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Scope Minar, 5th Floor, Core-II,
Laxmi Nagar, Delhi- 110092
Dated: 16th February, 2024Regional Head of CCO,
(Dhanbad, Ranchi, Sambalpur, Bilaspur, Nagpur, Kothagudem & Kolkata)**Sub: Pro-forma for carrying out periodical inspection -reg.**

With reference to the subject mentioned above, I am directed to inform you that all regional offices of CCO are required to conduct comprehensive inspections of coal mines within their jurisdictions on regular basis.


Given the importance of upholding regulatory standards and compliance, it is imperative to identify and address any grade slippage, ensure adherence to washery protocols, and monitor progressive mine closure activities as per the mining plans.

It is directed that all the technical personnel within the offices of Regional COO shall conduct inspections of at least two mines per month. For instance, if there are four technical personnels available in the Regional Office, the requirement would be to inspect eight mines per month. Periodical Inspections shall cover all functional areas and subject matters not restricted to but including the attached checklist in the specified format as below:

1. Annexure I – Checklist for Statutory provisions annual Grading
2. Annexure II – Quality Surveillance.
3. Annexure III – Checklist for monitoring of Mine closure activities.
4. Annexure IV – Checklist for Inspection of Coal Washery.
5. Annexure V – Report on Grade Slippage.

It is mandatory for the regional officers of the CCO to provide an exhaustive Inspection Report to Coal Controller, in the comprehensive format specified in Annexures enclosed by the 10th of every month.

This is for information and necessary action at your end.


(Aarti Mahawar)
Dy. Director

रिपोर्ट की प्रतिलिपि प्रेषित :

1. Director CCO
2. Office order File, CCO, Delhi/Kolkata

Statutory Provisions and Annual Grading

Checklist for Annual Grading/Quality Surveillance

Date of Inspection				
Name of Mine				
Name of Company				
Sr. No.	Clause as per Colliery Control rules 2004 (Amended in 2021)	To be checked	Validate (✓/✗)	Remark
For Statutory Provision				
1	Under Rule 5 of the Colliery Control Rules 2004 (Amended in 2021)	Check, that Nominated Owner has submitted the returns to Coal Controller		
2	Under Rule 10 of the Colliery Control Rules 2004 (Amended in 2021)	Check, Nominated Owners has given notice to Coal Controller in case of suspension of mining operation if any, in mine/seam/section suspended or closed temporarily or permanently.		
For Annual Grading				
1	Under Rule 4(1) of the Colliery Control Rules 2004 (Amended in 2021) is completed in the Mine	Check, annual Grade Declaration seams/sections/fractions		
	Name of seam/ section/fraction			
	1)			
	2)			
	3)			
	4)			
	5)			

2	As per Clause 16 of the Laid down procedure for collection and sampling.	Check the nominated Owner has submitted the Grade Certificate in the extant prescribed format (Annexure-I) of laid down procedure to the Coal Controller's Organization		
	Name of seam/section/fraction			
	1)			
	2)			
	3)			
	4)			
	5)			
3	As per Clause 17 of the Laid down procedure for collection and sampling.	Check, Nominated Owner has permanently displayed the declared grade/quality list on a Noticeboard at the office of the Manager showing the grades of all the seams and sections of seams mined in the colliery.		
	Name of seam/ section/ fraction			
	1)			
	2)			
	3)			
	4)			
	5)			
4	As per Clause 17 of the Laid down procedure for collection and sampling.	Check, complete grade/quality list of all the seams and sections of seams of all collieries belonging to the coal company is maintained and at the offices of the Nominated owner, Chairman/Managing Director, Area General Manager, and all Area Sales Officers.		
	Name of seam/ section/fraction			
	1)			
	2)			
	3)			
	4)			

	5)			
5	As per Clause 18 of the Laid down procedure for collection and sampling.	Check, Nominated Owner shall maintain a register showing the following particulars of all seams being worked in the mine.		
	Name of seam/ section/fraction			
	1)			
	2)			
	3)			
	4)			
	5)			

Quality Surveillance

(Under Rule 7 of the Colliery Control Rules 2004 (Amended in 2021))

Surprise inspection report of dispatch points/Sidings/washeries indicating all facts in respect of slippage of grade if any, against the declared by the project proponent at despatch point of Coal Companies as per clause 16 of the laid down procedure		Declared grade	Analysed Grade by CCO	Variation +/-	Reason for variation
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					

