



SOUTH EASTERN COALFIELDS LIMITED  
BILASPUR

NO. SECL:BSP:PER:IR:94:1714

21  
Dt: 11.94

To

1. The CGMs/GMs of All Areas SECL
2. The Dy CPMs/PMs/Dy.PMs/Sr.POs of all Areas SECL
3. The Personnel Officers/W.Os/W.(T)s of All Areas SECL.

Dear Sir,

Kindly find herewith the 5th Bulletin of Circulars  
issued between January'94 to October'94 .

Yours faithfully,

*D. B. Janotkar*  
14-11-94  
(D.B. JANOTKAR)  
PERSONNEL MANAGER (IR)  
SECL BILASPUR

- CC: 1. Sr. E.S to CMD SECL Bilaspur  
2. ES to D(P)/DT(O)/DT(P&P)/D(T)/D(F)  
3. Secretary to CGM(F)  
4. PA to CGM(P&A)/GM(IR&A)/GM(Welfare)/GM(EE)  
5. General Secretary/Secretary
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(1)

(TO BE PUBLISHED IN PART II, SECTION 3 OF SUB SECTION(ii)  
OF THE GAZETTE OF INDIA)

GOVERNMENT OF INDIA  
MINISTRY OF LABOUR

New Delhi, the 28th Jan.1994

NOTIFICATION

S.O           Whereas the Central Government is satisfied that the public interest requires that the Coal Industry which is covered by item 4 of the first Schedule to the Industrial Dispute Act, 1947(14 of 1947) should be declared to be a Public utility service for the purposes of the said Act;

Now, therefore, in exercise of the powers conferred by Sub-clause(vi) of clause(n) of Section 2 of the Industrial Disputes Act, 1947(14 of 1947), the Central Government hereby declares with immediate effect the said industry to be a public utility service for the purpose of the said act for a period of x six months.

Sd/\_(SS.Prasher)  
Under Secretary,  
No.S-11017/13/81-IR.(Policy)

SOUTH EASTERN COALFIELDS LIMITED, BILASPUR

SECL/BSP/PER/IR/94/544

Dated 11-4-1994.

To

CGMs/GMs/Dy.CPMs/PMs/ Dy.PM/  
All Areas.

for kind information please.

Sd/-Smt.K.Jawaid,Sr.P.O.(IR)

CC: GM(P&A):SECL,BSP/TS to D(P)BSP

COAL INDIA LIMITED  
40 N.S.ROAD, CALCUTTA

CIL:C-5B:53203/61

7th April, 1994.

To

Sri.R.C.Goel, CGM(PERS.) NCL SINGRAULI  
SRI.S.N.SHARMA CGM NEC ASSAM  
SRI.SARWAJIT SINGH GM(IR/W) BCCL DHANBAD  
SRI.K.P.SINHA GM(IR) CCL RANCHI  
SRI.K.KUMAR GM(IR) WCL NAGPUR  
SRI.GS CHOUBEY GM(IR) SECL BILASPUR  
SRI.AK SAHAY GM(P&A) CMPDIL RANCHI  
SRI.AMITAVA SINHA ADDL.CPM(IR) ECL SANCTORIA  
SRI.RK CHOUDHARY GM(IR) MCL SAMBALPUR  
SRI.MANAS BAHTTACHARYAJEE GM DCC

Dear Sir,

Sub:- Accidents & Workmen's Compensation thereof.

With a view to maintain an updated data bank in respect of social securities offered by CIL and its subsidiary companies to the employees meet with accidents causing death/permanent disablement, it is necessary that the Industrial Relations Department maintains information of all the accidents happening in their company. Although there is a separate safety and conservation Deptt. in each subsidiary, it is experienced that due to lack of co-ordination, it is difficult to get the information on accidents and compensation paid there of and at times there is no consistency in the information supplied.

This is to emphasise that social security is a very important aspect in maintaining healthy industrial relations in a company and accidents causing death or permanent disablement require special attention by IR Machinery for building up a high morale amongst the employees.

In order to streamline the information flow, structured format is enclosed on which the required information/data may be maintained at your end and quarterly report may be sent to MP & IR Division, CIL by name to Sri.SN Saigal, DY CPM(IR) on regular basis.

You are, therefore, requested to coordinate with the Safety Deptt. in your company for getting the information on accidents and compensation paid thereof as per the format enclosed for entering the same in our 'data bank'. I am enclosing a statement indicating the figures of compensation for 1991, 1992 and 1993 (upto Dec.1993) in respect of your company for information. The data as per enclosed format sent to us for the quarter from 1-1-94 to 31-3-94 by 15th April '94.

Yours faithfully,

Sd/-Ashok Mehta  
CGM(MP&IR)

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SOUTH EASTERN COALFIELDS LIMITED: BILASPUR

SECL:BSP:PER:IR:94:583  
All Dy CPMs/PMs all Areas.  
D/Sir,

Dt: 26-4-94

You are requested to kindly arrange to send the information in the prescribed format on or before 30th April '94 positive so that a compiled report is sent to CIL at the earliest possible.

This may be treated as extremely urgent.

