

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोलभवन "COAL BHAWAN"

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महारत्नकंपनी

A Maharatna Company

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

Ref: CIL/C5A (PC)/Transfer/2849

Date: 21.05.2018

OFFICE MEMORANDUM

Sub: CIL Executive Job Rotation & Transfer Policy

The CIL Board in its 360th & 362nd meeting held on 10.03.2018 & 28.04.2018 respectively, approved "CIL Executive Job Rotation & Transfer Policy" to provide comprehensive and diverse "on-the-job" learning opportunities to all Executive cadre employees for their growth and development.

A copy of the approved Policy is enclosed for implementation.

The CIL Board directed that transfer should be done on chronological order i.e., longest duration Executives in one place be transferred first while transferring/ rotating Executives, under this policy, on completion of 5/ 10/ 15 years. The Board further directed that to the extent possible, transfer should take place in the month of April so that before the commencement of academic year, the transferred Executives can join new place of posting and get school admission for their children.

Regarding transfer of Executives of Medical discipline, CMPDIL, Coal Videsh and IICM, the Board approved in-principle and authorized Chairman, CIL to take decision on need basis.

The Policy shall come into force with immediate effect. This is for information and compliance by all concerned.

(PVKRM Rao)

General Manager (P/Rect/ PC)

Distribution:

1. D (P&IR)/ D (F)/ D (T)/ D (M), CIL
2. CMD, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
3. CVO, CIL
4. Functional Directors, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
5. CVO, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
6. GM/TS to Chairman, CIL
7. GM/ HoD (P/EE), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
8. GM/ HoD (Finance), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL

9. Company Secretary, CIL – in reference to your letter no. CIL/XI(D)/04112/2018/20742 dated 23.04.2018 and CIL/XI(D)/04112/2018/20883 dated 11.05.2018.
10. GM, New Delhi Office
11. GM/ HoD (IICM)
12. GM, NEC
13. GM (System), CIL – with a request to please upload the same in CIL website for information of all Executives.
14. Master File

CIL Executive Job Rotation & Transfer Policy

1. Title and commencement

This policy shall be called the 'CIL Executive Job Rotation & Transfer Policy'. It shall come into force with immediate effect.

2. Scope and applicability

This policy shall apply to all Executives as provided.

3. Job rotation and transfer philosophy

CIL is committed to provide comprehensive and diverse 'on-the-job' learning opportunities to all Executives for their growth and development. The organization is equally committed to provide a level playing field to the Executives and enable them to pursue their professional interests, while keeping in mind the business requirements. Job rotations and transfers will ensure availability of the right type of talent (defined in terms of technical and behavioral competencies), at the right place and at the right time. Through this process, Executives are exposed to diverse experiences for overall development so as to provide leadership at all levels in the organization.

Job rotation would mean rotating Executives, after a set period of time, in different roles in the same discipline, different units and subsidiaries in the same grade or on promotion. It provides an opportunity to work in different units and establishments of the Company, gaining valuable insights into the diverse working environment, technologies and culture of the company. It is also an opportunity to improve Executive motivation and morale, particularly for those who have been working in one position/ role for a long period of time or whose job is of repetitive or stressful in nature.

4. Job Rotation Policy

Job rotation can be inter department in a functional discipline, inter unit or inter area as given below:

a) Inter sectional rotation in a functional discipline.

Inter Sectional rotation is applicable to Executives working in CIL and subsidiary HQs where the work is organized in different Sections under a functional discipline.

Executives working in a section would be rotated on completion of 5 years in a Section.



b) Inter Unit Rotation

- (i) Area will enable exposure of Executives to different units and functions in a discipline at the earlier stage of their career by rotating them from one unit to another within the Area.
- (ii) Executives will be rotated from one colliery/ project to another colliery/ project within an Area on completion of 5 years at a colliery/ project in the Area.

c) Inter Area Rotation

Executives will be rotated from one Area to another on completion of 10 years in an Area. The Area General Managers shall work in an Area, in the same post, for the tenure as applicable for sensitive post irrespective of their tenure in that Area in another post.

However, Executives can also be rotated before completion of the period of service mentioned above, if need so arises, at any time, on administrative grounds.

HQs to be treated as an Area for the purpose of inter Area rotation.

d) Retaining Executives in case of exigencies

An Executive may be retained, in exceptional circumstances, for a period not more than one year longer than that prescribed herein above, due to exigencies of work, for the reasons to be recorded by the concerned Authority.

No further extension of retention beyond the 1-year period should be allowed in any case.

5. Authority for effecting inter-Section/ Unit/ Area Rotation

The inter sectional, inter unit and inter area rotations mentioned above will be carried out by the following functionaries:

- a) Inter sectional rotation within a functional discipline shall be approved by the concerned Functional Director in CIL or Subsidiaries, as the case may be.
- b) Area General Manager shall approve inter unit rotations in the Area except in the case of Colliery Managers and Project Officers.
- c) Inter Area rotation in a Subsidiary shall be approved by the concerned Functional Director, except in the case of Area General Managers.
- d) Rotation of Colliery Managers, Project Officers and Area/ HQ HoDs will be decided by the concerned Functional Director and that of the Area General Manager shall be decided by the Chairman-cum-Managing Director of the Subsidiary in consultation with concerned Functional Directors.

6. Monitoring and reviewing the progress of the rotation

The Director (P&IR) at CIL and the D(P) at Subsidiary level are the nodal Executives for monitoring and reviewing implementation of the rotation program.

