



एक महारत्न कंपनी  
A Maharatna Company



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

संदर्भ सं:/Ref.No.CIL:C-5A(PC)/CCC/880

दिनांक/Date: 18-Feb-2022

## OFFICE MEMORANDUM

As approved by the Competent Authority on 18-Feb-2022, transfer on promotion /selection policy from Non- Executive to Executive cadre posts is being modified as follows:

1. On promotion / selection from Non-executive cadre to Executive cadre, each candidate will be asked to give maximum 3 options for their posting in different subsidiaries of CIL other than the one in which they are posted at present within one week from the date of issue of notice in this regard.
2. Vacancy of executives as existing in the Subsidiary in each discipline, as per the sanctioned / re-appropriated subsidiary wise executive cadre strength of each discipline, will be utilized for posting of candidates selected/promoted in Executive cadre in that respective subsidiary, as far as possible.
3. The posting will be made as per the overall seniority /merit and the first option given by these promoted / selected candidates, subject to the number of vacancy in a subsidiary. In case number of vacancy in the subsidiary gets over their second option will be the criteria for posting and so on for their third option.
4. In case someone does not submit their choice of posting or there is no vacancy in a subsidiary left over consequent to deciding the posting of their seniors or the same is received after the cut-off date, their posting will be done as per the vacancy left out in a subsidiary considering their seniority / merit in an alphabetical sequence and covering all subsidiaries excluding one's present company.
5. Candidates who have less than 2 years of service, as on date, will not be transferred.
6. Chairman, CIL reserves the right to relax / modify /withdraw any or whole of the condition for administrative reasons.

As such, henceforth all posting order in case of selection /promotion of Non-Executive to Executive cadre will be governed by above guideline.

This issues with the approval of Competent Authority.

*Suyanti*  
18/02/2022

उप-महाप्रबंधक / विभागाध्यक्ष (कार्मिक/ नीति)

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