

कोल इण्डिया लिमिटेड

(एक महारत्न कंपनी)

प्रिमेसिस नं 04, एम ए आर, प्लॉट नं - ए एफ-III

एक्शन एरिया 1ए, न्यू टाउन, राजारहाट, कोलकाता- 700 156

फोन- 033 22424641

फैक्स- 033 22100833



Coal India Limited

(A Maharatna Company)

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

Action Area 1 A, New Town, Rajarhat,

Kolkata-700156

Phone: 033 22424641

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Dated: 16.12.2015

Ref.No: CIL/C-5B/MP/SPFVRS/ 960

To

The Chairman-cum-Managing Director, ECL, Sanctoria
The Chairman-cum-Managing Director, BCCL, Dhanbad
The Chairman-cum-Managing Director, CCL, Ranchi
The Chairman-cum-Managing Director, WCL, Nagpur
The Chairman-cum-Managing Director, SECL, Bilaspur
The Chairman-cum-Managing Director, MCL, Sambalpur
The Chairman-cum-Managing Director, NCL, Singrauli
The Chairman-cum-Managing Director, CMPDIL, Ranchi

Sub: Coal India Special Female Voluntary Retirement Scheme 2015

Dear Sir,

Pursuant to the decision taken in the 319th meeting of CIL Board of Directors held on 12th August 2015 and 143rd meeting of FDs held on 04/12/2015 at Kolkata, 'Coal India Special Female Voluntary Retirement Scheme-2015' along with training module for nominated sons of female voluntary retirement optees is being forwarded for its implementation.

Undersigned has been directed to request you to kindly arrange for wide circulation of the 'Coal India Special Female Voluntary Retirement Scheme-2015' and arrange to take needful action at your end for proper implementation of the Scheme.

The Scheme will be effective for a period of 06(six) months from the date of its notification.

Yours faithfully,

(BHAGWAN PANDEY)

General Manager (MP & IR)

Encl: (as above)

Distribution:

1. Director (Personnel), ECL/BCCL/CCL/WCL/SECL/MCL/NCL
2. Director (T/ES), CMPDIL, Ranchi
3. Director (Tech.)/Director (Fin.)/Director (Mktg.), CIL, Kolkata
4. CVO, CIL, Kolkata
5. CGM/TS to Chairman, CIL, Kolkata
6. Executive Director, IICM, Ranchi
7. GM, NERC, Assam / G.M (Finance) I/C, CIL, Kolkata
8. General Manager (E&T), CIL - with a request to kindly arrange to upload the above Circular on the website of CIL under 'INFO BANK--> Circulars' section. Scanned copy is being mailed separately.
9. General Manager, CIL, New Delhi
10. All Regional Sales Manager, CIL
11. All the Members of Standardization Committee of JBCCI-IX
12. Sr. Manager (P/AW), CIL / Finance Manager (Estt./Bills), CIL, Kolkata