CC: CGM/GM-All Areas  
TS to D(P)BSP

Yours faithfully,  
Sd/-DB Janotkar  
PM(IR)

: 3 :

STATEMENT ON ACCIDENTS/DISABLEMENT &  
COMPENSATION PAID

Name of Subsidiary

Quarter ending:

Name of the Colly/unit	Date of ACCIDENT	Nature of Accident (Fatal/Serious)	Name & Desig. of Emp. Injured      Disabled	Amount of comp. paid	Dt of pay ment/Deposit of such comp.	Reasons for delay in such payment
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LINGASSTT

PERSONNEL OFFICER/  
WELFARE OFFICER

AGENT/MANAGER OF THE  
UNIT/COLLIERY

: 4 :

SOUTH EASTERN COALFIELDS LIMITED  
OFFICE OF THE CMD BILASPUR

NO. SECL:BSP:ADMN:OT:94:430

Dt: 27/28-4-94

OFFICE ORDER

To maintain uniformity in respect of payment of overtime to the employees of SECL HQrs. Bilaspur, the following methods are approved by the competent authority and may be followed as mentioned below:

1. Employees working for 6 $\frac{1}{2}$  hours in a day other than Saturday and availing 18 holidays in a year will get OT @ Rs.14.25 maximum per hour as per slab of pay scales of the individual concerned.
2. Employees attending 8 hours duty in a day and availing 8 days paid holidays in a calendar year, the O.T. rate will be double the wages of individual.
3. Employees attending 8 hours duty in a day will not be entitled for 18 days holidays.

The above method will come into force with immediate effect.

Sd/-BK Jana  
Personnel Manager(A)

Distribution

1. All HODs, SECL, BSP
2. Sr. ES to CMD, SECL, BSP
3. ES to D(P)/DT(O)/D(T) P&P SECL, BSP

No. CIL: C-5B: JBCCI-IV: IMP: 366

Dt: 10-5-94

The Chairman-MD ECL, BCCL, CCL, WCL, SECL,  
NCL, MCL

The Director Incharge, NEC, Guwahati

The Director Incharge, Rajmohal

The Director Incharge, CMPDIL

Sub:- Grant of one increment to monthly rated employees in T&S Grade 'A' & Excavation special category who have remained in the same category/grade for 10 years or more

Ref:- This office LNO. CIL/C-5B/JBCCI/IMP/92/84 dt: 6.4.93.

Consequent upon the issuance of this office circular No. CIL/C-5B/JBCCI/IMP/92/84 dated 6-4-93 queries are being received from different subsidiary companies enquiring as to whether the benefit of granting one additional increment in lieu of up-gradation under clause 2.11 of NCWA-IV to the employees i.e., Tech. & Supv. Gr. 'A' and of Excavation Special Category will also be granted.

Since the remaining employees were given the benefit of upgradation on 1.7.92 and 1.7.93 as the case may be vide this Office Circular dated 6-4-93, the benefit of additional increment as mentioned in I.I.No.17 dated 28.12.89 for the employees who -have completed 10 years or more in T&S grade 'A' and excavation special category be also given on 1.7.92 and 1.7.93 as the case may be.

Sd/- R.A.P. SINGH

Director (P&IR)

Distribution:

1. Director (P)/Director (F), ECL: BCCL: CCL: WCL: SECL: NCL: MCL
2. Director (O) - CMPDIL RANCHI
3. CGM, NEC MARGHERITA ASSAM
4. DIRECTOR (P) SCCL PO KOTHAGUDAM COLLYS, DIST: KHAMMAM (AP)
5. SRI. S. PANDEY, DIRECTOR (P&IR) TISCO JAMSHEDPUR
6. SRI. PR. MERH DIRECTOR (RM DIV) SAIL 10, COMAC ST. CALCUTTA
7. DIRECTOR (F. : DIRECTOR (T) CIL CALCUTTA
8. executive director (S&P) cil calcutta
9. CGM (F)/CGM (P), CIL CALCUTTA
10. IG/ED (VIGILANCE) CIL CALCUTTA
11. TS TO CHAIRMAN, CIL, CALCUTTA
12. DY CPM (AW) CIL CALCUTTA

CC to: Sri. S. Dasgupta, Gen. Secy, INMWF, Dhanbad

Sri. Damodar Pandey, Jt. Gen. Secy, INMWF, Hazaribagh

Sri. Shafiq Khan, Jt. Gen. Secy, Giridh

Dr. M. K. Pandhe, Gen. Secy, CITU NEW DELHI

Sri. Jayanta Poddar, Vice President, HMS Assansol

Dr. B. K. Rai, President, ABKMBS, Nagpur.

REF: SECL: BSP: GM (P&A) / 94 / 30 / 457

Dt: 14-6-94

To

All Chief General Managers / General Managers of SECL, Areas  
All Area Personnel Managers of SECL Areas  
All Finance Managers of SECL Areas  
The GM (F) SECL Bilaspur  
The General Supdt, CWS, Korba

Sd/- 7-6-94  
GM (P&A) BSP

COAL INDIA LIMITED:CALCUTTA

ref; cil;c-5A:50710:VII:41

Dt: 30-5-1994

OFFICE MEMORANDUM

Sub:- Reimbursement of local travelling expenses(RLTE)

Reimbursement of local travelling expenses(RLTE) in CIL and its subsidiaries has so long been made as per local rules and practices in different offices generally by interpreting the provisions of TA Rules. T.A. rules of CIL has been framed basically for journey by employees outside the locality of their headquarters whereas RLTE Rules is to cover the journey performed within the locality of Headquarters.

