

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

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

संदर्भ सं: CIL/C5A (PC)/CDA/479

दिनांक: 18.09.2020

कार्यालय ज्ञापन

विषय: Guidelines for Departmental Inquiries through Video Conference

Subsequent to the outbreak of pandemic Novel Corona Virus (COVID-19), the Departmental Inquiry proceedings are being deferred due to travel restrictions and other related issues. As the pandemic is estimated to last for quite some time, it is hampering the interests of the Company as well as the Charged Employees against whom the inquiries are pending. Further, it will impede delivery of justice to all concerned.

Therefore, keeping in view of the present condition and to manage future such scenario, the Competent Authority of CIL has approved guidelines for conducting Departmental Inquiries through Video Conference (VC) which is enclosed for implementation with immediate effect.

This is for information and compliance by all concerned.

(Handwritten Signature)
18/9/2020
(नीला प्रसाद)

महाप्रबंधक (का./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)/(Vigilance)/(S&R)/(E&T), CIL
9. GM/ HoD(P/EE), CIL/ BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
10. GM, NEC
11. HoD, CIL NDLO
12. HoD, IICM
13. Dy.GM (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.



CIL Guidelines for Departmental Inquiries through Video Conference

Subsequent to the outbreak of pandemic Novel Corona Virus (COVID-19), the Departmental Inquiry proceedings are being deferred due to travel restrictions and other related issues. As the pandemic is estimated to last for quite some time, it is hampering the interests of the Company as well as the Charged Employees against whom the inquiries are pending. Further, it will impede delivery of justice to all concerned. Therefore, keeping in view the present condition and to manage future such scenario, guidelines for conducting Departmental Inquiries through Video Conference (VC) has been formulated as under:

1. The Inquiring Authority may conduct the Inquiry proceedings through Video Conferencing (VC) mode at a location taking into account the availability of records, station/ places where the misconduct occurred as well as the convenience of the witnesses/ Presenting Officer, etc. Such location will be referred as Inquiry Location i.e., the place where the Inquiring Authority physically holds proceedings.
2. VC mode should be utilized to the maximum extent possible to minimize travel undertaken by the Inquiring Authority/ Presenting Officer/ Charged Employee.
3. The Inquiry Location shall be the Office premises of CIL/ Subsidiaries where the misconduct occurred and/ or where the Inquiry has been constituted by the appropriate Disciplinary Authority.
4. The Presenting Officer and the Inquiry Assistant shall invariably participate in VC inquiry from the Inquiry Location, where all the relevant records in physical and digital forms shall be documented and kept.
5. The Inquiring Authority may conduct the inquiry through VC mode, if he/ she so desires, from his/ her residence by his/ her own arrangements or from the nearest premises of CIL/ Subsidiary Companies where VC facilities are available.
6. The Charged Employee and Defence assistant/ witnesses may attend the proceedings as permitted by the Inquiring Authority at Inquiry location or at a Remote Location. A Remote Location can be any Office, Establishment or premises of CIL/ Subsidiaries or any other location as permitted by the Inquiring Authority.
7. The Presenting Officer shall coordinate with the concerned E&T department for facilitating the enquiry through VC.
8. The Presenting Officer shall also act as facilitator and coordinate between the Inquiry Location & other Remote Locations to ensure proper VC facilities.
9. The secure link for the VC shall be provided to the Inquiring Authority by the concerned E&T department well in advance.
10. The Inquiring Authority will share the secure link to all concerned parties for attending the inquiry through VC mode.
11. The Inquiring Authority may record the proceeding of the VC inquiry if he/ she so desires, for the purpose of official records.
12. The proceedings of the inquiry shall be documented by the Inquiry Assistant at the Inquiry Location as directed by the Inquiring Authority and the proceedings along with daily order sheet shall be shared to all parties concerned through the document sharing option available on the VC portal or through official/ designated e-mail account as decided by the Inquiring Authority.
13. In respect of any individual inquiry specific issues, the Inquiring Authority shall take decisions based on the circumstances for ensuring that the principles of natural justice are followed. The decision or ruling of the Inquiring Authority shall be final.



14. For ease-of-use, all the concerned E&T Department of CIL & its Subsidiaries shall formulate and communicate the step by step procedures to be followed for the use of their concerned VC app at all locations.
15. D(P&IR), CIL shall make suitable modifications in the guidelines to address the needs emerging out of operational requirements with the approval of the Chairman, CIL.