



THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED
CORPORATE OFFICE, ELOOR, UDYOGAMANDAL - 683 501

ED(HR)-CO-074

2.3.2023

ALL CONCERNED

Sub : Pay/Wage Revision Arrears.

Pay/Wage Revision from 1.1.2017 was implemented vide order dated 27.12.2022 for the managerial employees and for the non-managerial employees vide Long Term Settlement dated 4.1.2023.

As per the orders, arrears on implementation of revised wages will be from 1.4.2022 and will also be paid to employees who separated on account of retirement on attaining the age of superannuation and died whilst in service from 1.4.2022. The terminal benefits of Gratuity and leave encashment on the basis of revised pay will also be paid to such employees. The payment shall be made by electronically crediting to the respective bank accounts. Towards this, ex-employees are requested to submit a request along with life certificate from a Gazetted Officer/ a serving Officer in the level of DGM and above of FACT. In case there is change in the bank account with the Company at the time of separation, the details of the new bank account (such as name of the bank, branch name, bank account number and IFS Code) shall be intimated along with a cancelled cheque leaf of the account or copy of the face sheet of bank account/bank statement. In the case of employees who died after separation from service, the amount will be paid to their nominees/legal heirs for which they are requested to submit request along with death certificate of the ex-employee, legal heirship certificate/certificate of administration, bank account details (cancelled cheque leaf or copy of the face sheet of bank account/bank statement) and copies of PAN Card and Aadhar card of nominees/legal heirs.

The requests in original are to be made to Dy.General Manager (HR)-Est., Human Resources Department, FACT, FEDO Buildings, Udyogamandal - 683 501, along with prescribed documents/certificates.

A R Mohan Kumar
Executive Director (HR)

(Hindi version follows)

LIFE CERTIFICATE

Signature/Left hand Thumb impression of the ex-employee:

This is to certify that Shri/Smt.....

B.No..... (Adhaar No.), an ex-employee of FACT , now
residing at (full address below)

.....

.....

who has put his/her signature /left hand thumb impression above in my presence is
personally known to me and that he/she is alive today.

Date:

Signature:

Name:

Designation:

Office

Seal:

LIFE CERTIFICATE

Signature/Left hand Thumb impression of the legal heir:

This is to certify that Shri/Smt.....
(Adhaar No.), Legal heir of Shri.
B.No....., an ex-employee of FACT , now residing at (full address below)

.....

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who has put his/her signature /left hand thumb impression above in my presence is personally known to me and that he/she is alive today.

Date:

Signature:

Name:

Designation:

Office

Seal: