

RECRUITMENT POLICY

In order to fill up sanctioned post, the applications from eligible candidates are invited by giving wide publicity through Employment News/other News Papers. The names of eligible candidates are also obtained from Local/Regional Employment Exchanges.

After scrutiny of application and on being found eligible, the candidates are called for written test/personal interview . Relaxation in age to SC/ST and OBC candidates are given as per government directives. In certain cases age relaxation is also granted to experienced candidates. In appointment, reservation to SC/ST/OBC and physically disabled candidates are given as per government norms. SC/ST candidates are paid To & Fro travelling expenses of shortest IInd Class Railway Fare.

On basis of marks obtained by them, a panel of selected candidates, on recommendation of selection committee is prepared and in order of merit, appointment letter are issued on postal address of candidates by Regd. post. Candidates are required to report for the duty at the place of posting within stipulated time.

**EMPLOYMENT OF DEPENDANTS/
MONETARY COMPENSATION**

(NON-EXECUTIVES)

WCL/GM/IR/2001-5735

Dated: 7-12-2001

To
All Chief General Managers
General Managers
WCL Areas

Sub: Proforma/Check list for processing cases of employment to
Dependant/monetary compensation as per the provisions of NCWA.

Dear Sir,

Guidelines with regard to processing and considering cases of employment to dependants under NCWA have been issued from this department from time to time. proforma for processing such cases along with check list have also been provided. In the recent past, it has come to our notice that processing of such cases have been inordinately delayed presumably on account of some confusion. This matter was discussed threadbare in the meeting held with Area Personnel Managers, where it was felt unanimously that a revised and consolidated guideline along with proforma/check list should be worked out and circulated to all Areas so as to maintain uniformity and to hasten the process for final disposal.

The revised consolidated guideline along with proforma/check list is being circulated for information and necessary action of all concerned. This may be made available to all concerned department in the Units/Area with the advise for strict adherence.

It may please be further noted that the proposal received from units should be further examined at the Area through a Committee as per prevailing practice and thereafter the proposal should be forwarded to IR departmental with specific recommendations for administrative approval.

This will supersede all earlier directives/guidelines and the format/check list issued from this department from time to time on the subject.

Encl:As above

Yours faithfully,
Sd/-
(AJAY KUMAR)
GENERAL MANAGER(IR)

Copy to:

1. All Area Personnel Heads, WCL Areas
2. All Area Finance Managers, WCL Areas
C.C. Director(P)- for kind information.

**PROFORMA FOR PROCESSING CASE OF EMPLOYMENT/MONETARY
COMPENSATION TO THE DEPENDANT UNDER CLAUSE 9.3.2, 9.4.1 & 9.5.0
OF NCWA-VI.**

D) PARTICULARS OF THE EX-EMPLOYEE

- I. Name of the Ex-employee :
- II. Father's Name :
- III. Designation :
- IV. NEIS Code No. :
- V. Form 'B' No. :
- VI. Colliery/Unit :
- VII. Date of Appointment. :
- VIII. Date of Birth :
- IX. Date of unfitness/death :
- X Order Ref. No. & Date from :
CMD, WCL Nagpur
OR
Ref. of death Certificate :
- XI In case of death outside Area :
Premises whether reference made
to the Authority who has issued Death
Certificate to verify Genuineness of
death Death Certificate.
Ref. No. & Date to be quoted.

2) PARTICULARS OF DEPENDANT

1. Full Name of dependant proposed :
for employment/monetary compensation
- II. Relationship with ex-employee :
- III. Date of birth (Certificate in proof to be :
enclosed)
- IV. Qualification (Certificate to be enclosed) :

V. Address-

PERMANENT

LOCAL

AT : _____

POST: _____

THANA: _____

DIST: _____

3) DETAILS OF FAMILY MEMBERS OF EX-EMPLOYEE

<u>S.No.</u>	<u>Name</u>	<u>Relationship with ex-employee</u>	<u>Date of birth</u>	<u>Qualification</u>	<u>Usual place of Residence</u>
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1.

2.

3.

4.

4) Whether the claimant was staying with the ex-employee and wholly dependant on his/her earnings. :

5) Specific reason/justification for delay beyond 6 months, if any. :

CERTIFICATION

I.....Designation.....working in.....
personally know Shri.....who is dependant ofI take
guarantee of the above dependent that if in future any of the above statements is found
wrong, I will be liable for disciplinary action.

