

Annexure - II

Letters issued by HOD (P&A) & RD, RI-I,  
Asansol-713304 to undersigned &  
many other executives.

(Page 1-14)

Jitendra Kumar  
02 / Oct / 2020



**cmpdi**  
A Mini Kalna Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इंस्टीट्यूट लिमिटेड  
(एन.सी.एल. के अधीन) कोयला इंडिया लिमिटेड का एक नॉन-कोयला प्रभाग)  
राज्य: झारखंड, जिला: राँची - 834 031, आसंसोल (भारत)  
Central Mine Planning & Design Institute Limited  
A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking  
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
CORPORATE IDENTITY NUMBER - U14292JH1975GOI001223  
राँची में संचालन के लिए एक पण्ड, जी.टी. रोड, आसंसोल-713304  
Regional Institute-1, West End, G.T. Road, Asansol-713304

पत्रांक सं.- सीएमपीडीआई/क्षो.सं-१/का.आ.2020

दिनांक.- अगस्त 04, 2020

E-547215/04/08/20

### कार्यालय आदेश

A committee comprising the following executives of CMPDI, RI-I, Asansol is hereby constituted to inquire into the matter related to complaint by Shri. Jitendra Kumar, Dy. Manager (Geology), RI-I, Asansol vide E-office No - E-543088:

- |  |          |
|--|----------|
| 1. Shri. D. Bhattacharya, General Manager (E&M)/HoD (E&M) -  | Chairman |
| 2. Shri. Anand Shekhar, Chief Manager (E&M)/HoD (Env./S&P) - | Member   |
| 3. Shri. P.K. Jha, Sr. Manager (Mining) -                    | Member   |

The committee shall submit the report to the undersigned within 15 (Fifteen) working days from the issue of this Office Order.

(M. Kumar)  
Regional Director

### Distribution:-

1. General Manager (P&A), CMPDI (HQ), Ranchi.- for kind information.
2. Chairman, House Allotment Committee, RI-I, Asansol. - With a request to circulate amongst Committee members.
3. HoD (Civil), CMPDI, RI-I, Asansol.- for kind information.
4. HoD (P&A), CMPDI, RI-I, Asansol.- for kind information.
5. All the above committee members.
6. Shri. Jitendra Kumar, Dy. Manager (Geology), CMPDI, RI-I, Asansol.
7. Concerned File



फोन नम्बर/Phone No. : 0341-2253504  
फैक्स नम्बर/Fax No. : 0341-2250935  
ई-मेल/E-mail: [rdri1.cmpdi@coalindia.in](mailto:rdri1.cmpdi@coalindia.in)  
वेब साइट/Website: [www.cmpdi.co.in](http://www.cmpdi.co.in)

(1)



**cmpdi**  
Coal India Company



केंद्राध्यक्ष, माध्यम प्रशिक्षण एवं डिजाइन संस्थान लिमिटेड  
कोयला इंडिया लिमिटेड, ई. एम. ए. बिल्डिंग, कोयला इंडिया लिमिटेड, रांची  
जमशेदपुर, झारखंड, पिन - 834 031, भारत (भारत)  
Central Mine Planning & Design Institute Limited  
a Subsidiary of Coal India Limited (Govt. of India Public Sector Undertaking)  
Bordwara Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
CORPORATE IDENTITY NUMBER - U14292JH1975GO1001223  
जो. एम. ए. बिल्डिंग, ई. एम. ए. रोड, आसंसोल-713304  
Regional Institute-1, West End, G.T. Road, Asansol-713304

Ref No: CMPDI/RI-I/P&A/2020/ 321

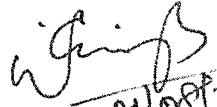
Date: 01-08-2020

E-545959

## कार्यालय आदेश/Office Order

The Competent Authority has been pleased to accord the approval for Civil & Electrical repairing works to be done in case of change of quarter and the same is also applicable to all those employees who have been allotted quarters on account of change and not taken possession till date.

This issues with the approval of the Competent Authority.

  
01/08/2020  
HOD (Pers. & Admin.)

