

वल नगपुर कोर्ट के अधिकार क्षेत्र में



वेस्टर्न कोलफील्ड्स लिमिटेड  
Western Coalfields Limited

Under Jurisdiction of Nagpur Court only



मिनीरतन कंपनी A Miniratna Company  
कोल इंडिया लिमिटेड की अनुषंगी कंपनी A Subsidiary of Coal India Limited

विपणन एवं विक्रय विभाग

Telephone: 0712-2511061-2511323

CIN: U10100MH1975GOI018626

ISO: 9001:2008 Certified

Marketing & Sales Department

Fax: 0712-2512977

Website: www.westerncoal.nic.in

पंजी. कार्या: कोयला विहार, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001 Regd Off: Coal Estate, Civil Lines, Nagpur (MS)- 440001

Ref: NGP/WCL/M&S/RS/ 960

Date: 25.05.2021

To,

All Area General Manager, WCL

Sub: SOP for Systemic improvement in Road Sale Process and Adherence of Standard Operating Procedures/ Guidelines of Road Sale

Dear Sir,

In reference to the above mentioned subject, the SOP for Systemic improvement in Road Sale Process and Adherence of Standard Operating Procedures/ Guidelines of Road Sale as approved by competent authority is enclosed.

You are kindly requested to arrange for ensuring implementation of enclosed SOPs.

Thanking you,

Yours faithfully,

25-05-21

HOD(M&S), WCL

Copy for kind information to:

1. D(P),DT(Op),DT(P&P), WCL / D(F)( In-charge M&S), WCL
2. ✓ CVO, WCL

Copy to:-

1. TS to CMD, WCL
2. GM(E&M), WCL
3. GM(E&T), WCL
4. GM(System), WCL
5. GM(QC), WCL
6. HOD (Security); WCL
7. ASM, All Area of WCL
8. Incharge- Road Sales Section

SM (Vip)  
P.S. Pl. provide soft copy in email.

Sm Shashendra  
1.6.21

Sm Shashendra

Sm. Rahul

वेकोसि/मु.स.अधि./सवि.क.  
WCL/CVO/Sect./No. 134  
दिनांक/Dated. 29/05/2021



वेस्टर्न कोलफील्ड्स लिमिटेड  
(भारत सरकार का उपक्रम)

WESTERN COALFIELDS LTD.  
(A Govt. of India Undertaking)

निदेशक (तकनीकी) / सहायक  
का कार्यालय

Office of the  
Director (Tech) Oprn.

Ph: 0712-2510516

प्रीकृत कार्यालय: कोल एस्टेट, सिविल लाइन्स, नागपुर-440 001  
Regd. Office: Coal Estate, Civil Lines, Nagpur-440 001

CIN : U10100MH1975GO1018626  
Website : www.westerncoal.gov.in

Dated : 18<sup>th</sup> Feb. 2015

To,  
The General Manager,  
Western Coalfields Ltd.,  
All Areas.

Dear Sir,

**Sub : Guidelines with respect to despatch of coal against Road Delivery Orders.**

Difficulty in smooth lifting the ordered quantities of coal against the Road Delivery Orders from some of the collieries is the common complaint received from the customers. On investigation of a complaint, Vigilance Dept., has also observed certain discrepancies in delivery of coal against the D.O.s.

In order to address the grievances of the consumers and for systemic improvement in the procedure for delivery of coal, the following actions are to be strictly ensured by the Areas.

1. The monthly offers for road sales should be made on realistic basis after taking in to consideration stock, production, balance quantities against the D.O.s already issued, transportation arrangement, loading infrastructure etc.
2. The loading programmes against the D.O.s should be systematic, realistic and should be proportionately spread throughout the validity period of the D.O.s. Programing for delivery of maximum ordered quantities only towards the end of the validity period of the D.O.s should be avoided.
3. Deployment of trucks by the customers against the loading programmes should be duly recorded and in case of non delivery of coal against the deployed trucks, the reason for the same should be recorded by the officer incharge of loading and should be placed for the information of the Area management on daily basis for taking corrective measures.
4. Failure of the customers to deploy trucks as per the loading programme should be properly recorded and a notice should be given to the concerned consumers on fortnightly basis, to the effect that the colliery shall not be responsible for non delivery of coal in their cases and that the lapsed quantities shall be reckoned to the account of the customers.

26  
4/3/15  
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4/3/15  
26  
4/3/15

*[Handwritten signature]*

Circulation to all offices  
of Vig Deptt  
4/3/15

...2...

2 11

5. Loading of coal against the D.O.s should be allowed only during day time and no loading should be allowed beyond 6.00 PM without competent approval. Presently, extension of loading time for road sales beyond 6.00 PM is granted on case to case basis with the approval of FDS.

