



**COAL INDIA LIMITED
A MAHARATNA COMPANY**

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

CIN : L23109WB1973GOI02844

PRODUCTION DIVISION

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पत्रांक : सी.आई.एल./ Prod./ERP/2022/96
To,

दिनांक: 07.03.2022

General Manager (Production/Operations/Co-ordination)
BCCL, CCL, ECL, MCL, NCL, SECL, WCL, NEC

विषय : ERP PP Module- SOP Reg..

महोदय,

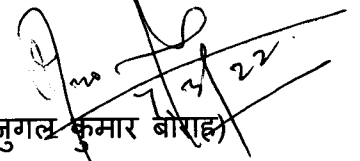
Please be informed that the PP Module- ERP has been Go-live on 23rd Feb'2022 and being monitored at the highest level. Vide OO dated 18.01.2022 from ED (Coord.), CIL/TS to Chairman, CIL the ownership of PP Module was transferred to respective HODs for implementation (enclosed) and accordingly the PP Module has been assigned to this office vide OO dated 21.01.2022 (enclosed). The PP Module implementation has been reviewed during the review meeting held on 28.01.22 with GM (Prod) & SMEs (PP) of Subsidiaries and it was decided to constitute a committee of SMEs-PP Module of Subsidiaries for formulation of SOP/Guidelines for operation of PP-Module and duties and responsibilities of key officials for effective implementation and control.

The committee held a brain storming session on 14-15th Feb'2022 and suggested formation of PP Module Teams, Jobs scope and SOP/Guidelines for PP Module (ERP) as **Annexure-I** and Duties & Responsibilities of Officials as **Annexure-II**, for implementation across CIL. Both the annexures are enclosed herewith for kind perusal and circulation across Subsidiary.

It is requested to kindly formulate the teams as prescribed in **Annexure-I** and share the team information with contact details. The SOP/Guidelines to be implemented forthwith.

शुभकामनाओ सहित.

Yours sincerely,


(जुगल कुमार बोरा)
महाप्रबंधक (उत्पादन)

Enclosed- As Above

Copy for kind information to:

- 1) Director (Technical), CIL
- 2) ED(Coord)/TS to Chairman, CIL
- 3) TS to CMD, BCCL/CCL/ECL/MCL/NCL/SECL/WCL
- 4) GM(ERP), CIL
- 5) SMEs- PP Module- BCCL/CCL/ECL/MCL/NCL/SECL/WCL/NEC

PP Module Teams, Jobs scope and SOP/Guidelines for PP Module (ERP) across CIL.

Sr. No.	Teams	Composition	PP Module Jobs	SOP/Guidelines
1.	<p>Master Data Management Team :</p> <p>A. Material (Coal/OB etc. Creation Team (Based on HQ)</p> <p>B. Area Master Data Management Team (Area Based)</p>	<p>A. Headed by concerned GM/HOD of CIL & Subsidiary</p> <ol style="list-style-type: none"> 1. Member of Production Dept./SMEs 2. Member of Explosive Dept. 3. Member of MM Dept. <p>B.</p> <ol style="list-style-type: none"> 1. The SO (M)/ GM (Op)/ AGM/ Area Nodal Officer (as the case may be) will be lead Executive in coordination with other modules. 2. His nominated Member/ Associate from the area 3. Any suitable member/s from mine/s under the area whose services may be taken, if needed. 4. The SME(PP), Subsidiary HQ <p>Note:</p> <ol style="list-style-type: none"> 1. The Role and Authorisation for each Area Master data Team will be further earmarked in Area Specific grouping of operation & 	<p>A.</p> <ol style="list-style-type: none"> 1. Material Creation(Coal/OB) for the Mine/Area 2. Batch Creation (Coal/OB) in coordination with Mine/Area. <p>B.</p> <ol style="list-style-type: none"> 1. Delete, add and/or Edit of other Master data like Resources, Recipe, PV, BOM. 2. Any other related jobs to Master Data Management. 3. SAP ID of SO(M)/ GM(Op)/ AGM/Area Nodal Officer (as the case may be) will be used for any Master data Management activity in the mines of concerned Area. 	<ul style="list-style-type: none"> ✓ The Manager of the concerned Plant/mine/unit will raise the request for any change (add, delete or edit) and mail it to the SO (M)/Nodal Officer/GM (OP). ✓ The SO(M)/Nodal Officer/GM(OP) will validate the request after checking the antecedent (whether change is required , the competent approval has been taken and so on) ✓ The SO (M)/Nodal Officer/GM (OP) will then execute the change as requested. ✓ If needed SO (M)/Nodal Officer/GM (OP) will coordinate with Module Owner (PP) & SME (PP), for any further assistance or requisition of help from Consultant. ✓ If needed SO (M)/Nodal Officer/GM (OP) may engage the other member (nominated from any mine under the Area) for sharing the job in case of excess load or exigency. ✓ After execution, the mail shall be sent to the Manager in no time, with a copy to subsidiary HQ.

