



**सीसीएल**  
एक मिनीरल कम्पनी

**सेन्ट्रल कोलफील्ड्स लिमिटेड**

(भारत सरकार का एक उपक्रम)  
सतर्कता विभाग, दरभंगा हाउस, कचहरी रोड,  
राँची 834 029, झारखण्ड

**CENTRAL COALFIELDS LIMITED**

(Govt. of India Undertaking)  
Vigilance Department, Darbhanga House,  
Kutchery Road, Ranchi 834 029, Jharkhand  
Corporate Identity Number : U10200JH1956GO1000581  
Phone : (0651) 2360750, Fax : (0651) 2360755  
ईमेल / email : cvo.ccl.cil@coalindia.in,  
वेबसाइट / Website : <http://centralcoalfields.in>

Ref. No. : CCL/Vig./VAW/2021/ 225

Date : 16.12.2021

To,  
Shri P. Daniel  
Additional Secretary,  
Central Vigilance Commission,  
Satarkta Bhawan,  
G.P.O. Complex, Block A, INA,  
New Delhi – 110023

Sub : Report on Vigilance Awareness Week 2020 observed in CCL

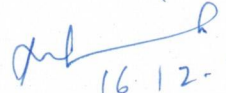
Sir,

Kindly refer to Commission's Circular No. 15/09/2021 dated 01.09.2021 regarding observance of Vigilance Awareness Week 2021 from 26<sup>th</sup> October 2021 to 2<sup>nd</sup> November 2021. In compliance with the directives of CVC, numerous programs were organized in CCL to spread awareness not only amongst the employees & stakeholders but also citizens in CCL (HQ), its different Areas and Projects.

As directed, a Comprehensive Report has been prepared and enclosed herewith alongwith the information compiled in the given format (Annexure C, F and G). The photographs of the events are also attached for kind perusal of the Commission.

Yours Sincerely,

Encl : As Above

  
16.12.2021  
(Sumeet Kumar Sinha)  
Chief Vigilance Officer

## Internal (Housekeeping) Activities for Vigilance Awareness Week - 2021

Name of Ministry/Department/Organisation: Central Coalfields Limited, Ranchi

## 1. Land Management

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1	Does the organization possess revenue documents/ records for the land(s) under its control?	Yes		
2	How much land is under encroachment and at what location?	686.74 Ha		
3	Steps being taken to combat encroachment	Yes		Annexure-I
4	Any other initiatives	.....		

## 2. Allotment of houses/ quarters and related issues

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1	Does the organization uses IT application for allotment of houses?	Yes	1.Under process through CCL-online quarter allotment system. 2. Advice has been issued for implementation of online quarter allotment system in one Area namely Rajrappa as pilot project.	
2	Does the organization possess a house allotment policy?	Yes		
3	Is house allotment being done as per prescribed policy?	Yes		
4	Is there any illegal occupation of houses, if any and what action has been taken?	Yes	<ul style="list-style-type: none"> <li>• Illegal occupation 20622</li> <li>• Eviction notices issued -12121</li> <li>• No. of proceedings under PP Act- 1105</li> </ul>	
5	Any other initiatives	No		

### 3. Payments and other benefits to persons working in outsourcing services in the organizations.

SL. No.	Particulars	Info	Remarks (Annex Detail)
1	Whether the organization possesses prescribed norms for outsourcing?	Yes	
2	If yes, are these norms adhered to?	Yes	
3	Whether payment of salaries/ wages is paid through bank account by the contractor?	Yes	
4	Whether other statutory dues (PF, Medical Benefits, etc.) are being given on time?	Yes	
5	Whether due wages are paid to the outsourced persons as per contract conditions and any test check being done by the Management	Yes	
6	Whether the vendors are adhering to the norms prescribed by the organization?	Yes	
7	Any other special initiative regarding outsourcing?	Yes	Medical Treatment is given to the contractor workers in CCL Hospital. As communicated vide letter no-1409 dtd-24/07/2021.

