

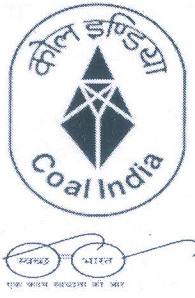
सेंट्रल कोलफील्ड्स लिमिटेड

(कोल इंडिया की अनुषांगी, एक मिनी रत्न कम्पनी)

दरभंगा हाउस, राँची-834029

संविदा प्रबंधन प्रकोष्ठ (सी.एम.सी).

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ई-मेल: gmmc.ccl@coalindia.inवेबसाइट: <http://www.centralcoalfields.in>**CENTRAL COALFIELDS LIMITED**

(A Miniratna Subsidiary Company of Coal India Limited)

Darbhanga House, Ranchi
834 029,**Contract Management Cell (CMC)**

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Email : gmmc.ccl@coalindia.inWebsite <http://www.centralcoalfields.in>Ref No. - GM(CMC)/SOP/2019/ **1112**

Dated : 30.07.2019

To

The General Manager

Argada/Barka-Sayal/B&K/Dhori/Giridih/Hazaribag/Kuju/
NK/Magadh-Amrapali/Piparwar/Rajhara/Rajrappa/Kathara

Sub: Standard Operating Procedure (SOP) for Hiring of HEMM Services applicable to Loading & Transportation Contract including Wagon Loading etc. (As per Chapter 3 of CMM)

Dear sir,

The CCL Board in its 474th meeting of Board of Directors held on 29.06.2019 vide item No. 474.3(10) approved the **SOP for Hiring of HEMM Services applicable to** Loading & Transportation Contract including Wagon Loading etc. (as per Chapter 3 of CMM) regarding Preparation of Proposal at Area/Project level, Scrutiny of Proposal at HQ and approval of estimate etc. showing the Criteria, Time line of each activity along with the Responsibility.

It is requested to ensure compliance of the SOP enclosed.

Any inconvenience faced during the implementation or any modification required in above SOP with proper justification may be communicated to the undersigned.

Encl: As above

Yours' faithfully

GM(CMC)

Copy for information to :

1. DT(O),CCL
2. GM/TS to CMD,CCL
3. TS to D(F)/ TS to DT(P&P),CCL

Copy to :

1. GM(Production-Co-Ordination),CCL
2. GM(Operation),CCL
3. GM (P&P),CCL
4. GM(Excv.),CCL
5. GM(F)-FPC/GM(F)-HQ/GM(F)-A
6. AF to DT(O),CCL
7. ALL Executives, CMC Deptt.,CCL

CENTRAL COALFIELDS LIMITED

DARBHANGA HOUSE: RANCHI

Sub: Forwarding Minutes of the 474th (No. 06 of 2019)
Meeting of the Board of Directors held on 29.06.2019.

Extract from the minutes of the above meeting, in respect of following item, is appended below:

Item No. 474. 3(10): Proposal seeking approval of recommendation on SOP regarding hiring of HEMM services.

After detailed deliberations, the Board approved the subject proposal as brought out in the agenda note and directed that every proposal of Hiring of HEMM services should contain a certificate from the concerned Functional Director stating in clear terms that all provisions of the instant SOP have been duly complied with.

Submitted for immediate necessary action to ensure compliances of the directives of the Board. ATR, may please be submitted within 08 days, so that it can be placed before the Board at least 07 days in advance of the next Board Meeting.


Company Secretary

D(T/O), CCL

GM(Excv)
GM(CMC)

No. CS/BM/474/2019/101

Date: 24-07-2019

SOP for Loading & Transportation of Coal including Wagon Loading etc.

