



Handwritten: Mr. M. Chandra
Pls refer to
answer - 27/1/18

Eastern Coalfields Limited
(A Subsidiary of Coal India Limited)
A Government of India Undertaking
Office of the GM(MM) Sanctoria,
PO- Dishergarh, Dist-Burdwan, West Bengal (Pin No.
713333)



REF: ECL/HQ/GM(MM)/367

DT: 30.03.18

31.

CIRCULAR

Sub: System improvements/SOP to be followed at diesel dispensing units in respect of receipts, issue, & consumption of diesel (Ref.ECL/MM DT. 19.01.18 of GM(MM)/HOD

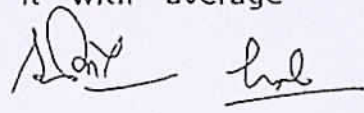
In the Meeting of Functional Directors of ECL held on 27.01.18 item no. 10 (Ref No. ECL/CS/27(Z-4)/1st OF 2018/10 DT. 02/02/18, it was approved to adopt system improvement/SOP to be followed at Diesel dispensing units in respect of receipts, issue & consumption of diesel. This has to be implemented at area/units with immediate effect. Following system procedure shall be adopted :-

- 01) Regarding formation of decantation committee it was suggested that a committee consisting of 04(four) Executives comprising of Store Officer, Excavation Engineer, E&M Engineer and Security official should be constituted.
2. Horizontal platform should be constructed at all Diesel Dispensing Units of Areas, so as to measure the exact quantity of diesel in the tankers received from the suppliers.
3. The approved plan of the tanker should be checked by the Decantation Committee member before unloading the diesel so as to know the correct position from where the dip measurement is to be taken.
4. The chart provided by the Weight and Measure Department for each chamber of the tanker should be checked before the readings are taken. The dip reading should be recorded in the Dip Register maintained for the purpose in the Format enclosed as annexure - I and signed by the committee members.
5. The procedure laid down in the Store Manual concerning receipt and issue of diesel should be strictly followed.
6. Entry of incoming and outgoing tankers should be made in the Security Register kept at Security Check Gates.
7. At the opening and close of the diesel pump, dip reading of all the tanks should be taken and recorded in the register and signed by the person authorized for the purpose by the Depot Officer.

Handwritten signatures

158

8. At the opening and close of the diesel pump, Flow Meter reading should also be taken and recorded in the register and signed by the person authorized for the purpose by the Depot Officer.
9. The difference in the issue of diesel as per flow meter and dip reading should be taken at the beginning of the day and at the end of the day after completing all the issues by the Store Officer on daily basis.
10. The requisition for issue of diesel should be handed over to the store personnel at the Diesel Dispensing Unit before issue of diesel. Under no circumstances, diesel should be issued without proper requisition.
11. Service Vans/Diesel Bousers used for filling of filed equipments should be placed under the user department. Diesel issued to such service Van/Diesel Bouser shall be treated as Out of Book Stock.
12. Regular calibration of Dispensing Unit Pumps and metering units should be done as required under statute/Store Manual.
13. The Inlet pipes of underground storage tanks should be locked.
14. The nozzles used for issue of diesel should be kept sealed under lock and key after issue hours.
15. Copy of the entries made in Dip Register maintained under Sl. No. (4) and (6) should be submitted daily to the Project Officer/Agent and Excavation in charge of the Project.
16. Store staff posted at Diesel Dispensing Unit should be rotated every three (03) years.
17. CGM/GM of the Area should constitute a committee which will conduct quarterly checks at Diesel Dispensing Units of the Area. A copy of the report of the committee should be sent to the undersigned.
18. Hour Meter shall be fitted in each and every HEMM and its operation should be ensured and all HEMMs' diesel tanks should have proper locks.
19. A committee should be constituted by the Project Officer/Agent which will determine periodically the average hourly consumption of diesel in different types of HEMM and will submit the report to the Project Officer/Agent. A copy of this report should be marked to the CGM/GM of the Area and Staff Officer (Excavation), who will take corrective measures as required. A copy of this report should be given to Chief General Manager (Excv.), also.
20. An Excavation Engineer should be authorized by the Project Officer/Agent who will examine and analyse the daily consumption of diesel by each HEMM based on the quantity of diesel issued, working hours, trips made and compare it with average



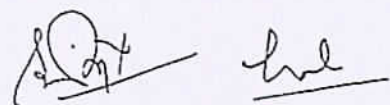
consumption as determined by the Committee constituted under clause (19) above.

