



# 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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Ref: CIL/Prod/ERP/ROLP/2026/ 223

Date: 03.06.2026

To,

GM (Production/Operation/Co-ordination)

ECL/BCCL/CCL/NCL/WCL/SECL/MCL/NEC

Subject: SOP/User Manual for recording Reasons for Loss of Production (ROLP) in ERP -Reg.

महोदय,

This is to inform that a Standard Operating Procedure (SOP) for Recording of Reasons for Loss of Production (ROLP) in SAP ERP has been issued and is enclosed for reference. The SOP aims to standardize and streamline the capture of reasons for production shortfall (Coal & OBR) across CIL and its Subsidiaries to enable accurate analysis and timely managerial review. User manual for the given process has been enclosed for the reference.

Key features of the SOP are summarized below:

- Reasons for loss of production are to be recorded in SAP ERP through T-code ZPP\_ROLP.
- Entries are required daily (Date-wise) and Monthly (Progressive) wherever actual production is less than the assigned AAP or Internal Targets.
- Reasons are to be captured separately for Coal and OBR, using standardized heads and sub-heads (Reasons/Sub-reasons with short brief in "Remark" column) with clarity.
- Dedicated reports are available through ZPP\_ROLP\_AAP (AAP-based) and ZPP\_ROLP\_INT (Internal Target-based) for monitoring and review.
- Any new reason or sub-reason need to be added in the ERP system; users may route the request through SME-PP and GM(Prod/Operations) of Subsidiaries to CIL.

Timelines:

- Daily ROLP entry: by 08:30 AM of the following day.
- Monthly ROLP entry: by 3rd day of the subsequent month.

Compliance with the SOP is mandatory and to be monitored at Mine, Area, and Subsidiary levels through system-generated reports. All concerned officials are requested to strictly adhere to the SOP to ensure completeness, consistency, and reliability of production loss data in SAP ERP. The monthly compiled reasons with details to be used/referred for reporting purposes, compliances of performance monitoring, audit, review meetings etc.

This has the approval of Competent Authority with advice to sensitise the Area General Managers and GM (System/ERP) of Subsidiaries. The demo of the process along with SOP may be deliberated in co-ordination meeting accordingly.

This is for your kind information and further needful action.

ED (Production)  
Coal India Limited

Enclosed- As Above

Copy for Kind information to:

1. Director (Technical) CIL
2. ED (Coord.)/ED(Contracts)/ED (L&R)/ED(Environment)/ED(M&L)
3. TS to CMD, BCCL/CCL/ECL/MCL/NCL/SECL/WCL.
4. All Area General Managers, BCCL/CCL/ECL/MCL/NCL/SECL/WCL/NEC
5. GM (System/ERP), BCCL/CCL/ECL/MCL/NCL/SECL/WCL
6. SME-PP, CIL/BCCL/CCL/ECL/MCL/NCL/SECL/WCL/NEC

## **Standard Operating Procedure (SOP) for Recording of Loss of Production (RLOP) in SAP ERP**

**Objective:** The objective of this SOP is to streamline and standardize the recording of reasons for loss of production (RLOP) in SAP ERP across Coal India Limited (CIL) and its subsidiaries. This ensures that recording of reasons for shortfalls against AAP (Annual Action Plan) and Internal Targets for Coal Production and Overburden Removal (Coal & OBR) are accurately captured, analysed, and reported for timely management decision-making.

**Scope:** This SOP applies to the GM (Production/Operation/Co-ordination) of Subsidiaries, GM (Operations)/Addl. GM/SO (Mining) of Areas, and Mine Managers/Designated Nodal Officers at the mine level.

