



(भारत सरकार का मिनी रत्न श्रेणी - I उपक्रम)

DEPTT.

Western Coalfields Ltd.

(A Miniratna Cat.-1 Government of India Undertaking)

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संदर्भ क्र. Ref. No. WCL/IR/LO/2021/ 1627

दिनांक / Date: 08/03/2021

To

**The Area General Manager,
Ballarpur/Chandrapur/Wani/WaniNorth/Majri/Pench/
Kanhani/Pathakhera/Nagpur/Umrer Areas & CWS, Tadali**

**Subject: Reg. Partial modification in the Revised Standard Operating Procedure (SOP)
adopted for On-boarding of Land Oustees (PAPs) & Dependents of Ex-
employees of WCL**

Ref: WCL/IR/GM (Sectt.)/2020/1416 dated 31/12/2020

Sir,

In partial modification of the Revised Standard Operating Procedure (SOP) adopted for On-boarding of Land Oustees (PAPs) & Dependents of Ex-employees of WCL that was circulated vide I. no. WCL/IR/GM (Sectt.)/2020/1416 dated 31/12/2020, the following changes have been approved by the Competent Authority for uniform implementation with immediate effect:-

1. Clause No. 02 in the revised SOPs for On-boarding of Land Oustees (PAPs) & Dependents of Ex-employees of WCL which is regarding the police/antecedent verification of PAP/Dependent of ex-employee, to be obtained before processing the case for employment, **stands deleted.**

2. As Clause No. 02 cited above is to be deleted, therefore it is required to obtain the police/antecedent verification of the PAP/Dependent only once that is before the IME process & issuance of appointment order.

Hence, the words "**once again**" in Clause No. 06 of the revised SOP for On-boarding of Land Oustees (PAPs) & in Clause No. 05 of revised SOP for On-boarding of Dependents of Ex-employees of WCL, **stands deleted.**

3. The Clause No. 12 of the revised SOPs for On-boarding of Land Oustees (PAPs) and Clause No. 11 of the revised SOPs for On-boarding of Dependents of Ex-employees of WCL, **is modified** as under:-

For Land Oustee On-boarding SOP

Clause 12. The concerned land oustee on being found medically fit (and also found fit in Physical Screening Test conducted by CSO, WCL, if applicable) along with clear antecedent report and upon physical possession of land, is issued with an Appointment letter by General Manager (P&IR) and the same shall be sent to Parent Area through E-Office & Official Dak. **The APM of Parent Area shall**

ensure to cross check the appointment letters, received as hard copy with the copy that is received on e-office, before handing it over to the concerned PAP. However, in the case of a land oustee who is offered employment at WCL as Security Guard (T), Cat-I, then appointment letter would be issued by IR Dept., WCL HQ after he is declared fit in Physical Screening Test conducted by CSO, WCL HQ, in addition to the above conditions. The land oustee has to accept the offer of appointment within 15 days of its receipt. Intimation to the concerned land oustee regarding appointment order has to be given through Government post by the Parent Area.

For On-boarding SOP of Dependents of Ex-employee

Clause 11. The concerned dependents of ex-employee on being found medically fit (and also found fit in Physical Screening Test conducted by CSO, WCL, if applicable) along with clear antecedent report, is issued with an Appointment letter by General Manager (P&IR) and the same shall be sent to Parent Area through E-Office & Official Dak. **The APM of Parent Area shall ensure to cross check the appointment letters, received as hard copy with the copy that is received on e-office, before handing it over to the concerned dependent of ex-employee.**

However, in the case of a dependent of ex-employee who is offered employment at WCL as Security Guard (T), Cat-I, then appointment letter would be issued by IR Dept., WCL HQ after he is declared fit in Physical Screening Test conducted by CSO, WCL HQ, in addition to the above conditions. The dependent of ex-employee has to accept the offer of appointment within 15 days of its receipt. Intimation to the concerned dependent of ex-employee regarding appointment order has to be given through Government post by the Parent Area.

4. All the communications as mentioned in the SOP shall happen only through E-office. In any case, no documents shall be sent through official dak except for the appointment orders & IME Report (Form 'O').

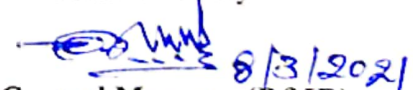
Further, it has been also decided that all the cases of on-boarding of the PAPs & Dependents prior to 31/12/2020, shall be strictly dealt as per the conditions laid out in the revised SOP and as per above modification.

Therefore, all Areas are hereby advised to align their old cases of on-boarding of PAPs & Dependents of ex-employees with the revised SOP norms with immediate effect and take further action accordingly. Henceforth, in any case, appointment orders shall not be issued by the Areas.

The complete SOP document of On-boarding of Land Oustees (PAPs) & Dependents of Ex-employees of WCL, incorporating the above modifications is enclosed herewith for strict compliance by all concerned.

