

THE COMPANIES (PARTICULARS OF EMPLOYEES) RULES, 1975 [See section 217 of the Companies Act, 1956]

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.

[1A. Application :

These Rules shall apply to such employees whose remuneration is-

- (a) not less than rupees 2[twelve lakhs] per financial year for the purpose of sub-clause (i) of clause (a) of sub-section (2A); and
- (b) not less than rupees 2[one lakh] per month, for the purposes of sub-clause (ii) of clause (a) of sub-section (2A).]

2. Particulars of employees :

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.

3[(h) The age of such employee.

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

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1[(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.]

1. Inserted by GSR 695(E), dated 10th. June, 1988, w.e.f. 15th. June, 1988.
2. Substituted by GSR 839(E), w.e.f. 25th. October, 2000.
3. Inserted by the Amendment Rules, 1976.