



File No. CCO/Admin (Estt.)-1.1.1/2026/1/E-367397
भारत सरकार / Government of India
कोयला मंत्रालय / Ministry of Coal
कोयला नियंत्रक संगठन / Coal Controller Organization

Office of the Coal Controller,
SCOPE Minar, 5th Floor, Core-1,
Laxmi Nagar, Delhi-110092.
Mail ID: coalcont-wb@nic.in
Delhi, Dated the 16th September, 2026.

OFFICE MEMORANDUM

Subject: Functional Organisation Structure and Allocation of Work among Divisions, Sections and Cells of Coal Controller Organisation - reg.

The Coal Controller Organisation (CCO) is a subordinate office under the Ministry of Coal, Government of India, headed by the Coal Controller. With a view to providing a clear functional organisational framework for the effective discharge of the statutory, regulatory, technical, monitoring and administrative functions entrusted to the CCO, and to ensure clarity of responsibility, accountability, coordination and timely disposal of official business, the functional organisation structure of the CCO and the broad allocation of work among its Divisions, Sections and Cells are hereby prescribed with immediate effect.

2. The organisational structure and allocation of functions prescribed herein shall be read with the statutory functions of the Coal Controller and the provisions of the relevant Acts, Rules, Orders, Notifications and directions of the Government of India / Ministry of Coal, as applicable from time to time.

3. The Divisions, Sections and Cells specified in this Office Memorandum constitute the principal functional units of the CCO for the purpose of distribution and processing of official work. The functions are assigned to a Division, Section or Cell are broad in nature and are intended to provide functional responsibility rather than an exhaustive enumeration of every activity falling within its scope. The concerned unit shall also deal with matters incidental or ancillary to the functions assigned to it. The functional organisational structure and allocation of work among Divisions, Sections and Cells of Coal Controller Organisation are given at **Annexure-A** (enclosed) and **Annexure-B** (enclosed), respectively.

Ashish Kumar
16/9/26

4. Where any matter involves the functions of more than one Division, Section or Cell, the unit having primary functional responsibility shall act as the 'Nodal' unit and shall obtain the views or inputs of the concerned unit(s), wherever necessary.
5. Further, the Coal Controller may, in the interest of efficient functioning, reallocate or entrust any matter to any Division, Section or Cell, or make such temporary or permanent adjustment in the distribution of work as may be considered necessary, having regard to exigencies of work, workload, expertise and organisational requirements.
6. The Central Secretariat Manual of Office Procedure (CSMOP), as amended from time to time, and other applicable Government instructions relating to office procedure shall, mutatis mutandis, guide the processing and disposal of official business in the CCO, to the extent applicable to a subordinate office and subject to the statutory framework governing the functions of the CCO and the instructions of the Ministry of Coal.
7. This Office Memorandum is issued in supersession of all previous orders / office memorandums / instructions issued on the subject, to the extent they are inconsistent with the provisions contained herein.
8. This issues with the approval of the Competent Authority.


(Ashish Verma) 16/9/26

Deputy Coal Controller
Email- coordination-cco@gov.in

Copy to:

1. All Officers/OSD/ Employees of CCO Delhi, Kolkata, Dhanbad
2. All Regional offices Ranchi, Sambalpur, Bilaspur, Nagpur, Kothagudem
3. Website Cell for uploading the order on the website
4. Office order file

Copy for information to:

1. PPS to Secretary to Ministry of Coal for kind information of Secretary.
2. PA to Coal Controller, Coal Controller Organisation

**Functional Organisational Structure (Division/ Section/
Cell) of Coal Controller Organisation(CCO)**

A. Main Office at Delhi:

1 Administrative (Admin) Division:

1.1 Establishment (Estt.) Section

- 1.1.1 Organisation, Cadre and Manpower Cell (OCMC)
- 1.1.2 Personnel Matters Cell (PMC)
- 1.1.3 Salary & Bills Cell
- 1.1.4 Pension & Retirement Cell
- 1.1.5 Medical Reimbursement Cell
- 1.1.6 Contractual Payment Cell
- 1.1.7 Lease, Rent & Utility Cell
- 1.1.8 Reservation Cell
- 1.1.9 Welfare Cell
- 1.1.10 Discipline and Appeal (D&A) Cell
- 1.1.11 Other Related Miscellaneous(Misc)work cell

