

Minutes of meeting on Leveraging Technology held on 20th September 2012.

A review meeting was held on 20th September 2012 at Level III Conference Hall to discuss the progress in leveraging of technology to increase transparency and efficiency of operation of the Company. The meeting was chaired by CMD wherein all the functional Directors, CVO and HQ, HODs were present.

At the outset, CMD welcomed the participants and in his speech emphasised the need of leveraging technology in the coal producing companies & the advancement made in this field. CVO, BCCL also deliberated on the points discussed in the Zonal meet of CVOs of coal sector held at the CVC, New Delhi on 8th August 2012. In the said meet, special thrust was given to leveraging of technology in almost all the activities of the PSUs. It was emphasised that a time bound action programme be made and implemented so that the progress can be communicated to CVC/MOC.

The following points were discussed:

1. Personnel Department

- a) Displaying the names of officers who have not submitted the Annual Property Return (APR) for the year 2011 on the company's website

It was informed by HOD (EE) that till date APRs (for 2011) in respect of 1189 executives have not been received. CMD directed that all the officers should file their APRs by 15th October 2012 after which action would be taken against the defaulters and the list of defaulters will be displayed on the company's website.

Action: HOD (EE)/GM (Systems)

- b) Posting of bio-data of all the officers on the website

EE department is in process of collecting the relevant information to be made available through Employee Information System (EIS). However, HOD (EE) should submit the list of executives along with the details available with them, till date, to EDP department for posting on the website. This should be completed by 14th November 2012.

Action: HOD (EE)/GM (Systems)

- c) Quarter Occupancy report

CMD advised that the occupancy report for 41 non coal bearing colony should be posted on the website by 14th November 2012. The report should indicate the quarter no., name, designation, etc of the residents (for both employees and others).

Action: GM (Admn)/GM (Systems)

- d) Computer / Data Entry Operator

The HODs informed that shortage of computer operators is hindering the process of computerization in their departments. GM (P&IR) was advised to expedite the process of filling the post of data entry operator, so as to cope up with the increased use of IT in the company, within one month.

Action: GM (P&IR)

- e) CSR activities

CMD advised that the perspective plan for mine water utilization, Solar light in peripheral villages and Ecological restoration be put up in the company's website. The status report for such plans should be updated quarterly

Action: GM (P&IR), GM (Welfare)

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f) Medical Board schedule / Notice

The notice/schedule and the results of Medical Board should be published on the website so that the employees working in different areas are aware of the same and need not solely depend on the dak system of despatch.

Action: CMS, HQ / CMS, CHD

2. Finance Department

a) E payment to suppliers/contractors

More than 90% payments to supplier/contractors are being made through e-mode. D (F) informed that action has been taken to make it 100% in the coming months.

Action: GM (F) I/C

b) As informed by D (F), online budget monitoring has been implemented in the company.

c) Bill payment status

The bill payment and pending bills status posted on the website should be made more interactive with drop down menu so that locating a particular bill becomes easy. EDP department is in process of incorporating necessary changes in the program which is expected to be completed by 15th October 2012.

Action: GM (Systems)

d) Status of EMD refund

The status of EMD refund in respect of Civil, CMC and MM tenders should be put on the website and should be updated regularly.

Action: GM (Finance)/GM(Sys.)/ GM (Civil) / GM(CMC) / GM(MM)(Purchase)

3. Sales & Marketing Department

a) Weekly / Fortnightly Allocation chart

The weekly/fortnightly allocation chart posted on the website displays data of Katras, Lodna, WWZ, Block II, Kusunda, Bastacolla, CV and Sijua areas. Moreover, the data available are not updated in some cases. D(T) P&P informed that computerization of allotment chart, based on DO balance quantity, in all the areas will be completed in a month's time after which all the details will be available.

Action: CGM (E&M)/GM (S&M)/GM(Systems)

b) Sales billing to be linked with the weighbridges

CMD advised that a system for linking sales billing with weighbridges be devised and put into operation. Initially, the system will run parallel with the existing system and after successful trial the old system can be disposed off.

Action: GM (S&M)/GM(Systems)

c) Locking of allocation chart

The allocation to be locked in the road sale weighbridge computer so that weighing of any DO other than allocated DO for the date may not be possible in special weigh mode. The program for implementing the same is expected to be completed in three months.

Action: CGM (E&M)/GM (S&M)

