



# e-Compendium

CVC / CIL / BCCL

Circulars & Guidelines

October, 2020



Compiled by:

**VIGILANCE DEPARTMENT**  
**BHARAT COKING COAL LIMITED**  
DHANBAD



राष्ट्रपति  
भारत गणतंत्र  
**PRESIDENT**  
**REPUBLIC OF INDIA**

**MESSAGE**

I am happy to know that the Central Vigilance Commission is observing Vigilance Awareness Week on the theme "सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat" (Vigilant India Prosperous India)" from 27th October to 2nd November 2020 which coincides with the birthday of Sardar Vallabhbhai Patel.

Corruption has been regarded as one of the foremost hindrance to national development and progress. We must strive to promote integrity and to combat corruption in all walks of life. It is our duty to be a vigilant citizen and prevent corruption of any form in the world around us.

I congratulate Central Vigilance Commission for promotion of systemic improvements and good practices. CVC has taken several proactive steps in disposal of cases in time bound manner. Administering Integrity Pledge and conducting workshops for sensitising on issues related to anti-corruption are appreciable steps in the right direction.

An effective and pro-active vigilance machinery can contribute towards improving the quality of governance. We must take this opportunity to renew our commitment to achieve the goals of promoting integrity, transparency and accountability in public life for a better future.

I extend my greetings to all those associated with the Central Vigilance Commission and wish the campaign every success.

  
(Ram Nath Kovind)

New Delhi  
October 19, 2020





भारत के उपराष्ट्रपति  
VICE-PRESIDENT OF INDIA

MESSAGE

I am happy to know that Vigilance Awareness Week is being observed by the Central Vigilance Commission (CVC) on the theme 'Satark Bharat, Samriddh Bharat' (Vigilant India, Prosperous India), from 27<sup>th</sup> October to 2<sup>nd</sup> November, 2020.

The social and economic progress of a society is not possible without combating the menace of corruption in the public life. A transparent and corruption free governance system is an essential tool for economic development and progress of a society or a country.

I am sure the public awareness campaign ran by the CVC during the Awareness Week every year sensitizes the public about the ill-effects of corruption and embolden them to adopt a fair system based on the principles of justice and equality in all walks of life.

Let us come together and take a pledge on this occasion to adopt a transparent and efficient work culture, free of corruption and nepotism in our day-to-day conduct and actions.

  
(M. Venkaiah Naidu)

New Delhi  
15<sup>th</sup> October, 2020.



सत्यमेव जयते

प्रधान मंत्री  
Prime Minister

MESSAGE

It is heartening to learn that the Central Vigilance Commission is observing Vigilance Awareness Week from 27<sup>th</sup> October to 2<sup>nd</sup> November 2020. This year's theme - '*Satark Bharat, Samriddh Bharat*' invokes collective alertness of all citizens for a strong and prosperous nation.

We are marching ahead with resoluteness to build a New India that is self-reliant, a nation that continuously expands its capabilities and focuses on skill acquisition. Our resolve is powered by people's participation.

Our vision of development is human-centric, one where the fruits of prosperity reach everyone in an equitable manner. This can be realized only when 130 crore Indians remain aware and vigilant and perform their duties and responsibilities as proud citizens.

In the last few years, we have repealed several outdated laws and simplified processes. We have been striving to utilize technology optimally to improve Ease of Living and enhance Ease of Doing Business.

We have worked tirelessly to remove corruption and punish the corrupt. In New India, there is no tolerance for corruption and no place for middlemen. It is imperative that vigilant citizens as equal partners strengthen the processes for effective delivery unto the last.

I am sure that the observance of the Vigilance Awareness Week will inspire people to rededicate themselves for the new work culture of transparency and responsibility. Let us collectively work towards making our nation more vigilant and prosperous.

Best wishes to the Central Vigilance Commission for its endeavours.

(Narendra Modi)

New Delhi

आश्विन 29, शक संवत् , 1942

21<sup>st</sup> October, 2020



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केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



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सं./No.....019/VGL/029.....

दिनांक / Dated..08.10.2020.....

**MESSAGE**

**Vigilance Awareness Week (27<sup>th</sup> October to 2<sup>nd</sup> November 2020)**

The Commission observes the Vigilance Awareness Week to emphasize the importance of integrity in public life. We are fully committed to implement the policy of "Zero Tolerance against Corruption".

"सतर्क भारत, समृद्ध भारत - Satark Bharat, Samriddh Bharat (Vigilant India, Prosperous India)" has been chosen as the theme this year. Development and progress of the nation takes place when individuals and organisations are vigilant in safeguarding integrity as a core value.

The Commission believes that citizens and organisations must look inwards at a time when the world is facing an unprecedented crisis. All organisations may focus on improvement of internal processes and activities during this year. Systemic improvements may be carried out to improve the delivery of public services in all organisations. Training and capacity building of staff is an important component supporting this objective. We have been encouraging organisations to implement these initiatives.

The Commission appeals to all citizens to actively work towards promotion of integrity in all aspects of life for the progress of the country.

(Sharad Kumar)  
Vigilance Commissioner

(Suresh N. Patel)  
Vigilance Commissioner

(Sanjay Kothari)  
Central Vigilance Commissioner

प्रमोद अग्रवाल  
अध्यक्ष-सह-प्रबंध निदेशक  
**Pramod Agrawal**  
Chairman-Cum-Managing Director



कोल इण्डिया लिमिटेड  
**COAL INDIA LIMITED**  
(A MAHARATNA COMPANY)  
A Govt. of India Enterprise  
"COAL BHAWAN"  
Premises No. 04 MAR, Plot No. AF-III  
Action Area-1A, New Town, Rajarhat  
Kolkata-700 156

### MESSAGE

I am happy to note that Coal India Limited and all of its subsidiary companies are observing Vigilance Awareness Week-2020 from 27<sup>th</sup> October to 2<sup>nd</sup> November 2020 under the aegis of Central Vigilance Commission.

This year's theme chosen by CVC "**Vigilant India - Prosperous India**" aptly symbolizes that for achieving overall prosperity to our organisations and to the nation, we need to be more vigilant in our day to day activities so as to preempt any scope for misdeeds and corruption.

Being the largest coal mining conglomerate of India, the Coal India family is shouldering the responsibility of providing the primary source of energy to the nation at affordable cost with due regard to environment and conservation. Coal is the prime mover of the national economy and a major contributor to the exchequer and national GDP.

A vigilant coal industry will enable transparent processes, diligent decision making, transparency, fairness and optimal costs. Vigilance Department plays a significant role in furthering the above causes by their continual efforts for system study and evaluation.

In recent times, CIL and subsidiaries have embarked on transformative paths by embracing several IT initiatives like IVTS etc, use of modern technology for coal/OB measurement, e-procurement and other measures to eliminate the potential vulnerabilities in the process flow. All Manuals, Rule Books and SoPs are being revisited to make them more effective and conducive to meet the challenges thrown by the changing times.

I take this opportunity to appreciate the efforts made by the Vigilance Division of CIL and subsidiaries in catalyzing this transformative process. Their contribution in minimization of Under-loading charges, implementation of IT measures, revision of Yellow Book and in various aspects of Quality management and development of host of system improvement suggestions are immense and acknowledged by all including CVC. It is learnt that in last three years, Vigilance of CIL and subsidiaries suggested 135 system improvement measures which were implemented by the management for the benefit of the company. This amply demonstrates the synergy of vigilance function with operations.

The enhanced thrust of the Vigilance Division on Preventive Vigilance efforts like systems study, Training of new recruits and mid-career executives on CVC developed modules on Preventive Vigilance and other activities aimed at preempting scope for wrong doings and creating conducive environment for bona-fide efforts is highly praise worthy.

I congratulate CVC and the Vigilance Division of CIL and all subsidiaries for their untiring endeavor and wish a great success in your efforts towards this cause.

  
(Pramod Agrawal)



**Gopal Singh**

*Chairman-Cum-Mg. Director*



**भारत कोकिंग कोल लिमिटेड**

(कोल इंडिया लिमिटेड का एक अंग)

**Bharat Coking Coal Limited**

**A Mini Ratna Company**

*(A Subsidiary of Coal India Ltd.)*

Koyla Bhawan, Koyla Nagar, Dhanbad-826005



Dated 21<sup>st</sup> Oct. 2020

### **M e s s a g e**

I am glad to know that Vigilance Department of BCCL is organising **"Vigilance Awareness Week"** from 27<sup>th</sup> October 2020 to 02<sup>nd</sup> November 2020 as per the directives of Central Vigilance Commission, the Apex Vigilance Institute of the Country. This year the theme is **"Satark Bharat, Samridh Bharat"**.

I am delighted to know that on this occasion the Vigilance Department, BCCL is going to publish **"e-Compendium of Circulars and Guidelines"**. I am sure, it will provide guiding light to BCCL employees towards working in just and transparent manner.

I wish the organisers every success.

( Gopal Singh )

कुमार अनिमेष, आई.आर.ए.एस.

**Kumar Animesh**

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer



भारत कोकिंग कोल लिमिटेड

**BHARAT COKING COAL LIMITED**

(A Mini Ratna Company)

Vigilance Department, Level – V,

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23<sup>rd</sup> October, 2020



## FROM THE CVO's DESK

It gives me immense pleasure to offer my greetings to the Vigilance Department of Bharat Coking Coal Limited as well as all the stakeholders of the Company on the eve of Vigilance Awareness Week (VAW)-2020.

Central Vigilance Commission is the apex integrity institution of the country which endeavours to promote integrity, transparency and accountability in public life. To pursue the purpose, Vigilance Awareness Week is celebrated every year at the end of October Month as per directive of Central Vigilance Commission. The vigilance week coincides with the birthday of Sardar Vallabhbhai Patel, who is known to be a man of high integrity.

This year also, the Vigilance Awareness Week 2020 is going to be observed from 27.10.2020 to 02.11.2020 as per directive of Central Vigilance Commission. The theme of Vigilance Awareness Week 2020 of this year is "Vigilant India, Prosperous India" / "सतर्क भारत समृद्ध भारत"

Observance of Vigilance Awareness Week every year is part of the multi-pronged approach of Vigilance Department to encourage all stakeholders to participate collectively in the prevention and fight against corruption as well as to raise public awareness regarding the existence, causes and threats posed by corruption.

To achieve a strong economic, social and political objective of the country, we need to make 'Honesty' as the way of life, where there is no place for corruption. If we remain 'Satark' every time then only we can be able to make a 'Samridh Bharat'. In fact, we need to make continuous efforts to weed out corruption from social, economic and political lives. In this way we will be able to build a stronger and prosperous India.

I am delighted to know that on the occasion of Vigilance Awareness Week 2020, the Vigilance Department is going to publish **e-Compendium 2020** for circulars and guidelines for promoting and dissemination of information through digital mode i.e. through organizational websites, social media etc. in view of the present Covid'19 restrictions.

Let us dedicate ourselves to the Prime Minister's mission of "Aatma Nirbhar Bharat" and make the "Vigilant India, Prosperous India" / "सतर्क भारत समृद्ध भारत" campaign in BCCL a grand success.

(Kumar Animesh)

Chief Vigilance Officer



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# **IMPORTANT CVC CIRCULARS**



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सं./No.....000/VGL/018...

14<sup>th</sup> August, 2020

दिनांक / Dated.....

Office Order No.08/08/2020

**Sub.: Adherence to time limits for investigation of complaints referred by the Commission to CVOs of Departments / Organisations - reg.**


**Ref. Commission's Office Order No.20/05/10 dated 19.05.2010.**

In terms of the powers under Section 8(1) (d) of CVC Act, 2003, the Commission seeks reports from Chief Vigilance Officers (CVOs) of Departments/Organisations on complaints received by the Commission. The CVOs are required to furnish investigation reports on such complaints within three months from the date of receipt of references from the Commission. The Commission observes that the Departments/Organisations do not adhere to the laid down time limits, due to which such matters are inordinately delayed, whereby timely action on complaints is not possible. Many a time, no valid reasons or justification is provided by the CVOs for such avoidable delays in reporting to the Commission.

2. The Commission on review of the existing instructions would reiterate that the prescribed time lines of three months should be strictly followed by the CVOs of Departments/Organisations. The CVOs should personally review all such complaints pending for investigation in the Organisations in the first week of every month and take necessary steps towards expediting/finalisation of reports and its processing.

3. In case, if it is not possible to complete the investigations and refer the matter to the Commission within three months, the CVO should seek extension of time stating the specific reasons/constraints in each case, within 15 days of receipt of reference from the Commission. Such requests from the CVO should be with the approval of the Secretary/CMD/Chief Executive of the Department/Organisation concerned as the case may be.

4. All CVOs should strictly adhere to the above guidelines and any instance of violation would be viewed seriously by the Commission.

  
(J. Vinod Kumar)  
Director

To: All Chief Vigilance Officers of Ministries / Departments/ CPSEs / PSBs / PSICs/ FIs / Autonomous Organisations / Local Bodies, etc.



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004/VGL/020(Pt.)

सं./No.....

दिनांक / Dated **13.08.2020**

Circular No.07/08/2020

**Sub.: Action taken by Chief Vigilance Officers (CVOs) on complaints sent for necessary action (NA) and updation of status in Complaint Management System application by CVOs.**

In terms of Complaint Handling Policy (CHP) of the Commission and Para 3.4.3 of Chapter-III of Vigilance Manual, 2017, complaints are sent to CVOs for necessary action through Complaint Monitoring System (CMS application). Though, no reply/report is required to be sent by the CVOs, however CVOs are required to examine and decide on such complaints within a period of one month from the date of receipt of complaint from the Commission, in terms of time limits prescribed by the Commission for various vigilance activities.

2. Further, it is also prescribed in Para 3.4.3 (c) of Vigilance Manual that, "Complaints referred to CVOs for necessary action must be referred back to the Commission for advice, if they have been investigated and a vigilance angle has come to notice against an officer falling under the jurisdiction of the Commission. If any such complaints are taken up for inquiry/ investigation by the CVO, the time limit of 12 weeks for completion of investigation and submission of report would apply. *Otherwise, such complaints require no further reference to the Commission and are to be disposed of by the Departments / Organisations themselves after taking necessary action. CVO should update the status of complaints sent for necessary action on the Commission's website*" (in CMS application).

3. It has been observed that majority of such complaints sent for necessary action are not examined timely and not updated regularly. The Commission has noted this issue with concern and accordingly, **all CVOs are advised to promptly update the status of action taken on each complaint sent for necessary action on Commission's Portal (i.e., portal.cvc.gov.in).**

(J.Vinod Kumar)  
Director

To,  
All Chief Vigilance Officers of Ministries / Departments / CPSUs / Public Sector Banks/Insurance Companies / Autonomous Organisations / Societies, etc.





सत्यमेव जयते

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CENTRAL VIGILANCE COMMISSION



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सं./No..... 015/VGL/091/463781

दिनांक / Dated... 20<sup>th</sup> October, 2020

Circular No.15/10/20

**Sub: Adoption of Integrity Pact – Revised Standard Operating Procedure-regarding.**

The Standard Operating Procedure for adoption of Integrity Pact in Govt. Departments / Organisations for procurement activities issued, vide Circular No.02/01/2017 dated 13.01.2017 has been amended as follows:

**Para 5.2**

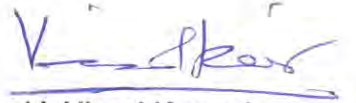
The choice of IEM should be restricted to officials from the government and public sector undertakings who have retired from **positions of the level of Secretary to the Government of India or equivalent pay scale. The officials retired as Chairman and Managing Director of Public Sector Undertakings - Schedule 'A' Companies and CMD/MD & CEO levels in Public Sector Banks, Insurance Companies and Financial Institutions should be at least Additional Secretary level or equivalent. Officers of the Armed Forces who have retired from the rank equivalent of General may also be considered for appointment.** Preference would be given to persons who have worked in any other sector, other than their own or have worked as CVO in any Organisation.

**Para 5.3**

For appointment as IEM, the Ministry/Department/ Organisation concerned has to forward a panel of suitable persons to the Commission, of those persons who are in the panel maintained by the Commission.

**Para 5.7**

The IEM would be appointed for a **period of three years** in an organization.

  
(J. Vinod Kumar)  
Director

1. All Secretaries of Ministries/Departments.
2. All CMDs/Heads of CPSUs/Public Sector Banks/Organisations.
3. All CVOs of Ministries/Departments/CPSUs/Public Sector Banks/ Orgns.



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सं./No. 98/DSP/09/461535

दिनांक / Date: 24<sup>th</sup> Sept., 2020

**Circular No. 12/09/20**

**Sub: Action on anonymous/pseudonymous complaints.**


**Ref. (i) DoPT's OM No.104/76/2011-AVD.I dated 18/10/2013 &  
18/06/2014.**

**(ii) Commission's Circular No.07/11/2014 dated 25/11/2014.**

Attention is invited to the DoPT's OM and the Commission's Circular mentioned above wherein it was prescribed that 'no action would be taken on anonymous/pseudonymous complaints' by Ministries/Departments/Organisations and such complaints should be filed.

2. The Commission has observed instances wherein some Departments/Organisations are taking cognizance of anonymous complaints, despite strict guidelines issued by DoPT and the CVC. Such non-compliance/violation of guidelines by the concerned authorities would be viewed seriously.

3. All CVOs/Administrative Authorities should ensure strict compliance to the above instructions.

  
(J. Vinod Kumar)  
Director

**To:**

All Secretaries of Ministries / Departments of GoI /CMDs/Chief Executives/Heads/CEOs of CPSEs / PSBs / PSICs / FIs / Autonomous Organisations, etc.

All Chief Vigilance Officers of Ministries/Departments/CPSEs/PSBs/PSICs/FIs/ Autonomous Organisations, etc.



**F.No.142/1/2019-AVD (IB)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

North Block, New Delhi  
Dated the 5<sup>th</sup> August, 2020

To

- 1. All Ministries/Departments of Government of India (As per standard list);**
- 2. The Chief Secretaries of all the State Governments;**
- 3. The Administrator of all Union Territories.**

**Sub: Circulation of Revised Check-List for forwarding the disciplinary proceedings proposals/cases to Department of Personnel & Training against IAS Officers under Single Window System prescribed vide OM No.142/16/2013-AVD – I dated 10th February 2014 — reg.**

Sir/Madam,

The Department of Personnel & Training (DoPT) deals with the disciplinary matters of the officers of the Indian Administrative Services (IAS), being their cadre controlling department. It receives the proposals for disciplinary proceedings against the IAS officers working in connection with the affairs of the State, from the State Government; and against the IAS officers working under various Ministries/Departments in the Central Government, from the Central Ministries/Departments of the Government of India; under the All India Services (Discipline & Appeal) Rules, 1969 and All India Services (Death-cum-Retirement Benefits) Rules, 1958. Besides, it is also entrusted with dealing with the Appeals/Memorials and Revision/Review under the said Rules.

2. It is the responsibility of the Disciplinary Authorities concerned to lead the departmental proceedings to their logical conclusion. Inordinate and inexplicable delay in conclusion of the disciplinary proceedings vitiates the proceedings and sometimes leads to litigations. This delay is mainly attributed to the documentary and procedural deficiencies and a lot of time is consumed in avoidable protracted correspondence with the State Government or the Ministry/Department concerned, for furnishing requisite documents/case-records or fulfilling the procedural deficiencies.

3. Accordingly, a proforma check list was prescribed vide this Department's OM No.142/16/2013-AVD.I dated 10<sup>th</sup> February 2014 for referring disciplinary proceedings proposals/cases against IAS officers to Department of Personnel & Training under Single Window System. However, pursuant to OM No. 39011/08/2016 – Estt. (B) dated 28<sup>th</sup> December 2018 and to align with the requirements prescribed for submission of cases to UPSC for referring the disciplinary cases to UPSC, it has been felt necessary to revise the checklists for submission of disciplinary proceedings proposals/ cases to DoPT for onward reference to UPSC for its statutory advice.



4. Therefore, it has now been decided to prescribe new checklists as per enclosed Appendices I & II in supersession of the checklists prescribed vide the Appendices to this Department's OM No.142/16/2013-AVD.I dated 10<sup>th</sup> February 2014.

5. Submission of a disciplinary cases against an IAS officer and requisite case records will be checked against these new checklists through the single window system in DoPT. Appendix I to be followed hereafter; has 4 different checklists catering to 4 different situations (as described in the following table) in which a proposal of disciplinary proceeding against an IAS officer is to be submitted to DOPT by the concerned State Government/ Central Ministry/Department. Appendix II contains list of documents and folders which need to be submitted while submitting the disciplinary case through Single Window System. Another Appendix III has been enclosed which contains the Model letters for forwarding the proposals to Government of India, for each of the 4 situations of Appendix I.

6. Therefore, it is requested to submit the proposals of disciplinary cases against IAS officers to DoPT as per the appropriate Appendix that may be applicable in light of the situation for the case at hand with following details to ensure proper submission of proposals by various State Governments/ /Ministries/Departments as per the requirement of UPSC.

Appendix	Details	
I(A)	Proforma /Checklist for forwarding disciplinary cases for imposition of penalty of cut in pension of IAS officers after retirement from service or for imposition of major penalties of compulsory retirement, removal or dismissal from service.	State Government/UT
1(B)	Proforma /Checklist for initiation of disciplinary cases under Rules 6(1) (b) (1) of the AIS (DCRB)Rules, 1958 against retired IAS officers-who are to be charge-sheeted after retirement from service- for according sanction of the Central Government	State Government/UT
1(C)	Proforma/Checklist for disagreement cases under Rule 11 of the AIS(D&A) Rules,1969 - for submission of cases of difference of opinion between a State Government and the Union Public Service Commission.	State Government/UT
1(D)	Proforma/Checklist for submission of proposals by the Ministries/Departments of the Government of India for initiation of disciplinary proceedings against IAS Officers working on Central Deputation.	Ministry/Department

7. Further, it is also expected that the complete reference is received in this Department at least six months (180 days) prior to the retirement of the charged officer for complete examination of the proposal. Wherever the time of submission of case to this Department is less than six months (180 days) from the date of retirement of the officer, cogent reasons justifying late submission of case to this Department are also required to be submitted.

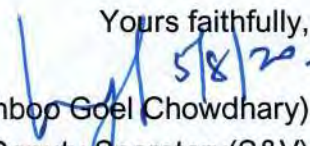


8. The operation of Single Window System requires the representatives of the State Government/Ministries/Departments of the Government of India seek prior appointment from concerned Under Secretary. During the appointed time, complete verification/ scrutiny of documents will be done and only such cases which are reckoned and found complete in all respects shall be accepted for processing. Cases found deficient vis-a-vis the mandated check-list will be returned therewith, and the case would not be deemed to have been received until it is received in complete form as per the check-list.

9. The State Governments/ Ministries/Departments of Government of India will be required to depute an officer not below the rank of the Under Secretary with his/her official seal and who is well conversant with the case to submit the records of the disciplinary case as per the check-list, in this Department. In the DoPT, Under Secretary (AVD-I.B), Room No.268B, North Block (through Gate No.4, Tele No. 011-2309-2298) will receive the Disciplinary cases referred to by the State Government and Under Secretary (AVD-I.C.I), Room No.270, North Block (through Gate No.4, Tele No.: 011-23092957) will receive the disciplinary cases referred to by the Ministries/Departments in Central Government from 11.00 a.m. to 1.00 p.m. and 2.30 to 4.00 p.m. on all working days.

10. Finally, Rule 6(1) (b)(ii) of AIS(DCRB) Rules,1958 stipulate time-limit for instituting disciplinary proceedings against a pensioner. Therefore, a proposal where time available for Disciplinary Authority for according sanction under said Rule is less than six months from the date of submission of the proposal to DoPT by Ministry/Department/State, the proposal will not be accepted on same day. In such case, DoPT would be afforded a time-limit of up to five working days to analyse the proposal before accepting or returning in case there is requirement of any information/clarification /document.

11. It is requested that the above instructions are strictly followed with immediate effect while submitting the proposals of disciplinary proceedings against IAS officers, with a view to streamline and expedite the processing.

Yours faithfully,  
  
(Khushboo Goel Chowdhary)  
Deputy Secretary(S&V)  
Tel. No. 011-23092483

Enclosure:

- a) Appendix — I
- b) Appendix — II
- c) Appendix — III

Copy to Sr. Technical Director, NIC for uploading on the website.



**Proforma/Check List for forwarding disciplinary cases for imposition of penalty of cut in pension of IAS officers after retirement from service or for imposition of major penalties of compulsory retirement, removal or dismissal from service to DoP&T**

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**PART I: SERVICE AND OTHER RELATED PARTICULARS:**

S. No.	Contents		Particulars	Document name and page no.
(i)	(ii)		(iii)	(iv)
<b>DETAILS OF CHARGED OFFICER</b>				
1.	(i)	Name		N/A
	(ii)	Batch		N/A
	(iii)	Cadre:		N/A
<b>TYPE OF EMPLOYMENT</b>				
2.	(i)	Whether temporary/ permanent/ contract service/on probation:		N/A
	(ii)	If confirmed, date of confirmation:		N/A
<b>DETAILS OF POST HELD</b>				
3.	Post held at the time of alleged misdemeanor :-			
	Post held at the time of retirement (for retired officers) :- {please mention the name of Department/ Ministry also}			
	If serving, details of post held at present: -			
		Designation:		N/A
	(i)	Pay Level in the pay matrix (indicating pay index, etc.):		N/A
	(ii)	Pay drawn:		N/A
	(iii)	Date from which pay shown against 3(ii) drawn:		N/A
	(iv)	Date of next increment, if applicable:		N/A
4.	The next lower post (along with pay level in the pay matrix), the officer would have held but for his appointment to the present post he is holding, if CO is in service:			N/A
5.	Date of Birth:			N/A
6.	<b>DATE OF JOINING SERVICE</b>			
	(i)	As an IAS officer:		N/A
	(ii)	Other services (specify):		N/A
7.	<b>DETAILS OF RETIREMENT</b>			
	Due date of retirement:			N/A
	Actual date of retirement, if already retired:			N/A

DETAILS OF PENSION AND GRATUITY				
8.	(i)	Amount of monthly pension admissible/sanctioned (amount /copy of the order):		Sanction Order Page __ to _____
	(ii)	a) Amount of gratuity admissible (in respect of disciplinary proceedings initiated during service):		N/A
		b) Amount of gratuity withheld, if any (for disciplinary proceedings continued after retirement)		N/A
9.	(i)	Appointing authority in respect of the post held at present, or the authority which actually appointed the person:		N/A
	(ii)	Appointing authority in respect of the post held at the time of alleged misdemeanor :		N/A
	(iii)	Authority competent to impose the penalty in respect of the post held at present:		N/A
	(iv)	Appellate Authority in respect of the post held at present:		N/A
ORAL INQUIRY				
10.	(i)	Whether an oral inquiry, if required under the rules has been held:		N/A
		If yes, then copy of report of oral inquiry	N/A	Page __ to
	(ii)	If yes, then Rules invoked for conducting oral inquiry:		N/A
	(iii)	Whether the oral inquiry has also examined MoS:		N/A
	(iv)	If yes, name and designation (if serving) of Inquiry Officer (who submits the inquiry report), appointed, if any, along with contact details:		N/A

**PART II: DETAILS OF CASE RECORDS:**

(All the records are required to be **arranged, cross-referenced** and authenticated, in the order indexed below (**page numbers of the file/folders** to be indicated against each item.).

	Item	Reference/comments	Document name and page no.
(i)	(ii)	(iii)	(iv)
(A)	<b><u>ORIGINAL CASES:</u></b> (Where the Central Government or the State Government is the Disciplinary Authority and an order of penalty is to be passed for the first time within the competence of Central Government u/r 7(2) of the AIS (D&A) Rules, 1969).		
	(i)	If any complaint has been received by the authorities, following details of complaint be provided:	
		a) Copy of complaint	N/ A
		b) Date of complaint	Page __ to__
		c) Name of the complainant	N/ A
		d) Gist of the complaint	N/ A
		e) Whether complainant has requested to not to disclose his identity	N/ A
		f) Specify no. of pages in the complaint	N/ A
		g) Authenticated translation of complaint if it is in regional language along with their authenticated/original version in regional language:	N/ A
			Page __ to__
	(ii)	Details of the preliminary enquiry, if any, held in the matter leading to the institution of formal disciplinary proceedings against the C.O. (together with Depositions recorded& approval of the Competent Authority):	
		(a) Name of the complainant	N/ A
		(b) Gist of the complaint	N/ A
		(c) Copy of complete report of the preliminary enquiry	N/ A
			Page __ to__
	(iii)	(a) Copy of order(s) of suspension, if any, with complete details of duration :	Page __ to__
		(b) Date of revocation of suspension, if any,	N/ A
		(c) Copy of order of revocation of suspension, if any:	Page __ to
	(iv)	Order, if any, of the Competent Authority for joint/common proceedings where two or more Govt. servants are involved:	Page __ to__
	(v)	(a) Charge sheet together with the statement of imputations along with all enclosures:-	Page __ to__



		(b) Number of charges		N/ A
		(c) Summary of each article of charge (not more than 100 words)		N/ A
		(d) Records of delivery of charge sheet to the charged officer:		Page __ to ____
		(e) Whether the charge sheet issued as per the Rules (description of Rule under which Charge sheet has been issued may be provided):		N/ A
	(vi)	(a) Copy of the reply of the Charged Officer to the charge sheet	N/ A	Page __ to ____
		(b) Summary of reply of the Charged Officer to the charge sheet:		N/ A
	(vii)	A note from the Disciplinary Authority explaining the factual or procedural points, if any, raised in the Charged Officer's reply in minor penalty cases where no enquiry has been held:		Page __ to ____
	(viii)	(a) Details of order of the Disciplinary Authority appointing the Inquiry Officer		N/ A
		(b) Copy of the order:	N/ A	Page __ to ____
	(ix)	(a) Details of order of the Disciplinary Authority appointing the Presenting Officer		N/ A
		(b) Copy of the order:	N/ A	Page __ to ____
	(x)	Daily Order sheet maintained by the Inquiry Officer, indicating the progress of oral inquiry (duly signed by the participants present i.e. I.O., C.O., & P.O.):	N/ A	Page __ to ____
	(xi)	Copy of correspondence of the Inquiry Officer, if any, with the disciplinary Authority or the Charged Officer	N/ A	Page __ to ____
	(xii)	(a) Copies of Depositions-oral statements, recorded:-	N/ A	Page __ to ____
		(b) Details of Prosecution witnesses:		N/ A
		(c) Details of Defense witnesses: (Name, Designation, Government / Private person)		N/ A
		(c) Copy of Statements of defence of the Charged Officer	N/ A	Page __ to ____
		(d) Summary of statement of defence of the Charged Officer :		N/ A
		(e) Whether <b>General examination of the charged officer in accordance with Rule 8 (19) of the AIS (D&amp;A)</b>		Reference of the General Examination

		<b>Rules, 1969</b> has been conducted? If yes, the details and its reference in the proposal of the State Government)		Page __ to____
		(f)Whether copies of relevant documents have been supplied to the Charged officer: (If yes, the number of documents and brief description of each document may be submitted)		N/ A
		(g)Exhibits:- (aa) Prosecution: (the number of documents and brief description of each document may be submitted)		N/ A
		(bb) Defence: (the number of documents and brief description of each document may be submitted)		N/ A
(xiii)	(a)Written brief, if any, submitted by the Presenting Officer	N/ A		Page __ to____
	(b) Summary of the brief submitted by the Presenting Officer:			N/ A
	(c)Whether a copy of brief of Presenting Officer supplied to the Charged Officer:			N/ A
(xiv)	(a) Written brief, if any, submitted by the Charged officer	N/ A		Page __ to____
	(b) Summary of the brief submitted by the Charged officer:			N/ A
(xv)	a) Inquiry Officer's report (along with enclosures/Relied Upon Documents):			Page __ to____
	b) Summary of the Inquiry Officer's report			N/ A
<b>PROCESSING OF INQUIRY OFFICER'S REPORT BY STATE DISCIPLINARY AUTHORITY/ MINISTRY /DEPARTMENT:</b>				
(xvi)	(a) Whether Inquiry Officer's report provided to the charged officer: (Details of communication in this regard vide which Inquiry Officer's report has been provided to the charged officer may be furnished along with its copy of the communication )			Page __ to____
	(b)Whether disagreement of the Disciplinary Authority, if any, on the report of the Inquiry Officer, communicated to the Charged			Page __ to____

		Officer. If yes, copy of the communication		
		(c) Representation of the Charged Officer, on the findings of the Inquiry Officer and on the disagreement note:		Page __ to__
		(d) Para-wise comments of the Disciplinary Authority on the representation of the Charged Officer (The comments should not be in brief or general in nature, it should be a point-to-point reply on each para of the representation of the CO):		Page __ to__
	(xvii)	Whether the disciplinary authority has considered the merits of the case and come to the conclusion that a formal penalty is called for (copy of the entire note sheet from initiation of the penalty proposal after representation of the CO to final approval of the SDA):		
	(xviii)	In cases of major penalty, following information may also be provided: (a) Whether the case is being submitted at least 180 days prior to the date of retirement: Note: No case before 60 days of retirement for serving employees will be accepted unless the disciplinary process initiated before 6 months from date of proposal of the State Government) (b) If not, the reasons for late submission of the case may be indicated:		
	(xix)	Penalty proposed by the SDA: Date on which proposal approved by the SDA		

\*Indicate references in terms of page numbers, file numbers folders etc. Do not leave any column blank; if a document is not enclosed indicate reasons.

	Item	Reference/ comments	Document name and page no.
(i)	(ii)	(iii)	(iv)
(B)	<b><u>CONVICTION CASES:</u></b> (Where any penalty is to be imposed on a Government servant on the ground of conduct which has led to his conviction on a criminal charge) (In these cases all the available documents listed in (A) should also be sent)		



	(i)	Complaint/F.I.R.: If any complaint has been received by the Authorities, following details of complaint be provided:-		
		(a) Copy of complaint		Page ____ to ____
		(b) Date of complaint		N/A
		(c) Name of the complainant		N/A
		(d) Gist of the complaint		N/A
		(e) Specify no. of pages in the complaint		N/A
		(f) Whether complainant has requested to not to disclose his identity		N/A
	(ii)	(a) Copy of Investigation Report	N/A	Page ____ to ____
		(b) Summary of the Investigation Report		N/A
	(iii)	(a) copy of Judgment of the Court	N/A	Page ____ to ____
		(b) Summary of the Judgment of the Court		N/A
	(iv)	(a) Show Cause notice issued to the Government servant (The Show Cause Notice should tentatively propose imposition of the penalty of highest grade i.e.; dismissal from service which shall ordinarily be a disqualification for future employment under the Government/withholding of hundred percent of pension and gratuity in full on permanent basis, as the case may be):		Page ____ to ____
		(b) Summary of the Show Cause Notice:		N/A
	(v)	Record of delivery of show-cause notice	N/A	Page ____ to ____
	(vi)	(a) Representation of the Government Servant on the Show Cause Notice	N/A	Page ____ to ____
		(b) Summary of the representation of the Government Servant on the Show Cause Notice		N/A
	(vii)	Comments of the DA on the representation of Government Servant (The comments should not be in brief or general in nature, it should be a point-to-point reply on each para of the representation of the CO):		Page ____ to ____
	(viii)	Whether the disciplinary authority has considered the merits of the case and come the conclusion that a formal penalty is called for on the ground of conduct which has led to the conviction of the Government servant on a criminal charge:		N/A

	Item	Reference/comments	Document name and page no.
(i)	(ii)	(iii)	(iv)
(C)	<b><u>APPEAL CASES:</u></b> (Where the order of penalty has been passed by a subordinate authority and an appeal lies to the president) (In these cases all the documents listed in (A) should also be sent)		
	(i) Order passed by the Disciplinary Authority together with a note, if any, containing the conclusion arrived at by his in respect of each charge:		Page ____ to ____
	(ii) (a) Copy of the appeal of the officer concerned:	N/A	Page ____ to ____
	(b) Summary of the appeal of the officer concerned:		N/A
	(iii) Whether appeal has been addressed to the competent authority:		N/A
	(iv) Comments of the disciplinary authority on the appeal including clarification on procedural points, if any, raised by the appellant:		N/A

	Item	Reference/comments	Document name and page no.
(i)	(ii)	(iii)	(iv)
(D)	<b><u>REVISION/REVIEW CASES:</u></b> Item		
		Reference/comments	Document name and page no.
	(i) Whether appeal addressed to the President of India or to some subordinate authorities: (Where the Appellate Authority is subordinate to the President and modification of the appellate order is sought by way of revision/review or where the President has passed the original order) (In these cases, all the documents listed in (A) and (C) should also be sent)		
	(ii) Whether the approval of the Competent authority obtained before referring the Case for Commission's advice:		N/A
	(iii) Appellate Authority's order/President's order:		Page ____ to ____
	(iv) Petition/Memorial submitted by the officer, along with its summary:		Page ____ to ____
	(v) Note indicating the Reviewing Authority's findings on the charges, detailing the reasons warranting modification of the		N/A

		penalty already imposed and the extent of such modification:		
	(vi)	Additional comments on the procedural or factual points, if any, raised in petition:		Page ____ to ____

	Item	Reference/com ments	Document name and page no.
(i)	(ii)	(iii)	(iv)
(E)	<b><u>PENSION CASES:</u></b> (Where the President proposes to withhold or withdraw pension otherwise admissible to the officer as a result of disciplinary proceedings instituted during his service/ deemed to continue in respect of an officer who has retire from service)  (In these cases, all the documents listed in (A) should also be sent)		
	(i)	Order of the president, if any, that the disciplinary proceedings should be instituted/continued under the relevant pension rules:	Page __ to ____
	(ii)	Show Cause Notice issued to the officer indicating precisely the quantum of cut proposed to be made in his pension and the period for which it shall be operative:	Page __ to ____
		Summary of the Show Cause Notice	N/ A
	(iii)	Reply of the officer to the aforesaid notice	Page __ to ____
		Summary of the reply of the officer to the aforesaid notice:	N/ A
	(iv)	Comments on factual or procedural points raised by the officer in his reply:	N/ A
	(v)	Approval of the President to the effect that the pensioner is found guilty of grave misconduct or negligence warranting withholding/withdrawing of pension and/or gratuity or recovery from a pension or gratuity:	Page __ to ____

#### **PART-IV: GENERAL:**

	Item	Reference/co mments	Document name and page no.
(i)	(ii)	(iii)	(iv)
(F)	(i)	Miscellaneous documents regarding evidence such as the exhibits, statements, etc. referred to in (A) to (B) and extracts of relevant Rules, Codes, Manuals, Acts, Judgments etc.:	Page __ to ____

(ii)	Information/Position of disciplinary Proceedings Instituted against other co-accused officers:		N/A
(iii)	Information/Position of action instituted against persons/officials (other than government servants) involved in the case, if any;		N/A
(iv)	Whether complete and up-to-date confidential roll of the officer has been enclosed:		Page __ to____
(v)	Details of other disciplinary case (s) instituted against the government servant and the penalty imposed, if any;		N/A
(vi)	Present status of pending court cases, if any, along with the next date of hearing.		N/A
(vii)	Authenticated translation of documents which are in regional language along with their authenticated/original version in regional language:	N/A	Page __ to____
(viii)	Documents relating to the procedure of prescribed Complaints Committee on sexual harassment to be followed in relevant cases:	N/A	Page __ to____
(ix)	Priority indication, if the charged officer is due to retire in near future or any court case/directions are involved in the matter:		N/A
(x)	Document checklist as circulated by DOP&T is enclosed:	N/A	Page __ to____

\* SDA = State Disciplinary Authority.

Date :-

Signature:\_\_\_\_\_

Name in Block letters of Officer signing this statement:

Designation:

**(Not below the rank of Secretary in the State Government)**

Telephone No.:

**Appendix - I (B)**

**Proforma/Check List for initiation of disciplinary case under Rule 6(1) (b) (i) of the AIS (DCRB) Rules, 1958 against retired IAS officers-who are to be charge-sheeted after retirement from service to DOPT for according sanction of the Central Government**

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**PART I: SERVICE AND RELATED PARTICULARS:**

S. No.	Contents	Particulars	Document name and page no.
(i)	(ii)	(iii)	(iv)
1.	Name of charged officer, Batch, Cadre:		N/A
2.	Date of Birth:		N/A
3.	Date of superannuation:		N/A
4.	Post held at the time of retirement:		
	(a) Designation: {please mention the name of Department, Ministry also}		N/A
	(b) Amount of monthly pension admissible/sanctioned (amount/copy of the order):		Sanction Order Page __ to ____

**PART II: DETAILS OF CASE RECORDS:**

(All the records are required to be **arranged, cross-referenced** and authenticated, in the order indexed below (**page numbers of the file/folders** to be indicated against each item).

S. No.	Contents	Particulars	Document name and page no.
(i)	(ii)	(iii)	(iv)
(A)	(a) (i) Copy of Complaint or Vigilance Report or Departmental enquiry Report etc. Further, if any complaint has been received by the Authorities, following details of complaint be provided:		Page __ to ____
	i. Date of complaint		N/A
	ii. Name of the complainant		N/A
	iii. Gist of the complaint		N/A
	iv. Whether complainant has requested to not to disclose his identity		N/A



		v. Specify no. of pages in the complaint		N/A
		vi. Authenticated translation of complaint if it is in regional language along with its authenticated/original version in regional language:		Page __ to _____
		(ii) Cause of action along with category of complaints (Corruption, Embezzlement, Sexual Harassment, Lack of devotion to duty/integrity, Lack of supervision, any others) and under which rule (rules violated according to AIS (D&A) Rules, 1969) the proceedings to be initiated:		N/A
	(b)	Details of the preliminary enquiry, if any, held in the matter leading to the institution of formal disciplinary proceedings against the C.O. (together with Depositions recorded & approval of the Competent Authority):		N/A
		i. Date of order of preliminary enquiry		N/A
		ii. Date of report		N/A
		iii. Copy of complete report	N/A	Page __ to _____
	(c)	(i) Date/Dates/Period of misconduct :		N/A
		(ii) Whether the Date/Dates/Period of misconduct is within the time-limit as prescribed in Rule 6 (1) (b) (ii) of the AIS (DCRB) Rules, 1958:		N/A
	(d)	Ministry/Department/Organization where misconduct occurred:		N/A
(B)	(a)	Show Cause notice issued to the Government servant (The Show Cause Notice should tentatively propose imposition of the penalty of highest grade i.e.; withholding of hundred percent of pension and gratuity in full on permanent basis, as the case may be):	N/A	Page __ to _____
	(b)	Record of delivery of show-cause notice:	N/A	Page __ to _____
	(c)	Representation of the Government Servant on the Show Cause Notice	N/A	Page __ to _____

		Summary of representation of the Government Servant on the Show Cause Notice:		N/A
	(d)	Comments of the DA on the representation of Government Servant (The comments should not be in brief or general in nature, it should be a point-to-point reply on each para of the representation of the CO):		N/A
	(e)	Whether the disciplinary authority has considered the merits of the case and come to the conclusion that a formal penalty is called for:		N/A

## **PART II: DETAILS OF DRAFT CHARGE SHEET & APPROVAL OF SDA:**

(C)	(a)	(i) Draft Charge Sheet containing Articles of Charges in clear and definite terms together with the statement of imputations		Page ____ to ____
		(ii) Number of charges		N/A
		(iii) Summary of each article of charge (not more than 100 words)		N/A
	(b)	List of relied upon documents - original/certified copies each document with pages duly numbered:		Page ____ to ____
	(c)	List of Witnesses, if any:		N/A
	(d)	Copy of note conveying approval of the Minister-in-Charge (copy of the entire note sheet from the initiation of the disciplinary proceedings proposal after representation of the CO to final approval of the SDA):		N/A

## **PART III: GENERAL**

(D)	(a)	Information/Position of disciplinary Proceedings Instituted against other co-accused officers:		N/A
	(b)	Information/Position of action instituted against persons/officials (other than government servants) involved in the case, if any;		N/A

	(c)	Whether complete and up-to-date confidential roll of the officer has been enclosed:		Page __ to _____
(E)	(a)	Details of other disciplinary case (s) instituted against the government servant and the penalty imposed, if any;		N/A
	(b)	Present status of pending court cases, if any, along with the next date of hearing.		N/A
	(c)	Authenticated translation of documents which are in regional language along with their authenticated/original version in regional language:	N/A	Page __ to _____
	(d)	Priority indication, if the matter involves any court case/directions:		N/A
	(e)	Document checklist as circulated by DOP&T is enclosed:		N/A

\* SDA = State Disciplinary Authority.

Dated:

Signature:\_\_\_\_\_

Name in Block letters of Officer signing this statement:

Designation:

**(Not below the rank of Secretary in the State Government)**

Telephone No.:

**Proforma/Check List for disagreement cases under Rule 11 of the AIS (D&A)  
Rules, 1969 against retired IAS officers serving in the State Government to DOPT  
for according sanction of the Central Government**

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**PART I: SERVICE AND OTHER RELATED PARTICULARS:**

S. No.	Contents		Particulars	Document name and page no.
(i)	(ii)		(iii)	(iv)
1.	Name of Charged Officer, Batch, Cadre:			N/A
2.	(i)	Whether temporary/permanent/contract service/on probation:		N/A
	(ii)	If confirmed, date of confirmation:		N/A
3.	Post held at the time of alleged misdemeanor :- Post held at present:- Post held at the time of retirement(for retired officers) :- {please mention the name of Department, Ministry also}			
		Designation:		N/A
	(i)	Pay Level in the pay matrix (indicating pay index, etc.):		N/A
	(ii)	Pay drawn:		N/A
	(iii)	Date from which pay shown against 3(ii) drawn:		N/A
	(iv)	Date of next increment, if applicable:		N/A
4.	The next lower post (along with pay level in the pay matrix), the officer would have held but for his appointment to the present post he is holding, if CO is in service:			N/A
5.	Date of Birth:			N/A
6.	Date of joining Govt. Service:			N/A
	(i)	As an IAS officer:	(i)	
	(ii)	Other services (specify):	(ii)	
7.	(i) Due date of retirement:		(i)	N/A
	(ii) Actual date of retirement, if already retired:		(ii)	
8.	(i)	Amount of monthly pension admissible/sanctioned (amount /copy of the order):		Sanction Order Page __ to ____
	(ii)	a) Amount of gratuity admissible (in respect of disciplinary proceedings initiated during service):		N/A
		b) Amount of gratuity withheld, if any (for disciplinary proceedings continued after retirement)		N/A

9.	(i)	Appointing authority in respect of the post held at present, or the authority which actually appointed the person:		N/A
	(ii)	Appointing authority in respect of the post held at the time of alleged misdemeanor :		N/A
	(iii)	Authority competent to impose the penalty in respect of the post held at present:		N/A
	(iv)	Appellate authority in respect of the post held at present:		N/A
<b>ORAL INQUIRY</b>				
10.	(i)	Whether an oral inquiry, if required under the rules has been held:		N/A
		If yes, then copy of report of oral inquiry	N/A	Page __ to
	(ii)	If yes, then Rules invoked for conducting oral inquiry:		N/A
	(iii)	Whether the oral inquiry has also examined MoS:		N/A
	(iv)	If yes, name and designation (if serving) of Inquiry Officer (who submits the inquiry report), appointed, if any, along with contact details:		N/A

## **PART II: DETAILS OF CASE RECORDS:**

(All the records are required to be **arranged, cross-referenced** and authenticated, in the order indexed below (**page numbers of the file/folders** to be indicated against each item).

	Item	Reference/comments	Document name and page no.
(i)	(ii)	(iii)	(iv)
(A)	<b>ORIGINAL CASES:</b> (Where the Central Government or the State Government is the Disciplinary Authority and an order of penalty is to be passed for the first time within the competence of Central Government u/r 7(2) of the AIS (D&A) Rules, 1969).		
	(i)	If any complaint has been received by the authorities, following details of complaint be provided:	
		a) Copy of complaint	N/A
		b) Date of complaint	Page __ to __
		c) Name of the complainant	N/A
		d) Gist of the complaint	N/A
		e) Whether complainant has requested to not to disclose his identity	N/A



	f) Specify no. of pages in the complaint		N/A
	g) Authenticated translation of complaint if it is in regional language along with their authenticated/original version in regional language:		Page __ to__
(ii)	Details of the preliminary enquiry, if any, held in the matter leading to the institution of formal disciplinary proceedings against the C.O. (together with Depositions recorded& approval of the Competent Authority):		
	(a) Name of the complainant		N/A
	(b) Gist of the complaint		N/A
	(c) Copy of complete report of the preliminary enquiry	N/A	Page __ to__
(iii)	(a) Copy of order(s) of suspension, if any, with complete details of duration :		Page __ to__
	(b) Date of revocation of suspension, if any,		N/A
	(c) Copy of order of revocation of suspension, if any:		Page __ to
(iv)	Order, if any, of the Competent Authority for joint/common proceedings where two or more Govt. servants are involved:		Page __ to__
(v)	(a) Charge sheet together with the statement of imputations along with all enclosures:-		Page __ to__
	(b) Number of charges		N/A
	(c) Summary of each article of charge (not more than 100 words)		N/A
	(d) Records of delivery of charge sheet to the charged officer:		Page __ to__
	(e) Whether the charge sheet issued as per the Rules ( description of Rule under which Charge sheet has been issued may be provided):		N/A
(vi)	(a) Copy of the reply of the Charged Officer to the charge sheet	N/A	Page __ to__
	(b) Summary of reply of the Charged Officer to the charge sheet:		N/A
(vii)	A note from the Disciplinary Authority explaining the factual or procedural points, if any, raised in the Charged Officer's reply in minor penalty cases where no enquiry has been held:		Page __ to__
(viii)	(a) Details of order of the Disciplinary Authority appointing		N/A

		the Inquiry Officer		
		(b) Copy of the order:	N/A	Page __ to ____
	(ix)	(a) Details of order of the Disciplinary Authority appointing the Presenting Officer		N/A
		(b) Copy of the order:	N/A	Page __ to ____
	(x)	Daily Order sheet maintained by the Inquiry Officer, indicating the progress of oral inquiry (duly signed by the participants present i.e. I.O., C.O., & P.O.):	N/A	Page __ to ____
	(xi)	Copy of Correspondence of the Inquiry officer, if any, with the disciplinary Authority or the Charged Officer	N/A	Page __ to ____
	(xii)	(a) Copies of Depositions-oral statements, recorded :-	N/A	Page __ to ____
		(b) Details of Prosecution witnesses:		N/A
		(c) Details of Defense witnesses: (Name, Designation, Government /Private person)		N/A
		(c) Copy of Statements of defence of the Charged Officer	N/A	Page __ to ____
		(d) Summary of statement of defence of the Charged Officer :		N/A
		(e) Whether <b>General examination of the charged officer in accordance with Rule 8 (19) of the AIS (D&amp;A) Rules, 1969</b> ha been conducted? If yes, the details and its reference in the proposal of the State Government)		Reference of the General Examination Page __ to ____
		(f) Whether copies of relevant documents have been supplied to the Charged officer: (If yes, the number of documents and brief description of each document may be submitted)		N/A
		(g) Exhibits:- (aa) Prosecution: (the number of documents and brief description of each document may be submitted)		N/A
		(bb) Defence: (the number of documents and brief description of each document may be submitted)		N/A
	(xiii)	(a) Written brief, if any, submitted by the Presenting Officer	N/A	Page __ to ____

	(b) Summary of the brief submitted by the Presenting Officer:		N/A
	(c) Whether a copy of brief of Presenting Officer supplied to the Charged Officer:		N/A
(xiv)	(a) Written brief, if any, submitted by the Charged officer	N/A	Page __ to____
	(b) Summary of the brief submitted by the Charged officer:		N/A
(xv)	a) Inquiry Officer's report (along with enclosures/Relied Upon Documents):		Page __ to____
	b) Summary of the Inquiry Officer's report		N/A
<b>PROCESSING OF INQUIRY OFFICER'S REPORT BY STATE DISCIPLINARY AUTHORITY/MINISTRY/DEPARTMENT</b>			
(xvi)	(a) Whether Inquiry Officer's report provided to the charged officer: (Details of communication in this regard vide which Inquiry Officer's report has been provided to the charged officer may be furnished along with its copy of the communication )		Page __ to____
	(b) Whether disagreement of the Disciplinary Authority, if any, on the report of the Inquiry Officer, communicated to the Charged Officer. If yes, copy of the communication		Page __ to____
	(c) Representation of the Charged Officer, on the findings of the Inquiry Officer and on the disagreement note:		Page __ to____
	(d) Para-wise comments of the Disciplinary Authority on the representation of the Charged Officer (The comments should not be in brief or general in nature, it should be a point-to-point reply on each para of the representation of the CO):		Page __ to____
(xvii)	Whether the disciplinary authority has considered the merits of the case and come to the conclusion that a formal penalty is called for (copy of the entire note sheet from initiation of the penalty proposal after representation of the CO to final approval of the SDA):		
(xviii)	In cases of major penalty, following		

		<p>information may also be provided:</p> <p>(a) Whether the case is being submitted at least 180 days prior to the date of retirement: Note: No case before 60 days of retirement for serving employees will be accepted unless the disciplinary process initiated before 6 months from date of proposal of the State Government)</p> <p>(b) If not, the reasons for late submission of the case may be indicated:</p>		
	(xix)	<p>Penalty proposed by the SDA:</p> <p>Date on which proposal approved by the SDA</p>		

\*Indicate references in terms of page numbers, file numbers folders etc. Do not leave any column blank; if a document is not enclosed indicate reasons.

**PART-III: UPSC'S advice and reasons for disagreement with UPSC's advice:**

S. No.	Contents		Details	Document name and page no.
(i)	(ii)		(iii)	(iv)
(B)	(a)	Advice of UPSC:		Page __ to__
		Summary of advice of UPSC		
	(b)	Disagreement note of the SDA:		N/A
		Summary of disagreement note of the SDA:		N/A
	(c)	Forwarding of the UPSC advice along with the disagreement note of the SDA to CO:		N/A
	(d)	Representation of CO:		Page __ to__
		Summary of representation of CO:		
	(e)	Para-wise comments of the Disciplinary Authority on the representation of the Charged Officer (The comments should not be in brief or general in nature, it should be a point-to-point reply on each para of the representation of the CO):		N/A
	(f)	Final proposal of SDA:		N/A

**PART-IV: GENERAL:**

(F)	(a)	Miscellaneous documents regarding evidence such as the exhibits, statements, etc. referred to in (A) to (B) and extracts of relevant Rules, Codes, Manuals, Acts, Judgments etc.:		Page __ to__
	(b)	Information/Position of disciplinary Proceedings Instituted against other co-accused officers:		N/A

(c)	Information/Position of action instituted against persons/officials (other than government servants) involved in the case, if any;		N/A
(d)	Whether complete and up-to-date confidential roll of the officer has been enclosed:		Page __ to____
(e)	Details of other disciplinary case (s) instituted against the government servant and the penalty imposed, if any;		N/A
(f)	Present status of pending court cases, if any, along with the next date of hearing.		N/A
(g)	Authenticated translation of documents which are in regional language along with their authenticated/original version in regional language:		Page __ to____
(h)	Documents relating to the procedure of prescribed Complaints Committee on sexual harassment to be followed in relevant cases:		Page __ to____
(i)	Priority indication, if the charged officer is due to retire in near future or any court case/directions are involved in the matter:		N/A
(j)	Document checklist as circulated by DOP&T is enclosed:		N/A

\* SDA = State Disciplinary Authority.

Signature: \_\_\_\_\_

Name in Block letters of Officer signing  
this statement:

Designation: **Not below the rank of  
Secretary in the State  
Government**

Telephone No.:

Dated:

**Revised Check-List for submission of proposals to Department of Personnel & Training for initiation of Disciplinary Proceedings against IAS Officers working on Central Deputation**

**PART-I: SERVICE AND OTHER RELATED PARTICULARS:**

Sl. No	Contents	Particulars	Document name and page no.
(i)	(ii)	(iii)	(iv)
<b>DETAILS OF CHARGED OFFICER</b>			
1.	(i)	Name:	N/A
	(ii)	Batch:	N/A
	(iii)	Cadre:	N/A
<b>TYPES OF EMPLOYMENT</b>			
2.	(i)	Whether temporary/permanent/contract service/on probation:	N/A
	(ii)	If confirmed, date of confirmation:	N/A
<b>DETAILS OF POST HELD</b>			
3.	Post held at the time of alleged misdemeanour:-		
	Post held at the time of retirement (for retired officers):- {please mention the name of Department, Ministry also}		
	If serving, details of post held at present:		
	(i)	Designation:	N/A
	(ii)	Pay Level in the pay matrix (indicating pay index, etc.):	N/A
	(iii)	Pay drawn:	N/A
	(iv)	Date from which pay shown against 3(ii) drawn:	N/A
	(v)	Date of next increment, if applicable:	N/A
4.	The next lower post (along with pay level in the pay matrix), the officer would have held but for his appointment to the present post he is holding, if CO is in service:		N/A
5.	Date of Birth:		N/A



	<b>DATE OF JOINING SERVICE</b>			
6.	(i)	As an IAS officer:		N/A
	(ii)	Other services (specify):		N/A
7.	<b>DETAILS OF RETIREMENT</b>			
	(i)	Due date of retirement:		N/A
	(ii)	Actual date of retirement, if already retired:		N/A
<b>DETAILS OF PENSION AND GRATUITY</b>				
8.	(i)	Amount of monthly pension admissible/sanctioned (amount /copy of the order):		Sanction Order Page - to --
	(ii)	a) Amount of gratuity admissible (in respect of disciplinary proceedings initiated during service):		N/A
		b) Amount of gratuity withheld, if any (for disciplinary proceedings continued after retirement)		N/A
9.	(i)	Appointing authority in respect of the post held at present, or the authority which actually appointed the person:		N/A
	(ii)	Appointing authority in respect of the post held at the time of alleged misdemeanor :		N/A
	(iii)	Authority competent to impose the penalty in respect of the post held at present:		N/A
	(iv)	Appellate authority in respect of the post held at present:		N/A
<b>ORAL INQUIRY</b>				
10.	(i)	Whether an oral inquiry, if required under the rules has been held:		N/A
		If yes, then copy of report of oral inquiry	N/A	Page __ to
	(ii)	If yes, then Rules invoked for conducting oral inquiry:		N/A
	(iii)	Whether the oral inquiry has also examined MoS:		N/A
	(iv)	If yes, name and designation (if serving) of Inquiry Officer (who submits the inquiry report),		N/A

		appointed, if any, along with contact details:		
--	--	--	--	--

## **PART II: DETAILS OF CASE RECORDS:**

All the records are required to be **arranged, cross-referenced and authenticated**, in the order indexed below. **Page numbers of the file/folders** are to be indicated against each item.

	Item	Reference/comments	Document name and page no.
(i)	(ii)	(iii)	(iv)
(A)	<b>ORIGINAL CASES:</b>		
	(i)	If any complaint has been received by the authorities, following details of complaint be provided:	
		Particulars	
	a) Copy of complaint	N/A	Page __ to__
	b) Date of complaint		N/A
	c) Name of the complainant		N/A
	d) Gist of the complaint		N/A
	e) Whether complainant has requested not to disclose his identity		N/A
	f) Specify no. of pages in the complaint		N/A
	g) Authenticated translation of complaint if it is in regional language along with their authenticated/original version in regional language:	N/A	Page __ to__
	(ii)	Details of the preliminary enquiry, if any, held in the matter leading to the institution of formal disciplinary proceedings against the C.O. (together with Depositions recorded & approval of the Competent Authority):	
	(a) Name of the complainant		N/A
	(b) Copy of Complaint	N/A	Page ----- to -----
	(c) Gist of the complaint		N/A
	(d) Copy of Reply of the Officer thereon	N/A	Page ----- to -----
	(e) Copy of complete report of the preliminary enquiry, if any, held in the matter leading to the institution of formal disciplinary proceedings against the Officer (together with Depositions recorded)	N/A	Page ____ to____
	(f) Views/Comments of the Administrative Ministry on the reply of the officer		N/A
	(g) Self Contained Note along with views of the Administrative Ministry on the proposal		N/A

	(iii)	(a) Copy of order(s) of suspension, if any, with complete details of duration :	N/A	Page __ to__
		(b) Date of revocation of suspension, if any,		N/A
		(c) Copy of order of revocation of suspension, if any:	N/A	Page __ to __
	(iv)	(a) Draft charge sheet containing Articles of Charges and statement of imputations along with all enclosures	N/A	Page __ to__
		(b) List of relied upon documents - original/certified copies (three sets): Name of the documents: (i) ..... (ii) ..... (iii) .....	N/A	Page __ to__
		(c) List of Witnesses, if any	List of witnesses: (i) ..... (ii) ..... (iii).....	N/A
		(d) Number of charges		N/A
		(e) Summary of each article of charge (not more than 100 words)		N/A
		(f) Copy of approval of the Minister-in-Charge in terms of DOPT's OM No.11016/3/94-AIS dated 09.06.1995	N/A	Page __ to__
	(v)	(a) Whether the case involves vigilance angle/corruption?	Yes/No	N/A
		(i) If yes, attached copy of First Stage Advice of the CVC	N/A	Page __ to__
		(ii) If yes, whether the Administrative Ministry/Department agrees with the advice of CVC		N/A
		(iii) If No, the reasons for disagreement with CVC and the decision of Disciplinary Authority after following the procedures as prescribed by OM No.118/2/78-AVD.I dated 28.9.78.		N/A
	(vi)	In cases of major penalty, following information may also be provided: (a) Whether the case is being submitted at least 180 days prior to the date of retirement: (b) If not, the reasons for late submission of the case may be indicated:		N/A

\*Indicate references in terms of page numbers, file numbers folders etc. Do not leave any column blank; if a document is not enclosed indicate reasons.

	Item	Reference/comments	Document name and page no.
(i)	(ii)	(iii)	(iv)
(B)	<b><u>CONVICTION CASES:</u></b> (Where any penalty is to be imposed on a Government servant on the ground of conduct which has led to his conviction on a criminal charge) (In these cases all the available documents listed in (A) should also be sent)		
	(i)	Complaint/F.I.R.: If any complaint has been received by the Authorities, following details of complaint be provided:-	
		(a) Copy of complaint	N/A
		(b) Date of complaint	Page__ to__
		(c) Name of the complainant	N/A
		(d) Gist of the complaint	N/A
		(e) Specify no. of pages in the complaint	N/A
		(f) Whether complainant has requested to not to disclose his identity	N/A
	(ii)	(a) Copy of Investigation Report	N/A
		(b) Summary of the Investigation Report	Page - to --
	(iii)	(a) Copy of Judgment of the Court	N/A
		(b) Summary of the Judgment of the Court	N/A



**PART-III: GENERAL INFORMATION**

	Item	Reference/ Comments	Document name and page no.
(i)	(ii)	(iii)	(iv)
(i)	Miscellaneous documents regarding evidence such as the exhibits, statements, etc. referred to in (A) to (B) and extracts of relevant Rules, Codes, Manuals, Acts, Judgments etc.:	N/A	Page __ to ____
(ii)	Information/Position of disciplinary Proceedings Instituted against other co-accused officers:		N/A
(iii)	Information/Position of action instituted against persons/officials (other than government servants) involved in the case, if any;		N/A
(iv)	Whether complete and up-to-date confidential roll of the officer has been enclosed. If yes	Yes/No  N/A	N/A  Page __ to ____
(v)	Details of other disciplinary case (s) instituted against the government servant and the penalty imposed, if any;		N/A
(vi)	Present status of pending court cases, if any, along with the next date of hearing.		N/A
(vii)	Authenticated translation of documents which are in regional language along with their authenticated/original version in regional language:	N/A	Page __ to ____
(viii)	Documents relating to the procedure of prescribed Complaints Committee on sexual harassment to be followed in relevant cases:	N/A	Page __ to ____
(ix)	Priority indication, if the charged officer is due to retire in near future or any court case/directions are involved in the matter:		N/A

**\*\* Signature:** \_\_\_\_\_

Name of Officer (in Block letters):

Designation:

Telephone No.:

Date:

**\*\* To be signed by an officer not below the rank of CVO/Joint Secretary to the Government of India.**

**APPENDIX-II****LIST OF DOCUMENTS AND FOLDERS FOR SUBMITTING THE DISCIPLINARY CASE IN SINGLE WINDOW SYSTEM TO DOP&T**

Sl. No.	Folder No.	List of documents	Page No.	
			From	To
1	Folder-I	(i) Written complaint, if any		
		(ii) Preliminary Investigation Report/Vigilance Report, if any		
		(iii) CBI Report/CVC Advice, if any.		
		(iv) FIR/SP's Report/Sanction for prosecution, if any		
		(v) Order of suspension, if any		
		(vi) Order of Revocation, if any		
		(vii) Any other Report, if any		
		(viii) Judgement of Court/conviction		
2	Folder-II	(i) Memorandum of Charge/complete charge sheet (along with enclosures)		
		(ii) Corrigendum to the chargesheet, if any		
		(iii) Records/Proof of delivery of Charge Memo to the CO		
		(iv) Reply of the CO to the Charge Memo		
		(v) Orders of appointment of IO/PO and order for Joint/Common proceedings, if any		
3	Folder-III	(i) Prosecution and Defence Exhibits as taken on record by the IO during inquiry in original or duly authenticated (Legible Copy) arranged in chronological order		
4	Folder-IV	(i) Deposition of Prosecution and Defence witnesses recorded during inquiry arranged in chronological order		
		(ii) Statement of Defence submitted by the CO, if any		
		(iii) Deposition of the CO		
5	Folder-V	(i) Brief of the PO		
		(ii) Record/proof of delivery of PO's brief to the CO		
		(iii) Brief of defence/CO		
		(iv) General Examination of the CO as per Rule 8 (19) of AIS (D&A) Rules, 1969		
6	Folder-VI	(i) Daily Order Sheets maintained by the IO arranged in chronological order for all dates of hearing		
7	Folder-VII	(i) Correspondence file of the Inquiry Officer, if any with the DA or the CO		
8	Folder-VIII	(i) IO's Report		
		(ii) Disagreement note of the State Disciplinary Authority (SDA) on IO's Report, if any		
		(iii) Memo's forwarding IO's report along with Disagreement Note of the DA, if any, to the CO		
		(iv) Proof of delivery of IO's report/Disagreement note of the SDA to the CO		
		(v) Representation of the CO on the IO's Report/Disagreement note of the SDA.		
		(vi) Para wise comments of the SDA on the representation of the CO (specific comments on each para on the representation of the CO)		
		(vii) Note/records considering representation of the CO by the SDA and the Hon'ble Chief Minister concluding that a formal penalty is called for under the relevant rules.		
		(viii) In pension cut cases, the note having approval of the Hon'ble Chief Minister to the effect that the pensioner is found guilty of <b>grave misconduct or negligence warranting withholding/withdrawing of pension and/or gratuity or recovery from a pension or gratuity.</b>		

Sl. No.	Folder No.	List of documents	Page No.
9	Folder-IX	(i) CAT/Court's order, if any	
10	Folder-X	(i) Attested copies of the extracts of the Rules allegedly violated by the CO (if other than AIS (Conduct Rules))	
11	Folder-XI	(i) CR Dossiers of the CO	
		(ii) Details/information of other Disciplinary case(s) against the CO and the penalty imposed, if any	
		(iii) Details/information/position of disciplinary proceedings/action against other co-accused/other persons (non-government)	
12	Folder-XII	Miscellaneous documents/information, if any.	
<b>For Disagreement cases:</b>			
13	Folder - A	Advice of UPSC	
14	Folder - B	Disagreement Note of the SDA	
15	Folder - C	(i) Forwarding of the UPSC advice along with the disagreement note of the SDA to CO:	
		(ii) Representation of CO:	
16	Folder - D	(i) Para-wise comments of the Disciplinary Authority on the representation of the Charged Officer (The comments should not be in brief or general in nature, it should be a point-to-point reply on each para of the representation of the CO):	
		(ii) Final proposal of SDA (complete note sheet after receiving the representation of CO to final decision of SDA)	

Note:

- Only legible photocopies duly attested by the competent authority will be accepted.
- If legible copy is not available, a typed version, duly authenticated will be accepted along with the original non-legible copy of the document.
- If the document is in any other language than English or Hindi, translated version of the same, preferably in English, duly authenticated may be provided.
- All the pages of the documents must be duly numbered.

File No.....  
(Government of\_\_\_\_\_)

Confidential

To,

The Joint Secretary (S&V),  
Government of India,  
Department of Personnel and Training,  
Ministry of Personnel, Public Grievances and Pensions,  
North Block, New Delhi – 110 001.

Subject:- **Disciplinary Proceedings against\_\_\_\_\_ - Case of  
Disagreement between State Government and UPSC – Reg.**

Sir,

I am directed to state that the Government of \_\_\_\_\_on the basis  
of \_\_\_\_\_ decided to hold Departmental Enquiry (D.E.)  
against\_\_\_\_\_the then \_\_\_\_\_ under  
Rule 8 of the All India Services (Discipline and Appeal) Rules, 1969.

2. Departmental enquiry was initiated against\_\_\_\_\_   
by issuing charge sheet to MoS vide Memorandum dated\_\_\_\_\_on the  
charges of\_\_\_\_\_, under  
Rule\_\_\_\_\_

3. Article of charges against MoS is as under:-

(1) Article of Charge 1:-

(2)Article of Charge 2:-

(3) Article of Charge 3:-

O  
O  
O

4. (a) He/ She submitted his/her Reply against the chargesheet letter No.  
\_\_\_\_\_ dated\_\_\_\_\_. He denied all articles of  
charge/accepted all article of charge/he denied Article of  
Charge\_\_\_\_\_and accepted \_\_\_\_\_article of charge.



(b) SDA (State Disciplinary Authority) after considering the reply of the charged officer decided to hold an enquiry in the matter, accordingly appointed \_\_\_\_\_ as the Inquiring Authority to inquire the matter by an order dated \_\_\_\_\_ and appointed Shri/Smt. \_\_\_\_\_ as the Presenting Officer by an order dated \_\_\_\_\_

(c) The Inquiring Authority submitted her/his report on \_\_\_\_\_ and found that out of \_\_\_\_\_ charges against the MoS, Article of Charge \_\_\_\_\_ as proved / Article of Charge \_\_\_\_\_ partially proved / Article of Charge \_\_\_\_\_ as not proved.

(d) The SDA (State Disciplinary Authority) considered the matter and agreed/disagreed with the Inquiring Authority's report and I.A.'s report and/or disagreement note was sent to MoS vide letter dated \_\_\_\_\_ for submitting his/her representation, if any.

(e) MoS submitted his/her representation vide his/her letter dated \_\_\_\_\_ in which he/she agreed/disagreed with the findings of Inquiry Report. SDA considered the representation of CO and found it satisfactory/not satisfactory.

(f) A tabular statement in the following format is enclosed as Annexure.

	Article of charge	Findings of Inquiring Authority	Representation of MoS on finding of IO	Para-wise response of State Govt. on representation of MoS on findings of IO	Comments, if any.
I					
II					
III...					

5. The State Government after taking into consideration the representation of Charged Officer and all other relevant facts of the case has decided to impose of a penalty of \_\_\_\_\_ on MoS.

6. The matter was referred to UPSC for their statutory advice on the matter vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ under Single Window System.

7. UPSC vide their letter no. \_\_\_\_\_ dated \_\_\_\_\_ has advised \_\_\_\_\_.
8. The advice of the UPSC has been considered and State Government has decided to disagree with the advice of the UPSC and proposed to impose a penalty of \_\_\_\_\_ on MoS. A para-wise disagreement note, is enclosed at Annexure-\_\_\_\_\_.
9. A copy of the disagreement note along with advice of the UPSC has been forwarded to CO for his/her representation on same. CO vide his letter no. \_\_\_\_\_ dated \_\_\_\_\_ had provided his/her representation.
10. SDA has considered the representation and all relevant facts of the case and found \_\_\_\_\_ and of co-decided to impose the penalty of \_\_\_\_\_ on MoS.
11. The present matter is forwarded to the Central Government in accordance with Rule 11 of the AIS (D&A) Rules, 1969 as a '**Case of difference of Opinion**' for final decision of the matter.
12. Information in the prescribed proforma/checklist in Part - I and original/authenticated documents listed in Part II are being forwarded herewith which may be returned to this Government along with decision of the Government of India.

Receipt of the documents may please be acknowledged.

Yours faithfully,

(Not below the rank of Secretary)

Encl:-

- (i)
- (ii)
- (iii)

File No.....  
(Government of \_\_\_\_\_)

Confidential

To,

The Joint Secretary (S&V),  
Government of India,  
Department of Personnel and Training,  
Ministry of Personnel, Public Grievances and Pensions,  
North Block, New Delhi - 110 001.

Subject: - Disciplinary Proceedings against \_\_\_\_\_ - Reg.

Sir,

I am directed to state that the Government of \_\_\_\_\_ on the basis of \_\_\_\_\_ has decided to hold Departmental Enquiry (D.E.) against \_\_\_\_\_ the then \_\_\_\_\_ under Rule 8 of the All India Services (Discipline and Appeal) Rules, 1969.

2. Departmental enquiry was initiated against \_\_\_\_\_ by issuing charge sheet to MoS vide Memorandum dated \_\_\_\_\_ on the charges of \_\_\_\_\_, under Rule \_\_\_\_\_

3. Article of charges against MoS is as under:-

(1) Article of Charge 1:-

(2) Article of Charge 2:-

(3) Article of Charge 3:-

O  
O  
O

4. (a) He/She submitted his/her Reply against the charge sheet letter No. \_\_\_\_\_ dated \_\_\_\_\_. He denied all articles of charge/accepted all article of charge/he denied Article of Charge \_\_\_\_\_ and accepted \_\_\_\_\_ article of charge.

(b) SDA after considering the reply of the charged officer decided to hold an enquiry in the matter, accordingly appointed \_\_\_\_\_ as

the Inquiring Authority to inquire the matter by an order dated\_\_\_\_\_and appointed Shri/Smt. \_\_\_\_\_ as the Presenting Officer by an order dated\_\_\_\_\_

(c) The Inquiring Authority submitted her/his report on \_\_\_\_\_and found that out of \_\_\_\_\_charges against the MoS, Article of Charge\_\_\_\_\_as proved/Article of Charge\_\_\_\_\_ partially proved /Article of Charge\_\_\_\_\_as not proved.

(d) The SDA considered the matter and agreed/disagreed with the Inquiring Authority's report and I.A.'s report and/or disagreement note was sent to MoS vide letter dated\_\_\_\_\_for submitting his/her representation, if any.

(e) MoS submitted his/her representation vide his/her letter dated\_\_\_\_\_in which he/she agreed/disagreed with the findings of Inquiry Report. SDA considered the representation of CO and found it satisfactory/not satisfactory.

(f) A tabular statement in the following format is enclosed as Annexure.

	Article of charge	Findings of Inquiring Authority	Representation of MoS on finding of IO	Para-wise response of State Govt. on representation of MoS on findings of IO	Comments, if any.
I					
II					
III...					

5. The State Government after taking into consideration the representation of Charged Officer and all other relevant facts of the case has decided to propose to the Government of India for imposition of a penalty of\_\_\_\_\_ on MoS.

6. According to the Rule 6(1) of AIS (DCRB) Rules, 1958, the Central Government reserves itself the right to withdraw or withhold a pension and gratuity or any part of it whether permanently or for specific period and the right of ordering the recovery from pension of the whole or the part of any pecuniary loss caused to the State Government. Therefore a proposal is being forwarded to the Government of India for final decision.



7. Information in the prescribed proforma/checklist in Part - I and original/authenticated documents listed in Part II are being forwarded herewith which may be returned to this Government along with decision of the Government of India and the copy of advice of the U.P.S.C.

Receipt of the documents may please be acknowledged.

Yours faithfully,

(Not below the rank of Secretary)

Encl:-

- (i)
- (ii)
- (iii)

File No.....  
(Government of \_\_\_\_\_)

Confidential

To,

The Joint Secretary (S&V),  
Government of India,  
Department of Personnel and Training,  
Ministry of Personnel, Public Grievances and Pensions,  
North Block, New Delhi - 110 001

Subject: - Initiation of Disciplinary Proceedings against \_\_\_\_\_ under  
Rule 6(1) of AIS (DCRB) Rules, 1958 - regarding.

Sir,

I am directed to state that the Government of \_\_\_\_\_ on the basis of  
\_\_\_\_\_ has decided to initiate Departmental Proceedings against under Rule 6  
of the All India Services Rules, 1958 for the alleged misconducts of MoS while  
holding the post of .....during.....

2. A preliminary/departmental/State Vigilance etc. enquiry in the matter  
has been held in the matter and in the enquiry Shri \_\_\_\_\_ was found guilty of  
\_\_\_\_\_

3. A show cause notice dated ..... had been issued to MoS on.....  
MoS vide his reply dated.....denied all the allegations/charges against him.

4. State DA after considering the reply and facts of the case has decided to  
initiate DP against MoS vide approval dated.....

5. The draft Article of charges against MoS is as under:-

(1) Article of Charge 1:-

(2) Article of Charge 2:-

(3) Article of Charge 3:-

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6. A tabular statement in the following format is enclosed as Annexure.

	Content of show cause notice	Para-wise response of State Govt. on reply of MoS	Comments, if any.
I			
II			
III...			

7. Pursuant to the State Govt.s' decision in Para 4 above I am directed to forward herewith a draft charge sheet containing statement of imputation and list of the documents/witnesses seeking the sanction of the Central Govt. under Rule 6(1)(b) (i) of the AIS (DCRB) Rules, 1958 for serving the same upon MoS on the charges of irregularities as mentioned in para 5 above.

8. I am further directed to state that MoS has retired from service due to superannuation/ VRS on \_\_\_\_\_. In the present matter that date of the incident/period of incident \_\_\_\_\_. Therefore, with a view to observing the time limit of "four years" stipulated in rule 6 of the AIS (DCRB) 1958; the matter will be time barred on\_\_\_\_\_.

9. Hence the charge sheet pertaining to the present matter is required to be served upon MoS latest by \_\_\_\_\_

10. With a view to observing the time limit of "four years" stipulated in Rule 6 of the AIS (DCRB) 1958, it is requested to take immediate action for obtaining the Govt. of India's/competent authority's period approval so as to enable the State Govt. to serve the charge sheet to MoS latest by\_\_\_\_\_.

