

कोल इण्डिया लिमिटेड
(भारत सरकार का उपक्रम)
COAL INDIA LIMITED
(A Govt. of India Enterprise)
कोल भवन "COAL BHAWAN"
Premise No. 04, MAR, Plot No. AF-III
Action Area-1A, Newtown, Rajarhat
KOLKATA-700156 (WB)



एक महारत्न कंपनी
A Maharatna Company

PERSONNEL DIVISION
POLICY CELL
CIN: L23109WB1973GOI028844
E-Mail: policycell.cil@coalindia.in
Tel: 033-7110 4271
Website: www.coalindia.in

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A (PC)/Transfer/582

दिनांक: 17.03.2021

कार्यालय ज्ञापन

विषय: Amendments in CIL Executive Job Rotation & Transfer Policy

In reference to CIL OMs No. CIL/C5A(PC)/Transfer/2849 & 43 dated 21.05.2018 & 12.02.2019 respectively, the Competent Authority of CIL has approved the following amendments in CIL Executive Job Rotation & Transfer Policy for implementation with immediate effect:

Cl. No.	Existing Provision	Amended Provision
8.0 (iv)	Transfers on Promotion In case of transfer on promotion, the Executives should be released to join the promoted post in the respective Company within 30 days from the issue of the order. In the event of non-release, the Executives will be deemed to have been released on expiry of 30 days and must join accordingly. Non-joining on the promoted post within the stipulated time would lead to cancellation of the promotion order and debarring the executive for one subsequent DPC for promotion to the post.	Transfers on Promotion In case of transfer on promotion, the Executives should be released to join the promoted post in the respective Company within 60 days from the issue of the order. In the event of non-release, the Executives will be deemed to have been released on expiry of 60 days and must join accordingly. Non-joining on the promoted post within the stipulated time would lead to cancellation of the promotion order and debarring the executive for one subsequent DPC for promotion to the post.
10 (v)	Transfers on Requests On issuance of request transfer order, the Executives should be released to join the transferred Subsidiary within 30 days from the date of the issue of the Order. In the event of non-release, the Executives will be deemed to have been released on expiry of 30 days and must join accordingly.	Transfers on Requests On issuance of request transfer order, the Executives should be released to join the transferred Subsidiary within 60 days from the date of the issue of the Order. In the event of non-release, the Executives will be deemed to have been released on expiry of 60 days and must join accordingly.
11 (iv)	Sensitive Post Transfers Transfer orders issued under sensitive category should be implemented within 30 days of issuance of orders. In the event of non-release of the transferee within the aforesaid period, he will be deemed to have been released on expiry of the 30 days and such an Executive must join the new place of posting accordingly.	Sensitive Post Transfers Transfer orders issued under sensitive category should be implemented within 60 days of issuance of orders. In the event of non-release of the transferee within the aforesaid period, he/ she will be deemed to have been released on expiry of the 60 days and such an Executive must join the new place of posting accordingly.
13 (iv)	<i>New provision</i>	Other Provisions If any change in the place/ department of posting is needed in any transfer/ rotation Order of the Executives issued under this Policy, the approval for

Cl. No.	Existing Provision	Amended Provision
		the same should be obtained by the concerned Subsidiary/ HOD from the Chairman, CIL/ Competent authority as specified in Clause 5 of the Policy within 60 days for reconsideration of the said transfer/ rotation Order, in the absence of which, he/ she will be deemed to have been released on expiry of the 60 days and such an Executive must join the new place of posting/ department accordingly. Further if Controlling authority still does not release the Executive concerned within the stipulated period, the concerned CMDs/ Chairman, CIL will take action against the erring Officials for such lapse/ delay.

This is for information and compliance by all concerned.

(Signature)
13/3/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

वेस्टर्न कोलफील्ड्स लिमिटेड
कार्मिक विभाग, कोल इस्टेट, सिविल लाईन, नागपुर- 440001.

संदर्भ. संख्या.: WCL/PER/EE/1055

दिनांक: 22nd March '21

Forwarded for information and vide circulation among the executives posted in your Area/ Deptt.:

1. The Area General Manager, WCL, All Areas.
2. The Head, All Departments, WCL HQ.
3. The General Manager (Min)/(CA)/ TS to D(P)/ D(T)Op/ D(T)P&P/ D(F), WCL HQ.
4. The General Manager (System), WCL HQ- with a request to upload in WCL's website.
5. The Dy.Manager(Secttl) to CMD/ D(P)/ D(T)Op/ D(T)P&P/ D(F)/ CVO, WCL HQ.

