



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

No. CIL/C-5A(PC)/Advisor/ 08

Date : 16.01.2012

OFFICE ORDER

Sub : COAL INDIA LIMITED'S POLICY FOR AVAILING THE SERVICES OF RETIRED CMDS/ DIRECTORS/ SR.LEVEL EXECUTIVES ETC. AS FULL TIME/PART TIME ADVISORS.

The Board of Directors of CIL in their 275th meeting held on 14.12.2011 has approved amendments in certain clause in the **Policy for availing the services of retired CMDs/ Directors/ Sr.Level Executives etc. as full time/part time Advisors** as circulated vide CIL's office order No. CIL/C-5A(vi)/Advisor/1563 dated 01.03.2011.

Accordingly **"COAL INDIA LIMITED'S POLICY FOR AVAILING THE SERVICES OF RETIRED CMDS/ DIRECTORS/ SR.LEVEL EXECUTIVES ETC. AS FULL TIME/PART TIME ADVISORS"** with the amendments as approved by the Board Of Directors of CIL is enclosed herewith for implementation with immediate effect.

This issues with the approval of Competent Authority.


(M-Nazar Ali)
General Manager (P/PC)

Distribution:

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



**Coal India Limited's Policy for availing the services of retired CMDs/
Directors/ Sr.Level Executives etc. as full time/part time Advisors.**

1. **TITLE**
This policy is called Coal India Limited's Policy for availing the services of retired CMDs/Directors/Sr.Level Executives etc. as full time/part time Advisors.
2. **SCOPE**
The policy covers engagement of retired executives as full time or part-time Advisors on fixed tenure basis in Coal India Limited and its Subsidiaries. This policy is not meant for re-appointment but would be treated as an exception and only as temporary measure in view of superannuation of experienced executives in various disciplines. Engagement under this policy
 - a) There would be a cap of 1% (one percent) of the total sanctioned strength of Executives and not more than 0.5% (half-percent) of the sanctioned strength would be appointed under the policy in one financial year.
The sanctioned strength taken will be of the respective subsidiary when dealt by the Subsidiary and will be taken of CIL when dealt by CIL and
 - b) This policy would be valid for 2 years and thereafter to be reviewed.
 - c) CMDs of Subsidiary Companies are authorized to make appointment as advisor on Full time / Part time for projects specific cases limited to the life of the projects & budgetary limits.

This policy covers engagement of following categories of retired executives.

 - a) Retired Board level and below Board level Officers from public sector undertakings / autonomous organization of Central / State Govt. , Officers of class -C and above of Central & state Government (Non-clerical) & members of National level professional Institutions.
 - b) VRS optees should not be considered.
3. **SELECTION CRITERION**
 - a) The upper age limit of the Advisors should not exceed 65 years and
 - b) The contract period should not be more than two years.
4. **SELECTION PROCESS**
 - a. The selection would be on the basis of applications received in response to the notification, to be circulated internally either at CIL level or Subsidiary level. However on the basis of specific requirement individual cases can be processed directly with the consent of the retired executives.

- b. The applications received against the notification or requirement of CIL will be dealt by CIL Hqrs. and applications received against the notification or requirement of Subsidiaries will be dealt by Subsidiaries. Similar action will be taken for the applications received from retired Board level and below Board level Officers from public sector undertakings / autonomous organization of Central / State Govt. , Officers of class -C and above of Central & state Government (Non- clerical) & members of National level professional Institutions. i.e if received against notification or requirement of CIL – to be dealt by CIL and if against notification or requirement of Subsidiaries – to be dealt by subsidiaries.
- c. In case of advisors to be engaged by Subsidiary Company, the FDs of Subsidiary Company shall recommend the name for approval of the CMD of the respective subsidiary company.
- d. The applications received should be properly scrutinized by CIL (Hqrs.) / Subsidiary (HQ) with the following information :
 - i. Nature of jobs where the services of 'Advisor' is required and to be utilized.
 - ii. Existing strength of the executives in the grade / designation in which the 'Advisor' is to be engaged vis-à-vis sanctioned strength.
 - iii. Justification for the requirement of Advisor.
- e. CIL would place the above recommendation to the selection committee.
- f. The Selection Committee shall be constituted as under:
 - i. Presiding Officer : Chairman, CIL
 - ii. Members : All FDs of CIL
- g. The Subsidiary Companies will follow the said procedures as stated in this policy while appointing full time / part time advisor, within the overall ceiling.

