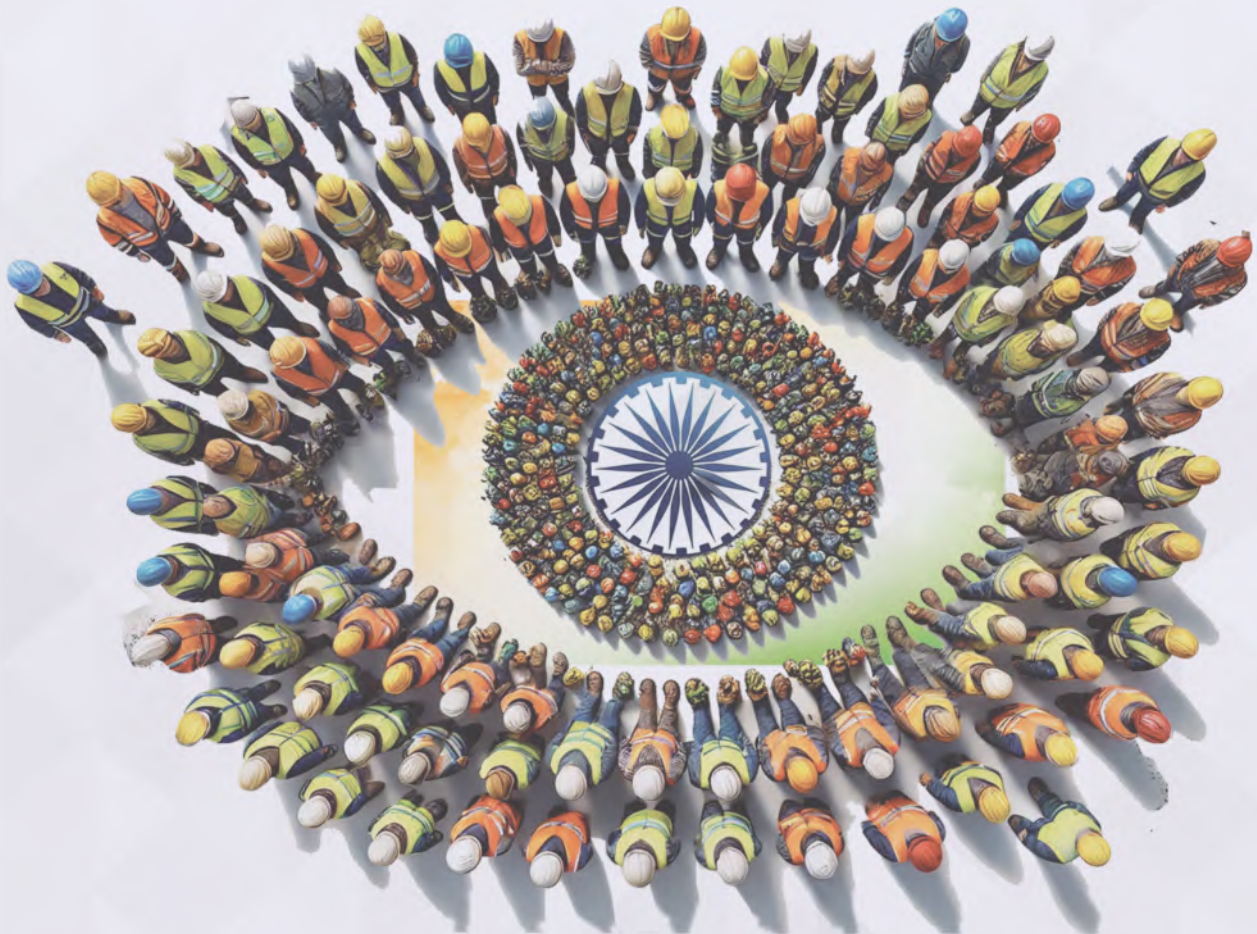




VIGILANCE BULLETIN

2nd EDITION - VIGILANCE ADVISORIES



OCTOBER 2024

Integrity Pledge for Organization

हमारा विश्वास है कि हमारे देश की आर्थिक, राजनीतिक तथा सामाजिक प्रगति में भ्रष्टाचार एक बड़ी बाधा है।

हमारा विश्वास है कि भ्रष्टाचार का उन्मूलन करने के लिए सभी संबंधित पक्षों जैसे सरकार, नागरिकों तथा निजी क्षेत्र को एक साथ मिल कर कार्य करने की आवश्यकता है।

इस दिशा में स्वयं को एक उदाहरण के रूप में प्रस्तुत करने तथा रक्षोपाय, सत्यनिष्ठा ढांचा तथा नीति-संहिता स्थापित करने के अपने उत्तरदायित्व को हम स्वीकार करते हैं ताकि यह सुनिश्चित हो सके कि हम किसी भी भ्रष्ट आचरण का हिस्सा नहीं हैं तथा भ्रष्टाचार के दृष्टांतों पर हम अत्यधिक सख्ती से कार्रवाई करते हैं।

हम मानते हैं कि भ्रष्टाचार उन्मूलन करने में तथा अपने कार्यों के सभी पहलुओं में सत्यनिष्ठा, पारदर्शिता तथा सुशासन के उच्चतम मानक बनाए रखने के लिए, एक संगठन होने के नाते हमें सामने से नेतृत्व करना होगा।

अतः हम प्रतिज्ञा करते हैं कि :

- हम नीतिपरक कार्य पद्धतियों को बढ़ावा देंगे तथा ईमानदारी और सत्यनिष्ठा की संस्कृति को प्रोत्साहन देंगे;
- हम ना तो रिश्तत देंगे और ना ही रिश्तत लेंगे;
- हम पारदर्शिता, जिम्मेवारी तथा निष्पक्षता पर आधारित निगमित सुशासन की प्रतिज्ञा करते हैं;
- हम कार्यों के संचालन में संबद्ध कानूनों, नियमावलियों तथा अनुपालन प्रक्रियाओं का पालन करेंगे;
- हम अपने सभी कर्मचारियों के लिए एक नीति-संहिता अपनाएंगे;
- हम अपने कर्मचारियों को उनके कर्तव्यों के ईमानदार निष्पादन के लिए, उनके कार्य से संबद्ध नियमों, विनियमों आदि के बारे में सुग्राही बनाएंगे;
- हम समस्याओं तथा कपटपूर्ण कार्यकलापों की सूचना देने के लिए समस्या समाधान तथा सूचना प्रदाता तंत्र उपलब्ध कराएंगे;
- हम संबंधित पक्षों तथा समाज के अधिकारों एवं हितों का समग्र रूप से संरक्षण करेंगे।



SCAN QR AND
TAKE CVC
INTEGRITY PLEDGE





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 after the publication of the 1st edition of Vigilance Advisories-2023 to till date, while other guidelines issued by the Management itself have 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 absolve themselves of any risk, liability and accountability to this.

Vigilance Department
Mahanadi Coalfields Limited



MCL



RAISE MCL'S FLAG TO ENSURE ENERGY OF THE NATION

UPHOLD UMBRELLA OF MORALS TO FIGHT WITH CORRUPTION





राष्ट्रपति
भारत गणतंत्र
**PRESIDENT
REPUBLIC OF INDIA**



I am happy to know that the Central Vigilance Commission is observing Vigilance Awareness Week from 28th October to 3rd November, 2024 on the theme:

"सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"
"Culture of Integrity for Nation's Prosperity"

This theme serves as a reminder that integrity is the foundation of our nation's economic prosperity and social well-being. Integrity promotes inclusive growth, ensuring development benefits reach all sections of society. As citizens, we have a collective responsibility to be steadfast to the value of integrity in our daily lives. Through our actions based on honesty, fairness, and transparency, we can build a stronger and more prosperous nation.

I hope that there will be widespread participation of citizens in this initiative of the Central Vigilance Commission.

I extend my appreciation to the entire team associated with the Central Vigilance Commission.

I convey my best wishes for the success of the Vigilance Awareness Week-2024 in terms of translating values into action.

(Droupadi Murmu)

**New Delhi
September 30, 2024**



सत्यमेव जयते

उपराष्ट्रपति

भारत गणराज्य

**VICE-PRESIDENT
REPUBLIC OF INDIA**

Message

Observance of Vigilance Awareness Week by Central Vigilance Commission (CVC) from 28th October 2024 to 3rd November 2024, commemorating the birth anniversary of Bharat Ratna Sardar Vallabhbhai Patel is not just a tribute to the Iron Man of India, but a reaffirmation of the values he stood for-integrity, unity, and national prosperity.

This year's theme, "Culture of Integrity for Nation's Prosperity" ("सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"), aligns perfectly with the essence of our nation unity in diversity. Promotion of culture of integrity requires a collective effort that respects and incorporates the diverse perspectives and experiences of all our citizens. Central Vigilance Commission plays a crucial role in this endeavour by promoting transparency and accountability in public administration.

As we observe this Vigilance Awareness Week, let us remember that corruption is a threat not just to our economic prosperity, but to the very fabric of our diverse society. Let this be a time of reflection on our shared values that transcend our differences, and action towards building a corruption-free India.

I extend my best wishes to the Central Vigilance commission and the entire team of Vigilance Officers for their tireless efforts towards building a corruption-free where integrity and ethical conduct guide our actions.

Jagdeep Dhankhar

New Delhi
23rd October, 2024



सत्यमेव जयते

प्रधान मंत्री
Prime Minister

Message

It is heartening to learn that the Central Vigilance Commission - CVC is observing Vigilance Awareness Week 2024. Heartiest greetings and best wishes to everyone associated with CVC on the occasion.

This year's theme – “सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि” – ‘Culture of integrity for nation's prosperity’ is particularly relevant in today's context.

Integrity, along with transparency and accountability, hold the key to good governance and ensuing the nation's all-round growth and development. An environment of integrity nurtures institutions, promotes probity in administration. It leads to a people-centric approach while framing policies and taking decisions.

During the last 10 years, we have focused our efforts on leveraging technology and e-governance to create a transparent and accountable eco-system. We have furthered the spirit of ethics and integrity to strengthen our institutions.

As we march ahead confidently towards building *Viksit Bharat*, the contribution of institutions such as CVC in fulfilling the people's aspirations is important.

The organisation of various programmes including Gram Sabhas, lectures, plays, competitions in schools, colleges and trade organisations to commemorate the Vigilance Awareness Week will help spread awareness among individuals to imbibe such ethics and virtues such as honesty, fairness and integrity in day-to-day work.

May the Vigilance Awareness Week celebrations be a huge success.

