

कोल इण्डिया लिमिटेड  
Coal India Limited  
(महाराज कंपनी/ A MAHARATNA COMPANY)  
(भारत सरकार का उपक्रम/ A Govt. of India Enterprise)  
"कोल भवन"/ "Coal Bhawan"  
प्रेमाङ्ग नं. 04, एमएआर प्लॉट नं. ए एफ-III  
Premise No. 04, MAR Plot No. AF-III  
एक्शन एरिया-1ए, न्यू टाउन, राजारहट  
Action Area-1A, New Town, Rajarhat  
कोलकाता-700156 (पश्चिम बंगाल)  
Kolkata-700156 (West Bengal)



कार्मिक विभाग  
Personnel Department  
नीति सेल/ Policy cell  
ईमेल/Email-policycell.cil@coalindia.in  
दूरभाष/ Phone: 033-7110 4282  
फ़ैक्स / Fax: 033-2324 4100  
वेबसाइट/Website-www.coalindia.in  
CIN:L23109WB1973GOI028844

(An ISO 9001:2015, ISO 50001:2011 and ISO 14001:2015 Certified Company)

संदर्भ सं: CIL/C-5A(PC)/TA DA/ 366

दिनांक: 05.02.2020

### कार्यालय ज्ञापन/Office Memorandum

#### **विषय: Admissibility of transfer/ joining benefits in case of Board level appointments**

CIL Board in its 398<sup>th</sup> meeting held on 30.01.2020 approved the following in respect of admissibility of transfer/ joining benefits in case of Board level appointments in reference to the Coal India Travelling Allowance Rules 2010 and Coal India Executive Leave Rules 2010 w.e.f. 30.01.2020:

Board level executives including CVOs in CIL & its Subsidiaries shall be eligible for Transfer/Joining Benefits in line with that of benefits in case of normal transfer within the Company as detailed in **Annexure A** in the following instances of appointment:

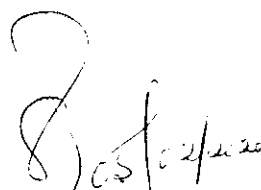
1. Upon appointment from Central Government/other CPSEs to CIL on immediate absorption basis.
2. Upon deputation or on lien from Central Government/other CPSEs to CIL.

Precondition of reversion shall not be bar for allowing the transfer/ joining benefits in case of deputation and lien. However, in respect of deputation and lien of the executives joining CIL & its Subsidiaries, admissibility of transfer/joining benefits shall be as per their terms and conditions or as per the mutual consent between the lending and borrowing organization.

In case the executive moves from CIL to Central Government/State Government and other CPSEs with the approval of the management, they may be allowed the benefit of carry forward of leave and gratuity. Transfer expenses shall be paid as per the rules of the organization to which the executive is going to join.

This is for information and compliance by all concerned.

Encl: As above

  
(पी.के.आर.एम. राव)  
महाप्रबंधक (कार्मिक/नीति)

#### **ई-मेल के माध्यम से वितरण:**

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P)/D(F), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/ES), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. Company Secretary, CIL – in reference to letter No. CIL/XID/04112/2020/24697 dated 04.02.2020.
9. GM/ HoD (P/EE), CIL/ BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
10. GM/ HoD (Finance), BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
11. HoD/TS to D(P&IR), CIL
12. HoD (System), CIL – with a request to upload the same in CIL website.

**Coal India Limited**  
**Policy Cell**

**Annexure A**

**List of Transfer/Joining Benefits in case of Board level appointments of CIL & its Subsidiaries including CVOs.**

Board level executives including CVOs in CIL & its Subsidiaries shall be eligible for Transfer/Joining Benefits in line with that of benefits in case of normal transfer within the Company in the following instances of appointment:

1. Upon appointment from Central Government/other CPSEs to CIL on immediate absorption basis.
2. Upon deputation or on lien from Central Government/other CPSEs to CIL.

Details of Transfer / joining benefits that will be admissible in the above cases is as under:

- 1) Joining time/Transit leave
- 2) Joining time pay
- 3) Joining time-TA/DA (applicable when executive joins immediately and avail joining time later)
- 4) Transfer TA- for both self and family
- 5) Conveyance of Personal effects including transportation of motor vehicle
- 6) Other benefits viz. Transfer Grant & Settling-in allowance

1) **Joining Time/Transit Leave:** In cases of appointment involving transfer from one station to another:

- a) Six days for preparation
- b) One day for each 500 Km of journey by rail or 150 km by motor vehicle or in case of air journey, actual time occupied in the journey in each case; part of the day in the case of air journey should be treated as one day; a day allowed for fractional portion of any distance prescribed above in the case of the journey by rail/motor vehicle or by air.

