

**Work Allocation of Main Divisions in Ministry of Coal**

<b>Section</b>	<b>Subject</b>	<b>Concerned Officers</b>
Policy & Sustainability Division(P&S)  (erstwhile CBA-I + CBA-II)	<ul style="list-style-type: none"> <li>• All matters related to Coal and Lignite blocks under MMDR &amp; CMSP Acts including Identification of coal &amp; lignite blocks/Formulation of policies methodologies</li> <li>• /Allocation of blocks /Development of Coal &amp; lignite blocks/valuation of coal blocks etc.</li> <li>• All residual issues of erstwhile CMN Act, 1973 and the consequent Coal India (Regulation of Transfer and Validation) Act, 2000.</li> <li>• Policy on disposal of surplus coal; Ultra Mega Power Projects (UMPP),</li> <li>• Matters related to HLC meetings.</li> <li>• Matters related to FDI.</li> <li>• Mappers related to MoEF.</li> <li>• Energy conservation, Restoration</li> <li>• Mine water utilization</li> <li>• Sustainability of Coal Mining.</li> </ul>	Secretary, Addl. Secretary (RB), Dir(P&S), US(P&S), SO
Coal Production & Distribution (CPD)  (erstwhile CLD)	<ul style="list-style-type: none"> <li>• Monitoring of Coal/ Lignite Production of CIL and its subsidiaries, SCCL, NLCIL.</li> <li>• Coal Distribution, Logistics,</li> <li>• Matters related to Linkages for power and non-power sector; Coal e-auction, Import Substitution,</li> <li>• Matters related to Third Party sampling, Grade slippage etc.</li> <li>• Sagarmala Project</li> <li>• First Mile Connectivity (FMC)</li> <li>• National Coal Exchange</li> </ul>	Secretary, Addl. Secretary (SKJ), JS(SKK)/DS(CPD)/US(CPD)/SO

Section	Subject	Concerned Officers
Land Infrastructure Development Division (L&ID)  (erstwhile LA&IR (Land Acquisition and Industrial Relations and CPIAM))	<p>LA&amp;IR</p> <ul style="list-style-type: none"> <li>• Land Acquisition under CBA Act and its administration. (for both coal /lignite mines).</li> <li>• All pay revision matters of Executives and Non-Executives of CIL, NLCIL, SCCL.</li> <li>• National Coal Wage Agreement (NCWA).</li> <li>• Joint Bi-partite Committee (JBCCI) on Coal Industry.</li> <li>• Industrial Dispute cases.</li> <li>• Sand and Coal Transportation.</li> <li>• Matters related to Illegal Mining</li> <li>• Law and Order and Security Issues of coal/lignite companies.</li> <li>• Matters related to contract labour in coal companies.</li> </ul>	Secretary, JS (LA&IR & S&JT), Director(LA&IR)/US(LA&IR)/SO
S&JT Sustainability and Just Transition	<p>S&amp;JT</p> <ul style="list-style-type: none"> <li>• Greening Initiatives: Bio-Reclamation of Mined out Land/Plantation</li> <li>• Development of Eco-parks/Mine Tourism Sites</li> <li>• Gainful Utilization of Mine Water</li> <li>• Gainful Utilization of Overburden (OB)</li> <li>• Energy Efficiency Measures</li> <li>• Just Transition aspects in Coal Sector</li> </ul>	Secretary, JS (BPP), <b>Director</b> (LA&IR & S&JT)/ US(LA&IR/S&JT)/SO

Section	Subject	Concerned Officers
NA (Nominated Authority)	<ul style="list-style-type: none"> <li>• Auction process and allotment of coal blocks under CM(SP) Act, 2015/MMDR Act and rules made there- under; settlement of liabilities of prior allottees as per the Act.</li> <li>• Monitoring developments of PBG, Production compliance to CMDPA/Allotment Agreement/ Act.</li> <li>• Matters related to HPEC Meeting</li> <li>• Implementing the report to HLC</li> <li>• Single Window System</li> </ul>	Secretary/Addl. Secretary (RB)/ Director (NA)/ Dir(T)/US/SO.
Economic Affairs (EA)  (erstwhile PM (Production Monitoring)	<ul style="list-style-type: none"> <li>• Preparation of Annual Coal Production Plan</li> <li>• Coal Demand Forecasting</li> <li>• Coal Production Monitoring</li> <li>• Coal Import Monitoring and Import Substitution</li> <li>• Improving the domestic coal supply to NRS</li> </ul>	Secretary/Addl. Secretary (RB)/Dir (EA)/ US/SO
IFD Division	<ul style="list-style-type: none"> <li>• Preparation of Budget; Outcome Budget, Expenditure Control.</li> <li>• Matters related to Detailed Demands for Grants (DDG).</li> <li>• Public Accounts Committee.</li> <li>• Coordination of Audit Matters.</li> <li>• AMRCD matters in consultation with Administration Division.</li> </ul>	Secretary/JS&FA/DS/ US/SO