- 21. Proper haul road gradient, washing and greasing of HEMM, maintaining HEMM in top Start Condition, proper tyre inflation etc. should be ensured for bringing improvement in diesel consumption.
- 22. A monthly report of receipts, issue, consumption etc. should be prepared and submitted to Staff Officer (Excv.) of the Area, who shall work as Nodal Officer for this purpose.
- 23. The Nodal Officer should bring to the knowledge of the CGM/GM of the Area of there is any major discrepancy in quantities.
- 24. To have a proper control over the specific diesel consumption, a check list given in enclosed Annexure-II should be enclosed with every pay order for HSD purchase. The check list shall be examined by the Nodal Officer/Staff Officer (Excv.) and only after his recommendation, the pay order shall be issued by Finance department of the Area. If the Nodal Officer feels that there is abnormally high consumption of diesel, he should bring it to the knowledge of the CGM/GM of the Area.
- 25. Stand age of minimum one hour of diesel tankers on plain and uniform platform before unloading, must be ensured.
- 26. The dip measurement must be taken on a plain and uniform platform.
- 27. Before taking dip measurement, proper calibration of dip measuring rod must be ensured.

PROCEDURE OF UNLOADING HSD TANK TRUCKS

The following procedure to be followed for unloading HSD Tank Trucks:

- 1. When TT reports allow him to park at Plain surface made for unloading.
- 2. Bond/Earth the TT with your system.
- 3. Collected documents from TT Driver should be checked for its correctness with respect to the following :-
 - i) Consignor/consignee
 - ii) TT No.
 - iii) Product/Quantity/Amount.
- 4. Give sufficient settling time to TT.
- 5. Sealing of TT, tally serial nos with nos mention in challan before breaking the seals should be checked properly.
- 6. Dip rods of each compartment from the calibration certificate should be checked.
- 7. Dip of each compartments of TT be checked and the PI of dip rod with top of dip pipe should be matched.
- 8. The presence of water in each compartment by water finding paste should be checked.



156

STORAGE TANK

1. Dips at every morning and after closing of operation should be checked.
 - i) The variation in quantity as per morning dip-closing dip should be equal to days delivery plus receipt quantity.
 - ii) The variation in closing dip of tank with next days" morning dip should be checked. This will enable the user to determine leakage/seepage from the tank;
2. Water dip of tank every morning should be checked.
3. Density and temperature of storage tanks should be checked.
4. Do not allow HSD in storage tank to be dormant. Use tanks in rotation.

Enclosure: Annexure - I.

lud
50/5/18
GM(MM)-HOD
30/2/18

Copy for kind information to :

01) CVO, ECL

Distribution:-

- 01) GM(Vig.), ECL.
- 02) GM(T &MS)/TS to CMD
- 03) GM(M)/TS to D(T)/OP
- 04) GM(M)/TS to D(T)/PP
- 05) TS to D(F), ECL
- 06) TS to D(P), ECL
- 01) All Area GMs, ECL
- 02) GM(Excv.)HOD, ECL
- 03) GM(E&M) HOD, ECL
- 04) GM(F) HOD, ECL
- 05) GM(Security), ECL
- 06) GM, W/shop, E&M, ECL
- 07) GM W/Shop, Excv, ECL
- 08) All Area Materials Manager, ECL



Eastern Coalfields Limited
(A Subsidiary of Coal India Limited)
Office of the Chairman-cum-Managing Director
Materials Management Deptt-Store Wing
Sanctoria, PO- Dishergarh, Dist- Paschim
Burdwan, West Bengal (Pin No. 713333)



