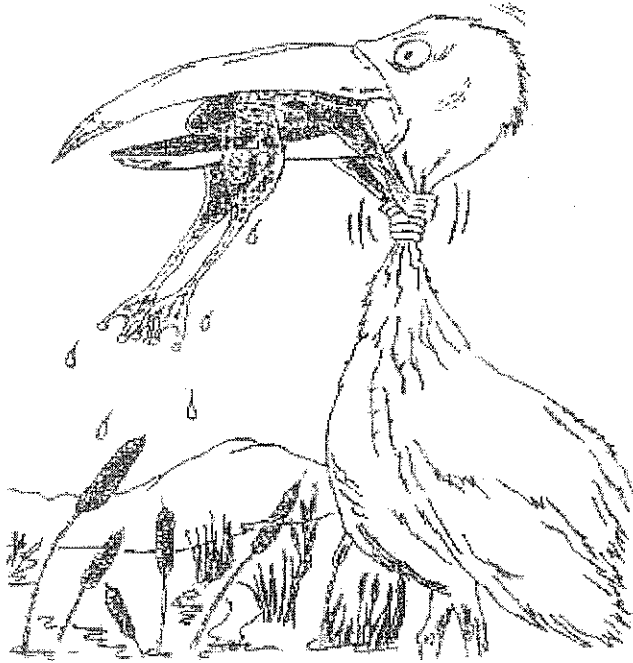


# EXECUTIVE HAND BOOK

OF  
SERVICE RELATED MATTERS



THE SINGARENI COLLIERIES COMPANY LIMITED  
( A Government Company )



*Never ever give up !*

*FOR INTERNAL CIRCULATION ONLY*

**EXECUTIVE  
HAND BOOK  
OF SERVICE RELATED MATTERS**



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SRIRAM TARANIKANTI, I.A.S.,  
DIRECTOR (PA&W)



**The Singareni Collieries Col Ltd.**  
(A Government Company)

## **FOREWORD**

*We focus on transparency in the form of written information. As a part of this, "Executive Hand Book" is compiled containing useful information about service matters of executive cadre employees in brief.*

*Every care has been taken to make this compilation up to date. Enough care has also been taken to ensure that rules and regulations are transmitted in toto and are in conformity with the written guidelines issued in the form of Circulars. However, the relevant circular on the subject is final and binding. The executive cadre will definitely find this Hand Book useful and instructive.*

*The efforts put in by the Executive Establishment Cell and the pains taken by Shri S. Janardana Rao, DGM (Personnel) and his team for compilation and publication should make this a reliable book of reference for executives.*

*I take immense pleasure in releasing the Hand book incorporating up dated information. It is also planned to put this Hand Book on Singareni website accessible to internal viewing.*

SRIRAM TARANIKANTI

Kothagudem  
Dt.13.06.2005.

**001 SCALES OF PAY- EXECUTIVES CADRE EMPLOYEES BELOW BOARD LEVEL FROM TIME TO TIME**

Grade	Prior to 1973	Adopted CMAL/ CIL payscale from 1.4.1973	Effective from 1.2.1975	Effective from 1.2.1979
	(01)	(02)	(03)	(04)
E-1	160-15-350 170-130-300 170-15-200-25-525 180-5-205-7-247-10-337 200-25-525 250-25-525	350-25-500- EB-30-800-EB830- 35-900	675-30-1035-40-1235	750-40-1350
E-2	250-25-525-EB-550-30-730 300-25-525-EB550-30-730 500-25-550-30-730 550-30-730	400-400-510-30- 600-40-800-EB- 50-1250	725-40-1325	800-50-1400
E-3	550-30-730-EB-750-50-1050 750-50-1050	800-50-1250	1050-50-1650	1100-50-1700
E-4	750-50-1200 750-50-1000-EB-60-1300 1000-60-1300	1100-50-1300-60- 1600	1350-50-1750	1400-50-1950
E-5	-----	1300-60-1600- 100-1800	1550-60-1850-75-2075 1600-100- 2200(SPLGR)	1600-75-2200 1650-100- 2350(SPL. GR)
E-6/ M-1	1200-75-1500 1350-75-1500	1600-100-2200	1850-100-2450	1900-100-2500
E-7/ M-2	1100-60-1400-EB-75-1700 1400-75-1700	1800-100-2200	2000-100-2500	2050-100-2650
E-8/ M-2	1600-100-2000 1700-100-2000 1800-100-2000	2000-100-2500	2250-100-2750	2500-125-2750
E-9/ M-3	2300-100-2500	2500-100-3000	2500-100-2750-125- 3000	2500-100-3000
Schdl. C pay scale	-----	-----	-----	-----

**001 SCALES OF PAY- EXECUTIVES CADRE  
EMPLOYEES BELOW BOARD LEVEL FROM TIME TO TIME**

Grade	Effective from 1.8.1982	Effective from 1.1.1987	Effective from 1.1.1992 (increment @4% on basic pay)	Effective from 1.1.1997 (increment @4% on basic pay)
	(05)	(06)	(07)	(08)
E-1	1030-50-1380-60-1800-100-2000	2250-100-4150	4000 - 7150	8600-14600
E-2	1130-50-1380-60-1800-100-2400	2500-120-3100-130-3750-140-5150	5000-8275	10750-16750
E-3	1680-60-1800-100-2700	3700-140-4400-150-5900	6000-9425	13750-18700
E-4	2200-100-2900	4600-150-5350-160-6470	7000-9600	16000-20800
E-5	2400-100-3200 2400-100-3200	5200-160-6000-175-6875	7500-9900	17500-22300
E-6/ M-1	2700-100-3500	5750-175-7325	8250-10050	18500-23900
E-7/ M-2	2800-100-3600	6000-175-7400	8625-10275	19475-24225 (abolished)
E-8/ M-2	3000-100-3700	6250-175-7475	9000-10500	19500-25000
E-9/ M-3	3500-100-4000	7250-200-8250	9500-11500	20500-26500
Schdl. C pay scale	-----	7500-200-8500	10000-400-12000	-----

- INCREMENTS : A) The rate of annual increment will be 4% of basic pay subject to a maximum of Rs.600 p.m.  
B) The annual date of increment will be 1st April of the year.

**Scale of pay for board level executives:**

**1.1.1997 to 31.12.2006**

SCHEDULE 'A' --	Rs.27750-750-31500
SCHEDULE 'B' --	Rs.25750-650-30950
SCHEDULE 'C' --	Rs.22500-600-27300

## 002 LEAVE RULES

### LEAVE RULES APPLICABLE TO THE EMPLOYEES WHO ARE NOT GOVERNED BY THE STANDING ORDERS (EXECUTIVES)

Two types of leave rules are applicable to officers in Executive Cadre in the Company's Service viz.,

- A. Company's Leave Rules.
- B. Coal India Limited Leave Rules as approved by our Boards.

#### A) COMPANY'S LEAVE RULES:

##### Applicability:

The Company leave rules shall be applicable to the officers appointed in Executive Grades prior to 5.3.1974 and also to the employees, having been appointed in Company's Service prior to that date and promoted to the Executive Grade thereafter.

(P. 18/508/1455, dt. 19-6-1982).

#### CASUAL LEAVE:

Casual leave for period not exceeding ten days during the calendar year may be availed by an employee with previous sanction. At any one time casual leave cannot, ordinarily, be availed for more than seven days. Casual leave cannot be added to any kind of leave, but it may be prefixed or suffixed to sanctioned holidays.

11. Unavailed causal leave will lapse at the end of the calendar year of the Company. An employee on causal leave shall be treated as on duty.

#### CLARIFICATION:

- i) Proportionate causal leave shall be granted to officers appointed/promoted in executive scales in the year of appointment/promotion (P.18/671/8476 dt.20-12-76).
- ii) The causal leave is inclusive of all intermittent holidays/play days.
- iii) The grant of casual leave is limited to 7 days at one time together with compensatory rests.
- iv) The casual leave is for calendar year but not for financial year and lapses at the end of the year.

The Casual Leave may be granted to resigning executives during



notice period at the discretion of Leave granting authority subject to the limits of leave specified for each spell under Leave Rules applicable to them.

**(Circular No.C/506, dt.7.3.1989).**

It has been decided by the Competent Authority that in the last calendar year of service of an executive, Casual Leave shall be credited on pro rata basis only for that year.

**(CRP/PER/C/34/673 dt.8.4.2003)**

**PRIVILEGE LEAVE:**

- i) Privilege leave shall be granted at the rate of 1/11th of duty performed without interruption. To the period so arrived at shall be added any privilege leave which the employee may have to his credit as on 1<sup>st</sup> August, 1952.
- ii) Absence on privilege leave or either authorised leave with allowance though not counting as duty is not an interruption of duty within the meaning of this rules.
- iii) Privilege leave may be accumulated to the extent earned during service but maximum period of leave permissible at one time during the service is six months and prior to retirement from service only three months.
- iv) An employee on privilege leave is entitled to a leave allowance equal to the pay which he would have been entitled to if he had been on duty exclusive of all allowances not considered part of pay. D.A. and House Rent Allowance will be taken as part of pay.

The unavailed portion of the privilege leave to the credit of the employee normally shall not be accountable towards the period of notice required to be given for termination of service as per his appointment order, unless approved by the sanctioning authority or the Board of Directors, as the case may be.

**CLARIFICATION :**

1. Privilege leave shall be earned at the rate of one day for every 11 days of the period spent on duty.
2. For purpose of calculation of this leave, Sundays or other Public

holidays, casual leave shall be taken into consideration treating the employees as on duty.

3. The privilege leave, sick leave and loss of pay leave however not be taken into account for calculation purpose.
4. Shall be accumulated without any limit.
5. Shall be sanctioned after confirmation in the post but for any reason confirmation is delayed in communication, the employee can avail after completion of one year service.

**(P. 18/508/671 dated 17-2-1976).**

The employee shall not be allowed to avail privilege leave during probation stipulated in the appointment order or during the period of extension.

For purpose of computing the privilege leave, completion of calendar year shall not be insisted upon but the employee shall avail privilege leave after successful completion of one year service and such privilege leave shall be granted based on the number of attendances put in by him as on the date of application for leave at the rate of one day for every 11 days attendance.

**(P. 18/508/1908 date 9-3-79)**

Executive may be granted leave with pay standing to his credit during notice period in accordance with the leave rules applicable to them.

These instructions are also applicable to employees in non-executive cadre.

**(C/506, dt. 7.3.1989).**

### **SICK LEAVE:**

Sick leave on full pay may be granted on medical certificate to all employees with a minimum service of one year in the permanent cadre of the company at the rate of one month per year of service cumulative upto four months. The maximum period of sick leave permissible at any time should not exceed four months. Sick leave may also be granted in genuine cases to an employee with less than one year service but on loss of pay.

### **CLARIFICATION :**

1. Shall be allowed only after one year service.
2. Shall be accumulated upto 4 months during the service of the employee.
3. The privilege leave at the credit can be granted against the prolonged sickness over 4 months.

4. **Out station sick leave:** The officers in the executive cadre availing sick leave outside headquarters while on tour or on leave (Casual/Privilege) should obtain medical certificate from the Medical Officer under whom they have taken treatment. Such certificate should be produced at the Company Hospital/dispensaries directly and get it certified by Company Medical Officer. The Company Medical officer shall also declare such officer fit for duty.

**(C/1683 date 7-8-1980)**

5. When an officer falls sick outside Headquarters while on casual leave, the period spent on casual leave shall be treated/converted as privilege leave since casual leave cannot be combined to any other leave.

**(P. 18/508/1908 dated 9-3-1979)**

i) Sick Leave account of every executive shall be credited with Sick Leave in advance in 2 instalments of 15 days each on the 1<sup>st</sup> day of January and July of every calendar year.

- ii) (a) The Sick Leave shall be credited to the said leave account at the rate of 5/2 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed in the regular grade/post of executive cadre.
- (b) The credit for the half year in which an executive is due to retire or resigns from service, shall be allowed at the rate of 5/2 days per completed calendar month up to the date of retirement or resignation.
- (c) When an executive dies while in service, credit of Sick Leave shall be allowed @ 5/2 days per completed calendar month upto end of calendar month preceding the calendar month in which he/she dies in service.
- (d) The leave so credited into account of an executive shall not, however, be accumulated for more than 120 days during the service of an employee.

The method of calculation/crediting Half Pay Leave or Sick Leave will be effective from 10.6.1996.

The executives who were/are separated from Company's service due to retirement/death/resignation on or after 10.6.1996 shall be allowed Half Pay Leave or Sick Leave at the rate of as specified above.

**(C48/1246 dt.18.7.1996)**

**CLARIFICATION -**

As per CIL leave rules, an employee in executive cadre may avail Earned Leave after completion of one year service even though he/she continues on probation without confirmation.

(C48/2496, dt.8.10.1999).

**EXTRAORDINARY LEAVE:**

Extraordinary leave without pay may be granted with the approval of the Managing Director to an employee in exceptional cases or for special private reasons or in the event of sickness after complete expiry of sick leave or where no other leave is to his credit. The maximum period for which such leave may be granted is three months at a time subject to the minimum service of three years, but the aggregate throughout the period of service shall not exceed six months and shall not occur at intervals of less than one year except in the event of sickness.

**MATERNITY LEAVE:**

Maternity leave on full pay may be granted to all female employees for a period not exceeding two months either at a time or at intervals. The maternity leave may be combined with any other leave.

The total leave shall not exceed three months. Such leave (Maternity leave) will not be debited to account.

**CLARIFICATION:**

Maternity leave is admissible only after putting in not less than 80 days in the 12 months immediately preceding the date of expected delivery as per Maternity Benefit Act, 1961.

**MEDICAL CERTIFICATE:**

An employee working in a station where the Company's medical attendance is available should place himself under the treatment of the Company's Medical Officer, and submit certificate in support of leave applied for on medical grounds. In other cases he should submit a medical certificate of any other medical practitioner of the rank of a Civil Surgeon or of a recognised standing. The sanctioning authority may decline to accept any other medical certificate than that given by the Company's Medical Officer without assigning any reason.

## **RETURN TO DUTY FROM LEAVE ON MEDICAL CERTIFICATE**

No permanent employee who has been granted leave on medical certificate may be permitted to join duty without first producing a medical certificate of fitness as prescribed in Rule 15. The authority granting the leave may require a similar certificate in the case of any employee who has been granted leave for reason of health even though such leave was not actually granted on a medical certificate.

### **COAL INDIA LIMITED LEAVE RULES** **AS ADOPTED BY SINGARENI**

#### **1. SCOPE AND APPLICATION**

1.0 These rules will apply to all whole-time regular employees of the Company in Executive cadre, appointed on or after 5-3-1974, subject to the exceptions in Paragraph 2.1 of the Rules.

#### **6. TYPES OF LEAVE**

##### **6.0 Casual Leave**

6.0.1 Casual leave is intended to cover casual absence of the employee for personal reasons.

6.0.2. Casual leave will be allowed to all employees for 12 days in a calendar year subject to the condition that not more than 8 days' casual leave will be allowed at a time.

6.0.3. Public holidays and weekly offs occurring during the spell of the leave will not be treated as part of the leave.

6.0.4. Casual leave can be granted for half-a-day also. If half-a-day leave is taken, the lunch interval will be taken as the dividing line.

6.0.5. Casual leave will not be permitted to be combined with any other kind of leave but this can be permitted to be combined with weekly days of rest or public holidays provided that the total period of absence from duty should not exceed 10 days at a time.

6.0.6. In the first year of his service under the Company casual leave to an employee will be calculated proportionately, from the date of his joining the service.

The Casual Leave may be granted to resigning executives during notice period at the discretion of Leave granting authority subject to the

limits of leave specified for each spell under Leave Rules applicable to them.  
(Circular No.C/506, dt.7.3.1989).

Any kind of leave cannot be claimed by an executive as a matter of right and the grant of leave by the Competent Authority is subject to Administrative exigencies.

(C48/464, dt.25.2.1992).

It has been decided by the Competent Authority that in the last calendar year of service of an executive, Casual Leave shall be credited on pro rata basis only for that year.

(CRP/PER/C/34/673 dt.8.4.2003)

Clarification instructions were issued in view of the spirit of the Circular as follows:-

- 1) The pro rata Casual Leave is not applicable in case the executives who were retired prior to the issue of the Circular.
- 2) Any executive, who is going to retire/retired after the issue of the Circular had availed Casual Leave more than pro rata basis, the amount equivalent to the extent of excess availed Casual Leave may be recovered from his salary/ dues payable to him.

