

1. Organisation and Function [Section 4(1)(b)(i)]

1.1 Particulars of its organisation:

EASTERN COALFIELDS LIMITED,

Sanctoria, Post: Dishergarh, Dist.: West Bardhaman, W.B., PIN - 713 333 Tel: 0341-2520052-53, 2520414 Fax: 0341-2523574 InstaGram: EASTCOAL

Functions and duties: To produce and market the planned quantity of coal and coal products efficiently and economically in an eco-friendly manner with due regard to safety, quality and conservation.

1.1.1 Name and address of the Organization: EASTERN COALFIELDS LIMITED,

Sanctoria, Post: Dishergarh, Dist.: West Bardhaman, W.B., PIN - 713 333 Tel: 0341-2520052-53, 2520414 Fax: 0341-2523574

1.1.2 Head of the organization: Sri Samiran Dutta is holding the Additional Charge of Chairman-Cum-Managing Director, ECL w.e.f. 28.12.2023. He is also the Chairman-Cum-Managing Director of Bharat Coking Coal Ltd w.e.f. 28th December, 2021.

1.1.3 Vision, Mission and Key objectives: Mission: To produce and market the planned quantity of coal and coal products efficiently and economically in an eco-friendly manner with due regard to safety, quality and conservation. **VISION OF COAL INDIA** - To emerge as a global player in the primary energy sector committed to provide energy security to the country by attaining environmentally & socially sustainable growth through best practices from mine to market.

1.1.4 Function and duties: <https://www.coalindia.in/about-us/>

1.1.5 Organization Chart: <https://www.easterncoal.nic.in/corpinfo/orgchart.jpg>

1.1.6 Inception or genesis: Coal India Limited was formed in 1975 and ECL was made a coal producing subsidiary under CIL.

Formation of Departments: <https://www.easterncoal.nic.in/notices/impnoticeheader.aspx>

1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]

1.2.1 Powers and duties of officers (administrative, financial and judicial):

<https://www.easterncoal.nic.in/rightstoinfo/powerduty.pdf>

Updated Delegation of Powers Of Coal India Limited and its Subsidiaries

https://d3u7ubx0okog7j.cloudfront.net/documents/DOP_Booklet.pdf

1.2.2 Power and duties of other employees: As per the National Coal Wages Agreements (NCWA) and Cadre Scheme

<https://www.coalindia.in/info-bank/circulars/ncwa/>

<https://archive.coalindia.in/cadreschemesfornon-executive.aspx>

<https://archive.coalindia.in/nomenclaturejobdescriptionandcategorisationoncoalemployees.aspx>

1.2.3 Rules/ orders under which powers and duty are derived:

1.2.4 Exercised:

<https://www.easterncoal.nic.in/rightstoinfo/powerduty.pdf>

<https://archive.coalindia.in/cadreschemesfornon-executive.aspx>

<https://archive.coalindia.in/nomenclaturejobdescriptionandcategorisationoncoalemployees.aspx>

1.2.5 Work allocation: Work allocation for executives is done by respective HOD as per their cadre and seniority in the department.

Work allocation of non-executive is done as per their cadre scheme, competency and job nomenclature.

1.3 Procedure followed in decision making process [Section 4(1)(b)(iii)]

1.3.1 Process of decision making Identify key decision-making points: <https://www.coalindia.in/rti-act/section-4b-iii/>

1.3.2 Final decision-making authority: <https://www.coalindia.in/rti-act/section-4b-iii/>

1.3.3 Related provisions, acts, rules etc: <https://www.easterncoal.nic.in/rightstoinfo/rightstoinfo.aspx>

1.3.4 Time limit for taking a decision, if any: Time limit for each and every process and department are different due to various procedures and policies/manuals or guidelines. No uniform time limit can be designated as a whole.

