



cmpdi
A Mini Ratna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (भारत)
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)
CORPORATE IDENTITY NUMBER - U14292.TM197560I001223

No.CMPDI/HQ/OE/G/175/E-582993

Dated: 21.09.2020

To
The General Manager (P/EE),
CIL/ECL/BCCL/CCL/WCL/SECL/NCL/MCL/NEC

Sub: Requirement of Advisor (Marketing & Sales) & Advisor (Finance) in CMPDI .

Dear Sir,

It has been decided to appoint 02 nos. Full Time Advisor for Coal e-Auction as mentioned below by following General Financial Rules (GFR) laid down norms and other guidelines as contained in the extant CIL's policy for availing the services of retired CMDs/Directors/Sr. level executives etc.

- 1 Advisor (Marketing & Sales)
- 2 Advisor (Finance)

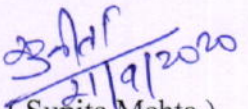
The advertisement of the aforesaid post has already been published in leading as well as local news paper i.e. Prabhat Khabar, Ranchi, Times of India, Delhi edition and The Telegraph, Kolkata edition on 21.09.2020. The last date for submission of application/bio-data is 01.10.2020.

In the aforesaid advertisement, it is specifically mentioned that **"Details of eligibility criteria, terms of engagement, pay & allowances and other benefits are available at Annexure 'A' and formate of bio-data/application in Annexure "B" which may be seen at www.cmpdi.co.in."**

In view of the above, you are requested to kindly upload detailed advertisement attached herewith alongwith relevant guidelines in Company's website enabling eligible retired executives to apply against above requirement of CMPDI.

Yours faithfully,

Encl : As above


(Sunita Mehta)

General Manager (P&A)

Copy for kind information to :-

- 1 TS to Director (P&IR),CIL
- 2 HoD (TS),CMPDI(HQ), Ranchi
- 3 Dy. Manager (Secretarial) to the CMD : For kind information of the CMD.



फोन नम्बर/Phone No. : 91651 2230933,2411618
फैक्स नम्बर/Fax No. : 91 651 2232634
ई-मेल/E-mail: gmp.cmpdi@coalindia.in
वेब साईट/Website: www.cmpdi.co.in

"NOTIFICATION FOR ENGAGEMENT OF 02 Nos FULL TIME ADVISOR IN CMPDI ON CONTRACT BASIS FOR A PERIOD OF 02 YEARS AS MENTIONED BELOW"

1. Advisor(Marketing and Sales)
2. Advisor(Finance)

Central Mine Planning And Design Institute Limited (A Subsidiary of Coal India Limited) invites applications for engagement of Full Time Advisor as mentioned above from retired executives from PSUs/Autonomous organizations of Central/State Governments on contractual basis for an initial period of two years. VRS optee will not be considered.

Details of eligibility criteria, terms of engagement, pay & allowances and other benefits are available at Annexure "A". The format of Bio-data to be submitted against above requirement alongwith enclosures is given at Annexure "B" .The above Annexures may be seen at www.cmpdi.co.in.

Application must reach in the office of "General Manager (P&A), CMPDIL, Ranchi through email gmp.cmpdi@coalindia.in or registered post/speed post or through personal delivery in Central Receipt/Dispatch section of CMPDI(HQ), not later than 01/10/2020

The Company or CMPDI Management shall not be held responsible for delay in transit, if any. Applications received after due date will not be considered.

Annexure "A"

