



वेस्टर्न कोलफील्ड्स लिमिटेड

(भारत सरकार का उपक्रम)

WESTERN COALFIELDS LIMITED

(A Government of India Undertaking)

निदेशक (तकनीकी) का कार्यालय

Office of the

Director (Technical)

☎ : 2510518, 2512357 Fax : 0712-2511527

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

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

Website : <http://westerncoal.nic>

D (TNS) 1709/C

11 03 04 04

To

Area CGMs/GMs,
All Areas, WCL.

CONFIDENTIAL

Sub :- Issue of Tyres & Tubes for fitment in light vehicles.

Dear Sir,

During a surprise check by Vigilance Deptt., following points were observed :

(i) Records at Area Stores for issue of tyres & tubes do not indicate the make and identification number of tyres & tubes issued to light vehicle section for fitment in vehicles like Jeep, Car, Ambulance etc. (ii) Tyres & tubes were fitted in the vehicle 4-5 months after getting them issued from Area Stores. Tyres & tubes also remained loose and unfitted even after 4-5 months. (iii) In the fitment register maintained at light vehicle section, entries for fitments were not authenticated by signature of respective Staff and Officer Incharge of light vehicle section.

Due to above deficiencies, tyres & tubes issued from Stores could not be linked to tyres & tubes fitted in vehicles and such situations could lead to mal-practices. Hence, following steps are to be introduced forthwith with regard to issue of tyres & tubes from Area Stores/Unit Stores to light vehicle section :-

- (i) Make and Identification number of the tyres & tubes should always be mentioned by Staff of Area Stores in the issue documents, gate pass and day book.
- (ii) Tyres & tubes should be drawn from Area Stores only when the condition of old tyres & tubes warrant immediate replacement or replacement within a time period of 10 days.
- (iii) The entries in folios of fitment register should be authenticated by the respective Staff and Officer Incharge of light vehicle section for every fitment made in the vehicle. The register should also indicate the date of fitting, make, identification number of tyres & tubes fitted and replaced, reading of odometer at the time of fitting.
- (iv) Tyres & tubes should not be kept in stock at light vehicle section for more than 10 days. If not fitted within 10 days, same should be returned to Area Stores/Units Stores as the case may be.
- (v) Service given by the old tyres in terms of kilometer run should be recorded in the register to justify replacement.

Yours faithfully,

Director(T)/(Opr.) 3/4

CC to: (1) CGM(MM), WCL HQ., Nagpur.

(2) CVO, WCL HQ., Nagpur.