



ईस्टर्न कोलफील्ड्स लिमिटेड



(वित्त) का कार्यालय  
email-[df.ecil@coalindia.in](mailto:df.ecil@coalindia.in)

**Eastern Coalfields Limited**  
(कोल इंडिया लि. की अनुषंगी कंपनी)  
**(A Subsidiary of Coal India Limited)**  
CIN-U10101WB1975GOI030295

Office of Ch.Mgr (Finance)  
FAX: 0341 -2524339

संदर्भ संख्या. : ECL/HQ/D(F)Sectt/200  
दिनांक/Date : 06/11/21

TO,  
All Area GMs, All HODs ECL HQR,  
Agent of all Work Shops,  
CMS, Sanctoria Hospital/CMS Kalla,  
HOD Sales Office, Sanctoria.

Sub: Modalities of charge hand over and take over report of Finance,  
Personnel and Administration.

Dear Sir,

Please find enclosed herewith the modalities for charge handover-take over report of Finance, Personnel and Administration Executives of ECL, which has been duly approved by the competent authority.

It is requested that all future charge handover take-over report by the above executives be implemented accordingly in the given modalities.

Yours Faithfully,

  
Chief Manager(F)/TS to D(F)

Copy enclosed as above:-

- Annexure 'A' Page-01 To 04 Of Finance Executive
- Annexure 'B' Page-01 To 03 of Personnel Executive
- Annexure 'C' Page 01 Administration Executive.

Cc:-

- D(T)OP, D(T)P&P,D(F),D(P)-ECL.
- GM(T&MS)/ts TO cmd
- Chief Manager(Pers)EE, ECL-HQR

Copy for compliance to:-

All Area, AFM-ECL, All Area PM, ECL  
Finance & Personnel, All workshop, Sanctoria  
Sanctoria Hospital, CH Kalla, Sales Office-BEFW.  
JK Ropeways, Mines Recue Station-ECL

**AREA LEVEL**

- Statutory and Non-statutory Registers / Records viz Form-B under Mines Act, Service Records Books of the employees, LTC-Option Forms etc (Updated),
- Manpower details including Executives, Monthly Rated, Time rated, Male-Female distribution, manpower related registers, current manpower returns, current list of superannuation , Manpower Budget etc.
- Details of court cases (Hon'ble Supreme Court, High Court, Lower Courts, Compensation Courts, CGIT) and its present status & dealing advocates
- Cases under RLC/ALC/Controlling Authority Under Payment of Gratuity Act and its latest status
- Dismissal cases and pending Charge Sheets
- Register/Files related to RTI Matters & its pending replies
- Register/Files related to Grievance alongwith pending grievances
- Register/Files related to SC/ST/OBC
- Statutory Record/Registers related to LEO
- Register/Files related to CMPF, Pension, VV Statements, Nomination Forms (Form-A, PS-3 & PS-4) etc.
- Register/Files related to gratuity, Nomination Form (Form-F) etc.
- Register/Files related to ERP
- Register/Files related to Promotion/Regularisation/ SC-ST-OBC Roster (Up to date)
- Register/Files related to Quarters/HRA etc.
- Register/Files related to JCC-Meeting, Housing Committee Meeting, Welfare Committee Meeting, Structural Meeting and minutes thereof
- Register/Files related to Employment
- Register/Files related to Arrear sheets arising out of NCWAs
- Register/Files related to SLU/SLP
- CBI-Related cases and its files, if any
- Register/Files related to Contractor workers and its payments
- Any other important files

**HEAD QUARTER LEVEL**

- Statutory and Non-statutory Registers / Records viz Form-B under Mines Act, Service Records Books of the employees, LTC-Option Forms etc (Updated),
- Manpower details including Executives, Monthly Rated, Time rated, Male-Female distribution, manpower related registers, current manpower returns, current list of superannuation , Manpower Budget etc.
- Details of court cases (Hon'ble Supreme Court, High Court, Lower Courts, Compensation Courts, CGIT) and its present status & dealing advocates
- Cases under RLC/ALC/Controlling Authority Under Payment of Gratuity Act and its latest status
- Dismissal cases and pending Charge Sheets
- Register/Files related to RTI Matters & its pending replies
- Register/Files related to Grievance alongwith pending grievances
- Register/Files related to SC/ST/OBC
- Statutory Record/Registers related to LEO
- Register/Files related to CMPF, Pension, VV Statements, Nomination Forms (Form-A, PS-3 & PS-4) etc.
- Register/Files related to gratuity, Nomination Form (Form-F) etc.
- Register/Files related to ERP
- Register/Files related to Promotion/Regularisation/ SC-ST-OBC Roster (Up to date)
- Register/Files related to Quarters/HRA etc.
- Register/Files related to JCC-Meeting, Housing Committee Meeting, Welfare Committee Meeting, Structural Meeting and minutes thereof
- Register/Files related to Employment
- Register/Files related to Arrear sheets arising out of NCWAs
- Register/Files related to SLU/SLP
- CBI-Related cases and its files, if any
- Register/Files related to Contractor workers and its payments
- Any other important files

**Draft Charge Hand Over and Take Over report of Administration Department****HEAD QUARTER LEVEL**

- Register/Files related to Company-Vehicles,
- Register/Files related to Hired Vehicles,
- Register/Files related to Procurement/Repairing of Furniture and fixture.
- Register/Files related to Guest Houses, Canteens, Clubs & other establishments under Administrative Department
- Register/Files related to Town Administration and allied functions
- Details of court cases (Hon'ble Supreme Court, High Court, Lower Courts) and its present status & dealing advocates
- Cases under RLC/ALC/Controlling Authority Under Payment of Gratuity Act and its latest status
- Pending Charge Sheets including CBI-Cases
- Statutory Record/Registers related to ALC/LEO & others
- Tenders related Files with pending Status including coming Work Orders etc.
- Register/Files related to different types of Money-Bills dealt by Administrative Department with pending status
- Register/Files related to ERP
- Register/Files related to Contractor workers and its payments with pending issues
- Tender files relating to Vehicle/Bus/Tractor/Ambulance/Guest House
- Register/Files relating to Vendor/Party/employee bills.
- Important issues assigned by the controlling authority
- Any other important files

Charge Hand over and take over report of Finance OfficerArea Finance Manager

- ❖ List of bank accounts maintained with details including signatory details
- ❖ Amount of cash balance and bank balance
- ❖ Details of bank guarantee in force
- ❖ Brief description of various proposals received from different departments
- ❖ List of files related to court matter
- ❖ List of files related to statutory dues
- ❖ List of files relating to demand of statutory nature
- ❖ List of files relating to appeal cases against demand raised by statutory authorities
- ❖ Brief description of jobs distributed to different executives in the finance department
- ❖ List of files related to Vigilance case/ CAG audit
- ❖ List of Registers maintained and person keeping those registers
- ❖ List of Pending bills with Dealing Assistant and bills pending in cash office
- ❖ Major on-going tender work with their present status
- ❖ Statement showing budget utilization head wise
- ❖ Gist note about the file/papers pending/ kept under his custody
- ❖ Any office order or assigned job by his controlling officer
- ❖ Statement of Statutory Audit observation
- ❖ Statement of Internal Audit Observation
- ❖ Statement of Tax Audit Observation
- ❖ Details of ERP related issues
- ❖ Other important issues, if any