Encl: a/a

Yours' sincerely


General Manager (P&IR)
WCL, Nagpur

Copy to:

1. GM (Vigilance), WCL
2. TS to D (P), WCL
3. APM – Ballarpur/Chandrapur/Wani/WaniNorth/Majri/Pench/Kanhan/Pathakhera/
Nagpur/Umrer Areas & CWS, Tadali

Standard Operating Procedure to be adopted for Onboarding of the Land Oustees (PAPs) who are offered employment at WCL (including all modifications issued up to 08.03.2021)

In order to streamline the process with respect to the onboarding (i.e., joining) of land oustees (PAPs) who are offered employment at WCL and maintain uniformity throughout the Areas of WCL, a Standard Operating Procedure (SOP) was framed for Onboarding (i.e., joining) of the Land Oustees (PAPs) who are offered employment at WCL and circulated to all Areas vide l.no. WCL/IR/GM (Sectt.)/2020/955 dtd 31/07/2020.

Now, as part of the systemic improvement measures, suggested by CVO, WCL, the SOP has been modified and the revised SOP, (subject to the approval of WCL Board for amending the DOP for issuance of appointment letter by GM (P&IR) instead of AGM of respective parent Area) is detailed as below:

1. Verification of documents / credentials & Identity of the PAP has to be checked by the Parent Area while processing the employment proposal and a certificate to this effect duly signed by the employment committee members of Parent Area, shall be enclosed in the individual employment proposals that are forwarded to WCL HQ for according Competent Approval.
2. The employment Sanction Order of a land oustee (PAP) is issued by IR Dept., WCL HQ and copies of it are sent to the respective Parent Area and Posted Area of the PAP, only through E-office.
3. The Planning Department of the Parent Area after completing the required formalities pertaining to possession of land of the concerned land oustee, would issue a separate Certificate to this effect, thereby giving due clearance from land related aspects and forward the same to the Personnel Department i.e., APM of the Parent Area through E-Office.
4. On receipt of the required documents/file from the Planning Department, the Personnel Dept., of the Parent Area, before issuing the order/letter for IME, would collect 15 nos. of photographs of the concerned land oustee (required for IME) duly attested by APM of the Parent Area with the Aadhaar No. mentioned on the back of the Photographs and shall ensure to check it with the photograph and Aadhaar No. contained/mentioned in the declaration proforma, that was submitted at the time of initiation of his/her employment proposal.
5. Personnel Dept. of the Parent Area shall obtain the Antecedent/Police verification of the concerned land oustee, before issuing the order for IME. If the antecedent report of the land oustee turns out to be negative, then Parent Area shall not issue his/her IME order/letter till clear antecedent report is obtained.
6. APM of the Parent Area after receipt of clear antecedent report of the land oustee shall issue the Order/letter for IME of the land oustee wherein the concerned land oustee would be informed in writing (through government post) to report to AMO of Parent Area for his/her Initial Medical Examination (IME).

01 original copy of the IME order/letter shall be sent to AMO of the Parent Area through E-office along with 15 nos of photographs of the concerned land oustee as detailed in Step No. 4 above.

7. The order/letter for IME of the concerned PAP, issued by APM of Parent Area, shall invariably contain the following details (apart from the other usual directives):
 - 7.1. Certification of the Identity of the concerned land oustee with his/her photo duly attested by APM of Parent Area and affixed on it.
 - 7.2. Certifying that the antecedent report of the PAP is clear in all respect.
 - 7.3. Certifying that all the formalities pertaining to physical possession of land, free from all encumbrances is complete as per the land clearance certificate issued by the APO of Parent Area.
8. Concerned land oustee reports to AMO of Parent Area for his/her IME. The IME of the PAP shall be conducted by panel of doctors nominated by the AMO of the Parent Area. The panel of doctors conducting the IME, shall ensure to examine and cross verify the IME order/letter of the PAP and details contained in it (as mentioned in Step No. 7 above) with the copy of IME order/letter that is received at the office of AMO of Parent Area through E-office.
9. Issuance of IME report (Form 'O') by the AMO of the Parent Area and its submission in 02 copies to the CMS Office, WCL HQ along with the copy of order/letter of IME issued to the PAP and remaining 05 nos. of attested photographs, through Official Dak and E-Office.

Upon receipt of the copies of IME reports (Form 'O') and 05 nos. of attested photographs from the AMO of Parent Area, the same shall be duly checked by the office of CMS I/C, WCL HQ and further forwarded to IR Department, WCL through Official Dak & E-Office along with the copy of order/letter of IME issued to the PAP & 05 nos. of attested photographs.

10. On receipt of the IME report from office of CMS I/C, WCL, the following steps to be ensured by the IR Department, WCL HQ, as per fitness status of the concerned land oustee:-

10.1. CANDIDATE MEDICALLY UNFIT FOR EMPLOYMENT:

- 10.1.(a) In this case, intimation shall be given by IR Dept., WCL to the APM of Parent Area who would in turn inform the concerned PAP about the same in writing through government post.
- 10.1.(b) If PAP approaches the Area for re-medical examination by Apex Medical Board WCL HQ, then such request (application) shall be sent through a proposal by the Parent Area to WCL HQ along with original Form 'O' & Medical fitness

Certificate from the Govt. Civil Surgeon which is duly verified from the concerned issuing hospital/authority.

10.1.(c) If PAP is declared fit by the Apex Medical Board, then the remaining steps of the SOP from Step Nos. 11 to 32, is to be followed by the IR Dept., WCL, Parent Area & Posted Area, as applicable.

