

भारत कोकिंग कोल लिमिटेड

(एक मिनी रत्न कंपनी)

(कोल इण्डिया लिमिटेड का एक अंग)

कर्मचारी स्थापना विभाग

पंजीकृत कार्यालय: कोयला भवन,

कोयला नगर, धनबाद -826005

ईमेल:- hodir.bccl@coalindia.in



Bharat Coking Coal Limited

(A Mini Ratna Company)

(A Subsidiary of Coal India Ltd.)

Non-Executive Establishment

Regd. Off.: Koyla Bhawan

Koyla Nagar, Dhanbad – 826005

CIN:U10101JH1972GOI000918

Email: hodir.bccl@coalindia.in

Ref.No.BCCL/IR/2024/2831-82

28
26.10.2024

By email

To

The General Managers

Barora / Block-II / Govindpur / Sijua / Katras / Kusunda / WJ / PB / Bastacolla /
Lodna / EJ / Washery Division / CV

HOD-NEE

Sub: Streamlining the process of pay fixation, disbursement of due wages and terminal dues.

Sir,

It has been observed that following cases are referred to HQ either for condonation of delay or for approval:

- Basic pay fixation arising out of SLP, Promotion, regularisation, left out increment, provisional employment etc. which were not done within 01 year of office order in this regard.
- Wages / arrears arising out delay in pay fixation in case of SLP, promotion, regularisation, left out increment, provisional employment, and delay in re-insertion of name after long absenteeism, etc.
- Fixation of basic pay from retrospective effect in terms of pay protection granted to those workers who were converted from PR to TR in the past.
- Delayed payment of terminal dues post separation of employee from the services of the Company.

The matter has been deliberated at competent levels and it has been found that DOP of area GMs circulated vide Office Order No.BCCL:CS:F:-DoP:44:63 dated 01.04.2022 already empowers Area General Managers in matters concerning pay fixation and terminal dues. As such, there is no need for referring such matters to the HQ authorities for approval.

Smsuhugue

[Signature]
24/10/24

To ensure, that approvals accorded by the Area General Managers are in compliance of the policies of the Company and factually correct, following instructions are issued.

- a. Any proposal initiated in respect of the aforesaid cases shall invariably have documentary evidence with regard to claim of promotion / SLP / Left out increment / Left out attendance / Provisional appointment / Conversion from PR to TR etc.
- b. The proposal must also invariably have documentary evidence of financial benefit already paid or non-payment of financial benefit as the case may be by way of salary slips, pay fixation sheets etc.
- c. The Area officials shall not rely wholly on the observation of the auditors but will also examine and explicitly vet the proposals before approval of the General Managers.
- d. Pay fixations arising out of various career movements and arrears arising out of it may be processed immediately after the issuance of orders to this effect.
- e. All such proposals shall be initiated in e-office only. While changing financial data in ERP or disbursing arrears, the pdf of approved file shall be uploaded in the ERP
- f. In case of considerable delay, the Area General Managers shall issue administrative warning or recommend disciplinary proceedings depending on the severity of the lapse.

All pending proposals may be disposed off in line with the above instructions.

Yours sincerely


(Surendra Bhushan)

HOD-IR

Smashuque

Copy to (by email):

1. General Manager (P)/CSR
2. GM (System) / GM (ERP)
3. TS to CMD/DT(OP)/DT(P&P)/D(F)/D(P)
4. All APMs / All AFMs