**Overview:** The RLOP process in SAP ERP is designed to capture specific reasons contributing to production shortfalls when achievement in Coal Production and OBR is less than the assigned targets (AAP or Internal targets assigned by Subsidiaries). The process utilizes the following key components:

- **Master Data:** Heads and subheads for reasons for loss of production are centrally uploaded based on standardized data by CIL. Mines/Areas may raise request to add the reasons and sub-reasons through Subsidiaries for inclusion in the list.
  - **Transaction Code (T-Code):** The primary T-code for entering reasons is ZPP\_RLOP.
  - **Entry Frequency:** The system allows for both **On Date** (Daily) and Consolidated **Month-wise** reasons entries.
  - **Material Types:** Reasons must be recorded separately for **Coal** and **OB** (Overburden).
  - **Target Logic:** The system calculates shortfalls against both **AAP Targets** and **Internal Targets**.
  - **Reporting:** Dedicated T-codes are available for generating reports based on AAP Targets (ZPP\_RLOP\_AAP) and Internal Targets (ZPP\_RLOP\_INT).
  - **Remark :** Against each reason and sub-reasons, the users need to enter the brief details of the reasons/sub-reasons, as applicable/as deemed fit, for clarity and easy understanding by all users across CIL/Subsidiaries.
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### **Roles and Responsibilities:**

#### **A. GM (Production/Operation/Co-ordination) of Subsidiaries**

- Ensure that the Daily and Monthly "Reason for Loss of Production" is correctly captured in the ERP for both Coal and OBR parameters based on AAP and Internal targets.
- Oversee the generation of subsidiary-level reports using T-codes ZPP\_RLOP\_AAP and ZPP\_RLOP\_INT to monitor performance trends.
- Coordinate with Area GMs to ensure data completeness before the generation of monthly performance reports.
- The monthly compiled reasons with details to be used/referred for reporting purposes, compliances of performance monitoring, audit, review meetings etc.

#### **B. GM (Operations) / Addl. GM / SO (Mining)/Senior Officer designated for the purpose by AGM, for the Area**

- Ensure that all mines under the command area upload the Daily and Monthly "Reason for Loss of Production" correctly in the ERP with completion of performance reporting without delay.
- Verify that entries are made against both AAP and Internal targets for Coal and OBR whenever a shortfall occurs. Appropriate brief of the reason/sub-reason to be maintained in "Remark" column, wherever applicable.
- Monitor compliance by generating "On Date" and "Monthly Progressive" reports for the Area to identify mines with missing or incorrect data entries.
- The monthly compiled reasons with details to be used/referred for reporting purposes, compliances of performance monitoring, audit, review meetings etc.

### C. Project Officer/Sub-Area Manager/ Manager of Mines / Official Designated by Mine Manager

- **Data Entry:** Ensure entry in the respective mine for Daily Reason of Loss of Production by 08.30 AM of the following Day and Monthly Reason for Loss of Production based on the AAP/Internal Target for Coal/OBR by 3<sup>rd</sup> Day of subsequent month .
- Reasons for shortfall/loss of Coal and OB production against the **respective assigned targets to be captured with completion of daily production reporting in ERP**, clearly specifying the nature of constraints, such as *contractor issues, employee/ health & safety , environmental factors, explosive- blasting, inadequate mine geometry, land issues, local factors, mechanical fault / machine problem, regulatory factors, sales factor, transportation issues and UG electrical / mechanical fault* under major Head "**Reason**" and then appropriately selecting the Sub Head "**Sub-Reason**" with short brief/details of the reason/sub-reason, as deemed fit.
- **Process Execution:**
  - Use T-code ZPP\_RLOP for data entry.
  - Select the appropriate period (**Date Wise** or **Month Wise**) and Material Type (**Coal** or **OB**).
  - For **Date Wise** entries: Enter the Date and Plant Code, execute, and select the relevant Reason and Sub-reason from the dropdowns if a shortfall exists.
  - For **Month Wise** entries: Enter the Year/Month and Plant Code to log cumulative monthly reasons.
  - Ensure "Remarks" are entered where necessary to provide context for the shortfall.
- **Validation:** Verify the entered data by generating the "On date report" or "Month Report", as applicable, to ensure the calculated shortfall matches operational records and reasons are well defined and understandable to all stake holders.