10.1.(d) If PAP is declared unfit by the Apex Medical Board, WCL, then the same is to be communicated to him/her in writing through government post by the Parent Area.

10.2. CANDIDATE FIT UNDER GROUP 'B' OF MAR (For Colour-blindness only):

10.2.(a) In this case, the concerned land oustee shall be issued appointment letter by IR Dept., WCL as per Step No. 11 & 12 and posted in jobs where colour differentiation is not required.

10.2.(b) After issuance of appointment order by IR Dept., WCL, the remaining steps of the SOP from step no. 14 to 32 is to be followed by the Parent Area & Posted Area, as applicable.

10.3. CANDIDATE MEDICALLY FIT FOR ANY EMPLOYMENT:

10.3.(a) Further process pertaining to issuance of appointment order is taken up by the IR Department, WCL as depicted in Step Nos. 11 & 12 and the remaining steps of the SOP from step no. 14 to 32 shall be followed by IR Dept., WCL, Parent Area & Posted Area, as applicable.

11. The concerned land oustee on being found medically fit (and also found fit in Physical Screening Test conducted by CSO, WCL, if applicable) along with clear antecedent report and upon physical possession of land, is issued with an Appointment letter by General Manager (P&IR) and the same shall be sent to Parent Area through E-Office & Official Dak. The APM of the Parent Area shall ensure to cross check the appointment letters, received as hard copy with the copy that is received on e-office, before handing it over to the concerned PAP.

However, in the case of a land oustee who is offered employment at WCL, as Security Guard (T), Cat-I, then appointment letter would be issued by IR Dept., WCL after he is declared fit in Physical Screening Test conducted by CSO, WCL HQ, in addition to the above conditions. The land oustee has to accept the offer of appointment within 15 days of its receipt. Intimation to the concerned land oustee regarding appointment order has to be given through Government post by the Parent Area.

12. The appointment order shall be received by the concerned PAP in the presence of 02 Permanent employees of WCL who would sign as witnesses. The copies of Aadhar cards of such witnesses shall be collected by the Parent Area and kept in the Service file of the PAP along with the appointment letter. The Parent Area shall forward 01 copy of Appointment letter (in original), duly accepted by the concerned PAP to IR Department WCL HQ.

13. Now, it is to be noted that the appointment letter is issued to the concerned land oustee as per the employment Sanction Order under any one of the following categories of employment, as the case may be:

13.1. SECURITY GUARD (T), CAT-I

13.1.(a) For land oustee (PAP) who is offered employment as Security Guard (T), Cat-I, and is subsequently declared as FIT in IME, Parent Area after consultation with CSO, WCL HQ, shall inform the concerned PAP in writing (through government post) to report to Chief Security Officer (CSO), WCL HQ for his physical screening test on the scheduled date.

13.1.(b) CSO, WCL shall submit the Physical screening report to IR Department, WCL through E-office with a copy to respective Parent Area. IR Dept., WCL shall issue appointment letter of the concerned PAP as per Step No. 11 with Area of posting indicated in it.

13.1.(c) If the land oustee is declared as "NOT FIT" for the job of Security Guard (T) in the Physical Screening Test, then further posting & cadre of the concerned land oustee would be decided by GM (P&IR), WCL as per step No. 13.2.(b) or 13.2.(e) and appointment letter shall be issued accordingly.

13.2. GENERAL MAZDOOR (T), CAT-I

13.2.(a) Female PAP

13.2.(a).(i) The concerned land oustee (PAP) who is offered employment in this case is issued with the appointment letter as per Steps Nos. 11 & 12 and posted at the respective Area as indicated in it.

13.2.(b) PAP who does not fulfil the norms of Security Guard

13.2.(b).(i) The concerned land oustee (PAP) who is offered employment in this case is issued with the appointment order as per Steps Nos. 11 & 12 and posted at the respective Area as indicated in it.

13.2.(c) PAP who is offered employment under PWD Act, 1995

- 13.2.(c).(i) The concerned land oustee (PAP) who is offered employment as General Mazdoor (T), Cat-I under PWD Act, 1995 is issued with the appointment letter as per Steps Nos. 11 & 12 and posted at the respective Area as indicated in it.

13.2.(d) PAP who is offered employment under Group 'B' of MAR

- 13.2.(d).(i) The concerned land oustee (PAP) who is offered employment as General Mazdoor (T), Cat-I under Group 'B' of MAR is issued with the appointment letter as per Step No. 10.2.(a) & Steps Nos. 11 to 12 and posted at the respective Area as indicated in it.

13.2.(e) PAP who has to undergo counselling at HRD Dept., WCL HQ

- 13.2.(e).(i) In the case of a land oustee, offered employment at WCL, as General Mazdoor (T), Cat-I, who is subsequently declared as FIT in IME and has to undergo counselling at HRD Department, WCL; IR Department, WCL shall issue a separate order for counselling in such cases with a direction to report at HRD Department, WCL HQ on a scheduled date for allocation of proposed deployment or trade. The counselling order shall be sent to the Parent Area through E-office only.
- 13.2.(e).(ii) Parent Area shall intimate the concerned land oustee regarding his date of counselling, through Government Post.
- 13.2.(e).(iii) Proforma for counselling along with the relevant documents like attested copies of IME report, police verification report & educational certificates of the concerned land oustee shall be sent to HRD Department, WCL HQ by the Parent Area.
- 13.2.(e).(iv) Concerned land oustee (PAP) reports at HRD Department, WCL HQ, on the scheduled date of counselling.
- 13.2.(e).(v) Proposed deployment/trade is decided by the HRD Department, WCL and proposal is sent to IR Department, WCL for deciding the place of posting of the land oustee.
- 13.2.(e).(vi) Appointment letter (as per Step Nos. 11 & 12), containing the place of posting and proposed deployment / trade in respect of the concerned land oustee is issued by the IR Department, WCL and sent to the Parent Area, Posting Area, HRD Dept., WCL HQ through E-Office & Official Dak. Further posting of the concerned land oustee is decided by the Area General Manager of the Posting Area.

