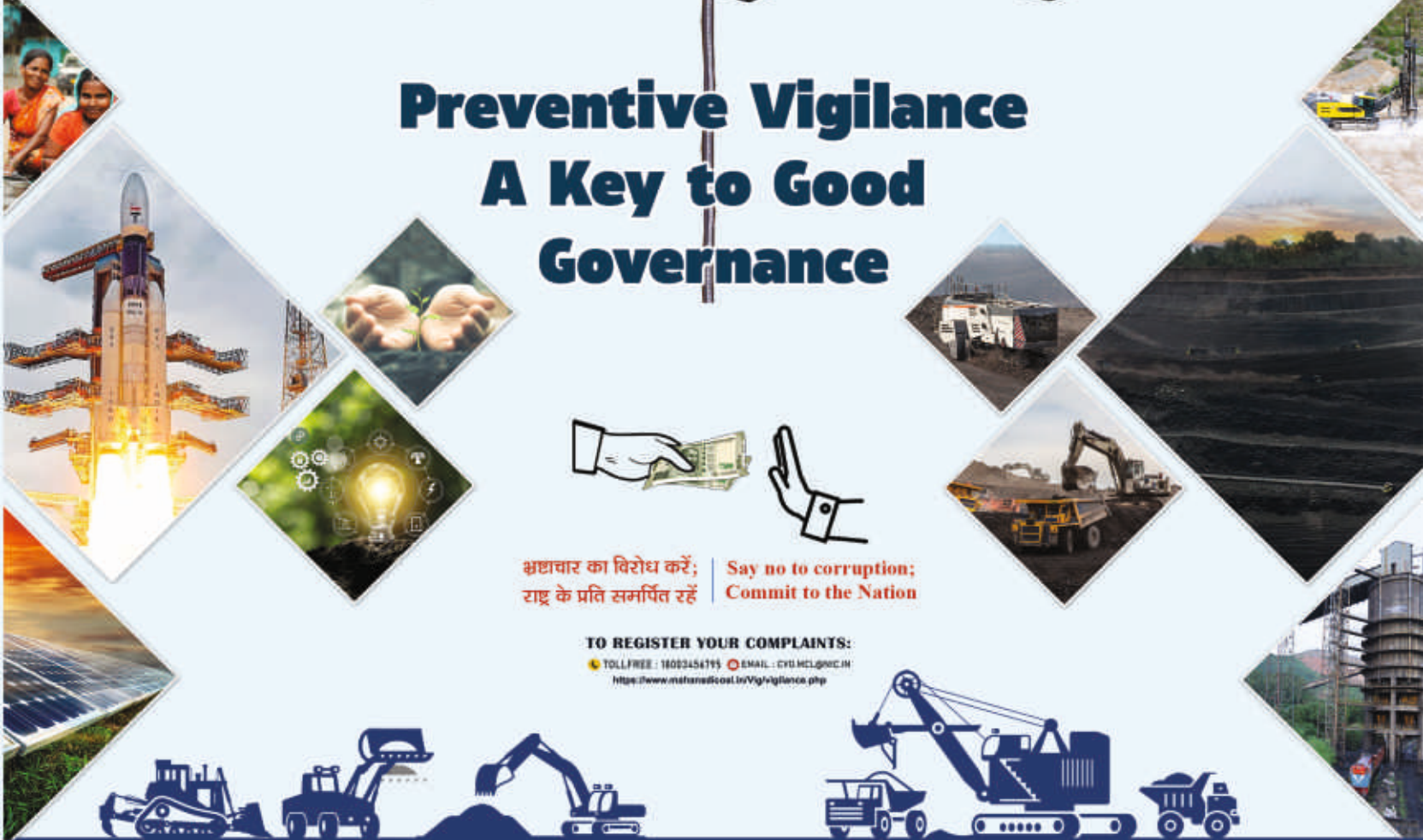


VIGILANCE ADVISORIES

Preventive Vigilance A Key to Good Governance



भ्रष्टाचार का विरोध करें; | Say no to corruption;
राष्ट्र के प्रति समर्पित रहें | Commit to the Nation

TO REGISTER YOUR COMPLAINTS:
 TOLL FREE : 18003454195 | EMAIL : CVD.MCL@MCL.MH
<https://www.maharadiacost.in/Vigilance.php>



VIGILANCE DEPARTMENT, MCL



Vigilance Advisories



Vigilance Department, MCL



MCL



CORRUPTION
IS QUITE EXPENSIVE,
AT THE COST OF
YOUR INNER PEACE!

Courtesy by :
VIGILANCE DEPARTMENT, MCL

Foreword

Guidelines have been issued by the Management from time to time based on advisories of Vigilance related to Systemic Improvement. An exercise has been conducted to compile all these Guidelines/SoPs/Advisories issued by the Management from January, 2018 till date, while other guidelines issued by the Management itself has not been covered in this compendium.

Though every effort has been made to provide the complete, accurate and correct information, it is left to the reader to verify the applicability of these guidelines with respect to amendments in the respective Company Manuals/rules and regulations at various stages during the relevant period, the compilers absolves themselves of any risk, liability and accountability to this.

Vigilance Department
MCL HQ



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग

CENTRAL VIGILANCE COMMISSION



Satarkta Bhawan, G.P.O. Complex,
Block A, INA, New Delhi-110023

No. 023/VGL/035

Dated: 25.10.2023

Message

Vigilance Awareness Week (30th October to 5th November, 2023)

Central Vigilance Commission is observing Vigilance Awareness Week, 2023 from the 30th October to the 5th November, 2023. Every year, Vigilance Awareness Week is observed as an outreach measure to create greater awareness about the importance of integrity and ethics in public life. The theme for this year is:

**“Say no to corruption; commit to the Nation,
भ्रष्टाचार का विरोध करे; राष्ट्र के प्रति समर्पित रहें**

As a prelude to Vigilance Awareness Week 2023, The Commission has sought the participation of all Central Government authorities/organisations to undertake a three month campaign (16th August to 15th November) on preventive vigilance activities as focus areas. As a means of eliciting public participation while also disseminating information on vigilance matters, the Commission has launched a quiz on vigilance matters.

The Commission is also issuing three publications: (i) Best Practices in Vigilance Administration, (ii) Increasing transparency through the use of technology, and (iii) Public Procurement: Challenges and Way Forward. The idea behind these is to disseminate information regarding effective and innovative initiatives undertaken by different organizations to serve as a point of reference and a way forward.

The Commission solicits the participation of all the citizens to come together in bringing about transparency and accountability in public administration.

(Arvinda Kumar)

Vigilance Commissioner

(Praveen K. Srivastava)

Central Vigilance Commissioner



Mahanadi Coalfields Limited
(A Subsidiary of Coal India Ltd.)
P.O.: Jagruti Vihar, Burla
Sambalpur-768020 (Odisha)
Ph.: 0663-2542855 (Off.)
Email: cmd.mcl.cil@coalindia.in
Web: www.mahanadicoal.in

OM PRAKASH SINGH
Chairman-Cum-Managing Director

Message

I am delighted to learn that the VAW-2023 will be observed from 30th October to 05th November, 2023 in MCL. This year the Commission (CVC) has set the theme "Say no to Corruption: Commit to the Nation". Observance of VAW is one of the tools for prevention of corruption and to bring awareness amongst the public regarding existence, cause and threat of corruption.

It is even more delighted to know that the Vigilance Department, MCL is also bringing out a compendium of Systemic Improvement issued by the Management based on advisories submitted by the Vigilance department from time to time since January, 2018 to till date. Systemic Improvement in an organization as part of preventive vigilance strategy, causes a change, which not only alters a fundamental system/process being followed till now, but also improves the efficaciousness of the whole organization. Since the processes/systems/rules in an organization ever evolves and improve on a continuous basis, I am told that the relevance of some advisories relate to their period of applicability.

I am quite hopeful that this compendium will act as a reference book for the decision makers of our organization to take effective decision in a fearless manner.

I wish all success to Vigilance Department in its current and future endeavors.

(Om Prakash Singh)
Chairman-Cum-Managing Director



Mahanadi Coalfields Limited
(A Subsidiary of Coal India Ltd.)
Office of the Chief Vigilance Officer
MCL HQ, Burla
At/P.O.: Jagruti Vihar, Burla
Sambalpur-768020 (Odisha)
Ph.: 0663-2542751/2542759
Fax: 0663-2542506

PRANAB KUMAR PATEL, IRSS
Chief Vigilance Officer
Mahanadi Coalfields Limited

Message

The Vigilance Awareness Week-2023 is being observed this year from 30th October to 05th November, 2023 under the supervision and guidance of the Central Vigilance Commission (CVC). The Commission has communicated the theme for this year as "Say no to Corruption: Commit to the Nation".

The basic objective of observance of Vigilance Awareness Week is to create awareness among the various stakeholders of the government & public sector undertakings.

On this occasion, Vigilance Department is bringing out a compendium of the implemented systemic improvements issued based on the vigilance advisory in past five years. This will make the officials easy access and ready reference for making better and faster decision making while performing their work.

I hope that we all shall stand up against corruption and commit ourselves to the Nation.


(Pranab Kumar Patel, IRSS)
Chief Vigilance Officer
Mahanadi Coalfields Limited

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The background features a light beige color with faint, repeating watermarks of the text '© freepress'. There are decorative floral elements in brown and pink, including a large lily-like flower in the top left and bottom right corners, and smaller pink flowers and dots scattered throughout. A large, solid brown circle with a white border is centered on the page.

CATEGORY: 1
Contractual Payments
and Bills



महानदी कोलफील्ड्स लिमिटेड
MAHANADI COALFIELDS LIMITED

सतर्कता जागरुकता सप्ताह 2023
VIGILANCE AWARENESS WEEK 2023

30th October to 5th November, 2023

भ्रष्टाचार का विरोध करें;
राष्ट्र के प्रति समर्पित रहें

Say no to corruption;
Commit to the Nation



"Let's fight against corruption together"

TO REGISTER YOUR COMPLAINTS:

TOLLFREE : 18003456795 EMAIL : CVO.MCL@NIC.IN
<https://www.mahanadicoal.in/Vig/vigilance.php>



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

निदेशक तकनीकी (संचालन) का कार्यालय
DIRECTOR TECH. (OPERATION) SECRETARIAT
P.O : Jagruti Vihar, Buriā
Dist: Sambalpur, Odisha-768020
Ph: +91 (663) 254 2772, 254 2586
Fax: +91 (663) 254 2844
e-mail: dtopmcl@gmail.com, dt-op.mcl@coalindia.in



क्रमांक संख्या: एम.सी.एल./मुख्यालय/निदेशक तकनीकी (संचालन) कार्यालय/18-19/ 690-6

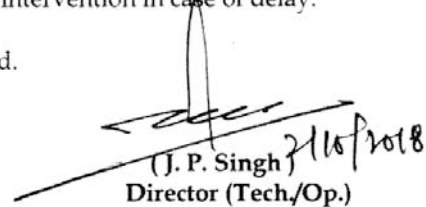
दिनांक: 02 /10/2018

OFFICE ORDER

Consequent upon the advisory as per CVC Circular No.02/04/2018 dated 03.05.2018, the following guidelines for timely bill payments need to be adhered while framing of NIT, in respect of the bill payments to the Contractors/Suppliers/Service Providers:

- Mandatory stipulation of the number of days (from the date of submission of clear and admissible bill) within which payment will be released in all Tender documents/Contracts/Purchase Orders. Officials may be designated to ensure compliance of timelines for release of such payments.
- Mandatory stipulation of specified number of days for any clarification from the contractors / suppliers / service providers on the bill submitted in the contract itself. The clarification may be sought in one go.
- Provisions in case of any disagreement between the organization and the contractor on any part of the bill, such part may be severed from the rest. Payment against agreed and admissible part can be processed as per laid down procedure, while the disputed part can be dealt as per contract provision viz., conciliation, dispute resolution, arbitration, etc.
- Online Bill Tracking System with provision for alerting higher level of Management to enable monitoring, review/intervention in case of delay.

The above for strict compliance of the concerned.


(J. P. Singh)
Director (Tech./Op.)

Distribution:

1. CMD, MCL, Sambalpur - For kind information.
2. D(P)/CVO/D(T/P&P)/D(F), MCL, Sambalpur.
3. All Area General Managers of MCL.
4. GM(Excv), CWS, Talcher/IB Valley.
5. CMS I/c, NSCH, Talcher.
6. GM/Incharge of MCL Kolkata/Bhubaneswar Office.
7. All HODs of MCL HQ.
8. TS to CMD/TS to D(T/OP)/TS to D(T/P&P)/TS to D(P)/TS to D(F), MCL HQ.
9. Master File.

ମହାନଦୀ କୋଲ ଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
 महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
 (A subsidiary of Coal India Limited)

OFFICE OF THE DIRECTOR (FINANCE)
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 Dist: Sambalpur, Odisha-768020
 Ph: +91 (663) 254 2628,
 Fax: +91 (663) 254 2914
 e-mail: df.mcl@coalindia.in



Reference : M.C.L./HQ/ D.F. /17-18/ 81

Date: 26.03.18

OFFICE ORDER

Enclosed please find the Standard Operating Procedure for rationalization and simplification of the system of payment of Medical reimbursement on the CPRSME bills of Retired Executives and Non-Executives.

This SOP is for implementation with effect from 15.05.2018 by which date the system modification shall be ready ^{and} ~~or~~ training of officials of medical deptt. shall be completed. _{then}

This issues with the approval of competent authority.

Yours faithfully,

Encl : SOP in detail

26/03/18
 T.S. to D.F., MCL

Copy to :

- . GM (System) , MCL |- with a request to modify the system to
- . CMS , MCL | adhere to the date of implementation and to
- . CMO – A.V. Hospital | train the concerned officials of medical deptt.
- . GM (Fin.) (Esttb. / HQ A/c) , MCL – for information and n.a please.
- . GM (P- Welfare) , MCL – for information and n.a. please
- . GM (Fin.) – IAD / C.A / C&B , MCL –for information pl.
- . TS to CMD/ TS to D.T.(OP)/ TS to D(P)/ TS to CVO/ TS to D.T.(P&P), MCL

130



Mahanadi Coalfields Limited
 (A Subsidiary of Coal India Limited)
 A Mini Ratna Company

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
 महानदी कोलफील्ड्स लिमिटेड

Mahanadi Coalfields Limited
 AT/P.O. JAGRITI VIHAR, BURLA
 SAMBALPUR – 768020 (ODISHA)

1/4

NOTING SHEET

Deptt. SYSTEMS

File No.	Sheet No. 1
Dealing Asst:	Name of Officer: D.P.Mohanty

Sub: Standard Operating Procedure (SOP) for rationalization and simplification of the system of payment of Medical reimbursement on the CPRSME bills of Retired Executives as well as Non-executives

Domiciliary Payment (A/c: 003031)

- a. Every year in the month of November, auto generated SMS will be sent to all retired employees, executives for submission of Life Certificate in the month of December for releasing payments subsequently in January and July of the succeeding year.
- b. The Life Certificates are submitted by retired executives and non-executive employees to welfare department and NEE department respectively. In view of it, a data entry screen will be provided to welfare and NEE department as well for updating the life status of either or both of the spouses of retired employees. The screen will display the list of all retired executives, with radio buttons against self, spouse or both. A print out will be generated after updation of data in Coalnet for verification and record keeping purpose. Further, for those cases where the life certificate has not been submitted by 31st December of the year, only such records will be displayed on the screen for further updation of the life status. All such remaining cases received during a month after 31st December will be considered for payment by Finance on monthly basis.
- c. After entry of the life status in Coalnet, the same will be approved by an officer of welfare department. An authenticated print out of the relevant details as

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and July every year, in case of death certificate submitted by the retired employee or the survivor, the same will be updated in Coalnet through a separate screen on the basis of the employee code, by welfare department. Payment will be released to the survivor, in the month of July after making necessary adjustments on pro-rata basis. No further payment will be made to the deceased employee/spouse as the case may be, thereafter.

- e. In the updation screen for updating life status in Coalnet, there will be an in-built check and option for updation through the radio button will be provided accordingly.
- f. The Finance department will prepare a single pay order on the basis of the data entered in Coalnet by welfare department, on receipt of the signed hardcopy of the print out. While preparing the single pay order, the employee wise details along with the amount will be displayed for checking and incorporation of adjustments, if any, by Finance. The pay order so prepared will be approved by the concerned officer of the Finance department.

Reimbursement Under Limit of Rs. 25 Lakhs (A/c:003032) and Rs. 5 Lakhs (A/c:003039) for Executives and Non-executives respectively.

- a. For arriving at the opening balance, the details of payments pay order wise will be provided by Systems department in excel format to Finance department for entering the balance amount. For this purpose, the desired format will have to be provided by Finance to Systems department.
- b. Opening balance as on 01.05.2018 employee wise and spouse wise, separately, will be provided by Finance to Systems department in excel format for updating the balance in Coalnet, since this is a one time job.
- c. The bill submitted by the retired employee will be received and captured by Medical department, along with the details, cash memo wise. The same will be





Mahanadi Coalfields Limited
 (A Subsidiary of Coal India Limited)
A Mini Ratna Company

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
 महानदी कोलफील्ड्स लिमिटेड

Mahanadi Coalfields Limited
 AT/P.O. JAGRITI VIHAR, BURLA
 SAMBALPUR - 768020 (ODISHA)

34

NOTING SHEET

Deptt. SYSTEMS

File No.	Sheet No. 1
Dealing Asst:	Name of Officer: D.P.Mohanty

approved by the concerned officer of Medical department. It may be noted that that there will be scope for modification, if any, while approval is done.

- d. A separate Master will be created for the empanelled hospitals, with their relevant details, which will be linked to the entry screen to be used by the medical department for selecting the hospital through drop down list of values and for populating the related fields such as Bank name, IFSC code etc.
- e. Proper check will be there in the above entry screen for ensuring that the bill amount entered employee wise/spouse wise do not exceed the limit as applicable to executives and non-executives.
- f. On receipt of duly signed hard copy of the print out of the entry made by Medical department, it will be checked by the concerned officer of Finance department . There will be provision for modification, if any, at this stage by Finance Department, and then it will be approved for consideration of payment.
- g. Payment of all such bills received during a month will be released through a single pay order supported by detailed Annexure.

Reimbursement under Unlimited category (A/c. 003037)



- a. In case of executives, there will be provision to select from among the list of specified diseases through a drop down menu and the procedure will remain the

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check on balance.


- b. In case of non-executives, for specified diseases the limit will be raised from 5 lakhs to 10 lakhs for the purpose of keeping the check to ensure that the bill amount does not exceed the limit.

N.B. Tags for specified and non-specified diseases will be kept in the transaction data kept separately.

 22/3/18
  22/03/18

The SOP developed in system depn. is for regularizing cost net based bill passing ~~the~~ system of outd. employees of MCL. The financial system will be operating as usual as per finance Manual. May pt. be put up to D(F) for kind perusal and further needful as required on the matter.

 (F)
  23/3

 23/3

TS to issue circular -

महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)

नि(तक(सचालन) के तकनीकी सचिव का कार्यालय

Office of the GM/TS to Director (Technical/OP)

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Sambalpur-768020(Odisha)

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Fax - (0663) 2542360 E-mail : ts-dt-op.mcl@coalindia.in

Web site : www.mahanadicoal.in

CIN No. U10102OR1992GOI003038



Ref. No. MCL/SBP/D(T/OP)/2022/ 124

Date: 6.4.2022

To
The General Manager(Vigilance)
Mahanadi Coalfields Limited
Sambalpur.

Sub : Observations on Bill Tracking System(BTS) in ERP – Regarding

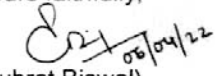
Ref : Your letter No.MCL/GM/VIG/SIM/VC/2021-22/372 dtd.5.3.2022

Dear Sir,

In reference to your above mentioned letter on the captioned subject, enclosed please find the Advisory issued to all user departments on the matter.

This is for your kind information.

Yours faithfully,


(Subrat Biswal)
GM/TS to DT(OP)

Encl : As above

Copy to :

- 1) GM(Systems/ERP), MCL
- 2) TS to D(F), MCL

महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)

निदेशक तकनीकी (संचालन) का कार्यालय

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Web site : www.mcl.gov.in CIN No. U10102OR1992GOI003038



No. MCL/DT(OP)/2022/ 123

Di.

05.04.2022

To
All HODs/All Area GMs
Mahanadi Coalfields Limited

Sub : Bill Tracking System in ERP

Dear Sir,

Bill Tracking System (BTS) module in ERP is developed to monitor movement as well as pendency of bills at different levels across the entire process starting from receiving the invoice to its final payment.

It is seen that some user departments are directly forwarding the bills physically to Finance Dept. without following the intermittent steps like "Receiving", "Forwarding" "Returning" etc. in the BTS system.

Due to non-capturing of data under these intermittent steps, the whole purpose of Bill Tracking System is getting defeated as the delay at different steps cannot be monitored.

So all user departments are hereby advised for the following:

- Uploading the invoice data (Bills) in ERP within two days of the physical receipt of the same.
- While processing the bills, intermittent steps like "Receiving", "Forwarding" "Returning" etc. are to be entered in Bill Tracking System (BTS) module.

This is for your information and necessary action.

Yours faithfully,


Director (Technical/OP)

Copy to :

- CMD, MCL – For kind information
- D(F)/D(P)/DT(P&P)



चिकित्सा विभाग
Medical Department
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

Ref No : MCL/HQ/CMS/2023/2159

412 Dt: 30.03.2023

3/4/23

OFFICE ORDER

1. Prescribing Doctor of the company should invariably prescribe in Generic Name / or in composition and not as a Brand Name or Trade Name.
2. The prescribing doctor is advised to try to prescribe the alternative equivalent and equally effective drug if it is available in the stores. This will help in alleviating the difficulties faced by patients if needed to purchase. This will be monitored & complied by OPD-in-charge doctor of Hospitals and AMOs of Dispensaries.
3. The prescribing doctor must be given complete list of drugs available in the OPD Pharmacy on weekly basis so that it will be easier for the doctor to prescribe the drugs which are available.
4. If any new or newer form of drug comes to the market (where Brand name is essential), it should invariably only be prescribed by concerned specialist of the department & not by GDMO and the specialist should satisfy himself by updating his knowledge about the drug's decisive superiority over the existing drug in the treatment of the patient before prescribing the newer medicine.
5. It should be mandatory on part of all Area Medical Officers to refer patients to Central Hospitals every 03 months for review by specialist for chronic diseases like DM, HTN, etc. The duration of 03 months can be shorter depending upon the condition of the patient.

मुख्यालय: एम.सी.एल कॉम्प्लेक्स, जाग्रुति विहार, बुर्ला, संबलपुर-768020 E-mail: cms.mcl@coalindia.in;
(ऑडिगा)HQs: At/MCL Complex, Jagruti Vihar, Burla, Sambalpur- 768020 CIN:U10102OR1992GOI003038

वसुधैव कुटुम्बकम्

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**MCL**

चिकित्सा विभाग
Medical Department
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

It is expected that approved list of centralized RC medicines from CIL will be circulated soon to all subsidiaries for procurement and it will cover almost all required drugs which are usually prescribed. Hospitals in charges are advised to procure drugs as soon as the approved list is made available. Drugs should also be procured through usual procurement channels.

This issues with the approval of competent authority.


HOD(Medical Services)

Copy to :

1. TS to D(P), MCL
2. TS to CVO, MCL.
3. CMS CH IB Valley area/NSCH
4. CMO AVH/LKP
5. AMO All areas
6. Office file.

मुख्यालय. एम सी एल कॉम्प्लेक्स, जाग्रुति विहार, बर्ला, संबलपुर-768020 E-mail: cms.mcl@coalindia.in;
(ओडिशा)HQs: At/MCL Complex,JaagrutiVihar. Burla. Sambalpur- 768020 CIN:U10102OR1992GOI003038

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चिकित्सा विभाग
Medical Department
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

Ref.No.: MCL HQ CMS 2023 2160

Dt.: 30.03.2023

OFFICE ORDER

Sub: Regarding admissibility of reimbursement of vitamins, minerals, protein and other food supplements

"The reimbursement of vitamins and minerals should be admissible only when they are prescribed for therapeutic purposes and for primary ailments and are not in-stock in hospital dispensaries. the duration for reimbursement should be for a maximum period of 1 month at a time and if to be continued, is to be justified by the treating doctor and further to be referred to the concerned specialist mandatorily and is restricted to CGHS FORMULARY ONLY.

The reimbursement of protein and other food supplements should not be admissible in any circumstances".

The following conditions should be mandatory for reimbursement of vitamins and minerals:

1. The prescribing doctor should properly mention against the drug that it is given for therapeutic use, while prescribing and approving the bill brought by the patient.
2. If the medicines are not prescribed for therapeutic purposes, then the prescribing doctor should clearly state "NR-Non reimbursable" against these medicines.
3. The duration for reimbursement should not be for more than one month at a time. Repeat medicines prescription by GDMO will be for one month at a time and maximum for three months and further prescription should be as per point no.4.
4. It should be mandatory on part of all dispensaries Medical Officers to refer patients to Central Hospitals every 3 months for specialist consultation for chronic diseases like DM, HTN, CKD, CLD, Cancer, etc. The duration of 3 months can be shorter depending upon the condition of the patient.

मुख्यालय: एम.सी.एल कॉम्प्लेक्स, जागृति विहार, बुर्ला, संबलपुर-768020 E-mail: cms.mcl@coalindia.in;
[अंतिम]HQs: At/MCL Complex,JaerutiVihar. Burla. Sambalpur- 768020 CIN:U10102OR1992GOI003038

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चिकित्सा विभाग
Medical Department
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
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5. Regarding the reimbursement of prescribed medicines with different compositions than what is available at the hospital dispensary (e.g., the doctor has prescribed calcium tablets, while the ones available at the store is combination of calcium and Vit D3) :
 - i. These combinations are generally complimentary to each other and can be used interchangeably.
 - ii. The prescribing doctor should know the combination of vitamins and minerals available at the hospital dispensary and should prescribe that combination only, whenever possible.
 - iii. If for some reason the drug combination available at the hospital pharmacy is not recommended for the patient, the alternate medicine prescribed by the doctor is admissible for reimbursement (e.g. iron + folic acid is a common combination medicine available, but in first trimester of pregnancy only folic acid is recommended).
6. Reimbursement of protein and other food supplements are not allowed under any conditions. Medicines which are marketed under license of FSSAI (food safety and standards authority of India) are non-reimbursable (FSSAI develops the standards for food articles and food products). Those Vitamins and Mineral combinations which contain Green Tea, extract, Ginseng, Ginkgo biloba, Grape seed extract, Garlic, Guggulu, Ginger, Gree Coffee, bean extract, Glycyrrhiza Glabra extract, Lycopene, Biotin will not be reimbursed.
7. Ayurvedic products prescribed by non ayurvedic doctors are non reimbursable.

मुख्यालय: एम सी.एल कॉम्प्लेक्स, जायति विहार, बुर्ला, संबलपुर-768020 E-mail: cms.mcl@coalindia.in;
(अद्वितीया) HOs: At/MCL Complex, Jaeruti Vihar, Burla, Sambalpur- 768020 CIN:U10102OR1992GOI003038

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चिकित्सा विभाग
Medical Department
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

8. Parenteral supplements of proteins (protein ampoules) are generally used for therapeutic purposes.
9. The list will be reviewed once the RC of MCL or CIL comes into effect.

This issues with the approval of the competent authority.

Encl.: CGHS Formulary.


HOD Medical Services
MCL

Copy to :

- 1.GM, All Areas
- 2.GM(F), MCL HQ
- 3.TS to D(P), MCL.
- 4.TS to CVO, MCL.
5. CMS I/C, CH, IB Valley / NSCH, Talcher.
- 6 CMO A.V.Hospital / Lakhanpur Hospital.
7. AMO All areas
- 8.Office file.

मुख्यालय: एम सी.एस कॉम्प्लेक्स, जाग्रुति विहार, बुर्ला, संबलपुर-768020 E-mail: cms.mcl@coalindia.in;
ऑफिस:HQs: At/MCL Complex,JaagrutiVihar, Burla, Sambalpur- 768020 CIN:U10102OR1992GOI003038

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MCL

 महानदी कोलफील्स लिमिटेड
 (कोल इंडिया लिमिटेड की अनुपंगी कंपनी)

Office of the General Manager (Systems)

 PO: Jagriti Vihar, Burla
 Dist.: Sambalpur, Odisha-768020
 Ph.: 0663-2542970
 Email: gm-sys.mcl@coalindia.in
 Web: www.mahanadicoal.in

Ref.No. MCL/SBP/COMP/2022-23/...352

Date: ...30.03.23

 To
 All Area General Managers
 All GMs / HoDs of MCL -HQ

Sub:- Upgradation of Bill Tracking System(BTS) in SAP ERP

Dear Sir,

Bill tracking System was in vogue earlier, but the same has been enhanced with some additional functionality to cater to the needs of user departments and also as per inputs provided by H.Q. Vigilance Dept. In the updated system, features like MSME status, Sub Department details, PO (Purchase Order) number has been tagged along with DAK number. The statuses of the invoices like Bill Forwarding and Bill Rec by Dept have been made mandatory for processing of bills.

It is therefore requested to use the newly refurbished Bill tracking System (**tcode- ZFI_BTS**) henceforth for uploading the bill details immediately on receipt of the bills from Vendors/Contractors so that movement of bills can be monitored/tracked by concerned authorities and also by vendors / contractors using the URL : **bts.coalindia.in:8080**.

User Manual for using the system is enclosed herewith. In case any assistance is required, Shri Arka Bikash Ghosh, Chief Manager (Systems), MCL HQ, Mobile :9438878234 or concerned Area System In-charges may be contacted.

Yours faithfully,

 (A.K. Bhanja) 30/03/23
 GM (Systems)/HoD

 Enclosure: User Manual for SAP Bill Tracking System
 Copy to:-

1. TS to CMD/TS to D(T/Op) /TS to D(P)/TS to D(F)/TS to CVO/TS to D(T/P&P), MCL
2. All Area Finance Managers
3. All Area Systems In-charges
4. Shri Arka Bikash Ghosh, Chief Manager (Systems)

वसुधैव कुटुम्बकम्

ONE EARTH - ONE FAMILY - ONE FUTURE

The background features a light beige color with faint, repeating watermarks of the text '© freepress'. There are decorative floral elements in the corners, including large brown-outlined flowers and smaller pink and brown accents. A large, solid brown circle with a white border is centered on the page.

CATEGORY: 2
**Contract Management
& Project Execution**



महानदी कोलफील्ड्स लिमिटेड
MAHANADI COALFIELDS LIMITED

सतर्कता जागरुकता सप्ताह 2023
VIGILANCE AWARENESS WEEK 2023

30th October to 5th November, 2023

भ्रष्टाचार का विरोध करें; | Say no to corruption;
राष्ट्र के प्रति समर्पित रहें | Commit to the Nation

INTEGRITY PLEDGE FOR CITIZENS

I believe that corruption has been one of the major obstacles to economic, political and social progress of our country.

I believe that all stakeholders such as Government, citizens and private sector need to work together to eradicate corruption.

I realize that every citizen should be vigilant and commit to highest standards of honesty and integrity at all times and support the fight against corruption.

I, therefore, pledge

- To follow probity and rule of law in all walks of life;
- To neither take nor offer bribe;
- To perform all tasks in an honest and transparent manner;
- To act in public interest;
- To lead by example exhibiting integrity in personal behavior;
- To report any incident of corruption to the appropriate agency.

TO REGISTER YOUR COMPLAINTS:

TOLLFREE : 18003456795 | EMAIL : CVO.MCL@NIC.IN
<https://www.mahanadicoal.in/Vig/vigilance.php>



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

कार्यालय महाप्रबंधक (सिविल)
Office of the General Manager (Civil)
P.O : Jagriti Vihar, Burla
Dist: Sambalpur, Odisha-768020
Ph: +91 (663) 254 2779
Fax: +91(663) 254 2180,
e-mail: cgm-civil.mcl@nic.in



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.

VGC

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.

[Handwritten signature]
29-3-19

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

<p>ମହାନଦୀ କୋଲ ଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍ महानदी कोलफील्ड्स लिमिटेड Mahanadi Coalfields Limited <i>(A subsidiary of Coal India Limited)</i></p>	<p>कार्यालय महाप्रबंधक (सिविल) Office of the General Manager (Civil) P.O : Jagruti Vihar, Burla Dist: Sambalpur, Odisha-768020 Ph: +91 (663) 254 2779 Fax: +91(663) 254 2180, e-mail: mcl.civil@gmail.com</p>	
<p>क्रमांक : एम.सी.एल/ संबलपुर / सिविल/ 21-22/ 166</p>		<p>दिनांक - 19/05/21</p>

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


Sub: Approval regarding New items of work, Substituted items & Variation in quantities of items.

Dear Sir,

With reference to clause no. 5.08 of the MCEW, 2015, in respect of Civil works, it is the responsibility of concerned In-charge of the work to obtain approval in principle within seven (07) days of commencement/occurrence of deviation from the Engineer-in-Charge as far as practicable in accordance with the delegated power, with regard to the following:

- (a) New items of work, i.e. items completely new and in addition to items in the contract. These are commonly known as Extra or Additional items.
- (b) Substituted items i.e., items which substitute the existing ones or are taken up in lieu of those already provided in the contract. These can be with slight modification or partially omitting items of work in the contract. These are commonly known as substituted items.
- (c) Variation in quantities of items i.e. where there is considerable increase or decrease in the quantities of items of works available in Schedule of Quantity of the agreement.

This is for kind information and necessary compliance.

Yours Faithfully

General Manager (Civil)/HoD

Copy to:
1. DT (Operation), MCL.

02
04.01.22

महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Ltd.
(ASubsiary of Coal India Ltd.)

तकनीकी (संचालन) का कार्यालय
Office of the Director (Technical/OP)
At/Po :Jagruti Vihar, Burla,
Sambalpur-768020(Odisha)
Phone - (0663) 2542775
Fax - (0663) 2542360 E-mail : dt-op.mcl@coalindia.in, dtopmcl@gmail.com
Web site : www.mahanadicoal.in CIN No. U10102OR1992GOI003038



No. MCL/DT(OP)/2022/ 51

Dt. 3.2.2022

To
All Area GMs, MCL
All HODs, MCL HQ

Sub : Delay in release of final bill/closure of Contracts – Reg.

