



वेस्टर्न कोलफील्ड्स लिमिटेड

Western Coalfields Limited

(मिनिरातन कंपनी) (A Miniratna Company)
(कोल इंडिया लि. की अनुबंधी कंपनी)
(A Subsidiary of Coal India Limited)



विक्रय एवं विपणन विभाग

email- gmsmwcl@gmail.com
CIN - U10100MH1975GOI018626

Department of Marketing & Sales

☎/ FAX: 0712 -2511061/2512977
Website: www.westerncoal.nic.in

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

संदर्भ संख्या/Ref.No.: NGP/WCL/M&S/RS/ 305

दिनांक/Date : 17.10.2018

NOTICE TO CSA CONSUMERS

Sub: Annual documents for the year 2017-18 with regard to end use of coal

As per the provision of New Coal Distribution Policy (NCDP), verification of end use of coal by erstwhile Non-Core Sector Consumers is to be done to ensure discipline and economy of coal used. Accordingly, a uniform procedure for verification of end use of coal by erstwhile non-core sector consumers has been formulated and approved by CIL's Board for implementation by all coal companies. As per this procedure, the consumers are required to submit monthly and annual certificates / documents in support of the end use of coal. Accordingly, the consumers are regularly submitting the monthly certificates / documents and the consumers had also submitted the annual certificates / documents for the year 2016-17.

Now, the erstwhile non-core sector consumers and core sector consumers (whose FSAs had expired and SD has to be refunded) drawing/drawn coal through the Coal Supply Agreements are hereby requested to submit the information / documents / affidavit / certificates for the year 2017-18 and or the relevant year in terms of the notice no. NGP/WCL/S&M/C-12 (348)/1280 dt. 02.11.16 (copy enclosed for ready reference) as per the details given below. All documents should be self-explanatory / attested / authenticated / certified with seal and be submitted in one hard copy on the consumer's letter head along with one soft copy in CD.

S. No	Nature of the documents/details	Authenticated/ certified by
1	Copy of licence to operate the unit i.e., Production Licence, Constitution Status, SSI Registration, Factory Licence, VAT Registration, Excise Registration and other statutory registrations etc or any supporting documents in this regard. Note: After submission of these documents, in case of any change in the status or validity from previous year, the same should be reported within one month of such change.	Signatory of FSA and countersigned by the CA/ Chartered Engineer / Approved Valuer / First Class Executive Magistrate, as the case may be
2	Affidavit (as per the prescribed format)	Signatory of FSA/ Director/ Proprietor/ Partner/ Power of Attorney Holder
3	Copy of current valid Pollution Control Certificate from State Pollution Control Board along with consent to operate the unit at the disclosed capacity and its validity. Note: After submission of these documents, in case of any change in the status or validity from previous year, the same should be reported within one month of such change.	Signatory of FSA and countersigned by the CA/ CS / First Class Executive Magistrate as the case may be

4	<p>Details of critical machinery/equipment responsible for capacity calculation.</p> <p>Note: Details with changes in the capacity calculation, if any, may be given every year.</p>	<p>Signatory of FSA and duly certified by Chartered Engineer.</p>																				
5	<p>Following details of machineries</p> <p>(i) Original cost of machineries as per Books of Accounts</p> <p>(ii) Details of machineries, installed at Site of production.</p> <p>(iii) Critical machinery / equipments with capacity calculation</p> <p>(iv) Boiler / Furnaces with capacity of consumption</p>	<p>Signatory of FSA and duly certified by Chartered Engineer.</p>																				
6	<p>Banker Certificate regarding limit availed with respect to term loan / working capital loan along with opening and closing balances of limit(s) availed</p>	<p>From Proprietor/ Partner/Director/Power of Attorney holder and duly certified by Chartered Accountant</p>																				
7	<p>List of top 10 customers viz. Name, Address, Quantity, Value items</p>	<p>From Proprietor/ Partner/Director/Power of Attorney holder and duly certified by Chartered Accountant</p>																				
8	<p>Labour, Provident Fund and ESI Registration No. of each Unit along with Issuing Authority.</p> <p>The additional following details has to be furnished separately</p> <p>(a) Details of Employees, whether permanent, casual or contractual. Whether all employees posses / have PF / ESI Registration No. If not, given the details of employees, who are not registered with these departments</p> <p>(b) Total Provident Fund / ESI paid during the year, supported by copy of paid challans and periodical returns</p>	<p>From Proprietor/ Partner/Director/Power of Attorney holder and duly certified by Chartered Accountant</p>																				
9	<p>The financial parameter (for the last three years) to be furnished in the following format:</p> <table border="1" data-bbox="284 1554 976 1832"> <thead> <tr> <th>Particulars</th> <th>1st Year</th> <th>2nd Year</th> <th>3rd Year</th> </tr> </thead> <tbody> <tr> <td>Sales (Qty)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sales (Value)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>VAT Paid (Value)*</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Excise Paid (Value)*</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(*Turnover supported VAT / Excise Records)</p>	Particulars	1 st Year	2 nd Year	3 rd Year	Sales (Qty)				Sales (Value)				VAT Paid (Value)*				Excise Paid (Value)*				<p>From Proprietor/ Partner/Director/Power of Attorney holder and duly certified by Chartered Accountant</p>
Particulars	1 st Year	2 nd Year	3 rd Year																			
Sales (Qty)																						
Sales (Value)																						
VAT Paid (Value)*																						
Excise Paid (Value)*																						