Date of Appointment:

Date of Birth:

NEIS Code :

Signature

Date:

5) DETAILS OF DOCUMENTS ENCLOSED

- a. Death/medical unfitness certificate :
- b. Copy of discharge letter of the workman :
- c. Application by the ex-workman in case of unfitness case. :
- d. Application by the dependant to accept employment. :
- e. Affidavit by Adult Family Member giving consent for employment of proposed dependent :
- f. Attested copy of service excerpts :
- g. Attested copy of service sheet extract :
- h. Attested copy of CMPF II (Pen)/Gratuity nomination form 'F'/PS-3. :
- i. Family declaration certificate from Gram Panchayat/Nagar Palika, in case where name of male dependent is not appearing in Service excerpt/sheet. :
- j. Attested copy of the Educational Certificate both for qualification and Date of Birth. :
- k. Passport size photograph of the dependant duly attested by Gazetted officer and certified by 2 employees. :
- l. Joint photograph duly attested in case of proposal: for Monetary Compensation keeping son on "Live Roster".

Recommended for employment/Payment of Monetary Compensation to Shri/Smt..... son/widow of.....till 60 years of Age/keeping son Master.....on "Live Roster" till he attains 18 years of Age i.e. on.....

Signature of dealing Asstt. (with name and date)

Signature of Office Supdt of unit(with name & date)

Signature of Personnel Executive of unit(with name & date)

Signature of Manager (with name & date)

OFFICE OF THE SUB AREA MANAGER
.....SUB AREA

Ref. No.....

Date.....

Verified the proposal from the original records for providing employment to Sri.....dependant of Sri/Late.....who was working in.....Colliery as.....and died/declared medically unfit on..... under Ref. No.....date.....and we are fully satisfied that proposal is in order as per the provision of NCWA and certified for employment.

Hence the case may be referred to appropriate authority for consideration.

Unit Personnel I/c
(with name & date)

Sub Area Manager
(with name & date)

Guidelines for dealing with proposal for employment/Monetary Compensation to dependent in case of Death/Disablement (9.3.2/9.4.0).

The proposal should be submitted in prescribed format (4 copies), complete in all respect duly countersigned by Colliery Manager, WO/PO, APM, with recommendations of CGM/GM of the Area, along with following documents:-

1. Attested copy of Termination order, removing name of ex-employee from the roll of company.
2. In case of Medical unfitness, application of the ex-workman and in case of death, application of the widow to offer employment to one of the dependents, with details of name, age, qualification and relationship along with complete family details, duly countersigned by Unit Personnel (I/c)/Manager.
3. In case of Medical Unfitness, an attested copy of Form 'O'/Apex Medical Board Report to be submitted.
4. In case of Death, an attested copy of Death Certificate issued by Registrar, Birth & Death to be submitted.
5. In case of death occurring outside the work place, or premises of the Area, the death certificate should bear attestation by two permanent employees having 10 years left out service as specified in the Circular No. WCL/IR/MP/23/309 dated 1-2-2001. The Death Certificate of the ex-workman should be verified by sending a copy of Death Certificate to the issuing Authority for endorsing the genuineness of the same. However, case may be processed in the meantime after certification by 2 (Two) employees.
6. Affidavit giving No Objection for employment to the proposed dependent, from other adult family members (i.e. Wife, Son/unmarried daughter).
7. Application by the dependent to accept employment in place of ex-workman with details of Name, age, relation and qualification, duly countersigned by Unit Personnel I/c /Manager.
8. Attested copy of Service Excerpt to be submitted, if name of the proposed dependant does not appear in Service Excerpts, reason is to be indicated for the same, along with status of entry in Service Sheet. In case, the name of the dependent has not been recorded either in service excerpt or service sheet, authenticity should be verified as per record of CMPF/Gratuity/PS-3.
9. Details of family members submitted by eldest dependent member of the family of the deceased employee to be certified by 2 (Two) employees of the Unit having 10 years left out service.
10. Passport size photograph of the claimant duly attested by Gazetted Officer, and certified by two permanent employees having 10 years left out service giving their names, designation, token number, date of birth and date of appointment and also countersigned by Colliery officials of the unit.

