

Syllabus of Welfare/ Personnel Discipline

1. Manpower Planning:

- a) Manpower Planning and Process
- b) Assessment of manpower- shortage / surplus
- c) Requirement of statutory / non statutory personnel
- d) Manpower Budgeting & Planning
- e) Recruitment and methods of selection

2. Industrial Relation:

- a) Meaning and Scope of Industrial Relations
- b) Impact of industrial Relations
- c) Role of Government in Industrial Relations
- d) Industrial Relation System in GIL/Subsidiary companies
- e) IR machinery statutory or otherwise
- f) Grievance and its redressal

3. National Coal Wage Agreement :

- a) History
- b) Periodicity of NCWA-I to IX
- c) Constitution of JBCCI
- d) Grade/Categorization
- e) Concept of Minimum Wages
- f) Social Security Schemes (Life Cover Scheme / Workmen Compensation Benefit/ Provision of employment/ payment of monthly monetary compensation to dependents/ gratuity/ex-gratia)
- g) Welfare measures (Housing/ Town Administration/ Water Supply/ Medical facilities / Ambulance/ Educational facilities/ Canteen / Other welfare activities)
- h) Wages and Wage structure.
- i) Attendance Bonus.
- j) Annual increment / Rate of increment.
- k) Wage rate and work norms of piece rates workers
- l) Fall back wages
- m) Lead Lift and tub pushing
- n) Special Piece Rate Allowance
- o) Other Allowance under NCWA
- p) Leave Rules and national / festival holidays
- q) RRF and LLTC

- r) HRA for employee in Urban Area
- s) Recovery of electricity charges
- t) Supply of fuel / Reimbursement of fuel
- u) Payment of overtime wages
- v) Wages for weekly day of rest/ date of retirement
- w) Anomaly in pay fixation
- x) Dress / uniform Manual

4. Industrial Employment Standing Orders Act: 1946
5. Conduct Discipline & Appeal Rules Applicable to Executives of Coal India.
6. Trade Union Act :1926
7. Collective Bargaining:
 - a) Concept
 - b) Process
8. CIL's Rehabilitation and Resettlement Policy
9. CIL's Policy on corporate Social Responsibility and Sustainable Development
10. Labour Legislation:
 - a) Industrial Disputes Act, 1947 (with recent amendments)
 - i. Conciliation/reference of disputer through Labour court/ Tribunal
 - ii. Awards
 - iii. Provision of Payment of Wages under ID Act in case of appeal in High Court against the Award.
 - b) Payment of Wages Act, 1936
 - c) Minimum Wages Act, 1948

- d) Employees Compensation Act, 1923
- e) Payment of Gratuity Act 1972
- f) Shop and Commercial Establishment Act
- g) Coal Mines Provident Fund a. Misc. provision Act, 1948
- h) Mines Act 1952
- i) Maternity Benefit Act
- j) Payment of Bonus Act, 1965
- k) Factories Act, 1948
- l) Persons with disabilities (equal Opportunities, protection of rights and full participation) Act, 1995
- m) Coal Mines Pension Scheme 1998
- n) Apprenticeship Act, 1961
- o) Contract Labour (Regulation and Abolition) Act, 1976
- p) Indian Trade Union Act 1926
- q) Right to Information Act, 2005

11. Rules pertaining to reservation of SC / ST / OBC / Handicapped / ex-serviceman in Public Sector Undertakings

12. Discipline and procedure of domestic enquiry

13. Theories of Motivation

14. Decision making and Delegation

15. Training and Development

16. Performance Management System

17. Difference between HR, Personnel and HRD

18. Labour Welfare Concept and Industrial Health