



MCL



सिविल विभाग
Civil Engineering Department
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED

Ref: MCL/Sambalpur Civil/24-25/ 1337

Date - 30.09.2024
01-10-24

To,
The Staff Officer (Civil),
All Areas of MCL

Subject: Standardized Format for processing of Proposals for Civil Engineering works

Dear Sir,

It has been observed that during scrutiny at HQ, many proposals are being returned multiple times for clarifications. It has further been found that most of these clarifications are very general like availability of encumbrance free site for the work, land status, coal-bearing or non coal-bearing area, life of the structure, Budget provision etc. To ensure that proposals are not being returned to Area for compliances of these common/basic points, a standard format is to be followed in all the future cases.

The Standard format is tabulated below :-

1	Name of the Work	
2	Estimated Amount (Rs.)	Total - Rs. (including GST, BOCW) Civil Portion - Rs. (including GST, BOCW) E&M Portion - Rs. (including GST, BOCW) Others - Rs. (including GST, BOCW)
3	Basis of Estimate	
4	Item nos.' of Analysed Items as per BOQ	
5	Brief scope of the work /specification	
6	Detail of existing Asset capitalization acquired Residual value of the asset as per the asset register, if applicable.	
7	Balance life of the existing structure, if applicable	
8	Compliance of clause no - 1.02.02 - i.e. to obtain a certificate that whether there are any alternative to the work.	
9	Useful Life of the proposed construction (in years)	
10	Availability of Encumbrance free site	
11	Whether site is in physical & Legal provision of MCL	
12	Location of site over coal bearing area or not - Brief description of location	
13	Provision of Budget in Capital B.E./Revenue Budget (reference in approved Capital Budget to be indicated & attached or inclusion if required to be mentioned) .	
14	Provision of Budget in PR/Scheme	
15	Details of re-appropriation of Budget in Capital BE and PR/Revenue Budget if required.	
16	E-Capex No.	

मुख्यालय: एम.सी.एल कॉम्प्लेक्स, जाग्रुति विहार, बुर्ला, संबलपुर-768020 (ओडिशा)
HQs: At/MCL Complex, Jagruti Vihar, Burla, Sambalpur- 768020

E-mail: cgm-civil.mcl@coalindia.in;
CIN : U10102OR1992GOI003038

वसुधैव कुटुम्बकम्

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17	Approving Authority for Estimate as per DOP	
18	Approving Authority for Scheme as per DOP	
19	Reference note for vetting and recommendation of Officials	Project officer – at note# SO (P&P) - at note# SO (E&M) - at note# Area Finance Manager - at note# Area Manager (Personnel) - at note# SO (LRE), etc. – at note#, etc.
20	Justification for taking up the work	

Attachment Required: –

Sl. No.	Details of Attachment	Reference of Note where it is attached
1	Detail of measurement (excel)	
2	Bill of Quantity (Excel)	
3	Drawings (plan, elevation, section, etc.	
4	Site Plan	
5	E-capex	
6	AMR Scheme/PR Provision	
7	Quotations/ Documents in support of Analyzed Items	
8	Reference of Budget Provision in Capital BE/Rever Budget	

All the information as per the above table should be included in the final recommendations of the Staff Officer (Civil) of the respective area before submission of proposals to MCL HQ. In case of any changes in the above table, the same may be copied and pasted and suitable changes may be made thereafter before forwarding the proposal to MCL, HQ.

Yours faithfully,

General Manager (Civil)/ HOD
Mahanadi Coalfields Limited, Burla

Copy to:

1. GM- All Areas
2. GM (Finance/ C&B), MCL, HQ.
3. All Officers of Civil/Welfare Deptt., MCL, HQ

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