Annexure-III

Checklist for Monitoring of Mine Closure Activities

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Coal Washery

A. Checklist for Surprise Inspection of Coal washery

Date of Inspection				
Name and address of washery				
Purpose of inspection (Surprise)				
Sr. No.	Inspection Activity	To be Checked	Validate (✓/✗)	Remark
1	Work Orders for coal washing	Check yield % of various bye-products of washery (washed Coal/Middling/slurry/rejects) as per work order and if there is any appreciable deviation from work order,ask the reasons and verify claim of project Proponent. Verify D.O. of raw coal received from mines for establishing the grade of raw coal received.		
2	CTO of washery	Check compliance of CTO conditions (Raw Coal feed quantity, washed Coal/Middling/slurry/reject generated quantity), CTO validity date (If CTO is expired/about to expire, application sent to state Pollution Control Board for renewal).		
3	Form-1(Monthly Return)	Check Maintenance and submission of Form-1 Verify that reject is being supplied to approved consignees only and quantity supplied is within limit specified in the permission letter.		
4	Form-2 (daily return)	Check Maintenance and submission of Form-2. Check that reject is being supplied to permitted consignees only.		
5	Tax invoices/Khanij Portal report/Railway Receipt	Check Tax invoices/Khanij Portal report/Railway Receipt/other documents pertaining to previous months/quarter to verify that rejects were supplied to approved end-users only in confirmity to permission issued . Verify the destination and quantity of rejects supplied in line with approval copy issued by CCO,HQ.		
6	Analysis of 25% reject during despatch	As per permission condition 25% rejects during despatch should be analyzed for knowing GCV character of rejects being despatched. It should be verified that individual reject sample should show GCV less than 2200 K. Cal/Kg.		
7	Collection of reject samples and analysis of reject samples	Collect one representative sample of rejects and get it analyzed at any NABL laboratory.		
8	Stock yard	Check stockyard of rejects and see that stockyards for washed coal, rejects and raw coal are proper and distinct.		
9	Compliance of permission conditions	Verify the compliance status of permission conditions such as installation of CC camera etc.		

B. Checklist for Regular Inspection of Coal washery

Date of Inspection				
Name and address of washery				
Purpose of inspection (Issue of Permission /Regular)				
Sr. No.	Inspection Activity	To be Checked	Validate (✓/✗)	Remark
1.	Ownership of the reject	Verify ownership of the reject as per terms and condition of different work orders/Agreements for coal washing.		
2.	Work Orders for coal washing	Verify validity of work orders for coal washing of various customers and establish the rejects ownership as per work order and check yield % of various bye-products of washery (washed Coal/Middling/slurry/rejects) as per work order to find any appreciable deviation from work order.		
3.	CTO of washery	Verify CTO conditions (Raw Coal feed quantity, washed Coal/Middling/slurry/reject generated quantity), CTO validity date (If CTO is expired/about to expire, application sent to state Pollution Control Board for renewal). Previous year's washery performance should also be checked for knowing status of compliance of CTO by washery.		
4.	Form-1(Monthly Return)	Check Maintenance and submission of Form-1 Verify that reject is being supplied to approved consignees only and quantity supplied is within limit specified in the permission letter.		
5.	Form-2 (daily return)	Check Maintenance and submission of Form-2 . Check that reject is being supplied to permitted consignees only.		
6.	CTO of reject end use plants (consignees)	CTO of end use plants(consignees) shall be checked for ensuring that CTO of the end use plant is valid for reject supply period and it shall also be established that CTO allows coal as fuel. In Some cases, CTO may not allow coal as fuel (in that case rejects disposal to such plant may not be permitted).		
7.	Purchase order/MOU for reject supply	Purchase Order /MOU should valid and verify quantity proposed for reject disposal in accordance with Purchase order/MOU.		

8.	Undertaking from end users	Undertaking for self-consumption (not selling to the others /not utilizing for other purpose)		
9.	Undertaking from washery owner	About authenticity of documents submitted at the time of application, about entire coal fed to washery undergoes washing process.		
10	Tax invoices/Khanij Portal report/Railway Receipt/Other relevant document.	Check Tax invoices/Khanij Portal report/Railway Receipt/other documents pertaining to previous months/quarter to verify that rejects were supplied to approved end-users only in conformity to permission issued . Verify the destination and quantity of rejects supplied in line with approval copy issued by CCO,HQ.		
11	Analysis of 25% reject during despatch	As per permission condition 25% rejects during despatch should be analyzed for knowing GCV character of rejects being despatched. It should be verified that individual reject sample should show GCV less than 2200 K. Cal/Kg.		
12	Collection of reject samples and analysis of reject samples	At least three samples shall be collected, and analysis shall be done at any NABL laboratory, preferably outside of the CCO region.		
13	Stock yard	Check stockyard of rejects and see that stockyards for washed coal, rejects and raw coal are proper and distinct.		
14	Compliance of permission conditions	Verify the compliance status of permission conditions such as installation of CC camera etc.		

Report on Grade Slippage.

A. Data to be collected by Regional OSD

- a. Month -----
b. Name of Company

Name of Siding/ dispatch point/ washery	Mode of transport	Name of mines and seams feeding to Siding/dispatch point/ washery		Seam wise grade declared by CCO	Mine wise/ seam wise annual target linked to Siding/dispatch point/washery (T)	Mine wise/ seam wise monthly target linked to siding/dispatch point/washery target (T)	Declared grade by PP at Siding/dispatch point/washery	Monthly mine wise/ seam wise production achieved (T)	Analyses Grade as per surprise inspection	Variation in grade Analysed against declared grade by Project Proponent	Reason for Up/ Lower Grade with analyses in details
-	RAIL/ ROAD	Mine 1	Seam 1	G			G		G	-/+	
			Seam 2	G							
			Seam 3	G							
		Mine 2	Seam 1	G							
			Seam 2	G							
			Seam 3	G							
		Mine 3	Seam 1	G							
			Seam 2	G							
			Seam 3	G							
-	RAIL/ ROAD	Mine 1	Seam 1	G			G		G	-/+	
			Seam 2	G							
			Seam 3	G							
		Mine 2	Seam 1	G							
			Seam 2	G							
			Seam 3	G							
		Mine 3	Seam 1	G							
			Seam 2	G							
			Seam 3	G							

B. Report to be furnished by Regional OSD's to Coal Controller

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