

कोल इण्डिया लिमिटेड

एकमहारत्न कम्पनी
(भारत सरकार का एक उपक्रम),
नीति विभाग, "कोल भवन",
प्रेमिस न.04 एम.ए.आर., प्लॉट न.ए.एफ.III,
आक्सन एरिआ-1ए, नियु टाउन,
राजारहाट, कोलकाता-700156



Coal India Limited

A Maharatna Company
(A Govt. of India Enterprise)
CIN No.L23109WB1973GOI028844
POLICY CELL, "COAL BHAWAN"
PREMISE NO.04 MAR, PLOT NO.AF-III,
ACTION AREA-1A, NEW TOWN,
RAJARHAT, KOLKATA - 700 156,

(An ISO 9001:2015, ISO 14001:2015 & ISO 5001:2011 Certified Company)

संदर्भसः CIL/C5A (PC)/ Pay Revision 2017/2972

दिनांक: 08.08.2018

OFFICE MEMORANDUM

Sub: Pay Revision of Board Level and Below Board Level Executives of CIL and its Subsidiary Companies w.e.f. 01.01.2017

Pursuant to the Presidential Directive issued by Ministry of Coal vide letter no. 49015/1/2016-CSR&W/PCA dated 26.07.2018/ 06.08.2018 for implementation of Executive Pay Revision 2017, the Management is pleased to revise the scale of pay, dearness allowances, etc. of both Board level and below Board level Executive cadre employees of Coal India Limited and its Subsidiary Companies w.e.f 01.01.2017 as per details given below:

I. Pay Scales

The revised pay scales for Board level and below Board Level Executives of CIL & its Subsidiaries will be as under:

Grade	Present Scale of Pay (₹)	Revised Scale of Pay (₹)
CMD (Sch A)	80,000 – 1,25,000	2,00,000 – 3,70,000
Director (Sch A)	75,000 – 1,00,000	1,80,000 – 3,40,000
CMD (Sch B)	75,000 – 90,000	1,80,000 – 3,20,000
Director (Sch B)	65,000 – 75,000	1,60,000 – 2,90,000
E9	62,000 – 80,000	1,50,000 – 3,00,000
E8	51,300 - 73,000	1,20,000 – 2,80,000
E7	43,200 - 66,000	1,00,000 - 2,60,000
E6	36,600 – 62,000	90,000 – 2,40,000
E5	32,900 – 58,000	80,000 – 2,20,000
E4	29,100 - 54,500	70,000 – 2,00,000
E3	24,900 - 50,500	60,000 – 1,80,000
E2	20,600 – 46,500	50,000 – 1,60,000
E1	16,400 – 40,500	40,000 – 1,40,000

8

II. Fitment Benefit

Since CIL complies with the Affordability condition for full fitment benefit, a uniform fitment benefit of 15% will be applicable to CIL and its subsidiaries.

Subsequent to implementation of Pay Revision, the profitability of the company should be reviewed after every 3 years and if the profitability of the company falls in such a way that the earlier pay revision now entails impact of more than 20% average PBT of last 3 years, then PRP/ Allowances will have to be reduced to bring down impact.

III. Methodology for Pay fixation

The fitment methodology to arrive at the revised Basic Pay as on 01.01.2017 will be as under:

A		B		C		D (revised Basic Pay as on 01.01.2017)*
Basic Pay + Stagnation increment(s) as on 31.12.2016 (Personal Pay/ Special Pay not to be included)	(+)	Industrial Dearness Allowance (IDA) @ 119.5% as applicable on 01.01.2017	(+)	15% of (A+B)	(=)	Aggregate amount rounded off to the next Rs.10/-

* In case revised Basic pay as on 01.01.2017 arrived so is less than the minimum of the revised pay scale, pay will be fixed at the minimum of the revised pay scale.

IV. Increment

A uniform rate of 3% of Basic Pay will be applicable for both annual increment as well as promotion increment. The anniversary date of annual increment will be 1st April.

In case of reaching the end point of pay scale, an Executive would be allowed to draw stagnation increment, one after every two years up to a maximum of three such increments provided the Executive gets a performance rating of "Good" or above.

