

	<p>वेस्टर्न कोल्फील्ड्स लिमिटेड (कोल इंडिया ली. की अनुषंगी कंपनी) एक मिनीरत्न कंपनी भारत सरकार का उपक्रम</p>	<p>सुरक्षा विभाग “सक्षम-सर्वोत्तम-सर्वज्ञ”</p>	 <p>वे.को.लि. सुरक्षा विभाग</p>
	<p>Regd Office: Coal Estate Civil Lines, Nagpur 440001 E-Mail ID: chiefofSecurity.wcl@coalindia.in</p>	<p>Tele Fax: (0712) 2511078 CIN: U10100MH1975GOI018626</p>	

Ref No: HOD (Security)/CSO/WCL/Uniform/2025-175

25 Aug 2025

OFFICE ORDER (AMENDMENT)
UNIFORM REGULATION FOR SECURITY PERSONNEL OF WESTERN COALFIELDS LTD.
(TOTAL PAGES-15)

1. The Security Personnel (both Executive & Non-Executive) of Western Coalfields Ltd. shall henceforth be covered under the new guidelines (modified/revised/ amended) as promulgated herein along with the Specifications and Quantity/ Duration of items as mentioned against each.
2. The issued Uniform articles/items/ accessories that are obsolete/ unserviceable/worn out due to fair wear and tear shall be subject to condemnation as per the prescribed time period, the procedure of which is enumerated below:

Condemnation Procedure: The Security Personnel are required to maintain the Security issued Uniform in proper condition at all times. A few items however do not have a specific life span and are required to be condemned. The condemnation procedure is to be undertaken as follows:

- i. **Assessment of Condition:** Uniforms accessories e.g. Badges, Lineyards, Belts, Name tallies/ plates, Buckles etc. are to be periodically inspected to assess their condition (e.g. wear and tear, damage, usability etc). Based on the condition, an internal board is to be constituted by HOD (Security)/CSO, WCL (at HQ) and ASOs (at Area level) comprising of Three (03) Supervisors from Security discipline for undertaking comprehensive bi-annual assessment of all items due for condemnation.
- ii. **Inspection by the Board:** The constituted board shall inspect the Uniform and verify whether it meets the criteria for condemnation (e.g. beyond repair, unfit for use). This Board shall assemble and inspect, assess and declare Uniform items/accessories unfit for future use.
- iii. **Recommendation for Condemnation:** The duly constituted committee of Supervisors shall prepare a report recommending condemnation of the Uniform accessories and certify them to be no longer serviceable due to fair wear and tear.
- iv. **Approval of Condemnation Note:** The report is submitted to the Competent Authority for final approval. HOD (Security)/ CSO (at HQ) and ASO (at Area level) shall physically verify the items placed for condemnation and accept the recommendations. This report shall be duly Approved and the worn out items shall be shredded/ discarded to prevent mis-use.
- v. **Disposal & Record Maintenance Procedure:** Once approved, the condemned Uniform accessories are disposed of as per the prescribed method (i.e. destruction or recycling), ensuring proper record-keeping.

3. Ex-Servicemen (ESMs) are permitted to wear previous issued Ribbon/Medals/Badges as per DSR applicable for Army/Navy/Air Force/CAPF etc on WCL/CIL Uniform. The shade of Khakhee Uniform may be modified to a different colour shade or pattern depending on usage/ availability and/or requirement/s and is subject to modifications by CIL/WCL. ESMs working for Security Deptt. are allowed to wear Medals/Badges and prescribed Uniform as per Scale.

4. Executives of other disciplines posted as HOD or ASOs (at Area level) who are not from Security cadre are not permitted to wear the Uniform prescribed for Security personnel.

5. All ASOs are required to undertake the comprehensive (Area-wise) requirement for all Security Personnel in Apr-May of each year and prepare a detailed note along with estimates and undertake procurement of Uniform accessories to be provided as per the Qty/ duration for each item and issue the items by maintaining proper inventory registers. Each departmental

Security personnel is required to append signature on receipt of items as per the above Dress regulation.

