



MCL



भारत 2023 INDIA

विद्युत एवं यान्त्रिकी विभाग
E&M DEPARTMENT
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

दिनांक 08/07/2024

पत्रांक संख्या: एम. सी. एल/सम्बलपुर/वि. एवं. या/2024-25/...256.....

To
The Staff Officers(E&M),
Lakhanpur Area, Basundhara Area,
Mahalaxmi Area, Ib-Valley Area, Orient Area,
Jagannath Area, Bhubaneswari Area, Lingaraj Area,
Kaniha Area, Talcher Area, Bharatpur Area,
Hingula Area, Subhadra Area,
CWS(X) Ib-Valley, CWS(X) Talcher,
NSCH Talcher, Central Hospital Ib-Valley, MCL

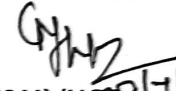
Sub: Standard Operating Procedure (SOP) for "Diesel (HSD) collection, storage and issue of Diesel for Diesel operated equipments under E&M Control".

Dear Sir,

Please find enclosed herewith the Standard Operating Procedure (SOP) for "Diesel (HSD) collection, storage and issue of Diesel for Diesel operated equipments under E&M Control". The above SOP shall be followed with immediate effect.

This issued with the approval of the competent authority and got the financial dairy vide no. FD/MCL/SBP/2024-25/REV/D-263/ADMINISTRATIVE APPROVAL FOR SOP FOR DIESEL COLLECTION, STORAGE & ISSUE OF DIESEL FOR DIESEL OPERATED EUIPMENTS UNDER E&M CONTROL/MCL HQ/Dt.04.07.2024 (e-Office file Computer No.1545420).

Yours faithfully,


GM(E&M)/HCO
08/7/2024
MCL

Copy for kind information to:-

- 1) TS to D.T.(Op), MCL
- 2) The General Managers, Lakhanpur Area, Basundhara Area, Mahalaxmi Area, Ib-Valley Area, Orient Area, Jagannath Area, Bhubaneswari Area, Lingaraj Area, Kaniha Area, Talcher Area, Bharatpur Area, Hingula Area, Subhadra Area, CWS(X) Ib-Valley, CWS(X) Talcher, NSCH Talcher, Central Hospital Ib-Valley, MCL

Copy to:

- 1) Project officers, Samaleswari OCP, Lajkura OCP, Integrated L-B-L Project, Kulda OCP, Garjanbahal OCP, Basundhara (W) OCP, Siarmal OCP, Orient Mine-1 & 2, HBM, Jagannath OCP, Anata OCP, Bhubaneswari OCP, Lingaraj OCP, Kaniha OCP, Nandira UG, Bharatpur OCP, Hingula OCP, Balram OCP, Subhadra OCP, MCL
- 2) Project Engineer (E&M), Samaleswari OCP, Lajkura OCP, Integrated L-B-L Project, Kulda OCP, Garjanbahal OCP, Basundhara (W) OCP, Siarmal OCP, Orient Mine-1 & 2, HBM, Jagannath OCP, Anata OCP, Bhubaneswari OCP, Lingaraj OCP, Kaniha OCP, Nandira UG, Bharatpur OCP, Hingula OCP, Balram OCP, Subhadra OCP, MCL

For strict
implementation
of SOP

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वसुधैव कुटुम्बकम्

Standard Operating Procedure (SOP) for "Diesel (HSD) collection, storage and issue of Diesel for Diesel operated equipments under E&M Control".

1. **One Nodal officer (Diesel)** shall be appointed to receive H.S. Diesel from Regional Store and issue to Diesel operated equipment (Pumps/ Generators, departmental vehicle).

Responsibility—Project Officer

2. A monthly expected consumption of HSD should be apprised at the start of each month to Regional Store Depot officer in order to maintain the desired diesel balance at the depot. Section In-charges should provide monthly expected consumption of HSD of their respective section at the start of each month to Project Engineer (E&M).

Responsibility- Nodal Officer (Diesel), Project Engineer (E&M), Section In-charge

3. Authorization letter is to be issued from the Project Officer regarding collection of HSD.

Responsibility- Project Officer.

4. Security personnel must be engaged for collection of HSD.

Responsibility- Security-in-charge, Nodal Officer.

