

BHARAT COKING-COAL LTD  
OFFICE OF THE DIRECTOR (PERSONNEL)

KOYLA BHAWAN,  
KOYLA NAGAR  
DHANBAD

D(P):Sr.ES:F-006:95: 171.

11.7.1995.

In continuation to our circular no.D(P):Sr.ES:F-006:168 dated 7.7.1995 on the issue of absenteeism, the following guidelines are given for exercising control on the absenteeism of workers.

The workers who are absenting from work and who report on duty should be allowed to join their work subject to the following conditions:-

i) Absenteeism upto 3 days:

The work-in-charge can allow the worker on duty with an oral warning. In case this is repeated during the same month written warning should be issued.

ii) Upto 10 days:

The Manager/Engineer-in-charge may allow the worker on duty with a written warning. In case repeated during the month disciplinary action should be initiated as per the laid down procedure.

iii) Beyond 10 days upto 30 days:

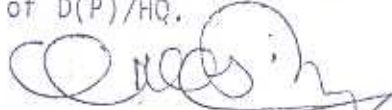
The worker should be issued with a charge-sheet, enquiry held and disciplinary action taken. The worker will be allowed on duty only with the authorisation of the Dy.CPM/PM-in-charge of the Area.

iv) Absenteeism beyond 30 days upto 3 months:

The worker should be issued with a charge-sheet, enquiry held and disciplinary action taken. The worker will be allowed on duty only with the approval of CGM/GM of the Area.

v) Absenteeism beyond 3 months:

The worker should be issued with a charge-sheet, enquiry held and disciplinary action taken. The worker will be allowed on duty only with the approval of D(P)/HQ.

  
(C.H. KHISTY)  
DIRECTOR (PERSONNEL)

All Dy.CPMs/PMS  
cc: CGM/GM of all Areas  
cc: D(T)O&W/D(T)P&P  
cc: GM(P&IR)/GM(Manpower)

by hand to all by  
ps 4  
on 12/7/95

SHARAT COKING COAL LIMITED  
(A SUBSIDIARY OF COAL INDIA LIMITED)  
PERSONNEL DIRECTORATE  
KOYLA BHAWAN:DHANBAD.

Ref.No. DCCL:GM(F&IR):ES:04:4590-890.

Dated 11.5.2001

To  
All Area CMs/GMs.

Dear Sir,

In partial modification of Circular No. D(1) :  
Sr.ES:F-006:95:171 dated 11.7.1995 issued by the then  
D(P), the following guidelines are given for exercising  
control on absenteeism.

The workers who are absenting from work and who  
report on duty should be allowed to join their work  
subject to the following conditions :-

1. Absenteeism upto 3 days :  
The work-in-charge can allow the workers on duty  
with an oral warning. In case this is repeated  
during the same month, written warning should  
be issued.
2. Absenteeism upto 10 days :  
The Manager/ Engineer-in-charge may allow the  
workers on duty with a written warning. In case  
repeated during the month, disciplinary action  
should be initiated as per the laid down  
procedure.
3. Absenteeism beyond 10 days upto 30 days :  
The worker should be issued with a chargesheet,  
enquiry held and disciplinary action taken.  
Without prejudice to findings of the enquiry,  
the worker would nevertheless be allowed to join  
duty with the authorisation of Dy.CPM/PM incharge  
of the Area.
4. Absenteeism beyond 30 days upto 03 months :  
The worker should be issued with a chargesheet,  
enquiry held and disciplinary action taken.  
Without prejudice to findings of the enquiry, the  
worker would be allowed to join duty with the  
approval of the CGM/GM of the Area.
5. Absenteeism beyond 3 months to 6 months :  
The worker should be issued with a chargesheet,  
enquiry held and disciplinary action taken, without  
prejudice to findings of the enquiry. CGM/GM of  
the Area will allow the workers subject to his  
medical fitness declared by Area Medical Officer  
but for the purpose of insertion, the approval of  
D(P), DCCL shall be obtained.

(Contd.....2)



6. Absenteeism beyond 6 (six) months :

The worker should be issued with a chargesheet, enquiry held and disciplinary proceedings should be completed expeditiously and the proposal sent to Hqrs for approval of D(P) subject to medical fitness declared by Apex Medical Board.

These guidelines provide for resumption of duty of a workman without prejudice to the findings of the enquiry for a period of absence upto 06 months, with the approval of GM/CGM of the Area. For cases of absenteeism beyond 06 months, resumption will be permitted only after completion of the enquiry and approval of the Director(Personnel), SCL.

It is further suggested that during the period the workman joins duty and his name is not inserted in EDP, he may be paid 75% wages for the work done, which will be finally adjusted after resumption of wage billing by EDP.

The exercise of resumption of duty upto 03 months shall be completed on the date of resumption of duty itself. In case of absence upto 06 months the exercise should be completed within a maximum period of 02 days.

This issues with the approval of Competent Authority and shall be given effect from 01.06.2004.

Yours Faithfully,

( D.P. Roy )

General Manager(P&IR)

CC to :-

1. All Area Dy.CMs/IRs/Agent/Project Officers - for necessary action.
2. All ROs.
3. CGM(P&IR).
4. CFM(IR)/Dy.CMs(IR).
5. Sr.ES to CMD/D(P)/D(T)O/D(T)P&D(F).

