

FORM IV A

(Rule 19.1/19.3)

Form for giving prior intimation or Seeking Previous sanction in respect of Immovable property.

1. Name and designation :
2. Scale of pay and present pay :
3. Purpose of application -
Sanction for transaction/prior intimation
of transaction :
4. Whether property is being acquired or disposed of :
5. Probable date of acquisition/disposal of property :
6. Mode of acquisition/disposal :
7. (a) Full details about location viz. Municipal No.
Street/Village/Taluk District and state in
which situated. :
(b) Description of the property, in the case of
cultivable and, dry or irrigated land. :
(c) Whether freehold or leasehold :
(d) Whether the applicant's interest in the property
is in full or part (in case of partial interest the
extent of such interest must be indicated.) :
(e) In case the transaction is not exclusively in the
name of the Employee, particulars of ownership
and share of each member :
8. Sale/purchase prices of the property (Market value in
the case of gifts) :
9. In case of acquisition, sources or sources from
which finance/proposed to be finance :
(a) Personal savings :
(b) Other sources giving basis :
10. In the case of disposal of property was requisite sanction,
intimation obtained/given for its acquisition? :
(A copy of the sanction/acknowledgement
should be attached) :
11. (a) Name and address of the party with whom
transaction is proposed to be made :

- (b) Is the party related to the Applicant ?
If so, state the relationship :
 - (c) Did the applicant have any dealings with the party
in his official capacity at any time or is the applicant
likely to have any dealings with him in the near
future ? :
 - (d) How was the transaction arranged ? (Whether
through any statutory body or a private agency
through advertisement or through friends and
relatives. full particulars to be given.) :
12. Any other relevant fact which the applicant may like
to mention :

DECLARATION

I,.....hereby declare that the particulars given
above are true. I request that I may be given permission to acquire/dispose of property as described
above form/to the party whose name is mentioned in item 11 above.

OR

I,.....hereby intimate the processed acquisition/disposal
of property by me as detailed above. I declare that the particulars given above are true.

Station :

Signature :

Date :

Designation :

Note 1 - In the above form, different portions may be used according to requirement.

Note 2 - Where previous sanction is asked for, the application should be submitted at least 30 days
before the success date of the transaction.

FORM - IV B
(Rule 19.2/19.3)

Form for giving intimation or seeking previous sanction for transaction in respect of movable property.

1. Name of the Employee :
2. Scale of pay and present pay :
3. Purpose of application - Sanction for transaction/
prior intimation of transaction :
4. Whether property is being acquired or disposed of :
5. (a) Probable date of acquisition/disposal of property :
(b) If the property is already acquired/disposed of
actual date of transaction: :
6. (a) Description of the property (e.g. Car/Scooter/Motor
Cycle/Radiogram/Jewellery/Loans/Insurance
policies etc. :
(b) Make Model (and also Registration No. in case of
vehicles) where necessary :
7. Mode of acquisition/disposal (purchase/sale/gift/
mortgage lease or otherwise) :
8. Sale/purchase price of the property (Market value in
the (Market value in the case of gifts) :
9. In case of acquisition, sources from which
financed proceed to be financed :
(a) Personal savings :
(b) Other sources giving details :
10. In the case of disposal of property, was requisite
Sanction /intimation obtained/given for its acquisition
(a copy of sanction/acknowledgement should be attached) :
11. (a) Name and address of the party with whom
transaction is proposed to be made/has
been made :
(b) Is the party related to the applicant ? If so, state
the relationship :
(c) Did the applicant have any dealings with the party
in his official capacity at anytime or is the applicant

likely to have any dealings with him in the near future ? :

(d) Nature of official dealings with the party :

(c) How was the transaction arranged ? (Whether through any statutory body or a private agency through advertisements or through friends and relatives (Full particulars to be given) :

12. Any other relevant fact which the applicant may like to mention. :

DECLARATION

I,.....hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

OR

I,.....hereby intimate the acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station :

Signature :

Date :

Designation :

Note 1 In the above form, different portions may be used according to requirement.

Note 2 Where previous sanction is asked for, the application should be submitted at least 30 days before the success date of the transaction.

FORM - VA

(Rule 19.4 (a))

**STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT
FOR THE YEAR**

Name (in full) Date of joining the company
Present post held Department
Employee code No. Area
Present basic pay Place of posting

Sl. No.	Description of items	Price or value at the time of acquisition and/or the total payment made upto the date of return, as the case may be in case of articles purchased on hire-purchase or instalment basis (In case of cash, bank balances, shares, deposits, loans etc. amount should be indicated in this column)	If not in own name, name and address of the person in whose name and his relationship with the employee	How acquired with approximate date of acquisition	Remarks
1.	2.	3.	4.	5.	6.

