

## ईस्टर्न कोलफील्ड्स लिमिटेड

(कोल इंडिया का एक अंग)

अध्यक्ष सह-प्रबन्धक निर्देशक का कार्यालय,

संक्टोरिया, पो-दिशेरगढ़, जिला-वर्धमान,

पश्चिम बंगाल-713333

महाप्रबंधक(का/औ.स.) का कार्यालय

CIN-U10101WB1975GOI030295.

फैक्स- 0341-2523586.

Website: www.easterncoal.gov.in



## EASTERN COALFIELDS LIMITED

(A Subsidiary of Coal India Limited)

Office of the Chairman-Cum-Managing Director,

Sanctoria, PO: Dishergarh,

Dist. Burdwan. West Bengal - 713333.

Office of the General Manager (P&IR).

CIN-U10101WB1975GOI030295.

Telefax- 0341-2523586.

Website: www.easterncoal.gov.in

**Ref. No.** ECL/CMD/C-6/Ext.Serv./20/229

**Date:-** 27.08.2020

To,

Chief General Manager/General Manager of All Ares/  
Project/Ropeways/MRS,Sitarampur.

Sub:- Engagement of Superannuated Electrical Supervisor, Amin and Dragline Operator who have superannuated from **(ECL/CIL/Govt. employees)** under the "Fixed Term Extended Service Policy" in ECL.

Dear Sir,

Enclosed please find herewith the Scheme for engagement of the retired employees of ECL/CIL/Govt. in Special Killed Services like post of **Electrical Supervisor, Amin and Dragline Operator** on contract basis in ECL, duly approved by the Board of Directors of ECL.

In this context, you are requested to give it a wide publication and send the prescribed application format duly filled up to the undersigned by the interested retired/retiring employees under your control.

All application must reach latest by 12.09.2020.

Encl: As above.

Yours faithfully,

(P.K Srivastava)

General Manager (P&IR),  
ECL, HQ

Copy to:-

1. General Manager/TS to CMD, ECL, Sanctoria.
2. Dy. General Manager (Admn.) ECL for publication in Website of ECL.
3. Company Secretary, ECL, Sanctoria.
4. TS to D(P), ECL, Sanctoria.

## DRAFT SCHEME FOR AVAILING THE SERVICE OF SUPERANNUATED STATUTORY & ESSENTIAL EMPLOYEES

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### 1. Title:

This Scheme is called “FIXED TERM EXTENDED SERVICE POLICY” for engaging statutory and critical personnel in case of extreme necessity and urgency.

### 2. Scope:

The Scheme covers the engagement of superannuated statutory personnel and essential category employees of ECL/CIL/Govt. on fixed tenure basis in ECL. This scheme is not meant for re-appointment but would be treated as an extended period of service due to exceptional situation to tide over the crisis temporarily in view of acute shortage of statutory and essential/critical category employees causing serious impediment to work or to escape statutory violation.

The functional Directors of ECL can approve the engagement of retired statutory personnel & critical category employee under the scheme.

- a) Where there is a vacancy in the approved Manpower Budget.
- b) In case Departmental candidates are not available to fill up the vacant posts & sourcing the said category employee through open recruitment will need long time or the response to open advertisement is not sufficient.

### 3. Coverage:

Initially, this Scheme covers engagement of Mining Sirdar, Electrical Supervisor and Land & Revenue Personnel. The Functional Directors may be empowered to add such other designation/category as may felt extreme necessity.

### 4. Commencement and Periodicity:

The Scheme will come into operation from the date of approval by the Board of Directors of ECL. The Scheme will be in operation till such time the Functional Directors of ECL after review decide to abandon the scheme in view of the improvement of the position of availability of manpower in critical categories.

### 5. Selection Criterion:

- (a) **Age Limit:** The upper age limit of the superannuated employee (statutory and essential category) should not exceed 65 years.
- (b) **Duration of the Contract:** The contract may be for a period of 1 (one) year which can be extended by a further period of 1 (one) year each considering the performance and requirement.
- (c) **Others:** The superannuated employee (statutory and essential category) should be physically fit and suitable for employment and have requisite educational and statutory certificates valid all along during the period of engagement.

**6. Procedure of Engagement:**

The application through notification in Website as well as Circular to Areas for displaying in the Notice Board would be made. Eligible applicants can prefer their application to the GM (P&IR) in the prescribed format. All applicants would be called for the personal interview/screening by a Committee, constituted by Director (Personnel). As per the recommendation of the Committee, the successful candidates will be engaged after approval of Chairman-cum-Managing Director.