(Narendra Modi)

New Delhi
आश्विन 19, शक संवत् 1946
11 October, 2024

जी. किशन रेड्डी
జి. కిషన్ రెడ్డి
G. Kishan Reddy



कोयला एवं खान मंत्री
भारत सरकार
नई दिल्ली
MINISTER OF COAL AND MINES
GOVERNMENT OF INDIA
NEW DELHI



सतर्कता जागरूकता सप्ताह 28 अक्टूबर से 3 नवंबर 2024 तक मनाया जाएगा। इस वर्ष का प्रेरणादायक विषय है "सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"। यह विषय एक गहरा संदेश देता है, जो हमें अपने कार्यों और विचारों में ईमानदारी और सत्यनिष्ठा को सर्वोच्च प्राथमिकता देने का आह्वान करता है।

भारत एक महान राष्ट्र है, जो अपनी समृद्ध संस्कृति, नैतिक मूल्यों और विविधता के लिए विश्वभर में जाना जाता है। फिर भी, हमें यह समझना आवश्यक है कि भ्रष्टाचार एक ऐसी बुराई है जो हमारे समाज और विकास को कमजोर करती है। हमें अपनी जिम्मेदारी समझते हुए इस बुराई को पूरी तरह नकारना होगा। केवल सत्यनिष्ठा के सिद्धांतों को अपनाकर ही हम एक ऐसे समाज का निर्माण कर सकते हैं, जहाँ हर व्यक्ति को उसका अधिकार मिल सके और राष्ट्र की समृद्धि सुनिश्चित हो।


भ्रष्टाचार के खिलाफ इस लड़ाई में हमें एकजुट होकर कार्य करना होगा। यह केवल सरकार या संस्थानों की जिम्मेदारी नहीं है, बल्कि यह प्रत्येक नागरिक का कर्तव्य है। हमें अपने कार्यों में पारदर्शिता, निष्पक्षता और ईमानदारी को अनिवार्य रूप से शामिल करना होगा। यही वे मूलभूत सिद्धांत हैं, जो हमारे राष्ट्र को सशक्त और समृद्ध बनाएंगे।

पिछले वर्षों के अनुभवों से सीखते हुए, इस वर्ष भी हमने कई महत्वपूर्ण गतिविधियों की योजना बनाई है, जिसमें जागरूकता अभियान, कार्यशालाएं, और संवाद सत्र शामिल हैं। हम आशा करते हैं कि आप सभी इन कार्यक्रमों में सक्रिय रूप से भाग लेंगे और अपने विचारों, सुझावों तथा अनुभवों को साझा करेंगे। आपकी भागीदारी न केवल आपको प्रेरित करेगी, बल्कि दूसरों के लिए भी एक प्रेरणा स्रोत बनेगी।

हमें विश्वास है कि इस वर्ष का सतर्कता जागरूकता सप्ताह हम सभी को प्रेरित करेगा कि हम एक ऐसे वातावरण का निर्माण करें, जहाँ सत्यनिष्ठा और ईमानदारी का पालन हो। आइए हम सब मिलकर अपने राष्ट्र को भ्रष्टाचार मुक्त बनाने का संकल्प लें और एक उज्वल भविष्य की दिशा में कदम बढ़ाएं।

जय हिंद, जय भारत।

"ईमानदार भारत, समृद्ध भारत!"


(जी. किशन रेड्डी)



सत्यमेव जयते



केन्द्रीय सतर्कता आयोग
CENTRAL VIGILANCE COMMISSION

Message

Vigilance Awareness Week (28th October to 3rd November, 2024)


Observance of Vigilance Awareness Week affirms Commission's commitment to promote integrity and probity in public life by seeking engagement of all stakeholders and to create greater awareness regarding the importance of integrity and ethics. The Commission believes that the theme for this year should be inspired by the rich cultural heritage of India that is rooted in ethical values and integrity. It is believed that these values can serve as a foundation upon which the nation can continue its journey towards development and prosperity. Hence, the theme for this year is:

"सत्यनिष्ठा की संस्कृति से राष्ट्र की समृद्धि"
"Culture of Integrity for Nation's Prosperity"

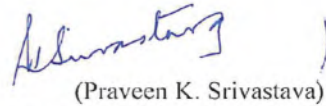
VAW is being observed from 28th October to 3rd November 2024. Since last couple of years, the Commission has been running a three-month campaign leading upto the Vigilance Awareness Week. This year, the campaign associated with the Vigilance Awareness Week is being undertaken from 16.08.2024 to 15.11.2024. The Commission has sought the participation of all Ministries/ Departments/ Organizations of the Central Government to undertake this three-month campaign on five different focus areas namely Capacity Building Programs, Identification and implementation of Systemic Improvement measures, Up-dation of Circulars/Guidelines/Manuals, Disposal of complaints received before 30.06.2024 and Dynamic Digital Presence. It is believed that focused attention on these Preventive Vigilance measures would build transparent systems.

Emerging challenges, best practices and thoughts on way forward on various issues that come across are being shared with all stakeholders in the form of three booklets that will be released on 08.11.2024. The idea behind this is to disseminate information regarding effective and innovative initiatives undertaken by different organizations to serve as a point of reference for the way forward.

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


(A. S. Rajeev)

Vigilance Commissioner


(Praveen K. Srivastava)

Central Vigilance Commissioner

ब्रजेश कुमार त्रिपाठी,
आईआर.एस.ई.
Brajesh Kumar Tripathy, I.R.S.E.

मुख्य सतर्कता अधिकारी
Chief Vigilance Officer



A Maharatna Company

कोल इण्डिया लिमिटेड

Coal India Limited

(A Govt. of India Enterprise)

"COAL BHAWAN"

Premises No. 04 MAR, Plot No. AF-III
Action Area - 1A, New Town, Rajarhat
Kolkata 700156 (WB)



Message

Dear Employees of Mahanadi Coalfields Ltd.,

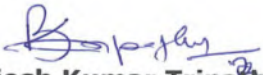
We all know that corruption is a crime against humanity, with damaging effects on the social, political, and economic fabric of our society. At Mahanadi Coalfields Ltd. (MCL), our Vigilance Department is firmly committed to a "zero tolerance for corruption" policy, aiming to uphold the highest standards of transparency and integrity.

As a Central Public Sector Unit (CPSU), MCL operates with public funds and is therefore subject to oversight by various regulatory bodies. To ensure accountability and integrity, the Central Vigilance Commission (CVC) mandates an independent Vigilance framework in all Public Sector Undertakings (PSUs). Vigilance efforts do not exist to hinder operations; rather, they are here to enhance the efficiency and effectiveness of our management processes.

The Vigilance Department at MCL plays an essential role in fostering a transparent and ethical organizational culture. Through **Preventive Vigilance**, we work to strengthen our systems, **Participative Vigilance** promotes open and fair practices, and **Punitive Vigilance** addresses and deters any malpractices. By driving systemic improvements, we enhance operational efficiency and streamline our procedures.

I heartily congratulate MCL Vigilance Team for the launch of VIGILANCE BULLETIN 2024. I hope the step towards awareness will help to fight against corruption. Together, let us build a culture of integrity to support the prosperity of our organization and contribute to the nation's well-being.

As we observe Vigilance Awareness Week 2024, I congratulate you all and invite you to actively participate in the awareness initiatives.


(Brajesh Kumar Tripathy, IRSE)
Chief Vigilance Officer, CIL



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

अध्यक्ष-सह-प्रबंध निदेशक का कार्यालय
Office of the Chairman-cum-Managing Director
At/Po: Jagruti Vihar, Burla,
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CIN No.: U10102OR1992COI003038



As we come together to observe Vigilance Awareness Week 2024 from October 28 to November 3, I extend my warm greetings to everyone in the organization. This year, the theme "Culture of Integrity for Nation's Prosperity" reminds us that the progress and prosperity of our nation rest on the foundation of honesty, transparency, and ethical conduct.

Vigilance is not just about preventing wrongdoing; it is about fostering a mind-set where integrity becomes second nature to all of us. I urge each of you to reflect on how your actions, no matter how small, contribute to creating a workplace driven by trust and accountability. Together, we can build an environment that upholds these values, thereby enhancing our organization's effectiveness and reputation.

I am pleased to acknowledge and appreciate the launch of the Vigilance Booklet prepared by our Vigilance Department. My sincere gratitude to the vigilance team for their dedicated efforts in putting together this informative and insightful publication for latest advisories for systemic improvements and awareness articles.

Let us all actively participate in the programs planned for Vigilance Awareness Week -2024 and take the Integrity Pledge with a renewed commitment to work with honesty and fairness.

Together, let us embrace a culture of integrity for a prosperous future for both the organization and the nation.

(Uday A Kaole)
Chairman-cum-Managing Director




Message

As we observe **Vigilance Awareness Week 2024** from **October 28 to November 3**, I take this opportunity to emphasize the importance of this year's theme: "**Culture of Integrity for Nation's Prosperity.**" This theme serves as a reminder that integrity is not just a virtue but a fundamental necessity for building a better organization and a prosperous nation.

Vigilance is a collective responsibility, and each one of us plays a vital role in fostering an ethical and transparent work environment. Upholding honesty in our daily activities and ensuring accountability in every action contributes significantly to the overall efficiency and reputation of our organization.

I am delighted to announce the **launch of the Vigilance Booklet** prepared by team vigilance. This booklet is meaningful resource of latest advisories for systemic improvements. I extend my heartfelt appreciation to the vigilance team for their hard work in compiling this valuable resource.

I encourage all employees to actively participate in the activities planned for this week and take the **Integrity Pledge** with a strong commitment to honesty, transparency, and accountability. Together, let us build a culture of integrity that not only strengthens our organization but also contributes to the prosperity of our nation.


(Pranab Kumar Patel, IRSS)
Chief Vigilance Officer

Vigilance Advisories



Vigilance Department, MCL



Corruption drives to **Adversity**

Integrity guides to **Prosperity**



SCAN QR CODE & DOWNLOAD



**1st Edition of
Vigilance Advisories Book**



**2nd Edition of
Vigilance Advisories Book**



**Awareness
Articles / Poems / Stories
Art Works Book**

“ Zero Tolerance to Corruption ”



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The image features a stylized graphic of two hands, one on the left and one on the right, rendered in a light gray color. The hands are positioned as if they are holding a central globe. The globe is depicted with a dark blue circular center containing white text, surrounded by a light gray ring. The background is a light gray color with a subtle, repeating geometric pattern of triangles and squares in various shades of gray.

**Contract
Management
& Project
Execution**



MCL



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/ 590

Date: 27.12.2023

MOST URGENT

To
 All Area GMs
 All HODs, MCL HQ
 GM, CWS, Talcher/Ib Valley
 GM, MCL, Bhubaneswar

Sub : Non-compliance of Advisory for Systemic Improvement
Ref : Advisory No. MCL/SBP/D(T/OP)/2023/402 dt.22.8.2023

Dear Sir,

It has come to the notice that in spite of the above directive, MBs/Bills are still being put up to POs/GMs even if they are not EIC of the work, besides this, it is also seen that contractor bills are being put up physically to the AFM without any valid reason or value-addition.

This has been viewed seriously by the Competent Authority. So, you are hereby again advised to comply with the above directive without fail. Non-compliance of the same shall be considered to have been done with mala-fide intent and may attract disciplinary action.

All concerned are thereby advised to follow the circulated directive strictly.

GM/TS to D(T/OP)
 29/12/2023

Copy for kind information to :

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

Copy to :

TS to CMD/ TS to D(P)/TS to CVO/ TS to D(T/P&P)/ TS to D(F)/ MCL



MCL



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)/2023/402

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

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

Phone No. 0663-2542775
E-mail: dt-op.mcl@coalindia.in
CIN:U10102OR1992GOI003038

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Honesty in mind, unity at core; prosperity will open every door.



