

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISES NO: 04, MAR, PLOT NO: AF-III
ACTION AREA-1A, NEW TOWN, RAJHARHAT
KOLKATA-700156 (WB)



महारात्न कंपनी

A Maharatna Company

PERSONNEL DIVISION

POLICY CELL

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WEBSITE: www.coalindia.in

CIN:L23109WB1973GOI028844

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

Ref: CIL/C5A (PC)/Advisor/ २७४७

Date: 17.03.2018

OFFICE MEMORANDUM

**Sub: Amendments in the CIL's Policy for availing the services of retired CMDs/
Directors/ Sr. Level Executives, etc. as full time/ part time advisors**

The CIL Board in its 343rd meeting held on 19.07.2017 approved the following amendments in the CIL's Policy for availing the services of retired CMDs/ Directors/ Sr. Level Executives, etc. as full time/ part time advisors:

1. To keep a cap of 0.5% of overall sanctioned strength of Executives of CIL out of which 50% would be operated by Subsidiary and 50% by CIL for appointment of Advisors.
2. Advisors should preferably be selected from a panel by following General Financial Rules (GFR) laid down norms and not "on nomination basis" except individual cases of exceptional nature which have to be approved by the Board on a case to case basis.

Further, as per the directions of CIL Board in its 349th CIL Board meeting held on 28.10.2017, the following revised terms and conditions for engagement of advisors has been approved by the Competent Authority and the CIL Board was subsequently apprised in its 358th CIL Board meeting held on 21.02.2018:

| Sl | Items | Existing Terms & Conditions | Revised Terms & Conditions |
|----|---------------------------------|---|--|
| 1 | Designation | The selected candidate shall be designated as "Advisor" with specified discipline for which he is selected. | The retired Board level Directors or equivalent on selection shall be designated as "Senior Advisors" and Others as "Advisor" with specified discipline for which they are selected. |
| 2 | Definition of Full Time Advisor | <i>New Provision</i> | Full time advisor means an official engaged as an Advisor, for a period under this policy, who shall render his services as per the requirement of the Management any time. |

