

THE SINGARENI COLLIERIES CO.LTD.
A Government Company



**EXECUTIVES' PROMOTION RULES
APPROVED VIDE MINUTE NO.5 OF BOARD
OF DIRECTORS MEETING HELD ON
18.07.1998
AND
WITH SUBSEQUENT AMENDMENTS
UP TO 19.07.2014**

EXECUTIVE ESTABLISHMENT CELL
CORPORATE PERSONNEL
DEPARTMENT
KOTHAGUDEM

EXECUTIVES' PROMOTION RULES



EXECUTIVE ESTABLISHMENT CELL

THE SINGARENI COLLIERIES COMPANY LIMITED

(A Government Company)

Regd. Office:

Kothagudem collieries - 507 101

Bhadrachalam Road Station.

Ref.No.SD/54/319

Date: 24.7.1998

//CONFIDENTIAL//

Extract of Minute No.5 of Board of Directors meeting held on 18.7.1998 at Hyderabad regarding Recommendations of an High Power Committee (HPC) framing "The Singareni Collieries Co.Ltd., Executives' Promotion Rules" in pursuance of the orders dated 16.7.1996 of the Hon'ble High Court of A.P., in WP No.12689/91 & orders dt.3.4.1998 of the High Court in contempt case No.1813/97-- Board's approval for implementation of the Executives' Promotion Rules.

5. Board considered the note placed before it.

C&MD explained specifically the following provisions;

- i) Promotion to E-6 and above grades through interview by DPCs apart from considering PARs.
- ii) Condition of 2 years field experience in the present grade or/and immediate preceding grade to become eligible for higher grades upto and inclusive of E-6 grade, which comes into force on expiry of 3 years from the date of approval of Rules.
- iii) Insistence of Medical fitness certificate unambiguously certifying the fitness of candidate at every level of promotion.

After discussion, the Board suggested that it is more appropriate to specify which categories of officers need compulsory field experience instead of making a general policy and it would be in order to restrict to technical staff. Further, it may also be indicated the nature of medical fitness required for the officers of different disciplines. The Board also observed that there is need to insist some amount of underground experience for technical people wherever applicable as the tendency is more to work in surface depts. On the issue of promotional opportunities to non-executives the Board felt that some screening mechanism is considered necessary.

The Board while approving in principle the "Executives' Promotion Rules", has authorised C&MD to make alterations wherever required and implement the promotion rules.

DIRECTOR (P.A & W)

Sd/-
COMPANY SECRETARY
Dt. 24.7.1998.



“WE WORK IN THE DARK TO GIVE LIGHT TO OTHERS”



THE SINGARENI COLLIERIES COMPANY LIMITED
EXECUTIVES' PROMOTION RULES

I N D E X

Sl. No.	Item	Page No.
1.	Title and definition.....	1
2.	Applicability of the Rules.....	1
3.	Principles of Promotion.....	1
4.	Fixation of pay on promotion.....	2
5.	Eligibility for promotion.....	3
6.	Zone of consideration.....	4
7.	Procedure for promotion.....	5
8.	Guidelines to DPC.....	5
9.	Probation, Confirmation and Reversion.....	7
10.	Fixation of seniority on promotion.....	8
11.	Promotional opportunities to non-executives.....	8
12.	Special terms and conditions applicable to..... non-executives promoted to executive scales of pay under Rule 11.1	8
13.	Special provision for promotion.....	9
14.	Procedure in respect of executives facing..... disciplinary proceedings.	9
15.	Delegation of powers.....	11
16.	Isolated Posts.....	11
17.	Operating higher level vacancies in lower levels.....	12
18.	Company executives serving in other organisations..... on deputation etc.	12
19.	Procedure on refusal of promotion.....	12
20.	Decision of the competent authority would be final.....	12
21.	Annexure-I - Nomenclature.....	13
22.	Annexure-II - Constitution of DPC.....	19
23.	Annexure-III - Promotion to the post of JMO/JTO(Elec.)/.... JTO(E&M))	20
24.	Annexure-IV - i) Cadre scheme in Medical discipline..... ii) Promotion to the post of Medical Supdt./Dy.MS	22 23
25.	Annexure-V - General principles of promotion	24
26.	Annexure-VI	25
	1) Mining - i) Appointment/Designation as Under Manager and Inter-se-seniority	25
	ii) Promotion to the post of Dy.Manager (E-3) on acquiring FMMC and Inter-se-seniority.	27
	2) Survey - Criterion for promotion to the post of Asst. Survey Officer (E-1)	28
	3) F & A - i) Criterion for appointment of JAO (E-1) on acquiring ICWA/CA qualification	28
	ii) Filling up of vacancies of AAOs(E-2) from the cadre of JAO(E-1).	29

EXECUTIVES' PROMOTION RULES

Sl.No.	Item	Page No.
27.	Amendments:	
	Annexure-VII(1).....	30
	Annexure-VII(2)	31
	Annexure-VII(3)	32
	Annexure-VII(4)	33
	Annexure-VII(5)	34
	Annexure-VII(6)	35
	Annexure-VII(7)	37
	Annexure-VII(8)	38
	Annexure-VII(9)	39
	Annexure-VII(10)	40
	Annexure-VII(11)	41
	Annexure-VII(12).....	42
	Annexure-VII(13).....	45
	Annexure-VII(14).....	52
	Annexure-VII(15).....	55
	Annexure-VII(16).....	57
	Annexure-VII(17).....	58
	Annexure-VII(18).....	60
	Annexure-VII(19).....	62
	Annexure-VII(20).....	64
	Annexure-VII(21).....	65
	Annexure-VIII(1).....	67
	Annexure-VIII(2).....	69
	Annexure-IX.....	75
	Annexure-X.....	76

**THE SINGARENI COLLIERIES COMPANY LIMITED
EXECUTIVES' PROMOTION RULES
(Amended up to 19.07.2014)**

1.0 TITLE AND DEFINITIONS:

- 1.1 These rules shall be called **THE SINGARENI COLLIERIES COMPANY LIMITED EXECUTIVES' PROMOTION RULES**.
- 1.2 These rules shall come in to force from 18.07.1998.
- 1.3 For the purpose of these Rules:-
- 1.4 "**COMPANY**" means the Singareni Collieries Company Ltd., including all its constituent Areas, departments, mines and administrative offices, irrespective of location.
- 1.5 "**COMPETENT AUTHORITY**" means the Chairman & Managing Director of the Company or any other executive of the Company who may be authorised in writing by the Chairman & Managing Director either generally or to discharge a particular function.
- 1.6 "**EXECUTIVE**" means any employee of the Company appointed and continuing as an executive in any one of the posts mentioned in **ANNEXURE-I** and also in any of the Isolated posts.
- 1.7 "**ISOLATED POSTS**" mean one or more executive posts in the Company not belonging to any of the cadres mentioned in **ANNEXURE-I**
- 1.8 "**MANPOWER BUDGET**" shall mean the maximum strength of employees in each cadre, as sanctioned by Board of Directors, for each financial year.
- 1.9 "**RULES**" means the Singareni Collieries Company Limited Executives' Promotion Rules.

2.0 APPLICABILITY OF THE RULES:

- 2.1 These Rules shall apply for promotion from one executive scale of pay to the next higher one, up to and including **E-8 (old M-2)** scale of pay.

3.0 PRINCIPLES OF PROMOTION:

- 3.1 Promotions are to be effected in the interest of the Company by creating opportunities for growth of individuals consistent with their increased utility to the Company.

3.2 Executives shall ordinarily join in a specific department and get further promotions in that department only in accordance with the rules of promotion applicable to that department. However, Management reserves the right to utilize the services of any individual executive of one department, in any other department in a suitable post by retaining lien and seniority in the parent department. An executive shall not be drafted to a different department in a post carrying higher scale of pay, otherwise than through a selection procedure ensuring transparency and after giving an opportunity to all similarly situated individuals.

3.3 **DATE OF EFFECTIVENESS OF PROMOTION:**

All promotions shall be effective from the date of promotion order, unless stated otherwise specifically in the promotion order.

3.4 **ALL PROMOTIONS TO BE AGAINST VACANCIES:**

All promotions, except the promotions referred to under Rules 11.1, 13.1 and 13.2, shall be against vacancies sanctioned in the Manpower Budget, provided that the Competent Authority need not, for reasons to be recorded in writing, necessarily fill up all sanctioned vacancies in executive scales of pay by promotion, even if eligible executives are available in sufficient number.

3.5 **NON-ELIGIBILITY OF DEPUTATIONISTS AND PERSONS SERVING ON CONTRACT FOR PROMOTION:**

No executive who is serving in the Company on foreign service/ deputation/ secondment from another organisation or serving on contractual basis shall be eligible for any promotions in the Company, until and unless he is absorbed in the Company. In such case, his seniority will count from the date of absorption.

4.0 **FIXATION OF PAY ON PROMOTION AND REGULATION OF MONETARY BENEFIT ON PROMOTION/REVERSION:**

4.1 On promotion, pay of the promoted executives will be fixed according to the Rules.

4.2 In respect of a promoted employee who is on study leave with or without pay, or extraordinary leave without pay, as on the date specified under Rule 3.3, all monetary benefits on account of promotion shall be admissible only from the day he resumes duty. **Any executive who has been, unauthorisedly absenting from duty shall not be considered for any promotion and his case shall be considered after his resumption on duty and regularisation of the period of unauthorised absence along with other candidates awaiting promotion.**

4.3 **In the event of 'Sealed Cover Procedure' having been followed, the monetary benefit shall be allowed prospectively.**

- 4.4 The pay of promoted executive who is reverted to his earlier post/grade for reasons other than the punishment under the Conduct, Discipline and Appeal Rules, will be fixed as though he had never been promoted. **However, the monetary benefit enjoyed by him during the period of his service in the grade, promoted to will not be recovered.**
- 4.5 **In the event of the probation of an executive having been extended for any reason, he shall not be eligible for monetary benefit of the increment(s) for the extended period of probation.**

5.0 ELIGIBILITY FOR PROMOTION:

- 5.1 No executive shall be eligible to be considered for promotion to the next higher scale of pay until he completes **three years** of "effective service" in his present scale of pay and is also confirmed in the present scale of pay.
- 5.2 Provided that this restriction of 3 years of "effective service" shall not apply to holders of the Second Class Mine Manager's Certificate of Competency and who may become eligible to be considered for the post of Deputy Manager on acquiring First Class Mine Manager's Certificate of Competency.
- 5.3 "Effective service" shall mean service in the executive's present scale of pay, excluding the period of **unauthorised absence** from duty exceeding 30 days in each year.
- 5.4 "Acting" or "Officiating" in a higher scale of pay or superior cadre shall not count as "effective service" in the higher scale of pay. This officiating service will count as "effective service" in the substantive pay scale/grade/post.
- 5.5 In respect of Under Managers in E-2/Sr. Under Manager in E-3 (appointed as MGT in E-2) scale of pay, "effective service" shall be counted from the date of designation as "Under Manager"/"Sr. Under Manager", as the case may be.
- 5.6 The "effective service" as defined at 5.1 and 5.3 above is also applicable for promotions under Cadre Scheme and Time bound promotions from E-2 to E-3 grade.
- 5.7 **An employee who has submitted a notice of resignation will not be eligible to be considered for promotion, unless he withdraws the notice of resignation.**
- 5.8 ²**An executive shall have at least 2 years field experience in the present grade and / or immediate preceding grade, to become eligible for consideration to higher grades up to and inclusive of E-7 (Old M-1).**

² The Rule 5.8 was amended as approved by the Board vide minute No.468:17(d) dt. 18.06.2005 - ANNEXURE-VII(14)

Those who could not have stipulated field experience can be given promotion subject to holding field post at the time of promotion. Their subsequent promotion to next grade will only be considered after completing the stipulated field experience.

Executives of Mining, E&M and Survey disciplines shall also have at least 3 years underground experience to become eligible for consideration for second promotion (i.e, E-3 for Survey and E-4 for Mining & E&M disciplines) and at least 5 years total underground experience to become eligible for promotion up to E-7 (Old M-1) grade.

Those who could not have 3/5 years underground experience as the case may be, can be given promotion subject to holding underground post at the time of promotion. Their subsequent promotion to next grade will only be considered after completing the stipulated 3/5 years underground experience. Those who are more than 55 years at the time of promotion are exempted from the stipulation of underground experience.

³However, in respect of Executives of Mining and E&M disciplines who joined in the service of the Company prior to 29.8.2003 the 3/5 years experience for consideration for promotion to E-4/M-1 respectively can be in UG mine and/or OC projects. Similarly those who could not have 3/5 years of UG and/or OC experience, as the case may be, can be given promotion to E-4/M-1 grade subject to holding UG/OC posting at the time of promotion. Their subsequent promotion to next grade will only be considered after completing the stipulated 3/5 years UG and/or OC experience. Those who are more than 55 years at the time of promotion are exempted from the stipulation of UG experience.

(The Board (meeting held on 18.06.2005) also accorded approval to implement the above Rule from 1.10.2006 instead of 29.8.2006 to facilitate acquiring of stipulated experience by the executives as the DPCs consider the eligible executives for promotion once in a year by taking into account the service put in by them as on 30th September of each year.) – **(ANNEXURE-VII (14)).**

⁴{Executives of Mining, E&M and Survey disciplines shall also have at least 3 years underground experience to become eligible for consideration for second promotion (i.e. E3 for survey and E4 for Mining & E&M disciplines) and at least 5 years total underground experience to become eligible for promotion up to E7 grade . However, in respect of Executives **of Survey discipline, the minimum UG** experience of at least 3 years to become eligible for consideration for second promotion i.e., E3 grade can be inclusive of underground experience gained in NCWA and executive grades and at least 5 years total underground experience to become eligible for consideration for promotion up to E7 grade can be inclusive of underground experience gained in NCWA and

³ Amended as approved by the Board in its meeting held on 23.2.2007. - ANNEXURE-VII (18).

⁴ Amended as approved by the Board in its meeting held on 19.07.2014. – ANNEXURE-XI.

Executives grades. (See Annexure-XI)

(The Board (meeting held on 19.07.2014) accorded approval However, in respect of Executives of **Survey discipline**, the minimum **UG** experience of at least 3 years to become eligible for consideration for second promotion i.e., E3 grade can be inclusive of underground experience gained in NCWA and executive grades and at least 5 years total underground experience to become eligible for consideration for promotion up to E7 grade can be inclusive of underground experience gained in NCWA and Executives grades.)
– **(ANNEXURE-XI)**

6.0 ZONE OF CONSIDERATION:

6.1 ⁵For all promotions defined under Rule 2.1, (except for promotions to E-8 (Old M-2) grade) 3 eligible executives or the number of available and eligible executives, whichever is less, in order of seniority in the present executive scale of pay, shall be considered for each vacancy proposed to be filled by promotion.

In case of promotions to E-8 (Old M-2) grade, 4 eligible executives or the number of available and eligible executives, whichever is less in order of seniority in the present executive scale of pay shall be considered for each vacancy proposed to be filled by promotion.

6.2 In the case of Under Manager/Survey Officer the eligible executives will be considered for promotion/appointment as Deputy Manager/Safety Officer on passing First Class Mine Manager's Certificate of Competency (FMMC) and on their application in writing for the post, subject to availability of vacancies.

7.0 PROCEDURE FOR PROMOTIONS:

7.1 All promotions, shall be on the basis of recommendations of the Departmental Promotion Committee (D P C).

7.2 The constitution for DPC, for each executive scale of pay, in various cadres, shall be as per **ANNEXURE-II**.

8.0 GUIDELINES TO D P C:

8.1 Seniority-cum-merit will be the criterion for promotion from E-1 to E-6 (Old E-5) grades. An appraisal of PARs for the last 5 years is the main method of assessing the suitability of the candidates.

⁵ The Rule 6.1 was amended as approved by the Board, vide Minute No.459.9 dated 29.08.2003 – ANNEXURE-VII(12).

8.2 Merit with managerial competence shall be the criterion for promotion to E-7 (Old M-1) and above grades. Apart from the PARs for the last 5 years, the performance of the candidates in an interview will be taken into consideration by D P C to assess the suitability of the candidates.

8.3 ⁶At every level of promotion, every executive has to undergo medical examination. As a result of medical examination, if an executive is found not fit for employment in mines or in a particular category of mines or in any specified operations in mines etc., in order to utilise his services, the promotion may be given provided there are vacancies suitable for such executives in other than such mines / operations etc.

8.4 The following guidelines shall be followed by the D P C for considering the PARs of the eligible candidates:

(A) Promotion of executives to E-6 (Old E-5) and below grades:

1. 'Adequate' rating in the PARs is to be treated as 'Satisfactory' and such rating will not be a bar for recommendation for promotion.
2. However, 'Adequate' rating with adverse remarks, in the opinion of DPC, in the PARs of 2 years may render an executive disqualified for recommendation to promotion.
3. 'Adequate' rating with adverse remark or "Barely Adequate" or "Unsatisfactory" rating in the latest PAR will be a negative factor for recommendation for promotion.
4. Apart from the PARs any penalty imposed on an executive if in the opinion of D P C renders him not suitable for promotion shall also be considered.

⁷"In assessing the suitability, the DPC will take into account the circumstances leading to imposition of penalty and decide whether in light of general service record of the officer and the fact of imposition of penalty, he should be considered suitable for promotion. However, even where the DPC considers that despite the penalty the officer is suitable for promotion, the officer should not be actually promoted during currency of the penalty".

(B) Promotion of executives for E-7 (old M-1) grade and above:

1. During 5 years of review period, there must be at least, 3 (three) years 'Good' or above rating in the PARs.

⁶ The Rule 8.3 was amended as approved by the Board, vide Minute No.467.21 dt.19.3.2005 – (ANNEXURE-VII(13)).

⁷ The para was inserted in the Rule 8.4(A)(4) as approved by the Board in its meeting held on 19.03.2005 vide Minute No.467:21 – ANNEXURE-VII(13)

2. However, "Barely Adequate" or "Unsatisfactory" in the latest report or 2 (two) 'Adequate' rating with or without remarks in the PARs of last 2 years will disqualify an executive to be recommended for promotion.
3. Apart from the PARs any penalty imposed on an executive if in the opinion of D P C renders him not suitable for promotion shall also be considered.

⁸"In assessing the suitability, the DPC will take into account the circumstances leading to imposition of penalty and decide whether in light of general service record of the officer and the fact of imposition of penalty, he should be considered suitable for promotion. However, even where the DPC considers that despite the penalty the officer is suitable for promotion, the officer should not be actually promoted during currency of the penalty".

4. ⁹Officers who have been found fit for promotion against the declared number of vacancies, with not less than a rating of 'Good' and atleast 3 'outstandings' on overall performance during the 5 years of the review period can be considered for supersession of all other officers senior to them as per the present seniority. However, the number of such supersessions shall be restricted to the following;

<u>No. of vacancies</u>	<u>Supersessions</u>
1 - 2	Nil
3 - 5	1
6 - 10	2
11-15	3
16-20	4
21-25	5

The reporting officer should be different for at least one of the 3 'outstanding' ratings. Such supersession is not to be given for a second time during the service of an officer. In case there are more than 2 cases of supersession in the same DPC, then relative seniority shall not be changed.

- 8.5 ¹⁰If the cases of those executives who are not considered for promotion in view of the rating in PARs are subsequently considered by DPC

⁸ The para was inserted in the Rule 8.4(B)(3) as approved by the Board in its meeting held on 19.03.2005 vide Minute No.467:21 – ANNEXURE-VII(13).

⁹ Included Rule 8.4 (B) (4) as approved by the Board vide Minute No.443:15 dated 15.9.2000 which is effective from 18.5.2000 - ANNEXURE-VII(2)

¹⁰ Included Rule 8.5 as approved by the Board vide Minute No.459.9 dated 29.08.2003 - ANNEXURE-VII(12).

consequent to their expungement, their inter-se seniority will be restored in case they are recommended for promotion.