6. Other Uniform related Guidelines:

- i. All Security Personnel must wear the prescribed shade of Khakee Uniform during working hours/ shift hours/ parade/VIP duties.
- ii. All Security Personnel are required to maintain at least one set of Uniform for VIP commitments/Ceremonies/ Parade etc.
- iii. The Uniform must be clean, properly ironed and in good condition at all times.
- iv. Alterations/ non approved additions to the Uniform are not permitted.
- v. Footwear must be of good quality and reputed brand appropriate for the job role.
- vi. Certain activities may require a different combination of Uniform articles or a separate dress e.g. for Physical Training, Drill Training, Vest, Undergarments, Shorts etc are to be procured by individual security personnel.
- vii. Wearing identification badges/name tally is mandatory along with the Uniform. Commendation Medal issued to individuals is to be worn at all times on Uniform.
- viii. Official Uniform should not be worn to social gatherings after working hours or other than as prescribed herein. Security Personnel cannot have long hair and they are to be kept cut at all times. Moustache should be well trimmed and sideburns to be small. Similarly women security personnel cannot keep hair open and to be kept in a proper bun.
- ix. Wherever a rank/ designation are abolished, that rank shall be discontinued together with the applicable Uniform/ rank badge.
- x. The WCLs Security Department logo is to be used as promulgated vide Order वेकोलि/सीएसओ/१९८५ का.आ/११९ दिनांक ०४.०७.१९८५.
- xi. WCL HQ may carry out procurement of certain sundry items such as badges, commendation discs, applets, stars etc. in bulk quantity to maintain quality and promulgated design on need basis.
- xii. This Office Order No. CSO/WCL/2025/70 Date: 09/04/2025 has been cancelled from 1st July 2025 on Initial Kitting up (IKU) stands withdrawn.
- xiii. Once the new uniform is issued, the old pair of uniform is to be surrendered and accounted for.

Uniform related Annexures for References are given below :-	
Annexure - 'A'	Rank Badges at Page-'9'.
Annexure - 'B'	Name Tally at Page-'10'.
Annexure - 'C'	Commendation Badge at Page-'11'.
Annexure - 'D'	Formation Badge at Page-'12'.
Annexure - 'E'	Ceremonial Items at Page- '13'.
Annexure - 'F' & 'G'	Uniform Badges & Uniform for SG & SG(T) at Page-'14' & '15'.

- xiv. Name Tally: Black background with dual language (Eng/Hin) without any logo/monogram in size as per (Annexure 'B').
- xv. Formation Badge: To be worn on the middle of left arm "Below Shoulder Line" as per (Annexure 'D').
- xvi. Swords: Infantry pattern with half basket built in white metal and device with CIL/WCL Logo and emblem with scabbard brown leather Pistol/Revolver may be worn to license/retainer on uniform as per (Annexure 'E').

7. The WCL Security Dress authorization is as follows:

a. **HEAD GEAR & FOOTWEAR:**

HEAD GEAR (MALE):			
Sl.No.	Designation/ Rank	Materials/Particulars	Qty/Duration
1.	All Executives (E-1 to E-9)	Peak Cap Khakee (Serge woolen) with Blue Hat band & Blue Collar Tabs (E-6 and above)	One per year
		Peak Cap Khakhee (E-1 to E-5)	One per year
		Khakee pagri 6 Yards for (Sikh Officers/ Executives).	Two per year
		Beret Navy Blue with WCL Security Insignia.	One per year
		Brown Baton (Cane) with Ashoka/CIL/Security Emblem.	1 till condm.
2.	Sr.SI/SI/SSI/ASSI	Blue Pagri 6 Yards (for Sikh).	Two per year
		Blue Beret as per Approved pattern.	Two per year
4.	HSG/Sr.SG/SG/ SG (T)	Khakee Pagri 6 Yards (for Sikh).	Two per year
		Khakee Beret as per Approved pattern.	Two per year
HEAD GEAR (FEMALE):			
5.	Hair Net (Black)	Nylon. Hair cannot be kept loose on uniform.	Two Per Year
FOOT WEAR (MALE):			
1.	All Executives & Sr.SI/SI/ASI/ASSI	(i) Boot Brown Leather (without Toe) Superior quality.	One per Year
		(ii) Boot Brown Leather (with Toe) Superior quality.	One per Year
		(iii) Socks Khakee Superior quality.	Two per Year
2.	HSG/Sr.SG/AG/SG/ SG (T)	(i) Boot Black Leather with Toe.	One per Year
		(ii) Boot Jungle Rubber Sole (Hunter)	One in Two Years
		(iii) PT shoes canvas Superior Quality.	Two per Year
		(iv) Socks Khakee Superior quality	Two per Year
FOOT WEAR (FEMALE):			
1.	All Lady Security Personnel (HSG & below) (The toes cannot be visible and heads not allowed)	(i) Shoe Black Leather Bellies	One Per Year
		(ii) PT Shoe Brown Canvas Superior Quality	Two Per Year
		(iii) Socks Khakee Superior quality	Two Per Year

b. RANK BADGES/SHOULDER EPAULETTES:

<u>RANK BADGES</u>			
<u>RANK BADGES (EXECUTIVES):</u>			
1.	Executive Director (Security) / E-9	1 Cross Sword & Baton with National/ Coal Emblem	2 set till condm.
2.	General Manager (Security)/ E-8	1 Cross Sword & Baton with 1 Star	2 set till condm.
3.	Chief Manager (Security)/E-7	1 National/ Coal Emblem and 3 Stars	2 set till condm.
4.	Senior Manager (Security)/ E-6	1 National/ Coal Emblem and 2 Stars	2 set till condm.
5.	Manager (Security)/ E-5	1 National / Coal Emblem and 1 Star	2 set till condm.
6.	Dy Manager (Security)/E-4	1 National / Coal Emblem	2 set till condm.
7.	Asst Manager (Security)/ E-3	Three Stars	2 set till condm.
8.	Senior Officer(Security)/ E-2	Two Stars	2 set till condm.
9.	Officer/ Management Trainee (Security)/E-1	One Star	2 set till condm.
<u>RANK BADGES (NON- EXECUTIVES):</u>			
1.	Sr. Security Inspector(Sr SI)	National/ Coal Emblem	2 set till condm.
2.	SI (Security Inspector)	Three Stars	2 set till condm.
3.	Security Sub-Inspector (SSI)	Two Stars	2 set till condm.
4.	Asst Security Sub Inspector (ASSI)	One Star	2 set till condm.
5.	Havaladar	Three white stripes	2 set till condm.
6.	Senior Security Guard (SSG)	Two white stripes	2 set till condm.
7.	Security Guard (SG)	WCL Shoulder Batch	2 set till condm.

Note: Kindly refer to drawings/ image enclosed at Annexure “A” at Pg-9. The badges of rank to be worn by an officer/executive should be related to the rank that he/she actually occupies.

c. BODY DRESS-EXECUTIVES:

<u>BODY DRESS-EXECUTIVES (MALE/FEMALE)</u>			
<u>Sl.No.</u>	<u>Rank</u>	<u>Materials/Particulars</u>	<u>Qty/Duration</u>
1.	<u>SUMMER</u> All Executives of Security Discipline (i.e. E-1 to E-9)	(a)Shirts Khakee Terricot full sleeves with two patch pockets.	3 per year*
		(b) Trouser Khakee Terricot.	3 per year*
		(c) Tunic Khakee drill open breast with blue tie. (For E4 & above)	1 per year
		(d) Blue Tie.	1 per year
		(e) Cross belt leather Sam Browne.	1 till condm.
		(f) Belt brown leather.	1 in 4 years
		(g) Jute Web Belt black (For E-3 and Below)	1 in 4 years
		(h) Water proof Khakee Head cover (for Sikhs)	1 in 5 years
<u>BODY DRESS (WINTER)-MALE/FEMALE:</u>			
<u>Sl.No.</u>	<u>Rank</u>	<u>Materials/Particulars</u>	<u>Qty/Duration</u>
2.	<u>WINTER</u> All Executives of Security Discipline (i.e. E-1 to E-9)	(a) Shirt Khakee Serge woolen Full Sleeves Superior Quality	1 in 3 years*
		(b) Trouser Khakee Serge woolen Superior quality with side pockets.	1 in 3 years*
		(c) Great Coat woolen (Superior Quality) Light Grey India Freeze cloth.	1 in 6 years
		(d) Jersey Woolen Khakee ‘V’ A.P. Superior Quality.	1 in 2 years
		(e) Open breast tunic Khakee Superior Quality Woolen	1 in 2 years

