



HRD MANUAL



**DEPARTMENT OF
HUMAN RESOURCE
DEVELOPMENT (HRD)
THE SINGARENI COLLIERIES COMPANY**



SINGARENI AT A GLANCE

Four Districts of AP State

Location of Coal Fields	:	i) Khammam ii) Adilabad iii) Karimnagar iv) Warangal
Equity	:	Rs.1733.202 crores
Share of Govt of A.P	:	51%
Share of Govt of India	:	49%
Ouput 2005-06 (Actual)	:	36 MT
2006-07 (Target)	:	37.5 MT
Manpower as on 31.03.06	:	86025
No.of Underground Mines as on 01.04.06	:	47
No.of Opencast Mines as on 01.04.06	:	11
Registered Office	:	PO:Kothagudem Dist:Khammam AP - 507 101

TECHNOLOGIES USED:

OPENCAST :- Shovel-Dumper Combination, Inpit Crushing, Dragline

UNDERGROUND :- Blasting off the Solid(Conventional Hand Section)
Side Dump Loader (SDL)
Load Haul Dumpers (LHD)
Continuous Miners
Longwall Mining
Wide Stall Method
Blasting Gallery Method
Road Headers



MESSAGE

The HRD Manual has become a reality with the co-operation of Corporate Heads of Departments. Following executives of Corporate HRD have prepared draft with keen interest.

- I) Shri.M.Subba Rao, DY.GM, Medipalli OC, RG-I.
- II) Shri.S.Ravi Kumar, SOM (HRD).
- III) Shri.V.Khadarendra Babu, DY.PM/PM Wing, CORP.
- IV) Shri.P.Ch.Partha Sarathy, DY.SE(HRD).

The Final Print was prepared by these three executives.

- 1) Shri.B.V.Ramana, DY.General Manager (HRD), CORP.
- 2) Shri.B.Laxminarayana, DY.SE, Printing Press, CORP.
- 3) Shri.P.Srinivas, DY.Personnel Manager (HRD), CORP.

Shri.V.V.Subba Rao, presently PS to ED (M&M), Shri.S.Venkateswara Rao, EDP Assistant Shri.N.S.R.Murthy, Clerk of HRD Dept., who rendered good assistance in this preparation.

The HRD dimensions and processes have been prepared to suit our company's present and future needs. As we could not get any reference material on the subject, we had to prepare this document based on some books, articles and our imagination.

We are very much indebted to our respected C&MD Shri.R.H.Khwaja, IAS for initiating this. We thank our Directors for guidance. Corporate Heads of the Departments have extended good co-operation. It will be reviewed and revised once in a year during March/April based on changing needs and suggestions received.

(P.CHANDRAKANTH SHARMA)
CHIEF GENERAL MANAGER (HRD)



ABBREVIATIONS

1. **A.M.P. – Advanced Management Programme**
2. **A.P. - Andhra Pradesh**
3. **A.T.I.- Advanced Training Institute, Hyd**
4. **C.I.L.- Coal India Limited**
5. **C.T.C. – Corporate Training Centre**
6. **E.P. – Excavation Personnel**
7. **H.E.M.M. – Heavy Earth Moving Machinery**
8. **I.O.S. - Institute of Surveyors**
9. **MANAGE – National Institute of Agricultural Extension and Training**
10. **M.G.M.I. - Mining, Geology and Metallurgical Institute**
11. **M.V.T.C. – Mines Vocational Training Center**
12. **N.I.M. – Nargundkar Institute of Management**
13. **O.C. – Open Cast**
14. **P.A.R. - Performance Appraisal Report**
15. **R.C. - Recruitment Cell**
16. **R.D.A.T. - Regional Directorate of Apprentices Training**
17. **S.C.C.L. – Singareni Collieries Company Limited**
18. **T.Q.M. - Total Quality Management**
19. **T.T.C. - Technical Training Centre**
20. **U/G - Underground**



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HRD MANUAL OF THE SINGARENI COLLIERIES COMPANY LIMITED

1.0 OBJECTIVES:

The following objectives underline the HRD policy in the Company:

- a) A clear mission statement, which enables constant qualitative up-gradation of skills of SCCL executives and non-executives.
- b) Utilizing modern management methodologies for conducting Training programmes.
- c) Making intensive use of Internet and I.T. for keeping abreast of the latest developments relating to mining and allied sectors.
- d) Critically evaluating Best Global Practices available in mining industry and examining their applicability to our mining conditions.

The mission and HRD programmes are prepared accordingly.

2.0 MISSION :

2.1 Mission of S.C.C.L:

- * To retain our strategic role of a premier coal producing company in the country and excel in a competitive business environment.
- * To strive for self-reliance by optimum utilisation of existing resources and earn adequate returns on capital employed.
- * To exploit the available mining blocks with maximum conservation and utmost safety by adopting suitable technologies and practices and constantly upgrading them against international benchmarks.
- * To supply reliable and qualitative coal in adequate quantities and strive to satisfy customers' needs by constantly sharing their experience and customizing our product.



- * To emerge as a model employer and maintain harmonious industrial relations within the legal and social framework of the State.
- * To emerge as a responsible company through good corporate governance, by laying emphasis on protection of environment & ecology and with due regard for corporate social obligations.

2.2 Mission of H.R.D. in S.C.C.L. :

HRD mission is developed based on our company's mission as outlined below:

- (i) Strive relentlessly for improving the competencies of all Singarenians (executives and non-executives of SCCL and trade union members) so that our organisation can achieve outstanding results in a sustainable manner.
- (ii) To enable all the Singarenians to lead healthy, peaceful, stress-free, and prosperous lives.
- (iii) To develop Singarenians as excellent performers, responsible citizens, best teams and ideal family members, by harnessing their full potential.

2.3 This mission is reflected in the words of His Excellency Dr. A.P. J. Abdul Kalam, President of India, as follows :

"The very activity of human resource development and continuous skill upgradation in the face of changing technologies or preferably in advance preparation for likely changes in technologies and consumption styles is going to be another major component of the services sector. All of us have to unlearn a lot, learn a lot, continue to learn a lot, use new aids in learning, teach others and so on".

('India 2020', P-170.)

These words will be followed in toto.

2.4. Famous scientist Albert Einstein said "I never teach my pupils. I only attempt to provide the condition in which they can learn". All efforts will be put to implement this idea.



2.5 SOME PROPOSED MILESTONES FOR H.R.D:

Few milestones envisioned for HRD Strategy based on company's mission are as follows:

31-08-2006	Preparation of Shot Firer Guide (Telugu)
30-09-2006	Introduction of mentoring
31-10-2006	i) Preparation of Safety Guide (Telugu) for Electricians ii) Preparation of Safety Guide (Telugu) for Fitters
31.12.2006	i) 90% office staff to be trained in M. S. Office ii) 95% of Survey Officers to be trained in Auto CAD
31-12-2006	i) Preparation of Colliery Engineers Safety Manual ii) Keeping Panels of First Class and Second Class Certificate Holders.
31-12-2006	Connecting all training centres by internet.
31-12-2006	i) 100% Civil Engineers (E-1, E-2 & -3) to be trained in Auto CAD ii) Short Term courses will be arranged on Access & VB for office staff and Clerks 20% to be covered iii) 50% of the personnel executives, F&A executives to be covered for short term course in MS Office & VB. iv) Preparation of Safety Guides for Supervisors (Telugu)
31-3-2007	i) To cover remaining 75% of families on Nutrition Education. Nutrition Guide from National Institute of Nutrition for each family ii) To make all office staff and executives computer literate
31.03.2007	i) e-Learning policy for executives ii) To achieve 95% literacy iii) To cover 25% of families on Nutrition Education. Nutrition Guide from National Institute of Nutrition for each family
30-09-2007	Constitution of expert groups on 20 subjects



3.0. BASIS FOR H.R. D.POLICY (FUTURE PROJECTIONS):

- 3.1. The future is radically different from the present and past regarding technology mix and scope of outsourcing. For this purpose, technology-wise projections of the projects which form basis for future training, are given below :

PRODUCTION TRENDS

Sl. No.	Technology	2003-04 (Actual)	2004-05 (Actual)	2005-06 (Actual)	2006-07 (Projected)	XI Plan 2011-12 Terminal Year(Projected)	XII Plan 2016-17 Terminal Year(Projected)
A-1	Conventional B & P (Board & Pillar)	10.88	8.911	7.086	5.509	5.296	3.780
A-2	Mechanised B & P (Board & Pillar)	1.046	2.555	3.760	4.913	3.319	2.730
A-3	Long wall	1.111	1.213	0.988	1.308	1.870	5.600
A-4	Special methods (Blasting Gallery) continuous Miner, etc.)	1.069	0.294	0.877	1.505	2.965	2.690
A	Total Underground	13.314	12.973	12.711	13.235	13.450	14.800
B	Opencast	20.540	22.321	23.427	24.265	26.630	30.200
	Grand Total	33.854	35.302	36.138	37.500	40.080	45.000

- 3.2 In view of the envisaged changes in the technologies, the training programmes will be designed to suit changing needs.

- 3.3 Since the strength of employees in underground machine mining will go up from the present 13,000 to 20,000 by the end of XII Five Year Plan (2016-17), due importance is being given for training in UG Mechanisation.



4.0 DIMENSIONS AND PROCESSES OF H.R.D. :

- 4.1 HRD Policy comprises improvement **of human resources in 8 dimensions and 25 processes given in a matrix form as shown in Table-1 under Para 4.4.**
- 4.2 As per specific needs of Indian coal mining industry, following eight (8) dimensions are identified for HRD methodology.
- i. Literacy
 - ii. Physical capacity
 - iii. Health & Nutrition
 - iv. Job Knowledge
 - v. Technical Skills
 - vi. Personality development
 - vii. Team building
 - viii. Information Technology
- 4.3 For the development of personnel in these eight (8) dimensions, twenty-five (25) processes are chosen in which training process constitutes almost 75%.

List of the processes is given below:

- i) Training
- ii) Literacy mission
- iii) Technical journals
- iv) In-house magazine
- v) Knowledge day (monthly)
- vi) Knowledge management
- vii) HRD Bulletin
- viii) Guest lectures
- ix) Study tours
- x) Seminars, Workshops & Conferences
- xi) Yoga & Meditation camps
- xii) Performance Counseling
- xiii) 360 degree feedback
- xiv) Mentoring
- xv) Job rotation
- xvi) Library (Office & clubs)
- xvii) Social service organisations
- xviii) Sports, games & scouts
- xix) Literary & Cultural organisation
- xx) Balanced Score Card (BSC)
- xxi) Action Research and Action Learning
- xxii) Multi media.
- xxiii) e-Learning (including internet)
- xxiv) In-house Expert Groups
- xxv) Acquiring Higher/Extra Qualifications in Service.



4.4) A matrix showing linkages between HRD Dimensions & Processes is shown in Table-I.

TABLE-I
Matrix of HRD Strategy
(Processes & Dimensions)

Sl. No.	Dimensions		Physical Capacity	Health & Nutrition	Knowledge	Technical Skill	Personality Development	Team Building	Information Technology
	Processes	Literacy							
01.	Training		√	√	√	√	√	√	√
02.	Literacy Mission	√		√			√	√	
03.	Technical Journals			√	√	√			√
04.	In-house Magazine (Telugu)			√	√		√	√	
05.	Knowledge day (Monthly)			√	√		√	√	√
06.	Knowledge Management			√	√	√	√	√	
07.	HRD Bulletin			√	√		√	√	
08.	Guest Lectures			√	√		√	√	
09.	Study Tours				√	√	√	√	√
10.	Seminar, Workshops & Conferences				√		√		√
11.	Yoga & Meditation Camps		√	√			√		
12.	Performancing Counseling						√	√	
13.	360 degree feedback						√	√	
14.	Mentoring			√	√		√	√	
15.	Job rotation				√	√	√	√	
16.	Library (Office & CER Cub)			√	√		√		√
17.	Social Service organisation						√	√	
18.	Sports, Games & Scouts			√	√		√	√	
19.	Literacy & Cultural organisation				√		√	√	



Sl. No.	Dimensions	Literacy	Physical Capacity	Health & Nutrition	Knowledge	Technical Skill	Personality Development	Team Building	Information Technology
	Processes								
20.	Balance Score Card						√	√	
21.	Action Research & Action Learning		√	√			√	√	
22.	Multi Media			√	√	√	√	√	√
23.	e. Learning				√	√	√		√
24.	In house Expert Groups				√		√		
25.	Higher/ Extra Qualifications				√		√		√

5.0. GOVERNMENT GUIDELINES FOR H.R.D. :

- 5.1 The Government of AP has instructed all the public sector undertakings to prepare a training sub-plan taking into account the needs of all the staff. A copy of the GO is enclosed as **Annexure-1 & 1(A)**. As per this G.O. we have to provide sufficient budget under a separate sub-head for training which should be of the order of 1% - 2.5% of the non-plan budget.
- 5.2. The Training Division, Ministry of Personnel, Public Grievances and Pension, Dept. of Personnel & Training, Government of India, also instructed to set up of 1.5% of its salary budget which shall be solely used for the purpose of training and shall not be diverted for use elsewhere. A copy of the circular is enclosed as **Annexure - 02**.
- 5.3 Top priority will be given to implement training programmes as per recommendations of the National Conferences on Safety. **Annexure- 03**

6.0 TRAINING NEEDS ANALYSIS (TNA):

The training needs of each department and each level of executives and employees are worked out based on the following inputs during the month of December every year :

- a) Advice from the concerned HODs.
- b) Feed back reports from the past training programmes.
- c) Future needs as per technology-wise projections of the Production.
- d) Advances in related technologies (Mechanisation, Eelectronification, communications and computerisation).
- e) Impact of the past HRD Programmes.
- f) Strategic Vision.

**7.0 FUNCTIONING OF H. R. D. DEPARTMENT :****7.1) CORPORATE OFFICE:**

- i) Preparation of Annual Budget.
- ii) Preparation of Training Calendar.
- iii) Monitoring the programmes as per HRD Budget.
- iv) Revision of HRD proposals as per Government guidelines and Vision Document.
- v) Offering necessary collaboration to the HODs in evaluation of HRD processes.
- vi) Upgradation of MVTCS.
- vii) Improvement in the quality of training at MVTCS.
- viii) Quarterly inspection and review of working of Training Centers (MVTCS, TTC, NIM).
- ix) Preparation and publication of course material & guides for employees.
- x) Publication of monthly HRD Bulletin.
- xi) Implementation of Knowledge day in all areas and Corporate Office.
- xii) Guidance/collaboration to other departments in conducting seminars/ workshops.
- xiii) Preparation of proposals on various HRD processes.
- xiv) Arrange coaching for statutory examinations
- xv) Coordinate introduction of ISO-9001 system, ISO-14001 systems, TQM (Total Quality Management) and Business Excellence Models.
- xvi) Periodical review and revision of allowances and honorarium.
- xvii) Submission of monthly HRD Report to C & MD.
- xviii) Implementation of Apprentices Act, 1961.
- xix) Co-ordination with Regional Directorate of Apprentices Training, Hyderabad, Board of Apprenticeship Training (BAT)(Southern Region), Chennai.
- xx) Claiming reimbursement of stipend from Government Agencies, wherever it is applicable.
- xxi) Arrange project work to Post-Graduate Students (MBA, MCA, M.Tech and M.Phil).
- xxii) Co-ordinate the Research Work of Executives (Ph.D.).
- xxiii) Circulation of latest articles and any literature.
- xxiv) Co-ordinate the Publication/Presentation of Technical articles by employees.
- xxv) Co-ordinate innovation efforts and annual report on innovation.

7.2 REGIONAL OFFICES LOCATED AT MM &RG.II:

- i) Monitoring attendance, discipline and quality of training in MVTCS.
- ii) Making training arrangements for supervisory staff.
- iii) Monitoring field training of Executive Trainees.
- iv) Grievance redressal of Executive Trainees.
- v) Inspection of Executive Trainees' Hostel and other trainees' hostel every month.
- vi) Follow up for the release of executives and non-executives sponsored for training.
- vii) Follow up for the submission of reports by the executives who have been sponsored for training programmes.
- viii) Impact assessment of training and feed back reports.



- ix) Co-ordinating preparation of course material and guidance for the training programmes with the synergy of MVTCs.
- x) Monitoring training schedules of trainees and apprentices.
- xi) Claiming reimbursement of stipend from Government Agencies, wherever applicable.
- xii) Co-ordinating the works of Area level Knowledge days.
- xiii) Co-ordinating the works of MVTCs & Review meetings/Upgradation of MVTCs/ Distribution of HRD bulletins.
- xiv) Co-ordinating the works of all other HRD processes in the region
- xv) Monthly reports to Corporate Office.

7.3 MANAGERS OF MVTCs /TTC/UMTI:

The executives of MVTC should strictly comply with the duties prescribed in Rule 20 and 21 of MVTC Rules, 1966. A list of registers to be maintained are enclosed **Annexure-04**. The list of returns/reports to be submitted is enclosed along with formats in **Annexure 05**. The Managers of MVTCs/TTC/UMTI should see for proper attendance, discipline and quality of Training. They should strive for upgradation of MVTCs/ TTC/UMTI and report progress.

8.0 TRAINING INSTITUTES OF S.C.C.L. :

8.1 Mines Vocational Training Centres:

There are eight (8) MVTCs located at Kothagudem, Yellandu, Manuguru, Ramagundam-I Area, Ramagundam-II Area, Mandamarri, Srirampur and Bhoopalpalli.

8.2 Nargundkar Institute of Management (NIM) :

This is located in 8 Incline Colony at Godavarikhani. The training programmes will be coordinated for all areas by the Addl.G.M.(HRD), RG Region. Training programmes for executives only will be conducted at NIM. It is declared as 'no smoking zone'. Every residential training programme will have yoga session. This institution functions as per the programme schedule and budgetary sanctions provided by the Corporate HRD. The incharge of NIM will be responsible for the following:

- i) Conduct programmes as per schedule.
- ii) Arrange hospitality and other assistance to faculty.
- iii) M&R works of the NIM (Civil, electrical and mechanical)
- iv) Maintain expenditure details.
- v) Initiate proposals wherever needed.
- vi) Library facilities.
- vii) Dining Hall arrangements.
- viii) External visits of the participants.
- ix) Assistance to participants.
- x) Maintenance and repair of teaching aids.
- xi) Supply of course material.
- xii) Payment of honorarium to internal and external faculty.
- xiii) Feedback reports.
- xiv) Structured Report on every programme to G.M.(HRD)
- xv) Follow up for internal faculty.
- xvi) Computer centre facilities.



- xvii) Draw consumables and procure wherever needed.
- xviii) Programme details on notice board.
- xix) Allotment of rooms.
- xx) Supply of snacks , tea, lunch and dinner.
- xxi) Attendance reports.
- xxii) Payment of bills.
- xxiii) Inventory record of assets.
- xxiv) Co-ordination with security contractor.
- xxv) Hospitality to visitors.
- xxvi) Maintain visitors book and implement approved suggestions.
- xxvii) Any other related works.

8.3 Corporate Training Centre (CTC), Kothagudem :

This is located in Kothagudem and is under the control of Corporate HRD Department. In-house training programmes for executives/supervisors including induction programmes will be conducted here. Residential training programmes also can be conducted here. This will also be utilised for accommodating those who come for training at Mines Rescue Station.

9.0 H.R.D. BUDGET :

9.1. Revenue Budget i.e. non-plan budget:

9.1.1. The HRD Department will submit proposals of non-plan budget every year including the following:

- a) Expenditure on all HRD processes including TA, DA and honorarium to internal & external faculty.
- b) Advertisements for seminars & conferences.
- c) Annual subscription/life membership in professional bodies.
- d) Depreciation for buildings and equipment for training.
- e) Energy cost at company training centres.
- f) Wages and salaries of HRD Department.
- g) Contract cost of services.
- h) Bills on conveyance, photo copying, connected journeys.
- i) M & R works on civil, electrical & mechanical for training institutes.

9.1.2. Each HOD has to send the training needs of his department to Corporate HRD by 21ST December. Discussions will be held between Chief GM (HRD) and concerned HOD as and when necessary. After this, HRD Budget will be prepared and submitted to the Directors by 31st January.

9.2 Plan budget (capital budget):

9.2.1 Following items are included:

- (a) Expansion and renovation of buildings
- (b) Technical aids.
- (c) Furniture and fixtures.
- (d) Mine Models.
- (e) Lab Equipment.
- (f) Info Tech proposals.



- 9.2.2 Proposals should be sent by all the MVTCs to Corporate Office by 31ST July (Eight months before the commencement of the financial year). Corporate Office will scrutinize, revise wherever necessary and submit a consolidated report to Planning Department by 31ST August.

10.0 TRAINING:

10.1 STATUTORY TRAINING:

- 10.1.1 Statutory training will be arranged at all MVTCs in compliance of the MVTC Rules, 1966. Each MVTC Manager shall maintain the training record and prepare the list of employees as per the due dates of training. These names are communicated to each Colliery Manager/HOD by 10th January of each year. The list shall contain tentative schedule of training for each designation, mine-wise, department-wise. All the Colliery Managers/HODs have to release employees as per given schedules. If they seek any changes in schedules they should inform each MVTC Manager by 31st January. In case the Manager, MVTC finds it difficult to change as per suggestions, it will be referred to the Area Safety Officer. Decision of Area Safety Officer will be final and the Manager, MVTC has to make changes accordingly. Under any circumstances, the refresher training should not start beyond the due date of training for any employee. However, it can be relaxed only in case of a person who is superannuating within 3 months of the due date.
- 10.1.2 Basic training and refresher training will be carried out as per the Mines Vocational Training Rules 1966, Latest DGMS Circulars and recommendations of Nine National Safety Conferences. Annexure-3
- 10.1.3 Returns and Records will be maintained at MVTCs as per the MVTC Rules 1966. Annexure-4 & 5
- 10.1.4 All the refresher trainees will be done as per the latest version schedules in MVTC Rules 1966.
- 10.1.5 Orientation Training to Pit Safety Committee Members :
Whenever new members are nominated by the trade unions to the Pit Safety Committee, the members will be given orientation training as specified in 8th National Conference on Safety in mines for a period of one week. The training should cover the topics mentioned in **Annexure-06**.
- 10.1.6 Structured training :
Structured training should be given to all the front line supervisors for a period two weeks once in five years. The topics to be covered in structured training are mentioned in **Annexure-07**. This training is given as per recommendations of 9th Safety Conference.
- 10.1.7 "Train the Trainers" programme will be arranged once in a year for executives to improve their teaching skills serving as faculty for in-house programmes.
- 10.1.8 Training on First Aid will be arranged to the persons as per the Rule No 40 of Mines Rules 1955.
- 10.1.9 Contractor's workmen will be given training as per recommendations in the 9th National Conference on safety in mines.