11. Information in the prescribed proforma/checklist in Part - I and original/authenticated documents listed in Part II are being forwarded herewith which may be returned to this Government along with decision of the Government of India.

Receipt of the documents may please be acknowledged.

Yours faithfully,

Not below the rank of Secretary

Encl:-

- (i)
- (ii)
- (iii)

# CIL CIRCULARS

**कोल इण्डिया लिमिटेड**  
(भारत सरकार का उपक्रम)  
**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)  
**कोल भवन "COAL BHAWAN"**  
Premise No. 04, MAR, Plot No. AF-III  
Action Area-1A, Newtown, Rajarhat  
KOLKATA-700156 (WB)



**एक महारत्न कंपनी**  
**A Maharatna Company**

**PERSONNEL DIVISION**  
**POLICY CELL**

CIN: L23109WB1973GOI028844  
E-Mail: policycell.cil@coalindia.in  
Tel: 033-7110 4271  
Website: www.coalindia.in

**(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)**

संदर्भ सं: CIL/C5A (PC)/CDA/479

दिनांक: 18.09.2020

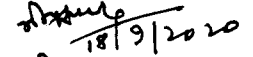
## कार्यालय ज्ञापन

### **विषय: Guidelines for Departmental Inquiries through Video Conference**

Subsequent to the outbreak of pandemic Novel Corona Virus (COVID-19), the Departmental Inquiry proceedings are being deferred due to travel restrictions and other related issues. As the pandemic is estimated to last for quite some time, it is hampering the interests of the Company as well as the Charged Employees against whom the inquiries are pending. Further, it will impede delivery of justice to all concerned.

Therefore, keeping in view of the present condition and to manage future such scenario, the Competent Authority of CIL has approved guidelines for conducting Departmental Inquiries through Video Conference (VC) which is enclosed for implementation with immediate effect.

This is for information and compliance by all concerned.

  
(नीला प्रसाद)

**महाप्रबंधक (का./नीति)**

### **ई-मेल के माध्यम से वितरण:**

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. GM(P/EE)/(Vigilance)/(S&R)/(E&T), CIL
9. GM/ HoD(P/EE), CIL/ BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
10. GM, NEC
11. HoD, CIL NDLO
12. HoD, IICM
13. Dy.GM (System), CIL – with a request to please upload the same in CIL website for information and compliance by all concerned.





## **CIL Guidelines for Departmental Inquiries through Video Conference**

Subsequent to the outbreak of pandemic Novel Corona Virus (COVID-19), the Departmental Inquiry proceedings are being deferred due to travel restrictions and other related issues. As the pandemic is estimated to last for quite some time, it is hampering the interests of the Company as well as the Charged Employees against whom the inquiries are pending. Further, it will impede delivery of justice to all concerned. Therefore, keeping in view the present condition and to manage future such scenario, guidelines for conducting Departmental Inquiries through Video Conference (VC) has been formulated as under:

1. The Inquiring Authority may conduct the Inquiry proceedings through Video Conferencing (VC) mode at a location taking into account the availability of records, station/ places where the misconduct occurred as well as the convenience of the witnesses/ Presenting Officer, etc. Such location will be referred as Inquiry Location i.e., the place where the Inquiring Authority physically holds proceedings.
2. VC mode should be utilized to the maximum extent possible to minimize travel undertaken by the Inquiring Authority/ Presenting Officer/ Charged Employee.
3. The Inquiry Location shall be the Office premises of CIL/ Subsidiaries where the misconduct occurred and/ or where the Inquiry has been constituted by the appropriate Disciplinary Authority.
4. The Presenting Officer and the Inquiry Assistant shall invariably participate in VC inquiry from the Inquiry Location, where all the relevant records in physical and digital forms shall be documented and kept.
5. The Inquiring Authority may conduct the inquiry through VC mode, if he/ she so desires, from his/ her residence by his/ her own arrangements or from the nearest premises of CIL/ Subsidiary Companies where VC facilities are available.
6. The Charged Employee and Defence assistant/ witnesses may attend the proceedings as permitted by the Inquiring Authority at Inquiry location or at a Remote Location. A Remote Location can be any Office, Establishment or premises of CIL/ Subsidiaries or any other location as permitted by the Inquiring Authority.
7. The Presenting Officer shall coordinate with the concerned E&T department for facilitating the enquiry through VC.
8. The Presenting Officer shall also act as facilitator and coordinate between the Inquiry Location & other Remote Locations to ensure proper VC facilities.
9. The secure link for the VC shall be provided to the Inquiring Authority by the concerned E&T department well in advance.
10. The Inquiring Authority will share the secure link to all concerned parties for attending the inquiry through VC mode.
11. The Inquiring Authority may record the proceeding of the VC inquiry if he/ she so desires, for the purpose of official records.
12. The proceedings of the inquiry shall be documented by the Inquiry Assistant at the Inquiry Location as directed by the Inquiring Authority and the proceedings along with daily order sheet shall be shared to all parties concerned through the document sharing option available on the VC portal or through official/ designated e-mail account as decided by the Inquiring Authority.
13. In respect of any individual inquiry specific issues, the Inquiring Authority shall take decisions based on the circumstances for ensuring that the principles of natural justice are followed. The decision or ruling of the Inquiring Authority shall be final.



14. For ease-of-use, all the concerned E&T Department of CIL & its Subsidiaries shall formulate and communicate the step by step procedures to be followed for the use of their concerned VC app at all locations.
15. D(P&IR), CIL shall make suitable modifications in the guidelines to address the needs emerging out of operational requirements with the approval of the Chairman, CIL.

# कोल इंडिया लिमिटेड

(महारत्न कंपनी)  
(भारत सरकार का उपक्रम)  
"कोल भवन"

प्रेमिज़ नं० 04, एमएआर प्लॉट नं० ए एफ-III

एक्शन एरिया 1ए, न्यू टाउन, राजारहट

कोलकाता-700156 (पश्चिम बंगाल)

टूरभाष सं : 033 2324 6666 / 8888 2324

फैक्स सं : 033 2324 8000

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



## Coal India Limited

(A MAHARATNA COMPANY)

A Govt. of India Enterprise

"Coal Bhawan"

Premises No. 04, MAR Plot No. AF-III

Action Area-1A, New Town, Rajarhat

Kolkata-700156 (West Bengal)

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(An ISO 9001:2015, ISO 14001:2015 and ISO 50001:2011 Certified Company)

Ref. No.: CIL/C-5B/JBCCI/Biometric/106

Dated: 11.03.2020

### OFFICE MEMORANDUM

#### **Sub: Decision taken in the meeting on Public Health response to Novel Coronavirus (COVID-2019) outbreak**

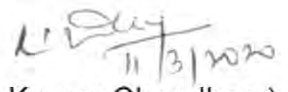
In reference to the email dated 09.03.2020 of the Additional Secretary to the Govt. of India, Ministry of Coal and OM F. No. C-13014/1/2020-Vig. dated 06.03.2020 of Under Secretary to Govt. of India, Ministry of Personnel, Public Grievance and Pensions (DoPT) (copy enclosed), following steps, to mitigate impact of Novel Coronavirus (COVID-2019) outbreak, need to be taken: -

1. As the Govt. of India has stopped bio-metric attendance for certain period, **all employees of CIL/Subsidiaries be exempted to mark their attendance in Biometric Attendance System till 31st March 2020.** However, all employees are required to mark their attendance in Attendance register, (as done prior to launch of biometric system), during this period.
2. Gathering for large numbers to be avoided. If inevitable, the same be held via video-conferencing.
3. List of severely affected countries be downloaded from the website of Ministry of Health & Family Welfare.
4. Public health messages be displayed at appropriate places.
5. All may be advised to visit the website of the MoH&FW for various precautions and actions to be taken with regard to COVID 2019 outbreak.
6. All subsidiaries must take proactive steps to help prevent spread of COVID 2019.

Further communication, if received, shall be communicated.

This is being issued with the approval of the Competent Authority.

**Encl: As above**

  
(Ajay Kumar Choudhary)  
General Manager (MP & IR)

#### **Distribution: -**

- |                     |                                 |
|---------------------|---------------------------------|
| 1. Director (P)     | - ECL/BCCL/CCL/WCL/NCL/MCL/SECL |
| 2. Director (T/CRD) | - CMPDIL                        |
| 3. GM               | - NEC                           |
| 4. GM (P/IR)        | - ECL/BCCL/CCL/WCL/NCL/MCL/SECL |
| 5. GM (P & A)       | - CMPDIL                        |
| 6. GM (Welfare)     | - ECL/BCCL/CCL/WCL/NCL/MCL/SECL |

7. CMS - ECL/BCCL/CCL/WCL/NCL/MCL/SECL
8. MS - CMPDIL
9. GM (Finance)/GM (Admin)/GM (Civil), CIL (HQ), Kolkata
10. CMS, CIL (HQ), Kolkata -for needful follow up action and periodic status report of action taken
11. All HODs, CIL (HQ), Kolkata
12. All RSOs
13. GM CIL, New Delhi
14. GM (E & T), CIL - with a request to arrange to display on signage
15. GM (System), CIL - with a request to upload on website of CIL
16. Sr. Manager (MP & IR), CIL
17. Dy. Manager (MP & IR), CIL

**Copy for information to: -**

1. GM/TS to Chairman, CIL
2. GM (Vig.), CIL (HQ), Kolkata
3. TS to Director (Tech.)/Director (P & IR)/Director (Finance)/Director (Mktg), CIL

From: "Additional Secretary (Coal)" <as.moc@nic.in>  
To: "Secretary Ministry of Coal" <secy.moc@nic.in>  
Cc: "a bharti" <a.bharti@nic.in>, "Mahendra Pratap" <mahendra.pratap23@nic.in>, "Shri Pramod Agrawal" <chairman.cil@coalindia.in>, "RAKESH KUMAR" <cmd@nclcindia.in>, cmdsscl@gmail.com  
Sent: Monday, March 9, 2020 6:07:26 PM  
Subject: Re: Cabsec: Meeting Notice dated 08/03/2020 on Public health response to Novel Coronavirus (COVID-2019) outbreak.

Sir,

Attended meeting through VC at 156:00 hours on dated 9 th March 2020 held under chairmanship of Secretary Coordination (Dr. VP Joy) Cabinet Secretariat.

Following salient decisions were conveyed and further direction was given to circulate the same to organizations working under various ministries.

1. Gathering for large numbers to be avoided. If inevitable, the same be held via video-conferencing.
2. GoI has stopped bio-metric attendance for certain period. Same be observed punctually.
3. List of severely affected countries be downloaded from the website of MoH&FW.
4. Cabinet secretariat has written a detailed letter on 8 th March 2020. Concerned ministries to take immediate action on the same.
5. Public health messages be displayed at appropriate places.
6. All may be advised to visit the website of the MoH&FW for various precautions and actions to be taken with regard to COVID 2019 outbreak.
7. All the ministries and organizations must take proactive steps to help prevent spread of COVID 2019.

In view of above, I have asked EA (AB) to circulate these decisions with in MoC and to all the coal PSUs.

Submitted for information and any further directions, if any.

Regards,

Vinod Kumar Tiwari

AS, Coal.



**F.No.C-13014/1/2020-Vig.**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**(Department of Personnel and Training)**  
\*\*\*\*\*

**North Block, New Delhi**  
**Dated: 06/03/2020**

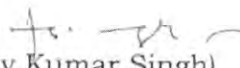
**OFFICE MEMORANDUM**

Subject: Exemption to employees to mark biometric attendance in Aadhar Based Biometric Attendance System(AEBAS) – reg.

Though only a small number of novel coronavirus(COVID-19) cases are reported in our country but keeping in view the nature of virus, it is a must to take all possible preventive measures to stop spread of virus.

2. It is learnt that most common method of transmission of virus seems to be through infected surfaces. Therefore, it is desirable to avoid touching surfaces, which might be infected due to human touch.

3. In view of the above, all the Ministries/Departments are requested to exempt their employees to mark biometric attendance in Aadhar Based Biometric Attendance System(AEBAS) till 31<sup>st</sup> March, 2020. However, all the employees are required to mark their attendance in Attendance register, (as done prior to launch of biometric system), during this period.

  
(Ajay Kumar Singh)

Under Secretary to the Govt. of India  
Ph: 23094579

To,

1. All the Ministries/Departments, Government of India
2. PMO/Cabinet Secretariat
3. PS to Hon'ble MOS(PP)
4. PSO to Secretary(Personnel)
5. Sr. Tech. Dir., NIC, DoP&T

} For Information

कोल इण्डिया लिमिटेड

(गोहायन कंपनी)

(भारत सरकार का उपक्रम)

"कोल भवन"

प्रेमाङ्ग नं. 04, एमएआर प्लॉट नं. ए एफ-III

एक्शन एरिया-1ए, न्यू टाउन, राजारहत

कोलकाता-700 156 (पश्चिम बंगाल)

टूरभाष सं: 033 2324 6536

फैक्स सं: 033 2324 6527

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



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संदर्भ: CIL/C-5B/MP&IR/COVID/ 147

दिनांक: 22.04.2020

सेवा मे

अध्यक्ष-सह-प्रबंध निदेशक,

ईसीएल/बीसीसीएल/सीसीएल/ डब्लूसीएल/ एसईसीएल/एनसीएल/ एमसीएल/ सीएमपीडीआईएल

विषय: Treatment of absence period due to COVID-19

महोदय,

Further to our communication circulated vide letters no.: CIL/C-5B/MP & IR/COVID-19/20/318-401 dated 20.03.2020 & No.: CIL/C-5B/MP & IR/COVID 2019/132 dated 23.03.2020 on the matter of preventive measures to contain the spread of COVID -19 and email dated 24.03.2020 enclosing therein the DPE's OM NO.: 10037/2014-GM-FTS-1867 dated 23.03.2020 on the matter of welfare measures for workers of CPSEs during the outbreak of COVID-19 in addition to other related communication issued on the matter, various representations/queries have been received with regard to treatment of absence period due to COVID-19.

The issue has been examined and it has been decided that following guidelines may be implemented to deal with the situation:

Sl.No.	Event	Eligible for
1	Employees, who have been asked to go under home quarantine/ quarantine by the Govt authorities/Medical Officers to prevent spread of COVID-19.	Work from home if facilities exist, else may be considered for Special leave with full pay for the concerned period. However, physical attendance linked allowances/ incentive will not be admissible for the said period.
2	Employees, who proceeded on sanctioned paid leave before lockdown and are unable to return back to their respective workplaces after expiry of the leave period.	Work from home if facilities exist, else may be considered for Special leave with full pay, after the sanctioned paid leave is over till date of end of lockdown. However, physical attendance linked allowances/incentive will not be admissible for the said period.  Note: No post facto sanction of leave will be allowed for the period prior to the lockdown.
3	Employees, who were on official duty outside their headquarters and could not return to their respective workplaces due to lockdown.	Work from home if facilities exist, else may be considered for Special leave with full pay till date of end of lockdown. However, physical attendance linked allowances/incentive will not be admissible for the said period.
4	Employees absenting unauthorizedly prior to the date of lockdown.	Not eligible either for work from home or for Special leave.

This issues with the approval of the competent authority.

भवनदीय,  
22/4/2020  
(ए के चौधरी)

महाप्रबंधक (श्रमशक्ति एवं औस)

वितरण: ई. मेल द्वारा

1. Director (Personnel)- ECL/BCCL/CCL/WCL/SECL/NCL/MCL
2. Director (T/CRS), CMPDIL
3. CVO, CIL
4. GM/TS to Chairman, CIL, Kolkata
5. GM, NEC, Margherita
6. GM CIL, New Delhi
7. All HoDs, CIL HQ
8. TS to the Director (Technical)/Director (P & IR)/Director (Finance.)/Director (Mktg.), CIL, Kolkata
9. All RSM of RSOs
10. Dy. Manager (MP & IR)/AW, CIL



# कोल इंडिया लिमिटेड

(महाराष्ट्र कंपनी)

(भारत सरकार का उपक्रम)

"कोल भवन"

प्लॉट नं. 04, एमएआर प्लॉट नं. ए एफ III

एक्जक्यूटिव एरिया 1ए, न्यू टाउन, राजारहाट

कोलकाता-700156 (पश्चिम बंगाल)

दूरभाष नं: 033 2324 6536

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



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(An ISO 9001:2015, ISO 14001:2015 and ISO 50001:2011 Certified Company)

क्रमांक: CIL/C-5B/JBCCI-X/COVID-19/Ex-Gratia/236

दिनांक: 14.08.2020

## कार्यालय आदेश

### विषय: Payment of Ex-gratia amount to the dependent of employees dying out of COVID-19

The Board of Directors of CIL in their 408<sup>th</sup> meeting held on 04.08.2020 at CIL (HQ), Kolkata accorded the approval of payment of Ex-gratia amount of Rs. 15 Lakhs to the next of kin of employees of CIL and its subsidiaries including Contractors Workers dying due to COVID-19 w.e.f. 24.03.2020 on following terms and conditions: -

1. The dependency criteria be adopted as presently being followed for payment of ex-gratia amount of Rs. 15 Lakh to the eligible dependent of Non-Executive cadre employees including Contractors' Workers dying out of fatal mine accident as certified by DGMS.
2. In case of Contractors' Workers, the Contractor shall make the payment of Rs. 15 lakhs to the eligible dependent of deceased contractors' worker which shall be reimbursed by the Subsidiary concerned.
3. Submission of Death Certificate from State Govt. Authorities to this effect would be required for disbursement of the above benefit.
4. The above amount of Rs. 15 Lakh shall stand revised automatically as and when the revision of Ex-gratia amount in case of fatal mine accident, as certified by DGMS, is revised.
5. Other statutory dues as being paid on death of an employee including contractor's worker will continue to be paid as per entitlement.
6. The Ex-gratia amount would not paid in case of an employee/contract worker who is on long unauthorized absence.

This issues with approval of the Competent Authority.

*(Signature)*  
14/8/2020

(अजय कुमार चौधरी)

महाप्रबंधक (श्रमशक्ति एवं औसंबंध)

प्रतिलिपि (ई मेल द्वारा) :-

1. Director (Technical)/Director (P & IR)/Director (Finance)/ Director (Marketing), CIL
2. Chairman-cum-Managing Director- ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL

3. CVO, CIL
4. Director (Personnel)- ECL/BCCL/CCL/WCL/SECL/NCL/MCL
5. Director (Finance)- ECL/BCCL/CCL/WCL/SECL/NCL/MCL
6. Director (T/CRD), CMPDIL
7. Director (P/A&W), SCCL
8. General Manager/TS to Chairman, CIL, Kolkata
9. General Manager, NEC, Margherita
10. General Manager (CMC), CIL
11. GM (P/EE)/GM (P/Rectt.)/GM (P/PC)/GM (P/Welfare)/GM (Legal), CIL
12. HOD (System), CIL with a request to upload the Office Order on the website of CIL
13. TS to the Director (Tech.)/ (P & IR)/ (Finance)/ (Marketing), CIL
14. Dy. Manager (MP & IR), CIL

# कोल इंडिया लिमिटेड

(महारत्ना कंपनी)

(भारत सरकार का उपक्रम)

"कोल भवन"

प्रेमसङ्ग नं. 04, एमएआर प्लॉट नं. ए एफ-III

एक्शन एरिया 1ए, न्यू टाउन, राजारहट

कोलकाता-700156 (पश्चिम बंगाल)

दूरभाष सं: 033 2324 6536

फैक्स सं: 033 2324 6527

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



**Coal India Limited**

(A MAHARATNA COMPANY)

A Govt. of India Enterprise

"Coal Bhawan"

Premises No. 04, MAR Plot No. AF-III

Action Area-1A, New Town, Rajarhat

Kolkata-700156 (West Bengal)

Phone: 033 2324 6536

Fax: 033 2324 6527

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

(An ISO 9001:2015, ISO 14001:2015 and ISO 50001:2011 Certified Company)

Ref. No.: CIL/C-5B/JBCCI-X/SC/ 133

Dated: 06.04.2020

## OFFICE MEMORANDUM

08

### Sub: Pending cases of anomaly pertaining to previous wage agreements

The report dated 21.12.2019 of the committee constituted in line with the decision taken in the 7th meeting of Standardization Committee of JBCCI-X was deliberated in the 9th Meeting of Standardization Committee of JBCCI-X held on 28.02.2020 at Raipur wherein following decision was made, on the subject mentioned above: -

*"For pending cases of anomaly pertaining to previous wage agreements, the subsidiary concerned will be advised to take necessary action as per the guidelines already issued during the period of applicable wage agreement"*

This is being issued for necessary action by all concerned.

*(Signature)*

(A. K. Choudhary)

General Manager (MP & IR), CIL

### Distribution: -

1. All members of Standardization Committee of JBCCI-X
2. GM - NEC
3. GM (P/IR) - ECL/BCCL/CCL/WCL/NCL/MCL/SECL
4. GM (P & A) - CMPDIL
5. GM CIL, New Delhi
6. GM (System), CIL-with a request to upload on website of CIL

### Copy for kind information to: -

1. CMD - ECL/BCCL/CCL/WCL/NCL/MCL/SECL/CMPDIL
2. Director (F) - ECL/BCCL/CCL/WCL/NCL/MCL/SECL
3. Dy. GM (P)/ TS to Director (P & IR)



## कोल इंडिया लिमिटेड

(महाराज कंपनी)

(भारत सरकार का उपक्रम)

"कोल भवन"

प्रेमइज नं० 04, एमएआर प्लॉट नं० ए एफ-III

एक्शन एरिया-1ए, न्यू टाउन, राजारहाट

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(An ISO 9001:2015, ISO 14001:2015 and ISO 50001:2011 Certified Company)

Ref. No: CIL/C-5B/JBCCI/Monthly Monetary Compensation/ Executive/ 252

Date: 23.09.2020

### कार्यालय आदेश

#### विषय: Revision of Monthly Monetary Compensation in lieu of employment to female dependent of Executive Cadre Employees

The Board of Directors of Coal India Ltd. in their 410<sup>th</sup> meeting held on 02.09.2020 at Kolkata accorded the approval for revision of **monthly monetary compensation for female dependent of Executive Cadre Employees** in case of death due to mine accident, natural death or permanent disablement **at the rate of Rs. 40,000/- per month i.e. Minimum Basic of E-1 Grade w.e.f. 01.01.2017.**

The above amount of monthly monetary compensation for female dependent of Executive Cadre Employees shall stand revised to the starting Basic Pay of lowest grade of Executives' Pay Scales w.e.f. the date of revision of Pay Scales henceforth.

The Office Order No.: CIL/C-5B/JBCCI/623 dated 20.08.2013 hereby stands revised accordingly, however all other terms and conditions, as laid down in earlier circulars issued on the subject, shall remain unaltered.

This issues with approval of the Competent Authority.

*Handwritten signature*  
23/9/2020  
(अजय कुमार चौधरी)

महाप्रबंधक (श्रमशक्ति एवं औसंबंध)

#### प्रतिलिपि (ई मेल द्वारा) :-

1. Director (Technical)/Director (P & IR)/Director (Finance)/ Director (Marketing), CIL
2. Chairman-cum-Managing Director- ECL/BCCL/CCL/WCL/SECL/NCL/MCL/CMPDIL
3. CVO, CIL
4. Director (Personnel)- ECL/BCCL/CCL/WCL/SECL/NCL/MCL
5. Director (Finance)- ECL/BCCL/CCL/WCL/SECL/NCL/MCL
6. Director (T/CRD), CMPDIL
7. Director (P/A&W), SCCL

8. General Manager/TS to Chairman, CIL, Kolkata
9. General Manager (Finance), CIL
10. General Manager, NEC, Margherita
11. GM (P/EE)/GM (P/Rectt.)/GM (P/PC)/GM (P/Welfare)/GM (Legal), CIL
12. HOD (System), CIL with a request to upload the Office Order on the website of CIL
13. TS to the Director (Tech.)/ (P & IR)/ (Finance)/ (Marketing), CIL
14. Dy. Manager (MP & IR), CIL

**कोल इण्डिया लिमिटेड**

(भारत सरकार का उपक्रम)

**COAL INDIA LIMITED**

(A Govt. of India Enterprise)

**कोल भवन "COAL BHAWAN"**

PREMISE NO: 04, MAR, PLOT NO: AF-III

ACTION AREA-1A, NEW TOWN, RAJBARHAT

KOLKATA-700156 (WB)



**एक महारत्न कंपनी**

**A Maharatna Company**

**(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)**

**PERSONNEL DIVISION  
POLICY CELL**

CIN:L23109WB1973GOI028844

E-MAIL: policycell.cil@coalindia.in

TEL: 033-7110 4271

FAX: 033-2324 4140

WEBSITE: www.coalindia.in

संदर्भ सं: CIL/C5A (PC)/Sec. Deposit/473

दिनांक: 02.09.2020

कार्यालय ज्ञापन

**विषय: Security Deposit against Service Bond in respect of Management Trainees**

In terms of the provisions of Section 73 of Companies Act 2013, CIL Board in its 409<sup>th</sup> meeting held on 25.08.2020, approved the following in reference to the terms and conditions pertaining to security deposit against service bond of Management Trainees, for implementation with immediate effect:

- To retain the provisions of security deposit and service bond of the Terms & Conditions of Management Trainees with the condition that on successful completion of 60 months, the deducted security deposit amount will be returned to the concerned Executives without any interest and
- To immediately refund 6% simple interest amount accrued on the already collected security deposit amount as compensation to the concerned Executives who are currently serving under Bond period. For the remaining bond period, the security deposit amount will continue to be deducted from such Executives and on successful completion of 60 months, the deducted security deposit amount as a whole will be returned to the concerned Executives without any interest.

This is for information and compliance by all concerned.

*(Signature)*  
2/9/2020

(नीला प्रसाद)

महाप्रबंधक (का./नीति)

ई-मेल के माध्यम से वितरण:

1. D(T)/ D (P&IR)/ D (F)/ D(M), CIL
2. CMD, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
3. CVO, CIL
4. D(P), BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL
5. D(T/CRD), CMPDIL
6. CVO, BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
7. GM/TS to Chairman, CIL
8. Company Secretary, CIL - In reference to letter No. CIL/XI(D):04112/2020/25586 dated 02.09.2020
9. GM(P/EE)/ (P/Rectt.)/ (F), CIL/ BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
10. GM, NEC
11. GM, NDLO
12. HoD, IICM
13. Dy.GM (System), CIL - with a request to please upload the same in CIL website for information to all concerned

## कोल इंडिया लिमिटेड

(महाराष्ट्र कंपनी)

(भारत सरकार का उपक्रम)

"कोल भवन"

प्रेमसाइज नं. 04, एमएआर प्लॉट नं. ए एफ-III

एक्शन एरिया 1ए, न्यू टाउन, राजारहट

कोलकाता-700156 (पश्चिम बंगाल)

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Ref. No.: CIL/C-5B/JBCCI-X/SC/ 131

Dated: 06.04.2020

### OFFICE MEMORANDUM

**Sub: Payment of SPRA to the Piece Rates (PR) employees working in MP, Chhattisgarh, Maharashtra and Assam as per Clause 3.11.2 of "10th Wage Agreement for CIL and SCCL"**

The observations dated 30.08.2019 of the Committee constituted in line with the decision taken in the 6th meeting of the Standardization Committee of JBCCI-X were deliberated in the 9th Meeting of Standardization Committee of JBCCI-X held on 28.02.2020 at Raipur wherein following decision was made: -

***"To convert all Piece Rated Workers to Time Rated with the condition of pay protection as per the practice."***

This is being issued for information and necessary action by all concerned.

*A. K. Choudhary*

(A. K. Choudhary)

General Manager (MP & IR), CIL

### Distribution: -

1. All members of Standardization Committee of JBCCI-X
2. Director (F) - WCL/SECL
3. GM - NEC
4. GM (P/IR) - WCL/SECL
5. GM (System), CIL- with a request to upload on website of CIL

### Copy for information to: -

1. CMD- ECL/BCCL/CCL/WCL/NCL/MCL/SECL/CMPDIL
2. Director (F)- ECL/BCCL/CCL/NCL/MCL
3. GM (P/IR)- ECL/BCCL/CCL/NCL/MCL
4. Dy. GM (P)/ TS to Director (P & IR)

# BCCL Guidelines





# भारत कोकिंग कोल लिमिटेड

(कोल इण्डिया लिमिटेड का एक अंग)

अध्यक्ष-सह-प्रबंध निदेशक का कार्यालय

कोयला भवन, कोयला नगर, धनबाद-826005

CIN:U10101JH1972GOI000918

संदर्भ क्र : बीसीसीएल/अ.प्र.नि./फ-1(A)/20/ 447-96

दिनांक:- 20.04.2020

सेवा में,  
महा प्रबंधक,  
सभी क्षेत्र,

## **Sub: Supply of Uncrushed/inferior quality coal to Consumers .**

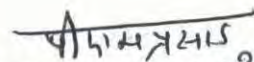
महाशय,

During CMD meet on 17.04.20, Chairman, CIL was very critical for despatch of uncrushed coal and inferior quality coal from different sidings of CIL to any consumer in general and Power Plants in particular.

As you are well aware of the fact that at present, very few consumers are there in the market & no consumer is willing to take uncrushed coal. Chairman, CIL categorically told that if it is repeated further at any siding of CIL, he shall not only issue the letter to General Manager of the concerned Area, but he shall not hesitate to ensure that stern disciplinary action is taken against the defaulting GMs.

In view of above, all of you are advised to take special and personal attention to ensure that only crushed coal is supplied to consumers.

भव दी य,

  
अध्यक्ष-सह-प्रबंध निदेशक 20/04/2020

Cc to:-

1. FDs
2. GM(Quality Control), HQ
3. GM(M&S), HQ
4. GM(ELM), HQ



**भारत कोकिंग कोल लिमिटेड**

(कोल इण्डिया लिमिटेड की एक अनुबन्गी कम्पनी)  
अध्यक्ष-सह-प्रबंध निदेशक का कार्यालय  
कोयला भवन, कोयला नगर  
धनबाद-826005  
CIN: U10101JH1972GOI000918



**BHARAT COKING COAL LIMITED**

(A Subsidiary of Coal India Limited)

**Office of the CMD**

KOYLA BHAWAN, KOYLA NAGAR

Dhanbad-826005

Phone:0326-2230112, FAX:223015

ईमेल : [cmd.bccl.cil@coalindia.in](mailto:cmd.bccl.cil@coalindia.in)

Ref. No. BCCL:CMD:F - 1/A) : 20:1070-1078

Dated: 24<sup>th</sup> July, 2020

The Area General Managers,  
Block-II/Govindpur/Katras/Sijua/Kusunda/Bastacolla & Lodna

**Sub: Enhancement of transportation & crushing**

Dear Sir,

It has been observed that demand is picking up gradually and more consumers have started filing rail programme. Since last few days, on an average E C Railway/Dhanbad is supplying 10 to 12 rakes. In present scenario, both Railways & Ministry are expecting loading of more rakes to fulfill the demand of the consumers.

Considering the above in view, you are advised to ensure transportation of adequate crushed coal to the sidings so that all supplied rakes are loaded in time without incurring any demurrage. Necessary action should be taken on urgent basis to enhance crushing capacity, wherever required, to match the loading at the rate of 20 rakes/day and more.

Yours faithfully,

*P. M. Prasad*


(P. M. Prasad) 24/07/2020

Chairman-Cum-Managing

Director

Copy to:

- 1) D(T) OP, BCCL
- 2) D(T) P&P, BCCL

<p><b>भारत कोकिंग कोल लिमिटेड</b>  'एक मिनी रत्न कंपनी'  (कोल इण्डिया लिमिटेड का एक अंग)  निदेशक (तकनीकी) संचालन का निदेशालय  कोयला भवन, कोयलानगर  धनबाद- 826005 (झारखण्ड)  दूरभाष : 0326-2230163  ईमेल : dtop.bccl.cil@coalindia.in  सीआईएन: U10101JH1972GOI000918</p>		<p><b>BHARAT COKING COAL LIMITED</b>  'A Mini Ratna Company'  (A Subsidiary of Coal India Limited)  Directorate of the Director (Technical) Operation  Koyla Bhawan, Koyla Nagar  Dhanbad- 826005 (Jharkhand).  Phone: 0326-2230163  email: dtop.bccl.cil@coalindia.in  CIN : U10101JH1972GOI000918</p>
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संदर्भ संख्या: बीसीसीएल/निदेशक तकनीकी (संचालन) निदेशालय/फाईल-03/2020/90


दिनांक : 02.06.2020

### OFFICE ORDER

All incoming and outgoing Manager, Agent/ Project Officer, Addl.General Manager and Area General Manager while hand over / take over of charges will follow the compliance of statutory and administrative guidelines as under:

1. Statutory permissions/ restrictions related to the mine(s) that need special attention as per CMR, 2017.
2. Stock of coal as per Yellow Book guidelines.
3. Ensuing Mine development activities that need to be taken care of.
4. Contract Management :
  - a) On-going hiring of HEMM and coal transportation contracts including their detailed status of execution as on date.
  - b) Detailed future programme of hiring of HEMM activities and coal transportation.
  - c) Closure of the contracts which have been executed.
5. CAPEX vis-à-vis budget allocated.
6. Land and R&R issues.
7. Any other major issues related to Mine /Area

The above charge hand over/ take over report in writing duly signed by officers handing/ taking over charge with the certification of their controlling officer and countersigned by Area General Manager must be submitted to the concerned Directorate besides others.

  
02.06.2020  
Rakesh Kumar  
Director (Tech.) Oprn.

Copy : The CMD, BCCL – for kind information.

Distribution:

1. FDs of BCCL
2. All Area General Managers
3. GM(S&R)/c
4. GM(Cordn.)
5. HOD(Survey)



**भारत कोकिंग कोल लिमिटेड**

एक निजी एल कंपनी  
(कोल इंडिया लिमिटेड का एक अंग)  
निदेशक (तकनीकी) संचालन का निदेशालय  
कोयला भवन, कोयलानगर  
घनबाद- 826005 (झारखण्ड)  
दूरभाष : 0326-2230163  
ईमेल : dtop.bcci.cil@coalindia.in  
सीआईएन: U10101JH1972GO1000918

**BHARAT COKING COAL LIMITED***'A Mini Ratna Company'*

(A Subsidiary of Coal India Limited)  
Directorate of the Director (Technical) Operation  
Koyla Bhawan, Koyla Nagar  
Dhanbad- 826005 (Jharkhand).  
Phone: 0326-2230163  
email: dtop.bcci.cil@coalindia.in  
CIN : U10101JH1972GO1000918

संदर्भ संख्या: बीसीसीएल/निदेशक (तकनीकी) संचालन निदेशालय/फाईल- 66 /2020/124-135 (N) दिनांक 01.04.2020

प्रति:-

महाप्रबंधक

समस्त क्षेत्र, बीसीसीएल,

महोदय,

विदित हो कि वित्तीय वर्ष 2020-21 हमारे सामने निम्नलिखित गतिविधियों पर चुनौती के रूप में खड़ी है जिसके लिए निम्नलिखित निर्देशों का पालन सुनिश्चित किया जाय -

1 कोल क्रशिंग (Crushing of Coal) - प्रत्येक क्षेत्र यह सुनिश्चित करे कि अपने समस्त कोयला उत्पादन के अनुरूप कोयला क्रशिंग की क्षमता उपलब्ध हो एवं प्रत्येक रैक में शतप्रतिशत क्रश कोयला ही लोड हो। आवश्यकता है कि तदनुसूचित क्रशिंग क्षमता उपलब्ध हो और उस क्षमता का सदुपयोग हो। चार्ट बना कर वर्तमान स्थिति को दर्शाएं. एवं आवश्यक कदम उठाएँ। सभी गतिविधियों का जिम्मेवारी एवं समय-सीमा सुनिश्चित करें।

2 गुणवत्ता (Quality) - कोयले की गुणवत्ता के अनुरूप डिस्पैच की गुणवत्ता सुनिश्चित करने हेतु प्रारंभिक कार्यवाही कोयला फेस से ही सुनिश्चित करें। प्रत्येक क्षेत्र अपनी परियोजना पदाधिकारी एवं प्रबंधन के साथ में विचार-विमर्श करें एवं गुणवत्ता सुनिश्चित करने हेतु प्रत्येक स्तर पर जिम्मेवारी निर्धारित करें। फेस से लेकर साइडिंग में कोयला लदान तक विभिन्न गतिविधियों की जिम्मेदारी सुनिश्चित की जाय और यह भी सुनिश्चित किया जाय कि गुणवत्ता बनाये रखने हेतु इसमें कोई भी कमी न रहे। लापरवाह अधिकारियों के संबंध में रिपोर्ट बना कर मुख्यालय भेजें ताकि उन पर कम्पनी के नियमों के तहत आवश्यक कार्यवाही की जा सके। इसी तारतम्य में अण्डर लोडिंग, ओवर लोडिंग, डैमरेज पर पूरी तरह अंकुश लगाया जाए ताकि इस तरह की फिजूलखर्ची से कम्पनी को वित्तीय क्षति न हो।

3. ठेका प्रबंधन (Contract Management) - प्रायः ऐसा पाया गया है कि विभिन्न NIT के विरुद्ध जारी किये गये वर्क आर्डर के अन्तर्गत किये जाने वाले कार्य में बिना किसी पूर्व प्रशासनिक अनुमोदन के ठेका के मात्रा में डेविएशन कर दिया जाता है इससे ठेका के मूल प्रारूप में बदलाव हो जाता है और अनेक प्रकार की विसंगतियां व समस्याएं आ जाती है। किसी भी परिस्थिति में बिना समुचित कारण एवं बिना सक्षम अधिकारी के पूर्व अनुमोदन के कोई भी डेविएशन मान्य नहीं होगा। अगर ऐसा हुआ तो इंचार्ज इंजीनियर एवं क्षेत्र के संबंधित एडिशनल महाप्रबंधक प्रत्यक्ष रूप से इसके लिए जिम्मेदार माने जाएंगे जिन पर कार्यवाही होगी।

(2.)

अतः यह सुनिश्चित करें कि प्रत्येक ठेका का रिज्यू क्षेत्रीय स्तर पर एडिशनल महाप्रबंधक की देख-रेख में प्रत्येक पखवाड़ा में संबंधित अधिकारी एवं ठेकेदार के साथ में हो एवं ठेका विशेष के क्रियान्वयन का स्टेटस मुख्यालय के उत्पादन/समन्वय विभाग एवं सीएमसी विभाग में मासिक रिपोर्ट प्रस्तुत किया जाय और इसकी एक प्रतिलिपि अधोहस्ताक्षरी के निदेशालय में भी प्रस्तुत करें। उपरोक्त सभी बैठक का कार्य-वृत्त (मिनिट्स) बना कर संबंधित लोगों को दें।


**4.पुनर्वास एवं पुनर्स्थापना (R&R) -** ऐसा पाया गया है कि खनन कार्य के दौरान जमीन से संबंधित विभिन्न प्रकार की समस्याएं आ जाती हैं। भविष्य में आनेवाली इस तरह की सभी समस्याओं के निराकरण हेतु समय रहते ही कदम उठाना आवश्यक होगा। इस कार्य हेतु क्षेत्रीय स्तर पर एडिशनल महाप्रबंधक की अध्यक्षता में समिति का गठन किया जाय जिसमें परियोजना पदाधिकारी, एरिया मैनेजर इस्टेट, एरिया मैनेजर पीओएण्डपीओ, एरिया मैनेजर कार्मिक हो। इस समिति का मुख्य उद्देश्य मुख्यालय से सामंजस्य स्थापित कर समस्याओं का निराकरण करना एवं भौतिक रूप से जमीन का कब्जा दिलाना होगा ताकि खनन से संबंधित कार्य में बाधा उत्पन्न न हो।

किसी भी प्रकार की शंका समाधान हेतु अधोहस्ताक्षरी के ई-मेल पर अपना सम्पूर्ण विवरण प्रस्तुत करें।

कृपया उपर्युक्त निर्देशों पर अविलंब कार्यवाही शुरू कर दें एवं मासिक प्रगति रिपोर्ट अधोहस्ताक्षरी के निदेशालय में प्रत्येक माह की 10वीं तारीख तक प्रस्तुत करें। समस्त रिपोर्ट साफ्ट कॉपी में भेजें। ई-ऑफिस का सदुपयोग करें।

सधन्यवाद।

भवदीय

  
(राकेश कुमार)

निदेशक (तकनीकी) संचालन

प्रतिलिपि-

अध्यक्ष सह प्रबंध निदेशक महोदय को सादर सूचनार्थ

समस्त निदेशक मंडलगण

महाप्रबंधक- समन्वय/गुणवत्ता/वि० एवं या०/संविदा प्रबंधन/बिक्रय एवं विपणन/इस्टेट

महाप्रबंधक/निदेशक (तकनीकी) संचालन के तकनीकी सचिव - आगे की कार्यवाही के लिए।

भारत कोकिंग कोल लिमिटेड

(एक मिनी रत्न कंपनी)

निदेशक(तक.) परियोजना एवं योजना

पं.का.: कोयलाभवन, कोयलानगर,

धनबाद, (झारखंड) - 826005

सीआइएन: U10101JH1972GOI000918

फोन: 0326-2230159 / Fax: 0326- 2230161

ई-मेल: dtpp.bccl.cil@coalindia.in



Bharat Coking Coal Limited

(A Mini Ratna Company)

Director (Technical)

Project & Planning

Reg.Off: Koyla Bhawan, Koyla Nagar,

Dhanbad (Jharkhand) - 826005

CIN: U10101JH1972GOI000918

Phone: 0326-2230159 / Fax: 0326- 2230161

संदर्भ: BCCL/TS to D(T)P&P/F- Vig/2020/114

दिनांक: 08.09.2020



सेवा में,

उप महाप्रबंधक (सतर्कता)

भा. को. को. लि.

**विषय: Submission of Circulars/Guidelines-reg.**

महोदय,

Vide ref. letter no. BCCL/Vig./VAW2020/e-comependium/MBR/F/48/342 dated 05.10.2020 regarding above subject matter, please find enclosed herewith copy of all the circulars/guidelines/office order on policy matters issued after October 2019.

**Enclosed: as above.**

भवदीय,

  
8/9/20

महाप्रबंधक/ निदेशक (तक.) पारी. एवं यो. के तक. सचिव

S. N K Shakti

Shakti  
10/10/20





भारत कोकिंग कोल लिमिटेड  
एक मिनीरतन कंपनी  
(कोल इंडिया का एक अंग)  
कोयला भवन, धनबाद 826005



Bharat Coking Coal Limited  
(A Subsidiary of Coal India)  
A Miniratn Company  
Koyla Bhawan, Koylanagar  
Dhanbad, 826005

Ref. no.: BCCL/DT(P&P)/ F- 73 (b)/2020/143.

Dated: 21.05.2020

To,  
The General Manager (All Areas ),  
Barora/Block-II/Govindpur/Katras/Sijua/Kusunda/  
P.B./Bastacolla/Lodna/E.J./w.J. Area,  
The General Manager (I/c) (Ws),  
BCCL

22

**Sub: Modalities for Sampling, preparation & analysis of raw coal supplied to Washeries from Collieries**

Dear Sir,

Procedure for joint sampling in respect of raw coal supply to washeries from collieries has been issued by letter no. BCCL/GM(QC)/F-68A/12/309 dated: 20/21 July, 2012 (photocopy enclosed).

You are requested to follow the guidelines mentioned in the above letter.

Enclosure: As stated above

Yours faithfully,

DT (P&P)

CC:  
: TS to DT (OP)



**BIHAR COKING COAL LIMITED**  
**QUALITY CONTROL DEPARTMENT**

**KOYLA BHAWAN, KOYLA NAGAR**  
**PO BOX 826005, JHARKHAND**

Dated: 20<sup>th</sup> July, 2012

To  
The General Manager (W),  
Bhilai Steel Plant, Govindpur/Katni/Singrauli/Kusmunda/  
Durgam Chak/Booths B, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ.

Sub: Modalities for sampling, preparation & analysis  
of raw coal supplied to Washeries from Collieries

Dear Sir,

The following procedure for joint sampling in respect of raw coal supply to washeries from collieries will be followed with immediate effect.

1. Joint sampling will be done by concerned colliery/Area officials and washery unit officials in presence of representatives of Quality Control Department, Koyla Bhawan.
2. The gross sample prepared jointly as above will be sent to Quality Control Department, Koyla Bhawan.
3. Quality Control Department will get the analysis done at any BCCL Area Lab. as Third Party (other than the Area from where samples are drawn) without disclosing the identity of the gross sample.
4. The analysis reports duly authenticated by G.M.(QC), BCCL will be final for all purposes.
5. In case of supply by rail, joint sample will be collected & prepared alternately at loading end and destination end for each Area.
6. In case of supply by road, samples will be collected jointly in alternate weeks at loading end and destination end, from the trucks/tippers as per norms.
7. In case of non-participation by any of the two, sampling & preparation will be carried out unilaterally by the concerned colliery/Area or washery under telephonic intimation to assenting Unit in-charge and G.M.(QC).
8. The analysed report will be communicated weekly to all concerned.

It will be the responsibility of the concerned Area to inform Q.C. Deptt.(HQ) and the Washery before loading to participate in the sampling, when sampling is to be done at loading end and similarly the Washery will inform the concerned Area and Q.C. Deptt., when sampling is to be done at Washery end for rail or road as and when applicable.

This issues with the approval of competent authority.

Yours faithfully,

General Manager(QC)

cc. to: D(T)O/D(T)P&P/D(F), BCCL - for kind information.



<p>भारतकोकिंगकोललिमिटेड (एक मिनी रत्न कंपनी) <b>निदेशक(तक.) परियोजनाएं योजना</b> पं.का.:कोयलाभवन,कोयलानगर, धनबाद,(झारखंड)- 826005 सीआइएन: U10101JH1972GOI000918 फोन: 0326-2230159 / Fax: 0326- 2230161 ई-मेल: dirpp@bccl.gov.in</p>		<p><b>Bharat Coking Coal Limited</b> (A Mini Ratna Company) <b>Director(Tech) P&amp;P</b> Reg.Off: KoylaBhawan, Koyla Nagar, Dhanbad (Jharkhand) – 826005 CIN: U10101JH1972GOI000918 Phone: 0326-2230159 / Fax: 0326- 2230161 E mail: dirpp@bccl.gov.in</p>
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संदर्भ: BCCL/D(T)P&P/F-2018/2020/ 163

दिनांक: 06.06.20120

To  
The General Manager  
Barora/Block-II/ Govindpur/EJ/CV Area

Subject: Maintenance of Forms as Prescribed in 'Yellow Book'

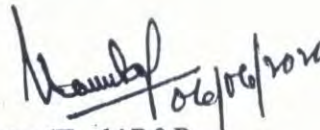
Ref: (i) BCCL/CVO/Sectt/F-/2020/787, Dated 05-06-2020  
(ii) BCCL/CS/F-QSM/42, Dated 27/28-01-2020

Dear Sir,

With reference to the above letters, you are hereby directed to ensure maintenance of record of production in the corresponding yellow book formats. Accordingly, a monthly 'Yellow Book – Maintenance Report' must be submitted to HOD(Survey) within three days after every month, without Fail. HOD(Survey), in turn, would compile such reports and a consolidated report will be submitted to GM(Coordination) within a week.

The consolidated report shall be apprised to the FDs every-month by GM(Coordination).

Encl: As above.

  
Director(Tech)P&P  
BCCL

Copy to:

- (1) TS to CVO, BCCL
- (2) HOD(Survey)
- (3) GM(Coordination)
- (4) TS to D(T)P&P

Sent via email on 6/6/2020.

File It.

# भारत कोकिंग कोल लिमिटेड

(कोल इण्डिया लिमिटेड का एक अंग)

एक मिनि रत्न कंपनी

महाप्रबंधक(समन्वय) का कार्यालय

सिन - U10101JH1972GOI000918

कोयला भवन, कोयला नगर, धनबाद



**BHARAT COKING COAL LIMITED**

(A Subsidiary of Coal India Limited)

A Mini Ratna Company

Office of the GM(Co-ordination)

CIN - U10101JH1972GOI000918

Koyla Bhawan, Koyla Nagar, Dhanbad

पत्रांक:-महा0प्र0(स0)/फा0सं0. F-35/20/179

दिनांक: 24.08.2020

सेवा में,

महाप्रबंधक (सभी क्षेत्र)

बीसीसीएल

धनबाद ।

## **विषय :- Implementation of recommendations regarding Specific Diesel Consumption**

महाशय,

In pursuance of CAG report part II, para 2 dated 09.06.2016, a Committee was formed with the scope of:

1. Determining standard procedure for monitoring of specific diesel consumption and fixing responsibility.
2. Frequency of field study by IED in case of excess diesel consumption in any Project/Area.
3. Application of IT enabled system (CCTV, IFMS etc.) for monitoring of diesel pilferage.
4. Fixing of benchmark for specific diesel consumption by CMPDIL in the beginning of the financial year and communicating to concerned Projects/Areas (at present CMPDIL fixes the benchmark and communicate at the end of the financial year).
5. Modification of specific diesel consumption by CMPDIL and in case of any specific constraint is encountered by the project.
6. The role of GM (Excavation) if modification of SDC is required in case of addition/deletion of electric shovels to diesel shovels and vice versa in any project.

The Committee after detailed deliberation submitted its recommendation (attached in Annexure I), which was placed in FDs meeting held on 12/13.08.2020. After detailed deliberation, FDs agreed for implementation of monitoring system of specific diesel consumption with respect to working hours and for checking diesel misappropriation. However, IT gadgets like RFID to be incorporated in all running HEMMs will be taken up in 2<sup>nd</sup> phase.

You are therefore requested to take necessary steps for ensuring the implementation of the same except point no. 3 which shall be implemented in 2<sup>nd</sup> phase.

**संलग्नक :- यथोपरी ।**

**वितरण:-**

- 1) सभी कार्यात्मक निर्देशक एवं मुख्य सतर्कता अधिकारी के तकनीकी सचिव ।
- 2) महाप्रबंधक (उत्खनन), बीसीसीएल ।
- 3) उपरोक्त समिति के सभी सदस्यगण ।

महाप्रबंधक (समन्वय)

**Recommendations of the Committee constituted to study the prevailing monitoring and control system for specific diesel consumption in BCCL:**

The Committee after detailed deliberation recommended the following:

**1. Determining standard procedure for monitoring of specific diesel consumption and fixing responsibility**

**Prevailing practice:**

HSD is released on pro rata basis as per actual production keeping in view the benchmark of SDC. Responsibility is lying with excavation I/C for strict adherence of the SDC norms.

**Recommendations:**

- A) Issue of HSD in individual HEMM must be in accordance with the working hours of preceding date and the balance of diesel in the diesel tank..
- B) Daily monitoring of SDC is to be ensured for better control and if SDC exceeds the norm, abnormally, corrective action should be taken after analyzing the reasons.
- C) Equipment hourly consumption is to be examined on weekly basis and excess fuel consuming machine is to be stopped for taking corrective measures.
- D) Project officers and project manager should also be made equally responsible along with project engineer for strict compliance of SDC norms.

**2. Frequency of field study by IED in case of excess diesel consumption in any Project/Area.**

**Prevailing Practice:**

No such practice in vogue

**Recommendations:**

Monitoring of diesel consumption and SDC may be done on quarterly basis by IED to control diesel consumption and to maintain SDC as per the bench mark set up for the financial year and if the SDC exceeds more than 10%, the report should be sent to concerned D(T).

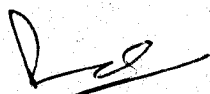
**3. Application of IT enabled system (CCTV,IFMS etc) for monitoring of diesel pilferage**

**Prevailing Practice:**

There exists no such system in general. However as a trial run, RFID have been installed in one BH 60T dumper and one EX1200 hydraulic excavator at Kusunda area whose present functioning is found good as reported by Kusunda Area. CCTV facility at diesel dispensing unit is not available

**Recommendations:**

- A) IT gadgets like RFID should be incorporated in all running HEMMs phase wise to monitor diesel consumption w.r.t working hours and to check the diesel misappropriation.
- B) CCTV at diesel dispensing units should be installed in all the Area.



4. **Fixing of Benchmark for specific diesel consumption by CMPDIL in the beginning of the financial year and communicating to concerned Projects/Area (at present CMPDIL fixes the benchmark and communicate at the end of the financial year.**

**Present practice:**

It is being followed and SDC is being communicated by CMPDIL at the end of the year.

**Recommendation:**

- A) SDC benchmark for any OCP should be finalized and communicated to concerned project within month of March of preceding financial year. It will help to assess the budget forecasting and to prepare the mine action plan for optimum utilization of resources.
5. **Modification of specific diesel consumption by CMPDIL in case any specific constraint is encountered by the project.**

**Present practice:**

It's not in vogue.

**Recommendations:**

Mine plan may be deviated due to unforeseen situations like dearth of land, presence of illegal occupants in the cutting area, presence of active fire etc which may affect the Lead and Lift of the haul distance for transportation. More over, operational disposition can be changed with addition/deletion of electric HEMM with diesel operated HEMM. Furthermore inclusion of higher capacity diesel operated HEMM will affect the consumption of diesel.

Keeping in view to the above SDC modification in case of any eventuality may be enforced against recommendation of Excavation department with subsequent approval of CMD.

6. **The role of GM (Excavation) if modification of SDC is required in case of addition/deletion of electric shovels to diesel shovels and vice versa in any project.**

**Present Practice:**

In vogue.

**Recommendation:**

SDC modification in case of addition/deletion of electric HEMM with diesel operated HEMM may be done against recommendation of Excavation department with subsequent approval of CMD.







# भारत कोकिंग कोल लिमिटेड

(कोल इण्डिया लिमिटेड का एक अंग)

समन्वय विभाग(Co-ordination Dept)

कोयला भवन, कोयला नगर, धनबाद-826005

E-mail:- gmcoord.bccl@coalindia.in

संदर्भ सं०:-जीएम(समन्वय):फ-35:19:396

दिनांक: 29.11.2019

To,  
GMs – All Areas / Washery  
BCCL.

**Sub : Regarding compliance of SOP for Asset Management and for proper Accountal and Movement of HEMMs/Other machinery.**

Sir(s),

SOP for Asset Management and for proper Accountal and Movement of HEMMs/Other machineries has been approved by the Competent Authority and the same is being furnished for necessary compliance.

<b>Standard Operating Procedure(SOP) for Asset Management and for Proper Accountal and Movement of HEMMs/Other Machinery.</b>	
<b>1</b>	Area General Manager will nominate Area Nodal officer for Asset Management.
<b>2</b>	<b>New Equipment/Other Machinery</b>
<b>a</b>	New HEMM/Other machinery will be delivered to consignee i.e. concerned Area Regional Store/EKRA Central Store.
<b>b</b>	Consignment will be received by respective mine and commissioned.
<b>c</b>	After successful commissioning of the equipment the formal commissioning certificate will be issued under signature of Area GM, AM(Excvn)/AM(E&M), Engineer I/C, P.O, Workshop I/C etc, and AM(Excvn)/AM(E&M) will communicate to the Area Nodal Officer, AFM and Excvn /E&M Department, HQ for recording and proper accounting.
<b>3</b>	<b>In case of Transfer of HEMMs/Other Machinery</b>
<b>a</b>	Transfer order of HEMMs/Other Machinery to be issued by General Manager(Excvn)/HOD/GM(E&M) after obtaining administrative approval of Competent Authority with a copy to Area GM, AM(Excvn)/AM(E&M) of concerned Area.
<b>b</b>	GM, Concerned Areas will endorse to Nodal officer & AM(Excvn)/AM(E&M) of the respective Areas (Issuing and Receiving Areas).
<b>c</b>	AM(Excvn)/AM(E&M) will communicate to Project officer of respective mines.
<b>d</b>	Project Officer of issuing and receiving areas will release and communicate to Engineer I/C of the mine.
<b>e</b>	Depot Transfer(DT) document shall be signed by Engineer I/C, Project Officer, Area Nodal officer & Depot officer(Regional Store of receiving Areas).
<b>f</b>	After physical transfer of HEMMs/Other Machinery, it should be recorded in Equipment Movement Register of both the Areas(Issuing and Receiving areas).
<b>g</b>	Transfer intimation will be communicated to Area Finance Manager for deletion/addition in asset register with a copy to GM(Excvn),HOD/GM(E&M), BCCL HQ.
<b>i</b>	While transferring an equipment it should be ensured that all the spares capitalized along with the equipment is also simultaneously transferred to the transferee Unit/Area.
<b>Area Nodal Officer will communicate to CIL on-line portal Management Cell for data updation</b>	

This is for your kind information and needful action.

Cc : 1) All FDs, BCCL.  
2) CVO, BCCL.  
3) All HODs, BCCL HQ.

GM(Co-ordination)

P.O. ROCP  
ROCP-113 (E)  
18/01/2020

भारत कोकिंग कोल लिमिटेड (कोल इंडिया लिमिटेड का एक अंग) कोयला धरार, धरार झारखण्ड कॉर्पोरेट पहचान नं: U10101JH972601000918		Bharat Coking Coal Limited (A Subsidiary of Coal India Limited) Koyla Bhawan, Dhanbad - PIN - 826001 (JHARKHAND) Corporate Identity No. U10101JH972601000918
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Ref. No. BCCL: PER: IR: Absenteeism: 2020: / 2-2-3-36 //

Dated: - 11.01.2020



cc: To  
All Area GMs including Washery Division

Sub: Modalities for exercising control on absenteeism.

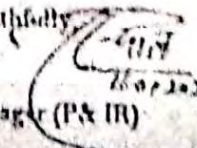
Dear Sir,

In supersession of earlier office orders, the following guidelines are given for exercising control on absenteeism.

The employees who are absenting from work and who report on duty should be allowed to join their work subject to the following conditions:-

- Absenteeism upto 3 days:  
The work-in-charge can allow the workers on duty with an oral warning. In case this is repeated during the same month, written warning should be issued.
- Absenteeism upto 10 days:  
The manager/ Engineer-In-Charge may allow the workers on duty with a written warning. In case repeated during the month, disciplinary action should be initiated as per the laid down procedure.
- Absenteeism beyond 10 days upto 30 days:  
The worker should be issued with a charge-sheet, enquiry held and disciplinary action taken. Without prejudice to findings of the enquiry, the worker would nevertheless be allowed to join duty with the authorisation of Dy. CPM/PM In-charge of the Area.
- Absenteeism beyond 30 days upto 03 months:  
The worker should be issued with a charge-sheet, enquiry held and disciplinary action taken. Without prejudice to findings of the enquiry, the worker would be allowed to join duty with reinsertion of the name in EDP payroll (if deleted) with the approval of the CGM/GM of the Area.
- Absenteeism beyond 03 months to 06 months:  
The worker should be issued with a charge-sheet enquiry held and disciplinary action taken. Without prejudice to findings of the enquiry, CGM/GM of the Area will allow the worker with reinsertion of name in EDP payroll subject to his medical fitness declared by Area Medical Officer.
- Absenteeism beyond 06 (six) months:  
The worker should be issued with a charge sheet enquiry held and disciplinary proceedings should be completed expeditiously and the proposal sent to Hqrs. within 15 days for approval of D (P) subject to medical fitness declared by Apex Medical Board.
- Penalty may be imposed, commensurate with gravity of misconduct as per CSO of BCCL.
- After receiving of the file at HQ necessary scrutiny will be done and put up before the competent authority within 07 days.

All the past punishment must be recorded in the personal file of the employees.  
This issues with the approval with the competent authority and shall come into force forthwith.  
NOTE:-HINDI version of modalities given on reverse. In case of any confusion, ENGLISH version is to be treated as final.

Yours faithfully,  
  
General Manager (P&IR)

Copy to:-

APM  
see Project officer  
HODS



## भारत कोकिंग कोल लिमिटेड

एक मिनीरत्न कंपनी

कोल) इंडिया लिमिटेड का एक अंग (

पंजीकृत कार्यालय: कोयला भवन,

कोयला नगर, धनबाद - 826005

CIN: U10101JH1972GOI000918

दूरभाष 2230281-0326 : फैक्स/2230170-0326 :

E-mail : tsdp.bccl@coalindia.in



## Bharat Coking Coal Ltd.

A Mini Ratna Company

(A Subsidiary of Coal India Ltd)

Regd. Off.: Koyla Bhawan,

Koyla Nagar, Dhanbad - 826005

CIN: U10101JH1972GOI000918

Phone 2230170-0326 :

Fax: 2230281-0326

E-mail : tsdp.bccl@coalindia.in

### Personnel Directorate

पत्रांक-बीसीसीएल/पेंशन/2020/ 1160-1213

दिनांक-28.05.2020

सेवा में,

- 1) महाप्रबंधक,  
सभी क्षेत्र (वाशरी, BTA एवं MRS सहित)
- 2) महाप्रबंधक (वित्त) प्रभारी कोयला भवन
- 3) विभागाध्यक्ष,  
CHD, RH Bhulli एवं वेतन कार्यालय

विषय: Vetting of Average Notional Salary of Last 10 months for PF/Pension claims.

सन्दर्भ: Discussion held during VC on 12.05.2020 on the subject matter along with other issues.

महोदय,

Henceforth, the Average Notional Salary statement (Last 10 Months) being submitted along with PF/Pension claims will be vetted by Personnel and Finance executive of Unit /Area / Establishment jointly before submission to CMPFO.

In case of HQ. Average Notional Salary (Last 10 Months) will be vetted jointly by HOD(Fin/Pay) and Personnel Executive of NEE / Personnel Executive of EE respectively for Non Executives and Executive cadre employees.

A confirmation in this regard may be submitted to GM(PF&Pension) with a copy to undersigned.

प्रति:

- 1) मुख्य सतर्कता अधिकारी, कोयला भवन - सूचनार्थ
- 2) महाप्रबंधक (पीएफ & पेंशन) / महाप्रबंधक (का/ अधि. स्था.) / महाप्रबंधक (का./ कर्म. स्था.), कोयला भवन
- 3) महाप्रबंधक (वित्त) प्रभारी, कोयला भवन
- 4) सभी क्षेत्रीय कार्मिक प्रबंधक / क्षेत्रीय वित्त प्रबंधक - अनुपालनार्थ
- 5) क्षेत्रीय आयुक्त को. खा. म. नि. संगठन D1/D2 - सूचनार्थ

भवदीय  
(आर एस महापात्र)  
निदेशक (कार्मिक)

CD 444203  
CD 496(E) 21/6/20  
30/120

BI ARAT COKING COAL LIMITED  
'A Mini Ratna Company'  
(A Subsidiary of Coal India Limited)  
Keyla Bhanwan, Keyla Nagar  
Dhanbad- 826005  
Jharkhand.

CIN: U10101JH1972GOI000918  
Contact no. : 0328.2230202  
Fax: 0328.2230202  
Website: www.bccl.gov.in  
E-mail: bcclprodhanbad@gmail.com

Ref. No. BCCL/HQ/MP&U/2020/ 1950-89 (R)

Date- 25.05.2020

To,  
1. The All Area General Managers. (Best copy)  
2. GM (P)- NEE, BCCL

Subject: SOP for processing: Compassionate employment / Monetary Compensation / Live Roster cases w.e.f 01.06.2020

Dear Sir,

Please find herewith the "SOP for processing Compassionate employment / Monetary Compensation / Live Roster cases under the provision of NCWA". The necessary enclosures/formats as approved in FDs meeting held on 09.05.2020 is enclosed alongwith. It is therefore required to ensure the compliance of the guideline as per SOP, W.E.F from 01.06.2020.

(667) This is for information and uniform implementation please.

Encl:-

- SOP- Contains 05 pages.
- Condolence Message-01 Page
- Draft Appointment letters- Contains 03 Pages

General Manager (P) MP&R  
Keyla Bhanwan

Copy to:

- Functional Directors- BCCL - For kind information.
- TS to CMD-BCCL/D(P)-I CCL/D(T)-OP BCCL/D(T)-P&P-BCCL/CVO-BCCL
- Company Sect.- BCCL
- GM-Systems- With a request to upload the prescribed proforma/Forms with list of required documents on BCCL website.
- All Area Personnel Managers- With advice for uniform implementation.

वी.सी.सी.एल

बस्ताकोला पोरब-IX

पत्र संख्या 11/कांकोने/09/06-प/2020/ 5183

दिनांक-04.06.2020

सेवा में,

- शरीर प (योजना पदाधिकारी, सभा कालेयरा) ----- आवश्यक कार्रवाई हेतु प्राप्त  
बस्ताकोला क्षेत्र
- उप मू: 1 दिक्कना पदाधिकारी/प्रभारी  
रंजित हॉस्पिटल सोसाय
- प्रभारी निमित्त, केन्द्रीय कारोबार पदाधिकारी
- सामाजी पबन्धक, क्षेत्रीय भंडार, बरा
- वर्षाव बंधक (प्रसारण), बस्ताकोला क्षेत्र

लेजायेद मिह  
5/6/2020  
क्षेत्रीय पबन्धक (कार्मिक)  
बस्ताकोला क्षेत्र



**Standard Operating Procedure for Processing Compassionate Employment/ Monetary Compensation /  
Live Roster Cases effective from 01.06.2020**

**UNIT/Colliery Level (Time Limit 30 Days)**

1. On receipt of death certificate of an employee from the family members, a condolence message will be sent by the concerned unit/establishment in-charge along with information to the spouse/ dependent of the deceased for submission of applications in prescribed format for different benefits payable by the Company including compassionate employment or monetary compensation or live roster in lieu of employment as per NCWA. The prescribed proforma/ forms for application along with list of required documents will be displayed on BCCL website ([www.bcclweb.in](http://www.bcclweb.in)) as well as hard copy will be provided to the family on request. It will be the responsibility of the Personnel executives of the unit/establishment to assist the family in completing the proforma applications and will pass suitable guidance. In case of female applicant, the unit personnel executive will give option of monetary compensation to the spouse of the deceased employee and will explain the benefits of monetary compensation specially mentioning the amount.

The family of the deceased must submit the application completed in all respect claiming compassionate appointment or monetary compensation or live roster in lieu of employment as per NCWA within a period of **One Year** from the date of death of the ex-employee failing which it will be presumed that the family is not in need of compassionate appointment or monetary compensation or live roster and the case will be treated as closed with a communication to the family.

On receipt of application for dependent employment or monetary compensation or live roster, a proper receipt will be issued to the applicant under the signature of the personnel executive indicating the date of receipt and the application to be properly diarized and documented.

The application for compassionate employment or monetary compensation or live roster will contain the following documents / certificates which are to be ensured while receiving the applications.

**Table-1**

S/N	List of Documents to be submitted by the claimant, Duly Filled in all respect, (in triplicate) one set each for Unit, Area and HQ
1	Option of the claimant for employment/ monetary compensation/ monetary compensation-cum-live roster.
2	Application Form
3	Attestation Form
4	Identification Certificate issued by B.D.O./C.O./State Authority
5	Verification Roll
6	Identification of Unit/ Area regarding identification of the claimant for employment/ monetary compensation under provision of NCWA
7	Death Certificate of Ex-employee
8	Caste Certificate issued by competent authority (SC/ST/OBC Certificate)
9	Family details certificate issued by BDO/CO/State Authority
10	Educational (SLC) / Matriculation Certificate & other educational/technical certificates such as ITI, Diploma, B. Tech, MBA/MCA etc. (In case of Illiterate claimants affidavit in prescribed format to be submitted by claimant)
11	NOC/Sponsorship Affidavits of other dependent family member of the ex-employee in favour of the claimant



### Area Level (Time Limit 60 Days)

3. On receipt of employment/ monetary compensation/ live roster, claim file from unit, area concerned will check/ scrutinize the file and discrepancies, if any, are to be corrected/ completed by the Unit. In the meantime, the claimant will be referred to AMB for Initial Medical Examination for ascertaining the medical fitness and assessment of age. Area will ensure that all the relevant documents for IME & assessment of age are to be sent to the AMB. In case of illiterate claimants, area have to ensure the submission of prescribed Performa and affidavit in this regard to AMB for assessment of age. In case of claims of monetary compensation, the claimant is not required to be sent for IME and age to be considered as per service records of ex-employee/ education certificate. In case of any discrepancy of age the claimant may be sent for age assessment after approval of the competent authority.
4. Medical Board at Mayo Nagar Hospital shall ensure Completion of Initial Medical Examination and age assessment (in illiterate cases) of claimant within one-month period from receipt of the IME proposal from Area. For early disposal, both area as well as medical board must use e-office/e-mail for correspondence.
5. **In case of employment cases-** On receipt of IME report and claimant being found medically fit (with age/ DOB as per IME report or Age assessment report), the employment file will be placed before area screening committee for scrutiny and deliberation.  
**In cases of monetary compensation-** The claim files have to be placed before the Area Screening Committee directly as there is no requirement of IME. On being found appropriate/ eligible as per NCVA norms, the area screening committee will recommend the employment/ monetary compensation.
6. Further, all the relevant columns in old and new checklist are to be filled up by the area concerned alongwith the signature & Seal of the concerned authorities in checklist's and application form. Thereafter the file will be forwarded to the head of MP & R Department at HQ for further processing.

List of Documents to be enclosed with the employment claim file (to be ensured by Area in addition to the documents mentioned in Table No. 1 and 2)-

Table-3

S/N	List of Documents to be enclosed by the Area.
1	IME Report(s) - One copy of IME Report
2	Age assessment Report (if applicable)
3	Area Screening Committee Report, duly recommended by Area General Manager

### HQ Level, MP & R Department (Time Limit 60 Days)

7. On receipt of employment claim file from area concerned, MP & R department will check/ scrutinize the file on the above mentioned points and discrepancies if any will be notified to the area concerned which will be corrected/ completed by the Unit/ claimant (as applicable). For purpose of correspondence mode of e-office/ e-mail will be used.
8. In the meantime, file will be sent to the EDP by email/e-office for preparation of EDP checklist and confirmation of deletion of name of ex-employee. EDP to confirm by email/e-office within Seven days.

*Handwritten:* 25/05/2020

*Handwritten:* 25/05/2020

*Handwritten signature:* 25/05/2020



भारत कोकिंग कोल लिमिटेड  
(कोल इंडिया लिमिटेड की एक अनुषंगी कंपनी)  
कोयला भवन, कोयला नगर,  
धनबाद-826005



CIN : U10101JH1972GOI000918  
Contact no. : 0326-2230202  
Fax: 0326-2230202  
Website: www.bcclweb.in  
E-mail: bcclprodhanbad@gmail.com

Ref.No.

Date:-

सेवा में, / To श्री ..... / Sri ..... पुत्र ..... / S/o ..... भूतपूर्व-..... / Ex- ..... कर्मी संख्या-..... / Pers.No ..... ..... कोलियरी, क्षेत्र / ..... Colliery ..... पता/Address ग्राम-..... पो-..... थाना-..... जिला - ..... राज्य-..... Vill-....., PO: ..... PS: ..... Dist:.....State.....	DOB/Age ..... आयु / जन्मतिथि ..... (—DoB in words.....) (As determined in .....) Edu. Qualification-..... आधार नंबर : ..... Aadhar No: .....	PHOTO
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विषय:-कटेगरी-1 के आरम्भिक मूलवेतन मान(केवल) पर 6(छ)माह के लिए प्रशिक्षु के पद पर नियुक्ति। संचिधिक प्रशिक्षण के सफलतापूर्वक पूर्ण करने के उपरांत आपको पत्रांक: बीसी पीएल/पीए-VI/ ..... दिनांक ..... के अनुसार कंपनी के अनुच्छेद/राजना 9.3.0/9.4.0 के तहत एनसीडब्ल्यू-X कटेगरी.1 के वेतनमान में नियमित किया जाएगा।

Sub:- Appointment to the post of Trainee, of initial basic wages(only)of Cat-1for a period of 6(six)months. After successful completion of statutory training you will be regularized as Cat-1 employee in the pay scale of Cat-1 of NCWA-X under para/Scheme 9.3.0/9.4.0 of the Company as per the letter No.BCCL/PA-VI/ ..... dated.....

महोदय/Dear Sir,

1.एतद्वारा,भारत सरकार द्वारा यथा स्वीकृत एवं राष्ट्रीय कोयला वेतन समझौता के रूप में कंपनी द्वारा अंगीकृत वेतन बोर्ड अनुशंसा के अनुसार यथा स्वीकार्यता के आधार पर आपको चरित्र एवं पूर्ववृत्त के सत्यापन की शर्त पर प्रशिक्षु कटेगरी.1 के आरम्भिक मूल वेतनमान(केवल) पर के रूप में नियुक्ति हेतु प्रस्ताव दिया जाता है। यदि पुलिस सत्यापन में आपके विरुद्ध किसी भी प्रकार का कोई भी प्रतिकूल तथ्य पाया जाता है तो आपको यह सेवा तत्काल प्रभाव से निरस्त कर दी जाएगी और आपके विरुद्ध भारतीय नियम एवं कानून के अनुसार अनुशासनात्मक कार्रवाई की जाएगी।

1. Subject to verification of character and antecedent(s), you are hereby offered appointment as 'Trainee' on initial basic wages (only)of Cat-1as admissible according to the wage Board Recommendation as accepted by the Govt. of India and adopted by the Company as National Coal Wage Agreement. In case anything adverse is found as a result of Police Verification your service will be summarily terminated and you will be liable for action under disciplinary rules and law of the land.

2. आपकी यह नियुक्ति 6(छ) माह के परीक्षाधीन अवधि के लिए होगी और इस दौरान आपकी सेवा बिना कोई कारण बताए समाप्त की जा सकती है। इस परीक्षाधीन अवधि के सफलतापूर्वक पूर्ण करने और इस अवधि के दौरान आपके कार्य एवं आचरण से संबंधित संतोषजनक प्रदर्शन रिपोर्ट प्राप्त होने के उपरांत आपकी सेवा को आगे बढ़ाने पर विचार किया जाएगा।

2. Your appointment is on probation for a period of 06(six) Months and during this period your service will be liable to be terminated without assigning any reason thereof. On successful completion of probation period and on receipt of satisfactory performance report about your work & conduct during the period, your retention for further period will be considered.

कृप्या पन्न उल्टे/PTO



3. आप भारत सरकार द्वारा स्वीकृत एवं राष्ट्रीय कोयला वेतन समझौता के रूप में कोयली द्वारा अंगीकृत वेतन बोर्ड अनुशसित द्वारा शासित होंगे। जहाँ तक कार्य के घंटे, अवकाश, छुट्टी तथा सेवा की अन्य शर्तों का प्रश्न है, यदि इनके वेतन बोर्ड के अनुशसितों के तहत शामिल नहीं किया गया है तो आप कंपनी के उसी प्रमाणित स्थानीय आदेशों द्वारा शासित होंगे, जो कोयला कामगारों पर लागू होगा और आप पर सेवा की वही शर्तें लागू होंगी जो कंपनी के कोलियरियों में काम करने वाले टाइम रेटेड कर्मचारियों पर लागू होती है। इनमें प्रबंधन द्वारा समय-समय पर निर्गत आदेश भी शामिल हैं। जहाँ तक सेवा के नियम एवं शर्तों का संबंध है, कोयला नियुक्ति प्राधिकारी का निर्णय अंतिम होगा।

3. You will be governed by the service conditions as recommended by the Wage Board and accepted by the Government of India and adopted by the Company as National Coal Wage Agreement. As regards working hours, holidays leave and other conditions of services not covered by the accepted recommendation of the Wage Board, you will be governed and ruled by the Certified Standing Orders of the Company, as applicable to workman and by the same terms and conditions of service as applicable to Time Rated workers in the Collieries under the company, subject to such orders as may be issued by the Management from time to time. As regards the terms and conditions of services are concerned, the decision of the company or any authority of the appointing authority shall be final.

4. आपको कंपनी का पूर्णकालीन कर्मचारी माना जाएगा और कंपनी के काम के लिए आवश्यकता अनुसार कभी भी एवं कहीं भी नियोजित किया जा सकता है।

4. You will be treated as whole time employee of the company and may be employed in any manner required in connection with the work of the company.

5. आपका स्थानांतरण भारत के किसी भी भाग में स्थापित या स्थापित होने वाले कंपनी के किसी भी कार्यालय / प्रतिष्ठान में किया जा सकता है।

5. Your service will be transferable to any part of India where the company has or may set up its office(s)/establishment(s).

6. यदि आप किसी सरकारी या निजी प्रतिष्ठान में किसी पद पर कार्यरत हैं तो आपको कार्य मुक्ति प्रमाण पत्र [Release Certificate] प्रस्तुत करना होगा।

6. You will have to produce "Release Certificate" in case you are holding a Govt. post or a post under private firm.

7. यह नियुक्ति पत्र इस शर्त के अधीन दिया जाता है कि संबंधित क्षेत्रीय प्रबंधन द्वारा प्रशिक्षु का पुलिस सत्यापन रिपोर्ट (दोनों स्थाई एवं अस्थायी पदों से), शैक्षणिक प्रमाण पत्र का सत्यापन, भू0पू0 कर्मों का मृत्यु प्रमाण पत्र का सत्यापन, पारिवारिक प्रमाण पत्र का सत्यापन यथाशीघ्र सुनिश्चित किया जाए एवं उसके परचाहूँ ही इनका नियमितकरण मुख्यालय के अनुमोदन के उपरान्त किया जाएगा। उक्त सत्यापन रिपोर्टों में किसी प्रकार की प्रतिकूल टिप्पणी मिलने पर बिना किसी नोटिस के प्रशिक्षु की सेवाएँ समाप्त कर दी जाएगी।

7. This appointment letter is issued on the condition that the concerned area management shall obtain police verification reports (from permanent as well as from present address of the trainee) educational certificate verification report, verification report of the death certificate of the ex-employee, verification report of the family detail certificate on priority basis. Thereafter, the trainee will be regularized after getting approval from HQ. If any adverse report will be found against the trainee concerned then his/her services will be terminated without any notice.

8. आपको निर्देश दिया जाता है कि आप अपने कार्य पर योगदान देने के लिए महाप्रबंधक, क्षेत्र को 07 दिनों के अंदर रिपोर्ट करें। आपको यह भी निर्देश दिया जाता है कि इस पत्र के प्राप्त होने के रात दिनों के अंदर अपने कार्य पर योगदान देने की तिथि की सूचना इस कार्यालय को भी दें। यदि निर्धारित अवधि के अंदर आप अपने कार्य पर योगदान देने हेतु रिपोर्ट नहीं करते हैं तो आपकी नियुक्ति निरस्त मानी जाएगी।

8. You are directed to report for your duty to the General Manager, Area within 07 days at the latest. You are however requested to intimate the firm date of joining within seven days from the receipt of this letter. Your appointment stands cancelled if you fail to report for duty within the period indicated therein.

