



# **WESTERN COALFIELDS LIMITED**

(A SUBSIDIARY OF COAL INDIA LIMITED)

## **STANDING ORDERS IN RESPECT OF W.C.L. NAGPUR**

(1)  
**MINISTRY OF LABOUR**

Registered

OFFICE OF THE CHIEF LABOUR COMMISSIONER (C)

NEW DELHI

No. IE. 5/6/91-IS, I

Dated the 19<sup>th</sup> February, 1993

To

1. The Chairman-cum-Mg.Director  
M/s Western Coalfields Ltd.  
Coal Estate, Civil Lines  
Nagpur 440001
2. The General Secretary  
Rashtriya Koyla Khadan mazdoor Sangh  
(INTUC), Adv. Bobde Building, AIR  
Square, Civil Lines, Nagpur-440 001
3. The General Secretary  
Samyukta Khadan Mazdoor Sangh  
(AITUC), Parwana Memorial 44,  
Kingsway, Nagpur
4. The General Secretary  
Lal Zenda Coal Mines Mazdoor Union  
(CITU), PO: Ganjipeth, Nagpur
5. The General Secretary  
Western Coalfields Koyla Shramik  
Federation (HMS), 116, Sulbha Niwas,  
Sindi Khana, Ganeshpeth, Nagpur
6. The General Secretary  
Bharatiya Koyla Khadan mazdoor  
Sangh, (BMS), at and PO Parasia  
Vishwakarma Bhavan  
Distt: Chhindwara (MP)
7. The General Secretary  
Koyla Shramik Sabha  
Western Coalfields limited  
Federation (HMS), 116, Sulbha Niwas  
Sindikhana, Ganeshpeth, Nagpur
8. The General Secretary  
Chhindwara Zila Koyla Khadan  
Karmachari Sangh, P.O.  
Parasia, Distt. Chhindwara (MP)
9. The General Secretary  
Koyla Khadan Karmachari Congress  
P.O. Pathakhera, Distt:Betul(MP)
10. The General Secretary  
MP Koyla Khadan Mazdoor  
Panchayat Union, Western Coalfields  
Koyla Shramik Fedn. (HMS) 116,  
Sulbha Niwas, Sindi Khana  
Geneshpeth, Nagpur
11. The General Secretary  
Wardha Valley Colliery Workers  
Union, Chadrapur, Western Coalfields  
Shramik Fedn. (HMS) Sindi Khana,  
GaneshPeth, Nagpur.
12. The General Secretary  
Rashtriya Vidarbha Coal Employees  
Union, mazdoor Karyalay  
Jatpura Gate Chandrapur (MS)
13. The General Secretary  
Indian National Mines Overman  
Sirdar/Shitfirers Association,  
P.O. Babupeth, Distt. Chandrapur

Subject: IE (S.Os) Act, 1946 – appeal under section 6(1) preferred by the Management  
union of Western Coalfields Limited, Nagpur.

(2)

Sirs,

In accordance with section 6(2) of the Industrial Employment (Standing Orders) Act, 1946, I forward herewith an authenticated copy of my order No. IE. 5/6/21-LS. I dated 19<sup>th</sup> Feb. 1993 in respect of appeal against certification of Standing Orders of WesternCoalfields Limited, Nagpur.

The Standing Orders shall come into operation as provisions of Section 7 of the said act.

Yours faithfully,

Sd/-

**G.R. MAJHEE**

Dy.Chief Labour Commissioner(C)  
Appellate Authority

Copy to: 1. RLC(C) Nagpur  
2. RLC(C) Bombay  
3. RLC(C) Jabalpur

Government of India

**MINISTRY OF LABOUR**

OFFICE OF THE REGIONAL LABOUR COMMISSIONER(C)  
Wakefields House, 2<sup>nd</sup> Floor, Sprott Road, Ballard Estate, Bombay-38

No. 16(3)/87-B-4

Dated : July '91

To

1. The Chairman-cum-Mg.Director,  
M/s Western Coalfields Ltd.  
Coal Estate, Civil Lines  
Nagpur-440 001
2. The General Secretary,  
Rashtriya Koyla Khadan Mazdoor  
Sangh (INTUC), Adv.Bobde Building  
AIR Square, Civil Lines  
Nagpur 440 001
3. The General Secretary,  
Samyukta Khadan mazdoor Sangh  
(AITUC), Parwana Memorial 44,  
Kingsway, Nagpur.
4. The General Secretary,  
LalZanda Coal Mines Mazdoor Union  
(CITU), P.O. Ganjipeth, Nagpur
5. The General Secretary,  
Western Coalfields Koyla Shramik  
Federation (HMS), 116, Sulbha Niwas  
Sindi Khana Ganeshpeth, Nagpur
6. The General Secretary,  
Bhartiya Koyla Khadan Mazdoor  
Sangh, (BMS), At and P.O. Parasia  
Vishwakarma Bhavan  
Dist: Chhindwara (M.P)
7. The General Secretary,  
Koyla Shramik Sabha,  
Western Coalfields Koyla Shramik  
Federation (HMS), 116, Sulbha Niwas  
Sindikhana, Ganeshpeth, Nagpur
8. The General Secretary,  
Chhindwara Zila Koyla Khadan  
Karmachari Sangh, At and P.O.  
Parasia, Distt. Chhindwara (MP)
9. The General Secretary,  
Koyla Khadan Karmachari Congress  
P.O. Pathakhera, Distt. Betul (MP)
10. The General Secretary,  
M.P. Koyla Khadan Mazdoor  
Panchayat Union, Western Coalfields  
Koyla Shramik Fedn. (BMS)  
116, Sulba Niwas, Sindi Khana  
Ganeshpeth, Nagpur
11. The General Secretary,  
Wardha Valley Colliery Workers  
Union, Chandrapur, Western Coalfields  
Shramik Fedn. (HMS) Sindikhana  
Ganeshpeth, Nagpur
12. The General Secretary,  
Rashtriya Vidarbha Coal Employees  
Union, Mazdoor Karyalaya  
Jatpura Gate, Chandrapur (MS)
13. The General Secretary,  
Indian National Mines Overman/  
Sirdar Shotfirers Association,  
P.O. Babupeth, Distt. Chandrapur

Sub: Industrial Employment (Standing Orders ) Act, 1946 – Standing Orders is in respect  
of Coal Mines and Industrial establishment under the control of M/s Western  
Coalfields Ltd., Nagpur – Certification regarding.

(4)

Dear Sirs,

In accordance with the provisions contained in Section 5(3) of the above Act, I forward herewith a copy of my order in respect of Draft Standing Orders submitted by the management of M/s Western Coalfields Ltd. Nagpur along with a copy of the Standing Orders duly certified by me. Please acknowledge receipt.