10.1.10 A list of training programmes to be conducted at MVTC's is enclosed as **Annexure - 08.**

10.1.11 Separate budget is allocated for organising coaching classes for statutory examinations like First /Second Class Mine Manager's Certificate of Competency (FMMC/SMMC), Overman, Mining Sirdar, Shot firer Certificate of Competency. It will be included in the annual revenue budget.

10.1.12 **Statutory training certificates:**

The Manager, MVTC, will issue Statutory training certificates in the standard format. Copies of the certificate will be given to the Colliery Manger/HOD and employee. While issuing certificate to the employee, his signature has to be obtained in the register kept for the purpose. A monthly report on the statutory training should be sent by each Manager, MVTC to the Area Safety Officer and AGM/DGM, HRD of the Region in a floppy and a hard copy. In case of Kothagudem region, it should be sent to SOM/Dy.GM, HRD, Corporate Office.

10.2. NON STATUTORY TRAINING:

Almost 75% to 80% of HRD work is covered in training process. Rigorous training will be given for at least one year after recruitment. The details of training policy are given below:

10.2.1 **Miners (Excluding Tradesmen & Supervisory staff):**

All-underground desingations are covered by training modules as per MVTC Rules,1966. They are given basic and refresher training. The frequency of refresher training is once in five (5) years (six days). Guidelines of DGMS will be followed in case of other designations, which are not included in schedules.

10.2.2 **TRADESMEN:**

Same as Para 10.2.1. In addition to that Tradesmen & Technical Supervisors are send to Advanced Training Institute (ATI), Hyderabad or any other institute of equal standing once in ten (10) years, for updation of technical knowledge/skills. In case of trades like Moulders, they will be sent to Chennai / Bangalore because the training facilities are not available at ATI, Hyderabad. Training by equipment suppliers, at site and their factory, to the concerned tradesmen, is also arranged whenever necessary.

10.2.3 **SUPERVISORY STAFF(MINING):**

- (a) Same as Para 10.2.1 and as per the recommendations of the National Safety Conferences (six days).
- (b) All frontline supervisory staff i.e., Mining Sirdar, Overmen etc., are given structured training for a period of two weeks (Twelve working days).once in five (5) years on safety matters as per the recommendations of 9th Tripartite National Conference on Safety in Mines
- (c) Supervisory development programme for four (4) days in five (5) years.

Total training mandays under (a), (b) & (c) is $6+12+4= 22$ days in five (5) years
5.4 days/man-year.
i.e.,42 hours/ per year



10.2.4 SUPERVISORY STAFF(E&M):

- (a) Same as Para 10.2.2 and 10.2.3
- (b) Total Training Mandays : 40 days in five (5) years as shown below: (i.e. 8 mandays per year)

Refresher:	12 days.
Structured training	12 days.
Advanced Training Institute(ATI),	
Hyd (6 to 12days)	12 days.
Supervisory Development.	04 days
Total duraion	40 days

(i.e., 8 days/year 64 hours/year)

10.3.0 Non-Statutory training for office staff and other surface employees.

10.3.1 J.As,O.Ss, PAs, POAs & Clerks:

- a) Induction Programme (two weeks)
- b) Basic computer skills (Part time)
- c) Advanced Computer skills (2 weeks - full time) as one time measure, @ 240 persons per year.
- d) Knowledge updation one day/year.
- e) Personality development - 3 days in 5 years.

10.3.2 Other Surface Employees:

Six to ten days in five years as per job description.
(Includes personality development also)

11.0 INDUCTION PROGRAMMES FOR EXECUTIVE TRAINEES:

11.1 The Induction programme will be conducted for all Trainees before sending them to Areas for 'on the job training'. To acquaint with the Rules, Regulations and Procedures, they will have theory classes and will be shown mines and service departments.

11.2 In order to give the Executive Trainees exposure to the entire company as well as to provide them the basic knowledge which will enable them to perform higher level functions at a later stage, induction training programme for them has been designed to provide 6-month induction course to all the executives joining in the Mining, E&M, Personnel Depts. etc.,

11.3 This 6-month training course will be conducted in Six Modules as follows:
(Annexure-9)

Module-1: Basic exposure to various facets of the industry on the theoretical knowledge in various subjects that are applied therein.

Module-2: Familiarizing with all the Departments in the company at Corporate level.

Module-3: Advance Course in the relevant functional area. During this period the Trainees will be given a small assignment and will be required to give system improvement under the guidance of a Middle level Executive of the Corporate Office.

Module-4: The trainees will be exposed to all Area level Departments and familiarise with the same.



Module-5: They will be attached to the Unit Level Offices of the respective discipline so that they will get experience in the same.

Module-6: They will prepare a report and a presentation of the same at both the area and Corporate levels. After this, the trainees will be sent to the respective place of postings and will continue the training period on-the-job.

- 11.4 For the executives who are inducted in the disciplines, which do not have representative at the Unit Level, Modules 1,2,3, & 4 only will be applicable.
- 11.5 In respect of General Duty Medical Officers/Lady Medical Officers and those inducted at lateral level in the Company (in E-3 and above grades) a 2-week induction programme will be given. However in respect of Specialists, One week Induction Programme is conducted.
- 11.6 The Modules of Training designed for Welfare Officer Trainees, MGTs & JETs (E&M) are furnished in the Annexures - 10,11 & 12.
- 11.7 The Executive Trainees have to submit periodical reports on their training to the Course Coordinator concerned, take the written Test and attend to the debriefing sessions as per schedule.
- 11.8 Of the six months induction training programme, in phase one three months' training will be at corporate and remaining three months training will be at the areas.

12.0 INDUCTION TRAINING FOR OTHER TECHNICAL & NON-TECHNICAL STAFF:

SNo	Designation	Duration of Training	Remarks
1	Asst. Foreman Trainees	3 weeks	At the time of Entry
2	Asst. Draughtsman/Sub-overseer Trainees	One week	-do-
3	Tradesmen trainees	Two weeks	-do-
4	Overmen	4 weeks	-do-
5	Mining Sirdars/Shotfirer	1 week	-do-
6	JAOs, POAs and Clerks	2 weeks	-do-

13.0 Mode of Induction Training for Executive Trainees

13.1 Mining Graduate Trainees :

One year training consists of two phases of six months each - Induction Training Programme for six months and on the job training for six months Assessment test will be conducted at the end of each phase of training programme. During the first six months, training will be as detailed in paragraph 11.3. They will be rotated to the mines and departments to acquaint themselves with the different technologies/ functions of the company. The methodology for conducting tests for placing them in regular executive grade is as follows:

Weightage of marks :	
Written Test :	75
Viva-voce :	15
Training Reports :	10

Total :	100



Minimum marks to be scored in written examination, viva-voce and monthly reports, separately : 50%

Committee for viva-voce consists of four senior executives:

CGM(CP&P)/CGM(Safety) : Chairman of the committee.
 Members : One each from Mining, Personnel & HRD
 Member Secretary : Dy.GM/SOM (HRD)

Mining Graduate Trainees are required to obtain First Aid and Gas Testing Certificates during training period. On successful completion of one year training and after execution of bond to serve the company for a period of 3 years, they will be drafted to regular E2 grade as Graduate Mining Engineers. If they want to leave the job during the bond period, they have to pay an amount of Rs.27,000/- or total stipend paid including allowances whichever is less. Mining Graduates require two years practical experience for obtaining II class Mine Manager's Certificate of Competency, which is statutory obligation. They will be given three months' time after completing two years training to submit the certificate. If they fail to submit the certificate within 27 months from the commencement of the training, they will be terminated.

13.2 Junior Executive Trainees (E&M):

JETs will be given one year training, which consists of two phases of six months each. Induction training programme for six months and on the job training for six months. Assessment test will be conducted at the end of each phase of training programme. During the first six months, training will be given as detailed in paragraph 11.3. They will be rotated to the mines & departments to acquaint themselves with the different technologies/ functions of the company. They will undergo "hands on training" at TTC, Manuguru on HEMM. They will also be given training in underground mechanised mines, conventional U.G. mines in installation, shifting, overhaul, operation, maintenance and repair of mining machinery. They are required to submit monthly training reports for claiming their stipend. They have to sign a bond to serve for at least three (3) years after completion of training. If they want to leave the job during the bond period, they have to pay an amount of Rs.27,000/- or total stipend paid including allowances which ever is less. The methodology for conducting tests for placing them in regular executive cadre at the end of training is given below:

Weightage of Marks: Phase-I.	Written test:	75
	Training Reports.	10
	Viva-voce	15
Weightage of Marks: Phase-II.	Assessment reports:	25
	Training Reports.	15
	Viva-voce	60

Minimum marks to be scored in written examination, viva-voce and monthly reports, separately: 50%

Committee for viva-voce consists of four senior executives:

ED(E&M)/CGM : Chairman of the committee
 Members : Personnel & HRD
 Secretary : Dy.GM (E&M) (HRD)

On successful completion of one year training they will be drafted to E-2 grade as Assistant Engineers.

(List of some relevant circulars and proformas are given in Annexure-30)



13.3 Welfare Officer Trainees:

They will be given two years training which consists of four phases of six months each. First phase consists of six months induction training. Assessment test will be conducted at end of each phase of training programme from second phase. At the end of the three phases both written examination and viva voce will be conducted. At the end of the fourth and last phase, only viva-voce will be conducted. They are required to submit monthly training reports for claiming their stipend. A format governing the Induction scheme is shown as **Annexure-10**.

On successful completion of two years training and after execution of bond to serve the company for a period of 3 years, they will be drafted to regular E2 grade as Welfare Officers. If they want to leave the job during the bond period, they have to pay an amount of Rs.27,000/- or total stipend paid including allowances whichever is less. The methodology for conducting tests for placing them in regular executive cadre at the end of training is given below:

Weightage of marks : (Phase-II & III)			
Written Test	:	75	
Viva-Voce	:	15	
Training Reports	:	10	

Total	:	100	

Weightage of marks Phase-IV :			
Viva-voce	:	90	
Training Reports	:	10	

Total	:	100	

Minimum marks to be scored in written examination, viva voce and monthly reports, separately : 50%

Committee for viva voce consists of four senior executives :

CGM/GM(Personnel)	:	Chairman of the committee
Members	:	One from Mining, & CGM(HRD)
Secretary	:	Dy.P.M./Sr.PO (HRD)

In the Areas, one Dy.PM/Sr.P.O will guide Welfare Officer Trainees to acquaint with company policies, procedures and job requirements during the training period as per Director (PA&W) Circular No.CRP/PER/C/005/1901, dated 30.10.2001 (**Annexure-13**).

On successful completion of two years training they will be drafted to E-2 grade as Welfare Officers. If any trainee is not upto the mark, his training will be extended by six (6) months. At the end of six months he will be tested again. Only three such extensions of six months each are given. If he fails in the 4th test, at the end of three extensions, he will not be confirmed and his training will be terminated.

13.4 Leave facility for trainees :

The executive trainees are eligible for casual leave on pro-rata basis and 15 days sick leave per annum. While the sick leave can be carried forward to the subsequent year, casual leaves cannot be. The eligibility criteria for leaves to the executive trainees are clarified in the circulars given from time to time (enclosed as **Annexure-14 (A),(B) &(C)**) No leave will be granted to trainees during the period of induction programme. In case of emergency, the trainee can seek sanction of the Director concerned for a



maximum period of two (2) days casual leave. The trainees should observe strict discipline. They should maintain necessary decorum. Disciplinary action will be taken against those who violate the rules/guide.

Annexure - 15

14.0 IN-HOUSE TRAINING :

14.1.1 Man-days of training:

By preparing tailor made course material and presentations to meet our specific needs, in-house training is arranged. The training mandays proposed by different HODs for executive development are given below. Keeping the total mandays of training per year given in the policy, all attempts will be made to satisfy the training needs specified by the HODs.

14.1.2 Special courses will be designed for officers in need of knowledge and skills in deficient areas.

14.1.3 Whenever new technologies are introduced, the concerned executives, supervisory staff, employees may be trained by the collaborators, vendors and in-house instructors. In such scenarios, if the slot of training is for domain knowledge for that year, no additional training programme is necessary.

14.0 Out of the above mandays, following are ear-marked exclusively for domain knowledge updation.

SNo.	Discipline	Periodicity	duration
1	Mining	Once in 3 years	6days
2	E&M	Once in 3 years	6days
3	Personnel	Once in 2 years	3 days
4	F&A	Once in 2 years	3 days
5	Exploration	Once in 3 years	6 days
6	Civil	Once in 3 years	3 days
7	IED	Once in 2 years	3 days
8	EDP	Once in 2 years	6 days
9	Law	Once in a year	3 days
10	Survey	Once in 3 years	6 days
11	Medical & Health	Once in 3 years	2 days
12	Estates	Once in a year	2 days
13	Environment.	Once in a year	3 days

1

15.0 Periodicity of training programmes for executives:

15.1.0 Junior Executives (E-1 , E-2 & E3):

15.1.1 Induction training Programme – 4 to 6 months for Officers recruited in E.1/E.2 Grades depending on the discipline. In respect of GDMOs/LMOs and those taken on lateral entries at E3 & above, a two week induction course will be conducted. However, in respect of specialist doctors, a one week induction course will be conducted.

-Whenever recruitment/joining of candidates is not on a uniform date, such candidates will join at their place of posting and undergo induction programme with the next batch. However, these fresh executives shall be given a one-day orientation programme by the concerned HOD. A package will be made available to the HOD and the nodal officer of the department. However, in respect of trainings having modular



approach, they may be allowed to join at the beginning of the module.

15.1.2 In House: Job knowledge, technical skills and personality development, communication skills. - 6 days in two years.

15.1.3 External Training: Once in four years (one week). First external training will be after completion of four years in the executive cadre.

15.1.4 In the first four years, they may be sponsored for suppliers training programme to take up maintenance of machinery in UG/OC/Workshops, etc.

15.2.0 Middle Level Executives (E-4 & E.5):

- (a) In house training: One week in two years.
- (b) External training : Once in three years.(minimum : one week)
- (c) Study tour : Once in six years.
- (d) All middle level executives in the 12-18years of seniority will be given a two week refresher course. This will be in place of in house training.

15.3 Sr. Executives (M.1 & M.2 - Dy.GMs/Addl.G.Ms):

- (a) In house training: One week every year.
 - (b) External training: Once in three years.
 - (c) Study tour : Once in four years for M.1 Officers..
Once in two years for M.2 Officers.
- External training and internal training should not be covered same year. Similarly external training & study tour should not be in the same year.
 - In case of Mining, E&M and survey disciplines, whenever an officer is brought into new technology who is not exposed earlier to that, will be given both external and internal training irrespective of 3 years stipulation on training mandays.
 - Training on **AutoCAD & MINEX** to 50% Executives of Mining, E&M, Exploration, Survey and auto cad training to Civil Engineering shall be given over a period of time & maintained at that level.
 - A 3 day programme on strata control & Ventilation will be conducted for mining cadre executives posted in UG mines, Planning and Safety departments every year. Each executive to be covered once in three (3) years. This will be integrated/added to the in house training programme.
 - The training of officers will be alternatively on domain knowledge and general management.

15.4 CGMs/G.Ms/HODs:

- (a) In house programmes: 3 days in a year.
- (b) Professional Conferences / Once in a year.
External training:
- (c) Study tour. Once in two years.

As far as possible, study tour and professional conference may be combined.



16.0 A list of the general and special topics for in-house training Programmes, applicable to all disciplines is enclosed as **Annexure- 16**

16.1.0 Calendar programmes for in-house programmes will be released in advance as follows :

16.1.1 By 28th February for the quarters - I & II (April to September).

16.1.2 By 31st August for the quarters - III & IV (Oct to March).

16.1.3 It will be circulated to all mines & departments. Executives can send their willingness for any course. Keeping their job requirements and aptitude in view, the list of participants will be finalised.

16.1.4 Career plan of each executive will be prepared for covering courses mentioned in para 16.2 progressively.

16.2 Topics for in house training programmes :

16.2.1 Non-executives (Cat. I - VI) :

- a) Literacy
- b) Emotional Intelligence
- c) Management of Stress and Neuronal Empowerment
- d) Health & Nutrition
- e) Savings and Terminal Benefits

16.2.2. Non-executives (Clerks) :

- a) Basic Computer Training
- b) Management of Stress and Neuronal Empowerment
- c) Emotional Intelligence
- d) Health & Nutrition
- e) Modern Office Management

16.2.3. Non-executives(PAs/POAs/OSs)

- a) Modern Office Management
- b) Secretarial Practice
- c) Emotional Intelligence
- d) Management of Stress
- e) Neuronal Empowerment

16.2.4 Supervisors:

- a) Management of Stress & Neuronal Empowerment
- b) Emotional Intelligence
- c) Supervisory Development (3 days)
- d) Health & Nutrition
- e) Total Productive Maintenance (TPM)
- f) Total Cost Management

16.2.5 Executives (E-1 TO E-3) :

- a) Emotional Intelligence
- b) Basic Computers



- c) Health & Nutrition
- d) Management of Stress & Neuronal Empowerment
- e) Work Study
- f) Productivity Techniques

16.2.6 Senior Executives (E-4 and above) :

- a) Basic Computers
- b) Modern Office Management
- c) Management of Stress and Neuronal Empowerment.
- d) New techniques of management

16.2.7 Training of Trade Union Representatives :

After completion of secret ballot for trade unions, the Personnel Department will send a list of office bearers of newly elected trade unions. A three-day residential training will be arranged to them. External and internal faculty will conduct interactive sessions.

16.3.0 Advanced Management Programme (AMP)

16.3.1. Advanced Management Programme (AMP) is the flagship programme of our organization. This is organised for three weeks at Nargundkar Institute of Management (NIM). Executives in E.5 and above grades will be attending this programme.

16.3.2. The training programme will contain nearly 36 sessions of three hours duration each. In the morning yoga classes will be organised and in the evening basic computer skills will be imparted. They will have courses on 'Team Building', 'TQM', 'ISO Certification', 'Conflict Management', 'Environmental Legislation', 'Fuel Supply Agreement', 'Mission & Vision' etc., These sessions will be conducted by reputed external faculty and also by senior executives of our organisation. The participants will also be taken on industrial tour to world class organisations in India where interactive sessions will be conducted with the top executives of these organisations. For AMP-5, visit was arranged at Hyderabad and for AMP-6, it was Chennai. The AMP-7 and AMP-8 were conducted at IIM, Lucknow.

16.3.3 At the end of the programme, the participants will submit a project work and give a Power Point presentation. The feedback forms submitted by the participants will be studied for further improvement of the programme and a consolidated report will be submitted to higher management.

16.3.4 Nomination for AMP : A panel of names of senior executives from different disciplines will be submitted to Director (PA&W) to nominate twenty (20) executives. The officers will be selected based on PAR Reports and Vigilance reports.

16.3.5 Participation in AMP: The nominated officers should participate without fail and should confirm their participation well in advance. In case of emergency due to severe health problem etc., they should get exemption from Director (PA&W) or the Director concerned. Participation in AMP is a must for nomination in foreign training programmes, if any, in future.

16.4.0 Procedure for in house programmes :

In-house programmes are conducted in three ways as given below :



16.4.1 Exclusively by internal faculty :

Ex : Fuel Supply Agreements.

Experienced company executives are invited as guest faculty. They develop course material as per growing needs of the company and conduct interactive sessions.

16.4.2 Combination of external and internal faculty.

Ex : Executive Development Programme for Colliery Managers & Under Managers.

In some subjects like Emotional Intelligence, Team Building, Management of Stress, reputed external faculty is invited.

16.4.3. Conducted by external faculty only.

Ex : Visual Basic and Oracle.

16.4.4. A list of guest faculty is maintained in HRD Department. Their curriculum vitae containing qualifications, experience, publication etc., is maintained. It is updated every six months.

16.4.5. To have services of expert external faculty / consultants will be contacted to organise in-house training programmes. The proposal is to be approved by the competent authorities. The proposal for approval must be routed as detailed in circular No. CRP/HRD/A/10/ (C) / 1425, Dated 20.05.2002 Annexure-17

- a) The proposals of External institutes/consultants will be scrutinized by Corp. HRD Dept. and submitted for approval by the Directors/C&MD as applicable.
- b) Arrangements will be made by the executives of HRD and other concerned executives as per approval.
- c) Course fee shall be paid to them by DD/Cheque/Cash against receipt.
- d) Course material for each in-house programme should be kept in a specific folder along with list of participants, faculty and schedule at NIM/TTC or respective MVTC, along with feedback.
- e) Honorarium for external faculty will be paid as per the approved rates as per

Circular No. CRP/HRD/162/896, Dt. 13-4-2004

Annexure - 18

16.4.6 Periodic training programmes will be conducted in various technologies. The following will be given emphasis:

- Longwall
- Continuous miner
- Deep shaft
- BG
- Other UG mechanization
- Non-Statutory

16.4.7 It shall be ensured that officers trained will be posted to work in the respective technologies at least for some reasonable period.



