

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

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KOLKATA-700156 (WB)



एक महारत्नकंपनी

A Maharatna Company



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

संदर्भ सं: CIL/C5A (PC)/Communication/ 372

दिनांक: 17.02.2020

कार्यालय ज्ञापन

विषय: CIL Executive Communication Policy

To provide a framework for good communication within the work environment of the Company, CIL has formulated an internal Communication policy called as "CIL Executive Communication Policy" which is enclosed for information and compliance by all concerned.

This issues with the approval of the Competent Authority.

(पी.वी.के.आर.एम. राव)

महाप्रबंधक (कार्मिक/नीति)

संलग्नक: As above.

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)/ D(T), 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. GM, NEC
11. GM, NDLO
12. GM/ HoD, IICM
13. DGM/TS to D(P&IR), CIL
14. HoD (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.
15. HoD(CC&PR), CIL



CIL Executive Communication Policy

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CIL Executive Communication Policy

1.0. Title and Commencement

This policy shall be called as '**CIL Executive Communication Policy**'. It shall come into force with immediate effect.

2.0. Philosophy

CIL believes that clear, transparent, coordinated and timely employee communication is important for enhancing and streamlining internal communications to reinforce Company's vision and strategic priorities. The people in the organization need to think, feel and act in order to make the goals a reality. Executives should hold right perception, attitude and have trust in the Organization. Executives in CIL inherently have an ownership of their jobs, and the Company honours that ownership and helps make the Executive smarter, a more intelligent, and confident and a broad-thinking partner in the business of the Company.

This Policy is intended to provide a framework for good communication within the work environment of the Company. The purpose is to ensure that the Executives of the Organization are well informed, understand how the Company operates, support each other, carry out their daily tasks efficiently and effectively.

3.0. Scope and Applicability

This Policy applies to the internal communications happening between the Executives of the Company in their day to day activities. It does not apply to external communications with the stakeholders or the media.

4.0. Communication Mediums

CIL will engage the following mediums to articulate its vision and to realize the objectives of the Policy:

a) Corporate News

CIL thrives to provide all its employees and stakeholders with clear, honest and transparent communication. Coal India will use social media platforms like Twitter and Facebook to showcase its corporate news, achievements, events, happenings, good practices, CSR, etc.

The Twitter handle (@CoalIndiaHQ) and Facebook page (@coalindiaHQ) of Coal India are verified by Twitter and Facebook respectively. These apps will be updated



every day by CC&PR Department of CIL to connect most of the target audience comprising of employees and stake holders across the globe.

b) CIL Intra-communication Portal

CIL will develop an intra-communication portal for Executive communications, including breaking company news and announcements, compensation and benefits information, employee details, corporate policies, etc.

The underlying objective is to empower Executives with the knowledge and ability to access relevant information to help them perform effectively and efficiently in their job roles.

The portal would connect Executives across CIL & its Subsidiaries. All Executives will be provided with Login Id and password for the Company's Intra-communication portal.

The System Department of CIL will be the Nodal Department for the administration of the portal.

c) Open forum with Leaders of the Company

On special occasions, the Leaders of the Company (CMDs/ Directors/ HoDs) will address the employees of the Company in an open forum. In such open forums, the concerns, ideas and future goals of the Organization would be discussed to establish proper communication among the Executives on those issues.

d) Video uploads

The Chairman, CIL & the CMDs of Subsidiaries would address employees on all important occasions such as Independence day, Republic Day, Foundation day, etc. through video uploads in the Company's portal and social media.

e) e-Communication

e-Communication has already acquired prominence among all the communication modes. CIL provides corporate e-Mail ids to all Executives for faster and effective communication.

As a part of e-initiatives, CIL has already started implementing e-Office in CIL & its Subsidiaries. The use of e-Office for all internal official communications between CIL & its Subsidiaries will be encouraged for maintaining more transparency and accountability in the day to day functions of the Company.

Company's circulars/ guidelines/ policies, etc. would be uploaded in the portal of CIL for ready references to the Executives of the Company.



5.0. Interpretation

The power to interpret the Policy is reserved with the Director (P&IR), CIL and his/ her interpretation will be final.

6.0. Savings

Chairman, CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this policy as and when needed for the reasons to be recorded in writing.