Signature of employee
Date

Note : In column 5 it may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

FORM - VB
STATEMENT OF IMMOVABLE PROPERTY

To be submitted in Duplicate (Rule 19.4 (b)/19.5) On First appointment/ for the year

Name (must be in full) Date of joining the company
 Present post held Department
 Employee code No. Area
 Present basic pay Place of posting

Name of District Sub-divn., Taluk and village in which property is situated	Name and detail of property		Value of the property at the time of acquiring and date of acquisition	Present value	If not in own name, state in whose name held and his relationship with employee	How acquired whether by purchase, mortgage, inheritance gift or otherwise with details of person/persons from whom acquired	Source of finance	Annual income from the property	Remarks particulars regarding sanction obtained or report made in respect of purchase, gift or otherwise with reference no. & date, if any.	Details of sale of property, if any, (i) Date (ii) Amount (iii) to whom
	Houses and other buildings	Land								
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

Signature Date

NB : 1. Column 4 – Value of property to be shown item wise in cases such as —
 (a) Where the property has been acquired by purchase, mortgage, lease, the price or premium paid for such acquisition.
 (b) Where it has been acquired by lease, the total annual rent.
 (c) Where the acquisition is by inheritance, gift, exchange, the approximate value of the property so acquired.
 2. Column 5 – In case where it is not possible to assess the value accurately, the approximate value in relation to present conditions may be indicated.
 3. Column 6 – Property held in name of other members of family, as defined in CDA Rules may please also be reflected here.

FORM -VI

(Rule 24.1)

No.....

Name of the Company.....

Place of issue.....Dated.....

ORDER

Whereas a disciplinary proceeding against Sri/Smt. (name & designation of the Employee) is comtemplated/ pending.

Whereas a case against Sri/Smt..... (name & designation of the employee) in respect of an original offence is under investigation/inquiry/trial.

Now, therefore, the undersigned (authority competent to suspend), in exercise of the powers conferred by Rule 24.1 of Conduct, Discipline and Appeal Rules, hereby place the said Sri/ Smt.....under suspension with immediate effect.....and untill further order.

It is further ordered that during the period this order shall remain in force the Headquarter of Sri/Smt.....(name & designation of the employee) shall be(name of place) and said.....Sri/ smt.....shall not leave the Heqdquarters without obtaining the previous permission of the undersigned.

Signature

(Name & designation of the suspending Authority)

1. Copy to Sri/Smt.....(name & designation of the employee). Orders regarding subsistence allowance admissible to him during the period of his suspension will issue separately.
2. Copy to Sri/Smt.....(name & designation of the lending authority) for information.
3. The circumstances in which the order of the suspension was made are as follows :
(Here give details of the case and reasons for suspension)

Note – paras 2 and 3 should not be inserted in the copy of the order of suspension sent to the employee to be suspended.

Distribution :

- 1.
- 2.

FORM -VIA

[Rule 24.3 (i)]

No.....

Name of the Company.....

Place of issue.....

ORDER

Whereas a case against Shri/Smt..... (name and designation of the employee) in respect of criminal offence is under investigation.

And Whereas the said Shri/Smt..... was detained in custody on..... for a period exceeding fortyeight hours.

Now, therefore, the said Shri/Smt..... is deemed to have been suspended with effect from the date of detention i.e..... in terms of sub-rule 24.3(i) of the Conduct, Discipline and Appeal Rules, 1978 and shall remain under suspension until further orders.

Signature.....

Name and designation of the Suspending Authority

FORM -VII A

(Rule 29.0)

MEMORANDUM

The undersigned proposes to hold an inquiry against Shri.....
..... under Rule 29 of the Conduct, Discipline and Appeal Rules, 1978 of Coal India Limited. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement or articles of charge (Annexure I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure II). A List of documents by which, and list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexure III and IV).

2. Shri..... is directed to submit within 10 days of the receipt of this Memorandum a written statement of his defence and also to state whether he desires to be heard in person.

3. He is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He should, therefore, specifically admit or deny each article of charge.

4. Shri..... further informed that if he does not submit his written statement of defence on or before that date specified in para 2 above or does not appear in person before the Inquiring Authority or otherwise fails or refuses to comply with the provisions of Rule 29 of the Conduct, Discipline and Appeal Rules, 1978 of CIL or the orders/directions issued in pursuance of the inquiry against him ex parte.

