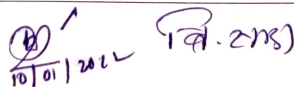


Amendments to the SOP for processing the claims/applications for providing employment/ monetary compensation to the dependents under the provisions of NCWA.

Sl.No.	Subject	Existing Provision	amendment
1	<p align="center">Condolence Message to the bereaved family</p>	<p>For applications received at Unit/Area (Non-Executives)</p> <p>On receipt of death certificate of an employee from the family members, a condolence message is being sent by the concerned unit/establishment in-charge along with information to the spouse/ dependent of the deceased for submission of applications in <u>prescribed format</u> for different benefits payable by the company including Compassionate Employment / Monetary Compensation / live roster in lieu of employment as per NCWA. The prescribed pro-forma/ forms for application along with list of required documents has been displayed on BCCL website (www.bcclweb.in). Hard copy will be provided to the family on request.</p>	<ul style="list-style-type: none"> • The practice of sending condolence message to the bereaved family will be continued with incorporation of an advisory therein to submit the application and claim forms for employment/monetary compensation/ live roster in lieu of employment before the nominated Nodal Officer of Area whose Name, Mobile No. and E-mail ID will be indicated in the condolence letter.
		<p>For applications received at Hq. (Non-Executives)</p> <p>At present, claims are submitted at different department/ /establishment of Hq. and then it is processed to be submitted to NEE department for further screening and procedures.</p>	<p>For non-executives under Hq. roll (including CHD & other Hq. units), all claims will be submitted to the NEE department which will process/ scrutinize and will undertake all procedures/formalities as per SOP before submission of the claims to MP&R department.</p>



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Sl.No.	Subject	Existing Provision	amendment	
		For application i.r.o. Executives	At present claims are submitted at respective unit/ area/ establishment/ department (in case of Hq.) and then after ensuring the fitness of things, the same is processed through Area to be submitted to MP&R department and EE to MP&R (for cases of Hq.).	For executives, all claims from Unit/Area/Establishment/Department(in case of Hq.) will be submitted directly to the EE department which will process/scrutinize and will undertake all procedures/formalities as per SOP before submission of the claims to MP&R department.
2	Information of death and Submission of service particulars/documents to the Area Nodal Officer	New Provision		On receipt of death information the concerned Unit Personnel Executive will submit the attested shadow copy of following documents before the Area Nodal Officer positively within 7 days : <ul style="list-style-type: none">✓ Copy of Service Book/SRE✓ Copy of PS-3/PS-4✓ Copy of Form-F, Form-B, Form-A, LTC/LLTC Record.✓ Copy of Health Card Issue Register✓ On roll certificate (in original)✓ Deletion format & Order (in original)

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Sl.No.	Subject	Existing Provision	amendment
3	Submission of Claim/Application form	<p>Claims/applications are submitted at Unit along with requisite documents as illustrated in Table-1 by the claimant.</p> <ol style="list-style-type: none">1. On receipt of application at Unit, Unit Personnel Executive scrutinizes the claim form and tallies the data/information with Service records/Form-B and Other statutory records like PS-3, PS-4, Gratuity, Nomination etc.2. Unit Personnel Officer, sent the certificate and attestation form etc. to concerned authority for necessary verification and copy of such letters are required to be attached.3. Without waiting for verification report complete claim form along with documents at Table-1 and Table-2 duly attested by Personnel Manager are sent to Area Personnel Manager within 30 days of receipt of application. <p>Timeline: 30 days from the date of application.</p>	<ul style="list-style-type: none">• Timeline for submission of applications for employment will be same as communicated vide SOP i.e. within one year from date of death. Further, the family of deceased employee will be informed with submission of applicable forms for claiming compassionate employment as soon as the death information is received at Unit indicating advisory for submission of forms/ claim at Area office before Nodal officer appointed for the purpose.• Claim/Application shall be submitted to the Nodal Officer of concerned Area Office/in NEE department (in case of HQ establishment). In case of executives the claim will be submitted at Executive Establishment department centrally (irrespective of Unit/Area).• Nodal Officer will scrutinize the claim form and reconcile the data/information with Service record, PS-3, PS-4, Form-F, Form-A etc.• Nodal Officer will send the certificates and attestation form etc. to concerned authority for necessary verification and copy of such letters are to be attached in the claim file.