1.3.5 Channel of supervision and accountability: As per the Organisational Chart of the Company <https://www.easterncoal.nic.in/corpinfo/orgchart.jpg>

1.4 Norms for discharge of functions [Section 4(1)(b)(iv)]

1.4.1 Nature of functions/ services offered: Mentioned under Business Header Section of ECL Website

1.4.2 Norms/ standards for functions/ service delivery: Mentioned under Business Header Section of ECL Website

1.4.3 Process by which these services can be accessed: Through Apps and portals

<https://www.easterncoal.nic.in/eauction.aspx>

<https://coalindiatenders.nic.in/nicgep/app?page=FrontEndLatestActiveTendersOrgwise&service=page&org=Eastern%20Coalfields%20Limited>

<https://www.easterncoal.nic.in/notices/recruitmentheader.aspx>

<https://www.easterncoal.nic.in/tenders/mse.pdf>

<https://www.secureloginecl.co.in/qc/>

<https://www.secureloginecl.co.in/sm/>

<http://secureloginecl.co.in/tlr/>

http://secureloginecl.co.in/sbp/paidbills_pdf.php

<https://secureloginecl.co.in/oas/>

<https://www.secureloginecl.co.in/contracts/>

<https://www.secureloginecl.co.in/wo/>

<https://www.secureloginecl.co.in/wo/bo.php?pid=1>

https://www.secureloginecl.co.in/wo/bo_services.php?pid=2

<https://www.secureloginecl.co.in/form16/>

<https://www.easterncoal.nic.in/scstnodalofficer.pdf>

<https://www.secureloginecl.co.in/nidan/>

1.4.4 Time-limit for achieving the targets: Financial year is taken as time limit.

1.4.5 Process of redress of grievances: <https://www.secureloginecl.co.in/nidan/>

1.5 Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]

1.5.1 Title and nature of the record/ manual /instruction:

<https://www.easterncoal.nic.in/rightstoinfo/rightstoinfo.aspx>

1.5.2 List of Rules, regulations, instructions manuals and records:

<https://www.easterncoal.nic.in/rightstoinfo/rightstoinfo.aspx>

1.5.3 Acts/ Rules manuals etc: <https://www.easterncoal.nic.in/rightstoinfo/rightstoinfo.aspx>

Matters pertaining to personnel and industrial relations: <https://www.coalindia.in/info-bank/circulars/>

1.5.4 Transfer policy and transfer orders: Executive transfer policy Available in public domain

<http://103.59.142.228:8081/wclweb/officeamend.pdf>

Non-executive's transfer policy

<https://d3u7ubx0okog7j.cloudfront.net/documents/Approved Transfer Policy of Non-Executives with Biodata Format IiCJImw.pdf>

For executive transfer orders

<https://www.coalindia.in/employee-corner/career-cil/>

<https://www.easterncoal.nic.in/notices/transfnoticeheader.aspx>

1.6 Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]

1.6.1 Categories of documents: <https://www.coalindia.in/info-bank/manuals/>

<https://www.coalindia.in/info-bank/circulars/>

<https://www.coalindia.in/policies/>

1.6.2 Custodian of documents/categories: Same as above (1.6.1)

1.7 Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

1.7.1 Name of Boards, Council, Committee etc. (Will be uploaded for Directors) Under process

1.7.2 Composition

1.7.3 Dates from which constituted

1.7.4 Term/ Tenure

1.7.5 Powers and functions

1.7.6 Whether their meetings are open to the public?

1.7.7 Whether the minutes of the meetings are open to the public?

1.7.8 Place where the minutes if open to the public are available?

1.8 Directory of officers and employees [Section 4(1) (b) (ix)]

1.8.1 Name and designation: <https://www.easterncoal.nic.in/contactus/contactushq.aspx>

<https://www.easterncoal.nic.in/contactus/contactusaw.aspx>

1.8.2 Telephone, fax and email ID: <https://www.easterncoal.nic.in/contactus/contactushq.aspx>

<https://www.easterncoal.nic.in/contactus/contactusaw.aspx>

1.9 Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]

1.9.1 List of employees with Gross monthly remuneration:

<https://www.coalindia.in/info-bank/circulars/>

<https://www.coalindia.in/info-bank/circulars/ncwa/>

1.9.2 System of compensation as provided in its regulations: For Executives as per Pay Revision of Board Level & Below Board Level Executives of CIL & its subsidiary companies w.e.f. 01.01.2017 for executives and as per NCWA-XI for non-executive employees.