9. आपको कार्य पर योगदान हेतु रिपोर्ट करने के लिए कोई यात्रा भत्ता नहीं दिया जाएगा।

9. No travelling allowance will be paid for the purpose of reporting to duty.

कृपया पन्न उत्ते/PTO

10. अपने कार्य पर योगदान देते समय अपने साथ निम्नलिखित दस्तावेजों की मूल प्रति लाएं ।

10. You should bring the following documents in original with the attested copy of each thereof at the time of joining of duty.

- i. मैट्रिकुलेशन प्रमाण पत्र तथा आयु एवं शैक्षिक योग्यता(ओं) से संबंधित अन्य दस्तावेज ।
- ii. जन्मतिथि प्रमाणित करने के लिए जन्म प्रमाण पत्र (यदि कोई हो तो)
- iii. किसी गण्यमान्य व्यक्ति द्वारा निर्गत चरित्र प्रमाणपत्र, जो जिलाधिकारी/सांसद/विधायक/इस कंपनी के किसी स्थायी अधिकारी/केन्द्र एवं राज्य सरकार के राजपत्रित अधिकारी या इससे उपर के अधिकारी द्वारा निर्गत हो।
  - (i) Matriculation certificate and other credentials providing age and educational qualification(s).
  - (ii) Birth certificate to prove date of birth, (if any).
  - (iii) Character Certificate from the worthy person not below the rank of Dist. Magistrate/ MP/ MLA/Any permanent officer of the company, Gazetted Officer of the Central or State Govt.

11. एक से अधिक शादी के मामले में आपको एक घोषणा पत्र देना होगा ।

11. You shall have to give a declaration in regard to plural marriage.

12. यदि किसी भी समय यह पाया जाता है कि आपके या आपके प्रायोजक (को) द्वारा दिया गया कथन गलत है तो आपकी सेवा बिना कोई कारण बताए तत्काल प्रभाव से निरस्त कर दी जाएगी ।

12. If at any time, it is found that statement(s) given by you or your sponsor(s) is incorrect, your services will stand terminated without assigning any reason thereof.

सक्षम प्राधिकारी के अनुमोदन से निर्गत ।

This issues with the approval of the Competent Authority.

महाप्रबंधक.....क्षेत्र/General Manager.....Area

प्रतिलिपि /Copy to:

1. महाप्रबंधक ..... क्षेत्र/General Manager,.....Area
2. क्षेत्रीय कार्मिक प्रबन्धक,..... क्षेत्र/Area Personnel Manager,..... Area along with employment file/ papers containing ----- pages.
3. परियोजना पदाधिकारी,..... कोलियरी/Project Officer, ..... Colliery,
4. उप प्रबंधक(कार्मिक) श्रमशक्ति एवं नियोजन बीसीसीएल, कोयला भवन, धनबाद/Dy.Manager (P/MP&R), BCCL Koyla Bhawan, Dhanbad.
5. नियुक्ति संचिका /Appointment file.
6. सेवा संचिका /Service file.



भारत कोकिंग कोल लिमिटेड  
भुआ लिमिटेड की एक अनुषंगी कंपनी)  
भवन, कोयला नगर, धनबाद-826005



CIN : U10101JH1972GOI000918  
Contact no. : 0326-2230202  
Fax: 0326-2230202  
Website: www.bclweb.in  
E-mail: bclprodhanbad@gmail.com  
दिनांक:-

सं०-भा०को०को०लि० /

संवा में,

श्रीमान / श्रीमती.....

तथाकथित आश्रित स्व०.....

भूतपूर्व....., कर्मी सं०.....

.....कोलियरी / इकाई.....क्षेत्र।

### विषय:-संवैदना संदेश

महोदय / महोदया,

भारत कोकिंग कोल लिमिटेड, प्रबंधन को आपके आवेदन/सूचना पत्र दिनांक \_\_\_\_\_ के माध्यम से यह अत्यंत दुखद समाचार प्राप्त हुआ है कि स्व० \_\_\_\_\_, भू०पू० \_\_\_\_\_, कर्मी सं० \_\_\_\_\_, \_\_\_\_\_कोलियरी, का देहांत दिनांक \_\_\_\_\_ को हो गया है। इस संकट की घड़ी में समस्त भा०को०को०लि० परिवार आपके अपूर्णीय क्षति पर संवेदना प्रकट करता है एवं यह कामना करता है कि आप धैर्य एवं हिम्मत से काम लें।

जैसा की आपको ज्ञात है कि कंपनी के प्रावधानों के अनुसार भू०पू० कर्मी के आश्रित को निम्नलिखित लाभ/सुविधाएँ देय होती हैं:-

1. बेनोवेलेन्ट फंड का भुगतान (सदस्यों के लिए)
2. भविष्य निधि का भुगतान
3. ग्रेज्युटी (उपदान)
4. पारिवारिक पेंशन योजना
5. आर्थिक मुआवजा / आर्थिक मुआवजा सह लाईव.रोस्टर/अनुकंपा नियोजन
6. लाईफ कवर स्कीम

उपरोक्त लाभ देय हेतु आवश्यक आवेदन फार्म की प्रति संलग्न कर दी जा रही है तथा आपसे आग्रह किया जाता है कि यथाशीघ्र अपना आवेदन पूर्ण रूप से भर कर एवं संबंधित पदाधिकारी द्वारा सत्यापन पश्चात् आवश्यक कागजातों के साथ कार्यालय में प्रस्तुत करें, ताकि आगे की कार्यवाही की जा सके।

उक्त संदर्भ में आपको यह सूचित करना है कि आर्थिक मुआवजा / आर्थिक मुआवजा सह लाईव रोस्टर / अनुकंपा नियोजन हेतु आवेदन की समय-सीमा भू०पू० कर्मी के मृत्यु की तिथि से एक वर्ष निर्धारित की गई है एवं आर्थिक क्षतिपूर्ति की राशि वर्तमान में 26292.97/रुपये मात्र प्रति माह है।

संलग्न:-यथोपरि।

- नोट:-
1. आर्थिक मुआवजा / आर्थिक मुआवजा सह लाईव रोस्टर / अनुकंपा नियोजन हेतु आवेदन करने की समय-सीमा 01 वर्ष है।
  2. आवेदन फार्म की प्रति एवं अन्य प्रारूप भा०को०को०लि० की website [www.bclweb.in](http://www.bclweb.in) के 'DOWNLOAD FORMS' link से भी प्राप्त किया जा सकता है।
  3. उक्त लाभ/सुविधाएँ आश्रित के पात्र पाए जाने पर ही देय होगी।

भवदीय

कार्मिक पदाधिकारी  
.....कोलियरी / इकाई / क्षेत्र / मुख्यालय

Krup  
25/05/2020

Sudesh  
25-5-20



# Standard Operating Procedure for Processing Compassionate Employment/ Monetary Compensation /

Live Roster Cases effective from 01.06.2020

## UNIT/Colliery Level (Time Limit 30 Days)

1. On receipt of death certificate of an employee from the family members, a condolence message will be sent by the concerned unit/establishment in-charge along with information to the spouse/ dependent of the deceased for submission of applications in prescribed format for different benefits payable by the Company including compassionate employment or monetary compensation or live roster in lieu of employment as per NCWA. The prescribed proforma/ forms for application along with list of required documents will be displayed on BCCL website ([www.bcclweb.in](http://www.bcclweb.in)) as well as hard copy will be provided to the family on request. It will be the responsibility of the Personnel executives of the unit/establishment to assist the family in completing the proforma applications and will pass suitable guidance. In case of female applicant, the unit personnel executive will give option of monetary compensation to the spouse of the deceased employee and will explain the benefits of monetary compensation specially mentioning the amount.

The family of the deceased must submit the application completed in all respect claiming compassionate appointment or monetary compensation or live roster in lieu of employment as per NCWA within a period of **One Year** from the date of death of the ex-employee failing which it will be presumed that the family is not in need of compassionate appointment or monetary compensation or live roster and the case will be treated as closed with a communication to the family.

On receipt of application for dependent employment or monetary compensation or live roster, a proper receipt will be issued to the applicant under the signature of the personnel executive indicating the date of receipt and the application to be properly diarized and documented.

The application for compassionate employment or monetary compensation or live roster will contain the following documents / certificates which are to be ensured while receiving the applications.

**Table-1**

S/N	List of Documents to be submitted by the claimant, Duly Filled in all respect, (in triplicate) one set each for Unit, Area and HQ
1	Option of the claimant for employment/ monetary compensation/ monetary compensation-cum-live roster.
2	Application Form
3	Attestation Form
4	Identification Certificate issued by B.D.O./C.O./State Authority
5	Verification Roll
6	Identification of Unit/ Area regarding identification of the claimant for employment/ monetary compensation under provision of NCWA
7	Death Certificate of Ex-employee
8	Caste Certificate issued by competent authority (SC/ST/OBC Certificate)
9	Family details certificate issued by BDO/CO/State Authority
10	Educational (SLC)/ Matriculation Certificate & other educational/technical certificates such as ITI, Diploma, B. Tech., MBA/MCA etc. (In case of Illiterate claimants affidavit in prescribed format to be submitted by claimant)
11	NOC/Sponsorship Affidavits of other dependent family member of the ex-employee in favour of the claimant



12	Indemnity-cum-Surety bond for genuinity/Identity and relationship with ex-employee, declaration is to be given that "In case any declaration with regard to educational certificate/certificate/death certificate/ family details certificate/police verification etc. is found to be false or at a subsequent stage, the company/employer shall be at liberty to take appropriate legal including termination from service", executed before executive magistrate along with two sureties two witnesses of permanent employees, all four having remaining service period of more than two years.(in prescribed Performa)
13	Denial of Monetary Compensation (in employment cases only)
14	30 Recent Passport Size Photographs of the claimant (duly attested by Gazette Officer/ state author)
15	Other Identity documents of the claimant like Aadhaar card, pan card, voter id card etc.
16	Unmarried certificate/ Dependency certificate by BDO/CO/State Authority (in applicable cases on certifying the dependency and residential status)
17	In case School Leaving Certificate is submitted, a certificate from the Headmaster of the school required regarding recognition of the School dully endorsed by District Education Officer with seal/stamp. (The same should be verified from District Education Officer in due course of time)
18	Indemnity cum Surety bond, affidavit of the claimant, paper publication, BDO certificate are required to be submitted for difference of age/ difference of name (in applicable cases only)
19	Copy of application receipt issued by the Personnel Executive to the claimant.
20	In case of indirect dependents, random spot verification through a committee at unit/establishment level is required to be done to verify the claim of dependency and residential status with ex-employee.

2. On receipt of application, the Unit Personnel Executive must scrutinize the claim file to ensure the information sought in the documents/Formats as above are duly filled in. The Unit Personnel Executive will verify the details from service records, Form-B and other records like CMPF, PS-3, PS-4, Gratuity nomination etc. The Unit Personnel Officer shall immediately send the certificates and attestation form etc. to concerned authorities for necessary verification and copy of such correspondence should be enclosed along with proposal while sending to area.

Unit Personnel Officer shall not wait for the verification report and forward the application and documents as at Table-1 & 2, to Area Personnel Manager duly attested, within a period of Thirty days.

Table-2 In addition to Table-1, List of Documents to be enclosed by Unit before forwarding to Area (Two Sets Each , one for area and one for HQ)	
01	All Service records of ex-employee duly updated (Service book, SRE, PS-3, PS-4, Form-F, Form B, Health Card, LTC/LLTC Record, etc.)
02	On Roll Certificate to be issued by unit
03	Deletion Order and Deletion Format for deletion of name from payroll as well as from manpower roll.
04	Copy of letters/ correspondences made by the unit for Death Certificate verification (in cases where death certificate is not issued from Company's Doctor/ Hospital), Family details certificate verification, Educational certificate / Matriculation Certificate verification (SLC/TC to be verified from District Education Officer & Matriculation to be verified from concerned Board), Police verification from Present & Permanent Address

*Pratik*  
25.05.2020

*25/05/2020*

*S. S. S.*  
28.5.20



भारत कोकिंग कोल लिमिटेड  
(कोल इंडिया लिमिटेड की एक अनुषंगी कंपनी)  
कोयला भवन, कोयला नगर,  
धनबाद-826005



CIN : U10101JH1972GOI000918  
Contact no. : 0326-2230202  
Fax: 0326-2230202  
Website: www.bcclweb.in  
E-mail: bcclprodhanbad@gmail.com

Ref.No.

Date:-

सेवा में, / To श्री ..... /Sri ..... पुत्र ..... /S/o ..... भूतपूर्व-..... / Ex-..... कर्म संख्या-..... / Pers.No..... कोलियरी-..... क्षेत्र / ..... Colliery..... पता/Address ग्राम-..... पो-..... थाना-..... जिला - ..... राज्य-..... Vill-....., PO: ..... ,PS:..... Dist:..... State.....	DOB/Age ..... आयु/जन्मतिथि ..... (.....DoB in words.....) (As determined in .....) Edu. Qualification-..... आधार नंबर :..... Aadhar No: .....	PHOTO
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विषय:-कटेगरी-1 के आरम्भिक मूलवेतनमान(केवल) पर 6(छः)माह के लिए प्रशिक्षु के पद पर नियुक्ति। सर्वाधिक प्रशिक्षण के सफलतापूर्वक पूर्ण करने के उपरांत आपको पत्रांक: बीसीसीएल/पीए-VI/ ..... दिनांक ..... के अनुसार कंपनी के अनुच्छेद/योजना 9.3.0/9.4.0 के तहत एनसीडब्ल्यूए.-X कटेगरी.1 के वेतनमान में नियमित किया जाएगा।

Sub:- Appointment to the post of Trainee, of initial basic wages(only)of Cat-1for a period of 6(six)months. After successful completion of statutory training you will be regularized as Cat-1 employee in the pay scale of Cat-1 of NCWA-X under para/Scheme 9.3.0/9.4.0 of the Company as per the letter No.BCCL/PA-VI/ ..... dated.....

होदय/Dear Sir,

- एतद्वारा,भारत सरकार द्वारा यथा स्वीकृत एवं राष्ट्रीय कोयला वेतन समझौता के रूप में कंपनी द्वारा अंगीकृत वेतन बोर्ड अनुशंसा के अनुसार यथा स्वीकार्यता के आधार पर आपको चरित्र एवं पूर्ववृत्त के सत्यापन की शर्त पर प्रशिक्षु, कटेगरी.1 के आरम्भिक मूल वेतनमान(केवल) पर के रूप में नियुक्ति हेतु प्रस्ताव दिया जाता है। यदि पुलिस सत्यापन में आपके विरुद्ध किसी भी प्रकार का कोई भी प्रतिकूल तथ्य पाया जाता है तो आपकी यह सेवा तत्काल प्रभाव से निरस्त कर दी जाएगी और आपके विरुद्ध भारतीय नियम एवं कानून के अनुसार अनुशासनात्मक कार्रवाई की जाएगी।
- Subject to verification of character and antecedent(s), you are hereby offered appointment as 'Trainee' on initial basic wages (only)of Cat-1as admissible according to the wage Board Recommendation as accepted by the Govt. of India and adopted by the Company as National Coal Wage Agreement. In case anything adverse is found as a result of Police Verification your service will be summarily terminated and you will be liable for action under disciplinary rules and law of the land.
- आपकी यह नियुक्ति 6(छः)माह के परीक्षाधीन अवधि के लिए होगी और इस दौरान आपकी सेवा बिना कोई कारण बताए समाप्त की जा सकती है। इस परीक्षाधीन अवधि के सफलतापूर्वक पूर्ण करने और इस अवधि के दौरान आपके कार्य एवं आचरण से संबंधित संतोषजनक प्रदर्शन रिपोर्ट प्राप्त होने के उपरांत आपकी सेवा को आगे बढ़ाने पर विचार किया जाएगा।
- Your appointment is on probation for a period of 06(six) Months and during this period your service will be liable to be terminated without assigning any reason thereof. On successful completion of probation period and on receipt of satisfactory performance report about your work & conduct during the period, your retention for further period will be considered.

कृपया पन्न उत्त्/PTO



3.अप भारत सरकार द्वारा स्वीकृत एवं राष्ट्रीय कोयला वेतन समझौता के रूप में कंपनी द्वारा अंगीकृत वेतन बोर्ड अनुशंसित द्वाारा शासित होंगे । जहाँ तक कार्य के घंटे, अवकाश, छुट्टी तथा सेवा की अन्य शर्तों का प्रश्न है, यदि इन्हे वेतन बोर्ड के अनुशंसाओं के तहत शामिल नहीं किया गया है तो आप कंपनी के उन्ही प्रमाणित स्थायी आदेशों द्वारा शासित होंगे, जो वेतन बोर्ड के कामगारों पर लागू होगा और आप पर सेवा की वही शर्तें लागू होंगी जो कंपनी के कोलियरियों में काम करने वाले टाइम रेटेड कर्मियों पर लागू होती है । इनमें प्रबंधन द्वारा समय-समय पर निर्गत आदेश भी शामिल है । जहाँ तक सेवा के नियम एवं शर्तों का संबंध है, वे या नियुक्ति प्राधिकारी का निर्णय अंतिम होगा ।

3. Your will be governed by the service conditions as recommended by the Wage Board and accepted by the Government of India and adopted by the Company. as National Coal Wage Agreement .As regards working hours, holidays leave and other conditions of services not covered by the accepted recommendation of the Wage Board ,you will be governed and ruled by the Certified Standing Orders of the Company ,as applicable to workman and by the same terms and conditions of service as applicable to Time Rated workers in the Collieries under the company, subject to such orders as any be issued by the Management from time to time . As regards the terms and conditions of services are concerned, the decision of the company of any authority of the appointing authority shall be final.

4.आपको कंपनी का पूर्णकालीन कर्मचारी माना जाएगा और कंपनी के काम के लिए आवश्यकतानुसार कभी भी एवं कहीं भी नियोजित किया जा सकता है ।

4. You will be treated as whole time employee of the company and may be employed in any manner required in connection with the work of the company.

5.आपका स्थानांतरण भारत के किसी भी भाग में स्थापित या स्थापित होने वाले कंपनी के किसी भी कार्यालय /प्रतिष्ठान में किया जा सकता है ।

5. Your service will be transferable to any part of India where the company has or may set up its office(s)/establishment(s).

6.यदि आप किसी सरकारी या निजी प्रतिष्ठान में किसी पद पर कार्यरत है तो आपको कार्य मुक्ति प्रमाण पत्र [Release Certificate] प्रस्तुत करना होगा ।

6. You will have to produce "Release Certificate" in case you are holding a Govt. post or a post under private firm.

7. यह नियुक्ति पत्र इस शर्त के अधीन दिया जाता है कि संबंधित क्षेत्रीय प्रबंधन द्वारा प्रशिक्षु का पुलिस सत्यापन रिपोर्ट (दोनों स्थाई एवं अस्थायी पते से), शैक्षणिक प्रमाण पत्र का सत्यापन, भूगोलीय कर्मों का मृत्यु प्रमाण पत्र का सत्यापन, पारिवारिक प्रमाण पत्र का सत्यापन यथाशीघ्र सुनिश्चित किया जाए एवं उसके पश्चात् ही इनका नियमितकरण मुख्यालय के अनुमोदन के उपरान्त किया जाएगा । उक्त सत्यापन रिपोर्टों में किसी भी प्रकार की प्रतिकूल टिप्पणी मिलने पर बिना किसी नोटिस के प्रशिक्षु की सेवाएँ समाप्त कर दी जाएगी ।

7. This appointment letter is issued on the condition that the concerned area management shall obtain police verification reports (from permanent as well as from present address of the trainee) educational certificate verification report, verification report of the death certificate of the ex-employee, verification report of the family detail certificate on priority basis. Thereafter, the trainee will be regularized after getting approval from HQ. If any adverse report will be found against the trainee concerned then his/her services will be terminated without any notice.

8.आपको निर्देश दिया जाता है कि आप अपने कार्य पर योगदान देने के लिए महाप्रबंधक, ..... क्षेत्र को 07 दिनों के अंदर रिपोर्ट करें। आपको यह भी निर्देश दिया जाता है कि इस पत्र के प्राप्त होने के सात दिनों के अंदर अपने कार्य पर योगदान देने की तिथि की सूचना इस कार्यालय को भी दें। यदि निर्धारित अवधि के अंदर आप अपने कार्य पर योगदान देने हेतु रिपोर्ट नहीं करते हैं तो आपकी नियुक्ति निरस्त मानी जाएगी ।

8. You are directed to report for your duty to the General Manager, ..... Area within 07 days at the latest. You are however requested to intimate the firm date of joining within seven days from the receipt of this letter. Your appointment stands cancelled if you fail to report for duty within the period indicated therein.

9.आपको कार्य पर योगदान हेतु रिपोर्ट करने के लिए कोई यात्रा भत्ता नहीं दिया जाएगा ।

9. No travelling allowance will be paid for the purpose of reporting to duty.

कृपया पत्र उत्त्ते/PTO



10. अपने कार्य पर योगदान देते समय अपने साथ निम्नलिखित दस्तावेजों की मूल प्रति लाएँ ।

10. You should bring the following documents in original with the attested copy of each thereof at the time of joining of duty.

- i. मैट्रिकुलेशन प्रमाण पत्र तथा आयु एवं शैक्षिक योग्यता(ओं) से संबंधित अन्य दस्तावेज ।
- ii. जन्मतिथि प्रमाणित करने के लिए जन्म प्रमाण पत्र(यदि कोई हो तो )
- iii. किसी गण्यमान्य व्यक्ति द्वारा निर्गत चरित्र प्रमाणपत्र, जो जिलाधिकारी/सांसद/विधायक/इस कंपनी के किसी स्थायी अधिकारी/केन्द्र एवं राज्य सरकार के राजपत्रित अधिकारी या इससे उपर के अधिकारी द्वारा निर्गत हो।
- (i) Matriculation certificate and other credentials providing age and educational qualification(s).
- (ii) Birth certificate to prove date of birth (if any).
- (iii) Character Certificate from the worthy person not below the rank of Dist. Magistrate/ MP/ MLA/Any permanent officer of the company, Gazetted Officer of the Central or State Govt.

11. एक से अधिक शादी के मामले में आपको एक घोषणा पत्र देना होगा ।

11. You shall have to give a declaration in regard to plural marriage.

12. यदि किसी भी समय यह पाया जाता है कि आपके या आपके प्रायोजक (को) द्वारा दिया गया कथन गलत है तो आपकी सेवा बिना कोई कारण बताए तत्काल प्रभाव से निरस्त कर दी जाएगी ।

12. If at any time, it is found that statement(s) given by you or your sponsor(s) is incorrect, your services will stand terminated without assigning any reason thereof.

सक्षम अधिकारी के अनुमोदन से निर्गत।

This issues with the approval of the Competent Authority.

महाप्रबंधक.....क्षेत्र/General Manager.....Area

प्रतिलिपि /Copy to:

1. महाप्रबंधक ..... क्षेत्र/General Manager,.....Area
2. क्षेत्रीय कार्मिक प्रबंधक..... क्षेत्र/Area Personnel Manager,..... Area along with employment file/ papers containing ----- pages.
3. परियोजना पदाधिकारी..... कोलियरी/Project Officer, ..... Colliery,
4. उप प्रबंधक(कार्मिक) श्रमशक्ति एवं नियोजन बीसीसीएल, कोयला भवन, धनबाद/Dy. Manager (P/MP&R), BCCL Koyla Bhawan, Dhanbad.
5. नियुक्ति संचिका /Appointment file.
6. सेवा संचिका /Service file.

BEFORE THE EXECUTIVE MAGISTRATE AT DHANBAD

INDEMNITY BOND

This indemnity bond is made and executed at Dhanbad on this.....day of.....202\_ by Sri/Smt./Miss....., S/W/D/o Lt....., Ex-  
....., aged about..... permanent resident  
of..... P.O..... &  
P.S..... Dist....., at present residing  
at..... Colliery, P.O..... P.S.....  
Dist..... State....., herein called the "PROMISSOR" which  
expression shall include all the heirs, legal representatives and assigns of the FIRST PARTY.

AND

Sri/Smt./Miss....., Son/Wife/Daughter of....., aged  
about..... years, presently posted at..... Colliery/Area of M/s BCCL having  
his P.No....., DOB-....., Date of Appointment..... and CMPF No.....  
Posted as..... and residing at..... P.O.....  
Distt:..... herein called the Surety No-1 (SECOND PARTY 1)

AND

Sri/Smt./Miss....., Son/Wife/Daughter of....., aged about  
..... years, presently posted at..... Colliery/Area of M/s BCCL having his  
P.No....., DOB-....., Date of appointment..... and CMPF No.....  
..... posted as..... and residing at.....  
..... P.O..... Distt:.....  
herein called the Surety No.2 (SECOND PARTY 2)

AND

In favour of Bharat Coking Coal Limited, a Govt. Company registered under Company Act having  
its registered office at Koyla Bhawan, P.O. BCCL Township, Distt. Dhanbad hereinafter called the  
employer (THIRD PARTY).

Whereas Lt....., is the Father/Mother of the PROMISSOR who was a  
permanent employee of M/s B.C.C.L having his P. No..... & C.M.P.F.  
No....., posted..... at  
..... under..... Lt..... was died on.....  
his/her wife/son/mother has sponsored the name of PROMISSOR for employment in the BCCL  
management of the Third Party as per NCWA.

Whereas we the PROMISSOR and the SURETIES agree to indemnify that the employer may  
take legal action including dismissal from service in the event of anything wrong or false is found  
in future with regard to the following declaration:-

Whereas I hereby declare that if any declaration/documents submitted by me including Death  
Certificate, Family Details Certificate, Educational Certificate/Caste Certificate & declaration  
made by me in Application Form, Identification Certificate, Verification Roll, Attestation Form,

Identification Certificate issued by Unit are found to be False/fake/forged at a subsequent stage then Company/Employer shall be at liberty to take appropriate Legal action against me including termination from service.

Whereas I hereby also declare that if any declaration with regard to Police Verification is found to be false or fake at a subsequent stage or Police verification Report in respect of my genuinity and identity from Permanent/ Present Address is found to be otherwise/not satisfactory and if it is found that any case is pending against me then I will be held responsible and Company/Employer shall be at liberty to take appropriate Legal action against me including termination from service.

Whereas passport size photograph of the PROMISSOR is affixed above for proper identification.

Whereas we the PROMISSOR and the SURETIES do hereby undertake the responsibility of Identity of the claimant & genuiness of the relationship as Son/Unmarried Daughter/Wife and father/mother/Husband.

In witness thereof the parties hereto put their respective signatures in this bond at Dhanbad on the date, month and year mentioned above.

Witnesses:-

1.....

2.....

Signature of Promissor

Signature of Sureties

1.....  
P. No.....

2.....  
P. No.....

Identified by

Advocate



सेवा में,

CD

✓ क्षेत्रीय प्रबंधक (कार्मिक),

(बस्ताकोला)

सभी क्षेत्र, भा0 को0 को0 लि0।

उप महाप्रबंधक (कार्मिक), कर्मचारी स्थापना विभाग, कोयला भवन।

4333 (4)

19/02/19

**Subject :- Regarding IME / Age Assessment of Illiterate Claimants claiming employment under para 9.3.0/ 9.4.0 of NCWA and Land Looser Scheme.**

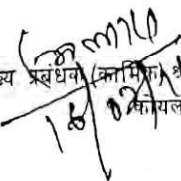
Dear Sir,

This has reference to the subject cited above. As per directive of the competent Authority – "In cases of illiterate claimants claiming employments under para 9.3.0, 9.4.0 of NCWA and Land Looser Scheme. All the documents related to their medical examination may be forwarded to IME Board as well as age assessment board at a time and so as to avoid procedural delay and in order to settle the claims of employment timely".

The proposal for age assessment in prescribed format along with Affidavit (Copy Enclosed) duly filled in and forwarded by the Unit / Area Authority may be routed through the office of undersigned.

In view of above necessary action may be taken accordingly.

भवदीय

  
 मुख्य प्रबंधक (कार्मिक) श्रमशक्ति एवं नियोजन  
 कोयला भवन

प्रतिलिपि :-

1. निर्देशक (कार्मिक) के तकनीकी सचिव के माध्यम से निर्देशक (कार्मिक) को सूचनाार्थ प्रेषित।
2. महाप्रबंधक (का0 एवं औ0 मं0), भा0 को0 को0 लि0, कोयला भवन।

श्री गहलोटे  
 मेजनिंग ऑफिस  
 21/2/19



**PROFORMA FOR ASSESSMENT OF AGE IN CASE OF ILLITERATE DEPENDENTS FOR  
EMPLOYMENT UNDER CLAUSE 9.3.0/9.4.0/Land Acquisition**

**(A) BIO-DATA OF EX-EMPLOYEE:**

- (1) NAME
- (2) FATHER'S NAME
- (3) NEIS NO.
- (4) DESIGNATION
- (5) UNIT/AREA
- (6) Date Of Birth
- (7) Date Of Appointment
- (8) DATE OF DEATH/  
MEDICAL UNFIT

**(A) DETAILS OF AGE RECORD OF DEPENDENT /APPLICANT WHOSE AGE IS TO BE ASSESSED BY MEDICAL BOARD.**

- (1) NAME OF DEPENDENT
- (2) AGE AS PER SERVICE BOOK  
OF EX-EMPLOYEE.
- (3) AGE AS PER SERVICE EXCERPTS
- (4) AGE AS PER LTC RECORD
- (5) AGE AS PER FORM-A
- (6) AGE AS PER PS-3/PS-4
- (7) AGE AS PER FORM F
- (8) AGE AS PER HEALTH CARD
- (9) AGE AS PER AADHAR CARD  
OF DEPENDENT
- (10) AGE AS PER VOTER CARD  
OF DEPENDENT
- (11) AGE AS PER OTHER RECORDS OF  
DEPENDENT (PAN CARD/DRIVING LICENCE) :

**PHOTO**

**NOTE:** - (1) Attested copies of above documents are required to be enclosed.

(2) Affidavit to be submitted that he/she is illiterate and has not attended any educational institute .

Forwarded to GM (P& IR) for assessment of age of the dependent at AGE ASSESSMENT BOARD, HQ.

Unit Personnel Executive

AREA PERSONNEL MANAGER

CM(P)/MP&R

GENERAL MANAGER (P&IR)

## प्रारूप

समक्ष, नोटरी .....

### शपथ-पत्र

मैं श्री/श्रीमती ..... उग्र ..... तर्प  
पति/पिता ..... निवासी ..... पो0 .....  
थाना जिला ..... राज्य ..... का हूँ, जो शपथ पूर्वक  
निम्नलिखित कथन करता/करती हूँ :-

1. यह कि मेरे स्व0 पति/पति ..... बी0सी0सी0एल0 के  
..... क्षेत्र/इकाई ..... में  
के पद पर ..... विभाग में कार्यरत थे, जिनकी कार्यकाल के दौरान  
दिनांक ..... को मृत्यु हो चुकी है।
2. यह कि मैं, मेरे पति/पति की मृत्यु के उपरान्त अनुकम्पा नौकरी प्राप्त करना  
चाहता/चाहती हूँ।
3. यह कि मैं, कोई स्कूली शिक्षा नहीं ली है।
4. यह कि यदि मैं भविष्य में, नियोजन के पूर्व प्राप्त शिक्षा प्रमाण-पत्र के आलोक में  
किसी प्रकार का उग्र विवाद उत्पन्न करता/करती हूँ तो मैं अनुशासनात्मक  
कार्रवाई के लिए उत्तरदायी रहूँगा/रहूँगी और प्रबंधन मेरे विरुद्ध अनुशासनात्मक  
कार्रवाई के लिए स्वतंत्र होगी।

यह शपथ-पत्र में उपरोक्त कथनों के संबंध में निष्पादित कर रहा/रही हूँ।

सत्यापन

शपथकर्ता/शपथकर्ती

मैं ..... यह सत्यापित करता/करती हूँ कि शपथ-  
पत्र की कण्डिका क्रमांक: 1 से 4 तक में लिखी गई सभी बातें मेरे स्वयं की जानकारी  
के अनुसार सही व सत्य है।

आज दिनांक ..... को स्थान .....  
में पढ़कर व समझकर अपना हस्ताक्षर सत्यापित किया।



**APPLICATION FORM**

Employment of dependent of deceased employee involved in Mining Accident under Para No 103  
NCWA

Information of the deceased employee:

- a. Name of the employee (deceased)
- b. Designation
- c. Place of posting at the time of  
Accident and death
- d. Date of birth
- e. Date of initial appointment
- f. Date of death
- g. Place of death
- h. Last date of work

A certificate of death from colliery Medical Officer or Registrar of death and birth or General Hospital of Bharat Coking Coal Ltd. Or Govt. Medical college or from the Medical Officer of State Govt. or Central Govt. Hospitals.

- i. Form 'B' No.
- j. Identity Card No.
- k. CMPF No.
- l. Nominee under CMPF
- m. Nominee under Gratuity
- n. Permanent Address

o. Present Address

Certified that the information furnished above have been personally verified and are certified to be correct.

Signature in full  
with seal

Signature in full with seal

Agent Colliery/Manager  
Head of the Unit

P.O/Sr.P.O of the unit  
(Subdivision)

Counter signature with seal of  
H.O.D. Colliery

## INFORMATION OF THE DEPENDENT CLAIMING EMPLOYMENT

- a. Name in full
- b. Father's/Husband's Name
- c. Date of Birth Age
- d. Mark of identification
- e. Relationship with the  
deceased employee
- f. Qualification (Photostat copy  
of original certificate must be  
enclosed)
- g. Experience, if any (attested  
Photostat copy of experience  
certificate must be enclosed)

Details of surviving members of the deceased (this includes wife son daughter brother widow  
daughter-in-law son-in-law wholly dependent and residing with the deceased.)

Name	Age	Relationship with the deceased	Qualification	Experience

I hereby declare and certify that the information furnished by me above is correct. If any  
information furnished by me is found to be correct wrong at any time, the Government will  
liberty terminate my service without any notice and without any compensation.

Signature in full  
of the dependent

Date

Signature of  
parent

Name

Relationship

Date



IDENTIFICATION OF THE DEPENDENT BY TWO PERMANENT EMPLOYEES  
PURPOSE OF EMPLOYMENT UNDER PARAGRAPH 1 OF MEWA III

Photograph of the dependent  
to be attested by two permanent  
employees.

PHOTOGRAPH

Witness no. 1

I, I

S/o

working as

in

of Sri Smt/Son of/wife of

which is passed above and I put my LTI signature on the photograph of

Sri

Witness no. 1

Signature in full:

1. Name in full-  
(in block letters)
2. Designation
3. Place of posting
4. Identity card No.
5. Form 'B' No.
6. Colliery/unit

Witness no. 2

I, I

S/o

in

working as

colliery unit hereby identify the

which is passed above and I put

as a proof of

photograph of Sri/Smt/Son of/wife of  
my LTI/signature on the photograph of Sri  
identification.

Witness no. 2

Signature in full:

1. Name in full  
(in block letters)
2. Designation
3. Place of posting
4. Identity card No.
5. Form 'B' No.
6. Colliery/unit

1. Place of posting

4. Identity card No.

5. Form 'B' No.

6. Colliery/unit

The above identification by two permanent employees has been done in my presence

Signature of PO/WO with seal

00

3316CH

31/10/18

2743(M), Date:- 01/11/18

भारत कोकिंग कोल लिमिटेड  
(कोल इंडिया लिमिटेड की एक अंशुली कं०)  
कार्मिक निदेशालय  
महाप्रबंधक (का०/ओ०स०) का कार्यालय  
कोयला भवन, कोयला नगर, धनबाद



Bharat Coking Coal Limited  
(A Subsidiary of Coal India Limited)  
PERSONNEL DIRECTORATE  
Office of the GM(P&HR)  
Koyla Bhawan, Koyla Nagar, Dhanbad

पत्रांक सं०-भा०को०को०लि०/महाप्रबंधक(का०/ओ०स०)/2018/11345-4373 CA/दिनांक: 29-10-2018

सेवा में

✓ क्षेत्रीय महाप्रबंधक (अस्ताकोबा)

क्षेत्रीय कार्मिक प्रबंधक

सभी क्षेत्र/ भा०को०को०लि०।

उप महाप्रबंधक (का०/कर्म०स्था०) कोयला भवन

क्षेत्रीय कार्मिक प्रबंधक, वाशरी डिस्ट्रिक्ट।

वरीय प्रबंधक (का०)/केंद्रीय चिकित्सालय धनबाद, प्रमारी बीटीए, कार्मिक प्रबंधक एमआरएस।

1968  
31/10/18

विषय:- आश्रित नियोजन के स्थान पर आर्थिक मुआवजा देने संबंधी प्रस्ताव के संदर्भ में।

महाशय,

आपको यह विदित होना कि रा०को०वे०स० के तहत भा०को०को०लि० में कर्मियों के सेवाकाल के दौरान मृत्यु/मेडिकल के आधार पर असक्षम (अनफिट) होने की स्थिति में आश्रित नियोजन/ आर्थिक मुआवजा देने का प्रावधान है। वर्तमान में भा०को०को०लि० में अकुशल श्रमशक्ति की अधिकता है। जिसके कारण मृत कर्मियों के आश्रित को नियोजन प्रदान कर उनका लागूप्रद उपयोग करना मुश्किल है।

उक्त परिस्थितियों में आपसे आग्रह है कि आश्रित नियोजन के स्थान पर आर्थिक मुआवजा जो वि० रा०को०वे०स०-X के अंतर्गत रु०-10,292.97/- मात्र प्रति माह (छब्बीस हजार दो सौ नानवे रुपये संतानवे पैसे मात्र प्रति माह-) देने से संबंधित प्रस्ताव भू०प० कर्मियों की विधवा पत्नी (आश्रित) को लेने हेतु पुनः आग्रह करने का कष्ट करें।

भवदीय

महाप्रबंधक (का०/ओ०स०)  
भा०को०को०लि०, कोयला भवन।

प्रतिलिपि:-

- निदेशक कार्मिक के तक० सचिव को सूचनार्थ प्रेषित।
- मुख्य प्रबंधक (का०/श्रम आश्रित एवं नियोजन) भा०को०को०लि०, कोयला भवन।

श्री० का० भा०  
का०को०को०लि०

कोल इण्डिया लिमिटेड  
(भारत सरकार का एक उपक्रम)

औ. सं. विभाग

कोल भवन, ग्रीभाईस-4, एम.ए.आर. प्लॉट सं: ए.एफ. III

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

सी.आई.एन: L23109WB1973GOI028844

फोन: 033 2324 4112, फैक्स - 033 2324 6527

ई-मेल - gmmpnir.cil@coalindia.in

वेबसाइट: www.coalindia.in



एक महारत्न कंपनी  
A Maharatna Company



COAL INDIA LIMITED  
(A Govt of India Undertaking)  
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: gmmpnir.cil@coalindia.in

Website - www.coalindia.in

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

Date: 29.01.2020

Ref: CIL/C-5B/IR/162 - 71

सेवा में,

General Manager (P/IR)

WCL, Nagpur

विषय: Medical facility to mother-in-law & father-in-law, in lieu of parents of female employees, who have been provided employment on compassionate ground.

महोदय,

This has reference to letter No WCL/IR/SE/12 dated 08.01.2020 on the above mentioned subject.

In this regard, please refer to CILs letter No. CIL/C-5B/53133/4087 Dt 10/13.05.1996 and CIL/C-5B/53133/449 Dt 9/12.08.1996 (copy enclosed), wherein it was clarified on a query of SECL that in case the female employee is either married or widow, same practice of opting parents or in-laws (not both) can be followed after taking declaration in writing from the female employee for record to the effect she will opt.

This is for your kind information.

भवदीय,

(अजय कुमार चौधरी)

महाप्रबंधक (श्रम शक्ति एवं औ. संबंध)

संदर्भक: As above

वितरण (ईमेल द्वारा):

- 1) महाप्रबंधक (कार्मिक/औ.सं.) - ई.सी.एल. / बी.सी.सी.एल. / सी.सी.एल. / एम.सी.एल. / एन.सी.एल. / एस.ई.सी.एल. / सी.एम.पी.डी.आई.एल.
- 2) महाप्रबंधक - एन.ई.सी.
- 3) निदेशक (कार्मिक एवं औ.सं.), सी.आई.एल. के तकनीकी सचिव

वितरण (कार्मिक/औ.सं.)

उप प्रबंधक (कार्मिक/औ.सं.)

निदेशक (कार्मिक एवं औ.सं.)

अजय कुमार चौधरी



<b>भारत कोकिंग कोल लिमिटेड</b> एक मिनीरतन कंपनी (कोल इंडिया लिमिटेड का एक अंग)		<b>Bharat Coking Coal Limited</b> A Miniratna Company (A Subsidiary of Coal India Limited)
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प्रपत्र-1/ PROFORMA-1

### आवेदन-पत्र / Application Form

एन सी ए डब्लू ए VII के अनुच्छेद संख्या 9.3.0 के तहत नियोजन

Employment under Para no. 9.3.0 of NCWA-VII

### मृतक कर्मचारी का विवरण / Information of the Deceased Employee

- क. कर्मचारी का नाम (मृतक) / Name of the Employee (Deceased) : .....
- ख. पदनाम / Designation : .....
- ग. मृत्यु के समय पदस्थापना स्थल/Place of Posting at the time of death : .....
- घ. जन्मतिथि-आयु / Date of birth-age : .....
- ङ. प्रारंभिक नियुक्ति की दिनांक / Date of initial appointment : .....
- च. मृत्यु की दिनांक / Date of death : .....
- छ. मृत्यु का स्थान / Place of death : .....
- ज. यदि कर्मचारी की मृत्यु कोलियरी में हुई हो तो चिकित्सा पदाधिकारी द्वारा जारी मृत्यु प्रमाणपत्र संलग्न किया जाय। यदि कर्मचारी की मृत्यु सरकारी अस्पताल में हुई हो तो संबंधित अस्पताल द्वारा जारी मृत्यु प्रमाण-पत्र संलग्न किया जाय और यदि कर्मचारी की मृत्यु कोलियरी क्षेत्र से बाहर हुई हो तो ग्राम मुखिया द्वारा जारी तथा बी.डी.ओ. द्वारा अभिप्रमाणित मृत्यु प्रमाणपत्र संलग्न किया जाय।  
In case he/she died in the Colliery a certificate of medical Officer certifying death should be enclosed In case death occurred in Govt. Hospital death certificate from such hospital is required to be furnished in other cases i.e. if death occurred outside the colliery, a certificate of Gram Mukhiya duly attested by B.D.O. is to be enclosed.
- झ. सेवा-निवृत्ति की तारीख/ Date of retirement-superannuation : .....
- ञ. फार्म 'बी' सं./ From 'B' No. : .....
- ट. पहचान पत्र सं./Identity Card No. : .....
- ठ. सी.एम.पी.एफ.सं./C.M.P. F. No. : .....
- ड. सीएमपीएफ-ग्रेच्युटी के तहत-नॉमिनी/Nominee under CMPF – Gratuity : .....
- ढ. कोलियरी/परियोजना/क्षेत्र/मुख्यालय में कार्य करने की अंतिम तिथि : .....
- Last date of work in the Colliery / Project / Area / Hqrs.
- ण. कर्म सं./Personnel No. : .....
- त. घर का स्थायी पता/ Permanent home address : .....

### आश्रित-नियोजन की सूचना / Information of the Dependent Employment

आश्रित के फोटो को उस स्थापना-इकाई के कोलियरी प्रबंधन-एजेंट-नियंत्रण अधिकारी द्वारा हस्ताक्षर एवं मुहर के साथ प्रमाणित किया जाए, जहां मृत कर्मचारी की अंतिम पदस्थापना हुई थी।

Photograph of the dependents to be certified by the Colliery Manager - Agent -Controlling Officer of the Establishment Units where the deceased employee was last posted under his Seal & Signature.

- क. पूरा नाम/ Name in full : .....
- ख. पिता/पति का नाम/ Father's/Husband name : .....
- ग. उम्र/जन्मतिथि/ Date of Birth/Age : .....
- घ. पहचान चिन्ह/Mark of Identification : .....

ड. मृत कर्मचारी के साथ संबंध (कोलियरी परियोजना के एजेंट, प्रबंधक, कार्मिक प्रबंधक या विभागाध्यक्ष, कार्मिक प्रबंधक तथा क्षेत्र के मामलों में महाप्रबंधक द्वारा अभिप्रमाणित किया जाए)

Relationship with the deceased employee (To be certified by the Agent - Manager - P.O. of the Colliery Project or the Head of the Dept. Personnel Manager and General Manager of the area in case of Areas)

च. योग्यता/Qualifications

(मैट्रिक तथा उससे उपर के योग्यता के मामले में, मूल प्रमाण-पत्र की छायाप्रति अवश्य जमा की जाए)

(In case of matriculation and above Photostat copy of original certificate must be enclosed)

छ. अनुभव, यदि कोई हो तो/Experience, if any.

(अनुभव प्रमाणपत्र की अभिप्रमाणित छायाप्रति अवश्य संलग्न करें / Attested) Photostat copy of experience certificate must be enclosed)

फोटोग्राफ  
Photograph



प्रमाणित किया जाता है कि दी गई उपर्युक्त सूचना मेरे द्वारा व्यक्तिगत रूप से सत्यापित की गई है, जो सही है।

Certified that the information furnished above been personally verified and are certified to be correct.

इकाई/स्थापना के कार्मिक प्रबंधक/वरीय कार्मिक प्रबंधक

P.O/Sr. P. O. of the Unit / Estbmt.

एजेंट/कोलियरी प्रबंधक/इकाई प्रमुख

Agent/Colliery manager / Head of the Unit

प्रमाणित किया जाता है कि दी गई उपर्युक्त सूचना मेरे द्वारा व्यक्तिगत रूप से पुनः सत्यापित की गई है, जो सही है।

Certified that the information furnished above has been further personally verified by me and the same are certified to be correct.

विभागाध्यक्ष/कार्मिक प्रबंधक/महाप्रबंधक

Personnel Manager /HOD/General Manager

ज. मृतक के जीवित सदस्यों का विवरण: इसमें पत्नी, पुत्र, भाई, विधवा पुत्री शामिल हैं, यदि जीवित सदस्यों का व्यौरा स्थानीय प्रबंधन की जानकारी में है तो उसे भरकर, कोलियरी अधिकारियों द्वारा विधिवत रूप से प्रमाणित किया जा सकता है, अन्यथा ग्राम मुखिया द्वारा जारी तथा बी.डी.ओ. द्वारा अभिप्रमाणित प्रमाणपत्र संलग्न किया जाय।

Details of the surviving members of the deceased: this includes wife, son brother, widow-daughter in law, if the details of the surviving members are known to the local management, the same may be filled-up and duly certified by the colliery officials. Otherwise, a certificate form Gram Mukhiya duly attested by B. D. O. should be insisted for & attached.

नाम Name	उम्र Age	मृतक के साथ संबंध Relationship with the deceased	यदि नियोजित है तो विवरण दें Whether employed, if so details	मिलने वाली मजदूरी/वेतन Wages/Salary being drawn

मैं ..... एतद्वारा यह घोषण करता (ती) हूँ कि स्व. ....(मृत कर्मचारी) के अतिरिक्त मेरे एवं जीवित सदस्यों के संबंध में दी गई उपर्युक्त सूचना पूर्णतः सत्य है और यदि किसी भी समय इस आवेदन के किसी भी अंश में दी गई कोई भी सूचना असत्य पायी जाती है तो बीसीसीएल प्रबंधन बिना कोई कारण बताये मेरी सेवा समाप्त करने के लिए स्वतंत्र होगा।

I ..... hereby declare that above information given in respect of Late..... [deceased employee] and also in respect of the surviving members including myself is absolutely correct and if any part of the information is found to be incorrect at any time, the management of BCCL will be at liberty to terminate my service without assigning any reason.

मैं एतद्वारा यह भी प्रमाणित करता (ती) हूँ कि मैं एनसीडब्ल्यू-II के अनुच्छेद 10.4.2. के आलोक में मृत (कर्मचारी) के आश्रित के रूप में नियोजन हेतु प्रबंधन द्वारा आयोजित किसी भी साक्षात्कार में शामिल नहीं हुआ हूँ और यदि यह घोषणा असत्य सिद्ध होता है तो बीसीसीएल प्रबंधन बिना कोई कारण बताये मेरी सेवा समाप्त करने के लिए स्वतंत्र होगा।

I also hereby certify that I have not appeared in any of the interview conducted by the management in connection with employment to dependent of deceased employees in terms of para 10.4.2. of NCWA – II. If this statement is proved to be wrong, my service will be liable to terminate without assigning any reason.

अभ्यर्थी के हस्ताक्षर/ बाएं हाथ के अंगूठे का निशान

Signature /LTI of the Applicant

दिनांक / Date: .....

मेरे समक्ष हस्ताक्षर किया गया/ Signature obtained in my presence

नाम / Name : .....

पदनाम / Designation : .....

दिनांक / Date: .....

यह प्रमाणपत्र केवल तभी जारी किया जाए, जब कर्मचारी की मृत्यु उसके गांव में हुई हो और मृत्यु प्रमाणपत्र जारी करने के लिए कंपनी के चिकित्सा अधिकारी से संपर्क कर पाना संभव न हो।

**THE CERTIFICATE WILL BE ISSUED ONLY WHEN THE EMPLOYEE HAS EXPIRED IN HIS VILLAGE AND WHERE OUR MEDICAL OFFICER CANNOT BE CONTACTED FOR ISSUE OF DEATH CERTIFICATE**

प्रमाणित किया जाता है कि श्री.....पुत्र.....की मृत्यु दिनांक.....को उनके पैतृक  
ग्राम .....पो.....,थाना.....जिला.....राज्य.....में हुई है।  
Certify that Shri.....S/o .....has died on ..... at  
Village..... P. O. ....P.S. ....Distt.....State.....

**मुखिया का हस्ताक्षर एवं मुहर**  
Signature & Seal of Mukhiya

**बी.डी.ओ. हस्ताक्षर एवं मुहर**  
Signature & Seal of B.D.O.

अभिप्रमाणित / Attested  
प्रखंड-बी.डी.ओ. मुहर सहित  
B. D. O. of the Block with Seal

#### पारिवारिक-विवरण/DETAILS OF FAMILY MEMBERS

क्र.सं. S.N.	नाम Name	उम्र Age	मृतक के साथ संबंध Relationship with the deceased	यदि नियोजित है तो विवरण दें Whether employed, if so details	मिलने वाली मजदूरी/वेतन Wages/Salary being drawn

**बी.डी.ओ. के हस्ताक्षर एवं मुहर**  
Signature & Seal of B.D.O.

थाना/ P.S.: .....  
डाकघर/P.O.: .....  
जिला/Distt.: .....

**मुखिया के हस्ताक्षर एवं मुहर**

Signature of Gram Mukhiya with Seal  
ग्राम/Village: .....  
डाकघर/P.O.: .....  
थाना/P.S.: .....  
जिला/Distt.: .....

टिप्पणी: प्रस्ताव के साथ प्रमाणपत्र / शपथपत्र संलग्न किया जाए

N. B.:- Certificate / Affidavits to be enclosed with the proposal.

क. महिला आश्रित के प्रस्ताव के मामले में, इस प्रस्ताव के साथ मृत/ निःशक्त कर्मचारी की पत्नी द्वारा घोषित इस बात का शपथपत्र संलग्न किया जाय उन्हें कोई वयस्क पुत्र नहीं हैं।

In case of proposal of the female dependent affidavit sworn in by the widow of the deceased disabled employee declaring that she has no adult son must be obtained and enclosed.

ख. अप्रत्यक्ष आश्रित अभ्यर्थियों यथा छोटे भाई/विधवा बेटी/विधवा बहु या दामाद के नियोजन प्रस्ताव के मामले में, मृत/ निःशक्त कर्मचारी की पत्नी द्वारा घोषित इस बात का शपथपत्र संलग्न किया जाय कि यह मृत/ निःशक्त कर्मचारी पर पूर्ण रूप से निर्भर था/थी।

In case of proposal of employment of the indirect candidate dependents namely younger brother / widowed daughter / widow daughter-in-law or son-in-law affidavit sworn in by the widow of the disabled employee and she/he was almost wholly dependent on the earning member of the deceased must be obtained and enclosed with the proposal.

<b>भारत कोकिंग कोल लिमिटेड</b> एक मिनीरतन कंपनी (कोल इंडिया लिमिटेड का एक अंग)		<b>Bharat Coking Coal Limited</b> A Miniratna Company (A Subsidiary of Coal India Limited)
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प्रपत्र/ PROFORMA-II

### भाग/PART-I

एन सी डब्ल्यू- III के खंड 10.4.3. के आलोक में सेवानिवृत्ति तथा उनके आश्रित के नियोजन हेतु चार प्रतियों में आवेदन

Application for retirement and employment of dependent in lieu thereof in terms of para 10.4.3. of NCWA-III in Quadruplicate.

#### प्रभावित कर्मचारी का विवरण/ Particulars of Employee Suffering from

- क. नाम (स्पष्ट अक्षरों में)/ Name (in block letters) : .....
- ख. पदनाम/ Designation : .....
- ग. पदस्थापना स्थल/ Place of posting : .....
- घ. प्रारंभिक नियुक्ति की तिथि/ Date of initial appointment : .....
- ड. जन्मतिथि/उम्र/ Date of birth age : .....
- च. सेवा निवृत्ति- अधिवर्षिता की तिथि/ : .....
- Date of retirement-superannuation
- छ. सीएमपीएफ सं./ CMPF No. : .....
- ज. मेडिकल बोर्ड द्वारा मेडिकल जांच की तारीख जिसमें कर्मचारी को स्थायी रूप से निःशक्त घोषित किया गया हो तथा नियोजन के लिए अयोग्य बताया गया हो, इसके साक्ष्य के रूप में मेडिकल बोर्ड की रिपोर्ट की छायाप्रति संलग्न की जाए।  
Date of medical examination by the medical board which declared the permanent employee disabled and unfit for employment to be supported by Photostat copy of report of medical board.
- झ. पता/ Address - अस्थायी/ Temporary : ग्राम/ Vill. .... डाकघर/ P.O. ....  
थाना/ P.S. .... पिनकोड/ Pin code ....  
जिला/ Dist. ....
- स्थायी/ Permanent: ग्राम/ Vill. .... डाकघर/ P.O. ....  
थाना/ P.S. .... पिनकोड/ Pin code ....  
जिला/ Dist. ....

#### ज. पारिवारिक सदस्यों का विवरण/ Details of Family Members.

क्र. S.N.	नाम Name	उम्र Age	संबंध Relationship	वैवाहिक स्थिति Marital status	योग्यता Qualification	क्या नियोजित हैं Whether employed

(एनसीडब्ल्यू- III के पारा 10.4.3 में उल्लिखित विवरण/Details mentioned at para 10.4.3. of NCWA-III)

### खंड/ PARA-II

आश्रित का विवरण, जिसके नियोजन की मांग की जा रही है / Particulars of Dependent for whom Employment is being asked

- क. पूरा नाम/ Name in full. : .....
- ख. पिता/पति का नाम/ Father's / Husband's name : .....
- ग. आवेदक (प्रार्थी) के साथ संबंध/ Relationship with the applicant : .....
- घ. जन्मतिथि/उम्र/ Date of birth/age : .....
- ड. योग्यता/ Qualification : .....

(मैट्रिक और उससे उपर के मूल प्रमाणपत्र की छायाप्रति संलग्न करना आवश्यक है/ In case of matriculation and above Photostat copy of original certificate must be enclosed)

- च. अनुभव, यदि कोई हो/ Experience, if any. : .....  
(यदि कोई अनुभव हो तो उसके प्रमाणपत्र की अनुप्रमाणित छायाप्रति अवश्य संलग्न करें/Attested Photostat copy of experience certificate must be enclosed)
- छ. पहचान चिह्न/ Mark of identification. : .....

### आवेदक द्वारा घोषणा/ Declaration By The Applicant

1. एतद् द्वारा मैं ..... घोषणा करता हूँ कि क्र. सं. 'क' से 'छ' तक दी गई जानकारी सत्य है।  
I..... hereby give declaration that the information given from S. No, 'क' to 'छ' are true.
2. आगे मैं यह भी पुष्टि करता हूँ कि मैं ..... बीमारी से पीड़ित हूँ जिसकी पुष्टि प्रबंधन द्वारा किसी भी तरीके से की जा सकती है।  
I further confirm that I am suffering from ..... which may be examined by the management in any way, to satisfy the genuineness of my sickness.
3. मैं प्रमाणित करता हूँ कि श्री.....(आश्रित) मेरे/मेरी ..... है (संबंध दर्शाएं) और मैं एन सी डब्ल्यू- II के खंड 10.4.3 के आलोक में, अपनी स्वेच्छिक सेवा निवृत्ति के एवज में इनके नियोजन का प्रस्ताव देता हूँ।  
I certify that Sri..... (Dependent) is my..... (Indicate relationship) whom I offer employment in lieu of my voluntary retirement, in terms of para 10. 4. 3. of NCWA-II
4. मैं अपनी अस्वस्थता के संबंध में यह घोषणा करता हूँ कि मैं अपनी सेवा जारी रखने में असमर्थ हूँ और इसलिए मैं स्वयं एनसीडब्ल्यू – II के खंड 10.4.3. के आलोक में खुद को सेवानिवृत्त करने का प्रस्ताव देता हूँ।  
I give declaration on account of my ill health and the disease from which I am suffering I am not in a position to continue and hence propose retiring from service on my own and in terms of para 10. 4. 3. of NCWA-II

आवेदक के हस्ताक्षर, बायें हाथ के अंगूठे का निशान

Signature, LTI of the applicant

दिनांक/ Date : .....

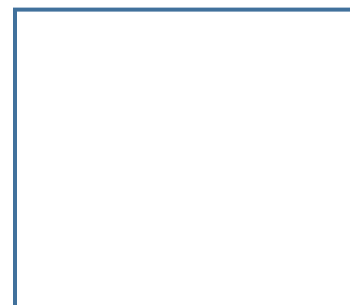
दिनांक..... को मेरी उपस्थिति में हस्ताक्षर किया।

Signature made in my presence on..... (Date)

पीओ/डब्ल्यूओ/एओ/प्रबंधक/ PO/WO/AO Manager

तिथि / Date : ..... मुहर/ Seal:.....

5. नियोजन से संबंधित विवरण/ उम्र आदि का अभिलेखों मिलान किया गया और इन्हें सही पया गया। नीचे अभिप्रमाणित फोटो चिपकाएं।  
Particulars of employment/age etc. verified from records and are found correct. Attested photo graph is affixed below.



पीओ/डब्ल्यूओ/एओ/प्रबंधक/ PO/WO/AO Manager

तिथि / Date : ..... मुहर/ Seal:.....



परियोजना पदाधिकारी .....को विचारार्थ प्रस्तुत ।  
Forwarded to the Project Officer .....for consideration.

**पीओ/डब्ल्यूओ/एओ/प्रबंधक/ PO/WO/AO Manager**

तिथि / Date : ..... मुहर/ Seal:.....

**परियोजना पदाधिकारी/ Project Officer**

**विभागीय प्रमुख**

**Departmental Head**

मैं एनसीडब्ल्यूए- II के खंड 10.4.3 के तहत इस मामले को डॉ..... पदनाम.....  
इकाई..... द्वारा की गए प्रारंभिक मेडिकल जांच रिपोर्ट के साथ विचारार्थ अग्रसारित कर रहा हूँ।  
I am forwarding the case together with preliminary medical examination report by Dr.....  
Designation .....Unit.....for consideration in terms of para 10. 4. 3. of NCWA-II

**एजेंट/प्रबंधक/परियोजना पदाधिकारी/ विभागाध्यक्ष**  
**Agent/Manager/Project Manager/HOD**

तिथि / Date : ..... मुहर/ Seal:.....

**महाप्रबंधक/ General Manager**

प्रथम दृष्टया मैं इस दीर्घकालीन बीमारी की सत्यता से सहमत हूँ और एनसीडब्ल्यू- II के खंड 10.4.3. के तहत इस आवेदन को दो प्रतियों में सीएमओ के माध्यम से निदेशक(का.) को विचारार्थ अग्रसारित कर रहा हूँ।  
On being prima facie satisfied about prolonged sickness, I am forwarding this application in duplicate in terms of para 10.4.3. of NCW-II for consideration on merit to Director (pers.) through C.M.O.

**कार्मिक प्रबंधक/ Personnel Manager**

दिनांक/Date ..... मुहर/Seal .....

**महाप्रबंधक/ General Manager**

दिनांक/Date ..... मुहर/Seal .....

**निदेशक (कार्मिक) / Director (Pers) :**

**टिप्पणी: इस प्रस्ताव के साथ प्रमाणपत्र/ शपथपत्र संलग्न किया जाए ।**

**N.B.: Certificate/Affidavits to be enclosed with the proposal.**

**क.** महिला आश्रित के प्रस्ताव के मामले में, इस प्रस्ताव के साथ निःशक्त कर्मचारी की पत्नी द्वारा घोषित इस बात का शपथपत्र संलग्न किया जाय कि उन्हें कोई वयस्क पुत्र नहीं है।

In case of proposal of the female dependent affidavit sworn in by the widow of the disabled employee declaring that she has no adult son must be obtained and enclosed.

**ख.** अप्रत्यक्ष आश्रित अभ्यर्थी यथा छोटे भाई/विधवा बेटी/विधवा बहु या दामाद के नियोजन प्रस्ताव के मामले में, निःशक्त कर्मचारी की पत्नी द्वारा घोषित इस बात का शपथपत्र संलग्न किया जाय कि यह मृत/ निःशक्त कर्मचारी पर पूर्ण रूप से निर्भर था/थी।

In case of proposal of employment of the indirect candidate dependent namely younger brother /widowed daughter/widow daughter-in-law or son-in law affidavit sworn in by the widow of the disabled employee and she/he was almost wholly dependent on the earning of the disabled employee must be obtained and enclosed with the proposal.

**कोल इण्डिया लिमिटेड**  
(भारत सरकार का उपक्रम)  
**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)  
**कोल भवन "COAL BHAWAN"**  
Premise No. 04, MAR, Plot No. AF-III  
Action Area-IA, Newtown, Rajarhat  
KOLKATA-700156 (WB)



**एक महारत्न कंपनी**  
**A Maharatna Company**

**PERSONNEL DIVISION**  
**POLICY CELL**  
CIN: L23109WB1973GOI028844  
E-Mail: policycell.cil@coalindia.in  
Tel: 033-7110 4271  
Website: www.coalindia.in

**(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)**

संदर्भ सं: CIL/C5A (PC)/NOC/424

दिनांक: 22.05.2020

To,  
**The Director (Personnel),**  
**BCCL/ CCL/ ECL/ MCL/ NCL/ SECL/ WCL**  
**The Director (T/ES), CMPDIL**

ई-मेल द्वारा

**विषय: Grant of NOC to Executives for outside employment & appearing in various examinations**

**महोदय,**

In reference to Cl. No. 11.1 of Common Coal Cadre (CCC) regarding "Forwarding of applications of departmental candidates", the Competent Authority has approved for delegation of power to Director (Personnel) of Subsidiaries for grant of NOCs for outside employment for the concerned Executives.

Accordingly, such NOCs may be granted by the Director (Personnel) of the concerned Subsidiary, keeping in view the norms specified under the said provision of CCC and amendments/ guidelines issued from time to time.

Further, the Competent Authority has also approved for delegation of power to the Director (Personnel) of Subsidiaries for grant of NOCs for appearing in various examinations for the concerned Executives.

However, the task of processing applications of Executives of CIL & its Subsidiaries for PESB notified posts & MoC will continue to be dealt centrally by Executive Establishment Department, CIL.

This is for kind information and compliance by all concerned with immediate effect.

भवदीय,  
22/05/2020

(पी.वी.के.आर.एम.राव)

महाप्रबंधक (कार्मिक/नीति)

**वितरण :**

1. D (P&IR), CIL – for kind information
2. GM/TS to Chairman, CIL
3. GM/ HoD(P/EE), CIL/ BCCL/ CCL/ CMPDIL/ ECL/ MCL/ NCL/ SECL/ WCL
4. Company Secretary, CIL
5. HoD (System), CIL – with a request to upload the same in CIL website
6. HoD/TS to D (P&IR), CIL

## भारत कोकिंग कोल लिमिटेड

एक मिनीरत्न कम्पनी  
(कोल इंडिया लिमिटेड का एक अंग)  
पंजीकृत कार्यालय: कोयला भवन,  
कोयला नगर, धनबाद - 826005



## Bharat Coking Coal Limited

A Mini Ratna Company  
(A Subsidiary of Coal India Ltd)  
Regd. Off.: Koyla Bhawan,  
Koyla Nagar, Dhanbad - 826005  
CIN: U10101JH1972GOI000918

संदर्भ बीसीसीएल/DP//एफ-5/2020/ 785-801

दिनांक 26.05.2020

सेवा में,  
महाप्रबंधक,  
बरोरा, ब्लॉक-II, गोविंदपुर, कतरास, सिजुआ, कुसुण्डा, पुटकी बलिहारी क्षेत्र, बस्ताकोला, लोदना,  
पूर्वी झरिया क्षेत्र, पश्चिमी झरिया क्षेत्र, चांच विक्टोरिया क्षेत्र, बाशरी डिवीजन, सरायदेला

महोदय,

विषय- Gainful deployment of dependents appointed under NCWA/land oustees

We are giving appointments to the dependent under NCWA as well as under land oustees. In view of having surplus manpower in BCCL we have to think about the gainful deployment of the new appointees keeping the requirement of the Company in view. The dependents not found eligible for Security job should be deployed in different other jobs such as Electrical Helper, different UG jobs, operation of HEMM and other production jobs only. The new appointees are young persons should be treated as strength for the future. Some qualified persons can also to be deputed to CHD for training in para-medical Institute. Some employees can be identified for training in HRD for appearing Mining Sirdarship examination, Wireman examination etc. The candidates who are illiterate and who are not qualified can not be deployed in any technical job as per cadre scheme. Therefore their services should be gainfully utilized for sweeping, cleaning job in the colonies, office premises, mine premises etc. as sweeping cleaning mazdoor. This will also help in less engagement of contractor for the sweeping and cleaning purpose.

As such it is requested that before deployment of such new appointee their Bio-data should be examined properly at area level through a committee and their deployment in the required job should be determined. GM(P&IR) and GM(Manpower) are also requested to take necessary action in this regard at HQ level while issuing approval for appointment.

F/05

प्रतिलिपि

महाप्रबंधक(कार्मिक एवं औसं), कोयला भवन

महाप्रबंधक(कार्मिक/श्रमशक्ति), कोयला भवन

GM (HRD) BCCL.

भवदीय,  
23/5/20  
(रामशंकर महापात्र)  
निदेशक(कार्मिक)

Sent by e-mail to:.....

Dated:.....

कोल इण्डिया लिमिटेड

(भारत सरकार का एक उपक्रम)

औ. सं. विभाग

कोल भवन, प्रीमाईस-4, एम.ए.आर.प्लॉट सं: ए.एफ.111

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

सी.आई.एन: L23109WB1973GOI028844

फोन: 033 2324 4112, फैक्स - 033 2324 6527

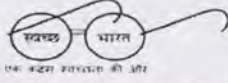
ई-मेल - gmpnir.cil@coalindia.in

वेबसाइट: www.coalindia.in



एक महारत्न कंपनी

A Maharatna Company



COAL INDIA LIMITED

(A Govt of India Undertaking)

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: gmpnir.cil@coalindia.in

Website - www.coalindia.in

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

Ref: CIL/C-5B/130-138

Date: 25.01.2020

सेवा में,

General Manager (P/IR) - ECL/ BCCL/ CCL/ MCL / NCL / SECL / CMPDIL

General Manager - NEC

विषय: Medical facility to mother-in-law & father-in-law of female employees offered employment on compassionate ground

महोदय,

You are requested to provide the prevailing practice / guidelines followed in your subsidiary regarding extension of medical facility to mother-in-law & father-in-law, in lieu of parents of female employees, who have been provided employment on compassionate ground.

The above information may kindly be treated as urgent and send by return mail.

भवदीय,

(अजय कुमार चौधरी)

महाप्रबंधक (श्रम शक्ति एवं औ. संबंध)

वितरण (ईमेल द्वारा):

1. TS to D(P&IR), CIL

मध्य (का. फर्मिंग)  
27/01/20

अशोक कुमार (का)

28/01/20  
03/02/2020





## भारत कोकिंग कोल लिमिटेड

एक मिनीरत्न कम्पनी  
(कोल इंडिया लिमिटेड का एक अंग)

पंजीकृत कार्यालय: कोयला भवन,  
कोयला नगर, धनबाद - 826005

CIN: U10101JH1972GOI000918

### कार्मिक निदेशालय/ Personnel Directorate

संदर्भ बीसीसीएल सचिव/एफ-Medical/2020/ 60-61

दिनांक 20.01.2020

#### कार्यालय आदेश

Henceforth, all referral OPD cases alongwith recommendation of the Committee(CHD) will be sent to CMS HQ. After scrutiny the same will be placed to D(P) for final approval thereafter Order to be issued from the Office of CMS(HQ) immediately. In emergency cases, patient will be referred and post facto approval to be obtained from the undersigned through CMS I/C, CHD. CMS I/C, CHD will ensure that in emergency cases referral to be done either by him/person authorized or the unit incharge with a copy to CMS(HQ).

रामशंकर महापात्र  
(रामशंकर महापात्र)  
निदेशक(कार्मिक)

मुख्य चिकित्सा सेवाएं, मुख्यालय

मुख्य चिकित्सा सेवाएं, केन्द्रीय चिकित्सालय, धनबाद

3

<b>भारत कोकिंग कोल लिमिटेड</b> श्रमशक्ति एवं नियोजन विभाग (कोल इंडिया लिमिटेड का एक अंग) कोयलाभवन, कोयलानगर धनबाद-826005		<b>Bharat Coking Coal Limited</b> MP&R, Department (A Subsidiary of Coal India Limited) Koyla Bhawan, Koyla Nagar Dhanbad-826005
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पत्रांक संख्या- बीसीसीएल/पीए-1/20/2122-5261/ दिनांक: 20.04.2020

सेवा में,  
 सभी क्षेत्रीय कार्मिक प्रबंधक।  
 बीसीसीएल।

विषय: स्वयं के आग्रह (Request) पर निर्गत स्थानांतरण के शर्तों का क्षेत्र द्वारा अनुपालन के संबंध में।

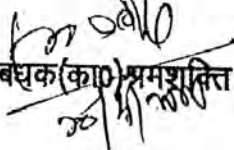
महोदय,

श्रमशक्ति एवं नियोजन विभाग, कोयला भवन द्वारा स्वयं के आग्रह (Request) पर निर्गत स्थानांतरण आदेश में निम्नलिखित बिंदुओं को वर्णित किया जाता है :

1. स्वयं के आग्रह(Request) पर निर्गत स्थानांतरण मामले में कोई भी टी0ए0/डी0ए0 देय नहीं होगा।
2. इनकी वरीयता(seniority) नये पदस्थापना स्थल पर उनके पदनाम संबंधित वरीयता सूची में वर्तमान ग्रेड/कैटेगरी के सबसे निचले क्रम में निर्धारित की जायेगी।

अतः यह आवश्यक है कि स्वयं के आग्रह पर(Request) स्थानांतरण के मामलों में उपर्युक्त बिंदुओं का क्षेत्र द्वारा अनुपालन किया जाना कृपया सुनिश्चित करें।

भवदीय,

  
 महाप्रबंधक(का0)श्रमशक्ति एवं नियोजन

प्रतिलिपि:

1. सभी क्षेत्रीय, महाप्रबंधक।
2. महाप्रबंधक(कार्मिक) कर्मा0स्थ0 विभाग, बी0सी0सी0एल0, कोयला भवन।
3. महाप्रबंधक/निदेशक(कार्मिक) के तकनीकी सचिव, बी0सी0सी0एल0, कोयला भवन।
4. मुख्य चिकित्सा पदाधिकारी, सी0एच0डी0, बी0सी0सी0एल0।



BHARAT COKING COAL LTD  
(A Subsidiary of Coal India Ltd)  
CIN: U10101JH1972GOI000918  
CA&T DEPARTMENT  
KOYLA BHAWAN, DHANBAD-826005  
Phone No. 0326-2230167  
Email id : taxation.bccl@coalindia.in  
taxationbccl@gmail.com  
Website: [www.bcclweb.in](http://www.bcclweb.in)

Ref: BCCL/CA&T/GST/2020-21/275.

Dated: 16.09.2020

To

AFM's/ HOD (F)

Barora, Govindpur, Katras, Sijua, Kusunda, P.B, Bastacolla, Lodna, E.J, C.V, Block -II, W.J,  
Madhuban, CCWO, Pay office, Sale Accounts, Purchase Finance, BTA, MRS, CHD

**Sub: E-Invoicing under GST.**

Dear Sir,

This has with reference to recent GST Council development in which the council has approved the introduction of system of E-invoicing. As per amendment a new sub-rule (4) under Rule 48 of Central Goods and Service Tax Rule 2017 has been inserted. Under this system, the invoice generated at our end would be required to be uploaded at "Invoice Registration Portal (IRP)" in JSON format. The IRP will add Invoice reference Number (IRN), QR code and its digital signature on to the data that is uploaded and return the same to seller in JSON Format. The schema of e-invoicing and the QR code has been made mandatory for taxpayers with annual turnover exceeding Rs 500 Crore from 01.10.2020 (Notification No. 13/2020- Central Tax dated 21.03.2020) (Annexure I). Since the company's turnover exceeds the specified turnover of Rs. 500 crores, the company would be required to issue E-Invoices from 01.10.2020. BCCL is integrating its coal net application with its service provider i.e. IRIS (ASP/GSP) for generation of IRP/QR codes on its outward supply bills and w.e.f 1.10.2020 the same will be implement.

Accordingly, it is to be noted that going forward from 1<sup>st</sup> October 2020 invoices/debit note/ credit note without a valid **IRN/QR code** will not be accepted for processing of payment at our end for the bills received from suppliers/contractor whose threshold limit is exceeds i.e. specified turnover of Rs. 500 crores .

Kindly ensure from all vendors that applicable GST monthly/quarterly returns are filed on time and correct invoice details are uploaded in GSTIN against the GST registration number.

This is for your kind information and necessary action.

Thanking you

Yours faithfully

CC: GM (MM), HQ, Koyla Bhawan- for information to vendors  
GM (CMC), HQ, Koyla Bhawan- for kind information

16/09/2020  
GM (E) (H/C)  
Koyla Bhawan  
16/09/2020



**BCCL**

BHARAT COKING COAL LTD  
(A Subsidiary of Coal India Ltd)  
CIN: U10101JH1972GOI000918  
CORPORATE ACCOUNTS & TAXATION DEPT.  
KOYLA BHAWAN, DHANBAD-826005  
Phone No. 0326-2236673  
Email id : taxationbccl@gmail.com  
Website: [www.bcclweb.in](http://www.bcclweb.in)

Ref: BCCL/HQ/IT-TCS/2020/ CA/304

Dated: 23.09.2020

To  
General Manager  
Barora, Block-II, Govindpur, Katras, Sijua, Kusunda, P.B., Bastacolla, Lodna, E.J., W.J., C.V.. CCWO

GM (MM), GM (M&S), HOD (Admn), HOD (F) Pay Office, Koyla Bhawan  
GM (MRS), CMS-CHD  
Dear Sir,

**Subject: Implementation of Section 206C (1H) of Income Tax Act**

Section-206C (1H) of Income Tax Act is appended below:

**Quote**

Every person, being a seller, who receives any amount as consideration for sale of any goods of the value or aggregate of such value exceeding fifty lakh rupees in any previous year, other than the goods being exported out of India or goods covered in sub-section (1) or sub-section (1F) or sub-section (1G) shall, at the time of receipt of such amount, collect from the buyer, a sum equal to 0.1 per cent of the sale consideration exceeding fifty lakh rupees as income-tax:

Provided that if the buyer has not provided the Permanent Account Number or the Aadhaar number to the seller, then the provisions of clause (ii) of sub-section (1) of section 206CC shall be read as if for the words "five per cent", the words "one per cent" had been substituted:

Provided further that the provisions of this sub-section shall not apply, if the buyer is liable to deduct tax at source under any other provision of this Act on the goods purchased by him from the seller and has deducted such amount.

Explanation.—For the purposes of this sub-section,—

(a) "buyer" means a person who purchases any goods, but does not include,—

(A) the Central Government, a State Government, an embassy, a High Commission, legation, commission, consulate and the trade representation of a foreign State; or

(B) a local authority as defined in the Explanation to clause (20) of section 10; or

(C) a person importing goods into India or any other person as the Central Government may, by notification in the Official Gazette, specify for this purpose, subject to such conditions as may be specified therein;

(b) "seller" means a person whose total sales, gross receipts or turnover from the business carried on by him exceed ten crore rupees during the financial year immediately preceding the financial year in which the sale of goods is carried out, not being a person as the Central Government may, by notification in the Official Gazette, specify for this purpose, subject to such conditions as may be specified therein.

Unquote

In this regard, Opinion from M/s Poddar & Associates-Ranchi was obtained regarding applicability of said section on BCCL obtained and sent to all the areas vide email dated 25.09.2020.

**1. Liability of Areas/Units of BCCL for compliance to Section-206C(1H)**

Sale of Coal and Scrap is already covered under Section-206C(1) for collection of TCS on the same. As mentioned above, the provisions of Section-206C(1H) would not apply, wherein:

- Goods are already covered under Section 206C(1) of Income Tax Act
- Buyer is liable to deduct IT-TDS from consideration paid / payable to seller



Hence, BCCL need not collect TCS on sale of coal and scrap under Section-206C(1H) of Income Tax Act.

However, TCS would be applicable in case of **inter-subsidairy transfer of goods / stores / laptops** w.e.f 01.10.2020 in case of value of such transfers exceeds Rs. 50,00,000/- in a financial year.

Further, TCS is applicable in case of supply of goods. Turnover for aforesaid purpose is inclusive of Goods & Services Tax (GST), as applicable.

