>
</tr>
<tr>
<td>3</td>
<td>Shoe Brush</td>
<td>1 No</td>
<td>Yearly</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>4</td>
<td>Dangri Blue</td>
<td>1 No</td>
<td>Yearly</td>
<td>For Firemen only</td>
</tr>
<tr>
<td>5</td>
<td>Belly Leather (Lady Shoe)</td>
<td>1 pair</td>
<td>Yearly</td>
<td>For Lady S&amp;F employees only</td>
</tr>
<tr>
<td>6</td>
<td>Shoes Brown</td>
<td>1 pair</td>
<td>Yearly</td>
<td>Officers &amp; Staff of Fire Dept only</td>
</tr>
<tr>
<td>7</td>
<td>Lanyard (Maroon)</td>
<td>1 No</td>
<td>Yearly</td>
<td>Officers &amp; Staff of Fire Dept only</td>
</tr>
<tr>
<td>8</td>
<td>Beret Khaki</td>
<td>2 Nos</td>
<td>Yearly</td>
<td>Officers &amp; Staff of Fire Dept only</td>
</tr>
<tr>
<td>9</td>
<td>Woolen Socks (Khaki)</td>
<td>1 pair</td>
<td>Yearly</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>10</td>
<td>Cotton Socks (Black)</td>
<td>2 pairs</td>
<td>Yearly</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>11</td>
<td>Shoes Black</td>
<td>1 pair</td>
<td>Yearly</td>
<td>Officers &amp; Staff of Security Dept. Hush Puppies (Bata) or its equivalent (except lady employees)</td>
</tr>
<tr>
<td>12</td>
<td>Lanyard (Khaki)</td>
<td>1 No</td>
<td>Yearly</td>
<td>For Security Staff only(Workmen)</td>
</tr>
<tr>
<td>13</td>
<td>Lanyard (Black)</td>
<td>1 No</td>
<td>Yearly</td>
<td>For Security Officers only</td>
</tr>
<tr>
<td>14</td>
<td>Beret Blue</td>
<td>2 Nos</td>
<td>Yearly</td>
<td>For Security Staff only(Workmen)</td>
</tr>
<tr>
<td>15</td>
<td>Beret Black</td>
<td>2 Nos</td>
<td>Yearly</td>
<td>For Security Officers only</td>
</tr>
<tr>
<td>16</td>
<td>Cap Peak</td>
<td>1 No</td>
<td>Yearly</td>
<td>For Staff in Scale 8 &amp; above and Officers of S&amp;F Dept.</td>
</tr>
<tr>
<td>17</td>
<td>Boot Polish (40 gms) (Cherry/Kiwi)</td>
<td>8 Nos</td>
<td>Yearly</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>18</td>
<td>Dry Cell (Leak proof) (1050 R20)</td>
<td>18 Nos</td>
<td>Yearly</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>19</td>
<td>Odomos (40 gms)/Mosquito repellent lotion</td>
<td>6 Nos</td>
<td>Yearly</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>20</td>
<td>Brasso (190 ml)</td>
<td>1 No</td>
<td>Yearly</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>21</td>
<td>Khaki Uniform</td>
<td>4 pairs</td>
<td>2 years</td>
<td>For all S&amp;F Employees in Gr V and below</td>
</tr>
<tr>
<td>22</td>
<td>Khaki Uniform</td>
<td>1 pairs</td>
<td>2 years</td>
<td>Only for Officers in Gr. VI and above</td>
</tr>
<tr>
<td>23</td>
<td>Company Uniform</td>
<td>2 pairs</td>
<td>2 years</td>
<td>For S&amp;F Officers (Gr V and below)</td>
</tr>
<tr>
<td>24</td>
<td>Company Uniform</td>
<td>4 pairs</td>
<td>2 years</td>
<td>Only for Officers in Gr VI and above</td>
</tr>
<tr>
<td>25</td>
<td>Lathi</td>
<td>1 No</td>
<td>2 years</td>
<td>For Security Staffs only(Workmen)</td>
</tr>
<tr>
<td>Sl. No</td>
<td>Items</td>
<td>Quantity</td>
<td>Periodicity</td>
<td>Remarks</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>26</td>
<td>Whistle</td>
<td>1 No</td>
<td>2 years</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>27</td>
<td>Khaki Pant Woolen and Shirt full sleeve Angola</td>
<td>2 sets</td>
<td>2 years</td>
<td>For all S&amp;F Employees. Not applicable to BC/DC, Hyd &amp; Nasik</td>
</tr>
<tr>
<td>28</td>
<td>Khaki Uniform for Lady Searchers/Security Staff: (a) Saree (Valencial Crepe 100%) OR (b) Salwaar-Kameez (Affino Yoryo with Cheffon Duppatta)</td>
<td>4 pairs</td>
<td>2 years</td>
<td>For lady S&amp;F Employees only</td>
</tr>
<tr>
<td>29</td>
<td>Name Plate</td>
<td>1 No</td>
<td>2 years</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>30</td>
<td>Cap Badge</td>
<td>2 Nos</td>
<td>3 years</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>31</td>
<td>Shoulder Badge</td>
<td>1 pair</td>
<td>3 years</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>32</td>
<td>Safari Suit</td>
<td>1 pair</td>
<td>3 years</td>
<td>For Officers in Gr VI and above only</td>
</tr>
<tr>
<td>33</td>
<td>Woolen Inner complete full sleeve</td>
<td>2 pairs</td>
<td>3 years</td>
<td>For all S&amp;F Employees. Not applicable to BC/DC, Hyd &amp; Nasik</td>
</tr>
<tr>
<td>34</td>
<td>Khaki Woolen Hand Gloves</td>
<td>2 pairs</td>
<td>3 years</td>
<td>For all S&amp;F Employees. Not applicable to BC/DC, Hyd &amp; Nasik</td>
</tr>
<tr>
<td>35</td>
<td>Water Bottle 1 ltr (Milton/Eagle)</td>
<td>1 No</td>
<td>3 years</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>36</td>
<td>Raincoat (Duck Back)</td>
<td>1 No</td>
<td>3 years</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>37</td>
<td>Jersey Woolen</td>
<td>1 No</td>
<td>3 years</td>
<td>For all S&amp;F Employees (Except lady employees)</td>
</tr>
<tr>
<td>38</td>
<td>Cardigan Woolen</td>
<td>1 No</td>
<td>3 years</td>
<td>For Lady S&amp;F Employees only</td>
</tr>
<tr>
<td>39</td>
<td>Gum Boot</td>
<td>1 pair</td>
<td>3 years</td>
<td>For all S&amp;F Employees (Except lady employees)</td>
</tr>
<tr>
<td>40</td>
<td>Hunter / Jungle Shoes</td>
<td>1 pair</td>
<td>3 years</td>
<td>For all S&amp;F Employees (Except lady employees)</td>
</tr>
<tr>
<td>41</td>
<td>Web Belt (Maroon)</td>
<td>1 No</td>
<td>3 years</td>
<td>For Fire men only</td>
</tr>
<tr>
<td>42</td>
<td>Cane for Officer with white metal head and HAL monogram embossed on it</td>
<td>1 No</td>
<td>3 years</td>
<td>For Security Officers only</td>
</tr>
<tr>
<td>43</td>
<td>Black Leather Belt with HAL Monogram on Buckle</td>
<td>1 No</td>
<td>4 years</td>
<td>Officers &amp; Staff of Security Dept only</td>
</tr>
<tr>
<td>44</td>
<td>Brown Leather Belt</td>
<td>1 No</td>
<td>4 years</td>
<td>Officers &amp; Staff of Fire Dept only</td>
</tr>
<tr>
<td>45</td>
<td>Badges of Rank</td>
<td>2 sets</td>
<td>5 years</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>46</td>
<td>Torch (03 cells)</td>
<td>1 No</td>
<td>5 years</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>47</td>
<td>Great Coat Woolen</td>
<td>1 No</td>
<td>5 years</td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>48</td>
<td>Fireman Tunic</td>
<td>1 No</td>
<td>10 years</td>
<td>Officers &amp; Staff of Fire Dept only</td>
</tr>
<tr>
<td>49</td>
<td>Insulated Fireman Axe with Cover</td>
<td>1 No</td>
<td>Life Time</td>
<td>Officers &amp; Staff of Fire Dept only</td>
</tr>
<tr>
<td>50</td>
<td>Fireman Helmet</td>
<td>1 No</td>
<td>Life Time</td>
<td>Officers &amp; Staff of Fire Dept only</td>
</tr>
</tbody>
</table>
## Annexure – IIIB (contd.)
(ANNEXURE - II TO CIRCULAR NO. HAL/P&A/15(7)/2006 DATED 1.7.2006)

### AUTHORISATION OF UNIFORM AND OTHER ARTICLES FOR THE EMPLOYEES OF SECURITY & FIRE DEPARTMENTS INDIVIDUAL UNIFORMS & ACCESSORIES ITEMS CARD

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Items</th>
<th>Qty</th>
<th>Periodicity</th>
<th>INITIAL ISSUE</th>
<th>SUBSEQUENT ISSUES</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td>Qty</td>
<td>Date</td>
<td>Initials</td>
</tr>
<tr>
<td>1</td>
<td>Canvas Shoe Khaki</td>
<td>1 pair</td>
<td>Yearly</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Canvas Shoe white</td>
<td>1 pair</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Shoe Brush</td>
<td>1 No</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Dongri Blue</td>
<td>1 No</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Belly Leather (Lady Shoe)</td>
<td>1 pair</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Shoes Brown</td>
<td>1 pair</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Lanyard (Maroon)</td>
<td>1 No</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Beret Khaki</td>
<td>2 Nos</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Woolen Socks (Khaki)</td>
<td>1 pair</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Cotton Socks (Black)</td>
<td>2 pairs</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Shoes Black</td>
<td>1 pair</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Lanyard (Khaki)</td>
<td>1 No</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Lanyard (Black)</td>
<td>1 No</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Beret Blue</td>
<td>2 Nos</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Beret Black</td>
<td>2 Nos</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Cap Peak</td>
<td>1 No</td>
<td>Yearly</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Remarks:
- For Firemen only
- For Fire Officer of all Grades
- For all S&F Employees
- Officers & Staff of Fire Dept only
- Officers & Staff of Fire Dept only
- Officers & Staff of Fire Dept only
- For all S&F Employees
- For all S&F Employees
- Officers & Staff of Security Dept. Hush Puppies (Bata) or its equivalents (except lady employees).
- For Workmen only
- For Security Officers only
- For Workmen only
- For Security Officers only
- For Staff Scale 8 & above, and Officers of S&F Dept.
<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Items</th>
<th>Qty</th>
<th>Periodicity</th>
<th>INITIAL ISSUE</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Boot Polish (40 gms) (Cherry/Kiwi)</td>
<td>8 Nos</td>
<td>Yearly</td>
<td></td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>18</td>
<td>Dry Cell (Leak proof) (1050 R20)</td>
<td>18 Nos</td>
<td>Yearly</td>
<td></td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>19</td>
<td>Odomos (40 gms)/Mosquito repellent lotion</td>
<td>6 Nos</td>
<td>Yearly</td>
<td></td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>20</td>
<td>Brasso (190 ml)</td>
<td>1 No</td>
<td>Yearly</td>
<td></td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>21</td>
<td>Khaki Uniform</td>
<td>4 pairs</td>
<td>2 years</td>
<td></td>
<td>For all S &amp; F Employees in Gr V and below</td>
</tr>
<tr>
<td>22</td>
<td>Khaki Uniform</td>
<td>1 pair</td>
<td>2 years</td>
<td></td>
<td>Only for Officers in Gr. VI and above</td>
</tr>
<tr>
<td>23</td>
<td>Company Uniform</td>
<td>2 pairs</td>
<td>2 years</td>
<td></td>
<td>For S&amp;F Officers (Gr V &amp; below)</td>
</tr>
<tr>
<td>24</td>
<td>Company Uniform</td>
<td>4 pairs</td>
<td>2 years</td>
<td></td>
<td>Only for Officers in Gr VI &amp; above</td>
</tr>
<tr>
<td>25</td>
<td>Lathi</td>
<td>1 No</td>
<td>2 years</td>
<td></td>
<td>For Security Staff only (Workmen)</td>
</tr>
<tr>
<td>26</td>
<td>Whistle</td>
<td>1 No</td>
<td>2 years</td>
<td></td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>27</td>
<td>Khaki Pant Woolen and Shirt full sleeve Angola</td>
<td>2 sets</td>
<td>2 years</td>
<td></td>
<td>For all S&amp;F Employees (Not applicable in Bangalore, Nasik &amp; Hyderabad)</td>
</tr>
<tr>
<td>28</td>
<td>Khaki Uniform for Lady Searchers /Security Staff :</td>
<td>4 pairs</td>
<td>2 years</td>
<td></td>
<td>For lady S&amp;F Employees only</td>
</tr>
<tr>
<td></td>
<td>(a) Saree (Valencian Crepe 100%) OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Salwaar-Kameez (Alfinoryo with Cheffon Duppatta)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Name Plate</td>
<td>1 No</td>
<td>2 years</td>
<td></td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>30</td>
<td>Cap Badge</td>
<td>2 Nos</td>
<td>3 years</td>
<td></td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>31</td>
<td>Shoulder Badge</td>
<td>1 pair</td>
<td>3 years</td>
<td></td>
<td>For all S&amp;F Employees</td>
</tr>
<tr>
<td>Sl. No</td>
<td>Items</td>
<td>Qty</td>
<td>Periodicity</td>
<td>Remarks</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------</td>
<td>------</td>
<td>-------------</td>
<td>----------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Safari Suit</td>
<td>1 pair</td>
<td>3 years</td>
<td>For Officers Gr VI and above only</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Woolen Inner complete full sleeve</td>
<td>2 pairs</td>
<td>3 years</td>
<td>For all S&amp;F Employees. Not applicable to BC /DC, Hyd &amp; Nsk</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Khaki Woolen Hand Gloves</td>
<td>2 pairs</td>
<td>3 years</td>
<td>For all S&amp;F Employees. For Fire men only</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Water Bottle 1 ltr (Milton/ Eagle)</td>
<td>1 No</td>
<td>3 years</td>
<td>For all S&amp;F Employees</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Raincoat (Duck Back)</td>
<td>1 No</td>
<td>3 years</td>
<td>For all S&amp;F Employees</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Jersey Woolen</td>
<td>1 No</td>
<td>3 years</td>
<td>For all S&amp;F Employees (Except lady employees)</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Cardigan Woolen</td>
<td>1 No</td>
<td>3 years</td>
<td>For Lady S&amp;F Employees only</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Gum Boot</td>
<td>1 pair</td>
<td>3 years</td>
<td>For all S&amp;F Employees (Except lady employees)</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Hunter / Jungle Shoes</td>
<td>1 pair</td>
<td>3 years</td>
<td>For all S&amp;F Employees (Except Lady employees)</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Web Belt (Maroon)</td>
<td>1 No</td>
<td>3 years</td>
<td>For Security Officers only</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Cane for Officer with white metal head and HAL monogram embossed on it</td>
<td>1 No</td>
<td>3 years</td>
<td>For Security Officers only</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Black Leather Belt with HAL Monogram on Buckle</td>
<td>1 No</td>
<td>4 years</td>
<td>Officers &amp; Staff of Security Dept only</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Brown Leather Belt</td>
<td>1 No</td>
<td>4 years</td>
<td>Officers &amp; Staff of Fire Dept only</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Badges of Rank</td>
<td>2 sets</td>
<td>5 years</td>
<td>For all S&amp;F Employees</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Torch (03 cells)</td>
<td>1 No</td>
<td>5 years</td>
<td>For all S&amp;F Employees</td>
<td></td>
</tr>
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<td>Sl. No</td>
<td>Items</td>
<td>Qty</td>
<td>Periodicity</td>
<td>INITIAL ISSUE Qty</td>
<td>INITIAL ISSUE Date</td>
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<td>47</td>
<td>Great Coat Woolen</td>
<td>1 No</td>
<td>5 years</td>
<td></td>
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</tr>
<tr>
<td>48</td>
<td>Fireman Tunic</td>
<td>1 No</td>
<td>10 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Insulated Fireman Axe with Cover</td>
<td>1 No</td>
<td>Life Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Fireman Helmet</td>
<td>1 No</td>
<td>Life Time</td>
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## ANNEXURE - III TO CIRCULAR NO. HAL/P&A/15(7)/2006 DATED 1.7.2006

### RANK BADGES

#### SECURITY STAFF

<table>
<thead>
<tr>
<th>Scale</th>
<th>Rank</th>
<th>Badges Details</th>
</tr>
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<tbody>
<tr>
<td>Scale 4</td>
<td>Security Guard - B</td>
<td>No Rank Badges.</td>
</tr>
<tr>
<td>Scale 5</td>
<td>Security Guard - A</td>
<td>Shoulder Stripe ½” Blue Colour</td>
</tr>
<tr>
<td>Scale 6</td>
<td>Security Jamedar</td>
<td>One Five pointed Brass Star with Blue Ribbon.</td>
</tr>
<tr>
<td>Scale 7</td>
<td>Security Subedar</td>
<td>Two Five pointed Brass Stars with Blue ribbon.</td>
</tr>
<tr>
<td>Scale 8</td>
<td>Security Inspector</td>
<td>Three Five pointed Brass stars with blue ribbon.</td>
</tr>
<tr>
<td>Scale 9</td>
<td>Senior Security Inspector</td>
<td>Three Five pointed Brass Stars with Red &amp; Blue Ribbon.</td>
</tr>
<tr>
<td>Scale 10</td>
<td>Chief Security Inspector</td>
<td>One Five pointed white star (without ribbon)</td>
</tr>
<tr>
<td>Special Scale</td>
<td>Senior Chief Security Inspector</td>
<td>One Five pointed Silver star (without ribbon) &amp; with Shoulder Badge</td>
</tr>
</tbody>
</table>

#### SECURITY OFFICERS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rank</th>
<th>Badges Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade I</td>
<td>Asst. Security Officer</td>
<td>Two Five Pointed Nickel Coated Stars</td>
</tr>
<tr>
<td>Grade II</td>
<td>Security Officer</td>
<td>Three Five Pointed Nickel Coated Stars</td>
</tr>
<tr>
<td>Grade III</td>
<td>Deputy Manager (Security)</td>
<td>Nickel Coated One Ashoka Emblem</td>
</tr>
<tr>
<td>Grade IV</td>
<td>Manager (Security)</td>
<td>Nickel Coated One Five Pointed Star &amp; One Ashoka Emblem</td>
</tr>
<tr>
<td>Grade V</td>
<td>Senior Manager (Security)</td>
<td>Nickel Coated Two Five Pointed Stars and One Ashoka Emblem</td>
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#### FIRE STAFF

<table>
<thead>
<tr>
<th>Scale 4</th>
<th>Rank</th>
<th>Badges Details</th>
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</thead>
<tbody>
<tr>
<td>Scale 5</td>
<td>Fireman - B</td>
<td>Shoulder Title with ‘FIRE’</td>
</tr>
<tr>
<td>Scale 6</td>
<td>Senior Fireman</td>
<td>Shoulder Title with ‘FIRE’ with one Red Stripe</td>
</tr>
<tr>
<td>Scale 7</td>
<td>Fire Captain</td>
<td>Shoulder Title with ‘FIRE’ with Two Red Stripe</td>
</tr>
<tr>
<td>Scale 8</td>
<td>Fire Inspector</td>
<td>Shoulder Title with ‘FIRE’ with one small impeller</td>
</tr>
<tr>
<td>Scale 9</td>
<td>Senior Fire Inspector</td>
<td>Shoulder Title with ‘FIRE’ with two small impeller</td>
</tr>
<tr>
<td>Scale 10</td>
<td>Chief Fire Inspector</td>
<td>Shoulder Title with ‘FIRE’ with three small impeller</td>
</tr>
<tr>
<td>Special Scale</td>
<td>Senior Chief Fire Inspector</td>
<td>Wreath with one small impeller</td>
</tr>
<tr>
<td>Grade</td>
<td>Position</td>
<td>Impeller Description</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Grade - I</td>
<td>Asst. Fire Officer</td>
<td>Large Impeller within laurel Wreath</td>
</tr>
<tr>
<td>Grade - II</td>
<td>Fire Officer</td>
<td>Large Impeller within laurel Wreath with one impeller above</td>
</tr>
<tr>
<td>Grade - III</td>
<td>Deputy Manager (Fire Service)</td>
<td>Large Impeller within laurel Wreath with two impeller above</td>
</tr>
<tr>
<td>Grade - IV</td>
<td>Manager (Fire Service)</td>
<td>Large Impeller within laurel Wreath with one Big impeller and one small impeller above</td>
</tr>
<tr>
<td>Grade - V</td>
<td>Senior Manager (Fire Service)</td>
<td>Large Impeller within laurel Wreath with one Big impeller and two small impeller above</td>
</tr>
</tbody>
</table>
SAFETY POLICY IN THE COMPANY

The Company is committed to ensure safe & healthy working environment for all employees, contractors, contract labour, trainees, vendors, visitors and any other persons present at Company premises, by prevention of work related injuries & illnesses.

2. Various aspects related to health & safety of employees & personnel working in different Division of the Company are governed by the statutory provisions under the Factories Act, 1948. Further, provisions under other Statutes & Rules like the Explosives Act, Arms & Ammunition Act, Hazardous Chemicals Rules, Environment Protection Act, Rules notified by the concerned State Governments, etc are also applicable in regulating safety at the work place.

3. The need for notifying Guidelines on Safety at the Workplace has been brought out. Accordingly, the following Guidelines on the subject are notified for information, guidance & compliance:

a) **Motto on Safety**

The Company believes that Safety & Health of all the people who work in and with HAL is its prime responsibility. No job or task is more important than the health & safety of the employees & other personnel detailed to work in the Company.

b) **Statutory Provisions**

All relevant Statutory Provisions/Rules/Regulations related to safety would be followed in letter & spirit by the Divisions and each & every employee/personnel. Divisions will have Safety Organisation as required under the Statutes, to look after all safety related aspects.

c) **Working on the Shop Floor**

i) It would be the responsibility of Department Heads, Shop Managers, Supervisors and each & every employee to ensure that all the safety norms to be followed related to people, machinery, equipment, etc are adhered to, without any exception.

ii) Safety Setup in the Divisions should endeavor to make suitable improvements in production, process and material handling areas, to create safe atmosphere and avoid hazards to the employees, machines or to the environment.

iii) Apart from protecting the employees from hazards, it is also the responsibility of the Divisional Managements to protect the Machines/ Equipments from damage & environmental hazards.

iv) Divisions would strive to identify all work place hazards, undertaking assessments, conduct audits, and taking all necessary actions for prevention & control of accidents, injury, ill health, loss or damage. Divisions will conduct periodic routine & regular inspections to ensure that all safety measures are in place.
d) **Personal Protective Equipments**

All employees detailed to work in hazard prone areas will be provided with the requisite personal protective equipments. The employees themselves and the supervisors in particular will ensure that all employees issued with personal protective equipments wear them while working.

e) **Training of New Recruits**

Each Division will conduct safety orientation programmes for all the new recruits. The program will be conducted by the Training/HR Dept. in co-ordination with the Safety Engineering Dept. The syllabus/topics to be covered will be decided by the Divisions.

f) **Refresher Training Programmes for Employees**

i) To impart the required knowledge in Industrial Safety & Health to employees dealing with safety related aspects, Divisions will provide necessary training, either in-house or by sending such employees to Institutions where such training programmes are being conducted.

ii) Periodic refresher programmes on safety related issues will be conducted for all the employees working in hazard prone areas. Further, one/two sessions on safety related aspects will be included in various training programmes being organized in the TTIs/TTCs in the Divisions.

iii) Periodic refresher training would be conducted for employees who work on cranes, Moving Machinery, Vehicles, Forklifts, etc. for their safe operations.

iv) All the employees issued with personal protective equipments will be trained in proper utilization of such equipment.

g) **Responsibility of individual employees**

i) Each employee will be responsible to follow established Policies & Procedures relating to safety. Following directions is essential. Responsibility does not end with self and one will have to take care of employees around him also. Unsafe working conditions, if noticed, should immediately be reported to the Management.

ii) Management & employees would endeavor for quick identification of unsafe acts or conditions, for prompt intervention by process owners to endure & healthy working conditions.

h) **Accidents**

i) Each Division will critically analyze the accidents, learn from mistakes/shortcomings, if any, and adopt safe procedures on all the jobs to avoid possible accidents.

ii) Managers on the Shop Floor will be trained in Accident Investigation Procedure, First Aid, etc.

iii) Any accident, injury, illness, etc. arising at the workplace should be reported to the Management immediately. Reports as prescribed under the Factories Act or other Statutes must be submitted to the appropriate authorities
within the prescribed time frame. Management will ensure that investigations are carried out into the causes of accidents to put in place preventive measures as also to meet other requirements.

i) **Disciplinary Action**

Any employee who willfully violates the provisions of Safety & Health under the relevant Statutes will be liable for disciplinary action as per the applicable Rules.

j) **Divisional Safety Handbook/Brochure/Booklets**

i) Detailed Handbook/Brochure/Booklet on safety related aspects will be prepared & notified by each Division, which will take care of the specific needs of each Division also.

ii) Copies of existing Handbook/Brochure/Booklet or news ones on preparation, will be forwarded to Corporate Office.

iii) Divisions would promote a culture of safety by communication of Safety Policy to all employees, Contractors, Customers, Vendors, etc.

(PC NO.701 dated 12.03.2014)
CHAPTER-II

MEDICAL BENEFITS
MEDICAL BENEFITS

1. ELIGIBILITY:

The employees of the Company and their families are covered by one of the following schemes for their medical treatment:

(a) Employees drawing emoluments of Rs.15000/- p.m. and below are covered under the ESI Scheme, in the stations where the ESI Scheme is in operation (as of June 2015, no employee is drawing emoluments below Rs. 15,000/- p.m and covered under ESI).

(b) Employees drawing emoluments in excess of Rs.15000/- p.m. and above and also employees in the stations where the ESI Scheme is not in force are covered by the Medical Assistance Scheme of the Company.

Although the ESI Scheme is in force in many Divisions, some of the Divisions have been presently exempted from the ESI Scheme by the Government of India.

2. MEDICAL FACILITIES EXTENDED TO THE EMPLOYEES:

(a) Employees covered under the ESI Scheme

The medical treatment / sickness benefit, accident benefit and other benefits under the ESI Scheme are regulated in accordance with the ESI Act and Rules & Regulations.

(b) Employees who are not covered under the ESI Scheme

Employees not covered under the ESI Scheme and their families are eligible for medical treatment under the Company Medical Assistance Scheme.

3. DEFINITION OF THE TERM "FAMILY":

3.1 ‘Family’ means employee’s wife or husband, as the case may be, dependent parents, children and step children (if any) wholly dependent on the employee. Parents are considered to be dependent on the employee, if (a) they are staying with the employee and (a) have no independent source of income, or (b) they have a separate source of income which does not exceed Rs.6,000/-p.m. For the purpose of this scheme, “dependent children” will mean children of the employee, including step children and children from the second wife where permissible under the personal law, who are actually staying with him/her and are not gainfully employed. Part time employment is not treated as gainful employment for this purpose. Dependent children also include children taken as wards by employees under the Guardians and Wards Act 1890 provided such a ward lives with the employee and is treated as a member of the family and provided the employee through a special will, has given such a ward the same status as that of a natural born child. Legal documents should be produced by the employee in proof thereof. Married, widowed and divorced daughters are not to be treated as dependent children. Children will be considered as dependent on the employee up to the following age limits only:
Son Till starts earning or attaining the age of 25 years, whichever is earlier
Daughter Till starts earning or gets married, whichever is earlier, irrespective of the age-limit
Son suffering from permanent disability of any kind (Physical or Mental) Irrespective of age-limit

Note: Medical facilities will be admissible to only one wife of the employee.

4. MEDICAL FACILITIES FOR EMPLOYEES AND THEIR DEPENDENTS ETC.:

4.1 For dependent parents of Female Employees

A female employee, consequent to her marriage, is eligible to claim company’s medical facilities for her dependent parents provided the following conditions are fulfilled:

a) the parents are residing with the female employee and are solely dependent on her;

b) the female employee should have included the names of her dependent parents in her option for Company’s medical facilities on her marriage to a non-company employee and

c) She and/or her dependent parents are not enjoying the same facilities from the organization where her spouse is working.

4.2 For parents where both husband and wife are employees of HAL

In cases where both husband and wife are employees of HAL in the same Division, HAL medical facilities can be availed on the scale applicable to either the husband or the wife, based on the declaration/option exercised as to who will prefer the claim/benefits under the rules. Where husband prefers the claims, his parents only could be permitted to avail of the medical facilities as “entitled family members”, subject to fulfilling the conditions of dependency. If on the other hand, the wife prefers claims, she can choose either her parents or parents-in-law as ‘Family members’ for the purpose of availing medical facilities under the rules subject to fulfilling the conditions of dependency. In such cases, the option is to be exercised within three months of the date of marriage.

4.3 Dependents of employees who die while in service

The dependents of employees who die while in Service can be extended medical facilities for an extended period of 3 months from the date of demise of the employee, if they approach HAL, as was being utilized by them when the employee was in service, at the Company's cost.

4.4 Consultants/Advisors engaged on Contract Basis

Consultants/Advisors engaged under the Scheme notified vide PC No. 698 dated 26.7.13 (as amended), who are not HAL retired employees, can be provided medical facilities to the extent available in the HAL Hospitals/ Dispensaries at the Station where the Consultant/Advisor is engaged, for himself & Spouse, during the period of engagement, on chargeable basis, at par with relatives of serving Company employees.
4.5 For Management Trainees/Design Trainees/Diploma Trainees/Technician Trainees etc

4.5.1 Medical facilities are extended to Management Trainees/Design Trainees/Diploma Trainees/Technician Trainees etc. inducted against regular Manpower Sanctions, during the training period, as admissible to regular employees of the Company in the Grades/Scales of Pay to which they would be absorbed. Medical facilities are also extended to the Trainees’ Spouse and dependent children (not to dependent parents) during the training period, as admissible to family members of regular employees of the company, in the Grades/Scales of Pay to which they would be absorbed.

4.6 For Ex-Servicemen engaged on contract basis

4.6.1 Ex-servicemen engaged on Contract basis against Manpower Sanctions are entitled to avail medical facilities for self, spouse and dependent children, to the extent facilities are available at HAL Hospital or ESI Dispensary / Hospital. Parents of such personnel are not eligible to avail medical facilities from the Company.

4.6.2 Ex-servicemen engaged on contract and any other personnel engaged directly on contract by the Company on the Terms & Conditions for engagement of Ex-servicemen, against Man Power Sanctions, are eligible for specialist treatment in respect of their Spouse and dependent Children at recognized / referral Hospitals, at the Head Quarters or outside the Head Quarters, as may be required in the opinion of the CoMS/CMS/CMO, as in the case of regular employees.

4.7 Personnel engaged on Tenure Basis

i) A Lumpsum amount of Rs. 1000/- per month will be admissible to meet the medical expenses (both in-patient and outpatient), based on self-certification. This amount shall be paid on monthly basis along with the Consolidated Remuneration. These personnel will not be entitled for any other medical benefits in any of the HAL Hospitals & Dispensaries or elsewhere. In case of an emergency, facilities in HAL Hospitals/ Dispensaries can be availed.

ii) Female Personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.

4.8 For the family of transferred employees

4.8.1 If an employee is transferred permanently from one Division or Office of the Company to another, leaves behind his family at the Station from which he is transferred, the members of his family will continue to be entitled to receive medical treatment from the authorized medical attendant/hospital, if any, of the Division or office from which he is transferred, for a period of 6 months from the date of the employee's transfer. If such facilities are required for a longer period, the employee will have to get special sanction of the concerned Director/ CEO or of an officer authorized by him in this behalf.

4.9 Employees Children studying in places where HAL has its own Hospitals:

4.9.1 Medical facilities can be extended to children of employees of other Divisions studying in places where HAL has its own Hospitals like Bangalore, Nasik and Koraput, as specified in the Rules.
4.10 To Apprentices

4.10.1 Apprentices who meet with accidents while on duty, like in the case of regular employees, are eligible for free medical treatment (including in-patient treatment) and medical leave with stipend for the period of hospitalization / rest.

4.11 Employees posted at outstations where HAL has no Hospital/ Dispensary

i) Where ESI facility is available, it should be availed of by the employee covered by ESI Scheme.

ii) Wherever Air Force Hospital/Dispensary is available, facilities extended by them should be availed of.

iii) To the extent practicable, medical facilities should be availed of at Govt./ Municipal hospital in the area.

iv) In case facilities indicated at (i) to (iii) above are not available, employees not covered by ESI Scheme may consult any Registered Medical Practitioner and claim reimbursement of expenditure incurred on Outdoor Treatment supported by prescriptions and cash receipts as per the prescribed Tariff from time to time.

4.12 Option for Medical facilities

4.12.1 Where the employee's spouse is in the employment of an Organisation other than HAL, he/she may exercise option in favour of the Company medical facilities in writing and counter-signed by the Organisation in which he/she is employed, within a period of 3 months of joining such employment.

4.12.2 In regard to dependent children of an employee, where the employee's spouse has not opted for the Company's medical facilities, an option has to be exercised by the employee as to whether the children will utilize the medical facilities available in the Company or the medical facilities that might be available from the Organisation in which the spouse is employed. Such option should be exercised in writing within 3 months of the date of such employment of the spouse, and counter-signed by the organization in which the father or mother as the case may be is employed.

5. IDENTITY CARD & MEDICAL RECORD BOOK:

5.1 Every employee who is covered under the Company’s Medical Assistance Scheme will be given an individual Photo Identity Card for himself and members of his family showing the name, age, sex and their relationship to the employee. In addition to the Identity Card, every employee will be given individual Medical Record Books affixing a recent photograph duly certified by the HR/ Delegated Authority for himself and members of his family showing the name, age, sex and their relationship to the employee who is entitled to the benefits under this scheme. In places where the Zonal Medical Officer’s Scheme is in force, the Medical Record Book shall also indicate the name and address of the Zonal Doctor whom he/she is entitled to consult for out-patient treatment.

5.2 A recent photograph of the beneficiary will be affixed in his/her Medical Book, duly certified by the HR Dept./Delegated Authority. Referral letters for treatment at recognized / referral Hospitals should contain the scanned photograph of the
patient. To facilitate the same, each Division/Office should maintain data base of all the employees and his/ her dependents, along with scanned photographs.

6. **CONSULTATION / OUT PATIENT DEPARTMENT FACILITIES:**

6.1 Employees of the Company and their eligible family members will be entitled to consult the Authorized Medical Officers/Specialists or Zonal Medical Officers appointed by the Company. If an employee or his family member is so sick that he/she is not in a position to attend the consulting room of the Zonal Medical Officers, the services of the Doctor may be availed of at the residence of the employee in accordance with the terms and conditions of appointment of the Zonal Medical Officer.

7. **HOSPITALIZATION AS INPATIENT (INDOOR PATIENTS):**

7.1 Employees and their family members should avail themselves of the facilities only in the Company's hospital, if hospitalization is advised by the Authorized Medical Officer/Zonal Medical Officer/ Specialist. If, however, the employee/dependents avail medical services on their own in other Hospitals and the same is certified by the CoMS/CMS/CMO, reimbursement of expenditure would be restricted to what would have been admissible had the treatment been taken in a Government Hospital in the area or CSMA rates for the said treatment, whichever is higher, subject to approval by the Competent Authority.

8. **SPECIALIST TREATMENT:**

8.1.1 If the Zonal Doctor considers it necessary that the employee or his family member should get specialist treatment, he will make a reference to that effect to the concerned Specialist on the Company's panel through the CoMS/CMS/CMO. If the Company's hospital does not have Specialists such as Gynecologist, Obstetrician, ENT Specialist, Urologist, Ophthalmologist, Surgical Specialist and specialist physicians, a list of such Specialists may be drawn up for consultation by the Division.

8.1.2 If, however, consultation with the specialists outside the panel becomes necessary in a particular case, as decided by the Zonal Doctor or the Company Medical officer, such consultation may be had with the approval of the CoMS/CMS/CMO. The expenditure on account of consultation fees for the specialist in such cases will be paid directly by the Company to the specialist, or if there is no such arrangement, the same will be paid by the employee and got reimbursed from the Company.

8.2 **Treatment in Referral Hospitals at the Headquarters**

8.2.1 Employees and their dependent family members shall avail medical facilities from Company's Hospital/ Dispensary. In the event of non availability of required medical facilities in Company's Hospital/ Dispensary, the same can be availed from any referral/ recognized hospitals at the Headquarters, on being referred by the CoMS/CMS/CMO.

8.3 **Specialist treatment in Hospitals/ Institutions outside the Headquarter of the employee**

8.3.1 Where the CoMS/CMS/CMO of the Division is of the opinion that facilities do not exist in the Company Hospital or any other Recognized Hospital in the Headquarters of the employee for specialist treatment/conducting pathological and/or other diagnostic tests including X-ray, such treatment/tests could be carried out in Hospitals outside the Headquarters of the employee, if considered
unavoidable and so recommended by the CoMS/CMS/CMO of the Division. Such
treatment/test is to be had in a Government hospital or a hospital Recognized by
the Government of India under the CSMA Rules or in a hospital approved by the
Company.

8.3.2 The above benefit of specialist treatment/tests outside the Headquarters will be
admissible to the employee, his/her spouse and dependent children and not to
his/her dependent parents. However, 2 Hospitals each at Mumbai, Vizag &
Lucknow in respect of Nasik, Koraput & Korwa Divisions are recognized for the
purpose of referral of eligible dependent parents, as unlike other Stations,
referral facilities are not available at the Headquarters in these Stations.

8.3.3 If for any emergent or unforeseen reason, the medical treatment is obtained by
an employee in a hospital other than a Government hospital or other than those
approved by the Management, the reimbursement will be restricted to what
would have been admissible had the treatment been taken in a recognized
Government hospital in that city subject to certification by the CoMS/CMS/CMO
of the Division/Complex as per Delegation of Powers. The Central Services
Medical Attendance (CSMA) Rules/Central Government Health Scheme (CGHS)
Rules may be considered as guidance for admissibility of claims, in the absence
of any other guidelines by the Company.

8.3.4 Reimbursement of the expenditure incurred towards treatment of dependent
family members i.e. Spouse, dependent children and dependent parents, outside
the Headquarters, in emergent or unforeseen circumstances, when they are on
temporary visit to their native place/ any other place in India, will be considered
like in the case of employees as indicated at para- 8.2.3 above.