### Copy to:-

1. Regional Director, CMPDI, RI-I, Asansol- for kind information.

### Distribution:-

1. All HODs, CMPDI, RI-I, Asansol – for wide circulation.
2. Committee Members of HAC- (C&D) / (A&B)
3. Shri Jitendra Kumar, Dy. Manager (Geology)
4. Shri N.M. Agrawal, AM (Finance)
5. House Allotment File - (C&D)/(A&B)
6. Notice Board



फोन नम्बर/Phone No.: 0341-2253504  
फैक्स नम्बर/Fax No. : 0341-2250935  
ई-मेल/E-mail: [rdri1.cmpdi@coalindia.in](mailto:rdri1.cmpdi@coalindia.in)  
वेब साईट/Website: [www.cmpdi.co.in](http://www.cmpdi.co.in)



**cmpdi**  
A Mini Ratna Company



राष्ट्रीय माइन प्लानिंग एण्ड डिजाइन इंस्टीट्यूट लिमिटेड  
(एन सी ई डी लिमिटेड) कोयला इंडिया लिमिटेड / भारत सरकार, भारत (एन सी ई डी लिमिटेड)  
राजधानी भवन, कर्क, रोड, रांची - 834 031, झारखंड (भारत)  
Central Mine Planning & Design Institute Limited  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Gondwana Place, Karke Road, Ranchi - 834 031, Jharkhand (INDIA)  
CORPORATE IDENTITY NUMBER - U14292TH1975GO1001223  
क्षेत्रीय संस्थान-१, वेस्ट एण्ड, जी.टी. रोड, आसनसोल-७१३३०४  
Regional Institute-1, West End, G.T. Road, Asansol-713304

सं.: सीएमपीडीआई/क्षे.सं.-I/आवास आवंटन /C&D/

दिनांक: 27-07-2020

E-542344

To,  
Shri Jitendra Kumar,  
Dy. Manager (Geology),  
CMPDI, RI-I, Asansol.

Dear Sir,

This is to inform you that quarter number 07/A (C-Type) was allotted to you vide office order no: CMPDI/RI-I/House Allot./C&D/E-448115 dated 17-02-2020. In this connection a letter had been received to this office and was put up before HAC subsequently. The committee decided to asked you once again whether you are interested to take the possession of the company quarter 07/A (C-Type) at the earliest / 30 days after the receipt of this letter.

Accordingly, you are advised therefore to take the possession of the quarter 07/A (C-Type) within 30 days after the receipt of this letter or if you fail to do so, the Office Order dated 17-02-2020 regarding your change of quarter will automatically be treated as cancelled.

भवदीय,

विभागाध्यक्ष (कार्मिक एवं प्रशासन)

प्रति :

1. चेयरमैन, आवास आवंटन समिति, क्षेत्रीय संस्थान-I, आसनसोल।
2. महाप्रबंधक (वि. एवं या.), क्षेत्रीय संस्थान - I, आसनसोल।
3. विभागाध्यक्ष (असैनिक), क्षेत्रीय संस्थान - I, आसनसोल।
4. विभागाध्यक्ष (वित्त), क्षेत्रीय संस्थान - I, आसनसोल।
5. संबंधित कर्मचारी।
6. आवास आवंटन, पंजिका।

राकेश कुमार  
27/07/2020



फोन नम्बर/Phone No.: 0341-2253504  
फैक्स नम्बर/Fax No. : 0341-2250935  
ई-मेल/E-mail: [rcr1.cmpdi@coalindia.in](mailto:rcr1.cmpdi@coalindia.in)  
वेब साईट/Website: [www.cmpdi.co.in](http://www.cmpdi.co.in)

3



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सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लिमिटेड  
(एक सहायक निगमित की रूपरेखा में भारत सरकार का एक सार्वजनिक उपक्रम)  
गोन्दवाना प्लेस, कान्कि रोड, रांची - 834 031, झारखण्ड (भारत)  
Central Mine Planning & Design Institute Limited  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
CORPORATE IDENTITY NUMBER - U14292TN1975601001223  
रांची का क्षेत्रीय संस्थान ए. टी. रोड, एण्ड. जी.टी. रोड, आसंसोल-713304  
Regional Institute-1 West End G.T. Road, Asansol-713304

No.: CMPDI/RI-I/House Allot/C&D/

Date: 14-07-2020

## OFFICE ORDER

534473

As per the recommendation of the House Allotment Committee, the following quarters in RI-I Residential Complex are hereby allotted to the employees as indicated against each as per approved Seniority List for allotment of "C" Type Quarters:

Quarter No. (C-Type)	Name & Designation of the Allottee	Particulars
12/E	Shri N.M. Agrawal, Asst. Manager (Finance), EIS No. 90315474	Change (04-C)
22/E	Shri Shivkant Rajwad, Asst. Manager (Geology), EIS No. 90351297	First allotment
30/E	Shri Suvendu Gayen, Asst. Manager (CD), EIS No. 90336280	First allotment

The above employees may contact HOD (Civil) and HOD (E&M) for Civil & Electrical repairing jobs respectively, if any required, in their respective allotted quarters. They will take possession of the above quarters immediately after the repairing job is completed and is made ready for occupation by issuance of letter for occupation of allotted quarter within the specified time period.

However, the payment of HRA as per their admissibility will be made to the eligible employees for staying in rented house till they occupy the above allotted quarters.

They should abide by the House Allotment Rules of the Company, a copy of which may be seen from P&A Deptt.

*[Signature]*  
HOD (P&A)

Copy to:-

1. RD, RI-I – For kind information

Distribution:-

- Chairman, RI-I HAC, Asansol
  - HOD (E&M), RI-I, Asansol
  - HOD (Civil), RI-I, Asansol
  - HOD (Fin), RI-I, Asansol
  - Concerned Executives
  - Notice Board
  - House Allotment File
- With the request to kindly arrange for repairing, as may be required in the above quarters as early as possible



फोन नम्बर/Phone No.: 0341-2253504  
फैक्स नम्बर/Fax No.: 0341-2250935  
ई-मेल/E-mail: rdri1.cmpdi@coalindia.in  
वेब साईट/Website: www.cmpdi.co.in





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सन्ट्रल माइन प्लानिंग एण्ड डिजाइन इंस्टीट्यूट लिमिटेड  
(कोयल इण्डिया लिमिटेड की अग्रणी संस्था / भारत सरकार का एक लोक उद्यम)  
गोन्दवना प्लेस, कान्के रोड, रांची - 834 031, झारखंड (भारत)  
**Central Mine Planning & Design Institute Limited**  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
**CORPORATE IDENTITY NUMBER - U14242JH19756OI001223**  
क्षेत्रीय संस्थान-१, वेस्ट एण्ड, जी.टी. रोड, आसनसोल-713304  
Regional Institute-1, West End, G.T. Road, Asansol-713304

सं.: सीएमपीडीआई/क्षे.सं.-I/आवास आवंटन/C&D/ 136

दिनांक: 16-06-2020

सेवा में,  
श्री प्रसून पल्लव,  
सहायक प्रबंधक (वि. एवं या.),  
सीएमपीडीआई, क्षे. सं-I,  
आसनसोल।

E-512740 CR-16/06/2020

महोदय,

आवास संख्या: 22/A ("C" Type) जो की कार्यालय आदेश क्रमांक : सीएमपीडीआई/क्षे.सं.-I/आवास आवंटन/C&D/E-300380 दिनांक: 18-05-2019 को आबंटित हुआ था, मैं मरम्मत का कार्य हो गया है। अतः आप को निर्देश दिया जाता है कि जल्द से जल्द आबंटित कंपनी आवास को अधिग्रहीत कर लें।

The Civil and Electrical jobs of Quarter No. 22/A ("C" Type), allotted to you vide this office letter No. सीएमपीडीआई/क्षे.सं.-I/आवास आवंटन /C&D/E-300380 dated 18-05-2019, has already been completed as informed by the respective HODs. You are, therefore, requested to occupy the said quarter at the earliest.

भवदीय,

विभागाध्यक्ष (कार्मिक एवं प्रशासन)

प्रति:

1. चेयरमैन, आवास आवंटन समिति, क्षेत्रीय संस्थान-I, आसनसोल।
2. महाप्रबंधक (वि. एवं या.), क्षेत्रीय संस्थान-I, आसनसोल।
3. विभागाध्यक्ष (असैनिक), क्षेत्रीय संस्थान-I, आसनसोल।
4. विभागाध्यक्ष (वित्त), क्षेत्रीय संस्थान-I, आसनसोल।
5. संबंधित अधिकारी।
6. आवास आवंटन, पंजिका।



फोन नम्बर/Phone No.: 0341-2253504  
फैक्स नम्बर/Fax No.: 0341-2250935  
ई-मेल/E-mail: [rdri1.cmpdi@coalindia.in](mailto:rdri1.cmpdi@coalindia.in)  
वेब साइट/Website: [www.cmpdi.co.in](http://www.cmpdi.co.in)

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Central Mining Planning & Design Institute Limited  
An autonomous body created under the Coal Mines Act, 1902  
and established by the Government of India, Ministry of Coal  
Corporate Identity Number: U14292TR1975GOIR01227  
Registered Office: 15, Park Road, New Delhi-110001  
Head Office: 15, Park Road, New Delhi-110001

No.: CMPDI-RI-I House Allot. C&D

Date: 17-02-2020

E! 44815

## OFFICE ORDER

As per the recommendation of the House Allotment Committee, the following quarters in RI-I Residential Complex are hereby allotted to the employees as indicated against each as per approved Seniority List for allotment of "C" Type Quarters.

Quarter No. (C-Type)	Name & Designation of the Allottee	Particulars	Remarks
29/C	Shri Ananta Prasad, Dy. Manager (Mining)	Change (20/f)	Acquire the said quarter within 7 days of issue of O.O. since as per practice in vogue pre-occupation while washing, painting and electrical etc. jobs should not be done.
07/A	Shri Jitendra Kumar, Dy. Manager (Geology)	Change (22/B)	
11/A	Shri Arunava Saha, Asst. Manager (Geology)	First allotment	
29/E	Shri Sourav Ganguly, Asst. Manager (Geology)	First allotment	Repair works are required in the said quarter.
22/B)	Shri Rahul Mehan, Bldg. Asst. Manager (Geology)	First allotment	

The above employees may contact HOD (Civil) and HOD (F&M) for Civil & Electrical repairing jobs respectively, if any required, in their respective allotted quarters. They will take possession of the above quarters immediately after the repairing job is completed and is made ready for occupation by issuance of letter for occupation of allotted quarters within the specified time period.

However, the payment of HRA as per their admissibility will be made to the eligible employees for staying in rented house till they occupy the above allotted quarters.

They should abide by the House Allotment Rules of the Company, a copy of which may be seen from P&A Deptt.

Copy to:-

1. RD, RI-I – For kind information

HOD (P&A)

17/2/20

Distribution:-

1. Chairman, RI-I HAC, Asansol
2. HOD (F&M), RI-I, Asansol
3. HOD (Civil), RI-I, Asansol
4. HOD (Fin), RI-I, Asansol
5. Concerned Executives
6. Notice Board
7. House Allotment File

With the request to kindly arrange for repairing, as and when required, in the above quarters as early as possible.



सोन नम्बर P/RI-I/No. 0041/2019/001  
फैक्ट्स नम्बर (F&M) 0041/2019/001  
फैक्ट्स नम्बर (Civil) 0041/2019/001  
वेब साइट (Website) www.cmpdi.com

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सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इंस्टीट्यूट लिमिटेड  
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)  
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (भारत)  
Central Mine Planning & Design Institute Limited  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
CORPORATE IDENTITY NUMBER - U14292TH1975601001223  
क्षेत्रीय संस्थान-१, वेस्ट एण्ड, जी.टी. रोड, आसनसोला-७१३३०४  
Regional Institute-1, West End, G. T. Road, Asansol-713304

सं.: सीएमपीडीआई/क्षे.सं.-I/ आवास आवंटन/ C&D/

दिनांक: 26-09-2019

E-372755

## कार्यालय आदेश

As per approved Seniority List for allotment of "C" Type Quarters, the following "C" Type quarters are hereby allotted to the employees as indicated against each :

Quarter No.	Name & Designation of the Allottee
10/E ("C" Type)	Shri Rohit Saini, (EIS: 90314683), Assistant Manager (E&M).
10/A ("C" Type)	Shri Tapas Roy (EIS: 90323288), Assistant Manager (Geology).

The above executives may contact HOD (Civil) and HOD (E&M) for Civil & Electrical repairing jobs respectively, if any required, in their respective allotted quarters. They should take possession of the above quarters as soon as the repairing jobs are completed and made ready for occupation.

