

The norms set it for discharge of its functions

Administration Section

Sl.No	Type of Cases/Work Subject	Time limit for disposal
1	All matter of protocol functions	As required
2	Staff Cars development, repairing	3 days
3	Furniture and modernization	20 days
4	Cleanliness, upholster, purchase of cleaning material	As per requirement
5	Payment of bills for parking arrangement	2-3months
6	Stationery purchase & issue	Bimonthly, weekly and same day
7	Purchase of Brief case/suitcase bags and inventory items.	As per requirement
8	Purchase and maintenance of AC/fans, coolers, heaters, and other electronics items	3-5 days after approval 3 days
9	Information Technology and computerization	As and when required
10	Payment/Maintenance of telephone and fax	Monthly/Half/Yearly
11	Disposal of medical reimbursement	30 days
12	Residential accommodation	Same day
13	Payment of air journey bills and credit facility	2-3 Months
14	Issue of no demand certificate	3 days
15	Purchase and maintenance of office automation equipment	20 days
16	Purchase and issue of liveries	Biannually
17	Canteen bills payments	10 days
18	Purchase and issue of calculators, daisy wheels	3 days
19	Maintenance of Xerox machines	3 days
20	Purchase and issue of books for library and newspaper After approval	2-3 days
21	Re-imbursement of tuition fess	Annually, 7 days as and when received

Establishment Section

S.No	Type of cases/work subject	Time limit for disposal
1	Disposal of request for GPF advance/ withdrawal/ LTC advance/ Leave applications.	7 days
2	Disposal of request for HBA/ Motor car advance/ computer advance.	30 days
3	Disposal of request for Posting/ Transfer/ Seniority , Promotion/ACP etc.	20 days
4	Disposal of various references from DPO&T on Estt. /Staff matter regarding Promotion/ Transfer/ ACRs/ Seniority etc.	As per time notified by Nodal Ministry
5	Payment or all Pension benefits	As per pension rule before retirement.

Coordination Section

S.No	Type of cases/work subject	Time limit for disposal
1.	Monthly D.O. from Secy (C) to Cabinet Secy.	By 10th of every month
2.	Preparation of Annual Report	As per Schedule time limit
3.	Submission of PQ/Replies from Parliament Cell	As per date & time for furnishing replies/report
4.	Report on various cases to PMO/Cabinet Sectt.	Within the time limit proposed by them.
5.	RTI Quarterly return for quarter of preceding FY.	As per time notified in RTI Act.
6.	Monthly Summary in respect of Ministry of Coal to Cabinet.	By 10th of every month
7.	Forwarding of RTI requests/appeals received in form of hard copy or soft copy through RTI portal.	As per time notified in RTI Act.
8.	Other Misc. information regarding achievement and talking points for the visit of Hon'ble Minister and Secretary (Coal)	Within the time limit proposed by them.
9.	Preparation of issues likely to be raised during all Sessions.	Within the time limit proposed by them.
10.	Preparation of material for Budget Speech for Finance Minister for the Budget Session.	Within the time limit proposed by them.
11.	Preparation of material for Presidential Speech.	Within the time limit proposed by them.

CCNT Section

Sl.No.	Type of case/work/subject	Time limit for disposal
1.	Monthly D.O. to Cab. Secy.	By 5 th of every month
2.	Standing Scientific Research Committee meeting to be held	Twice in a year
3.	Parliament matter/VIP reference	Within Prescribed time limit. For VIP references, reply is sent to the VIP within 15 days if information is available in the Section. Otherwise an interim reply is sent to the GVIP and final reply is sent to the VIP after obtaining the required information from concerned coal company/outside agency, if any.

MPS Section

Sl.No.	Type of case/work/subject	Time limit for disposal
1.	Monthly D.O. to Cab. Secy.	By 5 th of every month
2.	High Powered Central Committee (HPCC) meeting to be held	Once in 6 months
3.	Coal Mines (Conservation & Development) Advisory Committee meeting to be held	
4.	Standing Committee on Safety in Coal Mines meeting to be held	Twice in a year
5.	Parliament matter/VIP reference	Within Prescribed time limit. For VIP references, reply is sent to the VIP within 15 days if information is available in the Section. Otherwise an interim reply is sent to the GVIP and final reply is sent to the VIP after obtaining the required information from concerned coal company/outside agency, if any.