Sl.No.	Particular	Description
1	Name of the post	1. Full time Advisor (Marketing & Sales) 2. Full Time Advisor(Finance)
2	Place of posting	CMPDI(HQ), Ranchi
3	Total no. of posts	02 (01 each for Advisor(Marketing & Sales) and Advisor (Finance)
4	Role & Responsibilities	1. Advisor(Marketing & Sales) The role of advisor is to provide rules & processes and vetting of the processes adopted in the system as per guidelines issued by CIL from time to time. The advisor shall finalise all the processes in the eAuction platform before Go-Live. 2. Advisor(Finance) The role of advisor is to advice financial aspects of eAuction of coal and vetting the processes adopted in the system as per guidelines issued by CIL from time to time. The advisor will be responsible to finalise all the processes related to financial aspects in the eAuction platform before Go-Live.
5	Eligibility	1. Advisor(Marketing & Sales) The advisor should be of retired E8 rank of PSUs or equivalent 2. Advisor(Finance) The financial advisor should be of retired E7/E6 rank of PSUs or equivalent.
6	Experience	1. Advisor(Marketing & Sales) Retired E8 grade executive of CPSUs preferably from CIL or its subsidiaries with 03 years experience in relevant grade. Applicant should have association of at least 01 cycle each of all the eAuction Modules. 2. Advisor(Finance) Retired E7/E6 grade executive of CPSUs preferably from CIL and its subsidiaries with at least 03 years of experience in the qualifying grade in their association in atleast one (1) cycle each of all the e auction module.
7	Maximum Age Limit	Below 65 years.
8	Qualification	1. Advisor(Marketing & Sales) Applicant with MBA/PG Diploma in Management with specialization in Marketing (Major) or equivalent from recognized Institute / University will be preferred. 2. Advisor(Finance) Chartered Accountant/Cost Accountant or Cost and Works Account or Cost and Management Accountant.
9	Conditions of engagement	As per CIL Office Memorandum No.CIL/C5A(PC/Advisor/2746 dated 17.03.2018 and related amendment issued vide no CIL/C5A(PC)/Advisor/284 dated 23.10.2019. (A copy of the same is attached.)
10	Remuneration & other benefits	As per CIL Office Memorandum No.CIL/C5A(PC/Advisor/2746 dated 17.03.2018 and OM No.CIL/C5A(PC)/Advisor/284 dated 23.10.2019 available on CIL website at coalindia.in under link-Info Bank/Circular. (A copy of the same is attached.)

CMPDI management reserves the right to shortlist candidates for interview/selection process. No TA/DA will be paid to any candidate, if called to attend in interview/selection process.

The decision of the Competent Authority in the matter will be final, binding upon all.

ANNEXURE-"B"

Sl.No.	Particular	Description
1	Name	
2	Father/Husband's Name	
3	Date of Birth	
4	Present Address	
5	Permanent Address	
6	Contact No & Mail ID	
7	Caste – Gen/SC/ST/OBC	
8	Educational/Professional Qualification (Self attested certificates to be enclosed)	
9	Experience in relevant grade (E8/E7 grade alongwith supporting documents)	
10	Special Achievement,if any	
11	Designation held prior to retirement	
12	Total period of service rendered prior to Retirement alongwith supporting documents.	
13	Details of any Departmental/Vigilance/Safety/Court case pending as on the date of application	
14	Any other information	

(Signature of the applicant)



CIL's Policy for availing the services of retired CMDs/ Directors/ Sr. level Executives, etc. as full time/ part time Advisors

(Including all amendments upto 17.03.2018)

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CIL's Policy for availing the services of retired CMDs/ Directors/ Sr. level Executives, etc. as full time/ part time Advisors

1.0. Title

This policy is called Coal India Limited's Policy for availing the services of retired CMDs/Directors/Sr. Level Executives etc. as full time/part time Advisors.

2.0. Scope

The policy covers engagement of retired executives as full time or part-time Advisors on fixed tenure basis in Coal India Limited and its Subsidiaries. This policy is not meant for re-appointment but would be treated as an exception and only as temporary measure in view of superannuation of experienced executives in various disciplines. There would be a cap of 0.5% of overall sanctioned strength of Executives of CIL out of which 50% would be operated by subsidiary and 50% by CIL for appointment of Advisors.

(Authority: CIL/C5A(PC)/Advisor/03 dated 01.01.2014 & CIL/C5A(PC)/Advisor/2746 dated 17.03.2018)

This policy covers engagement of following categories of retired executives.

- a) Retired Board level and below Board level Officers from public sector undertakings / autonomous organization of Central / State Govt., Officers of class – C and above of Central & state Government (Non- clerical) & members of National level professional Institutions.
- b) VRS optees should not be considered

3.0. Definitions

- a) '**Full Time Advisor**' means an official engaged as an Advisor, for a period under this policy, who shall render his services as per the requirement of the Management any time.
- b) '**Part Time Advisor**' means an official engaged as an Advisor, for a period under this policy, who shall render his services for a minimum 10 days in a month during the period of engagement.
- c) '**Task based Advisor**' means an official engaged as an Advisor, for a short duration of less than 6 months for a specific task/assignment.



(Authority: CIL/C5A(PC)/Advisor/2746 dated 17.03.2018)

4.0. Selection Criterion & Process

- a) The upper age limit of the Advisors should not exceed 65 years and
- b) The contract period should not be more than two years.

Advisors should preferably be selected from a panel by following General Financial Rules (GFR) laid down norms and not “on nomination basis” except individual cases of exceptional nature which have to be approved by the Board on a case to case basis.

