

 	कोल इंडिया लिमिटेड (भारत सरकार का उपक्रम) Coal India Limited (A Government of India Enterprise) CIN: L23109WB1973GOI028844 Website: www.coalindia.in	संविदा प्रबंधन प्रकोष्ठ Contract Management Cell (CMC) कोल भवन, परिसर संख्या 04 एम.ए.आर., प्लॉट नं ए.एफ. III Coal Bhawan, Premises No. 04 MAR, Plot No. AF-III एक्शन एरिया 1ए, न्यू टाउन, राजरहाट, कोलकाता: 700156 Action Area – 1A, New Town, Rajarhat, Kolkata: 700156 फोन/Phone: 033-71104198 ई मेल/e-mail: gmcmc.cil@coalindia.in
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संदर्भ संख्या: सी.आई.एल/महाप्र(संप्रप्र)/2022/23

दिनांक: 28.12.2022

सेवा में,

The General Manager (CMC)
 ECL/BCCL/CCL/NCL/WCL/SECL/MCL

The General Manager, NEC.

विषय: Amendments in Vocational Training and Safety requirements – Chapter 3 & 6 of Contract Management Manual (CMM)

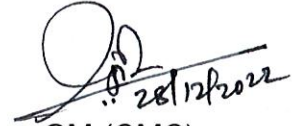
महाशय,

A proposal initiated by WCL on the subject matter was put up in the 296th meeting of CFDs, CIL held on 19.12.2022.

As communicated by Company Secretary, CIL vide letter No. CIL:XI(D):04135:2022:29815 dated 27.12.2022, CFDs, CIL, in the 296th meeting of CFDs, CIL held on 19.12.2022 have approved amendments in Vocational Training and Safety requirements – Chapter 3 & 6 of Contract Management Manual (CMM) as mentioned in attached Annexure-A.

This is for your information and further needful actions.

भवदीय,


 28/12/2022
 GM (CMC)
 CIL

प्रतिलिपी:

1. Director (Technical), CIL
2. ED (Co-ordination), CIL / TS to Chairman, CIL
3. ED (S&R), CIL
4. TS to D(T), CIL
5. Office file

Amendments approved in the 296th meeting of CFDs, CIL – Vocational Training and Safety requirements – Chapter 3 & 6 of Contract Management Manual (CMM)

Existing Clauses of Chapter 3 & 6 of Contract Management Manual (CMM)	Approved amendments Clauses of Chapter 3 & 6 of Contract Management Manual (CMM)
<p>VOCATIONAL TRAINING AND SAFETY REQUIREMENTS.</p> <p>A. VOCATIONAL TRAINING</p> <p>1. OBLIGATION ON THE PART OF CONTRACTOR.</p> <p>i) Contractor shall ensure Initial and Refresher Vocational Training to his employees and supervisors as per V.T. rule 1966 (read with any amendments) at the Company's training centre. Training shall be imparted to all workers, well in advance, before deployment in the mines. Trainees completing the training successfully shall be issued Training Certificate/Card. Trainees shall be entitled to receive stipend as per V.T. Rule for the period of training concerned.</p> <p>ii) The Contractor shall pay stipend to the entitled trainees as per V.T. rule for the entire period of training through Bank. In case of failure to pay stipend, the employer shall pay the same to trainees who complete training successfully. Payment so made, shall be recovered from the bill of the Contractor.</p> <p>iii) The cost of stipend to impart Vocational Training, may be included in the Biddersquoted Price.</p> <p>iv) Contractor shall receive training card/ certificate for trained persons, from the employer's training centre. The Contractor</p>	<p>VOCATIONAL TRAINING AND SAFETY REQUIREMENTS.</p> <p>A. VOCATIONAL TRAINING</p> <p>1. OBLIGATION ON THE PART OF CONTRACTOR.</p> <p>i) Contractor shall ensure Initial and Refresher Vocational Training to his employees and supervisors as per Vocational Training Rule 1966 (read with any amendments) at the Company's training centre. Training shall be imparted to all workers, well in advance, before deployment in the mines. Trainees completing the training successfully shall be issued Training Certificate/Card. Trainees shall be entitled to receive stipend as per Mines Vocational Training Rules, 1966 (and its amendment from time to time) and /or other applicable minimum wages/remuneration whichever applicable for the period of training concerned.</p> <p>ii) The Contractor shall pay stipend as per Mines Vocational Training Rules, 1966 (and its amendment from time to time) and /or other applicable minimum wages/remuneration whichever is applicable to the entitled trainees as per Vocational Training Rule 1966 for the entire period of training through Bank within 30 days of completion of training. In case of failure to pay stipend, the employer shall pay the same to trainees who complete training successfully. Payment so made, shall be recovered from the bill of the Contractor.</p> <p>iii) The cost of stipend as per Mines Vocational Training Rules, 1966 (and its amendment from time to time) and /or other applicable minimum wages/remuneration whichever applicable to impart Vocational Training, shall be borne by the Contractor.</p> <p>iv) Contractor shall receive training card/ certificate for trained persons, from the employer's training centre. The Contractor shall maintain record of such trained persons</p>