A. Preparation of Proposal at Project/Area level

| SI No | Particulars | Criteria | Timeline | Responsibility |
|-------|---|--|---|--|
| 01 | Criteria for proposing Loading & Transportation of coal including Wagon Loading | <ol style="list-style-type: none"> 1. All the available HEMMs have been put to use and there is no spare HEMM capacity to deploy in the instant proposal. 2. All Proposal for loading and transportation of -----MT of coal to the railway sidings duly match with the wagon loading capacity already in place at the said siding Or All proposals for loading of ---- MT of coal into railway wagons duly match with the capacity for transportation of coal already in place at the said siding 3. Justification of the proposed quantity and time period of the contract should be deliberated in the proposal along with detail of present contract and validity. | <p>Six months prior to the required commencement of work so that work can be awarded in time after obtaining competent approval and completing tender formalities.</p> <p>A certificate from SO(Mining) is required that there is no delay in initiating and processing the proposal that may cause any loss of production and/or despatch and profitability. In case , there is a delay ,the reasons thereof shall be deliberated.</p> | Project Officer, S O (Mining) Area General Manager |
| 02 | Lead assessment | Lead (shortest route) should be ascertained by the committee constituted by Area General manager. | 30 Days | General Manager |
| 03 | Coal transport Destination | <ol style="list-style-type: none"> 1. It should be as per linkage programme. As far as practicable re-handling of coal should be avoided. 2. Hindrance in the transport route like kutcha road, No Entry , Bazaar etc. should be deliberated along with Documentary evidence. | | Project Officer Area General Manager GM(Operation) |
| 04. | Certificate from SO(Mining) of the Area | <p>As per the directives of the Board , each proposal should contain the details duly certified by SO (Mining) of the concerned area regarding the following points :</p> <p>(vi) In the given area/mine all the available HEMMs have been put to use and there is no spare HEMM capacity to deploy in the instant proposal.</p> <p>(vii) Out sourcing of the proposed</p> | | Staff Officer (Mining) |

Signature

| | | | | |
|----|-----------------------------|--|--|---|
| | | <p>activity has been approved by the Board in its -----th meeting held on - ----- (Else , the proposed activity is approved as departmental capacity but is proposed to be outsourced owing to non-availability of spare HEMM capacity and other reasons Viz.....)</p> <p>(viii) Basis of deciding the quantities for extraction , transportation etc. and the time period in each proposal.</p> <p>(ix) Reason of moving separate proposals for extraction of OB and coal.</p> <p>(x) There is no delay in initiating and processing the proposal that may cause any loss of production and/or despatch and profitability. In case of delay , the reason thereof.</p> <p>(xi) All Proposal for loading and transportation of -----MT of coal to the railway sidings duly match with the wagon loading capacity already in place at the said siding Or All proposals for loading of ---- MT of coal into railway wagons duly match with the capacity for transportation of coal already in place at the said siding</p> | | |
| 05 | Preparation of the estimate | The project will take rate of different item from approved SOR 2018 approved by CCL board of Directors in its 462nd Meeting held on 16/08/18 and will be updated to latest Wage Rate and current Diesel Rate. | | Project Officer Area Finance Manager Area General Manager |

B. Scrutiny of the proposal at HQ CMC Deptt.

| | | | | |
|----|---|---|---------|--|
| 06 | Verification of estimate in the proposed contract | The Associated finance(CMC) – Scrutiny of the estimate as per SOR 2018 and defined scope of work | 07 Days | GM(CMC),Asso ciated Finance of GM(CMC) |
|----|---|---|---------|--|

Sanjay



| | | | | |
|--|---|--|--|--|
| | based on lead/ hindrance /diesel price / wage rate etc. | | | |
|--|---|--|--|--|

C. Scrutiny of the Proposal at Operation Deptt.

| | | | | |
|-----|--------------------------|---|---------|---------------|
| 07. | Scrutiny of the proposal | If the proposal is in with the production and despatch target , then the proposal will be recommended and forwarded to Associated Finance of DT(O) for vetting and recommendation for approval. | 05 days | GM(Operation) |
|-----|--------------------------|---|---------|---------------|

D. Vetting of estimate by Associated Finance of DT(O)

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|----|--|--|---------|-----------------------------|
| 08 | Examining the financial aspect of the proposal | The Associated Finance of DT(Operation. will examine relevant financial issues attracting the proposal and make appropriate recommendation | 03 Days | Associated Finance of DT(O) |
|----|--|--|---------|-----------------------------|

E. Approval of Estimate of the proposed work

| | | | | |
|----|---|---|---------|-------|
| 09 | Approval of the proposal for tendering. | If the proposal is in line, DT (O) CCL will approve the proposal for tendering. | 02 Days | DT(O) |
|----|---|---|---------|-------|

Sanjay