

भारत कोकिंग कोल लिमिटेड  
**Bharat Coking Coal Limited**  
(A Mini Ratna Company)  
(A Subsidiary of Coal India Ltd.)  
(www.bcclweb.in)



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बोर्ड सचिवालय / Board Secretariat

Dated: 21.07.2022  
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Extracts of Minutes of FDs Meeting held on 15.07.2022.

5A. **Legal vetting of Draft SOP in respect of the formation and function and functioning of PAPs/PAFs of Co-operative Society Economic Rehabilitation Cell (ERC) and Central Monitoring Cell (CMC).**

The SOP as placed before CFDs was thoroughly deliberated and certain salient features of the proposed SOP was brought to the knowledge of CFDs and after detailed deliberation it was decided that this SOP would be introduced without any further delay and in case of any further modification is needed, it would be duly considered in future.



(B.K. Parui)  
Company Secretary

GM (Civil)  
HoD (Legal)

9/c T-c  
for Communication

28/7/22



टिप्पणी - पत्र

भारत कोकिंग कोल लिमिटेड  
कोल इण्डिया लिमिटेड का)

विभाग / Department : CIVIL

संदर्भ

Ref. :

BHARAT COKING COAL LIMITED  
(Subsidiary of Coal India Limited)

अधिकारी का नाम / Name of Officer :

दिनांक :

Date :

Submission of Final Draft SOP after legal vetting in respect of the formation and functioning of PAFs/PAFs of Co-operative Society, Economic Rehabilitation Cell (ERC) and Central Monitoring Cell (CMC).

The Draft SOP in respect of the formation and functioning of PAFs/PAFs of Co-operative Society, Economic Rehabilitation Cell (ERC) and Central Monitoring Cell (CMC) was put up in the FDs meeting held on 29.04.2022. The extracts of the Minutes of FDs Meeting held on 29.04.2022 is as under :

Quote....

*After detailed deliberation, CFDs approved the draft SoP in respect of the formation and functioning of PAFs/PAFs of Co-operative Society, Economic Rehabilitation Cell (ERC) and Central Monitoring Cell (CMC) towards award of work upto a value of 1.00 crore exclusive of taxes with the modifications as suggested by FDs.*

*While approving the SOP it was advised by FDs that the SOP before implementation should be legally vetted from the Legal department and the final SOP may be implemented thereafter with an intimation to FDs for its appraisal.*

....unquote

The draft SOP with the modifications directed by the FDs was sent for legal vetting to the Legal Department on 10.05.2022. The legal department has suggested certain modifications and corrections after legal vetting of draft SOP.

The Final SOP in respect of the formation and functioning of PAFs/PAFs of Co-operative Society, Economic Rehabilitation Cell (ERC) and Central Monitoring Cell (CMC) with modifications and corrections suggested by the legal department is submitted for appraisal for Committee of FDs.

  
GM (E&M)/HOD-BCCL

  
GM (Civil)/Industrial-BCCL

  
GM (Civil)/CSR-BCCL

Draft Standard Operating Procedure**1. Formation and functions of Central Monitoring Cell - PAF/PAP (CMC-PAF): -**

- i) A Central Monitoring Cell for PAFs/PAPs (CMC-PAFs) must be formed at Estate Department, HQ level headed by the General Manager/HoD of Estate Department for effective implementation of the policy and monitoring of functions of the Co-operative Society of PAPs/PAFs. Central Monitoring Cell - PAF/PAP (CMC-PAF) shall comprise of following members:-
  - a) General Manager/HoD of Estate Department -Chairman of the Committee
  - b) General Manager/ HoD Finance I/c or his representative of Grade E-6 & above
  - c) General Manager (P&IR) or his representative of Grade E-6 & above
  - d) General Manager (Civil)/ (E&M) or his representative of Grade E-6 & above
- ii) The CMC-PAF shall keep and maintain records in view of the reports and other documents sent by ERC of the respective Area.
- iii) The CMC-PAF shall extend necessary help to the ERC for smooth implementation of the scheme.

