

RE-EMPLOYMENT POLICY OF HARTRON
(DATED 20.02.2018)

The Corporation had framed re-employment policy dated 20.02.2018 by amendment in existing policy framed for engagement of retiree officers/officials of the Corporation on contract basis as per need.

Objective:-

The re-employment policy of the Corporation has been prepared/amended from time to time by taking due care of various factors as well as with the objective of sustainability of the Corporation due to large volume of retirements in the past and the Corporation is suffering from shortage of regular staff. Re-employment is not mandatory for all as it depends on the management of HARTRON that only those retiree(s) is to be preferred who are suitable for handling the work/activities as well as fulfill the requirements of the Corporation.

Terms and Conditions:-

- 1) A Committee of the following may be constituted to ascertain the requirement and to recommend the retiree officer/official.
 - i) Two Senior Most Officers of the Corporation.
 - ii) Divisional Head from the P&A Division.
 - iii) Concerned Group/Division Head from the Branch/Division from which the case of officer/ official is under consideration may be special invitee.
 - iv) Concerned dealing officer from P&A Division to produce the requisite/ relevant documents before the Committee.
- 2) The officer/ official must have earned Good & above rating in APRs during the last five years of service. Also, the candidate may be engaged after ascertaining the general behaviour, health, past performance etc. may be taken into account and according to the requirement of the Corporation.
- 3) The officer/official must have worked in the Corporation at-least last two years before retirement.
- 4) Retiree shall be normally engaged only against the direct quota posts. In exceptional circumstances, retiree can be taken against promotional posts if any are lying vacant due to non-availability of promotional candidates. No fresh posts shall be created under any circumstances to accommodate retiree.

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- 5) Engaged retiree shall be paid remuneration @ 75% of the last pay drawn (Basic+DA) or last pay drawn (Basic+DA) minus pension whichever is less.
- 6) The officer/ official should not have availed more than six months earned leave within two years prior to his date of retirement except on medical grounds (This condition shall be applicable only after 2 years of implementation of policy).
- 7) Besides above, the retiree shall be entitled to reimbursement of expenses except indoor medical facility which is being drawn by him/her at the time of retirement.
- 8) Initially the retiree may be engaged for a period of one year which shall be extended only upon further requirement. The Maximum age limit for the retiree shall be 65 year age.
- 9) Retiree may be given 5% per annum increase in the remuneration on last remuneration drawn.
- 10) The retiree shall be entitled fixed medical allowance as admissible to regular employee from time to time.
- 11) The retiree shall be entitled 12 casual leave and 10 days medical leave in a calendar year.
- 12) The retiree so engaged will report to Senior Officers to him at the time of retirement or to MD directly.
- 13) To give appropriate position to the retiree, the following three categories are recommended:

Level	Position
AGM and above or equivalent.	Coordinator
Manager & Senior Manager or equivalent	Deputy Coordinator
Assistant & Section Officer or equivalent	Associate

- 14) The engagement of services of the retiree shall be liable for termination with one month prior notice on either side. However, MD shall be competent to remove any or all retirees without assigning any reason & any notice.
- 15) In case any direct recruit is appointed against the post held by the retiree, the engagement of retiree shall be deemed to be dispensed with reference to point 14 above.

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- 16) The Corporation may engage of retiree officers upto the level of Manager and its equivalent and above and only in exceptional requirement, the retiree below the rank of Manager may be considered for engaging.
- 17) The Corporation may give offer to the deserving officer/ official in view of the requirement of the Corporation.
- 18) The Corporation may engage employee already retired from the services of the Corporation as per terms & conditions of the policy.

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