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### Compliance and Reporting:

- **Mandatory Recording:** All concerned persons must ensure that transactions related to the ROLP base data are completed timely. If the achievement is less than the target assigned, the reasons must be quantified and logged in the system.
- **Report Generation:** Stakeholders should utilize the specific T-codes to generate reports:
  - ZPP\_RLOP\_AAP: For reports based on AAP Targets.
  - ZPP\_RLOP\_INT: For reports based on Internal Targets.
  - Reports can be generated in PDF or Excel formats.
- **Review:** This SOP will be reviewed periodically, and any modifications will require approval of Director (Technical), Coal India Limited

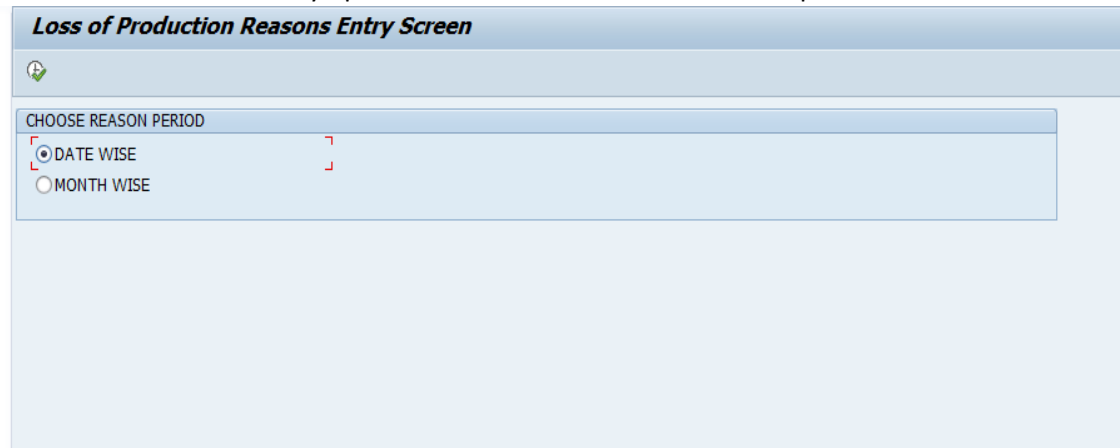
## Reasons for loss of Production Process in SAP

- I. Reasons for loss of Production – Heads and subheads for reasons for loss of production would be centrally uploaded based on data received.