Due to lack of uniformity in rules on the subject, reports have been coming about the misuse of the facility and wasteful expenditure at many places which needs to be avoided.

After reviewing the various aspect of RLTE payments and looking into the practices followed in other PSUs like SAIL, NTPC ETC. following rules have been finalised to regulate the RLTE payment in the Company including Subsidiary Companies.

1. For journey on official duty within the locality of HQs. of an employee, reimbursement of travelling expenditure will be as under:
  - a. For executives in the : Actual fare by taxi/three wheeler grade of E-4 & above will be paid at prevailing rates in the locality.
  - b. Executives in E-3 grade: RLTE will be allowed at the pre- and below and also non- vailing rates by Auto Rickshaw/ executives in Sup.grade three wheeler or shared taxi (T&S gr.'A') limited to 50% of the prevailing taxi fare.
  - c. In case of other employees. RLTE will be allowed for the actual fare by stage carriage.
2. For attending duties on sundays/holidays or during odd hours on working days, reimbursement at the aforementioned rates from residence to place of duty will be allowed subject to the following conditions:
  - a. No such reimbursement will be allowed if O.T.A has been paid or Compensatory Leave allowed for the duties performed.
  - b. Odd hours for this purpose will be reckoned from 8.00PM to 8.00AM.
  - c. Where the journey by train is involved, reimbursement of trainfare or stage carriage charges will be limited to the connecting distances between place of duty/place of residence and railway station besides the railway fare as per entitled class.
3. Executives who have purchased conveyance(car or two wheelers) by borrowing loan from the company will be allowed RLTE limited to road mileage as under
  - for Cars ; Rs.2.70 per K.M.
  - for Two wheelers : Rs.0.85 per K.M.
4. Executives drawing fixed conveyance reimbursement(conveyance allowance)for use of their car/two wheelers, will not be entitled to any other RLTE.

: 7 :

These rules will come into force with immediate effect and superceed all existing rules/practice in this respect.

Sd/- RAP SINGH  
DIRECTOR(P&IR)

SECL: BILASPUR HQR.  
SECL: BSP: PER: IR: 94: 796

16th June, 1994.

To  
CGM(S)/GMs all Areas  
Dy CPMs/PMs/Dy PM-All areas

for kind information and necessary compliance pl.

Sd/-Nageshwar Jha Nirmal  
Addl.CPM(IR&A)

CC: GM(F)|PM(A)|FM(ESTB)  
TS TO D(P):SECL BSP

: 8 :

SOUTH EASTERN COALFIELDS LIMITED  
BILASPUR

NO.SECL:BSP:PER:IR:94:764

Dt: 11/13-6-94

The CGMs/GMs &  
The Dy CPMs/PMs  
of All Areas of SECL.

Sub:- Leave encashment facility to non-executive  
employees.

Dear Sir,

During one of the co.level meeting with one of the  
Central Trade Unions demanded that leave encashment  
facility should be extended to non-executive employees and  
it was decided that the matter will be referred to C.I.L.  
We have sought clarification from CIL and Addl.CPM(IR) CIL  
Calcutta has clarified the matter vide his letter No.CIL/  
C-5B/53152/II/335 dated 10-5-94 as under:-

" The leave encashment facilities are not  
available to the Wage Board employees."

This is for your information and necessary action  
please.

Yours faithfully,

Sd/-Smt.K.Jawaid  
Sr.PO(IR)

CC: All General Secys of Unions.

COAL INDIA LIMITED, CALCUTTA.

CIL-C5B/C9/677

15-6-94

To

The Chairman-MD, ECL, BCCL, CCL, WCL,  
SECL, NCL.

The Director Incharge, CMPDIL Ranchi,  
NEC, GS Road, Guwahati, Rajmahal G. of Mines.

Dear Sir,

Sub:- Modalities of payment of Interim relief arrears.

In the meetings held on 27-1-94 and 8th Feb'94 between the representatives of INTUC, AITUC, HMS & BMS and the management of Coal India Kunuted, the demand of the unions for payment of interim relief was discussed and it was decided that the employees covered under NCWA will be paid interim relief of Rs.100/- each per month with effect from 1st July, 1991 on prorata attendance basis. Accordingly, the payment of interim relief is being made since 1st February, 1994 vide our office order No. CIL:C-5B:IR:CE5870 dated 11th February, 1994.

2. As regards modalities of payment of arrear of the interim relief for the period from 1-7-1991 to 31-1-1994 it was agreed that the matter will be further discussed with the representatives of the five central trade unions for a decision.

3. Although several attempts were made to settle the matter (i.e. regarding schedule of payment of arrear) through discussion with the representatives of 5 central trade unions/members of core group but no consequences could be arrived at except the fact that arrear may be paid in three instalments. We consulted the representatives of five central trade unions/members of core group individually and seperately with a view to get this matter resolved and on the basis of understanding that has been reached it has been decided now that the arrears accrued from 1.7.1991 to 31.1.94 will be paid in three instalments as per the following payment schedules.

- i. The 1st instalment of Rs.1,000/-(Rs.One thousand only) will be paid in the last week of June, 1994
- ii. The 2nd instalment of Rs.1000(Rupees one thousand only) will be paid in the month of December,1994 and
- iii. The 3rd instalment i.e. the remaining amount of arrears will be paid in the month of June'95.

