

File .No. A-36019/2/2018-ESTABLISHMENT
Government of India
Ministry of Coal

Shastri Bhawan, New Delhi
Dated 11th August, 2021

OFFICE ORDER

Subject: Channel of Submission and level of final disposal in various sections in the Ministry of Coal -reg.

The channel of submission and level of final disposal for various items of work in various sections of the Ministry of Coal in compliance with the initiative by DARPG to increase efficiency in decision making in governance and to maintain up to four level of submission in each and every work dealt in the sections is attached herewith. This has the approval of the Competent Authority.



[Sanjib Bhattacharya]
Under Secretary to the Govt. of India

Encl: as above.

To,

- 1) PSO Secretary (Coal)/PPS to AS (Coal)/AS(MN)/JS (Estt)/JS&FA/
JS(CPD)/JS(P&S)/ Project Advisor/EA/DDG.
- 2) All Directors/DS/US/SO, Ministry of Coal.
- 3) All Officers/Sections of Ministry of Coal.
- 4) E-Notice Board.
- 5) NIC, Ministry of Coal.

ADMINISTRATION SECTION					
Sl No	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any	
1	Deployment of Staff Car	ASO/ SO → US	DS/Director		
2	General Pool Residential Accommodation (Forwarding of application filled by officers/staff for new allotment or change of accommodation)	ASO	SO		
3	Identity Cards (approval to forward the applications to MHA for issuing of Identity cards to Ministry & PSUs employees/staff)	ASO/ SO → DS/Director	JS		
4	Purchase of Laptops	ASO/ SO → DS/Director → JS	Secretary	IFD Concurrence is to be obtained before final approval	
5	Purchase of Vehicles (Staff Car)	ASO/ SO → DS/Director → JS	Secretary	IFD Concurrence is to be obtained before final approval	
6	Hiring of Vehicles	ASO/ SO → DS/Director	JS	IFD Concurrence is to be obtained before final approval	
	Purchase of goods and services (Computers & peripherals, Printers, furniture, AC & other office equipments like paper, pen etc.)				

7	(a) when the amount is up to Rs. 60,000/-	ASO/ SO → US	DS/Director	
	(b) when the amount is more than Rs. 60,000/-	ASO/ SO → DS/Director	JS	IFD Concurrence is to be obtained before final approval
8	Annual Maintenance Contract (AMC): a. Telephone b. Computer and Printer/AC/Fax machine/Photo Copier c. Cable TV/ Electrical Items fitting & appliances /Furniture Repair etc.	ASO/ SO → DS/Director	JS	IFD Concurrence is to be obtained before final approval
	Reimbursement of bills for Newspaper, Residential Telephone, Tuition fees, Hospitality etc. (As per entitlement of the individual officers)	ASO/ SO	US	
10	Reimbursement of Medical Bills			
	(a) when the amount is up to Rs. 5,00,000/-	ASO/ SO → US	DS/Director	JS when IFA/MoH&FW concurrence required
	(b) when the amount is more than Rs. 5,00,000/-	ASO/ SO → DS/Director	JS	
11	Payment of Official Telephone bills, Air Journey bills			
	(a) when the amount is up to Rs. 60,000/-	ASO/ SO → US	DS/Director	

	(b) when the amount is more than Rs. 60,000/-	ASO/ SO → DS/Director	JS	IFD Concurrence is to be obtained before final approval
12	Monitoring of Coal Companies (CCL)	ASO/ SO → DS/Director → JS	Secretary	
13	Reimbursement of Tuition Fees	ASO/ SO → US	DS/Director	

CPD Section

S.No.	Subject	Channel of Submission	Final level of disposal/decision	Remarks if any
1.	Grant of coal Linkage / LOAs through Standing Linkage Committee (Long-Term)			
a.	Recommendation of SLC(LT) on the following items: i. Items where relaxation or exemption or exemption in the provisions of an existing policy is sought. ii. Items related to FSA seeking relaxation of condition precedent, time extension of Coal Supply etc. iii. Items related to linkages as per orders of Court/Quasi-judicial bodies.	ASO/ SO → Director → JS	Secretary	
b.	All other recommendation of SLC(LT) viz. i. Items which are as per the provisions of existing policies/rules (bridge Linkages, Automatic transfer of linkages etc.)	ASO/ SO → Director → JS	Secretary	

	ii. Items related to Letter of Assurances (LoAs) issued by the Coal Companies and their implementation (e.g. determination of Force majeure conditions, Conversion of LoA of IPP to CPP and vice-versa. iii. Items related to surrender of existing linkages and matters pertaining thereto (e.g. Surrender of LoA, surrender of FSA etc.) iv. Items related to change in name /change in ownership of linkage holders, etc. and matters related thereto. v. Items related to review of recommendations made by SLC (LT) and duly approved by competent Authority on prior occasions (e.g. Increase in ACQ, Linkage for additional capacity etc.) vi. Miscellaneous items not covered above (e.g. FSA disputes of non-commercial and non-legal in nature).			
2.	Joint Review Meeting under Secretary (Coal), Secretary	ASO/ SO → Director → JS	Secretary	

