

☎ : (033)2262-5253  
Fax : (033)2248-2459  
E-mail : coalcont-wb@nic.in

No.CC/TECH/Gr. Letter /General /2016-'17.  
GOVERNMENT OF INDIA  
MINISTRY OF COAL  
OFFICE OF THE COAL CONTROLLER  
1, Council House Street, Kolkata - 700 001.  
Dated .....the 29<sup>th</sup> December .. 2016...

Director Technical (OP)/P& P, ECL/BCCL/CCL/NCL/MCL/WCL/SECL/SCCL  
Director (Technical), CIL(HQ), New Town, Rajarhat, Kolkata for NEC Mines,  
Nominated Owners/  
M/s NTPC for Pakri Barwadih Coal Mine,  
M/s SAIL (Chasnalla Gr.), M/s SAIL (Ranagore Gr.),  
M/s JSMDCL for Sikni Mines, M/s DVC for Bermo Mines,  
M/s TSL (Jamadoba Gr.), M/s TSL(W. Bokaro Gr.)  
Moher & Moher Amlohri Extension OC Project , M/s Sasan Power Ltd.  
Sarishatolli Opencast mine, M/s CESC Ltd.  
Chotia – I Opencast mine , M/s BALCO Ltd.,  
Parsa East & Kanta Basan mine, M/s RRVUNL,  
Belgaon UG mine, M/s SISCO Limited,  
Gare Palma IV/4 Coal Block, M/s HINDALCO and Gare Palma IV/5 Coal Block, M/s HINDALCO,  
Amelia North Opencast Coal Mine, M/s Jayprakash Power Ventures Ltd.,  
Mandla North UG Mine, M/s Jayprakash Associates Ltd.,  
Mandla South UG Mine, M/s Jaypee Cements Corporations Ltd.,  
Talabira – I Coal Bolck, GMR Chhattisgarh Energy Limited,  
Director, Sial Ghogri Coal Block , Reliance Cement Company Private Limited  
Director(Technical) OP/ P&P, SECL, Custodian of Gare Palma IV/2 & IV/3 and Gare Palma IV/1 captive coal block in Raigarh Area .

Sir,

Sub: Annual Declaration of Grades/ GCV bands for all Coal seams/sidings of mines in India  
for the financial Year 2017 – '18 .

Ref: Our Office Ir. No.CC/TECH/Gr. Letter /General /2016-'17 dated 16.12.2016..

In continuation of to our office letter no. CC/TECH/Gr. Letter/General/2016-17 dated 16.12.2016 regarding Submission of Proposals for Annual Declaration of Grades/GCV bands for Coal seams/sidings for the financial year 2017-18 w.e.f. 01.04.2017, to the Coal Controller and Regional Head of CCO by the Nominated Owners of the Coal Companies within 31.01.2017, I am directed to inform you that the Revised Laid Down Procedure of Grade Declaration modified on 29.12.2016, duly approved by Coal Controller is enclosed herewith for your perusal and necessary action please.

The deadline for receipt of submission of all grade proposals to CCO(HQ) & Regional Head , CCO Offices is 31.01.2017 is for strict compliance please.

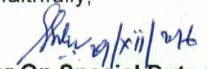
The matter may be given TOP PRIORITY.

The approved 'Revised laid down Procedure' by Coal Controller is enclosed herewith for necessary action pl.

This letter issues with the approval of Coal Controller.

Encl: Revised laid down procedure (1-15)

Yours faithfully,

  
Officer On Special Duty (QC)  
Office of the Coal Controller

Copy to: 1. Regional Head/ OSD, C.C.O. kolkata/Dhanbad/Ranchi/Bilaspur/Nagpur/SambalpurKothagudem.  
2. GM (QM/QC), CIL/ ECL/BCCL/CCL/NCL/MCL/WCL/SECL/SCCL/NEC

**GOVERNMENT OF INDIA  
OFFICE OF THE COAL CONTROLLER,  
MINISTRY OF COAL  
1, COUNCIL HOUSE STREET, KOLKATA – 700 001**

**PROCEDURE OF SAMPLING & ANALYSIS OF COAL FOR DECLARATION AND MAINTENANCE OF GRADE/QUALITY.**

In exercise of the powers conferred under sub-rule 1 of rule 4 of the Colliery Control Rules, 2004 and sub-rule 1 of rule 18 B of Coal Mines (Conservation and Development) Amendment Rules, 2011 continued in force under Sub-sections (1) & (2) of Section 18 of Mines & Minerals (Development and Regulation) Act 1957 (67 of 1957) and vide MOC's Gazette (Extraordinary) Notification S.O. 2920(E) Dated 30.12.2011, the procedure and method of sampling/analysis of coal already circulated earlier vide this office letter No CC/QC/GRD DECLN/Policy/2012-13 dated 14.01.2016, is reproduced below incorporating modifications. These are now to be adopted by the producing coal companies for declaration and maintenance of grade/quality of coal to be mined & dispatched with immediate effect.

