



cmpdi
A Mini Ratna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की असुबंगी कम्पनी / भारत सरकार का एक लोक उपायम)
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 - U14292JH1975GOI001223

No.CMPDI/HQ/OE/G/175/E-948 & 69

Dated: 07.03.2022

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

Sub:Requirement of Full Time Senior Advisor (Mining) in CMPDI.

Dear Sir

It has been decided to appoint 01 no. Full Time Senior Advisor(Mining) by following General Financial Rules (GFR) laid down norms and other guidelines as contained in the CIL's policy for availing services of retired CMDs/Directors/Sr. level executives etc as Advisor..

The advertisement of the aforesaid post has already been published in Prabhat Khabar, Ranchi & Times of India, Delhi edition on 06/03/2022. The last date for submission of application/bio-data is 16/03/2022.

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."**

Applicant with relevant qualification, position at the time of superannuation and experience may refer website of CMPDI i.e. www.cmpdi.co.in for detail.

In view of the above, you are requested to kindly upload the attached notification of **Annexure – A & Annexure – B** related to above in your Company's website enabling eligible applicants to apply against above requirement of CMPDI.

Yours faithfully,

[Signature]
27/3/2022

General Manager (P&A)

Encl : As above

Copy for kind information to :-

1 GM(TS/PR),CMPDIL



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

Distribution :

1. The GM(TS/PR), CMPDIL, Ranchi - For uploading advertisement in one National and one Local newspapers having wide circulation.
2. The GM (Personnel/EE) – CIL/BCCL/ECL/CCL/SECL/WCL/MCL/NCL - with a request to upload the Notification in Annexure – A & Application Format in Annexure - B on respective website for circulation among retired executives with required expertise.
3. GM (ICT), CMPDI – With request to upload the Notification in Annexure – A & Application Format in Annexure - B on website of CMPDIL.
4. GM(Personnel/HR), NLCIL/SCCL - with a request to upload the Notification in Annexure – A & Application Format in Annexure - B on respective website for circulation among retired executives with required expertise.
5. The TS to Dir(T/P&D/RD&T)/Dir(T/ES & CRD) – for inf. Pl.

ANNEXURE-"A"**Notification for Engagement of Full Time Senior Advisor (Mining) in CMPDI on Contract basis**

Central Mine Planning and Design Institute Limited (a subsidiary of Coal India Limited) invites applications for engagement of Full Time Senior Advisor (Mining) from retired Board level Director from Subsidiaries of CIL and other CPSUs/State owned companies engaged in production of Coal in India. The period of engagement as Full Time Sr. Advisor (Mining) will be initially for a period of one year which may be further extended by additional one year depending upon requirement and performance. VRS Optee will not be considered. The eligibility criteria, terms of engagement, pay & allowances, other benefits are mentioned below. Application may be submitted in the format given on Annexure-B meeting criteria as mentioned in Annexure-A of the Notification.

Application must reach in the office of General Manager (P&A) alongwith certificates related to educational qualification, Experience & special achievements, etc., through email at gmp.cmpdi@coalindia.in or to the General Manager (P&A), CMPDI, Gondwana Place, Kanke Road, Ranchi through registered post/speed post or through personal delivery in Central Receipt/Dispatch section of CMPDI(HQ), Ranchi not later than 16.03.2022.

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

Sl. No.	Particular	Description
1	Name of the post	Full Time Senior Advisor (Mining)
2	Total no. of post	01
3	Place of posting	CMPDI(HQ), Ranchi
4	Grade/Level	Retired Director of CPSU (Schedule B Companies) or equivalent from other CPSU or State owned Companies engaged in production of Coal in India.
5	Qualification	B. Tech/ B.E in Mining Engineering with minimum 60 % Marks & holder of First Class Mines Manager's Certificate of Competency (Coal).
6	Experience	The applicant should have minimum 10 years' experience in Preparation of Mining plans and Project Reports for Coal mines. Additionally, he should have experience in - 1. Preparation of Feasibility Reports (FR) for metal mines. 2. Preparation/Formulation of model/customised Tender Documents for engaging MDOs in Coal Mines. 3. Consultancy regarding implementation of Coal Gasification Projects.
7	Nature of Work	1. Advising CMPDI on the following :- (i) Preparation of Feasibility Reports for metal mines. (ii) Formulation of model/customized tender documents of engagement of MDOs for CIL Subsidiaries. (iii) Consultancy services regarding implementation of Coal Gasification Projects of CIL Subsidiaries.

