

**Rules providing for selection of functional Directors in
The Singareni Collieries Company Limited**

1. Title and application:

- a) These rules may be called The Singareni Collieries Company Functional Directors Selection Rules.
- b) They shall come into force with effect from 30.8.1994.
- c) These rules shall apply for the selection of Functional Directors presently Director (Finance), Director (Planning & Projects), Director (Operations), Director (Personnel, Administration & Welfare) and Director (Electrical & Mechanical) in The Singareni Collieries Company Limited.

2. Selection Committee:

In pursuance of the provisions in the Tripartite Agreement entered into between Govt. of India, Govt. of A.P., and The SCCL, the appointment of Functional Directors shall be made by the Company, the selection being made by a committee to be constituted by the Govt. of A.P., including a representative of the Govt. of India.

Govt. of A.P., will constitute the Selection Committee with the following members for selection of personnel for the posts of Functional Directors.

- i) Chief Secretary to Govt. of A.P. - Chairman
- ii) Principal Secretary to Govt., Energy Dept. - Member
- iii) C&MD, M/s. SCCL - Member convener
- iv) Representative from Ministry of Coal, Govt. of India - Member
- v) An expert in the relevant discipline/ field from any organization/ institute of national importance depending upon the function for which a Director is to be selected. - Member

Quorum for the meeting of the Committee shall be three including the Chairman.

3. Scale of pay:

Scale of pay of the functional Directors at the Board level shall be in Schedule-B scale of pay prevailing in Govt. of India undertakings as prescribed by the Dept. of Public Enterprises, Govt. of India and the present scale is Rs.25,750 – 650 – 30, 950 or other scale of pay as may be applicable from time to time.

4. Job description & qualification:

Job description and qualifications for various Functional Directors shall be as indicated in Annexure-I. The posting of incumbents to the posts of Director (Operations) and Director (Planning & Projects) is however interchangeable.

5. Age:

For internal candidates:

The preferable age group is around 50 years and in any case the candidate should be below 56/58 years where superannuation is 58/60 years respectively.

For external candidates:

The proposed age group is around 50 years and in any case the candidate should be below 56 years.



6. Experience:

For internal candidates:

Executives holding posts in M-3 scale of pay i.e., Rs.20,500-26,500/- and / or executives holding posts in M-2 scale of pay i.e., Rs.19,500 – 25,000/- with at least 2 years experience in the grade are eligible to be considered.

For external candidates:

Executives having 15 years post qualification experience in the relevant discipline and holding posts not below the rank of M-3 scale of pay i.e., 20,500 – 26,500/- and / or executives holding posts in M-2 scale of pay i.e., Rs. 19,500 – 25,000/- with at least 2 years experience in the grade are eligible to be considered.

Experience in mining industry is essential for the posts of Technical Directors.

7. Tenure:

Functional Directors shall be selected for a tenure of 2 years or till superannuation whichever is earlier. If a person does not reach superannuation within 2 years, further extensions will be considered by the Committee. Such extension should be on the recommendation of the Selection Committee.

8. Selection procedure:

The Committee shall interview the eligible candidates (not more than 5 candidates per vacancy) and select the suitable person from the internal candidates.

In case there are no eligible internal candidates, the post(s) will be advertised in the leading News Papers. The up to date C.R. Dossiers of the candidates called for interview will be obtained from their employer(s). The Committee shall interview the eligible candidates (not more than 5 candidates per vacancy) and select the suitable person(s).

After the selection, the Company shall issue orders and place the matter before the Board where necessary for co-opting the Functional Director as a member of the Board. The respective Governments also will be informed.

9. Terms & conditions:

Terms & conditions for the appointment shall be as indicated in the Annexure-II.

10. Deputations:

Notwithstanding anything contained in these rules, the SCCL shall have right to take suitable candidates on deputation from other Government Departments/ Organisations, for manning the posts of Functional Directors of the Company.

11. Chairman & Managing Director, SCCL is empowered to effect administrative changes such as re-designation of the posts of Functional Directors, re-allocation of functions/ responsibilities as indicated in the job description in Annexure-I, among them depending upon the needs of the organization from time to time.



