



**cmpdi**  
A *Min India* Company



सेन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड  
(कोयल इंडिया लिमिटेड की अनुबंधी कंपनी / भारत सरकार का एक स्टेट उपकार्य)  
गोन्दवाना प्लैस, कांके रोड, राँची - 834 031, झारखण्ड (भारत)  
**Central Mine Planning & Design Institute Limited**  
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)  
Gondwana Place, Kanke Road, Ranchi - 834 031, Jharkhand (INDIA)  
**CORPORATE IDENTITY NUMBER - U14292TH1975601001223**

To,  
The Regional Director,  
RI-I, RI-II, RI-III, RI-IV, RI-V, RI-VI, RI-VII

Date: 22/07/2020

Dear Sir,

**Sub: Uniform bill passing system across all the RIs of CMPDIL**

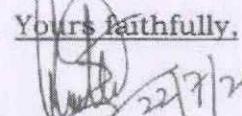
In view of the letter\_no. CMPDI/HQ/VIG/SC-08/19/232 dated 01.07.2020 (**Annexure I**) of CVO, CMPDIL addressed to CMD, CMPDIL, the following system/Checklist for contractors and suppliers bill passing based on prevalent practice has been formulated which is being followed in CMPI(HQ) for compliance by all RIs:

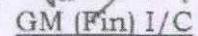
1. Bill tracking mandatory through coalnet by the concerned user department.
2. Physical bill to be passed. Bills forwarded by the user department to finance must bear the bill tracking no.
3. In case of bill related to works and services, the bill to be passed should have the acceptance of user department and must bear the certificate of "Job done satisfactorily"
4. In case of bill related to supply items requiring preparation of DRR, bill to be passed based on DRR, acceptance of bill and installation certificate (if applicable) / Inspection report by the concerned department. These documents should be attached with the bills.
5. Bills should be passed based on supply order / work order.
6. In case of bills of small amount, sanction letter indicating approval and BC be enclosed.
7. Budget certification be seen while bill passing.
8. Pay order be created in Coalnet based on the bill tracking created by the user department.
9. Bill be physically passed as well as approved in coalnet
10. Bill passing register be maintained properly recording the details of bill passed.
11. Expenditure be booked under proper head.
12. Guideline given in Finance Manual – Part II [Clause 5 of Chapter II (**Annexure II**) and Clause 4.01 of Chapter III (**Annexure III**)] as regard Stores payment and contractors' payment be followed.
13. Time line given in SOP (**Annexure IV**) for bill passing to be followed.

14. Payment has to be made in online mode only. In exceptional case, payment may be made through cheque or DD with approval of GM (Fin) stating reason why payment is not possible online.

It is, therefore, requested to ensure compliance of the above with immediate effect. Any non-compliance must be reported within a week, failing which it will be construed as dereliction of duty on the part of the defaulting officer/ HOD (F). RD may kindly ensure this

Enclosure: As above

Yours faithfully,

GM (Fin) I/C

Copy to:

1. **The CVO, CMPDI:** - For kind information.
2. **T.S to CMD, CMPDI**
3. **GM(Fin)/XP**

Vigilance Department  
 Central Mine Planning and Design Institute Limited  
 Gondwana Place, Kanke Road, Ranchi-834031

CMPDI/HQ/VIG/SC-08/19/ 232

Dated : 01.07.2020

To,

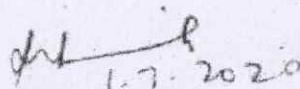
Chairman-cum-Managing Director,  
 CMPDI,  
 Ranchi.

Sub: Uniform Bill passing system across all the RIs of CMPDI.

Sir,

During Surprise Inspection at RI-II, Dhanbad, many deviations were observed in the prevailing bill passing and payment system. The deviations were noticed regarding non-adoption of online payment, unnecessary delay etc.

It is suggested that all RIs may be advised to adhere to the process and system of bill passing and payment which is followed at CMPDI/HQ, Ranchi. This will inter-alia include online bill payment, adherence to the SOP especially in regard to timelines, adoption of online bill tracking system etc being followed at HQ.

  
 1.7.2020  
 (Sumeet Kumar Sinha)

CVO/CMPDIL

## Chapter IV - Internal checks on Store Payment

Annexure-II

rectified within a reasonable time, this shall be referred to GM's office for intervention.

In case of any amendments to the original order this shall be recorded in respective registers preferably in red ink.

- A. A separate register shall be opened to record all proforma payments. The columns will be the same, as mentioned in 4(1) with additional columns for date and amount of payment on proforma bill and date of receipt of final bill, amount passed and remarks.
- B. Payment through banks shall, normally, be avoided and restricted to critical items/ reputable parties only.
- C. Wherefrom payments of 98%, 95%, 90%, etc. are made final payment shall normally be made from the same office which made the original advance payments referred to in the order. This procedure is necessary to avoid any overpayment.
- D. Deviation for making final payment by the office other than that which paid the advance, can be made only with the order of the management. The following procedure should be followed in all such cases:

At the time of payment the appropriate advance head of account is to be debited and the debit is to be passed on with full details (i) to the respective subsidiary company's headquarters if paid by Coal India, (ii) to the area if paid by the subsidiary company itself. The advance account will be adjusted on getting confirmation from subsidiary company/area as the case may be. A monthly statement is to be prepared by the office who paid advance giving full details in this respect and sent to the consignee pay office. The respective subsidiary company/area should send confirmation for payment of the balance to the office who paid advance. On the basis of confirmation reconciliation should be made by the office which paid advance. Immediate action should be taken for unlinked debits. Specific responsibility should be given to the AOs of all these offices for doing the reconciliation in time and bringing to the notice of the chiefs of accounts/finance concerned of all cases of advances not linked within one month of the expiry of the date of delivery.

### 5. Payment

- A. In all cases consignee/store shall verify the bills as to the quality, quantity, amount, Penalty / demurrage if any. The executive department of CIL/Sub-Co. must certify the bill and initial at the back of the bill accepting the same after checking and deduction, if any, to be made for the late delivery, rejection etc. They should also specially mention any amount of advance/ adhoc on account payment has been made against the same supply or not. Thereafter this certified bill should be sent to Accounts bill paying section along with the respective store receipt voucher, challan including inspection report and along with other documents as per order. The dealing assistant in accounts department on receipt of the bills along with store receipt voucher should enter these in the stores bill receiving register in a serial sequence and allot a serial no. to each bill received. The accounts officer should once in a month, go through this bill receiving register to ensure that bills are serially cleared. Bills yet to be cleared if any are to be identified and reviewed with reference to the reasons for keeping them pending. This register will also help to determine the outstanding liability for a particular period.
- B. (ii) Clearance of bank documents shall be made as per the times stipulated in the purchase order. In the absence of any definite instructions in the Purchase Order the payment is to be made on receipt of the consignment as certified by the deptt, to avoid demurrage payment.
- C. The bill passing officer who is authorized to release payment of bills shall ensure that the following are complied with before release of payment.
  - I. The total quantity received and billed is not in excess of the quantity ordered and the same has been supplied within the delivery/extended delivery period.
  - II. In case of excess quantity, necessary approval of the competent authority is received and placed along with the bill and a corresponding record made in the bill passing register and purchase order file.
  - III. Sales and other taxes charges have been billed correctly.
  - IV. The rates charged in bill are as per the purchase order or as per the amendment order approved by competent authority.
  - V. The respective receipt vouchers/stores receipt voucher for the goods received along with inspection notes are attached.

