

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, RAJBARHAT
KOLKATA-700156 (WB)



एक महारत्नकंपनी
A Maharatna Company



PERSONNEL DIVISION
POLICY CELL

CIN L23109WB1973GO1023344
E-MAIL: policycell.cil@coalindia.in
TEL: 033-7110-4282
FAX: 033-2324-4140
WEBSITE: www.coalindia.in

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

संदर्भ सं: CIL/C5A (PC)/Medical Consultant/405

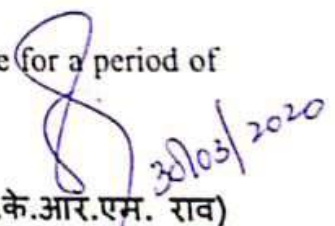
दिनांक: 30.03.2020

कार्यालय जापन

विषय: CIL Policy for engagement of Medical Consultants

The Competent Authority of CIL approved "CIL Policy for engagement of Medical Consultants" for engaging qualified Medical professionals (Specialist/ Non-specialist) including retired Medical Executives of CIL/ other PSUs/ Government Organizations on fixed tenure contract basis as Medical Consultants in CIL & its Subsidiaries. A copy of the approved Policy is enclosed for implementation.

The Policy shall come into force with immediate effect and will be effective for a period of two years. 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(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)/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. CMS, CIL
11. Company Secretary, CIL
12. GM, NEC
13. GM, NDLO
14. GM/ HoD, IICM
15. DGM/TS to D(P&IR), CIL
16. HoD (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.



CIL Policy for engagement of Medical Consultants

1. Title and commencement

This policy is called as **CIL Policy for engagement of Medical Consultants**. It will come into force with immediate effect.

2. Scope and applicability

This Policy covers engagement of qualified Medical professionals (Specialist/ Non-specialist) including retired Medical Executives of CIL/ other PSUs/ Government Organizations on fixed tenure contract basis as Medical Consultants in CIL and its Subsidiaries.

This Policy will be effective for a period of two years since the effective date of the Policy.

3. Definitions

In this policy, unless there is anything repugnant to the context, the following words would have the meaning as assigned to hereunder:

- a) '**Company**' means Coal India Ltd and its Subsidiaries.
- b) '**Consultant**' means a person appointed as Medical Consultant under this policy.
- c) '**Competent Authority**' for appointment of Medical Consultants at CIL (HQ) shall be the Committee of FDs of CIL whereas, in case of appointment of Consultants at any Subsidiary, the Committee of FDs of the concerned Subsidiary Company.
- d) '**Retired Medical Executives**' means Medical Executives of a PSU/ Government Organization whose regular employment is ceased on attaining the age of superannuation i.e., 60 years.

4. Vacancies for engagement of Consultants

The Medical Consultants to be engaged under this policy shall be only against the category-wise and specialty-wise vacancies that remain unfilled as communicated/ confirmed by CIL(HQ).

The Medical Specialty vacancies would be filled first by engaging retired Medical Specialists of CIL & its Subsidiaries on full-time basis. If such specialty vacancies still remain unfilled, the same would be filled by engaging Medical Specialists of outside candidates including retired Medical Specialists of other PSUs/ Government Organizations on full-time basis.

The non-specialist vacancies would be filled by engaging fresh medical professionals on full time basis with or without post qualification experience.

If some posts still remain unfilled after engaging retired Medical Executives of CIL/ Subsidiaries and outside candidates, then such posts would be filled by engaging Medical professionals on hourly basis.

5. Contract period

- a) The contract period of a Consultant should not be for more than two years. It cannot be extended beyond two years.

Any such engagement/ re-engagement will not be beyond his/ her attaining the age of 65 years.

- b) If the vacancy gets filled on regular appointment, then the contract of the consultant so appointed against such vacancy will be terminated as specified in clause 10(j)(viii).
- c) The contract will automatically cease to exist on expiry of the period of contract or on the date of attainment of 65 years of age and for this, no separate notice would be necessary.