**SAMPLE PREPARATION** :- As per sub-rule 4 of rule 4 of Colliery Control Rules, 2004 and sub-rule 3 of rule 18 B of Coal Mines (Conservation and Development) Amendment Rules, 2011 the Nominated Owner should provide all reasonable facilities and assistance for drawing coal samples by CCO officials & Government Organizations / Academic Institutions as authorized by CCO. For this, one sample preparation room must be there at every pit head dispatch point of the concerned colliery which should be properly illuminated, properly ventilated (exhaust fan) and installation of mechanical crushers, strainers, pulverizes with vacuum cleaners with a big clean metal plates for coning/quarterming etc should be ensured. Suitable skilled manpower are also to be provided by concerned coal company at the sampling room. Mechanical sampling/auto samplers are preferable to manual sampling. For preparation of samples, items 3, 4 & 5 of **Annexure – IV** should be followed.

**PROVISIONAL GRADING/QUALITY OF COAL SEAMS/SIDING**

1. Before commencement of dispatch of coal, the grade/quality of coal of the seam should be declared provisionally on the basis of seam samples drawn by the Nominated Owner, Agent or Manager of the mine and stock samples freshly generated from the said seam, if any .
2. For provisional grading/quality, at least two seam samples excluding pickable bands of 10 cm and above are to be drawn from at least two different sites which shall be as far apart as practicable but in any case not less than 30 meters. If the method of mining is such that the pieces of bands after blasting or cutting cannot be separated/ picked, then the same should be included in the sample, keeping in view the cost incurred in beneficiation. In such cases, the Nominated Owner /Agent must submit a certificate as per Annexure – VI. The said samples are to be drawn by the Nominated owner, Agent and manager of the mine and to be analyzed as per BIS specification. The analysis must be carried out at any Govt. Accredited laboratory/NABL preferably at CIMFR/NML (CSIR Lab.) and the prescribed grade certificate in the company's letterhead, enclosed as **ANNEXURE-I**, should be forwarded to the Coal Controller.

3. In case of declaring the provisional grade/quality of a seam/siding, which had enjoyed a grade/quality in the past but subsequently withdrawn, the previous grade or its equivalent may be declared as provisional grade/quality.
4. While declaring a provisional grade/quality, the Nominated owner should furnish the following information to the Coal Controller: -
  - i) Number of samples tested and the dates of drawal of samples.
  - ii) Place/places from where samples are drawn (enclose a mine plan 1:4000 proposed to be worked during the financial year, showing the places of sampling).
  - iii) Seam – Section up to the full thickness and the working thickness. Nature and thickness of bands in the seam, clearly mentioning therein whether the band is included or excluded.
  - iv) Particulars of Govt. Accredited laboratory/laboratories where samples are analyzed.
  - v) Copies of test results issued by the Govt. Accredited laboratory/NABL preferably CIMFR/ NML (CSIR Lab.) duly countersigned and certified by the Nominated Owner of the Colliery.
5. In case of a virgin seam in a working coalfield, determination of class i.e. whether the coal is coking or non-coking may be assessed provisionally on the basis of results of analysis of seam samples (proximate analysis on equilibrated basis) , GCV( in bomb calorimeter on dmf basis as per IS : 1350 (Part - II) 1970 dated April 1971 or any subsequent revision thereof ), Mean Random Reflectance per cent (Ro), Moisture % (60% R.H.) parts/100 parts unit coal, V.M.% on dmf basis, LTGK, CSN, Ash% and Carbon % (dmf) and Hydrogen % (dmf) from ultimate analysis of coal etc.. in any Govt. Accredited Laboratory/NABL preferably CIMFR/NML). The Nominated owner shall apply to the Coal Controller for provisional classification of the seam giving particulars of the class and grade/quality of the seam in the extant format (Annexure- I).
6. In case of a virgin seam in a new area having no mine in the vicinity, the expected class of coal as per analytical data of bore hole or other such samples provisionally mentioned or mentioned in Project Report (PR) may be taken as the expected/ indicative class for the purpose of declaring the grade/quality. In this case also the owner shall apply to the Coal Controller with detailed justification for provisional classification of the seam (the said data of analysis results as mentioned in No. 5).
7. Similarly, provisional grade/quality of coal dispatched through sidings should be declared.
8. All the Grade proposals must reach the office of the Coal Controller and Regional OSD, CCO office positively **within 31<sup>st</sup> January of every year** failing which it will not be considered for annual grading by CCO.
9. The application for fixation of the final class whether the coal is coking or non- coking in case of a virgin seam should be submitted to the Coal Controller as early as possible but in any case not later than 60(sixty) days from the date of declaration of the provisional grade/quality.