9.0 PROBATION, CONFIRMATION AND REVERSION:

- 9.1 Every executive promoted to an executive scale of pay shall be on probation for a period of one year from the date of promotion.
- 9.2 If a promoted executive has less than one year of service left to the normal date of superannuation, the Competent Authority may fix such period of probation, not exceeding the period left for superannuation, as may be deemed fit, or not fix any period of probation at all.
- 9.3 On expiry of the period of probation or shortly before, the Competent Authority shall assess the performance of the Probationer on the basis of the Special Assessment Report to be submitted by the Reporting Authority and/or on the basis of any other record.
- 9.4 If the performance is found to be satisfactory, the executive shall be confirmed in the cadre and scale of pay to which he has been promoted.
- 9.5 It is open to the competent authority to extend the period of probation without assigning any reason, for such period as he may deem fit. Such extension or the total of such extensions shall not exceed **one year**.
- 9.6 If the performance of the executive is found to be unsatisfactory, during period of probation or extended period of probation, the Competent Authority may, taking into account all records available, order his **reversion** to his earlier grade/scale of pay.
- 9.7 Executives, who are on probation and against whom disciplinary/vigilance proceedings are pending, shall not be confirmed till the disciplinary/vigilance proceedings are completed. If exonerated, the confirmation will be effected retrospectively, from the due date.
- 9.8 Every executive promoted to higher scale of pay shall be deemed to be on probation until the order of confirmation is communicated to him in writing.

10.0 FIXATION OF SENIORITY ON PROMOTION:

- 10.1 Among executives promoted from one scale of pay to the next higher one, the inter-se-seniority in the higher scale of pay shall be determined with reference to the date specified under Rule 3.3. Among all those promoted on the same date, the inter-se-seniority shall be the same as in the scale of pay prior to promotion.
- 10.2 The seniority of an Under Manager/Senior Under Manager in E2/E-3/E-4/E-5 scale of pay promoted to Deputy Manager (First Class Mine Manager's Certificate Holder) cadre shall be with reference to the date of entry into "Deputy Manager" cadre, subject to clause (B) in **ANNEXURE-VI**.

11.0 PROMOTIONAL OPPORTUNITIES TO NON-EXECUTIVES:

- 11.1 Employees in NCWA scales of pay will have the promotional opportunities specified in **ANNEXURE-III**. In such promotions, the employees promoted to executive scales of pay shall be reckoned against Manpower sanction in NCWA 'A'/A-1' grade and will continue to discharge the duties required to be discharged by them prior to promotion.
- 11.2 Non-executives promoted to E-1 scale of pay under Rule 11.1 shall be eligible for further promotion in executive scale of pay only on fulfilling the following:
- a) If they possess the educational, professional, technical and statutory (wherever applicable) qualifications required for the higher executive scale of pay/cadre.
 - b) Subject to availability of vacancies, and on the recommendation of the DPC concerned.

12.0 SPECIAL TERMS AND CONDITIONS APPLICABLE TO NON-EXECUTIVES PROMOTED TO EXECUTIVE SCALES OF PAY UNDER RULE 11.1:

- 12.1 A non-executive promoted to the executive scale of pay shall be entitled to carry forward and utilise the privilege leave, sick leave and casual leave at his credit as on the date of promotion. From the date of promotion, however, he shall be governed only by Leave Rules applicable to executives, depending on the date of joining the Company.
- 12.2 A non-executive promoted to an executive scale of pay shall retire on reaching the age of **60** years or such other age as may be fixed by the Company in respect of executives from time to time.
- 12.3 In all other service matters, non-executives promoted to executive scales of pay under Rule 11.1 shall be governed and bound by the rules applicable to the executive scales of pay. They shall not be entitled to any benefits which they may have been entitled to as non-executives.

13.0 SPECIAL PROVISION FOR PROMOTION:

- 13.1 The Cadre Schemes applicable to Medical discipline will be as shown in the **ANNEXURE-IV**.
- 13.2 ¹¹[Promotion Policy for GDMOs for promotion as Specialist on acquiring PG Degree/Diploma qualification with specialization will be as shown in the **ANNEXURE-XI**.]
- 13.3 [¹²] General Principles of Promotion will be as approved by the Board in its meeting held on 15.5.1997 as detailed in the **ANNEXURE-V**.

¹¹ The Rule 13.2 was inserted as approved by the Board in its meeting held on 19.04.2014 vide Minute No.520:5:12 and communicated by GM(CA)&CS vide Letter No. CRP/CS/054/391, dated 05.05.2014 – **ANNEXURE-XI**. Consequent upon the above, existing Rule 13.2 and 13.3 are renamed as 13.3 and 13.4.

13.4 Promotions to the posts of Under Managers, Assistant Managers, Assistant Survey Officers, Junior Accounts Officers/Assistant Accounts Officers will be as detailed in the **ANNEXURE-VI**.

13.5 ¹³[Board accorded approval in its meeting held on 19.07.2014 to continue the Cluster Promotions to Executive cadre employees from E4 & E5 (combined service of 5 years for those promoted prior to 1.1.07) to E6 grade after completion of 5 years service on 1st April & 1st October every year from 1.10.2012 and inter-cluster promotions to the executive cadre employees from E1 to E2, E4 to E5 grades (combined service of 7 years for those promoted prior to 1.1.07) after completion of 7 years of service in the same grade as on 1st October every year through DPC till organization pattern is finalized and approved by the Board for implementation as under;

E1 to E2 - Every year on 1st October on completion of 7 years service

E3&E4 to E-5 - Every year on 1st October on completion of 7 years (By reckoning E3 & E4 combined service for those promoted to old E3 grade prior to 1.1.2007.)

E3 to E4 Every year on 1st October on completion of 7 years service for those promoted to New E3 on or after 1.1.2007.

E5. to E6 - Every year on 1st April and 1st October on completion of 5 years service (By reckoning E4 & E5 combined service for those promoted to Old E4 grade prior to 1.1.2007).

(See Annexure-XII for details)

14.0 PROCEDURE IN RESPECT OF EXECUTIVES FACING DISCIPLINARY PROCEEDINGS:

14.1 The executive in the consideration zone for promotion and facing disciplinary cases under the following categories shall be considered by the DPC, as per the procedure laid down in Rule **14.2**:

- i) An executive under suspension.
- ii) An executive in respect of whom a charge sheet has been issued and disciplinary proceedings are pending and
- iii) An executive in respect of whom prosecution for a criminal charge is pending.

¹² Deleted the words "Promotions under Cluster Concept and" as per the approval accorded by the Board in its meeting held on 29.03.2010 vide Minute No. 496:5:15 and approved on 26.02.2013 vide Minute No. 511:5:21 as the Cluster Concept Promotions stand abolished from 02.04.2012.

¹³ The Rule 13.2 was inserted as approved by the Board in its meeting held on 19.04.2014 vide Minute No.520:5:12 and communicated by GM(CA)&CS vide Letter No. CRP/CS/054/391, dated 05.05.2014 – **ANNEXURE-XI**. Consequent upon the above, existing Rule 13.2 and 13.3 are renamed as 13.3 and 13.4.

¹³Amended as approved by the Board in its meeting held on 19.07.2014 for restoration of Cluster & Inter Cluster Promotions to Executives till organization pattern is finalized and approved by the Board for implementation. (Rule 13.5 inserted) (See Annexure-XII)

- 14.2** The DPC shall assess the suitability of the executive coming within the purview of Rule **14.1**, along with other eligible candidates, without taking into consideration the disciplinary case/criminal prosecution pending. The findings of the DPC including 'unfit for promotion' will be kept in a sealed cover. The cover will be superscribed "**Findings regarding suitability for promotion to the grade/post of _____ in respect of Shri _____**". **Not to be opened till the termination of the disciplinary case/criminal prosecution against him**".
- 14.3** The same procedure outlined in Rule 14.2 will be followed by the subsequent DPCs convened till the disciplinary case/criminal prosecution against the executive concerned is concluded.
- 14.4** If he is completely exonerated of the charges, the recommendation of the DPC contained in the Sealed Cover shall be acted upon. If recommended for promotion, the executive shall be given promotion **notionally** with effect from the date from which he would have been promoted, but for the Sealed Cover Procedure.
- 14.5** In the event of a penalty, either major or minor, being awarded, the recommendations contained in the Sealed Cover shall not be acted upon and his case shall be considered in future DPCs as per Rule **7.0** and having regard to the penalty imposed on him.
- 14.6** In the event of Sealed Cover Procedure having been followed in respect of an executive, a vacancy shall be reserved in the promoted grade. The Competent Authority may order to operate the vacant post on officiating arrangement duly authorising the next junior officer.
- 14.7** Where the disciplinary case/criminal prosecution against the executive is not concluded even after the expiry of 2 years from the date of the meeting of the first DPC, which kept its findings in respect of the executive in a sealed cover, the Competent Authority may order for consideration of the executive by the DPC for his *ad hoc* promotion, if such *ad hoc* promotion would not be against the public interest. The *ad hoc* promotion will, however, be based on the recommendation of the DPC which shall make its assessment on the basis of the totality of the individual record without taking into account the pending disciplinary case/criminal prosecution against him. The *ad hoc* promotion if any, will be subject to certain conditions including that the *ad hoc* promotion would not confer any right for regular promotion and the Competent Authority has the right to cancel the *ad hoc* promotion and revert the executive at any time to his substantive post.
- 14.8** If the executive is acquitted in the criminal prosecution on the merit of the case or is completely exonerated of the charges in the disciplinary proceedings, the *ad hoc* promotion already made will be treated to be as regular one from the date of *ad hoc* promotion. In case the executive could have normally got his regular promotion from a date prior to the date of *ad hoc* promotion, with reference to the DPC proceedings kept in the Sealed Cover(s), he would also be allowed his due seniority and benefit of notional promotion.
- 14.9** If the executive was not acquitted on merits in the criminal prosecution but purely on technical grounds and if it is proposed to take up the matter to the higher court or to proceed against him departmentally or if

the executive was not exonerated of the charges in a disciplinary case, the adhoc promotion granted to him shall be brought to an end.

14.10 If an executive was recommended for promotion by DPC, but in whose case any of the circumstances mentioned in Rule 14.1 above arise after recommendations of the DPC and before issue of promotion orders, he will be considered as if his case had been placed in a sealed cover by the DPC.

14.11 ¹⁴In case where disciplinary proceedings have been held under CD&A Rules and in the event of the executive is found to have committed an act blameworthy though the charges were partially established, at least the penalty of "Censure" instead of warning shall be imposed on him as a result of the disciplinary proceedings. The executive on whom a penalty of "Censure" is imposed shall not be considered for promotion to next higher grade for one year.

15.0 DELEGATION OF POWERS:

15.1 The C & M.D. shall have power to modify any of these Rules to be in accordance with changes in laws, instructions of government, changes in practices of coal India Limited, discussion with Officers' Association, Settlements under I.D. Act with Workers' Unions and orders of Courts/Tribunals and for any other exigency for which reasons are to be recorded.

15.2 All such changes made by the C & M.D. shall be submitted to the Board of Directors in the ensuing meeting for ratification.

16.0 ISOLATED POSTS:

The Rules 16.1 and 16.2 were **deleted** as approved by the Board in its meeting held on 19.03.2005 vide Minute No.467:21 **(ANNEXURE-VII(13))**.

16.0-A. CREATION/UPGRADING POSTS IN CERTAIN DISCIPLINES:

The following posts are created/existing posts are upgraded by the Board.

01) Creation of ONE Post in E-8 grade for Estates Discipline. **(See Annexure-XIII)**

02) Creation of the Post of Executive Director (Corporate Strategy) in E-9 grade. **(See Annexure-XIV)**

03) Creation of the Post of Executive Director (Power Projects) in E-9 grade (NTPC) for SCCLs 2x600 MW STPP. **(See Annexure-XV)**.

04) Upgrading and re-designation of the post of Chief Vigilance Officer in Executive Director Level. **(See Annexure-XVI)**.

17.0 OPERATING HIGHER LEVEL VACANCIES IN LOWER LEVELS:

17.1 In the event of a vacancy in the higher scale of pay remaining unfilled for whatever reason, such vacancy in higher scale of pay may be operated in lower levels at the discretion of the competent authority.

¹⁴ The Rule 14.11 was amended as approved by the Board vide Minute No.459.9 dated 29.08.2003 – ANNEXURE-VII(12).

17.2 Consequential promotions arising out of such operation of sanctioned vacancies will also be allowed.

17.3 Rule 17.1 and 17.2 shall not preclude the competent authority from filling up of vacancies at higher levels by recruitment or deputation etc. However, no additional posts will be created on this count.

18.0 COMPANY EXECUTIVES SERVING IN OTHER ORGANISATIONS ON DEPUTATION ETC.:

18.1 Company executives serving in Government/Public Sector Companies on deputation/secondment/foreign service for a specific period, shall be eligible for promotions as though they were serving in the Company. They shall be entitled to monetary benefit accruing on account of the promotion in the company only with effect from the date of rejoining duty in the Company.

18.2 The service put in by such executives in other organisations shall be treated as service in the Company for the purpose of confirmation/extension of probation/reversion under Rule 9.0 depending on PARs from other organisation.

18.3 Such service shall also be counted as "**effective service**" under Rule 5.0.

19.0 PROCEDURE ON REFUSAL OF PROMOTION:

19.1 An employee who refuses a promotion, for whatever reason, may be considered by the next DPC/Selection Committee for the same promotion. If he refuses the promotion second time, for whatever reason, he shall not be considered again for promotion.

20.0 DECISION OF THE COMPETENT AUTHORITY WOULD BE FINAL:

20.1 In the event of any dispute arising as to the interpretation of any of these rules, in respect of any procedure therein or correctness of action therein, the decision of the competent authority shall be final.

--:O:--

ANNEXURE-I

(Rule 1.7)

REVISED DESIGNATIONS OF EXECUTIVES EFFECTIVE FROM 23.6.2002

Grade	Present designation	Revised designation
-------	---------------------	---------------------

I. MINING**a) FMMC:**

E-8 (Old M-3)	Chief General Manager	Chief General Manager personal to the individual.
E-8 (Old M-2)	CORP. General Manager/Chief	General Manager (Head of Dept.)
	G.M.(CDN)/SO to C&MD SO to Director (.....)	G.M.(CDN)/SO to C&MD SO to Director (.....)
	Addl.Chief Mining Engr.	Addl.General Manager (All others)
	AREA General Manager (...Area...) SO to GM (.....)	General Manager SO to GM (.....)
	Addl.Chief Mining Engr] Agent/Project Officer] Area Safety Officer]	Additional General Manager
E-7 (Old M-1)	CORP. Dy.Chief Mining Engr.	Dy.General Manager
	AREA SO to GM (.....)	SO to GM (.....)
	Dy.Chief Mining Engr/Agent/] Project Officer] Area Safety Officer] Training Manager]	Dy.General Manager
E-6	Supdt. of Mines	Supdt. of Mines
E-5	Colliery Manager Addl. Manager	Colliery Manager** Addl. Manager
E-4 & E-3	Asst.Manager/Supdt. (MRS)	Dy.Manager

** Mining Executives posted to work as Mine Manager will be designated as Colliery Manager. All others will be Addl.Manager.

EXECUTIVES' PROMOTION RULES

Grade	Present designation	Revised designation
-------	---------------------	---------------------

b) SMMC:

M-1	Dy.Chief Mining Engr.(SMMC)	Dy.General Manager (SMMC)
E-5	Sr.UM (Selection Grade)/ Training Manager	Supdg.Engineer (SMMC)
E-4	Sr.UM (Special Grade)	Dy.Supdg.Engineer (SMMC)
E-3	Sr.Under Manager Instructor (MRS)	Sr.Under Manager/GME
E-2	UM/JMO/JME/GME	UM/JMO/JME/MGT
E-1	JMO	JMO

II. SURVEY:

M-2	Chief Survey Officer	General Manager (Survey)
M-1	Chief Survey Officer	Dy.General Manager (Survey)
E-5	Dy.Chief Survey Officer	Supdg.Survey Officer
E-4	Area Survey Officer	Dy.Supdg.Survey Officer
E-3	Senior Survey Officer	Senior Survey Officer
E-2	Survey Officer	Survey Officer
E-1	Asst.Survey Officer	Junior Survey Officer

III. EXPLORATION:

a) Geology:

M-2	Chief Geologist	General Manager (Exploration)
M-1	Dy.Chief Geologist	Dy.General Manager (Geology)
E-5	Supdg.Geologist	Supdg.Geologist
E-4	Dy.Supdg.Geologist	Dy.Supdg.Geologist
E-3	Sr.Geologist	Sr.Geologist
E-2	Geologist	Geologist Trainee
E-1	NIL	NIL

b) Drilling:

M-1	Dy.C.E.(Drilling)	Dy.General Manager (Drilling)
E-5	Sr.D.E.(Drilling)	Supdg.Engr.(Drilling)
E-4	D.E. (Drilling)	Dy.Supdg.Engr.(Drilling)
E-3	E.E.(Drilling)	E.E.(Drilling)
E-2	JET (Drilling)	JET (Drilling)
E-1	NIL	NIL

EXECUTIVES' PROMOTION RULES

Grade	Present designation	Revised designation
c) Hydrogeology:		
M-1	Dy.Chief Hydrogeologist	Dy.General Manager (Hydrogeology)
E-5	Supdg.Hydrogeologist	Supdg.Hydrogeologist
E-4	Dy.Supdg.Hydrogeologist	Dy.Supdg.Hydrogeologist
E-3	Sr. Hydrogeologist	Sr.Hydrogeologist
E-2	Hydrogeologist Trainee	Hydrogeologist Trainee
E-1	NIL	NIL

d) Geophysicist:		
M-1	Dy.C.E.(Geophysicist)	Dy.General Manager (Geophysicist)
E-5	Supdg. Geophysicist	Supdg. Geophysicist
E-4	Dy.Supdg.Geophysicist	Dy.Supdg.Geophysicist
E-3	Sr.Geophysicist	Sr.Geophysicist
E-2	Geophysicist Trainee	Geophysicist Trainee
E-1	NIL	NIL

III. ANALYTICAL:

M-2	Addl.Chief Scientific Officer	G.M.(Analytical Sciences)
M-1	Dy.Chief Scientific Officer	Dy.G.M.(Analytical Sciences)
E-5	Sr.Scientific Officer	Supdt. (Analytical)
E-4	Scientific Officer	Dy.Supdt.(Analytical)
E-3	Scientific Officer	Senior Scientific Officer
E-2	Asst.Scientific Officer	Scientific Officer
E-1	Junior Scientific Officer	Junior Scientific Officer

IV. E & M:

M-3	Director (E&M) E.D.(E&M) Chief G.M. (E&M)	Director (E&M) E.D.(E&M) Chief G.M.(E&M)
M-2	Chief Engineer (.....)	General Manager (E & M)
	Addl.Chief Engr. (E&M) Chief Transport Officer	Addl.General Manager (E & M) Addl.General Manager (Transport)
M-1	Dy.Chief Engr.(E&M) Dy.Controller of Stores CITS]]] Dy.General Manager (E&M) E-7
E-5	Sr.DE. (E&M)	Supdg. Engr.(E&M) E-6
E-4	D.E.(E&M)	Dy.Supdg.Engr.(E&M) E-5
E-3	E.E.(E&M)	E.E.(E&M) E-4

