



वेस्टर्न कोलफील्ड्स लिमिटेड, नागपुर



सतर्कता विभाग



**E-Compendium
on Systemic
Improvement
Issued on
Various Subjects**

“स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता”

"Independent India @ 75: Self Reliance with Integrity"



E-Compendium on Systemic Improvement Issued on Various Subjects

S.No.	DESCRIPTION	Page No.
1.	PROCUREMENT OF REFLECTIVE VEST/ HARNESS	01
2.	REPAIRING OF E&M AND HEMM EQUIPMENTS	02-03
3.	IRREGULARITIES IN PROCUREMENT OF FABRICATED ITEMS	04-06
4.	THEFT OF BURNT OIL FROM MINE	07-08
5.	PROCUREMENT OF DGMS APPROVED SAFETY ITEMS	09-10
6.	REPAIRING OF HEMM	11-14
7.	IMPROVEMENT IN CONTRACT LABOUR INFORMATION PORTAL (CLIP)	15-16
8.	GUIDELINES FOR DEPARTMENTAL AND HOE OB REMOVAL	17-18
9.	PREVENTIVE MEASURES WHILE PROCESSING CASES FOR MEDICAL UNFITNESS UNDER 9.4.0	19
10.	SYSTEM IMPROVEMENT IN CONDUCT OF DPC	20-21
11.	SOP FOR AALLOWING ROUND THE CLOCK LOADING BY ROAD MODE CUSTOMERS	22-25
12.	INCORPORATING CLAUSE OF DATA ENTRY IN CLIP AS PART OF NIT/ TENDER DOCUMENTS	26
13.	GUIDELINES RELATED TO COAL TRANSPORTATION CONTRACT	27-28
14.	STREAMLINING PROCESS IN PREPARATION OF ESTIMATES, TENDERING PROCESS AND EXECUTION OF CONTRACT POST AWARD	29-30
15.	STREAMLINING PROCUREMENT PROCESS OF MEDICINES	31-33
16.	MEDICAL BENEFITS TO MOTHER-IN-LAW OF WOMEN EMPLOYEES REQUIREMENT OF DOCUMENT REGARDING REGISTRATION WITH	34
17.	STATUTORY AUTHORITY	35
18.	MEMENTO/ GIFT TO SUPERANNUATING EMPLOYEES	36
19.	ROAD SALE PROCEDURE AND COAL TRANSPORT FROM MINES MEDICAL BENEFITS TO MOTHER-IN-LAW AND FATHER -IN-LAW OF WOMEN EMPLOYEES OFFERED EMPLOYMENT ON	37-39
20.	COMPASSIONATE GROUND	40
21.	SYSTEMIC IMPROVEMENT IN HIRING OF VEHICLES	41
22.	SOP OF EE DEPARTMENT	42-51
23.	RELEASE OF PBG - DELAYS	52
24.	SOP FOR ENGAGEMENT OF APPRENTICES	53-66
25.	CADRE CHANGE AND POSTING CHANGE REQUEST OF LAND OUSTEES	67
26.	ELIGIBILITY OF PARTNERSHIP FORM ON BASIS OF PREVIOUS EXPERIENCE AS OF ANY PARTNER OF THE FIRM	68-69
27.	TIME EXTENSION AND LIQUIDATED DAMAGE IN CONTRACTS	70-72
28.	SHARING OF SYSTEMIC IMPROVEMENT	73
29.	INTRODUCTION OF E-DO IN PLACE OF OF HARD COPY OF THE SAME	74-78
30.	SYSTEMIC IMPROVEMENT AGAINST E-OPEN TENDER FOR PROCUREMENT OF GOODS	79
31.	SYSTEMIC IMPROVEMENT AGAINST E-TENDERS FLOATED BY AREA FOR PROCUREMENT OF GOODS/ SPARES	80-81
32.	SYSTEM IMPROVEMENT MEASURE IN INTERNAL COAL TRANSPORTATION - HINDRANCE REGISTER	82



E-Compendium on Systemic Improvement Issued on Various Subjects

S.No.	DESCRIPTION	Page No.
33	PROFORMA/ CHECKLIST FOR PROCESSING CASES OF EMPLOYMENT TO DEPENDANT/ MONETARY COMPENSATION AS PER PROVISION OF NCWA	83
34	SOP TO BE ADOPTED FOR ONBOARDING OF THE DEPENDANT OF EX-EMPLOYEES OFFERED EMPLOYMENT ON COMPASSIONATE GROUNDS	84-109
35	SOP TO BE ADOPTED FOR ONBOARDING OF THE LAND OUSTEES (PAP) OFFERED EMPLOYMENT AT WCL	110-136
36	PROFORMA FOR FORWARDING PROPOSAL OF PAP REQUESTING CHANGE FROM SECURITY CADRE TO GENERAL MAZDOOR	137-138
37.	SOP FOR DEALING WITH EXTENSION OF CONTRACT OF COMPLETION FOR CIVIL ENGINEERING WORKS	139-140
38.	SENDING AUTO SYSTEM GENERATED MONEY RECEIPT CUM DELIVERY ORDER TO THE REGISTERED E-MAIL ID OF ROAD SALE CUSTOMERS UNDER ALL SCHEMES	141
39	SYSTEM IMPROVEMENT IN HIRING OF BUSES	142
40	REVISED SOP TO BE ADOPTED FOR ONBOARDING OF THE LAND OUSTEES (PAPs) & DEPENDANTS OF EX-EMPLOYEES WHO ARE OFFERED EMPLOYMENT AT WCL UNDER COMPASSIONATE GROUNDS	143-158
41	SYSTEM IMPROVEMENT REGARDING OBR MEASUREMENT	159-168
42	PARTIAL MODIFICATION IN REVISED SOP FOR ON-BOARDING OF PAP & DEPENDANTS OF EX-EMPLOYEES	169-186
43	SOP FOR INVOICE POSTING IN ERP	187
44.	SOP FOR FORWARDING AND SETTLEMENT OF VARIOUS CLAIMS UNDER CMPF AND PENSION	188-206
45.	SOP FOR IT INITIATIVES IMPLEMENTED FOR SURVEILLANCE LIKE GPS, GPRS, RFID, CCTV, VTS ETC	207-229



VAW-2021

“स्वतंत्र भारत @ 75: सत्यनिष्ठा से आत्मनिर्भरता”
"Independent India @ 75: Self Reliance with Integrity"



सतर्कता विभाग

वेस्टर्न कोलफील्ड्स लिमिटेड, नागपुर



@TeamWCL & CVO_WCL

YouTube WCLNEWS



www.westerncoal.in