



WESTERN COALFIELDS LIMITED

SECURITY DEPARTMENT

OATH FRAMEWORK



OPERATIONS

- 1 Surveillance of Coal Mines
- 2 Crime prevention & Investigation
- 3 Conduct Raids & check Compliances
- 4 Law & Order related monitoring
- 5 Intelligence gathering & Risk assessment
- 6 Coal SHAcTE Dal & QRT
- 7 ICCC Duties & Responsibilities
- 8 Weapon Firing/Practices
- 9 Replies to Ministry of Coal/CIL/Vig etc.
- 10 Coal Security Audit (CSA)
- 11 Preliminary Internal Enquiry(PIE)
- 12 Khanan Prahari APP
- 13 Survey/Re-Survey of Posts in deployment pattern.
- 14 Operational advise to area on Security matters.
- 15 Meetings with State Govt./ CISF/MHA/SISF/MSSC/MSSGB.
- 16 Liaison with Police Deptt. /State Govt.
- 17 Black listing of Trucks
- 18 CISF Related Activities
- 19 Cyber Security Cell & Awareness Programs
- 20 Operationalisation of Equipment eg. DFMD/HHMD/X-RayScanner/ CCTVs/Boom Barriers RFID etc.
- 21 Conduct of Mock Drills/Emergency Drills

ADMINISTRATION

- 1 Uniform Regulation Updation
- 2 Area Activity Monitoring/DSR
- 3 Liaison with Govt. Authority for Security Issues
- 4 Parades & VIP Ceremony
- 5 Airport Protocol / VIP movement etc.
- 6 Guard of Honour Related Activities
- 7 DSR/FSR/MSR/RTI/CPGRAMS/PIDPI/PQs
- 8 Transfer / Posting of Security Personnel
- 9 I-Cards Preparations For Employees
- 10 Procurement of Uniforms for Security Personnel
- 11 Revenue Budget / DPR
- 12 Third Party Tie Ups (Adm/Contracts)
- 13 VIP Piloting/Escorting/Bullet Proof Vehicle etc.
- 14 Screening for Security Personnel
- 15 Daily Duty Chart for HQ/Areas/QRT
- 16 Attendance of Private Security(MSSC/MSSGB/SISF)
- 17 Security Store Maintenance/ Inventory
- 18 Security Seminar/ Webinar (incl. Cyber Security)
- 19 Quarterly Meeting with Area Security Officers
- 20 Monthly "DARBAAR" Security
- 21 Procurement of Equipments
- 22 Flag Protocol Adherence at HQ/Areas
- 23 Pay Fixation / Establishment Matters of Security Personnel
- 24 Conduct of DARBAAR with ASOs/Security Personnel
- 25 Maintenance of Armories/Arms/Ammunitions incl. Accounting there of as per Arms Act incl. Licenses
- 26 Grievances redressal of Security Personnel
- 27 O/T/PH Roasters etc.
- 28 Store Management
- 29 C-SEHAT & Toll Free No. Management
- 30 Recommendation for Commendation, Cash Award, Merit Certificates for Security Personnel.
- 31 DGR Related Activities
- 32 ICCC Security Anomalies & ATR
- 33 Residential Colony Security Monitoring
- 34 Traffic Management
- 35 Record Section Management

TRAINING

- 1 Adherence to APPs / Training Programme for Security Deptt.
- 2 Basic Security Training Programme
- 3 Refresher Training Programme
- 4 Band Training Programme
- 5 Outbound Training Programme (Civil Defence / Home Guards /Police/etc) including the OPs/MOUs.
- 6 Visiting Faculties List Updating
- 7 Fire Fighting Training (MRS/NDRF/NSFC)
- 8 Weapon Training (SHASrA)/WFS
- 9 Obstacles Training Course
- 10 Inter Area/Inter Subsidiary Drill Competition Organising
- 11 26 January Parade Ground Preparation & Rehearsals
- 12 Management of Security Training Institute (STI) under the aegis of HRD Deptt. WCL
- 13 Revision of Training Programme / Curriculum, TNA for Security Training
- 14 Co-ordination with NDRF/RTO/Police/NMC/Fire for the conduct of security Training classes
- 15 Weekly Parade Programme & Area Report
- 16 Civil Defense Training at Mumbai
- 17 Upgrade and Obtain ISO Certification for STI
- 18 Establishment matters including general discipline

HEALTH & WELLNESS

- 1 Morale-building activities/Team Games
- 2 Health Monitoring/Weight Monitoring of Security Personnel
- 3 Physical Fitness Standards upgradation
- 4 Emergency Preparedness / Disaster Management/First Aid/Toll-Free No.
- 5 Health Awareness & Wellness Programmes for security
- 6 Weekly Parade & Sports activity
- 7 Snake Rescue Related Activities
- 8 Plantation Drives
- 9 Operationalization of Yoga/Shooting/Fitness/X-Country Modes.
- 10 Rounds for unwell Security Personnel.
- 11 Physical Screening for Security Department selection.
- 12 Civil Works/ Repairs to check post and other works
- 13 Annual set-up of Shashtra Puja/Vishwakarma Puja etc. as per tradition.
- 14 Brigadier Wadle Award and Incentives to best performing Areas
- 15 Conduct of wellness programs for security personnel including de-addiction
- 16 Conduct of Stress Management workshops