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)**

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 weighment 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)

D(T) P&P informed that the GPS system for vehicle has been introduced at Kusunda Area under pilot project and on successful operation will be implemented in other areas also. Process for installation of CCTV camera in the weighbridges and at strategic locations is also in pipeline and is expected to be finalized shortly.

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

e) It was informed that data for all the road & rail weigh bridges connected online are being received at HQ.

4. Materials Management Department

a) Online registration of vendors

GM (MM) informed that a system for online registration of vendors has been taken up by CIL with NIC. CMD advised that the same model should be implemented.

Action: GM (MM) Purchase

b) E procurement

E procurement is being done through M/s ITI Limited. GM (MM) informed that CIL is also in process of finalizing the process of e procurement which will be uniformly applicable to all the subsidiary companies. **Action: GM (MM) Purchase**

c) Online Materials Management System (OMMS)

GM (Systems) informed that five Regional Stores have been connected with the HQ and process for connecting the balance 7 Regional Stores and 2 Central Stores will be completed within three months. CMD advised that raising of indents etc should be started immediately with present connectivity and should be made fully operational as the system is fully installed.

Action: GM (Sys)/CGM(E&M)/GM(Excv)

d) Unmoved inventory and Scrap disposal

The details of unmoved inventory and scrap disposal should be posted on the website and to be updated on regular basis. **Action: GM (MM) Stores**

e) List of finalized tenders

The list of finalized tenders available on the website shows 1 finalized tender during September 2012 and 6 tenders during August 2012. CMD advised that list of all the finalized tenders should be available on the website.

Action: GM(MM) Purchase / GM (CMC) / GM (Systems)

f) Allocated Explosives

The data posted against allocated explosives should be updated

Action: CGM (Co-Ordn)/GM (System)

g) Rate Contracts

CMD advised that all the rate contracts presently in vogue should be displayed on the Company's website. **Action: GM (MM) Purchase /GM(Systems)**

5. EDP Department

a) File tracking system

EDP department is developing software for file tracking system which could be implemented for file tracking. D(T) P&P suggested that possibility of using the bar coding system can also be explored. **Action: GM (Systems)**

b) Centralized Server and infra structure

GM (Systems) informed the Centralized Server would be installed by December 2012 which will give impetus to implementation of leveraging technology. Considering the increased use of IT in the company, CMD advised that newer/alternate sources for supply of materials and connectivity should be explored so that the work does not get hampered on account of the same. Proposal for improving the infra structure of the department should be initiated. It was also advised that EDP department should examine the PCs requirement across the company and relocate systems, if required. **Action: CGM(E&M)/GM(Systems)**

6. Contract Management Department

a) Discount bidding scheme

The details of discount bidding scheme should be made available on the company's website. Registration for the bidding scheme should be online.

Action: GM (CMC)

b) Schedule of Rate (SOR)

The list of SOR Contractors is available on the website. CMD advised that all the SOR rates should also be posted on the website. **Action: GM (CMC), GM(Civil)**

7. E governance scheme

D (F) proposed that an incentive scheme for best e-governance should be adopted so as to hasten the pace of computerization in the company. CMD agreed to it and advised that CVO should judge the performance of different departments in respect to e governance.

8. CMD advised that the MOU of the Company with DPE should be posted on the website **Action: GM (PP)/GM (System)**

The meeting ended with thanks to Chair with the next review tentatively fixed for 15th November 2012.

26.9.12

CGM (Co-ordn)/
TS to CMD, BCCL