The Area General Managers, are hereby advised to ensure strict implementation of the above guidelines.

Yours faithfully,

*(Signature)*  
**(S.S. MALHI)**  
Director (Tech) Oprn.

Copy to : GM (S&M), WCL

Copy for information to : CVO, WCL.

*GM (S&M) WCL*  
*- for circulation to concerned VOs.*

केवल नागपुर कोर्ट के अधिकार क्षेत्र में

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# वेस्टर्न कोलफील्ड लिमिटेड Western Coalfields Limited

(मिनीरत्न कंपनी) (A Miniratna Company)

(कोल इंडिया लि. की अनुषंगी कंपनी)

(A Subsidiary of Coal India Limited)



विक्रय एवं विपणन

**Marketing & Sales**

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पंजी. का. कोयला-विहार, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001 Regd. Off. : Coal Estate, Civil Lines, Nagpur (MS) - 440001

Ref. No. WCL/NGP/M&S/Sectt./469

Date : 02.06.2018

To

The Area General Manager(s)

WCL, All Areas

## **Sub : Round the Clock Loading alongwith Deployment of own/hired Tippers and Pay Loaders by Consumers under various Scheme**

Dear Sir,

FD's of WCL in their 765<sup>th</sup> meeting held on 28.05.2018 has accorded permission for deployment of own/hired Tippers, Pay Loaders and Round the Clock loading by consumers on requisition from the Project Officer/Area General Manager(s) of the Area.

Such proposals of the customers having quantity of 25000 Tc booked under single Delivery Order under any Scheme shall be taken and approved by the Director Incharge, M&S, keeping in view, the faster liquidation of coal stock and improving the Offtake of coal.

The consumers willing to deploy their own/hired Pay Loaders and Tippers shall be duly equiped with GPS enabled device after submission of a sworn in affidavit subject to strict compliance of SOP and other guidelines of the Company/CIL in this regard. The proposals of deployment of Pay Loaders/Tippers own or hired shall be requisitioned by the respective Project Officer(s)/Area General Manager(s) for enhancement of Pay Loader for loading purposes and only after ensuring adquate Safety and Security measures including other coverages to be borne by the willing consumers for Self Evacuation of coal and the Affidavit shall be given in this regard alongwith additional stipulation that they will not claim any reimbursement of the same. Proper lighting arrangements at check post, WB, stock in enroute and adhering to other Road Sale guidelines has to be ensured by the Area(s).

In view of the above, proposals may be requisitioned by the Area for faster movement of Vehicles and liquidation of coal stock for improving the offtake of coal.

Yours faithfully

Encl: SOP

  
**General Manager(M&S)**

Copy for kind information to :-

Director(Per.)Ic M&S, WCL

Copy to :-

All Sectional Incharge, M&S Deptt., WCL, HQ

HOD(Legal), WCL, HQ, WCL - An affidavit has been submitted by similarly placed case by M/s APML and copy enclosed, same may please be vetted for correctness and corrective action required if any be intimated.

**STANDARD OPERATING PROCEDURES/GUIDELINES TO BE FOLLOWED IN RESPECT OF ALLOWING OF ROUND THE CLOCK LOADING THROUGH OWNED/HIRED TIPPERS AND/OR PAYLOADERS BY ROAD MODE CONSUMERS**

1. Pay loaders and Tippers/Trucks be allowed as owned or hired by Gencos/IPPs under written request with list of Payloader, Tippers/Trucks with name of their Operators with ID proof duly signed by the Authorized Signatory. The Manager of the Mine shall allow such tippers and payloaders through issuance of Orders mentioning the Tippers/Payloaders registration numbers with copies to Area Sales Manager, Area Security Officer, Despatch Incharge of the Mine and Sub Area Manager. Such records shall be kept by the Despatch Incharge of the Sub Area/Mines.

2. Full proof security arrangement such as proper record of Exit/Entry of Tippers/Trucks, 360° Surveillance Camera in Security Check Post, Weighbridge as per the guidelines issued by Vigilance Dept. In this regard has to be ensured by the Areas. The Area Security Officer shall make regular visit to the Mines to ensure and compliance report shall be submitted to AGM with copies to ASM from time to time.

3. Adequate lighting arrangements are to be ensured at stock, loading point, CHP, Weigh Bridge and Check Post of Mines/Area for proper recording by Video Camera. Area has to ensure proper lighting at all the above places.