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| 3 | Definition of Part Time Advisor | <i>New Provision</i> | Part time advisor means an official engaged as an Advisor, for a period under this policy, who shall render his services for a minimum 10 days in a month during the period of engagement. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Definition of Task based Advisors | <i>New Provision</i> | Task based Advisor means an official engaged as an Advisor, for a short duration of less than 6 months for a specific task/ assignment. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Consolidated Monthly Compensation/ Honorarium for full time Advisors | <table border="1" data-bbox="523 797 927 1137"> <tr> <td>For Retd.Chairman/ Directors</td> <td>Rs.1,00,000/- - p.m.</td> </tr> <tr> <td>For Retd. E-9 Gr.Executive</td> <td>Rs.80,000/- p.m</td> </tr> <tr> <td>For Retd. E-8 Gr.Executive</td> <td>Rs.70,000/- p.m</td> </tr> <tr> <td>For Retd.E-7 Gr.Executive</td> <td>Rs.60,000/- p.m</td> </tr> </table> | For Retd.Chairman/ Directors | Rs.1,00,000/- - p.m. | For Retd. E-9 Gr.Executive | Rs.80,000/- p.m | For Retd. E-8 Gr.Executive | Rs.70,000/- p.m | For Retd.E-7 Gr.Executive | Rs.60,000/- p.m | <table border="1" data-bbox="978 797 1442 1547"> <tr> <td>For Retd.Chairman/ Directors</td> <td>Rs.1,00,000/- p.m.</td> </tr> <tr> <td>For Retd. E-9 Gr.Executive</td> <td>Rs.80,000/- p.m</td> </tr> <tr> <td>For Retd. E-8 Gr.Executive</td> <td>Rs.70,000/- p.m</td> </tr> <tr> <td>For Retd.E-7 Gr.Executive</td> <td>Rs.60,000/- p.m</td> </tr> <tr> <td>For Retd.E-6 Gr.Executive</td> <td>Rs.50,000/- p.m</td> </tr> <tr> <td>For Retd.E-5 Gr.Executive</td> <td>Rs.40,000/- p.m</td> </tr> <tr> <td>For Retd. E-4 Gr. Executive</td> <td>Rs. 35,000/- p.m.</td> </tr> <tr> <td>For Retd. E-3 Gr. Executive</td> <td>Rs.30,000/- p.m.</td> </tr> <tr> <td>For Retd. E-2 Gr. Executive</td> <td>Rs. 25,000/- p.m.</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p data-bbox="978 1585 1463 1731">The Consolidated monthly compensation will be revised after the implementation of 2017 Pay Revision of Executives.</p> | For Retd.Chairman/ Directors | Rs.1,00,000/- p.m. | For Retd. E-9 Gr.Executive | Rs.80,000/- p.m | For Retd. E-8 Gr.Executive | Rs.70,000/- p.m | For Retd.E-7 Gr.Executive | Rs.60,000/- p.m | For Retd.E-6 Gr.Executive | Rs.50,000/- p.m | For Retd.E-5 Gr.Executive | Rs.40,000/- p.m | For Retd. E-4 Gr. Executive | Rs. 35,000/- p.m. | For Retd. E-3 Gr. Executive | Rs.30,000/- p.m. | For Retd. E-2 Gr. Executive | Rs. 25,000/- p.m. | | |
| For Retd.Chairman/ Directors | Rs.1,00,000/- - p.m. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Retd. E-9 Gr.Executive | Rs.80,000/- p.m | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Retd. E-8 Gr.Executive | Rs.70,000/- p.m | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Retd.E-7 Gr.Executive | Rs.60,000/- p.m | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Retd.Chairman/ Directors | Rs.1,00,000/- p.m. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| For Retd.E-6 Gr.Executive | Rs.50,000/- p.m | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Retd.E-5 Gr.Executive | Rs.40,000/- p.m | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Retd. E-4 Gr. Executive | Rs. 35,000/- p.m. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Retd. E-3 Gr. Executive | Rs.30,000/- p.m. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Retd. E-2 Gr. Executive | Rs. 25,000/- p.m. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Consolidated Monthly Compensation/ Honorarium for part time Advisors | Part-time Advisors would work for 10 days in a month and will only be entitled to 50% of consolidated pay of the respective grade. They would not be entitled to any other facility stipulated in the policy. | Part-time Advisors are entitled to 60% of the consolidated pay of the Full Time Advisors of the corresponding grade. They would not be entitled to any other facility/benefit stipulated in the policy. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 7 | Consolidated Monthly Compensation/ Honorarium for Task based Advisors | <i>New Provision</i> | Officials can also be engaged as Task based Advisors on fixed days on specific assignments/ projects for a period of not more than 06 months. In that event, they shall be eligible for Compensation/ Honorarium on pro-rata basis of the consolidated monthly Compensation/ Honorarium applicable to Full-time Advisors of the corresponding grade. No additional compensation shall be paid if such advisors take time beyond the duration of engagement to complete the task. | | | | | | | | | | | | | | |
| 8 | Conveyance Charges | <table border="1" data-bbox="496 790 948 1160"> <tr> <td>For Retd.Chairman/ Directors</td> <td>Rs.3,000/- p.m</td> </tr> <tr> <td>For Retd. E-9 Gr.Executive</td> <td>Rs.2,500/- p.m</td> </tr> <tr> <td>For Retd. E-8 Gr.Executive</td> <td>Rs.2,500/- p.m</td> </tr> <tr> <td>For Retd.E-7 Gr.Executive</td> <td>Rs.2,500/- p.m</td> </tr> <tr> <td></td> <td></td> </tr> </table> | For Retd.Chairman/ Directors | Rs.3,000/- p.m | For Retd. E-9 Gr.Executive | Rs.2,500/- p.m | For Retd. E-8 Gr.Executive | Rs.2,500/- p.m | For Retd.E-7 Gr.Executive | Rs.2,500/- p.m | | | Company shall provide Conveyance for full time Advisors as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charge. | | | | |
| For Retd.Chairman/ Directors | Rs.3,000/- p.m | | | | | | | | | | | | | | | | |
| For Retd. E-9 Gr.Executive | Rs.2,500/- p.m | | | | | | | | | | | | | | | | |
| For Retd. E-8 Gr.Executive | Rs.2,500/- p.m | | | | | | | | | | | | | | | | |
| For Retd.E-7 Gr.Executive | Rs.2,500/- p.m | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| 9 | Accommodation Facility | <p>Suitable company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount will be paid as under:</p> <table border="1" data-bbox="496 1429 932 1765"> <tr> <td>For Retd.Chairman/ Directors</td> <td>Rs.4,000/- p.m</td> </tr> <tr> <td>For Retd. E-9 Gr.Executive</td> <td>Rs.3,500/- p.m</td> </tr> <tr> <td>For Retd. E-8 Gr.Executive</td> <td>Rs.3,500/- p.m</td> </tr> <tr> <td>For Retd. E-7 Gr.Executive</td> <td>Rs.3,000/- p.m</td> </tr> </table> | For Retd.Chairman/ Directors | Rs.4,000/- p.m | For Retd. E-9 Gr.Executive | Rs.3,500/- p.m | For Retd. E-8 Gr.Executive | Rs.3,500/- p.m | For Retd. E-7 Gr.Executive | Rs.3,000/- p.m | <p>Suitable company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount will be paid as under:</p> <table border="1" data-bbox="991 1429 1453 1765"> <tr> <td>For X Class Cities</td> <td>24% of Consolidated Pay per month.</td> </tr> <tr> <td>For Y Class Cities</td> <td>16% of Consolidated Pay per month.</td> </tr> <tr> <td>For Z Class Cities</td> <td>8% of Consolidated Pay per month.</td> </tr> </table> <p>The classification of the Cities for this purpose would be as per</p> | For X Class Cities | 24% of Consolidated Pay per month. | For Y Class Cities | 16% of Consolidated Pay per month. | For Z Class Cities | 8% of Consolidated Pay per month. |
| For Retd.Chairman/ Directors | Rs.4,000/- p.m | | | | | | | | | | | | | | | | |
| For Retd. E-9 Gr.Executive | Rs.3,500/- p.m | | | | | | | | | | | | | | | | |
| For Retd. E-8 Gr.Executive | Rs.3,500/- p.m | | | | | | | | | | | | | | | | |
| For Retd. E-7 Gr.Executive | Rs.3,000/- p.m | | | | | | | | | | | | | | | | |
| For X Class Cities | 24% of Consolidated Pay per month. | | | | | | | | | | | | | | | | |
| For Y Class Cities | 16% of Consolidated Pay per month. | | | | | | | | | | | | | | | | |
| For Z Class Cities | 8% of Consolidated Pay per month. | | | | | | | | | | | | | | | | |

