

कोल इण्डिया लिमिटेड

(एक महारत्न कंपनी)

श्र. श. एवं औ. सं. विभाग

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

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

सी.आई.एन: L23109WB1973GOI028844

फोन: 033 2324 4112, फैक्स - 033 2324 6527

ई-मेल - gmmprir.cil@coalindia.in

वेबसाइट: [www.coalindia.in](http://www.coalindia.in)



5 DECADES OF UNEARTHING ENERGY

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

E-Mail: gmmprir.cil@coalindia.in

Website - [www.coalindia.in](http://www.coalindia.in)

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

संदर्भ सं :सीआईएल/ सी5-बी/JBCCI-XI/Uniform Dress-Code/20

दिनांक: 28.04.2026

### कार्यालय ज्ञापन

The Board of Directors of CIL, at its 490<sup>th</sup> meeting, has approved the following **amendments** in the **Scheme of Uniform Dress-Code** for employees of CIL and its subsidiaries circulated vide Office Memorandum No. CIL/C-5B/JBCCI/Uniform Dress-Code/48 dated 06.06.2025, with immediate effect:

Clause	Existing Provision	Amendment
4(a)	An advance of Rs.12,500/- per year shall be provided to employees for <b>three pairs of uniform.</b>	An advance of Rs.12,500/- per year shall be provided to employees for procuring <b>three or more pairs of uniform.</b>
4(c)	The employee is required to submit one-time GST bills against procurement of the prescribed uniform (three pairs) at once within the permissible ceiling, <b>within a period of one month of receipt</b> of the advance, failing which the advance so paid would be recovered from salary/applicable dues.	The employee shall be required to submit one-time GST bills against procurement of the prescribed uniform at once within the permissible ceiling, <b>within two months of receipt of the advance</b> , failing which the advance so paid would be recovered from salary/applicable dues.  <b>Employees superannuating from the services of the company will have to submit the bills within two months of such advance or before their last salary, whichever is earlier, failing which the advance amount so disbursed shall be recovered from their last salary.</b>
5(a)	The uniform details and permissible quantity are specified in <b>Annexure-A.</b>	The uniform details and permissible quantity are specified in <b>Annexure-A (Revised).</b>

ज्ञापन

Clause	Existing Provision	Amendment
6(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.	Deleted

All other provisions of the **Scheme of Uniform Dress Code for employees of CIL and its subsidiaries** circulated vide afore-mentioned Office Memorandum No. CIL/C-5B/JBCCI/Uniform Dress Code/48 dated 06.06.2025 shall remain unchanged.

गौतम 28/4/26  
(गौतम बनर्जी),

कार्यकारी निदेशक (मा.सं)/विभागाध्यक्ष (औ.सं)

**Encl.: Annexure-A(Revised)**

केवल नागपुर कोर्ट के अधिकार क्षेत्र में

Under Jurisdiction of Nagpur Court only



5 DECADES OF UNEARTHING ENERGY

वेस्टर्न कोलफील्ड्स लिमिटेड

**Western Coalfields Limited**

(मिनीरत्न कंपनी) (A Miniratna Company)

(कोल इंडिया लि. की अनुषंगी कंपनी) (A Subsidiary of Coal India Limited)



मानव संसाधन / ईई विभाग

Department of Human Resource / EE

Email: gme.wcl@coalindia.in | CIN: U10100MH1975GOI018676 | ISO 9001:2015 Certified | www.westerncoal.in  
पंजी का. कोयला विहार, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001 | Regd. Off.: Coal Estate, Civil Lines, Nagpur (MS) 440001

संदर्भ : WCL/HR/EE/26/ 1180

दिनांक : 28/04/2026

Copy for kind information to:

1. All HOD's, WCL Hqrs., Nagpur
2. All Area General Manager, WCL.
3. The General Manager(System), WCL Hqrs – For uploading on WCL Website.

भवदीय,  
29/4/26  
उप-महाप्रबंधक(मा.सं.)/ईई  
वेकोलि मुख्यालय



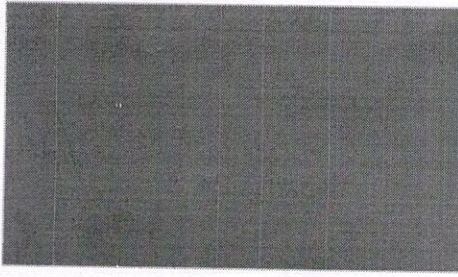
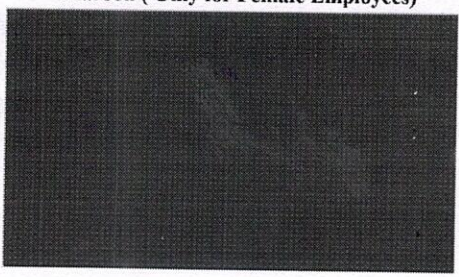
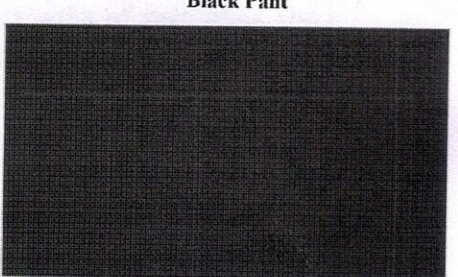
**ANNEXURE-A (REVISED)**

**DRESS SPECIFICATION( TABLE-1)**

FOR MALE EMPLOYEES		FOR FEMALE EMPLOYEES			Minimum Quantity per year
Uniform Item ( As per colour specification mentioned below in Table-2)	Minimum Quantity per year	Alternative-1	Alternative-2	Alternative-3	
		As per colour specification mentioned below in Table-2			
Grey-Formal Shirt	3	Grey/Maroon-Formal Shirt	Set of Grey/Maroon colour kurta/kameez, Black Salwar & dupatta	Set of Grey/Maroon saree and Black blouse	3
Black-Formal Pant	3	Black-Formal Pant			

❖ **Female employees may prefer either of the above alternatives or combination of any of the above alternatives.**

**COLOUR SPECIFICATION( TABLE-2)**

Grey	Maroon ( Only for Female Employees)	Black Pant
		
Indicative Colour Code: PMS 444	Indicative Colour Code: PMS 209	Indicative Colour Code: PMS 426

\*PMS: PANTONE MATCHING SYSTEM ( COLOUR CHART )

# Colour specification indicated above, with reference to the Pantone Matching System (PMS) Colour Chart, is only indicative and meant solely as guiding reference for selection of uniform. Minor variations shall not be treated as non-compliance, provided the overall colour substantially conforms to the intended specification.