

# **COAL INDIA EXECUTIVES OVERSEAS SITE POSTING RULES 2010**

**w.e.f. 28<sup>th</sup> September 2010**

**(Including amendment issued on 26.04.2012)**



**COAL INDIA LIMITED  
(A Government of India Enterprise)  
(A Maharatna Company)  
"COAL BHAWAN"  
10, NETAJI SUBHAS ROAD, KOLKATA-700001**



**COAL INDIA EXECUTIVES  
OVERSEAS SITE POSTING RULES, 2010**

1. These rules, called the COAL INDIA EXECUTIVES OVERSEAS SITE POSTING RULES,2010 and will be applicable to all regular executives of the Company.
  - 1.1 These Rules are effective from 28<sup>th</sup> September'2010
  - 1.2 If an executive is transferred/posted to an overseas posting more than 3 months time continuously, it will be treated as "Overseas Posting" for the total period of his/her staying at overseas.
2. All Project Sites abroad will normally be "NON-FAMILY STATIONS" and executives deputed to these Sites are not entitled to take their families except in the circumstances stated herein.
3. **EXECUTIVES ELIGIBLE TO TAKE THEIR FAMILIES.**
  - 3.1 The Head of the Project/General Manager, Resident Director/Resident Manager in each Project Site.
  - 3.2 Executives who are initially posted for a minimum period of one years.
  - 3.3 Approval of the Chairman & Managing Director, CIL will be required in each case. The period of proposed stay at Project Site will be indicated in the posting order.
  - 3.4 'Family' means an executive's wife/husband, legitimate children and step children residing with and wholly dependent upon him.
4. **PAY & ALLOWANCES**
  - 4.1 Basic Pay
    - 4.1.1 The executives posted in overseas site will be paid in India in Indian currency.
    - 4.1.2 Perks and other allowances at the rate as applicable
    - 4.1.3 Superannuation Benefit
    - 4.1.4 No Dearness Allowance, which may be applicable in India, will be payable.
    - 4.1.5 In case of persons joining Coal India Limited on deputation for posting at sites abroad, basic pay will also include deputation (duty) allowance. If the basic pay has been fixed including deputation (duty) allowance, no separate deputation (duty) allowance will be admissible.



**NOTE** Unless it is otherwise provided in the terms of contract, the executives taken on deputation from Government/other Public Sector Undertakings/Electricity Boards and posted direct to the foreign sites are entitled to deputation (duty) allowance as per the Government of India Rules.

#### 4.2 Foreign Posting Allowance

4.2.1 Foreign posting allowance shall be paid in the currency of the country of posting. Rates will be @ 50% (rounded upto 10) of the foreign posting allowance based on the conditions prevalent in the country of posting and the living allowance to be paid to officials in the similar rank in the Mission of Government of India in that Country. The rates in the country of posting will be revised as per the order issued by MEA, GoI for the respective countries from time to time. The equivalency of CIL grades with that of GoI officials will be as under :

Sl.No.	Category as in the Govt. of India	CIL equivalent
1.	High Commissioner	N/A
2.	Minister	N/A
3.	Counselor	E9 & E8
4.	First Secretary/Sr.PPS	E5,E6 & E7
5.	Second/P.PVT/Third Secretary	E1 to E4
6.	Non-Rep Gazetted Officer	T&S Gr.A1,A & B ,Exc. Spl.A,B , Clerical Gr. Spl.
7.	Non Gazetted Official	T&S Gr. C,D, E, Exc. Gr. C,D ,Grade I,II,III, DR Cat.IV,V,VI
8.	Security Guard	Gr.F,G, Exc. Gr.E, DR III
9.	Gr.'D' Personnel	Gr. H, Cat I,II

The order regarding the rates of foreign posting allowance for the country of posting will be issued by the Personnel Division on the above basis with the approval of D(P&IR),CIL.

#### 4.3 Non-Family Station Allowance

4.3.1 Non-family Station Allowance which is a part of foreign posting allowance will be given to all executives, who leave their families to India. Executives, who are entitled to take their families abroad but leave their families in India, shall also be eligible to draw Non-Family Station Allowance. The Non-Family Station Allowance is payable at the rate of 10% of the basic pay.