	(Power) & Member Traffic Railway to review the coal supply to power sector.			
3.	Meeting of the Sub-Group, constituted by the Infrastructure constraints Review Committee, to look into the issues of critical power houses.	ASO/ SO → US → Director	JS	
4.	All policy issues i. Constitution of IMC / IMTF for framing amendment of guidelines and policies. ii. Approval of recommendation of IMC / IMTF	ASO/ SO → Director → JS	Secretary	
5.	Meeting on Third Party Sampling under Chairmanship of JS (Coal) and JS (Power).	ASO/ SO → US → Director	JS	
6	Monitoring of coal and lignite production	ASO/ SO → US → JS	Secretary	
7	Monitoring of coal Offtake	ASO/ SO → Director → JS	Secretary	
8	First Mile Connectivity Projects	ASO/ SO → US → JS	Secretary	
9	Coal e-auctions	ASO/ SO → Director → JS	Secretary	
10	Import Substitution	ASO/ SO → Director → JS	Secretary	
11	Matters related to Third Party Sampling and Grade slippages	ASO/ SO → Director → JS	Secretary	
12	Matters related to Sagarmala project	ASO/ SO → US → JS	Secretary	
13	Coal Trading Exchange	ASO/ SO → Director → JS	Secretary	
14	Matters related to linkages for	ASO/ SO → Director → JS	Secretary	

	Power sector and non-power sector		
15	Monthly DO to Cabinet Sectt	ASO/ SO → US → JS	Secretary
16	Reports/work related to SECL as nodal section	ASO/ SO → US → JS	Secretary
17	E-samiksha portal updation	ASO/ SO → US → Director	JS
18	Different types of Dashboard updation	ASO/ SO → US → Director	JS
19	Reply to Niti Aayog	ASO/ SO → Director → JS	Secretary
20	Matters related to outstanding dues	ASO/ SO → US → Director	JS
21	Reply to Consultative Committee	ASO/ SO → US → JS	Secretary
22	Updation of SGOS points in ppt/dashboard	ASO/ SO → US → Director	JS

International Co-operation (IC)- Section

Sl. No	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any
1.	Approval for foreign visit of CMDs of PSUs	ASO/ SO → DS/ Director → JS	Secretary	Power delegated to secretary vide D/o Public enterprises's OM No. 2(23)/2007-DPE- (WC)-GL-VIII/13 dated 09.03.2013
2.	Approval for foreign visit of Officers up to the level of Directors of Ministry of Coal	ASO/ SO → DS/Director → JS	Secretary	Power delegated to secretary vide M/o Finance, D/o Expenditure's OM No. 23(2)/E.Coord-2006 dated 07.01.2010. Instructions for processing foreign visits of officers of the Government of India for approval of Screening Committee of Secretaries (SCoS) vide Ministry of Finance, Department of Expenditure O.M. No.4(4)/E/ Coord/2015 dated 05.01.2016.

3.	Approval for foreign visit of Officers of the level of JS and above	ASO/ SO →DS/ Director→JS →Secretary	Minister	Screening Committee for ASand Above. As per directions of DOE, MOF OM No. 4(4)/E.Coord/2015 dated 05.01.2016, SCoS approval shall be obtained in case any delegation for foreign travel (irrespective of the level of officers) exceeds 5 working days or 5 members.
4.	Joint Working Group (JWG)	ASO/ SO →US→JS	Secretary	
5.	Constitution, Memorandum of Understanding (MoU)	SO→DS/ Director→JS →Secretary	Minister	Constitution, Memorandum of Understanding (MoU)
6.	Any other matter, except policy related, not specifically listed anywhere	ASO/ SO →US→JS	Secretary	Depending upon the issues involved in the receipt

Sustainable Development Cell

S. No.	Particulars of work	Channel of Submission	Final level of disposal / decision	Remarks if any
1.	Arranging high level review meetings on environmental compliance	ASO/SO-> US-> DS/Director	AS/JS	
2.	Arranging meetings to review the progress on execution of various activities relating to sustainable development	ASO/SO-> US-> DS/Director	JS	
3.	Collection of information on EC/FC, restoration, mine water utilization, energy and other related issues	ASO/SO-> US-> DS/Director	JS	
4.	Review of status of EC/FC and deliberation of other issues relating to EC, FC, Climate change etc. with MoEF&CC	US-> DS/Director->AS/JS	Secretary	
5.	Other works relating to SDC Cell - collection of information, submission of reports, furnishing comments, etc.	ASO/SO-> US-> DS/Director	JS	

MPS (Mine Plan & Safety) Section

Subject	Channel of Submission	Final level of Disposal/Decision	Remarks if any
Central Sector Scheme- ➤ Budget related matter, ➤ Demands for Grants, ➤ Output Outcome Monitoring Framework, ➤ NER/SC/ST component and Nodal Unit for NER/SC/ST	ASO/SO(MPS) ↓ US (MPS) [routine matters]/Director (T) [technical matters] ↓ Project Adviser	Additional Secretary / Secretary	
➤ Standing Committee under MMDR Act/Rules ➤ Standing Committee on Coal and Steel ➤ Disaster management, Mine safety, Fire safety ➤ Accident in coal mines/Rescue ➤ Crisis Management Plan ➤ Revival of Fertilizers plants ➤ Tenders (Dispute) ➤ Related Court cases ➤ Coal Handling Plants ➤ Coal Mines Act & Coal Mines Regulations ➤ Registration of projects for availing concessional rate of custom duty ➤ Modernization/Restructuring of CIL ➤ Consultative Committee on Safety			