### II. To enter reasons for loss of Production – for On date and for Month Mine-wise, date-wise & Mine-wise, month-wise

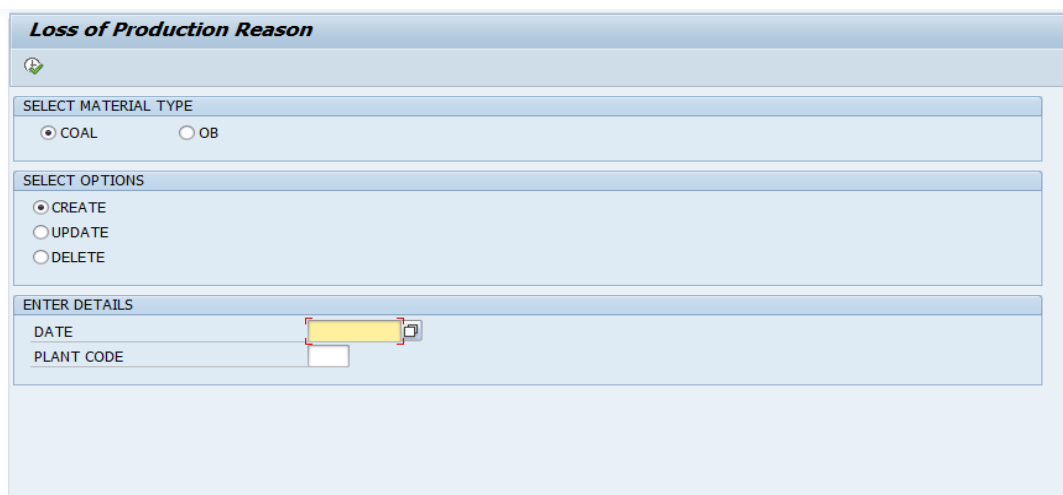
T code: ZPP\_RLOP

1. Select Date or Month entry option – for on date or for month as required



The screenshot shows the 'Loss of Production Reasons Entry Screen' in SAP. The title bar is 'Loss of Production Reasons Entry Screen'. Below the title bar, there is a green checkmark icon. The main area is divided into sections. The first section is 'CHOOSE REASON PERIOD' with two radio buttons: 'DATE WISE' (selected) and 'MONTH WISE'.

2. For On date
  - ⇒ Select Material Type
  - ⇒ Create
  - ⇒ Enter Date and Plant code
  - ⇒ Click on Execute



The screenshot shows the 'Loss of Production Reason' screen in SAP. The title bar is 'Loss of Production Reason'. Below the title bar, there is a green checkmark icon. The main area is divided into sections. The first section is 'SELECT MATERIAL TYPE' with two radio buttons: 'COAL' (selected) and 'OB'. The second section is 'SELECT OPTIONS' with three radio buttons: 'CREATE' (selected), 'UPDATE', and 'DELETE'. The third section is 'ENTER DETAILS' with two input fields: 'DATE' and 'PLANT CODE'. The 'DATE' field is highlighted with a yellow background.

3. Select required reasons, sub-reasons



7. For OB, entry can be similarly done as described for Coal, selecting OB at entry screen

**Loss of Production Reason**

**SELECT MATERIAL TYPE**

☐ COAL ☒ OB

**SELECT OPTIONS**

☒ CREATE  
☐ UPDATE  
☐ DELETE

**ENTER DETAILS**

DATE

PLANT CODE

8. There is validation of D+1 for daily data entry. Beyond this period the reasons to be updated with one step higher authorization. Users to strictly adhere to the validation protocol and used in unforeseen circumstances only to avoid higher authorization repeatedly.

### III. To enter reasons for loss of Production – for Month

**Mine-wise, month-wise**

T code: **ZPP\_RLOP**

1. Select Month entry option at the entry screen

**Loss of Production Reasons Entry Screen**

**CHOOSE REASON PERIOD**

☐ DATE WISE  
☒ MONTH WISE

2. => Select Material Type  
⇒ Create

- ⇒ Enter Year & Month and Plant code
- ⇒ Click on Execute

| <b><i>Monthly Loss of Production Reasons</i></b>                                                                                                                |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|                                                                                                                                                                 |        |
| <b>SELECT MATERIAL TYPE</b>                                                                                                                                     |        |
| <input checked="" type="radio"/> COAL <input type="radio"/> OB                                                                                                  |        |
| <b>SELECT OPTIONS</b>                                                                                                                                           |        |
| <input checked="" type="radio"/> CREATE<br><input type="radio"/> UPDATE<br><input type="radio"/> DELETE<br><input type="radio"/> MINE WISE - MONTH WISE DISPLAY |        |
| <b>ENTER DETAILS</b>                                                                                                                                            |        |
| YEAR & MONTH                                                                                                                                                    | 202501 |
| PLANT CODE                                                                                                                                                      |        |

### 3. Select required reasons, sub-reasons

[illegible]

4. For adding, removing, editing any entered lines in the existing sheet  
Select suitable option – INSERT, REMOVE, EDIT at the top of sheet

**Reasons for Loss of Production**

⌕ ⌕ ✎

**MINE DETAILS**

DATE

AREA NAME

PLANT CODE

MINE NAME

MATERIAL TYPE

ON DATE PROD  SHORTFALL AS PER AAP TARGET  SHORTFALL AS PER INT TARGET

**ENTER REASONS FOR LOSS OF PRODUCTION**

| MINE NA... | ENTRY DA... | MATERIAL TYPE | REASON SEQUE... | REASON | SUBREASON | REMARKS |
|------------|-------------|---------------|-----------------|--------|-----------|---------|
| 2006       | 10.01.2025  | COAL          | 1               |        |           | NA      |
|            |             |               |                 |        |           |         |
|            |             |               |                 |        |           |         |
|            |             |               |                 |        |           |         |

- After completing all required entries, Click on SAVE
- Any wrong/incorrect/extra entries can also be updated/deleted from entry screen options, if required.