shall maintain record of such trained persons with copy of certificate. A copy of certificate shall be submitted to the Engineer-In-Charge. Only trained persons shall be deployed for the contracted work.

- v) The Contractor shall arrange training on simulation and 3D Virtual Reality System.

2. OBLIGATION ON THE PART OF EMPLOYER.

- i) The employer shall arrange vocational training at the employer's training Centre as may be required in conformation with V.T. Rule and the nature of work. Certificate to workers, completing training successfully shall be issued. Record of such trainees with their photograph shall be maintained.
- ii) The employer shall ensure payment of stipend to trainees, completing training successfully.
- iii) Employer shall ensure that only trained persons are deployed at work site during the contract period.

B. SAFETY REQUIREMENTS

The Contractor shall comply with provisions of this agreement, applicable laws, guidelines of DGMS and conform to Standard Industry Practice for securing the safety of mines, equipment and individual on or about the site. The Contractor shall develop, implement and administer a surveillance and safety programme for providing a safe environment on or about the mines. Safety measures shall be implemented during entire contract period or extended period. Safety requirement include measures associated with safe movement, safety management, safety equipment, fire safety, enforcement and emergency response.

with copy of certificate. A copy of certificate shall be submitted to the Engineer-In-Charge. Only trained persons shall be deployed for the contracted work.

- v) The contractor at their own cost, shall arrange training for all their operators and technicians through effective Simulators and 3D virtual Reality Systems before their actual deployment in the job and such training shall also be imparted at regular intervals as per Vocational Training Rules (and its amendment from time to time) to maintain their safety-oriented skills.
- vi) The Contractor shall ensure that only trained and skilled persons are deployed at work site during the contract period.

2. OBLIGATION ON THE PART OF EMPLOYER.

- i) The employer shall arrange vocational training at the employer's training Centre as may be required in conformation with V.T. Rule and the nature of work. Certificate to workers, completing training successfully shall be issued. Record of such trainees with their photograph shall be maintained.

B. SAFETY REQUIREMENTS

- 1.
- i) The Contractor shall comply with provisions of this agreement and shall be responsible to carry out all the jobs & activities related to this contract strictly as per the provisions of all applicable statutes including Mines Act 1952, Coal Mines Regulation 2017, Mines Rules 1955 and related amendment thereof issued from time to time and conform to Standard Industry Practice for securing the safety of mines, equipment and individual within and about the site of operation/activities of the contract.

The Contractor shall through its Board of Directors/Partners shall nominate either himself or a person(s) who shall be responsible as per applicable statutes including Mines Act 1952 and Coal Mines Regulation 2017, for the management,



