



Application form

1. Name of the applicant (in capital letters):

आवेदक का नाम (बड़े अक्षरो मे)

2. Father's name:

(पिता का नाम)

3. Date of birth (DD/MM/YYYY):

(जन्म तिथि)

4. Employee number:

(कर्म संख्या)

5. Designation & Grade (at the time of superannuation):

(सेवानिवृत्ति के समय पद व ग्रेड)

6. Date of appointment:

(नियुक्ति तिथि)

7. Date of superannuation:

(सेवानिवृत्ति की तिथि)

8. Name of the Area/Unit from where superannuated:

(क्षेत्र/इकाई जहां से सेवानिवृत्त हुए हैं)

9. Caste Category (General / OBC-(NCL)/SC/ST):

श्रेणी (सामान्य/ अन्य पिछडा वर्ग/अनूसूचित जाति/ अनूसूचित जनजाति)

(Attach self-attested copy of caste certificates if belonging to OBC-(NCL)/SC/ST)

(अन्य पिछडा वर्ग/ अनूसूचित जाति/अनूसूचित जनजाति श्रेणी के आवेदक स्वः अभिप्रमाणित छायाप्रति संलग्न करें)

10. Post applied for:

(पद जिसके लिये आवेदन किया गया है)

11. Mobile no:

(मोबाइल न०)

12. E-mail ID (Optional):

(ई-मेल) (वैकल्पिक)

13. Current Address:

(वर्तमान पता)

Self-attested

Photograph

Signature of the Applicant (आवेदक के हस्ताक्षर)

Certificate by the Area/Project/Unit

Certified that the above particulars have been verified from the service record of the applicant and have been found correct. (प्रमाणित किया जाता है कि आवेदक द्वारा भरे गये विवरण का मिलान उनके सेवा पुस्तिका से कर लिया गया है और सही पाया गया है।)

Forwarded to Competent Authority for further needful please.

Signature with seal of the Certifying Officer

Countersigned by:

Staff Officer (P)
_____Area (with seal)

Area General Manager
_____Area (with seal)

भारतीय कोयला लिमिटेड

(राज्य स्वामित्व कंपनी)
(भारत सरकार का उद्योग)
"कोयला भारत"

पता: ए. १०, ए. १०, ए. १०, ए. १०, ए. १०-१०
ए. १०, ए. १०, ए. १०, ए. १०, ए. १०-१०
कोयला क्षेत्र, नई दिल्ली (दक्षिण बंगाल)
दूरभाष नं. ०११ २३२४ ६५३०
फैक्स नं. ०११ २३२४ ६५२७
वेबसाइट: www.coalindia.in



(A MAHARATHNA COMPANY)
A Govt. of India Enterprise

"Coal Bhawan"

Premises No. 04, MAR Plot No. AF-25
Action Area-1A, New Town, Rajarhat
Kolkata-700156 (West Bengal)
Phone: 033 2324 6530
Fax: 033 2324 6527

Website: www.coalindia.in

क्रमांक: CIL/C-5B/MP & IR/Non-Ex./Guidelines/269

दिनांक: 12.10.2020

कार्यालय आदेश

विषय: Guidelines for availing the services of superannuated Non-Executive Cadre Employees who worked in Statutory/Essential/Critical Nature of Job

The Committee of Functional Directors of CIL in their 240th meeting held on 16.09.2020 at Kolkata accorded approval of guidelines for availing the services of superannuated Non-Executive Cadre Employees who worked in Statutory/Essential/Critical Nature of Job.

The above guidelines are enclosed herewith for information and necessary action.

This issues with approval of the Competent Authority.

Encl: As above

(Handwritten signature)
12/10/2020
(अजय कुमार चौधरी)

महाप्रबंधक (अभ्यसक्ति एवं आसंबंध)

प्रतिलिपि (ई मेल द्वारा) :-

1. Director (Technical)/Director (P & IR)/Director (Finance)/ Director (Marketing), CIL
2. Chairman-cum-Managing Director- ECL/BCCU/CCL/WCL/SECL/NCL/MCL/CPDIL
3. CVO, CIL
4. Director (Personnel)- ECL/BCCU/CCL/WCL/SECL/NCL/MCL
5. Director (T/CRD), CPDIL
6. General Manager/TS to Chairman, CIL, Kolkata
7. General Manager, NEC, Margherita
8. GM (P/EE)/GM (P/Rectl)/GM (P/PC)/GM (P/Welfare)/GM (Legal), CIL
9. HOD (System), CIL with a request to upload the Office Order on the website of CIL
10. Dy. Manager (MP & IR), CIL

Some of the subsidiaries of CIL have been raising concerns about shortage of statutory/essential/critical manpower needed for achievement of Production targets etc.

