



भारत कोकिंग

कोल लिमिटेड

मानव संसाधन विकास विभाग
वार्षिक रिपोर्ट 2023-24



HUMAN RESOURCE DEVELOPMENT DEPARTMENT

ANNUAL REPORT FOR FY 2023-24

Training Vision and Strategy followed by HRD Department, BCCL has been to optimally utilize the human capital including employee skills, competencies, commitment, motivation and loyalty by continuously enhancing their existing knowledge and capabilities and creating new ones by training and retraining them in response to changing market conditions to gain sustainable competitive advantage over others.

It aims to provide continuous training for all categories of employees throughout the year through in-house training Center at HRD Complex, Kalyan Bhawan and 11 Group Vocational Training centers located in Areas. In addition, the company has arranged for a significant number of executives to attend out company training programmes at reputed training institutes within the country which includes IICM, Ranchi. Management Trainees of all disciplines are also exposed to Induction Training, Technical/Functional and Managerial Skill Development Programmes at IICM, Ranchi.

The Department also exposes students of various Institutes to corporate world by arranging industrial/vocational training. In FY 2023-24, it had imparted industrial/vocational training to 1,137 students. Besides, BCCL is engaging apprentices of various disciplines/trades in compliance to Apprenticeship Act, 1961 and guidelines issued by Ministry of Skill Development and Entrepreneurship, Govt. of India & Ministry of Education, Govt. of India. 1105 Apprentices (i.e. 2.60% of the Workforce including Contractor workers) were provided Apprenticeship Training in FY 2023-24.

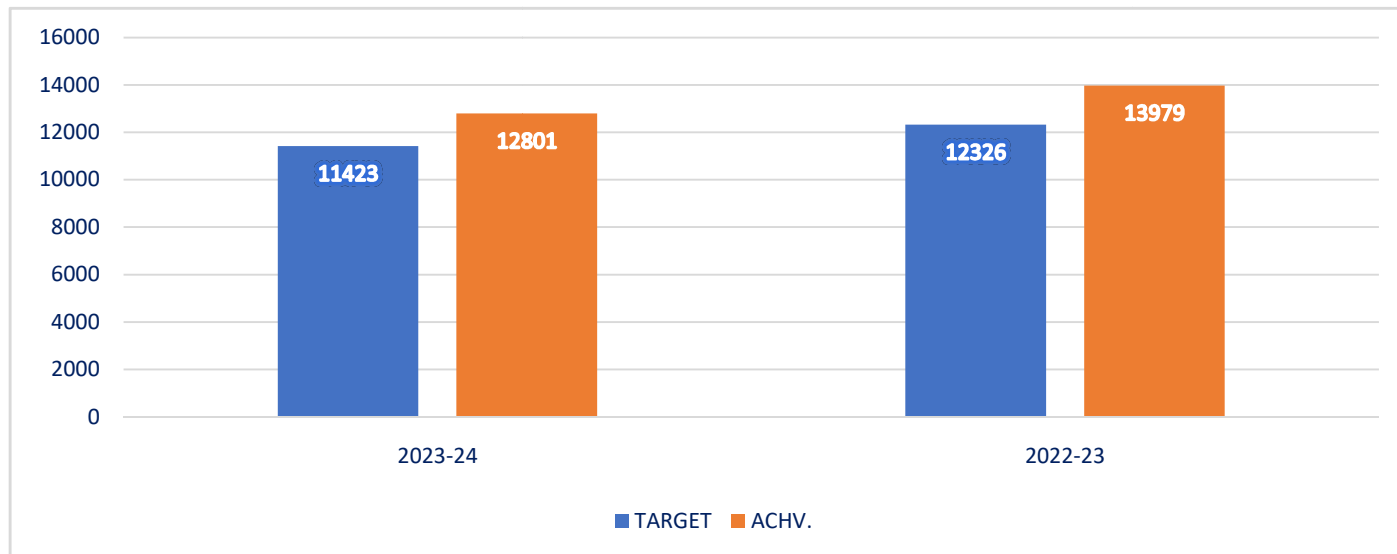
“MISSION UTTHAN” initiative is taken to train the educated General Mazdoor to appear / obtain the statutory certificates.