## **2. Liability of Suppliers of Goods to collect TCS from BCCL**

**Supplier of goods**, whose gross turnover exceeds Rs. 10,00,00,000/- in previous financial year and consideration for sale of goods to BCCL in current financial year exceeds Rs. 50,00,000/-, is liable to collect Tax Collected at Source (TCS) @0.1% of sales consideration.

**Example:** For FY 2020-21, only those suppliers are eligible to collect TCS @0.1% whose turnover for FY 2019-20 exceeds Rs. 10,00,00,000/- and value of goods procured from them in FY 2020-21 exceeds Rs. 50,00,000/-.

It is also requested to all the areas / units to provide the PAN of BCCL to all the eligible suppliers for compliance of the same. PAN of BCCL is **AAACB7934M** (Copy enclosed). In case of non-furnishing of PAN in TCS (27EQ) Return by Supplier, BCCL would not be able to take credit of TCS made by supplier.

## **3. TCS on purchases made prior to 01.10.2020**

Relevant part of opinion of M/s Poddar & Associates-Ranchi is appended below:

### **Quote**

....However, the collection of tax or point of tax collection is receipt of sale consideration. Hence, if a sale which was made before 01.10.2020 but consideration for which is received after 01.10.2020, TCS shall be applicable on the same.

### **Unquote**

From above, it can be observed that BCCL would be liable to make payment of TCS @0.1% to supplier of goods supplying more than Rs. 50,00,000/- in FY 2020-21 and having turnover more than Rs. 10,00,00,000/- in FY 2019-20, if the payment of invoices pertaining to the period upto Sep'20 made after 01.10.2020.

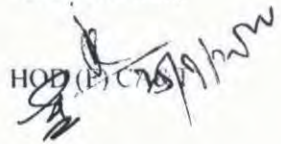
## **4. Issuance of TCS Certificate (Form-27D) by each supplier of goods**

Each supplier, charging TCS @0.1% on the supplies made by them, shall issue a TCS Certificate Form-27D within 30 days from the end of the quarter to the person from which such TCS is collected. Areas are requested to accept Form-27D, generated through TRACES Portal ([www.tdscpc.gov.in](http://www.tdscpc.gov.in)) only and send a copy of the same to CA&T Department for verification of the payment of TCS made by the supplier.

This is for your information and needful action.

Thanking you

Yours faithfully

  
HOD (F) Purchase Finance

Encl: as above

Copy to:

1. GM (F) I/c, for kind information
2. TS to D (F)
3. Area Finance Manager  
Barora, Block-II, Govindpur, Katras, Sijua, Kusunda, P.B., Bastacolla, Lodna, E.J., W.J., C.V.,  
Washery Division, Madhuban Coal Washery, MRS, BTA, CHD
4. HOD (F) Purchase Finance, HOD (F) Sales Accounts -Koyla Bhawan





# BCCL

A Mini Ratna Company

## BHARAT COKING COAL LTD

(A Subsidiary of Coal India Ltd)

CIN: U10101JH1972000918

CORPORATE ACCOUNTS & TAXATION DEPT

KOYLA BHAWAN, DHANBAD-826005

Phone No. 0326-2236673

Email id : taxationbccl@gmail.com

Website: [www.bcclweb.in](http://www.bcclweb.in)

Ref: BCCL/CA & T/JFPTF/2020/316

Dated: 03.10.2020

To,  
GM (M & S)  
Koyla Bhawan

**Sub: Implementation of Jharkhand Forest Produce (Regularisation of Transit) Rules, 2020**

Dear Sir,

This has reference to Jharkhand Forest Produce (Regularisation of Transit) Rules, 2020, which was recently notified in Jharkhand Gazette on 3<sup>rd</sup> July, 2020. A transit Fee of Rs 57/- per tonne on despatch of coal mined from forest land was imposed w.e.f. 03.07.2020

Since, the gazette notification was in Hindi version only, there was lack of clarity on interpretation of few provisions of the newly inserted transit fee. In this regard a letter was written to District Forest Officer (DFO) vide letter ref. No. BCCL/HQ/JHCC/2020/299 dated 23.09.2020 (**Anx. I**), seeking clarity on certain points.

In response to the aforesaid letter, we are in receipt of letter no. 1827 dated 26.09.2020 clarifying the issues raised by us (received over mail on 30.09.2020 evening). A copy of the same is being enclosed for ready reference (**Anx II**).

Further, we are also in receipt of a subsequent letter no. 1847 dated 30.09.2020 (**Anx. III**) from DFO, enclosing a letter of Upper Secretary, Forest, Environment and climate Change Department, Govt. of Jharkhand, dated 25.09.2020 (**Anx. IV**) addressed to Chief Forest Officer, Jharkhand.

DFO through his letter dated 30.09.2020 has pointed out the following issues:

- a. Presently, coal is being mined by BCCL from the forest land in the following collieries:

Sl. No.	Name of the area	Name of the Colliery	Transferred Forest land (in hectares)
1	Bastacolla	Ghanudih- Bera OCP	234.08
2	Barora	Muraidih OCP	7.60



- b. Vide letter no. 2953 dated 25.09.2020 of Upper Secretary, Forest, Environment and climate Change Department, Govt. of Jharkhand it has been instructed to ensure implementation of the newly inserted transit rules in totality from 01.10.2020. However, it is pertinent here to state that same would be applicable w.e.f. 03.07.2020 i.e. from the date of its notification.
- c. An application be made with DFO by the concerned area for immediate issuance of Transit Permit (in triplicate), for which an official be duly authorized. This transit permits have to be collected from the office of concerned DFO from time to time, as per requirement.
- d. In case a vehicle carrying coal from a forest land, is found to be without transit permit w.e.f. 01.10.2020 then seizure of vehicle and other penal actions would be taken as per the provisions of Indian Forest Regulation, 1927 (Bihar amended 1989).

In view of above, it is requested to kindly take immediate necessary action:

- i) Nomination of authorized person for application and collection of Transit Permit from the office of District Forest Officer (DFO) from time to time.
- ii) All dispatches from mine working on forest land have to be accompanied by Transit Permit. A copy of the permit along with Tax Invoice shall have to be issued and given to customer.
- iii) Necessary modification is to be effected in the Coal Net billing module to incorporate above fee @ Rs 57 per tonne with respect to collieries mining and dispatching coal from forest land.
- iv) Raising of supplementary bill and collection of due transit fee for dispatches from such mines for the period from 03.07.2020 to date of its implementation.
- v) In case of any difficulty in implementation, DFO, Dhanbad may be contacted at mobile no. 8987790305/9471192101 and email dfodhanbad@gmail.com.

Yours Faithfully,

03/10/2020  
GM (F) I/C  
M/S

CC: D (F), BCCL, for kind information

D (T) OP, BCCL, for kind information

D (T) P & P, BCCL, for kind information

GM (Bastacolla Area)

GM (Barora Area)

**HOD (Environment), BCCL**, with a request to intimate Sales dept., HQ about any mine other than the above two which is producing or will be producing coal from forest land, so as to ensure collection & payment of due transit fee. Besides this status of the above two mines with regard to their location on the forest land may be verified and confirmed to M & S dept, HQ, immediately to ensure billing and realization of applicable fee on dispatches related thereto.

**HOD (F) Sales Account**



भारत कोकिंग कोल लिमिटेड

एक मिनी रत्न कंपनी

(कोल इंडिया लिमिटेड का एक अंग)

A Mini Ratna Company

Bharat Coking Coal Limited

(A Subsidiary of Coal India Ltd)

Regd. Off.: Koyla Bhawan, Koyla Nagar

कोयला भवन, कोयला नगर, धनबाद -826005

CIN: U10101JH1972GOI000918



संदर्भ संख्या : भाकोकोली/महाप्रब(वित्त)प्रभारि/फा-SOP/2019/ 95-146(F) दिनांक : 20/05/19

The General Manager, All Areas.

✓ GMs/HODs, HQ (Vigilance)

The Desk Incharge, BCCL, Kolkata Office.

Sub: Implementation of Committee Report on Standard Operating Procedure for Bill Payment to Contractors/Suppliers/Service Providers.

Dear Sir(s),

A Committee of General Managers of HQ was constituted with the approval of D(F), BCCL vide notesheet no.BCCL/GM(F)I/c/F-SOP/2019/01(H) dated 01/04/19 for finalisation of SOP to improve the system of passing of bills for Contractors/Suppliers/Service Providers in compliance of letter no.BCCL/VIG/SoP/F/25/83/169 dated 30/03/19 from GM(Vig.), BCCL.

The committee prepared an SOP with time line for acceptance/processing/passing and payment of bills alongwith responsibility centre.

After detailed deliberation, the Committee Report on Standard Operating Procedure (SOP) for Bill Payment to Contractor/Supplier/Service Provider was approved by FDs in its meeting held on 08/05/19 and directed to implement the system in the company with immediate effect which was communicated to the undersigned by the Company Secretary vide letter no.BCCL/CS/F/, dated 14/05/19.

The copy of the committee report on Standard Operating Procedure (SOP) for Bill Payment to Contractor/Supplier/Service Provider (containing 15 pages) is enclosed herewith for strict implementation at your end.

भवदीय

*Handwritten signature and date 20/5/19*  
महाप्रबंधक(वित्त)प्रभारी

संलग्न- यथोक्त

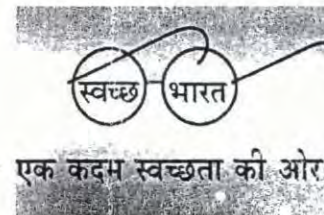
- cc: Director(F)/Director(P)/Director(T)Op/Director(T)P&P, BCCL for kind information pl.  
: TS to CMD, BCCL - for kind information.  
: GM(Vigilance), BCCL - for kind information  
: AFM, BTA, Bhuli, for strict implementation of above SOP.

*Behara*  
*Hi Ak. Thakur*  
*To pl. speak.*  
*MM*  
*24/05/19*



भारत कोकिंग कोल लिमिटेड  
एक मिनी रत्न कंपनी  
(कोल इंडिया लिमिटेड का एक अंग)

A Mini Ratna Company  
Bharat Coking Coal Limited  
(A Subsidiary of Coal India Ltd)  
Regd. Off.: Koyla Bhawan, Koyla Nagar  
कोयला भवन, कोयला नगर, धनबाद -826005  
CIN: U10101JH1972GOI000918



## STANDARD OPERATING PROCEDURES (SOP)

### ACCEPTANCE/PROCESSING/PASSING/PAYMENT OF BILLS OF CONTRACTORS/SUPPLIERS/SERVICE PROVIDERS IN BCCL COMMAND AREA

THE SOP IN TWO PARTS IS AS UNDER:

PART A: WHERE PAYING AUTHORITY IN HQ  
PART B: WHERE PAYING AUTHORITY IS AREA

PART-A: ( Where paying authority is HQ)

Sl. No.	Description	Activities	Time line	Responsibility centre	Remarks
1	<b>Payment of Explosives bills:</b>	1.Arranging all required documents i.e. Bill, Challan, SRV/DRR and RE-11/Indent and to ensure that all documents are duly signed and stamped and complete in all respect. The arranged set of bill/s, ready for payment must be submitted to Area.	within 6 days of receipt and acceptance of material or submission of bill whichever is later	Manager/Licensee & Blasting Officer	
	a. <u>Payment terms as per R.C.:</u> Within 21 days from date of receipt and acceptance of material or submission of bill whichever is later	2. Scrutiny of bills submitted by the units that all documents are available and duly signed and stamped by competent mine officials. Acceptance of bill by Area Official by countersigning on the body of bill. After ensuring that all required documents are attached and properly signed and stamped, the bill must be sent to HOD(F)MM, BCCL HQ	Within 4 days .	Area Nodal Officer (Explosives)	
	b. <u>Paying authority as per RC:</u> General Manager (F) or their authorised representatives	Receipt of Bills in Finance of MM Department. Allotting tracking for every tax invoice. Scrutiny and Passing of the bills by Dealing Assistant. Passing the bills by the Finance Executive and to send the same to Cash Section for making payments.	Within 7 days from the receipt of the bill in the department	Dealing assistant , bill passing officer within overall responsibility of HOD(F) MM	
		Payment to the supplier through RTGS by Fund Section.	Within 4 days	Dealing assistant , Finance Executive(Fund) within overall responsibility of HOD(F) Fund, HQ	

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2	<b>MM Department</b> <b>(a) Capital, P&amp;M items</b> <b>HEMM (80% payment)</b> <b>(HQ)</b>  <b>Payment terms:</b> 80% value of each equipment and the accessories and 100% duties & taxes along with 100% transportation & Insurance charges will be paid within 21 days after delivery of the equipment and receipt and acceptance of performance bank guarantee.	Receipt of Material, forwarding of internal document for Unloading of material at Project site Return of a copy of Receipted Challan /Consignment note to Supplier/Transporter	Within 2 Days from delivery of the equipment and receipt and acceptance of performance bank guarantee.	Project Engineer / Project Officer	
		Generation of Equipment receipt certificate (ERC)	Within 3 Days	Project Engineer / Project Officer	
		Forwarding ERC to the consignee (Regional Store)	Within 2 Days	Project Engineer / Project Officer	
		Forwarding ERC to paying Authority for 80% payment	Within 2 Days	Depot Officer, R/s	
		Receipt, Audit, processing and passing of bills by finance department i.e. paying authority and submission indent to fund department for payment to contractor/supplier.	Within 8 days from the receipt of bills in the in the department	Dealing assistant, bill passing officer within overall responsibility of HOD(F)MM	
		Arranging fund and making payment to contractor/ supplier.	Within 4 days	Finance Officer within overall responsibility of HOD(F)Fund	
	<b>(b )Capital, P&amp;M items</b> <b>HEMM (20% payment)</b> <b>(HQ)</b> <b>Payment terms:</b> 20%payment shall be made within 21 days of successful completion of erection testing, commissioning and final acceptance of the equipment (along with accessories) at site upon presentation of a	Preparation of Provisional SRV after receipt of acceptance certificate from Unit store: Entry of Challan& invoice and other details in Coalnet	Within 1 Day from the receipt of acceptance certificate	Receipt Section I/c / Depot Officer	
		Pricing of provisional SRV by the Store finance/accounts deptt.	Within 2 Days	Finance/Accounts Deptt.	
		Final SRV after pricing	Within 1Day	Receipt Section I/c / Depot Officer	
		Forwarding of Final SRVto concerned issue shed for posting of stores in P&M Register	Within 2 Days	Receipt Section I/c / Depot Officer	
		Posting of receipt details of store in P&M register by issue shed incharge and return of SRV to Receipt section.		Issue Section I/c / Depot Officer	



certificate from the project Officer the effect that the equipment has been erected and commissioned to their entire satisfaction.	Forwarding of SRVs after signature of depot officer to Unit Finance for Audit of Bills	Within 2Days	Unit Finance / Depot Officer	
	Forwarding of SRV to Paying Authority for Audit & Payment (Through File/Bill Tracking) for balance 20% of Payment.	Within 1 Day	Depot Officer	
	Receipt, Audit, processing and passing of bills by finance department i.e. paying authority and submission of indent to fund department for payment to contractor/supplier.	Within 8 days	Dealing assistant, bill passing officer, within overall responsibility of HOD(F)MM	
	Arranging fund and making payment to contractor/ supplier	Within 4 days	Dealing assistant, Finance Executive (Fund), within overall responsibility of HOD(F)Fund	
(c)Spares & Consumables (HQ) <u>Payment terms</u> : 100% payment within 21 days from date of receipt and acceptance of material or submission of bill whichever is later	1.Preparation of Provisional SRV after acceptance of material by the inspecting authority: Entry of Challan& invoice and other details in system	Within 1 Day of date inspection and acceptance by inspecting authority.	Receipt Section I/c / Depot Officer	( if bills are submitted later than the date of acceptance of material then the counting of 21 days will start from the date of submission of invoice)
	2.Pricing of provisional SRV by the Store finance/accounts deptt.	Within 2 Days	Finance/Accounts Deptt of project	
	3.Final SRV after pricing	Within 1 Day	Receipt Section I/c / Depot Officer	
	4.Forwarding of Final SRV along with accepted material to concerned issue shed for posting of stores in Kardex	Within 3 Days	Receipt Section I/c / Depot Officer	
	5.Posting of receipt details of store in kardex by issue shed incharge and return of SRV to Receipt section		Issue Section I/c / Depot Officer	



		6. Forwarding of SRVs after signature of depot officer to Finance for Audit & Acceptance of Bills.	Within 2 days	Unit Finance / Depot Officer	
		7. Forwarding of SRVs & Bills (with documents) to Paying Authority for Audit & Payment	Within 1 Day	Unit Finance / Depot Officer	
		8. Receipt, Audit, processing and passing of bills by paying authority and indenting for fund.	Within 8 days of receipt of the bills along with SRV in the department	Dealing assistant, bill passing officer, Cash Officer within overall responsibility of HOD(F)Pay/HOD(F)MM (as the case may be).	
		9. Arranging fund and making payment to contractor/supplier.	Within 3 days		
3	<b>E&amp;M related bills (HQ)</b>  In absence of any specific provisions it has been proposed by the department that bills should be paid within 30 days of receipt of the bills.	1. Receipt of the bills in central despatch of the project and submission to PE(E&M)/EIC	Within 02 day from receipt of bills	Despatch clerk, personnel dept	
		2. Verification with M.B. Book by F/M in charge/foreman, certifying the work and submission to Sub-ordinate Engineer	Within 02 day	Foreman	
		3. Checking and work certification and submission to Maintenance (E&M) I/C	Within 02 day	Sub-ordinate engineer	
		4. Cross checking of bills and submission to GM(E&M) for acceptance	Within 02 day	Maintenance (E&M) I/C	
		5. Vetting of the bill and forwarding to Finance for payment	Within 04 days	GM(E&M)/HOD	
		6. Acceptance of the invoice, entry in the bill register, covering letter and submission to Finance department for passing and payment of the bills	Within 02 days	Bill clerk/Maintenance (E&M) head.	
		7. Receipt, Audit, processing and passing of bills by paying authority	Within 10 days from the receipt of the bills in the department	Dealing assistant, Bill passing officer, cash officer within overall	

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		8. Indenting, arranging fund and making payment to contractor	Within 06 days	responsibility of HOD(F)Pay.	
4	CAMC bills of Rail weighbridge/other bills.	1. The bill complete in all respect is submitted to the office of GM(E&M)/HOD. The bill is sent to HOD(WB)/E&T incharge at HQ BCCL for scrutiny	Within 04 days from the date of receipt of bills	Despatch clerk with overall responsibility of GM(E&M)/HOD	
		2. Scrutiny of bills, penalty calculation and submission to GM(E&M)	Within 07 days	HOD (WB)/E&T incharge	
		3. Acceptance of the invoice, entry in the bill register, covering letter and submission to Finance department for passing and payment of the bills	Within 03 days	Bill clerk/Maintenance (E&M) head.	
		4. Audit, processing & passing of bills for payment by Paying Authority.	Within 10 days from the receipt of the bills in the deaprtment	Dealing assistant, Bill passing officer, Cash officer within overall responsibility of HOD(F)Pay	
		5. Arrangement of fund and payment to contractor	Within 6 days		
5.	Civil Works (HQ)  Payment terms as per Manual: For Running bills-Within 1 month of presentation of bill duly passed and accepted for payment by EIC. For final bills: (a)for works up to 200 lakhs- Within 2 months of presentation of the	For running on A/c bills/Final Bill	4 days from the date of submission of GST invoice/bill by the contractor	EIC of the work	GST invoice will be taken from the contractor on the basis of technical verification of the invoice by the EIC. The invoice should
		1. Acceptance of the bill, entry in the Register by the Engineer in Charge (EIC)			
		2. Checking, auditing and passing of bills by the associate finance/Divisional Accountant and submission to HOD(C)/Incharge/ EIC as the case may be.	Within 07 days	Associate finance/Divisional Accountant in charge	
		3. Technical Auditand acceptance of the bills by Incharge/HOD(C)/EIC and submission to finance department	Within 05 days	Incharge/HOD(C)	
		4. Auditing, accepting and passing of bills by Finance Department and submission to cash department	Within 8 days of receipt of the bills in the department.	Dealing assistant, Bill passing officer, Cash	



	bill duly passed and accepted for payment by the EIC  (b)for works above Rs. 200 lakh- Within 3 months of presentation and accepted for payment by the EIC	5. Arranging/Indent for fund and making payment to contractor	Within 6 days	officer with overall responsibility of HOD(F)Pay	be prepared on regular intervals (monthly/Quarterly) as per work order/civil engineering manual.
6.	<b>Legal bills (HQ)</b> In absence of any specific provision regarding time line of payment of legal bills it has been proposed by the legal department that bills should be paid within 30 days of receipt of bills.	1.After receipt of bills from different advocates /Firms/ Sr. Advocates /ASG/Arbitrator etc the bills will be entered in different registers/ excel sheet and forwarding to different HoDs/ Areas for certification regarding work done	Within 3 days of receipt of the bills	Dealing officer of Legal department within overall responsibility of GM(Legal)	
		2.Certification by different HoDs/ Area Officials	Within 5 days	Officials/In-charge of the concerned department /Area officials	
		3.Receipt of the bills after certification and further forwarding for fund concurrence after verification	Within 4 days	Dealing officer of Legal department within overall responsibility of GM(Legal)	
		4.Fund concurrence and submission of bills to legal department after approval of competent authority	Within 4 days	HOD(F)Pay	
		5. Receipt of bill after FC and further onward forwarding for payment to HOD(F)Pay after obtaining competent approval.	Within 5 days	Dealing officer of Legal department within overall responsibility of GM(Legal)	



		6.Scrutiny, Audit and passing of the bills and submission to Cash Officer for payment	Within 6 days of receipt of the bills in the department	Dealing assistant, bill passing officer, cash officer within overall responsibility of HOD(F)Pay.	
		7.Indenting and payment to the advocates /Firms/ Sr. Advocates /ASG/Arbitrator etc	Within 3 days		
7	Vehicle Hiring Bills of HQ Admin Department. In absence of any specific provisions, the department has proposed a time line of 30 days for passing and payment of bills.	1.Scrutiny of bills, bifurcation of bills (transporter wise/ associate finance wise), preparation of proposal (transporter wise/ associate finance wise)	Within 10 days of receipt of the bills	Supervisor General pool within overall responsibility of Dy. Mgr (P&A)/ Manager (P&A)	
		2.Checking and recommendation for approval	Within 2 days	Dy. Mgr (P&A)/ Manager/Sr.Manager (P&A)	
		3.Approval of Competent authority	Within 3 days	GM(Admin)	
		4. Budget certification by concerned associate finance and submission to Admn for onward submission to finance.	Within 4 days	Associate finance of (D(P)/D(T/O)/D(P&P)/ HOD(F)Pay	
		5. Scrutiny, Audit and passing of the bills and submission to Cash Officer for payment	Within 7 days of receipt of the bills in the department.	Dealing assistant, bill passing officer, cash officer within overall responsibility of HOD(F)Pay.	
		6. Indenting and payment to the contractor	Within 4 days		
7.	Payment against MARC bills at HQ.  As per MARC contract payment to MARC holder shall be within 21 days from the date of receipt and acceptance of the invoice	1. After receipt and acceptance of the invoice the bills will be sent by PE(X) to Project finance	Within 1 days of acceptance of invoice	PE(X)	
		2. Scrutiny by the project finance and submission to PO for approval	Within 2 days	Associate finance of project	
		3. Approval by P.O. and submission to SO(X) of area	Within 2 days	P.O.	
		4. Acceptance of bill by SO(X),Area and submission to AFM for vetting	Within 1 day	SO(X)	



		5. After vetting by AFM and put up to GM (Area) for vetting	Within 1 day	Dealing finance executive within overall responsibility of AFM of the area	
		6. Vetting of bills by Area GM and submission to HOD(F)MM,HQ	Within 1 day (1 day extra for journey time.)	General Manager of the area	
		7. Receipt, Audit, processing and passing of bills by finance department i.e. paying authority and submission indent to fund department for payment to contractor/supplier.	Within 8 days of receipt of bills in the department	Dealing assistant, bill passing officer, within overall responsibility of HOD(F)MM, HQ.	
		8. Arranging fund and making payment to contractor/ supplier.	Within 4 days	Dealing assistant, Finance Executive (Fund) within overall responsibility of HOD(F)Fund, HQ.	

**PART-B ( Where paying authority is Area)**

S. No.	Description	Activities	Time line	Responsibility centre	Remarks
1	<b>E&amp;M related bills (Area)</b>  In absence of any specific provisions it has been proposed by the department that bills should be paid within 30 days of receipt of the bills.	1. Receipt of the bills in central despatch of the project and submission to PE(E&M)/EIC	Within 01 days from receipt of bills	Despatch clerk, personnel dept	
		2. Verification with M.B. Book by F/M in charge/foreman, audit, acceptance and submission to Personnel dept for labour payment certificate	Within 05 days	PE(E&M)/EIC	
		3. Labour payment certificate by Personnel department and submission to Associate finance.	Within 02 days	Area Personnel Officer	
		4. After scrutiny the bills will be put up to Project Officer for acceptance	Within 03 days	Associate finance	

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		5. Acceptance of the invoice by Project Officer of the project and submission to SO(E&M) of the area	Within 02 days	Project Officer	
		6. Acceptance of invoice by SO(E&M) and submission to the G.M. of the Area	Within 02 days	SO(E&M)	
		7. Acceptance of the invoice and submission to AFM office for passing of the bills	Within 02 days	General Manager of the area	
		8. Receipt, scrutiny, audit, passing of the bills by the AFM office	Within 08 days from the receipt of the bills in the department	Dealing assistant, Bill passing officer, Cash officer within overall responsibility of AFM of the area.	
		9. Indenting of fund and payment to contractor	Within 05 days		
2.	<u>Hiring of HEMM.</u> <u>Trpt/Wagon Loading.</u> <u>Loading and Crushing</u> (a)Hiring of Equipment for removal of OB/Excavation of coal/ As per CMM (chaper-VI) that bills should be paid within 30 days of receipt of clear and admissible bills.	For running on A/c bill			
		1. After joint measurement & entry in MB duly accepted by the contractors and submission of GST invoice by the contractors, the bills will be submitted to Manager	Within 03 days of submission of invoice/GST invoice by the contractor.	Project Survey Officer	
		2. Certification of bills by Colliery Manager and submission to P.O.	Within 02 days	Colliery Manager	
		3. Acceptance of the bill by the P.O. after audit and acceptance by the Project finance and submission to Area Survey Officer	Within 02 days	Project finance and overall responsibility of P.O. of the project.	
		4. Audit and Acceptance of the bill by the Area Survey Officer and submission to S.O. (Mining)/AGM	Within 03 days	Area Survey Officer	



		5. Acceptance of the bills by S.O.(M)/AGM and submission to Area GM for approval	Within 01 day	SO(M)/AGM	
		6. Acceptance and approval by GM after vetting of AFM and submission to finance for passing and payment	Within 06 days	Area General Manager	
		7. Audit, passing and processing the bills and forwarding to Cash department for payment	Within 06 days of the receipt of the bills in the department	Dealing assistant, Bill passing officer, Cash officer with overall responsibility of AFM	
		8. Indenting of fund and payment to contractor	Within 07 days		
Note: In case of Final Bills of the contractors, time line is proposed for passing the final bill within 60 days of receiving of measurement report from CMPDIL and days for each activity will be increased proportionately.					
	(b) Transportation/Wagon loading/Loading of coal/ Crushing of Coal. In absence of any specific provisions it has been proposed by the department that bills should be paid within 30 days of receipt of clear & admissible bills.	For running on A/c bill 1. After submission of claim by the contractor for work done the Project Despatch officer will reconcile the quantity despatched/ loaded and getting it accepted by contractor as well as project officials after fulfilling all formalities. After acceptance of the measurement by the contractor and submission of invoice/GST invoice by the contractor, the bills will be submitted to Manager	Within 03 days of submission of invoice/GST invoice by the contractor.	Project Despatch Officer	
		2. Certification of bills by Colliery Manager and submission to P.O.	Within 02 days	Colliery Manager	
		3. Acceptance of the bill by the P.O. after audit and acceptance by the Project finance and submission to S.O. (Mining)/AGM	Within 03 days	Project finance and overall responsibility of P.O. of the project.	

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		4. Audit and Acceptance of the bill by the area AGM/ S.O. (Mining) and submission to Area General Manager	Within 03 days	SO (M)/AGM	
		5. Acceptance of the bills by Area GM for acceptance and approval after vetting of AFM and submission to finance for passing and payment	Within 06 days	Area General Manager	
		6 Audit, passing and processing the bills and forwarding to Cash department for payment	Within 06 days of the receipt of the bills in the department	Dealing assistant, Bill passing officer, Cash officer with overall responsibility of AFM	
		7 indenting of fund and payment to contractor	Within 07 days		
	Note: In case of Final Bills of the contractors, time line is proposed for passing the final bill within 60 days of receiving of measurement report from concerned department.				
3.	<b>Civil Works</b>  Payment terms as per Manual: For Running bills-Within 1 month of presentation of bill duly passed and accepted for payment by EIC. For final bills: (a)for works up to 200 lakhs- Within 2 months of presentation of the bill duly passed and accepted for payment by the EIC  (b)for works above Rs. 200 lakh- Within 3 months	<b>For running on A/c bills/Final Bill</b>  1. Acceptance of the bill, entry in the Register by the Engineer in Charge (EIC) 2. Checking, auditing and passing of bills by the associate finance and submission to P.O. of the project. 3. Administrative acceptance of the bills by P.O. and submission to SO(C) 4. Technical Audit by SO(C) and submission of bills to AFM/finance department 5. Auditing, accepting and passing of bills by AFM office/Finance department and submission to cash department 6. Indenting, arranging fund and making payment to contractor	03 days from the date of submission of GST invoice by the contractor  Within 07 days  Within 02 days  Within 03 days  Within 8 days of receipt of the bills in the department  Within 7 days	EIC of the work  Associate finance in charge  P.O. of the project  SO( C)  Dealing assistant, Bill passing officer, Cash officer with overall responsibility of AFM	GST invoice will be taken from the contractor on the basis of technical verification of the invoice by the EIC.  The invoice should be prepared on regular intervals



	of presentation and accepted for payment by the EIC				(monthly/ Quarterly) as per work order/civil engineering manual.
4	<b>MM</b> <b>(a) Spares &amp; Consumables (Area)</b> <u>Payment terms</u> : 100% payment within 21 days from date of receipt and acceptance of material or submission of bill whichever is later	1.Preparation of Provisional SRV after acceptance of material by the inspecting authority: Entry of Challan& invoice and other details in system 2.Pricing of provisional SRV by the Store finance/accounts deptt. 3.Final SRV after pricing 4.Forwarding of Final SRV along with accepted material to concerned issue shed for posting of stores in Kardex 5.Posting of receipt details of store in kardex by issue shed incharge and return of SRV to Receipt section 6. Forwarding of SRVs after signature of depot officer to Unit Finance for Audit & Acceptance of Bills. 7.Forwarding of SRVs & Bills (with documents) to Paying Authority for Audit & Payment 8. Receipt, Audit, processing and passing of bills by AFM office 9.Indenting, arranging fund and making payment to contractor	Within 1 Day of date inspection and acceptance by inspecting authority. Within 2 Days Within 1Day Within 3 Days Within 2 Days Within 1 Days Within 6 days of receipt of the bills Within 5 days	Receipt Section I/c / Depot Officer Finance/Accounts Deptt of project Receipt Section I/c / Depot Officer Receipt Section I/c / Depot Officer Issue Section I/c / Depot Officer Unit Finance / Depot Officer Unit Finance / Depot Officer Dealing assistant, bill passing officer, cash officer within overall responsibility of AFM	(monthly/ Quarterly) as per work order/civil engineering manual. (if bills are submitted later than the date of acceptance of material then the counting of 21 days will start from the date of submission of invoice)

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5	<b>Payment against Repairing bills at Area (Excv)</b>  Payment to be made within 21 days from the date of receipt of the invoice	1. The bills after scrutiny, acceptance and recording by section incharge will be put up for vetting.	Within 3 days of submission of invoice complete in all respect.	Dealing officer	
		2. Vetting of bills by Workshop/Field in-charge & PE(X) and forwarding to colliery manager .	Within 1 day	PE(X)	
		3. Acceptance by colliery manager and submission to project finance	Within 1 day	Colliery manager	
		4. Scrutiny of bills, finance diary and forwarding to Project Officer	Within 3 days.	Project finance	
		5. Acceptance by Project Officer and forwarding to Area finance	Within 1 day ( 1 day extra for travel of bill from project to area)	Project officer	
		6. Audit , processing and passing of bills by Area Finance and budget certification	Within 6 days of receipt of bills in department	Dealing assistant, Bill passing officer, Cash officer with overall responsibility of AFM	
		7. Indenting of fund and Payment to the contractor by the cash department	Within 5 days		

#### General Guidelines regarding SOP

1. The date suggested in the SOP may be considered as working days.
2. The time schedule of 21/30 days as the case may be has been proposed in the normal circumstances. In case of any force majeure or exceptional circumstances the time schedule may be different but proper justification must be recorded for delays at every level.
3. In case the bills are returned due to some defects or not in order or incomplete as per work order/ agreement or relevant manual or any other reason then the bills should be returned immediately with reasons to be recorded in writing. Accordingly after rectification the time line will start from the date of resubmission.
4. Delay in despatch should be taken care off properly and should not be made excuse for delay in payment in normal circumstances.
5. The approved timeline should be included in respective NITs/work orders/purchase orders/agreements etc.

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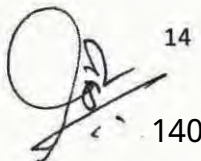


6. As regards other bills which has not been mentioned specifically in the SOP, the time line should be applied based on nature of job. In absence of any specific time line given anywhere, it must be ensured that the payment should be made within 30 days from the date of submission of invoice after completing all the formalities from the contractor/supplier/service providers' side.
7. System of FIFO ( i.e. First in First Out) should be ensured in all bills barring exceptions with proper justification. That means bills which has been received first will be processed first in normal circumstances.
8. Any escalation bills, supplementary bills, debit notes, credit notes etc may also be dealt as per the suggested time line above. The periods may be customised accordingly to ensure payment within 21/30 days.
9. As regards purchase from GeM, the procedures and guidelines laid down by GoI on the portal should be followed and accordingly the time line for every responsibility centre should be customised.
10. The nature of responsibilities indicated in the SOP has been mentioned only for fixing a time line. If the actual responsibilities of the person concerned is different then the time line should be aligned accordingly to ensure the timely payment within 21/30 days as the case may be.
11. In case of submission and acceptance of invoice/bills, there is difference in stipulations in purchase manual and finance manual of CIL. GM(MM) may be requested to take the matter with CIL for necessary amendment in the purchase manual.

The committee further suggests the following for streamlining the system of timely payment to contractors/suppliers/service providers considering the circular no 02/04/18 of CVC. It may kindly be instructed to the concerned department for compliance of the same.

1. There should be stipulation in all tender documents/Contracts/POs regarding number of days (from the date of submission of clear and admissible bill) within which payment will be released. Officials as suggested should be designated to ensure compliance of timelines for release of such payments.
2. Any clarification from the contractors/suppliers/service providers on the bill submitted by contractor should be sought within a specified number of days provided in the contract itself. Except in exceptional circumstances, these clarification should be sought in one go. Similarly, the contractor should be required to submit the clarification sought within a specified number of days.
3. In case of any disagreement between the Organization and the contractor on any part of the bill, such part may be severed from the rest. Payment against agreed and admissible part can be processed as per laid down procedure, while the disputed part can be dealt as per contract provisions viz. conciliation, dispute resolution, arbitration, etc.
4. Online Bill Tracking System should be put in place with provision for alerting higher level of management to enable monitoring, review/intervention in cases of delays. In case of cancellation/rejection of bills, it should be properly updated in the Online Bill Tracking System.












Further to ensure compliance of directives of CVC, a robust and transparent Bill Tracking System should be put in place in all cases of processing of bills of stores, spares, POL, Explosive/ contractual/ service provider etc., right from the originating point of Bill i.e. Executing department/ Where material is received/work is executed to the point of final payment by finance deptt. This will make the system faster, transparent and also the bottleneck/delays would be visible easily and will help in further improvement.

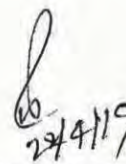
GM (System) shall ensure availability of system and software for implementation of the robust bill tracking system and GM (E&T) shall ensure availability of proper internet/ intranet connectivity. Further the responsibility of implementation of bill tracking system should be Area/Project authorities in case of Areas and in case of HQ, respective GMs/In charges of the concerned departments/sub-departments.

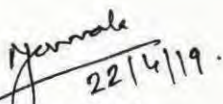
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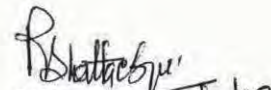
  
GM(CMC)

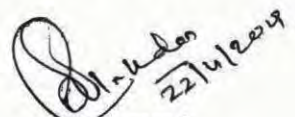
  
GM(MM)


  
GM(Civil) I/c

  
GM(E&M) I/c

  
GM(Finance) I/c

  
GM(Excv)

  
GM(System)

  
GM(Legal)



## SOP for Critical Civil Engineering Activities BCCL

Tender cell/SOP/SOP detailed

No	List of processes/ activities involved for the work	Method and/ or specific instructions	Acceptance Criteria	Responsible Functionary (s)	Estimated completion time (in days)
1	Preparation of Draft Scheme (as applicable for capital works)	As per clause no 1.02.1 of Modified Manual for Civil Engineering Works (MMCEW) part-1, CIL based on the functional requirement	Check list: CIVIL-1	EIC (Civil)/HOD (Civil)/GM (Civil)	0-10 days
2	Preparation of Preliminary Estimate (as required)	As per clause no 2.01 of MMCEW part-1, CIL based on the functional requirement	Check list: CIVIL-1	EIC (Civil)/HOD (Civil)/GM (Civil)	0-15 days
3	Financial vetting and Budget Concurrence (as applicable)	As per clause no 3 of MMCEW part-1 of CIL	Check list: CIVIL-2	GM (Fin) / HOD (Fin) / AFM / GM (PP) / HOD (PP)	0-10 days after the receipt of draft scheme and estimate
4	Administrative approval (as required)	As per clause 1.01.10 and clause of MMCEW part-1, CIL	Check list: CIVIL-1	As per DOP	0-5 days
5	Detailed design (as required)	Check list: CIVIL-3	Check list: CIVIL-3	EIC (Civil)/HOD (Civil)	1-15 days
6	Optimisation cost with different alternatives	Check list: CIVIL-4	Check list: CIVIL-4	EIC (Civil)/HOD (Civil)	1-7 days
7	Detailed estimate	Check list: CIVIL-4	Check list: CIVIL-4	OverSeer(C) / SOE (Civil)	0-7 days after completion of analysis
8	Financial vetting and Financial Concurrence (as required)	As per clause no 3 of MMCEW part-1 of CIL	Check list: CIVIL-2,4	GM (Fin) / HOD (Fin) / AFM / GM (PP) / HOD (PP)	0-10 days
9	Approval of estimate/ scheme for tender	Check list: CIVIL-4	Check list: CIVIL-4	As per DOP	0-3 days (After budet concurrence)
10	Preparation of tender	As per clause no 4 of MMCEW part-1 of CIL and updated guidelines for e-procurement of works and services of CIL	Check list: CIVIL-5	EIC/ Incharge (tender cell)	0-7 days

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11	Notice Inviting Tender (NIT)	As per clause no 4 of MMCEW part-1 of CIL and updated guidelines for e-procurement of works and services of CIL	Check list: CIVIL-6	EIC/ Incharge (tender cell)	0-3 days
12	Evaluation of tender	As per clause no 4 of MMCEW part-1 of CIL and updated guidelines for e-procurement of works and services of CIL	Check list: CIVIL-7	Tender committee	0-30 days
13	Approval of TCR	As per clause no 4 of MMCEW part-1 of CIL and updated guidelines for e-procurement of works and services of CIL	Check list: CIVIL-6,7	Approving authority as per DOP	0-15 days
14	Financial concurrence	As per norms of the company	Check list: CIVIL-6,7	GM(Fin) / HOD(Fin) / AFM / GM(PP) / HOD(PP)	0-5 days
15	Award of work	As per clause no 4.19-4.24 of MMCEW part-1 of CIL	As per the Manual/ NIT/ Guidelines	EIC/ Incharge (tender cell)	0-5 days
16	Detail Program for construction	As per clause no 5.03 of MMCEW part-1 of CIL	As per the agreement / Work Order	EIC	As per the work order / agreement
17	Inspection of work & Monitoring progress and Payment	As per clause no 5.16-5.18 & 6.00 of MMCEW part-1 of CIL	Check list: CIVIL-8	EIC / Paying authority	As per the Work Order/ agreement
18	Completion of work	As per clause no 8 of MMCEW part-1 of CIL	Check list: CIVIL-8	EIC (Civil) / HOD (Civil)	As per the Work Order/ agreement
19	Acceptance of work	As per clause no 8 of MMCEW part-1 of CIL	Check list: CIVIL-8	EIC (Civil) / HOD (Civil)	As per the Work Order/ agreement

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## CHECK LIST: CIVIL-1

1. Prepare a preliminary estimate to know the financial implication of the proposed work based on a draft scheme of the proposed work.

SI No	Required Input	Whether available or not
1	Functional Requirement of the proposal	
2	Availability of Land/ Location Plan	
3	Preliminary Survey data	
4	Site/ Soil investigation	
5	Preliminary drawing of the work to be executed if any	

## CHECK LIST: CIVIL-2

1. After the preparation of the preliminary estimate based on the initial requirement as per check list 1, the proposal will be forwarded to be kept in budget provisions.
2. The finance Department will check the budget availability based on the check list given below.

SI No	Particulars	Details
1	Cost data base	Basis of the rates used in the estimate
2	Past work	Rates of the similar nature of work carried out in the past
3	Cost trend	Basis for the updation of the rates i.e. analysed rate
4	Fund <sup>4</sup>	Availability of fund

## CHECK LIST: CIVIL-3

1. EIC to check the adequacy of data received from field and prepare a detailed design for the proposed work.
2. HOD(Civil) will check the detailed design prepared by EIC (Civil) based on the check list given below:

SI No	Particulars	Comments by HOD
1	Design data base	
2	Geometry	
3	Loads	
4	Safety	
5	Serviceability	
6	Material properties	
7	Foundation	

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## CHECK LIST: CIVIL-4

Overseer (Civil) / Subordinate Engineer (Civil) will prepare a detailed estimate as per the direction given by the EIC (Civil) based on the items given in the check list below

Sl No	Particulars	Availability
1	S.O.R	
2	Labour	
3	Material	
4	Energy	
5	Plant & M.C.	
6	Overhead	

## CHECK LIST: CIVIL-5

List of items for preparation of tender based on MMCEW of CIL and updated guidelines for e-procurement of works and services of CIL and other applicable terms and conditions

Sl No	Particulars	Availability
1	General Terms and Conditions / Eligibility Criteria	
2	Technical Bid	
3	Financial Bid / Commercial bid	
4	Instructions to bidders	
5	Annexures	
6	Special terms and conditions	
7	Additional terms and conditions	
8	Any other documents required	

## CHECK LIST: CIVIL-6

List of items for preparation of NIT

Sl No	Particulars	Availability
1	Eligibility Criteria and other requirements (As applicable)	
2	Tender Documents	
3	Publicity (Global/ National/ Regional) based on the Work Order value as per norms of the company	
4	Vendor Data Base (Not applicable on open tender)	

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CHECK LIST: CIVIL-7

A. List of items for evaluation of tender

SI No	Particulars	Availability
1	EMD	
2	Letter of bid	
3	DSC declaration	
4	Undertaking	
5	Legal status of bidder	
6	PAN / GST registration certificate	
7	Authentication of Turnover certificate (as applicable)	
8	Integrity Pact(as applicable)	
9	Authentication of Work experience(as applicable)	
10	BOQ	
11	Shortfall documents	
12	Any Other requirements as per NIT/Tender documents	

CHECK LIST: CIVIL-8

Following checks will be instituted during inspection, monitoring and completion of the work

SI No	Particulars	To be kept with
1	Agreement / Work Order / BOQ	EIC (Civil)/ Contractor/ Tender Cell/ HOD (Fin)
2	Time schedule	EIC (Civil)
3	Relevant Schedule of rate	EIC (Civil)
4	Complaint Register / Measurement Book	SOE(Civil) / Overseer(Civil)
5	Conducting required quality testing	EIC (Civil)
6	Maintaining proper recording of Site order book/ Hindrance register etc	EIC (Civil)
7	Preparation and Approval of Time extension as applicable	EIC (Civil)
8	Preparation and Approval of Deviation Estimate/Revised Estimate as required	EIC (Civil)
9	Finalisation of work	EIC (Civil)

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Mgn(1)

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Geo Fence

Task	Responsibility	Implementation Status	Working Status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
To identify the actual boundary of the mine with route for transportation of coal	Mine Manager	Implemented		
Confirmation of boundary of the mine with route for transportation of coal for creation of virtual geo-fence	Project Officer / Sub Area Manager/ Agent as designated.			
Approval of boundary and Coal transportation route	Area General Manager			
Creation of Geo-Fence boundary as per data provided by SO (Mining) / GM (Operation) of the Area.	Area SO (E&T) / SO (System) / Nodal officer of the Area			
Any change in Geo Fence boundary / route shall follow same procedure for implementation	--do--			
Movement of the vehicles carrying coal to be monitored and any violation to be recorded and acted upon.	--do--			

All mines of the Area, the System should be maintained

- For monitoring and correctness.

SO (Mining) / AGM (Operation) and SO (E&T) / SO

Practice to be adopted



- For Drawing correct boundary as per (System) / Nodal requirement. Officer

**GPS/GPRS based VTS (Vehicle tracking System)**

Task	Responsibility	Implementation Status	Working Status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
To assess the requirement of GPS device (at least two month in advance) depending on the internal coal transportation requirement	Project Officer	To be implemented		
To forward the requirement of GPS device at HQ. (minimum two month in advance)	Area GM	Action to be taken		
To confirm the requirement to GPS device to service provider	Control Room In-charge at HQ. / GM (E&M) I/c	Process to be followed		
To deploy service provider for fitting GPS device as per requirement of Area	Control Room In-charge at HQ.	Implemented		
Inclusion / exclusion of vehicles in the VTS for monitoring	Project Officer / AGM (Mining)	To be followed strictly		
Integration of GPS fitted device in VTS System for monitoring purpose	Area SO (E&T) / SO (System) / Area Nodal Officer	Implemented		





Task	Responsibility	Implementation Status	Working Status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
9 Movement of the vehicles carrying coal to be monitored and any violation to be recorded and acted upon.	--do--	Implemented Partially & Action to be taken		
10 Forwarding intimation to CISF / Security for action on the alert generated by the system	Area SO (E&T) / SO (System) / Nodal Officer	To be implemented		
For acting upon violation of Geo fence boundary / route and further action thereon	Security officer / CISF	--do--		
Action taken report (on the alerts generated by the system) should be submitted to HQ control room on regular basis	Area SO (E&T) / SO (System) / Nodal Officer	--do--		
Recovery of cost of GPS device / accessories in case of deliberate damage by transporter from the transporter's bill with intimation to HQ. control room In-charge	Area Nodal Officer, AFM & Area GM	To be followed strictly		
HQ Control Room to verify the report & reason for the alerts generated by the system and in case of any violation without proper justification is detected, the same should be brought to the knowledge of Director-In Charge	Control Room In-charge at HQ. / GM (E&M) I/c	--do--		
Daily reporting about Geo Fence / route violation to Area GM with action taken thereon	Area SO (E&T) / SO (System) / Nodal officer	--do--		



Task	Responsibility	Implementation Status	Working Status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
A Monthly report on the alerts generated and action taken thereof should be submitted to GM (Production)	Area GM / GM (Ws)	--do--		
Submission of a complied monthly report of all Area to Director(T) OP & CVO, BCCL	GM (Production)	--do--		
<b><u>After finalization of SOR for internal Coal transportation by CMC</u></b>				
NIT for transport contract should be suitably framed for fitment and Functioning of above devices	GM (CMC)/Tender Inviting Authority	Action is yet to be taken		
Selection of service provider to facilitate the service for GPS based Vehicle Tracking System	GM (E&M) I/c			
Vehicle with GPS fitted device should only be allowed for deployment in internal Coal transportation after implementation of order as per revised NIT	AGM (Mine) / Area GM	Action to be taken after finalization of service provider		
To ensure deployment of GPS fitted device in internal Coal transportation and its integration in the VTS system with intimation to HQ. Control room	Area SO (E&T) / SO (System) / Nodal Officer	Action to be taken after finalization of service provider		
Record to be maintained for availability and functioning of GPS device in all the internal Coal transportation vehicles	--do--			
To follow the existing system for identification of Mine boundary / Geo fence , approval of Geo fence, Inclusion / exclusion of vehicle in the VTS system, Creation of Geo Fence, integration with monitoring system,	Manager / Project Officer / AGM (M) / Area GM / Area			



Task	Responsibility	Implementation Status	Working Status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
smooth functioning of system & to ensure action on the alert generated by the system	Nodal Officer ( as indicated above)			
Monitoring of System at HQ. and submission of report periodically (fortnightly / monthly) to Director In-charge	Control Room In-charge at HQ. / GM (E&M) I/c			
A Monthly report on the alerts generated and action taken thereof should be submitted to GM (Production)	Area GM / GM (Ws)			

Submission of a complied monthly report of all Area to Director(T) OP & CVO, BCCL

GM (Production)

### CCTV at vulnerable points

Task	Responsibility	Implementation Status	Working status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
To assess requirement of CCTV (with location details i.e. longitude / latitude) for surveillance at vulnerable as per guidelines of MoC	Project Officer	Implemented partially		



Task	Responsibility	Implementation Status	Working status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
Forwarding of proposal after assessment of requirement of all units / projects to HQ.	Area GM			
Processing of proposals received from Area GM	GM (E&M) I/c			
Issue of Supply Order after observing tender formalities	GM (MM) Purchase			
Inspection of material at Central Stores	GM (E&M) I/c			
Issue of material from stores, handover of sites, availability of stable power supply, Installation & Commissioning	Area Nodal Officer			
Day to day live monitoring of CCTV surveillance system at Area control room & forward the information of any untoward incidence to Security Agency / CISF for needful action	--do--	Action to be taken for strict compliance		
Action on the basis of input received from Area Control Room	Security Officer / CISF			
To coordinate with supplier during warranty / AMC period for maintenance purpose with intimation to HQ.	Area Nodal Officer	Implemented		
Prevention of illegal activities so observed with due assistance from CISF / local police as well as officials posted in the Project/Mines.	Area GM	To be complied strictly		



Task	Responsibility	Implementation Status	Working status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
To arrange procurement / replacement of material damaged due to force majeure & not covered under AMC at Area level	Area Nodal Officer	To be complied at Area level		
Shifting of location of CCTV during contract period				
Record of other CCTVs shall also be made and maintained for minimum seven days				
Daily report based on monitoring at control room and action taken thereon to be forwarded to Area GM				
Sharing of CCTV footage of Railway sidings with costumer through public network	GM (E&M) I/c & Area GM	System to be developed		
Submission of Monthly report highlighting the incidences observed through surveillance system during the month with action taken thereon	Area GM / GM (Ws)	System to be adopted		

Submission of a complied monthly report of all Area to Director(T) OP & CVO, BCCL

GM (Production)



Road Weighbridge with RFID based Boom Barrier

Task	Responsibility	Implementation Status	Working Status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
To assess requirement & initiate proposal for RFID based boom Barrier & CCTV camera at Road Weighbridge	Area Manager (E&M)	Implemented at all working Road weighbridges / To be implemented in new upcoming Road weighbridges.		
To recommend the proposal for centralised procurement	Area GM			
Procurement of RFID based boom Barrier & CCTV camera and its integration with existing weighment system	GM (E&M) I/c			
Issue of supply order after observing tender formalities	GM(MM) Purchase			
Implementation / Installation & Commissioning of RFID based boom Barrier and CCTV system at Weighbridge in coordination with HQ.	Area Manager (E&M)			
Barricading (just before) Road Weighbridge platform (to prevent entry of multiple coal transportation vehicle from sideby) to prevent possible damage of electronically operated boom barriers				



Task	Responsibility	Implementation Status	Working Status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
Nomination of Nodal officer (in consultation of Area GM) for ensuring effective use/ functioning of the devices used including installation, commissioning and repair maintenance as per requirements	--do--			
Arrangement for live monitoring of CCTV footage of weighbridge at Area Control Room	Area Nodal Officer	To be implemented		
To ensure issue of RFID Tag and pasting on vehicle wind screen	Area Nodal Officer & CISF	To be implemented		
Provisions for capturing transport vehicle data at Weigh Bridge from RFID tag (pasted on vehicle) should be made automatically with Tare Weight, Gross Weight etc. without manual interference	Area Nodal Officer	Implemented		
Provisions for display of Weighment outside the cabin/room and nobody should be allowed to enter in the cabin/room to avoid any outside influence.	Area Manager (E&M) & Area Sales Manager	To be implemented		
Positioning of CCTV Cameras shall be in such a way that weigh bridge staff can see positioning of the truck, number plate, drivers cabin & loaded area from his seat on the monitor placed in his cabin. And during the printing of the challan/e-way bill all should be displayed	Area Nodal Officer	Implemented		



Task	Responsibility	Implementation Status	Working Status	Time frame for implementation (if not implemented) / to set right the system (if implemented)
Weigh bridge staff shall be made responsible for instantaneous reporting about any failure observed during his duty period to Area sales Manager, who will in turn report to Nodal Officer	Area Sales Manager	To be implemented		
Cleanliness at Weighbridge Room (by using Vacuum cleaner) & Weighbridge platform	Area Sales Manager / Nodal Officer	--do--		
To coordinate with service provider for attending breakdown / repair during warranty / AMC period	Area Nodal Officer	Implemented		
Submission of Monthly report highlighting the incidences observed through system during the month with action taken thereon	Area GM / GM (Ws)			
Submission of a complied monthly report of all Area to Director(T) OP & CVO, BCCL	GM (Production)			
<b><u>Installation of RFID based boom barriers &amp; CCTV at entry &amp; exit points of Area / Project / Mine</u></b>				
To identify entry & exit points of Area / Project / Mine	HOD (IED) & Area General Manager	Yet to be Implemented		
To compile proposal of RFID based boom Barrier & CCTV system (with location details) received from all area and forward the same for procurement & installation	HOD (IED)			



Task	Responsibility	Implementation Status	Working Status	Time frame for Implementation (if not Implemented) / to set right the system (if implemented)
To initiate a comprehensive proposal for procurement, installation & commissioning of RFID based boom barrier & CCTV system	GM (E&M) I/c			
Procurement of RFID based boom barriers & CCTV system	GM (MM) Purchase			
Inspection of material at Central Stores & Issue of release order to different Area	GM (E&M) I/c			
Lifting of material from Central Stores, Handover of sites for installation & Providing stable power supply to supplier	Area Manager (E&M)			
Installation & Commissioning of RFID based boom barrier & CCTV System within stipulated period	Area Nodal Officer			
Monitoring of System & action on any irregularities detected	--do--			
Operation & Maintenance of system within warranty / AMC period	--do--			
Submission of Monthly report highlighting the incidences observed through system during the month with action taken thereon	Area GM / GM.(Ws)			
Submission of a complied monthly report of all Area to Director(T) OP & CVO, BCCL	GM (Production)			

**Note:** The implementation status indicated above is based on the information available with us. In case of any ambiguity, the same may be corrected as per updated status.



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**STANDARD OPERATING PROCEDURES FOR ROAD**  
**AND RAIL WEIGHBRIDGES OF BCCL**

**BHARAT COKING COAL LIMITED**  
**DHANBAD**

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**(A) Road Weighbridges****(I) Planning Procurement and Installation**

**1. Planning of Road Weighbridge-** Planning for road weighbridges are to be done either as per Project Report Provision or a Scheme or against Survey-off.

- a) If the requirement of road weighbridge is as per Project Report Provision, then P&M Indent will be made by Project Engineer (E&M) duly signed by Project Officer, Area Manager (MM), Area Manager (Finance), recommended by Area General Manager and should be forwarded to BCCL HQ for approval of competent authority.
- b) If it is need based, a Scheme should be prepared giving details as under:-
  - (i) Production of the Project
  - (ii) Despatch of the Project
  - (iii) Existing number of weighbridges in project and weighbridge-wise despatch of each weighbridge in Project for the last six months
  - (iv) Reasons why despatch target cannot be made from existing weighbridge
  - (v) How much despatch will be increased by installation of new weighbridge
  - (vi) Whether the targeted despatch can be achieved by relocating the existing weighbridges of the Area/ Units in the Company to increase the availability of trucks for weighment or not?
  - (vii) The weighbridge location must be supplemented by Mine surface Plan indicating the location of the weighbridge, route of transportation
  - (viii) Certificate from Area Safety Officer stating that the location of the weighbridge is safe from mine fire, subsidence etc. and is on BCCL land.
- c) If it is against Survey-off P&M Indent with approved Survey-off report duly signed by all signatories of the Area should be sent to BCCL HQ for approval by the Competent Authority. Compliance of point no. b) (vii) and (viii).

**Responsibility:-**

- (i) Planning of weighbridge:- Manager and Project Officer
- (ii) Vetting the requirement of weighbridges at Area level: Vetting to be done by AM (Sales), AM (Planning) duly recommended by Additional GM and agreed by Area GM.

**2. Indenting and preparation of the proposal:-** The proposal along with the indent, BOQ, estimate for civil and E&M work complete with mine surface plan indicating the location of the weighbridge, transporting route, certificate that the location of the weighbridge is free from mine fire, subsidence and encumbrance, civil drawing of ramp, foundation and weighbridge room to be submitted. The proposal will be initiated by the concerned Colliery Engineer/ Area Engineer(E&M) vetted by Area Finance Manager, AM(Sales), AM(Planning) recommended by Area GM to BCCL, HQ for Competent Approval. At HQ the proposal will be vetted by GM (E&M), GM (Civil) and others as per DOP.

**Responsibility:-** - Colliery Engineer/ Nodal Officer (WB) and Area Engineer (E&M).



**3. Competent Approval and preparation of Technical Parameters and proven-ness criteria:-**

After obtaining approval from Competent Authority, technical requirements, Technical Parameter Sheet, Special Terms and Conditions of contract if any will be laid by Nodal Officer(WB) at E&M Department, BCCL HQ and agreed by GM(E&M) for publishing of tender. The tender will be published by GM(MM)/ GM(E&M) as the case maybe. The Tender Committee will comprise of representation from E&M, Civil and Finance.

**4. Procurement:-** Responsibility- GM(MM)/ GM(E&M).

**5. Installation of Road Weighbridges:-**

**Site Selection-** Prime responsibility of Manager and Project Officer and agreed by Area GM.

Following points should be taken care of during site selection:-

- (a) Site for installation of road weighbridge should be at entry/exit point for despatch or receiving purposes so that weighed coal trucks cannot enter the coal stock yard again.
- (b) Site should be such to ensure maximum utilization of WB.
- (c) Sufficient space should be made available for proper movement of trucks for weighment to avoid jamming at WB.
- (d) Despatch guideline/circular issued time to time should be followed.
- (e) Site should be selected to ensure both end weighment (despatch end and receiving end) of coal encompassing the transporting route.
- (f) Site can be easily connected with network for IT initiatives.
- (g) Site selection should be such that the land is free from mining disturbances like mine fire, subsidence, encumbrance etc.

**(II) Installation and Commissioning:-**

**Responsibility-** AM (E&M) and AM (Civil) for respective portion of their job as defined in the Purchase/Work Order.

**A. E&M related jobs:- Responsibility: AM(E&M)**

- a) Power supply arrangement minimum 2 phase and three phase is preferred.
- b) Stabilized power supply of 220 Volt AC.
- c) N-E voltage should be less than 2 Volt (Neutral must be continuous and earthed at transformer point). There should be provision of lightning arrester and earth pit at Weighbridges.
- d) Weigh bridge code is to be obtained from System Department before commencement of operation.

**B. Civil related jobs:- Responsibility- AM(Civil)**

- a) RCC ramp should be available at both sides of WB.
- b) Complete weighbridge building and RCC foundation of weigh platform.
- c) All the approach roads and ramp on either side of Road WBs should be made with RCC.
- d) Drainage arrangement should be made available at each WB to avoid jamming with mud during rainy season.



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**C. E&T related jobs:- Responsibility- Area Nodal Officer (E&T) & HOD(E&T), HQ**

- a) Providing and maintaining MPLS/VPN network at road and rail weighbridges.
- b) Installation and maintenance of RFID System at road weighbridges and check-post.
- c) Integration of GPS based VTS with RFID and weighbridges and its operation and maintenance.
- d) Installation, operation and maintenance of Internet Services at road and rail weighbridges for mining challan and other commercial work.

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**OPERATION of ROAD WEIGHBRIDGES**

Overall responsibility of operation/ Administration of Road WB:- Project Officer, Area Sales Officer, Weighbridge Incharge.

1. Weighbridge must be operated by designated authorized trained persons only.
2. All IT guidelines applicable to this SOP shall be governed by SOP circulated by CIL vide: CIL/VIGIL/16/14/0002/2018/1710-1729 dated 29.03.2018 and further guidelines/circulars circulated time to time.
3. Weighbridge operation timing will be from 06:00 AM to 06:00 PM. However, when there is immense pressure of despatch the weighbridge timings can be extended upto 24 hours mentioning the reasons therein clearly and the same needs to be approved by Competent Authority i.e. Director Incharge of Sales and Marketing or any circular/guideline issued time to time.
4. All the time stampings in Weighbridge Software should be done from the RFID server.
5. All statutory guidelines with regard to accuracy in operation i.e. Legal Metrology Acts and Rules as applicable shall be followed by the Weighbridge Operator/ Weighbridge Incharge including sealing of Weight Indicator (Digitizer) and Junction Box.
6. Weighbridge computer and Hard Disk if changed must be with the approval of Area GM under intimation to GM (Sales and Marketing and GM (E&M). Area Sales Officer shall ensure that data is safe and secure during change of CPU, Hard Disk etc as per office memorandum number BCCL/D(T) P&P/F-28/13/200 dated 12.06.2013. Only printed invoice will be provided to customer/ transporter.
7. A logbook shall be maintained and kept at weighbridge to record daily operation and maintenance of the weighbridge indicating the time of operation and time of breakdown duly signed by WB Incharge and Service Provider in case of breakdown attended.
8. The present standard checklist followed by BCCL for inspection of weighbridges enclosed as Annexure-A shall hold good and should incorporate guidelines issued by Vigilance Department from time to time and also considering the new SOP.
9. Inspection of weighbridges by AM(E&M), AM(Sales), AM(System) or their representatives shall be done on fortnightly basis and to be recorded in logbook maintained at the weighbridge as it is being done now.
10. The HQ team comprising of representatives of GM(E&M), GM(Sales) and GM(System) shall be inspecting the weighbridge at least once in a year to note down the discrepancies as per the checklist(Annexure-A) and intimating the same to the respective Area GM besides GM(Vigilance), GM(Sales) and GM(System). Area GM should ensure that the compliance of the discrepancies are met without much loss of time and the same should be sent to GM(Vigilance), GM(E&M), GM(Sales) and GM(System).
11. Circular vide no. BCCL/D(T)P&P/F-28/13/200 dated 12.06.2013 issued by DT(P&P), BCCL shall hold good enclosed as Annexure-C.
12. Weighbridge Incharge/ Weighbridge Operator should ensure that the checklist as per Annexure-A is maintained if any discrepancy is noted it should be brought to the notice of AM(E&M), AM(Sales) and AM(System) as the case maybe.
13. During rain and thundering the Weighbridge Incharge/ Weighbridge Operator must isolate the connections to prevent damage to the machines. Also proper earthing should be provided.
14. Weighbridge Incharge/ Weighbridge Operator should ensure that the weighbridges are kept neat and clean and no unauthorized persons should be allowed inside the weighbridge room.






15. Loading and unloading of trucks at the weighbridge platform should not be allowed at the weighbridge, however any load adjustment in respect of overloading/underloading of trucks shall be allowed in the coal dump only.
16. Security Personnel/ CISF will ensure that only authorized vehicles enter the Colliery premises. The Weighbridge premises/ buildings are safe and secure, vehicles are thoroughly checked before tare weight so as to record its true tare weight. Vehicles loaded with coal or otherwise leaving the Colliery premises should be checked thoroughly to avoid pilferage or theft of any kind.
17. No over load vehicle should be allowed to pass the weighbridge. RLW setting should be done after examining the RC book of the vehicle.
18. Weighbridge should be checked at least once in a week with calibrated weights available at the weighbridge and the record of the test should be kept in a separate file and also recorded in the register as per circular mentioned in point no. 10.
19. In case of breakdown of the weighbridge wherein another weighbridge has to be involved to handle the despatch. Recording of the previous weighbridge should be taken from RFID server to continue smooth despatch of remaining quantity from another weighbridge. updated both in weighbridge software system and in register and closing balance to be transferred to another weighbridge which is being used. It will be the responsibility of the Weighbridge Incharge/ Weighbridge Operator that closing balance is brought forward correctly before operating the Dispatches in another weighbridge. It should have the permission of the Area GM.
20. After the validity of the Delivery Order is over, second weight of loaded truck/tipper should not be done. The truck/tipper will be weighed empty out. The record of empty weight to be done in simple mode and kept in bounded register/ logbook.
21. Weekly allotment of trucks to the consumer to be done in CoalNet and should be downloaded from CoalNet only. The allotment will hold good for the entire week and in case of any dislocation of despatch, the allotment committee shall take care while deciding the allotment for subsequent weeks.
22. Mining challan/ MADA challan should incorporate invoice details of BCCL. No loaded coal trucks of the consumer shall leave the colliery premises unless it has compulsorily taken CoalNet invoice, delivery challan, mining challan etc. It will be the responsibility of the weighbridge staff and security staff/CISF on duty to ensure it is followed strictly.
23. Night stay of the trucks of the consumer in colliery premises/ coal dumps/ weighbridge area is normally not allowed. However, in exigency by special permission by the GM of the Area, mentioning the reasons therein maybe allowed. Such trucks will be kept under the custody of the security/CISF and record of the same shall be maintained in the security logbook. Trucks of the consumer which could not be loaded within the stipulated time must be weighed empty out the same day as well as an office memorandum no. CGM(C)/F-28B/10/133 Dated 01.04.2010 must be followed in this regard.
24. Weighment of liquid explosive, iron materials or any other material purchased by BCCL which is to be weighed at the weighbridge shall be weighed in Simple Mode and record of the same shall be kept. Coal sale/ despatch will be weighed in Special Mode only.
25. Data of weighment in Simple Mode to be transferred to BCCL HQ server in a separate folder which will be utilised as and when required.



### MAINTAINENCE of ROAD WEIGHBRIDGES

Overall responsibility- Project Officer and AM (E&M)

1. Electrical Maintenance:- Responsibility- Colliery Engineer (E&M)
  - (i) Availability of minimum 2 phase power supply 220 Volt AC. One phase for system and other phase for lighting and air conditioner.
  - (ii) Availability of CVT/isolation transformer for weighing system and UPS with minimum 2 hours back up.
  - (iii) Maintenance of minimum 3 earth pit of earth resistance less than 1 ohm and well connected with the system, platform, lightening arrestor preferably with GI strip of size from 25mm x 6mm to 50mm x 10mm or copper strip of size 30mm x 3.5mm to 30mm x 6mm.
  - (iv) Surge protector for power supply should be connected with separate earth pit.
  - (v) Arrangement of isolation of system from power supply in case of lightening and heavy rain with clear instruction displayed at isolation point to isolate the system.
  - (vi) Earth neutral voltage should be maintained less than 2 volt.
  - (vii) Air conditioner and fan to be maintained.
  - (viii) All the maintenance activity done by E&M Dept. is to be recorded in the Logbook kept at the weighbridge for operation and maintenance purpose.
  - (ix) Junction box to be sealed and kept inside the weighbridge room.
  
2. Civil Maintenance:- Responsibility- Area Civil Engineer
  - (i) RCC Ramp to be maintained.
  - (ii) RCC road at both sides of the ramp.
  - (iii) Proper drainage to avoid any water logging and mud muck at weighbridge.
  - (iv) Weighbridge room complete with doors, windows and house wiring etc.
  - (v) Cleaning arrangement to be done inside weighbridge room and surrounding of weighbridge and to avoid dust in radius of minimum 50 metres of weighbridge.
  
3. Annual Verification/ Re-verification/ Stamping of the weighbridge:-  
 Responsibility- Area Nodal Officer (E&M) WB and AM (E&M).
  
4. AMC of weighbridges: - Responsibility- Area Nodal Officer (E&M) WB and AM (E&M).  
 AMC Service Provider shall be a Licentiate Repairer of Electronic Weighbridge or OEM for the weighbridge and it shall be maintained as per Legal Metrology Acts and Rules. Service Reports of fortnightly visits to be maintained besides breakdown maintenance/ calls. The same should be recorded in a Logbook for the purpose besides signing the Service Reports by Weighbridge Incharge/ Weighbridge Operator and Nodal Officer of the weighbridge. All components that affect the metrological characteristics of the weighbridge shall essentially be included in the scope of work of the AMC Service Provider. Since CCTV cameras are integrated with weighbridges, scope of work shall also include CCTV camera and associated softwares for weightment, data transfer, CCTV etc. It is desired that maintenance of Earth pits, Lightening arrestors, Surge protection devices are also covered in the AMC to ensure smooth operation of the weighbridge. The terms and conditions of AMC of the weighbridges, penalty deduction, Force majeure conditions etc. will be as per prevalent practice.  
 Cleaning of the weighbridge room, weighbridge platform and up keeping/cleaning of weighbridge instruments comprising of weight indicator, computer system, RFID system,



15. Loading and unloading of trucks at the weighbridge platform should not be allowed at the weighbridge, however any load adjustment in respect of overloading/underloading of trucks shall be allowed in the coal dump only.
16. Security Personnel/ CISF will ensure that only authorized vehicles enter the Colliery premises. The Weighbridge premises/ buildings are safe and secure, vehicles are thoroughly checked before tare weight so as to record its true tare weight. Vehicles loaded with coal or otherwise leaving the Colliery premises should be checked thoroughly to avoid pilferage or theft of any kind.
17. No over load vehicle should be allowed to pass the weighbridge. RLW setting should be done after examining the RC book of the vehicle.
18. Weighbridge should be checked at least once in a week with calibrated weights available at the weighbridge and the record of the test should be kept in a separate file and also recorded in the register as per circular mentioned in point no. 10.
19. In case of breakdown of the weighbridge wherein another weighbridge has to be involved to handle the despatch. Recording of the previous weighbridge should be taken from RFID server to continue smooth despatch of remaining quantity from another weighbridge. updated both in weighbridge software system and in register and closing balance to be transferred to another weighbridge which is being used. It will be the responsibility of the Weighbridge Incharge/ Weighbridge Operator that closing balance is brought forward correctly before operating the Dispatches in another weighbridge. It should have the permission of the Area GM.
20. After the validity of the Delivery Order is over, second weight of loaded truck/tipper should not be done. The truck/tipper will be weighed empty out. The record of empty weight to be done in simple mode and kept in bounded register/ logbook.
21. Weekly allotment of trucks to the consumer to be done in CoalNet and should be downloaded from CoalNet only. The allotment will hold good for the entire week and in case of any dislocation of despatch, the allotment committee shall take care while deciding the allotment for subsequent weeks.
22. Mining challan/ MADA challan should incorporate invoice details of BCCL. No loaded coal trucks of the consumer shall leave the colliery premises unless it has compulsorily taken CoalNet invoice, delivery challan, mining challan etc. It will be the responsibility of the weighbridge staff and security staff/CISF on duty to ensure it is followed strictly.
23. Night stay of the trucks of the consumer in colliery premises/ coal dumps/ weighbridge area is normally not allowed. However, in exigency by special permission by the GM of the Area, mentioning the reasons therein maybe allowed. Such trucks will be kept under the custody of the security/CISF and record of the same shall be maintained in the security logbook. Trucks of the consumer which could not be loaded within the stipulated time must be weighed empty out the same day as well as an office memorandum no. CGM(C)/F-28B/10/133 Dated 01.04.2010 must be followed in this regard.
24. Weighment of liquid explosive, iron materials or any other material purchased by BCCL which is to be weighed at the weighbridge shall be weighed in Simple Mode and record of the same shall be kept. Coal sale/ despatch will be weighed in Special Mode only.
25. Data of weighment in Simple Mode to be transferred to BCCL HQ server in a separate folder which will be utilised as and when required.



### MAINTAINENCE of ROAD WEIGHBRIDGES

Overall responsibility- Project Officer and AM (E&M)

1. Electrical Maintenance:- Responsibility- Colliery Engineer (E&M)
  - (i) Availability of minimum 2 phase power supply 220 Volt AC. One phase for system and other phase for lighting and air conditioner.
  - (ii) Availability of CVT/isolation transformer for weighing system and UPS with minimum 2 hours back up.
  - (iii) Maintenance of minimum 3 earth pit of earth resistance less than 1 ohm and well connected with the system, platform, lightening arrestor preferably with GI strip of size from 25mm x 6mm to 50mm x 10mm or copper strip of size 30mm x 3.5mm to 30mm x 6mm.
  - (iv) Surge protector for power supply should be connected with separate earth pit.
  - (v) Arrangement of isolation of system from power supply in case of lightening and heavy rain with clear instruction displayed at isolation point to isolate the system.
  - (vi) Earth neutral voltage should be maintained less than 2 volt.
  - (vii) Air conditioner and fan to be maintained.
  - (viii) All the maintenance activity done by E&M Dept. is to be recorded in the Logbook kept at the weighbridge for operation and maintenance purpose.
  - (ix) Junction box to be sealed and kept inside the weighbridge room.
  
2. Civil Maintenance:- Responsibility- Area Civil Engineer
  - (i) RCC Ramp to be maintained.
  - (ii) RCC road at both sides of the ramp.
  - (iii) Proper drainage to avoid any water logging and mud muck at weighbridge.
  - (iv) Weighbridge room complete with doors, windows and house wiring etc.
  - (v) Cleaning arrangement to be done inside weighbridge room and surrounding of weighbridge and to avoid dust in radius of minimum 50 metres of weighbridge.
  
3. Annual Verification/ Re-verification/ Stamping of the weighbridge:-  
 Responsibility- Area Nodal Officer (E&M) WB and AM (E&M).
  
4. AMC of weighbridges: - Responsibility- Area Nodal Officer (E&M) WB and AM (E&M).  
 AMC Service Provider shall be a Licentiate Repairer of Electronic Weighbridge or OEM for the weighbridge and it shall be maintained as per Legal Metrology Acts and Rules. Service Reports of fortnightly visits to be maintained besides breakdown maintenance/ calls. The same should be recorded in a Logbook for the purpose besides signing the Service Reports by Weighbridge Incharge/ Weighbridge Operator and Nodal Officer of the weighbridge. All components that affect the metrological characteristics of the weighbridge shall essentially be included in the scope of work of the AMC Service Provider. Since CCTV cameras are integrated with weighbridges, scope of work shall also include CCTV camera and associated softwares for weighment, data transfer, CCTV etc. It is desired that maintenance of Earth pits, Lightening arrestors, Surge protection devices are also covered in the AMC to ensure smooth operation of the weighbridge. The terms and conditions of AMC of the weighbridges, penalty deduction, Force majeure conditions etc. will be as per prevalent practice.  
 Cleaning of the weighbridge room, weighbridge platform and up keeping/cleaning of weighbridge instruments comprising of weight indicator, computer system, RFID system,



CCTV camera system etc. with vacuum cleaner and such devices will be under the scope of the AMC service provider.

5. Repairing of System:-

- a) Repairing of weighbridge components not covered in the AMC shall be dealt as Repair to Plant and Machinery as per approved DOP.
- b) Weighbridge and its operation including weighment, CCTV camera, data transfer to Central CoalNet Server, RFID etc. is being looked after by E&M and Telecom departments respectively and hence shall be under administrative control of AM (E&M) at area level and GM (E&M) at HQ level. WAN is to be looked after HOD (E&T), Local LAN by Area Manager (E&M) / Nodal Officer (Telecom) and invoice generation through CoalNet will be the responsibility of General Manager (System).
- c) IT initiatives applicable for weighbridges like RFID System, CCTV etc. shall be covered by SOP circulated by CIL vide no. CIL/VIGIL/16/14/0002/2018/1710-1729 dated 29.03.2018 and further guidelines/circulars circulated time to time.

6. Recovery of damage of weighbridge equipment, RFID System, CCTV camera system, connectivity network system:-

In case damage of above system has taken place due to fault of the truck driver of the truck either belonging to the transporter or coal consumer, the cost of the damage occurred has to be recovered from the truck driver/truck owner/transport contractor/coal consumer and such amount should be deposited in BCCL account. Copy of the receipt of the deposit should be attached with the proposal for repairing as a proof of recovery. In such cases, the vehicle should be seized by the CISF/Security till recovery is made. In case the damage has taken place due to faulty operation by the weighbridge operator, recovery of such damage will be made from his account. While refunding the Security Deposit/EMD of the consumer/coal transporter proper clearance to be taken from the Area regarding any damage done by them at the weighbridge for the aforesaid equipments and pro-rata adjustment of the security money to be done. This point should be made clear while floating tender/offer for coal sale/ coal transportation.



**B.Rail Weighbridges:-**

**Planning Procurement and Installation**

**1. Planning of rail Weighbridges:**

Planning for rail weighbridges are to be done either as per Project Report Provision or a Scheme or against Survey-off, keeping in mind that no rake should go unweighed.

- a) If the requirement of rail weighbridge is as per Project Report Provision, then P&M Indent will be made by Project Engineer (E&M) duly signed by Project Officer, Area Manager (MM), Area Manager (Finance), recommended by Area General Manager and should be forwarded to BCCL HQ for approval of competent authority.
- b) If it is need based, a Scheme should be prepared giving details as under:-
  - (i) Production of the Project
  - (ii) Mode wise (by rail, by road etc.) despatch of the Project
  - (iii) Existing number of weighbridges in project/other nearby project/yard, located in the exit route of the loaded rake and weighbridge-wise despatch of each weighbridge in Project for the last six months
  - (iv) The weighbridge location must be supplemented by Yard Plan/Yard sketch indicating the location of the weighbridge.
  - (v) Consent/Approval of GM of the concerned Railway Zone for location of the weighbridge at Yard and DRM for location of the weighbridge at private siding.
- c) If it is against Survey-off P&M Indent with approved Survey-off report duly signed by all signatories of the Area should be sent to BCCL HQ for approval by the Competent Authority. Compliance of point no. (b) (vii) and (viii).