MCL



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)/2023/505

Date: 8/11/2023

To
All Area General Managers
Chief of Medical Services
GM(E&M)/ HOD, MCL


विषय: Advisory regarding hiring of vehicles

During inspection by a team of Vigilance department in one of the areas, certain shortcomings and anomalies have been observed in management of hired vehicles, especially in maintaining log book, attendance of drivers and Emergency Medical Technicians (in case of Advance Life Support (ALS) ambulance) etc.

In this regard, you are hereby advised to ensure following:

1. Logbook should be available in the vehicle and should be properly maintained capturing all movement details of the vehicle and the entries are to be countersigned by the user department.
2. The kilometre run of the vehicle in a month should be properly estimated and indicated in the tender document. However, the vehicle may also be required to run beyond the specified kilometre which should also be indicated in the tender document. Approval of Area GM is to be taken before running for the extra kilometres beyond specified.
3. Driver should not be considered as add-on manpower since driver is included in the base package.
4. In case of ambulance, duty hours are to be considered as 24 hours non-shift duty, i.e. deployment of two drivers with staggered rest.
5. In case of ambulance, attendance of drivers as well as Emergency Medical Technicians (if applicable) should be properly maintained and countersigned by the nominated medical officer on daily basis and it should be operated by Medical department for effective utilization/ monitoring of the ambulances.
6. In the case of ambulance, CMS, MCL HQ should develop a transparent procedure/ guideline for allotment of the ALS/ BLS ambulances, including devising standard format for ambulance movement register which should include patient name, diagnosis, ambulance type, recommending doctor, persons accompanying, driver/ technician accompanying etc.

The advisory is issued for strict compliance by all concerned.


(J. K. Borah)
Director (Technical/Operations)

Copy to :

1. Director(Personnel), MCL
2. Director(Tech/P&P), MCL
3. TS to CMD/TS to D(T/OP)/TS to D(T/P&P)/TS to DP/TS to DF/TS to CVO, MCL.

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

Phone No. 0663-2542775
E-mail: dt-op.mcl@coalindia.in
CIN:U10102OR1992GOI003038

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Office of the Director(Tech/OP)
 (भारत सरकार का उद्यम)
 MAHANADI COALFIELDS LIMITED
 (A Government of India Enterprise)

Ref. No. MCL/SBP/D/T/OP/2023/559

Date: 6.12.2023

To
 The General Manager(E&M)/General Manager(Civil)
 Mahanadi Coalfields Limited
 Sambalpur

Sub Closure of Contracts within stipulated period..

Dear Sir,

You are kindly aware that delay in closure of contracts is a serious matter. It should be appreciated that delay in decisions by the project executing authorities may lead to litigation and future complications. It is therefore requested that all concerned may properly be sensitised again for timely closure of contracts.

Status of closure of contracts of Civil and E&M cases as on 30.9.2023 are enclosed. It is seen that 191 contracts out of 414 civil contracts and 30 out of 154 E&M contracts are yet to be closed even after more than one year of completion of work. It is also seen that many final bills are yet to be paid after completion of work and even after approval of RE/FTE.

You are therefore, requested to examine the cases pending for payment and closure beyond the stipulated time along with reasons for delay.

Provision should also be made in the ERP to populate data and monitor closure of contracts by generating exception reports like :-

1. Work completed but RE/FTE yet to be prepared for more than 3 months.
2. RE/FTE processed but not yet approved for more than 3 months.
3. RE/FTE approved but final bill not yet paid for more than 3 months.
4. Work completed but contract yet to be closed for more than 6 months.

The details of Pending cases are enclosed. You are requested to send the compliance report to this office URGENTLY for appraisal of competent authority.

Yours faithfully,

GM/TS to Director(Tech/OP)

Encl : As above

<p>ମହାନଦୀ କୋଲ ଫିଲ୍ଡ୍‌ସ୍ ଲିମିଟେଡ୍ महानदी कोलफील्ड्स लिमिटेड Mahanadi Coalfields Limited (A subsidiary of Coal India Limited)</p>	<p> 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/23-24/ 677</p>		<p>दिनांक 12 .01.2024</p>

सेवा मे,

सभी क्षेत्र के स्टाफ अधिकारी (सिविल)

जगन्नाथ/ तालचेर/ लिंगराज/ भरतपुर/ हिंगुला/ लखनपुर/ ओरिएंट/ ईब वैली/ बसुन्धरा/ महालक्ष्मी/ कनिहा एवं सुभद्रा क्षेत्र / केन्द्रिय कर्मशाला, तालचेर/ केन्द्रिय कर्मशाला, ईब/ एन.एस.सी.एच. तालचेर।

मुख्य प्रबंधक (सिविल-टी ए),
एम.सी.एल, मुख्यालय |

प्रबंधक (सिविल),
एम.सी.एल, ऑफिस, भुवनेश्वर,

विषय : Regarding Advisory on implementation of entry in e-MB Portal.

महोदय,

Please find enclosed herewith, the copy of letter vide no. MCL/SBP/DT(OP)/2023/587 dtd.23.12.2023 received from Director(Tech./Operation),MCL, regarding Advisory on implementation of entry in e-MB Portal. The content of the letter is self-explanatory.

In view of above, you are requested to ensure strict implementation of the above advisory without fail.

सधन्यवाद

संलग्न : यथोपरि

आपका विश्वस्त,
(संबिह प्रट्टनायक)
महाप्रबंधक(सिविल)/विभागाध्यक्ष

सादर सूचनार्थः

1. निदेशक (तकनीकी/संचालन), एम.सी.एल।

प्रतिलिपि:

1. महा प्रबन्धक, जगन्नाथ/ तालचेर/ लिंगराज/ भरतपुर/ हिंगुला/ लखनपुर/ ओरिएंट/ ईब वैली/ बसुन्धरा/ महालक्ष्मी/ कनिहा एवं सुभद्रा क्षेत्र / केन्द्रिय कर्मशाला, तालचेर/ केन्द्रिय कर्मशाला, ईब/ एन.एस.सी.एच. तालचेर.
2. महा प्रबन्धक (सतर्कता), एम.सी.एल, मुख्यालय |
3. प्रबंधक (सिविल)/II/TC, एम.सी.एल, मुख्यालय.
4. Manager Finance(Civil)
5. O/c.

Circular file





MCL



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

Ref. No. MCL/SBP/D(T/OP)/2023/587

Date: 23.12.2023

OFFICE ORDER

Sub : Advisory on implementation of entry in e-MB Portal

It is seen that entry in the e-MB Portal is not being done even after lapse of substantial time period. Entry in the e-MB is possible only when the Purchase Order (PO) is available in the ERP.

It has also been brought to the knowledge that presently, PO is not auto generated in ERP and is being created manually. PO should be created in ERP as soon as FC is obtained on acceptance of offer before issuance of Work Order/LoA. However, presently, PO in ERP system is being created any time before processing bill payment. It is also seen in many cases that the PO is entered in ERP after completion of the work and only when the bill is required to be processed.

In view of the above it is advised for the followings:

- 1) PO should be created in SAP/ERP as soon as FC is obtained on acceptance of offer before issuance of Word Order/LoA.
- 2) PO number shall be mandatorily entered in the work order/LoA to ensure availability of PO number in ERP before start of work, which will enable entry in e-MB portal by user department.
- 3) All measurements for the works of Civil and E&M department awarded on or after 01.01.2024 should be mandatorily recorded on e-MB Portal.
- 4) Bills for works awarded on or after 01.01.2024 shall be considered for payment only after entry in e-MB Portal instead of physical MB Book.

This is for strict implementation of all concerned.

Director (Tech/Operation)

Copy to :

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

Distribution :

1. GM(E&M), MCL
2. GM(Civil), MCL
- 3.. GM(C-Welfare), MCL
4. GM(Systems/ERP), MCL
5. GM(Finance), MCL

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

Phone No. 0663-2542775
E-mail: dt-op.mcl@coalindia.in
CIN:U10102OR1992GOI003038

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6



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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/ 1297

Date: 29.12.2023

To,
The Chief Medical Officer I/C,
NSCH, Talcher / CH, IB Valley.
Area Medical Officer, Lakhanpur / Basundhara / A.V.Hospital / Orient / Jagannath / Bharatpur /
Lingaraj / Hingula / Talcher / Mahalaxmi / Bhubaneswari / Kaniha Area.

Sub: Advisory regarding maintaining records of hired ALS / BLS Ambulance.

Dear Sir,

During inspection by a team of Vigilance Department, certain anomalies have been observed and an advisory is released by DT(O), MCL (copy attached) for strict compliance vide letter no.MCL/SBP/D(T)/OP)2023/505 dated 08.11.2023.

As per letter of D(T), MCL the following is to be ensured :-

1. Logbook is to be signed by a person of E&M (if available in Hospital / Dispensary) and to be countersigned by CMO I/C / AMO I/C.
2. If vehicle has to run beyond specified kms., then approval from Area GM is to be taken.
3. Driver charges are included in the base package of ambulances.
4. Deployment of two drivers in 24 hours with staggered rest, is to be maintained.
5. Attendance of Driver & Technician is to be maintained in a register, and countersigned by medical department with sending it to on monthly basis to E&M and Finance Department. of the concerned area.
6. Guideline for allotment of ALS / BLS Ambulances :

मुख्यालय: एम.सी.एल कॉम्प्लेक्स, जागृति विहार, बुर्ला, संबलपुर-768020 E-mail: cms.mcl@coalindia.in;
(ओडिशा)HQs: At/MCL Complex,JagruviVihar, 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)

A format in register to be kept in Ambulance :

The advice of sending the type of Ambulances ALS / BLS is to be decided by the treating Doctor.

Sl. No.	Date & Time	Place of referral	Name of patient	Age	Diagnosis	ALS / BLS Ambulance	Referring Doctor	Driver Name	Technician Name	Returning Time & Date	Signature of CMO / AMO I/C

The guidelines are to be followed strictly.

Approved
29/12/23
HOD(Medical Services)

HOD (Medical Services)
विभागध्यक्ष (चिकित्सा सेवाएँ)
Mahanadi Coal Fields Ltd.
महानदी कोल्फील्ड्स लिमिटेड
Sambalpur
संबलपुर

Copy to :

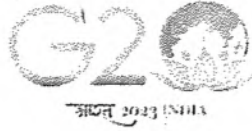
1. D(P), MCL.
2. DT(O), MCL
3. DT(P&P), MCL.
4. GM(E&M), MCL.
5. TS to CMD / TS to D(P) / TS to CVO / TS to DT(O) / TS to D(F) / TS to DT(P&P), MCL.
6. GM, IB Valley / Lakhanpur / Basundhara / A.V.Hospital / Orient / Jagannath / Bharatpur / Lingaraj / Hingula / Talcher / Mahalaxmi / Bhubaneswari / Kaniha Area.
7. SO(E&M), IB Valley / Lakhanpur / Basundhara / Orient / Jagannath / Bharatpur / Lingaraj / Hingula / Talcher / Mahalaxmi / Bhubaneswari / Kaniha Area
8. Office file.

