

STANDARD OPERATING PROCEDURE

FOR

DIESEL DISPENSING UNITS

CENTRAL COALFIELDS LTD.

FT No - 94801003/2019.
Date: 23/01/2019.

General Manager (Exm) C.C.L.
No. 94801003/19
Date 23/01/19

FT-94801003
23/01/19

Sub:- Formulation of Standard Operating Practice (SOP) to be followed at Diesel Dispensing Units of CCL Projects, in respect of receipt, issue, storage and consumption of Diesel.

Ref: - Letter No: CCL/Vig/18-19/2981 dated-15.12.2018 of Minutes of the co-ordination Meeting, between the CVO, CCL and the HODs/ GMs of CCL, HQ held on 14.12.2018 at CCL HQ, Ranchi.

Vide above referred Minutes of the co-ordination Meeting, instruction was given for Formulation of SOP by the respective Department citing the example for SOP and Responsibility Matrix formulated by CCL Vigilance (copy of the minutes of the co-ordination meeting enclosed at page-C/1 to C/7).

In view of above, Responsibility has been incorporated against each point of the existing 24 points guidelines, issued by Director (Technical) (Operations), CCL vide letter No:- Dir (Tech/oprn) / 23 / 04 / 91 dated-17.01.2014 (page-C/8 to C/10) & letter no-DIR/OPNS/2010/11/142 Dated-10.05.2010 (Page-C/11) respectively regarding Procedures to be followed at Diesel Dispensing Units, in respect of receipt, issue and consumption of Diesel. Responsibility wise standard operating procedures to be followed at Diesel Dispensing Units in respect of receipt, issue and consumption of Diesel is enclosed at page- C/12 to C/17.

One additional point regarding CCTV coverage of all the DDU's has been incorporated as IT initiative at SI Np-25 of the enclosed SOP at page -C/14, which may be deliberated at appropriate level.

Summary having activity and responsibility of the enclosed SOP is also enclosed at page- C/18 to C/21

Submitted to GM, CCMC, and CCL for kind perusal and further needful.

[Signature]
Sr. Manager(x)
CCMC

[Signature]
23/01/19
Chief Manager(x)
CCMC

GM (Mining)/CCMC

forwarded to GM(X)/HOD for comments
and onward transmission to GM(Vig.)
for further needful.

[Signature]
22/1/19

GM(X)/HOD, CCL

Recommended for approval pl. for onward
transmission to GM(Vig.) for further needful.

[Signature]
24/1/19
GM(Exm) HOD

[Signature]
25/1/19
D(T)oprn.

G.M.(Vig.)