4. The interim Relief arrear will, however, be subject to CMPF deduction.

5. It is requested that employees should be encouraged to invest the above amount in the 'Coal India Fixed Deposit Scheme' which will ensure them to earn interest and also facilitate Coal India to tide over the present difficult liquidity position.

6. The employees ceasing employment on account of superannuation, VRS, death etc. may be paid arrear in full in one instalment instead of three instalments.

Sd/- RAP SINGH  
DIRECTOR(P&IR)

CC TO:

1. Chairman, CIL, Calcutta
2. Director(F)/Director(T), CIL, Calcutta
3. Director(P), ECL/BCCL/CCL /BCCL/CCL/WCL/SECL
4. Director(O), CMPDIL, CGM(P), NCL/MCL
5. D(F), ECL, BCCL, CCL, WCL, SECL, NCL
6. GM(F), MCL/CMPDIL
7. CGM, NEC Margherita, Assam
8. CGM(F)/CGM(P)/CGM(S&M), CIL, Calcutta
9. GM, Dankuni Coal Complex, Dankuni

Copy to:- Sri. Dasgupta S. Advisor, INMWF, Rajendra Path, Dhanbad  
Sri. Damodar Pandey, Vice Pres. INMWF, Ramgarh, Bihar  
Sri. Dr. BK Rat, Pres. ABKMS, ABKM, Nagpur  
Sri. Shafiq Khan A. Gen. Secy INWF, Bihar  
Sri. Jayanta Paddar, Vice Pres, HMS, Bengal Hotel, Burdwan  
Dr. MK Pandhe Gen. Secy. CITU, New Delhi

SECL BILASPUR

SECL: BSP: CGM(P&A) 94/30/719

15/17-9-94

Copy forwarded for information and N.A to:-  
All Area CGMs/GMs of SECL  
All Area PMs of SECL  
All Area FMs of SECL  
The GM(F), SECL/G.S.CWS, Korba.

Sd/- CGM(P&A) BSP

SOUTH EASTERN COALFIELDS LIMITED  
OFFICE OF THE CHIEF GENERAL MANAGER(P&A)  
BILASPUR

NO. SECLBSP:PER:P&A:IR:86

Dt: 29-6/4-7\_94

CIRCULAR

The committee constituted vide No. SECL BSP/PER/IR/94/67 dated 15-1-94 for the purpose of streamlining the procedure for payment of charge allowance for handing over and taking over the charge in respect of mining personnel have submitted its report vide No. CGM/KB/PER/208 dt:18-2-94. The recommendations given by the above committee has since been approved by the Functional Director of the company at its meeting on 30-5-94 under item No.134.17.

The recommendations of the committee with regard to payment of charge allowance to mining supervisory personnel are as follows:

1. The charge handing over/taking over allowance is payable to the mining staff employed in underground mines. Therefore no charge allowance is payable to the mining staff employed in the VT centres or in opencast mines.
2. Present quantum of allowance being paid to the Overman/Sr.Overman i.e. half an hour overtime is considered adequate.
3. In the case of Mining Sirdar employed in underground mines and who are required to handover charge, the present rate of allowance i.e. one hour to 1 1/2 hour overtime is also considered reasonable.
4. The charge allowance paid to the Mining Sirdars should be billed as "Charge Allowance Overtime" and should be shown separately in the wage bills. This is required to clearly show that the Mining Staff is being paid overtime for extra work involved in handing over/taking over charge. The term 'Overtime' is required to be mentioned alongwith the charge allowance to indicate that this is being paid in compliance of the provisions of the Mines Act.
5. The normal overtime earned by the Mining Staff for work in extra shift should be shown separately. The normal overtime wages should not be linked or mixed with the payment of the 'Charge Allowance Overtime'.

The above recommendations, which has been approved by the competent authority, shall be implemented with immediate effect. All concerned are requested to take necessary action as above.

Sd/- CGM(P&A) Bilaspur

Distribution

1. CGMs/GMs of all Areas of SECL
2. Dy CPMs/PMS of all Areas of SECL
3. General Supdt, CWS, Korba
4. GM(F) SECL Hqr.
5. Addl. CPM(IR) SECL, Bilaspur
6. TS to D(P) Bilaspur
7. TS to D(T) Oprn Bilaspur
8. TS to DT(P&P) Bilaspur.

: 1 2 :

SOUTH EASTERN COALFIELDS LIMITED, BILASPUR

SECL:BSP:PER:IR:94:998

Dt: 26/27-7-1994

CIRCULAR

To

Dy.Chief Personnel Managers,  
Personnel Managers,  
Dy.Personnel Managers,  
All Areas of SECL.

Sub: Police verification for genuineness of the  
relationship and antecedents in the case of  
new appointees.

Dear Sir,

As per the Company's guidelines, for each appointment we have to verify the relationship and antecedents in respect of new appointees. I am sure that you must be following the above instruction.

In case, you have not written for such verification, please write letters to the respective district authorities with a request to verify relationship as well as antecedents in respect of new appointees, under various schemes, including land losers. While requesting for such verification, you are requested to send photo copy of the attestation form and relationship certificate, submitted by them, for reference.

