

**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**

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

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)**

### **ई-मेल के माध्यम से वितरण:**

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. ED (Co-ordination), CIL
8. GM(P/EE)/ GM(MP&IR), CIL
9. GM, NEC
10. HoD, CIL New Delhi Office
11. HoD, IICM
12. Dy.Mgr (P/PC), CIL – for uploading the OM in CIL website for information and compliance by all concerned.

## 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/ contract/ 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(Excav), Executives dealing with inspection of store items & having association in Tender Committee,	Head of Excav 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.