In all kinds of increments, the Basic Pay will be rounded up to the next multiple of Rs. 10.

V. Dearness Allowances (DA)

100% DA neutralization would be continued for all the Executives w.e.f 01.01.2017. Thus, DA as on 01.01.2017 will become zero with link point of All India



Consumer Price Index (AICPI) 2001 = 100, which is 277.33 (average of AICPI for the months of September, October and November 2016) as on 01.01.2017. The periodicity of adjustment will be once in three months as per the existing practice. The quarterly DA payable from 01.01.2017 will be as per new DA which is as under:

Effective Date	Rate of DA (in %)
01.01.2017	0
01.04.2017	-1.1
01.07.2017	-0.2
01.10.2017	2.2
01.01.2018	3.4
01.04.2018	3.5
01.07.2018	3.8

VI. House Rent Allowances (HRA)

The House Rent Allowances will be paid to the Executives at the following rates w.e.f the date of issue of the Presidential Directive (i.e., 06.08.2018):

Classification of Cities	Rate of HRA
X- Class (Population of 50 Lakh and above)	24% of Basic Pay
Y – Class (Population of 5 Lakh to 50 Lakh)	16% of Basic Pay
Z – Class (Population below 5 Lakh)	8% of Basic Pay

The rates of HRA will be revised to 27%, 18% & 9% for X, Y and Z class cities respectively when IDA crosses 25% and further revised to 30%, 20% and 10% when IDA crosses 50%.

The classification of cities for the purpose of HRA will be as per the classification of cities as circulated by the Department of Expenditure vide its O.M No 2/5/2017-E.II(B) dated 07.07.2017 (Annexure A).

VII. Leased Accommodation

- i. The company shall provide leased residential accommodation to Executives in cities where the company is unable to provide residential accommodation in its own township. Leased accommodation will be provided to all grades of executives posted at different cities subject to ceiling, as mentioned below, on need basis.



The ceiling of leased accommodation based on the classification of cities is as below:

Classification of Cities	Lease Rental ceilings		
	If DA is up to 25%	If DA crosses 25%	If DA crosses 50%
X- Class (Population of 50 Lakh and above)	31.5% of Basic Pay	34.5% of Basic Pay	37.5% of Basic Pay
Y – Class (Population of 5 Lakh to 50 Lakh)	21% of Basic Pay	23% of Basic Pay	25% of Basic Pay
Z – Class (Population below 5 Lakh)	10.5% of Basic Pay	11.5% of Basic Pay	12.5% of Basic Pay

(The percentage has been arrived at by summing up the entitled percentage of HRA and House Rent Recovery rate).

Any amount of lease rent in excess of the above ceiling will be paid by the Executive concerned.

- ii. If an Executive is staying in his/ her own house, then normally he/ she should be entitled to the HRA amount but if the said house is taken as lease accommodation for self-occupation purpose, the lease rental ceilings (after adjusting the House Rent Recovery amount) should not exceed the net applicable HRA amount.
- iii. The House Rent Recovery (HRR) in respect of the leased accommodation will be at the following rate, or the actual rent, whichever is lower:

Classification of Cities	Rates of HRR
X-Class	7.5% of BP
Y-Class	5% of BP
Z-Class	2.5% of BP

- iv. For the company accommodation arranged by CIL & its subsidiaries in their own township, the HRR will be the standard rate fixed by the company (in line with the license fee based on plinth area as notified by the Ministry of Urban Development, Directorate of State vide its O.M No 18011/2/2015-Pol.III dated 19.07.2017 (**Annexure B**) and as revised from time to time or 7.5% of Basic (for X class cities)/ 5% of Basic Pay (for Y class cities)/ 2.5% of Basic Pay (for Z class cities) whichever is lower.

The above HRR will be recovered from the salary of the concerned Executive based on their accommodation provided by the Company.

