

Indian Oil Corporation Limited
Ex-gratia scheme

INDEX

1.	<u>Eligibility</u>
2.	<u>Amount of Ex-gratia</u>
3.	<u>Differential amount</u>
4.	<u>Eligibility Conditions for grant of Ex-gratia</u>
5.	<u>General Conditions</u>
6.	<u>Life certificate on self certification basis</u>
7.	<u>Annexure - I</u>
8.	<u>Annexure -II</u>
9.	<u>Annexure - III</u>
10.	<u>Annexure - IV</u>
11.	<u>Annexure -V</u>
12.	<u>Annexure- V(A)</u>

SCHEME FOR GRANT OF EX-GRATIA TO EX-EMPLOYEES

Ex-Gratia Scheme was introduced w.e.f. 01.12.2003 on one time basis for the benefit of ex-employees of IOC who superannuated from the services of the Corporation before introduction of SBF Scheme in IOC.

The salient features of the scheme are as under:

1. Eligibility:

Ex-employees who superannuated from the services of the Corporation before introduction of SBF Scheme after rendering a minimum of 5 years' continuous service without any break on or before their superannuation will be eligible for the ex-gratia benefit. The service means regular service in IOC and would not include service on contractual/daily or temporary/adhoc basis.

2. Amount of Ex-Gratia:

(in Rs. per month)

<u>Salary Grade</u>		Ex-gratia amount (w.e.f.01.12.03)	Existing Ex-gratia amount (w.e.f.01.08.08)	Revised Ex-gratia amount (w.e.f. 01.04.2010)
Ref./PL/ R&D	Mktg./IBP			
I-III	I-II	1000	1400	1750
IV-V	III-IV	1100	1550	1940
VI-VIII	V-VI	1200	1700	2120
O2		1700	2400	3000
A		2000	2800	3490
B		2200	3100	3870
C		2400	3400	4240
D		3000	4200	5240
E		3200	4500	5610
F		3400	4800	5990
G		3800	5300	6610
H		4000	5600	6980
I		4200	5900	7360
Director		4200	6500	8100

- In case of death of the ex-employee, his/her spouse will be paid the applicable ex-gratia amount till his/her survival.
- The grade-wise Ex-gratia amount would be revised on annual basis on 1st April, based on the increase in AICPI.

- It has also been decided to pay the differential amount to those ex-employees, who have superannuated after introduction of SBF Scheme but are drawing lesser pension than the ex-gratia amount. W.e.f. 01.04.2010, only the actual pension amount on standard option basis would be compared with Ex-gratia amount for that particular grade for calculating the differential amount.

3. Eligibility Conditions for grant of Ex-gratia:

- Ex-employees of IOC, who superannuated/voluntarily retired from the services of the Corporation prior to introduction of SBF Scheme in IOCL or died after rendering a minimum of 5 years service before such separation.
- Such ex-employee/spouse will not be eligible for benefit under this scheme whose spouse or any dependent son/daughter has been provided employment in IOC on compassionate grounds.
- The eligible ex-employee will continue to get "Ex-gratia" so long he/she is alive after introduction of the Scheme. Thereafter, his/her surviving spouse shall be eligible for ex-gratia under this scheme. Similarly, ex-employee and his/her spouse will continue to get the differential amount of ex-gratia, who are drawing lesser pension under SBF Scheme, till his/her survival.
- In case of break-in service, net service rendered in IOC will be taken into account for the purpose of eligibility, provided the break-in-service was not more than the net service rendered in IOC.
- For the purpose of eligibility with regard to service in IOC, only regular service in IOC will be considered and the period of engagement on contractual/daily/ad-hoc basis, etc. shall not be taken into consideration.
- For the purpose of eligibility, the ex-employee must not have been dismissed/removed/terminated or abandoned the services of the Corporation or resigned/deemed to have resigned from the services of IOC.
- All those ex-employees who separated from the services of IOC on account of pre-mature retirement shall not be eligible for ex-gratia under the scheme.
- For the purpose of reckoning service in IOC, qualifying service in respect of deputationists, will be taken from the date of absorption in IOC.

- Full time Directors of IOC shall also be eligible subject to fulfillment of above conditions.
- The ex-employees/surviving spouses, who are, eligible for "Ex-gratia Scheme", shall have to execute an undertaking in the prescribed Proforma to the effect that this benefit is being given not because of any right or entitlement, but entirely as an ex-gratia. Further, he/she will not enter into any litigation in this regard and/or other related matters before any Court of Law/Forum/Authority. If any case pertaining to ex-gratia and/or in relation to SBF is pending before any Court of Law/Forum/Authority, he/she shall withdraw the same forthwith. The eligibility of the applicant shall be considered and application processed only after withdrawal of such case/petition before any Court/Forum/Authority where the applicant is a petitioner either singly or jointly.