**2. Formation of Economic Rehabilitation Cell (ERC): -**

- i) An Economic Rehabilitation Cell (ERC) for PAPs/PAFs of Co-operative Society must be formed at Area level headed by the General Manager (P&P)/Staff Officer (P&P) to extend help to Co-operative Society of PAPs/PAFs and keep all the relevant records. The Economic Rehabilitation Cell (ERC) shall comprise of following members:-
  - a) G.M. (Area)/ AGM (Area) – Chairman of the Committee
  - b) Area Manager (Planning) – Member & Coordinator
  - c) Area Manager (Civil)/ Area Manager (E&M)/ Area Survey Officer - Member
  - d) Area Finance Manager or his representative – Member
  - e) Project Officer or his nominated Officer – Member

**3. Formation of PAPs/PAFs Co-operative Society:-**

PAPs/PAFs Co-operative Society should be constituted with local Land oustees/ PAFs/PAPs of BCCL. The definition of Land oustees/PAFs/PAPs shall be as per R&R policy of CIL. Land oustees/PAFs/PAPs who has not been given any employment will only be eligible for being a member of the PAPs/PAFs of Co-operative Society. Participation of 100 % of Land oustees/PAFs/PAPs in a co-operative as members is mandatory. The PAPs/PAFs Co-operative Society should be registered under relevant act and to comply with rules and regulations made thereunder.

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4. Functions of ERC: -

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(A) To make awareness among the villagers about the scheme: -

- i) The ERC must conduct regular meeting with the villagers of different nearby villages of the Area, for educating and making them aware regarding eligibility criteria and conditions for the formation of PAFs/PAPs Co-Operative Societies and also detailing them about the scheme of BCCL approved by BCCL Board, for award of contracts (Labour intensive works which involves unskilled workforce) up to Rs. 100.00 lakhs (Excl. GST) to the PAFs/PAPs Co-Operative Societies. Minutes of the meeting must be recorded in the Area and also be communicated to the Central Monitoring Cell - PAFs/PAPs (CMC - PAFs/PAPs) formed under Estate Department, HQ headed by the General Manager/HoD of Estate Department.

Members of the ERC may nominate other officer from their department for attending the meeting on their behalf.

(B) To facilitate Land oustees/PAFs/PAPs in formation of PAFs/PAPs Co-Operative Society.

- i) A format enclosed as **Annexure-I** shall be provided to the interested Land oustees/PAFs/PAPs willing to form the PAFs/PAPs Co-Operative Society.
- ii) The said format shall be filled by the interested Land oustees/PAFs/PAPs understanding the eligibility and Terms & Conditions for formation of the PAFs/PAPs Co-Operative Society.
- iii) The filled format shall be submitted to the ERC of the Area along with the supporting documents for scrutiny of the Format and the documents. The ERC may demand further documents if needed.
- iv) Upon scrutiny of the submitted format and documents, the ERC shall issue a NOC to the interested parties for registering themselves as PAFs/PAPs Co-Operative Society, as per prevalent Act, Rule and Policy for the purposes of the scheme said above. A copy of the NOC shall also be communicated to Central Monitoring Cell - PAF/PAP (CMC - PAF/PAP).
- v) The PAFs/PAPs Co-Operative Society so formed thereafter, must inform the ERC regarding the formation of the society and shall also submit a copy of the document of proof of the registration.
- vi) Upon formation of the PAFs/PAPs Co-Operative Society, the ERC must obtain an affidavit in the prescribed format enclosed as **Annexure-III** from the members of the Society so formed, before their participation in the contract as per the scheme.
- vii) The ERC must educate the registered PAFs/PAPs Co-Operative Society in matters pertaining to participation in the said scheme.

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(C) Monitoring and redressal of Grievances in respect of PAFs/PAPs Co-Operative Society.