Ref : MCL/DT(OP)/2021/341 dtd.12.11.2021

Dear Sir,

Vide Letter in reference, it was advised for taking timely steps and decisions towards closure of contracts and release of final bills to the Contractor.

Still, complaints are being received regarding inordinate delay in closure of contracts/release of final bills.

So, it is once again advised for strict compliance for the above and any delay in this regard will not be acceptable.

Yours faithfully,


Director(Technical/OP)

Copy for kind information to :

1. CMD, MCL
2. Director(Finance), MCL
3. Director(Personnel), MCL
4. CVO, MCL.
5. Director(Tech/P&P), MCL

57

ମହାନଦୀ କୋଲ ଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
 महानदी कोलफील्ड्स लिमिटेड
 Mahanadi Coalfields Limited
 (A subsidiary of Coal India Limited)

02
 04.01.22
 महाप्रबंधक(सिविल) के कार्यालय
 Office of the General Manager (Civil)
 P.O : JagrutiVihar, Burla
 Dist: Sambalpur, Odisha-768020
 Ph: +91 (663) 254 2779
 Fax: +91(663) 254 2180,
 e-mail: mcl.civil@gmail.com



क्रमांक : एम.सी.एल/ मुख्यालय/ संबलपुर / सिविल/ 22-23/ 781

Dtd: 07/12/2022

- To,
- 1) The Staff Officer (Civil),
All Areas, MCL
 - 2) Chief Manager (Civil),
TA, MCL Hq

Sub: Regarding delay in processing and finalization of Revised Estimates of completed civil works

Dear Sir,

Recently, a lot of complaints have been received from different contractors regarding delay in processing and finalization of Revised Estimate proposals at Area level. As a result, the contractors are not being able to get timely payment of their final bills.

In this context, relevant clause of the Modification Manual for Civil Engineering Works (Part-I)- Feb 2015 (Pg. No. 78) may be referred which states that "The RE and final bill shall be submitted within 3(three) months of completion of works." (Copy enclosed). Hence, all Areas have to ensure that the Revised Estimate/FTE proposals must be processed within three months of completion of works. Further, the RE/FTEs are to be approved and final bill is to be paid within 6(six) months of completion of the works.

In this regard, you are requested to provide the list of civil works which have been completed, but Revised Estimates have not been processed even after a period of three months of completion in the attached format, positively by 12th December, 2022.

Encl: As above

आपका विश्वास,
 07/12/22
 महाप्रबंधक(सिविल)/विभागाध्यक्ष

Copy to:

- 1) Director(Tech /Operation), MCL – For kind information
- 2) General Manager(Vigilance), MCL
- 3) General Manager, All Areas, MCL
- 4) General Manager (Civil)Welfare, MCL Hq
- 5) General Manager (Civil), MCL Hq
- 6) Chief Manager(Civil), MCL Hq

58

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

General Manager (CSR) MCL,
Jagruti Vihar, Burla
Sambalpur (Odisha) 768020
e-mail: gmsr.mcl@gmail.com



MCL

କ୍ରମାଙ୍କ: ଫମ୍ ସି ଏଲ୍ / ସମ୍ବଲପୁର/ ସି ଏସ୍.ଆର୍ /21-22/ 1568

ଦିନାଙ୍କ: 13.01.2022

CIRCULAR

To ensure smooth water supply to the villages during summer season without failure, following system improvements are suggested.

1. Permanent type register should be maintained to record the water supply to be jointly signed by the village sarpanch/ authorised representative of sarpanch and the driver of the tanker. The list of such authorised representative along with specimen signature should be available with contract executing authority. The register should be duly countersigned by the Engineer-in-charge either fortnightly or monthly after sample check of the entries in the register. This register along with the VTS report should be the basis for making the payment to the contractor. Bills should be submitted on monthly basis.
2. In case the Contractor fails to supply water, the Contractor will not get the water supply charge for that quantity and amount equal to the above will be deducted as penalty from the bills of the Contractor. This will act as a deterrent and ensure continuous supply of water. The penalty amount should however be limited to 10% of the contract value.
3. If the Contractor fails to supply more than 10% of the contract quantity, then the offer of the Contractor will not be considered for water supply tender for next 1 year.

The above points are to be incorporated as special terms and conditions in NIT of the works "Supply of water through water tanker to the villages". This will form a part of the agreements to be executed against these tenders.

This issues with the approval of competent authority and shall come into force with immediate effect.


GM (CSR, Civil-Welfare & TA) 13/01/22

Copy to:

1. Director(Personnel), MCL – for kind information
2. All Area GMs, GM(Civil)/HoD, MCL HQ, GM(Finance), MCL HQ
3. Ts to CMD, TS to DT(Operation), TS to D(F), TS to D(P), TS to CVO & TS to DT(P&P)
4. All Area SO(Civil)
5. All AFM
6. Associate Finance(CSR/Civil)
7. Office Copy

महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)



निदेशक (तकनीकी/परियोजना एवं योजना) का कार्यालय
Office of the Director (Technical/P&P)
At/Po: Jagruti Vihar, Burla, Dist.: Sambalpur-768020 (Odisha)
Phone-(0663) 2542772, Fax No.(0663) 2542844,
E-mail: dt-pp.mcl@coalindia.in, dtppmcl@gmail.com,
Web site: www.mahanadicoal.in, CIN No.: U10102OR1992GOI003038

संदर्भ संख्या:एमसीएल/निदेशक(तकनीकी/परी. एवं यो.)/ 2022/90-E

दिनांक: 22/08/2022

To,
The Area General Manager,
Jagannath/ Bharatpur/Lingaraj/Hingula/Kaniha/Talcher/Subhadra/
Ib Valley/Lakhanpur/Orient/Basundhara/Mahalaxmi Area.
The GM(Excvt), CWS-Ib Valley / CWS-Talcher.
The GM, MCL Office, Bhubaneswar.
All HODs of MCL HQ.

1275
26.08.2022

Sub:- Advisory regarding proper handing over of the site before commencement of the work.

Dear Sir/s,

During recent investigation it has been observed that signatures of the same contractor differ significantly in various documents submitted against different contracts awarded by MCL. It is apprehended that persons other than the contractor or his authorized representative are being allowed to put the signature of authorized person in various documents and are being accepted by the concerned executives. It has been also found that complications have arisen due to ambiguity in proper handing over of the site before commencement of the work.

In view of above, the following are advised:

1. The Executives should not allow the work to commence without properly handing over of the site.
2. The Executives must verify the signature with the person having proper photo identity to ensure that the person putting his signature is the bonafide and authorized person.

You are hereby advised to ensure that the above is complied with strictly.

Yours faithfully,

(J.K. Borah)
Director(Tech./P&P)

Copy to: 1) CMD, MCL.
2) D(P), MCL.
3) D(F), MCL.
4) GM(Vig), MCL.

*for the M.P.
Credited amount
in favour of Vig. Deptn.
31/12/22*



महाप्रबंधक (एमपी और आईआर) कार्यालय
Office of the General Manager (MP&IR)
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

Ref. No. MCL/GM/IR/LPC (Contractor)/2022/ 976

Date 31.12.2022

To
The General Manager(s)
Jagannath Area/Lingaraj Area/Hingula Area/Bharatpur Area/Kaniha Area/Talcher Area/
Lakhanpur Area/Orient Area/IB Valley Area/Basundhara Area/Mahalaxmi Area/Subhadra Area /
CWS(X), IB Valley/ CWS(X), Talcher.
The GM, MCL, Bhubaneswar.
The GM(Civil/TA)/ GM(E&M)/GM(E&T)/ GM(MTI, MCL HQ).
The Dy.GM (P-Admn.), MCL HQ.
The CMS, NSCH Area, Talcher

1755
31/12/22

Sub: Irregularities in issuance of LPC to the Contractors-reg.

Dear Sir,

In view of the "Irregularities in issuance of LPC" at different Area of MCL, the Vigilance Department, MCL Hq. has suggested the following for implementation:

1. Attendance Register is to be maintained by the Contractor.
2. The executing department should ensure deployment of the specified number of manpower as per terms and conditions of the contract.
3. Executing department will provide the number of labours deployed by the contractors to the LPC issuing authority on monthly basis. The LPC issuing authority will verify the number of labours provided in the attendance sheet by the contractor vis-à-vis the number provided by the executing department.
4. LPC should be issued on monthly basis after obtaining required documents from contractors like attendance sheet, wage sheet, bank payment certificate, clip portal entry, proof of deposition of CMPF and CMPS, Ps-5 & certificate from executing department for monthly number of labours deployed etc.
5. Proper record of receipt and dispatch of LPC and related documents should be maintained.
6. It appears that the order issued for attendance of AEBAS contractual workers in AEBAS system has not been successfully implemented. The reasons for non-implementation may be studied. Simultaneously, Web based mobile application for attendance for the contractual workers may be explored and a pilot project in this regard to be taken up.

Hence, it is requested to send the Action Taken Report (ATR) on the above at the earliest for kind appraisal of the competent authority

Yours faithfully,

(R L Khattek)
General Manager (P- IR&NEE/MP)

Contd..P/2

Corporate Office: Jagriti Vihar, Burla, Sambalpur, Odisha - 768020, Phone: 0663-2950581, CIN: U10102OR1992GOI003038,
e-mail: gmpir.mcl@gmail.com, Website: www.mcl.gov.in

बसोम कर्मचारी

**MCL**

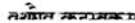
महाप्रबंधक (एमपी और आईआर) कार्यालय
Office of the General Manager (MP&IR)
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

:2:

Copy to :

1. The GM(Vigilance), MCL
2. TS to CMD, MCL : This refers to File No.G-VIG/20/13/0001/2022-CVO MCL-MAHANADI COALFIELDS LIMITED(Computer No:945097
3. TS to D(P), MCL
4. APM, Jagannath Area/Lingaraj Area/Hingula Area/Bharatpur Area/Kaniha Area/Talcher Area / Lakhampur Area/Ib Valley Area/Orient Area/Subhadra Area/Basundhara Area/Mahalaxmi Area/CWS(X), Talcher/CWS(X), IB Valley/ NSCH, Talcher/MCL, Bhubaneswar
5. Ch. Manager(P-IR)/Chief Manager(P-NEE), MCL
6. Sr. Manager(P-IR)/Manager(P-IR)), MCL
7. Office Copy.

Corporate Office: Jagriti Vihar, Burla, Sambalpur, Odisha – 768020, Phone: 0663-2950581, CIN: U10102OR1992GOI003038,
e-mail: gmpir.mcl@gmail.com, Website: www.mcl.gov.in



ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्डस लिमिटेड
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

Office of the Director (Personnel)
At/PO: Jagruti Vihar, Burla
Dist. Sambalpur (Odisha)~ 768020
Ph:+91(663) 2542332(O)
Fax- +91 (663) 2542 508
e-Mail: directorpersonnel.mcl@gmail.com
dp.mcl.cli@coalindia.in



MCL

Ref. No. एम.सी.एल/सम्बलपुर/नि(का)/सचिव/2022/ 6244

दिनांक: 25/10/2022

OFFICE ORDER

An inspection was conducted on receipt of complaints regarding issuance of Labour Payment Certificate (LPC) from various sources. During the inspection, following irregularities have been found:

1. In one of the case, the attendance register was not being maintained by the contractor.
2. Similarly, in another case, LPC has been issued without verification of attendance register.
3. It is seen in many cases that contractors are not submitting the required documents on monthly basis and hence LPC is not being issued on monthly basis.
4. In a particular case, minimum manpower specified in the BOQ was 94 whereas 86 manpower were engaged as seen from the attendance register maintained by the contractor for a particular month. However, contractor has submitted wage sheet for only 39 manpower for obtaining LPC for the same month.
5. Proper record of receipt and despatch of LPC and related documents are not being maintained.
6. It also appears that letter issued by DP/MCL for marking attendance of all the contractual workers through AEBAS is not being followed.

In view of the above, the following procedures are to be adopted for issuance of LPC:

1. Attendance register is to be maintained by the contractor.
2. The executing department should ensure deployment of the specified number of manpower as per terms and conditions of the contract.
3. Executing department will provide the number of labourers deployed by the contractor to the LPC issuing authority on a monthly basis. The LPC issuing authority will verify the number of labourers provided in attendance sheet by the contractor vis-à-vis the number provided by the executing department.

Cont'.....P2

Corporate Office: At/PO Jagruti Vihar, Burla, Sambalpur, Odisha - 768020 Web: mahanadicoal.in

(Signature) *(Signature)* *(Signature)*

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड
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Office of the Director (Personnel)
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Fax- +91 (663) 2542 508
e-Mail: directorpersonnel.mcl@gmail.com
dp.mcl.cil@coalindia.in



: 2 :

4. LPC should be issued on a monthly basis after obtaining required documents from contractor like attendance sheet, wage sheet, bank payment certificate, clip portal entry, proof of deposition of CMPF and CMPS, PS-5 & certificate from executing department for monthly number of labours deployed etc.
5. Proper record of receipt and despatch of LPC and related documents should be maintained.

This issues with the approval of competent authority.

TS to Dir(Pers)
28/10/22

Distribution:

- 1) All Area GMs
- 2) All HoDs, MCL HQ, *TS to CVO*

Sr PA
Concerned File
28/10/22

TS to CVO

52
25.04.22

ମହାନଦୀ କୋଲ ଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

कार्यालय महाप्रबंधक (सिविल)
Office of the General Manager (Civil)
P.O : Jagrill Vihar, Buri
Dist: Sambalpur, Odisha-768020
Ph: +91 (663) 254 2779 Fax: +91(663) 254 2180,
e-mail: cgm-civil.mcl@nic.in



MCL

Ref. No. MCL/Samb/Civil/Master e-NIT/(Modification)/22-23/ 584

Dated: 3.10.2022

To
Staff Officer(Civil), All Areas, MCL
GM(CSR/Welfare - TA), MCL HQ./ Dy.GM, BBSR/ CM(Civil)TA, MCL HQ.

Sub.: Approval for modification of clauses of NIT in respect of APP Waterproofing membrane works.

Ref.: 1. Letter No. MCL/SBP/GM(VIG)/F-1411/AJ/2022/93 dtd 20.01.2022 issued by GM (VIG), MCL.

Dear Sir,

This is to communicate the approval of DT(Op), MCL towards modification of clauses of NIT in respect of APP waterproofing membrane works.

The Standard NIT and GTC for APP waterproofing membrane works are enclosed as under:-

1. NIT and GTC for works of estimated value below 50 lakhs.
2. NIT and GTC for works of estimated value of 50 lakhs and above.

This has concurrence of Finance vide No. FD/MCL/SBP/2022-23/REV/D-394/APPROVAL OF MODIFICATION OF CLAUSES IN NIT/GTC FOR THE WORK FOR LAYING APP WATERPROOFING MEMBRANE /MCL HQ/Dt. 27.09.2022.

This will come into force with immediate effect.

Enclosure: As above.

Yours faithfully,

03.10.22
General Manager (Civil/HOD), MCL

Distributions:

1. TS to CMD, MCL
2. TS to Director(Tech.) P&P, MCL
3. TS to Director(Tech.) Op., MCL
4. TS to Director(Fin.), MCL
5. TS to Director(Pers.), MCL
6. TS to CVO, MCL
7. GM(Civil)/HOD, Coal Bhawan, Premises No. 04-111, New Town, Rajarhat, 700156 e-mail- gmcivil.cil@coalindia.in
8. CGM/GM,IBV/JA/OA/TA/BPR/CWS(X),TAL/HA/LKP/LNG/Kaniha/CMS,NSCH,TA/BGA/CWS(X),IBV/ Manalaxmi/ Subhadra.
9. GM(F), MCL HQ
10. Dy.GM, MCL, Near Chandrasekharpur, Omfed chowk, Plot no.G-3(Godakana), BBSR-751017(Odisha)
11. GM(System/ e-Proc), MCL HQ.
12. Manager(Civil)T/c. In-charge, MCL HQ. - Alongwith original case file.
13. M(C) /QC, Updation, MCL HQ
14. AFM, IBV/JA/OA/TA/BPR/CWS(X), TAL/HA/LKP/LNG/Kaniha Area/CMS,NSCH,TA/BGA/CWS(X),IBV/ Manalaxmi/ Subhadra
15. Manager(Finance),Civil, MCL HQ.
16. Office copy

Corula

48

<p>ମହାନଦୀ କୋଲ ଫିଲ୍ଡ୍ସ ଲିମିଟେଡ୍ महानदी कोलफील्ड्स लिमिटेड Mahanadi Coalfields Limited (A subsidiary of Coal India Limited)</p>	<p> 2021 INDIA महाप्रबंधक(सिविल)के कार्यालय Office of the General Manager (Civil) P.O : Jagruti Vihar, Burla Dist: Sambalpur, Odisha-768020 Ph: +91 (663) 254 2779 e-mail: mcl.civil@gmail.com cgm-civil.mcl@coalindia.in</p>	<p> MCL MAHANADI COALFIELDS LTD.</p>
<p>क्रमांक : एम.सी.एल/संबलपुर/सिविल/22-23/ 914</p>		<p>दिनांक : 19.01.2023</p>

To
General Manager
All Areas, MCL

महानदी कोलफील्ड्स का कार्यालय
Office of the CVO, MCL
Receipt No. 140
Date: 20.01.23

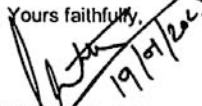
Sub: Systemic improvement in execution of the agreement.

Dear Sir,

The following points are to be taken care of for execution of the agreement after award of work -

1. The genuineness of financial instruments submitted by the contractors towards SD/PSD should be independently verified.
2. The encumbrance free clear site should be handed over to the contractor immediately after issuance of WO/LoA and acknowledged by the contractor before execution of the agreement.
3. Unnecessary documents which are not required for signing of agreement should not be asked for signing of the agreement.
4. The contractor should be asked to submit labour license if the labour deployed will be 20 or more. The contractor should be asked to submit undertaking if the labour deployed will be less than 20 labours.
5. Documents like time bound program, insurance policy etc should be asked for only after the handing over the clear site to the contractor.

This is for your kind information and implementation.

Yours faithfully,

GM(Civil) HoD, MCL HQ

Copy for kind information -

1. Director (Personnel), MCL
2. Director (T/Op), MCL
3. Director (T/P&P), MCL
4. Director (F), MCL

Copy to -

1. TS to CMD, MCL HQ
2. TS to CVO, MCL HQ
3. General Manager (Vig.), MCL HQ
4. General Manager (Finance), MCL HQ
5. General Manager (E&M)/HoD, MCL HQ
6. General Manager (E&T)/HoD, MCL HQ
7. General Manager (CSR, Welfare & TA), MCL
8. General Manager (Civil), MCL HQ
9. DGM (Admin.)/HoD, MCL HQ
10. Staff Officer (Civil), All Areas, MCL
11. Chief Manager (Civil/Welfare-TA), MCL HQ

W-1A
Pl. circulate
to all yg. executive.
20.01.23

<p>ମହାନଦୀ କୋଲ ଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍ महानदी कोलफील्ड्स लिमिटेड Mahanadi Coalfields Limited (A subsidiary of Coal India Limited)</p>	<p> भारत 2023 INDIA महाप्रबंधक(सिविल)के कार्यालय Office of the General Manager (Civil) P.O : Jagruti Vihar, Burla Dist: Sambalpur, Odisha-768020 Ph: +91 (663) 254 2779 e-mail: mcl.civil@gmail.com cgm-civil.mcl@coalindia.in</p>	<p> MCL MAHANADI COALFIELDS LTD.</p>
<p>क्रमांक : एम.सी.एल/संबलपुर/सिविल/22-23/91</p>		<p>दिनांक : 12.05.2023</p>

To
General Manager, All Areas, MCL,
General Manager (CSR, Welfare & TA), MCL

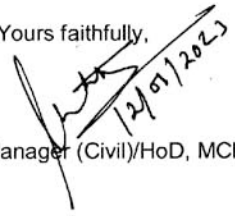
Sub: Timely processing of proposals related to Termination/Foreclosure of Civil works.

Dear Sir,

It has been observed that in some cases, there has been significant delay in processing of proposals related to Termination/Foreclosure of Civil contracts as per the relevant clauses of the Civil Engineering Manual/ tender documents, which results in delay in completion of the works.

As such, it is advised to ensure timely processing of the proposals related to Termination/Foreclosure of Civil works as per the relevant terms and condition of the contract/Manual. Also the Termination/Foreclosure letter must be communicated to the agency without any delay through e-mail and post.

Yours faithfully,


General Manager (Civil)/HoD, MCL

Copy for kind information –

1 Director (T/Op), MCL

Copy to –

1. TS to CMD, MCL
2. TS to CVO, MCL
3. General Manager (Civil), MCL HQ
4. Staff Officer (Civil), All Areas, MCL



निदेशक तकनीकी (प्रबन्धन) का कार्यालय
Office of the Director(Tech/OP)
महानदी कोयलील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

Ref. No. MCL/SBP/D(T/OP)/2023/402

Date: 22.8.2023

Sub:- Advisory for Systemic Improvement

During the inspection of one executed work, Vigilance Team has pointed out some irregularities in planning, execution and billing of the performed work and the following directives are recommended to be followed by all concerned for systemic improvement to avoid such irregularities in future :

1. In the works where regular and frequently maintenance is required, the contract itself should have provision for maintaining/sustaining the same for sufficient period.
2. Hindrance Register, Site Order Book and Measurement Book must be properly maintained as prescribed in the Civil Manual.
3. As provided in clause 5.19.2 of Civil Manual, IT system should be used for maintenance of records (Hindrance Register, Site Order Book, MB etc.,) for the progress of work, wherein progress and reasons for delay are also recorded on real time basis including geo-tagged photo graphs and videos.
4. Until the above IT tools are adopted, few geo-tagged photographs may be attached along with the bill to show actual progress of work.
5. Handing over to the concerned department should be done immediately after completion of the work.
6. The officers who are required to sign in the MB, Bills etc are clearly specified in Clause 6.01 of the Civil Manual. It is seen that even though POs/GMs are not EIC of the work, the MBs/Bills are unnecessarily being put up to them for acceptance/signing/passing. This is likely to unnecessarily delay the payment. Moreover if any official other than those mentioned in the manual signs the bill/MB, the same official shall also be held accountable for any lapses.
7. The name and designations of the officials responsible for recording of measurement in MB, 1st level check, 2nd level check and Engineer-in-Charge of the work should clearly be mentioned in the Work Order.
8. In plantation works, the payment should normally be linked with the survival of the plant.

All concerned are advised to follow it religiously.

GM/TS 22/8/2023

Copy for kind information to :

D(T/OP), MCL
D(T/P&P), MCL

Distribution :

1. All Area General Managers, MCL
2. All HODs, MCL HQ
3. GM, CWS, Talcher/Ib Valley
4. GM, MCL, Bhubaneswar
5. TS to CMD/ TS to D(P)/TS to CVO/ TS to D(T/P&P)/ TS to D(F)/ MCL

महानदी कोयलील्ड्स लिमिटेड, बुरिया, संबापुर-768020 (ओडिशा)
HQ: At MCL Complex, Jagutsi Vihar, Buria, Samba pur-768020 (Odisha)

Phone No: 0663-2542775
E-mail: dt-op@mcl.co.in
CIN U10127OR1992GOI0003138

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2



MCL



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

क्रमांक/एमसीएल/सिविल/23-24/ 474

दिनांक 05/10/2023

प्रती,
क्षेत्रीय महाप्रबंधक
जगन्नाथ/ तालचेर/ लिंगराज/ भरतपुर/ हिंगुला/ लखनपुर/ ओरिएंट/ ईब वैली/ बसुन्धरा/ महालक्ष्मी/ कनिहा एवं
सुभद्रा क्षेत्र | केन्द्रीय कर्मशाला, तालचेर/ केन्द्रीय कर्मशाला, ईब/ एन.एस.सी.एच. तालचेर।
महाप्रबंधक (सिविल-वेलफैर & टी ए), महा प्रबंधक
एम.सी.एल, मुख्यालय | एम.सी.एल, ऑफिस, भुवनेश्वर,

विषय : Regarding handing over of clear site and closure of contract.

महोदय,

The clause no. 5.01 of the updated Civil engineering Manual regarding Availability of Land & statutory clearances and handing over the site is reproduced below –

Quote

It is desirable to have 100% of the required land in possession before award of contract; however, it may not always be possible to have the entire land due to prevailing circumstances. Also, it may not be prudent to put the entire process of award of contract on hold for want of the remaining portion of land, which in the assessment of CIL/ Subsidiary, could possibly be acquired in a targeted manner after award of the contract, without affecting progress.

Minimum necessary encumbrance free land should be available before award of contract. The minimum may be determined based on the circumstances of each case or general guidelines, issued by the concerned authorities. Only such land, non-availability of which, will prevent essential components of work from execution, should be insisted upon.

Time taken in grant of statutory and other clearances also contributes to the time and cost of projects. These clearances are required to achieve specific objectives like concern for the environment, aviation safety, preservation of national heritage, conservation of forest and wildlife etc. CIL/ Subsidiary should plan for obtaining all necessary clearances quickly and closely monitor the progress.

Un-quote

As per the above clause, it is desirable to have 100% of the required land in possession before award of contract. Hence, it should be ensured that clear site is in the possession of MCL at the time of processing of estimate/floating of NIT.

However, in case the Administration decides to float NIT to avoid delay in absence of clear site, then, the probable date of obtaining clear site must be brought to the notice of estimate approving Authority. Whereas, tender should not be floated if long/abnormal delay is expected in handing over of clear site.

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

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

वसुधैव कुटुम्बकम्

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MCL



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

In case, it is not feasible/desirable to handover the entire site before agreement, the date of handing over of site must be clearly spelt out in the NIT as a special condition so that the bidders are aware of the same while quoting their rates. The timeline of handing over of site should also be a part of the agreement.

Further, the excerpts of clause no. 6.2 of the General Terms and Conditions of the contract is reproduced below –

Quote

6.2 If the contractor fails to complete the work and clear the site on or before the date of completion or extended date of completion, he shall without prejudice to any other right or remedy available under the law to the company on account of such breach, pay as compensation (Liquidated Damages):

i) @ half percent (½ %) of the contract amount/Revised Contract amount whichever is less, per week of delay.

OR

ii) ½ % of the contract-value of group of items/ revised completion value of group of items whichever is less, per week of delay, for which a separate period of completion is originally given.

Un-quote

As per the above clause, in cases where NIT is floated for works/groups of works which are dependent on each other, the LD should be calculated on the total value of the contract/RE value, whichever is less. However, if the contract consists of works/group of works completely independent to each other and are usable/deliverable/handed over independently, then such work/group of works should be treated as independent contract for the purpose of calculation of LD.

It is observed that in some of the cases the delay in closure of the contract and disputes is due to non-implementation of the above provisions of the Civil Engineering Manual. In view of the above, it is advised to ensure proper implementation of the above provisions so that the contracts can be closed in time without any disputes.

आपका विश्वस्त
(संज्ञित पट्टनायक)
महाप्रबंधक(सिविल)/विभागाध्यक्ष

सादर सूचनार्थः

1. निदेशक (तकनीकी/संचालन), एम.सी.एल।

प्रतिलिपि:

1. महा प्रबंधक (सतर्कता), एम.सी.एल, मुख्यालय
2. महा प्रबंधक (E&M), एम.सी.एल, मुख्यालय
3. महा प्रबंधक (सिविल), एम.सी.एल, मुख्यालय
4. सभी क्षेत्र के स्टाफ अफसर (सिविल), एम.सी.एल
5. सभी क्षेत्र के स्टाफ अफसर (E&M), एम.सी.एल
6. प्रबन्धक(सिविल) I/II/TC, MCL HQ

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 : U10102OR1992G01003038

वसुधैव कुटुम्बकम्

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<p>ମହାନାଦୀ କୋଲ୍‌ଫିଲ୍ଡ୍‌ସ୍‌ ଲିମିଟେଡ୍ महानदी कोलफील्ड्स लिमिटेड Mahanadi Coalfields Limited (A subsidiary of Coal India Limited)</p>	<p> महा प्रबंधक (सिविल) के कार्यालय Office of the General Manager (Civil) P.O : Jagruti Vihar, Burla Dist: Sambalpur, Odisha-768020 Ph: +91 (663) 254 2779 e-mail: mcl.civil@gmail.com cgm-civil.mcl@coalindia.in</p>	<p> MAHANADI COALFIELDS LTD.</p>
<p>क्रमांक : एम.सी.एल/संबलपुर/सिविल/23-24/351</p>	<p>दिनांक 19.08.2023</p>	

प्रती,
 क्षेत्रीय स्टाफ आफिसर (सिविल)
 जगन्नाथ/ तालचेर/ लिंगराज/ भरतपुर/ हिंगुला/ लखनपुर/ ओरिएंट/ ईब वेती/ बसुंधरा/ महालक्ष्मी/ कनिहा एवं सुभद्रा
 क्षेत्र केन्द्रिय कर्मशाला, तालचेर/ केन्द्रिय कर्मशाला, ईब/ एन.एस.सी.एच. तालचेर।
 प्रबन्धक(सिविल), एमसीएल, भुवनेश्वर / मुख्य प्रबन्धक(सिविल), टी ए, एमसीएल मुख्यालय।

विषय : **Minimization of emergency & urgent works and compliance of CVC circulars.**

महोदय,

The following systemic improvement measures have been suggested by Vigilance department and agreed by Competent authority for implementation:

Minimization of emergency & urgent works and compliance of CVC circulars:

Where ever possible, rate contract/annual contract may be resorted to for repetitive and anticipated nature of works.

Manual provisions for dealing emergency & urgent nature of works should be followed scrupulously. Registration of the working contractors may be resorted to for undertaking emergent and urgent works as prescribed in the manual i.e. to enable clause no:4.00 of Civil manual.

Further, as per CVC guidelines, the details of all the works/purchases/services awarded on nomination basis/direct negotiation should be posted on MCL website along with brief reason for doing so, should be brought to the notice of the MCL Board every quarter and at least 10% of such cases should be checked by Audit Committee.

This is for your kind information.

सधन्यवाद।

आपका विश्वस्त
 19.08.2023
 (संज्ञित पट्टनायक)
 महाप्रबंधक (सिविल) / विभागाध्यक्ष

1. TS to CMD, MCL
2. GM(Vigilance), MCL HQ.
3. GM(Civil), MCL
4. Mgr.(Civil)-I, II & TC, MCL HQ.
5. Office Copy.

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CATEGORY: 3
Store & Depot
Management



महानदी कोलफील्ड्स लिमिटेड
MAHANADI COALFIELDS LIMITED

सतर्कता जागरुकता सप्ताह 2023
VIGILANCE AWARENESS WEEK 2023

30th October to 5th November, 2023

भ्रष्टाचार का विरोध करें;
राष्ट्र के प्रति समर्पित रहें

Say no to corruption;
Commit to the Nation



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PERISH WITH CORRUPTION

TO REGISTER YOUR COMPLAINTS:

TOLLFREE : 18003456795 EMAIL : CVO.MCL@NIC.IN
<https://www.mahanadicoal.in/Vig/vigilance.php>



निदेशक तकनीकी (संचालन) का कार्यालय
डायरेक्टर टेक. (ऑपरेशन) सेक्रेटारिअट
Coalfields Limited
 (Coal India Limited)

निदेशक तकनीकी (संचालन) का कार्यालय
DIRECTOR TECH. (OPERATION) SECRETARIAT
 P.O : Jagruti Vihar, Burla
 Dist: Sambalpur, Odisha-768020
 Ph: +91 (663) 254 2772, 254 2586
 Fax: +91 (663) 254 2844
 e-mail: dtopmcl@gmail.com, dt-op.mcl@coalindia.in



क्र संख्या: एम.सी.एल/मुख्यालय/निदेशक तकनीकी (संचालन) कार्यालय/17-18/ 1071E

दिनांक: 14/03/2018

To
Area General Manager of Talcher Coalfield.
Area General Manager of IB Coalfield.

Dear Sir/s,

It has been brought to the notice that one vehicle bearing No. OR-05-AL-9041 reached Lingaraj OCP at 8.00 hours of 03.07.17 containing adulterated HSD oil from M/s. IOCL with intention to supply the same HSD at Lingaraj OCP.

In the process of initial measurement and checking, prior to decantation by the Depot Officer, HSD DU of Lingaraj OCP adulteration was detected in the top side of chamber No.3&4 (5 KL each) with density beyond acceptable norms.

Since containers for preserving oil samples for comparison were not available with the representative of M/s.IOCL and the oil sample container was scheduled to reach on 04.07.2017, therefore, it was mutually agreed to park the vehicle at the field workshop.

In the meantime, Tanker/Lorry containing HSD oil forcibly left the premises of Lingaraj OCP at about 21.40 on 03.07.17 Hrs and returned at 05.49 hours of 04.07.17 morning.

During the period of leaving the premises and returning back to Lingaraj OCP, the contaminated oil was found replaced with good quality oil having density of oil within permissible limits, which was confirmed during verification. Subsequently, FIR was lodged at Local Police station, Talcher.

In order to have proper check on the quality & quantity of HSD oil, which is being supplied in Projects, it is hereby directed to be vigilant, to follow the Standard Operating Procedure strictly for verifying the quality of HSD oil, prior to decantation and to take necessary measures for ensuring that any adulterated HSD is not allowed for delivery to our dispensing units.

Yours faithfully,

(J.P. Singh)
 Director(Tech./OP)

Copy for kind information to:

1. CMD, MCL, Sambalpur.
2. D(P), MCL, Sambalpur.
3. CVO, MCL, Sambalpur.
4. D(T/P&P), MCL, Sambalpur.
5. D(F), MCL, Sambalpur.

- Copy also to:1) GM(E&M), MCL, Sambalpur.
 2) GM(MM), MCL, Sambalpur.
 3) GM(Fin), MCL, Sambalpur.
 4) HOD(IED), MCL, Sambalpur.

309
28-03-19

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड
**Mahanadi Coalfields
Limited**
(A Subsidiary of Coal India Limited)

**Office of the General Manager(MM)/HoD
Materials Management Department**
At/P.O. Jagruti Vihar, Burla
Dist. Sambalpur – 768020 (Odisha)
Ph: +91 (0663) – 2542521(O)
CIN: U10102OR1992GO1003038
FAX: +91(0663) – 2542734
E-mail, egm-mm.mcl@nic.in
Web site. mcl.gov.in



Ref. No. MCL/SBP/MMD/Scrap Disposal/2019-20 / 122

Dt. 23.04.2019

TO

**Area General Managers
All Areas, MCL**

Sub: Security of Scrap and Serviceable items in the Field Areas – Regd.