COAL INDIA SPECIAL FEMALE VOLUNTARY RETIREMENT SCHEME 2015*F3

Title	The Scheme shall be called Coal India Special Female Voluntary Retirement Scheme 2015
Effective date	The Scheme shall be effective from the date notified by Coal India Ltd.
Objective	To fulfil the objectives of Vision-2020 for meeting the requirement of statutory/technical manpower by imparting training to the nominated son of a female VRS optees in different trades. After acquiring the requisite statutory/technical certificate, employment will be given to the nominated sons as per the requirement of subsidiaries
Coverage	The Scheme shall apply to regular/permanent and unskilled female employees of the Company, considered surplus to the requirement.
Eligibility	<ol style="list-style-type: none"> 1. SFVRS Optee : A regular/permanent female employee may opt for the scheme subject to the condition that she must have completed 10 years of service but must not have completed 58 years of age on the date of notification of the scheme. 2. Nominated son: <ol style="list-style-type: none"> a. Age : The age of nominated son of a SFVRS optee must be within the age group of 18 to 30 years, on the date of notification of the scheme. b. Minimum Qualification :Minimum educational qualification of the nominated son of a SFVRS optee is Matriculate or equivalent.
Operation of the Scheme	The subsidiary companies will be authorized to operate this Scheme from the date of its notification for a period of 6 months only wherein applications from eligible VRS optees will be accepted during first 3 months from the date of notification of scheme so that the whole procedure for processing and finalizing the applications can be completed within the last 3 months. After closing the scheme, procedure for selection of nominated sons as per the training module will be made.
Terminal Benefits	A female employee whose application for voluntary retirement has been accepted will be entitled to the usual terminal benefits like Gratuity, Provident Fund, Leave with Pay, etc. to which she is legally entitled. No additional compensation for voluntary retirement under this scheme shall be payable to her.
Training module	A training module with the objective that the nominated sons of female VRS optees shall be imparted training as per their aptitude for acquiring the requisite statutory/technical certificate in relevant trade and after acquiring the certificate, successful nominated sons would be given employment as per the requirement of subsidiaries is annexed. (Annexure-I)
Competent Authority	The Competent Authority for acceptance of Voluntary retirement under Coal India Special Female Voluntary Retirement Scheme-2015 will be Director (Personnel) of respective Subsidiary.
Savings Clause	<ul style="list-style-type: none"> • The Management will, however, have the right not to grant Voluntary retirement for reasons to be recorded in writing. The management reserves the right to close the scheme any time or may extend the period of scheme as it may think fit and reasonable keeping in view the interest and requirement of the Company. • Any interpretation of the Clauses under the Scheme shall be subject to the decision of Director (Personnel & IR) of CIL.



Procedure for implementation of Coal India SFVRS-2015

A. Processing of applications of SFVRS Optees:

1. The cut off date for ascertaining eligibility (with respect to age/qualification) of a female VRS optee and her nominated son under the scheme will be the **date of notification** of the scheme by CIL.
2. Though, the total effective period of operation of the Coal India Female Voluntary Retirement Scheme-2015 is 6 months from the date of its notification, all the eligible female VRS optees are required to submit their applications **within 3 months from the date of notification** of the scheme. An application received after expiry of 3 months will not be considered.
3. The applications received from female VRS optees will be processed and finalized by the subsidiaries before the expiry of last 3 months i.e. before the expiry of 6 months of the operation period of the scheme. For this purpose, the subsidiaries are to devise modalities with **fixed time-frames** to complete the whole process under the scheme within 6 months from the date of its notification.
4. Any eligible female employee may apply for voluntary retirement under this scheme to the competent authority through proper channel in the prescribed format.
5. For the purpose of determining the age and length of service of retiring employee, the records as per Service Records available in the Company will be final.
3. The application received at Colliery/Unit shall be received on a prescribed form, duly filled in for which formal receipt will be given by the Colliery/Unit.
4. On receipt of the application, it will be scrutinized by Colliery/unit and after fulfilment of all the criteria, it will be sent to the competent authority. In case of rejection of the request for Voluntary Retirement of a SFVRS optee, reasons thereof would be recorded on her application and the same will also be sent to the Competent authority for information.
5. The scrutinised applications for voluntary retirement under this scheme will be processed by the Personnel Department of Colliery/Unit and Area Office and at Headquarters for acceptance/rejection of the Voluntary Retirement proposal.
6. On receipt of the approval from the competent authority, the approval/rejection shall be communicated to the concerned employee.
7. In case of a dispute in regard to date of birth of a SFVRS optee, her application will not be considered.
8. In case of unauthorised absentees, Voluntary Retirement should not be considered under this scheme. For this purpose, invariably the attendance for the last 12 months preceding the month in which the application is made, should be certified and submitted along with the VR application proposal. This should contain an attested photocopy of the first page of Service Sheet and Service Sheet Excerpt, the actual physical attendance, leave, sick, unauthorised absence etc. during the preceding 12 months.
9. The cases of the employees against whom departmental proceeding is pending may also not be considered for Voluntary Retirement under this scheme.
10. All applications under this Scheme will finally be scrutinized centrally at the Headquarters at the General Manager (Personnel) level of the Company. For the purpose of the scrutiny, all applications, duly checked, certified and recommended by the Area Personnel Manager and the CGM/GM of the Area, should be sent to the General Manager (Personnel), HQrs. together with the duly filled-in checklist and other required documents.
11. The IME of the nominated son of a VRS optee is to be conducted keeping in view the courses/trade in which the candidates are to be trained for their deployment in statutory/technical posts later on after acquiring required certificates, by the concerned subsidiary.