6. Selection of Medical Consultant

6.1. Selection of retired Medical Specialists of CIL/ Subsidiaries

- a) The selection would be on the basis of applications received in response to the notification, to be circulated internally at concerned Subsidiary/ CIL level, where vacancies exist. A detailed notification would be made available in the respective websites of CIL/ Subsidiary Company prior to atleast 2 weeks of selection. To the extent possible, in the first instance of such selection, detailed notifications will be mailed to the eligible retired Medical Executives of CIL/ Subsidiaries for wider reach. The format in which the applications are to be submitted against the notification will be attached along with the detailed notifications. A sample application format is attached as **Annexure I**.

However, on the basis of specific requirement, individual cases can be processed directly with the consent of the retired Medical Executives.

- b) The applications received against the notification or requirement of CIL will be dealt by CIL (HQ) and applications received against the notification or requirement of Subsidiaries will be dealt by Subsidiaries.
- c) Retired Medical Specialists and retired GDMOs (with Specialization qualification) are eligible to be appointed as Medical Consultants under this Policy. For consideration of retired GDMOs (with Specialization qualification), they should have worked in the relevant specialty for at least 5 years during their last service period in CIL/ Subsidiaries.
- d) The modalities of recruitment i.e., qualification and selection criteria will be the same as followed in Open recruitment mode of Medical discipline except the upper age limit and experience criteria. Reservation of posts is applicable for engagement of Consultants as per Central Government Rules and as communicated by CIL(HQ).
- e) Retired Medical Executives of CIL/ Subsidiaries would be considered for selection only if they satisfy with the following conditions:
 - i. Should have scored minimum 'Good' ratings in the last 5 years of service.
 - ii. Should not have been awarded with any punishment under CDA Rules of the Company in the last 5 years of service.
 - iii. Should not have been involved with any corruption or illegal gratification or in any criminal case during the entire service period and post retirement.

- f) The Selection Committee for engagement of Consultants in CIL & its Subsidiaries shall be constituted with the following Executives of the concerned Subsidiary/ CIL with the approval of the Director (Personnel) of the concerned Company:
- Chief of Medical Services or his/ her representative
 - General Manager/ HoD (Pers./ Executive Establishment) or his/ her representative
 - One senior specialist from Medical discipline of the respective specialization.
- In addition to the above, the Selection Committee will consist of a representative of SC, ST, OBC, Minority community and one woman representative. A Committee member may represent more than one category of representation in the Selection Committee. However, a member representing SC shall not represent ST/ OBC and vice versa.
- g) The Committee would recommend the names of the retired Medical Executives of CIL/ Subsidiaries through the Director (Personnel) of the concerned Company for approval of the Competent Authority.

6.2. Selection of Medical Specialists of outside candidates including retired Medical Executives of other PSUs/ Government Organizations and fresh Non-specialist Medical professionals

- Selection shall be done through Walk-in-interview. The venue of the walk-in-interview shall be Headquarters or any other place preferably near to the Hospitals/ Dispensaries, where vacancies exist, as decided by the Competent Authority of the concerned Company. The Selection process will be planned in such a way that all Subsidiaries should conduct the walk-in-interviews on fixed date(s).
- A short advertisement of vacancies in 2 local newspapers and detailed advertisement in websites of respective Subsidiaries & CIL would be made prior to selection.
- The detailed advertisement will consist of the details of the form in which applications are to be submitted at the time of the walk-in-interview. A sample application format is attached as **Annexure II**. The applications received against the advertisement of CIL will be dealt by CIL (HQ) and applications received against the advertisement of Subsidiaries will be dealt by Subsidiaries.

