



COAL INDIA LIMITED
COAL BHAWAN
10, NETAJI SUBHAS ROAD,
KOLKATA-700 001

Ref.No. CIL/C-5B/MP/SPVRS/ 379

Dated: 26.11.2014

The Chairman-cum-Managing Director ECL Sanctoria
The Chairman-cum-Managing Director BCCL Dhanbad
The Chairman-cum-Managing Director CCL Ranchi
The Chairman-cum-Managing Director WCL Nagpur
The Chairman-cum-Managing Director SECL Bilaspur
The Chairman-cum-Managing Director MCL Sambalpur
The Chairman-cum-Managing Director NCL Singrauli
The Chairman-cum-Managing Director CMPDIL Ranchi

Sub: Coal India Special Female Voluntary Retirement Scheme 2014 (Revised)

Dear Sir,

Pursuant to the decision taken in the 310th meeting of CIL Board of Directors held on 08.11.2014, Coal India Special Female Voluntary Retirement Scheme 2014 (Revised) effective from 26.11.2014 to 25.05.2015 is being forwarded for its implementation.

I have been directed to request you to kindly arrange for wide circulation of the Coal India Special Female Voluntary Retirement Scheme 2014 (Revised) and arrange to take needful action at your end for proper implementation of the Scheme within the period from 26.11.2014 to 25.05.015.

Yours faithfully,


(BHAGWAN PANDEY)
General Manager (MP&IR)

Encl: (as above)

Distribution:

1. Director (Personnel), ECL/BCCL/CCL/WCL/SECL/MCL/NCL
2. Director (RD & T), CMPDIL, Ranchi
3. Director (Tech.)/Director(Fin.)/Director (Mktg.), CIL, Kolkata
4. CVO, CIL, Kolkata
5. CGM/TS to Chairman, CIL, Kolkata
6. Executive Director, IICM, Kanke Road, Ranchi
7. G M, NEC, Assam
8. General Manager (Fin.) I/C, CIL, Kolkata
9. General Manager (E&T), CIL – with a request to kindly arrange to upload the above Circular on the website of CIL under section for non-executives. Scanned copy is being mailed separately.
10. General Manager, CIL, New Delhi
11. All Regional Sales Manager, CIL
12. All the Members of Standardization Committee of JBCCI-IX
13. Manager (P/AW), CIL / Finance Manager (Estt/b./Bills), CIL, Kolkata

COAL INDIA SPECIAL FEMALE VOLUNTARY RETIREMENT SCHEME 2014 (Revised)

Title	The Scheme shall be called <i>Coal India Special Female Voluntary Retirement Scheme 2014 (Revised)</i>
Effective date	The Scheme shall be effective from 26.11.2014 for a period of 06 months i.e. up-to 25.05.2015.
Objective	The objective of this Special Female Voluntary Retirement Scheme is to optimise manpower utilization of the company by reducing female manpower deployed in non-technical jobs by appointment of their sons on jobs where there is requirement, without increasing the overall manpower.
Coverage	The Scheme shall apply to regular/permanent female employees of Coal India Ltd. & its subsidiary companies who are deployed in non-technical jobs.
Eligibility	<ol style="list-style-type: none"> 1. SFVRS Optee : A female worker deployed in non-technical job may opt for the scheme subject to the condition that she must have completed 10 years of service but must not have completed 55 years of age on the date of receipt of her application. 2. Nominated son: <ol style="list-style-type: none"> a. The age of nominated son of a SFVRS optee must be within the age group of 18 to 35 years, on the date of receipt of the application of the female VRS optee. b. Minimum Educational qualification of the nominated son of a SFVRS optee would be Literate.
Operation of the Scheme	<ol style="list-style-type: none"> 1. The subsidiary companies will be authorized to operate the Scheme within 06 (six) months from 26.11.2014. 2. Subsidiary concerned will ensure that the operation of the Scheme would be set up in such a manner so that separation of the SFVRS optee and appointment of their sons would be completed within the period from 26.11.2014. to 25.05.2015. 3. Nominated son of a SFVRS optee would be deployed as Cat-I, General Mazdoor in the respective subsidiaries or other subsidiaries where there is requirement.
Competent Authority	The Competent Authority for acceptance of Voluntary retirement under Coal India Special Female Voluntary Retirement Scheme-2014(Revised) will be Director (Personnel) of respective Subsidiary.
Benefits under the Scheme	<ul style="list-style-type: none"> • Provident Fund - The balance in her provident fund account payable as per the CMPF/PF Act/Rules. • Gratuity - As per Gratuity Act applicable to the employee concerned. • Encashment of Leave - Accumulated earned leave as per rules of the company.
Savings Clause	<ul style="list-style-type: none"> • The Management will, however, have the right not to grant Voluntary retirement for reasons to be recorded in writing. The management reserves the right to close the scheme any time or may extend the period of scheme as it may think fit and reasonable keeping in view the interest and requirement of the Company. • Any interpretation of the Clauses under the Scheme shall be subject to the decision of Director (Personnel & IR) of CIL.

