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No. CIL/C-5C/55121/ 837

Date: 24.06.09

Office Order

In accordance with the O.M. No. CIL/C-5C/55166/633 dated 05.01.2009 and subsequent Notice No. CIL/C-5C/55166/665 dated 29.01.2009, the procedure for disbursing the Financial Assistance towards the cost of Tuition fees and Hostel Charges for Technical and Medical Education of the wards/children of Wage Board Employees as approved by the Competent Authority is enclosed for compliance.

Accordingly, all concerned are requested to take suitable action towards implementation of the scheme after observing the procedure/formalities as approved.

Encl. As above (four pages)

Chief General Manager (Welfare)

Distribution:

1. CMDs – ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
2. Directors - (Tech.)/(Fin.)/(P&IR)/(Mktg.) – CIL
3. Directors – (P)/(F) - ECL/BCCL/CCL/WCL/SECL/NCL/MCL
4. Director (Tech/Operation), CMPDIL
5. CVO, CIL
6. CGM/TS to Chairman, CIL
7. CGM (MP&IR)/Rajbhasha, CIL with a request to arrange Hindi translation of the Notice together with enclosures for circulation.
8. C.G.M (F), CIL
9. C.G.M., NEC, Margherita
10. All HODs, CIL
11. G.M. (P), CIL
12. GM (E&T), CIL – with a request to arrange to put the notice along with enclosures on CIL Website.
13. G.M. (Welfare) - ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
14. All RSMs, CIL
15. All Notice Board, CIL

Draft of Procedure under which cost of Technical and Medical Education to the extent of Tuition fees and Hostel Charges in respect of the wards of Wage Board Employees would be met as notified vide Reference No. CIL/C-5C/55166/665 dated 29.01.09

Subsequent to the approval of the Board of Directors, CIL, Scheme for grant of Scholarship for meeting the cost of Technical and Medical Education to the extent of Tuition fees and Hostel Charges in respect of the wards of Wage Board Employees has been notified vide Reference No. CIL/C-5C/55166/665 dated 29.01.09.

It is now proposed to adopt the following procedures for disbursing the said cost to the wards of the Wage Board Employees:

- CIL Scheme for Financial Assistance of Technical & Medical Education of the children/wards of Wage Board Employees will come into force from the Academic Session 2009-2010 and onwards.
- The Financial Assistance will be only for Tuition Fees and Hostel Charges.
- Only the direct dependant wards/children of the Wage Board Employees will be eligible to claim for the financial assistance in case of admission to any Government Medical College or Engineering Colleges/Technical Institutions as listed in the **Notice issued by CIL vide No. CIL/C-5C/55166/665 dated 29.01.09**. A list of Recognized Engineering Colleges/Technical Institutions is Annexed at A.
- A separate '**Prescribed Application Form**' (specimen enclosed) shall have to be filled in by the concerned employee for the ward/children for whom he/she seeks to avail the facility of getting financial assistance for the Technical and Medical Education.
- The said '**Prescribed Form**' along with copies of Application forms collected from the recognized institutions and duly filled in by the candidates/students together with the document/receipt obtained against deposit of the initial amount for admission after counselling shall be submitted by the concerned wage board employee to the Head of the Division/Area Manager/Project Manager/Colliery Manager as the case may be who after proper verification shall forward the same to the G.M. (Welfare) or HOD Welfare Department of the concerned company **within 7 (seven) days**.
- Welfare Department of CIL/Subsidiary Company after proper scrutiny shall process the same and issue an Order to such effect **within 07 (seven) days** from receipt of the application based on which payment would be released by the concerned Finance Department as the case may be **within 07 (seven) days** in favour of the concerned Institution or in favour of the concerned employee in case of re-imburement of the tuition fees and hostel charges as the case may be. **The entire process shall not take more than 3(three) weeks time.**

-: (2) :-

- The Concerned Wage Board employees will have the option to **deposit the Tuition fees and Hostel charges and get the amount reimbursed on submission of the original document/receipt** in case the same is required to be deposited within a stipulated period of time, which is less than 3 (three) weeks. Welfare department of CIL/Subsidiary company as the case may be shall reimburse the amount of fees after observing the procedural formalities as indicated above. A copy of the application form for admission to the Government Medical Colleges and other Educational Institutions/Engineering Colleges shall be retained in the concerned Welfare department for record.
- The cost of Tuition fees and Hostel Charges in respect of the concerned student shall be paid directly to the approved Educational Institution as the case may be by Demand Draft or Account Payee Cheque.
- Payment to the Educational Institution shall be released in phased manner depending on the requirement of the Educational Institution/ Medical & Engineering Colleges on semester basis.
- The Welfare department as well as Finance Department shall maintain a Record towards remittance of the amount of Tuition Fees and Hostel Charges in respect of each such student who gets financial assistance for Technical and Medical Education.
- Progress of such education in the concerned institution as well as result of each semester shall be submitted by concerned employee to the Head of the Division/Area Manager/Project Manager/Colliery Manager as the case may be in respect of his ward/children for keeping record and for monitoring progress.
- Annual Return of the Scheme will be submitted at the end of every financial year by the Head of Welfare Department of the Subsidiary companies to CGM/GM (Welfare), CIL.

Application Form for getting Financial Assistance towards Technical and Medical Education of the direct dependant ward/children of Wage Board Employee.



Photograph of the Employee
With self attested signature



Photograph of the ward
with self attested signature

Name of the Employee with Employee No :

Designation :

Name of the Company and Department/Area :

Name of the Ward with relationship :

Date of Passing the Entrance Examination/Enrollment
In the institution (copy of document to be enclosed) :

Name and address of the Medical/Technical
Institution/University where the admission is
sought for/obtained (certificate from the Institution
with regard to eligibility for admission, as the
case may be, shall be enclosed) :

Detailed cost of the Tuition Fees and Hostel
Charges, semester-wise as specified by the
concerned Institution (copy of certificate to this
effect specifying Tuition fee and Hostel charges
from the Institution required to be enclosed) :

Semester for which Financial assistance required :

If it is for second semester onwards, then result
of the last semester passed must be specified
with attested copy of the result :

Declaration

Certified that the above information furnished is correct and that if any of the declaration furnished above is found to be false or incorrect, financial assistance granted will be liable to be cancelled and the amount paid if any, shall be recovered from the concerned employee.

(Signature of the Employee)

(Signature of the Candidate)

Verified by the Head of the Division/Area Manager/Project Manager/Colliery Manager

Signature with seal

LIST OF RECOGNIZED ENGINEERING COLEGES/TECHNICAL INSTITUTIONS

1. Bengal Engg. & Science University, Shibpur
2. Jadavpur University, Jadavpur
3. ISMU, Dhanbad
4. BHU, Varanasi
5. MBM Engineering, Jodhpur
6. I.I.T., New Delhi
7. I.I.T., Kharagpur
8. I.I.T., Guwahati
9. I.I.T., Kanpur
10. I.I.T., Chaennai
11. I.I.T., Mumbai
12. I.I.T., Roorkee
13. N.I.T., Rourkela
14. N.I.T., Nagpur
15. N.I.T., Suratkal, Manglore
16. N.I.T., Raipur