- VI. Any advance payment made has been deducted as per terms of the advance payment.
- VII. Penalty clause, if any, have been verified and action taken.
- VIII. That the copy of purchase order to pay officers is marked as "Copy for payment" and signed by the competent purchase officer.
- IX. Price Fall clause certificate, Warranty and Guarantee certificate as included in the Purchase Order and other relevant documents are to be attached with the bills.
- X. That the bill with all the enclosures like store receipt voucher challan No. etc, of the bill have been stamped as "Bill Passed" or "Bill Paid" when payment is released.
- XI. Central excise payable on the procurement is captured separately in the stores receipt voucher (SRV) for accounting as Cenvat credit receivable and availing of CENVAT credit as per rules from time to time.
- XII. VAT payable on the procurement is captured separately in the stores receipt voucher (SRV) for accounting as input tax credit receivable and availing of input tax credit as per rules from time to time.
- XIII. Security deposit / performance guarantee is to be deposited or not.
- XIV. MSME (Micro Small & Medium Enterprise) clause to be complied by maintaining relevant records.

(iv) **Rejected goods :** In cases where the materials are ultimately rejected in full/part after payments made in advance or on proforma invoice, the consignee/project authority should send immediately detailed information to the pay officer concerned as well as to the purchasing authority and take up the matter with the party. The rejected materials are not to be handed over to the supplier until refund of money has been made/accounts adjusted for the defective materials or replacement of materials have been made with good materials to the satisfaction of the competent authority. The concerned executive authority should ensure that BG is invariably be negotiated for encashment before one week of the expiry period in case the party neither revalidates the BG nor replaces the defect materials.

**(6) Responsibilities:**

- a) It will be the responsibility of the dealing assistant to audit the bills properly with reference to purchase order, goods receipt note, etc, to ensure that bank mandate given by the supplier for payment through ECS is available. He will maintain all the registers and books of accounts as required with proper postings. He will put his initials and date on the bills checked and found correct by him. The authorized bill passing officer should ensure through test checking the bill on the same line as mentioned above.
- b) The purchase order register and bill passing register will contain the initials of the dealing assistant and authorized bill passing officials.
- c) Supply reference including Stores Receipt note and Daily Receipt Book should be recorded in the office copy of the purchase order and bill with all enclosures will be stamped (defaced) as "Bill Passed for Payment" wherever bill is passed and then initialed with date. When on account payment is made for part supplies proper indication must be made in the purchase order for such supplies and passing of bills in part.
- d) The dealing assistant and authorized bill passing officer will put their initial in such remarks. The bill passing register must be completely filled up before the audited bills put up to Accounts Officer for signature. Where payment are generally made against clearance through System, each and every record to be incorporated in the System in place of register. Any rectification or change of records to be modified with the approval of the competent authority.
- e) Standard rubber stamp may be used indicating different stage of checking done by different employee with date and initials wherever the bill checking is done by more than one employee in each case.

**7) Payment procedure against DGS&D rate contract.**

Some of the establishments make purchases through DGS & D. In such cases certain amount is placed as an advance with the above party. As and when materials are received and intimation of payment is received from the DGS & D, such payments will be recorded in a register. At the end of each month, a cheque will be issued in favour of the DGS & D covering the total amount for the month. It is necessary to make sure that the consignments have been received by the consignee in good condition. It is also necessary to ensure that payments have been made correctly by D.G.S. & D supported by authentic vouchers. Reconciliation of accounts with D.G.S. & D must be made on a monthly basis. All discrepancies in payments and accounting should immediately be brought to the notice of D.G.S & D for correction.

**8) Payment for local purchase.**

deposit is as per existing contract / Civil Engineering Manual.

### 3.01. Records to be maintained for EMD

It is the duty of the assistant checking the contractors' bills to maintain the subsidiary ledger for EMD. Earnest money deposited by the tenderers and refunded to them must be entered in their respective account immediately. Every entry for deposit must be supported by details like Money Receipt No., date, Tender Notice Ref. Similarly every refund must be supported by details like Voucher No., date, Tender Notice Ref. The Ledger must be so maintained that at any given point of time, one should be able to know the balance EMD outstanding against any tenderer and the break-up of the amount outstanding (i.e., against which tenders those amounts were deposited, but yet to be refunded).

It is the responsibility of the dealing assistant to prepare the Schedule for EMD a/c duly reconciled with the Control a/c, at the end of every quarter.

It is also the responsibility of the Finance executive passing the contractors bills to ensure that his dealing assistant maintains the EMD ledger properly and submits reconciled schedules every quarter.

- a) Conversion of the earnest money after the award of the work and recovery of balance by deposit of cash/bank draft or banker's cheque/electronic transfer (only after the money is credited to the company's account) equal to the amount mentioned in the respective governing manual.
- b) A percentage deduction as per provision in the agreement/work order from the periodic payment on account of work done or supply made until the recovery of the agreed amount.
- c) The bank guarantee as security deposit shall be acceptable only for values as prescribed by NIT/work order and the same should be valid for the entire period of the contract followed by the period of guaranteed liability. Bank guarantee is to be submitted in the format prescribed by the company. Bank guarantee shall be irrevocable and from schedule banks. In case of any deviation from the format it should be vetted by the Legal department of the subsidiaries. This legal vetting should be obtained by the executing department. The Bank guarantee should be kept under the custody of the Finance department. Confirmation of the bank guarantee is to be obtained from the issuing bank by the concerned department and to be kept in file.
- d) All foreign bank guarantees will be confirmed by the bank located in India acceptable to the company. It should be stipulated that Bank guarantee must be unconditional and should be negotiable on presentation to the issuing bank. A provision will be incorporated in the Bank guarantee for exclusive jurisdiction of Court at a location convenient to the company for contesting legal cases arising out of encashment of the guarantee.
- e) Security deposit obtained from the contractors or by percentage deduction from periodical bills of contractors appears as a liability in the company's balance-sheet. On due fulfillment of a contract the security to be refunded after verification of the credit against pay order/bill submitted by the executive authority concerned duly supported by original cash receipt for EMD. The other forms of security as mentioned above are released on the due fulfillment of a contract on receipt of necessary instruction from the Office-in-Charge of the works / HOD of concerned department.