VIII. Perks & Allowances (P&A)

- i. Perks & Allowance are admissible to different categories of Executives under the concept of Cafeteria Approach, subject to ceiling of 35% of Basic Pay. Under the Concept of Cafeteria Approach, the Executives are allowed to choose from the set of perks and allowances given at **Annexure C**.
- ii. The recurring cost incurred on running and maintaining infrastructure facilities like hospitals, colleges, schools, etc. would be outside the ceiling of 35% of Basic Pay.
- iii. As regards, Company owned accommodation provided to Executives, CIL would bear Income Tax liability on the 'non-monetary perquisite' of which 50% shall be loaded within the ceiling of 35% of Basic Pay of Perks & Allowances.
- iv. The individual Executives may choose perks & allowances, as per their requirement, from the perks listed at **Annexure C** and submit their option in the prescribed proforma (**Annexure D**). Executives may be permitted to change & resubmit their option afresh at the beginning of a financial year, if required.
- v. The perks & allowances as per option given by concerned Executive to the extent permissible will be paid along with monthly salary without production of any further documentary evidence.
- vi. The recovery of electricity charges to those Executives provided with Company Accommodation will be done on actual basis on domestic rate. Company shall install electricity meter in all Company accommodations, wherever not done. Till such time, 1% of the Basic Pay per month will be recovered as a flat rate from such Executives as Electricity expenses in cases where accommodations are provided by the Company without individual meters.
- vii. The ceiling of 35% of Basic Pay for Perks and Allowances shall be adhered for each individual employee and not CIL as a whole.

IX. Other Allowances/ Perks

The following allowances will be outside the purview of ceiling of 35% of Basic Pay under "Cafeteria Approach".

(a) Work based Hardship Duty Allowance

The payment of work based hardship duty allowance up to 12% of Basic Pay per month will be admissible for the period of Executives performing duty in Underground mines as provided in **Annexure E** w.e.f the date of the issuance of Presidential Directive (i.e., 06.08.2018).

(b) Location based Compensatory Allowance - for serving in North-East States and Ladakh Region



10% of Basic Pay per month will be payable for the Executives posted in North-East states such as Assam, Meghalaya, Manipur, Nagaland, Tripura, Arunachal Pradesh, Mizoram and Sikkim and Ladakh Region.

(c) Non-Practicing Allowance (NPA)

Non-Practicing Allowance up to 20% of Basic Pay per month would be paid to Medical Officers. NPA will not be considered as pay for the purpose of calculating other benefits.

X. Performance Related Pay

The admissibility, quantum and procedure for determination of PRP will be as per DPE guidelines as provided in Annexure IV of DPE OM dated 03.08.2017. The PRP model will be effective from year 2017-18 and onwards. For the Financial Year 2017-18, the incremental profit will be based on previous financial year 2016-17. The PRP model will be applicable only to those CPSEs which sign Memorandum of Understanding. The Nomination & Remuneration Committee headed by Independent Director of CIL Board shall decide on payment of PRP within the prescribed limits and guidelines.

XI. Superannuation Benefits

- i. The existing provisions regarding superannuation benefit have been retained as per which CIL and its subsidiaries can contribute up to 30% of Basic plus DA towards Coal Mines Provident Fund, Gratuity, Post-Superannuation Medical benefits (CPRMSE) and Superannuation Pension Scheme.
- ii. The ceiling of gratuity of the Executives and non-unionized supervisors will be raised from ₹10 lakhs to ₹20 lakhs with effect from 01.01.2017 and the funding for the entire amount of gratuity would be met from within the ceiling of 30% Basic Pay +DA. Besides, the ceiling of the gratuity shall increase by 25% whenever DA rises by 50%.
- iii. The existing requirement of superannuation and of minimum of 15 years of service in the CPSE has been dispensed with for the Superannuation Pension.
- iv. The existing Post-Retirement Medical Benefits will be linked to requirement of superannuation and minimum of 15 years of continuous service for other than Board level Executives. The post-retirement medical benefits shall be allowed to Board level Executives (without any linkage to provision of 15 years of service) upon completion of their tenure or upon attaining the age of retirement, whichever is earlier.

XII. Corpus for Medical benefits for retirees of CPSEs

The corpus for post-retirement medical benefits and other emergency needs for the employees of CIL who have retired prior to 01.01.2007 would be created by contributing the existing ceiling of 1.5% of PBT. It will be governed as per the existing CPRMSE Scheme.



XIII. Club Membership

Corporate Club membership up to maximum of two clubs will be provided to Board level Executives, co-terminus with their tenure.

