



COAL INDIA LIMITED
"COAL BHAWAN"
10 NETAJI SUBHAS ROAD
KOLKATA - 700001

No. CIL/C-5A(vi)/CCC/ 15 80

Date : 03.05.2011
05

OFFICE ORDER

Sub : Guidelines for Promotion of Executives from E6 to E7 Grade

In pursuance to the direction of Board of Directors of CIL in their 257th Meeting held on 31st May & 1st June 2010 at Kolkata, the guidelines for promotion of Executives from E6 to E7 grade have been formulated. The guidelines are given below:

- A. The promotion shall be based on merit cum seniority by paper DPC.
- B. **Eligibility:** Minimum 3 years or 5 years experience as the case may be as mentioned in the cadre scheme.
- C. **Cut off date for eligibility:** 30th September of the every year.
- D. **Total marks by Paper DPC:** Maximum 100 Marks.
 1. **Executive Evaluation Report (EER):** Maximum 70 marks
 - i. EER rating for last 3 years (Ultimate yr. + Penultimate Yr. + Year preceding Penultimate Yr.) = (24 + 23 + 23) Marks

The absolute EER marks are computable to the respective percentage allocated for the concerned EER. For example, absolute marks for 80% EER rating for the ultimate year will be computed for 24 i.e. it will be 80% of 24.

In the event, EER rating is not made available to the Personnel Directorate, CIL within the notified date, then marks against EER in respect of the same period would be marked as "Zero". In the event of non receipt of EER, no reopening of the case will be done & notional seniority also will not be given for such cases.

In the event it is found that in spite of submission of the duly filled in EER forms by the concerned Executive in time, his rating could not be reached to the Personnel Directorate, CIL, then RDA Major Penalty would be invoked against the defaulter due to whose fault he has been allotted ZERO Marks against that particular EER.

Note:

- If any executive has been rated Excellent/ Commendable/ Adequate/ Inadequate by his Reporting Officer and final Authority changes the rating without mentioning the marks then the final EER marks will be determined as follows:
 - If the final rating is below the Reporting Officers rating then the final EER marks of the candidate for that year will be the highest marks of the range of the final rating.
 - If the final rating is above the Reporting Officers rating then the final EER marks of the candidate for that year will be the lowest marks of the range of the final rating.

- In any year under consideration if the Executive has been rated "Inadequate", the marks for the said year will be ZERO
- 2. Length of service in existing grade:** Maximum 20 marks
- One mark will be awarded for every year of service in the present grade upto 8 years.
 - Additional two marks will be awarded for each year of service beyond 8 years.
 - In any case the marks awarded on this ground will not exceed 20.

Note:

For computing the marks of the length of service, deemed date of entry in the existing grade will be taken. Service of 6 months or more will be taken as 1 year and service of less than 6 months shall be taken as 0 (No marks allotted)

- 3. Qualification :** Maximum 10 marks

QUALIFICATION	MARKS
i) Matriculation / Higher Secondary	2
ii) Diploma	3
iii) A) B.E./B.Tech/AMIE/ICWA/CA/MBA/PGDM or any other minimum qualification required for induction at entry level as executive as per cadre scheme of various disciplines in the Executive Cadre.	9
B) Additional educational or professional qualification(s) beyond the minimum qualification for the entry level in the cadre relevant to the job requirement in the cadre.	1

For Mining Discipline the marks are as follows:

- Acquired 2nd / 1st Class Mining Certificate of Competency and Matriculation/ Higher Secondary. : 2 marks
- Acquired 2nd / 1st Class Mining Certificate of Competency and Diploma. : 3 marks
- Acquired 2nd / 1st Class Mining Certificate of Competency and Degree or equivalent in Mining Engineering. : 9 marks
 - Additional educational or professional qualification(s) relevant to the job requirement in the cadre. : 1 mark

- E.** On the basis of Total Marks calculated by addition of marks obtained in EER, Length of Service and Qualification, the final merit list shall be drawn up in descending order and promotions shall be made from this list in the order of merit subject to Vigilance/Safety/departmental clearance and vacancy.


After deriving the merit as per the above, if there is a tie, then the executive who is senior in the seniority list in the existing grade will be placed higher and the junior will follow.

- F.** The promoted executive has to join the promoted post at the respective company mentioned against him within three months from the issue of the order. The promotion will be effective on & from the date the executive reports to the company on transfer and assumes charge in the promoted post. The further assignment of the promoted executive will be decided by CMD of the respective companies.
- G.** Approval for retention of any executive (on transfer to another company) in the promoted post in the present company due to the exigency of duty performed has to be obtained from CIL prior to the expiry of 3 months period.

In case of an Executive not joining in the company where transferred on promotion within three months, the executive will automatically stand released & no payment of Salary etc will be made in the present company after the expiry of 3 months period.

- H. In event of post falling vacant due to resignation/foregoing promotion/death/not joining in the promoted post within 3 months of issuance of promotion order/ closure of disciplinary proceeding resulting in minor or major penalty during the validity of the panel, under such instances, the process for issuance of promotion for the next executive in the panel will be undertaken.
- I. In addition to the above, all other provisions/guidelines as existing in the cadre scheme regarding promotion would continue to be applicable.
- J. The power to interpret these rules is reserved with the Director (P&IR), CIL and his interpretation will be final.
- K. The Director (P&IR), CIL can modify/alter/amend the scheme with the approval of Chairman, CIL.

This issues with the approval of Competent Authority.


(R MOHAN DAS)
DIRECTOR (P&IR)


Distribution:

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3. CVO, CIL, Kolkata
4. D (P)/D (F), ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
5. D (RD&T), CMPDI, Ranchi
6. ED, IICM, Ranchi
7. CGM(P)/GM(P), ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL/CIL
8. CGM(F), CIL
8. CGM, NEC//GM, CIL, New Delhi
9. Company Secretary, CIL, Kolkata.
10. GM(Telecom), CIL – with a request to upload the same in CIL website intranet under Circulars / internet under Info –Circulars. Soft Copy e-mailed.
11. Guard file