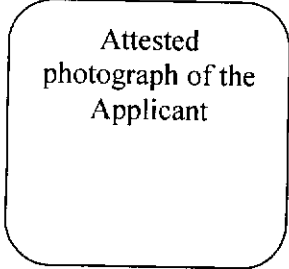
Procedure:

1. Any eligible female employee may apply for voluntary retirement under this scheme to the competent authority through proper channel in the prescribed format.
2. For the purpose of determining the age and length of service of retiring employee, the records as per Service Records available in the Company will be final.
3. The application received at Colliery/Unit shall be received on a prescribed form, duly filled in for which formal receipt will be given by the Colliery/Unit.
4. On receipt of the application, the controlling officer, after scrutiny of the application, will recommend to the competent authority, with reasons to be recorded in writing for acceptance or rejection as the case may be, of the request for Voluntary Retirement.
5. On receipt of the approval from the competent authority, the approval/rejection shall be communicated to the concerned employee.
6. The scrutinised applications for voluntary retirement under this scheme will be processed by the Personnel Department of Colliery/Unit and Area Office and at Headquarters for acceptance/rejection of the Voluntary Retirement proposal.
7. If the date of birth of the employee is not available in the service records or if there is any dispute pending with the company regarding age/date of birth, the case for Voluntary Retirement under the Scheme should not be considered.
8. In case of unauthorised absentees, Voluntary Retirement should not be considered under this scheme. For this purpose, invariably the attendance for the last 12 months preceding the month in which the application is made, should be certified and submitted along with the VR application proposal. This should contain an attested photocopy of the first page of Service Sheet and Service Sheet Excerpt, the actual physical attendance, leave, sick, unauthorised absence etc. during the preceding 12 months.
9. The cases of the employees against whom departmental proceeding is pending may also not be considered for Voluntary Retirement under this scheme.
10. All applications under this Scheme will finally be scrutinized centrally at the Headquarters at the General Manager (Personnel) level of the Company. For the purpose of the scrutiny, all applications, duly checked, certified and recommended by the Area Personnel Manager and the CGM/GM of the Area, should be sent to the General Manager (Personnel), HQrs. together with the duly filled-in checklist and other required documents.
11. The IME of the nominated son of a VRS optee is to be conducted by the concerned subsidiary and order as regard to separation of female VRS Optee under Coal India Special Female Voluntary Retirement Scheme-2014(Revised) would be issued by Subsidiary concerned subject to her nominated son is found medically fit during IME. In case a nominated son is not found medically fit, the application of such SFVRS optee would be rejected.
12. Nominated sons shall be interviewed/examined by the Committee constituted by the Subsidiary concerned. Subsequently, after getting the recommendation of the aforesaid Committee duly approved by the Competent Authority i.e. Director (Personnel) of the respective Subsidiary, appointment letters to the nominated sons of FVRS optees would be issued.



**APPLICATION FOR COAL INDIA SPECIAL FEMALE VOLUNTARY RETIREMENT
SCHEME 2014 (REVISED)
(FEMALE NON-EXECUTIVE EMPLOYEES OF -.....)**

To
The Director (Personnel)
.....
.....



