

सेंट्रल कोलफील्ड्स लिमिटेड

(कोल इण्डिया की एक सहायक कंपनी)

कार्मिक/ कर्मचारी स्थापना विभाग

दरभंगा हाउस, रांची-834029

दूरभाष संख्या-0651-2360049/Extn-5341

ई: मेल- gmnee.ccl@coalindia.in

वेब साइट: <http://centralcoalfields.in>



एक मिनिरातन कंपनी
A Miniratna Company



Central Coalfields Limited

(A Subsidiary of Coal India Limited)

Personnel/NEE Department

Darbhang House, Ranchi-834029

Phone No. 0651-2360049/Extn-5341

CIN: U10200JH1956GOI000581

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Website: <http://centralcoalfields.in>

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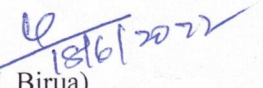
OFFICE ORDER

Henceforth, following documents are hereby made compulsory for inclusion of the Spouse name in Service Record of the employee concerned.

1. Marriage Registration Certificate.
2. Declaration by applicant/employee in new standardized format.
3. Date of Birth Proof (Matriculation Certificate and one Govt. Identity Card either Aadhar Card/PAN Card. In case of non-matriculate dependents Family Declaration Certificate issued by BDO or Block Circle Officer including Date of Birth)

Further, the earlier standardised format for inclusion of spouse, dependent child (ren) and parent(s) has been revised accordingly and being attached herewith for wide circulation amongst all employees of CCL HQ.

This issues with approval of Competent Authority


(M. Birua)
GM(Pers-NEE)

Copy To:

1. The Area General Manager, All areas, CCL: for kind information
2. The General Manager/HOD, All department, CCL HQ
3. The GM/TS to CMD, CCL Ranchi
4. The CMS, CCL Ranchi
5. The CMS, I/c, GNH Ranchi
6. The TS to Dir.(Tech./oprns.)/Dir.(Fin.)/D(Pers.)/Dir(Tech./P&P), CCL
7. The GM(systems): for uploading this order and new standardized format in company website
8. All Notice/display boards, CCL HQ

FORMAT FOR THE NAME INCLUSION OF THE DEPENDENT

Name of employee	
PIS No.	
Designation	
Place of posting	
DOA	

A) In case of Name Inclusion of Dependent Child:

Name of the Dependent Child	
Relationship with the Employee	
Whether the child is naturally born /legally adopted/step child	
Date of Birth as per Birth Certificate	
Birth Certificate issued by	
Registration no. and Date of issue of Birth Certificate	
Father's Name	
Mother's Name	
Whether Maternity/Child care leave has been availed for the said child (In case of female employees only)	

Signature

B) In case of Name inclusion of spouse (Husband/Wife)

Sl.No	Name	DOB	Date of Marriage	Matriculation Certificate enclosed(Yes/No)	Aadhar Card No.	Aadhar enclosed (Yes/No)	Marriage registration No.	Marriage registration certificate enclosed(Yes/No)

Declaration

1. That I am Married/widow/widower.
2. That now I am married to Smt.....and she is my only living wife and she has no other living husband to the best of my knowledge and belief.
3. That now I am married to Sri.....and he is my only living husband and my Husband has no other living wife to the best of my knowledge and belief.
4. That I am already having one or more wife living as per the Muslim Personal Law.
5. That I am married to a person who has already one wife or more living as per the Muslim Personal Law.

Signature

C) In case of Name inclusion of Dependent Parent(s)

Sl.no	Name	DOB	Aadhar Card No.	Aadhar enclosed (Yes/No)	Relationship with Employee	Income Certificate issued by Competent Authority enclosed Yes/No

Declaration for above mentioned parent(s)

1. That my Parent(s) is/are residing with me.
2. That my Parent(s) is/are wholly/mainly dependent on me.
3. That my Parent(s) is/are not availing any Medical Facilities from any Govt. /PSU.
4. That in case my spouse is employed in CCL he/she is not availing medical facility for his/her dependent parent(s) from the company.
5. That my Parent(s) has/have monthly income not exceeding Rs.10, 000/- per month.

Signature

*** That the above information as per coloumn A,B,C (Please tick the applicable coloumn) is true to best of my knowledge and belief and if any of the facts are found wrong by Management I shall be fully responsible for the same and Management will be free to initiate disciplinary action against me.**

** Clauses not applicable in any of the Section A, B and C may be crossed out by the employee*

Justified reason for delay in submission of certificate for Name inclusion of dependent child/spouse/parent as applicable (after one year from date of issue of Date of Birth Certificate/Date of Marriage/Date of appointment (in case of dependent parents) .

Signature of Employee Concerned

GM/HOD

GM (P-NEE)