9. TA/DA UNDER MEDICAL RULES:

9.1 TA/DA for journeys undertaken for the purpose of Medical treatment

9.1.1 An employee referred to by CoMS/CMS/CMO for treatment outside the
Headquarters may be paid TA either for the rail or road journey limited to the
fare of the entitled class of the employee plus Daily Allowance for the journey
time only without any halting charges at the Outstation.

9.1.2 Similarly, entitled family members when referred for treatment outside Head
Quarters by the CoMS/CMS/CMO, may be admitted cost of travelling only
without DA for journey or halting charges at the Outstation.

9.1.3 Escorts/attendants accompanying the patients, where required in the opinion of
the CoMS/CMS/CMO, may be paid cost of travelling only as admissible to the
employee (i.e., fare for journey only)

9.2 TA for shifting dead body of employees or his/her dependents from
outstation in the event of un-fortunate death:

9.2.1 Will be allowed for shifting of dead body of employee or his/her dependent from
the station outside the Head Quarters where he was referred for treatment by
the CoMS/CMS/CMO or from the outstation to which he was deputed for
Temporary Duty may be allowed, in the event of their un-fortunate death at such
stations, by Air/Rail/Road, to the employee’s Head Quarters or his/her native
place. One escort attendant bringing the dead body may be paid the journey fare
by Air/Road/Rail, as the case may be.
10. **ELIGIBILITY FOR WARD CHARGES IN RESPECT OF REFERRAL / RECOGNIZED HOSPITALS:**

10.1 Whenever an employee not covered by ESI / eligible family member is referred to a hospital for specialist treatment by CoMS/CMS/CMO, ward charges may be reimbursed / admitted in full with reference to entitlement as indicated below:

<table>
<thead>
<tr>
<th>Ward Type</th>
<th>For Employees Up to and Including Grade-I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Ward</td>
<td>For Officers in Gr.II to Gr.V</td>
</tr>
<tr>
<td>Semi-Private/ Special Ward</td>
<td>For Officers in Gr.VI &amp; above.</td>
</tr>
</tbody>
</table>

Note: Ward charges as above are not admissible if treatment is availed in a private hospital / Nursing Home not recognized by HAL. Diet charges levied by the Referral Hospital / Institution will have to be borne by the individual.

11. **REIMBURSEMENT OF COST OF MEDICINES, DIAGNOSTIC TESTS ETC.:**

11.1 **Prescription of medicines and reimbursement of expenditure incurred thereon in respect of ‘Not-in-Stock’ items**

11.1.1 Employees and the members of their families shall obtain medicines from Company's Hospital / Dispensary. In the event of non-availability in the Company's Hospital / Dispensary, the medicines can be purchased from any chemist. The cost of these medicines purchased by the employee will be reimbursed at Cash Bill rate, on production of the bill along with the NIS Slip.

11.2 **Pathological and other tests including X-ray**

11.2.1 Pathological and other tests including X-Ray prescribed by the CoMS/CMS/CMO for diagnostic purposes should be carried out in the Company's hospital. If there are no facilities for the conduct of any of these tests in the Company's hospitals, it could be carried out at recognized Laboratories/ Diagnostic Centres, on being referred by the CoMS/CMS/CMO; and the cost of the test will be reimbursed to the employee or settled directly.

11.3 **Expenditure on the purchase of Blood**

11.3.1 Employees may be allowed reimbursement of expenditure on purchase of blood, provided the CoMS/CMS/CMO certifies to the effect that the supply of blood required was not available from the Company's hospital and that the price paid for the blood was reasonable.

11.4 **Hospitalization Charges**

11.4.1 If an employee of one Division avails of hospital facilities (including referral) for himself in the hospital of another Division, in emergencies, the Division where he/she takes treatment will bear the charges and subsequently transfer the same to the concerned Divisions through Control Accounts.

11.5 **Re-imbursement of Cost of Spectacles**

11.5.1 Employees are eligible for reimbursement of cost of spectacles (for self only) once in 5 years viz., 2010-2014, 2015-2019, and so on. Ceiling of the amount reimbursable is subject to a maximum of Rs.1000/- (limited to actuals) on each occasion. The Employees may submit their claim to their respective Payroll Section enclosing the Cash Bill along with the Prescription duly co-ordinated by the Ophthalmologist of HAL Hospital.
11.6  Reimbursement of Maternity/Child Birth cases

11.6.1 Employees/spouses availing treatment in Maternity/Child Birth Cases on their own outside HAL Hospitals/referral Hospitals viz., in Govt. /Private Hospitals/Nursing Homes at the Home Town/Headquarters, are eligible for a lumpsum payment towards hospitalization, as an all-inclusive package deal, throughout the company, at the following rates:

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Type of Delivery</th>
<th>Rate (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Normal Delivery</td>
<td>6000</td>
</tr>
<tr>
<td>2</td>
<td>Low Forceps</td>
<td>7500</td>
</tr>
<tr>
<td>3</td>
<td>Caesarean</td>
<td>10000</td>
</tr>
</tbody>
</table>

Employee once granted lump sum payment as above will not be entitled for any further reimbursement.

12.  AYURVEDIC/HOMEOPATHIC/UNANI/SIDDHA SYSTEM OF TREATMENT FOR EMPLOYEES NOT COVERED UNDER THE ESI SCHEME:

12.1 Ayurvedic and Homeopathic system of treatment is available in all the Divisions / Offices for the employees and their family members not covered under the ESI Scheme, in addition to the Allopathic treatment. The Scheme of Ayurvedic and Homeopathic treatment will be regulated as follows:

a) The Divisions/Offices should appoint part-time qualified Ayurvedic/Homeopathic physician on retainer basis or make suitable arrangements for free consultation in the Government or reputed Ayurvedic/Homeopathic Dispensary existing in the area;

b) The retainer fee to be paid to the Ayurvedic Physician/Homeopathic Practitioner may be decided depending on the background of the Ayurvedic/Homeopathic Physician by each Division;

c) The medicines prescribed by the Ayurvedic Physician/Homeopathic Practitioner should be purchased by the employee from one of the authorized pharmacies notified by the Divisions. The medicines should not be stocked at the Company's hospital;

d) The cost of medicines purchased from the pharmacies under Ayurvedic/ Homeopathic / Unani/ Siddha System may be reimbursed on self-certification subject to a ceiling of Rs.2000/- per employee (including his family members) in a calendar year; for both the systems. The ceiling of reimbursement of Rs. 2000/- per calendar year for the entire family unit is applicable for Ayurvedic/Homeopathic/Unani Systems put together.

e) Considering that payment is allowed on self certification basis and the ceiling is Rs. 2000/- p.a, in general, reimbursement of the Cost of Medicines under Ayurvedic/ Homeopathic / Unani/ Siddha beyond the annual ceiling (Rs. 2000/-) will not be agreed to. However, in exceptionally deserving cases, the matter can be referred to Corporate Office, through the Complex Office, with concurrence of CMS/ CoMS of the Division/ Complex, for consideration.

Note: Management Trainees and Executive Trainees are entitled for medical facilities during the training period (for self only) including Ayurvedic/Homeopathic/Unani treatment as admissible to the regular employees.
13. RE-IMBURSEMENT OF COST OF ARTIFICIAL APPLIANCES:

13.1 Employees are eligible for reimbursement of cost of the following Artificial Appliances, at actuals, limited to the ceiling indicated below, or as per the prevailing CGHS/CSMA rates, whichever is lower:

a) Lifesaving Equipments (General)

<table>
<thead>
<tr>
<th>Equipments</th>
<th>Periodicity of Purchase</th>
<th>Cost Ceiling per Equipment (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nebulizers</td>
<td>Once in 5 yrs.</td>
<td>3,000/-</td>
</tr>
<tr>
<td>CPAP (Continuous Positive Airway Pressure)</td>
<td>Once in Life Time</td>
<td>50,000/-</td>
</tr>
<tr>
<td>BIPAP (Bilevel Positive Airway Pressure)</td>
<td>Once in Life Time</td>
<td>1,00,000/-</td>
</tr>
<tr>
<td>Oxygen Concentrator</td>
<td>Once in Life Time</td>
<td>50,000/-</td>
</tr>
</tbody>
</table>

b) Orthopedic Equipments & Implants

<table>
<thead>
<tr>
<th>Equipments</th>
<th>Periodicity of Purchase</th>
<th>Cost Ceiling Per Equipment (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prosthesis Above Knee</td>
<td>Once in Life Time</td>
<td>15,000/-</td>
</tr>
<tr>
<td>Prosthesis Below Knee</td>
<td>Once in Life Time</td>
<td>10,000/-</td>
</tr>
<tr>
<td>Prosthesis Above Elbow</td>
<td>Once in Life Time</td>
<td>15,000/-</td>
</tr>
<tr>
<td>Prosthesis Below Elbow</td>
<td>Once in Life Time</td>
<td>10,000/-</td>
</tr>
<tr>
<td>Callipers for Lower Limbs</td>
<td>Maximum 3 times for a person</td>
<td>10,000/-</td>
</tr>
</tbody>
</table>

13.2 The Artificial Appliances may be purchased by the employees based on the recommendations of the consulting Doctors at HAL Hospitals and with the approval of the CoMS/CMS/CMO of the concerned Complex / Division. The claim will be supported by bills. In respect of Barrackpore Division, proposal for purchase of any Artificial Appliance will be forwarded to CoMS, BC for approval.

General Conditions:

- The facility can be availed by dependent and eligible family members also. However, one type of equipment will be limited to one member of the family (including the employee), during the entire service period of the employee;

- Necessary entries will be made in the Personal Records/ Medical Books of the employee/ dependent wherever reimbursement is made for a particular Artificial Appliance;

- The appliances purchased need not be returned to the company.

13.3 Reimbursement of expenses on purchase of Hearing Aids

13.3.1 The expenses on purchase of Hearing Aids is also re-imburursed, subject to the following:
a) Maximum ceiling of Rs. 10,000/- for one sided Hearing Aid and Rs.20,000/- for Bi-lateral Hearing Aid based on the recommendations of the ENT specialist and the CoMS/CMS/CMO of the HAL Hospital;

b) Replacement will be allowed once after a minimum period of 5 years, with a Condemnation Certificate from a Technical Expert and on the recommendation of the ENT Specialist and the CoMS/ CMS/CMO of HAL Hospital;

c) This facility can be availed by the dependent and eligible family members also, subject to an overall ceiling of two instruments (one sided or bi-lateral, as required) only for the entire family unit (including the employee) during the entire service period of the employee.

14. **REIMBURSEMENT OF COST OF IN-VITRO FERTILIZATION (IVF):**

14.1 **Coverage**

Female employees or spouse of male employees who has no Children are eligible to avail the benefit under the Scheme, subject to the following conditions:-

a) Reimbursement is allowed only in cases of infertility where the couple had no children;

b) The age of women undergoing IVF Procedures should be between 30 to 40 years. The procedure should have been undergone after a minimum period of 3 years after marriage and living together;

c) The employee should complete a minimum period of 3 years regular service (excluding training period, contract period etc.,) before seeking approval to undergo IVF procedure;

d) Reimbursement upto the monetary ceiling will be allowed, cumulatively, for all attempts made, irrespective of the success /failure at any IVF centre;

e) The employee and the spouse should be the biological parents of the child. Reimbursement will not be applicable if the procedure is undergone with the help of donor and / or surrogate mothers.

14.2 **Procedure**

a) Each complex/Division should constitute a committee for the purpose of examining the request to allow IVF procedure, headed by the CoMS/CMS, with Senior Officers from HR, Finance and Head of Obstetrics & Gynecology (OB&G) in the Hospital as members. If need be, an external Consultant in OB&G can be co-opted as a member. The committee will study the request for undergoing the IVF procedure and will counsel the concerned employee and the spouse about all aspects of the procedure before it is being recommended for approval by the Competent Authority. No case will be considered for IVF procedure/ reimbursement, unless it is recommended by the Divisional Committee.

b) The application for allowing reimbursement of IVF procedure is to be submitted by the employee to the Divisional Head of the Medical Department, accompanied by the following investigation reports / clinical details:

i) Investigations carried out for excluding Pelvic Inflammatory Disease (PID);

ii) Evidence of ovulation- (a) Ultrasound; (b) Endometrial Biopsy;

iii) Investigation carried out for detection on non-patency of Fallopian Tubes;
iv) Diagnostic Laparoscopic Examination;

v) Husband’s Semen Analysis reports (minimum of 3 reports);

vi) Evidence of failure of conventional procedure;

vii) Estimated cost of the IVF procedure.

c) After examining the request, the Head of OB&G in the Hospital will put up the case to the Divisional Committee for consideration. If need be, expert opinion of Specialist(s) from referral/ recognized Hospitals will be sought.

d) The committee will ascertain the authenticity of the Hospital/Clinic where the treatment is to be carried out and the procedure adopted by them. Facts such as reputation of the Institution, No. of such procedures undertaken p.a., success rates etc also need be analysed before considering the case for recommendation for approval.

e) IVF procedure should be carried out at the Centres registered with the State Govt. and having the necessary facilities including equipment and trained manpower for carrying out the procedure.

f) IVF procedure in Private Centres could be allowed exceptionally, on a case to case basis, on the merits of the case.

g) The concerned Functional Director/ CEO would be the Competent Authority to approve the treatment. The case will be forwarded for approval, with the recommendation of the Divisional Head of Finance and the GM/ED, along with all the relevant details, including the anticipated expenditure.

h) The treatment can be commenced by the employee once approval of the Competent Authority is obtained.

14.3 Other aspects which would be considered by the Committee

a) Unethical medical procedures that should not be followed, as and when explicitly incorporated in CSMA Rules, should not be allowed to be followed. Reimbursement need be allowed only for ethical procedures.

b) There are undecided ethical and medico-legal issues involved in IVF like Cloning, Stem Cell Therapy, Cord Blood Preservation procedures and other newer scientific experimental medical procedures, that are often advertised in the media. In such cases, the opinion of CMC, Vellore or AIIMS, New Delhi will be sought, before approval for the treatment is accorded.

14.4 Ceiling

14.4.1 The ceiling for reimbursement is Rs.2 Lakhs per employee, cumulatively for all the attempts made including cost of drugs used, tests undergone, treatment etc., as part of the IVF procedure/ IVF package, irrespective of the success/ failure at the IVF Centre. The ceiling also covers expenses incurred in connection with the delivery of the child. No request for relaxation will be entertained if the expenditure is more than the prescribed ceiling.
14.5 **Reimbursement**

14.5.1 Actual expenditure incurred would be reimbursed, limited to the ceiling of Rs. 2 lakhs, after the birth of the child, on submission of relevant Medical reports/Discharge Summary and Bills. The claim would be submitted to the CoMS /CMS of the Hospital, who will recommend it for re-imbursement, after examination. The reimbursement will be approved by the Divisional Head. No Advance would be granted for the purpose of the said treatment in any case and under any circumstances. The amount reimbursed would be recovered if it emerges subsequently that any of the prescribed conditions were violated.

14.6 **Service Bond**

16.6.1 The employee in respect of whom reimbursement is to be made for undergoing IVF procedure should sign a bond to serve the Company for a minimum period of five years, w.e.f. the date of delivery, before the amount is reimbursed.

15. **AMBULANCE SERVICES:**

15.1 Employees and their eligible dependents may be provided Ambulance Service provided the Company's Medical Officer certifies that the person is not physically fit to travel on his own. If outsiders are provided ambulance service, full recovery of the direct costs involved are to be effected.

16. **SICKNESS WHILE ON TEMPORARY DUTY OR ON LEAVE:**

16.1 Employees falling ill in the circumstances listed below at a place where the Company does not have authorized medical attendant or any arrangement for providing medical treatment, may obtain medical treatment from the local Government / Civil / Municipal Hospitals / Dispensaries and claim reimbursement of Consultation Charges levied by them and medicines purchased in accordance with their prescriptions. The medicines for which reimbursement is admissible will be restricted to those permitted under the Central Services Medical Attendance (CSMA) Rules. The claims for reimbursement on account of medicines purchased should be supported by prescriptions of the Doctors in the Hospitals / Dispensaries mentioned above and also cash receipts. Expenditure on hospitalization, if any, incurred will also be reimbursed to the extent covered by the CSMA Rules. Specialist treatment, if any required, should be limited to what is available in Government / Civil hospitals at the place where the employee falls ill. Reference to specialists in other places or private specialists is prohibited under these rules:

i) An employee falls ill while on Temporary Duty, away from his Headquarters;

ii) An employee falls ill at a place where he is temporarily transferred and the Company has not provided any medical facilities to its employees at the station;

iii) An employee is on leave either at his Home-Town or elsewhere and he falls ill.

17. **FAMILY WELFARE SCHEME:**

17.1 Women employees and wives of employees not covered under ESI in Divisions which have no facilities for conducting Tubectomy Operation may be reimbursed extra cost incurred by them for the Tubectomy operation including extra stay, drugs, etc., as per rules when they undergo such operation after delivery in Government or other recognized hospitals.
18. **MEDICAL TREATMENT UNDER LATEST MEDICAL TECHNOLOGY I.E. NON-SURGICAL APPROACH:**

18.1 The GM/EDs are authorized to approve treatment of Renal & Gall Bladder Stones through Lithotripsy as well as Laparoscopic Cholecystectomy surgery, on the specific recommendations of the CMS of the Division.

19. **CAPD TREATMENT:**

19.1 For the patients undergoing Dialysis treatment the Continuous Ambulatory Peritoneal Dialysis (CAPD) treatment is allowed. The reimbursement is limited to the expenditure that would have occurred on Hemodialysis.

20. **RECOGNITION OF PRIVATE/ TRUST HOSPITALS:**

20.1 Trust Hospitals can be recognized for inpatient treatment/investigations/surgical operations in Divisions/Offices or outstations where HAL Hospital does not exist or facilities for certain investigations/treatment do not exist in HAL Hospitals/ dispensaries to enable the employees and their dependents not covered by ESI scheme to avail of such treatment/facilities. In this connection the following instructions are laid down:

a) Well-known Trust Hospitals in the city, where HAL factories/Liaison offices are located may be selected by the Divisions on the basis of the recommendations of the CoMS/ CMS/ CMO for the purpose.

b) Tariff to be paid for various inpatient treatment, investigations and surgery should be negotiated with the concerned private hospital preferably by a Committee constituted by the GM/FD/CEO with a member from Finance and Medical Departments. The tariff to be paid should be carefully negotiated keeping in view the prevailing charges for such services in other hospitals in the region/city.

c) After the tariff is negotiated/approved by the Competent Authority, full reimbursement except for diet and charges for inadmissible medicines/services under the CSMA Rules is to be allowed to the employees for treatment in such approved hospitals. If employees take inpatient treatment or undergo tests in hospitals run by Central/State Governments, Local bodies, full reimbursement may be allowed except for diet and inadmissible medicines/services where charges will be limited to the entitlement under the rules.

d) Entitlement of wards for inpatient treatment in such recognized Trust hospitals will be as indicated at para-10.1 above.

e) Chief of Medical Services, Bangalore Complex is to be consulted/associated in selection of private hospitals and in the fixation of the tariff to be paid by HAL for treatment etc., in such hospitals.

f) After completing the above formalities, self-contained proposals indicating the name of the hospital(s) facilities available for inpatient treatment tests, surgery, etc., and tariff proposed should be forwarded to the Corporate Office together with the recommendation of GM & Director/CEO for approval.

20.2 Payment of charges by HAL for in-patient treatment, surgery and investigations in such hospitals will be made only if the patient is referred for such treatment by the CoMS/ CMS/CMO of the Division, wherever there is such an officer except in
cases of emergencies. In case of emergency, the fact that emergency existed and immediate treatment was essential/inevitable should be certified by the CoMS/CMS/CMO of the Division.

20.3 If for any emergent reason, in-patient treatment and investigations or surgery is obtained from a Hospital/Nursing Home other than the recognized Trust Hospital/ Government Hospital, reimbursement of expenditure would be restricted to what would have been admissible had the treatment been taken in a Government Hospital in the area or CSMA rates for the said treatment, whichever is higher, subject to approval by the Competent Authority.

20.4 Reimbursement of medical expenses if any, in relaxation of the above provisions will need the approval of the Corporate Office.

20.5 CSMA Rules may be considered as guidance for admissibility of claims in the absence of any other guidelines by the Company.

20.6 Referrals of eligible patients for treatment to the recognized Hospitals will be made by the HoD of the Medical Dept. in the Complex/Division in Grade-VI and above only. If the Dept. is headed by Doctors in Grade-VII or higher, he can sub-delegate the power for referrals to other Doctors in Grade-VI or higher, depending on the need. In cases where the Medical Dept. of a Division is headed by an officer lower than in Grade-VI, referrals will be made with the approval of the General Manager of the Division or another Officer in grade-VIII nominated by the General Manager.

20.7 Additional Guidelines

   a) Recognition of a Hospital, generally covering all the Specialties available in the Hospital, would be for treatment of diseases and sickness that are covered under the CSMA Rules/CGHS Guidelines only;

   b) Hospitals can also be recognized for treatment of Super Specialties alone (like Heart Surgery/treatment, treatment of cancer, treatment of Eye etc.) without recognizing the other Specialties available in the Hospital;

   c) MoUs should be entered into while recognizing Hospitals as also at the time of renewal of the recognition;

   d) Payment of bills of recognized Hospitals should be as per the agreed rates with the Hospital. In respect of cases not covered in the MoU, if any, CSMA rules/CGHS Rates would be the guiding principle;

   e) Referrals can be made to Govt. Hospitals (Central & State) for whatever facilities are available with them;

   f) Referrals to recognized Hospitals will be for treatment of sickness covered under the CSMA Rules/CGHS Guidelines only;

   g) Post-facto approval for referrals should be avoided as far as feasible.

20.8 Approval of Corporate Office for Medical facilities

   a) Availing treatment from recognized Hospitals for diseases/sickness which are not listed in the CSMA Rules/CGHS Guidelines will require approval from Corporate
Office. Such proposals will be forwarded through the Complex Office, along with all necessary details and the recommendations of CoMS, BC.

b) Treatment of extra-ordinary cases like Renal Transplants, Liver Transplants, Cardiac Transplants, procedures like Stem Cell Therapy, Cord Blood Preservation etc. (list is not exhaustive), would require specific prior approval from the Corporate Office in each case. Such proposals will be forwarded by the Division with adequate justifications, details of the patient, cost involved etc., after obtaining the recommendations of CoMS, BC through the Complex Office. Even if facilities for such treatment are available in a recognized Hospital, specific approval in each case will be taken from the Corporate Office.

21. **RECOGNITION OF HOSPITALS AT CUSTOMER BASES:**

21.1 Field Service Representatives (FSRs) from different Divisions are positioned at various Customer Bases to look after the requirements of Customers. Customer Bases barring a few do not have recognized Hospitals to cater to the medical needs of FSRs.

21.2 Accordingly, one Hospital each at each Base/ nearby City will be recognized for FSRs and their dependent family members. Parent Divisions of FSRs will be responsible to identify the Hospital to be recognized. Divisions will constitute Committees for the purpose of recommending recognition of Hospitals at the Bases, consisting of:

- a) A Medical Officer in Grade-V or above.
- b) Representative from HR Dept. (Grade-IV or above).
- c) Representative from Finance Dept. (Grade-III or above).
- d) The senior most Officer/ FSR of the respective Bases.

21.3 The Committee will visit the Bases for Survey and evaluation of Hospitals for recognition. After evaluation and obtaining commercial proposals from identified Hospitals, the Committee(s) would submit their recommendations. The Committees should impress upon the Hospitals the need to agree for CGHS Rates, wherever feasible. The Division will examine the recommendations and approval of the respective Director/ CEOs would be obtained by the Division for recognition of the Hospitals.

21.4 Once a Hospital is recognized, the facilities would be made available to:

- a) All FSRs posted (irrespective of the Division/ Office to which they belong) at the Base for their medical/ healthcare needs.
- b) All other HAL Officers/ Workmen (irrespective of the Division/ Office to which they belong) visiting the Base on duty/ leave or transiting through the Base on leave or Official duty, should an emergency arise requiring immediate medical attention.

21.5 Considering the fact that most of the Customer Bases are located far away from the Divisions, the ‘Officer In-charge’ of the respective Customer Base can authorize the patient, in writing, to avail treatment from the recognized Hospital, under intimation to the Chief Medical Superintendent/ Chief Medical Officer of the nodal Division of the Base and the parent Division of the Base and the parent Division of the referred employee/ patient.
22. **OVERSEAS MEDICAL POLICY:**

22.1 With a view to provide for medical treatment for injuries or diseases contracted while employees are deputed abroad on short trips for training or official tour / conferences, Management has introduced a Comprehensive Medical Insurance Scheme. Under this scheme, such employees are insured by the Management with an Insurance Company under their Overseas Medical Insurance Scheme.

23. **PERIODICAL PREVENTIVE HEALTH CHECK OF EMPLOYEES:**

23.1 The list of Employees (Officers & Workmen) who are above 40 years of age will be forwarded by the concerned HR Departments. These employees will be thoroughly examined once in 2 Years carrying out the following investigations:

   a) Blood : Hb, ESR, Blood Urea, FBS/PPBS, S.Creatinine, Lipid Profile  
   b) Blood group & Rh. (first time only)  
   c) Urine Routine  
   d) Chest X-ray  
   e) Resting ECG.

23.2 The investigations will be carried out in the HAL Hospital/Dispensary on the same day. Where facilities do not exist in HAL Hospital/Dispensary for any of the above investigations, such investigations may be got done in recognized/ Government/Municipal Hospital.

23.3 The medical reports will be forwarded to the concerned HR Departments the next working day, along with the list of employees not reported for medical checkup.

24. **PERIODICAL PREVENTIVE HEALTH CHECK-UP OF OFFICERS:**

24.1 Officers in Grade-VI and above who are above 50 years of age may be thoroughly examined once in a year to identify possible risk factors and to take corrective action.

25. **ANNUAL HEALTH CHECK OF SENIOR EXECUTIVES UNDER PESB APPRAISAL SYSTEM:**

25.1 All Senior Executives in Grade-IX & above have to undergo medical check once in a year. The list of such Senior Executives will be forwarded by the respective HR Departments. The Senior Executives who report to HAL Hospitals/Dispensaries will be medically examined and a report will be forwarded to the concerned HR Department.

26. **MEDICAL EXAMINATION OF EMPLOYEES FOR PROLONGED ILLNESS FOR GRANT OF SPECIAL LEAVE WITH EX-GRATIA PAYMENT:**

26.1 Permanent employees of the Company suffering from any of the following disease(s) will be medically examined by HAL Hospitals/Dispensaries for grant of Special Leave with Ex-Gratia Payment as per rules:

   a) Tuberculosis;  
   b) All forms of malignant diseases;  
   c) Paraplegia;  
   d) Hemiplegia;  
   e) Myocardial Infarction;  
   f) Aplastic Anemia;  
   g) Parkinson disease;
h) Refractive Cardiac Failure;
i) Fracture of bones-lower limb, pelvis tibia, unstable fracture spine;
j) Cirrhosis of liver with complications including ascites;
k) Immature cataract – vision less than 6/60;
l) Chronic renal failure;
m) Retinopathy due to Diabetes, Hypertension etc.
n) Diabetic Gangrene Foot;
o) Gullain Barre Syndrome;
p) Prolapse intra Vertibular Disc Including Lumbar Canal
q) Sterosis/Strain;
r) Open Heart Surgery / CABG
s) Chronic Obstructive Pulmonary disease with complications;
t) Retinal Detachment;
u) Muscular Dystrophies.

26.2 The request of such employees who are suffering from the above diseases for grant of Special Leave with Ex-Gratia Payment will be forwarded by the respective HR Departments to HAL Hospitals/Dispensaries. After due medical examination, HAL Hospitals/Dispensaries will forward the Report/recommendations to the concerned HR Departments for Grant of Special Leave with ExGratia Payment as per rules.

27. MEDICAL EXAMINATION/ TREATMENT FOR EMPLOYMENT INJURY ETC:

27.1 For Employment Injury

27.1.1 Employees who meet with an accident while on duty and report to HAL Hospitals/Dispensaries will be provided with treatment with necessary advise and issued with a Certificate for claiming Special Leave for Employment Injury, as per rules.

27.2 For Fitness for the job

27.2.1 Employees who do not perform the jobs for which they are employed are referred by the concerned HR Departments to HAL Hospital for Medical Examination. HAL Hospitals/Dispensaries will conduct a detailed medical examination of such employees and forward a Report to the concerned HR Department indicating Fitness or otherwise of the employee to perform the job.

28. MEDICAL EXAMINATION OF EMPLOYEES FOR TERMINATION OF THEIR SERVICES ON GROUNDS OF CONTINUED ILL-HEALTH:

28.1 Under the Company Rules/Standing Orders, services of an employee who is found medically unfit to perform the job for which he is employed, can be terminated on account of continued ill-health after due intimation to him. With a view to provide more generous means to the terminated employees for rehabilitation, the following scheme for termination of medically unfit personnel has been introduced in the Company.

28.2 Procedure

i) If an employee is so sick that he is unable to do the work for which he is employed or has been absenting himself excessively on medical grounds, such an employee is to be referred to a Medical Board for assessing his suitability for continuance in service.

ii) A Medical Board comprising of the Chief / Senior Medical Superintendent of the concerned Division, one Senior Doctor and a Specialist Doctor, where
necessary, and the Chief / Senior Manager (HR) of the Division / Office will examine the employee and indicate whether the employee is medically fit.

a) to do the job for which he is engaged, or
b) can do only sedentary or light jobs, or
c) no job whatsoever in the Division/Office.

iii) Respective Appointing Authorities are competent to accept or reject the recommendations of the Medical Board but orders for termination of employees on ground of continued ill-health would require prior approval of the concerned ED / GM (FDs/CEOs in certain cases). If the Competent Authority comes to the conclusion based on the recommendations of the Medical Board that the employee is medically fit to do a light job or sedentary job, he may be recategorised and moved to such a job. If there is no such job available or if the employee is not willing or capable of doing such job or if he is declared unfit for any job whatsoever, the Competent Authority may recommend to the concerned General Manager / Executive Director for termination of the services of the employee on grounds of continued ill-health. If the concerned employee is not useful to the Organisation and his / her productivity has reduced substantially on medical grounds, the services of such employees should be dispensed with. As such the need for movement for performing light or sedentary job should be examined very carefully and discretion used judiciously keeping in view the best interest of the organization.

iv) The Divisions have to periodically review all cases of employees who have been advised / assigned light job, on medical grounds, and those who are found suffering from chronic sickness which cannot be cured, may be considered for termination on account of continued ill-health as per the prevailing rules.

28.3 Amount of Compensation

28.3.1 Under the Rules, employees who are terminated on grounds of continued ill-health are eligible for the following terminal benefits:

a) Gratuity;
b) Provident Fund;
c) Encashment of Vacation Leave, if any, at credit, as per Rules;
d) Notice Pay as per Rules.

28.3.2 Taking a compassionate view of the circumstances in which the employment is terminated, an employee who has rendered atleast 10 years of continuous service in the Company and whose services are terminated due to continued ill-health will be given ex-gratia payment in addition to his normal terminal benefits as indicated below:

i) 1-1/2 months’ emoluments for each completed year of service OR the monthly emoluments multiplied by the balance of months of service left before normal date of superannuation, whichever is less. The ex-gratia payment will, however, be subject to an overall ceiling of Rs.3.5 Lakhs.

Note: “emoluments” means Basic Pay + DA drawn by the employee as on the date of termination due to continued ill health.
EXAMPLE:

A Scale-6 Workman has put in 20 years of service and is left with 15 months to go for superannuation. His emoluments on the date of termination are Rs. 17,510/- (i.e. Basic Pay of Rs.17,000/- + DA of Rs.510/-). The ex-gratia payment payable on termination will be calculated as follows:

**Ex-gratia payment:**

- Payable for 28 completed years of service  
  \[17,510 \times 20 \times 1.5\]  
  \[= \text{Rs.5,25,300/-}\]  
  OR

- Payable for the balance months of service left for superannuation  
  \[17,510 \times 15\text{ months}\]  
  \[= \text{Rs.2,62,650/-}\]

- Amount of Ex-gratia payment payable in the above case  
  \[\text{Rs.3,50,000/-}\]

ii) a) Payment of TA/DA to the employee and his / her family members to move to the employees Home Town / selected place of residence anywhere in India where he and his / her family wish to settle down permanently, as admissible under the TA/DA Rules.

b) Post retirement medical assistance to the employee and their spouse.

c) Since liberal benefits are extended under this Scheme, Competent Authority should review all cases of medical termination judiciously before according approval. Medical termination of employees who have less than two years for superannuation would require prior approval of the concerned Director/CEO.

28.4 **General:**

i) Payments made under para 28.3.2 above would be treated as salary earned for the purposes of taxation.

ii) In case the employee does not give consent letter for Medical termination, such cases may be processed based on the recommendations of the Medical Board without necessarily obtaining a consent letter from the employees concerned.

iii) All outstanding loans/recoveries, if any, due from the employees will be deducted from the amount of compensation before they are paid to him/her. The ex-gratia payment payable on termination of his service due to grounds of continued ill-health is to be calculated with reference to completed years of service in the Company without linking to attendance.

iv) Company is required to deduct taxes at source in respect of ex-gratia payment / compensation paid to the employees terminated on Medical Grounds, treating the same as income received during the year. On submission of tax return, an employee can seek refund of the tax deducted by the Employer if the medical termination is based on the
decision of the Medical Board, and the same has been approved by the General Manager / Head of the Division. Refunds legally due to such employees are refunded by the Income Tax Department after obtaining the authorization from the Commissioner of Income Tax after verifying the claim.
Annexure-I

HINDUSTAN AERONAUTICS LIMITED
______________ DIVISION

To,

Payroll Section
______________Division

(Through Proper Channel)

Sub : Medical Reimbursement Claim.

Please arrange to reimburse the following Medical expenses incurred by me on the advice of the Competent HAL Medical Authority.

Required Details are furnished below:

<table>
<thead>
<tr>
<th>Name of the employee</th>
<th>:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Patient/ Relationship with employee</td>
<td>:</td>
</tr>
<tr>
<td>Dept No./P.B.No.</td>
<td>:</td>
</tr>
<tr>
<td>Designation / Grade/Scale</td>
<td>:</td>
</tr>
<tr>
<td>Total Amount Claimed</td>
<td>:</td>
</tr>
<tr>
<td>Total No. of enclosures</td>
<td>:</td>
</tr>
</tbody>
</table>

I declare that only the **PRESERVED** quantity of medicines have been claimed by me & particulars furnished above are true, correct and complete to the best of my knowledge and belief. I am aware that if at any time it is revealed that any of the particulars/certificate/ document furnished is incorrect /false, I am liable for disciplinary action besides recovery of the amount paid to me.

**Signature of the employee**

---

FOR ACCOUNTS USE ONLY

<table>
<thead>
<tr>
<th>P.B.NO.</th>
<th></th>
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<tbody>
<tr>
<td>Amount Admissible</td>
<td>Rs.</td>
</tr>
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</table>

**Signature of Dealing Assistant / Officer**
To: 
CoMS/CMS/CMO 
H.A.L Hospital 

Sir, 

Sub: REQUEST FOR TREATMENT ON CHARGEABLE BASIS. 

Kindly grant permission for OPD / Inpatient treatment to the following patient on chargeable basis at HAL Hospital:

Name of the Patient & Relationship : 
Father / Husband Name : 
Age/DOB : 
Treatment for : 

I hereby give consent to conduct the required investigation, procedures, surgery and treatment in HAL Hospital.

I also hereby declare that I will refrain from any legal action against HAL Hospital or the medical team regarding the investigations and treatment carried out in the Hospital.

The charges will be paid by me at the time of Consultation/Investigation/ Admission and will be fully settled at the time of discharge, if any.

Thanking You,

Yours faithfully,

Signature of the employee

Name : -----------------------
Dept./P.B. No.-------------

Signature of Patient/ 
Parent or guardian of patient (If under 18 years of age)

Approved for Treatment on Chargeable Basis

Authorized Signatory
### Claims for Reimbursement of Maternity/ Child Birth Cases

**Division**

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Particulars</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Name of the Employee</td>
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<td>2</td>
<td>Dept / EID . No</td>
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<td>3</td>
<td>Designation</td>
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<tr>
<td>4</td>
<td>Grade / Scale</td>
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<tr>
<td>5</td>
<td>Date of Joining HAL</td>
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<tr>
<td></td>
<td>a) as Trainee (if applicable)</td>
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<tr>
<td></td>
<td>b) Regular Scale of Pay</td>
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<tr>
<td>6</td>
<td>Name of the Patient</td>
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</tr>
<tr>
<td>7</td>
<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Home Town of Employee/Spouse</td>
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</tr>
<tr>
<td>9</td>
<td>Name &amp; address of the Hospital where delivery took place</td>
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<tr>
<td>10</td>
<td>Type of Delivery</td>
<td>Normal</td>
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<tr>
<td>11</td>
<td>Total amount spent</td>
<td>Rs.</td>
</tr>
<tr>
<td>12</td>
<td>Date of Admission / Discharge</td>
<td>DOA :</td>
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<tr>
<td>13</td>
<td>Total Amount of Claim submitted</td>
<td>Rs.</td>
</tr>
<tr>
<td>14</td>
<td>No. of Enclosures (list enclosed)</td>
<td>(Attach all the Original Bills)</td>
</tr>
</tbody>
</table>

This Claim has been submitted for Reimbursement in terms of Circular No. ________________ dated ________________.

Date : Signature of the applicant
For Use of HR Department

Forwarded to CoMS/CMS/CMO for admission of the Claim submitted by

Shri/Smt. --------------------------------- Dept/ EID No.----------

In terms of Circular No.--------------------- dated ____________. The details furnished by the employee at Col. N's 1 to 8 have been verified and are in order.

Date : Head of HR Dept.

For use of HAL Hospital

Recommended for Payment of Rs. --------------------------

Date : HAL Hospital

Forwarded to HR Department for taking further necessary action.