(Signature)
22/03/2021
उप.प्रबंधक(कार्मिक)/ईई

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संदर्भ सं: CIL/C5A (PC)/Transfer/583

दिनांक: 17.03.2021

कार्यालय ज्ञापन

विषय: Consolidated List of Sensitive Posts in CIL & its Subsidiaries

In reference to CIL OMs No. CIL/C-5A(ii)/Transfer/Sensitive/B-371 & CIL/C5A(PC)/Transfer/167 dated 15.11.2013 & 02.07.2019 respectively, the Competent Authority of CIL has approved amendments in the list of sensitive posts for both Executive & Non-Executive cadre employees of CIL & its Subsidiaries for implementation with immediate effect.

The revised consolidated list of sensitive posts of Executives & Non-Executives is enclosed for information and compliance by all concerned.

(Handwritten signature)
3/21

(नीला प्रसाद)

महाप्रबंधक (का./ नीति)

वेस्टर्न कोलफील्ड्स लिमिटेड
कार्मिक विभाग, कोल इस्टेट, सिविल लाईन, नागपुर- 440001.

संदर्भ संख्या.: WCL/PER/EE/1056

दिनांक: 22nd March '21

Forwarded for information and further needful to:

1. The Area General Manager, WCL, All Areas.
2. The Head, All Departments, WCL HQ.
3. The General Manager (Min)/(CA)/ TS to D(P)/ D(T)Op/ D(T)P&P/ D(F), WCL HQ.
4. The General Manager (System), WCL HQ- with a request to upload in WCL's website.
5. The Dy. Manager(Sectl) to CMD/ D(P)/ D(T)Op/ D(T)P&P/ D(F)/ CVO, WCL HQ.

(Handwritten signature)
22/03/2021
उप. प्रबंधक(कार्मिक)/ईई

Revised Consolidated List of Sensitive Posts in CIL & its Subsidiaries

A) Executives

Discipline	Place of Posting/ Establishment	
	Corporate office - CIL HQ/ Subsidiary HQ/ Liaison/ Regional offices	Area/ Reg.Store/ Central Store/ Reg. W.Shop/ Central WShop/ Washery/ Colliery/ Project/ Hospital/ Dispensary / Reg. Institutes of CMPDIL
Mining	GM(Production), GM/ Executives dealing with explosive contracts, GM(Safety Conservation) & Executives dealing with explosives allocation and performance monitoring.	GM of Area, GM(Operation), Staff Officer (Min) at Area, Project officer, Colliery Manager, Blasting Officer, Coal Despatch Officers & Executives dealing with random testing of Explosives.
M&S	GM(M&S), Executives dealing with FSA with core & non-core sector consumers including small & medium sector & dealing with issue of delivery orders.	Area Sales Managers, Nodal officer for Road Sale & Siding in-charge.
MM (Store & Purchase)	GM(MM)(I/c), Executives dealing with Rate Contract, Depot Agreement, Tendering & Scrap Disposal.	Head of Area MM Estb., Executives dealing with local purchase, tendering, Head of Stores at Unit Level, Area, Regional/ Central Stores & Executives dealing with Diesel Dispensing units.
Civil Engg.	GM(Civil)(I/c), Executives dealing with award of work/ contract/ CSR activities.	Head of Civil Deptt at Area/ Project and other Executives dealing with award/ execution of work/ contact/ CSR activities.
Security	All posts	All posts
Vigilance	All Posts	--
Personnel	GM(Personnel/ Admn/ Executive Estb./ IR) & Executives dealing with promotion/ transfer/ recruitment of Executives/ Non-Executives, Contracts/ Procurement, CMPF/ Coal Mines Pension/ Advances.	All Area Personnel Managers, Personnel Executive in-charge of Project/ Colliery & Executives handling CMPF/ Coal Mines Pension/ Advances.
Finance	GM(Finance), Executives dealing with (i) Contractual Payments (ii) Tender (iii) Parking of Company Fund in Banks (iv) Treasury management (v) Personal Payments & (vi) CMPF/ Coal Mines Pension/ Advances.	Area Finance Managers & other Executives dealing with contractual payment/ payment to private suppliers, personal payments, Finance Executives in-Charge of Project/ Colliery & Executives handling CMPF/ Coal Mines Pension/ Advances.
E&M	GM(E&M), Executives dealing with inspection of store items & having association in Tender Committee, Executives dealing with Rate contracts & Depot agreements.	Head of E&M Estb, Executives dealing with inspection of store items & having association in Tender Committee, Executives dealing with contracts related to hiring of vehicles & Project/ Colliery I/c.
Excavation	GM(Excv), Executives dealing with inspection of store items & having association in Tender Committee,	Head of Excv Estb, Executives dealing with inspection of store items & having association in Tender Committee & Project/ Colliery I/c.

