

# ECL



ईस्टर्न कोलफील्ड्स लिमिटेड  
**Eastern Coalfields Limited**  
(कोल इंडिया की एक अनुपंगी)  
(A Subsidiary of Coal India Limited)  
(भारत सरकार का एक उपक्रम)  
(A Govt. of India Undertaking)

Ref No. ECL/TS to D(P)/28

Dated: 28.08.2023

### **OFFICE ORDER**

In reference to the proposal received from the Vigilance Department, ECL HQ regarding the framing of a Standard Operating Procedure (SOP) for the deployment of UG-designated workers over the surface and based on subsequent suggestions received from the other Directorates of ECL, the Competent Authority has accorded approval to the enclosed SOP vide e-office proposal no: 994571.

The existing provision followed for deployment on the surface on medical grounds based on the recommendation of the IOD/NON-IOD/Job Suitability Board Recommendation (JSB) shall remain in force, till further orders.

The enclosed Standard Operating Procedure (SOP) will hold good with immediate effect for the deployment of UG-designated employees on the surface on other than medical grounds.

TS to D(P), ECL

### **Distribution:**

1. Director (Personnel), ECL – for kind information.
2. TS to CMD, ECL – for kind information of CMD, ECL.
3. TS to D(T/P&P)/D(F)/D(T/OP)/CVO, ECL – for kind information of concerned Director and CVO, ECL.
4. General Manager – All Area, ECL.
5. HOD (P&IR), ECL HQ.
6. Area Personnel Manager – All Area, ECL.
7. Master File.

**STANDARD OPERATING PROCEDURE (SOP) - Deployment of UG-designated workers over the surface (Other than on Medical Ground)**

1. A list has to be prepared by the concerned Colliery Personnel Manager as per the approved manpower budget and with consultation with the concerned Agent/ Manager of the Colliery. The list will contain designation-wise **shortages** in **surface** & **surplus** in **UG**.
2. If u/g manpower is not surplus as per the requirement of essential surface workers, then:
  - a. No deployment from UG to surface until **extreme urgency**.  
**(Extreme Emergency refers to a situation arising out of a critical shortage of manpower that will impact production and/or safety aspects)**
  - b. In case of extreme urgency for deployment from UG to surface then, 05 % of the UG manpower may be considered for deployment from UG to surface. The reason for extreme urgency must be certified by the concerned Area General Manager and it should bear the approval of the concerned Director (Technical) of ECL.
3. In this context, it is to be ensured that u/g work should not be hampered due to the withdrawal of those u/g workers who will be deployed on the surface for the need of the company.
4. Mentioned below is the list of essential/critical designations and their cases shall not be considered except in extenuating circumstances subject to them being surplus:

Explosive Carrier/Blasting Crewman/SF Helper	Support-Timber-Roof Stitching Mistry/Helper/Mazdoor	Driller (UG)
Dresser (UG)	Cable Man (UG)	Shearer Operator
Continuous Miner Operator	Shuttle Car/MU/FS Vehicle Operator	SDL/LHD/UDM Optr
Mining and E&M Supervisory personnel/fitter/Electrician		

5. Colliery Personnel Manager will issue a notice, on obtaining Competent approval of HQ, inviting applications from employees, who have completed a minimum of 03 years of service in Underground as per the above criteria. The application will be invited against a specific requirement for deployment at surface work on a temporary basis, which is as below:

Based on Higher qualification (Diploma Holder in Technical Streams – Mining/Electrical/Mechanical and Graduate & above in technical streams and Postgraduates in other streams) or against certain specific skill sets such as Electrician (possessing valid Electrical Workmen’s Permit/ Electrical Supervisory Certificate of Competency), Operator (having valid HMTV license), etc.

The timeline for the last date of submission of the application will be 07 days from the date of the notice. All applications must be submitted through the Dak dispatch system of the concerned Unit & must be addressed to the Mine Manager. **Each application must contain a self-declaration that “I am aware that this deployment will be temporary to meet the shortage of manpower at surface & I will not claim regularization & difference in wages & also not claim UG Allowance”.**