		Proper orientation/training will be given to concerned members		
	Area Governance Teams (Area Based):	<p>The Composition of the team will be Area based with all mine participation and with representation from Hq)</p> <ol style="list-style-type: none"> 1. SO(M)/GM(Op)/AGM/Area Nodal Officer(as the case may be) and his associate will oversee the activity although jobs will be done from Mine level 2. Mine representative, certainly the PP End user/Licensee of all the Mines under the Area nominated by concerned Mine Manager. 3. Module Owner(PP), Concerned Dealing Officers/Process Owner/, SME,PP, HQ 	<ol style="list-style-type: none"> 1. Monthly Process order creation with different Order type for OCP/UG(Hired/Dept.), Longwall /Continuous Miner, Highwall, Deshaling, OBR(Rehandling /Solid) , CHP , Washery etc 2. Release of Monthly Process Order. 3. Transfer of control recipe data to PI sheet. 4. Input shift wise production data, Drill Holes in PI sheet, filling up all the requisite data on loss of production, first safety information and others followed by operation confirmation. 5. Shift wise shift note generation 6. Transfer, Goods receipt & goods Issue (coal, explosives & others). 7. Explosive/Accessories/Other items Consumption etc. 8. Real-time Break Down Notification generation – to be decided by PO/Manager 9. Technical Completion (TECO) of Process Order at the end of the month 10. Change/Cancellation/Reversal in case of exigency 11. Yellow Book 1-2-3-4 Series Report generation 	<p>SOP/Guidelines on specific to Sr.Nos. of Jobs Column</p> <ol style="list-style-type: none"> 1. The Mine Manager will work on Sr. No. 1,6 & 8 2. The Project Officer/Sub Area Manager will work on Sr. No.2,3,6 & 8 3. The Shift manager will work on the Sr. No. 4 & 5 4. Blasting Officer/Magazine -in -charge/ Licensee/ Area Nodal Officer will work on the Sr. No. 6 & 7, for receipt, transfer and consumption of explosive/bulk and accessories. 5. Dispatch Official/Manager(or his nominated officer)/Area Sales Officer will work on transfer of coal as mentioned in Sr. No. 6 6. Shift I/c in coordination with Shift Engineer will generate Yellow Book Series 1 (Sr. No. 11) 7. Mine Manager will generate Yellow Book Series 2 (Sr. No. 11) 8. Project Officer will generate Yellow Book Format 3A & 4A (Sr. No. 11) 9. Area General Manager/GM (Op)/SO (Mining), as the case may be, will generate Yellow Book Format 3B & 4B (Sr. No. 11). 10. GM (Prod/Co-ord.) of Subsidiary, as the case may be, will generate Yellow Book Series 3C & 4 C (Sr. No. 11). 11. The Area Lead of PP Module will oversee all processes Sr. No. 1, 2 & 3 at every beginning of the month and ensure its creation in time. They again ensure closure as mentioned in Sr. No. 9 after end of the month. He will