EXECUTIVES' PROMOTION RULES

Grade	Present designation	Revised designation
E-2	A.E.(E&M) JTO	EE(E&M) E-3 JET(E&M)/Jr. Executive(E&M) JTO
E-1	JET/JE.(E&M)	JTO/Jr. Executive.(E&M)
V. CIVIL:		
M-2	Chief Engineer (Civil) Addl.Chief Engineer (Civil)	General Manager (Civil) Addl.General Manager (Civil)
M-1	Dy.Chief Engineer (Civil)	Dy.General Manager (Civil)
E-5	Sr.D.E.(Civil)	Supdg. Engr.(Civil)
E-4	D.E.(Civil)	Dy.Supdg.Engr. (Civil)
E-3	E.E.(Civil)	E.E.(Civil)
E-2	A.E.(Civil)/J.E.(Civil)	A.E.(Civil)/J.E.(Civil)/JET(Civil)
E-1	J.E.(Civil)	Jr. Executive.(Civil)/JTO(Civil)
VI. I E D:		
M-2	Chief Industrial Engineer Addl.Chief Indl.Engr.	General Manager (IE) Addl.General Manager (IE)
M-1	Dy.Chief Indl.Engr.	Dy.General Manager (IE) E-7
E-5	Sr. Divnl.Indl.Engr.	Supdg.Engr.(IE) E-6
E-4	Sr.Indl.Engr.	Dy.Supdg.Engr. (IE) E-5
E-3	Indl.Engr.	Executive Engineer (IE) E-4 Executive Engineer(IE) E-3
E-2	Asst.Indl.Engr.	Asst.Engr. (IE)/JET(IE)
E-1	NIL	NIL
VII. NFO.TECH:		
M-2	OSD.(Computer Training)	GENERAL MANAGER E-8 ADDL. GENERAL MANAGER E-8
M-1	EDP Manager	Dy.General Manager (IT) E-7
E-5	Sr.Systems Analyst	Manager (IT) E-6
E-4	Systems Analyst	Dy.Manager (IT) E-5
E-3	Senior Programmer	Senior Programmer E-4 Senior Programmer E-3
E-2	Programmer	JET (IT)
E-1	JET (EDP)	Jr. Officer (EDP)
VIII. F & A:		
M-3	Chief G.M.(F & A)	G.M. (F & A) E-8
M-2	Chief (Finance & Accounts) Addl.Chief (F&A) Addl.Chief (F&A) (IA)	General Manager (F&A) E-8 Addl.General Manager (F&A) E-8]
M-1	Dy.Chief (F&A) Dy.Chief (F&A) (IA)] Dy.General Manager (F&A) E-7]

EXECUTIVES' PROMOTION RULES

E-5	Controller of Accounts	Finance Manager E-6
Grade	Present designation	Revised designation
E-4	Dy.Controller of Accounts	Dy.Finance Manager E-5
E-3	Accounts Officer	Senior Accounts Officer –E4 Senior Accounts Officer E-3
E-2	Asst.Accounts Officer	Accounts Officer /JET(F&A) E-2
E-1	Jr.Accounts Officer	Jr.Accounts Officer/Jr. Offr(F) E-1

IX. PERSONNEL:

M-2	General Manager (Personnel) General Manager (Welfare) Addl.Chief Personnel Manager	General Manager (Personnel) General Manager (Welfare) Addl.General Manager (Personnel)
M-1	Dy.Chief Personnel Manager	Dy.General Manager (Personnel)
E-5	Personnel Manager	Personnel Manager
E-4	Dy.Personnel Manager	Dy.Personnel Manager
E-3	Sr.Personnel Officer	Sr.Personnel Officer
E-2	Welfare Officer	Personnel Officer/Welfare Officer
E-1	Welfare Officer (Trainee)	Welfare Officer (Trainee)

X. ESTATES:

E-5	Sr.Manager (Estates)	Estates Manager
E-4	Dy.Manager (Estates)	Dy. Estates Manager
E-3	Estates Officer	Senior Estates Officer
E-2	Asst.Estates Officer	Estates Officer
E-1	Jr.Estates Officer	Jr.Estates Officer

XI. PRIVATE SECRETARY:

E-5	Private Secretary	Senior Executive Secretary
E-4	Private Secretary	Executive Secretary
E-3	Private Secretary	Senior Private Secretary
E-2	Private Secretary	Private Secretary
E-1	Private Secretary	Junior Private Secretary

XII. MEDICAL:

M-3	Chief Medical Officer	Chief of Medical Services
M-2	Chief Medical Officer Addl.Chief Medical Officer	Chief Medical Officer Addl.Chief Medical Officer
M-1	Medical Superintendent	Dy.Chief Medical Officer
E-5	Dy.Medical Supdt.	Splst.- Medical Supdt.(Splst) GDMO- Medical Supdt.
E-4	Specialist GDMO.	Sr.Specialist (...Speciality...) Dy.Medical Supdt.

EXECUTIVES' PROMOTION RULES

Grade	Present designation	Revised designation
E-3	Specialist GDMO.	Specialist (...Speciality...) Sr.Medical Officer
E-2	GDMO.	GDMO.

XIII. LEGAL:

E-5	Manager (Law)	Law Manager
E-4	Dy.Manager (Law)	Dy. Law Manager
E-3	Sr. Law Officer	Sr. Law Officer
E-2	Law Officer	Law Officer

XIV. FORESTRY:

M-1	Dy.Chief (P&TM)	Dy.General Manager (Forestry)
E-5	Sr.Manager (P&TM)	Manager (Forestry)
E-4	Manager (P&TM)	Dy.Manager (Forestry)
E-3	Dy.Manager (P&TM)	Senior Forest Officer
E-2	Asst.Manager (P&TM)	Forest Officer
E-1	Jr.Manager (P&TM)	Junior Forest Officer

XV. DEPUATIONISTS FROM ALL INDIA SERVICES/CENTRAL SERVICES

NOT ON BOARD:

1	Executive Director (IA)	Executive Director (IA)
2	Executive Director (Forestry)	Executive Director (Forestry)
3	Chief (M & M)	Executive Director (M&M)* *Office Order No.CRP/PER/C/40/2614 dt.13.8.02

NOTE: Deputationists in Supertime Scale and above will be designated as Executive Director and Selection Grade and below as General Manager.

XVI. OTHERS:

M-2	Chief (HRD)	General Manager (HRD)
M-2	Chief of Stores	General Manager (Stores)
M-2	Chief of Estates	General Manager (Estates)
M-2	Vigilance Officer	Addl.General Manager (Vigilance)
E-1	O & M Officer	Junior Communications Officer

NOTE A) There will be no change in the designation of the officers working

in the following Departments:

(1) Para-medical, (2) Marketing & Sales, (3) S & PC, and
(4) Secretarial.

B) There will be no change in the designation of the following specialised independent posts:

(1) Econometrician, (2) Project Manager (SDG) and
(4) Sports Officer.

C) Wherever a General Manager is drafted to M-3 grade, where M-3 position is not shown in the above listing, such G.M. would be designated as Chief General Manager.

ANNEXURE-II
(Rule 7.2)

CONSTITUTION OF DEPARTMENTAL PROMOTION COMMITTEES

1. FOR PROMOTIONS TO **M-2** GRADE:
 1. Chairman & Managing Director
 2. Government Director
 3. Functional Director concerned
 4. Director (PA&W)/Head of the Personnel Dept.

2. FOR PROMOTIONS TO **M-1 & E-5** GRADES:
 1. Chairman & Managing Director
 2. Functional Director concerned
 3. Director (PA&W)/Head of the Personnel Dept.

3. FOR PROMOTIONS TO **E-4, E-3, E-2 & E-1** GRADES:
 1. Functional Director concerned
 2. Chief/Head of the Discipline concerned
 3. Director (PA&W)/Head of the Personnel Dept.

4. FOR PROMOTIONS IN RESPECT OF **PRIVATE SECRETARIES AND ISOLATED POSTS**:
 1. Senior most Functional Director
 2. Director (PA&W)/Head of the Personnel Dept.
 3. G.M. (Personnel)

The first named officer will be the Chairman of the Departmental Promotion committee.

NOTE: In respect of promotions in Mining, E&M, Civil, Exploration and Survey Disciplines, both Director (P&P) and Director (Operations) will be inducted as DPC Members as against one Functional Director. In Mining Discipline, one of the Chief G.M./G.M. will be inducted as DPC member as against the Chief /Head of the Discipline concerned.

--:--

1. Promotion to the post of Junior Mining Officer (E-1):

¹⁵Head Overmen in Technical & Supervisory Gr.A-1 of NCWA cadre with diploma qualification having completed 5 years of service; and without such qualification but having completed 6 years of service in Gr.A-1 would be eligible for placement in E-1 grade of Executive cadre as Junior Mining Officer against sanctioned vacancies based on assessment report, test and interview. On such placement, they will continue to discharge the duties, which they have been performing hitherto and they will be accounted for in Tech. & Sup. Gr.A-1 of NCWA cadre.

Criterion for selection:

	<u>Marks</u>
1. Special Assessment Report by Head of the Dept. :	30
2. Length of service (@ 2 Marks per completed year of service over and above 7 years). :	10
3. Interview :	60
Total :	----- 100 -----

Note: The promotion to the post of Junior Mining Officer (E-1) will be in accordance with the Memorandum of settlement dt.10.10.1987 and communicated vide letter No.P.40/4599/IR/1261, dt.19.10.1987).

2. Promotion to the posts of (a) Junior Technical Officer (Electrical) (E-1) and (b) Junior Technical Officer (Mechanical) (E-1):

a) ¹⁰Foremen-in-charge in Technical & Supervisory Gr.A-1 of NCWA cadre with diploma qualification having completed 5 years of service; and without such qualification but having completed 6 years of service in Gr.A-1 would be eligible for placement in E-1 grade of Executive cadre as Junior Technical Officer (Electrical) against sanctioned vacancies based on assessment report, test and interview. On such placement, they will continue to discharge the duties which they have been performing hitherto and they will be accounted for in Tech. & Sup. Gr.A-1 of NCWA cadre.

^{15 and 10} Paras were amended as approved by the Board in its meeting held on 19.03.2005 vide Minute No. 467:21 – ANNEXURE-VII(13).

- b) ¹⁶Foremen-in-charge in Technical & Supervisory Gr.A-1 of NCWA cadre with diploma qualification having completed 5 years of service; and without such qualification but having completed 6 years of service in Gr.A-1 would be eligible for placement in E-1 grade of Executive cadre as Junior Technical Officer (Mechanical/ Automobile) against sanctioned vacancies based on assessment report, test and interview. On such placement, they will continue to discharge the duties which they have been performing hitherto and they will be accounted for in Tech. & Sup. Gr.A-1 of NCWA cadre.

Criterion for selection for JTO.(Elec.) / JTO.(Mech.):

		<u>Marks</u>
1.	Special Assessment Report by Head of the Dept.	50
2.	Length of service (@ 2 Marks per completed year of service over and above 7 years).	10
3.	Interview	40
Total		----- 100 -----

Note: The promotion to the post of Junior Technical Officer (Elec./Mech.) will be in accordance with the Memorandum of settlement dt.3.3.1989 and communicated vide letter No.P.40/4761/IR/670, dt.6.4.1990].

--:--

¹⁶ The (a) and (b) paras were amended as approved by the Board in its meeting held on 19.03.2005 vide Minute No.467:21 – ANNEXURE-VII(13).

Cadre Scheme in Medical Discipline:

As per the Modified Promotion Policy approved by the Board of Directors in its meeting held on 12.10.2007 vide Minute No.480:15 (**ANNEXURE VII (21)**), a GDMO (General Duty Medical Officer), initially appointed in E-2 grade, will go up to E-5 grade on completion of 4 years service each in E-2, E-3 and E-4 grades, whereas a Specialist (both Degree & Diploma) initially appointed in E-3 grade, will go up to E-5 grade after completion of 3 years each in E-3 and E-4 grades.

The Board vide Minute No.454.22 dated 2.9.2002 (**ANNEXURE-VII(4)**) accorded approval to consider the service rendered by the Specialists (i.e. Specialist Doctors appointed from non-specialist cadre) in non-specialist and specialist cadres put together while considering them for promotion to next higher grade on par with their counter parts in non-specialists cadre up to E-5 grade subject to maintaining their inter-se-seniority in specialist cadre.

The Modified Promotion Policy approved by the Board of Directors in its meeting held on 12.10.2007 vide Minute No.480:15 (**ANNEXURE VII (21)**), is as under:

a) GDMOs:

Grade		Stipulated service for promotion	
		Exiting	Modified
Time bound	E2 to E3	5 years	4 years
	E3 to E4	5 years	4 years
	E4 to E5	5 years	4 years
Against vacancy	E5 to M1	9 years	3 years

b) Specialist Doctors:

Grade		Stipulated service for promotion		
		Existing		Modified
		Degree holders	Diploma holders	Degree & diploma holders
Time bound	E3 to E4	3 years	4 years	3 years
	E4 to E5	4 years	5 years	3 years
Against vacancy	E5 to M1	7 years	8 years	3 years
	M1 to M2	6 years	6 years	3 years
	M2 to M3	3 years	3 years	3 years

The Board also accorded approval to increase of posts of GDMOs in M1 grade from 4 to 9 out of which 3 are for posting as in charges of remaining hospitals (with a bed strength ranging between 10 to 50) and the remaining 2 for posting as in charges of 2 Monitoring Cells with the Doctors having good exposure in treating diabetes, hypertension and heart diseases without increasing the overall executive strength (i.e., 286) of Medical & Health dept. The criteria for selection of 2 GDMOs for posting as in charges of Monitoring Cells shall be finalized by C&M.D.

ANNEXURE-V

(Rule 13.2)

GENERAL PRINCIPLES OF PROMOTION

The Board, in its meeting held on 15.5.1997, accorded approval for implementation of general principles of promotion in respect of executive cadre employees as under:

1. ¹⁷[The Para 1 (a) to (c) are deleted as per the approval accorded by the Board in its meeting held on 29.03.2010 vide Minute No. 496:5:15 and on 26.02.2013 vide Minute No. 511:5:21 as the cluster concept promotions stand abolished from 02.04.2012. Consequently, Para (d) is renamed as (a).]

a) ¹⁸The para (d) was **deleted** as approved by the Board in its meeting held on 19.03.2005 vide Minute No.467:21 (**ANNEXURE-VII(13)**).

2. **General principles of promotion:**

- a) DPCs for considering promotions under cluster concept, cadre scheme and against vacancies will normally be convened once in a year. Vacancies up to 30th September of succeeding year are reckoned and the executives who will be completing 3 years of service by 30th September of succeeding year will be considered for promotions against vacancies and 5 years of service by 1st April of succeeding year under 'cluster concept'.
- b) While promotion from E-1 up to E-5 grades shall be based on the principles of seniority-cum-merit, the promotion from E-5 up to M-3 grades shall be based on merit with emphasis on managerial competence as recommended by the Committee.
- c) The eligibility period for promotion to higher grades (E-2 to M-3) against the vacancies basing on approved Manpower Budget, will however, continue to be 3 years in the lower grade.
(Letter No.SD/54/92 dated 20.5.97 - Board Minute No.21 dated 15.5.1997)

3. [Deleted as approved by the Board in its meeting held on 29.03.2010 vide Minute No. 496:5:15 and on 26.02.2013 vide Minute No. 511:5:21 as the cluster concept promotions stand abolished from 02.04.2012.]

4. **Promotions under 'Inter Cluster Concept'**

¹⁷ The Para 1 (a) to (c) are deleted and this Para was inserted as amended and approved by the Board in its meeting held on 29.03.2010 vide Minute No. 496:5:15 and approved vide Minute No. 511:5:21 approved by the Board on 26.02.2013. – **ANNEXURE-VIII**.

¹⁸ The para 2(a) was amended as approved by the Board in its meeting held on 19.03.2005 vide Minute No.467:21 – **ANNEXURE – VII(13)**.

¹⁹The executives in E-1 grade viz., Assistant Survey Officer, Junior Scientific Officer, Junior Estates Officer, Junior Private Secretary, Junior Forest Officer, Junior Security Officer, Junior Law Officer, Bio-Chemist, Micro-Biologist, Pharma Chemist and the executives in E-3 grade who are stagnated for 7 years and above will be considered for promotion to next higher grade by reviewing their cases as on 30th September of every year.

²⁰As per the approval accorded by the Board in its meeting held on 26.02.2013 vide Minute No. 511:5:21, the inter cluster promotions stand abolished from 01.10.2014.

---0---

¹⁹ The para 4 was amended as approved by the Board in its meeting held on 19.03.2005 vide Minute No.467:21 – ANNEXURE-VII(13).

²⁰ The Para 4 was further amended as approved by the Board in its meeting held on 22.02.2013 vide Minute No. 511:5:21 – **ANNEXURE-VIII(1)**.

ANNEXURE-VI
(Rule 13.3)**1. MINING:****A) Holders of Second Class Mine Managers' Certificate of Competency (SMMC) who could not obtain First class Mine Managers Certificate of Competency (Under Managers):**

A Cadre Scheme providing for promotional avenues for Under Managers who could not obtain First Class Mine Manger's Certificate of Competency (FMMC) was adopted vide circular No.C/896 dated 19.4.1988.

The number of vacancies were not identified in E-3 grade under Cadre Scheme. As per the Cadre Scheme, Under Managers would become eligible for promotion to E-3 grade after completion of 7 years in E-2 grade. In consideration of the representation of some Under Managers for identification of vacancies in E-3 grade (Sr.Under Managers) so as to be considered for promotion against the vacancies, instead of being stagnated for 7 years, a committee headed by Director (Technical) was constituted in December, 1990.

The Committee, on obtaining the procedure from CIL and its Subsidiaries, submitted a detailed report in June, 1991.

The Board of Directors, in its meeting held on 25.4.1992, considered the Report of the Committee and approved sanction of **173** posts of Senior Under Managers in E-3/E-4/E-5 grades (Letter No.SD/54/71 dated 30.4.1992).

Since the number of posts of Senior Under Managers in E-3/E-4/E-5 grades were identified as approved by the Board, the Cadre Scheme providing for time bound promotions in Senior Under Managers cadre is ceased.

i) Appointment/designation as Under Manager:**A. Graduate Mining Engineers:**

Graduate Mining Engineers (GMEs) will become eligible for issue of Second Class Mine Managers' Certificate of Competency (SMMC) on -

- a) having completed the prescribed training for 2 years including one year as MGT.
- b) having valid First Aid Certificate and
- c) having valid Gas Testing Certificate.

The detailed procedure for posting/designation of Graduate Mining Engineers (GMEs) will be strictly followed in accordance with the Circular No. CTE/92/ 93/1372 dated 23.7.1993.

The date of passing the qualifying examination (as mentioned in the body of the Second Class Certificate) is the criterion for appointment as Under Manager, as approved by the Board in its Meeting held on 8.12.1994.

B. Promotion of non-executives, who passed SMMC to the post of Under Managers:

²¹The Board in its meeting held on 07.08.2001 accorded approval to promote employees from non-executive grades, who passed Second Class Mine Manager's Certificate of Competency to the post of Under Managers subject to availability of vacancies through written test and interview by allocating 85% and 15% marks respectively and to reckon their inter-se-seniority based on the merit in the selection test.

²²Head Overmen/Overmen/ Mine Surveyor who have put in 5 years of service in A1/A/B grades of supervisory cadre or E-1 grade of executive cadre (reckoned against NCWA vacancies) and passed Second Class Mine Manager's Certificate of Competency shall be considered for appointment / promotion to E-2 grade as Under Managers through written test and interview. The above candidates are considered for 20% of the total vacancies of Under Managers. Remaining 80% of vacancies shall be filled in accordance with Recruitment Rules of the Company.

ii) Inter-se-seniority:

The following is the procedure being adopted in determining inter-se-seniority among the Under Managers who were/are appointed from the cadre of GMEs, Diploma Holders and other field candidates (Non-Diploma Holders) on acquiring SMMC. (Based on a committee Report dated 18.6.1992 and 31.10.1992 approved).

- a) Date of designation/posting/promotion as Under Manager (E-2) is taken as main criterion.

Note: Date of Second Class Certificate (SMMC) is the criterion in the case of the Under Managers (E-2) who were appointed as MGTs prior to 1.2.1991. In the case of GMEs who were appointed on or after 1.2.1991 as MGTs, the criterion for appointment as Under Manager (E-2), is the date of eligibility to work as Under Manager as mentioned in the body of the certificate.

- b) In case of the Under Managers who were drafted from the cadre of GMEs, if the date of designation as Under Manager is the same, the seniority in E-2 grade as GME is taken as the basis. If the date of entry into E-2 grade as GME is same, the date of appointment as MGT is the criterion for fixing the seniority.

²¹ Amended as approved by the Board in its meeting held on 7.8.2001 vide Minute No.447:31 communicated vide letter No.SD/54/446 dated 25.08.2001 - ANNEXURE-VII(8)

²² The para (i).B was amended as approved by the Board in its meeting held on 19.03.2005 vide minute no.467:21 – ANNEXURE-VII(13)).