XIV. Periodicity

The next Pay Revision would take place in line with the periodicity as decided for Central Govt. employees but not later than 10 years.

XV. Miscellaneous

- a. The revised pay scales will be effective from 01.01.2017 except the allowances mentioned at paras VI (HRA), VII (Leased Accommodation) & IX (Other Allowances). The above mentioned allowances will be effective from the date of the issuance of the Presidential Directive of Pay Revision 2017 (i.e., 06.08.2018). Till the date of issuance of Presidential directive of Pay revision 2017 (i.e., 05.08.2018), the existing House Rent Allowance, North East Allowance, Underground Allowance, Special Allowance (as per para 10 (ii) of the CIL OM dated 02/07.05.2009) and Non-Practicing Allowance would continue to be paid at the pre- revised pay scales of 2007.
- b. The revision of pay will be applicable only for Executives who were on the rolls of the Company as on 31.12.2016 and continued thereafter. Executives who joined the Company on or after 01.01.2017 would be deemed to have been appointed in the revised scale of pay and benefits as applicable.
- c. The pay of the Executives separated on account of superannuation, resignation, VRS & death on or after 01.01.2017 will also be fixed in the revised pay and arrears will be payable as applicable to such Executives.
- d. In case of any doubt in interpretation of any of the provisions of the pay revision, the clarification/ interpretation of the Chairman, CIL based on the DPE guidelines will be final and binding.

This issues with the approval of the Competent Authority.


08/08/18
(PVKRM Rao)

General Manager (P/PC)

Distribution (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 (MP&IR)/(P&A), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
9. GM/ HoD (Finance), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
10. Company Secretary, CIL
11. GM, New Delhi Office
12. GM/ HoD(IICM)
13. GM, NEC
14. GM (System), CIL – with a request to please upload the same in CIL website for information of all the concerned.
15. Master File

No.2/5/2017-E.II(B)
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, 7th July, 2017.

OFFICE MEMORANDUM

Sub: Implementation of recommendations of the Seventh Central Pay Commission relating to grant of House Rent Allowance(HRA) to Central Government employees.

Consequent upon the decision taken by the Government on the recommendations of the Seventh Central Pay Commission, the President is pleased to decide that, in modification of this Ministry's O.M. No. 2(37)-E.II(B)/64 dated 27.11.1985 as amended from time to time, O.M. No.2(13)/2008-E.II(B) dated 29.08.2008 and O.M. No 2/5/2014-E.II(B) dated 21.07.2015, the admissibility of House Rent Allowance (HRA) shall be as under :

Classification of Cities/Towns	Rate of House Rent Allowance per months a percentage of Basis Pay only
X	24%
Y	16%
Z	8%

2. The rates of HRA will not be less than Rs. 5400/-, 3600/- & 1800/- at X,Y & Z class cities respectively.
3. The rates of HRA will be revised to 27%, 18% & 9% for X, Y & Z class cities respectively when Dearness Allowance (DA) crosses 25% and further revised to 30%, 20% & 10% when DA crosses 50%.
4. The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay levels in the Pay Matrix and does not include Non-Practising Allowance (NPA), Military Service Pay(MSP), etc. or any other type of pay like special pay, etc.
5. The list of cities classified as "X", "Y" and "Z" vide DoE's O.M. No. 2/5//2014-E.II(B) dated 21.07.2015, for the purpose of grant of House Rent allowance is enclosed as Annexure to these orders.
6. Special orders on continuance of HRA at Delhi("X" class city) rates to Central Government employees posted at Faridabad, Ghaziabad, NOIDA and Gurgaon, at Jalandhar ("Y" class city) rates to Jalandhar Cantt., at "Y" class city rates to Shillong, Goa & Port Blair and HRA at par with Chandigarh("Y" class city) to Panchkula, S.A.S. Nagar (Mohali) which have been allowed to continue vide Para "4" of this Ministry's O.M. No. 2/5/2014-E.II(B) dated 21.07.2015 and O.M. No. 2/2/2016-E.II(B) dated 03.02.2017, shall continue till further orders.
7. All other conditions governing grant of HRA under existing orders, shall continue to apply.
8. These orders shall be effective from 1st July, 2017.
9. The orders will apply to all civilian employees of the Central Government. The orders will also be applicable to the civilian employees paid from the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and the Ministry of Railways, respectively.
10. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Hindi version is attached.