**Ref: Letter no. MCL/HQ/Office of D(T/O)/19-20/030 E dt. 15.04.2019 of
D(T/O),MCL**

Dear Sir,

An instance of theft for HEMM spares by some miscreants has been reported in one of the projects of MCL, in recent past. In view of above, it has been emphasized by D(T/P&P) that it is urgent to have a System for Safe Keeping & Disposal of Scrap Material. Further ,it has been advised by him to formulate a Standard Operating Procedure(SOP) for safe keeping & disposal of Scrap Material for necessary compliance by all the Areas.

In this connection , kindly refer to undersigned's letter no. MCL/SBP/MMD/Scrap Dposal/2017-18/1892 Dt. 14.02.2018, regarding Checks & Measures to be taken for disposal of Scrap Materials (A copy enclosed). In the said letter, detailed guidelines regarding Safe Custody & Storage of scrap material arising out of HEMM and for delivery of all type of scrap materials to successful bidders(against Sale Release Orders) are elaborated.

You are once again requested to ensure strict compliance of the above said guidelines issued with competent approval (vide letter no. 1892 dt. 14.02.2018) in your Area so as to avoid any incidence of Theft of Scrap or Serviceable items.

Encl: As above

Copy for Kind information to:

- 1.GM(MM/HOD),MCL
- 2.TS to CMD/CVO/D(T/P&P)/D(T/O)/D(F),MCL
3. SO (MM)/D.O.,All Areas,MCL

Yours Faithfully,
S.K. Batra
(S.K.Batra)
GM(MM/S)

MM/F

183

महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)



निदेशक (तकनीकी) संचालन तथा परि. एवं योजना का कार्यालय
Office of the Director (Technical) Op and Planning & Projects
At/Po: Jagruti Vihar, Burla, Dist.: Sambalpur-768020 (Odisha)
Phone-(0663) 2542772/2542775, Fax-(0663) 2542844/2542360
E-mail: dt-op.mcl@coalindia.in, dtopmcl@gmail.com,
dt-pp.mcl@coalindia.in, dtppmcl@gmail.com
Web site: www.mahanadicoal.in, CIN No.: U10102OR1992GOI003038

संदर्भ संख्या: एमसीएल/निदेशक तकनीकी/सं/2019/061-E

दिनांक: 04/05/2019

To
The General Manager,
Bharatpur/Lingaraj/Hingula/Kaniha/Talcher/
Ib Valley/Lakhanpur/Basundhara/Orient Area.

**Sub: Strengthening of Security System to evade the possibility
of theft from your Area.**

Dear Sir,

It is to inform you that recently there occurred an attempt of theft for HEMM spares from one of the mines of MCL.

It is, therefore, felt that the Area Administration and the Security Managers need to be more proactive and to work in coordination with the local police and Civil Administration in this regard. The deployment and performance of the available security personnel, comprising local villagers, have to be monitored very closely.

Besides the above, the following points are to be taken up for ensuring effective security system in your respective area:

- (i) Deployment of sufficient Security Guards at all vulnerable points and regular patrolling by Security Team;
- (ii) Report of patrolling team to be examined by area Security Head for taking immediate action, if required;
- (iii) Foolproof communication system;
- (iv) Mock rehearsal at random timings of patrolling team for such contingencies and record of such rehearsals to be maintained; and
- (v) Routine evening communication with local police person/officer.

In order to strengthen the Security System of your area, you are hereby advised to ensure compliance of above.

Yours faithfully

Director Tech. (OP/P&P)

Copy for kind information to:

1. CMD, MCL, Sambalpur.
2. CVO, MCL, Sambalpur.
3. D(P), MCL, Sambalpur.

**Corruption only affects a common man!
Fight corruption if you want a better society!**



**Corruption is a cancer that
eats away at the soul of a nation.**



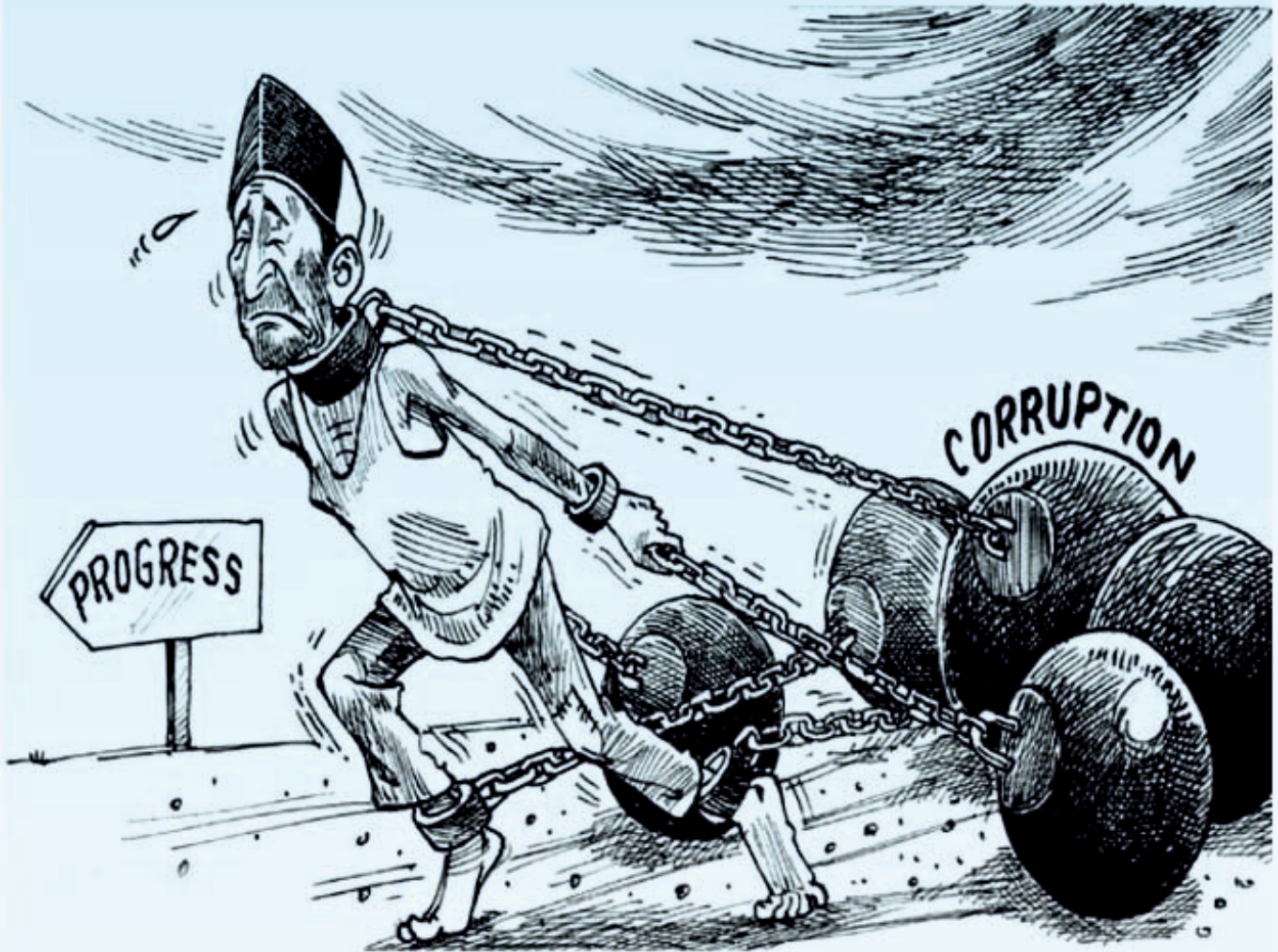
**पैसा न तो दो और न ही लो,
देश को भ्रष्टाचार मुक्त करने में योगदान दो।**



**भ्रष्टाचार है देश के पतन का कारण,
खत्म करने का करो निवारण।**

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CATEGORY: 4
Dispatch &
Coal Transportation



Corruption is a curse for nation progress

Courtesy by :

VIGILANCE DEPARTMENT, MCL

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

निदेशक तकनीकी (संचालन) का कार्यालय
 DIRECTOR TECH. (OPERATION) SECRETARIAT
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 Fax: +91 (663) 254 2844
 e-mail: dtopmcl@gmail.com, dt-op.mcl@coalindia.in



क्रमांक संख्या: एम.सी.एल /मुख्यालय/निदेशक तकनीकी (संचालन) कार्यालय/18-19/

256-E

दिनांक: 15/06/2018

MOST URGENT

To
 The Area General Manager,
 Jagannath/Bharatpur/Hingula/Lingaraj/Kaniha/Talcher/
IB Valley/Lakhanpur/Orient/Basundhara Area.

**Sub:- Controlling Deviation from offered grade to delivered grade
 in Road despatch.**

Dear Sir/s,

Random samples were collected in some of the Projects at Road Sale exit points, in which some samples were found in higher grade and also some times in lower grade than offered grade.

In order to control the deviation between offered grade and delivered grade, and to eliminate the chances of deviation following actions are required to be taken:-

- A) The system of daily coal samples collection from the trucks transporting coal from the Face to the dispatch points or Stock and analysis thereof to be followed so that a strategic decision can be taken in case of any deviation.
- B) Efforts to be taken for gradually minimizing the loading of road sale trucks by Payloaders and in its place Bunker and Chute arrangement fitted with "Online Analyzer" should be used to avoid manual interference.
- C) The road sale points to be properly supervised in all the three shifts.
- D) Road sale loading to be under effective Electronic Surveillance round the clock and the data thereof to be kept safe for any future purpose.

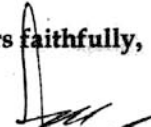
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-2-

E) Each mine has to prepare and strictly follow Code of Practice for preservation of coal quality from Mine Face to the Dispatch points as well as from Stockyards.

For strict compliance

Yours faithfully,


(J.P. Singh) 18/6/18
Director(Tech./OP)

Copy to: 1) Chairman, CIL/CMD, MCL, Sambalpur - For kind information.
2) Director (Personnel), MCL, Sambalpur.
3) CVO, MCL, Sambalpur.
3) Director (Tech./P&P), MCL, Sambalpur.
4) Director (Finance), MCL, Sambalpur.

Cc also to: 1) GM(Production), MCL, Sambalpur -For suitable follow up action.
2) GM(Prod), MCL, Sambalpur,
3) HOD(M&S), Sambalpur.
4) TS to CMD/ DT(OP)/D(P)/DT(PP),MCL.

ମହାନଦୀ କୋଲ ଫିଲ୍ଡ୍ସ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

निदेशक तकनीकी (संचालन) का कार्यालय
DIRECTOR TECH. (OPERATION) SECRETARIAT
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Dist: Sambalpur, Odisha-768020
Ph: +91 (663) 254 2772, 254 2586
Fax: +91 (663) 254 2844
e-mail: dtopmcl@gmail.com, dt-op.mcl@coalindia.in



क्रमांक संख्या: एम.सी.एल /मुख्यालय/निदेशक तकनीकी (संचालन) कार्यालय/17-18/ 1069 E

दिनांक: 14/03/2018

To
Area General Manager of Talcher Coalfield.
Area General Manager of IB Coalfield.

Dear Sir/s,

It has been learnt from the recent visit of the Vigilance Team at Hingula OCP, Hingula Area that the parking lot for the Private Truck Owners Associations has been provided right next to the coal stock of Hingula OCP:

- ✓ As a result of the above, a large number of trucks are parked there 24 hours of the day. They keep plying, in and out, without any check whatsoever. The transporters' agents also keep moving in the restricted area of coal stock and despatch, on their motor cycle, with impunity.
- ✓ With this system in place, the possibility and probability of theft of coal increases considerably.

Above irregularities/lapses have been viewed seriously by the Competent Authority.

In view of above, you are hereby directed to ensure that private trucks are not allowed for parking in the mine premises, except during the process of loading. Moreover, entry & exit of the trucks can be regulated appropriately at this place by Security Personnel. Besides the above, you are also directed to ensure that only authorized vehicle and people with proper identity be allowed in the mine premises.

The above is for strict compliance of all concerned.

Yours faithfully,

(J.P. Singh)
Director(Tech./OP)

14/3/18

Copy for kind information to:

- 1) CMD, MCL, Sambalpur.
- 2) D(P), MCL, Sambalpur.
- 3) CVO, MCL, Sambalpur.
- 4) D(T/P&P), MCL, Sambalpur.
- 5) D(F), MCL, Sambalpur.

- CC to: 1) HOD(M&S), MCL - For coordinating and ensuring compliance.
2) HOD(Security), MCL - For coordinating and ensuring compliance.
3) All ASM of MCL - For strict compliance.

ମହାନଦୀ କୋଲ ଫିଲ୍ଡ୍‌ସ୍ ଲିମିଟେଡ୍
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

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Fax: +91 (863) 254 2844
e-mail: dtopmcl@gmail.com, dt-op.mcl@coalindia.in



क्रमांक संख्या: एम.सी.एल/मुख्यालय/निदेशक तकनीकी (संचालन) कार्यालय/17-18/ 1060E

दिनांक: 14/03/2018

To
Area General Manager of Talcher Coalfield.
Area General Manager of IB Coalfield.

Dear Sir/s,

It has been brought to the notice that schedule of despatch is not being shared by the Marketing & Sales Department with the Security Department, details of which is mentioned hereunder:

- ✓ During the recent visit of the Vigilance Team to various Areas of Talcher Coalfields, it has come to the notice that the Security personnel are not aware about the number and identity of the trucks which are authorized to enter the coal stock for taking the delivery of coal against the D.Os. issued.
- ✓ As such, the Security personnel are not in a position to know whether the trucks entering the road sale dispatch points are authorized or otherwise. They do not have any list of vehicles which are authorized to enter the premises and as such their presence at the spot becomes ineffective.
- ✓ From the enquiry at the mine level, it came to the knowledge that Marketing & Sales Department are reluctant to share this information with the Security Department.

These irregularities/lapses have been viewed seriously by the Competent Authority.

In view of above, you are hereby directed to ensure that concerned Nodal Officer Road Sale (M&S Department) of the Project is definitely providing a copy of list of empty trucks to concerned Security Head, authorized to take coal from the stock or from the mines on that very day. Copy of the list is to be furnished to concerned Head of Security, prior to start of work, so that only authorized trucks can be allowed in mine premises. It is urgent in view of preventing any possibility of theft of coal from our mines.

The above is for strict compliance of all concerned.


Yours faithfully,

(J.H. Singh) 14/3/18
Director(Tech./OP)

Copy for kind information to:

- 1) CMD, MCL, Sambalpur.
- 2) D(P), MCL, Sambalpur.
- 3) CVO, MCL, Sambalpur.
- 4) D(T/P&P), MCL, Sambalpur.
- 5) D(F), MCL, Sambalpur.

- CC to: 1) HOD(M&S), MCL - For coordinating and ensuring compliance.
2) HOD(Security), MCL - For coordinating and ensuring compliance.
3) All ASM of MCL - For strict compliance.

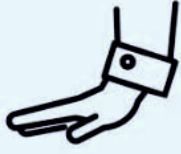


CATEGORY: 5
**Administration/
Personal/ Estimations /
Day to Day
Official Matters etc...**



महानदी कोलफील्ड्स लिमिटेड
MAHANADI COALFIELDS LIMITED
 सतर्कता जागरुकता सप्ताह 2023
VIGILANCE AWARENESS WEEK 2023

30th October to 5th November, 2023



भ्रष्टाचार का विरोध करें;
 राष्ट्र के प्रति समर्पित रहें

Say no to corruption;
 Commit to the Nation

TO REGISTER YOUR COMPLAINTS:

TOLLFREE : 18003456795 EMAIL : CVO.MCL@NIC.IN
<https://www.mahanadicoal.in/Vig/vigilance.php>





MCL

जनसम्पर्क विभाग
Department of Public Relations
महानदी कोल्फील्ड्स लिमिटेड
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

क्रमांक: एम सी एल/ जंसम्पर्क/ 1192/2017-18

दिनांक/Dated: 08.02.2018

To

**The General Manager,
JNA/TA/HA/KA/BA/LA/CWS(T)/CWS(IbV)/IbVA/LKPA/OA/B&GA
Mahanadi Coalfields Limited.**

SUBJECT: ADVISORY ON GIVING OFFICIAL STATEMENTS TO MEDIA PERSONS.

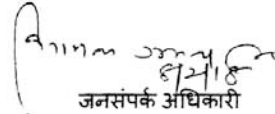
Sir(s),

Whereas, a news item was published in the Hindi news daily Navbharat from Angul dateline on 08/02/2018 titled "Lingraj Khuli Khadaan Mein Koyla Chori, Truck Zabt", a copy of which is enclosed herewith for reference.

Whereas, the Lingraj Area General Manager disclosed to the media name of employee who sounded alert and the same employee refused to have given any information to management, which made media to state that statements of the GM and the employee differ.

To avoid such negative news coming out of an incident which could had been used to build positive image company in business operations, following procedure may be adhered to:

1. Always keep the identity of the source of information CONFIDENTIAL. If the source is own employee, his name shall never be exposed in the cases that involve criminal proceedings as it may put him/her in vulnerable situation. Further, exposing the name of employee in such incidents will discourage fellow employees to report any such information to the management.
2. Instead of naming someone in such incidents, authorised officers for speaking to media are expected to follow standard statements, like in above mentioned case, "Alert security apparatus in place ensured the truck carrying coal is caught while moving out of Geo-fenced area. It is an achievement of our security".
3. Always keep upper hand in sharing such information in positive sense, like "vigilant MCL security foils bid to steal coal from Lingraj mines." If we will not inform media about such incidents on time, someone else will inform media to earn mileage at our cost.


जनसंपर्क अधिकारी

Copy for kind information of—
Technical Secretaries to CMD/DT(O)/D(P)/CVO/DT(P&P)/D(F),MCL

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Sambalpur - 768 020 (ODISHA)
e-mail: pro_mcl@coalindia.in
CIN: U10102OR1992GOI003038
PRX: +91 663-2547465-466



Also visit us on : www.mahanadicoal.in



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@mahanadicoal

145
21.02.18

मुख्यालय अफिसर/ऑफिस
Office of the CVO, MCL
प्राप्ति संख्या / Receipt No.: 530
दिनांक / Date: 09.03.18

महानदी कोलफील्ड्स लिमिटेड
महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

Office of the General Manager(P-EE)
AI/PO: Jagriti Vihar, Burla
Dist.: Sambalpur
Odisha, Pin - 768 020
Ph: 0663 - 2542104
Fax: 0663 - 2542787



Ref.No.:MCL/HQ/EE/2018/MT/Posting/ 1965

Dtd.09.03.2018

कार्यालय आदेश

It is observed that there is delay in issuance / non-issuance of LPC and Leave particulars of the transferred executives from MCL HQ. Further the transferred executives has to apply for issue of Leave particulars and LLTC/LTC details.

In order to streamline the same, henceforth, a Note shall be initiated by the Dy. Manager(P-CR Cell), EE Deptt., MCL HQ., within seven days of separation/release of the executives for NOC (No Dues Certificate) from the respective Deptt./Sections on e-Office mode. After getting the NOC, the same shall be forwarded to Finance Deptt. for preparation of LPC.

LPC of the transferred executives should contain all the information about the executives including his Leave particulars, LTC/LLTC details, the details of deduction of Security Money of newly appointed executives and the status of obtaining Credit/Debit Memos as the case may be, from all the earlier places of posting etc., should be done by Finance Estb. Deptt. Credit Memo in case of deduction of Security Deposit of newly appointed executives should also be passed on immediately to the transferred Unit/Area/ Subsidiary.

No application is required from the executive concerned for Leave particulars and LLTC/LTC details. The same shall be mentioned in the LPC to be issued preferably within the next salary cycle under the signature of both the Finance and Pers. Executive of Admn. Deptt.

Pending cases of all transferred executives from MCL HQ. should be issued with the LPC forthwith.

This issues with the approval of the Competent Authority.

7
9/3/18
(जी.बी. महापात्र)

वरीय प्रबंधक(का-अधि:स्थापना)

Distributions:

- 01. D(T/O)/D(P)/D(T/P&P)/D(F), MCL
- 02. All HODs, MCL HQ.
- 03. GM(F-Estb)/Sr.Mgr(Admn)/Sr.Mgr.(PF/Pen)/Dy.Mgr.(P/CRC), MCL HQ.
- 04. GM(System), MCL - For uploading in Website and e-Office.
- 05. TS to CMD/TS to D(T/O)/TS to D(T/P&P)/TS to D(P)/TS to D(F)/TS to CVO, MCL
- 06. Mgr(Sectt.) to CMD/D(T/O)/D(T/P&P)/D(P)/D(F)/CVO, MCL
- 07. OC/PF/MF

Pl. Comment on the file giving our suggestion and put for kind perusal please.
13/3/18

Am (Pm) 128
13/3/18

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

Public Grievance Cell
 AU/PO: Jagruti Vihar, Burla
 CIN: 10102OR1992GO1003038
 Dist. Sambalpur (Odisha) - 768 020



Office of the CVO, MCL
 प्रावि संख्या / Receipt No. 739
 दिनांक / Date: 3/4/18

No. MCL/HQ.PG Cell/2018/ 108

Dated 02.04.2018

OFFICE ORDER

In compliance to the Vigilance Secretariat's observation in a surprise inspection at of one of the Samadhan Kendras and acceptance of the suggestions for improvement in the system and approval thereof by the competent authority, following guidelines are issued for improvement in the functioning of Samadhan Kendras of MCL, in addition to the guidelines contained therein letter No. MCL/SBP/D(P)/2017/4302 dated 13.10.2017 of D(P), MCL.

- 01.Henceforth all the Samadhan Kendras of MCL shall be under the purview of Grievance Redressal Committee (GRC) of MCL, HQ. The GRC, MCL will monitor redressal of grievances/complaints lodged in all the Samadhan Kendras to ensure effectiveness of the Grievance Redressal System.
- 02.The Officer presently nominated as Nodal Officer (Public Grievance) of the Area shall be made In-charge of the Samadhan Kendra also for proper control and co-ordination of the Grievance Redressal Mechanism at Area level and also to ensure proper liaisoning with Public Grievance Cell, MCL HQ and Grievance Redressal Committee, MCL HQ.
- 03.A sufficiently senior executive, not below E-5 grade, may be designated as Nodal Officer (PG) & In charge of Samadhan Kendra at Area level, who will function under the overall supervision, guidance and control of the Area Personnel Manager.
- 04.The mobile phone number and e-mail address of the complainant shall be compulsorily recorded in the Grievance Register.
- 05.When any grievance is referred to the grievance redressing authority, the details of such authority along with the date of referral should invariably recorded in the Grievance Register.
- 06.In case a grievance is not redressed within the prescribed time limit of 30 days or in case the redress of grievance is likely to take more than 30 days, an interim reply should be sent to the petitioner by the grievance redressing authority and the matter should be brought to the knowledge of the Area General Manager while recording the same in the Grievance Register.
- 07.In case it is not feasible to accede the request made in the petition/grievance, a reasoned speaking reply may be issued to the aggrieved person within the stipulated period of 30 days.

TS/Vig.....
 GM/Vig.....
 CVO.....
 Marked to.....

Contd...p/2

Pl. connect with our advisory and also monitor its implementation in MCL.
 Advisory Personnel Keelor
 06/04/18

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


Public Grievance Cell
At/PO: Jagruti Vihar, Burla
CIN: 10102OR1992GO1003038
Dist. Sambalpur (Odisha) - 768 020



: 2 :

- 08.The final report/reply to the Petitioner or PG Cell MCL HQ, as the case may be, shall be sent under the signature of the Area GM or a competent person after obtaining approval of the Area General Manager on file.
- 09.The quality of grievance redressal shall be checked by the Nodal Officer/In-Charge, Samadhan Kendra by making direct contact with the aggrieved person/complainant in order to get a proper feedback to ascertain the level of satisfaction of the complainant/petitioner.
- 10.Complaint having vigilance angle may be transferred to PG Cell, MCL HQ for onward transmission to Vigilance Secretariat for further necessary action.

The above guidelines shall be implemented with immediate effect.


(A.P.Vishwakarma)

General Manager(P-Coordn/Rectt)

Distribution:

- 01.All Area General Managers
- 02.All GMs/HODs, MCL HQ
- 03.CEO, MBPL
- ~~04.All~~ Members of the Grievance Redressal Committee, MCL HQ
- 05.Dy. GM, MCL BBSR/Kolkata
- 06.All Area Personnel Managers
- 07.Nodal Officer(PG Cell), MCL HQ
- 08.All Area Nodal Officer(PG)/In-charge, Area Samadhan Kendra

मुख्यालय, कोयला इंडिया लिमिटेड
Office of the CVO, MCL
पत्रिका संख्या / Receipt No.: 560
दिनांक / Date: 13/03/18

150

ମହାନଦୀ କୋଇଲୀସ୍ଥଳ ସୀମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

Office of the General Manager(P-EE)
AI/PO: Jagriti Vihar, Buxa
Dist.: Sambalpur
Odisha, Pin - 768 020
Ph: 0663 - 2542104
Fax: 0663 - 2542787



Ref.No.:MCL/HQ/EE/2018/Security Deposit/ 1988

Dtd.13.03.2018

कार्यालय आदेश

In order to streamline the procedure for refund of Security Money, deducted from the salary of the executives under bond and as such, the procedure for refund of security money shall be as under :-

1. During the first week of every month, the EE Department, MCL HQ., shall issue a letter addressed to the GM(Fin./Estb), MCL HQ., for cases of MCL HQ/ Area Finance Manager for cases of Areas/other Establishments (as the case may be) and GM(System), MCL HQ. for all cases/SO(System) for the cases of Areas, regarding the executives who are going to complete scheduled period of 60 months of service in the company during the current month in the following format :-

No	Name	EIS No.	Desgn.	Date of appointment in the executive grade in CIL	Date of completion of 60 months of Service in CIL	Present place of posting	All previous places of postings (including period)*

*Period should be specified as "from date to date".

The said letter shall also specify that the deduction against Security Money shall be stopped forthwith on the completion of 60 months of service by the concerned executive.

(Responsibility : GM/HOD(P/EE) & Dealing Officer of EE Deptt., MCL HQ.

2. Further, on receipt of the said letter from the Executive Establishment Deptt., MCL HQ., GM(System) shall calculate the Security Deposit recovered from the Salary of the executive and send it to GM(Fin.), MCL HQ. / Area Finance Manager (as the case may be) for further necessary action at their end within two days of the receipt of the letter from EE Deptt.

(Responsibility : GM/HOD(Sys) & Dealing Officer of System Deptt., MCL HQ.

3. Further, on receipt of the said letter from the Executive Estb. Deptt., MCL HQ., GM(Fin-Estb.), MCL HQ. / Area Finance Manager (as the case may be) in accordance with the Office Order No. CIL/C-5A(PC)/CCC/44 Dtd.23.03.2012 of General Manager(P/PC), CIL, shall cross-check the calculation of Security Deposit as received from the GM(System), alongwith applicable interest thereon. Thereafter, the finance deptt. shall complete necessary financial concurrence and ensure the payment of Security Money alongwith the applicable interest within 7 days of completion of 60 months in the account of the concerned executive. Since the refund of Security Money alongwith applicable interest has already been approved by the Board of Directors of Coal India Ltd., it does not require any further approval of any Authority.

(Responsibility : GM/HOD(Fin), MCL HQ. / AFM of Area & concerned Dealing Finance executive at Unit/Area/HQ.)

Contd..pg.2

TS/Vig
 Gaining PL to T up
 Alongwith the relevant file
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 Marked to

(02)

4. In case of transfer of an executive from one place to other, it shall be the responsibility of the Finance Deptt of the Unit/Area/HQ. from where executive was transferred to send the Credit Memo of the Security Money plus interest thereon along with the issuance of LPC to the new place of posting of the concerned executive.

(Responsibility : GM/HOD(Fin), MCL HQ. / AFM of Area & concerned Dealing Finance executive at Unit/Area/HQ.)

5. Whenever an executive joins at a new Unit/Area/HQ., it shall be the responsibility of the finance department of the concerned Unit/Area/HQ., where the concerned executive is posted subsequently to obtain the Debit Memo from his/her previous place of posting and ensure the refund of Security Money within 7 days of completion of 60 months. Further the intimation towards release of Security Deposit within interest shall be communicated to the EE Deptt., MCL HQ., for recording the same in Service Record.

(Responsibility : GM/HOD(Fin), MCL HQ. / AFM of Area & concerned Dealing Finance executive at Unit/Area/HQ.)

6. If any of the procedures mentioned above is not followed within the prescribed timeline, it shall be regarded as negligence in performance of duty on the part of defaulting officials including the non-executive employees assigned with this duty & necessary action as deemed fit may be taken.

However, executives under bond period, continuing to remain in long absenteeism, shall not be covered under above guidelines and it shall be dealt separately.

This issues with the approval of the Competent Authority and shall come into effect w.e.f. 1st April, 2018.

7
13/3/18
(जी. बी. महापात्र)

वरीय प्रबंधक(का-अधि:स्थापना)

Distributions:

01. D(T/O)/D(P)/D(T/P&P)/D(F), MCL
02. GM(F-Estb.)/GM(Sys)/GM(P-Co-Ordn)/Dy.GM(MP&IR), MCL
03. GM(F/HQ)/Sr.Mgr(Admn)/Sr.Mgr.(PF/Pen)/Sr.Mgr.(P/CRC), MCL HQ.
04. GM, All Areas
05. APM/AFM, All Areas
06. GM(System), MCL – For uploading in Website and e-Office.
07. TS to CMD/TS to D(T/O)/TS to D(T/P&P)/TS to D(P)/TS to D(F)/TS to CVO, MCL
08. Mgr(Sectt.) to CMD/D(T/O)/D(T/P&P)/D(P)/D(F)/CVO, MCL
09. OC/PF/MF

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

निदेशक तकनीकी (संचालन) का कार्यालय
 DIRECTOR TECH. (OPERATION) SECRETARIAT
 P.O : Jagruti Vihar, Burla
 Dist: Sambalpur, Odisha-768020
 Ph: +91 (663) 254 2772, 254 2586
 Fax: +91 (663) 254 2844
 e-mail: dtopmcl@gmail.com, dt-op.mcl@coalindia.in



क्रमांक संख्या: एम.सी.एल/मुख्यालय/निदेशक तकनीकी (संचालन) कार्यालय/18-19/ 836

दिनांक: 13/12/2018

To
 All General Manager/HODs,
 MCL HQ.

Sub: Implementing mandatory File movement in e-office-reg.

Dear Sir/s,

Enclosed please find herewith Note No. MCL/SBP/VIG/[CMD Ref.]2018/291 dated 04.12.2018 initiated by CVO, MCL regarding implementating mandatory File movement in e-office-reg.

I have been directed to circulate the same for compliance at your end.

Yours faithfully,

Encl:- As stated.

रमके सिंह
 (M.K. Singh) 13/12/18
 TS to D (Tech/Op)

Copy to: Director(Tech/OP), MCL - For kind information.

Copy also to: TS to CMD/DT(P)/CVO/D(P&P)/D(F), MCL.

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महानदी कोलफील्ड्स लिमिटेड
 महानदी कोलफील्ड्स लिमिटेड
 Mahanadi Coalfields Limited
 (A subsidiary of Coal India Limited)

NOTING SHEET
 Department: Vigilance



फाइल संख्या File No.: MCL/SBP/VIG/[CMD Ref]2018/291	Date: 04/12/2018	पृष्ठा संख्या Sheet No.
लिपिक Dealing Assistant :	अधिकारी का नाम Name of Officer : Munawar Khursheed, IRPF	

Sub.: Implementing mandatory File movement in e-Office-reg.

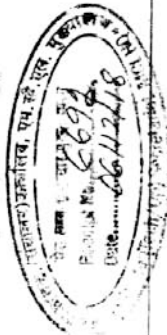
Following points need your kind attention for better implementation of e-Office module-

1. As an initiative to increase digital transaction and to impart efficiency and transparency, e-Office was implemented vide the Chairman, CIL's letter no CIL/VIG/2015/34027/01/661 Dated 16.06.2017 wherein, the diary of receipt and dispatch was to be done compulsorily w.e.f 01.07.2017 in e-Office System and thereafter the physical registers were to be dispensed with. Accordingly, Standard Operating Procedures (SOP) were framed by CIL and circulated for implementation.
2. It was found that though the users in MCL have started working on e-Office but the expected output is yet to be achieved. Therefore, a meeting was conducted on 07.11.17 to discuss the issues in implementation of e-Office in MCL with the concerned nodal departments and after discussion a decision was taken with the approval of CMD, MCL to make it mandatory to use e-Office for Receipts, Tour Approvals and petty notes w.e.f. 01.12.2017.
3. Recently, during the monitoring of the status of implementation of e-Office in MCL, it was found that less than 50% users are accessing e-Office on daily basis and the outcome w.r.t. diary of Receipts and File movement is also not up to the expectations.
4. It was informed that the minimum required infrastructure and training have been provided to the users and supply order for the high end scanners has already been placed. The supply is expected to commence within a month. The File Categorization and other prerequisites have already been done by CMPDIL.

In view of the above, it is suggested that the following actions can be considered to be initiated in order to achieve better results in the implementation of e-Office:

- a) The File movement on e-Office may be made mandatory from a specified date, suggestively w.e.f. 01.01.2019.
- b) The personal bills like TA bills and Medical Bills containing original receipts may be considered to be exempted from e-Office at present, but a later date may be fixed for incorporating the same.
- c) Any exceptional case of exemption may be delegated to the specific approval of concerned Director.

Forwarded for favour of kind information and necessary advice to the concerned as deemed appropriate.