Other Finance OfficersArea Level

- ❖ Brief description of nature of job performed
- ❖ Brief description of various proposals received from different departments
- ❖ List of files related to court matter
- ❖ List of files related to statutory dues
- ❖ List of files relating to demand of statutory nature
- ❖ List of files relating to appeal cases against demand raised by statutory authorities
- ❖ List of files related to Vigilance case/ CAG audit
- ❖ List of registers maintained
- ❖ Major on-going tender work with their present status
- ❖ Gist note about the file/papers pending/ kept under his custody
- ❖ Statement of Statutory Audit observation
- ❖ Statement of Internal Audit Observation
- ❖ Statement of Tax Audit Observation
- ❖ Details of ERP related issues
- ❖ Any office order or assigned job by his controlling officer
- ❖ Other important issues, if any

Colliery Level

- ❖ Brief description of nature of job performed
- ❖ Amount of Cash balance, if any
- ❖ List of Registers maintained and person keeping those registers
- ❖ List of Pending Bills
- ❖ Brief description of various proposals received from different departments
- ❖ Major on-going tender work with their present status
- ❖ Gist note about the file/papers pending/ kept under his custody
- ❖ Statement of Statutory Audit observation
- ❖ Statement of Internal Audit Observation
- ❖ Statement of Tax Audit Observation
- ❖ Details of ERP related issues
- ❖ Any office order or assigned job by his controlling officer
- ❖ Other important issues, if any

Draft Charge Hand over and take over report of General Manager/HOD (Finance)(I/C), HQ

- ❖ Brief description of nature of job performed
- ❖ Brief description of job assigned to the HOD under Finance department
- ❖ Gist note about the file/papers pending/ kept under his custody
- ❖ Brief description about priority works and future planning
- ❖ Details of ERP related issues
- ❖ Other important issues, if any

Draft Charge Hand over and take over report of HOD (Treasury), Finance Department, HQ

- ❖ List of bank accounts maintained with details including signatory details.
- ❖ List of Over draft accounts
- ❖ List of Fixed deposits with maturity date and amount
- ❖ List of bank guarantee received from vendors
- ❖ List of bank guarantee provided to others
- ❖ Balance of bank accounts i.e. in current accounts and overdraft accounts
- ❖ Cash balance as on date
- ❖ List of pending bills in treasury department entered for payment
- ❖ Status of any urgent payment
- ❖ List of important files
- ❖ Authorised signatory in bank accounts
- ❖ Brief description of nature of job performed
- ❖ Any office order or assigned job by his controlling officer
- ❖ Other important issues, if any

Draft Charge Hand over and take over report of HOD (Bill), Finance Department, HQ

- ❖ Brief description of nature of job performed
- ❖ Total number of bills pending for payment in bill section
- ❖ List of registers maintained
- ❖ List of work order files
- ❖ Bank guarantee status

- ❖ Letter of credit status
- ❖ Statutory compliance if any to be made
- ❖ Any bill pending for long time, reason thereof
- ❖ Other important issues, if any
- ❖ Any office order or assigned job by his controlling officer

Draft Charge Hand over and take over report of HOD (Cost & Budget), Finance Department, HQ

- ❖ Brief description of nature of job performed
- ❖ Budget position of capital and revenue budget
- ❖ Appointment of Cost Auditor
- ❖ Status of Cost Audit
- ❖ Board approval copy for both revenue budget and capital budget
- ❖ Re-appropriation of budget
- ❖ 13 Cost sheet file status
- ❖ Cost audit report file
- ❖ Other important issues, if any
- ❖ Any office order or assigned job by his controlling officer.

Draft Charge Hand over and take over report of HOD (Central Accounts), Finance Department, HQ

- ❖ Brief description of nature of job performed
- ❖ List of files maintained
- ❖ List of CAG related files
- ❖ Loan related files, if any
- ❖ List of books of accounts kept including the person maintaining such books of accounts
- ❖ Fixed asset register at HQ level
- ❖ Statement of Statutory Audit observation
- ❖ Other important issues, if any
- ❖ Any office order or assigned job by his controlling officer.

Draft Charge Hand over and take over report of HOD (Establishment), Finance Department, HQ

- ❖ Brief description of nature of job performed
- ❖ List of files maintained
- ❖ List of pending bills of employees
- ❖ List of statutory returns filed along with due dates
- ❖ List of statutory demands raised if any and action taken for the same
- ❖ Other important issues, if any
- ❖ Any office order or assigned job by his controlling officer.

Draft Charge Hand over and take over report of HOD (Taxation), Finance Department, HQ

- ❖ Brief description of nature of job performed
- ❖ List of files maintained
- ❖ List of statutory returns filed along with due dates
- ❖ Details of statutory demand raised on company both direct tax and indirect tax demand and the related files
- ❖ List of appeal files for both direct tax and indirect tax
- ❖ Statement of Tax Audit Observation
- ❖ Other important issues, if any
- ❖ Any office order or assigned job by his controlling officer.

## **Charge Hand Over and Take Over Report of Personnel Department**

### **UNIT LEVEL**

- Statutory and Non-statutory Registers / Records viz Form-B under Mines Act, Service Records Books of the employees, LTC-Option Forms etc (Updated),
- Manpower details including Executives, Monthly Rated, Time rated, Male-Female distribution, manpower related registers, current manpower returns, current list of superannuation , Manpower Budget etc.
- Details of court cases (Hon'ble Supreme Court, High Court, Lower Courts, Compensation Courts, CGIT) and its present status & dealing advocates
- Cases under RLC/ALC/Controlling Authority Under Payment of Gratuity Act and its latest status
- Dismissal cases and pending Charge Sheets
- Register/Files related to RTI Matters & its pending replies
- Register/Files related to Grievance alongwith pending grievances
- Register/Files related to SC/ST/OBC
- Statutory Record/Registers related to LEO
- Register/Files related to CMPF, Pension, VV Statements, Nomination Forms (Form-A, PS-3 & PS-4) etc.
- Register/Files related to gratuity, Nomination Form (Form-F) etc.
- Register/Files related to ERP
- Register/Files related to Promotion/Regularisation/ SC-ST-OBC Roster (Up to date)
- Register/Files related to Quarters/HRA etc.
- Register/Files related to JCC-Meeting, Housing Committee Meeting, Welfare Committee Meeting, Structural Meeting and minutes thereof
- Register/Files related to Employment
- Register/Files related to Arrear sheets arising out of NCWAs
- Register/Files related to SLU/SLP
- CBI-Related cases and its files, if any
- Register/Files related to Contractor workers and its payments
- Any other important files

Email

6/11/21  
TS  
(i) copy to Comr Vigilance office  
(ii) Up load in eel website for widest spread information.  
Mka  
27/10/21

Mukesh Kumar Mishra

**OFFICE ORDER & FORMAT FOR CHARGE HAND OVER & TAKE OVER**

**From :** Jaiprakash Gupta <dtp.ecl.cil@coalindia.in> Mon, Oct 25, 2021 10:30 AM  
**Subject :** OFFICE ORDER & FORMAT FOR CHARGE HAND OVER & TAKE OVER 3 attachments