**Responsibility:-**

- (i) Planning of weighbridge: - Manager and Project Officer
- (ii) Vetting the requirement of weighbridges at Area level: Vetting to be done by AM (Sales), AM (Planning) duly recommended by Additional GM and agreed by Area GM.

**2. Indenting and preparation of the proposal:-** The proposal along with the indent, BOQ, estimate for civil and E&M work complete with yard plan/ railway siding plan indicating the location of the weighbridge. Approval of location from GM of the concerned Railway Zone for yard and DRM for private siding in accordance with RDSO Specifications and guidelines to be enclosed. The proposal will be initiated by the concerned Area Engineer(E&M) vetted by Area Finance Manager, AM(Sales), AM(Civil) and AM(Planning) recommended by Area GM to BCCL, HQ for Competent Approval. At HQ the proposal will be vetted by GM (E&M), GM (Civil) and others as per DOP.

**Responsibility: -** Nodal Officer (WB) and AM (E&M)

**3. Competent Approval and preparation of Technical Parameters and proven-ness criteria: -** After obtaining approval from Competent Authority, technical requirements, Technical Parameter Sheet, Special Terms and Conditions of contract if any will be laid by Nodal Officer (WB) at E&M Department, BCCL HQ and agreed by GM (E&M) for publishing of tender. The tender will be published by GM (MM)/ GM (E&M) as the case maybe. The Tender Committee will comprise of representation from E&M, Civil and Finance.

**4. Procurement: -** Responsibility- GM (MM)/ GM (E&M).



**5. Installation of Rail Weighbridges:-**

**Site Selection-** Site selection is the responsibility of PO and Area Sales Officer agreed by Area GM after vetting by concerned department at Area and it should be in accordance with the prevailing RDSO Specifications/Guidelines in consultation with the Railways.

**6. Installation and Commissioning:-** It will be done as per RDSO Specifications and Guidelines at approved locations in consultation with the concerned Railway Authorities as per Supply Order.

**Overall Responsibility- AM (E&M) and AM (Civil).**

**E&M related jobs: - Responsibility: AM (E&M)**

- a) Power supply arrangement minimum 2 phase and three phase is preferred for private siding.
- b) Stabilized power supply of 220 Volt AC.
- c) N-E voltage should be less than 2 Volt (Neutral must be continuous and earthed at transformer point).
- d) Weigh bridge code is to be obtained from System Department before commencement of operation.

Note:- The power supply arrangement for weighbridges located at Railway Yard will be made by Railways and to ensure that RDSO guidelines for power supply are followed.

**OPERATION of RAIL WEIGHBRIDGES**

Overall responsibility: - PO, Siding Incharge and AM (Sales).

1. Weighbridge to be operated by designated trained personnel only. Training should be provided by the OEM for daily operation of the weighbridge.
2. RDSO guidelines WD-29-MISC-14, April 2016 (enclosed as annexure-D) and amendment thereon which covers Legal Metrology Acts and Rules applicable for rail weighbridges shall be followed.
3. Sealing procedure of the weighbridge will be as per RDSO and Legal Metrology Rules and guidelines.(refer Annexure-D)

Responsibility of Weighbridge Incharge and Weighbridge Operator:-

- a) A Logbook should be maintained and kept in WB to record each and every activity done for operation and maintenance of the WB and status of the equipment/components to be recorded.
- b) Daily status of the WB to be noted and deficiencies should be reported to concerned department in writing.
- c) All electrical parameters should be maintained otherwise same to be reported to E&M Dept.
- d) Daily status of the WB System must be recorded on daily basis in the Logbook.
- e) Weighbridge is to be isolated during rain/thundering and when not in use to prevent damage of equipment.

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**MAINTENANCE of RAIL WEIGHBRIDGES**

Overall responsibility: AM (E&M) and AM (Sales)

1. BCCL rail weighbridges are located at Railway yards and few of them are located at private sidings. For rail weighbridges located at railway yards, power supply, rail track maintenance are done by the Railway Authorities. BCCL Authorities have to inform the railways to undertake maintenance work. Obligation of BCCL with Railways is as per contract with the Railways for rail weighbridges. For private Sidings, BCCL has to arrange for power supply arrangement which will be as per RDSO guidelines WD-29-MISC-14, April 2016 (enclosed as annexure-D).
2. Annual verification/Re-verification and stamping of rail weighbridges is the responsibility of AM (E&M) and AM (Sales).
3. Comprehensive AMC will be concluded GM (E&M), BCCL HQ on the basis of the RDSO specifications and guidelines. For purpose of AMC charges and other terms and conditions, AMC of the Railway Zones and subsidiary companies of CIL will be referred to.
4. The Software of the rail weighbridges will be as per RDSO specifications and FOIS compliant and in addition will have the facility for data transfer to BCCL/CIL Servers.



**(A) Operation of RFID System:-**

**1. RFID Tags**

1.(a) The RFID tag will be kept in a secure place and the record of issue of RFID tags will be maintained in a log-book indicating RFID tag number, vehicle number, owner of the vehicle, transporting contract reference number, DO number and consumer name and address, validity of the tag.

1.(b) One vehicle will be issued only one tag. In case another tag is being issued to the same vehicle on account of the tag being mutilated by the vehicle owner/ driver and reasons of such incidents must be recorded in the log book and also in the system and the previous tag has to be cancelled in the system before allowing the vehicle in the colliery premises.

1.(c) In case the vehicle transporting coal in one particular area completes/ abort its work and intends to work in another area of BCCL then the RFID has to be deactivated for the previous area and re-activated in the current area. This work has to be done at the Area Control Room. The RFID tag will be active for a particular job in a particular area.

1.(d) Before issue of RFID tag and affixing the same on the windscreen of the vehicle, all the details of the vehicle i.e. RC book, RLW, vehicle owner's name, driver's name, transporting contract reference number, DO number, consumer name, source and destination etc. are to be recorded in the system. A Xerox copy of the RC book and driving license should be kept as record at the Area Control Room for any future reference in a case under investigation.

1.(e) Area Sales Manager along with Nodal Officers dealing with coal transportation shall ensure that RFID tags are being affixed on the windscreens of the vehicles before it is allowed for operating in mine premises.

2. All vehicles whether transporting coal to siding, washery, other stock and sale of stock should be allowed only when RFID tags affixed on the vehicle windscreen after obtaining all the details required to initiate the process of coal transporting/ coal sale. Vehicle plying in the colliery premises without proper tagging shall be seized for further action. It will be the responsibility of the Area Control Room Incharge, Weighbridge Incharge and Area Sales Manager to ensure that it is strictly followed.
3. The Security Incharge/ CISF posted at weighbridge should check at regular intervals physically that the correct vehicle has been tagged and RFID tag are affixed on the vehicle windscreen.
4. The Security Patrol Team/ CISF Patrol should obtain report from the Area Control Room the list of vehicles which have been tagged and permitted to enter the colliery premises. The list should be tallied physically by the team to ascertain any discrepancies and actions thereon. Whenever the vehicles have over-stayed due to any reason, the vehicle must be in the custody of CISF/ Security In charge till the transporting is resumed the next day.
5. The validity of the tag, the route authorized, the time of operation should be in-line with the terms and conditions mentioned in the transporting contract and relevant orders issued from Sales Department with regard to daily despatch of coal.
6. Operation of RFID Boom Barrier- The operation of RFID Boom Barrier is automatic. However, there is an emergency STOP and START button beside the weighbridge operator seat which he can utilise in case of any such emergency due to outage of the system.





## ANNEXURE-A

**ROAD WEIGHBRIDGE INSPECTION REPORT**

Date:-

Time:-

Name of the Area:-

Name of the Weighbridge:-

Stamping validity till (W&amp;M):-

**Name of Inspecting Officials from HQ WB Cell**

Member(E&amp;M):-

Member(System):-

Member(M&amp;S):-

**Persons associated from Area**

Area Manager(E&amp;M) or his representative:-

Area Manager(System) or his representative:-

Area Manager(M&amp;S) or his representative:-

Weighbridge Incharge:-

Weighbridge Operator:-

Sl.No.	Items to be checked	Findings	Remarks
1	Whether digitizer is properly sealed and recorded in logbook with the reason for opening of seal and rectification done, if any? Whether recalibration has been done on each opening of seal of digitizer?		
2	Whether 'ZERO' setting beyond 20 Kg is possible or not in digitizer?		
3	Whether all entries to the trench of Pit type Weighbridge locked and sealed?		
4	Whether joint box (if any) is properly sealed or not?		
5	Whether Weighbridge platform/levers are clear from any hindrance/obstruction?		
6	Whether zero drill is performed daily?		
7	Whether balance of the platform checked daily by weighing any vehicle at three different positions i.e. rear, centre and front of the platform and printout is kept properly? if so; (a) Action if any check has recorded difference between any two weighments in excess of two increments (b) Result of such check by the inspecting team.		
8	Last date of taking Test result of Weighbridge by placing loose weights.		
9	Whether Inspection is being made by AM (E&M), AM(System) and AM(Sales) at least once in every fortnight or not ?		
10	Whether AC is working properly or not?		
11	Whether display board for DO's & Don'ts are displayed at the weighbridge or not?		
12	Whether there is adequate lighting arrangement at the site of weighment or not?		
13	Whether there is barricading for controlled Entry/Exit or not?		



Sl.No.	Items to be checked	Findings	Remarks
14	Whether complete details of all D.O has been fed to the Computer system under process of lifting?		
15	Whether complete details of internal transport has been fed to the Computer system under process of Despatch/Receiving?		
16	Whether multiple loading of any DO in computerized system is possible?		
17	Whether special weighing system or simple weighing system is in the use of private sale? If so, reason thereof.		
18	Whether special weighing system or simple weighing system is in the use of internal despatch? If so, reason thereof.		
19	Whether computer ledger and manual ledger tally?		
20	Whether Successive Weighment is possible without clearing Weighbridge platform after such weighment?		
21	Whether net weight less than a truck loads i.e. 9 tonne is possible in special weighing system? If yes, corrective action taken thereof.		
22	Whether dispatch is on the basis of allotment chart properly drawn out?		
23	Whether night stay of empty trucks are taking place? If so, reason thereof. If no, whether 2nd tare weighment is taken at the time of sending empty truck out?		
24	Whether night stay is frequently allowed inside mine premises in name of partial loading or break down? Whether permission for such night stay is taken from Competent authority and permission letters are kept at weighbridges?		
25	Whether coal tippers engaged in coal transporting circuit are getting Tare & Gross weight recorded in each transporting transaction?		
26	Whether loaded truck is allowed to go with Gross weight beyond RLW (Registered Laden Weight)? If so, reason thereof?		
27	Whether weighbridge incharge/clerk is keeping paper of RLW of trucks or not?		
28	Record of details like D.O. quantity, opening balance till date, progressive balance till date, time In & Out etc. is being recorded in Loading advice-cum-Road Challan.		
29	Whether excise duty truck wise invoice is being issued serially & properly or not?		



Sl.No.	Items to be checked	Findings	Remarks
30	Whether CPU is properly sealed or not? If yes, mention date of sealing. If not, mention reason thereof.		
31	Whether hard disc has been changed within last one year? If yes, permission for such change is taken from competent authority or not and reason is recorded in logbook or not? Old hard disk is kept in safe custody or not?		
32	Whether CPU, monitor, digitizer, keyboard etc. are properly connected or not?		
33	Whether weighbridges computer timings can be manipulated at operators will or not?		
34	Whether modification of weighment through key board is possible or not?		
35	If provision has been made for pre-set login name for each operator?		
36	Online data transfer system is operative or not? If it is defunct, then time and date since it is defunct.		
37	Whether UPS is working properly or not?		
38	Other observations, if any. (RFID and CCTV cameras)		

**Note:** Compliance report of discrepancies recorded if any in the above inspection report may please be sent to GM (E&M)/(Weighbridges), BCCL at the earliest after rectification.

Member (M&S)  
Weighbridge Cell, HQ

Member (System)  
Weighbridge Cell, HQ

Member (E&M)  
Weighbridge Cell, HQ

Area Manager (M&S)  
Or his representative

Area Manager (System)  
Or his representative

Area Manager (E&M)  
Or his representative

Weighbridge Incharge

Weighbridge Operator

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## ANNEXURE-B

RAIL WEIGHBRIDGE INSPECTION REPORT

Date:-

Time:-

Name of the Area:-  
 Name of the Weighbridge:-  
 Stamping validity till (W&M):-

Name of Inspecting Officials from HQ WB Cell

Member(E&M):-  
 Member(System):-  
 Member(M&S):-

Persons associated from Area

Area Manager(E&M) or his representative:-  
 Area Manager(System) or his representative:-  
 Area Manager(M&S) or his representative:-  
 Weighbridge Incharge:-  
 Weighbridge Operator:-

Sl. No.	Items to be checked	Findings	Remarks
1.	Whether Digitizer is sealed properly under the signature of Weights & measurement depts., Railway authority, AMC holder and Area authority. Whether recalibration has been done on each opening of seal of digitizer?		
2.	Whether all connections between track switch, rail sensor, digitizer, etc. are properly made?		
3.	Whether re-calibration, stamping and re-sealing has been done strictly as per statutory provisions by weights and measure depts.?		
4.	Whether test weighment is done at least once annually in case of Static W/B?		
5.	Whether FIO Test is done at the time of stamping validity by Weights & measure dept. in case of in-motion W/B?		
6.	Whether junction boxes are properly sealed?		
7.	Whether rakes are allowed to pass on without weighment? If so, give the name of nearby weighbridge for taking weighment.		
8.	Whether speed limit has been set at agreed limit of 8-10 km/hr? If not, what is the maximum recorded speed?		
9.	Whether Inspection is being made by AM(E&M), AM(System) and AM(Sales) at least once in every fortnight or not?		
10.	Whether AC is working properly or not?		
11.	Whether CCTV camera has been installed to record the rake weighment process?		
12.	Whether there is adequate lighting arrangement at the site of weighment or not?		



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Sl.No.	Items to be checked	Findings	Remarks
13.	Whether CPU is properly sealed or not? If yes, mention date of sealing. If not, mention reason thereof.		
14.	Whether modification of weighment through key board is possible?		
15.	If provision has been made for pre-set login name for each operator?		
16.	Online data transfer system is operative or not? If it is defunct, then time and date since it is defunct.		
17.	Whether UPS is working properly or not?		
18.	Other observations, if any.		

**Note:** Compliance report of discrepancies recorded if any in the above inspection report may please be sent to GM (E&M)/ (Weighbridges), BCCL at the earliest after rectification.

Member (M&S)  
Weighbridge Cell, HQ

Member (System)  
Weighbridge Cell, HQ

Member (E&M)  
Weighbridge Cell, HQ

Area Manager (M&S)  
Or his representative

Area Manager (System)  
Or his representative

Area Manager (E&M)  
Or his representative

Weighbridge Incharge

Weighbridge Operator



## ANNEXURE-C

## COMPENDIUM-2013



भारत कोकिंग कोल लिमिटेड  
(कोल इंडिया लिमिटेड का एक अंग)  
**BHARAT COKING COAL LIMITED**  
(A Subsidiary of Coal India Limited)

Koyla Bhawan, Koyla Nagar  
Dhanbadi-826005 (Jharkhand) India

Dated: 12.06.2013

Ref. No. BCCL/D(T)P&amp;P/F-28/13/200

## OFFICE MEMORANDUM

Sub: Guidelines for Weighbridge operation & maintenance

In order to further improve the maintenance and operation of weighbridges in BCCL, all concerned are directed to strictly comply with the following instructions in conjunction with the earlier circular nos. CMD/ES/F-20/98/830 dtd. 12.10.98, CMD/ES/F-20/01/1562 dtd. 27.28.11.2001 and BCCL S&M/PS-F-14/689 dtd. 12/13.12.2012.

1. No person other than BCCL staff posted at the concerned weighbridge should be allowed in the road W/bridge computer room. It will be ensured that front side of window of each w-bridge shall be of sealed glass type and a small opening shall be provided for any transaction of papers etc. by the DO holders or their authorised representative, standing in queue, with the said BCCL Staff computer operator. List of the staffs so posted at the weighbridge should be made readily available at the weighbridge computer room duly signed by Area Manager Sales.
2. Input/Output devices like Floppy drive, DVD drive, USB drive and any other ports which are not for day to day use should be systemically disabled besides External sealing. Any emergent use of the above mentioned devices should have the written approval of Area GM. Further, CPU should be properly sealed and date of sealing should be mentioned. Change of Hard disc of the computer should be done with the written permission of Area General Manager and with intimation to GM (Sales) and GM (E&M) HQ. This should be recorded in the logbook with reason for such change. Old hard disc and its content should be kept in safe custody of Area Sales Manager. Moreover, there should not be any option for any modification of Weighment through keyboard.
3. The inspection Team from HQ should inspect the work done by the AMC service provider, a copy of the contract/ work order is also to be made available to the team at the w-bridge for the purpose. The details of work by AMC service provider should be mentioned in a log book/ bound page register duly signed by AM (E&M), AM (Sales) & AM (Sys). Before making payment to AMC provider, it should be ensured by the Area Management that fortnightly maintenance visits have been carried out by AMC provider and all the components covered under the AMC work order are timely maintained by the AMC provider.
4. User ID/login name provided to the w/bridge clerks must be authorised by the Area Sales Managers and should be preset in the computer. Inspection Team of HQ should inspect whether users of the w-bridge computers have been provided authorised user ID by Area Sales Manager. Area Sales Manager should ensure that only authorised user ID is being used by the w-bridge clerk. In no case, any w-bridge clerk should have more than one user ID.
5. Inspection and test of Weighbridge by placing test weights should be done at regular intervals of seven (7) days.



## COMPENDIUM - 2013

- by a team of AM (E&M), AM (sales) & AM (Sys.) and result of test check should be recorded in a log book kept for the purpose. This will be in supersession of point no. 5 of CGM(S&M)'s circular no. BCCL/S&M/TS/4-14/95 dtd. 12.5.2010. The Inspection Team from HQ should see whether weight verification by test weights has been carried out by local management. If not, joint weight verification test is to be performed to ascertain the accuracy of the w/bridge and result thereof shall be recorded in the Logbook/bound page register.
6. Digitizer should be locked and sealed properly and recorded in logbook with the reason for opening of seal and rectification done, if any. Recalibration has to be done on each opening of seal of Digitizer. It should be sealed by wired seal (and not paper seal) with proper sealing date to be mentioned by W&M Inspector. Please avoid paper seal. Further, **Manual Zero error resetting of the Digitizer of the w/bridge should be restricted up to 20 kg only.** Further there should be provision in digitizer & weighing software to show error in case of load exceeding the weighbridge capacity and in such cases, the printout should show error in place of gross weight.
  7. There should be sufficient lighting arrangement at the site. The UPS and the Air conditioner should be working properly. Proper lighting, arrester, surge protection device and earthing system should be maintained. W/bridge operator will ensure that communication system like routers, switches, modems, U-band antennae is kept properly, safely and is operational before starting the w/bridge operation. In case of breakdown or any difficulty, it should be notified by him to AM (E&M) for further action. **In no case, date & time of the w/bridge computer should be accessible for manipulation by anyone. The despatch should take place as per allotment chart properly drawn out and locked in the W/bridge computer.**
  8. Weighbridge premises should be barricaded with controlled entry & entry. All entries to the trench of Pit type weighbridge should be locked and sealed. Further all w/bridge premises be fitted with CCTV Cameras to record weighing activities and w/bridge computer room activities with an additional facility to take snapshot of truck being weighed showing Number Plate and load visible and snapshot as a part of weighing slip.
  9. There should be proper marking on the w/bridge platform for correct placement of trucks to have most accurate weight. Further while sending out any empty truck from Coal Dept. due to any reasons, second time weight should be taken. Permission for night stay at weighbridge is to be provided in case of emergency by the GM of the Area/Project Officer of the washery.
  10. There should be a Display Board outside the weighbridge for the drivers mentioning the following:
    - A. Paper to be submitted for verification of R/W of the truck
    - B. Action to be specified for less weight and excess weight
    - C. Timing schedule of Weighment
    - D. Name of the officer in case of grievance
    - E. Name and address of Chief vigilance officer in case of money demanded.
  11. Wherever, there is contradiction in the provision made in this circular and any other previous circular, the provision given in this circular shall prevail. Other valid points of earlier circulars shall still hold good.

(Ashok Sarkar)  
Director (Tech.) P&P

### Distribution:

DT(OP) BCCL

CVO, BCCL

DIG, CISE, BCCL

CGM(E&M) / GM (S&M) / GM(System) / GM (Co Ordn) 1st to CMD, BCCL

CGMs/GMs, BCCL All areas including CCWO



**ANNEXURE-D**

Specification No. WD-29-MISC-14 (Supersedes  
WD-29-MISC-05)

**SCHEDULE OF TECHNICAL REQUIREMENTS FOR**

**PITLESS ELECTRONIC**

**IN-MOTION RAILWAY WEIGHBRIDGE**

**(15 KMPH SPEED)**

**FINAL DRAFT**

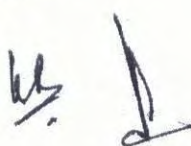
**ISSUED BY:**

**WAGON DIRECTORATE**

**RESEARCH, DESIGNS AND STANDARDS ORGANISATION MINISTRY OF  
RAILWAYS**

**MANAK NAGAR, LUCKNOW - 226011**

Jan. 2016





(140) (30)

**Specification for pit-less electronic in motion weigh bridges**

**Preamble:**

This specification lays down the broad technical requirements of Electronic In Motion Weigh Bridges to be installed on turnkey basis (including all civil & electrical work) on a Railway track anywhere on Indian Railways and where Indian Railway locomotives and /or rolling stock ply for measurement of tare, gross and net weight of goods wagons while in motion both in coupled and uncoupled conditions. These specifications also lay down the maintenance requirements, training, spares and conditions of Annual maintenance contract for ensuring that the readings remain accurate within the specified tolerances defined in this document and the up time of the weighbridge is maximized.

Tenderer should study type of stock, condition and layout of track and the site in his own interest. Site earmarked should be as per current RDSO specification and preferably approachable by road.

The Electronic In-Motion Weigh Bridge systems and their installation shall follow the Metrological Rules and norms laid down by the Ministry of Consumer Affairs, Food and Public Distribution, Government of India and as amended time to time.

The weighbridge supplier shall be required to necessarily possess all requisite clearances and approvals from the Metrological department, Government of India for the model of the Electronic In-Motion Weigh Bridge being offered to the Indian Railways. The technical terms used in this document largely draw reference from the Metrological Rules in vogue in India.

1.0 These specifications lay down technical requirements for Electronic in motion Weighbridge suitable for weighing speeds up to 15 kmph. These shall be referred as WB 15 in these specifications.

**2.0 General arrangement of Weigh Bridge:**

Electronics in motion Weigh Bridge shall consist of

- (i) Weigh rails.
  - (ii) Track switches/sensors for speed and wagon/coach type detection.
  - (iii) Control console with electronic cards for implementing track switch logic and receiving signals from weigh rail sensors for further processing.
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- (iv) A windows PC with windows 7 OS or above and min. 19" LCD display screen, mouse, keyboard & a LaserJet printer for operation, viewing and printing output. (Printer should also be able to give print out on A-4 size paper.)

### 3.0 General requirements:

- 3.1 Weighing speed:** Weighing speed shall not exceed 15 kmph for WB15 weighbridge.
- 3.2 Weighbridge capacity:** Transducers shall be able to measure a load of up to 35 tons for each axle and software/hardware should be able to compute weights up to 140 tons for an individual wagon/coach.
- 3.3 Advance over speed warning system:** A audio visual warning shall be provided for guiding the driver for controlling the speed before the train approaches the weigh bridge. The advance over speed warning system shall be installed at a suitable height and location to provide visibility from both sides to train crew approaching the weighbridge and during course of weighment of rake.
- 3.3.1** The colour of visual indication will be **purple**, with provision of LED's as the light source & it will have two aspects:
- Steady - When the speed of the train is within specified limits.
  - Pulsating - When the train is over-speeding.
- 3.4 Anti-roll back:** The system shall take care of the effect of roll back, even up to full train, at the time of weighing so that the reverse movement of the stopping train does **not** have any effect on the orderly recording of weight of each wagon/coach in the train.
- 3.5 Wagon or Coach Identification:** The measurement technique used may be either axle-by-axle or bogie-by-bogie. However, the machine shall identify four axle wagons & brake vans and locomotives (and eliminate brake vans & locomotives in the weighment).  
It shall be possible to weigh all types of approved wagons & coaching stock available on Indian Railways, which include container wagons i.e. BLCA & BLCB and their variants, Parcel Vans, variants of passenger coaches and also VPU, VPH & their variants.
- 3.6 Bi-directional weighing:** The weighment shall be possible from both directions.
- 3.7 Mixed rake weighing:** It should be possible to weigh a mixed rake (combination of different type of rolling stock) & rake consisting of empty and loaded wagons and other coaching vehicles.
- 3.8 Working environment:** The system supplied should be rugged to work satisfactorily in ambient temperatures ranging from -10°C to 50°C, 95% humidity, dusty environment

and tropical conditions. The instrumentation shall be designed and manufactured in such a manner that when exposed to ambient conditions beyond what is specified, either:

- i. Significant faults do not occur, or
- ii. Significant faults are detected and acted upon.

**Note:** A fault equal to or less than a significant fault (1xd) is allowed irrespective of the value



of error of indication.

**3.9 Weighing increments/ Scale interval:** Weighing increment/ scale interval should be 100 kg maximum uniformly throughout its capacity.

**3.10 Accidental maladjustment:** Instruments shall be constructed so that maladjustment's likely to disturb metrological performance cannot normally take place without the effect being detected.

**3.11 Tamper Proof:** The junction Boxes, Hardware cabin etc. should have the arrangement of bolting/ locking to prevent it being tampered by unauthorized persons. Moreover, junction boxes, hardware cabins must be moisture and dust proof. The sub-assemblies/ assemblies, alteration of which can lead to erroneous weighments should be made as tamper proof as feasible. Arrangement should be available to ensure that logging details at the time of calibration are recorded and stored in memory and can be seen for verification.

- I. During calibration, PC should be disconnected. Track logic should not be implemented in PC and weighing electronics should work independently without PC which will avoid weight manipulation in PC.
- II. Calibration and adjustment of weight should be through hard ware switch, soft key or key board linked with digitizer.
- III. The calibration mode should be disabled through hardware jumper /dip switch in the electronics card which should not be accessible after sealing of digitizer.
- IV. Calibration through CPU is not acceptable.
- V. If calibration mode switch has been provided with console then the Calibration mode switch must be inside the digitizer which is properly sealed after calibration.

#### **4.0 Equipment requirements:**

These shall comprise of weigh rails with transducers, track switches/sensors, weighing system electronics (control console) and processing and printing equipment and any other equipment required for satisfactory performance of the system.

**4.1 Weigh rails:** Weigh rails with transducers suitable for the purpose. The length of these rails shall be at least 5.5 meters. The rail section will be the same as the adjoining rail section (52kg/60kg any other as the case may be)

**4.1.1 "IRST-12-Grade 880" Rails** shall be used in the Weighbridges if they are installed on main/loop lines. The provision of EIMWB (15KMPH) should be preferably in loop line. The purchase of the Rails by the Electronic In-Motion Weigh Bridge manufacturer shall be governed by the extant instructions issued by Railway Board. If firm experiences any difficulty to procure the rails as per Board's extant instructions, Firm shall approach Civil Engineering Department of the concerned division, for supply of Rails on payment basis.

**4.1.2 Industrial use (or IU) rails** may be used for private sidings, where there is no movement of passenger trains.



**4.2 Rail transducers:** Rail transducers should meet following specifications.

**4.2.1** Cables and connectors: suitable for Rail transducers with proper screening to isolate leakage (Elec.)

**4.2.2** Type or protection - The IP (ingren protection) rating for equipment and enclosure should be IP 67 as specified in AS1939 and EN 6052.

**4.2.3** Provision of suitable compensating methods for thermal stresses and dis-balance of wheat stone bridge under no load conditions.

**4.3 Track sensors (Track switches):**

**4.3.1** Track sensors shall be non-contact type of proximity sensors.

**4.3.2** Track switch combinations used shall be capable of speed measurement, discriminating the type of axle combination and define weighing zone.

**4.3.3** The switches shall be rugged enough to work in all weather conditions.

**4.3.4** The junction boxes used shall be suitable to work in all weather conditions.

**4.4 Weighing system electronics:**

**4.4.1** It shall consist of control console and a PC. PC shall communicate with the control board through a standard RS 232 C serial port.

**4.4.2** System should be free of relay logic. All the control logic should be achieved through semi-conductor devices.

**4.4.3** A key board shall be provided for inputting the data from time to time.

**4.4.4** A visual display unit as described in para 2.0 (iv) shall be provided for monitoring the contents and results visually.



- 4.4.5 A laser jet printer shall be provided for getting a hard copy of the weight of the individual wagons and total train. (Printer should also be able to print on A-4 size paper.)
- 4.4.6 Suitable fault finding software routines for display of major faults occurring in the system shall be provided. Suitable LED panel should be provided on the console, each LED indicating a specific fault and LED should light up indicating the type of fault for diagnostics.
- 4.4.7 Auto Zero function for eliminating zero error resulting from drift shall be provided after each and every operation. Auto calibration & balance should be possible in case out of balance is within 4% of the capacity of the load cells.
- 4.4.8 Auto calibration of the system after each and every weighment cycle shall be provided for error free weighment.
- 4.4.9 The system shall have facility of standard remote desktop sharing through LAN/WAN.
- 4.4.10 All weighbridge equipment required to be placed outside the structure mentioned in para 10.1 shall be capable of working in field environment without air conditioning. Any temperature/dust control required for satisfactory and reliable operation of the above mentioned equipment of system shall be considered and provided by the tenderer as part of the turnkey project.
- 4.5 Power equipment and battery backup:**
- 4.5.1 The system shall work with  $230 \pm 10\%$  volts at 50 Hz. mains.
- 4.5.2 A suitable voltage stabilizer/CVT of sufficient capacity shall be provided.
- 4.5.3 An uninterrupted power supply 'online' UPS unit shall be provided to facilitate uninterrupted working for minimum one hour in case of power failure.
- 4.5.4 The control panel shall have suitable means for memory protection in case of power failures.
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#### **4.6 Lightning and Transient Protection:**

##### **4.6.1 Power & Data Lines Protection:**

Lightning and Transient Protection for the weighbridge installation shall be as per RDSO specification no. RDSO/SPN/165/2012 (with latest Amendment/revision).

##### **4.6.2 Use of Ground Enhancement material:**

Ground Enhancement material for the weighbridge installation shall be as per RDSO specification no. RDSO/SPN/197/2008 (with latest amendment/revision).

**4.6.3** The procurement & the installation of the Lightning and Transient Protection shall be done by the weighbridge manufacturer, only through the OEM's or their authorized representative, to ensure matching with the equipment of the weighbridge.

**4.6.4** Stage inspection of Lightning and Transient Protection work may be ensured by S&T Engineering department of Zonal Railway.

#### **5.0 Software requirements:**

- 5.1** Software should be on window platform and should be easily transferable and should not have protections of dongle/ adapter on parallel port. It should be capable of using extended memory. It should be password protected for operation and editing.
- 5.2** The weighbridge PC and software should be able to receive & transfer text based/other specified files in encrypted/unencrypted mode over a local area network/ wide area network to any remote/local server. The weighbridge PC and software should be able to have FOIS functionality. The weighbridge manufacturer shall, upon direction from Indian Railways, either now or at any future date, enable the weighbridge software to transmit the weighment data in the prescribed syntax, sequence and format with/without the prescribed encryption, against the data transfer protocol specified.
- 5.3** Operator's interaction should be through a PC or a control console with a VIDU.
- 5.4** Initial screen should be in the form of an indexed block menu or a drop down menu. Selection of items should be possible either by cursor keys or a mouse.
- 5.5** Menu should include items like weigh mode, editing weighed records, printing, auto calibration and balance, diagnostic tests, help etc.



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- 5.6 While in weighing mode, screen should show number of axles in the wagon/coach, its gross weight and its sequence number. Date and time should be taken from system date and time.
- 5.7 The software should be capable of removing last vehicle in train in addition to brake van/loco at specified wagon sequence no.
- 5.8 Editable items shall be wagon/coach identification number and tare weights. It should not be possible to edit the gross weights.
- 5.9 It should be possible to carry out auto calibration and zero balance by selecting a menu item before starting a weighing cycle.
- 5.10 **Wagon Library:** Software shall be capable of maintaining a wagon/coach library. This library shall be a list/database with three fields viz. wagon identification number, type of wagon/coach and its tare weight the database should be capable of storing more than 10,000 records.
- 5.10.1 While inputting the wagon/coach identification number and tare weights after a train has been weighed, if any wagon/coach identification number matches with any record in wagon/coach library, then system shall be capable of copying its tare weight from the wagon/coach library without the need of feeding it through the key board.
- 5.10.2 Search time for such matching and copying should be minimal. It is desirable that such library is loaded into RAM at initialization of the system, to reduce the time for search.
- 5.11 **Print out requirements:**
- Print out format should contain the following information.
- (a) Date and time
  - (b) Rake number; time in /time out for the train.
  - (c) Wagon/coach identification no., tare weight, gross weight, net weight and speed.
  - (d) Gross and net weight for the complete rake.
  - (e) In case weighing speed of a wagon/coach exceeds the limiting specified speed of the weigh bridge, gross weight of the wagon/coach should not be printed whereas all other parameters should be printed.



#### 5.12 File retrieval:

It should be possible to store the information of one rake weighing into a separate file, which can be retrieved and printed at a later date. Such stored information should be complete with original date and time and it should not be possible to edit such file.

5.13 The operating software should have in-built security so that no unauthorized person can alter/interfere with the system to ensure reliability of weighment. The system should have adequate capacity to store the record of about 200 rakes (each rake comprising of about 2 Locomotive+2 Brake vans+2x59 wagons) weighed without having to delete/off load for storage. These records will be normally preserved for about 6 months and the system should not permit any alteration of records after the weighment is completed. There should be provision to record the weighment on DVDs. It should not be feasible to modify these records after off-loading on DVDs. Operating software should have the capability to store at least last 100 nos. of login particulars without facility of editing.

5.14 Weighbridge should have the capability of weighing long haul trains.

### 6.0 Metrological requirements and test scheme:

#### 6.1 Metrological requirements:

##### 6.1.1 Accuracy class of weighbridges

WB-15 weighbridge - It shall meet the requirement of accuracy class-1 for wagon/coach weighing and accuracy class 0.5 for rake/train weighing.

6.1.2 The maximum permissible error for in motion weighbridges shall be as specified in Table-1:

Accuracy Class	% of mass of single wagon or total train, as appropriate	
	Initial verification	In-service inspection
0.5 (Train weighing)	±0.25%	±0.50%
1 (Wagon weighing)	±0.50%	±1.00%

For application of maximum permissible errors refer para 6.1.4 and 6.1.5. On initial verification of weighbridge, weighing coupled wagons, the errors of not more than 10% of the weighing results taken from one or more passes of the test train may exceed the appropriate maximum permissible error given in Table-1 but shall not exceed two times that value.



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### 6.1.3 Scale interval (d):

For a particular method of weighing in motion and combination of load receptors, all weight indicating and printing devices on the instrument shall have the same scale interval of 200 kg.

The relationship between the accuracy class, the scale interval and the maximum wagon weight divided by the scale interval shall be as specified in Table 2.

Accuracy Class	d(kg)	(maximum wagon weight) / d	
		Minimum	Maximum
0.5	200	500	2500
1	200	250	1250

The scale intervals of the indicating or printing devices shall be in the form of  $1 \times 10k$ ,  $2 \times 10k$  or  $5 \times 10k$ , "k" being a positive or negative whole number of zero.

### 6.1.4 Wagon weighing:

The maximum permissible error for coupled or uncoupled wagon weighing shall be one of the following values, whichever is greater:

- The value calculated according to Table 1, rounded to the nearest scale interval;
- The value calculated according to Table 1, rounded to the nearest scale interval for the weight of a single wagon equal to 35% of the maximum wagon weight (as inscribed on the descriptive markings), or
- $1 d$ , where 'd' is scale interval/ weighing increment.

### 6.1.5 Train weighing:

The maximum permissible error for train weighing shall be one of the following values, whichever is greater:

- The value calculated according to Table 1, rounded to the nearest scale interval;
- The value calculated according to Table 1, for the weight of a single wagon equal to 35% of the maximum wagon weight (as inscribed on the descriptive markings), multiplied by the number of reference wagons in the train (not exceeding 10 wagons) and rounded to the nearest scale interval or
- $1 d$  for each wagon in the train but not exceeding  $10 d$ , where 'd' is scale interval/ weighing increment.



## 6.2 Test scheme:

Verification of weighbridge, initial and in service, shall be carried out using a test train of loaded reference wagons. Each test train shall be comprised of not less than 5 and not more than 15 reference wagons and shall be weighed repeatedly and in each direction to yield not less than 60 wagon weights or equivalent in total train weights.

6.2.1 Reference wagons are wagons of known weight, which have to be made available by the concerned Railway for verification of weighbridges. The weight of the reference wagon can be known by weighing the same on an accurate, certified, static weighbridge in uncoupled condition.

6.2.2 The weight readings shall be taken in pulling mode.

6.2.3 Readings of up and down direction are to be considered separately for calculating accuracy level.

6.2.4 For WB-15 weighbridge, for the initial verification, 90% of the wagon weight should be within  $\pm 0.5\%$  of the known weight of the wagon and not more than 10% of the wagon weight shall exceed  $\pm 0.5\%$  and be within  $\pm 1\%$  of known weight of the wagon. However, during in service all the wagon weight should be within  $\pm 1\%$  of the known weight of the wagon.

6.2.5 For WB-15 weighbridge, for initial verification, 90% of the total train/ rake weight should be within  $\pm 0.25\%$  of the known weight of the train and not more than 10% of the total train / rake weight shall exceed  $\pm 0.25\%$  and be within  $\pm 0.5\%$  of the known weight of the train/ rake. However, during in service all train/ rake weight should be within  $\pm 0.5\%$  of the known weight of the train/ rake.

6.2.6 If roll back takes place at the time of testing, that weighing operation has to be repeated a new.

### 6.2.7 Anti-roll back test

Run 75% of the train over the weighing instrument, then stop the train, reverse 25% of the train and complete the weighing of the total train in the forward direction. Check that no wagon is weighed more than once.

### 6.2.8 Verification & calibration:

The firm shall arrange for calibration and certification of the weighbridge for the initial commissioning the weighbridge. The reference wagons for verification purposes should be made available by Railways.



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## 7.0 Documentation requirements:

### 7.1 Operator's manual:

Instructions for operating the system for the purpose of weighing and printing should be clearly laid down in an operator's instruction manual. It should contain complete information on using the software, auto calibration and zero balance, carrying out diagnostic tests and system set up before start of weighing.

### 7.2 Maintenance manual:

It shall contain detailed description of the system and its functioning. This Manual shall contain.

7.2.1 Drawings and circuit diagrams with component layout wherever required.

7.2.2 Complete wiring diagram with all wires numbered and components/cards labelled.

7.2.3 List of parts with part number of the assembly and also part number of the original Manufacturer and manufacturer's address.

7.2.4 Details of assembly and installation with dip switch setting and jumper settings on Electronic cards if any.

7.2.5 Diagnostics and fault finding with check points and parameters to be measured and their Value.

## 8.0 Maintenance:

### 8.1 Training:

The supplier shall give adequate training to at least two persons of each mechanical & Commercial department in the concerned Zonal Railway for operation and maintenance of the system free of charges.

### 8.2 Spares Part Hubs:

8.2.1 The EIMWB manufacturers shall be required to maintain Spare Part Hubs at strategic Locations, from where they can promptly rush spares to service defective EIMWBs. Each Hub shall cater to a cluster of both Railway and non-Railway EIMWBs installed in its geographical vicinity.

8.2.2 The items to be stocked in the spare part hub would include long lead items, which shall be required for ensuring proper uptime of the weighbridge over the warranty period and

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Subsequent AMC periods. It should also include such items, non-availability of which has resulted in higher downtime in the past. The list of spares to be maintained in each spare part hub will necessarily include but shall not be limited to:

- (i) Set of instrumented weigh rails (LH + RH) – the quantity to be asked shall be equal to 20% of the number of EIMWBs (Railway + non- Railway) serviced by the spare part hub, subject to minimum of 2 sets and maximum of 5 sets.
- (ii) Track switches- the quantity shall be equal to 10% of the numbers fitted in the EIMWBs (Railway + non- Railway) serviced by the spare part hub, subject to minimum of 2 weighbridge sets and maximum of 5 weighbridge sets.
- (iii) PC, Printer, UPS, CVT/Stabilizer, AD card, CPU card, Power card & Mother Board – minimum 3 sets.
- (iv) Any other spare that the firm opines is required to ensure up time of EIMWBs. Weighbridge manufacturer should ensure the availability of minimum required spares all the time.

8.2.3 Spare parts listed in para 8.2.2 (i), (ii), and (iii) when consumed in the course of maintenance shall be replenished by the firm within a maximum period of 45 days from the date of use. Records of usage shall be maintained in the Hub for this purpose.

8.2.4 The Hub shall be open to inspection by representatives of Zonal Railways (Zonal/ Divisional) and RDSO at any time.

**8.3 Calibration, Testing and Certification:** The firm/owner shall arrange for calibration, testing and certification of the weigh bridge.

**8.4 Warranty:** The weighbridge is installed on turnkey basis including civil and electrical works. The machine shall be warranted against the defects in design and materials and workmanship for a period of 30 months from the date of dispatch or 24 months from the date of commissioning whichever is earlier. Warranty will be applicable to the all work done by the weighbridge manufacturer. During this period all defective parts i.e. weigh rail and all accessories shall be replaced promptly and free of cost to the customer and such replaced parts shall further carry the same warranty.

#### **8.5 Annual maintenance contract:**

8.5.1 Tenderers are required to quote for post warranty comprehensive annual maintenance contract for a period of six years of the M&P along with their offers from the date of expiry of warranty period or 8 year from the date of commissioning whichever is later. Foundation work shall also form part of the annual maintenance contract. AMC shall be part of Purchase order as per extant Railway Board instructions.

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8.5.2 Zonal Railway, if required, may have the provision for entering into AMC for whatever the period they decide and follow AMC guidelines issued by Railway Board from time to time.

8.5.3 Other terms and conditions of Annual maintenance contract shall be as issued/approved by Railway Board from time to time.

**9.0 Track requirement:** A minimum of 100 metre straight rail track length shall be made available with a gradient of not more than 1:400 on either side of Electronic In-Motion Rail Weighbridge. This portion of the track should be on ballast cushion, well maintained and well drained so that there is no water accumulation. The level, twist and alignment shall be maintained to main line track standard of IR.

#### 10.0 Structural details:

10.1 Structures required for installation of the equipment (including electronics) shall be provided by the contractor. Further the room should be made leakage proof and seepage proof to prevent ingress of rain water and moisture in the room which may eventually damage the control panel, computer and its peripherals. A concrete/pre-fab structure of size 3m x 4m (minimum) and 3m high with RCC roof shall be provided/constructed by the tenderer for installation and operation of control equipment. Details of such requirements shall be indicated in the offer. This room shall be provided with proper air conditioning (dust & temperature control), light fittings & fans by the contractor. This room should have a bay window for clear view of the track.

10.2 **Foundation/support** - A slab type of concrete foundation/ support should be provided for laying concrete sleepers throughout the underneath length of weigh rail. Foundation work should be carried out by the tenderer and shall form part of the contract. M30 or higher grade concrete is to be used for the slab. Foundation drawings shall be furnished with the offer. Foundation/support shall be constructed so as to last minimum 8 years from the date of commissioning. Any damages, if any, shall have to be repaired by OEM during currency of Warranty/AMC.

10.3 Any change of design of the existing weighbridge or introduction of a new design of weighbridge, for any location/s wherein operational /commercial implications exist for Indian Railways, shall require prior approval of RDSO. In case of change in weighbridge model, weighbridge manufacturer has to approach Metrological department for its due approval.

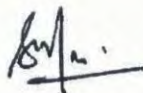
10.4 It shall be mandatory to follow standard IRS track structure & fittings, for the weighbridge installation, which shall be as per RDSO drawing no T - 2496 (latest alt), with the provision of slab-type concrete foundation/apron, as per Indian Railway Standards, provided underneath the weigh rail.



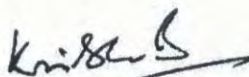
10.5 Stage inspection of Civil Engineering work may be ensured by Civil Engineering department of Zonal Railway.

#### 11.0 Delisting:

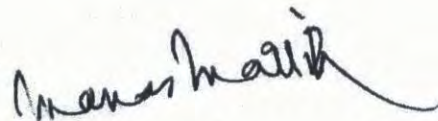
Weighbridge manufacturer can be delisted by RDSO as per extant ISO procedure on receipt of serious nature complaint for epidemic failure, unethical practice and any other serious reason reported from Zonal Railways.



GM (E&M) I/C  
BCCL HQ



GM (M&S)  
BCCL HQ



GM (System)  
BCCL HQ



HOD (E&T and IT Initiatives)  
BCCL HQ



Sr. Manager (E&M) WB  
BCCL HQ

7. The RFID boom barrier should be well guarded from both the sides to avoid damage due to movement of the trucks. It should be ensured that the platform is made empty before allowing operation of RFID system for the next truck to be weighed.
8. The RFID software is integrated with the weighing software and is engaged with two Servers simultaneously located at BCCL HQ. One Server is dedicated completely for RFID system while the other server i.e Coalnet Server located in the System Department in which the data is transferred from the weighbridge in FTP mode. In case of any outage of the RFID system, the software has a provision to toggle between RFID mode and non-RFID mode. In such exigency, the despatch will not be hampered by shifting to non-RFID mode, the record of which has to be maintained in the weighbridge log-book and permission to be obtained from Area General Manager. Once the RFID system is restored the data buffered at the weighbridge computer has to be synced with the central server of RFID and it is advised to get the reconciliation done.
9. The RFID data should be tallied with the physical data regarding coal transportation and sale of coal before releasing payment to coal transporter or releasing EMD to coal consumer as the case maybe. This is necessary to ensure 100% commercial utilization and reliability of RFID system for migration.
10. Recovery of any damage done to RFID system should be immediately reported in writing or e-mail to HQ and as an action taken the Area to ensure the recovery of cost of damage from the transporter/ coal consumer as described in point no. 6 on page no. 8.
11. AMC of the RFID system is an integral part of the purchase order and shall be dealt as per the terms mentioned in the order. Only damage under force majeure conditions like fire, natural disaster, theft, riots etc. shall be reimbursed to the Service Provider for which joint inspection report is to be prepared by the committee constituted by Area GM justifying the repair and the cost involved. Approval of such proposals will be done as per the applicable DOP of the Company. Payment of damage due to lightening maybe done only after ensuring that the lightening and earthing system were being maintained as per Order and failure had taken place under circumstances beyond human control.
12. Area and HQ Control Room shall make available daily report of transactions done at Area level in soft copy as the case maybe for perusal of stake holders (GM (E&M) I/C, GM (M&S), GM (System) and HOD (E&T)). Since the Server is in Intranet of BCCL, additional facility of access of Server to be made for aforesaid HODs and GM (Vigilance) and concerned Directors whenever demanded. RFID system at weighbridges can be shifted as per requirement of the company to any new location.
13. RFID system should allow second weighment in case of e-Auction on change of date between in date and out date only after approval of competent authority. In cases where 24 hours despatch is allowed, second weighment after 24 hours from in time should be allowed only after approval of competent authority. Validity of the RFID tag should be of one day only and in case of delay reference of permission order obtained from the Area GM to be provided in the RFID System by the Nodal Officer (RFID).



भारत कोकिंग कोल लिमिटेड

एक मिनी रत्न कम्पनी  
(एक महारत्न कम्पनी कोल इंडिया का एक उपकर्म)  
पंजीकृत कार्यालय : कोयला भवन, कोयला नगर,  
धनबाद-826005  
सीआइएन : U10101JH1972GO1000918

महाप्रबंधक का कार्यालय  
( वि. एवं यां. विभाग )



Bharat Coking Coal Limited

A Mini Ratna Company

(A Subsidiary of Coal India Limited: A Maharatna Company)

Regd. Off. : Koyla Bhawan, Koyla Nagar

Dhanbad - 826005

CIN : U10101JH1972GO1000918

OFFICE OF THE GENERAL MANAGER

( E&M Deptt. )

Phone : 0326 - 2230184 Fax : 0326 - 2230186 Website : www.bcclweb.in

पत्रांक: बी.सी.सी.एल./महाप्रबंधक (वि.एवं.यां.)/एफ-/2019/1056-86

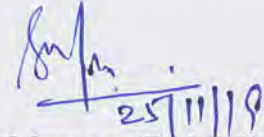
दिनांक: 25.11.2019

**Office Order**

**Sub:-Adoption of Standard Operating Procedures for Road and Rail Weighbridges along with RFID System installed at Road Weighbridges of BCCL.**

In pursuance to the extracts of the minutes of 23<sup>rd</sup> FD Meeting of 2019 held on 12.11.2019 (item 3(a)), the FD has **adopted** the Standard Operating Procedures for operation and maintenance of Road and Rail Weighbridges along with the RFID System of BCCL as submitted by the Committee.

The SOP comprising of 37 pages including Annexures is hereby appended with the Office Order for its implementation with immediate effect.

  
25/11/19  
General Manager (E&M) I/C

Copy to:-

1. TS to CMD/ TS to DT(OP)/ TS to DT(P&P)/ TS to D(F)/ TS to D(P)
2. GM-All Areas and Washery Zones.
3. GM(Vigilance)/ GM(Civil)/GM(M&S)/ GM(System)/ HOD(E&T)/ HOD(Pay)

Note:- GM(System) is requested to upload the SOP along with Office Order for wide circulation on BCCL website.



**STANDARD OPERATING PROCEDURES FOR ROAD**  
**AND RAIL WEIGHBRIDGES OF BCCL**

**BHARAT COKING COAL LIMITED**  
**DHANBAD**



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Standard Operating Procedure (SOP) for Operation of Weighbridges under BCCL Command Area.

**(A) Road Weighbridges**

**(I) Planning Procurement and Installation**

**1. Planning of Road Weighbridge-** Planning for road weighbridges are to be done either as per Project Report Provision or a Scheme or against Survey-off.

- a) If the requirement of road weighbridge is as per Project Report Provision, then P&M Indent will be made by Project Engineer (E&M) duly signed by Project Officer, Area Manager (MM), Area Manager (Finance), recommended by Area General Manager and should be forwarded to BCCL HQ for approval of competent authority.
- b) If it is need based, a Scheme should be prepared giving details as under:-
  - (i) Production of the Project
  - (ii) Despatch of the Project
  - (iii) Existing number of weighbridges in project and weighbridge-wise despatch of each weighbridge in Project for the last six months
  - (iv) Reasons why despatch target cannot be made from existing weighbridge
  - (v) How much despatch will be increased by installation of new weighbridge
  - (vi) Whether the targeted despatch can be achieved by relocating the existing weighbridges of the Area/ Units in the Company to increase the availability of trucks for weighment or not?
  - (vii) The weighbridge location must be supplemented by Mine surface Plan indicating the location of the weighbridge, route of transportation
  - (viii) Certificate from Area Safety Officer stating that the location of the weighbridge is safe from mine fire, subsidence etc. and is on BCCL land.
- c) If it is against Survey-off P&M Indent with approved Survey-off report duly signed by all signatories of the Area should be sent to BCCL HQ for approval by the Competent Authority. Compliance of point no. b) (vii) and (viii).

**Responsibility:-**

- (i) Planning of weighbridge:- Manager and Project Officer
- (ii) Vetting the requirement of weighbridges at Area level: Vetting to be done by AM (Sales), AM (Planning) duly recommended by Additional GM and agreed by Area GM.

**2. Indenting and preparation of the proposal:-** The proposal along with the indent, BOQ, estimate for civil and E&M work complete with mine surface plan indicating the location of the weighbridge, transporting route, certificate that the location of the weighbridge is free from mine fire, subsidence and encumbrance, civil drawing of ramp, foundation and weighbridge room to be submitted. The proposal will be initiated by the concerned Colliery Engineer/ Area Engineer(E&M) vetted by Area Finance Manager, AM(Sales), AM(Planning) recommended by Area GM to BCCL, HQ for Competent Approval. At HQ the proposal will be vetted by GM (E&M), GM (Civil) and others as per DOP.

**Responsibility:-** Colliery Engineer/ Nodal Officer (WB) and Area Engineer (E&M).





**3. Competent Approval and preparation of Technical Parameters and proven-ness criteria:-**

After obtaining approval from Competent Authority, technical requirements, Technical Parameter Sheet, Special Terms and Conditions of contract if any will be laid by Nodal Officer(WB) at E&M Department, BCCL HQ and agreed by GM(E&M) for publishing of tender. The tender will be published by GM(MM)/ GM(E&M) as the case maybe. The Tender Committee will comprise of representation from E&M, Civil and Finance.

**4. Procurement:-** Responsibility- GM(MM)/ GM(E&M).**5. Installation of Road Weighbridges:-**

**Site Selection**- Prime responsibility of Manager and Project Officer and agreed by Area GM.

Following points should be taken care of during site selection:-

- (a) Site for installation of road weighbridge should be at entry/exit point for despatch or receiving purposes so that weighed coal trucks cannot enter the coal stock yard again.
- (b) Site should be such to ensure maximum utilization of WB.
- (c) Sufficient space should be made available for proper movement of trucks for weighment to avoid jamming at WB.
- (d) Despatch guideline/circular issued time to time should be followed.
- (e) Site should be selected to ensure both end weighment (despatch end and receiving end) of coal encompassing the transporting route.
- (f) Site can be easily connected with network for IT initiatives.
- (g) Site selection should be such that the land is free from mining disturbances like mine fire, subsidence, encumbrance etc.

**(II) Installation and Commissioning:-**

**Responsibility-** AM (E&M) and AM (Civil) for respective portion of their job as defined in the Purchase/Work Order.

**A. E&M related jobs:- Responsibility: AM(E&M)**

- a) Power supply arrangement minimum 2 phase and three phase is preferred.
- b) Stabilized power supply of 220 Volt AC.
- c) N-E voltage should be less than 2 Volt (Neutral must be continuous and earthed at transformer point). There should be provision of lightning arrester and earth pit at Weighbridges.
- d) Weigh bridge code is to be obtained from System Department before commencement of operation.

**B. Civil related jobs:- Responsibility- AM(Civil)**

- a) RCC ramp should be available at both sides of WB.
- b) Complete weighbridge building and RCC foundation of weigh platform.
- c) All the approach roads and ramp on either side of Road WBs should be made with RCC.
- d) Drainage arrangement should be made available at each WB to avoid jamming with mud during rainy season.

**C. E&T related jobs:- Responsibility- Area Nodal Officer (E&T) & HOD(E&T), HQ**

- a) Providing and maintaining MPLS/VPN network at road and rail weighbridges.
- b) Installation and maintenance of RFID System at road weighbridges and check-post.
- c) Integration of GPS based VTS with RFID and weighbridges and its operation and maintenance.
- d) Installation, operation and maintenance of Internet Services at road and rail weighbridges for mining challan and other commercial work.





**OPERATION of ROAD WEIGHBRIDGES**

Overall responsibility of operation/ Administration of Road WB:- Project Officer, Area Sales Officer, Weighbridge Incharge.

1. Weighbridge must be operated by designated authorized trained persons only.
2. All IT guidelines applicable to this SOP shall be governed by SOP circulated by CIL vide: CIL/VIGIL/16/14/0002/2018/1710-1729 dated 29.03.2018 and further guidelines/circulars circulated time to time.
3. Weighbridge operation timing will be from 06:00 AM to 06:00 PM. However, when there is immense pressure of despatch the weighbridge timings can be extended upto 24 hours mentioning the reasons therein clearly and the same needs to be approved by Competent Authority i.e. Director Incharge of Sales and Marketing or any circular/guideline issued time to time.
4. All the time stampings in Weighbridge Software should be done from the RFID server.
5. All statutory guidelines with regard to accuracy in operation i.e. Legal Metrology Acts and Rules as applicable shall be followed by the Weighbridge Operator/ Weighbridge Incharge including sealing of Weight Indicator (Digitizer) and Junction Box.
6. Weighbridge computer and Hard Disk if changed must be with the approval of Area GM under intimation to GM (Sales and Marketing and GM (E&M). Area Sales Officer shall ensure that data is safe and secure during change of CPU, Hard Disk etc as per office memorandum number BCCL/D(T) P&P/F-28/13/200 dated 12.06.2013. Only printed invoice will be provided to customer/ transporter.
7. A logbook shall be maintained and kept at weighbridge to record daily operation and maintenance of the weighbridge indicating the time of operation and time of breakdown duly signed by WB Incharge and Service Provider in case of breakdown attended.
8. The present standard checklist followed by BCCL for inspection of weighbridges enclosed as Annexure-A shall hold good and should incorporate guidelines issued by Vigilance Department from time to time and also considering the new SOP.
9. Inspection of weighbridges by AM(E&M), AM(Sales), AM(System) or their representatives shall be done on fortnightly basis and to be recorded in logbook maintained at the weighbridge as it is being done now.
10. The HQ team comprising of representatives of GM(E&M), GM(Sales) and GM(System) shall be inspecting the weighbridge at least once in a year to note down the discrepancies as per the checklist(Annexure-A) and intimating the same to the respective Area GM besides GM(Vigilance), GM(Sales) and GM(System). Area GM should ensure that the compliance of the discrepancies are met without much loss of time and the same should be sent to GM(Vigilance), GM(E&M), GM(Sales) and GM(System).
11. Circular vide no. BCCL/D(T)P&P/F-28/13/200 dated 12.06.2013 issued by DT(P&P), BCCL shall hold good enclosed as Annexure-C.
12. Weighbridge Incharge/ Weighbridge Operator should ensure that the checklist as per Annexure-A is maintained if any discrepancy is noted it should be brought to the notice of AM(E&M), AM(Sales) and AM(System) as the case maybe.
13. During rain and thundering the Weighbridge Incharge/ Weighbridge Operator must isolate the connections to prevent damage to the machines. Also proper earthing should be provided.
14. Weighbridge Incharge/ Weighbridge Operator should ensure that the weighbridges are kept neat and clean and no unauthorized persons should be allowed inside the weighbridge room.





15. Loading and unloading of trucks at the weighbridge platform should not be allowed at the weighbridge, however any load adjustment in respect of overloading/underloading of trucks shall be allowed in the coal dump only.
16. Security Personnel/ CISF will ensure that only authorized vehicles enter the Colliery premises. The Weighbridge premises/ buildings are safe and secure, vehicles are thoroughly checked before tare weight so as to record its true tare weight. Vehicles loaded with coal or otherwise leaving the Colliery premises should be checked thoroughly to avoid pilferage or theft of any kind.
17. No over load vehicle should be allowed to pass the weighbridge. RLW setting should be done after examining the RC book of the vehicle.
18. Weighbridge should be checked at least once in a week with calibrated weights available at the weighbridge and the record of the test should be kept in a separate file and also recorded in the register as per circular mentioned in point no. 10.
19. In case of breakdown of the weighbridge wherein another weighbridge has to be involved to handle the despatch. Recording of the previous weighbridge should be taken from RFID server to continue smooth despatch of remaining quantity from another weighbridge. updated both in weighbridge software system and in register and closing balance to be transferred to another weighbridge which is being used. It will be the responsibility of the Weighbridge Incharge/ Weighbridge Operator that closing balance is brought forward correctly before operating the Dispatches in another weighbridge. It should have the permission of the Area GM.
20. After the validity of the Delivery Order is over, second weight of loaded truck/tipper should not be done. The truck/tipper will be weighed empty out. The record of empty weight to be done in simple mode and kept in bounded register/ logbook.
21. Weekly allotment of trucks to the consumer to be done in CoalNet and should be downloaded from CoalNet only. The allotment will hold good for the entire week and in case of any dislocation of despatch, the allotment committee shall take care while deciding the allotment for subsequent weeks.
22. Mining challan/ MADA challan should incorporate invoice details of BCCL. No loaded coal trucks of the consumer shall leave the colliery premises unless it has compulsorily taken CoalNet invoice, delivery challan, mining challan etc. It will be the responsibility of the weighbridge staff and security staff/CISF on duty to ensure it is followed strictly.
23. Night stay of the trucks of the consumer in colliery premises/ coal dumps/ weighbridge area is normally not allowed. However, in exigency by special permission by the GM of the Area, mentioning the reasons therein maybe allowed. Such trucks will be kept under the custody of the security/CISF and record of the same shall be maintained in the security logbook. Trucks of the consumer which could not be loaded within the stipulated time must be weighed empty out the same day as well as an office memorandum no. CGM(C)/F-28B/10/133 Dated 01.04.2010 must be followed in this regard.
24. Weighment of liquid explosive, iron materials or any other material purchased by BCCL which is to be weighed at the weighbridge shall be weighed in Simple Mode and record of the same shall be kept. Coal sale/ despatch will be weighed in Special Mode only.
25. Data of weighment in Simple Mode to be transferred to BCCL HQ server in a separate folder which will be utilised as and when required.





### **MAINTAINENCE of ROAD WEIGHBRIDGES**

Overall responsibility- Project Officer and AM (E&M)

1. Electrical Maintenance:- Responsibility- Colliery Engineer (E&M)
  - (i) Availability of minimum 2 phase power supply 220 Volt AC. One phase for system and other phase for lighting and air conditioner.
  - (ii) Availability of CVT/isolation transformer for weighing system and UPS with minimum 2 hours back up.
  - (iii) Maintenance of minimum 3 earth pit of earth resistance less than 1 ohm and well connected with the system, platform, lightening arrestor preferably with GI strip of size from 25mm x 6mm to 50mm x 10mm or copper strip of size 30mm x 3.5mm to 30mm x 6mm.
  - (iv) Surge protector for power supply should be connected with separate earth pit.
  - (v) Arrangement of isolation of system from power supply in case of lightening and heavy rain with clear instruction displayed at isolation point to isolate the system.
  - (vi) Earth neutral voltage should be maintained less than 2 volt.
  - (vii) Air conditioner and fan to be maintained.
  - (viii) All the maintenance activity done by E&M Dept. is to be recorded in the Logbook kept at the weighbridge for operation and maintenance purpose.
  - (ix) Junction box to be sealed and kept inside the weighbridge room.
  
2. Civil Maintenance:- Responsibility- Area Civil Engineer
  - (i) RCC Ramp to be maintained.
  - (ii) RCC road at both sides of the ramp.
  - (iii) Proper drainage to avoid any water logging and mud muck at weighbridge.
  - (iv) Weighbridge room complete with doors, windows and house wiring etc.
  - (v) Cleaning arrangement to be done inside weighbridge room and surrounding of weighbridge and to avoid dust in radius of minimum 50 metres of weighbridge.
  
3. Annual Verification/ Re-verification/ Stamping of the weighbridge:-  
 Responsibility- Area Nodal Officer (E&M) WB and AM (E&M).
  
4. AMC of weighbridges: - Responsibility- Area Nodal Officer (E&M) WB and AM (E&M).  
 AMC Service Provider shall be a Licentiate Repairer of Electronic Weighbridge or OEM for the weighbridge and it shall be maintained as per Legal Metrology Acts and Rules. Service Reports of fortnightly visits to be maintained besides breakdown maintenance/ calls. The same should be recorded in a Logbook for the purpose besides signing the Service Reports by Weighbridge Incharge/ Weighbridge Operator and Nodal Officer of the weighbridge. All components that affect the metrological characteristics of the weighbridge shall essentially be included in the scope of work of the AMC Service Provider. Since CCTV cameras are integrated with weighbridges, scope of work shall also include CCTV camera and associated softwares for weighing, data transfer, CCTV etc. It is desired that maintenance of Earth pits, Lightening arrestors, Surge protection devices are also covered in the AMC to ensure smooth operation of the weighbridge. The terms and conditions of AMC of the weighbridges, penalty deduction, Force majeure conditions etc. will be as per prevalent practice.  
 Cleaning of the weighbridge room, weighbridge platform and up keeping/cleaning of weighbridge instruments comprising of weight indicator, computer system, RFID system,



15. Loading and unloading of trucks at the weighbridge platform should not be allowed at the weighbridge, however any load adjustment in respect of overloading/underloading of trucks shall be allowed in the coal dump only.
16. Security Personnel/ CISF will ensure that only authorized vehicles enter the Colliery premises. The Weighbridge premises/ buildings are safe and secure, vehicles are thoroughly checked before tare weight so as to record its true tare weight. Vehicles loaded with coal or otherwise leaving the Colliery premises should be checked thoroughly to avoid pilferage or theft of any kind.
17. No over load vehicle should be allowed to pass the weighbridge. RLW setting should be done after examining the RC book of the vehicle.
18. Weighbridge should be checked at least once in a week with calibrated weights available at the weighbridge and the record of the test should be kept in a separate file and also recorded in the register as per circular mentioned in point no. 10.
19. In case of breakdown of the weighbridge wherein another weighbridge has to be involved to handle the despatch. Recording of the previous weighbridge should be taken from RFID server to continue smooth despatch of remaining quantity from another weighbridge. updated both in weighbridge software system and in register and closing balance to be transferred to another weighbridge which is being used. It will be the responsibility of the Weighbridge Incharge/ Weighbridge Operator that closing balance is brought forward correctly before operating the Dispatches in another weighbridge. It should have the permission of the Area GM.
20. After the validity of the Delivery Order is over, second weight of loaded truck/tipper should not be done. The truck/tipper will be weighed empty out. The record of empty weight to be done in simple mode and kept in bounded register/ logbook.
21. Weekly allotment of trucks to the consumer to be done in CoalNet and should be downloaded from CoalNet only. The allotment will hold good for the entire week and in case of any dislocation of despatch, the allotment committee shall take care while deciding the allotment for subsequent weeks.
22. Mining challan/ MADA challan should incorporate invoice details of BCCL. No loaded coal trucks of the consumer shall leave the colliery premises unless it has compulsorily taken CoalNet invoice, delivery challan, mining challan etc. It will be the responsibility of the weighbridge staff and security staff/CISF on duty to ensure it is followed strictly.
23. Night stay of the trucks of the consumer in colliery premises/ coal dumps/ weighbridge area is normally not allowed. However, in exigency by special permission by the GM of the Area, mentioning the reasons therein may be allowed. Such trucks will be kept under the custody of the security/CISF and record of the same shall be maintained in the security logbook. Trucks of the consumer which could not be loaded within the stipulated time must be weighed empty out the same day as well as an office memorandum no. CGM(C)/F-28B/10/133 Dated 01.04.2010 must be followed in this regard.
24. Weighment of liquid explosive, iron materials or any other material purchased by BCCL which is to be weighed at the weighbridge shall be weighed in Simple Mode and record of the same shall be kept. Coal sale/ despatch will be weighed in Special Mode only.
25. Data of weighment in Simple Mode to be transferred to BCCL HQ server in a separate folder which will be utilised as and when required.





### MAINTAINENCE of ROAD WEIGHBRIDGES

Overall responsibility- Project Officer and AM (E&M)

1. Electrical Maintenance:- Responsibility- Colliery Engineer (E&M)
  - (i) Availability of minimum 2 phase power supply 220 Volt AC. One phase for system and other phase for lighting and air conditioner.
  - (ii) Availability of CVT/isolation transformer for weighing system and UPS with minimum 2 hours back up.
  - (iii) Maintenance of minimum 3 earth pit of earth resistance less than 1 ohm and well connected with the system, platform, lightening arrestor preferably with GI strip of size from 25mm x 6mm to 50mm x 10mm or copper strip of size 30mm x 3.5mm to 30mm x 6mm.
  - (iv) Surge protector for power supply should be connected with separate earth pit.
  - (v) Arrangement of isolation of system from power supply in case of lightening and heavy rain with clear instruction displayed at isolation point to isolate the system.
  - (vi) Earth neutral voltage should be maintained less than 2 volt.
  - (vii) Air conditioner and fan to be maintained.
  - (viii) All the maintenance activity done by E&M Dept. is to be recorded in the Logbook kept at the weighbridge for operation and maintenance purpose.
  - (ix) Junction box to be sealed and kept inside the weighbridge room.
  
2. Civil Maintenance:- Responsibility- Area Civil Engineer
  - (i) RCC Ramp to be maintained.
  - (ii) RCC road at both sides of the ramp.
  - (iii) Proper drainage to avoid any water logging and mud muck at weighbridge.
  - (iv) Weighbridge room complete with doors, windows and house wiring etc.
  - (v) Cleaning arrangement to be done inside weighbridge room and surrounding of weighbridge and to avoid dust in radius of minimum 50 metres of weighbridge.
  
3. Annual Verification/ Re-verification/ Stamping of the weighbridge:-  
 Responsibility- Area Nodal Officer (E&M) WB and AM (E&M).
  
4. AMC of weighbridges: - Responsibility- Area Nodal Officer (E&M) WB and AM (E&M).  
 AMC Service Provider shall be a Licentiate Repairer of Electronic Weighbridge or OEM for the weighbridge and it shall be maintained as per Legal Metrology Acts and Rules. Service Reports of fortnightly visits to be maintained besides breakdown maintenance/ calls. The same should be recorded in a Logbook for the purpose besides signing the Service Reports by Weighbridge Incharge/ Weighbridge Operator and Nodal Officer of the weighbridge. All components that affect the metrological characteristics of the weighbridge shall essentially be included in the scope of work of the AMC Service Provider. Since CCTV cameras are integrated with weighbridges, scope of work shall also include CCTV camera and associated softwares for weighment, data transfer, CCTV etc. It is desired that maintenance of Earth pits, Lightening arrestors, Surge protection devices are also covered in the AMC to ensure smooth operation of the weighbridge. The terms and conditions of AMC of the weighbridges, penalty deduction, Force majeure conditions etc. will be as per prevalent practice.  
 Cleaning of the weighbridge room, weighbridge platform and up keeping/cleaning of weighbridge instruments comprising of weight indicator, computer system, RFID system,



CCTV camera system etc. with vacuum cleaner and such devices will be under the scope of the AMC service provider.

5. Repairing of System:-

- a) Repairing of weighbridge components not covered in the AMC shall be dealt as Repair to Plant and Machinery as per approved DOP.
- b) Weighbridge and its operation including weighment, CCTV camera, data transfer to Central CoalNet Server, RFID etc. is being looked after by E&M and Telecom departments respectively and hence shall be under administrative control of AM (E&M) at area level and GM (E&M) at HQ level. WAN is to be looked after HOD (E&T), Local LAN by Area Manager (E&M) / Nodal Officer (Telecom) and invoice generation through CoalNet will be the responsibility of General Manager (System).
- c) IT initiatives applicable for weighbridges like RFID System, CCTV etc. shall be covered by SOP circulated by CIL vide no. CIL/VIGIL/16/14/0002/2018/1710-1729 dated 29.03.2018 and further guidelines/circulars circulated time to time.

6. **Recovery of damage of weighbridge equipment, RFID System, CCTV camera system, connectivity network system:-**

In case damage of above system has taken place due to fault of the truck driver of the truck either belonging to the transporter or coal consumer, the cost of the damage occurred has to be recovered from the truck driver/truck owner/transport contractor/coal consumer and such amount should be deposited in BCCL account. Copy of the receipt of the deposit should be attached with the proposal for repairing as a proof of recovery. In such cases, the vehicle should be seized by the CISF/Security till recovery is made. In case the damage has taken place due to faulty operation by the weighbridge operator, recovery of such damage will be made from his account. While refunding the Security Deposit/EMD of the consumer/coal transporter proper clearance to be taken from the Area regarding any damage done by them at the weighbridge for the aforesaid equipments and pro-rata adjustment of the security money to be done. This point should be made clear while floating tender/offer for coal sale/ coal transportation.





**B.Rail Weighbridges:-****Planning Procurement and Installation****1. Planning of rail Weighbridges:**

Planning for rail weighbridges are to be done either as per Project Report Provision or a Scheme or against Survey-off, keeping in mind that no rake should go unweighed.

- a) If the requirement of rail weighbridge is as per Project Report Provision, then P&M Indent will be made by Project Engineer (E&M) duly signed by Project Officer, Area Manager (MM), Area Manager (Finance), recommended by Area General Manager and should be forwarded to BCCL HQ for approval of competent authority.
- b) If it is need based, a Scheme should be prepared giving details as under:-
  - (i) Production of the Project
  - (ii) Mode wise (by rail, by road etc.) despatch of the Project
  - (iii) Existing number of weighbridges in project/other nearby project/yard, located in the exit route of the loaded rake and weighbridge-wise despatch of each weighbridge in Project for the last six months
  - (iv) The weighbridge location must be supplemented by Yard Plan/Yard sketch indicating the location of the weighbridge.
  - (v) Consent/Approval of GM of the concerned Railway Zone for location of the weighbridge at Yard and DRM for location of the weighbridge at private siding.
- c) If it is against Survey-off P&M Indent with approved Survey-off report duly signed by all signatories of the Area should be sent to BCCL HQ for approval by the Competent Authority. Compliance of point no. (b) (vii) and (viii).

**Responsibility:-**

- (i) Planning of weighbridge: - Manager and Project Officer
- (ii) Vetting the requirement of weighbridges at Area level: Vetting to be done by AM (Sales), AM (Planning) duly recommended by Additional GM and agreed by Area GM.

**2. Indenting and preparation of the proposal:-** The proposal along with the indent, BOQ, estimate for civil and E&M work complete with yard plan/ railway siding plan indicating the location of the weighbridge. Approval of location from GM of the concerned Railway Zone for yard and DRM for private siding in accordance with RDSO Specifications and guidelines to be enclosed. The proposal will be initiated by the concerned Area Engineer(E&M) vetted by Area Finance Manager, AM(Sales), AM(Civil) and AM(Planning) recommended by Area GM to BCCL, HQ for Competent Approval. At HQ the proposal will be vetted by GM (E&M), GM (Civil) and others as per DOP.

**Responsibility:-** - Nodal Officer (WB) and AM (E&M)

**3. Competent Approval and preparation of Technical Parameters and proven-ness criteria: -**

After obtaining approval from Competent Authority, technical requirements, Technical Parameter Sheet, Special Terms and Conditions of contract if any will be laid by Nodal Officer (WB) at E&M Department, BCCL HQ and agreed by GM (E&M) for publishing of tender. The tender will be published by GM (MM)/ GM (E&M) as the case maybe. The Tender Committee will comprise of representation from E&M, Civil and Finance.

**4. Procurement:-** Responsibility- GM (MM)/ GM (E&M).



**5. Installation of Rail Weighbridges:-**

**Site Selection-** Site selection is the responsibility of PO and Area Sales Officer agreed by Area GM after vetting by concerned department at Area and it should be in accordance with the prevailing RDSO Specifications/Guidelines in consultation with the Railways.

**6. Installation and Commissioning:-** It will be done as per RDSO Specifications and Guidelines at approved locations in consultation with the concerned Railway Authorities as per Supply Order.

**Overall Responsibility- AM (E&M) and AM (Civil).**

**E&M related jobs: - Responsibility: AM (E&M)**

- a) Power supply arrangement minimum 2 phase and three phase is preferred for private siding.
- b) Stabilized power supply of 220 Volt AC.
- c) N-E voltage should be less than 2 Volt (Neutral must be continuous and earthed at transformer point).
- d) Weigh bridge code is to be obtained from System Department before commencement of operation.

Note:- The power supply arrangement for weighbridges located at Railway Yard will be made by Railways and to ensure that RDSO guidelines for power supply are followed.





**OPERATION of RAIL WEIGHBRIDGES**

Overall responsibility: - PO, Siding Incharge and AM (Sales).

1. Weighbridge to be operated by designated trained personnel only. Training should be provided by the OEM for daily operation of the weighbridge.
2. RDSO guidelines WD-29-MISC-14, April 2016 (enclosed as annexure-D) and amendment thereon which covers Legal Metrology Acts and Rules applicable for rail weighbridges shall be followed.
3. Sealing procedure of the weighbridge will be as per RDSO and Legal Metrology Rules and guidelines.(refer Annexure-D)

Responsibility of Weighbridge Incharge and Weighbridge Operator:-

- a) A Logbook should be maintained and kept in WB to record each and every activity done for operation and maintenance of the WB and status of the equipment/components to be recorded.
- b) Daily status of the WB to be noted and deficiencies should be reported to concerned department in writing.
- c) All electrical parameters should be maintained otherwise same to be reported to E&M Dept.
- d) Daily status of the WB System must be recorded on daily basis in the Logbook.
- e) Weighbridge is to be isolated during rain/thundering and when not in use to prevent damage of equipment.



### MAINTENANCE of RAIL WEIGHBRIDGES

Overall responsibility: AM (E&M) and AM (Sales)

1. BCCL rail weighbridges are located at Railway yards and few of them are located at private sidings. For rail weighbridges located at railway yards, power supply, rail track maintenance are done by the Railway Authorities. BCCL Authorities have to inform the railways to undertake maintenance work. Obligation of BCCL with Railways is as per contract with the Railways for rail weighbridges. For private Sidings, BCCL has to arrange for power supply arrangement which will be as per RDSO guidelines WD-29-MISC-14, April 2016 (enclosed as annexure-D).
2. Annual verification/Re-verification and stamping of rail weighbridges is the responsibility of AM (E&M) and AM (Sales).
3. Comprehensive AMC will be concluded GM (E&M), BCCL HQ on the basis of the RDSO specifications and guidelines. For purpose of AMC charges and other terms and conditions, AMC of the Railway Zones and subsidiary companies of CIL will be referred to.
4. The Software of the rail weighbridges will be as per RDSO specifications and FOIS compliant and in addition will have the facility for data transfer to BCCL/CIL Servers.