<p>The Contractor shall impart safety training to its employees and shall at all times be responsible for observance of safety procedure by its employees and agents.</p> <p>The Contractor shall comply with the instructions issued by appropriate Government Authority and directions of Employer. The Contractor shall also comply with the provisions of Mines Acts and rules made thereunder.</p> <p>All cost or expenses arising out of or relating to safety requirement shall be borne by the Contractor.</p> <p>Safety requirements to be complied:</p> <p>General Aspect.</p> <p>i) Contractor shall submit list of persons deployed for the work. No person shall be deployed for the work without knowledge of the Authority.</p> <p>ii) All employees deployed for the work shall undergo IME and PME as per statute and the record of the same shall be maintained in the office of Manager.</p> <p>iii) Contractor shall maintain form 'A' of his Employees and a soft copy shall be submitted to the Engineer-In-Charge.</p> <p>iv) Contractor shall issue "Identity Card" with photograph duly attested mentioning Name of Contractor, Name of employee, Designation, DOB, Date of IME/PME, VTC and period of validity etc. to each employee. The Drivers / employees shall carry original identity card, while on work and produce for inspection whenever required.</p> <p>v) Daily attendance shall be marked in Form D for IN and OUT.</p> <p>vi) Safety requirement shall be exercised round the clock. In case of non-compliance of safety requirements or any specific instruction given in writing by the Engineer-In-Charge, the operation may be suspended till such non-compliance is rectified. In case of repeated violation of safety requirements, serious in nature, the Engineer-In-Charge shall have right to suspend the work.</p> <p>vii) Safe Operating Procedure (SOP)/Code of</p>	<p>control, supervision or direction of all the jobs & operation/activities assigned in this contract as above. Prior to start of the job of this contract, the contractor shall submit this nomination documents to the Engineer- In-charge, who shall arrange for submission of notice in prescribed format(s) to Regulatory Authorities or appropriate Government Authorities.</p> <p>ii) The Contractor shall develop, implement and administer a surveillance, safety and health programme for providing a safe environment on and about the mine / site. Contractor shall provide relevant workplace safety and health hazards awareness and training to his workers prior to commencing and as work progresses. Such safety & health measures shall be implemented by the contractor during entire contract period or extended period.</p> <p>iii) Safety requirement include measures associated with safe movement, safety management, safety equipment, fire safety, enforcement and emergency response.</p> <p>iv) The contractor shall at all times be responsible for observance of safety procedure by its employees and agents.</p> <p>v) The Contractor shall comply with the instructions issued by appropriate Government Authority and directions of Employer.</p> <p>vi) "All cost or expenses arising out of or relating to compliance of safety requirement & up-skilling of his employees shall be borne by the Contractor."</p> <p>vii) Contractor shall submit list of persons deployed for the work to Mine Management and Engineer-in-Charge and Mines Manager. No person shall be deployed for the work without knowledge of the Mine Manager.</p> <p>viii) All employees deployed for the work shall undergo Initial Medical Examination - IME and Periodical Medical Examination - PME as per statute and the record of the same shall be maintained by the contractor and copy of the same shall be provided by the contractor to the office of the Mine Manager for record keeping.</p> <p>ix) Contractor shall issue "Identity Card" with</p>
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<p>Practice/traffic rule for the work shall be prepared and shall be displayed in working place/important places in languages understood by the workers. Risk assessment shall be conducted and safe method to deal the same shall be carried out. Copy of SOP and site-specific Code of Practice shall be given to the EIC/Authorized Representative. Contractor shall deploy qualified and competent person to ensure working as per statute and SOP.</p> <p>viii) Contractor shall ensure Group Insurance for all employees for a minimum coverage of Rs. 15 Lakhs.</p> <p>ix) Contractor shall ensure that working hours for his employees comply with relevant sections of Mines Act 1952 and modifications thereof.</p> <p>x) Contractor shall submit list of all accidents and analysis thereof.</p> <p>xii) Contractor's workers shall not remain unattended on the floor of the working face. Breakdown in mines shall be attended by competent supervisor.</p> <p>xiii) Contractor shall provide roadworthy vehicle/pick up van for movement of maintenance/operator.</p> <p>Safety requirement for equipment, vehicles and machinery:</p> <p>All equipment shall be provided with adequate safety features as per DGMS Circulars. The operator's seat should be ergonomically designed. Operator's cabin shall be air-conditioned and substantially strong to protect operator from dust, heat and noise.</p> <p>All equipment and vehicles shall have Audio Visual Alarm (AVA), rear view camera, proximity detection device, additional warning system for operator's fatigue, rear vision system, efficient brake, turbo charge guard, front and rear light, speed retarder etc. to conform to DGMS requirement.</p> <p>The transport vehicles shall have limiting speed device and load indicator and recorder. These shall be incorporated with AVA with sound level 5-20% higher than ambient noise level. The AVA should be of IP-67 compliant. Vehicles shall be fitted with Antiskid and Tail end protection system.</p>	<p>photograph duly attested mentioning Name of Contractor, Name of employee, Designation, DOB, Date of IME/PME, VTC and period of validity etc. to each of his employees. The contractor shall ensure that his employees shall carry original identity card, while on work and produce for inspection whenever required. Contractor shall maintain Form 'A' of his employees and a soft copy shall be submitted to the Engineer-In-Charge. Daily attendance of contractor employees shall be marked in Form 'D' for IN and OUT.</p> <p>x) Contractor shall establish effective ongoing communication and co-ordination between appropriate levels of supervisors, officials and senior officials of the mine prior to commencing work, which shall include provisions for identifying hazards and the measures to eliminate and control risks related to the assigned work & the site.</p> <p>xi) Safety requirement and safe work practices shall be exercised round the clock. In case of non-compliance of safety requirements and safe work practices or any specific instruction given in writing by the Engineer-In-Charge, the operation may be suspended till such non-compliance is rectified. In case of repeated violation of safety requirements, serious in nature, the Engineer-In-Charge shall have right to suspend the work.</p> <p>xii) Safe Operating Procedure (SOP)/Code of Practice (COP)/traffic rule for the work shall be prepared by the contractor and after the approval of the Mines Manager, these shall be displayed in working place/important places in languages understood by the employees and these shall also be handed over to concerned employees by the contractor under proper record. Copy of SOP and site-specific Code of Practice shall be given to the EIC/Authorized Representative. Contractor shall deploy qualified and competent persons to ensure proper management and supervision on the work as per statute and SOP.</p> <p>xiii) Contractor shall ensure that the installation, running and maintenance, in safe working order, of all machinery in the mine deployed by him shall be under the charge of competent persons in each working shift, in accordance with Coal Mines Regulation, 2017 and its amendment thereof. All these competent persons shall also be authorized</p>
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In case of surface miner there shall be automatic water sprinkling arrangement and suitable firefighting arrangements. All drills shall be with wet drilling system and portable fire extinguisher.