Achievements for the FY 2023-24 are as under:

1. Details of Target and Achievement of the no. of participants trained:

Place	2023-24			2022-23		
	Target	Achievement	% of Achievement	Target	Achievement	% of Achievement
HRD	4062	4531*	111.54%	4607	5767	125.2
GVTC	7361	8270	112.34%	7719	8212	106.4
TOTAL	11423	12801	112.06%	12326	13979	113.4

*Including Simulator training of 206 employees.



2. No. of employees trained for statutory posts:

Particulars	2023-24	2022-23
Mine Managership	44	64
Overmanship	05	35
Mining Sirdarship	61	18
Surveyorship	33	06
Gas Testing	203	111
Electrical Supervisor	66	157
Total	412	280

3. No. of female employees trained:

Particulars	2023-24	2022-23
Executives	346	357
Supervisors	27	41
Workers	355	212
Total	728	610

4. No. of employees trained in In- House training programmes:

Name of Division	2023-24	2022-23
M.D.D.	2546	3187
M.T.D.	1041	912
E.M.T.D.	944	1668
Total	4531	5767

Note:

MDD – Management Development Division

MTD – Mining Training Division

EMTD – Excavation & Mechanization Training Division

5. No. of employees trained in external Institutes:

External Training	2023-24	2022-23
IICM, Ranchi	464	396
Within country	905	861
Abroad	01	00
Total	1370	1257

6. No. of employees participated in training programmes at GVTCs:

Particulars	2023-24	2022-23
Basic	273	370
Refresher	4837	5164
Special & others	1407	1044
As per National Safety conference recommendation	1753	1634
Total	8270	8212

7. No. of Contractors' workers imparted training at GVTCs:

2023-24	2022-23
989	1865

8. Unpaid Vocational Training provided to the students of academic institutions in Technical & Management Courses:

2023-24	2022-23
1137	1113

9. No. of apprentices engaged during year 2023-24 :

Category	Trade	2023-24	2022-23
Trade Apprentices (ITIs)	Various Trades	558	567
Fresher Apprentices and Skill Certificate Holders	Computer Operator & Programming Assistant	21	29
	Laboratory Technician (Pathology)	34	
Technician Apprentices (PDPTs)	Mining	185	286
	Non -Mining	217	150
Graduate Apprentices (PGPTs)	Mining	9	03
	Non - Mining	81	115
Total Achievement (out of Target 1100)		1105	1150

Details of Training conducted by different Training Divisions at HRD during FY 2023-24 :

Particulars	Persons Trained		Mandays	
Training Divisions	Target	Achv.	Target	Achv.
MDD	2340	2546	4820	4327
MTD	840	1041	1740	2213
EMTD	882	944	1989	2391
TOTAL	4062	4531	8549	8931

Note:

MDD – Management Development Division

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SPECIAL PROGRAMMES CONDUCTED **AT HRD, KALYAN BHAWAN DURING FY 23-24**

1. Workshop on “USE OF ILO CLASSIFICATION FOR DETECTION OF PNEUMOCONIOSES” was conducted by ICMR-NIOH, Dept. of Health Research, Ministry of Health and Family Welfare, GOI at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 02nd & 03rd of May, 2023 for Doctors of BCCL engaged in conducting PME in different areas and CHD, BCCL. Three doctors from TATA Steel also attended the workshop as participants. The participants were briefed about the proper way to study a radiograph in order to detect pneumoconiosis at an early stage and remedial measures to take. Dr. Sarang Dhatrak, Scientist-D & Dr. Ankit Viramgami, Scientist-C from ICMR-NIOH and Dr. George John, Inspector of Mines (OH) from DGMS were the resource persons for the workshop.



