

### Minutes of meeting on Leveraging Technology held on 22<sup>nd</sup> August 2013.

A review meeting was held on 22<sup>nd</sup> August 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 22<sup>nd</sup> February 2013. The meeting was chaired by CMD wherein D (P), D(T) OP, D(T)P&P, CVO and several HOD of HQ 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 issue and informed the house about the salient points discussed during the review meeting taken by Secretary (Coal) and CVO, CIL on IT initiatives. He discussed the various measures to be taken by PSU as emphasised by CVC, in leveraging of technology so that further greater transparency and accountability may be brought in the system/operation.

The following points were discussed in the review meeting:

#### **1. Personnel Department**

##### **a) Online filing of Annual Property Return**

It was informed by HOD (EE) that user ID and passwords for executives of EE department were received from Systems department on 8<sup>th</sup> August 2013. She further informed that to implement the system, user IDs and passwords need to be provided to all the executives by Systems department.

CMD directed EE and Systems departments to work out the methodology, User ID and passwords should be provided to every executive so that he/she can file APR online. For this, Systems and EE Depts should conduct training program and issue instruction circular so that the system of filing APR online is implemented from the next year ie 2014. GM (Systems) should provide step by step instruction for online filing of APR to EE department for circulation amongst all the executives.

**Action: HOD (EE)/GM (Systems)**

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

HOD (EE) informed that collection of bio data of the executives was almost complete. CMD advised that the posting of the same on the company's website should be completed within 15 days ie by 8<sup>th</sup> September, 2013.

**Action: HOD (EE)/GM (Systems)**

##### **c) Posting of scanned copy of APRs on the website**

In this regard, HOD (EE) informed that posting of scanned copies of Annual Property Returns of Executives of BCCL had started and the returns of all the executives for the year 2012 will be posted on the website by 31<sup>st</sup> October, 2013.

**Action: HOD (EE)**

##### **d) Quarter Occupancy report**

During the last meeting, Sri UK Gupta, GM (P) was entrusted with the job of posting the occupancy report of all the colonies (except fire affected/coal bearing areas) on the BCCL website. CMD advised that the same should be completed by 31<sup>st</sup> October 2013 and should be updated periodically.

**Action: GM (Pers)/GM (Systems)**

##### **e) Biometric Attendance**

The system of biometric attendance was introduced at Koyla Bhawan but the same was not integrated with the Systems department for salary billing. CMD directed that action as required may be taken and the system should be operational from 1<sup>st</sup> January, 2014 at Koyla