17.0. EXTERNAL TRAINING PROGRAMMES : (IN INDIA)

17.1.0 External training is arranged for around 1/3rd of the executives every year, with the following objectives:

- (a) Exposure to the new methods of work, new technology and new environment.
- (b) Updation of domain knowledge.
- (c) Interactive learning from experiences of participants from other organisations.
- (d) Net-working with professionals in the field.
- (e) To improve aptitude on the subject.
- (f) To change the attitude towards new ideas, work culture, discipline, technology, etc. by seeing excellence.
- (g) Motivation i.e. rewarding good performers.

17.1.1 Executives of all disciplines will be sponsored to various workshops, conventions, national & international seminars (in India), training programmes and exhibitions related to our industry, to have exposure, to get motivation, to improve knowledge and skill in their discipline. These shall be organized by reputed institutes with in the state and outside the state.

17.2.0. External training institutes review committee:

17.2.1. Some institutes are shortlisted for such sponsoring. A list of those institutes is placed as **Annexure- 19**.

17.2.2. The above committee consists of the following executives :

- G.M.(F&A)(IA)
- G.M(PP)
- G.M.(E&M), OCPs
- PM (RC)

17.2.3. The Committee will review the list of institutions twice in a year i.e. Sept. and March. Based on suggestions from the executives and latest information brochures, Corp. HRD Dept. will send proposals to the Committee by 31st Aug. and 28th Feb. Revision will be incorporated with effect from 1st April and 1st October.

The proposal for approval must be routed as detailed in circular No.CRP/HRD/A/10/(C)/1425, Dated 20.05.2002.

17.3.0 Eligibility :

17.3.1 Each executive is nominated for external training or seminar once in three(3/4) years. In exceptional cases, deviation may be made from this policy to send deserving persons for need based training programmes/study tours This will be done after approval of the competent authority. While proposing for external training programme, a statement of training programmes already attended by that executive will be included in the note.

17.3.2. In a year where an officer has undergone internal training of at least three(3) days (unless statutory) he should not be sponsored for external training. Out of three(3) professional Conferences attended, one should be at least for paper presentation. The Block years for the external training/study tour is taken as:



Two years	→	2002-04, 2004-06, 2006-08 and so on
Three years	→	2002-05, 2005-08, 2008-11 and so on
Four years	→	2002-06, 2006-10, 2010-14 and so on
Six years	→	2002-08, 2008-14 and so on.

17.3.3. Those who are having rating of 'adequate' or 'barely adequate' Performance Appraisal Report (PAR) in the preceding year, will not be sponsored for external training till their rating improves to 'good.' or better than 'good' rating .

17.3.4 Charge-sheeted executives will not be sponsored till they are cleared of the charges.

17.3.5. In case an executive is punished after an enquiry, he will be considered for external training programme one year after the punishment is over.

17.3.6 In case of executive having 'very good' or 'outstanding' PAR, sponsoring can be done more than once in three (3) years if Head of the Department makes a specific recommendation.

17.3.7. In view of faster obsolescence of knowledge the EDP and SDG (Software Development Group) executives can be sponsored once in two (2) years for study tour or training programme.

17.3.8 In the last 365 days of service, no executive will be sponsored for external training programme. However, he/she can be nominated to a seminar/ conference/workshop, if his/her paper is accepted by the organisers.

17.3.9. After studying the brochures of the various institutions relevant programmes will be identified. Names of the participants will be chosen as per the training database. Then a proposal is put up for approval.

17.3.10. The sponsored executive will be informed to participate in the external programme through the respective G.M. or H.O.D.
The details of the forms to be submitted are given below.

- A) Form-HRD-1** : Willingness/Non-willingness to participate in the programme Annexure- 20.
- B) Form-HRD-2**: Confirmation of participation in the programme Annexure-21.
- C) Form-HRD-3**: Details of travel/participation. Annexure-22.

17.4.0 All the HODs/GMs are supposed to relieve the non-executives/ executives to the approved training programmes unless they obtain approval from the Competent Authority as given below:

- i) Employees : Colliery Manager concerned/H.O.D.
- ii) Executives : E1 to E5 - General Manager concerned
- iii) Executives : M1, M2 & M3 – Director concerned.

On some occasions, Area General Managers/HODs may not release any executive or non-executive for training on safety aspects or exigencies of work. In a year, this can be done only twice for an individual. The GM/HOD have to ensure that training man-days for each individual are ensured in every financial year. The Manager of MVTC and regional Head of HRD will assist him in this regard Annexure- 23(A) & (B).



18.0. FOREIGN TRAINING PROGRAMMES :

We aim for improving professionalism and to know the latest improvements in the fields of mining, management skills and also to learn operation and maintenance of latest equipment supplied to the Company. Global standards and strategy will be studied by the participant which will help in working for global standards of excellence. Approved guidelines are given below:

18.1.0 Conditions:

The guidelines for sponsoring executives for foreign training Programmes are as follows (excluding Directors):

- a) Minimum left over service five (5) years after date of return. In case of HODs, this shall be three years.
- b) Should have completed three (3) years service in our organisation.
- c) Vigilance clearance.
- d) If any executive is charge sheeted, he will be considered:
 - (i) If charges against him are not proved.
 - (ii) Only one year after completion of the punishment if charges are proved.
 - (iii) After issuance of Charge sheet, in case disciplinary action is not completed within two years, the executives concerned (charge sheeted executives) can be considered for external training programmes (in india) and in-house training programmes including Advanced Management Training Programmes of our company i.e., two years from the date of serving of the charge sheet.

18.1.1 These conditions can be relaxed in case he/she has to go for following purposes:

- a) Inspection/Specific study.
- b) As part of the suppliers training programme.
- c) Member of Government/Company delegation.
- d) Presentation of any approved paper at International Seminar/Conference/Workshop.

After the completion of the foreign tour, the executive should submit training report within 45 days of joining duty.

18.2 Approval of proposal:

- A preliminary proposal will be submitted to the Directors giving the details of place, programme and estimated expenditure, per head.
- After the preliminary proposal is approved, a panel of names containing eligible executives is presented to the Directors for consideration.
- Directors will recommend the names for approval by the C&MD.
- The eligible candidates will be given all assistance in obtaining visa.
- The nominated executives will be given allowances, which are in force from time to time. They will be covered by Overseas Medical Insurance for the period of visit.



19.0 TRAINING IN INFORMATION TECHNOLOGY (I.T.):

- 19.1 The mission of HRD Dept is to achieve 100% computer literacy among all executives and employees by Dec, 2006.
- 19.2 Separate budget is allocated every year for computer training.
- 19.3 Advanced training in computerisation will be arranged for only those who have got basic knowledge in computers.
- 19.4 To speed up the process, the programmes are organised at Area level. Sanctions are communicated to the Area GMs. The GMs can organise it departmentally or by outsourcing. The training programme should be conducted after office hours during working days, preferably five days in a week.

Following topics will be covered in the training programme.

- a) MS Word
 - b) MS Excel
 - c) MS PowerPoint
 - d) MS Access
 - e) MIS of SCCL
 - f) Internet
- 19.5 SCCL Web site www.scclmines.com has been launched, through which necessary information can be accessed about our company. Recently provision is also made in the site to get updated information about the activities of different departments and areas on day-to-day basis. All the areas and departments concerned have been given user names & IDs to update and view information everyday which can be accessed throughout the company. Further, provision has also been made to utilise our site to electronically communicate (e-mail) with external agencies/people and internal customers.

20.0 EVALUATION OF TRAINING (IMPACT ASSESSMENT):

A prescribed proforma is suggested vide Circular No. CRP/HRD/ TP/3182, dated 24.12.2002, and CRP/HRD/TP/352, dated 08/10-02-2003 in which the Executive, has to give the details of subjects learned. He should also give suggestions for effective application. G.M./H.O.D. concerned should also make specific recommendations on the implementation of the suggestions. Proforma of the form HRD-4 is placed as **Annexure-24**.

21.0 OTHER PROCESSES OF H.R.D.:

Other twenty four (24) H.R.D processes are explained below:

21.1 Literacy Mission :

Our aim is to achieve 100% literacy among employees and their families. Voluntary groups are working in various mines and departments on this mission. At present, the Welfare wing of Personnel Dept. coordinates it. The progress made in this mission is shown in **Annexure-25**

21.2 Technical Journals :

Journals on the technical and management subjects will be subscribed at GMs offices and MVTCS for circulation.



Ex : Journal of Mines, Metals and Fuels ; Mine-Tech etc.

Provision is made every year in the HRD budget and is communicated to all the concerned.

21.3 **In-house magazine :**

The 'Singareneeyula Samacharam' will be utilised for information, inspiration and motivation. It is the information channel to all employees. Corporate Communication Cell is bringing out this magazine bi-monthly.

21.4 **Knowledge Day :**

21.4.1. Monthly once, presentation by executives or guest faculty on topics relevant to the industry are conducted at least once in a month. The executives who have participated in external training programmes will give a presentation followed by a interactive session. They will also arrange handouts of their presentation **Annexure-26(A) & (B)**. New ideas, innovations, R&D topics, are also presented in the knowledge days.

21.4.2. Lectures/Presentations by eminent guest faculty also will be arranged occasionally.

21.4.3. A separate budget is approved for this as per the circular on delegation of financial powers.

21.4.4. All the executives have to attend Knowledge Day programmes organised in their Area/ Corporate Office. In a year there will be atleast twelve (12) knowledge days. If an executive up to M1 Grade is found to be absent for more than six (6) knowledge days in a year, it will be construed that he is not interested in learning. Hence, he may not be considered for any external training programmes till he improves his attendance on knowledge days. It may be recorded in Performance Appraisal Report also.

21.5 **Knowledge Management :**

As the coal fields are located in remote area, access to latest knowledge is difficult. Moreover, due to faster expansion of knowledge, it is difficult to have access for each individual. Hence knowledge acquisition, preservation, dissemination and application will be taken- up in all the relevant subjects. Important articles/news clippings will be circulated in this process.

21.6 **Monthly HRD Bulletin :**

21.6.1. The first bulletin was published for the month of October 2002. It contains facts, figures, quotations and excerpts useful for executives on economy, energy, mining, HRD, environment and recent trends in technology.

21..6.2. **The objectives of HRD bulletin are :**

“ Information to eliminate ignorance.
Indoctrination to change mindset.
Inspiration to reach excellence ”

21.6.3. A Regional head of HRD Department looks after the printing and distribution of HRD Bulletins as per the approved note. He will do follow up work for prompt printing and distribution of HRD Bulletin. It will be distributed to all mines and departments.

**21.7 Guest lectures :**

Guest faculty comes from Administrative Staff College of India (ASCI), Institute of Public Enterprise (IPE), National Institute of Nutrition (NIN), Center for Organisational Development (COD), Jawaharlal Nehru Technological University (JNTU), Osmania University (OU), Kakatiya University (KU), & MANAGE in the past. Some experienced CEOs, Directors and independent consultants like Shri Sharu S.Rangnekar were invited. This will continue. They will be paid TA, DA and honorarium as per the approved practice in force.

21.8 Study Tours :

To observe and understand excellent practices in other organisations, groups of executives and employees will be sent on study tours. The budget and programmes are prepared for each financial year.

21.9 Seminars, Workshops & Conferences:

In-house seminars and workshops will be conducted for knowledge updation. H.O.D. of the concerned discipline will initiate the preparatory works. They will also organise the works of seminars/workshops. A proposal to conduct seminar/ workshops will be generated by concerned H.O.D. and will be routed through GM (HRD) to the Directors for approval.

21.10 Yoga & Meditation Camps :

To maintain good health and manage stress, yoga & meditation camps are conducted. Yoga centres will be opened in all the MVTCs. The services of internal faculty will be utilised for imparting yoga.

21.11 Performance Counselling :

A committee of senior executives will give feed back and interact with the assessee (executive or employee) to guide him to improve his performance. Training on counseling skills are arranged to impart these skills in some senior executives.

21.12 360 Degree Feedback :

It is feedback about performance behavior and teamwork.
It will have inputs from:

- a) Self
- b) Managers
- c) Peers
- d) Colleagues
- e) Subordinates
- f) Mentors
- g) Customers
- h) Vendors

Expert external faculty will be consulted to explore the applicability of this HRD intervention, in our organisation.



21.13 **Mentoring :**

A senior executive will act as mentor (Guru). He will appraise the improvement of the mentee and guide him. This will be simple and can prevent deterioration in performance standards effectively as it serves as early warning system.

Some senior executives will be entrusted this responsibility. The executive will act as mentor for 3 to 5 executives. Especially, junior officers, till completion of three years in E-2, will be under the guidance of the mentor.

Training programme to mentors will be arranged :

- a) to motivate and to instruct/train supervisors to use good practices with the new entrants.
- b) to acquaint participants with the company's systems and procedures.
- c) to develop skills in communications with new entrants.
- d) to develop hobbies, social service motto and good pastime.

21.14 **Job Rotation :**

Giving opportunity to work in different types of jobs as given below:

- a) In R & D, Purchase, Workshop, CSP etc., for executives.
- b) Man-way, stores, welfare, accounts etc., for clerks.
- c) Workshops, mines, CSPs etc., for tradesmen.

21.15 **Library (Offices & Clubs) :**

Books on domain knowledge, personality development & computerisation have been kept for circulation & reference. All MVTC Managers should strive to inculcate reading habit in their Area.

Books from Corporate HRD library are issued on every Saturday evening. In case of Areas, the Managers of MVTCs will issue books.

21.16 **Social Service Organisations :**

Participation in social services helps in inculcating service motto and there is achievement motivation. The Singareni Seva Samithi will strive to inculcate good habits, savings habit etc. Encouragement will be given for other social service activities also.

21.17 **Sports, Games & Scouts :**

It is for improvement of health, team spirit, apart from good image for individual and organisation. All India coal fields games & sports competitions and Scouts competitions are organised by the Welfare Wing of Personnel Dept.

21.18 **Literacy & Cultural organisation :**

It leads for improvement of culture and individual excellence. Cultural competitions were organized earlier in all three regions to encourage talented employees among workmen/staff. This practice will continue.

**21.19 Balanced Score Card (BSC) :**

This is already working in TISCO. Factors governing organisational excellence are put in the score card with specific target for each designation. This leads for overall improvement. Expert external faculty will be consulted to explore the applicability of this HRD intervention, in our organisation.

21.20 Action Learning (AL) or Action Research (AR):

21.20.1 Training teams with diversified backgrounds are entrusted an issue. By effective questioning, the group moves to a solution. The group will be associated with action to achieve unprecedented excellence. It is a process lasting 3 to 6 months. Detailed study of some activities is done in-house and performance improvement is taken up based on the study.

21.20.2 (Prof. Rig Revans of Cambridge University has done pioneering work on this. He used this technique when he went to work at the Coal Board, UK. When Pit Managers had problem, he encouraged them to meet together and ask questions to find solutions to problems).

21.20.3 Expert external faculty will be consulted to explore the applicability of this HRD intervention, in our organisation.

21.21 Multi Media :

Audiovisual aids (with TV, Video Cassettes, Audio Cassettes etc.) are provided to all MVTCS. The in-charge officers of these centers should ensure the security of the same.

21.22. e-Learning (including internet):

e-Learning is internet enabled special learning. It has emerged to compensate the deficiencies of traditional instructor-based training. World.com company saved about \$1500 per person per class - an ROI of 237%. It is proposed for MVTCS and TTC.

21.23 In-House Expert Groups :

Three executives having aptitude/knowledge/exposure on a subject will be formed as a group. They will be given necessary help to improve specialist knowledge and disseminate the same for applications by one and all. To meet the specific needs of the organisation these groups will acquire, update and disseminate knowledge on the topic allotted to them.

21.24 Acquiring Higher/extra qualification in service :

Encouragement will be given with due recognition and some rewards will be evolved to encourage Singaranians to get benefit of evening courses and distance education. Incentive schemes will be evolved for qualifications in the following subjects.

- a) Postgraduate Degree/Diploma in Information Technology
- b) Environmental Management
- c) General Law
- d) Industrial Law
- e) Administrative Law



- f) Financial Management
- g) Energy Management
- h) MBA/MHRM
- i) Diploma in HRM/Computer Applications

All those who acquire higher/extra qualification have to send information as follows.

Category	To whom it should be sent
A) Non-executives (excluding Office Staff)	- To the respective GMs.
B) Non-executives (Clerks, PAs & JAs)	- To the GM(Personnel).
C) Executives	- To Director(PA&W).

22.0 IMPROVING GOOD HABITS AMONG EMPLOYEES:

- i) All training centers are declared as "NO SMOKING ZONES" vide Circular No.CRP/HRD/130/03/422, Dated 17-2-2003 Annexure-27.
- ii) Counseling is being done to discontinue bad habits.
- iii) After taking oath to discontinue bad habits, employees will sign in a register at the training centre.
- iv) A record of discontinuing the following bad habits by employees, is maintained at each MVTC.
 - a) Smoking.
 - b) Alcoholism.
 - c) Gambling.
 - d) Gutka chewing.

23.0 PUBLICATION / PRESENTATION OF PAPERS AND BOOKS:

Encouragement will be given to publication/presentation of papers in professional journals and seminars/conferences. Publication of books also will be given encouragement and due recognition. Authors can send their articles/books to corporate H.R.D. Department for necessary help. Articles will be forwarded after scrutiny. In case of books, a committee will study and give proposal for action.

24.0 GUIDES AND COACHING MATERIAL IN TELUGU :

Following books were published:

- i) Coal Mines Regulations, 1957 (Telugu)
- ii) Supportmen Guide (Telugu)
- iii) Coal Cutter's Guide (Telugu)
- iv) Coal Filler's Guide (Telugu)

Printing of Coal Fillers Guide is in progress.

Regional heads of HRD will coordinate such preparation under guidance of Corporate HRD.



These guides are published after scrutiny by the Chief of Safety.

In future similar efforts will be carried on. Books on safety for supervisors, shot firers, colliery engineers etc. will be published.

25.0 ENCOURAGEMENT FOR INVENTIONS AND INNOVATIONS :

Encouragement is given to the executives & Non-executives who are striving to make inventions and innovations.

A circular dated 05.09.2006 was issued requesting areas CGMs/GMs/HODs to give details of such inventions/innovations. The details of inventions/innovations received from the areas will be scrutinised and evaluated at Corporate by a committee consisting of CGM (CP&BD), CGM (E&M) and GM (IE) for awarding prizes.

Annexure-28.

Every year on Republic Day (26th January), such employees are honoured for their innovate works.

26.0 STUDY LEAVE:

Willing executives can submit their request after completing five (5) years satisfactory service for study leave with pay. But they have to serve the organisation for a minimum period of five (5) years after resuming duty on completion of the study. Decision will be taken after studying the relevance of proposal to our company's needs.

27.0. INTERACTION WITH PROFESSIONAL BODIES :

Concerned departmental heads have to send proposals to the Corporate HRD. Based on the precedence and relevance to the industry's needs, the Corporate HRD will submit a proposal to the Directors for approval as was done in the past for MGMI, IOS, Institution of Engineers (India), Indian Institute of Industrial Engg., etc.

28.0 TRAINING FOR OUTSIDERS :

28.1 Contractor's Workers Training :

The contractor has to submit the bio-data of his persons to the respective General Manager. The GM will direct those persons to the concerned MVTC Manager for completion of training and issue necessary certificate. Unless a contractor employee has got certificate from MVTC, he shouldn't be allowed for duty by any Colliery Manager or HOD.

28.2 Apprentices Act, 1961.

28.2.1 Practical training facilities are given to unemployed degree holders or diploma holders in Mining Engg. The willing candidates can send their requests to the GMs of any Area who will arrange training as per circular Annexure-29.

28.2.2 Trade Apprentices under Apprentices Act will be taken as per the guidelines of Regional Director, RDAT, HYD. As per the guidelines a proposal is put up for the approval by the C&MD. Enrollment will be done as per approval.

28.2.3 Graduate apprentices and technician apprentices will be taken as per the allotment by Board of Apprenticeship Training, Southern Region, Chennai. Enrollment will be done after approval by the C&MD.



Apprentices will be paid full stipend by 8th of every month. Afterwards, the claims will be sent to the respective authorities for entitled share of stipend.

28.3 **Summer training (vacational) for students :**

In the last fifty (50) years, summer (vacational) training was given to degree/ diploma students in mining engineering from institutions all over India. This facility will continue with rent free accommodation to the students. Any student of Degree / Diploma in mining, desiring to undergo summer (vacational) training in SCCL should submit a sponsorship letter from the Head of the institution. Corporate HRD Dept., will allot the slots as per availability in respective Areas. Area wise slots, with accommodation will be decided by Corporate HRD Dept., by 31st January of every year in consultation with the Area GMs. The terms and conditions are given in **Annexure-30**. On getting permission, the student should bring the necessary safety aprons and bed sheets. They should also submit necessary Indemnity bond against any accident/injury before commencement of their unpaid training. The students should not use the data collected from our organisation for any publicity/media but should use only for academic purpose.

28.4 **Project works for students:**

28.4.1. Sponsorship from University/College is a must. They should also submit necessary indemnity bond against any accident/injury before commencement of their unpaid training. Necessary guidelines are provided in the circulars issued from time to time.

28.4.2 Permission is given by GM (HRD) for the following courses:

- a) MBA
- b) MHRM
- c) MCA
- d) MS (Computers) or MS (IS).
- e) M.Sc., (Geology/Geophysics)
- f) B.Tech.(Mining)
- g) M.Tech.

