

सं.सं.-भा.को.को.लि./औ.सं./2025/ 3450 - 3521

दिनांक: 25.11.2025
26.11.25

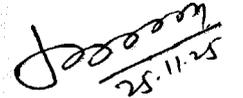
OFFICE ORDER

Sub: BCCL SOP-Cum-Policy on Online Module for Issuance of No-Dues Certificate to Retiring Executives and Non-Executives of BCCL in Integration with SAP

In order to streamline and expedite the process of issuance of No Dues Certificate to Retiring Executives and Non-Executives of BCCL, 'SOP-Cum-Policy on Online Module for Issuance of No-Dues Certificate to Retiring Executives and Non-Executives of BCCL in Integration with SAP' has been approved by the Competent Authority.

Copy of 'SOP-Cum-Policy on Online Module for Issuance of No-Dues Certificate to Retiring Executives and Non-Executives of BCCL in Integration with SAP' is issued for perusal and its implementation with immediate effect.

भवदीय


25.11.25
(सुरेंद्र भूषण)

विभागाध्यक्ष(औद्योगिक संबंध)

संलग्न: यथोपरी

वितरण:

1. क्षेत्रीय महाप्रबंधक, सभी क्षेत्र
2. महाप्रबंधक (सतर्कता)
3. महाप्रबंधक विभागाध्यक्ष, सभी विभाग, मुख्यालय
4. महाप्रबंधक (श्र० एवं नि०) / महाप्रबंधक (क्र० स्थ०)
5. अध्यक्ष-सह-प्रबंध निदेशक, सभी कार्यकारी निदेशक एवं सी.वी.ओ, बीसीसीएल के तकनीकी सचिव
6. सी. एम. एस. मुख्यालय
7. सी. एम. एस. केन्द्रीय अस्पताल, जगजीवन नगर
8. सी. एम. ओ, कोयला नगर अस्पताल
9. क्षेत्रीय प्रबंधक (मानव सन साधन)/ क्षेत्रीय प्रबंधक (वित्त), सभी क्षेत्र

Sub: BCCL SOP-Cum-Policy on Online Module for Issuance of No-Dues Certificate to Retiring Executives and Non-Executives of BCCL in Integration with SAP

Aim and Scope

1.0 Aim

- 1.1 To establish a standardized process for providing No Dues Certificates to retiring Executives and Non-Executives of Bharat Coking Coal Limited.
- 1.2 To develop a system that is aligned with and supports the achievement of the Company's short-term and long-term goals through an objective, transparent, and reliable mechanism for issuance of No Dues Certificates to superannuating employees.
- 1.3 To ensure adherence to and compliance with the guidelines and instructions issued by the Company from time to time regarding with providing clearance to separating employees in form of NO Dues.

2.0 Scope

- 2.1 These rules shall be called the *Bharat Coking Coal Limited SOP-cum-Policy for Providing No Dues Certificates to Retiring Executives and Non-Executives of BCCL*.
- 2.2 This policy shall apply to all mines, establishments, and offices of Bharat Coking Coal Limited. It shall be applicable for issuance of No Dues Certificates to:
 - All superannuating employees (Executives and Non-Executives)
 - Employees separating on account of dismissal, termination, resignation, VRS and
 - Employees separating on account of death.

3.0 Process for issuance of No Dues Certificate.

- 3.1 The HR Department of each Unit/Area/Establishment (including Company Headquarters, Hospitals, Workshops, Regional Stores, etc.) shall be responsible for providing the list of departments from which *No Dues* are to be obtained. The data shall be furnished in the prescribed format, along with details of the respective Department Heads and designated departmental staff, having appropriate SAP user IDs.
- 3.2 The data provided by the HR Department shall be incorporated into the SAP Online Module of No Dues against the respective Unit Code/Pay Point. After incorporation of Department Data, the No Dues from department head of each department are to be approved, and only after approval of all department heads, through appropriate SAP ID, final No Dues Certificate shall be generated to enable for payment of all sorts of terminal dues.

4.0 Process Flow

- 4.1 The ERP Department shall trigger the *Retirement Action* in the SAP system on the 16th day of each month (or on the next working day, if the 16th falls on a Sunday or a holiday).
- 4.2 As per existing practice the separation action in SAP on account of death dismissal, termination, or resignation shall be executed from the Concerned Unit/Area/Establishment.
- 4.3 Upon triggering the retirement action (or separation action as per point no 2), an auto-generated email shall be sent to the concerned SAP user's NIC-registered email ID linked with their SAP User ID. The email shall contain a hyperlink directing the user to the *No Dues approval screen* in the SAP system.

4.4 By clicking on the hyperlink, the user shall be redirected to the approval page, where the concerned Department Head can take the following actions:

- Approve the *No Dues* request with remarks, or
- Forward the case to the next reviewer (holding an appropriate SAP ID) by entering his/her PIS number for review/comments.

4.5 Similarly, the Reviewer shall receive an auto-generated email containing a hyperlink. By clicking the hyperlink, the Reviewer shall be redirected to the *page*, where comments or observations can be entered. After recording the comments, the Reviewer shall revert the request directly to the first approver's tab for final action.

4.6 Upon receipt of the reviewer's comments, the Department Head shall record the final decision and approve the *No Dues* accordingly. Once request of *No Dues* gets approved log from the concerned department will automatically get updated.

4.7 If the reviewer does not review the request within the relevant period, the initiator (HR Department) can send a reminder email through T Code ZHR_NODUES_STATUS.

4.8 After multiple reminders or in case of transfer of reviewer, if the request will not review, then the initiator could change the reviewer by using ZHR_NODUES_STATUS.

4.9 On receipt of approval from all the reviewers / department heads, *No Dues Certificate* can be generated in PFD Mode through SAP Using T Code ZHR_NODUES_STATUS

5.0 Time Line

5.1 All departments shall clear/ Approve *No Dues*, under Normal Circumstance, by 25th of every month (or next working day, if 25th is Sunday/Holiday).

5.2 In Case of not clearing the *No Dues* within 20 days for execution of separation action, Reason for the same shall need to be recorded.

6.0 Generation of Report

6.1 A detail report shall be generated for all the pending *No-Dues Certificate* on 26th of the month. It will be sent on monthly basis to Director(HR), GM(HR), GM(IR), GM(Finance I/C), GM(Sys/ERP), Area GMs, SMEs of HCM and FICO modules of SAP

7.0 Interpretation and Applicability

7.1 If any doubt arises as to the application or interpretation of any of these rules, the matter shall be referred to the Director (HR), BCCL whose decision thereon shall be final.

8.0 Amendments

8.1 The Director (HR) may amend, modify or add to these rules from time to time and all such amendments, modifications or additions shall take effect from the dates specified therein

9.0 Repeal of Existing Rules

9.1 These rules shall supersede all previous instructions and guidelines relating to the issuance of *No-Dues Certificates* to retiring Executives and Non-Executives of BCCL and related matters, to the extent inconsistent with these rules and applicable to the Company.

10.0 Commencement

10.1 These rules shall come into force with effect from the date of issue.