### 5. MEDICAL FACILITIES

5.1 For executive during the period of posting abroad the company make suitable arrangement for insurance cover.



5.1.2 In place where no insurance cover is available, suitable arrangements shall be made by the Site office to appoint Authorized Medical Attendants. The claims submitted by the executives on the basis of medical advice by Authorized Medical Attendants designated for the purpose shall be reimbursed in full. In cases where Authorized Medical Attendants are not appointed, claims of the executives at the Site shall be decided on merits of each case by the Head of the Site Office.

5.2 For Members of Family left behind in India

The family members left behind in India will be entitled to medical attendance and treatment (both out-patient and in-patient treatment) as per CIL Medical Attendance Rules applicable to regular executives of the Company posted in India. The executive before leaving will nominate his spouse or any individual to sign on his behalf in the application for reimbursement of medical expenses during his overseas posting period to his controlling officer.

Where Company's Hospitals/Dispensaries facilities are available, the treatment should be availed from these Hospitals/Dispensaries.

**6. HOUSING**

6.11 During the period of posting abroad

6.1.1 Free furnished family/bachelor accommodation as the case may be, will be provided to the executive as per scale approved by the Management from time to time.

6.2 In India

6.2.1 Executives who are in occupation of Company accommodation whether owned or leased will be permitted to continue occupation for the bonafide use of their families if they do not take their family abroad. If an executive is permitted and is taking his spouse abroad, Company's accommodation shall be surrendered. If Company accommodation is not availed of, House Rent Allowance will be paid in India with reference to the actual place of living of the executive's family subject to the Rules and Regulations and will be paid by the parent Unit/Division. No House Rent Allowance will, however, be admissible if an executive takes his spouse abroad but keeps his children/parents in India.

**7. OUTFIT ALLOWANCE**

7.1 An executive posted to a foreign site shall be entitled to an outfit allowance as under:

- |  |   |            |
|--|---|------------|
| (i) If proceeding with family  | - | Rs.30000/- |
| (ii) If proceeding alone   | - | Rs.15000/- |
| (iii) Half of the amount as admissible can be claimed in foreign currency. |   |            |

**8. TRANSFER GRANT**



- 8.1 A Transfer Grant equivalent to one month's basic pay is admissible to an executive posted to a site abroad. Half of his amount may be claimed in foreign currency.
- 8.2 No Transfer Grant is admissible if the executive's family is not disturbed and continues to reside in same station. In the case of those, who are living in Company-leased accommodation or are drawing HRA, transfer grant is admissible only if the executive's family shifts from the previous station of posting.
- 8.3 Similarly, on his posting back, an equivalent amount as mentioned above shall be payable in Indian Rupees, if an executive is posted to a station other than the place at which his family is residing, requiring resettling up of domestic establishment.
- 8.4 Executives will also be permitted to leave their families and household effects, as per entitlement, at any place in India and they will be reimbursed the actual amount of expenditure against documentary proof. Such place shall be treated as the place of normal residence of his family left behind in India for all purposes during the executive's posting to site. Similarly, reimbursement will also be made when executive is transferred back and shifts his family to the place of posting.

## **9. PAYMENT OF SALARY ADVANCE IN INDIA & ABROAD**

- 9.1 An amount equivalent to one month's basic pay shall be paid as advance in Indian Rupees before an executive is relieved in India for posting abroad. This amount shall be recovered by the parent Unit/Division in three equal monthly installments from the month following that in which the executive concerned reports for duty abroad.

Similarly an amount equivalent to one month's basic pay as advance of pay for re-establishing the family on arrival back in India is admissible. This will be recovered by the parent Unit/Division in three equal installments.

## **9.2 FOREIGN POSTING ALLOWANCE ADVANCE**

- 9.2.1 An amount equivalent to one month's foreign posting allowance shall be admissible as advance on arrival at the Project site abroad, which is recoverable in here equal monthly installments from the month following that in which the executive concerned reports for duty at the Project site. However, in case the posting of an executive is curtailed to a shorter duration for any reason, the recovery of Foreign posting allowance advance shall be so regulated so as to ensure that the advance is realized, in full, in foreign currency before the individual concerned is repatriated from the Project Site.

## **10. JOINING TIME**

- 10.1 Executives, who are posted to sites abroad, will be allowed joining time as per T.A Rules of the Company. This joining time cannot be availed of in the country of posting.
- 10.2 Similarly, on transfer back to India, executives will be allowed joining time which can either be availed of in the country of posting or in India or en route at the discretion of the executive. However, during the period of joining time, an executive will be paid joining time pay and allowances in India and in Indian Rupees as per Joining time Rules of the Company. No foreign posting allowance will be paid for such joining time. However, notional D.A will be taken into account for this purpose.