(CRP/PER/C/34/1146 dt.25.6.2003)

### **EARNED LEAVE ON FULL PAY**

6.2.1. Earned leave accrue to all employees at the rate of one day for every eleven days of the period spent on duty.

6.2.2. An employee will cease to earn leave when the earned leave due accumulates to 180 days.

6.2.3. The maximum earned leave that may be granted at a time to an employee shall be 120 days within India and 180 days outside India.

### **CLARIFICATION:**

The Board in its meeting held on 31st July, 1987 has approved enhancement of limits for accumulation and encashment of leave to executives from 180 days to 240 days. The above amendment will be effective from 31-7-1987.

An employee will cease to earn leave when the earned leave due accumulates to 240 days instead of 180 days. This is effective from 31-7-1987.

(C/2782 dt.5.12.1987)

**AVAILMENT OF PRIVILEGE LEAVE/EARNED LEAVE  
BY THE EXECUTIVES DURING NOTICE PERIOD.**

An executive may be granted leave with pay standing to his credit during notice period for purpose of submission of resignation in accordance with the leave rules applicable to him.

These instructions are also applicable to employees in non-executive cadre.

**(C/506 dated 7.3.1989)**

**HALF PAY LEAVE:**

Half pay leave will be earned in the course of service at the rate of 20 days for each year of service. Half pay leave can be availed of on personal reasons as well as on medical grounds.

Board of Directors in its Meeting held on 10.6.1996, accorded approval for calculation/crediting of Half Pay Leave (HPL) or Sick Leave to the executives as under amending the existing rules.

**HALF PAY LEAVE (APPLICABLE TO THE EXECUTIVES  
APPOINTED ON OR AFTER 5.3.1974 INTO COMPANY'S SERVICE.**

- i) Half Pay Leave account of an executive shall be credited with Half Pay Leave in advance in 2 installments of 10 days each on the 1<sup>st</sup> day of January and July of every Calendar year.
- ii)
  - a) The Leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed in regular post.
  - b) The credit for half year in which an employee is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month upto the date of retirement or resignation.
  - c) When an employee in executive cadre dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days for completed calendar month preceding calendar month in which he/she dies in service.

**(C48/1246, Dt.18.7.1996).**

**COMMUTED LEAVE:**

An employee can have the half pay leave due converted into full at his option. Such converted leave will be termed as "Commuted Leave". It will be granted on production of medical certificate, by the competent/sanctioning authority provided he has reason to believe that the employee will return to duty on the expiry of the Commuted leave.

**EXTRA-ORDINARY LEAVE WITHOUT PAY**

- a. Extra-Ordinary leave without pay may be granted to any employee in special circumstances upto a maximum of 3 months.
- i. When no other leave is by rule admissible,  
or
  - ii. When other leave is admissible, but the employee applies in writing for grant of extraordinary leave.

**SPECIAL LEAVE**

Special leave on full pay for a total period not exceeding 6 months during the entire service is granted to the employees suffering from the following diseases on production of Medical certificate under rule no. 6.6 of the C I L leave rules adopted by SCCL.

- i. TB,
- ii. Cancer,
- iii. Leprosy,
- iv. Severe heart attack,
- v. Paralysis
- vi. Heart ailment necessitating Open heart surgery

Any other disease which the Chairman and Managing Director may add to this list.

(C/1831 date 3rd August 1989)

**MATERNITY LEAVE:**

- a. Maternity Leave may be granted to the female employees of the Company for a period which may extend upto three months from the date of its commencement or to the end of six weeks from the date of confinement whichever be earlier. The leave is granted on full pay and is not debited against the leave account.
- b. Maternity leave may be combined with earned leave on Medical Certificate.
- c. Maternity Leave under this rule may also be granted in case of miscarriage, including abortion, subject to the following conditions:
  - i. That the woman employee, if temporary, has been



- in service for not less than one year before the commencement of the leave, and
- ii. That the leave does not exceed six weeks and the application is supported by a certificate from the authorised medical attendant.

CLARIFICATION:

**MATERNITY LEAVE TO WOMEN EXECUTIVES:**

The women executives are entitled to 12 weeks maternity leave only as 12 weeks leave is being allowed to executives governed by C I L Leave Rules.

No special leave other than the 12 weeks leave is to be extended.

**(C/3586, date 8.11.1985)**

CLARIFICATION:

Maternity leave is admissible to the women employees after putting in not less than 160 days in the 12 months immediately preceding the date of expected delivery. It is clarified that one need not put in 12 months service and 160 musters to avail the benefit. Mere putting in 160 musters preceding the date of expected delivery will suffice to have entitlement, of maternity benefit.

**(1. P. 23/4205/IR/140. dated 4.2.1987)**

**(2. P. 23/4205/IR/1151, dated 14.6.1989)**

**(3. P. 23/4205/IR/1644, dated 9.9.1989)**

The minimum number of musters one has to put in for entitlement of Maternity benefit under Maternity Benefit Act, 1961 during the 12 months immediately preceding the date of expected delivery is reduced to 80 days as per the amended Maternity Benefit Act (Amended in 1988)

**(P. 23/4205/IR/1412, dated 31.7.1989)**

The procedure to be followed to obviate the difficulty of certification, when a lady had an abortion or not and also to enable such employed woman to avail the benefit of maternity leave, will be as per the procedure indicated in the case of NCWA employees.

**(Refer Circular No. P. 23/4205/IR/2282 date 27.9.1991)**

**QUARANTINE LEAVE**

This leave may be granted with pay to an employee who is required not to attend duty in consequence of the presence of any infectious diseases in his family or house-hold. Such leave may be granted on the certificate of the Medical or Public Health Officer for a period not

exceeding 20 days and in exceptional cases 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave.

This leave can be granted in continuation of any other leave.

### **SPECIAL DISABILITY LEAVE**

6.10.1. Special disability leave may be granted to an employee who is disabled by injury unintentionally inflicted or caused in, or in consequences of the performance of his official duties or in consequence of his official position. This leave is sanctioned subject to the following conditions:

- a) The disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice.
- b) The period of leave shall be such as is certified by a medical board, constituted by a competent authority. The maximum period admissible is 24 months.

### **CLARIFICATION:**

Officers who met with accident while on duty shall be sanctioned special disability leave.

6.10.2. Special disability leave may be granted to an employee who is disabled by injury accidentally incurred in or in consequences of the due performance of his official duties or in consequence of official position or by illness incurred in the performance of any particular duty which has the effect of increasing his liability for illness or injury beyond the ordinary risk. The grant of this concession is subject to the further condition:

- a) That the disability, if due to disease, must be certified by Medical Board, to be directly due to the performance of the particular duty;
- b) That the disability is, in the opinion of the Company exceptional in character or that there are circumstances to justify such unusual treatment as the grant of this form of leave.

6.10.3. Special disability leave may be combined with leave of any other kind, and shall be counted as duty.

6.10.4. The employee shall, during the period of the special disability leave draw leave salary to full pay for the first ninety days and half pay thereafter provided that the employee can, at his option, convert the leave on half pay to a leave on full pay to the extent of another ninety full days

i.e., 180 days of leave on half pay can be converted into 90 days of leave on full pay.

#### CLARIFICATIONS:

- i) 12 days Casual Leave in an year is admissible.
- ii) Proportionate Casual Leave shall be given in the year of appointment.
- iii) The Casual Leave is exclusive of holidays/play days.
- iv) It shall not be combined with any other type of leave – say Privilege Leave and Sick Leave but can be prefixed or suffixed with holidays/play days.
- v) The grant of Casual Leave is limited to 8 days at a time; but can be permitted to be combined with weekly holidays and public holidays, provided the total period of absence should not exceed 10 days at a time.
- vi) Casual Leave can be granted for half-day also. If half-day is taken, the lunch interval will be taken as the dividing line.
- vii) The Casual Leave will lapse at the end of every year.
- viii) Earned Leave can be accumulated up to 240 days. Half Pay Leave can be accumulated without any limit but in case of encashment limited to 240 days.
- ix) Privilege Leave shall be sanctioned after confirmation in the post, but for any reason confirmation is delayed (in communication), the official can avail after completion of one year probation successfully. In other words the employees shall not be allowed to avail Privilege Leave during probation including extension of probation.

While the entitlement of Earned Leave accrues to the employee in the executive cadre only after completion of one year, it shall be granted based on the number of attendances put in by him as on the date of application, at the rate of one day for every eleven days attendances. For purpose of computation of earned leave, completion of a calendar year is not insisted upon. (P.18/508/1902 dtd.9.3.1979).

- x) For purpose of calculation of this leave, Sundays (Play Days) Casual Leave; shall be taken into consideration treating the employees as on duty. The Privilege Leave and Sick Leave shall not however be taken into account for calculation purpose.

- xi) Privilege Leave shall be granted to an extent of 6 months at a time.
- xii) There is no leave with the title "Sick Leave".
- xiii) Half-Pay Leave to be earned at the rate of 20 days for each completed year of service. The employees shall avail this leave on Private Affairs as well as on Medical grounds.

This half-pay leave can be commuted to full pay leaves only on medical grounds.

NOTE: The leave address should invariably be mentioned in the leave letter.

(C/1391, dated 21<sup>st</sup> June, 1979)

(C/2027, dated 26<sup>th</sup> July, 1983)

### **003 LEAVE ENCASHMENT SCHEME**

(For Executive Cadre Employees)

- 1. Scope:**
  - 1.1. This scheme shall apply to all Executive Cadre Employees of the Singareni Collieries Company Limited but shall not apply to Executive Cadre Employees on deputation from a Government Department or from Government undertakings who are not permanently absorbed in the Company.
- 2. Aim:**
  - 2.1. Encashment of Leave may be allowed to encourage employees to take leave on a planned and systematic basis.
- 3. Eligibility:**
  - 3.1. Encashment of earned leave will be allowed at the option of the employees, subject to the approval of the Sanctioning Authority competent to sanction earned leave.
  - 3.2. Encashment of Earned Leave will be allowed at the time when the employee is actually proceeding on at least seven days' regular leave as defined in Para 4.3. of this Scheme.
  - 3.3. Encashment will not be allowed where leave cannot be granted in the interest of the Company.
- 4. Extent of Leave Encashable :**
  - 4.1. Only earned leave on full pay at the credit is encashable and not any other kind of leave, such as, half pay leave, commuted leave, study leave. etc.

Sanction of earned leave, half-pay leave and commuted leave which will be regarded as regular leave for the purpose of para 4.3 of this scheme will be restricted to the limits as prescribed in Leave Rules of the Company.

- 4.2. Encashment will be allowed to an employee only once in a calendar year.
- 4.3. Minimum 7 days' regular leave will have to be taken and the earned leave can be encashed upto 50% of the earned leave at credit or 30 days whichever is less.
- 4.4. Earned leave at credit will be determined as on the date of proceeding on leave.

#### **5. Encashment Benefit :**

- 5.1. For computing the rate of encashment, basic pay including special pay, non-practising allowance, personal pay and dearness allowance only will be included. All other allowances, viz., HRA, CCA, Coalfields Allowance, Charge allowance, Underground allowance etc., will be excluded.
- 5.2. The rate of encashment per day will be calculated on the basis of emoluments specified in para 5.1 drawn by an employee in the month preceding the month in which he proceeds on leave (after deducting inadmissible allowances divided by 30).
- 5.3. Encashment benefits will not be reckoned as salary for the purposes of Provident Fund, Gratuity, bonus, etc.
- 5.4. Where an employee, having received encashment, curtails his leave at his option and this results in leave being availed of for less than 7 (seven) days, the entire amount paid as encashment will be recovered from the salary, next payable to the employee.

**Note:** Normally, an employee who has availed encashment benefit will not be allowed to curtail his leave unless under exigencies of service.

- 5.5. If an employee, who has been allowed the benefit of encashment of leave as per this scheme, is recalled to duty while he is on leave, the encashment of his earned leave already allowed will not be affected in any way and will not need any revision.
- 5.6. The period of such leave encashed will not be counted for the earning of earned leave. The full portion of the earned leave encashed and the leave availed of will be deducted from the leave at his credit.

**6. Procedure:**

- 6.1. The application for leave, wherever necessary, should specifically indicate the quantum of earned leave that the employee desires to encash which shall not be more than the limit specified in para 4.3.
- 6.2. In order that the availability of officers for duty is properly regulated applications for leave should be made atleast 30 days in advance.
- 6.3. The sanctioning authority, while sanctioning leave applied for, should specifically indicate the period and the kind/kinds of leave that the employee will actually avail of and the number of days of earned leave allowed for encashment.
- 6.4. Separate orders shall be issued in respect of the leave sanctioned for actually availing by the employee and the portion of earned leave that is granted for encashment.
- 6.5. No encashment of leave during the period under suspension will be permissible.

**7. Encashment of leave on Termination of Service/Retirement:**

- 7.1. Leave at credit shall not be granted for encashment if an employee resigns from the service.
- 7.2. An employee whose services are terminated otherwise than on disciplinary grounds, or who retires may be allowed to encash the earned leave at his credit in terms of this scheme, not exceeding 240 days.

**8. On Death of an Employee:**

- 8.1. The specified limit will not apply in case of death of an employee in service in which case the family of the deceased employee shall be paid cash equivalent of leave salary (i.e. Pay + DA only) that the deceased employee would have got had he gone on earned leave that would have been due and admissible to him but for the death on the date immediately following the death and in any case not exceeding leave salary for 240 days.

**9. Deduction:**

- 9.1. No deduction other than Income-Tax will be made from the amount payable to a serving employee. In case of retirement/retranchment or death, company's dues shall be recovered from the amount of encashment.

**10. Competent Authority:**

- 10.1. The Sanctioning Authorities for encashment of leave will be those competent to sanction earned leave.

**11. Tenure:**

11.1. This scheme shall come into force with effect from 31-7-1987.

11.2. The company reserves the right to alter, amend or withdraw this scheme at its discretion without assigning any reasons therefor.

**(C/2782, date 5-12-87)**

**MODIFICATION:**

Availment of 7 days regular leave is not necessary for encashing leave. Clause No. 4.3. has been substituted with the following clause w.e.f. 11.12.1990:

“4.3. Earned Leave can be encashed upto 50% of Earned Leave at credit or 30 days, whichever is less.”

**(C48/3419 date 11.12.1990)**

**ON RESIGNATION:**

Officers eligible for encashment of leave and applied for such encashment before tendering resignation shall be allowed encashment. Such encashment shall not be allowed to officers seeking the same after tendering resignation even though resignation may take effect from a later date.

**COMPUTATION OF SALARY**

a) For purpose of uniformity encashment of 30 days privilege leave would be calculated at the rate of one month salary irrespective of the date and month of encashment. Similarly encashment of 15 days privilege leave would be reckoned as half-month's salary.

**Note:**

For leave encashment, an employee shall be required to apply in writing to the sanctioning authority, specifically mentioning the leave period (i.e. from \_\_\_\_\_ to \_\_\_\_\_) which is going to be surrendered.

**C.M.P.F. DEDUCTION FROM THE EARNED LEAVE ENCASHMENT PAYABLE TO EXECUTIVES WHILE IN SERVICE:**

- 1) It has been decided to effect deductions towards CMPF from the amount of Earned Leave encashment payable to the executives under Rule 4(3) of the Earned Leave Encashment Scheme w.e.f. 1.4.1995 **Circular No.C48/493, dt.1.4.1995.**

- 2) It is decided to effect CMPF deduction from the leave encashment of Earned Leave and Half Pay Leave/Sick Leave of an executive on cessation of his employment due to superannuation/death and this shall come into force in respect of the cases of the executives arising from 1.1.2001.

