

### **BIDDING FAREWELL TO RETIRING EMPLOYEES**

**Authority**

PC No.40/91

Dt.08-01-1991

1. The following system for bidding farewell to employees retiring from the services of the Company will be followed.

**\*Authority**

PC No.3/96

Dt.31-01-1996

2. The Non-Executives and Executives upto Grade IV will be presented with an utility article (such as Suit Case, Hot Plate, Table Fan, Room Heater, Wrist Watch, etc.). The utility articles to be presented may be decided by each Division. In case of Executives in Grade V and above will be presented with a plaque the cost of which does not exceed Rs.1000/-\* (Rupees one thousand only).

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Dt.08-01-1991

(Annexure-I)

3. PROCEDURE TO BE OBSERVED FOR BIDDING FAREWELL TO THE RETIREING EMPLOYEES.

#### I. NON- EXECUTIVES :

- (i) The Departmental Head may invite the retiring employee on his last working day for a farewell function followed by tea/snacks.
- (ii) After a brief address and tea, the retiring employee may be garlanded and presented with a memento.
- (iii) A group photograph of the retiring employee may be 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/Functional Director as the case may be on the date of his/her retirement or earlier.
- (v) Wherever possible, the retiring employee may be sent home in a vehicle arranged by the Management on his/her last working day.

#### II. EXECUTIVES :

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

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**(i) Executives in Grade – I to IV**

The concerned Dy. General Manager may arrange a similar function as outlined in (I) above for Executives upto and including Gr. IV.

**(ii) Executives in Grade V & VI:**

A Farewell dinner may be arranged for the retiring officer by the concerned General Manager at the Division where the Officer is retiring.

**(iii) General Managers/Directors :**

A Farewell dinner may be hosted by Chairman-cum-Managing Director for the retiring GM/Director. The other Directors of the Company as well as GMs locally present may be invited.

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