

WESTERN COALFIELDS LTD.,
OFFICE OF THE CHIEF VIGILANCE OFFICER,
COAL ESTATE, CIVIL LINES, NAGPUR.

WCL:VIG:CIR:F/376

28/04/03.

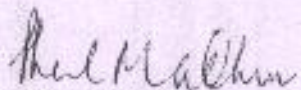
The CGMs/GMs All areas, WCL.

Sub: Display of Tender Notice on Notice Boards -
Preventive Vigilance.

Repeated complaints are received alleging that notices of limited tenders/quotations for Civil Engineering works in the areas/sub-areas are not properly displayed on Notice Boards, there by restricting wide publicity & participation. To obviate such situation, a system as under may be introduced in the areas and sub areas.

- 1) In each Area & Sub Areas, Notice Boards exclusively for tender notices having full transparent front view (glass or transparent fibre) with locking arrangements, should be fitted at conspicuous places in the office premises.
- 2) All tender notices should be displayed on such Notice Boards. The SC(C) in the areas & Civil Engineer In-charge of the Sub-Area will be responsible to ensure display of notices on such notice boards.
- 3) The lock and key should be under the custody of the Security Officer or Security Supervisor In-charge of the Area/unit who will open the Notice Board for putting the tender notices or removing the old tender notices as and when required by the Engineer concerned.
- 4) A register as per the enclosed format should be maintained and kept inside the notice board itself.
- 5) Proper entries should be recorded serially in the register mentioned at para 4 above. The register should be signed both by the concerned staff of Civil Engineering Department and Security Supervisor at the time of putting the NIT on the notice board and its removal from the Notice Board.

The above system should be introduced in the Areas and Sub-Areas
- within a fortnight and a report to this effect may be sent to the undersigned.



(Sheel Madhur)

IPS

CHIEF VIGILANCE OFFICER

TENDER NOTICE DISPLAY REGISTER

Page No. : _____

Area : _____

Sub Area : _____

Sl. No.	Tender Notice No. & Date	Date of display of the Tender Notice on Notice Board	Signature with name & designation of concerned Officer/staff of Civil Engg. Deptt., who put the Tender Notice on Notice Board	Signature with name & designation of concerned Officer/staff of Security Deptt., who opened the Notice on Notice Board and witnessed the display of Tender Notice	Date of removal of the Tender Notice from the Notice Board	Signature with name & designation of concerned Officer/staff of Civil Engg. Deptt., who removed the Tender Notice from Notice Board	Signature with name & designation of concerned Officer/staff of Security Deptt., who opened the Notice on Notice Board and witnessed the removal of the Tender Notice
1	2	3	4	5	6	7	8