Date Head of HR Dept, HAL Hospital

Forwarded to Accounts Departments for admitting the Claims of Rs.------

Date : Head of HR Dept

For use in Accounts Department

Passed for Payment Rs. --------------------------

Date : Manager (Accounts)
### HEALTH CHECK – SENIOR EXECUTIVES UNDER PESB

<table>
<thead>
<tr>
<th>NAME:</th>
<th>AGE:</th>
<th>SEX:</th>
<th>DATE:</th>
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</thead>
<tbody>
<tr>
<td>EMPLOYEE NO.</td>
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<tr>
<td>NAME OF THE POST HELD</td>
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<tr>
<td>BRIEF CLINICAL HISTORY, IF ANY</td>
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</tbody>
</table>

**Examination:**

**PHYSICAL:**
- WT:
- HT:

**SYSTEMIC:**

**EYE:-**
- NEAR VISION:

**VISION:**
- FUNDUS:
<table>
<thead>
<tr>
<th>INVESTIGATIONS:</th>
<th>NAME:</th>
<th>AGE:</th>
<th>SEX:</th>
<th>DATE:</th>
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<tbody>
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<td>P.B.NO.</td>
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<td>DLC</td>
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<tr>
<td>Peripheral Smear</td>
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<tr>
<td>BLOOD SUGAR</td>
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<td>Fasting</td>
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<td>PPBS</td>
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<td>LIPID PROFILE</td>
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<td>Total Cholesterol</td>
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<td>VLDL Cholesterol</td>
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<td>Triglyceride</td>
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<tr>
<td>LIVER FUNCTION TEST</td>
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<tr>
<td>Total Bilirubin</td>
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<td>Direct Bilirubin</td>
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<td>Indirect Bilirubin</td>
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<td>SGPT</td>
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<tr>
<td>ALK Phosphatase</td>
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### KIDNEY FUNCTION TEST

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<tr>
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<th>Uric Acid</th>
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</thead>
</table>

#### Electrolytes:

<table>
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<tr>
<th>Na+</th>
<th>Calcium</th>
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<tbody>
<tr>
<td>K+</td>
<td>Phosphorous</td>
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### CARDIAC PROFILE

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### URINE

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<tr>
<th>Routine</th>
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<th>Sugar</th>
<th>Albumin</th>
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<th>X-RAY</th>
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### ULTRA SOUND ABDOMEN

### ANY OTHER INVESTIGATIONS

<table>
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<tr>
<th>ECHO:--</th>
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### ADVICE
# A. MEDICAL REPORT OF THE OFFICER

<table>
<thead>
<tr>
<th>Test</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Haemoglobin Level of the Officer</td>
<td>Normal/Low</td>
</tr>
<tr>
<td>2. Blood Sugar Level</td>
<td>Satisfactory/Normal/High/Low</td>
</tr>
<tr>
<td>3. Cholesterol Level of the Officer</td>
<td>Normal/low</td>
</tr>
<tr>
<td>4. Liver Functioning</td>
<td>Satisfactory/Normal/Dysfunction</td>
</tr>
<tr>
<td>5. Kidney Status</td>
<td>Normal/Both- One Kidney not functional optimally</td>
</tr>
<tr>
<td>6. Cardiac Status</td>
<td>Normal/Enlarged/Blocked/Not normal</td>
</tr>
</tbody>
</table>

**NAME:**

**P.B.NO.**

**AGE:**

**SEX:**

# C. SUMMARY OF MEDICAL REPORT

<table>
<thead>
<tr>
<th>Test</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Overall Health of the Officer</td>
<td></td>
</tr>
<tr>
<td>2. Any other remarks based on the health checkup of the Officer</td>
<td></td>
</tr>
<tr>
<td>3. Health Profile grading</td>
<td></td>
</tr>
</tbody>
</table>

**Date:**

*CMS*
Annexure- V

SERVICE BOND FOR IN-VITRO FERTILIZATION (IVF)

(To be executed on Non-Judicial Stamp Paper of Rs.200/-)

This Agreement is made on ___________ day of __________ 20__. 

2. I, _______________________________, Staff No. ________, W/o / H/o ____________________________ joined HAL on ________________, working in _______________________ Department, do hereby apply to avail the benefit under the Scheme for Reimbursement of Cost of In-Vitro Fertilization (IVF) as notified by HAL Corporate Office vide Circular No. HAL/P&A/15(2D)/11 dt. 06.06.2011 & subsequent amendments, if any.

3. I, ______________________________, whose Date of Birth is ________________, had entered into wedlock with __________________, whose Date of Birth is ________________________, on ________________. We, the couple are living together and are childless.

4. I, ______________________________, W/o / H/o __________________________ do hereby agree to abide by the Rules & Regulations of M/s HAL, CSMA Rules and any Government Guidelines or Court Directives pertaining to any matter related to IVF procedures.

5. I, ______________________________, W/o / H/o __________________________ do hereby give my consent to serve M/s HAL for a minimum period of Five Years w.e.f. the date of delivery of the Child born out of IVF procedure of whom we are the biological parents OR w.e.f. the date of completion of the last cycle of the IVF procedure, which ever is later.

6. In case of my failure to serve M/s. HAL for Five Years as agreed at para-5 above or if it emerges subsequently that any of the prescribed conditions for availing the IVF procedure were violated by me, then the amount reimbursed by M/s. HAL for availing the IVF procedure can be recovered from me with applicable interest thereon.

7. In case I fail to serve the Company as agreed at para-5, the Company shall be entitled to recover from me (including Surety) the cost incurred towards IVF treatment, subject to the following limits:
   Amounts to be recovered

   (i) In case the employee leaves the Services of the Company before completion of 1 year of Service.       Actual cost of IVF treatment incurred subject to a maximum of Rs. 2 Lakhs.

   (ii) If the employee leaves the Service after one year but before completion of 5 years.    Proportionately less by 1/5th of the total expenses incurred for every year of Service completed, subject to a maximum of Rs. 2 Lakhs.
8. The Surety herein covenant with the Company that the employee shall serve the Company as stated at para-5 of this Agreement and in the event of his failing to do so, the Surety shall Pay to the Company whatever is payable to the Company by the employee in that behalf in accordance with para-7.

The Surety further covenants that at any time if the Company initiates legal actions to recover the bond amount, the same shall not discharge the Surety from his/ her obligations under these presents.

9. I, _____________________________, W/o / H/o ----------------------------- do hereby execute this Agreement with free will.

(Signature of Authorised Representative of HAL with Name, Designation & Seal) (Signature of the Employee)

Name:  
Staff No:  
Dept.:  
Division/ Office:  

Witnesses (Signature, Name & Address)  Witnesses (Signature, Name & Address)

(1)  (1)  

(2)  (2)  

Surety  Witnesses (Signature, Name & Address)

Signature:  
Name:  
Address:  

____________________________  _______________________________
CHAPTER-III

LIC GROUP INSURANCE SCHEME
LIC GROUP INSURANCE SCHEME

1. BACKGROUND:

In lieu of the Employees Deposit Linked Insurance scheme 1976, the Company, in accordance with the Memorandum of Settlement signed with the recognized Unions, introduced the Group Insurance Scheme of the LIC for the employees with effect from 1st September, 1978.

2. COVERAGE:

Under the scheme, in the event of death of an employee who is a member of the Provident Fund, while in service, a prescribed sum (presently Rs.3,62,000) is payable to the family members by the LIC authorities irrespective of the balance in the Provident Fund account of the deceased employee. The details of the Scheme are given below:

3. DEFINITIONS:

a) In these rules, where the context so admits, the masculine shall include the feminine, the singular shall include the plural and the following words and expressions shall unless repugnant to the context, have the following meanings:

i) The 'Company' means HINDUSTAN AERONAUTICS LIMITED;

ii) The 'employer' means the Company and any other Company, firm or Corporation which, may in future be managed or controlled by or become associated with the Company and which may agree to become bound by these rules;

iii) The 'Corporation' means the Life Insurance Corporation of India established under Section 3 of the Life Insurance Corporation of India Act, 1956.

iv) The 'Scheme' means HINDUSTAN AERONAUTICS LIMITED Employees Group Insurance Scheme:

v) The 'Rules' means the Rules of the Scheme as set out below and as amended from time to time;

vi) The 'Member' means the particular Employee of the Employer who has been admitted to membership of the scheme and on whose life an assurance has been or is to be effected in accordance with the Rules;

vii)'Effective Date' means the 1st SEPTEMBER, 1978, the date from which the Scheme commenced;

viii)'Entry Date' means-

(a) in relation to Original Members the Effective Date and

(b) in relation to new members admitted to the scheme after the effective date, the date on which they become eligible;

ix) 'Annual Renewal Date' means in relation to the Scheme the 1st September, 1979 and the 1st September in each subsequent year;

x) 'Terminal Date' means in relation to the member the day on which he leaves the services of the Company;
xi) The 'Assurance' means the particular Assurance or Assurance to be
effected on the life of the member;

xii) The 'Beneficiary' means the person or persons who has / have been
appointed by the member as Beneficiary or Beneficiaries and whose name
or names have been entered in the Register of Members kept by the
Employer;

xiii) 'Service' means the period of continuous service rendered by the member
as an Employee of the Employer reckoned from the date on which he
enters the scheme, to the terminal date. For the purpose of the scheme
service includes a period of authorised leave;

xiv) 'Commissioner' means a Commissioner for Employees Provident Fund
appointed under Section 5-0 of the Employees' Provident Fund and

b) The Employer will act for and on behalf of the member in all matters
relating to the scheme and every act done by agreement made with and notice
given to the Corporation by the Employer shall be binding on the members.

4. ELIGIBILITY:

(a) All members of the Provident Fund Scheme shall be eligible to join the
Scheme.

(b) No member shall withdraw from the scheme while he is still an Eligible
Employee satisfying the conditions of Eligibility described above.

5. CONTRIBUTIONS:

The Employer shall pay to the Corporation in respect of each member on the
Entry Date and relevant Annual Renewal Dates, such contributions as are
required to secure and continue the Assurance on his life as described in these
Rules.

6. ASSURANCES:

An Assurance shall be effected on the life of each member under one year
Renewable Group Term as amended Assurance Plan for the sum assured
(presently Rs.3,62,000/-) irrespective of the balance in the Provident Fund
account of the deceased employee. The Assurance shall be held by the Employer
upon trust for the benefit of the persons entitled to in accordance with the Rules.
Further, employees have been provided additional coverage as indicated below,
out of Company Funds:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Coverage</th>
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<tbody>
<tr>
<td>I and II</td>
<td>Rs. 9,500/-</td>
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<tr>
<td>III and IV</td>
<td>Rs.19,500/-</td>
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<tr>
<td>V and VI</td>
<td>Rs.29,500</td>
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<tr>
<td>VII and above</td>
<td>Rs.39,500/-</td>
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</table>

7. BENEFITS ON DEATH PRIOR TO TERMINAL DATE:

Upon the death of the member while in service prior to the terminal date, the life
insurance benefit payable under the Assurance will be credited to the Savings
Bank Account of the claimant.
8. **TERMINATION OF ASSURANCE:**

The Assurance on the life of a member shall immediately terminate upon the happening of any of the following events and no benefit will become payable there under:

(a) Discontinuance of contribution relating to the Assurance; OR

(b) The member reaching the Terminal Date; OR

(c) The member ceasing to be in service of the Employer,

9. **RESTRAINT IN ANTICIPATION OR ENCUMBRANCE:**

The benefits assured under the scheme are strictly personal and cannot be assigned, charged or alienated in any way.

10. **DISCONTINUANCE OR AMENDMENT OF THE SCHEME:**

The Employer reserves the right to discontinue the scheme at any time or to amend the Rules thereof on any Annual Renewal Date Subject to 3 months’ notice being given to the members and the Corporation.

11. **JURISDICTION:**

All Assurances issued under the scheme shall be Indian Contracts. They will be subject to Indian Laws including the Indian Insurance Act, 1938 as amended, the Estate Duty Act, 1953, as amended, the Life Insurance Corporation Act, 1956, the Income Tax Act 1961 and, to any legislation subsequently introduced. All benefits under the scheme arising out of death of any member shall be payable in Indian Rupees.

12. **MASTER POLICY AND CERTIFICATE OF ASSURANCE:**

The Corporation will issue a Single Master Policy incorporating all the Assurance effected under the scheme.

13. **APPOINTMENT OF BENEFICIARY:**

The Corporation will issue a Single Master Policy incorporating all the Assurance effected under the scheme.

14. **RATES OF PREMIUM AND CONDITIONS OF ASSURANCE:**

The rates of premium and conditions of Assurance under which the Corporation is prepared to arrange the scheme shall be subject to an agreement between the Employer and the Corporation. The conditions of Assurance and rates of premium may be amended by the Corporation from time to time on any Annual Renewal Date subject to three months’ notice being given to the Employer.

Wherever there is conflict in the provisions of the scheme and that of Employee’s Deposit Linked Insurance Scheme or in the event of any dispute, claims, etc., the Employer will pursue discussions with LIC on the basis of directions issued by the Regional Provident Fund Commissioner.
Appendix-I

**Guidelines to the Employer for settlement of Claims under the Group Insurance Scheme setup in lieu of the Employees Deposit-Linked Insurance Scheme, 1976**

Upon the death of a member, the Life Insurance benefits payable under the Group Insurance Scheme will be credited to the Savings Bank account of the claimant opened with one of the Nationalized Banks, or the State Bank of India or the subsidiaries of the State Bank of India or any Scheduled Bank or, a Co-operative Bank or a Post Office. The Grantee's (Employer's) statement contains the necessary particulars to be furnished by the Grantees for the purpose of claim payment.

2. The employee would have made a nomination under the Provident Fund Scheme of the Employer which nomination shall be treated as valid nomination under the Group Insurance Scheme and the claim amount shall therefore become payable to such nominee. If, however, the nominee is a minor, the claim amount will become payable to the guardian of the minor nominee. Where no nomination subsists or if the nomination relates only to part of the claim amount, the whole amount or the part thereof as the case may be, to which the nomination does not relate, shall subject to the provisions of Rule 23 of the EDLI Scheme, 1976, become payable to the members of his family in equal shares. As such, the employer should give relevant particulars in Col.3 of the Grantees' statement after verification from his records.

3. The Employer must maintain a 'Claims paid' register in the prescribed form. This will be helpful in connection with the inspection by the Provident Fund authorities.

4. The following steps will have to be taken by the Employer for expeditious settlement of the claim:
   
   i) Immediately on receipt of the death intimation, issue guidelines to the claimant (The Employer is advised to get the application form and the guidelines prepared in local language);
   
   ii) Obtain from the claimant -
       a) Application form duly filled in by the claimant and
       b) Death certificate in respect of the employee;
   
   iii) Complete Grantees' Statement;
   
   iv) Enter particulars of death claim in 'Claims Paid' Register; and
   
   v) Forward to LIC-
       a) Grantees' Statement; and
       b) Death Certificate.

5. When the claim is admitted, the LIC will draw an 'Account Payee' cheque in favour of the claimant and send the cheque to the concerned Bank/Post Office for crediting the proceeds to the claimant's account, under advice to the claimant and the Employer. On receipt of the advice, the Employer should enter the date of payment in the 'Claims Paid' Register.
Appendix-II

Guide lines to the Claimant to apply for payment of Claim amount under the group Insurance Scheme setup in lieu of the Employees Deposit-Linked Insurance Scheme, 1976

1. According to the Rules of the Group Insurance Scheme set up in lieu of the Employees' Deposit-Linked Insurance Scheme, 1976 the life insurance benefit of Rs………………….. payable upon the death of an employee while in service is payable to the nominee of the employee. If, however, the nominee is a minor the claim amount will be payable to the guardian of the minor. Where no nomination subsists, the claim amount shall be paid to the legal heirs, i.e., the members of the family. In order that the claim amount is paid expeditiously the claimant is advised to make an application to the employer in the annexed form.

2. Since the payment can be credited only to the Savings Bank Account of the claimant, if the claimant does not have a Bank Account, he is advised to immediately open a Savings Bank Account with anyone of the nationalized banks or state Bank of India or subsidiaries of the State Bank of India or any Scheduled Bank or Co-operative Bank or a Post Office, whichever is convenient to the claimant and state the particulars of the Account in the application.

3. Original death certificate in respect of the deceased employee should be sent along with the application. For this purpose, the certificate issued by the Official Registrar of Deaths, Municipality or Local Board should be obtained, by the claimant.

4. Since the life insurance benefit will form part of the aggregate estate passing on the death of the deceased employee, it will be the responsibility of the claimant to pay such duty as may be payable to the Estate Duty authorities in case a liability to pay duty arises under the Estate Duty Act, 1953.
LIFE INSURANCE CORPORATION OF INDIA
(Established by the Life Insurance Corporation Act, 1956)

Claim Form under Group Insurance Scheme in lieu of EDLI Scheme, 1976.

GUARANTEES’ STATEMENT

(TO BE COMPLETED BY THE MASTER POLICY HOLDER i.e., EMPLOYER)

1) i) NAME OF THE SCHEME
   ii) MASTER POLICY NUMBER
   iii) FULL NAME & ADDRESS OF THE MASTER POLICY HOLDER

2) i) Full name of the Deceased member
   ii) Date of Birth
   iii) Date of joining
   iv) Date of joining PF
   v) P.F. Account No.
   vi) Date of entry to the scheme
   vii) Date of death of member (enclose death certificate)
   viii) Cause of death of member

3) i) Name and address of nominee/heir to whom the claim amount is payable
   ii) If the nominee is a minor state name and address of the guardian
   iii) Name and complete address of the Bank/Post Office with which the claimant has opened a Savings Bank Account
   iv) Account Number

Note: Please specify the shares of the Nominees/heirs if there are more than one nominee/heir to whom the claim is to be paid and particulars of separate Bank Account Nos. if any.

We hereby declare that the answers to all the questions are true in every respect and that the above employee was a member of the Group Insurance Scheme.

We hereby request the Corporation to credit the claim amount to the claimant’s above mentioned Savings Bank Account.

SIGNATURE OF THE MASTER POLICY HOLDER

Place :

Date :
APPLICATION FOR PAYMENT OF CLAIM

To

........................................
(Name of Employer)

........................................

I, being the nominee/guardian of the minor*/legal heir* of the deceased employee, apply for the payment of the life insurance benefit payable in respect of him under the Group Insurance Scheme set up by you in lieu of the Employees’ Deposit – Linked Insurance Scheme, 1976, I give below the necessary particulars:

1. Full Name of the deceased employee : ........................................

2. Name and address of the Nominee/ Legal heir : ........................................

3. If the nominee is minor, state name and address of the guardian : ........................................

4. Name and full address of the Bank/ Post Office with which I have a Savings Bank Account No. : ........................................

5. Bank Account No. : ........................................

I enclose the original death certificate in respect of the deceased employee and request that the claim amount be credited to my above mentioned Bank Account.

Place :

Date :

(Signature or the thumb impression of the Nominee/Guardian of the minor nominee/ legal heir)

WITNESS

Signature 
Address

* Strike out if not applicable
CHAPTER – IV

HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEMES
HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR EMPLOYEES (WORKMEN & EXECUTIVES) RETIRED BEFORE 1.1.07

(Annexure-I to PC No. 700 dated 23rd January 2014)

1. BACKGROUND:

1.1 As per the Post-Retirement Medical Assistance Scheme-2004 notified vide Personnel Circular No. 664 dated 5.8.04 prevailing in the Company, retired employees and spouses are extended limited Medical Benefits, from HAL Hospitals/ Dispensaries.

1.2 As per the Guidelines issued by the DPE vide OM No. 2(81)/08-DPE(WC)-GL-XVI/2009 dated 8.7.09 CPSEs are allowed to create a Corpus by contributing ‘not more than 1.5% of PBT’, in order to take care of medical and any other emergency needs of those retired employees, who are not covered by the Pension Scheme and/ or Post Superannuation Medical Benefit Scheme. Further, DPE OM No.2(81)/08-DPE(WC)-GL-XV/2011 dated 20.7.11 provides for creation of a common Corpus by the Administrative Ministry/ Department for the retired employees of CPSEs under their Administrative Control. CPSEs can contribute to both the Schemes, without exceeding the limit of 1.5% of PBT of the concerned Financial Year. The Corpuses will cover only those employees of CPSEs who retired prior to 1.1.07.

1.3 Considering the DPE Guidelines indicated at para-1.2 and the fact that retired employees would be residing across the Country, it is decided to introduce a Post Superannuation Group Health Insurance Scheme in respect of employees (Workmen & Executives) retired before 1.1.07 & their spouses, as detailed below, so that they can avail Medical facilities/benefits throughout the Country.

2. TITLE:

2.1 The Scheme will be called “HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR EMPLOYEES RETIRED BEFORE 1.1.07”.

2.2 The general term ‘pre 1.1.07 retired Employee’ would be used under the Scheme to denote the beneficiary.

3. SCOPE OF THE SCHEME AND COVERAGE:

3.1 The Scheme would cover all employees who have retired, opted for Voluntary Retirement / Optional Retirement or terminated on the grounds of continued ill-health, before 1.1.07, and their spouses.

3.2 Coverage under the Scheme would be available in the following cases also:

3.2.1 Widows/ Widowers of those employees who died while in service before 1.1.07.

3.2.2 Widows/ Widowers of ex-employees as at para-3.1 who had died after leaving the Company.

3.2.3 Widows/ Widowers of those ex-employees who become members of the Scheme would continue to be eligible for benefits under the Scheme.

3.3 The Scheme would not be applicable in the following cases:
3.3.1 Ex-employees who had resigned/ absconded or who were dismissed/terminated from service before 1.1.07.

3.3.2 Ex-employees who are covered under Medical Benefit Schemes provided by the employer of his/ her spouse/ children etc.

4. **COMPANY CONTRIBUTION TO THE CORPUS OF THE SCHEME:**

4.1 Company Contribution of 'not more than 1.5% of PBT' as per DPE OM dated 8.7.09 & 20.7.11 to the Corpus will be utilized to Fund the Scheme. Exact contribution to the Corpus from year to year will be decided by the Board of Directors, based on profitability, affordability, etc.

4.2 The Post Superannuation Group Health Insurance Scheme is non-statutory and hence entirely dependent upon affordability, sustainability and capacity to pay. Contribution by the Company towards the Scheme is, therefore, not guaranteed and can be reduced or even refused.

5. **OVERALL INSURANCE COVERAGE UNDER THE PROPOSED POLICY:**

5.1 Insurance Policy with Coverage of Rs.4 Lakhs for in-patient treatment and OPD coverage of Rs. 20,000/- per annum, jointly, in respect of the retired employee & spouse, on floater basis, would be available, for the Ex-employees and spouses as indicated at paras-3.1 & 3.2 above, during the first year. Family for this purpose would mean only the retired employee and his/ her spouse, both or the survivor. In case any retired employee is unmarried, the family would mean only the retiree. In cases where there are 2 or more spouses, where such marriages are permissible under the Personal Law applicable to such individuals, the eldest surviving spouse will only be covered under the Scheme. The term ‘eldest’ would mean seniority with reference to the date of marriage.

5.2 The Insurance Coverage shall be provided only in India.

5.3 The coverage provided shall be without any entry and exit age limits.

5.4 Pre-existing illnesses will be covered under the Policy.

5.5 There will be no waiting period for availing treatment. Facilities under the Scheme will be available from the date of introduction of the Scheme.

5.6 Cash Less Facility would be available for the beneficiaries in Network Hospitals, for inpatient treatment. However, where such a facility cannot be availed by the beneficiaries, reimbursement of actual expenditure within the scope of the Policy would be made available, by the TPA.

5.7 **Medical Coverage under the Policy**

5.7.1 In case of hospitalization (in-patient treatment) for any illness or injury, the Policy would cover the following:

a) Room charges, ICU charges, nursing expenses, anaesthesia, blood, oxygen, operation theater charges, surgical appliances, dialysis, chemotherapy, radiation-therapy, Angioplasty, CABG, cost of pacemaker, cost of artificial limbs and similar other expenses.

b) Dental procedures that are not cosmetic in nature.

c) Professional Charges of Doctors, Surgeons, Anesthetists, Medical Practitioners, Consultants, Specialists, etc.

d) Ambulance Charges (excluding Air Ambulance).
e) Medical and Diagnostic Tests and other related expenses.

f) Medicines & Drugs expenses.

g) Pre-Hospitalization expenses up to 30 days and Post Hospitalization expenses up to 60 days after discharge.

h) Cost of Domiciliary Hospitalization Medical treatment for a period exceeding 3 days.

i) Hospitalization expenses consequent upon an accident.

5.7.2 Additional details about the coverage would be indicated in the Handbook which will be issued by the TPA.

5.8 Out Patient Treatment Coverage

5.8.1 OPD expenses subject to the ceiling of Rs.20,000/- per annum, jointly in respect of the retired employee and spouse, on a floater basis, could be availed by the beneficiaries. In cases where cash less facility cannot be availed, reimbursement of expenditure incurred within the scope of the Policy shall be made available, by the TPA.

5.8.2 Claims, separately for each member/spouse, are to be submitted once in 2 months or after incurring a total amount of Rs.3000/-, whichever is earlier. An OPD Claim is to be made within 6 months of incurring the expenditure.

5.9 Exclusions

5.9.1 Exclusions under the Scheme will be as per the Guidelines of IRDA, as amended from time to time, as indicated in the Handbook which will be issued by the TPA.

6. REGISTRATION & ADMINISTRATION OF THE SCHEME:

6.1 To avail facilities under the Scheme, employees retired, etc before 1.1.07 and his/her spouse need to get themselves enrolled by filling the Enrollment Form (enclosed as Appendix-A), supported by copies of the documents/identity proof specified therein and by payment of one-time Registration Fee of Rs.250/- per individual (Rs.500/- for the retired employee & spouse). The Application is to be submitted to the Division/Office in which the ex-employee served last, latest by 28.2.14. The Division/Office would verify the identity of the applicants before enrolling them under the Scheme (Enrollment Form need not be filled by retired employees who have already submitted the same).

6.2 Payment of the Registration Fee

6.2.1 Eligible ex-employees who would enroll to the Scheme after the date of introduction of the Scheme need to pay the Registration Fee to the Division/Office from which they retire, by DD payable at the place of the Division/Office, before submission of the Enrollment Form. Proof of payment should be enclosed to the Enrollment Form. The Division/Office would forward the data and Enrollment Forms to the Corporate Office, in one lot, latest by 5.3.14.

6.2.2 Eligible beneficiaries who have already enrolled under the Scheme have to deposit the one-time Registration Fee of Rs.250/- per Member (Rs.500/- per family) along with the applicable Bank Charges, in HAL Account bearing No.33601791518 at State Bank of India, Industrial Finance Branch, Bangalore (IFSC Code-SBIN0009077), in any of the Core Banking Branches of State Bank of India with the prescribed 'Pay-in-Slip'. The beneficiary should ensure that the MAID No. which will be indicated in the Insurance Card is entered in the 'Pay-in-
Slip’ and also that the Bank enters his/her Name & the MAID No. correctly in their Computer System. A copy of the counterfoil of the ‘Pay-in-Slip’ should be forwarded to the concerned Division/Office for reconciliation and the original should be retained by the beneficiary for future reference. The payment is to be made latest by 30.4.14, failing which benefits under the Scheme will be dis-allowed.

6.3 **Insurance Company & TPA**

6.3.1 M/s. United India Insurance Company Limited has been selected for implementation of the Scheme for the 1st year.

6.3.2 The Scheme will be administered by the Insurance Company through their Third Party Administrator (TPA) viz., M/s. Medi Assist India TPA Pvt. Ltd. Insurance Cards would be issued by TPA to all members. TPA will be the intermediary between the retired employees, the Insurance Company & Hospitals.

6.4 **Network Hospitals**

6.4.1 The Insurance Company will have Network Hospitals where treatment can be availed. The list of Network Hospitals will be indicated in the Handbook issued by the TPA. The list is updated from time to time and is also available on the website of the TPA at [www.mediassistindia.com](http://www.mediassistindia.com). The list will also be uploaded in the HAL website ([www.hal-india.com](http://www.hal-india.com)).

6.4.2 Cashless facility will be available at Network Hospitals.

a) Beneficiary needs to fill the “Pre Authorization Form” available in the Network Hospitals/Handbook to get Authorization from the TPA to avail the treatment with Cashless facility. This Authorization along with a copy of the ID Card issued under the Scheme and a copy of any Photo ID Proof (like Passport, Voter ID Card, PAN Card, Aadhar Card, Driving Licence, etc) of the patient is to be given to the Network Hospital at the time of admission. TPA will authorize “Cashless Service” at the Network Hospitals in cases eligible under the Insurance Policy.

b) In cases of denial of “Cashless Service” for any reason in a Network Hospital, the treatment can be continued by paying for the Services and the Claim need be sent to the TPA for processing reimbursement.

c) Beneficiary has to pay the non-eligible/dis-allowed amounts such as Registration Fees, Luxury Tax, Documentation charges and other Non-Medical expenses not covered under the Policy directly to the Hospital, before discharge.

6.5 **Availing Treatment other than in Network Hospitals**

6.5.1 If the treatment is availed in a Hospital other than in a Network Hospital, payment needs to be made by the beneficiary and Claim can be sent to the TPA for reimbursement.

7. **BENEFITS UNDER THE SCHEME:**

7.1 Benefits under the Scheme can be availed with effect from **1.2.14**.

7.2 Benefits under the Scheme may vary from year to year, as contribution to the Corpus is dependent on Profits generated and affordability & sustainability by the Company.
7.3 The overall Insurance Coverages under the Policy will be approved by the Board of Directors every year, depending upon the availability of Funds, the number of beneficiaries, etc.

8. **REIMBURSEMENT - CLAIM SETTLEMENT:**

8.1 Detailed procedure to be followed with regard to Claim Settlement/Reimbursement will be indicated in the Handbook which would be issued by the TPA to the beneficiaries.

9. **MANAGEMENT OF FUNDS AND TRUST:**

9.1 The Company has selected M/s LIC of India, to manage the Post Superannuation Group Health Insurance Fund. The Fund Manager can be changed in future, if the need is felt for the same.

9.2 The Funds earmarked towards this Scheme will be managed by a Trust constituted by the Company, as detailed below:

9.2.1 The Fund shall be constituted under an irrevocable Trust under the provisions of the Income Tax Act, 1961. The Fund shall be named as “HAL POST SUPERANNUATION GROUP HEALTH INSURANCE FUND-PRE 1.1.07”.

9.2.2 The Trust will be responsible for the administration of the Scheme; receive contribution from the Company and make payment to the Insurance Company towards Premium for Insurance Coverage; investment of the additional Funds, if any with the Fund Manager; as per the provisions of the Scheme in conjunction with the Rules as notified by the Company from time to time, etc.

9.2.3 The Fund Manager will invest the Funds, as per the regulations laid down by the Govt. / IRDA, to obtain maximum returns.

9.2.4 All money received by the Trust shall vest in the Trustees and Trustees shall have power to utilize such money received by way of contribution, interest, and redemption of investments or otherwise to the Fund, as per the provisions of the Income Tax Act/Rules.

9.2.5 Nomination of Trustees & Execution of Trust Deed:

9.2.5.1 Trustees will be nominated by the Management. There will be representatives of Workmens’ Unions and Officers’ Associations in the Trust. The Trust Deed will be finalized by the Management. The Trustees will take all necessary steps to establish, run & manage the Trust and the Scheme, including the following:

   i) Execute the Trust Deed approved by the Management;
   ii) Take all acts necessary for formation of the Trust and its registration;
   iii) To open Bank Accounts in the name of the Trust;
   iv) To appoint the Fund Manager(s) and enter into necessary contract with them;
   v) To make necessary application to the Income Tax Officer having jurisdiction over the Fund for approval of the Scheme under the Income-Tax Act, 1961.

9.2.6 Term of Office of the Trustees:

9.2.6.1 The Trustees shall be nominated/appointed by the Company for the period specified by the Company. An outgoing Trustee shall be eligible for re-nomination/appointment.

9.2.7 Trustees’ Power to operate Bank Account:
9.2.7.1 Any two Trustees, one of them being the Secretary to the Trust, acting jointly, shall on behalf of the Trustees, operate the Bank Accounts of the Fund and discharge, receive or otherwise dispose off, as may be necessary, any money of the Fund.

9.2.8 Meetings of the Trust:

9.2.8.1 Trustees shall meet at least once in every quarter and at least four times in a year.

9.2.9 Minutes of Meetings:

9.2.9.1 Proper Minutes of the Meetings held shall be kept duly signed by the Chairman/Secretary.

9.2.10 Amendment of Rules:

9.2.10.1 No amendment to the Rules of the “HAL Post Superannuation Group Health Insurance Fund-Pre 1.1.07” shall be made without the prior approval of the Commissioner of Income Tax.

9.2.11 Trust Deed to prevail:

9.2.11.1 Should anything contained in the Scheme or any alteration or amendment thereof be inconsistent with the objects or provisions of the Trust Deed, the provisions of the Trust Deed shall prevail. On any such discrepancy coming to the notice of the Trustees, the Trustees shall with the prior approval of the Commissioner of Income Tax take steps to amend the Scheme as soon as may reasonably be possible, so as to bring them in conformity with the provisions of the Trust Deed.

9.2.12 Jurisdiction:

9.2.12.1 The Scheme will be subject to the Laws of India including the Indian Insurance Act, 1938, as amended, the Income Tax Act, 1961 and to any legislation subsequently introduced. All benefits under the Scheme shall be payable only in India. Should anything contained in these Rules, or in any amendment made thereof be repugnant to any provision or provisions of the Income Tax Act, 1961 or the Income Tax Rules, 1962, or any amendments thereto, the same shall be ineffective to the extent of repugnancy. The Trustees shall remove any such repugnance, if so directed by the Commissioner of Income Tax.

9.2.12.2 Any dispute shall be subject to exclusive jurisdiction of Courts at Bangalore, India.

9.2.13 Interpretation:

9.2.13.1 It shall be a condition of the Membership of the Scheme that on any question arising on any point of interpretation of the provisions of the Scheme or any point relating to cessation of Membership, the decision of the Trust shall be final and binding. If the decision has any bearing on the provisions of the Income Tax Act, 1961 or any amendments thereto, it has to be forthwith reported to the Commissioner of Income Tax and if the Commissioner of Income Tax so requires, the Trustees shall review the decision.

10. GENERAL:

10.1 In the event of the unfortunate death of either of the beneficiaries, the surviving beneficiary should intimate the concerned Division/Office about the same for necessary updating of records. The beneficiary should also advise his/her other
family members to intimate HAL, in cases of the unfortunate death of both the beneficiaries.

10.2 With the introduction of this Scheme, facilities available under the existing Post-Retirement Medical Assistance Scheme will be discontinued in respect of Employees retired, etc prior to 1.1.07.

-oOo-
Dear Sir,

**Sub: Enrolment to become a member of the “HAL Post Superannuation Group Health Insurance Scheme for Employees retired before 1.1.07”**.

**Ref : Annexure-I to P.C. No. 700 dated 23.1.14.**

-oooo-

I request you to enroll me and my spouse (strike off the words not applicable) to become member(s) of the “HAL Post Superannuation Group Health Insurance Scheme for Employees retired before 1.1.07”. My/our (strike off whichever is not applicable) particulars are indicated in Appendices-A1, A2 & A3 to this letter. I am enclosing copies of the following Certificates (indicate below):

a) 

b) 

c) 

d) 

e) 

2. Further, DD No.________________ dated ___________ towards the one-time Registration Fee of Rs.250/- / Rs.500/- (strike off whichever is not applicable) is enclosed. One copy each of recent colour passport size & stamp size photographs are also enclosed [(1 passport size & 1 stamp size photos of the retired employee & 1 passport size & 1 stamp size photos of the Spouse (total 4 photos)]

Thanking you,

Yours truly,

(Signature)

Place:

Name:

Address:
PARTICULARS TO BE FURNISHED BY RETIRED EMPLOYEES FOR ENROLMENT INTO THE HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR EMPLOYEES RETIRED BEFORE 1.1.07

Enrolment of (Select one):
- Retired Employee & Spouse
- Retired Employee alone
- Widow/ Widower of retired employee

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars (to be filled in by the beneficiary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Retired Employee (in Block Letters) :</td>
</tr>
<tr>
<td>2.</td>
<td>Ex-EID No..(at the time of superannuation etc) :</td>
</tr>
<tr>
<td>3.</td>
<td>Date of Birth DD/MM/YY : 4. Age : ___years___months___days</td>
</tr>
<tr>
<td>5.</td>
<td>Name of the Spouse (indicate only if applicable) :</td>
</tr>
<tr>
<td>6.</td>
<td>Date of Birth of Spouse DD/MM/YY : 7. Age of Spouse : ___years___months___days</td>
</tr>
<tr>
<td>8.</td>
<td>Permanent Address Address for Communication</td>
</tr>
<tr>
<td>9.</td>
<td>PIN Code PIN Code</td>
</tr>
<tr>
<td>10.</td>
<td>Phone Nos. (Land Line) with STD Code : Mob:</td>
</tr>
<tr>
<td>11.</td>
<td>E-mail id :</td>
</tr>
</tbody>
</table>

Bank Details:
- Account No. : |
- Name of the Bank & Branch : |
- IFSC Code of the Branch : |

Service particulars of the employee:
- Date of Joining HAL : 16. Date of Retirement from HAL : |
- Total years of Service in HAL : Years: Months: |
- Retirement Mode (Strike off which ever is not applicable) : Superannuation/ Voluntary Retirement/ Optional Retirement/ Terminated on account of continued ill-health/Resignation/ Dismissal from Service/ Death (in case of spouse of deceased employee)/ Other |
- Indicate the reason if ‘Other’ : |

(Contd..2)
19. Designation and Grade/ Scale at the time of leaving HAL:  
   Designation:  
   Grade/Scale:  

20. Division/ Office & Dept. in which last worked:  
   Division/Office:  
   Dept.:  

**Service particulars of Spouse:**

21. Organisation in which spouse is employed:  

22. Whether the ex-employee is covered under the Medical Benefit Scheme, if any, applicable to his/ her spouse or children from his/ her Company:  
   Yes/ No  
   *(Strike off whichever is not applicable)*

23. If yes, monetary Ceiling for the same:  

**Payment of Registration Fee:**

24. DD No.:  
25. Date:  

26. Name of the Bank:  

**NB:** All the above are supported by Documents as indicated at Appendix-A2
**List of Supporting Documents in respect of the particulars indicated in Appendix-A1**

Copies of Documents, duly attested by a Gazetted Officer, as indicated below, are required to be enclosed with the enrolment request, to prove identity:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Criteria</th>
<th>Copies of Certificate required</th>
<th>Indicate Certificate(s) produced by the Ex-employee</th>
</tr>
</thead>
</table>
| 1      | Proof of Name, Address, Date of Birth & Photograph | i) Retired Employee: Copy of Voter ID Card/ Ration Card/ Driving License/ Passport/ Aadhar Card or any other **Photo ID Card** (issued by Govt. or Govt. Agencies) indicating Name, Address, Date of Birth & Photograph.  
ii) Spouses: Photo ID Card indicating Name, Address, Date of Birth, Photograph, Name of Spouse and relationship with the retired employee. If the relationship is not mentioned in the ID Card, a Relationship Certificate from Panchayat/ Municipal/ Corporation Authorities is also to be enclosed. | |
| 2      | Service Particulars in HAL | i) Any Certificate(s)/ Letter(s) issued by HAL indicating Date of Joining, Date of Relieving, Mode of Relieving etc., viz. Offer of Appointment, Relieving letter, Service Certificate, or any letter containing such data can be submitted for this purpose.  
ii) Copy of HAL Medical ID Card for retired employees.  
iii) Copy of HAL Retired employees’ ID Card.  
iv) Widows of ex-employees also need to submit the requisite documents at Sl. No. 2 (i), (ii) & (iii) as applicable.  
v) Widows of employees who died while in Service need to submit any document issued by the Company in this regard | |

For any further queries in this regard, you may contact the respective Division/ Office from where you have superannuated

(Signature of the Ex-employee with Name & Date)
IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

i) Any Serving Officer of HAL
ii) Gazetted Officer of the Central or State Government;
iii) Member of Parliament or State Legislature belonging to the Constituency where
the Retired employee and spouse are ordinarily residents;
iv) Sub Divisional Magistrate;
v) Thasildar or Naib / Deputy Thasildar authorised to exercise Magisterial powers;
vi) Block Development Officer;
vii) Post Master;
viii) Panchayat Inspector.