			<p>12. Hindrance Sheet Uploading (Existing format has to be revisited)</p> <p>13. CHP/Crushing process</p> <p>14. Washery process</p> <p>15. Measured quantity data capturing and adjustment</p>	<p>further intervene whenever there will be any issue or further coordination needed.</p> <p>12. For Sr. No. 9, the concerned Mine Manager to ensure completion and the process will be further ensured by SO(M)/GM(Op)/AGM /Area Nodal Officer (as the case may be) of Area to be completed within 6th of next month. In case of non-compliance, auto TECO would be carried out at the end of 6th of the next month.</p> <p>13. For Sr. No. 10, concerned Mine manager/Shift I /c will write to Area GM with definite cause for any change/cancellation/ reversal of shift figure /data etc. and execute with competent approval for the same after cancellation by Area GM/GM (Prod) in line with the SOP/guidelines already circulated by CIL Hq.</p> <p>14. Hindrance data entry as referred in Sr. No. 12 to be ensured by the Engineer In-charge of the particular contract on daily basis.</p> <p>15. CHP-Crusher in-charge/Despatch I/c /Nominated officer shall carry out job as referred in Sr. No. 13</p> <p>16. Washery Manager/Operation In-charge, Washery (working irrespective of any discipline) shall carry out job as referred in Sr. No. 14</p> <p>17. Area Survey Officer shall deal Job referred in Sr. No. 15 as per relevant guidelines after checking and signature on monthly measurement records.</p> <p>18. SMEs of PP Module of Subsidiaries will coordinate for any specific issue connected to Hq level as and when needed.</p> <p>19. Overall responsibility of effective compliance of jobs referred from Sr. No. 1 to 15 will be with Area General Manager.</p>
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The roles/responsibility for different posts and positions at different level of CIL & Subsidiaries for PP Module

Sr. No.	Position/Post	Job/Responsibility
1)	Shift Manager	<ol style="list-style-type: none"> 1. Input shift wise production data, Drill Holes in PI sheet, filling up all the requisite data on loss of production, first safety information and others, followed by operation confirmation. 2. Shift wise shift note generation 3. Generating 1 series of yellow book report in coordination with Shift engineer.
2)	Mine Manager	<ol style="list-style-type: none"> 1. Monthly Process order creation with different Order type for OCP/UG hired ,/Dept, Long wall/Continuous Miner/ High wall, Deshaling , OBR(Rehandling/Solid/loose) , CHP , Washery etc. 2. Transfer, Goods receipt & goods Issue (Coal) in coordination with Project Officer/Dispatch Official/Area Sales Officer. 3. Ensuring Real-time breakdown notification generation by deputing the authorisation to the suitable official in mine to execute its relevant transaction code in real time. 4. Generating Series 2 reports of yellow book. 5. Technical Completion (TECO) of Process Order at the end of the month (which will be automated on 6th night of the following month)
3)	Project Officer/Sub Area Manager	<ol style="list-style-type: none"> 1. Release of Monthly Process Order 2. Transfer of control recipe data to PI sheet 3. Transfer, Goods receipt & goods Issue (Coal) in Coordination with Mine Manager ,Dispatch Official/Area Sales Officer 4. Ensuring Realtime Break Down Notification generation by deputing the authorisation to the suitable official in Mine to execute its relevant transaction code in real time 5. Will generate the 3A and 4A series report of Yellow Book
4)	Blasting Officer/Magazine - in -charge/Licensee/ Area Nodal Officer	Receipt and Transfer and Consumption of explosive and accessories and SME
5)	Dispatch Official/Area Sales Officer	Transfer, Goods receipt & goods Issue (Coal) in coordination with Mine Manager, Project officer
6)	SO(M)/GM(Op)/AGM/Area Nodal Officer(as the case may be) who is by default the nominated Area Lead for ERP	<ol style="list-style-type: none"> 1. Oversee all time bound processes of Monthly Process Order Creation of all Types of Materials; Release of the same and Transfer of the Control Recipe for the same of all the Mines under its Area at very beginning of the month. 2. Ensure Technical Completion (TECO) of Process Order at the end of the month(which will be automated on 6th night of the following month) 3. Generate the 3B & 4B Series of Yellow Book in coordination with Area General Manager. 4. Monitor, co-ordinate and intervene whenever there will be any issue or further coordination needed.

7)	CHP in-charge/Despatch I/c / Nominated officer	Supervise CHP/Crushing process data capture
8)	Washery Manager/ Operation In-charge, Washery	Supervise Washery process data capture
9)	GM(Prod) Subsidiary Hq	<ol style="list-style-type: none"> 1. Generate the 3C and 4C series of Yellow Book reports 2. Oversee strict follow up of all SOPs of roles and authorisation to execute different T codes of PP Module and its allied transaction in other Modules (in coordination with GM Areas)
10)	GM(Area)	Oversee strict follow up of all SOPs of roles and authorisation to execute different T codes of PP Module and its allied transaction in other Modules in coordination with GM(Prod)/GM (System)
11)	SME(PP),Hq	Monitor, Coordinate and intervene as and when needed, with all stakeholders like Mine, Area , Subsidiary Hq, ERP Dept. CIL Hq, Consultant etc.