

ADMINISTRATION DEPARTMENT, BCCL HQ

1. Department Structure and details:-

Administration Department plays a crucial role in managing various administrative functions and supporting the overall operations of the organisation. The department provides valuable services, enabling work processes to operate seamlessly and decision makers to focus on value-added tasks and responsibilities. In a nutshell, it provides essential administrative support and oversees the maintenance of office facilities including office space allocation, infrastructure, maintenance of office equipment and utilities supplies, procurement and managing facilities to ensure a conducive work environment.

Overview:

1. Head of Department : Presently Administration department is under the administrative control of Director Personnel Shri Murli Krishna Ramaiah and Shri Surendra Bhushan, Chief Manager (Personnel) is the Head of the department.

- Detail of Executives posted in Administration department:

Name & Designation	EIS No	Email Id	Mob. No.
Shri Surendra Bhushan, Dy. GM (P)/HoD(Admn.)	90077777	hodadmn.bccl@coalindia.in	9031666204
Smt.Archana Kumari, Manager (Pers/Admn)	90267626	archana.kumari@coalindia.in	6287697564
Sri Aman Kumar Singh Manager (Per./Admn)	90293226	aman.singh3226@coalindia.in	9470597987
Sri Sourabh Kumar Singh Manager (Pers./Admn.)	90300443	sourabh.s0443@coalindia.in	9031666263
Regional Hospital, Bhuli			
Dr.Abhijit Kumar, Med. Supdt.	90326448	drabhijit.kumar@coalindia.in	7992327657
Dr. Abhishek Kumar, Sr Medical Officer	90393125	drabhishek4679@gmail.com	7280883172
Dr.Neha Smriti, Dy.Med.Supdt.	90344102	n.smriti.55@gmail.com	9109541550
Dr. Ranjit Mahato	90391988	drmkmahato86@gmail.com	8617383503

Medical Specialist			
Bhuli Township Administration			
Shri Jaydev Saha Sr.Manager (Fin.), BTA	90226852	jaydev.saha@coalindia.in	9434795710
Shri Brahmdeo Singh Manager(Pers.)	90293242	brahm.singh@coalindia.in	8340349956

Functions of Administration Department:

- General Administration : This includes managing day-to-day administrative task such as record-keeping, correspondence and documentation including dealing with RTI matter, VIP, Parliamentary matter, grievances and other matters.
- Facility Management: This involves managing the organisation's physical infrastructure, space management and allocation for different departments. Maintenance & Functioning of Koyla Nagar Guest House, Jagiwan Nagar Guest House, Expert Hostel, MT Hostel & Transit Hostel. Two no. of suite, four no. of rooms & two no. of rooms have been constructed for up-gradation of guest house. Guest House for retired employees have also been completed and functioning of Transit Camp is under progress.
- Procurement & Supply Management: Procurement of Stationery, Furnitures & Fixtures & other miscellaneous items. Inventory management.
- Vendor and Supplier Management: Managing contracts and relationships with external suppliers and vendors.
- Logistics : Handling travel arrangements, accommodation & logistics for Company's delegates.
- Guest Relations: Handling visitors, guests and providing hospitality services.
- Event Management: Organising Company events, meetings, seminars and workshops.
- Quarter allotment at Koyla Nagar, Karmik Nagar & Ex-Coal Board Colony.
- Allotment of Community Hall, Nehru Complex, Jubilee Hall

- Realization of Rent/Electricity bills from Shops/Occupants of quarters other than BCCL employees
- Monitoring of unauthorised occupation of Quarters and filing of Eviction case at Estate Court, Koyla Bhawan in respect of Koyla Nagar, Karmik Nagar, Coal Board Colony & BTA.
- Any other function as assigned.

2. Link related to Online Quarter Application: -

<https://bcclweb.in/Quarter/dashboard.php>

3. Detail of Quarters (HQ):-

Status of Quarters							
Sl. No.	Colony	Type of Quarters	No. of Quarters	Allotted to Employee	Allotted to Non-BCCL*		Vacant
					CISF	Others	
1	Koyla Nagar	D	131	77	11	37	6
2	Koyla Nagar	New D Type	38	36	0	1	1
3	Koyla Nagar	C-I	52	37	0	14	1
4	Koyla Nagar	C-II	162	121	10	25	4
5	Koyla Nagar	B	459	309	30	86	28
6	Koyla Nagar	A	636	436	28	80	84
7	Karmik Nagar	C-III	96	68	2	23	1
8	Karmik Nagar	B-II	171	132	2	29	2
9	Karmik Nagar	A	192	139	3	7	16
10	Karmik Nagar	IOI TYPE	8	7	1	0	0
11	Karmik Nagar	I TYPE	6	4	0	0	0
12	Karmik Nagar	II TYPE	4	4	0	0	0
13	Karmik Nagar	II/01	6	5	0	0	0
14	Karmik Nagar	III TYPE	4	2	1	0	1
15	Karmik Nagar	IV TYPE	5	5	0	0	0
16	Karmik Nagar	V TYPE	2	1	0	1	0
17	Ex Coal Board	IOI TYPE	12	11	0	0	1
18	Ex Coal Board	II TYPE	10	10	0	0	0
19	Ex Coal Board	III TYPE	4	4	0	0	0
20	Ex Coal Board	V01	4	2	0	2	0

21	Ex Coal Board	V02	14	10	0	2	1
			2016	1420	88	307	146

Not e	* : CMPDIL, District Admn., Govt. Officials, BBMKU, Delhi Public School, DAV School, Contractors etc.
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4.List of holiday homes of Coal India Limited: - Attached

List of Empanelled Hotel of Coal India Limited:- Attached

5. SoP related to Administration Department: Attached

- 1) SoP for Biometric Attendance
- 2) SoP for issuance of Quarter Vacation Report for payment of Gratuity/Dues and Monitoring of Un-authorised occupation of Company's Quarter/land.
- 3) SoP for Online Portal for Quarter Application System.
- 4) SoP for modalities to be adopted for allotment of Quarter to employees after submission of application through online mode.
- 5) SoP for shop allotment in BCCL.