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Sl.No.	Subject	Existing Provision	amendment
			<ul style="list-style-type: none">• Nodal officer will notify a date on which family members of the deceased/claimant and concerned Unit management will be called for screening and signing the documents/claim form to complete the formalities for placing the file before Area Screening committee through Area Personnel Manager giving a copy of the letter to the claimant without waiting for verification report. Complete claim form along with checklist and supporting documents, as tabulated in Table-1 and Table-2, duly attested by Unit Personnel Executive/ Dealing officer will be submitted to MP&R deptt. within 30 days of receipt of claim form along with requisite documents and recommendations of the Area Screening Committee. <p>The 15th and 28th day of each month will be tentatively notified for above purpose on which all the cases received will be jointly scrutinized and necessary signatures will be obtained by Nodal Officer. In case of holiday on above dates the next working day will be fixed by default.</p>
4	Initial Medical Examination (I.M.E.) & Age assessment	<ul style="list-style-type: none">• On receipt of claim file from Unit, Area scrutinizes/checks the file for discrepancies if any, which are required to be corrected/completed by Unit. After rectification in every respect of the file, claimants are referred to the Initial Medical Examination Board/Apex Medical Board (AMB) for ascertaining Medical Fitness and Assessment of Age (if required). Area ensures submission of relevant documents at the time of I.M.E. and assessment of age to A.M.B.• Illiterate claimants are required to submit affidavit and prescribed pro-forma for sending them to A.M.B. for age assessment.• In case of monetary compensation, normally claimants are not referred to I.M.E. Board and age recorded in different records are considered for same. In case of any	<ul style="list-style-type: none">• Claimants will be referred by MP&R department to the Initial Medical Examination Board for ascertaining Medical Fitness before issuance of sanction letter for employment by HQ. Further, where age assessment is required, such cases will be referred to age assessment board (AAB) by the MP&R department prior to obtaining final approval of competent authority for employment.

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Sl.No.	Subject	Existing Provision	amendment
		<ul style="list-style-type: none"> • discrepancy claimants are sent for age assessment with due approval of the Competent Authority. • Medical Board at Koyla Nagar Hospital ensures completion of I.M.E. and age assessment (in illiterate cases) within One Month period from receipt of I.M.E. proposal from Area. • For early disposal of above, both Area as well as Medical Board have been advised to use E-Office/e-mail through correspondence. • On receipt of I.M.E. report and being found claimant medically fit (with age/DOB as per I.M.E. report or Age Assessment Report) the employment file is placed before Area Screening Committee for scrutiny and deliberation. • The claim for monetary compensation are placed before Area Screening Committee on being found appropriate as per NCWA norms. As their no I.M.E. is required. Only cases where age assessment is required due to any discrepancy, such claims are placed after obtaining age assessment report. • Medical Board at Koyla Nagar Hospital ensures completion of IME and age assessment (in illiterate cases) within One Month period from receipt of I.M.E. proposal from Area. • For early disposal of above, both Area as well as Medical Board have been advised to use E-Office/e-mail through correspondence. • On receipt of I.M.E. report and being found claimant medically fit (with age/DOB as per I.M.E. report or Age Assessment Report) the employment file is placed before Area Screening Committee for scrutiny and deliberation. <p>The claim for monetary compensation are placed before Area Screening Committee on being found appropriate as per NCWA norms, as there is no requirement to get the I.M.E. done. Only cases where age assessment is required due to any discrepancy, such claims are placed after obtaining age assessment report.</p>	<ul style="list-style-type: none"> • The claim of illiterate claimant for monetary compensation will be referred by the MP&R department to AAB for assessment of Age as approved by competent authority vide e-office note no. 583554 dt. 29.09.2021. • Medical Board at Koyla Nagar Hospital will ensure completion of I.M.E. and age assessment (wherever required) within One Month period from receipt of letter. CMS I/c, Hq will ensure conducting of I.M.E. Board at least twice in a month. • The IME report will be submitted to MP&R department with a copy to Area Personnel Manager by the Convener of the I.M.E. Board within 03 Days of IME.

