



ALL INDIA ASSOCIATION OF COAL EXECUTIVES (AIACE)

(Regd. under The Trade Union Act 1926; Regd. No. 546 / 2016)

302, Block No. -4, RamKrishna Enclave, Nutan Chowk, Sarkanda, Bilaspur (CG)

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Ref No. AIACE/CENTRAL /2025/ 035

Dated 13.6.2025

To

The Chairman
Coal India Ltd.,
Kolkata

Sub: Amendments requested in the Scheme of Uniform Dress-Code for employees of CIL and its subsidiary companies

Dear Sir,

It is brought to the knowledge of the CIL management that, the Scheme of Uniform Dress-Code for employees of CIL and its subsidiary companies notified vide notice no. CIL/C-5B/JBCCI/Uniform Dress-Code/48 dt. 6/6/2025 suffers from several humiliating criteria for executives and need to be amended as summarised below:-

1. Same amount for dresses for General Assistant to General Manager has been notified. It must be based on grades of employees like spectacle allowance.
2. Same Dress code colour has been prescribed for all employee like OCP, UG, Office Staff and executives. There must be differentiation for promoting healthy work culture and discipline in the company.
3. Workers will be getting extra washing allowance but for executives, it is included in Cafeteria of 35% perks. Its provision must be kept outside the limit fixed in Cafeteria approach of 35% perks.

We request your kind intervention for suitable amendments in above provisions for executives and non-executive employees.

Thanking you,

Yours sincerely,

(P. K. SINGH RATHOR)

Principal General Secretary, AIACE

Enclosures- Office order on "Scheme of Uniform Dress-Code for employees of CIL and its subsidiary companies"

CC- The Coal Secretary, Govt of India, New Delhi

कोल इण्डिया लिमिटेड

(एक महारत्न कंपनी)

श्र. श. एवं औ. सं. विभाग

कोल भवन, प्रीमाईस-4, एम.ए. आर. प्लॉट सं: ए.एफ. III

ए.ए.: 1-A, न्यूटाउन, राजरहाट, कोलकाता-700156

सी.आइ.एन: L23109WB1973GOI028844

फोन: 033 2324 4112, फैक्स – 033 2324 6527

ई-मेल - gmpnir.cil@coalindia.in

वेबसाइट: www.coalindia.in

COAL INDIA LIMITED

(A Maharatna Company)

MP&IR DIVISION

Coal Bhawan Premise No.4, MAR Plot No AF-III

AA-1A, New Town, Rajarhat, Kolkata 700156

CIN:L23109WB1973GOI028844

Phone: 033 2324 4112, Fax – 033 2224 6527

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(एक आई एस ओ:9001:2015, आई एस ओ:14001:2015 एवं आई एस ओ:9001:2015 प्रमाणित कंपनी)

संदर्भ : CIL/C-5B/JBCC/Uniform Dress-Code/48

दिनांक : 06.06.2025

कार्यालय ज्ञापन

The Board of Directors of CIL, in its 479th meeting held on 30th May 2025 has accorded approval to the *Scheme of Uniform Dress-Code for employees of CIL and its subsidiaries*. Accordingly, a copy of the approved scheme is annexed herewith for kind perusal and implementation across CIL and its subsidiaries, as per the schedule appended below:

S. No.	Activity	Timeline	Responsibility
1.	Wide Publicity amongst employees	Continuous	GM(HR)-IR, CIL HQ/ Subsidiary HQ; APM- All Areas ; Respective HOD- other establishments.
2.	Off-Cycle payment to employees	15 th of June 2025	GM(Finance)- CIL HQ/ Subsidiary HQ; GM(ERP)- CIL HQ/ Subsidiary HQ; Nodal Officer(ERP)- All Areas; AFM- All Areas; Respective HOD- Other establishments.
3.	Purchase/ stitching of uniform	By 14 th of July 2025.	Individual employees
4.	Effective date of enforcement/Implementation	July 2025	Individual Employees/ HODs/ Controlling officers.

This issues with approval of the competent authority.

गौतम 6/6/25
(गौतम बैनर्जी),

महाप्रबंधक(ज.श एवं औ.सं.)

संलग्न: उपरोक्तानुसार

वितरण:

1. अध्यक्ष- सी.आई.एल
2. निदेशक- मानव संसाधन/ व्यवसाय विकास / विपणन / वित्त/ तकनीकी; सी.वी.ओ, सी.आई.एल
3. अध्यक्ष सह प्रबंध निदेशक- ई.सी.एल / बी.सी.सी.एल / सी.सी.एल / डबल्यू.सी.एल / एस.ई.सी.एल / एन.सी.एल / एम.सी.एल / सी.एम.पी.डी.आई.एल
4. निदेशक(मानव संसाधन)- ई.सी.एल / बी.सी.सी.एल / सी.सी.एल / डबल्यू.सी.एल / एस.ई.सी.एल / एन.सी.एल / एम.सी.एल
5. निदेशक(तकनीकी/सी.आर.डी)- सी.एम.पी.डी.आई.एल
6. सी.वी.ओ- ई.सी.एल / बी.सी.सी.एल / सी.सी.एल / डबल्यू.सी.एल / एस.ई.सी.एल / एन.सी.एल / एम.सी.एल / सी.एम.पी.डी.आई.एल
7. कार्यकारी निदेशक(समन्वय) / अध्यक्ष, सी.आई.एल के तकनीकी सचिव , सी.आई.एल
8. महाप्रबंधक(सिस्टम), सी.आई.एल – कंपनी वेबसाइट पर अपलोड करने हेतु आग्रह सहित
9. महाप्रबंधक(खनन), एन.ई.सी
10. महाप्रबंधक / विभागाध्यक्ष (मानव संसाधन)-औ.सं - ई.सी.एल / बी.सी.सी.एल / सी.सी.एल / डबल्यू.सी.एल / एस.ई.सी.एल / एन.सी.एल / एम.सी.एल / सी.एम.पी.डी.आई.एल / एन.ई.सी
11. निदेशक (का. एवं औ.सं.), सी.आई.एल के तकनीकी सचिव- सी.आई.एल
12. कार्यालय प्रति

Scheme of Uniform Dress-Code for employees of CIL and its subsidiaries.

