



ईस्टर्न कोलफील्ड्स लिमिटेड
EASTERN COALFIELDS LIMITED
(कोल इंडिया लिमिटेड की अनुषंगी)
(A Subsidiary of Coal India Limited)

सांकतोडिया, पोस्ट : डिशेरगढ़, जिला : पश्चिम बर्धमान
पश्चिम बंगाल-713333
Sanctoria, P.O. Dishergarh, Dt. Paschim Bardhaman
West Bengal - 713333
CIN-U10101WB1975GO1030295

Ref. No: ECL/TS/OP/ 3323

Date: 17-12-2021

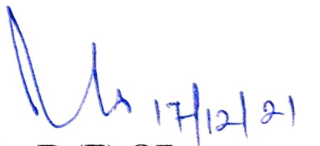
OFFICE ORDER

Enclosed herewith is the approved guideline for "System improvement regarding maintenance of records in logbook in compliance with MCEW" to be followed by Excavation departments of ECL.

All the Area General Managers are requested wide circulation of the guideline and implement the same in Excavation Departments of all the Areas from the date of receipt of this office order.

This is issued as per the directive of competent authority.

Encls: As above (through email.)

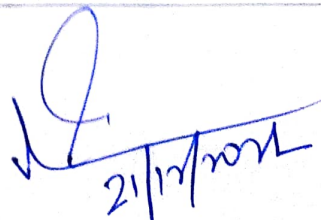

TS to D (T) OP

Distribution:

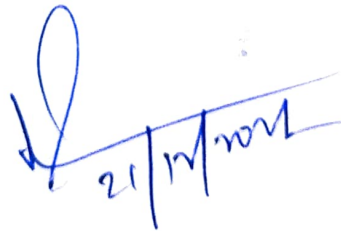
1. CMD, ECL
2. D (T) P&P/ D (T) OP/ D (F)/D (P)/ CVO, ECL.
3. GM(T&MS)TS to CMD/ TS to D(T)P&P/ TS to D(F)/ TS to D(P)
4. All Area GMs
5. Gp. GM (Excavation), ECL HQ.
6. File.

Proposal of system improvement regarding proper recording of HEMM repairs in the logbooks

Sl No	Existing Guidelines of keeping Records in Site Order Book	proposed system improvement regarding maintenance of records in logbook in compliance with MCEW	Ref. Para MCEW
1	A Site Order Book is a Register duly certified by EIC regarding number of pages it contains, each page being numbered. Name of work, name of contractor, reference of contractor /work order etc. and the aforesaid certificate should be recorded on its first page.	Log book is as good as register with printed formats where the equipment performance, POL consumption and brief description of preventive and breakdown maintenance of one equipment are maintained date-wise commencing from the date of commissioning till date of the Survey-off/grounding of the equipment. For one particular equipment several logbooks are required to maintain. As such for repair works of outside agencies, it is required to record (i) the name of the work (ii) name of the contractor (iii) reference of contract/work order etc. in the appropriate column (viz 'Details of repairs and spare' column) of Logbooks as per the MCEW by which the tenders pertaining to the Excavation Departments are governed(as per 3.f. (ii) of 'General Guidelines and Formats' of Guidelines of e-Procurement of Works and Services)	8.09.1
2	Site Order Books shall be maintained on the sites of work s and should never be removed therefrom under any circumstances. It shall be property of the company, the Engineer-in-charge or his authorised representative shall duly record his observations regarding any work which needs action on the part of the contractor like improvement in quality of work failure to adhere to scheduled programme etc. as per contract agreement/work order. The contractor shall promptly sign the Site Order Book and note the orders given therein by the Engineer-in-charge or his authorised representative and comply with them. The	Logbooks of the HEMMS should be maintained in Workshop Office for Workshop equipment and at Site Office/ Workshop for field equipment. The logbooks are property of the company. The authorised representatives of the Engineer –in-charge of Excavation department shall record the works being carried out on the equipment and also duly record his observations regarding any work which needs action on the part of the contractor like improvement in quality of work failure to adhere to scheduled programme etc. as per contract agreement/work order. The compliance shall be reported by the contractor to the Engineer-in-charge or his authorised representative concerned in time so that it can be checked and recorded.	8.09.2


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	compliance shall be reported by the contractor to the Engineer-in-charge or his authorised representative in time so that it can be checked and recorded.		
3	The Site Order Books should invariably be consulted at the time of preparation of running account bills and final bill of contractor.	The Logbooks of the equipment should invariably be consulted at the time of preparation of running account bills and final bill of contractor.	8.09.3
4	A Hindrance Register shall also be maintained at site to record various hindrances encountered during the course of execution. Hindrance Register will be signed by both the parties. The contractor may also record his observations in the Hindrance Register. In case the contractor has a different opinion for hindrance and a dispute arises , then the matter will be referred to Engineer-in-charge and or the next higher authority whose decision will be final and binding on the contractor. The decision will be communicated within 15 days.	Any stoppage of work on the equipment shall also be recorded in the logbook of the said equipment during the course of execution. In case the contractor has a different opinion for hindrance and a dispute arises, then the matter will be referred to Engineer-in-charge and or the next higher authority whose decision will be final and binding on the contractor. The decision will be communicated within 15 days.	8.09.5


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