However, the payment of HRA as per their admissibility will be made to them till they occupy the above allotted quarter.

This has the approval of Competent Authority.

*वी. मधुकर*  
26.09.2019

विभागाध्यक्ष (कार्मिक एवं प्रशासन)

### वितरण -

- चेयरमैन, आवास आवंटन समिति, क्षेत्रीय संस्थान-1, आसनसोल।
- विभागाध्यक्ष (वि.एवं या.), क्षेत्रीय संस्थान-1, आसनसोल।
- विभागाध्यक्ष (असैनिक), क्षेत्रीय संस्थान-1, आसनसोल।
- विभागाध्यक्ष (वित्त), क्षेत्रीय संस्थान-1, आसनसोल।
- संबंधित अधिकारी।

With the request to kindly arrange for repairing, as may be required in the above quarter as early as possible.



फोन नम्बर/Phone No. : 0341-2253504

फैक्स नम्बर/Fax No. : 0341-2250935

ई-मेल/E-mail: [rdri1.cmpdi@coalindia.in](mailto:rdri1.cmpdi@coalindia.in)

वेब साइट/Website: [www.cmpdi.co.in](http://www.cmpdi.co.in)

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**cmpdi**  
A Min. Rehab. Company



Central Mine Planning & Design Institute Limited  
Ministry of Coal, Government of India, New Delhi-110002  
Plot No. 1, Sector-1, Road No. 1, Asansol-713001, West Bengal  
Central Mine Planning & Design Institute Limited  
Ministry of Coal, Government of India, New Delhi-110002  
Plot No. 1, Sector-1, Road No. 1, Asansol-713001, West Bengal  
CORPORATE IDENTITY NUMBER - U14292JH1975GO1001221  
Website: www.cmpdi.co.in Email: info@cmpdi.co.in  
Asansol Institute, Plot No. 1, Road No. 1, Asansol-713001

Ref. No. CMPDURI-EP&A-2019

Date: 30-12-2019

E-422651

## कार्यालय आदेश/Office Order

In exercising the power delegated to the Committee which was constituted to resolve the issues related to HRA and inspection of civil & electrical repairment in the allotted company quarter, submitted its report vide E- 421189 to the Competent Authority i.e. Regional Director, RI-I, CMPDI, Asansol. The committee after detailed deliberations came to the following conclusions as under:-

1. After allotment of the quarter to the employees, allottees have to furnish the list of civil & electrical jobs to be repaired, if any required. Allottees have to hand over the repairment list to the HOD (Civil) & HOD (E&M) for civil & electrical repairing jobs respectively.
2. After the completion of necessary civil & electrical jobs in company quarters, the allottees have to occupy the quarters within 15 days of time from the issue of letter. If they failed to do so, their HRA will be stopped w.e.f. the end of another 07 days from the issue of letter.
3. After letter issued by P&A department for occupation and completion of stipulated time provided, no HRA will be paid in any condition.
4. The keys of vacant quarters will remain with the Civil department and allottees have to collect the keys of the respective quarters from the Civil department.

This issues with the approval of the Competent Authority.

*A. Prasad*  
30.12.2019  
HOD (Pers. & Admin.)

Copy to:-

1. Regional Director, CMPDI, RI-I, Asansol- for kind information.

Distribution:-

1. All HODs, CMPDI, RI-I, Asansol
2. Committee Members of HAC- (C & D) (A&B)
3. Notice Board
4. House Allotment File - (C & D) (A&B)



फोन नम्बर/Phone No.: 0341-2253504

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वेब साइट Website: www.cmpdi.co.in

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A Mini Ratna Company



मन्त्रालय भाईन प्रमाण एण्ड डिजाइन इन्स्टीट्यूट लिमिटेड  
(एन सी ई आर लिमिटेड की अग्रणी कम्पनी - भारत सरकार का एक लोक न्यायक)  
गोवर्धना प्लेस, कान्के रोड, रांची - 834 031, झारखंड (भारत)  
Central Mine Planning & Design Institute Limited  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Gordwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
CORPORATE IDENTITY NUMBER - U114292JH19756OI001223  
क्षेत्रीय संस्थान-१, वेस्ट एण्ड, जी.टी. रोड, आसनसोल-७१३३०४  
Regional Institute-1, West End, G.T. Road, Asansol-713304