Yours faithfully,

Sd/-

**(S.K. MUKHOPADHYAY )**

Regional Labour Commissioner (C) Bombay

and

Certifying Officer

Copy forwarded for information to : (i) The CLC(C) New Delhi  
(ii) RLC(C) Nagpur

Standing Orders in respect of M/s Western Coalfields Limited  
Nagpur, Maharashtra

**1. Commencement and Application:**

These Standing Orders will come into force from a date to be determined in accordance with the provision of the Industrial Employment (Standing Orders) Act, 1946 and shall apply to all workman employed in all units of M/s Western Coalfields Limited situated in different place in the country which come within the defination of Industrial Employment (Standing Orders) Act, 1945 and include all workmen governed by the National Coal Wage Agreement.

Provided that the workmen exempted under Section-13B of the Act shall be excluded from the scope of these Standing Orders.

**2. Defination :**

2.1 'Attendance' means the presence of the workman concerned at the place or places where by the terms of his employment he is required to report for work and to get his attendance marked.

2.2 'Company' means the Western Coalfields Limited.

2.3\* 'Competent Authority' means an Officer specially nominated by the Chairman/Managing Director concerned by an order in writing for the purpose of these Standing Orders. Such orders shall be put on Notice Boards and copies sent to concerned registered trade unions.

2.4 'Employer' shall have the same meaning as assigned to the terms under the Industrial Employment (Standing Orders) Act, 1946.

2.5 'Establishment' means Industrial Establishment under the Company.

2.6 'Masculine' includes the feminine.

2.7 'Mine' means a mine as defined in the Mines Act, 1952.

2.8 'Medical officer' means the Chief Medical Officer or any other Medical Officer of the Company.

2.9 'Notice Board' means the Notice Board specially maintained for the purpose of Standing Orders at each mine/establishment.

2.10 'Workman' means a workman as defined in the Industrial Employment (Standing Orders) Act, 1946.

2.11 'Wages' means wages as defined in the Payment of Wages Act, 1936.

2.12 Words in singular shall include the plural and vice-versa.

2.3* Name of designated competent authority circulated vide office order No. WCL/ IR/SE/ SO/99 dtd. 11/5-1-1994 is shown in Annexure 'A'
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**3. Classification of Workmen :**

3.1 For the purpose of these Standing Orders, Workman shall be classified as follows:-

- (a) Apprentice
- (b) Badli or Substitute
- (c) Casual
- (d) Permanent
- (e) Probationer
- (f) Temporary

3.2 'Apprentice' is a learner who is paid an allowance during the period of his training which shall interalia be specified in the terms of contract provided that the Apprentices engaged under the, Apprentices Act shall be covered by the provisions of that Act only.

3.3 'Badli or substitute' one who is appointed in the post of permanent workman or probationer who is temporarily absent, but he would cease to be a 'badli' on completion of a continuous period of service of one year (190 attendance in the case of below ground workman and 240 attendance in the case of any other workmen) in the same post or other post or posts in the same Category, or earlier if the post is vacated by the permanent workmen or probationer. A 'badli' working in place of a probationer would be deemed to be permanent after completion of the probationary period.

3.4 A 'casual workman' means a workmen' who has been engaged for work which is intermittent or sporadic or of casual nature not extending beyond a maximum period of 3 (three) months at a time provided that for employment of casual wagon loaders, the time limit of 3 (three) months shall not apply.

3.5 A ' permanent workman' is one who is employed on a job of permanent nature for a period of at least 6 (six) months or who has satisfactorily put in 6 (six) months continuous service in a permanent post as a probationer.

3.6 A ' permanent' means a person who is provisionally employed to fill a vacancy in a permanent post for a period not exceeding 6 (six) months and who has not completed his probationary period provided that the period of probation may be extended by the management beyond the original period by not more than 3 (three) months for reasons to be recorded in writing.

If, a permanent workman is employed as a probationer in a new post, he may be at any time during the probationary period, not exceeding 6 (six) months, be reverted to his old permanent post unless the probationary period is extended by another 3 (three) months for reasons to be recorded in writing. If no positive order is issued by the Management on the expiry of the probationary period or extended probationary period, as the case may be, the employee concerned shall be deemed to have been confirmed.

(7)

- 3.7\* A 'temporary' workman is a workman who has been engaged for work which is of an essentially temporary nature likely to be finished within a limit of period. This period within which it is likely to be finished should also be specified but it may be extended from time to time, if necessary.

#### **4. Medical Examination :**

Subject to the provisions of the Mines Act and Rules/Regulations framed there under, all the workmen would be subject to medical examination periodically by a Medical Officer of the Company free of charge for detection and treatment of occupational diseases and leprosy, tuberculosis etc. The workmen requiring treatment will be treated free of charge.

#### **5. Identity Cards :**

- 5.1 Every workman will be issued identity card bearing relevant particulars concerning himself relating to his employment.
- 5.2 Every workman who has been issued an identity card shall produce it on demand to any officer so authorized by the Competent Authority.
- 5.3 A workman who loses his identity card shall report the loss immediately to his immediate superior.
- 5.4 The initial issue of the identity card together with the photograph, shall be free of charge. If the identity card is lost by the workman, he shall be liable to pay to the Company a sum of Rs. 3/- (Rupees: three) for the issue of a duplicate identity card. If the identity card, however, becomes indecipherable due to wear and tear, the management will replace it without any charge.

#### **6. Entry, Exit and Search :**

- 6.1 All workmen working in the underground shall enter, travel and leave the mine/workplace only through the authorized places/routes or roadways. Even workman may also be subject to search before entering or leaving the mine/work place by a workman of the Company authorized for this purpose by the Competent Authority.
- 6.2 Female workmen may be searched by a female workman authorized by the Competent Authority of the Company, for the purpose.

#### **7. Attendance and Punctuality:**

- 7.1 All workmen shall report for work at the mine/establishment at the time fixed and notified to them.
- 7.2 Attendance shall be marked daily according to the method prescribed from time to time for each section or department, etc. by the Competent Authority.

<b>3.7* Modified vide Appellate Authority Order No. IE, 516/91-LS,I dated 19<sup>th</sup> February, 1993</b>
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(8)



- 7.3 Workmen who are required to sign in an attendance register will mark the time of reporting on duty and of leaving duty.
- 7.4 Workmen who are required to use time card shall punch the cards in the time clock at the time of reporting for duty and on leaving duty.
- 7.5 **Absence from place of work:-** Any workmen who after going underground or after coming to his work in the Department/Section in which he is employed, is found absent from his proper place of work during working hours without permission from the Appropriate Authority or without any sufficient reason shall be liable to be treated as absent for the period of his absence.