Yours faithfully,

Sd/- N.Jha Nirmal)  
Addl.CPM(IR&A)

CC: D(P) BSP for kind information.  
CGM(D&A) BOP  
Dy CPM(W/NEE/R) BSP.

COAL INDIA LIMITED: CALCUTTA

No.CIL-C-5A(vi):50774:75.

Ist Aug '94

To

The Chairman-MD, ECL, BCCL:CCL:WCL:NCL:SECL  
The Director Incharge, CMPDIL:MCL:NEC:RAJMAHAL  
The Director(Personnel)ECL,BCCL,CCL,WCL,SECL  
The IG/ED(Vigilance) CIL CALCUTTA  
The Executive Director(Vig)/CVO  
ECL:BCCL:CCL:WCL:SECL:NCL: MCL:CMPDIL

Sub:- Supply of enquiry report to the chargesheeted employees

Dear Sir,

In our circular No.CIL:C-5A(vi):50774:28 dated 12-5-94 it has been mentioned that the disciplinary authority may pass orders after 72 hours of the receipt of the enquiry report by the chargesheeted employees provided no representation has been received by him from the delinquent employee on the enquiry report.

In this connection, it may be pointed out that so far as the time to be given to an employee to submit explanation the Disciplinary Authority may prescribe such time as may be specific by him but not exceeding 15 days in accordance with the Conduct, Discipline and Appeal Rules, 1978. According to Vigilance Manual, for submission of explanation to the chargesheet, the Disciplinary Authority may give the delinquent employee such as may be considered reasonable ordinarily not exceeding 10 days and the delinquent employee after receipt of the enquiry report may make any representation to the Disciplinary Authority within 15 days.

We have mentioned 72 hours as per various Standing Orders and judgements of the High Courts and Supreme Court as 72 hours time is considered minimum reasonable time for submission of explanation to the charges levelled against a delinquent employee. In case, however, if an employee seeks extension of time for submitting explanation to the charges levelled against him or, for making representation after receipt of the enquiry report, invariably an extension of time up to 15 days(including 72 hours already given for the purpose) should be granted if the request is genuine, justified and so deserves. The request for extension for more than 15 days time is normally to be treated as unreasonable and, therefore should not be granted if the disciplinary authority feels that no sufficient justification has been given for extension of time beyond 15 days and the delinquent employees has been adopting dilatory tactics.

It is further clarified that in disciplinary proceedings arising out of CBI and Vigilance cases the provisions of Vigilance Manual may be followed so far as time to be given to an employee for submitting representation on the enquiry report.

Yours faithfully,  
Sd/-RAP SINGH DIR.(P&IR)

SECL: BILASPUR  
NO. SECL: BSP: PER: IR: 94: 1142

22/23-8-94

All CGMs/GMs/Dy CPMS/PMS  
ACPM(EE)/ACPM(W/NEE/R) BSP/PM(IR)/PM(A)/DY PM(IR)/SRPO(IR)/SR.PO(A)  
This for your informn. & N.A. pl.

CC: CGM(P&A)/TS to D(P) BSP.

Sd/- N. Jha ACPM(TD)

SOUTH EASTERN COALFIELDS LIMITED, BILASPUR.

SECL:BSP:PER;IR:IMPL:INMOSSA:(94):1022

Dt:2nd Aug'94

All Dy CPMs/PMS/Dy PMS,  
All Areas.

Sub:- promotion from Mining Sirdars to the post of  
Production-cum-safety Assistants.

Dear Sir,

During the course of meeting with INMOSSA on 27-7-94, the Association representatives informed that norms circulated by CIL in respect of promotion from Mining Sirdars to the post of Production-cum-Safety Assistant have not been implemented properly.

In this connection, kindly note that the norms for promotion of Mining Sirdars to Production-cum-Safety Assistant is very clear i.e. 15% of the total strength of Mining Sirdars will be promoted as Production-cum-Safety Assistant and 15% of the total strength of Production-cum-Safety Assistant will be promoted as Sr. Production-cum-Safety Assistant.

In the meeting, INMOSSA representatives have been assured by the Director(P) that promotion will be made effective to the mining sirdars on the above noted norms within 15 days. If you have not done, this should be done within 15 days positively and confirmation should be sent to this office.

Yours faithfully,  
Sd/-N.Jha Nirmal  
ACPM(IR&A)BSP

CC:

1. CGM(P&A) SECL,BSP
2. CGMs/GMs all areas
3. GS, CWS, Korba
4. TS to D(P) SECL,BSP

COAL INDIA LIMITED: CALCUTTA

REF.NO.CIL/C-5A(vi)/50710/VII/95

Dt: 24-8-94

OFFICE MEMORANDU

S ub:- Reimbursement of Local Travelling Expenses(RLTE)

A reference is invited to CIL's O.M. No.CIL/C-5A/50710/VII/30/41 dt:18/30-5-94 on the above subject.

2. The CIL Board of Directors in its 140th Meeting held on 20-07-94 has decided to modify the above O.M. to the extent as under:-

" The Chairman, CIL and the CMDs of the Subsidiary Companies may relax the provisions in exceptional cases."

Other terms and conditions of O.M. dated 18-5-94 will remain unaltered.