IFD Section

Sl. No	Type of case/work/subject	Time limit for disposal
1.	Budget work: (i) Detailed Demands for grants (ii) Statement of Budget Estimates (iii) IEBR of PSUs	Set by Ministry of Finance from time to time.
2.	Performance Budget & outcome Budget	-do-
3.	Coordination and Monitoring of matters relating to standing Committee on Coal and Steel on Demand for Grants of MOC	Set by Lok Sabha Secretariat.
4.	Coordination and Monitoring of matters relating to COPU PAC and Estimates Committee	-do-
5.	Coordination and Monitoring of Audit Paras	Set by Office of Comptroller and Auditor General.
6.	Securitisation of coal sale dues of Coal PSUs.	On going process.
7.	Implementation of instructions/ guidelines received from Ministry of Finance from time to time.	As and when received including its circulation and monitoring
8.	Watching the Government Guarantees.	Quarterly Report sent to Ministry of Finance.
9.	Implementation of FRBM Act.	On going process.
10.	Examination of proposals of MOC involving finance angle.	As and when received.

EA Section

Sl No.	Type of case/work/subject	Time limit for disposal
1.	Annual Plan	On going process
2.	Annual Action Plan	On going process
3.	Review Monthly performance of coal companies	Monthly basis
4.	Parliament Question / VIP Reference etc	Time bound

CA Section

Norms prescribed as per the rules and regulations applicable to the Central Secretariat offices as set by the Department.

CPIAM Section

Sl.No.	Type of case/work/subject	Time limit for disposal
1.	Monthly D.O. to Cab. Secy.	By 5 th of every month
2.	Standing Committee for approval of Mining Plan	Every second month
3	Standing Committee for Coal & Steel	---
4.	Audit Paras	Action taken report seeks from concerned companies, after receiving the ATR same is forwarded to CAG for further vetting/acceptance.
3.	Parliament matter/VIP reference	Within Prescribed time limit for VIP references, reply is sent to the VIP within 15 days if information is available in the Section. Otherwise an interim reply is sent to the GVIP and final reply is sent to the VIP after obtaining the required information from concerned coal company/outside agency, if any.

P&S-I Section

S. N	Type of work/case/Subject	Time limit for disposal
1	RTI applications and appeals	30 days
2	VIP references/ PMO references/ Grievance/CPGRAM	30 days
3	Cabinet Notes/CCEA (including CCEA/other cabinet committee Notes)/Cabinet Notes of other Ministries for comments.	No fixed time limit. It may vary depending upon the subject matter/further consultation/ receipt of comments of respective Deptt. or Ministries. Within given time limit in case of other Ministries's Cabinet Note/CCEA note.
4	CoS Notes/ CoS Notes of other Ministry	No fixed time limit. It may vary depending upon the subject matter/further consultation/ receipt of comments of respective Deptt. or Ministries. Within given time limit in case of other Ministries's CoS Note.
5	Parliament questions Starred/ Unstarred	1-2 days from date of receipt of admitted parliament question in the section.
6	Parliament assurances	3 Months or before expiry of date of extension.
7	Court Matters/Filing of court cases/impleadment applications/review petitions/appeals/ SLPs	As per time limit fixed by the court.

11	Previous approval for grant of Prospecting licence and/or Mining Lease, as the case may be, under MMDR Act, 1957 and Rule made thereunder	5 weeks in each case <i>(after receipt of complete application from State Government).</i>
12	Forwarding of draft Mining plan/ mine closure to CPAM section for placing before the standing committee and communication approval of the standing committee to the applicant	2 weeks <i>(after receipt of complete 4 sets of Mining Plan/ Mine Closure Plan in CBA-I section).</i>
13	De-allocation/surrender of captive coal blocks	No fixed time limit. It may vary from case to case basis.
14	Withdrawal of deallocation of captive coal blocks	No fixed time limit. It may vary from case to case basis.
15	Imposition/forfeiture /deduction of Bank guarantee	No fixed time limit. It may vary from case to case basis.
16	Modification /corrigendum to allocation letter	No fixed time limit. It may vary from case to case basis.
17	Change in the normative date of production and other related milestones	No fixed time limit. It may vary from case to case basis.
18	Name change/ merger/de-merger of allocatee companies	No fixed time limit. It may vary from case to case basis.