S/d

(Annie George Mathew)
Joint Secretary to the Government of India

To
All Ministries and Departments of the Govt. of India etc. as per standard distribution list.
Copy to: CA&G and U.P.S.C. etc. as per standard endorsement list.

ANNEXURE_- A-1

LIST OF CITIES/TOWNS CLASSIFIED BASED ON POPULATION
FOR PAYMENT OF HOUSE RENT ALLOWANCE

S.No.	STATES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	Andaman & Nicobar Islands	-	-
2.	Andhra Pradesh / Telangana	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam (M.Corp.), Guntur (UA), Nellore (UA)
3.	Arunachal Pradesh	-	-
4.	Assam		Guwahati (UA)
5.	Bihar		Patna (UA)
6.	Chandigarh		Chandigarh (UA)
7.	Chhattisgarh		Durg-Bhilai Nagar (UA), Raipur (UA)
8.	Dadra & Nagar Haveli	-	-
9.	Daman & Diu	-	-
10.	Delhi	Delhi (UA)	
11.	Goa	-	-
12.	Gujarat	Ahmedabad (UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
13.	Haryana		Faridabad*(M.Corp.), Gurgaon *(UA)
14.	Himachal Pradesh	-	-
15.	Jammu & Kashmir		Srinagar (UA), Jammu (UA)
16.	Jharkhand		Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokara Steel City (UA)
17.	Karnataka	Bangalore / Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad (M.Corp.), Mangalore (UA), Mysore (UA), Gulbarga (UA)
18.	Kerala		Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrisur (UA), Malappuram (UA), Kannur (UA), Kollam (UA)
19.	Lakshadweep	-	-
20.	Madhya Pradesh		Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M.Corp.)
21.	Maharashtra	Greater Mumbai(UA) , Pune (UA)	Amravati (M.Corp.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M.Corp.), Kolhapur (UA), Vasai-Virar City (M.Corp.), Malegaon (UA), Nanded-Waghala (M.Corp.), Sangli (UA)
22.	Manipur	-	-
23.	Meghalaya	-	-
24.	Mizoram	-	-
25.	Nagaland	-	-
26.	Odisha		Cuttack (UA), Bhubaneswar (UA), Raurkela (UA)
27.	Puducherry (Pondicherry)		Puducherry / Pondicherry (UA)
28.	Punjab		Amritsar (UA), Jalandhar (UA), Ludhiana (M.Corp.)
29.	Rajasthan		Bikaner (M.Corp.), Jaipur (M.Corp.), Jodhpur (UA), Kota (M.Corp.), Ajmer (UA)
30.	Sikkim	-	-
31.	Tamil Nadu	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
32.	Tripura	-	-
33.	Uttar Pradesh	-	Moradabad (M.Corp), Meerut (UA), Ghaziabad*(UA), Aligarh (UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur(UA), Varanasi(UA), Saharanpur (M.Corp.), Noida*(CT), Firozabad (NPP), Jhansi (UA)
34.	Uttarakhand	-	Dehradun (UA)
35.	West Bengal	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

- Only for the purpose of extending HRA on the basis of dependency.

NOTE

The remaining cities/towns in various States/Uts which are not covered by classification as "X" or "Y" are classified as "Z" for the purpose of HRA.

No.18011/2/2015-Pol-III
Government of India
Ministry of Urban Development
Directorate of Estates

Nirman Bhawan, New Delhi
Dated 19 July 2017

OFFICE MEMORANDUM

Subject : Revision of flat rates of licence fee for General Pool Residential Accommodation (GPRA) throughout the country.

In terms of the provisions of Rule 74 of the "Central Government General Residential Accommodation Rules 2017", the Government has decided to revise the flat rates of licence fee recoverable for the residential accommodation available in General Pool and also in Departmental Pools of Ministries/Departments of the Government of India throughout the country (except in respect of substandard/unclassified accommodation of Ministry of Defence, accommodation for service personnel of the Ministry of Defence and accommodation under the control of Ministry of Railways), as shown in the Annexure.