**To :** miladri@yahoo.co.in, gmvigec1@gmail.com, Robin Thounaoja <tsdtop.ecl@coalindia.in>, eandmeclhq@gmail.com, gmpandaveswar@yahoo.com, gmbankola1@gmail.com, jnrecl@gmail.com, ecl gmkenda <ecl.gmkenda@gmail.com>, gmsbaed@gmail.com, kajoraarea@yahoo.com, gmsdp2015@gmail.com, gmsripur@gmail.com, gmsalanpur@gmail.com, gm satgram <gm.satgram@gmail.com>, gmrajmahalarea@gmail.com, ecl spmines <ecl.spmines@gmail.com>, mugmaed@gmail.com, Mukesh Kumar Mishra <cvo.ecl.cil@coalindia.in>, hrd ecl cil <hrd.ecl.cil@GMAIL.COM>, cmseclhq@gmail.com

Dr. Anand  
29/10

Dear Sir,

Please find the attachment

Director (Technical) P&P  
Eastern Coalfields Limited

282.pdf  
159 KB

283.pdf  
137 KB

284.pdf  
118 KB



ईस्टर्न कोलफील्ड्स लिमिटेड

ईस्टर्न कोलफील्ड्स लिमिटेड

EASTERN COALFIELDS LIMITED

(कोल इंडिया का एक अंग)

(A Subsidiary of Coal India Limited)

निदेशक(तकनीकी) योजना एवं परियोजना का सचिवालय

Director(Technical) P & P's Secretariat

सांकतीड़िया, पोस्ट-दिसैरगढ़, जिला- पश्चिम वर्धमान, पश्चिम बंगाल - 713333

At: Sanctoria, PO: Dishegarh, Dist. Paschim Bardhaman, West Bengal - 713333

(An ISO 9001, ISO 14001 & OHSAS 18001 Certified Company)

CIN-UJ0101WB1975COI030295

संदर्भ संख्या : ईसीएल/निदेशक(तक)यो/परि/3.18/282

दिनांक : 23.10.2021

### OFFICE ORDER

Vigilance department conducted an intensive study and framed a model 'Charge hand over/ takeover' format, which is approved by the Competent Authority. The approved Model Charge handover/ takeover format, in respect of E&M department of the concerned offices of ECL, is placed below. It is expected that, this Model Charge handover/ takeover format will streamline the procedure of Charge handover/ takeover, during transfer/ retirement/ superannuation etc., as the case may be, and shall be followed by the concerned executives, as and when such situation will arise.

#### Charge Handover & Takeover Report for Officers of E&M Cadre

#### CHARGE HANDOVER & TAKEOVER REPORT OF COLLIERY ENGINEER (E&M)

Name of The Mine .....  
Name of The Owner .....  
Name of The Outgoing Colliery Engineer .....  
Name of The Incoming Colliery Engineer .....

1. General Information about the Mine – including details such as
  - i. Date of opening,
  - ii. Neighboring Mines,
  - iii. Gradient,
  - iv. Working Seam,
  - v. Method of working,
  - vi. Details of outlets,
  - vii. Average production of last few years etc.
2. Various Layouts concerned with the Mine – such as
  - i. Electrical layout (Single Line Diagram)
  - ii. Pumping layout
  - iii. Transport system layout etc.
3. Details of known/ anticipated danger related to the prevailing mining conditions – such as danger associated with
  - i. Fire,
  - ii. Inundation,
  - iii. Ventilation problems,
  - iv. Illegal mining (if prevailing) etc.
4. Details of important safety and production works under execution



इस्टर्न कोलफील्ड्स लिमिटेड

ईस्टर्न कोलफील्ड्स लिमिटेड

EASTERN COALFIELDS LIMITED

(कोल इंडिया का एक अंग)

(A Subsidiary of Coal India Limited)

निदेशक(तकनीकी) योजना एवं परियोजना का सचिवालय

Director(Technical)P & P's Secretariat

सांकलोजिया, पोस्ट-दिशेरगढ़, जिला- पश्चिम बर्धमान, पश्चिम बंगाल - 713333

At: Sanctoria, PO: Dishergarh, Dist. Paschim Bardhaman, West Bengal - 713333

(An ISO 9001, ISO 14001 & OHSAS 18001 Certified Company)

CIN-LJ10101WB1975COI030295

5. Details of Safety Directives – issued by DGMS / ISO etc. including
  - i. Handing over the concerned files,
  - ii. A list of pending contraventions to be mitigated,
  - iii. Steps already taken for such mitigation etc.
6. Details of planned future programs – related to the safety and production such as
  - i. Planned overhaul or repairing of equipment,
  - ii. Renewal of AMC,
  - iii. processing of survey off reports,
  - iv. Planned purchase of important spares and consumables etc.
7. List of Plant & Machinery – including
  - i. Handing over of Asset Register,
  - ii. List of equipment sent for repairing.
8. Details of special care to be taken in respect of running machinery – such as
  - i. Information regarding breakdown prone equipment,
  - ii. Typical problems associated with certain locations of the mine,
  - iii. Typical problems faced during certain periods such as monsoon etc.
9. Details of major on-going tender work along with their last known status.
10. Information regarding forth-coming tenders and their factual position mentioning the immediate steps to be taken.
11. Status regarding budgetary provisions, pending bills and receivables.
12. Information regarding any dispute pending with any authority and action taken in this regard – such as billing disputes with electricity distribution companies etc.
13. Other important matters requiring further attention.
14. Gist note about the files or papers that are pending or kept under his/her custody.

Signature (Handed over by)

Signature (Taken over by)

निदेशक(तक.)यो. एवं परि. का सचिवालय, दूरभाष : 0341-2523593, फ़ैक्स : 0341-2523579. ईमेल : dtppcecl@yahoo.co.in

Director (Tech.) P&P's Secretariat, Phone: 0341-2523593, Fax: 0341-2523579. Email: dtpp.ecf.cil@coalindia.in



इस्टार्न कोलफील्ड्स लिमिटेड

ईस्टर्न कोलफील्ड्स लिमिटेड

EASTERN COALFIELDS LIMITED

(कोल इंडिया का एक अंग)

(A Subsidiary of Coal India Limited)

निदेशक(तकनीकी) योजना एवं परियोजना का सचिवालय

Director(Technical)P & P's Secretariat

सांक्तोडिया, पोस्ट-दिशेरगढ़, जिला- पश्चिम बर्धमान, पश्चिम बंगाल - 713333

At: Sanctoria, PO: Dishergarh, Dist. Paschim Bardhaman, West Bengal - 713333

(An ISO 9001, ISO 14001 & OHSAS 18001 Certified Company)

CIN-U10101WB1975GO1030295

### CHARGE HANDOVER & TAKEOVER REPORT OF AREA ENGINEER (E&M)

Name of The Area .....

Name of The Owner .....

Name of The Outgoing Area Engineer .....

Name of The Incoming Area Engineer .....

1. General Information about the Area – including details such as
  - i. List of running and closed Mines,
  - ii. Type of such Mines – UG (Incline / Pit)/ OC,
  - iii. List of metering points,
  - iv. Average production of last few years etc.
2. Consolidated list of
  - i. Plant & Machinery of all Mines of the Area,
  - ii. Equipment sent to various departmental workshops for repairing.
3. Details of known/ anticipated danger related to the prevailing mining conditions in all running Mines– such as danger associated with
  - i. Fire,
  - ii. Inundation,
  - iii. Ventilation problems,
  - iv. Illegal mining (if prevailing) etc.
4. Details of important safety and production works under execution
5. Details of Safety Directives – issued by DGMS / ISO etc. including
  - iv. Handing over the concerned files,
  - v. A list of pending contraventions to be mitigated,
  - vi. Steps already taken for such mitigation etc.
6. Details of planned future programs – related to the safety and production such as
  - v. Planned overhaul or repairing of equipment,
  - vi. Renewal of AMC,
  - vii. processing of survey off reports,
  - viii. Planned purchase of important spares and consumables etc.
7. Details of special care to be taken in respect of running machinery in the running Mines – such as
  - i. Information regarding breakdown prone equipment,
  - ii. Typical breakdowns associated with certain mines etc.
8. Details of major on-going tender work along with their last known status.
9. Information regarding forth-coming tenders and their factual position mentioning the immediate steps to be taken.
10. Status regarding budgetary provisions, pending bills and receivables.
11. Information regarding any dispute pending with any authority and action taken in this regard – such as billing disputes with electricity distribution companies etc.
12. Other important matters requiring further attention.



ईस्टर्न कोलफील्ड्स लिमिटेड  
ईस्टर्न कोलफील्ड्स लिमिटेड  
EASTERN COALFIELDS LIMITED  
(सेल इंडिया का एक उंग)  
(A Subsidiary of Coal India Limited)  
निदेशक(तकनीकी) योजना एवं परियोजना का सचिवालय  
Director(Technical) P & P's Secretariat  
संकलौडिया, पोरा दिशेरवाद, जिला- पश्चिम बर्धमान, पश्चिम बंगाल - 713333  
At: Sankolodia, PO: Disaergarh, Dist. Paschim Bardhaman, West Bengal - 713333  
(An ISO 9001, ISO 14001 & OHSAS 18001 Certified Company)  
CIN-UJH02WB1975GOL39295

13. Gist note about the files or papers that are pending or kept under his/her custody.

Signature (Handed over by)

Signature (Taken over by)

This administrative order issued as per advice of the Competent Authority for immediate implementation.

TS to D (T) P&P, ECL

FORWARDED FOR KIND INFORMATION TO: D (T) P&P, ECL/ CVO, ECL

DISTRIBUTION:

1. GM (T&MS)/ TS to CMD, ECL
2. GM (Vigilance), ECL
3. TS to D (T) OP/ TS to D (P), ECL
4. GM (E&M)/ HOD, ECL
5. Area General Managers, All Areas, ECL
6. GM/ HOD/ Agents, All Workshops/ Hospitals/ HRD, ECL



ईस्टर्न कोलफील्ड्स लिमिटेड

ईस्टर्न कोलफील्ड्स लिमिटेड

EASTERN COALFIELDS LIMITED

(कोल इंडिया का एक अंग)

(A Subsidiary of Coal India Limited)

निदेशक(तकनीकी) योजना एवं परियोजना का सचिवालय

Director(Technical)P & P's Secretariat

सांक्तोड़िया, पोष्ट-दिशेरगढ़, जिला- पश्चिम बर्धमान, पश्चिम बंगाल - 713333

At: Sanctoria, PO: Dishergarh, Dist. Pachim Bardhman, West Bengal - 713333

(An ISO 9001, ISO 14001 & OHSAS 18001 Certified Company)

CIN-U10101WB1975CO1030295

संदर्भ संख्या : ईसीएल/निदेशक(तक)यो/परि/3.18/2 8 3

दिनांक : 23.10.2021

### OFFICE ORDER

Vigilance department conducted an intensive study and framed a model 'Charge hand over/ takeover' format, which is approved by the Competent Authority. The approved Model Charge handover/ takeover format, in respect of Civil department of the concerned offices of ECL, is placed below. It is expected that, this Model Charge handover/ takeover format will streamline the procedure of Charge handover/ takeover, during transfer/ retirement/ superannuation etc., as the case may be, and shall be followed by the concerned executives, as and when such situation will arise.

#### Charge Hand over and Take over report of Civil Officers / Staff at Headquarter Level:

##### General Manager (C) / HOD (C):

- Brief description of all Areas.
- Major on-going tender work with their present status.
- Information regarding forth coming tenders and their factual position mentioning the immediate steps to be taken.
- Status regarding budgetary provisions, pending bills and receivables.
- Information regarding important ongoing court cases, if any.
- Any other disputes pending with statutory authorities and action taken for it.
- Any important job to be executed in Area/ unit under his jurisdiction.
- All ongoing Noting sheet, Work Order & Tendering papers.
- Gist note about the file/papers pending/ kept under his custody.
- Any important work to be executed either in Head Quarter or in any Area.
- Any matter related to Construction/repairing/maintenance in any Area or any other matter related to the statutory provisions under the regulation to be rectified in any Area under him regarding civil related matter.
- Any important job to be executed in Head Quarter or in Area under this subsidiary in respect of civil related matter or matter under his jurisdiction.
- Any other important issues, if any.

##### Other Civil Officials (Asst. Mgr. / Dy. Mgr./Mgr. / Sr.Mgr. / Ch.Mgr.):

- Brief description of ongoing various civil works along with their payment status.
- Brief description of works in proposal/approval stage.
- Brief description of present status of Capital/Revenue works.
- Brief description of all official files and papers under his control.
- Brief description of any important work to be executed.
- Brief of any litigation and arbitration cases.
- Status regarding budgetary provisions, pending bills and receivables.
- Any office order or assigned job by his controlling officer.

##### SOE/Overseer/Sr. Overseer/Engineering Asst.:

निदेशक(तक.)यो. एवं परि. का सचिवालय, दूरभाष : 0341-2523593, फ़ैक्स : 0341-2523579, ईमेल : dtppecl@yahoo.co.in

Director (Tech.) P&P's Secretariat, Phone: 0341-2523593, Fax : 0341-2523579, Email: dtppecl.cil@coalindia.in



ईस्टर्न कोलफील्ड्स लिमिटेड  
ईस्टर्न कोलफील्ड्स लिमिटेड  
EASTERN COALFIELDS LIMITED  
(कोयला इंडिया का एक अंग)  
(A Subsidiary of Coal India Limited)  
निदेशक(तकनीकी) योजना एवं परियोजना का सचिवालय  
Director(Technical)P & P's Secretariat  
सांकतोड़िया, पोस्ट-दिशेरगढ़, जिला- पश्चिम बर्धमान, पश्चिम बंगाल - 713333  
At: Sanctoria, PO: Dishergarh, Dist. Paschim Bardhaman, West Bengal - 713333  
(An ISO 9001, ISO 14001 & OHSAS 18001 Certified Company)  
CIN-UJ0101WB1975GO1030295

- Brief description of ongoing works and their payment status.
- Brief description of possession of measurement books.
- Brief description of present status of Capital/Revenue works.
- Measurement to be entered up to date in measurement book for ongoing/completed Capital/Revenue works.
- Handing over of all site registers like site order book/hinderance register/bar bending schedule/cement consumption register/material testing register etc.
- Brief description of proposals/estimates of various works proposed.
- Brief description of all official files and papers under his control.
- Brief description of any important work to be executed.

