

Selection Process to be followed in implementation of CGIT Award in ID 27/91 and SC Orders dated 18.03.2015 and 09.08.2016 in CA 6950/2009 and connected matters.

1. Pursuant to the Judgment dated 18th March, 2015, Corporation had already initiated the process of implementation of the said Judgment by publishing Notice dated 21/7/2015 in many leading daily newspapers across the country, inviting applications from the concerned workmen who were employed by LIC of India between 20.05.1985 and 04.03.1991 and satisfying the eligibility conditions for absorption as per the Award dated 18.06.2001.
2. The applications/bio-data received pursuant to the Notice dated 21/7/2015 pertaining to your Zonal Office are being sent separately. The process of implementation of the CGIT, New Delhi Award dated 18.06.2001 in ID No 27/1991, as decided by the Competent Authority, is as follows:-
 - I. The Zonal Manager to constitute a three member committee with an officer not below the cadre of Deputy Zonal Manager and two officers not below the cadre of Assistant Divisional Manager. The committee at the Zonal office will be responsible for proper implementation of the award as per the instructions of the Central Office, without any deviation.
 - II. To sort out the biodata/ applications based on the last place of temporary employment and send the biodata/ applications to the respective Divisions with the list of applicants pertaining to the Division in case the last place of temporary employment of the applicant belongs to some other Zonal Office, the biodata/ application must be forwarded to the said Zonal Manager of the concerned Zonal Office under intimation to Central Office.
 - III. The Sr. Divisional Manager(I/C) of the Division has to constitute a three member Screening Committee, as per Central Office Circular Ref: CO/PER/ER/ER-A/063/2014 dated 01.04.2014, with Officers not below the rank of Administrative Officer of which atleast one member shall be nominated by the Zonal Office (the ZO has to ensure that member had not worked earlier in the Division in any capacity)
 - IV. The Screening Committee at the Divisional Office has to verify the biodata/applications sent from CO with the list of names filed with CGIT and prepare a list of those candidates

whose names are appearing in both the list and who satisfy all the following conditions to be treated as eligible concerned workmen :-

- a) **Period of employment.** Engaged as temporary employee between 20.05.1985 and 04.03.1991 and completed 70 days in three calendar years in case of Class IV employees and 85 days in two calendar years in case of Class III employees.
 - b) They must have been **employed by following the procedure** under the LIC of India (Staff) Rules, 1960 or any other instructions issued by LIC from time to time.
 - c) They must have been the **petitioners before the CGIT**, (i.e.) their names were filed before the CGIT by the Association.
 - d) The Association was **an appellant before the Hon. Supreme Court of India**
 - e) The candidates submitted the biodata in response to our Notice dated 21.07.2015 and the applications were received on or before 21.08.2015 i.e. the last date for submission of the bio data.
 - f) The onus of proving the period of employment lies with the candidates. They have to **submit the necessary documents such as appointment letter, extension letter, relieving letter.**
 - g) The candidates shall submit **an affidavit for non employment** after the period of service with LIC.
- V. The Divisional Office has to inform the candidates who fulfill conditions (a) to (e) above, shortlisted by Screening Committee, by sending letter, to submit the Original documents with self attested copies, along with Bio-Data form as per format in Annexure 8, duly filled and signed, and an Affidavit as per format in Annexure 9 duly filled and executed on stamp paper of appropriate value and duly notarised, on a specified date & time as approved by Sr. Divisional Manager (I/C), to prove they are the concerned workmen satisfying all the above mentioned conditions.
- VI. The Divisional Office must verify the submitted documents with the documents available with the office in respect of employment.
- VII. The Screening Committee has to verify the original documents and consider the details in the biodata form submitted afresh and ensure that the candidate is the concerned workmen who fulfills conditions (a) to (g), or not. All the members of the screening committee have to certify the same and attest the documents submitted by the candidate.

- VIII. The applicant who is/ was involved in any misconduct will neither be suitable nor be eligible for absorption.
- IX. While counting the working days of the concerned workmen for their eligibility the working days will not only include those days on which the workmen had actually worked but it will also include the days on which he is deemed to have worked. The workmen should be deemed to have worked on all days on which he was required to take extraordinary leave in lieu of casual leave or privilege leave, provided the workmen was eligible for CL/PL and the absence was treated as EOL.
- X. After verification of the documents, the screening committee shall submit the lists of eligible concerned workmen for absorption along-with the list of those applicants who were not found eligible, to the Senior Divisional Manager(in-charge) i.e. Appointing Authority.
- XI. The Appointing Authority shall publish the list of the shortlisted concerned workman eligible for absorption. The Appointing Authority shall also, after the successful medical examination to ensure that the candidate is physically and mentally fit for reporting to duty, issue appointment letter to those shortlisted concerned workman eligible for absorption who are aged less than 60 years of age, posting the eligible candidates to the offices depending upon the existing vacancies and needs of the Organization.
- XII. Benefits, including back wages, for the period of employment as temporary employee shall be worked out as on date of appointment for the duration of temporary employment. These benefits shall be processed by the end of six months from the present date of joining. Instructions in this regard shall be issued separately.
- XIII. For those candidates eligible for absorption, but attained the age of superannuation, the monetary benefits as mentioned above will be worked out as on the date of their attaining age of superannuation.
- XIV. From the date of reporting at the place of posting they will be governed by LIC of India (Staff) Rules, 1960.