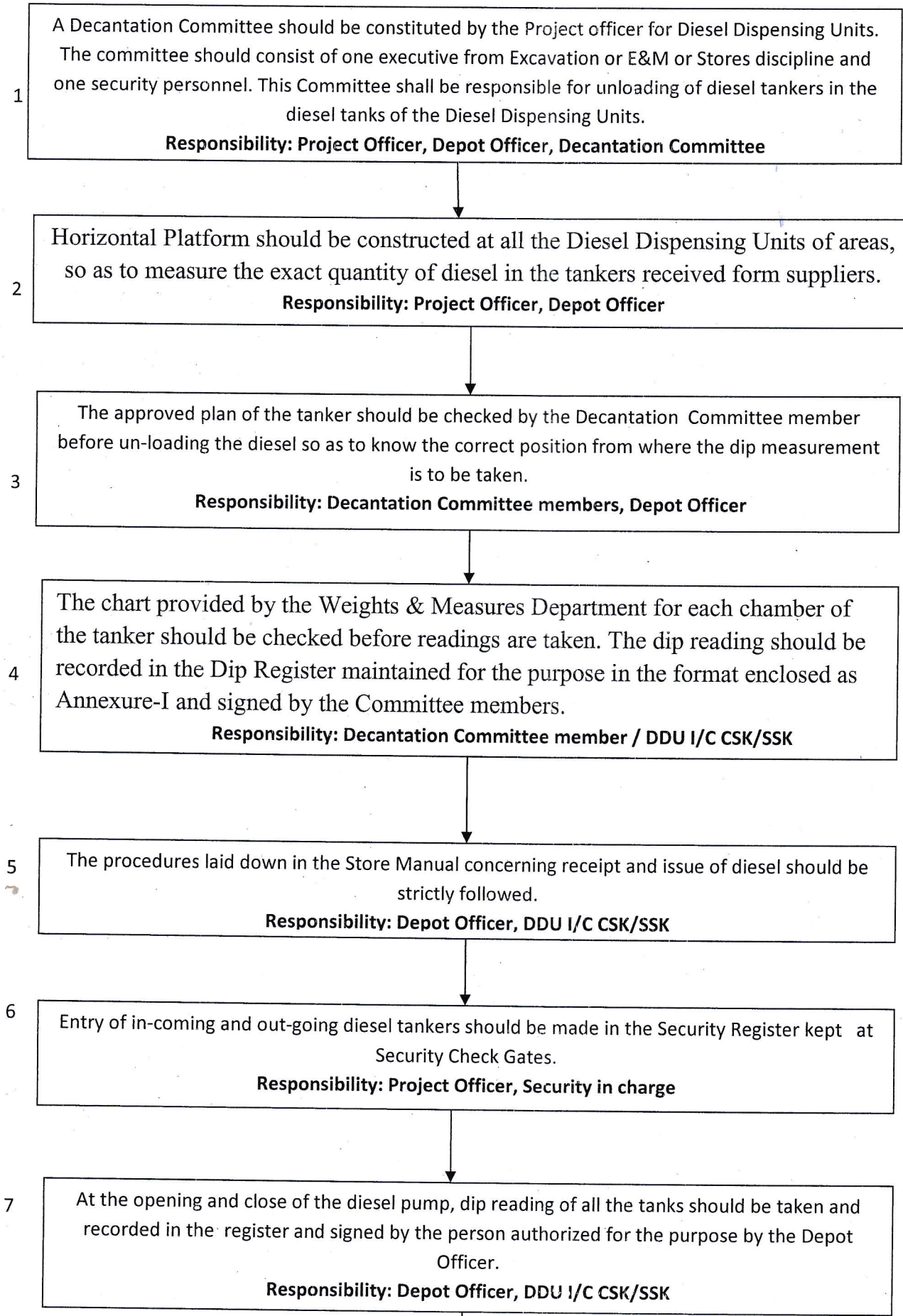
[Signature]
23/01/19

[Signature]
Shri V. Trivedi

Noted & made two photo copies of complete file, one kept
with self another given to Shri Dhruv Kumar, Sr. Manager
(M/Vig.) for safe up keep
Original file returned to GM(Vig.) for further use.
[Signature]
02/02/19

c/17

Standard Operating Procedures to be followed at Diesel Dispensing Units in respect of receipt, issue, storage and consumption of diesel.



Handwritten signatures and dates:
22/01/17
22/1/17
22/1/17

8

At the opening and close of the diesel pump, Flow Meter reading should also be taken and recorded in the Register and signed by the persons authorized for the purpose by the Depot Officer.
Responsibility: Depot Officer, DDU I/C CSK/SSK

9

The difference in the issue of diesel as per Flow Meter and dip reading should be examined, analyzed and reviewed every day by an executive authorized for the purpose.
Responsibility: Project Officer, Depot Officer

10

The requisition for issue of diesel should be handed over to the store personnel at the Diesel Dispensing Unit before issue of diesel. Under no circumstances, diesel should be issued without proper requisition.
Responsibility: DDU I/C CSK/SSK

11

Service Vans/Diesel Bouzers used for filling of field equipments should be placed under the user department. Diesel issued to such Service Van/Diesel Bouzers shall be treated as Out of Book Stock.
Responsibility: Mine Manager, DDU I/C CSK/SSK, Project Engineer(x)

12

Regular calibration of Dispensing Unit Pumps and metering units should be done as required under Statute/Store Manual.
Responsibility: Depot Officer, DDU I/C CSK/SSK

13

In-let pipes of underground storage tanks should be sealed.
Responsibility: DDU I/C CSK/SSK

14

The nozzles used for issue of diesel should be kept sealed under lock & key after issue hours.
Responsibility: DDU I/C CSK/SSK

15

Copy of the entries made in Dip Register maintained under Sl. No.(7) & (8) should be submitted daily to the Project Officer and Excavation In-charge of the Project.
Responsibility: Depot Officer, DDU I/C CSK/SSK

[Handwritten signatures and dates]
22/11/19 22/11/19 22/11/19

c/15

16

Stores staff posted at Diesel Dispensing Units shall be rotated every one year.
Responsibility: Project Officer, Depot Officer

17

CGM/GM of the area should constitute a committee which will conduct quarterly checks at diesel dispensing units of the area. A copy of the report of the Committee should be sent to the Director (Tech.) (Operation).
Responsibility: Area Committee, Area General Manager

18

Hour Meter shall be fitted in each and every HEMM and its operation should be ensured and all HEMMs' diesel tanks should have proper locks.
Responsibility: Staff Officer(Exc), Project Engineer(Exc)

19

A committee should be constituted by the Project Officer which will determine periodically the average hourly consumption of diesel in different types of HEMM and will submit the report to the Project Officer. A copy of this report should be marked to the CGM/GM of the area and Staff Officer(Exc.) who will take corrective measures, as required. A copy of this report should be give to Chief General Manager(Exc), CCL, Ranchi also.
Responsibility: Project Officer, Staff Officer(Exc)