14. After issuance of appointment orders as enumerated above in Steps No. 11 to 13, the concerned land oustee must join within 15 days as mentioned in his appointment order. However, if the appointee does not join within the prescribed time, then in that case, Parent Area and the Posting Area shall not allow time of more than 60 days from the issuance of appointment order (including the time of 15 days mentioned in the appointment order) for the concerned land oustee to join in the respective place of posting (including Area/Sub Area/Unit as the case may be).
- 14.1.(a)** If the concerned land oustee fails to join in the respective place of posting (including Area/Sub Area/Unit) within the time limit of 60 days, then Parent Area shall ensure to intimate WCL HQ immediately about the same and IR Dept., WCL shall irrevocably keep the appointment order of the PAP in abeyance and a copy of the same shall be sent to the concerned AGM for record and information.
- 14.1.(b)** If the concerned land oustee reports for joining after the time limit of 60 days in the Area/Sub Area/Unit, then an undertaking in the form of an affidavit has to be obtained from the PAP citing that he/she shall join within 07 days of re-validation of employment, else his/her sanction order of employment shall irrevocably be cancelled, for which the concerned PAP would be solely responsible. Such undertaking shall be forwarded to IR Dept., WCL HQ along with his/her employment re-validation proposal.
- 14.1.(c)** If the Parent Area & Posting Area of the land oustee are different, then the Posting Area shall ensure that when the concerned land oustee reports for joining, then he/she has reported within 60 days of issuance of appointment order by WCL HQ. If the concerned land oustee does not report or reports after 60 days, then the Posting Area shall invariably return the documents/file of the concerned land oustee back to the Parent Area for further action.
- 14.1.(d)** Personnel Department of Posting Area shall ensure that no land oustee joins after expiry of 60 days' time limit, without approval from IR Dept., WCL, failing which concerned Posting Area shall be held wholly accountable for such lapses.
15. After issuance of appointment order, the concerned land oustee reports to the Area General Manager of the Posting Area, as per any one of the categories enumerated above in Step No. 13, after which the verification/examination of documents/credentials is undertaken by the Personnel Department of the Posting Area.
16. During verification/examination of documents/credentials of the concerned land oustee, Personnel Department shall create a separate file of the concerned land oustee, containing the copies of Technical Vetting of L&R Dept., Area Committee Recommendation & Consent affidavits of the landowner, nominee and other Project Affected Families (wherever applicable) along with documents mentioned in Step No. 17.

17. The verification and checking of documents/credentials of the concerned land oustee, would include the following: -

- a) Original Appointment Order
- b) Original Form 'O'
- c) Employment Sanction Order issued by WCL HQ
- d) Antecedent/Police verification report along with attestation form
- e) Physical Fitness Certificate/Order issued by CSO, WCL (if applicable)
- f) Certificate from the Planning Department of the Parent Area regarding possession of land.
- g) Aadhar card & PAN card of the land oustee for the purpose of identity and Date of Birth verification (DOB). The DOB of the PAP should match in the Aadhar Card, PAN Card and his Birth Certificate/10th Board Certificate. If not, then the concerned land oustee shall be directed to reconcile the DOB in the said documents.
- h) Any change of posting Order issued by WCL HQ (if applicable).
- i) Declaration proforma containing the attested photograph, submitted by the land oustee at the time of initiation of employment proposal.
- j) Educational documents of the concerned land oustee, duly attested by the APM of the Parent Area.

18. The Posting Area (if it is same as the Parent Area) shall follow the Step Nos. 14 to 17 regarding the reporting, verification and checking of documents/credentials of the concerned land oustee, that are received through E-office.

19. If the concerned land oustee is posted in Areas, other than the Parent Area, then the Parent Area shall mandatorily send all the documents as enumerated in Step Nos. 16 & 17 to the Posting Area through E-office.

20. If the concerned land oustee is posted in Areas, other than the Parent Area, then the Posting Area, shall follow the Step Nos. 14 to 17 regarding the reporting, verification and checking of documents/credentials of the concerned land oustee, that are received through E-office.

21. The Steps No. 14 to 20 would be applicable to the Areas, even in the case of a land oustee whose Change of Posting or Cadre request has been considered by IR Dept., WCL.

22. Upon examination/verification and checking of documents/credentials of the concerned land oustee, a proposal of his/her posting at Area HQ / Sub Area / Unit / other establishments is prepared by the APM by considering the manpower requirement of respective locations and placed before AGM for approval.

