

404 (CH)  
 16/3/17  
 Date

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**कोल इण्डिया लिमिटेड**

महारत्न कम्पनी

भारत सरकार का एक उपक्रम।

"कोल भवन", कर्मिक विभाग, तल 2 ,

प्रेमिसेस न 04.एम.आर.ए., प्लट न 111.एफ.ए.,

आक्सन एरिआ-ए, नियु टाउन, राजरहाट,

कोलकाता 700156-

**Coal India Limited**

ISO 9001:2015 &amp; ISO50001:2011

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 - 700 156, W.B.

CIN No.L23109WB1973GOI028844

Phone : 033-23246622, FAX No. : 033-23244024

WEBSITE : [www.coalindia.in](http://www.coalindia.in)E.mail : [sutirtha.cil@coalindia.in](mailto:sutirtha.cil@coalindia.in)

Date 16-03-2017

No. CIL:CH:44:475

To

The CMD

CCL/BCCL/ECL/WCU/NCL/MCL/SECL/CMPDIL

Dear Sir

The undersigned has observed that at the time of issuance of penalties under the provisions of Coal India Executives Conduct, Discipline & Appeal Rules 1978 (amended from time to time) the guidelines given under the said rules are not being followed by the Disciplinary Authorities at the Subsidiaries, particularly at the time of issuance of penalty under Rule 27.1(i) (b) and 27.1 (ii) (a) of the said Rules. It is therefore advised that imposition of penalties should strictly be under the provisions of Rule 27.1 under Rule 27.0 of the said Rules, which is appended below :-

**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**

- Censure;
- Withholding increment, with or without cumulative effect;
- Withholding promotion; and
- Recovery from pay of the whole of or part of any pecuniary loss caused to the company by negligence or breach of orders or trust.

**(ii) Major Penalties**

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

**Note**

The Authority order 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.

- Compulsory retirement;
- Removal from services; and
- Dismissal.

*(S. Bhattacharya)*

Chairman-cum-Managing Director

Copy to :

- Director (P&IR)/Director (I)/Director (F)/Director (M), CIL.
- Director (Personnel), CCL/BCCL/ECL/NCL/MCL/SECL/WCL.
- Director (T/ES), CMPDIL.
- CVO, CIL/CCL/BCCL/ECL/WCL/NCL/MCL/SECL/CMPDIL
- All HODs, CIL Hqrs., Kolkata.
- GM/TS to Chairman, CIL.

Shri ST  
 16/3/17