



"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)

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### CIRCULAR

It is observed by Vigilance Division of WCL during a CTE type inspection of OB removal HOE work that a Work order was issued by the issuing authority with certain typographical/clerical error leading to suspicion of vigilance angle. Later on without any approval a corrigendum was also issued, without rectifying the error. Such error which lead to vigilance angle should be avoided with due responsibility by all concerned HODs.

The HODs shall evolve a system wherein the Work Order/Agreement/Corrigendum if any are checked by two responsible officers like by the In-charge of Tender Cell & Engineer Incharge of the work, before it is put up to the competent authority for its approval. The Competent Authority for approval shall also exercise its own due diligence and care to avoid such errors prior to according approvals. This would minimize the changes of occurrence of such errors and responsibility could be pinpointed upon all these concerned officers.

The HODs shall report compliance within two weeks.

*Subarna*  
22/1/11  
DIRECTOR (TECH) OP

Distribution: