

## Company Secretary

<b>Particulars</b>	<b>Remarks</b>
Categories of documents:	Board related documents (minutes, Agenda etc.)
Custodian of documents / categories:	CS, MCL.
Name of Board, council, Committee etc.:	(1) MCL Board (2) Audit Committee (3) Corporate Social Responsibility and Sustainable Development Sub-committee (CSRSDSC) (4) Nomination and Remuneration Sub-committee (NR) (5) Technical Sub-committee (TSC) (6) Risk Management Committee (RMC) (7) Sub-committee for Land oustee cases (LSC) (8) Empowered Committee of Directors (ECD) (9) Empowered Committee of Functional Directors (ECFD)
Composition	<p><b><u>(1) MCL Board</u></b> (a) CMD, (b) D(T/Op), (c) D(F), (d) D(P), (e) D(T/P&amp;P), (f) Shri S. N. Tiwary, D(M), CIL, (g) Shri M. Nagaraju, Govt. nominee (h) Ms. S. Sharma, Independent Director (i) Shri S. Mohan, Independent Director.</p> <p><b><u>(2) Audit Committee:</u></b> Shri S. Mohan, ID - Chairman Govt. Nominee Director - Member CIL Nominee Director - Member Ms. S. Sharma, ID - Member Director (Technical/OP) - Member Director (Finance) /CFO - Invitee</p> <p><b><u>(3) CSRSDSC:</u></b> Director (Finance) - Chairman CIL Nominee Director - Member Ms. S. Sharma, ID - Member Director(T/P&amp;P) - Member Director (Personnel) - Invitee</p> <p><b><u>(4) NR SC:</u></b> CIL Nominee Director - Chairman Ms. S. Sharma, ID - Member Shri S. Mohan, ID - Member Director (Personnel) - Invitee</p> <p><b><u>(5) Technical SC:</u></b> CMD, MCL - Chairman Director (Tech./P&amp;P) - Member Director (Finance) - Member Director (Personnel) - Member Director (Tech./Op) - Member</p> <p><b><u>(6) Risk Management Committee (RMC)</u></b> Director (Tech/P&amp;P) - Chairman Director (Marketing), CIL - Member Director (Finance) - Member Director (Personnel) - Member Director (Tech/Op) - Member GM(S&amp;R), MCL - Chief Risk Officer</p>

	<p><b><u>(7) Sub-committee for Land oustee cases</u></b>  CMD, MCL - Chairman  Director (Tech./P&amp;P) - Member  Director (Finance) - Member  Director (Personnel) - Member  Director (Tech./Op) - Member</p> <p><b><u>(8) Empowered Committee of Directors:</u></b>  CMD, MCL - Chairman  Govt. Nominee Director - Member  CIL Nominee Director - Member  Director (Finance) - Member  Shri S. Mohan - Member  Director (T/OP) - Invitee  Director (T/P&amp;P) - Invitee</p> <p><b><u>(9) Empowered Committee of Functional Directors:</u></b>  CMD, MCL - Chairman  Director (Tech./P&amp;P) - Member  Director (Finance) - Member  Director (Personnel) - Member  Director (Tech./Op) - Member</p>
Date from which constituted	<p>(1) MCL Board: Since beginning of the Company</p> <p>The Committees were in operation throughout the year. However, the current directors' were inducted in the Committees are per the followings dates:</p> <p>(2) Audit Committee : 27.11.2019  (3) CSRSDSC : 27.11.2019  (4) NR Sub-committee : 27.11.2019  (5) Technical SC : 01.08.2017  (6) Risk Management Committee: : 27.08.2016  (7) SC for Land oustee cases : 16.09.2011  (8) ECD : 27.11.2019  (9) ECFD : 11.07.2019</p>
Terms / Tenure	Changes happen as per directive of MCL Board and provisions of the Companies Act and rules made there under.
Power and function:	<p>(1) MCL Board: As delegated by DPE / MOC &amp; CIL</p> <p>(2) Audit Committee:  a) Review of financial statement.  b) Periodical review of internal control system.  c) Review of Govt. Audit and Statutory Auditor's Report.  d) Review of operational performance vis-à-vis standard parameters.  e) Review of projects and other capital scheme.  f) Review of internal audit findings/observations.  g) Development of a commensurate and effective internal au functions in MCL.  h) Special studies, investigation of any matter including issue referre to by the Board.</p>

