

**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 महारत्न कंपनी**

**A Maharatna Company**

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

**PERSONNEL DIVISION**

**POLICY CELL**

CIN:L23109WB1973GOI028844

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TEL: 033-7110 4271

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संदर्भ सं: CIL/C5A (PC)/Dr-Paramedical/622

दिनांक: 20.04.2021

### **कार्यालय ज्ञापन**

**विषय: Revised Guidelines for Engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19**

The Competent Authority of CIL has approved the revised Guidelines for Engagement of retired Doctors & Paramedical Staff on temporary contract basis to combat COVID-19 for implementation with immediate effect.

A copy of the approved guidelines is enclosed for implementation.

This is for information and compliance by all concerned.

*(Handwritten signature)*  
20/4/21

**(नीला प्रसाद)**

**महाप्रबंधक (का./ नीति)**

#### **ई-मेल के माध्यम से वितरण:**

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. ED (Coordination), CIL
8. ED (Medical Services), CIL
9. GM(P/EE)/ (F), CIL
10. GM, NEC
11. Dy.GM (System), CIL

## **Guidelines for engagement of Doctors & Paramedical Staff on temporary contract basis to combat COVID-19**

Keeping in view of the shortage of Doctors & Paramedical staff in the Hospitals/ Dispensaries of CIL/ Subsidiaries and need to prepare well to prevent or address the outbreak of Corona Virus (COVID-19), the following guidelines for engagement of Doctors & Paramedical staff of CIL/ Subsidiaries on temporary contract basis may be followed:

These guidelines will be effective for a period of eleven months i.e. till 31<sup>st</sup> March, 2022.

### **1. Vacancy for engagement on temporary contract basis**

The assessment of requirement of doctors, their speciality and also requirement of paramedical staff for the above engagement will be done directly by the subsidiary concerned through their CMS I/C.

Necessary statutory requirements will be met by subsidiaries for such hiring.

### **2. Contract period**

- a) The contract period may be up to 31<sup>st</sup> March, 2022.
- b) The contract will automatically cease to exist on expiry of the period of contract and for this, no separate notice would be necessary.
- c) The contract may be terminated by either side by giving one month notice.
- d) The requirement may further be revised by the subsidiaries after assessing the situation after six months i.e. after 31<sup>st</sup> October, 2021

### **3. Consolidated Honorarium**

Doctors & Paramedical Staff engaged after their retirement under these guidelines are eligible only for consolidated honorarium and other benefits as prescribed thereunder. They are not eligible for retiral benefits like Gratuity, PF, Post-retiral medical benefits and pension for the period of their engagement under these guidelines. However, the Doctors and Paramedical staff who are already availing their regular retiral benefits will continue to receive such benefits during their period of engagement under these guidelines as well.

In case of engagement of Doctors & Paramedical staff who have not retired earlier, other statutory benefits will be admissible as per the statute till attaining the age of 60 years.

Consolidated monthly honorarium payable on engagement on temporary contract basis shall be as under:

Category of Doctor	Monthly Honorarium (in ₹)	Category of Paramedical Staff	Monthly Honorarium (in ₹)
Doctors with MBBS qualification	90,000	Nurse/ Pharmacist/ Physiotherapist	35,000
Doctors with MBBS plus Specialization	1,25,000	Lab Technician	32,500
		Dresser	31,000
		Ward boy/Sweeper	30,000

**Note:**

- a) Qualified Doctors to be engaged may be from outside as well as retired from PSU/Govt either through outsourced agencies or directly.
- b) Efforts will be made for engagement of Paramedical Staff through outsourced agencies. Thereafter, if the requirement still exists, subsidiaries may go for direct contractual engagement except for Ward Boy/Sweeper.
- c) Maximum age limit for all such category of engagement will be 65 years.
- d) In case of direct engagement of Doctors/Paramedical Staff, the subsidiaries may decide about the criteria/ methodology of selection etc.
- e) In case of nurses, the final year students of Nursing College whose academic sessions are over may also be hired subject to clearance from the concerned State Govt.

#### 4. Norms for direct engagement

##### 4.1 Offer of engagement

Offer of engagement will be issued in writing by the designated Officer to whom the power has been delegated for this purpose by the Director (Personnel) of the concerned Company. A sample offer of engagement is attached as **Annexure I**.

##### 4.2 Terms & Conditions of engagement

Doctor/Paramedical Staff engaged under these guidelines will be subjected to the following terms and conditions during the period of engagement:

###### a) Medical

Retired Employees (Executives/ Non-Executives) covered under the respective Contributory Post Retirement Medicare Scheme will continue to be governed by the said scheme during their period of engagement.

However, the outsourced Doctors and Paramedical staff will be entitled for medical benefits for self and spouse in the company's hospital, to the extent available and will not be eligible for referral outside.

**b) Leave**

They shall be entitled for paid leave of 2 days per month in addition to the paid holidays (PH) of the establishment. The said leave shall stand lapsed on expiry of period of engagement.

**c) Medical fitness**

The engagement shall be subject to medical fitness to be certified by the Company Medical Officer. The Medical Officer shall use his/ her own discretion as to the scope of the general physical examination in each case; get a history of present and past illnesses and treatment being undertaken, if any. Thereafter he/she shall judge cases on their merits taking into consideration the factors of age, prevalence of diseases and prospective duties of the temporary contractual appointees. The main object of medical examination is to secure continuous effective service from them during the temporary contract period.

**d) Prohibition**

Their engagement will be on full time basis and during the period of engagement, they will not indulge in any private practice etc.

**e) Joining**

The temporary contractual appointee is required to join within 7 days from the date of issuance of offer of engagement. No TA/ DA will be given for joining.

**5. Interpretation**

Interpretation of these guidelines will be reserved with the Director (Personnel) of the concerned Subsidiary and his/ her interpretation will be final for engagement in that Subsidiary.

**6. Savings**

Director (P&IR), CIL reserves the right to suspend, alter, amend or withdraw partly or fully any of these guidelines at his/ her discretion for reasons to be recorded in the interest of the Company.

**Annexure I**

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**RECRUITMENT DEPT**

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TEL: 033-7110 4282

FAX: 033-2324 4140

WEBSITE: www.coalindia.in

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

Ref: \_\_\_\_/\_\_\_\_/ Contract/

Date: \_\_\_\_\_

To,

\_\_\_\_\_

\_\_\_\_\_ .

**Subject: Offer of engagement on temporary contract basis**

**Dear Sir/ Madam,**

The Competent Authority is pleased to engage you as Doctor/ Paramedical Staff till \_\_\_\_\_ for the following job:

*Providing medical/ paramedical services to the patients taking treatment in \_\_\_\_\_ Hospital/ Dispensary of \_\_\_\_\_.*

The terms and conditions for your engagement will be as under:

- You will be paid \_\_\_\_\_ only as lump sum honorarium per month.
- You will be governed as per the provisions and terms & conditions of the CIL's Guidelines for engagement of Doctors and Paramedical Staff on temporary contract basis to combat COVID-19 and amendments issued thereunder from time to time.

Please confirm acceptance of aforesaid engagement.

If you don't join within 7 days from the issue of this offer of engagement, the offer will stand withdrawn automatically.

Yours faithfully,

General Manager/ HoD (Pers/ Rect),  
\_\_\_\_\_ Subsidiary.