Certified that I know Shri / Smt /Ms (retired employee) ________________________
___________________and Shri / Smt / (Spouse) ____________________________
___________________residing at (Permanent Address to be indicated)____________
_____________________________________________________________________
_____________________________________________________________________
for the last ______ years ______ months and that to the best of my knowledge and
belief, the particulars furnished by him/ her at Appendix-A1 (Particulars to be furnished
by Retired Employees for Enrolment into the HAL Post Superannuation Group Health
Insurance Scheme) are correct.

Signature

Name : 
Designation : 
or Status and
Address

Place : 
Official Seal : 
Date : 
HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR EXECUTIVES RETIRED ON OR AFTER 1.1.07

(Annexure-II to PC No. 700 dated 23rd January 2014)

1. BACKGROUND:

1.1 As per the Post-Retirement Medical Assistance Scheme-2004 notified vide Personnel Circular No. 664 dated 5.8.04 prevailing in the Company, retired employees and spouses are extended limited Medical Benefits, from HAL Hospitals/ Dispensaries.

1.2 As per the Guidelines issued by the DPE vide OM No. 2(70)/08-DPE(WC) dated 26.11.08 & No. 2(70)/08-DPE(WC)-GL-VII/09 dated 2.4.09 for the revision of Pay Scales of Executives & non-unionized supervisors of CPSEs w.e.f 1.1.07, amongst others, CPSEs are allowed to earmark 30% of Basic Pay plus DA towards Superannuation Benefits, which may include Contributory Provident Fund, Gratuity, Pension & Post Superannuation Medical Benefits. The Superannuation Benefits as per these Guidelines shall be under a “Defined Contribution Scheme” and shall be admissible to Executives who superannuate after having put in a minimum of 15 years of service in the CPSE. As per these Guidelines, CPSEs need to make their own Schemes/ operate through Insurance Companies on fixed contribution basis.

1.3 Considering the DPE Guidelines indicated at para-1.2 and the fact that retired Executives would be residing across the Country, it is decided to introduce a Post Superannuation Group Health Insurance Scheme in respect of Executives retired after 1.1.07 & their spouses, as detailed below, so that they can avail Medical facilities/benefits throughout the Country.

2. TITLE:

2.1 The Scheme will be called “HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR EXECUTIVES RETIRED AFTER 1.1.07”.

2.2 The general term ‘post 1.1.07 retired Executive’ would be used under the Scheme to denote the beneficiary.

3. SCOPE OF THE SCHEME AND COVERAGE:

3.1 The Scheme would cover all Executives, including Board level Executives, who have retired/ opted for Optional Retirement on or after 1.1.07, after rendering a minimum service of 15 years in the Company and their spouses. Executives whose services are terminated on the grounds of continued ill health by the Company, on or after 1.1.07, with or without completion of minimum 15 years service and their spouses would also be covered under the Scheme.

3.2 Coverage under the Scheme would be available in the following cases also:

3.2.1 Widows/ Widowers of those Executives who died while in service on or after 1.1.07, without any minimum service requirement;

3.2.2 Widows/ Widowers of Executives as at para-3.1 who had died after leaving the Company.
3.2.3 Widows/ Widowers of those Executives who become members of the Scheme would continue to be eligible for benefits under the Scheme.

3.3 Executives who would superannuate/opt for Optional Retirement and who would fulfill the minimum Service requirement of 15 years, after the date of introduction of the Scheme, and their spouses would be eligible to join the Scheme. Executives whose services are terminated on the grounds of continued ill health by the Company, after the date of introduction of the Scheme, with or without completion of minimum 15 years service, and their spouses would also be covered under the Scheme. Similarly, Widows/ Widowers of Executives who die while in service after the introduction of the Scheme would also be eligible to join the Scheme, without any minimum service requirement.

3.4 In respect of Executives (including Board level incumbents) who joined the Company from other CPSEs, the Service rendered by them in continuity in CPSEs (including in HAL) would be reckoned for computing the minimum service requirement of 15 years to avail benefits under the Scheme. The service rendered in the Government prior to joining the Company will not be reckoned for the purpose of computing the total service required in the Company for availing benefits under the Scheme.

3.5 The Scheme would not be applicable in the following cases:

3.5.1 Executives who had resigned/ absconded or who were dismissed/terminated from service on or after 1.1.07.

3.5.2 Executives retired etc. on or after 1.1.07 who do not fulfill the minimum Service eligibility criteria indicated above.

3.5.3 Executives who are covered under Medical Benefit Schemes provided by the employer of his/ her spouse/ children, etc.

4. COMPANY CONTRIBUTION TO THE CORPUS OF THE SCHEME:

4.1 Company Contribution towards the Scheme would be @ 3% of the Basic Pay+DA of Executives (out of the 30% Basic Pay+DA prescribed by DPE towards Superannuation Benefits) w.e.f 1.1.07 to 31.3.14. Contribution will be made from 1.4.14 also @ 3% of Basic Pay+DA, provisionally. Actual rate of contribution by the Company from 1.4.14 as well as in future will be decided by the Board of Directors, based on affordability.

4.2 The Post Superannuation Group Health Insurance Scheme is non-statutory and hence entirely dependent upon affordability, sustainability and capacity to pay. Contribution by the Company towards the Scheme is, therefore, not guaranteed and can be reduced or even refused.

5. OVERALL INSURANCE COVERAGE UNDER THE POLICY:

5.1 Insurance Policy with Coverage of Rs.4 Lakhs for in-patient treatment and OPD coverage of Rs. 20,000/-, per annum, jointly in respect of the retired Executive & Spouse, on floater basis, would be available, for the retired Executives and Spouses as indicated at paras-3.1 to 3.3 above, during the first year. Family for this purpose would mean only the retired Executive and his/ her spouse, both or the survivor. In case any retired Executive is unmarried, the family would mean only the retiree. In cases where there are 2 or more spouses, where such marriages are permissible under the Personal Law applicable to such individuals, the eldest surviving spouse will only be covered under the Scheme. The term ‘eldest’ would mean seniority with reference to the date of marriage.

5.2 The Insurance Coverage shall be provided only in India.

5.3 The coverage provided shall be without any entry and exit age limits.
5.4 Pre-existing illnesses will be covered under the Policy.

5.5 There will be no waiting period for availing treatment. Facilities under the Scheme will be available from the date of introduction of the Scheme.

5.6 Cash Less Facility would be available for the beneficiaries from Network Hospitals, for in-patient treatment. Where such a facility cannot be availed by the beneficiaries, reimbursement of expenditure within the scope of the Policy would be made available by the TPA.

5.7 **Medical Coverage under the Policy**

5.7.1 In case of hospitalization (in-patient treatment) for any illness or injury, the Policy would cover the following:

a) Room charges, ICU charges, nursing expenses, anaesthesia, blood, oxygen, operation theater charges, surgical appliances, dialysis, chemotherapy, radiation-therapy, Angioplasty, CABG, cost of pacemaker, cost of artificial limbs and similar other expenses.

b) Dental procedures that are not cosmetic in nature.

c) Professional Charges of Doctors, Surgeons, Anesthetists, Medical Practitioners, Consultants, Specialists, etc.

d) Ambulance Charges (excluding Air Ambulance).

e) Medical and Diagnostic Tests and other related expenses.

f) Medicines & Drugs expenses.

g) Pre-Hospitalization expenses up to 30 days and Post Hospitalization expenses up to 60 days after discharge.

h) Cost of Domiciliary Hospitalization Medical treatment for a period exceeding 3 days.

i) Hospitalization expenses consequent upon an accident.

5.7.2 Additional details about the coverage would be indicated in the Handbook which will be issued by the TPA.

5.8 **Out Patient Treatment Coverage**

5.8.1 OPD expenses subject to the ceiling of Rs.20,000/- per annum, jointly in respect of the retired Executive & Spouse, on a floater basis, could be availed by the beneficiaries. In cases where cash less facility cannot be availed, reimbursement of expenditure incurred within the scope of the Policy shall be made available, by the TPA.

5.8.2 Claims, separately for each member/spouse, are to be submitted once in 2 months or after incurring a total expenditure of Rs.3000/-, whichever is earlier. An OPD Claim is to be made within 6 months of incurring the expenditure.

5.9 **Exclusions**

5.9.1 Exclusions under the Scheme will be as per the Guidelines of IRDA, as amended from time to time, as indicated in the Handbook which will be issued by the TPA.
6. REGISTRATION & ADMINISTRATION OF THE SCHEME:

6.1 To avail facilities under the Scheme, Executives retired/retiring etc after 1.1.07 and his/her spouse need to get themselves enrolled by filling the Enrollment Form (enclosed as Appendix-B), supported by copies of the documents/identity proof specified therein and by payment of one-time Registration Fee of Rs.250/- per individual (Rs.500/- for the retired Executive & Spouse). In respect of those retired already, the Form is to be submitted to the Division/Office in which the ex-Executive served last, latest by 28.2.14, along with DD (payable at the place where the Division/Office is located) towards the Registration Fee. The Division/Office would verify the identity of the applicants before enrolling them under the Scheme. The Division/Office would forward the data and scanned Enrollment Forms to the Corporate Office, in one lot, by 5.3.14 (Enrollment Form need not be filled by retired Executives who have already submitted the same).

6.2 Payment of the Registration Fee

6.2.1 Eligible Executives who would retire, etc after the date of introduction of the Scheme need to pay the Registration Fee to the Division/Office from which they retire, by DD payable at the place of the Division/Office, before submission of the Enrollment Form. Proof of payment should be enclosed to the Enrollment Form.

6.2.2 Eligible beneficiaries who have already enrolled under the Scheme have to deposit the one-time Registration Fee of Rs.250/- per Member (Rs.500/- per family) along with the applicable Bank Charges, in HAL Account bearing No.33601791518 at State Bank of India, Industrial Finance Branch, Bangalore (IFSC Code-SBIN0009077), in any of the Core Banking Branches of State Bank of India with the prescribed ‘Pay-in-Slip’. The beneficiary should ensure that the MAID No. which will be indicated in the Insurance Card is entered in the ‘Pay-in-Slip’ and also that the Bank enters his/her Name & the MAID No. correctly in their Computer System. A copy of the counterfoil of the ‘Pay-in-Slip’ should be forwarded to the concerned Division/Office for reconciliation and the original should be retained by the beneficiary for future reference. The payment is to be made latest by 30.4.14, failing which benefits under the Scheme will be disallowed.

6.3 In respect of Executives who retire, etc after the date of introduction of the Scheme, Divisions/Offices would obtain the Enrolment Forms filled up well in advance i.e., before 2 months of the date of superannuation and forward the data and scanned Enrollment Forms immediately to the Corporate Office, in one lot, on a monthly basis.

6.4 Insurance Company & TPA

6.4.1 M/s. United India Insurance Company Limited has been selected for implementation of the Scheme for the 1st year.

6.4.2 The Scheme will be administered by the Insurance Company through their Third Party Administrator (TPA) viz., M/s. Medi Assist India TPA Pvt. Ltd. Insurance Cards would be issued by the TPA to all members. TPA will be the intermediary between the retired employees, the Insurance Company & Hospitals.

6.5 Network Hospitals

6.5.1 The Insurance Company will have Network Hospitals where treatment can be availed. The list of Network Hospitals will be indicated in the Handbook issued by the TPA. The list is updated from time to time and is also available on the website of the TPA at www.mediassistindia.com. The list will also be uploaded in the HAL website (www.hal-india.com).
6.5.2 Cashless facility will be available at Network Hospitals.

a) Beneficiary needs to fill the “Pre Authorization Form” available in the Network Hospitals/Handbook to get Authorization from the TPA to avail the treatment with Cashless facility. This Authorization along with a copy of the ID Card issued under the Scheme and a copy of any Photo ID Proof (like Passport, Voter ID Card, PAN Card, Aadhar Card, Driving Licence, etc) of the patient is to be given to the Network Hospital at the time of admission. TPA will authorize “Cashless Service” at the Network Hospitals in cases eligible under the Insurance Policy.

b) In cases of denial of “Cashless Service” for any reason in a Network Hospital, the treatment can be continued by paying for the Services and the Claim need be sent to the TPA for processing reimbursement.

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6.6 Availing Treatment other than in Network Hospitals

6.6.1 If the treatment is availed in a Hospital other than in a Network Hospital, payment needs to be made by the beneficiary and Claim can be sent to the TPA for reimbursement.

7. FUNDING OF THE SCHEME:

7.1 The Scheme will be funded out of the Contribution made by the Management as at para-4 above.

8. BENEFITS UNDER THE SCHEME:

8.1 Benefits under the Scheme can be availed with effect from 1.2.14.

8.2 Benefits under the Scheme may vary from year to year, as contribution to the Fund is dependent on affordability & sustainability by the Company.

8.3 The overall Insurance Coverages under the Policy will be approved by the Board of Directors every year, depending upon the availability of Funds, the number of beneficiaries, etc.

9. REIMBURSEMENT - CLAIM SETTLEMENT:

9.1 Detailed procedure to be followed with regard to Claim Settlement/Reimbursement will be indicated in the Handbook which would be issued by the TPA to the beneficiaries.

10. MANAGEMENT OF FUNDS AND TRUST:

10.1 The Company has selected M/s LIC of India, to manage the Post Superannuation Group Health Insurance Fund. The Fund Manager can be changed in future, if the need is felt for the same.

10.2 The Funds earmarked towards this Scheme will be managed by a Trust constituted by the Company, as detailed below:

10.2.1 The Fund shall be constituted under an irrevocable Trust under the provisions of the Income Tax Act, 1961. The Fund shall be named as “HAL
The Trust will be responsible for the administration of the Scheme; receive contribution from the Company and make payment to the Insurance Company towards Premium for Insurance Coverage; investment of the additional Funds, if any with the Fund Manager; as per the provisions of the Scheme in conjunction with the Rules as notified by the Company from time to time, etc.

The Fund Manager will invest the Funds, as per the regulations laid down by the Govt. / IRDA, to obtain maximum returns.

All money received by the Trust shall vest in the Trustees and Trustees shall have power to utilize such money received by way of contribution, interest, and redemption of investments or otherwise to the Fund, as per the provisions of the Income Tax Act/Rules.

Nomination of Trustees & Execution of Trust Deed:

Trustees will be nominated by the Management. There will be a representative of Officers’ Associations in the Trust. The Trust Deed will be finalized by the Management. The Trustees will take all necessary steps to establish, run & manage the Trust and the Scheme, including the following:

i) Execute the Trust Deed approved by the Management;
ii) Take all acts necessary for formation of the Trust and its registration;
iii) To open Bank Accounts in the name of the Trust;
iv) To appoint the Fund Manager(s) and enter into necessary contract with them;
v) To make necessary application to the Income Tax Officer having jurisdiction over the Fund for approval of the Scheme under the Income-Tax Act, 1961.

Term of Office of the Trustees:

The Trustees shall be nominated/appointed by the Company for the period specified by the Company. An outgoing Trustee shall be eligible for re-nomination/appointment.

Trustees’ Power to operate Bank Account:

Any two Trustees, one of them being the Secretary to the Trust, acting jointly, shall on behalf of the Trustees, operate the Bank Accounts of the Fund and discharge, receive or otherwise dispose off, as may be necessary, any money of the Fund.

Meetings of the Trust:

Trustees shall meet at least once in every quarter and at least four times in a year.

Minutes of Meetings:

Proper Minutes of the Meetings held shall be kept duly signed by the Chairman/Secretary.
10.2.10 Amendment of Rules:

10.2.10.1 No amendment to the Rules of the “HAL Post Superannuation Group Health Insurance Fund for Executives- Post 1.1.07” shall be made without the prior approval of the Commissioner of Income Tax.

10.2.11 Trust Deed to prevail:

10.2.11.1 Should anything contained in the Scheme or any alteration or amendment thereof be inconsistent with the objects or provisions of the Trust Deed, the provisions of the Trust Deed shall prevail. On any such discrepancy coming to the notice of the Trustees, the Trustees shall with the prior approval of the Commissioner of Income Tax take steps to amend the Scheme as soon as may reasonably be possible, so as to bring them in conformity with the provisions of the Trust Deed.

10.2.12 Jurisdiction:

10.2.12.1 The Scheme will be subject to the Laws of India including the Indian Insurance Act, 1938, as amended, the Income Tax Act, 1961 and to any legislation subsequently introduced. All benefits under the Scheme shall be payable only in India. Should anything contained in these Rules, or in any amendment made thereof be repugnant to any provision or provisions of the Income Tax Act, 1961 or the Income Tax Rules, 1962, or any amendments thereto, the same shall be ineffective to the extent of repugnancy. The Trustees shall remove any such repugnance, if so directed by the Commissioner of Income Tax.

10.2.12.2 Any dispute shall be subject to exclusive jurisdiction of Courts at Bangalore, India.

10.2.13 Interpretation:

10.2.13.1 It shall be a condition of the Membership of the Scheme that on any question arising on any point of interpretation of the provisions of the Scheme or any point relating to cessation of Membership, the decision of the Trust shall be final and binding. If the decision has any bearing on the provisions of the Income Tax Act, 1961 or any amendments thereto, it has to be forthwith reported to the Commissioner of Income Tax and if the Commissioner of Income Tax so requires, the Trustees shall review the decision.

11. GENERAL:

11.1 In the event of the unfortunate death of either of the beneficiaries, the surviving beneficiary should intimate the concerned Division/Office about the same for necessary updation of records. The beneficiary should also advise his/her other family members to intimate HAL, in cases of the unfortunate death of both the beneficiaries.

11.2 With the introduction of this Scheme, facilities available under the existing Post-Retirement Medical Assistance Scheme will be discontinued in respect of Executives retired, etc after 1.1.07.

-oOo-
The HR Head,
Hindustan Aeronautics Limited,
________________ Division/ Office,
_____________________________

Dear Sir,

Sub: Enrolment to become a member of the “HAL Post Superannuation Group Health Insurance Scheme for Executives retired after 1.1.07”.


-oOo-

I request you to enroll me and my spouse (strike off the words not applicable) to become member(s) of the “HAL Post Superannuation Group Health Insurance Scheme for Executives retired after 1.1.07”. My/ our (strike off whichever is not applicable) particulars are indicated in Appendices-B1, B2 & B3 to this letter (Appendices-B2 & B3 are not required in case of Executives retiring, etc after January 2014). I am enclosing copies of the following Certificates (indicate below):

a)
b)
c)
d)
e)

2. Further, DD No.________________ dated ___________ towards the Registration Fee of Rs.250/- / Rs.500/- (strike off whichever is not applicable) is enclosed. One copy each of recent colour passport size & stamp size photographs are also enclosed [(1 passport size & 1 stamp size photos of the retired Executive & 1 passport size & 1 stamp size photos of the Spouse (total 4 photos)]

Thanking you,

Yours truly,

(Signature)

Place:

Name:

Address:
### APPENDIX-B1

**PARTICULARS TO BE FURNISHED BY RETIRED EXECUTIVES FOR ENROLMENT INTO THE HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR EXECUTIVES RETIRED AFTER 1.1.07**

Enrolment of (Select one):
- Retired Executive & Spouse
- Retired Executive alone
- Widow/ Widower of retired Executive

**Personal Details:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>27.</td>
<td>Name of the Retired Executive (in Block Letters)</td>
</tr>
<tr>
<td>28.</td>
<td>Ex-EID No..(at the time of superannuation etc)</td>
</tr>
<tr>
<td>29.</td>
<td>Date of Birth DD/MM/YY</td>
</tr>
<tr>
<td>30.</td>
<td>Age</td>
</tr>
<tr>
<td>31.</td>
<td>Name of the Spouse (indicate only if applicable)</td>
</tr>
<tr>
<td>32.</td>
<td>Date of Birth of Spouse DD/MM/YY</td>
</tr>
<tr>
<td>33.</td>
<td>Age of Spouse</td>
</tr>
<tr>
<td>34.</td>
<td>Permanent Address</td>
</tr>
<tr>
<td>35.</td>
<td>PIN Code</td>
</tr>
<tr>
<td>36.</td>
<td>Phone Nos. (Land Line) with STD Code</td>
</tr>
<tr>
<td>37.</td>
<td>E-mail id</td>
</tr>
</tbody>
</table>

**Bank Details:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>38.</td>
<td>Account No.</td>
</tr>
<tr>
<td>39.</td>
<td>Name of the Bank &amp; Branch</td>
</tr>
<tr>
<td>40.</td>
<td>IFSC Code of the Branch</td>
</tr>
</tbody>
</table>

**Service particulars of the Executive:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>41.</td>
<td>Date of Joining HAL</td>
</tr>
<tr>
<td>42.</td>
<td>Date of Retirement from HAL</td>
</tr>
<tr>
<td>43.</td>
<td>Total years of Service in HAL</td>
</tr>
<tr>
<td>44.</td>
<td>If total service in HAL is less than 15 years, indicate service in other CPSEs, if applicable</td>
</tr>
<tr>
<td>45.</td>
<td>Retirement Mode (Strike off which ever is not applicable)</td>
</tr>
</tbody>
</table>

(Contd..2)
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>46.</td>
<td>Designation and Grade at the time of leaving HAL</td>
<td>Designation: Grade:</td>
</tr>
<tr>
<td>47.</td>
<td>Division/ Office &amp; Dept. in which last worked</td>
<td>Division/Office: Dept.:</td>
</tr>
<tr>
<td></td>
<td><strong>Service particulars of Spouse:</strong></td>
<td></td>
</tr>
<tr>
<td>48.</td>
<td>Organisation in which spouse is employed</td>
<td></td>
</tr>
<tr>
<td>49.</td>
<td>Whether the ex-executive is covered under the Medical Benefit Scheme, if any,</td>
<td>Yes/ No <em>(Strike off whichever is not applicable)</em></td>
</tr>
<tr>
<td></td>
<td>applicable to his/ her spouse or children from his/ her Company</td>
<td></td>
</tr>
<tr>
<td>50.</td>
<td>If yes, monetary Ceiling for the same</td>
<td></td>
</tr>
<tr>
<td>51.</td>
<td>Payment of one-time Registration Fee :</td>
<td></td>
</tr>
<tr>
<td>52.</td>
<td>DD No.</td>
<td>Date:</td>
</tr>
<tr>
<td>53.</td>
<td>Name of the Bank</td>
<td></td>
</tr>
</tbody>
</table>

**NB:** All the above are supported by Documents as indicated at Appendix-B2

(Signature of the Ex-executive with Name & Date)  
(Signature of the Spouse with Name & Date)
**List of Supporting Documents in respect of the particulars indicated in Appendix-B1**

Copies of Documents, duly attested by a Gazetted Officer, as indicated below, are required to be enclosed with the enrolment request, to prove identity:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Criteria</th>
<th>Copies of Certificate required</th>
<th>Indicate Certificate(s) produced by the Ex-executive</th>
</tr>
</thead>
</table>
| 1      | Proof of Name, Address, Date of Birth & Photograph                       | iii) Retired Executives/employee: Copy of Voter ID Card/ Ration Card/ Driving License/ Passport/ Aadhar Card or any other **Photo ID Card** (issued by Govt. or Govt. Agencies) indicating Name, Address, Date of Birth & Photograph.  
   |                                                                             | iv) **Spouses:** Photo ID Card indicating Name, Address, Date of Birth, Photograph, Name of Spouse and relationship with the retired Executive. If the relationship is not mentioned in the ID Card, a Relationship Certificate from Panchayat/ Municipal/ Corporation Authorities is also to be enclosed. |
| 2      | Service Particulars in HAL$                                              | vi) Any Certificate(s)/ Letter(s) issued by HAL indicating Date of Joining, Date of Relieving, Mode of Relieving etc., Relieving letter & Service Certificate can be submitted for this purpose.  
   |                                                                             | vii) In respect of those ex-executives with less than 15 years of service in HAL, experience certificate from other CPSEs, if applicable to be produced. The total service in continuity in CPSEs should be 15 years or more in respect of Executives retired on or after 1.1.07.  
   |                                                                             | viii) Widows of ex-executives also need to submit the requisite documents at Sl. No. 2 (i) & (ii) as applicable.  
   |                                                                             | ix) Widows of Executives who died while in Service need to submit any document issued by the Company in this regard  
   |                                                                             | x) Document(s) in respect of Service in CPSE(s) before joining HAL, indicating the period of Service (necessary only if period of Service in HAL is less than 15 years) |

* Not required to be submitted in respect of Executives retiring, etc after January 2014.

$ Minimum of 15 years service in continuity in CPSEs is mandatory for enrollment in respect of **Executives retired on or after 1.1.07**, except in cases of death and termination on the grounds of continued ill-health.

For any further queries in this regard, you may contact the respective Division/Office from where you have superannuated

(Signature of the Ex-executive with Name & Date)
IDENTITY CERTIFICATE *

(Certificate to be signed by any one of the following)

ix) Any Serving Officer of HAL
x) Gazetted Officer of the Central or State Government;
xi) Member of Parliament or State Legislature belonging to the Constituency where the Retired Executive and spouse are ordinarily residents;

xii) Sub Divisional Magistrate;

xiii) Thasildar or Naib / Deputy Thasildar authorised to exercise Magesterial powers;

xiv) Block Development Officer;

xv) Post Master;

xvi) Panchayat Inspector.

Certified that I know Shri / Smt /Ms (retired Executive) ________________________
___________________ and Shri / Smt / (Spouse) _____________________________
___________________ residing at (Permanent Address to be indicated)____________
_____________________________________________________________________
_____________________________________________________________________
for the last ______ years ______ months and that to the best of my knowledge and belief, the particulars furnished by him/ her at Appendix-B1 (Particulars to be furnished by Retired Executives for Enrolment into the HAL Post Superannuation Group Health Insurance Scheme) are correct.

Signature

Name :
Designation :
or Status and
Address :

Place :
Official Seal :

Date :

* Not required to be submitted by Executives retiring, etc after January 2014.
HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR WORKMEN RETIRED ON OR AFTER 1.1.07

(HAL/P&A/23(3)/2015 dated 29th January 2015)

1. TITLE:

1.1 The Scheme will be called “HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR WORKMEN RETIRED AFTER 1.1.07”.

1.2 The general term ‘post 1.1.07 retired Workman’ would be used under the Scheme to denote the beneficiary.

2. SCOPE OF THE SCHEME AND COVERAGE:

2.1 The Scheme would cover all Workmen who have retired/ opted for Optional Retirement on or after 1.1.07, after rendering a minimum service of 15 years in the Company and their spouses. Workmen whose services are terminated on the grounds of continued ill health by the Company, on or after 1.1.07, with or without completion of minimum 15 years service and their spouses would also be covered under the Scheme.

2.2 Coverage under the Scheme would be available in the following cases also:

2.2.1 Widows/ Widowers of those Workmen who died while in service on or after 1.1.07, without any minimum service requirement;

2.2.2 Widows/ Widowers of Workmen as at para-2.1 who had died after leaving the Company.

2.2.3 Widows/ Widowers of those Workmen who become members of the Scheme would continue to be eligible for benefits under the Scheme.

2.3 Workmen who would superannuate/opt for Optional Retirement and who would fulfill the minimum Service requirement of 15 years, after the date of introduction of the Scheme, and their spouses would be eligible to join the Scheme. Workmen whose services are terminated on the grounds of continued ill health by the Company, after the date of introduction of the Scheme, with or without completion of minimum 15 years service, and their spouses would also be covered under the Scheme. Similarly, Widows/ Widowers of Workmen who die while in service after the introduction of the Scheme would also be eligible to join the Scheme, without any minimum service requirement.

2.4 The Scheme would not be applicable in the following cases:

2.4.1 Workmen who had resigned/ absconded or who were dismissed/terminated from service on or after 1.1.07, and such cases in future.

2.4.2 Workmen retired etc. on or after 1.1.07 who do not fulfill the minimum Service eligibility criteria indicated above, and such cases in future.

2.4.3 Retired Workmen covered under Medical Benefit Schemes provided by the employer of his/ her spouse/ children, etc.
3. **COMPANY CONTRIBUTION TO THE CORPUS OF THE SCHEME:**

3.1 Company Contribution towards the Scheme would be @ 3% of the Basic Pay (including Personal Pay, if any) + DA (DA on Basic Pay + Personal Pay only) of Workmen, w.e.f 1.1.12 to 31.3.15. Contribution will be made from 1.4.15 also @ 3% of Basic Pay+DA, provisionally. Actual rate of contribution by the Company from 1.4.15 as well as in future will be decided, based on affordability.

3.2 The Post Superannuation Group Health Insurance Scheme is non-statutory and hence entirely dependent upon affordability, sustainability and capacity to pay. Contribution by the Company towards the Scheme is, therefore, not guaranteed and can be reduced or even refused.

4. **OVERALL INSURANCE COVERAGE UNDER THE POLICY:**

4.1 Insurance Policy with Coverage of Rs.4 Lakhs for in-patient treatment and Rs. 20,000/- for OPD coverage, per annum, jointly in respect of the retired Workman & Spouse, on floater basis, would be available, for the retired Workmen and Spouses as indicated at paras-2.1 to 2.3 above, during the first year. Family for this purpose would mean only the retired Workman and his/ her spouse, both or the survivor. In case any retired Workman is unmarried, the family would mean only the retiree. In cases where there are 2 or more spouses, where such marriages are permissible under the Personal Law applicable to such individuals, the eldest surviving spouse will only be covered under the Scheme. The term ‘eldest’ would mean seniority with reference to the date of marriage.

4.2 The Insurance Coverage shall be provided only in India.

4.3 The coverage provided shall be without any entry and exit age limits.

4.4 Pre-existing illnesses will be covered under the Policy.

4.5 There will be no waiting period for availing treatment. Facilities under the Scheme will be available from the date of introduction of the Scheme.

4.6 Cash Less Facility would be available for the beneficiaries from Network Hospitals, for in-patient treatment. Where such a facility cannot be availed by the beneficiaries, reimbursement of expenditure within the scope of the Policy would be made available by the TPA.

4.7 **Medical Coverage under the Policy**

4.7.1 In case of hospitalization (in-patient treatment) for any illness or injury, the Policy would cover the following:

a) Room charges, ICU charges, nursing expenses, anaesthesia, blood, oxygen, operation theater charges, surgical appliances, dialysis, chemotherapy, radiation-therapy, Angioplasty, CABG, cost of pacemaker, cost of artificial limbs and similar other expenses.

b) Dental procedures that are not cosmetic in nature.

c) Professional Charges of Doctors, Surgeons, Anesthetists, Medical Practitioners, Consultants, Specialists, etc.

d) Ambulance Charges (excluding Air Ambulance).

e) Medical and Diagnostic Tests and other related expenses.

f) Medicines & Drugs expenses.
g) Pre-Hospitalization expenses up to 30 days and Post Hospitalization expenses up to 60 days after discharge.

h) Cost of Domiciliary Hospitalization Medical treatment for a period exceeding 3 days.

i) Hospitalization expenses consequent upon an accident.

4.7.2 Additional details about the coverage would be indicated in the Handbook issued by the TPA.

4.8 **Out Patient Treatment Coverage**

4.8.1 OPD expenses subject to the ceiling of Rs.20,000/- per annum, jointly in respect of the retired Workman & Spouse, on a floater basis, could be availed by the beneficiaries, during the first year. In cases where cash less facility cannot be availed, reimbursement of expenditure incurred within the scope of the Policy shall be made available, by the TPA.

4.8.2 Claims, separately for each member/spouse, are to be submitted once in 2 months or after incurring a total expenditure of Rs.3000/-, whichever is earlier. An OPD Claim is to be made within 6 months of incurring the expenditure.

4.9 **Exclusions**

4.9.1 Exclusions under the Scheme will be as per the Guidelines of IRDA, as amended from time to time, as indicated in the Handbook issued by the TPA.

5. **REGISTRATION & ADMINISTRATION OF THE SCHEME:**

5.1 To avail facilities under the Scheme, Workmen retired/retiring etc after 1.1.07 and his/her spouse need to get themselves enrolled by filling the Enrollment Form (enclosed as Appendices-A to D), supported by copies of the documents/identity proof specified therein and by payment of one-time Registration Fee of Rs.250/- per Member (Rs.500/- per family) to the Division/Office from which they retired, by DD (payable at the place where the Division/Office is located). The Division/Office would verify the identity of the applicants before enrolling them under the Scheme. The Division/Office would forward the data and scanned Enrollment Forms to the Corporate Office.

5.2 **Payment of the Registration Fee**

5.2.1 Eligible Workmen who would retire, etc after the date of introduction of the Scheme need to pay the Registration Fee to the Division/Office from which they retire, by DD payable at the place of the Division/Office, before submission of the Enrollment Form. Proof of payment should be enclosed to the Enrollment Form.

5.3 In respect of Workmen who retire, etc after the date of introduction of the Scheme, Divisions/Offices would obtain the Enrolment Forms filled up well in advance i.e., before 2 months of the date of superannuation and forward the data and scanned Enrollment Forms immediately to the Corporate Office, in one lot, on a monthly basis.

5.4 **Insurance Company & TPA**

5.4.1 M/s. United India Insurance Company Limited has been selected for implementation of the Scheme for 2 years from 1.2.15.

5.4.2 The Scheme will be administered by the Insurance Company through their Third Party Administrator (TPA) viz., M/s. Medi Assist India TPA Pvt. Ltd. Insurance
Cards would be issued by the TPA to all members. TPA will be the intermediary between the retired employees, the Insurance Company & Hospitals.

5.5 **Network Hospitals**

5.5.1 The Insurance Company will have Network Hospitals where treatment can be availed. The list of Network Hospitals will be indicated in the Handbook issued by the TPA. The list is updated from time to time and is also available on the website of the TPA at [www.mediassistindia.com](http://www.mediassistindia.com). The list will also be uploaded in the HAL website ([www.hal-india.com](http://www.hal-india.com)).

5.5.2 Cashless facility will be available at Network Hospitals.

a) Beneficiary needs to fill the “Pre Authorization Form” available in the Network Hospitals/Handbook to get Authorization from the TPA to avail the treatment with Cashless facility. This Authorization along with a copy of the ID Card issued under the Scheme and a copy of any Photo ID Proof (like Passport, Voter ID Card, PAN Card, Aadhar Card, Driving Licence, etc) of the patient is to be given to the Network Hospital at the time of admission. TPA will authorize “Cashless Service” at the Network Hospitals in cases eligible under the Insurance Policy.

b) In cases of denial of “Cashless Service” for any reason in a Network Hospital, the treatment can be continued by paying for the Services and the Claim need be sent to the TPA for processing reimbursement.

c) Beneficiary has to pay the non-eligible/dis-allowed amounts such as Registration Fees, Luxury Tax, Documentation charges and other Non-Medical expenses not covered under the Policy directly to the Hospital, before discharge.

5.6 **Availing Treatment other than in Network Hospitals**

5.6.1 If the treatment is availed in a Hospital other than in a Network Hospital, payment needs to be made by the beneficiary and Claim can be sent to the TPA for reimbursement.

6. **FUNDING OF THE SCHEME:**

6.1 The Scheme will be funded out of the Contribution made by the Management as at para-3 above.

7. **BENEFITS UNDER THE SCHEME:**

7.1 Benefits under the Scheme can be availed with effect from 1.2.15.

7.2 Benefits under the Scheme may vary from year to year, as contribution to the Fund is dependent on affordability & sustainability by the Company.

7.3 The overall Insurance Coverages under the Policy will be approved every year, depending upon the availability of Funds, the number of beneficiaries, etc. The coverages available from year to year will be notified by the Company.

8. **REIMBURSEMENT - CLAIM SETTLEMENT:**

8.1 Detailed procedure to be followed with regard to Claim Settlement/Reimbursement will be indicated in the Handbook issued by the TPA to the beneficiaries.
9. **MANAGEMENT OF FUNDS AND TRUST:**

9.1 The Company has selected M/s LIC of India, to manage the Post Superannuation Group Health Insurance Fund. The Fund Manager can be changed in future, if the need is felt for the same.

9.2 The Funds earmarked towards this Scheme will be managed by the Trust constituted by the Company. The Trust will be a common one for managing the Funds of Schemes viz. “Employees retired etc. before 1.1.07”, “Executives retired etc. after 1.1.07” and “Workmen retired etc. after 1.1.07”. The details are indicated below:

9.2.1 The Fund under this Scheme shall be named as “HAL POST SUPERANNUATION GROUP HEALTH INSURANCE FUND FOR WORKMEN-POST 1.1.07”.

9.2.2 The Trust will be responsible for the administration of the Scheme; receive contribution from the Company and make payment to the Insurance Company towards Premium for Insurance Coverage; investment of the additional Funds, if any with the Fund Manager; as per the provisions of the Scheme in conjunction with the Rules as notified by the Company from time to time, etc.

9.2.3 The Fund Manager will invest the Funds, as per the regulations laid down by the Govt./IRDA, to obtain maximum returns.

9.2.4 All money received by the Trust shall vest in the Trustees and Trustees shall have power to utilize such money received by way of contribution, interest, and redemption of investments or otherwise to the Fund, as per the provisions of the Income Tax Act/Rules.

9.2.5 **Nomination of Trustees & Execution of Trust Deed:**

9.2.5.1 Trustees are nominated by the Management. There will be a representative of Workers’ Union in the Trust. The Trust Deed will be finalized by the Management. The Trustees will take all necessary steps to establish, run & manage the Trust and the Scheme, including the following:

i) Execute the Trust Deed approved by the Management;

ii) Take all acts necessary for formation of the Trust and its registration;

iii) To open Bank Accounts in the name of the Trust;

iv) To appoint the Fund Manager(s) and enter into necessary contract with them;

v) To make necessary application to the Income Tax Officer having jurisdiction over the Fund for approval of the Scheme under the Income Tax Act, 1961.