### 4. Management of Assets

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1	Whether condemnation of assets (Plant & Machinery etc.) is being done as per extant rules strictly	Yes		
2	Last date of condemnation of assets may be given	11.10.2021	<b>Equipment list-</b> i) Gear shaper Date-12/02/21, ii) Pedestal Grinder 12" Date-12/02/21, iii) Cylindrical Grinder Dte-12/02/21, iv) Gear Hobber 48 Date-12/02/21, v) Shaper Machine Date-20/02/21, vi) Grinder type cutter Date- 20/02/21, vii) Heavy duty light speed sawing M/C Date- 23/02/21. viii) Diesel Generator, 30KVA 440V, Date – 11/10/21	

### 5. Preventive Vigilance measures undertaken by the CVOs

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
a	No. of inspections	3		
b	No. of Training Programmes/ workshops including E-training/ online training	9		
c	Whether annual property returns submitted by all officers	No	18 Executives have not submitted their APR till 31.01.2021, out of these 18 Executives 13 have resigned, 1 Executive has been issued penalty of "Removal from Service" and remaining 4 Executives have been issued "Warning" letters on 01.03.2021	
d	Whether organization possesses record retention/ preservation policy? If so date of last amendment	Yes	09.10.2019	
e	Whether records are being weeded out as per the extant retention policy of the organization	No		
f	If the organization digitizing/ plans to digitize old records	Yes		

6. If the organization runs school, Hospitals, etc. - Whether prescribed policy for management is adhered to. - Yes

## 7. Gender Sensitization Issues

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1	Has the Organization constituted prescribed Committees for harassment of women at the Workplace? If yes, date of last meeting held	Yes. The last meeting of internal committee was held on 04.09.2021.	Annexed as Annexure - II	Annexure-II
2	Percentage of representation of women at all levels in the Organization	9.79%		
3	Whether awareness regarding gender issues is being created in the Organization	Yes	Annexed as Annexure - III	Annexure-III

## 8. Leveraging Technology-IT usage and E-governance

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1	New initiatives taken in the last one year for using IT as a preventive vigilance tool (each initiative may be described in about 50 words).	Yes		Annexure-VI
2	whether information system audit is done regularly for IT based applications running in the organisation. Date of last information system audit may be	Yes		

## 9. Scrutiny of Audit Reports

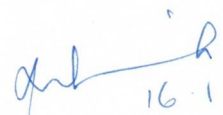
SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1	Scrutiny of Audit Reports	Yes		Annexure V

## 10. Updation of Rules, Regulations and guidelines

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1	Whether the Organization regularly revises its instructions, rules and regulations. If yes, date of last revision of procurement rules, CDA rules, Transfer / Policy, HRA Policy, Promotion Policy, Fraud prevention Policy/ Banning of business Dealing, etc.	Yes		Annexure VI
2	Has the organization made rules for the retired officials? If yes, furnish date	Yes		Annexure VI

## 11. System improvements undertaken (brief description within 100 words)

SL. No.	Particulars	Info	Progress in the past one year	Remarks (Annex Detail)
1	Description of system improvement works / initiatives done may be given in 50 words for each work/initiative and not more than 100 words in total for all works.	13		Annexure- VII

  
16.12.2021

(Sumeet Kumar Sinha)  
Chief Vigilance Officer, CCL

Steps being taken to combat encroachment

1. Time to time demolition activity being done through security.
2. Regular Patrolling by security guards are conducted.
3. Some eviction orders have passed from Area Estate Officer.
4. FIR lodged for illegal encroachments.
5. Demolishing with the help of local police.
6. Notices and negotiations to combat encroachment is being regularly done.
7. Information sent to the District Administration in writing.
8. Notices has been displayed not to encroach as the land belongs to CCL.
9. Eviction of unauthorized occupants as per "The Public Premises (Eviction & Unauthorized Occupants) Act 1971".