Sd/- K.P.Sinha  
General Manager(Personnel)

Distribution

1. CMDs, ECL:BCCL:CCL:WCL:NCL:SECL
2. Dir.I/cs, MCL/NEC/CMPDIL
3. All HODS in CIL HQRS CAL.
4. All RSMs
5. CGM CIL NEW DELHI
6. GM DCC DANKUNI
7. ED IICM, GONDWANA PLACE RANCHI
8. D(F):D(T): TS TO CHAIRMAN CIL.

Ref:SECL:BSP:PER:CGM(P&A):94:30,709

Dt: 15/17-2-94

Copy for kind inform and N.A. to:

1. All CG Ms/GMs all Areas SECL
2. All AP.Ms/All FMs
3. GM(F) BSP
4. GS CWS Korba

Sd/- CGM(P&A)BSP

SECL:BILASPUR

No. SECL/BSP:PER:I:R:94:1164

Dt: 26-8-94

Dy CPMs/PMS  
All Areas.

Sub:-Supply of quality Gum Boots.

Dear Sir,

Your attention is invited to the captioned subject. The issue has been raised by almost all the Central Trade Unions. We have referred the above issue to GM(Safety) who has contended that though every effort is being made to ensure improvement in quality of safety shoes being provided to the workers of this company. CMD, SAIL during the Tripartite Safety Meeting held on 25-4-94 has given his decision that any damaged pair of shoes shall be replaced, even if the same requires to change within the stipulated period of 6 months.

All the unions may be apprised of accordingly,

Yours faithfully,

Sd/ Mrs.K.Jwaid, Sr. PO  
Bilaspur

CC: TS to D(P)BSP/CGM(P&A)/GM(SAFETY) BSP

17

SECL:BILASPUR

NO.SECL:BSP:PER:I:R:94:1169

Dt: 26-8-94

Dy CPMs/PMs  
of All Areas  
SECL.

Sub:-Inclusion in IR system

Dear Sir,

Your attention is invited to the captioned subject. In this connection, this is to inform you that as per clause 5 of Code of Conduct, already circulated to the Area vide 429 dated 3-8-94, the trade unions may be entertained accordingly. You are requested to kindly ensure the same and send compliance report to the undersigned for perusal of competent authority.

Yours faithfully,

Sd/-N.Jha,ACPM(IR&A)BSP

CC: CGM(P&A)/TS to D(P)/Sr.P.O.(IR) BSP

COAL INDIA LIMITED:CALCUTTA

CIL:C-5B-VRS:3454

Dt: 3-9-94

The Chairman, ECL/BCCL

Dear Sir,

Sub:-Clarification on voluntary retirement scheme.

Your attention is invited to letter No.49010-15-88/CP/PRO dt:22-4-94 from Sri.DK Sharan, Director, Govt, of India, Ministry of coal reg. guidelines on voluntary retirement scheme wherein it was stated at para(f) that the DPE's Voluntary retirement scheme may not be made applicable to the employees who are likely to superannuate within three years i.e. those who have completed 57 years of age.

You may be aware that the matter was taken up with the Ministry of Coal vide my DO letter dated the 5th August '94 addressed to Sri.BB Rao, Dy Secretary, Ministry of coal explaining therein that the financial liability for payment of terminal benefitsto the employees under VRS is either based on (i) the length of service rendered or,(ii) the balance period left before the normal date of superannuation, whichever is less. It was, therefore suggested to delete the aforesaid restriction as mentioned at para No.1 above.

I have since received a reply from the Ministry vide their letter No.49016:15:86-CPPRT(Vol.II) dated 22-8-94 clarifying that the para (f) of the MOC's letter dated 22-4-94, referred to above, may be treated as deleted.

You are, therefore, requested to implement the decision and ensure that adquate steps are taken to attract as many employees as possible opting under VRS. In this connection, it is re-iterated that other guidelines as contained in the above mentioned letter dated 22nd April '94 of Ministry of coal will remain applicable.

Yours faithfully,

Sd/-RAP SINGH  
DIRECTOR(P&IR)

CC: Chairman-MD CCL,SECL,WCL NCL  
DIR.I/c MCL:CPDIL;NEC  
DIRECTOR(P) ECL:BCCL:CCL:WCL:SECL:  
ALL HODS CIL CAL.  
ALL RSMS CIL/GM(SALES)/OFFICER I/C OF CAL. BASED OFFICE  
OF ECL:SECL:CCL:WCL:SECL:NCL:MCL

Ref.SECL:BSP:CGM(P&A):30;94;702

Dt: 13/14-9-94

All Area PMs SECL  
CTS SECL/PM(IR)/TS TO D(P)

Sd/-C.G.M.(P&A) SECL BSP

FAX/TELEX MESSAGE

FROM: RAP SINGH DIR(P&IR) CIL CALCUTTA  
FOR: Chairman MD, ECL:BCCL:CCL:WCL:SECL:NCL  
RPT: DIR.I/C MCL:CMFDIL:NECL  
DIR.(P)BCCL:CCL:WCL:SECL:/DIR(O) CMFDIL RANCHI  
CGM(P)/INCARGE, ECL SANCTORIA/CGM CIL NEW DELHI  
GM(IR/P, NCL/MCL

YOU MAY BE AWARE THAT CORE GROUP MEETING WAS HELD ON PRODUCTION/ PRODUCTIVITY LINKED BONUS/REWARD FOR THE YR 1993-94 THE CORE GROUP AGAIN MET ON 6-9-94 and 7-9-94 BUT COULD NOT FINALISE THE SCHEME ON ACCOUNT OF THE FACT THAT AUDITED REPORT OF CAG WAS NOT AVAILABLE AND IT IS LIKELY TO TAKE SOME MORE TIME.

