

HR MANUAL BOOK 6

WELFARE MEASURES, MEDICAL BENEFITS, POST SUPERANNUATION BENEFITS & HUMAN RELATIONS (Updated upto 31st May 2020)



Hindustan Aeronautics Limited

Corporate Office
15/1, Cubbon Road, Bengaluru - 560 001
www.hal-india.co.in

(for Private Circulation Only)

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& HUMAN RELATIONS**
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आर. माधवन

अध्यक्ष एवं प्रबंध निदेशक

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Chairman & Managing Director



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हिन्दुस्तान एरोनाटिक्स लिमिटेड

मुख्यालय

HINDUSTAN AERONAUTICS LIMITED

CORPORATE OFFICE



MESSAGE

Employees are the most valuable asset of a Company. The legacy of our Company and its continued success make us the most recognized name in the South East Asian Aviation Industry. The Human Resource function plays an important role in catapulting the Organization on its journey towards achieving excellence.

I am delighted to note that various HR Manuals which are compendium of HR Policies on subjects of Recruitment and Promotion Rules; Conduct, Discipline & Appeal Rules, and Terms & Conditions of Service; Performance Appraisal System, Job Rotations, Training and Sponsorship Schemes; Pay & Allowances; Travelling Allowance Rules & Leave Rules; Welfare Measures, Medical Benefits & Post Superannuation Benefits; Reservation Matters, etc. have been revised & updated.

Employees are required to be well informed about the Rules & Regulations, especially the HR Policies of the Company. The updated Manuals will help the employees to understand the Rules & Policies which helped us to reach where we are today. We strongly subscribe to the principle of transparency in all gamut of activities and the revised HR Manuals would be uploaded on the HAL Website.

My best compliments to the HR Team for being instrumental in bringing out the updated Manuals.

With Best Wishes.


(R.MADHAVAN)

Bengaluru

31st May 2020

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ನಿರ್ದೇಶಕರು (ಮಾನವ ಸಂಪನ್ಮೂಲ)

आलोक वर्मा

निदेशक (मानव संसाधन)

ALOK VERMA

Director (Human Resources)



हिन्दुस्तान एरोनाटिक्स लिमिटेड

मुख्यालय

HINDUSTAN AERONAUTICS LIMITED
CORPORATE OFFICE

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FOREWORD

Welfare & overall well-being of the employees would be indispensable pillars in the Policy Structure of any flourishing Organization. Keeping this in view, Employee Welfare Measures in HAL are designed in the true spirit of providing the employees the much needed assurance which will motivate them to perform their duties effectively.

Welfare Services in HAL are not only confined within the periphery of the statutory requirements which are in consonance with applicable Laws, but also encompasses non-statutory measures which are humane in nature. The measures depict the commitment of the Company in taking care of its employees, which would go a long way in creating a work environment conducive for productivity & innovation. The Welfare Schemes are crafted to cater to employee requirements right from induction to post-retirement. The Policies consider aspects such as Medical needs of employees & their dependants, Educational needs of children, Insurance to cover disablement or unfortunate events, Post Superannuation Health Insurance & Pension, to name a few.

Leveraging upon the experience of almost 8 decades, HAL has travelled that extra mile in continuously monitoring and tuning its Employee Welfare Schemes to ensure that the workforce is bestowed with benefits on par with Industry standards. Due emphasis is accorded to ensure effective implementation of the Schemes that will ultimately result in a productive workforce. The latest iteration of the HR Manual on Welfare Measures etc. is an attempt to present a concise & summarized version of major Policies, updated till May 2020.

I take this opportunity to congratulate the HR Team behind this endeavour for reviewing and publishing the revised Manual. I am confident that the updated Manual will serve as a beacon light to the employees.

Bengaluru

31st May 2020


(Alok Verma)

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CHAPTER-I
WELFARE MEASURES

WELFARE MEASURES

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

1. **MEDICAL FACILITIES:**

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/Offices/Outstations where HAL Hospital does not exist or these facilities do not exist in HAL Hospital/dispensaries. For details of medical facilities, Chapter-II on "Medical Facilities" may be referred.

2. **HOUSING FACILITIES:**

2.1 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:-

Category	Type of Quarter	Approx. Plinth Area in Sq. ft.
Workmen	A	385
Officers in Grade - I, II & III	B	600
Officers in Grade - IV & V	C	900
Officers in Grade - VI & above	D	1500 +Servant Quarter & Garage

Note: House Rent, Electricity Charges & Water Charges are to be paid by the employees occupying the Quarters as per the prescribed Rates.

2.2 Reservation of Quarters to SC/ST Employees

References:

- 1) PC No.197 dated 03.01.1972
- 2) PC No.322 dated 15.11.1975
- 3) HAL/P/201(20)1/1013dated 16.08.1983

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 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) are 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.

2.3 Allotment of Quarters on 'Out of Turn' basis

Reference:

HAL/P&A/15(4)-1/12 dated 29.12.2012

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.

2.4 Retention of Quarters

References:

- 1) PC No.206 dated 29.06.1972
- 2) HAL/P&A/15(4)/1/86 dated 28.11.1986
- 3) HAL/P&A/15(4)/1/88/1526 dated 9.12.1988
- 4) HAL/P&A/15(4)/1/89/5841 dated 26.11.1989
- 5) PC No.613 dated 10.06.1992
- 6) HAL/P&A/11(3)/2013 dated 01.01.2013

- 2.4.1 Employees or their family members occupying Company owned/hired accommodation are permitted to retain such accommodation for the permissible period, on payment of normal monthly rent, on superannuation, transfer, study leave etc., as the case may be.
- 2.4.2 An employee who is dismissed from the services of the Company or who's the Company owned/hired accommodation allotted to him/her for any period whatsoever.
- 2.4.3 Retention of accommodation by any person beyond the permissible limits as indicated below or by any employee whose services have been terminated, should be treated as unauthorized occupation, entailing eviction and recovery of penal rent.
- 2.4.4 The circumstances under which the accommodation may be retained as also the period upto which retention may be permitted and conditions for such retention are as indicated below:

Sl. No.	Circumstances	Permissible period for retention of accommodation
1.	Retirement/Superannuation including Voluntary Retirement/Termination of services due to continued ill-health.	2 months from the date of Retirement/ Superannuation/ Termination of services due to continued ill-health.
2.	Study Leave	Period of Study Leave or six months, whichever is less.
3.	Death while in Service	6 months from the date of death.
4.	Transfer to another Station	Normally 2 months from the date of relieving. However, in the following circumstances, an employee may be permitted to retain the accommodation beyond the period of 2 months: <ul style="list-style-type: none">• Till the end of the Academic Session if his/her children are studying;• Till the completion of the basic course/professional course, if his/her children are studying in High

		School/plus two level or professional college; <ul style="list-style-type: none"> • Till the family member(s) has fully recovered and is in a position to move to the new station in cases of chronic sickness of his/her family member(s) provided facility for the treatment of such sickness does not exist in the new station, at the discretion of the concerned CEO.
5.	Transfer to another station at the age of 55 or above	Till the Date of Superannuation or 2 months thereafter, in case he/she decides to settle down at the previous duty station after his/her Superannuation and his/her family continues to reside in that accommodation on his transfer.
6.	Resignation from service	Maximum period of one month from the date of resignation at full market rent, at the discretion of the concerned CEO/GM.
7.	Deputation of an employee for Training	Till the employee returns from training, provided it is required for occupation of his family during his training period whether in India or abroad (where family TA is drawn, retention of accommodation should not be authorized).
8.	Outstation Postings	Employees deputed from the Divisions (Headquarters) to the Bases on Outstation Duty can retain Company Quarters at the Headquarters

Note: Retention of the Company owned/hired accommodation as indicated at Sl.Nos. (4) and (5) above will be subject to the following:-

- i) The concerned employee will not be eligible for Company accommodation at the new station to which he/she is transferred. However, Management may permit the concerned employee to stay in the company's Guest House or Bachelor/ any other Accommodation subject to availability/ requirement of the Company, on payment.
- ii) He/she will not be eligible to any House Rent Allowance at the new Station and he/she will continue to pay the usual rent as per rules for the accommodation retained at the previous duty station.
- iii) If the accommodation that the employee/his family members are occupying at the previous duty station is required for another employee who has moved to that station, the employee who is

permitted to retain the accommodation could be offered lower type of accommodation.

3. EDUCATIONAL FACILITIES:

- 3.1 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 Complex/Division. Accommodation, furniture and equipment for the schools are provided by the Company, to the extent possible. Besides, the Company gives Annual Grants, based on feasibility, to enable them to meet the expenditure in running the Schools. Tuition Fees charged in the Schools vary from place to place based on need for funds and other recurring/non-recurring expenditure connected with the running of the schools.
- 3.2 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 the State Government.
- 3.3 A School for the children with intellectual disability 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.
- 3.4 The Nasik and Koraput Divisions have also established Junior Colleges/Engineering College in their Townships.
- 3.5 **HAL MERIT SCHOLARSHIP SCHEMES**

References:

- 1) PC No. 239 dated 02.02.1973
- 2) PC No. 519 dated 23.05.1984
- 3) PC No. 537 dated 04.02.1985
- 4) PC No. 562 dated 16.05.1986
- 5) HAL/P&A/29(3)/A/MPA/99 dated 19.05.1999
- 6) HAL/P&A/29(3)/07 dated 22.02.2007
- 7) HAL/P&A/29(3)/07 dated 11.06.2009
- 8) HAL/P&A/29(3)/13 dated 01.04.2013
- 9) HAL/P&A/26/2002 dated 19.12.2016
- 10) HAL/P&A/26/2002 dated 14.11.2018

With a view to promote education and to imbibe a sense of security for the outstanding students to pursue higher studies as well as to serve as an indirect incentive for the employees, the following Scholarship Schemes have been introduced for the children of Company employees:

- a) **HAL Merit Scholarship Scheme-I** : Applicable to students studying in classes ranging from Lower Primary to Higher Secondary School Leaving Certificate, in the Company managed / aided / sponsored Schools;
- b) **HAL Merit Scholarship Scheme-II**: Applicable to children of the Company employees, studying in recognised colleges / institutions for a course leading to the award of a Degree in Engineering / Technology;
- c) **HAL Merit Scholarship Scheme-III**: Applicable to children of the Company employees, studying in recognised colleges / institutions for a course leading to the award of MBBS Degree / Bachelor of Dental Surgery (BDS).

3.5.1 **Scheme for Award of Scholarships to the Children of Company Employees studying in HAL Schools**

3.5.1.1 This Scheme is known as "HAL MERIT SCHOLARSHIP SCHEME-I".

3.5.1.2 **Definition:** Unless the context otherwise indicates, the term "Student" means Son / Daughter of an HAL employee undergoing studies in HAL managed / aided / sponsored schools.

3.5.1.3 **Applicability:** Applicable only to the students studying in classes ranging from Lower Primary to Higher Secondary School Leaving Certificate.

3.5.1.4 **Eligibility:** The Scholarship shall be awarded to the students who have scored highest marks in the final examination of the previous standard subject to the condition that a student securing less than 75% aggregate marks will not be entitled to the Scholarship. In the case of First Standard, the Scholarship will be awarded on the basis of the marks scored by them in the first examination held in the school or on the basis of the entrance examination, if any.

3.5.1.5 **No. of Scholarships:** One scholarship for each for UR, SC & ST in each standard of Primary, Secondary, Higher Secondary Classes in each school/ college in each medium in each Division. All schools in the same medium of instruction under the same Management is treated as one school.

3.5.1.6 **Scholarship Amount:** The quantum of Scholarships to be awarded to the students qualifying for the Scholarships will be as below:-

Standard I to VII	:	Rs.3,000/- p.a.
Standard VIII TO X:		Rs.4,500/- p.a.
I & II PUC	:	Rs. 6,000/- p.a.

- i) The Scholarship holder may avail both the HAL Scholarship as well as other similar Scholarship offered by outside agency for the Academic Year in question, provided the value of the other Scholarship is less than 25% of the value of the HAL Merit Scholarship.
- ii) The students qualifying for HAL Merit Scholarship as well as Scholarship from outside agencies will have the option to accept any of the Scholarships of their choice.
- iii) Where the student(s) opts for the Scholarship of outside agency, the HAL Scholarship will be awarded to the next best candidate(s) by merit.

3.5.1.7 **Payment:** The amount of Scholarship will be paid to the employee whose son / daughter has been awarded the Scholarship on production of certificate to the following effect from the Head of the concerned Educational Institution:

- i) That the student in question has secured the highest aggregate marks in the final examination of the previous standard for that class in the entire school in his category (UR/SC/ST) (the first examination or the entrance examination held in the school, in the case of student studying in the first standard).
- ii) The expenditure that has been incurred by the employee for purchasing text books, uniforms, payment of tuition fees, etc., is not less than the amount of Scholarship awarded, and
- iii) The student in question is not in receipt of any other Scholarship offered by outside agency for the Academic Year, whose value is more than 25% of the value of HAL Merit Scholarship.

3.5.1.8 **Discontinuance or Forfeiture of Scholarship**

The payment of Scholarship will be discontinued in the following circumstances:

- i) If the student discontinues the studies, he / she will be debarred from further payment of the Scholarship. However, pursuing studies after temporary discontinuation will not debar a student from further payment of Scholarship, if the committee concerned or the General Manager, as the case may be, is satisfied with the explanation given

by the student/employee for discontinuing the studies. Where a student is dismissed or expelled from school due to misconduct, he will no longer be eligible for the award of the Scholarship.

- ii) If an employee ceases to be in the service of the company for any reason other than Superannuation or termination of services on medical grounds, his children will not be entitled to further payment of the Scholarship. The children of an employee, who superannuates or whose services are terminated on medical grounds during the course of an Academic Year, will continue to get the Scholarship during that Academic Year, but not beyond.

3.5.1.9 Administration of the Scheme

- i) The Scheme will be administered by a Sub-Committee of the Township Education Committee or by the General Manager where no Township Education Committee exists. In the event of a tie between two or more students for the Scholarship, the Sub-Committee will decide the student to whom the Scholarship should be awarded, taking into consideration all the circumstances of the case. The decision of the Committee shall be final and binding.
- ii) The Management reserves the right to reject any or all applications for award of Scholarship on any ground as it may think reasonable. The Management further reserves the right to amend, alter, modify, extend or cancel all or any of the provisions of this Scheme in any manner it may feel necessary.

3.5.2 Scheme for Award of Scholarship to the Children of HAL Employees studying for a Course leading to the award of a Degree in Engineering / Technology

3.5.2.1 **Title:** This Scheme is known as "HAL MERIT SCHOLARSHIP SCHEME-II (FOR DEGREE IN ENGG. / TECHNOLOGY)".

3.5.2.2 **Definition:** Student means son or daughter of an HAL employee undergoing studies in a recognised College or Institution for a course leading to the award of a Degree in Engineering / Technology.

3.5.2.3 **Applicability:** The Scheme shall be applicable to students studying for a Degree course in Engineering /Technology, but does not include Post Graduate courses.

3.5.2.4 Number of Scholarships

- i) There will be 30 Scholarships, every year, for HAL as a whole, as detailed below:

Sl. No.	Divisions	No. of Scholarships
a)	All Divisions / Offices coming under Bangalore Complex(including Liaison Offices, London, &Chennai), Design Complex, Helicopter Complex, Barrackpore Division, Corporate Office, HMA and Liaison Office, New Delhi	14
b)	All Divisions /Offices coming under MiG Complex (including Liaison Offices, Mumbai, Vizag and Moscow)	8
c)	All Divisions / Offices coming under Accessories Complex	8

- ii) In addition to the above, there will be one Scholarship every year for HAL as a whole known as **Dr.V.M. Ghatge's Merit Scholarship** for being awarded to the most meritorious candidate from amongst those top ranking students who are eligible to be awarded with the Scholarship by the Complexes (i.e., best out of all the Complexes).

3.5.2.5 Scholarship Amounts

Dr.VM Ghatge Award : Rs.37,500/- p.a.

Other Scholarship : Rs.22,500/- p.a.

Note: If adequate number of eligible candidates in the Engineering Stream are not available for the award of Scholarship within the concerned Complex, the number of Scholarships remaining unutilised could be allotted to eligible candidates in the MBBS Degree or Bachelor of Dental Sciences (BDS) in that Complex.

3.5.3 Scheme for Award of Scholarship to the Children of HAL Employees studying for a Course leading to the award of MBBS Degree or Bachelor of Dental Surgery (BDS)

3.5.3.1 **Title:** This Scheme is known as "HAL MERIT SCHOLARSHIP SCHEME-III (MBBS DEGREE / BACHELOR OF DENTAL SURGERY (BDS))".

3.5.3.2 **Definition:** Student means son or daughter of an HAL employee undergoing studies in a recognized college or institution for a course leading to the award of MBBS Degree and Bachelor of Dental Sciences (BDS).

3.5.3.3 **Applicability:** The Scheme shall be applicable to students studying for a MBBS Degree or Bachelor of Dental Sciences (BDS)

3.5.3.4 **Number of Scholarships:** There will be 30 S cholarships, every year, for HAL as a whole, as detailed below:

Sl. No.	Division	No. of Scholarships	
		MBBS	BDS
a)	All Divisions / Offices coming under Bangalore Complex (including Liaison Offices, London& Chennai), Design Complex, Helicopter Complex, Barrackpore Division, Corporate Office, HMA and Liaison Office, New Delhi	10	4
b)	All Divisions /Offices coming under MiG Complex (including Liaison Offices, Mumbai, Vizag and Moscow)	6	2
c)	All Divisions /Offices coming under Accessories Complex	6	2

3.5.3.5 Scholarship Amounts

- a) MBBS Degree : Rs.30,000/- p.a.
(Rs. 45,000/- will be paid on passing 2nd year of MBBS (03 semesters of 06 months each). Scholarship amount for other years will remain as Rs. 30,000/- for each year)
- b) Bachelor of Dental Surgery (BDS):Rs.22,500/- p.a

Note: If adequate number of eligible candidates in the MBBS Degree or Bachelor of Dental Sciences (BDS), are not available for the award of Scholarship within the concerned Complex, the number of Scholarship remaining unutilised could be allotted to eligible candidates in the Engineering Stream in that Complex.

3.5.4 Eligibility

The Scholarship shall be awarded to the students who secure the highest marks in the final examination which qualified them for admission for Engineering / Technology / MBBS Degree / Bachelor of Dental Surgery (BDS), subject to the condition that a student securing less than 75% aggregate marks or equivalent aggregate Grade in that examination will not be entitled to this Scholarship. A student selected for the Scholarship will be entitled to payment of Scholarship amount for the complete duration of the course leading to the degree in Engineering/ Technology / MBBS Degree / Bachelor of Dental Surgery (BDS) provided the Scholarship-holder secures a First Class or equivalent aggregate Grade in the final examination of every year of the Engineering / Technology/ MBBS Degree / Bachelor of Dental Surgery (BDS) course. If the Scholarship-holder fails to secure a First Class or equivalent aggregate Grade in any one of the year of his / her studies leading to a degree in Engineering / Technology / MBBS Degree / Bachelor

of Dental Surgery (BDS), further payment of this Scholarship will be discontinued.

3.5.5 Restrictions

The Scholarship holders under these Schemes are debarred from accepting any other similar Scholarship from any other outside agency for the Academic Year in question. In case he / she accepts any other Scholarship, he / she shall be dis-entitled to any benefits under the Scheme and the employee concerned shall be required to refund all the amount paid to him under the Scheme during the Academic Year.

3.5.6 Payment of Scholarship

3.5.6.1 Payment towards HAL Merit Scholarship-II & Dr. V.M. Ghatge Scholarship

The Scholarship of Rs. 22,500/- per annum under the HAL Merit Scholarship Scheme –II or the Scholarship of Rs. 37,500/- per annum as Dr.VM Ghatge’s Merit Scholarship will be paid to an employee whose son / daughter has been awarded with the Scholarship as a lumpsum amount without insisting upon receipts of expenditure incurred on tuition fees, purchase of books etc., on production of :-

- i) Proof of admission for the Degree course in Engineering/Technology (for payment of Scholarship for the first year)
- ii) A Certificate to the effect that the student has secured a minimum of First Class or equivalent in the aggregate Grade (for payment of the Scholarship in the subsequent years)
- iii) Under both the cases i.e. (i) & (ii) above, a certificate from the Head of the concerned Educational Institution to the effect that the student in question is not in receipt of any other Scholarship should be produced by the employee.

3.5.6.2 Payment towards HAL Merit Scholarship-III

The Scholarship of Rs. 30,000/- per annum (Rs. 45,000/- will be paid on passing 2nd year of MBBS, with 3 semesters) under the HAL Merit Scholarship Scheme–III for MBBS Degree or the Scholarship of Rs.22,500/- per annum for Bachelor of Dental Surgery (BDS) will be paid to an employee whose son / daughter has been awarded with the Scholarship as a lumpsum amount without insisting upon receipts of expenditure incurred on tuition fees, purchase of books etc., on production of :-

- i) Proof of admission for the MBBS Degree / Bachelor of Dental Surgery (BDS) (for payment of Scholarship for the first year);

- ii) A Certificate to the effect that the student has secured a minimum of First Class or equivalent in the aggregate Grade (for payment of the Scholarship in the subsequent years);
- iii) Under both the cases i.e. (i) & (ii) above, a certificate from the Head of the concerned Educational Institution to the effect that the student in question is not in receipt of any other Scholarship should be produced by the employee.

3.5.7 **Discontinuance or Forfeiture of Scholarship**

The payment of Scholarship will be discontinued in the following circumstances:-

- i) If the Scholarship-holder fails to secure a First Class or equivalent aggregate Grade in any one of the years of his studies leading to a degree in Engineering / Technology / MBBS Degree / Bachelor of Dental Surgery (BDS), further payment of the Scholarship will be discontinued;
- ii) If the student discontinues his/ her studies, he/ she will be debarred from further payment of the Scholarship, However, pursuing studies after temporary dis-continuation will not debar a student from further payment of Scholarship, if the Committee concerned is satisfied with the explanation given by the student / employee for continuing the studies. Where a student is dismissed or expelled from the educational institution where he / she was pursuing his / her Engineering / Technology / MBBS Degree / Bachelor of Surgery (BDS) studies due to misconduct, he / she will no longer be eligible for the award of the Scholarship;
- iii) If an employee ceases to be in the service of the Company for any reason other than superannuation or termination of services on medical grounds, his son or daughter will not be entitled to further payment of the Scholarship. The son or daughter of an employee, who superannuates or whose services are terminated on medical grounds during the course of an Academic Year, will continue to get the Scholarship during that Academic Year.

3.5.8 **Administration of the Scheme**

- i) Dr VM Ghatge's Merit Scholarship of Rs.37,500/- p.a. will be administered centrally by the Corporate Office for being awarded to the most meritorious candidate from amongst those top ranking students who have become eligible for the award of Scholarship of Rs. 22,500/- in the complexes. For this purpose, each complex will forward particulars of top ranking candidate in the order of merit who has become eligible to be awarded with the Scholarship of Rs. 22,500/- to the Corporate Office latest by 30th of September every

year. The Scholarship of Rs. 37,500/- will be finalized and announced by the Corporate Office.

- ii) The HAL Merit Scholarship Schemes-II & III will be administered by the respective Complexes for the employees working in the concerned Complexes / Divisions / Offices through a committee(s) constituted for the purpose. Applications for award of Scholarship will be invited from employees of the constituent Divisions / Offices every year, and Scholarships will be finalized based on the applications received for consideration. In the event of a tie between two or more students for any of the Scholarships, the Committee will decide the student to whom the Scholarship should be awarded taking into consideration the circumstances of the cases of the students. The decision of the committee shall be final and binding. The particulars of the students awarded with the Scholarship by the Complexes should be intimated to the Corporate Office by the 30th of November of the year.

3.5.9 **General**

- i) The Management retains the right to reject any, or all applications for award of Scholarship on any ground as it may think reasonable. The Management further reserves the right to amend, alter, modify, extend or cancel all or any of the provisions of these Schemes in any manner it may feel necessary.
- ii) Payment of Scholarship amounts towards the employees selected for Scholarship may be regulated subject to the condition that the total amount paid is limited to the total entitlement for the entire course.
- iii) Before approving payment of Scholarship as above, it should be ensured that the student has passed both Part-I and Part-II of the first and second Academic Year (I / II year) of MBBS Degree Course / BDS Course or the concerned semesters of the Degree in Engineering / Technology course in First Class.

4. **TRANSPORT FACILITIES:**

Reference: HAL/P&A/10(2)/2007 dated 16.02.2007

- 4.1 At some of the locations, 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.
- 4.2 Recovery 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 is incurred by the Company.

5. CANTEEN FACILITIES:

References:

- 1) HAL/P&A/10(2)/2007 dated 16.02.2007**
- 2) HAL/P&A/10(2)/PF/12 dated 18.06.2012**

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 is formed in accordance with the provisions of the Factories Act. The Management provides buildings, furniture and infrastructure facilities for the purposes of running of 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 (part of Cafeteria Allowance). Facilities in the Canteen are availed by making payment of actual charges levied.

6. UNIFORMS:

References:

- 1) PC No.577 dated 29.12.87 (as amended)**
- 2) HAL/P&A/15(7)/09/363 dated 17.09.2009**
- 3) HAL/P&A/15(7) dated 08.06.2010**
- 4) HAL/HR/15(7)/13 dated 17.12.2013**
- 5) PC No.718 dated 16.01.2020**

- 6.1 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.
- 6.2 Lady employees 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.
- 6.3 Personnel engaged on Tenure Basis are issued/ provided 4 sets of Uniforms once in 2 years. Gents are issued with dark Grey colour material for both shirting and suiting and ladies are issued with dark grey colour material for Salwar Kameez and Dupatta.

- 6.4 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: -

i	Compounders/Pharmacists/Laboratory Technicians/ Clinical Assistants/ Scientific Assistants/ Radiographers /X-Ray Technicians/ Dark Room Assistants/ Refractionists,etc.	White coat - half sleeves with two front pockets
ii	Dressers/Ward Boys	White coat - half sleeves with two front pockets
iii	Waiters working in Executive canteen	White coat-full sleeves with two front pockets

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

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

- 6.7 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.

- 6.8 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):-

a)	Shirt with full sleeves	2.5 meters each
b)	Trouser	1.25 meters each
c)	Blouse for women employees	1 meter each

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

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

a)	Male Employees issued with cloth for both Shirt and Trouser	Rs. 450/- per set
b)	Female employees who are issued with Saree/Blouse	Rs. 115/- per set (for 4 sets) Rs.115/- for additional 2

		Blouses
c)	Female employees who are issued with Salwar & Kameez	Rs. 270/- per set

- 6.10 In addition to the issue of uniforms indicated in paras 6.1 to 6.8 above, staff of the Transportation Departments, Security & Vigilance, Canteens, Fire Fighting Services, Photography and Messengers are issued with additional items as detailed in **Annexure- I to IV**.
- 6.11 Doctors working in the Hospitals/Dispensaries are also issued with three half-sleeve coats every alternative year.
- 6.12 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.
- 6.13 Employees who are not issued any kind of Footwear by the Company nor paid Uniform Allowance are paid Rs. 2000/- p.a. as Shoe Allowance.
- 6.14 Nursing Staff are paid Uniform Allowance and hence they are not entitled for supply of Uniforms.

7. SUPERANNUATION:

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.

8. OPTIONAL RETIREMENT SCHEME:

References:

- 1) PC No.642 dated 12.02.1999
- 2) HAL/P&A/27(1)/98 dated 18.01.2001

8.1 Title:

The Scheme will be known as "HAL EMPLOYEES OPTIONAL RETIREMENT SCHEME".

8.2 Scope:

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.

8.3 Eligibility:

8.3.1 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.

8.3.2 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.

8.4 Notice Period:

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.

8.5 Competent Authority:

The Authorities competent to approve cases of Optional Retirement would be as follows:-

Sl. No.	Employees in	Competent Authority
01	Grades – IX & X	Board of Directors
02	Grades - V to VIII	CMD
03	Grade - IV	CEO/Functional Directors
04	Grades – III & below	General Manager

8.6 Approval & date of release under the Scheme:

8.6.1 Retirement under the scheme is not automatic and employees whose request for Optional Retirement has been accepted would be intimated so in writing.

8.6.2 Retirement under this scheme would be effective from the afternoon of the last working day of the concerned month only.

8.6.3 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.

8.7 **Benefits**

- 8.7.1 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;
- 8.7.2 Cash equivalent of accumulated Vacation Leave at credit, if any, as per the rules of the Company;
- 8.7.3 Gratuity as per the provisions of the payment of Gratuity Act, 1972, as applicable to the employee;
- 8.7.4 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;
- 8.7.5 The employee concerned would not be eligible for any extra benefits from the Company, on opting for retirement under this Scheme.

8.8 **Procedure:**

- 8.8.1 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 **Annexure –V**. In cases where the Departmental Heads does not recommend Optional Retirements, detailed justifications should be indicated under **Part-II of the Appendix A to Annexure V** of the application.
- 8.8.2 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 :-

a)	Cases of employees in Gr-III & below	For consideration & approval
b)	Cases of employees in Grade-IV & above	For giving his recommendations

- 8.8.3 Applications of employees who do not fulfill the eligibility criteria under the Scheme would be returned to them, indicating the reasons for rejection.

- 8.8.4 All cases falling under the Category (b) of para 8.8.2 above would be forwarded to the respective CEO's Office by the concerned Divisions, with their recommendations, once a month;
- 8.8.5 The Personnel Dept. of the Complex would put up the cases to the concerned CEO, for his consideration, as follows :-

a)	Cases of Officers in Gr-IV & below	For consideration & approval
b)	Cases of Officers in Grade-V & above	For giving his recommendations

The Complex Offices concerned would communicate the approval/non-approval of cases of Officers in Grade-IV, to the respective Divisions.