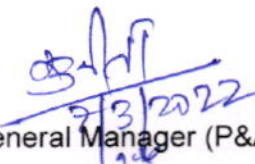
		<p>(iv) Formulation of policy related reports pertaining to coal mining.</p> <p>2. Rendering other services as assigned by the higher authorities i.e. CMD, CMPDI and above from time to time.</p>
7	Maximum Age Limit	Upper age limit of the Advisor should not exceed 65 years during the contract period as Full Time Senior Advisor (Mining).
8	Conditions of engagement	As per CIL Office Memorandum No.CIL/C5A(PC)/Advisor/2746 dated 17.03.2018 & Memorandum No CIL/C-5A(PC)/Advisor/08 dated 16.01.2012 of General Manager(P/PC) (attached)
9	Eligibility, remuneration & other benefits	<p>a) Consolidated monthly compensation/ honorarium - 1,50,000/-</p> <p>b) Accommodation – Suitable company's accommodation shall be provided on availability. However, if company's accommodation is not available, a consolidated amount of 16% of consolidated pay will be paid.</p> <p>c) Conveyance-Company shall provide conveyance for Full Time Advisors as per availability. However, if conveyance is not provided, Advisor will be eligible for 5% of consolidated pay per month as conveyance charges.</p> <p>d) Mobile reimbursement – Rs.750/- per month or reimbursement for use of Mobile telephone based on actual bills, whichever is less.</p>

Other terms & condition of engagement of Advisor (Mining) will be covered under Office Memorandum No.CIL/C5A(PC)/Advisor/2746 dated 17.03.2018 & Memorandum No CIL/C-5A(PC)/Advisor/08 dated 16.01.2012 of General Manager(P/PC) (Attached).

All correspondence with the shortlisted candidate shall be made on the postal address/email address given on the body of application.

CMPDI Management reserves the right to shortlist candidates for interview/selection process. Selection will be done on the basis of performance in the interview either through virtual mode or personal appearance, as the case may be. No TA/DA will be paid to any candidate for appearing in interview/selection process, if called.

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


 General Manager (P&A)

ANNEXURE-"B"

Sl.No.	Particular	Description
1	Reference No /Date of Advertisement/Notification.	
2	Name	
3	Father/Husband's Name	
4	Date of Birth (With proof)	
5	Present Address	
6	Permanent Address	
7	Contact No & email id	
8	Caste – Gen/SC/ST/OBC	
9	Educational/Professional Qualification (Self attested certificates to be enclosed)	
10	Experience	
11	Special Achievement, if any	
12	Designation held prior to retirement	
13	Total period of service rendered prior to Retirement(Details of Company of posting is to be provided)	
14	Details of any Departmental/Vigilance/Safety/Court case pending as on the date of application	
15	Any other information	

Certified that the information given above is true and correct to the best of my knowledge and belief.

Signature of the Applicant
Name

Date
Place



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

No. CIL/C-5A(PC)/Advisor/ 08

Date : 16.01.2012

OFFICE ORDER

Sub : **COAL INDIA LIMITED'S POLICY FOR AVAILING THE SERVICES OF RETIRED CMDs/ DIRECTORS/ SR.LEVEL EXECUTIVES ETC. AS FULL TIME/PART TIME ADVISORS.**

The Board of Directors of CIL in their 275th meeting held on 14.12.2011 has approved amendments in certain clause in the **Policy for availing the services of retired CMDs/ Directors/ Sr.Level Executives etc. as full time/part time Advisors** as circulated vide CIL's office order No. CIL/C-5A(vi)/Advisor/1563 dated 01.03.2011.

Accordingly **"COAL INDIA LIMITED'S POLICY FOR AVAILING THE SERVICES OF RETIRED CMDs/ DIRECTORS/ SR.LEVEL EXECUTIVES ETC. AS FULL TIME/PART TIME ADVISORS"** with the amendments as approved by the Board Of Directors of CIL is enclosed herewith for implementation with immediate effect.