1.2 Parliament Matters Section

1.3 Procurement (Procure) Section

1.4 Budget & Finance (B&F) Section

- 1.4.1 Budget Cell
- 1.4.2 Disbursement Cell

1.5 Vigilance (Vig) Section

1.6 Rajbhasha (Raj) Section

1.7 Coordination (Co-Ord) Section

1.8 Public Grievance (PG) section

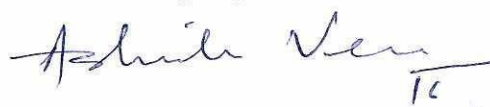
1.9 RTI Section

1.10 IT & Media Section

- 1.10.1 Website Cell
- 1.10.2 E-Office Cell
- 1.10.3 Social Media Cell

1.11 General (Gen) Section:

- 1.11.1 Meeting Arrangement Cell
- 1.11.2 House Keeping Cell
- 1.11.3 Vehicle & Driver Cell


16

- 1.11.4 Multi-tasking Staff (Outsourced) Cell
- 1.11.5 Inventory/Store Cell
- 1.11.6 Security Cell
- 1.11.7 Miscellaneous(Misc) work including General Maintenance Cell
- 1.12 Court Cases Section**
- 1.13 Audit Cases Section**
- 1.14 Commissioner of Payment (CoP)**
 - 1.14.1 Payment & its records cell
 - 1.14.2 BG Custody Cell
- 1.15 Receipt and Dispatch Section**

2 Technical (Tech) Division:

- 2.1 Mining Plan (MP) Section**
 - 2.1.1 Mining Plan Approval Cell
 - 2.1.2 Compliance Cell
- 2.2 Mine Closure (MCP) Section**
 - 2.2.1 Escrow Accounts Cell
 - 2.2.2 Monitoring & Reimbursement Cell
- 2.3 PMU (Project Management Unit) Section**
- 2.4 Coal Grading (CG) section**
 - 2.4.1 Coal Grade Declaration cell
 - 2.4.2 Dispute Resolution Cell
 - 2.4.3 Inspection & Surveillance Cell
 - 2.4.4 Coal Gasification & Liquefaction Cell
- 2.5 Star Rating (SR) Section**
- 2.6 General Statistics (Stat) Section**
- 2.7 Hearing under CBA Act section**
- 2.8 Bridge Linkage(BL) Section**
- 2.9 Other Miscellaneous (Misc) work Section**
 - 2.9.1 Mine / Seam Opening & Reopening Cell
 - 2.9.2 Washery Rejects Cell
 - 2.9.3 Safety, Health & Audit Cell
 - 2.9.4 CCDAC

3 Coal Exchange (CE) Division:

- 3.1 Rules and Matters Incidental To (R&MIT) Section**
- 3.2 Registration and Renewal (R&R) Section**



- 3.3 Contract Handling (CH) Section
- 3.4 Financial Management (FM) Section
- 3.5 Market Oversight (MO) Section
- 3.6 Quality& Sampling(Q&S) Section
- 3.7 Dispute Resolution (DR) Section
- 3.8 Technology(Tech) Section
- 3.9 Regulatory Compliance (RC) Section
- 3.10 Market Development (MD) Section
- 3.11 Legal Section
- 3.12 PMU (Project Management Unit) Section
- 3.13 Other Miscellaneous (Misc.) work section

B. Regional & other offices:

4 Regional and other offices at

- 4.1 Kolkata
- 4.2 Dhanbad
- 4.3 Ranchi
- 4.4 Sambalpur
- 4.5 Bilaspur
- 4.6 Nagpur
- 4.7 Kothagudem

Ashish Verma

**Allocation of Work among Divisions, Sections and Cells
of Coal Controller Organisation(CCO)**

1. Administrative Division:

The Administrative Division oversees staff matters, finance, procurement, vigilance, official language, coordination, parliament matters, legal matters, IT, media, logistics and general administration etc.

1.1 Establishment Section:

Manages the service matters, employee welfare and parliamentary matters etc.