12. Order as regard to separation of female VRS Optee under Coal India Special Female Voluntary Retirement Scheme-2015 would be issued by Subsidiary concerned subject to her nominated son is found medically fit to undergo the training for one of the courses given in format-A (Annexure-1). In case a nominated son is not found medically fit, the SFVRS Optee will be allowed to nominate her other son if available and eligible for consideration under the scheme. If no alternative son is available then the application of such SFVRS optee would be rejected and she will be allowed to continue her services.
13. After closing of the scheme, the final list of nominated sons of female VRS optees will be sent to the **HRD division of the respective subsidiaries which will act as a Nodal division** for the purpose of selection of candidates for training in specific course, making arrangements for training of the candidates in assigned courses, expenditure, stipend, leave, etc. during the training period.

B. Selection and arrangement for training of the nominated sons by HRD Division

14. Acting as a Nodal Division, HRD division of respective subsidiaries would conduct written test/ aptitude test of nominated sons of SFVRS optees for adjudging their suitability for a specific trade/course and based on the test as well as the qualification, every candidate would be assigned a specific course for training. Each Subsidiary company will assess its requirement of statutory /technical posts for the purpose. An Identity Card will be issued to every candidate/trainee bearing his relevant particulars.
15. HRD division will make proper arrangements for imparting theoretical & practical training to the selected candidates as well as for their Boarding & Lodging, and payment of Training Expenses and Monthly Allowance for different courses.
16. A trainee is required to complete the course within the minimum prescribed duration of the course and in case a trainee could not qualify the final examination for the respective trade assigned to him, he must pass the examination in next two successive attempts without any gap.
17. The Claim of a Trainee for employment would cease in the event of his failure to obtain the relevant statutory/technical certificates related to the course assigned to him as per the clause 6 of the Training Module (Annex-I),. Coal India Limited and the subsidiary concerned would not be under any obligation to provide employment to such candidates. A written declaration has to be taken from the SFVRS Optees and their nominated sons, in this regard.
18. During the pursuance of the course a trainee under this scheme will be having the status of an Apprentice (NOT as an apprentice engaged under the Apprentices Act 1961) and will be paid stipend as per clause 7 of annexed training module. An apprentice under this scheme will be entitled to leave as per clause 8 of the training module.
19. The nominated sons under training will be entitled to avail medical facilities from the concerned subsidiary as a permanent employee during the prescribed period of his course.
20. After successful completion of course assigned to him, every candidate will report back to the HRD division of the concerned subsidiaries to submit the relevant certificates corresponding to the course undertaken as per the Format-A of Training Module(Annexure-I).
21. The certificates submitted by the nominated sons shall be examined by the HRD Division of the subsidiary concerned and after successful verification of all the relevant documents, the final list of successful trainees who have acquired and submitted the requisite certificates for the course assigned to them would be sent to the Personnel division (P&IR) of the concerned subsidiary.
22. HRD division will maintain the records of all the nominated sons pursuing courses assigned to them alongwith their performance/results in respective institutions. It will submit the list of such candidates who could not qualify/pass the courses assigned to them even after 2 successive attempts after final exams and hence lost their claim for employment under this Scheme, to the Personnel division.