**(A) Operation of RFID System:-****1. RFID Tags**

1.(a) The RFID tag will be kept in a secure place and the record of issue of RFID tags will be maintained in a log-book indicating RFID tag number, vehicle number, owner of the vehicle, transporting contract reference number, DO number and consumer name and address, validity of the tag.

1.(b) One vehicle will be issued only one tag. In case another tag is being issued to the same vehicle on account of the tag being mutilated by the vehicle owner/ driver and reasons of such incidents must be recorded in the log book and also in the system and the previous tag has to be cancelled in the system before allowing the vehicle in the colliery premises.

1.(c) In case the vehicle transporting coal in one particular area completes/ abort its work and intends to work in another area of BCCL then the RFID has to be deactivated for the previous area and re-activated in the current area. This work has to be done at the Area Control Room. The RFID tag will be active for a particular job in a particular area.

1.(d) Before issue of RFID tag and affixing the same on the windscreen of the vehicle, all the details of the vehicle i.e. RC book, RLW, vehicle owner's name, driver's name, transporting contract reference number, DO number, consumer name, source and destination etc. are to be recorded in the system. A Xerox copy of the RC book and driving license should be kept as record at the Area Control Room for any future reference in a case under investigation.

1.(e) Area Sales Manager along with Nodal Officers dealing with coal transportation shall ensure that RFID tags are being affixed on the windscreens of the vehicles before it is allowed for operating in mine premises.

2. All vehicles whether transporting coal to siding, washery, other stock and sale of stock should be allowed only when RFID tags affixed on the vehicle windscreen after obtaining all the details required to initiate the process of coal transporting/ coal sale. Vehicle plying in the colliery premises without proper tagging shall be seized for further action. It will be the responsibility of the Area Control Room Incharge, Weighbridge Incharge and Area Sales Manager to ensure that it is strictly followed.
3. The Security Incharge/ CISF posted at weighbridge should check at regular intervals physically that the correct vehicle has been tagged and RFID tag are affixed on the vehicle windscreen.
4. The Security Patrol Team/ CISF Patrol should obtain report from the Area Control Room the list of vehicles which have been tagged and permitted to enter the colliery premises. The list should be tallied physically by the team to ascertain any discrepancies and actions thereon. Whenever the vehicles have over-stayed due to any reason, the vehicle must be in the custody of CISF/ Security In charge till the transporting is resumed the next day.
5. The validity of the tag, the route authorized, the time of operation should be in-line with the terms and conditions mentioned in the transporting contract and relevant orders issued from Sales Department with regard to daily despatch of coal.
6. Operation of RFID Boom Barrier- The operation of RFID Boom Barrier is automatic. However, there is an emergency STOP and START button beside the weighbridge operator seat which he can utilise in case of any such emergency due to outage of the system.





## ANNEXURE-A

ROAD WEIGHBRIDGE INSPECTION REPORT

Date:-

Time:-

Name of the Area:-

Name of the Weighbridge:-

Stamping validity till (W&amp;M):-

Name of Inspecting Officials from IIQ WB Cell

Member(E&amp;M):-

Member(System):-

Member(M&amp;S):-

Persons associated from Area

Area Manager(E&amp;M) or his representative:-

Area Manager(System) or his representative:-

Area Manager(M&amp;S) or his representative:-

Weighbridge Incharge:-

Weighbridge Operator:-

Sl.No.	Items to be checked	Findings	Remarks
1	Whether digitizer is properly sealed and recorded in logbook with the reason for opening of seal and rectification done, if any? Whether recalibration has been done on each opening of seal of digitizer?		
2	Whether 'ZERO' setting beyond 20 Kg is possible or not in digitizer?		
3	Whether all entries to the trench of Pit type Weighbridge locked and sealed?		
4	Whether joint box (if any) is properly sealed or not?		
5	Whether Weighbridge platform/levers are clear from any hindrance/obstruction?		
6	Whether zero drill is performed daily?		
7	Whether balance of the platform checked daily by weighing any vehicle at three different positions i.e. rear, centre and front of the platform and printout is kept properly? if so; (a) Action if any check has recorded difference between any two weighments in excess of two increments (b) Result of such check by the inspecting team.		
8	Last date of taking Test result of Weighbridge by placing loose weights.		
9	Whether Inspection is being made by AM (E&M), AM(System) and AM(Sales) at least once in every fortnight or not ?		
10	Whether AC is working properly or not?		
11	Whether display board for DO's & Don'ts are displayed at the weighbridge or not?		
12	Whether there is adequate lighting arrangement at the site of weighment or not?		
13	Whether there is barricading for controlled Entry/Exit or not?		



Sl.No.	Items to be checked	Findings	Remarks
14	Whether complete details of all D.O has been fed to the Computer system under process of lifting?		
15	Whether complete details of internal transport has been fed to the Computer system under process of Despatch/Receiving?		
16	Whether multiple loading of any DO in computerized system is possible?		
17	Whether special weighing system or simple weighing system is in the use of private sale? If so, reason thereof.		
18	Whether special weighing system or simple weighing system is in the use of internal despatch? If so, reason thereof.		
19	Whether computer ledger and manual ledger tally?		
20	Whether Successive Weighment is possible without clearing Weighbridge platform after such weighment?		
21	Whether net weight less than a truck loads i.e. 9 tonne is possible in special weighing system? If yes, corrective action taken thereof.		
22	Whether dispatch is on the basis of allotment chart properly drawn out?		
23	Whether night stay of empty trucks are taking place? If so, reason thereof. If no, whether 2nd tare weighment is taken at the time of sending empty truck out?		
24	Whether night stay is frequently allowed inside mine premises in name of partial loading or break down? Whether permission for such night stay is taken from Competent authority and permission letters are kept at weighbridges?		
25	Whether coal tippers engaged in coal transporting circuit are getting Tare & Gross weight recorded in each transporting transaction?		
26	Whether loaded truck is allowed to go with Gross weight beyond RLW (Registered Laden Weight)? If so, reason there of?		
27	Whether weighbridge incharge/clerk is keeping paper of RLW of trucks or not?		
28	Record of details like D.O. quantity, opening balance till date, progressive balance till date, time In & Out etc. is being recorded in Loading advice-cum-Road Challan.		
29	Whether excise duty truck wise invoice is being issued serially & properly or not?		

Sl.No.	Items to be checked	Findings	Remarks
30	Whether CPU is properly sealed or not? If yes, mention date of sealing. If not, mention reason thereof.		
31	Whether hard disc has been changed within last one year? If yes, permission for such change is taken from competent authority or not and reason is recorded in logbook or not? Old hard disk is kept in safe custody or not?		
32	Whether CPU, monitor, digitizer, keyboard etc. are properly connected or not?		
33	Whether weighbridges computer timings can be manipulated at operators will or not?		
34	Whether modification of weightment through key board is possible or not?		
35	If provision has been made for pre-set login name for each operator?		
36	Online data transfer system is operative or not? If it is defunct, then time and date since it is defunct.		
37	Whether UPS is working properly or not?		
38	Other observations, if any. (RFID and CCTV cameras)		

**Note:** Compliance report of discrepancies recorded if any in the above inspection report may please be sent to GM (E&M)/(Weighbridges), BCCL at the earliest after rectification.

Member (M&S)  
Weighbridge Cell, HQ

Member (System)  
Weighbridge Cell, HQ

Member (E&M)  
Weighbridge Cell, HQ

Area Manager (M&S)  
Or his representative

Area Manager (System)  
Or his representative

Area Manager (E&M)  
Or his representative

Weighbridge Incharge

Weighbridge Operator



## ANNEXURE-B

RAIL WEIGHBRIDGE INSPECTION REPORT

Date:-

Time:-

Name of the Area:-

Name of the Weighbridge:-

Stamping validity till (W&amp;M):-

Name of Inspecting Officials from HQ WB Cell

Member(E&amp;M):-

Member(System):-

Member(M&amp;S):-

Persons associated from Area

Area Manager(E&amp;M) or his representative:-

Area Manager(System) or his representative:-

Area Manager(M&amp;S) or his representative:-

Weighbridge Incharge:-

Weighbridge Operator:-

Sl. No.	Items to be checked	Findings	Remarks
1.	Whether Digitizer is sealed properly under the signature of Weights & measurement depts., Railway authority, AMC holder and Area authority. Whether recalibration has been done on each opening of seal of digitizer?		
2.	Whether all connections between track switch, rail sensor, digitizer, etc. are properly made?		
3.	Whether re-calibration, stamping and re-sealing has been done strictly as per statutory provisions by weights and measure depts.?		
4.	Whether test weightment is done at least once annually in case of Static W/B?		
5.	Whether FIO Test is done at the time of stamping validity by Weights & measure dept. in case of in-motion W/B?		
6.	Whether junction boxes are properly sealed?		
7.	Whether rakes are allowed to pass on without weightment? If so, give the name of nearby weighbridge for taking weightment.		
8.	Whether speed limit has been set at agreed limit of 8-10 km/hr? If not, what is the maximum recorded speed?		
9.	Whether Inspection is being made by AM(E&M), AM(System) and AM(Sales) at least once in every fortnight or not ?		
10.	Whether AC is working properly or not?		
11.	Whether CCTV camera has been installed to record the rake weightment process?		
12.	Whether there is adequate lighting arrangement at the site of weightment or not?		

Sl.No.	Items to be checked	Findings	Remarks
13.	Whether CPU is properly sealed or not? If yes, mention date of sealing. If not, mention reason thereof.		
14.	Whether modification of weighment through key board is possible?		
15.	If provision has been made for pre-set login name for each operator?		
16.	Online data transfer system is operative or not? If it is defunct, then time and date since it is defunct.		
17.	Whether UPS is working properly or not?		
18.	Other observations, if any.		

**Note:** Compliance report of discrepancies recorded if any in the above inspection report may please be sent to GM (E&M)/ (Weighbridges), BCCL at the earliest after rectification.

Member (M&S)  
Weighbridge Cell, HQ

Member (System)  
Weighbridge Cell, HQ

Member(E&M)  
Weighbridge Cell, HQ

Area Manager(M&S)  
Or his representative

Area Manager(System)  
Or his representative

Area Manager(E&M)  
Or his representative

Weighbridge Incharge

Weighbridge Operator



## ANNEXURE-C



## COMPENDIUM-2013

भारत कोकिंग कोल लिमिटेड  
(कोल इंडिया लिमिटेड का एक अंग)  
**BHARAT COKING COAL LIMITED**  
(A Subsidiary of Coal India Limited)  
Koyla Bhawan, Koyla Nagar  
Dhanbad-826005 (Jharkhand) India

Ref. No. BCCL/D(T)P&amp;P/F-28/13/200

Dated: 12.06.2013

## OFFICE MEMORANDUM

Sub: Guidelines for Weighbridge operation & maintenance

In order to further improve the maintenance and operation of weighbridges in BCCL, all concerned are directed to strictly comply with the following instructions in conjunction with the earlier circular nos. CMD/ES/F-20/98/830 dtd. 12.10.98, CMD/ES/F-20/01/1562 dtd. 27.28.11.2001 and BCCL/ S&M/PS/F-14/689 dtd. 12/13.12.2012.

1. No person other than BCCL staff posted at the concerned weighbridge should be allowed in the road W/bridge computer room. It will be ensured that front side of window of each w/bridge shall be of sealed glass type and a small opening shall be provided for any transaction of papers etc. by the DO holders or their authorised representative, standing in queue, with the said BCCL Staff computer operator. List of the staffs so posted at the weighbridge should be made readily available at the weighbridge computer room duly signed by Area Manager Sales
2. Input/ Output devices like Floppy drive, DVD drive, USB drive and any other ports which are not for day to day use should be systemically disabled besides External sealing. Any emergent use of the above mentioned devices should have the written approval of Area GM. Further, CPU should be properly sealed and date of sealing should be mentioned. Change of Hard disc of the computer should be done with the written permission of Area General Manager and with intimation to GM (Sales) and CGM (E&M) HQ. This should be recorded in the logbook with reason for such change. Old hard disc and its content should be kept in safe custody of Area Sales Manager. Moreover, there should not be any option for any modification of Weighment through keyboard.
3. The inspection Team from HQ should inspect the work done by the AMC service provider, a copy of the contract/ work order is also to be made available to the team at the w/bridge for the purpose. The details of work by AMC service provider should be mentioned in a log book/ bound page register duly signed by AM (E&M), AM (Sales) & AM(Sys). Before making payment to AMC provider, it should be ensured by the Area Management that fortnightly maintenance visits have been carried out by AMC provider and all the components covered under the AMC work order are timely maintained by the AMC provider.
4. User ID/login name provided to the w/bridge clerks must be authorised by the Area Sales Managers and should be preset in the computer. Inspection Team of HQ should inspect whether users of the w/bridge computers have been provided authorised user ID by Area Sales Manager. Area Sales Manager should ensure that only authorised user ID is being used by the w/bridge clerk. In no case, any w/bridge clerk should have more than one user ID.
5. Inspection and test of Weighbridge by placing test weights should be done at regular intervals of seven (7) days

## COMPENDIUM - 2013

by a team of AM (E&M), AM (sales) & AM (Sys.) and result of test check should be recorded in a log book kept for the purpose. This will be in supersession of point no. 5 of CGM(S&M)'s circular no.

BCCL/S&M/TS/F-14/95 dtd. 12.5.2010. The inspection team from HQ should see whether weight verification by test weights has been carried out by local management. If not, joint weight verification test is to be performed to ascertain the accuracy of the w/bridge and result thereof shall be recorded in the Logbook/bound page register.

6. Digitizer should be locked and sealed properly and recorded in logbook with the reason for opening of seal and rectification done, if any. Recalibration has to be done on each opening of seal of Digitizer. It should be sealed by wired seal (and not paper seal) with proper sealing date to be mentioned by W&M Inspector. Please avoid paper seal. Further, Manual Zero error resetting of the Digitizer of the w/bridge should be restricted up to 20 kg only. Further there should be provision in digitizer & weighing software to show error in case of load exceeding the weighbridge capacity and in such cases, the print out should show error in place of gross weight.
7. There should be sufficient lighting arrangement at the site. The UPS and the Air conditioner should be working properly. Proper lightning arrester, surge protection device and earthing system should be maintained. W/bridge operator will ensure that communication system like routers, switches, modems, C-band antennae is kept properly, safely and is operational before starting the w/bridge operation. In case of breakdown or any difficulty, it should be notified by him to AM (E&M) for further action. In no case, date & time of the w/bridge computer should be accessible for manipulation by anyone. The despatch should take place as per allotment chart properly drawn out and locked in the W/bridge computer.
8. Weighbridge premises should be barricaded with controlled access. All entries to the trench of Pit type weighbridge should be locked and sealed. Further all w/bridges must be fitted with CCTV Camera to record weighing activities and w/bridges computer room activities with an additional facility to take snapshot of truck being weighed showing Number Plate and load visible and snapshot is a part of weighing slip.
9. There should be proper marking on the w/bridge platform for correct placement of trucks to have most accurate weight. Further while sending out any empty truck from Coal Depot due to any reasons, second tare weight should be taken. Permission for night stay at weighbridge is to be provided in case of emergency by the GM of the Area/Project Officer of the washery.
10. There should be a Display Board outside the weighbridge for the drivers mentioning the following:
  - A. Paper to be submitted for verification of RLW of the truck
  - B. Action to be specified for less weight and excess weight
  - C. Timing schedule of Weighment
  - D. Name of the officer in case of grievance
  - E. Name and address of Chief vigilance officer in case of money demanded.
11. Wherever, there is contradiction in the provision made in this circular and any other previous circular, the provision given in this circular shall prevail. Other valid points of earlier circulars shall still hold good.

(Ashok Sarkar)  
Director (Tech.) P&P

Distribution:

DT(OP) BCCL

CVO, BCCL

DIG, CISE, BCCL

CGM(E&M)/GM(S&M)/GM(System)/GM(Co Ordin) As to CMD, BCCL

CGMs/GMs, BCCL All areas including CCWO



ANNEXURE-D

Specification No. WD-29-MISC-14 (Supersedes  
WD-29-MISC-05)

SCHEDULE OF TECHNICAL REQUIREMENTS FOR

PITLESS ELECTRONIC

IN-MOTION RAILWAY WEIGHBRIDGE

(15 KMPH SPEED)

FINAL DRAFT

ISSUED BY:

WAGON DIRECTORATE

RESEARCH, DESIGNS AND STANDARDS ORGANISATION MINISTRY OF  
RAILWAYS

MANAK NAGAR, LUCKNOW - 226011

Jan. 2016



### Specification for pit-less electronic in motion weigh bridges

#### **Preamble:**

This specification lays down the broad technical requirements of Electronic In Motion Weigh Bridges to be installed on turnkey basis (including all civil & electrical work) on a Railway track anywhere on Indian Railways and where Indian Railway locomotives and /or rolling stock ply for measurement of tare, gross and net weight of goods wagons while in motion both in coupled and uncoupled conditions. These specifications also lay down the maintenance requirements, training, spares and conditions of Annual maintenance contract for ensuring that the readings remain accurate within the specified tolerances defined in this document and the up time of the weighbridge is maximized.

Tenderer should study type of stock, condition and layout of track and the site in his own interest. Site earmarked should be as per current RDSO specification and preferably approachable by road.

The Electronic In-Motion Weigh Bridge systems and their installation shall follow the Metrological Rules and norms laid down by the Ministry of Consumer Affairs, Food and Public Distribution, Government of India and as amended time to time.

The weighbridge supplier shall be required to necessarily possess all requisite clearances and approvals from the Metrological department, Government of India for the model of the Electronic In-Motion Weigh Bridge being offered to the Indian Railways. The technical terms used in this document largely draw reference from the Metrological Rules in vogue in India.

**1.0** These specifications lay down technical requirements for Electronic in motion Weighbridge suitable for weighing speeds up to 15 kmph. These shall be referred as WB 15 in these specifications.

#### **2.0 General arrangement of Weigh Bridge:**

Electronics in motion Weigh Bridge shall consist of

- (i) Weigh rails.
- (ii) Track switches/sensors for speed and wagon/coach type detection.
- (iii) Control console with electronic cards for implementing track switch logic and receiving signals from weigh rail sensors for further processing.





- (iv) A windows PC with windows 7 OS or above and min. 19" LCD display screen, mouse, keyboard & a LaserJet printer for operation, viewing and printing output. (Printer should also be able to give print out on A-4 size paper.)

### 3.0 General requirements:

- 3.1 Weighing speed:** Weighing speed shall not exceed 15 kmph for WB15 weighbridge.
- 3.2 Weighbridge capacity:** Transducers shall be able to measure a load of up to 35 tons for each axle and software/hardware should be able to compute weights up to 140 tons for an individual wagon/coach.
- 3.3 Advance over speed warning system:** A audio visual warning shall be provided for guiding the driver for controlling the speed before the train approaches the weigh bridge. The advance over speed warning system shall be installed at a suitable height and location to provide visibility from both sides to train crew approaching the weighbridge and during course of weighment of rake.
- 3.3.1** The colour of visual indication will be **purple**, with provision of LED's as the light source & it will have two aspects:
- Steady - When the speed of the train is within specified limits.
  - Pulsating - When the train is over-speeding.
- 3.4 Anti-roll back:** The system shall take care of the effect of roll back, even up to full train, at the time of weighing so that the reverse movement of the stopping train does **not** have any effect on the orderly recording of weight of each wagon/coach in the train.
- 3.5 Wagon or Coach Identification:** The measurement technique used may be either axle-by-axle or bogie-by-bogie. However, the machine shall identify four axle wagons & brake vans and locomotives (and eliminate brake vans & locomotives in the weighment). It shall be possible to weigh all types of approved wagons & coaching stock available on Indian Railways, which include container wagons i.e. BLCA & BLCB and their variants, Parcel Vans, variants of passenger coaches and also VPU, VPII & their variants.
- 3.6 Bi-directional weighing:** The weighment shall be possible from both directions.
- 3.7 Mixed rake weighing:** It should be possible to weigh a mixed rake (combination of different type of rolling stock) & rake consisting of empty and loaded wagons and other coaching vehicles.
- 3.8 Working environment:** The system supplied should be rugged to work satisfactorily in ambient temperatures ranging from -10°C to 50°C, 95% humidity, dusty environment

and tropical conditions. The instrumentation shall be designed and manufactured in such a manner that when exposed to ambient conditions beyond what is specified, either:

- i. Significant faults do not occur, or
- ii. Significant faults are detected and acted upon.

**Note:** A fault equal to or less than a significant fault (1xd) is allowed irrespective of the value



of error of indication.

**3.9 Weighing increments/ Scale interval:** Weighing increment/ scale interval should be 100 kg maximum uniformly throughout its capacity.

**3.10 Accidental maladjustment:** Instruments shall be constructed so that maladjustment's likely to disturb metrological performance cannot normally take place without the effect being detected.

**3.11 Tamper Proof:** The junction Boxes, Hardware cabin etc. should have the arrangement of bolting/ locking to prevent it being tampered by unauthorized persons. Moreover, junction boxes, hardware cabins must be moisture and dust proof. The sub-assemblies/ assemblies, alteration of which can lead to erroneous weighments should be made as tamper proof as feasible. Arrangement should be available to ensure that logging details at the time of calibration are recorded and stored in memory and can be seen for verification.

- I. During calibration, PC should be disconnected. Track logic should not be implemented in PC and weighing electronics should work independently without PC which will avoid weight manipulation in PC.
- II. Calibration and adjustment of weight should be through hard ware switch, soft key or key board linked with digitizer.
- III. The calibration mode should be disabled through hardware jumper /dip switch in the electronics card which should not be accessible after sealing of digitizer.
- IV. Calibration through CPU is not acceptable.
- V. If calibration mode switch has been provided with console then the Calibration mode switch must be inside the digitizer which is properly sealed after calibration.

#### **4.0 Equipment requirements:**

These shall comprise of weigh rails with transducers, track switches/sensors, weighing system electronics (control console) and processing and printing equipment and any other equipment required for satisfactory performance of the system.

**4.1 Weigh rails:** Weigh rails with transducers suitable for the purpose. The length of these rails shall be at least 5.5 meters. The rail section will be the same as the adjoining rail section (52kg/60kg any other as the case may be)

**4.1.1 "IRST-12-Grade 880" Rails** shall be used in the Weighbridges if they are installed on main/loop lines. The provision of EIMWB (15KMPH) should be preferably in loop line. The purchase of the Rails by the Electronic In-Motion Weigh Bridge manufacturer shall be governed by the extant instructions issued by Railway Board. If firm experiences any difficulty to procure the rails as per Board's extant instructions, Firm shall approach Civil Engineering Department of the concerned division, for supply of Rails on payment basis.

**4.1.2 Industrial use (or IU) rails** may be used for private sidings, where there is no movement of passenger trains.



**4.2 Rail transducers:** Rail transducers should meet following specifications.

**4.2.1** Cables and connectors: suitable for Rail transducers with proper screening to isolate leakage (Elec.)

**4.2.2** Type or protection - The IP (ingren protection) rating for equipment and enclosure should be IP 67 as specified in AS1939 and EN 6052.

**4.2.3** Provision of suitable compensating methods for thermal stresses and dis-balance of wheat stone bridge under no load conditions.

**4.3 Track sensors (Track switches):**

**4.3.1** Track sensors shall be non-contact type of proximity sensors.

**4.3.2** Track switch combinations used shall be capable of speed measurement, discriminating the type of axle combination and define weighing zone.

**4.3.3** The switches shall be rugged enough to work in all weather conditions.

**4.3.4** The junction boxes used shall be suitable to work in all weather conditions.

**4.4 Weighing system electronics:**

**4.4.1** It shall consist of control console and a PC. PC shall communicate with the control board through a standard RS 232 C serial port.

**4.4.2** System should be free of relay logic. All the control logic should be achieved through semi-conductor devices.

**4.4.3** A key board shall be provided for inputting the data from time to time.

**4.4.4** A visual display unit as described in para 2.0 (iv) shall be provided for monitoring the contents and results visually.

- 4.4.5 A laser jet printer shall be provided for getting a hard copy of the weight of the individual wagons and total train. (Printer should also be able to print on A-4 size paper.)
- 4.4.6 Suitable fault finding software routines for display of major faults occurring in the system shall be provided. Suitable LED panel should be provided on the console, each LED indicating a specific fault and LED should light up indicating the type of fault for diagnostics.
- 4.4.7 Auto Zero function for eliminating zero error resulting from drift shall be provided after each and every operation. Auto calibration & balance should be possible in case out of balance is within 4% of the capacity of the load cells.
- 4.4.8 Auto calibration of the system after each and every weighment cycle shall be provided for error free weighment.
- 4.4.9 The system shall have facility of standard remote desktop sharing through LAN/WAN.
- 4.4.10 All weighbridge equipment required to be placed outside the structure mentioned in para 10.1 shall be capable of working in field environment without air conditioning. Any temperature/dust control required for satisfactory and reliable operation of the above mentioned equipment of system shall be considered and provided by the tenderer as part of the turnkey project.

#### 4.5 Power equipment and battery backup:

- 4.5.1 The system shall work with  $230 \pm 10\%$  volts at 50 Hz mains.
- 4.5.2 A suitable voltage stabilizer/CVT of sufficient capacity shall be provided.
- 4.5.3 An uninterrupted power supply 'online' UPS unit shall be provided to facilitate uninterrupted working for minimum one hour in case of power failure.
- 4.5.4 The control panel shall have suitable means for memory protection in case of power failures.

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#### **4.6 Lightning and Transient Protection:**

##### **4.6.1 Power & Data Lines Protection:**

Lightning and Transient Protection for the weighbridge installation shall be as per RDSO specification no. RDSO/SPN/165/2012 (with latest Amendment/revision).

##### **4.6.2 Use of Ground Enhancement material:**

Ground Enhancement material for the weighbridge installation shall be as per RDSO specification no. RDSO/SPN/197/2008 (with latest amendment/revision).

**4.6.3** The procurement & the installation of the Lightning and Transient Protection shall be done by the weighbridge manufacturer, only through the OEM's or their authorized representative, to ensure matching with the equipment of the weighbridge.

**4.6.4** Stage inspection of Lightning and Transient Protection work may be ensured by S&T Engineering department of Zonal Railway.

#### **5.0 Software requirements:**

- 5.1** Software should be on window platform and should be easily transferable and should not have protections of dongle/ adapter on parallel port. It should be capable of using extended memory. It should be password protected for operation and editing.
- 5.2** The weighbridge PC and software should be able to receive & transfer text based/other specified files in encrypted/unencrypted mode over a local area network/ wide area network to any remote/local server. The weighbridge PC and software should be able to have FOIS functionality. The weighbridge manufacturer shall, upon direction from Indian Railways, either now or at any future date, enable the weighbridge software to transmit the weighment data in the prescribed syntax, sequence and format with/without the prescribed encryption, against the data transfer protocol specified.
- 5.3** Operator's interaction should be through a PC or a control console with a VDU.
- 5.4** Initial screen should be in the form of an indexed block menu or a drop down menu. Selection of items should be possible either by cursor keys or a mouse.
- 5.5** Menu should include items like weigh mode, editing weighed records, printing, auto calibration and balance, diagnostic tests, help etc.



- 5.6 While in weighing mode, screen should show number of axles in the wagon/coach, its gross weight and its sequence number. Date and time should be taken from system date and time.
- 5.7 The software should be capable of removing last vehicle in train in addition to brake van/loco at specified wagon sequence no.
- 5.8 Editable items shall be wagon/coach identification number and tare weights. It should not be possible to edit the gross weights.
- 5.9 It should be possible to carry out auto calibration and zero balance by selecting a menu item before starting a weighing cycle.
- 5.10 **Wagon Library:** Software shall be capable of maintaining a wagon/coach library. This library shall be a list/database with three fields viz. wagon identification number, type of wagon/coach and its tare weight the database should be capable of storing more than 10,000 records.
  - 5.10.1 While inputting the wagon/coach identification number and tare weights after a train has been weighed, if any wagon/coach identification number matches with any record in wagon/coach library, then system shall be capable of copying its tare weight from the wagon/coach library without the need of feeding it through the key board.
  - 5.10.2 Search time for such matching and copying should be minimal. It is desirable that such library is loaded into RAM at initialization of the system, to reduce the time for search.
- 5.11 **Print out requirements:**

Print out format should contain the following information,

  - (a) Date and time
  - (b) Rake number, time in /time out for the train.
  - (c) Wagon/coach identification no., tare weight, gross weight, net weight and speed.
  - (d) Gross and net weight for the complete rake.
  - (e) In case weighing speed of a wagon/coach exceeds the limiting specified speed of the weigh bridge, gross weight of the wagon/coach should not be printed whereas all other parameters should be printed.

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## 5.12 File retrieval:

It should be possible to store the information of one rake weighing into a separate file, which can be retrieved and printed at a later date. Such stored information should be complete with original date and time and it should not be possible to edit such file.

5.13 The operating software should have in-built security so that no unauthorized person can alter/interfere with the system to ensure reliability of weighment. The system should have adequate capacity to store the record of about 200 rakes (each rake comprising of about 2 Locomotive+2 Brake vans+2x59 wagons) weighed without having to delete/off load for storage. These records will be normally preserved for about 6 months and the system should not permit any alteration of records after the weighment is completed. There should be provision to record the weighment on DVDs. It should not be feasible to modify these records after off-loading on DVDs. Operating software should have the capability to store at least last 100 nos. of login particulars without facility of editing.

5.14 Weighbridge should have the capability of weighing long haul trains.

## 6.0 Metrological requirements and test scheme:

### 6.1 Metrological requirements:

#### 6.1.1 Accuracy class of weighbridges

WB-15 weighbridge - It shall meet the requirement of accuracy class-1 for wagon/coach weighing and accuracy class 0.5 for rake/train weighing.

6.1.2 The maximum permissible error for in motion weighbridges shall be as specified in Table-1:

Accuracy Class	% of mass of single wagon or total train, as appropriate	
	Initial verification	In-service inspection
0.5 (Train weighing)	±0.25%	±0.50%
1 (Wagon weighing)	±0.50%	±1.00%

For application of maximum permissible errors refer para 6.1.4 and 6.1.5. On initial verification of weighbridge, weighing coupled wagons, the errors of not more than 10% of the weighing results taken from one or more passes of the test train may exceed the appropriate maximum permissible error given in Table-1 but shall not exceed two times that value.

### 6.1.3 Scale interval (d):

For a particular method of weighing in motion and combination of load receptors, all weight indicating and printing devices on the instrument shall have the same scale interval of 200 kg.

The relationship between the accuracy class, the scale interval and the maximum wagon weight divided by the scale interval shall be as specified in Table 2.

Accuracy Class	d(kg)	(maximum wagon weight) / d	
		Minimum	Maximum
0.5	200	500	2500
1	200	250	1250

The scale intervals of the indicating or printing devices shall be in the form of  $1 \times 10^k$ ,  $2 \times 10^k$  or  $5 \times 10^k$ , "k" being a positive or negative whole number of zero.

### 6.1.4 Wagon weighing:

The maximum permissible error for coupled or uncoupled wagon weighing shall be one of the following values, whichever is greater:

- The value calculated according to Table 1, rounded to the nearest scale interval;
- The value calculated according to Table 1, rounded to the nearest scale interval for the weight of a single wagon equal to 35% of the maximum wagon weight (as inscribed on the descriptive markings), or
- 1 d, where 'd' is scale interval/ weighing increment.

### 6.1.5 Train weighing:

The maximum permissible error for train weighing shall be one of the following values, whichever is greater:

- The value calculated according to Table 1, rounded to the nearest scale interval;
- The value calculated according to Table 1, for the weight of a single wagon equal to 35% of the maximum wagon weight (as inscribed on the descriptive markings), multiplied by the number of reference wagons in the train (not exceeding 10 wagons) and rounded to the nearest scale interval or
- 1 d for each wagon in the train but not exceeding 10 d, where 'd' is scale interval/ weighing increment.





## 6.2 Test scheme:

Verification of weighbridge, initial and in service, shall be carried out using a test train of loaded reference wagons. Each test train shall be comprised of not less than 5 and not more than 15 reference wagons and shall be weighed repeatedly and in each direction to yield not less than 60 wagon weights or equivalent in total train weights.

- 6.2.1 Reference wagons are wagons of known weight, which have to be made available by the concerned Railway for verification of weighbridges. The weight of the reference wagon can be known by weighing the same on an accurate, certified, static weighbridge in uncoupled condition.
- 6.2.2 The weightment readings shall be taken in pulling mode.
- 6.2.3 Readings of up and down direction are to be considered separately for calculating accuracy level.
- 6.2.4 For WB-15 weighbridge, for the initial verification, 90% of the wagon weight should be within  $\pm 0.5\%$  of the known weight of the wagon and not more than 10% of the wagon weight shall exceed  $\pm 0.5\%$  and be within  $\pm 1\%$  of known weight of the wagon. However, during in service all the wagon weight should be within  $\pm 1\%$  of the known weight of the wagon.
- 6.2.5 For WB-15 weighbridge, for initial verification, 90% of the total train/ rake weight should be within  $\pm 0.25\%$  of the known weight of the train and not more than 10% of the total train / rake weight shall exceed  $\pm 0.25\%$  and be within  $\pm 0.5\%$  of the known weight of the train/ rake. However, during in service all train/ rake weight should be within  $\pm 0.5\%$  of the known weight of the train/ rake.
- 6.2.6 If roll back takes place at the time of testing, that weighing operation has to be repeated a new.
- 6.2.7 Anti-roll back test  
Run 75% of the train over the weighing instrument, then stop the train, reverse 25% of the train and complete the weighing of the total train in the forward direction. Check that no wagon is weighed more than once.
- 6.2.8 Verification & calibration:  
The firm shall arrange for calibration and certification of the weighbridge for the initial commissioning the weighbridge. The reference wagons for verification purposes should be made available by Railways.

## 7.0 Documentation requirements:

### 7.1 Operator's manual:

Instructions for operating the system for the purpose of weighing and printing  
Should be clearly laid down in an operator's instruction manual. It should contain  
Complete information on using the software, auto calibration and zero balance, carrying  
Out diagnostic tests and system set up before start of weighing.

### 7.2 Maintenance manual:

It shall contain detailed description of the system and its functioning. This  
Manual shall contain.

7.2.1 Drawings and circuit diagrams with component layout wherever required.

7.2.2 Complete wiring diagram with all wires numbered and components/cards labelled.

7.2.3 List of parts with part number of the assembly and also part number of the original  
Manufacturer and manufacturer's address.

7.2.4 Details of assembly and installation with dip switch setting and jumper settings on  
Electronic cards if any.

7.2.5 Diagnostics and fault finding with check points and parameters to be measured and their  
Value.

## 8.0 Maintenance:

### 8.1 Training:

The supplier shall give adequate training to at least two persons of each mechanical &  
Commercial department in the concerned Zonal Railway for operation and maintenance  
Of the system free of charges.

### 8.2 Spares Part Hubs:

8.2.1 The EIMWB manufacturers shall be required to maintain Spare Part Hubs at strategic  
Locations, from where they can promptly rush spares to service defective EIMWBs.  
Each Hub shall cater to a cluster of both Railway and non-Railway EIMWBs installed  
in its geographical vicinity.

8.2.2 The items to be stocked in the spare part hub would include long lead items, which shall  
be required for ensuring proper uptime of the weighbridge over the warranty period and



Subsequent AMC periods. It should also include such items, non-availability of which has resulted in higher downtime in the past. The list of spares to be maintained in each spare part hub will necessarily include but shall not be limited to:

- (i) Set of instrumented weigh rails (LH + RH) – the quantity to be asked shall be equal to 20% of the number of EIMWBs (Railway + non- Railway) serviced by the spare part hub, subject to minimum of 2 sets and maximum of 5 sets.
- (ii) Track switches- the quantity shall be equal to 10% of the numbers fitted in the EIMWBs (Railway + non- Railway) serviced by the spare part hub, subject to minimum of 2 weighbridge sets and maximum of 5 weighbridge sets.
- (iii) PC, Printer, UPS, CVT/Stabilizer, AD card, CPU card, Power card & Mother Board – minimum 3 sets.
- (iv) Any other spare that the firm opines is required to ensure up time of EIMWBs. Weighbridge manufacturer should ensure the availability of minimum required spares all the time.

8.2.3 Spare parts listed in para 8.2.2 (i), (ii), and (iii) when consumed in the course of maintenance shall be replenished by the firm within a maximum period of 45 days from the date of use. Records of usage shall be maintained in the Hub for this purpose.

8.2.4 The Hub shall be open to inspection by representatives of Zonal Railways (Zonal/ Divisional) and RDSO at any time.

**8.3 Calibration, Testing and Certification:** The firm/owner shall arrange for calibration, testing and certification of the weigh bridge.

**8.4 Warranty:** The weighbridge is installed on turnkey basis including civil and electrical works. The machine shall be warranted against the defects in design and materials and workmanship for a period of 30 months from the date of dispatch or 24 months from the date of commissioning whichever is earlier. Warranty will be applicable to the all work done by the weighbridge manufacturer. During this period all defective parts i.e. weigh rail and all accessories shall be replaced promptly and free of cost to the customer and such replaced parts shall further carry the same warranty.

### **8.5 Annual maintenance contract:**

8.5.1 Tenderers are required to quote for post warranty comprehensive annual maintenance contract for a period of six years of the M&P along with their offers from the date of expiry of warranty period or 8 year from the date of commissioning whichever is later. Foundation work shall also form part of the annual maintenance contract. AMC shall be part of Purchase order as per extant Railway Board instructions.





8.5.2 Zonal Railway, if required, may have the provision for entering into AMC for whatever the period they decide and follow AMC guidelines issued by Railway Board from time to time.

8.5.3 Other terms and conditions of Annual maintenance contract shall be as issued/approved by Railway Board from time to time.

**9.0 Track requirement:** A minimum of 100 metre straight rail track length shall be made available with a gradient of not more than 1:400 on either side of Electronic In-Motion Rail Weighbridge. This portion of the track should be on ballast cushion, well maintained and well drained so that there is no water accumulation. The level, twist and alignment shall be maintained to main line track standard of IR.

## 10.0 Structural details:

10.1 Structures required for installation of the equipment (including electronics) shall be provided by the contractor. Further the room should be made leakage proof and seepage proof to prevent ingress of rain water and moisture in the room which may, eventually damage the control panel, computer and its peripherals. A concrete/pre-fab structure of size 3m x 4m (minimum) and 3m high with RCC roof shall be provided/constructed by the tenderer for installation and operation of control equipment. Details of such requirements shall be indicated in the offer. This room shall be provided with proper air conditioning (dust & temperature control), light fittings & fans by the contractor. This room should have a bay window for clear view of the track.

10.2 **Foundation/support** - A slab type of concrete foundation/ support should be provided for laying concrete sleepers throughout the underneath length of weigh rail. Foundation work should be carried out by the tenderer and shall form part of the contract. M30 or higher grade concrete is to be used for the slab. Foundation drawings shall be furnished with the offer. Foundation/support shall be constructed so as to last minimum 8 years from the date of commissioning. Any damages, if any, shall have to be repaired by OEM during currency of Warranty/AMC.

10.3 Any change of design of the existing weighbridge or introduction of a new design of weighbridge, for any location/s wherein operational /commercial implications exist for Indian Railways, shall require prior approval of RDSO. In case of change in weighbridge model, weighbridge manufacturer has to approach Metrological department for its due approval.

10.4 It shall be mandatory to follow standard IRS track structure & fittings, for the weighbridge installation, which shall be as per RDSO drawing no T - 2496 (latest alt), with the provision of slab-type concrete foundation/apron, as per Indian Railway Standards, provided underneath the weigh rail.

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10.5 Stage inspection of Civil Engineering work may be ensured by Civil Engineering department of Zonal Railway.

### 11.0 Delisting:

Weighbridge manufacturer can be delisted by RDSO as per extant ISO procedure on receipt of serious nature complaint for epidemic failure, unethical practice and any other serious reason reported from Zonal Railways.



GM (E&M) I/C  
BCCL HQ



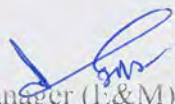
GM (M&S)  
BCCL HQ



GM (System)  
BCCL HQ




HOD (E&T and IT Initiatives)  
BCCL HQ



Sr. Manager (I&M) WB  
BCCL HQ

7. The RFID boom barrier should be well guarded from both the sides to avoid damage due to movement of the trucks. It should be ensured that the platform is made empty before allowing operation of RFID system for the next truck to be weighed.
8. The RFID software is integrated with the weighing software and is engaged with two Servers simultaneously located at BCCL HQ. One Server is dedicated completely for RFID system while the other server i.e Coalnet Server located in the System Department in which the data is transferred from the weighbridge in FTP mode. In case of any outage of the RFID system, the software has a provision to toggle between RFID mode and non-RFID mode. In such exigency, the despatch will not be hampered by shifting to non-RFID mode, the record of which has to be maintained in the weighbridge log-book and permission to be obtained from Area General Manager. Once the RFID system is restored the data buffered at the weighbridge computer has to be synced with the central server of RFID and it is advised to get the reconciliation done.
9. The RFID data should be tallied with the physical data regarding coal transportation and sale of coal before releasing payment to coal transporter or releasing EMD to coal consumer as the case maybe. This is necessary to ensure 100% commercial utilization and reliability of RFID system for migration.
10. Recovery of any damage done to RFID system should be immediately reported in writing or e-mail to HQ and as an action taken the Area to ensure the recovery of cost of damage from the transporter/ coal consumer as described in point no. 6 on page no. 8.
11. AMC of the RFID system is an integral part of the purchase order and shall be dealt as per the terms mentioned in the order. Only damage under force majeure conditions like fire, natural disaster, theft, riots etc. shall be reimbursed to the Service Provider for which joint inspection report is to be prepared by the committee constituted by Area GM justifying the repair and the cost involved. Approval of such proposals will be done as per the applicable DOP of the Company. Payment of damage due to lightening maybe done only after ensuring that the lightening and earthing system were being maintained as per Order and failure had taken place under circumstances beyond human control.
12. Area and HQ Control Room shall make available daily report of transactions done at Area level in soft copy as the case maybe for perusal of stake holders (GM (E&M) I/C, GM (M&S), GM (System) and HOD (E&T)). Since the Server is in Intranet of BCCL, additional facility of access of Server to be made for aforesaid HODs and GM (Vigilance) and concerned Directors whenever demanded. RFID system at weighbridges can be shifted as per requirement of the company to any new location.
13. RFID system should allow second weighment in case of e-Auction on change of date between in date and out date only after approval of competent authority. In cases where 24 hours despatch is allowed, second weighment after 24 hours from in time should be allowed only after approval of competent authority. Validity of the RFID tag should be of one day only and in case of delay reference of permission order obtained from the Area GM to be provided in the RFID System by the Nodal Officer (RFID).





## भारत कोकिंग कोल लिमिटेड

(एक मिनी रत्न कंपनी)

(कोल इंडिया की सहायक कंपनी)

पंजीकृत कार्यालय: कोयला भवन,

कोयला नगर, धनबाद-826005,

आइ.एन.: U10101JH1972GOI000918

वेब-साइट: www.bcclweb.in



A Maharatna  
Company

## BHARAT COKING COAL LIMITED

(A Mini Ratna Company)

(A Subsidiary of Coal India Limited – A Maha Ratna Company)

**Contract Management Cell,**

Level – V, Koyla Bhawan, Koyla Nagar,

Dhanbad – 826 005 (Jharkhand) India.

Phone: 0326-2230206, FAX: 0326-2230206.

e-mail: gmccl.bccl@coalindia.in

सन्दर्भ सं. बी.सी.सी.एल/सी.एम.सी./एफ-सतर्कता/२०२०/१२३९-१२६४ दिनांक: 13.05.2020

सेवा में,

सभी क्षेत्र और वाशरी के महाप्रबंधक,

भारत कोकिंग कोल लिमिटेड।

**Subject : Format for Issuance of Experience Certificate for Mining Contracts.**

**Reference : BCCL/D(T)P&P/F-62/2018/205 dt. 01.11.2018 by D(T) P&P, BCCL**

Dear Sir,

Reference to above, as a Work Experience Certificate is used as document towards meeting the Eligibility Criteria in tendering process, the Experience Certificate itself should be self-speaking and contain all relevant detail that required in scrutiny of tender. This shall not only avoid obtaining clarification from issuing Authority/ bidder due to lack of sufficient details, but also enables the Tender inviting Authority to expedite finalization of the tenders. In addition to this, while issuing such certificates by the issuing Authorities, care should be taken by properly mentioning the nature of job, quantity, BOQ as per Work Order/ Agreement, value and period of executed work etc. so that ambiguity in quantity/ value of executed work does not arise at later stage while verification of the certificates.

In view of the above, for effective implementation of the Order ref. 205 dtd. 01.11.2018 of D(T) P&P, following modus-operandi is to be followed henceforth to issue Experience Certificate from Areas of BCCL:

- Executed Quantity of the work during Experience period is to be checked and authenticated  
- Responsibility: Colliery Surveyor, Area Survey Manager.
- Value of executed quantity and Billed Quantity of the work for the Experience Period is to be checked and authenticated. TDS for the relevant period is also to be verified.  
- Responsibility: Area Finance Manager.
- Both the above to be verified and authenticated by Project Officer, and put up to Area GM for issuance of the Experience Certificate.
- Authenticated copies of all base documents related with calculations of 'Experience Certificate' are to be maintained at the Office of Project Officer and Area GM Office for future reference.

Experience Certificate should not be issued without mentioning reference number and date. Purpose of issuing such Experience Certificate is to be mentioned i.e. for participating in tender process only, and shall not be used for any other purpose.

Format of Experience Certificate is enclosed herewith for issuing the Work Experience Certificate strictly in the said format only.

This issues with approval of Competent Authority.

Encl: As above (1 page).

प्रतिलिपि:

1. D(T)OP/ D(T)P&P/ D(F)/ D(P)/ CVO, BCCL.
2. TS to CMD, BCCL
3. AF to GM (CMC), Koyla Bhawan.
4. All Executives of CMC Dept. BCCL.

..... for kind information.

.... for kind information of the CMD.

भवदीय,  
13/05/2020  
महाप्रबंधक (सीएमसी)

20/5/15

B K Pandey  
Anup Pal  
237

G. M. P. W. S.  
N. K. B. R. S.

15/05/2020



**भारत कोकिंग कोल लिमिटेड**

(एक मिनी रत्न कम्पनी)

(कोल इंडिया की सहायक कंपनी)

पंजीकृत कार्यालय: कोयला भवन,

कोयला नगर, धनबाद-826005,

सी.आइ.एन.: U10101JH1972GOI000918

वेब-साइट: www.bcclweb.in

**A Maharatna  
Company****BHARAT COKING COAL LIMITED**

(A Mini Ratna Company)

(A Subsidiary of Coal India Limited – A Maha Ratna Company)

**Name of Office****Postal Address with PIN.**

Phone: xxxx-xxxxxxx, FAX: xxxx-xxxxxxx.

e-mail: xxxxxxxx@coalindia.in

xxxxxxxxxx@xxxx.xxxx

Ref. No.:

Date:

**Experience Certificate**

This is to certify that Name of Contractor, Address of Contractor, PAN: \_\_\_\_\_, has executed following work at Name of the Colliery and Area, the details of which are mentioned below:

1. Name of the Work : \_\_\_\_\_
2. Work Order/ Agreement No. : \_\_\_\_\_
3. Name of Contractor  
(in case of JV/Consortium, share of each JV/Consortium partner) : \_\_\_\_\_
4. Period of Executed work for which Experience is being certified : DD/MM/YYYY to DD/MM/YYYY
5. Element wise breakup of Quantity, BOQ as per Work Order/ Agreement, value of Executed Work during the above period : Details mentioned below

Elements of Work	Lead	Quantity	Rate	Value of Executed Quantity in Rs.	
				Amount (including Service Tax/ GST)	Amount (excluding Service Tax/ GST)
OBR (Insitu)					
OBR (Loose)					
Coal					
Drilling					
.					
.					
.					
Total					

6. Reference No. of application of Contractor seeking Experience Certificate : \_\_\_\_\_
7. Purpose of issuing the Experience Certificate : For participating in tender process only, and shall not be used for any other purpose.

(Name of the PO)  
Project Officer,  
Name of the Colliery.

(Name of the AFM)  
Area Finance Manager,  
Name of Area.

(Name of the ASM)  
Area Survey Manager,  
Name of Area.

(Name of the GM)  
General Manager,  
Name of Area.



(53)

**Standard operating procedures to be followed at Diesel Dispensing Units in respect of receipt, issue, storage and consumption of diesel**

**1. Indenting:**

- Depot Officer/Engineer In-charge (Excvn.) or his nominated officer/Engineer In-charge (E&M) or his nominated officer / Chief Store Keeper (CSK) or Stock Holder of the unit shall submit indents through SMS to supply location of the IOCL/BPCL/HP or follow the standard practice of indenting with the service provider in case of any up-gradation.
- The shortage should be booked through SMS to supply location of the IOCL/BPCL/HP or follow the standard practice with the service provider in case of any up-gradation.
- Fund should be transferred preferably during early banking hours for priority loading & decantation on same day. If not possible, the requisition for the same should be given for next day early morning loading and decantation of HSD oil on same day to avoid malpractices during transportation.
- The same should be recorded in a bound register as per the table below;

Sl. No	Date, time & quantity of indent	Indent raised by	Requirement date & time	NEFT/RTGS details	Permit/Waybills details	Loading details as per SMS
--------	---------------------------------	------------------	-------------------------	-------------------	-------------------------	----------------------------

**2. Decantation :**

A Decantation Committee should be constituted by the Area GM/Project officer for Diesel Dispensing Units. The Committee should consist of one executive from Excavation or E&M, one from Stores discipline and one security personnel. This Committee shall be responsible for unloading of diesel tankers in the Diesel tanks of the Diesel Dispensing Units.

**Responsibility: Area General Manager, Project Officer**

3. Horizontal rigid Platform should be constructed at all the Diesel Dispensing Units, to measure the exact quantity of diesel in the tankers received from suppliers.

**Responsibility: Project Officer, Depot officer**

4. The approved plan (by Weights and measurement Department) of the tankers should be checked by the Decantation Committee members before un-loading the diesel so as to know the correct position from where the dip measurement is to be taken.

**Responsibility: Decantation Committee members, Depot Officer**

5. The Chart provided by the Weights & Measures Department for each chamber of the tanker should be checked before readings are taken. The dip/density reading should be recorded in the Dip/density Register maintained for the purpose in the format enclosed as Annexure-I and signed by the Committee members.

**Responsibility: Decantation Committee member / CSK/SK**

6. The procedures laid down in Annexure-II concerning receipt and decantation of diesel should be Strictly followed.

**Responsibility: Decantation Committee member / CSK/SK**

7. Entry of in-coming and outgoing diesel tankers along with date and time should be made in the Security Register kept at Security Check Gates.

**Responsibility: Project Officer/Depot Officer/ Security In charge**

8. At the opening and close of the diesel pump, dip reading of all the tanks should be taken and recorded in the register and by the person authorized for the purpose by the Depot officer.

**Responsibility: Depot officer, / CSK/SK**

9. At the opening and close of the diesel pump, flow Meter reading should also taken and recorded in the Register and signed by the persons authorized for the purpose by the Depot Officer.

**Responsibility: Depot officer, / CSK/SK**

10. The difference in the issue of diesel as per totalizer reading of the flow meter and dip reading should be examined, analysed and reviewed every day by an executive authorized for the purpose.

**Responsibility: project Officer, Depot officer**

1 | Page

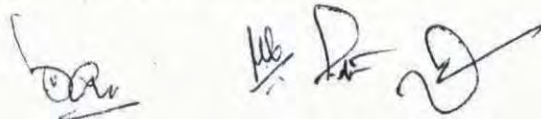
*(Handwritten signatures)*



- (1234) (52)
11. The requisition for issue of diesel should be handed over to the store personnel at the Diesel Dispensing Unit before issue of diesel. Under no circumstances, diesel should be issued without proper requisition.  
**Responsibility: Depot Officer/CSK/SK**
  12. Service Vans/ Diesel Bouzers used for filling of field equipments should be placed under the user department. Diesel issued to such Service Van/Diesel Bouzers shall be treated as Out of Book Stock.  
**Responsibility: Mine Manager / CSK/SK, Project Engineer(X)**
  13. Regular calibration of Dispensing Unit Pumps and metering units should be done as required under Statute/Store Manual.  
**Responsibility: Depot officer, / CSK/SK**
  14. In- Let pipes of underground storage tanks should be properly locked and sealed.  
**Responsibility: CSK/SK**
  15. The nozzles used for issue of diesel should be kept sealed under lock & key after issue hours.  
**Responsibility: CSK/SK**
  16. Copy of the entries made in Dip Registers maintained under SL. No. (7) & (8) should be submitted daily to the Project Officer and Excavation In-charge of the projects . In case of Regional Store Incharge of the store.  
**Responsibility: Depot officer, /CSK/SK**
  17. Stores staff posted at Diesel Dispensing Units shall be rotated every one years.  
**Responsibility: Project officer, /Depot Officer**
  18. GM of the area should constitute a committee which will conduct quarterly checks at diesel dispensing units of Area and also surprise check in between. A copy of the report of the Committee should be sent to the concerned Director(Tech.).

## 19. Dispensation of HSD

- i) Indenting authority of HSD for an equipment should be Concerned equipment in charge.
- ii) Approving authority should be either Engineer In charge or Manager of the mine
- iii) Issuing authority should be a Store keeper the issue details should be maintained as per Annexure III
- iv) Receiving of HSD for an equipment should be done only by an authorized person.
- v) Diesel should be issued to equipment / HEMM after recording the last day issue of diesel and as per total hours worked before issuing diesel at that very instant on the basis of HMR.
- vi) Diesel to be issued maximum 90% of the tank capacity of that particular equipment.
- vii) Diesel tank of the equipments (HEMM/TRUCKS etc.) should be locked and sealed properly.
- viii) Diesel bowser should be equipped with flow meter. Proper record of issue and receipt is to be maintained and recorded as per Annexure IV.
- ix) Total issue of diesel of a Project will not exceed the quantity of diesel consumption in respect to previous day composite production taking specific diesel consumption as set by CMPDIL into consideration. For issue above norms the approval of GM is required.
- x) Before dispensing diesel in any equipment balance diesel is to be recorded by fuel meter / calibrated dipstick.
- xi) Diesel to Light Vehicle or departmental trucks to be issued as per Kilometre run by the vehicle before issuing diesel at that instant of time considering the limit fix for them .
- xii) Diesel should not be issued to equipment / HEMM / Light Vehicle / departmental truck without HMR or Kilometre reading until unless authorized once by Project Officer after that by Area GM. Specific authorization is to be given for that day for particular equipment.
- xiii) Excess diesel to be issued to any equipment / HEMM / Trucks more than the stipulated norms must be done with the approval of Project Officer.





(48) (57)

xiv) Shortage of diesel in any HEMM / equipment / LV/Trucks is to be recorded as theft. An FIR is to be lodged against the theft. This should be recorded in log book and the quantity theft is to be deducted from the consumption.

xv) In case of recovery of diesel, it can be reused taking it into the stock after checking of its quality in presence of the decantation committee.

**Responsibility: GM/Area Manger(Excv)/Project Officer**

20. Hour Meter shall be fitted in each and every HEMM and its operation should be ensured and all HEMMs' diesel tanks should have proper locks.

**Responsibility: Area Manger(Excv), Project Engineer(Excv)**

21. A committee should be constituted by the project officer which will determine periodically the average hourly consumption of diesel in different types of HEMM and will submit the report to the Project Officer. A copy of this report should be marked to the GM of the area and Area Manger(Excv.) who will take corrective measures, as required. A copy of this report should be submitted to General Manager(Excv) I/C, BCCL, HQ also.

**Responsibility: Project officer, Project Engineer(Excv.)**

22. An Excavation Engineer should be authorized by the project Officer who will examine and analyse the daily consumption of diesel by each HEMM based on the quantity of diesel issued, working hours, trips made and compare it with the average consumption and norms and the same should be submitted to Engineer In-charge, AM(Excv) and Project Officer.

**Responsibility: Project officer, Project Engineer(Excv.)**

23. Proper haul road gradient, washing and greasing of HEMM, maintaining HEMM in Top Start Condition, proper tyre inflation etc. should be ensured for bringing improvement in diesel consumption.

**Responsibility: Project officer, Project Engineer (Excv), Mine Manager**

24. A Monthly Report of receipt, issue, consumption etc. should be prepared and submitted to Area Manger(Excavation) of the area, who shall work as Nodal officer for the purpose.

**Responsibility: Project Engineer(Excv), Depot Officer**

25. The Nodal Officer should bring to knowledge of the GM of the area if there is any major discrepancy in quantities.

**Responsibility: Nodal Officer/Area Manger(Excv), Depot Officer**

26. To have a proper control over the specific diesel consumption, requirement should be examined by the Nodal Officer/AM(Excv.) and only after his recommendation, the Pay Order shall be issued by Finance Department of the area. If the Nodal Officer feels that there is abnormally high consumption of diesel, he should bring it to the knowledge of the GM of the area.

**Responsibility: Nodal Officer/Area Manager(Excv)/Area Finance Manager/ Depot Officer**

27. All DDU's should be under CCTV coverage at such an angle that dispensing to equipment & decantation of diesel tanker is always captured in camera. Working/Break down status of CCTV should be maintained in a check list from in controlled register by DDU I/C, CSK/SSK. The breakdown status of the CCTV should be reported to Authority at Area and Head Quater.

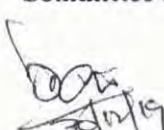
**Responsibility: Depot Officer, Project Engr.(E&T)/E&M, Project Officer**

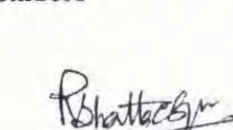
28. The stock reconciliation of HSD/Petrol should be done every year as per office memorandum no.

CMD:ES-F-20:02:304 DATED 19/02/2002 issued by CMD, BCCL.

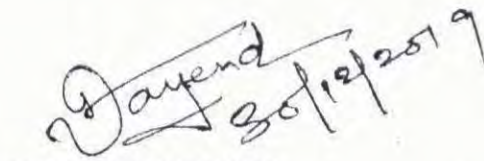
**Responsibility: Concerned GMs**

#### Committee Members

  
GM(MM)  
BCCL

  
GM(Excv)  
BCCL/BCCL/BCCL

  
GM(Fin) CA & T

  
HOD (IED)/GM(IED)



(574) (56)

## ANNEXURE. II

### CHECK LIST FOR CHECKING TANK LORRIES THAT BRING SUPPLIES OF DIESEL.

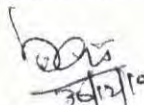
1. Check the delivery document i.e. the Challan cum Invoices.
2. Cross check the registration number of the tank lorry with the number on its calibration chart and challan cum invoice/delivery documents.
3. Place tank lorry on a level horizontal platform.
4. Allow a minimum of 10 minutes settling time.
5. Check seals (discharge valve/dome) and sealing wire/ The deliveries made in Tanker which are other log block number on the invoice to be match with lock on the TT subsequently the lock are to be open with the key provided to the customer by oil companies after the decantation the TT is to be sent back in lock condition only.
6. Open foot valve on top of tank.
7. Check dip rod (weights and Measurement deptt. checking date and arrow mark) with number of tank lorry and compartments. Markings on the dip rod may also be verified with a tape of correctness.
8. Check product dip and overall dip from correct dip hole. (The same to be recorded in register Annexure I)
9. Any discrepancies/shortages in dips of tank lorries (not underground storage tanks) will be entertained subject to following laid-down procedure. Please note that no claim for shortage recorded by the depot will be acceptable to the supplier on the basis of the dips of the under-ground storage tank installed at the receiving end as these tanks are mathematically calibrated. Whereas the tank lorries are physically calibrated and sealed by the Weights and measures department.
10. In case of dip variation, please bring the same to the knowledge of tank lorry driver and advise that the delivery will be taken only after establishment of the shortage and getting his signature on the shortage remarks in invoices. If he agrees to record the shortage, then the method indicated below is to be followed. However, in case he refuses to acknowledge shortage then the supply depot be contacted for further course of action to be followed in the matter.
11. In case the driver is agreeable to record the shortage, then compartment wise shortage shall be established by adding product from the top through the certified litre measures till product level is in line with the dip mark of the compartment in question and then record the shortages compartment wise in all copies under the Tank Lorry driver's signature. The product can either be added from your pump itself or else the product can be added with 5 litres and 1 litre measures from one compartments of the tank lorry to the other.
12. In the event of being short as per the calibration certificate the bottom lock should not be opened. Shortage quantity is to be measured by using "polling method" short quantity should be made up by filling up to the correct level through dispensing pump only the quantity field should be recorded on the front of all the invoice copies should be signed both by the customer as well as the lorry driver.
13. Similarly in case of water being detected, by water finding paste the water should be drained out first. The short quantity after running out of water should be made up by filling up to the correct level through dispensing pump only. The short quantity should be recorded in the front page of all the invoice copies and should be signed by the customer as well as the tank lorry driver.
14. Separate advice should be given to the concern depot (Of Oil Company) about the shortages recorded on the challan for setting the claim and follow up thereafter with the depot and divisional office till the claims are settled.

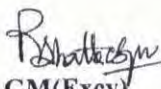




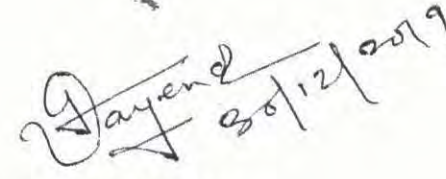
15. Before accepting any supply, sample from top and bottom of the container should be drawn in a clean glass container to ensure delivery of correct grade of product. In case water is present, the same can be easily detected by visual inspection and with the help of water detection paste.
16. The density of the product sample drawn should be measured through appropriate hydrometers and to be verified with the product density mentioned on the invoice chamber wise corrected at temperature 15 degree centigrade as per the chart provided by the OIL supplying agency if the variation is within allowable limit than only the product to be accepted. If the variation is more than the allowed tolerance limit the supplying company should be contacted for joint sampling and further course of action in consultation with the concerned authority of the OIL company.
17. Connect hose to the proper tanker if the quality and quantity is decided to be accepted.
18. Open discharge valves and start Decantation. On completion on decanting the compartments, the tank lorry should be checked from the top by looking into the compartments emptied out. In case of tank lorry fixed with bucket sight dome (i.e. fixed with mirror gauge), the mastervalue on the top and the Gate should be opened by the Receivers Representative personally to ensure that the valves are fully opened and no product is left inside. This should be done after opening the master valve on top.
19. Hand over the signed document to the Diver.
20. Total time taken for decanting the tank lorry should also be indicated.
21. The daily accounting of the stock in DDU should be maintained as per Annexure V

#### Committee Members

  
GM(MM)  
BCCL

  
GM(Exev)  
BCCL

  
GM(Fin) CA&T  
BCCL

  
HOD (IED)/GM(IED)  
BCCL

**Indent Details**

Sl. No	Date, time & quantity of indent	Indent raised by	Requirement date & time	NEFT/RTGS & Permit/Waybills details	Loading details as per SMS
--------	---------------------------------	------------------	-------------------------	-------------------------------------	----------------------------

**Decantation Details**

Tanker No. ---, Key No. ---, Challan No. & Date ---, Product Quantity-----, Date of Unloading -----

Reason of Delay in case of the difference in time between the loading and decantation is more than 24 Hours.

Quantity Check/Dip measurement of Tank Lorry:

Tanker No.	As per Challan Dip	Actual/Physical Dip	Shortage, if any	Remarks
Chamber-1				
Chamber -2				
Chamber -3				
Chamber 4				
Chamber -5				

**Quality Check (Density & Water Check) Details:**

Tanker No.	Challan Density at 15 ° C	Density at the time of Decantation								Water test
		Sample from Top of the Tank				Sample from Bottom of the tank				
		Density Reading	Temp.	Corresponding Chart Density	Diff.	Density Reading	Temp.	Corresponding Chart Density	Diff.	
Chamber-1										
Chamber -2										
Chamber -3										
Chamber 4										
Chamber -5										

**Underground tank Stock check Details:**

	Tank -1		Tank -2		Remarks
	Automation/ Manual dip reading	Corresponding Qty of HSD Oil in Ltrs	Automation/ Manual dip reading	Corresponding Qty of HSD Oil in Ltrs	
Before decantation					
After decantation					
Product +/-					

**Committee Member**

1. Engineer In-charge (Excvn.) or his nominated officer in case of Open Cast Mine/  
Engineer In-charge (E&M) or his nominated Officer in case of Underground Mine/
2. SCK or Stock Holder of the unit.
3. On duty CISF/Guard of BCCL.

**Signature**



**Working Procedures/SOP for**  
**Diesel Bowser Receipt & Issue Records.**

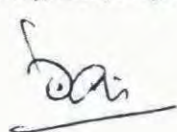
- Daily accounting of HSD Stock in Diesel Bowser should be maintained in a hard-bound register with entry details as per the format given below. The register shall be maintained on daily basis and signed by the CSK/SK/ASK/Stock Holder, Nodal Officer and the same should be countersigned by the Depot Officer/Engineer I/C of the Unit every day.
- The quantity of diesel to be filled in the Diesel Bowser shall be supported by a pre requisition slip from the user department of Field Equipment. DDU print slip is to be generated whilefilling the HSD Oil in the Diesel Bowser for issue in Field equipment and should be recorded in the Diesel Bowser Receipt & Issue Register.
- Then gate pass slip, showing total quantity of HSD oil in the Bowser (Previous balance, if any + quantity filled up), shall be issued to the store personnel engaged in the Diesel Bowser for issue of HSD oil in field equipment before getting exit from the dispensing unit premises.
- After diesel filling in Field Equipment, the balance stock in the Diesel Bowser should be checked and recorded in the **Diesel Bowser receipt & issue records.**
- The specimen format for Diesel receipt & Issue of Diesel Bowser is given below for implementation in every HSD Stock holding unit where HSD oil is being in Machines through Diesel Bowser

Page No.

Departmental Bowser No.:

Date	Opening dip reading in Cms& corresponding Opening Quantity in Ltrs				Initial Totalizer reading of Diesel Bowser	Qty received during the Day in Ltrs		Total Stock in Ltrs	Total Issue in Ltrs	Closing Totalizer reading of Diesel Bowser	Closing dip reading in Cms& corresponding Closing Quantity in Ltrs				Signature of CSK/SK/ASK	Signature of Nodal Officer	Signature of Depot Officer/ Engr. I/C
	Tank 1	Tank 2	Tank 3	Total HSD Oil in Ltrs		DDU Tran. ID	Qty in Ltrs				Tank - 1	Tank-2	Tank-3	Total HSD Oil in Ltrs			
1.																	
31																	
Total																	

**Important:** As per the guidelines issued by D (T), OP vide no. 300 dated 27.05.2013 at sl. no. 2, separate Ledger/Register for departmental bowser shall be maintained for day to day entry of receipt and refill to different machines and the same will be signed by the concerned official and countersigned by Sr. Officer of the Colliery/Unit/Project every day.








**Working Procedures/SOP for**  
**Receipt & Issue Records of HSD Oil**

- Henceforth, Transaction ID of Diesel Dispensing Unit (DDU)/ Automation Unit should invariable be mentioned in the body of the requisition slip, preferably in **RED PEN**, while passing the requisition slip (which is received from the user department for issue of HSD oil to the HEMM) for the entry in Issue register as well as in the log book of the concerned HEMM. *This system is mandatory for the Stock Holding unit where Automation System for FMS has been implemented. Old system will be followed for other unit till implementation of Automation System on FMS at that Unit.*
- While issuing HSD oil from the DDU on Requisition slip received from the user department, it is the responsibility of Stock Holder to issue return slip with recorded HEMM/Machine no., which is generated from the DDU system, to the user department for their record and cross verification.
- Care should be taken during giving print instruction to the system for the entry of HEMM sl no.
- HSD oil filled in the Diesel Bowser for issue in Field equipment, DDU print slip is to be generated and recorded in the Diesel Bowser receipt & issue register.
- Then gate pass slip showing total quantity of HSD oil in the Bowser (Previous balance, if any + quantity filled up) shall be issued to the store personnel engaged in the Diesel Bowser for issue of HSD oil in field equipment. After diesel filling in Field Equipment, the balance stock in the Diesel Bowser should be checked and recorded in the **Diesel Bowser receipt & issue records**.
- The specimen format for Diesel Issue is given below for implementation in every HSD Stock holding unit

Page No.

Date:

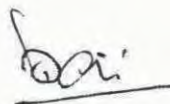
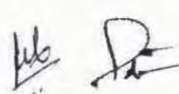
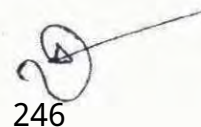
Sl. No.	Transaction ID	M/C Sl. No.	Requisition Slip No	Qty Requisitioned	Qty Issued	Receivers Name	Name of Issue Clerk	Signature of Issue Clerk	Remarks
1									
2									
.									
.									
.									
.									
.									
Total									

**Important:** In addition to above record keeping, print out of summary records for everyday transaction from the DDU/Automation Unit should be taken out and filed in Lever Arch File for future records.

Signature of CSK/SK of the Unit

Signature of Nodal Officer

Signature of Depot Officer/ Engineer Incharge



Working Procedures/SOP forDaily Accounting of Stock as per DDU reading and underground dip stock.

- It is the sole responsibility of the concerned Depot Officer/Engineer In-charge/Stock Holder of the Unit to monitor the functioning of Automation System installed at Departmental DDU for effective and transparent Fuel Management System (FMS). This Automation System should be maintained like auxiliary equipment/supportive equipment for the production and log book for the same shall be maintained for effective monitoring of the system.
- Daily accounting of HSD Stock should be maintained in a hard-bound register with entry details as per the format given below. The register shall be maintained on daily basis and signed by the CSK/SK/ASK/Stock Holder, Nodal Officer and the same should be countersigned by the Depot Officer/Engineer I/C of the Unit every day.
- In addition to the above, the print out of summary records for everyday transaction should be taken out from the Automation System and filed in Lever Arch File for future records.

Page No.

Month:

Dt	Opening dip reading in cms		Opening DDU Reading	Opening Quantity in Ltrs	Qty received during the Day in Ltrs	Total Quantity in Ltrs	Total Issue in Ltrs	Book Balance in Ltrs	Closing dip reading in cms		Closing DDU Reading	Closing Quantity in Ltrs	Variation for the day in Ltrs	Cum. Variation in Ltrs	Qty of water in the tank (Ltrs) IN Automated DDU	Signature of CSK/SK/ASK	Signature of Nodal Officer	Signature of Depot Officer/ Engr. I/C
	Automated Gauge Reading	Manual Reading							Automated Gauge Reading	Manual Reading								
1.																		
.																		
.																		
31																		
Total																		

**Important:** As per the guidelines issued by D(T), OP vide no. 300 dated 27.05.2013 at sl. no. 1, the Ledger/Register concerning receipt, issue and Book Stock of Diesel shall be signed by the concerned official daily and the same should be counter signed by Sr. Officer of the Colliery/Unit/Project every day.



### FORMAT FOR IMPLEMENTATION OF REIMBURSEMENT OF MEDICAL CLAIMS

Name, Design & Personal No of the Employee	Date of submission of Claim at concerned Deptt.	Date of receipt at CMS/AMO Office	Date of Medical Vetting at HQ/AREA	Date of Financial Vetting at HQ/Area	Approval of CMS/Area GM	Process for payment through salary

#### Notes:-

1. The claims shall be processed as per FIFO (First in First Out) basis.
2. The on roll employee's claim, so received and processed up to 15<sup>th</sup> of the preceding month is to be paid through salary slip.
3. As approved by Competent Authority, the CGHS rates applicable for processing of Medical claims are effective with effect from 10.01.2019. Prior claims, if any are to be processed as per MAR.
4. All the submitted claims shall be processed after bill tracking in "Coal-Net" system.
5. The cash memos of the prescribed medicines have to be signed and vetted by the prescribing doctor, within a day.
6. The original/Xerox copy of prescription or Medical Card, has to be attested by the prescribing doctor and should be marked as "Billed and Claimed", in each case.



Revised (Modified)

72

1

### STANDARD OPERATION PROCEDURE (MEDICAL) (OPD)

#### I. OUTSIDE REFERRAL : 4 Days (if biweekly board) / 7 Days for Weekly Board / 3-4 Days via E-Office)

[Day Zero]

1. Patient attends referral Medical Board at CHD along with duly filled referral format certified by area and treatment documents (Including Medical Treatment card booklet indicating details of illness) + AADHAAR Card + Previous treatment details and any copy of referral letter (if referred earlier) indicating patient ID.

[1 Day]

2. Recommendation of Members of Referral Medical Board Members.

[7 Days Maximum, 4 Days if Biweekly Board, [3-4 days via E-Office]

3. Forwarded to CMS office

[1 Day]

4. Scrutiny at CMS Office by dealing officer

[1 Day]

5. Forwarded to D(P), BCCL by CMS I/C, BCCL for approval

[1 Day]

Name of the referral centre to be decided by D(P), BCCL/ CMS I/C BCCL

6. Issuance of Sanction order/ Referral order.

NB:

- a) In case of any shortcoming/ required clarification the referral format is sent back to Referral Medical Board for compliance. Subsequently the proposal is further processed after necessary compliance as detailed above.
- b) Referral to CMCH, Vellore and Shankar Nethralaya, Chennai will be done only in case of diagnostics and therapeutic dilemma and not on routine basis.

#### II. EMERGENCY REFERRAL

1. As life saving measure if patient is referred on urgent basis directly to outside local institute by referral medical board (On referral Medical Format without competent approval), then documentary intimation to be submitted to CMS I/C, BCCL within 48 hrs of reference for regularization of the case.

In



2

This is further details as per Sl. No. 3 to 5.

**2. REIMBURSEMENT (On Roll/ CISE)**

**"IN CASE OF HEADQUARTER" for outside and empanelled hospital (14 Days)**

**[Day Zero]**

1. Claim submitted by employee along with all treatment documents to respective controlling officers.



[2 Days]

2. Forwarded to CMS Office.



[1 Day] - TRACKING

3. Scrutiny at CMS Office by dealing officer



[2 Days]

4. Forwarded to CMS I/C, BCCL for approval/ non-approval



**IF APPROVED:-**



[2 Days]

Technical/ Medical vetting as per CGHS Rate.



[2 Days]

AF to CMS, BCCL for checking & preparation of Sanction Order.



[2 Days]

Forwarded to CMS, BCCL for approval.



[1 Day]

Forwarded to HOD(Pay), BCCL.



Checking & preparation of Pay-order by dealing officer.



[2 Days]

Indent by dealing officer for fund.

**IF NOT APPROVED:-**

Returned back/ Rejection

Post-fac  
Cal-mor  
clat



(3) (71)

"IN CASE OF AREA" (10 Days)

[Day Zero]

1. Claim submitted by employee along with all treatment documents to respective controlling officer.



2. Forwarded to respective Area Medical Officer for technical scrutiny and CGHS Rates.



[2 Days]

3. Forwarded to respective Area Finance Manager.



[1 Day] - TRACKING

4. Forwarded to respective dealing officer for financial checking.



[2 Days]

5. Forwarded to respective Area Finance Manager.



[1 Day]

6. Forwarded to respective Area General Manager for approval.



[2 Days]

7. Forwarded to respective Area Finance Manager for payment.



[2 Days]

8. Preparation of Pay-order by dealing officer.



9. Preparation of indent by dealing officer for fund.

NB:

- a) Claim Form 2 duly filled in and along with prescription & cash memo duly signed by medical officer of the company in cash memo & medical card/ prescription "Billed & Claimed" with cash memo no. routed through HOD of the employee within 15<sup>th</sup> of the preceding month & payment is to be made through salary slip.
- b) Claims for reimbursement of entitled case who have taken treatment in house company hospital but have incurred expenditure for non-available items like IOL, surgical implant etc. as per CGHS rate or actual rate if CGHS rate is not available.

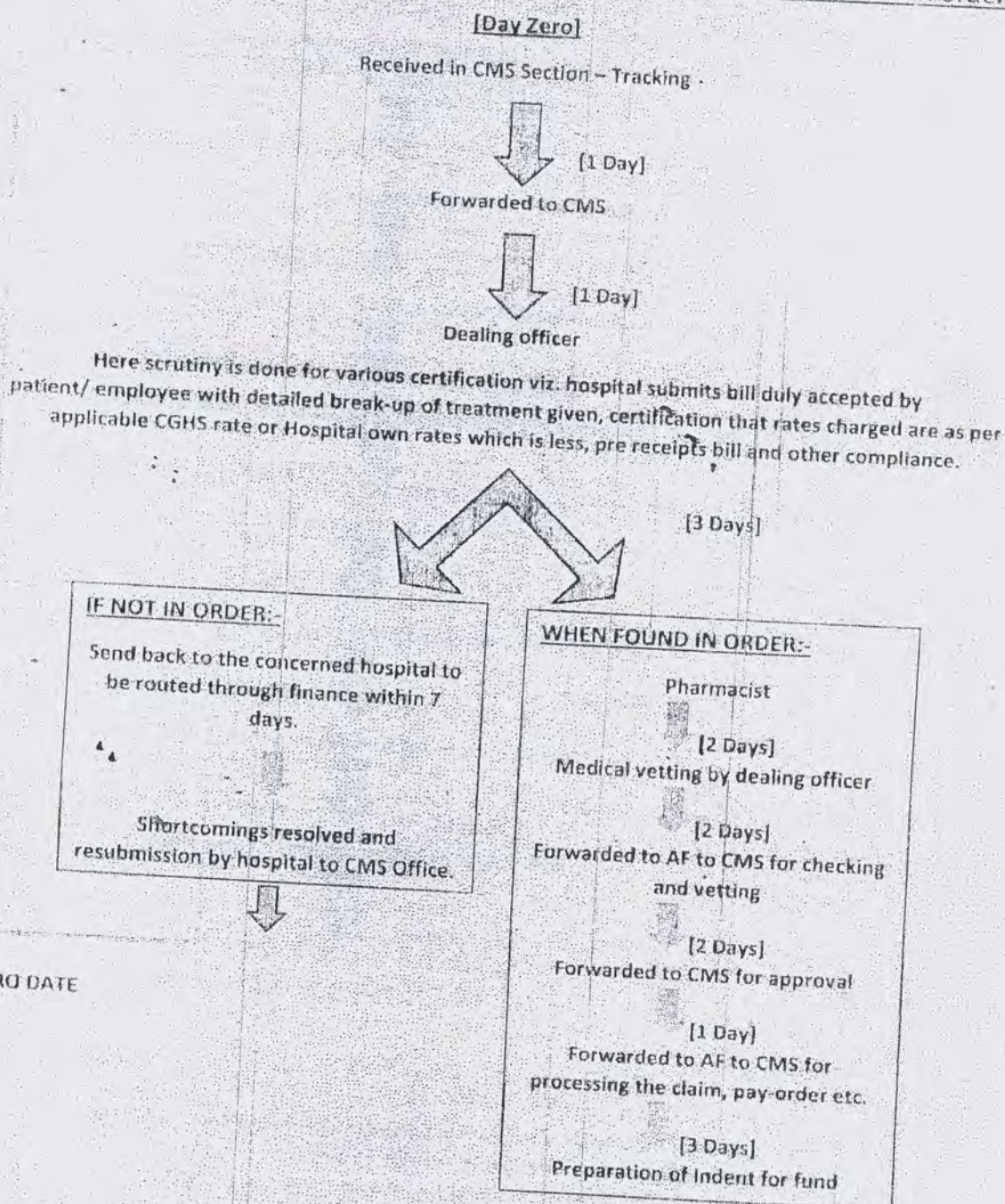
Same procedure followed as 2.