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

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निदेशक तकनीकी (संचालन), का कार्यालय
Office of the Director(Tech/OP)
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED



Ref. No. MCL/SBP/D(T/OP)/2024/859

Date: 10 / 06 / 2024

ADVISORY

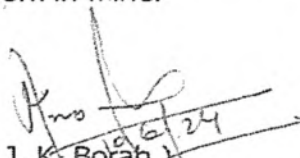
Sub: Regarding Pontoon and Pipeline related works in mine.

It has been observed that in some of the areas, the pipeline and pontoon related works are tendered combining both the works, though both the works can be done independently. Hence, pipeline and pontoon related works should be tendered separately.

While fixing the eligibility criteria on work experience, following is to be ensured.

- For pipeline related works towards dewatering of mine, experience in mine is essential.
- For all other activities, experience in mine is not essential.

However, in the event of any operational reasons, if both pipeline and pontoon works are required to be tendered compositely, the eligibility criteria of work experience should contain either pipeline or pontoon related work in mine.


(J. K. Borah)

Director (Technical/ Operation), MCL

Copy for kind information to:

1. CMD, MCL
2. D(P)/CVO/D(F)/D(T/P&P), MCL

Copy to:

1. All Area GMs, MCL
2. All HODs, MCL HQ

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

Phone No. 0663-2542775
E-mail: dt-op.mcl@coalindia.in
CIN: U10102OR1992GOI003033

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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(Excav), CWS-Ib Valley / CWS-Talcher.
The GM, MCL Office, Bhubaneswar.

All HODs of MCL HQ.

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.





MCL

**WITH TRUTH AND INTEGRITY, CORRUPTION WILL FALL
INDIA WILL RISE, PROSPERITY FOR ALL**



The image features a background of a light gray geometric pattern of triangles. In the center, two stylized hands in a medium gray color are shown holding a dark blue circle. The text 'Contractual Payments and Bills' is written in white, bold, sans-serif font inside the blue circle.

**Contractual
Payments
and Bills**



निदेशक(तक/सं) का कार्यालय
Office of the Director(Tech/Operation)
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

Ref. No. MCL/SBP/D(T/OP)/2023/ 591

Date: 26.12.2023

27

OFFICE ORDER**Sub : Timely refund of EMD/PSD/Retention Money and Special drive for clearing old pending cases**

It is seen that a lot of complaints are being received for delay in refund of EMD/PSD/Retention Money even when the Defect Liability Period is over and final bills have been paid. In most of the cases the reasons appear to be improper monitoring as well as asking for specific request letter for release of EMD/PSD/retention money.

In view of the above, it is advised for the followings:

1. Strictly follow the relevant Clause No.6.2, 4.07.3, 4.07.5 and 6.05(ii) of MCEW for release of EMD/PSD/Retention Money.
2. The Earnest Money/Bid Security deposited by successful bidder, which has not been converted/adjusted to PSD, shall be processed by the department for refund suo-moto without any specific request letter from the contractor when the bidder has furnished the required Performance Security/1st part of security deposit and signed the Agreement.
3. In case the work is completed without time extension or the work is completed with time extension and the pending bill is sufficient to cover the LD amount :-
 - a) The PSD should be processed for refund by the department after issue of defect liability certificate (taking over certificate with a list of defects) suo-moto without any specific request letter from the contractor.
 - b) Retention money should be processed for refund by the department suo-moto without any specific request letter from the contractor as soon as No Defect Certificate is issued.
4. In case the work is completed with time extension and the pending bill is not sufficient to cover the LD amount, then the PSD and Retention Money should be processed by the department for refund along with the final bill suo-moto without any specific request letter from the contractor.
5. The RE and FTE shall be processed expeditiously so as to make the final payment within 3(three) months of completion of works.

It is also advised for conducting a special drive in all the Areas/units for refund of pending EMD, PSD, Retention Money and closure of contracts so as to clear all the old cases within 6 months.

This is for strict compliance by all concerned.

Director (Tech/Operation)

Copy to :

- 1) CMD, MCL - For kind information.
- 2) D(P)/CVO/D(F)/D(T/P&P), MCL

Distribution :

1. GM(E&M), MCL
2. GM(Civil), MCL
3. GM(CMC), MCL
4. GM(MM), MCL
5. GM(Excv), MCL
6. GM(Finance), MCL

मुख्यालय: एम.सा.एल कोम्प्लेक्स, जागृति विहार, बुर्ला, संबलपुर-768020 (ओडिशा)
HQs: At- MCL Complex,, Jagruti Vihar, Burla, Sambalpur-768020 (Odisha)

वयुधेव कुदुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

Phone No. 0663-2542775
E-mail: dt-op.mcl@coalindia.in
CIN:U10102OR1992GOI003038



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

Office of the Director (Personnel)
A/Po: Jagruti Vihar, Burla
Dist. Sambalpur (Odisha) - 768020
Ph: +91 (663) 2542 332
Fax: +91(663) 2542 508
e-mail: directorpersonnel.mcl@gmail.com
dp.mcl.cil@coalindia.in



Ref: MCL/SAMB./TS to D(P)/2023/6604

Dated:06.11.2023

To

The Area General Manager(s)
Jagannath/Lingaraj/Hingula/Kaniha /Talcher/Lakhanpur/Orient /Ib-
Valley/Basundhara/Mahalaxmi/Subhadra /CWS(X), Ib-Valley/CWS(X), Talcher
The GM(Civil)/GM(P-IR&NEE)/GM(Civil-Welfare)/GM(E&M)/GM(E&T)/
GM(P-Admn) MCL Hqr.
The GM, MCL, Bhubaneswar
The CMS, NSCH, Talcher

Sub. Irregular payment to workers engaged by contractors

Dear Sir,

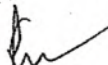
Frequent complaints are being received that the contractual workers are being paid less than the applicable rate and also the wage is not being paid in time by the contractors. The contractors are neither raising bill as per the frequencies specified in the contract nor ensuring timely payment to the workers engaged by them.

In one case, the contractor submitted the documents for obtaining LPC for a continuous period of eight months from March 2022 to October 2022 in the month of February 2023 from which it was revealed that neither wage payment was made as per prescribed rate nor the CMPF contribution was deposited at appropriate authority. Subsequently, after intervention of the Labour Commissioner, MCL being the principal employer has made the payment directly to the contractor's workers.

The above irregularities could have been noticed earlier, if bills as per prescribed interval and monthly LPC would have been ensured by MCL authorities. In this connection, following Office Order & Letter have been issued earlier for strict compliance.

1. Office Order No.MCL/SAMB/TS to D(P)/2022/6244 Dt.25.10.2022 issued by TS to Director(Per).
2. Letter No.MCL/GM/IR/LPC(Contractor)/976 Dt.31.12.2022 issued by General Manager(P-IR&NEE/MP)

Contd... Pg/2



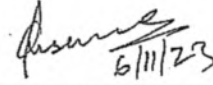

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
 महानदी कोलफील्ड्स लिमिटेड
 Mahanadi Coalfields Limited
 (A subsidiary of Coal India Limited)

Office of the Director (Personnel)
 A/Wo: Jagruli Vihar, Burla
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 Ph: +91 (663) 2542 332
 Fax: +91(663) 2542 508
 e-mail: directorpersonnel.mcl@gmail.com
 dp.mcl,clt@coalindia.in



It is once again reiterated that the instructions given in above Office Order/
 Letter should be followed strictly without any deviation.

Yours sincerely



TS to Director (Per)

Copy to:

1. TS to CVO, MCL Hqr.- This refers to Note No.MCL-Vig/SBP/2023/
 738/198 dtd.25.10.2023
2. All APMs, Jagannath/Lingaraj/Hingula/Kaniha/Talcher/ Lakhanpur /
 Orient/Ib-Valley/Basundhara/Mahalaxmi/Subhadra/CWS(X),Ib-Valley/
 CWS(X), Talcher



A stylized graphic of a human eye, rendered in shades of gray. The iris is replaced by a blue circle containing a white silhouette of a globe. The eye is centered on the page against a background of a repeating geometric pattern of triangles in various shades of gray.

**Dispatch &
Coal
Transportation**



MCL



महाप्रबन्धक (गुणवतानियंत्रण)कार्यालय

Office of the General Manager(QC)

पो : जागृतीविहार ,सम्बलपुर- ,768020 ओडीशा

PO: JagritiVihar, Sambalpur - 768020, Odisha

फ़ोन/ Telephone No.: 0663-2542061 (O) / 2542091 (Fax)

ई-मेल/ e-Mail : gm-qc.mcl@coalindia.in

No. MCL/HQ/SBP/GM(QC)/TPA/22-23/ 48

Dt. 29-05-2023

To

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

Sub: Evaluation of functions of Third Party Agency (TPA) engaged for coal samples collection and analysis

Ref: Letter no. MCL/SBP/VIG/T30/2023/620 dated 27.05.2023 from General Manager (Vigilance), MCL

Sir,

This is in reference to the above letter on the subject matter, it has been advised by General Manager (Vigilance), MCL vide letter dated 27.05.2023 (copy enclosed), regarding issues discussed related to Vigilance administration in all CVOs meeting under the Chairmanship of Secretary (coal) to undertake evaluation of grade slippage and function of Third Party agencies engaged for coal samples.

It has also been advised by General Manager (Vigilance), MCL that referee samples of different TPA, whose analysis results were submitted by TPA and the protest period has lapsed will be collected by Vigilance team during their visit to Areas for further grade analysis.

Therefore, for compliance of above, you are hereby advised to instruct the concerned official/s to facilitate sample/s collection by Vigilance Team, subject to compliance of provisions of referee SOP finalized by Apex committee on 27 June 2018. (Copy of referee SOP is attached for reference)

The relevant portion of Referee SOP is as here under:-

“Quote”

- i. Referee Sample shall be retained in double sealed condition duly signed by the representatives of Coal Company and representative of power utility along with the signature of CSIR-CIMFR representatives and kept in custody of CSIR-CIMFR at the



- loading point for 30 days from the date of sample collection or for 15 days from the date of communication of results by CIMFR whichever is later. Disposal of the unchallenged referee samples will be done by CSIR-CIMFR under intimation to the Coal Company and Power utility with proper documentation of sample details.
- ii. For safe custody of referee samples, locker of Godrej make or equivalent make shall be provided by the coal company at loading end. If it fails to do so, the same may be provided by Purchaser within reasonable time. All the keys will be solely under the custody of CSIR-CIMFR.”

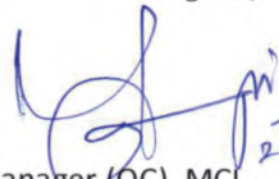

“Unquote”

The Vigilance Team could conduct sample collection either during or after the disposal of referee samples and the date of disposal should be informed to the General Manager (Vigilance).

Further, you are also advised to instruct all the concerned officials/In-Charge of Area Quality Control dept to analyze the samples, as deposited by Vigilance Team and results may be submitted to General Manager (Vigilance) in sealed envelope/s.