***Note:** As per New CIL Policy 3 Pairs Khakhee Uniform (Shirts & Trousers) Body Dress are being paid by CIL/WCL and are to be purchased to the total Approved value of Rs.12,500.00. **All other items of Uniform (incl Accessories) are to be provided by Security Deptt, WCL as per the Qty/Duration applicable and given in this Dress Regulation.**

*Subject to revision from time to time.

d. **BODY DRESS-NON EXECUTIVES:**

BODY DRESS-NON EXECUTIVES (MALE)			
1.	<u>SUMMER</u> Sr.SI/SI/SSI/ASSI HSG/AG/SG/S/Guard(T)	(a)Shirt Khakee Terrycot full sleeves with two patch pockets.	3 per year*
		(b)Trousers Khakee Terricot.	3 per year*
		(c) Water proof Khakee head cover for Sikhs.	1 in 5 years
2.	<u>WINTER</u> Sr.SI/SI/SSI/ASSI HSG/AG/SG/S/Guard(T)	(a) Shirt Khakee Serge Woolen full sleeves with two patch pockets.	1 in 3 years*
		(b)Trousers Khakee gabardine woolen.	1 in 3 years*
		(c) Jersey woolen 'V' neck Khakee full sleeves.	1 in 2 years
		(d) Great Coat Light Grey Woolen India Freeze Cloth in proper lining (4 buttons in front).	1 in 6 years
BODY DRESS-NON EXECUTIVES (FEMALE)			
BODY DRESS (SUMMER)-FEMALE:			
Sl.No.	Materials/Particular	Nos./Pair	Qty/Duration
1.	Saree Khakee with Blouse & Petticoat or Khakhee Pant/ Shirt as per Dress Regulation	03 Nos.*	Per Year
BODY DRESS (WINTER)-FEMALE:			
Sl.No.	Materials/Particular	Nos./Pair	Qty/Duration
1.	Jersey open woolen Khakee	01 Nos.	Once in Two Years
2.	Great Coat Woolen Khakee	01 Nos.	Once in Six Years
3.	Rain Coat Khakee (With Cap) Sup. Qua	01 Nos.	Once in 05 Years

***Note:** As per New CIL Policy 3 Pairs Khakhee Uniform (Shirts & Trousers) Body Dress (similarly for Female) are being paid by CIL/WCL and are to be purchased to the total Approved value of Rs.12,500.00. All other items of Uniform (incl Accessories) are to be provided by Security Deptt, WCL as per the Qty/Duration applicable and given in this Dress Regulation.

*Subject to revision from time to time.

e. MISCELLANEOUS SUNDRY ITEMS (EXECUTIVES & NON-EXECUTIVES):

<u>SUNDRY ITEMS:</u>			
<u>Sl.No</u>	<u>Rank/ Designation</u>	<u>Uniform Accessory</u>	<u>Qty/Duration</u>
1.	E1-E9	-Cap badge with CIL Crest embroidered.	1 set till condm.
		-Blue double lanyard.	One
		-Badges shoulder as specified.	2 pair till condm.
		-Name Tally/Plate as per Annexure 'B' at page - '10'.	1 set till condm.
2.	Sr.SI/SI/SSI/ASSI	-Cap badge with WCL metal Crest with letters of the company.	1 set till condm.
		- Non commissioned ribbon RED & BLACK.	1 meter till condm.
		- Belt Leather Brown with steel WCL Buckle.	1 till condm.
		-Stick Parade.	1 in 5 years
		-Belt Leather Sam Browne with single braded copper mounting.	1 till condm.
		-Whistle with Blue double lanyard whip cord.	1 till condm.
3.	HSG/Sr.SG/AG/S G/ SG (T)	-Cap Badges with WCL Crest.	1 set till condm.
		-Name Tally/Plate as per Annexure 'B' at page - '10'.	1 till condm.
		-Chevron for HSGs/SSGs only.	2 pairs till condm.
		-Stick for HSGs only.	1 in 5 years
		-Belt Nylon black with steel WCL Buckle	1 till condm.
		-Lathi Bamboo with spear Head (5-6) (Wooden/Fibre).	1 in 5 years
		-Whistle with Khakee lanyard whip cord.	1 till condm.
4.	Sr.SI/SI/SSI/ASSI / HSG/Sr.SG/AG/S G/ SG (T)	Buttons copper for Great Coat - Large 5 Nos. - Small 5 Nos.	1 till condm.
		-Kit Bags	1 till condm.
		-Water bottle (Thermal/ Insulated) - 1 Ltr	1 till condm.
		-Rain coat (Shirt + Pant) Superior Quality	1 in 5 years
		- Badges shoulder as per Annexure 'A' at page - '09'.	2 pairs till condm.
		- Formation Badge as per Annexure 'D' at page - '12'.	
		-Name Tally/Plate as per Annexure 'B' at page - '10'.	1 till condm.
5.	Commendation Disc/ Badge	The Commendation Disc/ Badge awarded to the respective Security Personnel (both Executive/ Non-Executive) incl staff shall be placed on the Left pocket on hooks of Uniform and is to be worn at all times by the Awardees. Kindly refer to the drawings/ image encl at (Annexure 'C' at page - '11').	1 till condm.