## **8. Shift working :**

More than one shift be worked in a department or departments or any section of a department of the establishment at the direction of the employer. If more than one shift is worked, a workman shall be liable to be transferred from one shift to another. No extra shift working would be started or discontinued without giving notice under Section 9A of the ID Act, provided that no such notice shall be necessary if the extra shift working or discontinuance of a shift is under an agreement with the workman affected or their unions. If, as a result of discontinuance of the shift working, any workman is to be retrenched, such retrenchment shall be effected in accordance with the provisions of the Industrial Disputes Act, 1947 and the Rules framed thereunder. If shift working is restarted, the workmen shall be given notice and re-employed in accordance with the provisions of the said Act and the said Rule.

## **9. Payment of wages :**

- 9.1 Wages to all workmen shall be paid in accordance with the provisions of Payment of Wages Act, 1936 as amended from time to time.
- 9.2 Wages shall be paid direct to the individual workman on any working day between the hours of 6 AM and 6 PM at the office of mine/establishment. The Manager or any other person authorized by him shall witness and attest the payments and notice the date of payments in the wage register. Wages may also be paid to workmen through a bank on a specific authorization in writing by him. Payment of wages to a contractor's workmen shall be made at a place to be specified by the Manager and it shall be witnessed by a nominee of the employer deputed for this purpose in writing.
- 9.3 Any wages due to workman but not paid on the usual pay day on account of their being unclaimed, shall be paid by the employer on such unclaimed wages pay day as may be notified to the workmen. If the workmen so desires, the unpaid wages, and other dues payable to him shall be remitted to his address by money order after deducting therefrom the money order commission. All claims for the unpaid wages shall normally be presented to the employer within a period of 12 (twelve) month from the date of which the wages become due.

**10. Display Notices :**

- 10.1 The notices regarding period and hours of work for all classes of workmen in each shift shall be exhibited in English and/or in the language understood by the majority of workmen employed in the establishment or the Regional language on Notice Boards maintained at or near the main entrance of the establishment and at the Time Keeper's Office, if any.
- 10.2 Notice(s) specifying (i) the days observed as holidays and (ii) pay days shall be pasted on the said Notice Board.
- 10.3 Notices as required under the Mines Act/Payment of Wages Act and the Rules framed thereunder specifying the rates of wages payable to all classes of workmen and for all classes of work shall be displayed on the said Notice Board.

**11. Paid Festival Holidays :**

There shall be 8 (eight) paid festival holidays. out of these 8 days, the Republic Day, Miner's Day, Independence Day and Mahatma Gandhi's Birth Day shall be allowed without option and the remaining 4 paid holidays shall be fixed by agreement or local custom. Wherever a workman is to work on any of these 8 holidays, he shall at his option, be entitled to either thrice the wages, or twice the wages in addition to avail himself of a substituted holiday with wages, on any other day during the same calendar year. The prevalent practices in respect of Festival Holidays will however continue, if more favourable.

**12. Leave:**

- 12.1 Every workman shall be entitled to Annual leave with wages in accordance with the provision of the Mines Act/NCWA in force from time to time. Where, however, any workman is already enjoy a larger quantum of leave in terms of his contract of service he shall continue to enjoy the same.
- 12.2 **Quarantine Leave :** Shall be granted to a workman, who is prevented from attending to his duty because of his coming into contact, though no fault of his own, with a person suffering from a contagious disease. The leave shall be granted for such period as is covered by a Certificate from the Medical officer of the Company or the Medical Officer of the State Government where the worker is not staying in the colliery premises, to a maximum of 21 days, Wages for the period of quarantine leave shall be at the rate of 50% of the wages (basic plus dearness allowance) payable to a workman. Quarantine leave can not be claimed if a workman has refused to accept during the previous three months, prophylactic treatment for the disease in question or segregation, if advised by the Medical Officer.
- 12.3 Cholera, Small-pox, Plague and Diphtheria may be considered as infectious disease for the purpose of this Standing Order. Any other disease as may have been declared by the State Govt. concerned as infectious disease for the purpose of their quarantine leave rules may also be considered as infectious disease for the purpose of this Standing Order.

12.4 **Sick Leave :-** Sick leave shall be granted to a workman to the extent of 15 days on full pay in a Calendar Year with the benefit of accumulation upto 60 days as per NCWA-IV.

12.5 Applications for leave or extension of leave on medical ground shall be supported by a certificate from a Medical officer of the Company or where there is no such officer, a Govt. Medical Officer or failing him, from a registered medical practitioner, stating the period for which leave is recommended. On receipt of such application the sanctioning authority shall immediately inform the workmen in writing whether the leave or extension of leave has been granted and if so, for what period. An employee who has been sanctioned leave or an extension of leave on medical ground for a period exceeding fourteen days at a time shall not be allowed to resume duty unless he produces a certificate of fitness.

### **13. Application for Leave :**

13.1 A workman, who desires to obtain leave of absence, shall apply in writing to the Competent Authority, not less than fifteen days before the commencement of the leave, except where leave is required in unforeseen circumstances, and the Competent Authority shall issue orders on the application within a week of its submission or two days prior to the commencement of leave applied for whichever is earlier, provided that if the leave applied for is to commence on the date of the application or within three days thereof orders shall be given on the same day. If the leave is refused or postponed, the fact of such refusal or postponement and the reasons therefore shall be recorded in writing in a register to be maintained for the purpose and if the workman so desires, a copy of the entry in the register shall be supplied to him, if the workman after proceeding on leave desires an extension thereof, he shall apply to the Competent Authority who shall send a written reply either granting or refusing extension of leave to the workman. Sanction/refusal of leave shall be communicated to the workman in writing.

13.2 All application for leave must bear the leave address.

13.3\* If an employee remains absent unauthorized or remains absent beyond the period of leave originally granted or subsequently extended, he will lose his lien on his appointment unless he returns within 10 days from the date of such absence or on the expiry of leave and explains to the satisfaction of the management his inability to remain on duty or to return within 10 days of expiry of leave. In case the employee loses his lien on his appointment, he shall be entitled to be kept on the 'badli' list.

13.4 Competent Authority to sanction leave to the workmen shall be notified by the management.

### **14. Leave Travel Facilities (RRF/LTC/LLTC):**

Leave travel facilities shall be admissible to the workman in accordance with the provisions of the recommendations of Central Wage Board for the Coal Industry to the extent accepted by the Central Govt. and as modified by the National Coal Wage Agreements. Where, however, the workmen are enjoying better leave travel facilities in terms of their contract of service, they shall continue to enjoy the same.

