



COAL INDIA LIMITED
'COAL BHAWAN'
10 N S ROAD, CALCUTTA-700 001

No.CIL/C-5A(vi)/50729/CCC/26

Dated April 26, 2002

OFFICE MEMORANDUM

In pursuance of the decision of the Board of Directors of Coal India Limited in its 195th meeting held on 30th April, 2001 at Kolkata, the **'Transfer Policy'** in respect of Executives under Common Coal Cadre and in respect of Executives & Non-executives working in sensitive disciplines are hereby amended as under :

GENERAL:

- 1) Transfers should normally be programmed during the beginning and end of the academic year.
- 2) Executives who have less than 02 years service left are not to be transferred normally. They may be given a posting of their choice if vacancy is available, keeping in mind the administrative requirement.
- 3) Transfer of executives posted in projects are to be covered by the Government guidelines on the subject.
- 4) Transfer & posting of executives trained specially should be in line with their specialisation.
- 5) Large scale transfer is to be avoided, but at least 10% of the executives satisfying the criteria laid down hereunder be transferred each year.
- 6) Transfer on 'Administrative Ground' may be effected at any time.
- 7) Executives of M1 grade and above who have been working in the same company for more than 10(ten) years either in the same capacity or in different capacities, be transferred to another company.
- 8) Officer transferred from one company to another will not be transferred to the company in which he was earlier posted before expiry of 03(three) years period.

SENSITIVE POSTS:

The following areas of operation in the executive cadre will be declared as sensitive:

- Sales & Marketing }
 - Stores & Purchase }
 - Materials Management } All posts
 - Civil Engineering }
 - Security }
 - Vigilance }
- CGM/GM as Incharge of Areas/Washeries
- Project Officers - Incharge of collieries, establishments
- Personnel - All area PMs

Transfer Policy I

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- Finance - All Area FMs
- E&M -(a) All Heads of E&M discipline in Areas
(b) Incharge of Workshop
- Excavation -(a) All Heads of Excv discipline in Areas
(b) Incharge of Workshop
- Contract Management Cell - All Executives

The executives working in the the above disciplines/operations will be transferred/rotated as mentioned below:

- (a) Those in M1, M2 & M3 grades will be transferred to other subsidiaries on completion of five years. They would however, be rotated within the company on completion of three years on the sensitive posts or earlier at the discretion of the management.
- (b) Those in E1 to E5 scales will be rotated within the subsidiary company on completion of three years.
- (c) Officer transferred from one company to another will not be transferred to the company in which he was earlier posted before expiry of 03(three) years period.

NON-EXECUTIVES:

The following Areas of operation in the non-executive cadre will be declared as sensitive:

- 1) Store personnel
- 2) Security personnel/Vigilance watchers
- 3) Assistants dealing with purchase
- 4) Assistants dealing with sales especially road sales
- 5) Weigh Bridge Staff
- 6) Loading Clerk/Loading personnel
- 7) Bill clerks
- 8) Persl. Officer's clerks posted in collieries
- 9) Overseer(C)/Engineering Assst.(C)
- 10) Medical Officer's clerks posted in collieries
- 11) Assistants dealing motor vehicle works
- 12) Staff posted in Central Hospitals to look after supply of meals etc. to patients
- 13) Caretaker of the Guest House

- (1) Personnel declared on the above listed job should not be allowed to stay in a particular place for more than three year at a time. They will be rotated within the company on completion of three years and this rotation/transfer will be regulated in a routine matter and to be monitored by the Hqrs of the Subsidiaries.
- (2) On promotion from non-executive cadre to executive cadre they will be transferred to other subsidiary companies.

POSTING ORDERS:

- (1) The CMDs will ensure effective monitoring of transfer/posting within the subsidiary.

- (2) The D(P&IR), CIL will ensure effective monitoring of transfer/posting of inter-subsidary transfer/posting.
- (3) Any person who bring or attempts to bring outside pressure in the matter of transfer and posting will be proceeded against as per CDA Rules of CIL. An adverse entry will also be made in the EERs of the officer concerned.

This supersedes the existing 'Transfer Policy' in vogue in General and in Sensitive Posts.

The revised 'Transfer Policy' will come into force with effect from 1st April, 2002.

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CHIEF GENERAL MANAGER(PERSONNEL)

Distribution:

1. CMDs. ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
2. Director(T)/Director(F)/Director(Mng)/Director(P&IR), CIL
3. Director(P), ECL/BCCL/CCL/WCL/SECL/NCL/MCL
4. Director(T), CMPDIL
5. TS to Chairman, CIL
6. CGM(MP&IR), CIL
7. CVO, CIL
8. CVOs. ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
9. CGM(P)/GM(EE), ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
10. Wing Heads- CIL/C-5A(i)/(ii)/(iii)/(iv)/(v)/CC
11. Executive Director, IICM, Ranchi
12. CGM, NEC, Guwahati
13. All Divisional Heads of CIL(Hqrs)
14. CGM/ CIL, New Delhi
15. GM, DCC, Dankuni
16. Sr.ES to D(P&IR)/Sr.ES to CGM(P), CIL
17. Sr.ES to Chairman, CIL
18. Guard file