C. Issue of appointment letters to the successful trainees :

23. The Personnel division would arrange for medical tests of the successful incumbents for their fitness for Statutory/technical posts corresponding to the course assigned to them and issue appointment letters to these successful trainees/nominated sons of SFVRS optees, after competent approval. The incumbents would be allowed to join in a category/grade as specified in the Format-A of Training Module(Annexure-I) corresponding to the course/trade he successfully completed. The incumbents shall be made permanent after satisfactorily putting in 6 (six) months continuous service as a probationer.
24. After approval of the competent Authority of the concerned subsidiaries, inability of the company to offer employment to those nominated sons who could not successfully acquire the requisite certificates for courses assigned to them even after 2 additional attempts, shall be communicated to the candidates and the list of such candidates would be uploaded on the website of concerned subsidiaries.

A handwritten signature in black ink, consisting of a large, stylized 'S' or 'O' shape with a horizontal line extending to the right and a small mark above it.



Annexure-I

**TRAINING MODULE FOR ACQUIRING NECESSARY STATUTORY
/TECHNICAL CERTIFICATES UNDER FEMALE VOLUNTARY
RETIREMENT SCHEME 2015
(FOR OFFERING EMPLOYMENT)**

- 1) **Objective :**
 - a. To fill up the posts of Statutory and Technical categories in the subsidiary companies
 - b. To provide training to the nominated sons of Female VRS Optees so that they can acquire necessary statutory/technical certificates.
- 2) **Scope :**

For grooming the nominated sons of female VRS optees by imparting training to them in different trades as per their qualification and aptitude test to meet the future requirement of statutory/ technical posts.
- 3) **Minimum Qualification for the different trades :**

The minimum qualification for different trades are given in Format -A.
- 4) **Age and Medical fitness :**

Age - Minimum 18 years but not exceed 30 years. The final selection would be subject to medical fitness of the candidate concerned by the Medical Officer of the Subsidiary concerned. (In reference to provisions of Mines Act,1952 and Mines Rules, 1955 as well as Company's Recruitment Standard).
- 5) **Duration of training:**

As per the duration of relevant trade/course.
- 6) **Mode/Procedure of Selection –**
 - a. The selection of the candidates shall be made centrally at the subsidiary level by conducting Written Test/ Aptitude Test for giving training in different trade/courses. Each Subsidiary company will assess its requirement of statutory /technical posts for the purpose.
 - b. After acquiring the certificate of competency in the relevant trade, the successful nominated sons would be given employment in respective subsidiaries.
 - c. Claim of a nominated son for employment would cease in the event of his failure to acquire certificate, completing successfully the course within the prescribed duration.
 - d. However, two additional attempts shall be given to those who could not qualify the final examination for the respective trade.



7) **Training Expenses and Monthly Allowance -**

(a) All expenses towards the training including followings would be borne by CIL on behalf of Subsidiaries. However, in due course the same is to be debited to the Subsidiary Companies:-

- (i) Hostel Accommodation,
- (ii) Food,
- (iii) Reading/Study materials
- (iv) Travelling Expenses- for joining the course.

(b) During the period of training, the nominated sons of female VRS Optees will be paid consolidated stipend as bellow:-

During 1st year	-	Rs.3,000/-p.m.
During 2nd year	-	Rs.4,000/-p.m.
During 3rd year	-	Rs.5,000/-p.m.

(c) Total expenses towards organizing this training would be debited to the concerned subsidiary company.

8) **Leave** – The following leaves would be admissible to the Trainees subject to submission of application by the candidate to the respective Subsidiary through the Incharge of concerned Institution :-

(a) **Casual Leave**

- (i) Casual leave shall be admissible for a maximum period of seven days in a year;
- (ii) Any holiday intervening during the period of casual leave shall not be counted for the purpose of the limit of seven days;
- (iii) Casual leave not utilized during any year shall stand lapsed at the end of the year;
- (iv) Casual leave shall not be combined with medical leave. If casual leave is preceded or followed by medical leave, the entire leave taken shall be treated either as medical or casual leave, provided that it shall not be allowed to exceed the maximum period prescribed in respect of medical or casual leave, as the case may be.
- (v) Except in case of extreme urgency applications for such leave shall be made to the Incharge of concerned training institution and sanction obtained prior to availing of leave.