REF: ECL/HQ/GM(MM)/ 10

DT : 05.04.18


ADDENDUM

Sub: System Improvements/SOP to be followed at diesel dispensing units in respect of receipt, issue and consumption of diesel (Ref. Circular ECL/HQ/GM(MM)/367 DT. 31-03-2018

It has come to attention that the check list Annexure No. II (relating to point No. 24) of the subject circular was, by oversight, not included with the circular No. 367 dated 31-03-18. The same is being enclosed for implementation with immediate effect.

Inconvenience caused is regretted.

Enclosed - Annexure No. II as above.


GM(MM)-HOD

Copy for kind information to :

✓ 01) CVO, ECL

Distribution:-

- 01) GM(Vig.), ECL.
- 02) GM(T &MS)/TS to CMD
- 03) GM(M)/TS to D(T)/OP
- 04) GM(M)/TS to D(T)/PP
- 05) TS to D(F), ECL
- 06) TS to D(P), ECL
- 07) All Area GMs, ECL
- 08) GM(Excv.) HOD, ECL
- 09) GM(E&M) HOD, ECL
- 10) GM(F) HOD, ECL
- 11) GM(Security), ECL
- 12) GM, W/shop, E&M, ECL
- 13) GM W/Shop, Excv, ECL
- 14) All Area Materials Manager, ECL

DIP REGISTER

Date-----

Colliery-----

Stores-----

Position of Daily Physical Measurement

Pump No.	Totaliser	Meter Reading	Dip	Factor	Litres
----------	-----------	---------------	-----	--------	--------

- 1.
- 2.
- 3.

Ground Balance(Physical)	-----	Litres
Kardex Balance	-----	Litres

Difference

Dip was taken by me today at and physical balance of Litres found in Underground Storage Tanker(s).

i.

ii.

(Signatures)

II. Receipts of Tankers

- 1 Tanker no..... 1. Tanker refilled by Oil Comp. on----- at-----
- 2 Challan-cum-invoice.....
- 3 Dated 2. Tanker arrived on at
- 4 Qty. as per challan 3. Tanker decanted on at
- 5 Quantity as per actual measurement
- 6 Difference
- 7 Oil Comp. intimated by letter no..... dt.

Decantation of Tanker

Dip as per challan	Dip	Factor	Litres
-----	-----	-----	-----
Actual			
Challan			
Difference	-----	-----	-----
			-----Shortage-----

- III. Group Balance litres
- Received today litres
- Total Litres
- *Less Kardex Balance litres

Issued during the day Litres

*This portion should be filled up next day morning with reference to stores records.

Signature

HSD Issue statement with 1st Pay Order of every monthProject/Colliery

A. Details of Production and Diesel Factor :

Sl.no.	Description	Budget	Actual	Last year Actual
1	Coal Production in '000' tone			
2	Contractual Coal Production in '000' tonne			
3	OBR Production '000' litres			
4	HSD in Kilo liters			
5	HSD Factor in litres/cubic meter			

B. Details regarding H.S.D balance and purchase:

Sl No.	Description	HSD in Kilo liters	HSD value Rs. In '000'
1	Opening balance on 1 st day of the previous month		
2	Add. Purchase for last month		
3	Less total issued for last month		
4	Closing balance on last day of month		

C. Indenting of H.S.D from date..... To..... date

D. Details of issue for previous month:

Sl No.	Description	HSD in Kilo liters	HSD value Rs. In '000'
1	Production purpose- (Drill, Dozer, Shovel, Payloader, etc)		
2	Dept. transportation of coal & OBR(Dumpers)		
3	Service vehicles- (Truck, School Bus, Jeep, Van, etc)		
4	Others, if any (specify)		
Total Issued			

E. Details of last checking of pump & calibration carried out by oil company.....

Signature of Depot Officer

Signature of Project Officer