#### ANNUAL GRADING (QUALITY) / CLASSIFICATION OF COAL SEAM/ SIDING

10. From the financial year 2017-18 and onwards, the sampling and analysis for the grades of all the seams of the mines and all attached sidings of mine/mines will be done by outsourcing mode through Government Organizations / Academic Institutions by taking

dispatch samples only in presence of CCO Officials & representatives of Nominated Owner/Agent/Manager of the mines. The job will commence from the 1<sup>st</sup> week of February each year.

11. The seam shall ordinarily be graded only in respect of the working thickness in case of underground development working.
12. In case of depillaring and opencast mining, the total working thickness of the seam or seams involved should be graded.
13. The grade/quality declaration should generally be in respect of a seam or section of a seam and not in respect of any pit, incline or quarry.
14. The Annual grade/quality of coal is to be finalized by CCO on the basis of loading samples to be drawn from wagons/trucks on at least 3 different dates spaced at intervals of at least 7 days and taking the average result of the samples. The expenditure of such sampling & analysis will be borne by the Coal Company and payment is to be made in advance to the concerned Government Organizations / Academic Institutions. All the reasonable facilities shall be provided by the Coal Company as requisitioned by the Head of Regional CCO offices.
15. On the basis of average of the analysis results of all these three samples, the approval of Annual Declaration will be done by the Coal Controller every year.

#### **REVISION OF GRADE/QUALITY OF COAL SEAMS/SIDING**

16. If the Nominated Owner intends to revise the existing (Annual) grade/quality of a seam or section of a seam, he shall, not less than 60(sixty) days before such revision, give notice of his intention to the Coal Controller in writing indicating the results of both seam and loading samples to be drawn by the Nominated owner, Agent or Manager of the mine in the prescribed format (Annexure- II) on at least 6(six) different dates spaced at an interval of at least 7(seven) days in a span of preceding 2(two) months to justify the proposed revision. The samples should be analyzed in any Govt. Accredited Laboratory/NABL preferably from CIMFR/NML (CSIR lab) from at least three different locations of the concerned seam to be shown in the attached working plan. If the colliery has entered into Third Party/Joint sampling agreement with consumer/consumers, the results of the joint samples may be the basis of revision of grade/quality if agreed by the major consumer. The results of such joint samples countersigned by the major consumer should be enclosed along with the notice of intention for revision of grade/quality.
17. On receipt of the notice of intention, the CCO officials may collect the dispatch samples and get it analyzed at any Govt. Accredited Laboratory/NABL preferably from CIMFR/NML(CSIR lab), cost of which will be borne by the intender and accordingly the grade may be revised.

#### **REVISION OF CLASSIFICATION OF COAL SEAMS**

18. In case of intention of change of classification of coal from coking to non-coking & vice versa, the Nominated owner shall apply to the Coal Controller in the beginning of the financial year only (by the 31<sup>st</sup> January), during declaring of Annual Grade proposal of seams/sections of the mine giving detailed justification for change along with current relevant detailed analysis results in the prescribed Format (Annexure- II)with comments/observations of CIMFR/NML, a CSIR lab. only regarding change of characteristics of six (6) seam samples drawn during the last six months of the previous financial year only, by the

Nominated Owner, Agent or Manager of the mine, as per laid down procedure from at least three (3) different locations of the concerned seam to be shown in the attached working plan (1:4000). The proposed change of class of coal would be verified by officials of CCO through systematic sampling of seam as well as loading samples drawn on at least 3(three) different dates spaced at an interval of at least 7 (seven) days in a span of 1 (one) month to justify the proposed revision. as per laid down procedure and the detailed analysis like Moisture % (60% R.H.) parts/100 parts unit coal , V.M. (per cent on dmf basis), GCV (in Bomb calorimeter on dmf basis), Mean Random Reflectance per cent (Ro), LTGK type, C.S.N, Ash %, Carbon % (dmf) and Hydrogen% (dmf) etc. should be done at any CIMFR/NML, a CSIR laboratory with CIMFR/NML's comments/recommendation for such change of geological coking/non-coking characteristics of coal. On the basis of the analysis results, Coal Controller will take the decision and a decision of acceptance will be intimated to the Nominated Owner of the Concerned coal company , if found in order as per Table 2 of Indian Standard classification and codification of Indian Coals and Lignites ( IS 770 : 1977, second revision and further revision thereof). **Interim re-classification proposal by the Nominated Owner for revision from coking/non-coking characteristics or vice versa within a financial year will not be accepted by the office of the Coal Controller.**

