

Coal India Limited

Coal Bhawan

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HRD Division

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

संदर्भ सं. CIL:HRD:/अधिकारी प्रयोजन/2020-21/14714

दिनांक:- 06/07/2020

कार्यालय ज्ञापन

विषय: भारतीय प्रबंधन संस्थान (आईआईएम) में एक वर्षीय स्नातकोत्तर कोर्स हेतु प्रायोजन (स्पॉनसरशीप) योजना ।

सीआईएल बोर्ड ने दिनांक 26/06/2020 को आयोजित अपनी 406 वीं बैठक में "भारतीय प्रबंधन संस्थान (आईआईएम), अहमदाबाद, बंगलौर, कलकत्ता, लखनऊ और इंदौर में एक वर्षीय स्नातकोत्तर कोर्स प्रायोजन (स्पॉनसरशीप) योजना", सीआईएल के उच्च प्रदर्शन तथा पात्र अधिकारियों को जो इन आईआईएम द्वारा संचालित एक वर्षीय अधिकारी प्रबंधन कार्यक्रम के लिए पात्रता रखते हैं, का अनुमोदन किया है। कार्यान्वयन के लिए अनुमोदित योजना की एक प्रति संलग्न है।

यह योजना तत्काल प्रभाव से लागू होगी ।

h.k.
6/7/20

(एस. के. सिंह)

महाप्रबंधक (एचआरडी एवं सीएसआर)

वेस्टर्न कोलफील्ड्स लिमिटेड

कार्मिक विभाग, कोल इस्टेट, सिविल लाईन, नागपुर- 440001.

संदर्भ संख्या.: WCL/PER/EE/2590

दिनांक: 19th August '20
20

Forwarded for wide circulation among all the executives posted in your Area/ Department:

1. The Area General Manager, All Areas.
2. The Head, All Departments, WCL HQ.
3. The General Manager (Min)/(CA)/ TS to D(P)/ D(F)/ D(T)Op/ D(T)P&P, WCL HQ.
4. The General Manager (System), WCL HQ- with a request to upload in WCL's website.
5. The Dy.Manager(Secttl) to CMD/ D(P)/ D(F)/ D(T)Op/ D(T)P&P/ CVO, WCL HQ.

Aug 19/20
(आर जी गोडाम)

महाप्रबंधक(कार्मिक)/ ईई

RD

Sponsorship Scheme for one year Executive MBA Programme in IIMs

Background:

CIL Board in its 354th Board meeting held on 8th Jan 2018 has advised to finalise a suitable scheme for sponsoring Executives to IIM, Ahmedabad, Bangalore, Calcutta for obtaining MBA degree.

Accordingly, the present scheme is designed to sponsor high performing and capable executives of CIL who wish to go for one year executive management programmes conducted at IIMs, Ahmedabad, Bangalore, Calcutta, Lucknow and Indore

The Indian Institute of Management at Ahmedabad, Bangalore, Calcutta, Lucknow and Indore are recognized globally as institutions for imparting quality management education and have been playing a pioneering role in professionalizing Indian Management through their various programmes and consulting activities. The one year Executive MBA Programme enable practicing executives to upgrade their management skills to respond to the changing needs of the company.

A. Programme:

Post Graduate Programme in Management for Executives (PGPX), IIM, Ahmedabad.

Post Graduate Programme for Executives (PGPEX), IIM, Calcutta

Executive Post Graduate Programme in Management (EPGP), IIM, Bangalore

International Programme in Management for Executives (IPMX), IIM Lucknow

The Executive Post Graduate Programme in Management (EPGP), IIM Indore

B. Eligibility Criteria:

- E4-E6 level Executives.
- Minimum 5 years of experience in CIL
- Minimum 10 years of service left for superannuation from the date of joining of course.
- PRIDE rating of 4 Outstanding in last 5 years
- No charge sheet pending/punishment awarded in last 3 years
- Should have been selected for the above mentioned course at IIMs (Each of the IIMs' Executive Management Programmes, require GMAT/GRE score and fulfilment of other criteria for selection to the course)

C. Selection Procedure:

- I. If an executive satisfying all eligibility criteria of the scheme secures a seat through regular selection process in any of the IIMs mentioned, he/she may apply for the sponsorship by CIL.