*[Handwritten signatures and initials]*



- c) In case of any shortcoming, required clarification, proposal is sent back by dealing officer to person concerned for clarification/ concerned department.

### 3. HOSPITAL BILLS (TECHNICAL SCRUTINY) CASHLESS (15 days when found in order)





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**4. CPRMSE Claims:-** As per norms all the claim for payment are to be settled within 45 days from submission of bills .

- a) Half Yearly Claims (under CPRMSE):- This is to be submitted on half yearly ending June and December every year to EE deptt.BCCL,HQ.

**Document required:**

I) For the 1<sup>st</sup> claim (additional document required): Mandate duly certified by bank + Cancelled cheque + Copy of Medical card.

II) For subsequent claim: B1 + Life certificate + Copy of Medical card

(14 days)

[Day Zero]

Receiving of claim (EE department) – Bill Tracking



Party master entry (If first claim) including both personal and bank details of retired executives.



[4 Days]

Forwarded to CMS, BCCL



[2 Days]

Forwarded to AF to CMS, BCCL for scrutiny



[1 Day]

Ledger entry



[1 Day]

Pay order entry & Classification (Coalnet)(Punching)



[2 Days]

Ledger maintenance in computer



[2 Days]

→ FINANCE PART

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*



Forwarded for payment



[2 Days]

Preparation of indent for fund

NB:

1. In case of any shortcoming/ required clarification, proposal is sent back to the person concerned and processed on receipt of required clarification.
2. All the activities are done in physical form.

**Claim for treatment undertaken under CPRMSE (B2) or CPRMSNE (Form E&F):-** The claim is to be submitted (before EE Dept., BCCL/CMS Office, HQ, as the case may be) quarterly ending March, June, September and December. (Duly attested by the Employee/Spouse/Nominee).

**Documents Required:**

I) For 1<sup>st</sup> Claim (additional document required): E-Mandate duly certified by bank + cancelled cheque + Copy of Medical card.

II) For subsequent claim:

- a) **Claim under CPRMSE:** Form B2 + Form B3 + Prescription/ Discharge summary (in original) + Related bills (original) + Copy of Medical card. Duly attested by the employee/Spouse/Nominee
- b) **Claim under CPRMSNE:** Form E + Form F + Prescription/ Discharge summary (in original) bill + Related bill (original) + Copy of Medical card. Duly attested by the employee/Spouse/Nominee



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7

Receiving of claim and diarising in respective register (EE Department)

B2 (For retired executive through CMS Office) (14 Days) / *non Executives of NE (HQ) / F*

[Day Zero]

Bill Tracking



Forwarded to CMS, BCCL



[2 Days]

Scrutiny of bill (Dealing Officer)



[2 Days]

ADMISSIBLE

Pharmacist (For Pharmaceutical security)

IF NOT ADMISSIBLE



Scrutinized bill signed by dealing officer (Medical vetting)



[2 Days]

Dealing Assistant/ Accounts personnel (Financial Scrutiny)



[2 Days]

FINANCE - Ledger Checking



[1 Day]

Forwarded to CMS, BCCL for approval



AF to CMS, BCCL



[1 Day]

Ledger Entry



[1 Day]

Pay order entry & classification (Coalnet) (Punching)



Anomaly Board



CMS

If approved

If not appro



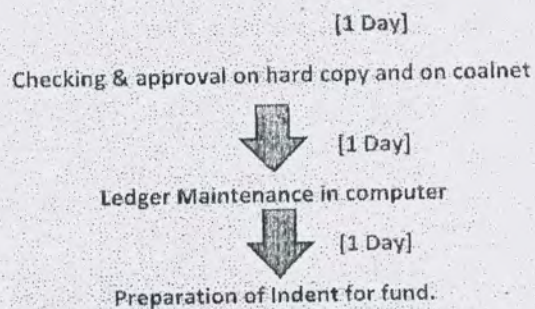
Pharmacist/

Medical vetting

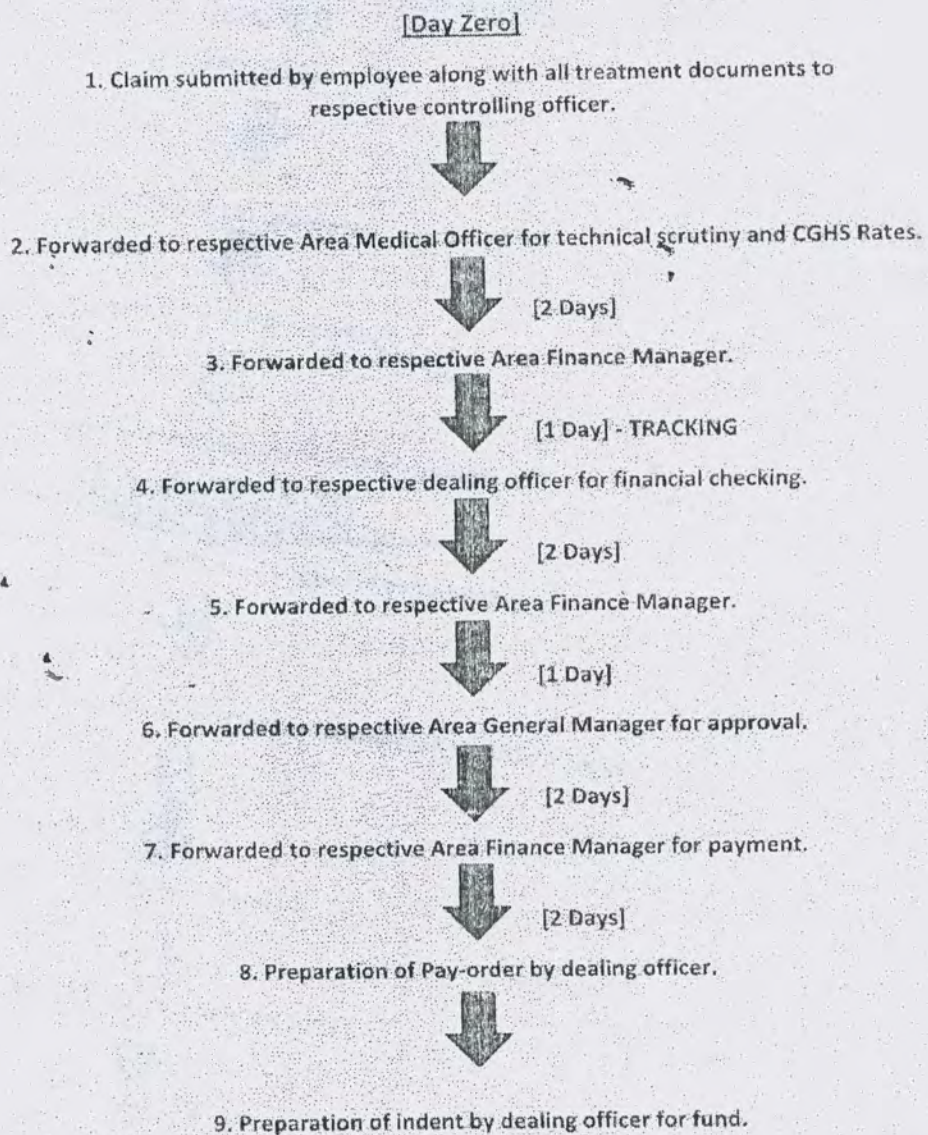
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**[For retired non-executive through AMO's Office for Areas] – (10 Days)**



*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*



भारत कोकिंग कोल लिमिटेड  
(कोल इंडिया लिमिटेड की एक अनुषंगी कंपनी)  
कोयला भवन, कोयला नगर, धनबाद-826005



CIN : U10101JH1972GOI000918  
Contact no. : 0326-2230202  
Fax: 0326-2230202  
Website: www.bcelweb.in  
E-mail: bcelprodhanbad@gmail.com

दिनांक:-

पत्रांक सं०-भा०को०को०लि० /

सेवा में,

श्रीमान/श्रीमती.....

तथाकथित आश्रित स्व०.....

भूतपूर्व....., कर्मी सं०.....

.....कोलियरी/इकाई.....क्षेत्र।

विषय:-संवैदना संदेश

महोदय/महोदया,

भारत कोकिंग कोल लिमिटेड, प्रबंधन को आपके आवेदन/सूचना पत्र दिनांक \_\_\_\_\_ के माध्यम से यह अत्यंत दुःखद समाचार प्राप्त हुआ है कि स्व० \_\_\_\_\_, भू०पू० \_\_\_\_\_, कर्मी सं० \_\_\_\_\_, \_\_\_\_\_कोलियरी, का देहांत दिनांक \_\_\_\_\_ को हो गया है। इस संकट की घड़ी में समस्त भा०को०को०लि० परिवार आपके अपूर्णीय क्षति पर संवेदना प्रकट करता है एवं यह कामना करता है कि आप धैर्य एवं हिम्मत से काम लें।

जैसा की आपको ज्ञात है कि कंपनी के प्रावधानों के अनुसार भू०पू० कर्मी के आश्रित को निम्नलिखित लाभ/सुविधाएँ देय होती हैं:-

1. बेनोवेलेन्ट फंड का भुगतान (सदस्यों के लिए)
2. भविष्य निधि का भुगतान
3. ग्रेच्युटी (उपदान)
4. पारिवारिक पेंशन योजना
5. आर्थिक मुआवजा/ आर्थिक मुआवजा सह लाईव रोस्टर/अनुकंपा नियोजन
6. लाईफ कवर स्कीम

उपरोक्त लाभ देय हेतु आवश्यक आवेदन फार्म की प्रति संलग्न कर दी जा रही है तथा आपसे आग्रह किया जाता है कि यथाशीघ्र अपना आवेदन पूर्ण रूप से भर कर एवं संबंधित पदाधिकारी द्वारा सत्यापन पश्चात् आवश्यक कागजातों के साथ कार्यालय में प्रस्तुत करें, ताकि आगे की कार्यवाही की जा सके।

उक्त संदर्भ में आपको यह सूचित करना है कि आर्थिक मुआवजा/ आर्थिक मुआवजा सह लाईव रोस्टर /अनुकंपा नियोजन हेतु आवेदन की समय-सीमा भू०पू० कर्मी के मृत्यु की तिथि से एक वर्ष निर्धारित की गई है एवं आर्थिक क्षतिपूर्ति की राशि वर्तमान में 26292.97/रुपये मात्र प्रति माह है।

संलग्न:-यथोपरि।

- नोट:-
1. आर्थिक मुआवजा/ आर्थिक मुआवजा सह लाईव रोस्टर / अनुकंपा नियोजन हेतु आवेदन करने की समय-सीमा 01 वर्ष है।
  2. आवेदन फार्म की प्रति एवं अन्य प्रारूप भा०को०को०लि० की website [www.bcelweb.in](http://www.bcelweb.in) के 'DOWNLOAD FORMS' link से भी प्राप्त किया जा सकता है।
  3. उक्त लाभ/सुविधाएँ आश्रित के पात्र पाए जाने पर ही देय होगी।

भवदीय

Kyp  
25/05/2020

Sudh  
25/5/20

कार्मिक पदाधिकारी  
.....कोलियरी/इकाई/क्षेत्र/मुख्यालय



(68) (68)

**Standard Operating Procedure for Processing Compassionate Employment/ Monetary Compensation / Live Roster Cases effective from 01.06.2020**

**UNIT/Colliery Level (Time Limit 30 Days)**

1. On receipt of death certificate of an employee from the family members, a condolence message will be sent by the concerned unit/establishment in-charge along with information to the spouse/ dependent of the deceased for submission of applications in prescribed format for different benefits payable by the Company including compassionate employment or monetary compensation or live roster in lieu of employment as per NCWA. The prescribed proforma/ forms for application along with list of required documents will be displayed on BCCL website ([www.bcclweb.in](http://www.bcclweb.in)) as well as hard copy will be provided to the family on request. It will be the responsibility of the Personnel executives of the unit/establishment to assist the family in completing the proforma applications and will pass suitable guidance. In case of female applicant, the unit personnel executive will give option of monetary compensation to the spouse of the deceased employee and will explain the benefits of monetary compensation specially mentioning the amount.

The family of the deceased must submit the application completed in all respect claiming compassionate appointment or monetary compensation or live roster in lieu of employment as per NCWA within a period of **One Year** from the date of death of the ex-employee failing which it will be presumed that the family is not in need of compassionate appointment or monetary compensation or live roster and the case will be treated as closed with a communication to the family.

On receipt of application for dependent employment or monetary compensation or live roster, a proper receipt will be issued to the applicant under the signature of the personnel executive indicating the date of receipt and the application to be properly diarized and documented.

The application for compassionate employment or monetary compensation or live roster will contain the following documents / certificates which are to be ensured while receiving the applications.

**Table-1**

S/N	List of Documents to be submitted by the claimant, Duly Filled in all respect, (in triplicate) one set each for Unit, Area and HQ
1	Option of the claimant for employment/ monetary compensation/ monetary compensation-cum-live roster.
2	Application Form
3	Attestation Form
4	Identification Certificate issued by B.D.O./C.O./State Authority
5	Verification Roll
6	Identification of Unit/ Area regarding identification of the claimant for employment/ monetary compensation under provision of NCWA
7	Death Certificate of Ex-employee
8	Caste Certificate issued by competent authority (SC/ST/OBC Certificate)
9	Family details certificate issued by BDO/CO/State Authority
10	Educational (SLC)/ Matriculation Certificate & other educational/technical certificates such as ITI, Diploma, B. Tech., MBA/MCA etc. (In case of Illiterate claimants affidavit in prescribed format to be submitted by claimant).
11	NOC/Sponsorship Affidavits of other dependent family member of the ex-employee in favour of the claimant

*Ans*  
25.5.2020

*Dr*  
25/05/2020

*Seal*  
25.5.20



12	Indemnity-cum-Surety bond for genuinity/Identity and relationship with ex-employee, further declaration is to be given that "In case any declaration with regard to educational certificate/caste certificate/death certificate/ family details certificate/police verification etc. is found to be false or fake, at a subsequent stage, the company/employer shall be at liberty to take appropriate legal action including termination from service", executed before executive magistrate along with two sureties and two witnesses of permanent employees, all four having remaining service period of more than 10 years.(in prescribed Performa)
13	Denial of Monetary Compensation (in employment cases only)
14	30 Recent Passport Size Photographs of the claimant (duly attested by Gazette Officer/ state authority)
15	Other Identity documents of the claimant like Aadhaar card, pan card, voter id card etc.
16	Unmarried certificate/ Dependency certificate by BDO/CO/State Authority (in applicable cases only certifying the dependency and residential status)
17	In case School Leaving Certificate is submitted, a certificate from the Headmaster of the school is required regarding recognition of the School dully endorsed by District Education Officer with seal/stamp. (The same should be verified from District Education Officer in due course of time)
18	Indemnity cum Surety bond, affidavit of the claimant, paper publication, BDO certificate are required to be submitted for difference of age/ difference of name (in applicable cases only)
19	Copy of application receipt issued by the Personnel Executive to the claimant.
20	In case of indirect dependents, random spot verification through a committee at unit/establishment level is required to be done to verify the claim of dependency and residential status with ex-employee.

2. On receipt of application, the Unit Personnel Executive must scrutinize the claim file to ensure that information sought in the documents/Formats as above are duly filled in. The Unit Personnel Executive will verify the details from service records, Form-B and other records like CMPF, PS-3, PS-4, Gratuity nomination etc. The Unit Personnel Officer shall immediately send the certificates and attestation form etc. to concerned authorities for necessary verification and copy of such correspondence should be enclosed along with proposal while sending to area.

Unit Personnel Officer shall not wait for the verification report and forward the application and documents as at Table-1 & 2, to Area Personnel Manager duly attested, within a period of Thirty days.

**Table-2**

S/N	In addition to Table-1, List of Documents to be enclosed by Unit before forwarding to Area (Two Sets Each , one for area and one for HQ)
01	All Service records of ex-employee duly updated (Service book, SRE, PS-3, PS-4, Form-F, Form B, Health Card, LTC/LLTC Record, etc.)
02	On Roll Certificate to be issued by unit
03	Deletion Order and Deletion Format for deletion of name from payroll as well as from manpower roll.
04	Copy of letters/ correspondences made by the unit for Death Certificate verification (in cases where death certificate is not issued from Company's Doctor/ Hospital), Family details certificate verification, Educational certificate / Matriculation Certificate verification (SLC/TC to be verified from District Education Officer& Matriculation to be verified from concerned Board), Police verification from Present & Permanent Address

*Amr*  
25.05.2020

*25/05/2020*

*Sudh*  
25-5-20



(166) (55)

Area Level (Time Limit 60 Days)

3. On receipt of employment/ monetary compensation/ live roster, claim file from unit, area concerned will check/ scrutinize the file and discrepancies, if any, are to be corrected/ completed by the Unit. In the meantime, the claimant will be referred to AMB for Initial Medical Examination for ascertaining the medical fitness and assessment of age. Area will ensure that all the relevant documents for IME & assessment of age are to be sent to the AMB. In case of illiterate claimants, area have to ensure the submission of prescribed Performa and affidavit in this regard to AMB for assessment of age. In case of claims of monetary compensation, the claimant is not required to be sent for IME and age to be considered as per service records of ex-employee/ education certificate. In case of any discrepancy of age the claimant may be sent for age assessment after approval of the competent authority.
  4. Medical Board at Koyla Nagar Hospital shall ensure Completion of Initial Medical Examination and age assessment (in illiterate cases) of claimant within one-month period from receipt of the IME Proposal from Area. For early disposal, both area as well as medical board must use e-office/e-mail for correspondence.
  5. **In case of employment cases-** On receipt of IME report and claimant being found medically fit (with age/ DOB as per IME report or Age assessment report), the employment file will be placed before area screening committee for scrutiny and deliberation.  
**In cases of monetary compensation-** The claim files have to be placed before the Area Screening Committee directly as there is no requirement of IME. On being found appropriate/ eligible as per NCWA norms, the area screening committee will recommend the employment/ monetary compensation.
  6. Further, all the relevant columns in old and new checklist are to be filled up by the area concerned alongwith the signature & Seal of the concerned authorities in checklist's and application form. Thereafter the file will be forwarded to the head of MP & R Department at HQ for further processing.
- List of Documents to be enclosed with the employment claim file (to be ensured by Area in addition to the documents mentioned in Table No. 1 and 2)-

Table-3

S/N	List of Documents to be enclosed by the Area.
1	IME Report(s) – Clear copy of IME Report
2	Age assessment Report (if applicable)
3	Area Screening Committee Report, duly recommended by Area General Manager

HQ Level, MP& R Department (Time Limit 60 Days)

7. On receipt of employment claim file from area concerned, MP & R department will check/ scrutinize the file on the above mentioned points and discrepancies if any will be notified to the area concerned which will be corrected/ completed by the Unit/ claimant (as applicable). For purpose of correspondence mode of e-office/ e-mail will be used.
8. In the meantime, details will be sent to the EDP by email/e-office for preparation of EDP checklist and confirmation of deletion of name of ex-employee. EDP to confirm by email/e-office within Seven days.

*Mishra*  
25.05.2020

*25/05/2020*

*Singh*  
25-5-20



9. On receipt of EDP checklist and correction of discrepancies if any, duly corrected/ complete by the Unit/ claimant, the file will be placed before the standing committee for deliberation and recommendation
10. The dealing officer will place the file before standing Committee for employment at HQ and standing committee will examine and recommend the proposal of employment/ monetary compensation/ live roster to HOD MP&R in minimum possible time (Preferably within 10 days). The Standing Committee will also process these claims, subject to any verification (Death Certificate, Educational Certificate, Police Verification etc.), if not received till such time.
11. HOD MP&R will recommend the case and obtain the approval of competent authority. Subsequently, MP&R Department will immediately communicate the letter of approval/ sanction to the General Manager(s) of respective area(s).
12. Area will issue appointment letter within 15 days of issue of approval/ sanction letter from Head Quarter.
13. The whole process for disposal of the claim for dependent employment or monetary compensation under NCWA will be completed within a period of Six months as directed by Hon'ble High court.

#### Regularization of the New appointee

As per NCWA, the dependent employment is being offered as Trainee (Cat-I) for a period of Six Months and are to be regularized after successful completion of Six Months training period. In the meantime, the Unit Personnel Executive must ensure verification of death certificate, educational certificate, identity verification through police authorities on attestation form/ verification roll etc.

On completion of Six months training period a proposal will be initiated by Unit Personnel Executive through project officer to APM of the area along with following documents, duly attested by Unit Personnel Executive, for regularization of the new appointee as General Mazdoor (Cat-I)

1. Copy of sanction letter
2. Copy of appointment letter
3. Copy of Verification report of identity received from Police authorities (Present and permanent address both).
4. Copy of verification report of educational certificate including recognition status of school from District Education Officer for below matriculate certificates.
5. Copy of verification report of family details certificate issued by BDO/State authorities
6. Copy of verification report of death certificate.
7. Performance report for Six months of training period.
8. Copy of Form-B register
9. Copy of Service Book duly entered and signed.
10. Copy of CMPF nomination.
11. Copy of Form-F (Gratuity nomination)
12. Copy of PS-3 & PS-4

Area Personnel Manager, after being satisfied with the above proposal and documents submitted will forward to GM(MP&R), BCCL Head Quarter through Area GM for regularization of the new appointee as General Mazdoor (Cat-I).

As soon as the proposal is received at Head Quarter will be examined from the records of sanction communicated and will be approved by GM (MP&R) and will be communicated to area within Fifteen days.

*Handwritten signature*  
25.05.2020

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25/05/2020

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25.5.20



Notes: -

(58)

- It may be possible that some of the dependents of deceased employees may apply for dependent employment or monetary compensation after the above stipulated period of One Year with some reason or other, the same will be forwarded to GM (P&IR) by unit and area with specific reasons to place before FDs of BCCL for further decision.
2. In case of employment / monetary compensation claims where there is complete difference of name of either claimant or ex-employee or non-disclosure / non availability of name of the claimant in the service records of the ex-employee, police verification (form both present & permanent address) education certificate verification and spot verification (if required) will be mandatory for establishing identity/genuinity/relationship of the claimant before processing.
  3. The claims, wherein the age difference is 5 yrs. or more as per SRE/Service records of ex-employee and educational certificate of the claimant, then Police Verification Report and educational certificate verification report may be obtained compulsorily before processing the said file. Also the DOB of the claimant may be verified from the admission register/school records.
  4. For Non-Matric/Non-recognized institutions certificates produced by the claimant, the age of the claimant should be ascertained only after obtaining Educational Certificate Verification report for genuinity and recognition from Concerned D.E.O.
  5. Processed/Pending employment claim files (Regular claims/Non-litigated claims) may not be kept pending for police verification report and Matric Certificate verification report (For existing/Running cases) provided verifications already sent. The same should be processed after taking Indemnity Bond from the claimant concerned for the aforesaid reasons.
  6. For claimants whose age is more than 35 yrs. (as per Service records of ex-employee) as on date of death of ex-employee, verification of Matric Certificate/Educational Certificates along with attested copy of concerned school admission register must be obtained and DOB must be verified accordingly before processing the said case.
  7. In case of litigation on the following issues, the claim to be dealt on case to case basis as per Merit: -
    - a) No Objection Certificate/Unanimous sponsorship of the family members of the deceased.
    - b) Glaring age difference.
    - c) Non-disclosure of name of the claimant in any of the company records of the ex-employee.
    - d) Multiple Claims received.
    - e) Pending Court Cases etc.

Amis  
25.05.2020.

Ag  
25/05/2020

Sudh  
25-5-20



भारत काकिंग कोल लिमिटेड  
(कोल इंडिया लिमिटेड की एक अनुषंगी कंपनी)  
कोयला भवन, कोयला नगर,  
धनबाद-826005



CIN : U10101JH1972GOI000918  
Contact no. : 0326-2230202  
Fax: 0326-2230202  
Website: www.bcclweb.in  
E-mail: bcclprodhanbad@gmail.com

Ref.No.

Date:-

सेवा में, / To श्री ..... /Sri ..... पुत्र ..... /S/o ..... भूतपूर्व- ..... / Ex- ..... कर्मी संख्या- ..... / Pers.No. .... ..... कोलियरी, ..... क्षेत्र / ..... Colliery ..... पता/Address ग्राम- ..... पो- ..... थाना- ..... जिला - ..... राज्य- ..... Vill- ..... PO: ..... , PS: ..... Dist: ..... State .....	DOB/Age ..... आयु/जन्मतिथि ..... (.....DoB in words.....) (As determined in .....) Edu. Qualification- ..... आधार नंबर : ..... Aadhar No: .....	PHOTO
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विषय:-कटेगरी-1 के आरम्भिक मूलवेतनमान(केवल) पर 6(छ)माह के लिए प्रशिक्षु के पद पर नियुक्ति। सविधिक प्रशिक्षण के सफलतापूर्वक पूर्ण करने के उपरांत आपको पत्रांक: बीसीसीएल/पीए-VI/ ..... दिनांक ..... के अनुसार कंपनी के अनुच्छेद/योजना 9.3.0/9.4.0 के तहत एनसीडब्ल्यूए-X कटेगरी.1 के वेतनमान में नियमित किया जाएगा।

Sub:- Appointment to the post of Trainee, of initial basic wages(only)of Cat-1for a period of 6(six)months. After successful completion of statutory training you will be regularized as Cat-1 employee in the pay scale of Cat-1 of NCWA-X under para/Scheme 9.3.0/9.4.0 of the Company as per the letter No.BCCL/PA-VI/ ..... dated.....

महोदय/Dear Sir,

1.एतद्वारा,भारत सरकार द्वारा यथा स्वीकृत एवं राष्ट्रीय कोयला वेतन समझौता के रूप में कंपनी द्वारा अंगीकृत वेतन बोर्ड अनुशंसा के अनुसार यथा स्वीकार्यता के आधार पर आपको चरित्र एवं पूर्ववृत्त के सत्यापन की शर्त पर प्रशिक्षु कटेगरी.1 के आरम्भिक मूल वेतनमान(केवल) पर के रूप में नियुक्ति हेतु प्रस्ताव दिया जाता है। यदि पुलिस सत्यापन में आपके विरुद्ध किसी भी प्रकार का कोई भी प्रतिकूल तथ्य पाया जाता है तो आपकी यह सेवा तत्काल प्रभाव से निरस्त कर दी जाएगी और आपके विरुद्ध भारतीय नियम एवं कानून के अनुसार अनुशासनात्मक कार्रवाई की जाएगी।

1. Subject to verification of character and antecedent(s), you are hereby offered appointment as 'Trainee' on initial basic wages (only)of Cat-1as admissible according to the wage Board Recommendation as accepted by the Govt. of India and adopted by the Company as National Coal Wage Agreement. In case anything adverse is found as a result of Police Verification your service will be summarily terminated and you will be liable for action under disciplinary rules and law of the land.

2. आपकी यह नियुक्ति 6(छ)माह के परिवीक्षाधीन अवधि के लिए होगी और इस दौरान आपकी सेवा बिना कोई कारण बताए समाप्त की जा सकती है। इस परिवीक्षाधीन अवधि के सफलतापूर्वक पूर्ण करने और इस अवधि के दौरान आपके कार्य एवं आचरण से संबंधित संतोषजनक प्रदर्शन रिपोर्ट प्राप्त होने के उपरांत आपकी सेवा को आगे बढ़ाने पर विचार किया जाएगा।

2. Your appointment is on probation for a period of 06(six) Months and during this period your service will be liable to be terminated without assigning any reason thereof. On successful completion of probation period and on receipt of satisfactory performance report about your work & conduct during the period, your retention for further period will be considered.

कृप्या पल उल्टे/PTO

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3. आप भारत सरकार द्वारा स्वीकृत एवं राष्ट्रीय कोयला वेतन समझौता के रूप में कंपनी द्वारा अंगीकृत वेतन बोर्ड अनुशंसित सेवा शर्तों द्वारा शासित होंगे। जहाँ तक कार्य के घंटे, अवकाश, छुट्टी तथा सेवा की अन्य शर्तों का प्रश्न है, यदि इन्हे वेतन बोर्ड की स्वीकृत अनुशंसाओं के तहत शामिल नहीं किया गया है तो आप कंपनी को उन्हीं प्रमाणित स्थायी आदेशों द्वारा शासित होंगे, जो कंपनी के कामगारों पर लागू होगा और आप पर सेवा की वही शर्त लागू होगी जो कंपनी के कोलियरियों में काम करने वाले टाइम्ड रेटेड वर्कर्स पर लागू होती है। इनमें प्रबंधन द्वारा समय-समय पर निर्गत आदेश भी शामिल हैं। जहाँ तक सेवा के नियम एवं शर्तों का संबंध है, कंपनी या नियुक्ति प्राधिकारी का निर्णय अंतिम होगा।

3. You will be governed by the service conditions as recommended by the Wage Board and accepted by the Government of India and adopted by the Company as National Coal Wage Agreement. As regards working hours, holidays leave and other conditions of services not covered by the accepted recommendation of the Wage Board, you will be governed and ruled by the Certified Standing Orders of the Company, as applicable to workman and by the same terms and conditions of service as applicable to Time Rated workers in the Collieries under the company, subject to such orders as any be issued by the Management from time to time. As regards the terms and conditions of services are concerned, the decision of the company of any authority of the appointing authority shall be final.

4. आपको कंपनी का पूर्णकालीन कर्मचारी माना जाएगा और कंपनी के काम के लिए आवश्यकतानुसार कभी भी एवं कहीं भी नियोजित किया जा सकता है।

4. You will be treated as whole time employee of the company and may be employed in any manner required in connection with the work of the company.

5. आपका स्थानांतरण भारत के किसी भी भाग में स्थापित या स्थापित होने वाले कंपनी के किसी भी कार्यालय / प्रतिष्ठान में किया जा सकता है।

5. Your service will be transferable to any part of India where the company has or may set up its office(s)/establishment(s).

6. यदि आप किसी सरकारी या निजी प्रतिष्ठान में किसी पद पर कार्यरत हैं तो आपको कार्य मुक्ति प्रमाण पत्र [Release Certificate] प्रस्तुत करना होगा।

6. You will have to produce "Release Certificate" in case you are holding a Govt. post or a post under private firm.

7. यह नियुक्ति पत्र इस शर्त के अधीन दिया जाता है कि संबंधित क्षेत्रीय प्रबंधन द्वारा प्रशिक्षु का पुलिस सत्यापन रिपोर्ट (दोनों स्थाई एवं अस्थायी पते से), शैक्षणिक प्रमाण पत्र का सत्यापन, भू0पू0 कर्मी का मृत्यु प्रमाण पत्र का सत्यापन, पारिवारिक प्रमाण पत्र का सत्यापन यथाशीघ्र सुनिश्चित किया जाए एवं उसके पश्चात् ही इनका नियमितकरण मुख्यालय के अनुमोदन के उपरान्त किया जाएगा। उक्त सत्यापन रिपोर्टों में किसी भी प्रकार की प्रतिकूल टिप्पणी मिलने पर बिना किसी नोटिस के प्रशिक्षु की सेवाएँ समाप्त कर दी जाएगी।

7. This appointment letter is issued on the condition that the concerned area management shall obtain police verification reports (from permanent as well as from present address of the trainee) educational certificate verification report, verification report of the death certificate of the ex-employee, verification report of the family detail certificate on priority basis. Thereafter, the trainee will be regularized after getting approval from HQ. If any adverse report will be found against the trainee concerned then his/her services will be terminated without any notice.

8. आपको निर्देश दिया जाता है कि आप अपने कार्य पर योगदान देने के लिए महाप्रबंधक, ..... क्षेत्र को 07 दिनों के अंदर रिपोर्ट करें। आपको यह भी निर्देश दिया जाता है कि इस पत्र के प्राप्त होने के सात दिनों के अंदर अपने कार्य पर योगदान देने की तिथि की सूचना इस कार्यालय को भी दें। यदि निर्धारित अवधि के अंदर आप अपने कार्य पर योगदान देने हेतु रिपोर्ट नहीं करते हैं तो आपकी नियुक्ति निरस्त मानी जाएगी।

8. You are directed to report for your duty to the General Manager, ..... Area within 07 days at the latest. You are however requested to intimate the firm date of joining within seven days from the receipt of this letter. Your appointment stands cancelled if you fail to report for duty within the period indicated therein.

9. आपको कार्य पर योगदान हेतु रिपोर्ट करने के लिए कोई यात्रा भत्ता नहीं दिया जाएगा।

9. No travelling allowance will be paid for the purpose of reporting to duty.

कृप्या पन्ना उल्टे/PTO



10. अपने कार्य पर योगदान देते समय अपने साथ निम्नलिखित दस्तावेजों की मूल प्रति लाएं ।

10. You should bring the following documents in original with the attested copy of each thereof at the time of joining of duty.

i. मैट्रिकुलेशन प्रमाण पत्र तथा आयु एवं शैक्षिक योग्यता(ओं) से संबंधित अन्य दस्तावेज ।

ii. जन्मतिथि प्रमाणित करने के लिए जन्म प्रमाण पत्र (यदि कोई हो तो )

iii. किसी गण्यमान्य व्यक्ति द्वारा निर्गत चरित्र प्रमाणपत्र, जो जिलाधिकारी/सांसद/विधायक/इस कंपनी के किसी स्थायी अधिकारी/केन्द्र एवं राज्य सरकार के राजपत्रित अधिकारी या इससे उपर के अधिकारी द्वारा निर्गत हो।

(i) Matriculation certificate and other credentials providing age and educational qualification(s).

(ii) Birth certificate to prove date of birth (if any).

(iii) Character Certificate from the worthy person not below the rank of Dist. Magistrate/ MP/ MLA/Ar permanent officer of the company, Gazetted Officer of the Central or State Govt.

11. एक से अधिक शादी के मामले में आपको एक घोषणा पत्र देना होगा ।

11. You shall have to give a declaration in regard to plural marriage.

12. यदि किसी भी समय यह पाया जाता है कि आपके या आपके प्रायोजक (को) द्वारा दिया गया कथन गलत है तो आपकी सेवा बिना कोई कारण बताए तत्काल प्रभाव से निरस्त कर दी जाएगी ।

12. If at any time, it is found that statement(s) given by you or your sponsor(s) is incorrect, your services stand terminated without assigning any reason thereof.

सक्षम प्राधिकारी के अनुमोदन से निर्गत।

This issues with the approval of the Competent Authority.

महाप्रबंधक.....क्षेत्र/General Manager.....A

प्रतिलिपि /Copy to:

1. महाप्रबंधक ..... क्षेत्र/General Manager,.....Area
2. क्षेत्रीय कार्मिक प्रबंधक,..... क्षेत्र/Area Personnel Manager,..... Area along with employment papers containing ----- pages.
3. परियोजना पदाधिकारी,..... कोलियरी/Project Officer, ..... Colliery,
4. उप प्रबंधक(कार्मिक) श्रमशक्ति एवं नियोजन बीसीसीएल, कोयला भवन, धनबाद/Dy.Manager (P/MP&R), BCCL Koyla Bhawan Dhanbad.
5. नियुक्ति संचिका /Appointment file.
6. सेवा संचिका /Service file.



(663) 56

BEFORE THE EXECUTIVE MAGISTRATE AT DHANBAD

INDEMNITY BOND

This indemnity bond is made and executed at Dhanbad on this.....day of.....202\_ by Sri/Smt./Miss....., S/W/D/o Lt....., Ex- resident of....., aged about..... permanent resident of....., P.O....., Dist....., at present residing at....., Colliery, P.O....., P.S....., Dist....., State....., herein called the "PROMISSOR" which expression shall include all the heirs, legal representatives and assigns of the FIRST PARTY.

AND

Sri/Smt/Miss....., Son/Wife/Daughter of ..... aged about ..... years, presently posted at..... Colliery/Area of M/s BCCL having his P.No ..... , DOB-....., Date of Appointment.....and CMPF No..... Posted as.....and residing at ..... P.O ..... Distt: .....herein called the Surety No-1 (SECOND PARTY 1)

AND

Sri/Smt/Miss ..... , Son/Wife/Daughter of ..... , aged about ..... years, presently posted at..... Colliery/Area of M/s BCCL having his P.No ..... , DOB-....., Date of appointment.....and CMPF No ..... , posted as.....and residing at ..... P.O ..... Distt: .....herein called the Surety No.2 (SECOND PARTY 2)

AND

In favour of Bharat Coking Coal Limited, a Govt. Company registered under Company Act having its registered office at Koyla Bhawan, P.O. BCCL Township, Distt. Dhanbad hereinafter called the employer (THIRD PARTY).

Whereas Lt....., is the Father/Mother of the PROMISSOR who was a permanent employee of M/s B.C.C.L having his P. No.....& C.M.P.F. No....., posted at ..... under....., Lt..... was died on..... his/her wife/son/mother has sponsored the name of PROMISSOR for employment in the BCCL management of the Third Party as per NCWA.

Whereas we the PROMISSOR and the SURETIES agree to indemnify that the employer may take legal action including dismissal from service in the event of anything wrong or false is found in future with regard to the following declaration:-

Whereas I hereby declare that if any declaration/documents submitted by me including Death Certificate, Family Details Certificate, Educational Certificate/Caste Certificate & declaration made by me in Application Form, Identification Certificate, Verification Roll, Attestation Form,

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Identification Certificate issued by Unit are found to be False/fake/forged at a subsequent stage then Company/Employer shall be at liberty to take appropriate Legal action against me including termination from service.

Whereas I hereby also declare that if any declaration with regard to Police Verification is found to be false or fake at a subsequent stage or Police verification Report in respect of my genuinity and identity from Permanent/ Present Address is found to be otherwise/not satisfactory and if it is found that any case is pending against me then I will be held responsible and Company/Employer shall be at liberty to take appropriate Legal action against me including termination from service.

Whereas passport size photograph of the PROMISSOR is affixed above for proper identification.

Whereas we the PROMISSOR and the SURETIES do hereby undertake the responsibility of Identity of the claimant & genuiness of the relationship as Son/Unmarried Daughter/Wife and father/mother/Husband.

In witness thereof the parties hereto put their respective signatures in this bond at Dhanbad on the date, month and year mentioned above.

Witnesses:-

1.....

2.....

Signature of Promissor

Signature of Sureties

1.....

P. No.....

2.....

P. No.....

Identified by

Advocate

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**BHARAT COKING COAL LIMITED**

**'A Mini Ratna Company'**  
(A Subsidiary of Coal India Limited)  
Koyla Bhawan, Koyla Nagar  
Dhanbad- 826005  
Jharkhand.

CIN : U10101JH1972GOI000918  
Contact no. : 0326.2230202  
Fax: 0326.2230202  
Website: www.bccl.gov.in  
E-mail: bcclprodhanbad@gmail.com

Ref. No. BCCL/HQ/MP&R/2020/ 1950-89 (R)

Date- 25.05.2020  
५३

To,  
1. The All Area General Managers.  
2. GM (P)- NEE, BCCL



**Subject: SOP for processing Compassionate employment /Monetary Compensation/ Live Roster cases w.e.f 01.06.2020**

Dear Sir,

Please find herewith the "SOP for processing Compassionate employment /Monetary Compensation/ Live Roster cases under the provision of NCWA". The necessary enclosures/formats as approved in FDs meeting held on 09.05.2020 is enclosed alongwith. It is therefore required to ensure the compliance of the guideline as per SOP, W.E.F from 01.06.2020.

This is for information and uniform implementation please.

Encl:-

- A. SOP- Contains 05 pages.
- B. Condolence Message-01 Page
- C. Draft Appointment letters-Contains 03 Pages

General Manager (P) MP&R  
Koyla Bhawan

Copy to:

- 1. Functional Directors- BCCL- For kind information.
- 2. TS to CMD-BCCL/D(P)-BCCL/D(T)-OP BCCL/D(T)-P&P-BCCL/CYO-BCCL
- 3. Company Sectt.- BCCL
- 4. GM-Systems- With a request to upload the prescribed proforma/Forms with list of required documents on BCCL website.
- 5. All Area Personnel Managers- With advice for uniform implementation.





पत्रांक सं०-भा०को०को०लि० /

दिनांक:-

सेवा में,

श्रीमान/श्रीमती.....

तथाकथित आश्रित स्व०.....

भूतपूर्व....., कर्मी सं०.....

.....कोलियरी/इकाई.....क्षेत्र।

विषय:-संवेदना संदेश

महोदय/महोदया,

भारत कोकिंग कोल लिमिटेड, प्रबंधन को आपके आवेदन/सूचना पत्र दिनांक \_\_\_\_\_ के माध्यम से यह अत्यंत दुःखद समाचार प्राप्त हुआ है कि स्व० \_\_\_\_\_, भू०पू० \_\_\_\_\_, कर्मी सं० \_\_\_\_\_, \_\_\_\_\_कोलियरी, का देहांत दिनांक \_\_\_\_\_ को हो गया है। इस संकट की घड़ी में समस्त भा०को०को०लि० परिवार आपके अपूर्णीय क्षति पर संवेदना प्रकट करता है एवं यह कामना करता है कि आप धैर्य एवं हिम्मत से काम लें।

जैसा की आपको ज्ञात है कि कंपनी के प्रावधानों के अनुसार भू०पू० कर्मी के आश्रित को निम्नलिखित लाभ/सुविधाएँ देय होती हैं:-

1. बेनोवेलेन्ट फंड का भुगतान (सदस्यों के लिए)
2. भविष्य निधि का भुगतान
3. ग्रेच्युटी (उपदान)
4. पारिवारिक पेंशन योजना
5. आर्थिक मुआवजा/ आर्थिक मुआवजा सह लाईव रोस्टर/अनुकंपा नियोजन
6. लाईफ कवर स्कीम

उपरोक्त लाभ देय हेतु आवश्यक आवेदन फार्म की प्रति संलग्न कर दी जा रही है तथा आपसे आग्रह किया जाता है कि यथाशीघ्र अपना आवेदन पूर्ण रूप से भर कर एवं संबंधित पदाधिकारी द्वारा सत्यापन पश्चात् आवश्यक कागजातों के साथ कार्यालय में प्रस्तुत करें, ताकि आगे की कार्यवाही की जा सके।

उक्त संदर्भ में आपको यह सूचित करना है कि आर्थिक मुआवजा/ आर्थिक मुआवजा सह लाईव रोस्टर /अनुकंपा नियोजन हेतु आवेदन की समय-सीमा भू०पू० कर्मी के मृत्यु की तिथि से एक वर्ष निर्धारित की गई है एवं आर्थिक क्षतिपूर्ति की राशि वर्तमान में 26292.97/रुपये मात्र प्रति माह है।

संलग्न:-यथोपरि।

- नोट:-
1. आर्थिक मुआवजा/ आर्थिक मुआवजा सह लाईव रोस्टर / अनुकंपा नियोजन हेतु आवेदन करने की समय-सीमा 01 वर्ष है।
  2. आवेदन फार्म की प्रति एवं अन्य प्रारूप भा०को०को०लि० की website [www.bcclweb.in](http://www.bcclweb.in) के 'DOWNLOAD FORMS' link से भी प्राप्त किया जा सकता है।
  3. उक्त लाभ/सुविधाएँ आश्रित के पात्र पाए जाने पर ही देय होगी।

भवदीय

Kyp  
25/05/2020

Sushil  
25-5-20

कार्मिक पदाधिकारी  
.....कोलियरी/इकाई/क्षेत्र/मुख्यालय



**Standard Operating Procedure for Processing Compassionate Employment/ Monetary Compensation / Live Roster Cases effective from 01.06.2020**

**UNIT/Colliery Level (Time Limit 30 Days)**

1. On receipt of death certificate of an employee from the family members, a condolence message will be sent by the concerned unit/establishment in-charge along with information to the spouse/ dependent of the deceased for submission of applications in prescribed format for different benefits payable by the Company including compassionate employment or monetary compensation or live roster in lieu of employment as per NCWA. The prescribed proforma/ forms for application along with list of required documents will be displayed on BCCL website ([www.bcclweb.in](http://www.bcclweb.in)) as well as hard copy will be provided to the family on request. It will be the responsibility of the Personnel executives of the unit/establishment to assist the family in completing the proforma applications and will pass suitable guidance. In case of female applicant, the unit personnel executive will give option of monetary compensation to the spouse of the deceased employee and will explain the benefits of monetary compensation specially mentioning the amount.

The family of the deceased must submit the application completed in all respect claiming compassionate appointment or monetary compensation or live roster in lieu of employment as per NCWA within a period of **One Year** from the date of death of the ex-employee failing which it will be presumed that the family is not in need of compassionate appointment or monetary compensation or live roster and the case will be treated as closed with a communication to the family.

On receipt of application for dependent employment or monetary compensation or live roster, a proper receipt will be issued to the applicant under the signature of the personnel executive indicating the date of receipt and the application to be properly diarized and documented.

The application for compassionate employment or monetary compensation or live roster will contain the following documents / certificates which are to be ensured while receiving the applications.

**Table-1**

S/N	List of Documents to be submitted by the claimant, Duly Filled in all respect, (in triplicate) one set each for Unit, Area and HQ
1	Option of the claimant for employment/ monetary compensation/ monetary compensation-cum-live roster.
2	Application Form
3	Attestation Form
4	Identification Certificate issued by B.D.O./C.O./State Authority
5	Verification Roll
6	Identification of Unit/ Area regarding identification of the claimant for employment/ monetary compensation under provision of NCWA
7	Death Certificate of Ex-employee
8	Caste Certificate issued by competent authority (SC/ST/OBC Certificate)
9	Family details certificate issued by BDO/CO/State Authority
10	Educational (SLC)/ Matriculation Certificate & other educational/technical certificates such as ITI, Diploma, B. Tech., MBA/MCA etc. (In case of Illiterate claimants affidavit in prescribed format to be submitted by claimant).
11	NOC/Sponsorship Affidavits of other dependent family member of the ex-employee in favour of the claimant

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25.5.2020

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25/05/2020

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25.5.20



12	Indemnity-cum-Surety bond for genuinity/Identity and relationship with ex-employee, further declaration is to be given that "In case any declaration with regard to educational certificate/caste certificate/death certificate/ family details certificate/police verification etc. is found to be false or fake, at a subsequent stage, the company/employer shall be at liberty to take appropriate legal action including termination from service", executed before executive magistrate along with two sureties and two witnesses of permanent employees, all four having remaining service period of more than 10 years.(in prescribed Performa)
13	Denial of Monetary Compensation (in employment cases only)
14	30 Recent Passport Size Photographs of the claimant (duly attested by Gazette Officer/ state authority)
15	Other Identity documents of the claimant like Aadhaar card, pan card, voter id card etc.
16	Unmarried certificate/ Dependency certificate by BDO/CO/State Authority (in applicable cases only certifying the dependency and residential status)
17	In case School Leaving Certificate is submitted, a certificate from the Headmaster of the school is required regarding recognition of the School dully endorsed by District Education Officer with seal/stamp. (The same should be verified from District Education Officer in due course of time)
18	Indemnity cum Surety bond, affidavit of the claimant, paper publication, BDO certificate are required to be submitted for difference of age/ difference of name (in applicable cases only)
19	Copy of application receipt issued by the Personnel Executive to the claimant.
20	In case of indirect dependents, random spot verification through a committee at unit/establishment level is required to be done to verify the claim of dependency and residential status with ex-employee.

2. On receipt of application, the Unit Personnel Executive must scrutinize the claim file to ensure that information sought in the documents/Formats as above are duly filled in. The Unit Personnel Executive will verify the details from service records, Form-B and other records like CMPF, PS-3, PS-4, Gratuity nomination etc. The Unit Personnel Officer shall immediately send the certificates and attestation form etc. to concerned authorities for necessary verification and copy of such correspondence should be enclosed along with proposal while sending to area.

Unit Personnel Officer shall not wait for the verification report and forward the application and documents as at Table-1 & 2, to Area Personnel Manager duly attested, within a period of **Thirty days**.

**Table-2**

S/N	In addition to Table-1, List of Documents to be enclosed by Unit before forwarding to Area (Two Sets Each , one for area and one for HQ)
01	All Service records of ex-employee duly updated (Service book, SRE, PS-3, PS-4, Form-F, Form B, Health Card, LTC/LLTC Record, etc.)
02	On Roll Certificate to be issued by unit
03	Deletion Order and Deletion Format for deletion of name from payroll as well as from manpower roll.
04	Copy of letters/ correspondences made by the unit for Death Certificate verification (in cases where death certificate is not issued from Company's Doctor/ Hospital), Family details certificate verification, Educational certificate / Matriculation Certificate verification (SLC/TC to be verified from District Education Officer& Matriculation to be verified from concerned Board), Police verification from Present & Permanent Address

*Amr*  
25.05.2020

*Shy*  
25/05/2020

*Sudh*  
25-5-20



**Area Level (Time Limit 60 Days)**

3. On receipt of employment/ monetary compensation/ live roster, claim file from unit, area concerned will check/ scrutinize the file and discrepancies, if any, are to be corrected/ completed by the Unit. In the meantime, the claimant will be referred to AMB for Initial Medical Examination for ascertaining the medical fitness and assessment of age. Area will ensure that all the relevant documents for IME & assessment of age are to be sent to the AMB. In case of illiterate claimants, area have to ensure the submission of prescribed Performa and affidavit in this regard to AMB for assessment of age. In case of claims of monetary compensation, the claimant is not required to be sent for IME and age to be considered as per service records of ex-employee/ education certificate. In case of any discrepancy of age the claimant may be sent for age assessment after approval of the competent authority.
4. Medical Board at Koyla Nagar Hospital shall ensure Completion of Initial Medical Examination and age assessment (in illiterate cases) of claimant within one-month period from receipt of the IME Proposal from Area. For early disposal, both area as well as medical board must use e-office/e-mail for correspondence.
5. **In case of employment cases-** On receipt of IME report and claimant being found medically fit (with age/ DOB as per IME report or Age assessment report), the employment file will be placed before area screening committee for scrutiny and deliberation.  
**In cases of monetary compensation-** The claim files have to be placed before the Area Screening Committee directly as there is no requirement of IME. On being found appropriate/ eligible as per NCWA norms, the area screening committee will recommend the employment/ monetary compensation.
6. Further, all the relevant columns in old and new checklist are to be filled up by the area concerned alongwith the signature & Seal of the concerned authorities in checklist's and application form. Thereafter the file will be forwarded to the head of MP & R Department at HQ for further processing.

List of Documents to be enclosed with the employment claim file (to be ensured by Area in addition to the documents mentioned in Table No. 1 and 2)-

**Table-3**

S/N	List of Documents to be enclosed by the Area.
1	IME Report(s) – Clear copy of IME Report
2	Age assessment Report (if applicable)
3	Area Screening Committee Report, duly recommended by Area General Manager

**HQ Level, MP& R Department (Time Limit 60 Days)**

7. On receipt of employment claim file from area concerned, MP & R department will check/ scrutinize the file on the above mentioned points and discrepancies if any will be notified to the area concerned which will be corrected/ completed by the Unit/ claimant (as applicable). For purpose of correspondence mode of e-office/ e-mail will be used.
8. In the meantime, details will be sent to the EDP by email/e-office for preparation of EDP checklist and confirmation of deletion of name of ex-employee. EDP to confirm by email/e-office within Seven days.

*Muz*  
25.05.2020

*25/05/2020*

*Singh*  
25-5-20



- Notes:- It may be employment
9. On receipt of EDP checklist and correction of discrepancies if any, duly corrected/ completed by the Unit/ claimant, the file will be placed before the standing committee for deliberation and recommendation
  10. The dealing officer will place the file before standing Committee for employment at HQ and standing committee will examine and recommend the proposal of employment/ monetary compensation/ live roster to HOD MP&R in minimum possible time (Preferably within 10 days). The Standing Committee will also process these claims, subject to any verification (Death Certificate, Educational Certificate, Police Verification etc.), if not received till such time.
  11. HOD MP&R will recommend the case and obtain the approval of competent authority. Subsequently, MP&R Department will immediately communicate the letter of approval/ sanction to the General Manager(s) of respective area(s).
  12. Area will issue appointment letter within 15 days of issue of approval/ sanction letter from Head Quarter.
  13. The whole process for disposal of the claim for dependent employment or monetary compensation under NCWA will be completed within a period of **Six months** as directed by Hon'ble High court.

#### Regularization of the New appointee

As per NCWA, the dependent employment is being offered as Trainee (Cat-I) for a period of Six Months and are to be regularized after successful completion of Six Months training period. In the meantime, the Unit Personnel Executive must ensure verification of death certificate, educational certificate, identity verification through police authorities on attestation form/ verification roll etc. On completion of Six months training period a proposal will be initiated by Unit Personnel Executive through project officer to APM of the area along with following documents, duly attested by Unit Personnel Executive, for regularization of the new appointee as General Mazdoor (Cat-I)

1. Copy of sanction letter
2. Copy of appointment letter
3. Copy of Verification report of identity received from Police authorities (Present and permanent address both).
4. Copy of verification report of educational certificate including recognition status of school from District Education Officer for below matriculate certificates.
5. Copy of verification report of family details certificate issued by BDO/State authorities
6. Copy of verification report of death certificate.
7. Performance report for Six months of training period.
8. Copy of Form-B register
9. Copy of Service Book duly entered and signed.
10. Copy of CMPF nomination.
11. Copy of Form-F (Gratuity nomination)
12. Copy of PS-3 & PS-4

Area Personnel Manager, after being satisfied with the above proposal and documents submitted will forward to GM(MP&R), BCCL Head Quarter through Area GM for regularization of the new appointee as General Mazdoor (Cat-I).

As soon as the proposal is received at Head Quarter will be examined from the records of sanction communicated and will be approved by GM (MP&R) and will be communicated to area within **Fifteen days**.

*Munib*  
25.05.2020

*25/05/2020*

*Sundar*  
25-5-20



Notes: -

1. It may be possible that some of the dependents of deceased employees may apply for dependent employment or monetary compensation after the above stipulated period of One Year with some reason or other, the same will be forwarded to GM (P&IR) by unit and area with specific reasons to place before FDs of BCCL for further decision.
2. In case of employment / monetary compensation claims where there is complete difference of name of either claimant or ex-employee or non-disclosure / non availability of name of the claimant in the service records of the ex-employee, police verification (form both present & permanent address) education certificate verification and spot verification (if required) will be mandatory for establishing identity/genuinity/relationship of the claimant before processing.
3. The claims, wherein the age difference is 5 yrs. or more as per SRE/Service records of ex-employee and educational certificate of the claimant, then Police Verification Report and educational certificate verification report may be obtained compulsorily before processing the said file. Also the DOB of the claimant may be verified from the admission register/school records.
4. For Non-Matric/Non-recognized institutions certificates produced by the claimant, the age of the claimant should be ascertained only after obtaining Educational Certificate Verification report for genuinity and recognition from Concerned D.E.O.
5. Processed/Pending employment claim files (Regular claims/Non-litigated claims) may not be kept pending for police verification report and Matric Certificate verification report (For existing/Running cases) provided verifications already sent. The same should be processed after taking Indemnity Bond from the claimant concerned for the aforesaid reasons.
6. For claimants whose age is more than 35 yrs. (as per Service records of ex-employee) as on date of death of ex-employee, verification of Matric Certificate/Educational Certificates along with attested copy of concerned school admission register must be obtained and DOB must be verified accordingly before processing the said case.
7. In case of litigation on the following issues, the claim to be dealt on case to case basis as per Merit: -
  - a) No Objection Certificate/Unanimous sponsorship of the family members of the deceased.
  - b) Glaring age difference.
  - c) Non-disclosure of name of the claimant in any of the company records of the ex-employee.
  - d) Multiple Claims received.
  - e) Pending Court Cases etc.

*Mus*  
25.05.2020.

*25/05/2020*

*Sudh*  
25-5-20



भारत कोकिंग कोल लिमिटेड  
(कोल इंडिया लिमिटेड की एक अनुषंगी कंपनी)  
कोयला भवन, कोयला नगर,  
धनबाद-826005



CIN : U10101JH1972GOI000918  
Contact no. : 0326-2230202  
Fax: 0326-2230202  
Website: www.bclweb.in  
E-mail: bclprodhanbad@gmail.com

Ref.No.

Date:-

सेवा में, / To श्री ..... /Sri ..... पुत्र ..... /S/o ..... भूतपूर्व- ..... / Ex- ..... कर्मी संख्या- ..... / Pers.No. .... कोलियरी- ..... क्षेत्र / ..... Colliery ..... पता/Address ग्राम- ..... पो- ..... थाना- ..... जिला - ..... राज्य- ..... Vill- ..... , PO: ..... , PS: ..... Dist: ..... State .....	DOB/Age ..... आयु / जन्मतिथि ..... (.....DoB in words.....) (As determined in .....) Edu. Qualification- ..... आधार नंबर : ..... Aadhar No: .....	PHOTO
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विषय:-कटेगरी-1 के आरम्भिक मूलवेतनमान(केवल) पर 6(छः)माह के लिए प्रशिक्षु के पद पर नियुक्ति। सविधिक प्रशिक्षण के सफलतापूर्वक पूर्ण करने के उपरांत आपको पत्रांक: बीसीसीएल/पीए-VI/ ..... दिनांक ..... के अनुसार कंपनी के अनुच्छेद/योजना 9.3.0/9.4.0 के तहत एनसीडब्ल्यूए-X कटेगरी.1 के वेतनमान में नियमित किया जाएगा।

Sub:- Appointment to the post of Trainee, of initial basic wages(only)of Cat-1for a period of 6(six)months. After successful completion of statutory training you will be regularized as Cat-1 employee in the pay scale of Cat-1 of NCWA-X under para/Scheme 9.3.0/9.4.0 of the Company as per the letter No.BCCL/PA-VI/ ..... dated.....

महोदय/Dear Sir,

1.एतद्वारा,भारत सरकार द्वारा यथा स्वीकृत एवं राष्ट्रीय कोयला वेतन समझौता के रूप में कंपनी द्वारा अंगीकृत वेतन बोर्ड अनुशंसा के अनुसार यथा स्वीकार्यता के आधार पर आपको चरित्र एवं पूर्ववृत्त के सत्यापन की शर्त पर प्रशिक्षु, कटेगरी.1 के आरम्भिक मूल वेतनमान(केवल) पर के रूप में नियुक्ति हेतु प्रस्ताव दिया जाता है। यदि पुलिस सत्यापन में आपके विरुद्ध किसी भी प्रकार का कोई भी प्रतिकूल तथ्य पाया जाता है तो आपकी यह सेवा तत्काल प्रभाव से निरस्त कर दी जाएगी और आपके विरुद्ध भारतीय नियम एवं कानून के अनुसार अनुशासनात्मक कार्रवाई की जाएगी।

1. Subject to verification of character and antecedent(s), you are hereby offered appointment as 'Trainee' on initial basic wages (only)of Cat-1as admissible according to the wage Board Recommendation as accepted by the Govt. of India and adopted by the Company as National Coal Wage Agreement. In case anything adverse is found as a result of Police Verification your service will be summarily terminated and you will be liable for action under disciplinary rules and law of the land.

2. आपकी यह नियुक्ति 6(छः)माह के परिवीक्षाधीन अवधि के लिए होगी और इस दौरान आपकी सेवा बिना कोई कारण बताए समाप्त की जा सकती है। इस परिवीक्षाधीन अवधि के सफलतापूर्वक पूर्ण करने और इस अवधि के दौरान आपके कार्य एवं आचरण से संबंधित संतोषजनक प्रदर्शन रिपोर्ट प्राप्त होने के उपरांत आपकी सेवा को आगे बढ़ाने पर विचार किया जाएगा।

2. Your appointment is on probation for a period of 06(six) Months and during this period your service will be liable to be terminated without assigning any reason thereof. On successful completion of probation period and on receipt of satisfactory performance report about your work & conduct during the period, your retention for further period will be considered.

कृप्या पन्न उत्ते./PTO



3. आप भारत सरकार द्वारा स्वीकृत एवं राष्ट्रीय कोयला वेतन समझौता के रूप में कंपनी द्वारा अंगीकृत वेतन बोर्ड अनुशंसित सेवा शर्तों द्वारा शासित होंगे। जहाँ तक कार्य के घंटे, अवकाश, छुट्टी तथा सेवा की अन्य शर्तों का प्रश्न है, यदि इन्हे वेतन बोर्ड की स्वीकृत अनुशंसाओं के तहत शामिल नहीं किया गया है तो आप कंपनी के उन्ही प्रमाणित रथायी आदेशों द्वारा शासित होंगे, जो कंपनी के कामगारों पर लागू होगा और आप पर सेवा की वही शर्तें लागू होंगी जो कंपनी के कोलियरियों में काम करने वाले टाइम रेटेड कर्मचारियों पर लागू होती हैं। इनमें प्रबंधन द्वारा समय-समय पर निर्गत आदेश भी शामिल हैं। जहाँ तक सेवा के नियम एवं शर्तों का संबंध है, कंपनी या नियुक्ति प्राधिकारी का निर्णय अंतिम होगा।

3. Your will be governed by the service conditions as recommended by the Wage Board and accepted by the Government of India and adopted by the Company as National Coal Wage Agreement. As regards working hours, holidays leave and other conditions of services not covered by the accepted recommendation of the Wage Board, you will be governed and ruled by the Certified Standing Orders of the Company, as applicable to workman and by the same terms and conditions of service as applicable to Time Rated workers in the Collieries under the company, subject to such orders as any be issued by the Management from time to time. As regards the terms and conditions of services are concerned, the decision of the company of any authority of the appointing authority shall be final.

4. आपको कंपनी का पूर्णकालीन कर्मचारी माना जाएगा और कंपनी के काम के लिए आवश्यकतानुसार कभी भी एवं कहीं भी नियोजित किया जा सकता है।

4. You will be treated as whole time employee of the company and may be employed in any manner required in connection with the work of the company.

5. आपका स्थानांतरण भारत के किसी भी भाग में स्थापित या स्थापित होने वाले कंपनी के किसी भी कार्यालय / प्रतिष्ठान में किया जा सकता है।

5. Your service will be transferable to any part of India where the company has or may set up its office(s)/establishment(s).

6. यदि आप किसी सरकारी या निजी प्रतिष्ठान में किसी पद पर कार्यरत हैं तो आपको कार्य मुक्ति प्रमाण पत्र [Release Certificate] प्रस्तुत करना होगा।

6. You will have to produce "Release Certificate" in case you are holding a Govt. post or a post under private firm.

7. यह नियुक्ति पत्र इस शर्त के अधीन दिया जाता है कि संबंधित क्षेत्रीय प्रबंधन द्वारा प्रशिक्षु का पुलिस सत्यापन रिपोर्ट (दोनों स्थाई एवं अस्थायी पते से), शैक्षणिक प्रमाण पत्र का सत्यापन, भू-पू-कर्म का मृत्यु प्रमाण पत्र का सत्यापन, पारिवारिक प्रमाण पत्र का सत्यापन यथाशीघ्र सुनिश्चित किया जाए एवं उसके पश्चात् ही इनका नियमितकरण मुख्यालय के अनुमोदन के उपरान्त किया जाएगा। उक्त सत्यापन रिपोर्टों में किसी भी प्रकार की प्रतिकूल टिप्पणी मिलने पर बिना किसी नोटिस के प्रशिक्षु की सेवाएँ समाप्त कर दी जाएगी।

7. This appointment letter is issued on the condition that the concerned area management shall obtain police verification reports (from permanent as well as from present address of the trainee) educational certificate verification report, verification report of the death certificate of the ex-employee, verification report of the family detail certificate on priority basis. Thereafter, the trainee will be regularized after getting approval from HQ. If any adverse report will be found against the trainee concerned then his/her services will be terminated without any notice.

8. आपको निर्देश दिया जाता है कि आप अपने कार्य पर योगदान देने के लिए महाप्रबंधक, ..... क्षेत्र को 07 दिनों के अंदर रिपोर्ट करें। आपको यह भी निर्देश दिया जाता है कि इस पत्र के प्राप्त होने के सात दिनों के अंदर अपने कार्य पर योगदान देने की तिथि की सूचना इस कार्यालय को भी दें। यदि निर्धारित अवधि के अंदर आप अपने कार्य पर योगदान देने हेतु रिपोर्ट नहीं करते हैं तो आपकी नियुक्ति निरस्त मानी जाएगी।

8. You are directed to report for your duty to the General Manager, ..... Area within 07 days at the latest. You are however requested to intimate the firm date of joining within seven days from the receipt of this letter. Your appointment stands cancelled if you fail to report for duty within the period indicated therein.

9. आपको कार्य पर योगदान हेतु रिपोर्ट करने के लिए कोई यात्रा भत्ता नहीं दिया जाएगा।

9. No travelling allowance will be paid for the purpose of reporting to duty.

कृपया पन्न उल्टे/PTO



10.अपने कार्य पर योगदान देते समय अपने साथ निम्नलिखित दस्तावेजों की मूल प्रति लाएँ ।

10.You should bring the following documents in original with the attested copy of each thereof at the time of joining of duty.

- i.मैट्रिकुलेशन प्रमाण पत्र तथा आयु एवं शैक्षिक योग्यता(ओं) से संबंधित अन्य दस्तावेज ।
- ii.जन्मतिथि प्रमाणित करने के लिए जन्म प्रमाण पत्र(यदि कोई हो तो )
- iii.किसी गण्यमान्य व्यक्ति द्वारा निर्गत चरित्र प्रमाणपत्र,जो जिलाधिकारी/सांसद/विधायक/इस कंपनी के किसी स्थायी अधिकारी/केन्द्र एवं राज्य सरकार के राजपत्रित अधिकारी या इससे उपर के अधिकारी द्वारा निर्गत हो।
- (i)Matriculation certificate and other credentials providing age and educational qualification(s).
- (ii) Birth certificate to prove date of birth (if any).
- (iii) Character Certificate from the worthy person not below the rank of Dist. Magistrate/ MP/ MLA/Any permanent officer of the company ,Gazetted Officer of the Central or State Govt.

11.एक से अधिक शादी के मामले में आपको एक घोषणा पत्र देना होगा ।

11.You shall have to give a declaration in regard to plural marriage.

12.यदि किसी भी समय यह पाया जाता है कि आपके या आपके प्रायोजक (को) द्वारा दिया गया कथन गलत है तो आपकी सेवा बिना कोई कारण बताए तत्काल प्रभाव से निरस्त कर दी जाएगी ।

12. If at any time, it is found that statement(s) given by you or your sponsor(s) is incorrect, your services will stand terminated without assigning any reason thereof.

सक्षम प्राधिकारी के अनुमोदन से निर्गत।

This issues with the approval of the Competent Authority.

महाप्रबंधक.....क्षेत्र/General Manager.....Area

प्रतिलिपि /Copy to:

1. महाप्रबंधक ..... क्षेत्र/General Manager,.....Area
2. क्षेत्रीय कार्मिक प्रबंधक,..... क्षेत्र/Area Personnel Manager,..... Area along with employment file/ papers containing ----- pages.
3. परियोजना पदाधिकारी,..... कोलियरी/Project Officer, ..... Colliery,
4. उप प्रबंधक(कार्मिक) श्रमशक्ति एवं नियोजन बीसीसीएल, कोयला भवन, धनबाद/Dy.Manager (P/MP&R), BCCL Koyla Bhawan, Dhanbad.
5. नियुक्ति संचिका /Appointment file.
6. सेवा संचिका /Service file.

BEFORE THE EXECUTIVE MAGISTRATE AT DHANBAD

INDEMNITY BOND

This indemnity bond is made and executed at Dhanbad on this.....day of.....202\_ by Sri/Smt./Miss....., S/W/D/o Lt....., Ex-  
....., aged about..... permanent resident  
of....., P.O..... &  
P.S..... Dist....., at present residing  
at..... Colliery, P.O..... P.S.....  
Dist..... State....., herein called the "PROMISSOR" which  
expression shall include all the heirs, legal representatives and assigns of the FIRST PARTY.

AND

Sri/Smt/Miss....., Son/Wife/Daughter of ..... aged  
about ..... years, presently posted at..... Colliery/Area of M/s BCCL having  
his P.No ..... DOB-..... Date of Appointment..... and CMPF No.....  
Posted as..... and residing at ..... P.O.....  
Distt: ..... herein called the Surety No-1 (SECOND PARTY 1)

AND

Sri/Smt/Miss ..... Son/Wife/Daughter of ..... aged about  
..... years, presently posted at..... Colliery/Area of M/s BCCL having his  
P.No ..... DOB-..... Date of appointment..... and CMPF No  
..... posted as..... and residing at  
..... P.O ..... Distt: .....  
herein called the Surety No.2 (SECOND PARTY 2)

AND

In favour of Bharat Coking Coal Limited, a Govt. Company registered under Company Act having  
its registered office at Koyla Bhawan, P.O. BCCL Township, Distt. Dhanbad hereinafter called the  
employer (THIRD PARTY).

Whereas Lt..... is the Father/Mother of the PROMISSOR who was a  
permanent employee of M/s B.C.C.L having his P. No..... & C.M.P.F.  
No..... posted at  
..... under..... Lt..... was died on.....  
his/her wife/son/mother has sponsored the name of PROMISSOR for employment in the BCCL  
management of the Third Party as per NCWA.

Whereas we the PROMISSOR and the SURETIES agree to indemnify that the employer may  
take legal action including dismissal from service in the event of anything wrong or false is found  
in future with regard to the following declaration:-

Whereas I hereby declare that if any declaration/documents submitted by me including Death  
Certificate, Family Details Certificate, Educational Certificate/Caste Certificate & declaration  
made by me in Application Form, Identification Certificate, Verification Roll, Attestation Form,



Identification Certificate issued by Unit are found to be False/fake/forged at a subsequent stage then Company/Employer shall be at liberty to take appropriate Legal action against me including termination from service.

Whereas I hereby also declare that if any declaration with regard to Police Verification is found to be false or fake at a subsequent stage or Police verification Report in respect of my genuinity and identity from Permanent/ Present Address is found to be otherwise/not satisfactory and if it is found that any case is pending against me then I will be held responsible and Company/Employer shall be at liberty to take appropriate Legal action against me including termination from service.

Whereas passport size photograph of the PROMISSOR is affixed above for proper identification.

Whereas we the PROMISSOR and the SURETIES do hereby undertake the responsibility of Identity of the claimant & genuiness of the relationship as Son/Unmarried Daughter/Wife and father/mother/Husband.

In witness thereof the parties hereto put their respective signatures in this bond at Dhanbad on the date, month and year mentioned above.

Signature of Promissor

Witnesses:-

1.....

Signature of Sureties

2.....

1.....  
P. No.....

2.....  
P. No.....

Identified by

Advocate

भारत कोकिंग कोल लिमिटेड  
कोल इंडिया लिमिटेड की एक अनुषंगी कंपनी)  
कोयला भवन, कोयला नगर, धनबाद-826005



CIN : U10101JH1972GO1000918  
Contact no. : 0326-2230202  
Fax: 0326-2230202  
Website: www.bclweb.in  
E-mail: bclprodhanbad@gmail.com

पत्रांक सं०-भा०को०को०लि० /

दिनांक:-

सेवा में,

श्रीमान/श्रीमती.....

तथाकथित आश्रित स्व०.....

भूतपूर्व....., कर्मी सं०.....

.....कोलियरी/इकाई.....क्षेत्र।

विषय:-संवैदना संदेश

महोदय/महोदया,

भारत कोकिंग कोल लिमिटेड, प्रबंधन को आपके आवेदन/सूचना पत्र दिनांक \_\_\_\_\_ के माध्यम से यह अत्यंत दुःखद समाचार प्राप्त हुआ है कि स्व० \_\_\_\_\_, भू०पू० \_\_\_\_\_, कर्मी सं० \_\_\_\_\_, \_\_\_\_\_कोलियरी, का देहांत दिनांक \_\_\_\_\_ को हो गया है। इस संकट की घड़ी में समस्त भा०को०को०लि० परिवार आपके अपूर्णीय क्षति पर संवेदना प्रकट करता है एवं यह कामना करता है कि आप धैर्य एवं हिम्मत से काम लें।

जैसा की आपको ज्ञात है कि कंपनी के प्रावधानों के अनुसार भू०पू० कर्मी के आश्रित को निम्नलिखित लाभ/सुविधाएँ देय होती हैं:-

1. बेनोवलेन्ट फंड का भुगतान (सदस्यों के लिए)
2. भविष्य निधि का भुगतान
3. ग्रेच्युटी (उपदान)
4. पारिवारिक पेंशन योजना
5. आर्थिक मुआवजा/ आर्थिक मुआवजा सह लाईव रोस्टर/अनुकंपा नियोजन
6. लाईफ कवर स्कीम

उपरोक्त लाभ देय हेतु आवश्यक आवेदन फार्म की प्रति संलग्न कर दी जा रही है तथा आपसे आग्रह किया जाता है कि यथाशीघ्र अपना आवेदन पूर्ण रूप से भर कर एवं संबंधित पदाधिकारी द्वारा सत्यापन पश्चात् आवश्यक कागजातों के साथ कार्यालय में प्रस्तुत करें, ताकि आगे की कार्यवाही की जा सके।

उक्त संदर्भ में आपको यह सूचित करना है कि आर्थिक मुआवजा/ आर्थिक मुआवजा सह लाईव रोस्टर /अनुकंपा नियोजन हेतु आवेदन की समय-सीमा भू०पू० कर्मी के मृत्यु की तिथि से एक वर्ष निर्धारित की गई है एवं आर्थिक क्षतिपूर्ति की राशि वर्तमान में 26292.97/रुपये मात्र प्रति माह है।

संलग्न:-यथोपरि।

- नोट:-
1. आर्थिक मुआवजा/ आर्थिक मुआवजा सह लाईव रोस्टर / अनुकंपा नियोजन हेतु आवेदन करने की समय-सीमा 01 वर्ष है।
  2. आवेदन फार्म की प्रति एवं अन्य प्रारूप भा०को०को०लि० की website [www.bclweb.in](http://www.bclweb.in) के 'DOWNLOAD FORMS' link से भी प्राप्त किया जा सकता है।
  3. उक्त लाभ/सुविधाएँ आश्रित के पात्र पाए जाने पर ही देय होगी।

भवदीय

Krupa  
95/05/2020

S. S. S. S.  
25-5-20

कार्मिक पदाधिकारी  
.....कोलियरी/इकाई/क्षेत्र/मुख्यालय



(68) (68)

**Standard Operating Procedure for Processing Compassionate Employment/ Monetary Compensation /**  
**Live Roster Cases effective from 01.06.2020**

**UNIT/Colliery Level (Time Limit 30 Days)**

1. On receipt of death certificate of an employee from the family members, a condolence message will be sent by the concerned unit/establishment in-charge along with information to the spouse/ dependent of the deceased for submission of applications in prescribed format for different benefits payable by the Company including compassionate employment or monetary compensation or live roster in lieu of employment as per NCWA. The prescribed proforma/ forms for application along with list of required documents will be displayed on BCCL website ([www.bcclweb.in](http://www.bcclweb.in)) as well as hard copy will be provided to the family on request. It will be the responsibility of the Personnel executives of the unit/establishment to assist the family in completing the proforma applications and will pass suitable guidance. In case of female applicant, the unit personnel executive will give option of monetary compensation to the spouse of the deceased employee and will explain the benefits of monetary compensation specially mentioning the amount.

The family of the deceased must submit the application completed in all respect claiming compassionate appointment or monetary compensation or live roster in lieu of employment as per NCWA within a period of **One Year** from the date of death of the ex-employee failing which it will be presumed that the family is not in need of compassionate appointment or monetary compensation or live roster and the case will be treated as closed with a communication to the family.

On receipt of application for dependent employment or monetary compensation or live roster, a proper receipt will be issued to the applicant under the signature of the personnel executive indicating the date of receipt and the application to be properly diarized and documented.

The application for compassionate employment or monetary compensation or live roster will contain the following documents / certificates which are to be ensured while receiving the applications.

**Table-1**

S/N	List of Documents to be submitted by the claimant, Duly Filled in all respect, (in triplicate) one set each for Unit, Area and HQ
1	Option of the claimant for employment/ monetary compensation/ monetary compensation-cum-live roster.
2	Application Form
3	Attestation Form
4	Identification Certificate issued by B.D.O./C.O./State Authority
5	Verification Roll
6	Identification of Unit/ Area regarding identification of the claimant for employment/ monetary compensation under provision of NCWA
7	Death Certificate of Ex-employee
8	Caste Certificate issued by competent authority (SC/ST/OBC Certificate)
9	Family details certificate issued by BDO/CO/State Authority
10	Educational (SLC/ Matriculation Certificate & other educational/technical certificates such as ITI, Diploma, B. Tech., MBA/MCA etc. (In case of Illiterate claimants affidavit in prescribed format to be submitted by claimant).
11	NOC/Sponsorship Affidavits of other dependent family member of the ex-employee in favour of the claimant

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12	Indemnity-cum-Surety bond for genuinity/Identity and relationship with ex-employee, further declaration is to be given that "In case any declaration with regard to educational certificate/caste certificate/death certificate/ family details certificate/police verification etc. is found to be false or fake, at a subsequent stage, the company/employer shall be at liberty to take appropriate legal action including termination from service", executed before executive magistrate along with two sureties and two witnesses of permanent employees, all four having remaining service period of more than 10 years.(in prescribed Performa)
13	Denial of Monetary Compensation (in employment cases only)
14	30 Recent Passport Size Photographs of the claimant (duly attested by Gazette Officer/ state authority)
15	Other Identity documents of the claimant like Aadhaar card, pan card, voter id card etc.
16	Unmarried certificate/ Dependency certificate by BDO/CO/State Authority (in applicable cases only certifying the dependency and residential status)
17	In case School Leaving Certificate is submitted, a certificate from the Headmaster of the school is required regarding recognition of the School dully endorsed by District Education Officer with seal/stamp. (The same should be verified from District Education Officer in due course of time)
18	Indemnity cum Surety bond, affidavit of the claimant, paper publication, BDO certificate are required to be submitted for difference of age/ difference of name (in applicable cases only)
19	Copy of application receipt issued by the Personnel Executive to the claimant.
20	In case of indirect dependents, random spot verification through a committee at unit/establishment level is required to be done to verify the claim of dependency and residential status with ex-employee.