2. The revised rates of licence fee would be effective from 1st July,2017. All Ministries/Departments are requested to take action to recover the revised licence fee in accordance with these orders in respect of accommodation under their control all over the country.

3. This issues with the concurrence of integrated Finance Wing of the Ministry of Urban Development vide Note dated 6/7/2017.

Sd/-
(Swarnali Banerjee)
Deputy Director of Estates(Policy)
Tel 23062505

To,

1. All Ministries/Departments of Govt.of India . It is requested that this O.M. may be circulated to all the attached / subordinate offices under their Ministries / Departments which are eligible for GPRA
2. Controller & Auditor General of India
3. Chief Secrearies/Administrators/IGs of Union Territories
4. Secretary General, Loksabha/Rajya Sabha Sectt.

Copy to :

1. PS to UDM / PA to MOS (UD)
2. PPS to Secretary(UD)/PS to AS(UD)/JS&FA/JS (L&E) / JS (ID)/ Director of Estates
3. Director General (Works), CPWD, New Delhi – It is requested that this OM may be circulated to all the allottees of GPRA through their respective Service Centers.
4. CMD, NBCC Limited, NBCC Bhawan Lodhi Road, New Delhi 110003 – It is requested that this OM may be circulated to all the allottees of GPRA through their respective Service Centers.
5. Chief Engineer, NDZ-I/11/111/1V/VI/VII/VIII Ex.Eng (LF), CPWD, New Delhi
6. Sr.Technical Director(NIC), Nirman Bhawan, with the request to upload this O.M. on the website of the Directorate of Estates.
7. All attached/subordinate offices under the Ministry of Urban Development
8. Co-ordination section/Works Division of Ministry of Urban Development
9. Finance Division , Ministry of Urban Development
10. All Deputy Directors/Asstt.Directors / Sections/ Suptds. (Accounts) and Accountants in this Directorate of Estates
11. Estate Managers/ Asstt. Estate Manangers of all Regional Offices under the Directorate of Estates including CPWD (as per standard list)

Revised flat rates of licence fee applicable General Pool Residential Accommodation (GPRA) through out the country w.e.f. 1.7.2017

Sr.No.	Type of accommodation	Range of living area (in Sq.m)	Existing flat rate of licence fee as per 2013 revision	Licence after merger of various areas in a type of accommodation as per % of accommodation – rounded to Rs.10/-
1.	I	Upto 30	115	150
2.	I	Upto 30	135	
3.	II	26.5 to 40	245	310
4.	II	41 to 50	310	
5.	III	44 to 55	370	470
6.	III	56 to 65	450	
7.	IV	59 to 75	500	640
8.	IV	76 to 91.5	625	
9.	IV (Special)	59 to 75	500	680
10.	IV (Special)	76 to 91.5	625	
11.	VA	Upto 106	875	1190
12.	VA	Beyond 106	1065	
13.	VB	Beyond 106	1065	1270
14.	VI A	Upto 159.5	1305	1560
15.	VI B	Beyond 159.5	1565	1870
16.	VII	189.5 to 224.5	1835	2190
17.	VIII	243 to 350	2630	3920
18.	VIII	350.5 to 522	3875	

FOR CATEGORIES OF SUITE, LIVING AREA and PROPOSED FLAT RATES OF LICENCE FEE FOR HOSTEL ACCOMMODATION

Sr.No.	Category of Suite	Living area (Sq.mt)	Existing rates	Revised rates rounded to Rs.10 (p.m.)
1.	Single Room (without Kitchen)	21.5 to 30	335/-	400
	Single Room (with Kitchen)	30.5 to 39.5	475/-	560
2.	Double room	47.5 to 60	650/-	770

FOR SERVANT QUARTERS AND GARRAGES

Sr.No.	Particulars	Existing rates p.m.	Revised rates (p.m.) rounded to Rs.10
1.	Servant Quarters	Rs. 60/-	70
2.	Garrages	Rs. 35/-	40

Perks and allowances under cafeteria approach**a) Domestic and residential allowances**1. **House furnishing allowance**

An amount equivalent to 7% of basic pay per month for purchase, repair or replacement of household furniture and other durables.