4. Vehicle be loaded in Sequence of First in First out (FIFO) basis only as per the Serial Number of entry on that day at Entry Check Post. In case of vehicles not reporting at WB or Loading point after entry in check post such vehicles shall be cancelled by Security Incharge of the Unit and recorded in a bound and numbered register and countersigned by Manager of the Mine on daily basis and by Area Security Officer/Incharge time to time. Only upon cancellation of Entry, next vehicle be taken for loading in such cases.

Initially upto 30 trucks shall be allowed for weighment/loading at the main check post as per the seniority of reporting, and only after exit of every one truck from the security check post, one truck shall only be made entry in the Checkpost to ensure that there are at any point of time maximum 30 trucks are there inside the mine premises from entry to WB to loading point to Exit, to avoid overcrowding in mine premises.

In case of small underground mine vehicles equivalent to 50% of the 24 hrs production of mine ( e.g. In case a mine is producing 200 te day, half of production being 100 te, 5 vehicles @ 20 tes per vehicle may be permitted initially). However between 16:00 hrs to 18:00 hrs vehicles equivalent to balance 50% production capacity to take care and avoid night dumping may be permitted inside the mines only to be made exit from mine premises on next day after 6:00 AM as per the delegations issued in this regard earlier.

However, Area General Managers shall be empowered to increase or decrease the maximum vehicles to be permitted inside as stated above, to avoid overcrowding and taking despatch potential into consideration. Same has to be duly recorded with reason in writing. Such recording for a mine shall be exercised at best once in a month and such decisions be intimated to GM (M&S) & Chief Security Officer accordingly.

5. In case of Tippers, same shall be painted in proper Colours distinguishingly (all 4 sides of Tippers) with the name of Genco/IPP in bold letters for separating those Tippers from others plying/operating before permitting for loading. In case of pay loaders also name of Genco/IPP needs to be painted distinguishingly before permitting for loading. All such tippers and payloaders allowed shall be recorded in a bound register duly numbered and signed by Despatch Incharge of the Mine countersigned by Sub Area Managers.

6. The Pay Loader and Tippers engaged shall be fitted with GPS system and shall be integrated with WCL Surveillance System for keeping track of route violations. Area Nodal Officer (E&T) shall certify and confirm to SAMs concerned before allowing them for loading.

7. Surprise check by a constituted Area committee and its time to time reporting be ensured including checking of Video recording in Camera. Such reports be sent every month to the Chief Security Officer under the signature of AGMs

8. GENCOs and IPPs shall ensure that Tippers/Trucks loaded at Mines end should deliver to the end user Power Plant directly. In no circumstances, transshipment of coal enroute is allowed. In case of exigencies such as breakdown or accident enroute, a report duly approved by Gencos/IPP be submitted to Area Security Officer for allowing further loading of tipper. However, Intimation of major break down/accident has to be made within 24hrs of such happening to SAM/GENCO/IPP/Area Security Officer.

9. Tippers are allowed under condition that they make cyclic rotation from mine to Genco/IPP and back and in no circumstances the tippers engaged in work is allowed or permitted to work in any other else's business simultaneously or parallelly without making such tippers disengaged from the list submitted by Gencos/IPP. Same is applicable for payloaders also.

10. Only after issuance of acknowledgement/Receipt by Genco/IPP towards receipt of the coal supplied in previous trip and submitted the same to the WB Operator of WCL, tare weight for loading of next trip shall be allowed. Weighbridge Incharge shall certify on 24 hours basis a report that all the trips allowed for loading has been done only after receipt of such acknowledgement from Gencos/IPP and the report should be countersigned by Despatch Incharge and submitted to the Sub Area Manager on daily basis and kept as record.

केवल नागपुर कोर्ट के अधिकार क्षेत्र में

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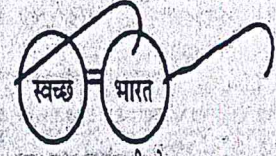
वेस्टर्न कोलफील्ड्स लिमिटेड

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(मिनीरत्न कंपनी) (A Miniratna Company)

(कोयला इंडिया लि. की अनुबन्धी कंपनी)

(A Subsidiary of Coal India Limited)



एक कदम स्वच्छता की ओर

विक्रय एवं विपणन विभाग

email- gmsmwcl@gmail.com

CIN - U10100MH1975GOI018626

Department of Marketing & Sales

FAX: 0712-2511061/2512977

Website: www.westerncoal.nic.in

पंजी. का. : कोयला विहार, सिविल लाइन्स, नागपुर (महाराष्ट्र) - 440001 / Regd. Off. : Coal Estate, Civil Lines, Nagpur (MS) -- 440001