### 4.01. Checking of Bill : If the Civil Engineering Department has any Accountant / Finance executive attached to it, the Contractor bills should be checked by him. If not, they should be checked by the dealing assistant of the bill-passing officer of the Finance Department. The following points shall be noted while checking the bill.

- A. Civil Engineering Manual relating to the preparation and signing of the MBs have been complied.
- B. Bill shall be checked with the authenticated copy of the Work Order and Agreement (vide Clause 3.1) for their various items, quantity, rate, amount and compliance of the terms and conditions. It should be seen that the agreement has been signed by Civil Engineering personnel as per delegated power (Clause 3.03). The arithmetical accuracy of the bill shall be checked and in case of errors, they shall be corrected in red ink.
- C. The Abstract of cost and MB shall be compared with the bill for the various items of work, quantity, rates and total, there should be no difference between the two.
- D. In case the Civil Engineering Department has not made any recovery from bill and MB, specially statutory recoveries like works tax, royalty, income tax, surcharge etc. the Finance Department shall make it from the bill in red ink and make necessary corrections in the MB also.
- E. After the checking is over, each page of the MB shall be diagonally crossed with red ink. Also, the gross amount of the bill, deductions made under various heads and the net amount payable shall be indicated at the end.

F. Validity of the budget provision also shall be ensured.

**4.02. Examination and payment of bills :**

(A) The administrative officer-in-charge for awarding contract will examine the contractor's bill with reference to the entries made by his office in the measurement book. The rates allowed for the job/work should be certified and entered by the officer-in-charge in the bill itself when he is satisfied that the quality of work done or supplies made is up to the stipulated specification.

(B) The accounts office will specifically see that the bill contains the necessary certificate to this effect by the competent authority (item (A) above).

(C) The accounts office will check the entries in the measurement book as compared to the entries in the bill and in the certificate of the competent authority.

(D) When the administrative officer-in-charge is competent to issue pay order he will ensure thorough checking of the bill including its arithmetical accuracy before issuing the pay order which will also be checked by accounts.

(E) When the bill is on a running account it should be compared with the previous bill. The administrative officer-in-charge will specifically ensure that all the recoveries to be made have duly been taken into account before passing the pay order.

(F) If the administrative officer-in-charge is not empowered to make the payments, the bill will be submitted by him to the competent authority for authorisation of payments.

(G) Accounts officer will ensure that the bill has been signed by the competent authority and the measurement books and all other relevant records have been sent for audit purpose.

(H) Once in every month, a statement should be obtained from stores accounts about the stores issued on sale account with usual particulars of name of party, items, quantity, value, date of issue etc. While checking the deductions for materials issued to the contractors the above statement should be verified. Thus it can be ensured at the time of final payment that all materials issued to a particular party on sale account have been recovered.

**5.01 Part payment / Advance payment**

**6.02.01.** In some cases when an on-account-bill has been received but the examination of the bill will take sufficient time then, subject to the provisions of rules and regulations and approval of the competent authority a lump sum advance payment are made on account of urgency of the case. But normally there should not be any on account advance payment. When such advance payment pay orders are received by the accounts department they will ensure the following checks :

A. The bill in respect of which the advance is proposed has been received and should actually be under check in the administrative department/accounts Department and that the nature of the bill is such that it cannot be checked within the normal time.

B. The amount of advance (including previous advance payment and adjustment), if any is not more than 75% of the net amount of the bill under check.

C. The payment has been suitably endorsed both on the running bill against which the part payment is made and in connected measurement book. The bill should also bear a certificate of the competent authority to the following effect :

"Certified that the pay/order made against the contractor's bill is to the best of my belief, less than 75% of the amount billed for, after allowing for deductions on account of security deposit and value of materials issued if any and previous advance payment and that the payment made will be adjusted against the bill which is being checked".

An undertaking should be obtained from the contractor before the payment is actually made that if the amount of

advance paid to him be subsequently found to be more than the amount of the running account bill in respect of which the advance was paid, he will refund forthwith the amount overpaid. It is the personal responsibility of the officer concerned in work execution to see that advance is adjusted when payment is made on the running account bill in respect of which it was made and for any overpayment which may occur.

- D) When a bill is prepared for the work or supplies measured, every page containing the detailed measurement must be invariably scored out by a diagonal red ink line and endorsed as such like "Bill prepared." When the payment is made, endorsement must be made in red ink on the abstract of measurement giving a reference number and date on the voucher and endorsed "Bill paid". The accounts department will ensure that this has been followed and the accounts officer will be responsible to check these things in detail for each case. Each bill must be stamped as "passed for payment" or "cheque drawn" in the respective stages of work.
- E) If any final payment is made on running account the accounts department will see that the payee writes on the bill that the payment is in full settlement of all demands.
- F) Each bill must contain the respective accounts head code number to be given by the competent authority giving pay order. The accounts department should see that it has been correctly done.
- G) The accounts officer will ensure that tax deductions have been made in appropriate cases from the contractor's bill.

#### 5.02 Mobilization Advance.

1. Power to provide such advance should rest at Board level.
2. The amount of MA, interest to be charged, its recovery schedule should be explicitly stipulated in the tender document.
3. Interest free mobilization advance should be discouraged. If however the concerned Board feels it a necessity for interest free MA, it should be clearly stipulated in the tender document & its recovery should be time based & not linked to progress of the work.
4. In case of interest free MA a clause should be inserted in the TD that if the contract is terminated due to default of the contractor, the MA should be deemed as interest bearing and the rate of interest should be prevailing rate at the time of issue of NIT.
5. BG should be 110% of the MA and its genuineness should be confirmed independently from the issuing bank.
6. Relevant format of the BG should be provided in the TD.
7. In case MA against machinery & equipment, insurance and hypothecation to the employer should be ensured.
8. The MA should not be paid in less than two instalments except in special circumstances for reasons to be recorded. Utilization certificate from the contractor for the MA should be obtained. Subsequent instalments should be released after getting satisfactory utilization certificate for the earlier instalment.

The above stipulations (illustrative but not exhaustive) being taken from the guidelines issued by the CVC, are subject to subsequent changes in the guidelines issued by the CVC from time to time.

#### 5.03. Other advance payments :

In case of item rate contract where awarded value of the individual materials is known, advance payment to contractors against supply of materials can be made subject to following checks to be exercised before making payments.

- A. Terms of contract agreement should specifically permit such payment and the agreement should have been executed only by a competent authority.
- B. The materials brought in should be duly inspected the inspection report should clearly specify that the quality & quantity of the said materials are as per specifications of the contract. Amount of advance should not exceed 75% of the value of the materials brought in.
- C. The claim for advance payment should have been accepted only by a competent authority and recommended in writing for making such payment.
- D. The deductions on account of security, adverse quality and short supply of material, adjustments of previous overpayment, if any, etc. must be made before making the payments.