## **11. TRAVELLING ALLOWANCE**

### **11.1 For onward journey**

11.1.1 Executives permitted to proceed with family will be provided Economy/Entitled Class Air Ticket each at full rates for self and spouse and children above 12 years of age. For children less than 12 years of age, half ticket or concessional ticket in economy/entitled class as actually charged by the Airlines will be provided by the Company. Executives proceeding alone will be provided single economy/entitled class ticket.

11.1.2 Any tax paid by the executive at the port of embarkation shall be reimbursed in full.

11.1.3 Baggage Allowance @ 25Kgs per ticket (over and above the free allowance given by the airlines) shall be provided.

11.1.4 In addition to the above, additional baggage as indicated below may be availed of by surface/sea:

(i). 600 Kgs, if individual is accompanied by family.

OR

(ii). 300 Kgs, if if not accompanied by family.

NOTE: The additional baggage as in Rule 11.1.4 above will be allowed to be converted into air freight, subject to the expenditure being entitled to the ocean freight payment. However, this facility will be allowed for return journey only.

T.A for journey upto the point of Embarkation/Disembarkation.

11.2.1 Executives transferred from various Units/Divisions of the Company, will be entitled to travel in the class permitted in the T.A Rules of the Company for journey up to the point of embarkation.

11.2.2 Excess baggage within the maximum limit as in Rule 11.1 above can be availed by the executives transferred from a Unit/Division to the point of embarkation for going to the Site abroad as per T.A Rules of the Company.

### **11.2.3 For return journey**

For return journey (including from the point of disembarkation), all the entitlements as mentioned in Rule 11.1 and 11.2 shall be admissible.

## **12. LEAVE**

12.1 Executives posted at Project Site shall continue to be governed by Leave Rules of the Company.

## **13. LEAVE TRAVEL CONCESSION**



**13.1 For Executive**

Leave Travel Concession for the blocks of years which have neither been availed by the executive nor adjusted under Rule 15.3 upto the date of an executive's return to India may be availed of by him on his return or carried forward to the next block available on that date for LTC journeys in India.

**13.2 For Family left behind in India**

Family members left behind in India will be entitled to avail Leave Travel Concession from the place of their residence in India as per rules.

**14. ENCASHMENT OF EARNED LEAVE**

14.1 Executives may be allowed to encash their Earned Leave in accordance with the normal rules of the Company and the payment will be made on the basis of pay and Notional Dearness Allowance which they would have drawn had they been serving in India. Encashment of leave earned in India would be made in Indian Currency only and payment on account of encashment of leave earned abroad may be allowed in the country of posting with reference to basic pay and notional Dearness Allowance an executive is in receipt of on the date of sanction and at the exchange rate prevailing on the date of sanction.

**15. HOME LEAVE PASSAGE**

15.1 Home leave passage to the executive and his family for to and fro journeys to India will be admissible after completion of a minimum of one years' stay in a foreign site provided the leave does not exceed 15 days excluding journey time.

15.2 Executives who are not eligible to take their families can also avail the above facility after serving a tenure of posting of 12 months.

15.3 Journey within India in both the cases will be governed by Leave Travel Concession Rules of the Company and counted against normal Leave Travel Concession entitlement.

15.4 Passage from the Project site to the place of residence of the family in India will be admissible. Part of the journey from the place of posting abroad to the airport in India nearest to the home town may be permitted to be performed by air.

15.5 Executives who after having availed of home leave passage, desire to come back on their own request, before expiry of one year of their availing of home leave passage will be allowed to do so at their own cost.

**16. SECOND HOME LEAVE PASSAGE**

16.1 When the executives who have not taken their families with them are required to stay at the overseas site for a considerable length of time for the reasons that their continuance



at the overseas site is essential in the interest of work, such executives may be granted second home leave passage at an appropriate time after a spell of 12 months' stay at the site on rejoining duty after availing of the first home leave passage subject to the following conditions:-

(a). No home leave passage will be granted to any executive if it falls due within six months of the termination of the contract.

(b). If after availing home leave passage as above, repatriation of the executive is necessitated on his request, or in the opinion of the Project Manager on grounds of misconduct etc., the cost of home leave passage availed of is liable to be recovered from the executive. This provision will also be applicable to the executive, who comes to India on home leave and are not willing to return to the site for whatever reason.