9821
 5.12.18

C.M.D

Munawar
 04.12.18
 Chief Vigilance Officer

ALL FDS TO
 Discuss TS Circulate to all GAD
 ↓ 10/12

359
21.03.19

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

PF/PENSION/GRATUITY DEPARTMENT
A/PO: Jagruti Vihar (Burla),
Sambalpur - 768020 (Odisha)
Tele Fax - 0663-2542776,
PBX - 0663-2542461-63, Ext. 5540, 5550, 5551
Email: mclpension@gmail.com



MCL

Ref No. MCL HQ/PF & Pen/2019 11057

Date: 22/8/2019

MOST URGENT

To
The General Manager
Jagannath/Hingula/ Lingaraj/Bharatpur/Talcher
Kaniha/NSCH/CWS(X) TAL/IB Valley/ Lakhanpur/
Orient/Basundhara/CWS(X) IB Valley
The Dy General Manager MCL BBSR/MCL Kolkata

SUB: Preventive measures to avoid possible irregularities in submission and payment of CMPF/Pension/ Advance Claims

Dear Sir,

Kind attention is invited to the above subject. In this connection, in order to prevent any possible irregularities such as wrong payment, impersonification etc., regarding various types of CMPF and Pension claims, the consolidated guidelines/measures as mentioned hereunder are to be strictly implemented under your area:

- 1) To ensure the Submission of Salary Saving Bank Account and Pay-Slip of the members in all PF/Pension/Advance claims (including Mission Biswas Cases) where separation of the member from his service is one year or less. In case any deviation, the members valid clarification under his signature and duly authenticated by the Concerned Authorities of MCL should be enclosed with the claim.
- 2) All type of Advance Claims of Units/Collieries should be submitted to the CMPFO through the respective GM's Office besides PF/Pension Claims.
- 3) The claims with Descriptive Roll at Column No. 24, 25, 26 and 27 of "SAHAJ" (Revised) necessarily with attestation of two officer's whose Specimen Signature should be submitted to the CMPFO Office in advance. The Head of the Unit/Colliery, if required, may also attest the above Rolls along with Authorized Officer. Further, the authenticated photo copies of ID Card and Aadhar Card of the identifier should also necessarily be submitted with the claim which should also be signed/thumb impressed by the identifier.

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ନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
 नदी कोलफील्ड्स लिमिटेड
hanadi Coalfields Limited
 (subsidiary of Coal India Limited)

PF/PENSION/GRATUITY DEPARTMENT
 At/PO: Jagruti Vihar (Burla),
 Sambalpur – 768020 (Odisha)
 Tele Fax – 0663-2542776,
 PBX – 0663-2542461-63, Ext. 5540, 5550, 5551
 Email: mclpension@gmail.com



MCL

Ref No. MCL HQ/PF & Pen/2019

Date:

- 4) For the purpose of payment of PF and Advances from it to the member/claimant through RTGS, a consent from Member/Claimant in the attached proforma should be enclosed with his/her claim while submitting to the CMPFO Office. Further, in case of the member's S.B Account, it should invariably be his/her Salary Account through which he/she has drawn his/her last salary.
- 5) Genuinity Certificate in prescribed proforma has to be enclosed with all such cases (claims) which are specified below:-
 - a) When the gap between the dates of separation from the Service and submission of PF/Pension is two years or more.
 - b) When the gap between the dates of submission of PF and Pension claim is two years or more.
 - c) When the gap between the dates of submission of Pension claim and Pension Revision claim is two years or more.
 - d) When the gap between the dates of stoppage of Pension and submission of request letter for its revival is two years or more.
 - e) When the gap between the dates of settlement of 1st share of PF death claim and subsequent claim for other share is two years or more.
 - f) When the gap between the dates of settlement of PF claim and submission of claim/letter for payment of subsequent PF Arrear is two years or more.

It is further clarified that the two witnesses as asked for in the prescribed proforma should be serving permanent employees of Colliery/Unit/Area and the documents to establish their identity should be submitted as instructed at the Foot Note of the enclosed prescribed proforma itself.

- 5) The details of settlement of PF/Advance claims in respect of member will be intimated to their respective GMs in the enclosed proforma every month by CMPF Office. On receipt of the same, the GMs are requested to get the details of settlement checked with reference to the claims sent by their Area Office as well as Collieries/Units under their jurisdiction and intimate this Office immediately in case of any discrepancy as per the instructions given in the enclosed proforma itself. Any discrepancy/irregularity observed in any case it must be reported back to the CMPFO at once through the fastest mode of communication for obvious reasons.

କୋଇଲି କ୍ଷେତ୍ର ବିକାଶ
 ଓ କୋଲମିନିଙ୍ଗ୍ସ ଲିମିଟେଡ୍
Indian Coalfields Limited
 (A subsidiary of Coal India Limited)

PF/PENSION/GRATUITY DEPARTMENT
 At/PO: Jagruti Vihar (Burla),
 Sambalpur - 768020 (Odisha)
 Tele Fax - 0663-2542776,
 PBX - 0663-2542461-63, Ext. 5540, 5550, 5551
 Email: mclpension@gmail.com



MCL

Ref No. MCL HQ/PF & Pen/2019

Date:

- 6) After settlement of PF/Advance claims intimation to the claimant with a copy to concerned Area will be sent by Speed Post in the enclosed Proforma. If in a claim any discrepancy is detected, as per the instruction in the endorsement in the said proforma itself, the concerned Area/Authorities are requested to intimate the same to the CMPFO at once to check any possibility of irregularity, less/excess/wrong payment, impersonation etc.
- 7) Any claim submitted to the CMPFO, authenticated copies of (i) ID Card and (ii) Service Excerpts or relevant page (s) of the Service Book/Register showing basic service particulars and family/dependent details of the concerned member may please be enclosed with the claim.

Hence it is requested to implement the above guidelines on a strict and urgent basis in your area to prevent any possible irregularities in CMPF processes. Further, an action taken report may be submitted to this office for further appraisal to Competent Authority.

Enclosed: Copies of Eight circulars from
 Regional Commissioner, Sambalpur

Yours faithfully,

Gen Mgr (P- Admin/PF & Pen)
 MCL HQ, Sambalpur

Copy to :

1. TS to D(P), MCL
2. APM-Jagannath/Hingula/Lingaraj/Bharatpur/Talcher/Kaniha/NSCH/CWS(X)
 TAL/IB Valley/ Lakhanpur/Orient/Basundhara/CWS(X) IB Valley/MCL BBSR/MCL
 Kolkata -for NA.

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महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)



निदेशक (तकनीकी / संचालन) का कार्यालय
Office of the Director (Technical/Operation)
At/Po: Jagruti Vihar, Burla, Dist.: Sambalpur-768020 (Odisha)
Phone-(0663) 2542775, Fax No. 2542360,
E-mail: dt-op.mcl@coalindia.in, dtopmcl@gmail.com,
Web site: www.mahanadicoal.in, CIN No.: U10102OR1992GOI003038

संदर्भ संख्या: एमसीएल/निदेशक (तकनीकी/सं.)/2019/177

दिनांक: 17/07/2019

To
All Area GMs of MCL.
All HODs of MCL HQ.

Sub:- Proper keeping of records - Reg.

Dear Sir,

As a measure of systemic improvement the following need to be ensured with immediate effect:

1. Notesheets may be prepared invariably and the same shall be kept safe to ensure transparency in office work.
2. The Leave Application and other related correspondences should be filed category wise for future reference, if required, along with concerned note sheet in the file.

This has approval of the Competent Authority.

Yours faithfully,



TS to Director(Tech./OP)

Copy for kind information to:

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

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

Office of the Chief of Security
AV/PO: Jagruti Vihar, Burla
Dist. Sambalpur (Odisha) – 768020
Ph: +91 (663) 2542 057
e-Mail : cos.mcl@coalindia.in



MCL

एम.सी.एल/सुरक्षा/सु.प्र./सुरक्षा/2022/का-06(18)/1595

दिनांक: 03.03.2022

"MOST IMPORTANT/SENSITIVE"

To

The Area General Managers & HOD of Establishments
Jagannath, Bhubaneshwari, Bharatpur, Hingula,
Lingaraj, Kanhia, Talcher, CWX(X) Tal, IB Valley, MCL HQ BBSR
CWS IB Valley, Lakhanpur, Basundhara & Garjanbahal, Orient,
NSCH

31
25.01.22

Sub: Advisory in the matter of irregularities in theft cases.

Dear Sir,

On the investigation conducted by the Vigilance Deptt it has been found that, FIRs have not been lodged in majority of the cases (out of 151 theft cases reported during 3 years, FIR was lodged in 52 cases) and the same has been also observed by the Sr Advisor (Security), CIL. As a result, the Vigilance Deptt has issued advisory, duly endorsed by the Competent Authority for strict compliance, they are:

1. F.I.R must be lodged immediately.
2. Joint Enquiry Committee (a. in case where the area of responsibility is of a pvt security personnel, representatives of MCL and Contrator of Pvt Security Services will be construed as a Joint Enquiry Committee and b. where the are of responsibility is of a departmental security, then the Area Security Officer and other members as finalized by the Area GM will be construed as a Joint Enquiry Committee) shall be constituted immediately and enquiry report must be submitted within 07 days of formation of the committee.
3. The committee report shall be prepared diligently mentioning all the details/facts/ observations/ findings/conclusion/ recommendations. The report shall also include officials responsible for the theft, details of F.I.R amd action taken by Police Department.
4. Pecuniary loss due to theft shall be recovered from the private security agency if they are found responsible for the same.

This may kindly be taken seriously and implemented in true letter and spirit.

भवदीय,

[Handwritten Signature]
महाप्रबंधक (का0/ सुरक्षा)

Copy to.

1. Director (Pers), MCL/CVO, MCL. – for kind information.
2. APM/AFM/Area Security Officer, Jagannath, Bhubaneshwari, Bharatpur, Hingula, Lingaraj, Kanhia, Talcher, CWX(X) Tal, IB Valley, MCL HQ BBSR, CWS IB Valley, Lakhanpur, Basundhara & Garjanbahal, Orient, NSCH.
3. Nodal Officers Security, IB Valley Coalfields (IB Valley Area) and Talcher Coalfields (Jagannath Area).
4. M/S SIS

For kind information

Sr Advisor (Security), CIL -for kind information.

32

Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

Dist. Sambalpur, Odisha-768020
Ph: 0663-2542653, Fax: 0663-2542482
PBX-5205, E-mail: gmpir.mcl@gmail.com



Ref No: MCL/PD/IR/2022/ 179.

Dt: 01.03.2022

To,
General Manager, MCL, all Areas / CMS, NSCH, Talcher
General Manager, MCL, Bhubaneswar Office
Dy. GM (P-Admin.), MCL
Ch. Manager (P-NEE), MCL HQ.

320
05/03/22

Sub: Advisory / Action to be taken in view of the recent finds during investigation against one employee of MCL.

Dear Sir(s),

During a vigilance investigation against one employee of MCL, some irregularities have come to notice and General Manager (Vigilance) has advised to take the following course of action, as detailed below:

1. Cases may be identified where the total monthly income of both parents of the employee exceeds ₹.10000/- per month. In such cases, they should be removed from the dependent family list as per the Medical Attendance Rules and the Medical benefits availed by the employees for their parents are to be recovered.
2. Cases may be identified where both husband and wife are availing medical benefits for their respective parents. The parents of either the husband / wife are to be removed from the dependent family list as per Medical Attendance Rule. The medical benefits availed by them towards the removed parents are to be recovered w.e.f. 08.05.2018.
3. Cases may be identified where employees are drawing HRA in violation of Chapter - VIII of NCWA. Recovery of HRA as well as action against employee may be taken as per Certified Standing Order of the Company.

It is requested to take needful action on the matter and Action Taken Report in this regard may be furnished by 15.03.2022, positively, for onward submission to GM (Vigilance), MCL. Further, if no such cases are identified, a NIL report may be sent.

Advisory

Yours faithfully,

[Signature]
GM (P-Admin./NEE)

Copy for kind information to D(P), MCL

Copy to:

1. GM (Vigilance), MCL
2. TS to D(P), MCL
3. APMs, all Areas, MCL - for needful action & furnish ATR within scheduled time
4. OC / MF


MCL


महाप्रबंधक (एमपी और आईआर) कार्यालय
Office of the General Manager(MP&IR-NEE)
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

Ref.No.MCL/PD/NEE/2022/ २७

Dtd ०६.०१.२०२३

To,

All Area Personnel Manager/Personnel Executive I/c
Jagannath Area/Lingaraj Area/Bharatpur Area/
Talcher Area/NSCH Talcher/CWS Talcher/Kaniha Area/
Hingula Area/Subhadra Area/IB Valley Area/Oreint Area/
Lakhanpur Area/CWS IB Valley/Basundhara Area/
Mahalaxmi Area/ MCL BBSR.

Sub: Implementation of systematic Improvement Measures.

Madam/Sir

As directed by the competent authority following systematic improvement measures are required to be implemented.

1. Preparation of Digitalized Seniority list for the non-executive employees of MCL in respect of all designations/Grades/Discipline, which have to be publicly accessible for the all employees of MCL.
2. Digitalized provisional and final seniority list has to be considered for the Centralized DPC as well as Area DPC for all the promotion cases.
3. Roster for promotion has to be maintained in the Digitalized mode.

In view of the above needful action may be taken at your end & ATR of the same must be sent to this office at the earliest.

Please treat as **MOST URGENT**.

०६/०१/२३
General Manager(P-IR/NEE)

Copy to:

All Area GM/ CMS (NSCH)
Ch. Manager(P-NEE), MCL, Hq
Nodal Officer (ERP/SAP), MCL, Hq

Copy for kind information to:
The GM(Vigilance),MCL Hq
The T.S to CMD,MCL

Corporate Office: Jagriti Vihar, Buri, Sambalpur, Odisha - 768020, Phone: 0663-2950581, CIN: U10102OR1992GOI003038,
e-mail: gmpir.mcl@gmail.com, Website: www.mcl.gov.in

वसुधैव कुटुम्बकम्
ONE EARTH • ONE FAMILY • ONE FUTURE

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
(A Mini Ratna CPSE of Govt. of India & a Subsidiary of CIL)



MCL



Office of the
Technical Secretary to CMD
Ph: +91(663) 2542750
Fax: +91(663) 2542794
e-mail: ts-cmd.mcl@coalindia.in,
tscmdmcl@gmail.com

Ref: MCL/SBP/HQ/TS/2023/ ୮୪

Date: 17/08/2023

To
All Area General Managers, MCL
All GMs/HoDs, MCL HQ

Sub: Systemic Improvements suggested by vigilance department during the investigation of the works related to "Laying of Pipeline, Hiring of Diesel Pumps and Fabrication & Erection of pontoons" at Lingaraj OCP, MCL.

Dear Sir,

The following systemic improvement measures were suggested by Vigilance Department during the investigation of the works related to "Laying of Pipeline, Hiring of Diesel Pumps and Fabrication & Erection of Pontoons" at Lingaraj OCP, MCL, which were agreed by the Competent Authority for implementation:

1. Standardization of the estimates related to regular & recurring works:

Guidelines for preparation of the estimates for the following works were issued through circular vide no. MCL/HQ/MCL/SAMB/E&M/2007-08/208 dated 16.08.2007:

- Electrical Wiring Related works
- M.S Pipe Line related works
- Internal Electrical Works

The above circular needs to be updated and implemented for uniform & standard estimate preparation.

In addition to the above, other regular & recurring works need to be identified and to be added in above list of works to be standardized (Ex: Hiring of pumps, Making of pontoon etc.).

GM (E&M), MCL vide letter No.147 dated 23.05.2023 (**copy enclosed**) has issued advisory to Areas regarding the above point, which should be adhered to.

2. Minimization of emergency & urgent works and compliance of CVC circulars:

Where ever possible, rate contract/ annual contract may be resorted to for repetitive and anticipated nature of works.

Manual provisions for dealing emergency & urgent nature of works should be followed scrupulously. Registration of the working contractors may be resorted to for undertaking emergent and urgent works as prescribed in the manual i.e. to enable clause no: 4.00 of the Civil manual.

Cont'd...P/2

- 2 -

Further, as per CVC guidelines, the details of all the Works/ Purchases/ Services awarded on nomination basis/ direct negotiation should be posted on MCL website along with brief reason for doing so, should be brought to the notice of the MCL Board every quarter and at least 10% of such cases should be checked by Audit Committee.

3. Use of e-office for ensuring transparency in file movement:

E-office should be used invariably and dealing with physical files must be done away with immediately. Only exempted files/ departments shall be allowed to be processed through physical mode.

4. Proper utilization of the DoP:

DoP should be strictly exercised at the appropriate level.

5. Rate reasonableness:

It is also advisable to refer the past awarded rates for the major items in the item rate contract for arriving at reasonableness of rate especially for regular and recurring nature of work where the past awarded rates for the items are available in the area itself.

Encl: As above.

Yours faithfully,

Soha 17/8/2023
(Dr. Shambhu Jha)
GM/TS to CMD

Copy to:

The GM (Vigilance), MCL



MCL



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

पत्रांक संख्या: एम.सी.एल/सम्बलपुर/वि. एवं. या/2023-24/ 147

दिनांक 23/05/2023

To,
The Staff Officer(E&M),All Areas-
Basundhara,CWS(IBV),IBValley,Orient,Lakhanpur,Mahalaxmi,Lingaraj,Bharatpur,
CWS(Talcher), Hingula , Jagannath, Kaniha, Talcher, Subhadra Area,NSCH (Talcher)
Engineer(E&M) I/C,MCL Office,BBSR , TA Dept, MCL HQ .

Sub: Systemic Improvement measures on E&M Contracts.

Dear sir,

The following systemic improvement measures shall be implemented with immediate effect.

1. Standardization of the estimates related to regular & recurring works:

Guidelines for preparation of the estimates for the following works were Issued through circular vide no. MCL/HQ/MCL/SAMB/E&M/2007-08/208 dated 16.08.2007 (copy attached for ref.) which needs to be updated and implemented for uniform & standard estimate preparation:

- External Wiring Related works
- M.S Pipe Line related works
- Internal Electrical Works

For works at (a) & (c) above , DSR CPWD (E&M) -2022 is under process for updation and approval .Till such period, Prevailing system on the basis of DSR CPWD 2014 with material cost updated & circulated in 2017 and latest labour rates shall be followed with.

For M.S Pipe Line related works, Areas shall follow the guidelines mentioned in above circular till further order.

- List of other regular & recurring works being executed at Areas shall be sent to HQ from Areas with supporting documents like copy of work order, Estimates with basis of analysis, basis of rates of materials etc. for standardization of the estimates and circulation to Area (Ex: Hiring of pumps, Making of pontoon etc).

2. Minimization of emergency & urgent works and compliance of CVC circulars:

Where ever possible, rate contract/ annual contract may be resorted to for repetitive and anticipated nature of works.

Civil Engg. Manual provisions for dealing emergency & urgent nature of works should be followed scrupulously.

Further, as per CVC guidelines, the details of all the Works/ Purchases/ Services awarded on nomination basis/ direct negotiation should be posted on MCL website along with brief reason for doing so, should be brought to the notice of the MCL Board every quarter and at least 10% of such cases should be checked by Audit Committee.

मुख्यालय: एम.सी.एल कॉम्प्लेक्स, जाग्रुति विहार, बुला, सम्बलपुर, ओडीशा-768020, E-mail: gm-enm.mcl@coalindia.in

HQs: At/MCL Complex, Jagruti Vihar, Burla, Sambalpur, Odisha-768020, Phone: +91(663)2542973, Fax: +91(663) 2542797, CIN:U10102OR1992GOI003038

यद्यपि कुरुम्बकम्



MCL



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

पत्रांक संख्या: एम. सी. एल/सम्बलपुर/वि. एवं. या./2023-24/

दिनांक /05/2023

3. Use of e-office for ensuring transparency in file movement:

E-office should be used invariably and dealing with physical files must be done away with immediately. Only exempted files/ departments shall be allowed to be processed through physical mode.

4. Proper utilization of the DoP:

DoP should be strictly exercised at the appropriate level.

5. Rate reasonableness

It is also advisable to refer the past awarded rates for the major items in the item rate contract for arriving at reasonableness of rate especially for regular and recurring nature of work where the past awarded rates for the items are available in the area itself.

This issues with approval of Competent Authority.

Encl: As above

भवदीय,

महाप्रबंधक (वि. एवं. या.) / विभागाध्यक्ष
एमसीएल मुख्यालय

प्रतिलिपि :

1. GM(Vigilance), MCL
2. TS to CMD, MCL
3. TS to D(T)P&P, MCL
4. General Manager- All Areas
5. GM(Civ) (CSR/TA) , MCL HQ
6. GM, MCL Office, BBSR
7. Office Copy

मुख्यालय: एम. सी. एल कॉम्प्लेक्स, जाग्रुति विहार, बुर्ला, सम्बलपुर, ओडीशा-768020, E-mail: gm-enm.mcl@coalindia.in

HQs: AI/MCL Complex, Jagruti Vihar, Burla, Sambalpur, Odisha-768020, Phone: +91(663)2542973, Fax: +91(663) 2542797, CIN U10102OR1992GOI003038

वसुधैव कुटुम्बकम्

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

Office of the Chief Vigilance Officer

At/Po. JagrutiVihar
Dist. Sambalpur (Odisha) – 768 020
Phone: 0663-2542751/2542759
Fax: 0663-2542506
E-mail: cvo.mcl@coalindia.in
Website:mahanadicoal.in



Ref.No. MCL/SBP/GM(VIG)/2022/Syst MP/706

Date 12.05.2022

To,
The HODs, All departments
MCL HQ, Sambalpur.

Sub: Measures to be taken while communicating important documents through Postal mode.

Dear Sir,

In connection with vigilance investigation related with the complaint received in the Vigilance Secretariat regarding the non-receipt of the Bank Guarantee documents to the contractor, the following have been observed.

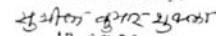
On completion of the work and after scrutiny, the release of original Bank Guarantee documents submitted by the contractor has been communicated through letter with superscription "SPEED POST" from one of the department. A bunch of envelopes were sent to the Central Dak for speed post from the dispatch section of the department, however it transpires that the dispatch section of the department could have been possibly not mentioned "SPEED POST" on all the envelopes. It is observed that all the envelopes arrived at Central Dak were segregated into Speed Post and Ordinary Post envelopes for their postal dispatch. Only those envelopes with superscription "SPEED POST" are sent through Speed Post and rest were considered as Ordinary Post. Apparently, the said envelope consisting of Bank Guarantee documents was sent through Ordinary Post, which occurred to be misplaced during transit. Subsequently, the department had to send certain requisite documents to the Bank for settlement of the Bank Guarantee documents with the contractor.

In view of above, the following measures are hereby advised towards non-recurrence of transit loss of essential documents in future:

- All the important documents/letters should be sent through Speed Post/Registered Post only. The concern department should strictly ensure that the superscription "SPEED POST"/"Registered Post" is clearly mentioned on the envelope of such important documents/letters.
- The concern department should ensure to collect the tracking no. of the envelope consisting of important documents/letters sent through Speed Post/Registered Post from the Central DAK.

The above stated measures are to be strictly complied.

Yours faithfully,


12.05.22
GM(Vig.), MCL

**Ethics and integrity are the
foundation of a good society.**



**Fighting corruption is a four step
action- close your eyes, think, muster
courage and give it a stern reaction!!**



जब हम करेंगे भ्रष्टाचार का विरोध,
तभी मिटेगा भ्रष्टाचार का ये रोग।



देश की उन्नति बढ़ाये,
देश को भ्रष्टाचार से बचाए।

The background features a light beige color with faint, repeating watermarks of the text '© freepress'. There are decorative floral elements in brown and pink, including a large lily-like flower in the top left and bottom right corners, and smaller pink flowers and leaves scattered throughout. A large, solid brown circle is centered on the page, containing the text.

CATEGORY: 6
Measurements
& Mining



Let's take a
pledge,
to fight against
corruption before
it is too late.



Courtesy by :

VIGILANCE DEPARTMENT, MCL

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

निदेशक तकनीकी (संचालन) का कार्यालय
DIRECTOR TECH. (OPERATION) SECRETARIAT
P.O : Jagruti Vihar, Burla
Dist: Sambalpur, Odisha-768020
Ph: +91 (663) 254 2772, 254 2586
Fax: +91 (663) 254 2844
e-mail: dtopmcl@gmail.com, dt-op.mcl@coalindia.in



क्रमांक संख्या: एम.सी.एल/मुख्यालय/निदेशक तकनीकी (संचालन) कार्यालय/17-18/ 070E

दिनांक: 26/04/2018

OFFICE ORDER

In continuation of this Office Order No.1090-E dated 21.03.2018 with regard to OBR reporting and maintenance, following additional guideline is being issued for implementation of all concerned:

- In order to cross check the counting of trips, GPS/GPRS based VTS will be installed in all the dumpers and implemented.
- Work Order for Annual Check Measurement of OBR will be issued by Production Department and the Department will be responsible for controlling and monitoring.
- Such Work Order issued from MCL HQ shall clearly spell out time limit for submission of check measurement Report.
- Penalty Clause must be incorporated in the Work Order in case of delay on the part of CMPDI.
- Delay in submission of report on the part of Local Management shall need to be justified and approved by concerned Director.

The above is for strict compliance.

(J.P. Singh) 26/4/18
Director (Tech./Op.),

Distribution:

- CMD, MCL, Sambalpur - For kind information.
- D(P), MCL, Sambalpur.
- CVO, MCL, Sambalpur.
- D(T/P&P), MCL, Sambalpur.
- D(F), MCL, Sambalpur.
- RD, RI-VII, CMPDI, Bhubaneswar.
- GM(Prod), MCL, Sambalpur.
- GM(Excv.), MCL, Sambalpur.
- GM(Systems), MCL, Sambalpur.
- HOD(E&T), MCL, Sambalpur.
- All Area GMs of MCL.
- TS to CMD/TS to D(T/Op)/TS to D(T/P&P)/TS to D(F)/TS to CVO, MCL HQ.
- Master File.

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

निदेशक तकनीकी (संचालन) का कार्यालय
DIRECTOR TECH. (OPERATION) SECRETARIAT
P.O. : Jagruti Vihar, Burla
Dist: Sambalpur, Odisha-768020
Ph: +91 (663) 254 2772, 254 2586
Fax: +91 (663) 254 2844
e-mail: dtopmcl@gmail.com, dt-op.mcl@coalindia.in.



क्रमांक संख्या: एम.सी.एल/मुख्यालय/निदेशक तकनीकी (संचालन) कार्यालय/17-18/ 1090-E

दिनांक: 21/03/2018

OFFICE ORDER

The following guideline with regard to OBR reporting & maintenance is being issued for implementation:

1. Trip men are to be deputed for counting of OBR trips in all the working shifts, who will ensure accurate OBR reporting.
2. Maintenance of shift-wise and day-wise OB production report in prescribed format, on the basis of actual trips, must be ensured.
3. Any side casting and drain cutting/deepening of sump etc. will not be reported as in-situ OB production.
4. Reconciliation of reported OBR and in-situ measurement to be done monthly basis by the concerned Projects. If there is any variation beyond the permissible limit between reported and measured quantity correction factor to be applied for next month.
5. Similarly quarterly reconciliation of reported OBR and in-situ measurement will be done at concerned Area level and if there is any variation between reported and measured quantity beyond standard norms correction factor to be applied from succeeding month.
6. Check measurement to be done by CMPDI, RI-VII, Bhubaneswar as per Standard Operating Procedure and as per schedule.
7. Joint Survey Statement by Project/Area officials and officials of CMPDIL to be signed in time.
8. General Manager(Production), MCL HQ will be the Nodal Officer for monitoring the schedule of Reconciliation at Project/Area level and schedule of check measurement to be conducted by CMPDI, RI-VII.
9. However, no deviation is allowed to the provisions of NEW CODE FOR UNIFORM SYSTEM OF MAINTENANCE CONTROL AND VERIFICATION OF COAL STOCK IN ALL MINES OF CIL.

The above is for strict compliance.

(J. P. Singh) 21/3/18
Director (Tech./Op.),

Distribution:

1. CMD, MCL, Sambalpur - For kind information.
2. D(P), MCL, Sambalpur.
3. CVO, MCL, Sambalpur.
4. D(T/P&P), MCL, Sambalpur.
5. D(F), MCL, Sambalpur.
6. RD, RI-VII, CMPDI, Bhubaneswar.
7. GM(Production), MCL, Sambalpur.
8. All Area GMs of MCL.
9. TS to CMD/TS to D(T/Op)/TS to D(T/P&P)/TS to D(F)/TS to CVO, MCL HQ.
10. Master File.

महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
A subsidiary of Coal India Limited

K.M.C. Jagruti Vihar Burla M.C.L.
Dist. Sambalpur - 768020 Odisha
PIN: 751012 OR: 992901008039
TeleFax No. 06602542577
Email id: cosebymcl@gmail.com
Website: www.mahanadicoal.in



Ref. No. MCL/SBP/CS/BD-203/Exct/2018/ 240

Date: 18.08.2018

गोपनीय/CONFIDENTIAL

सेवा में,
महाप्रबंधक (IE)
महानदी कोलफील्ड्स लिमिटेड

Sub: Extract from the minutes of the 203rd Board meeting of MCL held at 10.30 AM on Monday the 6th August, 2018 at Registered Office of the Company, Burla, Sambalpur - 768020.

प्रिय महोदय,

आप के सूचनार्थ एवं उचित कार्यवाही हेतु एम.सी.एल. निदेशक मण्डल की 203 वीं बैठक का उद्धृत दिया जा रहा है।

203.C/18 Revision of Surface Transportation Charges (STC) in MCL for 2nd Term.

18.1 The Board deliberated on the proposal in detail and in view of the explanation given by GM(IED) approved the revision of surface transportation charges (STC) w.e.f. 01.08.2018 and thereafter revise every 06 months i.e. February and August as per the details brought out in the agenda note.

भवदीय,


कंपनी सचिव

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MCL

Mahanadi Coalfields Limited
Office of the General Manager (Production)
 PO: Jagriti Vihar, Sambalpur-768020, Odisha.
 PBX-0663-2542461-69, Tel:0663-2542389(O), Fax: 0663-2542470
 Website: www.mcl.gov.in

Ref: MCL/SBP/HQ/Prod/CMSMS/2019-20/ 2285-2308

Date: 12.07.2019

CONFIDENTIAL

To ;
 The General Managers of MCL,
 Jagannath/Bharatpur/Hingula/Lingaraj/Kaniha/Talcher/CWS (Tal) &
 IB-Walley/Lakhanpur/Orient/B-G Area/CWS (IB-V)
 And
 The HODs of MCL HQ,
 HRD/CSR/PRO/Security/System.

Subject: Use of "Khanan-Prahari" Mobile Application on reporting of illegal mining incidents within MCL command Area- reg.

Ref.: Ltr. No. DT(OP)/Samb/Secy-171 dated 11.07.2019

Dear Sir,

Please find enclosed detailed note on use of the mobile application "Khanan-Prahari", which has been jointly developed by BISAG (Bhaskaracharya Institute for Space Application and Geo-informatics, Gandhinagar) and the Ministry of Electronics & Information Technology to use space technology for curbing illegal coal mining activity in coalfield areas of country. The note is enclosed as Annexure-I, which is self-explanatory.

Ministry of Coal has launched this application under the banner of CMSMS (Coal Mining Surveillance & Management System) for CIL mines and has constituted a specialist group at MOC level for the purpose of monitoring of each illegal mining operation having a reference number.

For MCL mines, GM (Production) will function as the Nodal Officer for coordinating with concerned Areas/Mines for its verification in the field and submission of a report for onward transmission to the Ministry of Coal.

You are requested to give a wide publicity within and outside the precincts of MCL so that this mobile application can be extensively used to curb illegal coal mining activities in command area of MCL.

Yours faithfully,

General Manager (Production)

- (1) CMD, MCL for kind information please.
 (2) DT(OP)/D (T/P&P), MCL for kind information please.

Distribution:

- (1) TS to CMD, MCL | for kind information
 (2) TS to D(T/OP) & D(T/P&P), MCL

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

Office of the General Manager(Production)
At/Po Jagrub Vihar, Buri, MCL
Dist Sambalpur - 768020 (Odisha)
CIN: 11101620001952600000038
TeleFax No: 066 0542889
Email id: egm.prod.mcl@nic.in
Website: www.mahanadicoal.in



Ref. No. MCL/SBP/Prod/2019/ 2820

Date: December 7, 2019

MEMO

Sub.: Payment to contractors for the OB (insitu) excavated
on the basis of survey measurements only.

Henceforth, the periodical payments made to the contractors engaged in the work of OB (insitu) excavation shall only be made on the actual quantities determined by survey measurements as per the NIT.

This issues with approval of the Competent Authority.


General Manager (Prod), MCL

Distributions:

All Area General Managers of MCL.
The GM (CMC), MCL.
The GM (P&P), MCL

Copy for kind information to:

The CMD, MCL.
The DT(O), MCL.
The D(F), MCL.
The D(P), MCL.
The DT(P&P), MCL.

764
21.04.21

महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)



निदेशक (तकनीकी/परियोजना एवं योजना) का कार्यालय
Office of the Director (Technical/P&P)
At/Po: Jagruti Vihar, Burla, Dist.: Sambalpur-768020 (Odisha)
Phone-(0663) 2542772, Fax No.(0663) 2542844,
E-mail: dt-pp.mcl@coalindia.in, dtppmcl@gmail.com,
Web site: www.mahanadicoal.in, CIN No.: U10102OR1992GOI003038

संदर्भ संख्या: एमसीएल/निदेशक(तकनीकी/परी. एवं यो.)/2021/ 22-E

दिनांक: 26/04/2021

To
The General Manager,
Ib Valley/Lakhanpur/Orient/Basundhara/Mahalaxmi Area.

Sub: Systematic Improvement Suggestion for the strict compliance of provisions of Revised Yellow Book 2020 in connection to weighment at both the ends for inter-colliery coal transfer & for the enhancement of security issues of All Areas of MCL.

Dear Sir/s,

Enclosed please find herewith CVO, MCL's Note No.MCL/SBP/VIG/2021/MOC-Misc/764 dated 20/21.04.2021 [DTTP Dy. No.198 dt.22.4.21] addressed to CMD, MCL on the above subject, which is self-explanatory.

CMD, MCL remarked on the Note of CVO vide his Dy. No.970 dated 21/22.04.2021 that suggestions given be complied with, so that there must be improvement in the system and compliance be submitted for his information.

In view of above, you are hereby advised to adhere to the instructions without fail for implementation of systematic improvement suggestion given.