This issues with the approval of Competent Authority.


(M-Nazar Ali)
General Manager (P/PC)

Distribution:

1. CMD, ECL/BCCL/CCL/SECL/WCL/NCL/MCL/CMPDI
2. D (P&IR)/D (F)/D(T)/D (Mktg), CIL, Kolkata
3. D (P)/D (F) ECL/BCCL/CCL/SECL/WCL/NCL/MCL
4. D (RD&T), CMPDI, Ranchi
5. CVO, CIL, Kolkata
6. ED, IICM, Ranchi
7. CGM/TS to Chairman, CIL, Kolkata
8. CGM, NEC
9. GM(Telecom),CIL - with a request to upload the same in CIL website intranet under Circulars / internet under Info -Circulars. Soft Copy e-mailed.
10. GM (Legal), CIL Kolkata
11. GM (F), CIL, Kolkata
12. GM (P/EE), CIL, Kolkata
13. GM, CIL, New Delhi
14. Company Secretary, CIL, Kolkata
15. Guard file



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

1. 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. 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. Engagement under this policy

- a) There would be a cap of 1% (one percent) of the total sanctioned strength of Executives and not more than 0.5% (half-percent) of the sanctioned strength would be appointed under the policy in one financial year.
The sanctioned strength taken will be of the respective subsidiary when dealt by the Subsidiary and will be taken of CIL when dealt by CIL and
- b) This policy would be valid for 2 years and thereafter to be reviewed.
- c) CMDs of Subsidiary Companies are authorized to make appointment as advisor on Full time / Part time for projects specific cases limited to the life of the projects & budgetary limits.

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. SELECTION CRITERION

- 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.

4. SELECTION PROCESS

- a. The selection would be on the basis of applications received in response to the notification, to be circulated internally either at CIL level or Subsidiary level. However on the basis of specific requirement individual cases can be processed directly with the consent of the retired executives.



- b. The applications received against the notification or requirement of CIL will be dealt by CIL Hqrs. and applications received against the notification or requirement of Subsidiaries will be dealt by Subsidiaries. Similar action will be taken for the applications received from 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. I.e if received against notification or requirement of CIL – to be dealt by CIL and if against notification or requirement of Subsidiaries – to be dealt by subsidiaries.
- c. In case of advisors to be engaged by Subsidiary Company, the FDs of Subsidiary Company shall recommend the name for approval of the CMD of the respective subsidiary company.
- d. The applications received should be properly scrutinized by CIL (Hqrs.) / Subsidiary (HQ) with the following information :
 - i. Nature of jobs where the services of 'Advisor' is required and to be utilized.
 - ii. Existing strength of the executives in the grade / designation in which the 'Advisor' is to be engaged vis-à-vis sanctioned strength.
 - iii. Justification for the requirement of Advisor.
- e. CIL would place the above recommendation to the selection committee.
- f. The Selection Committee shall be constituted as under:
 - i. Presiding Officer : Chairman, CIL
 - ii. Members : All FDs of CIL
- g. The Subsidiary Companies will follow the said procedures as stated in this policy while appointing full time / part time advisor, within the overall ceiling.
The Selection Committee at Subsidiary level shall be constituted as under :
 - i. Presiding Officer : Chairman-cum-Managing Director of the Subsidiary.
 - ii. Members : All FDs of Subsidiary Company.

5. 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. DESIGNATION

The selected candidate shall be designated as "Advisor" with specified discipline for which he is selected.

7. 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

- ii) Part-time Advisors: Part-time Advisors would work for 10 days in a month and will only be entitled to 50% of consolidated pay of the respective grade. They would not be entitled to any other facility stipulated in the policy.

b) Conveyance charges

For Retd. Chairman/Directors	Rs.3,000/- p.m
For Retd. E-9 Gr. Executive	Rs.2,500/- p.m
For Retd. E-8 Gr. Executive	Rs.2,500/- p.m
For Retd. E-7 Gr. Executive	Rs.2,500/- p.m

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 Retd. Chairman/Directors	Rs.4,000/- p.m
For Retd. E-9 Gr. Executive	Rs.3,500/- p.m
For Retd. E-8 Gr. Executive	Rs.3,500/- p.m
For Retd. E-7 Gr. Executive	Rs.3,000/- p.m

d) Re-imbursement for Mobile Telephones

Re-imbursement 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

One day paid leave for every 20 days of work (including intervening weekly holidays) in addition to the closed holidays shall be admissible.

