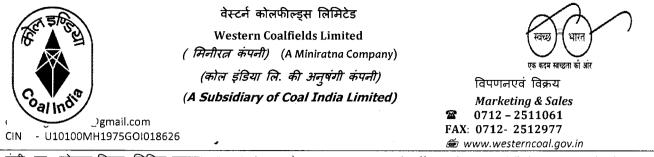
केवल नागपुर कोर्ट के अधिकार क्षेत्र में



पंजी. का.: कोयला विहार, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001 Regd. Off. : Coal Estate, Civil Lines, Nagpur (MS) – 440001 Ref: No.WCL/NGP/S&M/Sect/

NOTICE TO CUSTOMERS DRAWING COAL BY ROAD AND RAIL MODE

Due to the voluminous nature of job in Marketing & Sales Dept. it is becoming difficult to entertain handling agents/representative(s) of the customers on day to day basis. In view of the above it has been decided that all queries regarding Issuance of Release Order/Delivery of coal/Movement of rake(s) and other miscellaneous issues may be sent only to the following e-mail IDs:

General Manager (M&S)	- gmsmwcl@gmail.com
Road Sale Section	- wclrdsales@gmail.com
Sales Account (Credit Sale) – <u>wclhqsales@gmail.com</u>	
Commercial Section	- <u>wclsalescomm@gmail.com</u>
Operation Section	- wclsalesoprn@rediffmail.com

All customers are requested to send their documents/queries in a scanned copy in the company's letter head to the pertaining sections and efforts shall be taken to respond and resolve the issues promptly.

Further, it is to inform that only customer or his/her employee shall visit the office of Marketing & Sales Dept. for queries and follow up of any pending issues. The Customer or the Employee of the company representing the customer should always carry a valid Photo ID proof while visiting this office and all communication shall be made only with that concerned person. No communication shall be made with any other person.

However, the Submission of payment, collection of Delivery Order shall be made only by the Authorized Signatory or his/her nominated representative.

Only in case of exigency, the customer or the employee of the concerned customer shall visit the officers of Marketing & Sales Dept.

General Manager

Under Jurisdiction of Nagpur Court only

Copy to : Director (Per), WCL: for kind information

GM (System), WCL: with a request to arrange to hoist the notice in WCL Website Chief of Security Officer: to issue necessary advise to the Security Officials/guards