

**कोल इण्डिया लिमिटेड**  
(भारत सरकार का उपक्रम)  
**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)  
**कोल भवन "COAL BHAWAN"**  
Premise No. 04, MAR, Plot No. AF-III  
Action Area-1A, Newtown, Rajarhat  
KOLKATA-700156 (WB)



**एक महारत्न कंपनी**  
**A Maharatna Company**

**PERSONNEL DIVISION**  
**POLICY CELL**  
CIN: L23109WB1973GOI028844  
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(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

संदर्भ सं: CIL/C5A (PC)/Probity/512

दिनांक: 23.11.2020

## कार्यालय ज्ञापन

**विषय: Clarification regarding the Procedure of Review for Premature Retirement of Executives under Clause 15.8 of Common Coal Cadre**

In order to bring more clarity in the Procedure for Review of Pre-mature Retirement of Executives issued vide Office Order No: CIL/C5A (PC)/Probity/2273 dated 01.09.2017 by the then DGM (P/PC); the Competent Authority has accorded approval for incorporation of certain clarifications for implementation with immediate effect, which are enclosed for information and compliance by all concerned.

*नीला प्रसाद*  
23/11/2020

(नीला प्रसाद)

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), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. GM(P/EE)/ (F), CIL
9. GM, NEC
10. HoD, CIL NDLO
11. HoD, IICM
12. Dy.GM (System), CIL – for publication on CIL website

**CLARIFICATIONS REGARDING THE PROCEDURE OF REVIEW FOR PREMATURE RETIREMENT OF EXECUTIVES UNDER CLAUSE 15.8. OF COMMON COAL CADRE**

**A. Addition of following Clarificatory Note in Office Order dated 01.09.2017 as shown below in “italics”**

*“Executives to be covered under review:*

*Under the prescribed procedure, quarterly review of performance of Executives has to be undertaken 6 months before the Executives attain the age of 50/55 years as below:*

- i. If he/she entered service before attaining the age of 35 years, then after he/she has attained the age of 50 years.*
- ii. In any other cases, after he/she has attained the age of 55 years.”*

*Note: All the above executive/s will undergo periodic review, once in every year, until attaining the age of 59 years.*

**B. Incorporation of suitable clarifications in Clause III in Procedure for Review for Premature Retirement under Clause 15.8 of Common Coal Cadre, as shown below in “italics”:**

**III. Procedure for Review**

In order to ensure that the powers vested in the Authority are exercised fairly and impartially, following procedure and guidelines are prescribed for periodic review of the performance of Executives under the rule of Premature Retirement from the service:

**1. Executives to be covered under Review:**

The Executives to be reviewed and their review time shall be as below:

<b>Sl. No.</b>	<b>Executives to be considered for Review</b>	<b>Review Time</b>
(a)	Executives entered service before attaining the age of 35 years	<i>6 months before</i> attaining the age of 50 years
(b)	In other cases	<i>6 months before</i> attaining the age of 55 years
(c)	<i>Cases for such yearly review will be processed and placed, by concerned EE division, before IRC in the immediate succeeding quarter in which Performance Appraisal ratings are published by CIL.</i>	
(d)	<i>Executives who have been reviewed under the above clauses shall be reviewed at least once in every subsequent years until their attaining the age of 59 years.</i>	
(e)	<i>Notwithstanding anything contained in (d) above, cases will be placed for review quarterly before the IRC if any adverse information/report on the executive regarding his/her performance, or on his/her conduct, or on his/her health is received. Such quarterly review will also include the new cases as per Clause No. III (2) below.</i>	

(f)	Notwithstanding anything contained herein above, a review may be taken up at any time, in cases where no such review had been undertaken earlier.
(g)	The records of Executives of CIL who are on deputation to other organization are also required to be reviewed by the Review Committees, if they fall in the above categories, and its recommendations placed before the Competent Authority.