**(Circular No.C34(e)/194 dt.17.1.2001)**

### **ENCASHMENT OF HALF PAY LEAVE/SICK LEAVE**

- 1) The Board of Directors in its meeting held on 17.2.1995, accorded approval to extend the benefit of –

- 1) Encashment of HPL to the Executives who are governed by CIL Rules adopted by SCCL subject to a maximum of 240 days at their credit, and
- 2) Encashment of Sick Leave subject to a maximum of 120 days at the credit of Executives, who are governed by the Company's Leave Rules on the following conditions:-
  - i) On separation from the Company on attaining the age of superannuation.
  - ii) Death while in service.
  - iii) Permanent total disablement of an Executive.
  - iv) On Voluntary retirement before the date of superannuation.
  - v) On premature retirement under approved Scheme as per Circular No.C22/1593, dt.3.9.1994.
  - vi) In case of cessation of service after attaining the age of 50 years or more provided the Executive Cadre Employee has put in a minimum of 20 years continuous service as a regular employee in the Company and the cessation is not as a result of disciplinary action or leaving the service without approval of the Management.
  - vii) Other conditions governing the encashment of Half Pay Leave/Sick Leave will be the same as are in the case of Earned Leave Encashment.

The Encashment of HPL/Sick Leave, subject to the above conditions, will be effective from 17.2.1995.

**(Circular No.C48/364 dt.8.3.1995)**



**CLARIFICATION:** The amount deducted towards CMPF from Earned Leave Encashment as allowed vide Circular No.C48/493, dt. 1.4.1995 will also qualify for employers contribution.

**(Circular No.C48/692, dt.29.4.1995).**

Clarification instructions were issued that the following components of pay are to be taken into account for payment of encashment of half pay leave upto a maximum of 240 days to the eligible executives –

- |    |       |   |
|----|-------|---|
| 1) | Basic | :Half of the basic (including special pay, personal pay, NPA and Interim relief). |
| 2) | D.A.  | :Full DA.   |

The payment of encashment of HPL with the above components of pay will be effective from 17.2.1995.

**(C/48/181 DT.25.1.1996)**

The Officers who apply for Encashment of Leave before tendering the resignation would be allowed for encashment. However, such encashment shall not be allowed to Officers after tendering the resignation even though the resignation may take effect from a later date.

**(Circular No.C48/1995 dt.31.10.1996).**

#### **004 STUDY LEAVE**

Study leave with half pay may be granted to an employee to enable to study technical or similar problems or to undergo course of instructions, if it is considered to be in the Company's interest.

It is not ordinarily granted to an employee of less than five years service or to the employee within three years of the date at which they have the option of retiring.

It is not debited against the leave account and it counts as service for promotion but not for leave.

The grant of study leave is at the discretion of the Chairman & Managing Director or any authority to whom this power is delegated subject to a maximum period of 2 years during the entire service.

The study leave is granted subject to the following conditions:

1. Before they proceed on Study Leave, they should execute a bond to serve the Company for a period of 5 years or 3 years as the case may be from the date they resume duty on completion of course in case of officers going on 2/3 years and 1 year Study Leave respectively, failing which they should refund expenses incurred on them towards Half Pay salary, CMPF contribution etc., plus Rs. 20,000/- as liquidated damages.
2. They should submit a Study Certificate from the Principal of the College or Institution stating that they have attended the course regularly. They should resume duty immediately on expiry of Study Leave or expiry of the course to which they are being admitted, whichever is earlier.
3. They should inform the Director (Personnel, Administration & Welfare) through proper channel, about the result of their course soon after the publication of the results.
4. They will not have any claim for automatic promotion as Special-ist on acquiring the additional qualification.

The bonds may please be got executed before the concerned are relieved on Study Leave. The executed bonds may have to be forwarded to the Office of G.M. (Personnel).

The components of the salary which will be paid w.e.f.1.8.1993 to an executive who was granted study leave on half pay are as follows:-

Basic pay	—	Half.
Personal Pay	—	Half.
D.A.	—	Full.
HRA	—	Full

(Subject to production of House Rent Receipt).

No other allowances like BUA, NPA, UGA etc., will be admissible.

**(C42/1876, dt.26.8.1993).**

In the event of executives leaving station and remaining absent from duty to prosecute studies, without prior sanction of Study Leave by the Competent Authority, their cases will not be considered for grant of Study Leave and they will be liable for action as deemed fit.

**(C42/1281, dt.24.7.1996).**

Consequent upon the change in the system of payment of Dearness Allowance as a percentage of basic pay in the revised pay scales of

executives w.e.f.1.1.1992, it is clarified that full D.A. will continue to be admissible on availment of Half Pay Leave, Study Leave with Half Pay and encashment of Half Pay Leave. Full D.A. on full basic pay as applicable in the revised pay scales.

**(C19/1385, dt.29.7.1997).**

Applications of the executives seeking sanction of study leave should be forwarded by the concerned C.G.Ms/G.Ms/H.O.D to the of concerned Head of the discipline. The Head of the discipline may forward the same to concerned discipline Director with recommendations/comments who in turn forward with remarks to Director (PA & W).

6. The Executive Establishment Cell, corporate will process the file with relevant factors/records for decision of the Competent Authority through Director (PA & W).

**(CIR.NO.CRP/PER/C/34a/2289, dt.1.7.2002)**

The following additional conditions are added to Rule 7 of Study Leave Rules applicable to the executives as clause (iv), (v) and (vi) as under. However, there will be no change in clause (i), (ii) and (iii) of Rule 7.

- iv) The executive has also to pay rent for the quarter if retained during study leave; and bear expenditure for maintenance of infrastructure/ welfare amenities as prescribed.
- v) Further the executive has to submit a Surety Bond duly executed by 2 sureties who must be executives of the Company with a minimum service of 5 years and left over service of not less than 7 years, authorising the management to recover from them the aforesaid amounts.
- vi) Alternatively, the executive proceeding on study leave may furnish Bank Guarantee Bond for the said amounts.

**(No.CRP/PER/C/34a/5133 dtd.11.12.2004)**

## 005 EXTRAORDINARY LEAVE

### **RULES FOR SANCTION OF EXTRAORDINARY LEAVE WITHOUT PAY FOR TAKING UP EMPLOYMENT ABROAD.**

All applications requesting for sanction of extraordinary leave for taking up employment abroad should invariably be forwarded to the General Manager (Personnel) in respect of NCWA employees and Director (PA&W) in respect of Executive Cadre employees to be processed by the Corporate Personnel Department.

- 1) SCCL employees desirous of seeking jobs abroad, irrespective of categories to which they belong technical, non-technical or clerical will be permitted to apply and secure employment abroad provided they are declared as surplus in the Company. However this facility will be allowed to a maximum extent of 1% of the cadre strength of the respective discipline subject to a minimum of 1. The management reserves the right to extend or not to extend this facility in case of insufficient workforce in that discipline. Those categories of employees, whose services are considered essential to SCCL shall not be permitted to secure jobs abroad.
- 2) The period of extraordinary leave will be treated as 'dies-non' i.e., it will neither be counted as service nor break-in-service. It will not be counted for claiming benefits such as increments, earned leave with pay, promotions under settlements or SLU, gratuity etc. However, contribution towards pension has to be paid either by the foreign employer or employee for the above period, as the contribution is compulsory in accordance with the provisions of Coal Mines Pension Scheme in force.
- 3) The concerned employee has to submit a written undertaking to the effect that he will not claim Gratuity for the period he is granted extraordinary leave as he will not be rendering effective service in SCCL.
- 4) The employee has to submit no dues certificate.
- 5) No prosecution should be pending or contemplated in the Court of Law against such employee.
- 6) If the absence of the employee exceeds 2 years, he will automatically lose lien on the job and ceases to be an employee of SCCL. Further the employee has to pay liquidated damages as prescribed.

- 7) On return from leave, such employee shall not claim any preference over others in his parent department for promotion or higher pay by virtue of the experience gained in foreign employment.
- 8) The benefit of extraordinary leave under the scheme shall be given to SCCL employees only once in the entire service.
- 9) They should obtain specific permission from SCCL before they undertake any employment abroad.
- 10) The list of surplus employees will be updated from time-to-time based on the emerging needs and experience. Copy of the list of employees declared as surplus will be maintained at Corporate Office and circulated as and when necessary.
- 11) Any employee who is eligible to be considered for sanction of extraordinary leave without pay for taking up employment abroad, will be granted the same after vigilance clearance.
- 12) An employee for sanction of extraordinary leave without pay for taking up employment abroad under these rules should have a minimum continuous service of 5 years in the Company.

Sanction of extraordinary leave will be communicated by the General Manager (Personnel)/Director (PA&W) after obtaining sanction of the competent authority to the concerned applicants through the GMs/HODs.

The following rule is hereby included in the said rules framed for grant of Extraordinary Leave as Rule No.13:

"An employee/executive who has been sanctioned extraordinary leave without pay for taking up employment abroad should vacate and handover the Company's quarter (if any allotted to him/her for residential purpose during the course of his/her employment) to the Company before proceeding on leave."

Employees/Executives seeking sanction of Extraordinary Leave should submit an undertaking to this effect that he will vacate and handover the Company's quarter, if any allotted, to the concerned area authority. (CIRCULAR NO.P (PM)38/5128/871 dt.14.5.2001). (CIRCULAR NO.CRP/PER/C/34(d)/1671 dtd.07.07.2004)

## 006 CD & A RULES

### CONDUCT

#### 4.0 Duties and obligations of executives

- 4.1 Every employee of the Company shall at all times
- (i) maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) conduct himself at all times in a manner which will enhance the reputation of the 'Company'

<sup>1</sup>[(iv) Every employee of the Company shall at all times do nothing which is unbecoming of a public servant.]

4.2 Every employee shall take all possible steps to ensure integrity and devotion to duty of all employees for the time being under his supervision, control and authority.

4.3 Every employee must carry out the work for which he is employed and obey all lawful orders of his superiors or of the Company.

4.4 No employee shall engage himself either directly or indirectly in any other business/profession/ trade or calling within or outside the working hours except with the previous permission of the competent authority as may be specified from time to time.

4.5 Each employee is responsible for and must take proper care of all Company's property specifically entrusted to him.

4.6 No employee shall, in the performance of his official duties or in the exercise of powers conferred on him act otherwise than on his best judgement except where he is acting under the direction of his official superior.

#### 5.0 MISCONDUCT

Without prejudice to the generality of the term 'misconduct', the following acts of omission and/or commission shall be treated as misconduct:

- 1) Theft, fraud or dishonesty in connection with the business or property of the Company or of property of another person within the premises of the Company.
- 2) Taking or giving bribes or any illegal gratification.
- 3) Possession of pecuniary resources or property disproportionate to the known sources of income by the employee

- or on his behalf by another person, which the employee cannot satisfactorily account for.
- 4) Furnishing false information regarding name, age, father's name, qualifications, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
  - 5) Acting in a manner prejudicial to the interests or image of the Company.
  - 6) Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his superior.
  - 7) Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds, or proper or satisfactory explanation.
  - 8) Habitual late attendance or habitual absence without taking prior permission for leave.
  - 9) Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
  - 10) Wilful damage to property of the 'Company'.
  - 11) Interference or tampering with any safety devices installed in or about the premises of the Company or any of its establishments/offices/units.
  - 12) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Company or outside such premises where such behaviour is related to or connected with the employment.
  - 13) Gambling within the premises of the establishment.
  - 14) Smoking within the premises of the establishment where it is prohibited.
  - 15) Collection without the permission of the Competent Authority of any money within the premises of the Company except as sanctioned by any law of the land for the time being in force or Rules of the Company.

- 16) Sleeping while on duty.
- 17) Commission of any act which amounts to a criminal offence involving moral turpitude.
- 18) Absence from the employee's appointed place of work without permission or sufficient cause.
- 19) Purchasing properties, machinery, stores etc. from or selling properties, machinery, stores etc. to the Company without express permission in writing from the Competent Authority.
- 20) Commission of any act subversive of discipline or of good behaviour.
- 21) Abetment of or attempt at abetment of any act which amounts to misconduct.
- 22) Any breach of any of the provisions of these rules, or any other statutes or rules.
- 23) Any lapse on the part of an employee in discharging his duties with regard to any official documents or part thereof of the office or in his custody.
- 24) Unauthorised communication of any official information as referred to in Rule 12.
- <sup>2</sup>[25) Any act of sexual harassment of women employees at her place of work.
- 26) Bringing or attempting to bring himself or through any other person any outside influence to bear upon any superior authority to further his interest in matters pertaining to his service in the Company.]

**NOTE:**

The above instances of misconduct are illustrative in nature and not exhaustive.

19.0 Movable, Immovable and valuable Property.

19.1 No employee of the Company shall, except with the Prior written permission of the Competent Authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his/her own name or in the name of any member of his/her family.



<sup>3</sup> [However, the employee shall give prior intimation for acquiring or disposing of any movable property if the value exceeds Rs.25,000/- in each transaction.

In case prior intimation could not be given, the employee shall furnish the details of such transaction to the competent authority not later than 7 days of the transaction duly furnishing the reasons as to why prior intimation could not be given].

#### NOTE

The approval accorded to loan under the House Building Advance Rules should not be construed as permission of the Company for the acquisition of immovable property. It is entirely the responsibility of the employee applying for house building advance to obtain separately the permission of the Competent Authority in regard to acquisition of immovable property.

19.2 No employee of the Company shall, except with the previous sanction of the Competent Authority, enter into any transaction concerning any immovable or movable property with a person or a firm having official dealing with the employee or his/her sub-ordinate.

19.3 Every employee of the company shall report in Form No.II annexed to the competent authority every transaction concerning movable/<sup>4</sup>[**immovable**] property owned or held by him/her in his/her own name or in the name of member of his/her family, if the value of such property exceeds <sup>5</sup>[**Rs.25,000/-**] in each transaction.

19.4 Every employee shall, on first appointment in the Company, submit a return of assets and liabilities in the prescribed forms III, IIIA & IIIB annexed giving the particulars regarding:

- a) the immovable property inherited by him/her, or owned or acquired by him/her held by him/her on lease or mortgage, either in his/her own name or in the name of any member of his/her family/in the name of any other person.
- b) other movable property inherited by him/her or similarly owned, acquired or held by him/her if the value of such property exceeds <sup>6</sup>[**Rs.25,000/-**].
- c) shares, debentures and cash including Bank deposits inherited by him/her or similarly owned, acquired, or held by him/her; and
- d) debts and other liabilities incurred by him/her directly or indirectly

19.5 Every employee shall, thereafter, every year, submit to the Competent Authority a return of <sup>7</sup>[**movable/immovable/ liquidated** property inherited/owned/ acquired during a year latest by the 31<sup>st</sup> January of the following year in Form No-III, **IIIA & IIIB**].

19.6 The Competent Authority may at any time, by general or special order require an employee to submit, within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him/her or on his/her behalf or by any member of his/her family as may be specified in the order. Such statement shall, if so required by the Competent Authority, include details of the means by which, or the source from which such property was acquired.

#### Explanation No.I

The term movable property would include:

- a) Jewellery, Insurance policies the annual premia of which exceeds <sup>8</sup>[**Rs.25,000/-**] or one sixth of the total annual emoluments receiving from the company whichever is less, shares, securities and debentures.
- b) Loans advanced by such employee whether secured or not;
- c) Motor cars, motor cycles, or any other means of conveyance and
- d) Refrigerators, radios, radiograms and television sets.

#### Explanation No.II

Transaction entered into by the spouse or any other member of family of an employee of the company out of his or her own funds (including Stridhan, gifts, inheritance etc.) as distinct from the funds of the employee of the company himself, in his or her own name and in his or her own right, <sup>9</sup>[would **also** attract the provisions of the above sub-rules].

## DISCIPLINE

### 27.0 Nature of Penalties

27.1 The following penalties may, for good and sufficient reasons, be imposed on an employee for misconduct, viz.

- i) **Minor Penalties:**
  - a) Censure;
  - b) Withholding increment, with or without cumulative effect;
  - c) Withholding promotion; and

ii) **Major Penalties:**

- a) Reduction to a lower grade or post or stage in a time scale

**NOTE**

The Authority ordering the reduction shall state the period for which it is effective and whether, on the expiry of that period, it will operate to postpone future increments or, to affect the employee's seniority and if so, to what extent.

- b) Compulsory retirement  
 c) Removal from service;  
 d) Dismissal; and  
 e) Recovering from pay or gratuity of the whole or of part of any pecuniary loss caused to the Company by negligence or breach of orders or trust.

<sup>1</sup> Ins.as approved by the Board in its meeting on 11.07.2003 which is effective from 11.08.2003 as circulated vide Circular No.CRP/PER/C/10/1475 dtd.11.08.2003.

<sup>2</sup> Ins.Rules 25) and 26) as approved by the Board in its meeting on 11.07.2003 which are effective from 11.08.2003 as circulated vide Circular No.CRP/PER/C/10/1475 dtd.11.08.2003.

