

क्रमांक : एमसीएल/सिविल/ 2019/ 458

दिनांक. 12.06.2019

सेवा में,
महाप्रबंधक, ईब वैली/लखनपुर/बसुंधरा/ओरिएंट/जगन्नाथ/भरतपुर/लिंगराज/हिंगुला/कणिहा/तालचेर क्षेत्र.
महाप्रबंधक, केन्द्रीय कार्यशाला, ईब/तालचेर क्षेत्र.
मुख्य चिकित्सा अधिकारी, एन.एस.सी. एच, तालचेर
उप महाप्रबंधक, एम सी एल, भूबनेश्वर.

विषय : Implementation of Standard Operating Procedure (SOP) for Critical Civil Engineering Activities.

महाशय,

As a systemic improvement, the following Standard Operating Procedure (SOP) for Critical Civil Engineering Activities has been framed and is being circulated for uniform implementation in its letter and spirit. This has been done with the objective to bring more transparency in the system.

Preparation and approval of estimate	Estimate is to be prepared and processed as per Civil Engg. Manual (CEM) provision enclosing administrative approval, confirming availability of site (enclosing site plan) & ensuring availability fund. Responsibility : Concerned Site-in-Charge & Finance Manager.
Sanction Order & Tendering action	Sanction Order is to be issued and tendering action is to be taken up. Responsibility-Concerned Engineer In-charge.
	Tender is to be floated within the purview of Civil Engineering Manual provision and as per DOP of the authority. Responsibility – Concerned Engineer In-charge.
	All tenders above Rs.2.0 Lakhs are to be floated on e-tendering portal only. Responsibility : Concerned Engineer In-charge.
	Tender is to be finalized in time within the purview of manual provisions. Responsibility : Concerned Engineer In-charge.
Award & Execution of agreement.	The award of work shall clearly contain the name of nomination Engineer-in-Charge (as per CEM) for operating a particular job. Responsibility : Work Order issuing authority.
	Execution of agreement shall be done as per manual provision & containing all relevant documents & clearly mentioning specific clause of NIT, if any required to be complied at execution level. Responsibility : Work Order issuing authority.
Execution of Work	Execution of work is to be taken up as per the drawing & specification of items of work. Responsibility : Site In-Charge.
	Mandatory Testing of material (to be used) and cubes (in case of concrete items) as per relevant CIL, BIS, CPWD standard it to be taken up during progress of work. Responsibility : Site In-Charge.
Payment of R/A bill	Timely interim payment of work executed by the agency/contractor is to be made as per manual provision after confirming acceptability of the items executed by him. Responsibility : Engineer In-charge/Paying Authority.

12-6-19

Activities during progress of work	Strict adherence to time frame as per the agreement is to be ensured noting down hindrances, if any. Responsibility : Engineer-in-charge.
	Specific approval is to be taken for extra item/excess quantity within the purview of CEM. Responsibility : Engineer-in-charge.
	Deviation Estimate, if required, is to be processed in time and approval of competent authority is to be obtained. Responsibility : Official taking the measurement, 1 st level check officer/2 nd level check officer/SO (Civil)/AFM of the Area.
Post Execution Activity	Timely processing of final time extension revised estimate is to be ensured & contract is to be closed making payment of final bill with due adjustment, if any. Responsibility : Person taking measurement, 1 st level check officer/2 nd level check officer/AFM of the Area.
	Timely release of EMD, PSD, etc. as per Civil Engineering Manual. Responsibility : Site-In-charge.
Important	In no case, work shall be executed before tendering formalities and award of work. Responsibility : Concerned Site-in-charge/Engineer in-charge of the office.

It is requested that all the concerned officials may be instructed to strictly implement the above SOP.

भव दी य

12-6-19
महाप्रबंधक (सिविल)/विभागाध्यक्ष

Copy for kind information to::

1. DT(P&P), MCL.
2. D(F), MCL.

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

कार्यालय महाप्रबंधक (सिविल)
Office of the General Manager (Civil)
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Ref. No.: MCL/Samb/Civil/18-19/ 2241