2. **House up keep allowance**

An amount equivalent to 5% of basic pay per month for purchase of curtains, wall paintings, hangings, carpets, decorative materials, cutlery, other household appliances etc.

3. **Domestic assistance allowance**

An amount equivalent to 4% of basic pay per month as domestic assistance allowance.

4. **Cook allowance**

An amount equivalent to 4% of basic pay per month as cook allowance.

a) Transportation allowances5. **LTC/ LLTC Allowances**

Executives are entitled for an amount equivalent to 5% of basic pay per month for availing LTC/ LLTC as allowance. On availing LTC/ LLTC, Executives are required to submit their expense details to the Company for availing tax benefit as per Income Tax Act. *(The existing LTC Rules regarding re-imbursment of LTC/ LLTC shall stand amended accordingly).*

6. **Conveyance allowance**

An executive owning a motor vehicle and not availing facility of company's car/vehicle will be entitled to conveyance allowance @ 4% of basic pay p.m. for a four wheeler and @ 2% of basic pay p.m. for a two wheeler.

7. **Vehicle maintenance allowance**

An executive owning a motor vehicle and not availing facility of company's car/ vehicle will be allowed an amount equivalent to 8% of basic pay for a four wheeler and 4% of basic pay for a two wheeler per month for repair and maintenance (including payment of statutory taxes and insurance premium etc.) of the motor vehicle registered in his name.

8. **Driver allowance**

Executives owning a four wheeler will be allowed @ 4% of basic pay per month as driver allowance.

9. **Transport assistance:**

Executives not availing conveyance allowance, vehicle maintenance allowance or the facility of company's car and also not owning a motor vehicle will be paid transport assistance @ 4% of basic pay per month. The amount received will be treated as income for the purpose of income tax.

b) Educational allowances

10. Children education allowance

On the basis of a certificate issued from the educational institution/ college/ school, executives will be permitted to draw children education allowance for maximum of two children at the following rates per child per month:

For study in schools	@ 2% of basic pay
For post school/study in college	@ 3% of basic pay
For UG or PG study in professional institutions/university	@10% of basic pay

11. Hostel allowance

Executives whose children are studying outstation and residing in hostels/ own arranged accommodation for their education may be allowed the allowance for maximum of two children @ 4% of basic pay per child per month.

12. Professional development allowance

Executives will be allowed an amount equivalent to 2% of their basic pay per month for purchase of professional books, encyclopedia, manuals, journals, audio/ visual aid for enrichment of their professional knowledge.

13. Internet allowance

An amount equivalent to 1% of basic pay per month will be payable for the use of internet by the executives.

14. Reimbursement of professional membership fees

An amount equivalent to 2% of basic pay per month towards membership subscription, attending conference, seminars, workshops etc. organized by professional institutions.

c) Personal allowances

15. Entertainment allowance

An amount equivalent to 8% of the basic pay per month will be allowed to executives for entertainment of guests and visitors at their residence.

16. Lunch Allowance through Meal Vouchers

Executives will be provided Meal vouchers/ Gift Vouchers/ Meal Cards equivalent to an amount of upto 10% of Basic per month. The Vouchers shall be in multiple of Rs. 50 and above. Any amount in fraction of less than Rs. 50 for the purpose will be ignored. Executives may opt any percentage of their Basic Pay upto 10% and submit their option regarding vendor of their choice. Actual percentage so opted will be counted for the purpose of the ceiling of 35%.

17. Kit/ dress allowance

The executives will be allowed an amount equivalent to 7% of the basic pay per month as kit/ dress allowance.

18. Laundry/ washing allowance

An amount equivalent to 3% of basic pay will be allowed per month.

19. Interest subsidy

The executives will be allowed interest subsidy to the extent of 12% of their basic pay per month for repayment of the interest of the HB loans, motor car loans, personal loans, education loans for children, computer/ laptop loans taken from a bank or a financial institution. However, depending on situation, the percentage may be less than 12%. In that case, only the actual percentage utilized will be counted against the ceiling of 35%.

20. Gardener allowance

Executives residing in their own houses or rented houses will be permitted an allowance limited to 3% of the basic pay per month.

