



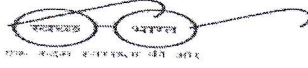
CENTRAL COALFIELDS LIMITED
CIVIL ENGINEERING DEPARTMENT



STANDARD OPERATING PROCEDURE (SOP)

for

CIVIL ENGINEERING ACTIVITIES



CCL
A Mini Ratna Company

सेंट्रल कोलफिल्ड्स लिमिटेड
(कोल इंडिया की अनुसंगी इकाई)

असैनिक विभाग

दरभंगा हाउस, राँची 834 029
CENTRAL COALFIELDS LIMITED
(A subsidiary of Coal India Limited)
Civil Engineering Department,
Darbhanga House, Ranchi 834029
Phone 0651-2365511

पत्रांक सं० - महा प्र०(असैनिक)/2019/ 1952

दिनांक - 07th Feb.19

To

The General Manager,

All Areas - Argada/Barka Sayal/Kuju/Hazaribag/Rajrappa/B&K/Dhori/Kathaara
N.K/Piparwar/ M&A/ Rajhara/CWS, Barkakana /Gridi

Sub:- Implementation of SOP for Civil Engg. activities

Dear Sir,

Enclosed herewith please find the SOP for Civil Engg. activities for implementation in all civil works being carried out .

In this SOP , responsibility & accountability of each executive is mentioned which needs to be adhered to.

The copy of SOP is to be circulated to all the officers dealing with civil works .

This SOP has been approved by the competent authority of the company and is part of system improvement programme of the CCL , Vigilance.

Encl: Copy of SOP

Yours faithfully,

[Signature]
07/2/19
General Manager (Civil)-I
CCL, Ranchi

Copy to :

1. G.M.Vigilance : For kind information
2. G.M.(C)- II
3. S.O. (C) - For strict compliance

Argada/Barka-Sayal/Kuju/Hazaribag/Rajrappa/B&K/Dhori/Kathaara/N.K/Piparwar/
M&A/Rajhara/CWS Barkakana/Gridi

Sub.: Approval of Standard Operative Procedure for Civil Engineering Activities.

Ref.: Letter vide no. CCL/Vig/18-19/3172 dated 02.01.2019.

As advised by GM (Vigilance), CCL vide above referred letter, all area GMs were requested to send their view with respect to the indicative Standard Operative Procedure (SOP) for Civil Engineering Activities, vide e-mail dated 01.01.2019. They were further requested to send their view by 10.01.2019 or else it will be understood that they are agreeing with the SOP and will be finalized accordingly (copy enclosed). No view from any of the area GMs are received in this contest till date.

In view of above the SOP for Civil Engineering activities forwarded by GM, Vigilance is put up for competent approval to implement in Civil Engineering Department of CCL.

[Signature]
19/1/19
General Manager (Civil)-I

~~DT (P&P), CCL~~

[Signature]
24/01/2019

~~CVO, CCL~~

[Signature]
25.1.19

~~CM (V)~~

[Signature]
Discussed. Pl. keep a photocopy of the approved SOP and return the original to GM (Civil)-I for execution.

Sri Dhiraj Kumar

[Signature]
31/01/19

noted & kept a copy

[Signature]
2/01/19
(DHIRAJ KR.)
Sr. Mgr. (M)

~~GM (Vig), CCL~~ For implementation please.

~~G.M. (Civil)-I.~~

[Signature]
02/01/19

CM (C) / Sr Ahmed

for implementation H.

[Signature]
u/r

circulated to All GMs of Area, SOCC and in-charge of HQ. ^{GM (FA)} A copy to GM (Vig) through mail.