1.10 Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]

1.10.1 Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority:

<https://www.easterncoal.nic.in/rightstoinfo/rticontact.pdf>

1.10.2 Address, telephone numbers and email ID of each designated official:

<https://www.easterncoal.nic.in/rightstoinfo/rticontact.pdf>

1.11 No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))

1.11.1 No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings:

1.11.2 (ii) Finalised for Minor penalty or major penalty proceedings:

1.12 Programmes to advance understanding of RTI (Section 26)

1.12.1 Educational programmes: Under process

1.12.2 Efforts to encourage public authority to participate in these programmes:

1.12.3 Training of CPIO/APIO:

1.12.4 Update & publish guidelines on RTI by the Public Authorities concerned:

2 Budget and Programme

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]

2.2.1 Budget: Under Process

2.2.2 Foreign and domestic Tours by ministries and officials: Not Applicable

2.2.3 Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured:

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1 Name of the programme of activity: Not Applicable (ECL does not provide any subsidy)

2.3.2 Objective of the programme: Not Applicable

2.3.3 Procedure to avail benefits: Not Applicable

2.3.4 Duration of the programme/ scheme: Not Applicable

2.3.5 Physical and financial targets of the programme: Not Applicable

2.3.6 Nature/ scale of subsidy /amount allotted: Not Applicable

2.3.7 Eligibility criteria for grant of subsidy: Not Applicable

2.3.8 Details of beneficiaries of subsidy programme (number, profile etc): Not Applicable

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

2.4.1 Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions (**Under Process**)

2.4.2 Annual accounts of all legal entities who are provided grants by public authorities(**Under Process**)

2.5 Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]: **Not Applicable**

2.5.1 Concessions, permits or authorizations granted by public authority **Not Applicable**

2.5.2 For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations, (d) Date of award of concessions/ permits of authorization

2.6 CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013

2.6.1 CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament: Not published till date

3 Publicity Band Public interfaces

3.1 Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens

3.1.2 Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors, (c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

3.1.3 Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any: Not applicable

3.1.4 Public- private partnerships (PPP)- Detailed project reports (DPRs):

3.1.5 Public- private partnerships (PPP)- Concession agreements.

3.1.6 Public- private partnerships (PPP)- Operation and maintenance manuals

3.1.7 Public- private partnerships (PPP) - Other documents generated as part of the implementation of the PPP

3.1.8 Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government:

3.1.9 Public- private partnerships (PPP) -Information relating to outputs and outcomes

3.1.10 Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)

3.1.11 Public- private partnerships (PPP) - All payment made under the PPP project

3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]

3.2.1 Publish all relevant facts while formulating important policies or announcing decisions which affect public: **Not Applicable**

3.2.2 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive: **Not Applicable**

3.2.3 Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy: **Not Applicable**

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

3.3.1 Use of the most effective means of communication - Internet (website)

3.4 Form of accessibility of information manual/ handbook[Section 4(1)(b)]

3.4.1 Information manual/handbook available in Electronic format: (ECL is a subsidiary company of Coal India Limited and follows the rules and regulations of CIL)

<https://www.coalindia.in/info-bank/circulars/>

<https://www.coalindia.in/info-bank/notices/>

<https://www.coalindia.in/info-bank/manuals/>

<https://www.coalindia.in/policies/>

3.4.2 Information manual/handbook available in Printed format: Annual Report

<https://www.easterncoal.nic.in/annualreport/annualreport22-23.pdf>

3.5 Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]

3.5.1 List of materials available Free of cost: The information available on CIL and ECL website is free of cost.

3.5.2 List of materials available at a reasonable cost of the medium: As per the fee structure prescribed under RTI Act 2005.

4 E-Governance

4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

4.1.1 English: The information is available in English

4.1.2 English: The information is available in English

4.1.3 Vernacular/ Local Language: The information is available in English, the important notices etc. are displayed in Hindi/Bengali in Units/establishments etc. are displayed.

4.1.4 Vernacular/ Local Language: The information is available in English, the important notices etc. are displayed in Hindi/Bengali in Units/establishments etc. are displayed.

4.2 When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]

4.2.1 Last date of Annual updation: As and when the new manual is circulated.

4.2.2 Last date of Annual updation: As and when circulated.

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]