**13.3\* Added vide Appellate Authority Order No. IE/5/6/91-L.S. I dated 19<sup>th</sup> February 1993.**

**15. Medical Aid in case of Accidents :-**

When a workmen meets with the accident in the course of and arising out of employment, the management shall make satisfactory arrangements for immediate necessary medical aid to the injured workman free of charge and shall arrange for prompt payment of compensation, in accordance with the Workman's Compensation Act, 1923/NCWA covering also the first three days of absence on account of injury.

**16. Hours of work :**

Subject to the provisions of the law applicable to the mine/establishment, the hours of work of the workman shall be fixed by the management from time to time.

**17\* Overtime:**

Subject to the provisions of law and NCWA applicable to mine/establishment, the management may require any employee to work over-time and payment of over-time wages should be made normally along with the wages for the relevant period.

**18. Attendance on Holidays & weekly Rest Days :**

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18.1 Subject to the provisions of Industrial Disputes Act, the workman required for the work on holidays or weekly rest days will be notified for the work by having their names displayed in mines/department's notice Boards.

18.2 Workmen wishing to be excused from work on a holiday or recognized weekly rest day, after being notified for work should obtain prior permission from the Manager or Head of their department. If for some genuine reason the workman is not able to attend then an explanation should be given to the officer in charge or any other officer or supervisory staff authorized in this behalf.

18.3 If any person employed in a mine or department is deprived of any of the weekly days of rest, he shall be allowed within 2 months immediately following the month in which he had worked compensatory days of rest equal in number to the days of rest of which he has been deprived as per Mines act, 1952.

<p><b>17* Modified vide Appellate Authority Order No. IE. 5/6/91-SL, I dated 19<sup>th</sup> February, 1993.</b></p>
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**19. Stoppage of work and Re-opening :-**

- 19.1 Subject to the provisions of the Industrial Dispute Act, the management may at any time, in the event of underground trouble, fire, catastrophe, inundation, break down of machines, stoppage of power supply, epidemics civil commotion, natural or any other cause beyond its control stop any section or sections of the mine/establishment wholly or partly for any period or periods.
- 19.2 In the event of any such stoppage during the working hours, the workman affected shall be notified by Notice put up on the notice boards in the mine/department concerned and at the office as soon as practicable as to when work will be resumed and whether they are to remain or leave their place of work.
- 19.3 The workmen will not ordinarily be required to remain at work place or work spot for more than two hours after the commencement of the stoppage.
- 19.4 Whenever workmen are laid off on account of failure of plant equipment or a temporary curtailment of production or other causes, they shall be paid compensation in accordance with the provisions of the Industrial Dispute Act, 1947. Where no such compensation is admissible, they shall be granted leave with or without wages as the case may be, at the option of the workman concerned, leave with wages be granted to the extent due to them. When workmen are to be laid off for an indefinitely long period, they may be retrenched on payment of compensation and subject to compliance with the provisions of the Industrial Disputes Act, 1947. If normal work is resumed, two week's notice thereof shall be given by pasting on notice at or near the mine/department and the workmen discharged earlier by the management shall, if they present themselves for work, will have preference for re-employment.
- 19.5 Subject to compliance with the provisions laid down in the Industrial Disputes Act, the management may in the event of a strike affecting either wholly or partly and section of the mine, close down either wholly or partially such section of the mine/establishment and any other sections affected by such closures. The fact of such closure shall be notified by the notices put on notice board at the mine/establishment. Prior to resumption of work, the workmen concerned will be notified by a general notification as to when this work will be resumed. A copy of such notice shall be sent to the registered/recognized trade union or unions functioning in the establishment.

**20. Secrecy :**

No workmen shall take any papers, books, drawings, photographs, instruments, apparatus, documents or any other property of an industrial establishment out of the work premises except with permission of his immediate superior, nor shall be in any way pass or cause to be passed or disclose or cause to be disclosed any information or matter concerning the manufacturing process, trade secrets and confidential documents of the establishment to any unauthorized person, company or corporation without the written permission of the employer.

**21. Transfer :**

- 21.1 Workmen may be transferred due to the exigencies of work from one station to another, from one coal mine to another or from one establishment/department/section to another, within the same company or same holding company provided that the pay, grade and other conditions of service including continuity of service of the workmen are not adversely affected by such transfer and provided further that, if a workman is transferred from one job to another, the job should be of similar nature and such as he is capable of doing and provided further that- (i) Except in case of emergency minimum notice of two weeks is given of such transfers, and (ii) reasonable joining time is allowed in case of transfers from one station to another.
- 21.2 The workman concerned shall be paid the actual charges for transporting his personal effects (by rail/or by bus or truck) as well as one fare of the appropriate class in terms of the National Coal Wage Agreement in relation to leave travel concession for himself and for each of his dependant parents, wife and children if they do not avail of the conveyance of the management. The workman shall also be paid one extra fare towards the incidental charges even if he has used the management's transport.
- 21.3 The personal effects of a workman shall be limited to the ceilings applicable to the Central Govt. servants within the pay range laid down by the National Coal Wage Agreement for purposes of transfer traveling allowance.
- 21.4 In case of inter-company transfer, it should be made in consultation with the Trade Unions/workmen concerned.

**22\*. Address/Change of Address :**

At the commencement of the employment, every workman must notify the management his local and/or permanent residential address. Any change of address local and/or permanent should be immediately notified in writing to the management by the workman as per NCWA.

**23. Method of Filling Vacancies :**

Without prejudice to the accepted methods of filling permanent vacancies internally by the company including the operative provisions of NCWA-III with regard to employment to dependants, badli & temporary workmen in the relevant categories shall be given preference in order of seniority in the particular category.

**24. Termination of Employment by the Company:**

24.1 For terminating the services of permanent workman having less than one year of continuous service, notice of one month in writing with reasons for wages in lieu thereof shall be given by the employer.

Provided that no such notice shall be required to be given when the services of the workman are terminated on account of misconduct established in accordance with the Standing Orders.

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**22\* Modified vide Appellate Authority Order No. IE. 5/6/91-LS. I dated 19<sup>th</sup> February, 1993.**

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- 24.2 Subject to the provisions of Industrial Dispute Act, 1947 no notice of termination of employment shall be necessary in the case of temporary and Badli Workmen :

Provided that a temporary workman, who has completed three month's continuous service, shall be given two weeks's notice of the intention to terminate his employment if such termination is not in accordance with the terms of the contract of his employment :

Provided further that when the services of a temporary workman, who has not completed three month's continuous service, are terminated before the completion of the term of employment given to him, he shall be informed of the reasons in writing. When the services of a badli workman are terminated before the return to work of the permanent incumbent or the expiry of his (Badli's) term of employment, he shall be informed of the reasons for such termination in writing.