#### **REOPENING OF WORKING**

19. In case, where a seam is re-opened within 6(six) months of temporary discontinuance, the previous grade prevailing at the time of discontinuance may be restored but when the period of discontinuance exceeds 6(six) months, the previous grade/quality may be declared by the Nominated Owner which shall be made final by CCO on verification.

#### **COMPOSITE GRADE/QUALITY OF COAL IN DESPATCH POINTS**

20. The Nominated owner may declare the composite grade/quality on the basis of weighted average, for a number of seams if the production from those seams is dispatched as mixed loading. In case of composite grade/quality, the grade/quality certificate should indicate the analysis results of coal of each seam in the composite loading giving thickness of individual seams mined and the ratio of quantities of different grades/quality of coal in the mixed loading with a certificate for maintenance of such mixing proportion to maintain the proposed grades of coal feeder streams.
21. Where two or more grades/quality of coal are stacked and loaded from the same depot or siding, a proper certified fool-proof separation/stacking arrangement should be provided so as to eliminate the chance of any intentional or inadvertent admixture of different grades of coal.

#### **DISPLAY OF GRADES/QUALITY OF COAL SEAMS/SIDING**

22. (a) The Nominated Owner shall permanently display the declared grade/quality list on a notice-board at the office of the Manager showing the grades of all the seams and sections of seams mined in the colliery. Further, complete grade/quality list of all the seams and sections of seams of all collieries belonging to the coal company should be maintained, so as to be accessible by all concerned, at the offices of the Nominated owner, Chairman/Managing Director, Area General Manager and all Area Sales Officers.  
(b) In siding also same arrangement for such display should exist.  
(c) If two or more grades of coal are loaded from one siding separate boards for each grade of coal shall be erected displaying the source of coal i.e. mine, seam and grade of coal.

23. The Nominated Owner shall maintain a register showing the following particulars of all seams being worked in the mine:
- (a) Analytical results of each sample.
  - (b) Declared grade/quality approved by Coal Controller.
  - (c) Date of declaration.
  - (d) Serial No. of grade/Quality certificates.
  - (e) Section of the seam graded showing details of bands.
  - (f) Particulars of each band such as their thickness, nature i.e. hard or friable, whether pick able or not and whether included or excluded in the seam sample.
- This register should be preserved and maintained up to date in the colliery office and should be made available to the officers deputed by the Coal Controller whenever required.

### **SETTLEMENT OF DISPUTES**

24. While referring to any dispute by a coal consumer arising out of slippage of grade of coal for a decision from the Coal Controller under sub-rule 5 of rule 4 of the Colliery Control Rules , 2004 and sub-rule 5 of rule 18 B of Coal Mines (Conservation and Development ) Amendment Rules, 2011 as enclosed as **Annexure – III**, a full analytical data of coal and such other information which is considered relevant by the Coal Controller should be furnished.
25. Disputes only in respect of slippage of grade/quality and size of coal of seam or section of a seam will be admitted by the Coal Controller. No dispute in respect of commercial aspects in respect of a particular consignment will be entertained.
26. The decision of the Coal Controller in the matter of disputes about grades/quality under sub-rule 5 of rule 4 of the Colliery Control Rules, 2004 and sub-rule 5 of rule 18 B of Coal Mines (Conservation and Development ) Amendment Rules, 2011 is final and binding on the Coal Company and Consumer.
27. On receipt of the complaint from the consumer, the CCO officials may take surprise samples in presence of Coal Consumers and representatives of the coal company, get it jointly analyzed in a NABL/CSIR lab, cost of analysis of the samples will be borne by the complainant. Based on the results or otherwise, Coal Controller shall take a decision.