9.2.6 **Term of Office of the Trustees:**

9.2.6.1 The Trustees shall be nominated/appointed by the Company for the period specified by the Company. An outgoing Trustee shall be eligible for re-nomination/appointment.

9.2.7 **Trustees’ Power to operate Bank Account:**

9.2.7.1 Any two Trustees, one of them being the Secretary to the Trust, acting jointly, shall on behalf of the Trustees, operate the Bank Accounts of the Fund and discharge, receive or otherwise dispose off, as may be necessary, any money of the Fund.
Meetings of the Trust:

Trustees shall meet at least once in every quarter and at least four times in a year.

Minutes of Meetings:

Proper Minutes of the Meetings held shall be kept duly signed by the Chairman/Secretary.

Amendment of Rules:

No amendment to the Rules of the “HAL Post Superannuation Group Health Insurance Fund for Workmen- Post 1.1.07” shall be made without the prior approval of the Commissioner of Income Tax.

Trust Deed to prevail:

Should anything contained in the Scheme or any alteration or amendment thereof be inconsistent with the objects or provisions of the Trust Deed, the provisions of the Trust Deed shall prevail. On any such discrepancy coming to the notice of the Trustees, the Trustees shall with the prior approval of the Commissioner of Income Tax take steps to amend the Scheme as soon as may reasonably be possible, so as to bring them in conformity with the provisions of the Trust Deed.

Jurisdiction:

The Scheme will be subject to the Laws of India including the Indian Insurance Act, 1938, as amended, the Income Tax Act, 1961 and to any legislation subsequently introduced. All benefits under the Scheme shall be payable only in India. Should anything contained in these Rules, or in any amendment made thereof be repugnant to any provision or provisions of the Income Tax Act, 1961 or the Income Tax Rules, 1962, or any amendments thereto, the same shall be ineffective to the extent of repugnancy. The Trustees shall remove any such repugnance, if so directed by the Commissioner of Income Tax.

Any dispute shall be subject to exclusive jurisdiction of Courts at Bangalore, India.

Interpretation:

It shall be a condition of the Membership of the Scheme that on any question arising on any point of interpretation of the provisions of the Scheme or any point relating to cessation of Membership, the decision of the Trust shall be final and binding. If the decision has any bearing on the provisions of the Income Tax Act, 1961 or any amendments thereto, it has to be forthwith reported to the Commissioner of Income Tax and if the Commissioner of Income Tax so requires, the Trustees shall review the decision.

GENERAL:

In the event of the unfortunate death of either of the beneficiaries, the surviving beneficiary should intimate the concerned Division/Office about the same for necessary updation of records. The beneficiary should also advise his/her other family members to intimate HAL, in cases of the unfortunate death of both the beneficiaries.
10.2 With the introduction of this Scheme, facilities available under the existing Post-Retirement Medical Assistance Scheme will be discontinued in respect of Workmen retired, etc after 1.1.07.

-oOo-
ENROLMENT FORM FOR WORKMEN RETIRED/RETIRING ETC AFTER 1.1.07

Date:

The HR Head,
Hindustan Aeronautics Limited,
________________ Division/ Office,

Dear Sir,

Sub: Enrolment to become a member of the “HAL Post Superannuation Group Health Insurance Scheme for Workmen retired/retiring etc after 1.1.07”.

I request you to enroll me and my spouse (strike off the words not applicable) to become member(s) to the “HAL Post Superannuation Group Health Insurance Scheme for Workmen retired/retiring etc after 1.1.07”. My/ our (strike off whichever is not applicable) particulars are indicated in Appendices-B, C & D to this letter (Appendices-C & D are not required in case of Workmen retiring, etc after January 2015). I am enclosing copies of the following Certificates (indicate below):

a) 

b) 

c) 

d) 

e) 

2. Further, DD No.______________ dated ____________ towards the Registration Fee of Rs.250/- / Rs.500/- (strike off whichever is not applicable) is enclosed. One copy each of recent colour passport size & stamp size photographs are also enclosed [(1 passport size & 1 stamp size photos of the retired Executive & 1 passport size & 1 stamp size photos of the Spouse (total 4 photos)]

Thanking you,
Yours truly,

(Signature)

Place: 
Name: 
Address:
HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR
WORKMEN RETIRED/RETIRING ETC AFTER 1.1.07

Enrolment of (Select one):
- Retired Workmen & Spouse
- Retired Workmen alone
- Widow/ Widower of retired Workmen

Affix a recent passport size photograph of the Retd. Workmen here, and get it attested by a Gazetted Officer with Name & Seal

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>(to be filled in by the beneficiary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Retired Workman (in Block Letters) :</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Ex-EID No..(at the time of superannuation etc) :</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Date of Birth DD/MM/YY :</td>
<td>4. Age : ___years___months___days</td>
</tr>
<tr>
<td>5.</td>
<td>Name of the Spouse (indicate only if applicable) :</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Date of Birth of Spouse DD/MM/YY :</td>
<td>7. Age of Spouse : ___years___months___days</td>
</tr>
<tr>
<td>8.</td>
<td>Permanent Address</td>
<td>Address for Communication</td>
</tr>
<tr>
<td>9.</td>
<td>PIN Code</td>
<td>PIN Code</td>
</tr>
<tr>
<td>10.</td>
<td>Phone Nos. (Land Line) with STD Code :</td>
<td>Mob:</td>
</tr>
<tr>
<td>11.</td>
<td>E-mail id :</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Account No. :</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Name of the Bank &amp; Branch :</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>IFSC Code of the Branch :</td>
<td></td>
</tr>
</tbody>
</table>

Bank Details :

Service particulars of the Workman :

15. Date of Joining HAL : | 16. Date of Retirement from HAL : |
17. Total years of Service in HAL : Years: Months: |
18. If total service in HAL is less than 15 years, indicate service in other CPSEs, if applicable : Name of the CPSE : Total years of Service : (Proof indicating period of service to be enclosed)
19. Retirement Mode (Strike off which ever is not applicable) : Superannuation/ Optional Retirement/ Terminated on account of continued ill-health/Resignation/ Dismissal from Service/ Death (in case of spouse of deceased Workman)/ Other

Indicate the reason if ’Other’ :

(Contd..2)
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td><strong>Designation and Scale at the time of leaving HAL</strong></td>
<td>Designation:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scale:</td>
</tr>
<tr>
<td>21.</td>
<td><strong>Division/ Office &amp; Dept. in which last worked</strong></td>
<td>Division/Office:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dept.:</td>
</tr>
</tbody>
</table>

**Service particulars of Spouse:**

| 22. | **Organisation in which spouse is employed** |   |
| 23. | **Whether the retired Workman is covered under the Medical Benefit Scheme, if any, applicable to his/ her spouse or children from his/ her Company** | Yes/ No (Strike off whichever is not applicable) |
| 24. | **If yes, monetary Ceiling for the same** |   |

**Payment of one-time Registration Fee:**

| 25. | DD No. : | 26. | Date : |
| 27. | **Name of the Bank** : |   |

(Signature of the retired Workman with Name & Date) (Signature of the Spouse with Name & Date)
### List of Supporting Documents in respect of the particulars indicated in Appendix-B*

Copies of Documents, duly attested by a Gazetted Officer, as indicated below, are required to be enclosed with the enrolment request, to prove identity:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Criteria</th>
<th>Copies of Certificate required</th>
<th>Indicate Certificate(s) produced by the retired Workman</th>
</tr>
</thead>
</table>
| 1      | Proof of Name, Address, Date of Birth & Photograph | v) Retired Workman:  
Copy of Voter ID Card/ Ration Card/ Driving License/ Passport/ Aadhar Card or any other Photo ID Card (issued by Govt. or Govt. Agencies) indicating Name, Address, Date of Birth & Photograph.  
vi) Spouses:  
Photo ID Card indicating Name, Address, Date of Birth, Photograph, Name of Spouse and relationship with the retired Workman. If the relationship is not mentioned in the ID Card, a Relationship Certificate from Panchayat/ Municipal/ Corporation Authorities is also to be enclosed. |  |
| 2      | Service Particulars in HAL$ | xi) Any Certificate(s)/ Letter(s) issued by HAL indicating Date of Joining, Date of Relieving, Mode of Relieving etc., Relieving letter & Service Certificate can be submitted for this purpose.  
xii) In respect of those retired Workmen with less than 15 years of service in HAL, experience certificate from other CPSEs, if applicable to be produced. The total service in continuity in CPSEs should be 15 years or more in respect of Workmen retired on or after 1.1.07.  
xiii) Widows of retired Workmen also need to submit the requisite documents at Sl. No. 2 (i) & (ii) as applicable.  
xiv) Widows of retired Workmen who died while in Service need to submit any document issued by the Company in this regard  
xv) Document(s) in respect of Service in CPSE(s) before joining HAL, indicating the period of Service (necessary only if period of Service in HAL is less than 15 years) |  |

* Not required to be submitted in respect of Workmen retiring, etc after January 2015.

$ Minimum of 15 years service in continuity in CPSEs is mandatory for enrollment in respect of Workmen retired on or after 1.1.07, except in cases of death and termination on the grounds of continued ill-health.

For any further queries in this regard, you may contact the respective Division/Office from where you have superannuated

(Signature of the retired Workman with Name & Date)
IDENTITY CERTIFICATE *

(Certificate to be signed by any one of the following)

i) Any Serving Officer of HAL
ii) Gazetted Officer of the Central or State Government;
iii) Member of Parliament or State Legislature belonging to the Constituency where
    the Retired Workman and spouse are ordinarily residents;
iv) Sub Divisional Magistrate;
v) Thasildar or Naib / Deputy Thasildar authorised to exercise Magisterial powers;
vi) Block Development Officer;
vii) Post Master;
viii) Panchayat Inspector.

Certified that I know Shri / Smt /Ms (retired Workman) ________________________
___________________and Shri / Smt / (Spouse) _____________________________
___________________residing at (Permanent Address to be indicated)______________
_____________________________________________________________________
_____________________________________________________________________
for the last ______ years ______ months and that to the best of my knowledge and
belief, the particulars furnished by him/ her at Appendix-B are correct.

Signature

Name :
Designation :
or Status and
Address

Place :
Official Seal :

Date :

* Not required to be submitted by Workmen retiring, etc after January 2015.
CHAPTER – V

PENSION SCHEMES
1. **TITLE OF THE SCHEME:**

1.1 The Scheme will be called "HAL EXECUTIVES DEFINED CONTRIBUTION PENSION SCHEME-2007"

2. **COVERAGE:**

2.1 The Scheme will cover Executives borne on the regular rolls of the Company, at the Board level and below the Board level, as on 1.1.07 and onwards. Personnel engaged as Trainees against Manpower Sanctions (like Management Trainees, Design Trainees, etc.) or on contract basis against Manpower Sanctions before absorption, will also be covered under the Scheme. It will not be applicable to personnel on deputation to the Company from the Central/State Govt., those engaged on contract basis as Advisors / Consultants, etc.

2.2 All Executives joining the Company on its regular rolls after the introduction of the Scheme shall join the Scheme from the date of joining the Company.

2.3 The Company's decision regarding the eligibility of an Executive to join the Scheme as per paras- 2.1 & 2.2 above shall be final and binding on all the parties concerned for the purpose of the Scheme.

3. **ELIGIBILITY FOR PENSION:**

3.1 The following categories of Executives will be eligible for Pension:

3.1.1 Executives who have superannuated/ who will superannuate/ who have taken/will take Optional Retirement from the services of the Company, on or after 1.1.07, after completing a minimum of 15 years of service in continuity in the Company. Fractions of service of less than 1 year will be ignored for this purpose. Service rendered as a Trainee or on Contract basis against Manpower Sanctions before absorption, will be counted for the purpose of 15 years of service.

3.1.2 Executives expired / ceased to be in Service on account of Permanent Total Disablement, on or after 1.1.07, as also in future, while in Service, with or without 15 years of service in continuity in the Company.

3.1.3 Executives whose services are terminated on the grounds of continued ill health by the Company, on or after 1.1.07, as also in future, with or without completion of minimum 15 years service in continuity in the Company.

3.1.4 In respect of Executives (including Board level incumbents) who joined the Company from other CPSEs, the Service rendered by them in continuity in CPSEs (including in HAL) would be reckoned for computing the minimum service requirement of 15 years to avail benefits under the Scheme. The service rendered in the Government prior to joining the Company will not be reckoned for the purpose of computing the total service required in the Company for availing benefits under the Scheme.

3.1.5 In respect of Executives who left/ will leave the services of the Company on or after 1.1.07 on account of resignation and joining another CPSE having broadly similar Schemes, the entire amount of Company's and Executive's contribution along with the interest accrued thereon can be transferred to such CPSE.
Executives who resign from the Company to join another CPSE not having similar Schemes, or any Organization not being a CPSE (irrespective of whether such Scheme exists in that Organization or not) shall not be allowed the benefit of transferring their accumulated Fund under the Scheme, except as at para- 3.1.6 below. However, the Executive’s contribution along with accrued interest shall be refundable to him.

3.1.6 In respect of Executives joining Board level posts in other CPSEs on PESB selection or Executives joining Central Govt. / Central Govt. Organizations on selection by the Central Govt. Ministries/Departments to posts equivalent to the Board level in CPSEs, the entire amount of Company’s and Executive's contribution along with the interest accrued thereon can be transferred to the other Organization. In case transfer of the amount is not feasible, refund of amount (both Company’s and Executive's contribution along with the interest accrued thereon) to the Executive will be allowed.

3.1.7 Executives who have been compulsorily retired, voluntarily retired, removed or dismissed from service would be eligible for Pension based only on the Member's contribution, if any, and interest thereon.

3.1.8 For lateral entrants to the Company, the amount can be transferred from other CPSEs to HAL, provided the same is agreeable to the concerned Organization. Pension Corpus from HAL will be only for the service rendered in HAL. In case any corpus is transferred from the earlier Organisation, the same will also be reckoned.

3.1.9 HAL Executives on deputation / lien to other PSUs, when their salary payments are made by the borrowing Organization, will be eligible to be covered under the Scheme for the period of such deputation/lien also, provided they join back HAL and superannuate from HAL. In such cases, the borrowing Organization of the individual or the individual himself / herself, should contribute to HAL, the prescribed % of Basic + DA towards Company Contribution to the Pension corpus. In the event of not receiving the payment as above, for the deputation / lien period, such period will be ignored for calculating the Pension Corpus for such individuals. However, the period of service on deputation / lien will be counted towards the 15 years service towards eligibility for Pension.

3.2 Admissibility of Pension to Executives against whom Disciplinary Actions are pending at the time of superannuation will be regulated as per the CDA Rules of the Company.

4. **ENROLLMENT UNDER THE SCHEME BY EXECUTIVES WHO HAVE ALREADY RETIRED ETC ON OR AFTER 1.1.07:**

4.1 Executives already retired etc after 1.1.07 need to get themselves enrolled in the prescribed Application Form, supported by copies of the specified documents/identity proof specified therein to avail benefits under the Scheme. The Application is to be submitted to the Division/Office in which the ex-Executive served last. The Division/Office would verify the identity of the applicants before enrolling them under the Scheme.

5. **COMPANY CONTRIBUTION:**

5.1 The Pension Scheme is a Non-Statutory one. As per the directives of Ministry of Defence (MoD) and Department of Public Enterprises (DPE), Government of India, contribution by the Company to the Pension Scheme every year is not guaranteed.

5.2 Company Contribution to the Pension Scheme would be @ 7% of the Basic Pay+DA of Executives, from 1.1.07 to 31.3.14. Contribution during 2014-15 would also be made @ 7% of the Basic Pay+DA, provisionally. Actual rate of
contribution from 1.4.14 will be decided by the Board and notified by the Company.

5.3 The Company will notify the contribution rate every year, subsequently.

5.4 No contribution will be made to the Pension Scheme for the year in which the Company incurs loss or earns marginal profit. No Budgetary Support will be provided by the Government of India to operate the Scheme.

6. **MEMBER CONTRIBUTION:**

6.1 The quantum of contribution to be made by Executives to the Pension Scheme would be optional, the rate of which can be varied once a year. Executives can make contribution w.e.f 1.1.07. They can make contribution at rates higher than 7% of the Basic Pay+DA also. Executives on rolls can make the contribution for the past period, in not more than 3 installments, within 6 months of the introduction of the Scheme.

6.2 Executives who have already superannuated etc after 1.1.07 and who desire to make contribution to the Pension Fund, can make lumpsum contribution to the Fund, from their own sources, in one installment, within 3 months of the introduction of the Scheme. The payment will be made by DD/ NEFT Transfer to the concerned Division/ Office. The DD/Transaction Details should be attached to the Enrolment Application Form. Their Pension will be based on the corpus consisting of the Management contribution from 1.1.07 plus their individual contribution.

6.3 Optional Contribution from serving members from August 2014 onwards will be recovered from the Executive's Salary on monthly basis and remitted to the Pension Trust for investment with the Fund Manager.

6.4 All contributions to the Pension Trust will be non-refundable during the course of employment.

7. **MEMBER NOT TO WITHDRAW:**

The membership in the Scheme shall be co-terminus with the employment of the Member with the Employer. No Member shall be allowed to withdraw his Membership from the Pension Scheme during his/her employment with the Company.

8. **TRANSFER OF MEMBER’S ACCUMULATION:**

8.1 In the event of Member leaving the service on resignation and joins another CPSE, which has a similar Scheme in operation, transfer of Funds (both Company & Member contribution) shall be allowed. In such cases, the Member shall request the Trust for transfer of the Funds in writing, along with proof of continuation of his service in the other CPSE. Executives who resign from the Company to join another CPSE not having similar Schemes, or any Organization not being a CPSE (irrespective of whether such Scheme exists in that Organization), shall not be allowed the benefit of transferring the Company’s contribution, except as at para-3.1.6 above. In such cases, Executive’s contribution along with accrued interest shall be refundable him.

8.2 If, on becoming a Member of the Scheme, a Member shall desire to pay or procure transfer to the Trustees of any sum to which as a Member of any other Approved Fund he was entitled, transfer of such Funds shall be allowed, provided it is agreeable to the concerned Organization. On retiring from Service at Normal Retirement Date or on early retirement or on death of such Member, his Beneficiary, as the case may be, shall be entitled to such additional Pensions as the appointed Insurer(s) / Empanelled Annuity Provider(s) shall certify to be
attributable to the value as at the date of retirement or death of the total amount
so paid or transferred.

9. **PENSION BENEFITS:**

9.1 **Benefits on Normal Retirement Date**

9.1.1 Upon the retirement of a Member on the Normal Retirement Date, a Pension shall
be payable to the Member as per the Annuity Option exercised under the Annuity
Contract available with the appointed Insurer(s)/Empanelled Annuity Provider(s).

9.1.2 Written Notice exercising the Option must be furnished to the appointed
Insurer(s)/Empanelled Annuity Provider(s) one month prior to the Normal
Retirement date. However, election of Option within one month prior to the
Normal Retirement Date may be permitted at the discretion of the appointed
Insurer(s) / Empanelled Annuity Provider(s), subject to the Member satisfying the
Terms & Conditions prescribed by the appointed Insurer(s) / Empanelled Annuity
Provider(s) in this regard.

9.2 **Benefits on Optional Retirement / Pre-mature Retirement before Normal
Retirement Date**

9.2.1 Upon the retirement of a Member who is eligible for Pension under these Rules
any time during service owing to ill-health or incapacitation or takes Optional
Retirement preceding his Normal Retirement Date, the Pension as may be opted
by him will become payable immediately.

9.2.2 Alternatively, the Member in above mentioned cases may elect to defer receipt of
Pension until the Normal Retirement Date. If a Member who has opted for a
defered Pension dies before receiving the Pension, his Nominee shall receive an
immediate Pension through the purchase of an Annuity Contract as per options
available with the designated Insurer(s)/Empanelled Annuity Provider(s), selected
by the Beneficiary.

9.3 **Benefits on death**

9.3.1 In the event of death of a Member whilst in the service of the Company, Pension
will become payable to the Nominee appointed by the Member by way of the
Beneficiary’s election to receive it through the purchase of an Annuity Contract for
the accumulation in the Member’s account with the appointed Insurer(s)
Empanelled Annuity Provider(s). In this case, minimum service of 15 years shall
not be applicable.

9.3.2 If the Member has not appointed a Nominee or if such Nominee has predeceased
the Member and no fresh appointment of Nomination has been made, the Pension
will become payable to the Member’s spouse, failing which to his child/children in
equal amounts, failing which to his/her parents/dependants/legal heirs in equal
amounts. If the deceased Member does not leave a wife, child/children or
parents/dependants/legal heirs, then the benefits shall be realized by the Trust
and credited to the ‘Surplus Account’, provided that subsequent to crediting of
such amount to the ‘Surplus Account’ if any Court Order is served upon the Trust
for the payment of the same in favour of one or more individuals, the Trust shall
appropriate the said sum from the Surplus Account towards such purpose of
complying with such Orders of the Court.

9.3.3 The Trust shall inform the appointed Insurer(s)/Empanelled Annuity Provider(s),
in writing, the Pension Option elected by the Nominee within thirty days after the
date of death of the Member. The Pension will be payable monthly or otherwise
as desired by the Nominee, the first installment being due one month after the
death of the Member.
9.4 **Benefit on Permanent Total Disablement / Termination of Services on grounds of Continued Ill-health**

9.4.1 In the event of cessation of Service of the Member due to Permanent Total Disability or Termination of Service on account of Continued Ill-health, Pension payment in such cases is not contingent on minimum 15 years Service.

9.5 **Benefits on Compulsory Retirement or on Termination of Service**

9.5.1 In case of cessation of Service on account of Compulsory Retirement, Voluntary Retirement, Removal/Termination/Dismissal from Service under the CDA Rules, Company contribution to the Pension Fund (including accrued interest thereon) will not be given to the Members. This amount will vest with the Pension Trust and the same will be adjusted against future contributions payable by the Company in the normal course. The Executive will be eligible for Pension based only on the Member’s contribution (including interest accrued).

9.5.2 For the benefits to be realized, the Member shall intimate to the appointed Insurer(s) through the Trust the Option for drawal of Pension through any one of the appointed Insurer(s) / Empanelled Annuity Provider(s) elected by him within 30 days from the date of leaving Service.

9.6 **Benefits on Sudden Disappearance and unknown whereabouts of the member**

9.6.1 In the event of any Member suddenly disappearing while in service and his whereabouts are unknown for a consecutive period of 7 (seven) years, the Pension benefits, subject to eligibility conditions, shall be payable to his Beneficiary(s) as per the directions of the Employer.

10. **ADMISSIBILITY OF BENEFITS TO EXECUTIVES AGAINST WHOM DISCIPLINARY PROCEEDINGS ARE PENDING AT THE TIME OF SUPERANNUATION:**

10.1 Admissibility of Pension to Executives against whom Disciplinary Actions are pending at the time of superannuation will be regulated as per the CDA Rules of the Company.

11. **FUND MANAGEMENT AND PENSION TRUST:**

11.1 The Company has selected M/s LIC of India, to manage the Pension Fund. The Fund Manager can be changed in future, if the need is felt for the same.

12. **SCHEME OF SUPERANNUATION:**

12.1 For the purpose of providing Pension to the Beneficiaries, Insurer(s) will issue a Master Policy to the Trust.

12.2 In terms of the Master Policy, the Fund Manager(s)/Insurer(s) will maintain a Running Account in favour of the Trust to which contributions paid by the Trust in respect of all the Members will be credited. Fund Manager(s)/Insurer(s) will maintain Member-wise Accumulation Statement and provide the Accumulation Schedule as at 31st March every year.

12.3 The Fund Manager(s)/Insurer(s) will allow interest on the balances standing to the credit of the Running Account on a daily basis at the rate notified by the Fund Manager(s)/Insurer(s) from time to time. The interest will be credited on a
quarterly basis. When a Pension becomes payable to the Member on his retirement or cessation of service or to his Nominee in the event of his death, the Fund Manager(s)/Insurer(s) shall, on the advice of the Trust, appropriate the accumulation of the Member concerned to the appointed Insurer(s)/Empanelled Annuity Provider(s), based on the choice of the Beneficiary, to provide for purchase of Annuity enabling payment of the Pension. The payment of Pension will be according to the option elected by the Member or his Nominee, as the case may be.

12.4 If the appointed Insurer(s)/Empanelled Annuity Service Provider(s) with the sole intention of granting relief to the Beneficiaries who are already drawing Pension, decide to grant increase in the quantum of Pension, such Beneficiaries shall be eligible for the said increase in the Pension from such date and in such form as may be allowed by the appointed Insurer(s)/Empanelled Annuity Service Provider(s).

12.5 Once Annuity is purchased and the rate is fixed, no change of Annuity Option / Annuity Provider (Insurer) is possible. After purchase of Annuity and disbursement of Pension, any query / complaint on the same will have to be taken up by the Beneficiary directly with the concerned Annuity Service Provider. Trust/Company will not have any liability to resolve or remedy such complaints / query. In case the query/complaint of the Beneficiary is not redressed by the Insurer(s)/ Annuity Provider(s), the Beneficiary will be free to take up the matter with the Grievance Officials of the Insurer/Annuity Provider / Insurance Ombudsman or any other channel as per his/her choice (viz. Consumer Court, Courts, IRDA, etc). The Company / Pension Trust will not entertain any such complaints.

12.6 The Company (HAL) is not a Guarantor for any Annuities purchased under this Scheme. In the event the Annuity Provider opted by the Member withholds any benefits in respect of any of the contracts under such Annuities that they have issued owing to circumstances beyond their control or otherwise, Company shall be under no liability whatsoever to any Beneficiary entitled to the benefits secured by such Annuity or Annuities.

13. PENSION/ ANNUITY OPTIONS:

13.1 On superannuation, death etc, the corpus in the individuals’ account will be utilised to purchase Annuity from LIC or any other designated Annuity Service Providers, as per the Schemes in vogue. The member/ nominee can choose to buy Annuity from different options which would be available, like the following:

a) Pension for Life with return of Corpus. The pensioner will get the pension money till his life. After his life, the corpus would be paid to the nominee in lumpsum.

b) Pension for Life (without return of Corpus). The pension money would be paid to the pensioner till his life. After his life, no money would be paid to his nominee.

c) Pension guaranteed for 5/10/15/20 years and life thereafter: There is assured Pension for the agreed 5/10/15/20 years chosen by the Pensioner. In case of premature death of Pensioner, Pension payable to nominee till the entire term of 5/10/15/20 years, in the same manner as the Pensioner was getting. If the Pensioner survives beyond the agreed period of 5/10/15/20 years, he will get Pension for life, and no amount payable to the nominee.

d) Joint Pension with 50% of Pension to Spouse. In this case, pension is paid to the member till his life. On death of the member, 50% of the pension will be extended to the spouse till his/her life. On death of the spouse, nothing is payable to nominee.
e) Joint Pension with 100% Pension to Spouse. In this case, pension is paid to the member till his life. On death of the member, same pension will be extended to the spouse till his/her life. On death of the spouse, nothing is payable to nominee.

f) Joint Pension with 100% Pension to Spouse and Return of Corpus. In this case, pension is paid to the member till his life. On death of the member, 100% of the pension will be extended to the spouse till his/her life. Corpus amount is payable to the nominee.

g) Pension with fixed yearly increase at a simple rate of 3%. The pension is paid to the member till his life and every year the rate of pension increases at 3% simple interest of the basic pension.

13.2 In case of ex-Executives, if he is no more, the Spouse will have to choose between the options at para- 13.1 (a), (b), (c) or (g) only.

13.3 The Annuity rates will vary, based on the option selected. The Annuity rates are published by the Insurance Companies from time to time.

14. **COMMUTATION OF PENSION:**

14.1 Commutation of Pension will not be allowed.

15. **APPOINTMENT OF NOMINEE(S):**

15.1 Every Member shall appoint at his discretion, his spouse, child/children or parent OR in the absence spouse, child/children or parent any other person as Nominee(s) under the Rules to receive the benefits hereunder in the event of his death. If a Member dies whilst in Service, the Trustees shall hold the benefits of the Scheme upon Trust for payment to the Nominee(s) as shall have been appointed by the Member.

15.2 Every appointment of Nominee made under this Rule shall be in writing signed by the Member and attested by two witnesses and shall be according to the Form of Appointment of Nominee in the prescribed Form and shall remain in force and effect until the death of the Nominee or until the same shall be revoked in writing by the Member and a fresh appointment made.

15.3 A Member may from time to time or at any time without the consent of the Nominee change the Nomination by submitting a written notice of the change to the Company in the prescribed Form to the satisfaction of the Company whereupon an acknowledgement of the change and the registration of the name of the new Nominee will be given to the Member by the Company. The new Nomination shall take effect from the date of receipt of the change by the Company without prejudice to the Insurer(s) / Fund Manager(s) or the Trust on account of any payment made before effecting such change.

15.4 If a Nominee shall at the time of his Nomination by the Member be a minor or otherwise under disability to give a legal receipt or discharge to the Trust, the Member must at the time of such Nomination as aforesaid, appoint a person who is a major and who is capable of giving a legal receipt or discharge to the Trust and to whom the benefits are to be paid for and on behalf of such Nominee.

15.5 If more than one Nominee is nominated and in such nomination the Member has failed to specify their respective interest, the Nominee(s) so named shall share the benefits equally. If the Nominee(s) predeceases the Member, the interest of such Nominee shall terminate and his share shall be payable equally to such of
the remaining Nominee(s) unless the Member has made written request otherwise to the Trust in the prescribed Form.

15.6 In the absence of any appointment of any Nominee as aforesaid, the Nomination submitted by the Member to the Company in respect of his Provident Fund shall deem to be a valid Nomination for the purpose of Pension under this Scheme or applicable Rules of succession will apply.

15.7 If a Nominee is not appointed under this Rule or Nomination as per 15.6 above, then the benefits shall be paid to the Member’s spouse, failing which to his child/children in equal shares, failing which to his dependents/legal heirs in equal shares. If the member does not have a spouse, child/children or dependents/legal heirs, then the benefits shall be realized by the Trust.

16. INCOME TAX AND OTHER TAXES:

16.1 In any case where the Insurer, Fund Manager or the Trust are liable to account to the Income Tax Authorities for Income Tax on any payment made under the Rules, the Insurer/Fund Manager of the Trust, as the case may be, shall deduct a sum equal to such Tax from any such payment made and shall not be liable to the Members for the sum so deducted. Applicable Service Tax on the Annuity Purchase Price shall be borne by the Member/Beneficiary.

16.2 In the event that any part of the assets of the Trust (including the Interest thereon, if any) is repaid to or received by the Employer/ Company, the amount so repaid or received shall be deemed for the purpose of Income Tax to be the income of the Employer/ Company in the previous year in which it is so repaid or received.

17. GENERAL:

17.1 The Pension shall be paid to the Member as per the frequency chosen (monthly, quarterly, half-yearly or yearly) and as per the Pension Option selected by him from the various options as offered by the Insurer(s)/Empanelled Annuity Service Provider(s).

17.2 Every Member shall be provided with a Statement of Account (which would contain the details of the Employer’s Contribution and the Employee Contribution separately) once a year. Online access may also be provided to Members by the Insurance Companies for viewing their account.

17.3 The rate of Annuity under various options of Annuity Scheme will be intimated to the Trust by the Annuity Providers from time to time and the same will be published for the information of retiring Executives.

17.4 The Trust shall intimate to the respective Insurer(s)/Empanelled Annuity Service Provider(s) in writing the Pension Option and the frequency selected by the Beneficiary. The Option once chosen cannot be changed and it shall be final and binding on the Beneficiary. Annuity Provider (s) will issue a Certificate/ Contract of Annuity to the Member(s) on receipt of Annuity Purchase Price along with the Application Form signed by the Members. The Members should furnish a Certificate of Existence (Survival Certificate) once a year to the Annuity Provider (s).

17.5 Annuity shall be purchased for all Members otherwise eligible for Pension, if the total Corpus in the Members Account from 1st January 2007 till cessation of Service is Rupees Ten Thousand or more.

17.5.1 At the time of cessation of Service, if the accumulated Corpus in the Members Account is less than Rs.10,000/-, the Corpus so accumulated shall be returned to the Member after deduction of applicable Income Tax.
17.5.2 In case any Member (other than at 17.5.1 above) at the time of cessation of Service is willing to contribute over and above the accumulated Corpus standing to his credit in the Pension Fund, the same shall be allowed subject to consent of Empanelled Annuity Provider(s).

17.6 In the event of Pay Revision to the Member with retrospective effect, additional Pension shall become payable to the Members who have retired in the intervening period. The Contribution due to the Member on account of the Pay Revision shall be paid by the Employer to the Trust which in turn shall utilize the same to buy additional Annuity from the Insurer(s)/ Empanelled Annuity Provider(s) for such Members. The additional Pension shall, however, be payable from the date of purchase of Annuity from the Insurer(s)/Empanelled Annuity Provider(s) and not from the date of purchase of original Annuity or date of retirement of the Member.

17.7 Under no circumstances, the Pension Corpus lying in the Trust Account is liable for attachment or cannot be assigned, charged or alienated in any manner. The Pension Corpus will be utilized only for the purpose of purchase of Annuity Manager to manage the Pension Fund.

17.8 On transfer of the Company Contribution for payment of Pension by the Insurance Company/ Annuity Provider. This is, however, subject to the Executive’s eligibility conditions as per the Pension Scheme.

17.9 The Board of Directors will have powers to approve any modifications/amendments in the Pension Scheme in future, within the Guidelines issued by the Department of Public Enterprises (DPE) from time to time and directives issued by the Ministry of Defence (MoD), Government of India.

18. RESTRAINT ON ANTICIPATION OR ENCUMBRANCE:

18.1 The benefits and equitable Interests of a Member assured under the Scheme are strictly personal and cannot be attached, assigned, charged, encumbered or alienated in any way. This is, however, subject to the Executive’s eligibility conditions specified in the Scheme.

18.2 If an Executive assigns or creates a charge upon his beneficial interest in the Scheme and the same is brought to the notice of the Trust, the Assessing Officer of Income Tax Department shall be informed by the Trust for taking appropriate action.

19. GOVERNING LAWS:

19.1 The Policy Contract shall be subject to the Laws of India, the Indian Insurance Act 1938, Income Tax Act, 1961, Insurance Regulatory & Development Authority (IRDA) Regulations and to any legislation subsequently introduced. All benefits under the Scheme shall be payable only in India. Should anything contained in these Rules or in any amendment made thereof be repugnant to any provision or provisions of the Income Tax Act, 1961, or the Income Tax Rules, 1962 or the Indian Trust Act, it shall be ineffective with immediate effect to the extent of such repugnance. Any such repugnance insofar as it relates to Income Tax Act, 1961 and Income Tax Rules, 1962 shall be removed by the Trust if so directed by the Commissioner of Income Tax having jurisdiction over the Trust.

20. MEMBER NOT TO HAVE CLAIM, RIGHT OR INTEREST:

20.1 A Member or his Beneficiary shall have no interest in the Policy Contract entered into between Insurer(s)/Fund Manager(s) and Trust or any investment otherwise made by the Trust in accordance with the Rules of the Scheme but shall be entitled to receive a Pension in accordance with the Rules, provided always that
the Trust shall administer the Scheme for the benefit of the Members and their Beneficiaries in accordance with the provisions of these Rules.

21. **INTERPRETATION OF RULES:**

21.1 It shall be a condition of Membership of the Scheme that on any question arising on any point of interpretation of these Rules or any point relating to admission of new Members and cessation of Membership, the decision of the Company/Trust shall be final. If the decision has any bearing on the provisions of Part B of the Fourth Schedule of the Income Tax Act, 1961 or the Rules made there under, it shall be forthwith reported to the Commissioner of Income Tax and if the Commissioner of Income Tax so requires, the Trust shall review the decision.
**ANNEXURE-I**

**HAL EXECUTIVES DEFINED CONTRIBUTION PENSION SCHEME – 2007**

We hereby direct, authorise and empower you to pay on our behalf to Shri/Smt---
------------------------------------------, Membership No,________________, the pension amount as per option elected by him/her named above after deduction of Income Tax and other taxes & Duties as given below.

1. Commuted Value @ __________of pension Rs._________
2. Total of Pension instalments due from ________ to _________ (i.e. during the current financial year)

<table>
<thead>
<tr>
<th>TOTAL AMOUNT</th>
<th>LESS INCOME TAX</th>
<th>NET AMOUNT PAYABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We hereby admit and acknowledge that the above mentioned payments which shall be made by you shall be in full settlement of the payments due to us and hereby declare that the receipts signed by the payees shall be sufficient, valid and legal discharge to you for the respective payments made to them and shall be fully binding upon us as if the payments had been made to us and the receipts signed by us.

N.B:- If no tax is to be deducted against any of above account, please write ‘NIL’.

Signature of the Trustees
Dear Sir/Madam,


-oOo-

1. The HAL Management is pleased to inform you about the introduction of the ‘HAL Executives Defined Contribution Pension Scheme-2007’ for Executives retired/retiring after 1.1.2007. Upon retirement (which includes Superannuation/ Optional Retirement/ Termination on account of continued ill-health from Service/ Death), the Scheme provides for payment of Pension as per the Annuity Option exercised by the Ex- Executive/ dependent of the deceased Executive.

2. The Company will contribute 7% of the Basic Pay+DA of Executives, for the period of service in the Company from 1.1.07 to 31.3.14. Contribution from 1.4.14 in respect of serving Executives would also be made at the same rate provisionally and the actual rate will be notified separately. The Pension Scheme is a Non-Statutory one. As per the directives of Ministry of Defence (MoD) and Department of Public Enterprises (DPE), Government of India, contribution by the Company to the Pension Scheme every year is not guaranteed.

3. You can also make lumpsum contribution to the Pension Fund, from your own sources, in one installment, latest by 31.10.14. Your Contribution is optional. The payment needs to be made by DD/ NEFT Transfer in favour of your last serving Division/ Office, payable at ____________________. The Bank details for NEFT Transfer are as follows:

   I) Name of the Bank   :
   II) Branch   :
   III)IFSC Code   :
   IV) Account No.   :

4. M/s. Life Insurance Corporation of India has been selected as the Fund / Member Contribution (optional) to the Pension Fund, the corpus thus generated in the Individual Pension account will be utilized to purchase Annuity from LIC or any other designated Annuity Service Providers, as per the Scheme in vogue. You can choose to buy Annuity from different options which would be available. The Annuity Service Provider will provide information about different kinds of Annuity Options available, from time to time. The Annuity rates will also be published by the Insurance Company from time to time. The rate will get fixed, once an option is exercised. The Company/ Pension Trust are not a guarantor for any Annuities purchased under the Scheme.

