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वेस्टर्न कोलफील्ड्स लिमिटेड
(भारत सरकार का मिनि रत्न - श्रेणी 1 उपक्रम)
WESTERN COALFIELDS LIMITED
(A Mini Ratna - Cat. I, Govt. of India
Undertaking)

पंजीकृत कार्यालय : कोल इस्टेट, सिविल लाईन्स, नागपुर
440 001

CIN OF WCL : U10100MH1975GOI018626

**OFFICE OF THE
DIRECTOR (TECHNICAL)/OP**
निदेशक (तकनीकी) संचालन का कार्यालय

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REF NO: WCL/VIG/D(T)/OP/16/ 102

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CIRCULAR

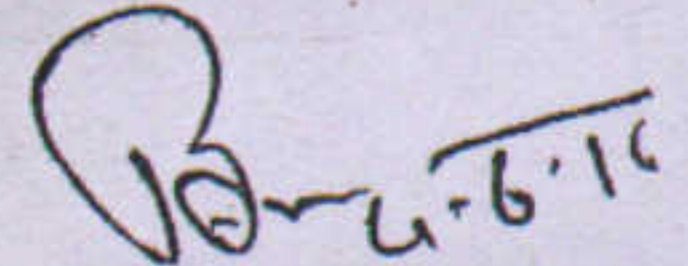
During verification of certain vigilance complaints pertaining to transportation of sand and its measurement, by team of Vigilance department in some of the mines of WCL in the month of April 2016 certain observations were made and following preventive measures have been suggested as a part of systemic improvement :-

1. The measurement of the sand in truck shall be taken after levelling and at five places instead of the present system of measurement at three places to fetch the accurate measurement for which a committee should be constituted at Area level to deliberate the locations of these five points and the same will be applicable to the whole Area. For each truck prior to its engagement for sand transportation, Colliery Surveyor shall determine and certify the area of its Dala i.e. carriage body with heights (max) of the points of measurement.
2. The details of all heights taken by Sand Munshi should be recorded in the measurement slip to verify whether the actual measurement was taken or not at any point of time. The measurement slip should be prepared before leaving the vehicle from sand check post.
3. The Colliery Surveyor will maintain record of Monthly Measurement of Sand Stock, determine mine void/s stowed during the month through Offset Plan/s and shall reconcile the quantities of sand received, dumped in stock yard and consumed during the month.
4. The Stock yard shall be at a predetermined place of a reasonable area depending on the quantity of sand to be stacked for monsoon period and not over a large area and stacking shall be done accordingly.
5. To streamline the billing procedure the details of each trip should be mentioned in the measurement book (MB) which can be tallied with the Measurement Slip. The committee constituted at Area level will also conduct a study and recommend proper and smooth system for billing with a view to mitigate chances of erroneous payment if any.
6. Security arrangement should be made at the entry point of the stockyard/ Mine premises to cross check the number of trips.
7. The measurement rod should be cross checked on weekly basis and necessary correction shall be made to avoid erroneous measurement. The record for the same must be maintained.

Continued page-2

8. The surprise check through Mine and Area level must be done at regular intervals with a view to keep constant watch over Sand transportation and record for the same should be maintained in a bound page book.
9. Designated Clerks shall be deployed in Sand Munshi instead of TR employees and the process of measurement and record keeping, issuance of slip etc shall be well known to him.
10. Guidelines of procedure for measurement shall be displayed in the sand check post.

The above instructions should be strictly adhered to, by all concerned Areas of WCL.



Director (Tech)/OP

Distribution:

1. CVO, WCL, HQ, Nagpur: - for kind information
2. CGM(OP), WCL
3. All Area GM's, WCL Areas:- for necessary action and wide circulation to all concerned.
4. TS to CMD/TS to D(F), WCL, HQ
5. GM (Systems), WCL, HQ, Nagpur :- for uploading on WCL website