

STANDARD OPERATING PROCEDURE (SOP)

For

Transportation of Coal by Contractual tippers

<p>सेंट्रल कोल्फील्ड्स लिमिटेड कोल इंडिया की अनुषांगी, एक मिनी रत्न कम्पनी। दरभंगा हाउस, राँची-834029. संविदा प्रबंधन प्रकोष्ठ (सी.एम.सी). फोन: 0651-2360219, फैक्स: 0651-2361120 ई-मेल : gmmc.ccl@coalindia.in वेबसाइट: http://www.centralcoalfields.in</p>	 <p>कोल इंडिया Coal India</p>  <p>एक मिनरल रत्न की शक्ति</p>	<p>CENTRAL COALFIELDS LIMITED (A Miniratna Subsidiary Company of Coal India Limited) Darbhanga House, Ranchi- 834 029. Contract Management Cell (CMC) Ph: 0651-2360219, Fax: 0651-2361120 Email : gmmc.ccl@coalindia.in Website http://www.centralcoalfields.in</p>
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पत्रांक/Letter no.: GM (CMC)/SOP/2019/ 230

Dated 04.02.2019

सेवा में/To

The General Manager,
Argada/Barka-Sayal/Kuju/Hazaribagh/Rajrappa/Dhori/
B&K/Kathara/NK/Piparwar/Rajhara/Magadh & Amrapali/Giridih.

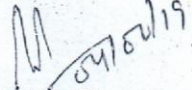
विषय/Subject: i)Standard Operating procedure (SOP) for transportation of coal from mine to siding/washery by contractual tippers.

महोदय/Dear Sir,

Please find enclosed herewith a duly approved Standard Operating procedure (SOP) for transportation of coal from mine to siding/washery by contractual tippers,

You are advised to ensure compliance of the SOP enclosed.