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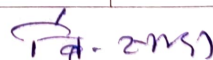
Sl.No.	Subject	Existing Provision	amendment
5	Submission of Affidavit/Indemnity Bond by the claimant	At present, separate affidavits/Indemnity Bond are submitted by the claimant concerned for discrepancies, if any, in the name, age, dependency, look after of family, etc.	<ul style="list-style-type: none"> ● Single affidavit will be submitted by the claimant covering subjects like maintenance/look after of family members and minor discrepancies, if any, in Name, etc. ● In cases of glaring difference in name and where the claimant submits matriculation certificate too, a self-declaration with signature of two permanent employees as witness having 10 years or more service left will be submitted. Draft/Format of self-declaration duly vetted by legal department will be circulated by MP&R department.
6	NOC-cum-affidavit	At present, all family members are required to submit NOC/affidavit towards 'No Objection' for providing employment to the nominated dependent member.	<ul style="list-style-type: none"> ● In case, spouse is claimant for employment, no NOC from other family members will be required. ● In case, spouse has nominated her/his eligible dependent son/daughter for employment, sponsorship of spouse and affidavit of the claimant will be taken. No NOC from other family members will be required. ● In case, spouse is also not live, NOC-cum-Affidavit from the eligible adult family members will be obtained.
7	Application form and Checklist	<p>At present, following application forms are in use:</p> <ul style="list-style-type: none"> ✓ Application form ✓ Attestation Form ✓ Identification Form ✓ Verification Roll ✓ Identification Certificate issued by Unit. <p>At present, there are two sets of checklist which are used for submission of the claims/application for employment.</p>	<ul style="list-style-type: none"> ● A committee is to be constituted to revisit the current forms, checklist, etc. which are being used for submission of claims for employment. Report of the committee will be placed before the D(P) for approval. ● There will be single checklist in regard to employment/monetary compensation that will be enclosed with the claim file.

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Sl.No.	Subject	Existing Provision	amendment
8	Screening Committee	<p>At present, screening committee is functioning at Area level consisting of following members:</p> <ol style="list-style-type: none"> 1. Representative from Mining Discipline 2. Representatives from Finance discipline. 3. Representative from Personnel Discipline. 	<p>For Areas The Screening committee will consist of the following members:</p> <ol style="list-style-type: none"> 1. Personnel Executive of the Unit concerned. 2. Manager of the Unit concerned.. 3. Addl. General Manager/SO(Mining) who will function as a Chairman of the committee. 4. Area Personnel Manager 5. Area Finance Manager 6. Area Nodal Officer will act as Coordinator. <p>For Hq. units/establishments</p> <ul style="list-style-type: none"> • <u>For applications i.r.o. Non-Executive</u> The Screening Committee will consist of the following members: <ol style="list-style-type: none"> 1. GM(NEE)/HOD(NEE) as Chairman 2. Dealing Personnel Executive of the department. 3. Representative of Finance/Pay Section. 4. An executive from the department/ establishment concerned • <u>For applications i.r.o. Executives</u> <ol style="list-style-type: none"> 1. GM(EE)/HOD(EE) as Chairman 2. Dealing Personnel Executive of the department. 3. Representative of Finance/Pay Section. 4. An executive from the Area/Unit/Deptt./Establishment concerned.
9	Regularization	<p>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</p>	<ul style="list-style-type: none"> • 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 Area Nodal Officer/An Officer nominated by GM(NEE)/ GM(EE) in case of Hq., must ensure verification of death certificate, educational certificate, identity verification through police authorities on attestation form/ verification roll etc. who will ensure communication of said verification reports to the Unit/Area where new appointee has been given employment/posting. • On completion of Six months training period a proposal will be initiated by Unit Personnel Executive (Where

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Sl.No.	Subject	Existing Provision	amendment
		<p>new appointee as General Mazdoor (Cat-I),</p> <ol style="list-style-type: none"> 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, copy of verification report of death certificate. 6. Performance report for Six months of training period. 7. Copy of Form-B register 8. Copy of Service Book duly entered and signed. 9. Copy of CMPF nomination. 10. Copy of Form-F (Gratuity nomination) 11. Copy of PS-3 & PS-4 <ul style="list-style-type: none"> • 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. 	<p>the new appointees is posted) 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).</p> <ol style="list-style-type: none"> 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 (wherever required). 5. Copy of verification report of death certificate (wherever required). 6. Performance report for Six months of training period. <ul style="list-style-type: none"> • Area Personnel Manager, after being satisfied with the above proposal and documents submitted, will recommend and put up the proposal before Area General Manager for approval for regularization of the new appointee as General Mazdoor (Cat-I). • In case of Hq., the proposal for regularization will be initiated by NEE department and approval for the same will be accorded by GM/HOD (NEE).


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			<ul style="list-style-type: none">• As soon as the proposal is approved by The Area General Manager/ HOD (NEE) in case of HQ, the order for regularization will be issued by concerned Area and a copy of the same along with copy of approved note sheet will be communicated to MP&R department for record within 03 days of approval.• In case of dependents of executives the training/probation period in D.E.O./Clerk Trainee is of 01 year period hence process of regularization will be started immediately after completion of 01 year.
10	Power to Amend/Modify/Alter/Relax/Delete the provisions of SOP	New Provision	Director(Personnel), BCCL reserves the right to Amend, Modify, Alter, Relax or Delete any provisions of SOP as and when required at his/her discretion .

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