

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 15th 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)

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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

Signature

Signature

Signature

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.



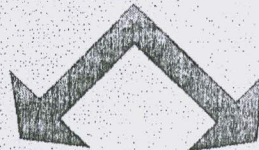
[1 Day] - TRACKING

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

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"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:

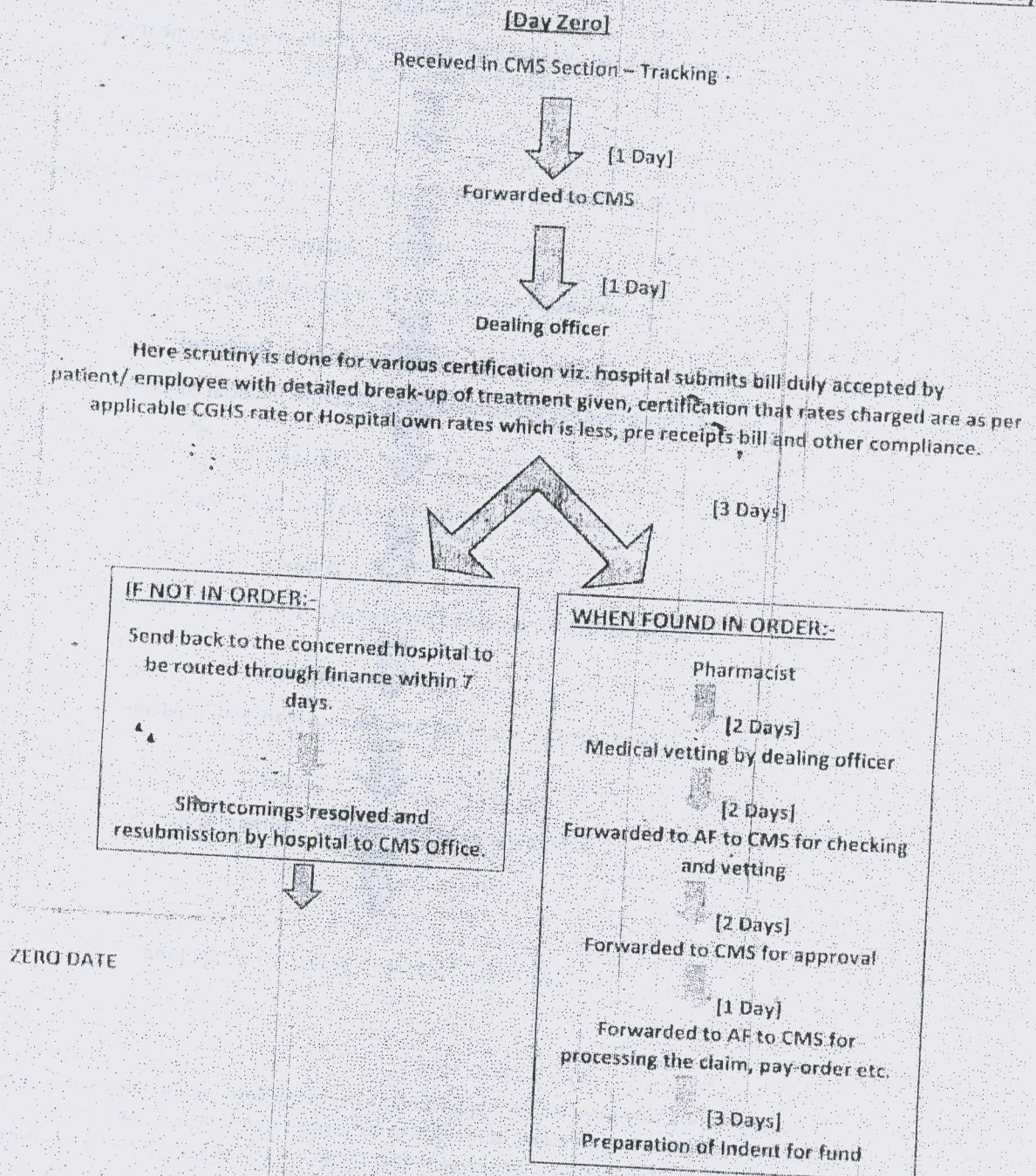
- a) Claim Form 2 duly filled in and along with prescription & cash memo duly signed by medical officer of the company in cash memo & medical card/ prescription "Billed & Claimed" with cash memo no. routed through HOD of the employee within 15th of the preceding month & payment is to be made through 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.

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- 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 1st 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 1st 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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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



[1 Day]

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

Reject fi

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[1 Day]
Checking & approval on hard copy and on coalnet



[1 Day]
Ledger Maintenance in computer



[1 Day]
Preparation of Indent for fund.

[For retired non-executive through AMO's Office for Areas] – (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.

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



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दिनांक:-

पत्रांक सं०-भा०को०को०लि० /

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.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

Kyp
25/05/2020

Sudh
25/5/20

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

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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) 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

Shalini
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

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25.05.2020

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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.

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.

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Notes: -

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- 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

Sushil
25-5-20

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



CIN : U10101JH1972GOI000918
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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(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 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 आरंभिक 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.

कृपया पन्न उल्टे./PTO

3. आप भारत सरकार द्वारा स्वीकृत एवं राष्ट्रीय कोयला योजन 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 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 टाइम 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.

कृपया पत्र 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/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 Bhaw 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.....& 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 ofaged aboutyears, 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 aboutyears, 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