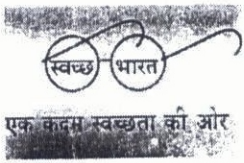
भारत कोकिंग कोल लिमिटेड
एक मिनी रत्न कंपनी
(कोल इंडिया लिमिटेड का एक अंग)
A Mini Ratna Company
Bharat Coking Coal Limited
(A Subsidiary of Coal India Ltd)
Regd. Off.: Koyla Bhawan, Koyla Nagar
कोयला भवन,कोयला नगर, धनबाद -826005
CIN: U10101JH1972GOI000918



STANDARD OPERATING PROCEDURES

(SOP)

ACCEPTANCE/PROCESSING/PASSING/PAYMENT OF BILLS OF CONTRACTORS/SUPPLIERS/SERVICE PROVIDERS IN BCCL COMMAND AREA

THE SOP IN TWO PARTS IS AS UNDER:

PART A: WHERE PAYING AUTHORITY IN HQ
PART B: WHERE PAYING AUTHORITY IS AREA

PART-A: (Where paying authority is HQ)

Sl. No.	Description	Activities	Time line	Responsibility centre	Remarks
1	Payment of Explosives bills: a. Payment terms as per R.C.: Within 21 days from date of receipt and acceptance of material or submission of bill whichever is later b. Paying authority as per RC: General Manager (F) or their authorised representatives	1.Arranging all required documents i.e. Bill, Challan, SRV/DRR and RE-11/Indent and to ensure that all documents are duly signed and stamped and complete in all respect. The arranged set of bill/s, ready for payment must be submitted to Area.	within 6 days of receipt and acceptance of material or submission of bill whichever is later	Manager/Licensee & Blasting Officer	
		2. Scrutiny of bills submitted by the units that all documents are available and duly signed and stamped by competent mine. officials. Acceptance of bill by Area Official by countersigning on the body of bill. After ensuring that all required documents are attached and properly signed and stamped, the bill must be sent to HOD(F)MM, BCCL HQ	Within 4 days .	Area Nodal Officer (Explosives)	
		Receipt of Bills in Finance of MM Department. Allotting tracking for every tax invoice. Scrutiny and Passing of the bills by Dealing Assistant. Passing the bills by the Finance Executive and to send the same to Cash Section for making payments.	Within 7 days from the receipt of the bill in the department	Dealing assistant , bill passing officer within overall responsibility of HOD(F) MM	
		Payment to the supplier through RTGS by Fund Section.	Within 4 days	Dealing assistant , Finance Executive(Fund) within overall responsibility of HOD(F) Fund, HQ	

2	**MM Department** **(a) Capital, P&M items HEMM (80% payment) (HQ)** **Payment terms:** 80% value of each equipment and the accessories and 100% duties & taxes along with 100% transportation & Insurance charges will be paid within 21 days after delivery of the equipment and receipt and acceptance of performance bank guarantee.	Receipt of Material, forwarding of internal document for Unloading of material at Project site Return of a copy of Receipted Challan /Consignment note to Supplier/Transporter	Within 2 Days from delivery of the equipment and receipt and acceptance of performance bank guarantee.	Project Engineer / Project Officer	
		Generation of Equipment receipt certificate (ERC)	Within 3 Days	Project Engineer / Project Officer	
		Forwarding ERC to the consignee (Regional Store)	Within 2 Days	Project Engineer / Project Officer	
		Forwarding ERC to paying Authority for 80% payment	Within 2 Days	Depot Officer, R/s	
		Receipt, Audit, processing and passing of bills by finance department i.e. paying authority and submission indent to fund department for payment to contractor/supplier.	Within 8 days from the receipt of bills in the in the department	Dealing assistant, bill passing officer within overall responsibility of HOD(F)MM	
		Arranging fund and making payment to contractor/ supplier.	Within 4 days	Finance Officer within overall responsibility of HOD(F)Fund	
	(b)Capital, P&M items HEMM (20% payment) (HQ) Payment terms: 20%payment shall be made within 21 days of successful completion of erection testing, commissioning and final acceptance of the equipment (along with accessories) at site upon presentation of a	Preparation of Provisional SRV after receipt of acceptance certificate from Unit store: Entry of Challan& invoice and other details in Coalnet	Within 1 Day from the receipt of acceptance certificate	Receipt SectionI/c / Depot Officer	
		Pricing of provisional SRV by the Store finance/accounts deptt.	Within 2 Days	Finance/Accounts Deptt.	
		Final SRV after pricing	Within 1Day	Receipt Section I/c / Depot Officer	
		Forwarding of Final SRVto concerned issue shed for posting of stores in P&M Register	Within 2 Days	Receipt Section I/c / Depot Officer	
		Posting of receipt details of store in P&M register by issue shed incharge and return of SRV to Receipt section.		Issue Section I/c / Depot Officer	

