

01.09.2020

Marriage and Retirement Contribution Policy

Objective: To greet employees on their marriage and to convey our sincere thanks to the employees for their contribution on retirement

Marriage Contribution:

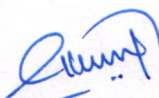
On marriage of employee, the Company will give a cheque of Rs. 10,000/- as marriage gift. The employee will have to submit their marriage invitation / marriage certificate to HR department to claim the same.

Retirement Contribution:

On the day of retirement of the employee a farewell will be arranged at department level. Company provide Rs. 5000/- for arrangement of farewell party.

Approval process:

HOD & Unit Head HR will approve the payment.



Praveen George
Chief Human Resource Officer- IOB

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