11. Educational Certificate of the examination passed by the claimant in support of qualification and age duly attested by Gazetted Officer and countersigned by Colliery officials(certificate of having failed in particular examination shall not be considered).
12. In case where a dependent is minor and Monetary Compensation is to be given to the widow till the minor son attains 18 years of age, joint photograph of the widow and son duly attested by Gazetted Officer and countersigned by Colliery Officials is to be submitted.
13. In case of minor dependent son, educational certificate in proof of his Date of Birth/age is to be submitted.
14. Proposal at Area level should be examined by a Committee about the genuineness and specific recommendation should be given corroborated by documents.
15. Proposal including the documents and photographs should be obtained in quadruplicate and one set each should be kept at Unit/Sub Area and Area.

Coal India Limited
10, Netaji Subhas Road, Calcutta 700 001

Ref.No. CIL/C-5B/JBCCI/1431

Date 24th November, 1987

Shri TK Singh
Addl.Chief Personnel Manager(IR)
Western Coalfields Limited
Nagpur 440 001

Ref: Your letter No. WCL/IR/SECTT/JBCCI/118 dated 17-11-87

Dear Sir,

With reference to the above, this is to clarify that the dependents of casual employees should not be considered for employment as per clause 9.4.1 to 9.4.4 of NCWA-III.

Yours faithfully,
Sd/-
(I B Pandey)
OSD/JBCCI

WESTERN COALFIELDS LIMITED
INDUSTRIAL RELATIONS DEPARTMENT
COAL ESTATE, CIVIL LINES, NAGPUR

Ref.No. WCL/IR/SE/296/5832

Dated: 28/29-12-1987

To
The Chief General Manager/General Managers
Pench/Nagpur/Kanhan/Pathakhera/Chandrapur/Wani Area

The Addl.CPM/PM/Dy.CPMs
Pathakhera/Pench/Kanhan/Nagpur/Chandrapur/Wani Area

Dear Sir,

Sub: Employment to dependants of casual employees.

As per Clause 9.4.1 to 9.4.4 of NCWA-III, dependents of casual employees should not be considered for employment. In this connection, a copy of OSD/JBCCI, CIL Calcutta's letter No. CIL/C-5B/JBCCI/1431 dated 24-11-1987 is enclosed.

Encl: A/a

Yours faithfully,
Sd/-
(E.T.B. SUNDARAM)
DY.PERSONNEL MANAGER(SE)

Coal India Limited
10, NETAJI SUBHASH ROAD, CALCUTTA-700 001

Ref: CIL:C-5B/MP/ECG/3517

Date : 13/14.2.95

To
The Chairman-MD, ECL, Sanctoria
The Chairman-MD, BCCL, Dhanbad
The Chairman-MD, CCL Ranchi
The Chairman-MD, WCL nagpur
The Chairman-MD, SECL Bilaspur
The Chairman-MD, NCL Singrauli
The Chairman-MD, MCL; Sambalpur
The Chairman-MD, CMPDIL, Ranchi
The Chief G.M. NEC, Maraherita, Assam

Dear Sir,

Sub: Monetary compensation in lieu of employment to the dependants of non-executives & executives.

Pursuant to the decision taken in the 27th CMD's meeting held on 2nd & 3rd April, 1994, it was decided that in view of a large number of unskilled & illiterate work-force in the Coal Companies, monetary compensation in lieu of employment to the female dependants of employees covered under NCWA provision of 9.4.2 may be offered. Accordingly, the cash compensation of Rs. 2000/- or Rs. 3000/- per month in case of normal death or death due to mine accident respectively was approved..

In this connection, it has now been decided in the CMDs' meeting held on 8th Feb. '95 as under :-

- (i) The above benefits will also be extended to the female dependants of Executives.
- (ii) In case of female dependants of non-executive or executive employees, who have already joined the services of the Coal Company and have served for a few years may also be allowed to opt for cash compensation if they so desire.

The guidelines for regulating the monetary compensation already circulated vide our letter No. CIL:C-5B:MP:ECG:3213A dated 12/19th December '94 are reproduced below :-

- (1) The payment on monthly basis will be made from the first day of the following month from which the application by the widow/female dependant was made for employment or cash compensation.
- (2) The payment of pension/cash compensation in lieu of employment will be made till the widow/female dependant reaches 60 years of age OR death OR re-marriage whichever is earlier.

(3) The cash compensation amount will be paid by Money Order or through a Bank Draft to the place of settlement of the dependant without deducting charges for money order or bank draft.