- II. Eligible executives would apply in the prescribed application form (attached as A) available in CIL website and submit the same to General Manager, HRD, CIL through proper channel. Link of the same will be made available at CIL website.
- III. The executives will also submit a brief write-up giving her/his background, like qualifications, experience, and submit a note on how the sponsorship will help him/her to contribute to the company.
- IV. A list of special achievement of executive is to be given in the format enclosed (page 2 of Annexure A) by CMD concerned of subsidiary company where executive is presently posted and it will be sent to Executive Establishment Department of CIL, HQ
- V. A committee of GM/HOD- HRD, EE and Policy Cell of CIL, HQ will examine the applications received and merit list will be prepared among the applications received based on the following:

Particulars	Years of experience	Last 5 Years appraisal	Special Achievement	Total Marks
Maximum Marks	35	55	10	100
Bifurcation of Marks	5 Marks for every completed year after 5 Years up to 35 marks	OS - 11 VG - 10 Good - 8 Fair - 6 Poor - 0	A list of special achievements approved by the concerned CMD will to be submitted by the candidates	

- VI. The committee will submit their recommendations to Director (P&IR), CIL. GM/HOD (HRD) will be the Member Secretary of the committee.
- VII. Final approval will be accorded by Chairman, CIL for sponsoring for the programme.

D. Salary, perks and other benefits to sponsored executives:

- The company will sponsor 100% of cost of study as the case may be, hostel charges and continue to pay salary and perks as applicable to an on-roll executive including medical benefits.
- If the time is short between the declaration of result and admission at IIMs, then the candidate can proceed to take admission if he/she fulfils the selection criteria under the scheme gets covered. Reimbursement of the fee will be done by CIL.
- TA will be admissible as per rules of the company for journeys between the place of posting to the institute and back for joining. TA for journey performed for personnel reasons or availing vacation will not be reimbursed by company.
- Leaves/Holidays will be as per the rules/curriculum of the concerned Institution. Sponsored executives will have to maintain minimum attendance as per the criteria of the Institution.
- Sponsored candidate will not be allowed Daily Allowance and Mess Charges.

- f. Salary of the sponsored candidates will be paid from the place of posting after obtaining monthly attendance from the concerned institution.
- g. The PRIDE/PAR rating of the executive for the entire course period will be equivalent to the average rating of the previous 3 (three) years immediately preceding the assessment year. This will only be for the purpose of promotion, the executive will not be entitled to the PRP for the duration of the course period.
- h. The entire duration of the course will be treated as on duty, the seniority and period of eligibility for consideration for promotion to next higher grade of such executives would be reckoned as they have spent their period on duty.
- i. The executives will be allowed to retain their allotted quarters on payment of licence fee and other applicable charges like electricity charges etc. However, If an executive vacates his quarter then he will be allotted quarter again on priority basis after completion of the course but no HRA will be payable during the study period.
- j. The executive can carry a two wheeler from the place of posting to the institute by train through shortest route and he/she can claim the reimbursement of the amount.
- k. After completion of the course concerned subsidiary/CIL will ensure the executive will be given specific responsibility so that their service could be effectively utilized.

E. Other Terms and Conditions:

- i. Maximum 16 (preferably 2 each from coal producing subsidiary, 1 from CMPDIL and 1 from CIL, HQ & other establishments). If more numbers of applicants qualify in a particular year, Chairman, CIL is empowered to decide on whether to increase the number or adjust the seat from one subsidiary or other in case of need.
- ii. Reservations for SC/ST/OBC (Non-Creamy Layer)/PwD (Percentage of Disability - 40% or above)/EWS candidates will be provided as per guidelines of Govt. of India for the purpose. The reservation for PwD is on horizontal basis.
- iii. The qualifications obtained through this sponsorship would not entitle the candidate to claim any promotion, preferred posting or any additional increment.
- iv. The selected applicant would be required to sign a service bond to serve in CIL for at least 5 years post completion of the course to get full sponsorship of the fee. The candidate will have to reimburse the entire cost incurred by the company including salary and perks received from CIL on pro-rata basis for the period not served. However, in case of any eventuality beyond the control of the individual this would not be insisted on the approval of Chairman, CIL based on recommendation of Director (P&IR), CIL.
- v. After admission to the course on sponsorship, if any candidate fails to complete the course for which he/she has been selected or is expelled by the Institute prior to completion of the course, or fails to qualify for award of the certificate for reasons other than ill-health (which doesn't allow completion of the course), the course fee charged by