सं.: सीएमपीडीआई/क्षे.सं.-I/आवास आवंटन/C&D/

दिनांक: 20-05-2019

E - 300774

सेवा में,

श्री विकास कुमार गुप्ता,

उप प्रबन्धक (भू-विज्ञान),

सीएमपीडीआई, क्षे. सं -I,

आसनसोल ।

महोदय,

आवास संख्या: 30/F ("C" Type) जो की कार्यालय आदेश क्रमांक : सीएमपीडीआई/क्षे.सं.-I/आवास आवंटन/C&D/E-240416 दिनांक:06-12-2018 को आवंटित हुआ था, मैं मरम्मत का कार्य पूरा हो चुका है । अतः आपको को निर्देश दिया जा सकता है कि आवंटित कंपनी आवास को इस पत्र के जारी करने के 07 दिन के अन्दर अधीग्रहित कर लें अन्यथा 07 दिन के समाप्ति के पश्चात स्वतः आवास भत्ता बंद कर दिया जाएगा ।

The Civil and Electrical jobs of Quarter No. 30/F ("C" Type), allotted to you vide this office letter No. सीएमपीडीआई/क्षे.सं.-I/आवास आवंटन/C&D/E-240416 dated 06-12-2018, has already been completed as informed by the respective HOD. You are, therefore, requested to occupy the said quarter within 07 days from the issue of this letter. If fails to occupy the said quarter within the stipulated time limit, the payment of HRA will be stopped automatically.

भवदीय,

*[Signature]*

विभागाध्यक्ष (कार्मिक एवं प्रशासन)

प्रति :

1. महा प्रबन्धक (भू-विज्ञान), क्षेत्रीय संस्थान - I, आसनसोल ।
2. चेयरमैन, आवास आवंटन समिति, क्षेत्रीय संस्थान-I, आसनसोल ।
3. विभागाध्यक्ष (वि. एवं या.), क्षेत्रीय संस्थान - I, आसनसोल ।
4. विभागाध्यक्ष (असैनिक), क्षेत्रीय संस्थान - I, आसनसोल ।
5. विभागाध्यक्ष (वित्त), क्षेत्रीय संस्थान - I, आसनसोल ।
6. संबंधित अधिकारी ।
7. आवास आवंटन, पंजिका ।



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फैक्स नम्बर/Fax No. : 0341-2250935  
ई-मेल/E-mail: [ctrl.cmpdi@coalindia.in](mailto:ctrl.cmpdi@coalindia.in)  
वेब साईट/Website: [www.cmpdi.co.in](http://www.cmpdi.co.in)

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सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इंस्टीट्यूट लिमिटेड  
(कोयल इण्डिया लिमिटेड की अनुसंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)  
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 031, झारखंड (भारत)  
Central Mine Planning & Design Institute Limited  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
CORPORATE IDENTITY NUMBER - U14292JH1975GOI001223  
क्षेत्रीय संस्थान-१, वेस्ट एण्ड, जी.टी. रोड, आसंसोला-813304  
Regional Institute-1, West End, G.T. Road, Asansol-713304

No.: CMPDI/RI-I/House Allot./C&D/ E - 300380

Date: 18-05-2019

### OFFICE ORDER

As per the recommendation of the House Allotment Committee, the following quarters in RI-I Residential Complex are hereby allotted to the Executives as indicated against each as per approved Seniority List for allotment of "C" & "D" Type Quarters:

Quarter No.	Name & Designation of the Allottee	Remarks
02/B (D Type)	Sri A.K. Mishra, Sr. Manager (P&A)	First Allotment
10/E (C Type)	Sri Vinay Kumar Soni, Asst. Manager (Fin.)	First Allotment
04/B (C Type)	Sri Rakesh Kumar, Asst. Manager (HR/P)	First Allotment
22/A (C Type)	Sri Prasun Pallav, Asst. Manager (E&M)	First Allotment

The above Executives may contact HOD (Civil) and HOD (E&M) for Civil & Electrical repairing jobs respectively, if any required, in their respective allotted quarters. They will take possession of the above quarters immediately after the repairing job is completed and is made ready for occupation by issuance of letter for occupation of allotted quarter within the specified time period.

However, the payment of HRA as per their admissibility will be made to the eligible employees for staying in rented house till they occupy the above allotted quarters.