5. General Conditions

- "Ex-gratia" will be taken into account as income for the purpose of determining "dependency".
- The spouse of deceased eligible ex-employee, who is getting the benefit of Family Pension under FPF scheme, 1971, shall be eligible to receive ex-gratia benefit without any adjustment on this account.
- For calculating the length of service, fraction of a year equal to six months and above shall be treated as full year and period less than 6 months shall be ignored.
- For receiving ex-gratia / differential payment, the eligible ex-employee/ spouse of deceased employee shall submit an application form complete in all respects in the prescribed proforma enclosed with this scheme (Annexure-I to be filled by ex-employee and Annexure-II to be filled by the spouse of the deceased ex-employee) along with all relevant documents as indicated in the application form, to the Head of HR Department of the concerned HO/Unit/Region of IOC from where the ex-employee has superannuated. Applications for grant of ex-gratia payment should be submitted before 31st March 2004. Any application received thereafter will be considered on exceptional grounds.
- It will be the responsibility of the applicant to satisfy the HR Head of the HO/Unit/Region that he/she is eligible to receive the ex-gratia payment under the scheme and establish his/her identity by producing relevant documents, which may be available in his/her possession.

- In case, the ex-employee/spouse of deceased ex-employee does not have relevant document(s) as proof of having rendered requisite service in IOC or documents mentioned in the application form, the claimant shall produce an affidavit sworn before a First Class Magistrate in the prescribed proforma stating all relevant details and also that he/she/ex-employee had completed 5 years continuous service and had not been removed or dismissed or terminated or had not resigned from the services of IOC, etc. (Proforma given as Annexure - III & IV respectively).
- The beneficiary has to indicate his/her bank account number alongwith the name of the Nationalised Bank near his/her place of residence where he/she wants to get ex-gratia payment remitted.
- For payment of ex-gratia to the spouse in case of death of ex-employee, the spouse shall be required to submit his/her application in Annexure-II, to the concerned HR establishment for grant of ex-gratia, along with all relevant documents including death certificate of the ex-employee.
- The Life Certificate prescribed for drawal of ex-gratia shall be required to be produced by the recipient of the ex-gratia to the concerned disbursing authority every year in the month of November. (proforma given as Annexure-V).
- **Life certificate on self certification basis**

Retired employees may submit the 'Life Certificate' on self-certification basis every year in the month of November in the prescribed proforma [Annexure-V(A)]. In case of death of the retired employee, the spouse shall be required to submit the 'Life Certificate' as per the original provision for the first time as per Annexure-V and subsequently, the spouse may also submit the certificate as per Annexure-V(A) on self-certification basis every year.

**INDIAN OIL CORPORATION LIMITED
CORPORATE OFFICE
Sadiq Nagar, J.B. Tito Marg, New Delhi-110049**

(For use of ex-employee)

*Affix Photograph of ex-employee
*Affix Photograph of spouse

I joined IOC on _____ and had rendered minimum of 5 years of continuous service till my normal date of superannuation. I am not eligible for benefit under IOC Superannuation Benefit Fund Scheme or I am drawing the benefit under SBF Scheme, which is less than the ex-gratia amount announced now. Therefore, I hereby apply for grant of ex-gratia/differential amount.

1. Name of the applicant
(in block letters) _____
2. Designation on appointment _____
3. Date of Joining IOC _____
4. Date of birth _____
5. Employee / PF No. _____
6. Designation on separation _____
7. Date of separation _____
8. Present residential address
(in block letters) with telephone
number, if any. _____

* Photographs should be attested by a Gazetted Officer or serving Sr. Manager or above of IOC.

9. Name of the office from where superannuated _____
10. Whether receiving benefit under IOC SBF Scheme (write Yes or No) _____
11. If yes, indicate the amount being received as pension : with Commutation _____
- without Commutation _____
12. Whether receiving Post Retirement Medical benefit from IOC. If so, Indicate the name of the office where from receiving reimbursement. _____
13. Whether rendered continuous Service in IOC for more than 15 years (write Yes or No) _____
14. Is there any break in service, if so, Give details _____
15. Name of the spouse, if alive _____

Specimen Signature of spouse

(Write the name of the Bank Branch where from ex-employee desires to receive ex-gratia amount)

Bank's Name and Address _____

_____ A/C No. _____

The ex-gratia payment being given to me is not because of any right or entitlement, but entirely as an ex-gratia. I further, confirm that I shall not enter into any litigation in this regard and/or other related matters before any Court of Law/Forum/Authority.

Date:

Place:

Signature of the Applicant

Note : Please enclose photocopies of :

- a) Appointment letter
- b) Superannuation letter
- c) Identity Card of Post Retirement Medical Scheme
- d) Or any documentary evidence to show about eligibility for ex-gratia

INDIAN OIL CORPORATION LIMITED
CORPORATE OFFICE
Sadiq Nagar, J.B. Tito Marg, New Delhi-110049

(For use of spouse of
deceased ex-employee)

* Affix Photograph of
ex-employee

* Affix Photograph of
self (spouse)

Sir,

Shri/Smt. _____ who was my husband/wife joined IOC on _____ and had rendered minimum of 5 years of continuous service till his/her normal date of superannuation and he/she was/ not receiving # benefit under IOC Superannuation Benefit Fund Scheme. However, he/she was granted ex-gratia differential amount of Rs. _____ p.m. w.e.f. _____. After his/her death, I hereby apply for grant of ex-gratia payment/ differential amount.

