



BHARAT COKING COAL LTD.

(A Subsidiary of COAL INDIA LTD.)

Koyla Bhawan, Koyla Nagar
DHANBAD-826006 (Jharkhand)

Website: www.bccl.gov.in

EDP Dept.

Ref :- BCCL/EDP/F 17A/2013/ 998

Date: 08.03.2013

Minutes of meeting on Leveraging Technology held on 22nd February 2013.

A review meeting was held on 22nd February 2013 at Level III Conference Hall to discuss the progress in leveraging of technology vi-a-vis the decisions taken during the last meeting held on 20th September 2012. The meeting was chaired by CMD wherein D(T)P&P, D(F), CVO and HQ, HODs were present.

At the outset, CMD welcomed the participants and appreciated the efforts made by the company in leveraging technology. CVO, BCCL also deliberated on the different issues relating to adopting the latest technology for increasing transparency and reducing human interface in business transactions.

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 66 executives have not been received. CMD directed that list of these officers be sent to respective Directors and departmental action to be initiated against them by Executive Establishment. As regards APR for the year 2012, the last date for submission will be 31st March, 2013. The salary payment of the defaulters to be withheld by System department from April 2013 till such time the APRs are submitted and clearance obtained from EE department.

It was also decided that the Online filing of APR be introduced. A training program for educating all the executives about the modus operandi will be conducted at Community Hall by EE Department and FDP Department so that the APRs are submitted by all executives before 31st March 2013.

Action: HOD (EE)/GM (Systems)

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

HOD (EE) informed that bio-data of 2497 executives has been compiled by the department and action has been taken for collecting the balance 94. A link for accessing the details has been provided via CIL website so that the information can be made available.

Action: HOD (EE)

- c) **Quarter Occupancy report**

Quarter occupancy report for HQ colonies has been posted on the website. Sri UK Gupta, GM (P) to ensure that occupancy report of all the colonies (except fire affected/coal bearing area) should be posted on the website by 31st March 2013. The report should indicate the quarter no., name, designation, etc of the residents (for both employees and others).

Action: GM (P)-Coord&Impl./GM (Systems)

2. Finance Department

- a) **E payment to suppliers/contractors**

More than 90% payments to supplier/contractors are being made through e mode. Action to be taken by Finance department to achieve 100% e payment. Details of total payment made vis-a-vis payment made through e mode to be submitted to Vigilance department.

Action: GM (F) I/C

2

b) **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 has developed a software and the relevant details are to be made available from the different area/units. CMD advised that the same should be completed by 31st March 2013.

Action: GM (Finance)/GM (Systems)

c) **Status of EMD refund**

S&M department to provide details of the DOs in which EMD refund has been disposed off. EDP department to assist S&M department in compiling this list. CMD also advised that a clause may be incorporated in the auction that within two months after last date of DO, the EMD refund status of the DO will be posted on the website. The parties can approach for any grievance within one month of the posting of the details on the website after which no redressal will be entertained. In case the posting is delayed due to any emergency/exigency, the redressal period will be extended for the delay period.

Action: GM (S&M)/GM (Finance)-I/C/GM(Systems)

3. **Sales & Marketing Department**

a) **Sales billing to be linked with the weighbridges**

CMD advised the system will run parallel with the existing system from April 2013 to June 2013 and after successful trial the old system can be disposed off.

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

b) **Locking of allocation chart**

It was informed by S&M department that locking of allocation chart has been started in all areas except Barora Area which is likely to be completed within 15 days.

Action: GM (S&M)

c) **GPS on vehicles and CCTV at strategic locations**

D(I) P&P informed that the work order for installing GPS system on all coal carrying vehicles has been issued. The trial run of the 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 is expected to be finalized shortly.

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

4. **Materials Management Department**

a) **Online Materials Management System (OMMS)**

CMD advised that online connectivity of OMMS should be provided to all the Associate Finance and Area Finance Managers so that stock verification is done before processing of indents by the finance department. EDP department to provide necessary software to all the concerned finance sections.

Action: GM (Systems)/CGM(E&M)/GM(Excvt)/GM(F)-I/C

b) **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/GM(MM)-Washery

c) **List of finalized tenders**

CMD advised that list of all the finalized tenders should be available on the website.

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