7. Transfer Policy

The objective of transfer policy is to ensure even redeployment of manpower across the Subsidiaries as per availability of vacancy for optimization of performance. Executives shall be transferred from one Subsidiary to another, subject to conditions stipulated hereunder:

- a) Transfers shall normally be programmed during the period from April to June of every year.
- b) Transfers on 'administrative ground' shall be effected at any time by the concerned Authority.
- c) An Executive transferred from one company to another will not be transferred back to the Company from where he was transferred for minimum 3 years.
- d) Subject to administrative exigencies, the following category of Executives shall be given special consideration under the job rotation and transfer policy as under:
 - i. Executives who have less than 2 years of service left may not normally be transferred, or maybe given a posting of their choice, if vacancies are available, keeping in mind administrative requirements.
 - ii. As far as possible, working couples in CIL/ Subsidiaries may be accommodated in the same/ nearest location in the Company.
 - iii. Executives suffering from the following illness at chronic stage may be exempted from transfer under this policy:
 - a. Cancer, not of primary stage
 - b. Paralysis of permanent nature
 - c. Leprosy
 - d. Kidney failure
 - e. Total blindness
 - iv. When the transfers of physically handicapped persons as defined under the PWD Act, 1995, become inevitable due to non-availability of vacancies, it will be ensured that such Executives are accommodated nearest to their original place of posting.



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- v. An Executive who is also a care giver of his/ her disabled child may normally be exempted from transfers. The word disabled includes (i) blindness or low vision, (ii) hearing impairment, (iii) locomotor disability or Cerebral Palsy, (iv) leprosy cured, (v) mental retardation (vi) mental illness, (vii) multiple disabilities and (viii) autism spectrum disorder.

8. Transfers on promotions

Executives will be transferred from one Subsidiary to another as below:

- i. Executives on promotion from E5 to E6 grade shall be transferred out of the Subsidiary/establishments of CIL HQs, irrespective of their length of service in the Subsidiary/ establishments of CIL. However, such executives in E5 grade who have spent less than one year in a Subsidiary/ establishments of CIL would be exempted from transfer on promotion to E6 grade. The bar of one year will not apply in cases of request transfers.
- ii. Transfer of Executives on promotion from E6 to E7 and onwards would be on need based.
- iii. Executives posted as Company Secretaries on promotion would be transferred as per administrative requirements.
- iv. In case of transfer on promotion, the Executives should be released to join the promoted post in the respective Company within 30 days from the issue of the order. In the event of non-release, the Executives will be deemed to have been released on expiry of 30 days and must join accordingly.

Non-joining on the promoted post within the stipulated time would lead to cancellation of the promotion order and debarring the executive for one subsequent DPC for promotion to the post.

9. Transfers in general

- a) An Executive shall be transferred from one subsidiary to another subsidiary on completion of 15 years in a Subsidiary irrespective of promotion or grade.
- b) Executives can be transferred from one Subsidiary to another subsidiary, at any time, to fill vacancies in different grades available in subsidiaries and for rationalizing the manpower deployment.
- c) CIL will maintain a database of 'Preference of Posting' (Maximum 3 Companies) of Executives and subject to other conditions provided in the policy, such preferences may



be considered while transferring Executives on promotions or for manpower rationalization.

- d) While considering the transfers in a grade, Executives with relatively higher length of completed years of service in a subsidiary would be preferred first for transfer.
- e) Transfers based on 'Preference of Posting' would be considered as 'Administrative transfer' for the purpose of transfer benefits under the relevant rules.
- f) Posting in CIL Hq and establishment under its direct control would be deemed as transfer in a subsidiary for the purpose of implementing the provisions of this policy.

10. Transfers on Requests

Executives could be transferred from one subsidiary to another subsidiary based on their request but subject to administrative requirements. 'No objection' of CMDs from the existing subsidiary and acceptance from the subsidiary to which transfer is to be made shall be necessary.

Application for Request Transfer shall be submitted online by the Executives. Subsidiaries shall forward the applications, with their consent/ comments, within the prescribed time limit in the online transfer module. In case of not forwarding the application, it shall move to the next higher level on expiry of the timeline and the consent shall be presumed in such cases.

11. Sensitive post transfers

- i. If an Executive holding a sensitive post continues to be in the post for 3 years, he would be transferred from that post on completion of the 3 years. However, an Executive may be allowed to continue in a sensitive post, for administrative reasons, for a period beyond 3 years subject a maximum total duration of 5 years in the post.
- ii. Posting of Executives in Vigilance department and premature reversions would be done by the Chairman-cum-Managing Director of the subsidiary in consultation with the Chief Vigilance Officer of the subsidiary.
- iii. The sensitive posts shall be as per OM no. CIL/C5A(ii)/Transfer/Sensitive/B-371 dated 15.11.2013 and as would be amended/ modified from time to time.
- iv. Transfer orders issued under sensitive category should be implemented within 30 days of issuance of orders. In the event of non-release of the transferee within the aforesaid period, he will be deemed to have been released on expiry of the 30 days and such an Executive must join the new place of posting accordingly.



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12. Transfer of Non-Executives on promotion to Executive cadre

Non-Executives on promotion to Executives cadre shall be subject to inter subsidiary transfer. They will not be transferred back to the company in which they earlier posted for a minimum period of 3 years.

13. Other provisions

- i. While considering transfers under this policy, it shall be ensured that all Executives get opportunities to work in minimum 3 subsidiaries. Postings in CIL and establishments under its direct administrative control are to be treated as subsidiary posting for the purpose.
- ii. Any person who brings 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 PRIDE/ PAR form of the officer concerned.
- iii. The Director(P&IR), CIL and the CMDs of subsidiaries will ensure effective implementation of transfer/ posting of the Executives.

14. Repeal

Unless specified otherwise, all existing provisions of the CIL Executive Job Rotation & Transfer Policy and subsequent amendments and circulars will stand superseded by this policy from the date of its commencement.

15. Savings

Chairman, CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this policy at his discretion or on administrative grounds in the interest of the Company for reasons to be recorded in writing.