Encl: As stated.

Yours faithfully,


(Baban Singh) 26/4/21
Director(Tech./P&P)

Copy to: 1) CMD, MCL - For kind information.
2) D(T/Op), MCL, Sambalpur.
3) GM(Prod)/GM(E&T)/GM(Vig), MCL, Sambalpur.

61



CATEGORY: 7
Procurement of
Goods & Indents



MCL

भ्रष्टाचार
को दूर करो,
बेहतर देश का
निर्माण करो..



Courtesy by :

VIGILANCE DEPARTMENT, MCL

महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)



निदेशक (तकनीकी) संचालन तथा परि. एवं योजना का कार्यालय
Office of the Director (Technical) Op and Planning & Projects
At/Po: Jagruti Vihar, Burla, Dist.: Sambalpur-768020 (Odisha)
Phone-(0663) 2542772/2542775, Fax-(0663) 2542844/2542360
E-mail: dt-op.mcl@coalindia.in, dtppmcl@gmail.com,
dt-pp.mcl@coalindia.in, dtppmcl@gmail.com
Web site: www.mahanadicoal.in, CIN No.: U10102OR1992GOI003038

संदर्भ संख्या: एमसीएल/ निदेशक (तकनीकी/सं)/2019/ 065-E

दिनांक: 07/05/2019
08

e-Office
No. 296453/19

To
The General Manager(MM), MCL, Sambalpur.
The General Manager(E&M), MCL, Sambalpur.

Sub:- Rate contract of Transformer Oil-Reg.

Dear Sir,

You are aware that we are procuring a huge quantity of Transformer Oil for maintenance of transformers installed in various units of MCL.

Presently, the procurement is being done by operating the rate contracts of other subsidiaries. Though the purchase manual of CIL is having the provision for procurement of materials by operating the other subsidiaries RCs, but not having the RC of our own leads to the following:

1. Before each procurement by MCL, the RC vendor of other subsidiaries has to give his consent to supply the items in MCL on the same rate and terms & conditions. This makes the procurement process cumbersome.
2. The market price trend cannot be ascertained as the RC concluded by other subsidiaries as per their local conditions. There may be a possibility that we may conclude a more favourable RC, at our end.

Therefore, you are hereby advised to please explore the possibility to conclude the Rate Contract of MCL for procurement of transformer Oil at the earliest.

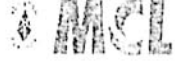
Yours faithfully

Director Tech. (OP/P&P)

Copy for kind information to:

1. CMD, MCL, Sambalpur.
2. CVO, MCL, Sambalpur.
3. D(F), MCL, Sambalpur.

महानदीकोलफील्ड्सलिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)



निदेशक (तकनीकी/परिचालना एवं योजना)का कार्यालय
Office of the Director (Technical/P&P)
At/To: Jaguti Vihar, Burla, Dist.: Sambalpur-768020 (Odisha)
Phone-(0663) 2542772, Fax No.(0663) 2542844,
E-mail: dt-pp.mcl@coalindia.in, dtppmcl@gmail.com,
Web site: www.mahanadicoal.in, CIN No.: U10102OR1992GO1003033

संदर्भसंख्या: एमसीएल/ निदेशक(तकनीकी/परि. एवं यो.)/2020/ 54-E

दिनांक: 05/06/2021

सेवा में,

All Area GMs,
GM, CWS(Talcher)/(IBV)
GM (E&M)/(X)/(S&R)/(MM)/(Rescue)/(Civil)/(Admin)
MCL.

निदेशक (तकनीकी/परिचालना एवं योजना)
Office of the Director (Technical/P&P)
MCL
19/8/21

विषय:- Advisory for strict compliance of clause no 2.8.2.1 of Chapter-2 of CIL Purchase Manual 2020 and Public Procurement Policy of Micro & Small Enterprise (MSE's) order 2012.

संदर्भ:- MCL/SBP/VIG/2021/777 dated 03.06.2021 of CVO, MCL. & endorsement thereon of CMD, MCL on 04.06.2021.

महोदय,

As per clause No.2.8.2.1 of Chapter-2 of the Coal India Purchase Manual 2020 (Annexure-I) & letter of Public Procurement Policy of Micro & Small Enterprises (MSE's) order 2012 vide reference no. CIL/C2D/P. Procurement Policy/243 dated 11/05/2021 (Annexure-II), 358 items are reserved for procurement from Micro and Small Enterprises (MSE's) source only.


In view of above, it is hereby instructed that strict compliance of above provisions of CIL Purchase Manual must be ensured by you and relevant provisions must be indicated/incorporated in terms & conditions of the NIT/Tender.

भवदिय,

(बबन सिंह) 05/06/21
निदेशक (तक./परि. एवं यो)

प्रतिलिपि सादर सूचनायः

1. D(I/Op), MCL
2. Director (Finance), MCL
3. CVO, MCL
4. TS to CMD, MCL

<p>ମହାନଦୀ କୋଲଫିଲ୍ଡ୍‌ସ୍ ଲିମିଟେଡ୍ महानदी कोलफील्ड्स लिमिटेड Mahanadi Coalfields Limited (A Subsidiary of Coal India Limited)</p>	<p>Office of the General Manager(MM)/HoD Materials Management Department At/P.O. Jagruti Vihar, Burla Dist. Sambalpur – 768020 (Odisha) Ph: +91 (0663) – 2542521(O) FAX: +91(0663) – 2542734 E-mail, cgm-mm.mcl@nic.in Web site. Mcl.gov.in</p>	 <p>MCL 702 06.01.21</p>
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संदर्भ:एमसीएल/एसबीपी/एमएमडी/ईण्ट.ओ.ओ/02/५७०

दिनांक: 14. 09.2021

कार्यालय ज्ञापन/OFFICE MEMORANDUM

Sub: Compliance of provisions of Purchase Manual'2020 with latest Amendments

- 1) While preparing Material Budget/Indents of Revenue item, compliance of Clause 7.5 of Purchase Manual should be ensured. Further while raising Emergent Indent and Indent for purchase on proprietary basis clause 7.6 and 7.7 respectively of Purchase Manual should also be complied strictly.
- 2) For procurement of materials under Local Purchase and Emergency Purchase Clause 8.3 and 8.4 should also be complied respectively ensuring issue of materials. Utilization of materials procured under Emergency Purchasae should be further recorded as per Clause No.7.6.6 of the Purchase Manual.
- 3) The case file of Indents and procurement action strictly be processed through e-office as per earlier circular in this regard and procurement be finalised within the validity of bids.


All concerned executives involved in preparing Indents/MBs and procurement either through e-procurement or through GeM Portal must ensure to finalize procurement action within the bid validity. Indenting authority/User Deptt. must ensure for utilization of materials procured along with proper action for reduction in Inventory.


General Manager(MM)/HOD

Copy to:

1. TS to DT(P&P)/TS to DT(OP)/TS to D(P)/TS to D(F), MCL – For kind information pl.
2. GM(Excvt)/GM(E&M)/GM(S)/GM(S&R)/GM(E&T)/GM(QC)/GM(Envnt)/C MS/ GM(F)/GM(P&P)/GM(Prodn)/GM(Civil)/ Dy.GM(Admn), MCL
3. All AGMs, MCL
4. All Executives of MM Deptt. MCL(HQ)/Areas

63

<p>ମହାନଦୀ କୋଲଫିଲ୍ଡ୍‌ସ୍ ଲିମିଟେଡ୍ महानदी कोलफील्ड्स लिमिटेड Mahanadi Coalfields Limited (A Subsidiary of Coal India Limited)</p>	<p>Office of the General Manager(MM)/HoD Materials Management Department At/P.O. Jagruti Vihar, Burla Dist. Sambalpur – 768020 (Odisha) Ph: +91 (0663) – 2542521(O) FAX: +91(0663) – 2542734 E-mail, cgm-mm.mcl@nic.in Web site. Mcl.gov.in</p>	<p>660 06.10.20</p> 
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संदर्भ:एमसीएल/एसबीपी/एमएमडी/ईण्ट.ओ.ओ/02/369

दिनांक:12.08.2021

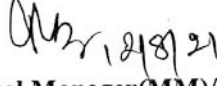
कार्यालय आदेश/OFFICE ORDER

During review of ongoing procurement cases, it is observed that bid validity of few cases are likely to be expired shortly by which Supply Order needs to be expeditiously placed before expiry of the validity.

All Sectional Heads and Dealing Officers are advised to ensure placement of Supply Order well before expiry of bid validity and in no any circumstances processing of the case file stuck off at level/deptt. leading to expiry of bid validity.

Moreover, any procurement cases lying pending for creation of bids must be initiated with planned time scheduled and ensure finalisation at the earliest avoiding for dealy.

The above instruction should be complied strictly.


General Manager(MM)/HOD

Copy to:

1. TS to DT(P&P), MCL – For kind information pl.
2. General Manager(MM)/P,
3. All Sectional Heads and Dealing Officers

64

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
 Mahanadi Coalfields Limited
 (A subsidiary of Coal India Limited)

Office of the Chief Vigilance Officer
 MCL HQ, Burla.
 AT/Po- Jagruti Vihar
 Dist- Sambalpur, (Odisha) -768020
 Ph: +91 (0663) 2542751/2542759
 Fax No. 0663-2542506



Ref. No.:- MCL/GM/VIG/Info/Dock-690/VC/2021-22/426

Dated:- 17 /03/2022

Confidential

To,

The Area General Managers (All Areas of MCL)
 The General manager / HOD (E&M/ E&T/MM/System)

Sub: Advisory/ Action to be taken in view of the recent findings during the investigation on payment without commissioning of the equipment.

Dear Sir,

A vigilance investigation was made towards payment against the supply of equipment without its commissioning in one of the area of MCL. Various lapses were revealed in the process of procurement, commissioning and payment to the supplier. In this regard the following systemic improvements are recommended.

1. Budgetary offers must be taken with complete technical details of the requirement in writing.
2. It should be ensured that the new item/system being purchased is compatible with the existing system.
3. If installation and commissioning is also required along with supply, the same should be clearly spelt out in the indent as well as in the NIT.
4. Wherever there is installation and commissioning involved, the payment term should be suitably indicated without any ambiguity in the NIT/ PO.
5. In all cases of procurement where installation and commissioning are required, a certificate of successful installation and commissioning should mandatorily be taken from the user department, before advising release of payment against commissioning.

This is for your kind information and immediate necessary action.

ସୁଶୀଳ କୁମାର ଶୁକ୍ଳା
 17.03.22
 (S K Shukla)

General Manager (Vig), MCL

44
04.04.22

ମହାନଦୀ କୋଲଫିଲ୍ଡ୍‌ସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
(A Subsidiary of Coal India Limited)

Office of the General Manager(MM)/HoD
Materials Management Department
At/P.O. Jagruti Vihar, Burla
Dist. Sambalpur – 768020 (Odisha)
Ph: +91 (0663) – 2542521(O)
E-mail, cgm-mm.mcl@nic.in, Web site. Mcl.gov.in



Ref: MCL/SBP/MMD/ATR/22-23/ 386

DATE: 30.08.2022

To
The Staff Officer(MM),
All Areas, MCL

Sub: Guidelines to be followed during tender process.

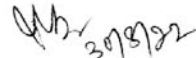
Dear Sir,

The following guidelines may be followed with immediate effect:

1. OEM authorization to be asked wherever necessary, as per term and conditions of GeM if bid invited in GeM portal and as per purchase manual if tender floated in e-procurement portal.
2. Minimum 07 days may be allowed while seeking clarifications. However, in emergent situation, at least two days (excluding Saturday, Sunday and holiday) must be allowed to submit the clarifications.

This is for your information and compliance please.

Yours faithfully,


General Manager (MM/HOD)

Copy to:

1. TS to CMD, MCL
2. TS to D(T)-P&P, MCL
3. General Manager (Vig), MCL
4. All officers, MMDeptt., MCL HQ

49

महानदी कोलफील्ड्स लिमिटेड
 Office of the General Manager (E&M)
 P.O. Jagruti Vihar, Burla
 Sambalpur, Odisha-768020
 Ph +91 (663) 2542973
 Fax +91 (663) 2542797
 Email gm-enm.mcl@coalindia.in



MCL

दिनांक 12/04/2022

Through Email

पत्रांक सख्या: एम. सी. एल/सम्बलपुर/वि. एव. या/2022-23/ 50

सेवा मे,
 स्टाफ अधिकारी (वि.एव.या)
 ईब वेलि, ओरिएट, लखनपुर, बसुंधरा, महालक्ष्मी, सीडबल्यूएस ईब वेलि, भुवनेश्वर कार्यालय, जगन्नाथ, भरतपुर, तालचेर,
 कनिहा, हिगुला, सीडबल्यूएस तालचेर, ए-एससीएन तालचेर, लिगराज, सुभद्रा, भुवनेश्वरी क्षेत्र, एमसीएल

विषय: Guideline to be followed in tenders

महोदय,

The following guidelines may be followed in the tenders with immediate effect.

1. Minimum 02 (two) working days (excluding Saturdays, Sundays and Holidays) should be given for seeking clarification in tenders/ bids published in GeM portal.
2. Depending upon the requirement or type of item, bid specific authorization/ region specific authorization from OEM may be asked for in tenders.
3. As per Regulation-29(1) of Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulation, 2010, Electrical Contractor License is required in CAMC/AMC of ACs. Hence the same is to be incorporated in the NIT as eligibility criteria for CAMC/ AMC of ACs. The relevant portion of Regulation-29(1) of CEAR 2010 is reproduced below:

Quote

No electrical installation work, including additions, alternations, repairs and adjustments to existing installations, except such replacement of lamps, fans, fuses, switches, domestic appliances of voltage not exceeding 250V and fittings as in no way alters its capacity or character, shall be carried out upon the premises of or on behalf of any consumer, supplier, owner or occupier for the purpose of supply to such consumer, supplier, owner or occupier except by an electrical contractor licensed in this behalf by the State Government and under the direct supervision of a person holding a certificate of competency and by a person holding a permit issued or recognized by the State Government.

Unquote

However, in case service from OEM or its authorized dealer is required for CAMC/ AMC of ACs, then the work is to be carried out under the direct supervision of departmental electrician/ supervisor. Hence in this case Electrical Contractor License is not mandatory.

This is for your kind information and further needful action at your end.

भवदीय,

महाप्रबंधक (वि.एव.या)/विभाग प्रमुख
 एम.सी.एल मुख्यालय

प्रतिलिपि

1. तकनीकी सचिव (अध्यक्ष सह प्रबंध निदेशक), एम.सी.एल
2. तकनीकी सचिव (निदेशक(तकनीकी/पी एड पी)), एम.सी.एल
3. महाप्रबंधक (सतर्कता), एम.सी.एल
4. कार्यालय कॉपी

50

Speak up for the lives that corruption has silenced; else tomorrow it will silence you too!!



Today millions live in misery, hunger and deprivation; who could be blamed other than corruption. Stay and stand united against the corruption.



**भ्रष्टाचार हमें मिटाना है, देश को आगे बढाना है।
अब सब में जागरूकता लाना है भ्रष्टाचार को दूर भगाना है।**



**देश के प्रति अपना सम्मान दिखाएं,
भ्रष्टाचार रुपी इस राक्षस को दूर भगाएं।**

The background is a light cream color with faint, repeating watermarks of the text '© freepress'. It is decorated with stylized floral illustrations in brown and pink. A large, solid brown circle with a white border is centered on the page. Inside this circle, the text 'CATEGORY: 8' is written in a bold, yellow, sans-serif font. Below it, the words 'Standard Operating Procedures' are written in a larger, bold, yellow, sans-serif font, arranged in three lines.

CATEGORY: 8
**Standard Operating
Procedures**



MCL

CORRUPTION ***UNDERMINES YOUR INTEGRITY***



SWEEP IT AWAY !

Courtesy by :

VIGILANCE DEPARTMENT, MCL

373
29.03.19

महानदी कोयला क्षेत्र लिमिटेड
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

Office of the General Manager (E&M)
P.O.: Jagriti Vihar, Burla
Sambalpur, Odisha-768020
Ph: +91 (663) 2542973
Fax: +91 (663) 2542797
Email: gm-enm.mcl@coalindia.in



पत्रांक संख्या: एम.एम्.ए.ए.पर/वि.ए.वा/2018-19/117.....

दिनांक 17/05/2019

To
The General Manager,
Jagannath/Bharatpur/Lingraj/Kaniha/Hingula/Talcher/
Ib Valley/Lakhanpur/Orient/Basundhara Area.

लक्षित अधिकारी का कार्यालय
Office of the CVO, MCL
प्रतिपत्र संख्या / Receipt No. 1360
दिनांक / Date 20-5-19

Sub:- Regarding implementation of newly approved Standard Operating Procedure (SOP) for Planning, Procurement, Installation, Operation & Maintenance of Road Weighbridges (In-motion & Static) at MCL.

Dear Sir/s,

In order to have uniform guidelines to be followed across MCL with regard to Planning, Procurement, Installation and Operation & Maintenance of Road Weighbridges, a revised comprehensive Standard Operating Procedure (SOP) is enclosed herewith for strict implementation by all concerned.

You are requested to go through the SOP and instruct the concerned for ensuring implementation of the same at your area. This SOP supersedes the earlier issued SOPs w.e.f. 17.05.19.

This has the approval of competent authority.

Yours faithfully

for SOP + Advisory file.
21/5/19
ch.p

[Signature]
17.5.19
General Manager (E&M)/HOD

(Circulation with all enclosures)

Copy for kind information to:

- 1.D(T/OP-P&P), MCL, Sambalpur.
- 2.D(F), MCL, Sambalpur.
- 3.GM(Vig), MCL, Sambalpur.
- 4.TS to CMD, MCL, Sambalpur.
- 5.TS to D(T/OP), MCL, Sambalpur.

TS/Vig.....
GM/Vig.....
CVO.....
Marked to.....
for kind information
23/5/19

CC for kind implementation:

- 1.G.M/ HOD (E&T), MCL
- 2.G.M/ HOD (Civil), MCL
- 3.G.M/ HOD (M&S), MCL
- 4.G.M/HOD (Sys), MCL
- 5.SO(E&M) of all Areas of MCL - For monitoring & compliance of the SOP.
- 6.O/c

90

STANDARD OPERATING PROCEDURE (SOP) FOR ROAD WEIGHBRIDGES UNDER MCL

PLANNING, PROCUREMENT & INSTALLATION

- Nodal Officer (Maintenance), WBs (NO(M)) shall be appointed by Project Officer (PO) for each project preferable E&T engineer.
- Nodal Officer (Operation), WBs shall be Siding in-charge or Dispatch in charge.

1. **Planning of Road weighbridges:**

Planning for Road WBs is to be done either as per Project Report (PR) provision or Scheme or against Survey off.

a) Planning against PR provision :

The Plant & Machinery (P&M) indent will be prepared by Nodal Officer (Maintenance), WBs and be vetted by Project Engineer (E&M), Colliery Manager, Dispatch In-charge, Project Finance Officer & agreed by Project Officer at Project level. The P&M indent will be further vetted by SO (S&M), SO (E&T), Staff Officer (P&P), Staff Officer (E&M), Staff Officer (F)/AFM & Staff Officer (Mining)/DGM /GM(Op) at area level and agreed by Area GM. Subsequently the indent shall be forwarded to the GM(E&M)/HOD, MCL HQ for further technical vetting and seeking approval the competent authority as per the DOP.

b) Need based Planning: A Scheme with the following details to be prepared:

- i) Production of project.
- ii) Dispatch of project.
- iii) Existing no. of Road WBs in project and WB wise dispatch of each WB in project for last six months
- iv) Reason why dispatch target cannot be met from Existing WBs
- v) How much dispatch will be increased by installing new WBs
- vi) Whether the target of dispatch can be achieved by relocating the existing WBs of the area to increase the availability of trucks for weighment or not.
- vii) Whether WBs are required for internal weighment/ both end weighment (if so specific reason for proposing In-motion or Static Road WBs).

The AMR scheme with the P&M indent will be prepared by Nodal Officer (Maintenance), WBs and to be vetted by Project Engineer(E&M), Colliery Manager, Dispatch In-Charge, Project Finance Officer & agreed by Project officer at Project level. The P&M indent will be further vetted by SO (S&M), SO (E&T), Staff Officer (P&P), Staff Officer (E&M), Staff Officer (F)/AFM & Staff Officer (Mining)/DGM /GM(Op) at area level and agreed by Area GM. Subsequently the indent shall be forwarded to the GM(E&M)/HOD, MCL HQ for further technical vetting and seeking approval of the competent authority as per the DOP.

Cont..on Pg/2

J. Pawar

Pg/2

c) Planning against Survey off:

The P&M indent with approved surveyed off report will be prepared by Nodal Officer (Maintenance), WBs and be vetted by Project Engineer(E&M), Colliery Manager, Dispatch In-Charge, Project Finance Officer & agreed by Project officer at Project level. The P&M indent will be further vetted by SO (S&M), SO (E&T), Staff Officer (P&P), Staff Officer (E&M), Staff Officer (F)/AFM & Staff Officer(Mining)/DGM /GM(Op)at area level and agreed by Area GM. Subsequently the indent shall be forwarded to the GM(E&M)/HOD, MCL HQ for further technical vetting and seeking approval of the competent authority as per the DOP.

Note: Life of electronic weighbridge is 10 years.

The indent prepared in all the above three cases shall also be accompanied by a proposal initiated from the project level for procurement of weighbridges.

d) Competent Approval & preparation of Technical parameters and proveness criteria: Once the proposal along with the indent has been approved by the competent authority, the TPS will be prepared by the concerned engineer looking after the job of WB dept, MCL HQ and after vetting of G.M/ HOD (E&M), MCL, the same will be forwarded to the GM(MM) In-charge/HOD, MCL HQ for procurement.

Responsibility:E&M Engineer (WB) and GM(E&M)/HOD MCL HQ.

2. Procurement: Procurement shall be done as per the extant provisions of the purchase manual of CIL and other relevant guidelines of the Company.

Responsibility: GM(MM)/HOD, MCL HQ.

3. **Site Selection, Installation & Commissioning of Road Weighbridges.**

I. Site Selection:

The following points should be taken care of during site selection:

- a. The site for installation of Road WBs should be at entry/exit point for dispatch or receiving purposes so that weighed coal trucks cannot enter the coal stock yard again.
- b. Site should be such as to ensure maximum utilization of WB.
- c. Sufficient space should be made available for proper movement of trucks for weighment to avoid jamming at WB
- d. Dispatch guidelines/ circulars issued from time to time should be followed.
- e. Site should be selected to ensure both end weighment (dispatch end & Receiving end) of coal
- f. Site can be easily connected with network for IT initiatives
- g. Security concerns
- h. Drainage system
- i. Power & Network availability

Cont..on Pg/3

Ch. P. Singh

Pg/3

Responsibility : Site selection is the responsibility of Project Engineer (E&M), Project Engineer (Civil), SO(E&T)/ Nodal Officer (Maintenance), WBs, PO & Area Sales Officer agreed by Area GM.

II. Installation & Commissioning: As per Supply Order (Overall Responsibility – Project Engineer (E&M) & Staff Officer(E&M)).

- a) E&M: - Responsibility: Project Engineer (E&M)/Staff Officer(E&M).
- i. Power Supply arrangement-3 phase (1-for AC, 1-for Utility & 1- Weighment system)
 - ii. Stabilized power supply of 220 volt AC.
 - iii. N-E Voltage should be less than 2 Volt. (*Neutral must be continuous and earthed at Transformer point.
 - iv. Lightning arresters shall installed & maintained near control rooms of the Weighbridges
- b) Civil: Responsibility : Project Engineer (Civil)/Staff Officer(Civil).
- i. RCC ramp should be available at both sides of WB.
 - ii. All the approach roads and ramp on either side of Road WBs should be made with RCC.
 - iii. Drainage arrangement should be made available at each WB to avoid accumulation & jamming with mud during rainy season.
 - iv. Construction of Control room shall preferably within 10-15 meters of selected location of weighbridge.
- c) Network & System related issues:

Responsibility : SO (E&T)

4. Operation & Maintenance

- I. Weighbridge must be operated by designed/authorized trained persons only.i.e Weighbridge Clerk.
- II. All statutory guidelines circulated time to time should be followed.
- III. Arrangement/Up-keeping of drainage system to avoid jamming of WB platform throughout the year.
- IV. Weighbridge should not be operated without printers.
- V. Degitizer of the weighbridge must be sealed by Weight and Measure deptt of Govt. of Odisha.
- VI. Test weights, Junction Box shall be kept as per guidelines of legal metrology department.

Cont..onPg/4

Ch. Pawar

Pg/5

- v. Daily status (OK/ NOT OK) of the WB system must be recorded in a status register which is other than LOG BOOK or service –cum-breakdown register in the following format: **System Status Register**

Date	Digitizer	PC	Printer	UPS	Battery	AC/ FAN/ Lights	Condition of doors & windows	Cleanness of room	CCTV Camera	Internet	Remarks

(Overall Responsibility of Maintenance of Road Weighbridge – PE (E&M), Nodal Officer (Maintenance), PO & Staff Officer (E&M)).

c. Responsibility of Nodal Officer (maintenance):-

- i. After getting information from Dispatch officer, Nodal Officer (Maintenance), WBs is to entry the Breakdown details in weighbridge module in coal net. An automated SMS will be send to CAMC holder regarding B/D of the Weighbridge.
- ii. Nodal Officer (M) will pursue the CAMC contractor and will make WB ready as early as possible.
- iii. Coordinating the various activities and intimate the conditions of Weighbridges to respective departments such as cleaning to Civil & RFID, Tag, Network related issues to Siding In charge, E&T &Software related issues to System department as soon as the complaint received from Nodal Officer (Operations) or observed during the maintenance visits.
- iv. Any proposal if required to be approved from MCL HQ for rectification of weighbridges should be initiated preferably within three days from the next day of B/D of weighbridge. If any delay occurs, the reason is to be recorded in the proposal. In this regards necessary instruction to the concerned official may be given for implementation.
- v. Any defective material which is replaced on payment basis shall be retained by nodal officer (maintenance) and deposit in store or kept in the safe custody of P.E (E&M) and proper record should be maintained which may be audited by authorities.
- vi. Complete file with fallowing documents shall be ensured for early approval at MCL HQ:
 1. Joint Inspection Report
 2. Rate Justification Documents
 3. Stamping Certificate /Commissioning certificate(If needed)
 4. Copy of relevant pages from Service-Cum-B/D register
 5. Least Price certificate
 6. Copy of Coal Net Entry in weighbridge module
 7. Offer/ PI / Invoice
 8. Any other relevant documents
 9. Copy of FIR (if applicable)

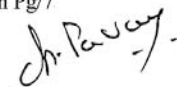
Cont..on Pg/6

J. P. Rawat

Pg/6

- d. Electrical maintenance : Responsibility :- Project Engineer (E&M)
- i. Availability of 3phase power supply (415 volt AC). One phase for weightment system, one for utility & one for air conditioner.
 - ii. Availability of CVT/stabilizer for weighing system and UPS with minimum 2 hours back up.
 - iii. Maintenance of minimum 3 earth pit of earth resistance less than 1 ohm and well connected with the system, platform, lightening etc... Regular measurement of earth pit resistance with the help of CAMC holder as per CAMC contract is to be maintained in recorded form.
 - iv. Surge protector for power supply should be connected with separate earth pit.
 - v. Arrangement of isolation of system from power supply in case of lightening and heavy rain with clear instruction displayed at isolation point to isolate the system.
 - vi. Earth neutral voltage should be maintained less than 2 volt.
 - vii. Air conditioners & Fans to be maintained.
 - viii. Monthly service reports (Submitted by CAMC holder to GM) to be kept at WB by Project Engineer(E&M).
 - ix. A separate LOG BOOK must be kept and maintained at each and every weighbridge for recording each and every maintenance/repair work done by AMC Holder and the same should be signed by WB staff on duty, Nodal Officer (Maintenance), Dispatch Officer & CAMC Holder. CAMC holder shall submit weigh bridge wise monthly service report to G.M of respective area with a copy to G.M (E&M)/HOD , MCL HQ.
 - x. Junction Box to be kept inside room. In case it is kept outside, arrangement may be made to keep inside before next stamping.
- e. Civil maintenance: Project Engineer (Civil)/Staff Officer (Civil).
- i. All doors, windows, auto door closer to be maintained properly to avoid dust.
 - ii. RCC ramp & RCC road at both side of the platform
 - iii. Proper drainage to avoid any water logging and mud to avoid dust
 - iv. Cleaning arrangement to be done inside WB Room and surrounding of WB & to avoid dust in radius of minimum 50 mtrs of WB.
- f. Installation & maintenance of Electronic items& weightment data communication to MCL HQ from Weigh bridges:
- i. Installation& maintenance of minimum two CCTV Cameras which cover entire Weigh Bridge cabin including Digitizer and also covers the entire weightment platform is to be installed.
 - ii. All data capturing equipment like RFID devices (If available) & Equipment required for implementation of FOIS is to be taken care by Nodal Officer (maintenance), SO (E&T)& G.M/ HOD (E&T), MCL HQ.
 - iii. Patch/Application software and its security/maintenance/ Weighment Software & data communication software is to be properly checked and maintained by SO (system), G.M / HOD (System), MCL HQ.

Cont..on Pg/7



Pg/7

g. Annual verification/Re-verification/Stamping of the WBs:

i. A stamping register shall be maintained by project Engineer (E&M) to record the details of the stamping and stamping parameters such as tare count, Cal Weight and Cal Count etc...During each stamping.

ii. SO (E&M), SO (E&T), Nodal Officer (s), Area Sales Manager & Siding In charge/ Dispatch in charge (as case may be) of respective project are to be present while stamping (both annual and stamping due to B/D) of the weighbridge and are responsible for noting the above mentioned parameters in stamping record and to verify whether any changes have been found in stamping parameters compared to previous stamping. If any changes found, the same shall be informed to MCL HQ for further necessary action

iii. The scheduled stamping date is to be communicated by SO (E&M) of that particular area to Vigilance department, E&M, E&T depart...of MCL HQ for information.

iv. Deposit of requisite fees with Weigh & Measure Deptt, Govt, of Odisha shall be carried out well in advance (preferably Three months) for annual stamping, Break down stamping by PE (E&M), SO (E&M), SO (M&S) & PO.

Responsibility: - Overall responsibility is with Project Engineer (E&M) & PO of the Project

h. CAMC of WBs : Proper Comprehensive AMC is to be done for Road WBs as per existing practice or any other modification done time to time as per requirements & guidelines. Over all execution of the CAMC shall be the responsibility of PE (E&M), EiC i.e SO (E&M).

Responsibility: - PE (E&M), SO (E&M), E&M Engineer(WB), MCL HQ & GM(E&M)/HOD, MCLHQ

i. Repairing of PC system& IT initiatives:-

i. Officer Order circulated by Coal India vide CIL/VIGIL/16/14/0002/2018/1710-1729 Dt: 29/03/18 to be followed with other guidelines circulated time to time by MCL

ii. Hard Disc if changed should be kept in custody of Dispatch Officer or area sales officer and it should be recorded accordingly.

Responsibility: - G.M (E&T), G.M (Systems) from MCL HQ and PO and GM of Area from Area.

j. Responsibility of Security : Security Personal at Siding & Weighbridge:

1. Not to allow unauthorized persons in to weighbridge cabin/ control room.

2. Safeguard the all equipments and accessories inside and outside the weighbridge cabin from theft, damage.

3. Not to allow to unload spillage/ excess coal in and around of W.B (within 50 mtrs radius) to avoid jamming of WB.

Cont..on Pg/5

J. Paraj.

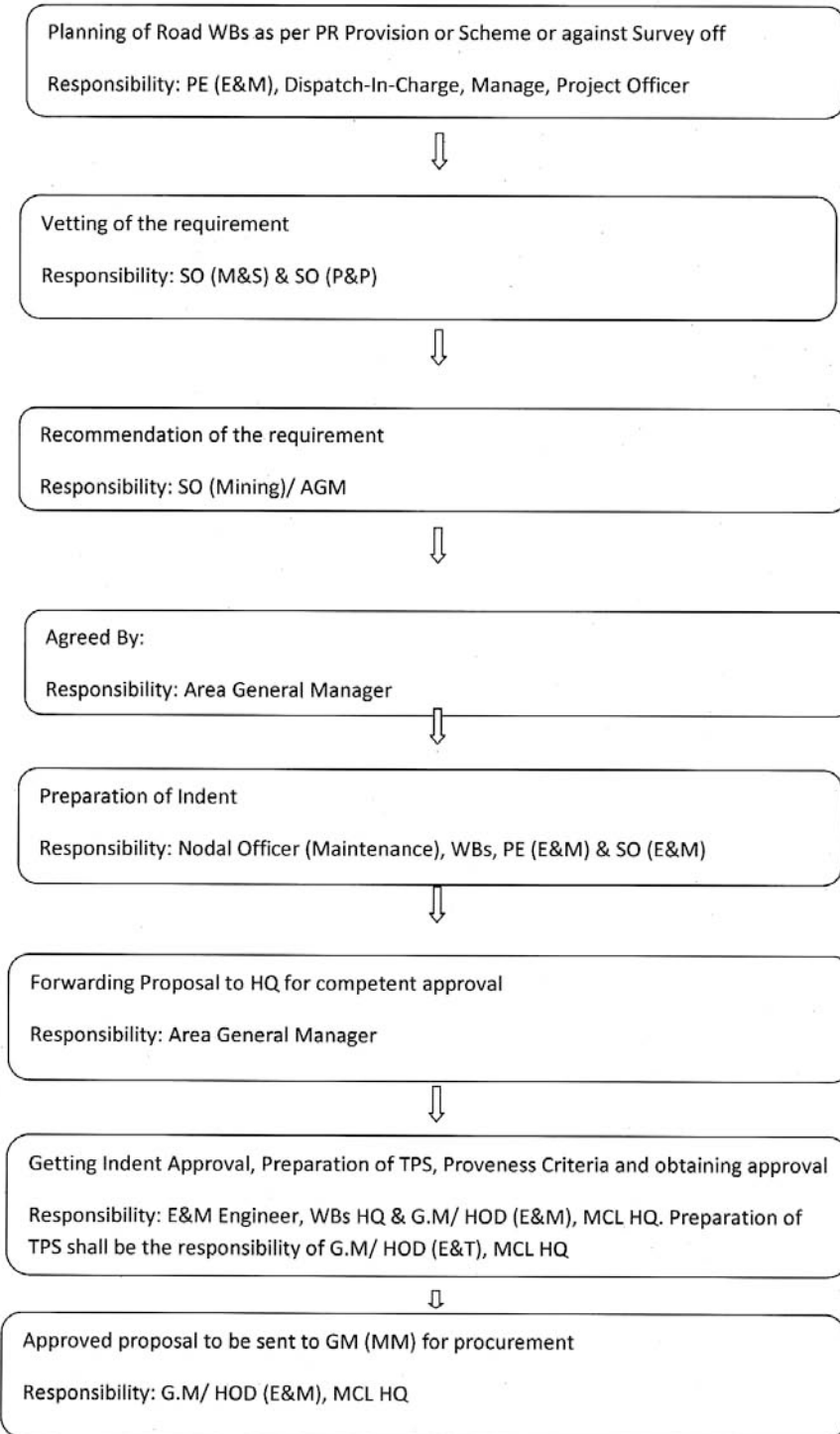
Pg/5

4. It shall be ensure that vehicles are allowed to enter the WB for weighment in queue only to avoid jamming of trucks near WB.
- k. Following report is to be prepared & maintained by Project Engineer(E&M) duly signed by CAMC holder and Project Engineer(E&M) and countersigned by Staff Officer(E&M) on monthly basis.
- | | | |
|-------|--|-----------------------------|
| i) | Stabilizer/UPS available with the system | yes/no |
| ii) | Availability of 2/3 nos. of Earth Pits. | Yes/no |
| iii) | Earth pit is well connected with system, platform & Lightening arrestor separately . | yes/no |
| iv) | Value of Earth pit resistance (in Ohm) | _____ |
| v) | Any other improvement required in operation of WB to be recorded. | |
| vi) | Surge protector in Power Supply with earth pit. | Yes/no |
| vii) | Condition of WB room : | Clean/Dusty/Remarks if any. |
| viii) | Door/window: | Ok/broken/Remarks if any. |
| ix) | Coal or coal dust available within 50 mtr. Radius | yes/no |
| x) | Loading and unloading of coal near WB | yes/no |

Ch. Parvathy -7-

Responsibility Matrix of Road Weighbridge SOP

1. Planning:



Ch. Parvati

Responsibility Matrix of Road Weighbridge SOP

2. Procurement & Installation:

Procurement of Road WBs:

Responsibility: GM/ HOD (MM), MCL HQ



Site Selection:

Responsibility: Nodal Officer (Maintenance), WBs, PE (E&M), PE (Civil), SO (E&T), PO, SO (M&S) Agreed by Area G.M.