28.4.3 In case of Ph.D.,(Doctorate) the student has to submit application to the Director(PA&W) for permission.

The students should not use the data collected from our organization for any publicity/ media but should use only for academic purpose. After completion of project work, the student should submit a hard copy of his project work. The executive who has guided the project must certify that he has gone through the project work and the Head of the Department where the project work was done, should forward the project work enclosing the certificate to the effect that the project work does not contain any information which is detrimental to the interest of our organization. Without this, HRD Department will not issue any certificate to the student. In case of students in computer science, they should also enclose a soft copy (CD) of the project work.

**29.0. MISCELLANEOUS :**

- 29.1 A Compact Disk (C.D.) containing training record of all the executives as on 31st March, are given to all the Directors by 30th April. However, information will be available online.
- 29.2 Updated list of foreign training will be submitted as on 31/3 to all the Directors.
- 29.3 Suggestions, recommendations from foreign reports are submitted to the Board during October and April every year.

30.0 POLICY IN RESPECT OF OTHER ACTIVITIES:

- (I) Review and revision of the list of approved training institutes to suit our needs periodically.
 - (II) Organizing knowledge dissemination through Knowledge Days in all areas and Corporate.
 - (III) Strengthening libraries in all MVTCs, NIM, CTC and Corp. HRD .
 - (IV) Arranging Safety and Environmental Awareness programmes and ISO Certification of Workshops and mines.
 - (V) Training on Basic Computer skills to all executives and employees.
 - (VI) Encouraging our Executives to be guest faculty for other training institutions.
 - (VII) Encouraging our executives to contribute technical papers to seminars/ workshops.
 - (VIII) Conducting programmes where executives from different companies also participate.
 - (IX) A nodal officer will be identified in each of the Corporate Departments to coordinate the HRD Work.
- 30.1. In exceptional cases, deviation may be made from this policy to send deserving persons for need based training programmes/study tours. This will be done after approval of the competent authority.
- 30.2. Training facilities will be provided to the executives of other industries also on payment basis.
- 30.3. Officers will be posted in HRD, based on their aptitude. These Officers will be from various disciplines and will serve as Course Coordinators and in house faculty as well.



GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Governing for results - Importance of training - Departments to prepare a separate annual training sub-plan Need to provide a separate sub-head for training for staff in the Budget - Instructions - issued.

GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT

G.O.M.S. No.239.

Dated 22-05-02.

ORDER :

1. In the State Level Workshop on Good Governance and performance indicators held on 16TH and 17th May, 2002 at Dr. MCR HRD Institute, chaired by Hon'ble Chief Minister, participated by council of Ministers, Special Chief Secretaries/Principal Secretaries, Secretaries to Government and Heads of Departments, the following recommendation was made under good governance.

"Training to be given priority : To provide training sub - plan to each department with separate sub - head - in budget".

2. Government has issued numerous instructions on the importance of training and its crucial role in improving performance of departments. However, it has been felt that the subject of training is not receiving sufficient attention of the Secretaries, Heads of Departments and Heads of Offices.

3. Accordingly, the following instructions are issued.

i) All Departments in Secretariat, Heads of Departments, Public Sector Undertakings, Autonomous Bodies, Co-operative institutions etc., are hereby instructed to prepare a training sub - plan taking into account the needs of the staff covering all staff including the lowest functionary;

ii) To provide for sufficient budget under a separate sub-head for training which should be of the order of 1% - 2.5% of the Non-plan budget to be decided in consultation with Finance Department and Dr.MCR HRD Institute.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Sd/

SATHI NAIR,

SPECIAL CHIEF SECRETARY TO GOVERNMENT

To

All the Spl.Chief Secretaries/Principle Secretaries/ Secretaries to Govt.

All Departments of Secretariat / All Heads of Departments

All District Collectors

Copy to :

The Prl.Secretary to Chief Minister

The E.O.Spl.Secretary to Chief Minister

All the Private Secretaries to Ministers

The Private Secretary to Chief Secretary

The Private Secretary to Spl.Chief Secretary.G.A (GPM & AR) Dept.

The Jt.Secys. / OSD (M) / Dy.Secy. G.A(GPM & AR)DEPT.

//FORWARDED BY ORDER//

SD/-

ASSISTANT SECRETARY TO GOVT.

**ABSTRACT**

Mr. Marri Channa Reddy Institute of Administration, Hyderabad - State Training - Sanction of an Amount of Rs.19.75 Crores for State Training Action Plan -Orders - issued.

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GENERAL ADMINISTRATION (AR & T.III) DEPARTMENT

G.O.Ms.No.299

DATED : 29-07-1998.- -

Read the following :-

From the Commissioner, Dr.MCR Institute of Administration, Hyderabad,
Lr.No.T1 / 2844- 97-v, dated 18. 6. 1998.

ORDER :

In his letter read above, the Commissioner, Dr. Marri Channa Reddy Institute of Administration, Hyderabad has stated that as per decisions taken earlier to earmark 1.5% of the salary budget of every State Government Department for training activities within the Department, is not feasible or practical. It was therefore decided that the Dr. Marri Chenna Reddy Institute of Administration, Hyderabad, as apex training institution of the state Government which has been nominated as the nodal agency for coordinating the state training initiative, would submit detailed proposals for sanction of amounts for facilitating the various training activities being undertaken by Dr. Marri Channa Reddy Institute of Administration. In accordance with the above decision, he has submitted detailed proposals for the various activities being undertaken for the implementation of the States Training Action Plan.

2. The Training initiative envisages a two pronged strategy, namely :

i) Development and up to date maintenance of a computer infobase on the training status and requirements of all the State Government functionaries.

ii) development, validation and printing of basic manuals such as (a) Departmental manual (b) Functionary manuals (c) Training manuals essential for facilitating training activities in a uniform and standardised manner.

3. He has submitted budget requirements for State Training Action Plan for the year 1998-99 for an amount of Rs.20.00 crores to Dr. Marri Channa Reddy Institute of Administration Hyderabad for undertaking Training programmes for Mandal Revenue Officers/Section Officers/Junior Assistants in a big way throughout the state and large number of training programmes commencing from 1st November, 1998 on the regular basis. He has also proposed to organise training programmes for 6 batches consisting of 30 participants in each batch for every department for staff attached to state-level. Officers and 80 batches of District-Level, staff in each district during the remaining part of the current training year upto March, 1999. He has requested to sanction an amount of Rs.20.00 crores immediately.

4. The Government has examined the proposal of the Commissioner, Dr. Marri Channa Reddy Institute of Administration, Hyderabad, hereby sanction an amount of Rs.19.75 crores (Rupees nineteen crores and Seventy five lakhs only) for organization of a large number of training programmes in Dr. Marri Channa Reddy Institute of Administration, Hyderabad during the year 1998-99 for implementation of state's training Action Plan under various heads as indicated in the ANNEXURE enclosed to this order.



5. The expenditure on the above shall be debited to the head of account, indicated in the annexure and shall be incurred by the Commissioner, Dr. Marri Channa Reddy Institute of Administration, Hyderabad in relaxation of Treasury Control Orders Pending provision of funds by obtaining supplementary grants during the current financial Year 1998-99.
6. The Commissioner, Dr. Marri Channa Reddy Institute of Administration is requested to take action to send necessary supplementary estimates at the appropriate time during the current financial year 1998-99 to cover the expenditure actually incurred.
7. This order-issues with the concurrence of the Finance and Planning (FW-EBS-I) Department vide their U.O. No. 28792/661/A.1/EBS.I/98, dt.29.07.1998.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Sd/
P.P. WILLIAMS,
PRL. SECRETARY TO GOVERNMENT (PE)

To

The Commissioner,
Dr. Marri Channa Reddy Institute of Administration, Road No.25, Jubilee Hills, Hyderabad.

Copy to:

The Accountant General, Andhra Pradesh, Hyderabad,
The Pay and Accounts Officer, Hyderabad,
The Finance & Planning (FW. EBS.) Department
The Director of Treasuries and Accounts.
The Secretary to C.M.
P.Ss., to Prl. Secretary to Govt. (PE)/Secretary to Govt. (PCLL)
SF/SC;

//FORWARD :: BY ORDER//

Sd/-
Section Officer



No.11014/17/93-Trg.
GOVERNMENT OF INDIA

IMMEDIATE
ANNEXURE - 2

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSION
DEPARTMENT OF PERSONNEL & TRAINING
NEW DELHI.

OFFICE MEMORANDUM

Training Division,
Block 11, 2nd Floor
CGO Complex,
Lodi Road, New Delhi - 03.
Dt. April - 15, 1996

A Concious policy for the development of the human resource available to the Government has been sought to be evolved for meeting the challenges of development - social, economic and political. In this context, the government constituted a Working Group to formulate a National training Policy which, apart from identifying the objectives which training should meet, would help in balancing knowledge and skills with attitudinal changes wherever required.

2. The report of the working Group on National Training Policy was processed in consultation with the various ministries/departments. After careful considration of the report, the Government has now approved a comprehensive strategy for implementing the Training Policy. Detailed Operational Guidelines on various aspects of this strategy are given in the Annexure to this office memorandum.

3. These guidelines will supersede all the earlier guidelines on the subject with the exception of orders issued on 'Training Allowances'.

4. Based on the guidelines thus issued and taking into account its own specific requirements, each ministry / departments may issue necessary orders for implementing the training policy, with respect to the employees falling within their jurisdiction.

Sd/
(R.Ramani)
Joint Secretary to the Govt. of India.

All Central Ministries/Departments.



Annexure to O. M. No.11014/17/93.Trg. dated 15.4.1996
NATIONAL TRAINING POLICY : OPERATIONAL GUIDELINES

PREAMBLE

Governments have very significant role to play in the development process and promotion of appropriate conditions which would lend dynamism to the national effort. In a developing country like India both the Central Government and the state Governments would need to ensure that the administrative machinery is sensitive to the dynamics of development and responsive to the socio-economic aspirations of its citizens. A conscious policy for the development of human resource available to the Governments would require to be fostered for meeting the challenges of development - social, economic and political. Training is one of the effective and tested tools for performance enhancement, as well as upgradation of knowledge and skills of the personnel. Organisational motivation and morale, as reflected in the attitudes and administrative culture, are rendered relevant and sharply focussed through effective training programmes. Sensitivity to emerging political and social concerns, modernity in thinking and re-orientation of administrative systems would require specifically focussed training programmes to enable their diffusion throughout the administrative structure.

Training Objectives :

2. Training in Government shall strive to achieve the following objectives :
 - a) Keeping up-to-date and enhancing professional knowledge and skills needed for better performance of individuals and organisations :
 - b) promoting better understanding of professional requirements as well as sensitisation to professional, socio-economic and political environment in which work is done; and
 - c) Bringing about right attitudinal orientation.

Training concerns :

3. Social and political ambience is subject to constant change. The Government machinery would have to be continuously attuned to the changing needs. Training programmes for the Civil Services would, therefore, focus on:
 - A) Responsiveness-to the challenging democratic needs and expectations of the citizens and organisational and technological developments.
 - B) commitment :- to democratic values and concept of partnership and participative decision making.
 - C) Awareness :- of technological, economic and social developments.
 - D) Infusion of scientific temper.
 - E) Accountability :- to ensure high performance in every professional field and cost effective methods of delivery.

Training for all:

- 4.1. Training would be imparted to all rungs of the Civil Services starting from the lowest and cutting-edge to the highest in policy making.
- 4.2 For the purpose of appropriate training design, the Civil Services shall be divided into the following three levels :
 - a) The lowest level of functionaries, that is operatives at the cutting edge, who are mostly members of the group D Services and the lower stages of Group C Services:
 - b) The Supervisory levels and the middle management/administrative level; (they are mostly members of the Group B Services, but also shade off into higher stages of Group C at one end and the lower stages of Group A at the other);and
 - c) Group A services and All India Services comprising the administration/management level.



4.3 Training Programmes for functionaries at the cutting edge shall address themselves to functional skills and attitudinal orientation . For the middle level, training shall contribute to enhancement of Professional Knowledge, understanding and skills as also to widening Professional outlook, for the higher Civil Services besides offering stimuli for expansion of the mental horizon and attainment of Professional excellence, training shall also endeavour to sharpen perception of Inter-relatedness of issues. For the top level of the higher Civil Services, training shall also be aimed at intellectually and professionally equipping the members for holding positions that involve policy analysis strategic planning and policy formula.

5.0 Framework for training

5.1 All categories of Civil servants shall receive:

(a) Induction training at time of entry into service:and

(b) In-service training at suitable Intervals in their career

5.2 Attendance in training programmes shall be prescribed as a mandatory exercise with possible linkages with career progression.

5.3 For organised higher Civil Services, career span specific training programmes in each progressive decade of service shall be imparted to provide scope for competence building.

5.4 In order to improve the effectiveness of personnel at different levels and different sectors, area specific short term skill Upgradation/Sensitisation programmes shall invariably be formulated by Ministries and Departments and specifically targetted to personnel holding specific jobs.

5.5 At the time of movement of personnel from Group D to Group C, Group C to Group B and Group B to Group A, officers shall receive training for specific orientaton and competence building. For this purpose, a well structured and detailed programme and Action plan shall be worked out by each Ministry / Department / Organization.

5.6 Personnel recruited to isolated posts and specialists shall receive training to improve their capabilities of general management outside their chosen area of specialisation.

5.7 The in-service training programme for Group C & D expected at the time of movement to a higher group may be provided in situ or through distance learning methods.

5.8 Training progammes will be specifically designed to meet the requirements of the Target Group by the organisation in consultation with the institutions / consultants / experts.

5.9 Every organisation shall conduct preparatory exercise like analysis of its goals and objectives, training needs analysis, job anlysis etc. with a view to determining whether the training intervention needs to be preceded, accompanied by succeeded by one or more non training interventions. Such exercise will also enable development of appropriate criteria for measuruing individual and organisational performance. An essential prerequisite for launching often effective training programme.

5.10 As possession of the right attitude plays a pivotal role in improving the performance levels of individuals, by contributing to formation of commitment in them, training programmes aimed at creating selfawareness as well as team building within the organisation shall be given utmost importance by evey organisation.



6.0 Policy Formulation and Coordination

- 6.1 A National Training Council, headed by the Minister-in-charge of Personnel shall be set up for advising the Government of India on matters related to training policy, training design and programmes as well as issues concerning their implementation.
- 6.2 The National Training Policy shall be assisted by a high powered committee of Directors, headed by Secretary personnel. In the Ministry of personnel Public grievances and Pensions. This committee shall generally oversee operationalisation of the Training policy. It shall also ensure that training plans are actually drawn up by Cadre Controlling authorities, syllabi are prepared and proper planning of training activity takes place through preparation of perspective Plan, Annual plans and Triennial Reviews.

7.0 Nodal Authority

7. All organisations will designate training managers at appropriate level to develop and Coordinate training programmes and monitor them. The Training Manager shall ensure an integrated approach to training with a view to improve overall performance of the organisation.

8.0 Training Infrastructure

- 8.1 All Cadre Controlling Authorities shall endeavour to develop suitable infrastructure for induction and in-service training at the cutting edge and middle levels. Use of distance learning methods and in situ training shall be encouraged. Increasing use shall be made of Non-Government Organisations for training of Civil Servants at lower levels.
- 8.2 Training Institutions, experts and resource persons shall be increasingly formed into a network for flexibility in the use of human and material resources.
- 8.3 Training Institutions under the Government shall be permitted to diversify their training related activities to cater to the increasing requirements of organisations and functional groups in and outside the Government so as to enable them attain a large measure of self-reliance.
- 8.4 Utmost care shall be exercised in selecting trainers. Efforts shall be made for evolving systems for identifying trainer-potential.
- 8.5 Departments of Personnel & Training shall set up a workable system for evaluation of training institutions, without impinging adversely upon their professional autonomy.
- 8.6 Periodic opportunities for development of knowledge and skills in relevant areas shall be provided to trainers through training programmes in institutions of excellence.
- 8.7 A Trainer Staffing Scheme shall be operationalised, whereby Department of Personnel & Training shall maintain panels of trainers and potential trainers identified on the basis of scientific system.
- 8.8 The concept of "once a trainer always a trainer" shall be developed under which expertise developed as a trainer shall be used even after he returns to his line department, either within the organisation or by allowing him to go as a resource person to outside institutions.



8.9 With a view to promote harmony between participants, training events and trainers, a system for concurrent monitoring shall be operationalised. Similarly with a view to avoid mis-match between organisational objectives and training objectives, comprehensive evaluatory exercises shall be undertaken after a time lag.

9.0 Overseas Training

9.1 Overseas Training shall be entirely need - based and shall predominantly at drawing lessons from successful cross - country experiences. Only institutions which are reservoirs of knowledge and database on relevant experiences shall be used.

9.2 The practice of funding most of the overseas training programmes through multilateral aid schemes shall be continued, with a view to maximise gains from overseas training, adequate pre-training preparation and post training follow up shall be arranged.

10.0 In-house expertise

10.1 There will be a conscious attempt to draw on expertise and insight gained by civil servants in the course of their career. Involvement of civil servants in undertaking specific research and studies with view to formulating new policy initiatives or evaluation of ongoing projects and programmes would be promoted and necessary facilities for study leave or a sabbatical to enable civil servants to engage themselves in such tasks, identified and approved by competent authorities, would be provided.

10.2 Documentation of specific initiatives of Government and analysis of policies would be permitted by encouraging civil servants to take up such assignments at the specific instance of competent authorities.

11.0 Funding

11. with a view to provide assured funding for training, each department set apart 1.5% of its salary budget which shall be used solely for the purpose of Training and shall not be diverted for use elsewhere. This will be, within overall ceiling of the salary budget. Further, earmarking of funds to the extent of 1.5% of the salary budget may not lead to any increase in the salary budget of Ministry/Department.



RECOMMENDATIONS OF SAFETY CONFERENCES

The following are the recommendations of Safety Conferences on Safety in Mines regarding training.

IST CONFERENCE:

The 1ST Conference was held in 1958.

Point No. F : Education & Training

- 1) Immediate steps should be taken to train all new entrants to mining. The scheme may start with gassy mines and should gradually be extended to cover all mine workers.
- 2) Accident prevention courses for all workers should be arranged at periodic intervals.
- 3) The provision of training facilities for mining supervisory staff should be expedited. Special attention should be paid to the Training of Mine Surveyors.
- 4) One year specialisation courses for qualified engineers for employment in mines should be instituted.
- 5) A scheme of directed practical training for mining engineers should be evolved.
- 6) A Properly equipped mechanisation training centre should be opened for training machine-operators and maintenance-men.
- 7) Arrangements should be made for holding of refresher courses for older officials, technicians, etc. Training, on the principles of TWI should be included in every curriculum of training of officials technicians etc.

(II) 2ND CONFERENCE :

The 2ND Conference held in 1966.

Point No. 11: The Mines Act and Regulations should be translated into simple Hindi and other regional languages so that workers can understand them easily.

(III) 3RD CONFERENCE:

The 3RD Conference held on 14-15, July 1973.

Point No. 7 : A separate set of regulations for Opencast mines may be drafted for consideration. Vocational Training to workers should be imparted during working hours.

(IV) 4TH CONFERENCE:

The 4TH Conference held on 24.12.1978.

Point No.IV. A training college should be developed to train up Surveyor, engineers, ventilation officers, safety officers, etc.

(IV) 5TH CONFERENCE:

The 5th Conference held on 26-27 December,1980.

Point No.3. TRAINING & RETRAINING OF WORKMEN:

- (a) Specialised training courses should be arranged for the development of skilled operators required for heavy earth moving equipment, longwall face equipment, etc.



- (b) A Central training college/institute should be established for training instructors and development of special cadres of mine surveyors and mine Overmen/Foreman.
- (c) Each mining company should formulate a comprehensive 5 years scheme for training of all supervisory staff and workers.

Point No.8. ACCURACY OF MINE PLANS:

- (a) Mining companies should take immediate steps for training of mine surveyors either by opening specialised courses in the existing institutions or entering into collaboration with Polytechnics or Training Institutes under Survey of India etc. for meeting the present and future demand. They should recruit survey apprentices to make good the short fall in the Survey Personnel. They should take steps to attract and retain qualified and competent surveyors by formulating suitable survey Cadre scheme.
- (c) Existing survey personnel should be given refresher training and exposed to modern survey instruments.

(VI) 6th CONFERENCE :

The 6th Conference held on 13-14 Jan 1986.

Point No.5. DEVELOPMENT OF HUMAN RESOURCES FOR PREVENTION OF ACCIDENTS

Every worker should undergo appropriate training whenever there is change in his nature of job.

Every worker involved in an accident should undergo special and appropriate training before he is reassigned work in the mine.

Suitable organisation for training of workmen's inspectors and members of safety committees should be created. The training programmes should help them in discharging their responsibilities in a proper manner.

Training of supervisors should also receive proper attention of the management.

(VII) 7th CONFERENCE :

The 7th Conference held on 19-20 December, 1988.

(A) SAFETY IN OPENCAST MINING :

- 6. Operators of HEMM should be selected through a test to check their operating skill, aptitude, health and other requisite qualifications. All operators should undergo health check and tests of their skill and knowledge once in every 5 years.

A training centre should be opened in each company to provide comprehensive training so that suitable operators are always available to meet the needs of mechanised mines.

(B) OCCUPATIONAL HEALTH SERVICES IN THE MINING INDUSTRY:

- 2. OHS should have sufficient technical personnel with specialised training and experience in such fields as Occupation medicine, industrial hygiene, ergonomics, occupational health and nursing. OHS should be headed by a senior officer and should have necessary administrative personnel. Equipment and appliances of proper type should be provided for carrying out the assigned functions.



3. OHS shall carry out the following functions:
 - (e) Providing information, training and education in the fields of occupational health, industrial hygiene and ergonomics.
 - (f) Organising first-aid in miners including training and retraining for first-aiders.
5. The management of every mechanised should, in consultation with the experts of OHS, prepare a scheme for:
 - (a) Identification of operations and activities where factors which are hazardous to health of persons at work exists or may arise during the course of work.
 - (b) Monitoring the levels or values of different factors which; may effect health of persons.
 - (c) Specifying the various control measures necessary for keeping the levels/values within the permissible limits.
 - (d) Health Surveillance.
 - (e) Health Education.
 - (f) First Aid Training.