**PROCEDURE FOR SAMPLING AND ANALYSIS FOR DECLARATION/ MAINTENANCE OF GRADE/QUALITY OF COAL SEAM/SIDING TO BE FOLLOWED THE COAL COMPANIES, CCO REPRESENTATIVES AND AUTHORISED GOVERNMENT ORGANIZATIONS / ACADEMIC INSTITUTIONS. (Ref. sub-rule 1 of rule 4 of the Colliery Control Rules, 2004 and sub-rule 1 of rule 18 B of Coal Mines (Conservation and Development) Amendment Rules, 2011).**

28. For drawing seam samples the owner of a colliery shall prepare sampling sites in accordance with provisions in item 9.1 of BIS specification NO.IS: 436 Pt.I/ sec I) – 1964 Methods of sampling of COAL AND COKE –Pt. I SAMPLING OF COAL (Revised)
29. For the purpose of drawing wagon samples, the procedure as laid down by the Coal Controller and as enclosed as **Annexure – IV** shall be followed.
30. Where samples of coal are required to be drawn from belt conveyer or other means of transport, provisions in the relevant BIS specification may be followed with modifications prescribed by Coal Controller as detailed in **Annexure – IV**.

31. For the purpose of analysis of sample, the following BIS standards shall be followed:
- (a) METHOD OF TEST FOR COAL AND COKE: PROXIMATE ANALYSIS IS: 1350 (PART-I) (2<sup>nd</sup> revision) – 1984.
  - (b) METHOD OF TEST OF COAL & COKE: ULTIMATE ANALYSIS IS: 1350 (PART- I) (2<sup>nd</sup> revision) – 1984.
    - (i) IS:1350 (PART II) – 1970 (2<sup>nd</sup> REVISION WITH AMMENDMENT) : DETERMINATION OF CALORIFIC VALUE BY BOMB CALORIMETER.
    - (ii) IS:1350 (PART-III)–1969 : DETERMINATION OF SULPHUR.
    - (iii) IS:1350 (PART IV/Sec.I) –1974 :DETERMINATION OF CARBON & HYDROGEN.
    - (iv) IS: 1350 (PART IV/Sec.2) – 1975: DETERMINATION OF NITROGEN.
    - (v) IS :1353-1993 METHODS OF TEST FOR CARBONISATION – CAKING INDEX, SWELLING NO. AND GRAY KING ASSAY (L.T.)
  - (vi) METHOD OF PETROGRAPHIC ANALYSIS OF COAL: IS 9127 (Part– I, II & III) 1992
  - (c) INDIAN STANDARD CLASSIFICATION AND CODIFICATION OF INDIAN COAL AND LIGNITES (IS 770: 1977, SECOND REVISION AND FURTHER REVISION THEREOF).

*In the Company's Letter Head.*

*ANNEXURE - I*

**GRADE/QUALITY CERTIFICATE**

(Name of Coal Company)

---

(Name of seam of Colliery/Siding /CHP etc.)

---

Serial No. of Grade/Quality Certificate \_\_\_\_\_ dated \_\_\_\_\_

In pursuance of provisions of sub-rule (2) of rule 4 of Colliery Control Order, 2004 and also sub-rule 2 of rule 18 B of Coal Mines (Conservation and Development ) Amendment Rules, 2011,I being the competent authority of the company, hereby declare the Grade/Quality of coal Seam /Siding (No./Name) \_\_\_\_\_

Section \_\_\_\_\_ in \_\_\_\_\_ (colliery) as

\_\_\_\_\_ (Grade/Quality with GCV analyzed in a Bomb calorimeter

in case of non-coking coal) to be effective from \_\_\_\_\_ (date) in

supersession of all previous declaration, if any.

(Signature of the Nominated Owner)

Name & Designation with official seal

The Coal Controller,  
Office of The Coal Controller,  
Ministry of Coal, Govt. of India  
1, Council House Street,  
Kolkata- 700 001.



**ANNEXURE - II**

**DATA REQUIRED FOR GRADE/QUALITY PROPOSALS FOR ANNUAL  
/INTERIMLY REVISED GRADATION/QUALITY OF COAL /LIGNITE SEAMS OF  
MINES/ SIDING/CHP ETC.**

01. Name of Colliery/Siding/CHP:

02. Name of Seam:

03. Thickness of Seam:

04. Height of Working Section:

05. Vertical Section of Seam Showing all bands indicating Nature and Thickness (working Section should be indicated by Arrow). This Section should be given for each mine in a Standard Paper of 29 cm. x 23 cm Size:

06. Analysis of seam samples (Equilibrated basis)

Ash%	Moist%	VM%	GCV in Bomb Calorimeter in K.Cal/kg (on air dry basis i.e. samples equilibrated at 40 degrees C and 60% Relative Humidity.)
------	--------	-----	--

(a) Including all bands

Site No. 1

Site No. 2

(b) Excluding pickable bands (of 10cm & above)

