



"केवल नागपुर न्यायालय के क्षेत्राधिकार के अन्तर्गत"

"Under Jurisdiction of Nagpur Court Only"

**वेस्टर्न कोलफील्ड्स लिमिटेड**

(भारत सरकार का उपक्रम)

**WESTERN COALFIELDS LIMITED**

(A Government of India Undertaking)



निदेशक (तकनीकी) परिचालन का कार्यालय

Office of the Director (Technical) Operations

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पंजीकृत कार्यालय : कोल इस्टेट, रिवील लाइन्स, नागपुर-440 001

Regd. Office Coal Estate, Civil Lines, Nagpur - 440 001

Website: <http://westerncoal.nic.in>

WCL/DM/SEC/16/148

20/08/08

## C I R C U L A R

During the inspection carried out by Vigilance department of WCL in various mines regarding Timbers and Diesel, the following irregularities were observed :-

1. The records showing receipt and consumption of various types of Timbers i.e. Logs ( Ballies) and Sleepers were maintained but were not signed by the Manager or his authorized representative.
2. During inspection it was observed that the requisition for issue of Timber for the day was not available with the Stores Incharge. It was stated that the requisitions are received only at the end of the day duly signed by the authorized person.
3. The size of the Sleepers was not found as per the required size.
4. It was observed that the diesel was drawn in barrels and stored in the mine, despite the fact that proper store was available nearby. There was no system of checking the diesel from the store at the receiving end.

To avoid recurrence of such irregularities, the following guidelines are issued for strict compliance :-

1. The records showing receipt and consumption of various types of timber i.e. Logs and Sleepers should be properly maintained and signed by the Manager or his authorized representative.
2. The requisitions duly signed by the authorized person for issue of Timber should be received by the Stores Incharge before issue of Timber.
3. To ensure that the quantities and quality of Timber received is as per specification, a Committee at the mine / Sub Area level should be constituted. The Committee should ensure sample checking of the sleepers and the date of checks made should be recorded in a register.

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4. The timber received should be stacked firm-wise for proper accounting.
5. Handling of diesel as far as possible should be eliminated to avoid possibility of pilferage / wastage. Wherever diesel is received in barrels, the quantity should be checked by using proper calibrated guage.

*Sanjay Kumar*  
20/10/10  
Director(Technical)Op.