The scheme should clarify, specify the types of instruments to be used for monitoring, frequency of observation/examination, types of training / education, recording of data and responsibility of various persons for implementation of the scheme.
6. The Management of every mine should ensure that
 - (a) All the mine workers are given basic training in first aid.
 - (b) Holders of First Aid Certificates are given refresher training once in two years.

(VIII) 8TH CONFERENCE :

The 8th Conference was held on 14-15 May 1993.

Point No.3. SAFETY EDUCATION AND WORKERS PARTICIPATION IN SAFETY MANAGEMENT

- (a) Training of Work-persons:
 - (i) Each mining company should (either by itself or jointly) draw up model training schedules for different categories of work-persons. Such schedules should be got vetted by the tripartite review committees of respective companies by 30th June 1994.

Training modules of coal industry are already under finalisation. Other companies may use these modules as guidelines for drawing schedules for their own Work-persons.
 - (ii) From 1.1.95 training should be imparted as per new schedules.
 - (iii) Training modules need to be updated from time to time. While adhering to M.V.T. Rules, the companies may, based on their own experience or the latest information available, modify and update the modules for training.
 - (iv) Training is a specialised subject. The in-house training staff drawn from various levels should also be provided opportunity to update their knowledge and skills to impart training by introducing properly designed modules. For this , outside faculties may also be brought in if considered necessary.



(b) Training of supervisory officials :

- (i) All front line supervisory officials like Sirdars/Mates, Overmen/Foremen, Surveyors, Electrical/Mechanical Supervisors/Chargemen/Foremen as well as persons supervising other surface operations should be imparted structured training in safety management for at least two weeks, once in every five years, covering about 20% strength every year.
 - (ii) In addition to the existing criteria of eligibility to appear in Sirdar's/Mate's examination, the company should have arrangement to provide properly designed class-room training to candidates for sirdar's/mate's examination.
- (c) Modern tools including audio-visual (video) should be used for imparting all training.
- (d) Workers' participation in Safety Management.
- (i) Members of Safety Committees should be given training to prepare them to discharge their assigned functions efficiently and effectively. The training programme should be for one week and should comprise lecture and demonstration sessions as well as field visits. The syllabus of the training programme should be drawn by respective mining companies to suit the local conditions and work practices.
 - (ii) Such training should be completed by 30.6.1994 in respect of existing members and all new members should be imparted Training within six months of their nomination.
 - (iii) Once in a year, the meeting of the safety committee should be attended by senior officials of the Area & Trade Unions. The meeting may review recommendations made during the year by the Committee together with status of implementation as well as the salient features of the reports of workmen's Inspectors.

At the area level also a similar meeting may be held.

4 OCCUPATIONAL HEALTH HAZARDS:

- (b) Dust:
- (ii) Necessary training should be imparted to the persons engaged in air-borne dust surveys and control measures.

5 SAFETY IN OPENCAST AND SURFACE OPERATIONS:

- (a) (i) All persons to be employed to drive/operate HEMM should be trained and their competency should be evaluated by a Board constituted by the mining company. The members of such a Board should be persons who are not connected with imparting of training. However, the training officers may be co-opted in the Board as observers.
- (b) Use of tractor-trailer combination on haul-roads should be discontinued. Where inevitable, the trailer should have separate brake of its own and the use of four-wheeled trailer should be preferred. The operators should also be suitably trained on right selection of gears while travelling downhill:
- (c) Persons engaged in surface operations and, in particular, the contractors' workers, who incidentally are often inexperienced and least informed about job-safety matter, need closer and more competent supervision. To minimise accidents due to surface operations it should be ensured that :



(i) all persons engaged at any work with in the mine premises through contractors have received relevant training and other job-related briefing and that the drivers of vehicles belonging to contractors entering the mine premises have additionally been explained the salient provisions of `traffic rules`. Each mining company should draw up appropriate training schedules and modalities in this regard and implement the same. Incase of smaller mines, such arrangement may be made by the association of mine operators.

(X) 9TH CONFERENCE :

The 9TH Conference was held on 2-3 February 2000.

1.0 REVIEW OF STATUS OF IMPLEMENTATION OF RECOMMENDATIONS OF THE 8TH CONFERENCE ON SAFETY IN MINES

1.5 All front line supervisory officials like Sirdars/mates, Overmen/Foremen, Surveyors, Electrical/Mechanical supervisors/Chargemen/Foremen as well as persons supervising other surface operations should be imparted structured training in safety management for at least two weeks, once in every five years, covering about 20% strength every year.

1.9 Persons engaged in surface operations and, in partular, the contractors' workers, who incidentally are often inexperienced and least informed about job-safety matters, need closer and more competent supervision. To minimise accidents due to surface operations it would be ensured that:

All persons engaged at any work within the mine premises through the contractors have received relevant training and other job-related briefing and that the drivers of vehicles belonging to contractors entering the mine premises have additionally been explained the salient provisions of "traffic rules".

Each mining company should draw up appropriate training schedules and modalities in this regard and implement the same .

In case of smaller mines, such arrangements may be made by association of mine operators:

2.9 Recomendations of 6th Conference on Safety in Mines to evolve suitable cadre structure for mine surveyors and upgradation of their skill by availing facilities at various institutions, appointment of qualified surveyors and providing infrastructure including computerised facility at Area level to oversee survey work of the mine etc. may be implemented.

3. PREVENTING MINE DISASTERS FROM FIRE, AND EFFECTIVE EMERGENCY RESPONSE:

3.5 Each Mining company shall formulate and implement structured training programme for development of awareness and increasing effectiveness of emergency response in case of fire amongst work persons, officials and management.

9.0 INCREASING Efectiveness OF WORKER'S PARTICIPATION IN SAFETY MANAGEMENT:

9.4 Arrangements shall be made to train the trainers of the Safety Committee Members.

**Registers and Records maintained at VTCs**

01. Registers of Bio-data & training particulars
02. Attendance of Refresher Trainees (Form-5)
03. Attendance of Change of Job Trainees
04. Attendance of persons attended special Training
05. Statutory Certificates Renewal Record
06. Basic Trainees Attendance Register
07. Remuneration to Faculty Members
08. First-Aid classes attendance
09. Statutory Examination Register
10. Unpaid Trainees Report
11. LLTC/LTC Register
12. Leave Register (Form-4)
13. Inventory Register
14. Details of persons attended duty during strike period
15. LPG Gas-reimbursement book
16. Register for terminal Benifits
17. Register under Rule-6 of Equal Remunerations Rules
18. Register of Fines
19. Particulars of disbursement of fines
20. Festival Advance Register
21. Strike Advance Register
22. Internal Audit Recovery Register
23. Imprest Account Register
24. Delegation of Powers Register
25. B - Register.



RETURNS & REPORTS

I Monthly Return :

- 01 Form -1 alongwith Table B & C to DGMS, Dhanbad

II Annual Reports :

- 01 Submission of Annual Report to DGMS, Dhanbad
- 02 Annual Report to GM, HRD

Monthly Reports :

01. Chief G.M. (Safety)
02. CGM/GM.HRD
03. Men-on-Roll and Manshifts Report to G.M.
04. Updation Form for Men -on- roll to Dy.G.M., (IE)
05. Disciplinary action against chronic Absentees Report to G.M
06. Submission of statement showing the details of sick etc.
07. Monthly training programmes addressed to all Mines & Depts.
08. Performance indicators Monitoring System(PIMS) to CGM, HRD

III Quarterly Reports :

01. Chief G.M. (Safety)
02. Quarterly programme to DGMS
03. Quarterly progress Report to DGMS (Form-7 MVT Rules, 1966)
04. Proforma - E-R-L to SO to C&MD
05. Quarterly Man Power Position Report to GM

IV Quarterly Return :

- 01 Form 'HH', to the commissioner,CMPF Office, KGM/RG.



**ORIENTATION TRAINING CLASSES
FOR PIT SAFETY COMMITTEE MEMBERS TOPICS TO BE COVERED**

1ST Talk :

Introduction, Role, Scope and importance of Pit safety Committee, Duties and Responsibilities of Pit Safety Committee members in general and also as a member of Safety Committee.

2ND Talk :

Composition and functions of Pit Safety Committee. Internal Safety Organisation and other Safety Organisations and forums and Safety Planning.

3RD Talk :

Constitution of Inspection Sub-Committee & Follow up Sub-Committee and their function. Implementation of Recommendations of Safety Conferences.

4TH Talk :

Enquiry into Accidents/Incidents and complaints. Major causes of accidents and their prevention. Accidents trend in the area and SCCL.

5TH Talk :

Dangers Associated with presence of coal dust and different mine gasses. Steps to be taken to make them harmless.

6ST Talk :

Statutory Provisions regarding use of personal protective equipment and maintenance of the same. Provision and maintenance of protective relays and safety devices in the mines and its importance.



SYLLABUS FOR STRUCTURAL TRAINING PROGRAMME

S.No.	SUBJECT
01	Supervisors - Pit Safety Committee Members - Duties & Responsibilities
02	Coalcutting & Shortfiring
03	Roof Bolting - Anchorage Testing
04	Health is Wealth (Yoga, Meditaion and Pranayama)
05	Man Riding
06	About Accidents
07	Common Causes of Accidents
08	Traffic Rules
09	Mine Fires, Spontaneous Heating & Fire Fighting Organisation
10	Blasting in opencast Mines
11	Precautionary Measures in use of Electrical Machinery in OC Mines
12	Fire Accidents - Safety
13	Inundation
14	Disaster
15	Accidents/ Incidents/Enquiry
16	Guidelines on quality related issues
17	Pollution
18	Quality of Air
19	Mines Gases
20	Statutory Records
21	Officials & Competent persons


TRAINING PROGRAMME TO BE ARRANGED BY M.V.T.C FOR OC/UG WORKMEN/SUPERVISORS

Module No.	Category of workers	Initial Training				Refresher Training			
		Theory	On the job	Feed back/ test	Total	Theory	On the job	Feed back/ test	Total
I	Surface workers	5	6	1	12	2	3	1	6
II	Opencast workers	11	6	1	18	3	2	1	6
III	Underground workers	18	28	2	48	5	6	1	12
IV	Specific categories of OC workers/ Supervisors								
(a)	Drillers	10	24	2	36	5	6	1	12
(b)	Blasting crew	10	24	2	36	5	6	1	12
(c)	Dumper Operators	12	46	2	60	5	6	1	12
(d)	Shovel Operators	12	46	2	60	5	6	1	12
(e)	Dozer Operators	12	46	2	60	5	6	1	12
(f)	Dragline Operators	24	46	2	72	5	6	1	12
(g)	Fitters/Mechanics	22	48	2	72	5	6	1	12
(h)	Electricians	30	64	2	96	5	6	1	12
(i)	Auto Electricians	24	46	2	72	5	6	1	12
(j)	Elec. Supervisors	11	6	1	18	5	6	1	12
V	Specific categories of U/G workers/Supervisors								
(a)	Trammers	6	11	1	18	2	3	1	6
(b)	Track Layers	6	16	2	24	3	5	1	9
(c)	Drillers	10	24	2	36	5	6	1	12
(d)	Support Personnel	6	16	2	24	3	8	1	12
(e)	Persons handling explosives	12	16	2	30	5	6	1	12
(f)	Fitters/Mechanics	24	28	2	54	5	6	1	12
(g)	Electricians	24	28	2	54	5	6	1	12
(h)	M/c. Operators/Drivers	12	34	2	48	5	6	1	12
(i)	Loco Drivers	12	34	2	48	5	6	1	12
(j)	Welders & Gas Cutters	12	28	2	42	5	6	1	12
(k)	Ventilation Gag.	6	16	2	24	5	6	1	12
(l)	Fan Attendants	6	11	1	18	2	3	1	6
(m)	Winding Engine Drivers	6	11	1	18	3	5	1	9
(n)	Banks Man/On-setter	6	11	1	18	3	5	1	9
(o)	Longwall Crew	22	24	2	48	5	6	1	12
(p)	Subordinate supervisory Officials	11	6	1	18	5	3	1	9
(q)	Elec. Supervisors	11	6	1	18	5	6	1	12

NOTE : **(1)** For initial training, the training indicated for special category of workers (modules IV & V) shall be in addition to the training indicated in modules I, II & III as applicable. **(2)** The refresher training indicated for modules IV & V shall not be in addition to refresher training indicated in modules I, II & III.



**THE SINGARENI COLLIERIES COMPANY LIMITED
KOTHAGUDEM**

NOTE

Sub:- Induction Training Programmes - Reg.

1) Induction programme in the company has been designed to provide for 6-months induction course to all the executives joining in the Mining, E&M and Personnel disciplines. This 6-month training course will be conducted in 6 modules as follows:

Module :1: Basic exposure to various facets of the industry on the theoretical knowledge in various subjects that are applied therein.

Module :2: Familiarising with all the Departments in the company at the corporate level.

Module :3: Advance course in the relevant functional area. During this period the Trainees will be given a small assignment and will be required to give system improvement under the guidance of a Middle level Executive of the Corporate Office.

Module 4: The trainees will be exposed to all area level departments and familiarise with the same.

Module: 5: They will be attached to the unit level offices of the respective discipline so that they will get experience in the same

Module:6: They will prepare a report and a presentation of the same at both the Area and corporate levels. After this, the trainees will be sent to the respective place of postings and will continue the training period on-the-job.

2) The subject has been discussed with all the directors and it was agreed that for a Company of this size and area, to excel in all areas, this kind of induction programme and refresher course is necessary.

3) In fact , a one year structured programme is provided for in the training policy of the company. However the same could not be, so far implemented in the true spirit due to the following reasons:

There has always been considerable shortage in terms of statutory and Field requirements. As a result, there has been tremendous pressure from the Departments to post the Executives quickly to their places of posting. Due to this, the scope for designing such training could not materialise and all the trainees have been sent to the field with exposure to the tune of just 2-3 weeks. It was left to the concerned departments' initiative to provide for any further exposure. As a result, the exposure provided was on one hand inadequate and on the other hand was also not uniform.

4) It is hoped that this kind of induction programme will bring among the executives, particularly those recruited from the internal source of the company a wider experience and will allow them to face challenges in the company in the course of their job.

5) When the proposed induction programme was presented to a cross section of officers, they had welcomed the same and in respect of the personnel discipline, they volunteered to face shortage for some more time in the long range interest of the company. They wanted it to be executed to the existing batch of welfare Officer Trainees as well.

6) For the executives who are inducted in the disciplines which do not have representative at the unit level, Modules 1,2,3,4 only will be applicable.



- 7) In respect of General Duty Medical Officers/Lady Medical Officers and those inducted at lateral level in the Company (in E-3 and above grades) a 2-week induction programme will be suffice. However in respect of specialists, one week induction programme would suffice.

- 8) Based on this feed back and encouraging response received from the officers and added suggestions by the Directors, a tailor-made training programme has been designed for the existing batch of Welfare Officer Trainees.

- 9) The structure of the induction programme for the Executives of the Mining and E&M disciplines, which needs to be further improved upon from specific inputs from the respective disciplines is placed at page 6/CF. The same is submitted for perusal of the Directors before submitting to the C&MD for information.

- 10) Course curriculae for each discipline with that of Mining, E&M, Accounts etc. will be designed in the modules of 4th, 5th and 6th.



INDUCTION TRAINING FOR WELFARE OFFICER TRAINEES IN SCCL

Module 1 : (4 Weeks) (Five day week)

Introduction to SCCL

Theory inputs on the following subjects :

- i) Coal reserves and Exploration activities
- ii) Elements of Mining & Production Technologies
- iii) Basic Machinery and equipment
- iv) Labour laws
- v) Companies Act & Organisation in public Sector
- vi) Environment
- vii) Costing and Economics
- Viii) Basics of Medicine, Occupational Diseases, Health, Sanitation & first Aid
- ix) Exposure to IT and computers
- x) Industrial Engineering & Productivity
- xi) Quality Control & Marketing
- xii) Basics of Survey
- xiii) Elements of Management
- xiv) Ethics & Values
- xv) Unions & Associations
- xvi) Art of Living
- xvii) Safety and Mining hazards
- xviii) Lateral thinking.

At the end of first four weeks, an examination will be conducted and marks awarded out of 100.

The examination will be essentially theory based.

Modules 2 : (4 Weeks) Familiarisation to Corporate Departments:

Introduction to various Departments and local field visits.

Calling on the HODs and Dy.HODs and Dy.HODs.

- Purchase Dept.
- Internal Audit.
- Safety & Visit to Mines Rescue Station
- Human Resources Development (HRD)
- Civil Engg
- Security
- Corporate Planning & Projects
- Implementation & Project Monitoring
- Company Secretary
- IT & the three wings therein
- Vigilance



- Industrial Engg.
- Engineering Wing
- UG Mine
- OCP Mines
- Power Houses & Workshops
- Technical Services
- Personnel and the five wings therein
- Survey
- Exploration & the three wings therein
- Central Workshop,
- Stores,
- Main workshop,
- Estates
- Coal Branch
- R & D
- Project Planning
- Quality
- Analytical Wing
- Environment
- Forestry
- Education - College, Schools
- Super Bazar
- Internal Audit
- Finance Dept. and the three wings of there in
- Cost & Budget
- Compilation & Taxation, General Accounts

Module: 3 : (4 weeks) - Advanced Course in the functional area.

The Executives will get theory inputs in the tailor made course relevant to the field of work. A test will be conducted at the end of the 4-week period and Executive Trainees evaluated. Marks will be awarded out of 100.

First week: To refresh Relevant Labour Laws

Second week: To discuss the Important Settlements and agreements made with the Unions and the issues within the company.

Third week: The Trainees will be made into three groups and attached to the PM/IR/ Welfare Wings ATB section. Further, they will also get acquainted with the salient functions of Finance and Industrial Engineering.

Fourth week: Each Group will prepare the Project Report about their Internship in the different Departments and would give presentation before the Corporate HoDs.

Module : 4 :(Six day week):(4 weeks)

Executives will be sent to different Areas and they will call on the General Managers, Area HoDs and familiarise themselves with all activities in the Area. They will be attached to the following Mines/Departments during their stay:

GM Office

All Depts. (F&A), Personnel.

IED, Estates, Civil, Survey etc.

U/G Mines

Open-cast Mines

Area Workshop



Stores
 Area Hospital & Dispensary
 Power House
 Quality Control
 ATB Cell
 C H P
 Welfare Centre + Super Bazaar
 Regional Expl. Office & Field visit
 Regional I A
 Security
 Area & Regional Safety Offices

They have to observe Wage Payment & attend Monthly Structured Meetings with Recognised Union/Representative Status Union during this period.

Module:5: (6 day week): Hands on experience. (8 weeks)

17th week :

-Attachment with Area Personnel Officers.

18 to 23rd week :

- They will call on Mine Managers and other Executives in the Mine.
- They will familiarise with the functions of Survey, Safety, Ventilation, Pit Magazine, Pit Stores, Mine Workshop, work distribution and lamp room work, bank head, weigh-bridge and despatch system etc.
- They will also study the introduction of IT for Various applications. They will also make at least 6 (six) UG visits in this module.
- Pit Office : They should study the work in each table
- Manway : (in all the shifts)
 They will make at least 6 field visits along with welfare Officer in this module. Besides, they will thoroughly study all activities of the Welfare Section.

24th week : One complete week with Group Personnel Officer (Enquiry Officer)

Module : 6

25th week: Report preparation & debriefing in the area They will call on important Area HoDs.

26th week: Report to Corporate HRD for submission of report and debriefing. They will call on Senior Functional Corporate HoDs in this period.



The remaining training period will be on-the-job at the respective place of posting.

Note:

1. The trainees will be provided with quality furnished accommodation in either Single room or Double room occupancy. They will be charged 5% of the basic pay towards the above.
2. They may avail mess facilities at the Guest house or a common cooking arrangement may be shared by themselves. Company will arrange for a cook or a Helper or outsource the activity.
3. During their 13-week visit to the Areas they will be given a lumpsum allowance at the rate Rs.1500/- per month in lieu of DA.
4. Each training Programme will be conducted by a Course Co-ordinator from the Corporate HRD Department.
5. Similarly a Nodal Officer will be identified at the Area level and he will guide the Trainees in the Area.
6. Trainees will be required to submit a Weekly report online to the Course Co-ordinator at the Corporate HRD. This would be in a presentable Format.
7. Trainees will also submit a detailed report of their experience in Module 4 & 5. They will be advised to prepare report from time to time and finalise the same in the 25th week of their training.



GUIDELINES

- 1.0 A Nodal Officer has to be identified and entrusted with the responsibility of guiding the trainees
- 2.0 Weekly Reports should be obtained from every trainee and Submitted to the Course Co-ordinator at Corporate HRD on-line in presentable format.
- 3.0 Trainees have to submit a detailed report of their experiences in Module 4&5. They will be advised to prepare report from time to time and finalise the same in the 25th week of their training.
- 4.0 The trainees are to be provided with quality furnished accommodation in either single room or double room occupancy. They will be charged 5% of basic pay towards the above.
- 5.0 They may avail mess facilities at the Guest House or a common cooking arrangement may be shared by themselves. Area authorities will arrange for a cook or a helper or outsource the activity.
- 6.0 During their 13 week training at the Areas, they will be paid a lumpsum allowance @ Rs.1,500/- per month in lieu of D.A.



