



"Under Jurisdiction of Nagpur Court Only"



वेस्टर्न कोलफील्ड्स लिमिटेड
(भारत सरकार का उपक्रम)
WESTERN COALFIELDS LIMITED
(A Government of India Undertaking)

निदेशक (वित्त) का कार्यालय
Office of the Director (Finance)
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पंजीकृत कार्यालय : कोल इस्टेट, सिविल लाइन्स, नागपुर-440 001
Regd. Office : Coal Estate, Civil Lines, Nagpur-440 001

कोल इस्टेट, सिविल लाइन्स, नागपुर-440 001
Coal Estate, Civil Lines, Nagpur-440 001

Ref. No.: WCL/D(F)/Secy/72
To

Date: 06-08-2008

The Chief General Managers/The General Managers,
WCL, Nagpur/Umrer/Majri/Wani/Wani-North/ Chandrapur/
Ballarpur/Pench/Kanhan/Pathakhera Areas/CWS, Tadali.

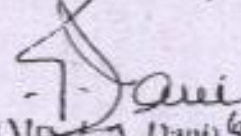
Dear Sirs,

Sub:- Payment of unpaid dues to employees.

It has been brought to our notice that the payment of unpaid dues of the employees are not being made in the method and manner as prescribed by the Company from time to time. With the introduction of the system of payment through bank, the situation of unpaid dues should not occur in normal conditions. All our efforts should be made to disburse the unpaid dues. It is hereby advised that the payment of unpaid dues of the employees may be deposited in their respective bank account without keeping such amount unpaid at the pay offices, wherever possible.

After observance of the above mentioned procedure for payment of unpaid dues to the employees, there may be some cases where the unpaid dues could not be paid to the employees within a period of three years due to some reason or the other. In such cases, the unpaid amount may be transferred to WCL(HQ), Nagpur for necessary accounting thereof. A schedule with details of the employees of the unpaid dues has to be prepared every year which should tally with the books of accounts. When the amount is transferred to WCL(HQ), the same should be supported by a detailed schedule of name of employees and employee number, amount due, the reason for unpaid dues and any other information, as the case may be.

Your faithfully,


(M. A. Dani) 6/8/08.
Director (Finance)

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P. M. L. V.
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CC:-
1. Director (Finance)