In view OF THE ENSUING PUJA FESTIVAL IN THE MONTH OF OCTOBER, 1994, A DECISION HAS BEEN TAKEN TO PAY BEFORE 30th SEPT'94, AS A GESTURE OF GOODWILL AS UNDER AN ADVANCE AGAINST PRODUCTIVITY LINKED BONUS|PRODUCTIVITY LINKED REWARD FOR THE YR 93-94, PENDING FINALISATION OF THE SCHEMES(.

(1) THE EMPLOYEES DRAWING WAGES UPTO Rs.3500/- PER MONTH WILL BE PAID AN ADVANCE OF Rs.2100/- (RUPEES TWO THOUSAND ONE HUNDRED) ONLY WHICH WILL BE SUBSEQUENTLY ADJUSTED AGAINST THE PAYMENT OF PRODUCTIVITY LINKED BONUS(PLB)/PERFORMANCE LINKED REWARD(PLR) FOR THE FINANCIAL YR 93-94 ON PRORATA BASIS(.

(2) THE EMPLOYEES DRAWING WAGES/SALARY EXCEEDING Rs.3500/- PER MONTH WILL BE PAID Rs.1500/- ON PRORATA BASIS(.

YOU ARE, THEREFORE, REQUESTED TO MAKE ARRANGEMENT FOR *the* PAYMENT OF THE ADVANCE AS MENTIONED ABOVE WELL BEFORE 30th SEPT'1994 THE ELIGIBILITY NORMS FOR THE PURPOSE OF PAYMENT WILL BE AS UNDER:

(i) THE EMPLOYEES WHO HAVE ATLEAST WORKED FOR 30(THRITY) WORKING DAYS DURING THE YR 93-94 ARE ELIGIBLE FOR PAYMENT OF PRODUCTION/PRODUCTIVITY LINKED BONUS(.

(ii) EMPLOYEES DISMISSED FROM SERVICES FOR FRAUD, RIOTOUS OR VIOLENT BEHAVIOUR OR THEFT OR MIS APPROPRIATION OR SABOTAGE OF CO.'s PROPERTIES WILL BE DISQUALIFIED TO RECEIVE THE ABOVE PAYMENT(.

(iii) The PAYMENT OF PRODUCTION/PRODUCTIVITY LINKED BONUS SHOULD BE CALCULATED BASED ON THE YEARLY CALCULATION OF WAGES AND NOT BY MONTH BY MONTH CALCULATION IN RESPECT OF ALL EMPLOYEES WHETHER PIECE-RATED, DAILY RATED AND MONTHLY RATED AS CLARIFIED EARLIER VIDE THIS OFFICE CIRCULAR NO.CIL:C-5B:59188-474 DATED 2 14-9-1983(.

(iv) The EMPLOYEES WOULD INCLUDE ANY PERSON OTHER THAN APPRENTICES.

(v) The term 'SALARY' OR 'WAGES' WILL INCLUDE BASIC PAY, FIXED DEARNESS ALLOWANCE, VARIABLE DEARNESS ALLOWANCE, SPECIAL DEARNESS ALLOWANCE, CITY COMPENSATORY ALLOWANCE AND LEAD AND LIFT, BUT WILL NOT INCLUDE REMUNERATION BY WAY OF OVERTIME WORK, UNDERGROUND ALLOWANCE, HOUSE RENT ALLOWANCE, CHARGE ALLOWANCE AND DIFFICULTY ALLOWANCE.

(vi) APPRENTICES AND OTHER TRAINEES WHO WERE IN RECEIPT OF CONSOLIDATED STIPEND DURING THE YEAR WILL NOT BE ELIGIBLE FOR PAYMENT DURING THE PERIOD THEY RECEIVE STIPEND(.) THEY WILL, HOWEVER, BE ENTITLED TO PAYMENT OF PRODUCTION|PRODUCTIVITY LINKED BONUS/REWARD FROM THE DATE THEY ARE PLACED IN THE REGULAR PAY SCALE PROVIDED THEY FULFILL OTHER CONDITIONS LAID DOWN ABOVE(.

NECESSARY INSTRUCTIONS FOR PREPARATION OF BILLS|PAYMENTS MAY PLEASE BE GIVEN IMMEDIATELY(.

RAP SINGH DIRECTOR(P&IR)

.....CONTD..PAGE"20"

COAL INDIA LIMITED:CALCUTTA  
NO.CIL-C-5B/NCWA-IV/3207

Dated 13-9-1994

The Chairman, MD, ECL, BCCL, CCL, WCL,  
SECL: NCL  
The Director Incharge, MCL, CMPDIL, NEC

Dear Sir,

Sub:- Clarification on operation of clause 9.4.3. of NCWA

You are aware that a decision was taken by all of us to impose a moratorium on operation of clause 9.4.3 of NCWA-IV with effect from 1st April 1994 on account of certain compelling circumstances. Subsequently, some clarifications were issued in this connection vide this office FAX Message No.CIL:C-5B:2002 dated 27-7-1994 which are reproduced below for your ready reference.