The interested candidates would be required to present themselves along with all the documents needed in original plus 2 copies at the time of the walk-in-interview. Any candidate whose application is incomplete or any discrepancy found w.r.t. eligibility criteria, then such candidate will not be considered for walk-in-interview.
- The modalities of recruitment i.e., qualification and selection criteria will be the same as followed in Open recruitment mode of Medical discipline except the upper age limit and experience criteria. The reservation of posts is applicable as per Central Government Rules and as communicated by CIL(HQ).
- The candidates will be considered for selection only if they satisfy with the following conditions:

- i. Should have scored minimum ‘Good’ ratings or equivalent in the last 5 years of service, if applicable.
 - ii. Should not have been awarded with any punishment under relevant Rules of the Company in the last 5 years of service, if applicable.
 - iii. Should not have been involved with any corruption or illegal gratification or in any criminal case.
- f) For each walk-in-interview location, a Selection Committee will be constituted with the approval of the Director (Personnel) of the concerned Company. The members of the Committee will be as follows:
- i. Chief of Medical Services or his/ her representative
 - ii. General Manager/ HoD (Pers./Recruitment) or his/ her representative
 - iii. One senior specialist from Medical discipline of the respective specialization, if applicable
- In addition to the above, the Selection Committee will consist of a representative of SC, ST, OBC, Minority community and one woman representative. A Committee member may represent more than one category of representation in the Selection Committee. However, a member representing SC shall not represent ST/ OBC and vice versa.
- g) The Selection Committee would recommend the names of the selected Candidates through the Director (Personnel) of the concerned Company for approval of the Competent Authority.

7. Consolidated Honorarium

Consultants appointed under this Policy are eligible only for consolidated honorarium and other benefits as prescribed under this Policy. They are not eligible for retiral benefits like Gratuity, PF, Post-retiral medical benefits and pension for the period of their engagement with CIL as Consultants under this Policy.

However, the retired Executives of both CIL & Non-CIL enjoying their regular retiral benefits owing to their earlier regular service will continue to receive such benefits during their period of engagement as Consultants under this Policy.

Consolidated honorarium shall be payable to the engaged medical Consultants as under:

(i) For retired Medical Specialists of CIL/ Subsidiaries

Sl. No.	Category	Consolidated honorarium for Specialist (in ₹)	
		Monthly rate	Hourly rate
1	For Retd. E-8 Gr. Executive	1,50,000	800
2	For Retd. E-7 Gr. Executive	1,30,000	700
3	For Retd. E-6 Gr. Executive	1,15,000	600
4	For Retd. E-5 Gr. Executive	1,00,000	500

(ii) For Medical Specialists of outside candidates including retired Medical Executives of other PSUs/ Government Organizations

Sl. No.	Post qualification Experience (in years)	Consolidated honorarium for Specialist (in ₹)	
		Monthly rate	Hourly rate
1	15 & above	1,50,000	800
2	≥ 12 & < 15	1,30,000	700
3	≥ 9 & < 12	1,15,000	600
4	Less than 9	1,00,000	500

(iii) For fresh Non-specialist Medical professionals

Fresh Medical professionals who have been engaged as Medical Consultants under this policy are eligible for a consolidated honorarium of ₹85,000/- per month or ₹400 per hour as per their respective mode of engagement irrespective of their post qualification experience.

8. Offer of engagement

Offer of engagement will be issued in writing with a copy to CIL Recruitment Department, specifying the tenure and other terms and conditions of the engagement by the designated Officer to whom the power has been delegated for this purpose by the Director (Personnel) of the concerned Subsidiary/ CIL. A draft Offer of engagement is attached as **Annexure III**.

9. Designation

The designation of selected candidates shall be as under:

- For Non-specialist - ‘General Medical Consultant’/ ‘General Medical Consultant (Dental)’
- For Specialist - ‘Medical Specialist Consultant (“*Specialization name*”)

10. Terms & Conditions of engagement

A Medical Consultant appointed under this Policy will be subjected to the following terms and conditions during the period of engagement:

a) Accommodation facility

On availability, suitable Company’s accommodation will be provided as applicable to on-roll Executives against the standard rent fixed by the Company.