23. Approval is accorded by the AGM for posting.

24. Issuance of Posting Order by APM, containing the details of place of posting, to the concerned land oustee.

25. All the documents/file as enumerated in the Step Nos. 16 & 17 above, along with the posting order shall be sent through E-office by the APM to the concerned HOD in case of posting at Area HQ or Sub Area Manager in case of posting at Sub Area / Unit or concerned In-charge in case of posting at other establishments.
26. New joinee (PAP) reports to concerned HOD in case of posting at Area HQ or Sub Area Manager in case of posting at Sub Area / Unit or concerned In-charge in case of posting at other establishments.
27. The verification/examination and checking of documents/credentials of the land oustee/new joinee, that are received through E-office, as per the Step Nos. 16 & 17, enumerated above is undertaken again by the concerned HOD / Sub Area Manager / Mine Manager / Establishment In-charge.
28. Joining Order is issued by concerned HOD / Sub Area Manager / Mine Manager / Establishment In-charge.
29. Formalities like creation of service file of new joinee, entry in B-Form (as applicable), filling statutory forms (PF/Pension/Gratuity), recording credentials, NEIS generation, biometric registration etc. are completed by the Personnel Department of the concerned Area HQ/Other establishment/Sub Area/Unit as the case may be. It shall be mandatory that the service file of the new joinee contains all the documents mentioned in Step Nos. 16 & 17.

New Joinee is sent to VTC for training.

30. Training completion report along with attendance particulars is sent to concerned HOD/ Sub Area Manager / Mine Manager / Establishment In-charge by the VTC In-charge, through E-Office.
31. New Joinee on completion of training reports back to the concerned HOD / Sub Area Manager / Mine Manager / Establishment In-charge for regular deployment / assignment.

The joining process is complete.

32. A status of joining of the land oustees (PAPs) who have finally joined duty at the respective place of posting i.e., at the Area / Sub Area / Mine / Other establishments (as the case may be), shall be intimated by each Area to the GM (P&IR), WCL **on a monthly basis, on the 01st day of every month** in the format as depicted below, **through E-Office only**:

S. No	Area	Name of Appointee	Sanction Order No & Date	Posting Order No & Date	Place of Posting	Date of Joining

In addition to the above, the **existing feedback system of sending/updating the status of every land oustee** who has been sanctioned employment by WCL HQ shall also be followed by all the Areas, every month.

Standard Operating Procedure to be adopted for Onboarding of the Dependents of Ex-Employee who is offered employment at WCL under Compassionate Ground (including all modifications issued up to 08.03.2021)

In order to streamline the process with respect to the onboarding (i.e., joining) of dependents of ex-employee who are offered employment at WCL under compassionate ground and maintain uniformity throughout the Areas of WCL, a Standard Operating Procedure (SOP) was framed for Onboarding (i.e., joining) of the dependents of ex-employee who are offered employment at WCL and circulated to all Areas vide letter no.WCL/IR/GM (Sectt.)/2020/955 dtd 31/07/2020.

Now, as part of the systemic improvement measures, suggested by CVO, WCL the SOP has been modified and the revised SOP is detailed as below:

1. Verification of documents / credentials & Identity of the dependents of ex-employee has to be checked by the Parent Area while processing the employment proposal and a certificate to this effect duly signed by the employment committee members of Parent Area, shall be enclosed in the individual employment proposals that are forwarded to WCL HQ for according Competent Approval.
2. The employment Sanction Order of a dependents of ex-employee is issued by IR Dept., WCL HQ and copies of it are sent to the respective Parent Area and Posted Area of the dependents of ex-employee, only through E-office.
3. On receipt of employment sanction order, the Personnel Department of the Parent Area, before issuing the order/letter for IME, would collect 15 nos. of photographs of the concerned dependents of ex-employee (required for IME) duly attested by APM of the Parent Area with the Aadhaar No. mentioned on the back of the Photographs and shall ensure to check it with the photograph and Aadhaar No. contained/mentioned in the declaration proforma, that was submitted at the time of initiation of his/her employment proposal.
4. Personnel Dept. of the Parent Area shall obtain the Antecedent/Police verification of the concerned dependents of ex-employee, before issuing the order for IME. If the antecedent report of the dependents of ex-employee turns out to be negative, then Parent Area shall not issue his/her IME order/letter till clear antecedent report is obtained.
5. APM of the Parent Area after receipt of clear antecedent report of the dependents of ex-employee shall issue the Order/letter for IME of the dependents of ex-employee wherein the concerned dependents of ex-employee would be informed in writing (through government post) to report to AMO of Parent Area for his/her Initial Medical Examination (IME).

01 original copy of the IME order/letter shall be sent to AMO of the Parent Area through E-office along with 15 nos of photographs of the concerned dependents of ex-employee as detailed in Step No. 3 above.
6. The order/letter for IME of the concerned dependents of ex-employee, issued by APM of Parent Area, shall invariably contain the following details (apart from the other usual directives):

6.1. Certification of the Identity of the concerned dependents of ex-employee with his/her photo duly attested by APM of Parent Area and affixed on it.