2. A workshop on “**MANUAL SCAVENGING ACT 2013 & SOP ISSUED BY MINISTRY OF HOUSING AND URBAN AFFAIRS, GOI**” was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 27th of May, 2023 for the contractual and departmental SAFAI KARAMCHARIS of BCCL. The workers were briefed about the Act in hindi and also about the safe practices to follow while dealing with cleaning of septic tanks and sewage drains. Sri. M. K. Ramaiah, Director (P), BCCL inaugurated the workshop where Sri. Pushpak Kr, Lala, Sr. Mgr. (P), CCL & Dr. N. K. Pandey, HoD Medicine, CHD, BCCL were the resource persons.



3. A seminar on “RENEWAL APPLICATION FOR NOC FROM CGWB” was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 31st of May, 2023 for the executives of Civil & Environment discipline of BCCL. The participants were briefed about the procedures for complying with the statutory requirements set by Central Ground Water Board and obtaining NOC from them. The program was conducted with help from Environment Department of BCCL and Sri. Debashish Bandopahyay, Sr. Mgr. (Hydrogeology & Exploration Deptt.) from CMPDI was the resource person.



4. Three training programs on “**HIRING OF EQUIPMENT AND TRANSPORTATION CONTRACTS [CMC PROCESSES]**” was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 24/25/26-07-2023, 28/29/30-08-2023 & 28/29/30-09-2023 for the executives/ personnel involved in Procure-to-Pay Processes in SAP ERP. The participants were given hands on training about the processes involved in hiring of equipments and transportation contracts through SAP. The program was conducted with help from ERP Centre of BCCL and Sri. Mohan Singh, Mgr. (Min.), BCCL was the resource person.



5. As per the Circular issued by the Secretary, Central Vigilance Commission, New Delhi, HRD, BCCL organized 05 capacity building programs in observance of Vigilance Awareness Week 2023 from the period of 16-08-2023 to 15-11-2023
- a. “**ROLE OF IO/ PO IN CONDUCTING INQUIRIES**” – The said training program was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 06th of September, 2023 for the executives of personnel discipline involved in the inquiry proceedings of certain cases. The participants were briefed about the roles and responsibilities of an inquiry officer and the proper way to conduct an inquiry. Queries were raised by the participants where Dr. A. K. Singh, Ex. GM(P), CCL, the resource person resolved most of them.



- b. **“CYBER HYGIENE AND SECURITY”** - The said training program was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 11th of September, 2023 for the executives of BCCL of all discipline. The participants were briefed about the kinds of cyber thefts/attacks and preventive measures to take in order to avoid them. They were also briefed about what steps to take if they become a victim of a cyber crime. Real Case Studies were also shared with the participants by Sri. Sumit Lakra, Dy. SP, Cyber PS, Dhanbad.



- c. **“ETHICS AND GOVERNANCE”** - The said training program was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 13th of September, 2023 for the executives of BCCL of all discipline. The participants were briefed about ethical code of conduct to be followed in an organization and also the importance of ethics in the formulation of laws and rules of an organization. Dr. Mrinalini Pandey, Prof., IIT-ISM, Dhanbad, the resource person of the program also emphasized about our legal system which emanates from a shared vision of what is good and just.



- d. **“SYSTEMS AND PROCEDURES OF THE ORGANIZATION”** - The said training program was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 14th of September, 2023 for the executives of BCCL of all discipline. The participants were briefed about the detailed methods, procedures and routines which are required to carry out a specific activity, perform a duty or solve a problem by Sri. K. D. Prasad, Ex. GM(Min.), MCL, the resource person for the program.



- e. **“PUBLIC PROCUREMENT”** - The said training program was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 22nd of September, 2023 for the executives of BCCL involved in procurement of goods and services through GeM portal. The participants were given hands on training about the detailed processes involved in GeM Portal. Sri. Brajesh Kumar, Business Facilitator, GeM Jharkhand was the resource person for the program who also resolved numerous queries raised by the participants, providing tips for efficient and uninterrupted flow of work contracts in GeM Portal.