Standing Committee on Safety Standing Committee on Coal and Steel Fires in Coal Mines Work relating to Jharia- Raniganj Master Plan Quality of Coal Works related to organization of various events/invitations/messages/lo go-supports Related Court cases Standing Committee on Coal and Steel Rehabilitation Monthly DO			
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Vigilance Section, MoC

Sl. No.	Subject	Channel of Submission	Final level of disposal / decision	Remarks if any
	1	2	3	4
1	All vigilance matters relating to Ministry of Coal & CCO and Board level officers of Coal India Ltd. and its subsidiaries, NLCIL, CMPFO. i. Calling for reports ii. Calling comments of officer concerned iii. Consultation with CVC/First stage advice of CVC iv. Decision to be taken on the First stage advice of CVC v. Issue of Chargesheet vi. Appointment of Inquiry Officer vii. Providing of Inquiry Report to the Charged Officer (s) viii. Implementation of first stage advice ix. Seeking 2nd Stage advice from CVC x. Decision to be taken on the 2nd stage advice of CVC xi. Implementation of the final decision of Disciplinary Authority. Issues related to theft/pilferage and shortage of coal involving vigilance angle.	ASO/SO ASO/SO-DS/Director US-DS/Director- JS&CVO-Secretary US-DS/Director- JS&CVO-Secretary US-DS/Director- JS&CVO-Secretary ASO/SO-DS/Director- JS&CVO-Secretary ASO/SO-DS/Director US-DS/Director- JS&CVO-Secretary US-DS/Director- JS&CVO-Secretary US-DS/Director- JS&CVO-Secretary US-DS/Director- JS&CVO-Secretary	US JS&CVO Minister Minister Minister Minister JS&CVO Minister Minister Minister Minister	
2	i. Obtaining information on allegations. ii. Examination of report and taking further action	ASO/SO-US ASO/SO-US	DS/Director JS&CVO	

3	Issuance of Vigilance Clearance to Board Level Officers of CIL and its subsidiaries, NLCIL, CMPFO and toofficers / staff of Ministry of Coal.					
	i. Obtaining Vigilance Status	ASO/SO				
	ii. Issuance of Vigilance Status	ASO/SO- US-DS/Director			JS&CVO	
	iii. Issuance of Vigilance clearance for officers/officials of Ministry.					
4	iv. Reference to CVC for issue of vigilance clearance.					
	Implementation of IT Initiatives – gathering of information from CIL & NLCIL	ASO/SO			DS/Dir	
5	Handling of Complaints					
	(i) Sending of complaints against Board level officers of PSUs under administrative control of MoC to the CVO concerned for furnishing Report.	ASO/SO-US			JS&CVO	
	(ii) Sending of complaints for appropriate /necessary action in respect of below board level officers to the CVO concerned.	ASO/SO			US	
	(iii) Complaints received against CVOs to be sent to CVC for advice (other than anonymous/pseudonymous)	US-DS/Director- JS&CVO			Secretary	
	(iv) Approval for conducting Preliminary Enquiry in respect of complaints received against officers/officials of Ministry of Coal.	US-DS/Director- JS&CVO			Secretary	
	(v) Approval for initiating disciplinary proceedings against officers/officials of Ministry of Coal after conducting Preliminary Enquiry:					
	(a) In respect of Group 'A' officers	US-DS/Director- JS&CVO-Secretary			Minister	
	(b) In respect of officers/officials upto Group 'B'	ASO/SO-DS/Director- JS&CVO			Secretary	

6	Closure of complaints when nodisciplinary proceedings are contemplated.			
	(i) In respect of board level officers of PSU under administrative control of MoC.	US-DS/Director- JS&CVO	Secretary	
	(ii) Anonymous/ pseudonymous complaints against officers/ officials of Ministry of Coal within the jurisdiction of MoC.	ASO/SO-US	DS	
	(iii) Complaints against officers/officials of Ministry of Coal after preliminary Enquiry.	US-DS/Director- JS&CVO	Secretary	
	(iv) Anonymous/ pseudonymous complaints against CVOs.	US	JS&CVO	
	(v) Closure of complaints in respect of belowboard level officers after receipt of report from CVO of subsidiary where norole of Board Level Officer is observed.	ASO/SO	DS/Director	
7.	(vi) All reports to be sent to PMO/Cabinet Secretariat/President Secretariat, etc.	ASO/SO-DS/Director- JS&CVO	Secretary	
	Information sought by Coord/parl dvsn etc/ other ministry etc			
	In case of NIL information	ASO/SO	DS	
	In case of information	ASO/SO-US	JS	

MINISTRY OF COAL

Corporate Affairs (CA)					
Sl. No	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any	Remarks of the Divisional Head if any
	1	2	3	4	5
1.	Royalty for coal and lignite i) Examination/Recommendation through Study Group	US→Director→JS/AS→Secretary	Minister		
2.	Dis-investment, buyback, Amendment in memorandum of Association, Article of Association of CPSEs.	US→Director→JS/AS→Secretary	Minister		
3.	Tripartite Agreement between the Government of India, the Government of Telangana and the Singareni Collieries Company Limited (SCCL)	SO/US→Director→JS/AS→Secretary	Minister		
4.	Annual General Meetings (AGM) and laying of Annual reports, Audited accounts and Government of India Review in Parliament in respect of CIL, NLCIL and SCCL.	SO/US→Director→JS/AS→Secretary	Minister		
5.	All Company related policy management, Circular/Guidelines issued by DPE, MoF i)Corporate Governance	(i) US→Director→JS (ii) US→Director→JS	Secretary		
6.	Signing of Memorandum of Understanding (MoU) in accordance to DPE guidelines and performance evaluation of MoUs in consultation	ASO/SO→Director→JS/AS→	Secretary		

