



Ref.No. MCL/SBP/HQ/EE/2020/ 269

Date: 03.03.2020

To,
All HOD, MCL HQ.
The GM, All Areas
CMS I/c, NSCH, Talcher / CH, Ib-Valley
The GM, CWS(X), Talcher / Ib-Valley
The CEC, MJSJ / MNH / TFL
The Dy.GM I/c, MCL, Kolkata/BBSR

Sub : STANDARD OPERATING PROCEDURE.

Madam/Dear Sir,

With objective of Business process reengineering in order to streamline the various process of HR, to reduce delays for various working procedure to smoothen the work flow and by removing the confusion arising from any situation and fast track the pace of the work at all levels, below mentioned forms, annexed, as uploaded in coalnet/ company website, for easy access of these forms to executive along with basic checklist/ Standard format for processing applications of Executives are as under:-

SI.No.	Forms	Rule	Checklist
01	Application for seeking permission to visit foreign countries	Clause 16.6 of CDA, Rules	Enclosed
02	Forms for giving prior intimation or seeking previous sanction in respect of Immovable Property	Clause 19.1/19.3 of CDA, Rules	Enclosed
03	Forms for giving prior intimation or seeking previous sanction in respect of Movable Property	Clause 19.2 of CDA, Rules	Enclosed
04	Applications for granting permission to pursue higher / Additional qualification	Chapter VII of the Common Coal Cadre	Enclosed
05	Application form for No Objection Certificate for obtaining / Renewal of Indian Passport/ VISA	OM No. VI/401/01/05/2014, Gol, Ministry of External Affairs, CPV Division dtd. 26-05-2015	Enclosed

Further, the below mentioned standard format for the mentioned process is circulated / uploaded in company website/ coalnet to stream line the workflow and reduce processing time, as under:-

SI.No.	Process	Rule	Checklist
01	Application for outside employment	Chapter XI of the Common Coal Cadre	Enclosed, Standard Operating Procedure/ Format
02	Resignation submitted by Executives	Clause 15.3 of Chapter XV of Common Coal Cadre	Enclosed/ Standard Operating Procedure/ Format

(02)

In view of the above, it is requested, the dealing officer processing the above mentioned process, should streamline the process flow and there should be no delay in processing the applications submitted by Executive of your Area/ Dept./ Unit, and should process the application as per checklist/ guidelines/ Standard format, with object of continuous improvement and maintain Standard operating procedure.

This issues with the approval of Competent Authority.

Encl.a./a

भवदीया,

Chiranjiv
31/3/20

(कोमला. वी. जावेद)

उप महा प्रबंधक(का-अधि:स्थापना)

Copy to :

- 1)TS to D(P), MCL
- 2) GM (Sys.), MCL HQ. – It is requested to kindly upload the Checklist/ Standard Format/ Guidelines, as per subject matter, furnished herewith in PDF format, in company website/ Coalnet.