## General Guidelines regarding SOP

1. The dates suggested in the SOP may be considered as working days (excluding holidays).
2. The time schedule of 21/30 days, as the case may be, has been proposed in the normal circumstances. In case of any force majeure or exceptional circumstances the time schedule may be different but proper justification must be recorded for delays at every level.
3. In case the bills are returned due to some defects or not in order or incomplete as per work order/ agreement or relevant manual or any other reason, then the bills should be returned immediately with reasons to be recorded in writing. Accordingly after rectification the time line will start from the date of resubmission.
4. Delay in dispatch should be taken care of properly and should not be made excuse for delay in payment in normal circumstances.
5. The approved timeline should be included in respective NITs/ work orders/ purchase orders/ agreements etc.
6. As regards other bills which has not been mentioned specifically in the SOP, the time line should be applied based on nature of job in absence of any specific time line given anywhere, it must be ensured that the payment should made within 30 days from the date of submission of invoice after completing all the formalities from the contractor/ supplier/ service provider side.
7. System of FIFO (i. e first in first out) should be ensured in all bills barring exceptions with proper justification. That means bills which has been received first will be processed first in normal circumstances.
8. Any escalation bills, supplementary bills, debit notes, credit notes etc. may also be dealt as per the suggested time line above. The periods may be customized accordingly to ensure payment within 21/30 days.
9. As regards purchase from GeM, the procedures and guidelines laid down by GoI on the portal should be followed and accordingly the time line for every responsibility center should be customized.
10. The nature of responsibilities indicated in the SOP has been mentioned only for fixing a time line. If the actual responsibilities of the person concerned is different than the time line should be aligned accordingly to ensure the timely payment within 21/30 days as the case may be.
11. In case of submission and acceptance of invoice/bills, there is difference in stipulations in purchase manual and finance manual of CIL GM (MM) may be requested to take the matter with CIL for necessary amendment in the purchase manual.
12. Zero date for processing of bills will be considered after receiving the corrected documents in all respect.
13. All department should make a check-list of documents / papers required with the bill for efficient processing of bills. The check-list should also be known to the contractors / suppliers.

Contd - Page

El

Pradip Kumar

18/11/19

Sarita  
18/11/19

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Dinesh  
18/11/19

18/11/19  
Brijesh

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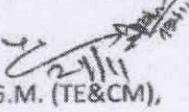
Additional Suggestions:-

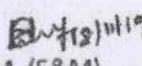
1. The committee further suggests the following for streamlining the system of timely payment to contractors/suppliers/service providers considering the circular no 02/04/18 of CVC. It may kindly be instructed to the concerned department for compliance of the same.
2. There should be stipulation in all tender documents/contracts/POs regarding number of days (from the date of submission of clear and admissible bill) within which payment will be released. Officials as suggested should be designated to ensure compliance of the timelines for release of such payments.
3. Any clarification from the contractors/suppliers/service providers on the bill submitted by contractor should be sought within a specified number of days provided in the contract itself. Except the exceptional circumstances, these clarifications should be sought in one go. Similarly, the contractor should be required to submit the clarification sought within a specified number of days.
4. In case of any disagreement between the Organization and the contractor on any part of the bill, such part may be severed from the rest. Payment against ~~agrees~~ <sup>agreed</sup> and admissible part can be processed as per laid down procedure, while the disputed part can be dealt as per contract provision viz. conciliation, dispute resolution, Arbitration, etc.
5. Online Bill Tracking System should be put in place with provision for ~~altering~~ <sup>7</sup> higher level of management to enable monitoring, review/intervention in cases of delay.
6. Further to ensure compliance of directives of CVC, a robust and transparent Bill Tracking System should be put in place in all cases of processing of bills of stores, spares, POL, Explosive/ contractual/ service provider etc., right from the originated point of Bill i.e. Executing department/ where material is received/ work is executed to the point of final payment by finance deptt. This will make the system faster, transparent and also the bottleneck/ delays would be visible easily and will help in further improvement.
7. GM (ICT) shall ensure availability of system and software for implementation of the robust bill tracking system and GM (E&T) shall ensure availability of proper internet/ intranet connectivity. Further the responsibility of implementation of bill tracking system should be Area/Project authorities in case of Areas and in case of HQ, respective GMs/In charges of the concerned departments/sub-departments.

The SOP is put up before HOD (TS) for kind perusal and placing before FDs for kind deliberation and approval

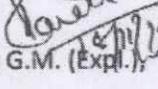
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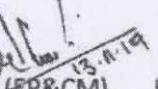
  
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G.M. (Finance) Chairman, SOP finalization committee,

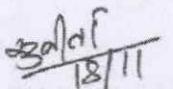
  
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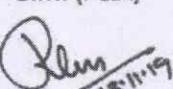
  
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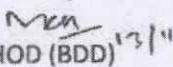
  
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HOD (EP&CM),

  
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G.M. (P&A)

  
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HOD (Geomatics)

  
13-11-19  
HOD (BDD)

Inspection of materials	Within 3 Days of receipt of Intimation	Head of technical department.
Generation of store receiving document (DRR)	2 Days from receipt of Inspection note and acceptance	Receipt section in charge
Scrutiny and compilation of the bill by the subordinate staff and forwarding of the bill to the paying authority for 80 % payment (through bill tracking)	Within 4 Days of generation of DRR	Receipt section in charge and associate finance
Bill received by the Finance department for submission to expenditure section	1 day	Despatch clerk
Bill forwarding to concerned audit staff for audit and passing of bill	1 day	HOD expenditure of Finance
Passing of bill by concerned staff and submission to concerned executive of Expenditure section	4 Days from receiving of bill	Concerned staff
Passing of bill by executive of Expenditure section and submission to Cash section for payment to party	2 Days after passing of bill by concerned staff	Concerned executive
Indenting, arranging fund and making payment to the supplier	2 Days after receiving of bill from expenditure section.	Cash officer and cashier.
<b>Total Estimated working Days</b>	<b>21 Days</b>	
GEM Invoices: Payment Terms: 100% payment to be released with in 10 days from generation of CRAC (Consignee Receipt and Acceptance Certificate)		
MM department activity chart with time schedule (4 days) after Generation of CRAC	Receipt of Materials and Generation of inspection Note	Receipt section in charge
Inspection of Materials		
Generation of CRAC (Zero days)		
Scrutiny and Compilation of the bill by subordinate staff and Forwarding of the bill to the paying authority for 80 % payment (through bill tracking)	Within 2 days of generation CRA	Receipt section in charge and Associate Finance
Bill received by the Finance department for submission to expenditure section	1 day	Despatch clerk
Bill forwarding to concerned audit staff for audit and passing of bill	1 day	HOD expenditure of Finance
Passing of bill by concerned staff and submission to concerned executive of Expenditure section	2 Days from receiving of bill	Concerned staff
Passing of bill by executive of Expenditure section and submission to Cash section for payment to party	1 Day after passing of bill by concerned staff	Concerned executive
Indenting, arranging fund and making payment to the supplier	Within 2 days	Cash officer and cashier.
<b>Total Estimated working Days</b>	<b>15 Days</b>	

