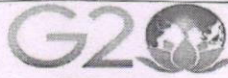


ମହାନଦୀ କୋଲ ଫିଲ୍ଡ୍‌ସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)



महाप्रबंधक (सिविल) कार्यालय
Office of the General Manager (Civil)
P.O : JagrutiVihar, Burla
Dist: Sambalpur, Odisha-768020
Ph: +91 (663) 254 2779
e-mail: mcl.civil@gmail.com
cgm-civil.mcl@coalindia.in



MCL

MAHANADI COALFIELDS LTD.

क्रमांक : एम.सी.एल/संबलपुर/सिविल/24-25/ 888

दिनांक 25.04.2024

Sub:- Advisory for mandatory use of e-office for file movement of Civil Engineering Department.

During the day to day activities of Civil Engineering Department, It has been observed that several proposal related to estimates, TCRs, Provisional/Final Time extension, Administrative approvals relating to Extra items, substantial excess or savings in different BOQ items, change in site , Deviation/Revised estimate etc are processed in physical files which invariably delays the overall approval as movement of these physical files are not followed up regularly leading to unreasonable delay at different stages. Despite the implementation of e-office across pan MCL, Civil Engineering departments of several Area and Units are still processing physical files.

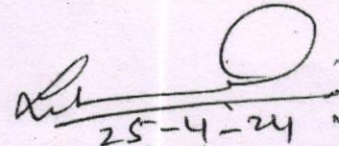
It is pertinent to note that as per the Order no. MCL/SBP/HQ/TS/2023/78 dated 17.08.2023 circulated by GM/TS to CMD, MCL, E-office should be used invariably and dealing with physical files must be done away with immediately. Only exempted files shall be allowed to be processed through physical mode.

Therefore in order to enhance the transparency, accountability and reduction in cycle time for approvals of different civil engineering proposals, the following may be strictly implemented:-

- I. Civil engineering department proposals related to estimates, TCRs, Provisional/Final Time extension, Administrative approvals relating to Extra items, substantial excess or savings in different BOQ items, change in site, Deviation/Revised estimate, Material, Labour, POL escalation etc shall be mandatorily processed in e office from the initiating authority.
- II. For convenience, estimate /Deviation estimate/Revised estimate files or any other files which requires calculation checks and scrutiny at various levels, shall be attached under local reference of e-office in excel format.
- III. The TCR approval files along with all documents (after TC recommendation) shall be processed in e-office.
- IV. In exceptional/emergency situations, physical file may be processed with the approval of Area General Manager(for works at Area)/GM(Civil)/HOD(for works at MCL HQ) with justifications regarding the exceptional/emergency situation.

This is for strict compliance of all concerned.

This issues with approval of competent authority.


25-4-24

General Manager (Civil)/HOD, MCL

Copy to:-

1. Director Personnel, Director Technical(OP), Director (Finance), Director Technical (P&P), MCL - For kind information.
2. Area General Managers, All Areas.
3. TS to CMD, MCL HQ.
4. General Manager(Vigilance), MCL HQ
5. Staff Officer (Civil), All Areas.
6. Area Finance Manager, All Areas.