- the IIM for the admission would be recovered from his/her salary. Provided that for such ill-health the certificate of the Chief of Medical Services nominated by CIL shall be conclusive. The acceptance of any other exceptional grounds will be at the discretion of Chairman, CIL based on the merit of the case.
- vi. A quarterly progress report of the sponsored candidate may be obtained from the institute for the perusal of CIL Management, if so needed.
 - vii. After completion of the course, the executive would normally go back to the earlier place of posting. However, Management reserves the right of posting such executives as per organisational requirement and/or skill/knowledge acquired to any other place.
 - viii. For any interpretation of terms and condition of the scheme D(P&IR), CIL will be the final authority.

CIL reserves the right to modify, amend, suspend or withdraw the scheme from a prospective date, any time without notice with approval of Chairman, CIL.

Application form for Sponsorship Scheme

for one year Executive MBA Program in IIM's

1. Name of the Applicant:
2. Date of Birth:
3. Category (SC/ST/OBC/PWD/EWS):
4. Designation:
5. EIS Number:
6. Date of Joining at CIL:
7. Pride Rating in Last 5 Years:

Year:	Year:	Year:	Year:	Year:
Rating	Rating	Rating	Rating	Rating

8. Place of posting:

Department:

9. Select the Course, you have been selected for:

- Post Graduate Programme in Management (PGPX), IIM, Ahmedabad
- Post Graduate Programme for Executives (PGPEX), IIM, Calcutta
- Executive Post Graduate Programme in Management (EPGP), IIM, Bangalore
- International Programme in Management for Executives (IPMX), IIM, Lucknow
- The Executive Post Graduate Programme in Management (EPGP), IIM, Indore

Brief write up by the applicant giving her/his background, like qualification, experience and how the sponsorship will help him/her to contribute to the company.

I have read all the terms and conditions of CIL sponsorship scheme for one year executive MBA program in IIMS.

Signature of Applicant

(PTO)

For official use

This is to certify that the information from sl no. 1 to sl. no 8 furnished by applicant is correct and there is no charge sheet/disciplinary proceeding against him/her.

Signature of HoD, EE of concerned subsidiary

Special achievement of applicant through concerned Director of Subsidiaries.

Signature of Director of concerned subsidiary

Signature of Concerned CMD

Dear Sir/ Ma'am,

Please find attached the scanned copy of CIL OM No. CIL/C5A(PC)/ED Post/470 dated 17.08.2020 for kind information and necessary action.

Regards.

नीला प्रसाद
महाप्रबंधक (कार्मिक/ नीति)
कोल इण्डिया लिमिटेड
कोलकाता

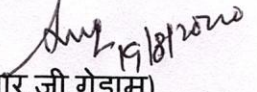
वेस्टर्न कोलफील्ड्स लिमिटेड
कार्मिक विभाग, कोल इस्टेट, सिविल लाईन, नागपुर- 440001.

संदर्भ.संख्या.: WCL/PER/EE/2589

दिनांक: 19th August '20
20

Forwarded for information to:

1. The Area General Manager, All Areas.
2. The Head, All Departments, WCL HQ.
3. The General Manager (Min)/(CA)/ TS to D(P)/ D(F)/ D(T)Op/ D(T)P&P, WCL HQ.
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5. The Dy.Manager(Secttl) to CMD/ D(P)/ D(F)/ D(T)Op/ D(T)P&P/ CVO, WCL HQ.


(आर जी गेडाम)
महाप्रबंधक(कार्मिक)/ ईई
by

I. Selection Board for promotion from E8 to E9 grade

1.	Chairman, CIL	: Chairman
2.	Director (P&IR), CIL	: Member
3.	Concerned Functional Director of CIL	: Member
4.	One more Functional Director of CIL	: Member
5.	One External expert	: Member

Note:

1. The members of the Selection Board shall be nominated by Chairman, CIL.
2. The Honorarium to the external expert shall be decided by the Chairman, CIL limited to the sitting fees of Independent Directors for Board sub-Committee meetings.

