

## ORGANISATION

### 2.1 SECRETARIAT SET UP

The Secretariat of Ministry of Coal is headed by a Secretary who is assisted by one Additional Secretary, three Joint Secretaries (including the Financial Adviser), one Project Adviser, one Economic Adviser, seven Directors/Deputy Secretaries, one Technical Director, nine Under Secretaries, Eighteen Section Officers, one Assistant Director (Official Language) and one Dy. Controller of Accounts and their supporting staff.

### 2.2 FUNCTIONS OF THE MINISTRY OF COAL

The Ministry of Coal is concerned with exploitation, development of coal and lignite reserves in India. The works allocated to Ministry of Coal include sub-ordinate or other organizations including PSUs concerned with their subjects under the Government of India (Allocation of Business) Rules, 1961 as amended from time to time is as follows:

- (i) Exploration and development of coking and non-coking coal and lignite deposits in India.
- (ii) All matters relating to production, supply, distribution and prices of coal.
- (iii) Development and operation of coal washeries other than those for which Department of Steel is responsible.
- (iv) Low Temperature carbonization of coal and production of synthetic oil from coal.
- (v) All work related to coal gasification.
- (vi) Administration of the Coal Mines (Conservation and Development) Act, 1974 (28 of 1974).
- (vii) The Coal Mines Provident Fund Organisation.
- (viii) Administration of the Coal Mines Provident Fund and Miscellaneous Provision Act, 1948 (46 of 1948).
- (ix) Rules under the Mines Act, 1952 (32 of 1952) for the levy and collection of duty of excise on coke and coal produced and dispatched from mines and administration of rescue fund.
- (x) Administration of the Coal Bearing Areas (Acquisition and Development) Act, 1957 (20 of 1957).
- (xi) Administration of the Mines and Minerals (Development and

Regulation) Act, 1957 (67 of 1957) and other Union Laws in so far the said Act and Laws relate to coal and lignite and sand for stowing, business incidental to such administration including questions concerning various States.

- (xii) Administration of Coal Mines Nationalisation Act, 1973 (26 of 1973).

### 2.3 PUBLIC SECTOR/ JOINT SECTOR COMPANIES

Coal India Limited with its headquarters at Kolkata is the apex body in Coal Industry under the administrative control of the Ministry of Coal. It is responsible for laying down policy guidelines and work ordination with its subsidiary Companies. CIL has been entrusted with the responsibility of investment planning, manpower management, purchase of heavy machineries, financial budgeting etc. on behalf of all its subsidiaries. Coal India Ltd. (CIL) has following 8 subsidiary Public Sector Undertaking companies under its control:-

- (i) Bharat Coking Coal Limited (BCCL), Dhanbad, Jharkhand
- (ii) Central Coalfields Limited (CCL), Ranchi, Jharkhand

- (iii) Eastern Coalfields Limited (ECL), Sanctoria, West Bengal
- (iv) Western Coalfields Limited (WCL), Nagpur, Maharashtra
- (v) South Eastern Coalfields Limited (SECL), Bilaspur, Chhattisgarh
- (vi) Northern Coalfields Limited (NCL), Singrauli, Madhya Pradesh
- (vii) Mahanadi Coalfields Limited (MCL), Sambalpur, Orissa
- (viii) Central Mine Planning and Design Institute Limited (CMPDI), Ranchi, Jharkhand.

**2.3.1** Neyveli Lignite Corporation Limited (NLC), with registered office at Chennai and Corporate office at Neyveli in Tamil Nadu is engaged in exploitation and excavation of lignite, generation of thermal power and sale of raw lignite.

**2.3.2** Singareni Collieries Company Limited (SCCL) – A Joint Sector Undertaking of Government of Andhra Pradesh and Government of India with equity capital in the ratio of 51:49.

## 2.4 SUBORDINATE OFFICE AND AUTONOMOUS ORGANISATION

The following subordinate office and autonomous organizations are under the administrative control of Ministry of Coal –

- (i) Office of the Coal Controller's Organisation (CCO) – a subordinate office.
- (ii) Coal Mines Provident Fund Organisation (CMPFO) – an autonomous body.