Charge Hand over and Take over report of Civil Officers / Staff at Area / Unit level:

Area Engineer (Civil):

- Brief description of colonies/other sites at different locations in area.
- Brief description of ongoing various civil works in area.
- Brief description of works in proposal/approval stage related to AMC, Block Repairing, Road construction etc.
- Brief description of tender status of proposed work from area/unit level.
- Brief description of all official files and papers under his control.
- Brief description of any important work to be executed.
- Brief of any litigation and arbitration cases.
- Status regarding budgetary provisions.
- Brief description of status of Capital and Revenue work along with their bill status.
- Any office order or assigned job by his controlling officer.
- Any other important issues, if any.

Other Civil Officials (Asst. Mgr. / Dy. Mgr. /Mgr. / Sr. Mgr. / Ch. Mgr.):

- Brief description of colonies/other sites at different locations in unit.
- Brief description of ongoing various civil works along with their payment status in unit.
- Brief description of present status of Capital/Revenue works.
- Brief description of works in proposal/approval stage sent to area level.
- Brief description of tender status of proposed work at unit level.
- Brief description of all official files and papers under his control.
- Brief of any litigation and arbitration cases.
- Status regarding budgetary provisions, pending bills and receivables.
- Brief description of any important work to be executed.
- Any office order or assigned job by his controlling officer.

SOE/Overseer/Sr. Overseer/Engineering Asst.:

- Brief description of ongoing works and their payment status.

निदेशक(तक.)यो. एवं परि. का सचिवालय, दूरभाष : 0341-2523593, फ़ैक्स : 0341-2523579. ईमेल : dtppecl@yahoo.co.in  
Director (Tech.) P&P's Secretariat, Phone: 0341-2523593, Fax: 0341-2523579. Email: dtpp.eci.cil@coalindia.in

**75**  
**Azadi Ka**  
**Amrit Mahotsav**



ईस्टर्न कोलफील्ड्स लिमिटेड  
ईस्टर्न कोलफील्ड्स लिमिटेड  
EASTERN COALFIELDS LIMITED  
(कोल इंडिया का एक अंग)  
(A Subsidiary of Coal India Limited)  
निदेशक(तकनीकी) योजना एवं परियोजना का सचिवालय  
Director (Tech.) P & P's Secretariat  
संतोड़िया, पोस्ट-दिसैरगढ़, जिला- पश्चिम बर्धमान, पश्चिम बंगाल - 713333  
An: Santoria, PO: Disergarh, Dist: Paschim Bardhaman, West Bengal - 713333  
(An ISO 9001, ISO 14001 & OHSAS 18001 Certified Company)  
CIN-LU1GUW61975GDIG30295

- Brief description of possession of measurement books.
- Brief description of present status of Capital/Revenue works.
- Measurement to be entered up to date in measurement book for ongoing/completed Capital/Revenue works.
- Handing over of all site registers like site order book/hinderance register/bar bending schedule/cement consumption register/material testing register etc.
- Brief description of proposals/estimates of various works proposed.
- Brief description of all official files and papers under his control.
- Brief description of any important work to be executed.

Signature (Handed over by)

Signature (Taken over by)

This administrative order issued as per advice of the Competent Authority for immediate implementation.

23/10/2021

TS to D (T) P&P, ECL

FORWARDED FOR KIND INFORMATION TO: D (T) P&P, ECL/ CVO, ECL

DISTRIBUTION:

1. GM (T&MS)/ TS to CMD, ECL
2. GM (Vigilance), ECL
3. TS to D (T) OP/ TS to D (P), ECL
4. GM (Civil)/ HOD, ECL
5. Area General Managers, All Areas, ECL
6. GM/ HOD/ Agent, TAD/ HRD/ Hospitals/ All Workshops, ECL



ईस्टर्न कोलफील्ड्स लिमिटेड

ईस्टर्न कोलफील्ड्स लिमिटेड

EASTERN COALFIELDS LIMITED

(कोल इंडिया का एक अंग)

(A Subsidiary of Coal India Limited)

निदेशक(तकनीकी) योजना एवं परियोजना का सचिवालय

Director(Technical)P & P's Secretariat

सांकलौहिया, पोस्ट-दिसेशरगढ़, जिला- पश्चिम वर्धमान, पश्चिम बंगाल - 713333

At: Sanctoria, PO: Dishergarh, Dist. Paschim Bardhaman, West Bengal - 713333

(An ISO 9001, ISO 14001 & OHSAS 18001 Certified Company)

CIN-L110101WB1975COI030291

संदर्भ संख्या : ईसीएल/निदेशक(तक)यो/परि/3.18/284

दिनांक : 23.10.2021

### OFFICE ORDER

Vigilance department conducted an intensive study and framed a model 'Charge hand over/ takeover' format, which is approved by the Competent Authority. The approved Model Charge handover/ takeover format, in respect of Material Management/ Stores department of the concerned offices of ECL, is placed below. It is expected that, this Model Charge handover/ takeover format will streamline the procedure of Charge handover/ takeover, during transfer/ retirement/ superannuation etc., as the case may be, and shall be followed by the concerned executives, as and when such situation will arise.

#### Charge Hand Over Take Over report of HOD (Material Management)

1. Total No. of Area Store/Regional Store, Central Store.
2. List/ status of pending Indents and MB
3. Status of Store Audit
4. Status of Pending LCs/Imports
5. Status of discrepancies in purchase formalities, if any.
6. Status of Court Cases, if any.
7. Status of procurement of equipment/capital items.
8. Status of timely disposal of scrap, survey-off of equipment & material status of depot agreement, rate contract/ running contract etc. both which are ongoing/ under process.

#### Charge Hand Over Take Over report of Area Material Manager

1. Brief description of Area Store.
2. Total No. of Colliery Store with name of in charge.
3. Status of Visual Inspection of all register & records with details of available infrastructure for upkeep of stores.
4. Status of Tender work with their present status.
5. Information regarding forth coming tenders and their factual position mentioning the immediate steps to be taken.
6. Status regarding pending bills and receivables.
7. Stock/status of POE items with records, if Area MM is also the Depot Officer.
8. Certificate of stamping of the pump issued by the Legal Metrology Department, if Area MM is also the Depot Officer.
9. Top 20 costliest item should be physically checked, if Area MM is also the Depot Officer.
10. Apart from the top 20 costliest item, any 30 items should be checked randomly by Charge Taking Officer, if Area MM is also the Depot Officer.
11. Status of Surplus and Scrap items, if Area MM is also the Depot Officer.