II. Job Specifications of ED Posts i.e., Job allocation/ Role, minimum qualification and experience

Sl. No.	Post	Job allocation/ Role	Minimum Qualification	Minimum Experience
1	ED (Safety & Rescue)	The incumbent would be responsible for jobs relating to Safety & Rescue services of CIL & its Subsidiaries. The primary purpose of the role is to achieve safety standards and to create a culture of safe working. Reports to Director (Technical), CIL.	Degree in Mining Engineering or equivalent with 1st Class Mine Manager's Certificate of Competency (Coal).	2 years experience in E8 grade in Mining discipline
2	ED (IICM)	The incumbent would be the overall in charge of the operation of Indian Institute of Coal Management (IICM) at Ranchi. The incumbent would also be responsible for any other HR related initiatives as assigned from time to time. The position would be stationed at IICM, Ranchi & reports to Director (P&IR), CIL.	1 st Class or High 2 nd Class Post Graduate Degree/ diploma with specialization in HR (Or) 1 st Class or High 2 nd Class Post Graduate Degree/ Diploma/ B.Tech./ M.Tech. in any branch of Engineering. Desirable qualification: Experience in HRD dealing with special knowledge of various types of training and Ph.D. or Doctorate Degree in any field.	2 years experience in E8 grade in any discipline.
3	ED (Corporate Affairs)	The incumbent would be responsible for jobs relating to Corporate Planning & Technical Services. Reports to Director (Technical), CIL.	Degree in Engineering (any discipline)/ CA/ MBA or equivalent.	2 years experience in E8 grade in any discipline.
4	ED (Internal Audit)	The incumbent would be responsible for jobs relating to monitoring internal financial control mechanism in CIL & its Subsidiaries for averting risks. Reports to Chairman, CIL.	Chartered/ Cost Accountant	2 years experience in E8 grade in Finance discipline.

Sl. No.	Post	Job allocation/ Role	Minimum Qualification	Minimum Experience
5	ED (Co-ordination)	<p>The incumbent would function as a bridge between Chairman and CMDs of the Subsidiary Companies, FDs of the Subsidiary Companies, FDs of CIL for implementation of directives, fulfillment of objectives set by the top management. This post would also act as a link between CIL and MoC, other Govt. departments and State Govts. as well. Additionally, the incumbent would coordinate with various directorates to ensure smooth functioning in absence of Chairman.</p> <p>Reports to Chairman, CIL.</p>	Degree in Mining Engineering or equivalent with 1st Class Mine Manager's Certificate of Competency (Coal).	2 years experience in E8 grade in Mining discipline.
6	ED (Personnel)	<p>The incumbent would be responsible for entire gamut of activities related to Executive Establishment, Recruitment and Appeal. The incumbent would function as an interface between D(P&IR), CIL and DPs of Subsidiary Companies and co-ordinate activities relating to MoC, other Govt. Departments and various Central & State level Statutory authorities.</p> <p>Reports to Director (P&IR), CIL.</p>	<p>Graduate with Post Graduate Degree/ Diploma in Personnel Management/ Social Science/ Social work</p> <p>(Or)</p> <p>MBA with specialization in Personnel Management/ Industrial Relations.</p>	2 years experience in E8 grade in Personnel discipline.
7	ED (Exploration)	<p>The incumbent would be responsible for preparation of Project reports, monitoring of Geological reports, Exploration work, monitoring of Coal Blocks, preparation of Global Tender documents for various technical jobs, etc. from time to time.</p> <p>Reports to Director (Technical), CIL.</p>	<p>M.Tech. / M.Sc. In Geology/ Geophysics</p> <p>(or)</p> <p>M.Sc. Tech. in Applied Geology/ Applied Geophysics.</p>	2 years experience in E8 grade in Geology discipline.
8	ED (Materials & Contracts)	<p>The incumbent would be responsible for implementation of centralized procurement of HEMMs/ Spares, etc./ awarding Contracts for transportation work and other mining activities, selection of MDOs, etc.</p> <p>Reports to Director (Technical), CIL.</p>	<p>Engineering Degree/ MBA/ PG Diploma/ PG Degree in Business Management.</p> <p>Engineering degree in Electrical or Mechanical Engineering will be an added advantage.</p>	2 years experience in E8 grade in Materials Management discipline.
9	ED (Engineering & Equipment)	<p>Incumbent would be responsible for assessing departmental strength for equipment, ensuring availability &</p>	Degree in Electrical or Mechanical Engg. Or its equivalent.	2 years experience in E8 grade in

