

भारत कोकिंग कोल लिमिटेड

(एक मिनी रत्न कम्पनी)

(कोल इंडिया की सहायक कंपनी)

पंजीकृत कार्यालय: कोयलाभवन,

कोयला नगर, धनबाद-826005,

सी०आइ०एन०: U10101JH1972GOI000918

वेब-साइट: www.bcclweb.in



A Maharatna
Company

BHARAT COKING COAL LIMITED

(A Mini Ratna Company)

(A Subsidiary of Coal India Limited – A MahaRatna Company)

Vigilance Department, Level – V,

Koyla Bhawan, Koyla Nagar,

Dhanbad – 826 005 (Jharkhand) India.

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Ref no.: BCCL/VIG/F-VAW/Activity Report/2021/ *F/48/375*

Dhanbad, 29.11.2021

Shri P. Daniel

Addl. Secretary,

Central Vigilance Commission

Satarkta Bhavan, GPO Complex

Block A, INA, New Delhi.

Subject: - Observance of Vigilance Awareness Week, 2021.

Reference: - CVC circular No. 021/VGL/045 dated 01.09.2021.

Reference above, report on the observance of VAW-2021 is attached along-with as Annexure-C, Annexure - F & Annexure-G in compliance of para 13 of the referred OM.

Enclosure: As above.


29/11/2021
Kumar Animesh
CVO BCCL

(REPORTING FORMAT)

Internal (Housekeeping) Activities for Vigilance Awareness Week-2021

[Only statistical / quantified information or Yes/No, etc. to be filled up under head 'Info' and detailed statements to be annexed]

Name of Ministry/Department/Organization: Bharat Coking Coal Limited.

1. Land Management

Sl. No.	Particulars	Info	Progress in the past year	Remarks(Annex Detail)
1.	Does the organization possess revenue documents/ records for the land(s) under its control?	Yes	The Title Deeds/Revenue documents/ Records of Immovable Properties (lands) are held in the name of company and possessed by company.	
2.	How much land is under encroachment and at what locations?	<p>As per records available, critically encroached land area of BCCL is 447.29 Acres as on 30.09.2021 for both coal bearing areas and non-coal bearing areas.</p> <ol style="list-style-type: none"> 1. Coal bearing areas: Encroached land- 16,817 nos. of case. 2. Non-coal bearing areas: Encroached land- 3,264 nos. case. 		
3.	Steps being taken to combat encroachment?	<p>Encroachment of Company's premises can be divided into two streams namely:</p> <ol style="list-style-type: none"> 1. Encroached by BCCL employees (mainly Ex-employees) & 2. Encroached by outsiders <p>To combat encroachment by retiring employees, BCCL is following practice of withholding the Gratuity payment till vacation report is received. Cheque of Gratuity is prepared and a copy of the same is handed over to the employee and the actual cheque of gratuity is given only after vacation of Company's premises.</p> <p>BCCL is taking the following steps to combat encroachment:</p> <ul style="list-style-type: none"> • Permanent shifting of the encroachers residing on the company's land affected by fire and subsidence by JRDA Authority as per the Jharia Master Plan. • Temporary shifting by paying Rs. 20,000/- against each hutment of the encroachers from endangered and fiery areas of BCCL as per company's norms. • By evicting the encroachers from company's land under provision of the P.P. Act, 1971. In BCCL, total 28 nos. Estate Court have been started functioning to pass Eviction Orders under the PP Act against encroachers. Occupants are also being pursued to vacate voluntarily. • State Govt. officials have also been requested to extend help for removing from the encroached land/quarters against whom orders have been passed by Estate Courts. 		

		<ul style="list-style-type: none"> BCCL also disconnects electricity and water connection of unauthorized occupants and FIRs are lodged against anyone obstructs such action.
4.	Any other initiatives?	<ol style="list-style-type: none"> The company's vacant lands are clearly marked on ground by erecting vertical posts, temporary/permanent fencing/brick wall, sign boards and wall writing depicting that "land belongs to BCCL". The boards are often painted in red fluorescent paint and visible from far away. Wide propaganda exercise by drum beating, hand bills in local language, special drive, advertisements in local newspapers and involvement of local Mukhiya, Gram Panchayat's are also carried out for removal of encroachment. Joint inspections with Company's Security Department, Estate/ Administration Department and local administrative authorities are carried out on regular basis to detect any fresh encroachment.