Note: Ceremonial Items: It is imperative that all security personnel wear the authorized ceremonial items esp. during National events i.e 26th Jan(Republic Day) & 15th Aug (Independence Day). The security personnel may also be called upon to wear ceremonial items during VIP visits / Guard of honor etc. (As per Annexure 'E' at page-'13')


f. **BAND UNIFORM:**

<u>BAND UNIFORM DRESS</u>		
<u>BAND DRESS (WINTER/SUMMER)-MALE:</u>		
<u>Sl No</u>	<u>Materials/Particular</u>	<u>Qty/Duration</u>
(i)	Shirts (White) or as amended in design	Two Per Year
(ii)	Tunic Set as per design	Once in Two Years
(iii)	Bow/ Tie with WCL Logo	Two Per Year
(iv)	Brown Line yard with Jari work	Till Condm.
(v)	Slacks White	Three Nos in Two Years
(vi)	Anklets White Rexin/ Cloth	Two Nos till Condm
(vii)	Beret/ Pagri / Cap	Two per Year
(viii)	Hackles	Two per Year
(ix)	Belt Leather with WCL Monogram Embroided	Till Condm.

8. The wearing of Uniform Badges is at Annexure 'F' at page- '14' and Uniform for SG and SG(T) is at Annexure 'G' at page- '15'.

9. All previously issued Office Orders regarding Security Uniform regulation stands cancelled/ withdrawn with immediate effect. These guidelines are subject to revision from time to time.

This is issued with the Approval of Competent Authority vide E-Office No- 2029816.


