

Dept : HR Department	Revision Date	17.02.2024
Approved By : CHRO	Revision No.	00

In addition to compensation in the form of wages and salaries, MTL provide employees with various services and programmes known as employee benefits.

- **Employee getting married while in MTL's service:**

A token of gratitude with **Rs. 5000/-**

- **Process:**

On submission of Marriage Invitation Card, HR Department will initiate the request for payment and accounts

shall disburse from the Local Unit in the form of a Cheque and to be presented by Unit representative at

marriage event / on return of Employee.

- **Funeral Expenses:**

A token of condolence **Rs. 10000/-**

- **Process:**

In case of death of an immediate dependent of an Employee working in the grade of Workmen / Assistant / Driver / Supervisor or below the grade of Engineer / Officer are entitled for this benefit. On receipt of communication HR department will initiate the request for payment and accounts shall disburse from the local Unit, a representative from the company should attend if feasible and assist until final cremation.