- (1) Employment be provided to the dependents of such employees already declared medically unfit prior to April '94 i.e. prior to imposition of moratorium on operation of clause 9.4.3.
- (2) Cases already referred to Appellate Medical Board but not processed further and not decided on account of the said moratorium on operation of clause 9.4.3. of NCWA-IV may now be disposed of and decided.
- (3) Cases in which Medical Boards were already held but results were not declared on account of the said moratoriums should be decided immediately and further action be taken accordingly.

It has now been decided that the following cases will be treated as exception to the moratorium imposed with effect from 1-4-1994 i.e. moratorium is relaxed in respect of employees suffering from the following diseases:-

- (a) Cancer (Not of primary stage) leading to permanent disability and of bad prognosis.
- (b) Leprosy complicating with deformities and/or loss of parts of limbs.
- (c) Paralysis of permanent nature with loss of locomotion movements and loss of co-ordination.
- (d) Heart attack leading to cardiovascular complication of permanent nature.
- (e) Total blindness of both eyes.
- (f) Kidney failure with complications.

The cases covered under (a) to (f) above which had come to our notice prior to 1-4-1994 or will be coming before us thereafter and in future will be dealt with accordingly. There will be no age bar in regard to such cases.

You are requested to kindly advise the concerned officials to adhere to the above instructions strictly.

CC: D(P), ECL, BCCL, CCL, WCL, SECL  
D(O), CMPDIL/GM (IR), MCL, NCL  
All Core Gp. members for inform.

Yours faithfully,  
sd/- RAP SINGH  
DIRECTOR (PERS & IR)

REF: SECLBSP: CGM(P&A) 94:30:760

Dt: 20/30-9-94

Copy for inform & N.A to:- All CGMs, PMS/AFMs of SECL Areas  
GM(F)BSP/GS CWS, Korba.

Sd/-CGM(P&A) BSP

No. CIL-C-5B/NCWA/IV/3266

13-9-94

The Chairman-MD, ECL, BCCL, CCL, WCL, SER, NCL  
The Director In-charge, MCL, CMPDIL, NEC

Dear Sir,

- Sub:-
1. Grant of annual increment to the employees who reached the maximum of the scale of pay under NCWA-IV-Clause 2.10.4.
  2. Upgradation daily rated and monthly rated employees who have remained in same category/grade for 10 years or more under NCWA-IV Clause 2.11.
  3. Grant of Special Piece-rate allowance (SPRA) in respect of piece rated workers on the existing rate and one additional SPRA under NCWA-IV clause 3.11.3 and 3.12 respectively..

As you are aware, Clause 2.10.4, 2.11 & clause 3.11.3 of NCWA-IV became inoperative on account of expiry of the period of said agreement with effect from 30-6-1991, but they were subsequently extended for a period beyond 30-6-1991 and upto 1-7-1993.

Since the negotiation in respect of NCWA-V has been delayed due to various reasons, it has been decided to extend the benefit of increments beyond the maximum of the scale, service linked upgradation and SPRA to such of the employees who have not been given such increments from 1-7-1994 including those who could not get these facilities upto this date with a view to maintain harmonious industrial relations and as a gesture of goodwill, as under:-

- (1) Employees who reached the maximum of the pay scale as on 30-6-1993 but not granted annual increment, be granted annual increment on their due date at the last incremental rate.
- (2) The employees who were drawing their increment beyond the maximum of the scales of pay but they were not granted such increment after 30-6-1993 will also be granted annual increment equivalent to the last incremental rate on their due date.
- (3) The employees who have completed 10 years or more services in the same category/grade as on 1-7-1994 will be upgraded with effect from 1-7-1994. They will, however, continue to do the existing jobs having the same designation.
- (4) Piece-rated employees who were on the roll on 30-6-93 and continued to be so on 1-7-94 and if were not granted SPRA would be granted special piece rate allowance at the existing rate applicable to their group on their due date.
- (5) Piece-rated workers who have completed service of 10 years or more in the same group as on 1st July, 1994 and are eligible for additional SPRA and if the same has not been granted earlier be also granted one additional SPRA on completion of 10 years or more service as on 1-7-94.

The above incremental benefits will, however, be adjusted in the revised pay scale after the conclusion of NCWA-V.

Yours faithfully,

Sd/-RAP SINGH  
DIRECTOR(P&IR)

contd....

: 22 :

Copy for information and necessary action to:

1. Director(P), BCCL:CCL:WCL:SECL
2. Director(F), ECL:BCCL:CCL:WCL:SECL
3. Director(O) CMPDIL
4. CGM(P) Incharge ECL/GM, Dankuni coal Complex
5. GM(P/IR) MCL:NCL/GM CIL NEW DELHI
6. CGM(S&M) CIL CAL./GM(F) MCL NCL CMPDIL CIL
7. DY CPM(AW) CIL CALCUTTA

Copy for information to:

Chairman, CIL Calcutta  
Director(F)/D(T) CIL, Cal.  
All members of core group.

-----  
REF:SECL:BSP:PER:CGM(P&A)/94/30/761

Dated 20-9-94

All CGM/GMs/APMs/AFMs  
GM(F) SECL,BSP  
PM(Admn) SECL.

SN/EGM(P&A)