Sl. No.	Post	Job allocation/ Role	Minimum Qualification	Minimum Experience
		<p>reliability of equipment and their optimum utilizations. The incumbent would also be responsible for introduction of latest technology, highly mechanized machines, etc.</p> <p>Reports to Director (Technical), CIL.</p>		Excavation or E&M discipline.
10	ED (Marketing & Logistics)	<p>The incumbent would be responsible for entire gamut of activities relating to logistics & sales, evacuation of coal, liaison with Railway authorities, Power Plants, Transport Companies and other agencies for ensuring timely supply of coal to Customers.</p> <p>Reports to Director (Marketing), CIL.</p>	Graduate with PG Degree/ PG Diploma with specialization in Marketing Management.	2 years experience in E8 grade in Marketing & Sales discipline.
11	ED (Finance)	<p>The incumbent would be responsible for effective cost control, proper and efficient financial tools need to be implemented so that Management Information Systems, Cost Control measures, external customer satisfaction, proper fund management, finalization of all procurement and service proposals. Preparation of replies for audit and various other jobs as time to time required related to Finance.</p> <p>Reports to Director (Finance), CIL.</p>	Qualified Chartered Accountant/ Cost Accountant/ Full time study in PGDM/ MBA with specialization in Finance.	2 years experience in E8 grade in Finance discipline.
12	ED (Environment & Security)	<p>The incumbent would be responsible for jobs related to Environmental clearances and liaisons with the MoEF for the entire gamut of activities related to Environment.</p> <p>The incumbent would also ensure/organize security to the assets & resources of CIL & its Subsidiaries. The incumbent would function as an interface between D(T), CIL and DTs of Subsidiary Companies/ various other authorities in Subsidiary/ Government for activities related to Security & Environment.</p> <p>Reports to Director (T), CIL.</p>	<p>Degree in Degree in Mining Engineering or equivalent with 1st Class Mine Manager's Certificate of Competency (Coal).</p> <p>(or)</p> <p>M.Sc. in Environment Science.</p> <p>(or)</p> <p>M.Tech. in Environment Science.</p>	2 years experience in E8 grade in Environment/ Security discipline.

Sl. No.	Post	Job allocation/ Role	Minimum Qualification	Minimum Experience
13	ED (Medical Services)	The incumbent would be responsible for jobs relating to co-ordination of medical services among different Subsidiaries, recommending policy decisions relating empanelment of hospitals, medical rules, induction & deployment of Doctors and other associated jobs. Reports to Director (P&IR), CIL.	A recognized Medical degree with PG Degree/ PG Diploma in Medical Specialty and should be from the Specialist Cadre.	2 years experience in E8 grade in Medical discipline.
14	ED (Community Development)	The incumbent would be responsible for entire gamut of activities related to CSR initiatives, Community Development activities and Welfare of CIL & its Subsidiaries. The incumbent would function as an interface between D(P&IR), CIL and DPs of Subsidiary Companies/ various other authorities for the above activities. Reports to Director (P&IR), CIL.	Minimum 2 years full time Post Graduate degree or Post graduate diploma (from a recognized University/ Institute) in Community Development/ Rural development/ Community Organization & Development Practice/ Urban & Rural Community Development/ Rural & Tribal Development/ Development Management/ Rural Management. (Or) Minimum 2 years Full time Post Graduate Degree (from a recognized University/ Institute) in Social Work with specializations – Community Development/ Rural development/ Community Organization & Development Practice/ Urban & Rural Community Development/ Rural & Tribal Development/ Development Management.	2 years experience in E8 grade in Community Development discipline.

Note:

Considering the need for more time to be dedicated by CIL FDs on strategic issues and based on the profile of the EDs concerned, amendments in the nomenclature/ job allocation/ role/ etc. of EDs can be made by the concerned FD with the approval of Committee of CIL FDs from time to time.