- 8.8.6 All cases falling under (b) of Para 8.8.5 above, would be forwarded to the Corporate Office, by the concerned Complex Offices, with the recommendations of the CEO.
- 8.8.7 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.
- 8.8.8 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.
- 8.8.9 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.

8.9 Cases of Employees under Investigation etc:

- 8.9.1 Employees falling under the following categories would not be eligible to apply for retirement under this Scheme:-
- Employees under suspension;
 - Employees in respect of whom Disciplinary cases have been initiated/are pending;
 - 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.

8.9.2 Further to para 8.9.1 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.

8.9.3 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.

8.10 **General conditions:**

8.10.1 An employee who retires under this Scheme shall not be eligible for re-employment in the Company

8.10.2 All outstanding loans, recoveries etc., due to him, as in the case of normal superannuation;

8.10.3 The procedure for bidding farewell as applicable to superannuated employees (including presentation of a utility article), as laid down in 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.

8.11 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.

8.12 **Interpretation:**

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.

9. PREMATURE RETIREMENT:

<p>Reference: PC No.710 dated 05.04.2016</p>
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- 9.1 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 its recommendations to the Competent Authority for approval/ decision.
- 9.2 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.

10. RESIGNATION:

Reference:

- 1) HAL/P&A/24(9)/08 dated 20.10.2008**
- 2) HAL/HR/24(9)/2012 dated 13.08.2012**
- 3) HAL/HR/24(9)/2017 dated 24.08.2017**

- 10.1 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.
- 10.2 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.

11. EMPLOYEES PROVIDENT FUND:

11.1 Contributions

- 11.1.1 Employer's Share: 12% of the Pay (Basic Pay + DA + 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.

- 11.1.2 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, subject to the ceiling notified by PF office from time to time.

11.2 Interest

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

11.3 Loans & Advances

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

12. EMPLOYEES PENSION SCHEME-1995:

References:

- 1) Employees, Pension Scheme 1995
- 2) HAL/HR/24(1)/Vol. IV/2016 dated 19.07.2016

- 12.1 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.
- 12.2 Members can draw higher Pension by deferment of Pension, after 58 years of age, with or without Contribution to the Employees' Pension Scheme, 1995, till the age of 60 years (earlier, Pension was payable after 58 years);
- 12.3 In case of deferment of drawal of Pension without Contribution, the amount of Pension will be increased by 4% in case of one completed year (59 years of age) and 8.16% in case of two completed years (60 years of age);
- 12.4 Members deferring the Pension with Contribution will be benefited by including the contributory service after 58 years of age in calculation of Pensionable Service and Pensionable Salary;

- 12.5 In the event of death of the Member who opts for deferring the age of Pension, the family of the Member would be entitled to Pension from the date of following the date of death of the Member;
- 12.6 Deferment of Pension is voluntary and can be availed by the Members at their own option.

13. GRATUITY:

References:

- 1) HAL/HR/19(2)/LL/2018 dated 17.04.2018
2) PC No.718 dated 16.01.2020

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

13.1 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.

13.2 Amount Payable

13.2.1 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. 20 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.

13.2.2 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 ... Rs. 1,14,524/-
of retirement

No. of years of service ... 30 years

Gratuity payable= $\frac{114524 \times 15 \times 30}{26}$... Rs. 19,82,146/-

13.3 **Forfeiture of Gratuity**

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.

13.4 **Transfer of Gratuity**

13.4.1 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.

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

13.5 **Nominations**

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.

14. GROUP INSURANCE SCHEME:

References:

- 1) HAL/CA/192 dated 23.10.1978 (as amended)
- 2) HAL/HR/24(1)/Vol.III/2016 dated 16.06.2016

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.6,02,000/- irrespective of the balance in the Provident Fund account of the deceased employees, to the dependent 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. Details of the Scheme are as follows:

14.1 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.

14.2 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.6,02,000/-) is payable to the family members by the LIC authorities irrespective of the balance in the Provident Fund account of the deceased employee.

14.3 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 in lieu of EDLI**
 - 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 as surance has been or is to be e ffected 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, 1978 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 under Provident Fund to receive the benefits in the event of his death;
 - 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 shall include a period of authorized leave;
 - xiv) "Commissioner" means a commissioner for Employee Provident Fund appointed under section 5-D of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952;
- 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.

14.4 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.

14.5 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.

14.6 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.6,02,000/-) 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:

Workmen & Officers in Grade-I and II	- Rs. 9,500/-
Officers in Grade-III and IV	- Rs.19,500/-
Officers in Grade-V and VI	- Rs.29,500
Officers in Grade-VII and above	- Rs.39,500/-

14.7 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.

14.8 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) The member ceasing to be in service of the Employer; OR

- (b) The member ceasing to be an eligible Member under the Provident Fund; OR
- (c) Non-payment of premiums under the scheme for a period six months from the due date.

14.9 Refund of Premium on Leaving Service:

If the member leaves the service of the Employer, the assurance effected in respect of him will terminate and the Corporation will refund to the employer proportionate premium relating to the unexpired period for which the premium is paid.

14.10 Restraint in Anticipation or Encumbrance:

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

14.11 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 only after obtaining prior approval of the Regional Fund Commissioner.

14.12 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, subject to 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.

14.13 Master Policy and Certificate of Assurance:

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

14.14 Appointment of Beneficiary:

Upon the death of the member in service, the Sum assured under the assurance on his life will become payable to the beneficiary or beneficiaries appointed by the member under the Provident Fund.

14.15 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.

14.16 General:

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.

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

14.17.1 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 **(Annexure- VI)**.

14.17.2 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.

14.17.3 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.

14.17.4 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.

14.17.5 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.

14.18 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

- i) 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. 6,02,000/- (As amended from time to time) 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(**Annexure- VII**).
- ii) 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.
- iii) 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.
- iv) 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.

15. GROUP SAVINGS LINKED INSURANCE SCHEME:

<p>References:</p> <p>1) PC No.611 dated 01.06.1991</p> <p>2) HAL/P&A/14(3)/92 dated 31.01.1992 (as amended)</p> <p>3) HAL/P&A/14(3)/2013 dated 31.10.2013</p>

15.1 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:

Category	Life Cover (Rs.)	Monthly Premium (Rs.)
Category –A (Officers in Grade-VI & above)	800000	800
Category – B (Workmen in Special Scale & Officers in Grades-I to V)	600000	600
Category – C (Workmen in Scale- 3 to 10)	400000	400
Category – D (Workmen in Scale-1 & 2)	200000	200

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 :-

Category	Life Cover (Rs.)	Monthly Premium (Rs.)
Category – B (Workmen in Special Scale)	75,000/-	75/-
Category – C (Workmen in Scale- 3 to 10)	50,000/-	50/-
Category – D (Workmen in Scale-1 & 2)	25,000/-	25/-

15.2 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.

15.3 Enrollment of new members to the scheme is discontinued w.e.f. 01.09.2013 in line with the instructions of the Insurance Regulatory and Development Authority (IRDA).

16. HAL GROUP PERSONAL ACCIDENT INSURANCE SCHEME:

References:

- 1) PC No.697 dated 01.05.2013
- 2) HAL/HR/14(11)/19 dated 18.07.2019
- 3) HAL/HR/14(11)/19 dated 10.10.2019

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. The Scheme provides Comprehensive Coverage including risk of Death, Permanent Total / Partial Disablement and Weekly Compensation in case of Temporary Total Disablement. The details of the Scheme are as follows:

16.1 Title:

The Scheme will be known as 'HAL Group Personal Accident Insurance Scheme'.

16.2 Coverage:

16.2.1 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) or Personnel Engaged on Tenure Basis, 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.

16.2.2 The Scheme offers 24/7 personal accident insurance coverage (i.e. 24 hours coverage, 365 days in a year).

16.2.3 The Scheme provides Comprehensive Coverage including risk of Death, Permanent Total /Partial Disablement and Weekly Compensation in case of Temporary Total Disablement.

16.2.4 Compensation under Weekly benefit for Temporary Total Disablement will be limited to 1% of 24 times monthly salary(Basic + DA) subject to a maximum of Rs. 10,000/- per week upto 104 weeks, limited to Capital Sum insured.

16.3 Master Policy:

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 Disablement arising out of accidents).

16.4 Sum Assured:

Coverage under the Scheme will be taken on a slab basis, by clubbing 2 to 3 Scales of Pay/ Grades together under each Slab.

16.5 Annual Premium:

16.5.1 Premium for the Scheme will be paid annually, which will be borne by the employees.

16.5.2 The Scales of Pay/ Grades clubbed together, Sum Assured and Annual Premium paid for the year 2019 - 2020 (5.9.19 to 4.9.2020) is as follows:

Workmen

Rs.

Slab	Scales in the Slab	Sum Assured	Net Annual Premium per person, reckoning minimum of 25001 members
(1)	(2)	(3)	(4)
A	1 to 3	1000000	190
B	4 to 6	1300000	247
C	7 to 9	1500000	285
D	10 & SS	1700000	323

b

) **Officers**

(Rs.)

Slab	Scales in the Slab	Sum Assured	Net Annual Premium per person, reckoning minimum of 25001 members
(1)	(2)	(3)	(4)
E	1/II	1800000	342
F	III/IV	3000000	570
G	V/VI	4000000	760
H	VII/VIII	5000000	950
I	IX & X	7000000	1330
J	CMD, Directors & CEOs	10000000	1900

16.5.3 The rate of Premium from year to year would be decided and notified in consultation with the Insurance Company.

16.6 Authorization from the Employees:

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.

16.7 Settlement of Claims:

16.7.1 In the event of any accident, the covered employee will intimate the same to the Division/ Office immediately, in the prescribed Format **(Annexure-VIII)**. 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 **(Annexure-IX)**, 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.

16.7.2 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) :

Description of Document	Accidental Death	Accidental Disability
Duly completed GPAI Claim Form	Yes	Yes
Death Certificate	Yes	NA
Post-mortem Report	Yes	NA
Copy of FIR in case of a road accident	Yes	Yes
Copy of Provident Fund Nomination Form (certified by HR)	Yes	NA
Salary Slip /Certificate by HR indicating Basic Pay & DA (certified by HR)	Yes	Yes
Proof of Disability (if any) certified by the Doctor	NA	Yes
Certification from HAL HR regarding Leave Period or Loss of Pay days following an accident	NA	Yes
Cancelled Cheque Leaf/ RTGS details for	Yes	Yes

Claim Settlement		
Any other document as may be required by the Insurer	Yes	Yes

16.7.3 The Insurer will settle the Claims within 15 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.

16.7.4 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.

16.7.5 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.

16.8 General Conditions:

16.8.1 The Scheme will operate in line with the Terms & Conditions of the Group Personal Accident Insurance Scheme of the Insurance Company.

16.8.2 The Annual Premium payable by the employees will be recovered in one lumpsum, from the monthly Salary (month will be notified), every year.

16.8.3 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.

16.8.4 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.

16.8.5 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.

16.9 Exceptions:

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.

17. GIFT AT THE TIME OF SEPARATION:

Reference:
PC No.718 dated 16.01.2020

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. 7500/-.

18. MEMENTOS FOR LONG SERVICE:

References:
1) PC No.652 dated 08.01.2001 (as amended)
2) PC No.718 dated 16.01.2020

18.1 Employees are eligible for Service Gifts as indicated below:

COMPLETED YRS OF SERVICE	MONETARY CEILINGS (Rs.)
10	2000/-
15	3000/-
25	3500/-
35	4000/-

18.2 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 an Officer, it is deferred by two years for major punishment and one year for minor punishment.

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

References:
1) HAL/CA/180/A/84 dated 07.03.1984
2) HAL/P&A/15(2M)/86 dated 28.03.1987
3) HAL/P&A/15(2M)/87 dated 28.03.1987
4) HAL/P&A/15(2M)/90 dated 16.07.1990
5) HAL/P&A/15(2M)/2001 dated 03.11.2001

18.3.1 **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.

18.3.2 **Officers:**

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:-

- i. 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;
- ii. 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;
- iii. Directors: A farewell dinner may be hosted at Bangalore by the CMD 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.

19. **DEATH RELIEF FUND SCHEME:**

References:

- 1) **PC No.84 dated 01.05.1968**
- 2) **PC No.718 dated 16.01.2020**

- 19.1 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 also makes a contribution of Rs.7500/- 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.

- 19.2 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.

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

**Reference:
PC No.718 dated 16.01.2020**

Rs.10,000/- (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.

21. SAFETY MEASURES

**Reference:
PC No.701 dated 12.04.2014**

- 21.1 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. Details of the Scheme are as follows:
- 21.2 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.
- 21.3 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.

21.4 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.

22. ENCOURAGEMENT OF SPORTS IN HAL:

References:

- 1) PC No.523 dated 13.06.1984
- 2) PC No. 524 dated 25.06.1984
- 3) Amendment No.1 to PC No.523dated 18.01.1985
- 4) HAL/IR/415(17)/85/152 dated 05.02.1985
- 5) HAL/P&A/23(4)-2/PF/13 dated 31.05.2013

22.1 With a view to develop sports talent amongst the employees, Sports Clubs have been established in the Complexes/Divisions. The Company provides play-grounds, 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.

22.2 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.

22.3 Formation of Sports Clubs and Sports Control Board:

22.3.1 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.

22.3.2. 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.

22.3.3. The Board is responsible for the following functions:

- a) The operations of the scheme for encouraging sports and sportsmen;
- b) Organize inter-divisional sports;
- c) Organize rolling trophies for various sports;
- d) Be responsible for selecting HAL teams to participate in various all-India level tournaments;
- e) Recommend allocation of funds to various sports clubs consistent with their sports activities.

22.4 Major Fields of sports:

References:

- 1) HAL/P&A/23(4)-2/PF/338 dated 06.09.1999
- 2) HAL/P&A/23(4)-2/PF/ dated 03.11.2001
- 3) HAL/P&A/23(4)-2/PF/1 dated 10.09.2014
- 4) HAL/P&A/23(4)-2/PF/2015 dated 28.10.2015

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

Division/Complex	Games
Bangalore Complex	Football, Basketball, Cricket, Hockey&Kabbadi
Nasik	Cricket, Football&Kabbadi
Koraput	Football& Shuttle Badminton
TAD Kanpur	Cricket& Football
Lucknow	Softball, Cricket& Hockey
Hyderabad	Kabaddi, Ball-Badminton& Volleyball

22.4.2 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.

22.4.3 No teams are to be developed at Korwa and Barrackpore.

22.4.4 Facilities extended to Sportsmen (refreshments, equipments/kits/ dresses/ etc.) would be available to the players in the games indicated against each Division, as above only.

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

22.4.6 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.

22.4.7 Players in the recognized Games can be allowed benefit of Time – off and other facilities to play and practice up to a certain age, say 40 years or till the age they are fit to play the Game, whichever is less.

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

22.5.1 The player should have represented a State or the country in National or International competitions in any of the game mentioned in para-22.4.1 above or game that may be included in the course of time;

OR

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

OR

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

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

22.5.5 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;

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

22.5.7 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.

22.5.8 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 have 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.
- 22.5.9 Every Division should assign an officer in Gr.I/II to be exclusively in-charge of sports in the Division. He should be preferably had a Degree or Diploma from the National Institute of Sports.
- 22.6 Facilities to sportsmen:**
- 22.6.1 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;
 - 22.6.2 Games Kit: Sportsmen are to be provided with dress, equipment/Kit appropriate to the game, subject to availability of funds.
 - 22.6.3 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.
 - 22.6.4 Players in the recognized Games can be allowed benefit of Time – off and other facilities to play and practice up to a certain age, say 40 years or till the age they are fit to play the Game, whichever is less.
- 22.7 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.
- 22.8 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.
- 22.9 Financial assistance to Sports Clubs:**
- For implementation of the activities envisaged in the schemes, an annual grant by way of financial assistance is extended to the Sports Clubs, as stipulated in the Rules.
- 22.10 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.

22.11 Recruitment of Sportsmen on Contract Basis:

Reference:

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

22.11.1 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.

22.11.2 No Players are to be recruited in any other Games;

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

22.11.4 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 who have represented 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.

22.11.5 Players to be recruited should possess at least SSLC qualification.

- 22.11.6 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.
- 22.11.7 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.
- 22.11.8 After 5 years, contract may be renewed in case of only such Players who still will be performing well.
- 22.11.9 There would be no guarantee of permanent employment during the contract period.
- 22.11.10 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.
- 22.11.11 Players, if any, inducted on contract basis would not be asked to perform normal duties in the Divisions.
- 22.11.12 Performance of Teams would be reviewed, by the Sports Control Board at the Corporate Level, periodically.

23. SCHEME FOR GRANT OF SPECIAL ALLOWANCE TO SPORTSMEN

References:

- 1) HAL/P&A/23(4)-2/PF/2011 dated 17.03.2011
- 2) HAL/P&A/23(4)-2/PF/1 dated 10.09.2014

23.1 Background:

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.

23.2 Coverage & Entitlement:

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

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

23.2.2 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-22.4.1.

23.2.3 Players in the recognized Games can be allowed benefit of grant of Special Allowance up to a certain age, say 40 years or till the age they are fit to play the Game, whichever is less.

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

Level of Participation	Rate of Allowance (Rs. p.m.)
State	3000
National	5000

23.2.5 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.

23.2.6 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.

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

23.3 Recognised Tournaments / Events:

23.3.1 Tournaments at the National Level

- i) 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:

Recognized Games	Division	Regulating body at National Level	Website
Cricket	Nasik, Lucknow & Kanpur	Board of Control Cricket in India (BCCI)	www.bcci.tv
Football	Bangalore/Helicopter/Design Complex, Nasik, Koraput & Kanpur	All India Football Federation	www.the-aiff.com
Volleyball	Hyderabad	Volleyball Federation of India	www.volleyballindia.com
Shuttle Badminton	Koraput	Badminton Association of India	www.badmintonindia.org
Ball Badminton	Hyderabad	Ball-Badminton Federation of India	www.ballbadmintonfederationofindia.com
Hockey	Bangalore/Helicopter/ Design Complex & Lucknow	Indian Hockey Federation	www.hockeyindia.org
Basketball	Bangalore/Helicopter/Design complex	Basketball Federation of India	www.indiabasketball.org
Kabbadi	Bangalore/Helicopter/Design Complex, Hyderabad & Nasik	Amateur Kabbadi Federation of India	www.indiankabbadi.org
Softball	Lucknow	Softball Association of India	www.softballindia.com

- ii) 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.,

23.3.2 State Level Tournaments

- i) The Tournaments organized / recognized by the State Level Body, affiliated to the National Body for each Sport / Game as indicated at para-23.3.1(i) 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.

- ii) 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.

23.3.3 Athletics

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.

23.4 Special Allowance to Coaches:

23.4.1 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-23.2.4 above:

- i) Tournaments / Championships to decide National / International Champions as mentioned at para-23.3.1 above as also in Athletics to decide National / National Champions.
- ii) 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.,

23.4.2 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.

23.5 Grant of the Allowance:

23.5.1 Selected / appointed employee Sportsmen/ Coaches, who meet the requirements Indicated at paras-23.2 to 23.4 will submit their application for sanction of the Allowance to the concerned HR Dept, in the Format enclosed as **Annexure-XI**, with copies of the letters and other details "on such selection/appointment, through the Sports Club of the Division/ Complex.

23.5.2 The concerned CEO 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.

23.6 Payment of the Allowance to Sportsmen Coaches in the Officers' Cadre:

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.

23.7 Exclusions:

23.7.1 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.

23.7.2 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 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.

23.7.3 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.

23.7.4 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.

23.8 **General:**

An Annual Report on grant of the Allowance, for every Financial Year, is to be forwarded to Corporate Office by April 30” of the next Financial Year, in the prescribed Format.

24. **ENCOURAGEMENT OF SPORTS UNDER CSR**

24.1 **SAI-HAL Sports Training Centre, Koraput:**

- i) In order to identify the hidden talent among the local Tribes and to nurture and transform them into State / National Level players in the fields of Archery, Football and Athletics, a Sports Training Centre was established at Koraput, Odisha during the year 2010 with technical support and posting of Coaches from the Sports Authority of India (SAI).
- ii) Facilities like Furnished Accommodation, Boarding, Medical Facilities in HAL Hospital, Sports Kits/ latest Sports Equipment, Education, Study Material, Schoolbags, Shoes, School Uniform, Sweater, Bicycle, Rain Coats, Modern Gymnasium Facilities, deputation of players to participate in State/National level Tournaments, Recreation & Entertainment facilities (indoor & out door), etc., are being extended to the Trainees at the Centre. The players have been winning many State / National level trophies / awards / recognitions to the Sports Training Centre over the period of time. The Centre is funded under CSR by the Company.

24.2 **HAL Football Academy, Bangalore:**

- i) HAL Sports Club Bangalore, a pioneer in promoting sports has produced national level Football players in the past who had kept the HAL flag flying high. HAL Team had participated in the prestigious I-League also. To bring back the past glory, as part of Corporate Social Responsibility (CSR), HAL has started a Football Academy at

Bangalore to spot / identify and nurture young talent in Football through professional tie-ups. The Academy for 'Under-15' was inaugurated in February 2016 and 'Under-18' coaching commenced from August 2016. Efforts are underway to form a National Football Academy in collaboration with the Sports Authority of India, Govt. of India. Proper Infrastructure is one of the fundamental requirements in this regard. Keeping this in mind, HAL has developed Two (2) FIFA standard football Grounds, one with State of the Art Artificial Turf ground and another with Natural Turf at Bangalore, which would help in development of individual skills. A Third Party Agency has been finalized for obtaining expert advice on the Football Academy and maximizing the utilization of the Football Grounds. These grounds are being utilized for organizing various Youth Development Tournaments and Programmes, and are also expected to be used by various top teams for training like I-League and Foreign Teams when they visit Bangalore for tournaments or exhibition matches.

- ii) The Academy is formed with the aim to develop a pool of talent with the infrastructure developed by HAL. HAL Football Academy is one of its kinds for identifying and nurturing young potential talent, who could be nurtured to play at the National & International Level, by providing due emphasis for Skill Development in the Game of Football. In the long run, the Academy will become a 'Centre of Excellence' in Football.

24.3 Conducting of Sports & Games:

Tournaments in Sports and Games etc. are conducted in the nearby villages of the Divisions with a view to bring improvement in Physical Fitness and Health of the youth living in the nearby areas/ villages of HAL Divisions. It has also helped in building / improving the congenial Social Relationships between youth of nearby villages and the Organisation.

25. EMPLOYEES WELFARE FUND:

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 managed by a Committee consisting of representatives of the Management and the Employees. Monthly membership fee is charged employees.

26. WORKERS EDUCATION SCHEME:

<p>Reference: PC No.101 dated 02.08.1968 (as amended)</p>

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.

26.1 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.

26.2 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.

26.3 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) Re imbursement 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.

26.4 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 external payment towards transportation and conveyance.

27. LEGAL ASSISTANCE TO DRIVERS:

Reference:
PC No. 267 dated 01.03.1974

- 27.1 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.
- 27.2 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.
- 27.3 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.

28. RENEWAL OF DRIVING LICENCE:

References:
1) PC No.27 dated 07.02.1967
2) PC No.105 dated 23.09.1968
3) PC No.224 dated 21.10.1972 (as amended)

- 28.1 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.
- 28.2 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.

29. OFFICERS CLUBS:

References:

- 1) PC No. 524 dated 25.06.1984
- 2) HAL/IR/415(17)/85/152 dated 05.02.1985
- 3) HAL/P&A/23(4)-2/PF/13 dated 31.05.2013

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:-

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

30. HAL FAMILIES WELFARE ASSOCIATION/LADIES CLUB:

30.1 Families Welfare Associations, formed by the wives of officers are functioning in the Divisions with the objective of promoting welfare of the needy family members of employees/ ex-employees and also to assist the dependents of deceased employees. The Family Welfare Association at Bangalore is engaged in the activities like:

- i) Providing gainful employment to the needy widows of deceased employees;
- ii) Play active role in activities like education, charity, medical aids etc.;
- iii) Running of Tailoring Unit, Play home/ creche facilities for the Divisions;
- iv) Running cafeteria at HAL Heritage Centre.

30.2 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.

31. FINE ARTS SOCIETY:

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

32. CO-OPERATIVE SOCIETIES:

<p>Reference: HAL/CA/415(6)/PF dated 20.04.1976</p>

Employees are encouraged to form Co-operative Societies/Stores in the townships with the 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) **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.
- ii) **Telephone:** One telephone from the internal exchange of the Division, free of Charge.

CHAPTER-II
MEDICAL FACILITIES

MEDICAL FACILITIES

1. ELIGIBILITY:

References:

- 1) PC No.20 dated 16.03.1966
- 2) PC No.240 dated 24.02.1973
- 3) HAL/HR/23(3)/15 dated 22.07.2015
- 4) HAL/HR/15(2-1)/Vol.II/2016 dated 29.12.2016
- 5) HAL/HR/15(2D)/15/RMP dated 27.11.2017
- 6) PC No.718 dated 16.01.2020
- 7) Hal/HR/15(2D)/2020-R3 dated 17.01.2020

Regular 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.21000/- p.m. and below are covered under the ESI Scheme. However, no employee is drawing emoluments below Rs. 21,000/- p.m. presently.
- (b) Employees drawing emoluments in excess of Rs.21000/- p.m. and above are covered by the Medical Assistance Scheme of the Company.

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

2. MEDICAL FACILITIES EXTENDED TO THE EMPLOYEES:

2.1 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.

2.2 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.9,000/- 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.

- 3.2 For incorporation of the names of his/ her parents in medical records to avail medical facilities as his dependents, the employee needs to submit the following documentary proofs:
 - 3.2.1 Documentary proof of address issued by the Government/ Government Authorities showing that the parents are staying with him/her is to be produced.
 - 3.2.2 No Objection Certificate (NOC) is to be obtained from the employer of siblings to the effect that the dependent parents are not availing medical benefits from their organization.
 - 3.2.3 NOC from the past employer of the parents to the effect that they are not availing any medical facility from the Organisation from which they have retired.
 - 3.2.4 In respect of employees whose dependent parents had worked/retired from Private Organisations etc, in lieu of NOC, declaration may be obtained from employees to the effect that their

parents are not availing medical facilities from the Organisation from where they had retired.

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

Reference: HAL/P&A/15(2D)/87 dated 25.03.1992
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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

References: 1) HAL/P&A/15(2D)/12/PF/144 dated 02.01.2012 2) PC No.700 dated 23.01.2014 3) HAL/P&A/23(3)/2015 dated 29.01.2015
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- 4.3.1 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.
- 4.3.2 In line with the provisions of the Post Superannuation Group Health Insurance Schemes in respect of Executives & Workmen retired after 1.1.07, the Widows/Widowers of those Executives / Workmen who died while in Service on or after 1.1.07, can enroll into the Schemes without any minimum service requirement & subject to meeting other eligibility criteria under the respective Schemes.

4.4 **Consultants/Advisors Engaged on Contract Basis**

Reference:
PC No. 698 dated 26.7.2013 (as amended)

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.**

Reference:
HAL/P&A/15(2G)/PF/2689 dated 20.02.2007

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**

Reference:
HAL/HR/15(D)/18/RMP dated 03.09.2018

- 4.6.1 Ex-servicemen can be allowed to avail medical facilities from HAL, upon submission of an Affidavit as per the Proforma at-**Annexure-XII**, to the effect that they are not availing/would not avail any

medical facilities from ECHS/ Defence forces, while in service in HAL. Further, Ex-servicemen would intimate the appropriate authority of ECHS/Polyclinic/other concerned Authorities, in the format at **Annexure-XIII**, that they have joined HAL upon retirement of Defence forces and would avail HAL medical facilities in respect of dependent family members till their retirement from HAL.

- 4.6.2 Further, with respect to cases of Superannuation / Voluntary Retirement / Optional Retirement / Termination on grounds of continued ill-health / Death while in Service etc. of Ex-Servicemen, they (spouse in case of Death while in Service) will not be eligible to avail medical facilities under the HAL Post Superannuation Group Health Insurance Scheme in case they opt to avail medical facilities from ECHS / Defence Forces post their retirement / termination. In other words, Ex-Servicemen will be eligible to join the HAL Post Superannuation Group Health Insurance Scheme only if they cease their enrollment with the ECHS/Defence Forces.

4.7 Personnel Engaged on Tenure Basis

References:

- 1) PC No.717 dated 01.05.2019
- 2) HAL/HR/15(2D)/19/RMP dated 14.03.2019

- 4.7.1 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.
- 4.7.2 NOC issued by ECHS/ Defence Forces need to be obtained for Ex servicemen Engaged on Tenure Basis to allow them to avail HAL medical facilities, failing which they would not be eligible for payment of lumpsum Rs. 1000/- towards medical expenses.

4.8 For the Family of Transferred Employees:

References:

- 1) HAL/HR/15(2D)/17 dated 05.05.2017
- 2) HAL/HR/15(2D)/17/RMP dated 22.12.2017
- 3) HAL/HR/15(2D)/18-R3 dated 29.05.2018

Medical treatment / facilities in respect of eligible dependant family members of the employees who continue to reside at the old Station, on transfer of the employee to another Station, would be extended

upto a maximum period of 2 years from the date of the employee's transfer to another Station (special sanction of Director/ CEO required beyond 6 months, without attracting provisions mentioned in letter No. HAL/HR/15(2D)/17 dated 05.05.2017 and No.HAL/HR/15(2D)/17/RMP dated 22.12.2017, where the treatment proposed does not fall under the purview of Relaxation of Rules. Cases of relaxations would continue to be dealt with as per the Circulars dated 05.05.2017 & 22.12.2017. In cases the employee requests for continuation of the treatment at the old station beyond 2 years, the same would be considered for approval by the concerned Director/ EO, considering the merits of the case and also taking into account the aspects mentioned in the Circulars dated 05.05.2017 & 22.12.2017.