6.2. Certifying that the antecedent report of the dependents of ex-employee is clear in all respect.

7. Concerned dependents of ex-employee reports to AMO of Parent Area for his/her IME. The IME of the dependents of ex-employee shall be conducted by panel of doctors nominated by the AMO of the Parent Area. The panel of doctors conducting the IME, shall ensure to examine and cross verify the IME order/letter of the dependents of ex-employee and details contained in it (as mentioned in Step No. 6 above) with the copy of IME order/letter that is received at the office of AMO of Parent Area through E-office.

8. Issuance of IME report (Form 'O') by the AMO of the Parent Area and its submission in 02 copies to the CMS Office, WCL HQ along with the copy of order/letter of IME issued to the dependents of ex-employee and remaining 05 nos. of attested photographs, through Official Dak and E-Office.

Upon receipt of the copies of IME reports (Form 'O') and 05 nos. of attested photographs from the AMO of Parent Area, the same shall be duly checked by the office of CMS I/C, WCL HQ and further forwarded to IR Department, WCL through Official Dak & E-Office along with the copy of order/letter of IME issued to the dependents of ex-employee & 05 nos. of attested photographs.

9. On receipt of the IME report from office of CMS I/C, WCL, the following steps to be ensured by the IR Department, WCL HQ, as per fitness status of the concerned dependent of ex-employee: -

9.1. CANDIDATE MEDICALLY UNFIT FOR EMPLOYMENT:

9.1.a) In this case, intimation shall be given by IR Dept., WCL to the APM of Parent Area who would in turn inform the concerned dependents of ex-employee about the same in writing through government post.

9.1.b) If dependents of ex-employee approaches the Area for re-medical examination by Apex Medical Board WCL HQ, then such request (application) shall be sent through a proposal by the Parent Area to WCL HQ along with original Form 'O' & Medical fitness Certificate from the Govt. Civil Surgeon which is duly verified from the concerned issuing hospital/authority.

9.1.c) If dependents of ex-employee is declared fit by the Apex Medical Board, then the remaining steps of the SOP from Steps Nos. 10 to 32, is to be followed by the IR Dept., WCL, Parent Area & Posted Area, as applicable.

9.1.d) If dependents of ex-employee is declared unfit by the Apex Medical Board, WCL, then the same is to be communicated to him/her in writing through government post by the Parent Area.

9.2. CANDIDATE FIT UNDER GROUP 'B' OF MAR (For Colour-blindness only):

9.2.a) In this case, the concerned dependents of ex-employee shall be issued appointment letter by IR Dept., WCL as per Steps Nos. 10 & 11 and posted in jobs where colour differentiation is not required.

- 9.2.b) After issuance of appointment order by IR Dept., WCL, the remaining steps of the SOP from steps nos. 13 to 32 is to be followed by the Parent Area & Posted Area, as applicable.

9.3. CANDIDATE MEDICALLY FIT FOR ANY EMPLOYMENT:

- 9.3.a) Further process pertaining to issuance of appointment order is taken up by the IR Department, WCL as depicted in Steps Nos. 10 & 11 and the remaining steps of the SOP from Steps nos. 13 to 32 shall be followed by IR Dept., WCL, Parent Area & Posted Area, as applicable.
10. The concerned dependents of ex-employee on being found medically fit (and also found fit in Physical Screening Test conducted by CSO, WCL, if applicable) along with clear antecedent report, is issued with an Appointment letter by General Manager (P&IR) and the same shall be sent to Parent Area through E-Office & Official Dak. The APM of the Parent Area shall ensure to cross check the appointment letters, received as hard copy with the copy that is received on e-office, before handing it over to the concerned dependent of ex-employee.

However, in the case of a dependent of ex-employee who is offered employment at WCL, as Security Guard (T), Cat-I, then appointment letter would be issued by IR Dept., WCL after he is declared fit in Physical Screening Test conducted by CSO, WCL HQ, in addition to the above conditions. The dependent of ex-employee has to accept the offer of appointment within 15 days of its receipt. Intimation to the concerned dependent of ex-employee regarding appointment order has to be given through Government post by the Parent Area.

11. The appointment order shall be received by the concerned dependents of ex-employee in the presence of 02 Permanent employees of WCL who would sign as witnesses. The copies of Aadhar cards of such witnesses shall be collected by the Parent Area and kept in the Service file of the dependents of ex-employee along with the appointment letter. The Parent Area shall forward 01 copy of Appointment letter (in original), duly accepted by the concerned dependents of ex-employee to IR Department WCL HQ.
12. Now, it is to be noted that the appointment letter is issued to the concerned dependents of ex-employee as per the employment Sanction Order under any one of the following categories of employment, as the case may be:

12.1. Security Guard (T), Cat-I

- 12.1.a) For dependents of ex-employee who is offered employment as Security Guard (T) Cat-I and is subsequently declared as FIT in IME, Parent Area after consultation with CSO, WCL HQ, shall inform the concerned dependent of ex-employee in writing (through government post) to report to Chief Security Officer (CSO), WCL HQ for his physical screening test on the scheduled date.
- 12.1.b) CSO, WCL shall submit the Physical screening report to IR Department, WCL through E-office and Official Dak with a copy to respective Parent Area. IR Dept., WCL HQ shall issue appointment letter of the concerned dependent of ex-employee as per Step No. 10 with Area of posting indicated in it.