<sup>3</sup> Ins. as approved by the Board in its meeting on 19.03.2005.

<sup>4</sup> Ins.as approved by the Board in its meeting on 11.07.2003 which is effective from 11.08.2003 as circulated vide Circular No.CRP/PER/C/10/1475 dtd.11.08.2003.

<sup>5</sup> Subs. as approved by the Board in its meeting on 11.07.2003 which is effective from 11.08.2003 as circulated vide Circular No.CRP/PER/C/10/1475 dtd.11.08.2003 for the amount "Rs.5,000/-".

<sup>6</sup> Subs. as approved by the Board in its meeting on 11.07.2003 which is effective from 11.08.2003 as circulated vide Circular No.CRP/PER/C/10/1475 dtd.11.08.2003 for the amount "Rs.5,000/-".

<sup>7</sup> Subs. as approved by the Board in its meeting on 11.07.2003 which is effective from 11.08.2003 as circulated vide Circular No.CRP/PER/C/10/1475 dtd.11.08.2003 for the words "immovable property inherited/owned/ acquired during a year latest by the 31<sup>st</sup> January of the following year in Form No.III".

<sup>8</sup> Subs. as approved by the Board in its meeting on 11.07.2003 which is effective from 11.08.2003 as circulated vide Circular No.CRP/PER/C/10/1475 dtd.11.08.2003 for the amount "Rs.5,000/-".

<sup>9</sup> Subs. as approved by the Board in its meeting on 11.07.2003 which is effective from 11.08.2003 as circulated vide Circular No.CRP/PER/C/10/1475 dtd.11.08.2003 for the words "would not attract the provisions of the above sub-rules".

**A P P E A L S**

**36.0** An employee may appeal against an order imposing upon him/her any of the penalties specified in Rule 27 or against the order of suspension referred to in Rule 24. The appeal shall lie to the authority specified in column 5 of the schedule.

**36.1** An appeal shall be preferred within one month from the date of communication of the order appealed against. The appeal shall be addressed to the Appellate Authority specified in the schedule and submitted to the authority whose order is appealed against. The said authority shall forward the appeal together with its comments and the records of the case to the Appellate Authority within 15 days. The Appellate Authority shall consider whether the findings are justified or whether the penalty is excessive or inadequate and pass appropriate orders within three months of the date of appeal. The Appellate Authority may pass order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

Provided that if the enhanced penalty which the Appellate Authority proposes to impose is a major penalty specified in Rule 27 and an inquiry as provided in Rule 29 has not already been held in the case, the Appellate Authority shall direct that such an inquiry be held in accordance with the provisions of Rule 29 and thereafter consider the record of the inquiry and pass such orders as it may deem proper. If the Appellate Authority decides to enhance the punishment but an inquiry has already been held as provided in Rule 29, the Appellate Authority shall give a show-cause notice to the employee as to why the enhanced penalty should not be imposed upon him/her. The Appellate Authority shall pass the final order after taking into account the representation, if any, submitted by the employee.

## **007 TRAVELLING ALLOWANCE RULES**

### **TEMPORARY DUTY (TOUR)**

#### **7.0 Headquarters on Tour.**

7.1 Headquarters of an employee in his station of posting will be the office where he normally performs his *duty*. If he holds more than one charge in more than one location in the station of posting, the office where he holds the principal charge will be his headquarters. Travelling on official duty within a radius of 8 kms. from headquarters will not be treated as temporary duty (tour)

8.1 Normally all journeys on duty should be performed by rail or steamer, and by road where the places are not connected by rail or steamer. Journeys on duty between places connected by rail or steamer may, however, be performed by road by employees drawing a pay less than <sup>1</sup>Rs. 16,667/-

per month with the approval of the competent authority. Employees drawing a pay of <sup>1</sup>Rs. 16,667/- per month and above may perform journeys on duty by road at their discretion.

8.2 Employees drawing a pay of <sup>1</sup>Rs.19900/- in E-5 grade and above may perform journeys on duty by air at their discretion.

9. Class of Accommodation:

The class of rail or steamer accommodation to which an employee is entitled shall be as follows:

Employee	Rail	Sea/River
a) Drawing pay of <sup>1</sup> Rs.19900/- in E-5 grade and above per month	Air conditioned 1st class.	Highest Class
b) Drawing pay of <sup>1</sup> Rs.8,600/- and above but less than Rs.19,900/-.	1st/2nd Class air conditioned 2 tier sleeper coach.	If there be only two classes on the steamer the higher class & if there be more than two classes, middle/ 2nd class

#### 10.1.2 By Road: When an officer uses:

- i) Own car he will be entitled to highest journey allowance under clause 10.2.1
- ii) Own Motor Cycle/Scooter/Moped he will be entitled to lowest journey allowance under clause 10.2.1.
- iii) A taxi - where approved he will be entitled to actual fare subject to the limit of journey allowance rate of (i) above.

#### **Note :**

An employee travelling by road in a stage carriage (e.g. a bus) will be paid the fare for a single seat thereon and not the journey allowance.

**10.1.3 Journey by Air :** The employee (Rule 8.2) will be entitled to actual air fare subject to the conditions mentioned below:

When air services provide two classes of travel, viz. Ordinary and executive class, an employee holding a post in Schedule – A&B Category shall be entitled to travel by Executive class.

10.2.0. Journey Allowance (From Headquarter/Temporary Headquarter)

10.2.1 When the distance between the two places is more than 32 Kilometers

Except where free transport is provided by the Company an employee using his own car or motor cycle/scooter/moped or stage carriage may draw journey allowance at the rates shown below:

Employees drawing pay <sup>1</sup> Rs.15,467/- per month and above	<sup>2</sup> Rs. 5 per KM
Employees drawing pay <sup>1</sup> Rs.8,600/- per month and above but less than Rs.15467/- per month	<sup>2</sup> Rs. 3.50 per KM

**Note:**

It was clarified that where the two places are connected by rail, the reimbursement of actuals would be limited to what the employee would have drawn as per entitlement had he traveled by train.

10.2.2. When the distance between the two places is 32 kilometers or less:

The amount reimbursable shall be the actual fare by stage carriage (e.g. a bus) in case of employees drawing pay of less than <sup>1</sup>Rs. 9674/- per month and in the cases of other employees the actual fare by taxi or autorickshaws, etc., provided that the journey is performed by taxi etc.

Note: Employees drawing pay of <sup>1</sup>Rs. 8600/- per month and above will be entitled to travel by the upper class in a stage carriage where more than one class is provided. They will be entitled to travel by deluxe buses also.

10.2.3 Company vehicles (light vehicles only) used for private journey of the employee or his family will be charged as under as amended vide circular No. CTO/1/4/96/1582 dt.28.6.1996.

<sup>1</sup> Incorporated vide Circular No.CRP/PER/C/17(f)/669 dt.6/7.4.2003.

<sup>2</sup> Incorporated vide Circular No.CRP/PER/C/17(f)/490 dt.13.3.2002

Vehicles	For Employee per Kilometer	For Employee per Kilometer
Cars upto 16 HP	Rs. 2.70 ps.	Rs. 4.00 ps.
Cars more than 16 HP	Rs. 3.80 ps.	Rs. 5.70 ps.
Jeep	Rs. 3.00 ps.	Rs. 4.50 ps.
Bus	Rs. 8.00 ps.	Rs.12.00 ps.
Van - 16 Seater	Rs. 5.00 ps.	Rs. 7.50 ps.
Van - 26 Seater	Rs. 6.50 ps.	Rs. 9.75 ps.
Lorry	Rs. 5.00 ps.	Rs. 7.50 ps.

Detention charges are revised to Rs.3/- per hour.

10.2.4 If an employee on outstation tour is provided with free transport he shall be entitled to claim the daily allowance as for a journey on tour.

## 11.0 Daily Allowance

### 11.3.0 Rates of Daily Allowance

11.3.1 The rates of daily allow to Exec. cadre employees will be as under. The revised rates are implemented vide Cir. No.C/55/718, dt.9.5.2000 & the pay ranges are revised vide Cir. No. CRP/PER/C/17(f)/669, dt.7.4.2003. Pay range	Existing rates of DA		Revised rates of DA			
	Specified Localities	Ordinary Localities	On stay in Guest House		On stay in own arrangements	
			Specified Localities	Ordinary Localities	Specified Localities	Ordinary Localities
Upto Rs.10750/-	Rs.100/-	Rs.080/-	Rs.150/-	Rs.120/-	Rs.250/-	Rs.200/-
Rs.10751/- Rs.16000/-	Rs.125/-	Rs.100/-	Rs.200/-	Rs.160/-	Rs.300/-	Rs.250/-
Rs.16001/-, Rs.19900/-	Rs.150/-	Rs.120/-	Rs.250/-	Rs.200/-	Rs.350/-	Rs.300/-
Rs.19900/- and above.	Rs.175/-	Rs.140/-	Rs.300/-	Rs.240/-	Rs.400/-	Rs.350/-

11.3.2 For the purpose of above rule the following places shall be treated as specified localities:

Asansoll/All State Capitals/ <sup>1</sup> Bhadravati/ Bhilai/ Bilaspur/Bokaro Steel City/ Burnpur/ Delhi/New Delh/Dhanbad/Durgapur/Howrah Municipality/ Jamshedpur/ Margherita/Nagpur/ Ranchi/ Rourkela/ Sanctoria/ Singrauli.

11.4.0 For stay in Hotels.

11.4.1 The employees will be entitled to actual charges for lodging (Bed & breakfast), on production of receipt and subject to the limits as follows:

## A. EXECUTIVE CADRE EMPLOYEES:

Sl. No	GRADE	SPECIFIED LOCATION	OTHER LOCATIONS
1.	E-1 to E-4 grade	i) Non AC Single room in 3 Star hotel or ii) Actuals Limited to Rs.425/- per day for Delhi/Bombay/ Calcutta//Madras Rs.350/- per day for other places.	i) Non AC Single room in 3 Star hotel or ii) Actuals Limited to Rs.280/- per day.
2.	E-5 to M-1 grade	i) AC Single room in 4 Star hotel or ii) Actuals Limited to Rs.500/- per day.	i) AC Single room in 4 Star hotel or ii) Actuals Limited to Rs.400/- per day.
3.	Above M-1 grade	i) AC Single room in 4 Star hotel or ii) Actuals Limited to Rs.600/- per day.	i) AC Single room in 4 Star hotel or ii) Actuals Limited to Rs.480/- per day.
4.	C & MD and other Functional Directors	Actuals	Actuals

**13.0 Journey on Transfer**

13.1.1 An employee travelling by rail or road or steamer or air on transfer will be eligible for travelling allowance as indicated below:

**Note – I:**

Transfer T A will be admissible only in cases where a change of station on transfer is involved. A transfer from one colliery to another in the same Region will not be treated as a change of station subject to Note-II. The Region for this purpose is demarcated as under:

Region-I: All Mines/Departments/Offices of the Company situated in Kothagudem Area and Corporate Office.

Region-II: All Mines/Departments/Offices of the Company situated in Yellandu Area.



- Region-III: All Mines/Departments/Offices of the Company situated in Manuguru Area.
- Region-IV: All Mines/ Departments/ Offices of the Company situated in Karimnagar District,
- Region-V: All Mines/Departments/Offices of the Company situated in Warangal District.
- Region-VI: All Mines/ Departments/ Offices of the Company situated in Adilabad District.
- Region-VII: Offices located in Hyderabad City.

**Note - II :**

Transfer T.A. is allowed if the change of station on transfer is involved provided the shifting of residence is to a place located at a distance of more than 32 K.Ms.

13.1.2 One rail or steamer fare or air fare for self and one for wife for the class of accommodation actually paid for, limited to the fare of the class of accommodation in the mode of conveyance to which the employee is entitled (when on tour) from the old to the new station plus one rail or steamer or air fare (according to entitlement of the employee for each dependent child over 12 years age and half fare for each dependent child whose age is between 3 and 12 years (in case of air fare for a child, the actual fare will be reimbursed as in case of employee who is entitled to air travel).

**Note:**

If additional travel is actually undertaken by the employee (not the family) with prior approval in shifting the family and/or personal effects, two extra tickets by the entitled mode of class of travel for onward and return journey between the old and new Headquarters or actuals whichever is less will be reimbursed.

13.1.3 ' By Road: Two road mileages at the rate to which the employee is entitled vide Rule 10.2 for self plus one additional mileage for each member of his family in respect of road journeys between places which are not connected by rail.

13.1.4 Where on transfer an employee has to travel by road and then by rail, the TA of the two portions will be calculated as under

13.1.2 and 13.1.3 above separately and added up.

### 13.2 Conveyance of Personal Effects.

13.2.1 An employee on transfer is also entitled to reimbursement of actual expenses incurred on transportation of personal effects from the old to new station, limited to the cost of carriage, by goods train, of the personal effects upto the maximum indicated below:

#### Pay Range :

1.	Drawing pay of <sup>2</sup> Rs.16667/- and above	Full wagon or Two Containers by railway container service.
2.	Drawing pay of <sup>2</sup> Rs.9674/- and above but less than <sup>2</sup> Rs.16667/-	Full wagon
3.	Drawing pay of <sup>2</sup> Rs.8600/- and above but less than <sup>2</sup> Rs.9674/-	2500 Kgs.

13.2.2 If the household effects are transported by truck the actual expenditure for such transportation will be reimbursed subject to production of receipt from an established road transport agency. The reasonableness of the rate charged will have to be proved to the satisfaction of the Controlling Officer.

13.2.3 In addition, actual cost of packing, loading and unloading of the household effects will be reimbursable subject to a maximum of half month's pay.

13.2.4 For transportation of own motor car/motor cycle/ scooter/ moped/ cycle from the 'old station to the new station the following charges will be reimbursable.

- i) If by goods train : The actual cost of packing and freight.
- ii) If by passenger train : The actual freight.
- iii) If by road : Actual cost of transportation limited to passenger train freight.

Reimbursement of such transportation charge shall be allowed for only one vehicle at the choice of individual.

#### Note:

Charges for transportation of personal effects from residence to railway station and vice-versa shall also be admissible at the rate of 4 paise per 40 kg per km by the shortest route.

13.3.1 An employee on transfer from one station to another station will be eligible for the following:

Settling-in-allowance & Transfer grant	One month's pay.
Transfer Grant	Transfer grant will be given if the shifting of residence is more than 32 kms and no transfer grant will be given if shifting of residence is not involved.

- 13.4 JETs/MGTs who are required to move from one place to another during the course of training shall be eligible only for single travelling fare plus transport of luggage upto 250 kgs and shall not be entitled to other transfer benefits.

### ON CESSATION OF EMPLOYMENT

#### **14. Retirement on superannuation or on cessation of Employment of the re-employed officer.**

Subject to such restrictions as may be imposed by 'Competent Authority' an employee on his retirement or on cessation of employment in cases of re-employed officer may be granted actual fare of the class to which his pay entitles him (Rule 9) for himself and his family proceeding to his home town or the place where he intends to settle. He will also be reimbursed the actual expenditure incurred on transporting his personal effects as in Rule 13.2

**Note: Grant of T A on retirement or superannuation or on cessation of re-employment under Rule 14 may be regulated subject inter-alia to the following conditions:**

- i) TA under Rule 14 should be availed of within six months of the final retirement or on cessation of re-employment. It will not be admissible to employees who resign or who may be dismissed or removed from service.
- ii) TA on retirement or on cessation of re-employment will be admissible by the shortest route to the employee's home town in India, as declared by him for the purpose of leave travel concession, or to the new place of settlement, whichever is less.

The Bills there of should be submitted within 15 days from the date of availment, failing TA Claims will be summarily rejected without

entertaining any further more correspondence from the claimants. (Inserted vide circular dated 3.7.1993).

<sup>1</sup> Hyderabad and Secunderabad are treated as specified localities vide circular No.C55/718 dt.9.5.2000

<sup>2</sup> Revised vide Circular No.CRP/PER/C/17(f)/669 dt.6/7.4.2003.

### **008 LEAVE TRAVEL CONCESSION RULES (HOME TOWN)**

The leave Travel Concession will be admissible once in every year to the employees who are entitled to regular leave. It will cover all employees and their families as defined.

Employees will be entitled to the Travel Concession to their hometown in India.