संदर्भ संख्या/Ref.No.: NGP/WCL/M&S/RS/144

दिनांक/Date : 23.06.2018

To,

The Area General Manager  
WCL, All Areas

**Sub: Extension of Outgoing time of Road Sale Trucks upto 10:00 PM**

Dear Sir,

To liquidate the coal stock and to improve the despatches by Road mode, the FDs of WCL in their 767<sup>th</sup> meeting held on 20.06.18 had accorded approval for extending loading and exit time of Road Sale trucks upto 10:00 PM. FDs further directed that in future, proposals for loading and exit of Road Sale trucks beyond the normal time will be approved by the concerned Area General Manager considering the requirement and security aspects while complying the Standard Operating Procedures as circulated by this office vide letter no. WCL/NGP/M&S/Seckt/469 dt. 02.06.18.

This is for the kind information of the Areas and further needful action.

Yours: faithfully

Encl: Copy of SOP

General Manager (M&S)

Copy to:

GM (Vig), WCL  
TS to CMD, TS to D(T)/(Op), TS to D(T)/(P&P), TS to D(P)  
Chief of Security, WCL  
Area Sales Manager, WCL All Areas  
Sectional Heads, M&S Dept., WCL HQ

WF

**STANDARD OPERATING PROCEDURES/GUIDELINES TO BE FOLLOWED IN RESPECT OF ALLOWING OF ROUND THE CLOCK LOADING THROUGH OWNED/HIRED TIPPERS AND/OR PAYLOADERS BY ROAD MODE CONSUMERS**

1. Pay loaders and Tippers/Trucks be allowed as owned or hired by Gencos/IPPs under written request with list of Payloader, Tippers/Trucks with name of their Operators with ID proof duly signed by the Authorized Signatory. The Manager of the Mine shall allow such tippers and payloaders through issuance of Orders mentioning the Tippers/Payloaders registration numbers with copies to Area Sales Manager, Area-Security Officer, Despatch Incharge of the Mine and Sub Area Manager. Such records shall be kept by the Despatch Incharge of the Sub Area/Mines.
2. Full proof security arrangement such as proper record of Exit/Entry of Tippers/Trucks, 360 Surveillance Camera in Security Check Post, Weighbridge as per the guidelines issued by Vigilance Dept. In this regard has to be ensured by the Areas. The Area Security Officer shall make regular visit to the Mines to ensure and compliance report shall be submitted to AGM with copies to ASM from time to time.
3. Adequate lighting arrangements are to be ensured at stock, loading point, CHP, Weigh Bridge and Check Post of Mines/Area for proper recording by Video Camera. Area has to ensure proper lighting at all the above places.
4. Vehicle be loaded in Sequence of First in-First out (FIFO) basis only as per the Serial Number of entry on that day at Entry-Check Post. In case of vehicles not reporting at WB or Loading point after entry in check post such vehicles shall be cancelled by Security Incharge of the Unit and recorded in a bound and numbered register and countersigned by Manager of the Mine on daily basis and by Area Security Officer/incharge time to time. Only upon cancellation of Entry, next vehicle be taken for loading in such cases.

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However, Area General Managers shall be empowered to increase or decrease the maximum vehicles to be permitted inside as stated above, to avoid overcrowding and taking despatch potential into consideration. Same has to be duly recorded with reason in writing. Such recording for a mine shall be exercised at best once in a month and such decisions be intimated to GM (M&S) & Chief Security Officer accordingly.

5. In case of Tippers, same shall be painted in proper Colours distinguishingly (all 4 sides of Tippers) with the name of Genco/IPP in bold letters for separating those Tippers from others plying/operating before permitting for loading. In case of pay loaders also name of Genco/IPP needs to be painted distinguishingly before permitting for loading. All such tippers and payloaders allowed shall be recorded in a bound register duly numbered and signed by Despatch Incharge of the Mine countersigned by Sub Area Managers.

6. The Pay Loader and Tippers engaged shall be fitted with GPS system and shall be integrated with WCL Surveillance System for keeping track of route violations. Area Nodal Officer (E&T) shall certify and confirm to SAMs concerned before allowing them for loading.

7. Surprise check by a constituted Area committee and its time to time reporting be ensured including checking of Video recording in Camera. Such reports be sent every month to the Chief Security Officer under the signature of AGMs

8. GENCOs and IPPs shall ensure that Tippers/Trucks loaded at Mines end should deliver to the end user Power Plant directly. In no circumstances, transshipment of coal enroute is allowed. In case of exigencies such as breakdown or accident enroute, a report duly approved by Gencos/IPP be submitted to Area Security Officer for allowing further loading of tipper. However, intimation of major break down/accident has to be made within 24hrs of such happening to SAM/GENCO/IPP/Area Security Officer.

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