Gender Sensitization Issues

1. The internal committee is functioning at CCL HQ and Are/unit level.
2. Meeting of the internal committee was conducted on 09.12.2020, 09.02.2021, and 04.09.2021.
3. The Hon'ble Member of National Commission for Women visited CCL on 10th Feb 2021 to review the functioning of internal committee in CCL and she expressed her satisfaction over the functioning of IC in CCL. She addressed the members of the internal Committee and deliberated important aspects of IC.
4. International Womens Day was celebrated on 08th March 2021 wherein around 200 female delegates from in and around different Areas of CCL attended the programme. The House was apprised about the functioning and importance of IC. The important provisions of the Sexual Harassment of Women at workplace (Prevention, Prohibition and redressal), Act 2013 was deliberated through speech, skit etc.
5. The online portal was launched on 08th March 2021 for registering grievance under the Act.
6. The webinar / seminar on Gensder Sensitization was conducted on 09.12.2020.



**Gender Sensitization Issues**

1. Display Board depicting name of Chairperson of Internal Committee along with her mobile number is located near the main entrance of the office campus and near other building.
2. The information pertaining to the Sexual Harassment of Women at workplace is incorporated in the Annual Report & Accounts of the Company every year.
3. In regular meeting with the Area Personnel, the issue of Gender sensitization is discussed.

**Leveraging Technology-IT usage and E-governance**

SL. No.	Particulars	Info
1	CCL BLACKLISTED VEHICLES PORTAL	This is a public designed for identification and blacklisting of vehicle owners by CCL. Nodal officer of each area is given login credentials to login and blacklist a vehicle owner or remove an owner from backlist. Details of all such blacklisted owners such as Vehicle Registration Number and Owner name are available in the portal.
2	CCL BANNED FIRMS PORTAL	This is a public portal designed to provide information of firms that have been banned by CCL and uploaded on this portal. Details of all such blacklisted firms such as name of firm, date of blacklisting, reason of blacklisting etc, are available in the portal.
3	TENDER REPORTS PORTAL	This portal has been designed for Vigilance department, CCL HQ departmental HODs and area GMs. Each authorized user can view tender reports based on a) Estimated value b) Tender Decision C) Bid validity d) Awarded Bidder. User is also given provision to download the report in excel format.
4	E-AWAS PORTAL	This is a public portal designed to provide information regarding quarter allocation and reparation details by CCL to all its employees both at HQ and area level. Authorized user from each area is given login credential can login into the portal and update, edit and delete all such details. The portal provides information such as total no. of quarters, allotment details of quarter, particulars of repair etc.

Scrutiny of Audit reports

Sl. No.	Financial Year	Audit type Internal/ Statutory/CAG	No. of Paras examined	No. of Paras identified with Vigilance angle	Vigilance investigation completed No. of Paras
1	2014-15	Internal	30	Nil	30
2	2015-16	Internal	31	Nil	31
3	2016-17	Internal	14	Nil	14
4	2017-18	Internal	13	1	12
5	2018-19	Internal	Currently being analyzed		
6	2019-20	Internal	Currently being analyzed		

**Updation of Rules, Regulations and Guidelines**

1. **Revision of Procurement Rules:**

Amendment to Purchase Manual, 2020(Amendment-5) vide ref. no.: CIL/C2D/PM2020/Amendment/1940 dated 01.10.2020.

Systemic improvement in procurement process (CVC instruction on tendering) vide ref. no.: CIL/C2D/PM2020/Amendment/1939 dated 30.09.2020.

2. **CDA Rules:**

Guideline for Departmental Inquiries through Video Conference vide ref. no.: CIL/5A (PC)/CDA/479 dated 18.09.2020.

3. **Transfer / Posting policy:**

Amendment in the list of Sensitive Posts of Executives & Non-Executives wherein personnel of both Executives & Non-Executives handling CMPF/Coal Mines Pension/Advances in CIL & its subsidiaries are included vide vide ref. no.CIL/C5A (PC)/Transfer/167 dated 02.07.2019.