4.9 Employees Children Studying in Places where HAL has its own Hospitals:

Reference:
HAL/P&A/15(2D)/2003/PF/312/324 dated 13.06.2003

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

Reference:
HAL/P&A/15(2G)/PF dated 01.06.2007

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:

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):

Reference:
HAL/HR/15(2D)/19-R3 dated 04.07.2019

- 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.
- 7.2 The parameters / aspects to be considered to approve/ restrict medical expenditure mentioned in letter No. HAL/HR/15(2D)/17 dated 05.05.2017 and No. HAL/HR/15(2D)/17/RMP dated 22.12.2017 will be applicable for reimbursement of the medical expenditure.

8. RECOGNITION OF PRIVATE/ TRUST HOSPITALS:

References:
1) HAL/P&A/15(2D)/88 dated 18.11.1988
2) HAL/HR/15(2D)/17/RMP dated 22.12.17
3) HAL/HR/15(2D)/19/RMP dated 22.03.19

- 8.1 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 ward 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- 13.
- 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.

8.2 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.

8.3 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.

8.4 For all cases where treatment/ reimbursement is made under relaxation of rules, the parameters mentioned in Letter No. HAL/HR/15(2D)/19/RMP dated 22.03.19 and No. HAL/HR/15(2D)/17/RMP dated 22.12.17 would be applicable for all

the cases where treatment/ reimbursement is allowed under relaxation of rules.

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

8.6 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.

8.7 **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.

9. RECOGNITION OF HOSPITALS AT CUSTOMER BASES:

References:

- 1) HAL/P&A/15(2D)/2012 dated 24.04.2012
- 2) HAL/P&A/15(2D)/2013 dated 16.09.2013

- 9.1 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.
- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 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.

10. SPECIALIST TREATMENT:

10.1 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.

10.2 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.

10.3 Treatment in Referral Hospitals at the Headquarters

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.

10.4 Specialist Treatment in Hospitals/ Institutions outside the Headquarter of the Employee

References:

- 1) HAL/P&A/15(2D)/85 dated 13.06.1985
- 2) HAL/P&A/15(2D)/PF/213/563 dated 06.06.2006
- 3) HAL/HR/15(2D)/2016 dated 25.04.2016

10.4.1 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.

10.4.2 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.

- 10.4.3 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. However, performance and other parameters would be reckoned in approving / restricting medical expenditure in respect of cases where treatment is availed by employees and their eligible dependents due to emergent reasons outside/ within the Head Quarters.
- 10.4.4 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- 8.4.3 above.
- 10.4.5 In case of treatment in a non-empanelled hospital for any procedure not listed in Government/CSMA/CGHS, rate (un-coded procedures), the Hospital rates will be applicable.
- 10.4.6 Format for claiming medical reimbursement is placed at **Annexure-XIV**.
- 10.4.7 Format of request for treatment on chargeable basis is placed at **Annexure-XV**.

11. MEDICAL FACILITIES UNDER RELAXATION OF RULES

References:

- 1) HAL/P&A/15(2-D)/88 dated 18.11.1988**
- 2) HAL/P&A/15(2D)/ dated 18.04.2011**
- 3) HAL/HR/15(2D)/17 dated 05.05.2017**
- 4) HAL/HR/15(2D)/19-R3 dated 04.07.2019**

- 11.1 Availing treatment from recognized Hospitals for diseases/ sicknesses 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 recommendations of CoMS.

11.2 Grant of approval for medical expenses under Relaxation of Rules is discretionary. Hence, benefits under relaxed standards are extended based on conduct, performance and other relevant parameters pertaining to the employee concerned. The parameter / aspects which are generally considered to approve/ restrict medical expenditure under relaxation of rules are categorized as follows:

- i) Disciplinary/ Vigilance profile of the employee;
- ii) Consistency in performance and productivity of the employee;
- iii) Punctuality and attendance of the employee;
- iv) Lifestyle/ habits particularly the ones emanating from self-indulgence resulting in the affliction.

Parameters / Aspects to be considered to Approve / Restrict Medical Expenditure under Relaxation of Rules

Sl. No.	Parameters	Details	Weightage for reimbursement
i	ACR/PAR Rating	≥80 (Average for last 3 years)	25%
ii	LWP (Other than on Medical grounds)	≤15 days (Total No.of days during the last 3 years)	25%
iii	Late Coming/Early going	≤100 hours & ≤ 100 occasions (during the last 3 years)	25%
iv	Disciplinary/ Vigilance cases	No case during 1st 3 years	25%
v	Diseases Ailments which are attributed to the lifestyle of the patient (Self indulgence)	Ailments arising out of debilitating habits such as heavy smoking/consumption of alcohol & other intoxicants like Pan/Gutka, etc.	NIL

Notes:

- 1) The parameters at Sl.Nos.(i) to (v) are mutually inclusive, i.e. all parameters are to be considered in totality in each date to decide the entitlement of the employee for reimbursement/approval of treatment. In other words, not meeting one/two/three/all parameters will reduce entitlement of reimbursement to 75%/50%/25%/0%, respectively.

- 2) In respect of the parameter at Sl.No.(v), no numerical value is assigned. Hence, even if the employee meets all other parameters [(i) to (iv)], in case the disease is caused due to self indulgence of patient, no reimbursement will be made.
- 3) In case where the employee has not completed 3 years of service, the parameters as indicated at Sl.No.(i) to (iv) will be assessed for the actual No. of years of service rendered by the employee. LWP and Late Coming/Early going in such cases are to be calculated on a Pro rata basis.

12. TADA UNDER MEDICAL RULES:

Reference: PC No.696 dated 22.04.2013
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12.1 TADA for Journeys undertaken for the purpose of Medical Treatment

- 12.1.1 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.
- 12.1.2 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.
- 12.1.3 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).

12.2 TA for Shifting Dead Body of Employees or his/her Dependents from outstation in the event of un-fortunate Death:

Reference: PC No.696 Dated 22.04.2013
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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.

13. ELIGIBILITY FOR WARD CHARGES IN RESPECT OF REFERRAL / RECOGNIZED HOSPITALS:

Reference:
HAL/P&A/15(2D)/87 dated 11.05.1987

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:

General Ward	For employees up to and including Grade-I
Semi-Private/ Special Ward	For Officers in Gr.II to Gr.V
VIP/Deluxe/Private Ward	For Officers in Gr.VI & above

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.

14. REIMBURSEMENT OF COST OF MEDICINES, DIAGNOSTIC TESTS, SPECTACLES, CHILD BIRTH, ETC.:

14.1 Prescription of Medicines and Reimbursement of Expenditure incurred thereon in respect of 'Not-in-Stock' Items

References:
1) HAL/P&A/15(2D)/97 dated 25.02.1997
2) HAL/P&A/23(3)/PF/15 dated 08.06.2015

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, rate Contract needs to be entered with reputed Pharmacies in the vicinity of HAL Townships/ within the city limits to facilitate purchase of NIS medicines by employees.

14.2 Pathological and other Tests including X-ray

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 Centers, on being referred by the CoMS/CMS/CMO; and the cost of the test will be reimbursed to the employee or settled directly.

14.3 Expenditure on the purchase of Blood

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.

14.4 Hospitalization Charges

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.

14.5 Re-imbusement of Cost of Spectacles

References:

- 1) HAL/P&A/15(2D)/2013/PF dated 15.05.2013
- 2) PC No.718 dated 16.01.2020

Employees are eligible for reimbursement of cost of spectacles (for self only) subject to a maximum of Rs. 1500/- once in each block of 5 years on production of prescription and Cash Bills. Those who have availed the same at the pre-revised rate i.e. before 16.01.2020, will be eligible to avail the benefit at the revised rate on completion of 5 years from the date of earlier availed only. The Employees may submit their claim to their respective Payroll Section enclosing the Cash Bill along with the Prescription duly coordinated by the Ophthalmologist of HAL Hospital.

14.6 Reimbursement of Maternity/Child Birth cases

Reference:

HAL/HR/15(2D)/14/PF dated 22.04.2014

14.6.1 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:

SL No.	Type of Delivery	Rate (Rs.)
1	Normal Delivery	6000
2	Low Forceps	7500
3	Caesarean	10000

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

reimbursement of Maternity/ Child Birth case is placed at Annexure-XVI.

15. RE-IMBURSEMENT OF COST OF ARTIFICIAL APPLIANCES:

Reference:
HAL/P&A/15(2-D)/PF dated 15.10.2012

15.1 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 Equipment's (General)

Equipment	Periodicity of Purchase	Cost Ceiling per Equipment (Rs.)
Nebulizers	Once in 5 yrs.	3,000/-
CPAP (Continuous Positive Airway Pressure)	Once in Life Time	50,000/-
BIPAP (Bilevel Positive Airway Pressure)	Once in Life Time	1,00,000/-
Oxygen Concentrator	Once in Life Time	50,000/-

b) Orthopedic Equipments & Implants

Equipments	Periodicity of Purchase	Cost Ceiling Per Equipment (Rs.)
Prosthesis Above Knee	Once in Life Time	15,000/-
Prosthesis Below Knee	Once in Life Time	10,000/-
Prosthesis Above Elbow	Once in Life Time	15,000/-
Prosthesis Below Elbow	Once in Life Time	10,000/-
Calipers for Lower Limbs	Maximum 3 times for a person	10,000/-

15.2 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.

15.3 Reimbursement of expenses on purchase of Hearing Aids

Reference:
HAL/P&A/15(2G)/PF/2007/56/835 dated 12.07.2007

The expenses on purchase of Hearing Aids are also reimbursed, 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, as per the requirement of the patient, based on the recommendations of the ENT specialist and the CoMS/CMS/CMO of the HAL Hospital, together with documented Audiometry/ Audiogram Test findings;
- 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.

16. CAPD TREATMENT:

Reference:
HAL/P&A/15(2A)/2000/207/209 dated 26.04.2005

For the patients undergoing Dialysis treatment the Continuous Ambulatory Peritoneal Dialysis (CAPD) treatment is allowed. The reimbursement is made at actual, limited to cost of Haemodialysis, on the recommendation of CMS.

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

References:
 1) PC No.582 dated 15.07.1988
 2) HAL/P&A/15(12) dated 25.09.1990

17.1 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.

17.2 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 Ex-Gratia Payment as per rules.

18. MEDICAL EXAMINATION/ TREATMENT FOR EMPLOYMENT INJURY ETC:

References:

- 1) PC 582 dated 15.07.1988
- 2) PC 578 dated 05.04.1988

18.1 **For Employment Injury**

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

18.2 For Fitness for the Job

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.

19. SCHEME OF ADDITIONAL COMPENSATION/ EX GRATIA PAYMENT TO THE EMPLOYEES WHO ARE MEDICALLY UNFIT AND ARE TERMINATED FROM THE SERVICE ON ACCOUNT OF CONTINUED ILL-HEALTH:

References:

- 1) PC No.549 dated 05.08.1985 (as amended)
- 2) PC No.600 dated 24.01.1990
- 3) HAL/P&A/15(2J)/16/PF/01 dated 11.07.2016

19.1 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.

19.2 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 re-categorised 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.

19.3 Amount of Compensation

19.3.1 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.

19.3.2 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.7 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- 8 Workman has put in 20 years of service and is left with 20 months to go for superannuation. His emoluments on the date of termination are Rs. 34,991/- (i.e. Basic Pay of Rs.30,480/- + DA of Rs.4,511/-). The ex-gratia payment payable on termination will be calculated as follows:

Ex-gratia payment:

- Payable for 20 completed years of service	Rs.34,991 X 20 X 1.5 = Rs.10,49,730/-
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OR

- Payable for the balance months of service left for superannuation	Rs.34,991 X 20 months = Rs.6,99,820/-
- Amount of Ex-gratia payment payable in the above case	Rs.6,99,820/-

- 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) Benefits under the HAL Defined Contribution Pension Scheme and Post Superannuation Group Health Insurance Scheme 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.

19.4 General:

- i) Payments made under para 19.3.2 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.

20. IMPROVEMENTS IN THE HOSPITAL MANAGEMENT SYSTEM

Reference:

HAL/HR/15(2d)/17/RMP DATED 22.12.2017

20.1 Procurement of Rare/Newly Introduced/ High Value Medicines:

20.1.1 In the present days, Biologicals are being used for treatment of diseases like Rheumatoid Arthritis, Ankylosing Spondylitis, Psoriasis, Osteoporosis, Cancer etc. Rare/ New/ High Value Medicines are also available in the Market. An illustrative list of such medicines is enclosed as **Annexure-XVII** for reference. The level of Authorities to approve procurement of such medicines, based on the recommendations of the Drug Committee, would be as follows:

Competent Authority	Monetary Ceiling (Per patient per year)
Divisional Head (GMs/ EDs etc.)	Upto Rs. 3 lakhs
CEOs/ Directors	Upto Rs. 6 lakhs
CMD	Full

20.1.2 However, purchase of Medicines included under CGHS, which are normally prescribed for treatment, can be done at the Divisional level, with the recommendation of the Drug Committee.

20.1.3 Procedure for Procurement

Drug Committee will be constituted in all the Divisions (at Bangalore, one under the M&H Unit) if not already existing. The Drug Committee consisting of 4-5 members should be headed by the CoMS/ CMS of the respective Division/ Office or a Senior Doctor nominated by him/ Division. Other members should be Doctors from different Specializations. The Committee, amongst others, would decide on new medicines to be procured. Based on the recommendations of the Divisional Drug Committee, new medicines prescribed under CGHS could be procured. The concerned IMM Department shall procure the medicine by following the commercial procedure, for distribution to the patients through the Pharmacy. In respect of Referral Cases, where such medicines are to be administered to the patients, the Referral Hospital should be advised to give the estimate for such medicines. Approval would be communicated back, after decision by the Drug Committee and after obtaining approval of the Competent Authority, wherever required.

20.1.4 In respect of Barrackpore Division, the Doctor at Barrackpore can authorize purchase of regular medicines to be dispensed at the Division, by following the Commercial Procedure. In respect of other medicines, the Doctor at Barrackpore shall send the proposals with justification to M&H Unit, Bangalore for concurrence before procurement.

20.2 Procedure to be followed for recognition/ approval of Un-coded / Unlisted CGHS procedures in Referral Hospitals:

As per the prevailing Rules, a Committee comprising of representatives from Medical, HR, Finance, etc. is constituted to study & recommend recognition/ empanelment of hospitals. The Committee will hold negotiations with the Hospitals to make them agree to CGHS Rates, as far as possible. In respect of Un-coded/ Unlisted procedures, sincere efforts would be made to obtain maximum discount on Hospital Rates while entering into Agreements with the Referral Hospitals.

20.3 Procedure to be followed for Specialist Treatment of Cancer/ Eye Disorders:

20.3.1 Cancer Treatment

In respect of all Divisions, in case a second opinion is required in respect of any patient suffering from cancer or in case of non availability of certain specialized treatment in the empanelled hospital(s), patients can be referred to Tata Memorial Hospital, Mumbai/ CMC, Vellore. The CoMS/ CMS will examine each case and decide on referral to these Hospitals.

20.3.2 Eye Disorders

Divisions have either exclusively empanelled Eye Hospitals in the Headquarters or facilities are being availed from one of the recognized multispecialty hospitals. In case the required treatment is not available in the empanelled hospitals or if a second opinion is required in respect of any patient, he/she can be referred to M/s Shankar Nethralaya, Chennai. The CoMS/ CMS will examine each case and decide on referral to the said Hospital.

20.3.3 The extant Rules that dependent parents are not entitled for referral to hospitals outside the Headquarters would continue in respect of the cases, at (20.3.1) & (20.3.2) above.

20.4. Implants Stents/ Devices:

20.4.1 Provisions in respect of Hearing Aids, Artificial Appliances, etc. are covered in the Rules, vide Circular Nos. HAL/P&A/15(2G)/PF/2007/56 dated 12.07.07 & HAL/P&A/15(2-D)/PF dated 15.10.12. Items like Stents for Angioplasty etc. would be covered in the package deal with empanelled Hospitals also. These provisions/ arrangements would continue to be applicable.

20.4.2 Purchase of implants/ Stents/ Devices not covered above, but listed under the CGHS, will be cleared by the concerned CoMS/ CMS. Wherever CGHS rates are not available, approval of Divisional Head/ CEO/ Director/ CMD, duly coordinated by the CoMS/ CMS concerned, would be required, as indicated below:

Sl. No.	Competent Authority	Monetary Ceiling
i	Divisional Head (GMs, EDs etc.)	Upto Rs.1.5 lakhs in each case
ii	CEOs/Directors	Upto Rs.5 lakhs in each case
iii	CMD	Full

20.5 Treatment of Extra Ordinary Cases:

Treatment of cases like the following would be considered as extra ordinary, which would require the approval of the Corporate Office:

- i) Organ Transplant (viz. Kidney/ Liver/ Heart/ Lung Transplant etc.)
- ii) Stem Cell Therapy
- iii) Bone Marrow Transplant
- iv) Haemophilia

Note: Normal treatment for diseases like Cancer, Heart ailments (other than Transplant) Kidney related ailments (other than Transplant), etc., will not be considered as extra-ordinary cases; and need not be referred to Corporate Office.

20.6 Diseases/ Sicknesses not listed in the CSMA/ CGHS Guidelines:

The Competent Authority for approval of referral/ availing treatment from empanelled Hospitals/ Diagnostic Centres in respect of diseases/ sicknesses not listed in the CSMA Rules/ CGHS Guidelines would be as follows:

(a) CEOs/Directors : Upto Rs. 3 lakhs in each case

(b) CMD : Full

20.7 Drugs specified under the CGHS:

The list of admissible drugs specified under the CGHS Guidelines can be prescribed / procured by HAL Hospitals automatically, without any further approval.

20.8 Procurement of Life Saving Drugs:

There are certain Life Saving Drugs listed under the Compendium of Orders under Central Government Health Scheme (CGHS). The listed drugs can be prescribed by the HAL Hospitals, after approval by the Drug Committee of the Division. A copy of the prevailing Compendium is enclosed as **Annexure-XVIII**.

20.9 Entitlement of Wards:

Employees/ Dependents need to be admitted in Wards of the entitled Class only, which should be clearly indicated in the Referral Letter. If the patient is admitted in a higher Class than his/ her entitlement, it would be the responsibility of the employee to pay the differential amount to the Hospital. In respect of Medicines/ Treatments which are inadmissible also, the employee will be required to settle the bills/ payments at the time of discharge from the Hospitals. These aspects need to be brought out clearly in the MoU/ Agreements with the referral Hospitals and also on the Reference Slips/ Letters.

20.10 Referral Letters to contain Photo of the Patient:

Doctors should not prescribe medicines or refer the patients without examining and studying the full case History of the patient. The referral letters shall invariably have the photo of the patient. Post facto prescriptions of medicines shall not be coordinated in general.

However, in extreme cases, such prescription can be accepted based on the undertaking by the employee and endorsement by HAL Hospital that the treatment was availed/ medicines purchased for the patient due to emergency.

20.11 Procedure for continuation of Treatment/ Prolonged Treatment etc.:

Patients who are availing treatment from Zonal Doctors or doctors from HAL First Aid Centre shall be examined by the HAL Doctor at main hospital, compulsorily at the end of every three months for continuing with the same medicine. In respect of prolonged illnesses, the review would be done every six months. Conditions/ Diseases warranting continuous medication like BP, Diabetes etc., shall be prescribed only for a period of 30 days and thereafter it can be reviewed. However, in rare cases where the employee goes Out Station or abroad, the duration may be increased as per the discretion of the treating Doctor.

20.12 Procedure for Emergency Treatment:

In case of emergency, if the patient is taken to Private Nursing Homes/ Hospitals, the employee or his near relative shall inform the HAL Hospital immediately. On receipt of such information, if required, the HAL Hospital shall depute a Doctor to assess the situation and based on the recommendation of the deputed Doctor, further action will be taken by the HAL Hospital.

20.13 The Competent Authority would consider the parameters prescribed at para- 4 of the Circular No. HAL/HR/15(2D)/17 dated 05.05.17, while considering/ approving treatment/ expenditure in respect of the provisions under para 20.1.1, 20.4.2&20.6. The expenditure would be restricted, with reference to the records & performance of the employee.

21. PERIODICAL PREVENTIVE HEALTH CHECKUP OF EMPLOYEES:

21.1 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.

21.2 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.

21.3 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.

22. PERIODICAL PREVENTIVE HEALTH CHECKUP OF OFFICERS:

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.

23. ANNUAL HEALTH CHECKUP OF SENIOR EXECUTIVES UNDER PESB APPRAISAL SYSTEM:

<p>Reference: HAL/HR/43(7)/11 dated 07.01.2011</p>
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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. Format for Health Check report is place at **Annexure-XIX**.

24. SICKNESS WHILE ON TEMPORARY DUTY OR ON LEAVE:

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.

25. MEDICAL TREATMENT UNDER LATEST MEDICAL TECHNOLOGY i.e. NON-SURGICAL APPROACH:

Reference:
HAL/P&A/15(2A)/2000/27 dated 09.01.2001

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.

26. OVERSEAS MEDICAL POLICY:

Reference:
PC No.705 dated 16.10.2014

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.

27. AMBULANCE SERVICES:

Reference:
PC No.86 dated 14.05.68

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 is to be affected.

28. FAMILY WELFARE SCHEME:

Reference:

HAL/P&A/15(2D)/87 dated 02.12.1987

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.

29. SCHEME FOR ENGAGEMENT OF VISITING CONSULTANTS (SPECIALIST DOCTORS)

Reference:

HAL/HR/15(2D)/2016/VC dated 12.05.2016

29.1 HAL Hospitals have been catering to the medical needs of the employees and their eligible dependent family members. In some of the Divisions, the existing strength of Permanent Doctors is not sufficient to meet the specialized needs of the patients. Also, there are not Super-Specialty Hospitals available in the vicinity of Koraput & Korwa Divisions, which causes difficulties to the patients. In this backdrop, Divisions have been engaging Visiting Consultants (Specialist Doctors) in various Specialties/Disciplines

29.2 In the absence of standard Guidelines for engagement of Visiting Consultants (Specialist Doctors) and fixing/ revising their remuneration, the Divisions have been following different practices based on the local requirements. Some Divisions are engaging Consultants on nomination basis whereas certain others do it through selection by Advertisements. In this background, the need to streamline the existing practices for engagement of Visiting Consultants (Specialist Doctors), including provisions for fixing their remuneration, extension of their period of engagement, etc. was brought out.

29.3 Accordingly, the procedure/ methodology to be followed henceforth by the Divisions/Offices in this regard are delineated in the following paragraphs:

29.3.1 Criteria for Engagement

- i) Eminent Doctors in respective Specialties/Disciplines may be engaged as Visiting Consultants (Specialist Doctors) in HAL Hospitals/ Dispensaries, on need basis, where internal expertise

is not available;

- ii) The job assignments during the period of engagement would be laid down clearly, in the Offer of Engagement. The Specific Role, Charter of Duties, Responsibilities and Risk Clauses would also be indicated in the Offer, in detail.

29.3.2 Competent Authority

The Competent Authority to approve engagement of Visiting Consultants (Specialist Doctors) will be GMs / EDs. The proposal duly concurred by the CoMS/CMS will be put up to the Competent Authority through HR & Finance for consideration & approval for engagement of the Visiting Consultants (Specialist Doctors) under this Scheme.

29.3.3 Process of Engagement

- i) The requirement /vacancy would be hosted in HAL website by the concerned Division/ Hospital, inviting applications from prospective candidates, after obtaining the approval of the GM/ED;
- ii) Prospective candidates will be required to indicate the expected Remuneration per visit, at the time of applying against the vacancy;
- iii) Suitable candidates from among the applicants would be shortlisted. Shortlisted candidates would be called for an interview, by the concerned Division/Hospital. Interviews would be conducted by a duly constituted Selection Committee;
- iv) The Selection Committee would consist of at least 3 senior Doctors of the Division/Complex. Chairman of the Committee would be the senior most Doctor of the Division/Complex. An Officer from the HR Department would be the Member/Secretary;
- v) The recommendations of the Committee will be put up to the GM/ED for approval;
- vi) In cases where adequate numbers of candidates do not respond to the Advertisement, Divisions can engage Visiting Consultants (Specialist Doctors) on 'Nomination basis', with adequate justification and with the approval of CEOs.

29.3.4 Offer of Engagement

On finalization of the Selection Process, Offer of Engagement indicating the Terms & Conditions of Engagement, details of the

assignments etc., will be issued to the selected candidates.

29.3.5 Maximum Age Limit for Selection

Generally, Visiting Consultants (Specialist Doctors) will not be engaged beyond the age of 65 years. However, in exceptional cases, the engagement of Visiting Consultants can be done upto the age of 70 years, with the approval of the GM / ED.

29.3.6 Post Qualification Experience

Candidates need to possess minimum 5 years post qualification experience in the relevant stream. However, the same may be relaxed on need basis, with the approval of the GM / ED.

29.3.7 Period of Engagement / Reporting

- i) The initial engagement will be for a period of two years. The performance would be assessed by the respective CoMS/ CMS during the said period. Extension for another 2 years can be approved by the GM /ED. In case further extension is to be granted in deserving cases, approval of CEO / Director would be required. No extension beyond 4 / 6 years will be granted. Thereafter, fresh Selection will be resorted to. Consultants already engaged would be eligible to apply for fresh selections. Any change in the Terms & Conditions of engagement will be approved by the CEO / Director.
- ii) The visiting Consultant (Specialist Doctor) would be reporting to a designated regular Doctor in the Division/Hospital.

29.3.8 No. of Visits/Visiting Hours

The Visiting Consultant (Specialist Doctor) would be engaged for maximum 2 Visits per week. Any additional requirement shall be with the specific approval of the GM/ED. The minimum number of hours per visit would be as follows:

Sl. No.	Division	Minimum No. of Hours (per visit)
a	Bangalore	2 Hours
b	Hyderabad	
c	Lucknow	
d	Kanpur	
e	Nasik	
f	Barrackpore	
g	Koraput	5 Hours
h	Korwa	

29.3.9 Remuneration

- i) The Remuneration payable to the Visiting Consultants (Specialist Doctors) would be fixed, within the following Ceilings:

Sl. No.	Division	Maximum amount payable (Rs. Per visit)
a	Hyderabad	2,500/-
b	Lucknow	2,500/-
c	Kanpur	2,500/-
d	Nasik	2,500/-
e	Barrackpore	2,500/-
f	Bangalore	5,000/-
g	Korwa	10,000/-
h	Koraput	12,000/-

- ii) In addition to the above Remuneration, the Visiting Consultants performing Surgeries would be paid an extra amount of Rs.1,000/- per Surgery. The Surgery would be conducted during the period of their regular visiting hours only.
- iii) The remuneration fixed per visit as at para- 29.3.9(i) above would be revised by 10%, every 2 years.
- iv) Visiting Consultants would be eligible for Conveyance Charges, as applicable to HAL Officers when they travel in their own vehicle for Official Duty as per the Company's TA / DA Rules. Present rate is Rs.12/- km. However, minimum Conveyance Reimbursement would be Rs. 250/- per visit.

29.3.10 Other Benefits and General Terms & Conditions:

- i) The engagement of Visiting Consultants (Specialist Doctors) will be purely temporary and will not confer any right to the Consultants to claim the status of a regular employee of the Company;
- ii) The Visiting Consultants (Specialist Doctors) will be purely temporary and will not confer any right to the Consultants to claim the status of a regular employee of the Company;
- iii) The Visiting Consultants (Specialist Doctors) will abide by the Company Rules & Regulations governing their engagement;
- iv) The Visiting Consultant (Specialist Doctor) will safeguard the security and confidentiality of all official matters and secrecy of information coming to his knowledge;

- v) The Visiting Consultants (Specialist Doctors) will be covered under the Income Tax, Service Tax, Professional Tax etc., as per the applicable Rules. All such Taxes would be deducted from the remuneration payable to the Consultants.
- vi) Suitable Risk Clauses will be added in the Offer of Engagement, in detail to safeguard the interest of the Company against any damages/losses to Company Property etc.

29.3.11 Termination of Engagement:

- i) The engagement of the Visiting Consultant (Specialist Doctor) will stand automatically terminated on completion of the prescribed tenure as specified in the Offer of Engagement, unless extended after approval by the GM / ED.
- ii) The engagement can be terminated even earlier, with 1 month Notice in writing by either side or payment (Consolidated remuneration equivalent to the amount payable for 5 visits) in lieu of the Notice.

30. SCHEME FOR ENGAGEMENT OF VISITING / PART TIME PARAMEDICAL SPECIALISTS / TECHNICIANS

Reference:
HAL/HR/15(2D)/2017/PS dated 18.01. 2017

- 30.1 HAL Hospitals have been catering to the medical needs of the employees and their eligible dependent family members. In some of the Divisions, there is a need to engage Visiting / Part Time Paramedical Specialists / Technicians, in specialized areas viz., Audiologist, Physiotherapist, EEG Technician, Refractionist, Ultra Sonography Technician, ECG / 2D ECHO Technician etc., in order to meet the specialized needs of the patients. Generally, requirement for filling up of the above posts on permanent basis does not exist.
- 30.2 In the absence of standard Guidelines for engagement of Visiting / Part Time Paramedical Specialists/ Technicians and fixing/revising their remuneration, the Divisions have been following different practices based on the local requirements. In this background, the need to streamline the existing practices for engagement of Paramedical Specialists/ Technicians, including provisions for fixing their remuneration, extension of their period of engagement, etc. was brought out.

30.3 Accordingly, the procedure/ methodology to be followed henceforth by the Divisions/ Offices in this regard are delineated in the following paragraphs:

30.3.1 **Criteria for Engagement**

- i) The Para-Medical Specialists/ Technicians in respective Specializations/ Disciplines may be engaged as Visiting / Part Time Para-Medical Specialists/ Technicians in HAL Hospitals/ Dispensaries, on need basis (Nurses will not be engaged under this Scheme, as their services are required on full time basis).
- ii) The job assignments during the period of engagement would be laid down clearly in the Offer of Engagement. The Specific Role, Charter of Duties, Responsibilities and Risk Clauses would also be indicated in the Offer, in detail.