- 1) The amount reimbursable by the company will be 100% railway fare by a class of accommodation which he is entitled to according to the Travelling Allowance Rules.
- 2) The employees may, however, travel by Road and/or steamer if the place of visit has no rail connection but overall ceiling will be the Railway fare.

(Circular No. Audit/F94/577, dt. 1.10.74)

#### **LTC (ANYWHERE IN INDIA)**

- 1) Once in a block of four Calendar years commencing from 1st January, 1976 all executive cadre employees will be entitled to leave travel concession for journey to any place in India subject to all other conditions as laid down in the Executives' Leave Travel Concession Rules.
- 2) The said concession will, however be in lieu of Leave Travel Concession entitlement of that year to travel to home town in India and back.
- 3) This facility of availing leave travel concession for journeys to any place in India once in four years will also be available to the executive cadre employees whose home towns are either the same as or very close to their places of posting and so are not entitled to Leave Travel Concession.
- 4) who have put in a minimum service of three years in executive cadre.
- 5) The minimum gap of three years between each availments (in Two block periods) for availment of L.T.C. (Anywhere in India) or for encashment of LLTC is not mandatory.

**(CRP/PER/C/34e/3036, dt.18.10.2005)**

**Shortest Route:**

'Shortest Route' means the route by which the destination can be reached earliest in point of time by the approved mode of travel.

**Home:**

'Home' means permanent home town or village as declared by the employee in his verification roll at the time of his entry into the service of the company. Persons who have not so far declared their home should immediately do so to entitle them to avail of the facility under these rules.

**Note:**

- a) A declaration of 'Hometown' once made shall ordinarily be treated as final but in exceptional circumstances, the Chairman and Managing Director/Functional Director may authorise a change provided that such a change shall not be made more than once during the entire service of employee.
- b) Apart from other tests that the Chairman and Managing Director/Functional Director as the case may be, may like to apply, the correct test to determine whether a place declared by a company servant should be accepted as his home town or not will be to check:
  - i) Whether the place declared by the Company servant is one where he would normally reside but for his service under the company.
  - ii) Whether the place is one which require his physical presence at intervals for discharging various domestic and social obligations, and, if so, whether the company servant has been visiting that place frequently.
  - iii) Whether the company servant owns residential property in that place or whether he is a member of a joint family having such property there.
  - iv) Whether his near relations are residing in that place.
  - v) Whether prior to his entry into company service, the company servant had been living there for some years.

Where the company servant or the family of which he is a member owns residential or landed property at more than one place, it should be left to the company servant to make a choice giving reasons for the same.

The decision of the Chairman Managing Director/Functional Director as the case may be, shall be final in all cases regarding declaration of home town.

## 009 COAL MINES PENSION SCHEME, 1998

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**The Coal Mines Pension Scheme, 1998 has been notified by Central government which is effective from 31.03.1998 for the benefit of Coal Mines Provident Fund members. The salient features of the Scheme are as under.**

### **Person to be benefited:**

1. All such workers who were the members of the ceased Coal Mines Family Pension Scheme immediately before 31.03.1998
2. Those workers who were not the members of Coal Mines Family Pension scheme but are the members of the Coal Mines Provident Fund Scheme, may opt in form PS-1 for becoming the members of the Scheme. Such members will have to pay the arrears of contributions alongwith an amount equivalent to government contributions and interest as applicable.
3. The members of the earlier Coal Mines Family Pension Scheme who have retired on superannuation, terminated, resigned after completion of 10 years of Pensionable service on or after the 1st April, 1994, may opt for this Scheme in Form PS-2. They have to pay arrears of contributions and refund the withdrawn benefit received under earlier Family Pension Scheme along with interest @ 8.5%.
4. An employee who had not opted for the Coal Mines Family Pension Scheme, 1971 but was covered by the Coal Mines Provident Fund Scheme and had superannuated/retired within 01.04.1994 to 31.03.1998 may opt for pension under the provision of the Scheme within a period of nine (9) months from the date of notification i.e. 8th July, 2002 in the official Gazette and he shall be deemed to have become the member of the scheme from the date of exercising the option in PS-1 and depositing the amounts as required under the Scheme.
5. The members joining the service on or after 31<sup>st</sup> March, 1998, will automatically become the members of this Scheme.

### **Contribution from the Member:**

- i) An amount equivalent to 2%(two) percent of the salary of the employee from the first day of April, 1989 or the date of joining, whichever is later, up to 31<sup>st</sup> March, 1996 and two percent of the notional

- salary of the employee from 1<sup>st</sup> April, 1996 or the date of joining, whichever is later, to be transferred from his salary.
- ii) An amount equivalent to one increment to be calculated on the basis of the salary of the employee as on 1<sup>st</sup> July, 1995 or the date of joining, whichever is later, to be transferred from the first day of July, 1995 or the date of joining, whichever is later, from the salary of the employee.
  - iii) An amount equivalent to two and one third (2 and 1/3<sup>rd</sup>) percent of the salary of the employee being the aggregate of equal shares of the employee and the employer from their respective contributions to the fund, to be transferred from the appointed date from the fund of the employee.
  - iv) An amount equivalent to one and two third (1 and 2/3<sup>rd</sup>) percent of salary subject to a ceiling of sixteen hundred per month to be contributed by the Central Government.

**Pensionable service:**

Pensionable service means:

1. The 2/3<sup>rd</sup> of the period of actual service rendered by an employee from the date of opting for Coal Mine Family Pension Scheme, 1971 and upto the 31<sup>st</sup> day of March, 1989, except the period for which no contribution has been made to the Family Pension Fund and
2. The actual service rendered by an employee from the 1<sup>st</sup> day of April, 1989 or the date of joining the service whichever is later, to the date of retirement or the death in service except the period for which no contribution has been made to the Family Pension Fund or the Pension Fund, as the case may be.

The service rendered during the period between 01.03.71 and 31.03.89 will be 2/3<sup>rd</sup> of actual service rendered i.e. the period 18 years will be counted as 12 years.

**Different Benefits:**

The members of the Coal Mines Pension Scheme, will get Pension under this Scheme from the date of their Superannuation/Retirement /Termination/ Disablement till Death. On completion of 30 years pensionable service, the member will get 25% of average emoluments of last 10 months average notional salary or not less than Rs.350/- per month. Those

members who have rendered less than 30 years but more than 10 years of pensionable service shall also be entitled to get monthly pension as under:

<u>Length of Pensionable of service</u>	X	25% of the average
30		emoluments

The other benefits under this Scheme will be payable as under:

Where an employee after rendering ten years of pensionable service, becomes permanently handicapped or disabled get pension not less than Rs.350/- per month

In case of death of the member while in service before attaining the age of superannuation, his/her wife/husband as the case may be will get widow/ widower pension equivalent to sixty six and two upon three percent of monthly pension of the employee for which he/she would have become entitled subject to minimum of Rs.320/- per month.

Apart from the above widow/widower pension, two eldest children upto the age of 25 years will also get 25% of the widow/widower pension subject to minimum of Rs.100/- per month. In the case of unmarried Daughters till the date of her marriage or 25 years of age, whichever is earlier, she shall be entitled to children pension at the above rate.

In case there is no surviving widow/widower at the time of the death of member, two eldest children up to the age of 25 years will get orphan pension equivalent to 50% of the widow/widower pension subject to minimum of Rs.110/- in lieu of children pension.

#### **Exgratia Payment:**

Where an employee before attaining the age of superannuation dies in service, an amount of Rupees Five thousand (Rs.5000/-) shall be payable in lump sum to surviving widow/widower and in case there is no widow/widower, to surviving children in equal share, or where there is no widow/widower and children, to the nominee.

#### **Option to be exercised by an employee in Form PS-6:**

**An employee entitled for pension under the provisions of the Scheme may opt at the time of making an application for pension in Form PS-6, either to draw**



- a) the full admissible amount of pension ; or
  - b) 90% (Ninety percent) of the total admissible amount of the pension till the date of his death; or
  - c) 90% (Ninety percent) of the total admissible amount of the pension till the date of his death, and 80% (Eighty ) of the total admissible amount of pension as widow/widower pension in favour of his/her wife/husband during her/his life time.
1. Where an employee exercises his option to receive ninety percent of the total admissible amount of the pension during his life time, then after his death, in addition to the widow / widower pension, and children pension or orphan pension, as the case may be, his / her nominee shall be entitled to receive in lump sum an amount equivalent to hundred times of his / her full monthly pension.
  2. Where an employee under sub-paragraph (1) exercises option to receive ninety percent of the total admissible amount of the pension during her / his life time and eighty percent of the total admissible amount of the pension as widow / widower pension in favour of his / her wife / husband during her / his life time, then the nominee shall be entitled to receive an amount equivalent to ninety times of the full monthly pension after the remarriage or death of the widow / widower whichever is earlier.
  3. The Option once *exercised* under this paragraph shall be final.

### 010. TERMINAL BENEFITS PAYABLE TO EXECUTIVES

Sl. No.	Benefits	In case of retirement	Executive	
			In case of death while in service	
			Due to natural cause	Due to Accident
1.	Gratuity	<p>As per payment of Gratuity Act Gratuity shall be paid basing on the number of years of service rendered by an employee subject to maximum of Rs.3.5 lakhs.</p> <p>As per Group Gratuity Scheme entered with LIC Gratuity shall be paid for total service (service rendered + left over service) of an employee to the nominee in case of death of the employee while in service.</p>		
2.	Refund of CMPF	Full	Full	Full
3.	Group Insurance	Nil	Rs.37,000/-	Rs.37,000/-
4.	JPAI Scheme	Nil	Nil	Rs.1,00,000/-
5.	Ex-gratia	Nil	Nil	Nil
6.	Workmen Compensation	Nil	Nil	Nil
7.	FBIS Accumulations	Refund of accumulation amount with 6% interest	Rs.10,000/- & accumulation amount with 6% Interest	Rs.10,000/- & accumulation with 6% Interest
8.	Pension	For members as per CMPS, 1998.	For members as per CMPS, 1998.	For members as per CMPS, 1998.
9.	Group Personal Accident Insurance Scheme for Executives	Nil	Nil	E-1 to E-4 Rs.1 Lakh E-5 to M-1 Rs.1.25 Lakhs M-2 & above Rs.1.5 Lakhs
10.	Dependent Employment	<p>a) In case of death due to mine accident the Female dependent can opt for Monthly Monetary Compensation (MMC) of Rs.6000/- per month in lieu of Employment to the dependent.</p> <p>b) In case of death due to causes other than mine accident, the Female dependent can opt for Monthly Monetary Compensation (MMC) of Rs.4500/- per month in lieu of Employment.</p>		
11.	Group Service Linked Insurance Scheme	Refund of 65% of accumu. with 11% Interest	Rs.2 Lakhs	Rs.2 Lakhs

## 011 PERQUISITES TO EXECUTIVES

In view of various changes in organisational pattern pertaining to executive cadre employees and merger of erstwhile E-8 and E-7 grades in M-2 grade, comprehensive guidelines are framed in extending the perquisites to the executive cadre employees for implementation with immediate effect.

### **A. WATER HEATERS:**

The existing policy of providing water Heaters shall be continued for the executives in E-3 grade and above for fitting in the quarters allotted to them.

### **B. REFRIGERATORS:**

- i) Presently the refrigerators are provided to Executives in M-2 grade and above on chargeable basis (as fixed from time to time). This facility shall continue.
- ii) Those executives in E-3 grade and above as on 1.9.1984, and presently enjoying this facility, shall continue to avail the facility as personal to such executives.

### **C. AIR CONDITIONERS:**

Air conditioners to be provided at the quarters of the following executives in M-2 and above grades on hire charges (as fixed from time to time).

- i) All EDs and M-3 Officers.
  - ii) All Area GMs.
  - iii) HOD designated as CGM/GM of Safety, Purchase, Q.M, R&D, CP& P, Cdn (HYD) and Estates departments.
  - iv) HOD designated as CGM/GM(E&M) of PHs & Ws, OCPs, MM and UGM departments.
  - v) One HOD in each discipline designated as CGM/GM of Finance, Personnel, Civil, IED, Medical.
- (CRP/PER/C/17G/903 Dt.19.5.2003)

## **AIR CONDITIONERS – COLLECTION OF CHARGES**

The facility of permitting use of personal Air Conditioners on special request at the residential quarters allotted to the executives of the Company in E3 grade and above shall be strictly on medical grounds and will continue to remain in force.

In case of usage of Air conditioners on non-medical grounds in the Company quarters, the following guidelines will apply.

1. Independent Energy meters shall be installed in the quarter for recording the energy consumption of personal Air Conditioners.
2. Energy Charges as per actual meter reading every month shall be recovered from the monthly salary of the executive concerned.
3. The Unit rate for the Electricity shall be based on the cost incurred by SCCL.
4. The unit rate to be charged shall be notified by GM(E&M) PHs&WSs from time to time based on the cost incurred by the Company.
5. The General Managers of all areas and GM(E&M) – PHs&WSs for Corporate are empowered to accord permissions for use of personal Air Conditioners by executives.
6. The facility may be withdrawn at the sole discretion of the management at any time.

**(Circular No.CRP/EPH/97/1249 dtd.9/29.11.2004)**

### **012 VARIOUS ADVANCES/LOANS TO EXECUTIVE CADRE EMPLOYEES**

#### **(A) REVISED HBA SCHEME.**

Revised House Building Advance Scheme has been approved by the Board in the meeting held on 11.07.2003. As per the revised scheme, instead of advancing loans to eligible employees, the company will allow employee to draw loan from notified Banks and Financial Institutions and

subsidise partial interest paid towards Housing loan. The details of the scheme are as follows:

**(i) Eligibility criteria:**

- (a) All the permanent executives and NCWA-'A1' & 'A" grade employees are eligible for interest subsidy under the scheme.
- (b) In case where both husband and wife happen to be Company employees and obtain loans, interest subsidy shall be allowed to only one of them as per their one time choice.
- (c) Qualified employees as above can avail this scheme only once in their entire service for acquisition or construction of a dwelling house or to meet expenditure on addition and /or alterations to the existing own dwelling house.

**(ii) Maximum Loan amount:**

Housing loan upto a maximum of Rs.7.50 lakhs, subject to eligibility criteria, would qualify for interest subsidy by SCCL.

**(iii) Interest Subsidy:**

- (a) Under the scheme, difference between the interest rates at which the Bank/Financial Institution advances HBA and the rate at which the Company was advancing HBA will be reimbursed to the employee. The subsidy based on present differential rate of interest is subject to a maximum of 3%.
- (b) Interest subsidy will be reimbursed to the employees based on the following certificates issued by the lending Institution.
  - (i) At the time of lending specifying the loan amount, rate of interest and period of repayment.
  - (ii) At the end of each financial year specifying the amount repaid towards principal and interest.

- (c) Interest subsidy will be worked out for each case depending on the rate of interest charged by the lending Institution and the rate at which SCCL was advancing HBA prior to the introduction of the scheme.
- (d) Interest subsidy shall be extended on loans for a maximum repayment period of 15 years or till the date of cessation of service by the employee, whichever is earlier notwithstanding the actual tenure of the loan as per agreement with Banks/Financial Institutions.
- (iv) Employees willing to avail this opportunity to draw HBA from any of the Consortium Bank/ approved financial institutions as mentioned below, may approach the agencies directly under intimation to Dy.G.M.(F&A)(Corp) on plain paper. It is to be specifically noted that the Company does not provide any assistance to the employees in regard to the sanction of loans by the Bank/ Financial Institution. Company also does not stand either surety or guarantee for the loans drawn by the employees.
- |                             |                             |
|-----------------------------|-----------------------------|
| a) State Bank of Hyderabad. | a) Housing Development      |
| b) Andhra Bank.             | Finance Corporation.        |
| c) Indian Bank.             | b) LIC Housing Finance Ltd. |
| d) Canara Bank.             | c) ICICI Bank.              |
| e) State Bank of Patiala.   | d) AB Housing Finance Ltd.  |
|                             | e) Canfin Homes Ltd.        |

This scheme of interest subsidy is limited to the loans drawn from above Banks and Financial Institutions only.

(CRP/FAD/F/401/03.04/451, Dt. 25.8. 2005).

## **(B) SANCTION OF CONVEYANCE AND COMPUTER LOANS:**

It is proposed to consider sanction of loans to the eligible executives for purchase of Motor Car /Motor Cycle/Scooter/Moped and Computers. The criteria for sanction of above loans shall be as follows:

### **1. ELIGIBILITY:**

- a) Executives must be permanent employees of SCCL with a minimum of 5 years continuous completed service in the Company as on the date of application.

