

WESTERN COALFIELDS LIMITED
(A Subsidiary of Coal India Limited)
OFFICE OF GENERAL MANAGER(MM)
COAL ESTATE, CIVIL LINES,
NAGPUR-440001

Phone: 0712-2511214
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Dated: 21/8/08

Ref No. NGP/WCL/C-2(D)/Store/ 1574

To,
The SO(MM), All areas of WCL
Depot officer, Central stores/Regional Stores, All areas of WCL

Dear Sir,

Sub: Preparation of Material Budget/Indents through OLMMS

Ref: This office letter no. WCL/NGP/Stores/File. No/2008-09/1123 dt 10/11.7.08 regarding Indent module of OLMMS

Subsequent to the letter under reference, the following procedures have been approved for implementation by the competent authority for the subject matter.

- 1) All the Indents/MB's raised from the Regional stores of the Area should be raised through the On-Line-Material Management System(OLMMS) installed at the Regional Stores.
- 2) Once all the indents/MB's are raised through OLMMS, it shall definitely have an unique 11 digit Material code given by CIL or codification cell of WCL.
- 3) Consequently all Purchase Orders issued by Area Purchase Cell or WCL HQ Purchase shall have the unique 11 digit Material code.
- 4) At Area once the indents/MB's raised by the Regional Stores are approved by the Competent Authority, the same should be reverted back to Regional or copy of the approved Indent/ MB must be sent back to Regional Stores for updating the same in the OLMMS. After placement of order the "Due on indent" status shall get updated.

Office Memorandum No. 98-VGL-25 dated 30/4/07 of Central Vigilance Commission, New Delhi is enclosed for information, which is related to the subject matter.

Above instructions are to be implemented in toto with immediate effect alongwith the instructions at Srno 1 & 2 of letter no WCL/NGP/Stores/File no/2008-09/1123 dated 10/11.7.08.

Since generation of provisional codes at Area level has not been approved by the management, no provisional codes may be generated at Area level.

Yours faithfully,

M. M. 21/8/2009
GENERAL MANAGER(MM)

Encl: As above

Copy for information to:

- 1) D.T(P&P), WCL, HO