- 12.1.c) If the dependent of ex-employee is declared as "NOT FIT" for the job of Security Guard (T) in the Physical Screening Test, then further posting & cadre of the concerned dependents of ex-employee would be decided by GM (P&IR), WCL as per Step No. 12.2.(b) or 12.2.(e) and appointment letter shall be issued accordingly.
- 12.2. General Mazdoor (T), Cat-I**
- 12.2.a) **Female Dependent of Ex-Employee**
- 12.2.a)(i) The concerned dependent of ex-employee who is offered employment in this case is issued with the appointment letter as per Steps Nos. 10 & 11 and posted at the respective Area as indicated in it.
- 12.2.b) **Dependent of Ex-Employee who does not fulfil the norms of Security Guard**
- 12.2.b)(i) The concerned dependent of ex-employee who is offered employment in this case is issued with the appointment order as per Steps Nos. 10 & 11 and posted at the respective Area as indicated in it.
- 12.2.c) **Dependent of Ex-Employee who is offered employment under PWD Act, 1995**
- 12.2.c).(i) The concerned dependent of ex-employee who is offered employment as General Mazdoor (T), Cat-I under PWD Act, 1995 is issued with the appointment order as per Steps Nos. 10 & 11 and posted at the respective Area as indicated in it.
- 12.2.d) **Dependent of ex-employee who is offered employment under Group 'B' of MAR**
- 12.2.d).(i) The concerned dependent of ex-employee who is offered employment as General Mazdoor (T), Cat-I under Group 'B' of MAR is issued with the appointment order as per Step No. 9.2(a) & Steps Nos. 10 & 11 and posted at the respective Area as indicated in it, in identified jobs, after approval is obtained from WCL HQ in this regard.
- 12.2.e) **Dependent of ex-employee who has to undergo counselling at HRD Dept., WCL HQ**
- 12.2.e).(i) In the case of a dependents of ex-employee, offered employment at WCL, as General Mazdoor (T), Cat-I, who is subsequently declared as FIT in IME and has to undergo counselling at HRD Department, WCL, IR Department, WCL shall issue a separate order for counselling in such cases with a direction to report at HRD Department, WCL HQ on a scheduled date for allocation of proposed deployment or trade. The counselling order shall be sent to the Parent Area through E-office only.
- 12.2.e).(ii) Parent Area shall intimate the concerned dependents of ex-employee regarding his date of counselling, through Government Post.
- 12.2.e).(iii) Proforma for counselling along with the relevant documents like attested copies of IME report, police verification report & educational certificates of

the concerned dependents of ex-employee shall be sent to HRD Department, WCL HQ by the Parent Area.

- 12.2.e).(iv) Concerned dependents of ex-employee reports at HRD Department, WCL HQ, on the scheduled date of counselling.
- 12.2.e).(v) Proposed deployment/trade is decided by the HRD Department, WCL and proposal is sent to IR Department, WCL for deciding the place of posting of the dependents of ex-employee.
- 12.2.e).(vi) Appointment letter (as per Steps Nos. 10 & 11), containing the place of posting and proposed deployment / trade in respect of the concerned dependent of ex-employee is issued by the IR Department, WCL and sent to the Parent Area, Posting Area, HRD Dept., WCL HQ through E-Office and Official Dak. Further posting of the concerned dependent of ex-employee is decided by the Area General Manager of the Posting Area.

13. After issuance of appointment orders as enumerated above in Steps Nos. 10 to 12, the concerned dependents of ex-employee must join within 15 days as mentioned in his appointment order. However, if the appointee does not join within the prescribed time, then in that case, Parent Area and the Posting shall not allow time of more than 60 days from the issuance of appointment order (including the time of 15 days mentioned in the appointment order) for the concerned dependent of ex-employee to join in the respective place of posting (including Area/Sub Area/Unit as the case may be).

13.1.(a) If the concerned dependent of ex-employee fails to join in the respective place of posting (including Area/Sub Area/Unit) within the time limit of 60 days, then Parent Area shall ensure to intimate WCL HQ immediately about the same and IR Department, WCL HQ shall irrevocably keep the appointment order of the dependents of ex-employee in abeyance and a copy of the same shall be sent to GM (P&IR), WCL for record and information.

13.1.(b) If the concerned dependent of ex-employee reports for joining after the time limit of 60 days in the Area/Sub Area/Unit, then an undertaking in the form of an affidavit has to be obtained from the claimant/nominee citing that he/she shall join within 07 days of re-validation of employment, else his/her sanction order of employment shall irrevocably be cancelled, for which the concerned dependent of ex-employee would be solely responsible. Such undertaking shall be forwarded to IR Department, WCL HQ along with his/her employment re-validation proposal.

13.1.(c) If the Parent Area & Posting Area of the dependent of ex-employee are different, then the Posting Area shall ensure that when the concerned dependent of ex-employee reports for joining, then he/she has reported within 60 days of issuance of appointment order by WCL HQ. If the concerned dependent of ex-employee does not report or reports after 60 days, then the Posting Area shall invariably return the documents/file of the concerned dependent of ex-employee back to the Parent Area for further action.

13.1.(d) Personnel Department of Posting Area shall ensure that no dependents of ex-employee joins after expiry of 60 days time limit, without approval from IR

Dept., WCL HQ, failing which concerned Posting Area shall be held wholly accountable for such lapses.