	with DPE				
7.	Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD)	US → Director → JS →	Secretary		
8.	Committee on Public Undertaking (CoPU)	US → Director → JS/AS	Secretary		
9.	NLCIL Monthly Performance Review	ASO/SO → Director → JS/AS →	Secretary		
9.	Revision Application	ASO/SOSO → US → Director	Joint Secretary & Revisional Authority		
10.	Commercial Audit Paras of Coal India Ltd and NLC India Limited and SAC Status	ASO/SO → US → Director	Joint Secretary		
11.	Miscellaneous Matters	ASO/SO → US → Director	Joint Secretary		
12	Asset Monetization and Capital Expenditure - Monitoring and Review in Coal Sector.	ASO/SO → DS/Director → JS/AS →	Secretary		
13.	Issues related Pricing of Coal	ASO/SO → DS/Director → JS/AS →	Secretary		

Land & Infrastructure Development Division (LA&IR)

Sl. No.	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any
1.	Acquisition of land under Coal Bearing Areas (Acquisition and Development), 1957 for coal projects.	ASO/SO->US->DS/Dir	JS/AS	
2.	Constitution of Joint Bi-partite Committee for coal industry (JBCCI) for National Coal Wage Agreement (NCWA).	US->DS/Director/ JS/AS ->Secretary	Minister	
3.	Extension of period of Tribunal set up under CBA (A&D) Act, 1957	ASO/SO->US ->DS/Director	JS/AS	
4.	Appointment of authorities under Public Premises Eviction Act, 1971	ASO/SO->US ->DS/Director ->	JS/AS	
5.	Giving Right of Way owned by coal companies to Government companies and private companies.	US->DS/Director ->JS/AS	Secretary	
6.	Acquisition of land by Coal Companies direct from State Government under erstwhile Land Acquisition Act, 1894.	ASO/SO->US ->DS/Director	JS/AS	
7.	Payment of compensation for land and other interest acquired under CBA (A&D) Act, 1957.	US ->DS/Director ->JS/ AS	JS&FA/ AS&FA	
8.	Law and Order matter in Coal Companies.	US->DS/Director ->JS/AS	Secretary	
9.	Matter relating to contract labourers.	ASO/SO-> US->DS/Director	JS/AS	
10.	Industrial Disputes cases relating to workers of Coal Companies.	ASO/SO-> US->DS/Director	JS/AS	
11.	Issue of Gazette Notification in respect of nomination of occupier of Factories/ Washeries/ Workshops falls within the Factory Act, 1948.	US->DS/Director	JS/AS	
12.	Rehabilitation and Resettlement Policy of CIL, 2012 and provisions of RFTLARR Act, 2013.	US->DS/Director ->JS/AS	Secretary	
13.	Issues related to Security arrangements in coal companies.	ASO/SO-> ->US ->DS/Director	JS/AS	
14.	Matters related to Strike by CIL/SCCL employees Unions etc.	US->DS/Director ->JS/AS	Secretary	

15.	Matters related to Sand and Coal Transportation within the colliery by Ex-servicemen recommended by Directorate General of Resettlement.	ASO/SO-> US->DS/Director	JS/AS	
16.	Induction of CISF personnel in coal companies, Industrial Security review of Coal/ Lignite by CISF (MHA).	US->DS/Director ->JS/AS	Secretary	
17.	Matter related to Coal Industry as Public Utility Services in CIL, NLCIL and SCCL.	US->DS/Director ->JS/AS	Secretary	
18.	Illegal Coal Mining and Theft/Pilferage of coal	US->DS/Director ->JS/AS	Secretary	
19.	Pay revision of executives and non-unionized employees of CIL and its subsidiaries	US->DS/Director ->JS/AS->Secretary	Minister	

Corporate Social Responsibility & Welfare (CSR&W)

Sl. No.	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any
1.	Matters related to Corporate Social Responsibility (CSR) of Coal companies	SO/DD→DS/Dir→EA→AS	Secretary	
2.	Matters related to Welfare, Parliamentary Committee of OBC and SC/ST.	SO/DD→DS/Dir→EA→AS	Secretary	
3.	All service matters and training of below board level officers in CIL and its subsidiaries and NLCIL	SO/DD→DS/Dir→EA→AS→ Secretary	Minister	
4.	All VIP/MP references relating to CSR&W Section	SO/DD→DS/Dir→EA→AS→ Secretary	Minister	
5.	Skill Development in coal companies	SO/DD→DS/Director	EA	
6.	All Personnel/Public Grievances received from PMO, President Sectt and Other organizations	SO/DD→DS/Director	EA	
7.	Monitoring of CPGRAM portal in Ministry	SO/DD→DS/Director	EA	
8.	References received from SC/ST/OBC Commissions.	SO/DD→DS/Director	EA	
9.	References received from other sections of MoC on welfare and grievances of coal companies.	ASO→SO/DD	DS/Director	
10	Matters relating to erstwhile Coal Mines Labour Welfare Organisation (CMLWO)	SO/DD→DS/Director	EA	