INDUCTION TRAINING FOR MINING GRADUATE TRAINEES IN SCCL

Module 1 : (4 Weeks) (Five day week)

An Introduction to SCCL will be made and the logistic arrangements will be explained. They will then be given Theory Inputs on the following subjects:

Theory inputs on the following subjects :

- i) Coal reserves and Exploration activities
- ii) Elements of Mining & Production Technologies
- iii) Basic Machinery and equipment
- iv) Labour laws
- v) Companies Act & Organisation in public Sector
- vi) Environment
- vii) Costing and Economics
- Viii) Basics of Medicine, Occupational Diseases, Health, Sanitation & first Aid
- ix) Exposure to IT and computers
- x) Industrial Engineering & Productivity
- xi) Quality Control & Marketing
- xii) Basics of Survey
- xiii) Elements of Management
- xiv) Ethics & Values
- xv) Unions & Associations
- xvi) Art of Living
- xvii) Safety and Mining hazards
- xviii) Lateral thinking.

At the end of first four weeks, an examination will be conducted and marks awarded out of 100.

The examination will be essentially theory based.

Modules 2 : Introduction to SCCL Departments & field visits (2 Weeks)

Calling on the HODs and Dy.HODs and familiarisation with the activities of the Corporate Departments.



**Induction Training for Mining Graduate Trinee in SCCL
Module III : 5 Weeks**

I	(a)	Project Planning Mine Plan preparations, EMP for OCP & UG Mines, understanding different aspects of Mine lease and Mine plans clearances, feasibility reports, ventilation, qualitative and quantity studies, use of Software - Minex, Auto CAD and MS Projects.	4 days	1 week
	(b)	R&D Ventilation studies, Explosive studies Solving Fire problems, S&T New Projects	2 days	
II.	a)	Exploration GR Preparation, Mapping, Methods of interpretation, Geo- engineering	2 days	
	b)	Safety & Rescue Accident Analysis Risk assessment and risk Management, Safety confrence, Bipartite and Tripartite Meetings, Standing committee on coal safety review Meetings Rescue and recovery, First Aid, Rescue Competitions etc.	4 days	1 week
III	a)	Corporate Planning (Common Parliament/ Assembly Queries CCDAC, Plan provision)	2 days	
	b)	Finance, Accounts, Common Audit Paras and Audit Observations.	2 days	1 week
	c)	Quality Management - FSAs, UHV, GCV, Sampling and Analysis at Regional Labs	2 days	
IV		Corporate Survey		
	a)	Study of the instruments, Auto Cad, Preparation of Plans, Volume calculations etc. Conducting Traversing by total stations, GPS	4 days	
	b)	Transmission repairs at MNG TTC at MNG, Aerial ropeway, OCMMS - MNG	2 days	
V	1)	Shaft sinking, UGMMS at 5B Inc., Winding installations at PVK/VK-7 Belt installation at PVK in detail	2 days	1 week
	2)	Surface Miner at Koyagudem OCP	1 day	
	3)	Visit to GK OCP with regard to Geological Engineering	1 day	
	4)	Main workshop- Details (Elec. & Mechanical)	2 days	



Module - V : 8 Weeks

I		Long wall Technology		1 week
II	a)	Blasting Gallery Panels	3 days	
	b)	SDLs and LHDs	3 days	1 week
III		Conventional hand section		
	a)	Development	2 days	
	b)	Depillaring by caving method, single seams as well as simultaneous seams	2 days	1 week
	c)	Depillaring by sand stowing	2 days	
IV		OC Mining		
	a)	RG OC-III - Dragling Mining , Extraction of developed pillars	3 days	1 week
	b)	RG OC-II, Virgin property excavation	3 days	
V	a)	Offloading operations at medapally OCP	1 day	
	b)	Silo Loading at RG OC-I CSP	1 day	
	c)	Main Mechanical ventilators, ventilation of the Mines, Statutory Records	2 days	1 week
	d)	Maintenance of Mine Plans, Mine surveying with instruments	2 days	
VI	a)	Visit of Steep Mines at BHPL, Mining with slusher	1 day	
	b)	Drilling operations at exploration dept., Geo-Physical logging etc.	1 day	
	c)	Visit to chennur Mines for watery seams	1 day	
	d)	Road way ventilation at Road Headers	1 day	1 week
	e)	Details of Man Riding system, Chair lift as well as man riding car	1 day	
	f)	RG power house, NTPC	1 day	
VII	a)	Attending to Safety committee meetings and mine committee meetings	1 day	
	b)	Detailed visits to surface utilities such as Blacksmith Carpentry, Tub Section, Picking arrangements etc.	1 day	
	c)	Study of Hauler, Drill Machine repairs, transformers and switches repairs	1 day	1 week



	d)	Track laying, haulage Road ways travelling Roadways and other statutory requirements to be observed while visiting UG Mines	1 day	
	e)	Maintaining of statutory records with regard to engineering, rope capping etc.	1 day	
	f)	OCP stores management	1 day	
VIII	a)	Open excavation for new mines tunneling at GDK-9 inc. with arching support, shaft skinking with RCC	3 days	
	b)	Surface inspection : Subsidence survey, construction of bunds against streams preparation for monsoon etc.,	1 day	1 week
	c)	Visit of explosive factory and cement factory, visit of magazine	2 days	

Module - 6 : (2 weeks)

I	Project work	Each trainee is required to undertake study of any of the subjects connected to mining and shall prepare a report such as-		1 week
	a)	Performance study of shovel, dumpers at OC mines		
	b)	Study of blasting operations and powder factors		
	c)	Haul Roads Maintenance		
	d)	Performance of Blasting Gallery.		
	e)	Performance of RH		
	f)	Performance of Longwalls		
	g)	Performance of SDLs		
	h)	Performance of LHDs		
	i)	Ventilation study - Qualitative and Quantitative		
II	Presentation and Group Discussions	Each candidate shall give presentation about his project work and recommendations in the first session and in the second session a group discussion will be conducted on different subjects such as :		1 week
	a)	Self regulation vs prescriptive law.		
	b)	Environment protection or development - which way		
	c)	Social development Vs Economic development		
	d)	Private Capital infrastructure.		
	e)	Strength and weakness of Indian coal Industry - Right Technology.		



The following topics/suggestion may be added in the Module-I, II, & IV.

Module - I

- a) Technology - wise Production and Projections, Future exploration areas, Future Projects, Schedule of project such Clearances from Govt. for Plan, Mining Lease etc., and MOEF clearances for Foresty and Environment etc.
- b) Common Local disputes raised by unions and workmen, Domestic Enquiries, Common Vigilance observations.
- c) Coal Sector Reforms
- d) Roof Supporting, Roof Bolters.
- e) Purchase Procedures-
 - a) Outsourcing operation for OB removal, Shaft Sinking, Tunneling, Risk and gain technology, BOO Concept. etc.
 - b) Explosive purchase, GPF etc.,
- f) Personnel Department
Industrial Relations and common representations with regard to personnel problems, matters relating to Trade Unions, Workers.
- g) Coal linkages and Marketing, Core and non-core and other policies.
- h) Basic hydraulics, new generation electrical controls programming, equipment profile in the market, concept of TPM, TQM, world class manufacturing
- i) OSHAS,, periodical Maintenance, conditional based maintenance, Energy Conservation, Energy Conservation Act, Electrical Act, National Electrical Policy, Coal Transportation and utilisation technology in Thermal generation, Fly Ash stowing, Welding technology, Quality management in Civil Engineering.
- j) Personnel Matters :
CMPF, Pension Schemes, Recruitment and Promotion policies for NCWA and Executives, CDA Rules, Rule of Reservation, Welfare scheme, Common Audit, Funding, PAR system, Elements of Purchase Manuals and Civil Manual, e-Procurement.
- K Capital budgeting, reading and understanding of Balance sheet, treasury Management and Taxation.

Module - II

1. The period for module - II may be reduced by one week i.e., from 4 week to 3 week.
2. Hospital Management :
 - a) PME, Accident Reports etc.
 - b) Info - Kiosks

Module - IV

Visit of MVTC:

- a) Gas Testing
- b) Training Modules
- c) To observe regional Safety Review Meetings.

-sd-

(M. Subba rao)

-sd-

(Ch. Narasimha Rao)

-sd-

(D.L.R. Prasad)



The remaining training period will be on-the-job at the respective place of posting.

Note:

1. The trainees will be provided with quality furnished accommodation in either Single room or Double room occupancy. They will be charged 5% of the basic pay towards the above.
2. They may avail mess facilities at the Guest house or a common cooking arrangement may be shared by themselves. Company will arrange for a cook or a Helper or outsource the activity.
3. During their 13-week visit to the Areas they will be given a lumpsum allowance at the rate Rs.1500/- per month in lieu of DA.
4. Each training Programme will be conducted by a Course Co-ordinator from the Corporate HRD Department.
5. Similarly a Nodal Officer will be identified at the Area level and he will guide the Trainees in the Area.
6. Trainees will be required to submit a Weekly report online to the Course Co-ordinator at the Corporate HRD. This would be in a presentable Format.
7. Trainees will also submit a detailed report of their experience in Module 4 & 5. They will be advised to prepare report from time to time and finalise the same in the 25th week of their training.



INDUCTION TRAINING FOR JUNIOR EXECUTIVE TRAINEES IN SCCL

Module 1 : (4 Weeks) (Five day week)

An Introduction to SCCL will be made and the logistic arrangements will be explained. They will then be given Theory Inputs on the following subjects:

Theory inputs on the following subjects :

- i) Coal reserves and Exploration activities
- ii) Elements of Mining & Production Technologies
- iii) Basic Machinery and equipment
- iv) Labour laws
- v) Companies Act & Organisation in public Sector
- vi) Environment
- vii) Costing and Economics
- viii) Basics of Medicine, Occupational Diseases, Health, Sanitation & first Aid
- ix) Exposure to IT and computers
- x) Industrial Engineering & Productivity
- xi) Quality Control & Marketing
- xii) Basics of Survey
- xiii) Elements of Management
- xiv) Ethics & Values
- xv) Unions & Associations
- xvi) Art of Living
- xvii) Safety and Mining hazards
- xviii) Lateral thinking.

At the end of first four weeks, an examination will be conducted and marks awarded out of 100.

The examination will be essentially theory based.

Modules 2 : (2 Weeks) Introduction to SCCL Departments & Field Visits

Calling on the HODs and Dy.HODs and familiarisation with the activities of the Corporate Departments.



TRAINING MODULES FOR JETs(E&M)
MODULE - III (6 Weeks)

(1st week means 6 working days)

I. CONVENTIONAL MINING EQUIPMENT (2 weeks):

S.No	Descripton	Duration
a)	Study of Mine layout, electrical, haulage, pumping layouts and installations with their locations.	3 days
b)	Accompanying Fitters, Electricians & Study of nature of works, type of maintenance & repairs on Haulers, Hauler ropes, Pumps, Conveyors, Controlling Switches etc.	3 days (Gen.Shift) 2 days (Back shift)
c)	Erection & Commissioning Plan of Haulers & pumps.	1 day
d)	Study of Preventive Maintenance Records, Statutory Records to be maintained in a Mine distribution of Works, collection of reports etc.	1 day
e)	Study of all mechanical & Electrical components of Ventilation fans, Auxilary Fans etc., Maintenance schedules, Statutory regulations.	1 day
f)	Study of Coal Tubs, Feeders, Vibrators, other miscellaneous equipment & maintenance aspects	1 day

2. ELECTRICAL EQUIPMENT (8 DAYS):

S.No	Descripton	Duration
a)	Power Distribution to UG Mines: study of Electrical layout of the Mine, Sub-Station Equipment & Layout, study of cable sizes with respect to controlling equipment. Diffrent type of cables used in Mines (UG&OC): Maintenance of Cables, cables terminations IE Rules applied to Mines.	4 days
b)	Study of Face equipment like Drill control panels, Drill Machines, Exploders, Operation & Maintenance, Gate End Boxes.	2 days
c)	Study of Electrical Equipment i.e., Switches , Transformers, Lighting Equipment, Communication system etc., their Circuits & Maintenance, Motors - different types.	2 days

3. HYDRAULIC SYSTEMS (4 DAYS):

S.No	Descripton	Duration
a)	Study of Various types of Hydraulic Pumps, Motors, Valves, Rams & Cylinders, Hydraulic Circuits, Fire Resistant Fluids, International symbols used in Hydraulic circutary.	4 days



4. COAL HANDLING PLANTS, MAN WINDERS & MEN TRANSPORT SYSTEMS (1 WEEK)

S.No	Descripton	Duration
a)	Study of CHP layout (both) Mechanical & Electrical)	3 days
b)	Study of Belt & Conveyor System, Storage Bunkers, Feeders (Vibrators/Apron/Reciprocating), Railway Sidings & Aerial Rope Way)	1 day
c)	Study of Shaft & Winding Engine Equipment including Head Gear Pulley, safety devices & statutory requirements and records. Scheduled maintenance works (daily, weekly, Quarterly etc.)	1 day
d)	Study of Chair Lift system, Equipment maintenance, statutory requirements and safety aspects.	1 day
e)	Study of Mine Car type Man Riding system, Equipment details, maintenance aspects, statutory requirements to safety aspects.	1 day

5. POWERHOUSES & WORKSHOPS (1 WEEK)

5.1 POWERHOUSES (2 DAYS)

S.No	Descripton	Duration
a)	General layout study of Power Houses including Coal Plant, water treatment plant, main equipment in Boilers & Turbine Houses, auxilary equipment, electrical layout (Generation & Distribution)	2 days

5.1 WORKSHOPS (4 DAYS)

S.No	Descripton	Duration
a)	ELECTRICAL SECTION: Study of repairs of Drill Control Panel, Drill Machines, LT & HT Switches, Transformers, Power Lines, rewinding of Motors, Relays Coils, study of 132 KV Sub Stations.	2 days
b)	MECHANICAL SECTION: Study of works in Machine Shop, Fabrication Section, repairs of Pumps & Haulers, Foundry works, Tub fabrication etc.	2 days

Module : 4 :(Six day week):(4 weeks)

Executives will be sent to different Areas and they will call on the General Managers, Area HoDs and familiarise themselves with all activities in the Area. They will be attached to the following Mines/Departments during their stay:

GM Office

All Depts. (F&A), Personnel.

- IED, Estates, Civil, Survey etc.
- Open-cast Mines
- Stores
- Power House
- ATB Cell
- Welfare Centre + Super Bazaar
- Regional I A
- Area & Regional Safety Offices

- U/G Mines
- Area Workshop
- Area Hospital & Dispensary
- Quality Control
- C H P
- Regional Expl. Office & Field visit
- Security

They have to observe Wage Payment & attend Monthly Structured Meetings with Recognised Union/Representative Status Union during this period.



MODULE - V (8 Weeks)

I. INTERMEDIATE MECHANISATION (5 DAYS)

S.No	Descripton	Duration
a)	Study of Mechanical, Electrical & Hydraulac systems of SDL & LHDs Cable Reeling mechanism maintenance in underground, Trouble Shooting.	3 days in General Shift & 1 day in back shifts

2. ROAD HEADERS & CONTINUOUS MINERS (3 DAYS):

S.No	Descripton	Duration
a)	General arrangement mechanical, electrical & hydraulic system of the Equipment, Auxiliary Equipment for Road Headers and continuous Miners Ventilation system, nature of troubles & rectification.	2 days (Gen.Shift) 1 days (Back shift)

3. B.G. PANEL (5 DAYS)

S.No	Descripton	Duration
a)	Study of Equipment, Remote LHDs, Jumbo Drills, ACC, Lump Breakers, Air Compressor, Power Pack, OC Props.	3 days
b)	Study of Drilling, Explosives charging, Blasting & Goaf edge Management, Roof Supports etc.	1 day
c)	Study of Electrical Power System including GEB's.	1 days

4. LONGWALL EQUIPMENT (12 DAYS):

S.No	Descripton	Duration
a)	Study of face equipment, study of Hydraulic system of Supports & Shearer, procedure of working, nature of Breakdowns & rectification on equipment, Production & Manpower.	7 days
b)	Study of face Conveyors, Gate Conveyors, Trunk Belt Conveyors, Capacities & sizes, maintenance, trouble shooting. Gate Rope-way support equipments etc.	3 days
c)	Study of complete Electrical Power System, cable layout, trouble shooting.	2 days



5. OPENCAST EQUIPMENT (3 WEEKS)

5.1 Dumpers & Dozers Section (1 WEEK)

S.No	Descripton	Duration
a)	Study of Main Equipment viz., Engine, Transmission, Differential Hydraulic System, Elec. system, steering system, under carriage etc., Operation & Maintenance aspects of Dumpers & Dozers.	4 days
b)	Study of other miscellaneous Equipment in OCP's like Motor Graders, Bouzers, Haul Road preparation etc.	2 days

5.2 SHOVELS & DRILLS SECTION (2 WEEKS)

S.No	Descripton	Duration
a)	Study of Rope Shovel Equipment, Hydraulic Shovel Equipment, complete electrical system, Hydraulic system, Ropes, Under Carriages Transmissions etc., Operation & Maintenance.	1 Week
b)	Study of Blast Hole Drills Equipment namely Compressor, Pneumatic & Hydraulic Systems, Operation & Maintenance.	4 days
c)	Study of Drag Line Equipment, Operation, Maintenance aspects.	2 days

6 VISITS TO OTHER INDUSTRIES RELEVANT TO MINING INDUSTRY (1 WEEK)

S.No	Descripton	Duration
a)	Visit to Industries like KTPS, APHMEL, HMT, Salzigitter Hydraulics, Pan-Electro Technic etc.	1 week

MODULE : 6

25th Week: Report preparation & debriefing in the area They will call on important Area HoDs. During this period and take their leave.

26th week: Report to Corporate HRD for submission of report and debriefing. They will call on Senior Functional Corporate HoDs in this period and also take their leave.

The remaining training period will be on-the-job at the respective place of posting.



THE SINGARENI COLLIERIES COMPANY LIMITED

(A Government Company)

No.CRP/PER/C/005/1901.

Kothagudem Collieries,
Dt. 31-10- 01.**CIRCULAR**

Sub:- Independent charge and substantive post
to Welfare Officer Trainees - Guidelines - reg.

* * *

On posting of newly recruited/appointed Welfare Officer Trainees to hold state and substantive post independently, instances of irregularities have come to the notice performance of duties.

To overcome the situation, it is desired that the Group Sr. POs/Dy.PMs are advised to take care of Welfare Officer Trainees under their group of Mines for proper guidance acquaint with Company policies, procedure and job requirements during the training period.

As a policy, the Group Sr. P.Os/Dy.PMs should monitor the jobs carried out by Welfare Officer Trainees on day-to-day basis and all care should be taken that the Training gained sufficient and full experience on handling the matters.

-sd-

Director (PA & W).

Cc: All Directors
GM (Personnel)
All Area GMs.
All Chiefs.



THE SINGARENI COLLIERIS COMPANY LIMITED

(A Government Company)

No.CTS/A1. 2/79/1024.

Kothagudem Collieries,
Dt. 1st june,79.

CIRCULAR

All Pits & Departments
(All Collieries)

Sub:- Leave facilities to trainees.

General Manager & Chairman & Managing Director of our Organisation are pleased to extend the leave facilities to the following trainees with effect from 1-1-79.

- 1) Mining Graduate Trainees,
- 2) Jr.Mining Engineer Trainees,
- 3) Asst.Engineer Trainees,
- 4) Jr.Engineer Trainees.

All the Trainees who are going to be appointed here after will be registered under the (Amended) Apprentice Act,1973. As per that, we will be in a position to claim Rs.140/-p.m.and Rs.90/-p.m per each graduate and diploma holder respectively from Government Authorities. As per the act, the leave facilities to be extended as shown below :-

Causal Leave :12 days per year proportionately

Sick Leave : 15 days per year propotionalitely

All the existing above trainees will be extended the above facilities with effct from 1-1-79. Sick leave should be given only under dire necessity when the trainee is completely hospitalised.

sd/-

Chief (Training & Education).

Cc: Supdt.(Trg.)-Kgm. / RG / MM & RKP.



THE SINGARENI COLLIERIS COMPANY LIMITED
(A Government Company)

No.CTE/A1.2/79/4273

Kothagudem,
Dt:28.11.1979

DS-RG-I.

Sub:- Leave facilities to trainees - Reg.
Ref:- Our Ir No.CTE/A1.2/79/1024 dt 1.6.79 and
your T.P.Msg No.R/8 dt 24.10.79.

With reference to your TP Msg. cited above, Unavailed causal leave and sick leave cannot be carried forward to the 2nd year of training or to regular employment, as explained below:-

1. The A.E.(T)/MGT/JMET/JET/Surveyor trainee appointed for a period of one year under apprentices(amendment)Act 1973 and reported for duty say on 29.8.79, trainee has to avail 12 days causal and 15 days sick leave before completion of one year 28-8-80.

2. The A.E./J.E. trainee will be continued for 2nd year training under company's scheme from 29.8.80 and trainee has to avail 12 days causal leave and 15 days sick leave before completion of 2nd year of training, i.e. 28.8.81.

3. The MGT will be continued for 2nd year training under company's scheme say from 29.8.80 till he gets exemption for getting 2nd class Mine Manager's certificate (i.e. maximum one Year). Proportional casual leave and sick leave per year may be granted to them for that part of second year training.

4. In case of extension of training for JMET/Surveyor trainee proportional casual leave/sick leave per year may be granted.

(Surveyor trainee means under apprentices(amendment)Act 1973 but not previous trainees who were appointed under the old scheme).

5. However as per this office letter cited under ref (1) above no sick leave shall be allowed to a trainee unless he is bed-ridden under dire necessity.

sd/-
Chief(T & E)

Cc:GM-Kgm/GDK/Bpa
Agm-MM & Rkp /pm -ccc.Naspur
CE/CTE/CE(F&CW)/Sr,P.O.
All D.Ss / All Addl.C.Es/PO-Bpa/Rgm
Supdt.(Trg) Rgm/Bpa,MM & Rkp Area.



