

**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**

Ref. No. BCCL:CS:F- :

Dated: 02.08.2021

**Extracts of Minutes of FDs Meeting (25<sup>th</sup> of 2021) held on 24.07.2021.**

- 1A. **Proposal for approval of SOP for issuance of "Quarter Vacation Report" for payment of Gratuity dues and monitoring in-authorized occupation of Company's Quarter/ Land.**

After detailed deliberation FDs agreed with the proposed Standard operating Procedure (SOP) on "Quarter Vacation Report" for payment of Gratuity dues and monitoring unauthorized occupation of Company's Quarter/ Land.

However, it was advised by FDs that a provision should be incorporated in the SOP containing a provision that the quarter so vacated which is in the coal bearing area shall not be allotted further and shall be dismantled.

  
(B.K. Parui)  
Company Secretary

HOD(Admn.)



**SOP FOR ISSUANCE OF "QUARTER VACATION REPORT" FOR PAYMENT OF GRATUITY/DUES AND MONITORING OF UN-AUTHORIZED OCCUPATION OF COMPANY'S QUARTER/LAND.**

S.No.	Action Required	Time-line	Responsibility
1.	Retired/Separated employee will hand over the quarter in vacant position to Security Personnel of concerned Unit/Area/HQ. He /She shall write an application to the concerned controlling officer for the same (Annex-A).	On superannuation/separation. (Within permissible period of retention of quarter as per Annex-B).	Concerned Ex-Employee.
2.	In case of no application for vacation of quarter by the Ex-employee concerned, it will be the responsibility of the Unit Personnel Executive/Area Manager (Pers.)/HoD or Dy.GM(Admn.)-HQ respectively to issue a letter to the Ex-employee concerned to vacate the company's quarter	Immediately after superannuation/separation and within the expiry of permissible period of retention of quarter.	Unit Personnel Executive/Area Manager(Pers.)/HoD(Admn.),HQ Respectively.
3.	Authorized security personnel will take possession of the vacated quarter from the present occupant and will clearly mention in the No-Dues Certificate that- "The Quarter has been handed over in vacant condition by the occupant on dated.....", mentioning the details of the fittings (Electrical/water/Toilet fittings etc.) in the said quarter.	On the same day or next day of submission of application for vacation of Quarter by the Ex-employee concerned.	Controlling Officer/APM/HoD Admn., HQ respectively.
4.	In case of any hindrance in vacation of the quarter, or finding an adverse report, No-Dues Certificate is further subjected for verification by committee consisting Security/Civil & Personnel department.	Verification report to be submitted by Committee within 7 days of such event.	Concerned Committee members/APM/ HoD (Admn. HQ).
5.	No-Dues Certificate to be issued in quadruplicate. One copy with Security, one with Civil Department, one to the Ex-employee concerned and original will be handed over by security department to the concerned controlling authority Unit/Area/HQ as the case may be through proper docketing (Annex-C).	No-dues certificate to be issued on the same day or on the next day of possession of quarter by the Security Dept.	Concerned Security Personnel.
6.	Security personnel will arrange for proper locking and will hand over the quarter to Authorized Person/Executive of Civil Department of concerned Area/HQ.	On the same day or next day of Vacation of Quarter.	Concerned Security Personnel.



7.	<p>Civil Department will check the status of the quarter on following parameters and will submit a report within time limit to the APM Area/Admn. HQ</p> <ul style="list-style-type: none"> <li>In Good Condition- No repair needed (Only white washing/color washing if required).</li> <li>Repair needed.</li> <li>Damaged/Non-repairable – Preferably to be demolished and in such case, a committee of Civil, E&amp;M and Personnel will be formed at Area/HQ level for checking the inhabability status of the quarter for demolition of the quarter.</li> </ul>	Within One week of handover of the Quarter by security to Civil department.	<p>ACE of Area/HQ.</p> <p>AreaManager (Pers.)/HoD(Admn.)- HQ for constitution of the Committee &amp; for ensuring necessary action by the Committee.</p>
8.	E&M Department of Area/HQ will disconnect the electrical supply and water connection if any to the said quarter in case of non-allotment and upon receipt of such communication from Area PM/HOD (Admn.)HQ (For non-habitable quarters).	Within 2 days of such communication to E&M Department from Personnel Department.	Area Engineer (E&M)/ Sr. Manager(E&M) I/C Power Services, HQ.
9.	<p>For quarters in good condition,allotment be preferred before vacation by retiring employees. Concerned Controlling authority/APM/HOD (Admn.) HQ respectively will ensure such allotment through HAC upon getting a report on condition of quarter by Civil Department*.</p> <p>*(Regular update in e-aawas portal about condition of quarter/Maintenance is the responsibility of Civil Department).</p>	Within one month of superannuation/separation.	Controlling authority/APM/HOD (Admn.) HQ.
10.	<p>APM Area/HoD (Admn.) HQ will ensure proper security patrolling for habitable quarters/colonies at regular interval for checking unauthorized occupation of quarters/land.</p> <p>Security Department shall be supplied with updated list of occupants by the concerned Controlling authority/APM/HOD (Admn.)</p>	Day-to-day basis & Monthly report on unauthorized occupation to be submitted by the patrolling personnel.	Security I/C Area/HQ APM/ HOD(Admn.) HQ.
11.	Area Manager (Estate)/GM (Estate) HQ along with Area Manager (Personnel)/ HOD (Admn.) HQ will jointly monitor and ensure the compliance in case of unauthorized occupation of Quarter/Land.	Information of unauthorised occupation of Quarter/Land to be sent by the concerned Project Officer/GM/HoD (Admn.) of Unit/Area/HQ.	Area Manager (Estate)/GM (Estate) HQ/Controlling Officer/ Area Manager (Personnel)/ HOD (Admn.),HQ