S.No.	Description	Activities	Timeline	Responsibility Centre	Remarks
2	Outsourced Bills Processing /Extralation/Drilling/GPL				

89 *Rajeshwar* 18/11/2011  
 90 *Banking* 18/11/2011  
 91 *Banking* 18/11/2011  
 92 *Banking* 18/11/2011  
 93 *Banking* 18/11/2011  
 94 *Banking* 18/11/2011  
 95 *Banking* 18/11/2011  
 96 *Banking* 18/11/2011  
 97 *Banking* 18/11/2011  
 98 *Banking* 18/11/2011  
 99 *Banking* 18/11/2011  
 100 *Banking* 18/11/2011

Draft SOP for CMPDI (HQ) contractors / Outside party bills

S.No.	Description	Activities	Timeline	Responsibility Centre	Remarks
1	MM Division, CMPDI HQ / Capital Equipments and P&M items	80% payment within 21 days of delivery of items			
	MM department activity chart with time schedule (11 days)	Submission of bill by Party alongwith all materials, Receipt of materials & generation of inspection note	Within 2 Days after delivery of equipment and receipt	Receipt section incharge	
		Inspection of materials	Within 3 Days of receipt of equipment and receipt	Head of technical department.	
	Generation of store receiving document (DRR)		Within 3 Days of receipt of Intimation	Receipt section incharge	
		Scrutiny and compilation of the bill by the the subordinate staff and forwarding of the bill to the paying authority for 80 % payment (Through bill tracking)	2 Days from receipt of inspection note and acceptance	Receipt section incharge and associate finance	
	Finance department activity chart with time schedule (10 days)	Bill received by the Finance department for submission to expenditure section	Within 4 Days of generation of DRR	Receipt section incharge and associate finance	
		Bill forwarding to concerned audit staff for audit and passing of bill	1 day	Despatch clerk	
		Passing of bill by concerned staff and submission to concerned executive of Expenditure section	4 Days from receiving of bill	Concerned staff	
		Passing of bill by executive of Expenditure section and submission to Cash section for payment to party	2 Days after passing of bill by concerned staff	Concerned executive	
		Indenting , arranging fund and making payment to the supplier	2 Days after receiving of bill from expenditure section.	Cash officer and cashier.	
	Total Estimated working Days		21 Days		
	MM Division, CMPDI HQ / Capital Equipments and P&M items	20% payment within 21 days of SUCCESSFUL INSTALLATION / COMMISSIONING of items			
	MM department activity chart with time schedule (11 days)	Forwarding of bills submitted by Party after initial scrutiny	2 days	Receipt section incharge	
		Scrutiny and compilation of the bill by the the subordinate staff after receipt of installation and commissioning certificate, forwarding of the bill to the paying authority (Through bill tracking)	Within 9 Days of receipt of installation and commissioning report.	Receipt section incharge and associate finance and HOD M/f	
	Finance department activity chart with time schedule (10 days)	Bill received by the Finance department for submission to expenditure section	1 day	Despatch clerk	
		Bill forwarding to concerned audit staff for audit and passing of bill	1 day	Despatch clerk	
		Passing of bill by concerned staff and submission to concerned executive of Expenditure section	4 Days from receiving of bill	Concerned staff	
		Passing of bill by executive of Expenditure section and submission to Cash section for payment to party	2 Days after passing of bill by concerned staff	Concerned executive	
		Indenting , arranging fund and making payment to the supplier	2 Days after receiving of bill from expenditure section.	Cash officer and cashier.	
	Total Estimated working Days		21 Days		
	Revenue Items and Stores (100 % payment after receipt and acceptance of items at site).				
	MM department activity chart with time schedule (11 days)	Submission of bill by party alongwith all materials, Receipt of materials & generation of inspection note	Within 2 Days after delivery of equipment and receipt	Receipt section incharge	

11/2/2019

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Regional Institute activity chart with time schedule (including Transit period) (12 days).	Submission of Bill, certified MPR and labour related documents in the other covering tagged in one covering submit to HoD (Exploration), Zero Date	Concerned person		
	Bill marked to Project Manager of RI (HQ) for meterage certification by HoD (Expl), RI.	Concerned person		
	Certification of meterage by Project Manager put up to HoD (Expl), RI.	Concerned person		
	After signature of HoD (Expl) forward to HoD (Personnel) for labour documents certification.	3 Days	HoD (Expl), RI	RI Level
	After certification by HoD (Personnel) forwarded to RD for signature	3 Days	HoD (Personnel), RI	
	After RD signature sent to GM (Expl), HQ, Ranchi for acceptance	1 Day	RD	
	Bill entered in tracking system in Exploration Section & directly put up to Concern Executive of RI at HQ	4 Days	Transit time from RI to HQ	Transit time
	After rechecking the certification of meterage, JMC & certified labour documents by Concern Executive put up to GM (Expl) / CM (RI-3 Days Coordinator) for acceptance.	2 Days	Office of GM (Expl) Section, HQ	
	After acceptance by RI Coordinator forwarded to GM (Fin). For audit & payment	2 Days	Concern Executive (HQ)	HQ (Expl)
	Bill documentation and tracking.	2 Days	GM / RI Coordinator (HQ)	
Finance department activity chart with time schedule (10 days)	Bill received by the Finance department for submission to expenditure section	1 day	GM (Expl) Section, (HQ)	
	Bill forwarding to concerned audit staff for audit and passing of bill	1 day	Despatch clerk	
	Possing of bill by concerned staff and submission to concerned executive of Expenditure section	1 day	HoD expenditure of Finance	
	Possing of bill by executive of Expenditure section and submission to concerned staff for payment to party	4 Days from receiving of bill	Concerned staff	
	Cash section for payment to party indenting, arranging fund and making payment to the supplier	2 Day after passing of bill by concerned staff	Concerned executive	
<b>Total Estimated working Days</b>		Within 2 days	Within 2 days	Cash officer and cashier.
		30 Days	30 Days	