4.3.1 Details of information available in electronic form: Under Info-Bank header on CIL website

<https://www.coalindia.in/info-bank/circulars/>

4.3.2 Details of information available in electronic form: <https://www.coalindia.in/info-bank/circulars/>

4.3.3 Name/ title of the document/record/ other information: <https://www.coalindia.in/info-bank/manuals/>

4.3.4 Name/ title of the document/record/ other information: <https://www.coalindia.in/info-bank/manuals/>

4.3.5 Location where available: <https://www.coalindia.in/info-bank/manuals/>

4.3.6 Location where available: <https://www.coalindia.in/info-bank/manuals/>

4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

4.4.1 Name & location of the faculty: CIL and ECL website

4.4.2 Name & location of the faculty: CIL and ECL website

4.4.3 Details of information made available: <https://www.coalindia.in/info-bank/manuals/>

4.4.4 Details of information made available: <https://www.coalindia.in/info-bank/manuals/>

4.4.5 Working hours of the facility: From 9:30 AM to 5

4.4.6 Working hours of the facility

4.4.7 Contact person & contact details (Phone, fax email)

4.4.8 Contact person & contact details (Phone, fax email)

4.5 Such other information as may be prescribed under Section 4(i) (b)(xvii)

4.5.1 Grievance redressal mechanism: **Upload the process (submitted to TS to CMD)**

4.5.2 Grievance redressal mechanism

4.5.3 Details of applications received under RTI and information provided: **Monthly report will be uploaded**

4.5.4 Details of applications received under RTI and information provided: **Monthly report will be uploaded**

4.5.5 List of completed schemes/ projects/ Programmes:

<https://www.easterncoal.nic.in/annualreport/annualreport22-23.pdf>

<https://secureloginecl.co.in/csr/>

4.5.6 List of completed schemes/ projects/ Programmes:

<https://www.easterncoal.nic.in/annualreport/annualreport22-23.pdf>

<https://secureloginecl.co.in/csr/>

4.5.7 List of schemes/ projects/ programme underway:

<https://www.easterncoal.nic.in/annualreport/annualreport22-23.pdf>

<https://secureloginecl.co.in/csr/>

4.5.8 List of schemes/ projects/ programme underway:

<https://www.easterncoal.nic.in/annualreport/annualreport22-23.pdf>

<https://secureloginecl.co.in/csr/>

4.5.9 Details of all contracts entered into including name of the contractor amount of contract and period of completion of contract:

<https://coalindiaticketers.nic.in/nicgep/app?page=FrontEndLatestActiveTendersOrgwise&service=page&org=Eastern%20Coalfields%20Limited>

<https://www.easterncoal.nic.in/tenders/mse.pdf>

http://secureloginecl.co.in/sbp/paidbills_pdf.php

<https://www.secureloginecl.co.in/contracts/>

<https://www.secureloginecl.co.in/wo/>

<https://www.secureloginecl.co.in/wo/bo.php?pid=1>

https://www.secureloginecl.co.in/wo/bo_services.php?pid=2

4.5.10 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract: As per section 4.5.9

4.5.11 Annual Report: <https://www.easterncoal.nic.in/annualreport/annualreport22-23.pdf>

4.5.12 Annual Report: <https://www.easterncoal.nic.in/annualreport/annualreport22-23.pdf>

4.5.13 Frequently Asked Question (FAQs): NIL

4.5.14 Frequently Asked Question (FAQs): NIL

4.5.15 Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen's Charter:
No citizen chart has been prepared

4.5.16 Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the, (d) Performance against the benchmarks set in the Citizen's Charter:
Not Applicable

4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

4.6.1 Details of applications received and disposed:

<https://www.easterncoal.nic.in/rightstoinfo/rightstoinfo.aspx>

4.6.2 Details of applications received and disposed:

<https://www.easterncoal.nic.in/rightstoinfo/rightstoinfo.aspx>

4.6.3 Details of appeals received and orders issued:

<https://www.easterncoal.nic.in/rightstoinfo/rightstoinfo.aspx>

4.6.4 Details of appeals received and orders issued:

4.7 Replies to questions asked in the parliament [Section 4(1)(d)(2)]

4.7.1 Details of questions asked and replies given: **To be collected from PAD**

4.7.2 Details of questions asked and replies given: **To be collected from PAD**

5. Information as may be prescribed

5.1 Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]

5.1.1 Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015:

Current list <https://www.easterncoal.nic.in/rightstoinfo/rticontact.pdf>

5.1.2 Details of third-party audit of voluntary disclosure -(a) Dates of audit carried out, (b) Report of the audit carried out: 1st Audit exercise carried out for 2023-2024

5.1.3 Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD - (a) Date of appointment, (b) Name & Designation of the officers: Not applicable

5.1.4 Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers: Not available

5.1.5 Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI - (a) Dates from which constituted, (b) Name & Designation of the Officers: Not applicable

6. Information Disclosed on own Initiative

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information: On CIL and ECL Website

6.1.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information: On CIL and ECL Website

6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel

6.2.1 Whether STQC certification obtained and its validity: <https://www.easterncoal.nic.in/stqc.pdf>

6.2.2 Does the website show the certificate on the Website?: <https://www.easterncoal.nic.in/stqc.pdf>