- i. Matters related to organizational structure & periodic review, Cadre, Vacancy position, on-roll positions, filling of the vacancies, promotions and manpower planning etc.
- ii. Personnel matters related to attendance/ biometrics, e-HRMS, Leave, APAR, service records, transfer/posting, joining/relieving, probation & confirmation, service matters, service certificates, Training of staffs/officials, Processing/Issuing the Identity Card to the employees/officers and routine personnel administration.
- iii. Processes salaries bills, allowances, pay fixation, TA/DA, medical reimbursements, LTC, Leave encashment, GPF and staff bills etc.
- iv. Proper scrutiny/ verification of bills & their timely processing etc.
- v. Processes pension, gratuity, commutation, NPS matter and other retirement benefits etc.
- vi. Maintains statutory reservation rosters for SC, ST, OBC, EWS and PwD categories in accordance with DoPT guidelines.
- vii. Coordinates employee welfare, health, recreation and benevolent schemes.
- viii. Processes disciplinary cases, charge sheets, appeals and vigilance-related penalties under applicable rules.
- ix. Verifies muster rolls, service deliverables and contractual payments to outsourced agencies and professionals.



- x. Processes lease renewals, rent, commercial tenancies and utility payments.
- xi. Coordinates replies to Parliamentary Questions, Standing Committees and Parliamentary Assurances.
- xii. Matters related to VIP references.
- xiii. Any other works related to Establishment matters.

1.2 Parliament Matters Section:

- i. Matters related to Parliament & Parliament Committees and their study visits, etc.
- ii. Matters related to Parliament Assurances, Rule 377, sub-legislation etc.
- iii. Matters related to Parliament Questions, Laying Annual Reports if any.

1.3 Procurement Section:

- i. All matters related to procurement of goods, works and services through GeM/CPPP in accordance with the GFR and applicable procurement guidelines etc.
- ii. Technical scrutiny and placing of Purchase order, tender, contracts / execution of agreement etc.
- iii. Timely process of cases for procurement & ensuring the technical requirement / specifications etc.

1.4 Budget & Expenditure Section:

Manage budget formulation, expenditure control, financial reporting and reconciliation.

- i. Prepares Budget Estimates, Revised Estimates, Supplementary Grants and Monthly Expenditure Plans.
- ii. Functions as the Drawing & Disbursing and processes departmental payments through PFMS.
- iii. Coordination with the Ministry of Coal, Pay & Accounts Office, Principal Accounts Office and other concerned financial authorities, as applicable.
- iv. Coordination with the Ministry of Coal in matters requiring examination or approval by the competent financial authority;

1.5 Vigilance Section:

- i. Handles vigilance inquiries, vigilance clearances and preventive vigilance, and coordinates with the office of CVC/CVO etc.



1.6 Rajbhasha Section:

- i. All matters related to Rajbhasha -Ensuring compliance with the Official Language Policy, including Hindi implementation, translations, Hindi Pakhwada, Hindi related workshops, Hindi Salahkar Samiti matters and matters related to Hindi parliamentary standing committee etc.

1.7 Coordination Section:

- i. Acts as the central coordination hub for inter-ministerial correspondence, PRAGATI monitoring, Ministry-level reviews and organisational coordination.
- ii. To coordinate and report preparation regarding Special Campaign, swachhta pakhwada, iGot Karmyogi etc.
- iii. Coordinates and facilitates the Republic Day, Independence Day and other official celebrations and events.
- iv. Matters related to domestic & foreign visits, booking of tickets and issuing of official Passports.

1.8 Public Grievance Section:

- i. All matters related to Centralized Public Grievance Redress and Monitoring System (CPGRAMS).

1.9 RTI Section:

- i. All matters related to RTI and appeals.

1.10 IT & Media Section:

Manages digital governance, IT infrastructure, cybersecurity, web services and media/public communication.

- i. Oversees the CCO website, databases, security audits, CERT-In compliance and Guidelines for Indian Government Websites and Apps (GIGW) compliance.
- ii. Matters related to E-Office.
- iii. Coordinates press releases, official announcements, social media and public outreach.

