



Western Coalfields Ltd.  
(A Govt. of India Undertaking)

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No. WCL/BLT/Secy/16/81

Dated : 14.6.2004.

To  
All CGMs of Area.

**Sub : Issue of batteries for vehicles.**

During the course of surprise inspection by Vigilance Department, WCL HQ., following deficiencies in the existing system of issuing the battery for vehicle at the Area Stores were observed :-

- (a) At the time of issue of battery from the Area Stores, only technical specification i.e. plate & volt of the battery is mentioned on the issue documents, make & identification mark is not mentioned. Due to this deficiency in the existing system, proper account of the battery is not done at the Sub Area/Unit level.
- (b) Full-proof system for returning the old un-serviceable battery to the Stores does not exist. Old un-serviceable battery is not returned to the Area Stores where from replacement is asked nor does the requisition specify the return of the old battery at the Unit Store. This procedure is against the provision contained in the Store Manual, which states that where the items are meant for replacement, the issue voucher should be accompanied by un-serviceable parts/stores so that disposal action can also be taken.
- (c) Requisition for battery for vehicle does not indicate in most of the cases the vehicle number for which battery is required (only number of battery required is mentioned) nor the utilization report of the battery issued earlier is submitted periodically to the Area Stores. Due to this deficiency proper linking up of the battery already issued cannot be done.

Considering the deficiency in the existing system outlined above, following measures are required to be introduced :-

- (i) At the time of issue of battery by the Area Stores against requisition, identification number of the battery should be mentioned both on the body of the battery as well as issue voucher. Issue voucher should also indicate make of the battery apart from technical specification as to volt & plate.
- (ii) The authority before giving approval of issue of battery for particular unit should ensure that :-
  - (a) Inventory of battery mentioned in the requisition is NIL.
  - (b) Old battery is un-serviceable and returned to the Stores. If old battery is under warranty, claim has been lodged on the concerned manufacturer or dealer for replacement.
  - (c) Requisition for battery accompanied the justification for indenting the battery as well as date of issue of the last battery for the vehicle.
- (iii) In no case, charged off stores should be allowed to receive old un-serviceable battery, it should be returned to the Area Store only.
- (iv) Requisition for batteries for vehicle should invariably indicate the vehicle number against which battery will be issued.