



# MCL



सिविल विभाग  
Civil Engineering Department  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

क्रमांक/एमसीएल/सिविल/24-25/ 1431

दिनांक 29/11/2024

To  
Staff Officer (civil)  
All Areas, MCL

**Sub: Regarding adherence to the timelines for bill processing and payment.**

Dear Sir,

It has come to notice that in some cases there have been significant delays in processing and payment of the running account bills to the contractors. The delay in processing and payment of bills not only affects the Capex target of the company which is being rigorously monitored from the highest level but also hampers the progress of the work, thereby creating difficulties in closure of the contract.

In this regard, it is advised to ensure that the timelines for bill processing and payment as per the updated Manual for Civil Engineering Works, 2023 are being strictly adhered to at all levels under your control.

Generally, the bills are to processed for payment on first in- first out basis unless in special cases. Further, the use of Online bill tracking system shall be adopted for keeping track of the status of bill.

Yours faithfully,

**GENERAL MANAGER (CIVIL/HOD)**  
MCL, SAMBALPUR

Copy for kind information –

1 D(T/Op.), MCL

Copy to.

1. General Manager, All Areas, MCL
2. General Manager (Civil-Welfare), MCL HQ.
3. Sr. Mgr. (Civil), MCL HQ.
4. Manager (C), I / TC, MCL HQ
5. Office copy