**7. Offer of Engagement:**

The offer of engagement shall be issued in writing and will clearly specify the tenure of engagement.

**8. Remuneration:**

The engaged persons will be paid a consolidated amount of 50% of wages last drawn i.e. Basic + DA, for each month of service rendered. The period of absence will be proportionately deducted on pro rata basis. This will be a consolidated pay inclusive of Underground and all other allowances. The UG allowance last drawn will be added to basic or 50% of the same will be added to consolidated payment.

**9. Leave & Holidays & Rest days**

They will be required to work 6 (six) days in a week which will include working in shifts as well and will be entitled to 3 (three) National holidays (26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October) in addition to weekly days of Rest. They will be entitled to leave of 15 days per year which will include absence from duty on medical ground also.

In case of continued employment of weekly day of rest, the same will be adjusted/staggered as per the decision of the Controlling Authority.

**10. Compensation:**

In case of injury while at work or death, there will be no statutory liability under Workmen Compensation Act on the part of Company as the persons have crossed the age of 60 (sixty) years & no provisions of NCWA will be attracted in this case also. However, all the medical expenses for the treatment of injury arising out of and in course of employment will be borne by the Company & the treatment will be done at the Company's Hospital/Referral Hospital. During the period of said treatment, he will be treated as if he is on duty & will be paid accordingly. Besides the Company will cover a suitable risk through Insurance from a Govt. Insurance Company for payment of Rs. 5 Lakhs in case of a Fatal Accident while on duty.

**11. Accommodation:**

They will be provided with Company's accommodation free of charge subject to availability. They will also be given safety materials as per the requirement.

**12. Other Conditions:**

- i) The engaged person is required to give due diligence to his duty & abide by Safety norms & protect the property and materials of the Company. In case of damage or loss to the employer's property, the extent of the damage will be recoverable from the payment or by any other lawful means.
- ii) During the period of engagement if the physical condition of the persons so engaged not found satisfactory impeding his performance or if otherwise his performance is found unsatisfactory for any reason whatsoever, the company will be at liberty to terminate the service giving 30 days notice or payment in lieu of such notice. The engaged person may also leave the service after giving 1 (one) month pay.
- iii) A deduction of 3% from the pay will be made as security deposit which will be refunded at the end of contract.
- iv) The engaged persons will not be entitled to any other statutory benefits including PF, Gratuity etc.
- v) Tenure of engagement can be extended on recommendation of the selection committee and with the approval of CMD.
- vi) The engaged persons shall not be engaged himself with any other business and shall not indulge in unlawful activities or activities contrary to the interest of the Company. The decision of the Controlling Authority is sufficient in this respect.
- vii) The engagement person has to maintain discipline and has to abide by the rules prevailing. He/She is expected to behave in courteous manner with his superiors colleagues and subordinates.
- viii) The engagement person is not eligible to disclose any information of the Company to anybody or supply any documents, materials to any unauthorized person.
- ix) In case of riotous or disorderly behaviour in the premises of work or outside with Company's Officials, his engagement can be terminate forthwith with information to the engaged person.
- x) Before offering employment to these person, vigilance clearance is also to be obtained.

Application Format

To,  
The General Manager (P&IR),  
Eastern Coalfields Limited.

Through Proper Channel.

Latest passport  
size photograph  
with name and  
Date of Birth  
printed on the  
photograph (duly  
attested by the  
last Controlling  
Authority

**Sub:- Application for the post of \_\_\_\_\_.**

Sir,

In response to advertisement No.....dated.....2020, I am offering my candidature for the above post for your kind consideration. My bio-data is given hereunder in the prescribed format for engagement of retired statutory & essential employees.

1. Name of the post applied for :
2. Name (in block letter) :
3. Date of Birth :
4. Date of Superannuation :
5. Last Post Held :
6. Last Place of Posting : Unit: Area: Company:
7. Last pay drawn (last payslip to be enclosed duly attested by last controlling authority.)
  - a) Grade :
  - b) Basic :
  - c) D.A :
8. Father's Name :
9. Present Address :
10. Permanent Address :
11. Qualification (certificate to be enclosed duly attested by last Controlling Authority)
12. Cast: (General/SC/ST/OBC (Non Creamy layer) (Certificate to be enclosed)
13. Experience :
14. Other information, if any :

**Encl: Attested copies of certificates, salary details with Last payslip, PP size Photograph from the last controlling Officer.**

Signature of the Candidate