6. A training program on “HIRING MAINTENANCE MODULE FOCUSING ON DAILY MAINTENANCE ACTIVITIES, DIESEL DISPENSING AND WORKSHOP PROCESSES” was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad 16th to 18th of October, 2023 for the executives of excavation discipline. The participants were briefed about the daily maintenance of heavy equipment & machineries, dispensing of diesel to heavy vehicles and routine maintenance at workshops to avoid frequent breakdowns. The program was conducted with help from Excavation Department of BCCL and Sri. Santosh Kumar, Dy. Mgr. (X), Govindpur, Sri. Birendra Kumar, Dy. Mgr. (X), ERP Centre and Sri. Ravi Kumar, Asst. Mgr. (X), CWS, Sinidih Workshop BCCL were the resource persons for the program.



7. A training program on **“STRESS MANAGEMENT”** was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 03rd of November, 2023 for the executives of BCCL of all discipline. The participants were briefed on the nature of stress, its causes and how to build resilience against it. The program was conducted on observance of Vigilance Awareness Week 2023-24 and Dr. Pramod Pathak, Ex. Prof., IIT-ISM, Dhanbad was the resource person.



8. A training program on **“SAY NO TO CORRUPTION; COMMIT TO THE NATION”** was conducted at HRD Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad on 04th of November, 2023 for the executives of BCCL of all discipline. The program started with taking the integrity pledge where participants were briefed that the collective efforts of both the citizens and the government is needed to create a corruption free nation. Also transparency in day to day official work is needed to make an organization strong and ultimately making our nation strong. The program was conducted on observance of Vigilance Awareness Week 2023-24 and Smt. Saumya Singh, Prof., IIT-ISM, Dhanbad was the resource person.



9. As per directions of CVO, CMPFO, Dhanbad, a training program on “**SCHEDULE – C FOR BCCL OFFICIALS IN PF/ PENSION SECTION**” was conducted on 23rd & 24th of November, 2023 at Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad for the clerical grade employees of BCCL. The participants were briefed on the importance of Schedule-C in PF/Pension claim settlement, correct filing of Schedule-C, and handling DOB/Family disputes as per statutes. Emphasis on Para/Section 64 of CMPF Scheme was also deliberated. Sri. A. K. Sinha, Addl. Commissioner, Sri. Anshu Kumar, Sr. SSA & Sri. Shailendra Kumar, Section Officer from CMPF, Dhanbad and Sri. Prabhat Kumar, Mgr. (P) from BCCL were the resource persons for the program.



10. A workshop on “MOTIVATIONAL AND STRESS MANAGEMENT SESSION FOR EXECUTIVES OF BCCL” was conducted on 2nd of December, 2023 at HRD, Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad for the executives of BCCL of all discipline. The participants were briefed on how to encourage, inspire and motivate employees to perform in ways that create meaningful change. The result is an engaged workforce that is empowered to innovate and help shape an organization’s future success. Sri. Navin K. Choudhary, CMD, Transformational School of Business Pvt. Ltd., Mumbai was the resource person for the program.



11. A training program on “**LATEST RULES, GUIDELINES, MANUALS &SOPS ISSUED BY CIL**” was conducted on 27th of December, 2023 & 16th of February, 2024 at HRD, Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad for the executives of BCCL. The purpose of the program was dissemination of information to field level executives of different disciplines regarding contracts pertaining to mining, civil etc., purchase manuals and latest SOPs issued by CIL in this behalf. Sri. K. D. Prasad, Ex. GM (Min.), MCCL was the resource person for the program.