(Lt Cdr Vikrant Malhan)
HOD (Security)/CSO

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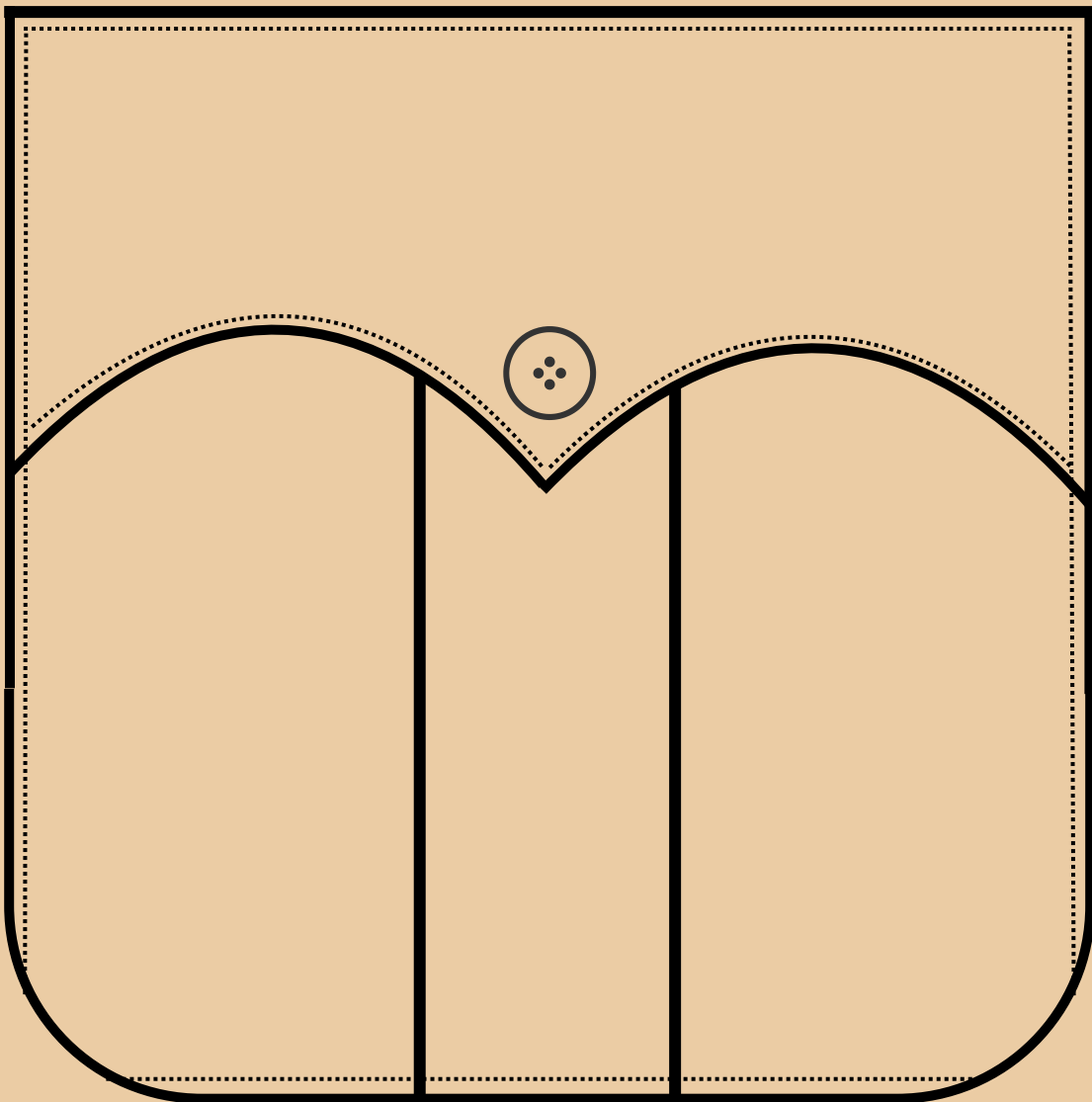
- All Area General Managers, WCL
- General Manager (Finance), WCL
- General Manager (HR/IR), WCL
- General Manager (Systems)- *w.r.t upload the Office Order in WCL Website*
- All Area HR Managers, WCL
- All Area Security Officers, WCL
- All Area Finance Officers, WCL
- Guard File
- SOP File

RANK BADGES APPLICABLE FOR CIL/WCL

क्रं.	पद	ग्रेड	विवरण	पदचिन्ह
1	कार्यकारी निदेशक (सुरक्षा)	E-9	दोनों कंधों पर एक एक क्रॉस शॉर्ड और एक एक कोल इंडिया मोनो बिना रिबन, कालर में काला डाज.	
2	महाप्रबंधक (सुरक्षा)	E-8	दोनों कंधों पर एक एक क्रॉस शॉर्ड और एक एक पांच कोनो वाले तारे बिना रिबन, कालर में काला डाज.	
3	मुख्य प्रबंधक (सुरक्षा) उप महाप्रबंधक (सुरक्षा)	E-7	दोनों कंधों पर एक एक कोल इंडिया मोनो, तीन तीन पांच कोनो वाले तारे बिना रिबन कालर में काला डाज	
4	वरिष्ठ प्रबंधक (सुरक्षा)	E-6	दोनों कंधों पर एक एक कोल इंडिया मोनो, दो दो पांच कोनो वाले तारे बिना रिबन कालर में काला डाज.	