## 2.5 COAL CONTROLLER'S ORGANISATION

**2.5.1** The Coal Controller's Organization is a subordinate Office of Ministry of Coal, having its headquarters at Kolkata and field Offices at Dhanbad, Ranchi, Bilaspur, Nagpur, Sambalpur and Kothagudem. Each field office is headed by one GM/ DGM level executive working in the capacity of Officer on Special Duty (OSD) being supported by other technical officers. Apart from carrying out inspections for ascertaining quality in selected mines, the field officers also carry out regular inspections to ensure compliance with specific orders relating to coal and resolving statutory complaints. Besides looking

after quality surveillance noted above, field officers are also entrusted with field assignments associated with CCDA assistance under Coal Mine (Conservation and Development) Rules 1975 (amended in 2011); opening/ re-opening permission of seams of mines under Colliery Control Rules 2004 and coordination with the coal companies. In addition one Officer-on-Special Duty is posted in the Coal Controller's Organisation, Kolkata for coordinating the field offices. He also looks after the coal mines under Asansol and NEC command area and renders assistance to Coal Controller on various issues.

In the office of Coal Controller we have a full statistical wing consisting of one Deputy Director General, one Deputy Director and other supporting staff which is responsible for collection, compilation and publication of Coal Statistics on regular basis. CCO is the major source of Coal Statistics in Government of India.

The CCO is also supported by a Group of Deputy Assistant Coal Controllers and other Officials who assist the CCO in collection of Stowing Excise Duty and other

technical and administrative works.

Deputy Director General, Deputy Director and Deputy Assistant Coal Controllers play important role in Monitoring of Captive Coal Blocks, Opening of Escrow Accounts, Dealing with Court Cases, Monitoring of the Collection of Stowing Excise Duty, CCDA, Works related to Commissioner of Payment, etc.

**2.5.2** The Coal Controller's Organisation discharges various statutory functions derived from the following statutes.

- (i) The Colliery Control Order, 2000 and the Colliery Control Rules, 2004.
- (ii) The Coal Mines (Conservation and Development) Act, 1974 and the Coal Mines (Conservation & Development) Rules, 1975
- (iii) The Collection of Statistics Act, 1953 [32 of 1953] and the Collection of Statistics (Central) Rules, 1959.
- (iv) The Coal Bearing Areas (Acquisition & Development) Act 1957 [20 to 1957]

**2.5.3** The Coal Controller's Organisation also discharges the following functions:-

- (a) Monitoring progress of development of Captive coal/lignite blocks

- (b) Monitoring of washeries
- (c) Monitoring disposal of various coal products
- (d) Follow up of submission of Mine Closure Plan and act as the nominee of Govt of India for signing up Escrow account agreement with different coal/lignite companies.

**2.5.4** A brief description of Coal Controller's Organisation's performance during the period from April, 2012 to December, 2012 is as under:

**(i) Grant of Permission for opening and re-opening of coal mines:-**

Coal Controller granted permission for opening and re-opening of 11 Coal mines/Lignite mines during April, 2012 to Dec, 2012.

**(ii) Disposal of cases under Section 8 of the Coal Bearing Areas (Acquisition and Development) Act, 1957:**

During the period from April'2012 to Dec '2012, Coal Controller submitted reports to the Ministry of Coal under section 8 of CBA Act, 1957 in respect of 15 notifications.

**(iii) Release of funds by CCDA for stowing/ Protective works and Roads:**

The Coal Controller acts as the Member Secretary for the Coal

Conservation & Development advisory Committee (CCDAC), constituted under the Coal Mines (Conservation & Development) Rule 1975. The office of Coal Controller receives processes and scrutinize applications/claim from coal companies regarding stowing, protective work, research and development activities, road and railways infrastructure projects in the coal fields areas to CCDA for release of funds.