1. Name of the applicant (in block letters) _____
2. Name of ex-employee (in block letters) _____
3. Designation of the ex-employee
on the date of superannuation _____
4. Date of joining IOC of ex-employee _____
5. Date of superannuation _____
6. Date of death (enclose Death Certificate
of ex-employee or other documentary
evidence) _____

* Photographs should be attested by a Gazetted Officer or serving Sr. Manager or above of IOC.

Delete whatever is not applicable.

- 7. Present residential address of Applicant (in block letters) alongwith Telephone number, if any. _____
- 8. Name of the office from where ex-employee superannuated _____
- 9. Whether ex-employee received benefit under IOC SBF Scheme (write Yes or No). _____
- 10. If yes, indicate the amount received as pension : with Commutation _____
- without Commutation _____
- 11. Whether applicant is receiving Post Retirement Medical benefit from IOC, if so, indicate name of the office where from receiving reimbursement. _____
- 12. Whether ex-employee had rendered continuous service in IOC for more than 15 years (write Yes or No) _____
- 13. Was there any break in service of the Ex-employee, fi so, please give details _____

(Write the name of the Bank Branch where from the spouse of deceased ex-employee desires to receive ex-gratia amount).

Bank's Name and Address _____

_____A/C No._____

The ex-gratia payment being given to me is not because of any right or entitlement, but entirely as an ex-gratia. I further, confirm that I shall not enter into any litigation in this regard and/or other related matters before any Court of Law/Forum/Authority.

Signature of the Applicant(Spouse)

Date:
Place:

- Note : Please enclose photocopies of :
- e) Appointment letter
 - f) Superannuation letter
 - g) Identity Card of Post Retirement Medical Scheme
 - h) Or any documentary evidence to show about eligibility for ex-gratia

AFFIDAVIT

Before the First Class Magistrate

I, _____ aged _____ years, son of _____, resident of _____ do hereby solemnly affirm and state as under:

1. That I joined Indian Oil Corporation on _____ for the post of _____ at _____ (name of the place).
2. I was a regular employee of IOC and I was not engaged on Contractual/ Daily Wages basis in IOC.
3. I served IOC for 5 years continuously (without break) and separated from the services of IOC on _____ due to superannuation/ voluntarily retired from the post of _____ while serving at _____.
4. I am not covered under the Superannuation Benefit Fund Scheme of IOC.
5. I was not dismissed/removed/terminated or had not resigned from / abandoned the services of IOC.
6. The ex-gratia payment being given to me is not because of any right or entitlement, but entirely as an ex-gratia. I further, confirm that I shall not enter into any litigation in this regard and/or other related matters before any Court of Law/Forum/Authority.

(DEPONENT)

Verification

I, above named deponent hereby declare and verify that the aforementioned facts from para 1 to 6 above are true to the best of my knowledge, belief and information.

Signed and verified this _____ day of _____ 2004.

(DEPONENT)

Identified by

AFFIDAVIT

Before the First Class Magistrate

I, _____ aged _____ years, son/daughter of _____, resident of _____ do hereby solemnly affirm and state as under:

1. That my spouse Shri/Smt. _____ joined Indian Oil Corporation on _____ at _____ (Place and Office) as _____ (Designation).
2. My above named spouse was a regular employee of Indian Oil Corporation. He/She was not engaged on Contractual/Daily Wages basis in IOC.
3. My above named spouse served IOC for 5 years continuously (without break) and separated from the services of the Corporation on _____ as _____ (Designation) from _____ (name of office/place).
4. My above named spouse was not dismissed/removed/terminated or had not resigned from / abandoned the services of IOC.
5. My above named spouse was covered / was not covered under Superannuation Benefit Fund Scheme of IOC. He/she was granted ex-gratia differential amount of Rs. _____ p.m. w.e.f. _____.
6. The ex-gratia payment being given to me is not because of any right or entitlement, but entirely as an ex-gratia. I further, confirm that I shall not enter into any litigation in this regard and/or other related matters before any Court of Law/Forum/Authority.

(DEPONENT)

Verification

I, above named deponent hereby declare and verify that the aforementioned facts from para 1 to 6 above are true to the best of my knowledge, belief and information.

Signed and verified this _____ day of _____ 2004.

(DEPONENT)

Identified by

Life Certificate

Certified that I have seen the ex-employee/spouse of ex-employee Shri/Smt. _____ holder of Ex-gratia Payment Order No. _____ - and that he/she is alive on this date.

Place _____

Name _____

Date _____

Designation _____
(Gazetted Officer/ serving
Sr. Manager or above of IOC)

Office Address : _____

Seal

Annexure –V(A)

**Life Certificate
(Self Certification)**

I am the ex-employee/spouse of ex-employee Shri/Smt.
_____ holder of Ex-gratia Payment Order
No. _____ and that the Ex-gratia may be continued to be paid.

Place _____

Signature_____

Date _____

Name_____

Address_____