30.3.2 **Competent Authority**

The Competent Authority to approve engagement of Visiting/ Part Time Para- Medical Specialists / Technicians will be GMs / EDs. The proposal duly concurred by the CoMS/CMS will be put up to the Competent Authority through HR & Finance for consideration & approval for engagement of the Visiting/ Part Time Para-Medical Specialists/ Technicians under this Scheme.

30.3.3 **Process of Engagement**

- i) The requirement/vacancy would be hosted on HAL Website by the concerned Division/ Hospital, inviting Applications from prospective candidates, after obtaining the approval of the GM / ED;
- ii) Prospective candidates will be required to indicate the expected Remuneration per visit, at the time of applying against the vacancy;
- iii) Suitable candidates from among the applicants would be shortlisted. Shortlisted candidates would be called for an interview, by the concerned Division/ Hospital. Interviews would be conducted by a duly constituted Selection Committee;
- iv) The Selection Committee would consist of at least three Doctors of the Division/Complex. Chairman of the Committee would be a Senior Doctor of the Division/Complex at the level of DGM. An Officer from the HR Department would be the Member /Secretary;
- v) The recommendations of the Committee will be put up to the GM / ED for approval;

- vi) In cases where adequate numbers of candidates do not respond to the Advertisement, Divisions can engage Visiting / Part Time Para-Medical Specialists / Technicians on 'Nomination basis', with adequate justification, with the approval of CEOs.

30.3.4 Offer of Engagement

On finalization of the Selection Process, Offer of Engagement indicating the Terms & Conditions of Engagement, details of the assignments etc., will be issued to the selected candidates.

30.3.5 Maximum Age Limit for Selection

Generally, Visiting / Part Time Para-Medical Specialists / Technicians will not be engaged beyond the age of 40 years. However, in exceptional cases, the engagement of Visiting / Part Time Para-Medical Specialists / Technicians can be done up to the age of 50 years, with the approval of the GM / ED.

30.3.6 Post Qualification Experience

Candidates need to possess a minimum of 1 year post qualification experience in the relevant Discipline/ Trade, to be eligible to be considered for engagement. However, the same can be relaxed on need basis, with the approval of the GM / ED.

30.3.7 Period of Engagement / Reporting

- i) The initial engagement will be for a period of two years. The performance would be assessed by the respective HoDs in the Specialty for which the Paramedical Staff is engaged during the said period. Extension for another 2 years can be approved by the GM / ED. In case further extension is to be granted in deserving cases, approval of CEO/ Director would be required. No extension beyond 4 / 6 years will be granted. Thereafter, fresh Selection will be resorted to. Paramedical Staff already engaged would be eligible to apply for fresh selections. Any change in the Terms & Conditions of engagement will be approved by the CEO / Director.
- ii) The Visiting/ Part Time Para-Medical Specialists/Technicians would be reporting to a designated regular Doctor in the concerned Specialty in the Division/ Hospital.

30.3.8 No. of Visits / Visiting Hours

The Visiting / Part Time Para-Medical Specialists / Technicians would be engaged for a maximum of 3 Visits per week. Any additional

requirement shall be with the specific approval of the GM / ED. The minimum number of hours would be 3-4 hrs per visit, based on the requirement of the Division.

30.3.9 Remuneration

- i) The Remuneration payable to the Visiting / Part Time Para-Medical Specialists/ Technicians would be fixed, within the following Ceilings:

Sl. No.	Qualification	Maximum amount payable (Rs. per visit)
a	SSLC with Diploma in the concerned discipline	800
b	PUC with Diploma in the concerned discipline	900
c	Degree in the concerned discipline	1000

- ii) The remuneration fixed per visit as at para- (i) above would be revised by 10%, every 2 years.
- iii) Visiting / Part Time Para-Medical Specialists / Technicians would be eligible for Conveyance Charges, as applicable to HAL Employees when they travel in their own vehicle for Official Duty as per the Company's TA / DA Rules. Present rate is Rs.12/- km. However, minimum Conveyance Reimbursement would be Rs.150/- per visit.

30.3.10 Other Benefits and General Terms & Conditions:

- a) The engagement of Visiting / Part Time Para-Medical Specialists/ Technicians will be purely temporary and will not confer any right to them to claim the status of a regular employee of the Company;
- b) The Visiting / Part Time Para-Medical Specialists / Technicians will not be entitled for any other Allowance or Benefits other than those indicated above;
- c) The Visiting / Part Time Para-Medical Specialists / Technicians will abide by the Company Rules & Regulations governing their engagement;
- d) The Visiting / Part Time Para-Medical Specialists / Technicians will safeguard the security and confidentiality of all official matters and secrecy of information coming to his knowledge;

- e) The Visiting / Part Time Para-Medical Specialists / Technicians will be covered under the Income Tax, Service Tax, Professional Tax etc., as per the applicable Rules. All such Taxes would be deducted from the remuneration payable to the Consultants;
- f) Suitable Risk Clauses will be added in the Offer of Engagement, in detail, to safeguard the interest of the Company against any damages/losses to Company Property etc.

30.3.11 Termination of Engagement:

The engagement of the Visiting / Part Time Para-Medical Specialists/ Technicians will stand automatically terminated on completion of the prescribed tenure as specified in the Offer of Engagement, unless extended after approval by the GM / ED. The engagement can be terminated even earlier, with 1 month Notice in writing by either side or payment (Consolidated Remuneration equivalent to the amount payable for 7 visits) in lieu of the Notice.

31. AYURVEDIC/HOMEOPATHIC/UNANI/SIDDHASYSTEM OF TREATMENT FOR EMPLOYEES NOT COVERED UNDER THE ESI SCHEME:

References:

- 1) PC 540 dated 03.05.85
- 2) PC 718 dated 16.01.2020

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) 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.

CHAPTER-III

POST SUPERANNUATION BENEFITS

POST SUPERANNUATION BENEFITS

PENSION SCHEMES:

The 'HAL Executives Defined Contribution Pension Scheme – 2007' is in operation in the Company in respect of the Executives retired/ retiring, etc. after 1.1.07 (including Board level incumbents). Similarly, a Defined Contribution Pension Scheme in respect of Workmen retired/ retiring etc. on or after 1.1.12 is also in operation in the Company. The Pension Schemes/ Funds are managed by a common Trust constituted for the purpose. The Trust is functioning centrally from Corporate Office covering all Divisions/ Offices of the Company.

POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEMES:

Further, 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:

Sl. No.	Category of employees in general	Scheme
a)	Employees (Workmen & Executives) retired before 1.1.07 (wef 1.2.14)	HAL Post Superannuation Group Health Insurance Scheme for employees retired before 1.1.07
b)	Executives retired after 1.1.07 (wef 1.2.14)	HAL Post Superannuation Group Health Insurance Scheme for Executives retired / retiring after 1.1.07
c)	Workmen retired after 1.1.07 (wef 1.2.15)	HAL Post Superannuation Group Health Insurance Scheme for Workmen retired / retiring after 1.1.07

The Scheme at (a) above covers all employees retired/opted for voluntary/ optional retirement, etc. before 1.1.07 & their spouses. The Schemes at Sl. Nos.- (b) & (c) cover 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.

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(s) under the Schemes will be approved

by the Board every year, depending upon the availability of Funds, the number of beneficiaries, etc. and notified by the Company.

Details of the Schemes are indicated below:

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

References:

- 1) PC No. 703 dated 16.07. 2014
- 2) HAL/HR/19(2)/2015 dated 11.03.2015
- 3) HAL/HR/14(6)/18/PF/1 dated 19.12.2018

1.1 Title of the Scheme:

The Scheme is called “**HAL EXECUTIVES DEFINED CONTRIBUTION PENSION SCHEME-2007**”

1.2 Coverage:

1.2.1 The Scheme covers all the 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, are also covered under the Scheme. It is not applicable to personnel on deputation to the Company from the Central/State Govt., those engaged on Contract Basis as Advisors / Consultants, etc.

1.2.2 The Company’s decision regarding the eligibility of an Executive to join the Scheme as per paras- 1.2.1 above shall be final and binding on all the parties concerned for the purpose of the Scheme.

1.3 Eligibility for Pension:

The following categories of Executives are eligible for Pension:

1.3.1 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.

1.3.2 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.

1.3.3 Executives who’s Services are terminated on the grounds of continued ill health by the Company, on or after 1.1.07, as also in future.

- 1.3.4 Executives (including Board level incumbents) who joined the Company from other CPSEs.
- 1.3.5 In respect of Executives who 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- 1.3.6 below. However, the Executive's contribution along with accrued interest shall be refundable to him.
- 1.3.6 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.
- 1.3.7 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.
- 1.3.8 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.
- 1.3.9 HAL Executives on deputation / lien to other PSUs, when their salary payments are made by the borrowing Organization, are 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.

1.4 Enrollment under the Scheme by Executives who had already retired etc.between 1.1.07 and July 2014:

On introduction of the Scheme in 2014, Executives already retired etc. after 1.1.07 had to get themselves enrolled in the prescribed Application Form(**Annexure-XX, Appendix-A**), supported by copies of the specified documents/identity proof specified therein to avail benefits under the Scheme(**Annexure-XX, Appendix A1-A3**). The Application was 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.

1.5 Company Contribution:

1.5.1 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.

1.5.2 Company Contribution to the Pension Scheme has been @ 7% of the Basic Pay+DA of Executives, from 1.1.07 to 31.3.2020. Contribution during 2020-21 is also made @ 7% of the Basic Pay+DA, provisionally. Actual rate of contribution in future will be decided by the Board and notified by the Company, every year.

1.5.3 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.

1.6 Member Contribution:

1.6.1 The quantum of contribution to be made by Executives to the Pension Scheme is optional, the rate of which can be varied once a year. Executives can make contribution at rates higher than 7% of the Basic Pay+DA also.

1.6.2 All contributions to the Pension Trust are non-refundable during the course of employment.

1.7 Member not to Withdraw:

The membership in the Scheme is 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.

1.8 Transfer of Member's Accumulation:

1.8.1 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), is not allowed the benefit of transferring the Company's contribution, except as at para-1.3.6 above. In such cases, Executive's contribution along with accrued interest is refundable to him/ her.

1.8.2 If, on becoming a Member of the Scheme, a Member desires to pay or procure transfer to the Trustees of any sum to which as a Member of any other Approved Fund he / she 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/her 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.

1.9 **Pension Benefits:**

1.9.1 **Benefits on Normal Retirement Date**

- i) 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).
- ii) 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.

1.9.2 **Benefits on Optional Retirement / Pre-mature Retirement before Normal Retirement Date**

- i) 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/ her will become payable immediately.

- ii) 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/ her 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.

1.9.3 **Benefits on Death**

- i) 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).
- ii) 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/ her 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 spouse, 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.
- iii) 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 is payable monthly or otherwise as desired by the Nominee, the first installment being due one month after the death of the Member.

1.9.4 **Benefit on Permanent Total Disablement / Termination of Services on grounds of continued ill-health**

Pension is payable 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.

1.9.5 **Benefits on Compulsory Retirement or on Termination of Service**

- i) In case of cessation of Service on a 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 is vested with the Pension Trust and the same will be adjusted against future contributions payable by the Company in the normal course. The Executive is eligible for Pension based only on the Member's contribution (including interest accrued).
- ii) 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/her within 30 days from the date of leaving Service.

1.9.6 Benefits on Sudden Disappearance and unknown whereabouts of the Member

In the event of any Member suddenly disappearing while in Service and his/her whereabouts are unknown for a consecutive period of 7 (seven) years, the Pension benefits, subject to eligibility conditions, shall be payable to his/her Beneficiary(s) as per the directions of the Employer.

1.10 Admissibility of Benefits to Executives against whom Disciplinary Proceedings are pending at the time of Superannuation:

- 1.10.1 Executives against whom Disciplinary Proceedings / CBI Enquiries have been initiated or contemplated for any alleged 'Grave Misconduct' are not entitled for the payment of Pension on 25% of the Management Contribution towards the HAL Executive Defined Contribution Pension Scheme, till the proceedings are completed and final order is passed thereon (part pension will be released on 75% of the Management Contribution plus Full Voluntary Contribution made by the officer, on superannuation).
- 1.10.2 Cases of Officers, if any, who fall under the Provisions of Rule 12(A) and in case of punishment of dismissal is awarded in such cases for 'Grave Misconduct', it would be considered as 'deemed dismissal' for the purposes of the HAL Executives Defined Contribution Pension Scheme and 25% of the Management Contribution towards the said Scheme withheld, will be forfeited. In cases where any other punishment is imposed on the Officer or where he/she is exonerated, Pension reckoning the full Management Contribution to the Scheme will be pay able to him/her w.e.f. 1st of the month, following the month in which Orders are passed & communicated to him/her.

1.11 **Fund Management and Pension Trust:**

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.

1.12 **Scheme of Superannuation:**

- 1.12.1 For the purpose of providing Pension to the Beneficiaries, Insurer(s) will issue a Master Policy to the Trust.
- 1.12.2 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.
- 1.12.3 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.
- 1.12.4 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).
- 1.12.5 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.

1.12.6 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.

1.13 Pension/ Annuity Options:

1.13.1 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(**Annexure-XXIII**), 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.
- 1.13.2 In case of Ex-Executives, if he/she is no more, the Spouse will have to choose between the options at para- 1.13.1 (a), (b), (c) or (g) only.
- 1.13.3 The Annuity rates will vary, based on the option selected. The Annuity rates are published by the Insurance Companies from time to time.
- 1.14 **Commutation of Pension:**
Commutation of Pension is not allowed.
- 1.15 **Appointment of Nominee(s):**
 - 1.15.1 Every Member shall appoint at his/her discretion, his/her 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.
 - 1.15.2 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(**Annexure- XXI**)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.
 - 1.15.3 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.
 - 1.15.4 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.
 - 1.15.5 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.

1.15.6 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.

1.15.7 If a Nominee is not appointed under this Rule or Nomination as per para 1.15.6 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.

1.16 **Income Tax and other Taxes:**

1.16.1 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.

1.16.2 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.

1.17 **General:**

1.17.1 The Pension is paid to the Member as per the frequency chosen (monthly, quarterly, half-yearly or yearly) and as per the Pension Option selected by him/her from the various options as offered by the Insurer(s)/Empanelled Annuity Service Provider(s).

1.17.2 Every Member is 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 has been provided to Members by the Insurance Companies for viewing their account.

- 1.17.3 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.
- 1.17.4 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).
- 1.17.5 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.
- i) 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.
 - ii) In case any Member (other than at (i) 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).
- 1.17.6 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.
- 1.17.7 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 is being utilized only for the purpose of purchase of Annuity Manager to manage the Pension Fund.
- 1.17.8 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.

1.17.9 The Board of Directors 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.

1.18 Restraint on anticipation or encumbrance:

1.18.1 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.

1.18.2 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.

1.19 Governing Laws:

The Policy Contract is 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 are 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.

1.20 Member not to have claim, right or interest:

A Member or his Beneficiary will 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 will 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.

1.21 Interpretation of Rules:

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.

2. HAL DEFINED CONTRIBUTION PENSION SCHEME FOR WORKMEN- 2012' IN RESPECT OF WORKMEN RETIRED/ RETIRING, ETC. AFTER 1.1.12:

References:

- 1) PC No. 707 dated 02.06.2015
- 2) HAL/HR/14(6)/18/PF/2 dated 19.12.2018
- 3) PC No. 718 dated 16.01.2020

2.1 Title of the Scheme:

The Scheme is called as '**HAL DEFINED CONTRIBUTION PENSION SCHEME FOR WORKMEN- 2012**'

2.2 Coverage:

2.2.1 The Scheme covers all the 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, are also covered under the Scheme.

2.2.2 The Company's decision regarding the eligibility of a Workman to join the Scheme as at para- 2.2.1 above shall be final and binding on all the parties concerned for the purpose of the Scheme.

2.3 Eligibility for Pension:

The following categories of Workmen will be eligible for Pension:

2.3.1 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.

2.3.2 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.

2.3.3 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.

2.3.4 Workmen who joined the Company from other CPSEs.

2.3.5 In respect of Workmen who 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.

2.3.6 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.

2.4 Enrollment under the Scheme by Workmen who had already retired etc. between 1.1.12 to June 2015:

On introduction of the Scheme in 2015, Workmen already retired etc. after 1.1.12 had to get themselves enrolled in the prescribed Application Form(**Annexure-XXV**), supported by copies of the specified documents/identity proof specified therein(**Annexure-XXV, Appendix-A to A3**), to avail benefits under the Scheme. The Application was 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.

2.5 Company Contribution:

2.5.1 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.

2.5.2 Company Contribution towards the Pension Scheme was 5% of the Basic Pay + DA (DA on Basic Pay) w.e.f 1.1.12 to 31.03.2016. The rate has been increased to 7% w.e.f. 01.01.2017 and upto 31.03.2020. Contribution during 2020-2021 is also made @7% of the Basic Pay + DA provisionally. Actual rate of contribution by the Company in future will be decided and notified by the Company, every year, based on affordability.

2.5.3 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.

2.6 **Member Contribution:**

- 2.6.1 The quantum of contribution to be made by Workmen to the Pension Scheme is optional, the rate of which can be varied once a year.
- 2.6.2 For Workmen who have already superannuated etc. after 1.1.12, their Pension will be based on the corpus consisting of the Management Contribution from 1.1.12 plus their Individual Contribution.
- 2.6.3 Optional Contribution from serving members will be recovered from the Workman's Salary on monthly basis and remitted to the Pension Trust for investment with the Fund Manager.
- 2.6.4 All contributions to the Pension Trust are non-refundable during the course of employment.

2.7 **Member not to withdraw:**

The membership in the Scheme is 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.

2.8 **Transfer of Member's Accumulation:**

- 2.8.1 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), is not allowed the benefit of transferring the Company's contribution. In such cases, Workman's contribution along with accrued interest is refundable to him.
- 2.8.2 If, on becoming a Member of the Scheme, a Member 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.

2.9 Pension Benefits:

2.9.1 Benefits on Normal Retirement Date

- i) 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).
- ii) 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.

2.9.2 Benefits on Optional Retirement / Pre-mature Retirement before Normal Retirement Date

- i) 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.
- ii) 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/her 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.

2.9.3 Benefits on Death

- i) 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).
- ii) 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/her 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 spouse, 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.

- iii) 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 is payable monthly or otherwise as desired by the Nominee, the first installment being due one month after the death of the Member.

2.9.4 Benefit on Permanent Total Disablement / Termination of Services on grounds of Continued Ill-health

Pension is payable 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.

2.9.5 Benefits on Compulsory Retirement or on Termination of Service

- i) 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 is eligible for Pension based only on the Member's contribution (including interest accrued).
- ii) 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.

2.9.6 Benefits on Sudden Disappearance and unknown whereabouts of the Member

In the event of any Member suddenly disappearing while in service and his/her whereabouts are unknown for a consecutive period of 7 (seven) years, the Pension benefits, subject to eligibility conditions,

shall be payable to his/her Beneficiary(s) as per the directions of the Employer.

2.10 Fund Management and Pension Trust:

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.

2.11 Scheme of Superannuation:

2.11.1 For the purpose of providing Pension to the Beneficiaries, Insurer(s) will issue a Master Policy to the Trust.

2.11.2 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.

2.11.3 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.

2.11.4 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).

2.11.5 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.

2.11.6 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.

2.12 Pension/ Annuity Options:

2.12.1 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(**Annexure-XXVIII**), 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.

2.12.2 In case of ex-Workmen, if he is no more, the Spouse will have to choose between the options at para- 2.12.1 (a), (b), (c) or (g) only.

2.12.3 The Annuity rates will vary, based on the option selected. The Annuity rates are published by the Insurance Companies from time to time.

2.13 **Commutation of Pension:**

Commutation of Pension is not allowed.

2.14 **Appointment of Nominee(s):**

2.14.1 Every Member shall appoint at his/her discretion, his/her 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.

2.14.2 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 (**Annexure-XXVI**) 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.

2.14.3 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.

2.14.4 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.

2.14.5 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.

2.14.6 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.

2.14.7 If a Nominee is not appointed under this Rule or Nomination as per 2.14.6 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.

2.15 Income Tax and other Taxes:

2.15.1 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.

2.15.2 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.

2.16 General:

2.16.1 The Pension is paid to the Member as per the frequency chosen (monthly, quarterly, half-yearly or yearly) and as per the Pension Option selected by him/her from the various options as offered by the Insurer(s)/Empanelled Annuity Service Provider(s).

2.16.2 Every Member is 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 has been

provided to Members by the Insurance Companies for viewing their account.

- 2.16.3 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.
- 2.16.4 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).
- 2.16.5 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.
- i) 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.
 - ii) In case any Member (other than at (i)above) at the time of cessation of Service is willing to contribute over and above the accumulated Corpus standing to his/her credit in the Pension Fund, the same shall be allowed subject to consent of Empanelled Annuity Provider(s).
- 2.16.6 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.
- 2.16.7 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 is 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.

2.16.8 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.

2.17 Restraint on anticipation or encumbrance:

2.17.1 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.

2.17.2 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.

2.18 Governing Laws:

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.

2.19 Member not to have claim, right or interest:

A Member or his Beneficiary will 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 will 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.

2.20 Interpretation of Rules:

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.

3. POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR EMPLOYEES (WORKMEN & EXECUTIVES) RETIRED BEFORE 01.01.2007:

References:

- 1) PC No. 700 dated 23.01. 2014
- 2) HAL/HR/23(3)/19 dated 01.02.2019
- 3) HAL/HR/23(3)/PF/2019/TP dated 25.11.2019

3.1 Background:

- 3.1.1 As per the Post-Retirement Medical Assistance Scheme-2004 notified vide Personnel Circular No. 664 dated 5.8.04, retired employees and spouses were extended limited Medical Benefits, from HAL Hospitals/ Dispensaries.
- 3.1.2 As per the Guidelines issued by the DPE vide OM No. 2(81)/08-DPE(WC)-GL-XVII/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.
- 3.1.3 Considering the DPE Guidelines indicated at para-3.1.2 and the fact that retired employees would be residing across the Country, Post Superannuation Group Health Insurance Scheme was introduced 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.

3.2 **Title:**

3.2.1 The Scheme is called "HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR EMPLOYEES RETIRED BEFORE 1.1.07".

3.2.2 The general term 'pre 1.1.07 retired Employee' would be used under the Scheme to denote the beneficiary.

3.3 **Scope of the Scheme and Coverage:**

3.3.1 The Scheme covers 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.

3.3.2 Coverage under the Scheme is available in the following cases also:

- i) Widows/ Widowers of those employees who died while in service before 1.1.07.
- ii) Widows/ Widowers of ex-employees as at para-3.3.1 who had died after leaving the Company.
- iii) Widows/ Widowers of those ex-employees who become members of the Scheme would continue to be eligible for benefits under the Scheme.

3.3.3 The Scheme is not be applicable in the following cases:

- i) Ex-employees who had resigned/ absconded or who were dismissed/terminated from service before 1.1.07.
- ii) Ex-employees who are covered under Medical Benefit Schemes provided by the employer of his/ her spouse/ children etc.

3.4 **Company Contribution to the corpus of the Scheme:**

3.4.1 Company Contribution of 'not more than 1.5% of PBT' as per DPE OMs 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.

3.4.2 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.

3.5 **Overall Insurance Coverage under the proposed Policy:**

3.5.1 Presently, Insurance Policy with Coverage of Rs.3 Lakhs for in-patient treatment and OPD coverage of Rs. 10,000/-, per annum, jointly, is available, in respect of the retired employee & spouse as indicated at paras-3.3.1 &3.3.2 above, on floater basis (coverage may vary from year to year based on profitability, affordability, sustainability and capacity to pay of the company).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.

3.5.2 The Insurance Coverage is provided only in India.

3.5.3 The coverage provided is without any entry and exit age limits.

3.5.4 Pre-existing illnesses are covered under the Policy.

3.5.5 Cash Less Facility is 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.

3.5.6 **Medical Coverage under the Policy**

3.5.6.1 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, anesthesia, 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.

3.5.6.2 Additional details about the coverage would be indicated in the Handbook issued by the TPA.

3.5.7 Out Patient Treatment Coverage

3.5.7.1 Presently, OPD expenses subject to the ceiling of Rs. 10,000/- 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.

3.5.7.2 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.

3.6 Exclusions

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.

3.7 Registration & Administration of the Scheme:

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 **Annexure-XXX & Appendix-A to C**), supported by copies of the documents/identity proofs 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. 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**).

3.8 Payment of the Registration Fee

3.8.1 Eligible ex-employees who 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.

- 3.8.2 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.

3.9 Insurance Company & TPA

- 3.9.1 The Insurance Company is decided through tendering. M/s. United India Insurance Company Limited has been the selected bidder from time to time for implementation of the Scheme from 01.02.2014 to 31.01.2021.
- 3.9.2 The Scheme is administered by the Insurance Company through their Third Party Administrator (TPA) (M/s. Medi Assist India TPA Pvt. Ltd presently). Insurance Cards are issued by TPA to all members. TPA will be the intermediary between the retired employees, the Insurance Company & Hospitals.

3.10 Network Hospitals

- 3.10.1 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 will be updated from time to time and will also be available on the website of the TPA (Presently at www.mediassistindia.com). The list will also be uploaded in the HAL website (www.hal-india.com).
- 3.10.2 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/disallowed 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.

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

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.

3.12 **Benefits under the Scheme:**

- 3.12.1 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.
- 3.12.2 The overall Insurance Coverage’s under the Policy will be approved by the Board of Directors every year, depending upon the availability of Funds, the number of beneficiaries, etc.

3.13 **Reimbursement - Claim Settlement:**

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.

3.14 **Management of Funds and Trust:**

- 3.14.1 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.
- 3.14.2 The Funds earmarked towards this Scheme are managed by a Trust constituted by the Company. The Trust is 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 as follows:
 - i) The Fund shall be named as “HAL POST SUPERANNUATION GROUP HEALTH INSURANCE FUND-PRE 1.1.07”.

- ii) The Trust is 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.
- iii) The Fund Manager will invest the Funds, as per the regulations laid down by the Govt. / IRDA, to obtain maximum returns.
- iv) All money received by the Trust will vest in the Trustees and Trustees will 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.

3.14.3 Nomination of Trustees & Execution of Trust Deed:

Trustees are nominated by the Management. There are representatives of Workmens' Unions and Officers' Associations in the Trust. The Trust Deed is 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.

3.14.4 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.

3.14.5 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.

3.14.6 Meetings of the Trust:

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

3.14.7 Minutes of Meetings:

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

3.14.8 Amendment of Rules:

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.

3.14.9 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.

3.14.10 Jurisdiction:

- a) The Scheme is 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 are 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.
- b) Any dispute is subject to exclusive jurisdiction of Courts at Bangalore, India.

3.14.11 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.

3.15 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 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.

4. HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR EXECUTIVES RETIRED/RETIRING ON OR AFTER 1.1.07

References:

- 1) PC No. 700 dated 23.01.2014
- 2) HAL/HR/23(3)/19 dated 01.02.2019
- 3) HAL/HR/23(3)/PF/2019/TP dated 25.11.2019
- 4) HAL/HR/15(2D)/18/RMP dated 03.09.2018

4.1 Background:

4.1.1 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.

4.1.2 Considering the DPE Guidelines indicated at para-4.1.1 and the fact that retired Executives would be residing across the Country, it was 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.

4.2 Title:

4.2.1 The Scheme is called "HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR EXECUTIVES RETIRED AFTER 1.1.07".

4.2.2 The general term 'post 1.1.07 retired Executive' would be used under the Scheme to denote the beneficiary.

4.3 **Scope of the Scheme and Coverage:**

4.3.1 The Scheme covers 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 are also covered under the Scheme.

4.3.2 Coverage under the Scheme is available in the following cases also:

- i) Widows/ Widowers of those Executives who died while in service on or after 1.1.07, without any minimum service requirement;
- ii) Widows/ Widowers of Executives as at para-4.3.1 who had died after leaving the Company.
- iii) Widows/ Widowers of those Executives who become members of the Scheme would continue to be eligible for benefits under the Scheme.

4.3.3 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.

4.3.4 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.

4.3.5 The Scheme is not applicable in the following cases:

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

- ii) Executives retired/retiring etc. on or after 1.1.07 who do not fulfill the minimum Service eligibility criteria indicated above.
- iii) Executives who are covered under Medical Benefit Schemes provided by the employer of his/ her spouse/ children, etc.

4.4 Company Contribution to the corpus of the Scheme:

4.4.1 Company Contribution towards the Scheme has been made @ 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 31.3.2020. Rate of contribution by the Company in future will be decided by the Board of Directors, based on affordability, every year.

4.4.2 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.

4.5 Overall Insurance Coverage under the Policy:

4.5.1 Presently, Insurance Policy with Coverage of Rs.4 Lakhs for in-patient treatment and OPD coverage of Rs. 20,000/-, per annum, jointly is available, in respect of the retired employee & spouse as indicated at paras-4.3.1 & 4.3.2 above, on floater basis (coverage may vary from year to year based on profitability, affordability, sustainability and capacity of the company to pay). 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.

4.5.2 The Insurance Coverage is provided only in India.

4.5.3 The coverage provided is without any entry and exit age limits.

4.5.4 Pre-existing illnesses are covered under the Policy.

4.5.5 Cash Less Facility is 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.

4.5.6 **Medical Coverage under the Policy**

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

- a) Room charges, ICU charges, nursing expenses, anesthesia, 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 is 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.

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

4.5.7 Out Patient Treatment Coverage

4.5.7.1 Presently, 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.

4.5.7.2 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.

4.6 Exclusions

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.

4.7 Registration & Administration of the scheme:

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 **Annexure-XXXI& Appendix-A to C**), 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, 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 (**Enrollment Form need not be filled by retired Executives who have already submitted the same**).