14. After issuance of appointment order, the concerned dependent of ex-employee reports to the Area General Manager of the Posting Area, as per any one of the categories enumerated above in Step No. 12, after which the verification of documents/credentials is undertaken by the Personnel Department of the Posting Area.
15. During verification/examination of documents/credentials of the concerned dependent of ex-employee, Personnel Department shall create a separate file of the concerned dependent of ex-employee, containing the copies of Service Book/Register/Excerpt (as applicable) of ex-employee, Statutory forms filled by ex-employee, Consent affidavits of both the claimant as well as the family members of the ex-employee along with documents mentioned in Step No. 16.
16. The verification and checking of documents/credentials of the concerned dependent of ex-employee, would include the following: -
 - a) Original Appointment Order
 - b) Original Form 'O'
 - c) Employment Sanction Order issued by WCL HQ
 - d) Antecedent/Police verification report along with attestation form
 - e) Physical Fitness Certificate/Order issued by CSO, WCL (if applicable)
 - f) Any change of posting order issued by WCL HQ (if applicable).
 - g) Educational documents of the concerned Dependent of Ex-Employee, duly attested by the APM of the Parent Area.
 - h) Aadhar card & Pan Card of the dependent of ex-employee for the purpose of identity and Date of Birth verification (DOB). The DOB of the dependents of ex-employee should match in the Aadhar Card, PAN Card and his Birth Certificate/10th Board Certificate. If not, then the concerned dependent of ex-employee shall be directed to reconcile the DOB in the said documents.
 - i) Proforma for Certification (Parichay Patra), containing the attested photograph, submitted by the dependents of ex-employee at the time of initiation of employment proposal.
17. The Posting Area (if it is same as the Parent Area) shall follow the Steps Nos. 13 to 16 regarding the reporting, verification and checking of documents/credentials of the concerned dependent of ex-employee, that are received both through E-office.
18. If the concerned dependent of ex-employee is posted in Areas, other than the Parent Area, then the Parent Area shall mandatorily send all the documents as enumerated in Steps Nos. 15 & 16 to the Posting Area through E-office.

19. If the concerned dependent of ex-employee is posted in Areas, other than the Parent Area, then the Posting Area, shall follow the Steps Nos. 13 to 16 regarding the reporting, verification and checking of documents/credentials of the concerned dependent of ex-employee, that are received through E-office.
20. The Steps Nos. 13 to 19 would be applicable to the Areas, even in the case of a dependents of ex-employee whose Change of Posting or Cadre request has been considered by IR Dept., WCL HQ.
21. Upon examination/verification and checking of documents/credentials of the concerned dependent of ex-employee, a proposal of his/her posting at Area HQ / Sub Area / Unit / other establishments is prepared by the APM by considering the manpower requirement of respective locations and placed before AGM for approval.
22. Approval is accorded by the AGM for posting.
23. Issuance of Posting Order by APM, containing the details of place of posting, to the concerned dependents of ex-employee.
24. All the documents/file as enumerated in the Steps Nos. 15 to 16 above, along with the posting order shall be sent through E-office by the APM to the concerned HOD in case of posting at Area HQ or Sub Area Manager in case of posting at Sub Area / Unit or concerned In-charge in case of posting at other establishments.
25. New joinee (dependent of ex-employee) reports to concerned HOD in case of posting at Area HQ or Sub Area Manager in case of posting at Sub Area / Unit or concerned In-charge in case of posting at other establishments.
26. The verification/examination and checking of documents/credentials of the dependent of ex-employee /new joinee, that are received through E-office, as per the Steps Nos. 15 to 16, enumerated above is undertaken again by the concerned HOD / Sub Area Manager / Mine Manager / Establishment In-charge.
27. Joining Order is issued by concerned HOD / Sub Area Manager / Mine Manager / Establishment In-charge.
28. Formalities like creation of service file of new joinee, entry in B-Form (as applicable), filling statutory forms (PF/Pension/Gratuity), recording credentials, NEIS generation, biometric registration etc. are completed by the Personnel Department of the concerned Area HQ/Other establishment/Sub Area/Unit as the case may be. It shall be mandatory that the service file of the new joinee contains all the documents mentioned in Steps Nos. 15 & 16.
29. New Joinee is sent to VTC for training.
30. Training completion report along with attendance particulars is sent to concerned HOD/ Sub Area Manager / Mine Manager / Establishment In-charge by the VTC In-charge through E-Office.
31. New Joinee on completion of training reports back to the concerned HOD / Sub Area Manager / Mine Manager / Establishment In-charge for regular deployment / assignment. The joining process is complete.
32. A status of joining of the dependent of ex-employees, who have finally joined duty at the respective place of posting i.e., at the Area / Sub Area / Mine / Other establishments (as the case may be), shall be intimated by each Area to the GM (P&IR), WCL HQ, **on a monthly basis, on the 1st day of every month** in the format as depicted below, **through E-Office only:**

S. No	Area	Name of Appointee	Sanction Order No & Date	Posting Order No & Date	Place of Posting	Date of Joining
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In addition to the above, the **existing feedback system of sending/updating the status of every dependent of ex-employee** who has been sanctioned employment by WCL HQ shall also be followed by all the Areas, every month.