



## Western Coalfields Limited

(मिनीरल कंपनी) (A Miniratna Company)  
(कोल इंडिया लि. की अनुषंगी कंपनी)

(A Subsidiary of Coal India Limited)



### विक्रय एवं विपणन विभाग

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CIN - U10100MH1975GOI018626

### Department of Marketing & Sales

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पंजी. का. : कोयला विहार, सिविल लाइन्स, नागपुर (महाराष्ट्र)-440001 / Regd. Off. : Coal Estate, Civil Lines, Nagpur(MS) - 440001

20/10/2020

### नोटिस/Notice

**Sub:- Sending Auto System Generated Money Receipt cum Delivery Order to the registered e-mail IDs of Road Sale Customers under all Schemes.**

In view of the outbreak of Novel Corona Virus and to avoid the human intervention, it has decided to send auto System generated Money Receipt cum Delivery Order through mail on to the registered e-Mail ID of the Authorized Signatory/person of the DO Holder for all schemes.

The customer shall download the copy of the Delivery Order received in the registered e-Mail IDs and arrange to submit the self attested/signed D.O. copy at the Office of the Area Sales Manager of the concerned Area along with (1) the Request letter for releasing coal, (2) Authorization letter for lifting and sample transporter slip of transporter etc. for lifting coal, in soft copy through mail or a downloaded hard copy.

In this context, all concerned customers are requested to update their recent/active mail ID for receiving Delivery Orders through mail in the System/ Party Master, **if not done**. Only one e-mail ID is allowed to update in the System/Party master.

20/10/20  
विभागाध्यक्ष (विप एवं वि)

Copy forwarded for kind information to: DT (PP)/(Ic-M&S)

#### Distribution:

GM (System)... with a request to upload the notice on WCL web site.  
All Sectional Heads (M&S Deptt)