(c). Other provisions regulating the grant of home leave passage as also those applicable to the executives who are eligible to take their families with them to the overseas site will remain unchanged.

## **17. ENTITLEMENT OF TRAVELLING ALLOWANCE ON TOUR**

17.1 For tours within the country of posting, Daily Allowance as prescribed, from time to time, by the CIL will be paid in addition to the road transport, train or air fare, as the case may be, and as decided by the Head of the Project Site.

17.2 For tours outside India (except in the country of posting) as also for tours in India, the executives will be governed by the rules as applicable, from time to time, to other executives working in India. In all cases tours outside the country of posting should have the prior approval of CMD, CIL.

## **18. PAYMENT OF ALLOWANCE FOR THE FIRST 30 DAYS**

If residential accommodation is not provided in the country of posting and the executives are forced to stay in a hotel for the first 30 days of their tenure in the country of posting, Daily Allowance as admissible to the officers of their corresponding status in the Ministry of External Affairs stationed in the country of posting will be admissible. No foreign posting allowance will, however be payable in addition to the Daily Allowance for the said period.

## **19. LEAVE SPENT IN INDIA/PLACES OTHER THAN THE COUNTRY OF POSTING.**

19.1 Full foreign posting allowance if the period of leave does not exceed 30 days.

19.2 In case the period exceeds 30 days, for such excess periods foreign posting allowance will be admissible @ 50% of the normal rate, upto the period not exceeding 60 days.

19.3 Non-Family Station Allowance, where admissible, will continue to be paid in full for the period of leave upto 60 days only. However, beyond this period, it will not be paid.





**NOTE:**

(1).The foreign posting allowance will be payable as per the rules stated above only in respect of leave earned in the country of posting abroad.

(2).Executives may be permitted to come to India or go to any other country to avail leave. All expenses in connection with their trip to India or any other country will be borne by the executives themselves. No foreign posting allowance will be admissible for the entire period if the executives who come to India/go to countries other than the place of posting on leave overstay beyond the sanctioned leave period.

**20. PAYMENT OF PROFIT SHARING BONUS/SPECIAL INCENTIVE PERFORMANCE.**

The executives posted abroad will be paid Performance Related Pay, if admissible, at the same rates as applicable to the unit/area/subsidiary prior to the present assignment, except in cases where protection is envisaged with reference to the entitlements in the previous Unit/Area as per orders already in force. This payment will be made in Indian Rupees and in India only. Executives recruited by CIL on contract basis in India may be paid Performance Related Pay in Indian currency and those recruited locally may be paid said bonus in the currency of the country abroad. The rate will be the one applicable to Corporate Office executives.

**21. REPATRIATION**

21.1 For any reasons, except in case of self sickness, where the executive has been hospitalized during the first year of posting and it has been certified by the Authorised Medical Attendant designated for the purpose that the sickness of the executive concerned is not likely to be cured within a reasonable time and that his repatriation to India is inevitable, if an executive is to be repatriated to India before the expiry of the tenure of posting.

(a).Within six months of his posting, he has to bear the cost of passage for both ways i.e. initial onward and return.

(b).Beyond six months but within 12 months of his posting abroad, the executives may be reimbursed the expenditure involved in TA/DA and visa fees incurred by them for themselves.

(c).In respect of cases falling under (a) and (b) above, they will not however, be entitled to any transfer grant or TA for the family even if the posting in India is to a station other than the one where the family was allowed to stay during the period of their posting abroad. The cost of return passage will also be borne by the executive concerned.

(d). In case of death of an executive during the posting in overseas site the full expenditure of the transportation of body , passage money for family etc. will be borne by the company.

21.2 Beyond one year, the executives concerned will be allowed the excess baggage on



return passage to the extent it was permitted to be brought by air from India. Other facilities like entitlements of salary advance, joining time, traveling allowance and daily allowance for itself upto the point of embarkation while leaving for India and from the point of disembarkation in India to the place of posting as also traveling allowance for the family if the posting to a station other than the place where the family was permitted to stay during the period of his posting abroad will also be allowed. The executives will, however, not be entitled to the transfer grant.

- 21.3 In all the above cases, the executive will be permanently repatriated to India. Mere compliance with the above stipulation does not confer or constitute a right for an executive to get himself repatriated to India from overseas site. This has to be only at the convenience of the Project Site Management. Repatriation under this rule has the effect of forfeiture of other entitlements like excess baggage and transfer grant.

