



Under Jurisdiction of Nagpur Court Only”
शर्यु डु/ल र/वभरुव हु हुषरुषरुव
(कुशरुी शरुडु/शरुडु खु डरुषरुी)
WESTERN COALFIELDS LTD.,
(A Govt. of India Undertaking)

क्षु ल. वड/ (हु डरुषरुी ह्यु यश)
डु/ डु/लुलरु डु
Office of the
General Manager (S&M)

Ph: 0712-2511061
Fax 0712-2512977

ने डरु/ डु/लुलरु डु/लु चरुषरुी ह्यु लु वुशुणु
Regd. Office: Coal Estate, Civil Lines, Nagpur 440 001
NGP/WCL/S&M/RS/ 463

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

1.10.2015

Notice to the CSA consumers

Sub : Annual documents for the year 2014-15 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 2013-14.

Now, the erstwhile non core sector consumers drawing coal through the Coal Supply Agreements are hereby requested to submit the information / documents / affidavit / certificates for the year 2014-15 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.

Sl No.	Nature of documents / details	Authenticated / certified by
1	Copy of license to operate the unit i.e., Production License, Constitution Status, SSI Registration, Factory License, 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	<p>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.</p> <p>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.</p>	<p>Signatory of FSA and countersigned by the CA/ CS / First Class Executive Magistrate as the case may be</p>
4	<p>Details of critical machinery / equipments 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 P.F. / 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="312 264 986 656"> <thead> <tr> <th data-bbox="312 264 576 383">Particulars</th> <th data-bbox="576 264 711 383">1st Year</th> <th data-bbox="711 264 847 383">2nd Year</th> <th data-bbox="847 264 986 383">3rd Year</th> </tr> </thead> <tbody> <tr> <td data-bbox="312 383 576 434">Sales (Qty)</td> <td data-bbox="576 383 711 434"></td> <td data-bbox="711 383 847 434"></td> <td data-bbox="847 383 986 434"></td> </tr> <tr> <td data-bbox="312 434 576 486">Sales (Value)</td> <td data-bbox="576 434 711 486"></td> <td data-bbox="711 434 847 486"></td> <td data-bbox="847 434 986 486"></td> </tr> <tr> <td data-bbox="312 486 576 568">VAT Paid (Value)*</td> <td data-bbox="576 486 711 568"></td> <td data-bbox="711 486 847 568"></td> <td data-bbox="847 486 986 568"></td> </tr> <tr> <td data-bbox="312 568 576 656">Excise Paid(Value)*</td> <td data-bbox="576 568 711 656"></td> <td data-bbox="711 568 847 656"></td> <td data-bbox="847 568 986 656"></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)*				From Proprietor / partner / Director / Power of Attorney holder and duly certified by Chartered Accountant
Particulars	1 st Year	2 nd Year	3 rd Year																			
Sales (Qty)																						
Sales (Value)																						
VAT Paid (Value)*																						
Excise Paid(Value)*																						
10	<p><u>RAW MATERIAL CONSUMPTION (Qty wise)</u></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</p> <p>From other than CIL : b) Inter Unit Transfer Less : Sales / Unit Transfer Consumption Closing Stock for the year</p> <p><u>FINISHED PRODUCTS (Quantity)</u></p> <p>Opening Stock for the year Add: Production Less: Sales Closing Stock for the year</p> <p><u>POWER & FUEL</u> Quantity Value</p>	From Proprietor / partner / Director / Power of Attorney holder and duly certified by Chartered Accountant																				

Note :

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

:4:

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 Items 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 2014-15 are to be submitted latest by 31.10.2015.

Encl :

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


General Manager (S&M)
1/10

Copy to :

GM (System) : with request to kindly hoist this Notice on WCL's website.

All Sectional Heads, S&M Dept., WCL Hqr

Notice Board.

Copy along with enclosures, for kind information to:

Director (Tech) Oprn., WCL.

GM (S&M), CIL, Kolkata

(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 AddressCertificate 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 1.4.2014 :

Add: Purchase :
Inter Unit Transfer :

Less : Sales :
Inter Unit Transfer :

Consumption :

Year end Closing Stock as on 31.3.2015 :

b) Coal (Quantity in tonnes)

Opening Stock as on 1.4.2014 :

Add: a) Purchase from CIL : Under FSA :
Under e-Auction :
From other than CIL :

b) Inter Unit Transfer :

Less : Sales / Inter unit Transfer :

Consumption :

Year end Closing Stock as on 31.3.2015 :

FINISHED PRODUCTS (Quantity in applicable unit)

Opening Stock as on 1.4.2014 :

Add: Production :

Less: Sales :

Closing Stock as on 31.3.2015 :

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/S&M/RS/... dated 1.10.2015 . 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 / WeChartered 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 the Unit is in operation / production and details have been verified from the documents / certificates issued by the various government agencies in respect of Item Nos. 6,7,8,9 & 10 of WCL's Notice No.NGP/WCL/S&M/RS/ dated 1.10.2015 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 Accountants / Statutory Auditor
Name
(Proprietor / Partner)
Seal
Membership No.....