Road Worthiness of Vehicle:

All vehicles shall maintain / carry - (a) RC Book, (b) Valid Insurance, (c) Valid Pollution Clearance Certificate, (d) Valid Fitness Certificate, (e) Operation Manual & Maintenance Manual, (f) Any other requirement as per RTO.

The Contractor shall ensure regular checking, maintenance, and repair of all vehicles and equipment as per best industry practice and keep them in good condition. Record of such activities shall be maintained in a logbook and kept in operator's custody, which shall always be available for inspection by EIC or his representative. In case of deficiency, EIC shall have the right to prohibit deployment of such vehicle/equipment.

by the mine manager.

All these competent persons shall be trained by the contractor.

Competency of the Operators and Drivers of HEMM and machinery shall be evaluated by a Evaluation Board constituted by the Mine management in accordance with Coal Mines Regulation 2017 and its amendment thereof before their actual deployment in the mine. Such evaluation shall be done through a specified SOP.

- xiv) Contractor shall ensure that the competent persons authorized by Mine Manager are deployed as in-charge(s) of his machines, vehicles, equipment, HEMMs etc., and shall ensure that before commencing work these are in proper & safe working order. In respect of electrical machinery, machine-parts, plant, work-shop etc, such competent person shall be an engineer or electrician holding qualifications as specified in Central Electricity Authority (Measure relating to Safety and Electric Supply) Regulation, 2010 and amendments thereof. These authorized competent person(s) shall record the result of such checking & examination in bound pagged book(s) kept for the purpose, which shall be verified by the authorized representative(s) of Engineer-In-Charge of this contract.
- xv) Contractor shall ensure Group Insurance for all employees for a minimum coverage of Rs. 15 Lakhs or any amount revised from time to time.
- xvi) Contractor shall ensure that working hours for his employees comply with relevant sections of Mines Act 1952 amended from time to time and amendments thereof.
- xvii) Contractor shall ensure the arrangements for reporting workrelated injuries and diseases, ill health and incidents among his workers while performing work in the mine. Contractor shall submit list of all accidents and analysis thereof.
- xviii) Contractor's workers shall not remain unattended in the mine and or working face. Breakdown of machinery in mine shall be attended by competent supervisor of the contractor.

2. Safety requirement for equipment, vehicles

and machinery:

- i) All equipment shall be provided with adequate safety features as per relevant statutes and instructions thereunder communicated from time to time. The operator's seat should be ergonomically designed. Operator's cabin shall be air-conditioned and substantially strong to protect operator from dust, heat and noise and flying object protection. Contractor shall ensure that all equipment and vehicles deployed by him shall have Audio Visual Alarm (AVA), rear view camera, proximity detection and warning device, additional warning system for operator's fatigue, rear vision system, efficient brakes, turbo charger guard, front and rear light, speed retarder, Semi/AFDSS, Seat belt & its reminder system, Dump body Stabilizers, Auto Dipping, Cabin guard extension etc. to conform to the relevant statute.
- ii) Contractor shall deploy only those equipment, HEMM, trucks, tippers, vans and vehicles etc. in the mine which are designed so as to afford the respective operator a clear and uninterrupted vision all around while in operation.
- iii) Contractor shall ensure that all these machineries which are used in mine shall be fitted with such safety features or devices as stipulated in the Gazette notification no. G.S.R. 987(E) issued on dated 01.10.2018, its amendments and related DGMS Circulars issued from time to time. Contractor shall also ensure that the fitment of safety features with minimum design requirements as mentioned in the DGMS Circular no. 06 of 2020 dated 27.02.2020, are provided and maintained in safe working order in respect of the machineries
- iv) The transport vehicles shall have limiting speed device and load indicator and recorder. These shall be incorporated with AVA with sound level 5-20% higher than ambient noise level. The AVA should be of IP-67 compliant. Vehicles shall be fitted with Antiskid and Tail end protection system.
- v) In surface miner shall have automatic water sprinkling arrangement and suitable firefighting arrangements.
- vi) Contractor shall ensure that truck mounted drill machines designed for tube well drilling for sources of water shall not be used and