S.No.	Description	Activities	Timeline	Responsibility Centre	Remarks
3	<b>E&amp;M department, CMPOI HQ</b> E&M department activity chart with time schedule (11 days).	<p>Vehicle Hiring Bills under Rate contract (Within 2 days of submission of bill).</p> <p>Registering the receipt of contractor bills In vehicle department of E&amp;M 1 Days</p> <p>Scrutiny of bills in all respect and recommendation for approval</p> <p>Forwarding by first dealing officer</p>	<p>Vehicle In Charge(VIC)</p> <p>Vehicle In Charge(VIC)</p> <p>4 Days</p> <p>2 Days</p>	<p>If during scrutiny, bill found incomplete/incorrect return to the contractor within 3 Days</p> <p>AM(E&amp;M/Excv.)/ DM(E&amp;M/Excv.) if it needs to ask for any clarification, or additional information, or papers found to be incorrect-report to VIC within 2 Days</p>	

Forwarded by officer incharge of vehicle section	2 day	CM(E&M)/Officer in charge for if it needs to ask for any clarification, or additional information, or papers found to be incorrect-report to First dealing officer within 1 Days
Approval by Competent Authority forwarding the bills to finance department through e officer/hardcopy after entering in the bill tracking module	1 day	GM(E&M)/HOD
Bill received by the Finance department for submission to expenditure section	1 day	Vehicle in Charge(VIC)
Bill forwarding to concerned audit staff for audit and passing of bill	1 day	Despatch clerk
Passing of bill by concerned staff and submission to concerned executive of Expenditure section	4 Days from receiving of bill	HOD expenditure of Finance
Passing of bill by executive of Expenditure section and submission to Cash section for payment to party	2 Day after passing of bill by concerned staff	Concerned executive
Indenting, arranging fund and making payment to the supplier	Within 2 days	Cash officer and cashier.
<b>Total Estimated working Days</b>	<b>21 Days</b>	

S.No.	Description	Activities	Timeline	Responsibility Centre	Remarks
4	Town-Engineering Department	Civil work payment term as per Manual.			
	Civil work payment term as per Manual.	For R/A bills :- Within 1 month of presentation of bill duly passed and accepted for payment by EIC.			
		For Final bills (work upto 200.00 lakh) :- Within 2 months of presentation of bill duly passed and accepted for payment by EIC.			
		For bills (Work above 200.00 lakh) :- Within 3 months of presentation of bill duly passed and accepted for payment by the EIC.			
	Town Engineering department activity chart with time schedule ( 16 days )	Acceptance of the bill, entry in the ledger by the engineer in charge (EIC).	7 Days from the date of submission of GST invoice by the contractor	EAIC) / SOE(C), AM(C) / Dy M(C) / GST invoice will be taken from the contractor on the basis of technical verification of the invoice by the EIC.	
		Checking, auditing and passing of bills by the associate finance/divisional accountant and submission to HOD(C) /Incharge.	Within 04 Days	Associate finance /divisional account Incharge	The invoice should be prepared on regular intervals (monthly/quarterly) as per work order / Civil Engineering Manual.
		Technical audit and acceptance of the bills by Incharge / HOD(C) and submission to finance department.	05 Days	Incharge/HOD(C)	
	Finance department activity chart with time schedule (10 days)	Bill received by the Finance department for submission to expenditure section	1 day	Despatch clerk	HOD expenditure of Finance
		Bill forwarding to concerned audit staff for audit and passing of bill	1 day		
		Passing of bill by concerned staff and submission to concerned executive of Expenditure section	8 Days from receiving of bill	Concerned staff	
		Passing of bill by executive of Expenditure section and submission to Cash section for payment to party	2 Day after passing of bill by concerned staff	Concerned executive	
		Indenting, arranging fund and making payment to the supplier	Within 2 days	Cash officer and cashier.	
	<b>Total Estimated working Days</b>		<b>30 Days</b>		

S.No.	Description	Activities	Timeline	Responsibility Centre	Remarks

5	<u>Legal Bills, CMPDI (HQ)</u> <u>Legal department activity chart with time schedule (14 days)</u>	On receipt of bills complete in all respects from different Advocates/Firms/Sr. Advocates/ASG/Arbitrator etc. the bills will be bill verified by the Legal Section.	Within 3 Days of receipt of Dealing officer of Legal section within overall responsibility of GM/HOD (P&A)
		On verification, the bill will be certified and entered in different registers and uploaded on coahnet through bill tracking system.	Within 3 Days of verification. Dealing officer of Legal section within overall responsibility of GM/HOD (P&A)
		Forwarding the physical copy of the bills after certification and entry on coahnet for fund concurrence on acceptance of the bill by competent authority.	Within 2 Days of uploading Dealing officer of Legal section within overall responsibility of GM/HOD (P&A)
		Fund concurrence and submission of bills to Legal Section on approval of competent Authority.	Within 3 Days Dealing Officer of cost and budget under the overall responsibility of GM/ HOD (Finance)
		Receipt of bill after FC and further onward forwarding for payment to Expenditure Section, Finance Division, CMPDI(HQ)	Within 3 Days Dealing officer of Legal section within overall responsibility of GM/HOD (P&A)
		Bill received by the Finance department for submission to expenditure section	1 day Despatch clerk
		Bill forwarding to concerned audit staff for audit and passing of bill	1 day HOD expenditure of Finance
		Passing of bill by concerned staff and submission to concerned executive of Expenditure section	4 Days from receiving of bill Concerned staff
		Passing of bill by executive of Expenditure section and submission to Cash section for payment to party	2 Days after passing of bill by concerned staff Concerned executive
		Indenting , arranging fund and making payment to the supplier	2 Days after receiving of bill from expenditure section. Cash officer and cashier.
		<b>Total Estimated working Days</b>	<b>24 Days</b>

S.No.	Description	Activities	Timeline	Responsibility Centre	Remarks
6	<b>Miscellaneous Bills</b> <i>User department activity chart with time schedule (11 days)</i>	<p>(All bills other than department specific SOP will be dealt as per Misc. Bills SOP)</p> <p>Submission of bill by Party</p> <p>Inspection of materials/services done</p> <p>Scrutiny and compilation of the bill by the subordinate staff and forward in Acceptance by Concerned HOD</p> <p>Bill documentation and tracking.</p> <p>Bill received by the Finance department for submission to expenditure section</p> <p>Bill forwarding to concerned audit staff for audit and passing of bill</p>	<p>Within 01 Days</p> <p>Within 03 Days</p> <p>Within 03 Days</p> <p>Within 02 Days</p> <p>Within 02 Days</p> <p>1 day</p> <p>1 day</p>	<p>Receipt section incharge</p> <p>Person concerned</p> <p>Person concerned</p> <p>HOD/GM</p> <p>Receipt section incharge</p> <p>Despatch clerk</p>	<p>Receipt section incharge</p> <p>Person concerned</p> <p>Person concerned</p> <p>HOD/GM</p> <p>Receipt section incharge</p> <p>Despatch clerk</p> <p>HOD expenditure of Finance</p>

Passing of bill by concerned staff and submission to concerned executive of Expenditure section	8 Days from receiving of bill	Concerned staff
Passing of bill by executive of Expenditure section and submission to Cash section for payment to party	2 Day after passing of bill by concerned staff	Concerned executive
Indenting, arranging fund and making payment to the supplier	Within 2 days	Cash officer and cashier.
<b>Total Estimated working Days</b>	<b>21 Days</b>	

Ref. No. 11  
G.M. (Finance)  
G.M. (Expt.)  
R.D. R53  
Ref. No. 2

Draft S.O.P. for payment of Contractor bills of Regional Institute's, CMPO!