- c) If the date of appointment as Under Manager, in respect of field candidates including Diploma Holders on obtaining SMMC is the same, then the inter-se-seniority is determined with reference to their appointment in the lower grade(s) immediately prior to their appointment as Under Manager.
- d) As regards the inter-se-seniority among the GMEs designated as Under Managers and field candidates including the Diploma Holders appointed as Under Managers through DPC, the date of entry as Under Managers (date of passing the qualifying examination as mentioned in the body of the certificate) is the main criterion for determining the seniority. If the date of passing the qualifying examination (SMMC) is the same, their inter-se-seniority will be determined with reference to grade prior to the appointment as Under Manager, date of entry into such lower grade and date of appointment in the Company.
- e) If the candidates are equal in all respects, like initial appointment and subsequent promotions, the oldest among them will be senior to the others who are younger.
- f) The seniority of the candidates who were appointed directly through recruitment as Under Managers (E-2) will be with reference to the order of merit in the test/date of joining the Company's service irrespective of date of passing SMMC.

iii) Eligibility for further promotions:

- a) The qualifying service to become eligible for promotion to E-3/E-4/E-5 grades in the cadre of Under Managers will be 3 years as in the case of other executives. (The qualifying service of 4 years to become eligible for higher grades as fixed in the cadre scheme need not be insisted on in view of the number of posts having been determined in the cadre of Under Managers as recommended by the Committee.)
- b) The date of designation or promotion as Under Manager is taken as criterion for reckoning his qualifying service for further promotions if any, irrespective of the date of placement in E-2 grade as Graduate Mining Engineers (GMEs) after successful completion of one year training as MGTs in E-1 grade. It is also applicable to Junior Mining Engineers (JMEs) placed in E-2 grade.

B) Holders of First Class Mine Manager's Certificate of Competency (FMMC):

- a) The Executives (Under Managers/Survey Officers) who have passed First Class Mine Manager's Certificate of Competency (FMMC) examination from the year 2005 onwards will be imparted structured training for a period of one month so as to enable them to enrich in all the facets of management.

Thereafter, the DPC will consider the candidates for promotion as Dy. Managers in E3 grade based on the Special Assessment Reports, Performance Appraisal Reports and the performance in the structured training.

- b) On promotion their inter-se seniority will be fixed based on the date of passing the FMMC as mentioned in the certificate.
- c) If the date of passing FMMC is the same, their inter-se-seniority will be determined with reference to present grade, date of entry into lower grades, date of initial appointment in the Company etc.

(The above Rule B (a) and (b) were amended as approved by the Board vide minute No.468:17(e) dt.18.06.2005 – ANNEXURE –VII (15).

Rule B (a) was further amended as approved by the Board vide minute No.472:24 dt.18.03.2006 – ANNEXURE – VII (17).

Rule (B) (a) was further amended as approved by the Board vide minute No.476:21 dt.23.2.2007 – ANNEXURE – VII (19)

2. SURVEY:

Promotion to the post of Assistant Survey Officer (E-1):

²³The Board in its meeting held on 7.8.2001, accorded approval to promote Mine Surveyors, who have put in over 5 years of service in Technical Grade 'A/A1' for promotion to the post of Assistant Survey Officer (E-1) subject to availability of vacancies through a written test and interview by allocating 85% and 15% marks respectively and reckon their inter-se-seniority based on the merit in the **selection test**.

3. FINANCE & ACCOUNTS:

(A) Appointment of Junior Accounts Officer (E-1) and promotion as Assistant Accounts Officer (E-2) on acquiring ICWA/CA qualification:

- a) The NCWA employees passing CA/ICWA final examination would be considered for promotion to the posts of Junior Accounts Officers (E-1) subject to availability of the vacancies in E-1 grade at a given point of time on the basis of Special Assessment Reports on performance and interview by a Selection Committee consisting of Director (Finance), GM (Finance & Accounts) and G.M. (Personnel).

Criterion for selection:

		<u>Marks</u>
i) Special Assessment Report by HOD.	..	50
ii) Interview by Selection Committee.	..	50

Total	..	100

²³ Amended as approved by the Board in its meeting held on 7.8.2001 vide Minute No.447:31 communicated vide letter No.SD/54/446 dated 25.08.2001 - ANNEXURE-VII(8). Further amended as approved by the Board vide Minute No.477:23 dt.11.4.2007 – ANNEXURE-VII (20).

- b) Vacancies of Assistant Accounts Officers in E-2 grade will be filled up through DPC from the cadre of JAOs in the ratio of 1:1 between professionally qualified JAOs (CA/ICWA) without insisting for 3 years minimum service in E-1 grade and other JAOs (those not possessing the qualification of CA/ICWA) prescribing minimum service of 3 years in E-1 grade.
- c) JAOs possessing CA/ICWA qualification will be considered for promotion as AAO (E-2) if they could not be promoted under clause (b) above, after completion of 2 years of service as JAO (E-1) irrespective of the vacancies in E-2 grade, *however, subject to overall vacancies in E-2 grade and E-1 grade clubbed together.

*The sentence - ..."however, subject to overall vacancies in E-2 grade and E-1 grade clubbed together" is replaced with "**however not exceeding the total sanctioned strength of E-1 and E-2 grades clubbed together**" as approved vide Minute No.7 of the 1/1999 dated 14.1.1999 communicated vide Lr.No.SD/54/51 dated 27.1.1999 - **ANNEXURE-VII(10)**.

(B) Promotion of JAOs (E1) (Non-professionals) as Accounts Officer (E2):

The Board in its meeting held on 02.02.2001 vide Minute No.445.25(a), accorded approval to consider Non-professional executives in Finance & Accounts Department with 5 years service in E1 grade for promotion to E2 grade by reckoning the sanctioned strength of E1 and E2 grades clubbed together, subject to recommendation of DPC.

(Lr. No. SD/54/86 dated 14.02.2001 of Company Secretary - **ANNEXURE-VII(9)**

---:0:---

THE SINGARENI COLLIERIES CO. LTD.

SECRETARIAL DEPARTMENT

Ref:No:SD/54/379

Dt15.7.2000

//CONFIDENTIAL//

Director (PA&W)

The extract of Minute No.442:16 of Board of Directors meeting held on 29.6.2000 at Hyderabad is furnished below;

Sub: Medical examination of eligible executives before consideration for promotion – Stipulating validity period of medical report for one year – Amendment to Rule 8.3 of Executives' Promotion Rules.

16.1 The Board considered the note placed before it and ratified the action of C&MD, exempting 88 Officers from medical examination as they were already examined in October 1999, when the DPCs considered them for promotion in May 2000.

16.2 The Board also accorded approval for amendment of Executive Promotion Rules by incorporating the following in Rule No.8.3:

“The medical report of the candidate will be valid for one year”.

Sd/-
Company Secretary.

ANNEXURE-VII(2)

(Rule 8.4)

THE SINGARENI COLLIERIES COMPANY LIMITED
SECRETARIAL DEPARTMENT

Ref:No:SD/54/477

dt:30.9.2000

Director (PA&W)

The extract of Minute No.443:15 of Board of Directors meeting held on 15.9.2000 at Hyderabad is furnished below:

Sub: Advancement of seniority of extraordinarily merited officers –
Amendment to the Executives' Promotion Rules.

- 15.1 The Board considered the note placed before it.
- 15.2 After deliberation the Board accorded approval for addition of the following clause in Rule 8.4 (B) of executives' Promotion Rules

"4. Officers who have been found fit for promotion against the declared number of vacancies, with not less than a rating of 'Good' and atleast 3 'Outstandings' on overall performance during the 5 years of the review period can be considered for supersession of all other officers senior to them as per the present seniority. However, the number of such supersessions shall be restricted to the following:

<u>No. of vacancies</u>	<u>Supersessions</u>
1 – 2	Nil
3 – 5	1
6 – 10	2
11 – 16	3
16 – 21	4
21 – 26	5

The reporting officer should be different for at least one of the 3 'outstanding' ratings. Such supersession is not to be given for a second time during the service of an officer. In case there are more than 2 cases of supersession in the same DPC, then relative seniority shall not be changed".

- 15.3 The Board while ratifying implementation of the above Rule w.e.f. 18.5.2000, has advised the management to bring back the proposal to the Board if any modification is considered necessary.

Sd/-
Company Secretary.

THE SINGARENI COLLIERIES COMPANY LIMITED
SECRETARIAL DEPARTMENT

Ref.No:SD/54/433

Dt.25.08.2001.

G M (Personnel)

The extract of Minute No.447:12 of Board of Directors meeting held on 7.8.2001 at New Delhi is furnished below:

Sub: Restructuring the executive organisation pattern to be technology oriented.

- 12.1 The Board considered the note placed before it and the proposed grade-wise changes in the executive manpower strength (Annexure) circulated in the meeting.
- 12.2 Director (PA&W) stated that for quick decision making, it is considered necessary to eliminate too many levels of authorities in the organisation pattern. Further in view of large-scale mechanization and to face competition in the market driven scenario, there is need for enhancing managerial skills at senior levels. He also stated that some relative imbalances have also crept in certain staff functions, which needs to be corrected. Keeping all the above factors in view, he stated that it is felt essential to restructure the executive organisation pattern. He informed that without increasing the overall manpower, which was frozen at 1992-93 sanctioned limits, resetting of levels of certain positions has been proposed both at field and corporate levels. He also stated that the restructured manpower pattern is fairly conservative when compared with the executive pattern prevailing WCL, which is almost having same level of operations. To a query he stated that the entire exercise was carried out internally.
- 12.3 The Govt. directors expressed the view that the objective sought to be achieved by this exercise needs to be looked into. They opined that if the work is entrusted to an expert consultant like ASCI, they would perhaps suggest a more comprehensive organisation pattern as was done in APSRTC, GFCL, BSNL/VSNL etc.
- 12.4 After detailed deliberation, the Board accorded approval to the proposed restructuring of executive organisation pattern as brought out in the note and Annexure placed before it. It was agreed that SCI, Hyderabad will be requested to study the existing and the proposed organisation pattern with 6 months similar to their work in APSRTC and the same will be brought to the Board for information.

Action taken on the above minute may be intimated to the undersigned at the earliest, to apprise the same to the Board in the next meeting.

Sd/-

Company Secretary

ANNEXURE-VII(4)

(Rule 13.1)

THE SINGARENI COLLIERIES COMPANY LIMITED

SECRETARIAL DEPARTMENT

Ref:No:SD/54/625

Dt.6.9.2002

GM (Personnel)

The extract of Minute No.454:22 of Board of Directors meeting held on 2.9.2002 at Hyderabad is furnished below:

Sub: Amendment to the promotion policy of specialist Doctors appointed from non-specialist cadre.

22.1 The Board considered the note placed before it. After deliberations the Board accorded approval to consider the service rendered by the specialists (i.e., specialist doctors appointed from non-specialist cadre) in non-specialist and specialist cadres put together while considering them for promotion to next higher grade on par-with their counterparts in non-specialist cadre up to E-5 grade subject to maintaining their inter-se seniority in specialist cadre by amending the Executive Promotion Rules.

Action taken on the above minute may be intimated to the undersigned at the earliest in compliance with the guidelines issued by the C&MD vide circular No.CRP/CS/58/200, dt.22.3.2002, to apprise the same to the Board in the next meeting.

Sd/-

Company Secretary.

ANNEXURE-VII(5)

(Rule 13.1)

THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)

Ref:No.CRP/CS/54/694

Dt.12.12.2001

G.M. (Personnel)

The extract of Minute No.449.13 of Board of Directors meeting held on 30.11.2001 at Hyderabad is furnished below:

Sub: Promotion policy of GDMOs – Amendment.

- 13.1 The Board considered the note placed before it.
- 13.2 After deliberation, the Board accorded approval for promotion of General Duty Medical Officers after completion of 5 years service in E-4 grade to E-5 grade irrespective of vacancies.
- 13.3 The Prl. Secretary, Energy Dept., suggested to have provision for appointment of Doctors on contract basis as in the State Government. The Board agreed to the suggestion.

Action taken on the above minute may be intimated to the undersigned at the earliest, to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary.

ANNEXURE-VII(6)

(Rule 13.1)

THE SINGARENI COLLIERIES COMPANY LIMITED

SECRETARIAL DEPARTMENT

Ref:No:SD/54/445

Dt.25.08.2001

GM (Personnel)

The extract of Minute No.447:30 of Board of Directors meeting held on 7.8.2001 at New Delhi is furnished below:

Sub: Change in cadre scheme and designations of Doctors & payment of journal allowance.

30.1 The Board considered the note placed before it.

30.2 After deliberation the Board accorded approval for the following:

i. Promotion policy for GDMOs & Specialists:

GRADE	G D O Ms (Non-specialist Doctors)		SPECIALIST DOCTORS			
			Degree Holders (Years)		Diploma holders (Years)	
	Existing (Years)	Proposed (Years)	Existing (Years)	Proposed (Years)	Existing (Years)	Proposed (Years)
E-2 to E-3	5	5	-	-	-	-
E-3 to E-4	5	5	4	3	4	4
E-4 to E-5	3	5	4	4	4	5
E-5 to M1	Nil		3	7	3	8
			(Against vacancy)			
M1 to M-2	Nil		3	6	3	6
			(Against vacancy)			
M2 to M-3	Nil		3	3	3	3
			(Against vacancy)			

ii. Payment of journal allowance to the identified specialists:

Specialists	Rates of allowance
General Surgeon	a) 1 st year - Rs.500/- per month
Orthopaedic Surgeon	b) 2 nd year - Rs.600/- per month
Physician	c) 3 rd 4 th & 5 th year - Rs.700/- per month
Paediatrician	d) 6 th year onwards- Rs.800/- per month
Obst. & gynaecologist	
Anaesthetist	

iii. Re-designation of Specialists and Non-Specialists:

Grade	Specialists		Non-Specialists	
	Existing	Proposed	Existing	Proposed
E-2	-	-	GDMO	GDMO
E-3	Specialist (.....)	Specialist (.....)	GDMO	Sr.M.O.
E-4	Specialist (.....)	Specialist (.....)	GDMO	Dy.MS
E-5	Dy.MS	Med.Suptd./ Med.Suptd (Splst.)	Dy.MS	Med.Suptd.
M-1	Medical Supdt.	Dy.Chief Medical Officer	-	-
M-2	Addl.CMO/ CMO	Addl.CMO/ CMO	-	-
M-3	-	*Chief of Medical Services	-	-

*In case the post is operated in M-3 grade.

iv. The Board noted that the necessary consequential changes would be made in the Recruitment/Promotion Rules of the Company.

Action taken on the above minute may be intimated to the undersigned at the earliest, to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary

ANNEXURE-VII(7)

(Rule 13.1)

THE SINGARENI COLLIERIES COMPANY LIMITED

Ref:No:SD/54/12

Date: 5.4.1993

CONFIDENTIAL

Extract of the Minute No.9(ii) of the meeting of the Board of Directors held on 27.3.1993 at Hyderabad regarding Promotion and posting of Dy. Medical Superintendents (e-5) both from the cadres of Specialists and GDMOs and their interchangeability.

9(ii) Board considered the note placed before it and accorded approval to keep open the posts of Dy. Medical Superintendents (E5) for both Specialists cadre and GDMOs cadre and to fill up these posts through DPC and to post the Dy. Medical Superintendents (Specialists cadre and GDMOs cadre) either in hospitals or dispensaries at the discretion of the management, thus making the posts of Dy. Medical Superintendents interchangeable between the specialists and General Duty Medical Officers (GDMOs).

Board noted that the posts of Medical Superintendents (E6) for hospitals will be filled up from among Dy. Medical Superintendents (Specialist cadre only) and Specialists in E5 Grade, as per the existing practice.

CC: Director (Personnel) for information and necessary action. The compliance report/progress of implementation of the minute, may please be informed to us, for apprising the Board.

Sd/-
Company Secretary.

ANNEXURE-VII(8)

(Rule 13.3)

THE SINGARENI COLLIERIES COMPANY LIMITED

SECRETARIAL DEPARTMENT

Ref:No:SD/54/446

Dt.25.08.2001.

G.M. (Personnel)

The extract of Minute No.447:31 of Board of Directors meeting held on 7.8.2001 at New Delhi is furnished below:

Sub: Amendment of promotion policy of Under Managers and Assistant Survey Officers.

- 31.1 The Board considered the note placed before it.
- 31.2 After deliberation the Board ratified the selection of 20 Under Managers from the HOMs/OMs who passed Second Class Mine Manager's Certificate of Competency, through written test and interview held on 115/16.5.2001 reckoning their inter-se-seniority based on their merit in the selection test.
- 31.3 Further Board accorded approval for the following changes in the existing promotion policy for selection of Under Managers & Assistant Survey Officers.
- a) To promote employees from non-executive grades, who passed Second Class Mine Manager's Certificate of Competency to the post of Under Managers subject to availability of vacancies through written test and interview by allocating 85% and 15% marks respectively and to reckon their inter-se-seniority based on the merit in the selection test.
 - b) To promote Mine Surveyors, who have put in over 3 years of service in Technical grade 'A' for promotion to the post of Assistant Survey Officers subject to availability of vacancies through a written test and interview by allocating 85% & 15% marks respectively and to reckon their inter-se-seniority based on the merit in the selection test.

Action taken on the above minute may be intimated to the undersigned at the earliest, to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary

ANNEXURE-VII(9)

(Rule 13.3)

THE SINGARENI COLLIERIES COMPANY LIMITED

SECRETARIAL DEPARTMENT

Ref:No:SD/54/86

Dt.14.2.2002

G.M. (Personnel)

The extract of Minute No.445:25(a) of Board of Directors meeting held on 2.2.2001 at Hyderabad is furnished below:

Sub: Promotion policy of executives in Finance & Accounts Dept., from E-1 grade to E-2 grade.

25(a).1 The Board considered the note placed before it.

25(a).2 After deliberation, the Board accorded approval to consider the non-professional executives in Finance & Accounts Depts. with 5 years service in E-1 grade for promotion to E-2 grade by reckoning the sanctioned strength of E-1 & E-2 grades clubbed together, subject to recommendation of DPC.

Action taken on the above minute may be intimated to the undersigned at the earliest, to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary

Copy to Chief F&A with agenda note.

ANNEXURE-VII(10)

(Rule 13.3)

THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)

Regd. Office;
Kothagudem Collieries – 507 101
Bhadrachalam Road station.

Ref:No:SD/54/51

Date:27.1.1999.

Extract of Minute No.7 of the 1/1999 meeting of Board of Directors held on 14.1.1999 at Hyderabad regarding alteration to the Rule 3(c) of Annexure-VI of Executives' Promotion Rules with Regard to promotion of Jr. Accounts Officers possessing CA/ICWA qualifications to E-2 grade as Assistant Accounts Officers – Ratification of the Board sought.

7. Board considered the note placed before it and ratified alteration of Rule 3(c) of Annexure-VI of Executives' Promotion Rules, as indicated below:

<u>Existing</u>	<u>Alteration</u>
3 (c) ...”however, subject to over all vacancies in E-2 grade and E-1 grades clubbed together”.	3 (c) ... “however, not exceeding the total sanctioned strength of E-1 and E-2 grades clubbed together”.

Director (PA&W)

Sd/-
Company Secretary.

ANNEXURE-VII(11)

THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)

SECRETARIAL DEPARTMENT

Ref:No.CRP/CS/98/712

Date: 2.11.2002

G.M. (Personnel)

The extract of Circular resolution No.2/2002-03 dated 30.10.2002 approved by the Board of Directors is furnished below:

Sub: Promotion of the executives who have put in 7years and above service in E-1 and E-3 grades to next higher grades – Reg.

The Board considered the note circulated to it and accorded approval for continuance of the system of promoting the executives in E-1 and E-3 grade stagnated for 7 years and above to next higher grades by reviewing their cases as on 30th September every year, on the recommendations of DPC.

Action taken on the above Resolution may be intimated to the undersigned at the earliest with the guidelines issued by the C&MD vide Circular No.CRP/CS/58/200 DT.22.3.2002, to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary

ANNEXURE-VII(12)
(Rule 5.8)THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)
SECRETARIAL DEPARTMENT

Ref.No.CRP/CS/054/712

Date: 11.09.2003

G M (Personnel)

The extract of Minute No.459.9 of Board of Directors meeting held on 29.8.2003 at Hyderabad is furnished below:

Sub: Amendment to the Executives' Promotion Rules.