5	प्रबंधक (सुरक्षा)	E-5	दोनों कंधों पर एक एक कोल इंडिया मोनो, एक एक पांच कोनो वाले तारे बिना रिबन	
6	उपप्रबंधक (सुरक्षा)	E-4	दोनों कंधों पर एक एक कोल इंडिया मोनो.	
7	सहाय्यक प्रबंधक (सुरक्षा)	E-3	दोनों कंधों पर तीन तीन पांच कोनो वाले तारे बिना रिबन.	
8	वरिष्ठ अधिकारी (सुरक्षा)	E-2	दोनों कंधों पर दो दो पांच कोनो वाले तारे बिना रिबन	
9	प्रबंधक प्रशिक्षु / अधिकारी (सुरक्षा)	E-1	दोनों कंधों पर एक एक पांच कोनो वाले तारे बिना रिबन	
10	वरिष्ठ सुरक्षा निरीक्षक	A	दोनों कंधों पर एक एक कोल इंडिया मोनो, लाल काली रिबन के साथ.	
11	सुरक्षा निरीक्षक	B	दोनों कंधों पर तीन तीन पांच कोनो वाले तारे, लाल काली रिबन के साथ.	
12	सुरक्षा उपनिरीक्षक	C	दोनों कंधों पर दो दो पांच कोनो वाले तारे, लाल काली रिबन के साथ.	
13	सहायक सुरक्षा उपनिरीक्षक	D	दोनों कंधों पर एक एक पांच कोनो वाले तारे, लाल काली रिबन के साथ.	
14	प्रधान सुरक्षा प्रहरी	E	सफेद तीन फिती दहिनीबाजू पर.	
15	शुरू प्रहरी वरिष्ठ सुरक्षा प्रहरी	F	सफेद दो फिती दहिनीबाजू पर.	
16	सुरक्षा प्रहरी/महिला सुरक्षा प्रहरी	G	दोनों कंधों पर केवल कंपनी शोल्डर बेंच.	WCL