b) Medical

All retired Executives of CIL/ Subsidiaries covered under the Contributory Post Retirement Medicare Scheme (CPRMSE) will continue to be governed by the said scheme during their period of engagement as Consultants. Consultants who were not under the roll of CIL/ Subsidiaries will be entitled for medical facilities for self & spouse as per the Coal India Medical Attendance Rules (MAR) during their period of engagement at CIL Hospitals & Dispensaries only and not in CIL empaneled hospitals i.e., no referral.

c) Leave

Consultants shall be entitled for paid leave of 15 days in every six months in addition to the paid holidays in the establishment. The paid leave shall be regulated as per the provisions of EL (Earned leave) applicable to the Executive cadre employees under the CIL Executive Leave Rules. However, the paid leave admissible as above is not encashable. The accumulated leave shall stand lapsed on expiry of period of engagement.

Medical Consultants who are engaged on hourly basis are not entitled for any paid leave.

d) TA/ DA

Whenever tours are undertaken by the retired Medical Specialists of CIL/ Subsidiary Companies engaged as Consultants, TA/ DA and other boarding/ lodging charges shall be payable at par with the grade in which they have retired with minimum Basic Pay of that grade.

In case of tours undertaken by other Non-specialists, it shall be payable as per the entitlement applicable to regular E3 grade Executives with minimum revised Basic Pay whereas, in case of other Specialists, it shall be payable as per the entitlement applicable to regular E4 grade Executives with minimum revised Basic Pay.

e) Medical fitness

The appointment to the post of 'Consultant' shall be subject to Medical fitness to be certified by Company Medical Officer. The Medical Officer shall use his/ her own discretion as to the scope of the general physical examination in each case, get a history of present and past illness and whether at present, under treatment or not and shall judge cases on their merits taking into consideration of the age, prevalence of diseases and prospective duties of the Consultants. The main object of medical examination is to secure continuous effective service from the Consultant.

f) Performance Appraisal

The performance of the Consultants would be reviewed at the end of every financial year by the concerned Reporting and Reviewing Authority as per the prescribed format (**Annexure IV**). Based on the recommendations of the Reporting & Reviewing Authority, approval for further extension may be granted by the Competent Authority subject to the availability of vacancies for a period not exceeding 2 years as per clause (5) of the Policy.

g) Secrecy

Consultants will maintain all information/ documents/ materials gathered during the course of the engagement in strict confidence. They will not copy or make notes of such information/ documents except in connection with the work for the Company. They will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for their own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by them or the Company in the normal course of the engagement with the Company.

The Consultants shall, while demitting the Office, handover all information/ documents/ materials under their possession, during the engagement period, to the concerned HoD.

h) Reporting Relationships

During course of their engagement, the Consultants will employ themselves efficiently, diligently and to the best of their ability shall devote their whole time and attention to the interest of the Company and generally carry out work as assigned to them and shall comply with all lawful orders and directions given by the concerned HoDs. They shall honestly and faithfully serve the Company during their period of engagement.

i) Joining

The Consultant is required to join within 15 days from the date of issuance of offer of engagement or in exceptional circumstances, as approved by the Director (Personnel) of the concerned Subsidiary/ CIL. In the event of failure to join within the stipulated period, the offer of engagement shall stand withdrawn automatically.

j) Other Conditions

- i. Selection of the Medical Consultants is subject to Character and Antecedent verification of the candidates, which would be done post appointment. In case, any discrepancy or concealment of information is found, the contract period of such Medical consultant will be terminated with immediate effect without any notice period.
- ii. Based on the requirement of the Company concerned, Management will be within its rights to extend the services of Consultant, anytime, to any Establishments of the Company/ Strategic locations.
- iii. The offer of engagement under this Policy shall not confer any right for regular appointment in CIL & its Subsidiaries.
- iv. No TA/ DA will be admissible for attending walk-in-interview. However, the Consultants would be eligible for reimbursement of cost of fare incurred at the time of joining equivalent to AC 3 Tier (3rd AC) by the shortest route for self.
- v. Consultants shall not engage in private practice during their period of engagement in CIL (HQ)/ Subsidiaries and shall be available at any time for emergencies.

