

कोल इण्डिया लिमिटेड

10, नेताजी सुभाष रोड, कोलकाता-700001

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Ref : CIL/C5A (PC)/PMS-EIS/ 22

Date: 28th January, 2015

To,

The Director (Personnel),
ECL/BCCL/CCL/NCL/WCL/SECL/MCL

The Director (T/ES),
CMPDIL

Dear Sir,

Subject : Implementation of new modules under online HRIS

Please find enclosed herewith a Circular No.CIL/C-5A(PC)/PMS-EIS/21 dated 28th January, 2015 issued by the Director (P&IR), CIL, regarding the above mentioned subject.

The said circular may be sent to individual executives in respect of your subsidiary from your end, so that each executive is aware of the subject matter.

This is for your kind information please.

Yours faithfully,

(M.Nazar Ali)
General Manager (Pers/PC)

Encl: As above

Copy to :

- 1) The Director (P&IR)/ Director (Technical)/ Director (Mktg)/ Director (Fin)/ CVO, CIL
- 2) ED, IICM, Ranchi
- 3) CGM/TS to Chairman, CIL, Kolkata
- 4) All Head of the Departments, CIL, Kolkata
- 5) All General Managers (P/EE)/HOD(P/EE) of Subsidiary companies.
- 6) GM, CIL, New Delhi/All RSOs
- 7) GM(Personnel/EE), CIL : with a request for similar action in respect of the executives posted at CIL.
- 8) GM, NEC, Margherita : with a request for similar action in respect of the executives posted at NEC.
- 9) GM (Telecom), CIL : with a request to upload the circular of Director-(P&IR), CIL in CIL website under the head "Implementation of New modules under online HRIS - Circular from Director(P&IR)".

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Dated : 28.01.2015

CIRCULAR

Subject: Implementation of new modules under online HRIS

I am happy to share that **new modules have been incorporated in the fast evolving online Human Resource Management System (HRIS) of CIL** to capture critical information on the experience/skill sets of executives, learning & development and also particulars of their family/ dependants/ nominees etc.

The description of the modules are as below:

S. No.	Module	Description
1.	Experience History	<i>Module to capture the Experience/ Skill sets of all executives. Function wise Experience/ Skill set are given in the drop down menu.</i>
2.	Learning & Development	<i>Module to capture the training needs & learning and development programme attended by executives.</i>
3.	Family Details	<i>Module to capture the family details, dependant details, CMPF, Pension, Gratuity nominees etc.</i>

Real-time availability of the above information would facilitate improving the quality of decision making at various level and also delivery of quality services to executives and their family members. Data collection through the offline mode has been one of the major constraints, so far, in the effective service delivery. It is needless to mention here that **going digital is one of the major thrust areas of CIL** and is the only way by which we can achieve high efficiency and responsiveness in the management.

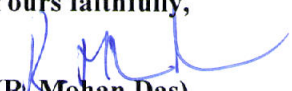
I would like to emphasize the role of each executive in maintaining accurate data in the system so that they are better served by the company. **It is not only in the interest of the executives but also their responsibility to ensure that their particulars are maintained and updated on a regular basis.** This will enable making **data driven decisions on matters such as, promotions, re-deployment, training, succession planning, payment of dues and also for taking other strategic decisions.**

The modules have been developed so user friendly that the executives can use it with greater ease and can be accessed with their EIS login ID and password. Besides, **Nodal Officers have also been appointed, at company level as well as at Area level, for all subsidiaries,** so that the executives are facilitated to use the system.

The Chairman, CIL, is also very keen in the matter of digitalizing all employee related processes for better services to the employees and making data based decisions at all levels for overall efficiency.

I would therefore, **advise all executives to make entry of their data by 15th February, 2015** and regularly use the online facility for updating their particulars.

Yours faithfully,


(R. Mohan Das)
Director (P&IR)

Copy to : All Executives of CIL & subsidiaries