



Western Coalfields Ltd.

(A Govt. of India Undertaking)

**OFFICE OF THE
CHIEF VIGILANCE OFFICER**

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No. WCL/VIG/03/D/841

Dated : 29.7.2003.

CONFIDENTIAL

To
The Chief General Manager/General Manager,
WCL, Areas.

Sub : Preventive measures for receipt and
distribution of diesel/petrol.

Dear Sir,

In reference to the subject mentioned above suggestion were made by the vigilance department and subsequently the same were approved in the Board of Directors 260th meeting held on 14.6.2003. Accordingly it is requested to implement all the points in context to the subject and intimate this department the compliance of the same.

1. All dispensing units of diesel/petrol should be equipped with relevant equipments to analyze the specific gravity of diesel/petrol viz. hydrometer, flow meter, glass flask etc.
2. All accessory equipments pertaining to receipt and issue of diesel/petrol should invariably be got stamped by the Weight & Measurement Department viz. dip-stick, measuring can etc. and it should be ensured by the controlling officer that there should not be any tampering with the same during the period of validity.
3. There should be periodic verification of the nozzle assembly, of the discharging pipe of the dispensing unit in order to assess the actual volume of diesel/petrol being issued as it has been noticed that due to faulty operation of the nozzle assembly either excess volume or short volume is being issued.
4. There should be horizontal RCC platform over which vehicle should be allowed to stay for maximum 30 minutes time for settling of the loaded diesel in a tanker in order to ensure the evenness of the surface over which the tanker is allowed to stay so that genuineness of the receipted quantity of diesel/petrol can be ensured.
5. It should be ensured that while measuring the volume of the diesel/petrol in a compartment of tanker, all the dip-stick readings taken should be recorded. Accordingly, excess & shortage of the receipt quantity should be recorded. All such shortages of diesel/petrol should invariably be taken up for reconciliation with the concerned supply company on monthly basis. This is to be ensured by the Staff Officer(MM) of the concerned Areas.
6. There should be recording of diesel being issued to field equipments through browser equipment-wise as it has been noticed that diesel being issued to field equipments is not being recorded equipment-wise.

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7. All diesel/petrol tanks should be got inspected by the respective company, who has installed the same and subsequently it should be verified departmentally to assess the storage capacity of the tanker.
8. All receipt & issue of diesel/petrol should be done by the designated skilled manpower under the supervision of controlling officer. Officer in-charge should monitor all such activities on daily basis.
9. Methodology extended by the diesel/petrol supplying companies in order to assess (a) handling losses & (b) evaporation losses should invariably be approved by the competent authority of the company, so that the same can be implemented at the Area level while calculating and assessing the physical stock of the diesel/petrol.
10. Methodology should be formulated so that monthly quota of all the equipments and light vehicle can be fixed in order to assess the actual consumption of the diesel/petrol.

Yours Faithfully

Ashish Dixit
20.02.13

ASHISH DIXIT
E.E(M.M)/Vig
W.C.L-H.Q