only proper type of blast hole drill machine, especially designed for mining purpose, shall be used in the mine. All drills shall be fitted with portable fire extinguisher and wet drilling system shall be functional when deployed in drilling operation.

- vii) Contractor shall ensure that all machinery and plant used in connection with this contract are of good design, sound construction, and suitable material, adequate strength, free from patent defect and are properly maintained. Contractor shall ensure that no person except an engineer or other competent person under his supervision shall undertake any work on such machinery, plant and workshop jobs in which technical knowledge or experience is required.
- viii) Contractor shall ensure that only such fitters or mechanics possessing driver's or operator's license, shall be deployed in mine to carry out test-run of such machineries deployed by him.
- ix) Contractor shall ensure that no person other than the operator or any person so authorized in writing by the mines manager shall be allowed to ride on a heavy earth moving machinery deployed in connection with this contract.

3. Road Worthiness of Vehicle:

- i) Contractor shall provide roadworthy transport vehicle / pick-up van for movement of his maintenance crews and operators of equipment, machine, vehicles. These vehicles shall have limiting speed device and recorder. These vehicles and all other maintenance & Service Van / vehicles deployed by the contractor shall be fitted with standard safety features required by the relevant statute. All such vehicles shall maintain / carry - (a) RC Book, (b) Valid Insurance, (c) Valid Pollution Clearance Certificate (d) Valid Fitness Certificate, (e) Operation Manual & Maintenance Manual, (f) Any other requirement as per RTO.
- ii) The Contractor shall ensure regular checking, maintenance, and repair of all vehicles and equipment as per best industry practice and keep them in good working condition. Record of such activities shall be maintained in a logbook and kept in operator's custody, which shall always be available for inspection by EIC or his



representative. In case of deficiency, EIC shall have the right to prohibit deployment of such vehicle/equipment.

4. In case of non-compliance of safety and health requirements as per statutes & provisions of this contract, Code of Practices, Traffic Rules, Standard operating Procedures, instructions given by Engineer-in-Charge/Mine Manager / site in-charge(s) etc., the following sanctions and penalties shall be applicable on the contractor:

i) The authorized mine officials shall have the right to stop the work related to this contract whenever a risk of bodily injury is apparent and to suspend the related operation until the necessary remedies have been put in place. They shall have the right to send out of the mine any such person or machine which infringes or attempt to infringe any provision of the Mine Act- 1952 amended from time to time, Rules, Regulations, by-laws or any order made thereunder, or fails to carry out the direction given with regards to safety. If any dangerous condition & operation in the work place of the contractor is observed by the mine official, he shall withdraw all persons from this place and fence off the site till the danger has been removed.

ii) Representatives authorized by the Contractor for the management & supervision of the work in the mine shall be liable for punitive disciplinary action by the contractor actions, in case of noncompliance of provisions related to discipline, safety & health in connection with the men, machineries, activities of this contract.

iii) In case of repeated violations involving non-compliances of provisions related to discipline, safety and health of men and machineries deployed by the contractor, the Engineer-In-Charge shall have the right to suspend the related work, activities, men, machines, etc. In such cases, the company through its Engineer-In-Charge shall levy the compensation from the contractor's bills for the losses incurred by the company on account of such suspensions.

iv) Recurrence of same violation more than 3 (three) times shall be construed as repeated violation. The penalty on account of loss of work due to such violation or actions thereafter, shall be 5% (five percent) of the value of work for the period of loss. The value



of work per hour shall be derived from the contract value excluding GST by dividing it with contract period in hours, as per LoA / Work Order.

The compensation such levied shall not be refunded. The aggregate of such compensation levied shall be limited to 2% (two percent) of the total contract value and shall be apart from other penalties as applicable under GTC Clause- 6.2(iv). The shortfall in quantity due to suspended work as mentioned above shall not be included in the quantity accounted for shortfall penalty.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line and a small mark below it.