Discipline	Place of Posting/ Establishment	
	Corporate office - CIL HQ/ Subsidiary HQ/ Liaison/ Regional offices	Area/ Reg.Store/ Central Store/ Reg. W.Shop/ Central WShop/ Washery/ Colliery/ Project/ Hospital/ Dispensary / Reg. Institutes of CMPDIL
	Executives dealing with Rate contracts & Depot agreements.	
System	GM(System) & Executives dealing with Contract/ Hiring.	--
E&T/ Telecommunication	GM(E&T) & Executives dealing with Contract.	--
Contract Management Cell	All Executives	All Executives
Legal	GM(Legal), Executives dealing with selection of outside lawyers for dealing company cases, passing of bills & finalization of rates.	--
C&F Deptt	All Executives	--
General Service Deptt - CILHQ/ Town Admn Deptt - Subsidiary	Head of GSD/ Town Administration, Executives dealing with contractor bill payment, finalization of contracts & Stores.	Executives dealing with Contracts/ Bill payment.
Survey	--	Project/ Colliery Survey Officers deployed at mines dealing with measurement in partial/ total hiring basis and CMPDI Survey Executives involved in Outsourced OBR measurements.
Medical	Executives dealing with Purchase of medicines, outside referral cases and Hospital bills.	In-charge of Hospital/ Dispensary, Executives dealing with purchase of medicine & outside referral cases.

B) Non- Executives

Discipline	Place of Posting/ Establishment	
	Corporate office - CIL HQ/ Subsidiary HQ/ Liaison/ Regional offices	Area/ Reg.Store/ Central Store/ Reg. W.Shop/ Central WShop/ Washery/ Colliery/ Project/ Hospital/ Dispensary / Reg. Institutes of CMPDIL
Mining	---	Weigh Bridge Staff & Loading Clerk/ Loading Personnel overmen posted in blasting operation.
M&S	All posts in Marketing & Sales except Quality Control, AAP, Formulation and Implementation of FSA, General Administration, Liaison, Parliament Question and VIP Reference, Despatch at Company Quarters, Computerization of Sales Records Settlement of demurrage & any other job of non - sensitive nature.	Assistants dealing with sales esp. Road sales & Technical Inspectors.
MM (Store & Purchase)	Employees dealing with scrap disposal & dealing purchase files (besides Secretarial staff).	Chief Store Keeper/ Store Keeper & Staff dealing with purchase files (besides Secretarial staff), Scrap disposal, diesel/ POL receipt and issue.
Civil Engg.	Overseer/ Engineering Assistant and assistants dealing with Tender files.	Overseer/ Engineering Assistant and assistants dealing with Tender files.
Security	All posts	All posts
Personnel	Staff dealing with promotion/ transfer/ appointment of Executive/ non-Executive, vehicle allocation, POL issue, repair of vehicles, Care taker of Guest House, CMPF/ Coal Mines Pension/ Advances.	Attendance Clerks & Staff dealing with issue of POL & repair of vehicles, staff maintaining Personal files & records, Care taker of Guest House, CMPF/ Coal Mines Pension/ Advances.
Finance	Pay Clerks (besides salary)/ cashier dealing with payment to suppliers/ contractors & Non-Executives handling CMPF/ Coal Mines Pension/ Advances.	Pay Clerks (besides salary)/ cashier dealing with payment to suppliers/ contractors & Non-Executives handling CMPF/ Coal Mines Pension/ Advances.
E&M	Supervisors of vehicle repair at garages & Assistants dealing with procurement files.	Assistants dealing with procurement/ contract/ repairs by outside party.
Excavation	Assistants dealing with procurement files.	Assistants dealing with procurement/ contract/ repairs by outside party.
Survey	---	Surveyors involved in outsourced OBR measurements.
Medical	Staff dealing with purchase of medicines, outside referrals and Hospital bills.	Staff dealing with purchase of medicines, monitoring & supply of meals, outside referrals and Hospital bills.

Note:

1. Executives/ Non-Executives of one discipline associated with/ performing sensitive post of other discipline will also be treated as on sensitive post.
2. Executives/ Non-Executives transferred/ rotated from a sensitive post should not be posted back in the same sensitive post within a period of 2 years. In exceptional circumstances, such postings are allowed only with the specific approval of the concerned CMD/ Chairman, CIL.
3. Any posting in Vigilance department must be done only with the concurrence of concerned CVO.