P&S-II Section

The norms set by the stipulated office procedure/ time limit given by the various concerned authorities/ departments/Ministries are followed.

Vigilance Section

The norms are set by the CVC/ Department of Personnel and Training (DoPT) in respect of processing of complaint/vigilance Cases are followed.

LA&IR Section

S.No.	Subject	Time limit for disposal (from the date of receipt of proposal complete in all respect)
1	Acquisition of Land under Coal Bearing Areas (Acquisition and Development) Act, 1957	28 working days (7 working days for examination at Section level; 3 working days for obtaining approval; Next 7 working days for vetting of draft notification by Legislative Department; Next 7 working days for Official Language, Legislative

		Department Next 4 working days for publishing the Notification in the Gazette.)
2	National Coal Wage Agreement (NCWA) and Joint Bi-partite Committee (JBCCI) on Coal Industry	Reviewed in every five years
3.	Industrial Disputes cases received from Ministry of Labour and Employment	As per statutory provision, reply has to be furnished within 30 days from date issue of letter by Labour Ministry for comments.
4.	Proposals received from Coal Companies for lease/No-Objection Certificate for various activities (like railway line, transmission line, washery project, pipe conveyor, PAPs, rehabilitation etc.)	30 working days
5.	Extension to Special Tribunal and Part Time Tribunals under CBA (A&D) Act, 1957	90 working days prior to expiry of extension. Extension already given upto June/September, 2020.
6.	Court cases	Filing of counter affidavit within due date.
7.	Public Grievances (President Secretariat, Cabinet Secretariat, PMO, Minister office & General Grievances)	Maximum time line already fixed on CPGRAM- 60 days 03 working days for uploading on CPGRAM by Section for appropriate action by Coal India for furnishing reply in 15 days
8	VIP/RTI references	As per norms/guidelines by DoPT.
9.	Industrial Security monthly review of coal/lignite sector by CISF (MHA)	03 working days for forwarding the review to Coal India Limited for appropriate action and requesting to furnish ATR.

CSR Section

The norms stipulated office procedure/ time limit given by various concerned authorities are followed.

CMPE Section

S.No.	Type of cases/work/subject	Time limit for disposal
1	Parliament matter/VIP reference	As per guidelines of Lok Sabha / Rajya Sabha Secretariat.
2	Audit Paras	As per guidelines of C&AG.
3	Public Grievances	As per Schedule time limit.
4	RTI cases	As per Schedule time limit.
5	Court Cases	As per date & time for furnishing comments.
6	Disciplinary Matters	As per requirement of the information for examination of the case.

CPD Section

The norms stipulated in office procedure/time limit given by various concerned authorizes/Administrative Ministries are followed.

IC Section

1. Foreign visits of Hon'ble Minister of Coal and officers of Ministry of Coal – As per tour programme.
2. Signing of agreement / MoU with various foreign countries as per requirement and norms.
3. Action Taken Reports on protocols or collaboration with foreign countries are shared with concerned ministries and vice-versa.

NA Section

1. Completion of Auction process /Allotment process of coal mines:

After the publication of NIT/ NIA and till the declaration of successful bidder/allottee, the whole process will be completed by 75 days

2. Transfer /Change of control of coal mine with or without End Use Plant:

- (a) After in-principal approval of the Ministry for such change in control of coal mine and after fulfillment of all the agreement condition by the Transferor and Transferee as per clause of Allotment Agreement, the consent of assignment of Agreement will be done within 15 days.
- (b) After signing of Assignment Agreement between Transferor and Transferee , Nominated Authority will change the name of Allottee in Vesting order/Allotment Agreement within 15 days.

3. Change in Co-ordinates :-

After receipt of complete information /document/justification from CMPDIL with respect to Change in co-ordinates, Corrigendum in Vesting Order/Allotment Order will be issued within a week.

IT Cell:

The norms stipulated office procedure/ time limit given by various concerned authorities are followed.