

## **GUIDELINES FOR ISSUING DELIVERY ORDER AND DESPATCHES OF COAL FROM AREAS**

### **A. RECEIPT OF APPLICATION AT HQ**

*Consumer has to submit following documents for release of coal.*

- (i) An application on consumers' letter-head for release of coal.*
- (ii) MCL's data input sheet duly filled in all respect by the authorized signatory / representative of the customer.*
- (iii) Sale intimation letter from service provider in case of "spot e-auction scheme, 2007".*
- (iv) Self-attested copy of photo I.D. Card issued by Service Provider in case of spot e-auction scheme, 2007.*
- (v) Authorisation letter in duplicate for collection of Delivery Order/lifting of coal at the Area.*
- (vi) Deposit of coal value for quantity allotted by way of demand draft in favour of "MAHARANI COALFIELDS LTD. – COAL SALES REALISATION A/C.(PARTY NAME) payable at SAMBALPUR with Debit Advice from draft issuing Bank.*
- (vii) Form E-15 in case of those consumers who are availing concessional O.E.T.*
- (viii) Statutory forms i.e. CST, OST, VAT, etc., if applicable.*

### **B. PROCESSING OF APPLICATION AT HQ:-**

- (i) Applicants Demand Draft details shall be entered through "COAL-NET" system on receipt of application.*
- (ii) All such DDs which are entered in "COAL-NET" system will be handed-over to Finance Deptt. along with Bank-wise statement for submission to Bank for realization.*
- (iii) After receipt of advice regarding realization from the Bank, Delivery Order/Money Receipt will be generated through coal net system and signed within 1-2 working days depending upon quantum of Delivery Orders.*
- (iv) Delivery Order will be sorted Colliery-wise.*
- (v) A colliery-wise summary sheet shall be generated by coal net system on daily basis indicating the details of party-wise Delivery Order enclosed and sent to Area Sales Manager along with the Area & colliery copy of Delivery Order, Money Receipt (accts. Copy) and authorisation letter of each delivery Order.*
- (vi) Office copy along with Money Receipt (original) shall be handed-over to the authorized representative after getting his signature with date on the office copy of Delivery Order at Road Sale Section, HQ as a token of receipt.*
- (vii) Customer copy along with Money Receipt (original) shall be handed-over to the authorized representative after getting his signature with date on the*

office copy of Delivery Order at Road Sale Section, HQ as a token of receipt.

- (viii) Daily report of Road Release Order issued (spot e-Auction and linkage) sent to Areas is to be submitted to GM (S&M) indicating colliery-wise quantity released.

**C. PROCESSING OF DELIVERY ORDER AT ASM'S OFFICE:-**

- (i) Area shall collect customer copy of Delivery Order from customer and verify with Area / Colliery Delivery Order copy.
- (ii) Customer will also complete other formalities required as per Govt. rules like Mining License, etc.
- (iii) On receipt of customer copy of Delivery Order and other documents as per Govt. rules, Area Sales Manager shall send the colliery copy of Delivery Order along with customer copy, documents for complying with Govt. rules & authorization to concerned colliery to deliver coal.
- (iv) The delivery order shall be sent to project office **twice in a week i.e. every Wednesday and Saturday.**

**D. LIFTING OF COAL AT COLLIERY :-**

- (i) Coal shall be released from the colliery on receipt of documents from Area Sales Manager to the authorized representative of customer.
- (ii) Delivery Order-wise/Truck-wise entry of lifting shall be made in the customer ledger.
- (iii) Coal shall be delivered after proper weighment at the weighbridge.
- (iv) Month-wise statement of lifting shall be sent to Area Sales Manager, Area Finance Manager and Billing Office for monthly billing purpose.

**E. BILLING AND REFUND:**

- (i) Delivery Order-wise coal bills will be prepared on month-to-month basis by Accts. Deptt. at Area level.
- (ii) After completion of lifting or on lapse of validity period of Delivery Order, AFM will process each & every case for preparation of final bill on receipt of lifting details from the colliery.
- (iii) For processing refund against the Delivery Order, the details of quantity lifted, quantity balance (certified by Despatch Officer of the Project), amount deposited, amount billed and amount to be refunded are to be certified by Associate of Finance on the back of Project copy of Delivery Order. This requires to be forwarded by ASM duly vetted by AFM and approved by Area GM for processing the refund to consumer at HQ.
- (iv) No application and customer copy of MR is required for processing refund case.
- (v) The refund documents complete in all respect should be sent to MCL HQ latest by 20<sup>th</sup> of the following month after the month of completion of Delivery Order.

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