- vi. Specialist Consultants may also be engaged as teaching faculties for conducting Broad Specialty DNB Courses in CIL Hospitals.
- vii. Any absence from work for a continuous period of fifteen days or more without proper written permission of the Reporting Authority will amount to voluntary abandonment of engagement and automatic termination without any notice or payment in lieu of notice period.
- viii. The period of engagement is liable to be terminated at any time without assigning any reason thereof after giving one month's notice on either side or on payment of one month's consolidated honorarium in lieu thereof.

11. Repeal

Unless specified otherwise, all existing provisions of the “CIL’s Policy for availing the services of retired CMDs/ Directors/ Sr. level Executives, etc. as full time/ part time Advisors” and subsequent amendments and circulars for engaging retired Medical Officers as Advisors will stand superseded by this Policy from the date of its commencement.

As such, on commencement of this Policy, CIL & its Subsidiaries will not appoint Advisors of Medical discipline under existing CIL’s Policy for Advisors. In case some Medical Advisors are already appointed under the Advisor policy, they will continue to be governed under the said Advisor policy till the completion of the contract period.

12. Interpretation

Interpretation of the provisions of this policy will be reserved exclusively with the Director (P&IR), CIL and his/ her interpretation will be final.

13. Savings

Chairman, CIL reserves the right to suspend, alter, amend or withdraw partly or fully any of the provisions of this policy at his/ her discretion for reasons to be recorded in the interest of the Company.



Annexure I

Application form for retired Medical Specialists of CIL/ Subsidiaries for the post of Medical Specialist Consultants

Registration No: _____

Post applied for:			<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <i>Recent Passport size self-attested Photograph</i> </div>			
Name:						
Gender:						
Father's / Spouse's Name:						
Nationality:						
Category: << SC/ ST/ OBC(NCL) >>		Religion:				
Date of Birth		Grade at the time of retirement				
Appraisal Ratings of last 5 years						
Details of Punishment, if any, in the last 5 years of service						
Address for Communication						
House No./ Flat No:						
Street:						
Post Office:		Pincode:				
District:		State:				
Mobile No.:		e-Mail ID:				
Qualification Details (MBBS/ BDS & above)						
Sl.No.	Examination Passed	Specialization (if applicable)	Year of Passing	Name of the Institute	Board/ University	% of Marks



Experience Details of last 10 years of working in CIL/ Subsidiaries						
Sl. No	Name of Organization	Post held	Employee No.	From Date	To Date	

Enclosures: The following documents are to be enclosed along with the application form in 2 copies:

1. Passport size photograph
2. Copy of proof of Date of Birth
3. Copy of Category certificate, if applicable
4. Copy of Qualification certificates
5. Copy of Superannuation notice

Note:

1. The candidates would be required to present themselves along with the above mentioned documents (Sl. No. 2 to 4) in original at the time of the selection.
2. Any candidate whose application is incomplete or any discrepancy found w.r.t the eligibility criteria, then such candidate will not be considered for walk-in-interview/ selection.

Declaration

I do hereby declare that the above information as furnished by me is true to the best of my knowledge. I also give undertaking that at any point of time, if any of the above information is found false, it will automatically lead to cancellation of my contract and will also make me liable for prosecution under law.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/ criminal case.

Station:

Date:

Signature of the Applicant



Annexure II

Application form for outside candidates including retired Medical Specialists of other PSUs/ Government Organizations for the post of Medical Consultants

Registration No: _____

Post applied for:				<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <i>Recent Passport size self-attested Photograph</i> </div>
Name:				
Gender:				
Father's / Spouse's Name:				
Nationality:				
Date of Birth:				
Category: << SC/ ST/ OBC(NCL)/ EWS >>		Religion:		
Whether Ex-PSU employee?	<Yes/No>	If Yes, Name of the PSU		
Appraisal Ratings of last 5 years, if applicable				
Details of Punishment, if any, in the last 5 years of service, if applicable				
Address for Communication				
House No./ Flat No:				
Street:				
Post Office:		Pincode:		
District:		State:		
Mobile No.:		e-Mail ID:		



