



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

No. CIL/C-5A(PC)/CDA/400

Date : 27.08.2013

OFFICE ORDER

Sub : Grant of Honorarium to Enquiry Officers (EO)/Presenting Officers (PO)

The CIL Board of Directors in their 300th meeting held on 03.08.2013, has accorded its approval for revision of grant of Honorarium to Enquiry Officer (EO) / Presenting Officers (PO) appointed in terms of Rule 29.2 & 29.5 of Coal India Executives CDA Rules 1978 and for conducting enquiry as per the respective Standing Orders of CIL & its Subsidiaries.

- a) The rate of Honorarium payable to Enquiry Officer (EO) / Presenting Officers (PO) appointed in terms of Rule 29.2 & 29.5 of Coal India Executives CDA Rules 1978 is given below :

Sl. No	No. of Charged Officer	Amount payable		
		EO(Retired)	EO (Serving)	PO (Serving)
1.	When charged officer is 1 (one)			
(a)	If number of witnesses are 5 or less	Rs. 20,000/-	Rs. 5,000/-	Rs. 5,000/-
(b)	If number of witnesses are more than 5	Rs. 40,000/-	Rs. 10,000/-	Rs. 10,000/-
2.	When charged officer are more than 1	Rs. 75,000/-	Rs. 10,000/-	Rs. 10,000/-

- b) The rate of honorarium payable to Enquiry Officer (EO) / Presenting Officers (PO) appointed for conducting enquiry as per the respective standing orders applicable to the employees of CIL & its subsidiaries will be limited to 20% of the rate as mentioned above.

The Terms & Conditions for payment are as under :

1. In the cases where serving Officer is appointed as E.O./P.O., the controlling department should make all efforts to relieve the E.O./P.O. of his normal duties to enable him/her to complete the proceeding expeditiously.
2. Before the payment is received by E.O./P.O., whether serving or retired, it will be the responsibility of the E.O./P.O. to ensure that :-
 - a) All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority by the Enquiry Officer/Presenting Officer;
 - b) The report returns findings on each of the Article of Charge which has been enquired into and should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
 - c) Reduction of honorarium by 50% in case of delay in completion of enquiry beyond 06 months from the date of appointment as E.O./P.O., which is not due to non-cooperation of the charged officer or due to stay order, etc.
3. The management should ensure the compliance of Clause 2 of terms & condition before releasing the honorarium.

.....2.

4. The number of disciplinary cases may be restricted to 10 cases in a year, with not more than 2 cases at a time for serving Officers and 20 cases with not more than 4 cases at a time for retired Officers.
5. The retired officers appointed as E.O. shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the Inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her. No such documents/information or data are to be divulged to any one during the inquiry or after presentation of the inquiry report. The E.O. entrusted with the inquiries will be required to furnish an undertaking to maintain strict secrecy and confidentiality of all records/documents/proceedings, etc.
6. The Honorarium will be applicable for departmental proceedings including inquiry proceedings undertaken by the committee on sexual harassment. However, this will not be admissible to the executives whose main job is to conduct enquiries or present cases on behalf of the Management on a whole time basis.
7. Admissibility of TA/DA to retired/ex-officers appointed as EO/PO/MR will be regulated as per the Clause 21.0 of CIL TA Rules, 2010.
8. All secretarial assistance, stationeries etc will be provided by the engaging authority.

The revised rates will be applicable w.e.f. 03.08.2013 i.e. will be payable to the E.O./P.O. who have been appointed on or after 03.08.2013.

This supersedes all earlier instructions/office orders in this respect.

This issues with the approval of the competent authority.


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

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