- b) Executives, who are on deputation to other organisations, except to APHMEL, and executives on deputation with SCCL are not eligible for sanction of loans.
- c) Executives should have a minimum of 3 years left over service in the Company before superannuation. The executives with at least one year left over service are also eligible for sanction of loans subject to the condition that their take home salary should not be less than 50% of the gross salary.
- d) The take home salary of applicants, as on the date of sanction of loan should be adequate enough to absorb monthly installments recoverable towards loan and interest.

## **2.CRITERIA FOR SANCTION OF LOANS SHALL BE AS FOLLOWS:**

- a) To enable executives to purchase new computers.
- b) To enable executives to purchase motor vehicles for the first time as well as for replacement upon disposal of existing vehicle. However, loans for purchase of motor vehicles, in place of existing vehicles will be permitted only once in the entire service period.
- c) The amount available for sanction of Conveyance loans shall be allocated in the ratio of 80:20 i.e., 80% towards purchase of vehicles for the first time and 20% towards replacement of existing vehicles.
- d) Executives, who are provided with a motor vehicle by the Company, are also eligible for sanction of loan provided that such executives undertake to surrender the company vehicle immediately upon purchase of own vehicle.
- e) To repay loans obtained from Banks/Financial Institutions for purchase of vehicle only to the extent of such loans outstanding as on the date of application, subject to other conditions of eligibility.

### 3. QUANTUM OF LOAN AND RATE OF INTEREST:

Loans shall be sanctioned subject to the maximum limits and at the interest rates indicated in the following statement.

Particulars	Amount of Loan	Applicable Rate of interest
<b>A. Motor Cars (New)</b>		
a. For Vehicles below 1000cc Capacity	Rs.2,50,000	6.25 % p.a.
b. For vehicles of 1000 cc and above capacity (optional only to E-5 & Above Executives)	Rs.3,50,000	6.25 % p.a.
<b>B. Motor cycle/Scooter/Mopeds</b>	Rs.8,000	6.25 % p.a.
<b>C. Computer Loans</b>	Rs.40,000	10 % p.a.

SCCL reserves the right to alter the rate of interest at any time without reference to the debtors.

The maximum limits, as mentioned above, are for executives with a minimum balance service of 100 months. In case of executives who are having less than 100 months balance service, the loan amount will be regulated proportionately.

### 4. MODEL OF VEHICLE:

- a. Executives are at liberty to purchase either as brand new vehicle or a second hand vehicle.
- b. In case of second hand vehicle, the amount of loan will be regulated as per the completed life of the vehicle. For this purpose, total life of a new vehicle is considered as 15 years.



- c. For example, if the second hand vehicle is of 2001 model (year of manufacturing will be taken as model of the vehicle), the loan amount will be arrived at as per the details given below:

Current year	...	2003
Year of manufacturing of the vehicle	...	2001
Completed age of the vehicle as on the date of application. (Fraction of an year will be reckoned on rounding off basis)	...	2 yrs
Loan amount for a new vehicle	...	Rs.2,50,000/- or Rs.3,50,000/-
Amount of loan to be sanctioned for a second hand vehicle with a completed life of 2 years as mentioned above.	$\frac{13}{15} \times$	Rs.2,50,000 or Rs.3,50,000/- = Rs.2,16,667 or Rs.3,03,333
Amount of loan rounded off to the nearest thousand	=	Rs.2,17,000 or Rs.3,03,000

- d. The amount of loan will be limited to the actual purchase price, both in case of brand new and second hand cars. The purchase price shall include invoice price, life tax, registration fee, insurance premium in case of new vehicles.

5. **SECURITY:**

Executives should either mortgage the vehicle/computer or provide surety from two executives of the Company with a balance service equal to the loan period. The loanee and the sureties shall give authorisation to SCCL for recovery of outstanding loan and interest from Gratuity/terminal benefits, in case of failure to repay the loan as on the date of cessation of employment.

6. **MODE OF RECOVERY:**

- a) For Motor Cars/Motor Cycles/Scooters/Mopeds – the loan amount together with interest at the applicable rates is recoverable in equated monthly installments over a period of balance service of the loanee subject to a maximum of 100 months. The interest at the applicable rates is chargeable on the loan amount from the date of the cheque issued towards loan.

- b) For Computer loans – the principle and interest is recoverable at 80:20 over the period of balance service of the loanee subject to a maximum of 100 months.
- c) The executives shall have the option of repaying the loan in advance at any point of time or enhancing the installment amount recoverable for early foreclosure of the liability.
- d) Specific approval of the competent authority shall be obtained by the loanee, in case of proposal to dispose off the vehicle / computer, while the loan amount is still outstanding. Any violation of this provision will be dealt within terms of Conduct, Discipline & Appeal Rules of the Company.
- e) It shall be the responsibility of the loanee to cover insurance for the vehicle/computer till the entire loan and interest is recovered/repaid.

7. **ALLOTMENT:**

Allotment of loans shall be as follows:

- 1. Preference shall be given to the officers who were availing company's vehicle prior to introduction of new Conveyance Policy.
- 2. Based on the grade-wise seniority of the applicants as on the date of application.
  - a) In case two or more applicants have the same date of promotion to the existing grade, date of promotion to the previous grade will be considered.
  - b) This will be extended to date of joining in executive cadre until the tie is broken. This policy does not apply to loans already sanctioned.
  - c) If the tie still exists, date of joining SCCL will be considered.
  - d) If the tie still continues, date of birth will be considered.

(CRP/FAD/F/402/03-04/ 450 Dt. 25.08.2003

## 013 UNDERGROUND ALLOWANCE

The matter has been reconsidered by the Board of Directors of Singareni Collieries Co. Ltd., and it is decided as follows:

ii) The following categories of executives who were in receipt of underground allowance prior to 1.7.1991 will continue to get underground allowance in accordance with circular No. C/2771, dt. 18.9.1984, letter No. C/858, dt. 4.4.1986 and Circular No. **C22/1143, dt. 17.4.1991.**

15% of Basic Pay

### I. Mine Level:

1. Dy. CME (DGM)
2. SOM
3. Colliery Manager
4. Asst. Manager
5. Under manager
6. Safety Officer
7. Ventilation Officer
8. Junior Mining Engineer
9. Sr. D.E. (Machine Mining) (SE)
10. Sr. E.E. (D.E.) (Dy.SE)
11. E.E.
12. A.E.
13. J.E.
14. Sr. Surveyor (Sr. Survey Officer)
15. Survey Officer
16. Mine Surveyor (ASO) (Jr. Survey Officer)
17. All Agents irrespective of scale of pay

5% of Basic Pay

### II. Area/Divisional Level:

1. Training Manager, MVTC.
2. JTO, MVTC
3. D.E. (I/c. of Division) (Dy.SE)
4. Sr. Survey Officer
5. Divisional Survey Officer
6. Area Survey Officer (Dy.Suptg. Survey Officer)
7. Dy. CME (Planning) (DGM - Plg.)
8. Dy. CME (Training) (DGM - Trg.)

9. Dy. CME (Safety) (DGM - Safety)
10. Dy. C.E. (E&M) (DGM -E&M)
11. Officers of E-3, E-4, E-5 and E-6 (M-1) of Safety Department.
12. SO to GM/CGM

III. All other executives in the Company who were not entitled to underground allowance before 1.7.1991 are hereby made eligible for payment of underground allowance subject to the conditions given below:

IV. Regulation of Payment of Underground Allowance:

- i) These executives will be entitled to 1% of Basic Pay for every underground visit made, subject to a ceiling of 5% of basic pay in a month.
- ii) Non-technical executives should have bonafide Company work necessitating underground visit to qualify for payment of underground allowance.

It was also approved by the Competent Authority to increase the rate of UG Allow. from 5% to 10% of Basic in respect of Executives working in Safety Dept., at area level and corporate office, Kgm. with immediate effect subject to a condition that there should be a minimum 8 UG inspections in a month. Falls short the amount of UG Allow. will be paid proportionately. (C.22/2330, dt.25.12.1996)

CLARIFICATION:

Underground Allowance amount can not be paid while an executive visits Underground during the course of training (abroad).

**(C/371 dt.17.2.1988).**

Underground inspections are undertaken to ensure safety aspects. Hence, meaningful purpose gets served if there is time gap between two inspections i.e., a day so as to ensure safety measures are existing uniformly and evenly. Any two inspections in quick succession may not reveal drastic changes if any in the implementation of prescribed procedure. Only one underground inspection per day is more meaningful irrespective of number of visits undertaken same day.

As such, for the purpose of payment of Underground Allowance, one inspection per day only will be taken into count.

**(Ref:No.CRP/PER/C/17/723 dtd.29.03.2005)**

**014 COALFIELD ALLOWANCE  
(BUNGALOW UP KEEP ALLOWANCE)**

This Allowance is intended for proper maintenance of the Bungalow provided for the residence purpose of an Officer/Employee. It has come into effect from 1-2-1979.

Enhancement of Coalfield Allowance (BUA) w.e.f.1.12.1997.

BasicPay	Revised rate:
Rs. 8600-10750	Rs.425/- p.m.
Rs. 10751-12092	Rs.560/- p.m.
Rs.12093 & above.	Rs.750/- p.m.

(CRP/PER/C/17(f)/342 dt.10.2.2003)/(CRP/PER/C/17(f)/669 dt.7.4.03)

### 015 CHARGE ALLOWANCE TO EXECUTIVES

#### Enhanced rates of Charge Allowance

S.No.	Officers eligible for payment of Charge allowance	Charge allowance w.e.f. 1.12.1997
A	<b>Underground Mines :</b>	
1	SOMs/Col.Mgrs. authorised as Managers under Mines Act.	Rs. 400/- p.m.
2	Dy.CMEs authorised as Managers under Mines Act.	Rs. 400/- p.m.
3	Dy.CMEs/ACMEs authorised as Agents under Mines Act.	Rs. 500/- p.m.
4	GMs - incharge of Production.	Rs. 600/- p.m.
B	<b>Opencast Mines :</b>	
1	SOMs/Col .Mgrs. authorised as Managers under Mines Act.	Rs. 400/- p.m.
2	Dy.CMEs authorised as Managers under Mines Act.	Rs. 400/- p.m.
3	Dy.CMEs/Addl.CMEs authorised as Agents under Mines Act.	Rs. 500/- p.m.
4	GMs - incharge of Production.	Rs. 600/- p.m.
5	One Engineer Incharge of Excavating Equipment in OCPs	Rs. 400/- p.m.

C.34/1650, dt.13.08.1998

### **016 CONVEYANCE ALLOWANCE**

The Board of Directors in its meeting held on 14.1.1999 has accorded approval for enhancement in the limit and reimbursement of expenses incurred by eligible executives for using personal vehicles for official work as under:

Type of vehicle of Executive	Pay range or grade	Revised/ Enhanced limit
A. Car	Executive in the grade of E-5 and above	Rs.1600/- p.m.
B. Car	Below E-5	Rs.1270/- p.m.
C. Scooter/Motor cycle		Rs. 440/- p.m.
D. Moped/Auto Cycle or any other power driven vehicle less than 1 HP		Rs. 250/- p.m.

C.33/172, dt.25.01.1999

The Board of Directors at its Meeting held on 7.8.2001 has accorded approval as follows:-

- 1) For increasing the existing Car Loan from Rs.0.8 Lakhs to Rs.2.50 lakhs to the executives on the existing terms and conditions.
- 2) For increasing the reimbursement of conveyance expenses to the executives in identified positions at the following rates:-

S. No.	Type of vehicle	Grade of Executive	Existing limit Rs. per month	Enhanced limit Rs. per month
A.	Car	i) M-2 & M-3 grades.	Rs.1600/-	Rs. 4,000/-
		ii) All area Heads of Depts. and Colliery/Proj. & Gr. Engineers in E-5 & above grades	Rs.1600/-	Rs. 2,500/-
		iii) Colliery /Proj., Gr., Water supply & site Engrs(C) in E-4 and below grades	Rs.1270/-	Rs.1,500/-
B	Two Wheeler	(ii) & (iii) above	Rs.440/-	Rs. 750/-

Other executives not covered in the table will continue to get the reimbursement of conveyance expenses at the existing rates i.e., Rs.1600/- per month to executives in E-5 and above grades for using their car and Rs.1,270/- per month to executives in E-1 to E-4 for using their Car and Rs.440/- for executives using their own two wheeler.

The new conveyance policy will come into force w.e.f. 1.10.2001.

**{C17(a)/1651, dt.18.9.2001} and  
{CRP/PER/C/17(a)/955, dt.26.5.2003}**

The following comprehensive guidelines are issued regulating sanction of enhanced Conveyance Allowance to the eligible Executives.

1. a) If the Officers in M-2 grade desires to use their own vehicles they will be entitled upto a maximum of Rs.4,000/- per month as reimbursement of conveyance expenses.

- b) M-2 Officers using their own vehicle and drawing Rs.4,000/- per month towards reimbursement of conveyance expenses have to make their own arrangement of drivers if they desire so and wish to travel in his own Car on tour.
2. Area HODs in E-5 and above scale of pay (as per Annexure) Group Engineers in Clause-10 and Colliery Engineers in Clause-8 in E-5 and above Grades will draw Conveyance expenses upto Rs.2,500/- per month in case of own Car and Rs.750/- per month in case of own two Wheeler. List of positions eligible for such reimbursement is enclosed in Annexure.
  3. For Officers in E-4 and below, enlisted in Clause-8, 9 and 10 are eligible upto Rs.1500/- for Car and Rs.750/- for two Wheeler as reimbursement.
  4. All other Officers will draw Conveyance Reimbursement expenses as per present Rules(at old Rates).
  5. The above amounts are limits for Conveyance Expenses for official use of personal vehicles.
  6. In all circumstances, the officer who is reimbursed with conveyance expenses shall use his own vehicle to attend all official duties which are normally expected of them including going from one office to another, within the area.
  7. Mines/Departments where Company/hired vehicle is provided, HOD of such mine/department can draw existing conveyance charges (old rates) if they use their own vehicle for official work provided the Departmental vehicle should not be taken to their residence or used for personal work. When they use such Company/hired vehicle for going to and coming from home, the officer shall pay conveyance charges as per practice in vogue and no reimbursement of conveyance expenses is allowed.
  8. One Colliery Engineer (E&M)/Project Engineer (E&M) of an underground or opencast mine authorized under CMR is only entitled for enhanced reimbursement.
  9. One authorized site Engineer and one water supply Engineer of Area/Corporate Civil Department are entitled for enhanced reimbursement.

10. Group Engineers in-charge of more than one mine or mine(s) having longwall or blasting gallery faces are allowed to draw enhanced reimbursement, as per Clause-2 or 3, as the case may be.
11. All Officers in Corporate Depts., in M-1 and below grades are not eligible for enhanced conveyance reimbursement.
12. All Chief GMs/GMs of Areas are authorized to approve the enhanced conveyance reimbursement to those HODs working under them and identified in the Annexure for enhanced reimbursement with a copy marked to the Director (PA&W).
13. An executive in Exploration Dept., who is camping and drawing camp allowance is not entitled henceforth for conveyance charges reimbursement for that period.
14. Those executives having paid enhanced conveyance charges but not covered in the above guidelines are to be paid as per pre-revised allowance, from the date of issue of this Circular.

**(CRP/PER/C/17(a)/955 dt.26.5.2003)**

### **017 CITY COMPENSATORY ALLOWANCE**

City Compensatory Allowance to be granted are as under from the date of implementation of Revision of pay scales.

Basic pay Per month	(Amount in Rupees)			
	A-1 Population	A-2 Population	B-1 Population	B-2 Population
	50 L	>20 L < 50 L	>10 L < 20 L	>5 L < 10 L
Below Rs.4000/-	90	65	45	25
Rs.4001 to Rs.5250	125	95	65	35
Rs.5251 to Rs.6499	200	150	100	65
Rs.6500 and above	300	240	180	120

**(Circular No.C12/2148, dt.21.11.2000)**



### 018 DEARNESS ALLOWANCE

Dearness Allowance is payable from 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October every year based on price increase above quarterly index average 1708 points (1960=100). The percentage of DA payable for the period from 01.10.05 to 31.12.05 is 54.6% on Basic pay.

