

**Amendments to RCF Employees
(Conduct, Discipline and Appeal)
Rules 2005 and Certified Standing
Orders**

RASHTRIYA CHEMICALS & FERTILIZERS LTD.
CHEMBUR, MUMBAI - 400 074.
(TROMBAY)

No. Corp.HR/106/2007

Dt. 16/10/2007

Circular No. : 284

Subject: - Amendment to RCF Employees (Conduct, Discipline and Appeal) Rules 2005 and Certified Standing Orders in view of enhancement of Superannuation age.

Further to the Circular No 253 dated 19th May 2007, the following amendments have been made to the RCF Employees (Conduct, Discipline & Appeal) Rules 2005 and Certified Standing Orders applicable to the workmen of Trombay and Thal :-

**1. RCF Employees (Conduct, Discipline & Appeal) Rules 2005
Clause 9 Superannuation (Amended) :-**

Every employee shall retire from the service of the Company on completing the age of 60 years w.e.f. 1st February, 2007. The retirement from the services of the Company shall take place on the afternoon of the last date of the month in which he/she attains the age of 60 years. Those employees whose date of birth is the first of the month shall retire from service on afternoon of the last date of the preceding month on attaining the age of 60 years. On retirement, every employee will be entitled to superannuation benefits as per Rules of the Company existing at the time of Superannuation.

If any employee voluntarily opts for separation at the age of 58 years, he/she will be allowed for the same with normal retirement benefits. The option has to be submitted 3 months prior to attaining the age of 58 years.

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2. Clause 47 of Certified Standing Orders of Trombay Unit and Clause 22 of the Certified Standing Orders of Thal Unit.

Above Clause no 47 & 22 (Amended) :

- i. Every employee shall retire from the services of the Company on completing the age of 60 years.
- ii. The retirement from the services of the Company shall take place on the afternoon of the last date of the month in which he attains the age of 60 years.
- iii. Those employees whose date of birth is the first (1st) of the month shall retire from service on the afternoon of the last day of the preceding month, on attaining the age of 60 years.
- iv. There shall be no extension of service beyond the age of superannuation i.e. 60 years.
- v. On retirement, every employee will be entitled to superannuation benefits as per rules of the unit.
- vi. No past cases of retirement shall be re-opened.

Notwithstanding anything contained in this clause, if any employee voluntarily opts for separation at the age of 58 years or thereafter i.e. upto 60 years, he / she shall be allowed by the company for the same with normal retirement benefits, however, this one-time option has to be submitted / exercised with THREE months prior written notice. This provision of one-time voluntary option for separation with normal retirement benefits would be / is valid only for a period of next two years only from the date on which this modification comes into effect/operation as per the provisions of Section 7 of Industrial Employment (Standing Orders) Act, 1946.

For information of all the employees.

Sd/-

(Kiran Phadnis)

Chief General Manager(HR)

To

All Employees

RASHTRIYA CHEMICALS & FERTILIZERS LTD.

CHEMBUR, MUMBAI - 400 074.

(TROMBAY)

No. Corp.HR/96/2007

Dt. 01/12/2007

Circular No. : 288

Subject: - Amendment to RCF Employees' (Conduct, Discipline and Appeal)

Rules 2005 regarding return of Movable and immovable property

The following amendments have been made to the RCF Employees (Conduct, Discipline & Appeal) Rules 2005 applicable to the officers of the Company :

1. Clause 30 - Movable and immovable property (Amended) :-

(c) Every employee of the Company shall report every transaction concerning movable property owned or held by the employee in his own name or in the name of a member of his family, in the Property Return to be filed for the year in which the transaction takes place, if the value of such property exceeds Rs.15000/- (Rupees Fifteen thousand only).

(d) In addition to above, if the total transaction in shares, debentures, securities, mutual funds etc. exceeds Rs.25,000/- in a calendar year, the same shall also be intimated by the employee in the Property Return to be filed for the year in which the transaction takes place.

For information of all the employees.

Sd/-

(Kiran Phadnis)

Chief General Manager(HR)

To

All Employees

RASHTRIYA CHEMICALS & FERTILIZERS LTD.
CHEMBUR, MUMBAI - 400 074.

(TROMBAY)

No.Corp.HR/9/2008

Dt. 04/06/2008

Sub: - Amendment to RCF Employees' (Conduct, Discipline & Appeal) Rules 2005 - Addition of Clause 57

The following amendment has been made by adding Clause 57 to the RCF Employees' (Conduct, Discipline & Appeal) Rules 2005.

Clause 57 - Ad Hoc Disciplinary Authority

The Board of Directors may appoint an Ad Hoc Disciplinary Authority in cases where the Board is satisfied that the appropriate Disciplinary Authority is not in a position to function effectively for reasons of being personally concerned with the charges or when he is a material witness in support of the charges or no official is available in the prescribed position to act as appropriate Disciplinary Authority. Decision of the Board of Directors shall be final in this matter.

For information of all the employees.

Sd/-
(Kiran Phadnis)
Executive Director(HR)

To: All Employees