4. **HRA Policy:**

Coal India Executive House Rent Allowance Rules, 2010 is existing circulated vide no.CIL/C-5A(VI)/HRA/1499 dated 28.09.2010.

5. **Promotion Policy:**

Latest guideline for promotion of executives circulated vide no.CIL/C-5A(PC)/Promotion/505 dated 05/11/2020.

6. **HR manual** for Executives of Coal India Ltd and its subsidiaries, Nov. 2020

**Rules for Retired Officials**

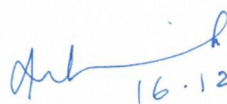
1. Contributory Post Retirement Medicare Scheme (CPRMS) for Non-executive circulated vide no.CIL/C-5B/JBCCI-X/SC/CPRMS-NE(Modified)/137 dated 08.04.2020.
2. Contributory Post Retirement Medicare Scheme (CPRMS) for executive circulated vide no.CIL/C-5A(PC)/CPRMSE/207 dated 28.12.2012.

**System Improvements Undertaken (December- 2020 to November 2021)**

1. Splitting of tender
2. Revision of Estimated Value of tender after opening of tender.
3. Procurement of materials to BIS/IS specific and indigenous.
4. Rotation of employees working at sensitive posts
5. Transfer of official on verbal instructions
6. Delay in printing of sale order after spot e auction
7. System improvement for Material Management dept.
8. Casual approach in preparation of estimates
9. System improvement suggestion regarding coal sale invoice
10. Surface transportation charges in case of sale of coal through rail mode
11. System improvement suggestion for amendment in clause no. 20.2 of standard NIT for CMC & relevant clause of other tenders
12. System improvement in matters of provisional time extension
13. System improvement consequent upon investigation of irregular installation of diesel storage tank
14. Delivery of coal of different grade from that mentioned in sale order

**Special Clearance Campaign in respect of Central Coalfields (CCL), Ranchi  
(September-October'2021)**

Sl.No	Item	Opening Balance as on 01.09.2021	Accrued during September and October	Total	Disposed during September and October	Closing balance as on 31.10.2021		
						>3 months	>6 months	Total
1.	FI	-	-	-	-	-	-	-
2.	FSA	03	-	03	01		02	02
3.	SSA	01	-	-	-	01	-	01
4.	I&R	-	-	-	-	-	-	-
5.	FR	-	-	-	-	-	-	-
6.	Complaint (PIDPI)	1	-	1	1	-	-	-
7.	Complaint (Non PIDPI)	87	73	160	73	< 3 months= 59 >3 months= 13	15	87
8.	Prosecution sanction	-	-	-	-	-	-	-
9.	Disciplinary Inquiry	16	01	17	03	02	12	14
10.	Comment Awaited (on CBI report)	-	-	-	-	-	-	-

  
 16.12.2021  
**Sumeet Kumar Sinha, IRSS**  
**Chief Vigilance Officer**

## Activity Report Format on Vigilance Awareness Week -2021

## A. Integrity e-pledge :

Table -1 : Integrity Pledge

	Total no. of employees who have undertaken e-pledge	Total no. of citizens who have undertaken e-pledge
Total	1923	1066

Grand Total: 2989

## B. Activities /events organized within the organization:

Table -2 : Conduct of competitions (amongst employees of CCL)

Name of State	City/ Place	Specify Program (Debate/Elocution/ Panel discussion etc.)	No. of participants	Whether copy of award-winning activities attached
Jhar-khand	CCL (HQ) Ranchi	Essay writing on 30.10.21	20	Yes
		Quiz on 30.10.21	22	Yes
		Slogan writing on 30.10.21	10	Yes

