

## **COMPANIES (PARTICULARS OF EMPLOYEES) RULES, 1975**

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## **COMPANIES (PARTICULARS OF EMPLOYEES) RULES, 1975**

<sup>2</sup>2. Published in the Gazette of India, Extraordinary, Part II, sec, 3(1), page 193, dated I February, 1975. In exercise of the powers conferred by sub-clause (ii) of clause (b) of sub-section (2A) of section 217, read with clause (a) of sub-section (1) of section 642 of the Companies Act, 1956 (1 of 1956), the Central Government hereby makes the following rules, namely.-

### **1. Short title and commencement :-**

(1) These Rules may be called the Companies (Particulars of Employees) Rules, 1975.

(2) They shall come into force on the date on which the Companies (Amendment) Act, 1974 (41 of 1974), comes into force. <sup>1</sup>

1. The Rules came into force on 1 February, 1975.

### **1A. Application :-**

<sup>1</sup>These Rules shall apply to such employees whose remuneration is-

(a) not less than rupees <sup>2</sup>["twenty four lakhs"] per financial year for the purpose of sub-clause (i) of clause (a) of sub-section (2A); and

(b) not less than rupees <sup>3</sup> ["two lakh"] per month, for the purposes of sub-clause (ii) of clause (a) of sub-section (2A).]

1. Inserted by GSR 695(E), dated 10-6-1988, w.e.f. 15-6-1988.

2. In Rule 1A Clause (a) the words "twelve lakhs" shall be substituted by Companies (Particulars of Employees) (Amendment) Rules, 2002., Published in the Gazette of India, Extraordinary, Part II. Section 3(i), No. 179, dated 17th April, 2002.

3. In Rule 1A Clause (b) the words "one lakhs" shall be substituted by Companies (Particulars of Employees) (Amendment) Rules, 2002., Published in the Gazette of India, Extraordinary, Part II.

Section 3(i), No. 179, dated 17th April, 2002.

**2. Particulars of employees :-**

(1).-The statement to be included in the Board's report under sub-section (2A) of section 217 of the Companies Act, 1956 (1 of 1956), shall also contain the following particulars, namely:-

(a) Designation of the employee.

(b) Remuneration received.

(c) Nature of employment, whether contractual or otherwise.

(d) Other terms and conditions.

(e) Nature of duties of the employee.

(f) Qualifications and experience of the employee.

(g) Date of commencement of employment.

**1**(h) The age of such employee.

(i) The last employment held by such employee before joining the company.]

**2**[(j) the percentage of equity shares held by the employee in the company within the meaning of sub-clause (iii) of clause (a) of sub-section (2A) of section 217 of the Act.]

**3**

'Provided that particulars of employees of companies engaged in "Information Technology" sector, posted and working in a country outside India, not being directors or their relatives, drawing more than Rupees Twenty-four lakh per financial year or Rupees Two lakh per month, as the case may be, shall not be included in such statement of the Board's report but such particulars shall be furnished to the Registrar of Companies :

**3**

Provided further that such particulars shall be made available to any shareholder on a specific request made by him during the course of annual general meeting in which the same is considered.

**3**

(2) For the purposes of this rule, "Information Technology" shall

comprise of the activities mentioned in clause (Hi) to Explanation 2 to Para 2.2.2 of Securities and Exchange Board of India (Disclosure and Investor Protection) Guidelines, 2000.'.

1. Inserted by the Amendment Rules, 1976.
2. Inserted by GSR 695(E), dated 10-6-1988, w.e.f. 15-6-1988.
3. Inserted by Companies (Particulars of Employees) (Amendment) Rules, 2004