

सेंट्रल कोल्फील्ड्स लिमिटेड

(कोल इंडिया की अनुषांगी, एक मिनी रत्न कम्पनी)

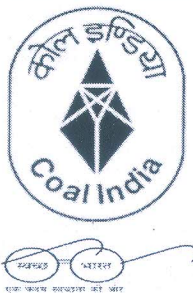
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**CENTRAL COALFIELDS LIMITED**

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Website <http://www.centralcoalfields.in>

Ref No.- GM(CMC)/SOP/2019/ **1113**

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 Hiring of HEMM Contracts (As per Chapter 6 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** 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 for Hiring of HEMM Contracts (As per Chapter 6 of CMM).

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.

Enclo: 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 Hiring of HEMM services

A. Preparation of Proposal at Project/Area level

SI No	Particulars	Criteria	Timeline	Responsibility
01	Criteria for proposing Hiring of HEMM services	1. All the available HEMMs have been put to use and there is no spare HEMM capacity to deploy in the instant proposal. 2. Provision in approved PR/ RCE/ scheme of mine proposing Hiring of HEMM services [specifying that Out sourcing of the proposed 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.....)}.	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. If there is delay in initiation and processing of the proposal , the reason thereof shall be recorded.	Project Officer Staff Officer(Mining) Area General Manager
02	Points to be considered while <u>deciding gap</u> in between departmental capacity and production requirement <u>to go for Hiring of HEMM services/ Outsourcing Contracts</u>	1.The projected departmental capacity utilization should not be less than 90 % except where special condition exists causing lower capacity utilisation. The said circumstances to be elaborated in the proposal in detail.	NA	Project Officer Staff Officer(Mining) Staff Officer(Excavati on) Area General Manager
		2. Area must explore the possibility to spare surplus/idle departmental capacity from other unit, also to reduce/ avoid requirement of Hiring of HEMM services.	NA	Project Officer Staff Officer(Mining) Staff Officer(Excavati on) Area General Manager
03	Extraction and transportation of OB & Coal; only OB;	1. If there is specific provision in approved PR/RCE of the mine, proposal to be initiated accordingly for OB & coal; Only OB; Only coal ; only loading and transportation of coal etc.	NA	Project Officer Staff Officer(Mining) Area General Manager

Signature

	only Coal; Only loading and transportation of OB and/Coal, etc.	2. If not, preferably proposal to be prepared for OB and coal both for patch separate from departmental working on need basis. (qualifying criteria mentioned under sl. No. 02)	NA	Project Officer Staff Officer(Mining) Staff Officer(Excavation) Area General Manager
		3. However, in case of availability of sufficient drilling capacity proposal may be initiated for only loading and transportation of OB and/Coal.	NA	Project Officer Staff Officer(Mining) Staff Officer(Excavation) Area General Manager
04	Year wise Quantity and Period of Hiring of HEMM services/ Outsourcing contracts.	Considering mineable coal and OB available in the patch proposing for outsourcing and year-wise production target (to be obtained from HQ P&P Deptt.) , gap in between target and departmental capacity, Yearwise quantity and period of <u>Outsourcing Contracts to be decided by the area with justification.</u> However land available / anticipated to be made available during execution is also a key point to be considered for deciding period of contract. It is advisable to prepare proposal for eight years if all techno commercial/Geo mining conditions/ land availability permit. Otherwise proposal for four years or suitable period may be initiated by the Project/Area with proper justification	NA	Project Officer Staff Officer(Mining) Staff Officer(Excavation) Area General Manager
05	Land issues	Proposal should preferably be initiated for the land which is free from all encumbrances and is in physical possession of the company/mine. Status of land has to be mentioned in the proposal. In case of land (Partially or wholly) is not in possession, an undertaking from project is required regarding timely possession of land for execution of contract as per schedule without any hindrance.	NA	Project Surveyor/ Manager/ Project officer/ Area Revenue officer.
06	Reserve/lead assessment	The project surveyor will draw section of the proposed patch at 15 metre interval based on geological information and assess the	NA / However, if CMPDIL is to be engaged for	Project Surveyor/ Manager/Projec

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		<p>extractable reserve of coal and OB in consultation with manager/Project officer. The same should be verified by Area survey officer and HQ Survey (HOD).</p> <p>Similarly lead (shortest route) should be ascertained by the committee constituted by area General manager.</p> <p>However, if project/area/HQ survey is unable to assess reserve/lead due to in-sufficient geological information/other justified reason, CMPDIL may be entrusted the said work.</p>	<p>Reserve/lead assessment, proposal with proper justification for the same to be initiated by the area in time not less than three month before initiation of complete proposal from the area so that sufficient time could be given to CMPDIL for Reserve/lead assessment work.</p>	<p>t Officer Area Survey Officer</p>
07	OB Dumping	<p>1. It should be in de-coaled/ Non Coal bearing area and as per provision of PR.</p>	NA	<p>Project Surveyor/ Manager/Projec t Officer Area Survey Officer</p>
		<p>2. If the de-coaled/ Non Coal bearing area is not available in mine, then in special circumstances OB dumping may be proposed in coal bearing area which will require re-handling in future. However a cost economics of the proposal with re-handling cost which will require in future should be incorporated with the proposal.</p>	NA	<p>Project Surveyor/ Manager/Projec t Officer Area Survey Officer/ Area Finance Manager</p>
08	Coal transport Destination	<p>1. It should be as per linkage programme. As per as practicable re-handling of coal should be avoided.</p>	NA	<p>Project Officer Area General Manager GM(Operation)</p>
09	Equipment selection	<p>1. For coal, surface miner should be preferred for HOE proposals. However, if geological conditions do not permit, shovel-dumper combinations may be proposed with detailed justifications.</p> <p>2. For OB removal work, shovel-dumper combinations will be proposed.</p>	NA	<p>Project Officer Area General Manager GM(Operation)</p>