(4) Life Certificate will be required to be given by all such dependants.

(a) If paid by M.O. Half yearly

(b) If payment is made through bank Yearly

(5) Proper records of acknowledgments to be maintained.

You are, therefore, requested to take further necessary action accordingly.

Yours faithfully,

Sd/
(R A P SINGH)
DIRECTOR(P&IR)

Copy to:

1. Director(T)/Director(F) CIL, Calcutta
2. Director(P), ECL/BCCL/CCL/WCL/SECL/NCL/MCL
3. Director(O), CMPDIL, Ranchi
4. General Manager, DCC, Dankuhi
5. TS to Chairman, CIL Calcutta
6. Chief GM(P) CIL, Calcutta
7. All HODs of CIL (HQ) Calcutta
8. All RSMs

Coal India Limited
10, Netaji Subhas Road, Calcutta 700 001

Ref.No. CIL/C-5B/MP&IR/53111/759

Date 11-11-1999

OFFICE ORDER

Subject: Revision of Monetary Compensation to
Female dependants in lieu of employment

As per the decision of Board of Directors of CIL in the 185th meeting held on 30th September, 1999, the Monetary Compensation in lieu of employment to female dependents stands revised with immediate effect as under :-

(1) FOR FEMALE DEPENDENTS OF NON-EXECUTIVE CADRE EMPLOYEES

- | | | |
|---|---|-----------------------|
| (a) In case of natural death of permanent disablement | : | Rs. 3,500/- per month |
| (b) In case of death due to Mine accident | : | Rs. 4,000/- per month |

(2) FOR FEMALE DEPENDANTS OF EXECUTIVE CADRE EMPLOYEES

- | | | |
|--|---|-----------------------|
| (a) In case of natural death | : | Rs. 4,500/- per month |
| (b) In case of death or total disablement
due to accident while on duty | : | Rs. 6,000/- per month |

The other terms and conditions as laid down in earlier circulars on the subject matter shall remain same.

Sd/-
C.H. KHISTY
DIRECTOR(P&IR)

WESTERN COALFIELDS LIMITED
INDUSTRIAL RELATIONS DEPARTMENT
COAL ESTATE, CIVIL LINES, NAGPUR

Ref.No. WCL/IR/MP/

Dated: 30-11-1999

Copy forwarded for information and necessary action to:

1. All CGMs/GMs /APHs/AFMs of WCL Areas
2. All Heads of Department, WCL (HQ) Nagpur
3. The Principal, STI Chhindwara, WTI Wardha
4. The Medical Supdt(Ortho.) I/c, PRC Chhindwara
5. The GM(Rescue) MRS Indora, WCL Nagpur
6. The Officer Incharge, HEMM, Durgapur
7. The Officer Incharge, I&T Lab, WCL Nagpur
8. The Officer Incharge, CWS Tadali

Sd/-
Sr.Personnel Officer(IR)

c.c.to: The GM(RR-Co-ordn) WCL (HQ) Nagpur
The Secy to GM(IR) WCL (HQ) Nagpur.

WESTERN COALFIELDS LIMITED
INDUSTRIAL RELATIONS DEPARTMENT
COAL ESTATE, CIVIL LINES, NAGPUR

Ref.No. WCL/IR/MP/Cir/7025

Dt. 9/11-10-2000

OFFICE ORDER

To streamline the system of employment of dependants for the Security cadre, the following guidelines are issued:

- (1) On getting the approval for appointment from Hqrs, the Area will inform to the concerned dependant within 15 days to report to the Chief of Security every Tuesday for IME along with 3 attested photographs by the unit concerned/gazetted officer and all original certificates including educational along with a photo copy of the same (original certificate will be returned to the candidates after the interview).
- (2) For Initial Medical Examination, the candidate has to report to the Dy.CMO, Jawaharlal Nehru Hospital, Kamptee Nagpur Area. Dy.CMO will send the IME Reprot in duplicate to the Chief of Security, WCL within 3 days.
- (3) On being found medically fit in the IME, the eligible candidates will be interviewed by the C.O.S. on any Friday within 15 days of the receipt fo Medical Report.
- (4) The report of the candidates will be sent to GM(IR) by the C.O.S. WCL along with a copy fo IME within 15 days for further necessary action.
- (5) IR Department will issue the sanction order to the respective Areas within 7 days along with a copy of the IME Report. The Area will issue appointmetn order of Security Guard(Trainee), Cat-I indicating training period of one year within 15 days, with an advice to report to the concerned Areas.
- (6) A copy of the appointment order may be endorsed to the Chief of Security and the concerned Area Security Officer.
- (7) In case the candidate fails to report within 30 days of the receipt fo appointment order, the offer shall be treated as withdrawn unless otherwise extended on specific request. he concerned Area will inform to the Chief of Security and G.M.(IR) WCL accordingly.

