



Under Jurisdiction of Nagpur Court Only"
वेस्टर्न कोलफील्ड्स लिमिटेड
(भारत सरकार का उपक्रम)

महाप्रबन्धक (विक्रय-विपणन)
का कार्यालय
Office of the
General Manager (S&M)

WESTERN COALFIELDS LTD.,
(A Govt. of India Undertaking)

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पंजीकृत कार्यालय : कोल इस्टेट, सिविल लाईंस, नागपुर-४४० ००१
Regd. Office: Coal Estate, Civil Lines, Nagpur 440 001
NGP/WCL/S&M/RS/ 450

CIN : U10100MH1975GO1018626
Website : www.westerncoal.nlc.in

24.9.2015

To,
The Area General Managers,
Western Coalfields Ltd.,
All Areas.

Dear Sir,

Sub : Uploading of loading programmes in WCL's website.

Ref : Our letter No. NGP/WCL/S&M/RS/412 dated 10.9.2015

Kindly refer to our above cited letter on the subject of loading programmes issued by the Areas against the Road Delivery Orders. It was informed vide this letter that a decision in principle has been taken to display the weekly loading programmes in WCL's website as a step in the direction of promoting transparency in our activities.

The views of the Area Sales Managers who visited this office on 22.9.2015 had also been taken and the subject was further discussed in the chamber of D(Tech)/Opr., during which the Area Sales Managers were advised to take needful action for implementation of uploading the loading programmes in the website promptly. It was also advised by the Director (Tech) Oprn. that the system of loading programmes by the Areas should be fully transparent and the preparing criteria should be uniformly applied to all customers.

Accordingly, the system / procedure for uploading of loading programmes against the Road Delivery Orders shall be as under :

1. There shall be uniform cycle for the weekly loading programmes at all mines across WCL and the cycle shall be from Tuesday to Monday.
2. The weekly programmes for the cycle starting from 6.10.2015 to 12.10.2015 and onwards shall have to be uploaded on WCL's website.
3. As the programmes cannot be uploaded on the website directly by the Areas and the file containing the soft copy of the weekly loading programmes prepared for each and every colliery of the Area (for the weekly cycle of Tuesday to Monday) should be sent in PDF format to S&M Dept. WCL Hqr. to email IDs sskharwar@westerncoal.gov.in and rajapriyans@westerncoal.gov.in by noon of every Monday. This shall enable us to upload the loading programmes in the website timely for the information of the customers.
4. The Area should send a single PDF file containing the loading programme of all the collieries. There should not be separate PDF file for each colliery. If need be, the help of the Area System Managers / Officers be taken for creation of the files in PDF format.

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5. At present, there are variation in the format of loading programmes issued by the Areas and therefore, the programme be made in the uniform format, which is enclosed herewith.
6. As already informed to the Areas, the loading programmes should be on realistic basis, to avoid any complaint from the customers that the programmes are beyond the loading capacity at the mine.
7. The number of trucks for which programme is issued to the customers should generally be proportionate to the balance quantities against each and every valid DO. Nevertheless, the basis of the loading programmes drawn by the Area should be explained in the footnote to the weekly programmes, for the sake of clarity and information of the customers.
8. It should also be specifically mentioned in the footnote that the quantity proportionate to the number of trucks in each cycle failed to be deployed by the customers in accordance with the loading programme shall be treated as failure on the part of the customer and shall not be eligible for programme in the next cycle and that the customer shall be solely responsible for lapse of quantity against the respective DO.
9. The loading programmes so uploaded in our website shall be sacrosanct and should be strictly followed. No deviation or additional programme can be allowed by collieries so as to avoid complaints from the customers.
10. The Area Sales Managers shall be responsible to implement the above procedure and also to monitor whether the loading programmes issued are strictly followed at the unit level and to ensure that no deviation is permitted.

Thanking you,

Encl: as above

Yours faithfully,


General Manager (S&M)
24/9

Copy for kind information to : CMD, WCL
: Director (Tech) Oprn, WCL.
: Director (Tech) P&P, WCL

Copy to GM (Sys), WCL Hqr.,: (a) for uploading of Area-wise weekly loading programmes on WCL's website and
(b) for advising the Area System Managers to extend necessary assistance in the matter

Copy to : ASM, all Areas, for implementation.
: Chief Manager (S&M) C&C
: Sr. Manager (S&M)/RS
: Shri Sunil Kharwar, Asstt. Manager (S&M) RS
: Shri Raja Priyan S., Asstt. Manager (S&M) RS

ROAD SALE WEEKLY LOADING PROGRAMME FOR THE PERIOD FROM: TO:

NAME OF THE AREA: _____ DATE: _____
 NAME OF THE SUB AREA: _____ SIZE/GRADE: _____
 COLLIERY NAME: _____ COLLIERY CODE: _____

SR. NO	NAME OF THE CONSUMER	D.O DATE	D.O No	D.O QTY	D.O VALID UPTO	PROGRAMME ALREADY GIVEN (NOS OF TRUCKS)	QTY ALREADY LIFTED	BAL. QTY	CURRENT PROGRAMME (Nos. OF TRUCKS)							TOTAL	
									TUE	WED	THU	FRI	SAT	SUN	MON		
									Date	Date	Date	Date	Date	Date	Date		

NOTE: