

WESTERN COALFIELDS LIMITED

(A Govt. Of India Enterprise)

Office of the Chief Vigilance Officer

Coal Estate, Civil Lines,

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CIRCULAR

In order to facilitate the employees of the Company for efficient functioning, it has been decided to have sets of all manuals, Rules, Circulars, Guidelines, DOP etc. in various offices. Such sets shall be kept in various offices in the following manner:

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|--|-----------|
| ➤ Each Departments at Corporate Office | : 5 sets |
| ➤ Each Area Office | : 10 sets |
| ➤ Each Sub Area Office | : 03 sets |
| ➤ Each Manager's Office | : 01 set |

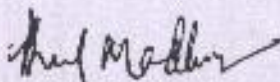
A set will consist of following documents:

- Finance Manual - I & II
- Contract Management Manual
- Civil Engineering Manual
- Manuals on Materials Management
- Yellow Book (Code for uniform system of maintenance, control & verification of coal stock in all mines)
- System of maintenance, control & verification of OBR in OCM mines in WCL
- CDA Rules and Standing Orders
- General Circular Files - Department wise that will contain circulars, guidelines etc. issued by the Company from time to time
- Circular file containing circulars, guidelines etc. issued by Ministries, CVC & Vigilance departments of CIL/WCL
- Delegation of Power (DOP) etc.

PTO

It is also advised that all above manuals, circulars, documents etc. may be pooled from different departments for keeping them in various offices as mentioned above **within one month** of issue of this circular under intimation to this office. An **action taken report** by respective Areas/departments may be sent to this office **within 15 days** of issue of this circular.

The opening of such facility should be given wide publicity among employees so as to enable them for effective use of the facility for the end benefits of the Company.


(Sheel Madhur)
IPS

Chief Vigilance Officer