**Loss of Production Reason**

⌕

**SELECT MATERIAL TYPE**

☒ COAL ☐ OB

**SELECT OPTIONS**

☐ CREATE ☒ UPDATE ☐ DELETE

**ENTER DETAILS**

DATE

PLANT CODE

- For OB, entry can be similarly done, selecting OB at entry screen  
For OB, only Prov. OB quantity considered



| Loss of Production Reason                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------|--|
|                                                 |  |
| <b>SELECT MATERIAL TYPE</b><br><input type="radio"/> COAL <input checked="" type="radio"/> OB                                    |  |
| <b>SELECT OPTIONS</b><br><input checked="" type="radio"/> CREATE<br><input type="radio"/> UPDATE<br><input type="radio"/> DELETE |  |
| <b>ENTER DETAILS</b><br>DATE <input type="text"/><br>PLANT CODE <input type="text"/>                                             |  |

#### IV. Reports for Reasons for Loss of Production

##### A. AAP Target based

##### T code - ZPP\_RLOP\_AAP

1. Select Required options – Coal / OB or Date-wise or Month-wise report

Enter required parameters

Click on Execute

| Loss of Production Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>SELECT MATERIAL TYPE</b><br><input checked="" type="radio"/> COAL <input type="radio"/> OB                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>SELECT ENTRY TYPE</b><br><input checked="" type="radio"/> DATE WISE <input type="radio"/> MONTH WISE                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>ENTER DETAILS</b><br>SUBSIDIARY <input type="text" value="ALL"/> to <input type="text"/><br>AREA <input type="text"/> to <input type="text"/><br>MINE <input type="text"/> to <input type="text"/><br>DATE <input type="text"/> to <input type="text"/> <div style="float: right;"> <br/> <br/>  </div> |  |
| <b>SELECT REPORT FORMAT</b><br><input checked="" type="radio"/> PDF REPORT <input type="radio"/> EXCEL REPORT                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |

## 2. On date report

| Loss of Production Report                                                                                         |           |               |           |                                |                 |               |                                 |                 |             |                |                              |                                |         |
|-------------------------------------------------------------------------------------------------------------------|-----------|---------------|-----------|--------------------------------|-----------------|---------------|---------------------------------|-----------------|-------------|----------------|------------------------------|--------------------------------|---------|
|                                                                                                                   |           |               |           |                                |                 |               |                                 |                 |             |                |                              |                                |         |
| BHARAT COKING COAL LIMITED<br>REASONS FOR LOSS OF PRODUCTION BASED ON AAP TARGET<br>FROM 05.01.2025 TO 15.01.2025 |           |               |           |                                |                 |               |                                 |                 |             |                |                              |                                |         |
| SUB. CO.                                                                                                          | Area Code | Area Name     | Mine Code | Mine Name                      | Production Date | Material Type | Reason Priority / Total Reasons | AAP Target (Te) | Actual (Te) | Shortfall (Te) | Reason                       | Sub Reason                     | Remarks |
| BCCL                                                                                                              | 2002      | BARORA AREA   | 2003      | AMLG. MURAIIDH PHULARITAND OCM | 10.01.2025      | COAL          | 1                               |                 |             |                | Contractor Issues            | CONTRACT-DELAYED COMMENCEMENT  | NA      |
| BCCL                                                                                                              | 2002      | BARORA AREA   | 2003      | AMLG. MURAIIDH PHULARITAND OCM | 10.01.2025      | COAL          | 2                               |                 |             |                | Employee / Health and Safety | LOW MOTIVATION AMONG WORKFORCE | NA      |
| BCCL                                                                                                              | 2002      | BARORA AREA   | 2003      | AMLG. MURAIIDH PHULARITAND OCM | 10.01.2025      | COAL          | 3                               |                 |             |                | Inadequate Mine geometry     | POOR FACE CONDITION            | NA      |
| BCCL                                                                                                              | 2002      | BARORA AREA   | 2003      | AMLG. MURAIIDH PHULARITAND OCM | 10.01.2025      | COAL          | 3                               | 15,473.194      | 12,060.000  | 3,413.194      |                              |                                |         |
| BCCL                                                                                                              | 2002      | BARORA AREA   | 2064      | DANODA MINE OCM                | 10.01.2025      | COAL          |                                 | 1,352.516       | 696.000     | 656.516        |                              |                                |         |
| BCCL                                                                                                              | 2002      | BARORA AREA   | 2109      | MURAIIDH UG                    | 10.01.2025      | COAL          |                                 | 1,451.613       |             | 1,451.613      |                              |                                |         |
| BCCL                                                                                                              | 2005      | BLOCK-II AREA | 2006      | AMLG. BLOCK II OCM_NEW         | 10.01.2025      | COAL          | 1                               |                 |             |                | Employee / Health and Safety | NON LUCRATIVE INCENTIVE SCHEME | NA      |
| BCCL                                                                                                              | 2005      | BLOCK-II AREA | 2006      | AMLG. BLOCK II OCM_NEW         | 10.01.2025      | COAL          |                                 | 14,838.710      | 14,569.000  | 269.710        |                              |                                |         |