In order to meet such urgent need, the following guidelines may be followed by Subsidiaries for availing the services of retired Non-Executive Cadre Employees: -

1. Requirement of Statutory/essential/critical manpower may be filled through following modes: -
 - a) Redeployment of Surplus Manpower due to mine closure and other activities
 - b) External Recruitment
 - c) Outsourcing through open tender and engagement through contractual agencies
2. In case the requirement is still not fulfilled, Retired Non-Executive Cadre employees possessing relevant experience, qualification and certification may be engaged on fixed term contract of 1 Year as per following guidelines: -

A. Eligibility: -

- a) Retired Non-Executive Cadre employees with excellent professional record in following designations may be considered for engagement: -
 - i. Paramedical Posts
 - ii. HEMM Operators
 - iii. Electrical Supervisors

Note: For inclusion of any other post, prior approval of Chairman, CIL will be required

- b) Non-Executive Cadre employees separated on the following grounds may not be considered for such engagement: -
 - i. Due to resignation/termination/dismissal
 - ii. On Medical Grounds
 - iii. Due to VRS/SFVRS
- c) The no. of such retired Non-Executive Cadre employees engaged as per this guideline must not exceed 0.25% of the sanctioned Manpower Budget in the respective subsidiary or 50 whichever is less.
- d) **Past record of service for eligibility: -**

The retired Non-Executive Cadre employee during his/her last 3 years of service before retirement: -

- i. Must not have been awarded punishment due to disciplinary action
- ii. Must have Annual Confidential Rating not below "Very Good"
- iii. Must not have unauthorized absence of more than 10 days.
- iv. Must have got Vigilance, Departmental and Safety Clearances at the time of superannuation, as per applicability

- e) During the entire period of such fixed term contract, the age of Non-Executive Cadre employee should not be of more than 65 Years.
- f) The engagement, as per the guideline shall be for maximum two terms whether in one or more spells for any retired Non-Executive Cadre employee.
- g) The retired employee must possess the necessary educational qualification and statutory certificates valid throughout the duration of the contract.

B. Process: -

Before engagement, the selected retired Non-Executive Cadre employee may have to undergo Medical Examination (i.e. IME) by a Medical Board constituted for the purpose. Only after declaration of being medically fit to perform the duty, the retired employee may be engaged.

C. Remuneration: -

- a) The selected retired Non-Executive Cadre employees may be paid a consolidated remuneration of 50% of their last drawn Wages (i.e. Basic + VDA + SDA) rounded off to next Rs. 10/- on monthly Basis, throughout the period of such engagement.
- b) The retired Non-Executive Cadre employees so engaged shall not be entitled to any of the benefits extended to regular Non-Executive Cadre employees of the company governed under the provisions of the Wage Agreements, including the following: -
 - i. Attendance Bonus
 - ii. HRA
 - iii. PLR/Bonus
 - iv. Overtime Allowance
 - v. Charge Allowance
 - vi. Medical Allowance, if any
 - vii. CMPF/CMPS
 - viii. Gratuity
 - ix. Leave Encashment
 - x. Any other allowance applicable for regular employees of the Company

D. Deduction: -

- a) 3% of the consolidated remuneration may be recovered on monthly basis, as security deposit, which after completion/foreclosure of the contract period shall be refunded without interest
- b) 2% of the consolidated remuneration, in case of company provided accommodation, may be recovered
- c) Electricity bill and other charges, as applicable, shall be recovered as per the policy of the company applicable to the existing employees of the company.

- a) Retired Non-Executive Cadre employees so engaged may be allowed to avail the Medical facility as available in the Hospitals/Dispensaries of CIL/Subsidiaries
- b) In case of injury arising out of and during the course of duty, they shall be allowed treatment, as available, at the Company's Hospitals. During the period of treatment in such an event, the engaged retired employee may be treated on duty for the purpose of payment of monthly remuneration.
- c) In case of death or permanent disablement due to injuries arising out of and in case course of duty, the retired Non-Executive Cadre employees so engaged or his/her eligible dependents will be eligible for compensation as per Employees Compensation Act, 1923 and Ex-gratia of Rs. 15 Lakh (or amount so revised in future), in case of fatal mine accident as certified by DGMS. However, no employment to the dependent of deceased/disabled retired employee so engaged shall be provided.

F. Working Days, Hours and Leave & Holidays & Rest Days:

The retired Non-Executive Cadre employees engaged,

- i. Shall have to work for 6 (six) days a week
- ii. Could be engaged in shift-duty or on Sundays/Paid Holidays as per the requirement
- iii. Shall be provided a weekly day of rest which may not be Sunday or weekly off day of the Unit
- iv. Shall be allowed a compensatory day of rest in case of engagement on Weekly Day of Rest/Paid Holiday
- v. Shall be entitled to Paid Holidays as per the approved list of holidays of the establishment
- vi. Shall be granted 15 days of Annual Leave with Wages. The above leave shall be inclusive of leave on Medical Grounds or any other type of leave as applicable.

G. Reservation Policy: -

Reservation shall be provided as per the statute.

H. Other Conditions: -

- i. Conditions of unbecoming of a Public Servant, as applicable to the on-roll employees, shall be applicable on retired employees so engaged as per the scheme too.
- ii. The contract may be foreclosed by both the parties, either by giving a notice of 1 month or payment in lieu thereof without giving any reason whatsoever.

I. Clarification:

The power to provide clarification on the guidelines is reserved with the Director (P & IR), CIL and his/ her interpretation will be final.

J. Savings:

The CMD of the Company reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of the scheme at his/ her discretion or on administrative grounds in the interest of the Company.

.....
