

# कोल इण्डिया लिमिटेड

महारात्न कम्पनी

(भारत सरकार का उपक्रम)

कॉर्पोरेट पहचान सं. L23109WB1973GOI028844

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वेबसाइट: [www.coalindia.in](http://www.coalindia.in)

Ref : CIL/C5A (PC)/HRIS/676



# Coal India Limited

A Maharatna Company  
(A Govt. of India Enterprise)

Corporate Identity No.- L23109WB1973GOI028844

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Date : 12.10.2015

## OFFICE MEMORANDUM


An Online Application for managing transfers has been created in the Personnel Administration (PA) module of CIL HRIS. The objective of the Application is to maintain a database of 'choice of posting' of executives and managing transfer applications. Facilities have been created in the Application for submitting individual and mutual request for transfers. The Application can be logged in by the executives with their login id and password under HRIS.

All executives are advised to submit their 'choice of posting' and use the facility for submitting request transfer and mutual transfer applications. The subsidiaries shall follow the below mentioned timelines while forwarding the transfer applications through the online facilities created in the module:

1. The controlling officer (Area GM/ HOD) shall forward the application, with his comments, in 10 days of receipt of the same in his HRIS domain.
2. The General Manager (EE)/ HOD (EE) of the subsidiary shall ensure forwarding of the transfer application, with the comments of the Competent Authority, to the CIL headquarter in 20 days of receipt of the same in the GM (EE) domain.
3. Applications pending for more than the prescribed timeline mentioned above shall automatically escalate to the next level.
4. The General Manager (EE), CIL, after taking the necessary approval of the Competent Authority, will update the status of the application as provided in the online module.

The transfer applications submitted through offline mode will not be entertained w.e.f. 19.10.2015.

This is for information and compliance by all executives.

  
(R Mohan Das)  
Director (P&IR)

**Distribution:**

1. The Chairman, CIL
2. The CMDs, ECL/BCCL/CCL/NCL/WCL/SECL/MCL/CMPDIL
3. The Director (T)/ Director (M)/ Director (F), CIL, Kolkata
4. The CVO, CIL, Kolkata
5. The Director (F)/ (P)/ (T), ECL/BCCL/CCL/NCL/WCL/SECL/MCL
6. The Director (T/RD&T)/ (T/ES), CMPDIL, Ranchi
7. The GM/ HOD (P/EE), ECL/BCCL/CCL/NCL/WCL/SECL/MCL/CMPDIL
8. The ED (IICM), Ranchi
9. All HODs, CIL, Kolkata
10. The GM (System), CIL - with a request to upload the same on CIL website.
11. All RSMs, CIL