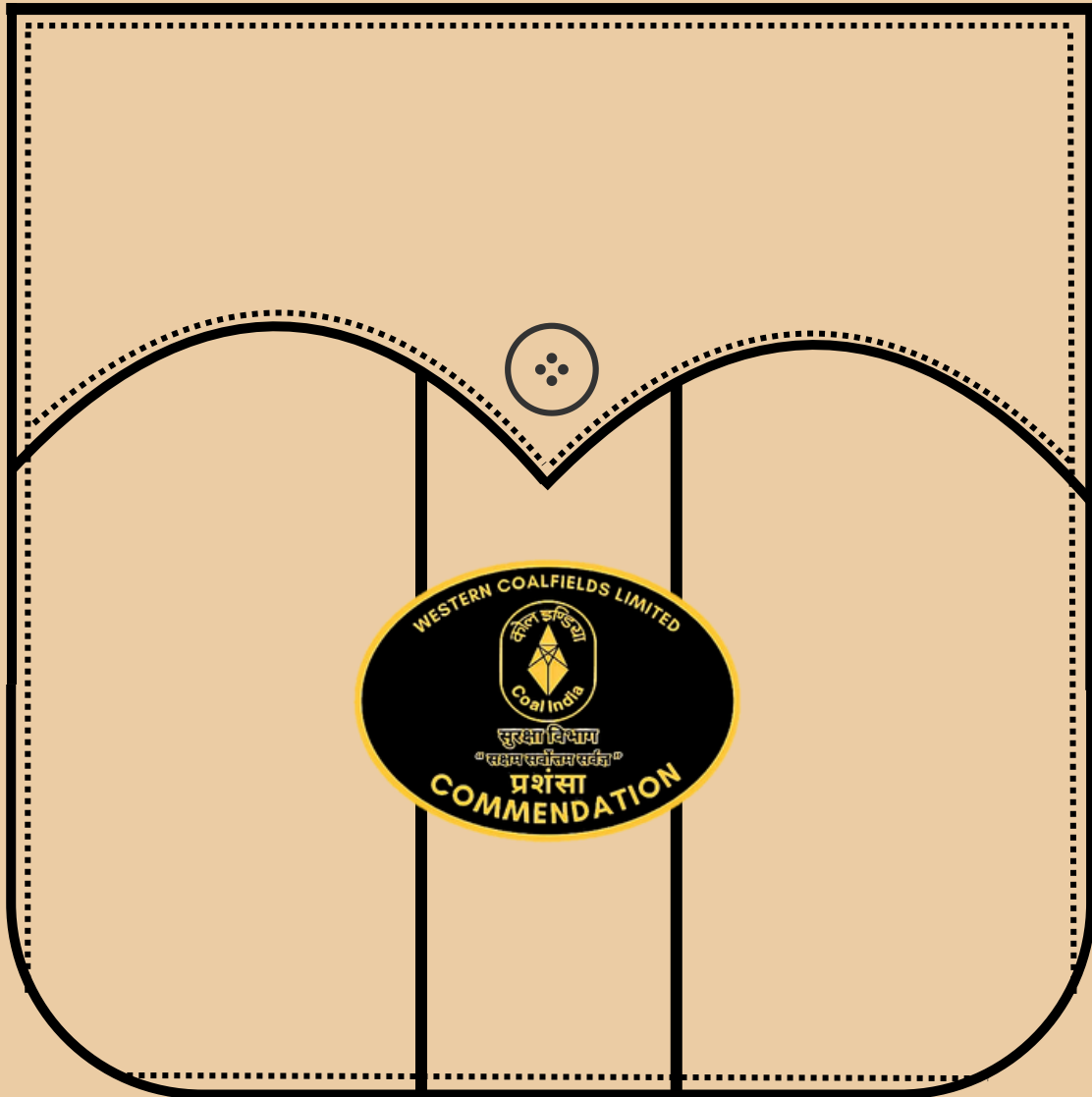
Name Tally

नाम उपनाम
NAME SURNAME



RIGHT POCKET

Commendation Badge



LEFT POCKET

Formation Badge



HOW TO WEAR CEREMONIAL ITEMS



Sword

Cap Badge

Cap

Neck Scarf

Rank Badge

WCL Badge

Formation Badge

Commendation Badge

Line yard

Name Tally

Kamar band

Cross Belt

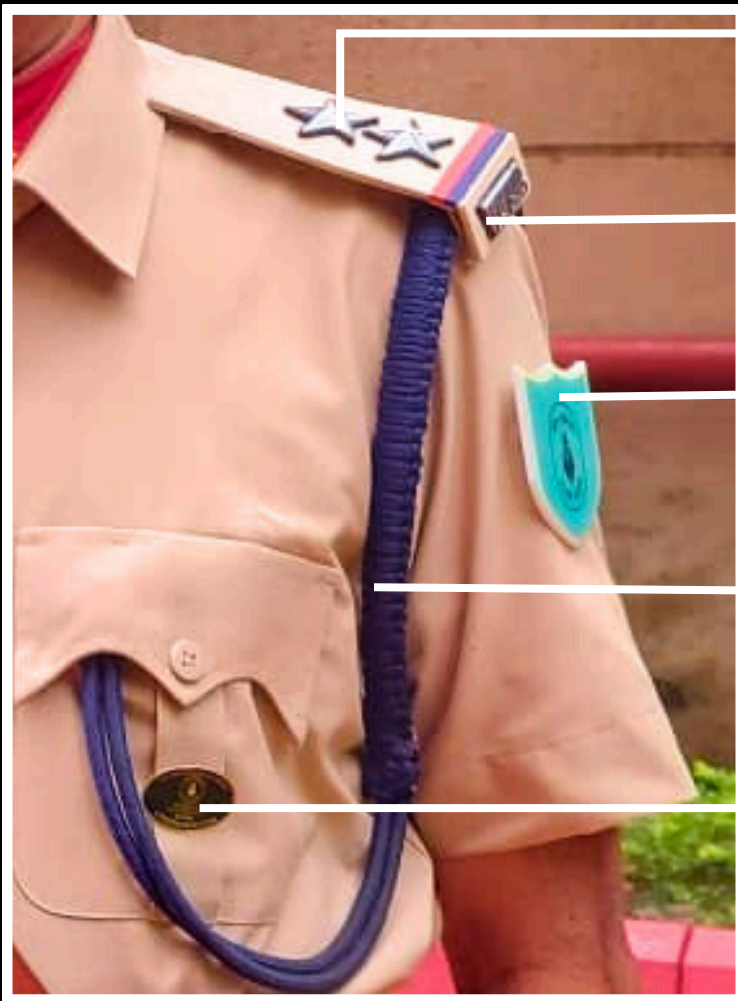
Hand Gloves

Scabbard

Anklets

Brown Shoes

HOW TO WEAR UNIFORM BADGES



→ Rank Badge

→ WCL Badge

→ Formation Badge

→ Line Yard

→ Commendation Badge

HOW TO WEAR UNIFORM FOR SG & SG(T)



Cap

Name Tally

WCL Badge

Lineyard

Shirt

Shoes

Belt

Pant