4.8 Payment of the Registration Fee

4.8.1 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.

4.8.2 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.

4.8.3 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.

4.9 **Insurance Company & TPA**

4.9.1 The Insurance Company is decided through tendering. M/s. United India Insurance Company Limited has been the selected bidder from time to time for implementation of the Scheme from 01.02.2014 to 31.01.2021.

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

4.10 **Network Hospitals**

4.10.1 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).

4.10.2 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 License, 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.

4.11 Availing Treatment other than in Network Hospitals

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.

4.12 Funding of the Scheme:

The Scheme will be funded out of the Contribution made by the Management as at para-4.4 above.

4.13 Benefits under the Scheme:

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

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

4.14 Reimbursement - Claim Settlement:

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.

4.15 Management of Funds and Trust:

4.15.1 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.

4.15.2 The Funds earmarked towards this Scheme are managed by a Trust constituted by the Company. The Trust is 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 as follows:

- i) The Fund shall be named as “HAL POST SUPERANNUATION GROUP HEALTH INSURANCE FUND FOR EXECUTIVES-POST 1.1.07”.
- ii) The Trust is 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.
- iii) The Fund Manager will invest the Funds, as per the regulations laid down by the Govt. / IRDA, to obtain maximum returns.
- iv) 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.

4.15.3 Nomination of Trustees & Execution of Trust Deed:

Trustees are 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.

4.15.4 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.

4.15.5 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.

4.15.6 Meetings of the Trust:

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

4.15.7 Minutes of Meetings:

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

4.15.8 Amendment of Rules:

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.

4.15.9 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.

4.15.10 Jurisdiction:

- i) The Scheme is 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 are 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.
- ii) Any dispute shall be subject to exclusive jurisdiction of Courts at Bangalore, India.

4.15.11 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.

4.16 General:

- 4.16.1 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.
- 4.16.2 In case of Superannuation / Voluntary Retirement / Optional Retirement / Termination on grounds of continued ill-health / Death while in Service etc. of Ex-Servicemen, they (spouse in case of Death while in Service) will not be eligible to avail medical facilities under the HAL Post Superannuation Group Health Insurance Scheme in case they opt to avail medical facilities from ECHS / Defence Forces post their retirement / termination. In other words, Ex-Servicemen will be eligible to join the HAL Post Superannuation Group Health Insurance Scheme only if they cease their enrollment with the ECHS/Defence Forces.

5. HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR WORKMEN RETIRED / RETIRING ON OR AFTER 1.1.07

References:

- 1) HAL/P&A/23(3)/2015 dated 29.01.2015
- 2) HAL/HR/15(2D)/18/RMP dated 03.09.2018
- 3) HAL/HR/23(3)/19 dated 01.02.2019
- 4) HAL/HR/23(3)/PF/2019/TP dated 25.11.2019

5.1 Title:

5.1.1 The Scheme is called "HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEME FOR WORKMEN RETIRED AFTER 1.1.07".

5.1.2 The general term 'post 1.1.07 retired Workman' would be used under the Scheme to denote the beneficiary.

5.2 Scope of the Scheme and Coverage:

5.2.1 The Scheme covers 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 are also covered under the Scheme.

5.2.2 Coverage under the Scheme is available in the following cases also:

- i) Widows/ Widowers of those Workmen who died while in service on or after 1.1.07, without any minimum service requirement;
- ii) Widows/ Widowers of Workmen as at para-5.2.1 who had died after leaving the Company.
- iii) Widows/ Widowers of those Workmen who become members of the Scheme would continue to be eligible for benefits under the Scheme.

5.2.3 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.

5.2.4 The Scheme is not applicable in the following cases:

- i) Workmen who had resigned/ absconded or who were dismissed/terminated from service on or after 1.1.07, and such cases in future.
- ii) Workmen retired/ retiring etc. on or after 1.1.07 who do not fulfill the minimum Service eligibility criteria indicated above, and such cases in future.
- iii) Retired Workmen covered under Medical Benefit Schemes provided by the employer of his/ her spouse/ children, etc.

5.3 **Company Contribution to the corpus of the Scheme:**

5.3.1 Company Contribution towards the Scheme has been@ 3% of the Basic Pay + DA (DA on Basic Pay) of Workmen, w.e.f 1.1.2012 to 31.3.2020. Rate of contribution by the Company in future will be decided by the Board of Directors, based on affordability, every year.

5.3.2 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.

5.4 Overall Insurance coverage under the Policy:

5.4.1 Presently, Insurance Policy with Coverage of Rs.4 Lakhs for in-patient treatment and Rs. 20,000/- for OPD coverage, per annum, jointly, is available, in respect of the retired Workmen & Spouse as indicated at paras-5.2.1 to 5.2.3 above, on floater basis (coverage may vary from year to year based on profitability, affordability, sustainability and capacity to pay of the company). 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.

5.4.2 The Insurance Coverage is provided only in India.

5.4.3 The coverage provided is without any entry and exit age limits.

5.4.4 Pre-existing illnesses are covered under the Policy.

5.4.5 Cash Less Facility is 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.

5.4.6 Medical Coverage under the Policy

5.4.6.1 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, anesthesia, 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.

5.4.6.2 Additional details about the coverage would be indicated in the Handbook issued by the TPA.

5.4.7 **Out Patient Treatment Coverage**

5.4.7.1 Presently, 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. 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.

5.4.7.2 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.

5.5 **Exclusions**

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.

5.6 **Registration & Administration of the Scheme:**

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 **Annexure-XXXII & Appendix-A to C**), 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.

5.7 **Payment of the Registration Fee**

5.7.1 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.

5.7.2 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.

5.8 Insurance Company & TPA

5.8.1 The Insurance Company is decided through tendering. M/s. United India Insurance Company Limited has been the selected bidder from time to time for implementation of the Scheme from 01.02.2004 to 31.01.2021.

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

5.9 Network Hospitals

5.9.1 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).

5.9.2 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.

5.10 Availing Treatment other than in Network Hospitals

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.

5.11 Funding of the scheme:

The Scheme will be funded out of the Contribution made by the Management as at para-5.3 above.

5.12 Benefits under the scheme:

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

5.12.2 The overall Insurance Coverage under the Policy will be approved every year, depending upon the availability of Funds, the number of beneficiaries, etc. The coverage available from year to year will be notified by the Company.

5.13 Reimbursement - claim settlement:

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

5.14 Management of funds and trust:

5.14.1 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.

5.14.2 The Funds earmarked towards this Scheme are managed by the Trust constituted by the Company. The Trust is 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:

- i) The Fund under this Scheme shall be named as "HAL POST SUPERANNUATION GROUP HEALTH INSURANCE FUND FOR WORKMEN-POST 1.1.07".
- ii) The Trust is 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.

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

5.14.3 Nomination of Trustees & Execution of Trust Deed :

Trustees are nominated by the Management. There will be a representative of Workers' Union in the Trust. The Trust Deed is 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.

5.14.4 Term of Office of the Trustees:

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

5.14.5 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.

5.14.6 Meetings of the Trust:

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

5.14.7 Minutes of Meetings:

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

5.14.8 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.

5.14.9 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.

5.14.10 Jurisdiction:

- i) The Scheme is 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 are 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.
- ii) Any dispute is subject to exclusive jurisdiction of Courts at Bangalore, India.

5.14.11 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.

5.15 **General:**

- 5.15.1 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.

5.15.2 In case of Superannuation / Voluntary Retirement / Optional Retirement / Termination on grounds of continued ill-health / Death while in Service etc. of Ex-Servicemen, they (spouse in case of Death while in Service) will not be eligible to avail medical facilities under the HAL Post Superannuation Group Health Insurance Scheme in case they opt to avail medical facilities from ECHS / Defence Forces post their retirement / termination. In other words, Ex-Servicemen will be eligible to join the HAL Post Superannuation Group Health Insurance Scheme only if they cease their enrollment with the ECHS/Defence Forces.

6. HAL POST SUPERANNUATION GROUP HEALTH INSURANCE SCHEMES- VOLUNTARY TOP UP SCHEME

References:

- 1) HAL/P&A/23(3)/PF2015 dated 13.11.15**
- 2) HAL/HR/23(3)/PF/2019/TP dated 01.01.19**

- 6.1 Top Up Policies are available to provide additional coverage over and above the Primary Coverages, on an optional basis.
- 6.2 There are 3 Top Up policies corresponding to the 3 Primary Post Superannuation Group Health Insurance Schemes. Premium is to be paid by the beneficiaries.
- 6.3 The Top Up Policies will not cover OPD & Dental expenses.
- 6.4 Coverage under the Top Up Policy will be open only for the retired employees who are covered under the Post Superannuation Group Health Insurance Schemes of HAL.
- 6.5 The Policy will be in the name of HAL.
- 6.6 The TPA for the Top Up Policy will be same as that of the Primary Policy.
- 6.7 Midterm exit from the Policy is not possible. However, an employee can exit during the renewal.
- 6.8 Beneficiaries who had exited the Voluntary Top Up Scheme in earlier years will not be allowed to enroll to be Scheme afresh.
- 6.9 The sum insured opted by the beneficiaries under Top Up Coverage in the past cannot be enhanced from Rs.4 / 5 Lakhs to Rs. 8/9 Lakhs.
- 6.10 Beneficiaries who had not enrolled under the Top Up Scheme in the past would not be allowed to enroll under the Scheme during a current Policy Period.

- 6.11 Corporate Office will notify the rates of Premium to be paid from year to year, on receipt of the details to this effect from the Insurance Company.
- 6.12 Employees who will be retiring during the Policy Period can enroll within 30 days of his retirement by submitting the Enrollment Form et. The mode of payment of Premium in such cases will be same as in the case of annual renewals. The premium payable will be on a pro-rata basis.
- 6.13 Top Up Coverage in respect of Executives retired / retiring after 1.107 & Workmen retired / retiring after 1.107 for Rs.4 / 8 Lakhs (Inpatient Treatment) over & above the Primary Coverage of Rs. 4 Lakhs provided by the Company was notified vide Circular at reference (ii) above. Further, in respect of Employees (Officers & Workmen) retired before 1.1.07, Top Up Coverage for Rs. 5 / 9 Lakhs (Inpatient Treatment) over & above the Primary Coverage of Rs. 3 Lakhs was notified w.e.f 1.12.19.
- 6.14 The rates of Premium payable for the year 2020-21 (1.2.2020 to 31.1.2021) for the Top Up Coverage are as follows:

Top Up Scheme for	Primary Coverage (Rs.)	Sum Insured under Top Up Policy (Rs.)	Family size (Retired employee & spouse)	Premium payable with GST. (Rs.)
Post 1.1.07 retirees (Officers / Workmen)	4,00,000	4,00,000	1	6,500
			2	10,300
		8,00,000	1	10,400
			2	16600
Pre 1.1.07 retirees	3,00,000	5,00,000	1	9600
			2	16000
		900000	1	13500
			2	22300

CHAPTER-IV
HUMAN RELATIONS

HUMAN RELATIONS

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.

1. 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.

1.1 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.

1.1.1 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.

2. FACILITIES PROVIDED TO THE TRADE UNIONS:

Reference:
HAL/PO/10(8) dated 19.9.67

The Divisions may provide following facilities to the recognized Trade Unions to carry on with their legitimate Trade Union activities.

- (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.

3. SPONSORING OF TRADE UNION LEADERS TO ATTEND TRAINING COURSES/ SEMINARS:

Leaders of 163 Recognized 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 26 of the Chapter I on Welfare Measures.

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 CMD, 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
 - (ii) Interfere with the day-to-day administration of the Division, and
 - (iii) Criticize the policies of the Company relating to matters with which the Association is not directly concerned;
- (i) 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 4.4 below, will be withdrawn.

4.4 The Divisions may provide following facilities to the recognized Officers Associations to carry on their legitimate Association activities:

- (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.

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.

5.4 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.

5.5 **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.

5.6 Procedure for dealing with Communications from Public Representatives / Authorities on matters relating to service matters of employees:

- a) Communication received from Public Representatives / Outside Authorities regarding problems of groups / categories of employees must be entertained and dealt with on time-bound basis. In all such cases, after due examination, appropriate replies would continue to be issued at the level of concerned GM or above.
- b) All Communications from Public Representatives / Public Authorities relating to Grievances of the Retired Personnel should receive the same consideration and be dealt with the same way, as outlined in (a) above.
- c) In cases in which a Public Representative sponsors the case of an individual employee on matters like recruitment, appointment, promotions, transfer, complaint against supersession, expunction of adverse remarks etc., a formal reply should continue to be sent from the Directors / General Managers concerned, acknowledging the receipt of communication stating that the contents of the letter have been noted and where necessary, suggesting that the person whose case has been recommended, may be advised to represent his case through proper official channels. All such communications addressed to Director or General Manager shall be replied to at his/her level.

6. **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:

6.1 **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;

6.2 **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.

6.3 **Other Committees**

Representatives of workers serve on certain other committees constituted by the Management of each Division, such as House Allotment 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.

7. **WORKERS PARTICIPATION IN MANAGEMENT:**

Reference: HAL/IR/400(18)/84/5056 dated 01.03.1984

- 7.1 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.

7.2 **Shop Level Committee**

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**

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 CMD'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, Weekly e-magazine 'HAL Connect' is issued.

9. GRIEVANCE PROCEDURE (WORKMEN):

References:

- 1) PC No.246 dated 18.05.1973
- 2) PC No.559 dated 09.04.1986

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. The details of Grievance Procedure are as follows:

9.1 Object

With the object of providing workmen easy and readily accessible machinery for the ventilation and prompt redressal of their day-to-day individual grievances, the following Grievance Procedure is introduced.

9.2 Scope 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.

9.3 Presentation of Grievance by Workmen

9.3.1 First Stage

A workman who has a grievance on matters enumerated above shall present his grievance in writing in **Annexure-XXXVIII** 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.

9.3.2 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 **Annexure-XXXIX** 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.

9.3.3 **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 **Annexure-XXXX** 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.

9.4 **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 **Annexure-XXXXI** 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 CMD 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.

9.5 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.

9.6 Decisions

All decisions on grievances preferred under the grievance procedure should be in conformity with the rules, regulations and policies of the Company.

9.7 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.

9.8 Constitution of Grievance Committee

The Grievance Committee referred to in sub-para (iii) of para 9.3 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.

(Head of the HR Department referred to at (b) above shall act as the Member-Secretary of the Committee),

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.

9.9 **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 victimized 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.

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.

10. SCHEME FOR GRIEVANCE REDRESSAL FOR OFFICERS IN GRADE-I AND UP TO & INCLUDING GRADE-VI

Reference: PC No.559 dated 09.04.1986
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10.1 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.

10.2 Applicability:

The Scheme will cover all Officers of HAL in Grade-I to VI.

10.3 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.

10.4 Procedure for Handling Grievance:

Subject to the above conditions, individual grievance of Officers shall be processed and dealt with in the following manner:-

- 10.4.1 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.
- 10.4.2 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 10.4.1 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 10.4.3 below.
- 10.4.3 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.

10.5 Composition of Grievance Redressal Committee:

- 10.5.1 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.

10.5.2 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.

10.5.3 In case of Corporate Office, HMA, Liaison Offices at New Delhi, London & Moscow and C S 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. |

10.6 **General Guidelines and Conditions:**

10.6.1 The Officer shall bring up his grievance, if any, immediately and in any case within a period of 3 months of its occurrence.

10.6.2 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.

10.6.3 Divisions / Offices shall notify the Names / Designations of the Departmental Heads to whom Grievance at the first stage should be submitted.

10.6.4 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.

10.7 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.

10.8 **Time Limit:**

10.8.1 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.

10.8.2 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.

10.9 **Returns:**

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 **Annexure-XXXXII**, so as to reach this office by 31st July and 31st January of each year, respectively.

11. **GUIDELINES FOR SETTLEMENT OF COMPENSATION ON ACCIDENTS APPLICABLE TO HINDUSTAN AERONAUTICS LIMITED**

The Guidelines for Settlement of Claims for Compensation for Accidents caused to General Public or a person who may not be covered under any Provisions / Rules / Guidelines for any Compensation, during the Maintenance, Operation & Provisioning of Public Services has been undertaken by HAL. Details of the scheme are as follows:

11.1 **Title:**

These Guidelines would be called as "Guidelines for Settlement of Claims for Compensation for Accidents caused during the Maintenance, Operation and Provisioning of Public Services undertaken by HAL".

11.2 **Applicability**

- a) These Guidelines would govern the Settlement of Compensation Claims arising out of Accidents caused during the Maintenance, Operation and Provisioning of Public Services Undertaken by HAL, resulting in loss of Life or Permanent Disability to the General Public or a person who may not be covered under any Provisions / Rules / Guidelines for any Compensation.
- b) These Guidelines are not applicable to the Employees and the Casual / Contract Labour / Apprentices engaged in the Divisions/ Offices of HAL as they are covered under the Employees' Compensation Act, 1923/ Employees' State Insurance Act, 1948, as the case may be, for payment of compensation benefit.

11.3 **Definitions:**

- a) **Accident:** Any Death or Permanent Disability resulting solely

and directly from any unintended and unforeseen injurious occurrence caused during the Maintenance, Operation and Provisioning of any Public Services undertaken by HAL.

- b) **Competent Authority:** General Manager / Executive Director of the Division / Office would be the Competent Authority to approve grant of Compensation under these Guidelines.
- c) **Company:** Means Divisions / Offices of Hindustan Aeronautics Limited.
- d) **Dependent:** As defined in the Employees' Compensation Act, 1923.
- e) **Designated Officer:** The Head of HR of the Division / Office of HAL would be the Designated Officer for the purpose of receiving and processing Claims for Compensation under these Guidelines.
- f) **Victim:** Any person who suffers Permanent Disablement or Dies in an Accident as defined in these Guidelines.
- g) **Permanent Disablement:** A disablement that is classified as a Permanent Total Disablement under the proviso to Section 2(l) of The Employees' Compensation Act, 1923.

11.4 **Detailed Accident Report:**

It would be the Report prepared by the Police within a period of 30 days from the date of the Incident in **Annexure-XXXVIII** of these- Guidelines.

Explanation: For the purpose of preparation of the Detailed Accident Report, the word "injury" as referred in **Annexure-XXXVIII** refers to "Permanent Disability" as mentioned in Clause 4(g) of the Guidelines.

11.5 **Extent of Liability:**

On the occurrence of any 'Accident' as defined under these Guidelines, the Division / Office of HAL, whether or not there has been any wrongful act, neglect or default on its part and notwithstanding anything contained in any other Law, be liable to pay Compensation to such extent as indicated below:

- (a) In the event of Death or :Rs. 10 Lakh (Rupees Ten Lakh) Permanent. Disability resulting from Loss of any two Limbs.
- (b) In the event of any other :Rs. 7 Lakh (Rupees Seven Lakh) Permanent Disability.

11.6 Procedure for Settlement of Claims in respect of Compensation:

- a) The victim or his / her dependents would make an Application within a period of 90 days of the Accident, to the Designated Officer under whose jurisdiction the accident had occurred. The Application should be accompanied by the following documents:
 - i) Proof of Date of Birth of the victim;
 - ii) Death Certificate of the victim (or) Permanent Disability Certificate issued by the Medical Board authorized by the Government;
 - iii) Certified copy of FIR lodged in respect of the Accident;
 - iv) Proof of Applicant's relation with the victim / Dependency Certificate.

The Designated Officer may seek any further documents for Settlement of Claims to his/her satisfaction.

Provided that where there are more than one Dependent, the Applicant must mention their names, addresses and relations with the victim; and the Designated Officer may at his/her own discretion issue Notices to all before releasing the Compensation.

- b) The Designated Officer on receipt of above Application shall take into consideration the Detailed Accident Report submitted by the Police Authorities and process the Claim of Compensation on priority basis but would not take more than 30 days for disposing of the same in any case.
- c) The Designated Officer, in case where no Application is received from the victim/ dependents of victims, may on receipt of the Detailed Accident Report proceed suo-moto to initiate the process for grant of the Compensation to the victim / dependents of the victim.
- d) With effect from the date of issue of these Guidelines, all Contracts/ Agreements to be entered into by the Divisions / Offices with any Person or Agency for Maintenance, Operation and Provisioning of Services of the Company would invariably include a Clause where by any Compensation paid under these Guidelines shall be recoverable from such Person, Agency or Firm.
- e) In no case, a Claim for appointment of any of the Dependents on Compassionate Grounds would be entertained.

11.7 **Method of Disbursement of Compensation:**

- a) The amount of Compensation so awarded shall be deposited in a Nationalized Bank or if the Branch of a Nationalized Bank is not in existence, it shall be deposited in the Branch of a Scheduled Commercial Bank, in the Joint or Single name of the victim / dependent(s). Out of the amount so deposited, 75% (Seventy Five Percent) of the same shall be put in a Fixed Deposit for a minimum period of one year and the remaining 25% (Twenty Five Percent) shall be available for utilization and initial expenses by the victim / dependent(s) as the case may be.
- b) In the Case of a Minor, 75% (Seventy Five Percent) of the amount of Compensation so awarded shall be deposited in the Fixed Deposit Account and shall be drawn only on attainment of the age of majority, but not before one year of the Deposit. Provided that in exceptional cases, amounts maybe withdrawn for Educational or Medical needs of the beneficiary at the discretion of the Company.
- c) Interest on the sum shall be credited directly by the Bank in the Savings Account of the victim / dependent(s) on monthly basis.

11.8 **Appeal:**

An Appeal against the decision of the Competent Authority in respect to the amount of compensation or rejection of such Claim shall be made to the concerned Functional Director/Chief Executive Officer within a period of 30 days of such decision, who shall decide the same within 30 days of receipt of such Appeal and communicate the decision to the Appellant. His decision shall be final and no further Appeal, whatsoever will be entertained in this regard.

ANNEXURES

**ADDITIONAL UNIFORM 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:-

Quantity	Period
1) Drivers of Directors and General Managers :	
a) Peak Cap	1 per year
b) White covers for peak Cap	2 per year
c) Head Badge	1 Full service
d) Metal buttons	1 set
2) Other Drivers	
a) Peak Cap	1 per year
b) Khaki covers for peak Cap	2 per year
c) Head Badge	1 Full service
3) Despatch Riders :	
Rain Coat	1 once in 3years
4) Messengers :	
Rain Coat	1 once in 3years
5) Cooks-Executive Canteen:	
Cap-side khaki drill	2 per year
7) Waiters:	
Cap-side white	3 per year
8) Workers' Canteen Cooks:	
Cap-side khaki drill	2 per year

Annexure-II

(Refer Para 6.10 of Chapter-I)

**AUTHORISATION OF UNIFORM AND OTHER ARTICLES FOR
THE EMPLOYEES OF SECURITY & FIRE DEPARTMENTS**

Sl. No	Items	Quantity	Periodicity	Remarks
1	Canvas Shoe Khaki	1 pair	Yearly	For Firemen only
2	Canvas Shoe white	1 pair	Yearly	For Fire Officers of all Grades
3	Shoe Brush	1 No	Yearly	For all S&F Employees
4	Dangri Blue	1 No	Yearly	For Firemen only
5	Belly Leather (Lady Shoe)	1 pair	Yearly	For Lady S&F employees only
6	Shoes Brown	1 pair	Yearly	Officers & Staff of Fire Dept only
7	Lanyard (Maroon)	1 No	Yearly	Officers & Staff of Fire Dept only
8	Beret Khaki	2 Nos	Yearly	Officers & Staff of Fire Dept only
9	Woolen Socks (Khaki)	1 pair	Yearly	For all S&F Employees
10	Cotton Socks (Black)	2 pairs	Yearly	For all S&F Employees
11	Shoes Black	1 pair	Yearly	Officers & Staff of Security Dept. Hush Puppies (Bata) or its equivalent (except lady employees)
12	Lanyard (Khaki)	1 No	Yearly	For Security Staff only(Workmen)
13	Lanyard (Black)	1 No	Yearly	For Security Officers only
14	Beret Blue	2 Nos	Yearly	For Security Staff only(Workmen)
15	Beret Black	2 Nos	Yearly	For Security Officers only
16	Cap Peak	1 No	Yearly	For Staff in Scale 8 & above and Officers of S&F Dept.
17	Boot Polish (40 gms) (Cherry/Kiwi)	8 Nos	Yearly	For all S&F Employees
18	Dry Cell (Leak proof) (1050 R20)	18 Nos	Yearly	For all S&F Employees
19	Odomos (40 gms)/ Mosquito repellent lotion	6 Nos	Yearly	For all S&F Employees
20	Brasso (190 ml)	1 No	Yearly	For all S&F Employees
21	Khaki Uniform	4 pairs	2 years	For all S&F Employees in Gr V and below
22	Khaki Uniform	1 pairs	2 years	Only for Officers in Gr. VI and above
23	Company Uniform	2 pairs	2 years	For S&F Officers (Gr V and below)
24	Company Uniform	4 pairs	2 years	Only for Officers in Gr VI and above
25	Lathi	1 No	2 years	For Security Staffs only(Workmen)
26	Whistle	1 No	2 years	For all S&F Employees

(Refer Para 6.10 of Chapter-I)

**AUTHORISATION OF UNIFORM AND OTHER ARTICLES FOR THE EMPLOYEES OF SECURITY
& FIRE DEPARTMENTS**

Sl. No	Items	Quantity	Periodicity	Remarks
27	Khaki Pant Woolen and Shirt full sleeve Angola	2 sets	2 years	For all S&F Employees. Not applicable to BC/DC, Hyd& Nasik
28	Khaki Uniform for Lady Searchers/Security Staff: (a) Saree (Valencial Crepe 100%) OR (b) Salwaar-Kameez (AlfinoYoryo with Cheffon Duppatta)	4 pairs	2 years	For lady S&F Employees only
29	Name Plate	1 No	2 years	For all S&F Employees
30	Cap Badge	2 Nos	3 years	For all S&F Employees
31	Shoulder Badge	1 pair	3 years	For all S&F Employees
32	Safari Suit	1 pair	3 years	For Officers in Gr VI and above only
33	Woolen Inner complete full sleeve	2 pairs	3 years	For all S&F Employees. Not applicable to BC/DC, Hyd& Nasik
34	Khaki Woolen Hand Gloves	2 pairs	3 years	For all S&F Employees. Not applicable to BC/DC, Hyd& Nasik.
35	Water Bottle 1 ltr (Milton/Eagle)	1 No	3 years	For all S&F Employees
36	Raincoat (Duck Back)	1 No	3 years	For all S&F Employees
37	Jersey Woolen	1 No	3 years	For all S&F Employees (Except lady employees)
38	Cardigan Woolen	1 No	3 years	For Lady S&F Employees only
39	Gum Boot	1 pair	3 years	For all S&F Employees (Except lady employees)
40	Hunter / Jungle Shoes	1 pair	3 years	For all S&F Employees (Except lady employees)
41	Web Belt (Maroon)	1 No	3 years	For Fire men only
42	Cane for Officer with white metal head and HAL monogram embossed on it	1 No	3 years	For Security Officers only
43	Black Leather Belt with HAL Monogram on Buckle	1 No	4 years	Officers & Staff of Security Dept only
44	Brown Leather Belt	1 No	4 years	Officers & Staff of Fire Dept only
45	Badges of Rank	2 sets	5 years	For all S&F Employees
46	Torch (03 cells)	1 No	5 years	For all S&F Employees
47	Great Coat Wollen	1 No	5 years	For all S&F Employees
48	Fireman Tunic	1 No	10 years	Officers & Staff of Fire Dept only
49	Insulated Fireman Axe with Cover	1 No	Life Time	Officers & Staff of Fire Dept only
50	Fireman Helmet	1 No	Life Time	Officers & Staff of Fire Dept only

Annexure – III

(Refer Para 6.10 of Chapter-I)

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

SI No	Items	Qty	Perio dicity	Initial Issue			Subsequent Issues			Remarks
				Qty	Date	Initials	Issue date Due date	Initials	Issue date Due date	
1	Canvas Shoe Khaki	1 pair	Yearly							For Firemen only
2	Canvas Shoe white	1 pair	Yearly							For Fire Officer of all Grades
3	Shoe Brush	1 No	Yearly							For all S&F Employees
4	Dongri Blue	1 No	Yearly							For Firemen only
5	Belly Leather (Lady Shoe)	1 pair	Yearly							For Lady S&F employees only
6	Shoes Brown	1 pair	Yearly							Officers & Staff of Fire Dept only
7	Lanyard (Maroon)	1 No	Yearly							Officers & Staff of Fire Dept only
8	Beret Khaki	2 Nos	Yearly							Officers & Staff of Fire Dept only
9	Woolen Socks (Khaki)	1 pair	Yearly							For all S&F Employees
10	Cotton Socks (Black)	2 pairs	Yearly							For all S&F Employees
11	Shoes Black	1 pair	Yearly							Officers & Staff of Security Dept Hush Puppies (Bata) or its equivalents (except lady employees).
12	Lanyard (Khaki)	1 No	Yearly							For Security Workmen only
13	Lanyard (Black)	1 No	Yearly							For Security Officers only
14	Beret Blue	2 Nos	Yearly							For Workmen only
15	Beret Black	2 Nos	Yearly							For Security Officers only

(Refer Para 6.10 of Chapter-I)

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

SI No	Items	Qty	Periodicity	Initial Issue			Subsequent Issues			Remarks
				Qty	Date	Initials	Issue date Due date	Initials	Issue date Due date	
16	Cap Peak	1 No	Yearly							For Staff Scale 8 & above, and Officers of S&F Dept.
7	Boot Polish (40 gms) (Cherry/ Kiwi)	8 Nos	Yearly							For all S&F Employees
18	Dry Cell (Leak proof) (1050 R20)	18 Nos	Yearly							For all S&F Employees
19	Odomos (40 gms)/ Mosquito repellent lotion	6 Nos	Yearly							For all S&F Employees
20	Brasso (190 ml)	1 No	Yearly							For all S&F Employees
21	Khaki Uniform	4 pairs	2 years							Gr V and below
22	Khaki Uniform	1 pairs	2 years							Only for Officers in Gr. VI and above
23	Company Uniform	2 pairs	2 years							For S&F Officers (Gr V & below)
24	Company Uniform	4 pairs	2 years							Only for Officers in Gr VI & above
25	Lathi	1 No	2 years							For Security Staff only (Workmen)
26	Whistle	1 No	2 years							For all S&F Employees
27	Khaki Pant Woolen and Shirt full sleeve Angola	2 sets	2 years							For all S&F Employees Gr V & Below