2. Allotment of houses/ quarters and related issues

Sl. No.	Particulars	Info	Progress in the past year	Remarks(Annex Detail)
1.	Does the organization use IT application for allotment of houses?	Yes	At present, provision of online application for allotment of quarters has been introduced for employees of HQ	
2.	Does the organization possess a house allotment policy?	Yes	Yes. BCCL House Allotment Rule-1977 and its amendment-1979.	
3.	Is House allotment being done as per prescribed policy?	Yes	-	-
4.	Is there any illegal occupation of houses, if any and what action has been taken?	Yes	<p>As per records, as on date there are 21,526 nos. of illegal occupation of company quarters. There are two categories of illegal occupants:</p> <ol style="list-style-type: none"> Ex- employees of BCCL Outsiders (non-BCCL employee). <p>Previously, the ex-employees were cleared/paid with all their superannuating benefits (such as gratuity, earned leaves, etc.) before the eviction of quarters by the Ex-employees. This became a major reason for the illegal occupation of quarters. However, after 2018 such benefits are released (cheques are cleared) only after vacation of quarters. Xerox copy of gratuity cheque is submitted to the labour court and after eviction of the quarter the payment is released.</p> <p>In case of outsiders, FIR is lodged with the local police along-with filing eviction suite. Eviction is being done under provision of the P.P. Act, 1971. In BCCL, total 28 nos. Estate Court have been started functioning to pass eviction orders under the PP Act against encroachers.</p>	
5.	Any other issue?	No	-	-

3. Payments and other benefits to persons working in outsourcing services in the organizations.

Sl. No.	Particulars	Info	Progress in the past year	Remarks(Annex Detail)
1.	Whether the organization possesses prescribed norms for outsourcing?	Yes, the organization possesses prescribed norms for outsourcing.	Contract Management Manual (CMM), duly approved by CIL Board is there which prescribes the norms for outsourcing. The said manual is modified from time to time. Recently, manual has been updated incorporating all the modifications for Chapter 3 and 6.	
2.	If yes, are these norms adhered to?	Yes, these norms are fully adhered by the organization.	The tender document for the work is prepared based on the provisions of CMM. Work is awarded to the successful bidder as per provisions of NIT/Tender document.	
3.	Whether payment of salaries/wages is paid through bank account by the contractor	Yes, payment of salaries/ wages is paid through bank account by the contractor.		
4.	Whether other statutory dues (PF, Medical benefits etc.) are being given on time?	Yes, other statutory (PF medical benefits etc.) are given on time.		
5.	Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the management.	Yes, due wages are paid to the outsourced persons as per contract conditions and regular test check is being done by the management.		
6.	Whether the vendors are adhering to the norms prescribed by the organization?	Yes, the vendors are adhering to norms prescribed by the organization. Otherwise there are provisions for penalty in respect of any violations.		
7.	Any other special initiative regarding outsourcing?	Yes	There are other special initiatives taken by the organization regarding outsourcing, which are as follows: 1. Due to COVID 19, many relaxations were given to the contractors as per guidelines of GOI/Coal India in the form of non-requirement of EMD, reduction in Performance Security, relaxation in additional performance security etc., to take care of liquidity to contractors. 2. Biometric attendance-based salary payment system is done by the management. But at present biometric attendance is not operational due to COVID-19 situation. 3. Area level committees are constituted for checking every labour payment. 4. Ex-gratia of 15 lakhs is paid to the dependent of deceased contractor worker in case of any fatal accident of mines.	