ईस्टर्न कोलफील्ड्स लिमिटेड

ईस्टर्न कोलफील्ड्स लिमिटेड

EASTERN COALFIELDS LIMITED

(कोयल इंडिया का एक अंग)

(A Subsidiary of Coal India Limited)

निदेशक(तक.)यो. एवं परि. का सचिवालय

Director(Technical)F & P's Secretariat

सांक्रोडिया, पोस्ट-दिलोतगढ़, जिला- पश्चिम बर्धमान, पश्चिम बंगाल - 713333

At: Sanctoria, PO: Dilshergarh, Dist. Paschim Bardhaman, West Bengal - 713333

(An ISO 9001, ISO 14001 & OHSAS 18001 Certified Company)

CIN-U10101WB1975G01030295

12. Record of inspection of incoming materials. Status of timely disposal of scrap. survey-off of equipment & material status of depot agreement, rate contract/running contract etc. Both which are ongoing/under process, if Area MM is also the Depot Officer.


Charge Hand Over Take Over report of Depot Officer

1. Brief description of Regional Store.
2. Status of Visual Inspection of all registers/ records with details of available infrastructure
3. Status of ongoing Indents noting sheet, work order and tendering process if any
4. Status of pending bills and receivables.
5. Stocks of Petrol/ HSD.
6. Certificate of stamping of the pump issued by the Legal Metrology Department, if the dispensing unit is under the control of Area Stores.
7. Top 20 costliest item should be physically checked.
8. Apart from the top 20 costliest items, any 30 items should be checked randomly by Charge Taking Officer.
9. Status of Surplus and Scrap items.
10. Information regarding security Arrangement for valuable store material from damage theft or pilferage.
11. Status of computerization of records.
12. Status/Record of MB preparation
13. Status of survey off equipment. Status of depot Agreement R/c both on going/ under process

Signature (Handed over by)

Signature (Taken over by)

This administrative order issued as per advice of the Competent Authority for immediate implementation.

  
23/10/2021

TS to D (T) P&P, ECL

FORWARDED FOR KIND INFORMATION TO: D (T) P&P, ECL/ CVO, ECL

  
**Azadi Ka  
Amrit Mahotsav**



**ईस्टर्न कोयलील्ड्स लिमिटेड**  
**ईस्टर्न कोयलील्ड्स लिमिटेड**  
**EASTERN COALFIELDS LIMITED**  
(कोयला इंडिया का एक संयुक्त)  
(A Subsidiary of Coal India Limited)  
जिटेक (तकनीकी) प्रबंधन एवं परियोजना का सचिवालय  
Director(Technical)P & P's Secretariat  
ताकतेशिवा, पोस्ट-दिसंगला, जिला- पश्चिम बर्धमान, पश्चिम बंगाल - 713333  
A/c Secretaria, P&P Disengala Dist. Paschim Bardhaman, West Bengal - 713333  
(An ISO 9001, ISO 14001 & OHSAS 18001 Certified Company)  
CIN-U10101WB1975GD1030295

**DISTRIBUTION:**

1. GM (T&MS)/ TS to CMD, ECL
2. GM (Vigilance), ECL
3. TS to D (T) OP/ TS to D (P), ECL
4. GM (MM)/ HOD, ECL
5. Area General Managers, All Areas, ECL
6. GM/ HOD/ Agent, Central Stores/ Depots/ HRD/ Hospitals/ All Workshops, ECL



ईस्टर्न कोलफील्ड्स लिमिटेड  
EASTERN COALFIELDS LIMITED

(कोल इंडिया लिमिटेड की अनुबन्धी)  
(A Subsidiary of Coal India Limited)

संकेत: डिशेर्गार, पोस्ट : डिशेर्गार, जिला : पश्चिम बर्धमान  
पश्चिम बंगाल-713333

Sanctoria, P.O. Disheerghar, Dt. Paschim Bardhaman

West Bengal - 713333

CIN-U19101WB1975GO1030295

Ref. No: ECL/OP/TS/ 2981

Date: 09-11-2021

### OFFICE ORDER

Enclosed herewith is the approved SOP for Charge handover/Takeover for Executives of Excavation, Mining, System and Survey departments of ECL.

All the Area General Managers/HOD's are requested wide circulation of the SOP and implement the same in all Areas/Departments from the date of receipt of this office order.

A copy of Charge handover/Takeover by the Outgoing/Incoming executive shall be forwarded to the Secretariate of the FD's and concerned HOD of ECL HQ.

This issues with the approval of competent authority

Encls: As above (through email.)

  
TS to D (T) OP 409/11/21

Distribution:

1. CMD, ECL
2. D (T) P&P/ D (T) OP/ D (F)/D (P)/ CVO, ECL.
3. GM(T&MS)TS to CMD/ TS to D(T)P&P/ TS to D(F)/ TS to D(P)
4. All Area GMs
5. All GM/HOD, ECL HQ.
6. File.

**Draft Charge Hand Over/Take Over of Mining Department****Area General Manager:**

- Factual Coal Stock Report of Unit/ Area under his jurisdiction.
- Information's regarding the general condition of the mining areas.
- DGMS Permissions with their validity and renewal needed if any.
- DGMS violations, steps taken and its present status.
- Status of DGMS permission presently under process for obtaining it or required to be prepared to obtain permission.
- Magazine licenses with their validity and renewal needed if any.
- Illegal Mining areas demarcated on surface plans of different mines under their leasehold. The impact of these illegal areas on safety & security shall be given.
- Land acquisition status stating the information of land obtained and which are presently in process along with the future requirement.
- Probable/ anticipated danger related to the prevailing mining conditions of the unit/ Area under his jurisdiction.
- Major on-going tender work with their present status.
- Information regarding forth coming tenders and their factual position mentioning the immediate steps to be taken.
- Information regarding planned future programme related to the safety, production, purchases, overhaul/ repair of equipment's if any.
- Status regarding budgetary provisions, pending bills and receivables.
- Information regarding past cases and its judgement impacting the area. Information regarding all ongoing court cases with the next date of hearing and all important papers related to it.
- Any other disputes pending with statutory authorities and action taken for it.
- Any other important issues, if any.
- Any important job to be executed in Area/ unit under his jurisdiction.
- All ongoing Noting sheet, Work Order & Tendering papers.
- Gist note about the file/papers pending/ kept under his custody.
- EC/FC status of all working mines lease hold areas.
- Compliance of NIT Terms and conditions of outsourcing works including R.A. Bills.
- Status of contract closure.
- Pending contraventions in relation to all statutes related to area shall be communicated. Action being taken and action to be taken shall be mentioned.
- Pending works under Safety Management Plan related to the Area.
- Capital Budget, Status of different proposals/work orders/pending bills shall be given. The pending proposals to be made under B.E./R.E. shall also be mentioned.
- The status of contractor wise penalty shall be given. The contractor wise due to the company against diesel, electricity and other charges shall be mentioned.