During the period April'2012 to Dec'2012, the Coal Conservation &

Development Advisory Committee (CCDAC) in their 71st committee meeting recommended to release ₹ 86.02 Crore to the coal companies for Stowing (ST), Protective works (PW) & R&D Head against BE ₹150.00 Crs (2012-13) (₹ 137.30 Cr. +₹12.70 Crore.for tribal areas). The said amount will be released by Ministry of Coal shortly. The committee also recommended release of ₹ 35.00 crore for development of road and infrastructure against a BE of ₹ 50.00 crore (2012-13). The CCDA assistance released under different schemes is as follows:-

#### Stowing/ Protective Work & R&D Head

Period	Schemes			Total (Cr)
	Stowing (Crs)	Protective (Crs)	R & D	
Approved in 71 <sup>st</sup> CCDAC meeting i.e. Oct. 2011 to March 2012	78.114	7.592	0.314	86.020
CCO estimated for the period Apr' 2011 to Sept' 2011	75.90	8.49	00	84.390

#### Road/ Rail Infrastructure Head

Period	Road/ Rail Infrastructure Head
Approved in 71 <sup>st</sup> CCDAC meeting i.e. Oct '2011 to Mar '2012	35.00
CCO estimated for the period Apr' 2011 to Sept' 2011	50.00

**(iv) Coal Samples Inspected, Statutory Complaints Received & Settled:-**

Under the Colliery Control Rules (CCR), 2004, Coal Controller is to monitor the quality of Coal dispatched from collieries and also settle quality complaints of consumers. During the period from April'12-Dec'12, 513 sample checks were taken. During this period, 10 non statutory and 7 statutory complaints were received.

**(v) Collection of Excise Duty :-**

₹ 405.14 Crore were collected during the period April'2012 to Dec '2012. The Estimated (Projected) figure for the period Jan'2013-March'2013 will be around ₹145 crore.

**(vi) Collection, Compilation and Publication of coal Statistics:**

CCO being the sole agency for collection, compilation, publication and dissemination of data regarding different parameters of production and dispatch of coal and lignite provides monthly data to Central Statistical Organisation, RBI, DIPP, Indian Bureau of Mines and other national and international organizations. It also publishes Annual Coal Directory and

Provisional Coal Statistics. Coal Directory, 2010-11 and Provisional Coal Statistics, 2011-12 have already been published in 2012-13. Work of Coal Directory 2011-12 is under progress.

**(vii) Reports regarding achievements in Hindi during 2012-13:**

**Quarterly Meeting of OLIC**

Two quarterly meetings of the Official Language Implementation Committee were held on 27.06.2012 and 18.12.2012 under the chairmanship of Sri A. Acharya, Coal Controller and Shri A.K.Verma, Deputy Director General respectively for monitoring the progress regarding official language programme.

**Hindi Workshop**

Two workshops in Hindi were conducted during the period from 19.6.2012 to 21.6.2012 and 11.09.2012 to 13.9.2012 to improve the knowledge of official language in daily office work. In addition 06 employees in two batches were sent to the Hindi Training Institute, New Delhi for intensive training for 05 days.



### Dictionary (English-Hindi) and other books

A set of 03 (three) helping books i.e. Rajbhasha Sahayika, Samayik Prakshasnik Kosh and Hindi-English Letter Writing have been distributed among the officers and the Section Supervisors to facilitate noting and drafting in Hindi.

### Hindi Divas and Hindi Pakhwara

Hindi Pakhwara on Hindi Divas was observed from 14 – 28 Sept., 2012. During this period different competitions like Noting and Drafting, Translation, Hindi Typing, Hindi Essay, Debate in Hindi etc. were conducted to encourage the employees of this office to work in

Hindi. A cash award has been given by the Coal Controller to the First, Second and Third winner of each competition.

### Noting and Drafting

Noting on files is being done with target. Reports of July-Sep., 2012 are as follows:

Total Noting :	736
In Hindi :	352
In English :	384
Percentage :	48%

### Issuing of letters in Hindi

Issuing of letters in Hindi is being done properly. Reports of July-Sep., 2012 are as follows:

Region	Total Letters	In Hindi	In English	Percentage
"A"	721	449	272	62.27%
"B"	162	111	51	68.51%
"C"	304	185	119	60.85%

### Hindi Training

All the staff is near about trained in Prabodh, Praveen and Pragya. LDC and Stenographers are trained in Hindi Typewriting and Hindi Stenography respectively.

### (viii) Work as Commissioner of Payments:

Two offices of Commissioner of Payments (COP) were set up in pursuance of the Coking Coal Mines (Nationalisation) Act, 1972 and the Coal Mines (Nationalisation) Act, 1973, one each at Dhanbad and Kolkata for the purpose of

disbursement of amounts to settle the liabilities of the ex-owners of coal mines nationalized in 1972-73. After the work of Dhanbad Office had been disposed of substantially, that office was wound up and its residual work were transferred to the Office of Commissioner of Payment, Kolkata in 1987.