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.

8. OTHER CONDITIONS

- a) They would be stationed at Kolkata or Headquarters of the Subsidiary or any other place of posting to be specifically mentioned.
- b) 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 recommendations of the Selection Board and with the approval of the Chairman-cum-Managing Director of CIL or Subsidiary as the case may be.
- e) Signing of documents - The Advisors will not sign or certify documents or pass bills etc. pertaining to the Dept. and will not supervise or control the day to day work of CIL/Subsidiary employees.
- f) Secrecy - The appointed Advisor has to maintain the integrity and secrecy of the companies business and shall not engage himself with any other business during his tenure as Advisor. He shall perform the duties of the advisor with due diligence.
- g) Tax - In case payment of Service Tax is required, then the same shall be reimbursed on production of proof of such payment.

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISES NO: 04, MAR, PLOT NO: AF-III
ACTION AREA-1A, NEW TOWN, RAJHARHAT
KOLKATA-700156 (WB)



महारात्ना कंपनी

A Maharatna Company

**PERSONNEL DIVISION
POLICY CELL**

E-MAIL: cjuster.cil@coalindia.in

TEL: 033-7110 4227

FAX: 033-2324 4140

WEBSITE: www.coalindia.in

CIN:L23109WB1973GO1028844

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

Ref: CIL/C5A (PC)/Advisor/2746

Date: 17.03.2018

OFFICE MEMORANDUM

**Sub: Amendments in the CIL's Policy for availing the services of retired CMDs/
Directors/ Sr. Level Executives, etc. as full time/ part time advisors**

The CIL Board in its 343rd meeting held on 19.07.2017 approved the following amendments in the CIL's Policy for availing the services of retired CMDs/ Directors/ Sr. Level Executives, etc. as full time/ part time advisors:

1. To keep 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.
2. 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.

Further, as per the directions of CIL Board in its 349th CIL Board meeting held on 28.10.2017, the following revised terms and conditions for engagement of advisors has been approved by the Competent Authority and the CIL Board was subsequently apprised in its 358th CIL Board meeting held on 21.02.2018:

Sl	Items	Existing Terms & Conditions	Revised Terms & Conditions
1	Designation	The selected candidate shall be designated as "Advisor" with specified discipline for which he is selected.	The retired Board level Directors or equivalent on selection shall be designated as "Senior Advisors" and Others as "Advisor" with specified discipline for which they are selected.
2	Definition of Full Time Advisor	<i>New Provision</i>	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.

Encl. 2

3	Definition of Part Time Advisor	New Provision	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.																										
4	Definition of Task based Advisors	New Provision	Task based Advisor means an official engaged as an Advisor, for a short duration of less than 6 months for a specific task/ assignment.																										
5	Consolidated Monthly Compensation/ Honorarium for full time Advisors	<table><tr><td>For Retd.Chairman/ Directors</td><td>Rs.1,00,000/- p.m.</td></tr><tr><td>For Retd. E-9 Gr.Executive</td><td>Rs.80,000/- p.m</td></tr><tr><td>For Retd. E-8 Gr.Executive</td><td>Rs.70,000/- p.m</td></tr><tr><td>For Retd.E-7 Gr.Executive</td><td>Rs.60,000/- p.m</td></tr></table>	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	<table><tr><td>For Retd.Chairman/ Directors</td><td>Rs.1,00,000/- p.m.</td></tr><tr><td>For Retd. E-9 Gr.Executive</td><td>Rs.80,000/- p.m</td></tr><tr><td>For Retd. E-8 Gr.Executive</td><td>Rs.70,000/- p.m</td></tr><tr><td>For Retd.E-7 Gr.Executive</td><td>Rs.60,000/- p.m</td></tr><tr><td>For Retd.E-6 Gr.Executive</td><td>Rs.50,000/- p.m</td></tr><tr><td>For Retd.E-5 Gr.Executive</td><td>Rs.40,000/- p.m</td></tr><tr><td>For Retd. E-4 Gr. Executive</td><td>Rs. 35,000/- p.m.</td></tr><tr><td>For Retd. E-3 Gr. Executive</td><td>Rs.30,000/- p.m.</td></tr><tr><td>For Retd. E-2 Gr. Executive</td><td>Rs. 25,000/- p.m.</td></tr></table> <p>The Consolidated monthly compensation will be revised after the implementation of 2017 Pay Revision of Executives.</p>	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.
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6	Consolidated Monthly Compensation/ Honorarium for part time Advisors	Part-time Advisors would work for 10 days in a month and will only be entitled to 50% of consolidated pay of the respective grade. They would not be entitled to any other facility stipulated in the policy.	Part-time Advisors are entitled to 60% of the 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.																										

7	Consolidated Monthly Compensation/ Honorarium for Task based Advisors	New Provision	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 on pro-rata basis of the consolidated monthly 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.														
8	Conveyance Charges	<table><tr><td>For Retd.Chairman/ Directors</td><td>Rs.3,000/- p.m</td></tr><tr><td>For Retd. E-9 Gr.Executive</td><td>Rs.2,500/- p.m</td></tr><tr><td>For Retd. E-8 Gr.Executive</td><td>Rs.2,500/- p.m</td></tr><tr><td>For Retd.E-7 Gr.Executive</td><td>Rs.2,500/- p.m</td></tr></table>	For Retd.Chairman/ Directors	Rs.3,000/- p.m	For Retd. E-9 Gr.Executive	Rs.2,500/- p.m	For Retd. E-8 Gr.Executive	Rs.2,500/- p.m	For Retd.E-7 Gr.Executive	Rs.2,500/- p.m	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.						
For Retd.Chairman/ Directors	Rs.3,000/- p.m																
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9	Accommodation Facility	<p>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:</p> <table><tr><td>For Retd.Chairman/ Directors</td><td>Rs.4,000/- p.m</td></tr><tr><td>For Retd. E-9 Gr.Executive</td><td>Rs.3,500/- p.m</td></tr><tr><td>For Retd. E-8 Gr.Executive</td><td>Rs.3,500/- p.m</td></tr><tr><td>For Retd. E-7 Gr.Executive</td><td>Rs.3,000/- p.m</td></tr></table>	For Retd.Chairman/ Directors	Rs.4,000/- p.m	For Retd. E-9 Gr.Executive	Rs.3,500/- p.m	For Retd. E-8 Gr.Executive	Rs.3,500/- p.m	For Retd. E-7 Gr.Executive	Rs.3,000/- p.m	<p>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:</p> <table><tr><td>For X Class Cities</td><td>24% of Consolidated Pay per month.</td></tr><tr><td>For Y Class Cities</td><td>16% of Consolidated Pay per month.</td></tr><tr><td>For Z Class Cities</td><td>8% of Consolidated Pay per month.</td></tr></table> <p>The classification of the Cities for this purpose would be as per</p>	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.
For Retd.Chairman/ Directors	Rs.4,000/- p.m																
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For Retd. E-7 Gr.Executive	Rs.3,000/- p.m																
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.																

			<p>classification of Cities as circulated by DoE vide OM dated 07.07.2017.</p> <p>In the event of Company's accommodation, the house rent, as applicable to Executives on roll, will be recovered.</p>
10	Re-imbursement for Mobile Telephones	Re-imbursement for the use of mobile telephones based on the actual bills or Rs.750/- p.m. whichever is less.	<i>Same</i>
11	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.	<i>Same</i>
12	Leave	One day paid leave for every 20 days of work (including intervening weekly holidays) in addition to the closed holidays shall be admissible.	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 are not encashable. The accumulated leave shall stand lapsed on the expiry of each period of engagement of an Advisor.
13	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.	<i>Same</i>
14	Headquarters on Appointment	They would be stationed at Kolkata or Headquarters of the Subsidiary	They would be generally stationed at Headquarters of the Company, for