9.1 The Board considered the note placed before it. Director (PA&W) explained the need for the amendments to the Executives' Promotion Rules. He stated that since the future of SCCL lies in underground mining, it is proposed to insist on minimum underground experience for the executives of Mining & E & M disciplines to become eligible for promotion to M-1 grade. To a query of Addl. Secretary, MoC, whether it will be practically possible to put the above executives in underground mines, he stated that the modalities have been worked out for implementation of the scheme.

9.2 After deliberation, the Board accorded approval for amendments to the Executives Promotion Rules as under;

Existing Rule	Amended Rule
<p>5.8 An executive shall have, at least, 2 years field experience, in the present grade or/and immediate preceding grade, to become eligible for consideration to higher grades up to and inclusive of M-1. This will come into force on expiry of three years from the date of approval of the Rules by the Board.</p>	<p>5.8 An executive shall have at least 2 years field experience in the present grade and / or immediate preceding grade, to become eligible for consideration to higher grades up to and inclusive of M-1.</p> <p>However, executives of Mining & E&M disciplines shall have at least 3 years underground experience to become eligible for consideration for initial promotion and at least 5 years total underground experience to become eligible for promotion to M.1.</p> <p>(This will come into force on expiry of three years from the date of approval of amendment by the Board.)</p>

EXECUTIVES' PROMOTION RULES

Existing Rule	Amended Rule
<p>6.1 For all promotions defined under Rule 2.1, three eligible executives or the number of available and eligible executives, whichever is less, in order of seniority in the present executive scale of pay, shall be considered for each vacancy proposed to be filled by promotion.</p>	<p>6.1 For all promotions defined under Rule 2.1, (except for promotions to M-2 grade) 3 eligible executives or the number of available and eligible executives, whichever is less, in order of seniority in the present executive scale of pay, shall be considered for each vacancy proposed to be filled by promotion.</p> <p>In case of promotions to M-2 grade, 4 eligible executives or the number of available and eligible executives, whichever is less in order of seniority in the present executive scale of pay shall be considered for each vacancy proposed to be filled by promotion.</p>
<p>No corresponding Rule</p>	<p>(to be inserted after Rule-8.4(A) & (B))</p> <p>An executive who has been superseded in the present grade due to reasons other than disciplinary proceedings shall be disqualified for consideration for promotion for a period of one year.</p>
<p>No corresponding Rule</p>	<p>(to be inserted after Rule-8.4)</p> <p>8.5 If the cases of those executives who are not considered for promotion in view of the rating in PARs are subsequently considered by DPC consequent to their expungement, their inter-se seniority will be restored in case they are recommended for promotion.</p>
<p>14.11 In case where disciplinary proceedings have been held under CD&A Rules and in the event of the executive is found to have committed an act blameworthy though the charges were not completely established, at least the penalty of "Censure" instead of warning shall be imposed on him as a result of the disciplinary proceedings.</p>	<p>14.11 In case where disciplinary proceedings have been held under CD&A Rules and in the event of the executive is found to have committed an act blameworthy though the charges were partially established, at least the penalty of "Censure" instead of warning shall be imposed on him as a result of the disciplinary proceedings. The executive on whom a penalty of "Censure" is imposed shall not be considered for promotion to next higher grade for one year.</p>

- 9.3 Regarding amendment proposed to Rule-8.4(A).3, the Board suggested to reconsider the same as the 2 years period is too short to evaluate the performance of an executive and bring the proposal to the Board for further consideration.

Action taken on the above minute may be intimated to the undersigned at the earliest in compliance with the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002, to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary

THE SINGARENI COLLIERIES COMPANY LTD.
SECRETARIAL DEPARTMENT

Ref.No.CRP/CS/054/252

Date: 31.03.2005

G.M. (Personnel)

The extract of Minute No.467:21 of Board of Directors meeting held on 19.3.2005 at Hyderabad is furnished below.

Sub: Amendments to Executives' Promotion Rules.

- 21.1 The Board considered the note placed before it. Director (PA&W) explained the salient features of amendments proposed to Executives' Promotion Rules. He stated that the suggestion made by the Board earlier in respect of medical fitness of candidates for considering promotions has been taken into account. He informed that as a result of medical examination if an executive is found not fit for employment in mines or in any specified operation etc., provision is being made to consider him for promotion provided there is suitable vacancy for such executive in departments / other operations etc.
- 21.2 Director (PA&W) also informed that the settlement made with recognised union of workmen on 20.8.04 for creation of promotional opportunity to the experienced supervisory personnel by placing in executive grade against sanctioned vacancies based on test and interview has also been suitably factored in the Promotion Rules. He further informed that the earlier suggestion of the Board that Diploma holders and field candidates with SMMC have to spend at least 5 years at Mining Sirdar and Overmen level before getting elevated to the post of Under Managers has been incorporated in the Rules. He clarified that DPCs will be held once in a year and vacancies up to 30th September of succeeding year are reckoned for promotion against vacancies. He stated that 5 years service by 1st April of succeeding year is considered for promotion under cluster concept.
- 21.3 After deliberation, the Board accorded approval to the following amendments proposed to Executive Promotion Rules.

Rule No.	Existing	Revised
8.3	At every level of promotion a Medical Fitness Certificate unambiguously certifying the fitness of the candidate physically for working in a Mining Company shall be a mandatory requirement for consideration for promotion. The medical report of the	At every level of promotion, every executive has to undergo medical examination. As a result of medical examination, if an executive is found not fit for employment in mines or in a particular category of mines or in any specified operations in mines etc., in order to utilise his services, the promotion may be given provided

EXECUTIVES' PROMOTION RULES

Rule No.	Existing	Revised
	candidate will be valid for one year.	there are vacancies suitable for such executives in other than such mines / operations etc.
8.4 (A) (4)	<p>Promotion of executives to E-5 and below grades:</p> <p>Apart from the PARs any penalty imposed on an executive if in the opinion of DPC renders him not suitable for promotion shall also be considered.</p>	<p>Promotion of executives to E-5 and below grades:</p> <p style="text-align: center;">No change.</p> <p>(The following additional para will be inserted in the rule)</p> <p>In assessing the suitability, the DPC will take into account the circumstances leading to imposition of penalty and decide whether in light of general service record of the officer and the fact of imposition of penalty, he should be considered suitable for promotion. However, even where the DPC considers that despite the penalty the officer is suitable for promotion, the officer should not be actually promoted during currency of the penalty.</p>

EXECUTIVES' PROMOTION RULES

Rule No.	Existing	Revised
8.4 (B) (3)	<p>Promotion of executives to M-1 grade and above:</p> <p>Apart from the PARs any penalty imposed on an executive if in the opinion of DPC renders him not suitable for promotion shall also be considered.</p>	<p>Promotion of executives to M-1 grade and above:</p> <p style="text-align: center;">No change.</p> <p>(The following additional para will be inserted in the rule)</p> <p>In assessing the suitability, the DPC will take into account the circumstances leading to imposition of penalty and decide whether in light of general service record of the officer and the fact of imposition of penalty, he should be considered suitable for promotion. However, even where the DPC considers that despite the penalty the officer is suitable for promotion, the officer should not be actually promoted during currency of the penalty.</p>
8.4 (B) (3)	<p>Promotion of executives to M-1 grade and above:</p> <p>Apart from the PARs any penalty imposed on an executive if in the opinion of DPC renders him not suitable for promotion shall also be considered.</p>	<p>Promotion of executives to M-1 grade and above:</p> <p style="text-align: center;">No change.</p> <p>(The following additional para will be inserted in the rule)</p> <p>In assessing the suitability, the DPC will take into account the circumstances leading to imposition of penalty and decide whether in light of general service record of the officer and the fact of imposition of penalty, he should be considered suitable for promotion. However, even where the DPC considers that despite the penalty the officer is suitable for promotion, the officer should not be actually promoted during currency of the penalty.</p>

EXECUTIVES' PROMOTION RULES

Rule No.	Existing	Revised
8.4 (B) (4)	An executive who has been superseded in the present grade due to reasons other than disciplinary proceedings shall be disqualified for consideration for promotion for a period of one year.	Deleted.
11.1	<p>ANNEXURE-III to the rules.</p> <p>1. Promotion to the post of Junior Mining Officer (E-1):</p> <p>Head Overmen, who have put in 7 years service in Technical Grade 'A' (NCWA) will be promoted as Junior Mining Officers in E-1 scale of pay subject to a maximum of 15% of the sanctioned strength of Head Overmen (Technical Grade 'A') on the basis of assessment report and interview. The Junior Mining Officers will continue to perform the same duties as Overmen as assigned from time to time and they will be accounted for accordingly.</p>	<p>ANNEXURE-III to the rules.</p> <p>1. Promotion to the post of Junior Mining Officer (E-1):</p> <p>Head Overmen in Technical & Supervisory Gr.A-1 of NCWA cadre with diploma qualification having completed 5 years of service; and without such qualification but having completed 6 years of service in Gr.A-1 would be eligible for placement in E-1 grade of Executive cadre as Junior Mining Officer against sanctioned vacancies based on assessment report, test and interview. On such placement, they will continue to discharge the duties, which they have been performing hitherto and they will be accounted for in Tech. & Sup. Gr.A-1 of NCWA cadre.</p>
	<p>2. Promotion to the posts of (a) Junior Technical Officer (Electrical) (E-1) and (b) Junior Technical Officer (Mechanical)(E-1):</p> <p>a) Electrical Foremen, who have put in 7 years service in Technical Grade 'A' (NCWA) will be placed as Junior Technical Officer (Elec.) in E-1 scale of pay subject to a maximum of 15% of sanctioned strength of Electrical Foremen (Technical Grade 'A') on the basis of assessment report and interview. These Junior</p>	<p>2. Promotion to the posts of (a) Junior Technical Officer (Electrical) (E-1) and (b) Junior Technical Officer(Mechanical)(E-1):</p> <p>a) Foremen-in-charge in Technical & Supervisory Gr.A-1 of NCWA cadre with diploma qualification having completed 5 years of service; and without such qualification but having completed 6 years of service in Gr.A-1 would be eligible for placement in E-1 grade of Executive cadre as Junior Technical Officer (Electrical) against sanctioned vacancies based on assessment report, test and</p>

EXECUTIVES' PROMOTION RULES

Rule No.	Existing	Revised
	<p>Technical Officers (Elect.) will continue to perform the duties of Foremen (Elec.) (Technical grade 'A') and they will be accounted for accordingly.</p>	<p>interview. On such placement, they will continue to discharge the duties which they have been performing hitherto and they will be accounted for in Tech. & Sup. Gr.A-1 of NCWA cadre.</p>
	<p>b) Mechanical foremen, who have put in 7 years service in Technical Grade 'A' (NCWA) will be placed as Junior Technical Officer (Mech.) in E-1 scale of pay subject to a maximum of 15% of the sanctioned strength of Mechanical Foremen (Technical Grade 'A') on the basis of assessment report and interview. These Junior Technical Officers (Mech.) will continue to perform the duties of Foremen (Mech.) (Technical Grade 'A') and they will be accounted for accordingly.</p>	<p>b) Foremen-in-charge in Technical & Supervisory Gr.A-1 of NCWA cadre with diploma qualification having completed 5 years of service; and without such qualification but having completed 6 years of service in Gr.A-1 would be eligible for placement in E-1 grade of Executive cadre as Junior Technical Officer (Mechanical/ Automobile) against sanctioned vacancies based on assessment report, test and interview. On such placement, they will continue to discharge the duties which they have been performing hitherto and they will be accounted for in Tech. & Sup. Gr.A-1 of NCWA cadre.</p>
13.2	<p>ANNEXURE-V to the rules. Promotions based on 'cluster concept' and general principles of promotion.</p> <p>(1)(d) Under "cluster concept", the information pertaining to executives having completed 5 years and above service in present grade during the last 6 months i.e. from 1st April to 30th September and 1st October to 31st March would be collected and the executives, whose full data is obtained from concerned area would be considered by the DPC at the end of 6 months and recommended officers will be promoted to next higher grade under 'cluster concept'. The executives whose data and PARs are not received at headquarters, will be considered</p>	<p>ANNEXURE-V to the rules. Promotions based on 'cluster concept' and general principles of promotion.</p> <p style="text-align: center;">Deleted.</p>

EXECUTIVES' PROMOTION RULES

Rule No.	Existing	Revised
	<p>by the DPC next time. However, the recommended candidates will be given promotions with retrospective effect on par with the executives whose data and PARs were received and already promoted on the recommendations of the DPC.</p>	
13.2	<p>ANNEXURE-V to the rules. Promotions based on 'cluster concept' and general principles of promotion:</p> <p>(2) (a) The DPC for considering promotion of executives will be held twice in a year, as recommended by the Committee.</p>	<p>ANNEXURE-V to the rules. Promotions based on 'cluster concept' and general principles of promotion.</p> <p>(2) (a) DPCs for considering promotions under cluster concept, cadre scheme and against vacancies will normally be convened once in a year. Vacancies up to 30th September of succeeding year are reckoned and the executives who will be completing 3 years of service by 30th September of succeeding year will be considered for promotions against vacancies and 5 years of service by 1st April of succeeding year under 'cluster concept'.</p>
13.2	<p>ANNEXURE-V to the rules.</p> <p>(4) The Board considered the note circulated to it and accorded approval for continuance of the system of promoting the executives in E-1 and E-3 grades stagnated for 7 years and above to next higher grades by reviewing their cases as on 30th September every year, on the recommendations of DPC.</p>	<p>ANNEXURE-V to the rules.</p> <p>(4) The executives in E-1 grade viz., Assistant Survey Officer, Junior Scientific Officer, Junior Estates Officer, Junior Private Secretary, Junior Forest Officer, Junior Security Officer, Junior Law Officer, Bio-Chemist, Micro-Biologist, Pharma Chemist and the executives in E-3 grade who are stagnated for 7 years and above will be considered for promotion to next higher grade by reviewing their cases as on 30th September of every year.</p>

EXECUTIVES' PROMOTION RULES

Rule No.	Existing	Revised
13.3	<p>ANNEXURE-VI to the rules. 1.B. Promotion of Non-executives who passed SMMC to the post of Under Managers:</p> <p>a) The Board accorded approval to promote employees from non-executive grades who passed Second Class Mine Manager's Certificate of Competency to the post of Under Manager subject to availability of the vacancies through written test and interview by allocating 85% and 15% marks respectively and to reckon their inter-se-seniority based on the merit in the selection test.</p>	<p>ANNEXURE-VI to the rules. 1.B. Promotion of Non-executives who passed SMMC to the post of Under Managers:</p> <p>Head Overmen/Overmen/ Mine Surveyor who have put in 5 years of service in A1/A/B grades of supervisory cadre or E-1 grade of executive cadre (reckoned against NCWA vacancies) and passed Second Class mine Manager's Certificate of Competency shall be considered for appointment / promotion to E-2 grade as Under Managers through written test and interview. The above candidates are considered for 20% of the total vacancies of Under Managers. Remaining 80% of vacancies shall be filled in accordance with Recruitment Rules of the Company.</p>
16.1	<p>The competent authority may, on the recommendation of the DPC, grant promotion to executives holding Isolated posts, after completion of 7 (seven) years of effective service in the lower scale of pay.</p>	<p style="text-align: center;">Deleted</p>
16.2	<p>Not more than two such promotions shall be granted in the entire executive career of the executive concerned if he was appointed/promoted to executive cadre in E-4 or below. Only one such promotion may be granted to the executive concerned if he was appointed to the executive cadres of the Company in Executive scale of pay in E-5 or above.</p>	<p style="text-align: center;">Deleted</p>

Action taken on the above minute may be intimated to the undersigned at the earliest in strict compliance with the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary

ANNEXURE-VII(14)

THE SINGARENI COLLIERIES COMPANY LTD.
Secretarial Department

Ref.No:CRP/CS/054/484

Date: 4.7.2005.

G M (Personnel)

The extract of Minute No.468:17(d) of Board of Directors meeting held on 18.6.2005 at Hyderabad is furnished below:

**Sub: Amendment to the Executives' Promotion Rules
regarding field/ underground experience.**

- 17(d).1 The Board considered the note placed before it. Director (P.A&W) informed that as approved by the Board in the meeting held on 29.8.03 an executive must have 2 years field experience in the existing or previous grade to become eligible for promotion up to and inclusive of M-1 grade. In case of executives of Mining and E&M disciplines they must also have at least 3 years underground experience to become eligible for initial promotion and at least 5 years total UG experience to become eligible for promotion to M-1 grade. He further informed that this policy will come into force after expiry of 3 years from the date of approval by the Board i.e., 29.8.06.
- 17(d).2 He stated that implementation of above policy with regard to underground experience for initial promotion would result in posting of 50 to 60% executives in underground mines with experience ranging from 1 to 5 years which is not desirable in the interest of safety & production. He further stated that it is proposed to prescribe the minimum 3 years underground experience for 2nd promotion instead of initial promotion and proposed to apply same condition to the executives of Survey department. He added that in order to protect the interest of those executives who could not have prescribed underground / field experience due to lack of vacancies, it is proposed to consider those holding underground / field post at the time of promotion with a condition that their subsequent promotion to next grade will be considered only after completion of prescribed underground / field experience that they should have had. He further stated that the executives who are more than 55 years at the time of promotion are also proposed to be exempted from the stipulation of underground experience. It was informed that those who continue in non-field (soft) assignments are not likely to get promotion in future.
-

EXECUTIVES' PROMOTION RULES

17(d).3 After deliberation, the Board accorded approval to modify the relevant Rules as under;

Rule No.	Existing	Modified
5.8	<p>An Executive shall have at least 2 years field experience in the present grade and / or immediate preceding grade, to become eligible for consideration to higher grades up to and inclusive of M-1.</p> <p>No corresponding clause</p> <p>However, executives of Mining and E&M disciplines shall have at least 3 years underground experience to become eligible for consideration for initial promotion and at least 5 years total underground experience to become eligible for promotion to M-1. (This will come into force on expiry of 3 years from the date of approval of amendment by the Board i.e., 29.8.06.)</p>	<p>No change</p> <p>Those who could not have stipulated field experience can be given promotion subject to holding field post at the time of promotion. Their subsequent promotion to next grade will only be considered after completing the stipulated field experience.</p> <p>Executives of Mining, E&M and Survey disciplines shall also have at least 3 years underground experience to become eligible for consideration for second promotion (i.e, E-3 for Survey and E-4 for Mining & E&M disciplines) and at least 5 years total underground experience to become eligible for promotion up to M-1 grade.</p> <p>Those who could not have 3/5 years underground experience as the case may be, can be given promotion subject to holding underground post at the time of promotion. Their subsequent promotion to next grade will only be considered after completing the stipulated 3/5 years underground experience. Those who are more than 55 years at the time of promotion are exempted from the stipulation of underground experience.</p>

17(d).4 The Board also accorded approval to implement the above Rule from 1.10.2006 instead of 29.8.2006 to facilitate acquiring of stipulated experience by the executives as the DPCs consider the eligible executives for promotion once in a year by taking into account the service put in by them as on 30th September of each year.

Action taken on the above minute may be intimated to the undersigned at the earliest in strict compliance with the guidelines issued by the C&MD vide circular No.CRP/CS/58/200, dt.22.3.2002, to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary

THE SINGARENI COLLIERIES CO. LTD.
Secretarial Department

Ref.No.CRP/CS/054485

Dtd.4.7.2005

G M (Personnel)

The extract of Minute No.468:17(e) of Board of Directors meeting held on 18.6.2005 at Hyderabad is furnished below:

**Sub: Change in promotion policy of Under Managers/
Survey Officers on acquiring FMMC as Deputy
Managers in E-3 grade -- Amendment to Executives'
Promotion Rules.**

17(e).1 The Board considered the note placed before it. Director (PA&W) informed that it is proposed to introduce one month structured training to Under Managers / Survey officers to improve their overall personality before considering them for promotion as Dy. Managers in (E-3) grade. He stated that though they are having technical knowledge, other traits like positive attitude, good communication skills etc., are also necessary in order to become effective managers.