	<p>(3) CSRSDSC: As per Section 135 of the Companies Act, 2013, as per provisions of DPE guidelines and as decided by the MCL Board from time to time.</p> <p>(4) NR SC: As per Section 178 of the Companies Act, 2013 subject to the exemption granted to Govt. Company as per notification in the Official Gazette.</p> <p>(5) TSC: Evaluation, appraisal and recommendation of projects for approval of MCL Board.</p> <p>(6) RMC: As per the policy of CIL &amp; provisions of the Companies Act, 2013.</p> <p>(7) Land SC: To consider and approve all the cases of employment, cash compensation etc. as per existing norms of R&amp;R Policy being followed by the Company.</p> <p>(8) ECD: Full power for revenue items / contracts in open tender. In other cases, twice the power of CMD, MCL.</p> <p>(9) ECFD: Five times of the power of CMD, MCL. In case of resultant single tender or on nomination basis.</p>
Whether meetings are open to public:	No. Restricted to members and invitees only.
whether minutes are open to public:	No. Restricted to members and invitees only.
Place where the minutes if open to public are available:	MCL HQ, Sambalpur. Minutes are not open to public.

## Contact Management Cell

### 1. Organisation and Function

Item	Details of disclosure
Rules, regulations, instructions and manual and records for discharging functions [Section 4(1)(b)(vi)]	(ii) List of Rules, regulations, instructions manuals and records: <ol style="list-style-type: none"><li>1. Contract Management Manual (Chapter III and VI) is followed for Civilian contracts.</li><li>2. ESM Companies engaged for Coal Loading and Transportation work are governed by the MOU signed between DGR and CIL.</li><li>3. Co-operative Societies/Partnership Firms of PAPs engaged for Coal Loading and Transportation work are governed by the Scheme "Vendor Development for award of transportation contracts through the Co-operative Societies to be formed with the Project Affected People (PAPs)".</li><li>4. Other instructions passed by Directors/CMD/Functional Directors/MCL Board/CIL Board.</li></ol>

### 3. Publicity Band Public interface

Item	Details of disclosure
Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format <ol style="list-style-type: none"><li>1. Contract Management Manual and its subsequent amendments in electronic format are available in the following website of Coal India Limited: <a href="https://www.coalindia.in/Manage/ViewDocumentModule.aspx">https://www.coalindia.in/Manage/ViewDocumentModule.aspx</a></li></ol>

### 4. E. Governance

Item	Details of disclosure
Language in which information/ Manual/Handbook Available	(i) English <ol style="list-style-type: none"><li>1. Contract Management Manual and its subsequent amendments in electronic format are available in English in the following website of Coal India Limited: <a href="https://www.coalindia.in/Manage/ViewDocumentModule.aspx">https://www.coalindia.in/Manage/ViewDocumentModule.aspx</a>.</li></ol>
Such other information as may be prescribed under section 4(i)(b)(xvii)	(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract  Details of the Contracts/Tenders concluded can be seen in the following link:  <a href="http://www.mahanadicoal.in">www.mahanadicoal.in</a>

