



सीएमपीडीआई
मिनी रत्न
cmpdi
Mini Ratna

सन्ट्रल माईन प्लानिंग एण्ड डिजाइन इन्स्टीच्यूट लिमिटेड
(कोल इण्डिया लिमिटेड की अनुषंगी कम्पनी / भारत सरकार का एक लोक उपक्रम)
गोन्दवाना प्लेस, कान्के रोड, राँची - 834 008, झारखंड (भारत)
Central Mine Planning & Design Institute Limited
(A Subsidiary of Coal India Limited / Govt. of India Public Sector Undertaking)
Gondwana Place, Kanke Road, Ranchi - 834 008, Jharkhand (INDIA)
CORPORATE IDENTITY NUMBER - U14292JH1975GOI001223

An ISO 9001: 2015 & ISO 37001: 2016 Certified Company

Ref. No: CMPDI/HQ/DT(CRD) Sectt./2026/

Date : 01.04.2026
06

सेवा में,

The All GMs/Heads of Departments,
CMPDI, HQ, Ranchi
All Regional Directors,
RI-1/RI-2/RI-3/RI-4/RI-6/RI-7

विषय: Systemic Improvement Measures on Non-Closure of Contracts after expiry period across Central Mine Planning & Design Institute Limited

Dear sir/madam,

During the surprise visit of a Vigilance team to Central Store at Barkakana, it was observed that various long-pending supply were not closed due to part supply or non-supply of materials against supply orders. It was also observed by vigilance department that many contracts remained unclosed due to non-submission of final bills by the parties and non-claiming of retention money, resulting in non-release of the same by the department.

A systemic improvement measures as suggested by Vigilance department is as under.

1. Closure of Unfulfilled/Partly Fulfilled Supply Orders

All supply orders not fulfilled or partly fulfilled by suppliers shall be processed strictly as per the provisions of the Purchase/Contract Manual. Appropriate action including imposition of stipulated penalties, risk purchase (where applicable), and formal closure of the contract shall be ensured within a defined timeline.

2. Automatic Release of Deposits after Defect Liability Period (DLP)/ Warranty Period

Relevant portion from Manual for Civil Engineering Works for Refund of security deposit is reiterated below:

"4.07.7 REFUND OF SECURITY DEPOSIT: The refund of security deposit shall be subject to company's right to deduct/ appropriate its due against the contractor under this contract or under any other contract.

On completion of the entire work and issue of defect liability certificate (taking over certificate with a list of defects) by the Engineer-in-charge, one half of the security deposit remaining with the company (Performance Security) shall be refunded as elaborated at CI. No.4.07.3.

The other half (Retention Money) shall be refunded to the contractor after issue of No Defect Certificate by the Engineer-in-Charge on the expiry of Defect Liability Period of six months, subject to the following conditions:



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a. Any defect/defects in the work, if detected after issue of defect liability certificate (Taking over certificate with list of defects) is / are rectified to the satisfaction of the Engineer-in-Charge within the said defect liability period of six months or on its due extension till completion of the rectification works as required.

b. In the case of building work or other work of similar nature, the refund shall be made on the expiry of the said six months' period or at the end of one full monsoon period i.e. June to September, whichever is later in point of time and any defects such as leakages in roof, effloresces in walls, dampness, defects in drainage etc. should be rectified to the satisfaction of Engineer-in-Charge."

In cases where the contractor has satisfactorily completed the work as per the terms of the work order, EMD/PSD/Security Deposit and Retention Money shall be released as per MCEW 2023, without waiting for a formal claim or request letter from the contractor. A SOP may be formulated by the management with regards to acceptance, handling and release of Performance Security Deposit.

3. Incorporation of Clause for Timely Submission of Bills

A suitable penalty clause may be incorporated in the NIT/Contract Agreement for non-submission of final bills by the contractor as per The Limitation Act, 1963 of Government of India and rules of company.

4. Preparation of Expired Contract Register and Periodic Review

Each RI/HQ shall maintain a register of expired contracts and conduct quarterly reviews to ensure time-bound closure. Cases pending beyond three months after expiry shall be reported to the concerned HOD with reasons and action taken.

All RIs/HQs are advised to follow the above instructions strictly for closure of contract after expiry period.


Nripendra Nath
Director(Technical/CRD)/RD&T

Copy to:

1. D(T/P&D), CMPDIL, Ranchi.
2. D(T/ES), CMPDIL, Ranchi.
3. GM, Vigilance, CMPDIL, Ranchi.



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