

कोल इण्डिया लिमिटेड
(एक महारत्न कंपनी)

श्र. श. एवं औ. सं. विभाग

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COAL INDIA LIMITED

(A Maharatna Company)

MP&IR DIVISION

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(एक आई एस ओ:9001:2015, आई एस ओ:14001:2015 एवं आई एस ओ:9001:2015 प्रमाणित कंपनी)

संदर्भ सं: CIL/C-5B/MP/Trans.Policy 552

दिनांक: 30.08.2023

ORDER / आदेश

विषय: Transfer Policy for Non-Executives of CIL and its subsidiaries

Transfer Policy for Non-Executives working in CIL and its subsidiaries has been approved in 163rd CMDs meet held on 18.08.2023 at CIL Hq.

The Policy is attached and circulated for compliance. This shall come into force with immediate effect.

संलग्नक: यथोक्त

गौतम बनर्जी

(गौतम बनर्जी)

महाप्रबंधक(श्रम-शक्ति एवं औ. सं.)

गौरव

प्रतिलिपि (ईमेल द्वारा):-

1. अध्यक्ष - ई.सी.एल. / बी.सी.सी.एल. / सी.सी.एल. / डबल्यू.सी.एल./ एस.ई.सी.एल./ एन.सी.एल. / एम.सी.एल. / सी.एम.पी.डी.आई.एल
2. निदेशक (कार्मिक) - ई.सी.एल. / बी.सी.सी.एल. / सी.सी.एल. / डबल्यू.सी.एल./ एस.ई.सी.एल./ एन.सी.एल. / एम.सी.एल.
3. निदेशक - तकनीकी / व्यवसाय विकास / विपणन/ वित्त
4. निदेशक (तकनीकी / सी.आर.डी.) - सी.एम.पी.डी.आई.एल
5. सी.वी.ओ. - सी.आई.एल. / ई.सी.एल. / बी.सी.सी.एल. / सी.सी.एल. / डबल्यू.सी.एल. / एस.ई.सी.एल. / एन.सी.एल. / एम.सी.एल. / सी.एम.पी.डी.आई.एल
6. कार्यकारी निदेशक (समन्वय) - अध्यक्ष सी.आई.एल. के तकनीकी सचिव
7. महाप्रबंधक (कार्मिक एवं औ. सं.) - ई.सी.एल. / बी.सी.सी.एल. / सी.सी.एल. / डबल्यू.सी.एल./ एस.ई.सी.एल./ एन.सी.एल. / एम.सी.एल. / सी.एम.पी.डी.आई.एल
8. महाप्रबंधक - एन.ई.सी.
9. निदेशक (कार्मिक एवं औ.सं.), सी.आई.एल. के तकनीकी सचिव



TRANSFER POLICY FOR NON-EXECUTIVES IN CIL & ITS SUBSIDIARIES

1.	Title and commencement This policy shall be called the ‘ Transfer Policy for Employees in CIL & Its Subsidiaries ’. It shall come into force with effect from 30.08.2023
2.	Scope and applicability This policy shall apply to all Non-Executive employees of Coal India Ltd. & its subsidiaries.
3.	Objective The objective of transfer policy is to ensure even redeployment of manpower across the Subsidiaries as per availability of vacancy for optimization of performance
4.	Definition <ol style="list-style-type: none">i. Company: CIL, its subsidiaries, NEC, RSO and allied establishments of CIL (HQ), Kolkata.ii. Employee: A permanent Non-Executive cadre employees of CIL and its Subsidiaries governed under the provisions of National Coal Wage Agreements finalized from time to time.
5.	Competent Authority <ol style="list-style-type: none">i. Director (P & IR), CIL – For inter-subsidary transfer.ii. Chairman, CIL on recommendation of Director (P&IR), CIL - For posting at CIL HQ, RSO and allied establishments of CIL (HQ).iii. Director (Personnel) of Subsidiary or any other authority for whom the authority is delegated – For inter area transfers within the subsidiary and providing consent/acceptance in case of inter subsidiary transfers.iv. Area GM – For intra-Areav. GM (MP & IR) – For intra-HQ transfers.
6.	Frequency / Regularity / Occurrence of transfer <ul style="list-style-type: none">• Transfers on ‘request basis’ shall normally be undertaken once in six months i.e. in September and March every year.• Transfers on ‘administrative grounds’ shall be effected at any time of the year based on the requirements of the company.• Notwithstanding anything mentioned herein above, management reserves the right to transfer (request/ administrative) any employee at any point without assigning any reasons thereof.
7.	Administrative Transfer Transfers on ‘administrative ground’ can be effected at any time by the concerned Authority as under: <ol style="list-style-type: none">i. Non-executives declared surplus can be transferred from one subsidiary/area/unit/department to another subsidiary/area/unit/department based on the requirement for gainful utilization of manpower. However, efforts may be taken to consider choice/preference (three choices) of posting from the employees in case of



such transfers.

- ii. In case of requirement raised by any establishment, due to work exigency or requirement for certain specific skill set, junior most employees will be considered for transfers to meet the requirements.
- iii. Departmental/internal candidates selected against notified vacancies circulated with the objective of exhausting the internal resources before going for direct recruitment, will be transferred to the selected establishment provided the application was forwarded through proper channel.
- iv. Notwithstanding anything contained above, the following category of Employees shall be given special consideration on transfer and posting:
 - a. Employees who have less than **three** years' service left.
 - b. Employees suffering from the following illness:
 - i. Cancer, not of primary stage
 - ii. Paralysis of permanent nature
 - iii. Leprosy
 - iv. Kidney failure
 - v. Total blindness
 - vi. Heart Diseases
 - vii. HIV
 - viii. Brain Disorder
 - ix. Liver Cirrhosis
 - c. Divyang employees
 - d. Working couples
- v. No consent for release/ acceptance is required to transfer employees on administrative grounds.