Subsequently, in compliance with the recommendations of the Economic

Reforms Commission (ERC), the office of Commissioner of Payments, Kolkata has also been wound up w.e.f. 6th June, 2007. Residual work of the office of Commissioner of Payments, Kolkata has been transferred to the office of Coal Controller. At present, the Coal Controller is functioning as ex-officio Commissioner of Payments.

The performance of the COP is as under.

Sl No.	Particulars	The Coking Coal Mines (Nationalisation) Act, 1972	The Coal Mines (Nationalisation) Act, 1973
1	Number of collieries nationalised by the Central Government	226	711
2	Number of colliery-accounts closed up to 31-03-2012	185	627
3	Number of colliery-accounts yet to close as on 31-03-2012	41	84
4	Number of colliery-accounts closed during 2012-13 (up to December, 2012)	0	0
5	Number of colliery-accounts closed during 2012-13 (up to December, 2012)	0	0
6	Number of colliery-accounts not closed as on 31-12-2012	41	84
7	Compensation amount disbursed during 2012-13 (up to December, 2012)	₹55.20 lakhs	Nil
8	Balance amount as on 31-12-2012	₹2.91 crores	₹7.41 crores



2.5.5 Keeping in view the increased responsibilities of the CCO, to strengthen the CCO, a study by ISM, Dhanbad has been commissioned.

## 2.6 COAL MINES PROVIDENT FUND ORGANISATION (CMPFO)

The Coal Mines Provident Fund Organisation is an Autonomous body established under the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948, and is responsible for administering the Coal Mines Provident Fund Scheme, 1948, Coal Mines Deposit Linked Insurance Scheme, 1976, and Coal Mines Pension Scheme, 1998. These three schemes are administered by a tripartite Board of Trustees, consisting of Central and State Government's representatives, employers' representatives and employees' representatives.

The Organisation renders services to 4.31 lakh Provident Fund subscribers and about 3.90 lakh pensioners approximately as on 31st December, 2012. The Headquarters of CMPFO is at Dhanbad and its 24 Regional Offices are spread in the Coal producing states in the Country.

### 2.6.1 Coal Mines Provident Fund Scheme

At the end of the financial year 2012-

2013 the total number of Coal mines and office units covered under the Scheme stood at 900 excluding coke plants operating in Private Sector. Live membership of the Provident Fund Scheme, 1948 as on 31.12.2012 is 4.31 lakh approx.

During 2012-13 (upto Dec, 2012) Coal Mines Provident Fund Contributions including voluntary contributions amounting to ₹ 3200 crore approx were received in the Coal Mines Provident Fund raising thereby the total contribution upto ₹ 31564.00 crore approx. The net accretion by way of contribution and interest thereon, less refund and advances; amounted to ₹ 32283.37 crores approx. The entire accumulation in the fund is invested in accordance with the guidelines laid down by the Ministry of Finance. The total Face value of the fund's investment upto 31st Dec, 2012 stood at ₹ 51,627.63 crore approx (including SDS investment of ₹ 16,522.50 crore).

During 2012-13, provisional interest has been allowed on members' accumulation at the rate of 8.50 % per annum.

Refund from Provident Fund during 2012-13 (upto 31st Dec, 2012) together with the advances paid is indicated below:-

Refund and Advance cases for Provident Fund	No of cases settled (from 01.04.2012 to 31.12.2012) and disbursed # (as per OSS report)
Provident Fund Refund Cases	12,059 (PF) + 802 (PF re-settled)
Marriage Advance	10,689
Education Advance	
House Building Advance	
The amount disbursed on P.F. and Advances	₹ 2808.28 crore approx

# all figures are provisional.

The cost of Administration of CMPF Scheme is met out of the administrative Charge @3% paid by the Coal companies to the CMPFO.

#### 2.6.2 Coal Mines Deposit Linked Insurance Scheme

In the event of death of an employee in harness who was a member of Coal Mines Provident Fund Scheme, his/her nominee is entitled to receive in addition to the Provident Fund, an amount equal to the average balance, in the account of the deceased during the preceding 3 years, subject to a maximum of ₹ 10,000/-.