This is for your kind information and urgent action please.

Regards,


29.5.23
General Manager (QC), MCL.


Encl:As stated above

CC:

1. General Manager (Vigilance), MCL

Copy for kind information please:

(1) DT (OP/ P&P), MCL.

(2) TS to CMD, MCL



MCL



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/ **490**

Date: **25** / 10 / 2023

To
 All Area General Managers of MCL.
 GM(M-Security), MCL/GM(M&S), MCL/GM(E&T), MCL/GM(E&M), MCL


Sub: **Advisory for strict adherence/compliance of extant Road Sale SOP, Rules, Regulations besides existing guidelines to curb theft of coal in MCL.**

Time and again report of theft of coal has been received from various sources including different news agencies, which shows non-adherence and non-compliance of extant rules and guidelines, besides instructions passed on from higher ups by the officials concerned. Non-adherence of statutes/guidelines is not at all expected & appreciated and therefore viewed very seriously.

It is, therefore, essential that all coal theft cases are to be properly enquired into to find out the flaws, deficiencies and loopholes in the system, so that preventive actions can be taken to avoid such incidences in future.

In view of above, all Area GMs are hereby advised to instruct the concerned to follow the extant SOP, Rules, Regulations, guidelines & instructions sincerely without fail, so that theft of coal can be avoided in MCL command area.

The advisory is issued for strict implementation by all concerned.


 (J. K. Borah)
 Director (Tech./OP)

Copy for information to:

1. CMD, MCL.
2. D(P)/CVO/D(F)/D (T/P&P), MCL.
3. TS to CMD /TS to D(T/OP)/TS to D(T/P&P)/TS to DP/TS to DF/TS to CVO, MCL.

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

Phone No. 0663-2542775
 E-mail: dt-op.mcl@coalindia.in
 CIN:U10102OR1992GOI003038

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 ONE EARTH • ONE FAMILY • ONE FUTURE

A stylized graphic of a human eye, rendered in shades of gray. The eye is centered on the page. Inside the iris area, there is a dark blue circle containing white text. The background of the entire page is a light gray geometric pattern of overlapping triangles.

**E-Tenders and
short Tenders
(Below 2 Lakhs)**

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: Jagruti Vihar, Burla, Dist.: Sambalpur-768020 (Odisha
Phone-(0663) 2542772, Fax No.(0663) 2542844
E-mail: dt-pp.mcl@coalindia.in, dtppmcl@gmail.com
Website: www.mahanadicoal.in, CIN No.: U10102OR1992GOI00303

संदर्भ संख्या: मकोलि/ संबलपुर/ निर्देशक (तकनीकी/परि और यो) /2023/ 22 -H

दि : 15 /11/2023

सेवा में,
सभी क्षेत्रीय महाप्रबंधक,
सभी विभागाध्यक्ष,
महानदी कोलफील्ड्स लिमिटेड ।

विषय: Timely Finalization of Tenders within Original Bid-Validity Period.

महोदय,

It has been observed that a high percentage of tenders, in MCL are being placed for consideration, beyond the Original Bid-validity period.

In this regard, you are hereby advised to ensure following:

1. As per CVC circular no. 008/VGL/083 dt. 06/11/2008, tenders should be finalized within the original validity. Cases requiring extensions of validity should be Rare. Validity should only be extended in exceptional situations on valid and logical grounds with proper justification. It is advised by CVC that delay in finalization of tenders should be viewed seriously and prompt action should be initiated against those found responsible for non-performance.
2. In case the validity expires before the opening of the price bid, and one or more technically suitable bidder(s) refuse to extend the validity, the case is normally required to be cancelled and retendered. Similarly, after the opening of the Price bid, if the lowest suitable bidder refuses to extend his bid validity, the case is normally required to be cancelled and retendered, this will unnecessarily lead to time/cost overrun and defeats the purpose. It is therefore imperative that the tenders are settled invariably within the original validity period.
3. Instruction has already been issued by the CMD vide letter dated 08/12/2021 (copy attached) to sensitize all concerned for timely finalization of tenders within original validity.
4. It is noticed that even though there is substantial improvement, as many as 22 tenders are still seen pending in the online portal as on 31/10/2023 (details attached). Out of which 11 tenders are seen pending for more than a years.

It is therefore requested to direct the concern officials to examine and close the cases pending finalization beyond original validity stating the reason for delay and submit the status report to the concerned Directorate.

भवदीय

(अक्षय श्रीकांत बापट)
निर्देशक (तकनीकी/परि और यो)

वितरण:

1. अध्यक्ष एवं प्रबंध निदेशक के तकनीकी सचिव ।
2. मुख्य सतर्कता अधिकारी के तकनीकी सचिव ।
3. निर्देशक (तकनीकी/परि और यो) / निर्देशक (तकनीकी /संचालन)/ निर्देशक (कार्मिक) के तकनीकी सचिव ।

वसुधैव कुटुम्बकम्

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

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



Ref: MCL/SBP/DF Sectt./2023-24/856

Date: 20.03.2024

OFFICE ORDER

Subject: Tenders – Segregation of BOQs for availing ITC for works and services of residential building with non-residential buildings or hospitals.

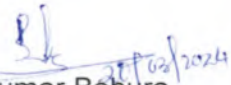
Recently, observations were made at MCL on whether there can be a composite contract for maintenance of residential building with non-residential buildings as the availment of ITC in both the cases are different.

In this regard, composite tenders/contracts of residential building with non-residential buildings or hospitals may be formulated instead of considering separate tenders based on the availability of Input Tax Credit (ITC). To avail ITC on such composite contracts/tenders, the following steps may be followed –

1. These composite works and services shall be consolidated with a distinct set of Bill of Quantities (BOQs) at the time of tendering, delineating those where ITC is available and those where it is not.
2. The value of work for such segregated BOQs must be clearly specified in the respective Work Order(s).
3. Necessary instructions must be included in all such work order(s) to the vendor/contractor/ supplier to submit their invoices separately to ensure that MCL can claim ITC pertaining to the portion of BOQ and work value where ITC is available.

In case of any unavoidable circumstances to do consolidated tenders/contracts, the separate contracts/tenders shall be done with proper justification in writing along with the specific approval of the concerned Area General Manager in Areas and estimate approving authority as per DOP in HQ.

This is for strict compliance of all concerned.


 Ajit Kumar Behura
 Director (Finance)

Copy to:

1. CMD, MCL and all FDs, MCL: For kind information.

Distribution:

1. All Area GMs, MCL.
2. All HODs, MCL HQ.





MCL



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

MCL/Samb/Civil/Master e-NIT/(Modification)/24-25/ 1169

Dated 07-8-2024

To

GM, All Areas, MCL

GM, BBSR/ CM(Civil)TA, MCL HQ.

GM(Admin), MCL HQ / GM(E&M), MCL HQ /GM(E&T), MCL HQ /GM (Envt.), MCL HQ.

Sub.: Approval for modification of clauses of Standard NIT & BOQs for Works tenders.

- Ref.: i. Letter No. MCL/Samb/Civil/Mater e-NIT/Modification/23-24/222 dtd. 06.07.2023.
ii. Letter No. MCL/Samb/Civil/Mater e-NIT/Modification/23-24/258 dtd. 19.07.2023.
iii. Letter No. MCL/Samb/Civil/23-24/357 dtd. 23.08.2023
iv. Letter No. MCL/Samb/Civil/23-24/392 dtd. 02.09.2023
v. Letter no. MCL/Civil/Master e-NIT/(Modification)/23-24/650 dtd. 27.12.2023
vi. Letter no. MCL/Samb/Civil/Master e-NIT/(Modification)/23-24/659 dtd. 02.01.2024
vii. Office Order no. MCL/SBP/DF Sectt./2023-24/856 dtd. 20.03.2024

Dear Sir,


This is to communicate the approval of Director Technical (Operations), MCL towards modifications to be incorporated in the prevalent tender documents for Works tenders in respect of Office Order 856 dtd. 20.03.2024 issued by Director (Finance) circulated to all Area GMs, MCL and all HODS, MCL HQ listed at SI. No. vii above.

The approved modifications to be incorporated in the tender documents for works tenders have been attached as Annexure-I along with the approved Item Rate BoQ and Percentage Rate BoQ to be used for floating work tenders on the e-procurement portal. All the other clauses of the standard tender documents circulated as referred above shall remain unchanged.

The above has been financially concurred vide FD no. FD No:-FD/ MCL/SBP/2024-25/REV/ D-340/APPROVAL FOR MODIFICATION OF CLAUSES OF STANDARD NIT & BOQS FOR TENDERS IN WHICH ITC PARTIALLY AVAILABLE/ MCL HQ/ Dt.06.08.2024 and shall come into force with immediate effect.

Enclosure: As above.

Yours faithfully,


General Manager (Civil/HOD), MCL
Aswamey

Distributions:

1. TS to CMD, MCL
2. TS to Director(Tech.) Op., MCL
3. TS to Director(Tech.) P&P, MCL
4. TS to Director(Fin.), MCL
5. TS to Director(Pers.), MCL
6. TS to CVO, MCL
7. GM(F)/DGM (F), MCLHQ
8. GM(System/ e-Proc)/HOD, MCL HQ.
9. Staff Officer(Civil), All Areas, MCL
10. AFM, All Areas, MCL
11. Senior Manager (Civil), MCL HQ
12. Manager (Civil), Technical Cell MCL HQ
13. Manager(Civil) TC, MCL HQ. -
14. Manager(Finance),Civil,MCL HQ.
15. Office copy

Alongwith original case file.

