



(An ISO 9001:2015, ISO 14001:2015 and ISO 50001:2011 Certified Company)

Ref. No.: CIL/C-5B/JBCCI/Biometric/106

Dated: 11.03.2020

OFFICE MEMORANDUM

Sub: Decision taken in the meeting on Public Health response to Novel Coronavirus (COVID-2019) outbreak

In reference to the email dated 09.03.2020 of the Additional Secretary to the Govt. of India, Ministry of Coal and OM F. No. C-13014/1/2020-Vig. dated 06.03.2020 of Under Secretary to Govt. of India, Ministry of Personnel, Public Grievance and Pensions (DoPT) (copy enclosed), following steps, to mitigate impact of Novel Coronavirus (COVID-2019) outbreak, need to be taken: -

1. As the Govt. of India has stopped bio-metric attendance for certain period, **all employees of CIL/Subsidiaries be exempted to mark their attendance in Biometric Attendance System till 31st March 2020.** However, all employees are required to mark their attendance in Attendance register, (as done prior to launch of biometric system), during this period.
2. Gathering for large numbers to be avoided. If inevitable, the same be held via video-conferencing.
3. List of severely affected countries be downloaded from the website of Ministry of Health & Family Welfare.
4. Public health messages be displayed at appropriate places.
5. All may be advised to visit the website of the MoH&FW for various precautions and actions to be taken with regard to COVID 2019 outbreak.
6. All subsidiaries must take proactive steps to help prevent spread of COVID 2019.

Further communication, if received, shall be communicated.

This is being issued with the approval of the Competent Authority.

Encl: As above

(Signature)
(Ajay Kumar Choudhary)
General Manager (MP & IR)

Distribution: -

- | | |
|---------------------|--------------------------------|
| 1. Director (P) | - ECL/BCCL/CCLWCL/NCL/MCL/SECL |
| 2. Director (T/CRD) | - CMPDIL |
| 3. GM | - NEC |
| 4. GM (P/IR) | - ECL/BCCL/CCLWCL/NCL/MCL/SECL |
| 5. GM (P & A) | - CMPDIL |
| 6. GM (Welfare) | - ECL/BCCL/CCLWCL/NCL/MCL/SECL |

Swamy (P/IR) / ay may (P/IR)
(Signature)
11/3/2020

Gms/HODs under
Personnel Directorat.

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11/3

orders may be issued.

mail forwarded to all concerned - 11/03/2019.

7. CMS - ECL/BCCL/CCLWCL/NCL/MCL/SECL
8. MS - CMPDIL
9. GM (Finance)/GM (Admin)/GM (Civil), CIL (HQ), Kolkata
10. CMS, CIL (HQ), Kolkata: -for needful follow up action and periodic status report of action taken
11. All HODs, CIL (HQ), Kolkata
12. All RSOs
13. GM CIL, New Delhi
14. GM (E & T), CIL - with a request to arrange to display on signage
15. GM (System), CIL - with a request to upload on website of CIL
16. Sr. Manager (MP & IR), CIL
17. Dy. Manager (MP & IR), CIL

Copy for information to: -

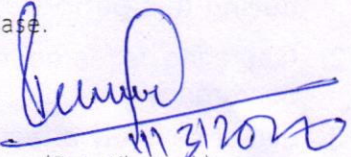
1. GM/TS to Chairman, CIL
2. GM (Vig.), CIL (HQ), Kolkata
3. TS to Director (Tech.)/Director (P & IR)/Director (Finance)/Director (Mktg), CIL

MEMO

Ref No. MCL/PD/IR/2020/ 253.

Date: 11.03.2020

Copy with enclosures forwarded for information and necessary action please.


(R. L. Khateek)
General Manager(P-MP&IR/NEE)

Distribution:

1. GM(s), Jagannath/Bharatpur/Lingaraj/Talcher/Hingula/Kaniha/Subhadra/CWS, Talcher/Lakhanpur/Orient/Ib Valley/Basundhara/Mahalaxmi/CWS (X) Ib Valley, Mahalaxmi
2. GM/HOD, All Departments, MCL HQ
3. TS to CMD/D (T/OP)/D(F)/ D(T/P&P)/ D(P)/ CVO MCL, HQ
4. APM(s) Jagannath/Bharatpur/Lingaraj/Talcher/Hingula/Kaniha/Subhadra/CWS, Talcher/Lakhanpur/Orient/Ib Valley/Basundhara/Mahalaxmi/CWS (X) Ib Valley, Mahalaxmi
5. Sr. Manager(P&IR)/Sr. Manager(P-NEE)/Dy. Manager(P&IR), MCL
6. Circular File /Master File
7. Notice Boards, MCL HQ