5. Start and end reading of master reading meter should be noted and screenshot of the same is to be kept for future reference. HSD should be collected in diesel bowser, and in case of non-availability of Diesel bowser it will be collected by truck through barrels. Proper locking arrangement of bowser is to be ensured & keys are to be kept with authorized store personnel.

Responsibility- Store keeper/Clerk

6. HSD should preferably be stored in diesel barrels of uniform capacity with each drum containing 200 litres of HSD.

Responsibility- Store keeper/Clerk.

7. Availability of appropriate equipment for measuring purpose (Diesel dispensing gun with flow meter should be ensured.

Responsibility- Project Engineer(E&M).

8. Store room should be locked by lock and key arrangement with keys having only with store keeper and other authorized personnel deployed for store work.

Responsibility- Store keeper/Clerk.

9. All the SAP formalities are to be done on daily basis. Monthly statement of consumption equipment wise shall be prepared and submitted to Project Officer/Project Manager/ Project Engineer(E&M)/Nodal Officer.

Responsibility: Store Keeper/Clerk

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Cyber

10. One authorized person(Operator) shall be deployed in each shift where equipment(Pump/DG) are in operation round the clock.

Responsibility: Shift In-charge.

11. H.S. Diesel shall be issued to the equipment through requisition slip (Format of the Issue slip given below) and shall not be issued on verbal instructions. Issue slips shall be kept month wise in bundle at unit store for checking /audit purpose.

Responsibility- Store keeper/Clerk.

<u>H.S. Diesel Issue slip for equipment(E&M)</u>					
Daily Store ledger no.				Date:-	
Sl no.	Name of the equipment	Sl no./Identification no. of equipment	Location of equipment	Qty of Diesel required	Qty of Diesel issued
1					
2					
3					
4					

Sign:- (Nodal Officer)	Sign: (Section In-charge)	Sign: (Store keeper)	Sign:- (Foreman)
Name :- Designation:	Name: Designation:	Name: Designation:	Name :- Designation:

12. Separate daily issue ledger for H.S. Diesel (Equipment) shall be maintained at unit store. Format is given below.

<u>H.S. Diesel Issue Ledger for equipment(E&M).</u>						
Date	Name of the equipment	Sl no/Identification no. of equipment	Location of equipment	Qty of Diesel Indented	Qty of Diesel issued	Sign of Nodal Officer

Responsibility: store keeper/Clerk.

As

CPH

13. Top up of diesel in the equipment shall be recorded in the log book equipment wise by Section Foreman/Shift Foreman with sign along with the sign of Operator of respective equipment. Section Foreman/Shift Foreman is responsible to maintain the diesel consumption record in the log book equipment wise which is to be counter signed by section In-charge. Log book of equipment shall be signed weekly by Nodal officer. If any, abnormal consumption of diesel noticed, reasons for abnormal consumption of diesel of an equipment may be recorded in respective log books, suitable remedial action may be taken accordingly and it shall be brought to the notice of Project Engineer(E&M) / Project Manager/Project Officer of the mine.

Responsibility: Shift Foreman, Section In-Charges, Nodal Officer

14. Monthly total diesel consumption equipment wise shall be calculated from respective log book of equipment and shall be reconcile with monthly statement prepared by Store clerk. In case any mismatch of data found, reason for the same shall be ascertained and the same shall be brought to the notice of Project Engineer(E&M)/ Project Officer/Nodal Officer.

Responsibility: Section In-Charges

15. Hour meters of equipment shall be made operational all the time without fail. Hour- meter reading shall be entered in logbook shift wise by shift foreman. In case, hour meter fails, that shall be restored as early as possible. During non-functional of hour meter, operator of the equipment shall record number of working hours in respective shifts. Tampering of Hour-meter should be looked into seriously and corrective measures taken on priority.

Responsibility: Section In-charge/Foreman

16. CCTVs must be installed at pump stations where diesel operated pumps are deployed for dewatering of the mine and also at diesel issue location of unit store. Operation of CCTVs shall be ensured.


Responsibility: Project Engineer(E&M), CCTV In-charge.

17. The complaints about pilferage/ theft of HSD, if any received, should be promptly and properly enquired into and appropriate follow up action inter-alia including registration of FIR should be taken based on the findings. The action taken on these complaints should be reviewed monthly and the information about action taken should be sent to the Area GM.

Responsibility: Project Officer.

18. The implementation of above-mentioned SOP should be ensured.

Responsibility: All.


G.M.(E&M)/HOD,
MCL