17(e).2 After deliberation, the Board accorded approval to amend the Executive Promotion Rules as under;

Existing	Modified
<p>Rule 13.3 Annexure-VI 1 B) Holders of First Class Mine Manager's Certificate of Competency (FMMC):</p> <p>a) The executives (Under Managers/ Survey Officers) who, on passing First Class Mine Manager's Certificate of Competency (FMMC) and applying through proper channel will be considered by the DPC for promotion as Deputy Managers in E-3 grade. The Special Assessment Reports, Performance Appraisal Reports and other relevant records will be taken into consideration for promotion.</p> <p>b) Date of passing the qualifying</p>	<p>Rule 13.3 Annexure-VI 1 B) Holders of First Class Mine Manager's Certificate of Competency (FMMC):</p> <p>a) The executives (Under Managers/Survey officers) who have passed First Class Mine Manager's Certificate of Competency will be imparted one month structured training to improve their overall personality.</p> <p>At the end of training there will be a written test followed by group discussion and interview by the DPC. Only those executives who get 50% of marks in aggregate will be promoted as Deputy Managers in E-3 grade against sanctioned vacancies. Special assessment and performance appraisal reports will also be taken into account by the DPC.</p> <p>b) On promotion their interse seniority will be</p>

EXECUTIVES' PROMOTION RULES

Existing	Modified
examination (as mentioned in the body of the FMMC) is the criterion for promotion as Deputy Managers and interse seniority as approved by the Board in its Meeting held on 8.12.1994.	fixed based on the date of passing the FMMC as mentioned in the certificate.

Action taken on the above minute may be intimated to the undersigned at the earliest in strict compliance with the guidelines issued by the C&MD vide circular No.CRP/CS/58/200, dt.22.3.2002, to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary

ANNEXURE-VII(16)

THE SINGARENI COLLIERIES CO. LTD.

Secretarial Department

Ref:No.CRP/CS/054/483

Dtd. 4.7.2005.

G M (Personnel)

The extract of Minute No.468:17(c) of Board of Directors meeting held on 18.6.2005 at Hyderabad is furnished below:

Sub: Change in promotion policy of GDMOs & Specialist Doctors.

17(c).1 The Board considered the note placed before it. Director (PA&W) informed that as per the existing policy, General Duty Medical Officers (GDMOs) with MBBS qualification who join in E-2 grade can go only up to E-5 grade whereas the specialist Doctors who join in E-3 grade can go up to M-3 grade. He stated that out of 156 GDMOs on roll, 25 have completed 1 to 8 years of service in E-5 grade. There is lot of discontentment among the GDMOs due to lack of promotional opportunities beyond E-5 grade. He stated that though the proposed changes in promotion policy are not exactly in line with the policy of CIL, it is proposed to implement the same in a phased manner. He further stated that among specialist Doctors, PG degree holders have slightly fast track promotional opportunities over PG Diploma holders. In order to encourage Doctors to acquire PG degree it is also proposed to prescribe 7 years service instead of 6 years service for PG diploma holders in M-1 grade for promotion to M-2 grade.

17(c).2 After deliberation, the Board accorded approval to;

- a) provide career growth to GDMOs who have put in 9 years service in E-5 grade to M-1 grade by earmarking 3 vacancies out of existing 15 vacancies in M-1 grade by reckoning the vacancies in the ratio of 3 : 1 i.e., 3 specialist Doctors and 1 GDMO; and.
- b) prescribe 7 years service instead of 6 years service for PG diploma holders for promotion from M-1 grade to M-2 grade.

Action taken on the above minute may be intimated to the undersigned at the earliest in strict compliance with the guidelines issued by the C&MD vide circular No.CRP/CS/58/200, dt.22.3.2002, to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary

THE SINGARENI COLLIERIES CO. LTD.
Secretarial Department

Ref.No.CRP/CS/054/331

Dtd.24.3.2006

CGM (Personnel)

The extract of Minute No.472:24 of Board of Directors meeting held on 18.3.06 at Hyderabad is furnished below:

**Sub: Change in promotion policy of Under Managers/
Survey Officers on acquiring FMMC as Deputy
Managers in E-3 grade -- Amendment to Executive
Promotion Rules.**

24.1 The Board considered the note circulated in the meeting. Director (PA&W) informed that in accordance with the existing rules, Under Managers / Survey Officers on passing FMMC examination will be imparted one month structured training before appearing for the selection test/interview for promotion as Dy. Managers. Only those candidates who get 50% and above marks will be promoted as Dy. Managers against sanctioned vacancies. He stated that the SCCL is finding it difficult to relieve all the eligible candidates for 1 month training before appearing for selection test / interview as they hold statutory positions in mines. It is therefore proposed to change the existing policy by subjecting the eligible candidates to the selection test first and then provide training only to the successful candidates before placement. This enables the management to relieve only those candidates selected in the test for undergoing training.

24.2 After deliberation, the Board accorded approval to amend the Executive Promotion Rules as under;

Existing	Amended
<p>Rule 13.3 Annexure-1 (b)</p> <p>Holders of First Class Mine Manager's Certificate of Competency (FMMC):</p> <p>a) The Executives (Under Managers/Survey Officers) who have passed First Class Mine Manager's Certificate of Competency (FMMC) will be imparted one month structured training to improve their overall personality.</p> <p>At the end of training there will be a written test followed by group discussion and interview by the DPC. Only those executives who get 50% of marks in aggregate will be promoted as</p>	<p>Rule 13.3 Annexure-1 (b)</p> <p>Holders of First Class Mine Manager's Certificate of Competency (FMMC):</p> <p>a) The Executives (Under Managers/Survey Officers) who pass First Class Mine Manager's Certificate of Competency (FMMC) examination will be subjected to written test followed by group discussion and interview by the DPC. Special assessment and performance appraisal reports will also be taken into account by the DPC. Only those executives who get 50% & above marks in aggregate will be promoted in the</p>

EXECUTIVES' PROMOTION RULES

Existing	Amended
Deputy Managers in E-3 grade against sanctioned vacancies. Special assessment and performance appraisal reports will also be taken into account by the DPC.	order of merit as Dy. Managers in E3 grade against sanctioned vacancies subject to their medical fitness. The Executives will be imparted one month structured training before placement to improve their overall personality.

Action taken on the above minute may be intimated to the undersigned at the earliest in strict compliance with the guidelines issued by the C&MD vide circular No.CRP/CS/58/200, dt.22.3.2002, to apprise the same to the Board in the next meeting.

Sd/-
Company Secretary

THE SINGARENI COLLIERIES CO. LTD.

Secretarial Department

Ref.No.CRP/CS/054/150

Date: 7/8.3.2007

CGM (Personnel)

The extract of Minute No.476 : 20 of Board of Directors meeting held on 23.2.2007 at Hyderabad is furnished below:

Sub: Amendment to Executives' Promotion Rules regarding underground experience.

20.1 The Board considered the note placed before it. Director (P&P) informed that there are some Mining and E&M executives who have put in 20 – 25 years of experience exclusively in OC projects and if they are to be posted in UG mines, to become eligible for promotion in accordance with the amendments made to the Rules in the meeting held on 29.8.03, their expertise would not be available for OC projects and at the same time they may not do justice if they are posted in UG mines. In order to obviate the above problem, it is proposed to consider the experience in UG and / or OC projects in respect of those executives who joined the services prior to 29.8.03.

20.2 After deliberation the Board accorded approval for the following amendments in the Executives' Promotion Rules:

Rule No.	Existing	Amended
5.8	An Executive shall have at least 2 years field experience in the present grade and / or immediate preceding grade, to become eligible for consideration to higher grades up to and inclusive of M-1. Those who could not have stipulated field experience can be given promotion subject to holding field post at the time of promotion. Their subsequent promotion to next grade will only be considered after completing the stipulated field experience.	No change
	Executives of Mining, E&M and Survey disciplines shall also have at least 3 years underground experience to become eligible for consideration for second promotion (i.e, E-3 for Survey and E-4 for Mining & E&M disciplines)	No change

EXECUTIVES' PROMOTION RULES

Rule No.	Existing	Amended
	<p>and at least 5 years total underground experience to become eligible for promotion up to M-1 grade.</p> <p>Those who could not have 3/5 years underground experience as the case may be, can be given promotion subject to holding underground post at the time of promotion. Their subsequent promotion to next grade will only be considered after completing the stipulated 3/5 years underground experience. Those who are more than 55 years at the time of promotion are exempted from the stipulation of underground experience.</p> <p>No corresponding clause</p>	<p>No change</p> <p>However in respect of Executives of Mining and E&M disciplines who joined in the service of the Company prior to 29.8.2003 the 3/5 years experience for consideration for promotion to E-4/M-1 respectively can be in UG mine and/or OC projects. Similarly those who could not have 3/5 years of UG and/or OC experience, as the case may be, can be given promotion to E-4/M-1 grade subject to holding UG/OC posting at the time of promotion. Their subsequent promotion to next grade will only be considered after completing the stipulated 3/5 years UG and/or OC experience. Those who are more than 55 years at the time of promotion are exempted from the stipulation of UG experience.</p>

Action taken/status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.

Sd/-
Company Secretary

Copy to: Director (PA&W)

ANNEXURE-VII(19)

THE SINGARENI COLLIERIES COMPANY LTD.

Secretarial Department

Ref.No:CRP/CS/054/151

Date: 7/8.3.2007.

CGM (Personnel)

The extract of Minute No.476:21 of Board of Directors meeting held on 23.2.2007 at Hyderabad is furnished below:

Sub: Change in promotion policy of Under Managers/Survey Officers on acquiring FMMC as Dy. Managers in E-3 grade - Amendment to the Executives' Promotion Rules.

21.1 The Board considered the note placed before it. Director (P&P) informed that in accordance with earlier policy Under Managers/Survey Officers were promoted as Dy.Managers to E-3 grade on acquiring FMMC on the recommendations of DPC by fixing the inter-se seniority based on the date of passing the said examination. In accordance with the said policy 17 candidates were promoted as Dy. Managers in January 2005 from among 37 eligible candidates. After amendment of policy by the Board in the meetings held on 18.6.2005 and 18.3.2006, they are now being subjected to a qualifying written test followed by group discussion and interview by the DPC which also considers Special Assessment and Performance Appraisal Reports. This system has been opposed by CMOAI on the ground that the juniors are likely to supersede the seniors and there is no such practice in CIL. He stated that to resolve the issue, it is proposed to consider the remaining 20 candidates in accordance with the old policy as a one time measure. Further it is also proposed to modify the existing qualifying test for promotion as Dy.Managers henceforth by imparting structured training for a period of one month.

21.2 After deliberation, the Board accorded approval to modify the relevant Rules as under:

Existing	Amended
<p>Rule 13.3 Annexure-VI 1 (B) Holder of First Class Mine Manager's Certificate of Competency (FMMC): a) The executives (Under Managers/Survey Officers) who pass First Class Mine Manager's Certificate of Competency (FMMC) examination will be subjected to written test followed by group discussion and interview by the DPC. Special assessment and performance appraisal reports will also</p>	<p>Rule 13.3 Annexure-VI 1 (B) Holder of First Class Mine Manager's Certificate of Competency (FMMC): a) The executives (Under Managers/Survey Officers) who have passed First Class Mine Manager's Certificate of Competency (FMMC) examination from the year 2005 onwards will be imparted structured training for a period of one month so as to enable them to enrich in all the facets of management.</p>

EXECUTIVES' PROMOTION RULES

Existing	Amended
<p>be taken into account by the DPC. Only those executives who get 50% & above marks in aggregate will be promoted in the order of merit as Dy.Managers in E3 grade against sanctioned vacancies subject to their medical fitness.</p> <p>The Executives will be imparted One month structured training before placement to improve their overall personality.</p>	<p>Thereafter, the DPC will consider the candidates for promotion as Dy. Managers in E3 grade based on the Assessment Reports, Performance Appraisal Reports and the performance in the structured training.</p>
<p>b) On promotion their inter-se-seniority will be fixed based on the date of passing the FMMC as mentioned in the certificate.</p>	<p>b) No change</p>
<p>c) If the date of passing FMMC is the same, their inter-se-seniority will be determined with reference to present grade, date of entry into lower grades, dates of initial appointment in the Company etc.</p>	<p>c) No change</p>

Action taken/status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.

Sd/-
Company Secretary

Copy to:
Director (PA&W)

ANNEXURE-VII(20)

THE SINGARENI COLLIERIES COMPANY LTD.

Secretarial Department

Ref.No:CRP/CS/054/262

Date: 14.4.2007.

CGM (Personnel)

The extract of Minute No.477:23 of Board of Directors meeting held on 11.4.2007 at Hyderabad is furnished below:

**Sub: Amendment to the Executives' Promotion Rules
– Eligibility for promotion to the post of Asst.
Survey Officer (E-1 grade).**

- 23.1 The Board considered the note placed before it. While explaining the objectives of the amendment Director (P&P) stated that it is only to bring inter discipline parity in promotions in executive cadre and this is proposed as a trade off for increasing executive posts in Survey dept.
- 23.2 JS&FA, MoC suggested that instead of bringing amendments to the promotion rules in piece meal manner, a Committee may be constituted for making a comprehensive review of the rules and bring suitable proposals to the Board.
- 23.3 After deliberation the Board accorded approval to the amendment to Executives' Promotion Rules as under:

Existing	Amended
Annexure – VI (Rule 13.3) 2. SURVEY To promote Mine Surveyors, who have put in over 3 years of service in Technical Grade 'A/A1' for promotion to the post of Assistant Survey Officer (E1) subject to availability of vacancies through a written test and interview by allocating 85% and 15% marks respectively and reckon their inter-se-seniority based on the merit in the selection test.	Annexure – VI (Rule 13.3) 2. SURVEY To promote Mine Surveyors, who have put in over 5 years of service in Technical Grade 'A/A1' for promotion to the post of Assistant Survey Officer (E1) subject to availability of vacancies through a written test and interview by allocating 85% and 15% marks respectively and reckon their inter-se-seniority based on the merit in the selection test.

Action taken/status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.

Sd/-
Company Secretary

Copy to:
Director (PA&W), ED.(M&M, Finance and PR), GM (IE).

ANNEXURE-VII(21)

THE SINGARENI COLLIERIES COMPANY LTD.

Secretarial Department

Ref.No:CRP/CS/054/726

Date: 19.10.2007.

CGM (Personnel)

The extract of Minute No.480 : 15 of Board of Directors meeting held on 12.10.2007 at Hyderabad is furnished below:

Sub: Modifications in promotion policy of GDMOs and Specialist Doctors.

15.1 The Board considered the note circulated in the meeting. C&MD stated that though SCCL is maintaining well equipped hospitals and dispensaries through out the colliery areas to provide medical facilities for its employees and their eligible dependants, it is not able to appoint required Doctors due to lack of sufficient response to recruitment notifications. In the recent years there has been heavy exodus of Doctors particularly in Specialist category which is hindering the functioning of hospitals and also leading to unrest among the employees. The Officers Association has also been representing for review of existing Promotion Policy to avoid discontentment among the Doctors. He also stated that to closely monitor diabetes, hypertension and cardiac patients, it is proposed to create 2 Monitoring cells by posting senior doctors who are having good exposure in treating such patients.

15.2 After deliberation the Board accorded approval for the following proposals.

i) Modifications in the Promotion Policy:

a) **GDMOs:**

Grade		Stipulated service for promotion	
		Exiting	Modified
Time bound	E2 to E3	5 years	4 years
	E3 to E4	5 years	4 years
	E4 to E5	5 years	4 years
Against vacancy	E5 to M1	9 years	3 years

b) Specialist Doctors:

Grade		Stipulated service for promotion		
		Existing		Modified
		Degree holders	Diploma holders	Degree & diploma holders
Time bound	E3 to E4	3 years	4 years	3 years
	E4 to E5	4 years	5 years	3 years
Against vacancy	E5 to M1	7 years	8 years	3 years
	M1 to M2	6 years	6 years	3 years
	M2 to M3	3 years	3 years	3 years

- ii) increase of posts of GDMOs in M1 grade from 4 to 9 out of which 3 are for posting as in charges of remaining hospitals (with a bed strength ranging between 10 to 50) and the remaining 2 for posting as in charges of 2 Monitoring Cells with the Doctors having good exposure in treating diabetes, hypertension and heart diseases without increasing the overall executive strength (i.e., 286) of Medical & Health dept. The criteria for selection of 2 GDMOs for posting as in charges of Monitoring Cells shall be finalised by C&M.D.

Action taken/status of implementation **on each point of the above minute** may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.

Sd/-
Company Secretary

THE SINGARENI COLLIERIES COMPANY LTD.
Secretarial Department

Ref.No:CRP/CS/054/552

Date: 12.04.2010.

GM (Personnel)

The extract of Minute No.496:5:15 of Board of Directors meeting held on 29.3.10 at Hyderabad is furnished below:

Sub: Modifications in Executives' Promotion Rules consequent to re-organization of grades in the revised pay scales.

5:15.1. The Board considered the note placed before it. Director (PA&W) informed that consequent to implementation of revised pay scales to below Board level executives from 1.1.07, certain consequential changes have been warranted in the Executives' Promotion Rules regarding cluster / inter cluster promotions in other than Medical discipline and cadre scheme promotions in Medical discipline till all the eligible executives promoted / appointed prior to 1.1.07 are considered by DPCs. Apart from this certain changes have been warranted in the existing DPCs, he added.

5:15.2. After deliberation, the Board accorded approval to the following modifications in Executives' Promotion Rules;

Sl. No.	Existing	Modified
1.	<p>(For other than Medical discipline) Cluster promotions: Promotions under cluster concept are effected on completion of stipulated period of service in the lower grade as mentioned below by reviewing on 1st October and 1st April of succeeding year.</p>	<p>(For other than Medical discipline) Cluster promotions: Promotions under cluster concept are effected on completion of stipulated period of service in the lower grade(s) as mentioned below by reviewing on 1st October and 1st April of every year.</p>
	<p>i) E2 to E3 5 years service in E2 grade</p>	<p>i) E2 to new E3- 5 years service in E2 grade</p>
	<p>ii) E4 to E5 5 years service in E4 grade</p>	<p>ii) E5 to E6: 5 years service will be reckoned by considering the aggregate service in E4 grade (pre-revised) and E5 grade (revised).</p>
2.	<p>Inter Cluster promotions: Promotions under Inter Cluster promotions are effected on completion of stipulated period of service in the lower grade as mentioned below by reviewing on 1st October.</p> <p>i) E1 to E2 - 7 years service in E1 grade. ii) E3 to E4 - 7 years service in E3 grade.</p>	<p>Inter Cluster promotions: Promotions under Inter Cluster promotions are effected on completion of stipulated period of service in the lower grade(s) as mentioned below by reviewing on 1st October.</p> <p>i) E1 to E2 - 7 years service in E1 grade. ii) E4 to E5 - 7 years service will be reckoned by considering the aggregate service in E3 grade (pre-revised) and E4 grade (revised). iii) E3 to E4: 7 years service in new E3 grade.</p>

EXECUTIVES' PROMOTION RULES

3.	<p>Cadre Scheme promotions applicable for Medical Discipline:</p> <p>a) General Duty Medical Officers: GDMO are promoted on completion of stipulated period of service in the lower grade as mentioned below by reviewing on 1st October and 1st April of the succeeding year.</p> <p>i) E2 to E3 - 4 years service in E2 grade.</p> <p>ii) E3 to E4 - 4 years service in E3 grade</p> <p>iii) E4 to E5 - 4 years service in E4 grade</p>	<p>Cadre Scheme promotions for Medical Discipline:</p> <p>a) General Duty Medical Officers: GDMO are promoted on completion of stipulated period of service in the lower grade(s) as mentioned below by reviewing on 1st October and 1st April of every year.</p> <p>i) E2 to New E3 - 4 years service in E2 grade.</p> <p>ii) E4 to E5 - 4 years service will be reckoned by considering the aggregate service in E3 grade (pre-revised) and E4 grade (revised).</p> <p>iii) E5 to E6 - 4 years service will be reckoned by considering the aggregate service in E4 grade (pre-revised) and E5 (revised).</p> <p>iv) E3 to E4 - 4 years service in new E3 grade.</p>
	<p>b) Specialist Doctors:</p> <p>Specialist Doctors are promoted on completion of stipulated period of service in the lower grade as mentioned below by reviewing on 1st October and 1st April of the succeeding year.</p> <p>i) E3 to E4 - 3 years service in E3 grade</p> <p>ii) E4 to E5 - 3 years service in E4 grade</p>	<p>b) Specialist Doctors:</p> <p>Specialist Doctors are promoted on completion of stipulated period of service in the lower grade(s) as mentioned below by reviewing on 1st October and 1st April of every year.</p> <p>i) E4 to E5: 3 years service will be reckoned by considering the aggregate service in E3 grade (pre-revised) and E4 (revised).</p> <p>ii) E5 to E6: 3 years service will be reckoned by considering the aggregate service in E4 grade (pre-revised) and E5 (revised).</p> <p>iii) E3 to E4 - 3 years service in new E3 grade.</p>

5:15.3. The Board also accorded approval for consideration of seniority-cum-merit as criterion for promotion of officers up to E-6 grade in the revised pay scales.

