



Western Coalfields Limited
(मिनीरत्न कंपनी) (A Miniratna Company)
(कोल इंडिया लि. की अनुषंगी कंपनी)
(A Subsidiary of Coal India Limited)



सीएसआरविभाग

Welfare / CSR Department

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CIN - U10100MH1975GOI018626

पंजी.का.:कोयला विहार, सिविल लाइन्स, नागपुर(महाराष्ट्र)-440001 / Regd. Off. : Coal Estate, Civil Lines, Nagpur (MS) - 440001

Ref.No: WCL/WEL/2024/ 221

Date : 24.10.2024.

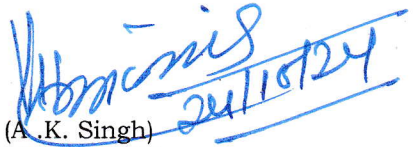
ORDER

During the investigation by the Vigilance department it has been observed that the charges collected for use of the Welfare amenities provided by WCL (e.g. Community hall/ Auditorium, Gymnasium, RO water plants, Bus services etc) from the beneficiaries / users are either kept in a separate account or in cash and not deposited in the account of WCL. Further, these funds are utilized without observing the provisions of Purchase Manual/ Rules of the company.

To streamline the collection of funds for the use of welfare amenities which has been created by WCL, the following process must be adhered with immediate effect:

1. All areas of WCL will fix the charges to be collected from the user of the welfare amenities available within respective Area which has been created by WCL. The charges to be collected will be displayed on the notice board.
2. A register will be maintained by the concerned department/ Executive for proper recording of fund collected from the user of such welfare amenities. Separate register to be maintained for each welfare amenities(e.g. Community hall/ Auditorium, Gymnasium, RO water plants, Bus services etc).
3. A separate WCL bank Account shall be opened by the Area /Sub area/Unit (who will be custodian of the respective welfare amenities). This bank account will be opened under the signature of one Personnel Executive and one Finance Executive.
4. The charges fixed by the Area for the welfare amenities will be collected by the concerned officials though cheque /Demand draft and shall be deposited in the above account opened by the respective Area/Sub Area / Unit of WCL.
5. If any amount has already been collected against the use of welfare amenities and available with them in cash, then such amount should be deposited in the above bank account.
6. It is also to be ensured that the provision of Purchase Manual/Rules of the company must be observed while procurement of any item and day-to-day maintenance which is to be done from the amount so deposited in this bank account opened for Welfare amenities.

This issued with the approval of the competent authority.


(A. K. Singh)
GM(Wel/CSR)
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Copy to :

1. The Area Geneger Managers,All Areas of WCL.
2. The HOD's /GM's HQ,WCL.
3. GM(CWS),Tadali.
4. Ts to D(P),WCL.
5. All APM's All Area of WCL /CWS,Tadali.
6. GM, Vigilance Dept WCL HQ, Nagpur