Sd/-
General Manager(IR)

Distribution:-

1. CGMs/GMs of all Areas in WCL
2. CMS WCL Hqrs
3. COS WCL Hqrs
4. All APMs, wCL (with additional copies)
5. All ASOs WCL
6. Dy.CMO JN Hospital, Nagpur
7. Medical Supdt, wCL Hqrs Disp.
8. Sr. PO(J) IR Deptt WCL Hqrs.

To
All Chief General Managers
General Managers
WCL Areas

Sub: Issue regarding employment of Sons-in-law.

Dear Sir,

The subject matter has been discussed at different level and it is apprehended that the applications received by the Management for employment to dependants under 9.4.0, 9.3.2 and against land oustees, some claims are for sons-in-law also. As an abundant precaution, we have imposed compliance of formalities in respect of offer of employment to sons-in-law which was communicated vide letter No. WCL/IR/MP/1523 dated 7-6-1999.

The matter has been raised at different levels by different unions insisting relaxation of ban imposed. They have come forward with the proposal that genuineness of the sons-in-law should be verified and only after confirmation from the district authorities, their cases of employment should be processed.

The view point expressed by the unions appears to be genuine. Therefore, Director(P) desires that the cases of sons-in-law being received in the Area for employment should be first referred to the District Collector for verification of their genuineness as son-in-law. On getting positive report only the cases may be forwarded to HQ.

Yours faithfully,

Sd/-
(Md. Salim uddin)
General Manager(IR)

CC: Director(P)
CC: All Area Personnel Heads, WCL Areas
CC: PM(MP)

To
All Chief General Managers/
General Managers,
WCL Areas.

Dear Sir,

Sub: Employment to the dependants under clause 4.0 and 5.0 of NCWA-VI.

The issue of providing employment to the dependants under clauses 9.3.0/4.0 and 9.5.0/5.0 of NCWA are being discussed time and again at the Corporate level and also at D(P) level. An impression is being given by the Unions that the proposal of employment submitted by the concerned dependants are delayed at the Unit/Area and Hqrs level considerably and ultimately the dependants are made to suffer due to delayed communication of approval from Hqrs. In one of the meetings with the Union, D(P) agreed to streamline the process of employment and also agreed to consider monetary compensation to the clear cases, if the approval of employment is delayed three months from the date of submission of the claim with required documents at the unit level.

It has been decided that the cases where sanction is delayed beyond three months shall be considered for monetary compensation equivalent to the amount offered to the female dependants i.e. Rs.3000/- Rs.4000/- as the case may be, till the approval of employment is conveyed. However, the monetary compensation will immediately be discontinued as soon as the approval of employment is received at the Area level. This shall be effective in the fresh cases, which have been received at the unit level after 1/1/2001.

In the cases where the claim is disputed arising out of difference in the name of dependants, two wives, non-existence of dependant names in Service Excerpt/ Service book, etc., claim cannot be settled in time and the relief of Monetary Compensation shall not attract in such cases.

It has further been decided that the proposal being sent to Hqrs. from unit/Area, should be properly scrutinised at the Area level through a committee, in order to ensure genuineness of the claim and all relevant information required are furnished alongwith final report of the Area without any chance of reference back from Hqrs. to the Area for want of certain documents/information. The APM shall personally ensure that the documents required as per the guidelines for the purpose of employment, are fully furnished with the proposal, so that, the process of employment is not delayed and the employment is considered within a period of three months. The receipt of the claim at the unit along with all required documents should be acknowledged by the unit personnel executive and the date of receipt should be indicated in the proposal.

This issues with the approval of competent authority.

Yours faithfully,
Sd/-
(Md. Salim Uddin)

GENERAL MANAGER(IR)

Cc to : 1) D(P), WCL
2) All APMs in WCL for compliance.