Report is displayed based on the entries made.

## 3. Month report

| Loss of Production Report                                                                                             |           |             |           |                                |              |               |                                 |                 |             |                |                          |                                    |         |
|-----------------------------------------------------------------------------------------------------------------------|-----------|-------------|-----------|--------------------------------|--------------|---------------|---------------------------------|-----------------|-------------|----------------|--------------------------|------------------------------------|---------|
|                                                                                                                       |           |             |           |                                |              |               |                                 |                 |             |                |                          |                                    |         |
| BHARAT COKING COAL LIMITED<br>REASONS FOR LOSS OF PRODUCTION BASED ON AAP TARGET<br>FROM JANUARY 2025 TO JANUARY 2025 |           |             |           |                                |              |               |                                 |                 |             |                |                          |                                    |         |
| SUB. CO.                                                                                                              | Area Code | Area Name   | Mine Code | Mine Name                      | Year / Month | Material Type | Reason Priority / Total Reasons | AAP Target (Te) | Actual (Te) | Shortfall (Te) | Reason                   | Sub Reason                         | Remarks |
| BCCL                                                                                                                  | 2002      | BARORA AREA | 2003      | AMLG. MURAIIDH PHULARITAND OCM | 2025 JANUARY | COAL          | 1                               |                 |             |                | Explosives/Blasting      | SHORTAGE OF EXPLOSIVES/CARTRIDGE   | NA      |
| BCCL                                                                                                                  | 2002      | BARORA AREA | 2003      | AMLG. MURAIIDH PHULARITAND OCM | 2025 JANUARY | COAL          | 2                               |                 |             |                | Inadequate Mine geometry | DUMPING PROBLEM/SPACE CONSTRAINT   | NA      |
| BCCL                                                                                                                  | 2002      | BARORA AREA | 2003      | AMLG. MURAIIDH PHULARITAND OCM | 2025 JANUARY | COAL          | 3                               |                 |             |                | Land Issues              | NON SHIFTING OF OTHERS/INHABITANTS | NA      |
| BCCL                                                                                                                  | 2002      | BARORA AREA | 2003      | AMLG. MURAIIDH PHULARITAND OCM | 2025 JANUARY | COAL          | 3                               | 479,669.000     | 444,017.000 | 35,652.000     |                          |                                    |         |

Report is displayed based on the entries made.

## B. Internal Target based

T code - ZPP\_RLOP\_INT

Same as above

but Internal targets would be taken