## At different Areas

Name of State	City/ Place	Specify Program (Debate/Elocution/ Panel discussion etc.)	No. of participants	Whether copy of award-winning activities attached
Jhar-khand	Kathara	Quiz & Essay competition	43	--
	Dhori	Essay competition	10	
	M&A Area	Painting & Essay Writing	26	
	Rajhara	Essay Competition	25	
	M&S Area	Essay Competition	15	
	B&K	Essay Competition	21	
	Piparwar	Debate Competition	23	
	Hazaribagh	Essay Competition & Elocution Competition	20	
	Argada	Quiz	20	
	NK	Elocution	21	
	Barka Sayal	Essay Competition	17	
	A&C Area	Painting, Elocution & Essay Competition	41	
	Rajrappa Area	Essay Competition	14	
	CRS, Barkakana	Quiz, Slogan, Speech Competition	44	
	CS Barkakana	Debate	10	
Kuju	Essay, Painting & Speech Competition	60		

**Table -3 : Other Activities**

Sl.No.	Activities	Details
1	Distribute Pamphlets/Banners	All the prominent places at HQ, Areas, different units, projects, hospitals/dispensaries, weighbridges, railway sidings, outsourcing patches, pit head, washeries, work shop, canteen, etc.
2	Conduct of Workshop/Sensitization programmes	1 online workshop was conducted by the executives of CCL Vigilance covering all the Areas. 3 no. of workshop/ conference/ panel discussion was organized by the Area themselves. Detail being furnished in <b>Table-7</b>
3	Issue of Journal/ Newsletter	<b>Publication of "Jagriti"</b> - a Vigilance Magazine containing Circulars of Vigilance Department, Poems & Articles etc by employees.
4	Any other activity	<ol style="list-style-type: none"> <li><b>Open Air Painting Workshop</b> on the theme of VAW – 21 by eminent artists on 28<sup>th</sup> &amp; 29<sup>th</sup> October 2021.</li> <li>Face Painting Competition at CCL, HQ</li> <li>Rangoli Making Competition at CCL, HQ</li> <li>Awareness Campaign through <b>Selfie Points</b> at HQ &amp; different Areas of CCL</li> </ol>

**Table -4 : Involving students in Schools:**

Name of state	Name of city/Town/Village	Name of school	Details activities conducted	Number of students involved	Whether copy of award-winning activities attached
Jhar-khand	MRS Ramgarh	Chawni School Naisarai	Mass Pledge & Essay Competition	141	--
	Kuju Area	DAV Ara	Painting & Essay Competition	34	
	Rajhara Area	High School, Chandwa	Quiz, Dance & Essay Competition	50	
	Barka Sayal Area	DAV, NTS Barkakana	Mass Pledge, Painting & Essay Competition	30	
		O.P. Jindal School, Patratu	Mass Pledge, Painting & Essay Competition	30	
		DAV, Urimari	Mass Pledge, Painting & Essay Competition	30	
	NK Area	SSVM, Dakra	Painting & Essay Competition	330	



Name of state	Name of city/Town/Village	Name of school	Details activities conducted	Number of students involved	Whether copy of award-winning activities attached
Jhar-khand	Hazaribag Area	DAV, Tapin	Painting & Essay Competition	60	--
	M&S and A&C Area	KGBV, Tandwa	Mass Pledge & Painting Competition	294	
	Piparwar Area	Sishu Mandir, Bachra	Painting & Essay Competition	56	
	Rajrappa Area	DAV, Rajrappa	Speech, Quiz & Painting Competition	128	
	B&K Area	DAV	Speech, Quiz & Painting Competition	240	
	Kathara	DAV	Painting & Essay Competition	110	

**Table -5 : Involving students in Colleges/ Institutes:**

Name of state	Name of city/Town/Village	Name of school along with dates	Details activities conducted	Number of students involved	Whether copy of award-winning activities attached
Jhar-khand	Dakra	UKS College, Dakra	Awareness program on PIDPI	Lecturers involved, Students not involved	--