			5. All details of salary/wages payment are uploaded on Contract Labour Payment Management Portal (CLPMP) for monitoring of payment of salary/wages. This portal is maintained by CIL for achieving maximum transparency in the process of payment of salary/wages.
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4. Management of Assets

Sl. No.	Particulars	Info	Progress in the past year	Remarks(Annex Detail)
1.	Whether condemnation of assets (Plant and Machinery, Office Equipment, Vehicles, Sundry items etc.) is being done as per extant rules strictly.	Yes	Condemnation of Assets (Plant & Machinery, Office Equipment, Vehicles, Sundry items etc.) in BCCL is dealt as per the provisions of "Uniform Policy for disposal of Scrap" of Coal India Limited.	
2.	Date of last condemnation of assets (Plant and Machinery, Office Equipment, Vehicles, Sundry items etc.) may be given	September 2021.	The e-auctions are being conducted in the e-auction portal for S&D by Service Provider, presently MSTC Ltd. (A Government of India Enterprise) on behalf of BCCL and the last e-auction for scrap disposal (Plant & Machinery, Office Equipment, Vehicles, Sundry Items etc.) was held in September 2021.	

5. Preventive Vigilance measures undertaken by the CVOs:

Sl. No.	Particulars	Info	Progress in the past year	Remarks(Annex Detail)						
a.	No. of Inspections	21 (From Jan -2021 to Oct -2021)								
b.	No. of Training programs /workshops including E-training/online training	No. of Training Programs - 06 (Internal & External)		From 01 st of January, 2021 to 19 th of October, 2021						
c.	Whether annual property returns submitted by all officers	Yes	<table><tr><td>FY</td><td>2020-21</td></tr><tr><td>Total Executives</td><td>1822</td></tr><tr><td>No of executives who have filed APR</td><td>1821*</td></tr></table> *One exception is in Police Custody		FY	2020-21	Total Executives	1822	No of executives who have filed APR	1821*
FY	2020-21									
Total Executives	1822									
No of executives who have filed APR	1821*									
d.	Whether organization possesses record retention/preservation policy? If so date of last amendment.	Yes	3958 no. of records of Areas and HQ (Files & Registers) are stored as Centralized Record Room, BCCL.	Record Retention/ Preservation is done at BCCL asper the Public Records Act, 1993 & the Public Record Rules, 1997 under the guidance of National Archives of India, Ministry of Culture, New Delhi.						
e.	Whether records are being weeded out as per the extant	No	-	-						

	retention policy of the organization.			
f.	If the organization digitizing /plants to digitize old records.	Yes	SAP ERP has been implemented in BCCL from August 2021 with 7 modules namely HCM (HR), SD (Sales & Distribution), PP (Production & Planning), PS (Project System), FC (Finance & Control), MM (Procurements & Inventory) and PM (Plant maintenance). BCCL is also going to implement Document management system shortly and procurement of related hardware and software is in process.	

6. If the organizations runs schools, Hospitals etc.- Whether prescribed policy for management is adhered to.

The organization does not run Schools but provides grant-in-aid to various Schools which are managed by their own Committees. The organization, however runs departmental Hospital and the prescribed policy is adhered to.

7. Gender sensitization issues

Gender sensitization issues				
Sl. No.	Particulars	Info	Progress in the past year	Remarks(Annex Detail)
a.	Has the organization constituted prescribed committee for harassment of women at the work place? If yes date of last meeting held.	Yes	The internal complaint committee (ICC) is constituted & functioning at BCCL, Koyla Bhawan. Last date of meeting was 01.11.2021	
b.	Percentage of representation of women at all levels in the organization	6.8% as on 31.10.2021		
c.	Whether awareness regarding gender issues is being created in the organization	Yes	<p>On the occasion of International Women' day i.e. 08.03.2021, a program with workshop was held in BCCL following COVID protocol in which the female employees and also some male personnel working in different areas of BCCL as well as in HQ participated. The program was graced by Hon'ble Directors and CVO, BCCL. The program was organized in BCCL by inviting some eminent speakers namely:</p> <ol style="list-style-type: none">1. Sh. Vinya Kajla, DIG, CISF.2. Mrs. Shweta Kumari, Registrar, Dhanbad.3. Ms. Pooja Kumari, Advocate, Hon'ble JH HC.4. Ms. Krishna, Sister. <p>In which there was discussion regarding Gender Equality, Realizing Women's rights, Awareness regarding sexual harassment at workplace by citation of different rules and acts existing in this regard.</p>	