ANNEXURE-I

Clause no.	Existing Clause	Modified Clause
<p>Clause No. 9. (d) of standard NIT</p> <p>(for estimate amounting to less than 50 lacs as well as 50 lacs and above)</p>	<p>(d) Price bid: The Price bid containing the Bill of Quantity will be in Excel format</p> <p>.....</p> <p>System for the decision of L1 bidder</p> <p>The L1 bidder will be decided based on Overall Quoted Value (i.e. cost to the Company). The system for decision of L1 bidder will be as per following 02(two) cases:-</p> <p>Case – 1: Supply for which INPUT TAX CREDIT (ITC) is not available to the Company.</p> <p>For calculation of Overall Bid Value, the GST [CGST, SGST/UTGST, IGST and GST (compensation to state tax)] to be paid by the bidder or by MCL & BOCW Welfare Cess taken by the system will be <u>added</u> to decide the L1 i.e. the ranking of the Bidders will be decided based on rates quoted by the bidders plus GST & BOCW Welfare Cess. This value of the bidder will be “the Cost to Company”.</p> <p>Then share of GST to be deposited by MCL, if any will be <u>deducted</u> from the overall bid value to arrive at the Contract value. The Price-bids of the tenderers shall have no condition. The Price Bid which is incomplete and not submitted as per the instructions given above is liable for rejection.</p> <p>Case – 2: Supply for which INPUT TAX CREDIT (ITC) is available to the Company.</p>	<p>(d) Price bid: The Price bid containing the Bill of Quantity will be in Excel format</p> <p>.....</p> <p>System for the decision of L1 bidder</p> <p>The L1 bidder will be decided based on Overall Quoted Value (i.e. cost to the Company). The system for decision of L1 bidder will be as per following 03(three) cases:-</p> <p>Case – 1: Supply for which INPUT TAX CREDIT (ITC) is not available to the Company.</p> <p>For calculation of Overall Bid Value, the GST [CGST, SGST/UTGST, IGST and GST (compensation to state tax)] to be paid by the bidder or by MCL & BOCW Welfare Cess taken by the system will be <u>added</u> to decide the L1 i.e. the ranking of the Bidders will be decided based on rates quoted by the bidders plus GST & BOCW Welfare Cess. This value of the bidder will be “the Cost to Company”.</p> <p>Then share of GST to be deposited by MCL, if any will be <u>deducted</u> from the overall bid value to arrive at the Contract value. The Price-bids of the tenderers shall have no condition. The Price Bid which is incomplete and not submitted as per the instructions given above is liable for rejection.</p> <p>Case – 2: Supply for which INPUT TAX CREDIT (ITC) is available to the Company.</p>

Handwritten signature
07/08/2024





	<p>For calculation of Overall Bid Value, the GST [CGST, SGST/UTGST, IGST and GST (compensation to state tax)] to be paid by the Bidder or by MCL taken by the system will be <u>ignored</u> but BOCW Welfare cess (if applicable) taken by the system will be added to decide the L1 i.e. the ranking of the Bidders will be decided based on rates quoted by the bidders excluding GST <u>but including BOCW Welfare Cess</u>. This value of the bidder will be “the cost to Company”.</p> <p>Then share of GST to be paid by the bidder shall be <u>added</u> with the overall bid value to arrive at the Contract value. The Price-bids of the tenderers shall have no condition. The Price Bid which is incomplete and not submitted as per the instructions given above is liable for rejection.</p> <p>Note: The bidder should select their GST category as per of NIT.</p>	<p>For calculation of Overall Bid Value, the GST [CGST, SGST/UTGST, IGST and GST (compensation to state tax)] to be paid by the Bidder or by MCL taken by the system will be <u>ignored</u> but BOCW Welfare cess (if applicable) taken by the system will be added to decide the L1 i.e. the ranking of the Bidders will be decided based on rates quoted by the bidders excluding GST <u>but including BOCW Welfare Cess</u>. This value of the bidder will be “the cost to Company”.</p> <p>Then share of GST to be paid by the bidder shall be <u>added</u> with the overall bid value to arrive at the Contract value. The Price-bids of the tenderers shall have no condition. The Price Bid which is incomplete and not submitted as per the instructions given above is liable for rejection.</p> <p>Case – 3: Supply for which INPUT TAX CREDIT (ITC) is partially available to the Company.</p> <p>For calculation of Overall Bid Value, the GST [CGST, SGST/UTGST, IGST and GST (compensation to state tax)] to be paid by the bidder or by MCL taken by the system will be ignored for the items on which ITC is available to the company and the GST [CGST, SGST/UTGST, IGST and GST (compensation to state tax)] to be paid by the bidder or by MCL will be added for the items on which ITC is not available to the company alongwith the BOCW Welfare cess (if applicable) taken by the system will be added to decide the L1 i.e. the ranking of the Bidders will be decided based on rates quoted by the bidders (excluding GST), plus GST on the items on which ITC is not available to the company & BOCW Welfare Cess. This</p>
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Handwritten signature
07/08/2024





		<p>value of the bidder will be “the Cost to Company”.</p> <p>Then share of GST to be paid by bidder applicable on the items on which ITC is available to the company, shall be added & share of GST to be paid by MCL applicable on the items on which ITC is not available to the company shall be deducted from the overall bid value to arrive at the Contract value. The Price-bids of the tenderers shall have no condition. The Price Bid which is incomplete and not submitted as per the instructions given above is liable for rejection.</p> <p>Note: The bidder should select their GST category as per of NIT.</p>
<p>Clause No. 22. Of Annexure - XIX of GTC i.e. Format of Work Order</p>	<p>22. NIL</p>	<p>22. (Applicable for tenders in which ITC is partially available). You are requested to submit the invoice separately pertaining to the portion of BOQ and work value where ITC is available and where ITC is not available, to ensure that MCL can claim ITC pertaining to the portion of BOQ and work value where ITC is available.</p>

Handwritten signature
02/08/2024





MCL



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)/2024/999

Date: 6.9.2024

OFFICE ORDER

Sub.: Regarding floating of tenders for works involving specialized electrical works like HT, sub-station works.

Ref : Advisory No.840 dtd. 31.5.2024 issued by DT(OP), MCL

It has been observed that in some of the tender for works related to civil department, the substantial portion of electrical works involving High Tension line, etc. requiring specialized license for executing the electrical works are being clubbed together while floating of tender.

For specialized electrical works involving HT line, sub-station works, the contractor should essentially have relevant license as a pre-requisite for being technically eligible bidder competent to execute the electrical works.

As such, the tenders of electrical works pertaining to HT line/sub-station works which are of specialized nature and mandate possession of relevant electrical license shall be floated separately with eligibility criteria as per requirement.

Director (Technical/Operation)

Copy for kind information to:

1. CMD, MCL
2. D(P)/CVO/D(F)/D(T/P&P), MCL

Copy to:

1. All Area GMs, MCL
2. All HoDs, MCL HQ

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

Phone No. 0663-2542775
 E-mail: dt-op.mcl@coalindia.in
 CIN:U10102OR1992GOI003038

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General Manager (CSR, Civil-Welfare & TA)
MCL, Jagruti Vihar, Burla
Sambalpur (Odisha) 768020
 e-mail: gmcscr.mcl@gmail.com



MCL

MCL/SAMB/CIVIL-Welfare/ITA/23-24/ 1052

Dated: 01/10/2023

To
 The General Manager,
 All Area, MCL
 The Staff Officer (Civil),
 All Area, MCL

Subject: Use of insecticides for fogging and anti-larvae spraying operations.

Dear Sir,

I am directed to inform you the observation and suggestion on 'Use of insecticides (e.g. fogging and spraying anti- larvae insecticides etc.).

It has been observed that, various types of insecticides are being used in the residential areas and mine premises of MCL which includes pest control, fogging, anti-larvae operations etc. As per insecticides Act, 1968, storing as well as application requires licensing. Use of any insecticide by any person for his own house hold purpose or for kitchen garden or in respect of any land under his cultivation is only exempted. Application of insecticides in MCL does not fall under exempted categories.

Further it has been observed that, some Areas of MCL are doing the fogging and anti-larvae operations through licensed operators where the contractor supplies and applies the insecticides. Whereas in some other Areas, insecticides are being purchased and stored by MCL, and applied through contractors. In such case, license is required to be taken by MCL, for storage of the insecticides.

It is suggested that fogging and anti-larvae spraying operations for mosquito control may preferably be done through contractors having the requisite license for avoiding future complications.

The insecticides Act, 1968 containing 16 pages is enclosed herewith for your kind reference.

This issues with the approval of the competent authority.

Yours sincerely,


 General Manager (CSR, Civil-welfare & TA)

30/10/23

Copy:

- 1) Director(Personnel), MCL - For kind information
- 2) TS to CMD/CVO, MCL
- 3) O/c

Lr_Misc_TA



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

Office of the Chief Vigilance Officer
MCL Hq, Burla, At/P.O- Jagruti Vihar
Dist. Sambalpur (Odisha) – 768 020
Phone: 0663-2542751/2542759
Fax: 0663-2542506
E-mail: cvo.mcl@nic.in



Ref No. MCL/SBP/VIG/Advisory/2024/1454

Date 13.04.2024

To

All Area GM, MCL.

The GM/HoD, MCL HQ.

Sub.: To follow the advisory in respect to signing TCR with name & designation and to ensure using e-office-reg.

Dear Sir,

During investigation by Vigilance Department, the following discrepancies were noted:

- (i) Each page of TCR was not signed by all the Tender Committee Member and also name and designation of all Tender Committee Member as well as Accepting Authority was not present in the file.
- (ii) In many cases physical movement of files was made instead of sending in E-office.

In respect to the above discrepancies, it may be noted that vide letter No. MCL/DT(P&P)/2022/65-E dated 12.07.2022 issued by D(T/P&P), MCL & letter No. MCL/SBP/E&M/2023-24/144 dated 23.05.2023 issued by GM(E&M), MCL, required advisories have already been issued regarding point No. (i) & (ii) above respectively.

In view of above, you are requested to please ensure the following:

- (i) Each page of the TCR must be signed by all the TC members.
- (ii) TCR must contain the names and designation of the TC members as well as the Accepting Authority so that the persons concerned are easily identified.
- (iii) E-office should be used invariably and dealing with physical files must be done away with immediately.

In case of non-compliance of above, it shall be viewed seriously by Vigilance Department and person concern shall be held responsible.

Yours sincerely


13.04.24
General Manager (Vig.)

Corporate office: Jagruti Vihar, Burla, Sambalpur, Odisha - 768 020, Phone: (PBX) +91 (663) 254 2461-65, Telefax: +91 (663) 254 1317, Website: www.mcl.gov.in

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निदेशक तकनीकी (तंत्रालय) 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)/2024/978

Date: 20.08.2024

कार्यालय आदेश /OFFICE ORDER

Sub : E-tendering for estimate/indent value of Rs.50,000/- and above

Ref : Office Order No.MCL/SBP/DT(OP)/2024/706 dtd.16.03.2024 issued by DT(OP), MCL

Earlier, as per Office Order No. MCL/SBP/DT(OP)/2024/706 dtd.16.03.2024 issued by DT(OP), MCL tenders having estimated value of Rs.25,000/- and above should be floated in CIL e-Procurement portal/GeM portal (copy enclosed). This has been done in line with the Rule 154 of GFR wherein it has been mentioned that the purchase of goods can be done without quotation upto Rs.25,000/-

As per OM No.F.1/3/2024-PPD, Dtd.10.7.2024 issued by Dept. of Expenditure, procurement Policy Division, Ministry of Finance, Govt. of India, Rule 154 of the GFR has been amended. As per the amended provision of Rule 154 of GFR, purchase of goods can be done without quotation is enhanced from Rs.25000/- to Rs.50,000/-

In view of above, it is hereby advised that all tenders having estimated value of Rs.50000/- and above should be floated in CIL e-procurement portal/GeM portal.

This is for strict compliance of all concerned.

This issues with the approval of the Competent Authority.

(M.P. Dargatzis)
GM/TS to Director(Tech/Operation)

Copy to :

1. CMD, MCL- For kind information.
2. D(P)/CVO/ D(F)/DT(P&P), MCL

Distribution :

1. All Area GMs, MCL
2. All concerned HODs, MCL HQ,



MCL



मिडिलेक कोल्फील्ड्स (संयुक्त) 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)/2024/ 706

Date: 16.03.2024

कार्यालय आदेश /OFFICE ORDER

Sub : E-tendering for estimate/indent value of Rs.25,000/- and above

It has come to the notice that, there are a lot of complaints pertaining to manual tender. It is seen that there is abnormal delay in refund of EMDs of unsuccessful bidders in manual tendering whereas the same is returned online as soon as the offer is rejected in e-tendering.