Installation & Commissioning:

Responsibility: Nodal Officer (Maintenance), WBs, PE (E&M) & SO (E&M) for E&M related jobs.

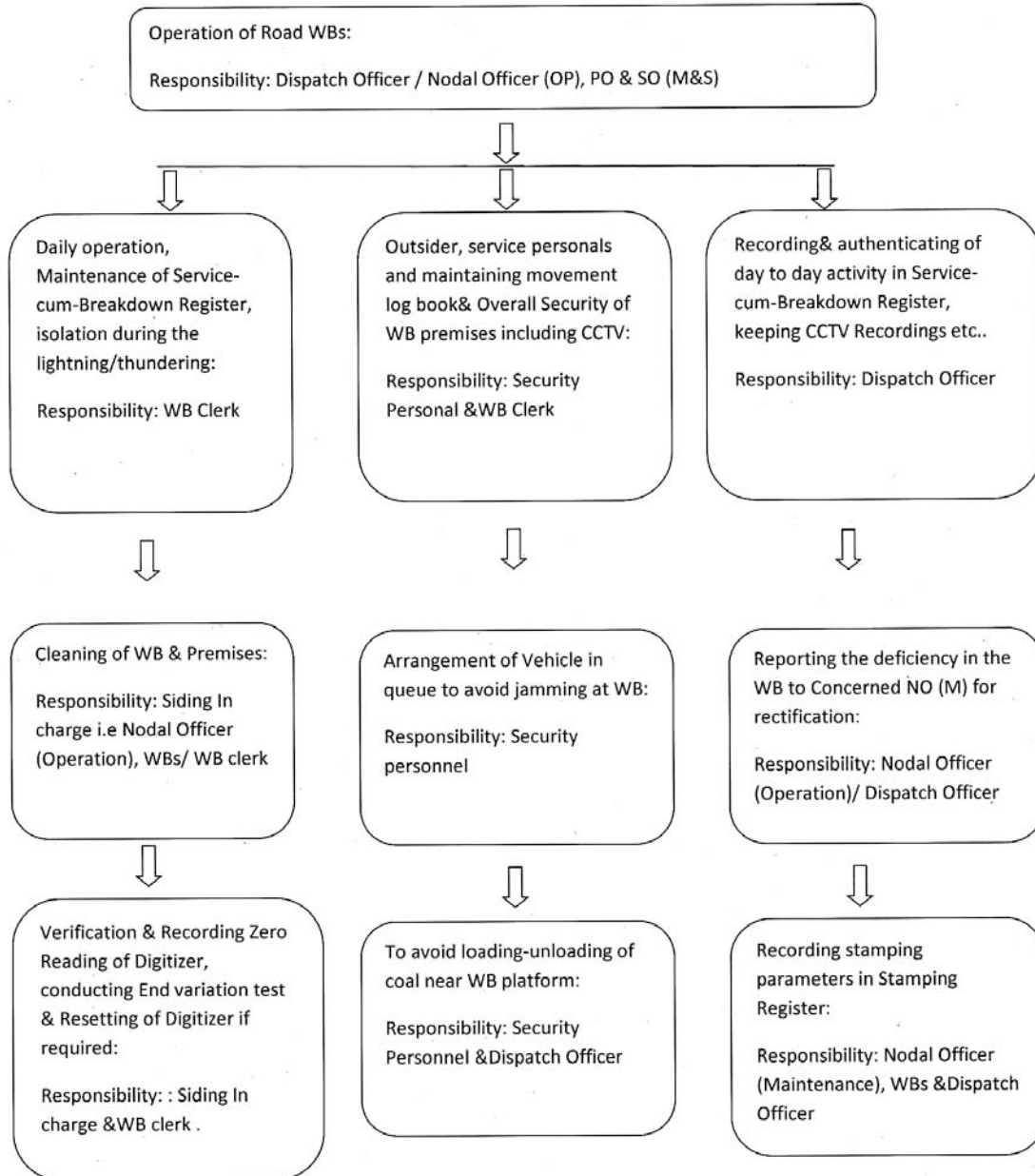
Responsibility: PE (Civil) & SO (Civil) for Civil Related Jobs.

Responsibility: SO (E&T) & SO (System) for network & Software Related Jobs.

Dr. P. S. Rao

Responsibility Matrix of Road Weighbridge SOP

3. Operation:

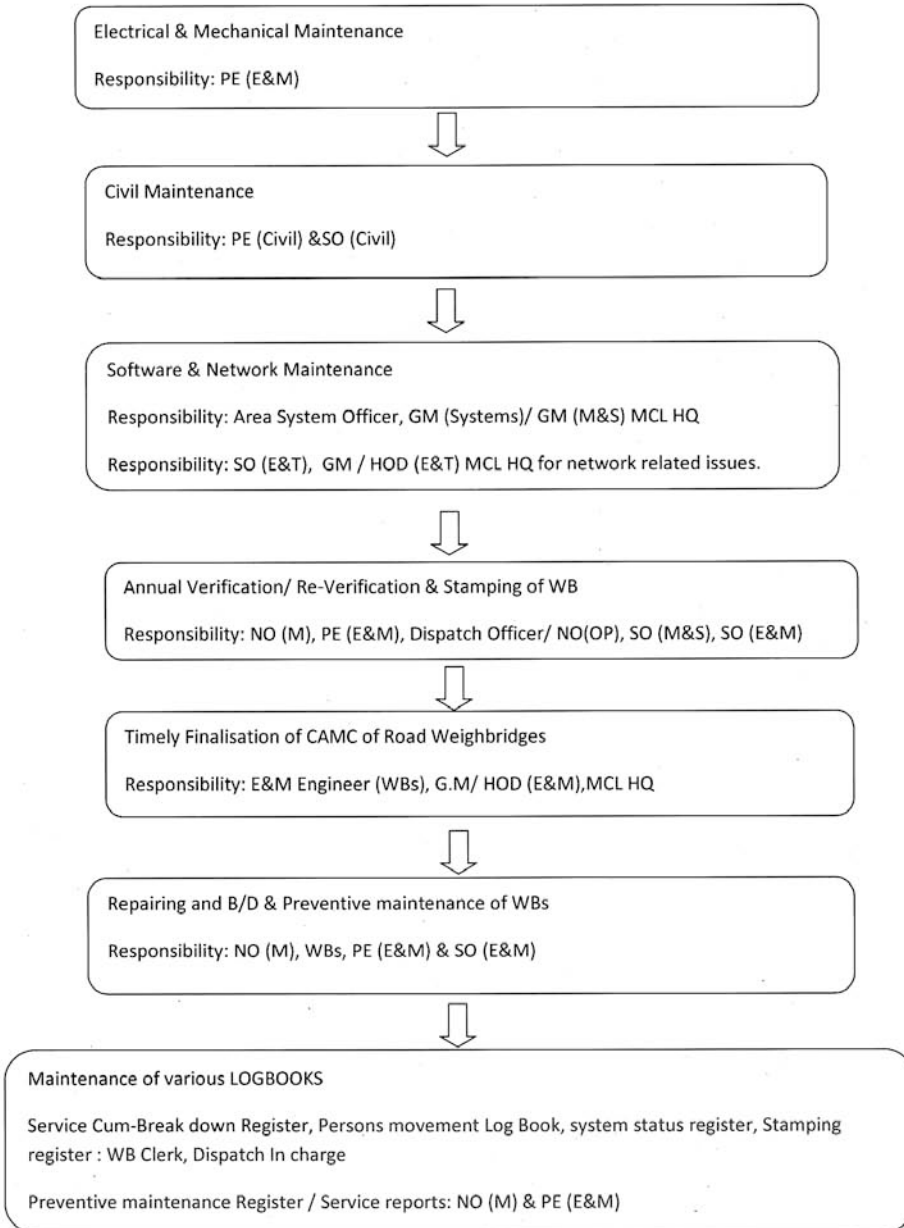


Ch. Pawar

Responsibility Matrix of Road Weighbridge SOP

Overall Responsibility: Nodal Officer (Maintenance) WBs, PE (E&M), PO & SO (E&M)

4. Maintenance:



Jh. Pawar

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 P.O.: Jagriti Vihar, Bhubaneswar
 Sambalpur, Odisha-768029
 Ph: +91 (663) 2542973
 Fax: +91 (663) 2542794
 Email: gm-enm.mcl@oailindia.gov.in

दिनांक 17/05/2019
 Office of the CVO, MCI
 ऑफिस संख्या / Receipt No: 1359
 Date: 20-5-19

374
 29.03.19

Jagannath/Bharatpur/Lingraj/Kaniha/Hingula/Talcher/
 Ib Valley/Lakhanpur/Orient/Basundhara Area.

Sub:- Regarding implementation of newly approved Standard Operating Procedure (SOP) for Planning, Procurement, Installation, Operation & Maintenance of Rail Weighbridges at MCL.

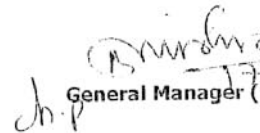
Dear Sir/s,

In order to have uniform guidelines to be followed across MCL with regard to Planning, Procurement, Installation and Operation & Maintenance of Rail Weighbridges, a revised comprehensive Standard Operating Procedure (SOP) is enclosed herewith for strict implementation by all concerned.

You are requested to go through the SOP and instruct the concerned for ensuring implementation of the same at your area. This SOP supersedes the earlier issued SOPs w.e.f. 17.05.19.

This has the approval of competent authority.

Yours faithfully


 General Manager (E&M)/HOD

(Circulation with all enclosures)

Copy for kind information to:

1. D(T/OP-P&P), MCL, Sambalpur.
2. D(F), MCL, Sambalpur.
3. GM(Vig), MCL, Sambalpur.
4. TS to CMD, MCL, Sambalpur.
5. TS to D(T/OP), MCL, Sambalpur.

CC for kind implementation:

1. G.M/ HOD (E&T), MCL
2. G.M/ HOD (Civil), MCL
3. G.M/ HOD (M&S), MCL
4. G.M/HOD (Sys), MCL
5. SO(E&M) of all Areas of MCL - For monitoring & compliance of the SOP.
6. O/c

TS/Vig.....
 GM/Vig.....
 CVO.....
 Marked to.....
 For kind approval of CVO
 23/5/19
 on SOP + Advisory 2/10
 24/5/19

78

STANDARD OPERATING PROCEDURE (SOP) FOR RAIL WEIGHBRIDGES UNDER MCL

PLANNING, PROCUREMENT & INSTALLATION

- Nodal Officer (Maintenance), WBs (NO (M)) shall be appointed by Project Officer (PO) for each project preferable E&T engineer.
- Nodal Officer (Operation), WBs shall be Siding in-charge or Dispatch in charge.

1. Planning of Rail weighbridges:

Planning for Rail WBs is to be done either as per Project Report (PR) provision or Scheme or against Survey off.

a) Planning against PR provision :

The Plant & Machinery (P&M) indent will be prepared by Nodal Officer (Maintenance), WBs and be vetted by Project Engineer (E&M), Colliery Manager, Siding In-charge, Project Finance Officer & agreed by Project Officer at Project level. The P&M indent will be further vetted by SO (M&S), SO (E&T), Staff Officer (P&P), Staff Officer (E&M), Staff Officer (F)/AFM & Staff Officer (Mining)/DGM /GM(Op) at area level and agreed by Area GM. Subsequently the indent shall be forwarded to the GM(E&M)/HOD, MCL HQ for further technical vetting and seeking approval the competent authority as per the DOP.

b) Need based Planning: A Scheme with the following details to be prepared:

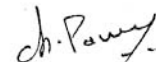
- i) Production of project.
- ii) Dispatch of project.

The AMR scheme with the P&M indent will be prepared by Nodal Officer (Maintenance), WBs and to be vetted by Project Engineer(E&M), Colliery Manager, Siding In-Charge, Project Finance Officer & agreed by Project officer at Project level. The P&M indent will be further vetted by SO (M&S), SO (E&T), Staff Officer (P&P), Staff Officer (E&M), Staff Officer (F)/AFM & Staff Officer (Mining)/DGM /GM(Op) at area level and agreed by Area GM. Subsequently the indent shall be forwarded to the GM(E&M)/HOD, MCL HQ for further technical vetting and seeking approval of the competent authority as per the DOP.

c) Planning against Survey off:

The P&M indent with approved surveyed off report will be prepared by Nodal Officer (Maintenance), WBs and be vetted by Project Engineer(E&M), Colliery Manager, Siding In-Charge, Project Finance Officer & agreed by Project officer at Project level. The P&M indent will be further vetted by SO (M&S), SO (E&T), Staff Officer (P&P), Staff Officer (E&M), Staff Officer (F)/AFM & Staff Officer (Mining)/DGM /GM(Op) at area level and agreed by Area GM. Subsequently the indent shall be forwarded to the GM(E&M)/HOD, MCL HQ for further technical vetting and seeking approval of the competent authority as per the DOP.

Cont...Pg/2



Pg/2

The indent prepared in all the above three cases shall also be accompanied by a proposal initiated from the project level for procurement of weighbridges.

Note: Life of electronic weighbridge is 10 years.

- d) Competent Approval & preparation of Technical parameters and proveness criteria: Once the proposal along with the indent has been approved by the competent authority, the TPS will be prepared by the concerned engineer looking after the job of WB dept, MCL HQ and after vetting of G.M/ HOD (E&M), the same will be forwarded to the GM (MM) In-charge/HOD, MCL HQ for procurement.

Responsibility: E&M Engineer (WB) and GM(E&M)/HOD MCL HQ.

2. **Procurement:** Procurement shall be done as per the extant provisions of the purchase manual of CIL and other relevant guidelines of the Company.

Responsibility: GM(MM)/HOD, MCL HQ.

3. **Site Selection, Installation & Commissioning of Rail Weighbridges.**

I. Site Selection:

Responsibility : Site selection is the responsibility of Project Engineer (E&M), Project Engineer (Civil), SO(E&T)/ Nodal Officer (Maintenance), WBs, PO & Area Sales Officer agreed by Area GM after vetting by concerned deptt at Area & it should be in accordance with prevailing RDSO Specifications & Guidelines (in consultation with Railways).

II. Installation & Commissioning: As per Supply Order (Overall Responsibility – Project Engineer (E&M) & Staff Officer(E&M)).

- a) E&M: - Responsibility :Project Engineer (E&M)/Staff Officer(E&M).
- i. Power Supply arrangement-3 phase supply is preferred (one for AC, One for Weighment systems & One for Utility).
 - ii. Stabilized power supply of 220 volt AC.
 - iii. N-E Voltage should be less than 2 Volt. (*Neutral must be continuous and earthed at Transformer point.
 - iv. Lightning arresters shall installed & maintained near the control rooms of the Weighbridges
- b) Civil: Responsibility:Project Engineer (Civil)/Staff Officer(Civil).
- i. Construction of Control room shall preferably within 10-15 meters of selected location of weighbridge.
- c) Network & System Related issues:-Responsibility: SO (E&T), SO (System)

Cont...Pg/3

Ch. Rav...

Pg/3

4. Operation & Maintenance

- I. Weighbridge must be operated by designed/authorized trained persons only i.e Weighbridge Clerk.
- II. All statutory guidelines circulated time to time should be followed.
- III. Weighbridge should not be operated without printers.
- IV. Digitizer of the weighbridge must be sealed by Weight and Measure deptt of Govt. of Odisha.

(Overall Responsibility of Operation of Rail Weighbridge – PO, Siding In-charge/ Nodal Officer (Operations), WBs & Staff Officer (Sales)).

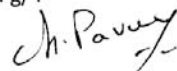
a. Responsibility of siding In charge.

- i. A Service Cum Break down Register/ LOG BOOK should be maintained and kept in WB to record each and every activity done for operation and maintenance of WB.
- ii. Daily status of the WB to be noted and deficiencies should be reported to concerned deptt, in writing.
- iii. All electrical parameters should be maintained otherwise same to be reported to Nodal Officer (Maintenance) WBs.
- iv. Daily status (OK/ BD) of the WB system must be recorded on Shift basis in the LOG BOOK. Standard Format of Service-cum-Breakdown register is enclosed and also available with CAMC Work Orders.
- v. WB shall be maintained clean and ensured by nodal officer (OP).
- vi. Weighbridge shall be maintained dust free and outsiders/unauthorized person shall not be allowed to enter in the WB room.
- vii. A record of visitors at the weighbridges is to be maintained in a bound register, prevention of unauthorized entry shall be ensured.
- viii. All CAMC service persons shall have ID and needs to show while entering in Weighbridge cabin.
- ix. A list of CAMC service persons shall be displayed at Weighbridge cabin. The list shall be circulated by G.M / HOD (E&M) for each new CAMC.
- x. Annual Stamping certificate must be displayed in all Weighbridge rooms.

b. Responsibility of WB Operator/ Clark on duty:-

- i. Zero reading of the Digitizer should be verified & recorded in the LOG BOOK before the starting of each shift – on daily basis before commencement of operation of WB.
- ii. WB is to be isolated and electrical supply shall be switched off during raining/thundering.
- iii. When operators leave the WB room, they must switch off and isolate the WB system & record it in the LOG BOOK that power of WB has been isolated. When the operator will reach in WB Room for operation, they should investigate & report as under in the LOG BOOK itself.

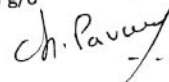
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Pg/5

6. Copy of Coal Net Entry in weighbridge module
 7. Offer/ PI / Invoice
 8. Any other relevant documents
 9. Copy of FIR (if applicable)
- d. Electrical maintenance : Responsibility :- Project Engineer (E&M)
- i. Availability of 3 phase supply (415 volt ac.)(One phase for weighment system, One for AC & One for utilities).
 - ii. Availability of CVT/stabilizer for weighing system and UPS with minimum 2 hours back up.
 - iii. Maintenance of minimum 3 earth pit of earth resistance less than 1 ohm and well connected with the system, platform, lightening arrestor. Earth resistance shall be measured in regular intervals as specified in CAMC with the help of CAMC holder.
 - iv. Surge protector for power supply should be connected with separate earth pit.
 - v. Arrangement of isolation of system from power supply in case of lightening and heavy rain with clear instruction displayed at isolation point to isolate the system.
 - vi. Earth neutral voltage should be maintained less than 2 volt.
 - vii. Air conditioners & Fans to be maintained.
 - viii. Monthly service reports(submitted by CAMC holder to GM) to be kept at WB by Project Engineer (E&M).
 - ix. A separate LOG BOOK must be kept and maintained at each and every weighbridge for recording each and every maintenance/repair work done by AMC Holder and the same should be signed by WB staff on duty, Nodal Officer (Maintenance), Siding In-Charge & CAMC Holder. CAMC holder shall submit weigh bridge wise monthly service report to G.M of respective area with a copy to G.M(E&M)/HOD , MCL HQ.
 - x. Proper training shall be conducted to weighbridge clerks /operators regularly on weighbridge operations.
- e. Civil maintenance: Project Engineer (Civil)/Staff Officer (Civil).
- i. All doors, windows, auto door closer to be maintained properly to avoid dust.
 - ii. Railway Track Cleaning& maintenance – Responsibility:- Project Engineer (Civil), Staff Officer (Civil) & Siding I/C with co-ordination with Railway authorities.
- f. Installation of Electronic items& weighment data communication equipment from Weigh bridges:
- i. Installation of minimum two CCTV Cameras which cover entire Weigh Bridge cabin including Digitizer and also covers the entire weighment platform is to be installed.
 - ii. Equipment & network required for implementation of FOIS is to be taken care by Nodal Officer (maintenance), SO (E&T)& G.M/ HOD (E&T), MCL HQ.
 - iii. Patch/Application software and its security/maintenance/ Weighment Software & data communication software is to be properly checked and maintained by SO (system), G.M / HOD (System), MCL HQ by coordinating with Nodal officer (M) & CAMC holder.

Cont...Pg/6



Pg/6

- g. Annual verification/Re-verification/Stamping of the WBs:
 - i. A stamping register shall be maintained by project Engineer (E&M) to record the details of the stamping and stamping parameters such as tare count, Cal Weight and Cal Count etc...During each stamping.
 - ii. SO (E&M), SO (E&T), Nodal Officer (s), Area Sales Manager & Siding In charge/ Dispatch in charge (as case may be) of respective project are to be present while stamping (both annual and stamping due to B/D) of the weighbridge and are responsible for noting the above mentioned parameters in stamping record and to verify whether any changes have been found in stamping parameters compared to previous stamping. If any changes found, the same shall be informed to MCL HQ for further necessary action
 - iii. The scheduled stamping date is to be communicated by SO (E&M) of that particular area to Vigilance department, E&M, E&T depart...of MCL HQ for information
 - iv. Deposit of requisite fees to Railways for providing FIO Test Van, liasoning with Railway Authority & with Weigh & Measure Deptt., Govt, of Odisha shall be carried out well in advance (preferably Three months) for annual stamping, Break down stamping by PE (E&M), SO (E&M), SO (M&S) & PO.

Responsibility: - Overall responsibility is with Project Engineer (E&M) & PO of the Project

- h. CAMC of WBs : Proper comprehensive AMC is to be done for Rail WBs as per existing practice or any other modification done time to time as per guideline from higher authority. Over all execution of the CAMC shall be the responsibility of PE (E&M), EiC i.e SO (E&M).

Responsibility: - PE (E&M), SO (E&M), E&M Engineer (WB), MCL HQ & GM(E&M)/HOD, MCL HQ.

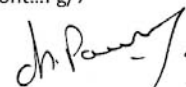
- i. Repairing of PC system:-
 - i. Hard Disc if changed should be kept in custody of Dispatch Officer or area sales officer and it should be recorded accordingly.

- j. Responsibility of Security : Security Personal at Siding & Weighbridge:

1. Not to allow unauthorized persons in to weighbridge cabin/ control room.
2. Safeguard the all equipment and accessories inside and outside the weighbridge cabin from theft, damage.

- k. Following report is to be prepared & maintained by Project Engineer(E&M) duly signed by CAMC holder and Project Engineer(E&M) and countersigned by Staff Officer(E&M) on monthly basis.

- | | | |
|-----|--|-------------|
| i) | Stabilizer/UPS available with the system | yes/no |
| ii) | Availability of 2/3 nos. of Earth Pits. | Yes/no |
| | | Cont...Pg/7 |



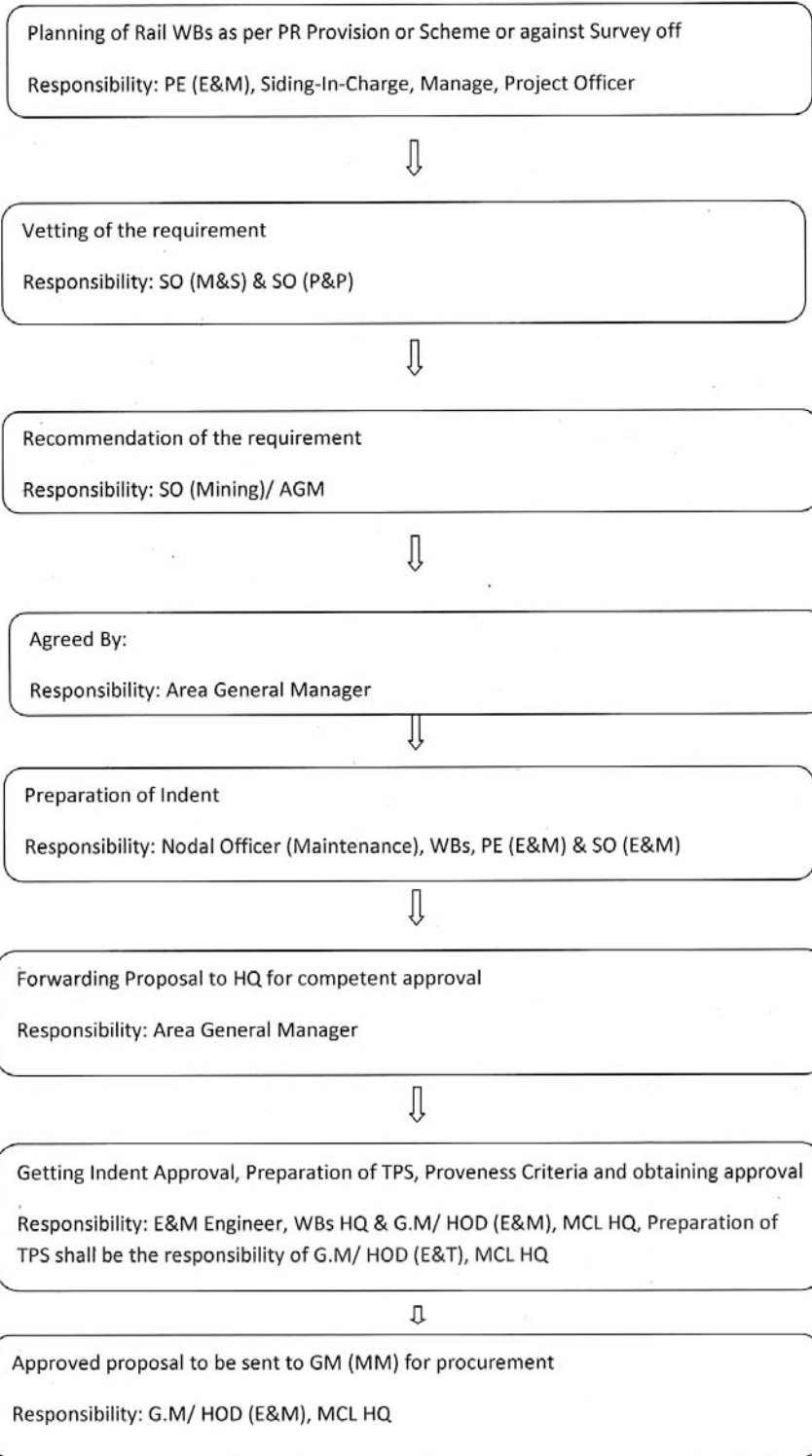
Pg/7

- iii) Earth pit is well connected with system, platform & Lightening arrestor separately . yes/no
- iv) Value of Earth pit resistance (in Ohm) _____
- v) Any other improvement required in operation of WB to be recorded.
- vi) Surge protector in Power Supply with earth pit. Yes/no
- vii) Condition of WB room : Clean/Dusty/Remarks if any.
- viii) Door/window: Ok/broken/Remarks if any.
- ix) Coal or coal dust available within 50 mtr. Radius yes/no

Ch. Parvay

Responsibility Matrix of Rail Weighbridge SOP

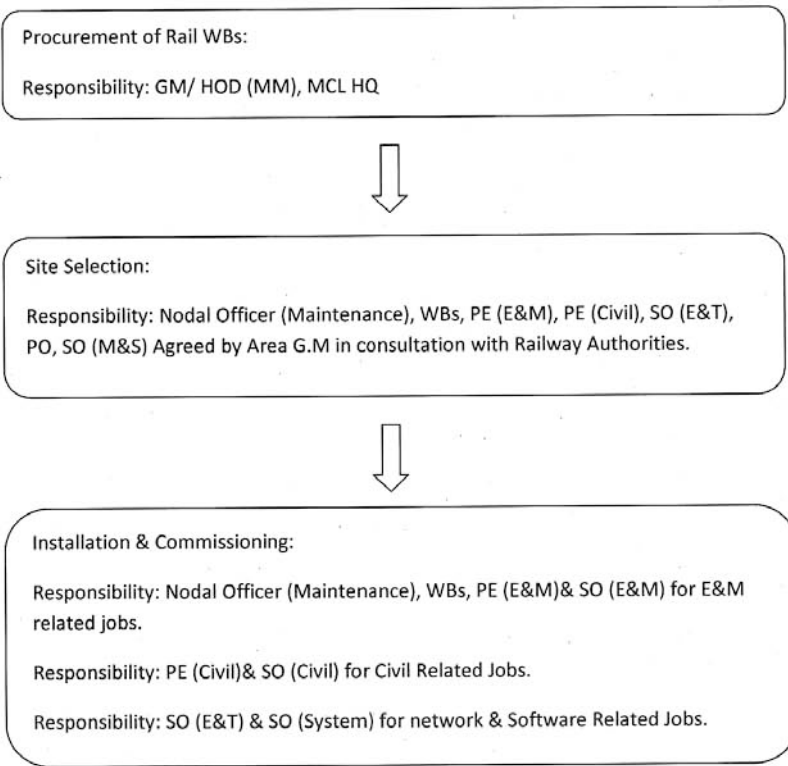
1. Planning:



Dr. Parvay

Responsibility Matrix of Rail Weighbridge SOP

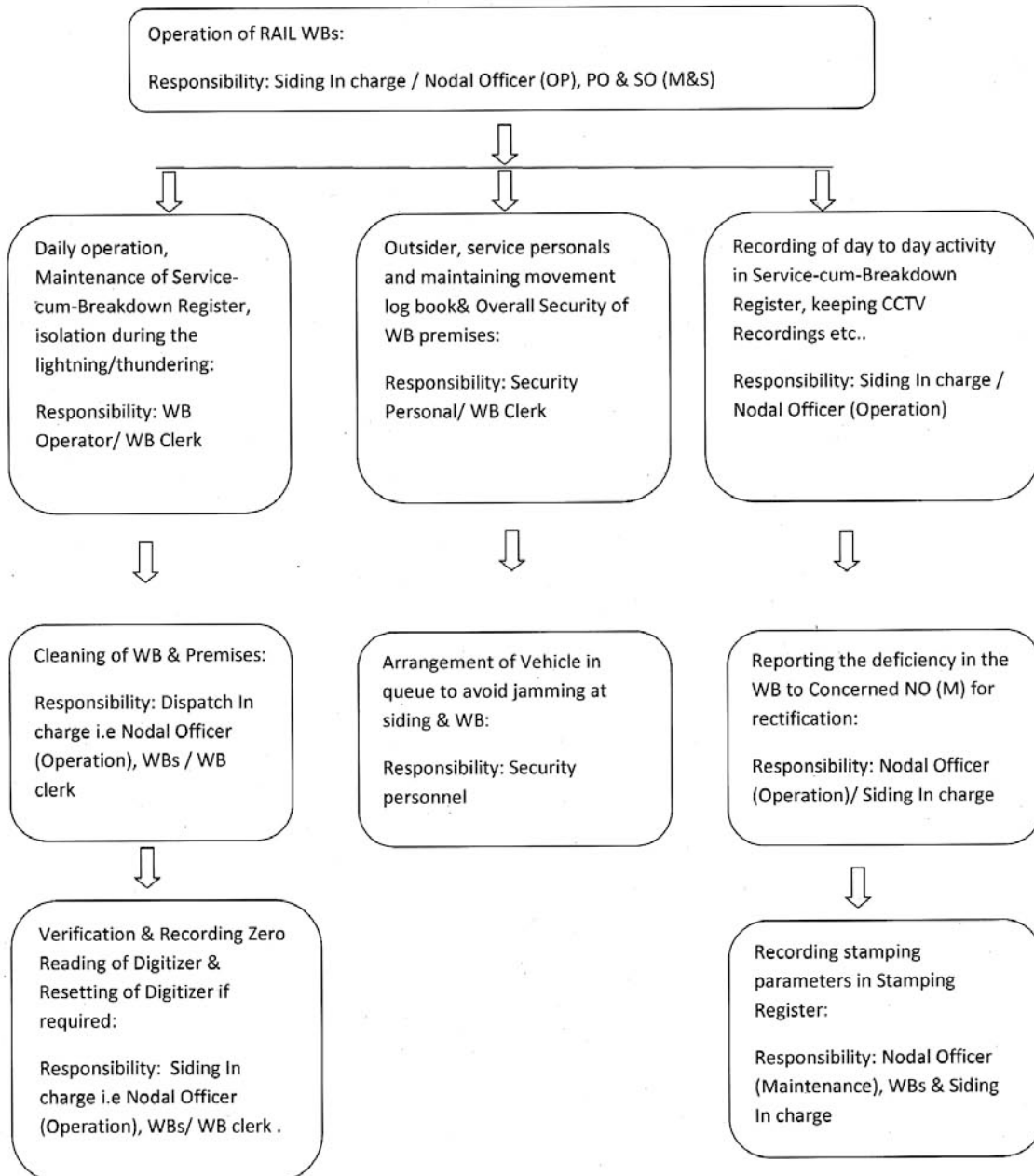
2. Procurement & Installation:



J. Pany

Responsibility Matrix of RAIL Weighbridge SOP

3. Operation:

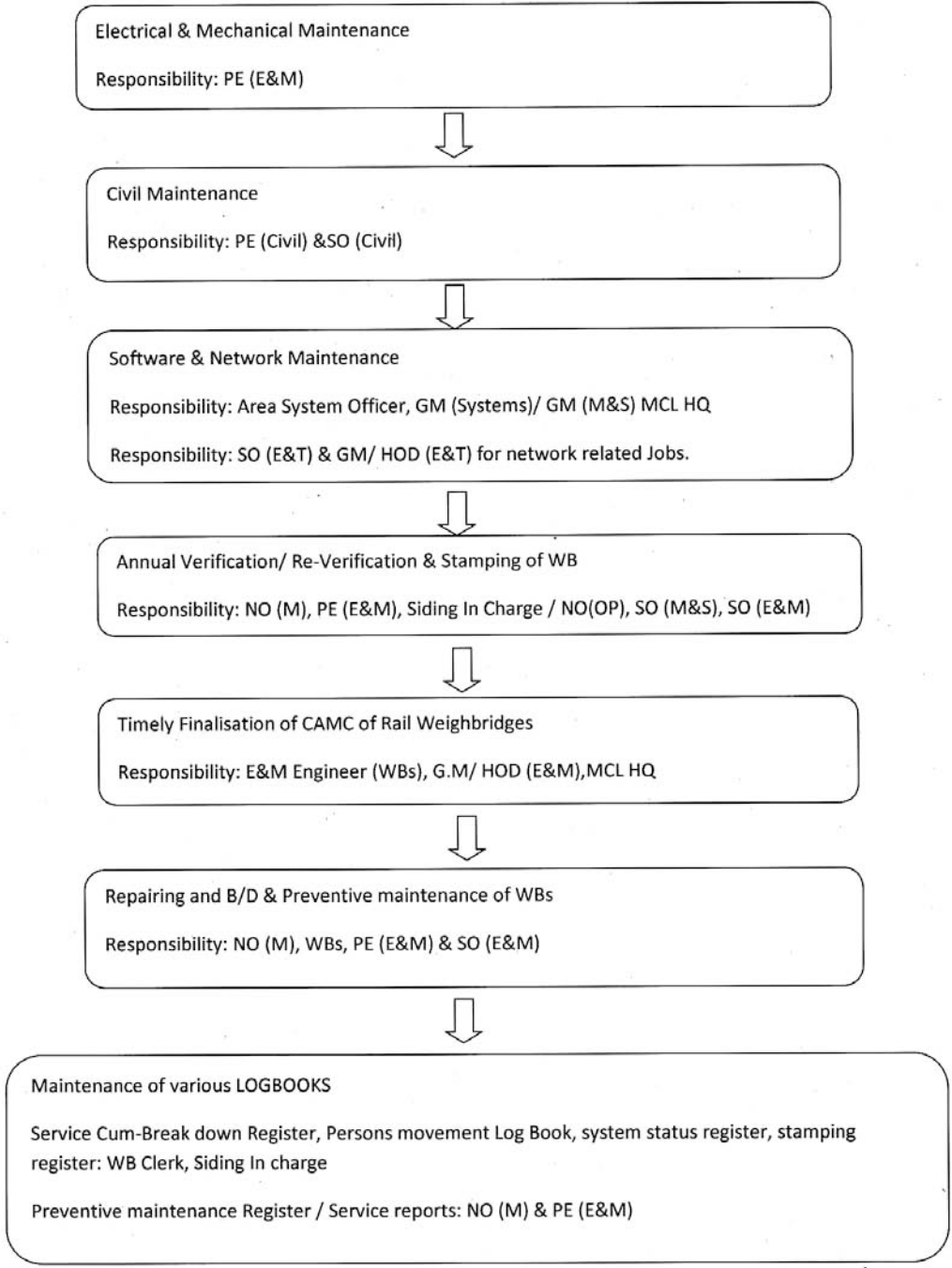


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Responsibility Matrix of Rail Weighbridge SOP

Overall Responsibility : Nodal Officer (Maintenance) WBs, PE (E&M) & SO (E&M)

4. Maintenance:



Ch. Parvay

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26.05.22

महानदी कोलफील्ड्स लिमिटेड
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पत्रांक: एमसीएल/संबलपुर/महाप्रबंधक (सीएमसी) /2022-23/824

दिनांक: 16-02-2023

सेवा में

महाप्रबंधक

जगन्नाथ क्षेत्र, लिंगराज क्षेत्र, भरतपुर क्षेत्र, हिंगुला क्षेत्र, कनिहा क्षेत्र, तालचेर क्षेत्र,
लखनपुर क्षेत्र, इब वेली क्षेत्र, बसुंधरा क्षेत्र, महालक्ष्मी क्षेत्र, ओरिएंट क्षेत्र
महानदी कोलफील्ड्स लिमिटेड।

विषय: - Standard Operating Procedure (SOP) for processing of Revised Estimate/ Closure of Contract for Mining Contracts of MCL

महोदय,

A Committee was constituted for "System improvement in processing of RE files" vide Office Order No. MCL/SBP/DT(OP)/ 2022/214 dated 25.06.22. As per suggestions given by the Committee and approved by Competent Authority, the following 'Standard Operation Procedure (SOP) for processing of Revised Estimate (RE) is to be followed.

1. As per provision of Contract Management Manual (CMM Chapter-3 & 6) and provision laid down in the General Terms and Conditions of NITs, 'the Closure of Contract shall be done within a period of 150 days after completion of the work'. Accordingly, processing of Revised Estimate within the time frame, as given below, is necessary.
2. Time frame for processing Revised Estimate and Closure of Mining Contracts of MCL:

To minimise the Delay in file processing from respective Projects/ Areas and timely processing the RE files, it is required to monitor the contract regularly and finalisation of Shortfall penalty attributable to the Contractor along with other financial parameters, in the execution period of contract itself.

In view of above, SOP for 'Closure of Contract & Revised estimate' for the Mining Contracts of MCL is given as under:

Sl. No.	Description of activity	Time Period	Responsibility
1.	Authorisation to an officer as works In-charge for execution of contract, maintaining & finalising Hindrance Register and signing the same daily.	At the time of Commencement of contract and after each change of authorised officer.	Engineer-in-Charge
2.	Daily entry of execution, hindrance, shortfall, Force Majeure, Time/ Production loss due to reason other than Contractor's fault etc. in the Hindrance Register and entry of the same in the ERP/SAP Portal, as applicable.	Daily, during execution of contract	Hindrance Register to be signed daily by Works In-Charge, Contractor/ Contractor's authorised representative; checked and counter signed by Manager at least once in a week.
3.	Monthly finalisation of Hindrance Register as per monthly measured quantity, Shortfall quantity attributable to Contractor etc. and collection of Diesel prices applicable for the month.	Within 15 days of succeeding months	Works In-Charge, Manager & counter signed by Project Officer once in a month.
4.	Payment of Monthly bill to the Contractor to be done only after finalisation of Hindrance Register for the	Within 20 days of succeeding months	Works in-Charge, Project Survey Officer/Surveyor, Project Finance, Manager

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	month.		and Project Officer.
5.	Finalisation of Shortfall Penalty in every three months/ in every financial quarter, as per provision of NIT and extent guideline of the Company and to be withheld/ deducted from the bill to be paid to the contractor.	Within 15 days of succeeding months/ within 15 days of every financial quarter	Works In-Charge, Project Survey Officer/Surveyor, Project Finance, Manager and Project Officer.
6.	Report of finalisation of Hindrance, Shortfall quantity attributable to the Contractor and due to reason other than Contractor's fault to be sent to CMC Dept. MCL HQ monthly	Within 20 days of succeeding months	SO (Min) of the Area
7.	Finalisation of Escalation to be paid to the Contractor And Finalisation of differential Wages, if applicable.	within 15 days of every financial quarter/ every three months/ every month, as per NIT	Project Survey Officer/Surveyor, Project Finance, Manager & Project Officer. And Project Personnel Officer, Project Finance, Manager & Project Officer (in case of differential wages).
8.	Annual Review of the Shortfall Penalty withheld and Escalation amount paid to the contractor.	within 30 days of every Financial Year	Area survey Officer, SO (Min) and SO (Fin).
9.	Processing of RE proposal as per approved format from the Project	within 50 days of completion of contract	Works In-Charge, Project Finance, Manager and Project Officer
10.	Scrutiny and processing of RE proposal as per approved format by the Area, finalisation and approval of Shortfall Penalty (as per 676 th FDs of MCL) and sent to the CMC Dept. MCL HQ with recommendation/ confirmation of SO(Fin), examination by SO(Min) and recommendation by GM of the Area.	within 75 days of completion of contract. (period 25 days)	SO (Min), SO (Fin) and General Manager of the Area
11.	Scrutiny and processing of RE proposal sent by the Area to CMC Dept. MCL HQ to put up to D(T), MCL after compliance of all the points as per approved format.	within 95 days of completion of contract. (period 20 days)	Officer authorised by GM, CMC, MCL for the purpose
12.	Scrutiny and processing of RE proposal sent by the CMC Dept. MCL HQ to HQ Finance and obtaining concurrence from D(F), MCL after compliance of all the points as per approved format/ other relevant observations.	within 110 days of completion of contract (period 15 days)	Officer authorised by D(F), MCL/ GM, Fin, MCL for the purpose
13.	RE Proposal agreed by D(T) & D(F), MCL to be put up to the Competent Authority for Approval of RE and issuance of minutes by Company Secretary, MCL wherever applicable.	within 135 days of completion of contract (period 25 days)	Officer authorised by GM, CMC, MCL for the purpose
14.	Closure of Contract by the Area after settlement of all dues as per provisions of NIT and extent guidelines of the Company (as per directive of 164 th MCL Board)	within 150 days of completion of contract (period 15 days)	SO (Min), SO (Fin) and Area General Manager

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 cam-cmc.mcl@coalindia.in Website : www.mcl.gov.in



3. A checklist covering all details required for scrutiny of the proposal of Revised Estimate (RE) is placed below. Due care be taken that all the fields are filled up properly with the required data, along with documents and Certificates required to be attached with the RE proposal for proper scrutiny of the proposal.
4. Format for processing RE proposal of Mining Contracts:

Checklist for Revised Estimate & Closure of Contract for Mining Contracts of MCL

- I. **The proposal of Revised Estimate and Closure of Mining Contracts of MCL shall be initiated from the Project:** RE Proposal shall be initiated in the following format as per the time line mentioned in the approved 'SOP for Closure of Contracts & Revised Estimate' for Mining Contracts of MCL. The officials preparing the proposal, providing the data and making calculations/ derivations, shall authenticate the statements with their signature, name, designation and date. **(Responsibility: Project Survey Officer/ Surveyor, Work In-Charge, Manager and Project Officer).**

A. Contract particulars (Responsibility: Project Survey Officer/ Surveyor and Manager) :

1	NIT No. and Date	
2	Description of work	
3	Name of the contractor	
4	LOA No. & Date	
5	Work Order No. and date along with GST Amended Work Order, if applicable	
6	Agreement No. and Date	
7	Date of Handing over the site	
8	Original Period of Contract	From to
9	Actual date of Commencement of work	
10	Actual date of completion of work	
11	Re-Appropriation of Qty/Revised & Deviation of Quantity/ Addition of new work elements, if any	Details of re-appropriated quantity/ Deviation of Quantity/ Addition of new work elements along with the Approval orders
12	Time extension	Details of time period and the approval orders
13	Quantity extension/Time & Quantity Extension	Details of Time & Quantity Extension and approval orders
14	Change of site/mine/ Alternative Site, if any	Details of Change of site/mine/ Alternative Site and approval orders
15	Remarks on the contract/ Period, if any	If the commencement and completion date is not as per NIT/ Approval, then necessary clarification to be furnished.

B. Certificates/ Documents to be attached (Responsibility: Work In-charge of the contract in the Project):

I- Following certificates to be provided as per enclosed format:

1. **Site handover Certificate** issued by the project/Area to be enclosed.
2. **Work Completion Certificate:** As per Certificate No. 1 in the Annexure-I.
3. **Certificate of Shortfall Quantity and Work under Risk & Cost:** As per Certificate No. 2 in the Annexure-I.

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(Handwritten stamp: 16-02-23)

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 महानदी कोलफील्ड लिमिटेड
Mahanadi Coalfields Limited
 (A subsidiary of Coal India Limited)

महाप्रबंधक (संबिदा प्रबंधन प्रकोष्ठ) का कार्यालय
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4. **Certificate Regarding Compliance of Contract Labour Act, other Labour laws etc.:** As per Certificate No. 3 in the Annexure-I.
5. **Certificate regarding Court Case:** As per Certificate No. 4 in the Annexure-I.
6. **Certificate regarding Availing of CENVAT Credit/ITC:** As per Certificate No. 5 in the Annexure-I.
7. **No dues Certificate:** As per Certificate No. 6 in the Annexure-I.
8. **No Claim Certificate:** The Contractor shall submit 'No Claim Certificate' as per Certificate No. 7 in the Annexure-I, after the approval of RE by the Competent Authority and before final closure of contract by the Area.

II- Following documents to be attached for ready reference: -

1. Copy of NIT and Conditions of contract.
2. Copy of LOA and Work Order, Amended Work Order.
3. Approval Order of Shortfall Penalty.

C. Payment Status:

All Payment details/ Recoverable amount to be compiled in the following format:

1. **Payment details of executed quantity and escalations (separately for the contract period and extended contract period, if price fall clause is applicable):**

Sl. No.	Description	Admissible to the Contractor in Rs.	Paid to the Contractor in Rs.	Balance Amount in Rs.
1.	Payment on the Executed quantity including Taxes/ GST	RE Value		
2.	Diesel escalation/ De-escalations including Tax			
3.	Escalation/ De-escalations due to CPI (IW)/WPI including Tax			
4.	Other Escalations, if any, including Tax			
5.	Differential Wages due to HPC including Tax			
6.	Payment on any other account			
Total		T _A	T _P	

Note: Total amount paid to the Contractor (T_P) to be substantiated with the actual payment made in the final RA bill/s. If the total payment made as per RA bills differs with the 'Payment made' as furnished in the table above, then, the same to be clarified.

2. Other Recoverable amount:

Sl. No.	Description	Recoverable from the Contractor in Rs.	Recovered from the Contractor in Rs.	Balance Amount in Rs.
1.	Amount recoverable, if any, for any other contracts.			
2.	Any other amount recoverable / payable to the contractor (GPS, Quarters, Electricity etc.)			

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3.	Recovery against Central Credit/ Input Tax Credit not availed by Area against ST/GST			
4.	Recovery against under-loading/ Demurrage/ Derailment etc.			
5.	Recovery against not achieving (-) 100 mm size etc.			
6.	Shortfall Penalty Recovery			
7.	Recovery against Risk and Cost, if any			
8.	Recovery against any other account			
Total				

- Note:** a. Approval orders of the above recoveries to be attached.
 b. In case of Risk & Cost recovery, calculation for the same to be furnished.

3. **Details of amount due to the contractor/ Amount available with the company** to be furnished: BG, PSD along with their validity (Copies to be enclosed), any balance amount payable to the Contractor for work executed and any pending amount payable to the Contractor etc as under:

Sl. No.	Description	Ref. No./ PRAN. No./BG No. etc.	Amount	Released	Balance
1.	EMD converted to PSD				
2.	Performance Security				
3.	Retention Money				
4.	Any other amount due/ to be paid to the contractor				
Total					

Note: The approval order for release of Security Money/ BG, as applicable, to be enclosed.

4. **Price Fall:** If extension has been approved with Price Fall provision (i.e. at existing rate or next contract awarded rate, whichever lower) then total payment to be made in the extension period, for the work element in which price fall rate is applicable, to be calculated as follows:

- a. **Total Payable in the PF period, for the work element in which applicable (T_{PF}):** Comparison of updated rates of similar work elements of the existing contracts (i.e. the contract in which the Price Fall is applicable) and next awarded contracts to be furnished as per following format:

Period	Work element	Current Diesel rate	Executed qty.	Updated rate of existing Cont. As per payment made	Updated rate of next awarded cont.	Amount in Rs.
a	b	c	d	e	f	g = (lower of e or f) X d
	Work element 1					
	Work element 2					
					
	Work element 1					
	Work element 2					
					
Total						T _{PF}

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Handwritten date: 16-02-23

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Note:

- The rates of existing contract and next awarded contract to be updated as per provision of respective NITs. If the wages structures of the existing and next contracts are different, then, component of the differential payment made towards HPC wages in the existing contract, to be considered in the updated rate of the existing contract.
 - 'Applicable rate' shall be lower of the two updated rates, i.e. updated rate of existing contract and that of next awarded contract.
 - Total amount to be paid during extension period (including escalation) = Applicable Rate X executed quantity (i.e. T_{EF}).
- b. RE value of the extension period shall be, Applicable Base Rate x Executed quantity = R_{EF}.
- If the updated rate of existing contract is lower, then Applicable Base rate shall be awarded rate of existing contract.
 - If the updated rate of next awarded contract is lower, then Applicable Base rate shall be updated rate of next awarded contract at the base parameters of existing contract.
 - Total escalations to be paid during the extension period, for the work elements in which price fall is applicable, shall be (T_{EF} - R_{EF}).

D. RE Value: Status of work executed in the Pre-GST and GST regime to be furnished in the following format (Responsibility: Project Survey Officer/Surveyor, Project Finance Officer, Manager & Project Officer):

i. Revised Estimate Amount: (individual work element wise)

RE particulars	Quantity	Rate	Amount
Execution during scheduled contract period (Pre-GST)			
Work element			
Work element			
.....			
Service Tax payable, if not included in the awarded rate			
Differential Service Tax paid			
Total value of execution during scheduled contract period, pre-GST			R₁
Execution during scheduled contract period (GST regime)			
Work element		Base Rate	
Work element		Base Rate	
.....		Base Rate	
GST Payable			
Total value of execution during scheduled contract period, GST period			R₂
Execution during Extension period, without Price fall clause (If extension approved without Price Fall Clause/ rate of next contract is higher/ work elements of the existing contracts doesn't match with those of next contract)			
Work element		Base Rate	
Work element		Base Rate	
.....		Base Rate	
Service Tax/ GST, as applicable			
Total value of execution during Extension period, without Price fall clause			R₃
Execution during Extension period, with Price fall clause			
Work element		Applicable Base Rate	

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Work element	Applicable Base Rate
.....	Applicable Base Rate
Service Tax/ GST, as applicable	
Total value of execution during Extension period, with Price fall clause	R₄
RE Value	R₁+ R₂+ R₃+ R₄

ii. Total work executed During Pre-GST and GST regime

- (i) Revised Estimate value.
- (ii) Percentage execution.
- (iii) Gross value including all escalation (T_A).

E. Remarks/ Justification:

- i. **Executed Quantity:** deliberation on final quantity considered for RE proposal to be made in line with the provision of the NIT. The following to be complied:
 - a. Quantity as per Departmental measurement / measurement as per Joint volume measurement team.
 - b. Quantity as per CMPDI measurement / Other Check measurement as applicable. Periodical measurement reports to be enclosed.
 - c. Area has to certify that measurement mentioned has been taken in the approved patch for the contract and no departmental equipment/ other agency has been deployed in the approved patch during the measurement period mentioned.
- ii. Reasons for less execution to be mentioned. **(Responsibility: Project Survey Officer/Surveyor, Work-in-Charge, Manager & Project Officer).**
- iii. Reasons, for which shortfall penalty was imposed on the contractor, to be mentioned. **(Responsibility: Project Survey Officer/Surveyor, Work-in-Charge, Manager & Project Officer).**
- iv. In case of Wagon Loading contracts, amount of demurrage, derailment, under loading charges and any other recovery etc. attributable to the Contractor, need to be specified. **(Responsibility: Despatch In-Charge, Manager & Project Officer).**
- v. The relevant clauses, as applicable for different parts of this proposal are to be quoted. **(Responsibility: Project Survey Officer/Surveyor, Manager & Project Officer).**
- ii. **The proposal of Revised Estimate of Mining Contracts of MCL shall be vetted in the Area:** RE Proposal shall be vetted and recommended at Area level as per the time line mentioned in the approved 'SOP for Closure of Contracts & Revised Estimate' for Mining Contracts of MCL as under: **(Responsibility: Area Survey Officer, Area Finance Officer, SO (Mining) and Area General Manager).**
 - a. **Staff Officer (Mining)** of the Area will be Nodal Officer for Closure of Mining Contracts and shall ensure the following:
 - i. Monitoring of processing of RE proposal as per timeline of SOP.
 - ii. Processing of the RE Proposal as per approved format along with relevant data and documents.
 - iii. Confirmation/ vetting by other HODs of Area, as necessary.
 - iv. Issuance of the Amended Work Order, if applicable: If the Contract has been awarded in Pre-GST regime and continued in the GST regime, then as per the guidelines issued by the CFO, MCL vide Ref. No. MCL/SBP/CFO/2017/1095 dated 05/06.08.2017, the amended Work Order pertaining to GST period, issued in the Area is to be attached.
 - v. Recommend RE proposal complete in all respect, to the General Manager of the Area.

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Handwritten signature and date: 16-02-23

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- b. **Area Survey Officer** shall check executed quantity as per final measurement in line with the provisions of agreement.
- c. **Area Finance Manager** shall Check and confirm all Payment Status including,
 - a. Escalation, Differential wages, as applicable, including tax /GST.
 - b. Recoverable Amounts,
 - c. status of payment of Service Tax/ differential taxes either paid to contractor or through RCM, as the case may be,
 - d. Amount with the Company,
 - e. Total amount Payable to the Contractor including escalations & differential wages, as applicable, with applicable Service Tax/GST,
 - f. Total payment made including escalations & differential wages, as applicable, with applicable Service Tax/GST and
 - g. Recommend Revised Estimate amount to the Area General Manager.
- d. **Area General Manager** shall recommend Revised Estimate proposal clearly mentioning the RE Amount for competent approval.

Note: Superfluous information & documents not related with the RE proposal not to be furnished.

Accordingly, necessary action may kindly be taken at your end.

भवदीय,

Rajni
 16-02-23
 महाप्रबंधक (सीएमसी)
 एम सी एल

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 प्रत्यक्ष
 16-02-23

Enclosure: Format for Certificates to be enclosed

COPY FOR KIND INFORMATION TO D(T/OP), D(T/P&P), D(F) MCL

Distribution:-

1. TS to CMD, MCL
2. General manager (Vig.), MCL
3. TS to DT (OP), MCL
4. General Manager (F) I/c, MCL HQ
5. Concerned file

Letter Head of the Project/Area

Ref No.:-

Dt.

Certificate No. 1

CERTIFICATE OF WORK COMPLETION

Certified that the work of "..... at OCP, Area, for a period of" Under NIT-..... dated. awarded to M/S. vide Work Order No. dt. has been executed satisfactorily in compliance with all terms and conditions of NIT-...../ has not been executed satisfactorily on account of the following:

- i.
- ii.

The executed quantity for the period of work from to is Te/ CuM.

Project Surveyor/ Survey officer
..... OC Project.
Project.

Work In-Charge, NIT.....
..... OC Project.

Colliery Manager
..... OC

Project Officer,
..... OC Project

GM(M)/CMC, MCL

DyGM(FINANCE), MCL

GM(CIVIL), MCL

Letter Head of the Project/Area

Ref No.:- Dt.

Certificate No. 2

CERTIFICATE OF SHORTFALL QUANTITY and WORK UNDER RISK & COST

- A. Certified that, the work of "..... at OCP, Area, for a period of" Under NIT-..... dated. awarded to M/S. has been completed on dated
- B. The total Shortfall Quantity in the Contract isTe/CuM out of which Shortfall due to Contractor's fault isTe/CuM.
- C. No departmental equipment/ other agencies have been engaged for the shortfall quantity due to Contractor's fault at the Risk & Cost of the Contractor
OR
 - i. Departmental Equipment engaged for execution of Te/ CuM out of Te/ CuM of shortfall quantity due to Contractor's fault against clause..... of GTC/STC of NIT.
 - ii. The agency M/s. engaged for execution of Te/CuM out of Te/CuM of shortfall quantity due to Contractor's fault against clause..... of GTC/STC of NIT
- D. No loss or damages have been incurred by Company due to the Contractor under NIT-
.....
OR
Total amount of Rs. is recoverable from the Contractor for the following expenditure/ damages incurred by Company:
.....

Proj. Surveyor/ Survey Officer	Work In-Charge, NIT...	Project Finance Officer
..... OC Project. OC Project. OC Project.

Colliery Manager,	Project Officer,
..... OC Project. OC Project.

GM(M)/CMC, MCL	DyGM(FINANCE), MCL	GM(CIVIL), MCL
----------------	--------------------	----------------

Page 3 of 7

Letter Head of the Project/Area

Ref No.:-

Dt.

Certificate No. 3

**CERTIFICATE REGARDING COMPLIANCE OF CONTRACT LABOUR
ACTS, EPF, CMPF, CMPS, INSURANCE and OTHER LABOUR LAWS
ETC.**

Certified that, M/s.has complied Contract Labour (Regulation and abolition) Act along with all applicable Labour Laws and all the provisions of NIT- dt. in respect of EPF/ CMPF, CMPS, minimum wages/ HPC wages, Insurance and allied Scheme from time to time.

Project Personnel Officer

..... OCP

Countersigned by

Area Personnel Manager

..... Area

GM(M)/CMC, MCL

DyGM(FINANCE), MCL

GM(CIVIL), MCL

Letter Head of the Project/Area

Ref No.:-

Dt.

Certificate No. 4

CERTIFICATE REGARDING COURT CASE

Certified that, there is no pending Court Case against the work of
 "..... atOCP, Area" under NIT-
dated.

OR

Certified that, the Writ Petition No. / SLP No/...../.. filed by M/s.
/ MCL at Hon'ble court, against the work of
 "..... atOCP, Area" under NIT-
dated. is pending at Hon'ble court. / has been disposed off vide
 Order No.and there is no pending Court Case against NIT-..... (strike off
 whichever is not applicable).

Legal Inspector
 Area

Countersigned by

Area Personnel Manager
 Area
 OR

Area Legal Officer
 Area

(Note: In the Areas where Area Legal Officer is posted, this Certificate shall be signed by Area Legal Officer only.)

GM(M)/CMC, MCL

DyGM(FINANCE), MCL

GM(CIVIL), MCL

Letter Head of the Project/Area

Ref No.:-

Dt.

Certificate No. 5

CERTIFICATE REGARDING AVAILING CENVAT CREDIT/ITC.

Certified that, Cenvat Credit/ ITC has been availed by the Area against all payment of Service Tax/ GST for the work of "....." under NIT-..... dated. except as mentioned below, which could not be availed due to Contractor's fault:

- i. Rs..... against payment of ST/GST for period
- ii. Rs..... against payment of ST/GST for period
- iii.

Hence, total recoveries from Contractor M/s. against non-availing of Cenvat Credit/ GST is Rs.

Project Finance Officer

.....OCP

Countersigned by

Area Finance Manager

..... OCP

GM(M)/CMC, MCL

DyGM(FINANCE), MCL

GM(CIVIL), MCL

Letter Head of the Project/Area

Ref No.:-

Dt.

Certificate No. 6

NO DUES CERTIFICATE.

Certified that the work of "..... at OCP,
 Area, for a period of" Under NIT-..... dated. awarded to M/S.
 vide Work Order No. dt.
has been completed on dated

There is no dues/ recoverable amount pending against the Contractor M/s.
 in respect of NIT-..... except as mentioned below:

- i. Rs..... for (Reasons)
- ii. Rs..... for (Reasons)

Work In-Charge, NIT... OCP.	Proj. Surveyor/ Surv. Off. OCP.	Project Eng (E&M) OCP.
Project Finance Officer OCP.	Colliery Manager OCP.	Store In-Charge OCP
Project Personnel Officer OCP	Project Officer, OCP.	Area Finance Manager Area
GM(M)/CMC, MCL	DyGM(FINANCE), MCL	GM(CIVIL), MCL

Letter Head of the Contractor

Ref No.:-

Dt.

Certificate No. 7

NO CLAIM CERTIFICATE

This is to certify that, we have No Claim against the work of "....."
under NIT-..... dated. except as mentioned below:

- i. Rs..... against payment of for period
- ii. Rs..... against payment of for period
- iii.

Hence, total payment due against NIT-..... comes as Rs.

Authorised Signatory

M/s.

Accepted by

Project Finance Officer

.....OCP

Countersigned by

Project Officer

.....OCP

Note: No Claim Certificate to be submitted by the contractor after the approval of RE by the Competent Authority and before final Closure of Contract by the Area.

GM(M)/CMC, MCL

DyGM(FINANCE), MCL

GM(CIVIL), MCL

<p>महानदी कोलफील्ड्स लिमिटेड महानदी कोलफील्ड्स लिमिटेड Mahanadi Coalfields Limited <i>(A subsidiary of Coal India Limited)</i></p>	<p>G20 भारत 2023 INDIA महा प्रबंधक (सिविल) के कार्यालय Office of the General Manager (Civil) P.O : Jagruti Vihar, Burla Dist: Sambalpur, Odisha-768020 Ph: +91 (663) 254 2779 e-mail: mcl.civil@gmail.com cgm-civil.mcl@coalindia.in</p>	<p>MCL MAHANADI COALFIELDS LTD.</p>
<p>क्रमांक : एम.सी.एल/संबलपुर/सिविल/22-23/ 874</p>		<p>दिनांक 07.01.2023</p>

सेवा में,

सभी क्षेत्र के महाप्रबंधक,

जगन्नाथ/ तालचेर/लिंगराज /भरतपुर/द्विगुला एवं कनिहा क्षेत्र ।

लखनपुर/ओरिएंट/ईव वैली/बसुन्धारा क्षेत्र/ केन्द्रिय कर्मशाला, तालचेर & केन्द्रिय कर्मशाला, ईव एवं एन.एस.सी.एच., तालचेर

विषय : **STANDARD OPERATING PROCEDURE (S.O.P.) FOR processing of REVISED ESTIMATES (R.E.) AND REVISED ESTIMATES (R.E.) ALONG WITH FINAL TIME EXTENSION (F.T.E.) for Civil Engineering Works.**

महोदय,

It is observed that there is inordinate delay in the finalization of some of the contracts. Hence, for the timely finalization of contracts, a committee was constituted for System improvement in processing of REVISED ESTIMATE (R.E.)/FTE files. As per the suggestions given by the committee, following STANDARD OPERATING PROCEDURE (S.O.P.) for processing of REVISED ESTIMATES (R.E.) AND REVISED ESTIMATES (R.E.) ALONG WITH FINAL TIME EXTENSION (F.T.E.) is to be followed in all the future cases.

- 1) As per provision in Modified Manual for Civil Engineering Works 2015, the Revised Estimate shall be submitted within 3 (three) months of completion of works by the project. For timely closure of contracts, processing of Revised Estimate within time frame is necessary. As such, all the Revised Estimate (R.E.) cases along with Final Extension of Time (F.T.E.) as applicable shall be processed within 3 (three) months of completion of works.
- 2) A checklist covering all the details required for scrutiny of the proposal for revised estimate (R.E.) is placed below in a table format. Due care be taken that all the fields are filled up properly with the required data for proper scrutiny of the proposal. Besides, the documents to be attached with R.E. proposal are also given at the end of the format which is required for processing of the proposal.

1	NIT No. & Date	
2	Name of the work	
3	Name of the agency	
4	LOA No. & Date	
5	Work Order No. & Date	
6	Agreement No. & Date	
7	Original Period of Contract Days (From to))

2

8	Actual date of commencement of work	
9	Actual date of completion of work	
10	Agreement Value of the contract (In Rs.)	
11	Item rate/percentage rate tender	
12	Deviation Estimate Sanction Order No. & Date (if any)	
13	Deviation Estimate Value of the contract (In Rs.) (if applicable)	
14	Administrative approval for execution of extra items, if any & it's details	
15	Revised Estimate value of the contract along with excess/savings in value and percentage over the agreement value (In Rs.)	
16	Payment made till date (In Rs.)	
17	Budget provision for the subject work in Budget Book (FY) in case of capital works	
18	Main reasons for excess/savings in the contract against the original contract value	
19	Confirmation whether the purpose of the contract is fulfilled or not.	
20	Confirmation whether the aforesaid work is completed in all respects or not.	
21	Confirmation regarding items omitted are no longer required.	
22	Declaration regarding no pecuniary benefit has been extended to the contractor.	
23	Sanction Order No. & Date for foreclosure or termination of the contract (if applicable), if approved at Area level as per DoP.	
24	Sanction order of GST amendment of the work, if applicable.	
25	Detailed deliberation of the approval being sought in the proposal	
26	Tender Approving Authority of the work.	
27	Approving authority of the proposal as per prevalent DOP	

Certificates/Documents to be attached in the Revised Estimates proposal:

- Statement showing items executed in excess of 10% over the agreement quantity.
- Statement showing items executed in savings of 10% over the agreement quantity.
- Statement in regards to ALR/AHR item with proper deliberation as per CEM i.e below plinth level/ above plinth level and their percentage excess / saving as per execution with justification.

NOTE :-

- In case of ALR & AHR items in Item Rate Tender, if there is increase in quantity of more than 25% in respect of below plinth level items and 10% in respect of above plinth level items; revision of rates is to be done as per clause no. 4.18.1 of the Modified Manual of Civil Engineering Works 2015. Relevant documents pertaining to revision of rates to be enclosed.
- In case of Item Rate Tender, if there is savings of more than 25% in respect of ALR items below plinth level and more than 10% in respect of ALR items above plinth level, technical deliberation as per clause no. 4.18.1 of the Modified Manual of Civil Engineering Works 2015, i.e., written consent of EIC arising out of technical necessity is to be enclosed.

