

**FORM OF UNDERTAKING
[For Ex-gratia (Revised)]**

Chief Finance & Accounts Manager
Oil India Limited,
P.O:Duliajan-786602
Dist. Dibrugarh (Assam)

Date: _____

Sub: Revised Scheme of Monthly- Exgratia

Dear Sir,

I, Shri / Smt. _____, a retired Employee / Executive,

Or

I, Shri/Smt. _____, a spouse/widow/widower (strike out whichever not applicable) of late _____, a retired employee / executive, do hereby solemnly confirm and undertake the following.

1. I have understood the provisions of the Revised Ex-gratia Scheme, as mentioned in the letter no. _____ dtd. _____ from Oil India Limited (OIL) and hereby confirm my unconditional acceptance and agreement of the said scheme.

2. The amount of Ex-gratia payable under the said Revised Scheme is acceptable to me without any cavil or argument.

3. I shall not dispute and / or resort to any litigation against Oil India Limited, their servants, employees & workmen at any court of law or in any Tribunal or in Arbitration proceedings at any time in the matter of the above scheme.

4. I shall not dispute the decision made by the OIL or claim such amount from OIL in case it is found by the Oil India Limited that I am not entitled to any amount under the said scheme. The OIL's decision shall be final and binding on me in the said matter.

5. Mere execution of this undertaking would not make me entitled to claim and receive the Revised Scheme of Monthly Ex-gratia.

6. I furnish hereunder the necessary particulars, to the best of my knowledge, which would be relevant for working out my eligibility for Revised Scheme of Monthly- Exgratia:

a) Particulars of Annuity Bonds(s):

<u>Bond No(s)</u>	<u>Option exercised</u> <u>Single Life/Joint Life/ROC</u>	<u>Monthly Pension</u> <u>(Rs.)</u>	<u>Servicing Office of</u> <u>LICI and Address</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

- b) Salary Code / Registration No : _____
- c) Date of Joining BOC Pipeline Ltd. : _____
or AOC (Strike out which is not applicable)
- d) Date of Joining OIL : _____
- e) Date of retirement/death of spouse : _____
(employee/executive)
- f) Grade or designation as on the date of : _____
retirement / death
(Applicable in case of Ex-Executive only)
- g) Whether opted for commutation of : Yes / No
Pension at the time of Retirement.
- h) If Yes, whether 1/4th or 1/3rd : _____
- i) Bank Details:
- Bank Name : _____
- Branch Name : _____
- City/Village/State : _____
- Account No. (CBS Compatible) : _____
- IFSC Code : _____

j) **I enclose herewith the attested copy of first page of Bank passbook** containing the above particulars.

k) **I enclose herewith the Acknowledgement of Filing of Return of Income** for Assessment years 2011-2012, 2012-13 & 2013-14.

OR

I do not have any taxable income and do not file Return of income
(Strike out whichever is not applicable)

- l) Details of other income including Pension : _____
& reimbursement of medical expenses of last two years
(Give details) : _____
- (To be provided if no Return of : _____
income is filed) : _____

m) My Present address : _____

: _____

n) Contact No(s):

Phone No. (with STD Code) : _____

Mobile No. : _____

E-mail address (if any) : _____

o) PAN No. (**Enclose photocopy of PAN Card**) : _____

Date : _____

Signature: _____

Name : _____

(Pensioner's name in Block Letters)

Address : : _____

In presence of the following WITNESSES:

Signature (Witness)_____

Name_____

(Name in Block Letters)

Address_____

Contact No:

E-mail address (if any)

Signature (Witness)_____

Name_____

(Name in Block Letters)

Address_____

Contact No:

E-mail address (if any):

To,
The Chief Finance & Accounts Manager
M/s Oil India Limited
P.O. Duliajan-786602
Dist. Dibrugarh, (Assam)

Sub: Option for NEFT/RTGS Payment (Direct Credit to Bank A/C)

Dear Sir,

I am interested to receive all kinds of payments from OIL through NEFT/RTGS system. For this purpose I furnish below the required details:

1. Name :
2. Address :
3. Master Policy No :
4. Annuity Bond No :
5. Bank Name :
6. Bank Address :
7. Account type : Current/Savings
8. Account No :
9. Bank IFS Code :
10. Bank MICR Code :
11. PAN No. of Annuitant :
12. Tel.No./ Mobile No :
13. E-mail Id :

Kindly arrange to transfer all kinds of payments as per above details through NEFT/RTGS system.

Date:

Signature of Annuitant

This is to certify that Name, Bank A/C NO. & Branch, IFSC Code, MICR Code given above are correct as per our records.

Date:

Signature of Bank Official with Office seal

