

कोल इंडिया लिमिटेड

(महारत्न कंपनी)

(भारत सरकार का उपक्रम)

"कोल भवन"

प्रेमाइज़ नं० 04, एमएआर प्लॉट नं० ए एफ-III

एक्शन एरिया 1ए, न्यू टाउन, राजारहट

कोलकाता-700156 (पश्चिम बंगाल)

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वेबसाइट : www.coalindia.in



Coal India Limited

(A MAHARATNA COMPANY)

A Govt. of India Enterprise

"Coal Bhawan"

Premises No. 04, MAR Plot No. AF-III

Action Area-1A, New Town, Rajarhat

Kolkata-700156 (West Bengal)

Phone: 033 2324 6536

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Website- www.coalindia.in

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

Ref. No.: CIL/C-5B/MP & IR/Retirement Before Superannuation/28

Dated: 09.02.2021

OFFICE MEMORANDUM

Sub: Retirement Before Superannuation Scheme for Non-Executives of CIL & Subsidiaries

The "Retirement Before Superannuation Scheme for Non-Executives of CIL & Subsidiaries", as approved by the Board of Directors of CIL in their 417th Meeting held on 30.01.2021 at CIL (HQ), Kolkata is attached herewith for kind information and implementation.

Encl: As above

(Ajay Kumar Choudhary)
General Manager (MP & IR)

Distribution: -

1. Director (Technical)/Director (Finance)/Director (Marketing)/Director (Personnel), CIL
2. Chairman-cum-Managing Director - ECL/BCCL/CCL/WCL/NCL/MCL/SECL/CMPDIL
3. Chief Vigilance Officer -CIL/ ECL/BCCL/CCL/WCL/NCL/MCL/SECL/CMPDIL
4. Director (Personnel) - ECL/BCCL/CCL/WCL/NCL/MCL/SECL
5. Director (T/CRD) - CMPDIL, Ranchi
6. General Manager - NEC, Margherita
7. General Manager - CIL, New Delhi
8. Head of Department -IICM, Ranchi
9. GM (System) -CIL: with a request to upload on website of CIL

Copy for information to: -

1. ED (Coordination)/TS to Chairman, CIL
2. Company Secretary, CIL
3. TS to Director (Tech.)/Director (Fin.)/Director (M & S)/Director (P & IR), CIL



Retirement Before Superannuation Scheme for Non-Executives of CIL & Subsidiaries

1.0 Scope

This scheme shall cover all Non- Executive Cadre employees of Coal India Limited and its Subsidiary companies covered under the provisions of Wage Agreements finalized from time to time.

2.0 Definition

Company means Coal India Limited and its Subsidiaries including allied units/offices.

Employee means Non-Executive Cadre employees of the company covered under the provisions of Wage Agreements finalized from time to time.

Scheme means Retirement Before Superannuation Scheme for Non-Executives of company.

Competent Authority means authority specified in the scheme.

Qualifying Service means Service rendered by the employee for consideration under the scheme and for payment of Statutory benefits such as CMPF, Gratuity etc.

Notice means notice given by the employee to the Competent Authority.

Standing Order means Certified Standing Order of the concerned establishment or Model Standing Order as per the Industrial Employment (Standing Orders) Act, 1946.

Disciplinary Proceedings mean Disciplinary proceedings as per the Rule of the Company.

Govt. Guidelines mean guidelines issued by the Govt. of India/Department of Public Enterprises/Other Govt. Authorities applicable to Non-Executive Cadre employees of company.

Superannuation means Superannuation on attaining the age of retirement i.e. 60 Years or age as decided by the appropriate Govt. from time to time.

Proper Channel means channel/authority/HOD through which the employee submits applications to the competent authority.

Board of Directors mean Board of Directors of Coal India Limited or its Subsidiary companies as applicable.



3.0 Conditions

Employees of the company who have crossed 50 Years of age and have put in minimum 20 years of approved qualifying service in the company, may retire from service under the scheme subject to the following: -

- (a) The Competent Authority will have absolute discretion to approve/grant/refuse permission to an eligible employee for retirement under the scheme without assigning any reason, if deemed fit so.
- (b) Before an employee gives notice under the scheme, (s)he should satisfy himself/herself by means of a reference to the appropriate authority that (s)he has actually completed 20 years of qualifying service.
- (c) The Company will not have the right to retire any employee on its own under this Scheme.
- (d) Govt. guidelines issued in future from time to time in respect of such retirement before attaining the age of superannuation would be applicable.

4.0 Benefits

Employees retiring under this Scheme, shall be entitled to following benefits: -

- (a) All retirement benefits of the Company considering his/her length of service at par with the employee on superannuation, as per the applicable Statutes/Rules/Guidelines such as: -
 - i. CMPF as per CMPF Act, 1948
 - ii. Pension as per CMPS 1998
 - iii. Gratuity as per Payment of Gratuity Act, 1972
 - iv. Encashment of Earned Leave, as per the rule of the Company
 - v. Settling in allowance, as per the rule of the Company
- (b) Medical facility under CPRMS-NE (Modified) or such scheme revised from time to time with inclusion/modification in CPRMS-NE (Modified).
- (c) Any other terminal benefits as applicable to regular superannuating employee.

All the terminal dues admissible to the employee shall be settled within one month from the date of the acceptance of the retirement subject to receipt of necessary clearances.

However, on such early retirement, the employee would not be eligible for any other ex-gratia payment.



5.0 Competent Authority

A. For approval/grant/refusal of retirement under the scheme shall be as under: -

- (a) For Subsidiaries of CIL - CMD of the subsidiary
- (b) For CIL (HQ)/NEC/allied Units/Offices - Director (P & IR), CIL

B. To amend/alter/relax any provisions of the scheme and exclude any group of employees shall be as under: -

- (a) For Subsidiaries of CIL - Respective Subsidiary Board with approval of Chairman, CIL
- (b) For CIL (HQ)/NEC/allied Units/Offices- CIL Board

C. To Revoke/Repeal/ Withdraw the provisions/scheme- CIL Board

6.0 Procedural Details

- (a) An employee shall give notice of at least 3 months to the Competent Authority through proper channel, to retire early from service in the prescribed format circulated by CIL.
- (b) A notice of less than 3 months may also be accepted by the Competent Authority in deserving cases.
- (c) A notice of early retirement submitted by the employee may be withdrawn subsequently only with the approval of the Competent Authority (at 5.0 A above) provided the request for such withdrawal is made before the expiry of the notice period.
- (d) An employee against whom disciplinary proceedings are pending/ prosecution sanctioned or contemplated in terms of Standing Order or other rules/provisions, shall not be allowed to retire early under this Scheme.
- (e) Vigilance, Departmental and other clearances, as applicable, will be required to allow an employee to retire under this Scheme.
- (f) Subsidiaries of CIL shall implement the scheme after approval of their respective Boards.

7.0 Commencement and operations of the Scheme

The Scheme shall come into force from the date of its notification and shall be in operation till the time it is not revoked/repealed by the Board of Directors of CIL.

8.0 Interpretation

The power to interpret the Scheme is reserved with the Director (P&IR), CIL and his/ her interpretation will be final.

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