5. Attention of Shri.....
..... is invited to Rule 21.1 of the Conduct, Discipline and Appeal Rules, 1978 of CIL under which no public servant shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to the service under the Company. If any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings it will be presumed that Shri..... is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rule 21.1 of the Conduct, Discipline and Appeal Rules, 1978 of CIL.

6. The receipt of the Memorandum may be acknowledged

To:

Shri.....

.....

Name & Designation of the Competent Authority

ANNEXURE -I

Statement of articles of Charge framed against Shri
.....
(Name and designation of the employee)

Article - I

That the said Shri.....
..... while functioning
as.....during the
period.....

Article -II

That during the aforesaid period and while functioning in the aforesaid
office, the said shri.....

Article -III

That during the aforesaid period and while functioning in the aforesaid
office, the said shri.....

ANNEXURE -II

Statement of imputation of misconduct or misbehaviour in support of the articles of charge framed against Shri.....
.....(Name and designation of the employee)

Article - I

Article - II

Article - III

ANNEXURE -III

List of documents by which the articles of charge framed against shri..... (Name & designation of the employee) are proposed to be sustained.

- 1.
- 2.
- 3.

ANNEXURE - IV

List of witnesses by whom the articles of charge framed against shri.....(Name and designation of the employee) are proposed to be sustained.

- 1.
- 2.
- 3.

FORM - VII B

(Rule 31.0)

MEMORANDUM

Shri.....

(Designation)(Office in which working).....

.....is hereby informed that it is proposed to take action against him under Rule 31 of the Conduct, Discipline and Appeal Rules, 1978 of Coal India Limited. A statement of the imputations of misconduct or misbehaviour on which action is proposed to be taken as mentioned above is enclosed.

2. Shri.....fails to submit his opportunity to make such representation as he may wish to make against the proposal.

3. If Shri.....fails to submit his representation within 10 days of the receipt of this Memorandum, it will be presumed that he has no representation to make and orders will be liable to be passed against Shri.....ex parte.

The receipt of this Memorandum should be acknowledged by Shri

(Signature)

Name & designation of the Competent Authority

To :

Shri

SCHEDULE UNDER RULE 27.0

Sl. No.	Grade of Employee	Disciplinary Authority	Penalties which it may impose	Appellate Authority
1.	2.	3.	4.	5.
1.	CMD & Whole time Directors of CIL and its Subsidiary Companies to whom the CIL Executives conduct. Discipline & Appeal Rules Apply	President of India	All penalties	President of India
2.	(a) Officers in Grade E-1 to M-3 posted in CIL or any of the Subsidiary Companies	Chairman-cum Managing Director. Coal India Limited	All penalties	Board of Directors Coal India Limited
	(b) Officers posted in CIL Hqrs and other allied office(s) under the direct administrative control of Coal India Ltd. except NEC In E1 to M3 grade	(1) Functional Directors of CIL in respect of officers working under them (2) Director (P&IR), CIL for all officers working in the departments directly reporting to Chairman, CIL	All penalties except those under Rule 27.1(ii)(b) to 27.1(ii)(d)	Chairman-cum Managing Director, CIL
	In E1 to E5 grade	Head of Divisions of CIL Hqrs in respect of officers working under them	All minor penalties	(i) Concerned Functional Director (ii) Director (P&IR), CIL for officers working in the Departments directly reporting to Chairman, CIL
	(c) Officers posted in NEC			
	(i) E 1 to M3	Director Incharge of NEC	All penalties except under Rule 27.1 (ii) (b) to 27.1 (ii) (d)	Chairman, CIL
	(ii) E1 to E5	CGM/GM, NEC	All minor penalties	Director (P&IR), CIL

3.	(a)	Officers in grade E-1 to M-3 posted in Subsidiary Companies	CMD of the concerned Subsidiary Company	All penalties except those under Rule 27.1 (ii)(b) to 27.1(ii)(d)	Chairman-cum Managing-Director, CIL
	(b)	Officers in grade E-1 to E-5 posted in Subsidiary Companies	Functional Directors of the concerned Company in respect of officers working under them.	All minor penalties	Chairman-cum Managing Directors of the concerned Company
	(c)	All employees from different subsidiaries nominated as leaders/ members of CIL Coal Stock Measurement Teams	Director (Technical), Coal India Ltd.	All penalties except those under Rule 27.1 (ii)/(b) to 27.1(ii)(d)	Chairman-cum- Managing Director, CIL

The jurisdiction of the Disciplinary Authority shall be determined with reference to the Company/Unit where the alleged misconduct was committed.