Coal Project & Infrastructure Appraisal and Monitoring(CPIAM)-

Subject	Channel of Submission	Final Level of Disposal/decision	Remarks , if any
Development of transportation infrastructure for Coal	ASO/ SO/US ↓ DS/Director(Technical) ↓ Project Advisor	Additional Secretary/ Secretary	
Crushing & Setting up of Washeries			
Heavy Earth Moving Machineries (HEMM) policy and all related matters except 'Custom Duty'			
Monthly Reports			
Project Monitoring & Appraisal			
Construction of new railway lines for movement of coal			
CPMP portal, PMG portal, MOSPI & Pragati			
E-Samiksha updating			
Quarterly Performance Review of Coal Projects by Secretary (Coal)			
Infrastructure Target meeting taken by PM (Coordination by NITI Aayog)			

CMPF					
Sl. No	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any	Remarks of the Divisional Head if any
	1	2	3	4	5
1.	Constitution/ reconstitution of BOT	ASO/SO → DS → JS → Secretary	Minister		
2.	Laying of Annual Reports and Audited Account of CMPFO	US → DS → JS → Secretary	Minister		
3.	Ratification of Interest Rate on CMPFO	ASO/SO → DS → JS → Secretary	Minister (Coal)/ Minister of Finance		IFD Concurrence is to be obtained before final approval .
4.	Release of grant to CMPFO	US → DS → JS → Secretary	Secretary		IFD Concurrence is to be obtained before final approval .
5.	Amendment in CMPF Act	US → DS → JS → Secretary	Minister		IFD Concurrence is to be obtained before final approval .
6.	Cadre restructure in CMPFO,	US → DS → JS → Secretary	Minister		
7.	Disciplinary matter in respect of employees whose appointing authority is Ministry of Coal.	US → DS → JS → Secretary	Minister/ Secretary		
8	Appeal made to Chairman, BoT against penalty imposed by	US → DS → JS	Secretary		

Commissioner, CMPFO						
9	A. Grievances relating to CMPFO	ASO/SO→DS	JS			
10	Issue of reminder on important issues	ASO/SO→	DS			

Nominated Authority (NA)

Sl. No	Subject	Channel of submission	Final level of disposal/ decision
	1	2	3
1	Issues related to valuation of Claims compensation/Invitation of Claims /Establishment of Claims	ASO/SO→US → DS/Director	AS & NA
2	Claims settlement/Disbursal of compensation through Commissioner of Payments/Disbursal of Upfront Amount to respective host States	ASO/SO →US → DS/Director →	AS & NA in consultation with IFD whenever required.
3	Finalization of standard Tender Document, Allotment Documents, Coal Mine Development and Production Agreement/Allotment Agreement	LE ☐ US/DS/Director-> AS & NA-> Secretary	Minister
4	Issues related to conduct of auction/allotment process, recommendation of Preferred Bidder to Central Government, declaration of Successful Bidder, Execution of Agreement, Issuance of Vesting/Allotment Order	ASO/SO→US → DS/Director	AS & NA

5	Monitoring of development of coal mines, various issues/disputes raised by allottee companies encountered in the development of coal mines	ASO/SO→US → DS/Director	AS & NA
6	Matters related to Monitoring Committee constituted under the Chairmanship of Secretary	US → DS/Director → AS & NA	Secretary
7	Recommendation of Scrutiny Committee constituted for the examination of replies of the allottee companies to the Show Cause Notices/Imposition of penalty/Termination of Agreement	US → DS/Director → AS & NA- Secretary	Minister
8	Appointment of Experts/Transaction Advisor	US → DS/Director → AS & NA	Secretary
9	Issues related to Procurement of Goods & Services/Budget	ASO/SO→US → DS/Director	AS & NA with consultation of IFD wherever required

10	Issues Administration/Establishment	to	ASO/SO->US → DS/Director	AS & NA
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IFD

S.no	Subject	Channel of Submission	Final Level of disposal / Decision	Remarks, if any
1	Preparation of statement of Budget Estimates and Revised estimates in respect of Ministry of Coal including its subordinate office, CCO	ASO/SO -> US -> JS&FA	Secretary	
2	Preparation of Detailed Demand of Grants.	ASO/SO -> US -> JS&FA	Secretary	
3	To accord concurrence to proposals involving financial implications	ASO/SO -> US	JS&FA	
4	Standing Committee on Coal and Steel on examination of Detailed Demand for Grants	ASO/SO -> US -> JS&FA	Secretary	
5	Observation of financial Propriety in line with GFR and DFPR and implementation of FRBM Act and instructions/guidelines issued by Ministry of Finance from time to time.	ASO/SO -> US	JS&FA	
6	Concurrence of Pay Fixation of Board level Executives of Coal PSUs	ASO/SO -> US	JS&FA	
7	Monitoring of CAG Audit Paras and PAC paras	ASO/SO -> US	JS&FA	
8	Representing Coal PSUs in Commercial Disputes before AMRCD	ASO/SO -> US -> JS&FA	Secretary	
9	Monitoring of procurement through GeM	ASO/SO -> US	JS&FA	
10	Laying of DDG and OOMF before Parliament	ASO/SO -> US -> JS&FA -> Secretary	Minister	
11	Seeking exemption for issuing Global Tender Enquiry (GTE) for value less than Rs 200 Crores from Cabinet Secretariat through Department of Expenditure (DoE)	ASO/SO -> US -> JS&FA -> Secretary	Secretary (Coordination), Cabinet Secretariat	

MINISTRY OF COAL

Channels of submission and final level of disposal for various items of work being carried out in the Sections in the Ministry of Coal