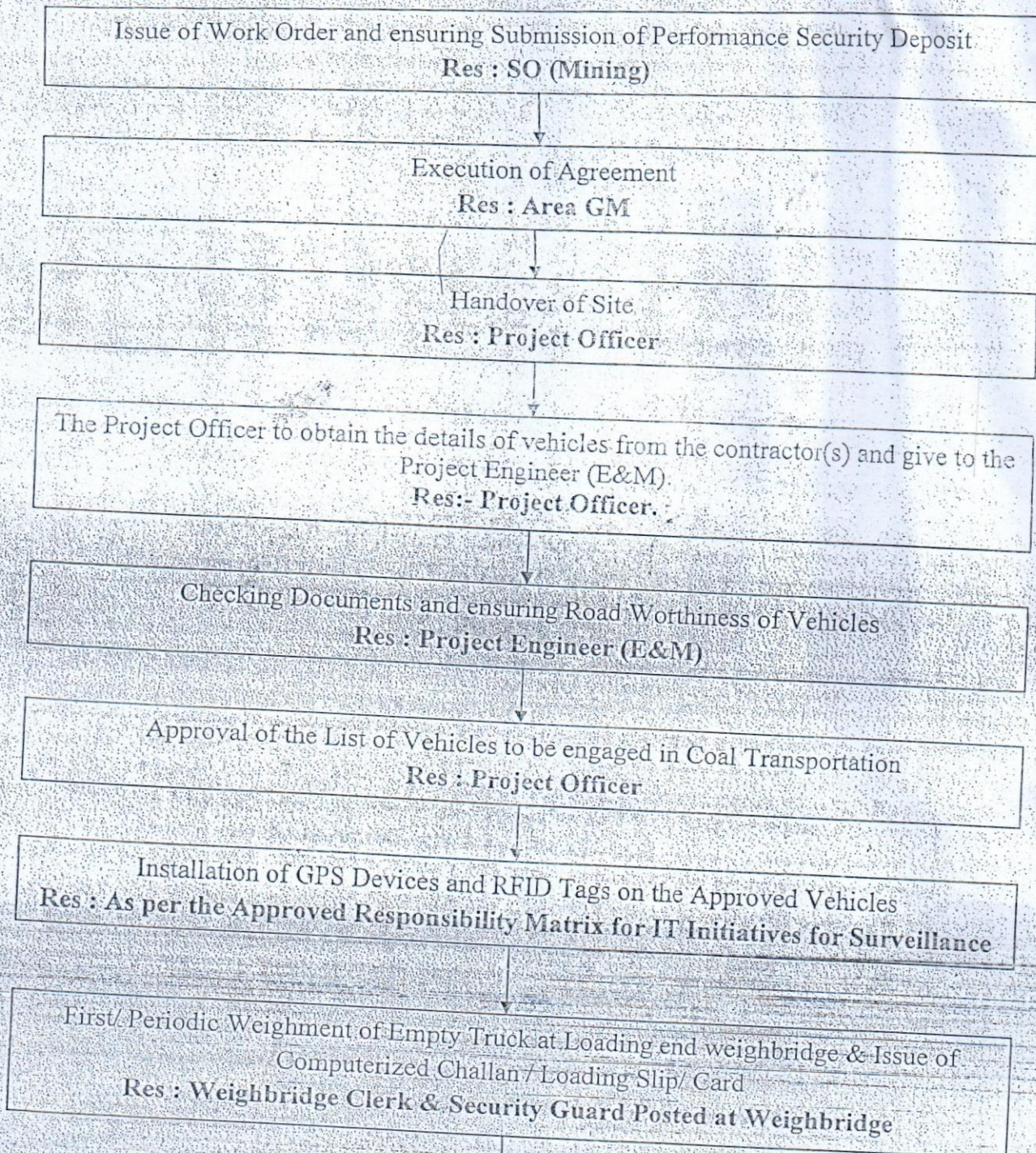
भवदीय/Yours faithfully,

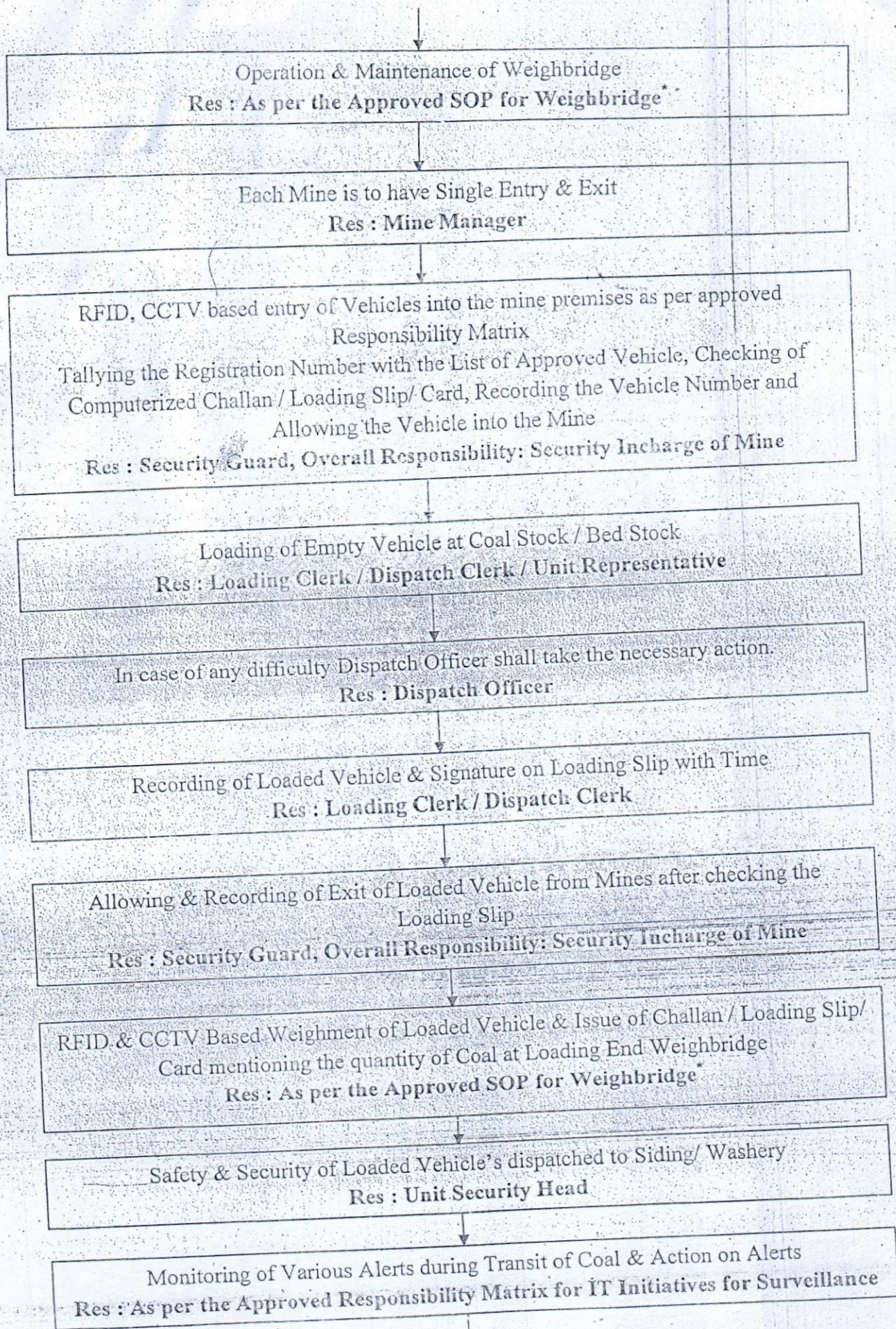

GM (CMC)

Copy

1. CVO,CCL,Ranchi - for kind information
2. D (T) (O), CCL.Ranchi- for kind information
3. GM (Oprn), CCL.Ranchi
4. GM (E&M), CCL.Ranchi
5. GM (E&T) ,CCL.Ranchi
6. HOD (Security), CCL.Ranchi
7. All executives,CMC,

SOP FOR TRANSPORTATION OF COAL BY CONTRACTUAL TIPPERS





Each Railway Siding/ Washery is to have Single Entry & Exit
Res : Siding Incharge/ Project Officer of the Washery

RFID, CCTV based entry of Vehicles into the Siding/ Washery.
Allowing Loaded Vehicle into Siding/ Washery after checking the Loading Slip
Res : Security Guard, Overall Responsibility: Security Incharge of Siding / Washery

Weighment of Loaded Vehicle & authentication on the Computerized Challan / Loading Slip/ Card in Proof of receiving at Receiving End Weighbridge
Res : Weighbridge Clerk

Unloading of Loaded Vehicle at Siding/ Washery
Res : Loading Clerk / Dispatch Clerk of Siding / Washery

Copy of the Computerized Challan / Loading Slip/ Card shall be preserved by the Loading Clerk / Dispatch Clerk and another Copy shall be returned to the Driver. He will also record the above Weighment in a Bound Paged Book
Res : Loading Clerk / Dispatch Clerk of Siding / Washery

In case of any difficulty Dispatch Officer shall take the necessary action.
Res : Dispatch Officer

Allowing & Recording of Exit of Empty Vehicle from Siding/ Washery after checking the signed copy of the Computerized Challan / Loading Slip/ Card
Res : Security Guard, Overall Responsibility: Security Incharge of Siding / Washery

Deposit of signed copy of of the Computerized Challan / Loading Slip/ Card by the Driver at the Loading End Weighbridge in proof of Unloading at Siding / Washery
Res : Weighbridge Clerk at Loading End

Issue of fresh Computerized Challan / Loading Slip/ Card for next round of loading
Res : Weighbridge Clerk at Loading End

Reconciliation of Both End Weighment & any Action in case of Difference of Weight
Res : As per the Approved Responsibility Matrix for IT Initiatives for Surveillance

Maintenance of Hindrance Register
Res : Siding/ Washery Incharge, Overall Responsibility : Mine Manager