- i) The ERC shall address the grievances and complaints raised in this respect and shall resolve it at the earliest at Area level. In case the complainant is not satisfied by the settlement of grievances and complaints, the complainant may appeal to first appellate authority i.e. Chairman of the CMC-PAF – GM/HOD (Estate), BCCL
  - ii) In case the matter is not resolved by the first appellate authority, then the complainant may appeal to the second appellate Authority i.e. Director (Technical) OP, BCCL
  - iii) The ERC must keep and maintain records in the prescribed format enclosed as **Annexure-II** and shall monthly communicate <sup>submit monthly report</sup> in the 1<sup>st</sup> week of every month to the Central Monitoring Cell - PAF/PAP (CMC-PAF), Estate Department, HQ. 23/6/22
  - iv) The ERC may seek help from Central Monitoring Cell - PAF/PAP (CMC-PAF)/ concerned Dept. of HQ for any clarity in implementation of the scheme.
5. The Civil Department of HQ must frame a standard NIT duly vetted by the CMC Department in line with the decision of the BCCL Board w.r.t. the scheme said above and circulate it to ERC formed at Area level. ERC can suggest modifications in Standard NITs for smooth functioning. The corresponding Department may act on these modifications as per relevant rules with competent approval.
  6. The work shall be awarded to PAFs/PAPs Co-operative Societies as per the DoP of the Area GMs in broad framework of relevant manuals, rules and guidelines through e-tender/quotations (as applicable).
  7. However, the threshold limit for award of work to any PAFs/PAPs Co-operative Society shall be kept at Rs. 100.00 lakhs (Excl. GST) per Financial Year in any Area for giving financial assistance and opportunity to other PAFs/PAPs Co-operative Society for uplifting their economic status. After reaching the threshold limit in an Area, the concerned PAFs/PAPs Co-operative Society shall not be allowed to participate for that financial year for that Area under this policy.
  8. The tenure of this policy will be initially for 02 (Two) years from the date of approval or any other order of Revocation from the Competent Authority whichever is earlier and may be extended subsequently after the Approval of the Board.
  9. Any Modification/minor change in the Policy, if needed, may be incorporated in future with the Approval of the CMD, BCCL.

Aranda  
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**Annexure-I**

Sl. No.	Village	Name of PAP/PAF Society	Name of Member and Spouse	Name of Father	Gender	Aadhaar No.	Eligibility of PAF/PAP		Status of Employment*	Cash in lieu of Employment in BCCL#	Residential location from project (Yes/No)		Whether member of any other Co-Operative Society. If yes, pls mention	Remarks
							Land Owner	Affected family			Permanent	Local		
1a									YES/NO	YES/NO				
1b														
2a														
2b														
3a														
3b														

Note: 1. \*either didn't get employment against land nor is in process and also not in regular employment elsewhere.  
 2. # either hasn't received nor is in process.



To be submitted by Bidder on Non-Judicial Stamp Paper duly attested by Notary Public

Standard Draft Affidavit

1. We hereby declare the following: -

Sl No	Village	Name of PAP/PAF Society	Name of Member and Spouse	Name of Father	Gender	Aadhaar No.	Eligibility of PAP/PAF		Status of Employment*	Cash in lieu of Employment in BCCL#	Residential location from project (Yes/No)		Whether member of any other Co-Operative Society. If yes, pls mention	Remarks
							Land Owner	Affected family			Permanent	Local		
1 a														
1 b														
2 a														
2 b														
3 a														
3 b														

Note: 1 \*either didn't get employment against land nor is in process and also not in regular employment elsewhere.

2. # either hasn't received nor is in process.

2. We hereby declare that any members of the above said Registered Co-Operative Society hasn't got employment against land nor their employment proposal is in process and also, they are not in regular employment elsewhere.

3. We hereby declare that any members of the above said Registered Co-Operative Society hasn't got cash in lieu of employment nor any such proposal is in process in BCCL.

4. We hereby further declare that if any above-mentioned member or his/her spouse applies for employment or cash in lieu of employment, then the Co-Operative Society shall go for new contracts under the scheme only when the name of such member is removed from the society.

5. Further, if any status/information submitted in this affidavit changes, we will inform the same within one week from the date of change and we shall make the changes accordingly in the registered Co-Operative Society before going for new contracts under the scheme.

6. We hereby declare that if any information said above is found to be different at any instance then BCCL management will have rights to cancel the award/ blacklist/ debar our PAP/PAF Co-operative Society formed.

7. The information provided above are correct to the best of my/our knowledge.

Signature of all members