



WESTERN COALFIELDS LIMITED
(A MINIRATNA COMPANY)
(A Govt. of India Undertaking)
OFFICE OF THE DIRECTOR (T)/P&P
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Regd. Off. : Coal Estate, Civil Lines, Nagpur – 440 001

REF NO: WCL/VIG/D(T)/P&P/171455

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CIRCULAR

Upon investigation of vigilance complaints related to repairing of E&M and HEMM Equipments/Machines, Assembly/Sub Assembly etc, it advises following systemic improvement;

(1) All efforts must be made to repair the equipment/Machine etc departmentally.

(2) To ensure that Colliery Engineer/Engineer In-Charge/ concerned technical department (HoD) of Area should provide the details of Equipment's name, Make & Model No., Serial Number, Name of the Assembly/Sub Assembly etc at the time of initiating proposal and the date wise (minimum last two years) expenditure incurred by Area/Unit for the proposed Equipment/Machine, Assembly/Sub Assembly are also be indicated in the proposal to avoid repeated repairing of particular Equipment/Machine etc.

(3) To ensure that the items available at Unit Stores and Regional Stores may be considered at the time of initiating proposal for repairing at site (Mines/units Premises) for better utilization of items available in the area/other areas of WCL.

(4) To ensure that NIT/Work Order should clearly indicates name of location where the repairing of equipments/Machines etc are proposed to be undertaken to avoid any ambiguity in tenders/Work Order.

(5) To ensure that Depot Officer of Unit Stores is to be made as consignee to receive the ordered materials against work order and passing of repairing bills after getting satisfactory performance of the repairing job as per the contract from concerned Engineer In -Charge

(6) To ensure that Depot Officer of Unit Stores will account the items received as per the prevailing system and issue the same to concerned Mines/units with proper issue voucher.

(7) To ensure that Repairing job at site(Mines/units Premises) must be under the supervision of Engineer in-Charge/and or his authorized person.

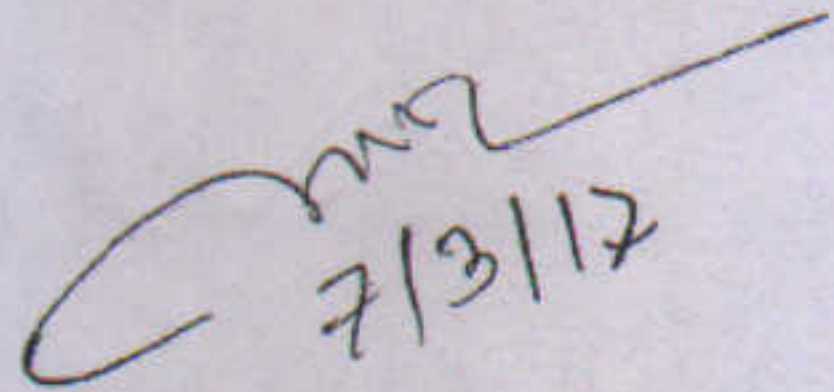
(8) To ensure that Proper Payment terms & Payment as per the provisions of the contract are to be made after verifying necessary documents.

(9) To ensure by Engineer in-Charge that the work is actually performed before its acceptance and bill passed.

(10) The P&M and capital items (old & new) transferred from one mines/units to other mines/units should be routed through Unit Stores and Area Stores with proper documentation.

(11) There should be a up-dated Asset Register for Plant and Machinery and Capital stores at Area and Unit Level.

The above instructions are in addition to the existing system if any and should be strictly complied by all the tendering authorities/ concerned authorities of HQ/Areas and Sub Areas of WCL.


7/3/17
Director (Tech)/P&P

Distribution:

1.CVO, WCL, HQ, Nagpur: - for kind information

2.TS to CMD,TS to D(T)/OP/Dir(P)/Dir(Fin) WCL, HQ :-for kind information

3.GM(S&C)/GM(Excv)/GM(E&M)/GM(E&T),WCL, HQ, Nagpur:- for follow up action

4.GM (Systems), WCL, HQ, Nagpur :- for uploading on WCL website

5.All GM's, WCL Areas:- for necessary action and wide circulation to all concerned