

ईस्टर्नकोलफील्ड्सलिमिटेड

अध्यक्ष-सह-प्रबंधनिदेशककाकार्यालय

शंकरादिवा, पत्रालय- डिसेरगढ़,

जिला- बर्द्धमान, पश्चिमबंगाल-713333

सिविल अभियांत्रिकी विभाग

सी.आइ.एन-U10101WB1975GOI030295

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EASTERNCOALFIELDS LIMITED

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Date - 25.07.2018

Ref: ECL/HQ/GM(Civil)/ CSR/521

To

All Area General Manager

HoD/Incharge

Other Estb./Units

Subject - Implementation of System Improvement in the matter of Civil works under Corporate Social Responsibility (CSR) activities.

Dear Sir,

Please find enclosed herewith System Improvement Suggestions (sl. no. 1 to 15) in the matter of Civil Works under Corporate Social responsibility (CSR) activities approved by CMD, ECL.

You are requested to advise the concerned officials for implementation of the approved suggestions.

Matter to be treated as important and urgent.

Yours faithfully

[Signature]
25.7.18

General Manager (Civil)/HoD
ECL, HQ

C.C.-

GM(Vigilance), ECL

GM(Welfare/CSR), ECL

GM(Finance), I/C, ECL

All Area Engineer (Civil)

Civil Engg. Incharge of Other Estb./Units

SYSTEM IMPROVEMENT FOR CIVIL WORKS IN C.S.R.

SL No.	EXISTING GUIDELINES /OBSERVATION	APPROVED SYSTEM IMPROVEMENT
1	As per clause no. 5.12.2 of C.E. Manual "The location of measurement should be clearly described so as to facilitate their easy identification."	A check list is to be prepared containing all the following aspects: The locations of the measurement should be clearly described in the measurement recorded in M.B. to facilitate their easy identification. The name of the work cannot be treated as location of the work.
2	The provision of Civil Engineering Manual vides Clause no. 5.11.6 states that "No entry may be erased. If mistake is made, it should be corrected and initiated by the person recording the measurement and authenticated by the EIC. Overwriting should not be done in any case.	No entry should be erased. If mistake is made, it would be corrected and initiated by the person recording the measurement and authenticated by the EIC. Overwriting should not be done in any case in recording the measurement in M.B.
3	No such clause that measurement in MB should not match with estimate. However, the matching of length, width and also thickness even in decimal places attracts doubt about the recording of the measurement of the executed quantities.	While taking measurements at site, records of photography should be maintained.
4	CVC has circulated several orders regarding negotiations.	Negotiation should be dealt as per CVC Circulars.
5	The tender should be floated on the updated cost derived on the basis of latest methods (i) as specified in the C.E. Manual & (ii) as per the Circular/guidelines issued time to time by the Company	The tender should be floated on the updated cost derived on the basis of latest methods of (i) as specified in the C.E. Manual & (ii) as per the Circular/guidelines issued time to time by the Company and the detailed calculations with supporting documents should be kept in the file. The cost updation of any work should not be done on lump sum basis or on approximate basis.
6		The award, execution and payment of the work should be done as per C.E. Manual and other prevailing guidelines.

7		Measurement should be taken in Decimal system.
8		Accountant/A.O. should examine whether check measurements have been done or not as per the guidelines mentioned in the C.E. Manual. If it is not found, it should be brought to the notice of bill passing authority immediately.
		In addition to above, the followings systematic improvement may be incorporated:
9		The brief scope of work should be displayed in the work site so that the people also may know the scope of the work as well as the location of the work.
10		Satisfactory completion certificate as per scope of work should be obtained from the user end/ Gram Panchayat.
11		Photographs of the work site including surroundings should be taken before, during and after execution of work and one set of the same must be kept in the files for future reference.
12		Sufficient time should be given for completion of the work in the NIT considering all the aspects like value, location, nature etc. of job.
13		Area G.M. should ensure the inspection of C.S.R. work through a committee.
14		Proper training facilities should be provided to the persons dealing all the activities.
15		Confirmation about the implementation of above steps and endorsement of Area CSR Committee shall be ensured by the Respective Area G.M. and the final certification shall be sent by Area G.M. to G.M./C.S.R.