### **(1). Bills related to Vehicle Hiring Nature**

Description	Activity Chart of User department of Regional Institute and time schedule [11 days].	Activities	Timeline	Responsibility Centre	Remarks
	Receipt of bill on submission by vendor (in person or by post) and after verification of documents from checklist, put up to HOD (Concerned Deptt.)/CIC camp who will mark it to designated dealing officer/Clerk	Receipt of bill on submission by vendor (in person or by post) and after verification of documents from checklist, put up to HOD (Concerned Deptt.)/CIC camp who will mark it to designated dealing officer/Clerk	2 Days	Receipt clerk who if not satisfied with documents as per check list will not accept the bill and return it to vendor under signature of HOD/CIC.	Zero date to be counted on receipt of bill complete in all respect at receipt clerk end.HOD (Concerned Deptt.) to prepare check list as per work order and make it available to the receipt clerk for verification as well as to vendor to submit bill accordingly.
	Scrutiny of log book and other statutory documents	Scrutiny of log book and other statutory documents	5 Days	Designated dealing clerk/officer and HOD (Concerned Deptt.)/CIC	
	Acceptance of bill and sending to pIA department through Bill Tracking System for wage certification as per CLIP	Acceptance of bill and sending to pIA department through Bill Tracking System for wage certification as per CLIP	4 Days	Designated dealing clerk/officer and HOD, P&A	
	Verification of Wage and other mandatory documents as per labour law on CLIP Portal	Verification of Wage and other mandatory documents as per labour law on CLIP Portal	1 day	HOD Concerned Department	
	Concerned Deppt. to send the bill to Finance for payment.	Concerned Deppt. to send the bill to Finance for payment.	7 Days	Designated dealing clerk/officer and HOD/F	
	Auditing and passing of bills	Auditing and passing of bills	2 Days	Designated dealing clerk/officer and HOD/F	
	Sending the passed bill to cash for payment.	Sending the passed bill to cash for payment.			
	Release of payment on digital mode	Release of payment on digital mode			
	<b>Total Estimated working Days</b>		21 Days		Subject to Fund Availability from Hqrs.

Bills relating to Commerce

4.2. Bills related to Security Agency payment (for security guard deployment)			
Description	Activities	Timeline	Responsibility Centre
Activity Chart of Regional Institutes user & P&A department and time schedule (13 days).	Receipt of bill on submission by vendor (in person or by post) and after verification of documents from checklist, put up to HOD (Concerned Deptt.),y/C camp who will mark it to designated dealing officer/Clerk	2 Days	Receipt clerk who if not satisfied with documents as per check list will not accept the bill and return it to vendor under signature of HOD/C.I.C.
Activity chart of Regional Institute Finance department (8 days).	Scrutiny of absentee statement and other statutory documents and send 5 Days Verification of Wage and other mandatory documents as per labour laws 6 Days Acceptance of bill and sending the bills to Fin. deptt. Auditing and passing of bills Sending the passed bill to cash for payment Release of payment on digital mode	5 Days 6 Days 6 Days 2 Days	Designated dealing clerk/officer and HOD (Concerned Deptt.)/C.I.C Designated dealing clerk/officer and HOD, P&A Designated dealing clerk/officer and HOD(F) Designated dealing clerk/officer and HOD(F)
Total Estimated working Days		21 Days	Subject to Fund Availability from HQs.
3. Repair and maintenance Civil & E&BM			
Description	Activities	Timeline	Responsibility Centre
Civil work	For running on a/c bills /final bill	/	/

3. Repar and maledicentes Chil & EBM

Activities	Timeline	Responsibility Centre	Remarks
For running on a/c bills /final bill			
Civil work			

Payment terms as per manual:		Acceptance of the bill, entry in the ledger by the engineer in charge (EIC).		07 Days from the date of submission of GST invoice by the contractor	EAC{C} / SOE{C}, AMIC{C} / DY M{C} / GST invoice will be taken from the contractor on the basis of technical verification of the invoice by the EIC. The invoice should be prepared on regular intervals (monthly/quarterly) as per work order / Civil Engineering Manual.
For final bills:		Checking, auditing and passing of bills by the associate finance/divisional accountant and submission to HOD{C}/ YI charge.	Within 04 Days	Associate finance /divisional account incharge	
(a) For works up to 200 lakhs -within 2 months of presentation of bill duly passed and accepted for payment by EIC.		Technical audit and acceptance of the bills by incharge / HOD{C} and submission to finance department.	Within 05 Days	Incharge/HOD{C})	
(b) For works above 200 lakhs -within 3 months of presentation of bill duly passed and accepted for payment by the EIC.		Auditing, accepting and passing of bills by finance department and submission to cash department.	Within 10 Days of receipt of the bills in the department	Dealing assistant /bill passing officer; cash officer with overall responsibility of GM (F)- HQ/X/P	
		Arranging fund and making payment to contractor.	Within 04 Days	Cash officer and cashier.	
		<b>Total Estimated working Days</b>	<b>30 Days</b>		
<b>4. Analytical (Chemical and others) bills</b>					
A. Payment terms as per work order- within 21Days from date of receipt of bill		Receipt of GST Invoice submitted by respective Laboratory and put up	2 Days	Receipt Clerk	
B. Paying authority- HOD Finance		Verification of data and analysis carried out as per advice	6 Days	Designated Officer	
		Acceptance of bill and sending to Fin	2 Days	HOD/Concerned Dep't..)	
		Audit and passing of the bill.		HOD Finance	
		Sending it to cash section	8 Days		
		Release of payment to party on digital mode	3 Days		
		<b>Total Estimated working Days</b>	<b>21 Days</b>		
<b>5. CMC (P&amp;M) bills.</b>					
A. Payment terms as per work order- within 21Days from date of receipt of bill		Receipt of GST Invoice submitted by OEM/Authorised agent and put up	2 Days	Receipt Clerk	
		Verification of bill with log book of respective P&M		Designated Officer	
		Checking for machine availability/ idling as well as spares consumed	6 Days	HOD/Concerned Dep't..)	
		Acceptance of bill and sending to Fin	2 Days	HOD Finance	
		Audit and passing of the bill.	8 Days		
		Sending it to cash section			
		Release of payment to party on digital mode	3 Days		
		<b>Total Estimated working Days</b>	<b>21 Days</b>		
<b>6. Spares/ consumables and others</b>					