ESTABLISHMENT				
Sl. No	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any
	1	2	3	4
1	Pension matters pertaining to all categories of staff	SO	US/Head of Office	
2	GPF Advance/Withdrawal (for all categories)	SO	US	DS/Director where relaxation is required
3	House Building Advance	ASO/SO→US→	DS/Director	
4	Car/Computer advance/Motorcycle advance	ASO/SO→US→	DS/Director	

5	Budgeting and controlling of Secretariat head on Salary.	ASO/SO→US→	DS/Director	
6	Training within India of all category of officials:			
	(i) For US & above officials	ASO/SO→DS/Dir→JS	Secretary	
	(ii) For SO & below level officials	ASO/SO→US→DS/Dir→	JS	
7	Appointment:			
	(i) Group A -Upto the level 11 (US level) of Pay matrix	US-->DS/Director→JS	Secretary	
	(ii) Above level 11	US→DS/Director→ JS→Secretary	Minister	
8	Appointment Group - B	ASO/SO→US→DS/Director→	JS	
9	Appointment Group - C	ASO/SO →US→	DS/Director	
10	Promotion / DPC Group -A	US→ DS/Director→ JS→	Secretary	
11	Promotion / DPC Group - B (Gazetted)	ASO/SO→US→DS/Director→	JS	

12	Promotion / DPC/Group B (Non-Gazetted) Group - C	ASO/SO → US→	DS/Director	
13	Transfers / Postings			Personal staff of officers of JS & above rank officer with the approval of JS
	(i) MTS/Group C	ASO/SO→	US	
	(ii) Group B	ASO/SO→US→	DS/Dir	
	(iii) Group A upto US	ASO/SO→US→DS/Dir→	JS	
	(iv) DS/Dir and above	US→DS/Dir→ JS→	Secretary	
14	MACP Group -A	US→DS/Dir→ JS	Secretary	
15	MACP Group - B	ASO/SO →US→ DS/Director→	JS	
16	MACP Group - C	ASO/SO→US→	DS/Director	
17	Allocation of Work			

	Upto SO level	ASO/SO→US→DS/Dir	JS	
	US and above level officer	ASO/SO→DS/Dir →JS→	Secretary	
18	Recruitment Rules Group -A	US→ DS/Director→ JS→	Secretary	
19	Recruitment Rules Group B&C	US→DS/Director→	JS	
20	LTC Advance	ASO/SO→	US/Head of office (for all grades)	
21	Sanction of Leave encashment with LTC	ASO/SO→	US/Head of office (for all grades)	
22	Intimations Under CCS(Conduct Rules)			
	(i) Group C	ASO/SO→	US/Head of office	
	(ii) Group B	ASO/SO→US→	DS/Director	
	(iii) Group A	ASO/SO→US→DS/Director→	JS	
23	Reimbursement of Tuition Fee	ASO/SO→	US/Head of office	

			(for all grades)	
24	Pay fixation of CSS, CSCS and CSSS officers/officials	ASO/SO->US	DS/Director	
25	Appointment/ service matters of all officers posted in MoC under Central Staffing Scheme	ASO/SO->US->DS/Dir	Joint Secretary/Secretary	
26	Pay fixation of all officers posted in MoC under Central Staffing Scheme	ASO/SO->US->DS/Director	JS	
27	Appointments / Confirmation and Extension of all Board Level Officers in PSUs under Ministry of Coal.	US->DS/Director->JS->Secretary	Minister	
28	Pay fixation of all Board Level Officers in PSUs	ASO/SO->US -> DS/DIR->IF Division->	JS	With concurrence of IFD
29	Appointment of Non-official Directors, Part Time Official Directors and Permanent Invitees on these Boards.	US->DS/Director->JS->Secretary	Minister	
30	Appointment of Coal Controller, in	US->DS/Director->JS->	Minister	

	CCO, Kolkata' Organisation	Secretary		
31	Appointment of CMPF Commissioner in the CMPFO.	US→DS/Director→JS→Secretary	Minister	
32	Issue of orders after ACC approval	ASO/SO→US→	DS/Director	
33	Forwarding applications to PESB from Board level appointees	ASO/SO->DS/Dir→JS	Secretary	
34	Entrusting of Additional charge of vacant posts in PSU	US->DS/Dir→JS	Minister	
35	Appointment and service matters of CVOs in all PSUs	ASO/SO ->DS/Dir→JS	Minister	
36	Administrative matter pertaining to Coal Controller Organisation(CCO)	ASO/SO→DS/Dir→JS	Secretary	

Statistical Division

S.no	Subject	Channel of submission	Final level of disposal/ decision	Remarks, if any
	1	2	3	
1	All statistical work of Ministry of Coal	AD → DDG → AS	Secretary	
2	Annual Report of MoC	AD → DDG → AS	Secretary	
3	Data Analysis of Top 75 Mines of CIL	AD → DDG → AS	Secretary	
4	Modelling of Coal Demand and related knowledge/exercise	AD → DDG → AS	Secretary	