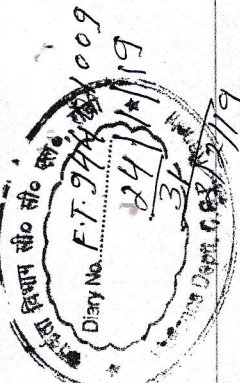
GM (Civil)-I

[Signature]
5/2

GM(C) 2019/570
19/1/19
02/01/19

2019/94401009
17/01/2019

2019/94401009
24.01.19



SOP for Civil Engineering Activities

		Activities	Responsibility
1	Preparation and approval of estimate	(A) Preparation of estimate including all activities as listed below:	Overseer (Civil), Sr. Overseer (Civil) or any official preparing the estimate.
		(i) Works requisition letter duly endorsed by competent official.	
		(ii) Site plan, drawing, detail estimate, typed bill of quantity as per approved SOR / Rate Analysis duly signed.	
		(iii) Any other required document like analysis of rate, quotation, price list etc.	
		(iv) A certification has to be typed at the bottom of Bill of Quantity of estimate that "(a) This work has not been executed in advance without any proper work order. (b) No splitting of work has been done in this proposal and it is a complete proposal as per requirement."	
		(B) Checking and initiation of estimate including all activities as listed below:	Astt. Manager (Civil) / Dy. Manager (Civil) / Manager (Civil) / Project Engineer (Civil)
		(i) To check all activities (i) to (iii) of (A) as listed above.	
		(ii) Initiating note sheet in official DAK indicating the justification and scope of the work, basis of proposed estimate (approved SOR / Analysis of rate) or any other required information etc.	
		(iii) Certification on the body of note sheet proposal that "(a) This work has not been executed in advance without any proper work order. (b) No splitting of work has been done in this proposal and it is a complete proposal as per requirement."	Project Officer / Staff Officer (Civil) as the case may be.
		(C) Processing of estimate including all activities as listed below:	
		(i) To check all activities (i) to (iii) of (A) and (i) & (ii) of (B) as listed above.	
		(ii) The certificate given at Serial No. B(iii) is to be agreed in writing.	Concerned HOD Finance of Unit / Area / HQ. as the case may be.
		(iii) To process in official DAK.	
		(D) Financial Scrutiny of Estimate:	
(E) Approval by competent authority:	Project Officer / Area General Manager as the case may be. For proposals requiring HQ. approval, the certification as per B(iii) agreed by Area General Manager is required.		
(i) To ensure compliance of all above activities before approval of the proposal.			
(ii) The certificate given at Serial No. B(iii) is to be agreed in writing.	Concerned HOD Finance of Unit / Area / HQ. as the case may be.		
(F) Financial concurrence / budget certification of estimate:			
(G) Communication of sanction order of estimate:	Concerned HOD Civil of Unit / Area / HQ. as the case may be.		



SOP for Civil Engineering Activities

		Activities	Responsibility
2	Tendering Action	After communication of Sanction order of proposal Tender is to be floated as per Civil Engg. Manual and as per DOP of the authority.	PE (Civil) / Staff Officer (Civil) / General Manager (Civil)
		All tenders above Rs. 2 lakhs are to be floated on e-tendering Portal only.	PE (Civil) / Staff Officer (Civil) / General Manager (Civil)
		All tenders below Rs. 2 lakhs are to be done as detailed below:	Concerned Clerk / Officer Dealing with Tender / HOD Civil
		Preparation and floating of Quotation Notice with its correctness, distribution of NIT copies along with display on Notice Board, uploading of NIT on CCL website in downloadable form, preparation of Quotation Documents (consisting of Cover page, Quotation Notice, Bill of Quantity, General Terms and Conditions), maintenance of Quotation issue & Opening Register, issue of Quotation documents, sealing and opening of Tender box, placing the Quotation documents to Tender Committee, safe custody of Quotation documents.	
		Scrutiny of quotation documents, preparation of Comparative Statement, TCRs and other tender related activities.	Tender Committee along with clerk dealing tender / officer dealing with Tender.
		Timely signing of TCR by Tender Committee and processing for approval.	Tender Committee along with clerk dealing tender / officer dealing with Tender.
		Approval by competent authority	Project Officer at Unit Level / General Manager at Area Level / General Manager (Civil) at HQ. Level.
		Financial concurrence of TCR	Concerned Head of Finance - Unit / Area / HQ. as the case may be.
Standard Quotation Notice is to be prepared by General Manager (Civil) and is to be circulated to all Areas for implementation after obtaining approval of concerned Director.	General Manager (Civil) HQ.		



SOP for Civil Engineering Activities

		Activities	Responsibility
3	Award & execution of agreement	The Engineer-in-charge for the purpose of operating the contract is to be indicated in work order by name & designation.	Project Engineer (Civil) / Staff Officer (Civil) / General Manager (Civil)
		Only work Order is to be issued for work valued up to Rs.10.00 Lakhs. Such work order shall include Bill of Quantity and Terms and Conditions. A properly drafted work order copy covering important aspects of GTC is to be circulated by GM(Civil) for implementation in all Areas.	Project Engineer (Civil) / Staff Officer (Civil) / General Manager (Civil)
		Execution of agreement shall be done in timely manner only for works with work order value more than Rs.10.00 Lakhs. Power to sign agreement is to be dealt as per provisions of Civil Engg. Manual.	Staff Officer (Civil) / General Manager (Civil)
↓			
4	Execution of work	Execution of work is to be taken up as per provisions of agreement and Civil Engg. Manual w.r.t. specification, quality assurance, execution of extra / excess quantity, maintenance of registers. Processing of Provisional extension of time & Deviation Estimate.	Civil Engineering Officials signing measurement & abstract in Measurement Book & Bill Form.
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5	Payment of R/A bill	Payment of bills to the contractor is to be dealt as per provisions of Clause No. 9.7 of GTC	Civil Engineering Officials signing measurement & abstract in Measurement Book & Bill Form.
		Timely Acceptance of bill	Project Officer / Staff Officer (Civil) / General Manager (Civil)
↓			
6	Closure of Contract	Processing of final extension of time , Revised estimate, payment of final bill for closure of contract including release of all kind of Security Deposit & other dues as appropriate is to be ensured as per provisions of GTC and Civil Engg. Manual. .	Civil Engineering Officials signing measurement & abstract in Measurement Book & Bill Form.

Note:- In all activities, however, Civil Engg. Manual shall be referred to.