8. Leveraging Technology- IT usage and E-governance

Sl. No.	Particulars	Info	Progress in the past year	Remarks(Annex Detail)
a.	New initiatives taken in the last one year for using IT as a preventive vigilance tool (each initiatives may be described in about 50 words)	BCCL inaugurated revamped BCCL website in the month of March 2021. A new Online Portal for Quarter Application has been developed in-house which has increased transparency in Quarter Allocation.	All applications of Quarter Allotment for on-roll employees of BCCL HQ are being done through Quarter Application Portal.	
		BCCL has developed an in-house CPRMS Portal. It is used for capturing information for upcoming ERP related to Smart Medical Cards to be distributed to Retired employees of BCCL.	Information captured of employees through CPRMS portal is being transferred to ERP.	
b.	Whether information system audit is done regularly for IT based applications running in the organization. Date of last information system Audit may be given?	Yes	BCCL has placed order for Security Audit of BCCL website to STQC which is under Ministry of Electronics and Information Technology.	Security Audit is expected to be completed soon.

9. Scrutiny of Audit reports: Yes/No (If yes, give no. of scrutiny)

Details of examination and analysis of Audit Reports for the last five years is tabulated as under.

- A. **Internal Audit:** Internal Audit is conducted throughout the year and the auditors submit Internal Audit Report on 25 points as prescribed by CIL on monthly, quarterly and yearly basis. Action taken report (ATR) is collected from BCCL management on the un-favourable points and the same is being placed quarterly before the Audit Committee for deliberation. However, year-wise status for overpayment in salary and wages as reported by the Internal Auditor is as follows:

FY	Overpayment Reported (in Rs. Lakhs)	Recovered (in Rs. Lakhs)	Balance (in Rs. Lakhs)
2016-17	227.37	227.37	-
2017-18	213.93	213.93	-
2018-19	215.10	215.10	-
2019-20	286.66	200.47	86.19
2020-21	257.58	123.31	134.27

B. CAG Audit:

Year-wise status of Para II A and Para II B:

FY	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Paras received	46	33	55	22	0	156
Paras settled	0	0	0	0	0	0
Paras replied & pending for settlement	37	32	50	2	0	121
Paras pending for reply	1	1	5	20	0	27

10. Updation of Rules, Regulations and guidelines

Sl. No.	Particulars	Info	Progress in the past year	Remarks(Annex Detail)
a.	Whether organization regularly revises its instruction, rules and regulations. If yes date of last revision of procurement rules, CDA rules, Transfer/Posting policy, HRA Policy, Promotion policy, Fraud Prevention Policy/Banning of Business Dealing policy etc.	Yes	<ol style="list-style-type: none"> 1. CDA Rules amended vide OM No. CIL/C5A(PC)/CDA/552 dated 28.01.2021 and no. CIL/C5A(PC)/CDA/651 dated 18.05.2021 2. CIL Executive Job Rotation and Transfer Policy amended vide OM No. CIL/C5A(PC)/Transfer/582 dated 27.03.2021 3. Guidelines for promotion of executives upto E8 Grade regarding unauthorized LWP/absence in the consideration of DPC's amended vide OM no. CIL/C5A(PC)/Promotion/735 dated 16.08.2021 4. Guidelines for giving safety clearance for promotion amended vide OM no. CIL/C5A(PC)/Safety Clearance/753 dated 26.08.2021 	
b.	Has the organization made rules for retired officials? If yes Furnish Date	No	-	-

11. System improvements undertaken (brief description within 100 words):

Though a number of System improvements measures has been undertaken during the last and ensuing year, two of the most salient are described in brief:

1. SOP for issuance of Quarter Vacation Report for Payment of Gratuity:

Previously, the ex-employees were cleared/paid with all their superannuating benefits (such as gratuity, earned leaves, etc.) before the eviction of quarters by the Ex-employees. This became a major reason for the illegal occupation of quarters. However, after 2018 such benefits are released (cheques are cleared) only after vacation of quarters. Xerox copy of gratuity cheque is submitted to the labour court and after eviction of the quarter the payment is released.

