

सेंट्रल कोल्फील्ड्स लिमिटेड

(कोल इंडिया की अनुषांगी, एक मिनी रत्न कम्पनी)

दरभंगा हाउस, राँची-834029

संविदा प्रबंधन प्रकोष्ठ (सी.एम.सी).

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**CENTRAL COALFIELDS LIMITED**

(A Miniratna Subsidiary Company of Coal India Limited)

Darbhanga House, Ranchi
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Contract Management Cell (CMC)

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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.

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