As per e-procurement guidelines issued by CIL, all tenders having estimated value of Rs.2 Lakhs and above are required to be floated in CIL e-procurement portal. The threshold limit of Rs. 2 Lakhs can be reduced further by the CMD of the Subsidiary.

As per rule154 of GFR the purchase of goods can be done without quotation upto Rs.25000/-.

It is hereby advised that all tenders having estimated value of Rs.25000/- and above should be floated in CIL e-procurement portal/GeM portal.

In case there is any unavoidable circumstance to do manual tendering having estimated value upto Rs.2 Lakhs, the same should be done with proper justification in writing and with the specific approval of Area GMs in the areas and the HODs in the HQ. Monthly reports of such manual procurements are to be furnished by the Area GM/s HODs to the concern Director.

This is for strict compliance of all concerned.


(J.K. Borah)
Director(Technical/Operation)

Copy to :

1. CMD, MCL- For kind information.
2. DT(P&P), MCL

Distribution :

1. All Area GMs, MCL
2. All concerned HODs, MCL HQ,

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

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CIN:U10102OR1992GOI003038

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27



मुख्य सतर्कता अधिकारी का कार्यालय
Office of the Chief Vigilance Officer, MCL
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

क्रमांक : एमसीएल/संवत्सपुर/(सतर्कता)/2024/ 1033

दिनांक: 21.10.2024
2024

सेवा में,
सभी क्षेत्रीय महाप्रबंधक,
जगन्नाथ, विंगराज, भरतपुर, द्विगुला, कनिहा, सुभद्रा, भुवनेश्वरी, बलभद्र, तालचैर,
ईव-वैनी, ओरिगंट, लखनपुर, वसुन्धरा, महालक्ष्मी,
केंद्रीय कर्मशाला - ईव-वैनी एवं तालचैर,
एमसीएल।

विषय : Regarding BoQ/Price Bid of manual tenders for deciding L1 Bidder.

महोदय,

With reference to above, it is to be noted that during the investigation of a complaint of one of the areas of MCL in respect of manual tender, it is found that a participated bidder has submitted a separate document in addition to BoQ, mentioning the discount on the quoted value (basic rate) in BoQ while submitting the price bid due to which TC could not finalised the tender having a doubt whether to consider this additional document for evaluation of lowest bidder. Finally, no concrete decision was taken and ultimately the tender was cancelled.

In this regard, Competent Authority has directed the following:

1. All the financial terms including discount (if any) to be provided by the bidder for evaluation of lowest bidder must be specified in the BoQ page only.
2. There should not be any cognizance to be given to other financial terms submitted by the bidder other than BoQ while bidding.

In view of the above, all the relevant terms and conditions related to financial aspects which can affect the evaluation of the lowest bidder should be clearly brought out in the NIT's T&C while inviting manual tender.

भवदीय

[Handwritten Signature]
21.10.24
महाप्रबंधक (सतर्कता)

प्रतिलिप :


- | | |
|---------------------------------|--|
| 1. महाप्रबंधक (वि.&यां), एमसीएल | } Necessary guidelines may be issued in this regard from your office and the same may be incorporated in standard NIT. |
| 2. महाप्रबंधक (सिविल), एमसीएल | |
| 3. महाप्रबंधक (उत्खनन), एमसीएल | |



MCL

INTEGRITY brings promotion with grace
CORRUPTION leads to a demoted place

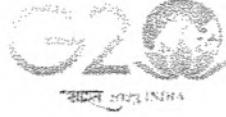


A stylized graphic of a human eye, rendered in shades of gray. The eye is centrally located and is being held or supported by two hands, also in shades of gray, positioned on either side of the eye. The background is a light gray with a subtle, repeating geometric pattern of triangles and squares.

**General
Administration /
Personal /
Estimation**



MCL



मंत्र/तक सचिव- निदेशक(तक/सं) का कार्यालय
Office of the GM/TS to Director(Tech/Operation)
महानदी कोल्फील्ड्स लिमिटेड
(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)



Ref. No. MCL/SBP/D(T/OP)/2024/ 994

Date: 27.08.2024

२४

To
Area General Manager,
(Jagannath/Hingula/Bharatpur/Lingaraj/Kaniha/Talcher/Subhadra/Bhubaneswari/Balabhadra)
General Manager, CWS(X)-Talcher
GM(Production/S&R/Excavation/E&M/MM/CMC/Civil/Systems), MCL HQ
CEO, MNH Shakti Ltd.

Sub : Issue of SOPs/Guidelines/Circulars under acknowledgement- reg

Dear Sir,

Various SOPs/Guidelines/Circulars are issued from time to time. Many times, it has come to notice that some of the officials working in a particular section are either not aware or have not received the relevant SOPs/Guidelines/Circulars applicable to that particular section.

Competent Authority has directed that the relevant SOPs/Guidelines/Circulars are made available to the concerned officials with proper acknowledgement so that they can be made accountable and responsible for their respective action. A proper system of record keeping is, therefore, required to be developed.

A hard bound register should be maintained at each level (HOD level, Area level, Project level) as per format given in Annexure-I for recording the acknowledgement of receipt of all the relevant SOPs/Guidelines/Circulars by the concerned officials. Firstly, copies of the existing relevant SOPs/Guidelines/Circulars will be made available to concerned officials and confirmation is given to the next level as per format given at Annexure-II. This should be completed by the end of three months campaign period for the Vigilance Awareness Week i.e. upto 15.11.2024. Subsequently, this should be ensured on a quarterly basis starting on quarter ending March-2025 as per Annexure-III, so that any new official who has joined in that section or any new SOPs/Guidelines/Circulars issued during the intervening period is made available to the concerned officials.

It is therefore, advised to ensure submission of action taken report (ATR) in respect of Compliance of Annexure-I & II well before 15.11.2024, besides adherence of compliance of Annexure-III on regular basis, from QE March-2025 in every quarter, by the first week of next quarter.

Yours faithfully,

(M.P. Dargatzis)
GM/TS to DT(OR)

Encl : As above

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

E-mail: ts-dt-op.mcl@coalindia.in
CIN:U10102OR1992G0I003038

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 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



MCL

Ref: MCL/D(P)/Circular/2024/ 6577

Dated: 27.08.2024

CIRCULAR

Sub: Issue of SoPs/Guidelines/Circulars under acknowledgement

Various SoPs/Guidelines/Circulars are issued from time to time. Many times it has come to notice that some of the officials working in a particular section are either not aware or have not received the relevant SoPs/Guidelines/Circulars applicable to that particular section.

In order to make the concerned officials aware of the various existing SoPs/Guidelines/Circulars in their area of working and substantially reducing the unintentional mistakes, it is essential that the relevant SoPs/Guidelines/Circulars are made available to the concerned officials with proper acknowledgement so that they can be made accountable and responsible for their action. A proper system of recordkeeping is therefore required to be developed.

A hard bound register should be maintained at each level (HoD level, Area level, Project level) as per format given at Annexure-I for recording the acknowledgement of receipt of all the relevant SoPs/Guidelines/Circulars by the concerned officials. To start with, copies of the existing relevant SoPs/Guidelines/Circulars should be made available to concerned officials and confirmation to be given to the next level as per the format given at Annexure-II. This should be completed by the end of the three-month campaign period for the Vigilance Awareness week i.e., upto 15/11/2024. Subsequently, this should be ensured on a quarterly basis, starting quarter ending March-2025 as per Annexure-III so that, any new official who has joined in that section or any new SoPs/Guidelines/Circulars issued during the intervening period is made available to the concerned officials. Monitoring of the same is to be done at respective Directorate level.

Kushar Rao
 Director (Per)/MCL
 27/8/24

Distribution:

1. All Area General Managers (vrg)
2. All GMs/HODs, MCL HQ
3. TS to CMD, MCL



मप्र/तक सचिव- निदेशक(तक/सं) का कार्यालय
Office of the GM/TS to Director(Tech/Operation)
महानदी कोल्फील्ड्स लिमिटेड

(भारत सरकार का उद्यम)
MAHANADI COALFIELDS LIMITED
(A Government of India Enterprise)

Ref. No. MCL/SBP/D(T/OP)/2024/ 1043

Date: 29.09.2024

30

OFFICE ORDER

It has been observed that old and unserviceable assets/equipment are lying in the field. In this context, action is to be taken for its disposal to avoid the chance of theft/pilferage and to recover the amount by disposing off as scrap.

Henceforth, it is directed to adhere to the following:

1. Carry out a special drive to reconcile the Asset Register with the physical asset available and dispose off the old/unserviceable assets.
2. Advertise for auction in the Newspaper as is being done for tender.

This issues with the approval of the Competent Authority.

(M.P. Dargar)
GM/TS to Director (Tech./OP)

Copy for kind information to :

- 1) D(P), MCL
- 2) D(T/OP), MCL
- 3) D(F), MCL
- 4) D(T/P&P), MCL.

Distribution:

1. All Area GMs
2. GM(MM), MCL HQ
3. GM(Excv), MCL HQ
4. GM(Vigilance), MCL HQ
5. Chief of Security, MCL HQ
6. TS to CMD/TS to DT(P&P)/TS to D(P)/TS to D(F), MCL

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

E-mail: ts-dt-op.mcl@coalindia.in
CIN:U10102OR1992GOI003038

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

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e-Mail: directorpersonnel.mcl@gmail.com
dp.mcl.cil@coalindia.in



MCL

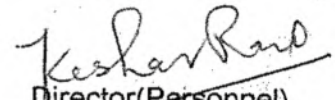
Ref. No. MCL HQ/D(P)/Circular/2024/ 6688

Date: 10.02.2024

CIRCULAR

Theft cases are on rise in Coalfields in spite of deployment of OISF, Private Security Agency and electronic surveillance. In some cases, involvement of private security personnel has surfaced. For prevention of theft, following procedures are to be strictly adhered besides other measures.

1. No leniency should be shown against persons involved in theft and strong legal action should be taken including lodging of FIR and taking the case to the logical conclusion in the court of law.
2. There should be no employment/re-deployment of security personnel with prior antecedents of theft and adverse police record. Accordingly, all private security guards with criminal records should be removed immediately.
3. Disciplinary action against the private security guards taken by the private security agency should not be interfered with.
4. Efforts should be made to increase the number of department security personnel (ex-serviceman) as well as police personnel and reduce the private security manpower.
5. There should be periodical rotation of the private security guards and they should never be posted within the radius of 20km of their ancestral home.
6. All the theft cases are required to be properly enquired into to find out the flaws, deficiencies and loopholes in the system so that preventive actions can be taken to avoid such incidences in future. Non-adherence of available guidelines to be identified and responsibilities are to be fixed at appropriate level.