(Refer Para 6.10 of Chapter-I)

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

SI No	Items	Qty	Periodicity	Initial Issue			Subsequent Issues				Remarks
				Qty	Date	Initials	Issue date Due date	Initials	Issue date Due date	Initials	
28	Khaki Uniform for Lady Searchers/ Security Staff : (a) Saree (Valencial Crepe 100%) OR (b) Salwaar-Kameez (Alfinooryo with CheffonDupatta)	4 pairs	2 years								For lady S&F Employees only
29	Name Plate	1 No	2 years								For all S&F Employees
30	Cap Badge	2 Nos	3 years								For all S&F Employees
31	Shoulder Badge	1 pair	3 years								For all S&F Employees
32	Safari Suit	1 pair	3 years								For Officers Gr VI and above only
33	Woolen Inner complete full sleeve	2 pairs	3 years								For all S&F Employees. Not applicable to BC/DC, Hyd&Nsk
34	Khaki Woolen Hand Gloves	2 pairs	3 years								For all S&F Employees. Not applicable to BC/DC, Hyd&Nsk
35	Water Bottle 1 ltr (Milton/ Eagle)	1 No	3 years								For all S&F Employees
36	Raincoat (Duck Back)	1 No	3 years								For all S&F Employees
37	Jersey Woolen	1 No	3 years								For all S&F Employees (Except lady employees)

(Refer Para 6.10 of Chapter-I)

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

SI No	Items	Qty	Perio dicity	Initial Issue			Subsequent Issues				Remarks
				Qty	Date	Initials	Issue date Due date	Initials	Issue date Due date	Initials	
38	Cardigan Woolen	1 No	3 years								For Lady S&F Employees only
39	Gum Boot	1 pair	3 years								For all S&F Employees (Except lady employees)
40	Hunter / Jungle Shoes	1 pair	3 years								For all S&F Employees (Except Lady employees)
41	Web Belt (Maroon)	1 No	3 years								For Fire men only
42	Cane for Officer with white metal head and HAL monogram embossed on it	1 No	3 years								For Security Officers only
43	Black Leather Belt with HAL Monogram on Buckle	1 No	4 years								Officers & Staff of Security Dept only
44	Brown Leather Belt	1 No	4 years								Officers & Staff of Fire Dept only
45	Badges of Rank	2 sets	5 years								For all S&F Employees
46	Torch (03 cells)	1 No	5 years								For all S&F Employees
47	Great Coat Woolen	1 No	5 years								For all S&F Employees
48	Fireman Tunic	1 No	10 years								Officers & Staff of Fire Dept only
49	Insulated Fireman Axe with Cover	1 No	Life Time								Officers & Staff of Fire Dept only
50	Fireman Helmet	1 No	Life Time								Officers & Staff of Fire Dept only

RANK BADGES

SECURITY STAFF

Scale – 4	Security Guard - B	No Rank Badges.
Scale – 5	Security Guard - A	Shoulder Stripe ½” Blue Colour
Scale – 6	Security Jamedar	One Five pointed Brass Star with Blue Ribbon.
Scale – 7	Security Subedar	Two Five pointed Brass Stars with Blue ribbon.
Scale – 8	Security Inspector	Three Five pointed Brass stars with blue ribbon.
Scale – 9	Senior Security Inspector	Three Five pointed Brass Stars with Red & Blue Ribbon.
Scale – 10	Chief Security Inspector	One Five pointed white star (without ribbon)
Special Scale	Senior Chief Security Inspector	One Five pointed Silver star (without ribbon)& with Shoulder Badge

SECURITY OFFICERS

Grade – I	Asst. Security Officer	Two Five Pointed Nickel Coated Stars
Grade – II	Security Officer	Three Five Pointed Nickel Coated Stars
Grade – III	Deputy Manager (Security)	Nickel Coated One Ashoka Emblem
Grade – IV	Manager (Security)	Nickel Coated One Five Pointed Star & One Ashoka Emblem
Grade - V	Senior Manager (Security)	Nickel Coated Two Five Pointed Stars and One Ashoka Emblem

FIRE STAFF

Scale – 4	Fireman - B	Shoulder Title with 'FIRE'
Scale – 5	Fireman - A	Shoulder Title with 'FIRE'
Scale – 6	Senior Fireman	Shoulder Title with 'FIRE' with one Red Stripe
Scale – 7	Fire Captain	Shoulder Title with 'FIRE' with Two Red Stripe
Scale – 8	Fire Inspector	Shoulder Title with 'FIRE' with one small impeller
Scale – 9	Senior Fire Inspector	Shoulder Title with 'FIRE' with two small impeller
Scale – 10	Chief Fire Inspector	Shoulder Title with 'FIRE' with three small impeller
Special Scale	Senior Chief Fire Inspector	Wreath with one small impeller

Contd....2

::2::

(Refer Para 6.10 of Chapter-I)

RANK BADGES

FIRE OFFICERS

Grade – I	Asst. Fire Officer	Large Impeller within laurel Wreath
Grade – II	Fire Officer	Large Impeller within laurel Wreath with one impeller above
Grade – III	Deputy Manager (Fire Service)	Large Impeller within laurel Wreath with two impeller above
Grade – IV	Manager (Fire Service)	Large Impeller within laurel Wreath with one Big impeller and one small impeller above
Grade - V	Senior Manager (Fire Service)	Large Impeller within laurel Wreath with one Big impeller and two small impeller above

**PROFORMA OF APPLICATION UNDER HAL EMPLOYEES OPTIONAL
RETIREMENT SCHEME**

HINDUSTAN AERONAUTICS LIMITED
_____ **DIVISION/OFFICE**

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-A.

Yours faithfully

(Signature of the employee)

Name _____

Dept. & EID NO.. _____

Designation _____

Department* _____

(*indicate the Name of the Department)

Place :

Date:

Appendix A to Annexure - V
(Refer Para 8.8.1 of Chapter-I)

HAL EMPLOYEES OPTIONAL RETIREMENT SCHEME

HINDUSTAN AERONAUTICS LIMITED
_____ -DIVISION/OFFICE

PART-I
(To be filled in by the employee)

1	Name of the Employee	
2	Badge No.	
3	Designation	
4	Wage Group/Scale/Grade	
5	Division/Department/Section (Clearly indicate Name of the Department/Section)	
6	Date of Birth	
7	Date of joining the Company	
8	Date of appointment/promotion to the present Group/Scale/Grade	
9	Date of attaining the age of normal superannuation (60 years)	
10	Has the employee executed any Bond? If so, give details thereof. Is the Bond period Over? If not, when will it be over?	
11	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	
12	Has the employee been abroad during the past 2 years? If so, furnish the details	

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
Contd...2

HAL Employees Optional Retirement Scheme

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 _____

Contd...3

::3::

(Refer Para 8.8.1 of Chapter-I)

HAL Employees Optional Retirement Scheme

PART-III

(To be filled in by the HR Department)

a	Punishments, if any, imposed on the employee during the last 03 years	
b	Whether any disciplinary Case/ CBI case/any other type of enquiry against the employee is pending or contemplated. If so, details thereof	
c	Whether any criminal case has been registered against the individual by the CBI or by the local police with details, if any, available	
d	Is there anything adverse against the employee from the Security / Vigilance angle?	
e	Overall CR Gradations for the last 05 years	

The information furnished by the employee in Part-I is correct as per records in the Division/Office.

Date: _____ 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 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 OF THE CEO

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

LIFE INSURANCE CORPORATION OF INDIA
(Established by the Life Insurance Corporation Act, 1956)

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 MASTE POLICY HOLDER

- 2)
 - i) Full name of the Deceased Member: ii) Date of Birth:.....
 - iii) Date of joining service. iv) Date of joining PF:.....

 - v) P.F. Account No. vi) Date of entry to the scheme:
 - vii) Date of death of member (enclosedeath certificate):
 - viii) Cause of death of member
 - ix) Cadre:.....

- 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 addressof the guardian:
.....
 - iii) Name and c omplete addressof the Bank/Post Office withwhich the claimant has openeda Savings Bank Account.
.....
 - iv) Account Number
.....
 - v) Amount to be settled:.....

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
WITH DESIGNATION AND SEAL

Place :
Date :

Group Insurance Scheme

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,:

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 : _____
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 : _____
Full Name : _____
Address : _____

* Strike out if not applicable
@ Attested by the Competent Authority

Annexure –VIII

(Refer Para 16.7.1 of Chapter-I)

[Appendix-A to Annexure-I to Circular No. HAL/HR/14(11)/19 dated 10.10.19]

HAL Group Personal Accident Insurance Scheme

INTIMATION REGARDING ACCIDENT

Division/Office:

Sl. No.	Item	Particulars
1	Name of the employee	
2	EID Number	
3	Designation	
4	Department	
5	Details of the accident a) Date: b) Place: c) Time: d) Brief Description:	
6	Particulars of injury etc.	

Place:

Signature:

Date:

Name of the Employee:

CERTIFICATION BY HR DEPARTMENT

It is certified that the employee is a member of the HAL Group Personal Accident Insurance Scheme and the particulars furnished by him at Sl. 1 to 4 are correct.

Place:

Signature:

Date:

Name:

Designation:

Seal:

Forwarded to:

THE NEW INDIA ASSURANCE COMPANY LTD.
RO CLAIMS HUB, BASEMENT, UNITY BUILDINGS ANNEXE
KALINGA RAO ROAD, BANGALORE-560027

Smt. B C Chandramati, Deputy Manager

Contact No.: 080-22539439

E-mail address: chandramat.bc@newindia.co.in

Cc: usha.kumar@newindia.co.in

HAL Group Personal Accident Insurance Scheme

Personal Accident Insurance Claim
Form

Policy No.670500421 90100000078

Issuing office — DO 670500

No. t0/J, Kukreja House, Kumarakrupa Road,
Bangalore - 560 001



The New India Assurance Company Limited

Regd. & Head Office : 67, Mahatma Gandhi Road, Fort, Mumbai - 400 001.

The Issue of this form is not to be taken as an admission of Liability
FO BE COMPLETED BY THEINSURED

- 1* a) Name of the insured - Hindustan Aeronautics Ltd.
- g) Name of injured Person
- c) Address in full
- d) Scale /Grade
- 2* a) Date of the accident
- b) Time of accident
- c) Where it happened ?
- d) Name and address of witness, if any
- 3* How did the accident occur ?
- 4* Nature of injury received
- 5* a) Nature of disablement
- b) Extent of disablement
- Confined to bed
- [From _____ to _____]
- [From _____ to _____]
- c) present state of incapacity

(In case of death, this is not applicable. Just state the date of demise)

6* Name and address of doctor in attendance

Contd...2

::2::

(Refer Para 8.8.1 of Chapter-I)

HAL Group Personal Accident Insurance Scheme

7* a) Where and when can a Medical officer of the Company visit you, if necessary?

b) Name of nearest railway station and distance there from.

8 a) Are you insured in any other office or offices granting compensation for accident

b) If so state name and address of company or companies and amount of insurance.

I hereby declare that the foregoing statements are made by myself and are true in all respect and that I have not attempted to conceal from the Company anything which I ought to be made acquainted and also that I have not abstained from any usual occupation longer than absolutely necessary and I agree that if I have made, or in any further declaration the Company may require, shall make any false or fraudulent statement or any suppression, concealment or untrue averment whatever, the policy shall be void and my right to compensation forfeited and I am willing, if required to make a Statutory Declaration before a Justice of the Peace of the truth of the whole of the foregoing statement or any other statement I may make in connection with this claim.

Name_____

Signature_____

Date-

Address_____

Place-

Fields marked * are mandatory

HAL Group Personal Accident Insurance Scheme

MEDICAL CERTIFICATE

*Claims must be Supported by Medical Evidence furnished by the Insured
and at his expense.*

1. (a) Name of Claimant
(b) Sex (c) Age
2. (a) Nature and cause of accident

(b) If to eye or limb, state left or right

(c) Whether the appearance of the injuries are consistent
with the account given of the accident.
3. Date on which you first attended Claimant for this injury
4. Has Claimant been totally prevented from attending
to any portion of his business? If so how long?
5. Is Claimant suffering from any disease or illness apart
from his injury and is there any illness by circumstances
which may tend to retard recovery? If so, give particulars?
6. Present condition
7. How long from the happening of the Accident do you consider
Total disablement will last?

Having personally examined the above named Insured I Certify that the
above statements are correct and that the injured person is necessarily
disabled by the Accident referred to

Signature
Name &
Qualification
Registration No.
Address

Date

REMARKS OR EXTRA DETAILS

**APPLICATION FOR GRANT OF SPECIAL ALLOWANCE TO
SPORTSMEN**

(As Per Circular No. HAL/P&A/23(4)-2/PF/2011 DATED 17.03.2011)

**HINDUSTAN AERONAUTICS LIMITED
DIVISION/OFFICE**

- 1) Name of the employee :
- 2) Category : Sportsman/ Coach
(Strikeoff
whichever is not applicable)
- 3) EID No :
- 4) Designation &Gr/ Scale :
- 5) Department :
- 6) Name of the Game /Sport :
- 7) Tournament/ Championship for which :
Selected/ appointed/ participated
- 8) Level of Participation : International/ National/
State
(Strike off whichever is not applicable)
- 9) Date of selection/ appointment for the :
Tournament/ Championship
- 10) Period of participation :
(indicate 'from' & 'to' dates)
- 11)Championship /Awards won :
- 12)Period for which the allowance is claimed :
(indicate 'from' & 'to' dates)
- 13)If already drawing the allowance, the rate, :
Date from which it is granted & reference
No. and date of the letter vide which it is
granted
- 14) Documents enclosed in support of the claim:
 - i) Copy(ies) of letter(s) from the Regulatory body, National Association/ Federation/ State Association/ Federation, Central Govt. or State Govt. regarding Selection / Appointment for the Tournament/ Championship as follows:
 - a) Letter no. Date.....
From.....
 - b) Letter no. Date.....
From.....
(May add more rows as required)

Contd...2

::2::

- ii) Documents substantiating the level of participation[required if not indicated in the latter(s) at sl. No. 14(i)]:
 - a) Letter no. Date.....
From.....

::2::

- c) Allowance as per para-7.2 of the Circular (*strike off whichever is not applicable*).Copies of the following documents/letters in this regard are enclosed:

(Refer Para 23.5.1 of Chapter-I)

(Application for Grant of Special Allowance to Sportsmen)

- i)
ii)
iii)
d) The _____ employee is a player/Coach in the _____ Game/Sports _____ in HAL since _____.
- e) Other details which the Sports Club would like to indicate here are as follows:
- f) The employee is eligible/ not eligible for the Allowances and is recommended/not recommended for grant of the Allowance (*strike off whichever is not applicable*).

(where the application is being processed immediately after Selection/appointment for the Tournament/Championship and no act causing disrepute as at para-7.2 Circular No.HAL/P&A/23(4)-2/PF/2011 dated 17.03.2011/ Para-18(b) above are reported against the employee, the recommendations can be made by the Secretary, HAL, sports club, subject to the condition that any such occurrence(s) will be brought to the notice of the concerned HR department immediately, in writing, with relevant documents, if any)

Secretary,
HAL Sports Club,
_____ Division/

Date: _____ Bangalore/Helicopter/Design Complex

Forwarded to the HR Dept. for further processing.

(HR Department will verify all the relevant details including those at Para No.7 and process the case for approval)

Annexure-XII

(Refer Para 4.6.1 of Chapter-II)

**SAMPLE AFFIDAVIT
(For availing Medical Facilities from HAL- Ex-servicemen)**

AFFIDAVIT TO BE MADE ON Rs.100 NON JUDICIAL STAMP PAPER & TO BE

ATTESTED BY A NOTARY PUBLIC

I..... (Name) (Retd.) is re-employed in HAL with effect from.....with EID No.....I am presently working as.....Designation (in HAL) in..... (Division/Office).

Isolemnly affirm and declare as follows:-

1. That I last served at.....[Wing of Defence Forces viz.Army / Air Force / Navy / Cost Guard etc. (please tick)] at.....(place)as (Rank)..... and Service No.....

2. That I have following legal dependent(s) in respect of whom I am availing / would availHAL medical facilities:

SI No.	Name	Relationship	Date of Birth	Identification Mark	Signature / Thumb Impression
i.					
ii.					
iii.					

3. (a) That the combined monthly income (from all sources including income accruing from house/other immovable property/fixed deposit etc) of my dependant parents is less than Rs.9000/- per month.

(b) It is hereby certified that my parents (father/mother or both) do not draw any pension from Central Govt/ State Govt/ PSUs/ any Private Organisation and are residing with me at.....

.....
(give full address of residence).

4. That my child/ children is/are dependent on me and are not employed & that my daughter(s) is/are NOT married or is/are divorced and fully dependent on me.

5. That in case of any change in the status of my dependants (due to death, marriage, employment), I undertake to intimate the HR Department of my Division / Office of the changes as and when it

Cont.....2

happens and will stop use of HAL medical facilities. I will refund in full, the cost of any treatment that my dependents may have received after he/she became ineligible. I understand that I shall be liable for disciplinary action should I fail to do so.

(Refer Para 4.6.1 of Chapter-II)

6. I also understand that in case my dependent parents avail medical facilities from the organization from where he/she had retired, the onus of removal of their name from the HAL Medical Cards lies with me.

7. (a) That at present I am not availing any medical facilities under ECHS / any other medical scheme funded by the Defence Forces /Central Govt/ PSU or any other Govt undertaking.

(b) That my spouse is not a member of CGHS or any other Govt Scheme.

(c) That at any point of time during my Service in HAL I will not avail any medical facilities under ECHS/ from the Defence Forces for Self & my dependent family members.

8. I understand that in case I have submitted any incorrect information / concealed any facts, or if HAL medical facilities are misused or used by any unauthorised person, my Medical Cards will be cancelled without any notice or further hearing. I also understand that suppression of facts by me will be treated as misconduct on my part and disciplinary action will be taken against me as per Company Rules. In addition, I undertake to re-pay to the Company the entire cost of expenditure incurred on treatment of such unauthorised person(s).

VERIFICATION

I, ----- the deponent above named, do hereby solemnly declare and verify that the contents of this Affidavit are true to the best of my knowledge and belief, and nothing material has been concealed or suppressed there from.

Verified at (place)-----on this (date)-----day of (Month)-----
----- Year-----

Signature of Deponent

ATTESTATION

Certified that the above statement is declared before me at (Place)-----
----- on this-----day of (Month)-----Year-----by DEPONENT
Name (retired Rank)-----Designation (in HAL)-----
----- EID No ----- Division / Office -----who
is identified by Name-----and witnessed by -----

Cont.....3

----- (Name of first witness) & -----
----- (Name of second witness).

Signature of Deponent

WITNESSES

Signature of Witness No. 1 Signature of Witness No. 2

(Name in Capital Letters) (Name in Capital Letters)
(Full Postal Address) (Full Postal Address)

ATTESTED BY
NOTARY PUBLIC

Note: Strike of whichever is not applicable.

Annexure-XIII
(Refer Para 4.6.1 of Chapter-II)

Date.....

To,
.....
.....
.....

From,
Name:
Retired Rank:
Service No.:
Present Residential Address in full:

Sir / Madam,

Sub: Request to suspend ECHS / other Medical Cards (Ex-Servicemen)

This is to inform that I (Name) (Retd.) Service No.....had retired from [Wing of Defence Forces viz. Army / Air Force / Navy /Cost Guard etc. (please tick)] on (date of retirement) & joined M/s.Hindustan Aeronautics Ltd. (HAL), a P ublic Sector Undertaking under Ministry of Defence, Govt. of India,.....(Division/Office)..... (give full address) on (date of joining) with EID No.

2. I hereby declare that I & my legal dependent(s) whose details is/are as furnished below, were issued Medical Card under the Ex-Servicemen Health Scheme (ECHS) / any other Scheme of Defence Forces (Name).....

Sl No.	Name	Relationship	Date of Birth	ECHS Card No./ any other Medical Card No. & date of issue
i				
ii				
iii				
iv				

3. At present, I am availing Medical facilities from M/s.HAL for self & dependent family members. In this connection, I hereby request that the Card(s) issued under the ECHS/other Scheme to me & my dependent family members may kindly be suspended till the time I am employed with M/s.HAL. My date of retirement from HAL is Copies of the ECHS Cards of self & dependent family members as indicated at para-2 above are enclosed herewith.

4. I understand that in case I have submitted any incorrect information I suppressed any facts, or if any ECHS Membership Card/other Card is misused or used by any unauthorized person, I will be liable for legal

action by the ECHS Organization / other Organization which has issued the Medical Card to me.

Thanking you,

Signature

.....

Name

EID No. in HAL

Designation.....

Place:

HAL Division/Office.....

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:

Name of the employee	:	
Name of the Patient/ Relationship with employee	:	
Dept No./P.B.No.	:	
Designation / Grade/Scale	:	
Total Amount Claimed	:	
Total No. of enclosures	:	

I declare that only the **PRESCRIBED** 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

P.B.NO.	
Amount Admissible	Rs.

Signature of Dealing Assistant / Officer

HAL HOSPITAL

Date:

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

Annexure-XVI
(Refer Para 14.6.2 of Chapter-II)

H.A.L

Card No.....

CLAIMS FOR REIMBURSEMENT OF MATERNITY/ CHILD BIRTH CASES
..... Division

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

This Claim has been submitted for Reimbursement in terms of Circular No._____ dated_____.

Date :

Signature of the applicant

Contd...2

::2::

(Refer Para 14.6.2 of Chapter-II)

(CLAIMS FOR REIMBURSEMENT OF MATERNITY/ CHILD BIRTH CASES)

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)

Annexure- XVII
(Refer Para 20.1.1 of Chapter-II)

Illustrative list of Medicines / Biologicals

Sl. No.	Diseases	Medicines/ Procedure
1	Sever Hemophila A.	Factor concentrates
2	CA Breast	Inj. Hercepting 512 mg
3	CA Breast	Inj. Peg- Grafeel 6 mg and Inj. Herceptin 480 mg
4	Metastatoc Carco, pma : sigmoid colon.	Inj. Cetuximab 600 mg. Inj. Osaliplatin 200 mg
5	CA Thyroid	Injection Trastuzunab
6	CA Stomach	Tab. Capcitabile 500 mg
7	Multiple Sclerosis	Inj. Netalizumob; Inj. Rituximab; Rituximab 500 mg IV
8	RA	Inj. Actemra IV (400 U); Injection Actmera 400
9	CLL.	Inj. Bendamustine & Rituximab
10	Non Hogdkins Lymphoma	Inj. Rituxeral 500 mg Inj. Bendamustine
11	Brain Tumour	Cyberknife
12	Carcinoma Breast with Metastasis.	Inj. Fulvestrant (Faslodex) 250mg
13	Carcinoma left breast	Tab. Palbocilib 125 mg & Tab. Anastrozole 1 mg
14	Myopic choroidal Neovascular membrane	Injection of Ranibizumab
15	Bulbo Sinal MND Anterior Horn Cell Disease and myasthenia gravis.	Inj. Rituximab.
16	Prostate Adenomna Carcinoma with perineural Infiltration	Inj. Fiamon 80 mg

APPENDIX VII

List of Life Saving Medicines with their Generic Name and Brand Names

LIFE SAVING MEDICINES (MULTIPLE BRANDS)

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
1	ALBUMIN BOUND PACLITAXEL	1. ABRAXANE 100 MG	100 MG	VIAL	BIOCON
2	ANASTRAZOL	1. ALTRAZ 1 MG	1 MG	2x14	ALKEM ASTRA ZENCA
3		2. ARIMIDEX 1 MG	1 MG	2x14	
4	ANTI HEAMOPHILIC FACTOR VIII	1. HEMOFIL M (250-400 I.U)	(250-400 I.U)	VIAL	BAXTER BAXTER BAXTER BAXTER
5		2. HEMOFIL M (500-650 I.U)	(500-650 I.U)	VIAL	
6		3. HEMOFIL M (1000-1200 I.U)	(1000-1200 I.U)	VIAL	
7		4. FACTOR VIII CONCENTRATE DRIED (INJ.) 250 IU/VIAL	250 LU	VIAL	
8	ANTI HEAMOPHILIC FACTOR IX	1. IMMUNUNINE (600)	600 IU	VIAL	BAXTER BAXTER
9		2. FACTOR IX COMPLEX (COAGULATION) FACTORS II, VII, IX, X) DRIED INJECTION		VIAL	
10	BICALUTAMIDE 50 MG	1. BICAL 50 MG (TAB.)	50 MG	1x30	INTAS BIOPHARMA DR REDDY'S RANBAXY ACCURA CARE
11		2. TABI 50	50 MG	1x30	
12		3. CALURAN 50 MG (TAB.)	50 MG	1x30	
13		4. B JURATAB	50 MG	1x10	

Appendix VII : List of Life Saving Medicines with their Generic Name and Brand Names

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S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
4	BORTEZOMIB 2 MG	1. MYEZOM 2 MG	2 MG	VIAL	DR.REDDY'S NATCO
5		2. BORTENAT 2 MG	2 MG	VIAL	
6	BORTEZOMIB 3.5 MG	1. MYEZOM 3.5 MG	3.5 MG	VIAL	DR.REDDY'S NATCO JHONSON & JHONSON
7		2. BORTENAT 3.5 MG	3.5 MG	VIAL	
8		3. VELCADE 3.5 MG	3.5 MG	AMP	
9	PURIFIED BOTULINUM TOXIN TYPE A	1. BOTOX (INJ.) 100 IU	100 IU	1 Vial	ALLERGAN RANBAXY
10		2. NEURONOX 100 (INJ)	100 IU	VIAL	
11	CAPECITABINE 500 MG	1. CAPECITE 500	500 MG	1x8	ABBOTT ROCHE
12		2. XELODA 500	500 MG	1x10	
13	CARBOPLATIN 150 MG	1. BIOCARB 150 MG (INJ.)	150 MG	VIAL	BIOCHEM BRISTOL MAYER SQUIBB
14		2. PARAPLATIN 150	150 MG	VIAL	
15	CARBOPLATIN 450 MG	1. BIOCARB 450 MG (INJ.)	450 MG	VIAL	BIOCHEM BRISTOL MAYER SQUIBB
16		2. PARAPLATIN 450	450 MG	VIAL	
17	CYCLOSPORINE 25 MG	1. NBORAL 25 MG (TAB.)	25 MG	1x5	NOVARTIS PANACEA NOVARTIS
18		2. CYCLOSPORINE 25 MG	25 MG	1x6	
19		3. SANDIMMUN NEORAL 100 MG (LIQ)50 ML	100 MG	BOTTLE	

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
30	CYCLOSPORINE 50 MG	1. NEORAL 50 MG (TAB.)	50 MG	1 x 5	NOVARTIS
31		2. CYCLOSPORINE 50 MG	50 MG	1 x 6	PANACEA
32	CYCLOSPORINE 100 MG	1. NEORAL 100 MG (TAB.)	100 MG	1 x 5	NOVARTIS
33		2. CYCLOSPORINE 100 MG	100 MG	1 x 6	PANACEA
34		3. SANDIMMUN NEORAL 100 MG (LIQ)/50 ML	100 MG	BOTTLE	NOVARTIS
35	DOCETAXEL 20 MG	1. DOCEREX 20 MG	20 MG	VIAL	ACCURA CARE
36		2. TAXOTERE 20	20 MG	VIAL	SANOI AVENTIS
37		3. DOCETERE 20 MG	20 MG	VIAL	DR.REDDY'S
38		4. TAXOGEM 20 MG	20 MG	VIAL	SARABHAI
39		5. TACEBDO 20 MG	20 MG	VIAL	NAPROD
40	DOCETAXEL 80 MG	1. DOCEREX 80 MG	80 MG	VIAL	ACCURA CARE
41		2. TAXOTERE 80	80 MG	VIAL	SANOI AVENTIS
42		3. DOCENAT 80.	80 MG	VIAL	NATCO
43		4. DOCETERE 80 MG	80 MG	VIAL	DR.REDDY'S
44		5. TAXOGEM 80 MG	80 MG	VIAL	SARABHAI
45		6. TACEBDO 80 MG	80 MG	VIAL	NAPROD
46	DOCETAXEL 120 MG	1. DOCENAT 120	120 MG	VIAL	NATCO
47		2. DOCETERE 120 MG	120 MG	VIAL	DR.REDDY'S
48		3. TAXOGEM 120 MG	120 MG	VIAL	SARABHAI
49		4. DOCEREX 120 MG	120 MG	VIAL	ACCURA CARE
50		5. TACEBDO 120 MG	120 MG	VIAL	NAPROD
51	DOXORUBICIN HCL LIPOSOMAL	1. NUDOXA		VIAL	ZYDUS

Appendix VII : List of Life Saving Medicines with their Generic Name and Brand Names

