



CENTRAL COALFIELDS LIMITED
A Miniratna Company
Darbhanga House, Ranchi.

Ref.No.PD/Estb./Genl./10/ 3346

Date: 28/6/2010

CIRCULAR

It has come to the notice of the management regarding lapses of serious nature in the maintenance of attendance/upkeep of attendance register during surprise check at one of the unit of the company. In spite of repeated instruction in the past related to proper maintenance of attendance register, the system is not being followed.

The competent authority has taken the lapses/irregularities very seriously and directed to comply the following with immediate effect:

1. Attendance register is required to be closed within 30 minutes of the beginning of each shift/day by the MTK/other authorized person.
2. The above said closure of the attendance by the MTK/other authorized person should be counter signed by the shift in charge/controlling officer.
3. At the end of the shift, similar action should be taken by the MTK and the shift in charge in marking the work persons out in the attendance register.
4. The manager shall also counter-sign the attendance register. He shall sign the attendance register pertaining to 1st and general shifts on the same day and that of 2nd & 3rd shifts on the following day.

Appropriate necessary action to be taken accordingly.

(B. Pandey)

Dy. General Manager(P&IR)

Distribution:

1. The Chief General Manager/ General Manager of Areas.
2. All the HODs, CCL, Ranchi.
3. The CMO, GNH/CHN.
4. The Dy.CPM (NEE), CCL, Ranchi.
5. The Staff Officer (Personnel) of Areas.
6. All the Finance Manager of the Areas.
7. All the Manager (System) of Areas.
8. All the Project Officers of the Areas.
9. The Personnel Manager, CCL, Kolkata.
10. The PM, GNH/GNH.