



WESTERN COALFIELDS LIMITED
(MINI RATNA COMPANY)
(A Govt. of India Undertaking)
(A Subsidiary of Coal India Limited)
Regd. Off. : Coal Estate, Civil Lines,
Nagpur – 440 001.

OFFICE OF THE
DIRECTOR (PERSONNEL)
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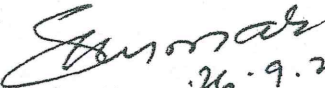
Circular

Upon Vigilance Investigation in cases related to procurement, irregularities have been observed in preparation of estimates, tendering process and execution of contract post award .

To streamline the processes , following guidelines in addition to systems in vogue , if any are to be complied by the concerned :-

1. All Indents either for revenue items or capital items (including requirement against project report for new project) should be generated through online mode from Regional Stores of the Area. Indent should contain details like Item Description ,Material Code, Unit of Measurement , Unit price, Value , Last 6 months consumption ; stock in hand , due on order quantity , previous source of supply and proposed date of supply.
2. No column of Indent should be left blank.
3. Indent should bear the signature of Indenting Authority , Store Keeper of Regional Stores , Depot Officer of the Area, HOD of concerned technical department of the Area (who has raised the indent) , HOD (MM) of the Area , HOD (Finance) of the Area and Area General Manager.
4. Indent must bear Financial clearance before initiation of procurement.
5. In case of any deviation in the procurement process over the established practice , approval of the competent authority should be obtained.
6. While comparison of prices with Last Purchase Price (LPP) , it should be ensured that LPP is taken as per the provisions of Purchase Manual. Deviation if any should be deliberated in tender committee meet and recorded in the minutes of tender committee meeting.

7. Wherever feasible , price reasonability should be established considering the movement of price indices over a period in consideration.
8. Supply Order should contain Material Code of the item and vendor code of the supplier. No supply order should be issued without Material code and Vendor code
9. In case of applicability of price fall clause , necessary amendment to the order price may also be issued.
10. Urgency of materials expressed if any to expediate procurement should be in true spirit. No efforts should be made to create fictitious urgency which results in procurement at higher price or procurement in haste bypassing laid down Manual, guidelines & rules. Fictitious urgency also results in blockage of funds which could otherwise been gainfully utilised elsewhere.


26.9.2018
Dr. Sanjay Kumar
Director (Personnel)
Western Coalfields Limited

Circulation :-

General Manager (MM) /General Manager (E&M)/
General Manager (Excavation)/General Manager (Finance)
General Manager (Safety & Conservation) – WCL /HQ

Area General Manager -- Ballarpur/Chandrapur/Wani/Wani North/Majri/
Umrer/Nagpur/Pench/Kanhan/Pathaakhera Area

General Manager (Central Workshop Taddali)

Staff Officer (MM)/Depot Officer/Area Finance Manger /Staff Officer
(Excavation)/Staff Officer (E&M)/Area Safety Officer ---

Ballarpur/Chandrapur/ Wani/Wani North/Majri/ Umrer/Nagpur/Pench/
Kanhan/ Pathaakhera Area

&

Staff Officer (MM) & Depot Officer -- Central Workshop Taddali

Depot Officer , Central Stores,Taddali