5:15.4. The Board directed that the existing Departmental Promotion Committees which consider promotion of officers;

- a. to M2 grade will hereafter consider promotions to E8 grade;
- b. to M1 & E5 grades will hereafter consider promotions to E7 & E6 grades; and
- c. up to E4 grades will hereafter consider promotions up to E5 grades.

Action taken/ status of implementation **on each point of the above minute** may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.

G M (C.A) &
Company Secretary



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 123

Date: 6.3.2013.

GM (Personnel)

The extract of Minute No.511:5:21 of Board of Directors meeting held on 22.2.2013 at Hyderabad is furnished below:

Sub: CIL Career growth plan – To adopt in SCCL

- 5:21.1. The Board considered the note placed before it.
- 5:21.2. Director (PA&W) stated that the proposal is mutatis mutandis as per the circulars of CIL. He stated that a court case is pending in respect of item No.4 i.e., career growth plan of FMMC holders and whatever is operationalised in CIL, the same will be implemented in SCCL.
- 5:21.3. After deliberation the Board accorded approval;
- a) for modification of Executives Promotion/Recruitment Rules for implementing Career Growth Plan for executives as brought out in the note to the extent approved and implemented in CIL; and
 - b) authorizing C&MD to approve the subsequent amendments if any, made in CIL to Executives Promotion / Recruitment Rules etc., from time to time.

Action taken/ status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.


GM (C.A.) &
Company Secretary

Item No: 511:5121

4

Sub: CIL Career Growth Plan - To adopt in SCCL- Reg.

The following are the proposal to adopt in SCCL as regards the Career Growth Plan pertaining to Executive Cadre Employees as under :

Sl. No.	Existing in SCCL	Proposed
1	<p>The Board in its meeting held on 15.5.1997 accorded approval for implementation of Cluster promotions, as under.</p> <p>Cluster Promotions : Promotions under cluster concept are effected on completion of stipulated period of service in lower grade(s) as mentioned below by reviewing on 1st October & 1st April every year.</p> <p>i) E2 to new E3 - 5 years service in E2 grade.</p> <p>ii) E5 to E6 - 5 years service will be reckoned by considering the aggregate service in E4 grade (pre-revised) and E5 grade.</p> <p>Inter Cluster promotions : Promotions under Inter cluster promotions are effected on completion of stipulated period of service in lower grade(s) as mentioned below by reviewing on 1st October every year.</p> <p>i) E1 to E2 - 7 years service in E1 grade.</p> <p>ii) E4 to E5 - 7 years service will be reckoned by considering the aggregate service in E3 grade (pre-revised) and E4 grade (revised).</p> <p>iii) E3 to E4 - 7 years service in new E3 grade.</p> <p>As per Rule 3.4 of SCCL Promotion Rules approved by the Board on 18.7.1988 and subsequently amended upto</p>	<p>(i) In line with O.M.No. CIL/C5A (vi)/CCC/1490, dt.13.7.2010, it is proposed as under:</p> <p>a) As per the extract of minute No. 496:5:15 of Board of Directors meeting held on 29.3.2010, the Cluster Concept Promotions were abolished from 01.10.2012 and Inter-Cluster Promotions are proposed to abolish from 1.10.2014.</p> <p>b) The promotion from E2 to E3 grade will be time bound on completion of 3 years stipulated period as on 1st October without consideration of vacancies. They will be promoted based on DPC recommendations.</p> <p>c) The promotion from E3 to E4, E4 to E5, E5 to E6, E6 to E7, E7 to E8 and E8 to E9 grade (from one grade to other grade) would depend on availability of vacancies.</p> <p>d) The promotions from E1 upto E6 grade shall be based on the principle of seniority-cum-merit through DPC.</p> <p>e) The promotions from E6 upto E9 shall be positive selection by Departmental Promotion Committee on the principle of Merit-cum-Seniority.</p> <p>f) For E6 to E7 and E7 to E9, the selection will be based on interview and other merit consideration & Performance.</p>

JM(CA) & CS

Agenda Note


Date: 22.2.13
K. Praveen
22/2/13

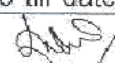
GM (PERSONNEL)

EXECUTIVES' PROMOTION RULES

2

	<p>29.3.2010 all promotions except promotions referred above will be against sanctioned manpower as indicated in Annexure-III, IV & VI of Promotion Rules. As per Clause (b) of Item 2 of Annexure-V under Rule 13.2 of Promotion Rules, all promotions from E1 to E5 (now E6) grade shall be based on principles of Seniority-cum-merit and the promotion from E5 (now E6) to M3 (E9) grade shall be based on merit with emphasis on managerial competence as recommended by the Committee.</p> <p>As per Rule 8.1 of Promotion Rules, the criteria for promotion from E1 to E5 (now E6) grades will be seniority-cum-merit.</p> <p>As per Rule 8.2 of Promotion Rules, the criteria for promotion to M1 (now E7) and above grades will be on merit with managerial competence.</p>	
<p>2</p>	<p>As per SCCL Executive cadre Recruitment Rules approved by the Board on 23.04.1990 as indicated in Schedule - I, recruitment will be made at executive entry level in different disciplines in E1 grade in the first year and they will be placed in E2 grade after successful completion of One year training except in discipline of Law Officer (in E2), IED (in E2), GDMO (in E2), Specialist (in E3), Secretarial Officer (In E2 & E3).</p>	<p>(ii) In line with OM No. CIL/ C5A (ccc/42, dt. 22.03.2012 of CIL, it is proposed as under :</p> <p>(a) Recruitment of Management Trainees in all disciplines (either through open advertisement or through campus etc.) will be in E2 grade in 1st year and they will be placed in E3 grade after successful completion of 1 year training.</p> <p>(b) Management Trainees who are at present in E1 grade or those Management Trainee who have been appointed on or after 01.01.2007 would be deemed to have been appointed in E2 grade and after successful completion of the requisite training, they would be placed/deemed to have been placed in E3 grade and their pay will be appropriately fixed.</p> <p>(c) All those Management Trainees who have been placed in E2 grade on successful completion of training between 1.1.2007 to till date will be</p>


GM (CA) & CS


GM (PERSONNEL)

3	<p>As per the SCCL Recruitment Rules approved by the Board on 23.4.1990 as indicated in Clause (ii) of Sl.No.6 of Schedule I, the recruitment of Medical Officers in Specialist Cadre with PG Specialty will be in E3 grade.</p>	<p>placed in E3 grade from the date they were placed in E2 grade with appropriate pay fixation. (d) No arrears shall be paid on account of such re-gradation or notional fixation.</p> <p>(iii) Recruitment of (1) Medical Officers in Specialist cadre with Post Graduation Specialization qualification and (2) First Class Manager Certificate Holders. It is proposed to implement the OM No. CILC5A/Pc/CCC/43, dt. 22.03.2012 in respect of Specialist Doctors as under :</p> <p>a) Recruitment of Medical Officers who are MBBS/BDS and who possess specialist qualifications with less than 3 years experience as Sr. Medical Officer will be in E3 grade; recruitment of persons having Post Graduate qualification/specialization with 3 years experience will be in E4 grade.</p> <p>b) Specialist Doctors without any experience who join in E3 grade, will be kept in Specialist Cadre (E3) ; and their career progression will be in the same cadre.</p> <p>c) Medical Officers and Specialists with 3 years post PG experience who were appointed on or after 01.01.2007 in E2 and E3 grades shall be deemed to have been notionally appointed in E3 and E4 grades respectively and their basic pay will be fixed appropriately.</p> <p>d) Medical Officers and Specialists who were on the rolls on 01.01.2007 in E2 and E3 grades shall be deemed to have been in E3 and E4 grades respectively with effect from 01.01.2007. They will be entitled for notional seniority and notional pay fixation accordingly.</p> <p>(ii) In service candidates in E3 and above grades who acquire Specialist qualification and on induction in to Specialist cadre will be allowed one fixation increment @ 3%, with effect.</p>
---	--	---

[Signature]
GM(TCA) & CS

[Signature]
GM (PERSONNEL)

		<p>from 01.01.2007. In case, the internal incumbent officer is in higher grade, when acquired specialization, on each promotion in the cadre, he will be allowed fixation increment as per rules.</p>
4	<p>As per the SCCL Recruitment Rules approved by the Board on 23.4.1990 as indicated in Clause (ii) of Rule 1 of Schedule II for Mining Engineering Department the induction of First Class Managers' certificate of competency holders will be in E3 grade as Deputy Manager.</p>	<p>(iv) Induction of First Class Managers Certificate of Competency holders (E-4 Grade) :</p> <p>a) Since the beginning, the First Class Manager Certificate of Competency holders are inducted one grade higher than Second Class Managers Certificate holders. Now, vide OM No. GILC5A/ PC/CCC/43, dt. 22.03.2012, recruitment of Management Trainees will be held in E2 grade and after successful completion of one year training and on acquiring Second Class Managers Certificate of Competency whichever is later, they will be appointed in E3 grade. Keeping in view of the above and retention of statutory personnel holding the First Class Manager Certificate of Competency, they will be inducted in E4 grade instead of E3 grade and all the existing would be elevated to E4 grade. In case, the internal incumbent officer is in higher grade, when acquired FMMC, on each promotion to the cadre, he will be allowed fixation increment as per rules. Recruitment/ Appointment in Deputy Managers cadre: 1st Class Managers Certificate qualification holders will be inducted in E4 grade as Dy. Managers.</p> <p>b) Deputy Managers who were appointed on or after 01.01.2007 in E3 grades shall be deemed to have been notionally appointed in E4 grades respectively and their basic pay will be fixed appropriately.</p>

[Signature]
GM(CA) & CS

[Signature]
GM (PERSONNEL)

5

		<p>c) Deputy Managers who were on the rolls as on 01.01.2007 in E3 grades shall be deemed to have been in E4 grades with effect from 01.01.2007. They will be entitled for notional seniority and notional pay fixation accordingly.</p> <p>d) In service candidate in E4 and above grades who acquire FMMC Certificate on induction in to FMMC Cadre will be allowed fixation benefit @ 3% with effect from 01.01.2007.</p> <p>e) In CIL, the executives who acquire FMMC are promoted to next higher grade i.e., E2 to E3, E3 to E4, E4 to E5 and E5 to E5.</p> <p>f) No arrears shall be paid on account of such re-gradation or notional fixation.</p>
--	--	--

The Board is requested to accord approval for the above changes in SCCL Executives Promotion/Recruitment Rules and authorise C&MD to approve the subsequent amendments, if any, made in CIL pertaining to Executives Promotion Rules/Recruitment Rules etc, from time-to-time.


GM(CA) & C.S


GM (PERSONNEL)

-00000-



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 120

Date: 6.3.2013.

GM(Personnel)

The extract of Minute No.51158 of Board of Directors meeting held on 22.2.2013 at Hyderabad is furnished below:


Sub: Creation & filling up of the post of Executive Director (Corporate Strategy).

- 5.8.1. The Board considered the note placed before it.
- 5.8.2. The Board observed that considering the proposals for Joint Ventures, diversification of activities which are underway, there is imminent requirement for the post of an Executive Director (Corporate Strategy) to monitor such things at the highest level in Central / State Govt., depts., etc. However, the Board advised to also consider graduates in Mining discipline with MBA working in Central / State PSUs for the post.
- 5.8.3. The Board deliberated and decided the following qualifications for the post of ED (Corporate Strategy):

Preferable age group	Minimum 50 years and not more than 55 years.
Essential qualifications	<p>i) Officers belonging to IAS/ Central Services Group 'A' who have put in not less than 20 years of service holding Joint Secretary or equivalent posts in the pay scale of Rs.37,400-67,000 - GP Rs.10,000 and willing to join on immediate absorption shall only be considered. Preference shall be given to the officers who are already empanelled for holding Joint Secretary Level posts under Govt. of India.</p> <p>ii) Cumulative work experience of at least 3 years in the preceding 10 years in a State PSU / Central PSU or in a large organization of repute.</p> <p>or</p> <p>Executives belonging to Central / State PSUs having Degree in Mining discipline with MBA who have put in not less than 20 years of service out of which 5 years experience as General Manager or equivalent post in the pay scale of Rs.51,300-73,000 (E-8 grade) governed under IDA pattern.</p>
Desirable qualifications	<p>i) Experience and talent in men-management in highly unionized environment</p> <p>ii) Exposure to International Training / International organizations.</p> <p>iii) Administrative experience in coal mining related sectors.</p> <p>iv) Working knowledge of Telugu.</p>

- 5.8.4. The Board accorded approval for
- creation of the post of Executive Director (Corporate Strategy) in E-9 scale of pay; and
 - filling the same by lateral recruitment duly prescribing the qualifications mentioned in para-5.8.3.

Action taken/ status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No. CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.


GM (C.A) &
Company Secretary



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 391

Date: 5.5.2014.

✓ GM (P) / EE&RC

The extract of Minute No.520:5:12 of Board of Directors meeting held on 19.4.2014 at Hyderabad is furnished below:

Sub: Career Growth of General Duty Medical Officers (GDMOs) – Promotion Policy for GDMOs for promotion as Specialists on acquiring PG Degree/ PG Diploma qualification with specialization.

5:12.1. The Board considered the note placed before it. Director (PA&W) informed that the attrition rate among Specialist Doctors is on high side and therefore the Management is finding it difficult to provide Specialist treatment in the Company hospitals. He also informed that non-Specialist Doctors (General Duty Medical Officers) are given Study leave for pursuing specialisation courses. However due to absence of well laid policy for promotion of non-Specialists on acquiring Specialist qualifications, there is discontentment among non-Specialist Doctors, who are more likely to stick to the organization because of their acclimatisation with the Company's work force and coal field environment compared to direct recruits. He stated that there is an immediate necessity for the aforesaid policy to continue to have Specialist Doctors.

5:12.2. After deliberation, the Board:

- i. accorded approval for the following Promotion Policy for General Duty Medical Officers (GDMOs) as Specialists on acquiring PG Degree/ PG Diploma qualification with specialization;
 - a) To Promote internal Medical Officers with MBBS and PG Degree / Diploma qualification with 3 years post PG experience as Specialist in E4 grade and those with same qualification and less than 3 years post PG experience as Specialist in E3 grade through interview by DPC against vacancies.





The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 391

Date: 5.5.2014.

- b) In case there are GDMOs with PG qualification available and no vacancies exist, they will be accommodated / promoted as Specialists limiting to 10% of the approved discipline strength of specialty or minimum 1 post, but not exceeding the total approved strength of Specialist Doctors.
 - c) To fill up available Specialist vacancies first with internal eligible GDMOs through interview by DPC and the remaining vacancies will be filled up through open advertisement/walk-in-interview by allowing internal candidates also.
 - d) To earmark specialty-wise roster points in accordance with GO issued by Govt. of AP on Rule of reservation in internal promotion of GDMOs and also at the time of publication of employment notification for Specialists from open market as is being done in the case of GDMOs.
 - e) To allow 3% of basic pay as fitment benefit in all internal promotions of GDMOs as Specialists.
 - f) To allow fitment benefit of 3% notionally from 01.01.1997 (as there are Specialists on roll who were appointed from GDMO cadre on or after 1.1.1997) to all internal GDMOs appointed/promoted as Specialists with monetary benefit prospectively.
 - g) There will not be any increase in the total manpower of medical discipline executives (Specialist & Non- Specialist Doctors) approved by the Board in the past.
- ii. authorized C&MD to approve;
- a) the amendments to the relevant provisions of Executive Rules regarding Recruitment/ regularization/ absorption/ placement/ Promotion etc., as per the aforesaid policy; and
 - b) increase / decrease the strength of Specialist Doctors as per future requirement, limiting to the overall sanctioned strength of Medical discipline approved by the Board earlier.



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 39)

Date: 5.5.2014.

- 5.12.3 The Board observed that since the fitment benefit of 3% of basic pay is extended notionally from 1.1.1997 to all Specialist Doctors appointed from GDMO cadre, the same benefit shall also be extended to those Specialists who were appointed from GDMO cadre and retired/ resigned after 1.1.1997.

Action taken/ status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.

K. Prasad
GM (C.A) &
Company Secretary

copy to: CMO



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 561

Date: 28.2014.

G M (Personnel)(EE&RC)

The extract of Minute No.522:5:1 of Board of Directors meeting held on 19.7.2014 at Hyderabad is furnished below:

Sub: Amendment to the Executives' Promotion Rules regarding underground experience for Survey discipline Executives.

- 5:1.1 The Board considered the note placed before it. Director (P.A&W) informed that the expansion of opencast mining in SCCL resulted in enormous increase in volume of survey works in overburden removal and coal extraction. The Mine Surveyors (which is feeder channel for Survey discipline) who had enough experience in underground mines, on their elevation as executives in E1/ E2 grades were deployed in opencast mines and have been contributing a lot for measurement of OB where OB removal is outsourced. He mentioned that the Promotion Rules of the Company prescribe for executives of Survey discipline inter alia 3 years underground experience to become eligible for 2nd promotion i.e., E3 grade and at least 5 years total UG experience to become eligible for promotion up to E7 grade. Therefore if Survey executives are posted in UG mines for enabling them to get UG experience to become eligible for promotion, their expertise could not be available for utilisation in OC projects. He stated that in order to overcome the above situation it is proposed to consider combined UG experience gained by the employees of Survey discipline in non-executive and executive cadres for considering promotion to next higher grade. To a query, he clarified that there is no stipulation of minimum UG experience for mine Surveyors in CIL. To another query, he clarified that this condition will also be made applicable for external recruitment of executives in Survey discipline and stated that SCCL has not so far made any external recruitment of Survey executives.

Amendment - EE
[Signature]
5/14

[Signature]



The Singareni Collieries Company Limited

Secretarial Department


Ref. No: CRP / CS / 054 / 56)

Date: 2. 8.2014.

- 5:1.2 The Board observed that since CIL is operating more OC projects than UG mines, this stipulation was not considered necessary for them.
- 5:1.3. After deliberation, the Board accorded approval for the following amendments to Rule 5.8 of Executives' Promotion Rules.

Existing	Amended
Executives of Mining, E&M and Survey disciplines shall also have at least 3 years underground experience to become eligible for consideration for second promotion (i.e. E-3 for Survey and E-4 for Mining & E&M disciplines) and at least 5 years total underground experience to become eligible for promotion up to E-7 grade.	Executives of Mining, E&M and Survey disciplines shall also have atleast 3 years underground experience to become eligible for consideration for second promotion (i.e. E3 for survey and E4 for Mining & E&M disciplines) and atleast 5 years total underground experience to become eligible for promotion up to E7 grade. However, in respect of Executives of Survey discipline, the minimum UG experience of atleast 3 years to become eligible for consideration for second promotion i.e., E3 grade can be inclusive of underground experience gained in NCWA and executive grades and at least 5 years total underground experience to become eligible for consideration for promotion up to E7 grade can be inclusive of underground experience gained in NCWA and Executives grades.

Action taken/ status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.


GM (C.A) &
Company Secretary

c.c.to:
GM (F&A)



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 573

Date 28.8.2014.