THE SINGARENI COLLIERIES COMPANY LIMITED

ANNEXURE-14(C)

No.CTE/29/82/531.

Kothagudem Collieries,
Dt.25th Feb.'82.All Pits and Departments
All Collieries.

Sub:- Leave facilities to trainees - Reg.

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We have at present the following trainees working in our Organisation who have become eligible for casual leave and medical (sick) leave.

- 1) Mining Graduate trainees.
- 2) Asst.Engineer Trainees/Asst.Industrial Engineer Trainees/Asst.Engineer(Cheical) Trainees,
- 3) Jr.Engineer trainees,
- 4) Jr.Mining Engineer Trainees,
- 5) Geologist trainees.

Quite a few number of queries have come regarding utility and eligibility about the leaves for trainees, so as to maintain uniformity, the following points are hereby clarified so that there will not be any confusion in future, about the leave utilisation by trainees.

- 1) Casual Leave:- All the above trainees are eligible for 12 days of Casual leave per year. i.e. date of commencement of training to the date of completion of one year training and the leave can be granted prorata approximately of the rate of one day per month. If no casual leave is availed during the first couple of months, in the later month of the training period, a trainee can take the accumulated casual leave for maximum period of six days at a time. Casual leave cannot be carried forward to the second year of training, within the training year one must utilise the casual leave otherwise it becomes lapsed.
- 2) Sick Leave:- Sick leave (medical) to be sanctioned 15 days in a year, on a prorata basis and should be granted only on real sickness and on production of medical unfit and fit certificates by our colliery medical officers. The balance of sick leave of first year of training period can be carried forward to second year of training period, both from under Act training scheme (1st year) to company training Scheme (2nd year) and 1st year of Co's Training Scheme to 2nd year of Company's Training Scheme.
- 3) Regarding tradesmen apprentices, during 1st year of training (under Apprentice Act) they will be eligible for 12 days casual leave and 15 days sick leave prorata for one year only and during Co's Training Scheme also they are eligible for 12 days casual leave and 15 days sick leave which will not be carried forward to year to year and also to regular postings under wage board. In case of extension period, their casual leave and sick leave can be given prorata only.
- 4) The Sick leave registers for all the trainees will be maintained at the office of Suptd's Training in each area. All the sick leave applications will be finalised only in the office of Suptd of Training of concerned area. The payment of sick leave will be done only on the advise of Suptd.(Training) to the concerned paying officers.

Casual leave can be granted by the heads at the unit levels i.e -Pits -departments and workshops and copy may be marked to Suptd.(Training) of concerned area for maintaining the records.

Explanation:- As the trainees are transferrable from place to place and unit to unit , so far no one is maintaining a proper record of the above trainees.

Sd/-
Chief -Training & Education

Cc: D.S (Trg.)-Bpa, MM & Rkp.
Suptd.(Trg.)-Kgm.
Suptd.(Trg.)-Rgm.

**THE SINGARENI COLLIERIES COMPANY LIMITED**

Ref.No.CTE/4/90/30318

Date: 11/13.9.1990.

All G.Ms
C.E.(E&M)
All ACEs (E&M)

Sub:- Absentism of Trainees - Reg.

It is observed that many trainees particularly Junior Executives Trainees (E&M) are on long spells of absence from duty or absconding without information.

Though in some cases the information regarding their absence is immediately communicated in most other cases their discontinuance of training is learnt only during phase I and Phase II tests conducted for their performance evaluation.

In the absence of timely communication it is becoming difficult to monitor their training and also for initiating legal action etc. for their absconding the training.

The trainees are eligible for 12 days Casual Leave and 15 days Sick Leave only and are not entitled for any other leave. If in exceptional cases such as genuine illness loss of pay leave is sanctioned to the trainee the same may be communicated to this office.

It is felt necessary to identify an Officer in the area to monitor the training of the trainees which will go a longway in improving the situation as it will also improve the training.

The Trg.Mgr.TTC, Mng is monitoring the progress of trainees like MGTs, JETs(E&M), Asst.Foremen Trainees, Overseer (T), DM(T) etc. posted at Manguru. In the Review Meeting of Training Departments held at GDK on 17.8.90 it is proposed that the training of JETs, MGTs, GMEs, JMETs, WO(T)s and Asst.Foremen Trainees is to be monitored by VTC Managers in the respective Areas. Necessary technical guidences and help will be provided by HODs of respective discipline.

This is for your infromation and necessary action please.

Sd/-
Chief(T & E)

Cc:
ACME(TRG), GDK/BPA/KGM.
Dy.CME(TRG), KGM.
All MVTC Managers.
Trg. Mgr.TTC, Mng.

**IN HOUSE EXECUTIVE DEVELOPMENT PROGRAMMES****I. COMMON FOR ALL DEPARTMENTS :**

- 1.1. Advanced Mangement Programme.
- 1.2. Communication Skills.
- 1.3. Emotional Intelligence.
- 1.4. Counselling.
- 1.5. Environmental Awareness.
- 1.6. Fuel Supply Agreement & Quality Management.
- 1.7. Purchase Procedures.
- 1.8. Fire Safety (Prevention & Fighting)
- 1.9. Train the Trainers.
- 1.10. Domestic Enquiry Procedures.
- 1.11. Total production Management (TPM).
- 1.12. Total Quality Management (TQM)
- 1.13. Business Process Re-engineering (BPR)

SPECIAL:**II. MINING :**

- 2.1. Mine Ventilation, Fire & Gasses.
- 2.2. Roof Support.
- 2.3. Workshop on Depillaring Practices (Hand Section)
- 2.4. Executive Development Programme for Sr. U.Ms.
- 2.5. Induction Programme for newly promoted Asst. Managers.
- 2.6. Induction Programme for Newly promoted Under Managers.
(Promoted from NCWA Grades)
- 2.7. Functonal Programme for Colliery Managers.
- 2.8. Functonal Programme for Agents & Project Officers.
- 2.9. Induction Programme for Mining Graduate Trainees.
- 2.10. Environmental Management.

III. E & M.

- 3.1. Knowledge Updation in Electrical & Mechanical Engineering.
- 3.2. Workshop on M & R of Electrical Motors, Starters & Transformers.
- 3.3. Workshop on M & R of Bearings & lubricants.
- 3.4. Energy Management.
- 3.5. Workshop on M & R of HEMM.
- 3.6. Workshop on Erection, Shifting of Equipment.
- 3.7. Workshop on transmission & distribution.
- 3.8. Total Productive Maintenance (TPM).



IV. F & A.

- 4.1. Knowledge updation in F & A.
- 4.2. Taxation.

V. PERSONNEL:

- 5.1. Functional Programme.
- 5.2. Workshop on Domestic Enquiry.
- 5.3. Workshop for Welfare Officers.

VI. MEDICAL & HEALTH:

- 6.1. Functional Programme.
- 6.2. Methods of Diagnosis.

VII. I.E.D

- 7.1. Functional Programme.

VIII. CIVIL ENGINEERING:

- 8.1. Functional Programme.
- 8.2. Environmental Management
- 8.3. Computer Aided designs.

IX. EXPLORATION :

- 9.1. Functional Programme.
- 9.2. GIS & GPS.

X. OTHERS :

- 10.1. Workshop for Scientific Officers.
- 10.2. Workshop for Law Officers.
- 10.3. Workshop for Estate Managers.
- 10.4. Training Programme for Survey Personnel.



THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)

ANNEXURE-17

Ref.No.CRP/HRD/A/10(C)/1425

Kothagudem Collieries,
Date:20/05/2003.

CGMs/GMs of all Areas
PO, BHPL
All Heads of Coporate Depts.

Sub:- New procedure for approval of HRD proposals - Reg.

1. Following procedure is approved w.e.f 01.05.2003 for approval of HRD proposals. The approved system is designed keeping the circular issued by Director (Finance) on new filling system vide Circullar No.IED/1541/2001/597 dated 31.08.2001 in view.

A) In house programmes:

- (I) Up to Rs.1 Lakh:
GM(HRD) ---->GM(F&A)--->HOD--->
Concerned Director --->Director(PA&W)
- (II) More than Rs.1 Lakh:
G.M(HRD)--->HOD--->Concerned Director--->
Director (Finance)-->Director(PA&W)-->C&MD

B) External Training Programmes:

- (I) Non-Executives:
Corporate : GM(HRD)--->Dy.GM(F&A)--->HOD or Area GMs
- (II) Executives: (E1 to M-1) :
GM(HRD)-->GM(F&A)--->HOD--->
Functional Director--->Director (PA&W)
- (III) M-2 and above:
GM(HRD)--->GM(F&A)--->HOD--->Functional Director--->
Direcor (Finance)--->Director(PA&W)-->C&MD

C) Foreign Training Programmes:

- i) GM(HRD)
ii) Director(E&M)
iii) Director(P&P)
iv) Director(OP)
v) Director(Finance)
vi) Director(PA&W)
vii) C&MD



- (D) Programmes can be arranged as given below with the approval of the concerned GM(excluding Corporate Office)
 - (I) Guest lectures (total expenses up to Rs.5,000/- per programme including honorarium, TA &DA) upto six in a year per Area.
 - (II) In house training programme up to Rs.10,000/- per programme (up to four in a year per Area)
- (E) Following programmes can be arranged at Corporate Office with the approval of Director (PA&W).
 - (I) Guest lectures (total expenses upto Rs.5,000/- per occasion including honorarium, TA&DA up to six in a financial year.
 - (II) In house training programmes up to Rs,10,000/- per programme and four programmes in a financial year.
- (F) Co-sponsorship/ Advertisements for professional Bodies/Universities:
 - (I) Up to Rs.10,000/- per occasion but not exceeding Rs.3 Lakhs per annum.
 - Director(E&M)
 - Director(P&P)
 - Director(Op)
 - Director(PA&W)
 - (II) Beyond Rs.10,000/- per occasion.
 - Director(E&M)
 - Director(P&P)
 - Director(Op)
 - Director(Fin)
 - Director(PA&W)
 - Chairman &MD.

This issues with the approval of the competent authority.

Sd/-
DIRECTOR (PA&W)

Cc:
All Directors
GM(F&A)
So to C &MD.
Dy.GM(F&A) of all Areas.



HONORARIUM RATES AS ON 01.04.2006

(Ref.No.CRP/HRD/162/1601, Date:08-05-2006)

TABLE - I

Slabs	Description of the Programme	Rate of Payment of Honorarium per hour (60 min)
I.	a) Guest lecture to employees in Cat-I, Cat-II, Cat-III and 'E' grade, contractor workers (all unskilled)	Rs.110/-
	b) Related instruction Classes to tradesmen, apprentices.	Rs.110/-
	c) Training Classes for tradesmen trainees	Rs.110/-
	d) Yoga Training Class	Rs.110/-
	e) Coaching for Gas Testing Exams	Rs.110/-
	f) Training of Clerks	Rs.110/-
	g) All Training in TTCs/UG MM Trg. centre other than Specified.	Rs.110/-
II.	a) Training of Mining Sirdars	Rs.160/-
	b) Training of Shot Firers	Rs.160/-
	c) Training of Safety Committee Members.	Rs.160/-
	d) Training of Supportmen	Rs.160/-
	e) First Aid Classes to employees	Rs.160/-
	f) Coaching classes for Surveyors Certificates of competency exams.	Rs.160/-
	g) Coaching classes for OM/SF/MS exams	Rs.160/-
	h) Training for charge hands.	Rs.160/-



Slabs.	Description of the Programme	Rate of Payment of Honorarium per hour (60 min)
III.	a) Induction Training Programmes to Supervisors, Asst. Foreman trainees	Rs.220/-
	b) Training Programme for POAs/PAS/Jr. Accounts.(Internal faculty)	Rs.220/-
	c) Supervisory Development Programmes: Frontline Supervisors Trg. Programmes for Overman, Foreman etc.	Rs.220/-
	d) Workmen Inspectors	Rs.220/-
	e) Personality Development Programmes by voluntary Organisations (Brahmakumaris, Siddi Samadhiyoga, Meditation classes etc.,	Rs.220/-
IV.	a) Coaching for second class Mine Managers Exam (SMMC).	Rs.275/-
	b) Conducting programme for MGTs, JETs, Wo(T)s.	Rs.350/-
V.	a) Coaching Classes for firsts Class Mine Manager's Certificate of Competency exam	Rs.350/-
	b) In house programmes for executives	Rs.275/-
VI.	a) Training by external faculty from Hyderabad. Vizag. Warangal etc., and outside the state	Rs.2,500/- per 3 hour session
	i) POAs/PAs/Jr.Accounts	
	ii) For first class, second class and surveyor exams coaching	
	iii) Induction programme of MGTs/JETs etc.	
VII.	Advanced Management Programme (AMP) (Internal faculty from local institutions and companies like UCE, KTPS, Navabharat, ITC, Heavy Water Project, NTPC, Keshoram, Sponge Iron etc.)	Rs.500/- per 60 minutes
VIII.	Advanced Management Programme (AMP) (external Professional faculty from Hyderabad, Warangal, Vizag etc. and out side the state)	Rs.3600/- for three hours

**TABLE - II**

S.No.	Description of the Programme (This excludes selection tests done by Recruitment Cell on full time basis but applies for confirmation tests during the probationary period)	Rate of Payment of Honorarium
1.	Setting papers for entrance tests for apprentices under Act, Company Scheme, Apprentices Viz. Cat-II, IV etc.	Rs.275/-
2.	For practical exams for fitters, electricians etc. when they take up Cat II, IV etc.	Rs.275/-
3.	Setting question papers for Clerks.	Rs.275/-
4.	Setting question papers for Supervisors OMs, POA, PA, Foreman	Rs.550/-
5.	Setting question papers for Executive trainees (MGT,JET,WOT)	Rs.550/-

TABLE - III**EVALUATION OF ANSWER SCRIPTS (RATE PER SCRIPT IN RUPEES)**

S.No.	Description	Rate of Payment of Honorarium
1.	Unskilled Cat.I,II,III & E.P.E	Rs.11/-
2.	Tradesmen/Clerk/trade apprentices	Rs.11/-
3.	Supervisors(OM/POA/PA/ Chargehand, foreman etc.)	Rs.16/-
4.	Executive Trainees, MGTs,JETs,E&M, W.O.Ts.etc.	Rs.22/-

TABLE - IV**HONORARIUM FOR CONDUCTION VIVA-VOCE**

S.No.	Description	Rate of Payment of Honorarium	
		Upto Ten(10) persons	Beyond Ten(10) for every additionalPersons
1.	Unskilled	Rs.110/-	Rs.16/-
2.	Tradesmen/Clerks	Rs.160/-	Rs.22/-
3.	Supervisors (OM etc.)	Rs.220/-	Rs.27/-
4.	Execitove Trainees	Rs.275/-	Rs.33/-



TRAINING INSTITUTES - REVISED LIST(66)

1.	ACADEMY OF HRD, AHMEDABAD
2.	ADMINISTRATIVE STAFF COLLEGE OF INDIA(ASCI), HYD
3.	ADV.TRNG.INSTITUE FOR ELECTRONICS, HYD
4.	ALL INDIA MANGEMENT ASSOCIATION (AIMA), New Delhi
5.	ANHRA PRADESH PRODUCTIVITY COUNCIL(APPC), HYD
6.	CENTRAL LABOUR INSTITUTE , MUMBAI
7.	CENTRAL MINING RESEARCH INSTITUTE(CMRI),DHANABAD
8.	CENTRE FOR MINE PLANNING & DESIGN INSTITUTE LIMITED , RANCHI
9.	CENTRE FOR ELECTRONIC TEST ENGINEERING,HYD
10.	CENTRE FOR ENERGY TECHNOLOGY(AUTONOMOUS),OU,HYD
11.	CENTRE FOR EXCELLENCE IN PROJECT MANAGEMENT,NOIDA
12.	CENTRE FOR ORGANISATION DEVELOPMENT(COD),HYD
13.	COMPUTER MAINTAINANCE CORPORATION OF INDIA(CMC),HYD
14.	CONFEDARATION INDIAN INDUSTRIES(CII)
15.	DR.MCR HRD INSTITUTE OF A.P,HYD
16.	ENGINEERING STAFF COLLEGE OF INDIA (ESCI)HYD
17.	FAPCCI
18.	FEDERATION OF INDIAN CHAMBER OF COMMERCE &INDUSTRY(FICCI)
19.	FORMEN TRAINING INSTITUTE,(FTI),BANGLORE
20.	GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT(GITAM),VIZAG
21.	GANDHI LABOUR FUONDATION,PURI
22.	GEOLOGICAL SURVEY OF INDIA ,HYD
23.	GRID CONSULTANTS PVT.LTD,MUMBAI
24.	HYDERABAD MANAGENT ASSOCIATION (HMA),HYD
25.	ICFAI INSTT,OF MANAGEMENT,HYDERABAD.
26.	ICWAI,CHENNAI
27.	INCOME TAX BAR ASSOCIATION
28.	INDIAN INSTITUTE OF COAL MANAGEMENT (IICM), RANCHI.
29.	INDIAN INSTITUTE OF INDUS.ENG. MUMBAI.
30.	INDIAN INSTITUTE OF INTERNAL AUDITORS.
31.	INDIAN INSTITUTE OF MGT.AHMEDABAD / LUCKNOW / BANGALORE.
32.	INDIAN INSTITUTE OF MATERIAL MANAGEMENT, NEW DELHI.
33.	INDIAN INSTITUTE OF PLANT ENGINEERS, HYDERABAD.
34.	INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR.
35.	INDIAN MINE MANAGERS' ASSN. BHUVANESWAR.
36.	INSTITUTE FOR MINERS' AND METAL WORKERS' EDUCATION, KOLKOTA.
37.	INSTITUTE OF BUSINESS ADMINISTRATION & TRAINING, BHUBANESWAR.
38.	INDIAN SCHOOL OF MINES (ISM), DHANBAD.
39.	INDIAN SCHOOL OF BUSINESS, HYDERABAD.
40.	INDIAN SOCIETY FOR TRNG. & DEVELOPMENT, HYD./DELHI.



41.	INDIAN COUNCIL OF ARBITRATION, NEW DELHI
42.	INSTITUTE OF CHARTERED ACCOUNTS OF INDIA, CHENNAI/DELHI.
43.	INSTITUTE OF COMPANY SECRETARIES, CHENNAI.
44.	INSTITUTE OF DRILLING TECHNOLOGY, DEHERDUN.
45.	INSTITUTE OF ENERGY MANAGEMENT, HYDERABAD.
46.	INSTITUTE OF PUBLIC ENTERPRISE (IPE), HYDERABAD.
47.	INSTITUTION OF ENGINEERS (I) LTD., HYDERABAD.
48.	INTELLECTS BIZ, HYDERABAD. (PRINCIPAL CONSULTANT, PROF. MOID. SIDDIQUI)
49.	J.N.T. UNIVERSITY,
50.	LOSS PREVENTION ASSOCIATION OF INDIA, HYDERABAD.
51.	MANAGEMENT DEVELOPMENT INSTITUTE, GURGAON.
52.	MINING, GEO. & METUL. INST. OF INDIA (MGMI), KOLKOTA.
53.	MINING ENGINEERS ASSN. OF INDIA (MEAI),HYDERABAD/KOLKATA.
54.	NATIONAL HRD NETWORK.
55.	NATIONAL INST. OF PERSONNEL MANAGEMENT (NIPM), KOLKATA/DELHI.
56.	NATIONAL INSTITUTE OF IE (NITIIE), MUMBAI.
57.	NATIONAL POWER TRAINING INSTITUTE, NAGPUR.
58.	NATIONAL PRODUCTIVITY COUNCIL (NPC), DELHI.
59.	NATIONAL SAFETY COUNCIL, MUMBAI.
60.	NATIONAL COUNCIL FOR CEM,& BUILD.RESEARCH.HYD
61.	NATIONAL INST.SMALL INDUSTRIES .EXTN.TRAINING(NISIET),HYD
62.	NIIT LTD.HYDERABAD/ MUMBAI
63.	POWER SYSTEMS TRAINING INSTITUTE(PSTI),BANGLORE
64.	SHRIRAM CENTRE FOR IR,DELHI
65.	TATA ENERGY RESEARCH INSTITUTE,MUMBAI
66.	TATA MANAGEMENT TRAINING CENTRE ,PUNE



FORMAT-I

Date:

To
The Chief(H.R.D),
The S.C.Co.Ltd.,
Kothagudem.

Sub:

Ref.No:

- * 1.I will attend the Programme/Seminar/Workshop/course/Conference.
- * 2. I cannot attend the programme/seminar/Workshop/course/Conference
- * Strikeout whichever is not applicable and
- Tick (✓) whichever is applicable.

SIGNATURE OF THE PARTICIPANT

1. Name In Block Letters
2. Designation:
3. Place of Work:

FORMAT-II

ANNEXURE-21
(HRD-2)
Date:

To
The Chief(H.R.D),
The S.C.Co.Ltd.,
Kothagudem.

Sub:

Ref.No:

- * 1. I have attended the above Programme/Seminar/Workshop/course/Conference.
- * 2. I have not attended the programme/seminar/Workshop/course/Conference
- * Strikeout whichever is not applicable and

Tick(✓)Whichever is applicable.

SIGNATURE OF THE APPLICANT

1. Name In Block Letters
2. Designation:
3. Place of Work:



FORMAT-III A

Date:

To
The Chief (H.R.D),
The S.C.Co.Ltd.,
Kothagudem.

Sub:

Ref.No:HRD/

- 1. Name :
- 2. Designation :
- 3. Place of Work :
- 4. Name of the course
sponsored for :
- 5. Organised by :
- 6. Venue :
- 7. Period :
- 8. Details of mode of travel
from place of work to the
venue of the programme &
back. :
- 9. Details of T.A bills obtained :
- 10. Addl.Expenditure for other
Official work,if any :
- 11. Date of Leaving Head
Quarters :
- 12. Date of Reaching Head
Quarters (After Training) :
- 13. Comments and
Recommendations
about the programme :
- 14. Any Other study visits to
other place than this
training so,give details
with dates :
- 15. Remarks if any :
- 16. Whether Training Report
enclosed with Format-II :
- 17. If not enclosed by What
Date :The Training report
will be sent to the HRD Dept.

