

# कोल इण्डिया लिमिटेड

(महारत विभाग,  
(भारत सरकार उपकरण)

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सी आई एन सं. L23109WB1973GOI028844



6 DECADES OF UNEARTHING ENERGY

# COAL INDIA LIMITED

(A Maharatna Company) (A Govt. of  
India Undertaking)

Policy Division,  
'Coal Bhawan', Premises No.04-MAR, Plc  
No-AF-III, Action Area -1A,  
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Website: [www.coalindia.in](http://www.coalindia.in)  
CIN No.L23109WB1973GOI028844

संदर्भ संख्या: सीआईएल/सी5ए(पीसी)/स्मार्टफोन योजना/2025/1381

दिनांक: 11.07.2025

## कायालिय ज्ञापन

The Board of Directors, in its 472nd meeting held on 30.10.2024 (vide Item No. 472:4(A)), has approved the Scheme for Cost Reimbursement of Smartphones for Executives of Coal India Limited (CIL) and its Subsidiaries.

As per the approved scheme, reimbursement towards the procurement of smartphones (inclusive of all applicable taxes) shall be admissible as per the following grade-wise ceiling limits:

Grade	Maximum Reimbursement Ceiling (INR)
E9	₹ 60,000
E7-E8	₹ 50,000
E4-E6	₹ 40,000
Up to E3	₹ 30,000

A copy of the approved scheme is enclosed herewith for information and necessary implementation

This scheme shall come into effect from the date of issue of this Office Memorandum.

(राजेश वी. नायर)

महाप्रबंधक (मानव संसाधन/नीति विभाग), सीआईएल

तांका

## प्रतिलिपि:

- i. D(HR)/ D(M)/ D (F)/ D(T), CIL
- ii. CMD, CMPDIL/BCCL/ MCL/WCL/NCL/CCL/ECL /SECL
- iii. D(HR), MCL/CCL/NCL/BCCL/ SECL/ ECL/WCL
- iv. D(T/CRD), CMPDIL
- v. ED (Co-ordination), CIL
- vi. GM, NEC
- vii. GM/HoD (HR/EE/Finance) CIL/BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
- viii. TS to D(HR)/D(F)/D(T), CIL/BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
- ix. HoD, CIL New Delhi Office
- x. Mgr.(HR/PC), CIL - for updation in HR Manual

## **Scheme for Cost Reimbursement of Smartphones for Executives of CIL and its Subsidiaries**

### **Scope and applicability**

- Newly appointed or laterally recruited executives at the E2 grade or below will become eligible for the scheme upon confirmation of their service. However, those recruited at the E3 grade and above will be eligible for the scheme immediately upon joining CIL.
- Departmental promotees are also eligible for mobile phone upon entry into the executive cadre.
- Executives must have a minimum of one year of balance service remaining for eligibility.

The scheme is intended to achieve the following objectives:

- a) To equip our executives with advanced mobile technology to enhance productivity, communication, and access to critical information while ensuring seamless connectivity for efficient decision-making and operational effectiveness.
- b) To facilitate several productivity enhancements like real-time communication, increased collaboration and access to Internet applications.
- c) To bring flexibility, mobility and continual qualitative improvement in the working environment.

### **1. Definitions**

In these rules, unless there is anything repugnant to the context, the following terms would have the meaning as assigned to hereunder:

- a) '**Company**' means Coal India Limited and its subsidiaries.
- b) '**Executive**' means an employee holding a post in the executive cadre of the company.
- c) '**Sanctioning authority**' means:

The sanctioning authorities are as follows:

- i. CMD, CIL/ Subsidiary.

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- ii. FDs & CVOs of CIL/ Subsidiary for EDs, GMs, HoDs and employees working directly under him/ her.
  - iii. EDs, GMs/ HoDs of CIL/ Subsidiary for all employees working under his/ her administrative control.
- d) '**Smartphone**' means a versatile mobile device that combines the capabilities of a phone and a computer. It typically features a touchscreen interface, internet connectivity, multimedia functions (audio, video, and image capture), an operating system capable of running a wide range of applications and related accessories along with mobile phone. Smartphones support advanced communication through calls, texts, and various messaging platforms while enabling users to access and manage digital content, browse the web, and run apps for productivity.

## 2. Purchase of a smartphone

- 2.1. The Executives of CIL & its Subsidiaries will have the option to purchase a smartphone once in 2 years, under this scheme, as per the following entitlement:

Grades	Cost Ceiling (in Rs.)
E9	60,000/-
E7-E8	50,000/-
E4-E6	40,000/-
Upto E3	30,000/-

- 2.2. The Executives are allowed to purchase the smartphone at higher rates. However, the reimbursement will be limited to the maximum ceiling, including applicable taxes, as provided in the above table.

## 3. Procurement and procedure

- 3.1. An executive willing to purchase a smartphone under this scheme will have to submit an application along with details such as 'Make' of the smartphone, configuration, price etc. to the Sanctioning Authority through proper channel. The Sanctioning Authority will consider the application and act upon it.
- 3.2. Executives are required to procure branded smartphones that come with a standard warranty provided by the manufacturer or authorized supplier, ensuring product reliability and after-sales support.



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**3.3.** Before procuring a smartphone, the executive must obtain prior sanction. The executive may choose to either avail an advance for the purchase or procure the smartphone without availing the advance.

- **If an advance is taken:** The executive must submit the original bill for the smartphone to the Finance department within one month from the date of availing the advance. Failure to submit the bill within this timeframe will result in recovery of the advance amount, along with a penal interest rate of 18% per annum.
- **If no advance is taken:** The executive must procure the smartphone and submit the bill for reimbursement within three (03) months from the approval date of sanction .