(Contd...2)
6. In order to make you understand the Scheme and to enroll to the Scheme, the following documents are enclosed:

a. A copy of the Scheme notified by the Company;
b. Enrollment cum Member Contribution Mandate Form (Appendices A and A1 to A3);
c. Form for appointment of Nominee (s);
d. Intimation and Mandate Forms as per the prescribed LIC Formats for choosing the mode of payment of Pension / Annuity.

7. You may please go through the Scheme to understand in detail about the benefits, procedure to be adopted for appointment of a nominee, purchase of Annuity, etc.

8. Optional Contribution by you as at Para–3 above, if any, needs to be made before submitting the Enrollment Form. The DD/Proof of Payment in case of NEFT Transfer (including the Name & Address of the Transferor Bank & Branch, Transaction No & date) needs to be enclosed alongwith the Enrollment Form.

9. The duly filled in Enrollment cum Member Contribution Mandate Form (alongwith Appendices A1 to A3), Nomination Form, LIC Intimation & Mandate Forms and the DD/Proof of Payment may be forwarded to reach this Office on or before 31.10.14.

10. In case of any clarification required, please contact Mr./Ms.______________ on Tel No.__________________.

11. You are requested to intimate changes, if any, in your contact details like Address, Telephone Number, Mobile Number & e-mail ID to us (if e-mail ID is not available, please open one).

12. The date from which Pension would become payable and other details will be intimated to you in due course of time.

13. We wish you and your family a very happy & healthy retired life.

Yours faithfully,
for HINDUSTAN AERONAUTICS LIMITED,

(HR HEAD)
The HR Head,
Hindustan Aeronautics Limited,
________________ Division/ Office,
_____________________________
_____________________________

Dear Sir/Madam,

Sub: Enrollment to become a member of the “HAL Executives Defined Contribution Pension Scheme-2007” for Ex-Executives / Dependents of the deceased Executives and Mandate for Member Contribution to the Pension Fund

Ref: Your letter No.__________________ dated__________.

-oOo-

I request you to enroll me to become a member of the “HAL Executives Defined Contribution Pension Scheme-2007” for Executives retired/retiring after 2007. Appendices-A1 to A3 with the requisite details are enclosed. I am also enclosing copies of the following Certificates (indicate below):

a) 

b) 

c) 

d) 

e) 

2. Further, I would like to make a Lumpsum Contribution of Rs.__________________ to the Pension Fund for the period of service in the Company from 1.1.07 to ____________/I do not wish to make any Lumpsum Contribution (Strike out whichever is not applicable).

3. DD No_________ dated _______ drawn on ________ Bank, payable at ______________, towards the Lumpsum Contribution as at para-2 above is enclosed/I have made payment of the amount by NEFT Transfer to A/c No __________ of __________ Bank at ______________. The transaction details are as follows:-

a) Name of the Transferor Bank :

b) Branch Name :

c) Transaction No :

d) Date :

Contd....2
4. The particulars of the ex-Executive are indicated below:

   i) Full Name:
   ii) Date of Birth:
   iii) Date of Joining in HAL:
   iv) EX EID No.:
   v) Division/Office:
   vi) Date of Superannuation / Cessation of Service:

Thanking you,
Yours truly,

Signature of the Ex-executive

Signature of the Dependent of the deceased Executive (if applicable)

Name :
Relation :
Date of Birth :
Place :
Date :
## APPENDIX-A1 to Annexure-II

### PARTICULARS TO BE FURNISHED BY EX-EXECUTIVES/ DEPENDENTS OF DECEASED EXECUTIVES FOR ENROLLMENT INTO THE HAL EXECUTIVES DEFINED CONTRIBUTION PENSION SCHEME-2007

Enrollment of the Beneficiary (Select one):
- Retired Executive
- Dependent of the deceased Executive

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>(To be filled in by the Beneficiary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name (in Block Letters)</td>
<td>:</td>
</tr>
<tr>
<td>2.</td>
<td>Relationship to the Ex-Executive</td>
<td>:</td>
</tr>
<tr>
<td>3.</td>
<td>Date of Birth DD/MM/YY</td>
<td>4. Age : years___months___days</td>
</tr>
<tr>
<td>5.</td>
<td>Permanent Address</td>
<td>Address for Communication</td>
</tr>
<tr>
<td>6.</td>
<td>PIN Code</td>
<td>PIN Code</td>
</tr>
<tr>
<td>7.</td>
<td>Phone Nos. (Land Line) with STD Code : Mobile No.:</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>E-mail id</td>
<td>:</td>
</tr>
</tbody>
</table>

### Bank Details of the Beneficiary:
- Account No. : |
- Name of the Bank & Branch : |
- IFSC Code of the Branch : |

### Service particulars of the Ex-Executive:
- Name. |
- Ex-EID No. |
- Date of Joining HAL : 15. Date of Retirement from HAL : |
- Total years of Service in HAL : Years: Months: |
- Retirement Mode (Strike off which ever is not applicable) : Superannuation/ Optional Retirement/ Terminated on account of continued ill-health/ Resignation/ Dismissal from Service/ Death / Other |
- Indicate the reason if 'Other' : |
- If total service in HAL is less than 15 years, indicate service in other CPSEs, if applicable : Name of the CPSE(s) No. of Years of Service Period of Service (indicate dates) From To |

(Contd..2)
<table>
<thead>
<tr>
<th></th>
<th>19. Designation and Grade at the time of leaving HAL</th>
<th>:</th>
<th>Designation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Grade:</td>
</tr>
<tr>
<td></td>
<td>20. Division/ Office &amp; Dept. in which last worked</td>
<td>:</td>
<td>Division/Office:</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Dept.:</td>
</tr>
</tbody>
</table>

**NB: All the above are supported by Documents as indicated at Appendix-A2**

**Signature of the Ex-Executive**

Name:

Date:

Place:

**(Signature of the Dependent of the deceased Executive (if applicable))**

Name:

Date:

Place:
## List of Supporting Documents in respect of the particulars indicated in Appendix-A1

Copies of Documents, duly attested by a Gazetted Officer, as indicated below, are required to be enclosed with the Enrollment Request, to prove identity:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Criteria</th>
<th>Copies of Certificate required</th>
<th>Indicate Certificate(s) produced by the Ex-Executive/ Dependent of the deceased Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proof of Name, Address, Date of Birth &amp; Photograph</td>
<td>vii) <strong>Ex-Executive:</strong> Copy of Voter ID Card/ Ration Card/ Driving License/ Passport/ Aadhar Card or any other Photo ID Card (issued by Govt. or Govt. Agencies) indicating Name, Address, Date of Birth &amp; Photograph.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>viii) <strong>Spouse/Child/Dependent Member (if applicable):</strong> Photo ID Card indicating Name, Address, Date of Birth, Photograph, Name of Spouse and relationship with the retired Executive. If the relationship is not mentioned in the ID Card, a Relationship Certificate from Panchayat/ Municipal/ Corporation Authorities is also to be enclosed.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Service Particulars in HAL$</td>
<td>xvi) Any Certificate(s)/ Letter(s) issued by HAL indicating Date of Joining, Date of Relieving, Mode of Relieving etc., Relieving letter &amp; Service Certificate can be submitted for this purpose.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>xvii) In respect of those ex-executives with less than 15 years of service in HAL, experience certificates from other CPSEs, if applicable, to be produced. The total service in continuity in CPSEs, including HAL, should be 15 years or more in respect of Executives retired on or after 1.1.07.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>xviii) <strong>Widow/Widower/Child/Dependent Member of ex-executives also need to submit the requisite documents at Sl. No. 2 (i) &amp; (ii) as applicable.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>xix) <strong>Widow/Widower/Child/Dependent Member of Executives who died while in Service need to submit any document issued by the Company in this regard</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>xx) Document(s) in respect of Service in CPSE(s) before joining HAL, indicating the period of Service (necessary only if period of Service in HAL is less than 15 years)</td>
<td></td>
</tr>
</tbody>
</table>

$ Minimum of 15 years service in continuity in CPSEs is mandatory for enrollment in respect of Executives retired on or after 1.1.07, except in cases of death/permanent total disablement and termination on the grounds of continued ill-health.

**For any further queries in this regard, please contact the respective Division/Office from where the Executive has retired**

(Ex-executive/ Dependent of the deceased Executive with Name & Date)
IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

i) Any Serving Officer of HAL
ii) Gazetted Officer of the Central or State Government;
iii) Member of Parliament or State Legislature belonging to the Constituency where the Retired Executive and spouse are ordinarily residents;
iv) Sub Divisional Magistrate;
v) Thasildar or Naib / Deputy Thasildar authorised to exercise Magisterial powers;
vii) Block Development Officer;
vii) Post Master;
vii) Panchayat Inspector.

Certified that I know Shri / Smt /Ms (Ex-executive/ Dependent of deceased Executive) ________________________________________________ residing at (Permanent Address to be indicated) ________________________

for the last ______ years ______ months and that to the best of my knowledge and belief, the particulars furnished by him/ her at Appendix-A1 are correct.

Signature

Name : 
Designation : 
or Status and

Address

Place : Official Seal : 
Date : 
FORM FOR APPOINTMENT OF NOMINEE(s) (NOMINATION)

To:
The Trustees,
HAL Executives Defined Contribution Pension Trust
Bangalore-560001

Sub: Appointment of Nominee(s)

Dear Sirs,

I (Mr./ Ms.) _________________________________________________________
(Executive/ Ex-Executive / Dependent of the deceased Executive) am a Member of HAL Executives Defined Contribution Pension Scheme and hereby agree to abide by the Rules & Regulations of the said Scheme. I do hereby appoint the following personnel as my Nominees(s) to receive the Benefits payable under the Scheme in the event of my Death. I am aware that applicable Service Tax on the Annuity Purchase Price and the Income Tax on the Pension payable, if any, have to be borne by me or by my Nominees(s).

I hereby declare that in the event of my death, the Benefits under the Scheme payable may be paid to the following Nominees(s) in proportion as indicated against their respective names:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name in full with complete address of the Nominee(s)</th>
<th>Relationship with the Member</th>
<th>Date of Birth</th>
<th>Address in Full</th>
<th>Proportion in which Pension will be shared by each Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<td>2</td>
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<td>3</td>
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</tbody>
</table>

Declaration (Put ‘X’ against whichever is not applicable)

i) I hereby certify that the person(s) mentioned here in above is/are my spouse/children/ lawfully adopted child/ dependant parents.  

ii) I hereby declare that I have no family and should I acquire a family hereafter, the appointment of Beneficiary/ Nominee as per this Nomination, on my making a fresh nomination, should be deemed as cancelled.

iii) I also declare that this appointment of Nominee(s) made herein shall have the effect of my revoking the appointment of Nominee(s) made by me earlier.
PERSONAL DETAILS OF THE BENEFICIARY

1. Name of the Beneficiary: _____________________________________________
2. Date of Birth of the Beneficiary: ________________________________________
3. Name of the Employee/Ex Employee: ___________________________________
4. Date of Birth of the Employee/Ex Employee: ______________________________
5. Date of Joining in HAL: ______________________________________________
6. EID/ EID No./ EX EID No.: _____________________________________________
7. Division/Office: _______________________________________________________ 
8. Sex: ________________________________________________________________
9. Marital Status: _________________________________________________________
10. Spouse’s Name: _________________________________________________________
11. Name & Date of Birth of Children, if any:
   (i) _______________________________________
   (ii) _______________________________________
   (iii) _______________________________________
12. Full Address: _________________________________________________________

Bank Details of the Beneficiary.
   Saving Bank A/C No: _____________________________________________________
   Name of the Bank: _______________________________________________________ 
   Name of the Branch: _____________________________________________________
   Branch Code No: _______________________________________________________
   IFSC Code No. _________________________________________________________
   9 Digit MICR No.: ______________________________________________________
   Full address of the Bank: _______________________________________________

Place: ______________________  (Signature of the Employee/ 
   Ex Employee/ 
Beneficiary) 

Date: ______________________ 

Witnesses: 
Signature of first Witness:
Name in Full: 
Age: 
Complete Address: 

Signature of second Witness:
Name in Full: 
Age: 
Complete Address: 

Note: In case the Ex-executive has expired, the Beneficiary will indicate the details at Sl. Nos. 3 to 11 as applicable to the Ex-executive.
FOR USE IN THE HR DEPARTMENT OF THE DIVISION/ OFFICE

Nomination Form verified and found to be correct and kept on record.

(Signature of the HR Officer)

Name :

Designation :

Date :
HAL EXECUTIVES DEFINED CONTRIBUTION PENSION SCHEME – 2007

INTIMATION OF RETIREMENT/DEATH/LEAVING SERVICE

A) (To be completed in accordance with the Terms & Conditions as laid down in the Rules of the Scheme)

1. Name of the Member : 
2. (a) LIC Membership No. #: 
   (b) Ex-EID / EID No. : 
3. Date of entry into Scheme #: 
4. Date of Birth: 
5. Date of Retirement/ Exit: 
6. (a) Cause of Exit (Superannuation/ Termination of services on the ground of Continued ill-health/ Optional Retirement / Death)
   (b) In case of death, Death Certificate and Age Proof of Beneficiary are to be attached.
7. Final Contribution in respect of the member #: 
   a) Amount Rs.: 
   b) For the month of: 
   c) Paid On: 
8. Income Tax PAN No: 
9. Whether Member is eligible for Gratuity: 
   NA ( No Commutation permitted) 
10. Type of Pension Option selected by the Member: 
   (Please refer to Sl. No. (1) of Annexure- IV B) 
11. In case of Joint Life Pension, Name and DOB of the spouse: 
   a) Name : 
   b) Date of birth: 
12. Specimen Signature of the Beneficiary/ Member: 
   1. 
   2. 
13. Income Tax on Annuity to be Deducted: 
   As per Rules

For Self and Co-Trustees of 
HAL Executives Defined Contribution 
Pension Scheme

Place: 
Date: 

(TRUSTEE)

# Details will be filled up by the HAL Pension Trust.
Mandate for payment of Pension / Annuity

1) I, Shri/Smt. ____________________________ opt for the following:
   I) PAYMENT OF PENSION

   (Mention one of the following types of Pension)
   a) Pension for life with return of Corpus
   b) Pension for life (without return of Corpus)
   c) Pension guaranteed for
      i) 5 years and life thereafter
      ii) 10 years and life thereafter
      iii) 15 years and life thereafter
      iv) 20 years and life thereafter
   d) Joint Pension with 50% pension to Spouse
   e) Joint Pension with 100% pension to Spouse
   f) Joint Pension with 100% pension to Spouse & Return of Corpus
   g) Pension with fixed increase every year @ 3%.

   (Notes: (1) In case of Joint Pension Options (d) to (f), please give the Date of Birth of Spouse)
   Name of the Spouse: ____________________________ Date of Birth: ____________________________

   (2) In case the ex-executive is no more, the Spouse will have to choose between options (a), (b), (c) or (g) only.

II) PAYMENT OF ANNUITY
   Monthly OR Quarterly OR Half-yearly OR Yearly

2) Bank Details
   I request you to credit the Annuity payments directly to my Bank Account as per the details given below:
   ❖ Account Number. ____________________________
   ❖ MICR Number ____________________________
   ❖ IFSC CODE ____________________________
   ❖ Name of the Bank ____________________________
   ❖ Address of the Bank ____________________________
   ❖ PAN NO ____________________________

   (Enclose a photocopy of PAN CARD & cheque leaf for the NEFT facility).

(Signature of the Annuitant/ Member/ Beneficiary)
3) **NOMINATION**

I hereby declare that in the event of my death, the Benefits under the Scheme payable may be paid to the following Nominees(s) in proportion as indicated against their respective names:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name in full with complete address of the Nominee(s)</th>
<th>Relationship with the Member</th>
<th>Date of Birth</th>
<th>Address in Full</th>
<th>Proportion in which Pension will be shared by each Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td></td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Witness
Address
Place
Date

4) **Verification by HR**

The nomination details furnished by the Beneficiary have been verified with the records available with this Office.

*(Signature of the HR Officer)*

Name:
Designation:
Division/ Office:
Date:
ADVANCE RECEIPT FOR DISCHARGE OF THE PENSION CORPUS AMOUNT
(To be completed by the annuitant and witnessed by the Trustees)

I, Shri/Smt._________________________________________ do hereby
acknowledge receipt from the Life Insurance Corporation of India, the sum of
Rs. *___________________ (Rupees *___________________)

________________________ in full satisfaction and discharge of my
under mentioned claims and demand under the Master Policy No NGSCA / 501001382.

________________________ *Installments of pension @ Rs._______________________ *
due from ____________ to ____________ * Rs._______________________ *
Total Rs._________________________

(Signature of the Annuitant
of Revenue Stamp
of Rs 1/-, if available)

Witness Signature
(Trustee)
HAL, Corporate Office
15/1, Cubbon Road
Bangalore – 560 001

Place
Date

Specimen Signatures 1. of Annuitant

2.

* Will be filled in by M/s LIC of India

Note: This Advance Receipt is taken to authorize LIC to discharge the payment of
Pension from the accumulated Corpus, as per the option exercised by the
member as at Sl. No. (1) above.

Annuitant means the Member/ Beneficiary.
MEMBER CONTRIBUTION MANDATE FORM – SERVING EXECUTIVES

To:

Finance Officer (Pay Rolls),
Hindustan Aeronautics Limited
_________________________Division / Office
_________________________

Dear Sir/ Madam,

Sub: Member Contribution to Pension Fund
Ref: PC No. 703 dated 16.7.14

I, (Mr./Ms.) _______________________________________________________ ,
Dept./ EID No._________________ working as ____________________________,
Grade___, a Member of the “HAL Executives Defined Contribution Pension Scheme -2007”
for Executives retired/ retiring after 2007 would like to make Lump Sum Contribution of
Rs.________________ to the Pension Fund for the period from 1.1.07 upto 31.7.14 in
___________ installments (maximum 3 installments). The amount payable would be
deposited in the Division’s/Office’s Bank A/c No __________________________________
latest by ____________.

2. Further, I would like to make optional contribution to the Pension Fund from 1.8.14
onwards @ ______% of Basic Pay + DA p.m. This amount may be deducted from my
salary and paid to the Pension Fund.

3. I understand that Contribution to the Pension Fund as at paras- 1 & 2 if made will
be non- refundable during the course of employment.

Yours faithfully

(Signature)

Name : 
EID No. :
Date :
Place :
HAL DEFINED CONTRIBUTION PENSION SCHEME FOR
WORKMEN– 2012

(ANNEXURE – I to PC No. 707 dated 02.06.2015)

1. TITLE OF THE SCHEME:

The Scheme will be called as ‘HAL DEFINED CONTRIBUTION PENSION
SCHEME FOR WORKMEN– 2012’

2. COVERAGE:

2.1 The Scheme will cover Workmen borne on the regular rolls of the Company, as on
1.1.12 and onwards. Personnel engaged as Trainees against Manpower Sanctions
(like Technician Trainees, Admin Trainee, Diploma Trainee, etc.) or on contract
basis / against Manpower Sanctions before absorption, will also be covered under
the Scheme.

2.2 All Workmen joining the Company on its regular rolls after the introduction of the
Scheme shall join the Scheme from the date of joining the Company.

2.3 The Company’s decision regarding the eligibility of a Workman to join the Scheme
as at paras- 2.1 & 2.2 above shall be final and binding on all the parties concerned
for the purpose of the Scheme.

3. ELIGIBILITY FOR PENSION:

3.1 The following categories of Workmen will be eligible for Pension:

3.1.1 Workmen who have superannuated/ who will superannuate/ who have taken/ will
take Optional Retirement from the services of the Company, on or after 1.1.12,
after completing a minimum of 15 years of service in continuity in the Company.
Fractions of service of less than 1 year will be ignored for this purpose. Service
rendered as a Trainee or on Contract basis against Manpower Sanctions before
absorption, will be counted for the purpose of 15 years of service.

3.1.2 Workmen expired / ceased to be in Service on account of Permanent Total
Disablement, on or after 1.1.12, as also in future, while in Service, with or without
15 years of service in continuity in the Company.

3.1.3 Workmen whose services are terminated on the grounds of continued ill health by
the Company, on or after 1.1.12, as also in future, with or without completion of
minimum 15 years’ service in continuity in the Company.

3.1.4 In respect of Workmen who joined the Company from other CPSEs, the Service
rendered by them in continuity in CPSEs (including in HAL) would be reckoned for
computing the minimum service requirement of 15 years to avail benefits under the
Scheme. The service rendered in the Government prior to joining the Company will
not be reckoned for the purpose of computing the total service required in the
Company for availing benefits under the Scheme.

3.1.5 In respect of Workmen who left/ will leave the services of the Company on or after
1.1.12 on account of resignation and joining another CPSE having broadly similar
Schemes, the entire amount of Company’s and Workman’s contribution along with
the interest accrued thereon can be transferred to such CPSE. Workmen who resign
from the Company to join another CPSE not having similar Schemes, or any
Organization not being a CPSE (irrespective of whether such Scheme exists in that
Organization or not) shall not be allowed the benefit of transferring their
accumulated Fund under the Scheme. However, the Workman’s contribution along with accrued interest shall be refundable to him.

3.1.6 Workmen who have been compulsorily retired, voluntarily retired, removed or dismissed from service would be eligible for Pension based only on the Member’s contribution, if any, and interest thereon.

4. ENROLLMENT UNDER THE SCHEME BY WORKMEN WHO HAVE ALREADY RETIRED ETC. ON OR AFTER 1.1.12:

4.1 Workmen already retired etc. after 1.1.12 need to get themselves enrolled in the prescribed Application Form, supported by copies of the specified documents/identity proof specified therein, to avail benefits under the Scheme. The Application is to be submitted to the Division/ Office in which the ex-Workman served last. The Division/ Office would verify the identity of the applicants before enrolling them under the Scheme.

5. COMPANY CONTRIBUTION:

5.1 The Pension Scheme is non-statutory and hence entirely dependent upon affordability, sustainability and capacity to pay. Contribution by the Company towards the Scheme is, therefore, not guaranteed and can be reduced or even refused. No Budgetary Support will be provided by the Government of India to operate the Scheme.

5.2 Company Contribution towards the Scheme would be @ 5% of the Basic Pay (including Personal Pay, if any) + DA (DA on Basic Pay + Personal Pay only) of Workmen, w.e.f 1.1.12 to 31.3.15. Contribution will be made from 1.4.15 also @ 5% of Basic Pay (including Personal Pay, if any) + DA (DA on Basic Pay + Personal Pay only), provisionally. Actual rate of contribution by the Company from 1.4.15 as well as in future will be decided and notified from time to time, based on affordability.

6. MEMBER CONTRIBUTION:

6.1 The quantum of contribution to be made by Workmen to the Pension Scheme would be optional, the rate of which can be varied once a year. Workmen can make contribution w.e.f 1.1.12. They can make contribution at rates higher than 5% of the Basic Pay (including Personal Pay, if any) + DA (DA on Basic Pay + Personal Pay only) also. Workmen on rolls as on the date of issue of this Circular can make the contribution for the past period, in not more than 3 installments, by 30.9.15.

6.2 Workmen who have already superannuated etc. after 1.1.12 and who desire to make contribution to the Pension Fund, can make lumpsum contribution to the Fund, from their own sources, in one installment, by 31.7.15. The payment will be made by DD/ NEFT Transfer to the concerned Division/ Office. The DD/ Transaction Details should be attached to the Enrolment Application Form. Their Pension will be based on the corpus consisting of the Management Contribution from 1.1.12 plus their Individual Contribution.

6.3 Optional Contribution from serving members from July 2015 onwards will be recovered from the Workman’s Salary on monthly basis and remitted to the Pension Trust for investment with the Fund Manager.

6.4 All contributions to the Pension Trust will be non-refundable during the course of employment.

7. MEMBER NOT TO WITHDRAW:

The membership in the Scheme shall be co-terminus with the employment of the Member with the Employer. No Member shall be allowed to withdraw his Membership from the Pension Scheme during his/ her employment with the Company.
8. TRANSFER OF MEMBER’S ACCUMULATION:

8.1 In the event of a Member leaving the service on resignation and joins another CPSE, which has a similar Scheme in operation, transfer of Funds (both Company & Member contribution) shall be allowed. In such cases, the Member shall request the Trust for transfer of the Funds in writing, along with proof of continuation of his service in the other CPSE. Workmen who resign from the Company to join another CPSE not having similar Schemes, or any Organization not being a CPSE (irrespective of whether such Scheme exists in that Organization), shall not be allowed the benefit of transferring the Company’s contribution. In such cases, Workman’s contribution along with accrued interest shall be refundable to him.

8.2 If, on becoming a Member of the Scheme, a Member shall desire to pay or procure transfer to the Trustees of any sum to which as a Member of any other Approved Fund he was entitled, transfer of such Funds shall be allowed, provided it is agreeable to the concerned Organization. On retiring from Service at normal retirement date or on early retirement or on death of such Member, his Beneficiary, as the case may be, shall be entitled to such additional Pensions as the appointed Insurer(s) / Empanelled Annuity Provider(s) shall certify to be attributable to the value as at the date of retirement or death of the total amount so paid or transferred.

9. PENSION BENEFITS:

9.1 Benefits on Normal Retirement Date

9.1.1 Upon the retirement of a Member on the Normal Retirement Date, a Pension shall be payable to the Member as per the Annuity Option exercised under the Annuity Contract available with the appointed Insurer(s)/Empanelled Annuity Provider(s).

9.1.2 Written Notice exercising the Option must be furnished to the appointed Insurer(s)/Empanelled Annuity Provider(s) one month prior to the Normal Retirement date. However, election of Option within one month prior to the Normal Retirement Date may be permitted at the discretion of the appointed Insurer(s) / Empanelled Annuity Provider(s), subject to the Member satisfying the Terms & Conditions prescribed by the appointed Insurer(s) / Empanelled Annuity Provider(s) in this regard.

9.2 Benefits on Optional Retirement / Pre-mature Retirement before Normal Retirement Date

9.2.1 Upon the retirement of a Member who is eligible for Pension under these Rules any time during service owing to ill-health or incapacitation or takes Optional Retirement preceding his Normal Retirement Date, the Pension as may be opted by him will become payable immediately.

9.2.2 Alternatively, the Member in above mentioned cases may elect to defer receipt of Pension until the Normal Retirement Date. If a Member who has opted for a deferred Pension dies before receiving the Pension, his Nominee shall receive an immediate Pension through the purchase of an Annuity Contract as per options available with the designated Insurer(s)/Empanelled Annuity Provider(s), selected by the Beneficiary.

9.3 Benefits on death

9.3.1 In the event of death of a Member whilst in the service of the Company, Pension will become payable to the Nominee appointed by the Member by way of the Beneficiary’s election to receive it through the purchase of an Annuity Contract for the accumulation in the Member’s account with the appointed Insurer(s)
Empanelled Annuity Provider(s). In this case, minimum service of 15 years shall not be applicable.

9.3.2 If the Member has not appointed a Nominee or if such Nominee has predeceased the Member and no fresh appointment of Nomination has been made, the Pension will become payable to the Member’s spouse, failing which to his child/children in equal amounts, failing which to his/her parents/ dependents/ legal heirs in equal amounts. If the deceased Member does not leave a wife, child/children or parents/ dependents/legal heirs, then the benefits shall be realized by the Trust and credited to the ‘Surplus Account’, provided that subsequent to crediting of such amount to the ‘Surplus Account’ if any Court Order is served upon the Trust for the payment of the same in favour of one or more individuals, the Trust shall appropriate the said sum from the Surplus Account towards such purpose of complying with such Orders of the Court.

9.3.3 The Trust shall inform the appointed Insurer(s)/ Empanelled Annuity Provider(s), in writing, the Pension Option elected by the Nominee within thirty days after the date of death of the Member. The Pension will be payable monthly or otherwise as desired by the Nominee, the first installment being due one month after the death of the Member.

9.4 Benefit on Permanent Total Disablement / Termination of Services on grounds of Continued Ill-health

9.4.1 In the event of cessation of Service of the Member due to Permanent Total Disability or Termination of Service on account of Continued Ill-health, Pension payment in such cases is not contingent on minimum 15 years Service.

9.5 Benefits on Compulsory Retirement or on Termination of Service

9.5.1 In case of cessation of Service on account of Compulsory Retirement, Voluntary Retirement, Removal/ Termination/ Dismissal from Service under applicable Standing Orders, Company contribution to the Pension Fund (including accrued interest thereon) will not be given to the Members. This amount will vest with the Pension Trust and the same will be adjusted against future contributions payable by the Company in the normal course. The Workman will be eligible for Pension based only on the Member’s contribution (including interest accrued).

9.5.2 For the benefits to be realized, the Member shall intimate to the appointed Insurer(s) through the Trust the Option for drawal of Pension through any one of the appointed Insurer(s) / Empanelled Annuity Provider(s) elected by him within 30 days from the date of leaving Service.

9.6 Benefits on Sudden Disappearance and unknown whereabouts of the member

9.6.1 In the event of any Member suddenly disappearing while in service and his whereabouts are unknown for a consecutive period of 7 (seven) years, the Pension benefits, subject to eligibility conditions, shall be payable to his Beneficiary(s) as per the directions of the Employer.

10. FUND MANAGEMENT AND PENSION TRUST:

10.1 The Company has selected M/s LIC of India, to manage the Pension Fund. The Fund Manager can be changed in future, if the need is felt for the same.

11. SCHEME OF SUPERANNUATION:

11.1 For the purpose of providing Pension to the Beneficiaries, Insurer(s) will issue a Master Policy to the Trust.
11.2 In terms of the Master Policy, the Fund Manager(s)/ Insurer(s) will maintain a Running Account in favour of the Trust to which contributions paid by the Trust in respect of all the Members will be credited. Fund Manager(s)/ Insurer(s) will maintain Member-wise Accumulation Statement and provide the Accumulation Schedule as at 31st March every year.

11.3 The Fund Manager(s)/ Insurer(s) will allow interest on the balances standing to the credit of the Running Account on a daily basis at the rate notified by the Fund Manager(s)/ Insurer(s) from time to time. The interest will be credited on a quarterly basis. When a Pension becomes payable to the Member on his retirement or cessation of service or to his Nominee in the event of his death, the Fund Manager(s)/ Insurer(s) shall, on the advice of the Trust, appropriate the accumulation of the Member concerned to the appointed Insurer(s)/ Empanelled Annuity Provider(s), based on the choice of the Beneficiary, to provide for purchase of Annuity enabling payment of the Pension. The payment of Pension will be according to the option elected by the Member or his Nominee, as the case may be.

11.4 If the appointed Insurer(s)/ Empanelled Annuity Service Provider(s) with the sole intention of granting relief to the Beneficiaries who are already drawing Pension, decide to grant increase in the quantum of Pension, such Beneficiaries shall be eligible for the said increase in the Pension from such date and in such form as may be allowed by the appointed Insurer(s)/ Empanelled Annuity Service Provider(s).

11.5 Once Annuity is purchased and the rate is fixed, no change of Annuity Option / Annuity Provider (Insurer) is possible. After purchase of Annuity and disbursement of Pension, any query / complaint on the same will have to be taken up by the Beneficiary directly with the concerned Annuity Service Provider. Trust/Company will not have any liability to resolve or remedy such complaints / query. In case the query/ complaint of the Beneficiary is not redressed by the Insurer(s)/ Annuity Provider(s), the Beneficiary will be free to take up the matter with the Grievance Officials of the Insurer/ Annuity Provider / Insurance Ombudsman or any other channel as per his/ her choice (viz. Consumer Court, Courts, IRDA, etc.). The Company / Pension Trust will not entertain any such complaints.

11.6 The Company (HAL) is not a Guarantor for any Annuities purchased under this Scheme. In the event the Annuity Provider opted by the Member withholds any benefits in respect of any of the contracts under such Annuities that they have issued owing to circumstances beyond their control or otherwise, the Company shall be under no liability whatsoever to any Beneficiary entitled to the benefits secured by such Annuity or Annuities.

12. PENSION/ ANNUITY OPTIONS:

12.1 On superannuation, death etc., the corpus in the individuals’ account will be utilised to purchase Annuity from LIC or any other designated Annuity Service Providers, as per the Schemes in vogue. The member/ nominee can choose to buy Annuity from different options which would be available, like the following:

a) **Pension for Life with return of Corpus.** The pensioner will get the pension money till his life. After his life, the corpus would be paid to the nominee in lumpsum.

b) **Pension for Life (without return of Corpus).** The pension money would be paid to the pensioner till his life. After his life, no money would be paid to his nominee.

c) **Pension guaranteed for 5/10/15/20 years and life thereafter:** There is assured Pension for the agreed 5/10/15/20 years chosen by the Pensioner. In case of premature death of Pensioner, Pension payable to nominee till the entire term of 5/10/15/20 years, in the same manner as the Pensioner was getting. If the
Pensioner survives beyond the agreed period of 5/10/15/20 years, he will get Pension for life, and no amount payable to the nominee.

d) **Joint Pension with 50% of Pension to Spouse.** In this case, pension is paid to the member till his life. On death of the member, 50% of the pension will be extended to the spouse till his/her life. On death of the spouse, nothing is payable to nominee.

e) **Joint Pension with 100% Pension to Spouse.** In this case, pension is paid to the member till his life. On death of the member, same pension will be extended to the spouse till his/her life. On death of the spouse, nothing is payable to nominee.

f) **Joint Pension with 100% Pension to Spouse and Return of Corpus.** In this case, pension is paid to the member till his life. On death of the member, 100% of the pension will be extended to the spouse till his/her life. Corpus amount is payable to the nominee.

g) **Pension with fixed yearly increase at a simple rate of 3%.** The pension is paid to the member till his life and every year the rate of pension increases at 3% simple interest of the basic pension.

12.2 In case of ex-Workmen, if he is no more, the Spouse will have to choose between the options at para- 12.1 (a), (b), (c) or (g) only.

12.3 The Annuity rates will vary, based on the option selected. The Annuity rates are published by the Insurance Companies from time to time.

13. **COMMUTATION OF PENSION:**

Commutation of Pension will not be allowed.

14. **APPOINTMENT OF NOMINEE(S):**

14.1 Every Member shall appoint at his discretion, his spouse, child/children or parent OR in the absence spouse, child/ children or parent any other person as Nominee(s) under the Rules to receive the benefits hereunder in the event of his death. If a Member dies whilst in Service, the Trustees shall hold the benefits of the Scheme upon Trust for payment to the Nominee(s) as shall have been appointed by the Member.

14.2 Every appointment of Nominee made under this Rule shall be in writing signed by the Member and attested by two witnesses and shall be according to the Form of Appointment of Nominee in the prescribed Form and shall remain in force and effect until the death of the Nominee or until the same shall be revoked in writing by the Member and a fresh appointment made.

14.3 A Member may from time to time or at any time without the consent of the Nominee change the Nomination by submitting a written notice of the change to the Company in the prescribed Form to the satisfaction of the Company whereupon an acknowledgement of the change and the registration of the name of the new Nominee will be given to the Member by the Company. The new Nomination shall take effect from the date of receipt of the change by the Company without prejudice to the Insurer(s) / Fund Manager(s) or the Trust on account of any payment made before effecting such change.

14.4 If a Nominee shall at the time of his Nomination by the Member be a minor or otherwise under disability to give a legal receipt or discharge to the Trust, the Member must at the time of such Nomination as aforesaid, appoint a person who is
a major and who is capable of giving a legal receipt or discharge to the Trust and to whom the benefits are to be paid for and on behalf of such Nominee.

14.5 If more than one Nominee is nominated and in such nomination the Member has failed to specify their respective interest, the Nominee(s) so named shall share the benefits equally. If the Nominee(s) predeceases the Member, the interest of such Nominee shall terminate and his share shall be payable equally to such of the remaining Nominee(s) unless the Member has made written request otherwise to the Trust in the prescribed Form.

14.6 In the absence of any appointment of any Nominee as aforesaid, the Nomination submitted by the Member to the Company in respect of his Provident Fund shall deem to be a valid Nomination for the purpose of Pension under this Scheme or applicable Rules of succession will apply.

14.7 If a Nominee is not appointed under this Rule or Nomination as per 15.6 above, then the benefits shall be paid to the Member’s spouse, failing which to his child/children in equal shares, failing which to his dependents/legal heirs in equal shares. If the member does not have a spouse, child/children or dependents/legal heirs, then the benefits shall be realized by the Trust.

15. **INCOME TAX AND OTHER TAXES:**

15.1 In any case where the Insurer, Fund Manager or the Trust are liable to account to the Income Tax Authorities for Income Tax on any payment made under the Rules, the Insurer/Fund Manager of the Trust, as the case may be, shall deduct a sum equal to such Tax from any such payment made and shall not be liable to the Members for the sum so deducted. Applicable Service Tax on the Annuity Purchase Price shall be borne by the Member/Beneficiary.

15.2 In the event that any part of the assets of the Trust (including the Interest thereon, if any) is repaid to or received by the Employer/ Company, the amount so repaid or received shall be deemed for the purpose of Income Tax to be the income of the Employer/ Company in the previous year in which it is so repaid or received.

16. **GENERAL:**

16.1 The Pension shall be paid to the Member as per the frequency chosen (monthly, quarterly, half-yearly or yearly) and as per the Pension Option selected by him from the various options as offered by the Insurer(s)/Empanelled Annuity Service Provider(s).

16.2 Every Member shall be provided with a Statement of Account (which would contain the details of the Employer’s Contribution and the Employee Contribution separately) once a year. Online access may also be provided to Members by the Insurance Companies for viewing their account.

16.3 The rate of Annuity under various options of Annuity Scheme will be intimated to the Trust by the Annuity Providers from time to time and the same will be published for the information of retiring Workmen.

16.4 The Trust shall intimate to the respective Insurer(s)/ Empanelled Annuity Service Provider(s) in writing the Pension Option and the frequency selected by the Beneficiary. The Option once chosen cannot be changed and it shall be final and binding on the Beneficiary. Annuity Provider (s) will issue a Certificate/ Contract of Annuity to the Member(s) on receipt of Annuity Purchase Price along with the Application Form signed by the Members. The Members should furnish a Certificate of Existence (Survival Certificate) once a year to the Annuity Provider (s).
16.5 Annuity shall be purchased for all Members otherwise eligible for Pension, if the total Corpus in the Members Account from 1st January 2012 till cessation of Service is Rupees Ten Thousand or more.

16.5.1 At the time of cessation of Service, if the accumulated Corpus in the Members Account is less than Rs.10,000/-, the Corpus so accumulated shall be returned to the Member after deduction of applicable Income Tax.

16.5.2 In case any Member (other than at 16.5.1 above) at the time of cessation of Service is willing to contribute over and above the accumulated Corpus standing to his credit in the Pension Fund, the same shall be allowed subject to consent of Empanelled Annuity Provider(s).

