

## **PROFILE OF EXECUTIVE ESTABLISHMENT DEPARTMENT, BCCL HQ**

Executive Establishment Department of BCCL is being headed by Mr. Dilip Kumar Behera, General Manager (Pers) as head of the department under the control of Director (Personnel). Mr. Dilip Kumar Behera, General Manager (Pers/EE) is assisted by the following executives:

<b>SI. No.</b>	<b>Name</b>	<b>Designation</b>	<b>CUG No./Mob. No.</b>	<b>e-mail ID</b>
01	Shri Dilip Kumar Behera	General Manager (Pers/EE)	8580029705	gmee.bccl@coalindia.in
01	Shri K Suresh	Sr. Manager(P/EE)	8580025451	k.suresh9763@coalindia.in
02	Smt. Shobha Jaitun Kujur	Sr. Manager(P/EE)	7761827697	sj.kujur@coalindia.in
03	Shri Manish Chandra Sahu	Dy. Manager(P/EE)	7004723403	manish.s7508@coalindia.in
04	Shri Abhishek Kumar	Dy. Manager(P/EE)	8580028967	ABHISHEK.KUMAR6815@COALINDIA.IN
05	Shri Sudhanshu Lahari	Dy. Manager(P/EE)	9470599688	sudhanshu.lahari@coalindia.in
06	Shri Radheshyam Chouhan	Sr. Officer(P/EE)	7000764928	radheshyam.chouhan@coalindia.in
<b>CPRMSE Cell</b>				
01	Dr. Ajitesh Kumar	Sr. Medical Officer	6287695590	drajitesh.kumar@coalindia.in
02	Smt. Charulatha	MT(Pers/HR)	8580025180	write2charultha@gmail.com
03	Ginisha Verma	MT(F&A)	6287242924	ginishaverma@gmail.com

### **Nature of jobs & activities of Executive Establishment are enumerated as under:**

1. Transfer & Posting of BCCL Executives.
2. Dealing with Pay Fixation/Anomaly matters.
3. CIL Executive Defined Contribution Pension Scheme.
4. Monitoring the implementation of ERP HR Module( in respect of Executives)
5. Implementation & monitoring of PAR/PRIDE
6. Implementation & monitoring of SPARROW in respect of Board Level Executives (Directors & CMD)
7. Payment of Performance Related Pay (PRP).
8. Updation of online HRIS/EIS.
9. Furnishing data to CIL for conducting DPC for conducting DPC and issue of promotion orders.
10. Handling of Grievances.
11. Disciplinary Matters of Executives
12. Maintenance of Property Return files/online APR.
13. Issue of Identity Certificate for obtaining passport and "NOC "for visiting abroad.
14. RTI Matters.
15. Dealing with VIP Reference/Parliamentary question/Audit matters.
16. Processing of application for Board Level Posts.
17. Facilitating induction of executive in the company and exit from company including Registration.
18. Dealing with employment of dependent of executives/claim of monetary compensation.
19. Processing payment of Gratuity and other terminal benefits to separated executives.
20. Matters related to ALC/Dy. CLC and PG.
21. Dealing Court cases of concerned executives

22. Issuing Medical Cards/processing claims to the Retired Executives under Contributory Post Retirement Medicare Scheme. (Under CPRMSE Scheme) including Vendor ID creation for SAP.
23. Liaisoning with CIL with regard to posting of MTs/Executives of all Disciplines/monitoring their transfer/posting and deployment in BCCL.
24. Conducting DV/IME of the selected candidates for MTs.
25. Engagement of Advisors on Contract Basis
26. To furnish desired information to internal deptt. & outside agencies as and when required.
27. Arranging for circulation and implementation of Instruction/Guidelines/Circulars.
28. Circulation of vacancies as communicated by CIL/Ministry.
29. Maintaining Personal files/services records of BCCL Executives.
30. Establishment functions concerning Executives & Non-Executive posted in EE Deptt.
31. Other functions as and when instructed by the competent Authority.