**3.4.** Purchase of smart phones through e-commerce websites is also allowed under the Scheme.

**3.5.** The smartphone purchased before the date of sanction will not be entertained.

**3.6.** All bills/invoices must be raised in the name of CIL/Subsidiary only. The purchase of a smartphone in the name of an individual is not allowed. The bill/invoice should mention the GST component, as applicable, and ensure it complies with GST regulations.

**3.7.** Executives will be required to submit an undertaking (attached) on the use and maintenance of the Smartphone in the prescribed format.

#### **4. Periodicity**

The useful life of the smartphone is 2 years from the date of purchase. An Executive can avail of this facility after the expiry of 2 years from the date of purchase again as per the provisions of this Scheme and subject to continuity of the Scheme based on the profitability of CIL's operations.

#### **5. Rate of depreciation**

The rate of depreciation will be @ 49.50% per annum and the Written Down Value (WDV) value will be calculated on a monthly basis considering depreciation on the straight line method. While determining the depreciated value, the calculation will be done on the amount that was reimbursed for the purchase of the Smartphone. The residual value after two years will be 1% of the amount reimbursed to the executive for the purchase of the Smartphone.



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A handwritten signature in blue ink, appearing to read 'Rakesh'.

In case of superannuation/ separation from the company, except in case of the death of an executive, before completion of 2 years from the date of purchase of smartphone, the amount equivalent to the Written Down Value (WDV) on the date of superannuation/ separation, will be recovered from the executive concerned.

#### **Buy back**

After the expiry of the two year useful life, the asset (smartphone) shall be fully depreciated and transferred to the executive at 1% of the amount reimbursed by the company for the asset i.e. smartphone (inclusive of all taxes)

#### **6. General**

- 6.1.** The executives are expected to make use of the smart phone as an equipment to improve overall performance in their job and it will be the property of the Company. Thus, there is no additional benefit, direct or indirect, given to the executive by the implementation of the Scheme. Therefore, it will not be treated as a perquisite under the Pay Revision and does not attract any recovery, other than the residual value plus applicable taxes
- 6.2.** On transfer within CIL, the executive shall continue to use the same smartphone at the new place of posting.
- 6.3.** An Executive whose resignation is under process and an Executive who is on unauthorized absence and/ or absconding will not be eligible to avail of this facility under this Scheme, till an administrative decision is taken in his/ her individual case by the Competent Authority.
- 6.4.** The company will not bear any maintenance charges. All maintenance charges will be borne by the Executive concerned.
- 6.5.** The executive shall keep and maintain the smartphone in good working condition. The Executive will be entirely responsible for the security of data in the smartphone.
- 6.6.** Executives will also be responsible for the safety of the smartphone and in case of theft, stolen, damage, etc. within a period of 2 years, they will be eligible to apply afresh under the Scheme only after the expiry of 2 years.
- 6.7.** The Executives shall compulsorily use the SIM card provided by the Company under the CUG plan in the smartphone, if available.



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- 6.8.** An executive who has been provided with a smartphone will not be entitled to claim a higher rate of reimbursement or difference of amount, due to a change in eligibility on account of promotion, before the expiry of 2 years.

**7. Repeal**

Unless specified otherwise, all existing schemes for providing smart phone in CIL & subsidiaries will stand superseded by this scheme from the date of its commencement.

**8. Interpretation**

The power to interpret this Scheme is reserved with the Director (P&IR), CIL and his/ her interpretation will be final.

**9. Savings**

Chairman, CIL reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this scheme for the reasons to be recorded in the best interest of the Company.

*✓ 07/07/2022*  
*✓ 07/07/2022*

Appendix X

Application for procurement of Smart phone

Sl. No.	Particulars	Details
1	Name of the applicant (Full name in block capital letters)	
2	Designation and EIS no.	
3	Present grade and basic pay	
4	Place of posting (Area/ Project/ Department)	
5	Date of appointment	
6	Date of superannuation	
7	Full address of the Executive A) Permanent  B) Present	
8	E-mail ID and mobile no.	
9	'MAKE' and model of smartphone intended to be purchased	
10	Configuration of the smartphone (give details)	
11	Estimated cost of smart phone	
12	Name and address of the Manufacturer/ Dealer/ Vendor/E-commerce website from whom the device is to be purchased	

13. Declaration

- a) I have read and understood the Scheme under which the smart phone will be sanctioned by the Company and agree to abide by the conditions prescribed by the Company.
- b) The details furnished in the application are true to the best of my knowledge and belief.
- c) I will use the smart phone to improve my overall performance in the job.

Date:

Signature



A handwritten signature in blue ink, appearing to read 'R. M. T. 1107.2026'.

## Appendix Y

### Undertaking

I ..... EIS no. ..... working as (designation to be indicated) ..... in the ..... (name of the department and place of posting to be indicated) do hereby undertake on .....(day of .....(month) in the year ..... that I am willing to procure and maintain the smartphone as per the approved terms and conditions of the scheme of the Company as communicated vide sanction order no..... dated.....

I further undertake that I will make the smartphone available at my workplace every day and use it to improve my overall performance on the job.

On separation/ superannuation from the company, I undertake to deposit the residual value as per the scheme with the Company. In case of failure to do so, I authorize the Company to recover the dues from any amount due to me from the Company such as pay, leave encashment, etc.

Name: .....

Designation: .....

Department: .....

Place of posting: .....

Dated: .....

Signature: .....



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