



COAL INDIA LIMITED
"COAL BHAWAN"
10, NETAJI SUBHAS ROAD,
KOLKATA-700001

सचिवालय निदेशक (व्यक्तिगत)
1343
12/11/08
14/11

CIL/C-5B/JBCCI/65

Dated, 7th November, 2008

To

The Director (Personnel),	ECL,	Sanctoria
The Director (Personnel),	BCCL,	Dhanbad
The Director (Personnel),	CCL,	Ranchi
The Director (Personnel),	WCL,	Nagpur
The Director (Personnel),	SECL,	Bilaspur
The Director (Personnel),	NCL,	Singrauli
The Director (Personnel),	MCL,	Sambalpur
The Director (T/RDT),	CMPDIL,	Ranchi
The Chief General Manager,	NEC	Margherita

Dear Sir,

Sub : Determination of seniority in case of non-executive cadre.

There has been no uniform guideline for fixing seniority of non-executive cadre employees working in CIL and its subsidiary companies. In order to keep uniformity while fixing the seniority of non-executive cadre employees working in CIL and its subsidiary companies, a broad guideline for fixing seniority has been drawn and is enclosed for uniform implementation.

This has the approval of competent authority.

Encl: as above.

Yours faithfully,


(R.S. Ram)

Chief General Manager (MP&IR)

Copy to :

TS to Director(P&IR), CIL

Scheme for determination of the seniority in case of non-executive cadre.

1.0 The scheme content to determine the seniority of non-executive employee in case of promotion and recruitment.

1.1 **Seniority in Initial recruitment grades:**

Unless specifically stated otherwise, the seniority among the incumbents of a post in a grade is determined by the date of joining to the grade. In categories of posts partially filled by direct recruitment and partially by promotion, the criterion for determination of seniority shall be date of joining in the post to maintain inter-se-seniority of promotes and direct recruits among themselves in same post, when the date of entry of a grade of promoted employee and direct recruits are the same, the promotes shall be senior to the direct recruits.

When two or more candidates are declared to be equal merit at one and the same examination/selection, their relative seniority is determined by the date of birth. the older candidate being the senior.

1.2 **Seniority on promotion**

Seniority is fixed as per date of coming into the particular grade. In case this is same in respect of more than one employee, date of coming to the previous grade, thereafter date of appointment and lastly date of birth is taken into consideration for fixing the seniority.

1.3 **Mutual transfer:**

Employees transfer on mutual ground from one cadre of a company, area, Sub-area, colliery/projects shall determine their seniority on the basis of date of promotion to the grade or taking the seniority of the transferee with whom he/she has exchanged, whichever of the two may be lower.

1.4 **Transfer in the interest of administration:**

The seniority of the employees from company to company, area to another area, colliery/project to another colliery/project shall their seniority on the basis the of date of promotion to their grade as the case may be. . .



1.5 Transfer on request:

The seniority of the employees transferred at their own request from one subsidiary to another, area to another area, colliery/project to another colliery/project should be determined at the bottom in the grade in the new establishment irrespective of date of joining or length of service on the post.

1.6 Termination/re-instatement

Employees whose services were terminated on disciplinary action after re-instatement of the employee their seniority shall be on the date of their re-instatement .

1.7. Departmental examination/trade test:

Where the employee passing of a departmental examination/trade test, as prescribed in the scheme to a particular post, the relative seniority of the employee passing the examination/trade test in their due turn and on the same date as the case may be shall be determined with to their date of joining to the post.

1.8. Seniority of SC/ST candidate in the promoted grade:

If a SC/ST candidate is promoted to an immediate higher post/grade against reserved vacancy earlier than his/her senior General/OBC candidate who is promoted later to the said immediate higher post/grade, the General/OBC candidate will not regain his seniority over such earlier promoted SC/ST candidate in the immediate higher post/grade.