		or any other place of posting to be specifically mentioned.	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.
15	Medical fitness	The appointment to the post of 'Advisor' shall be subject to Medical fitness to be certified by Company/ Govt. Medical Officer.	<i>Same</i>
16	Notice period	For termination of the contract one month's notice or consolidated compensation amount from either side.	<i>Same</i>
17	Extension of Fixed Tenure	Tenure of engagement can be extended on the recommendations of the Selection Board and with the approval of the Chairman-cum-Managing Director of CIL or Subsidiary as the case may be.	Tenure of engagement can be extended on the approval of the Chairman-cum-Managing Director of CIL or Subsidiary as the case may be.
18	Signing of documents	The Advisors will not sign or certify documents or pass bills etc. pertaining to the Dept. and will not supervise or control the day to day work of CIL/ Subsidiary employees.	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 day to day work of officials/ employees of the Company nor will they certify or pass bills pertaining to the Department.
19	Secrecy	The appointed Advisor has to maintain the integrity and secrecy of the company's business and shall not engage himself with any other business during his tenure as Advisor. He shall perform the duties of the advisor with due diligence.	The Advisors 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

			<p>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.</p> <p>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.</p>
20	Tax	In case payment of Service Tax is required, then the same shall be reimbursed on production of proof of such payment.	In case payment of GST is required, then the same shall be reimbursed on production of proof of such payment.
21	Role of Advisors	<i>New Provision</i>	<p>The Role of an Advisor will broadly include the following:</p> <ol style="list-style-type: none"> Contributing towards plan and execution of new schemes and project. Contributing in overcoming major constraints & bottleneck faced by departments of the domain they are engaged for. Identifying the "areas of improvement" in the domain and to suggest the way out. 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. Capacity building of the department for being self-reliant in their respective domain. To come out with innovative ideas to simplify and shorten the

			<p>processes of workflow reasonably to accelerate the pace of obtaining the end result.</p> <p>g) Taking up specific Task/projects, formulating schemes etc. and playing the role of Change Agent in execution of such Task/ Projects.</p>
22	Reporting Relationships	<i>New Provision</i>	<p>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 endeavour to promote the interest of the Company.</p>
23	Expiry of Terms of Engagement	<i>New Provision</i>	<p>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.</p>
24	Performance Review	<i>New Provision</i>	<p>The value addition by the Advisor will be reviewed on the parameters as mentioned at para (21) above by the Management and on being found satisfactory, approval for further extension may be granted as provided under para (17) above.</p>
25	Joining on Appointment	<i>New Provision</i>	<p>The Advisor is required to join within 15 days of the offer of engagement or in exceptional circumstances, as approved by the</p>

			concerned Functional Director. In the event of failure to join within the stipulated period, the offer of engagement shall stand withdrawn automatically.
26	Prohibition on other Full time Engagement	<i>New Provision</i>	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.
27	Vigilance/ Departmental Clearances	<i>New Provision</i>	The rules of promotion on the matter of Vigilance/ Departmental/ Safety clearances shall hold good in the appointment of Advisors.
28	Modification of Terms & Conditions	<i>New Provision</i>	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.
29	Appointing Authority	<i>New Provision</i>	The Chairman-cum-Managing Director of the CIL/ Subsidiary Companies shall be the Appointing Authority for the Advisors engaged in the respective Companies.

The above amendments shall come into force with immediate effect. This is for information and compliance by all concerned.

(Charles Juster)
General Manager (P/PC)

Distribution:

1. The CMD, ECL/BCCL/CCL/NCL/SECL/WCL/MCL/ CMPDIL
2. The Director (P&IR)/Director(Finance)/Director (Tech.)/Director(Mkt.). CIL.
3. The CVO, CIL
4. Functional Directors, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL.
5. The CVO, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL.
6. GM/TS to Chairman, CIL.
7. The General Manager (P/EE)/ HoD (P/EE), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL.

8. The General Manager (Finance), CIL/ ECL/ BCCI/ CCI/ NCI/ SECI/ WCI/ MCL/ CMPDII.
9. The General Manager, New Delhi Office
10. The GM/ HoD(IICM)
11. The General Manager, NEC
12. The General Manager (System), CIL – with a request to please upload the same in CIL website for information of all Executives.