Dtd: 29. 3 . 2019

CIRCULAR

1. Master file of the concerned work awarded from Head Quarter up to execution of agreement must be maintained by Tender Cell of Head Quarter and after agreement all correspondences till finalization of contract by executing agency i.e. Staff officer (Civil)/Town Administration, MCL.
2. All correspondences made with respect to works awarded from Head Quarter, must be endorsed to General Manager (Civil) and it should be kept properly in a case file at MCL HQ ~~also~~ by concerned technical cell.
3. Staff Officer (Civil) of the Area is the Engineer-in-charge of the composite contract being executed in all the units /projects under the Area. Book keeping of multi-unit works must be done without any lacunae like overlapping of authorities and lack of seriousness in dealing with the contract provisions. To avoid overlapping of jurisdiction, it is advisable to avoid contracts spreading in multi units/area.
4. Correspondences made and the hindrances booked in the hindrance register should match each other.
5. Booking of hindrances in the hindrance register must be verified/cross checked by the Engineer-in-charge/Staff Officer (Civil) on regular basis.
6. Work wise charge hand-over/take-over must be ensured during change of Engineer-in-charge/Site Engineer/Supervisor.
7. During preparation of Revised Estimate and / or Final Extension of Time, critical appraisal of all the correspondences made and the hindrances booked should be taken into consideration and list of enclosures must contain all such documents for further scrutiny. It is the duty of the Engineer-in-charge/Staff Officer (Civil) to analyse and recommend Revised Estimate and / or Final Extension of time.

Circular

8. Staff officer (Civil)/Town Administration, MCL HQ are advised to sign over Estimate and Revised Estimate. Location plan of the work, execution drawing duly signed by Staff Officer (Civil) and location plan duly signed by Staff Officer (Civil) & General Manager must be enclosed along with necessary documents
9. Staff officer (Civil)/Town Administration, MCL Head Quarter must ensure authenticity of the proposal to avoid major/abnormal variation in the work during execution.

23-3-19
General Manager (Civil)/HOD, MCL

Copy to:

- i. CVO, MCL - for kind information
- ii. DT (P&P), MCL - for kind information
- iii. SO (Civil), All areas of MCL
- iv. Chief Manager (Civil), TCF/ IBCF/ TC/ TA/ Updation, MCL HQ
- v. Manager (Fin/Civil), MCL HQ
- vi. Sr. Manager (Civil), Quality Control, MCL HQ

प्रधानका कोल फील्ड्स लिमिटेड
महानदी कोलफील्ड्स लिमिटेड
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क्रमांक : एम.सी.एल/ मुख्यालय/ संबलपुर / सिविल/ 16-17/ 476

दिनांक 10.11.2016

परिपत्र / CIRCULAR

विषय / Sub : Construction of quarter and development works.

It has been observed that in most of the cases, estimate/ AMR scheme for development work are being processed after completion of the quarters/ building, which is serious lapse on the part of the department. Structures/buildings are lying unutilized even after investment of huge amount. This practice should be stopped completely and all the proposals along with development work of estimate/ AMR scheme may be processed. This should be ensured without which proposal will not be cleared from Civil Deptt. , MCL,HQ.

10/11/2016

(ठाकुर एस.पी सिंह)

महाप्रबंधक(सिविल)/विभागाध्यक्ष

Copy for kind information to :-

1. Director(Tech./P&P)/TS to CMD/TS to (T/OP)/D(P),MCL/TS to (Pers)/ TS to CVO,MCL

Distributions :-

1. All Area CGM/GMs of MCL.
2. All Area Staff Officer(Civil),MCL.
3. Chief Manager(Civil) TA,MCL,HQ .

circularfile

Ref. No. एम.सि.एल/सम्बलपुर/नि(तक/पी एन्ड पी)/सचिव/2016/ 247 दिनांक: 15/07/2016

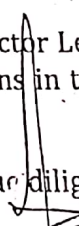
CIRCULAR

Sub: **Circular for system improvement in handling of major contracts**

In a CTE type study by the Vigilance Deptt. of MCL in a major contract case, several lapses / irregularities have been observed. In order to have a systemic improvement and to avoid further lapses / irregularities, the following advisories may be followed scrupulously for having clarity in the implementation of the major contract.

1. Proper justification within the frame work of extent rules and guidelines for awarding works on nomination basis.
2. Incorporation of defined start and end dates of the project with competent approval.
3. Preparation of Detailed Project Report (DPR) for approval before going into the tendering / implementation process.
4. Maintenance of Hindrance Register / Work Progress Register / Online Project Management System for expediting the completion of major contracts.
5. Clarity on penalty clause having in order to avoid any future complications.
6. Compliance of all necessary statutory approvals / clearances / Board directives prior to the onset of implementation process.
7. Nomination of designate Engineer-in-charge, Site Engineer with specific duties and responsibility for the purpose of ensuring qualitative and quantitative works.
8. Quarterly review of all major contracts at the concerned Director Level/HoDs in order to weed out any chances of irregularities/complications in the execution and completion of the major contracts.

The above shall be complied in all major contracts with due diligence.


(J. P. Singh)
Director (T/P&F)

Copy for kind information:

1. CMD /D(T/OP)/CVO/D(F)/D(P) MCL

Copy to

1. All Area GMs *civil*
2. All GMs/HODs., MCL HQ / Incharge, MCL BBSR Office / MCL Kolkata Office
3. TS to CMD/TS to Dir(T/OP)/CVO/Dir (T/P&P)/Dir(Fin) / Dir (Pers) MCL