Site No. 1

Site No. 2

**07. Additional Analysis results for Coking properties (from Govt. Accredited Lab preferably from CIMFR/NML, a CSIR lab or a NABL)**

Sample Details	Mean Random Reflectance per cent(Ro)	LTGK	CSN	GCV (done in Bomb calorimeter) in Kcal/Kg on dmf basis	Volatile Matter % on dmf basis	Carbon %(dmf)	Hydrogen %(dmf)	Moisture % (60% R.H.) parts/100 parts unit coal

**08. Analysis results of Wagon Sample /Truck Sample/ Belt conveyor Sample /Ropeway Sample:**

Date	Consignee/ Destination	Wagon No./Truck No./Belt No.	Ash%	Moist %	VM %	GCV K.Cal/Kg.in Bomb Calorimeter on air dry basis i.e. i.e. samples equilibrated at 40 degrees C and 60% Relative Humidity	Grade/Q uality

9. Analysis Results of Joint Samples:

Consignee such results should be endowed as	Sample number and date	Ash%	Moist%	VM% on dmf basis	GCV K.Cal/Kg.in Bomb Calorimeter on air dry basis i.e. i.e. samples equilibrated at 40 degrees C and 60% Relative Humidity	Grade/Quality

10. Composite grade of CHP/Siding with mention of proportions of seams and grade-wise dispatches in tonnes certifying the maintenance of proportion of mixing of coal from feeder streams of collieries and distances from colliery end to the dispatch points by the Nominated Owner, Agent or Manager of the Coal Company.

Mine	Seam	Grade/Quality prep of each such loaded their CHP/Siding

11. Whether Steam, Slack and suitably graded (the arrangement for segregation should be mentioned along with likely % of steam and slack in each Grade/Quality included & be declared).

12. In ROM coal, where averages are @ 60% steam, 40% slack specify the arrangement for limiting the top size of coal to 200-250 mm.

13. Distance between Railway Siding to Pit-Head where surface transportation charges are levied and the name of the Siding from where the coal will be dispatched by rail/trucks.

14. Grade Proposed for the year:

STM	SLK	ROM
(GRADE/QUALITY)	(GRADE/QUALTY)	(GRADE/QUALITY)

-----  
(Signature of the Nominated Owner with official seal)

**ANNEXURE -III**

GOVERNMENT OF INDIA  
MINISTRY OF COAL  
OFFICE OF THE COAL CONTROLLER  
1, COUNCIL HOUSE STREET, KOLKATA –1

**PROCEDURE FOR LODGING STATUTORY COMPLAINTS IN RESPECT OF GRADES/QUALITY OF COAL**

In terms of sub-rule 5 of rule 4 of the Colliery Control Order, 2004 sub-rule 1 of rule 4 of the Colliery Control Rules, 2004 and also sub-rule 5 of rule 18 B of Coal Mines (Conservation and Development) Amendment Rules, 2011, disputes arising out of **slippage of grade of coal** by the Coal Companies may be referred to the Coal Controller, Government of India, Ministry of Coal, 1, Council House Street, Kolkata – 700 001 for final decision.

Any consumer who wishes to prefer a complaint to the Coal Controller regarding the grade of coal received by him may do so in the proforma appended below. A separate complaint should be made in respect of each grade of coal of each colliery and should be accompanied by a fee of Rs.2500/- for each grade of each colliery against which complaint is being raised in the form of an A/C Payee Bank Draft on any Nationalized Bank in Kolkata in favour of Coal Controller, Kolkata.

Disputes only in respect of **slippage of grade** of coal will be admitted and any dispute in respect of any financial transaction will not be entertained.

**PROFORMA**

1. Name and address of the consumer.
2. Name of supplying Colliery and Seam from which Supplied.
3. Approved Grade of Coal.
4. Quality/Grade of Coal actually received by the consumer ascertained by actual analysis on loading point/  
dispatch point only (Proximate analysis, ash%, moisture%, volatile matter% on equilibrated basis and GCV  
in Kcal/Kg analyzed in bomb calorimeter on air dry basis i.e samples equilibrated at 40 degrees C and 60% Relative Humidity for non- coking coals ) from any Govt. Accredited laboratory preferably from CIMFR/NML, a CSIR lab)
5. Detailed analysis report if available. If not, what is the basis of the complaint?
6. Particulars of Wagons/Trucks and dates of loading.
7. Particulars of accompanying Bank Draft.
8. Any other relevant information like a copy of FSA or CSA of consumer with the Coal Company to be enclosed with the application.