- 24.3 No workman shall leave the service of an employer unless notice in writing is given at the scale indicated below –

- i) For monthly paid workmen- One month.
- ii) For weekly paid workmen – Two weeks

Provided that it will be for employer to relax this condition and the workman may pay cash in lieu of such notice.

- 24.4 For purposes of Standing Orders 24(1), (2) and (3) the terms 'service' and 'wages' shall have the same meaning as assigned to these in sections 25(B) (1) and 2 (rr) respectively of the Industrial Disputes Act, 1947.



**25. Company's Quarters :**

- 25.1 Workmen who have been allotted company's quarters shall observe all rules, regulations & conditions to be made by the company from time to time concerning the use by the workmen of such quarters in consultation with the union. Similarly the rules for allotment of quarters shall be framed by the company in consultation with the union.
- 25.2 Such workmen shall observe all instructions and orders issued by the management in consultation with the union for the maintenance of sanitation, cleanliness and public health.
- 25.3\*. Addition or alteration or erection of any temporary or permanent shed shall not be made without the written permission of the competent authority.
- 25.4\* The use of company's quarter is conditional on the workman being in service of the company. However, where case pertaining to the concerned worker is pending before CGIT till the case is decided by the CGIT or where the management prefers an appeal against the AWARD of the CGIT, till the case is decided by the Hon'ble Court of Law.

**25.3\* Added vide Appellate Authority Order No. IE 5/6/91-LA. I dated 19<sup>th</sup> February, 1993.**

**25.4\* Modified vide Appellate Authority Order No. IE 5/6/91-LS, I dated 19<sup>th</sup> February, 1993.**

**ACTS  
OF  
MISCONDUCT**

**26. Acts of Misconduct :**

The following shall denote misconduct :

- 26.1 Theft, fraud or dishonesty in connection with the employer's business or property.
- 26.2 Taking or giving of bribe or illegal gratification whatsoever in connection with the employer's business or in his own interest.
- 26.3 Wilful in-subordination or disobedience, whether alone or in conjunction with another or others or any lawful or reasonable order of a superiors.
- 26.4 Gambling, drunkenness, fighting or riotous disorderly or indecent behaviour either at his place of work or at the colliery/establishment or company's residential settlements.
- 26.5 Wilful neglect of work.
- 26.6 Smoking underground or within the mine or in places where it is prohibited by law.
- 26.7\* Malingering or slowing down work.
- 26.8. Conviction in any court of law for any criminal offence involving moral turpitude.
- 26.9\* Giving of false information regarding once name, age father's name, qualification, in connection with his employment.
- 26.10 Going on illegal strike either singly or with other workers without giving 14 days previous notice.
- 26.11 Refusal to accept any charge-sheet or order or notice communicated in writing.
- 26.12 Preaching or inciting other employees to resort to violence.

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**26.7\* Modified vide Appellate Authority Order No. IE.5/6/91-LS. I**  
**26.9\* dated 19<sup>th</sup> February, 1993.**

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- 26.13 Tampering with the company's records with ulterior motives.
- 26.14 Unauthorised use of occupation of company's bungalow/quarter/buildings and/or land any such property in the custody of the company.
- 26.15 Any breach of the Mines Act, 1952 or any other Act or any Rules, Regulations byelaws thereunder.
- 26.16 Making accusations or allegations against a superior or an officer of the company without any basis/proofs in this regard.
- 26.17 Habitual money lending on interest.
- 26.18 Assault, attempt to assault, threatening to assault, abuse, a co-worker or subordinate or superior while on duty or otherwise in connection with employment.
- 26.19 Gherao, coercion, intimidation, wrongful confinement or use of force for getting one's demand conceded by the Management.
- 26.20\* Contracting another marriage while wife/husband is still alive or marrying a person who has a wife/husband not as per Law/against the existing law.
- 26.21\* Participating in radio/TV Broadcast or contributing any article or writing any letter to any newspaper or periodical on a subject having bearing on the affairs of the company without prior written intimation of Competent Authority.
- 26.22 Any willful and deliberate act which is subversive of discipline of which may be detrimental to the interest of the company.
- 26.23 Sabotage or causing willful damage to work in progress or to property of the company.
- 26.24 Habitual late attendance or habitual absence from duty without sufficient cause.
- 26.25 Distributing or exhibiting in the company's work premises or estates, hand bills, pamphlets, posters or causing them to be displayed by means of signs or writing or other visible representations any matter prejudicial to the company without prior sanction of the management.
- 26.26 Organising, holding, attending, or taking part in any demonstration within company's work premises, or estates in contravention or the provisions of the law or regulations of the company.
- 26.27 Conduct within the mine's premises or its precincts which endangers life or safety of any person.

**26.20\* Modified vide Appellate Authority Order No. IE. 5/6/91-LS.I**  
**26.21\* dated 19<sup>th</sup> February, 1993.**

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- 26.28 Allowing an unauthorized person to operate company's vehicles or machinery without permission of the Competent Authority.
- 26.29 Possession of unlicensed arm or lethal weapon in within the company's work premises or its estates.
- 26.30\* Absence from duty without sanctioned leave or sufficient cause or overstaying beyond ten days after sanctioned leave.
- 26.31 Sleeping on duty.
- 26.32 Malingering.
- 26.33\* Acceptance of gifts from the subordinate workman.
- 26.34 Leaving work without permission or sufficient reason.
- 26.35 Disclosing to any unauthorized person or any confidential information in regard to the working or process of the establishment/mine which may come in the possession of the workmen in the course of his work.
- 26.36 Refusal to wear or use any protective/safety equipment given by the management.
- 26.37 Taking up employment with any other employer or carrying on any business or trade without the permission of the management.
- 26.38 Transfer or handling over of identity card to any other person or frequent loss thereof.
- 26.39 Abetment of any act of misconduct.
- 26.40 Deliberately spreading false information/rumour with a view to bringing about disruption in company's work.
- 26.41\* Holding meeting within the mines/establishment premises without previous written intimation to the management.
- 26.42 Interference with the safety devices or fire-fighting equipment.
- 26.43\* Any breach of Mines Act, 1952 or any other Act or any, Rules, regulation or byelaws thereunder or standing order.