2) **Joining time pay:** An executive on joining time shall be regarded as on duty and shall be entitled to be paid as follows;

- a) If he joins a new post without availing himself of any leave on relinquishing charge of his old post, he shall draw the lower pay and allowances between the post to which he has been transferred or from which he has been transferred.
- b) If he joins a new post after availing leave with full pay, he shall draw the leave salary which he last drew. But if the joining time is in continuation of leave which did not include a period of leave on full pay, he shall draw the joining time salary as if he had been on leave with full pay.

3) **Availing of Joining Time -TA/DA:** When executive joins duty immediately and avails the joining time later on, the entitlement of TA/DA and joining time will be as follows:



- a) Journey from new station to old station for the purpose of permanent shifting to new station treated as journey on duty and the concerned officer entitled for TA and DA as per CIL Travelling Allowance Rules.
- b) Journey Time commence immediately on arrival at the old station and the concerned officer entitled to transfer TA as per CIL Travelling Allowance Rules for permanent shifting for self and family.

Note- Definition of 'Family' as per CIL Travelling Allowance Rules.

- 4) **Transfer TA**- Eligible for travelling allowance when employee travels by rail or road or steamer or air on appointment as stated above (TA applicable only in cases where change of station on appointment is involved).

Rail/steamer/air fare eligibility as follows for the class of accommodation in the mode of conveyance to which the employee is entitled (when on tour) from old to new station:

- a) One for Self
- b) One for Wife
- c) One for each dependent child over 12 years of age
- d) Half fare for each dependent child whose age is between 3 and 12 years (in case of air fare, actual to be reimbursed)
- e) If additional travel undertaken by employee (not the family) with prior approval in shifting the family and personnel effects, two extra tickets by entitled mode of class of travel for onward and return journey.

Note- Class of accommodation to which Board level executives including CVOs shall be entitled is as under:

- i. Entitlement for rail – AC 1<sup>st</sup> class
- ii. Entitlement for steamer- Highest class
- iii. Entitlement for air services- When air services provide two classes of travel viz. Ordinary & Executive class, the Board level executives of CIL & its Subsidiaries shall be entitled to travel by Executive class during domestic travel.

#### 5) **Conveyance of Personal effects-**

- a) Reimbursement of actual expenses incurred on transportation of personal effects from old to new station limited to the cost of carriage, by goods train of the personal effects will be as per CIL Travelling Allowance Rules.
- b) If transported by truck, the actual expenditure for such transportation will be reimbursable subject to production of receipt from established road transport agency. The reasonableness of the rate charged and reimbursement would be in conformity with the rates charged by the reputed transport agencies.
- c) In addition, actual cost of packing, loading and unloading of the household effects to be reimbursed subject to maximum of half-months' pay.
- d) For transportation of own motor vehicle from old to new station, the following charges will be reimbursable:
  - i. If by goods train- the actual cost of packing and freight
  - ii. If by passenger train- the actual freight
  - iii. If by road- actual cost of transportation limited to passenger train freight



- e) Charges for transportation of personal effect from residence to railway station and vice versa also admissible @ Rs 10/- per 40 kg per km.

6) **Other benefits:**

Unless otherwise stated in the appointment order of the Board level executives including CVOs, executive shall also be eligible for the following:

- a) **Transfer Grant-** 1/3<sup>rd</sup> of one month's pay (Basic plus deputation / personal / dearness & special pay) irrespective of whether such transfer involves shifting of establishment.
- b) **Settling-in-allowance-** 2/3<sup>rd</sup> of one month's pay (Basic plus deputation / personal / dearness & special pay) provided the transfer involves shifting of establishment by a distance of more than 32 kms.

**Note:** For the purpose of Transfer TA including Transfer Grant and Settling-in allowance, the pay on the date of release of the transferee from old station is to be taken into account.

**Saving clause:**

- The power to interpret these guidelines shall be as per CIL Travelling Allowances Rules and/or CIL Executive Leave Rules.
  - Other conditions if any, shall be as per CIL Travelling Allowances Rules and/or CIL Executive Leave Rules.
  - The cases settled prior to the date of approval of these guidelines shall not be reopened.
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