**Table -6 : 'Awareness Gram Sabhas'**

Name of State	Name of City/ Town/ Village	Name of Gram Panchayat where Awareness Gram Sabha held	Details of activities conducted alongwith	Number of public/ citizens
Jhar-khand	Rajhara Area	Panchayats within the command area of Rajhara	COVID & Vigilance Awareness Program	24
	Kuju Area	Karma Panchayat	Gram Sabha held at Samudaik Bhawan Sugia where in purpose of celebrating VAW-2021 was explained with special emphasis on PIDPI complaint and how to lodge a PIDPI complaint	46
	Hazaribagh	Hendegarha	Awareness regarding Vigilance and PIDPI	88
	Argada Area	Giddi A	Villagers were explained about PIDPI complaint and how to lodge a PIDPI complaint	75
	NK Area	Churi Madhya, Mohangar and Lapra Panchayat	Awareness Program mainly on PIDPI	24
	MRS, Ramgarh	Naisarai Panchayat, Ramgarh	Mass Pledge - Awareness on PIDPI was taught & placards & pamphlets were distributed	35

**Table -7 : Seminars / Workshops:**

**At CCL (HQ):**

Name of State	Name of City/ Town/ Village	No. of seminars / workshops organized	Details of activities conducted alongwith dates		Number of public/ citizens participated
			Date	Details of activity	
Jharkhand	Ranchi	1		<b>Workshop</b> by the executives of CCL Vigilance covering all the Areas of CCL through online mode on the following subject: i) Delegation of Power ii) PIDPI iii) Common irregularities in tender & contracts	120

Name of State	Name of City/ Town/ Village	No. of seminars / workshops organized	Details of activities conducted alongwith dates		Number of public/ citizens participated
			Date	Details of activity	
Jharkhand	Ranchi	1	3.11.21	One talk on “Independent India @ 75 : Self Reliance With Integrity (स्वतंत्र भारत @ 75 : सत्यनिष्ठा से आत्मनिर्भरता)” was organised. It was attended by HODs of HQ, Area CGM/GMs, executives of all areas and HQ. The above occasion was also graced by the CMD, CCL, all the Functional Directors & CVO, CCL. The Welcome address was delivered by the Shri S. K. Sinha, IRSS, CVO, CCL. The participants of various events were also awarded during this ceremony.	250

**Table – 8 : Other Activities**

Sl. No	Activities	Details
1.	Marathons/ Awareness Walks/ Bicycle rallies etc.	01 (Bicycle Rally at Argada Area, CCL)
2.	Display of Banners/Posters etc	(i) Posters were pasted on nearly <b>5000 Railway Wagons</b> at different sidings of CCL (ii) Posters were pasted on <b>Transportation trucks, JCB, dumpers</b> (iii) Banner & posters at market place, chowk, Petrol Pump, panchayats, etc.
3.	No. of Grievance Redressal camps held	2 No. of Grievance Redressal camps held at Areas of CCL
4.	Use of Social Media	Official Twitter, Instagram & Facebook account of CCL, Web-site of CCL etc. were used to create awareness.
5.	Any Other Activity	(i) Vigilance Awareness Rath at HQ & Areas of CCL (ii) On-Spot Painting Workshop at CCL, HQ (iii) Nukkad Natak at CCL, HQ

**D. Details of Photos enclosed:**

Sl.No.	Name of activities held	Whether photos are being sent in hard copy or soft copy	If in soft copy, No of DVDs attached
1	Vigilance Awareness Week – 2021 at CCL	Soft Copy	1

**E. Any other relevant information, if any:**

1. Efforts were made to reach out the different nook & corner of the country by an innovative way of pasting thought-provoking posters on **5000 railway wagons** used for dispatching coal. These wagons, dispatched from different sidings of CCL, created awareness across the far-flung areas of the country.

Place: Ranchi  
Date: 16.12.2021

  
16.12.2021  
Sumeet Kumar Sinha, IRSS  
Chief Vigilance Officer, CCL