1. Title

The Scheme would be titled "*Scheme of Uniform Dress-Code for employees of CIL and its subsidiaries*".

2. Coverage

All permanent employees of CIL/Subsidiaries, including executives, Wage Board employees and newly appointed Trainees.

3. Objectives of the Scheme

The objectives of the scheme are to ensure uniformity and presentability among employees of CIL, while reinforcing the Company's brand through consistent employee appearance.

4. Modality:

- An advance of Rs. 12,500/- per year shall be provided to employees for three pairs of uniforms.
- Employees are required to procure/stitch the uniform themselves within the permissible ceiling amount of Rs. 12,500/- per year.
- The employee is required to submit one-time GST bills against procurement of the prescribed uniform (three pairs) at once within the above permissible ceiling, within a period of one month of receipt of the advance failing which the advance so paid would be recovered from salary/applicable dues.

5. Details of Uniform and Permissible Quantity

- The uniform details and permissible quantity are specified in Annexure-A.
- Employees may resort to specific brands, as follows, for procurement/stitching of uniforms to maintain uniformity in colour and quality. Concerned must ensure compliance with the colour specification outlined in Annexure-A.
 - Raymonds
 - Ramraj Cotton
 - Arvind Limited
 - Louis Phillipe
 - Vardhman Textiles
 - Blackberry
 - Welspun India
 - Trident Group
 - Any other reputed brand

Sarees/Salwar-Suit and Dupatta may be procured from suitable brands while adhering to the colour specifications.

6. General Guidelines: -

- All employees must wear the official uniform when attending duty on working days/on engagement on weekly day of rest or on official tour/programs/seminars etc. representing the organization at each times unless specified otherwise. If an employee does not report to his duties in prescribed uniform, concerned shall be marked absent



after giving two warnings. Regular offenders shall be dealt for insubordination/wilful negligence of lawful orders as per CDA Rules/ Certified Standing Orders.

- b) It would be the responsibility of the concerned employee to maintain the uniform and remain presentable while on duty.
- c) The instant scheme will supersede all circulars/ regulations issued in the past guiding uniform/ dress, including I.I.No.35 dated 20.03.2003 of NCWA VI and circular guiding uniform to security personnel.
- d) However, the paramedical staffs and security personnel **will continue to adhere to the dress colour specification** as per the previous circular guiding their dress code. The Company, however, will not provide them the uniform, rather said employees will procure/stitch their uniform by themselves within the said permissible limit, with effect from the date of implementation of the instant policy.
- e) The accessories (other than uniform/dress) earlier being provided under I.I.No.35 and to the security personnel will continue to be provided as per the relevant provisions.
- f) Practice of providing safety-shoes/safety-gears etc., as per the applicable statutory provisions/guidelines of DGMS, shall continue. The instant policy/ scheme shall not have any bearing on the materials already being provided in compliance of safety/ DGMS guidelines.
- g) In case of wear & tear of uniform before the next disbursement period, the employee shall procure the uniform at his own expenses for adhering to the policy.
- h) Employees who have less than 6 months' service left before superannuation shall be provided 50% of the above permissible ceiling amount for procurement of the uniform.
- i) Non-Executive Cadre employees would be provided washing allowance under NCWA whereas Executive Cadre employees may obtain washing allowance under cafeteria approach.

7. Review:

- a) The scheme will be reviewed after one year.

8. Savings

- a) Interpretation of the provisions of this scheme will be reserved exclusively with the Director (HR), CIL and his / her interpretation will be final.
- b) Director (HR), CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this Scheme at his discretion or on administrative grounds in the interest of the Company for reasons to be recorded in writing, with intimation to Board.

9. Implementation

This scheme will be implemented from the Financial Year 2025-26.



DRESS SPECIFICATION(TABLE-1)					ANNEXURE-A
FOR MALE EMPLOYEES		FOR FEMALE EMPLOYEES			
Uniform Item (As per colour specification mentioned below in Table-2)	Quantity per year	Alternative-1	Alternative-2	Alternative-3	Quantity per year
As per colour specification mentioned below in Table-2					
Light Sky Blue-Formal Shirt	3	Light Sky Blue-Formal Shirt	Set of Light Sky Blue colour kurta/kameez, Dark Navy Blue Salwar & dupatta	Set of Light Sky Blue colour saree with Dark Navy Blue border and Dark Navy Blue blouse	3
Dark Navy Blue-Formal Pant	3	Dark Navy Blue-Formal Pant			

❖ Female employees may prefer either of the above alternatives or combination of any of the above alternatives, within the specified quantity.

COLOUR SPECIFICATION(TABLE-2)	
Light Sky Blue Formal Shirt PMS 278	Dark Navy Blue Formal Pant PMS 282
Indicative Colour Code: PMS 278	
Indicative Colour Code: PMS 282	
*PMS: PANTONE MATCHING SYSTEM (COLOUR CHART)	