12. “कंपनी में क्लर्क ग्रेड – III, स्टोर इश्यु क्लर्क एवं ट्रिपमैन के पद पर नवनियुक्त कर्मियों के लिए राजभाषा कार्यशाला” विषय पर चार दिवसीय कार्यशाला का दिनांक 16 से 19 जनवरी 2024 मानव संसाधन विकास विभाग, कल्याण भवन, बी.सी.सी.एल में आयोजित किया गया जिसमें 160 प्रतिभागियों द्वारा प्रशिक्षण प्राप्त किया गया। कार्यशाला के संकाय, श्री. दिलीप कुमार सिंह, प्रबंधक (OL), बी.सी.सी.एल ने राजभाषा नीति, कंप्यूटर पर हिंदी का प्रयोग, हिंदी पत्राचार एवं प्रशासनिक अनुवाद के बारे में प्रतिभागियों को विस्तृत रूप से बताया।



13. A training program on “**UPDATED PURCHASE MANUAL OF CIL**” was conducted on 21st of February, 2024 at HRD, Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad for the executives of BCCL engaged in purchase processes. The purpose of the program was to disseminate information to field level executives engaged in purchase. Sri. Mrunal Mehta, Sr. Mgr. (MM), Sri. Alok Kumar, Mgr. (MM), Sri. Sonu Gupta, Mgr. (MM) & Sri. Vikky Anand, Dy. Mgr. (MM) from BCCL HQ were the resource persons for the program.



14. A training program on **“UPDATED ELECTRONIC MEASUREMENT BOOK (e-MB) IMPLEMENTATION IN CIL PORTAL”** was conducted on 20th & 21st of March, 2024 at HRD, Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad for the executives of BCCL of civil discipline. The participants were briefed about e-MB which is the electronic replica for physical measurement book. The training emphasized on making users accustomed with e-MB and clarification of their doubts along with roles of users of different levels. The program was conducted with the help of Civil & E&M Deptt., HQ where Sri. Avinash Iyer, Dy. Mgr. (Civ.), CIL, Sri. Mohan Kr. Singh, Mgr. (Min.), BCCL & Sri. Kumar Vipul, Dy. MGr. (Civ.), BCCL were the resource persons for the program.



15. A training program on **“STRESS FREE LIVING”** was conducted on 27th & 28th of March, 2024 by HRD, Kalyan Bhawan, BCCL, Jagjivan Nagar, Dhanbad at Brahma Kumaris, Dhanbad for the executives of BCCL. The purpose of the program was to teach the executives the different meditation techniques to remove stress and make the person happy. The faculty for the program was BK Manisha from the Brahma Kumaris Foundation.



16. MISSION “UTTHAN”

Under the guidance of Sri Samiran Dutta, CMD & Sri Murli Krishna Ramaiah, Director (P), BCCL, initiative is undertaken for the career growth of the educated General Mazdoors, employees of BCCL. Under this, coaching classes are organized for appearing in Mining Supervisory Examination conducted by DGMS & Electrical Supervisor Licence Examination, and obtaining the statutory certificates of competency. The Program is inaugurated by FDs, BCCL on 18 December 2023. During the training program, the classes are taken by the eminent faculty from DGMS, IIT (ISM), Dhanbad, CIMFR Dhanbad and Executives of BCCL, who also guided the scheme of preparation.

Under Mission ‘UTTHAN’ four training programs are conducted at HRD Department, Kalyan Bhawan for “Mining Sirdarship Examination” (UG) on 18 -23 December 2023 (40 candidates) & on 05-10 February 2024 (21 No.), “Electrical Supervisor Licence Examination” on 26 -29 February 2024 (25 No.), “Surveyorship Examination” on 18 - 22 March 2024 (23 No.). Books are also provided to the candidates. Mission “UTTHAN” will help the career growth of the employees as well as fill the vacant statutory posts from departmental manpower.