(Authority: CIL/C5A(PC)/Advisor/2746 dated 17.03.2018)

5.0. Offer of Engagement

Offer of engagement shall be issued in writing and will clearly specify the tenure of engagement for the estimated duration for a particular assignment at corporate level or subsidiary level.

6.0. Designation

The retired Board level Directors or equivalent on selection shall be designated as “Senior Advisors” and others as “Advisors” with specified discipline for which they are selected.

(Authority: CIL/C5A(PC)/Advisor/2746 dated 17.03.2018)

7.0. Benefits

- a) Consolidated monthly compensation/ Honorarium
 - i) Full-time Advisors: Consolidated monthly compensation/ Honorarium shall be payable as under for rendering service on full time basis on monthly basis.

For Retd. Chairman/ Directors	Rs.1,00,000/- p.m.
For Retd. E-9 Gr. Executive	Rs.80,000/- p.m
For Retd. E-8 Gr. Executive	Rs.70,000/- p.m
For Retd.E-7 Gr. Executive	Rs.60,000/- p.m



For Retd.E-6 Gr. Executive	Rs.50,000/- p.m
For Retd.E-5 Gr. Executive	Rs.40,000/- p.m
For Retd.E-4 Gr. Executive	Rs.35,000/- p.m
For Retd.E-3 Gr. Executive	Rs.30,000/- p.m
For Retd.E-2 Gr. Executive	Rs.25,000/- p.m

The consolidated monthly compensation will be revised after the implementation of 2017 Pay Revision of Executives.

- ii) Part-time Advisors: Part-time Advisors are entitled to 60% of consolidated pay of the Full-time Advisors of the corresponding grade. They would not be entitled to any other facility/benefit stipulated in the policy.
- iii) Task based Advisors: Officials can also be engaged as Task based Advisors on fixed days on specific assignments/ projects for a period of not more than 06 months. In that event, they shall be eligible for Compensation/ Honorarium applicable to Full-time Advisors of the corresponding grade. No additional compensation shall be paid if such advisors take time beyond the duration of engagement to complete the task.

b) Conveyance charges

Company shall provide conveyance for Full-time Advisors as per availability. However, where conveyance is not provided, they shall be eligible for 5% of consolidated pay per month as conveyance charge.

c) Accommodation Facility

Suitable company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount will be paid as under:

For X Class Cities	24% of consolidated pay per month
For Y Class Cities	16% of consolidated pay per month
For Z Class Cities	8% of consolidated pay per month



The classification of the cities for this purpose would be as per classification of cities as circulated by DoE vide OM dated 07.07.2017.

In the event of Company's accommodation, the house rent, as applicable to executives on roll, will be recovered.

d) Re-imbusement for Mobile Telephones

Re-imbusement for the use of mobile telephones based on the actual bills or Rs.750/- p.m. whichever is less.

e) Medical

All executives of CIL covered under the Post Retiral Medical Benefits Scheme will continue to be governed by the said scheme. Those appointed, who were not under the roll of CIL, will be given the same coverage of benefit, if they are not covered under any post retiral medical scheme.

f) Leave

The Advisor shall be entitled for paid leave of 15 days in every six months in addition to the paid holidays in the establishment. The paid leave shall be regulated as per the provisions of EL (Earned Leave) applicable to the executive cadre employees under the CIL Executive Leave Rules. However, the paid leave admissible as above is not encashable. The accumulated leave shall stand lapsed on the expiry of each period of engagement of an Advisor.

g) TA/DA

TA/DA and other boarding/lodging charges shall be payable as per entitlement applicable to the existing executives of equal grades whenever tours are undertaken for the jobs related to assignment.

(Authority: CIL/C5A(PC)/Advisor/2746 dated 17.03.2018)

8.0. Other Conditions

- a) Headquarters on appointment - They would be generally stationed at Headquarters of the Company, for which they are appointed. However, the management will be within its rights to extend their expert services, anytime, to any subsidiary/ other establishments of the company/ any other strategic locations.
- b) Medical fitness - The appointment to the post of 'Advisor' shall be subject to Medical fitness to be certified by Company/Govt. Medical Officer.



- c) Notice period - For termination of the contract one month's notice or consolidated compensation amount from either side.
- d) Extension of Fixed Tenure - Tenure of engagement can be extended on the approval of the Chairman-cum-Managing Director of CIL or Subsidiary as the case may be.
- e) Signing of documents - The Advisors shall give their proposals, suggestions, comments, advises, remarks etc. in writing under their signature and shall take accountability for the same. However, they will not supervise or control the day to day work of officials/ employees of the company nor will they certify or pass bills pertaining to the department.
- f) Secrecy – The Advisor will maintain all information/ documents/ materials gathered during the course of the engagement in strict confidence. They will not copy or make notes of such information/ documents except in conjunction with the work for the Company. They will not divulge to anyone outside the Company or use any of the information/ documents/ materials gathered during the course of engagement for their own or anyone else's benefit, either during or after the terms of engagement with the Company. The aforesaid obligation shall also apply to proprietary/ confidential information/ documents of third parties received by them or the company in the normal course of the engagement with the Company.