10	<p>RAW MATERIAL CONSUMPTION (Qty wise)</p> <p>a) Other than Coal: Opening Stock for the Year Add: Purchase / Inter Unit Transfer Less: Sales / Inter Unit Transfer Consumption Closing Stock for the year</p> <p>b) Coal Opening Stock for the Year Add: a) Purchase From CIL: Under FSA Under e-Auction From other than CIL: b) Inter Unit Transfer Less: Sales / Unit Transfer Consumption Closing Stock for the year</p> <p>FINISHED PRODUCTS (Quantity)</p> <p>Opening Stock for the year Add: Production Less: Sales Closing Stock for the year</p> <p>POWER & FUEL Quantity Value</p>	<p>From Proprietor/ Partner/Director/Power of Attorney holder and duly certified by Chartered Accountant</p>
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Note:


1. Chartered Engineer should be registered valuer duly empanelled with the Income Tax Dept.
2. In case power of attorney holder, a notorised power of attorney issued by the appropriate authority shall be submitted.

Wherever information is to be submitted by the consumers as per the above format, the same should be duly signed with seal and signature on their letter head. However, certificates from Chartered Engineer against Item 4 & 5 and from Chartered Accountant against Items 6 to 10 can be accepted on their respective letter heads.

All the above documents /returns/statements/affidavits along with the annual Audited Accounts for the year 2017-18 are to be submitted latest by 30.10.2018.

Encl:

- (1) Format of affidavits
- (2) Format of certificate to be given by Chartered Accountant/Statutory Auditors
- (3) Format of certificates to be given by Registered Chartered Engineer/Approved Valuer (empaneled with Income Tax Dept.)


General Manager (M&S)

Copy to:

GM (system), WCL: with a request to arrange to upload the notice in WCL Website
All Sectional Heads, M&S Dept.,

(On a stamp paper of Rs. 100/- to be sworn before 1st Class Executive Magistrate)

AFFIDAVIT

I s/o.....resident of.....do hereby solemnly swear and affirm as follows:

1. That I am (Signatory of FSA / Proprietor / Partner / Director / Power of Attorney holder) of the firm / factory / unit having factory address as and office address as and I am fully authorised and competent to affirm and swear this affidavit on behalf of the unit.
2. That M/s has executed Coal Supply Agreement (CSA) with Western Coalfields Limited on, the validity of which is up To for supply of coal for self consumption.
3. That in furtherance to the fulfillment of the relevant clauses of Coal Supply Agreement, it is stated that our unit has fully utilised the coal supplied from Western Coalfields Limited for self consumption and has not diverted, sold or traded the coal received under the Coal Supply Agreement.
4. That in order to substantiate our bonafide consumption of coal in our factory, as received from the mines of Western Coalfields Limited, we are enclosing duly certified copies of documents mentioned below which shall form part of this affidavit:

List of documents

(Details of the enclosed documents to be mentioned as per the covering letter, which ever is applicable)

5. That the certificates obtained by us from Chartered Engineer/Registered Valuer namely Address Certificate No date AND certificate obtained from Chartered Accountant/Statutory Auditor namely address certificate No date are bonafide.
6. That the information and facts as stated above are true to the best of my knowledge, information and belief. The copies of documents enclosed are true copies of their respective originals. Further, it is fully understood that in case any misrepresentation is detected, it shall be the sole responsibility of the unit and it may lead to termination of the Coal Supply Agreement.