**26.30\* Modified vide Appellate Authority order No. IE. 5/6/91-LS-I**

**26.33\* dated 19<sup>th</sup> February, 1993.**

**26.41\* Modified vide Appellate Authority Order No. IE.5/6/91-1 S.I.**

**26.43 \* dated 19<sup>th</sup> February 1993.**

26.44\* An act of “Sexual harassment” (unwelcome sexually determines behaviour directly or by implication) by employee(s) of working women at work place such as physical contact and advances or demand/request for sexual favours, sexually coloured remarks or showing any pornography or any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

**27 Penalties for Misconduct :**

27.1 The following punishment/penalties may be imposed for misconduct :

- a) Warning, reprimand, censure.
- b) Fine.
- c) Suspension without wages for a period not exceeding ten days.
- d) Stoppage of increment without cumulative effect.
- e) Stoppage of increment with cumulative effect.
- f) Demotion to a lower stage or a lower grade in time scale.
- g) Removal/discharge from service.
- h) Dismissal from service.

**28. Procedure for imposition of penalties :**

28.1 Where an employee is charged with a misconduct he shall be informed in writing of the allegations against him by the competent authority and shall be given an opportunity to submit his explanation in writing within a period of not less than three days. On receipt of a workmen’s explanation when allegations are denied by him, an enquiry shall be held, normally by an officer of the company appointed by the management. At the enquiry, the workman concerned shall be afforded reasonable opportunity of defending himself. The workmen concerned shall be entitled to be represented or assisted by a co-worker or office bearer of a trade union of which he is a member if so requested by him during the enquiry.

28.2 A workman may be suspended pending enquiry. Such suspension shall be ordered only where there is PRIMA FACIE serious charges such as, theft, fraud, assault, riotous conduct at the place of work, causing willful damage to the property of the company or sabotage or serious case of willful insubordination etc. The order of suspension pending enquiry shall be in writing and shall be followed by a charge sheet within three days setting out the misconduct alleged against him in case the charge-sheet cannot be issued simultaneously. He shall not leave station without the permission of the management.

28.3 Where workman is suspended pending departmental enquiry, he shall be paid in such cases subsistence allowance equal to half of his wages as defined in the Payment of Wages Act, 1936. If, however, he is kept suspended by the management beyond thirty days, this subsistence allowance will be at the rate of 3/4<sup>th</sup> of his wages as aforesaid but if the enquiry is delayed beyond thirty days because of the workmen the subsistence allowance shall be reduced to 1/4<sup>th</sup> of his wages. The employer shall normally complete the enquiry within sixty days. Where the enquiry is delayed beyond sixty days due to the management, the suspended workman shall be paid full wages. The payment of subsistence allowance shall be subject to his not taking up any employment elsewhere during the suspension period.

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**26.44\* Added vide Appellate Authority Order No. 46/3/2001. IESO WCL  
dtd. 26-3-2003.**

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- 28.4 The payment of subsistence allowance will be subject to a written declaration by the workman that he is not engaged in any other employment during the period of suspension.
- 28.5 If after enquiry or conclusion of the criminal proceedings, a workman is held guilty of the charges alleged against him or some other charges brought in the course of the enquiry or is convicted in the criminal proceedings and is consequently discharged or dismissed, he shall not be entitled to any remuneration for such period other than the subsistence allowance already paid to him. If a penalty other than dismissal discharge or removal is imposed on him or he is exonerated of charges against him or he is not convicted in the criminal proceedings, he shall be paid difference of the subsistence allowance already paid to him and the wages which he would have got if he had not been suspended except in case where he is suspended not exceeding ten days, as a measure of punishment.
- 28.6\* The approval of the Competent Authority (above the charge-sheeting authority) specified by the Managing Director for tis purpose from time to time shall be obtained before imposing the punishment of dismissal/discharge removal from service of a workman.
- 28.7 In awarding the punishment gravity of the misconduct, previous record of the workman and any other extenuating or aggravating circumstances that may exit shall be taken into account. A copy of the order passed by the disciplinary authority, shall be supplied to the workman concerned.
- 28.8 If any workman refuses to accept a charge-sheet, order or other communications intended for and offered to him, a copy of the same shall be sent by registered post to his address as recorded by the management and another copy pasted on the notice board.
- 28.9 Not-with-standing the provisions contained in these Standing Orders, as above, the management reserves the right to suspend a workman being prosecuted in a court of law for any grave criminal offence involving moral turpitude or murder until the disposal of the trial. In such cases, the workman concerned shall be entitled to 50% of wages as subsistence allowance. In case the above workmen is finally acquitted he would be paid full wages for the period of suspension.
- 28.10 The proceedings of departmental enquiry shall be in writing. Where after the enquiry it is proposed to impose any punishment against a workman, a copy of the enquiry report shall be given to him. The workmen shall also be given an opportunity to inspect the day to day record of enquiry proceedings.

**28.6\* Name of designated competent authority circulated vide office order No. WCL/IR/ SE/SO/100 dtd. 11/15-1-99 is shown at Annexure 'B'.**

**29. Provision Regarding Workman Borrowed From Other Sources :**

In the application of these standing orders in relation to the workmen whose services have been borrowed by the company from another organization and who retain a lien in their parent organization any operation of these standing orders shall be subject to the terms and conditions on which their services have been loaned to the company.

**30\*. Appeal :**

The Appellate Authorities shall be notified by the management from time to time. A workman on whom any of the penalties is imposed shall have the right to appeal to the authorities notified in this behalf. The appeal shall be submitted within fortyfive days of receipt of the order of punishment. The appellate authority shall dispose of the appeal within fortyfive days of receipt of the same.

**31. Review of cases of punishment :**

An authority higher than the appellate authority may review the case after imposition of punishment at any time either on his own motion or on the application of the workman concerned.

**32. Resignation :**

32.1 Workmen (other than those who have executed a bond to serve the company for a specified period) who wish to leave the company's service, must give the company one month's notice in the case of monthly rated workmen and two week's notice in the case of others. The management may, at its discretion, accept the resignation with immediate effect or from any date before the expiry of the notice period. In the case of workman who have executed a bond to serve the company for a specified period, their cases shall be governed as per the provisions of the bond in this respect.

32.2 If a workman leaves the service of the company without giving requisite notice, then without prejudice to any other action under his contract of service, if any, the management may deduct from his unpaid wages a sum equivalent to the period of notice which he is required to give under these standing orders.

**33. Certificate of Service :**

Every workman shall be furnished with a service certificate at the time of discharge or termination of his service, resignation or retirement.

**34. Age of Retirement/Superannuation :**

The age of superannuation/retirement shall be 60 years.

<p><b>30*</b> Name of designated competent authority circulated vide office order No. WCL/IR/SE/SO/101 dtd. 11/15-1-1994 is shows at Annexure 'C'</p>
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**35. Complaints :**

All complaints arising out of employment including those relating to unfair treatment or wrongful exaction on the part of the management or their agent shall be submitted by the aggrieved workman to the manager or the person as specified in this behalf with the right of appeal to the Chief Executive of the company, namely, the Chairman/Managing Director.