**Addl. General Manager:**

- Factual Coal Stock Report of Unit/ Area under his jurisdiction.
- Information's regarding the general condition of the mining areas.
- DGMS Permissions with their validity and renewal needed if any.
- DGMS violations, steps taken and its present status.
- Status of DGMS permission presently under process for obtaining it or required to be prepared to obtain permission.
- Magazine licenses with their validity and renewal needed if any.
- Illegal Mining areas demarcated on surface plans of different mines under their leasehold. The impact of these illegal areas on safety & security shall be given.
- Land acquisition status stating the information of land obtained and which are presently in process along with the future requirement.
- Probable/ anticipated danger related to the prevailing mining conditions of the unit/ Area under his jurisdiction.
- Major on-going tender work with their present status.
- Information regarding forth coming tenders and their factual position mentioning the immediate steps to be taken.
- Information regarding planned future programme related to the safety, production, purchases, overhaul/ repair of equipment's if any.
- Status regarding budgetary provisions, pending bills and receivables.
- Information regarding past cases and its judgement impacting the area. Information regarding all ongoing court cases with the next date of hearing and all important papers related to it.
- Any other disputes pending with statutory authorities and action taken for it.
- Any other important issues, if any.
- Any important job to be executed in Area/ unit under his jurisdiction.
- All ongoing Noting sheet, Work Order & Tendering papers.
- Gist note about the file/papers pending/ kept under his custody.
- Pending works under Safety Management Plan related to the Area.
- Capital Budget, Status of different proposals/work orders/pending bills shall be given. The pending proposals to be made under B.E./R.E. shall also be mentioned.
- The status of contractor wise penalty shall be given. The contractor wise due to the company against diesel, electricity and other charges shall be mentioned.

**Area Safety Officer:**

- Information's regarding the general condition of the mining areas.
- DGMS Permissions with their validity and renewal needed if any.
- DGMS violations, steps taken and its present status.
- Status of DGMS permission presently under process for obtaining it or required to be prepared to obtain permission.
- Magazine licenses with their validity and renewal needed if any.
- Illegal Mining consequences prevailing with action taken if any.
- Probable/ anticipated danger related to the prevailing mining conditions of the unit/ Area under his jurisdiction.

- Major on-going tender work with their present status.
- Information regarding forth coming tenders and their factual position mentioning the immediate steps to be taken.
- Information regarding planned future programme related to the safety, purchases, overhaul/ repair of equipment's if any.
- Status regarding budgetary provisions, pending bills and receivables.
- Information regarding important ongoing court cases, if any.
- Any other disputes pending with statutory authorities and action taken for it.
- Any other important issues, if any.
- Any important job to be executed in Area/ unit under his jurisdiction.
- All ongoing Noting sheet, Work Order & Tendering papers.
- Gist note about the file/papers pending/ kept under his custody.
- Annual Mine Safety Plan shall be handed over with the information regarding actions already taken under the plan and actions required to be taken.
- The status of review of SMP of all mines of the area with date of last review.
- The status of review of SOPs of all activities/operations of mines and date of last review.
- The Monsoon Action plan & its last review.
- The ATR of last Standing Committee of Coal, CIL Safety Board, ECL Tripartite Safety Board, NDPC meeting, ECL Bipartite meeting with DGMS, 12<sup>th</sup> National Safety Conference and other meetings.
- The status of mine wise sectionalisation stoppings, ventilation stoppings and record of air quality survey, pressure survey records.
- The last review of Principal Hazard Management Plan and list of disaster vulnerable areas of the mines. Review of Trigger Action response plan set for principal hazards. Mention last review dates.
- Mine wise scientific study reports and SCAMP reports.
- The status of vetting of application of permission for opening/reopening of new working districts.
- Auditing and vetting of transport layout record.
- Last monthly meeting with mine managers and important requirements of the mines.

**Agent, Colliery Manager:**

- Factual Coal Stock Report of Collieries under his jurisdiction.
- Information's regarding the general condition of the Mines.
- DGMS Permissions with their validity and renewal needed if any.
- DGMS violations, steps taken and its present status.
- Status of DGMS permission presently under process for obtaining it or required to be prepared to obtain permission.
- Magazine licenses with their validity and renewal needed if any.
- Illegal Mining areas demarcated on surface plans of different mines under their leasehold. The impact of these illegal areas on safety & security shall be given.
- Land acquisition status stating the information of land obtained and which are presently in process along with the future requirement.

- Probable/ anticipated danger related to the prevailing mining conditions of the unit/ Area under his jurisdiction.
- Major on-going tender work with their present status.
- Information regarding forth coming tenders and their factual position mentioning the immediate steps to be taken.
- Information regarding planned future programme related to the safety, production, purchases, overhaul/ repair of equipment's if any.
- Status regarding budgetary provisions, pending bills and receivables.
- Information regarding past cases and its judgement impacting the area. Information regarding all ongoing court cases with the next date of hearing and all important papers related to it.
- Any other disputes pending with statutory authorities and action taken for it.
- Any other important issues, if any.
- Any important job to be executed in Area/ unit under his jurisdiction.
- All ongoing Noting sheet, Work Order & Tendering papers.
- Gest note about the file/papers pending/ kept under his custody.
- Pending works under Safety Management Plan related to the Area.
- Capital Budget, Status of different proposals/work orders/pending bills shall be given. The pending proposals to be made under B.E./R.E. shall also be mentioned.
- The status of contractor wise penalty shall be given. The contractor wise due to the company against diesel, electricity and other charges shall be mentioned.
- Contractor wise hinderance register shall be provided.
- All statutory records to be maintained by Agent/Colliery Manager shall be handed over.
- The status of sand stowing and void status shall be informed in case of UG Mines.
- The identified principal hazard related to the mine/mines and Trigger Action Response Plan/Control Plan shall be mentioned. The emergency response and evacuation plan and last mock rehearsal done shall be communicated.

**Colliery Safety Officer:**

- Information's regarding the general condition of the Mines.
- DGMS Permissions with their validity and renewal needed if any.
- DGMS and ISO violations, steps taken and its present status.
- Status of DGMS permission presently under process for obtaining it or required to be prepared to obtain permission.
- Magazine licenses with their validity and renewal needed if any.
- Illegal Mining consequences prevailing with action taken if any.
- Land acquisition status stating the information of land obtained and which are presently in process along with the future requirement.
- Probable/ anticipated danger related to the prevailing mining conditions of the unit/ Area under his jurisdiction.
- Major on-going tender work with their present status.
- Information regarding forth coming tenders and their factual position mentioning the immediate steps to be taken.
- Information regarding planned future programme related to the safety, production, purchases, overhaul/ repair of equipment's if any.

- Status regarding budgetary provisions, pending bills and receivables.
- Information regarding important ongoing court cases, if any.
- Any other disputes pending with statutory authorities and action taken for it.
- Any other important issues, if any.
- Any important job to be executed in Area/ unit under his jurisdiction.
- All ongoing Noting sheet, Work Order & Tendering papers.
- Gist note about the file/papers pending/ kept under his custody.
- Annual Mine Safety Plan shall be handed over with the information regarding actions already taken under the plan and actions required to be taken.
- The status of review of SMP of all mines of the area with date of last review.
- The status of review of SOPs of all activities/operations of mines and date of last review.
- The Monsoon Action plan & its last review.
- The ATR of last Standing Committee of Coal, CIL Safety Board, ECL Tripartite Safety Board, NDPC meeting, ECL Bipartite meeting with DGMS, 12<sup>th</sup> National Safety Conference and other meetings.
- The status of mine wise sectionalisation stoppings, ventilation stoppings and record of air quality survey, pressure survey records.
- The last review of Principal Hazard Management Plan and list of disaster vulnerable areas of the mines. Review of Trigger Action response plan set for principal hazards. Mention last review dates.
- Mine wise scientific study reports and SCAMP reports.
- The status of vetting of application of permission for opening/reopening of new working districts.
- Auditing and vetting of transport layout record.
- The record of PSC Meeting and pending ATR on points raised in PSC Meeting shall be informed. The record of Form-U and pending ATR on WI report shall be informed.
- All accident/incident enquiry reports and accident analysis record shall be handed over.
- The identified principal hazard related to the mine/mines and Trigger Action Response Plan/Control Plan shall be mentioned. The emergency response and evacuation plan and last mock rehearsal done shall be communicated.

