



एचएमटी लिमिटेड

HMT LIMITED

CORPORATE OFFICE

HMT BHAVAN, NO.59, BELLARY ROAD

BENGALURU-560032

CIRCULAR NO.02/2020 DATED 05.08.2020

Sub: Facilities for HMT Retired Employees - Issue of Identity Card

The Management of the Company has received requests from several retired HMT employees for permission to utilize some of the facilities of the Company, even after their retirement. The Management is pleased to inform that it has been decided to extend some of the facilities being provided to regular employees, to eligible retired employees also.

In this regard, it is also decided to issue a suitable identity card to the retired employees desirous of seeking to utilize these facilities, provided that there is no legal case filed by him / her against the Company (except for Provident Fund, Pension and Gratuity related issues).

The facilities that would be extended to the identity card holders w.e.f. 15th August 2020 are as below:

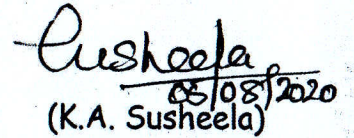
1. HMT Hospital Facilities: The retired employee and dependent spouse are permitted to avail medical facilities at HMT Hospitals at rates / rules on par with regular employees.
2. Purchase of HMT Watches: The retired employee can avail discount on purchase of HMT Watches at Company Showrooms at rates / rules as applicable to regular employees.
3. HMT Sports Club Facilities: The retired employee is permitted to avail facilities at HMT Sports Club at rates / rules on par with regular employees.
4. Guest House / Transit House Facilities: All retired Corporate Cadre executives (DGM and above), can utilize the facility of Guest House / Transit House at rates / rules applicable for regular employees subject to availability. Further, retired Managing Directors / Directors / Executive Directors / General Managers / Unit Chiefs (at the rank of JGM) may avail the facility free of cost for a maximum of period of seven days in a financial year.

Other facilities are proposed to be added in due course of time. However, the Management reserves the right to add or cancel any facility at any point of time.

The identity card will be issued by the Administration Department of Corporate Head Office, HMT Limited, Bengaluru. A processing fee of Rs.100/- (Rupees one hundred only) is to be remitted by way of cheque in favour of HMT Limited, Bengaluru / electronic transfer to Current Account No.90020200010001 (IFSC Code: UCBA0002016) of HMT Limited at UCO Bank, Ganganagar Branch, for issue of the card.

Retired Employees who are interested in availing the identity card are requested to fill up the enclosed request form and forward it to the HR Chief of the Unit they retired along with proof of payment of the processing fee. The Unit HR Chief shall verify & attest the particulars and forward it Corporate HR at CHO, Bengaluru.

This is issued with the approval of Competent Authority.


05/08/2020
(K.A. Susheela)

Asst. General Manager (CHR)

For display on all NOTICE BOARDS

CMD/DFN - for kind information

CVO

MDM/MDI/MDW/MD(BLH)/MD(CWL)

Unit Chiefs of HMTL / HMT MTL

HR Chiefs at Company/Subsidiary/Unit level - With a request to disseminate the information to retired employee.

Finance Chiefs at Company/Subsidiary/Unit level

DGM(Admn) - HMTL

PS to CMD

Request From Retired Employees For Identity Card

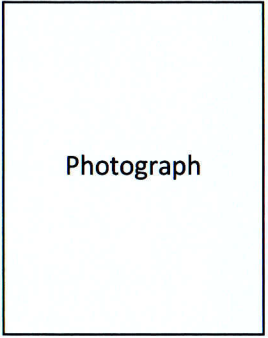
To

The HR Chief

Unit :

Company:

Dear Sir,



I am a retired HMT employee and my personal particulars are as follows:

1.	Name	
2.	Date of Birth	
3.	Date of Joining HMT	
4.	Date of Retirement from HMT	
5.	Type of Retirement (Pl. tick)	Superannuation / VRS
6.	Ticket No. & Unit / Company at the time of Retirement	
7a	Grade on Retirement	
7b	Designation on Date of Retirement	
8.	Residential Address:	
9.	Contact No. / Mobile No.	
10.	Email ID	
11.	Blood Group	
12	Name of Spouse	
13	Date of Birth / Age of spouse	
14	Details of processing fee payment – Bank / Cheque / Ref No. / Date (enclose copy)	

I request for issue of an Identity Card identifying me as a retired HMT employee. I have affixed my photograph and enclosed herewith one copy of my photograph and a copy of the payment particulars for the processing fee.

Signature & Date

The details provided by the above retired employee are true as per records. The employee has not filed any case against the Company (except for PF / Pension / Gratuity related cases)

***Attested / Verified by Unit HR Chief
(sign & seal with name & designation)***

Request From Retired Employees For Identity Card

<u>FOR OFFICE USE ONLY</u>			
I	Forwarded to CHO Administration for issue of card		
	CHR Chief (HMTCHO)	Sl. No	
		Request Receipt Date	
II	Details of ID Card issued to the Retired Employee		
	ID Card No	Issue Date	
	Despatch Date	Despatch Mode (please tick)	By Hand / Courier / Speed Post / Post
	Signature of HMTCHO Admin Chief		
	CC: CHR Chief (HMTCHO)		