



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