## L&R Deptt., MCL

Sl. No.	Item	Details of Disclosure	Remarks/Reference Points (fullymet/ partially met/not met/Not applicable will be treated as fully met/ partially met)
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	<b>Fully met.</b> The R&R case files are being sent to “MCL Board ‘s Sub Committee of FDs for landoustees cases” of MCL for appropriate decision with proper scrutiny at various levels including Area and HQ L&R Deptt.
		(ii) Final decision making authority	<b>Fully met.</b> MCL Board of Directors are the Final decision making Authority.
		(iii) Related provisions, acts, rules etc.	<b>Fully met.</b> LA Act, 1894, CBA(A&D) Act,1957; RFCTLARR Act,2013; Odisha R&R Policies 1989, 1998 &2006; Guidelines issued by Govt. of Odisha from Time to Time; Various decisions taken by MCL Board from Time to time; Decisions taken in various meetings i.e. RPDAC. PLLRRC. etc.
		(iv) Time limit for taking a decisions, if any	<b>Fully met.</b> Case to case basis seeing the urgency, decision is taken.
		(v) Channel of supervision and accountability	<b>Fully met.</b> Scrutiny at Area-Scrutiny at MCL HQ- Vetting by concerned Director- Collector Approval- FDs decision.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<b>Fully met.</b> All the executives perform administrative functions. 1. Notification for acquisition of land. 2. Payment of compensation to the land losers. 3. Providing R&R benefits to eligible landoustees. 4. Redressal of grievances of landoustees. 5.Furnishing reports and statistics to MoC, CIL, etc.  The Staff assist the officers in their daily work.
		(ii) Norms/ standards for functions/ service delivery	<b>Not applicable.</b> LA Act, 1894, CBA(A&D) Act, 1957; RFCTLARR Act,2013; Odisha R&R Policies 1989, 1998 & 2006; Guidelines issued by Govt. of Odisha from Time to Time; Various decisions taken by MCL Board from Time to time; Decisions taken in various meetings i.e. RPDAC. PLLRRC. etc.
		(iii) Process by which these services can be accessed	<b>Not applicable. Fully met</b>
		(iv) Time-limit for achieving the targets	<b>Fully met</b> .As per Goal setting in PRIDE portal during starting of Financial year based on CAPEX target, MoU targets, Production program etc.

		(v) Process of redress of grievances	<b>Fully met</b> .PGPORTAL; MCL Grievance Cell; SAMADHAN Cell; Direct replies to the VIPs, Ministry, concerned landoustees, RPDAC, PLRRC,etc.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i)Titleand nature of the record/manual/instruction	<b>Fully met.</b> LA Act, 1894, CBA(A&D) Act, 1957; RFCTLARR Act,2013; Odisha R&R Policies 1989, 1998 & 2006; Guidelines issued by Govt. of Odisha from Time to Time; Various decisions taken by MCL Board from Time to time; Decisions taken in various meetings i.e. RPDAC. PLLRRC. etc.
		(ii)List of Rules, regulations, instructions manuals and records	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders.	<b>Not Applicable. Fully Met</b>
1.6	Categories of documents held by the authority under its control {Section 4(1)(b)(vi)}	(i) Categories of documents	<b>Fully met</b> : Files, Registers, Gazzette Notification, Compensation Roll, Screening reports, Yadast register,Structure measurement register, ROR Copies, Affidavits, Sale Deeds, Lease deeds, transfer deeds, etc.
		(ii) Custodian of documents /categories	<b>Fully met</b> : Staff officer L&R of concerned Area
1.8	Directory of Officers and employees under {Section 4(1)(b)(ix)}	Name and designation.	Sri K K Roul, General Manager (Mining)
		Telephone, fax and email ID.	0663-2542157, gm-lnr.mcl@coalindia.in
3.2	Are the details of policies/decisions, which affect public informed to them {Section 4(1)(c)}	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make process more interactive : (i) Policy decisions/ legislations taken in the previous one year.	<b>Fully met</b> : All the relevant guidelines, Policies, Decisions have been uploaded in MCL website for Public information. They can also refer to R&DM Deptt., Govt of Odisha Website for further clarification.
		(ii) Outline the Public consultation process.	<b>Fully met</b> : Gramsabha, Village Meetings, RPDAC, PLRRC meetings, Grievance cell of Collector and Sub Collector.etc.
		(iii) Outline the arrangement for consultation before formulating policy.	<b>Fully met</b> :As above.
4.3	Information available in electronic form {Section 4(1)(b)(xiv)}	(i) Details of information available in electronic form	<b>Fully met</b> : All the relevant guidelines, Policies, Decisions have been uploaded in MCL website for Public information. They can also refer to R&DM Deptt., Govt of Odisha Website for further clarification.
		(ii) Name/Title of the document/record/other information	Land & Revenue Department, MCL
		(iii) Location where available.	<a href="https://www.mahanadicoal.in/InfoBank/Info_bank_LnR.php">https://www.mahanadicoal.in/InfoBank/Info_bank_LnR.php</a>