In accordance with the Scheme, the employers were required to contribute at the rate of 0.5% of the aggregate wages of covered workers. The Central Government was also required to pay half of the amount contributed by the employers under the Scheme. Currently, for meeting the cost of administration of this

scheme, Private Sector employer's contribute @ 0.1% of aggregate wages and the Central Government contributes 50% thereof i.e. 0.05% of aggregate wage.

The executive cadre employees of CIL were exempted from operation of the said Scheme vide Gazette Notification No. S.O 822 (E) dated 24.03.2009. The workers of the CIL and its subsidiaries were exempted earlier from the operations of the Scheme by Ministry of Coal.

#### 2.6.3 Coal Mines Pension Scheme, 1998

In exercise of the powers conferred by Section 3E of the Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948( 46 of 1948) and in suppression of the Coal Mines Family Pension Scheme, 1971, except in respect of things done or omitted to be done before such supersession, the Central Government has framed the Coal Mines Pension Scheme, 1998.

The Coal Mines Pension Scheme has come into force with effect from the 31st day of March, 1998. The number of new claims of Pension settled in 2012-13 (upto 31st Dec' 2012) is 22,745 (pension) & 7707 (pension re-settled) approx. (as per OSS report). The total amount disbursed under the Coal Mines Pension Scheme, 1998 during 2012-13 (upto 31st Dec' 2012) is ₹ 831.33 crores approx.

The highlights of the Scheme are:-

**Corpus of the Fund and its sustainability:**

The Pension Fund consists of the following:-

- (a) Net assets of the Coal Mines Family Pension Scheme, 1971 as on the appointed day.
- (b) An amount equivalent to two and one-third percent of the salary of the employee, being the aggregate of equal shares of the employee and the employer from their respective contributions to the fund, to be transferred from the appointed day from the Fund of the employee.
- (c) An amount equivalent to two percent of the Basic and dearness allowance paid of the employee from the first day of April, 1989 or the date of joining, whichever is later, upto the 31st day of March, 1996 and two percent of the notional salary of the employee from the 1st day of April, 1996 or the date of joining, whichever is later, to be transferred from his salary.
- (d) An amount equivalent to one increment to be calculated on the basis of the salary of the employee as on the first day of July, 1995 or the date of joining, whichever is later, to be transferred from the first day of July, 1995 or the date of joining, whichever is later, to be transferred from the salary of the employee.
- (e) An amount equivalent to one and two-third percent of the salary of the employee to be contributed by the Central Government from the appointed day; provided that in the case of an employee whose salary exceeds rupees one thousand six hundred per month, the contribution payable by the Central Government shall be equal to the maximum of the amount payable on the salary of rupees one thousand six hundred per month only;
- (f) Amounts to be deposited by Pension members including new optee in terms of the provisions of the Scheme.

During 2012-13 (upto 31st Dec, 2012) ₹ 500.00 crore approx was diverted to Pension Fund from Provident Fund as mandatory pension contributions of in service members. Net accretion in the pension contribution of in-service members as on 31st Dec, 2012 (including Government Share and interest) is ₹ 1558.00 crore approx.

**Coverage:**

- (a) All employees who were members of the erstwhile Coal Mines Family Pension Scheme, 1971 and were on rolls on 31st March, 1998.
- (b) All such employees who are appointed on or after 31st March, 1998.
- (c) All such optee members who opted for membership of the Pension Fund in form PS-I and PS-2, as the case may be, with the condition specified under the Scheme.

- (d) All such employees who died while in service during the period 01.04.1994 to 31.03.1998 are treated as deemed optee of the scheme vide G.S.R. No. 521(E) dated 12.08.2004. dated 12.08.2004.

**Benefits:**

- (a) Monthly Pension. (Superannuation, Voluntary Retirement, exit from service)
- (b) Disablement Pension.
- (c) Monthly widow or widower pension.
- (d) Children Pension
- (e) Orphan Pension.
- (f) Exgratia Payment.

**Note:** All figures provided in the material for Annual Report of the Ministry of Coal for the year 2012-13 (up to 31.12.2012) are provisional (un-audited).