**Out Going Employee**

Name:  
Designation:

**In-Coming Employee**

Name:  
Designation:

**Controlling Officer**

Name:  
Designation:

**Draft Charge Hand over and take over format:**

**For Engineer-in-charges (ExcV):**

1. Status of proposal for procurement of spares, tools, consumables etc. (e.g. administrative approval stage/ tendering stage etc.)
2. Status of equipment (i) under Erection & Commissioning, (ii) equipment under Marc, Guaranteed Availability of spares (iii) under process of survey-off etc.
3. Brief description about priority works and future planning
4. Any other important issues, if any

**For Area Engineer (ExcV):**

1. Status of Equipment i.e. regarding timely maintenance & repair, safety, production target, capacity utilization, availability etc.
2. Brief note regarding : (a) Status of monitoring of HEMMs, (b) work procedures/work environment, (c) Different Installations in the mines
3. Status of equipment under Erection & Commissioning
4. Deployment of equipment (for optimum production) and safety
5. Status Cost control measures (if any), contracts/work orders for timely availability of spares etc.
6. Status regarding budgetary provisions, pending bills and receivables
7. Brief description about priority works and future planning
8. Any other important issues, if any

**For General Manager (ExcV) :**

1. Status of planning and budgets for acquiring HEMMs, spares etc.
2. Status of targets and achievements, allocation of resources, efforts towards maximization of capacity utilization, coordination with CWS/RWS (commitments of workshops to deliver subassemblies) etc.
3. Status of Cost optimization measures, Inventory & its control, monitoring POL/HSD consumption, steps adopted to reduce/avoid import of machines, spares etc.
4. Any other disputes pending with statutory authorities and action taken for it.
5. Gist note about the file/papers pending/ kept under his custody
6. Brief description about priority works and future planning
7. Any other important issues, if any

**Out Going Employee**

**In-Coming Employee**

**Controlling Officer**

**Name:**  
**Designation:**

**Name:**  
**Designation:**

**Name:**  
**Designation:**

**Draft Charge Hand Over Take Over of Surveyor/Survey Officer**

**UNIT LEVEL:**

- Brief description of Mines.
- Important note of seam(s)/ District(s).
- Details Base Line, Triangulation station/ Ref. Survey Station & Bench Mark.
- All field Book, Level Book & Measurement Book.
- Details of important survey work, Check Survey.
- Description of Survey Instruments with important notes if any.
- Statutory Plans and sections.
- Survey registers, Plan registers and instrument registers etc.
- Surveyor's Dairy.
- Position of Coal stock.
- Sand stowing measurement details.
- Special attention if to be taken towards inrush of water/ DGMS/ Railway/ Road/ or any other important matter to be taken care of.
- All official file and papers under his control.
- Any important work to be executed in respect of the matter related with Survey and allied job.
- Any office order or assigned job by his controlling officer in respect to the Survey and allied job.

**AREA LEVEL:**

- Brief description of all Mines.
- Position of Coal Stock/ OB.
- Position of sand stowing.
- Mine-wise S.O./Surveyor's description.
- Instrument details of all Mines.
- Important survey work, Check survey work in details.
- Special attention if to be taken towards inrush of water/ DGMS/ Railway/ Road/ or any other important matter to be taken care of.
- Any office order or assigned job by his controlling officer in respect to the Survey and allied job.
- Any matter related to Plans & sections in any colliery under this Area or any other

matter related to the statutory provisions under the regulation to be rectified in any colliery under him regarding survey related matter.

- Any important job to be executed in Area or in colliery under this Area in respect of survey related matter or matter under his jurisdiction.
- All ongoing Noting sheet, Work Order & Tendering papers, dealt by the concerned Surveyor/ Survey.

**HEAD QUARTER LEVEL:**

- Brief description of all Areas.
- Area-wise S.O./Surveyor's description.
- Instrument details of all Areas.
- Important survey work, Check survey work.
- Special attention if to be taken towards inrush of water/ DGMS/ Railway/ Road/ or any other important matter to be taken care of.
- Any office order or assigned job by his controlling officer in respect to the Survey and allied job.
- Any important work to be executed either in Head Quarter or in any Area.
- Any matter related to Plans & sections in any colliery under this Area or any other matter related to the statutory provisions under the regulation to be rectified in any Area under him regarding survey related matter.
- Any important job to be executed in Head Quarter or in Area under this subsidiary in respect of survey related matter or matter under his jurisdiction.
- All ongoing Noting sheet, Work Order & Tendering papers.
- Numbers of working mines:
  - (a) UG Mines, (b) OC Mines (Departmental & Hired) with short description.

---

**Out Going Employee**

**Name:**  
**Designation:**

---

**In-Coming Employee**

**Name:**  
**Designation:**

---

**Controlling Officer**

**Name:**  
**Designation:**

## SYSTEM DEPARTMENT

CHARGE HANDING OVER / TAKING OVER REPORT**From****Name :****Designation:****Eis/Manno.:****To****Name :****Designation:****Eis/Manno.:**

This is to certify that the following items/documents/information have been included in the handing over / taking over report by the out-going Employee on Dated : DD/MM/YYYY .

Sl No.	Jobs Assigned & Done by Out-Going Employee	Details of Jobs Assigned & Done by Out-Going Employee	Remarks

\*\* Pride Goals & KPI of Out-Going Employee can also be added for more clarity.

Sl No.	Item/File/Documents Description along with No.	Details of Item/File/Documents	Remarks, if any
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**Other Documents / Comments / Useful Information:(if any)**

1.

Sl. No.	Total PC Set	Working PC Set	Non- Working PC Set	Remarks

List of Total PC Computers Set(CPU, Monitor, Keyboard, Mouse, UPS) to be attached separately along with Details :-

2.

Sl. No.	Total Printers	Working Printers	Non- Working Printers	Remarks

List of Total Printers to be attached separately along with Details :-

3.

Sl. No.	Total	Working	Non- Working	Remarks

List of Other Computer Peripheral to be attached separately along with Details :-

4.

Sl. No.	Total No. Of Website/ Mobile Apps/ Portals Developed	Working	Non- Working	Whether Source Code & Other Materials Provided	Remarks
					a. Purpose it is intended for - ???? b. Data input to be updated by - ???? c. Whether Complete Data is Available in Server - ??? d. Data Backup Frequency - ??? e. Audit Mechanism- ???

List to be attached along with details -

5. Any Other Useful Information (if any) -

Sl. No.	Total	Working	Non- Working	Remarks

List to be attached along with details -

6. Any Other Useful Documents / Comments/ Information (if any) -

**Out-Going Employee**

**In-Coming Employee**

**Controlling Officer**

**Name:**

**Name:**

**Name:**

**Designation:**

**Designation:**

**Designation:**