Through Proper Channel

Dear Sir,

I, _____ daughter/wife of
Shri _____ hereby propose to apply for retirement
under Coal India Special Female Voluntary Retirement Scheme-2014 (Revised) for Non-
executive female employees of _____. I have understood the conditions
laid down in the Scheme which are acceptable to me.

It is, therefore, requested that my V.R. application may kindly be considered and
accepted in favour of my son whose details are given in the annexed Enclosure-1.

Yours faithfully,

Dated:

(Signature / L.T.I. of the Applicant)

Name of the Applicant:	Name of Nominated Son (as per service sheet)
Designation:	Witness: (sign)
Category: Grade	1) Name : Design: Unit / Area: Employee No.
Unit/Area:	
CMPF No.:	
I. Card No.	
Employee No.	Witness: (sign)
Whether SC / ST / OBC	2) Name : Design: Unit / Area: Employee No.

**BIO-DATA OF DEPENDENT SON WHO IS NOMINATED FOR EMPLOYMENT
UNDER THE SCHEME**

Attested
photograph of the
nominated Son

Attested joint
photograph of the
Applicant & the
nominated Son

- (1) Name:
- (2) Father's Name:
- (3) Mother's Name :
- (4) Date of Birth:
- (5) Educational Qualification (attach attested copies of Certificate)
 - a) General:
 - b) Technical:
 - c) Experience, if any:
- (6) Whether dependent on the employee:
- (7) Whether SC/ST/OBC :
- (8) Any other relevant information:

Signature of the Female employee

Signature of the dependent son

Date:

Date:



FOR OFFICE USE

CHECK LIST FOR PROCESSING AN APPLICATION UNDER 'COAL INDIA SPECIAL FEMALE VOLUNTARY RETIREMENT SCHEME -2014 (Revised)

1. Name of the employee :
2. Employee No./Identity No. :
3. Designation :
4. Date of appointment :
5. Date of joining in the Company :
6. Date of birth as per Company's Relevant record (Service Book) :
7. Normal date of superannuation :
8. Date of application :
9. Number of years of service already put in : Yrs. Months..... Days.....
10. Balance of Service still left :
11. Whether attendance particulars for the last 12 months enclosed? Yes / No
12. Whether the employee is subject to Disciplinary proceedings for Unauthorized absence : Yes / No
13. Is there any other disciplinary action: /Court case pending against the employee Yes / No
14. If answer to Point No.12 and 13 (above) is 'Yes', disallow the Application :
15. Whether the name of the dependent son is available in the service records : Yes / No

It is certified that the particulars given above have been checked from the record (Service Sheet etc.) and found correct.

(Head of the Personnel Deptt. of Colliery/Project

(Agent/Manager of the Colliery/Project



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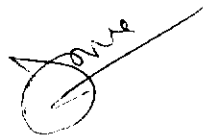
Bio-data of the Female employee

1. Name (in Block letters) :
2. Father's/Husband's Name :
3. I.D. Card No. :
4. Employee No. :
5. CMPF Number :
6. Designation :
7. Date of Birth (as per Office record) :
8. Grade/Category :
9. Basic pay as on: Rs.
10. Date of appointment :
11. Date of Birth :
12. Date of normal retirement :
13. Service length :
14. Physical attendance particular for the :
preceeding 12 months
15. Certified that the above particulars have carefully been checked and are correct as
per the Company records (Service Book etc.)

Date:

Personnel Officer

Colliery Manager



The Voluntary Retirement case under Coal India Special Female Voluntary Retirement Scheme-2014 (Revised) in respect of Smt. _____ W/o/D/o _____ Designation _____ Colliery _____ is forwarded to the Area for consideration.

Head of the Colliery/Project/Unit

Recommended for acceptance

Area Personnel Manager
(Signature with Seal)

CGM/GM of the Area
(Signature with Seal)

ACCEPTANCE OF SFVRS BY THE COMPETENT AUTHORITY

Recommended for acceptance

General Manager (Pers.)



Accepted:

Director (Personnel)