Date:

(Signature of the authorized Signatory/ Nominated owner  
for Consumer lodging the complaint with Official Seal)

Place:

## ANNEXURE - IV

### **PROCEDURE FOR COLLECTION OF SAMPLES FROM LOADED WAGON FOR GRADE/QUALITY TO BE FOLLOWED BY THE COAL COMPANIES & GOVERNMENT ORGANIZATIONS / ACADEMIC INSTITUTIONS.**

**[Ref: Sub-rule 1 of rule 4 of the Colliery Control Rules, 2004 and sub-rule 1 of rule 18 B of Coal Mines (Conservation and Development) Amendment Rules, 2011]**

1. For each siding / colliery adequate number of representatives should be authorized by the colliery management for the purpose of supervising the sampling operation. Attested signature of such authorized persons should be kept with the Regional Head of Coal Controller's Organization.
2. In case of sampling from static loaded wagons the following procedure shall be followed:  
Whole Rake (fully or partially loaded) will be considered as one lot for the purpose of sampling. When a rake is loaded with more than one grade/source of coal, wagons loaded with one grade of a particular source shall constitute one lot.
- 2.2 10%(Ten per cent) of wagons of each lot will be selected from the population of the loaded wagons for actual collection of samples as per random number table (Ref: IS 436 Part I , Sec I of 1964 of Bureau of Indian Standards).
- 2.3 One point on the surface of the loaded wagons will be decided for collection of sample before getting on to the top of the wagon. From the prefixed point the entire quantity of coal will be collected from a pit of about 30 cm diameter and dug up to a depth as far as practicable.
- 2.4 The top of the selected spot for collection of sample shall be leveled before digging a pit of about 30 cm diameter will be dug to a depth as practicable taking precaution to prevent side spillage of coal getting mixed with the sample.. However, the minimum quantity thus collected from each pit shall not be less than 30 Kg.
- 2.5 In case of any big piece of coal/stone encountered during the process of digging in the above manner, all the material at the top of the big piece shall be taken in sample.
- 2.6 After collection from one wagon, the gunny bag containing the sample shall be carried to the site of next selected wagon and the same process is continued up to the last wagon selected for collection of sample. Alternatively, the gunny bags containing sample may be kept at a central place under reliable guard or placed in the locked sampling room wherever available. The gunny bag will be loosely tied.

### **3. PREPARATION OF SAMPLE**

3.1 The total material thus collected from identified wagons without exclusion of anything other than foreign materials viz. metallic pieces, wood, brickbats, concrete chips etc., shall constitute the gross sample for the lot.

3.2 The gross sample shall be crushed to 50 mm preferably by mechanical means, mixed thoroughly, coned and quartered. Two opposite quarters shall be retained and rest rejected. The retained material shall be further mixed together and same procedure of coning and quartering and rejection shall be made and one quarter of the gross sample is retained. The material so obtained shall be crushed to 12.5 mm preferably by mechanical means and finally crushed to 3 mm size, preferably by mechanical means following coning and quartering till approx. 2(two) kg of sample is obtained. 2(two) kg sample is to be reduced to 72 mesh in a pulveriser and shall be kept for analysis.

**3.3** This pulverized sample of approximately 1.5 kg shall be divided in 3 equal parts in segments of 120 degree each and by taking each segment, three equal parts of 500 gm(approx.) of the sample be collected in suitable polythene bags . One part shall be handed over to the colliery. The second part shall be sealed with a slip inside the bag as well as tagged outside with information viz. (i) date of sampling,(ii)name of colliery,(iii)place of sampling,(iv)size of coal and shall be kept as a referee sample under the custody of Coal Controller's Organisation. The third part shall be sealed and tagged outside of the bag with the above information. This part of the sample shall be sent for analysis by **Regional Head of CCO** at any Govt. Accredited Laboratory/NABL preferably CIMFR.

#### **4. CONING AND QUARTERING**

For reduction of sample – the following procedure shall be followed.

4.1 Heap the material into the shape of a cone by pouring one scoopful of the material one after another on the apex of the cone only under the influence of gravity.

4.2 Flatten the cone evenly so that it forms a low circular pile.

4.3 Cut the pile into 4 quarters along two diameters which intersect at right angles. Retain one pair of opposite quarters and reject the other. Repeat till the size of the retained sample is reduced to the required weight.

#### **5. GENERAL PRECAUTIONS**

The place selected for preparation of sample shall be enclosed properly roofed, well lighted and free from draught. Where this is not possible, precaution shall be taken against loss of (a) fine wind-borne sample (b) contamination with moisture (c) contamination with foreign matter.

