

ADMINISTRATION DEPARTMENT, BCCL HQ

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 Technical (Operation) Sri Uday A Kaole and Sri Surendra Bhushan, Chief Manager (Personnel) is the Head of the department.

- Detail of Executives posted in Administration department:

Koyla Bhawan, HQ

Sl. No.	Name & Designation	EIS No	Email Id	Mob. No.
1.	Shri Surendra Bhushan, Dy. GM (P)/HoD(Admn.)	90077777	hodadm.n.bccl@coalindia.in	8580026504
2.	Smt.Archana Kumari, Manager (Pers./Admn)	90267626	archana.kumari@coalindia.in	6287697564
3.	Sri Aman Kumar Singh Manager (Pers./Admn)	90293226	aman.singh3226@coalindia.in	9470597987
Regional Hospital, Bhuli				
4.	Dr.Abhijit Kumar, Medical Supdt.	90326448	drabhijit.kumar@coalindia.in	7992327657
5.	Dr. Abhishek Kumar Sr. Medical Officer	90393125	drabhishek.kumar25@coalindia.in	7280883172
Bhuli Township Administration				
6.	Shri Manoj Kumar Jha, Sr.Manager (Fin.)	90204512	mkmanojjha111@gmail.com	6202824594
7.	Shri Anand Prakash, Dy.Manager (Pers.)	90297524	anand.prakash7524@coalindia.in	6287695951

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, Jagjiwan Nagar Guest House, Expert Hostel, MT Hostel & Transit Hostel.
- 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.
- Any other function as assigned.