[Handwritten signature]



(b) Medical Leave

- a) Medical leave up to twelve days for each year of training may be granted to the Trainee who is unable to attend duty owing to illness. The unused leave shall be allowed to carry forward in next year of the training.
- b) Any holiday intervening during the period of medical leave shall be treated as medical leave and accounted for in the limits prescribed under clause 8(b)(a) as given above.
- c) A Medical Certificate shall be necessary if the leave exceeds two days.

(c) Extraordinary leave without pay

Extraordinary leave without pay upto a maximum of ten days in a year may be granted to a Candidate, subject to exhausted the entire casual & medical leave, if the Controlling Officer is satisfied with the genuineness of the grounds on which the leave is applied for.

9) Training arrangement -

Respective Subsidiary will make proper arrangements for imparting theoretical & practical training to the selected candidates as well as for their Board & Lodging

0) Maintenance of Accounts

Respective Subsidiary would maintain the accounts of various expenditures incurred for arranging training of selected Trainees and the proportionate amount in regard to candidates belonging to a particular Subsidiary, would be debited. Director(P) of the Subsidiary Concerned would be appropriately intimated accordingly.

) Clarification/interpretation

The power to clarify as well as to interpret any provision of this scheme, is reserved with Director(P&IR), CIL and his interpretation would be final.

-: oOo :-



Format - A

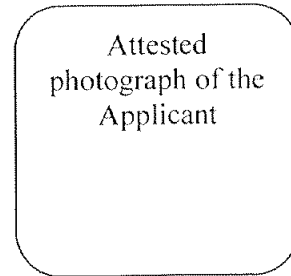
Statutory & Technical posts

SN	Post	Minimum Qualification for the trade/course	Minimum educational/technical qualification and eligibility as per cadre scheme for employment
1	Overman	Intermediate (10+2)/ SSC or any equivalent examination	<ol style="list-style-type: none">1. Matriculation or any equivalent examination from any recognized Board of examination.2. Diploma in Mining Engineering of 3 years duration from recognized institute with valid Overman's competency certificate issued by DGMS3. Valid gas testing certificate and valid first-aid certificate.
2	Mining Sirdar	Intermediate (10+2)/ SSC or any equivalent examination	<ol style="list-style-type: none">1. Matriculation or equivalent Examination from any recognized Board of Examination2. Valid Certificate of Mining Sirdarship issued by Director General of Mines & Safety3. Valid First Aid Certificate4. Valid Gas Testing Certificate
3	Surveyor	Intermediate (10+2)/ SSC or any equivalent examination	<ol style="list-style-type: none">1. Matriculation or equivalent Examination from any recognized Board of Examination.2. Valid Survey Certificate of competency granted by Director General of Mines & Safety.
4	Electrician	Matriculation with Science as a subject or any equivalent examination	<ol style="list-style-type: none">1. Matric with ITI course of one year plus one year training in Cat-II2. Matric with ITI course of two years plus one year training in Cat-III3. LT permit under I.E. Rules for mines or certificate granted under India Electricity Act/ Rules as applicable
5	Machinist	Matriculation or any equivalent examination	Matriculate with ITI
6	Fitter	Matriculation or any equivalent examination	Matriculate with ITI
7	Welder	Matriculation or any equivalent examination	Matriculate with ITI
8	Turner Helper	Matriculation or any equivalent examination	Matriculate with ITI

DM
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**APPLICATION FOR COAL INDIA SPECIAL FEMALE VOLUNTARY RETIREMENT
SCHEME 2015
(FEMALE NON-EXECUTIVE EMPLOYEES OF -.....)**

To
The Director (Personnel)
.....
.....