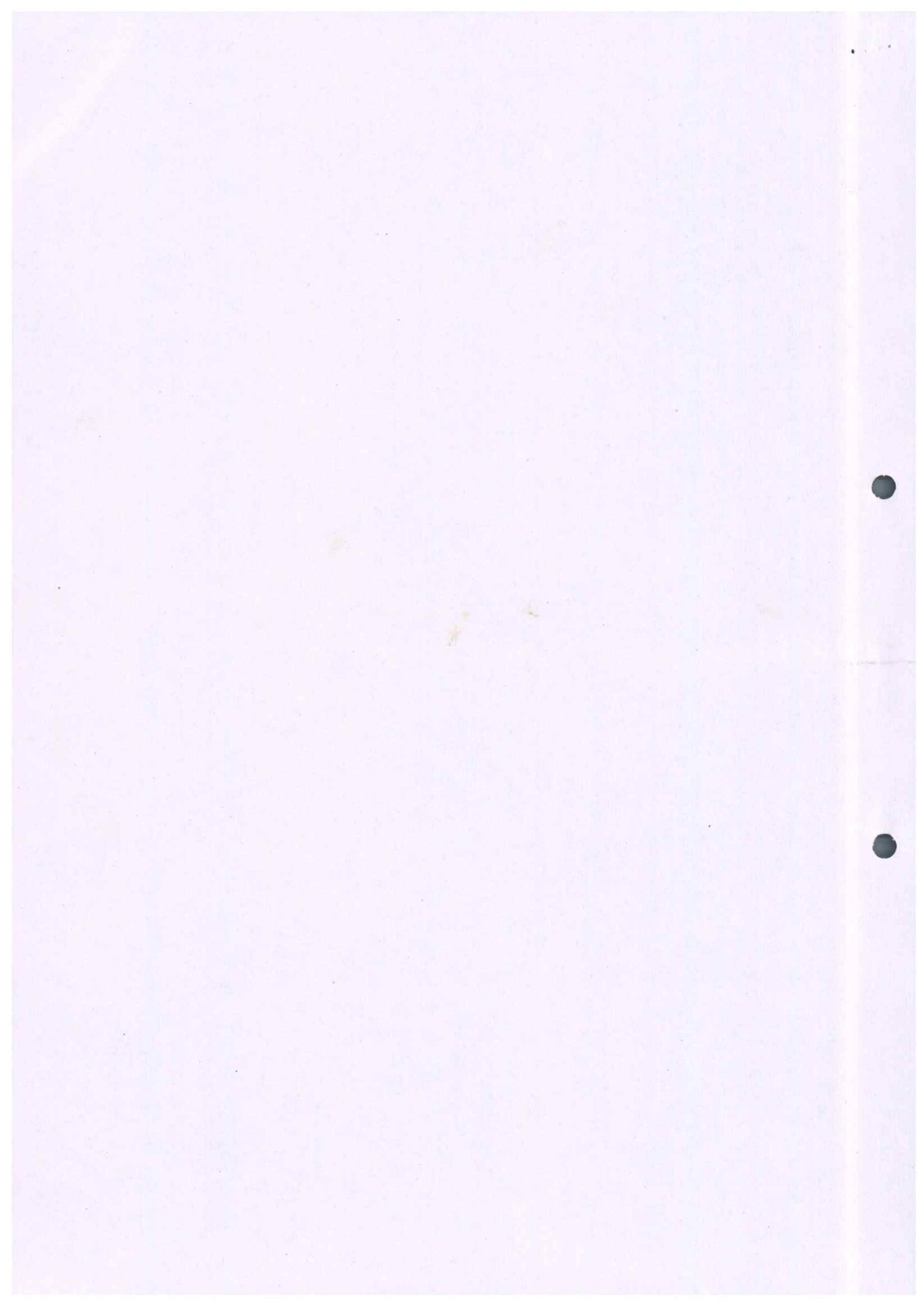
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गोपनीय

**सीएमपीडीआई**  
**तकनीकी सचिवालय**

पत्रांक: टी.एस./2020/5.03/

दिनांक 07.08.2020

**विषय:** दिनांक 22.07.2020 को संपत्र हुई कार्यकारी निदेशक-गण की कमेटी की सोलहवीं : 2020 बैठक में लिए गए निर्णय के संबंध में।

दिनांक 22.07.2020 को संपत्र हुई कार्यकारी निदेशक-गण की कमेटी की सोलहवीं : 2020 बैठक में लिए गए निर्णय का अंश आपके सूचनार्थ एवं आवश्यक कार्रवाई हेतु नीचे दर्शाया गया है।

**Quote**

**ITEM NO. 16 (2020) :8**

**Sub: Uniform bill passing system across all the RIs of CMPDIL.**

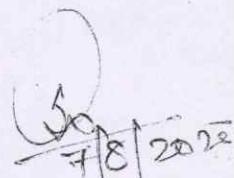
8.0 GM(Finance) briefed the FDs regarding action to be taken for implementation of uniform bill passing system across all RIs of CMPDIL and other activities in reference to the communication from the CVO, CMPDIL to CMD, CMPDIL vide letter dated 01.07.2020.

After detailed deliberation, the Committee of FDs and CVO, CMPDI advised the following:-

- i. GM(Finance), HQ to communicate the SoP/process of bill passing system in practice at HQ to all RDs and HoD(Finance) of RIs for compliance. It was also advised to communicate that in case of non-compliance of the same by the RIs, an exception report for such period of time to be submitted to HQ by the concerned RI(s) within a fortnight.
- ii. For adoption of online bill tracking system, as suggested CVO, CMPDI, a system to be displayed on the website of CMPDI which would show status / details of bills like date of receipt, bill no., remarks, etc. so that the concerned person/party can track their bill status, if any. GM(ICT) was directed to take action, accordingly.

**Unquote**

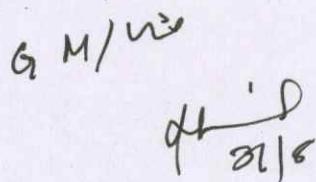
तदनुसार, उपरोक्त निर्णय को भेजा जा रहा है।

  
 (एस.के.दुबे) 2020  
 विभागाध्यक्ष (टी.एस.)

महाप्रबंधक (वित्त)

महाप्रबंधक (आई.सी.टी.)

प्रतिलिपि: मुख्य सतर्कता अधिकारी – सादर सूचनार्थ।

  
 M. P. Dubey  
 21/8