The Advisors shall, while demitting the office, handover all information/ documents/ materials (in soft/ hard format) under their possession, during the engagement period, to the concerned HOD.

- g) Tax - In case payment of GST is required, then the same shall be reimbursed on production of proof of such payment.
- h) Role of Advisors - The Role of an Advisor will broadly include the following:
 - i) Contributing towards plan and execution of new schemes and project.
 - ii) Contributing in overcoming major constraints & bottleneck faced by departments of the domain they are engaged for.
 - iii) Identifying the "areas of improvement" in the domain and to suggest the way out.
 - iv) Identifying non-value adding activities that may be eliminated and to advice on the gainful alternative deployment of resources that were engaged in such non-value adding activities.
 - v) Capacity building of the department for being self-reliant in their respective domain.
 - vi) To come out with innovative ideas to simplify and shorten the processes of workflow reasonably to accelerate the pace of obtaining the end result.
 - vii) Taking up specific task/projects, formulating schemes etc. and playing the role of Change Agent in execution of such task/ projects.



- i) Reporting Relationships – During course of their engagement, the Advisors will employ themselves efficiently, diligently and to the best of their ability shall devote their whole time and attention to the interest of the Company and generally carry out work as assigned to them and shall comply with all lawful orders and directions given by the CMDs/ Directors/ HoDs. They shall honestly, diligently and faithfully serve the Company and use utmost endeavor to promote the interest of the Company.
- j) Expiry of Terms of Engagement – Unless the ad-hoc period of engagement is extended further or terminated earlier by giving one-month notice or payment in lieu thereof, the engagement will come to an automatic end on the expiry of the period of engagement stipulated in the offer letter and no notice will be necessary.
- k) Performance Review – The value addition by the Advisor will be reviewed on the parameters as mentioned at Para (h) above by the Management and on being found satisfactory, approval for further extension may be granted as provided under Para (d) above.
- l) Joining on appointment – The Advisor is required to join within 15 days of the offer of engagement or in exceptional circumstances, as approved by the concerned Functional Director. In the event of failure to join within the stipulated period, the offer of engagement shall stand withdrawn automatically.
- m) Prohibition on other Full time engagement - Advisor shall not accept any full time appointment or post, whether advisory or administrative, in any other firm or company during the period of their engagement with CIL and its subsidiaries.
- n) Vigilance/ Departmental Clearances – The rules of promotion on the matter of Vigilance/ Departmental/ Safety clearances shall hold good in the appointment of Advisors.
- o) Modification of terms and conditions - The Functional Directors of CIL shall make necessary modifications in the terms and conditions from time to time as may be required in the best interest of the Company.
- p) Appointing Authority - The Chairman- cum- Managing Director of CIL/ Subsidiary companies shall be the Appointing Authority for the advisors engaged in the respective companies.

(Authority: CIL/C5A(PC)/Advisor/2746 dated 17.03.2018)

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISE NO: 04, MAR, PLOT NO: AF-III

ACTION AREA-1A, NEW TOWN, RAJHARHAT

KOLKATA-700156 (WB)



एक महारत्नकंपनी

A Maharatna Company



(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

PERSONNEL DIVISION

POLICY CELL

CIN:L23109WB1973GOI028844

E-MAIL: policycell.cil@coalindia.in

TEL: 033-7110 4282

FAX: 033-2324 4140

WEBSITE: www.coalindia.in

संदर्भ सं: CIL/C5A (PC)/Advisors/284

Date: 23.10.2019

कार्यालय ज्ञापन


विषय: Amendments in CIL's Policy for availing the services of retired CMDs/ Directors/ Sr.level Executives, etc. as full time/ part time Advisors

CIL Board in its 392nd meeting held on 21.09.2019 approved the following amendments in CIL's Policy for availing the services of retired CMDs/ Directors/ Sr.level Executives, etc. as full time/ part time Advisors:

Cl. No.	Existing Provision	Amended Provision																																								
7.0 (a) (i)	<p>Consolidated monthly compensation/ Honorarium</p> <p>Full-time Advisors: Consolidated monthly compensation/ Honorarium shall be payable as under for rendering service on full time basis on monthly basis.</p> <table border="1"><thead><tr><th></th><th></th></tr></thead><tbody><tr><td>For Retd. Chairman/ Directors</td><td>₹1,00,000/- p.m.</td></tr><tr><td>For Retd. E-9 Gr. Executive</td><td>₹80,000/- p.m.</td></tr><tr><td>For Retd. E-8 Gr. Executive</td><td>₹70,000/- p.m.</td></tr><tr><td>For Retd. E-7 Gr. Executive</td><td>₹60,000/- p.m.</td></tr><tr><td>For Retd. E-6 Gr. Executive</td><td>₹50,000/- p.m.</td></tr><tr><td>For Retd. E-5 Gr. Executive</td><td>₹40,000/- p.m.</td></tr><tr><td>For Retd. E-4 Gr. Executive</td><td>₹35,000/- p.m.</td></tr><tr><td>For Retd. E-3 Gr. Executive</td><td>₹30,000/- p.m.</td></tr><tr><td>For Retd. E-2 Gr. Executive</td><td>₹25,000/- p.m.</td></tr></tbody></table>			For Retd. Chairman/ Directors	₹1,00,000/- p.m.	For Retd. E-9 Gr. Executive	₹80,000/- p.m.	For Retd. E-8 Gr. Executive	₹70,000/- p.m.	For Retd. E-7 Gr. Executive	₹60,000/- p.m.	For Retd. E-6 Gr. Executive	₹50,000/- p.m.	For Retd. E-5 Gr. Executive	₹40,000/- p.m.	For Retd. E-4 Gr. Executive	₹35,000/- p.m.	For Retd. E-3 Gr. Executive	₹30,000/- p.m.	For Retd. E-2 Gr. Executive	₹25,000/- p.m.	<p>Consolidated monthly compensation/ Honorarium</p> <p>Full-time Advisors: Consolidated monthly compensation/ Honorarium shall be payable as under for rendering service on full time basis on monthly basis.</p> <table border="1"><thead><tr><th></th><th></th></tr></thead><tbody><tr><td>For Retd. Chairman/ Directors</td><td>₹1,50,000/- p.m.</td></tr><tr><td>For Retd. E-9 Gr. Executive</td><td>₹1,20,000/- p.m.</td></tr><tr><td>For Retd. E-8 Gr. Executive</td><td>₹1,05,000/- p.m.</td></tr><tr><td>For Retd. E-7 Gr. Executive</td><td>₹90,000/- p.m.</td></tr><tr><td>For Retd. E-6 Gr. Executive</td><td>₹75,000/- p.m.</td></tr><tr><td>For Retd. E-5 Gr. Executive</td><td>₹60,000/- p.m.</td></tr><tr><td>For Retd. E-4 Gr. Executive</td><td>₹52,500/- p.m.</td></tr><tr><td>For Retd. E-3 Gr. Executive</td><td>₹45,000/- p.m.</td></tr><tr><td>For Retd. E-2 Gr. Executive</td><td>₹37,500/- p.m.</td></tr></tbody></table>			For Retd. Chairman/ Directors	₹1,50,000/- p.m.	For Retd. E-9 Gr. Executive	₹1,20,000/- p.m.	For Retd. E-8 Gr. Executive	₹1,05,000/- p.m.	For Retd. E-7 Gr. Executive	₹90,000/- p.m.	For Retd. E-6 Gr. Executive	₹75,000/- p.m.	For Retd. E-5 Gr. Executive	₹60,000/- p.m.	For Retd. E-4 Gr. Executive	₹52,500/- p.m.	For Retd. E-3 Gr. Executive	₹45,000/- p.m.	For Retd. E-2 Gr. Executive	₹37,500/- p.m.
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The revised monthly compensation will be effective from September, 2019 onwards and it will also be applicable to all the Advisors who are currently engaged in CIL & its Subsidiaries under this Policy.

This is for information and compliance by all concerned.


23/11/19
(पी.वी.के.आर.एम. राव)
महाप्रबंधक (कार्मिक/नीति)

ई-मेल के माध्यम से वितरण:

1. D(M)/ D(T)/ D (P&IR)/ D (F), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P)/D(F), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/ES), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. GM/ HoD (P/EE), CIL/ BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
9. GM/ HoD (Finance), CIL/ BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
10. Company Secretary, CIL – this is issued in reference to letter No. 23814 dated 18.10.2019.
11. GM, NEC
12. GM, NDLO
13. GM/ HoD, IICM
14. DGM/TS to D(P&IR), CIL
15. HoD (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.