

कोल इण्डिया लिमिटेड

(महारत्न कंपनी)

(भारत सरकार का उपक्रम)

कोल भवन

प्रेमाइज़ नं. 04, एमएआर प्लॉट नं. ए एफ-III

एक्शन एरिया 1ए, न्यू टाउन, राजारहट

कोलकाता 700156 (पश्चिम बंगाल)

दूरभाष सं: 033 2324 6666/2324 8888

फैक्स सं: 033 2324 8000

वेबसाइट: www.coalindia.in



Coal India Limited

(A MAHARATNA COMPANY)

A Govt. of India Enterprise

Coal Bhawan

Premises No. 04, MAR Plot No. AF-III

Action Area-1A, New Town, Rajarhat

Kolkata-700156 (West Bengal)

Phone: 033 2324 6666 / 2324 8888

Fax: 033 2324 8000

Website: www.coalindia.in

Ref. No.: CIL:D(P&IR): *Seett.: 005; 10; 63*

Dt.: 01st July, 2021

To,

The Director (Pers)

BCCL/ CCL/ ECL/ NCL/ MCL/ SECL/ WCL.

The Director (T/CRD)

CMPDIL.

Subject: SOP for forwarding and settlement of various claims under CMPF-1948 & CMPS-1998.

Sir,

This has reference to letter no. 4554 dt. 29-06-2021 from CVO, CIL intimating the directives of CVC to implement the Standard Operating Procedure (SOP) on the subject matter and hosting of the same in website of coal companies.

In this regard, it may be recalled that the SOP has already been circulated to all subsidiaries by GM(MP&IR), CIL vide email dt. 03-11-2020 for implementation. However, it is seen that the same is yet to be uploaded in the website.

In view of the foregoing and the directives received from CVC, the following may please be noted for immediate action and compliance:

- i. SOP pertaining to CIL should be prominently displayed in the website of CIL and subsidiaries (a copy enclosed for ready reference).
- ii. Subsidiaries should monitor implementation of the SOP and ensure strict adherence to the same.

A line in confirmation of the action taken i.r.o. Sl. No. 1 above may be sent to the office of GM(MP&IR), CIL.

Yours sincerely,

(S N Tiwari)

Director (P&IR), CIL

Encl. : As above

Copy to:

1. CVO, CIL.
2. ED(Coordination)/ TS to Chairman, CIL.
3. GM(P/EE), CIL HQ.
4. GM(MP&IR), CIL HQ – for necessary action.
5. GM(F/CMPF), CIL HQ – for compliance.
6. GM(Min)/ NEC, Margherita.