

**CCL****CENTRAL COALFIELDS LIMITED**

(A Subsidiary of Coal India Limited)

(A Mini Ratna Company)

DARBHANGA HOUSE, RANCHI 834 029

Contract Management Cell (CMC)

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Email Id : gmcmmc.ccl@coalindia.inWebsite: www.centralcoalfields.in**सी सी एल****सेंट्रल कोलफील्ड्स लिमिटेड**

(कोल इंडिया लिमिटेड की सहायक कंपनी)

(एक मिनीरत्न कंपनी)

दरभंगा हाउस, राँची- 834029

संविदा प्रबंधन प्रकोष्ठ

फोन: 0651-2360219, फैक्स: 2361120

e-mail: gmcmmc.ccl@coalindia.inGM(CMC)/Legal/2019/१११
Dtd 03.07.2019

To,

The General Manager

Argada/Barka-Sayal/Kuju/ Hazaribagh/Rajrapa/Kathara/Dhori/B&K/Giridih/NK/

Piparwar/ Rajhara/ M&A

Sub- SoP for dealing with Legal Cases related to Mining Contracts

Dear Sir,

To effectively deal with legal cases related to Mining Contracts and to ensure smooth co-ordination with legal department in pursuing legal cases, a Standard Operating Procedure (SoP) has been framed, which has been approved by Competent Authority. A copy of the same is being enclosed for kind perusal and implementation.

If you have any suggestions or in case of any inconvenience face during implementation of the above mentioned SoP, the same may be communicated to the undersigned.

Yours faithfully

General Manager (CMC)

Copy for kind information to-

1. Director(T/O), CCL
2. GM/TS to CMD, CCL
3. GM(Legal), CCL
4. GM(System), CCL- for uploading at CCL website.
5. GM(Vigilance), CCL
6. All executives for CMC Deptt., - for follow up and implementation.

Draft Standard Operating Procedure for dealing with Legal Cases related to Contracts

SI No	Nature of Variations/Deviations	Responsibility	Time to be taken
1.	Communicating Legal cases filed against the Company	GM(Legal)	Within 7 days of filing of the case.
2(a)	Preparing Para-wise comments/ discussion with concerned advocate/presenting brief of the case to advocate/ affirm the affidavit on behalf of CCL	Engineer In Charge /SO(Mining)	Within 10 days of receiving of the Petition/ I.A etc.
2(b)	Preparing Para-wise comments/ discussion with concerned advocate/presenting brief of the case to advocate/ affirm the affidavit on behalf of CCL.	Dealing Officer of CMC Deptt. in case of cases directly related to CMC Deptt.,HQ	
2.	Presenting the case before Arbitrator/ Administrative Mechanism for Resolution of CPSE's Disputes(AMRCD)	Engineer In Charge / SO(Mining)	On every day the concerned case is listed before the Arbitrator, Officer supervising the legal cases at CMC Deptt. and Legal Deptt. at Company HQ will assist.
3.	To have better co-ordination and liasioning for legal cases it is to ensure that the concerned dealing officer dealing with cases related to contractual disputes must be present to witness the legal proceedings at Court/ at Arbitration proceedings, to have a better understanding of the subject matter.	Engineer In Charge / SO(Mining)	On every day the concerned case is listed at the Court
4.(a)	The concerned dealing officer dealing with cases related to contractual disputes witnessing the legal proceedings in the court etc for the above matter will submit a report regarding the proceedings of the case which will be submitted to the GM of the Area concerned and it will be ensured that this report is made an integral part of all the related files.	Engineer In Charge / SO(Mining), Officer supervising the legal cases at Company HQ	On every day the case is attended by the concerned executive.

Draft Standard Operating Procedure for dealing with Legal Cases related to Contracts

A similar report will also be submitted from Legal Deptt to the GM of the Area on the proceedings of the case, which will be put up in the file for record.	Officer responsible for monitoring the case at Legal Deptt at the Area/ Company HQ.	On every day the case is attended by the concerned executive of Legal Deptt at Area/ HQ.
GM of the Area will ensure that both the reports are collected and inserted in the relevant file for record	GM of the Area	NA
Regular liaison with Legal Deptt./ Conducting Advocate dealing with the case.	Engineer In Charge / SO(Mining)/ Officer supervising the legal cases at CMC/Legal Deptt. of Company HQ	NA
While initiating any proposal for loading and transportation/ Wagon loading/Hiring of HEMM for Removal of OB and Extraction of Coal etc, all relevant details including legal status, if any must be furnished at the file, for further processing.	Engineer In Charge /AGM/SO(Mining) of the Area	NA
While processing any proposal for loading and transportation/ Wagon loading/Hiring of HEMM for Removal of OB and Extraction of Coal etc at CMC Deptt, legal status of the case to be examined.	GM(CMC) as well as Officer supervising the legal cases at CMC Deptt. of Company HQ	NA