The Selection Committee at Subsidiary level shall be constituted as under :

 - i. Presiding Officer : Chairman-cum-Managing Director of the Subsidiary.
 - ii. Members : All FDs of Subsidiary Company.

5. OFFER OF ENGAGEMENT

Offer of engagement shall be issued in writing and will clearly specify the tenure of engagement for the estimated duration for a particular assignment at corporate



level or subsidiary level.

6. DESIGNATION

The selected candidate shall be designated as "Advisor" with specified discipline for which he is selected.

7. BENEFITS

a) Consolidated monthly compensation/Honorarium.

- i) Full time Advisors: Consolidated monthly compensation/Honorarium shall be payable as under for rendering service on full time basis on monthly basis.

For Retd. Chairman/Directors	Rs.1,00,000/- p.m
For Retd. E-9 Gr. Executive	Rs.80,000/- p.m
For Retd. E-8 Gr. Executive	Rs.70,000/- p.m
For Retd. E-7 Gr. Executive	Rs.60,000/- p.m

- ii) Part-time Advisors: Part-time Advisors would work for 10 days in a month and will only be entitled to 50% of consolidated pay of the respective grade. They would not be entitled to any other facility stipulated in the policy.

b) Conveyance charges

For Retd. Chairman/Directors	Rs.3,000/- p.m
For Retd. E-9 Gr. Executive	Rs.2,500/- p.m
For Retd. E-8 Gr. Executive	Rs.2,500/- p.m
For Retd. E-7 Gr. Executive	Rs.2,500/- p.m

c) Accommodation Facility

Suitable company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount will be paid as under:

For Retd. Chairman/Directors	Rs.4,000/- p.m
For Retd. E-9 Gr. Executive	Rs.3,500/- p.m
For Retd. E-8 Gr. Executive	Rs.3,500/- p.m
For Retd. E-7 Gr. Executive	Rs.3,000/- p.m

d) Re-imbusement for Mobile Telephones

Re-imbusement for the use of mobile telephones based on the actual bills or Rs.750/- p.m whichever is less.

e) Medical



All executives of CIL covered under the Post Retiral Medical Benefits Scheme will continue to be governed by the said scheme. Those appointed, who were not under the roll of CIL, will be given the same coverage of benefit, if they are not covered under any post retrial medical scheme.

f) Leave

One day paid leave for every 20 days of work(including intervening weekly holidays) in addition to the closed holidays shall be admissible.

g) TA/DA

TA/DA and other boarding/lodging charges shall be payable as per entitlement applicable to the existing executives of equal grades whenever tours are undertaken for the jobs related to assignment.

8. OTHER CONDITIONS

- a) They would be stationed at Kolkata or Headquarters of the Subsidiary or any other place of posting to be specifically mentioned.
- b) The appointment to the post of 'Advisor' shall be subject to Medical fitness to be certified by Company/Govt. Medical Officer.
- c) Notice period - For termination of the contract one month's notice or consolidated compensation amount from either side.
- d) Extension of Fixed Tenure - Tenure of engagement can be extended on the recommendations of the Selection Board and with the approval of the Chairman-cum-Managing Director of CIL or Subsidiary as the case may be.
- e) Signing of documents - The Advisors will not sign or certify documents or pass bills etc. pertaining to the Dept. and will not supervise or control the day to day work of CIL/Subsidiary employees.
- f) Secrecy - The appointed Advisor has to maintain the integrity and secrecy of the companies business and shall not engage himself with any other business during his tenure as Advisor. He shall perform the duties of the advisor with due diligence.
- g) Tax - In case payment of Service Tax is required, then the same shall be reimbursed on production of proof of such payment.
