

No.A-22012/4/2018-Establishment
Government of India
Ministry of coal
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Shastri Bhawan, New Delhi
Dated the 24th December, 2020.

OFFICE ORDER

In supersession of MoC order dated 12.02.2020 regarding work distribution among sections, the revised work distribution among sections in **Ministry of Coal** w.e.f. 25th December, 2020, is enclosed as Annexure -I.

2. This issues with the approval of Secretary (Coal).

[P.S .L.Swami]
Deputy Secretary

To,

1. PS to Hon'ble Minister of Coal.
2. PSO to Secretary (Coal)/PPS to AS (Coal)/AS (MN)/JS (P&S)/ JS (Estt.)/JS&FA/JS (CPD)/ EA/DDG.
3. All Director/DS/US, Ministry of Coal.
4. All Sections in the Ministry of Coal.
5. E-Notice Board.

Annexure

Work Allocation of Main Divisions in Ministry of Coal

Policy & Sustainability Division (P&S) (erstwhile CBA-I + CBA-II + SDC)	<ul style="list-style-type: none">• All matters related to Coal and Lignite blocks under MMDR & CMSP Acts including Identification of coal & lignite blocks/ Formulation of policies, methodologies/ Allocation of blocks/ Development of coal & lignite blocks/ Valuation of Coal blocks etc.• All residual issues of erstwhile CMN Act, 1973 and the consequent Coal India (Regulation of Transfers and	Secretary/Addl. Secretary/JS(P&S)/ DS/Dir (P&S)/US (P&S)/ SO
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	<p>Validation) Act, 2000.</p> <ul style="list-style-type: none"> • Policy on disposal of surplus coal; Ultra Mega Power Projects (UMPP); • Matters related to HLC meetings • Matters related to FDI • Matters related to MoEF • Energy Conservation; Restoration • Mine water utilization • Sustainability of Coal Mining 	
<p>Coal Production & Distribution Division (CPD) (erstwhile CLD)</p>	<ul style="list-style-type: none"> • Monitoring of Coal/Lignite Production of CIL and its subsidiaries, SCCL, NLCIL. • Coal Distribution; Logistics; • Matters related to Linkages for power and non-power sector; • Coal e- auctions; Import Substitution; • Matters related to Third Party Sampling, Grade slippage etc. • Sagarmala Project • First Mile Connectivity (FMC) • National Coal Exchange 	<p>Secretary/Addl.Secretary/JS(CPD)/Director (CPD)/US (CPD)/SO</p>
<p>Land Infrastructure Development Division (L&ID) (erstwhile LA&IR and CPIAM)</p>	<p>& Infrastructure Division</p> <ul style="list-style-type: none"> • Development of transportation infrastructure for Coal; • Construction of new railway lines for movement of Coal • Monitoring & Updating of CPMP portal • Project Monitoring & Appraisal including projects related to Exploration • Crushing & Setting up of Washeries; • Heavy Earth Moving Machineries (HEMM) policy; 	<p>**Secretary/Addl. Secretary/JS (L&ID)/Director/ US/ SO</p>
	<p>LA&IR</p> <ul style="list-style-type: none"> • Land Acquisition under CBA Act and its Administration (For both Coal/Lignite mines); • All pay revision matters of Executives & Non-executives of CIL, NLCIL and SCCL. • National Coal Wage Agreement (NCWA); • Joint Bi-partite Committee (JBCCI) on Coal Industry; • Industrial Dispute cases; 	<p>**Secretary/Addl. Secretary/JS(L&ID)/DS/US/SO</p>