16.6 In the event of Wage Revision to the Member with retrospective effect, additional Pension shall become payable to the Members who have retired in the intervening period. The Contribution due to the Member on account of the Wage Revision shall be paid by the Employer to the Trust which in turn shall utilize the same to buy additional Annuity from the Insurer(s)/ Empanelled Annuity Provider(s) for such Members. The additional Pension shall, however, be payable from the date of purchase of Annuity from the Insurer(s)/Empanelled Annuity Provider(s) and not from the date of purchase of original Annuity or date of retirement of the Member.

16.7 Under no circumstances, the Pension Corpus lying in the Trust Account is liable for attachment or cannot be assigned, charged or alienated in any manner. The Pension Corpus will be utilized only for the purpose of purchase of Annuity for payment of Pension by the Insurance Company/ Annuity Provider. This is, however, subject to the Workman’s eligibility conditions as per the Pension Scheme.

16.8 The Company will have powers to approve any modifications/ amendments in the Pension Scheme in future, within the Guidelines issued by the Department of Public Enterprises (DPE) from time to time and directives issued by the Ministry of Defence (MoD), Government of India or as per terms of Settlement arrived with the recognized Unions of the Company.

17. RESTRAINT ON ANTICIPATION OR ENCUMBRANCE:

17.1 The benefits and equitable Interests of a Member assured under the Scheme are strictly personal and cannot be attached, assigned, charged, encumbered or alienated in any way. This is, however, subject to the Workman’s eligibility conditions specified in the Scheme.

17.2 If a Workman assigns or creates a charge upon his beneficial interest in the Scheme and the same is brought to the notice of the Trust, the Assessing Officer of Income Tax Department shall be informed by the Trust for taking appropriate action.

18. GOVERNING LAWS:

18.1 The Policy Contract shall be subject to the Laws of India, the Indian Insurance Act 1938, Income Tax Act, 1961, Insurance Regulatory & Development Authority (IRDA) Regulations and to any legislation subsequently introduced. All benefits under the Scheme shall be payable only in India. Should anything contained in these Rules or in any amendment made thereof be repugnant to any provision or provisions of the Income Tax Act, 1961, or the Income Tax Rules, 1962 or the Indian Trust Act, it shall be ineffective with immediate effect to the extent of such repugnance. Any such repugnance insofar as it relates to Income Tax Act, 1961 and Income Tax Rules, 1962 shall be removed by the Trust if so directed by the Commissioner of Income Tax having jurisdiction over the Trust.
19. **MEMBER NOT TO HAVE CLAIM, RIGHT OR INTEREST:**

19.1 A Member or his Beneficiary shall have no interest in the Policy Contract entered into between Insurer(s)/ Fund Manager(s) and Trust or any investment otherwise made by the Trust in accordance with the Rules of the Scheme but shall be entitled to receive a Pension in accordance with the Rules, provided always that the Trust shall administer the Scheme for the benefit of the Members and their Beneficiaries in accordance with the provisions of these Rules.

20. **INTERPRETATION OF RULES:**

20.1 It shall be a condition of Membership of the Scheme that on any question arising on any point of interpretation of these Rules or any point relating to admission of new Members and cessation of Membership, the decision of the Company/Trust shall be final. If the decision has any bearing on the provisions of Part B of the Fourth Schedule of the Income Tax Act, 1961 or the Rules made there under, it shall be forthwith reported to the Commissioner of Income Tax and if the Commissioner of Income Tax so requires, the Trust shall review the decision.

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ANNEXURE-I

(To be completed by Trustees)

Sub: HAL DEFINED CONTRIBUTION PENSION SCHEME FOR WORKMEN – 2012

Master Policy No. -

We hereby direct, authorise and empower you to pay on our behalf to Shri/Smt----- ----------------------------------------, Membership No,________________, the pension amount as per option elected by him/her named above after deduction of Income Tax and other Taxes & Duties as given below.

1. Commuted Value @ __________of pension Rs._________

2. Total of Pension instalments due from ________ to _________ (i.e. during the current financial year)

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<th>TOTAL AMOUNT</th>
<th>LESS INCOME TAX</th>
<th>NET AMOUNT PAYABLE</th>
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We hereby admit and acknowledge that the above mentioned payments which shall be made by you shall be in full settlement of the payments due to us and hereby declare that the receipts signed by the payees shall be sufficient, valid and legal discharge to you for the respective payments made to them and shall be fully binding upon us as if the payments had been made to us and the receipts signed by us.

N.B: If no tax is to be deducted against any of above account, please write ‘NIL’.

Signature of the

Trustees
Dear Sir/Madam,

Sub: Introduction of ‘HAL Defined Contribution Pension Scheme for Workmen-2012’ in respect of Workmen retired/retiring after 1.1.12.

The HAL Management is pleased to inform you about the introduction of the ‘HAL Defined Contribution Pension Scheme for Workmen-2012’ in respect of Workmen retired/retiring after 1.1.2012. Upon retirement (which includes Superannuation/ Optional Retirement/ Termination on account of continued ill-health from Service/Death), the Scheme provides for payment of Pension as per the Annuity Option exercised by the Ex-Workman/dependent of the deceased Workman.

2. You can also make lumpsum contribution to the Pension Fund, from your own sources, in one installment, latest by __________. Your Contribution is optional. The payment needs to be made by DD/ NEFT Transfer in favour of your last serving Division/Office, payable at _____________________. The Bank details for NEFT Transfer are as follows:

   i) Name of the Bank :
   ii) Branch :
   iii) IFSC Code :
   iv) Account No. :

3. M/s. Life Insurance Corporation of India has been selected as the Fund Manager to manage the Pension Fund.

4. On transfer of the Company Contribution/Member Contribution (optional) to the Pension Fund, the corpus thus generated in the Individual Pension Account will be utilized to purchase Annuity from LIC or any other designated Annuity Service Providers, as per the Scheme in vogue. You can choose to buy Annuity from different options which would be available. The Annuity Service Provider will provide information about different kinds of Annuity Options available, from time to time. The Annuity rates will also be published by the Insurance Company from time to time. The rate will get fixed, once an option is exercised. The Company/Pension Trust are not a guarantor for any Annuities purchased under the Scheme.

5. In order to make you understand the Scheme and to enroll to the Scheme, the following documents are enclosed:

   a) A copy of the Scheme notified by the Company;
   b) Enrollment cum Member Contribution Mandate Form (Appendices A and A1 to A3);
   c) Form for appointment of Nominee(s);
   d) Intimation and Mandate Forms as per the prescribed LIC Formats for choosing the mode of payment of Pension/Annuity.

6. You may please go through the Scheme to understand in detail about the benefits, procedure to be adopted for appointment of a nominee, purchase of Annuity, etc.
7. Optional Contribution by you as at Para–2 above, if any, needs to be made before submitting the Enrollment Form. The DD/ Proof of Payment in case of NEFT Transfer (including the Name & Address of the Transferor Bank & Branch, Transaction No & date) needs to be enclosed along with the Enrollment Form.

8. The duly filled in Enrollment cum Member Contribution Mandate Form at Appendix-A (along with Appendices A1 to A3), Nomination Form, LIC Intimation & Mandate Forms and the DD/Proof of Payment may be forwarded to reach this Office on or before __________.

9. In case of any clarification required, please contact Mr./Ms. ______________________________ on Tel No.__________.

10. You are requested to intimate changes, if any, in your contact details like Address, Telephone Number, Mobile Number & e-mail ID to us.

11. The date from which Pension would become payable and other details will be intimated to you in due course of time.

12. We wish you and your family a very happy & healthy retired life.

Yours faithfully,
for HINDUSTAN AERONAUTICS LIMITED,

(HR HEAD)
ENROLLMENT CUM MEMBER CONTRIBUTION MANDATE FORM: EX-WORKMEN

Date:

The HR Head,
Hindustan Aeronautics Limited,
________________ Division/ Office,
_____________________________
_____________________________

Dear Sir/Madam,

Sub: Enrollment to become a member of the “HAL Defined Contribution Pension Scheme for Workmen-2012” for Ex-Workmen / Dependents of the deceased Workmen and Mandate for Member Contribution to the Pension Fund

Ref: Your letter No.__________________ dated__________.

-oOo-

I request you to enroll me to become a member of the “HAL Defined Contribution Pension Scheme for Workmen-2012” for Workmen retired/ retiring after 1.1.12. Appendices-A1 to A3 with the requisite details are enclosed. I am also enclosing copies of the following Certificates (indicate below):

a) PAN Card (Compulsory)
b) c) d) e)

2. Further, I would like to make a Lumpsum Contribution of Rs._________________________ to the Pension Fund for the period of service in the Company from 1.1.12 to ___________ / I do not wish to make any Lumpsum Contribution (Strike out whichever is not applicable).

3. DD No_________ dated _______ drawn on _______________________ Bank, payable at ________________, towards the Lumpsum Contribution as at para-2 above is enclosed/I have made payment of the amount by NEFT Transfer to A/c No __________ of __________ Bank at ___________. The transaction details are as follows:-

a) Name of the Transferor Bank :
b) Branch Name :
c) Transaction No :
d) Date :
4. The particulars of the ex-Workman are indicated below:

   i) Full Name:
   ii) Date of Birth:
   iii) Date of Joining in HAL:
   iv) EX PB / EID No:
   v) Division/Office:
   vi) Date of Superannuation / Cessation of Service:
   vii) PAN Card No.

   Thanking you,
   Yours truly,

   Signature of the Ex-Workman

   Name:
   Relation:
   Date of Birth:
   Place:
   Date:

   Signature of the Dependent of the deceased Workman (if applicable)

   Name:
   Relation:
   Date of Birth:
   Place:
   Date:
APPENDIX-A1 to Annexure-II

PARTICULARS TO BE FURNISHED BY EX-WORKMEN/DEPENDENTS OF DECEASED WORKMEN FOR ENROLLMENT INTO THE HAL DEFINED CONTRIBUTION PENSION SCHEME FOR WORKMEN-2012

Enrollment of the Beneficiary (Select one):
- Retired Workmen
- Dependent of the deceased Workmen

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>(To be filled in by the Beneficiary)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Personal Details of the Beneficiary:</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Name (in Block Letters)</td>
<td>:</td>
</tr>
<tr>
<td>2.</td>
<td>Relationship to the Ex-Workman</td>
<td>:</td>
</tr>
<tr>
<td>3. 4.</td>
<td>Date of Birth DD/MM/YY</td>
<td>:</td>
</tr>
<tr>
<td>5. 6.</td>
<td>Permanent Address</td>
<td>:</td>
</tr>
<tr>
<td>7. 8.</td>
<td>PIN Code</td>
<td>:</td>
</tr>
<tr>
<td>9. 10.</td>
<td>Phone Nos. (Land Line) with STD Code</td>
<td>:</td>
</tr>
<tr>
<td>11. 12.</td>
<td>E-mail id</td>
<td>:</td>
</tr>
<tr>
<td></td>
<td>Bank Details of the Beneficiary:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Service particulars of the Ex-Workman:</td>
<td></td>
</tr>
<tr>
<td>16. 17.</td>
<td>Date of Joining HAL</td>
<td>:</td>
</tr>
<tr>
<td>18. 19.</td>
<td>Total years of Service in HAL</td>
<td>:</td>
</tr>
<tr>
<td></td>
<td>Retirement Mode (Strike off whichever is not applicable)</td>
<td>:</td>
</tr>
<tr>
<td></td>
<td>Indicate the reason if ‘Other’</td>
<td>:</td>
</tr>
<tr>
<td></td>
<td>If total service in HAL is less than 15 years, indicate service in other CPSEs, if applicable</td>
<td>:</td>
</tr>
<tr>
<td></td>
<td>Designation and Scale at the time of leaving HAL</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>20.</td>
<td>Designation:</td>
<td>Scale:</td>
</tr>
<tr>
<td>21.</td>
<td>Division/ Office &amp; Dept. in which last worked</td>
<td>Division/Office:</td>
</tr>
<tr>
<td></td>
<td>Dept.:</td>
<td></td>
</tr>
</tbody>
</table>

**NB:** All the above are supported by Documents as indicated at Appendix-A2

Signature of the Ex-Workman

(Signature of the Dependent of the deceased Workman (If applicable)

Name:

Name:

Date:

Date:

Place:

Place:
**APPENDIX-A2 to Annexure-II**

**List of Supporting Documents in respect of the particulars indicated in Appendix-A1**

Copies of Documents, duly attested by a Gazetted Officer, as indicated below, are required to be enclosed with the Enrollment Request, to prove identity:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Criteria</th>
<th>Copies of Certificate required</th>
<th>Indicate Certificate(s) produced by the Ex-Workman/Dependent of the deceased Workman</th>
</tr>
</thead>
</table>
| 1      | Proof of Name, Address, Date of Birth & Photograph | ix) **Ex-Workman:**
Copy of Voter ID Card/ Ration Card/ Driving License/ Passport/ Aadhar Card or any other Photo ID Card (issued by Govt. or Govt. Agencies) indicating Name, Address, Date of Birth & Photograph.  

x) **Spouse / Child / Dependent Member (if applicable):**
Photo ID Card indicating Name, Address, Date of Birth, Photograph, Name of Spouse and relationship with the retired Workman. If the relationship is not mentioned in the ID Card, a Relationship Certificate from Panchayat/ Municipal/Corporation Authorities is also to be enclosed. |
| 2      | PAN No. | Copy of PAN Card to be enclosed |  |
| 3      | Service Particulars in HAL $ | xxii) Any Certificate(s)/ Letter(s) issued by HAL indicating Date of Joining, Date of Relieving, Mode of Relieving etc., Relieving letter & Service Certificate can be submitted for this purpose.  

xxii) In respect of those ex-Workman with less than 15 years of service in HAL, experience certificates from other CPSEs, if applicable, to be produced. The total service in continuity in CPSEs, including HAL, should be 15 years or more in respect of Workmen retired on or after 1.1.12.  

xxiii) Widow/Widower/Child/Dependent Member of ex-Workmen also need to submit the requisite documents at Sl. No. 2 (i) & (ii) as applicable. |
Widow/Widower/Child/Dependent Member of Workmen who died while in Service need to submit any document issued by the Company in this regard

Document(s) in respect of Service in CPSE(s) before joining HAL, indicating the period of Service (necessary only if period of Service in HAL is less than 15 years)

$ Minimum of 15 years service in continuity in CPSEs is mandatory for enrollment in respect of Workmen retired on or after 1.1.12, except in cases of death/permanent total disablement and termination on the grounds of continued ill-health.

For any further queries in this regard, please contact the respective Division/Office from where the Workman has retired

(Ex-Workman/Dependent of the deceased Workman with Name & Date)
IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

i) Any Serving Officer of HAL

ii) Gazetted Officer of the Central or State Government;

iii) Member of Parliament or State Legislature belonging to the Constituency where the Retired Workman and spouse are ordinarily residents;

iv) Sub Divisional Magistrate;

v) Thasildar or Naib / Deputy Thasildar authorised to exercise Magisterial powers;

vi) Block Development Officer;

vii) Post Master;

viii) Panchayat Inspector.

Certified that I know Shri / Smt / Ms (Ex-Workman/ Dependent of deceased Workman) ____________________________ residing at (Permanent Address to be indicated) ____________________________ for the last ______ years ____ months and that to the best of my knowledge and belief, the particulars furnished by him/ her at Appendix-A1 are correct.

____________________________________
Signature

Name : ____________________________
Designation : ____________________________
or Status and
Address
Place : ____________________________
Official Seal : ____________________________
FORM FOR APPOINTMENT OF NOMINEE(s)
(NOMINATION)

To:
The Trustees,
HAL Defined Contribution Pension Trust,
Bangalore-560001

Sub: Appointment of Nominee(s)

Dear Sirs,

I (Mr./Ms.) _________________________________________________________
(Workman/Ex-Workman/Dependent of the deceased Workman) am a Member of HAL Defined Contribution Pension Scheme for Workmen – 2012 and hereby agree to abide by the Rules & Regulations of the said Scheme. I do hereby appoint the following personnel as my Nominee(s) to receive the Benefits payable under the Scheme in the event of my Death. I am aware that applicable Service Tax on the Annuity Purchase Price and the Income Tax on the Pension payable, if any, have to be borne by me or by my Nominee(s).

I hereby declare that in the event of my death, the Benefits under the Scheme payable may be paid to the following Nominee(s) in proportion as indicated against their respective names:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name in full with complete address of the Nominee(s)</th>
<th>Relationship with the Member</th>
<th>Date of Birth</th>
<th>Address in Full</th>
<th>Proportion in which Pension will be shared by each Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Declaration (Put ‘X’ against whichever is not applicable)

i) I hereby certify that the person(s) mentioned here in above is/are my spouse/children/lawfully adopted child/dependent parents. [ ]

ii) I hereby declare that I have no family and should I acquire a family hereafter, the appointment of Beneficiary/Nominee as per this Nomination, on my making a fresh nomination, should be deemed as cancelled. [ ]

iii) I also declare that this appointment of Nominee(s) made herein shall have the effect of my revoking the appointment of Nominee(s) made by me earlier. [ ]
PERSONAL DETAILS OF THE BENEFICIARY

1. Name of the Beneficiary: _______________ _________________
2. Date of Birth of the Beneficiary: ____________ _________________
3. Name of the Workman/ Ex-Workman: ________ _________________
4. Date of Birth of the Workman/ Ex-Workman _________________
5. Date of Joining in HAL: ________________ _________________
6. EID/ PB No/ EX PB No: ________________ _________________
7. PAN Card No.: ________________ _________________
8. Division/ Office: ________________ _________________
9. Sex: ________________ _________________
10. Marital Status: ________________ _________________
11. Spouse’s Name: ________________ _________________
12. Name & Date of Birth of Children, if any: i) ________________
    ii) ________________
    iii) ________________
13. Full Address: __________________________________________________________________________
    ______________________________________________________________________________________
    Saving Bank A/C No: ________________
    Name of the Bank: ________________
    Name of the Branch: ________________
    Branch Code No: ________________
    IFSC Code No: ________________
    9 Digit MICR No.: ________________
    Full address of the Bank: ________________

Place: (Signature of the
Date: Workman/Ex-Workman/
Beneficiary)

Witnesses:
Signature of first Witness:
Name in Full: ______________________
Age: ______________________
Complete Address: ______________________

Signature of second Witness:
Name in Full: ______________________
Age: ______________________
Complete Address: ______________________

Note: In case the Ex-Workman has expired, the Beneficiary will indicate the details at Sl. Nos. 3 to 11 as applicable to the Ex-Workman.
Nomination Form verified and found to be correct and kept on record.

Name:

Designation:

Date:

(Signature of the Officer of HR Department)
HAL DEFINED CONTRIBUTION PENSION SCHEME FOR WORKMEN – 2012

INTIMATION OF RETIREMENT/DEATH/LEAVING SERVICE

A) (To be completed in accordance with the Terms & Conditions as laid down in the Rules of the Scheme)

1. Name of the Member :

2. (a) LIC Membership No. # :
   (b) Ex-PB / EID No. :

3. Date of entry into Scheme # :

4. Date of Birth :

5. Date of Retirement/ Exit :

6. (a) Cause of Exit (Superannuation/ Termination of services on the ground of Continued ill-health/ Optional Retirement / Death)
   (b) In case of death, Death Certificate and Age Proof of Beneficiary are to be attached.

7. Final Contribution in respect of the member # :
   a) Amount Rs.:
   b) For the month of:
   c) Paid On:

8. Income Tax PAN No :

9. Whether Member is eligible for Gratuity :
   NA (No Commutation permitted)

10. Type of Pension Option selected by the Member :
    (Please refer to Sl. No. (1) of Annexure- IV B)

11. In case of Joint Life Pension, Name and DOB of the spouse :
    a) Name :
    b) Date of birth :

12. Specimen Signature of the Beneficiary/ Member :
    1. 
    2. 

13. Income Tax on Annuity to be Deducted :
    As per Rules

For Self and Co-Trustees of Defined Contribution Pension Scheme for Workmen– 2012

Place:
Date: 

(TRUSTEE)

# Details will be filled up by the HAL Pension Trust.
Mandate for payment of Pension / Annuity

1) I, Shri/Smt._____________________________________________________
   opt for the following:

   I) PAYMENT OF PENSION

   (Mention one of the following types of Pension)
   a) Pension for life with return of Corpus
   b) Pension for life (without return of Corpus)
   c) Pension guaranteed for
      i) 5 years and life thereafter
      ii) 10 years and life thereafter
      iii) 15 years and life thereafter
      iv) 20 years and life thereafter
   d) Joint Pension with 50% pension to spouse
   e) Joint Pension with 100% pension to spouse
   f) Joint Pension with 100% pension to spouse & Return of Corpus
   g) Pension with fixed increase every year @ 3%.

   Notes: (1) In case of Joint Pension Options (d) to (f), please give the Date of Birth of Spouse

   Name of the Spouse: ___________________________ Date of Birth: ___________________________

   (2) In case the ex-Workman is no more, the Spouse will have to choose between options
   (a), (b), (c) or (g) only.

II) PAYMENT OF ANNUITY

   Monthly OR Quarterly OR Half-yearly OR Yearly

2) Bank Details

   I request you to credit the Annuity payments directly to my Bank Account as per
   the details given below:

   ✷ Account Number ___________________________________________
   ✷ MICR Number ___________________________________________
   ✷ IFSC CODE _______________________________________________
   ✷ Name of the Bank ________________________________________
   ✷ Address of the Bank ______________________________________
   ✷ PAN NO __________________________________________________

   (Enclose a photocopy of PAN CARD & cheque leaf for the NEFT facility).

   (Signature of the Annuitant/ Member/ Beneficiary)
3) NOMINATION

I hereby declare that in the event of my death, the Benefits under the Scheme payable may be paid to the following Nominee(s) in proportion as indicated against their respective names:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name in full with complete address of the Nominee(s)</th>
<th>Relationship with the Member</th>
<th>Date of Birth</th>
<th>Address in Full</th>
<th>Proportion in which Pension will be shared by each Nominee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Witness

Address

Place

Date

4) Verification by HR

The nomination details furnished by the Beneficiary have been verified with the records available with this Office.

(Signature of the HR Officer)

Name:
Designation:
Division/ Office:
Date:
ADVANCE RECEIPT FOR DISCHARGE OF THE PENSION CORPUS AMOUNT

(To be completed by the annuitant and witnessed by the Trustees)

I, Shri/Smt._____________________________________________ do hereby acknowledge receipt from the Life Insurance Corporation of India, the sum of Rs.___________(Rupees__________________________) in full satisfaction and discharge of my under mentioned claims and demand under the Master Policy No: 501002825.

___________________________*Installments of pension @

Rs.____________________________* 

due from ________________ to__________________ *

Rs.____________________________ *

Rs.____________________________*

Total

(Signature of the Annuitant on Revenue Stamp of Re. 1/-, if available)

Witness Signature (Trustee)
HAL, Corporate Office
15/1, Cubbon Road
Bangalore – 560 001

Place

Date

Specimen Signatures of Annuitant 1.

2.

* Will be filled in by M/s LIC of India

Note: This Advance Receipt is taken to authorize LIC to discharge the payment of Pension from the accumulated Corpus, as per the option exercised by the member as at Sl. No. (1) above.

Annuitant means the Member/ Beneficiary.
MEMBER CONTRIBUTION MANDATE FORM – SERVING WORKMEN

To:

Finance Officer (Pay Rolls),
Hindustan Aeronautics Limited
________________________ Division / Office
________________________

Dear Sir/ Madam,

Sub: Member Contribution to Pension Fund

Ref: Personnel Circular No. 707 dated 2.6.15

I (Mr./ Ms.) ______________________________________________________
Dept./ EID No._________________ working as ___________________________,
Scale___, a Member of the “HAL Defined Contribution Pension Scheme for Workmen – 2012” would like to make Lump Sum Contribution of Rs.__________ to the Pension Fund for the period from 1.1.12 upto 30.6.15 in __ installments (maximum 3 installments). The amount payable would be deposited in the Division’s/ Office’s Bank A/c No _______________________ latest by __________.

2. Further, I would like to make optional contribution to the Pension Fund from 1.7.15 onwards @ ___% of Basic Pay + DA p.m. This amount may be deducted from my salary and paid to the Pension Fund.

3. I understand that Contribution to the Pension Fund as at paras- 1 & 2 if made will be non- refundable during the course of employment.

Yours faithfully

(Signature)

Name : 
EID No : 
Date : 
Place : 

Annexure –V
CHAPTER –VI
HAL GROUP PERSONAL ACCIDENT INSURANCE SCHEME
1. **TITLE:**

1.1 The Scheme will be known as `HAL Group Personal Accident Insurance Scheme’.

2. **COVERAGE:**

2.1 Membership in the Scheme will be on voluntary basis in respect of all employees borne on the regular rolls of the Company. Personnel engaged as Trainees against Manpower Sanctions (like Management Trainees, Design Trainees, Diploma Trainees, Technician Trainees, etc.) or on contract basis against Manpower Sanctions before absorption (including Ex-servicemen), will also be covered under the Scheme. It will also be applicable to personnel on deputation, those engaged on contract basis as Advisors/ Consultants, etc. Employees who will join the Company after the introduction of the Scheme/ during the course of each year, can enroll into the Scheme from the Annual Renewal Date of the Policy.

2.2 The Scheme offers 24/7 personal accident insurance coverage (i.e. 24 hours coverage, 365 days in a year).

2.3 The Scheme provides Comprehensive Coverage including risk of Death, Permanent Total /Partial Disablement and Weekly Compensation in case of Temporary Total Disablement.

2.4 Compensation under Weekly benefit for Temporary Total Disablement will be as specified in each year’s Policy (for the 2nd year, it is limited to 1% of 1/3rd of the Sum insured as indicated at para-5.2 below, subject to a maximum of Rs.10,000/- per week).

3. **MASTER POLICY:**

3.1 The Scheme will operate through a Master Policy which will be taken from the selected Insurance Company, for Comprehensive Coverage (including risk of Death, Permanent Total / Partial Disablement and Weekly compensation in case of Temporary Total Disablement arising out of accidents).

4. **SUM ASSURED:**

4.1 Coverage under the Scheme will be taken on a slab basis, by clubbing 2 to 3 Scales of Pay/ Grades together under each Slab.

5. **ANNUAL PREMIUM:**

5.1 Premium for the Scheme will be paid annually, which will be borne by the employees.

5.2 The Scales of Pay/ Grades clubbed together, Sum Assured and Annual Premium paid for the 2nd year (5.9.14 to 4.9.15) were as follows:
a) **Workmen**

<table>
<thead>
<tr>
<th>Slab</th>
<th>Scales in the Slab</th>
<th>Sum Assured</th>
<th>Net Annual Premium per person, reckoning minimum of 20001 members</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>A</td>
<td>1 to 3</td>
<td>800000</td>
<td>113</td>
</tr>
<tr>
<td>B</td>
<td>4 to 6</td>
<td>1000000</td>
<td>141</td>
</tr>
<tr>
<td>C</td>
<td>7 to 9</td>
<td>1200000</td>
<td>169</td>
</tr>
<tr>
<td>D</td>
<td>10 &amp; SS</td>
<td>1400000</td>
<td>197</td>
</tr>
</tbody>
</table>

5.3 The rate of Premium from year to year would be decided and notified in consultation with the Insurance Company.

6. **AUTHORIZATION FROM THE EMPLOYEES:**

6.1 Employees desirous of joining the Scheme need to submit an Application/Undertaking, in the prescribed Format, at the time of renewal of the Policy, authorizing the Pay Rolls to deduct the premium amount annually from their Salary. The authorization exercised by employees will remain in force unless withdrawn by them at the time of annual renewal of the Scheme every year. HR Department of the Divisions / Offices will compile the database on the basis of the authorization exercised by the employees and forward the details to Corporate Office, in the prescribed Format.

7. **SETTLEMENT OF CLAIMS:**

7.1 In the event of any accident, the covered employee will intimate the same to the Division/Office immediately, in the prescribed Format. The Division/Office will forward the intimation to the Insurance Company immediately, with their endorsement. The Claim will thereafter be submitted in the prescribed Format, alongwith the requisite documents. In the case of an accidental death, the intimation can be given directly by the Division/Office also. Intimation and Claim are to be made/ submitted to the Policy Issuing Office by way of letter /e-mail /fax.

7.2 Following documents are required to be submitted along with the Claim (it may vary from year to year, depending on the requirements of the Insurance Company):

---

b) **Officers**

<table>
<thead>
<tr>
<th>Slab</th>
<th>Scales in the Slab</th>
<th>Sum Assured</th>
<th>Net Annual Premium per person, reckoning minimum of 20001 members</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>E</td>
<td>I/II</td>
<td>1500000</td>
<td>212</td>
</tr>
<tr>
<td>F</td>
<td>III/IV</td>
<td>2500000</td>
<td>352</td>
</tr>
<tr>
<td>G</td>
<td>V/VI</td>
<td>3000000</td>
<td>423</td>
</tr>
<tr>
<td>H</td>
<td>VII/VIII</td>
<td>4000000</td>
<td>564</td>
</tr>
<tr>
<td>I</td>
<td>IX &amp; X</td>
<td>6000000</td>
<td>846</td>
</tr>
<tr>
<td>J</td>
<td>Directors &amp; CCEO</td>
<td>9000000</td>
<td>1269</td>
</tr>
<tr>
<td>Description of Document</td>
<td>Accidental Death</td>
<td>Accidental Disability</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>------------------</td>
<td>-----------------------</td>
<td></td>
</tr>
<tr>
<td>Duly completed GPA Claim Form</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Death Certificate</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Post-mortem Report</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Copy of FIR in case of a road accident, complaint filed, etc.</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Copy of Provident Fund Nomination Form (certified by HR)</td>
<td>Yes</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Salary Slip /Certificate by HR indicating Basic Pay &amp; DA (certified by HR)</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Proof of Disability (if any) certified by the Doctor (including HAL Doctor)</td>
<td>NA</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Certification from HR regarding Leave Period or Loss of Pay days following an accident</td>
<td>NA</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Cancelled Cheque Leaf/RTGS details for Claim Settlement</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Any other document as may be required by the Insurer</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

7.3 The Insurer will settle the Claims within 10 working days from the date of submission of all the documents. However, where the nature of the Claim necessitates an investigation, settlement may be delayed depending on the extent of investigation required.

7.4 Claims other than Death Claims will be settled directly to the claimant employee. Bank details of the claimant needs to be furnished to the Insurer as Claim Settlements will be made by payment through RTGS.

7.5 Death Claims will be settled by the Insurer directly to the nominee. Nominee details to be confirmed by the concerned HR Department by producing supporting document viz. PF Nomination Form etc. Bank details of the nominee to be furnished for RTGS settlement.

8. **GENERAL CONDITIONS:**

8.1 The Scheme will operate in line with the Terms & Conditions of the Group Personal Accident Insurance Scheme of the Insurance Company.

8.2 The Annual Premium payable by the employees will be recovered in one lumpsum, from the monthly Salary (month will be notified), every year.
8.3 In case of elevation / promotion of employees to higher Scales / Grades, the coverage will be enhanced, as per the applicable Slab, from the subsequent Annual Renewal Date of the Scheme, with payment of enhanced premium. The concerned employee will have to submit an application in this regard.

8.4 Mid-term addition of existing employees is not allowed. However, new employees desirous of joining the Scheme can be added mid-term. Premium will be charged on pro-rata basis in such cases.

8.5 Company would not be responsible for any dispute related to discontinuance of membership/ non settlement of claim due to late/ non- payment of the premium by an employee.

9. **EXCEPTIONS:**

9.1 The circumstances / conditions under which compensation would not be payable under the Scheme would be enumerated under the heading “Exceptions” in the Policy issued from year to year by the Insurer.

-000-
CHAPTER-VII

HAL EMPLOYEES OPTIONAL RETIREMENT SCHEME
HAL EMPLOYEES OPTIONAL RETIREMENT SCHEME

1. TITLE:
1.1 The Scheme will be known as "HAL EMPLOYEES OPTIONAL RETIREMENT SCHEME"

2. SCOPE:
2.1 The Scheme shall be applicable in case of all permanent employees of the Company, below the Board level, who are borne on the regular rolls of the Company

3. ELIGIBILITY:
3.1 Permanent employees who have completed 10 years of continuous service in the Company and attained 55 years of age, both as on the date of submission of the application, would only be eligible to opt for Optional Retirement from the Company.

3.2 The following categories of Employees would not be eligible to apply for retirement under this Scheme:-

a) Those who are under Bond obligation to serve the Company for specific periods;
b) Those who are on Study Leave;
c) Those who have been sponsored/deputed for higher studies;
d) Those who are on deputation to other Organizations.

4. NOTICE PERIOD:
4.1 An employees who wishes to retire from the services of the Company under this Scheme would have to give a minimum of 3 months’ Notice to the Company. In other words, the requisite application should be submitted by the employee concerned, at least 3 months in advance to the date of release to be opted by him.

5. COMPETENT AUTHORITY:
5.1 The Authorities competent to approve cases of Optional Retirement would be as follows:-

<table>
<thead>
<tr>
<th>SI No</th>
<th>Employees in</th>
<th>Competent Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Grades – IX &amp; X</td>
<td>Chairman</td>
</tr>
<tr>
<td>02</td>
<td>Grades - V to VIII</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>03</td>
<td>Grade - IV</td>
<td>CEO/Functional Directors</td>
</tr>
<tr>
<td>04</td>
<td>Grades – III &amp; below</td>
<td>General Manager</td>
</tr>
</tbody>
</table>

6. APPROVAL & DATE OF RELEASE UNDER THE SCHEME:
6.1 Retirement under the scheme is not automatic and employees whose request for Optional Retirement has been accepted would be intimated so in writing.

6.2 Retirement under this scheme would be effective from the afternoon of the last working day of the concerned month only.
6.3 While requests made by employees for Optional Retirement would normally be agreed to, the Competent Authority will have the discretion not to accept the request for Optional Retirement, in exceptional cases, keeping in view the organizational requirements. The Competent Authority’s decision in this regard shall be final.

7. **BENEFITS:**

7.1 An employee whose request for Optional Retirement has been accepted will be eligible for all the normal Superannuation/Retirement benefits of the Company viz., The balance in his Provident Fund account payable as per the PF Regulations;

7.2 Cash equivalent of accumulated Vacation Leave at credit, if any, as per the rules of the Company;

7.3 Gratuity as per the provisions of the payment of Gratuity Act, 1972, as applicable to the employee;

7.4 Payment of TA/DA to the employee and eligible members of his/her family, to the place where the employee intends to settle down in India, as admissible under TA/DA rules of the Company;

7.5 The employee concerned would not be eligible for any extra benefits from the Company, on opting for retirement under this Scheme

8. **PROCEDURE:**

8.1 Employees desirous of seeking retirement from the services of the Company under this Scheme should submit their applications, to the Head of the Personnel & Administration Department, of the Division/Office, through the concerned Departmental Head. Performa of the application is at Appendix – A & B. In cases where the Departmental Heads does not recommend Optional Retirements, detailed justifications should be indicated under Part-II of the Appendix-B of the application.

8.2 The Personnel Department would scrutinize the cases and put up all the cases of employees who meet the eligibility criteria under the scheme, to the General Manager concerned, for his consideration, as follows :-

<table>
<thead>
<tr>
<th></th>
<th>Cases of employees in Gr-III &amp; below</th>
<th>For consideration &amp; approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Cases of employees in Grade-IV &amp; above</td>
<td>For giving his recommendations</td>
</tr>
</tbody>
</table>

8.3 Applications of employees who do not fulfill the eligibility criteria under the Scheme would be returned to them, indicating the reasons for rejection.

8.4 All cases falling under the Category (b) of para 8.2 above would be forwarded to the respective CEO’s Office by the concerned Divisions, with their recommendations, once a month;

8.5 The Personnel Dept. of the Complex would put up the cases to the concerned CEO, for his consideration, as follows :-

<table>
<thead>
<tr>
<th></th>
<th>Cases of Officers in Gr-IV &amp; below</th>
<th>For consideration &amp; approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>Cases of Officers in Grade-V &amp; above</td>
<td>For giving his recommendations</td>
</tr>
</tbody>
</table>
The Complex Offices concerned would communicate the approval/non-approval of cases of Officers in Grade-IV, to the respective Divisions.

8.6 All cases falling under (b) of Para 8.5 above, would be forwarded to the Corporate Office, by the concerned Complex Offices, with the recommendations of the CEO.

8.7 Corporate Office would process the cases of Officers in Grade-V and above for obtaining the approval of the Competent Authority. Approval/non-approval of such cases by the Competent Authority would be intimated to the concerned Complex offices and Divisions, by the Corporate Office.

8.8 In respect of employees up to & including Grade-III in the Complex Offices and employees up to and including in Grade-IV in the Corporate Office, the concerned CEO/Functional Director would be the approving authority.

8.9 After receipt of necessary approvals, Divisions/Offices would intimate the employees concerned that their request for retirement under this Scheme has been approved/has not been approved by the Competent Authority. In respect of cases which have been approved, necessary Office orders would also be issued by the Division/Office, indicating the dates of retirement in each case etc., for processing the cases further.

9. **CASES OF EMPLOYEES UNDER INVESTIGATION ETC:**

9.1 Employees falling under the following categories would not be eligible to apply for retirement under this Scheme:-

   a. Employees under suspension;
   b. Employees in respect of whom Disciplinary cases have been initiated/are pending;
   c. Employees in respect of whom prosecution for a Criminal charge is pending or sanction for prosecution has been issued or a decision has been taken to accord sanction for prosecution;
   d. Employees against whom an enquiry/investigation on allegations of corruption/bribery or mis-conduct is in progress either by CBI or any other agency.

9.2 Further to Para–9.1 above, cases of employees against whom disciplinary/criminal/CBI cases are contemplated should not also be recommended by the Division/Office for approval by the Competent Authority.

9.3 In case a disciplinary/Criminal/CBI case is contemplated/ initiated against an employee after receipt of approval of the Competent Authority, but before the employee is released, acceptance of his/her request for retirement under this Scheme shall stand withdrawn, which shall be communicated to the employees concerned, in writing,. Immediately, and in any case before his release.

10. **GENERAL CONDITIONS:**

10.1 An employee who retires under this Scheme shall not be eligible for re-employment in the Company

10.2 All outstanding loans, recoveries etc., due to him, as in the case of normal superannuation;
10.3 The procedure for bidding farewell as applicable to superannuated employees (including presentation of a utility article), as laid down in Corporate Office Circular No. HAL/CA/180/A/84/19 dated 7.3.84 (as amended vide Circular No. HAL/P&A/15(2M)/86 dated 27.5.86 and HAL/P&A/15(2M)/95 dated 22.3.1995) is to be followed in cases of employees who retire under this scheme also.

