

महानदी कोलफील्ड्स लिमिटेड
ମହାନଦୀ କୋଲଫିଲ୍ଡ୍‌ସ୍ ଲିମିଟେଡ୍
Mahanadi Coalfields Limited

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(A Subsidiary of Coal India Limited)
P.O.- Jagruti Vihar, Burla, Dist-Sambalpur-768020 (Orissa)
Gram : SAMBCOAL, Fax: 0663-2542770
Phone: PBX :- 2542461 to 2542470

Ref. No. MCL/SAMB/CIVIL/..03-04 | 2552
Date.....

Date 12/02/2004

To
The CGMs/GMs,
Jagannath/Kalinga/Lingaraj/Talcher/Hingula/CWS(Tal)/
IB Valley/Orient/Lakhanpur/Basundhara/CWS(IBV).

The Staff Officer (Civil),
The Area Finance Manager,
Jagannath/Kalinga/Lingaraj/Talcher/Hingula/CWS(Tal)/
IB Valley/Orient/Lakhanpur/Basundhara/CWS(IBV).

Dear Sir,

Sub: Guidelines regarding maintenance of records in respect of Road Works.

We have received a directive/guideline from Chief Vigilance Officer, MCL for maintaining the details of construction as well as maintenance of various roads in the Area/Project which is reproduced below :-

"It has been observed by this Department that a number of road works for new construction as well as for widening/strengthening/repair of the existing roads are taken up in the Projects, but there is no system of maintaining records of work done on these roads in a comprehensive manner. Also there is no means for proper identification of these roads. In order to bring about improvement in this regard following suggestions are made :

- (i) In the estimates/ Proposals for construction of new road, proper nomenclature and identification mark should be given. The identification mark should be given by assigning a number, e.g. for a road of Samaleswari OCP the number should be SOCP/Rd/7.
- (ii) Existing roads should also be assigned with a nomenclature and Identification mark as indicated at (i) above.
- (iii) The Areas and Projects should have exclusive road map which should have the above nomenclature & identification mark and other details such as chainage, length, width, type of road (i.e. whether bitumen/WBM, haul road, heavy duty road, light vehicle road etc.). Such road map should be displayed in the Office of the Civil Engineer Incharge of the Project/Area.
- (iv) The chainage should start from a junction and end in another junction, corresponding to the nomenclature. The nomenclature and identification number of the road should be displayed on hoarding at junctions.
- (v) All proposals for construction, repair, maintenance of road etc. should have the reference of the identification number & nomenclature.

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Recd
14.2.04

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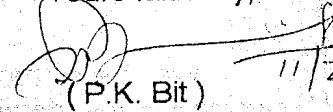
: P.2 :

- (vi) There should be road maintenance Register/ Ledger in which a folio for each road should be provided for recording the details of works done. A specimen of format is attached in Annexure-I.
- (vii) In all proposals photocopy of the relevant Ledger folio should be attached, so that the Authority processing & approving the proposals can have a look into the history of the road and expenditure incurred on it in the past."

You are requested to kindly take urgent action for implementation of the above directive/ guideline within a time limit so as to confirm the higher authorities at the earliest.

MATTER TOP PRIORITY

Yours faithfully,


 (P.K. Bit) 11/2/04

General Manager (Civil).

- Cc to: CMD, MCL
- Cc to: Director (Tech.), MCL
- Cc to: Director (Fin.), MCL
- Cc to: Director (Pers.), MCL
- Cc to: CVO, MCL
- Cc to: G.M(Finance), MCL HQ.
- Cc to Sr.EE(Civil) T/C, HQ.
- Cc to EE(CMI), JV/AV.

Rev 4:

000049

Road Works Register

Name of the Area: _____
 Name of the Project: _____
 Identification No. of the Road: _____
 Nomenclature of the Road: _____
 Type of the Road: _____

Date of completion of First construction with cost: _____
 Length of the Road: _____
 Width of the Road: _____
 Chainage from: _____

ANNEXURE-I.										
Sl. No.	Description of the work taken up	Whether done departmentally or contractually	Work Order No. & Date (if contractually executed)	Name of the Contractor.	Work order value	Date of completion of the work	Gross amount of the final bill	Name & designation of the Engineer incharge of the work	Signature of the E-I-C.	Remarks
1	2	3	4	5	6	7	8	9	10	11