Section	Subject	Concerned Officers
Establishment Division  [erstwhile Establishment BA sections)	<ul style="list-style-type: none"> <li>• Appointments/Service matters of all officers posted in MOC under Central Staffing Scheme.</li> <li>• All establishment and service matters related to offices and staff belonging to CSS/CSSS/CSCS cadre and other staff.</li> <li>• Distribution of work amongst sections and officers in the Ministry.</li> <li>• Appointment /Service matters of Board Level Officers and CVOs of all PSUs .</li> <li>• Appointment of Coal Controller.</li> <li>• Appointment of Commissioner, CMPFO.</li> <li>• Administrative Matters of Coal Controller Organization (CCO).</li> </ul>	Secretary/JS(Estt.)/DS/US/SO
Statistical Division	<ul style="list-style-type: none"> <li>• All statistical work of Ministry of Coal</li> <li>• Work of compilation of Annual Report of Ministry of Coal</li> <li>• Data Analysis of Top 35 &amp; 75 Mines of CIL.</li> <li>• Modeling of Coal demand and related Knowledge/exercise.</li> <li>• National Coal Index</li> <li>• National Lignite Index</li> <li>• Monthly report at glance</li> <li>• Monthly comprehensive report</li> <li>• Monthly analysis of DO of CIL &amp; its Subsidiaries, SCCL &amp; NLCIL.</li> <li>• Quarterly Statistical Booklet</li> <li>• Daily monitoring of Coal Import prices, Power Generation, Coal production &amp; Dispatch.</li> <li>• Weekly PIB notes</li> <li>• Updation of Statistics on National Coal Portal.</li> </ul>	Secretary/Addl. Secy (RB)/DDG /DD

Section	Subject	Concerned Officers
CPIAM	<p>Infrastructure Division</p> <ul style="list-style-type: none"> <li>• Development of transportation infrastructure of Coal</li> <li>• Construction of new railway lines for movement of Coal</li> <li>• Monitoring &amp; Updating of CPMP Portal</li> <li>• Project Monitoring &amp; Appraisal including Projects related to Exploration</li> <li>• Crushing &amp; Setting up of Washeries</li> <li>• Heavy Earth Moving Machines (HEMM) Policy.</li> </ul>	<p>Secretary/Addl. Secretary (SKJ)/Project Advisor*/Director (T)/US/SO. *OSD</p>
Project Advisor (Technical Division)	<p><u>Clean Coal Technology (CCT)</u></p> <ul style="list-style-type: none"> <li>• Underground/Surface Coal Gasification (UCG)</li> <li>• Coal Bed Methane and Coal Mine methane (CBM/CMM) development</li> <li>• R&amp;D; Technology upgradation</li> <li>• All matters relating to exploration and detailed drilling</li> <li>• National Mineral Exploration Trust.</li> <li>• Make in India initiatives.</li> <li>• FCIL and Explosive application-based technologies;</li> <li>• Policy on Washery Rejects.</li> <li>• Standing Committee on Coal &amp; Steel</li> </ul>	<p>Secretary/Addl. Secretary (SKJ)/Project Advisor* /Director (T) /US/SO. * OSD</p>

Section	Subject	Concerned Officers
	<p data-bbox="424 309 799 342"><u>Mine Plan and Safety (MPS)</u></p> <ul style="list-style-type: none"> <li data-bbox="440 383 895 488">● Approval of all Mining Plan and Closure Plan of Allotted coal /lignite blocks.</li> <li data-bbox="440 495 895 562">● Disaster Management; Mine Safety; Fire Safety; Rescue;</li> <li data-bbox="440 568 895 636">● Work related to Jharia – Raniganj Master Plan;</li> <li data-bbox="440 642 895 710">● Central Sector Schemes; CCDAC matters;</li> <li data-bbox="440 716 895 784">● Matters related to Customs Duty;</li> <li data-bbox="440 790 895 857">● Tribal Sub-Plan (TSP) and Nodal Unit for TSP.</li> <li data-bbox="440 864 895 969">● Standing Committee under MMDR Acts/Rules</li> <li data-bbox="440 976 895 1010">● Quality &amp; Grading of Coal</li> <li data-bbox="440 1016 895 1084">● All Technical matters related to CCO</li> </ul>	<p data-bbox="919 271 1326 338">Secretary/ AS(RB)/ADV (P)*/ US/SO.</p> <p data-bbox="919 353 991 387">* OSD</p>