21. Coal Industry allowance

All executives, irrespective of their places of posting, can claim Coal Industry Allowance at the rate of 16% of basic pay.

Option form for perks and allowances

Name:..... EIS No.....

Designation:..... Place of Posting.....

Basic Pay: Rs.....

List of perks and allowances opted for the financial year (20 -20)

Sl. No.	Perks and allowances	% of basic pay
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total		

Certified that:

I am residing/ not residing in company provided/ arranged accommodation

Signature

Date:

Place:

Admissibility of underground allowance to Executives

Posting	Executives entitled for underground allowance	Underground allowance	Specific conditions
Colliery level	<ul style="list-style-type: none"> • Agent, project officer, colliery manager, Asstt. Colliery manager, safety officer, ventilation officer, colliery engineer and colliery survey officer. • Asstt. Colliery manager includes shift in-charges, under managers & subordinate mining engineers. • Colliery engineer includes engineers of E&M cadre posted at colliery/project level whose duty is primarily in underground. 	12% of basic per month.	<ul style="list-style-type: none"> • Actual number of inspections required to be done for the statutory personnel as per stipulation under the Coal Mines Regulations. • Minimum numbers of visits to underground mine will be 5 days in a week or 20 days in a month of which one at least should be made during the night shift in every fortnight.
	Non-technical Executives working in the mines.	4% of basic per month.	Minimum 5 visits per month.
Subarea level	<ul style="list-style-type: none"> • Engineer in-charge of the E&M section of the sub area. • Asstt. Survey/ Survey/ Sr.Survey Officer posted in the Sub-Area/Group level. 	8% of the basic pay per month	<ul style="list-style-type: none"> • Not less than 50% of the total production of the concerned sub-area comes from underground mines. • Minimum 8 underground visits per month.
	Non-technical executives working in sub area.	4% of the basic pay per month.	Minimum 5 underground visits per month

Area	GMs/ CGMs who hold charge of the area and other executives who hold statutory posts under coal mines regulations and who are required to work in underground.	8% of the basic pay per month.	<ul style="list-style-type: none"> • Either 50% of the total production of the area comes from underground mines or minimum underground production is one million tonnes per annum. • Minimum number of visit will be 8 in a month.
	Non-technical executives working in areas.	4% of the basic pay per month.	Minimum 5 visits per month.
Company headquarters	Internal safety organization, including the executives of the safety division at CIL/ subsidiary headquarters up to E8A grade.	8% of the basic pay per month.	<ul style="list-style-type: none"> • Their primary duty should be to make underground inspection regularly. • Minimum of 8 underground visits per month.

General conditions of grant of underground allowance

- i. The grant of underground allowance is linked to actual number of inspections required to be made by the statutory personnel and by others as stipulated in the above table and proper record on that account should be maintained at each colliery/ mines.
- ii. Payment of the underground allowance should be made against separate claims and not made part of salary bills.
- iii. If the number of visits falls short for some reason or other, the amount of underground allowance will be reduced proportionately from the admissible amount of the basic pay. The reason for failure or reason for not visiting the underground mines up to the required number has to be justified with facts.
- iv. However, if the number of visits exceeds the above numbers, there will be no corresponding increase in the amount of underground allowance.
- v. The executives visiting underground mines and who are allowed underground allowance should maintain a diary in the following format:

Sr. No	Parameters	Details
1	Name of the company	
2	Name of the executive	
3	Designation	
4	Mine/ office	
5	Place/area where posted (i) Days on which he visited underground mine (ii) Date on which underground visit was made during night	

Certified that I have actually visited the underground mine on dates mentioned above.

Signature of the Executive
visiting underground mines

Signature of the Supervisory
officer

Signature of the Controlling
Authority

- vi. The claim of underground allowance should be submitted along with a copy of the above format duly signed and certified by the concerned officials along with certificate that the Executive claiming the underground allowance had actually visited as stated in the above format. This certificate may also be signed by the controlling authority on the body of the bills claiming underground allowance.
- vii. The finance officer-in-charge should carry out necessary audit and check on the billing details mentioned in the format, if necessary, before passing the bills for payment of underground allowance on their actual visits in the mines.