The Singareni Collieries Company Limited

Job description for the post of Director (Finance)

Position: Functional Director in the Corporate office of The Singareni Collieries Company Limited and reports to the Chairman & Managing Director.

Responsibilities:

A. Administration:

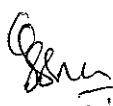
- 1) Lay down financial policies in regard to financial management, cost and budget, internal audit and other branches of the Finance division and watch implementation of the same;
- 2) Monitor financial management of the company and suggest corrective measures;
- 3) Develop suitable rules, procedures, manuals and plan for better financial management of the Company and evolve financial systems;
- 4) Develop and organize competent Finance Divisions at all levels for rendering expert advice and guidance regarding the various financial and accounting matters;
- 5) Specify the matters which may have to be reserved for the concurrence of the finance and which will be reserved for consultation with the finance.

B. Financial management:

- 1) Scrutiny of feasibility studies / detailed project reports proposed to be taken up for implementation under the powers vested with the Board, or proposed to be sent to Government for approval, keeping in view viability, profitability and reasonableness of proposed capital outlay;
- 2) Determine the financial resources required to meet the operational programme and forecast and tie up the sources appropriately;
- 3) Develop the plans to obtain the funds needed to the working capital.
- 4) Analyse and report the financial results of all operations to the Board of Directors and Governments with recommendations concerning future operations. Financial review of projects under construction.
- 5) Develop adequate cost and financial systems to serve as a management tool and ensure progressively the creation of statistical base for serving management needs.

C. Cost and budget:

- 1) Co-ordinate in drawing the long term operating budgets covering a period of five years indicating the likely profit/ loss per year during this period;
- 2) Co-ordinate in the preparation of long term capital layout and advice in regard to the timing of capital expenditure;
- 3) Co-ordinate in the preparation of annual operation budgets and develop budgetary control.
- 4) Co-ordinate in preparation of the annual capital budget and liaison with the Governments, Planning Commission and Finance Ministry for finalisation of the budget;
- 5) Ensure proper and adequate system of cost control and cause to maintain cost accounts to enable compilation and control of cost, review of cost of production and render periodical reports to the management.



D. Accounting and Audit:

- 1) Cause to get maintained adequate records of assets, liabilities and transactions of the Company, including a sound system of cost and financial accounts;
- 2) Develop adequate system of stores accounts;
- 3) Organize and effective Internal Audit department and to conduct special audit in the various areas of management;
- 4) Ensure that the Annual Accounts are prepared in time according to provisions of Law and issue necessary guidelines for expediting the closure of accounts, and attend to all matters relating to statutory audit and the audit by the Comptroller and Auditor General;
- 5) Ensure proper systems and procedures exist relating to custody of cash and disbursement thereof and exercise adequate financial control over allocation, and use of funds in accordance with the approved programme and budgets and with regards to policies and regulations laid down by the Board.

E. Special study:

To make and cause to make special studies from time to time particularly with reference to cost reduction, economies in administration, expenditure etc., which have a bearing on the profitability.

Qualifications:

The incumbent should be a graduate and qualified Chartered Accountant/ Cost Accountant/ Company Secretary/ M.B.A (Finance) preferably from I.I.Ms. A degree in law is desirable.

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Job description for the post of Director (Planning & Projects)

Position:

Functional Director in the Corporate office of The Singareni Collieries Company Limited and reports to the Chairman & Managing Director.

Responsibilities:

- 1) Exploration activity of the Company;
- 2) Corporate Planning and formulation of Projects and clearance of the same from various Governmental agencies;
- 3) Mining areas, Corporate Functional Departments as may be assigned;
- 4) Foreign collaborations from different countries and for different technologies;
- 5) Estates matters of the Company as also the land acquisition for the purpose of the Company;
- 6) Any other task as may be assigned.

Qualifications:

A qualified Mining Engineer and holder of First Class Certificate of Competency under the Mines Act.

Job description for the post of Director (Operations)

Position:

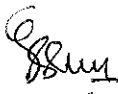
Functional director in the Corporate office of The Singareni Collieries Company Limited and reports to the Chairman & Managing Director.

Responsibilities:

- 1) Production, development and reconstruction of on-going mines in the areas under his jurisdiction;
- 2) Evolve policy for increasing productivity and maintaining cost control;
- 3) Functional control over operation of field activities of the areas entrusted to him;
- 4) Execute policies for attending the targets laid down and maintenance of quality control of production;
- 5) Monitor working of Areas. Analyse and take measures to avoid slippage and in case of slippages remedial measures to work up alternatives and to improve operational performance;
- 6) Safety in Mines;
- 7) Any other task as may be assigned.

Qualifications:

A qualified Mining Engineer and holder of First Class Certificate of Competency under the Mines Act.



Job description for the post of Director (Personnel, Administration & Welfare)

Position:

Functional Director in the Corporate office of The Singareni Collieries Company Limited and reports to the Chairman & Managing Director.

Responsibilities:

- 1) Manpower planning and recruitment;
- 2) Human resource development, career planning including succession planning;
- 3) Wage & salary administration;
- 4) Collective bargaining / productivity bargaining;
- 5) Performance appraisal;
- 6) Management of cadres including their periodical review;
- 7) Formulation of industrial relations, policies and guidelines;
- 8) Implementation of welfare and community development programmes;
- 9) Monitoring, review and evaluation of personnel and administration activities;
- 10) Corporate cadre, placements and postings;
- 11) Liaison with Government Agencies and other Organisations, Institutions, Bureau of Public Undertakings etc.;
- 12) Participative management;
- 13) Vigilance and Security.

Qualifications:

A graduate with post graduate qualification in Personnel Management/ IR or M.B.A.(Personnel Management) from a recognized University or a professional body. A degree in Law is desirable.



Job description for the post of Director (Electrical & Mechanical)

Position:

Functional Director in the Corporate office of The Singareni Collieries Company Limited and reports to the Chairman & Managing Director.

Responsibilities:

1. All activities related to Electrical & Mechanical Engineering.
2. Proper selection of equipment, ensuring safe working, maintenance, timely replacement etc.
3. Ensuring availability and monitoring utilisation of all Plant & Machinery.
4. Monitoring working of captive power plants, transmission, distribution and proper utilisation of power including power purchased from outside agencies.
5. Ensuring optimum working of all Workshops of the Company and A.P. Heavy Machinery & Engg. Ltd.
6. Construction, maintenance and operation of CSPs / CHPs and ensuring proper functioning.
7. Material procurement & inventory management.
8. Any other task as may be assigned.

Qualifications:

A graduate in Electrical or Mechanical Engineering and working in E&M Dept.

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Annexure-II

Terms and conditions of appointment of Directors

1. The appointment as Director (.....) in The SCCL is for a period of year/s from The appointment may however be terminated even during this period by giving three months notice on either side or on payment of three months pay in lieu of notice without assigning any reason.
2. The appointment is in the pay scale of Rs..... (Schedule Pay scale) and pay in the above grade will be fixed with effect from i.e., the date on which the incumbent reports as Director (.....) in the Company. He shall be paid D.A., and other allowance as are admissible.
3. He will be entitled to the use of Company's car for official / private use according to the rules of the Company in force from time to time.
4. He will be entitled to Traveling Allowance, LTC, Leave, P.F/ Gratuity, Medical facilities etc., as admissible.
5. In regard to Conduct, Discipline and Appeal matters, he will be subject to the following;
 - a) He will be governed by the Conduct, Discipline and Appeal Rules framed by SCCL for its executives.
 - b) The Company reserves the right not to accept his resignation/ for conditional acceptance if the circumstances so warrant e.g., if disciplinary proceedings are pending or a disciplinary action is contemplated against him.
6. He will be provided with accommodation, duly furnished on option at utmost economic basis without giving an impression of luxurious living by recovering charges towards furnishings @ 2.5% of basic pay in addition to the recovery of charges towards rent and electricity as per rules in force from time to time.
7. Pay, allowances and other remuneration will be paid and borne by the Company.
8. The Headquarters shall be the Corporate Office of the Company.
9. The posting of incumbents to the posts of Director (Operations) and Director (Planning & Projects) is interchangeable.

Note: Condition No.9 will not apply to the posts of Director (Finance) and Director (Personnel, Administration & Welfare).