They should abide by the House Allotment Rules of the Company, a copy of which may be seen from P&A Deptt.

  
Regional Director

#### Distribution:-

1. Chairman, RI-I HAC, Asansol
2. HOD (E&M), RI-I, Asansol
3. HOD (Civil), RI-I, Asansol
4. HOD (P&A), RI-I, Asansol
5. HOD (Fin), RI-I, Asansol
6. Concerned Executives
7. Notice Board.

With the request to kindly arrange for repairing, as may be required in the above quarters as early as possible.



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वेब साइट/Website: [www.cmpdi.co.in](http://www.cmpdi.co.in)

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सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीट्यूट लिमिटेड  
(एक सार्वजनिक उद्योग) (एक सार्वजनिक उद्योग) (एक सार्वजनिक उद्योग)  
गोदवारा प्लेस, कान्के रोड, रांची - 834 031, झारखण्ड (भारत)  
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क्षेत्रीय संस्थान-१, वेस्ट एण्ड, जी.टी. रोड, आसनसोल-७१३३०४  
Regional Institute-1, West End, G.T. Road, Asansol-713304

सं.: सीएमपीडीआई/क्षे.सं.-I/आवास आवंटन/C&D/

दिनांक: 06-12-2018

E-240416

### कार्यालय आदेश

As per approved Seniority List for allotment of "C" Type Quarters, the following "C" type quarters are hereby allotted to the employees as indicated against each:

Quarter No.	Name & Designation of the Allottee
30/F ("C" Type)	Shri Vikash Kumar Gupta, (EIS: 90228917), Dy. Manager (Geology).
4/D ("C" Type)	Shri Arunava Saha (EIS: 90308800), Asst. Manager (Geology).

The above executives may contact HOD (Civil) and HOD (E&M) for Civil & Electrical repairing jobs respectively, if any required, in their respective allotted quarters. They should take possession of the above quarters as soon as the repairing job is completed and is made ready for occupation.

However, the payment of HRA as per their admissibility will be made to them for staying in rented house till they occupy the above allotted quarters.

They should abide by the House Allotment Rules of the Company, a copy of which may be seen from P&A Deptt.

वी. सं. सं. सं.  
06-12-2018  
विभागाध्यक्ष (कामिक एवं प्रशासन)

### वितरण

- चेयरमैन, आवास आवंटन समिति, क्षेत्रीय संस्थान-I, आसनसोल ।
- विभागाध्यक्ष (वि.एवं या.), क्षेत्रीय संस्थान-I, आसनसोल ।
- विभागाध्यक्ष (असैनिक), क्षेत्रीय संस्थान-I, आसनसोल ।
- विभागाध्यक्ष (वित्त), क्षेत्रीय संस्थान-I, आसनसोल ।
- संबंधित अधिकारी।

With the request to kindly arrange for repairing, as may be required in the above quarters as early as possible.



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E:22-4457/12-10-2018

CMPDI, RI-I, ASANSOL

## SENIORITY LIST FOR CHANGE OF 'C' TYPE QUARTERS (AS PER APPROVED CHANGE OF QTR RULES FOR EXECUTIVES)

Cut off Date on 09-10-2018

Sl. No.	Name & Designation	Grade-Wise Point		Duration of Staying in C Type Qtr		Points for staying in Ground floor		Total Point	Remarks
		Grade	Point	Date of Allotment	Point	Point	Point		
1	Sri Himanshu Pandey, Dy Manager (Mining)	E-4	3	29-06-2011	7	0	0	10	
2	Sri Jitendra Kumar, Dy Manager (Geology)	E-4	3	22-06-2013	5	1	1	9	
3	Sri Sujit Kumar, AM(E&M)	E-3	2	07-06-2016	2	1	1	5	

- In case of the various grades, higher grade has been given priority.
- In case of tie in the same grade, Weightage for length of staying in C type Quarters may be given one point for every year. In case of fraction of a year, more than 06 months will be treated as one year service and less than 06 months will not be counted.
- Weightage for the employees staying in the ground floor may be given one (01) additional point irrespective of length of stay for reasons of heavy seepage and other inconveniences.
- In case of tie after the above weightage process, date of appointment of CIL or any of its subsidiaries may be taken for deciding seniority.