Channel of Submission of Files in Coordination Section

Sl. No.	Work/Responsibilities in the Section	Channel of Submission	Final level of disposal/ decision
1.	1. Vision 2024 Document/ Sectoral Group Presentation/ Transforming ideas for implementation in 100 days/ Infrastructure sector review 2. Booklet on achievements of Ministry of Coal 3. MOC Agenda for 2021-22	US->DS->JS->Secretary	Minister
2.	1. Work related to dashboard login of Senior Officers in the Ministry. 2. Circulation and Compilation of references received for inputs from PMO/NITI Aayog relating to Ministry of Coal on various intervals. 3. Preparation of various time-bound reports on monthly basis i.e. Monthly D.O. Report, Report on pending Monthly Summary etc., which are to be submitted to Cabinet Secretariat 4. Senior Officers Meetings (SOMs) 5. Coal Task Master 6. Chintan Shivr	US->DS->JS	Secretary
3.	1. Preparation of report of various issues relating to		

Ministry of Coal to be raised in Lok/Rajya Sabha Sessions. 2. Preparation of note for presidential address for Lok/Rajya Sabha. 3. Information gathering through System Analysis by Coordination Section. 4. Monitoring of India Code Portal 5. Transparency Audit report. 6. Observance of various important days like Anti-terrorism day/ Sadbhavna Diwas / Rashtriya Ekta Diwas etc./nomination for Awards/ Events/ Conference in the Ministry.	ASO/DM(P)/SO ->US->DS JS (Coord)
7. Information required for Meetings of Hon'ble Minister of Coal 8. References received from office of Hon'ble Minister of Coal-Inputs/talking points 9. Work related to Achievement of Ministry of Coal, 100days/one year /five year achievements of the Ministry/ Induction Material. 10. Monthly information regarding coal bearing states to office of Hon'ble Minister 11. Work related to VIP References.	

	12. Monitoring of E-samiksha portal. 13. Circulation and Compilation of references received for inputs from Cabinet Secretariat. 14. Preparation of information relating to Implementation of Budget announcement, which is also time bound. 15. Circulation and Compilation of references received from Ministry of Information and Broadcasting/ PIB relating to Ministry of Coal on various intervals.		
4.	1. RTI	ASO/DM(P)/SO ->US->DS	DS (Coord)

P & S - I				
Sl. No	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any
	1	2	3	4
1	Previous approval for grant of Mining Lease under MMDR Act, 1957 and Rules made thereunder.	US --> DS/Director --> JS / AS --> Secretary	Minister	
2	Forwarding of draft Mining plan/Mine closure to CPAM Section for placing before the standing committee and communicating approval of the Standing Committee to the applicant	ASO/SO → US --> DS/Director	JS	
3	De-allocation surrender of captive coal blocks	US --> DS/Director --> JS / AS --> Secretary	Minister	After considering the recommendation of Scrutiny Committee.
4	Withdrawal of de-allocation of captive coal blocks	US --> DS/Director --> JS / AS --> Secretary	Minister	Concerned Ministry/ State Govts. may be consulted in the matter.
5	Imposition / forfeiture/deduction of Bank	US --> DS/Director --	Minister	After considering

	Guarantee	> JS / AS --> Secretary		the recommendation of Scrutiny Committee.
6	Allocation letter, CBDPA and modification/ corrigendum to allocation letter/CBDPA.	US --> DS/Director -- > JS / AS --> Secretary	Minister	
7	Change in the normative date of production and other related milestones	US --> DS/Director -- > JS / AS --> Secretary	Minister	After considering the recommendation of Scrutiny Committee.
8	Name change/merger/de merger of allocates companies	US -->DS/Director-- >JS /AS	Secretary	
9	Reservation of area for coal/lignite block	US --> DS/Director -- > JS / AS --> Secretary	Minister	

P&S II				
Sl. No	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any
1	Policy matters under CMSP Act, 2015 and rules thereunder	US- DS/Director-JS/AS-Secretary	Minister	
2	Previous approval/Relaxation of Central Government for grant of Prospecting License/Mining Lease u/s 6 (1) (b) of MMDR Act, 1957	US- DS/Director-JS/AS-Secretary	Minister	
3	Classification of mines for end-use/ sale of coal/ for any other purpose under CMSP Act, 2015 & rules thereunder	US- DS/Director-JS/AS-Secretary	Minister	
4	Identification of coal mines for auction/allotment for end-use/ sale of coal/ for any other purpose under CMSP Act, 2015 along with allotment of Coal blocks in public interest under Rule 11(10) of CM(SP) Rules, 2014	US- DS/Director-JS/AS-Secretary	Minister	
5	Matters relating to Constitution of Inter-Ministerial Committee	US- DS/Director-JS/AS-Secretary	Minister	
6	Annual Action Plan	US- DS/Director-JS/AS-Secretary	Minister	
7	Matters raised under Rule 377/Zero Hour and other Parliament Matters	US- DS/Director-JS/AS-Secretary	Minister	
8	References received from PMO / Niti Aayog	US- DS/Director-JS	Secretary	
9	Audit Paras	US- DS/Director-JS/AS	Secretary	
10	Pending issues of various states	SO-US- DS/Director	JS	
11	Annual Report/ Monthly Reports	SO-US- DS/Director	JS	