Qualification Details (MBBS/ BDS & above)						
Sl.No.	Examination Passed	Specialization (if applicable)	Year of Passing	Name of the Institute	Board/ University	% of Marks
Experience Details since beginning of the career						
Sl. No	Name of Organization	Type of Organization	Post held	Employee No.	From Date	To Date

Enclosures: The following documents are to be enclosed along with the application form in 2 copies:

1. Passport size photograph
2. Copy of proof of Date of Birth
3. Copy of Category certificate, if applicable
4. Copy of Qualification certificates
5. Copy of Experience certificates

Note:

1. The candidates would be required to present themselves along with the above mentioned documents (Sl. No. 2 to 5) in original at the time of the selection.
2. Any candidate whose application is incomplete or any discrepancy found w.r.t the eligibility criteria, then such candidate will not be considered for walk-in-interview/ selection.

Declaration

I do hereby declare that the above information as furnished by me is true to the best of my knowledge. I also give undertaking that at any point of time, if any of the above information is found false, it will automatically lead to cancellation of my contract and will also make me liable for prosecution under law.

I also certify that I am not facing any charge nor have been convicted in any corruption/ illegal gratification/ criminal case.

Station:

Date:

Signature of the Applicant



Annexure III

कोल इण्डिया लिमिटेड
(भारत सरकार का उपक्रम)
COAL INDIA LIMITED
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एक महारत्नकंपनी
A Maharatna Company

PERSONNEL DIVISION
RECRUITMENT DEPT

CIN:L23109WB1973GOI028844
E-MAIL: gmrectt.cil@coalindia.in
TEL: 033-7110 4282
FAX: 033-2324 4140
WEBSITE: www.coalindia.in

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

Ref: _____ / _____ / Medical Consultant/

Dated: _____

Category: _____

<<Ex-CIL/ Non-CIL>>

Dr. _____

_____ .

Subject: Offer of Engagement as <<Designation>>

Dear Sir/ Ma'am,

Considering your past service rendered in <<CIL/Subsidiary>> / Considering your performance in the selection process, the Competent Authority is pleased to engage you as <<Designation>> for a period of _____ year(s) from the date of your joining for the following job:

*Providing medical services to the patients taking treatment in _____ Hospital/
Dispensary _____ of _____.*

The terms and conditions for your engagement will be as under:

- You will be paid _____ only as lump sum honorarium per month.
- You will be governed as per the provisions and terms & conditions of the CIL's Policy for Engagement of Medical Consultants and amendments issued thereunder from time to time.

Please confirm acceptance of aforesaid engagement.

If you don't join within 15 days from the issue of this offer of engagement, the offer will stand withdrawn automatically.

Yours faithfully,

General Manager/ HoD (Pers/ Rect),
Subsidiary.

Copy to:

- General Manager/ HoD(P/Rect), CIL



Annexure IV

Performance Appraisal Report of Medical Consultant

Financial Year _____

Name	
Adv. No.	
Designation	
Date of Joining	
Period of Contract	From: _____ To: _____
Assessment of Reporting Authority regarding performance during the FY _____	<input type="checkbox"/> Consistently exceeds Company's expectations <input type="checkbox"/> Consistently meets Company's expectations <input type="checkbox"/> Meets Company's expectations most of the times <input type="checkbox"/> Partially meets Company's expectations <input type="checkbox"/> Consistently does not meet Company's expectations {tick relevant box}
Whether can be recommended for extension, if eligible.	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Y/N</div> Reasons _____ _____
Date:	Signature of the Reporting Authority

Reviewing Authority	
<input type="checkbox"/> I agree with the above. <input type="checkbox"/> I do not agree with the above with reasons _____ _____ {tick relevant box}	
Date:	Signature of the Reviewing Authority

Duly appraised report to be sent to General Manager/ HoD (P/Rect) of the concerned Company.