Director(Personnel)
MCL

Distribution:

1. All Area General Managers / CWS Talcher / IB Valley
2. The General Manager(M/Security), MCL HQ

କାଲିଫିଲ୍ଡସ୍ କୋଲମିନେସ୍
कोलफील्ड्स लिमिटेड
Madi Coalfields Limited
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



MCL



Ref: MCL/TS to D(P)/2024/ 6894

Dated: 07.09.2024

To

All Area General Managers

Sub: Constitution of Committee on advisory of Vigilance Department regarding unauthorised construction of shops and unauthorised occupation of land by outsiders

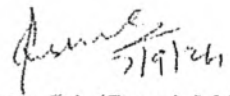
Dear Sir,

Complaints pertaining to unauthorised construction of shops and unauthorised occupation of land by outsiders in the premises/land of MCL are being lodged to various authorities. As a result, MCL might be losing revenue in terms of rent and incurring cost on account of providing electricity, water etc.

In this regard, I have been directed to inform you that a committee at Area level is to be constituted consisting of the following executives to properly examine the issues and suggest suitable SoP/Guidelines to prevent such loss of revenue to the company and rightful utilisation of Company's land/assets.

1. SO(L&R) or his representative
2. APM or his representative
3. Area Security Officer or his representative

The SoP/guidelines suggested by the committee is to be forwarded to this office at the earliest.


TS to Dir(Pers),MCL

Copy :

1. The GM(Vig), MCL
2. All APMs
3. File

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 ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
 Mahanadi Coalfields Limited
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Office of the Director (Personnel)
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 e-Mail: directorpersonnel.mcl@gmail.com
 dp.mcl.cil@coalindia.in



MCL



Ref. No. MCL HQ/D(P)/2024/6704

Date: 01.03.2024

To

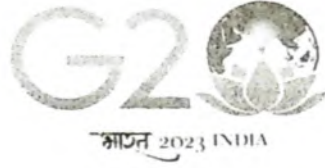
All Area General Managers
 The GM(Civil/Welfare), MCL HQ

It has come to the notice of the HQ that, in one situation, work was awarded for day-to-day up-keeping of an individual's quarter, that too when a contract for maintenance of entire colony existed. This sort of individual contract for any type of quarters is quite irregular and totally uncalled for.

As such, it is directed that any such contract, if any, should immediately be closed/discontinued and all should desist from awarding such contracts in future. This is viewed seriously.

Kushar Kumar
 01/3/24
 Director(Personnel)
 MCL

महाप्रबंधक (एलएंडआर) का कार्यालय
Office of The General Manager (L&R)
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क्रमांक: एम. सी. एल /मुख्यालय/ महाप्रबंधक (एलएंडआर) /2023-24/ 2648

दिनांक: 14/09/2023

सेवा में,
All Area GM, MCL

विषय: SOP for measurement of Trees and Structures for assessment compensation


महाशय,

The assessment of compensation of structures and trees are being carried out after field survey & measurement by teams constituted for the purpose. Based on the survey & measurement report, estimate & compensation roll are being prepared, examined and recommended by the Area committee for competent approval.

To bring uniformity, ensure transparency, digital record keeping and smooth functioning of survey & measurement work, the approved SOPs for measurement of Trees and Structures for assessment compensation (Annexure - 1 and 2) are enclosed herewith for immediate implementation.

This is with approval of competent authority.

भवदीय


14/09/2023
महाप्रबंधक (भू एवं राजस्व)

प्रतिलिपि:

1. The TS to CMD, MCL.
2. The TS to DP, MCL.
3. GM(P&P)/GM(Civil)/Dy. GM(Fin), MCL.
4. Office file

SOP FOR TREE SURVEY & MEASUREMENT

A. General Guidelines :

- a. Enumeration of tree should only be made in the RT/Family member or legal heirs only.
- b. If the possesioner of trees is not the land owner, Enumeration should not be done without written consent/affidavit of RT.
- c. Enumeration of a Plot and Khata should be preferably be completed at one go.
- d. Girth of each Tree along with type of tree and height of tree (approximately) are to be measured and recorded in bound paged register.
- e. Girth of trees are to be measured at the breast height/1m from ground for timber trees and girth along with approximate age as per estimation for fruit bearing trees should be mentioned in the register.
- f. New plantations [after 9(1)] if any may be enumerated but clearly to be mentioned as new plantation trees in the register for record & will be dealt as per statute.
- g. Exact GPS coordinates of each tree to be recorded.

B. Formation of Survey & measurement Team for tree enumeration work

Area General Manager shall constitute team/teams to carry out the survey & measurement of trees in the acquired villages. The composition of the team should include:

- a. One Executive
- b. One RI or AMIN
- c. Two supporting staff

C. Tree Enumeration register to be maintained :

- a. A bounded page register shall be kept for the purpose.
- b. Index with page no.s to be maintained
- c. The letter of team constitution as mentioned in point (A) to be affixed.
- d. Date & Time of survey may be recorded
- e. Plot details (Notified plot no, acquired area, RT name for each survey)
- f. Tree details (Type of tree, Name of tree, Girth size, No.s of tree) etc.
- g. Photos & videos to be taken in the plot as an evidence and support of measurement of trees. The photo may be taken in such a way that, all the plot details will cover in one frame or otherwise may take more if required. While taking the photo/video, it may be ensured that the images of RT/Awardee/Family members are also taken. To avoid confusion at the boundaries of plots, red flags may be fastened to some trees before taking photo/video. Plot no, date, time, co-ordinates to be entered in the photos.

- h. Name, Aadhar no, Mobile no, address and signature of RT & witness are to be recorded
- i. To be signed by each member of team with Full Name, Designation, The Tree Enumeration register shall be kept with SO (L&R).
- j. Measurement to be completed in timely manner and after completion of survey it should be countersigned by SO (L&R) and kept in his custody for preparation of compensation roll.
- k. Declaration at foot note by RT/family members: that no other trees are left out on the plot/Survey of trees has been done in their presence of the team.
- l. Simultaneously digitalization of survey & measurements of record are to be done by using a suitable tools. This will be part of compensation roll .

D. Preparation of compensation roll

- a. SO (L&R) to prepare the estimate/compensation roll of tree based on the survey measurement records.
- b. 02 nos. nominated members of Area committee shall randomly check/inspect at least 5 % of total no. of trees surveyed & cross check measurement on field and also the records before recommending the compensation roll. The report of such inspection to be part of the compensation roll.
- c. Compensation roll to be put up before the Area committee for examination & recommendation for competent Approval.

SOP FOR STRUCTURE SURVEY & MEASUREMENT

A. General Guidelines

- a. Enumeration of structures should only be made in the RT/Family member or legal heirs only.
- b. If the possessor of structures is not the land owner/RT/family member, Enumeration should not be done without written consent/affidavit of RT.
- c. Enumeration of a Plot and Khata should be preferably be completed at one go.
- d. New structures [after 9(1)] to be enumerated and clearly mentioned as new structures after 9(1) in the register for record.
- e. Exact GPS coordinates of each structure to be recorded.

B. Formation of Survey & measurement Team for structure Enumeration work

Area General Manager shall constitute team/teams to carry out the survey & measurement of structures in the acquired villages. The composition of the team should include:

- a. One executive
- b. Overseer (Civil)
- c. One RI or AMIN
- d. Two supporting staff

C. Structure Enumeration register to be maintained:



- a. A bounded page register shall be kept for the purpose.
- b. Index with page no.s to be maintained
- c. The letter of team constitution as mentioned in point(a) to be affixed
- d. Date of survey to be entered
- e. Plot detail (Notified plot no, acquired area, RT name) should be entered for each survey
- f. Each structure shall be numbered
- g. Structure details (Structure number, description, general drawing & other details)
- h. Photos & videos to be taken in the plot as an evidence and support of measurement. The photo may be taken in such a way that, details will cover in one frame or otherwise may take more if required. While taking the photo/video, it may be ensured that the images of RT/Awardee/Family members are also taken. Structure number to be entered in the photos.

- i. Name ,Aadhar no,Moble no,address and signature of RT & witness are to be recorded
- j. To be signed by each member of team with name, design, date
- k. The Structure Enumeration register shall be kept with SO (L&R).
- l. Simultaneously digitalization of survey & measurements of record are to be done by using a suitable tools. This will be part of compensation roll .


D . Preparation of compensation roll:

- a. Estimate will be prepared by concern overseer & should be examined by PE (Civil) & SO (Civil).
- b. The estimate should have village name, khata number, plot number, structure number , possesioner name, date of survey etc
- c. It should be signed by concerned overseer ,PE (Civil) & SO (Civil). This should be the basis of compensation roll.
- d. Based on the estimate compensation roll shall be prepared by SO(L&R) .
- e. 02 nos. nominated members of Area committee shall randomly check/inspect at least 5 % of total no. of structured surveyed & cross check measurement on field and also the records before recommending the compensation roll. The report of such inspection to be part of the compensation roll.
- f. Compensation roll to be put up before the Area committee for examination & recommendation for competent Approval.

POSTERS

Corruption drives to Adversity
Integrity guides to Prosperity



Integrity, Honesty, Ethics


VIGILANCE DEPARTMENT
MAHANADI COALFIELDS LIMITED




INTEGRITY brings promotion with grace
CORRUPTION leads to a demoted place





VIGILANCE DEPARTMENT
MAHANADI COALFIELDS LIMITED




WITH TRUTH AND INTEGRITY, CORRUPTION WILL FALL
INDIA WILL RISE, PROSPERITY FOR ALL




VIGILANCE DEPARTMENT
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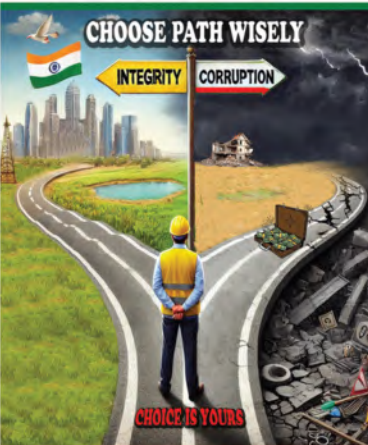
RAISE MCL'S FLAG TO ENSURE ENERGY OF THE NATION
UPHOLD UMBRELLA OF MORALS TO FIGHT WITH CORRUPTION



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CHOOSE PATH WISELY




INTEGRITY **CORRUPTION**

CHOICE IS YOURS


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GROW A CULTURE WHERE INTEGRITY'S DEAR,
AND A PROSPEROUS ATMOSPHERE WILL SOON APPEAR



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BE CAUTIOUS!
WHEN GREED TAKES OVER, DISASTER'S NEAR
A WARNING ECHOING LOUD AND CLEAR



VIGILANCE DEPARTMENT
MAHANADI COALFIELDS LIMITED




KILL YOUR INNER EVILS AND NURTURE A

CULTURE OF INTEGRITY FOR NATION'S PROSPERITY



VIGILANCE DEPARTMENT
MAHANADI COALFIELDS LIMITED



BE FAIR
LET RULES STAY TRUE
WORK WITH INTEGRITY
IN ALL THAT YOU PURSUE



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PUBLIC INTEREST DISCLOSURE & PROTECTION OF INFORMER RESOLUTION, 2004 (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://cvc.gov.in/pidpi.html>

#beVigilant
vaw2024

LODGE VIGILANCE RELATED COMPLAINTS

www.mahanadicoal.in/Vig/vigilance.php

 E-mail : cvo.mcl@coalindia.in