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		2. Size/capacity/numbers of equipment proposed for HOE proposals will be proposed based on dimension/ year wise quantity and lead proposed in the proposals.		Project Officer SO(Excavation) Area General Manager
10	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 updated to latest Wage Rate and current Diesel Rate.	NA	Project Officer Area Finance Manager) Area General Manager
11.	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>(i) 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>(ii) Out sourcing of the proposed 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>(iii) Basis of deciding the quantities for extraction , transportation etc. and the time period in each proposal.</p> <p>(iv) Reason of moving separate proposals for extraction of OB and coal.</p> <p>(v) 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>(vi) 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</p> <p>Or</p> <p>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>		

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		All the above details shall form part of the SOP for hiring of HEMM due for finalization. The Board also directed that henceforth all proposals should contain a certificate from the TC that SOP has been complied.		
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B. Scrutiny of the proposal at HQ Operation Deptt.

12	Verification of Quantity estimated in the proposed patch /lead assessment/ Plan/section	The HQ Survey department will verify Quantity estimated in the proposed patch based on geological details /lead assessment/ Plan/section etc.	07 Days	HOD(Survey)
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C. Scrutiny of the proposal at S & R Deptt.

13	Examining the safety aspect of the proposal	The S & R Deptt. will examine relevant safety issues attracting the proposal and will put his observation and will guide the area to modify the proposal, if required	05 Days	GM(S&R)
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D. Deliberation of the proposal before HQ Technical Committee.

14	A high power technical committee consisting of following GMs/HODs of different department will examine the technical viability of the proposal before recommending the proposal. 1. G.M (OPRN.) 2. C.G.M./GM (Geology) 3.G.M.(L&R) 4. G.M.(Excv.) 5. G.M of respective Area.	1.The technical committee will go through the proposal in detail will discussed different aspect of the proposal 2. GM (excavation) may explore the possibility to spare surplus/idle departmental capacity from other unit to reduce/ avoid requirement of Hiring of HEMM services, if possible. 3. GM (excavation) will also provide list of hiring equipment required for the proposed work with capacity and population. 4. Similarly Geology HOD may like to see whether sufficient geological information are available to assess the reserve and other related information. 5. The land issues should be clearly deliberated in its report. The committee will submit a detail report with re-commendation in respect of the proposal.	07 Days	G.M (OPRN.) G.M.(Geology) G.M.(L&R) G.M.(Excv.) G.M of respective Area.
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E. Deliberation of the proposal before Project and Planning Deptt.

15	Scrutiny of the proposal by Project & Planning department in respect of provision of PR and provision of EC.	After scrutiny of the proposal by technical committee, the proposal will be forwarded to project and planning department to examine the proposal in view of provisions of approved PR/RCE/EC The P & P department will put his observation and recommendation.	05 Days	GM(P&P)
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F. Deliberation of the proposal before HQ Estimate Committee.

16	Preparation of Estimate	<p>After vetting of GM(P&P) the proposal shall be forwarded to Estimate Committee , which will examine the estimate with respect to financial aspects and may recast the Estimate based in technical inputs, if required. The Estimate Committee will comprise of:</p> <ol style="list-style-type: none">1. G.M (OPRN.)2.G.M.(IED)3.G.M.(CMC)4.G.M of the respective Area.5. Head of the Associate Finance of DT(O)6. Finance officer of CMC department as a member secretary of Estimate committee. <p>The committee 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.</p>	05 Days	<ol style="list-style-type: none">1. G.M (OPRN.)2.G.M.(IED)3.G.M.(CMC)4.G.M of the respective Area.5. Head of the Associate Finance of DT(O)6. Finance officer of CMC department as a member secretary of Estimate committee.
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G. Approval of Estimate of the proposed work

17	Approval of the proposal for tendering.	<ol style="list-style-type: none">1. If the proposal is in line with approved PR /RCE, DT (O) CCL will approve the proposal for tendering.2. If the proposal is deviation of approved PR /RCE /Scheme before tendering the proposal, the In-Principle approval of CCL Board will be required after obtaining competent approval it will be placed before CCL Board.	15 Days	GM(Operation)
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H.Post contract Deviation

18	Proposal for post contract deviation including time and quantity extension	1. Any such proposal for post contract deviation will not be entertained normally. However, in case of special circumstances like geology/land issues/change of coal linkage/ IR Problem etc. exist the proposal will be initiated by the area with detail justification with relevant plan and sections to operation deptt.	In time (at least two months before the requirement of deviation)	Project Officer Area Finance Manager) Area General Manager
		2.The same will be scrutinized by HOD(Survey) CCL with submitted plan and sections and other details	05 Days	HOD(Survey)
		3. After recommendation of HOD(Survey), it will be put up before HQ Technical committee for detail deliberation of the proposal.	05 Days	G.M (OPRN.) G.M.(Geology) G.M.(L&R) G.M.(Excv.) G.M of respective Area.
		4.After recommendation of the technical committee, proposal will be examined by the CMC Deptt. in respect of provision of NIT of the contract and other contract manuals.	05 Days	GM(CMC)
19	Approval Post contract Deviation	Regarding deviation /Variation in Quantities. Extension of time for additional quantity. Extension of time for originally awarded quantity. Variation in agreed stripping ratio etc of HOE contract.	To be dealt as per approved SOP for mining contracts approved in CCL Board in its 462 nd meeting held on 16/08/2018.	To be dealt as per approved SOP for mining contracts approved in CCL Board in its 462 nd meeting held on 16/08/2018.

Signature