### 019 FIELD ESTABLISHMENT ALLOWANCE/CAMP ALLOWANCE

The present rate of Camp Allowance to the executives working in Exploration Dept., is enhanced w.e.f.1.1.2005 as follows:

Grade	Enhanced Rate Per day
E-1/E-2	Rs.85
E-3	Rs.110
E-4	Rs.135
E-5	Rs.135

(CRP/PER/C/17/61, dt.12.1.2005)

### 020 HOUSE RENT ALLOWANCE

1) Consequent upon the revision of pay scales to the executive cadre employees w.e.f.1.1.1997, subject to the eligibility as per the SCCL House Rent Allowance Rules in vogue, the revised rates of House Rent Allowance are as under:

CITIES	Rate of HRA on the revised Basic pay.
Kolkata, Delhi	30%
Hyderabad	25%

- i) HRA will be admissible to the executives at the above rates living in a house owned by him/wife/children/father/mother or on rental basis subject to a declaration in the prescribed proforma (Annexure A) every month.
- ii) HRA at the applicable rate without production of rent receipt will be admissible subject to declaration in the prescribed proforma (Annexure-A).

iii) HRA will be paid to the executives at the above mentioned rates applicable to where their work place is situated irrespective to the place of actual stay.

iv) An executive who surrenders or refuses accommodation offered to him by the company shall not be eligible for House Rent Allowance except for those executives who surrenders the company's accommodation to reside in the house owned by him/wife/children/father/mother.

v) In case of company's accommodation provided to the executives rent would be recovered on the basis of standard rent to be fixed by the company.

vi) The other clauses of house rent allowance rules which are in vogue will continue to be in force.

(C16/1358, dt.24.7.2001)

### 021 JOURNAL ALLOWANCE

The Board, in its meeting held on 7.8.2001, approved payment of Journal Allowance as under to the following identified Specialists:

Specialists	Rates of allowance	
General Surgeon	a) 1 <sup>st</sup> year	-Rs.500/- p.m.
Orthopaedic Surgeon Physician	b) 2 <sup>nd</sup> year	- Rs.600/- p.m.
Paediatrician	c) 3 <sup>rd</sup> , 4 <sup>th</sup> & 5 <sup>th</sup> years	- Rs.700/- p.m.
Obst. & Gynaecologist Anaesthetist	d) 6 <sup>th</sup> year onwards	- Rs.800/- p.m.

2. Action may please be taken accordingly w.e.f. Salaries payable for month of September, 2001.

(Ref.No.CRP/PER/C/017/1766, dt.5.10.2001)

### **022 NON-PRACTISING ALLOWANCE TO MEDICAL OFFICERS**

Chairman & M.D., accorded approval for revision of Non-practising Allowance to the Medical discipline executives on revised pay scales @ 17.5% of basic pay w.e.f. 1.8.2001 as admissible to the executives of Medical discipline in CIL.

Non-practicing Allowance would count as pay for the purpose of Dearness Allowance, Gratuity and Employer's contribution to CMPF but would not be taken into account for the purpose of fixation of pay in revised scale, and it will be calculated on the monthly basic pay earned by the Medical executives.

Action may be taken to pay Non-practicing Allowance to executives of Medical discipline on revised scales of pay @ 17.5% of basic pay w.e.f. 1.8.2001.

**(CIRCULAR NO.CRP/PER/C/17e/2196, dt.22.12.2001**

**023 PARADE ALLOWANCE**

The Parade Allowance being paid to the S&PC Personnel has been revised w.e.f. 01-02-2000 as detailed below:

- |  |                        |               |
|--|------------------------|---------------|
| 1) Watchman /Zamedar &<br>Jr.Inspector |                        | -Rs.6.50 ps.  |
|  | per parade limiting to | Rs.52/- p.m.  |
| 2) Sr.Inspector & Jr.Security Officer  |                        | -Rs.78/- p.m. |

**Circular No.P.40/5911/IR/351, dt. 13-03-2000**

**024 RESCUE ALLOWANCE**

The Board of Directors in its Meeting held on 17.7.2004 has accorded approval for enhancement of Refresher Practice Allowance and also Rescue Bonus for Rescue Trained Personnel w.e.f. 01.08.2004.

	Cadre	Revised Rate per practice
1)	Executives	Rs.390/-
2)	Supervisor	Rs.295/-
3)	Workers	Rs.195/-

On completion of eight Refresher Practices/Pit Practices in a year, an amount of Rs.390/- will be paid as annual Rescue Bonus w.e.f. 01.08.2004.

**(CRP/PER/IR/A/025/1460 Dtd.25.08.2004)**

a) **PROTO (SELF CONTAINED BREATHING APPARATUS) ALLOWANCE**

Payable to the persons engaged on Rescue and Recovery Operations at Mines –

**Proto/SCBA – (Self contained Breathing Apparatus) Allowance:**

- a) Leader/Captain - Rs.25/- for each proto shift.  
 b) Other members of the Team - Rs.20/- for each proto shift.

This is subject to certification by the Supdt./Incharge of the Rescue Station/Rooms of the respective Areas.

**Circular No.P.2/2834/IR/1166, dt.11-06-94**

The Board of Directors in its Meeting held on 17-10-1996 approved to (Present Proto Allowance) increase the self-contained Breathing Apparatus Allowance on par with Coal India Limited. The revision is as follows:

a) SCBA Allowance:

- For Captain — Rs. 200/- per spell  
 For Others — Rs. 150/- per spell

**Circular No.P.2/2834/IR/1876, dt.07-11-1996.**

**Enhanced w.e.f. 1.8.2004**

1. For Captain Rs.260/- per spell.  
 2. For others Rs.195/- per spell.

**Circular No.CRP/PER/IR/A/025/1460 DT.25.08.2004**

b) **Stand Bye Allowance:**

Payable to the persons engaged on Rescue and Recovery Operations at Mines –

**Stand Bye Allowance:** At the rate of Rs.40/- per shift of eight hours to each member of Stand Bye Teams.

This is subject to certification by the Supdt./Incharge of the Rescue Station/Rooms of the respective Areas.

Circular No.P.2/2834/IR/1166, dt.11-06-94

The Board of Directors in its Meeting held on 17-10-1996 approved to increase the Stand Bye Allowance on par with Coal India Limited. The revision is as follows:

Stand Bye Allowance:

For Captain & Others — Rs. 100/- per shift

This is subject to certification by the Supdt./Incharge of the Rescue Station/Rooms of the respective Areas.

**Circular No.P.2/2834/IR/1876, dt.07-11-1996.**

**Enhanced w.e.f. 01.08.2004:**

For captain and others Rs.130/- per shift.

**e) Certain benefits extended for Rescue Trained Personnel**

Keeping in view the specialised nature of job and in order to encourage the inflow of more number of employees to be drafted into rescue services, it has been decided to treat the following nature of musters put in by the employees as actual musters to the employees of mines and departments, who attended Rescue Initial Training, Rescue Refresher Training and participate in rescue and recovery operations during emergencies and also for participation in rescue competitions.

The following benefits are payable to the eligible employees of the mines and departments with effect from 01-12-2002.

**Transport Subsidy:**

The attendance of the employee, who attend any of the above rescue services will be treated as actual attendance and will be paid Transport Subsidy.

**Cash Awards/Incentive Schemes:**

For the purpose of Wage Incentive Plans and any Cash Awards introduced to the employees working in production units, workshops etc., the attendances put in by the active rescue trained personnel on rescue duty will be accounted for as actual musters for the above purpose.

**Circular No.CRP/PER/IR/A/025/7297, dt.03-12-2002**

**CLARIFICATION:**

CMPF is recoverable on Rescue Station Allowance from the date of introduction of Rescue Station Allowance i.e. 01-07-1989.

**Lr.No.P.2/2834/IR/173, dt.25-08-1993.**

**025 SETTling-IN ALLOWANCE**

Settling-in-Allowance/Transfer Grant is admissible at the rate of one month's basic pay to the revised pay scale of pay w.e.f. 1.10.1997 for executives and non-executives.

**(C15/2252, dt.23.10.1997).**

It has been decided to take the basic pay of an employee/executive as on the date of joining at new station on transfer for the purpose of payment of settling-in-allowance & transfer grant.

This allowance is, however, payable only if the employee/executive vacates the company's quarter (in case of allotment of Company's quarter) at the old place and shifts the household effects to the place of transfer.

**(Ref. No. C55/ dt. 17.12.1992).**

**026 ISSUE OF L.P. GAS CYLINDERS IN LIEU OF COAL  
TO EXECUTIVES:**

It has been decided to reimburse the cost of LP Gas at the rate of one cylinder per month to executives in lieu of free supply of coal w.e.f. 1.4.1989. Hence coal supply will be discontinued with effect from the same date.

Since most of the executives have a tie-up with the Super Bazar in the respective Collieries for supply of gas, they could as per the present practice make an entry in the Pass Book and the Super Bazar should be able to supply the cylinder at the rate of one per month per employee. The Company does not undertake guarantee of supplies of LP Gas to Officers, but only will reimburse the cost. The Super Bazar shall send a consolidated bill every month to the respective Area Finance Depts. where the executive is working and gets the reimbursement. They will simultaneously enclose the list of the names of Officers to whom cylinders supplied, with acknowledgement on acceptance roll against each. The Super Bazar shall take signature on the acceptance roll, at the time of delivery of cylinder itself. The executives who are obtaining the LP Gas from sources other than Super Bazar, can produce the official receipt every month and get the reimbursement through the Finance Dept., who would keep track of the payment.

**(Reference No. DT/2044/252, dt. 11.3.1989)**

Keeping in view the orders of the Hon'ble High Court, it is hereby advised that all the employees who are having any of the private gas companies' LP Gas connection from private gas dealers to switch over to IOC/HPCL/BPCL (Government Companies) LP Gas connection from local Singareni Super Bazar LP gas depot by 15-09-2001. The reimbursement of costs of LP Gas cylinder obtained from the above private gas dealers (who are marketing LP gas cylinders bottled by Private Companies) will be allowed only upto 15-09-2001 in compliance with the order of Hon'ble High Court of AP.

**Circular No.P.38/4420/IR/2036, dt.07-09-2001.**

It is reiterated that issue of LP Gas Cylinders is only for domestic use of the concerned employee. The LPG Cylinders shall not be transferred to others or used for other purposes. With a view to check the misuse of LP Gas Cylinders given to employees against Free Gas Coupon/reimbursement claim, surprise checks will be conducted and instances of employees drawing LP Gas cylinder against Free Gas Coupon/reimbursement claim and misusing the same for other than domestic purpose or transferring the same to others will be viewed seriously and action deemed fit will be taken.

(CRP/PER/IR/M/341/1770 Dt.25.10.2004)

**027 TRANSFER POLICY**

In case transfer of executives within an area becomes essential in the interest of work or unavoidable from administrative point of view, before completion of 3 years service in a post/place, CGM/GM of the Area may transfer such of the executives within the Area of his jurisdiction only with the prior approval of the Director in-charge of the Area, in writing, and a copy of transfer order together with the copy of approved note shall be forwarded to Director (PA&W) for record.

**(C49/1888, dt.24.10.1994)**

Guidelines for general transfer of executives.

- 1) Officers who are working in focal point for more than 3 years to be shifted to non-focal point.
- 2) Officers working in the same region for more than 20 years may be shifted to other region.
- 3) Officers working in the same area for more than 10 years may be shifted to other areas, may be within region.
- 4) Those officers who are likely to be retired within 2 years may not be touched.

- 5) In addition to above, officers working in corporate office for over 5 years shall be proposed for working in the field.
- 6) E&M Engineers and Mining Engineers working in offices and departments for over 5 years shall be proposed for working in the field.

**(C26/298, dt.7.2.2001)**

It is observed that in some areas, contrary to the instructions conveyed vide circulars cited, executives are being transferred within the Area without prior approval of the Directors concerned and in some cases officers in E-4 and above grades are also being transferred without prior approval of C&MD and subsequently requesting for ratification of the same.

CGMs/GMs of the Areas are hereby advised to strictly follow the guidelines laid down in the above Circulars with regard to transfer of executives for effective administrative control.

**(CRP/PER/C/26/323, dt.5.2.2003)**

It is hence, once again reiterated that irrespective of circumstances prevailing, all the executives who have been transferred should report at their place of posting by the date stipulated in the office orders and in the event of the representation of the executive for retention at their previous place of work being considered, they will be transferred back. The same applies even in case any Note for retention of an executive being considered, the executive concerned will be transferred back to their earlier place of posting. But, on no condition should an executive who has been transferred, be continued till approval is accorded and communicated in the form of order is received to the Note/representation forwarded by them. Contravention of the above instructions will be viewed seriously.

**(CRP/PR/C/26/1014 dt.4.6.2003)**

### **TRANSFER POLICY OF EXECUTIVES ADOPTED IN 2005**

Normally any Executive in the Company should be allowed to work for 5 years in the present place of posting. When an Executive is transferred to another place / post it has to be taken into consideration that he can work there for a minimum period of 5 years.

Normal tenure for an executive in any Area / Region is 10 years and 15 years respectively.



Care has to be taken for an Executive under transfer to a place within the same Area / Region that he should not exceed 10 years or 15 years by more than a year. Only in circumstances of promotions in postings (not in promotion in Grade), an executive should be shifted before he completes 5 years.

For the sake of adjustments only Executives who have crossed 3 years in their place of current posting should be considered. However this should be more on the lines of exception and not as a rule.

Only in exceptional cases of health grounds, Vigilance matters, Administrative requirements, impending retirements should an Executive be considered for posting before 3 years of stay in a place.

At postings such as Vigilance, Audit and other focal points, Officers should be invariably shifted after 3 years. In respect of Hyderabad Office, the normal tenure is also 3 years. In these cases postings should not be more than 5 years under any circumstances with extensions every year after 3 years with due justifications.

Every year, a list of officers eligible for consideration for transfer shall be submitted to HoDs from the Executive Establishment Wing. This would be an indicative list and it is not necessary that all the executives in the list would fulfill the Transfer Policy guidelines.

Any proposal of transfer of Executives outside the Policy should have adequate justification. Similarly those who cannot be shifted have to be justified.

Same file should be used for transfer proposals in future years also.

### **028 UNAUTHORISED ABSENCE FROM DUTY (PROCEDURE TO BE FOLLOWED FOR EXECUTIVES)**

Instances have come to the notice of Management that some of the executives have been absenting from duty un-authorisedly without leave or permission for several months/years and later resume duty either by producing outstation sick certificate or otherwise. There are also instances of executives having tendered resignation have remained absent or absconding and later resumed duty by producing outstation sick certificate.

With a view to take stern corrective action against such erring executives, it is decided that the Head of the Department/General Manager or their subordinate officers shall not allow an executive to resume duty if he has absented for 7 days or more continuously unauthorisedly i.e., without leave / permission from competent authority but such executives shall be directed to appointing authority Kothagudem for obtaining necessary clearance before they are taken back to duty.

Heads of Departments/General Managers and their subordinate officers shall ensure that the above instructions are strictly adhered to in their areas of jurisdiction forthwith.

**(Circular No. C/774, dated 4th April, 1989)**

Superior officer is responsible for reporting immediately in writing about unauthorised absence of his subordinate officer/employee giving all the details and the circumstances in which one is absenting from duty, within 15 days of such absence to the General Manager concerned marking copies to the respective Functional Director and Director (Personnel).

If the immediate superior officer fails to report the matter within 15 days, he will be held responsible for breach of the instructions and action will be taken against him.

**(Circular No.C/2454, dt:10.10.1988)**

**UNAUTHORISED ABSENCE FROM DUTY –FURNISHING  
RELEVANT INFORMATION-DIRECTING TO DIRECTOR (PERSONNEL)**

Information on the following points in respect of the executives who were absenting from duty for over 7 days is to be furnished by the HODs/GMs/ Chiefs within 15 days from the date of their absence to initiate action against them by Corporate office.

- a) the due amounts payable by the absenting executives to the Company and vice-versa, as on the date from which they were absenting from duty.
- b) Quantum of PL, Sick Leave/Half Pay Leave and Casual Leave standing to the credit of the absenting executives calculated as on the date of their absence from duty.
- c) Copies of correspondence sent to and received from the absenting executives by the Heads of Department/General Manager/Chief and

- d) Any other relevant information which enable the Management to take action against the erring executives.