2. Systemic Improvement for Monthly Report of Electricity Consumption by outside agencies for monitoring of correct deduction of electricity charges in Hired HEMM Patches of BCCL:

An investigation/test check was conducted by Vigilance Department, BCCL regarding consumption of electricity by the hired HEMM contractors deployed to work at various Out Sourced patches of BCCL. During test check, it was observed that total recoverable amount for deduction and recovery against pumping head from respective contractor of the hired patch comes to Rs. 3.39 crore in addition of deductible amount in remaining heads like mine

lightening, workshops, depreciation of pumps etc. As such, the same has been recommended to the BCCL Management. Further, several System Improvement Suggestions viz. Immediate installation of Energy Meter/ replacement of meter in case defective/non-operative meter, formation of committee at Area level to ensure deduction of electricity consumption based on committee report during the period of non-working of energy meter, submission of monthly report of Electricity consumption by Area to HQ in the prescribed format etc. are also provided by Vigilance Department for prevention of misappropriation of funds for BCCL in future.

BCCL Management has agreed with the recommendations made by Vigilance department and has issued necessary instructions regarding compliance of the same.


29/11/2021
GM (Vigilance), BCCL

Activity Report format in Vigilance Awareness Week -2021.**Name of the Organisation:**

A. Integrity Pledge

Table-1: Integrity Pledge

Total No. of employees who have undertaken e-pledge	Total No. of customers who have undertaken e-pledge	Total No. of citizen who have undertaken e-pledge
1029	152	432

B. Activities/Events organised within the organisation

1. The Inauguration function of Vigilance Awareness Week-2021 in BCCL was held on 26-10-2021 at 11:00 AM by garlanding Sardar Vallabhbhai Patel's portrait and playing of CIL corporate song followed by oath taking ceremony in presence of HODs and other officers/employees headed by Functional Directors and at Area level headed by respective Area GMs and HODs. On this occasion, along with unveiling of the information to outline various programs to be organized under the theme of 'Independent India @ 75: Self Reliance with Integrity'; the guidelines related to observance of vigilance awareness week were disseminated to all, requesting wide publication of all the activities / programs to be undertaken during the VAW-2021. The event was further followed by unveiling of in-house magazine "Chetna" and "e-compendium" by the FDs and other dignitaries.
2. Flying of balloons and release of 'Vigilance Rath' by the CVO & FDs: After the inaugural function, further essence was added to the celebration with flying of hot air balloons bearing slogans and messages of awareness along with flagging off 'Vigilance Rath' by the FDs. Balloons of different colours were released representing the diversity & unity of India.
3. Workshop on "Life Style Management' at Level III, Conference Hall, Koyla Bhawan was held on 29.10.2021 with 65 nos. of participants.
4. Workshop on "Independent India @ 75: Self Reliance with Integrity" was conducted at HRD, BCCL on 30.10.2021.
5. Vendor's meet with coal consumers, equipment/spare suppliers and hired HEMM & Transport Contractors was organized by Vigilance department through virtual mode on 28.10.2021 at BCCL HQ with 129 numbers of participants.

Table-2: Conduct of competitions

City/Place	Specific program (Debate /Elocution/Panel discussion etc.)	No. of participants
BCCL HQ., Dhanbad	Essay competition for Executives	15
BCCL HQ., Dhanbad	Essay competition for Spouses	06
BCCL HQ., Dhanbad	Essay competition for Non-executives	17
Barora , Dhanbad	Quiz Competition	47
Barora , Dhanbad	Slogan Writing	17
Barora , Dhanbad	Essay Competition	16
Block II, Dhanbad	Essay Competition	22
Block II, Dhanbad	Debate	8
Govindpur Area, , Dhanbad	Quiz Competition	20
Govindpur Area, , Dhanbad	Essay Competition	14
Govindpur Area, , Dhanbad	Slogan Writing	19
Govindpur Area, , Dhanbad	Group Discussion	20
Govindpur Area, , Dhanbad	Speech for girls	6
Katras , Dhanbad	Essay Competition among employees	48
Sijua area, Dhanbad	Elocution Competition	8
Sijua area, Dhanbad	Quiz Competition	12
Kusunda, Dhanbad	Essay Competition	18
Kusunda, Dhanbad	Quiz Competition	16
Kusunda, Dhanbad	Debate	10
Bastacolla area, Dhanbad	Quiz Competition	26
Bastacolla area, Dhanbad	Essay Competition	18
PB area, Dhanbad	Debate	24
PB area, Dhanbad	Quiz Competition	26
PB area, Dhanbad	Essay Competition	19
Lodna, Dhanbad	Essay Competition	13
Lodna, Dhanbad	Drawing Competition	26
EJ area, Dhanbad	Quiz Competition	24
EJ area, Dhanbad	Essay Competition	26
WJ area, Dhanbad	Essay Competition	15
WJ area, Dhanbad	Debate	8
CV area, Barakar (WB)	Essay Competition	12
CV area, Barakar (WB)	Elocution Competition	10
Washery Division	Essay Competition	11
Washery Division	Quiz Competition	11
Total		608