VERIFICATION

I do hereby verified the contents of the above affidavit are true and correct and nothing material has been concealed there from. Verified at on day of

Deponent

This shall form the part of the affidavit and to be attested / authenticated by the Proprietor/Partner/Director/ Power of Attorney holder of the firm / factory / unit and to be duly certified by Chartered Accountant)

RAW MATERIAL CONSUMPTION

a) Other than Coal: (Quantity in applicable units)

Opening Stock as on 1.4.2017 :

Add: Purchase :

Inter Unit Transfer :

Less : Sales / Inter unit Transfer :

Consumption :

Year end Closing Stock as on 31.3.2018 :

b) Coal (Quantity in tonnes)

Opening Stock as on 1.4.2017 :

Add: a) Purchase from CIL : Under FSA :

Under e-Auction:

From other than CIL :

b) Inter Unit Transfer :

Less : Sales / Inter unit Transfer :

Consumption :

Closing Stock as on 31.3.2018 :

FINISHED PRODUCTS (Quantity in applicable unit)

Opening Stock as on 01.4.2017 :

Add: Production :

Less: Sales :

Closing Stock as on 31.3.2018 :

POWER & FUEL: Quantity (in applicable unit)
Value (in Rs.)

**Format of Certificate to be issued by the Chartered
Engineer/Registered Valuer**

Ref. No.

Date :

CERTIFICATE

I / We Chartered Engineer/Registered Valuer, (address) having Membership Registration No./Registration No have verified the unit(s) / site (s) of M/s on (date) which are producing/manufacturing/processing as its finished products. On the basis of physical verification at unit(s) / site(s) situated at (location and address of the unit), we hereby confirm that Unit is in operation / production and details have been physically verified from the documents / certificates issued by the various Govt agencies in respect of Item No. 4 & 5 of WCL's Notice No.NGP/WCL/M&S/RS/..... dated .10.2018. Further, it is certified that all the information / details furnished by the unit are true and correct. True copy of the information / documents attested by me / us is enclosed.

For. (Signature)
Chartered Engineers / Registered Valuer
Name
(Proprietor / Partner)
Seal

Membership No

**Format of Certificate to be issued by the Chartered
Accountant/Statutory Auditor**

Ref. No.

Date :

CERTIFICATE

I / We Chartered Accountant/Statutory Auditor, (address) having Membership Registration No./Registration No have verified the documents of M/s which is producing/ manufacturing/processing as its finished products in its unit situated at (location and Address of the unit). On the basis of the verification of documents produced by M/s I hereby confirm that Unit is in operation / production and details have been verified from the documents / certificates issued by the various Govt agencies in respect of Item No. 6,7,8,9,10 of WCL's Notice No.NGP/WCL/M&S/RS/..... dated .10.2018. The true copy of the information/documents authenticated/certified by me/us (in respect of Item Nos. 6,7,8,9 & 10) are enclosed.

For (Signature)
Chartered Accountant/Statutory Auditor
Name
(Proprietor / Partner)
Seal
Membership No



Under Jurisdiction of Nagpur Court Only
वेस्टर्न कोलफील्ड्स लिमिटेड

(भारत सरकार का उपक्रम)

WESTERN COALFIELDS LTD.,

(A Govt. of India Undertaking)

महाप्रबन्धक (सिस्टम-विभाग)
का कार्यालय

Office of the General
Manager (S&M)

Ph: 0712-2511061

पंजीकृत कार्यालय : कोल एस्टेट, सिविल लाइन्स, नागपुर-440 001

Regd. Office: Coal Estate, Civil Lines, Nagpur 440 001

No. NGP/WCL/S&M/C-12(348)/1280

CIN: U10100MH1975GO1018626

Website: www.westerncoal.nic.in

Date: 02.11.2016

Notice to FSA holders seeking refund of Security Deposit under FSAs which were neither renewed nor formally terminated

All the consumers seeking refund of Security Deposit (submitted in Cash or Bank Guarantee form) after expiry of the FSAs are informed that the refund shall be made subject to fulfillment of following conditions:

- Settlement of all claims for the period which the FSA was valid and/or supplies were made.
- Successful verification of entire annual documents due as per CIL guidelines/timeline at the time of consideration of Security Deposit refund in addition to any additional document as deemed fit by WCL.

For instance, for refund of Security Deposit under FSA which was valid till June'2016 or coal supplies were made till June' 2016, entire annual documents due and not submitted till 2015-2016 shall have to be submitted. Further, additional documents which are due to be maintained contemporaneously as per applicable legal/ statutory norms for the running year of 2016-2017 i.e. for the period of April 2016 to June 2016 shall also have to be submitted to WCL.

All the FSA holders seeking refund of Security Deposit whose FSAs have already expired/ expiring are requested to submit the requisite documents within 2 (two) months of the issuance of this notice or expiry of the FSA whichever is later for verification and processing of refund of Security Deposit. The FSA holder shall have to ensure completion of verification of documents and rectification of discrepancies, if any, within 3 (three) months of the issuance of this notice or expiry of the FSA whichever is later. After expiry of the 3 (three) months period, if documents verification requirement as above is not complied, Security Deposit shall be liable for forfeiture.


General Manager (S&M)