

## 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<br>After approval            | 2-3 days                              |
| 21    | Re-imburement of tuition fess  | Annually, 7 days as and when received |

### Establishment Section

| <b>S.No</b> | <b>Type of cases/work subject</b>  | <b>Time limit for disposal</b>         |
|-------------|--|--|
| 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

| <b>S.No</b> | <b>Type of cases/work subject</b>   | <b>Time limit for disposal</b>                   |
|-------------|---|--|
| 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 <sup>th</sup> 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. |

### CC&SD Section

| Sl.No. | Type of case/work/subject   | Time limit for disposal  |
|--------|---|--|
| 1.     | Monthly D.O. to Cab. Secy.  | By 5 <sup>th</sup> 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**

| <b>Sl. No</b> | <b>Type of case/work/subject</b>  | <b>Time limit for disposal</b>                                |
|---------------|---|---|
| 1.            | <b>Budget work:</b><br>(i) Detailed Demands for grants<br>(ii) Statement of Budget Estimates<br>(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.   |

### **PMS Section**

| <b>Sl No.</b> | <b>Type of case/work/subject</b>             | <b>Time limit for disposal</b> |
|---------------|--|--------------------------------|
| 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                     |

### **PCA Section**

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

## CPAM Section

| Sl.No. | Type of case/work/subject                      | Time limit for disposal   |
|--------|--|---|
| 1.     | Monthly D.O. to Cab. Secy.                     | By 5 <sup>th</sup> 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. |

## CBA-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.<br><br>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.<br><br>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<br><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<br><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.  |

### **CBA-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**

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

|    |  |   |
|----|--|---|
|    |  | Department<br><br>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  | <b>Reviewed in every five years</b>   |
| 3. | Industrial Disputes cases received from Ministry of Labour and Employment  | <b>As per statutory provision, reply has to be furnished within 30 days from date issue of letter by Labour Ministry for comments.</b>  |
| 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.) | <b>30 working days</b>  |
| 5. | Extension to Special Tribunal and Part Time Tribunals under CBA (A&D) Act, 1957  | <b>90 working days prior to expiry of extension.</b><br><br><b>Extension already given upto June/September, 2020.</b>   |
| 6. | Court cases  | <b>Filing of counter affidavit within due date.</b>   |
| 7. | Public Grievances (President Secretariat, Cabinet Secretariat, PMO, Minister office & General Grievances)  | <b>Maximum time line already fixed on CPGRAM- 60 days</b><br><br><b>03 working days for uploading on CPGRAM by Section for appropriate action by Coal India for furnishing reply in 15 days</b> |
| 8  | VIP/RTI references   | <b>As per norms/guidelines by DoPT.</b>   |
| 9. | Industrial Security monthly review of coal/lignite sector by CISF (MHA)  | <b>03 working days for forwarding the review to Coal India Limited for appropriate action and requesting to furnish ATR.</b>  |

### **CSR&W Section**

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

## **CMPF Section**

| <b>S.No.</b> | <b>Type of cases/work/subject</b> | <b>Time limit for disposal</b>                                     |
|--------------|-----------------------------------|--|
| 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. |

## **CLD 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-principle 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, Corregendum in Vesting Order/Allotmrnt Order will be issued within a week.

**IT Cell:**

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