

## **PROFILE OF EXECUTIVE ESTABLISHMENT DEPARTMENT, BCCL**

The Executive Establishment Department of BCCL is being headed by Smt. Ahuti Swain, General Manager(Pers.) as head of the department under the control, of Sri R.S. Mahapatra, Director(Personnel) Smt. Ahuti Swain, General Manager(Pers/EE) is assisted by the following executives :

Sl.	Name	Designation	CUG No.
01	Sri Manish Mishra	Sr.Manager(P/EE)	9470596435
02	Smt.Sujata Kumari	Dy.Manager(P/EE)	9470595469
03	Sri P.K. Unnikrishnan	Dy.Manager(P/EE)	9470599887
04	Sri Ashok Kumar Pal	Asst.Manager(P/EE)	9470595885

### **Nature of jobs & activities of Executive Establishment is enumerated as under :**

1. Maintaining Personal files/service records.
2. Establishment functions concerning Executives & Non-Executive posted in EE Deptt.
3. Transfer & Posting.
4. Dealing with Pay Fixation/ Anomaly matters.
5. Disciplinary Matters of Executive Dealing.
6. Implementation of PAR/PRIDE and payment of Performance related Pay (PRP).
7. Maintenance of Property Return files/online APR.
8. Issue of Identity Certificate for obtaining passport and "NOC" for visiting abroad.
9. RTI Matters.
10. Dealing with VIP Reference/Parliamentary question/Audit matters.
11. Updation of online HRIS/EIS.
12. Handling of Grievances.
13. Processing of application for Board Level Posts.
14. Facilitating induction of executive in the company and exit from company including Resignation.
15. Dealing with employment of dependent of executives/claim of monetary compensation.
16. Processing payment of Gratuity and other terminal benefits to separated executives.
17. Matters related to ALC/Dy CLC and PG.
18. Dealing Court cases of concerned executives.
19. Issuing Medical Cards/processing claims to the Retired Executives under Contributory Post Retirement Medicare Scheme.
20. Furnishing date to CIL for conducting DPC and issue of Promotin orders.
21. Liaisoning with CIL with regard to posting of MTs/Executives of all Disciplines/monitoring their transfer/posting and deployment in BCCL.
22. To furnish desired information to outside agencies as and when required.
23. Arranging for circulation and implementation of Instruction/Guidelines/Circulars.
24. Circulation of vacancies as communicated by CIL/Ministry.
25. Monitoring the implementation of ERP HR Module.
26. Maintaining executive Online Leave Portal .
27. Other functions as and when instructed by the competent authority.

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