

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

COAL INDIA LIMITED

(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISE NO: 04, MAR, PLOT NO: AF-III

ACTION AREA-1A, NEW TOWN, RAJHARHAT

KOLKATA-700156 (WB)



एक महारत्नकंपनी

A Maharatna Company



PERSONNEL DIVISION

POLICY CELL

CIN:L23109WB1973GOI028844

E-MAIL: policycell.cil@coalindia.in

TEL: 033-7110 4282

FAX: 033-2324 4140

WEBSITE: www.coalindia.in

(An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company)

Ref : CIL/C5A (PC)/HRMS/MoU/ 3247A

Date: 13.12.2018

**OFFICE MEMORANDUM**

**Sub: Implementation of Online Human Resource Management System**


Online Human Resource Management System (HRMS) has been developed as per HR Parameter target under MoU for the FY 2018-19. The HRMS system contains the following modules:

1. **Executive Information System Module** – Contains the Employee master, grade, location, qualification history, etc.,
2. **Family Details Module** – Contains the details of the family members, dependent details, nomination details of CMPF, Gratuity, Pension, etc.,
3. **Experience/ Skill set Module** – Contains the details of the Experience/ skill sets.
4. **Learning & Development Module** – Contains the details of training and certifications acquired.
5. **Employee Self Service Module** – This module helps individual Executive and the Authorities to manage Executive service matters like processing of leave application, applying for House rent Allowance, processing of No Objection Certificate (NOC) for the purposes like Passport, Foreign visit, Outside Employment, Interview, etc., and also to apply for permission for acquiring additional qualification.
6. **K-Mining Module** – K-Mining is a Knowledge Management module which helps in capturing and storing the knowledge for effective access. K-Mining module has provisions to form Knowledge Communities and Quality Circles.
7. **Departmental Clearance Module** – Contains the details of all the departmental cases concluded/ pending against each and every Executive of CIL & subsidiaries. This module helps in providing departmental clearances for various administrative purposes like promotion, selection, transfers, etc., on real time.
8. **Performance Management System Module** – This online module helps in appraising the performance of the Executives.
9. **Personnel Administration (Online Transfer) Module** - It is an online transfer module. The module ensures timelines for processing, recommending the transfer applications and tracking of status by the applicants and the authorities.

**10. Online Mentoring Management System** – It facilitates in the implementation of CIL Executive Mentoring Scheme.

All Executives and concerned Divisions of CIL & its Subsidiaries are advised to use the above modules which would facilitate and improve the quality of decision making at various levels for delivering quality services to all.

This issues with the approval of the Competent Authority.



13/12/18  
(PVKRM Rao)

**General Manager (P/Rect/ PC)**

**Distribution through e-Mail:**

1. D (P&IR)/ D (F)/ D (T)/ D (M), CIL
2. CMD, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
3. CVO, CIL
4. Functional Directors, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
5. CVO, ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
6. GM/TS to Chairman, CIL
7. GM(CP), CIL
8. GM/ HoD (P/EE), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
9. GM/ HoD (Finance), CIL/ ECL/ BCCL/ CCL/ NCL/ SECL/ WCL/ MCL/ CMPDIL
10. GM, New Delhi Office
11. GM/ HoD(IICM)
12. GM, NEC
13. GM (System), CIL – with a request to please upload the same in CIL website for information to all concerned for implementation.
14. Master File