

वेस्टर्न कोलफील्ड्स लिमिटेड

(भारत सरकार का उपक्रम)
निदेशक (वित्त) का कार्यालय

Under Jurisdiction of Nagpur Court only



Western Coalfields Ltd.

(A Miniratna Cat-1 Govt. of India Undertaking)
Office of the Director (Finance), Coal Estate,
Civil Lines, Nagpur - 440 001

पंजीकृत कार्यालय: कोल एस्टेट, सिविल लाइन्स, Nagpur 440001
Regd. Office.: Coal Estate, Civil Lines, Nagpur - 440 001.
CIN : U10100MH1975GOI018626

टेली - ०७१२ २५१०४८५, फ़ैक्स क्रमांक - ०७१२ २५११५०४
Tele - 0712 2510485, Fax No - 0712 2511504
Email: df.wcl@coalindia.in
website: westerncoal.nic.in

Ref. No: WCL/DF/Secy./ 40

Date: 05.04.2021

//OFFICE ORDER//

ERP/SAP IMPLEMENTATION INSTRUCTION NO.1

In view of the implementation of the various ERP/SAP Modules w.e.f. 1st April 2021 and discontinuance of Coal Net in WCL across all Areas, the following guidelines are to be followed by all Areas and HQ in respect of preparation and acceptance of vendors/ contractors bills, other miscellaneous bills etc:

1. All the Bills viz., suppliers' bills for stores supply, contractors' bills for all types of services including HOE for OBR Transportation and Coal Transportation, Hiring of vehicles, other P&M/HEMM repairs and other miscellaneous payments are to be routed through ERP MM Modules and other respective modules.

The Goods Receipt Note and Service Entry Sheet (SES) as per ERP Procedure needs to be prepared by the respective department and Invoice to be generated for further passing and payment procedure to be done by Finance Department in SAP FICO Module.

2. There has been certain constraints regarding availability of limited Licences for use by various departments. All Areas are advised to use the Licences available for preparation of GRN/SES as above and invoice preparation in ERP/SAP. The existing procedure of bills acceptance and approval of various authorities on the bills will continue till further orders are issued in this regard.
3. Finance Department will use the licences issued to them and keep proper record of the processing of the bills with the name and designation of the officers concerned in the respective vouchers.

All concerned in the Areas are advised to follow the above instructions for successful implementation of ERP/SAP with immediate effect.


Director (Finance)

Copy for kind information to :

- CMD/DT(O)/DT(P&P)/D(P) WCL Hqrs. Nagpur.

Copy to:

- All GMs(HoDs) WCL Hqrs. Nagpur. }
- AGMs/AFMs All WCL Areas. } For necessary action.
- GM (F)-I/GM(F)-II WCL Hqrs. Nagpur }
- TS TO DF



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



एक कदम स्वच्छता की ओर

कार्मिक विभाग

Department of Personnel

Email : gnee.wcl@coalindia.in

☎/FAX: 0712 -2512352

CIN : U10100MH1975GOI018626

ISO 9001:2015 Certified

🌐 www.westerncoal.nic.in

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

संदर्भ. संख्या.: WCL/PER/EE/ 1167

दिनांक: 05th April '21


आदेश

Mr. C M Krishnan(90282179), Astdt.Manager(Secretarial), E3 grade, who has been transferred from MOC, CIL, New Delhi to WCL vide CIL's Order No. CIL/C5A(IV)/CMK/B-155 dated 23-02-2021 issued by the General Manager(Per), CIL, Kolkata and subsequently released from CIL, New Delhi w.e.f 01-04-2021 vide Order No. CIL/DLI/Estb/CMK/2021/1920 dated 18-03-2021 issued by the Chief Manager(Per), CIL, New Delhi, has reported at WCL HQ on 05-04-2021. He is hereby posted at CMD Secretariat, WCL HQ till further orders.

Mr. Krishnan is advised to report to the General Manager(Mining)/ CA, WCL HQ for further assignments.

On reporting, the executive must fix KPIs and targets in Online PRIDE within a period of 15 days of taking up the new role.

This issues with approval of the Competent Authority.


05/04/2021
(अहिल्या व्यास)
उप.प्रबंधक(कार्मिक)/ईई

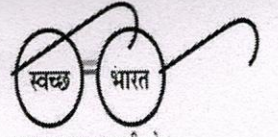
वितरण:

1. Executive Concerned.
2. The General Manager(Min)-(CA)/ TS to CMD, WCL HQ.
3. The TS to D(P)/ D(T)Op/ D(T)P&P/ D(F), WCL HQ.
4. The General Manager(System), WCL HQ - with a request to upload in WCL's website.
5. The General Manager(Finance)I/c / General Manager(Per)-(HRD), WCL HQ.
6. The Dy.Manager(Secttl) to CMD/ D(P)/ D(T)Op/ D(T)P&P/ D(F)/ CVO, WCL HQ.
7. CR Cell/ Personal File.



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संदर्भ. संख्या.: WCL/PER/EE/1168

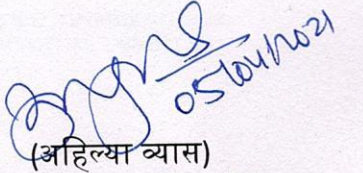
दिनांक: 05th April '21

आदेश

Consequent upon superannuation of Dr.(Ms) Khusi Moitra(90118175), Ex-Chief Medical Officer, E7 grade, Nagpur Area w.e.f 31-03-2021, Dr.(Ms) Vijaya B Mane(90121856), Dy. Chief Medical Officer, E6 grade, Nagpur Area, is hereby given the charge of Area Medical Officer, Nagpur Area, till further orders.

On assuming the charge of the Area Medical Officer, Nagpur Area, Dr. Mane will report to the Area General Manager, Nagpur Area for further assignments.

This issues with approval of the Competent Authority.


(अहिल्या व्यास)

उप.प्रबंधक(कार्मिक)/ईई

वितरण:

1. Executive Concerned. (Through: The Area General Manager, Nagpur Area.)
2. The Area General Manager, WCL, Nagpur Area.
3. The Chief of Medical Services I/c, WCL HQ.
4. The General Manager(Min)-(CA)/ TS to D(P)/ D(T)Op/ D(T)P&P/ D(F), WCL HQ.
5. The General Manager (System), WCL HQ - with a request to upload in WCL's website.
6. The Dy.Manager(Secttl) to CMD/ D(P)/ D(T)Op/ D(T)P&P/ D(F)/ CVO, WCL HQ.
7. CR Cell/ Personal File.