6. Unit Personnel Manager will display a list of employees at all notice boards of the Unit & invite objections from employees within 07 days of the display if any.
7. If any objection is received from any employee, then it will be resolved by Unit Personnel Manager & Mines Manager.
8. If nothing is received from employees, then Unit Personnel Manager will prepare a seniority list of all employees, who have submitted applications. **The modalities for preparation of the seniority list have been enumerated below under the heading “MODALITY”.**
9. While filling vacancies on the surface, the first preference will be given to the available female workforce (subject to fulfillment of the eligibility criteria and as permissible under the concerned statutes).
10. The Unit Personnel Executive will prepare the seniority list, consisting of eligible employees, for each of the **designations on the surface** against which the application has been received and the said list will be sent to Area Personnel Manager for further deliberation and processing.
11. After ensuring that all the processes have been followed, Area Personnel Manager will forward it to Area General Manager within 03 days of receipt of communication from the Unit Personnel Manager, for the constitution of a three-man executive committee with a copy to the GM(P&IR), ECL for sending one representative from Personnel Deptt. on the day of scrutiny. This committee will be valid for one year. Executives should be selected from Personnel, Finance & Mining cadre. Unit Personnel Manager will be the convener. If any of the committee members is transferred/retired then a fresh member may be nominated.

The committee will decide the name of the UG-designated employees to be deployed over the surface based on the seniority position in the list prepared. While recommending the employees, it must be ensured that the deployment of the employee on the surface must not create any shortage in UG which may affect production and safety aspects.

11. Representative of GM(P&IR), ECL HQ will ensure that all the process has been followed & no litigation will arise in the future, which may attract non-implementation of rules & guidelines of the company. If any such point is raised by the representative of GM(P&IR), ECL then the matter will be looked after by Area Personnel Manager.
12. After finalization of the name as per requirement over the surface, Committee will send a report to Area General Manager for obtaining final approval of the concerned Director (Technical) of ECL.
13. After getting approval from the Area General Manager, the Agent of the concerned Unit will issue Office Order for deployment from UG to the Surface. This deployment will be valid for only up to 06 months (i.e. 180 days). The concerned Unit Manager will assign jobs on day to day basis as per the requirement to run the mine.
14. For deployment of the same person in the immediate next 06 months, approval of the concerned Director (Technical) and that of Director(P), ECL will be required. No further extension of deployment will be given under any circumstances beyond these 06 months.
15. For permanent deployment of any UG-designated worker over the surface, approval of the concerned Director (Technical) and that of the Director (Personnel), ECL will be required.
16. Necessary training as per the provision of the Mines Act should be provided to all concerned employees.
17. Before the completion of 06 months, Unit Personnel Manager will start the process again as per the approved manpower budget, so that the shortage over the surface may be fulfilled within time.
18. Concerned Agent, Mine Manager & Unit Personnel Manager will ensure the timely completion of the above-said process.
19. Common designations such as Pump operator, Haulage Khalasi, Fan operator, stowing mazdoor, and general mazdoor may be allowed to work over the surface by the concerned mine manager if required, but rotation must be done frequently and their payment of UG Allowance to be paid on pro-rata basis and as per relevant circular of UG Allowance.

### MODALITY

The modality of the seniority list will be as based on the following provisions:

- a. Marks on account of seniority (based on the date of appointment): **0.50 marks** for each completed year of service in **UG** since appointment. The maximum marks to be allotted on this account will be **10 marks**.
- b. Marks on account of qualification: **1 mark** for each level of qualification starting from literate as per the table mentioned below:

SL no	Qualification	Marks
01	Illiterate	NIL
02	Literate to Class VII <sup>th</sup> standard	1
03	Class VIII <sup>th</sup> to X <sup>th</sup> appeared	2
04	Class X <sup>th</sup> passed to Class XII <sup>th</sup> appeared	3
05	Class XII <sup>th</sup> Passed	4
06	Technical Diploma Holder (After class X or XII) – at least three years duration	5
07	Graduation (General Stream)	6
08	B. Tech and other such technical qualifications (minimum four years course)	7
09	Post-Graduation (Any stream)	8
10	Additional Degree (Bachelors or P.G.) after first post-graduation	10

Please note: For any combination of qualifications, marks will be allotted for the highest qualification. For example, if an employee has Diploma in Mining obtained after class twelve, then his marks on account of qualification will be 05 i.e. marks applicable for Diploma Holders.

**Preparation of final mark sheet:** **60 %** weightage to be given to seniority (i.e. Total marks /60 \* 100) for arriving at the final marks and **40 %** weightage to be given to the marks of qualification (i.e. total marks/40 \* 100) for arriving at the final marks. An illustration has been given below:

Employee A has 5 years of UG experience and is Xth Pass then his marks on account of Seniority and Qualification will be 2.5 marks and 3 marks. This will be converted in the following mode i.e. **60 % of 2.5 + 40 % of 3 = 1.5+1.2 = 2.70** will be the total marks.

**The seniority list will be prepared based on the total marks so derived.**

### **Interpretation:**

The power to interpret these rules is reserved with Director (Personnel), ECL and his/her interpretation will be final.