

Retirement Claims

S N	PAYMENT	RULE	REMARKS
1	Gratuity	GO 3 Dt. 30/4/1962	1. See Adm. Circular no. 513 dt.10/8/2015 2. Rs. 50000/- for PG 1 & Rs. 30000/- for others to be hold, if company quarter is not vacated.
2	Leave Encashment (Staying in Company Quarter)	Circular 34683 Dt. 19/8/1997	Amount to be kept on hold till vacation of the quarter.
3	Leave Encashment (Not Staying in Company Quarter)	Adm. Cir. 523 Dt.19/11/2015	
4	Pension	Employees PF Act	Form No. 10 D to be submitted
5	CPF Withdrawal	Employees PF Act	Form No 12 to be submitted online in CPF portal

Resignation Claims

S N	PAYMENT	RULE	REMARKS
1	Notice Period	SR 16	For payment in-lieu of the notice period see Note 2 under SR16
2	Gratuity	GO 3 Dt. 30/4/1962	Eligible if completed 5 years
3	Leave Encashment (Staying in Company Quarter)	Circular 34683 Dt. 19/8/1997	Not applicable in case of Resignation as per the SR
4	Leave Encashment (Not Staying in Company Quarter)	Adm. Cir. 523 Dt.19/11/2015	Not applicable in case of Resignation as per the SR
5	Pension	Employees Provident Fund Act	Not Applicable before 58 Age
6	CPF Withdrawal	Employees Provident Fund Act	Can be withdrawn or Transfer to New Company number. Form No 19

Death Claims

S N	PAYMENT	RULE	REMARKS
1	Gratuity	GO 3 Dt. 30/4/1962	1. See Adm. Circular no. 513 dt.10/8/2015 2. See Circular HRD / S&C /Gratuity /21140 Dt. 1/12/2020 & GAD/Eatt./II/file No. 3/34683 Dt. 19/8/1997
2	Leave Encashment (Staying in Company Quarter)	Circular 34683 Dt. 19/8/1997	Amount to be kept on hold till vacation of the quarter.
3	Leave Encashment	Adm. Cir. 523 Dt.19/11/2015	
4	Pension	Employees PF Act	Form No. 10 C to be submitted by family
5	CPF Withdrawal	Employees PF Act	Form No 12 & Form 5 for EDLI claim to be submitted with necessary documents
6	Funeral Assistance	Last Basic + DA amount to be paid as per GO 60	For disbursement see Adm. Cir. No. 602 Dt. 25/2/2020
7	Term Insurance Claim	LIR/B/LIFEINSURANCE/ 2573 Dt. 2/2/2022	Rs. 20 Lakh Insurance Claim to be submitted with necessary documents
8	Group Accidental Policy	Cir. No. LIR-2025-26 / 10118 Dt. 1/4/2025	PG – I = Rs. 25 Lakh , PG – II = Rs. 20 Lakh PG – III 7 IV = Rs. 15 Lakh