Executives concerned may please go through it and discrepancy, if any, observed in the calculation of points may be brought to the notice of the Chairman, RI-I, Asansol, HAC or undersigned latest by 23-10-2018.

Copy to : 1) All HODs, RI-I

2) Notice Board, RI-I

3) HAC Members, RI-I, Asansol

2) Person Concerned

12.10.2018  
विभागाध्यक्ष (कार्मिक एवं प्रशासन)

Minutes of the Meeting of the House Allotment Committee for allotment of C Type  
Qtrs held on 03-10-2018 in the Mini Conference Hall.

1. A meeting of the RI-I House Allotment Committee for C Type quarters was held on 03-10-2018 in the Mini Conference Hall of RI-I, Asansol. The following committee members were present in the meeting :-
  - A. Shri Arun Kumar Bal, G.M. (Mining)/Chairman, RI-I HA Committee
  - B. Shri Subrata Kundu, Sr. Manager (Mining)
  - C. Shri T.K. Mitra, HOD (Fin)
  - D. Shri V Madhukar, SM (Mining)/HOD (P&A)
  - E. Shri Paramjeet Singh, Dy. Manager (Civil)/Acting HOD (Civil)/ in place of shri A. K. Singh HOD (Civil).
2. Shri V Madhukar, SM (Mining)/HOD (P&A) informed that Seniority List had been prepared on 07.08.2018 for allotment of "C" type quarters in respect of the eligible Executives by P&A Deptt., RI-I on point basis. Copy of the Seniority List was given to All HODs and HA committee members concerned and also displayed on the notice board. But no objection/dispute has been received. Thus, the Seniority List placed before the HA Committee was approved.
3. HOD (P&A) appraised that Qtr no. 7/B (C-Type) had been vacated by Shri Rajen Verma on 07-09-2018.
4. HOD (P&A) also appraised that three nos. (03) of applications have been received regarding changing of "C" Type quarter against above mentioned quarter by the following applicants for the first time in the residential complex of RI-I, Asansol.

Sl. No	Applicant Name	Designation	Application Date	Present Occupied Qtr
01	Jitendra Kumar	Dy. Mgr (Geo)	10-09-2018	22/B (C-Type)
02	Sujit Kumar	Asst. Mgr (E&M)	11-09-2018	10/B (C-type)
03	Himanshu Pandey	Dy. Mgr (Mining)	17-09-2018	04/D (C-Type)
5. In absence of any express rules under such circumstances, the committee recommended the following for RI-I, CMPDI, Asansol.
  - i. Committee recommended that preference to the existing occupant may be given for change of quarter, before allotment of newly vacated quarter as per seniority list in case of receipt of any application for change of quarter.
  - ii. The Committee recommended that a proper procedure may be formulated for "C&D" Type Quarters. The committee recommended that the following weightage system may be adopted in future for deciding the allotment:-
    - a. Firstly, weightage for different executive grade may as follows:-
      - E-2 Grade: 1 Point
      - E-3 Grade: 2 Points
      - E-4 Grade: 3 Points
      - E-5 Grade: 4 Points

1321  
12/10/2018

- b. Secondly, Weightage for length of staying in C type Quarters may be given one point for every year. In case of fraction of a year, more than 06 months will be treated as one year service and less than 06 months will not be counted.
- c. Thirdly, weightage for the employees staying in the ground floor may be given one (01) additional point irrespective of length of stay for reasons of heavy seepage and other inconveniences.
- d. In case of tie after the above weightage process, date of appointment of CIL or any of its subsidiaries may be taken for deciding seniority.

*Paramjit Singh*  
29/10/2018

Paramjit Singh  
Dy. Manager (Civil)/ Rep. of HOD (Civil)

*V. Madhukar*  
05.10.2018

V Madhukar  
Sr. Manager (Mining)/HOD (P&A)

*(A.K. Bal)*  
29/10/18

G.M. (Mining) and Chairman, HAC

*T.K. Mitra*  
29/10/18

Sr. Manager (Fin)/HOD (Fin)

*Subrata Kundu*  
29/10/18

Sr. Manager (Mining)

Put up to RD, RI-I for kind perusal and approval please.

*As recommended*

*RD, RI-I*  
*29/10/18*

HOD (C) / HOD (M) / Chairman, HAC