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S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
52	DOXORUBICIN HCL	1. DOXORUBICIN HCL 10 MG	10 MG	VIAL	UNITED BIOTECH
53		2. DOXORUBICIN HCL 50 MG	50 MG	VIAL	UNITED BIOTECH
54	EPIRUBICIN HCL 10 MG	1. FARMARUBICIN 10	10 MG	VIAL	PFIZER
55		2. EPILASTA 10 MG	10 MG	VIAL	ACCURA CARE
56	EPIRUBICIN HCL 50 MG	1. FARMORUBICIN 50	50 MG	VIAL	PFIZER
57		2. EPILASTA 50 MG	50 MG	VIAL	ACCURA CARE
58	ERYTHROPOIETIN 2000 I.U.	1. NEORECORMON 2000	2000 IU	PFS	ROCHE
59		2. EPOFIT 2000	2000 IU	PFS	INTAS
60		3. EPREX 2000	2000 IU	PFS	JHONSON & JHONSON
61		4. ERYPRO SAFE 2000 IU	2000 IU	PFS	BIOCON LTD.
62		5. ESPOGEN 2000	2000 IU	PFS	LG
63		6. NEPHRODIL 2000 IU	2000 IU	PFS	FERON LIFE SCIENCES
64		7. VINTOR 2000	2000 IU	PFS	GENNOVA
65		8. ZYROP 2000	2000 IU	VIAL	ZYDUS
66	ERYTHROPOIETIN 3000 I.U.	1. NEORECORMON 3000	3000 IU	PFS	ROCHE
67		2. EPOFIT 3000	3000 IU	PFS	INTAS
68		3. EPREX 3000	3000 IU	PFS	JHONSON & JHONSON
69		4. ERYPRO SAFE 3000 IU	3000 IU	PFS	BIOCON LTD.
70		5. ESPOGEN 3000	3000 IU	PFS	LG
71		6. VINTOR 3000	3000 IU	PFS	GENNOVA
72		7. ZYROP 3000	3000 IU	VIAL	ZYDUS

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
73	ERYTHROPOIETIN 4000 I.U.	1. NEORECORMON 4000	4000 IU	PFS	ROCHE
74		2. EPOFIT 4000	4000 IU	PFS	INTAS
75		3. EPREX 4000	4000 IU	PFS	JHONSON & JHONSON
76		4. ERYPRO SAFE 4000 IU	4000 IU	PFS	BIOCON LTD.
77		5. ESPOGEN 4000	4000 IU	PFS	LG
78		6. NEPHRODIL 4000 IU	4000 IU	PFS	FERON LIFE SCIENCES
79		7. VINTOR 4000	4000 IU	PFS	GENNOVA
80		8. ZYROP 4000	4000 IU	VIAL	ZYDUS
81	ERYTHROPOIETIN 5000 I.U.	1. NEORECORMON 5000	5000 IU	PFS	ROCHE
82		2. ERYPRO SAFE 5000 IU	5000 IU	PFS	BIOCON LTD.
83	ERYTHROPOIETIN 6000 I.U.	1. EPOFIT 6000	6000 IU	PFS	INTAS
84		2. EPREX 6000	6000 IU	PFS	JHONSON & JHONSON
85		3. NEPHRODIL 6000 IU	6000 IU	PFS	FERON LIFE SCIENCES
86		4. VINTOR 6000	6000 IU	PFS	GENNOVA
87	ERYTHROPOIETIN 10000 I.U.	1. NEORECORMON 10000	10000 IU	PFS	ROCHE
88		2. EPOFIT 10000	10000 IU	PFS	INTAS
89		3. EPREX 10000	10000 IU	PFS	JHONSON & JHONSON
90		4. ERYKINE 10000	10000 IU	PFS	INTAS BIOPHARMA
91		5. ERYPRO SAFE 10000 IU	10000 IU	PFS	BIOCON LTD.
92		6. ESPOGEN 10000	10000 IU	PFS	LG
93		7. ZYROP 10000	10000 IU	VIAL	ZYDUS
94		8. VINTOR 10000	10000 IU	PFS	GENNOVA

Appendix VII : List of Life Saving Medicines with their Generic Name and Brand Names

1131

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
95	ERYTHROPOIETIN 20000 I.U.	1. ESPOGEN 20000	20000 IU	PFS	LG
96		2. VINTOR 20000	20000 IU	PFS	GENNOVA
97	ERYTHROPOIETIN 40000 I.U.	1. EPOFER 40000	40000 I.U.	PFS	EMCURE
98		2. EPREX 40000	40000 I.U.	PFS	JHONSON & JHONSON
99		3. ERYKINE 40000	40000 I.U.	PFS	INTAS BIOPHARMA
100	EXEMESTANE 25 MG	1. AROMACIN 25 MG		1x30	PFIZER
101		2. X TANE 25 MG		1x30	NATCO
102	FENTANYL TRANS PATCH	1. DUROGESIC D-TRANS PATCH 25 MCG		PACK OF 3	JHONSON & JHONSON
103		2. DUROGESIC D-TRANS PATCH 30 MCG		PACK OF 3	JHONSON & JHONSON
104	FILGRANSTIM 300 MCG	1. GRAFEEL 300 mcg	300 MCG	PFS	DR.REDDY'S
105		2. NEUKINE 300 mcg	300 MCG	PFS	INTAS BIOPHARMA
106		3. NEUPOGEN 300 mcg	300 MCG	PFS	ROCHE
107	FLUDARABINE PHOSPHATE 50 MG	1. FLURAMAX INJ	50 MG	VIAL	ACCURA CARE
108		2. FLUDARA 50 INJ	50 MG	VIAL	ZYDUS
109	FULDEXTERANT 250	1. FASLODEX 250	250 MG	PFS	ASTRA ZENCA
110		2. FULVENAT 250 MG	250 MG	VIAL	NATED

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
111	GEFITINIB 250 MG	1. GEFISSA CAP	250 MG	1x30	ACCURA CARE NATCO SARABHAI
112		2. GEPTINAT 250	250 MG	1x30	
113		3. XTINIB 250	250 MG	1x30	
114	GEMCITABINE 200 MG	1. CYTOGEM 200 MG	200 MG	VIAL	DR.REDDY'S LILLY INTAS BIOPHARMA NAPROD NAPROD
115		2. GEMCITE 200 MG	200 MG	VIAL	
116		3. GEMIBINE 200 MG	200 MG	VIAL	
117		4. ABINGEM 200 MG	200 MG	VIAL	
118		5. GEMCIVABINE HCL 200 MG	200 MG	VIAL	
119	GEMCITABINE 1 GM	1. CYTOGEM 1 GM	1 GM	VIAL	DR.REDDY'S LILLY INTAS BIOPHARMA NAPROD
120		2. GEMCITE 1 GM	1 GM	VIAL	
121		3. GEMIBINE 1 GM	1 GM	VIAL	
122		4. ABINGEM 1 GM	1 GM	VIAL	
123	SOMATROPIN	1. GENOTROPIN 36 IU	36 IU	Cartg	PFIZER LILLY
124		2. HUMATROPE 36 IU (INJ.)	36 IU	PPS	
125	IBANDRONIC ACID 6 MG	1. BANDRONE 6 MG	6 MG	INJ	NATCO ROCHE
126		2. BONDRONATE 6 ML	6 MG	VIAL	
127	IBANDRONIC ACID 50 MG	1. BANDRONE 50 MG TAB	50 MG	1x10	NATCO ROCHE
128		2. BONDRONATE 50 MG	50 MG	1x7	
129	IMATINIB	1. GLIVEC TAB 100 MG	100 MG	1x10	NOVARTIS NOVARTIS NATCO NAPROD
130		2. OLIVEC TAB 400 MG	400 MG	1x10	
131		3. VVENAT TAB 100 MG	100 MG	1x120	
132		4. MESYLONIB TAB	100 MG	1x10	

Appendix VII : List of Life Saving Medicines with their Generic Name and Brand Names.

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S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
133	INTERFERON ALFA	1. ROFERON A3 MIU.	3 MIU.	PPS	ROCHE INTAS BIOPHARMA
134		2. INTALFA 3 MIU (INJ.)	3 MIU	PPS	
135	IRINOTECAN 40 MG	1. CAMPTO 40 MG	40 MG	VIAL	PFIZER DR. REDDY'S
136		2. IRNOCAM 40 MG	40 MG	VIAL	
137	IRINOTECAN 100 MG	1. CAMPTO 100	100 MG	VIAL	PFIZER LG ZYDUS DR. REDDY'S
138		2. VENOFER 100	100 MG	AMP	
139		3. NEXIRON 100	100 MG	VIAL	
140		4. IRNOCAM 100	100 MG	VIAL	
141	LETROZOLE 2.5 MG	1. FEMARA 2.5	2.5 MG	1x30	NOVARTIS
142	MEGESTROL ACETATE	1. MEGESTRA 40 MG	40 MG	1x10	ACCURA CARE
143	MYCOPHENOLATE MOPETIL S 180	1. MYCEPT S 180	180 MG	1x10	PANACEA NOVARTIS
144		2. MYPORTIC 180 MG (TAB.)	180 MG	1x10	
145	MYCOPHENOLATE MOPETIL 250	1. CELLCEPT 250	250 MG	1x10	ROCHE PANACEA GENNOVA
146		2. MYCEPT 250	250 MG	1x10	
147		3. MOFLET 250	250 MG	1x10	
148	MYCOPHENOLATE MOPETIL S 360	1. MYCOFIT S 360 (TAB.)	360 MG	1x10	INTAS BIOPHARMA PANACEA GENNOVA NOVARTIS
149		2. MYCEPT S 360	360 MG	1x10	
150		3. MOFLET S 360 MG	360 MG	1x10	
151		4. MYPORTIC 360 MG (TAB.)	360 MG	1x10	

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
152	MYCOPHENOLATE MOPETIL 500	1. CELLCEPT 500	500 MG	1x10	ROCHE INTAS BIOPHARMA GENNOVA PANACEA
153		2. MYCOFIT 500 (TAB.)	500 MG	1x10	
154		3. MOPLET 500 MG	500 MG	1x10	
155		4. MYCEPT 500	500 MG	1x10	
156	NORMAL IMMUNOGLOBIN 5 GM	1. GAMMA I.V. 5 GM	5 GM	VIAL	BHARAT SERUM
157	OXALIPATIN 50 MG	1. DACOTIN 50 MG	50 MG	VIAL	DR.REDDY'S
158	OXALIPATIN 100 MG	1. DACOTIN 100 MG	100 MG	VIAL	DR.REDDY'S
159	PACLITAXEL 30 MG	1. MITOTAX 30	30 MG	VIAL	DR.REDDY'S SARABHAI BRISTOL MAYER SQUIBB NAPROD UNTTED BIOTECH
160		2. PAXTAL 30 MG	30 MG	VIAL	
161		3. TAXOL 30	30 MG	VIAL	
162		4. NAPRO - TAX 30 MG	30 MG	VIAL	
163		5. PACLITAXEL 30 MG	30 MG	VIAL	
164	PACLITAXEL 100 MG	1. MITOTAX 100	100 MG	VIAL	DR.REDDY'S SARABHAI BRISTOL MAYER SQUIBB NAPROD
165		2. PAXTAL 100 MG	100 MG	VIAL	
166		3. TAXOL 100	100 MG	VIAL	
167		4. NAPRO - TAX 100 MG	100 MG	VIAL	
168	PACLITAXEL 260 MG	1. NAPRO - TAX 260 MG	260 MG	VIAL	NAPROD
170	PACLITAXEL 300 MG	1. MITOTAX 300	300 MG	VIAL	DR.REDDY'S BRISTOL MAYER SQUIBB NAPROD
171		2. TAXOL 300	300 MG	VIAL	
171		3. NAPRO - TAX 300 MG	300 MG	VIAL	

Appendix VII - List of Life Saving Medicines with their Generic Name and Brand Names

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S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
172	PEGFILGRASTIM 6 MG	1. NEULASTIM 6 MG	6 MG	PFS	ROCHE INTAS BIOPHARMA
173		2. NEUPEG 6 MG	6 MG	PFS	
174	PEMETREXED DISODIUM 100 MG	1. ALIMTA 100 MG	100 MG	VIAL	LILLY NATCO
175		2. PEMNAT 100 MG	100 MG	VIAL	
176	PEMETREXED DISODIUM 500 MG	1. ALIMTA 500 MG	500 MG	VIAL	LILLY NATCO
177		2. PEMNAT 500 MG	500 MG	VIAL	
178	RITUXIMAB 100 MG	1. REDTUX 100	100 MG	VIAL	DR REDDY'S
179	RITUXIMAB 500 MG	1. REDTUX 500	500 MG	VIAL	DR REDDY'S
180	RITUXIMAB 1000 MG	1. RBDITUX RA	1000 MG	2 VIAL OF 500 MG	DR. REDDY'S
181	SIROLEMUS	1. SIROMUS 1	1	1x6	ZYDUS
182	SODIUM HYALURONATE	1. HYNES 20	20	PFS	XYATA FERON LIFE SCIENCES LG
183		1. FEROVISC 25 MG	25 MG	2.5ML/	
184		2. HYRUAN 2.5 ML	2.5 ML	PFS PFS	
185	TACROLIMUS 0.5 MG	1. PANGRAF 0.5 MG (TAB.)	0.5 MG	1x10	PANACEA ZYDUS GENNOVA
186		2. TACROMUS 0.5 MG (TAB.)	0.5 MG	1x10	
187		3. VINGRAP CAP 0.5 MG	0.5 MG	1x10	

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
188	TACROLIMUS 1 MG	1. PANGRAF 1 MG (TAB.)	1 MG	1x10	PANECIA
189		2. TACROMUS 1 MG (TAB.)	1 MG	1x10	ZYDUS
190		3. VINGRAF CAP 1 MG	1 MG	1x10	GENNOVA
191	TEMOZOLOMIDE 20 MG	1. TEMODOL 20	20 MG	1x5	FULFORD
192		2. TEMONAT 20	20 MG	1x15	NATCO
193	TEMOZOLOMIDE 100 MG	1. TEMODOL 100	100 MG	1x5	FULFORD
194		2. TEMONAT 100	100 MG	1x5	NATCO
195		3. EMZOLAME 100	100 MG	1x5	NAPROD
196	TEMOZOLOMIDE 250 MG	1. TEMODOL 250	250 MG	1x5	FULFORD
197		2. TEMONAT 250	250 MG	1x5	NATCO
198		3. EMZOLAME 250	250 MG	1x5	NAPROD
199	TERIPARATIDIE (R-HUMAN PARATHYROID HORMONE (1-34))	1. BONISTA	750 MG	VIAL OF 750 MG PEN 750 MG	RANBAXY
200		2. PORTEO	750 MG		LILLY
201	THALIDOMIDE 50 MG	1. REDEMIDE 50	50 MG	1x10	INTAS BIOPHARMA
202		2. THALIX 50	50 MG	1x10	FRESEN IUS KABI
203	THALIDOMIDE 100 MG	1. REDEMIDE 100	100 MG	1x10	INTAS BIOPHARMA
204		2. THALIX 100	100 MG	1x10	FRESEN IUS KABI
205	VORICONAZOLE 50 MG	1. VERZ 50 MG	50 MG	1x4	DR.REDDY'S
206		2. VORITRA 50 MG	50 MG	1x10	ACCURA CARE

Appendix VII : List of Life Saving Medicines with their Generic Name and Brand Names

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S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
207	VORICONAZOLE 200 MG	1. VORITRA 200 MG	200 MG	1x10	ACCURA CARE
208		2. VORIZOL 200 TAB	200 MG	1x4	NATCO
209		3. VERZ 200 MG	200 MG	1x4	DR.REDDY'S
210	VORICONAZOLE 200 INJ	1. VERZ 200 MG INJ	200 MG	VIAL	DR.REDDY'S
211		2. VORIZOL 200 INJ	200 MG	VIAL	NATCO
212		3. VORITRA 200 MG INJ	200 MG	VIAL	ACCURA
213	ZOLEDRONIC ACID 4 MG	1. ZOLDONAT 4 MG	4 MG	VIAL	NATCO
214		2. ZOMETA 4 MG	4 MG	VIAL	NOVARTIS
215	ZOLEDRONIC ACID 5 MG	1. ACLASTA LIVI 5 MG INJ	5 MG	VIAL	NOVARTIS
216		2. NATZOLD 5 MG	5 MG	VIAL	NATCO

LIFE SAVING MEDICINES (SINGLE BRAND)

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
1	ABATACEPT 250 MG	ORENCIA	250 MG	VIAL	BRISTOL MAYER SQUIBB
2	ALTETAMINE 50 MG	CANTRET 50	50 MG	1x10	NATCO
3	AMIFOSTINE 500 MG	ETHYOL 500	500 MG	VIAL	FULFORD
4	ANTI HEMOPHILIC FACTOR VIII 250 I.U	IMMUNATE 250 I.U	250 IU	VIAL	BAXTER
5	AZOTHYAPRINE	ZYMURINE 30	50 MG	1x18	ZYDUS BIOGEN
6	BASILIXIMAB	SIMULECT 20 MG	20 MG	IU	NOVARTIS

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
7	BEBAZUMAB 100 MG	AVASTIN 100 MG	100 MG	VIAL	ROCHE
8	BENDAMUSTINE HYDROCHLORIDE	BENZZ	100 MG	VIAL	NATCO
9	BENDAMUSTINE HYDROCHLORIDE	BENDED	100 MG	VIAL	NATCO
10	BORTEZOMIB 1.0 MG	VELCADE 1 MG	1 MG	VIAL	JHONSON & JHONSON
11	BOTULINUM TOXIN TYPE A	BOTOX (INJ.) 50 IU	50 IU	1 Vial	ALLERGAN
12	CABAZITAXEL	JEVYANA	60 MG / 1.5 ML	VIAL	SANOFI AVENTIS
13	CALCITRIOL BP 0.25mcg	CALCIT 80 0.25	0.25 MCG	1x10 Cap	ZYDUS
14	CALCIUM ACETATE	PHOSTATE		1x10	ZYDUS
15	CALCIUM POLYSTYRENE	K BIND SACHET 15 GM	15 GM	SACHET 1x15 GM	ZYDUS
16	CETUXIMAB 100 MG	ERBITUX 100	100 MG	VIAL	MERCK
17	CETUXIMAB 500 MG	ERBITUX 500	500 MG	VIAL	MERCK
18	CHLORAMBUCL 2 MG	CLOKERAN 2 MG	2 MG	1x30	NATCO
19	CHLORAMBUCL 5 MG	CLOKERAN 5 MG	5 MG	1x30	NATCO
20	CYCLOSPORIN	SANDBIMUN NEORAL 100 MG (liq/50ml)	100 MG	BOTTLE	NOVARTIS
21	CYCLOSPORINE	NEORAL 25 MG (TAB.)	25 MG	1x5	NOVARTIS
22	CYCLOSPORINE	NEORAL 50 MG (TAB.)	50 MG	1x5	NOVARTIS
23	CYCLOSPORINE	NEORAL 100 MG (TAB.)	100 MG	1x5	NOVARTIS
24	DACLIZIMAB	ZENEPAX 25 MG (INJ.)	25 MG	VIAL	ROCHE
25	DASATINIB 20 MG	SPRYCEL 20	20 MG	1x60	BRISTOL MAYER SQUIBB

Appendix VII : List of Life Saving Medicines with their Generic Name and Brand Names

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S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
26	DAJATINIB 50 MG	SPRYCEL 50	50 MG	1x60	BRISTOL MAYER SQUIBB
27	DASATINIB 70 MG	SPRYCEL 70	70 MG	1x60	BRISTOL MAYER SQUIBB
28	DARBIPOTTIN ALFA	CRESP	200 MCG	VIAL	DR. REDDY
29	DARBIPOTTIN ALFA	CRESP	25 MCG	PFS	DR. REDDY
30	DARBIPOTTIN ALFA	CRESP	40 MCG	PFS	DR. REDDY
31	DARBIPOTTIN ALFA	CRESP	100 MCG	VIAL	DR. REDDY
32	DECITABINE	DACOGEN 50 MG	50 MG	VIAL	JHONSON & JHONSON
33	DEFRASIROX	ASUNRA 100 MG	100 MG	1x6	NOVARTIS
34	DEFRASIROX	ASUNRA 400 MG	400 MG	1x6	NOVARTIS
35	DESPROXAMINE	DESPERAL 500 MG	500 MG	VIAL	NOVARTIS
36	DEXTRANOMER	DEFLUX 4 MG (INJ.)	4 MG	VIAL	
37	ELTROMBOPAG OLAMINE	REVOLADE 25 MG TAB	25 MG	1x7 TAB	GSK
38	ELTROMBOPAG OLAMINE	REVOLADE 50 MG TAB	50 MG	1x7 TAB	GSK
39	ENTACAVIR 0.5	BARACLUDGE 0.5 MG (TAB.)	0.5 MG	Box of 30 tab	BRISTOL MAYER SQUIBB
40	ENTACAVIR 1 MG	BARACLUDGE 1 MG (TAB.)	1 MG	Box of 30 tab	BRISTOL MAYER SQUIBB
41	ERLOTINIB HCL	ERLOCIP		1x30	CIPLA
42	ERYTHROPOEIN 30000 I.U.	NEORECORMON 30000	30000 IU	PFS	ROCHE
43	ERYTHROPOEIN 8000 I.U.	EPREX 8000	8000 IU	PFS	JHONSON & JHONSON
44	ESTRAMUSTINE 140 MG	X-TRANT 140 MG	140 MG	1x100	NATCO

S. No.	Generic Name	Brand Name	Strength	Packng	Manufacture by
45	ETANERCEPT	ENBREL 25 MG (INJ.)	25 MG	PFS	WYETH
46	ETANERCEPT	ENBREL 50 MG (INJ.)	50 MG	PFS	WYETH
47	EVEROLIMUS	AFINITOR 5 MG	5 MG	1x10	NOVARTIS
48	EVEROLIMUS	AFINITOR 10 MG	10 MG	1x10	NOVARTIS
49	EVEROLIMUS	CERTICAN 0.25 MG	0.25 MG	1x10	NOVARTIS
50	EVEROLIMUS	CERTICAN 0.50 MG	0.50 MG	1x10	NOVARTIS
51	EVEROLIMUS	CERTICAN 0.75 MG	0.75 MG	1x10	NOVARTIS
52	FENTANYL TRANSDERMAL 12 MG	DURAGESIC 12 MCG	12 MCG	PATCH 1x3	JHONSON & JHONSON
53	FENTANYL TRANSDERMAL 25 MG	DURAGESIC 25 MCG	25 MCG	PATCH 1x4	JHONSON & JHONSON
54	FENTANYL TRANSDERMAL 50 MG	DURAGESIC 50 MCG	50 MCG	PATCH 1x5	JHONSON & IRONSON
55	FLUDARABINE PHOSPHATE	FLUDARA 10 MG TAB	10 MG	1x20	ZYDUS
56	GANCICLOVIR 250 MG	NATCLOVIR 250 MG	250 MG	1x10	NATCO
57	GANCICLOVIR 500 MG	NATCLOVIR INJ 500 MG	500 MG	VIAL	NATCO
58	GOSERELIN 10.8 MG	ZOLADEX 10.8	10.8 MG	PFS	ASTRA ZENCA
59	GOSERELIN 3.6 MG	ZOLADEX 3.6	3.6 MG	PFS	ASTRA ZENCA
60	HYLAN G-F 20	SYNVISC ONE	20 MG	VIAL	GENZYME
61	INFLIXIMAB RECOMBINANT	REMICADE 100 MG (INJ.)	100 MG	VIAL	PULFORD
62	INTERFERON ALFA 2B	INTALFA 5 MIU (INJ.)	5 MIU	PFS	INTAS BIOPHARMA.
63	INTERFERON ALFA 2B	INTRON 18 MIU (INJ.)	18 MIU	PEN	PULFORD

Appendix VII : List of Life Saving Medicines with their Generic Name and Brand Names

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S. No.	Generic Name	Brand Name	Strength	Packng	Manufacture by
64	INTERFERON ALFA 2B	INTRON 30 MIU (INJ.)	30 MIU	PEN	PULFORD
65	INTERFERON ALFA 2B	ROFERON 3 MIU	3 MIU	1 PFS	ROCHE
66	INTERFERON ALFA 2B	ROFERON 4.5 MIU	4.5 MIU	1 PFS	ROCHE
67	INTERFERONBETA-1 ALPHA	AVONEX 30 MIU	30 MIU	PFS	BIOGEN
68	IRLOTINIB 100 MG	TARCEVA 100	100 MG	1x10	ROCHE
69	IRLOTINIB 150 MG	TARCEVA 150	150 MG	1x10	ROCHE
70	IXABEPILONE	IXEMPRA 15	15 MG	VIAL	BRISTOL MAYER SQUIBB
71	IXABEPILONE	IXEMPRA 45	45 MG	VIAL	BRISTOL MAYER SQUIBB
72	LENALIDOMIDE 10 MG	LENALID 10	10 MG	1x30	NATCO
73	LENALIDOMIDE 15 MG	LENALID 15	15 MG	1x30	NATCO
74	LENALIDOMIDE 25 MG	LENALID 25	25 MG	1x30	ABOTT
75	LENALIDOMIDE 5 MG	LENALID 5	5 MG	1x30	ABOTT
76	LENNPRORELIN ACETATE 11.25 MG	LUCRIN DEPOT 11.25	11.25 MG	VIAL	ABOTT
77	LENNPRORELIN ACETATE 3.75 MG	LUCRIN DEPOT 3.75	3.75 MG	VIAL	ABOTT
78	LENOGRASTIN 263 mcg	GRANOCYTE 263 mcg	263 MG	VIAL	SANOPI AVENTIS
79	LEPATINIB 250 MG	TYKERB 250 MG (TAB.)	250 MG	1x10	GLAXO
80	LEUPROLIDE 22.5 MG	ELIGARD 22.5	22.5 MG	VIAL	RANBAXY
81	LEUPROLIDE 45 MG	ELIGARD 45	45 MG	VIAL	RANBAXY
82	LIPOSOMAL AMPHOYTERICIN B	AMBISOME 50 MG	50 MG	VIAL	ABOTT
83	LIPOSOMAL DOXORUBICIN	LIPODOX 20 MG	20 MG	VIAL	SUN PHARMA
84	LYMPHOCYTE IMMUNE GLOBULIN	ATGAM 25 MG	25 MG	VIAL	PFIZER

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
85	METHOXY POLYETHYLENE GLYCOL	MIRCERA 50 MG (INJ.)	50 MG	1 PFS	ROCHE
86	METHOXY POLYETHYLENE GLYCOL	MIRCERA 75 mcg (INJ.)	75 MCG	1 PFS	ROCHE
87	METHOXY POLYETHYLENE GLYCOL	MIRCERA 100 MG (INJ.)	100 MG	1 PFS	ROCHE
88	MYCOPHENOLATE MOPETIL	CELLCEPT SUSP. 165 ML	165 ML	165 ML	ROCHE
89	NATALIZUMAB	TYSABRI 300 MG	300 MG	VIAL	BIOGEN IDEC
90	NILOTINIB	TASIGANA CAP 300 MG	300 MG	28 caps/ pack	NOVARTIS
91	NILOTINIB	TASIGANA CAP 50 MG	50 MG	28 caps/ pack	NOVARTIS
92	NIMOTUZUMAB 50 MG	BIOMAB	50 MG	VIAL (1x4)	BIOCON
93	NORMAL IMMUNOGLOBIN 0.5 GM	GAMA I.V. 0.5 GM	0.5 GM	VIAL	BHARAT SERUM
94	OCTREOLIDE 0.1 MG	SANDOSTATIN 0.1	0.1 MG	VIAL	NOVARTIS
95	OCTREOLIDE 0.5 MG	SANDOSTATIN 0.05	0.05 MG	VIAL	NOVARTIS
96	OCTREOLIDE 20 MG	OCTRIDE DEPOT 20 MG	20 MG	VIAL	SUN PHARMA
97	OCTREOLIDE LAR 10 MG	SANDOSTATIN LAR 10	10 MG	VIAL	NOVARTIS
98	OCTREOLIDE LAR 20 MG	SANDOSTATIN LAR 20	20 MG	VIAL	NOVARTIS
99	OMALIZUMAB	XOLAIR 150 MG (INJ.)	150 MG	VIAL	NOVARTIS
	PACLITAXEL 250 MG	MITOTAX 250	250 MG	VIAL	DR.REDDY'S
101	PACLITAXEL 260 MG	PAXTAL 260 MG	260 MG	VIAL	SARABHAI
102	PAZOPANIB HYDROCHLORIDE	VOTRIENT 200 MG TAB	200 MG	30 Tab/ bott	GSK
103	PAZOPANIB HYDROCHLORIDE	VOTRIENT 400 MG TAB	400 MG	30 Tab/ bott	GSK

Appendix VII : List of Life Saving Medicines with their Generic Name and Brand Names

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S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
104	PEGAPTANS SODIUM	MACUGEN 0.3 MG (INJ.)	0.3 MG	VIAL	PFIZER
105	PEGINTERFERON ALPHA 120 mcg	VIRAFERON PEG 120	120 MCG	VIAL	FULFORD
106	PEGINTERFERON ALPHA 2B 100 mcg	VIRAFERON PEG 100	100 MCG	VIAL	FULFORD
107	PEGYLATED INTERFERON ALFA 2a 135	PEGASYS 135	135 MG	PFS	ROCHE
108	PEGYLATED INTERFERON ALFA 2a 180	PEGASYS 180	180 MG	PFS	ROCHE
109	PEGYLATED INTERFERON ALFA 2b 50	VIRAFERON PEG REDIPEN 50	50 MG	PFS	FULFORD
110	PEGYLATED INTERFERON ALFA 2b 50	VIRAFERON PEG 50	50 MG	VIAL	FULFORD
111	PEGYLATED INTERFERON ALFA 2b 80	VIRAFERON PEG REDIPEN 80	80 MG	PFS	FULFORD
112	PEGYLATED INTERFERON ALFA 2b 80	VIRAFERON PEG 80	80 MG	VIAL	FULFORD
113	PIMECROLIMUS 1%	ELIDEL CREAM	0.01	Cream	NOVARTIS
114	RANIBIZUMAB	LUCENTIS 0.3 (INJ.)	0.3 MG	VIAL	NOVARTIS
115	RECOMBINANT ANTI HEMOPHILIC FACTOR VIII 250 I.U	RECOMBINATE 1000 I.U	1000 IU	VIAL	BAXTER
116	RECOMBINANT ANTI HEMOPHILIC FACTOR VIII 250 I.U	RECOMBINATE 250 I.U	250 IU	VIAL	BAXTER
117	RECOMBINANT ANTI HEMOPHILIC FACTOR VIII 250 I.U	RECOMBINATE 500 I.U	500 IU	VIAL	BAXTER
118	RITUXIMAB	REDITUX RA 1000 MG	1000 MG	2 VIAL 500 MG	DR.REDDY'S