✓ G M (PERSONNEL)EE&RC

The extract of Minute No.522:5:14 of Board of Directors meeting held on 19.7.2014 at Hyderabad is furnished below:

Sub: Abolition of Cluster promotions from 1.4.2012 and Inter Cluster promotions from 1.10.14 to Executive Cadre employees – Representation of CMOAI for restoration of Cluster & Inter Cluster Promotions till the finalization of Organization Pattern.

5:14.1. The Board considered the note placed before it. Director (P.A&W) explained the reasons for non-submission of recommendations on 'Organisation Pattern and Promotion Policy' for executive cadre employees by the Sub-Committee constituted for the purpose by the Board in the meeting held on 10.6.2013. He also informed that the Board in the meeting held on 2.5.2014 suggested to bring the proposal for reintroduction of cluster & inter cluster promotions to executive cadre employees in case the recommendations of Sub-Committee are not ready by next meeting. He mentioned that there is lot of discontentment and high level of frustration in the executives at cutting edge level due to stagnation for more than 5 years in certain grades. CMOAI has been repeatedly representing either for finalisation of Organisation Pattern or for re-introduction of cluster promotions till the same is finalised. He suggested for immediate re-introduction of cluster promotions as an interim arrangement till Organisation Pattern is approved by the Board. To a query he clarified that in CIL the cluster promotions were stopped only after finalisation of Organisation Pattern whereas in SCCL the same were stopped before finalising Organisation Pattern. To boost up the morale of the officers especially at lower and middle level, it is necessary to make an interim arrangement for the benefit of officers stagnated at various levels, he added. He also brought to the notice of Board the number of beneficiaries consequent to reintroduction of cluster promotions and

D. V. V. B. - EE
4/8/14

by



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 573

Date: 28.8.2014.

also additional financial impact for implementing the same, the details of which are as under;

Grade-wise beneficiaries					Approximate financial impact	
E1 to E2	E3 to E4	E4 to E5	E3, E4 to E5	E5 to E6	Per month	Per Annum
23	14	-	15	127	Rs.5.77 lakh	Rs.69.30 lakh

5:14.2. To another query, Director (P.A&W) clarified that promotions effected under cluster concept shall be accommodated appropriately while finalising the Organisation Pattern.

5:14.3. After deliberation, the Board accorded approval to continue the Cluster Promotions to Executive cadre employees from E4 & E5 (combined service of 5 years for those promoted prior to 1.1.07) to E6 grade after completion of 5 years service on 1st April & 1st October every year from 1.10.2012 and inter-cluster promotions to the executive cadre employees from E1 to E2, E4 to E5 grades (combined service of 7 years for those promoted prior to 1.1.07) after completion of 7 years of service in the same grade as on 1st October every year through DPC till organization pattern is finalized and approved by the Board for implementation as under;

E1 to E2 - Every year on 1st October on completion of 7 years service

E3&E4 to E-5 - Every year on 1st October on completion of 7 years (By reckoning E3 & E4 combined service for those promoted to old E3 grade prior to 1.1.2007.)

E3 to E4 - Every year on 1st October on completion of 7 years service for those promoted to New E3 on or after 1.1.2007.

E5 to E6 - Every year on 1st April and 1st October on completion of 5 years service (By reckoning E4 & E5 combined service for those promoted to Old E4 grade prior to 1.1.2007).

Sup



The Singareni Collieries Company Limited


Secretarial Department

Ref. No: CRP / CS / 054 / 573

Date: 2.8.2014.

5:14.4. The Board advised the management to hasten up the process of finalisation of organisation pattern and promotion policy for executive cadre employees.

Action taken/ status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.


GM (C.A.) &
Company Secretary

c.c.to:
GM (F&A)



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 574

Date: 2.8.2014.

✓ GM (PERSONNEL)EE&RC

The extract of Minute No.522:5:15 of Board of Directors meeting held on 19.7.2014 at Hyderabad is furnished below:

Sub: Proposal for creation of one E8 grade Post for Estates Discipline.

- 5:15.1. The Board considered the note placed before it. Director (P.A&W) informed that the proposed E8 grade post shall be accommodated appropriately while finalising the Organisation Pattern.
- 5:15.2. After deliberation, the Board accorded approval for creation of one E8 post for Estates Discipline pending approval of Organization Pattern.

Action taken/ status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.

[Signature]
GM (C.A) &
Company Secretary

c.c.to:
GM (Estates)

Ann 1, - EG
By P. S. approved note,
4/8

1

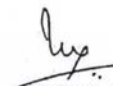
Item No. 522: 5: 15 Proposal for creation of one E8 grade Post for Estates Discipline – Reg.

1. Until 1989, there was no separate Estates discipline in SCCL. Due to requirement of land on large scale and numerous procedures involved in obtaining forest land under Forest (Conservation) Act, 1980, acquiring land under Land Acquisition Act, providing R&R etc., Estates Discipline was created in the Company in 1989.
2. First batch of 4 Estates Officers were recruited in 1989. The executive strength of Estates Department has been increased to 18 by 2009.
3. Due to further increase in land acquisition work, R&R problems, obtaining forestry clearances etc., another 15 Estates Officers posts have been sanctioned for which recruitment is under process. Thus, total executive sanctioned strength of Estates is 33 out of which 4 Officers have retired recently. The Estates Dept. is presently headed by a senior General Manager in E8 grade from Mining Discipline on deputation. The present executive organisation pattern of Estates is as under:

Sl. No.	Designation	Grade	Sanctioned strength	On roll
1.	DGM(Estates)	E7	2	1
2.	Estates Manager	E6	2	1
3.	Dy.E.M.	E5	3	4
4.	Sr.E.O.	E4	5	3
5.	Sr.E.O./E.O./J.E.O	E3	21*	5
	Total		33	14

* 15-Under recruitment

4. Estates is the only Discipline where no E8 grade post is available. Consequently, the senior most Estates Officer in the discipline in the rank of DGM (Estates) has been stagnated in E7 grade for the last more than 7½ years and his left over service is only about 4 years. As there is no E8 grade post in Estates Discipline, there is no possibility of promoting him and he has to remain as such for 12 years in the same grade i.e., E7 Grade till his


GM (CA) & CS


GM (Estates)

superannuation in 2018. This is having lot of discontentment and demotivating effect on the entire Estates Discipline.

5. The following are the matters being dealt by Estates Department:
 - Acquisition of private land & provision of R&R to PAFs & PDFs.
 - Diversion of forest lands under F(C) Act and their renewals.
 - Obtaining Mining Leases for COAL and SAND under M&M(D&R) Act.
 - Court cases arising out of land acquisition cases.
 - Protection of Company's lands.
 - Dealing with administration of Company shops.
 - Payment of Property Tax – dealing with Local Bodies.
 - Public Premises Act.

6. Estates Department is also required to attend to various meetings with the Government Departments at different levels and take prompt actions as per the decisions taken and submit reports. Estates Department plays key role for timely grounding of the Projects by acquiring land as per the requirement. Hence, the Department is to be motivated to attend to the various jobs assigned to it and to complete the L.A. and R&R process for timely grounding of the Projects.

7. In the proposed executive organization pattern which is under the consideration of Board's Sub-Committee, one E8 grade post is proposed for Estates Discipline. As the approval of organisation pattern is likely to take some more time, it is considered appropriate to create one E8 grade post in Estates Discipline, pending approval of organization pattern. As and when the organization pattern is approved, the E8 post now proposed gets absorbed in the new organization pattern. This will remove discontentment and motivate the officers in Estates Discipline.

8. The Board is requested to accord approval for creation of one E8 post for Estates Discipline pending approval of organization pattern.

Submitted for approval.


GM (CA) & CS


GM (Estates)



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 120

Date: 6.3.2013.

GM(Personnel)

The extract of Minute No 511:5:8 of Board of Directors meeting held on 22.2.2013 at Hyderabad is furnished below:

Sub: Creation & filling up of the post of Executive Director (Corporate Strategy).

- 5.8.1. The Board considered the note placed before it.
- 5.8.2. The Board observed that considering the proposals for Joint Ventures, diversification of activities which are underway, there is imminent requirement for the post of an Executive Director (Corporate Strategy) to monitor such things at the highest level in Central / State Govt., depts., etc. However, the Board advised to also consider graduates in Mining discipline with MBA working in Central / State PSUs for the post.
- 5.8.3. The Board deliberated and decided the following qualifications for the post of ED (Corporate Strategy):

Preferable age group	Minimum 50 years and not more than 55 years:
Essential qualifications	<p>i) Officers belonging to IAS/ Central Services Group 'A' who have put in not less than 20 years of service holding Joint Secretary or equivalent posts in the pay scale of Rs.37,400-67,000 - GP Rs.10,000 and willing to join on immediate absorption shall only be considered. Preference shall be given to the officers who are already empanelled for holding Joint Secretary Level posts under Govt. of India.</p> <p>ii) Cumulative work experience of at least 3 years in the preceding 10 years in a State PSU / Central PSU or in a large organization of repute. or Executives belonging to Central / State PSUs having Degree in Mining discipline with MBA who have put in not less than 20 years of service out of which 5 years experience as General Manager or equivalent post in the pay scale of Rs.51,300-73,000 (E-8 grade) governed under IDA pattern.</p>
Desirable qualifications	<p>i) Experience and talent in men-management in highly unionized environment</p> <p>ii) Exposure to International Training / International organizations.</p> <p>iii) Administrative experience in coal mining related sectors.</p> <p>iv) Working knowledge of Telugu.</p>

- 5.8.4. The Board accorded approval for
- creation of the post of Executive Director (Corporate Strategy) in E-9 scale of pay; and
 - filling the same by lateral recruitment duly prescribing the qualifications mentioned in para-5.8.3.

Action taken/ status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No. CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.

[Signature]
GM (C.A) &
Company Secretary

[Handwritten signatures and dates]
DGM (P) / 155
Amind
6/3/13
GM/CS
6/3/2013

Item No.511:05:8 Creation & filling up of the post of Executive Director (Corporate Strategy).

1. The coal reserves in SCCL command area i.e., Pranahita – Godavari Valley coal field are depleting at a much faster rate than the national average. Since SCCL is producing around 10% of the national coal production over the years with coal reserves of 6-7% of the country, the mines have become deeper and most of good mineable reserves are exhausted.
2. The Govt. of India has been notifying coal block for allocation to the Govt. Companies / undertakings by following the procedure of allocation as prescribed under Auction by Competitive Bidding of Coal Mines Rules 2012 formulated under Mines & Minerals (Regulation & Development) Act. Despite submitting applications, no coal block has been allotted to the Company so far.
3. Even the new projects / expansion schemes formulated by the Company within its command area could not be grounded in time due to delay in obtaining Environment & Forest clearances, Mining leases, Land acquisition etc.
4. Joint ventures formed / in the process of formation with other Companies needs to be hastened up.
5. It is considered necessary to have focused attention on the aforesaid issues which are having bearing on the sustainability of operations of the Company. It is therefore proposed to create a post in E-9 scale of pay i.e., Rs.62,000-80,000 by designating as Executive Director (Corporate Strategy) and entrust the following works;

- i) To assist C&MD in formulating long term business development strategies / plans in consultation with functional heads.
- ii) Manage the business planning process, facilitating implementation of the policies / plans of the Company.

DGM/PO/EE
for attention
[Signature]
17/2/13

[Signature]
GM(CA)&CS

PM
Line up with result
[Signature]
17/2/13

Page 1 of 3

Agenda Note
Date: 22.2.2013

- iii) Overseeing key performance indicators and outcome specifications for the Company and preparation of periodical progress updates for use of management.
 - iv) Maintaining a sound Corporate Governance and Risk management strategy for the Company to ensure the highest level of accountability in the Company's decision making processes.
 - v) Managing systems to facilitate successful delivery of projects including project planning mechanisms, monitoring and evaluating systems, budget management systems, quality assurance systems and contract management systems.
 - vi) Coordinate & liaison for expeditious issue of clearances and approvals required for projects from Government agencies like MoEF, PCBs, Revenue and Forest authorities of State Govt. etc.
 - vii) Identifying new and emerging legal and regulatory issues that may affect Company's business and coordinate with internal and external legal and non-legal experts as necessary to help analyse and address such issues in the implementation of the Company's business strategy.
 - viii) Working in close partnership with the Company's public relations team to develop effective internal and external communication strategies.
6. A fairly senior level officer who is having work exposure preferably in various Government departments would be an ideal candidate for the position. It is therefore proposed to make lateral recruitment for filling the post of ED (Corporate Strategy) by prescribing the following qualifications.

Preferable age group	Minimum 50 years and not more than 55 years.
Essential qualifications	<p>i) Officers belonging to IAS/ Central Services Group 'A' who have put in not less than 20 years of service holding Joint Secretary or equivalent posts in the pay scale of Rs.37,400-67,000 - GP Rs.10,000 and willing to join on immediate absorption shall only be considered. Preference shall be given to the officers who are already empanelled for holding Joint Secretary Level posts under Govt. of India.</p> <p>ii) Cumulative work experience of at least 3 years in the preceding 10 years in a State PSU / Central PSU or in a large organization of repute.</p>

[Signature]
GM/CA&CS

Desirable qualifications	<ul style="list-style-type: none">i) Experience and talent in men-management in highly unionized environment.ii) Exposure to International Training / International organizations.iii) Administrative experience in coal mining related sectors.iv) Applicants with experience in a coal mining company shall be preferred.v) Working knowledge of Telugu.
---------------------------------	--

7. The E.D (Corporate Strategy) will report to C&MD and stationed at Hyderabad.
8. The Board is requested to accord approval for;
- i) creation of the post of Executive Director (Corporate Strategy) in E-9 scale of pay; and
 - ii) filling the same by lateral recruitment duly prescribing the qualifications indicated in para-6 above.
9. This proposal has concurrence of Director (Finance).

Submitted for approval.



GM(CA)SCS



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 250

Date: 12.3.2014.

GM (Personnel) (EE&RC)

The extract of Minute No.518:5:21 of Board of Directors meeting held on 7.3.2014 at Hyderabad is furnished below:

Sub: Creation & filling up the post of Executive Director (Power Project), SCCLs 2x600 MW STPP in E9 Grade.

- 5:21.1 The Board considered the note circulated in the meeting.
- 5:21.2 Director (P.A&W) informed that services of Sri Sanjay Kumar Sur, General Manager, NTPC have been borrowed on deputation basis from NTPC and he is posted as G.M (Power Project), 2x600 MW STPP vide office order dt.21.2.2014. He is vastly experienced and suitably equipped to head the 2x600 MW STPP. He is due for retirement on attaining the age of superannuation on 31.3.2014 and it is proposed to appoint him as Executive Director (Power Project), 2x600 MW STPP in E9 grade (NTPC) for a period of 2 years after his superannuation.
- 5:21.3 After deliberation, the Board accorded approval for creation of post of Executive Director (Power Project) in E9 grade (NTPC) and appointing Sri Sanjay Kumar Sur as Executive Director (Power Project), 2x600 MW STPP for a period of 2 years w.e.f., 1.4.2014.

Action taken/ status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.

Copy to:
GM (F&A)

Dym/CS/58/200
12/3/14
GM (C.A) &
Company Secretary



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 432

Date: 16.2005.

4-7-2005


G M (Personnel)

The extract of Minute No.468:17(b) of Board of Directors meeting held on 18.6.2005 at Hyderabad is furnished below:

Sub: Up-gradation & re-designation of the post of Chief Vigilance officer.

- 17(b).1 The Board considered the note placed before it. Director (PA&W) informed that the post of Chief Vigilance Officer (CVO) is being held by Director (PA&W) over the last several years. He explained the need for upgradation of the post of CVO in the Company as the existing grade of M-2 is not sufficiently high in the hierarchy, in case the post of CVO is to be operated independently. It is therefore proposed to upgrade the post of CVO by adopting the guidelines issued by CVC regarding status and perquisites of CVOs in PSUs.
- 17(b).2 The Board observed that generally the posts of CVOs in CIL subsidiaries are operated with officers of the rank of Dy. Secretary / Director. The Board observed that the size of SCCL is similar to that of CIL subsidiaries and therefore approved to place the post of CVO one level below the Board Directors i.e., Executive Director level.

Action taken on the above minute may be intimated to the undersigned at the earliest in strict compliance with the guidelines issued by the C&MD vide circular No.CRP/CS/58/200, dt.22.3.2002, to apprise the same to the Board in the next meeting.



Company Secretary

Encl: Agenda note.

Copy along with agenda note to

AGM(Vigilance)

G.M (I.E)

etc 

Item No: 468 : 17(c) Up-gradation & re-designation of the post of Chief Vigilance officer.

1. The post of Chief Vigilance officer in SCCL is in M-2 grade in the rank of General Manager in the pay scale of Rs.19,500-25,000 and is directly under the C&MD. The appointment of CVO is done in consultation with the State Govt., as stipulated. At present Director (Personnel, Administration & Welfare) is also holding charge of the post of CVO.
2. Though at present Director (P.A&W) holds the post of CVO, it may not always be possible to continue the same position in view of multifarious responsibilities, constraint of time etc., of the incumbent due to holding dual posts. Apart from this, the grade of the post of CVO is at 2 grades below the grade of functional Directors who are in schedule-B scale of pay. In case when the post of CVO needs to be operated separately with external people like senior Government officers, retired Defence officers etc., they may not be inclined to join SCCL at the existing pay & grade of the post.
3. The Central Vigilance Commission has also issued instructions regarding status and perquisites of Chief Vigilance officers in PSUs to ensure their authority and functional independence. It suggested creation of the post of CVO at the functional Director level in Schedule 'A' PSUs and one level below the Board in Schedule 'B', 'C' & 'D' PSUs so that the status & perks will be automatically available to the incumbent joining as CVO.
4. It is therefore proposed to upgrade the post of CVO by re-designating as Executive Director (Vigilance) with Schedule 'B' scale of pay with all attendant benefits on par with functional Directors without being a member on the Board. It is also in line with the instructions of CVC, which may be adopted by SCCL as a part of good governance.
5. The Board is requested to accord approval for upgrading the post of CVO from M-2 grade by re-designating as Executive Director (Vigilance) with Schedule 'B' scale of pay with all attendant benefits on par with functional Directors without being a member on the Board.

Submitted for approval.

DTE
AS

[Handwritten signature]



The Singareni Collieries Company Limited

Secretarial Department

Ref. No: CRP / CS / 054 / 250

Date: 12.3.2014.

GM (Personnel) (EE&RC)

The extract of Minute No.518:5:21 of Board of Directors meeting held on 7.3.2014 at Hyderabad is furnished below:

Sub: Creation & filling up the post of Executive Director (Power Project), SCCLs 2x600 MW STPP in E9 Grade.

- 5:21.1 The Board considered the note circulated in the meeting.
- 5:21.2 Director (P.A&W) informed that services of Sri Sanjay Kumar Sur, General Manager, NTPC have been borrowed on deputation basis from NTPC and he is posted as G.M (Power Project), 2x600 MW STPP vide office order dt.21.2.2014. He is vastly experienced and suitably equipped to head the 2x600 MW STPP. He is due for retirement on attaining the age of superannuation on 31.3.2014 and it is proposed to appoint him as Executive Director (Power Project), 2x600 MW STPP in E9 grade (NTPC) for a period of 2 years after his superannuation.
- 5:21.3 After deliberation, the Board accorded approval for creation of post of Executive Director (Power Project) in E9 grade (NTPC) and appointing Sri Sanjay Kumar Sur as Executive Director (Power Project), 2x600 MW STPP for a period of 2 years w.e.f., 1.4.2014.

Action taken/ status of implementation on each point of the above minute may be intimated to the undersigned at the earliest as per the guidelines issued by the C&MD vide circular No.CRP/CS/58/200 dt.22.3.2002 for apprising the same to the Board in the next meeting.

Copy to:
GM (F&A)

[Handwritten signature]
GM (C.A) &
Company Secretary

STRICTLY FOR
INTERNAL
CIRCULATION
ONLY



"WE WORK IN THE DARK TO GIVE LIGHT TO OTHERS"

Now

we are
POWER

The Singareni Collieries Company Ltd.
(A Govt. Company)

welcomes you

EXECUTIVE ESTABLISHMENT CELL,
CORPORATE