From :

To :

SIGNATURE OF THE PARTICIPANT

Name :
Designation:
Place of work:

**THE SINGARENI COLLIERIES COMPANY LIMITED**

(Regd.Off. Kothagudem - 507 101. A.P)

Kotahgudem- 507 101

Khammam Dist. (A.P)

Ph.:08744-42301

Fax:08744-42360

Ref.No. CRP/DP/03/313

Date: 09.07.2003

CIRCULAR

01. Training is an educative and necessary tool for improving the knowledge of employees, in particular, Executives. The Management is taking various steps for training of its Executives in various prestigious institutions. While accepting the fact that our Executives in various capacities are busy in their day-to-day functioning, it is necessary to ensure that the officers deputed for training programmes, particularly outside the Company should attend the programmes invariably.

02. In addition, Advanced Management Programmes being organised at Nargundkar Institute of Management (NIM), RGM, are prestigious training programmes. Various steps are being taken to ensure that the said programmes are educative, effective and worthwhile.

03. It is hereby informed to all Executives that attending the above training programmes is a MUST and if any Executive is not able to attend a particular training programme for any reason, it must have been approved, in advance, in writing, by the Director concerned and the undersigned.

04. The Chief GMs , GMs Heads of all Departments are requested to depute the Officers at cutting edge level (Mine level) in such a way that the Executives are not sent for training programmes simultaneously creating void vacuum in the said mine.

05. Above guidelines may please be complied scrupulously. henceforth.

-sd-

DIRECTOR(PA&W)

Chief GMs/GMs.,All Areas.

PO/BHPL.

All Heads of Departments

Cc: All Directors

GM(HRD), SO to C&MD



THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)

Ref.No.CRP/HRD/2003/Circulars/DPAW/2237

Date: 21.07.03.

CIRCULAR

All CGMs & GMs/HODs/
Agents/Mine Managers.

Sub:- Alternate arrangements for nominated executives attending various
Trg.Programmes / Workshops / Seminars / Study tours- Reg.

- 1) While relieving the executives from Mines/CHPs/132 kV Sub-Stations/Projects to attend various Trg.Programmes / Workshops /Seminars /Study tours etc., following precautions have to be taken.
 - i) Authorise an eligible executive in the place of participant.
 - ii) The Authorised executive have to be informed in writing about the Safety/Installation works to be carried out during the authorised period.
- 2) The HRD Programmes are prerequisite for organisation development. They can be rescheduled wherever it is required, but can not be cancelled.

-sd-
DIRECTOR(PA&W)

Cc:

All Directors.



IMPACT OF EXTERNAL TRAINING/PARTICIPATION ON EXECUTIVES

Sri.....

Designation

Department

1.Course Name:
2.Course dates & Venue:
3.Name of the Ogranisation:

- I) Course objectives and content (100 to 150 words)*

- II) Benefits derived from the course (up to 50 words)*

- III) Proposals initiated, if any for implementation (50 words)*

- IV) Do you recommend this course for others?

- V) Any other comments:

(Signature)



VI) Opinion /comment about impact of programme on the factors given below:

- a) Knowledge
- b) Behavior
- c) Attitude
- d) Performance
- e) Teamwork
- f) Communication skills
- g) Any other commets

**Agent/GM Area.
HOD/Corp.**

Comments:

.....

.....

.....

.....

.....

.....

GM Area/HOD (Corporate)

Guidelines:

- i) *Aditional papers may be enclosed if felt necessary.
- ii) One form for one programme and for one participant.
- iii) Since sufficient time is given, we expect the executives to submit the formats without reminder. Non submission is likely to be viewed seriously.


STATUS OF SPOUCES LITERACY PROGRAMME AS ON 31.03.2006

AREA	Total No. of illiterates	No. of persons		No. of centres	Persons undergoing training presently
		Completed so-far	Yet to be completed		
BPA	1000	643	357	34	357
MM	6997	1000	3997	129	2000
SRP	10,273	1204	6669	80	2400
TOTAL	18,270	2787	11,854	243	4757
RG.I	8544	271	7613	83	1656
RG.II	4288	211	3507	41	955
RG.III	1351	65	1324	25	500
RG.IV	702	473	NIL	14	229
BHPL	3600	452	2841	20	414
TOTAL	18,485	1472	12444	183	3754
KGM	985	626	75	14	259
MNG	1600	1600	NIL	NIL	NIL
YLD	1970	135	1835	NIL	NIL
TOTAL	4555	2361	1910	14	259
GRAND TOTAL	41,310	6271	29,557	410	5482



The Singareni Collieries Company Limited
(A GOVERNMENT COMPANY)

Ref.No.CRP/HRD/Z/970

Date:17/05/2002

All Heads of Departments
Corporate:

Sub:- Knowledge day session at Corporate Office on 3rd Monday of every month.

1. As you are aware, we are arranging knowledge session on the third Monday of every month at 17.15 hours at Conference Hall of Project Planning Wing. Advance intimation well in time was sent to all Heads of Departments. A review of the past one year is presented below for your information.
 - i) Some of the executives are saying that they have not got instructions/ information about the knowledge day session.
 - ii) Some officers have not attended a single session in the last one year.
 - ii) Some times the session was conducted with only 2 or 3 executives.
2. In these days of exponential growth of knowledge, we are trying our best to assist the executives to update their knowledge.
3. Hence, we request you to kindly advise the executives working in your department to attend the knowledge day session on 3rd Monday of every month without fail.
4. In future, pace of learning may be a factor in Performance appraisal and sponsorship to training programmes, etc.
5. There were guests who have appreciated our efforts in disseminating knowledge but poor attendance affected our image.
6. We once again request you to note that the programme on 3rd Monday of every month will continue unless there is a public holiday.
In the last one year we have not missed any 3rd Monday.
7. Programme for 20-05-2005 (Third Monday) is given below;
 - i) 17.15 Hrs-R&D Activities i SCCL
- Shri S.Madhava Reddy, ACME.
 - ii) 18.05 Hrs-New Trends in Geo Sciences.
- Shri C. Raghava Reddy, Sup. Geologist,
- Shri B. Laxmana Murthy, Dy.Sup.Gelogist.

-sd-
Chief GM(HRD)

Cc : All Directors.



The Singareni Collieries Company Limited

(A GOVERNMENT COMPANY)

P.O.Kothagudem Collieries
Dist.Khammam, A.P. India

Ph .No.08744-45719
Fax.No.08744-42305
e-mail:hrd@sccl.ap.nic.in

Ref.No.CRP/HRD/404/2002/2453

Date:22-10-02

All Head of Departments
Corporate

Sub:- Knowledge day session at Corporate Office on 3rd Monday of every month.

1. As you are aware, we are arranging knowledge session on the third Monday of every month at 17.15 hours at Conference Hall of Project Planning Wing. Advance intimation well in time was sent to all Heads of Departments. A review of the past one year is presented below for your information.
 - i) Some of the executives are saying that they have not got instructions/ information about the knowledge day session.
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- Shri C. Raghava Reddy, Sup. Geologist,
- Shri B. Laxmana Murthy, Dy.Sup.Geologist.

-sd-

Chief GM(HRD)

Cc :All Directors.



The Singareni Collieries Company Limited

(A GOVERNMENT COMPANY)

Ref. No.CRP/HRD/130/2003/422

Kothagudem
Khammam Dist., A.P.
Date : 17.2.2003

All Training Manager of MVTCS,
Trg. Manager, TTC, MNG

Sub : Learning Centres as no smoking zone.

xxxx

We are treating NIM, GDK as "No Smoking Zone" abIntio. There is good cooperation from executives and employees, for this.

Kindly initiate steps to treat MVTCS/TTC as "No Smoking Zone" w.e.f. 1.4.2003 (Tuesday). Necessary publicity may please be made. Posters may please be put at the entrance. Let us be polite in our approach to achieve this.

-sd-
GM (HRD)

Cc:

All Directors,
All CGMs/GMs of Areas,
Addl.G.M (HRD), RG Regn., RG.II
Dy.GM (HRD), BPA, Regn., BPA
S.O. to C & MD (for HRD Folder)



The Singareni Collieries Company Limited
(A GOVERNMENT COMPANY)

Ref. No.CRP/HRD/362/1911

Date : 5.9.2002

All CGMs/GMs of All Areas & HODs.
PO, BHPL

Sub : Engineer's day Celebrations (in commemoration
of Birthday of Bharat Ratna Sir Mokshagundam
Visveswaraya.

XXXX

It has been endorsed by Director (Operations) on our Note No.CRP/HRD/362/
249, dated 26.08.2002 as follows:

“ We should ask GMs/HODs to record innovative works”.

Hence, we request you to kindly encourage presentation of innovative works by
our Engineers apart from papers on 'Energy cost'.

-Sd-

GM (HRD)

Cc:

Director (Operations)
Director (P & P)
Director (E & M)
E.D. (OCPs.)



The Singareni Collieries Company Limited
(A GOVERNMENT COMPANY)

Ref. No.HRD/154/2002/349

Date : 15.02.2002

CGM, RG-I
GMs of All Areas.
PO,BHPL

Sub : Practical Training to Engineering Students - Reg.

XXXX

We are offering practical training to diploma and degree students in Mining Engineering and Project work to degree students of Mining Engineering.

Kindly don't send any proposals for project work or practical training for students belonging to any other branches of engineering (degree or diploma).

**-Sd-
CGM (HRD)**

Cc:

Director (F)
Director (operations), / Director (PA&W)
Director (P&P)
GM (Coordination)

ACME (HRD), RG.Regn. RG.II
Dy.CME (HRD), BPA Regn. RKP.
Dy.CME (HRD), Corp./ Dy.CE (HRD), Corp.



**TRAINING PROGRAMMES FOR EXECUTIVE TRAINEES
LIST OF SOME RELEVANT CIRCULARS AND PROFORMAE ENCLOSED**

- 1. Proforma of Employee Personal Record. (EPR)**
- 2. Graduate Technician Apprentices Declaration Form - had no earlier Training.**
- 3. Attestation Form.**
- 4. Format of Confidential Report.**
- 5. Month wise attendance particulars of trainees - proforma**
- 6. Proforma of viva - voce assessment for MGTs.**
- 7. Circular on posting of GMEs as Under Managers.**



The Singareni Collieries Company Limited
EMPLOYEE PERSONAL RECORD

ANNEXURE-30(1)

(Please refer to the guidelines before filling each items)

1. Employee Number :

2. Name (in full) :

3. Father's/Husband's Name: F/H:

4. Date of Birth :

(In Words)

5. Sex : Male (M)/Female(F)

6. Blood Group

7. Identification Marks :

(i).

(ii).

8. Religion :.....

9. Caste: SC/ST/BCA/BCB/BCC/BCD/OC

10. Marital Status: Single (1) /Married (2) / Widow(er) (3)/ Divorced (4)

11. Number of Children 12. Family Planning : Self(1)/Spouse(2)/None(3)

13. Physically Handicaped : Yes(Y)/No(N) 14. Ex.Service man: Yes(Y)/NO(N)

15. Mother Tongue

16. Employment Exchange (I) Code : (II) Registration No:

Initial Appointment Details :

17. Date of Joining :

18. Office Order No. & Date :

19. Mode of entry :.....

Present posting Details :

20. Area :

21. Mine/ Departemnt

22. Grade / Category :..... 23. Basic Pay :

24. Designation :.....

25. Class of Employment :.....

26. Nature of Employment : Underground (1)/ Surface(2) / Opencast(3)

27. Permanent Address :

28. A) P.F.Type:CMPPF(1)/CMPPF&FPS(2)/EPF(3)/ GPF(4)/TPF(5)/None(9) Pin Code:

B) P.F. Account No :



29. A) Home Town :

B) Nearest Railway Station :

30. Qualifications (Including Certificates and Licences)

Sl. no	Qualification				Year of Pass	Divi-sion	Institution/Board/University
	Code						

31. Experience before joining SCCL :

Sl. no	Organisation	Period		Designation	Latest Basic+DA
		From	To		

32. Details of Dependents / Nominees :

Sl. no	Name	Relationship	Code	Month & Year of Birth	Depen-dency Code	If Nominee % allocated				
						PF	Gratulty	FBIS	JPAIS	GPAIS

SIGNATURE OF THE EMPLOYEE

HEAD OF THE MINE/DEPARTMENT



DECLARATION BY THE GRADUATE/TECHNICIAN APPRENTICES

I declare that I do not posses training or work experience for an year or more after the attainment of my qualifications and at the time of joining for appreticeship Training at.....
.....

I further declare that I have not joined for Appreticeship Training and also that I have not entered into a Contract with any other employer before joining at.....

I here by Undertake to face my diciplinary action including the refund of the entire stipend in case of any of my above Statements is found to be not true and any information is will-fully supressed.

SIGNATURE

NAME:

Address:

Institution last studied:

Field:

Year of passing:



The Singareni Collieries Company Limited .

ANNEXURE-30(3)

(A Government Company)

ATTESTATION FORM

1.Name in full (In Block Capitals) Surname Name
with aliases, If any
(Please indicate if you have added or dropped
at any stage,any part of your name or surname)

2.Present address in full(i.e.Village,Thana and
District or House Number, Lane/Street
and Road).

3.(a) Home address in full(i.e Village,Thana and
District or House Number, Lane/Street
and Road).

(b) If Originally a resident of Pakistan the
address in that Dominion and the date of
migration to Indian Union.

4. Particulars of places where you have resided for more than one year during the precedings five years

from To Residential address in full (i.e Village,
Thana District or House Number, Lane/
Street and Road).

5.Father's (a) name in full with aliases, if any (a).....
(b) present postal address (if not
alive give last address). (b).....
(c) permanent home address (c).....
(d) profession. (d).....
(e) If in service give designation
and official address. (e).....



6. (i) Nationality of :-

- (a) Father (a)
- (b) Mother (b)
- (c) Husband (c)
- (d) Wife (d)

(ii) Place of birth of :-

- (a) Husband (a)
- (b) Wife (b)

7. (a) Exact date of birth . (a)
- (b) Percentage. (b)
- (c) Age at Martriculation (c)

8. (a) Place of birth, District and State in which it is situated (a)
- (b) District and State to which you belong.

9. (a) State your Religion. (a)
- (b) Are you a member of a Scheduled Caste / Scheduled Tribe? Answer "yes/no" and if the answer is yes, State the name thereof (b)

10. Educational qualifications showing places of education with years in schools and colleges since 15 years of age.

Name of School/College with full address	Date entering	Date of Leaving	Examination passed
--	---------------	-----------------	--------------------



11. If you have, at any time been employed give details.

Designation of post held or description of work	period	Full address of the Office, Firm or institution
	From To.	

12. Have you ever been convicted by a Court of any office ? -----

If the answer is 'Yes' the full particulars
of the convictions and the sentence should be
given.

13. Names of two responsible persons of your
locality or two referees to whom you are known (i)
(ii)

I certify that the foregoing information is correct and complete to the best of my knowl-
edge and belief. I am not aware of any circumstances which might impair my fitness for employment
under Government.

Signature of Candidate

Date :

Place :

(Certificate to be signed by a gazetted officer or Member of Legislature or other authority
prescribed by the Appointing Authority).

Certified that I have Known Shri/Shrimathi
son/daughter of Shri for the last
Years months and that to the best of my knowledge and belief the particulars furnished
by him/her are correct.

Signature
Designation or status
and address

Place:
Dated:



FORMAT OF THE CONFIDENTIAL ASSESSMENT REPORT

Name:

Designation:

E.C.No.

Present place of work:

SI. NO	Particulars	Maximum marks	Marks awarded
1.	Attendance and punctuality	4	
2.	Conduct and behaviour	4	
3.	Work and performance	8	
4.	Initiative/Aptitude	3	
5.	General tact and ability to deal with labour.	3	
6.	Relation with superior staff	3	
Total:		25	

No.of Days on loss of pay leave and also :
absenteeism may be given.

Remarks if any :

Whether recommended for promotion : Yes / No

SIGNATURE OF DEPT.HEAD

MONTH-WISE ATTENDANCE PARTICULARS OF SHRI.....

From	Period To	Place of work	Actual musters	Sick leave with pay	C.L.	Rests	Loss of pay	Sick without pay	Absents	Total
-										
<u>SINGNATURE OF THE H.O.D.</u>										



THE SINGARENI COLLIERIES COMPANY LIMITED
VIVA VOCE FOR MGTs-PHASE-1

DATE

VENUE-K

SL. NO	NAME OF THE CANDIDATE	MAXIMUM MARKS-15			TOTAL(15)	REMARKS
		PROFESSIONAL KNOWLEDGE/SPECIALISATION (5)	COMMUNICATION SKILLS/ APTITUDE / APPROACH TO THE PROBLEM ETC,GENERAL KNOWLEDGE (5)	MANERS,EMOTIONAL BALANCE,BEHAVIOUR, ACHIEVEMENTS IN EXTRA-CURRICULAR ACTIVITIES (5)		

MEMBER

MEMBER

MEMBER

SIGNATURE OF THE
COMMITTEE CHAIRMAN

**THE SINGARENI COLLIERIES COMPANY LIMITED**

No.CTE/2/93/1372

Kothagudem,
Dt : 23-7-93.**CIRCULAR**

C.G.Ms/G.Ms of All Areas

Sub: Posting/Redesignation of GMEs as Under Manager.

* * * * *

You are aware that the Mining Graduates, initially appointed as Mining Graduate Trainees and later as Graduate Mining Engineers, are supposed to acquire Gas Testing and First Aid Certificates during the period of their training and as soon as they become eligible for getting Second Class Mine Manager's Certificate of Competency and as soon as they become eligible for getting Second Class Mine Manager's Certificate of Competency, they are expected to acquire the same from the Directorate General of Mines Safety, Dhanbad.

In the past, it was noticed that some of trainees did not apply for the award of the Second Class Mine Manager's Certificates in time and on some occasions they had not acquired the proper eligibility by obtaining First Aid and Gas Testing Certificates also well in time, this was resulting in avoidable delays in their acquiring the S.C.M.M Certificate of Competency, by virtue of which alone they can be appointed as Under Managers in E-2 Grade and can be made statutorily responsible at the mines. In the process, some discrepancies were also creeping in while determining their seniority etc., as Under Managers.

With the view to sort out this, two committees were appointed under the chairmanship of Chief G.M(T&E), G.M(Personnel) and SO to C&MD being the other members. These two Committees submitted their recommendations on 18-6-92 and 31-10-92 respectively, which have been duly approved by the C&MD.

Amongst other things, the following were the recommendations which have been approved by the Competent Authority and as such are in force now.

Once the Graduate Mining Engineers complete their two years training as prescribed for becoming eligible, for the issue of S.C.M.M.Certificate of Competency, they should apply for the award of the S.C.M.M.Certificate of Competency to the D.G.M.S., Dhanbad, within a period of one month with proper enclosures etc., in which case any delay in their getting provisional certificates from the D.G.M.S will not affect their date of promotion as Under Managers in the Company i.e., their date of eligibility as per the Certificate issued by the D.G.M.S. will be taken as their date of becoming Under Manager.

For this purpose they have to acquire the two Certificates as mentioned above that is, Gas Testing and First Aid Certificates during the period of training only.

For the new batch of Mining Graduate Trainees, arrangements are being made to see that they acquire these two certificates well with in the time and as such this problem should not arise in future i.e., non availability of First Aid, Gas Testing Certificate in time.



2. It has been further decided that if the M.G.Ts do not apply within one month of their completion of two years training period to the D.G.M.S. for the award of S.C.M.M Certificate of Competency, they may be penalised in the form of stoppage of their training in the Company (temporary stoppage), if the delay in applying is more than 3 months, termination of their training may have to be recommended.
3. Further, if there is delay in submitting the application for the award of S.C.M .M.Certificate of Competency to the D.G.M.S. of more than a month, the G.M.Es will be designated as Under Manager from the date of issue of the certificate and not from the date of eligibility.
4. Further to the above, it has been observed that in the past, some of the G.M.Es were submitting the S.C.M.M. Certificate of Competency to the Management with some intentional delay, even after there getting the same from the D.G.M.S. It has been decided, therefore, that in case the G.M.Es fail to submit their Certificates immediately on the receipt by them, they will not get their seniority as per the date of their eligibility, but as per the date of issue of the Certificates from the D.G.M.S.

In view of the above recommendations as approved by the competent authority, you are requested to advise all the G.M.Es working in your area to follow the above stipulations scrupulously. So that management will be spared from taking any unpleasant actions on the concerned G.M.Es.

The G.M.Es may further be instructed to submit the certificates received by them from the D.G.M.S with in a week of their receipt, through proper channel.

Once the G.M.Es acquire S.C.M.M Certificates of Competency from the D.G.M.S, you are requested to forward the same without any delay to the SO to C&MD along with necessary supporting documents, Appraisals/performance Reports etc.

Whenever applications for redesignations of the G.M.Es as Under Managers are forwarded to the SO to C&MD, you are requested to provide all the relevant data in the enclosed proforma, so that appropriate action for appointing /redesignations them as Under Managers can be taken by the SO to C&MD.

A list of G.M.Es working in your area and dates of their completion of two years training as per their appointment is given in the enclosure for your ready reference etc.

CGM(T&E)

Encl : 1. List of G.M.Es.
2. Proforma.

Cc:
Director (CP&P) / Director (Tech) / Director (Finance)
Director (Per)
S.O to C&MD.
ACME(TRG)/GDK/BPA.
Dy.P.M(EE)/KGM.