

Voluntary Retirement Scheme

Voluntary Retirement Scheme (VRS) was introduced on 01.06.1990 in IndianOil. Since then, the VRS came into force for the specified duration, without / with modification, from time to time.

The Management has approved the following rules for proper administration of the scheme to provide for voluntary separation of employees and payment of terminal benefits including ex-gratia payment to such employees.

The modified scheme came into force, in the current run, w.e.f. from 4th July 2003. It shall remain in operation for such periods/ periods as may be notified from time to time.

1. Application:

These rules shall apply to all regular employees of the corporation in the prescribed scales of pay, but shall not apply to the Chairman and Directors, and

- i) those, in casual / muster role employment, or, paid from contingencies;
- ii) employees on deputation from other organizations;
- iii) those appointed on contract basis;
- iv) those deputed to other organizations and opting for permanent absorption in those organizations;
- v) Re-employed pensioners with less than 10 years service

2. Eligibility

The scheme shall be applicable only in respect of such employees who have attained the age of 45 years or have served the corporation for a minimum period of 20 years and to re-employed pensioners who have served the corporation for a minimum period of 10 years, in addition to meeting the requirement of age.

3. Regulation of the scheme

- 3.1 An employee who has attained the age of 45 years or has served the corporation for a minimum period of 20 years, may seek voluntary retirement by a written request in prescribed form addressed through proper channel to the competent authority who may in his discretion, grant or not grant voluntary retirement for reasons to be recorded in writing.
- 3.2 An employee seeking voluntary retirement under the scheme must give one / three month's notice, as per the terms of his appointment. However, management may decide to release the employee early after approval of VR application without any additional benefit.
- 3.3 The date of receipt of application by the controlling authority would determine the date from which the notice for voluntary retirement given by the employee should be reckoned.

4. Benefits

- 4.1 The following benefits shall be admissible to those permitted to separate under the scheme:

- (A) **Full Provident fund** contributions of the employer with accretions thereto in the account of the employee subject to the provisions of the PF rules applicable.
Gratuity for each completed year of service or part thereof as admissible under the gratuity rules applicable.
Encashment of leave at the credit on the day of separation, in accordance with the laid down rules.
Resettlement concession comprising benefits as admissible on transfer for self and family provided the employee avails settlement concession within 6 months from the date of separation.
- (B) **Ex-gratia payment** equivalent to 60 days emoluments for each completed year of service or the monthly emoluments at the time of retirement multiplied by the balance months of service left before normal date of retirement on superannuation, whichever is less.
- (C) **Superannuation Benefits:** Benefit will be admissible only to members who have served for the minimum qualifying period and it will be calculated as for deemed superannuation as on the date of separation, but payable from the notional date of superannuation.
- (D) **Post Retirement Medical Attendance Facility:** Employees separating under the voluntary retirement scheme who have attained the age of 50 years on the date of such separation shall be covered under the provisions of the Post Retirement Medical Attendance Facility, as amended from time to time, from the date of separation under the voluntary retirement scheme.
- (E) The facility of **medical insurance** will be available to those who separate before completing 50 years of age. Upon attaining the age of 50 years, they will be entitled to be covered under the provisions of the post retirement medical attendance facility.

NOTES

1. The amount(s) due to the corporation from the employee shall be recovered from the amounts payable under the scheme.
2. The Income tax liability in respect of benefits under the scheme, if any, shall be entirely that of the employee himself.

4.2 The benefits under the scheme shall not be admissible in respect of separation of employees on account of his

- Dismissal
- Discharge
- Termination of the services otherwise than through the operation of the scheme
- Premature retirement on medical grounds
- Having abandoned the services of the corporation, or having lost lien on his appointment

4.3 Applications for voluntary retirement may be withheld with reference to disciplinary/ vigilance clearance only in the following circumstances with the approval of the Board :

- i) where departmental proceedings have been initiated or are contemplated and the disciplinary authority is of the view that the case may end in the imposition of penalty of removal or dismissal;
- ii) where prosecution is either contemplated or has actually been launched against the employee concerned.