S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
119	RITUXIMAB	RISTOVA	100 MG	VIAL	ROCHE
120	RITUXIMAB	RISTOVA	500 MG	VIAL	ROCHE
121	RIVASTIGMIN	EXELON 1.5 MG (CAP.)	1.5 MG	1x60	NOVARTIS
122	RIVASTIGMIN	EXELON 3 MG (CAP.)	3 MG	1x60	NOVARTIS
123	RIVASTIGMIN	EXELON 4.5 MG (CAP.)	4.5 MG	1x60	NOVARTIS
124	RIVASTIGMIN	EXELON 6 MG (CAP.)	6 MG	1x60	NOVARTIS
125	RIVASTIGMIN	EXELON PATCH 5	5 MG	1x30	NOVARTIS
126	RIVASTIGMIN	EXELON PATCH 10	10 MG	1x30	NOVARTIS
127	SOMATROPIN	GENOTROPIN 16 IU (INJ.)	16 IU	PFS	PFIZER
128	SOMATROPIN	HUMATROPE 18 IU (INJ.)	18 IU	PFS	LILLY
129	SOMATROPIN	NORDITROPIN 15 IU (INT.)	15 IU	PFS	NOVO NORDISK
130	SOMATROPIN	NORDITROPIN 45 IU (INJ.)	45 IU	PFS	NOVO NORDISK
131	SORAFENIB TOSYLATE	NEXAVAR 200 MG (TAB.)	200 MG	1x60	BAYER
132	SUNITINIB MALATE	SUTENT 12.5 (CAP)	12.5 MG	7 Cap/ Strip	PFIZER
133	SUNITINIB MALATE	SUTENT 25 (CAP)	25 MG	7 Cap/ Strip	PFIZER
134	SUNITINIB MALATE	SUTENT 50 (CAP)	50 MG	7 Cap/ Strip	PFIZER
135	TACROLIMUS 0.25 MG	PANGRAF 0.25 MG	0.25 MG	1x10 caps	PANACEA
136	TACROLIMUS 2 MG	PANGRAF 2 MG	2 MG	1x10 caps	PANACEA

Appendix VII : List of Life Saving Medicines with their Generic Name and Brand Names

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S. No.	Generic Name	Brand Name	Strength	Packing	Manufacture by
137	TELBIVUDINE 600 MG	SEBIVO 600 MG	600 MG	1x30	NOVARTIS
138	TEMSIROLIMUS & DILUENT	TORISEL 25 MG	25 MG/1.2 ML	VIAL	PFIZER
139	THYROTROPIN ALFA	THYROGEN 1.1 MG	1.1 MG	2 VIAL/ pack	GENZYME
140	TOCILIZUMAB	ACTEMRA 80 MG	80 MG	VIAL	ROCHE
141	TOCILIZUMAB	ACTEMRA 200 MG	200 MG	VIAL	ROCHE
142	TOCILIZUMAB	ACTEMRA 400 MG	400 MG	VIAL	ROCHE
143	TRABECTEDIN	YONDELIS 1 MG	1 MG	VIAL	JHONSON & JHONSON
144	TRASTUZUMAB 440 MG	HARCLON	440 MG	VIAL	ROCHE
145	TRIPTORELIN ACETATE	DECAPEPTYL 0.1 MG (INJ.)	0.1 MG	VIAL	FERRING
146	TRIPTORELIN ACETATE	DECAPEPTYL 3.75 MG (INJ.)	3.75 MG	VIAL	FERRING
147	VALGONCICLOVIR 450	VALCYTE 450 MG (TAB.)	450 MG	1x60	ROCHE
148	VINORELBINE 10	NAVELBINE 10	10 MG	VIAL	PIRAMAL
149	VINORELBINE 50	NAVELBINE 50	50 MG	VIAL	PIRAMAL

HINDUSTAN AERONAUTICS LIMITED
_____DIVISION

HEALTH CHECKUP- SENIOR EXECUTIVES UNDER PESB

NAME:	AGE:	SEX:	DATE:
EMPLOYEE NO:			
NAME OF THE POST HELD :			
BRIEF CLINICAL HISTORY, IF ANY			

A.

Examination:

PHYSICAL: WT: HT:	SYSTEMIC:
EYE:-	NEAR VISION:
VISION:	FUNDUS:

Contd...2

Health Checkup – Senior Executives Under PESB

NAME:	AGE:	SEX:
P.B.NO.		DATE:
<u>INVESTIGATIONS:-</u>		
<u>HAEMOGRAM</u>		
Hb%		
TLC		
DLC		
Peripheral Smear		

<u>BLOOD SUGAR</u>
Fasting
PPBS

<u>LIPID PROFILE</u>
Total Cholesterol
HDL Cholesterol
LDL Cholesterol
VLDL Cholesterol
Triglyceride
<u>LIVER FUNCTION TEST</u>
Total Bilirubin
Direct Bilirubin
Indirect Bilirubin
SGOT
SGPT
ALK Phosphatase

Contdd...3

Health Checkup– Senior Executives Under PESB

<u>KIDNEY FUNCTION TEST</u>	
Urea	
Creatinine	
Uric Acid	
Electrolytes:--	
Na+	Calcium
K+	Phosphorous

<u>CARDIAC PROFILE</u>
CPK
CK MB
LDH
SGOT

<u>URINE</u>	
Routine	Microscopic
Sugar	
Albumin	
<u>ECG</u>	
<u>X-RAY</u>	

<u>ULTRA SOUND ABDOMEN</u>	
<u>ANY OTHER INVESTIGATIONS</u>	
<u>ECHO:-</u>	
<u>ADVICE</u>	

Contd....4

Health Checkup – Senior Executives Under PESB

B. MEDICAL REPORT OF THE OFFICER

1. Haemoglobin Level of the Officer	Normal/Low
2. Blood Sugar Level	Satisfactory/Normal/High/Low
3. Cholesterol Level of the Officer	Normal/low
4. Liver Functioning	Satisfactory/Normal/Dysfunction
5. Kidney Status	Normal/Both- One Kidney not functional optimally
6. Cardiac Status	Normal/Enlarged/Blocked/Not normal

C. SUMMARY OF MEDICAL REPORT

1. Overall Health of the Officer	
2. Any other remarks based on the health checkup of the Officer	
3. Health Profile grading	

Date:

CMS

(HAL Executives Defined Contribution Pension Scheme)

No.
Mr./Mrs.-----
Address -----

Date:

Dear Sir/Madam,

Sub: Introduction of 'HAL Executives Defined Contribution Pension Scheme-2007' in respect of Executives retired/retiring after 1.1.07.

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,

(Contd...2)

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.

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)

(HAL Executives Defined Contribution Pension Scheme)

ENROLLMENT CUM MEMBER CONTRIBUTION MANDATE FORM:
EX-EXECUTIVES

Date:

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)

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

(HAL Executives Defined Contribution Pension Scheme)

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 :

Name :

Relation :

Date of Birth :

Place:

Place :

Date :

Date :

Appendix-A1 to Annexure-XX

(Refer Para 1.4 of Chapter-III)

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

Sl. No.	Particulars <i>(To be filled in by the Beneficiary)</i>										
Personal Details of the Beneficiary:											
1.	Name (in Block Letters) :										
2.	Relationship to the Ex-Executive :										
3.	Date of Birth	:		4.	Age	:	years	__	months	__	days
	DD/M										
	M/YY										
5.	Permanent Address					Address for Communication					
6.	PIN Code					PIN Code					
7.	Phone Nos. (Land Line) with STD Code					Mobil e No.:					
8.	E-mail id :										
Bank Details of the Beneficiary:											
9.	Account No. :										
10.	Name of the Bank & Branch :										
11.	IFSC Code of the Branch :										
Service particulars of the Ex-Executive :											
12.	Name.										
13.	Ex-EID No..										
14.	Date of Joining HAL	:		15.	Date of Retirement from HAL	:					

Contd...2

::2::

(Refer Para 1.4 of Chapter-III)

16.	Total years of Service in HAL	:	Years: Months:
17.	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'	:	
18	Designation and Grade at the time of leaving HAL	:	Designation: Grade :
19	Division/ Office & Dept. in which last worked	:	Division/Office: Dept.:

NB: All the above are supported by Documents as indicated at Appendix-A2

Signature of the
Ex-Executive

(Signature of the Dependent of
the deceased Executive
(if applicable))

Name:

Name:

Date:

Date:

Place:

Place:

Appendix-A2 to Annexure-XX

(Refer Para 1.4 of Chapter-III)

(HAL Executives Defined Contribution Pension Scheme)**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:

Sl. No	Criteria	Copies of Certificate required	Indicate Certificate(s) produced by the Ex-Executive/Dependent of the deceased Executive
1	Proof of Name, Address, Date of Birth & Photograph	<p>i) <u>Ex-Executive:</u> 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.</p> <p>ii) <u>Spouse/Child/Dependent Member(if applicable):</u> 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 R relationship Certificate from Panchayat/ Municipal/ Corporation Authorities is also to be enclosed.</p>	
2	Service Particulars in HAL	<p>i) 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.</p> <p>ii) Widow/Widower/Child/Dependent Member of ex-executives also need to submit the requisite documents at Sl. No. 2 (i) as applicable.</p> <p>iii) Widow/Widower/Child/Dependent Member of Executives who died while in Service need to submit any document issued by the Company in this regard</p>	

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)

APPENDIX-A3 to Annexure-XX

(Refer Para 1.4 of Chapter-III)

(HAL Executives Defined Contribution Pension Scheme)

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) Tehsildar or Naib / Deputy Tehsildar authorised to exercise Magisterial powers;
- vi) Block Development Officer;
- vii) Post Master;
- viii) Panchayat Inspector.

Certified that I know Shri / S mt /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 :

(HAL Executives Defined Contribution Pension Scheme)
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:

Sl. No.	Name in full with complete address of the Nominee(s)	Relationship with the Member	Date of Birth	Address in Full	Proportion in which Pension will be shared by each Nominee
1					
2					
3					

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.

Contd....2

(HAL Executives Defined Contribution Pension Scheme)

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: _____
13. 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.

Contd...2

(HAL Executives Defined Contribution Pension Scheme)

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 :



P&GS UNIT, DIVISION-1, JEEVAN PRAKASH,
IV FLOOR, J.C. ROAD, BANGALORE -560 002
EMAIL : bo_g501@licindia.com. 22234911
POLICY No. NGSCA / 501001382

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 : a) Name :
- the spouse : 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.

(HAL Executives Defined Contribution Pension Scheme)



**P&GS UNIT, DIVISION-1, JEEVAN PRAKASH,
IV FLOOR, J.C. ROAD, BANGALORE -560 002
EMAIL : bo_g501@licindia.com. 22234911**

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)

Contd....2

(HAL Executives Defined Contribution Pension Scheme)**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:

Sl. No.	Name in full with complete address of the Nominee(s)	Relationship with the Member	Date of Birth	Address in Full	Proportion in which Pension will be shared by each Nominee
1.					
2.					
3.					

**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:

Contd...3

(HAL Executives Defined Contribution Pension Scheme)

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
 on Revenue Stamp
 of Rs 1/-, if available)**

**Witness Signature
 (Trustee)
 HAL, Corporate Office
 15/1, Cubbon Road
 Bangalore – 560 001**

MY ADDRESS

**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.

(HAL Executives Defined Contribution Pension Scheme)

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

No.

Date:

Mr./Mrs.-----

Address -----

Dear Sir/Madam,

Sub: Introduction of 'HAL Defined Contribution Pension Scheme for Workmen-2012' in respect of Workmen retired/retiring after 1.1.12.

-oOo-

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.

Contd...2

::2::

(Refer Para 2.4 of Chapter-III)

HAL Defined Contribution Pension Scheme for Workmen-2012

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 alongwith the Enrollment Form.

8. The duly filled in Enrollment cum Member Contribution Mandate Form at Appendix-A (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 _____.

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

The HR Head,
Hindustan Aeronautics Limited,
_____ Division/ Office,

Date:

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_____.

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)

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 : _____

Contd...2

::2::

(Refer Para 2.4 of Chapter-III)

(HAL Defined Contribution Pension Scheme for Workmen-2012)

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

Signature of the Dependent
of the deceased Workman
(if applicable)

Name :

Name :

Relation :

Date of Birth :

Place :

Place :

Date :

Date :

Appendix-A1 to Annexure-XXV
(Refer Para 2.4 of Chapter-III)

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

Sl. No.	Particulars <i>(To be filled in by the Beneficiary)</i>													
Personal Details of the Beneficiary:														
1.	Name (in Block Letters)				:									
2.	Relationship to the Ex-Workman				:									
3.	Date of Birth	:		4.	Age	:	___years___months___days							
	DD/MM/YY													
5.	Permanent Address					Address for Communication								
6.	PIN Code					PIN Code								
7.	Phone Nos. (Land Line) with STD Code				:				Mobile No.:					
8.	E-mail id				:									
9.	PAN Card No.				:									
Bank Details of the Beneficiary:														
10.	Account No.				:									
11.	Name of the Bank & Branch				:									
12.	IFSC Code of the Branch				:									
Service particulars of the Ex-Workman :														
13.	Name.				:									
14.	Ex-PB / EID No.				:									
15.	Date of Joining HAL				:			16.	Date of Retirement from HAL			:		
17.	Total years of Service in HAL				:	Years:		Months:						

Contd...2

::2::

18.	Retirement Mode (Strike off whichever is not applicable)	:	Superannuation/ Optional Retirement/ Terminated on account of continued ill-health/Resignation/ Dismissal from Service/ Death / Other
	Indicate the reason if 'Other'	:	
19.	Designation and Scale at the time of leaving HAL	:	Designation: Scale :
20.	Division/ Office & Dept. in which last worked	:	Division/Office: Dept.:

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-XXV

(Refer Para 2.4 of Chapter-III)

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:

Sl. No	Criteria	Copies of Certificate required	Indicate Certificate(s) produced by the Ex-Workman/Dependent of the deceased Workman
1	Proof of Name, Address, Date of Birth & Photograph	<p>i) <u>Ex-Workman</u>: 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.</p> <p>ii) <u>Spouse/Child/Dependent Member(if applicable)</u>: 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.</p>	
2	PAN No.	Copy of PAN Card to be enclosed	
3	Service Particulars in HAL	<p>i) 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.</p> <p>ii) Widow/Widower/Child/Dependent Member of ex-Workmen also need to submit the requisite documents at Sl. No. 2 (i) & (ii) as applicable.</p> <p>iii) Widow/Widower/Child/Dependent Member of Workmen who died while in Service need to submit any document issued by the Company in this regard</p>	

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)

(HAL Defined Contribution Pension Scheme for Workmen-2012)

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) Tehsildar or Naib / Deputy Tehsildar authorised to exercise Magisterial powers;
- vi) Block Development Officer;
- vii) Post Master;
- viii) Panchayat Inspector.

Certified that I know Shri / S mt /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 :

(HAL Defined Contribution Pension Scheme for Workmen-2012)
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 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:

Sl. No.	Name in full with complete address of the Nominee(s)	Relationship with the Member	Date of Birth	Address in Full	Proportion in which Pension will be shared by each Nominee
1					
2					
3					

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.

Contd...2

(HAL Defined Contribution Pension Scheme for Workmen-2012)

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) _____
13. Full Address: _____
14. 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 Workman/Ex-Workman/
Beneficiary)

Date:

Witnesses:

Signature of first Witness:

Signature of first Witness:

Name in Full:

Name in Full:

Age:

Age:

Complete Address:

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.

Contd...3

(HAL Defined Contribution Pension Scheme for Workmen-2012)

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 Officer of HR Department)

Name :

Designation :

Date :



P&GS UNIT, DIVISION-1, JEEVAN
PRAKASH,
IV FLOOR, J.C. ROAD, BANGALORE -560
002
EMAIL : bo_g501@licindia.com. 22234911

POLICY No.: 501002825

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)

Contd...2

::2::

11. In case of Joint Life Pension, Name and DOB of : a) Name :
the spouse : 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.

(HAL Defined Contribution Pension Scheme for Workmen-2012)
P&GS UNIT, DIVISION-1, JEEVAN PRAKASH,



IV FLOOR, J.C. ROAD, BANGALORE -560 002
EMAIL : bo_g501@licindia.com. 22234911

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)

Contd..2

::2::

(HAL Defined Contribution Pension Scheme for Workmen-2012)

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:

Sl. No.	Name in full with complete address of the Nominee(s)	Relationship with the Member	Date of Birth	Address in Full	Proportion in which Pension will be shared by each Nominee
1.					
2					
3.					

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:

Contd...3

::3::

(HAL Defined Contribution Pension Scheme for Workmen-2012)
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)
MY ADDRESS**

**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.

(HAL Defined Contribution Pension Scheme for Workmen-2012)

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 :

**(HAL Post Superannuation Group Health Insurance Scheme
for Employees retired before 1.1.07)**

ENROLMENT FORM

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 Employees retired before 1.1.07”.

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

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-A, B&C to this letter. I am enclosing copies of the following Certificates (indicate below):

- a)
- b)
- c)
- d)

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:

Appendix –A to Annexure-XXX
(Refer Para 3.7 of Chapter-III)

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

Affix a recent passport size photograph of the **Rtd. Employee** here, and get it attested by a Gazetted Officer with Name & Seal

Affix a recent passport size photograph of the **Spouse of the Rtd. Employee**(if applicable) and get it attested by a Gazetted Officer with Name & Seal

Sl. No.	Particulars (to be filled in by the beneficiary)	
Personal Details :		
1.	Name of the Retired Employee (in Block Letters)	:
2.	Ex-EID No..(at the time of superannuation etc)	:
3.	Date of Birth : DD/MM/YY	Age : ___years ___months ___days
5.	Name of the Spouse (indicate only if applicable)	:
6.	Date of Birth of Spouse : DD/MM/YY	Age of Spouse : ___years ___months ___days
8.	Permanent Address	Address for Communication
9.	PIN Code	PIN Code
10.	Phone Nos. (Land Line) with STD Code	Mob:
11.	E-mail id	:
Bank Details :		
12.	Account No.	:
13.	Name of the Bank & Branch	:
14.	IFSC Code of the Branch	:
Service particulars of the employee :		
15	Date of Joining HAL	:
16	Date of Retirement from HAL	:

Contd...2

::2::

(Refer Para 3.7 of Chapter-III)

17	Total years of Service in HAL	:	Years:	Months:
18	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'	:		
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 Annexure-XXX-B

Appendix –B to Annexure-XXX
(Refer Para 3.7 of Chapter-III)

**(HAL Post Superannuation Group Health Insurance Scheme
for Employees retired before 1.1.07)**

List of Supporting Documents in respect of the particulars indicated in

Appendix-A

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

Sl. No	Criteria	Copies of Certificate required	Indicate Certificate(s) produced by the Ex-employee
1	Proof of Name, Address, Date of Birth & Photograph	<p>i) <u>Retired Employee:</u> 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.</p> <p>ii) <u>Spouses:</u> 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.</p>	
2	Service Particulars in HAL	<p>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.</p> <p>ii) Copy of HAL Medical ID Card for retired employees.</p> <p>iii) Copy of HAL Retired employees' ID Card.</p> <p>iv) Widows of ex-employees also need to submit the requisite documents at Sl. No. 2 (i), (ii) & (iii) as applicable.</p> <p>v) Widows of employees who died while in Service need to submit any document issued by the Company in this regard</p>	

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)

**(HAL Post Superannuation Group Health Insurance Scheme
for Employees retired before 1.1.07)**

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 after 1.1.07)**

ENROLMENT FORM

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 Executives retired after 1.1.07”.

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

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-A, B&C to this letter (**Appendices-B & C 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)

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-A to Annexure-XXXI

(Refer Para 4.7 of Chapter-III)

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

Affix a recent passport size photograph of the **Rtd. Executive** here, and get it attested by a Gazetted Officer with Name & Seal

Affix a recent passport size photograph of the **Spouse of the Rtd. Executive** (if applicable) and get it attested by a Gazetted Officer with Name & Seal

Sl. No.	Particulars <i>(to be filled in by the beneficiary)</i>									
Personal Details :										
1	Name of the Retired Executive (in Block Letters)				:					
2	Ex-EID No..(at the time of superannuation etc)				:					
3	Date of Birth	:		4	Age	:	___years___months___days			
	DD/MM/YY									
5	Name of the Spouse (indicate only if applicable)				:					
6	Date of Birth of Spouse	:		7	Age of Spouse	:	___years___months___days			
	DD/MM/YY									
8	Permanent Address					Address for Communication				
9	PIN Code					PIN Code				
10	Phone Nos. (Land Line) with STD Code				:	Mob:				
11	E-mail id				:					
Bank Details :										
12	Account No.				:					
13	Name of the Bank & Branch				:					
14	IFSC Code of the Branch				:					
Service particulars of the Executive :										
15	Date of Joining HAL	:		16	Date of Retirement from HAL	:				
17	Total years of Service in HAL				:	Years:	Months:			

Contd...2

::2::

(Refer Para 4.7 of Chapter-III)

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 Executive)/ Other		
	Indicate the reason if 'Other'	:			
20	Designation and Grade at the time of leaving HAL	:	Designation: Grade :		
21	Division/ Office & Dept. in which last worked	:	Division/Office: Dept.:		
Service particulars of Spouse:					
22	Organisation in which spouse is employed	:			
23	Whether the ex-executive 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 :				

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

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

(Signature of the Spouse with
Name & Date)

Appendix-B to Annexure-XXXI
(Refer Para 4.7 of Chapter-III)

**(HAL Post Superannuation Group Health Insurance Scheme
for Executives retired after 1.1.07)**

**List of Supporting Documents in respect of the particulars indicated in
Appendix- A***

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

Sl. No	Criteria	Copies of Certificate required	Indicate Certificate(s) produced by the Ex-executive
1	Proof of Name, Address, Date of Birth & Photograph	i) <u>Retired Executives/employee:</u> 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) <u>Spouses:</u> 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\$	i) 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. ii) 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. iii) Widows of ex-executives also need to submit the requisite documents at Sl. No. 2 (i) & (ii) as applicable. iv) Widows of Executives who died while in Service need to submit any document issued by the Company in this regard v) 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)

Appendix-C to Annexure-XXXI

(Refer Para 4.7 of Chapter-III)

**(HAL Post Superannuation Group Health Insurance Scheme
for Executives retired after 1.1.07)**

IDENTITY CERTIFICATE *

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

- 1) Any Serving Officer of HAL
- 2) Gazetted Officer of the Central or State Government;
- 3) Member of Parliament or State Legislature belonging to the Constituency where the Retired Executive and spouse are ordinarily residents;
- 4) Sub Divisional Magistrate;
- 5) Tehsildar or Naib / Deputy Tehsildar authorised to exercise Magisterial powers;
- 6) Block Development Officer;
- 7) Post Master;
- 8) 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
Official Seal :

Place :
Date :

*** Not required to be submitted by Executives retiring, etc after January 2014.**

**(HAL Post Superannuation Group Health Insurance Scheme
for Workmen retired/retiring etc after 1.1.07)**

**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-A, B&C to this letter (**Appendices-B&C 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)

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-A to Annexure-XXXII

(Refer Para 5.6 of Chapter-III)

**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 **Rtd. Workmen** here, and get it attested by a Gazetted Officer with Name & Seal

Affix a recent passport size photograph of the **Spouse of the Rtd. Workmen** (if applicable) and get it attested by a Gazetted Officer with

Sl. No.	Particulars <i>(to be filled in by the beneficiary)</i>										
Personal Details :											
1.	Name of the Retired Workman (in Block Letters)				:						
2.	Ex-EID No..(at the time of superannuation etc)				:						
3.	Date of Birth DD/MM/YY	:		4.	Age	:	__years__months__days				
5.	Name of the Spouse (indicate only if applicable)				:						
6.	Date of Birth of Spouse DD/MM/YY	:		7.	Age of Spouse	:	__years__months__days				
8.	Permanent Address					Address for Communication					
9.	PIN Code					PIN Code					
10.	Phone Nos. (Land Line) with STD Code				:	Mob:					
11.	E-mail id				:						
Bank Details :											
12.	Account No.				:						
13.	Name of the Bank & Branch				:						
14.	IFSC Code of the Branch				:						
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)					

Contd..2

::2::

(Refer Para 5.6 of Chapter-III)

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'	:			
20.	Designation and Scale at the time of leaving HAL	:	Designation: Scale :		
21.	Division/ Office & Dept. in which last worked	:	Division/Office: Dept.:		
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)

Appendix-B to Annexure-XXXII

(Refer Para 5.6 of Chapter-III)

**(HAL Post Superannuation Group Health Insurance Scheme
for Workmen retired/retiring etc after 1.1.07)****List of Supporting Documents in respect of the particulars indicated in Appendix-A***

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

Sl. No	Criteria	Copies of Certificate required	Indicate Certificate(s) produced by the retired Workman
1	Proof of Name, Address, Date of Birth & Photograph	<p>i) <u>Retired Workman</u>: 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.</p> <p>ii) <u>Spouses</u>: 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.</p>	
2	Service Particulars in HAL\$	<p>i) 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.</p> <p>ii) 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.</p> <p>iii) Widows of retired Workmen also need to submit the requisite documents at Sl. No. 2 (i) & (ii) as applicable.</p> <p>iv) Widows of retired Workmen who died while in Service need to submit any document issued by the Company in this regard</p> <p>v) 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)</p>	

* **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)

**(HAL Post Superannuation Group Health Insurance Scheme
for Workmen retired/retiring etc after 1.1.07)**

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) Tehsildar or Naib / Deputy Tehsildar 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
Official Seal :

Place :
Date :

*** Not required to be submitted by Workmen retiring, etc after January 2015.**

HINDUSTAN AERONAUTICS LIMITED
DIVISION
GRIEVANCE PETITION (FIRST 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:

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.

HINDUSTAN AERONAUTICS LIMITED
DIVISION
GRIEVANCE PETITION (SECOND 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:

----- 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 intimation 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:

-----Through :

(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.

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

**Guidelines for Settlement of Compensation on Accidents applicable to
Hindustan Aeronautics Limited**
DETAILED ACCIDENT REPORT

PART-I : Particulars of Accident

1	FIR No., Date & Under Section	
2	Name of the Police Station	
3	Date, Time & Place of Accident	
4	Who reported the Accident to the Police	
5	Name of the person who took the victim to the Hospital and name of the Hospital	
6	Whether any Hospital denied treatment to the victim?	
7	Nature of the Accident:- i) Whether resulted in death or injury or both? ii) Number of persons injured / died.	
8	Name & Contact No. of the Investigating Officer.	
9	Name of the Witnesses of the Accident	
10	Description of the Accident	

PART-II : Impact of Accident on the Victim

1. Death Details

a)	Name & Address of the deceased	
b)	Age	
c)	Gender	
d)	Education	
e)	Occupation	
f)	Income (Monthly)	
g)	Legal Heirs/ Guardian i) Name ii) Relationship iii) Age iv) Address v) Contact No.	

Contd... 2

**(Guidelines for Settlement of Compensation on Accidents Applicable
To Hindustan Aeronautics Limited)**

2. Injury Cases (Permanent Disablement)

a)	Name & Address of the injured	
b)	Age	
c)	Gender	
d)	Education	
e)	Occupation	
f)	Income (Monthly)	
g)	Details of family dependent (s) of the victim (MLC No.)	
h)	Nature of injuries	
i)	Name of the Hospital where the injured treated	
j)	Whether victim refused Medical Treatment	
k)	Period of Hospitalization	
l)	Period of Treatment	
m)	Whether Treatment continuing	
n)	Name, Address & Contact No. of the Doctor(s) who treated the injured.	
o)	Whether the injured underwent any surgery? If yes, then give particulars	
p)	Whether suffered any Permanent Disability.	
q)	Expenditure incurred on treatment, conveyance, special diet, attendant, etc. Give details, if available.	
r)	Whether the injured got reimbursement of medical expenses from his Employer or under a Mediclaim Policy. Give Details, if available.	
s)	Whether the injured was provided cashless treatment by the Insurance Company? Give Details, if available.	

Contd...3

::3::

(Guidelines for Settlement of Compensation on Accidents Applicable To Hindustan Aeronautics Limited)

3. Any other relevant information:

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PART-III: Relevant Documents to be attached:

1	First Information Report
2	Photographs of the scene of the Accident from all angles
3	Statement of the Witnesses recorded by the Police
4	Scientific Report, if the Victim was under the influence of any liquor / drugs
5	In case of Death: a) Post Mortem Report b) Death Certificate c) Photograph and proof of the identity of the Dead d) Proof of Legal Representatives of the deceased. e) Photograph, Specimen signatures attested by the Bank and Identify Proof of the Legal Representatives of the deceased f) Treatment of the deceased with Name & Address of the Hospital g) Bank Account No. of the Legal Representative of the deceased.
6	In case of Injury: a) MLC b) Multi angled photographs of the injured c) Photograph, specimen signatures attested by the Bank and Identify Proof of the Injured. d) Any other relevant information
7.	Any other relevant information

VERIFICATION:

Verified at _____ on this _____ of _____ that the contents of the above Report are true & correct and the documents mentioned in Part III have been verified.

Signature with date
Station House Officer
(Name & Stamp)

Signature with date
Station House Officer
(Name & Stamp)

Notes: The Verifying Officers are required to sign in all the pages of the Detailed Accident Report.



Hindustan Aeronautics Limited

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(for Private Circulation Only)