**36. Display of Standing Orders :**

36.1 A copy of these standing orders in English and in the regional languages of the local Area in which the mine/establishment is situated shall be pasted at the Manager's office and in such other places of the mine as the employer may decide and it shall be kept in a legible condition. A copy of standing orders shall be supplied to a workman on application, on payment of prescribed price. A trade union in the establishment/mine will, however, be entitled to the free supply of a copy of the Standing Orders, once only.

36.2 If there is any conflict between the Standing Orders in English and those in any other language or languages, the English version shall prevail and be followed.

**37. Saving :**

37.1 Notwithstanding these standing orders coming into force as provided for in the Industrial Employment (Standing Orders) Act, 1946 any disciplinary action initiated under previous certified standing orders which might be pending at the time of coming into force of these standing orders, shall continue to be governed by the previous certified standing orders till it is finally disposed off.

37.2 These standing orders will not in any way curtail or adversely affect better privileges enjoyed by the existing workmen in any colliery/establishment.

38. Simultaneously with the coming into force of these standing orders, the existing certified standing orders, in respect of the individual establishment/mines of the company shall stand modified and substituted by these standing orders. Save and except as provided in S.O. -37.

WESTERN COALFIELDS LIMITED  
OFFICE OF THE CHAIRMAN-CUM-MANAGING DIRECTOR  
COAL ESTATE : CIVIL LINES: NAGPUR 440 001

Ref.No. WCL/IR/SE/SO/99

Dated: 11/15-1-1994

**OFFICE ORDER**

In accordance with clause 2.3 of the certified Standing Orders for M/s Western Coalfields Limited, Nagpur, Maharashtra, as certified by the Regional Labour Commissioner(C), Bombay and certifying Authority vide his order No. 16(3)/87-B-4 dated 8-7-1991 and modified/amended by the Dy.Chief Labour Commissioner(C), New Delhi and Appellate Authority vide his Order No. IE-5/6/91.L.S.1 dated 19<sup>th</sup> February, 1993, I hereby nominate the following officers of Western Coalfields Limited as Competent Authorities for the establishments/units mentioned herein :-

<u>Sl. No.</u>	<u>Units/Establishments</u>	<u>Competent Authority</u>
1.	Collieries including colliery offices, Workshops, Stores, Hospitals, Dispensaries and such other Deptts. under his administrative control.	Supdt. (Mines)/ Manager
2.	Projects	Project Officers
3.	Washeries	Manager/Supdt.(Washeries)
4.	Central Workshops	Workshop Supdt/Incharge Workshops
5.	Training Centres (centrally controlled by HQrs)	Training Centre Incharge
6.	Regional Stores (under control of the GMs/CGMs of the Areas)	Incharge of the Regional Stores
7.	Central Stores(centrally administered by HQrs)	Incharge of the Central Stores
8.	Regional/Central Hospitals	Medical Supdt. Incharge of the Hospital.
9.	Rescue Stations	Rescue Station Incharge
10.	Office of the Sub Area Manager and such other Deptts. and establishments which are placed under his direct administrative control.	Sub Area Manager
11.	Office of the General Manager/Chief General Manager and such other Deptts. and Establishments which are placed under his direct administrative control.	Head of Personnel/ Administrative Deptt of the Area
12.	Domestic Fuel Development Plant (centrally controlled from HQrs)	Incharge Domestic Fuel Development Plant/GM(S&M)

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| 13. | Depts/Offices of HQrs  | : | Respective Head of Depts.                               |
| 14. | Secretariats of all Functional Directors including Board Sectt. at the company's HQrs.               | : | Heads of Industrial Relations/<br>Personnel Department. |
| 15. | In respect of any other unit/establishment/Deptt. which is not specifically mentioned in this order. | : | Head of the unit/establishment/<br>Department.          |

In case of transfer of a workman governed by these Standing Orders from one unit/establishment to another within the same Area and if he has been released from his original place of posting but he has not joined at the new place of posting, during such intervening period, for the purpose of clause 2.3, the Heads of Personnel/Administration Department of the Areas shall be the 'Competent Authority'. Similarly in the case of transfers within the same Sub-Area in a similar situation, the Competent Authority shall be the Sub Area Manager.

In case of transfer of a workman from the unit/establishment of one Area to another or one Deptt. to another under orders issued by the HQrs. in a situation as contemplated above, the Heads of Industrial Relations/Personnel Deptt. shall be the 'Competent Authority' for the purpose of clause 2.3.

In case of any difficulty/difference arising out of the implementation/interpretation of this order, the matter shall be referred to the Chairman-cum-Managing Director whose decision thereon will be final.

This order takes effect from the same date as the certified Standing Orders have come into force.

Sd/-  
DIRECTOR-IN-CHARGE

Distribution:

1. All Area CGMs/GMs
2. All HODs WCL HQrs
3. All Area Addl.CPM/Dy.CPMs/PMs
4. Director Incharge/All Functional Directors
5. General Secretary, RKKMS(INTUC)/KSS(HMS)/SKMS(AITUC)/BKKMS(BMS)/LZCMMU(CITU)
6. Desk Officer, Coal India Limited, Ansal Bhawan, New Delhi/Calcutta
7. Dy.CPM(IR), Coal India Limited, Calcutta
8. DFD Plant, Hinganghat (9) MRS, Indora, Nagpur (10) PRC Chhindwara
11. General Secretary Koyala Khadan Karmachari Congress
12. G/Secretary, Chhindwara District, Koyala Khadan Karmachari Sangh
13. G/Secretary, Wardha Valley Colliery Workers Union.
14. G/Secretary, Rashtriya Vidarbha Coal Employees Union.
15. G/Secretary, Indian National Mines Overman Sirdar Shotfirer's Association.