Through Proper Channel

Dear Sir,

I, _____ daughter/wife of
Shri _____ hereby propose to apply for retirement
under Coal India Special Female Voluntary Retirement Scheme-2015 for Non-executive
female employees of _____. I have understood the conditions laid down
in the Scheme which are acceptable to me.

It is, therefore, requested that my V.R. application may kindly be considered and
accepted in favour of my son whose details are given in the annexed Enclosure-1.

Yours faithfully,

Dated:

(Signature / L.T.I. of the Applicant)

Name of the Applicant:	Name of Nominated Son (as per service sheet)
Designation:	Witness: (sign)
Category: Grade	1) Name :
Unit/Area:	Design:
CMPF No.:	Unit / Area:
I. Card No.	Employee No.
Employee No.	Witness: (sign)
Whether SC / ST / OBC	2) Name :
	Design:
	Unit / Area:
	Employee No.

**BIO-DATA OF DEPENDENT SON WHO IS NOMINATED FOR EMPLOYMENT
UNDER THE SCHEME**

Attested
photograph of the
nominated Son

Attested joint
photograph of the
Applicant & the
nominated Son

- (1) Name:
- (2) Father's Name:
- (3) Mother's Name :
- (4) Date of Birth:
- (5) Educational Qualification (attach attested copies of Certificate)
 - a) General:
 - b) Technical:
 - c) Experience, if any:
- (6) Whether dependent on the employee:
- (7) Whether SC/ST/OBC :
- (8) Any other relevant information:

Signature of the Female employee

Signature of the dependent son

Date:

Date:

**CHECK LIST FOR PROCESSING AN APPLICATION UNDER 'COAL INDIA SPECIAL
FEMALE VOLUNTARY RETIREMENT SCHEME -2015**

1. Name of the employee :
2. Employee No./Identity No. :
3. Designation :
4. Date of appointment :
5. Date of joining in the Company :
6. Date of birth as per Company's Relevant record (Service Book) :
7. Normal date of superannuation :
8. Date of application :
9. Number of years of service already put in : Yrs. Months..... Days.....
10. Balance of Service still left :
11. Whether attendance particulars for the last 12 months enclosed? Yes / No
12. Whether the employee is subject to Disciplinary proceedings for Unauthorized absence : Yes / No
13. Is there any other disciplinary action /Court case pending against the employee : Yes / No
14. If answer to Point No.12 and 13 (above) is 'Yes', disallow the Application :
15. Whether the name of the dependent son is available in the service records : Yes / No

It is certified that the particulars given above have been checked from the record (Service Sheet etc.) and found correct.

(Head of the Personnel Deptt. of
Colliery/Project

(Agent/Manager of the
Colliery/Project

FOR OFFICE USE ONLY

Bio-data of the Female employee

1. Name (in Block letters) :
2. Father's/Husband's Name :
3. I.D. Card No. :
4. Employee No. :
5. CMPF Number :
6. Designation :
7. Date of Birth :
(as per Office record)
8. Grade/Category :
9. Basic pay as on: Rs.
10. Date of appointment :
11. Date of Birth :
12. Date of normal retirement :
13. Service length :
14. Physical attendance particular for the :
preceeding 12 months
15. Certified that the above particulars have carefully been checked and are correct as
per the Company records (Service Book etc.)

Date:

Personnel Officer

Colliery Manager

The Voluntary Retirement case under Coal India Special Female Voluntary Retirement Scheme-2015 in respect of Smt. _____ W/o/D/o _____ Designation _____ Colliery _____ is forwarded to the Area for consideration.

Head of the Colliery/Project/Unit

Recommended for acceptance

Area Personnel Manager
(Signature with Seal)

CGM/GM of the Area
(Signature with Seal)

ACCEPTANCE OF SFVRS BY THE COMPETENT AUTHORITY

Recommended for acceptance

General Manager (Pers.)

Accepted:

Director (Personnel)