

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, NEW TOWN, RAJHARHAT
KOLKATA-700156 (WB)**एक महारत्नकंपनी**
A Maharatna Company**PERSONNEL DIVISION****POLICY CELL**

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WEBSITE: www.coalindia.in

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

संदर्भ सं: CIL/C5A (PC)/Company Secretary/282

Date: 23.10.2019

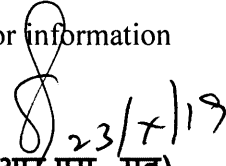
कार्यालय ज्ञापन**विषय: Amendments in the Scheme for imparting practical training to Final Qualified Students of the Institute of Company Secretaries of India (ICSI)**CIL Board in its 392nd meeting held on 21.09.2019 approved the following amendments in the Scheme for imparting practical training to Final Qualified Students of the ICSI:

Sl. No.	Existing Provision	Amended Provision				
	Name of the Scheme	Name of the Scheme				
	Scheme for imparting practical training to the students who have passed the Final examination of Institute of Company Secretaries of India (ICSI)	Scheme for imparting practical training to the students who have passed Executive/ Professional Programme of Institute of Company Secretaries of India (ICSI)				
1	Scope of work of the students The Students after passing final examination of ICSI will be under training for a period of 15 months on whole time basis and shall provide services in the various fields viz (i) liaison with offices of the ROC for filing various e-forms/ returns (ii) assisting in organizing Board meetings/ Annual General Meetings/ Extra-ordinary General Meetings (iii) assisting court cases relating to arbitration matters, etc. (iv) assisting in the matter of disinvestments/ IPOs (v) assisting in various other Secretarial and Legal matters (vi) assisting in formation of Joint Venture/ Subsidiary Companies.	Scope of work of the students The Students after passing Executive/ Professional Programme of ICSI will be under training for the following period on whole time basis: <table border="1"><tr><td>For Students who have passed Executive Programme</td><td>2 years</td></tr><tr><td>For Students who have passed Professional Programme</td><td>1 year</td></tr></table> They shall provide services in the various fields viz., (i) liaison with offices of the RoC for filing various e-forms/ returns (ii) assisting in organizing Board meetings/ Annual General Meetings/ Extra-ordinary General Meetings (iii) assisting court cases relating to arbitration matters, etc. (iv) assisting in the matter of disinvestments/ IPOs (v) assisting in	For Students who have passed Executive Programme	2 years	For Students who have passed Professional Programme	1 year
For Students who have passed Executive Programme	2 years					
For Students who have passed Professional Programme	1 year					

		various other Secretarial and Legal matters (vi) assisting in formation of Joint Venture/ Subsidiary Companies.				
3	<p>Selection of the Students</p> <p>CIL shall impart training to not more than two students and each of the Subsidiaries shall impart training to not more than one student at a time. Students will be selected by CIL as a whole based on their suitability, aptitude and requirement and on selection they will be placed in CIL/ Subsidiary Companies.</p>	<p>Selection of the Students</p> <p>CIL shall impart training to not more than four students in 2:2 ratio for Executive & Professional qualified students and each of the Subsidiaries shall impart training to not more than three students in 2:1 ratio for Executive & Professional qualified students at a time. Students for imparting practical training at their level will be selected by the concerned CIL/ Subsidiary Company based on their suitability, aptitude & requirement and on selection, they will be placed in CIL/ Subsidiary Companies concerned.</p>				
4	<p>Stipend</p> <p>Rs. 5,000/- (Rupees Five Thousand only) per month for the first year and Rs. 6,000/- (Rupees Six Thousand only) for the remaining months of the second year.</p>	<p>Stipend</p> <p>The students are eligible for a monthly stipend during their entire period of training as under:</p> <table border="1"> <tr> <td>For Students who have passed Executive Programme</td> <td>₹10,000/-*</td> </tr> <tr> <td>For Students who have passed Professional Programme</td> <td>₹12,000/-</td> </tr> </table> <p><i>*The stipend of ₹10,000/- is to be increased to ₹12,000/- on passing the Professional Programme during the training period from the date of passing the Professional Programme.</i></p>	For Students who have passed Executive Programme	₹10,000/-*	For Students who have passed Professional Programme	₹12,000/-
For Students who have passed Executive Programme	₹10,000/-*					
For Students who have passed Professional Programme	₹12,000/-					
8	<i>New Provision</i>	<p>Interpretation</p> <p>In case of any doubt in interpretation of any of the provisions of this Scheme, the clarification/ interpretation of the Director (P&IR), CIL will be final and binding.</p>				

9	<i>New Provision</i>	<p>Savings</p> <p>Chairman, CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this Scheme on administrative grounds or other expedient grounds in the interest of the Company for the reasons to be recorded in writing.</p>
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The above amendments shall come into force with immediate effect. This is for information and compliance by all concerned.


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

ई-मेल के माध्यम से वितरण:

1. D(M)/ D(T)/ D (P&IR)/ D (F), 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. GM/ HoD (P/EE), CIL/ BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
9. GM/ HoD (Finance), CIL/ BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
10. Company Secretary, CIL – this is issued in reference to letter No. 23812 dated 18.10.2019.
11. GM, NEC
12. GM, NDLO
13. GM/ HoD, IICM
14. DGM/TS to D(P&IR), CIL
15. HoD (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.