

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISE NO: 04, MAR, PLOT NO: AF-III

ACTION AREA-1A, NEW TOWN, RAJHARHAT

KOLKATA-700156 (WB)



एक महारत्नकंपनी

A Maharatna Company



PERSONNEL DIVISION

POLICY CELL

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

Ref : CIL/C5A (PC)/Transfer/43

Date: 12.02.2019

OFFICE MEMORANDUM


Subject: Amendments in "CIL Executive Job Rotation & Transfer Policy"

The Competent Authority has approved the following amendments in the "CIL Executive Job Rotation & Transfer Policy" communicated vide OM No.CIL/C5A(PC)/Transfer/2849 dated 21.05.2018:

Cl. No	Existing Provision	Amended Provision
10	<p>Transfers on Requests</p> <p>Executives could be transferred from one subsidiary to another subsidiary based on their request but subject to administrative requirements. 'No objection' of CMDs from the existing subsidiary and acceptance from the subsidiary to which transfer is to be made shall be necessary.</p> <p>Application for Request Transfer shall be submitted online by the Executives. Subsidiaries shall forward the applications, with their consent/ comments, within the prescribed time limit in the online transfer module. In case of not forwarding the application, it shall move to the next higher level on expiry of the timeline and the consent shall be presumed in such cases.</p>	<p>Transfers on Requests</p> <p>Executives could be transferred from one subsidiary to another subsidiary based on their request but subject to administrative requirements. 'No objection' of CMDs from the existing subsidiary and acceptance from the subsidiary to which transfer is to be made shall be necessary.</p> <p>Application for Request Transfer shall preferably be submitted online by the Executives. Subsidiaries shall forward the applications, with their consent/ comments, within the prescribed time limit in the online transfer module as under:</p> <ol style="list-style-type: none">The Controlling Officer (Area GM/ HoD) shall forward the application, with his comments, in 20 days of receipt of the online application in his HRMS domain to the concerned General Manager (EE)/ HoD (EE). Applications pending for more than the prescribed timeline shall automatically escalate to the concerned General Manager (EE)/ HoD (EE) of the parent Subsidiary Company.The General Manager (EE)/ HoD(EE) of the parent Subsidiary shall forward the transfer application, with the views of the concerned CMD to the General Manager (EE)/ HoD (EE) of the Subsidiary Company, to which transfer is to be made.

		<p>iii. The General Manager (EE)/ HoD(EE) of the Subsidiary Company, to which transfer is to be made, shall forward the transfer application, with the views of their CMD to CIL Headquarter.</p> <p>iv. At CIL (Hq) level, the General Manager (EE)/ HoD(EE), CIL, after taking necessary approval of the Competent Authority on the forwarded applications, will update the final status of the application in the Online Transfer module of HRMS for information to all the concerned.</p> <p>v. The applications should be forwarded from the Subsidiary level only with the views of their concerned CMD and without which, the same shouldn't be forwarded to the next level.</p> <p>The request transfer orders are generally to be issued only twice in a calendar year i.e., one during the month of March and another during the month of September for applications received in the preceding six months.</p> <p>On issuance of request transfer order, the Executives should be released to join the transferred Subsidiary within 30 days from the date of the issue of the Order. In the event of non-release, the Executives will be deemed to have been released on expiry of 30 days and must join accordingly.</p>
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The above amendments shall come into force with immediate effect. This is for information and compliance by all concerned.


 (PVKRM Rao)
 General Manager (P/Rect/ PC)

Distribution through e-Mail:

1. D (P&IR)/ D (F)/ D (T)/ D (M), CIL
2. CMD, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
3. CVO, CIL
4. Functional Directors, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
5. CVO, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
6. GM/TS to Chairman, CIL
7. GM/ HoD (P/EE), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
8. GM/ HoD (Finance), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
9. GM(ICT), CMPDIL – with a request to please implement the necessary changes in the online module of HRMS.
10. GM, New Delhi Office
11. GM/ HoD(IICM)
12. GM, NEC
13. GM (System), CIL – with a request to please upload the same in CIL website for information to all concerned for implementation.
14. Master File