11. **EFFECTIVE DATE OF THE SCHEME:**

11.1 This scheme came into force w.e.f. 12th Feb., 1999;

11.2 The Scheme is liable to be withdrawn at the discretion of the Management without any notice or assigning any reasons whatsoever. Management also reserves the right to amend, alter, modify or withdraw any of the provisions of this Scheme.

12. **INTERPRETATION:**

12.1 In the event of any doubt in the interpretations of any provisions under this Scheme, the matter shall be referred to the Corporate Office for clarifications/decisions.

(PC NO. 642 dated 12.02.1999; HAL/P&A/27(1)/98/38 dated 18.01.2001)
APPENDIX-A

HINDUSTAN AERONAUTICS LIMITED
___________________DIVISION/OFFICE

PROFORMA OF APPLICATION UNDER HAL EMPLOYEES OPTIONAL RETIREMENT SCHEME

To:
The Additional General/Deputy General/Chief/
Senior Manager (HR)
____________________Division.

Thru: Departmental Head

Sir,

Sub: Optional Retirement.

I hereby opt and seek optional and unconditional retirement from the services of the Company in accordance with the terms and conditions stipulated in "HAL Employees’ Optional Retirement Scheme", notified vide PC No.642 dated 12.02.1999.

2 I request that I may be relieved from services on_____________(A/N), which is the last working day of______________________.

3 Necessary details are indicated in the Appendix-B.

Yours faithfully

(Signature of the employee)

Name__________________________

Dept. & EID NO.,____________________

Designation______________________

Department*______________________

(*indicate the Name of the Department)

Place:

Date:
<table>
<thead>
<tr>
<th></th>
<th>Name of the Employee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Badge No.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Wage Group/Scale/Grade</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Division/Department/Section</td>
<td>(Clearly indicate Name of the Department/Section)</td>
</tr>
<tr>
<td>6</td>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Date of joining the Company</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Date of appointment/promotion to the present Group/Scale/Grade</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Date of attaining the age of normal superannuation (60 years)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Has the employee executed any Bond? If so, give details thereof. Is the Bond period Over? If not, when will it be over?</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Has the Employee undergone any training within the last one year from the date of his option for Optional Retirement for which no Bond has been executed? If so, furnish the details</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Has the employee been abroad during the past 2 years? If so, furnish the details</td>
<td></td>
</tr>
</tbody>
</table>

13 Certified -
   a) That the information given above is complete and true;
   b) That I agree for recovery from the amounts payable to me, of any over-payments of whatever kind made to me including pay and allowances, or other recoveries due from me like advances, house rent, water and electricity charges, cost of tools etc., entrusted to me but not returned, and any other recoveries due from me like advances, house rent, water and electricity charges, cost of tools etc., entrusted to me but not returned and any other miscellaneous recoveries.

Place
Date:  
Signature of the Employee
PART-II

(To be filled in by Sectional Head/ Head of the Department)

Category of the Employee (Direct/Indirect – : Technical/Non-technical)

Nature of the Jobs performed by the Employee at present

If his request for Optional Retirement is not Recommended, the reasons for the same Be given in detail

(Signature of the Sectional Head)

Name:________________________________

Designation____________________________

Date__________________________________

Recommendations of the Dept. Head

(Signature of the Sectional Head)

Name:________________________________

Designation____________________________

Date__________________________________
PART-III
(To be filled in by the HR Department)

<table>
<thead>
<tr>
<th>a</th>
<th>Punishments, if any, imposed on the employee during the last 03 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>b</td>
<td>Whether any disciplinary Case/ CBI case/any other type of enquiry against the employee is pending or contemplated. If so, details thereof</td>
</tr>
<tr>
<td>c</td>
<td>Whether any criminal case has been registered against the individual by the CBI or by the local police with details, if any, available</td>
</tr>
<tr>
<td>d</td>
<td>Is there anything adverse against the employee from the Security / Vigilance angle?</td>
</tr>
<tr>
<td>e</td>
<td>Overall CR Gradations for the last 05 years</td>
</tr>
</tbody>
</table>

The information furnished by the employee in Part-I is correct as per records in the Division/Office.

Date: [Signature] Head of HR Department

PART-IV

RECOMMENDATIONS OF THE GENERAL MANAGER

The retirement of the Officer/ workman is approved / not – approved, recommended * / not recommended* (strike out the item not relevant)

Date: [Signature] SIGNATURE OF THE GENERAL MANAGER

*For Officers in Grade-IV and above

RECOMMENDATIONS OF THE CEO

The retirement of the Officer/ workman is approved / not – approved, recommended * / not recommended* (strike out the item not relevant)

Date: [Signature] SIGNATURE OF THE CEO
1. **OBJECTIVES:**

The Company has set up healthy traditions in encouraging and fostering cordial and harmonious industrial relations in its dealings with the Trade Unions as well as Officers' Associations. The Company has recognized the workers union in its various Divisions / Offices under the Code of Discipline and believes in the philosophy of active participation of workmen and officers for improvement of production / productivity. Towards this end, forums have been set up for discussions / negotiations and resolutions of differences, if any, with the recognized unions, at the Corporate level and the Complex / Divisional level. Similar forums have been established for consultation with the Officers' Associations. Various Bipartite Committees have also been set up like the Plant / Shop Level Committees under the Scheme of Workers' Participation in Management, Works Committee, Canteen Managing Committee, Safety Committee, Quality Circles, House Allotment Committee etc., besides other voluntary organizations such as Welfare Fund, Sports Club and Fine Arts Society in the Divisions / Offices for securing active co-operation of workmen in the day to day work. Details are explained in the following paragraphs.

2. **RECOGNITION OF TRADE UNIONS:**

The Company has accorded recognition to the Trade Unions which have a majority following and have accepted the Code of Discipline in Industry as applicable to the Defence Public Sector Undertakings (copy enclosed at Annexure-I).

3. **FACILITIES PROVIDED TO THE TRADE UNIONS:**

The Divisions may provide certain facilities to the recognized Trade Unions to carry on with their legitimate trade union activities. The details of the facilities are listed in Annexure-II.

4. **RECOGNITION OF OFFICER’S ASSOCIATIONS:**

4.1 In order to provide a forum for the executives of the Company at different levels to ventilate their common problems, it has been the policy of the Company to recognize Officers' Associations, provided their objects are to promote the general welfare and interests of the members and their families, to encourage an 'esprit-de-corps' amongst them and to secure the greatest measure of co-operation and understanding with the Management in all spheres.

4.2 The Company has laid down the following guidelines for recognizing such Associations and regulating their functions:

(a) The Association should have a written constitution specifying its objectives and functions, but these should be within the ambit of the objects mentioned in the preceding paragraph;

(b) There should be no outsider as Office-bearer or member of the Association;

(c) The Association will press its demands, if any, only through discussions with the Management and will not resort to agitational activities;

(d) The Association is not to make representations to outsiders or seek assistance of outsiders in support of its proposals;
(e) The Association is not to resort to any form of agitation or demonstration;

(f) If the Association has to make any representation in respect of any of the items falling within its objects, it will do so to the Management of the concerned Divisions;

(g) The Association is not to make representations to the Chairman, CEOs or other Directors of the Board except through the General Manager of the Division;

(h) The Association should not take up grievances of individual officers, but will only take up common issues affecting the welfare of officers in general and matters of broad policy;

(i) The Association is not to

(i) Interfere with the day-to-day administration of the Division, and

(ii) Criticize the policies of the Company relating to matters with which the Association is not directly concerned;

(j) The Association should at all times, maintain a degree of decorum and restraint in its discussions with and representations to the Management befitting the prestige and dignity of the executives it represents.

4.3 If a recognized Association commits breach of any of the conditions enumerated in the preceding paragraph, it is liable to be de-recognized and, in that event, the facilities extended to it, as in paragraph 6 below, will be withdrawn.

4.4 Facilities provided to Officers Associations:

The Divisions may provide certain facilities to the recognized officers associations to carry on their legitimate Association activities. Details are given in Annexure-III.

5. EFFECTIVE COMMUNICATION BETWEEN EMPLOYEES AND MANAGEMENT:

5.1 It has been the constant endeavor of the Company to establish and maintain a meaningful and effective communication between the Management and the employees in order to reduce and progressively eliminate any scope for conflicts and misunderstandings, achieve a better understanding of each other’s point of view and thus facilitate maintenance of industrial harmony. Some of the measures taken in this regard are described in the following paragraphs.

5.2 Meetings with Trade Unions

It has been the practice in the Company to have Corporate Level negotiations in all matters which have overall Company-wide implications on major Policies affecting Service Conditions, Pay & Allowances etc. of Workmen. Periodical meetings are held by the management with the representatives of the recognized Unions in the Company. The decisions arrived at in these meetings are minuted and are issued after due concurrence of the same by the recognized Union Representatives.

5.3 It has also been the practice to hold periodical meetings between the Management and the representatives of the recognized Unions at the Divisional/Complex level to sort out by negotiations and discussions the issues which are purely local in nature.
The Company and the workmen derive considerable benefits from these periodical discussions and negotiations at the Corporate as well as the Divisional/Complex level, and have the privilege of enjoying most cordial relations based on mutual trust and understanding.

**Meetings with Officers Associations**

Meetings are held at the Corporate level at periodical intervals with the representatives of the Officers Associations in the Company to exchange views on variety of issues pertaining to the interests and welfare of the Executives and views of Officers Associations are taken into account while formulating Service Conditions, Salary & Allowances etc. Similarly, periodical meetings between the Management and representatives of the Officers’ Associations are also held at the Divisional/Complex levels to discuss local issues not affecting the other Divisions/Complexes.

**BIPARTITE COMMITTEES:**

The Company has also formed various statutory and non-statutory Bipartite Committees such as Works Committee, Canteen Managing Committee, House Allotment Committee etc. as detailed below:

**Works Committee**

In accordance with the provisions of the Industrial Disputes Act, 1947, the Divisions of the Company have set up Works Committees comprising of representatives of Workmen and Management in equal proportion. The Committees have been charged with the duty of promoting measures for securing and preserving amity and good relations between the employer and the workmen, and, to that end, to comment upon matters of common interest or concern and endeavor to compose any material difference of opinion in respect of such matters. The matters falling within the sphere of collective bargaining, such as, Pay, Allowances and Service Conditions, are outside the purview of the Works Committee;

**Canteen Managing Committee**

In accordance with the relevant provisions of the Factories Act, 1948 and the Rules made there under, all the Divisions of the Company have established Canteens for the use of the employees and have constituted Canteen Managing Committee consisting of members nominated by the Management and elected by the workmen.

**Other Committees**

Representatives of workers serve on certain other committees constituted by the Management of each Division, such as House Allotment Committee, Transport Committee and Education Committee.

The employee's representatives are also closely associated with the Management of voluntary organizations like the Employees Welfare Fund, Sports Club and Fine Arts Society which are functioning at the various Divisions with the financial and other assistance rendered by the Company.

**WORKERS PARTICIPATION IN MANAGEMENT:**

A comprehensive scheme of Workers’ Participation in Management, as evolved by the Ministry of Labour, as indicated in the Central Government Gazette Notification dated 30th of December 1983, has been introduced in the Complexes.
Divisions of the Company replacing the Joint Production Committees. The Scheme is intended to increase labour participation in Management for achieving better efficiency, increased production / productivity etc. Shop Level and Plant Level Committees consisting of equal number of representatives of the workmen and Management have to be constituted in each Division. The Committees have to meet at least once in a month.

(HAL/IR/400/(18)/84 Dt.1.3.84)

7.2 **Shop Level Committee**

7.2.1 Shop Level Committee will normally consist of 5 representatives of the workmen and 5 Management representatives. Large shops will have one Committee in each shop. Smaller shops may be grouped together and form one Committee. The Chairman and Secretary of the Committee will be the nominee of the Management. The Committee will deal with subjects like Monthly Production targets, production schedules, programme of cost reduction, operational problems, availability of materials, economy in use of materials, quality improvement, upkeep of machines / materials, safety devices, housekeeping, absenteeism etc. The recommendations of the Committees should be submitted to the General Manager concerned for implementation.

7.3 **Plant Level Committee**

7.3.1 Each Division should set up a Plant Level Committee with 5 representatives each of workmen and Management. The Plant Level Committee should be headed by Addl. General Manager or Dy. General Manager. The Committee will deal with subjects like review of monthly targets and schedules, build-up of work-in-progress, planning for meeting production targets, materials supply, storage and inventory, measures for improving productivity, quality improvement, machine utilization, operational performance review, special problems of women employees, if any, review of working of Shop Level Committees etc. Recommendations of the Committee should be forwarded to the General Manager for implementation.

7.4 The General Managers/CEOs are to review the performance of Shop Level and Plant Level Committees in their Committee of Management Meetings. The performance of these Committees will also be discussed at the Chairman's meeting with CEOs and General Managers.

8. **PUBLICATION OF HOUSE MAGAZINES:**

In order to instill a sense of belonging amongst the employees and their families and share with them the information about activities of division including cultural activities such as sports, fine arts etc., house magazines are published by the divisions. Employees are also encouraged to contribute articles to the house magazines and share their thoughts with others on various issues of common interest.

At the Corporate level, Monthly ‘Minsk Square Matters’ (MSM) and Weekly e-magazine ‘HAL Connect’ are issued.

9. **GRIEVANCE PROCEDURE:**

For the purpose of redressal of individual grievances of employees, the Company has adopted a Grievance Machinery in consultation with the Recognized Unions for speedy redressal of the grievances of the employees in Special Scale(SS) and below. A copy of the Grievance Procedure is at Annexure-IV. There is a separate Grievance Procedure for Officers (Please see Annexure V).
10. SPONSORING OF TRADE UNION LEADERS TO ATTEND TRAINING COURSES/SEMINARS:

Leaders of recognised Trade Unions are sponsored to attend courses/seminars, which are considered useful in developing trade union leadership and improving Labour Management relations in the Company.

Facilities are also extended to the workmen and the trade union leaders for training under the Workers Education Scheme of the Central Board of Workers Education, Ministry of Labour, Employment and Rehabilitation. For details of the facilities extended, reference may be made to para 7 of the Chapter I on Welfare Measures.
CODE OF DISCIPLINE IN INDUSTRY AS EVOLVED BY THE MINISTRY OF LABOUR 
AND EMPLOYMENT

To maintain discipline in Industry (Both in Public and Private Sectors)

There has to be:

(i) a just recognition by employers and workers of the rights and responsibilities of either party, as defined by the laws and agreements (including bi-partite and tri-partite agreements arrived at all levels from time to time); and

(ii) a proper and willing discharge by either party of its obligations consequent on such recognition.

The Central and State Governments, on their part, will arrange to examine and set right any shortcomings in the machinery they constitute for administration of labour laws.

To Ensure Better Discipline in Industry

A Management and Union Agree

i) that no unilateral action should be taken in connection with any industrial matter and that disputes should be settled at appropriate level;

ii) that the existing machinery for settlement of disputes should be utilized with the utmost expedition;

iii) that there should be no strike or lockout without notice;

iv) that affirming their faith in democratic Principles, they would bind themselves to settle all future differences, disputes and grievances by mutual negotiations, conciliation and voluntary arbitration; provided that the provision regarding voluntary arbitration as aforesaid shall not apply to cases involving security consideration;

v) that neither party will have recourse to (a) coercion; (b) intimidation; (c) victimization; or (d) go-slow;

vi) That they will avoid (a) litigation; (b) sit down and stay in strikes; and (c) lock-outs;

vii) That they will promote constructive co-operation between their representatives at all levels and as between workers themselves and abide by the spirit of agreements mutually entered into;

viii) That they will establish, upon a mutually agreed basis, a grievance procedure which will ensure a speedy and full investigation leading to settlement;

ix) That they will abide by various stages in the grievance procedure and take up no arbitrary action which would by-pass this procedure and;

x) That they will educate the Management personnel and workers regarding their obligations to each other.
**B Management Agree**

i) Not to increase work-loads unless agreed upon or settled otherwise;

ii) Not to support or encourage any unfair labour practice such as,

   (a) Interference with the right of employees to enroll or continue as union members;
   (b) Discrimination, restraint or coercion against any employee because of recognized activity of trade unions; and
   (c) Victimization of any employee and abuse of authority in any form;

iii) To take prompt action for

   (a) Settlement of grievances; and
   (b) Implementation of settlements, awards, decisions and orders;

iv) To display in conspicuous places in the undertaking the provisions of this Code in the local language;

v) To distinguish between action justifying immediate discharge and those where discharge must be proceeded by a warning, reprimand, suspension or some other form of disciplinary action and to arrange all such disciplinary action should be subject to an appeal through normal grievance procedure;

vi) To take appropriate disciplinary action against its officers and members in cases where enquiries reveal that they were responsible to precipitate action by workers leading to indiscipline; and

vii) To recognize the union in accordance with the criteria (vide appendix) evolved at the 16th Session of the Indian labour Conference held in May 1958.

**C Union Agree**

i) Not to engage in any form of physical duress;

ii) Not to permit demonstrations which are not peaceful and not permit rowdyism in demonstration;

iii) That their members will not engage or cause other employees to engage in any union activity during working hours, unless as provided for by law, agreement or practice;

iv) To discourage unfair labour practices such as

   (a) Negligence of duty;
   (b) Careless operation;
   (c) Damage to property;
   (d) Interference with or disturbance to normal work; and
   (e) Insubordination;

v) To take prompt action to implement awards, agreements, settlements and decisions;

vi) To display in conspicuous places in the union offices, the provisions of this Code in the local language; and

vii) To express disapproval and to take appropriate action against office bearers and members for indulging in action against the spirit of this Code.
Appendix to Annexure-I

CRITERIA FOR RECOGNITION OF UNIONS

1. Where there is more than one union, a union claiming recognition should have been functioning for at least one year after registration. Where there is only one union, this condition would not apply.

2. The membership of the Union should cover at least 15% of the workers in the establishment concerned. Membership would be counted only of those who had paid their subscriptions for at least three months during the period of six months immediately preceding the reckoning.

3. A union may claim to be recognized as a representative union for an industry in a local area if it has a membership of at least 25% of the workers of that industry in that area.

4. When a union has been recognized, there should be no change in its position for a period of two years.

5. Where there are several unions in an industry or establishments, the one with the largest membership would be recognized.

6. A representative union for an industry in an area should have the right to represent the 'workers in all the establishments in the industry; but if a union of workers in a particular establishment has a membership of 50% or more of the workers of that establishment it should have the right to deal with matters of purely local interest such as, for instance, the handling of grievances pertaining to its own members. All other workers who are not members of that union might either operate through the representative union for the Industry or seek redress directly.

7. In the case of trade union federations, which are not affiliated to any of the four central organizations of labour, the question of recognition would have to be dealt with separately.

8. Only unions which observed the Code of Discipline would be entitled to recognition.
FACILITIES PROVIDED TO THE TRADE UNIONS

(a) Provision of office accommodation (subject to availability) outside the factory premises at a nominal rent, but electricity and water charges to be borne by the Unions;

(b) Telephone facilities (subject to availability) for the office, free of rent, but charges for local and trunk calls to be recovered;

(c) Permission to install notice boards for publishing the Union's notices, pamphlets and bulletins at places mutually agreed upon between the Management and the Union.

(d) Grant of special leave with pay to the members of the Union's Executive Committee for attending meetings of the Committee once a month irrespective of the shift in which they are working.

(e) Special leave with pay to the office bearers for attending conciliation proceedings, meetings of Industrial Tribunals and other statutory bodies where disputes between the Management and Union are pending;

(f) Office-bearers of the Union attending meetings with the Management to be treated as on duty during the period of their absence from the Departments to attend such meetings;

(g) Absence of an office bearer of the Union for assisting an employee in disciplinary proceedings and in personal hearings under the Grievance procedure to be treated as on duty;

(h) The Unions are granted permission to hold general body meetings in front of its office premises. Such meetings are, however, to be held only after obtaining prior permission of the Management on each occasion;

(i) Employees attending general body meetings of their Union may be provided with transport facilities to return home after the meetings subject to availability of transport and provided this can be arranged without disturbing; the normal transport services at scheduled timings;

(j) Facility of deduction of monthly Union subscription through payroll based on specific authorization from the individual workmen;

(k) Payment of travelling allowance and daily allowance at prescribed rates to the Office bearers who are deputed by in response to invitation of the Management to meetings away from their headquarters.
FACILITIES PROVIDED TO OFFICERS ASSOCIATIONS

The following facilities are extended to the Officers Associations:

(a) Pay-roll deduction of membership subscriptions;

(b) Office room and PBX/PABX telephone extension free of rent, but charges for local and trunk calls to be recovered;

(c) Accommodation for Club, if any, run by the Association in the Division’s Township on nominal rent;

(d) Payment of travelling allowance and daily allowance as per entitlement to the Office Bearers who are / deputed by the Associations in response to invitation of the Management to attend meetings away from their Headquarters;

(e) Not more than two office bearers of each Association would be permitted time-off for a maximum of four hours every week for work connected with the Officers' Association. They may be permitted to leave their work spots only with the prior permission of the concerned departmental head or any other officer so authorized for the purpose by the concerned GM;

(f) All the Office Bearers of the Officers' Association may be given time-off to attend meetings called by the Management or official meetings fixed at the instance of the Association, about which official intimation has been received by the Competent Authority;

The Officers' Association registering themselves as Trade Unions under the Trade Union Act will not be extended the facilities of office accommodation within the factory premises, telephone and recovery of dues from their members through pay rolls.
GRIEVANCE PROCEDURE - WORKMEN

Object

With the object of providing workmen an easy and readily accessible machinery for the ventilation and prompt redressal of their day-to-day individual grievances, the following Grievance Procedure is introduced.

Scheme of Grievance

A "Grievance" for the purpose of this procedure means a complaint affecting an individual workman in regard to payment of wages, overtime, leave, transfer, promotion, seniority, work assignment, working conditions, designation, non-extension of any welfare amenity or benefit due under the rules, but does not include representations concerning matters of policy and grievances arising out of punishments imposed in accordance with the Standing Orders of the Division/Unit/Office. Appeals against punishments imposed in accordance with the provisions of the Standing Orders cannot be taken up by any workman under the Grievance Procedure, but may be submitted to the appropriate authorities. Matters of policy may be taken up with the management at the appropriate levels only by the recognized Unions.

Presentation of Grievance by Workmen

First Stage

A workman who has a grievance on matters enumerated above shall present his grievance in writing in Appendix-I in duplicate to his Sectional Head, who shall meet the concerned workman and give, his decision in writing within 6 days of the receipt of the grievance.

Second Stage

If the Sectional Head either fails to give a decision within the prescribed time or the workman is not satisfied with the decision of the Sectional Head, the workman concerned may present his grievance in writing in the form in Appendix-II to the Departmental Head concerned in duplicate through Sectional Head who gave the decision at the first stage. The Departmental Head shall, after giving a personal hearing to the aggrieved workman, in the presence of the Sectional Head concerned, give his decision in writing within ten days of the date on which the Sectional Head received the grievance. During the personal hearing, the workman concerned shall have the option of being assisted by any co-workman of his choice or a representative of the recognized union who is a workman of the concerned Department. In examining the grievance, the Departmental Head may, where necessary, consult the concerned specialized departments / officers in order to settle the grievance at his level. If the Departmental Head feels that he could settle the issue at his level, he may, if necessary, extend the period by a further two days under intimation to the workman who has represented the grievance.

Third Stage

If the Departmental Head fails to give a decision within the period prescribed in sub-para (ii) above, or if the aggrieved workman is not satisfied with the decision given by the Departmental Head, the aggrieved workman may send a representation in the form enclosed as Appendix-III to the Secretary to the Grievance Committee referred to in para 8 below for the redressal of his grievance. A copy of the representation is to be sent by the workman to the Departmental / Divisional head who gave the decision at the second stage. The Grievance Committee will call for the records relating to the
consideration of the grievance at the first and second stage referred to in sub paras (i) and (ii) above, carefully examine the grievance in consultation with the specialist officers if any, concerned, giving personal hearing to the aggrieved workman and give its decision within 15 days of the date on which the Secretary of the Committee received the grievance from the concerned workman. Unanimous decisions of the Committee regarding redressal of workman's grievance shall be implemented. The decisions of the Committee should be in conformity with the rules, regulations and policies of the Company. If there is no unanimity in the Committee in regard to redressal of grievance of the workman, the workman concerned would be informed of the gist of the views expressed in the Committee.

Petition to General Manager

If the aggrieved workman is not satisfied with the decision of the Committee, he may prefer a petition to the General Manager concerned in the form enclosed as Appendix-IV for redressal of his grievance with such additional facts as he may like to represent. Employees of Corporate Office and Complex Offices of CEOs may present petitions in such cases to CMD/Director/CEO, as the case may be. A copy of the petition is to be forwarded by the workman to the Secretary of the Grievance Committee. The GM in the case of Division, the Director/CEOs, in the case of Complex Offices, and the CCEO in the case of the staff at Corporate Office would then, if necessary after giving a personal hearing to the aggrieved workmen, give his decision within 30 days of the receipt of the petition.

Appeal on Decision of General Manager

In the case of Divisions, if the aggrieved workman is not satisfied with the decision of the General Manager, the recognised union may, if it so desires take up the case with the concerned Director/CEO within 30 days from the date of the decision of the General Manager. The Director/CEO after reviewing the case will give his decision within 30 days from the date of receipt of the union's representation. The decision of the Director/CEO will be final.

Decisions

All decisions on grievances preferred under the grievance procedure should be in conformity with the rules, regulations and policies of the Company.

Notification of Officers at First & Second Stages

The Divisions / Units / Offices shall notify the names / designations of officers to whom grievances at first stage and second stage shall be submitted for the general information of workmen and the officers concerned.

Constitution of Grievance Committee

The Grievance Committee referred to in sub-para (iii) of para 3 above shall comprise of the following:

(a) Deputy General Manager concerned (where there is no Deputy General Manager, an Officer not below Grade-VI nominated by the General Manager);

(b) Head of HR Department;

(c) Two representatives of the recognised union of the Division, one of whom would be an office-bearer of the union and the other would be a representative of the union preferably working in the Department in which the aggrieved workman was employed.
The Management representatives on the Grievance Committee at Corporate Office will comprise of Head of Finance and Head of HR. The Management representatives on the Grievance Committee of Offices of the CEOs will be the Heads of Finance & HR Departments. In the case of workmen of Outstation Bases of Bangalore Complex, the Grievance Committee of the Overhaul Division of Bangalore Complex will serve as the third stage. In respect of employees working in Liaison Offices, the Grievance Committee will be that of the Division / Office to which they are attached.

General

(i) Absence from the work spot of an aggrieved workman or co-workman or union representative for appearing before any of the authorities on the basis of written authority will be treated as on duty.

(ii) The time limit within which the workman may take up his grievance from one stage to another shall be 10 days from the date of receipt of the decision of the appropriate authority or if no decision is given, on the expiry of the stipulated period of 10 days from the last date for giving decision.

(iii) In calculating the various time intervals for the above purpose, holidays and leave availed of by the concerned individuals including the appropriate authorities of the management shall not be reckoned.

(iv) If a grievance arises out of an order given by the management, the said order shall be complied with before the workman concerned invokes the procedure laid down for redressal of grievances. If, however, there is a time lag between the issue of order and its compliance, the Grievance Procedure may immediately be invoked but the order nevertheless must be complied within the due date, even if all steps in the Grievance Procedure have not been exhausted. It may, however, be advisable for the management to await the findings of the Grievance Procedure. Machinery.

(v) No workman shall be harassed or victimised for having preferred grievance to be processed under this procedure.

(vi) Where a workman has taken up a grievance for redressal under the Grievance Procedure, the formal Conciliation Machinery shall not intervene till all steps in the procedure are exhausted.

(vii) Workmen should submit their grievance petitions at least within a period of one year from the date of occurrence of the cause of grievance. However, the General Managers may relax this condition, if in exceptional circumstances the workman gives satisfactory reason for not submitting the grievance petition within the prescribed time limit of one year.

(viii) The General Manager in consultation with the concerned recognised Union is to review every six months the grievances that arose within the Division, during the relevant six-month's period, the type of grievance that arose and the decisions taken thereon. As a result of this review if it is observed that certain typical grievances have arisen repeatedly, action may be initiated to consider prevention of occurrence of such grievances in future.
HINDUSTAN AERONAUTICS LIMITED
DIVISION
GRIEVANCE PETITION (FIRST STAGE)

FROM:
NAME:
EID NO.:
SECTION/DEPT.:
DESIGNATION:

To:

Code:
(with reference to the list given under, write the relevant alphabet, indicating type of grievance)

GRIEVANCE IN BRIEF

DATE:
SIGNATURE

DECISION OF SECTIONAL HEAD

DATE:
SIGNATURE

To:

(Reply should normally be given within 6 days of receipt of the Grievance)

Copy to: The Head of HR Department

TYPE OF GRIEVANCE THAT CAN BE TAKEN UP UNDER THE GRIEVANCE PROCEDURE:
(a) Payment of wages, (b) Overtime Wages, (c) Leave, (d) Transfer, (e) Promotion, (f) Seniority, (g) Work assignment, (h) Working conditions, (i) Designation, (j) non-extension of Welfare amenity or benefit under rules.
FROM:

NAME: ____________________________
EID NO.: __________________________
SECTION/DEPT.: ____________________
DESIGNATION: ____________________

Code: ________________________________
(with reference to the list given under, write the relevant alphabet, indicating type of grievance)

To: ----------------------------------

Through Sectional Head who gave decision at first stage

----------------------------------

GRIEVANCE IN BRIEF

DATE: ____________________________
SIGNATURE
(The decision of the Sectional Head at the First Stage should be attached)

DECISION OF DEPARTMENTAL HEAD

DATE: ____________________________
SIGNATURE

To: ----------------------------------

Through: Sectional Head

(Reply should normally be sent within 10 days of the date on which the grievance is received. If necessary, the period may be extended by a further 2 days under intimated to the aggrieved workman)

Copy to: The Head of HR Department

TYPE OF GRIEVANCE THAT CAN BE TAKEN UP UNDER THE GRIEVANCE PROCEDURE:
(a) Payment of wages, (b) Overtime Wages, (c) Leave, (d) Transfer, (e) Promotion, (f) Seniority, (g) Work assignment, (h) Working conditions, (i) Designation, (j) non-extension of Welfare amenity or benefit under rules.
HINDUSTAN AERONAUTICS LIMITED
_________________DIVISION
GRIEVANCE PETITION (THIRD STAGE)

FROM:

NAME:
EID NO..
SECTION/DEPT.
DESIGNATION

Code :
(with reference to the list given under, write the relevant alphabet, indicating type of grievance)

To:
The Secretary
Grievance Committee
(Through : Proper Channel)

GRIEVANCE IN BRIEF

DATE: 
SIGNATURE
(The decision of the Sectional Head at the First Stage and the decision of the Departmental Head at the Second Stage should be attached)

DECISION OF THE GRIEVANCE COMMITTEE

DATE: 
SIGNATURE OF SECRETARY

To:
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Through :
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(Reply should be sent within 15 days of the date on which the Committee received the grievance from the concerned workman)

Copy to : The Head of HR Department

TYPE OF GRIEVANCE THAT CAN BE TAKEN UP UNDER THE GRIEVANCE PROCEDURE:
(a) Payment of wages, (b) Overtime Wages, (c) Leave, (d) Transfer, (e) Promotion, (f) Seniority, (g) Work assignment, (h) Working conditions, (i) Designation, (j) non-extension of Welfare amenity or benefit under rules.
HINDUSTAN AERONAUTICS LIMITED
DIVISION
GRIEVANCE PETITION (TO GENERAL MANAGER)

FROM:

NAME:
EID NO.
SECTION/DEPT.
DESIGNATION

Code:
(with reference to the list given under, write the relevant alphabet, indicating type of grievance)

GRIEVANCE IN BRIEF

DATE: ____________________________ SIGNATURE

To: The General Manager - Thru: Departmental Head

(Decisions of the Grievance Committee at the Third Stage and of the Departmental Head at the Second Stage and Sectional Head at the First Stage should be attached)

A BRIEF RESUME OF THE CASE AND THE DECISIONS TAKEN BY THE GRIEVANCE COMMITTEE

DATE: ____________________________ SIGNATURE OF HR HEAD

Decision of General Manager

DATE: ____________________________ SIGNATURE

Note: Decision to be communicated to the employee separately.
Copy: HR Head

TYPE OF GRIEVANCE THAT CAN BE TAKEN UP UNDER THE GRIEVANCE PROCEDURE:
(a) Payment of wages, (b) Overtime Wages, (c) Leave, (d) Transfer, (e) Promotion, (f) Seniority, (g) Work assignment, (h) Working conditions, (i) Designation, (j) non-extension of Welfare amenity or benefit under rules.
SCHEME FOR GRIEVANCE REDRESSAL FOR OFFICERS IN GRADE-I AND UP TO & INCLUDING GRADE-VI

PC NO.559 Dt.9.4.86

1. **Objectives:**

   The objective of the scheme of Grievance Redressal Procedure is to provide to Officers an easily accessible machinery for ventilation and prompt redressal of their individual grievances thus leading to increased job satisfaction and resulting in improved productivity and efficiency.

2. **Applicability:**

   The Scheme will cover all Officers of HAL in Grade-I to VI.

3. **Definition of Grievance:**

   Grievance for the purpose of these Rules shall mean dissatisfaction arising out of the decision of the Management concerning the Officers in respect of any condition of service, such as seniority, transfer, work assignment or designation or non-extension of benefits due under the rules, of an individual nature, but does not include representations on matters of general policy or grievances pertaining to or arising out of Annual Performance Appraisal, selection through DPC / IMS and punishments imposed in terms of Conduct, Discipline & Appeal Rules of the Company.

4. **Procedure for Handling Grievance:**

   4.1 Subject to the above conditions, individual grievance of Officers shall be processed and dealt with in the following manner:

   4.1.1 An aggrieved officer who has a grievance on any matter enumerated above shall present his grievance in writing giving full details of his grievance to his Department Head who shall meet the concerned officer in the presence of the Officer's immediate superior. After hearing the grievance, the Head of the Department should give his decision within 15 days of the receipt of the Grievance. He may, if necessary, consult any specialist officer like the Head of HR Department or Finance or Management Services Department etc.

   4.1.2 In case the Departmental Head fails to give his decision within the time stipulated above or if the officer is not satisfied with the decision of the Departmental Head, he may send a representation to the Secretary of the Grievance Redressal Committee with a copy to the Departmental Head who gave / did not give the decision at the first stage. The Grievance Redressal Committee will call for the records relating to the consideration of the grievance at the first stage referred to in Para 1.1 above, carefully examine the grievance in consultation with the specialist officer, if any concerned, give personal hearing to the aggrieved officer, if considered necessary. The Committee will give its recommendations to the Head of the Division / General Manager within one month from the date of receipt of the grievance by the Secretary of the Committee. The decision of the Head of the Division / General Manager, which will be conveyed to the aggrieved officer within one month from the date of receipt of the recommendation of the grievance committee, will be final subject to the provisions contained in para 4.1.3 below.
4.1.3 In exceptional cases, the aggrieved officer whose grievance was considered and who is not satisfied with the decision of the Divisional Head / General Manager will have the option to appeal to the Director / CEO concerned. Decision on such appeals will be taken within one month from the date of receipt of appeal and conveyed to the officer. The decision of the Director / CEO concerned, as the case may be, will be final and binding on the aggrieved officer. Director / CEO concerned may consult the Corporate office, if necessary, before disposing-off the appeal of the concerned officer.

5. **Composition of Grievance Redressal Committee:**

5.1 The Grievance Redressal Committee will consist of Addl. General Manager and Head of HR of the Division. The Chairman of the Committee will be the Addl. General Manager. He may co-opt one additional member to the Committee depending upon the nature of the grievance received by the Committee. In a Division where there is no Addl. General Manager, the Deputy General Manager will be the Chairman of the Committee.

5.2 Grievance Redressal Committee in the Offices of Director (Engineering and R&D)/CEOs will comprise of the Senior-most Officer in the Office concerned as Chairman and Head of HR as Secretary. The Chairman of the Committee may co-opt another officer as Member depending upon the nature of grievance received each time.

5.3 In case of Corporate Office, HMA, Liaison Offices at New Delhi, London & Moscow and CS Cell, Delhi, the Grievance Redressal Committee will consist of the following:

1. Head of Finance, CO : Chairman
2. AGM / DGM of IMM or Planning, CO : Member
3. AGM / DGM (HR), CO : Member/Secretary.

6. **General Guidelines and Conditions:**

6.1 The Officer shall bring up his grievance, if any, immediately and in any case within a period of 3 months of its occurrence.

6.2 If the grievance arises out of an order given by the Management, the said order shall be complied with before the officer concerned invokes the procedure laid down here-in for redressal of his grievance.

6.3 Divisions / Offices shall notify the Names / Designations of the Departmental Heads to whom Grievance at the first stage should be submitted.

6.4 Absence from work spot of an aggrieved officer for appearing before any of the authorities prescribed in the procedure on the basis of written authority will be treated as on duty.

6.5 All recommendations of the Grievance Committee and the decisions of the grievance redressal authorities, on grievances preferred under the Grievance Procedure shall be in conformity with the rules, regulations and policies of the Company.

7. **Time Limit:**

7.1 Time Limit within which the officer may take up his grievance from one stage to another will be 10 days from the date of receipt of the decision of the appropriate authority or if no decision is given, on the expiry of the stipulated period of 10 days from the last date for giving the decision.
7.2 In calculating the various time intervals, holidays, and leave availed by the concerned individual including the appropriate authorities of the Management will not be reckoned.

8. Returns:

8.1 A half yearly return on the number of grievance received and disposed off as on 1st July and 1st January of every year may be forwarded to the Corporate office in the proforma at Appendix-A, so as to reach this office by 31st July and 31st January of each year, respectively.
RETURN UNDER THE GRIEVANCE REDRESSAL PROCEDURE FOR OFFICERS
VIDE PERSONNEL CIRCULAR NO.559 DATED 9 APRIL 1986 FOR THE HALF YEAR ENDING ........................................

1. No. of grievances

2. Type / Nature of Grievance
   (Briefly)

3. No. of grievances disposed off at Departmental Head's stage

4. No. of grievances disposed off at Grievance Redressal Committee's stage

5. No. of appeals preferred against orders on Grievance Redressal Committee's recommendations

6. Remarks

<table>
<thead>
<tr>
<th>No. of grievances</th>
<th>Type / Nature of Grievance</th>
<th>No. of grievances disposed off at Departmental Head's stage</th>
<th>No. of grievances disposed off at Grievance Redressal Committee's stage</th>
<th>No. of appeals preferred against orders on Grievance Redressal Committee's recommendations</th>
<th>Remarks</th>
</tr>
</thead>
</table>