2. On receipt of application, the Unit Personnel Executive must scrutinize the claim file to ensure that information sought in the documents/Formats as above are duly filled in. The Unit Personnel Executive will verify the details from service records, Form-B and other records like CMPF, PS-3, PS-4, Gratuity nomination etc. The Unit Personnel Officer shall immediately send the certificates and attestation form etc. to concerned authorities for necessary verification and copy of such correspondence should be enclosed along with proposal while sending to area.

Unit Personnel Officer shall not wait for the verification report and forward the application and documents as at Table-1 & 2, to Area Personnel Manager duly attested, within a period of Thirty days.

**Table-2**

S/N	In addition to Table-1, List of Documents to be enclosed by Unit before forwarding to Area (Two Sets Each , one for area and one for HQ)
01	All Service records of ex-employee duly updated (Service book, SRE, PS-3, PS-4, Form-F, Form B, Health Card, LTC/LLTC Record, etc.)
02	On Roll Certificate to be issued by unit
03	Deletion Order and Deletion Format for deletion of name from payroll as well as from manpower roll.
04	Copy of letters/ correspondences made by the unit for Death Certificate verification (in cases where death certificate is not issued from Company's Doctor/ Hospital), Family details certificate verification, Educational certificate / Matriculation Certificate verification (SLC/TC to be verified from District Education Officer& Matriculation to be verified from concerned Board), Police verification from Present & Permanent Address

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Area Level (Time Limit 60 Days)

3. On receipt of employment/ monetary compensation/ live roster, claim file from unit, area concerned will check/ scrutinize the file and discrepancies, if any, are to be corrected/ completed by the Unit. In the meantime, the claimant will be referred to AMB for Initial Medical Examination for ascertaining the medical fitness and assessment of age. Area will ensure that all the relevant documents for IME & assessment of age are to be sent to the AMB. In case of illiterate claimants, area have to ensure the submission of prescribed Performa and affidavit in this regard to AMB for assessment of age. In case of claims of monetary compensation, the claimant is not required to be sent for IME and age to be considered as per service records of ex-employee/ education certificate. In case of any discrepancy of age the claimant may be sent for age assessment after approval of the competent authority.
4. Medical Board at Koyla Nagar Hospital shall ensure Completion of Initial Medical Examination and age assessment (in illiterate cases) of claimant within one-month period from receipt of the IME Proposal from Area. For early disposal, both area as well as medical board must use e-office/e-mail for correspondence.
5. **In case of employment cases-** On receipt of IME report and claimant being found medically fit (with age/ DOB as per IME report or Age assessment report), the employment file will be placed before area screening committee for scrutiny and deliberation.  
**In cases of monetary compensation-** The claim files have to be placed before the Area Screening Committee directly as there is no requirement of IME. On being found appropriate/ eligible as per NCWA norms, the area screening committee will recommend the employment/ monetary compensation.
6. Further, all the relevant columns in old and new checklist are to be filled up by the area concerned alongwith the signature & Seal of the concerned authorities in checklist's and application form. Thereafter the file will be forwarded to the head of MP & R Department at HQ for further processing.

List of Documents to be enclosed with the employment claim file (to be ensured by Area in addition to the documents mentioned in Table No. 1 and 2)-

Table-3

S/N	List of Documents to be enclosed by the Area.
1	IME Report(s) – Clear copy of IME Report
2	Age assessment Report (if applicable)
3	Area Screening Committee Report, duly recommended by Area General Manager

HQ Level, MP& R Department (Time Limit 60 Days)

7. On receipt of employment claim file from area concerned, MP & R department will check/ scrutinize the file on the above mentioned points and discrepancies if any will be notified to the area concerned which will be corrected/ completed by the Unit/ claimant (as applicable). For purpose of correspondence mode of e-office/ e-mail will be used.
8. In the meantime, details will be sent to the EDP by email/e-office for preparation of EDP checklist and confirmation of deletion of name of ex-employee. EDP to confirm by email/e-office within Seven days.

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25/05/2020

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25-5-20



- Notes:-  
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9. On receipt of EDP checklist and correction of discrepancies if any, duly corrected/ complete by the Unit/ claimant, the file will be placed before the standing committee for deliberation and recommendation
  10. The dealing officer will place the file before standing Committee for employment at HQ and standing committee will examine and recommend the proposal of employment/ monetary compensation/ live roster to HOD MP&R in minimum possible time (Preferably within 10 days). The Standing Committee will also process these claims, subject to any verification (Death Certificate, Educational Certificate, Police Verification etc.), if not received till such time.
  11. HOD MP&R will recommend the case and obtain the approval of competent authority. Subsequently, MP&R Department will immediately communicate the letter of approval/ sanction to the General Manager(s) of respective area(s).
  12. Area will issue appointment letter within 15 days of issue of approval/ sanction letter from Head Quarter.
  13. The whole process for disposal of the claim for dependent employment or monetary compensation under NCWA will be completed within a period of Six months as directed by Hon'ble High court.

#### Regularization of the New appointee

As per NCWA, the dependent employment is being offered as Trainee (Cat-I) for a period of Six Months and are to be regularized after successful completion of Six Months training period. In the meantime, the Unit Personnel Executive must ensure verification of death certificate, educational certificate, identity verification through police authorities on attestation form/ verification roll etc. On completion of Six months training period a proposal will be initiated by Unit Personnel Executive through project officer to APM of the area along with following documents, duly attested by Unit Personnel Executive, for regularization of the new appointee as General Mazdoor (Cat-I)

1. Copy of sanction letter
2. Copy of appointment letter
3. Copy of Verification report of identity received from Police authorities (Present and permanent address both).
4. Copy of verification report of educational certificate including recognition status of school from District Education Officer for below matriculate certificates.
5. Copy of verification report of family details certificate issued by BDO/State authorities
6. Copy of verification report of death certificate.
7. Performance report for Six months of training period.
8. Copy of Form-B register
9. Copy of Service Book duly entered and signed.
10. Copy of CMPF nomination.
11. Copy of Form-F (Gratuity nomination)
12. Copy of PS-3 & PS-4

Area Personnel Manager, after being satisfied with the above proposal and documents submitted will forward to GM(MP&R), BCCL Head Quarter through Area GM for regularization of the new appointee as General Mazdoor (Cat-I).

As soon as the proposal is received at Head Quarter will be examined from the records of sanction communicated and will be approved by GM (MP&R) and will be communicated to area within Fifteen days.

*Vinod*  
25.05.2020

*25/05/2020*

*Sundar*  
25.5.20



Notes: -

- It may be possible that some of the dependents of deceased employees may apply for dependent employment or monetary compensation after the above stipulated period of One Year with some reason or other, the same will be forwarded to GM (P&IR) by unit and area with specific reasons to place before FDs of BCCL for further decision.
2. In case of employment / monetary compensation claims where there is complete difference of name of either claimant or ex-employee or non-disclosure / non availability of name of the claimant in the service records of the ex-employee, police verification (form both present & permanent address) education certificate verification and spot verification (if required) will be mandatory for establishing identity/genuinity/relationship of the claimant before processing.
  3. The claims, wherein the age difference is 5 yrs. or more as per SRE/Service records of ex-employee and educational certificate of the claimant, then Police Verification Report and educational certificate verification report may be obtained compulsorily before processing the said file. Also the DOB of the claimant may be verified from the admission register/school records.
  4. For Non-Matric/Non-recognized institutions certificates produced by the claimant, the age of the claimant should be ascertained only after obtaining Educational Certificate Verification report for genuinity and recognition from Concerned D.E.O.
  5. Processed/Pending employment claim files (Regular claims/Non-litigated claims) may not be kept pending for police verification report and Matric Certificate verification report (For existing/Running cases) provided verifications already sent. The same should be processed after taking Indemnity Bond from the claimant concerned for the aforesaid reasons.
  6. For claimants whose age is more than 35 yrs. (as per Service records of ex-employee) as on date of death of ex-employee, verification of Matric Certificate/Educational Certificates along with attested copy of concerned school admission register must be obtained and DOB must be verified accordingly before processing the said case.
  7. In case of litigation on the following issues, the claim to be dealt on case to case basis as per Merit: -
    - a) No Objection Certificate/Unanimous sponsorship of the family members of the deceased.
    - b) Glaring age difference.
    - c) Non-disclosure of name of the claimant in any of the company records of the ex-employee.
    - d) Multiple Claims received.
    - e) Pending Court Cases etc.

*Amis*  
25.05.2020

*Amis*  
25/05/2020

*Sudh*  
25-5-20



भारत कोकैंग कोल लिमिटेड  
(कोल इंडिया लिमिटेड की एक अनुषंगी कंपनी)  
कोयला भवन, कोयला नगर,  
धनबाद-826005



CIN : U10101JH1972GOI000918  
Contact no. : 0326-2230202  
Fax: 0326-2230202  
Website: www.bclweb.in  
E-mail: bclprodhanbad@gmail.com

Ref.No.

Date:-

सेवा में, / To श्री ..... /Sri ..... पुत्र ..... /S/o ..... भूतपूर्व-..... / Ex-..... कर्मि संख्या-..... / Pers.No..... कोलियरी..... क्षेत्र / ..... Colliery..... पता/Address ग्राम-..... पो-..... थाना-..... जिला - ..... राज्य-..... Vill-....., PO: ..... , PS: ..... Dist:..... State.....	DOB/Age ..... आयु/जन्मतिथि ..... (.....DoB in words.....) (As determined in .....) Edu. Qualification-..... आधार नंबर :..... Aadhar No: .....	PHOTO
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विषय:-कटेगरी-1 के आरम्भिक मूलवेतनमान(केवल) पर 6(छः)माह के लिए प्रशिक्षु के पद पर नियुक्ति। सविधिक प्रशिक्षण के सफलतापूर्वक पूर्ण करने के उपरांत आपको पत्रांक: बीसीसीएल/पीए-VI/ ..... दिनांक ..... के अनुसार कंपनी के अनुच्छेद/योजना 9.3.0/9.4.0 के तहत एनसीडब्ल्यू.-X कटेगरी.1 के वेतनमान में नियमित किया जाएगा।

Sub:- Appointment to the post of Trainee, of initial basic wages(only)of Cat-1for a period of 6(six)months. After successful completion of statutory training you will be regularized as Cat-1 employee in the pay scale of Cat-1 of NCWA-X under para/Scheme 9.3.0/9.4.0 of the Company as per the letter No.BCCL/PA-VI/ ..... dated.....

महोदय/Dear Sir,

1.एतद्वारा,भारत सरकार द्वारा यथा स्वीकृत एवं राष्ट्रीय कोयला वेतन समझौता के रूप में कंपनी द्वारा अंगीकृत वेतन बोर्ड अनुशंसा के अनुसार यथा स्वीकार्यता के आधार पर आपको चरित्र एवं पूर्ववृत्त के सत्यापन की शर्त पर प्रशिक्षु, कटेगरी.1 के आरम्भिक मूल वेतनमान(केवल) पर के रूप में नियुक्ति हेतु प्रस्ताव दिया जाता है। यदि पुलिस सत्यापन में आपके विरुद्ध किसी भी प्रकार का कोई भी प्रतिकूल तथ्य पाया जाता है तो आपकी यह सेवा तत्काल प्रभाव से निरस्त कर दी जाएगी और आपके विरुद्ध भारतीय नियम एवं कानून के अनुसार अनुशासनात्मक कार्रवाई की जाएगी।

1. Subject to verification of character and antecedent(s), you are hereby offered appointment as 'Trainee' on initial basic wages (only)of Cat-1as admissible according to the wage Board Recommendation as accepted by the Govt. of India and adopted by the Company as National Coal Wage Agreement. In case anything adverse is found as a result of Police Verification your service will be summarily terminated and you will be liable for action under disciplinary rules and law of the land.

2. आपकी यह नियुक्ति 6(छः)माह के परीक्षाधीन अवधि के लिए होगी और इस दौरान आपकी सेवा बिना कोई कारण बताए समाप्त की जा सकती है। इस परीक्षाधीन अवधि के सफलतापूर्वक पूर्ण करने और इस अवधि के दौरान आपके कार्य एवं आचरण से संबंधित संतोषजनक प्रदर्शन रिपोर्ट प्राप्त होने के उपरांत आपकी सेवा को आगे बढ़ाने पर विचार किया जाएगा।

2. Your appointment is on probation for a period of 06(six) Months and during this period your service will be liable to be terminated without assigning any reason thereof. On successful completion of probation period and on receipt of satisfactory performance report about your work & conduct during the period, your retention for further period will be considered.

कृपया पन् उत्ते/PTO



3. आप भारत सरकार द्वारा स्वीकृत एवं राष्ट्रीय कोयला येतन समझौता के रूप में कंपनी द्वारा अंगीकृत येतन बोर्ड अनुशंसित सेवा शर्तों द्वारा शासित होंगे। जहाँ तक कार्य के घंटे, अवकाश, छुट्टी तथा सेवा की अन्य शर्तों का प्रश्न है, यदि इनके येतन बोर्ड की स्वीकृत अनुशंसाओं के तहत शामिल नहीं किया गया है तो आप कंपनी के उन्हीं प्रमाणित स्थायी आदेशों द्वारा शासित होंगे, जो कंपनी के कामगारों पर लागू होगा और आप पर सेवा की वही शर्तें लागू होंगी जो कंपनी के कोलियरियों में काम करने वाले टाइम रेटेड कर्मचारियों पर लागू होती हैं। इनमें प्रबंधन द्वारा समय-समय पर निर्गत आदेश भी शामिल हैं। जहाँ तक सेवा के नियम एवं शर्तों का संबंध है, कंपनी या नियुक्ति प्राधिकारी का निर्णय अंतिम होगा।

3. Your will be governed by the service conditions as recommended by the Wage Board and accepted by the Government of India and adopted by the Company as National Coal Wage Agreement. As regards working hours, holidays leave and other conditions of services not covered by the accepted recommendation of the Wage Board, you will be governed and ruled by the Certified Standing Orders of the Company, as applicable to workman and by the same terms and conditions of service as applicable to Time Rated workers in the Collieries under the company, subject to such orders as any be issued by the Management from time to time. As regards the terms and conditions of services are concerned, the decision of the company of any authority of the appointing authority shall be final.

4. आपको कंपनी का पूर्णकालीन कर्मचारी माना जाएगा और कंपनी के काम के लिए आवश्यकतानुसार कभी भी एवं कहीं भी नियोजित किया जा सकता है।

4. You will be treated as whole time employee of the company and may be employed in any manner required in connection with the work of the company.

5. आपका स्थानांतरण भारत के किसी भी भाग में स्थापित या स्थापित होने वाले कंपनी के किसी भी कार्यालय / प्रतिष्ठान में किया जा सकता है।

5. Your service will be transferable to any part of India where the company has or may set up its office(s)/establishment(s).

6. यदि आप किसी सरकारी या निजी प्रतिष्ठान में किसी पद पर कार्यरत हैं तो आपको कार्य मुक्ति प्रमाण पत्र [Release Certificate] प्रस्तुत करना होगा।

6. You will have to produce "Release Certificate" in case you are holding a Govt. post or a post under private firm.

7. यह नियुक्ति पत्र इस शर्त के अधीन दिया जाता है कि संबंधित क्षेत्रीय प्रबंधन द्वारा प्रशिक्षु का पुलिस सत्यापन रिपोर्ट (दोनों स्थाई एवं अस्थायी पते से), शैक्षणिक प्रमाण पत्र का सत्यापन, भू0पू0 कर्मी का मृत्यु प्रमाण पत्र का सत्यापन, पारिवारिक प्रमाण पत्र का सत्यापन यथाशीघ्र सुनिश्चित किया जाए एवं उसके पश्चात् ही इनका नियमितकरण मुख्यालय के अनुमोदन के उपरान्त किया जाएगा। उक्त सत्यापन रिपोर्टों में किसी भी प्रकार की प्रतिकूल टिप्पणी मिलने पर बिना किसी नोटिस के प्रशिक्षु की सेवाएँ समाप्त कर दी जाएगी।

7. This appointment letter is issued on the condition that the concerned area management shall obtain police verification reports (from permanent as well as from present address of the trainee) educational certificate verification report, verification report of the death certificate of the ex-employee, verification report of the family detail certificate on priority basis. Thereafter, the trainee will be regularized after getting approval from HQ. If any adverse report will be found against the trainee concerned then his/her services will be terminated without any notice.

8. आपको निर्देश दिया जाता है कि आप अपने कार्य पर योगदान देने के लिए महाप्रबंधक, ..... क्षेत्र को 07 दिनों के अंदर रिपोर्ट करें। आपको यह भी निर्देश दिया जाता है कि इस पत्र के प्राप्त होने के सात दिनों के अंदर अपने कार्य पर योगदान देने की तिथि की सूचना इस कार्यालय को भी दें। यदि निर्धारित अवधि के अंदर आप अपने कार्य पर योगदान देने हेतु रिपोर्ट नहीं करते हैं तो आपकी नियुक्ति निरस्त मानी जाएगी।

8. You are directed to report for your duty to the General Manager,..... Area within 07 days at the latest. You are however requested to intimate the firm date of joining within seven days from the receipt of this letter. Your appointment stands cancelled if you fail to report for duty within the period indicated therein.

9. आपको कार्य पर योगदान हेतु रिपोर्ट करने के लिए कोई यात्रा भत्ता नहीं दिया जाएगा।

9. No travelling allowance will be paid for the purpose of reporting to duty.

कृपया पन्न उत्ते/PTO



10. अपने कार्य पर योगदान देते समय अपने साथ निम्नलिखित दस्तावेजों की मूल प्रति लाएँ ।

10. You should bring the following documents in original with the attested copy of each thereof at the time of joining of duty.

- i. मैट्रिकुलेशन प्रमाण पत्र तथा आयु एवं शैक्षिक योग्यता(ओं) से संबंधित अन्य दस्तावेज ।
- ii. जन्मतिथि प्रमाणित करने के लिए जन्म प्रमाण पत्र (यदि कोई हो तो )
- iii. किसी गण्यमान्य व्यक्ति द्वारा निर्गत चरित्र प्रमाणपत्र, जो जिलाधिकारी/सांसद/विधायक/इस कंपनी के किसी स्थायी अधिकारी/केन्द्र एवं राज्य सरकार के राजपत्रित अधिकारी या इससे उपर के अधिकारी द्वारा निर्गत हो।
- (i) Matriculation certificate and other credentials providing age and educational qualification(s).
- (ii) Birth certificate to prove date of birth (if any).
- (iii) Character Certificate from the worthy person not below the rank of Dist. Magistrate/ MP/ MLA/Any permanent officer of the company, Gazetted Officer of the Central or State Govt.

11. एक से अधिक शादी के मामले में आपको एक घोषणा पत्र देना होगा ।

11. You shall have to give a declaration in regard to plural marriage.

12. यदि किसी भी समय यह पाया जाता है कि आपके या आपके प्रायोजक (को) द्वारा दिया गया कथन गलत है तो आपकी सेवा बिना कोई कारण बताए तत्काल प्रभाव से निरस्त कर दी जाएगी ।

12. If at any time, it is found that statement(s) given by you or your sponsor(s) is incorrect, your services will stand terminated without assigning any reason thereof.

सक्षम अधिकारी के अनुमोदन से निर्गत ।

This issues with the approval of the Competent Authority.

महाप्रबंधक.....क्षेत्र/General Manager.....Area

प्रतिलिपि /Copy to:

1. महाप्रबंधक ..... क्षेत्र/General Manager,.....Area
2. क्षेत्रीय कार्मिक प्रबंधक,..... क्षेत्र/Area Personnel Manager,..... Area along with employment file. papers containing ----- pages.
3. परियोजना पदाधिकारी,..... कोलियरी/Project Officer, ..... Colliery,
4. उप प्रबंधक(कार्मिक) श्रमशक्ति एवं नियोजन बीसीसीएल, कोयला भवन, धनबाद/Dy.Manager (P/MP&R), BCCL Koyla Bhawan, Dhanbad.
5. नियुक्ति संचिका /Appointment file.
6. सेवा संचिका /Service file.



(1623) 56

BEFORE THE EXECUTIVE MAGISTRATE AT DHANBAD

INDEMNITY BOND

This indemnity bond is made and executed at Dhanbad on this.....day of.....202\_ by  
Sri/Smt./Miss....., S/W/D/o Lt....., Ex-  
of....., aged..... about....., permanent..... resident  
P.S....., Dist....., P.O....., &  
at....., Colliery, P.O....., P.S....., at present residing  
Dist....., State....., herein called the "PROMISSOR" which  
expression shall include all the heirs, legal representatives and assigns of the FIRST PARTY.

AND

Sri/Smt/Miss....., Son/Wife/Daughter of....., aged  
about..... years, presently posted at..... Colliery/Area of M/s BCCL having  
his P.No....., DOB....., Date of Appointment..... and CMPF No.....  
Posted as..... and residing at..... P.O.....  
Distt:..... herein called the Surety No-1 (SECOND PARTY 1)

AND

Sri/Smt/Miss....., Son/Wife/Daughter of....., aged about  
..... years, presently posted at..... Colliery/Area of M/s BCCL having his  
P.No....., DOB....., Date of appointment..... and CMPF No.....  
..... posted as..... and residing at.....  
..... P.O..... Distt:.....  
herein called the Surety No.2 (SECOND PARTY 2)

AND

In favour of Bharat Coking Coal Limited, a Govt. Company registered under Company Act having  
its registered office at Koyla Bhawan, P.O. BCCL Township, Distt. Dhanbad hereinafter called the  
employer (THIRD PARTY).

Whereas Lt....., is the Father/Mother of the PROMISSOR who was a  
permanent employee of M/s B.C.C.L having his P. No..... & C.M.P.F.  
No....., posted..... at  
..... under..... Lt..... was died on.....  
his/her wife/son/mother has sponsored the name of PROMISSOR for employment in the BCCL  
management of the Third Party as per NCWA.

Whereas we the PROMISSOR and the SURETIES agree to indemnify that the employer may  
take legal action including dismissal from service in the event of anything wrong or false is found  
in future with regard to the following declaration:-

Whereas I hereby declare that if any declaration/documents submitted by me including Death  
Certificate, Family Details Certificate, Educational Certificate/Caste Certificate & declaration  
made by me in Application Form, Identification Certificate, Verification Roll, Attestation Form,



Identification Certificate issued by Unit are found to be False/fake/forged at a subsequent stage then Company/Employer shall be at liberty to take appropriate Legal action against me including termination from service.

Whereas I hereby also declare that if any declaration with regard to Police Verification is found to be false or fake at a subsequent stage or Police verification Report in respect of my genuinity and identity from Permanent/ Present Address is found to be otherwise/not satisfactory and if it is found that any case is pending against me then I will be held responsible and Company/Employer shall be at liberty to take appropriate Legal action against me including termination from service.

Whereas passport size photograph of the PROMISSOR is affixed above for proper identification.

Whereas we the PROMISSOR and the SURETIES do hereby undertake the responsibility of Identity of the claimant & genuiness of the relationship as Son/Unmarried Daughter/Wife and father/mother/Husband.

In witness thereof the parties hereto put their respective signatures in this bond at Dhanbad on the date, month and year mentioned above.

Signature of Promissor

Witnesses:-

1.....

Signature of Sureties

2.....

1.....  
P. No.....

2.....  
P. No.....

Identified by

Advocate



**कोल इंडिया लिमिटेड**

(एक महारत्न कंपनी)

सामग्री प्रबंधन विभाग

कोल भवन, प्लॉट सं.-ए.एफ-३, एक्शन एरिया-१ए

न्यू टाउन, राजरहाट, कोलकाता - ७००१५६

फ़ोन: ०३३-२३२४ ४१२७, फ़ैक्स: ०३३-२३२४ ४११५

वेबसाइट: [www.coalindia.in](http://www.coalindia.in)ईमेल: [gmmm.cil@coalindia.in](mailto:gmmm.cil@coalindia.in)

An ISO 9001:2015, ISO 14001:2015 &amp; ISO 50001:2011 Certified Company

**COAL INDIA LIMITED**

(A MAHARATNA COMPANY)

Materials Management Division,

Coal Bhavan, Premises No.04, Action Area 1A,

New Town, Rajarhat, Kolkata-700156

PHONE: 033-2324 4127, FAX: 033-2324 4115

Website: [www.coalindia.in](http://www.coalindia.in)E mail: [gmmm.cil@coalindia.in](mailto:gmmm.cil@coalindia.in)

क्र० सं० सीआईएल/सी२डी/पीएम २०२०/अमेंडमेंट/ १५०

दिनांक: 01.10.2020

**कार्यालय आदेश / Office Order**विषय/Sub: **Amendment to Purchase Manual, 2020 (Amendment No.5)**

CIL Board has in its 412<sup>th</sup> meeting held on 25.09.2020 approved amendments to certain clauses of Purchase Manual, 2020. The existing provisions of Purchase Manual, 2020 and the amended provisions of these clauses are enclosed as Annexure-A.

Encl.: Annexure-A

*तुषार* 01/10/2020  
(तुषार कान्त मिश्रा)  
महाप्रबंधक (सामग्री प्रबंधन)  
*Don*

**वितरण/Distribution to:**

1. निदेशक (तकनीकी)/ निदेशक (वित्त) / निदेशक (कार्मिक) / निदेशक (विपणन), सी.आई.एल.
2. अध्यक्ष सह प्रबंध निदेशक, ईसीएल/बीसीसीएल/सीसीएल/एसईसीएल/डबल्यूसीएल/एनसीएल/एमसीएल/सीएमपीडीआईएल
3. निदेशक (तकनीकी), ईसीएल/बीसीसीएल/सीसीएल/एसईसीएल/डबल्यूसीएल/एनसीएल/एमसीएल/सीएमपीडीआईएल
4. मुख्य सतर्कता अधिकारी, सी.आई.एल
5. अध्यक्ष सी.आई.एल के तकनीकी सचिव
6. महाप्रबंधक (ई ई डी) / महाप्रबंधक (ई एंड एम) / महाप्रबंधक (उत्खनन) / महाप्रबंधक (वित्त) / महाप्रबंधक (सिविल) / महाप्रबंधक (सी एम सी) / महाप्रबंधक (प्रशासन) / महाप्रबंधक (उत्पादन) / महाप्रबंधक (सी वी), सी.आई.एल.
7. महाप्रबंधक (सामग्री प्रबंधन), ईसीएल/बीसीसीएल/सीसीएल/एसईसीएल/डबल्यूसीएल/एनसीएल/एमसीएल/सीएमपीडीआईएल
8. महाप्रबंधक, नॉर्थ ईस्टर्न कोलफील्ड्स लिमिटेड
9. महाप्रबंधक (वि. एवं यां.) / महाप्रबंधक (उत्खनन) / महाप्रबंधक (वित्त),  
ईसीएल/बीसीसीएल/सीसीएल/एसईसीएल/डबल्यूसीएल/एनसीएल/एमसीएल/सीएमपीडीआईएल
10. समस्त अधिकारीगण, सामग्री प्रबंधन विभाग, सी आई एल

**Annexure-A**

**Amendment to Purchase Manual, 2020 (Amendment No. 5)**

1. The existing and amended provisions in respect of the following clauses are as follows:

Sl No.	PM Clause No.	Existing Provision	Amended Provision
1	7.5.4	While MB, duly approved by the competent authority in concurrence with Finance, is an authority for purchase, actual purchase action should be initiated only on receipt of formal indent as per <b>Annexure-16</b> . All indents shall have reference of the approved MB. However, sometimes after approval of MBs, unanticipated requirement may arise due to unforeseen circumstances. In such cases, separate indents will be raised without MBs but with the approval of competent authority in concurrence with Finance.	The MBs for centralized items will be approved by Director (Technical), CIL/subsidiary companies in concurrence with Finance. The MBs for decentralized items will be approved by Area General Manager in concurrence with Finance. MB, duly approved by the competent authority in concurrence with Finance, is an authority for purchase. The items covered under the approved MB can be procured in a single lot or in phases depending on the requirement and consumption in order to avoid excessive stock holding and inventory carrying cost. In case if the decision is taken to make procurement in phases, such purchase action should be initiated only on receipt of formal indent as per <b>Annexure-16</b> , which shall have reference of the approved MB. Further, where there is no practise of raising formal indents, the approved MBs will become the basis for phase wise procurement action also. Sometimes after approval of MBs, unanticipated requirement may arise due to unforeseen circumstances. In such cases, separate indents will be raised without MBs but with the approval of competent authority [Director (Technical), CIL/subsidiary companies or Area GM, as the case may be] in concurrence with Finance.”
2	8.14	<b>Single Stage Single Envelope (Bid) System</b>  For items where qualitative requirements and technical specifications are clear; capability of source of supply is not critical and value of procurement is low or moderate, the single envelope (bid) system (where eligibility, technical/ commercial and financial details are submitted together in the same envelope) may be followed. This	<b>Single Stage Single Envelope (Bid) System</b>  For items where qualitative requirements and technical specifications are clear; capability of source of supply is not critical and value of procurement is low or moderate, the single envelope (bid) system (where eligibility, technical/ commercial and financial details are submitted together in the same envelope) may be followed.

JGR  
04/10/2020

JGR



Sl No.	PM Clause No.	Existing Provision	Amended Provision
		may also be followed for proprietary and single source items. This system is to be followed for all items except for procurement of capital equipment, high value plant & machinery etc. of technically complex nature as mentioned in the clause below.	This may be followed for procurement of: <ul style="list-style-type: none"> <li>a. proprietary and single source items irrespective of value;</li> <li>b. goods having value upto Rs. 50 Lakhs except capital equipment, plant &amp; machinery etc. as mentioned in the clause below.</li> </ul>
3	8.15.1	<b>Single Stage Two Envelope (Bid) System</b>  For procurement of HEMM Equipment (including all types of cranes, fork-lifts), Surface Miner, Slope Stability Radar, SDL, LHD, Continuous Miner, PSLW, Man Rider, Road Headers, the tenders should be floated in Single Stage Two Envelope (Bid) System and bidders should be asked to submit their quotation in two parts. To purchase other high value capital equipment of complex technical nature by Single Stage Two Envelope (Bid) System, the approval from D (T), CIL is needed.	<b>Single Stage Two Envelope (Bid) System</b>  Tenders must be floated in Single Stage Two Envelope (Bid) System, and bidders should be asked to submit their quotation in two parts for the procurement of: <ul style="list-style-type: none"> <li>a) Goods having value above Rs. 50 Lakhs, except proprietary and single source items</li> <li>b) HEMM Equipment (including all types of cranes, fork-lifts), Surface Miner, Slope Stability Radar, OITDS, SDL, LHD, UDM, Continuous Miner, PSLW, Man Riding Systems, Road Headers, Coal Tubs, Pumps, Transformers, Switch Boards/Panels, Trans Switch Units, Field Units, Haulages, Feeder Breakers, LDCCs, Crushers, Diesel Bowsers, Explosive Vans, Rescue Vans, School Buses, Ambulances, Safety &amp; Rescue equipment, Medical equipment, Survey equipment, Laboratory equipment, Belt Conveyor Systems irrespective of value.</li> </ul>
4	10.3.7	<b><u>Earnest Money Deposit</u></b>  Earnest Money Deposit (EMD) is also known as Bid Security. Primary objective of Earnest Money Deposit (EMD) is to ensure the earnestness of the bidders in the participation of the procurement process. EMD will act as a deterrent against the bidder withdrawing or altering his bid during its validity. EMD shall be interest free. In cases of Open/ Limited tender enquiries, EMD is to be obtained from the bidders except those who are registered with CIL /	<b><u>Earnest Money Deposit</u></b>  Earnest Money Deposit (EMD) is also known as Bid Security. Primary objective of Earnest Money Deposit (EMD) is to ensure the earnestness of the bidders in the participation of the procurement process. EMD will act as a deterrent against the bidder withdrawing or altering his bid during its validity. EMD shall be interest free. In cases of Open/ Limited tender enquiries, EMD is to be obtained from the bidders except those who are registered with CIL /



Sl No.	PM Clause No.	Existing Provision	Amended Provision
		Subsidiary Company, Ancillary units of subsidiary company, NSIC, MSEs as defined in clause-2.8.2.1, Startups and Central/ State Government Organizations/ PSUs irrespective of the stores for which they are registered. In case of Single Tender Enquiry - both with PAC and without PAC, EMD will not be asked. EMD will not be asked in case of OEM/ OES participating in Open/Limited tenders for procurement of Spare Parts for their equipment as well. The bidders are required to furnish EMD along with their bids in the manner as provided in the bid document. <b>Amount of EMD should ordinarily be 2% of the estimated value of the goods to be purchased or Rs. One crore</b> (equivalent USD calculated based on exchange rate prevailing on the date of preparation of NIT and rounded off to whole number for foreign bidders in case of global tender), whichever is lower. Depending on the total value of purchase, the exact amount of EMD should be worked out and indicated in the tender document	Subsidiary Company, Ancillary units of subsidiary company, NSIC, MSEs as defined in clause-2.8.2.1, Startups and Central/ State Government Organizations/ PSUs irrespective of the stores for which they are registered. In case of Single Tender Enquiry - both with PAC and without PAC, EMD will not be asked. EMD will not be asked in case of OEM/ OES participating in Open/Limited tenders for procurement of Spare Parts for their equipment as well. The bidders are required to furnish EMD along with their bids in the manner as provided in the bid document. <b>Amount of EMD should ordinarily be 2% of the estimated value of the goods to be purchased or Rs. 50.00 Lakhs</b> (equivalent USD calculated based on exchange rate prevailing on the date of preparation of NIT and rounded off to whole number for foreign bidders in case of global tender), whichever is lower. Depending on the total value of purchase, the exact amount of EMD should be worked out and indicated in the tender document
5	13.4.3	No shortfall documents shall be asked for tenders valuing upto Rs. <b>20.00</b> lakhs.	In case of single bid tenders or tenders upto a value of Rs.50.00 lakhs, the shortfall documents may be asked only once. However, in case of two bid tenders, shortfall documents may be asked twice, irrespective of tender value.
6	14.6.17	<b>Auto Extension of Due Date of Bid Submission:</b>  Extension of bid submission date in case of number of bids received is less than three, initially by two days and thereafter by five days, will be done automatically by the system. In case no offer is received, tender will be cancelled. The information of cancellation of the tender will be uploaded on the e- procurement portal through corrigendum.	<b>Auto Extension of Due Date of Bid Submission</b>  One extension of bid submission date by four days in case of number of bids received is less than three, will be done automatically by the system. In case no offer is received, tender will be cancelled. The information of cancellation of the tender will be uploaded on the e- procurement portal through corrigendum.

तुषार  
04/10/2020

or



2. Consequent to the above changes, the amended relevant entries of flow chart (Clause-23.7) are as follows:

Sl. No.	Ref. to Manual Clause	Activity	Competent Authority	Whether Finance is to be consulted
1	2	3	4	5
19.	7.5.4	Competent authority for approval of MB	For Centralized Items – Dir. (Tech.) of Sub. Co./ CIL For Decentralized Items – Area GM	Yes
21.	7.5.4	Approval of Indent for items not covered under approved MB	For Centralized Items – Dir. (Tech.) of Sub. Co./ CIL For Decentralized Items – Area GM	Yes
22.	7.6.2	Competent authority for approval of Emergent Indent	For Centralized Items – Dir. (Tech.) of Sub. Co./ CIL For Decentralized Items – Area GM	Yes
36.	8.15.1	Stands deleted		

3. The amended Annexure-15 is also attached.

XXXXXXXXXX

01/10/2020

**Name of Subsidiary:** -----  
MB for the FY 20-----

**Name of the Area:** -----

**Date of Preparation:** -----

**Main Class of Stores:** -----

**Consignee:** -----

Sl. No.	CIL Material Code	Description of Item	Unit	Unit Code	Pre-Operative Requirement	Anticipated Annual Requirement	Safety Stock	Other Special Requirements	Stock as on date of Preparation of MB	Dues-in as on date of Preparation of MB		Net Requirement (10+11+12) (6+7+8+9)	Unit Price (Rs.)	Total Value of Net Requirement (Rs.) (13x14)	Last 3 FY Consumption			Avg. of last 3 FY Consumption (16+17+18)/3	Remarks if any
										Against orders	Against MB/indent								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
													<b>Total</b>	<b>0.00</b>					

Area GM

Area FM

Staff Officer (Tech.)

Depot Officer

NOTE:

1. Only one class of stores should be included in one Material Budget to facilitate procurement action by purchase department.
2. Basis of quantum of safety stock should be indicated.
3. In case of wide variations between the net requirement (column 13) and avg. of last 3 FY Consumption (column 19), detailed justification should be furnished. Similar justification should also be given in respect of items where the last annual consumption was NIL.
4. Concurrence has to be obtained from competent financial authority.

*[Signature]*  
01/10/2020





भारत कोकिंग कोल लिमिटेड  
कोल इंडिया लिमिटेड की एक अनुसंगिक इकाई  
वीसीसीएल, सामग्री प्रबंधन विभाग  
धनबाद . 826005

**NOTE SHEET**

Department : MM Division  
Name of the Officer: N S Saini

Ref. GM(MM):SOP HSD:2019:  
Dated: 28/10/2019

SUB:- "Standard Operating Procedure in respect of indenting/receipt/storage and handling/ issue of HSD oil in BCCL."

A committee was constituted communicated vaide Office Order No. BCCL/TS/ to DT(P&P) /F-62/2019/152 dated 13/9/19 issued by GM(Min)/TS to DIR.(TECH)P&P comprising of the following members to frame/implement Standard Operating Procedure in respect of indenting/ receipt / storage and handling/ issue of HSD oil in BCCL.

1. GM(MM) BCCL- Chairman of the committee
2. GM(IED) BCCL
3. GM(Excv.) BCCL
4. GM (Fin) CA&T BCCL

The Committee met for the same on 25/10/19 , 3/10/19 and 13/9/19 . In the three sitting the committee discussed in thread wire on all the aspects as per the scope of work of the committee and has formulated the SOP in respect of indenting/receipt/storage and handling/ issue of HSD oil in BCCL attached as Annexure A ( in 6 pages)

The same is submitted for placing to the competent authority.

Encl: As above.

28/10/19  
( N S Saini )

G M(MM)/ Chairman of the committee


GM(MM)  
615/12  
28/10/19

✓ GM(Min)/TS to DIR.(TECH)P&P

**Standard Operating Procedure in respect of indenting/receipt/storage and handling/  
issue of HSD oil in BCCL**

1. A Decantation Committee should be constituted by the Area GM/Project officer for Diesel Dispensing Units. The Committee should consist of one executive from Excavation or E&M or Stores discipline and one security personnel. This Committee shall be responsible for unloading of diesel tankers in the Diesel tanks of the Diesel Dispensing Units.  
**Responsibility: Area General Manager, Project Officer**
2. Horizontal rigid Platform should be constructed at all the Diesel Dispensing Units, to measure the exact quantity of diesel in the tankers received from suppliers.  
**Responsibility: Project Officer, Depot officer**
3. The approved plan (by Weights and measurement Department) of the tanker should be checked by the Decantation Committee members before un-loading the diesel so as to know the correct position from where the dip measurement is to be taken.  
**Responsibility: Decantation Committee members, Depot Officer**
4. The Chart provided by the Weights & Measures Department for each chamber of the tanker should be checked before readings are taken. The dip/density reading should be recorded in the Dip/density Register maintained for the purpose in the format enclosed as Annexure-I (No. Of page 1) and signed by the Decantation Committee members.  
**Responsibility: Decantation Committee member / CSK/SK**
5. The procedures laid down in Annexure-II (No. Of pages 2) concerning receipt and decantation of diesel should be strictly followed.  
**Responsibility: Decantation Committee member / CSK/SK**
6. Entry of in-coming and outgoing diesel tankers should be made in the Security Registry kept at Security Check Gates.  
**Responsibility: Project Officer/Depot Officer/ Security In charge**
7. At the opening and close of the diesel pump, dip reading of all the tanks should be taken and recorded in the register and by the person authorized for the purpose by the Depot officer.  
**Responsibility: Depot officer, / CSK/SK**
8. At the opening and close of the diesel pump, flow Meter reading should also taken and recorded in the Register and signed by the persons authorized for the purpose by the Depot Officer.  
**Responsibility: Depot officer, / CSK/SK**
9. The difference in the issue of diesel as per totalizer reading of the flow meter and dip reading should be examined, analysed and reviewed every day by an executive authorized for the purpose.  
**Responsibility: project Officer, Depot officer**
10. The requisition for issue of diesel should be handed over to the store personnel at the Diesel Dispensing Unit before issue of diesel. Under no circumstances, diesel should be issued without proper requisition.  
**Responsibility: Depot Officer/CSK/SK**
11. Service Vans/ Diesel Bouzers used for filling of field equipments should be placed under the user department. Diesel issued to such Service Van/Diesel Bouzers shall be treated as Out of Book Stock.  
**Responsibility: Mine Manager / CSK/SK, Project Engineer(X)**
12. Regular calibration of Dispensing Unit Pumps and metering units should be done as required under Statute/Store Manual.  
**Responsibility: Depot officer, / CSK/SK**



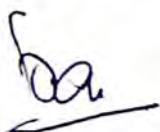





13. In- Let pipes of underground storage tanks should be sealed.  
**Responsibility: CSK/SK**
14. The nozzles used for issue of diesel should be kept sealed under lock & key after issue hours.  
**Responsibility: CSK/SK**
15. Copy of the entries made in Dip Registers maintained under SL. No. (7) & (8) should be submitted daily to the Project Officer and Excavation In-charge of the projects . In case of Regional Store Incharge of the store.  
**Responsibility: Depot officer, /CSK/SK**
16. Stores staff posted at Diesel Dispensing Units shall be rotated every year.  
**Responsibility: Project officer, /Depot Officer**
17. GM of the area should constitute a committee which will conduct quarterly checks at diesel dispensing units of Area. A copy of the report of the Committee should be sent to the concerned Director (Tech.) .

## 18. Dispensation of HSD

- i) Indenting authority of HSD for an equipment should be Concerned equipment in charge.
  - ii) Approving authority should be either Engineer In charge or Manager of the mine
  - iii) Issuing authority should be a Store keeper
  - iv) Receiving of HSD for an equipment should be done only by an authorized person.
  - v) Diesel should be issued to equipment / HEMM after recording the last day issue of diesel and as per total hours worked before issuing diesel at that very instant on the basis of HMR.
  - vi) Diesel to be issued maximum 90% of the tank capacity of that particular equipment.
  - vii) Diesel tank to be locked properly
  - viii) Diesel bouser should be equipped with flow meter. Proper record of issue and receipt is to be maintained.
  - ix) Total issue of diesel of a Project will not exceed the quantity of diesel consumption in respect to previous day composite production taking specific diesel consumption as set by CMPDIL into consideration.
  - x) Before dispensing diesel in any equipment balance diesel is to be recorded by fuel meter / calibrated dipstick.
  - xi) Diesel to Light Vehicle or departmental trucks to be issued as per Kilometre run by the vehicle before issuing diesel at that instant of time considering the limit fix for them .
  - xii) Diesel should not be issued to equipment / HEMM / Light Vehicle / departmental truck without HMR or Kilometre reading until unless authorized by Project Officer  
Specific authorization is to be given for that day for particular equipment.
  - xiii) Excess diesel to be issued to any equipment / HEMM / Trucks more than the stipulated norms must be done with the approval of Project Officer.
  - xiv) Shortage of diesel in any HEMM / equipment / LV/Trucks is to be recorded as theft. An FIR is to be lodged against the theft. This should be recorded in log book and the quantity theft is to be deducted from the consumption.
  - xv) In case of recovery of diesel, it can be reused taking it into the stock after checking of its quality in presence of the decantation committee.  
**Responsibility: GM/Area Manger(Excv)/Project Officer**
19. Hour Meter shall be fitted in each and every HEMM and its operation should be ensured and all HEMMs' diesel tanks should have proper locks.  
**Responsibility: Area Manger(Excv), Project Engineer(Excv)**
20. A committee should be constituted by the project officer which will determine periodically the average hourly consumption of diesel in different types of HEMM and will submit the report to the Project Officer. A copy of this report should be marked to the GM of the area and Area





Manger(Excv.) who will take corrective measures, as required. A copy of this report should be submitted to General Manager(Excv) I/C ,BCCL, HQ also.

**Responsibility: Project officer, Project Engineer(Excv.)**

21. An Excavation Engineer should be authorized by the project Officer who will examine and analyse the daily consumption of diesel by each HEMM based on the quantity of diesel issued, working hours, trips made and compare it with the average consumption as determined by the Committee under clause(19) above.

**Responsibility: Project officer, Project Engineer(Excv.)**

22. Proper haul road gradient, washing and greasing of HEMM, maintaining HEMM in Top Start Condition, proper tyre inflation etc. should be ensured for bringing improvement in diesel consumption.

**Responsibility: Project officer ,Project Engineer (Excv),Mine Manager**

23. A Monthly Report of receipt, issue, consumption etc. should be prepared and submitted to Area Manger(Excavation) of the area, who shall work as Nodal officer for the purpose.

**Responsibility: Project Engineer(Excv), Depot Officer**

24. The Nodal Officer should bring to knowledge of the GM of the area if there is any major discrepancy in quantities.

**Responsibility:Nodel Officer/Area Manger(Excv), Depot Officer**

25. To have a proper control over the specific diesel consumption, requirement should be examined by the Nodal Officer/AM(Excv.) and only after his recommendation, the Pay Order shall be issued by Finance Department of the area. If the Nodal Officer feels that there is abnormally high consumption of diesel, he should bring it to the knowledge of the GM of the area.

**Responsibility: Nodel Officer/Area Manager(Excv)/Area Finance Manager/ Depot Officer**

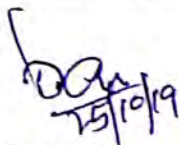
26. All DDU's should be under CCTV coverage at such an angle that dispensing to equipment & decantation of diesel tanker is always captured in camera. Working/Break down status of CCTV should be maintained in a check list from in controlled register by DDU I/C, CSK/SSK.

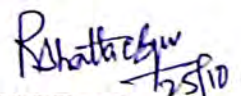
**Responsibility: Depot Officer, Project Engr.(E&T)/E&M), Project Officer**


27. The stock reconciliation of HSD/Petrol should be done every year as per office memorandum no. CMD:ES-F-20:02:304 DATED 19/02/2002 issued by CMD, BCCL.

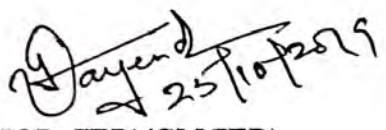
**Responsibility: Concerned GMs**

#### Committee Members

  
GM(MM)  
BCCL

  
GM(Excv)  
BCCL

  
GM(Fin) CA&T  
BCCL

  
HOD (IED)/GM(IED)  
BCCL





## ANNEXURE. II

### CHECK LIST FOR CHECKING TANK LORRIES THAT BRING SUPPLIES OF ~~MOTOR SPIRIT AND~~ DIESEL.

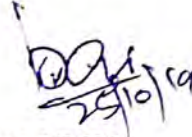
1. Check the delivery document i.e. the Challan cum Invoices.
2. Cross check the registration number of the tank lorry with the number on its calibration chart and challan cum invoice/delivery documents.
3. Place tank lorry on a level horizontal platform.
4. Allow a minimum of 10 minutes settling time.
5. Check seals (discharge valve/dome) and sealing wire/ The deliveries made in Tanker which are other log block number on the invoice to be match with lock on the TT subsequently the lock are to be open with the key provided to the customer by oil companies after the decantation the TT is to be sent back in lock condition only.
6. Open foot valve on top of tank.
7. Check dip rod (weights and Measurement deptt. checking date and arrow mark) with number of tank lorry and compartments. Markings on the dip rod may also be verified with a tape of correctness.
8. Check product dip and overall dip from correct dip hole. (The same to be recorded in register Annexure I)
9. Any discrepancies/shortages in dips of tank lorries (not underground storage tanks) will be entertained subject to following laid-down procedure. Please note that no claim for shortage recorded by the depot will be acceptable to the supplier on the basis of the dips of the under-ground storage tank installed at the receiving end as these tanks are mathematically calibrated. Whereas the tank lorries are physically calibrated and sealed by the Weights and measures department.
10. In case of dip variation, please bring the same to the knowledge of tank lorry driver and advise that the delivery will be taken only after establishment of the shortage and getting his signature on the shortage remarks in invoices. If he agrees to record the shortage, then the method indicated below is to be followed. However, in case he refuses to acknowledge shortage then the supply depot be contacted for further course of action to be followed in the matter.
11. In case the driver is agreeable to record the shortage, then compartment wise shortage shall be established by adding product from the top through the certified litre measures till product level is in line with the dip mark of the compartment in question and then record the shortages compartment wise in all copies under the Tank Lorry driver's signature. The product can either be added from your pump itself or else the product can be added with 5 litres and 1 litre measures from one compartments of the tank lorry to the other.
12. In the event of being short as per the calibration certificate the bottom lock should not be opened. Shortage quantity is to be measured by using "polling method" short quantity should be made up by filling up to the correct level through dispensing pump only the quantity field should be recorded on the front of all the invoice copies should be signed both by the customer as well as the lorry driver.
13. Similarly in case of water being detected, by water finding paste the water should be drained out first. The short quantity after running out of water should be made up by filling up to the correct level through dispensing pump only. The short quantity should be recorded in the front page of all the invoice copies and should be signed by the customer as well as the tank lorry driver.
14. Separate advice should be given to the concern depot (Of Oil Company) about the shortages recorded on the challan for setting the claim and follow up thereafter with the depot and divisional office till the claims are settled.

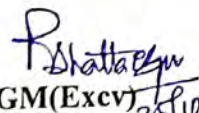


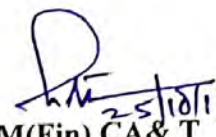


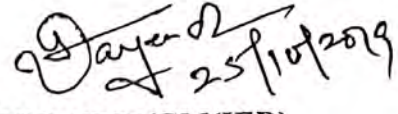
15. Before accepting any supply, sample from top and bottom of the container should be drawn in a clean glass container to ensure delivery of correct grade of product. In case water is present, the same can be easily detected by visual inspection and with the help of water detection paste.
16. The density of the product sample drawn should be measured through appropriate hydrometers and to be verified with the product density mentioned on the invoice chamber wise corrected at temperature 15 degree centigrade as per the chart provided by the OIL supplying agency if the variation is within allowable limit than only the product to be accepted. If the variation is more than the allowed tolerance limit the supplying company should be contacted for joint sampling and further course of action in consultation with the concerned authority of the OIL company.
17. Connect hose to the proper tanker if the quality and quantity is decided to be accepted.
18. Open discharge valves and start Decantation. On completion on decanting the compartments, the tank lorry should be checked from the top by looking into the compartments emptied out. In case of tank lorry fixed with bucket sight dome (i.e. fixed with mirror gauge), the mastervalue on the top and the Gate should be opened by the Receivers Representative personally to ensure that the valves are fully opened and no product is left inside. This should be done after opening the master valve on top.
19. Hand over the signed document to the Diver.
20. Total time taken for decanting the tank lorry should also be indicated.

#### Committee Members

  
GM(MM)  
BCCL

  
GM(Excv)  
BCCL

  
GM(Fin) CA&T  
BCCL

  
HOD (IED)/GM(IED)  
BCCL

**कोटि अधिसूचना 2020-2021**  
**GRADE NOTIFICATION 2020 - 2021**



**भारत कोकिंग कोल लिमिटेड**  
**BHARAT COKING COAL LIMITED**

(कोल इण्डिया लिमिटेड का एक अंग)

(A Subsidiary of Coal India Limited)

**कोयला भवन, कोयला नगर**  
**KOYLA BHAWAN, KOYLA NAGAR**

धनबाद — 826005

**DHANBAD - 826005**





# BHARAT COKING COAL LIMITED

QUALITY CONTROL DEPARTMENT

'KOYLA BHAWAN', KOYLA NAGAR

DHANBAD-826005, JHARKHAND

Phone: EPABX-2230028-29, 2230133-149

2230200

FAX: 2230195

Ref.No. BCCL/GM(QC)/F-99 /20/166

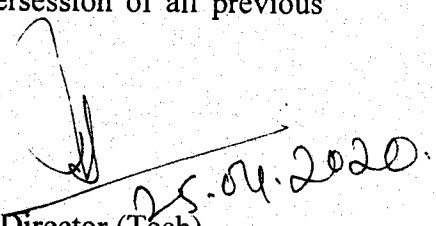
Dated 25.04.2020

Regd. Office: Koyla Bhawan  
P.O. BCCL Township,  
Koyla Nagar, Dhanbad

## ANNUAL GRADE DECLARATION FOR 2020-2021

In pursuance of provisions of sub-rule (2) of Rule 4 of Colliery Control Rules, 2004 & sub-rule (2) of Rule 18 B of Coal Mines (Conservation & Development) Amendment Rules 2011, Government of India and letter no. CC/Tech/Ann. Gr./BCCL/2020-21 dated 24.04.2020 issued by Coal Controller, I being the competent authority of the Company, hereby declare the Grade/Quality of the coal seams being worked at different collieries of Bharat Coking Coal Limited for the year 2020-2021 to be effective immediately in supersession of all previous declaration, as per details enclosed.

Encl: As above.

  
Director (Tech)  
Nominated Owner  
BCCL, Dhanbad

### **Distribution:**

1. Secretary (Coal), Ministry of Coal, Shastri Bhawan, New Delhi
2. Addl. Secretary (Coal), Ministry of Coal, Shastri Bhawan, New Delhi
3. Joint Secretary (Coal), Ministry of Coal, Shastri Bhawan, New Delhi.
4. Chairman, CIL, Kolkata
5. CMD, BCCL, Dhanbad.
6. CMD, CCL/ECL/ NCL/ MCL/ SECL/ WCL/ CMPDIL
7. Director (Technical), CIL, Kolkata
8. Director (Marketing), CIL, Kolkata.
9. Coal Controller, 1 Council House St.: Kolkata -700001
10. Officer -On -Special -Duty, Coal Controller Orgn., Dhansar, Dhanbad.
11. District Mining Officer, Combined Building, Dhanbad.
12. Director (Finance), BCCL, Dhanbad.
13. Director (Tech)/P&P, BCCL, Dhanbad.

P.T.O.

14. Director (Personnel), BCCL, Dhanbad
15. C.V.O., BCCL, Dhanbad.
16. Regional Director, CMPDIL-RI-II, Dhanbad.
17. General Manager, (M&S), CIL, Kolkata.
18. General Manager, (QC), CIL, Kolkata.
19. General Manager (M&S), CIL, New Delhi.
20. General Manager (Washery Divn.), Saraidhela, Dhanbad.
21. General Manager (P&P), Koyla Bhawan, Dhanbad.
22. General Manager (Co-ord.), Koyla Bhawan, Dhanbad.
23. General Manager (Production), Koyla Bhawan, Dhanbad.
24. General Manager (M&S), Koyla Bhawan, Dhanbad.
25. General Manager (QC), Koyla Bhawan, Dhanbad.
26. TS to CMD/ TS to D(T)OP/ TS to D(T)P&P
27. GM (QC), ECL/NCL/SECL/WCL/MCL/CCL/NEC.
28. GMs, All Areas, BCCL.
29. GM (Finance I/C), Koyla Bhawan, BCCL.
30. GM (Cost and Budget), Koyla Bhawan.
31. Sr. Manager (Finance), S/A, Koyla Bhawan, BCCL.
32. Sr. Manager (Road Sales), BCCL, Koyla Bhawan.
33. Sr. Manager (Traffic), Koyla Bhawan, Dhanbad.
34. HOD (Survey), Koyla Bhawan, Dhanbad.
35. Dy. CME / Agent / Project Officer/ Manager: All Collieries, BCCL.
36. Area Sales Manager, All Areas, BCCL.
37. Area Finance Manager, All Areas, BCCL.
38. Area Survey Officer, All Areas, BCCL.
39. Regional Sales Manager, CIL, Lucknow, Chandigarh, Patna, Jaipur, Ahmedabad, Mumbai, Bengaluru, Chennai, Hyderabad.
40. General Manager, CCSO, SAIL, Saraidhela, Dhanbad.
41. GM/Chief Engineer (Fuel), HQ: DVC (Kolkata), WBPCL (Kolkata), UPRVUNL (Lucknow), NTPC (New Delhi), CESC (Kolkata), NFL (Noida), BPSCL (Bokaro), DPL (Durgapur), HPGCL (Panchkula), PSPCL (Patiala).
42. Chief Engineer-Bokaro TPS/ Chandrapura TPS/ Durgapur TPS/ Durgapur Steel TPS/ Mejia TPS/ Harduaganj TPS/ Paricha TPS/ Panki TPS/ Guru Nanak Dev TPS/ Ropar TPS/ Panipat TPS/ Unchahar TPS/ Kolaghat TPS/ Santaldih TPS/ Bandel TPS/ Sagardighi TPS/ Bakreswar TPS/ Farakka TPS/ Kanti TPS/ Hissar TPS/ Jhajjar TPS/ Bokaro Power Supply Company Pvt. Ltd./ Durgapur Projects Ltd./ Calcutta Electric Supply Corporation.
43. Chief Engineer, NFL/Panipat/Bhatinda/Nangal Dam.
44. All Executives, QC Deptt, Koyla Bhawan
45. Office Copy.



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AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
BARORA	MURAIIDH	OCP	V/VI/VII (COMB)	STEAM	W-III
	MURAIIDH	OCP	V/VI/VII (COMB)	ROM	W-IV
	DAMODA OLD GHUTWAY	OCP	I	STEAM	G-6
	DAMODA OLD GHUTWAY	OCP	I	ROM	G-7
	DAMODA OLD GHUTWAY	OCP	III	STEAM	W-III
	DAMODA OLD GHUTWAY	OCP	III	ROM	W-IV
	PHULARITAND	OCP	V/VI/VII (COMB)	STEAM	W-III
	PHULARITAND	OCP	V/VI/VII (COMB)	ROM	W-IV
	PHULARITAND	OCP	VIII A	STEAM	W-II
	PHULARITAND	OCP	VIII A	ROM	W-IV
	PHULARITAND PURE BENEDIH INC	UG	III	ROM	W-IV



AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
<b>BLOCK-II</b>	AMALGAMATED BLOCK-II	OCP	V/VI/VII (COMB)	STEAM	W-III
	AMALGAMATED BLOCK-II	OCP	V/VI/VII (COMB)	ROM	W-IV
	AMALGAMATED BLOCK-II	OCP	IX/X	ROM	W-IV
	AMALGAMATED BLOCK-II	OCP	IV/V/VI/VII (COMB)	STEAM	W-III
	AMALGAMATED BLOCK-II	OCP	IV/V/VI/VII (COMB)	ROM	W-V

AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
<b>WESTERN JHARIA</b>	MOONIDIH PROJ.SHAFT NO. 1 & 2	UG	XVI (T)	ROM	W-II
	MOONIDIH PROJ.SHAFT NO. 1 & 2	UG	XV	ROM	W-II



AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
GOVINDPUR	MAHESHPUR 9 SEAM BOT (S)	UG	IX (B)	STEAM	W-III
	MAHESHPUR 9 SEAM BOT (S)	UG	IX (B)	ROM	W-IV
	MAHAESPUR 10 SEAM OCP	OCP	X	ROM	W-IV
	KHARKHAREE 1/2 PIT	UG	XV	STEAM	W-III
	KHARKHAREE 1/2 PIT	UG	XV	ROM	W-IV
	NEW AKASHKINAREE 3 SEAM INC	UG	II	STEAM	W-III
	NEW AKASHKINAREE 3 SEAM INC	UG	II	ROM	W-IV
	NEW AKASHKINAREE OCP	OCP	V/VI/VII (COMB)	STEAM	W-III
	NEW AKASHKINAREE OCP	OCP	V/VI/VII (COMB)	ROM	W-IV
	NEW AKASHKINAREE 1 SEAM INC	UG	I	STEAM	W-III
	NEW AKASHKINAREE 1 SEAM INC	UG	I	ROM	W-IV
	BLOCK-IV OCP	OCP	V/VI/VII (COMB)	STEAM	W-III
	BLOCK-IV OCP	OCP	V/VI/VII (COMB)	ROM	W-IV
	BLOCK-IV 10 SEAM OCP	OCP	IX	STEAM	W-III
	BLOCK-IV 10 SEAM OCP	OCP	IX	ROM	W-IV
	JOGIDIH 2/1 INC	UG	I	STEAM	W-II
	JOGIDIH 2/1 INC	UG	I	ROM	W-IV

AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
KATRAS	AKWMC 2 INC	UG	II (B)	ROM	W-IV
	AKWMC OCP	OCP	VIII	STEAM	W-III
	AKWMC OCP	OCP	VIII	ROM	W-IV
	AKWMC OCP	OCP	VIII A	STEAM	W-III
	AKWMC OCP	OCP	VIII A	ROM	W-IV
	AKWMC OCP	OCP	VII	STEAM	W-III
	AKWMC OCP	OCP	VII	ROM	W-IV
	AKWMC OCP	OCP	IV	ROM	W-IV
	AKWMC OCP	OCP	V/VI	STEAM	W-III
	AKWMC OCP	OCP	V/VI	ROM	W-IV
	SALANPUR 5 SEAM INC	UG	III	ROM	W-IV
	SALANPUR 5 SEAM INC	UG	IV (B)	ROM	W-IV
	SALANPUR 2 SEAM INC	UG	II (B)	ROM	W-IV
	AMAL. GASLITAND KATRAS CHAITUDIH, KATRAS CHAITUDIH OCP	OCP	XV(TOP)/Geo XVI C	STEAM	W-I
	AMAL. GASLITAND KATRAS CHAITUDIH, KATRAS CHAITUDIH OCP	OCP	XV(TOP)/Geo XVI C	ROM	W-II
	AMAL. GASLITAND KATRAS CHAITUDIH, KATRAS CHAITUDIH OCP	OCP	XV(BOT)/Geo XVI B	STEAM	W-I
	AMAL. GASLITAND KATRAS CHAITUDIH, KATRAS CHAITUDIH OCP	OCP	XV(BOT)/Geo XVI B	ROM	W-II
	AMAL. GASLITAND KATRAS CHAITUDIH, KATRAS CHAITUDIH OCP	OCP	XVA/Geo XVI E	ROM	W-II
	AMAL. GASLITAND KATRAS CHAITUDIH, KATRAS CHAITUDIH OCP	OCP	XIV/Geo XVI A/XVI	ROM	W-II
	AMAL. GASLITAND KATRAS CHAITUDIH, KATRAS CHAITUDIH OCP	OCP	13/XV (Geo)	ROM	W-II
	AMAL. GASLITAND KATRAS CHAITUDIH, KATRAS CHAITUDIH OCP	OCP	16/XVI H (Geo)	ROM	W-II
	AMAL. GASLITAND KATRAS CHAITUDIH, GASLITAND OCP	OCP	XV (T&B) FIRE ZONE	ROM	W-II
	AMAL. GASLITAND KATRAS CHAITUDIH, GASLITAND OCP	OCP	XV (T&B) NON FIRE ZONE	ROM	ST-I
	AMAL. GASLITAND KATRAS CHAITUDIH, GASLITAND OCP	OCP	XIV & XIII FIRE ZONE	ROM	W-II
	AMAL. GASLITAND KATRAS CHAITUDIH, GASLITAND OCP	OCP	XIV & XIII NON FIRE ZONE	ROM	ST-I



AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
SIJUA	TETULMARI PST 2 INC	UG	II (B)	ROM	W-VI
	TETULMARI OCP 4 SEAM	OCP	IV	ROM	W-IV
	TETULMARI OCP V/VI SEAM	OCP	V/VI	STEAM	W-IV
	TETULMARI OCP V/VI SEAM	OCP	V/VI	ROM	W-IV
	TETULMARI OCP	OCP	VIII A	ROM	W-IV
	TETULMARI OCP	OCP	VIII	ROM	W-IV
	TETULMARI OCP	OCP	VII	ROM	W-V
	SENDRA BANSJORA OCP	OCP	IV	ROM	W-V
	SENDRA BANSJORA OCP	OCP	V/VI COMB	ROM	W-IV
	SENDRA BANSJORA OCP	OCP	VIII	STEAM	W-III
	SENDRA BANSJORA OCP	OCP	VIII	ROM	W-IV
	SENDRA BANSJORA OCP	OCP	VII	ROM	W-IV (P)
	SENDRA BANSJORA OCP	OCP	VIII A	ROM	W-IV (P)
	NICHITPUR OCP	OCP	II	STEAM	W-IV
	NICHITPUR OCP	OCP	II	ROM	W-IV
	NICHITPUR OCP	OCP	III	STEAM	W-III
	NICHITPUR OCP	OCP	III	ROM	W-IV
	MUDIDIH 7/8 INC	UG	VI	ROM	W-III
	KANKANEE OCP	OCP	XIV FIRE ZONE	ROM	W-II (P)
	KANKANEE OCP	OCP	XIV NON FIRE ZONE	ROM	ST-II (P)
	KANKANEE OCP	OCP	XIII FIRE ZONE	ROM	W-II
	KANKANEE OCP	OCP	XIII NON FIRE ZONE	ROM	ST-II
	KANKANEE OCP	OCP	XII	ROM	W-II
	KANKANEE OCP	OCP	XI	ROM	W-II
	BANSDEOPUR OCP	OCP	IX	ROM	W-III (P)
	BANSDEOPUR OCP	OCP	X	ROM	W-III (P)
	BANSDEOPUR OCP	OCP	XI	ROM	W-II (P)
	BANSDEOPUR OCP	OCP	XII	ROM	W-II (P)

AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
<b>KUSUNDA</b>	EAST BASSURIA PATCH-B	OCP	IV (TOP)	ROM	G-10
	EAST BASSURIA PATCH-B	OCP	IV (BOT)	ROM	G-9
	EAST BASSURIA PATCH-B	OCP	III	ROM	G-6
	EAST BASSURIA PATCH-B	OCP	II (TOP & MID)	ROM	W-V (P)
	AMALGAMATED DHANSAR INDUSTRY AREA-H	OCP	V/VI/VII/VIII COMB	STEAM	W-III
	AMALGAMATED DHANSAR INDUSTRY AREA-H	OCP	V/VI/VII/VIII COMB	ROM	W-IV
	AMALGAMATED DHANSAR INDUSTRY PATCH-J	OCP	IV (B)	ROM	W-IV
	NGKC GODHUR OCP 15 QUARRY	OCP	V/VI/VII/VIII COMB	STEAM	W-III
	NGKC GODHUR OCP 15 QUARRY	OCP	V/VI/VII/VIII COMB	ROM	W-III
	NGKC KUSUNDA AREA-C	OCP	X	ROM	W-IV
	NGKC KUSUNDA AREA-A	OCP	V/VI/VII/VIII COMB	STEAM	W-IV
	NGKC KUSUNDA AREA-A	OCP	V/VI/VII/VIII COMB	ROM	W-IV
	GKKC GONDUDIH QUARRY	OCP	VIII	STEAM	W-IV
	GKKC GONDUDIH QUARRY	OCP	VIII	ROM	W-IV
	GKKC GONDUDIH QUARRY	OCP	V/VI	ROM	W-IV
	GKKC GONDUDIH QUARRY	OCP	II	STEAM	G-7
	GKKC GONDUDIH QUARRY	OCP	II	ROM	G-10
	GKKC GONDUDIH QUARRY	OCP	III	STEAM	G-6
	GKKC GONDUDIH QUARRY	OCP	III	ROM	G-8
	GKKC GONDUDIH OCP	OCP	IV (T)	STEAM	G-8
	GKKC GONDUDIH OCP	OCP	IV (T)	ROM	G-8
	GKKC GONDUDIH OCP	OCP	IV (B)	ROM	G-7
	ENA OCP	OCP	XIII	ROM	W-III
	ENA OCP	OCP	XIV	ROM	W-IV (P)



AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
<b>POOTKEE BALIHARI</b>	GOPALICHUCK 2 PIT(K) /4 PIT(WG)	UG	X	ROM	W-I
	BALIHARI 10/12 PIT	UG	XV	ROM	ST-I
	BALIHARI 5/7 PIT	UG	XI/XII	ROM	W-I
	BHAGABAND COLLIERY, BHAGABAND SEC.	UG	XV	ROM	ST-I
	P.B. PROJECT I & II PIT	UG	XI	ROM	W-I
	P.B. PROJECT I & II PIT	UG	XII	ROM	ST-II
	KENDWADIH OCP	OCP	XV	ROM	ST-II

AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
<b>BASTACOLLA</b>	BASTACOLLA 9 PIT CHANDMARI SEC.	UG	I (B)	STEAM	W-II
	BASTACOLLA 9 PIT CHANDMARI SEC.	UG	I (B)	ROM	W-II
	BASTACOLLA 3/4 INC CHANDMARI SEC.	UG	III (T)	STEAM	W-III
	BASTACOLLA 3/4 INC CHANDMARI SEC.	UG	III (T)	ROM	W-IV
	BASTACOLLA VICTORY SEC. 1 PIT	UG	II (B)	STEAM	W-III
	BASTACOLLA VICTORY SEC. 1 PIT	UG	II (B)	ROM	W-IV
	BASTACOLLA VICTORY SEC. 2 PIT	UG	III (B)	STEAM	W-III
	BASTACOLLA VICTORY SEC. 2 PIT	UG	III (B)	ROM	W-IV
	DOBARI OCP	OCP	I	ROM	W-II
	DOBARI OCP	OCP	II (B)	ROM	G-5
	DOBARI OCP	OCP	III (T)	STEAM	W-III
	DOBARI OCP	OCP	III (T)	ROM	W-IV
	DOBARI OCP	OCP	III (B)	STEAM	W-II
	DOBARI OCP	OCP	III (B)	ROM	W-IV
	DOBARI OCP	OCP	IV (B)	ROM	G-9
	GHANOODIH OCP	OCP	V/VI/VII/VIII	STEAM	W-III
	GHANOODIH OCP	OCP	V/VI/VII/VIII	ROM	W-III
	KUYA OCP	OCP	III (T)	STEAM	W-IV (P)
	KUYA OCP	OCP	III (T)	ROM	W-IV (P)
	KUYA OCP	OCP	III (B)	STEAM	W-IV (P)
	KUYA OCP	OCP	III (B)	ROM	W-V (P)
	KUYA OCP	OCP	IV (T)	ROM	W-VI (P)
	KUYA OCP	OCP	IV (B)	ROM	W-V (P)
	ROCP/S. JHARIA OCP	OCP	VII/VIII (COMB)	STEAM	W-III
	ROCP/S. JHARIA OCP	OCP	VII/VIII (COMB)	ROM	W-III
	ROCP/S. JHARIA OCP	OCP	IV (T)	ROM	W-V (P)
	ROCP/S. JHARIA OCP	OCP	IV (B)	ROM	W-V (P)



AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
LODNA	AMALGAMATED NTST-JEENAGORA, S.TISRA OCP	OCP	III	STEAM	W-III
	AMALGAMATED NTST-JEENAGORA, S.TISRA OCP	OCP	III	ROM	W-V
	AMALGAMATED NTST-JEENAGORA, S.TISRA OCP	OCP	IV (B)	STEAM	W-IV
	AMALGAMATED NTST-JEENAGORA, S.TISRA OCP	OCP	IV (B)	ROM	W-V
	AMALGAMATED NTST-JEENAGORA, S.TISRA OCP	OCP	IV (T)	ROM	W-V
	AMALGAMATED NTST-JEENAGORA, S.TISRA OCP	OCP	II (FULL)	ROM	G-5
	AMALGAMATED NTST-JEENAGORA, S.TISRA OCP	OCP	V/VI/VII	STEAM	W-III
	AMALGAMATED NTST-JEENAGORA, S.TISRA OCP	OCP	V/VI/VII	ROM	W-IV
	AMALGAMATED NTST-JEENAGORA, JEENAGORA OCP	OCP	V/VI/VII (COMB)	STEAM	W-IV
	AMALGAMATED NTST-JEENAGORA, JEENAGORA OCP	OCP	V/VI/VII (COMB)	ROM	W-IV
	AMALGAMATED NTST-JEENAGORA, JEENAGORA OCP	OCP	III	STEAM	W-III
	AMALGAMATED NTST-JEENAGORA, JEENAGORA OCP	OCP	III	ROM	W-IV
	KUJAMA OCP	OCP	IX/X	ROM	W-II

AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
<b>EASTERN JHARIA</b>	BHOWRAH NORTH 23/8 INC	UG	VI	STEAM	W-II
	BHOWRAH NORTH 23/8 INC	UG	VI	ROM	W-II
	BHOWRAH SOUTH 3S INC	UG	IV (T)	ROM	W-IV
	BHOWRAH SOUTH 3 PIT OCP	OCP	XIII	ROM	W-II
	BHOWRAH SOUTH 3 PIT OCP	OCP	XI/XII	ROM	W-II
	BHOWRAH SOUTH 3 PIT OCP	OCP	IX/X	STEAM	W-I
	BHOWRAH SOUTH 3 PIT OCP	OCP	IX/X	ROM	W-II
	ASPC CHANDAN PROJECT, CHANDAN OCP	OCP	I (B)	ROM	W-III
	ASPC CHANDAN PROJECT, CHANDAN OCP	OCP	I T / I M	ROM	W-IV
	ASPC CHANDAN PROJECT, CHANDAN OCP	OCP	III	ROM	W-IV



AREA	MINE	MINE TYPE	SEAM	FRACTION	APPROVED GRADE BY CCO FOR 2020-21
CHANCH VICTORIA	DAHIBARI OCP	OCP	KALIMATI	STEAM	G-5
	DAHIBARI OCP	OCP	KALIMATI	ROM	G-7
	DAHIBARI OCP	OCP	GOPINATHPUR (B)	STEAM	G-7
	DAHIBARI OCP	OCP	GOPINATHPUR (B)	ROM	G-8
	DAMAGORIA OCP BORIRA PATCH	OCP	LAIKDIH (TOP)	ROM	W-II
	DAMAGORIA OCP BORIRA PATCH	OCP	LAIKDIH (MIDDLE)	ROM	W-II
	DAMAGORIA OCP BORIRA PATCH	OCP	LAIKDIH (B)	STEAM	W-I
	DAMAGORIA OCP BORIRA PATCH	OCP	LAIKDIH (B)	ROM	W-II
	DAMAGORIA OCP BORIRA PATCH	OCP	L-10	ROM	W-II
	DAMAGORIA OCP BORIRA PATCH	OCP	SALANPUR C	ROM	W-III
	DAMAGORIA OCP BORIRA PATCH	OCP	SALANPUR D	STEAM	G-6
	DAMAGORIA OCP BORIRA PATCH	OCP	SALANPUR D	ROM	G-6

भारतकोकिंगकोललिमिटेड  
(एकमिनीरत्नकम्पनी)  
(कोलइंडियाकीसहायककंपनी)  
पंजीकृतकार्यलय: कोयलाभवन,  
कोयला नगर, धनबाद-826005,  
सी.आइ.एन.:U10101JH1972GOI000918



BHARAT COKING COAL LIMITED  
(A Mini Ratna Company)  
(A Subsidiary of Coal India Limited – A MahaRatna Company)  
Vigilance Department, Level – V  
KoylaBhawan, Koyla Nagar,  
Dhanbad – 826 005 (Jharkhand) India  
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email: cvo.bccl@coalindia.in

REF: BCCL/VIG/F-1/2020/

Dated: 07-09-2020

**Chairman-Cum-Managing Director**  
**Bharat Coking Coal Limited**

**Subject:** - System improvement in submission of BG (Bank Guarantee) in lieu of Performance Security

During Quarterly review meeting of CVOs of Coal Sector conducted by Secretary/Coal on 11/04/2020, incident of submission of fake BG (Bank Guarantee) by one of the tenderers in one of HEMM tenders of BCCL was discussed and the instructions of Secretary/Coal on the matter is reproduced as under Sl No 10 of the minutes of the meeting is as follows”

*“CVO, BCCL shall study the issue of IT-enabled submission of Bank Guarantee against contracts by the suppliers and make suggestions so that there is no false/fraudulent BG etc. He may examine the applicability of the various financial instruments like RTGS, NEFT etc. and make the system improvement suggestions to CVO, CIL. CVO, CIL may then take it up with CMD, CIL for implementation across all subsidiaries”.*

The matter has been examined by Vigilance department and it is noted that adequate provisions for submission of BG through SFMS mode is already notified in HEMM tenders. The report was put up to CMD with a recommendation to insertion of the following clause in all tenders where the tenderer was to submit the Performance Security in form of BG.

*“Separate advise of the BG is to be sent by issuing bank to the advising bank through SFMS and it is only after receipt of SFMS advice from the advising (beneficiary) bank about receipt of information of BG through SFMS that the paper BG would be taken cognizance of and would be subject to physical verification at the discretion of the Company. BG received in physical form without underlying SFMS advice being received from the beneficiary bank will be considered invalid”.*

The same is brought to your kind notice with a request to pass necessary instructions to all concerned for implementation of the above in all; tenders where the tenderer is required and allowed to submit BG in lieu of Performance Security.

  
(Kumar Animesh)  
CVO

**Copy:** - DT/Op, DT/P&P, DF & DP: - For information and necessary action as per above





# e-Compendium

CVC / CIL / BCCL

Circulars & Guidelines

October, 2020

**Courtesy: Vigilance Department, B.C.C.L.**