1.11 General Section:

Manages office infrastructure, logistics, transport, security, hospitality and support services.



- i. Manages conference facilities, video conferencing, protocol and hospitality arrangements.
- ii. To oversee housekeeping, sanitation, waste management and janitorial services.
- iii. Manages vehicles, logbooks, fuel, fitness certification and driver deployment.
- iv. Deploys, monitors and manages MTS (outsourced) and other contractual support staff.
- v. Attendance Monitoring of Young Professionals and PMU.
- vi. Maintains stock, stationery, equipment, inventory and consumables, etc and their proper accountal.
- vii. Monitoring warranty of material / items procured & their replacement etc.
- viii. Manages access control, visitor management, CCTV and physical security.
- ix. Oversees civil, electrical, Heating, Ventilation, Air Conditioning, plumbing, maintenance & repairs and other minor works.
- x. Provides logistical support for meetings, workshops and inter-departmental programmes.
- xi. To organise & facilitate the Republic Day, Independence Day and other official celebrations and events.

1.12 Court Cases:

- i. All matters related to court cases- Handling litigation and legal matters including fees, coordination with Government Standing Counsel and vetting of legal documents, affidavits and court submissions before courts and tribunals, etc.
- ii. Any other work/matters assigned by the Coal Controller/higher officers from time to time.

1.13 Audit Section:

- i. Coordinates with Internal Audit and CAG/Principal Director of Audit, including preparation of replies and compliance with audit observations and PAC matters, etc.
- ii. Any other work/matters assigned by the Coal Controller/higher officers from time to time.

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1.14 Commissioner of Payment:

- i. All matters related to the Commissioner of Payments under the CMN Act 1972 & the Coal Mines (Special Provisions) Act, 2015 and keeping the records & documents, etc.
- ii. Monitoring and Maintain the Bank Guarantee, etc.

1.15 Receipt & Dispatch Section:

- i. All matters related to receipt and dispatch of Dak, Postal registry, etc.
- ii. Ensuring proper routing of the Dak to the Section /Cell.

2. Technical Division:

The Technical Division constitutes the core technical and regulatory arm of CCO, responsible for coal conservation, mine planning, mine closure, coal quality, coal statistics and other related statutory functions etc.

2.1 Mining Plan Section:

To ensure scientific and systematic coal mining in accordance with approved mining plans and statutory provisions.

- i. Scrutinizes and recommends Mining Plans and Modified Mining Plans for coal and lignite.
- ii. Monitoring the compliance with approved production profiles, mining parameters, scientific extraction practices and statutory milestones, etc.

2.2 Mine Closure Section:

All matters related to progressive, final and post-closure activities in accordance with Ministry guidelines.

- i. Execution, validations & maintenance of the tripartite agreements and monitors statutory escrow deposits.
- ii. Inspection & monitoring of physical and biological reclamation works, etc.
- iii. Evaluation of claims and processing of phase-wise escrow reimbursements, etc.

2.3 PMU (Project Management Unit) Section:

- i. Day-to-day monitoring of PMU activities and regular evaluation of its performance and effectiveness.



2.4 Coal Grading Section:

All matters related to coal quality, grade classification, sampling and grade-related disputes under the Colliery Control Rules.

- i. Coal & Lignite grade declarations.
- ii. Handling of coal grade disputes, referee sampling and quality-related claims.
- iii. Conducts inspections and surprise sampling at mines, sidings, washeries and loading facilities, etc.
- iv. Certifies coal quantities supplied for clean-coal technologies and coal gasification projects for applicable incentives.

2.5 Star Rating Section:

- i. Assessment and evaluation of annual Star Rating of coal and lignite mines as per the Star Rating Policy issued by Ministry of Coal.

2.6 General Statistics Section:

- i. Matters related to Statistical data of Coal & Lignite.

2.7 Hearing under CBA Act Section:

- i. Matters related to hearing and disposal of objections relating to land acquisition under Section 8 of the Coal Bearing Areas (Acquisition and Development) Act, 1957.
- ii. Any other work/matters assigned by the Coal Controller/higher officers from time to time.