# MCL

MCL/HQ/WELFARE/RTI/2020-21/ 809

Dt:- 06/07/2020

To  
The General Manager(P)-Coord/CPIO,  
Mahanadi Coalfields Limited.

आरटीआई सेल, एम.सी.एल. मुख्यालय  
RTI Cell, MCL HQ  
मेरा लक्ष्य-भ्रष्टाचार मुक्त भारत  
प्राप्ति/ Receipt..... 186  
दिनांक/ Date..... 06.07.20

Sub:- Information under "Right to Information Act, 2005".

Ref:- MCL/SBP/19-20/Right to Inf. Act/CIC/TRAN.AUDIT/136 Dt. 20/22-06-2020 of General Manager(P)-Coord/CPIO, MCL.

Dear Sir,

With reference to above referred letters and subject the reply pertaining to Welfare Dept. is as follows:

Sl No	Item	Reply
2.1	Budget Allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	The copy of Welfare Budget (Revenue) -2019-20 with Area wise breakup is enclosed as Annexure-A.

This is for your kind information.

Yours faithfully,

Encl:- Annexure-A

Copy to:-

- 1) General Manager (P-Welfare)/HOD(Legal).
- 2) Office File.

06/07/2020  
Chief Manager (P-Wel)

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍  
 Mahanadi Coalfields Limited  
 (A subsidiary of Coal India Limited)

Office of the General Manager (Welfare)  
 At PO - Jagruti Vihar, Burla  
 Dist - Sambalpur - 768020 (Odisha)  
 Ph: +91 (0663) 2542026  
 Fax: +91 (0663) 2542787



# MCL

Ref:No:MCL/SBP/Wel/S&G/2019-20/3736

Date: 20.12.2019

## Welfare Budget and Decent Housing (2019-20)

This is to convey the sanction of competent authority towards Welfare Budget and Decent Housing for the FY (2019-20). Areas are advised to restrict their expenditures to the corresponding sanctioned amount as shown at Col. A & B (The Welfare Budget is inclusive of DAV and Sports Budgets (2019-20) as earlier communicated). Head wise sanction of individual Areas are enclosed as Annexes.

Sl No	Name of the Areas	Welfare Budget (2019-20) in Rs. (A)	Decent Housing (2019-20) in Rs. (B)	Financial Diary Ref
1	Basundhara	94197842.00	3000000.00	<b>FD/MCL/SBP/19-20/ REV/d-468/Welfare Budget for 2019-20/ Areas &amp; HQ/ Dt.20.12.2019</b>
2	Bharatpur	117721516.00	10054000.00	
3	CWS-IBV	14388332.00	4291000.00	
4	CWS-Tal	36360534.00	4000000.00	
5	Hingula	206368175.00	11800000.00	
6	IB Valley	230350337.00	10000000.00	
7	Jagannath	361304616.00	36067000.00	
8	Kaniha	20248924.00	0.00	
9	Lakhanpur	252999886.00	5000000.00	
10	Lingaraj	215433015.00	8000000.00	
11	NSCH	61405732.00	903000.00	
12	Orient	195230063.00	213455000.00	
13	Talcher	103946864.00	75345000.00	
14	MCL Hq (inclusive of BBSR & Kol)	260361459.00	39346000.00	
		<b>2,17,03,17,293.00</b>	<b>42,12,61,000.00</b>	