3

- (d) Sanction Order(s) of Provisional Time Extension (PTE), if any.
- (e) Copy of the work order along with BOQ of the work.
- (f) Copy of the agreement of the contract.
- (g) Copy of the sanction order of the Deviation Estimate along with the approved BOQ, if any.
- (h) Copy of the sanction order of Foreclosure/Termination/Final Time Extension (FTE), if approved at Area Level.
- (i) If part of the work has been executed in Post-GST regime, then all supporting documents in respect of GST amendment of the work is to be enclosed.
- (j) Administrative approval for execution of extra items, if any, to be enclosed.
- (k) The remarks column in the RE statement must deliberate the technical reasons for excess/savings against each item in the work.

3) Similarly, a checklist covering all the details required for scrutiny of the proposal for Revised Estimate (R.E.) along with Final Extension of time (F.T.E.) is placed below in tabular format. Due care be taken that all the fields are filled up properly with the required data for proper scrutiny of the proposal. Besides, the documents to be attached with the proposal are also given at the end of the format which is required for processing of the proposal.

1	NIT No. & Date	
2	Name of the work	
3	Name of the agency	
4	LOA No. & Date	
5	Work Order No. & Date	
6	Agreement No. & Date	
7	Original Period of Contract Days (From to))
8	Actual date of commencement of work	
9	Actual date of completion of work	
10	Details of Provisional Time Extension taken, if any.	
11	Final Time Extension applied up to (for which approval is being sought)	
12	Agreement Value of the contract (In Rs.)	
13	Item rate/percentage rate tender	
14	Deviation Estimate Sanction Order No. & Date (if any)	
15	Deviation Estimate Value of the contract (In Rs.) (if applicable)	
16	Administrative approval for execution of extra items, if any & its details	
17	Revised Estimate value of the contract along with excess/savings in value and percentage over the agreement value (In Rs.)	
18	Payment made till date (In Rs.)	
19	Budget provision for the subject work in Budget Book (FY) In case of capital works	
20	Main reasons for excess/savings in the contract against the original contract value	
21	Confirmation whether the purpose of the contract is fulfilled or not.	

4

22	Confirmation whether the aforesaid work is completed in all respects or not.	
23	Confirmation regarding items omitted is no longer required.	
24	Declaration regarding no pecuniary benefit has been extended to the contractor.	
25	Sanction Order No. & Date for foreclosure or termination of the contract (if applicable), if approved at Area level as per DoP.	
26	Sanction order of GST amendment of the work, if applicable.	
27	Detailed deliberation of the approval being sought in the proposal	
28	Tender Approving Authority of the work.	
29	Approving authority of the proposal as per prevalent DOP	

Certificates/Documents to be attached in the Revised Estimates (R.E.) with Final Extension of Time (F.T.E.) proposal:

- a. Statement showing items executed in excess of 10% over the agreement quantity.
- b. Statement showing items executed in savings of 10% over the agreement quantity.
- c. Statement in regards to ALR/AHR item with proper deliberation as per CEM i.e below plinth level/ above plinth level and their percentage excess / saving as per execution with justification.

NOTE :-

- (i) In case of ALR & AHR items in Item Rate Tender, if there is increase in quantity of more than 25% in respect of below plinth level items and 10% in respect of above plinth level items; revision of rates is to be done as per clause no. 4.18.1 of the Modified Manual of Civil Engineering Works 2015. Relevant documents pertaining to revision of rates to be enclosed.
 - (ii) In case of Item Rate Tender, if there is savings of more than 25% in respect of ALR items below plinth level and more than 10% in respect of ALR items above plinth level, technical deliberation as per clause no. 4.18.1 of the Modified Manual of Civil Engineering Works 2015, i.e., written consent of EIC arising out of technical necessity is to be enclosed.
- d. Sanction Order(s) of Provisional Time Extension (PTE), if any.
 - e. Final Time Extension (FTE) application by the contractor.
 - f. Copy of the work order along with BOQ of the work.
 - g. Copy of the agreement of the contract.
 - h. Copy of the sanction order of the Deviation Estimate along with the approved BOQ, if any.
 - i. Copy of the hindrance register.
 - j. Delay analysis in respect of the contract along with calculation of penalty/ liquidated damage to be levied on the contractor (as applicable).
 - k. Documents in support of major hindrances taken in the hindrance register/delay analysis.
 - l. If part of the work has been executed in Post-GST regime, then all supporting documents in respect of GST amendment of the work is to be enclosed.
 - m. Administrative approval for execution of extra items, if any.
 - n. The remarks column in the RE statement must deliberate the technical reasons for excess/savings against each item in the work.

5

Further, time being the essence of the contract, it should be ensured that the works should be completed expeditiously in a time bound manner.

This issues with the approval of competent authority and is for strict compliance.

सधन्यवाद |

Copy for kind information to:

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

Copy to:

1. TS to CMD, MCL.
2. TS to D(T/OP), MCL
3. GM (Vigilance), MCL HQ
4. GM (F)/c, MCL HQ
5. GM (E&M)/HOD, MCL HQ
6. GM (Civil)/Welfare & TA, MCL HQ
7. GM (Civil), MCL HQ
8. All Area SO(Civil), MCL
9. All Area AFM, MCL.
10. CM(Civil), TA I/c, MCL HQ
11. All Officers of Civil Deptt, MCL HQ

आपका विश्वास
(संभित प्रबन्धक)
सि.प्रबन्धक(सिविल)/विभागाध्यक्ष
07-01-23

Every action must have an equal and opposite reaction; say 'NO' bravely and report corruption.



**Like the goons love violence;
so the corruption loves silence.**



**स्वच्छ समाज बनाना है,
भ्रष्टाचार का नामो निशान मिटाना है।**



**उठो सोचो एक अलख जगाये,
भ्रष्टाचार मुक्त जीवन जीने की कसम खाये।**



**CATEGORY: 9
Tenders/
E-procurement/
Short Tenders
(Bellow 2 Lakhs) etc..**



CORRUPTION

**IS QUITE EXPENSIVE,
AT THE COST OF
YOUR INNER PEACE!**

Courtesy by :
VIGILANCE DEPARTMENT, MCL

721
22.01.21

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

कार्यालय महाप्रबंधक (सिविल)
Office of the General Manager (Civil)
P.O : Jagriti Vihar, Burla
Dist: Sambalpur, Odisha-768020
Ph: +91 (663) 254 2779 Fax: +91(663) 254 2180.
e-mail: cgm-civil.mcl@nic.in



MCL

Ref. No. MCL/Samb/Civil/Master Quotation Notice (Modification)/21-22/ 466

Dated: 16/7/2021

To
Staff Officer(Civil), All Areas, MCL.
Chief Manager(Civil)TA, MCL HQ. / GM(CSR), MCL HQ./ Dy.GM, BBSR.
GM(Admin), MCL HQ/ GM(E&M), MCL HQ/ GM(E&T), MCL HQ.

Sub.: Standard Quotation Inviting Notice for Estimated cost put to tender upto Rs. 2 lakhs.

Ref.: i. letter no. MCL/SBP/GM/(VIG)/2021/DM(C)/913 dtd.30.06.2021.

Dear Sir,

The **Standard Quotation Inviting Notice for Estimated cost put to tender upto Rs. 2 lakhs** duly approved by competent authority is attached herewith for reference.

A new portal has been developed for uploading tender notices & work orders in the website of Mahanadi Coalfields Limited under the option 'Tenders & Notices' -->'Tenders Below 2 lakhs'. The main objective of this portal is that all the tender details & documents shall be displayed in the MCL website and the same shall be readily available to download the tender documents by the interested bidders for submission of their bids on scheduled dates for tenders below Rs. 2.00 lakhs. No document will be issued from the office of the Quotation Inviting Authority.

The quotation notice and work orders should be uploaded in website of MCL to ensure the above guidelines for transparency and accountability.

This has concurrence of Finance vide No. FD/MCL/SBP/2021-22/Rev/D-212/APPROVAL OF QUOTATION INVITING NOTICE UPTO 2 LAKHS /MCL HQ/Dt. 15.07.2021.

This will come into force with immediate effect.

Enclosure: As above.

Yours faithfully,

General Manager (Civil/HOD), MCL

Distributions:

1. TS to CMD, MCL.
2. TS to Director(Tech.) P&P, MCL.
3. TS to Director(Tech.) Opem., MCL.
4. TS to Director(Fin.), MCL.
5. TS to Director(Pers.), MCL.
6. TS to CVO, MCL.
7. GM(Vig), MCL.
8. GM(Civil)/HOD, Coal Bhawan, Premises No. 04-111, New Town, Rajarhat, 700156 e-mail- gmcivil.cd@coalindia.in
9. CGM.GM. IBV.JA.OA.TA.BPR.CWS(X). TAL.HA.T.KP.LNG.Kamha. Area.CMS.NSCE.TA.BGA.CWS(X).IBV. Manalaxmi Subhadra.
10. GM(F), MCL HQ.

16/07/2021

62

11. Dy GM, MCL, Near Chandrasekharpur, Omfed chowk, Plot no.G-3(Godakana), BBSR-751017(Odisha)
12. GM(Systems e-Proce), MCL HQ
13. Chief Manager(Civil)T/c, In-charge, MCL HQ - **Alongwith original case file.**
14. CM(C)TA, TCF, IBCF, QC, Updation, MCL HQ
15. AFM, IBV JA OA TA BPR CWS(X), TA/TA I KPLNG Kanha Area CMS, NSCH, TA BGA CWS(X), IBV
16. Dy. Manager Finance, Civil, MCL HQ
17. Office copy

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड



MCL

Mahanadi Coalfields Limited
(A Subsidiary of Coal India Ltd.)

Office of the Chairman-cum-Managing Director

P.O. : Jagriti Vihar, Burla

Dist. : Sambalpur (Odisha)

Pin : 768 020

Phone : 0663-2542855

Fax : 0663-2542366

e-mail: cmd.mcl.cil@coalindia.in

Web: www.mahanadicoal.in

Ref. MCL/SBP/TS/CMD/2021/ 987

Date: 08/12/2021

Office Memorandum

Sub: Timely Finalization of Tenders within Original Bid-Validity Period.

It has been observed that a high percentage of tenders, in MCL, are being placed for consideration, **beyond** the Original Bid-Validity period.

All concerned are therefore directed to timely finalize the tenders **within Original Validity**. Any delay in the finalization of tenders will be viewed **very seriously** and **action** will be initiated against those found responsible for non-performance/ non-compliance.

Further, if the tender is settled at a higher rate subsequently, resultant **financial loss is liable to be recovered** from the person(s) responsible for the delay.

Chairman-cum-Managing Director

Distribution:

1. Director(Tech./Op. and P&P), Director(F), Director(Pers.), CVO, MCL.
2. All GMs/HoDs, MCL Headquarters, Sambalpur.
3. All Area GMs, MCL.

महानदीकोलफील्ड्सलिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)



निदेशक (तकनीकी/परियोजना एवं योजना)का कार्यालय
Office of the Director (Technical/P&P)
At/Po: JagrutiVihar, Burla, Dist.: Sambalpur-768020 (Odisha)
Phone-(0663) 2542772, Fax No.(0663) 2542844,
E-mail: dt-pp.mcl@coalindia.in, dtppmcl@gmail.com,
Web site:www.mahanadicoal.in, CIN No.: U10102OR1992GOI003038

संदर्भसंख्या:एमसीएल/ निदेशक(तकनीकी/परी. एवं यो.)/2022/ 65-E.

दिनांक: /07/2022

To
All Area General Managers
GM (CWS-IBV)/GM (CWS-Tal)/NSCH/ GM (MCL-BBSR Office)
All HOD, MCL HQ.

Sub :- Advisory for maintaining uniformity in Tender process-Reg.

Dear Sir,

During recent scrutiny, the following irregularities were noted in tender process dealt at various Areas:

1. The TCR was not signed by all the TC members in all the pages. Hence any page can be changed without notice.
2. Neither the names of the TC members nor the name of the Accepting Authority is reflected anywhere in the file. It is nearly impossible to identify the TC members as well as the Accepting Officer from the file.
3. Reasons for rejection of the offer is not deliberated in the TCR in clear terms.

In view of the above, the following improvements are advised for maintaining uniformity across all Areas/Departments:

1. Each page of the TCR must be signed by all the TC members.
2. TCR must contain the names and designation of the TC members as well as the Accepting Authority so that the persons concerned are easily identifiable.
3. Reasons for rejection of any offer must be clearly deliberated in the TCR vis-a-vis the tender conditions.

It is advised to ensure compliance of the above strictly.

Yours faithfully,

(J K Borah)
Director (Tech./ P&P), MCL

Copy to:

1. CMD,MCL
2. Director (Finance),MCL
3. Director (Personnel),MCL
4. GM(Vig.),MCL

महानदीकोलफील्ड्सलिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)



निदेशक (तकनीकी/पन्थियोजना एवं योजना)का कार्यालय
Office of the Director (Technical/P&P)
At/Po: JagrutiVihar, Burla, Dist.: Sambalpur-768020 (Odisha)
Phone-(0663) 2542772, Fax No.(0663) 2542844.
E-mail: dt-pp.mcl@coalindia.in, dtppmcl@gmail.com,
Web site:www.mahanadicoal.in, CIN No.: U10102OR1992COI003038

संदर्भसंख्या:एमसीएल/ निदेशक(तकनीकी/परी. एवं यो.)/2022/ 64-E.

दिनांक: 12/07/2022

To
All Area General Managers
GM (CWS-IBV)/GM (CWS-Tal)/NSCH/GM (MCL-BBSR Office)
All HOD, MCL HQ.

Sub:- Advisory for maintaining uniformity in tenders valuing less than 2 lakhs-Reg.

Dear Sir,

During recent scrutiny, the following irregularities have been noticed especially in tenders valuing less than 2 lakhs:


1. There is delay between tender signing and tender uploading in website (5 days).
2. There is less time between tender upload date and tender end date (3 days).
3. There is delay between tender submission end date and tender opening (2 days).

In view of the above, the following improvements are advised for maintaining uniformity across all Areas/ departments:

1. NIT should be uploaded within one day of signing of NIT.
2. Normally, 5 to 10 days should be available between upload date and bid submission end date. In urgency, the time may be further compressed with the approval of GM.
3. Bid should be opened after 30 minutes of bid closing time on the same day as bid submission last date.
4. Bid submission start date should be same as tender upload date. Bid upload date should be made visible to the bidders in place of bid start day to bring transparency.

It is advised to ensure compliance of the above strictly.

Yours faithfully,


J K Borah
Director (Tech./ P&P), MCL

Copy to:

1. CMD,MCL
2. Director (Finance),MCL
3. Director (Personnel),MCL
4. GM(Vig.),MCL

महानदीकोलफील्ड्सलिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)



निदेशक (तकनीकी/परियोजना एवं योजना)का कार्यालय
Office of the Director (Technical/P&P)
At/Po: JagrutiVihar, Burla, Dist.: Sambalpur-768020 (Odisha)
Phone-(0663) 2542772, Fax No.(0663) 2542844,
E-mail: dt-pp.mcl@coalindia.in, dtppmcl@gmail.com,
Web site:www.mahanadicoal.in, CIN No.: U10102OR1992GOI003038

संदर्भसंख्या:एमसीएल/निदेशक(तकनीकी/परी. एवं यो.)/2022/ 69-E,

दिनांक: 21/07/2022

To
All Area General Managers
GM (CWS-IBV)/GM (CWS-Tal)/NSCH/GM (MCL-BBSR Office)
All HOD, MCL HQ.

Sub:- Advisory for uploading the work order on award of work in the online portal in MCL website created for the tenders below Rs.2.00 lakhs -Reg.

Dear Sir,

During recent scrutiny, it has been observed that all the departments of MCL have adopted and implemented utilizing the online portal in MCL website created for the tenders below Rs.2.00 lakhs and tenders are being uploaded in the online portal. However, on examination of the tender status details in the online portal it is observed that all the departments of MCL are publishing their tenders below Rs.2.00 lakhs on the online portal created for the purpose but work orders are not being uploaded on award of the work.

In view of the above, it is advised that all the departments should ensure uploading of work order on award of work in the portal strictly.

Yours faithfully,



Director (Tech/ P&P), MCL

Copy to:

1. CMD,MCL
2. Director (Finance),MCL
3. Director (Personnel),MCL
4. GM(Vig.),MCL

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संदर्भ संख्या:एमसीएल/ निदेशक(तकनीकी/परी. एवं यो.)/ 2022/ 73-E

दिनांक: 25/07/2022

To,

The Area General Manager,
Jagannath/ Bharatpur/Lingaraj/Hingula/Kaniha/Talcher/Subhadra/
Ib Valley/Lakhanpur/Orient/Basundhara/Mahalaxmi Area.

The GM(Excv), CWS-Ib Valley / CWS-Talcher.
The GM, MCL Office, Bhubaneswar.

All HODs of MCL HQ.

Sub:- Advisory regarding irregularities found in Tenders below Rs.2 Lakhs.

Dear Sir/s,

During the scrutiny of tenders valuing less than Rs. 2 Lakhs, some irregularities have been noticed and the following is advised:

1. It is observed that an item available in GeM portal has been purchased through manual tender without obtaining the approval of Competent Authority. It is advised that for procuring items through other modes, which are available in GeM, approval of Competent Authority should be taken.
2. It was found that availability in GeM has not been checked and unavailability has not been certified in any of the cases. It is advised that availability in GeM should be checked and procurement should be made through GeM, if item is available in GeM. Non-availability certificate should be kept in the file if not being purchased through GeM.
3. It was observed that three tenders have been floated for the same item in the same quotation call notice number. This tantamount to splitting of demand which is wrong. Same / similar items should be clubbed and the demand should not be intentionally splitted.
4. It was observed that IS specification has not been mentioned against the item whereas IS specification is available for the same. It is advised that if IS specification for the item is available, tendering should be done giving the IS specification in the tender document.
5. It is also advised that if there is no IS specification or standard specification available for the item, then complete specification / drawing should be enclosed with the tender schedule.
6. It was found that quotation call notice was issued on 17/03/2022 without sanction and the sanction was obtained on a later date. It is advised that quotation call notice should be issued only after obtaining sanction.
7. It was found that sanction order were obtained on 08/02/2022 and 09/02/2022 whereas quotation call notice was issued on 23/02/2022. There is delay of nearly 2 weeks whereas delivery period has been stipulated as 7 days. It is advised that quotation call notice should be issued within reasonable time without delay.

Contd...P/2.

महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Ltd.
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E-mail: dt-pp.mcl@coalindia.in, dtppmcl@gmail.com,
Web site: www.mahanadicoal.in, CIN No.: U10102OR1992CO1003038

संदर्भ संख्या:एमसीएल/ निदेशक(तकनीकी/परी. एवं यो.)/ 2022/

दिनांक: 25/07/2022

- : 2 : -

8. It was observed that 7 different tenders were invited in a common quotation call notice whereas the same notice was uploaded 7 times against each tender providing link to the respective tender documents and BOQ. It is advised that separate quotation call notice should be published against each tender as and when the sanction order is received without bunching.
9. It was found that manual tender has been done in a case where estimated value was Rs.2,23,025/- including tax (Basic - Rs.1,89,004 + GST - Rs.34,021/-) which is a wrong practice. The threshold limit of Rs.2 Lakhs for a manual tender is inclusive of tax.
10. It was observed that while uploading the tenders on web portal estimate of Rs.21803 against a tender has been mentioned as Rs.2,10,803 and estimate of Rs.1,16,228.65 has been mentioned as Rs.11,62,228.65. It is advised that the tender details should be diligently filled up while uploading the same in the website.

You are advised to ensure that the above is complied with strictly.

Yours faithfully,


(J.K. Borah)
Director(Tech./P&P)

Copy to: 1) CMD, MCL.
2) D(F), MCL.
3) D(P), MCL.
4) GM(Vig), MCL.

महानदीकोलफील्ड्सलिमिटेड
Mahanadi Coalfields Ltd.
(A Subsidiary of Coal India Ltd.)



01-09-20

निदेशक (तकनीकी/परियोजना एवं योजना)का कार्यालय
Office of the Director (Technical/P&P)
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संदर्भसंख्या: एमसीएल/ निदेशक(तकनीकी/परी. एवं यो.)/2022/ 70-ए.

दिनांक: 21/07/2022

To
GM (Excv.)/GM(S&R)/ GM (CMC)/GM(Production)/
GM (E&T)/GM (Envt & Forests)/GM(MM)/GM(M&S)/ GM(P-IR/NEE)/
HOD(Recruitment)/HOD(Admin), MCL HQ.

Sub:- Advisory to formulate standard NIT for tender value below Rs.2.00 lakhs-Reg.

Dear Sir/s,

During recent scrutiny of the tenders below Rs. 2.00 lakhs, it is observed that except in Civil & E&M Departments the clauses are different in tenders published at different Areas/ units of MCL for the works of same department.

In view of the above, it is advised to formulate standard NIT for tenders valuing below Rs.2.00 lakhs by the concerned departments for observance of common tender clauses and uniformity in procedure in NIT floated in all Areas/Departments of MCL.

Yours faithfully,

(J K Borah)

Director (Tech./ P&P), MCL

Copy to:

1. CMD, MCL.
2. Director (Finance), MCL.
3. Director (Personnel), MCL.
4. GM(Vig.), MCL.



Office of the DVO, MCL

Receipt No. 76

Date 11-1-23

निदेशक तकनीकी (संचालन) का कार्यालय
Office of the Director(Tech/OP)
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

Ref. No. MCL/SBP/D(T/OP)/2023/ 35

Date: 11.1.2023

To
All Area General Managers, MCL
GM(CWS), Ib Valley/GM(CWS), Talcher/NSCH/GM, MCL, Bhubaneswar
All HODs, MCL HQ, Sambalpur

Sub: Advisory for maintaining uniformity in tenders valuing less than 2 Lakh- Reg Ref : MCL/DT(P&P)/2022/64-E dtd.12.7.2022

Dear Sir,

It has been seen that inspite of earlier instruction in reference, to upload the tenders in the website within one day of the date of notification, the same is not being followed.

It is seen that in many cases, tenders are uploaded only on the date of bid opening date. This defeats the very purpose of wide circulation of the tender notice and needs to be implemented strictly across all Areas, Units and Departments. Failure to upload the same within a day of notice will be indicative of malafide intention to restrict competition.

It is once again directed for strict compliance of earlier Advisory issued in reference.

Yours faithfully,


(J.K. Borah)

Director(Technical/OP-P&P), MCL

Copy to :

1. CMD, MCL
2. Director(Personnel), MCL
3. Director(Finance), MCL
4. GM(Vigilance), MCL

G. PA - copy to
all concerned
w/ copy
2-3-23

Receipt No: 297
Date: 2/3/23

<p>महानदी कोलफील्ड्स लिमिटेड महानदी कोलफील्ड्स लिमिटेड Mahanadi Coalfields Limited (A subsidiary of Coal India Limited)</p>	<p>G2 भारत 2023 INDIA महा प्रबंधक (सिविल) के कार्यालय Office of the General Manager (Civil) P.O : Jagruti Vihar, Burla Dist. Sambalpur, Odisha-768020 Ph: +91 (663) 254 2779 e-mail: mcl.civil@gmail.com cgm-civil.mcl@coalindia.in</p>	<p>MCL MAHANADI COALFIELDS LTD.</p>
<p>क्रमांक : एम.सी.एल/संबलपुर/सिविल/22-23/ 1161</p>		<p>दिनांक 01.03.2023</p>

प्रती,
क्षेत्रीय महाप्रबंधक
जगन्नाथ/ तालचेर/ लिंगराज/ भरतपुर/ हिंगुला/ लखनपुर/ ओरिएट/ ईब वैली/ बसुन्धरा/ महालक्ष्मी/ कनिहा एवं सुभद्रा क्षेत्र।
केन्द्रीय कर्मशाला, तालचेर/ केन्द्रीय कर्मशाला, ईब/ एन.एस.सी.एच. तालचेर।

महाप्रबंधक (सिविल-वेलफ़ैर & टी ए),
एम.सी.एल, मुख्यालय।

विषय : System Improvement in Tendering.

महोदय,

The following points are to be taken care of while finalizing the tenders :-

- 1) The offers should not be rejected on flimsy and frivolous grounds.
- 2) The rates received in a technically suitable bid should not be compared with rates received against technically unsuitable bids for justification of quoted rate.
- 3) When the tender is cancelled on administrative ground, EMD of all the bidders should be returned.

This is for your kind information and further needful please.

आपका विश्वस्त,
(संबंधित प्रभुनायक)
महाप्रबंधक(सिविल)/विभागाध्यक्ष

सादर सूचनाएं:

1. निदेशक (तकनीकी/संचालन), एम.सी.एल।
2. निदेशक (वित्त), एम.सी.एल।

प्रतिलिपि:

1. महा प्रबंधक (E&M), एम.सी.एल, मुख्यालय
2. महा प्रबंधक (Vigilance), एम.सी.एल, मुख्यालय
3. महा प्रबंधक (E&T), एम.सी.एल, मुख्यालय
4. महा प्रबंधक (CMC), एम.सी.एल, मुख्यालय।
5. महा प्रबंधक (सिविल), एम.सी.एल, मुख्यालय
6. उप महा प्रबंधक (Admn), एम.सी.एल, मुख्यालय।
7. सभी क्षेत्र के स्टाफ अफसर (सिविल), एम.सी.एल

Circular No

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

Office of the Director (Personnel)
 At/Po: Jagruti Vihar, Burla
 Dist. Sambalpur (Odisha) - 768020
 Ph:+91(663) 2542332(O)
 Fax- +91 (663) 2542 508
 e-Mail: directorpersonnel.mcl@gmail.com
 dp.mcl.cil@coalindia.in



Ref.No. एम.सी.एल/सम्बलपुर/नि(का)/सचिव/2023/6500

दिनांक: 14.07.2023

सूचना अधिकारी का कार्यालय
 Office of the CVO, MCL

OFFICE MEMORANDUM

Receipt No. 901
 Date 15/7/23

Sub: **Advisory on procurement process for Upkeeping and catering proposals**

It is observed that the procurement process for 'Upkeeping and Catering' proposals are not uniform throughout MCL. At many Areas, these Tenders are floated under the category of "Works", whereas in some other Areas it is floated as "Services". But the 'Eligibility Criteria' is kept from Civil Manual, which is for 'Works' only.

As per the "CIL Guidelines for e-Procurement of Works and Services-2023" and Office Memorandum No. F6/2/2023-PPD Dated 13.01.2023 of Dept. of Expenditure, Procurement Policy Division, Ministry of Finance, these proposals should be treated as "Services" and the eligibility criteria should be selected accordingly.

As such, the procurement criteria for the "Services" of Catering, Upkeeping, Cleaning, Management of Guest Houses and Hostels should be scrupulously followed throughout MCL as per the provisions mentioned in the "Guidelines CIL Guidelines for e-Procurement of Works and Services-2023"

This issues with the approval of competent authority.

[Signature]
 14/7/23
 TS to Dir(Pers)

Copy to:

1. All Area GMs
2. GM(E Procurement)
3. GM(P-Admn.) MCL
4. APMS of all Areas

Copy for kind information to:

1. TS to CMD/CVO/DT(OP)/D(F)/DT(P&P) MCL

*Apprised to CVO.
 GM(Vig) may like to see Pl
 to all encl
 15/7/23*

महानदीकोलफील्ड्सलिमिटेड
Mahanadi Coalfields Ltd.
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संदर्भसंख्या: एमसीएल/ निदेशक (तकनीकी/परी. एवं यो.)/2022/ 69-E.

दिनांक: 21/07/2022

To
All Area General Managers
GM (CWS-IBV)/GM (CWS-Tal)/NSCH/GM (MCL-BBSR Office)
All HOD, MCL HQ.

Sub:- Advisory for uploading the work order on award of work in the online portal in MCL website created for the tenders below Rs.2.00 lakhs -Reg.

Dear Sir,

During recent scrutiny, it has been observed that all the departments of MCL have adopted and implemented utilizing the online portal in MCL website created for the tenders below Rs.2.00 lakhs and tenders are being uploaded in the online portal. However, on examination of the tender status details in the online portal it is observed that all the departments of MCL are publishing their tenders below Rs.2.00 lakhs on the online portal created for the purpose but work orders are not being uploaded on award of the work.

In view of the above, it is advised that all the departments should ensure uploading of work order on award of work in the portal strictly.

Yours faithfully,

Director (Tech/ P&P), MCL

Copy to:

1. CMD, MCL
2. Director (Finance), MCL
3. Director (Personnel), MCL
4. GM(Vig.), MCL

**Tomorrow our own children will have to
face the consequences of our today's silence.
Raise the voice against the corruption.**



**As termites damage the wood in silence;
so does the corruption to a nation.**



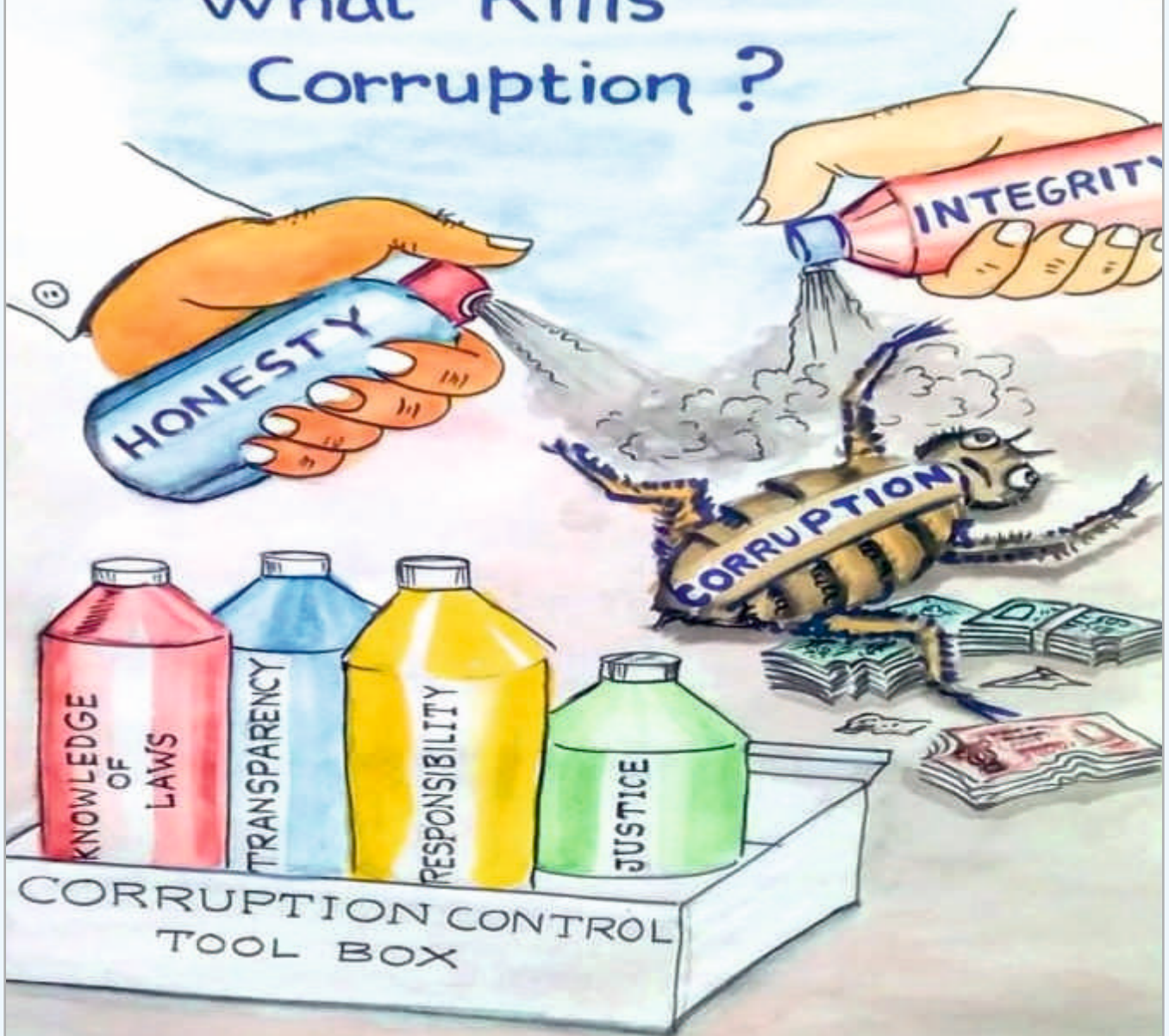
**भ्रष्टाचार समाज को बर्बाद करता है,
इसे रोको, इससे पहले कि बहुत देर हो जाए।**



**हम सब मिलकर आगे आयेंगे,
तभी भ्रष्टाचार को मिटा पायेंगे।**



What Kills Corruption ?



Courtesy by :

VIGILANCE DEPARTMENT, MCL



PIDPI



PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (PIDPI)

Is There Corruption around you ? Don't want to reveal your identity ?
Lodge a complaint under PIDPI.

WHAT IS
PIDPI ?

- PIDPI is a resolution of Government of India
- Identity of the complainant is kept confidential for all complaints lodged under it

HOW IS PIDPI
COMPLAINT
FILED?

- The Complaint should be addressed to Secretary, CVC and the envelope should be superscribed as "PIDPI"
- Name and Address of the complainant should **NOT** be mentioned on the envelope but on the letter inside in a closed cover.

GUIDELINES TO
ENSURE
IDENTITY OF
COMPLAINANT
REMAINS
CONFIDENTIAL

- Complaints that are personally related to the complainant or addressed to other authorities may lead to disclosure of identity
- Complaints should not be sent in open condition or on public portal
- Documents that reveal identity should not be enclosed or mentioned in the complaint. Eg: documents received under RTI
- Name and Address should be mentioned on the letter inside the envelope for confirmation purposes.
- Complaints where confirmation is not received are closed.
- Anonymous/ pseudonymous letters are not entertained

Address of
Secretary, CVC

CENTRAL VIGILANCE COMMISSION, Satarkta Bhavan , Block-A,
GPO Complex , INA, New Delhi - 110 023

For More details visit, <https://www.cvc.gov.in/>



MCL MAHANADI COALFIELDS LIMITED
(A subsidiary of Coal India Limited)

