

**PROFILE OF**  
**EXECUTIVE ESTABLISHMENT DEPARTMENT, BCCL HQ**

Executive Establishment Department of BCCL is being headed by Mr. Amrit Topno, General Manager(Pers.) as head of the department under the control of Mr. P.V.K.R. Mallikarjuna Rao, Director(Personnel). Mr. Amrit Topno, General Manager(Pers/EE) is assisted by the following executives :

Sl.	Name	Designation	CUG No.
01	Sri K Suresh	Sr.Manager(P/EE)	9470595451
02	Sri P.K. Unnikrishnan	Manager(P/EE)	6287698887
03	Sri Ashok Kumar Pal	Dy.Manager(P/EE)	6287695885
04	Sri Manish Sahu	Dy.Manager(P/EE)	9470595996
05	Sri Arun Verma	Asst.Manager(P/EE)	9470595574

**Nature of jobs & activities of Executive Establishment are enumerated as under :**

1. Transfer & Posting of BCCL Executives.
2. Dealing with Pay Fixation/ Anomaly matters.
3. CIL Executive Defined Contribution Pension Scheme.
4. Monitoring the implementation of ERP HR Module.
5. Maintaining executive Online Leave Portal .
6. Implementation of PAR/PRIDE and payment of Performance related Pay (PRP).
7. Updation of online HRIS/EIS.
8. Furnishing data to CIL for conducting DPC and issue of Promotion orders.
9. Handling of Grievances
10. Disciplinary Matters of Executive Dealing.
11. Maintenance of Property Return files/online APR.
12. Issue of Identity Certificate for obtaining passport and “NOC” for visiting abroad.
13. RTI Matters.
14. Dealing with VIP Reference/Parliamentary question/Audit matters.
15. Processing of application for Board Level Posts.
16. Facilitating induction of executive in the company and exit from company including Resignation.
17. Dealing with employment of dependent of executives/claim of monetary compensation.
18. Processing payment of Gratuity and other terminal benefits to separated executives.
19. Matters related to ALC/Dy CLC and PG.
20. Dealing Court cases of concerned executives.
21. Issuing Medical Cards/processing claims to the Retired Executives under Contributory Post Retirement Medicare Scheme.
22. Liaisoning with CIL with regard to posting of MTs/Executives of all Disciplines/monitoring their transfer/posting and deployment in BCCL.
23. To furnish desired information to outside agencies as and when required.
24. Arranging for circulation and implementation of Instruction/Guidelines/Circulars.
25. Circulation of vacancies as communicated by CIL/Ministry.
26. Maintaining Personal files/service records of BCCL Executives.
27. Establishment functions concerning Executives & Non-Executive posted in EE Deptt
28. Other functions as and when instructed by the competent authority.

\*\*\*\*\*