Areas are required to adhere to the followings points for early finalisation of Welfare Budget-2020-21:

- Monitor the actual expenditure with budget through monthly ATRs.
- Hold quarterly review meeting with Area SO (Civil), SO (E&M), AMO, AFM, APMs etc specifically for Decent housing Expenditure.
- Areas should maintain separate record in respect of Decent Housing expenditure.
- Areas has to send Welfare Budget proposals for the year 2020-21 in specified format circulated by this dept. with due vetting of APM& AFM of respective Areas based on expenditure as on 31/12/2019 (audited accounts) by 15th February' 2020 to avoid the delay in finalising budget for the year-2020-21.

Continued at ... Page/2



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e) The DAV Budget & Sports Budget which was earlier communicated to Areas in several occasions during FY-2019-20 will be treated as a part of this final Welfare Budget-2019-20 and shall not be treated as additional budget.

  
General Manager (P-Welfare)

Copy to:

1) TS to DF/DP - For kind information.

Distribution:

01. Area General Managers | Bas/Bhp/CWS(Ib)/CWS(Tal)/NSCH  
CMS (NSCH) / CH-IB Valley | Hing/IBV/Jag/Kan/Lkp/Ling/Tal/Ori  
APM/AFM/SO(C)/SO(E&M)/AMO | Subhadra/Mahalaxmi
02. CMS, MCL/GM(CvI)/GM(E&M)/GM(CSR)/GM(F-Estb)/GM(F-IAD)/GM(F-C&B)/  
GM(P&IR)/HOD-BBSR/Sr Manager (F)-Kolkata
03. CMS, AV Dispensary/CM(C-TA)/CM (P-Admn)/CM(PF&Pen)/Dy Mngr(Fin-Bills)
04. Manager (F/FC) / Dy Manager (F-C&B) - MCL HQs
05. All Committee Members (WB-2019-20)

**PUBLIC RELATIONS DEPARTMENT**

<b>Sl.No.</b>		<b>Policy</b>
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Sec 4(3)]	Use of the most effective means of communication
		<b><u>Effective means of communication :</u></b> 1. By issuing press statements/notices/Advt. publication in print & electronic media; 2. <b><u>Social Media :</u></b> (a) <b>Facebook</b> : @mahanadicoal (b) <b>Twitter</b> : @mahanadicoal (c) <b>Instagram</b> : <a href="#">Instagram@pro.mcl</a> (d) <b>YouTube</b> : on @mahanadicoalfield

## Material Management Department

S.No.	Item	Details of disclosure
2.6	CAG & PAC paras (F No. 1/6/2011 – IR dt. 15.4.2013)	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament

S.No.	Item	Details of disclosure
3.4	Form of accessibility of information manual/handbook (Section 4(1)(b))	Information manual/handbook available in (i) Electronic format 1. Purchase Manual 2. Uniform Policy for Disposal of Scrap  ( <a href="https://www.coalindia.in/Manage/ViewDocumentModule.aspx">https://www.coalindia.in/Manage/ViewDocumentModule.aspx</a> )

S.No.	Item	Details of disclosure
4.1	Language in which Information Manual/Handbook Available (F No. 1/6/2011- ID dt. 15.4.2013)	(i) English 1. Purchase Manual 2. Uniform Policy for Disposal of Scrap  ( <a href="https://www.coalindia.in/Manage/ViewDocumentModule.aspx">https://www.coalindia.in/Manage/ViewDocumentModule.aspx</a> )
4.2	When was the information Manual/Handbook last updated? (F No. 1/6/2011 – IR dt. 15.4.2013)	Last date of Annual updation  1. Purchase Manual – 25/01/2020 2. Uniform Policy for Disposal of Scrap - 28/02/2020