### **Work Allocation of Supporting Divisions**

Section	Subject	Concerned Officers
Administration	<ul style="list-style-type: none"> <li>● General Administration, Housekeeping</li> <li>● Procurement of office equipment such as stationery, furniture, IT/electronic equipment.</li> <li>● Provisioning of office vehicles/staff cars.</li> <li>● Booking of Air Tickets, processing of bills of the same.</li> <li>● TA/Issuance of No Due Certificate</li> <li>● General Accommodation.</li> <li>● Issue of Identity Cards, CGHS Cards.</li> <li>● Maintenance of photocopier, Fax, Printers, Computer, Telephone, Furniture, Electric Works, Pest Control Services, Printing works etc.</li> <li>● Purchase of Stamps, library books, distribution of Newspapers, Magazines etc.</li> <li>● Preparing of duty roaster for Night Duty in R&amp;I.</li> <li>● Reimbursement of Medical Bills, Tuition Fee, Hospitality Allowances, Telephone Bills etc.</li> <li>● Budgeting and Controlling of Secretariat Head of Expenditure of Ministry of Coal (Other than Salary Head).</li> <li>● Swachh Bharat Mission.</li> </ul>	Secretary/ JS/DS/US/SO.
International Cooperation (IC)	<ul style="list-style-type: none"> <li>● All Matters related to Bi-lateral and Multi-Lateral Co-operation in coal sector with other countries and international bodies including UN.</li> <li>● Foreign visits of all offices of Ministry and PSUs in official capacity.</li> </ul>	Secretary/JS(LSC)/DS /US/SO

Section	Subject	Concerned Officers
Coordination	<ul style="list-style-type: none"> <li>• All matters of Coordination.</li> <li>• Monthly D.O to Cabinet.</li> <li>• Allocation of Business Rules.</li> <li>• Nodal point of Ministry for RTI.</li> <li>• Appointments of CPIO and Appellate Authority under RTI Act.</li> <li>• India Code Portal.</li> <li>• Monitoring of updation of E- Samiksha.</li> </ul>	Secretary/Joint Secretary (SKK)/DS/US/SO
Corporate Affairs (CA)	<ul style="list-style-type: none"> <li>• Corporate Affairs of CIL, NLCIL and SCCL including formation of JVs.</li> <li>• All other policy matters which are not subject matter of other sections.</li> <li>• CPSE conclave matters including updation of DRISHTI Portal</li> <li>• Matters related to Revision Application under MMDR Act</li> <li>• Commercial Audit Matters of PSUs.</li> <li>• MoUs with CIL and NLCIL and its monitoring including CAPEX.</li> <li>• All tax related matters including Royalty &amp; DMF issues of coal and lignite.</li> <li>• Pricing of Coal &amp; Lignite.</li> <li>• Matters related to ADRM/AMRCD /PMA.</li> <li>• Committee on Public Undertakings (COPU).</li> <li>• Matters related to Coal Regulator.</li> </ul>	Secretary/Joint Secretary (SKK) /DS/US/SO.
Corporate Social Responsibility (CSR)	<p>A. <u>Corporate Social Responsibility:</u></p> <ul style="list-style-type: none"> <li>• Matters related to Corporate Social Responsibility.</li> <li>• Court cases related to the above.</li> </ul>	Secretary/DDG/ JD/US



Section	Subject	Concerned Officers
	<u>B. Welfare</u> <ul style="list-style-type: none"> <li>• Matters related to Welfare including living conditions of employees of PSUs;</li> <li>• Parliamentary Committee of OBC and SC/ST.</li> <li>• Personnel/Public Grievances; CPGRAM;</li> <li>• All service matters of below board level offices in CIL and its subsidiaries; NLCIL; court cases related to the above.</li> <li>• Skill Development including Training of below board level officers of CIL and its subsidiaries; NLCIL.</li> <li>• Residual issues of erstwhile Coal Mine Labour Welfare Organization</li> </ul>	Secretary/EA/ US/SO
Vigilance	<ul style="list-style-type: none"> <li>• All vigilance matters relating to Ministry of Coal/ CIL/ NLCIL/ CMPFO/CCO.</li> </ul>	Secretary/Joint Secretary (LSC)/Director/US/ SO
Parliament	<ul style="list-style-type: none"> <li>• Work relating to Co-ordination of Lok Sabha /Rajya Sabha Questions. Short Notice Questions /Calling Attention Notices, etc. in respect of the Ministry.</li> <li>• Arrange entry passes /official gallery passes and car park labels for Sr. Officers of the Ministry during the Session period and for meetings to be held in Parliament/Parliaments House Annexe.</li> <li>• All Parliament matters including Standing Committee.</li> </ul>	Secretary/Joint Secretary (SKJ)/DS/US/SO

Section	Subject	Concerned Officers
CMPF	<ul style="list-style-type: none"> <li>• All administrative matters related to CMPFO including amendment to the CMPF Act.</li> <li>• Grievances/ Misc. References relating to CMPF 1998 from employees and pensioners.</li> </ul>	Secretary/Addl. Secretary (RB)/DDG/DS/ US/SO.
Raj Bhasha	<ul style="list-style-type: none"> <li>• All work related to translation i.e from English into Hindi and vice-versa.</li> <li>• Implementation of Orders in regard to Progressive use of Hindi issued by the Department of Official Language (Ministry of Home Affairs) from time to time.</li> </ul>	Secretary/JS(LSC)/AD
Cash	<ul style="list-style-type: none"> <li>• All receipts and payments pertaining to Ministry.</li> <li>• Preparation of salary bills, Supplementary bills and other expenditure of Ministry,</li> <li>• Preparation and issue of LPC s in case of Transfer.</li> </ul>	Secretary/JS&FA/DS/US/ DDO