	<ul style="list-style-type: none"> • Sand and Coal Transportation. • Matters related to Illegal Mining. • Law and order and Security issues of Coal/Lignite companies; • Matters related to contract labor in coal companies. 	
Nominated Authority	<ul style="list-style-type: none"> • Auction process and allotment of coal blocks under CM(SP) Act, 2015/MMDR Act and rules made there- under; settlement of liabilities of prior allottees as per the Act. • Monitoring developments of PBG, Production compliance to CMDPA /Allotment agreement/Act. • Matters related to HPEC meeting • Implementing the report of HLC • Single Window System 	Secretary/JS (NA)/DS/US
Economic Affairs Division (EA) (erstwhile PM section)	<ul style="list-style-type: none"> • Preparation of Action Plan /Annual Plan/Five year plan and Performance review of Coal/Lignite sector. • Analysis and maintaining the data of Import of Coal. • Demand forecasting/Energy matters tracking • Cost benefit analysis of projects • Transition of Coal analysis • Vision 2030 • C-Adarsh 	Secretary/Addl.Secy /Economic Advisor/DD/AD
IFD Division	<ul style="list-style-type: none"> • Preparation of Budget; Outcome Budget, Expenditure Control; • Matters related to Detailed Demands for Grants (DDG) • Public Accounts Committee; • Coordination of Audit matters. • AMRCD matters in consultation with Administrative Division. 	Secretary/JS&FA/US
Establishment Division (erstwhile Establishment + BA sections)	<ul style="list-style-type: none"> • Appointments/Service matters of all officers posted in MOC under Central Staffing Scheme • All establishment and service matters related to officers and staff belonging to CSS/CSSS/CSCS cadre and other staff. 	Secretary/JS (Estt)/DS/US/SO

	<ul style="list-style-type: none"> • Distribution of work amongst sections and officers in the Ministry. • Appointments/Service matters of Board level officers and CVOs of all PSUs; • Appointment of Coal Controller. • Appointment of Commissioner, CMPFO. • Administrative matters of Coal Control Organization (CCO). 	
Statistical Division	<ul style="list-style-type: none"> • All statistical work of Ministry of Coal • Work of compilation of Annual Report of Ministry of Coal. • Data Analysis of Top 75 Mines of CIL. • Modeling of Coal demand and related knowledge/exercise. • National Coal Index • Swachh Bharat Mission 	Secretary/Addl.Secy /DDG/AD
Project Advisor (Technical) Division	<p><u>Clean Coal Technology (CCT)</u></p> <ul style="list-style-type: none"> • Underground/Surface Coal Gasification (UCG); • Coal Bed Methane and Coal Mine methane (CBM/CMM) development; • R&D; Technology upgradation • All matters relating to exploration and detailed drilling • National Mineral Exploration Trust • Make in India initiatives; • FCIL and Explosives application based technologies; • Policy on Washery Rejects • Standing Committee on Coal & Steel <p><u>Mine Plan & Safety (MPS)</u></p> <ul style="list-style-type: none"> • Approval of all Mining plan and Closure plan of allotted coal/lignite blocks • Disaster Management; Mine Safety; Fire Safety; Rescue; • Work relating to Jharia- Raniganj Master Plan; • Central Sector Schemes; CCDAC matters • Matters related to Customs Duty; • Tribal Sub Plan (TSP) and Nodal Unit for TSP • Standing Committee under MMDR 	Secretary/Addl. Secretary/Project Advisor-Vacant /Director(T)-Vacant/US/S O

	<p>Act/Rules</p> <ul style="list-style-type: none"> • Quality & Grading of Coal • All technical matters related to CCO. 	
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**MoC order No. A-36019/2/2018-Estt. dated 13.11.2020 regarding channel of submission of AS (MN) stands presently.