Table-3: Other Activities

Sl.	Activities	Details
1.	Distribute Pamphlets/ Banners	400 Pamphlets, 150 Banners, 100 Posters
2.	Conduct of Workshop/ Sensitization Programmes	As mentioned above.
3.	Issue of Journal/ Newsletter	100 copies of in-house magazine 'Chetna' were published and e-Compendium for employees of BCCL was unveiled.
4.	Any other activities	No

C. Activities outside the Organisation**Table-4: Involving students in Schools.**

Name of State	Name of city/ town /village	Name of School	Details of activities conducted (date of activities may also be mentioned)	No. of students involved	Whether copy of award winning activities attached.
Jharkhand	Dhanbad	D.A.V. Koyla Nagar	Quiz Competition held on 01.11.2021	25	-

Table-5: Involving students in Colleges.

Name of State	Name of city/ town /village	Name of School	Details of activities conducted (date of activities may also be mentioned)	No. of students involved	Whether copy of award winning activities attached.
Total	-	-	-	-	-

Table-6: "Awareness Gram Sabhas"

Name of State	Name of city/ town/ village	Name of Gram Panchayat where "Awareness Gram Sabha" is held	Details of activities conducted (date of activities may also be mentioned)	No. of public/ citizens participated
Jharkhand	Katras, Dhanbad	Lakarka Basti, Katrasgarh	Gram Sabha conducted in Lakarka Basti, Katrasgarh on 29.10.2021	58
Jharkhand	Kusunda, Dhanbad	Kurmidih Basti in Baghmara Block	Gram Sabha conducted in Godhar Kurmidih Basti on 01.11.2021	52

Table-7: Seminars/ Workshop

Name of State	Name of city/ town /village	No. of Seminars/ workshops organized	Details of activities conducted (date of activities may also be mentioned)	No. of public/ citizens participated.
Total	-	-	-	-

Table-8: Other activities

Sl. No.	Activities	Details
1.	Display of Banners/ Posters etc.	50 Banners, 25 Posters
2.	No. of grievance redressal camps held	Grievance Redressal Camp was held during the VAW-2021 by BCCL wherein total 280 nos. of grievances of employees/stakeholders were recorded and redressed/partly redressed.
3.	Use of Social Media	Use of social media i.e. Facebook, WhatsApp, Twitter was done for posting of various activities organized during VAW-2021.

D. Details of Photos enclosed

Photographs with details of activities are mailed at *coord1-cvc@nic.in*

Name of the activities held	No. of Photos	Whether photos are in sent in soft copy or hard copy	If in soft copy, number of CDs attached.
-	-	-	-

E. Any other relevant information, if any:

(Brief write up on the activities conducted during Vigilance Awareness Week, not more than in about 1000 words may be attached in a separate sheet).

Special Clearance Campaign
ANNAXURE -F
[September October -2021]

Sl. No.	Item	Opening Balance as on 01.09.2021	Accrued during September and October	Total	Disposed during September and October	Closing balance as on 31.10.2021		
						3 months	6 Months	Total
01.	FI	-	-	-	-	-	-	-
02.	FSA	-	1	-	-	-	-	1
03.	SSA	-	-	-	-	-	-	-
04.	I&R	-	-	-	-	-	-	-
05.	FR	3	0	3	-	-	-	3
06.	Complain PIDPI	-	-	-	-	-	-	-
07.	Complain Non-PIDPI	98	73	172	46	37	27	64
08.	Prosecution Sanction	37	-	-	-	--	37	37
09.	Disciplinary Inquiry	11	NIL	11	NIL	2	9	11
10.	Comments Awaited [on CBI Report]	-	-	-	-	--	--	--