BHARAT COKING COAL LIMITED  
OFFICE OF THE DIRECTOR (PERSONNEL)  
KOYLA BAHAWAN : DHANBAD

No. D(P):Sr.ES:F-06:04: 324

Date : 21.9.2004

CIRCULAR

As per the Certified Standing Orders for Workmen of Establishments under BCCL, the disciplinary authority as well as appellate authority has been specified in Annexure-A of the Standing Order. Hence any punishment required to be awarded or to be repealed, the concerned Agent, Manager, Area General Manager is the appropriate authority. In case of insertion, however, after deletion of name from the computer by the System Deptt., approval of the undersigned is required to be obtained. Hence you are advised to dispose off the files of disciplinary cases at your level as per the relevant Standing Orders.

  
(D.C. Garg)  
Director(Personnel)  
21.9.04

All CGMs/GMs – All Areas  
All HODs (H.Qrs.)

CC: CMD/D(T)PP/D(T)OW/D(F)  
CC: CVO

etc

(4)

Bharat Coking Coal Ltd.  
Office of the Director(Personnel)  
Koyla Bhawan : Dhanbad  
.....

№ D(P):Sr.ES:F-06/05/ 408

Date: 07-03-2005

To  
All Area Chief General Managers/General Managers  
ALL HODs

Sub: Reg. Absenteeism cases

Further to circular № D(P)/Sr.ES/F-06/04/324 dated 21-09-04 on the subject of allowing workman concerned on duty in absenteeism cases, it is observed that as delegation of power is not utilized meticulously therefore subjectivity in punishments is reflected. All are advised that cases of unauthorized absenteeism for over six months period are not to be allowed on duty till departmental proceedings against the delinquent employer is completed and there after the proposal is sent to the uncd. signed along with findings of enquiry officer & recommendation of Disciplinary authority taking into consideration his past record so as to consider the case for allowing the duty if found to be a fit case. This of course is subject to concerned workman being found fit for duty by the Apex Medical Board.

It is also clarified that other terms and conditions of the circular №s. BCCL/GM(P&IR)/ES/04/4590-890 dated 31-5-04 and D(P)/Sr.ES/F-06/04/324 dt. 21-09-04 remain unchanged.

*2688-R*  
*9/3/05*

*Di 2 AM C I R*  
*for CPM C I R*

*in favor*  
*pmc ca*

*J. G. Singh*  
*7/3*  
Director(Personnel)

Copy to:

1. All Area Dy.CPMs/PMS *W N*
2. All Agents/POs
3. GM(IR/CPM(NER/Welfare) /CGM(P&IR)
4. C&D/D(T)Opn./D(T)B&P/D(F).





# BHARAT COKING COAL LIMITED

(A Subsidiary of Coal India Ltd.)  
KOYLA BHAWAN, KOYLA NAGAR  
DHANBAD - 826 005  
Phone 263030/262303

BCCL:PER:IR:05:1852-1951

Dated:27-02-06

## OFFICE ORDER

Vide office order No.465 dated 11-4-05 issued under the signature of D(P),CGM(P&IR) was delegated with the power to permit / approve re-insertion of names in EDP in cases of absence up to six months. The issue has been deliberated and it has now been decided to delegate the power for re-insertion of names in EDP in cases of absenteeism up to six months and adjustment of left out wages/salary and special leave wages up to period of six months to Area CGM/GM.

Hence forth permission/approval for re-insertion of names in EDP in cases of absenteeism up to six months and adjustment of left out wages / salary & special leave wages for period up to six months shall be accorded by Area CGM/GM.

This issues with the approval of the competent authority and shall come into force with effect from 1-3-06

(G.N. Singh)

Chief General Manager (P&IR)

Cc to:

All Area CGMs/GMs

GM(System) - Koyla Bhawan

All Area Dy.CPMs/PMs

By C.P.M. (P&IR) (D)

M/F

SHARAT COKING COAL LIMITED  
PERSONNEL DIRECTORATE  
KOYLA BHAWAN  
DHANBAD

Ref.No. BCCL:CGM(P&IR):Sr.ES:06/6913-52

Dated: 18.4.2006

To  
All Area CGMs/GMs

Dear Sir,

During co-ordination meeting of the CGMs/GMs & HODs held on 14.4.2006, GM, Barora Area and some CGMs/GMs pointed out that there is a practice in BCCL that if an employee is absenting for more than six months, even treatment in Company's Dispensary and Hospitals and declared FIT by the MO of the concerned dispensary/hospital, their fitness is again assessed by the Apex Long Absenteeism Medical Board and the Apex Long Absenteeism Medical Board takes 2 - 3 months time in assessing their fitness, causing hardship to the workman concerned.

CMD desired that such employees who are under treatment at the Dispensary/Hospital of the company and declared FIT by the MO/Sr.MO of the concerned hospital / dispensary to resume duty, there is no need of assessing their fitness again through the Apex Long Absenteeism Medical Board and they should be allowed immediately to resume work without any further delay to avoid hardships of the employee. Action may be taken accordingly.

Yours faithfully

(GN Singh)  
(GN Singh)

Chief General Manager(P&IR)

CC to:

1. All Area Dy.CPMs/PMs -for necessary action.
2. C.S, BCCL / CHO, CHD
3. Dy.GM(IR)/PM(IR)/Dy.CPM(IR)
4. TS to D(P) for D(P)'s information
5. Sr.ES to CMD
6. MS, Apex Medical Board, Koyla Nagar Hospital.