Work Allocation of Supporting divisions

<p>Administration</p>	<ul style="list-style-type: none"> • General Administration, Housekeeping • Procurement of office equipment such as stationery, furniture, IT/electronic equipment. • Provisioning of office vehicles/staff cars. • Booking of Air tickets, processing of bills of the same. • TA/Issuance of No Due certificate 	<p>Secretary/JS/ DS/US/ SO</p>
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	<ul style="list-style-type: none"> • General accommodation. • Issue of Identity Cards, CGHS cards. • Maintenance of photocopier, FAX, Printers, Computer, Telephone, Furniture, electric works, pest control services, printing works etc. • Purchase of stamps, library books, distribution of newspapers, magazines etc. • Preparing of duty roster for night duty in R&I. • Reimbursement of medical bills, tuition fee, hospitality allowances, telephone bills etc. • Budgeting and controlling of Secretariat Head of Expenditure of Ministry of Coal (other than salary head). 	
IT Cell	All IT related work of the Ministry including implementation of e-office and e- governance initiatives.	Secretary/JS/DS/US/
International Cooperation (IC)	<ul style="list-style-type: none"> • All matters related to bilateral and multilateral cooperation in coal sector with other countries and international bodies including UN. • Foreign visits of all officers of Ministry and PSUs in official capacity. 	Secretary/JS/DS/US/ SO
Coordination	<ul style="list-style-type: none"> • All matters of Coordination • Monthly D.O to Cabinet; • Allocation of Business Rules; • Nodal point of Ministry for RTI; Appointments of CPIO and Appellate Authority under RTI Act; • Citizen's Charter, India Code Portal • Monitoring of updation of e-Samiksha; 	Secretary/JS/DS/US/ SO
Corporate Affairs (CA)	<ul style="list-style-type: none"> • Corporate Affairs of CIL, NLCIL and SCCL including formation of JVs. • All other policy matters which are not subject matter of other sections. • CPSE conclave matters including updation of DRISHTI portal. • Matters related to Revision application under MMDR Act. • Commercial Audit matters of PSUs. 	Secretary/Addl. Secretary/JS/DS/US/SO

	<ul style="list-style-type: none"> • MoUs with CIL & NLCIL and its monitoring including CAPEX; • All tax related matters including Royalty & DMF issues of coal and lignite. • Pricing of Coal & Lignite. • Matters related to ADRM/AMRCD/PMA. • Committee on Public Undertakings (COPU). • Matters related to Coal regulator 	
Corporate social responsibility & Welfare (CSR&W)	<ul style="list-style-type: none"> • Matters related to Corporate Social Responsibility • Matters related to Welfare including living conditions of employees of PSUs; • Parliamentary Committee of OBC and SC/ST. • Personnel/Public Grievances; CPGRAM • All service matters of below board level officers in CIL and its subsidiaries, NLCIL; Court cases related to the above; • Skill Development including Training of below board level officers in CIL and its subsidiaries, NLCIL; • Residual issues of erstwhile Coal Mine Labour Welfare Organization 	Secretary/ Addl. Secretary/EA/ DD/SO
Vigilance	<ul style="list-style-type: none"> • All Vigilance matters relating to Ministry of Coal/CIL/NLCIL/CMPFO/CCO. • Pilferage and Theft of Coal 	Secretary/JS/ Director/US/SO
Parliament	<ul style="list-style-type: none"> • Work relating to Co-ordination of Lok Sabha /Rajya Sabha Questions, Short Notice Questions/Calling Attention Notices, etc. in respect of the Ministry. • Arrange entry passes/official gallery passes and car park labels for Sr. Officers of the Ministry during the Session period and for the meetings to be held in Parliament / Parliament House Annexe. • All Parliamentary matters including Standing Committees. 	Secretary/JS/DS /US/SO
CMPF	<ul style="list-style-type: none"> • All administrative matters related to CMPFO including amendment to the CMPF Act • Grievances/Misc. references relating to CMPF 1998 from employees and pensioners 	Secretary/JS/DS /US/SO
Rajbhasha	<ul style="list-style-type: none"> • All work related to translation i.e from English into Hindi and vice-versa. 	Secretary/JS/ DD

	<ul style="list-style-type: none">• Implementation of orders in regard to Progressive use of Hindi issued by the Department of Official Language (Ministry of Home Affairs) from time to time.	
Cash	<ul style="list-style-type: none">• All receipts and payments pertaining to Ministry.• Preparation of salary bills, supplementary bills and other expenditure of Ministry.• Preparation and issue of LPCs in case of Transfer	Secretary/ JS&FA/US/ DDO

Validity unknown

Digitally signed by P. L. SWAMI
Date: 2020.12.24 12:58:41 IST