WESTERN COALFIELDS LIMITED  
OFFICE OF THE CHAIRMAN-CUM-MANAGING DIRECTOR  
COAL ESTATE : CIVIL LINES: NAGPUR 440 001

Ref.No. WCL/IR/SE/SO/100

Dated: 11/15-1-1994

OFFICE ORDER

In accordance with clause 28.6 of the certified Standing Orders for M/s Western Coalfields Limited, Nagpur, Maharashtra, as certified by the Regional Labour Commissioner(C), Bombay and certifying Authority vide his order No. 16(3)/87-B-4 dated 8-7-1991 and modified/amended by the Dy.Chief Labour Commissioner(C), New Delhi and Appellate Authority vide his Order No. IE-5/6/91.L.S.1 dated 19<sup>th</sup> February, 1993, I hereby nominate the following officers/Directors of Western Coalfields Limited as Competent Authorities for according approval in case of imposition of punishments of dismissal, discharge and removal from service of workmen governed by the certified Standing Orders:-

<u>Sl No.</u>	<u>Dismissing/discharging/ Removing Authority.</u>	<u>Approval giving Authority</u>
1.	Supdt. (Mines)/Manager	Sub Area Manager of the respective Sub Area
2.	Project Officer	General Manager/Chief General Manager
3.	Washery Manager/Supdt.	Chief Engineer(Washerries)/ General manager(Washerries)/ Chief Engineer(E&M)/ General Manager(E&M)
4.	Workshop Supdt/Incharge-Workshop	Chief Engineer(Excv)/GM(Excv)
5.	Training Centre Incharge	General Manager(Training/HRD)
6.	Incharge of Regional Stores	General Manager/Chief General Manager
7.	Incharge of Central Stores	General Manager(R&W)
8.	Medical Supdt. Incharge	Chief Medical officer
9.	Rescue Station Incharge	Chief of Rescue/GM(Rescue)
10.	Sub Area Manager	General Manager/Chief General Manager
11.	Heads of Personnel/Admn. Deptt. of the Areas	General Manager/Chief General Manager
12.	Heads of Deptts at HQrs	Functional Directors under whom the Deptt. is placed.

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ANNEXURE 'B'

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| 13. | Incharge Domestic Fuel Development Plant/GM(S&M).          | Functional Directors  |
| 14. | Head of Personnel/Admn Deptt. of HQrs                      | Director(P)   |
| 15. | Heads of units/establishments (not specifically mentioned) | Next superior Authority to the Heads of units/establishments. |

This order takes effect from the same date as the certified Standing Orders have come into force.

In case of any difficulty/difference arising out of the implementation/ interpretation of this order, the matter shall be referred to the Chairman-cum-Managing Director whose decision thereon will be final.

Sd/  
DIRECTOR-IN-CHARGE

Distribution:

1. All Area CGMs/GMs
2. All HODs WCL HQrs
3. All Area Addl.CPM/Dy.CPMs/PMs
4. Director Incharge/All Fuctional Directors
5. General Secretary, RKKMS(INTUC)/KSS(HMS)/SKMS(AITUC)/BKKMS(BMS)/LZCMMU(CITU)
6. Desk Officer, Coal India Limited,Ansal Bhawan, new Delhi/Calcutta
7. Dy.CPM(IR), Coal India Limited, Calcutta
8. DFD Plant, Hinganghat (9) MRS, Indora, Nagpur (10) PRC Chhindwara
11. General Secretary Koyala Khadan Karmachari Congress, Post: Pathakhera, Dist: Betul(MP)
12. General Secretary,Chhindwara District,Koyala Khadan Karmachari Sangh,Post Parasia,Zila:Chhindwara(MP)
13. General Secretary, Wardha Valley Colliery Workers Union, Chandrapur, Western Coalfields Shramik Federation (HMS), 116, Sulbha Niwas, Sindhi Khana, Ganeshpeth, Nagpur.
14. General Secretary, Rashtriya Vidarbha Coal Employees Union, Jatpura Gate,Chandrapur.
15. General Secretary, India National Mines Overman Sirdar Shotfirer's Association Post- Balapeth, Dist. Chandrapur.

WESTERN COALFIELDS LIMITED  
OFFICE OF THE CHAIRMAN-CUM-MANAGING DIRECTOR  
COAL ESTATE : CIVIL LINES: NAGPUR 440 001

Ref.No. WCL/IR/SE/SO/101

Dated: 11/15-1-1994

**OFFICE ORDER**

In accordance with clause 30 of the certified Standing Orders for M/s Western Coalfields Limited, Nagpur, Maharashtra, as certified by the Regional Labour Commissioner(C), Bombay and certifying Authority vide his order No. 16(3)/87-B-4 dated 8-7-1991 and modified/amended by the Dy.Chief Labour Commissioner(C), New Delhi and Appellate Authority vide his Order No. IE-5/6/91.L.S.1 dated 19<sup>th</sup> February, 1993, I hereby nominate and notify the following Authorities as 'Appellate Authorities' against the penalties imposed by the Competent Authorities (under clause 2.3):-

<u>Sl. No.</u>	<u>Competent Authority under clause 2.3</u>	:	<u>Appellate Authority</u>
1.	Supdt. ( Mines)/Manager	:	General Manager/Chief General Manager
2.	Project Officer	:	Director(Projects)/Director(Tech)
3.	Manager/Supdt.(Washeries)	:	Director(Projects)/Director(Tech)
4.	Workshop Supdt/Incharge-Workshop	:	Director(Technical)
5.	Training Centre Incharge	:	Director(Personnel)
6.	Incharge Regional Stores	:	Director(Technical)
7.	Incharge Central Stores	:	Director(Technical)
8.	Incharge, Regional/Central Hospital	:	Director(Personnel)
9.	Incharge Rescue Station	:	Director(Technical)
10.	Sub Area Manager	:	Director(Tech/Proj)
11.	Heads of Personnel/Admn.Deptt of the Areas	: :	Director(Personnel)
12.	Respective Heads of Department	:	Concerned Functional Directors
13.	Heads of units/establishment (not specifically mentioned)	:	Concerned Functional Directors
14.	Incharge Domestic Fuel /Development Plant/ GM(Sales & marketing)	:	Concerned Functional Directors

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ANNEXURE 'C'

(2)

This order takes effect from the date as the certified Standing Orders have come into force.

In case of any difficulty/difference arising out of the implementation/ interpretation of this order, the matter shall be referred to the Chairman-cum-Managing Director whose decision thereon will be final.

Sd/-  
DIRECTOR-IN-CHARGE

Distribution:

1. All Area CGMs/GMs
2. All HODs WCL HQrs
3. All Area Addl.CPM/Dy.CPMs/PMs
4. Director Incharge/All Functional Directors
5. General Secretary, RKKMS(INTUC)/KSS(HMS)/SKMS(AITUC)/BKKMS(BMS)/  
LZCMMU(CITU)
6. Desk Officer, Coal India Limited, Ansal Bhawan, New Delhi/Calcutta
7. Dy.CPM(IR), Coal India Limited, Calcutta
8. DFD Plant, Hinganghat (9) MRS, Indora, Nagpur (10) PRC Chhindwara
11. General Secretary Koyala Khadan Karmachari Congress
12. General Secretary, Chhindwara Zilaq, Koyala Khadan Karmachari Sangh
13. General Secretary, Wardha Valley Colliery Workers Union.
14. General Secretary, Rashtriya Vidarbha Coal Employees Union.
15. General Secretary, Indian National Mines Overman Sirdar Shotfirer Association.