## **22. RECOVERY OF PROVIDENT FUND ON INDIAN PAY PLUS D.A.**

Provident Fund recovery may be made on the Indian Pay plus notional DA which the executives would have drawn had they been serving in India.

## **23. INDIAN PAYMENTS**

- 23.1 Payments in respect of claims which arise in India such as Basic Pay, HRA, Medical reimbursement in India, etc. shall be made in Indian currency.
- 23.2 The Divisions will pay the entitlements to the executives upto the date of relief from the Divisions. The joining time pay and allowance, even if the joining time is availed of abroad, will also be paid in Indian Currency. However, the entitlement for the transit (journey) period between India and the country of posting may be claimed either in rupees or in the currency of the country of posting as may be desired by the executive.
- 23.3 From the foregoing it will be seen that the payments become due to the executives both in foreign currency and in Indian Rupees. Similarly, recoveries also will have to be effected both in foreign currency and Indian currency.
- 23.4 All the payments and recoveries whether in Foreign Currency or in Indian Rupees detailed in Annexure I(a) and I(b) will be arranged by site offices to have a centralized control.
- 23.5 For this purpose, Site Office(s) will prepare two bills i.e one including the payments and recoveries in Foreign Currency and the other including the payments and recoveries due in Indian Rupees. Foreign currency salary will be paid by the site office after effecting the recoveries to be made in foreign currency by corresponding credit of recoveries to Project Manager(Overseas) through intra Division account who will further dispose of the recoveries statement of Foreign recoveries received in support of the credit from site offices by arranging payments to various agencies i.e. Provident Fund etc.
- 23.6 In the case of bill covering payment and recoveries in Indian rupees, site office will send the passed and checked bill to CIL for onward instruction to the subsidiary/area/unit



where the executive is posted for further action.

- 23.7 Where the payments in Indian Rupees due to the individual are more than the recoveries, the payment due will be arranged by Project Co-ordinator for the sites, by credit to the account of said individual or his nominee authorized to receive the payment in any of the banks in India. If the amount of recoveries is more than the Payments due for a particular month, the same will be held in suspense and adjusted in subsequent month. However, if the recoveries continue to be more than the payments due in Indian Rupees, the individual will be required to give a standing authority to Project Co-ordinator to claim its payment from his non-resident account maintained in India.

#### **24. RATE OF EXCHANGE**

- 24.1 Indian pay and other entitlements stated in rupees and payable in the currency of the country of posting will be converted at the rate of exchange applicable to Indian Embassy executives working in that country.
- 24.2 Facilities for remittance of savings to India at the prescribed exchange rate, will also made available to executives, at his option through the Project Site Office. This will be subject to the rules of the foreign country applicable to the repatriation of savings to India and the relevant rules of the Government of India.

#### **25. MISCELLANEOUS**

- 25.1 Income Tax liability accruing in India or in the Country of posting will be met by the executives themselves and the Company for this purpose will be authorized by them to make deductions from their salaries, if considered necessary.
- 25.2 The executives may be required to execute an agreement with the Company before they are posted to the overseas site abroad in the form and manner as may be prescribed by the Company from time to time.
- 25.3 In project sites the company will make arrangement for full boarding and lodging facility.
- 25.4 The company will make arrangement for transportation for all executives from the place of residence to the place of work and back.

#### **26. INTERPRETATION**

The power to interpret these rules is reserved with the Director (P&IR), CIL/ Chairman, CIL and their interpretation will be final.

#### **27. SAVINGS**

This rule can be withdrawn or amended at the discretion of the company without any prior notification and assigning any reason therefore.

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Annexure – I(a)

Payment / Recoveries in Indian Rupees  
(FOR MARRIED EXECUTIVES)

Except Salary all payment/recoveries as done in the last salary payment

Payment		Deductions/Recoveries		
Fixed	Variable	Fixed	Variable	Optional
Basic Pay	Perks	All Statutory Deductions		
Foreign posting Allowance	PRP	Any Advance		
Leave Encashment				
Non-Family Station Allowance				
HRA				



Annexure – I(b)

**Payment / Recoveries in Foreign Currency  
(FOR BACHELOR EXECUTIVES)**

Payment		Deduction/Recoveries		
Fixed	Variable	Fixed	Variable	Optional
Pay	Perks	All statutory deduction		
Foreign posting allowance	PRP	Recoveries of advance, if any		
Leave encashment				