8. Transfer on Request

A. Inter-Subsidiary transfer

- i. Transfer on request basis may be effected by the management subject to administrative requirements.
- ii. Employees (other than those in the initial grade of the cadre) joining CIL HQ or its allied establishments on 'Request transfers' shall be required to join in the grade immediately below their existing grade.
- iii. A 'No objection' shall be obtained from the both the subsidiaries for processing such requests for transfer.
- iv. Such requests for transfer shall be forwarded to CIL by subsidiaries along with the following documents:
 - a. Application & Bio-data (Proforma attached).
 - b. ACRs for last three financial years and Attendance report of last three



calendar years

- c. Departmental clearance and Vigilance clearance report. Safety clearance in respect of Mining Supervisory Staff
 - d. Written undertaking to be posted in any area / mine / establishment on such transfers.
 - e. Written undertaking to join in the grade immediately below their existing grade in case of request for transfer to CIL HQ or its allied establishments.
- v. Transfer request of employee inducted through direct recruitment shall not be considered for a period of minimum 03 years from his date of joining in the subsidiary, as such cases defeats the purpose of recruitment and affects the % of SC/ST/OBC in the subsidiary.
 - vi. On request transfer between subsidiaries, the seniority of employees will be determined as stipulated in OM No. CIL/C-5B/JBCCI-X/SC/Determination of Seniority/33 dt. 11.02.2021.
 - vii. For employees (other than those in the initial grade of the cadre) joining CIL HQ from subsidiaries, seniority in the grade immediately below their existing grade will be determined as stipulated in OM No. CIL/C-5B/JBCCI-X/SC/Determination of Seniority/33 dt. 11.02.2021.
 - viii. The transfer Order shall be valid for 60 days from the date of the issue of the Order and the transferred employees shall be released to join the transferred place during the period of its validity.
 - ix. An employee transferred from one company to another will normally not be transferred back to the Company from where he / she was transferred. However, under special circumstances, Competent Authority reserves the right to revert an employee back to his previous subsidiary, for administrative reasons.

B. Inter-Area transfer

- i. Employees may be transferred from one Area to another Area based on their request subject to requirement.
- ii. 'No objection' of Area GM of the existing Area and acceptance from the Area to which transfer is to be made, shall be necessary.
- iii. The document/s as specified in point 8(A)(iv), shall be decided by the subsidiaries, to consider and finalize the transfers.

C. Inter-Unit transfer

- i. Employees could be transferred from one Unit to another Unit based on their request.
- ii. 'No objection' of Project Officer of the existing Area and acceptance from the Project Officer to which transfer is to be made, shall be necessary.
- iii. The document/s as specified in point 8(A)(iv), shall be decided by the subsidiaries, to consider and finalize the transfers



9.	Sensitive post Transfer <ul style="list-style-type: none">i. If an Employee holding a sensitive post continues to be in the post, he /she would be transferred from that post on completion of the 3 years as per OM No. CIL/ C5A (PC)/ Transfer/ 583 dated 17.03.2021 and as would be amended/ modified from time to time.ii. However, he / she may be allowed to continue in a sensitive post, for administrative reasons, for a period beyond 3 years subject to a maximum total duration of 5 years in the post, subject to approval of CMD of the subsidiary/ concerned FD of CIL HQ.iii. 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 / she will be deemed to have been released on expiry of the 30 days and such Non- Executive must join the new place of posting accordingly.
10.	Other Provisions <ul style="list-style-type: none">i. Any person who brings or attempts to bring outside pressure in the matter of transfer and posting will be dealt sternly. Company reserves the right to initiate disciplinary action against the employee and an adverse entry will be made in the Annual Confidential Report of such employee.
11.	Repeal <p>Unless specified otherwise, all existing provisions of transfer in respect of Employees will stand superseded by this policy from the date of its commencement.</p>
12.	Savings <ul style="list-style-type: none">i. Interpretation of the provisions of this policy will be reserved exclusively with the Director (P&IR), CIL and his / her interpretation will be final.ii. Director (P&IR), CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this policy at his discretion or on administrative grounds in the interest of the Company for reasons to be recorded in writing.

BIO-DATA FORMAT FOR TRANSFER

1.	Name		Photograph duly attested by an officer of Personnel Department
2.	Fathers Name		
3.	Designation		
4.	Category / Grade		
5.	Employee No.		
6.	Date of Birth		
7.	Date of appointment		
7A.	Whether completed 03 years of service		
8.	Date of joining to the present post		
9.	CMPF Account Number		
10.	Present place of posting		
11.	Name of Company where employee wants transfer		
12.	Education / Qualification		
13.	Permanent Address		
14.	Attendance of last three years (Calendar Year)		
15.	ACR of last three years (Financial Year)		
16.	Description of disciplinary action, if any, of last three years		
17.	Clearances	A. Vigilance Clearance -	
		B. Departmental Clearance -	
		C. Safety Clearance -	
18.	Any other information which is required for the purpose		
19.	Recommendation of Controlling Officer		

**Signature
of an officer of Personnel Department
of the Unit / establishment**