

CHAPTER VIICESSATION OF EMPLOYMENT7.1.0 Cessation of Employment

7.1.1 Cessation of employment of an employee in the service of the Company is brought about by:-

7.1.1.1 Retirement on superannuation or on completion of the validity period of service contract.

7.1.1.2 Premature Retirement on account of an individual's services being no longer required by the Company.

7.1.1.3 Premature Retirement/Resignation at the request of the employee and,

7.1.1.4 Dismissal from service as a consequence of disciplinary action.

7.2.0 Retirement

7.2.1 Regular employees shall retire from the service of the Company on attaining the age of superannuation set by the Board of Directors for each category of employees.

7.2.1.1 Employees employed on contract basis shall cease to be in the service of the Company on expiry of the period of validity of the contract stipulated in the contract.

7.3.0 Premature Retirement/Resignation

7.3.1 The Company may terminate the services of an employee by serving on him a notice in advance as specified in para 7.5.1 below. The Company shall have the option to curtail the notice period to any extent on payment of salary/wages for the curtailed period.

- 7.3.2 An employee may resign from the service of the Company by serving a notice for the specified period in advance as per his terms and conditions of service or else, forfeit his pay/wages and allowances for a period equivalent to the period by which the notice period falls short of the stipulated period. The Company shall, however, have the option of declining to accept the resignation of the employee, in case any disciplinary proceedings are pending against him or if a decision has already been taken by the competent authority to institute such proceedings against him. The Appointing Authority, while accepting the resignation of an employee, may waive forfeiture of his salary and allowances, in whole or in part, for the period by which the notice period falls short of the stipulated notice period.
- 7.3.3 An employee, who has fulfilled all the conditions of any bond or undertaking signed by him to serve the Company for a minimum specified period and, who has put in a minimum of 10 years of service with the Company, may seek premature retirement. In case the request for premature retirement is conceded by the Company, the employee shall be entitled to all terminal benefits applicable to the length of service rendered by the employee. Provisions of Rule 7.3.2 above shall also apply in case of premature retirement.
- 7.3.4 An employee who becomes permanently physically or mentally unfit to perform his normal duties due to accident or disease, shall be prematurely retired from the service of the Company on the advice of a Medical Board constituted for the purpose of medically examining the employee. The employee shall be allowed one opportunity to appeal against the findings of the Medical Board before his services are terminated, provided such an appeal is filed with the Company within seven calendar days of the date on which the findings of the Medical Board are communicated to him.

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