(Circular No.C38/1700 dt.6.8.1993)

**SUBMISSION OF RESIGNATION BY EXECUTIVES – UNAUTHORISED ABSENCE FROM DUTY – FURNISHING RELEVANT INFORMATION TO THE CORPORATE, KOTHAGUDEM.**

The Personnel Department at Area level will monitor the cases of unauthorised absenteeism and resignation of the executives and furnish all the relevant information.

(Circular No.C38/3527, dt.8.12.1998)

**029 VOLUNTARY RETIREMENT SCHEME FOR EXECUTIVE CADRE EMPLOYEES**

The Board of Directors of SCCL, in its meeting held on 17.2.1995, approved to introduce 'Voluntary Retirement Scheme' for executive cadre employees.

ANNEXURE

1. **OBJECTIVE:**

Whereas it is necessary to reduce surplus manpower in executive cadre and to enable the executives who desire to retire from Company's service on personal reasons before attaining the age of superannuation, the Scheme known as Voluntary Retirement Scheme for executive Cadre Employees is hereby formulated.

2. **SCOPE:**

This scheme shall cover all whole-time executive cadre employees of the Singareni Collieries Company Limited.

3. **CONDITIONS:**

The executive cadre employees governed by SCCL's terms and conditions of service and scales of pay (other than Functional Directors) who have put in not less than 20 years of service including service in non-executive cadre or who have attained the age of 50 years may retire from SCCL's service voluntarily subject to the following:

- a) The Chairman & M.D. (Competent Authority) will have absolute discretion to refuse permission to an executive for voluntary retirement without assigning any reason.
- b) Before an executive gives notice for voluntary retirement from service, he should satisfy himself by means of a reference to the appropriate authority that he has actually completed 20 years service.
- c) An employee shall give notice of at least 3 months to the Competent Authority to voluntarily retire from service. A notice of less than 3 months may also be accepted by the Competent Authority in deserving cases.
- d) The Company will not have the right to retire any executive on its own under this scheme.
- e) The Company reserves the right either to accept or reject the request of any executive for Voluntary Retirement at its discretion without assigning any reasons.
- f) If an executive wishes to retire under this scheme while he is on study leave, the retirement shall take effect from the date of commencement of such leave and the leave salary paid in respect of such leave, shall be recovered from the dues payable to him on voluntary retirement.
- g) A notice of voluntary retirement may be withdrawn subsequently only with the approval of the Competent Authority provided the request for such withdrawal is made before the expiry of the notice period.
- h) An executive who has put in approved qualifying service can apply for voluntary retirement under this Scheme only once in a calendar year, if his previous application (s) for voluntary retirement was/were not accepted.
- i) An executive against whom disciplinary proceedings are pending or contemplated in terms of Conduct, Discipline and Appeal Rules, shall not be allowed to retire voluntarily under this scheme. Further, Vigilance clearance will be required to allow an executive to retire voluntarily under this scheme.

#### 4. BENEFITS:

This Scheme envisages incentives by way of certain weightage towards approved qualifying service for the purpose of payment of Gratuity to the executives who retire voluntarily under this Scheme, and other as indicated hereunder:

- a) Weightage upto 5 years towards qualifying service shall be allowed, in addition to the total qualifying service actually rendered, for the purpose of Gratuity, but the total qualifying service actually rendered together with the weightage of upto 5 years qualifying service shall not, in any event, exceed the qualifying service the executive would have rendered on attaining the age of superannuation.
- b) The maximum amount of Gratuity payable to an executive shall be in terms of the Company's Gratuity scheme as amended from time to time.
- c) Pay for the purpose of Gratuity in terms of Company's Gratuity Scheme shall be the rate of pay admissible to the executive for the month preceding the month in which he will be allowed to voluntarily retire from service.
- d) The amount of Earned Leave standing to the credit of the executives, subject to a maximum of 240 days, on the date preceding the date of voluntary retirement, shall be allowed to be encashed as the case may be on par with the entitlement of other executives retiring on superannuation.
- e) The Travelling Allowance as applicable to the executives on retirement on superannuation in terms of the TA Rules shall apply mutatis mutandis to the executives who will voluntarily retire under this Scheme.
- f) Any other benefits/facilities as may be made admissible to the executives on retirement on superannuation from time to time, shall be applicable to the executives who will retire voluntarily under this scheme.

(C/VRS/365, dt.8.3.1995)

### **030 SCHEME FOR PRE-MATURE RETIREMENT OF EXECUTIVE CADRE EMPLOYEES OF SCCL.**

The Board of Directors of SCCL in their meeting held on 27.07.1994 have approved the implementation of the "Scheme for pre-mature retirement of Executive Cadre Employees of SCCL". The Scheme as approved by the Board of Directors is extracted hereunder for information and implementation with immediate effect:

## SCHEME FOR PRE-MATURE RETIREMENT OF EXECUTIVE CADRE EMPLOYEES OF SCCL

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### 1. OBJECTIVE:

Whereas it is necessary to maintain efficient administration in Company's interest, it is considered not desirable to continue in service persons who are incapacitated by illness, those who indulge in activities detrimental to the interests of the Company or whose continuance in service would otherwise affect the interests of the Company, notwithstanding anything contained in Circulars and Rules of the Company in force, such persons shall be retired from service by giving due notice –

- i) if he/she had entered service before attaining the age of 35 years – after he/she has attained the age of 50 years.
- ii) In other cases after he/she has attained the age of 55 years.

### 2. COMPETENT AUTHORITY:

The Competent Authority to retire an executive pre-maturely under this scheme is Chairman & Managing Director.

### 3. PROCEDURE FOR PRE-MATURE RETIREMENT OF EXECUTIVES:

The Competent Authority, on consideration of the Performance Appraisal Reports/Confidential Reports and any other relevant Reports/Records shall order the pre-mature retirement of an executive, if he is of the opinion that his continuance in the Company is not in Company's interest. The executives so retired shall be given 3 months notice or 3 months pay in lieu thereof.

### 4. BENEFITS TO BE ALLOWED TO AN EXECUTIVE RETIRED PRE-MATURELY:

An executive who is pre-maturely retired will be entitled to all the terminal benefits including leave encashment that would have accrued to him had he retired from Company's service on attaining the age of superannuation.

(C22/1593, dt.3.9.1994)

## **031 GRIEVANCE PROCEDURE**

With the object of examining the representations dispassionately and to settle the genuine grievances of the executives expeditiously, on merits, it has been decided to constitute Grievance Committees at different levels. The following Committees are accordingly appointed for handling grievances of executives with immediate effect:

### **I. GRIEVANCE COMMITTEE FOR EXECUTIVES IN E-1 TO E-5 GRADES:**

1. General Manager (Personnel)
2. Concerned Head of Department
3. One Chief G.M/G.M to be nominated by Director (PA&W)
4. Additional Chief (Finance & Accounts), Corporate

### **II. GRIEVANCE COMMITTEE FOR EXECUTIVES IN M-1 TO M3 GRADES:**

1. Director (PA&W)
2. Concerned Director
3. One Chief G.M. to be nominated by Director (PA&W)
4. Chief (Finance & Accounts)

Personnel Manager, Executive Establishment, will act as Secretary of both the Committees.

The Committees will not handle matters relating to Departmental Promotion Committees (promotions), Remarks in the Confidential Reports/ Performance Appraisal Reports, Vigilance, Disciplinary proceedings, Statutory matters and Administrative transfers. These Committees will entertain only individual grievances. These Committees, if considered necessary will give personal hearing to the aggrieved executive.

The executives in E-1 to E-5 grades should submit their grievance representations to the General Manager (Personnel) and executives in M-1 to M-3 grades to the Director (PA&W), through proper channel. Documentary evidence in support of the representation may also be enclosed.

The frequency of the meetings of the Grievance Committees will be once a month. The recommendations of the Committee will be submitted to the Chairman & M.D. for consideration and decision.

This supersedes earlier circular No.C/1731 dated 21.7.1988 issued on this subject. (**Circular No.C/81/GC/1761, dt.22.9.2000**)

### 032 MISCELLANEOUS

#### I. JOINING TIME:

The Board in its meeting held on 25.03.1989 approved to allow joining time of 3 days with pay in respect of the employees transferred from one region to another.

(No.C/1180 dtd.15.05.1989)

#### CLARIFICATION:

An option be given to the employee/executive on transfer to avail joining time of 3 days either at the time of relief or subsequently at the time of shifting his house-hold articles as per his convenience. Further, joining time of 3 days will have to be availed in one spell.

(No.C/3512 dtd.12.12.1989)

#### II POSSESSION OF VALID PASSPORTS BY EXECUTIVES E-4 AND ABOVE

It is reiterated that when some urgent need arose for nominating a couple of officers for some foreign visit, a lot of difficulty has been experienced in locating suitable officers with valid passports. Hence, C&MD desires that all senior officers from E-4 and above shall better possess valid passports for their personal benefit which also can meet with urgent requirements of the company that may come up occasionally.

In addition to this, it is also essential to acquire and possess four wheeler valid driving licence by these executives E-4 and above scale of pay.

(CRP/PER/C/22/2065 DT.21.11.2001)

#### III NON-VACATION OF COMPANY'S QUARTERS-ACTIONS:

In case the Company's quarter is not vacated by the transferred executive within one month after allotment of quarter at the transferred place, the following may be initiated.



10% of basic pay shall be charged for 3 months i.e., from the date after the lapse of 30 days from the date of allotment.

Rs.4,500/- p.m., shall be charged from next month onwards till vacation of the Company's quarter.

The above rates are applicable even if the executive is allowed to retain the quarter as an exception.

(NO.CRP/PER/C/26/1669 Dtd.6.7.2004)

IV THE USAGE OF COMPANY QUARTERS, VEHICLES, ACs, TELEPHONES ETC., BY RETIRED EXECUTIVES, ARE REGULATED AS UNDER:

- i) On request, Executives retiring from the services may retain the quarters allotted to them for a maximum period of 3 (three) months from the date of retirement on usual rental basis as paid by them immediately before retirement of the quarter. If the quarter is not vacated within 3 months, the penal rent will be recovered @ Rs.4,500/- per month and after 6 months, the quarter shall be vacated, if necessary, duly following eviction procedures.
- ii) The vehicle(s) allotted to them should be handed over to the Transport authorities of the Company immediately on retirement.
- iii) They may retain and use the telephones in their respective Company quarters after retirement to a maximum of Rs.500/- per month for a maximum period of 3 months. If the expenditure exceeds Rs.1500/- in total, the excess expenditure will be recovered from the dues payable to the retired Executive without referring back to the officer.
- iv) They may use Company vehicles subject to availability and on specific requisition for use within the Colliery Area/their last headquarters and subject to a limited consumption of 20 ltr., per month, for a maximum period of 3 months. If the quantum of petrol consumed exceeds 60 ltr., in total, cost of the excess petrol consumed will be recovered from the dues payable to the Executive, without referring back to the Officer.
- v) Gratuity shall be released on clearance of dues and vacation of house.
- vi) Use of Air-conditioner and Refrigerator – for a maximum period of 3 months only.

In the event of an executive dying in harness or if his services are terminated on medical grounds, the family of the Executive or the Executive, as the case may be, will be entitled to the above benefits as extended to the executives retired.

These rules come into force with immediate effect.

This supersedes the earlier Circular No.C.11/1159 dt.21.4.1991 on this subject. (Ref.No.C35/981, dt.8.6.2001)

#### V OFFICIATING ARRANGEMENTS IN STATUTORY POSTS ONE MONTH AND ABOVE.

Where officiating arrangements are to be made for the periods more than a month or shorter period of less than one month get prolonged beyond one month period for what so ever the reason involving the payment of officiating allowance shall be forwarded with reasons thereof to Chairman & M.D. for approval in time.

(No.CRP/PER/C/17(f)/2566 dtd.6.8.2002)

#### VI. PROCEDURE FOR ACCEPTING RESIGNATION FOR EXECUTIVES

Circular No.C/3630 dated 21.12.1989 and CRP/PER/C/014/1990 dtd.10.11.2001 of Director (PA&W) contains the guidelines for accepting the resignation of executives, proforma of application to be submitted by Executive who intends to resign from Company Service and stipulates steps for processing of resignation application.

#### ACTION AT THE UNIT LEVEL –

The Head of the Department /Mine should get Section-I of the format filled by the Executive concerned before his/ her resignation application is forwarded to GM of the Area concerned in Section II of the format.

#### ACTION AT THE AREA LEVEL-

CGM/GM will forward the same to the concerned Finance & Accounts Department, to find out whether the executive who has submit-

ted resignation has to clear any dues ,etc., and the Head of Area Accounts shall certify the same in Section III-A of the format. In case the executive concerned is due to pay any dues , the mode of recovery should be indicated. The amount payable by the executive towards 10 days advance salary should also be indicated invariably in the format.

Thereafter , SO to GM will indicate the leave to the credit of the executive concerned as on the date of resignation in Section III-B.

The CGM/GM should then forward the resignation letter to the Chief of discipline concerned /Director concerned and finally to Director(PA&W) together with his recommendation in Section III-C of the format.

#### ACTION AT CORPORATE LEVEL

DGM(P) (EE) will process the Note for acceptance of resignation to the Vigilance Officer for vigilance clearance after ensuring the mode of fulfillment of notice period, clearance of dues , enforcement of bond ,etc. for approval or otherwise.

It further states-

- i) Information should also be furnished promptly to the Corporate Office in the event of the executive concerned absenting /availing leave on loss of pay during the notice period and the amount equivalent to salary for the period of absence should be recovered by the Area/Corporate Accounts from the executive concerned and the particulars of amount so recovered should be informed to Corporate Office for record.
- ii) For the purpose of setting off the notice period , only privilege leave to the credit of the executive as on the date of resignation will be taken into account.
- iii) The attendance particulars of the executive during the notice period should be sent to Corporate Office on completion of the notice period. Only after receipt of attendance particulars, the resignation acceptance letters to be served on the party will be dispatched from Corporate office.
- iv) The resignation acceptance letter should be served on the party only if he/she fulfills the notice period and has no dues to his/her credit.

## VII. FORWARDING OF APPLICATIONS/ISSUE OF NOC AND GRANTING PERMISSION FOR OUTSIDE JOBS FOR EXECUTIVES.

Circular Nos.C/2205 dated 05.07.1985 and C51/750 dated 17.04.1993 stipulate *interalia* the following Rules governing forwarding of applications and issue of No Objection Certificate to executives seeking outside jobs-

A) Applications for departmental executives for outside employment may be dealt with at the discretion of the C& MD keeping in view the following -

a) Applications received from the superseded executives or from those who have put in more than 5 years service in a particular grade may be forwarded without any limit.

b) Applications received from the executives who have served for more than two years in a particular grade after their promotion/ appointment may be forwarded not more than once in a calendar year.

c) Applications received from executives who have served for less than two years after their promotion/ appointment in a particular grade will not be forwarded provided that :

Applications for employment elsewhere of employees belonging to Scheduled Caste/ Scheduled Tribe should be readily forwarded not more than once in a calendar year, except in very rare cases where there may be compelling grounds of interest of the Company for with-holding applications.

### B) OFFICERS UNDER SERVICE BONDS

Applications received from executives who are under a bond to serve the Company for a period, shall be dealt with as follows:

a) The applications of the executive trainees for outside jobs shall not be forwarded during the period of training.

b) On appointment of the executive trainees into regular grade on successful completion of training, their applications for outside jobs shall be forwarded not more than once in calendar year after comple-

tion of two years of service in the regular grade, subject to the guidelines conveyed by the Govt. of India, vide Office Memorandum No.BPE/BL-017/MAN /2(11)/75-BPE(GM-I) dated 23.5.1981. The relevant guidelines given in the Office Memorandum of the BPE, under reference is reproduced here under:-

" It has now been decided that the enforcement of the bond should not be insisted upon in the case of an employee of a Public Enterprise who having applied through proper channel during the currency of the bond , joins the Central Govt./State Govt., Quasi Govt. Organisation or another Public Enterprise, subject to the condition that a fresh bond is taken to ensure that the employee serves the new employer for the balance of the bond period".

- c) If the bond executed is on completion of probation through direct appointment , the application shall be forwarded subject to the instructions conveyed by the Govt. Of India, vide Office Memorandum No.BPE/BL-017/MAN /2(11)/75-BPE(GM-I) dated 23.5.1981.

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