2.8 Bridge Linkage Section:

- i. Determination of coal requirements, supply quantities and supply milestones under bridge linkage arrangements for eligible consumers, as per the guidelines, SOPs and directions of the Ministry of Coal.

2.9 Other Miscellaneous work Section:

- i. Matters related to opening/reopening of mines and seams, under the Colliery Control Rules, 2004.
- ii. Matters related to implementation of guidelines for disposal of washery rejects as per Policy issued by Ministry of Coal from time to time.



- iii. Matters related to implementation of guidelines on “Safety and Health Management System Audit”, issued by the Ministry of Coal from time to time.
- iv. Matters related to the Coal Conservation and Development Advisory Committee and processes claims relating to sand stowing, protective works and coal conservation.

3. Coal Exchange Division:

The Coal Exchange Division functions as the market-regulatory arm of CCO under the Coal Exchange Rules, 2026, overseeing transparent, digitalised spot and forward coal market operations, etc.

3.1 Rules and Matter Incidental thereto:

- i. Interpretation and Implementation of Rules regarding the Coal Exchanges issued by Ministry of Coal.
- ii. Formulate the operating procedures, preparation of the guidelines and issuing directions relating to Coal Exchanges, and examine matters incidental to their establishment, operation and regulation.

3.2 Registration & Renewal Section:

- i. Process applications for registration and renewal of Coal Exchanges, verify eligibility and supporting documents, and monitor continued compliance with prescribed registration conditions.

3.3 Contract Handling Section:

- i. Examine, process and regulate proposals for introduction, modification, approval and suspension of contracts and contract specifications on Coal Exchanges, including price discovery, risk management, delivery, quality assurance, clearing and settlement mechanisms.

3.4 Financial Management Section:

- i. Matters related to Transaction Fees to be charged by the Coal Exchanges.
- ii. Maintenance of Accounts related to Fees and Charges payable to the Coal Controller Organisation.



3.5 Market Oversight Section:

- i. Monitor coal market activities and transactions to detect and prevent market manipulation, cartelsisation, insider trading, abuse of dominant position, unusual price movements and other unfair market practices.

3.6 Quality & Sampling Section:

- i. Empanelment / Recognition of coal sampling agencies.
- ii. To establish and oversee mechanisms for coal sampling, testing, analysis & quality certification.

3.7 Dispute Resolution Section:

- i. Matters related to grievance redressal and dispute-resolution mechanisms relating to Coal Exchanges, including examination of unresolved complaints and matters requiring intervention by the Authority.

3.8 Technology Section:

- i. Oversee the electronic trading, IT and cybersecurity framework of Coal Exchanges, including automated audit trails, trading systems, algorithmic controls, data security, system audits and technological resilience.

3.9 Regulatory Compliance Section:

- i. Monitor compliance in accordance with the Coal Exchange Rules, guidelines, operating procedures and directions of the Authority from time to time, and matters related to regulatory action in cases of non-compliance.

3.10 Market Development Section:

- i. Promote the development, transparency and efficiency of Coal Exchange markets, market-awareness initiatives, analysis of market trends, facilitation of wider market participation and future market development aspects.

3.11 Legal Section:

- i. Provide legal advice on regulatory, contractual and other matters relating to Coal Exchanges; examine legal issues, representations and proceedings; and assist in enforcement and dispute-resolution matters.

3.12 PMU (Project Management Unit) Section:

- i. Day-to-day monitoring of PMU activities and regular evaluation of its performance and effectiveness etc.



3.13 Other Miscellaneous work Section:

- i. Matters related to opening/reopening of mines and seams, under the Colliery Control Rules, 2004 and any other issues related to Coal Exchange.

4. Regional & Other Offices:

The Coal Controller Organisation has offices at various locations to the discharge of its technical, regulatory, administrative and field-level functions. These offices undertake activities such as field inspections, coal sampling, surveillance and monitoring etc.

The offices are located at:

4.1 Kolkata

4.2 Dhanbad

4.3 Ranchi

4.4 Sambalpur

4.5 Bilaspur

4.6 Nagpur

4.7 Kothagudem

Additionally, the above Offices of CCO shall perform the functions assigned by the Coal Controller from time to time, in accordance with applicable statutory provisions, rules, policies and guidelines.