17. ONE DAY CRASH PROGRAM ON “THE DUTIES AND RESPONSIBILITIES OF AREA ELECTRICAL SAFETY OFFICERS” ON 20th SEPT’ 2023

One day Crash Training Program on “Duties and Responsibilities of Electrical Safety Officers of BCCL” was organized at HRD Department as desired by Safety Department, BCCL. Prominent in the program were Sri Praveen S, Deputy Director (Electrical) DGMS, Sri Ch Laxminarayan, Deputy Director (Electrical) DGMS, Sri R. K. Jha, General Manager (E&M), Sri P. N. Sharma General Manager (Exvn.), Sri A. K. Dubey General Manager (Exvn), Sri B. P. Singh, General Manager (Safety/E&M), Sri R. K. Saha, HoD (HRD), ISO Executives. 37 Executives from Area Electrical Safety Officers & Other Executives (E&M) of BCCL are participated. In the program, it was elaborated regarding the role of electricity to operate mining machineries to achieve the production, safety in maintenance and operation, registers and records keeping, electricity related regulation, new amendments, electrical hazards / dangers related to work place towards encouraging safe electrical practices.



18. COMPANY LEVEL TRADE TEST - ANNUAL MINES SAFETY FORTNIGHT 2023

3 days Company Level Trade Test from 8 to 10 January 2024 was successfully conducted at HRD Department in the connection with the celebration of ANNUAL MINES SAFETY FORTNIGHT 2023 under the guidance of DGMS. The purpose of Trade Test is to select the safe employees from different categories like Shovel Operator, Dumper Operator, Dozer Operator, SDL/LHD Operator, Drill Operator, Haulage Operator, Dresser, Mechanical Fitter, E.P. Fitter, Blasting In Charge from the Companies BCCL, SAIL, TISCO, West Bengal Power Development Corporation Limited, Punjab State Power Corporation Limited. Trade Test was conducted by a designated committee consisting of officials from these companies. Trade Test encourages towards safety aspects.



Bharat Coking Coal Limited

(A Subsidiary Coal India Limited)

Annual Mines Safety Fortnight - 2023

COMPANY LEVEL TRADE TEST

DATE : 8 JANUARY 2024

DUMPER OPERATOR | DOZER OPERATOR

DATE : 9 JANUARY 2024

LHD/SDL OPERATOR | HAULAGE OPERATOR
SHOVEL OPERATOR | DRILL OPERATOR

DATE : 10 JANUARY 2024

MECHANICAL FITTER (NON-SUPERVISORY CATEGORY)
BLASTING IN-CHARGE | E.P. FITTER | DRESSER

Venue : Human Resource Development Department, Kalyan Bhawan (BCCL)



19. PROGRAM FOR FEMALE EMPLOYEES

- Program for the female employees was conducted at HRD Department, on the topics “Women Empowerment” on 14 March 2024, The session was taken by Professor Akanksha Sinha, IIT(ISM) Dhanbad. The participants were 27.
- Program was conducted on “Prevention of Sexual Harassment at Work Place” on 15 March 2024. The session was taken by Mrs. Sujata Kumari, Sr. Manager (P) and Mrs. Sweta Kumari, Manager (P). The total no. of participants were 34.
- Program was conducted on “Gender Sensitivity” on 19 March 2024. The session was taken by Professor Akanksha Sinha, IIT(ISM) Dhanbad.. The participants were 30.

The Program aimed to educate and empower female employees to create a safer workplace environment, as well as other aspects like Standing Order, career growth, various provisions for female employees etc. The participants were from Headquarters and different Areas / Units of BCCL. The Program were conducted successfully.



20. EXTERNAL TRAINING DEPARTMENT

HRD BCCL in association with Security Department, BCCL has imparted Four Weeks Special Residential Training to 500 nos. Of Security Personnels of BCCL at KHARVELA REGIONAL TRAINING CENTRE, MUNDALI, ODISSA (CISF TRAINING CENTRE) in the FY 23-24 in order to make them physically fit and mentally alert. They were imparted training for enhancing their skills and techniques so that they are better equipped to act and deal quickly and accurately in order to curb theft, criminal acts, emergencies, fire and other contingencies.

