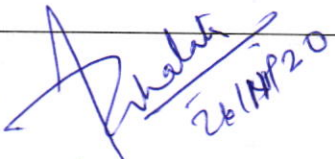
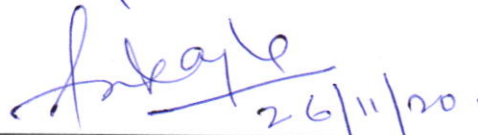




# Approval

|   |  |
|---|--|
| <b>Work Instruction Manual (CIL)</b><br><b>AUTHORIZED &amp; CONTROLLED</b><br><b>(Internally Generated)</b> |  |
| Department / Function Name: Corporate Planning  |  |
| Document ID (Number) WIM/CIL(HQ)/CP/04  |  |
| Approved by: GM (Min.) /CP  | <br>26/11/20 |
| GM(CP-PMD)  | <br>26/11/20 |

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COAL INDIA LIMITED  
**Work Instruction Manual**  
**Corporate Planning DEPARTMENT**

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**Content Page**

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| 01    | Approval Page  | 01           |
| 02    | Content Page   | 01           |
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| 04    | Processes and their work instructions  | 14           |
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| 06    | List of Formats / Checklists used in the Dept / Section with a copy of each. | 01           |
|       |  |              |

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| Rev | wef        | Reason of Change | Rev | wef | Reason of Change |
|-----|------------|------------------|-----|-----|------------------|
| 04  | 26.11.2020 | No change        |     |     |                  |



**Point 3:**

**Brief Introduction of the Corporate Planning Department**

The Corporate Planning Department of CIL is presently headed by GM(CP-PMD) followed by one GM (Min.)/CP and assisted by five executives, three are in the rank of Chief Manager & two are in the rank of Sr. Manager. The department is under the control of Director( Technical), CIL. The major fields of work of Corporate Planning Division includes preparation of Annual Plan and Annual Action Plan of CIL & Its subsidiaries for the ensuing year, preparation of MoU document of CIL & its subsidiaries of the ensuing year, monitoring of MoU document of CIL & its subsidiaries of the current year, evaluation of MoU of preceding year of CIL & its subsidiaries, preparation & monitoring of Capital Expenditure of CIL & its subsidiaries, coordinating of R&D activities of CIL, preparation of CMPDI bills, monitoring of mining tenders, preparation of Capacity Utilization report of CIL & its subsidiaries, preparation of replies to Parliament Questions, Standing Committee matters, RTI matters, notes of VIP references etc. pertaining to this department.

| Rev | wef        | Reason of Change         |
|-----|------------|--------------------------|
| 04  | 26.11.2020 | Minor change in write-up |

| Rev | wef | Reason of Change |
|-----|-----|------------------|
|-----|-----|------------------|



COAL INDIA LIMITED  
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Point: O4

A. Processes and their work instructions

B. List of the jobs performed in the Department / Section

| Sl | List of Jobs   |
|----|--|
| 1  | Preparation of Annual Plan & Annual Action Plan for the ensuing year.  |
| 2  | Preparation of MoU Documents of CIL & its subsidiaries of the ensuing year.                                  |
| 3  | Monitoring of MoU Documents of CIL & its subsidiaries of the current year.                                   |
| 4  | Evaluation of MoU of preceding year of CIL & its subsidiaries.   |
| 5  | Preparation & monitoring of Capital Expenditure of CIL & its subsidiaries for the ensuing year & coming year |
| 6  | Coordinating of R&D activities of CIL  |
| 7  | Capacity Utilization report of CIL & its subsidiaries for the current year                                   |
| 8  | Processing of CMPDI Bills  |
| 9  | Reply to Parliament Questions  |
| 10 | Reply to RTI Queries   |
| 11 | Preparation of various Notes & Replies   |
| 12 | Monitoring of Mining Tenders   |

| Rev | wef        | Reason of Change                            | Rev | wef | Reason of Change |
|-----|------------|---|-----|-----|------------------|
| 04  | 26.11.2020 | Inclusion of "Monitoring of R&D activities" |     |     |                  |