5. Competent Authority

The authority / authorities to accept voluntary retirement under the scheme shall be as follows:

Other than IBP Division

Categories of Employees	Recommending Authority	Approving Authority
All non-Officers	Region / Unit Head through a committee of <ul style="list-style-type: none"> ▪ Region / Unit HR Head ▪ Region / Unit Finance Head ▪ Region / Unit Function Head 	Divisional HR Head
Officers in Grades 'A', to 'E'	Committee of <ul style="list-style-type: none"> ▪ Region / Unit Head ▪ Divisional HR Head ▪ Divisional Finance Head 	Divisional Director
All officers in Grades 'F' & above	Committee of <ul style="list-style-type: none"> ▪ Divisional Director ▪ Dir (Fin) ▪ Dir (HR) 	Chairman

IBP Division

Categories of Employees	Approving Authority
All non-Officers	GM (HR), IBP Division
Officers upto Grade 'E'	Divisional Director
Officers in Grades 'F' & above	Chairman

6. General

- 6.1 The voluntary retirement scheme is independent of and without pre-judice to the rights of the corporation to dispense with the services of employee either under the contract of employment or under the standing orders/ disciplinary rules as may be applicable to the employee.
- 6.2 Payment under the scheme is subject to the employee's vacating company-owned / leased accommodation and clearing in advance all outstanding dues.
- 6.3 Employees granted voluntary retirement under the scheme shall not be eligible for re-employment in any capacity in the corporation.
- 6.4 The wife, son or daughter or any other dependent or relation of any employee retiring under the scheme will not have any claim for employment in the corporation.
- 6.5 The scheme or the benefits thereunder shall not be deemed to be a matter of right or contract of terms / conditions of employment.

- 6.6 The scheme and / or the benefits thereunder are liable to be withdrawn in toto or in part at the sole discretion of the corporation without any notice and assigning any reason therefor.
- 6.7 The corporation also reserves its right to alter and / or amend any or all of these rules and/ or conditions prescribed for the scheme.
- 6.8 Employees separating under the scheme are to be relieved by the end of the month in case the approval is received by the Division by the 15th of the month, and in case the approval is received by the end of the month, the release must be made latest by 15th of the succeeding month.
- 6.9 An employee separating under the scheme has to give a written undertaking that he/ she has not applied for employment with any other Public Sector Undertaking (PSU), nor will he/ she join any PSU until the notional date of his/ her superannuation after getting VR from IOCL. In case of joining another PSU before his/ her notional date of superannuation, he/ she shall return the VRS compensation to IOCL.
- 6.10 The interpretation of any of these rules, in case of doubt, will be referred to the Chairman for clarification / decision.

The Competent Authority

(Through Proper Channel)

Sub : Application for Voluntary Retirement from the services of the Corporation in accordance with Corporation's Scheme

Sir,

I hereby opt for voluntary retirement from the service of the Corporation, and to avail the retirement benefits, payable under the Scheme. I confirm that I have read and understood Corporation's Scheme for Voluntary Retirement and rules framed for its administration. I understand that the decision with regard to the acceptance / rejection of my request will be solely at the discretion of the Management, which shall be final and binding on me.

I undertake that I have not applied for employment with any other Public Sector Undertaking (PSU) nor I will join any PSU until my notional date of superannuation on after getting VR from Indian Oil Corporation Limited (IOCL). However, in case I join another PSU before my notional date of superannuation, I undertake to return VRS compensation received by me to IOCL or to the Government in case IOCL is closed/ merged.

I give below necessary particulars for consideration of my request for voluntary retirement:

1. Name :
2. Employee Number :
3. Date of Birth :
4. Designation :
5. Department :
6. Present Grade / Pay Scale :
7. Present Pay :
8. Date of Joining IOC :
9. Notional date of Superannuation :
10. Educational Qualification :
11. Date of last Promotion :

SIGNATURE _____
ADDRESS _____

Date _____