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| | | | <p>classification of Cities as circulated by DoE vide OM dated 07.07.2017.</p> <p>In the event of Company's accommodation, the house rent, as applicable to Executives on roll, will be recovered.</p> |
| 10 | Re-imburement for Mobile Telephones | Re-imburement for the use of mobile telephones based on the actual bills or Rs.750/- p.m. whichever is less. | <i>Same</i> |
| 11 | Medical | All executives of CIL covered under the Post Retiral Medical Benefits Scheme will continue to be governed by the said scheme. Those appointed, who were not under the roll of CIL, will be given the same coverage of benefit, if they are not covered under any post retiral medical scheme. | <i>Same</i> |
| 12 | Leave | One day paid leave for every 20 days of work (including intervening weekly holidays) in addition to the closed holidays shall be admissible. | The Advisor shall be entitled for paid leave of 15 days in every six months in addition to the paid holidays in the establishment. The paid leave shall be regulated as per the provisions of EL (Earned leave) applicable to the Executive cadre employees under the CIL Executive Leave Rules. However, the paid leave admissible as above are not encashable. The accumulated leave shall stand lapsed on the expiry of each period of engagement of an Advisor. |
| 13 | TA/ DA | TA/ DA and other boarding/ lodging charges shall be payable as per entitlement applicable to the existing executives of equal grades whenever tours are undertaken for the jobs related to assignment. | <i>Same</i> |
| 14 | Headquarters on Appointment | They would be stationed at Kolkata or Headquarters of the Subsidiary | They would be generally stationed at Headquarters of the Company, for |