12	Induction Material		SO-US- DS/Director	JS	
13	Monthly D.O. report /Monthly D.O. for IFD		SO-US- DS/Director	JS	
14	E-Samiksha Dashboard/CPGRAMS		SO-US- DS/Director	JS	
15	Information/Replies to other organizations/ bodies		SO-US- DS/Director	JS	
16	Misc. References received from Other Sections of MoC		SO-US- DS/Director	JS	
17	References received from other Ministries/Departments on Misc. Matters.		SO-US- DS/Director	JS	
18	Talking points/Initiatives/achievements/ Issues		SO-US- DS/Director	JS	
19	Achievements of Ministry in last 100 days/ 1 year/5 years etc.		SO-US- DS/Director	JS	
20	Material required for President address/Budget speech/Independence day speech		SO-US- DS/Director	JS	
21	Issues likely to be raised in Parliament		SO-US- DS/Director	JS	
22	DO letters to be issued by JS/AS		SO-US- DS/Director	JS	
23	Issues relating to states being visited by Minister/MoS		SO-US- DS/Director	JS	

Economic Advisor					
S1. No	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any	
	1	2	3	4	
1	Preparation of Annual Plan and Annual Action Plan documents of the Ministry every year.	DD/US→DS/Dir→EA→AS→	Secretary		
2	Analysis of Import of Coal	AD→DD/US→DS/Dir	EA		
3	Monthly Review of Physical/financial performance of CIL and its subsidiaries, SCCL and NLC.	AD→DD/US→DS/Dir	EA		
4	Mid-Year Economic analysis	DD/US→DS/Dir→EA→AS→	Secretary		
5	Providing material for Economic Survey to Ministry of Finance.	DD/US→DS/Dir→EA→AS→	Secretary		

Sl. No	CCT Section Subject	Channel of submission	Final level of disposal/ decision
	1	2	3
1	All matters relating to exploration & detailed drilling		
2	National Mineral Exploration Trust(NMET)		
3	CGPB		
4	GSI/Coal Reserve		
5	Annual Report		
6	Monthly DO to Coordination and IFD		
7	Standing Committee on Coal and Steel		
8	E-Samiksha		
9	FCIL and Explosives application based technologies		
10	Policy on washery Rejects		
11	Coking/ Non-Coking Coal		
12	Make in India initiatives		
		US--> Dir(T)--> Project Advisor-->AS	Secretary(Coal)
		Dir(T)--> Project Advisor-->AS	Secretary(Coal)

13	UCG/SCG	
14	CBM/ CMM Development	
15	R&D and SSRC	
16	Grading of Coal	
17	Technology upgradation	
18	Consultative Committee	
19	New/Clean Coal Technology i.e. Coal to methanol/ Chemicals etc	
20	All works related to coordination with CPIAM, CCT and MPS	
21	All Misc. Matters	

Common list

MINISTRY OF COAL				
Channels of submission and final level of disposal				
1. Items common for all sections				
Sl. No	Subject	Channel of submission	Final level of disposal/ decision	Remarks if any
	1	2	3	4
1	RTI applications	ASO/SO	US/ Designated CPIO	
2	RTI appeals	ASO/SO→US	DS/ Director/ Designated First Appellate Authority (FAA)	
3	VIP references addressed to Hon'ble Minister	US→DS/ Director→JS/AS→ Secretary	Minister	

4	Other VIP references	US→DS/ Director→JS/AS	Secretary	To be disposed off at the level of the officer to whom it is addressed, unless it involves issue(s) requiring specific decision.
5	Cabinet notes/ CCEA (including CCEA/ other cabinet Committee Notes)	DS/Director →JS/AS→ Secretary→	Minister	
6	Cabinet notes of other Ministries received for comments	DS/Director →JS/AS→ Secretary→	Minister	As per instructions of cabinet secretariat
7	CoS notes	DS/ Director→JS/AS	Secretary	As per instructions of cabinet secretariat
8	CoS note of Other Ministries	DS/ Director→JS/AS	Secretary	

9	Parliament Questions - Starred	US→DS/ Director →JS/AS→ Secretary→	Minister	
10	Parliament Questions - Unstarred	US→DS/ Director →JS/AS→ Secretary→	Minister	
11	Fulfillment of parliament Assurances	US→DS/ Director →JS/AS→	Minister	
12	Request for extension of time for fulfilling Parliamentary Assurances	US→DS/ Director →JS/AS→ Secretary→	Minister	
13	Court matters/Filing of Affidavits/Counter Affidavits	SO/US→DS/ Director	JS/AS	Secretary if any policy matters involved/contempt against Secretary (Minister if it involves major policy decision)

14	References received from PMO	US→DS/ Director →JS/AS→	Secretary	
15	Grievances/ CPGRAM	ASO/SO→US→DS/ Director	JS	
16	Audit Paras	SO/US→DS/ Director →JS/AS→	Secretary	
17	Replies to references from various Standing Committees	US→DS/ Director →JS/AS→	Secretary	
18	All policy issues/matters	US→ DS/Director → JS/AS→ Secretary→	Minister	
19	Filing of court cases/Impleadment Applications/ review petitions / appeals / SLPs	SO/US→DS/ Director →JS/AS→	Secretary	Minister if Policy issues involved

20	Any other matter, except policy related, not specifically listed anywhere will be decided by Establishment Division	US→DS/ Director →JS/AS→	Secretary
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Notes:

- 1 Where the final level is shown as Minister, file will be submitted to Hon'ble Minister of Coal.
- 2 Notwithstanding the final level of disposal/ decision, any matter of importance or of sensitive matter, which in the opinion of Secy(Coal) should be shown to Minister before issue, may be submitted to Minister accordingly.
- 3 Level of disposal in financial matter will be with the consultation of IFD, whether required, under the extant guidelines/ GFR.
- 4 Legal matters will be dealt in consultation with legal cell of MoC and DoLA as per extant guidelines.