20

An Excavation Engineer should be authorized by the Project Officer who will examine and analyze the daily consumption of diesel by each HEMM based on the quantity of diesel issued, working hours, trips made and compare it with the average consumption as determined by the Committee under clause(19) above.
Responsibility: Project Officer, Project Engineer(Exc)

21

Proper haul road gradient, washing and greasing of HEMM, maintaining HEMM in Top Start Condition, proper tyre inflation etc. should be ensured for bringing improvement in diesel consumption.
Responsibility: Staff Officer(Exc), Project Engineer(Exc), Mines Manager

22

A Monthly Report of receipt, issue, consumption etc. should be prepared and submitted to Staff Officer(Excavation) of the area, who shall work as Nodal Officer for the purpose.
Responsibility: Project Engineer(Exc), Depot Officer

22/10/19 22/11/19 22/11/19

c/14

23

The Nodal Officer should bring to the knowledge of the CGM/GM of the area if there is any major discrepancy in quantities.
Responsibility: Nodal Officer/SO(EXCV), Depot Officer

24

To have a proper control over the specific diesel consumption, a check list given in enclosed Annexure-II should be enclosed with every Pay Order for HSD purchase. The check list shall be examined by the Nodal Officer/SO(ExcV.) and only after his recommendation, the Pay Order shall be issued by Finance Department of the area. If the Nodal Officer feels that there is abnormally high consumption of diesel, he should bring it to the knowledge of the CGM/GM of the area.
Responsibility: Nodal Officer/Staff Officer(EXCV)/ Area Finance Manager/ Depot Officer

25

All DDUs should be under CC TV coverage at such an angle that dispensing to equipment & decantation of diesel tanker is always captured in the camera. Working/ Break down status of CCTV should be maintained in a check list form in controlled register by DDU I/C, CSK/SSK.
Responsibility: DDU I/C CSK/SSK, Depot Officer, Project Engr. (E&T)/(E&M), Project Officer


22/01/19


22/1/19


22/1/19

c/13

Annexure-I

HSD Issue statement with 1st Pay Order of every month

Project/Colliery

A. Details of Production and Diesel Factor :

Sl.no.	Description	Budget	Actual	Last year Actual
1	Coal Production in '000' tone			
2	Contractual Coal Production in '000' tonne			
3	OBR Production '000' litres			
4	HSD in Kilo liters			
5	HSD Factor in litres/cubic meter			

B. Details regarding H.S.D balance and purchase:

Sl No.	Description	HSD in Kilo liters	HSD value Rs. In '000'
1	Opening balance on 1 st day of the previous month		
2	Add. Purchase for last month		
3	Less total issued for last month		
4	Closing balance on last day of month		

C. Indenting of H.S.D from date..... To..... date

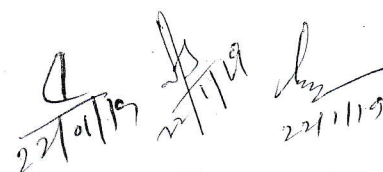
D. Details of issue for previous month:

Sl No.	Description	HSD in Kilo liters	HSD value Rs. In '000'
1	Production purpose- (Drill, Dozer, Shovel, Payloader, etc)		
2	Dept. transportation of coal & OBR(Dumpers)		
3	Service vehicles- (Truck, School Bus, Jeep, Van, etc)		
4	Others, if any (specify)		
Total Issued			

E. Details of last checking of pump & calibration carried out by oil company.....

Signature of Depot Officer.

Signature of Project Officer



 22/01/19 22/1/19 22/1/19

C/12

DIP REGISTER

Date-----

Colliery -----
Stores-----

Position of Daily Physical Measurement

Pump No.	Totaliser	Meter Reading	Dip	Factor	Litres
----------	-----------	---------------	-----	--------	--------

- 1.
- 2.
- 3.

Ground Balance(Physical)	----- Litres
Kardex Balance	----- Litres
Difference	-----

Dip was taken by me today at and physical balance of Litres found in Underground Storage Tanker(s).

i.
ii.
(Signatures)

II. Receipts of Tankers

- 1 Tanker no..... 1.Tanker refilled by Oil Comp. on----- at-----
- 2 Challan-cum-invoice.....
- 3 Dated 2. Tanker arrived on at
- 4 Qnty. as per challan 3. Tanker decanted on at
- 5 Quantity as per actual measurement
- 6 Difference
- 7 Oil Comp. intimated by letter no..... dt.

Decantation of Tanker

Dip as per challan	Dip	Factor	Litres
-----	-----	-----	-----
Actual Challan			
Difference			-----
			-----Shortage-----

III. Group Balance litres
 Received today litres
 Total Litres
 *Less Kardex Balance litres

Issued during the day Litres

*This portion should be filled up next day morning with reference to stores records.

Signature

(Handwritten signatures and dates)
 22/1/19
 22/1/19
 22/1/19