5.1 No part of the sample shall be removed during the process of preparation & reduction.

5.2 Hard clean surface, free from cracks shall be selected for mixing, coning and quartering of the sample.

5.3 The sampling bags for samples collected by **Regional Head of CCO** or his representative should be identical and shall be similarly sealed and carefully deposited.

5.4 Before accepting the coal samples from their authorized representative, **Regional Head of CCO** or his authorized representative should examine the sample bags and sampling report.

6. Sampling report as prescribed in the **Annexure - V** shall be prepared in triplicate with the signature of the representatives of colliery as well as that of Coal Controller.

#### **7. HANDLING THE SAMPLES AND ANALYSIS REPORT**

The **Regional Head of CCO** should send his part of sample to laboratory after codification by removing the slip inside/outside in a group of at least 6 samples. The code number will be given by **Regional Head of CCO** and confidentially recorded in a bound paged register . All the samples sent in one lot will be in exactly similar bags and after sealing again. The code number would be given both on the tag and inside the bag.

7.1 When the analytical results are obtained from the Govt. Accredited Laboratory/NABL preferably CIMFR, same should be decoded and recorded in the register. The results shall be

communicated to Coal Company along with all relevant information, viz. colliery, seam size fraction, declared grade/quality, place and date of sampling , the name of the consumer etc.

- 7.2 The referee sample shall be analyzed only when the loading colliery challenges the result supported by his own analysis result of the sample kept with him within a period of 15(fifteen) days from the date of intimation of **Regional Head of CCO's** result. The analysis result of the referee sample shall be the final analysis result of the consignment.
- 7.3 The aggrieved colliery will be allowed to examine within another 15(fifteen)days whether the seal on the referee sample is intact. The referee sample part should be sent to a laboratory in a lot of at least 6 (six) samples with code number (which would not of course be made known to colliery representatives) under sealed condition. Effort shall be made to despatch the referee samples in his presence. Otherwise, the referee sample will be destroyed after 30(thirty) days from the date of intimating the results.
- 7.4 In case of unusual variation of analysis result of the referee part from the earlier result of the same sample, the reason for such variation may be analyzed.
- 7.5 System of rejecting suspicious test result shall be as per Appendix D of IS: 436(Part I /Sec I) of BIS.
- 7.6 For such cases, at least one sample in a quarter shall be collected under supervision of **Regional Head of CCO** himself, so that the seasonal variation as also the work of the subordinate officers can be checked
- 7.7 In order to ensure proper analysis, **Regional Head of CCO** should have the analysis conducted periodically in more than one Govt. Accredited laboratory simultaneously and compare the results.

**ANNEXURE - V**

**GOVERNMENT OF INDIA  
MINISTRY OF COAL  
OFFICE OF THE COAL CONTROLLER**

**SAMPLING REPORT**

1. Sample No.:
2. Date of Sampling:
3. Name of Colliery:
4. Name of Owner/Company:
5. Pit/Incline/Quarry:
6. Place of Sampling:
7. Wagon/trucks' No:
8. Consignee & Destination:
9. Name of Seam:
  - (a) Including all bands  
Site No. 1  
Site No. 2
  - (b) Excluding pick able bands (of 10cm & above)  
Site No. 1  
Site No. 2
10. Declared Grade:
11. Size fraction (ROM/STK/SLK):
12. Method of loading:
13. Method of drawl of samples :( revised procedure as per laid down by Coal Controller for drawal of seam/dispatch samples)
14. Name and Designation of the Company representative:

This is to certify that the samples were taken as per revised procedure of sampling laid down by Coal Controller in our presence.

**Signature of representative  
of Government Organizations /  
Academic Institutions with  
date & seal  
wherever applicable**

**Signature of representative  
of Nominated Owner  
of the Colliery  
with date and seal**

**Signature of representative of  
Coal Controller's Organisation  
wherever applicable  
with date & seal**

**ANNEXURE - VI**

**GOVERNMENT OF INDIA  
MINISTRY OF COAL  
OFFICE OF THE COAL CONTROLLER**

**CERTIFICATE**

1. Name of the mine/Colliery:
2. Name of the Area:
3. Name of the Nominated Owner & Company:
4. Name of the Agent/Manager:
5. Name of the seam:
6. Name of the working section:
7. Thickness of the working section:
9. Thickness of the band:

Certified that the above band/bands of the coal seam cannot be separated due to method of mining in vogue. This is also to certify that there will be no percentage (%) deduction from the production of coal on account of shale/bands.

**Signature of the Area General Manager  
with date and seal**

**Signature of the Agent  
with date & seal**