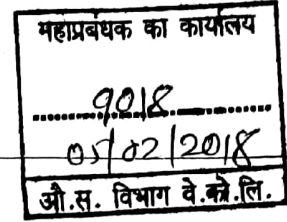




वेस्टर्न कोलफील्ड्स लिमिटेड
Western Coalfields Limited
(A Mini Ratna Company) (A Subsidiary of Coal India Ltd)
Regd Office : Coal Estate, Civil Lines, Nagpur - 440 001 (MS)
Office of the Director (P)
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Regd. Off: Coal estate, Civil Lines, Nagpur-440001



REF No: WCL/VIG/D(P)/18/46

Dated: 05/02/2018

CIRCULAR

The following system improvement measures are suggested that needs to be followed for the well-being of contract labours and to strengthen the existing system of Contract Labour Information Portal (CLIP):-

1. Periodic physical verification of contractual labours data with the data available in CLIP of the Area/Unit/Establishment shall be carried out by the Area/Unit/Establishment will help getting rid of any redundant data, if available in the CLIP.
2. E-payment is compulsory for payment of contract labours. No other source/way of payment shall be entertained.
3. Contractor's bill should be processed after submission of the following:-
 - a. Online payment challan / receipt or bank statement or copy of passbook of concerned contractual labour wherein the credited amount can be seen.
 - b. CMPF/EPF contribution challan wherein the statutory PF deduction can be seen.

After both the desired proofs are found to be in order, the bill shall be processed for clearance.

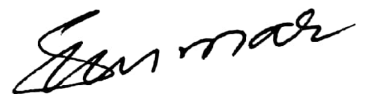
4. In CLIP, data pertaining to contract labours should be filled completely & no data fields should be left blank.
5. Regular follow-up needs to be done by the area nodal officer from the Banks where the contract labours are holding accounts and same need to be followed

Smrati P. B.
[Signature]

with EPF/CMPF department regarding the provident fund contribution deducted from the contractual labours. Records of the same shall be maintained at respective level.

6. Attendance register of contract labours need to be verified & cross checked before the issuance of labour declaration certificate. A team shall be constituted for the periodic joint verification of attendance register wherein the attendances of contract labours are marked. Any deviation will not be accepted in the attendance register and the data inserted in the CLIP. Attendance register should be countersigned by the dealing officer under whom the work is executed or going on and Manager/Agent (SAM) of the mine.
7. Immediately after the tenders are finalized, the contractors may be directed to approach for CMPF / EPF registration. This is to avoid any delay in the registration process and regularization of PF deduction.
8. All Areas/Establishment of WCL are hereby advised to implement biometric attendance system for contractual labours deployed at their establishments.
9. Regular meeting should be conducted with all the stakeholders i.e. Management, contractors & contractual labours at Area/Unit level to make CLIP more transparent and user-friendly.

These measures are in addition to existing system and should be strictly complied by all concerned of HQ's, Areas, Sub Areas & establishments of WCL.


Director (P), WCL

Distributions:

- CVO, WCL HQ, Nagpur - For kind information
- TS to CMD/D(T)OP/D(T)P&P/D(F)- For kind information
- All HOD's WCL HQ, Nagpur- For necessary action & Compliance
- ALL Area GM's, WCL Areas- For necessary action & Compliance