



# MCL



## ITUW TSA NEW DELHI 2024

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

क्रमांक/एमसीएल/सिविल/24-25/1507

दिनांक/ 3 10 / 2025

To  
Staff Officer (Civil)  
All Areas, MCL

**Sub : Standard Operating Procedure (S.O.P.) to be followed for monsoon related works in respect of Civil Department**

Dear Sir,

Please find enclosed herewith, Standard Operating Procedure (S.O.P.) to be followed for monsoon related works in respect of Civil Department (**Annexure-A**) duly approved by the competent authority for implementation across all mines of MCL for monsoon preparedness.

Encl. - As Above

Yours faithfully

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

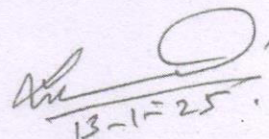
Copy for kind information -  
1. Director (Tech/Op.), MCL

Copy to.  
1. General Manager, All Areas, MCL  
2. Sr. Mgr. (Civil), MCL HQ.  
3. Manager (C), I, MCL HQ.

Standard Operating Procedure (S.O.P.) to be followed for monsoon related works in respect of Civil Department.

In order to facilitate smooth running of mines during monsoon period, some crucial works are to be carried out in each mines for preparation of the monsoon season. Their completion in a time bound manner is very essential. Hence the following guidelines are hereby proposed as part of monsoon preparedness:-

- 1) **Temporary Roads:-** Temporary WMM/ WBM roads, wherever necessary, may be constructed for use during monsoon . It should be ensured that such works are awarded by March of every year.
- 2) **Stacking of Materials:-** Sufficient quantity of road metal should be kept in big stacks at different places of mines. There should be provision for carriage of material from stacks to sites in a lead of 1-2 km as deemed fits. Such contracts of material supply should be awarded by 31st march of every year. And material stacking should be completed by 31st may of every year. Geo-tagged photos of stacks with date and time, should be preserved & made available to the concerned authorities whenever desired. In the same manner, stone dust should also be stacked and dealt.
- 3) **JCB Hiring :-** JCB should be hired for a minimum period of 150 days preferably from 1st may to 30 sept of every year for drain cleaning & other related works. Provision should be made in the tender to ensure deployment of JCB in mines on rainy days without fail. The same should also be done for railway sidings.
- 4) **Garland Drain:-** The works related to cleaning / cutting / construction of garland drain either departmentally or through outsourcing should be completed by 31st may of every year.
- 5) **Pre- Monsoon cleaning of all drains & hume pipes** should be taken up before onset of monsoon & should be completed by 15th June of every year.
- 6) **Procurement action for Hume Pipes** should be completed by 30<sup>th</sup> April of every year. Accordingly, indents needs to be raised by 31st Jan of every year. The laying work of the hume pipes may be done as and when required.
- 7) **Sand Bags :-** The supply of sand bags is to be completed by 31<sup>st</sup> may of every year. Filled up sand bags must be kept ready in every mine as per last years' requirement or as anticipated for each mine. In addition to that every open cast mine should have a stock of about 10,000 empty sand bags in store kept ready for use during emergency. In case of emergency in any mine, each open cast mine in that particular coalfield shall handover these empty sand bags to the affected mine with proper receipt/handover-takeover formality.

  
13-1-25

8) In mines roads, some patches of road gets muddy/slushy. In such patches, Gr-I or II metal cannot withstand the coal traffic load. So, 100 to 150 cum of stone boulders should also be stacked in each mines for monsoon period. If such patches are detected, then a layer of boulder should be laid followed by Gr-I/Gr-II metal layer.

9) **Cleaning of weigh Bridges** – The weigh bridges shall be cleaned manually by deploying sufficient labour daily through AMC contracts. However, in addition to that, the coal dumped in the surroundings of weigh bridges shall be cleaned mechanically at least twice in a week using JCBs to avoid any stagnation of rain water.

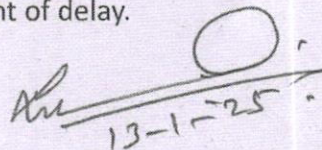
10) **cleaning of drains** – All pucca drains, where mechanical cleaning is not feasible, shall be cleaned manually. However, if pucca drains are cleaned mechanically, then the BOQ rates will be modified accordingly for payment. The geo-tagged photographs with stamped date and time should be preserved before and after each time cleaning. It shall be the responsibility of the contractor to submit such photographs for claiming payment and this should also be incorporated in term and condition as a special provision in the tender.

11) **Cleaning of road berms of the mines** – To be done manually/using JCB etc. as per site conditions and requirement.

Apart from the above, it has been observed in the past that the contractors usually make delay in taking up the maintenance works that arise all of a sudden during the monsoon period and are extreme urgent in nature for smooth operation of the mines like deploying of the JCB, Road maintenance works, cleaning of drains, laying of hume pipes, etc.

To discourage the contractors to delay monsoon related works, a penal action of 0.25% of the contract value for delay of each day in taking up the work assigned by the Engineer-in charge subject to a maximum of 10% of the contract value, may be incorporated in the Tender documents as a special provision. For invoking this clause, a letter with a copy to GM(Civil)/HOD, MCL, shall be issued to the contractor stating reasons for imposing such penalty.

The above clause, if incorporated, shall be interpreted in accordance with the provisions related to Liquidated Damages as outlined in the Civil Engineering Manual. The higher of the penal amount shall be recovered from the contractor on account of delay.

A handwritten signature is written over a horizontal line. Below the line, the date "13-1-25" is written.