



वेस्टर्न कोलफील्ड्स लिमिटेड
Western Coalfields Limited
(A Mini Ratna Company) (A Subsidiary of Coal India Ltd)
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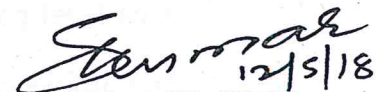
C I R C U L A R

The following system improvement measures are suggested that needs to be followed to ensure the uniformity across for conduction of DPC:-

1. The correct bio-data and information regarding career growth of employees are required. The source record of data may be referred to prevent any error. Every personnel executive has to ensure to prepare and maintain the growth/ career database of their respective unit to know full details of any employee at a glance at any point of time.
2. The seniority list should be prepared with utmost care. It should be well displayed and notified. It may also be ensured that each eligible employee receive a copy of seniority list. Any objection or representation regarding seniority is to be thoroughly checked from all possible records and should be finalized after proper scrutiny. No eligible candidate should be left out while preparing the seniority list and considering the candidates for promotion.
3. Area management should create a database for area level post for that they should circulate a format to all units wherein the existing manpower / sanctioned vacancies as per the sanctioned manpower budget for area level post should reflect. It may also be ensured that each eligible employee receive a copy of seniority list. Any objection or representation regarding seniority is to be thoroughly checked from all possible records and should be finalized after proper scrutiny this exercise will help in to get to know the vacancies at all units for the Area level post
4. The information regarding disciplinary action, both for the current period or the past including the details of punishment awarded is also to be checked from service sheet/file by the unit personnel executive and feedback to be given to the controlling authority who writes the ACR.
5. In case of employee who has come on request transfer from other Area/Sub- Area/Unit the information should be collected in the form of documents such as copy of order of transfer, release and joining, and the seniority to be finalized as per relevant circular.

6. The ACR should be observed if any adverse remarks is written and all the relevant columns filled up such as nature of duties, date of last promotion(not the date of SLU/SLP), the details of disciplinary action, remarks about fitness for promotion and the overall grading. This is as required as omission of one or other data may lead to disputes.
7. The norms circulated from time to time should be followed scrupulously. The sanctioned strength as per manpower budget and current existing strength should be the basis for arriving at the vacancy for recommendation.
8. The existing provisions of cadre scheme are to be followed without fail.
9. The provision of SC/ST roaster is to be fulfilled as per directives of Central government, as it is one of the significant parameter of any DPC.
10. All the documents- educational certificate, caste certificate and technical competence certificates should be thoroughly checked. The serial number, date, seal, signature and address of issuing authority should be carefully seen and tallied from the original. The photocopy should be signed by the employee submitting the certificate with remarks "submitted by me".
11. Trade test or written test wherever prescribed need to be conducted with transparent procedure. All committee members should ensure to sign on the trade test sheet on the same date of conduction of trade test without fail.
12. Online vigilance clearance in respect of employees against whom no departmental action pending is to be obtained prior to recommendation for promotion

These measures are in addition to existing system and should be strictly compiled by all concerned of HQ's, Areas, Sub Areas & establishments of WCL.


12/5/18
Director (P), WCL

Distributions:

- CVO, WCL HQ, Nagpur - For kind information
- TS to CMD/D(T)OP/D(T)P&P/D(F)- For kind information
- All HOD's WCL HQ, Nagpur- For necessary action & Compliance
- ALL Area GM's, WCL Areas- For necessary action & Compliance