	Concerned Project Officer/Area GM/HOD(Admn.) HQ respectively will be responsible for filing FIR with the local police in case of Unauthorized occupation of the company Quarter/Land along with filing of Eviction suit under Public Premises Eviction Act 1971 before the Estate Officer of concerned Area/HQ.	respectively to concerned Estate Officer in the prescribed proforma (Annex-D) within three days of the receipt of such report of unauthorised occupation along with filing of FIR with the local police through online/offline mode. (List of Estate Officer is enclosed)	
2.	A committee constituted at Area/HQ level to examine the issues related with land management and illegal occupation of houses (Annex-E) will also assess subletting of quarters by allottees and stern action to be taken against erring employees/Executives under the provisions of Certified Standing order/CIL Executives' CDA rules respectively.	Weekly/Monthly report by the committee.	Security I/C, Area/HQ Controlling Officer/Area GM/ HoD(Admn.),HQ
3.	Estate Department of Area/HQ will be responsible for keeping and circulating the details of lease hold Area to Security and Administration department of Area/HQ besides other concerned. Estate Department will ensure speedy disposal of pending Eviction cases.	Within one month of circulation of this SOP.	Area Manager (Estate)/GM (Estate)HQ.

- Note:-
1. The Quarter so vacated which is in the coal bearing area shall not be allotted further and shall be dismantled.
  2. Thrust shall be given in true spirit by all concerned departments for timely issuance of No-Dues Certificate to the separated employees for clearance of their dues.

*Handwritten signature*

कंपनी आवास खाली करने हेतु आवेदन / Application for Quarter Vacation

सेवा में/ To

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प्रेषक / From:

नाम/ Name:-----

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कर्मि संख्या/ P.No.-----पदनाम/ Designation:-----

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पदस्थापना स्थल/ Place of Posting:-----क्षेत्र/मुख्यालय/

Area/HQ:-----

सेवानिवृत्ति / कंपनी छोड़ने की तारीख / Date of Retirement/Separation:-----

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कंपनी छोड़ने का कारण/ Reason of separation:-----

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मोबाइल नं. /Mobile No.:-----ईमेल/ E-mail:-----

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पता /Address\*:-----

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(\*आवास खाली करने के बाद संपर्क का पता / Contact address after vacation of quarter)

महोदय /Sir,

मैं नीचे उल्लिखित कंपनी के क्वार्टर में रह रहा हूं, जो मुझे आवास आवंटन आदेश (यदि उपलब्ध हो) के अनुसार दिनांक \_\_\_\_\_/या वर्ष \_\_\_\_\_ को आवंटित किया गया था। इस आवास को मेरे द्वारा दिनांक \_\_\_\_\_ को खाली कर दिया गया है और यह किसी भी तरह के व्यवधान से मुक्त है। कृपया इसे अपने कब्जे में लेने के बाद उक्त आवास से संबंधित अदेयता प्रमाण पत्र जारी करने की व्यवस्था करें।

I have been residing in below mentioned company's quarter which has been allotted to me on dated \_\_\_\_\_/or year \_\_\_\_\_ as per enclosed allotment order (if available), which has been vacated by me on dated \_\_\_\_\_ and is free from any encumbrance. Kindly arrange to issue No-dues certificate i.r.o said Quarter after taking possession of the same.

आवास का विवरण / Details of Quarter:

1. आवास संख्या / Quarter No.-----स्थान/ Location:-----

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2. आवास संख्या / Quarter No.-----स्थान/ Location:-----

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3. आवास संख्या / Quarter No.-----स्थान/ Location:-----

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4. कोई अन्य संबंधित सूचना / Any other relevant Information -----  
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इसके अलावा, मैं एतद्वारा घोषणा करता हूं कि उपरोक्त के अलावा मुझे किसी अन्य कॉलोनी में कोई अन्य आवास आवंटित नहीं किया गया है और न ही किसी अन्य आवास पर मेरा कब्जा है। मेरे या मेरे परिवार के सदस्यों द्वारा अनाधिकृत रूप से किसी भी भूमि/आवास/अस्थायी मकान आदि पर कब्जा नहीं किया गया है।  
Further, I hereby declare that I have not been allotted or in possession of any other company quarter than that of the above at any other Colony. No land/quarter/Hutment has been occupied by me or my family members unauthorizedly.

कि मेरे द्वारा कुछ भी छुपाया नहीं गया है। कोई प्रतिकूल विवरण मिलने की स्थिति में कंपनी मेरे खिलाफ उचित कार्रवाई कर सकती है या मेरी देय राशि को रोक सकती है।  
That nothing has been concealed by me. In event of finding any adverse statement, company may take suitable action against me or can held up my payable dues.

संलग्नक/ Encl: आवास आवंटन आदेश / Allotment Order

भवदीय /Yours Sincerely,  
हस्ताक्षर / Signature: \_\_\_\_\_)

(नाम / Name : \_\_\_\_\_)

दिनांक / Date : \_\_\_\_\_

स्थान/ Place : \_\_\_\_\_