	certificate from the project Officer the effect that the equipment has been erected and commissioned to their entire satisfaction.	Forwarding of SRVs after signature of depot officer to Unit Finance for Audit of Bills	Within 2Days	Unit Finance / Depot Officer	
		Forwarding of SRV to Paying Authority for Audit & Payment (Through File/Bill Tracking) for balance 20% of Payment.	Within 1 Day	Depot Officer	
		Receipt, Audit, processing and passing of bills by finance department i.e. paying authority and submission of indent to fund department for payment to contractor/supplier.	Within 8 days	Dealing assistant, bill passing officer, within overall responsibility of HOD(F)MM	
		Arranging fund and making payment to contractor/ supplier	Within 4 days	Dealing assistant, Finance Executive (Fund), within overall responsibility of HOD(F)Fund	
	(c)Spares & Consumables (HQ) Payment terms : 100% payment within 21 days from date of receipt and acceptance of material or submission of bill whichever is later	1.Preparation of Provisional SRV after acceptance of material by the inspecting authority: Entry of Challan& invoice and other details in system	Within 1 Day of date inspection and acceptance by inspecting authority.	Receipt SectionI/c / Depot Officer	(if bills are submitted later than the date of acceptance of material then the counting of 21 days will start from the date of submission of invoice)
		2.Pricing of provisional SRV by the Store finance/accounts deptt.	Within 2 Days	Finance/Accounts Deptt of project	
		3.Final SRV after pricing	Within 1 Day	Receipt Section I/c / Depot Officer	
		4.Forwarding of Final SRV along with accepted material to concerned issue shed for posting of stores in Kardex	Within 3 Days	Receipt Section I/c / Depot Officer	
		5.Posting of receipt details of store in kardex by issue shed incharge and return of SRV to Receipt section		Issue Section I/c / Depot Officer	

		6. Forwarding of SRVs after signature of depot officer to Finance for Audit & Acceptance of Bills.	Within 2 days	Unit Finance / Depot Officer	
		7.Forwarding of SRVs & Bills (with documents) to Paying Authority for Audit & Payment	Within 1 Day	Unit Finance / Depot Officer	
		8. Receipt, Audit, processing and passing of bills by paying authority and indenting for fund.	Within 8 days of receipt of the bills along with SRV in the department	Dealing assistant, bill passing officer, Cash Officer within overall responsibility of HOD(F)Pay/HOD(F)MM (as the case may be).	
		9. Arranging fund and making payment to contractor/supplier.	Within 3 days		
3	E&M related bills (HQ) In absence of any specific provisions it has been proposed by the department that bills should be paid within 30 days of receipt of the bills.	1. Receipt of the bills in central despatch of the project and submission to PE(E&M)/EIC	Within 02 day from receipt of bills	Despatch clerk, personnel dept	
		2. Verification with M.B. Book by F/M in charge/foreman, certifying the work and submission to Sub-ordinate Engineer	Within 02 day	Foreman	
		3. Checking and work certification and submission to Maintenance (E&M) I/C	Within 02 day	Sub-ordinate engineer	
		4. Cross checking of bills and submission to GM(E&M) for acceptance	Within 02 day	Maintenance (E&M) I/C	
		5. Vetting of the bill and forwarding to Finance for payment	Within 04 days	GM(E&M)/HOD	
		6. Acceptance of the invoice, entry in the bill register, covering letter and submission to Finance department for passing and payment of the bills	Within 02 days	Bill clerk/Maintenance (E&M) head.	
		7. Receipt, Audit, processing and passing of bills by paying authority	Within 10 days from the receipt of the bills in the department	Dealing assistant, Bill passing officer, cash officer within overall	

		8. Indenting, arranging fund and making payment to contractor	Within 06 days	responsibility of HOD(F)Pay.	
4	CAMC bills of Rail weighbridge/other bills.	1. The bill complete in all respect is submitted to the office of GM(E&M)/HOD. The bill is sent to HOD(WB)/E&T incharge at HQ BCCL for scrutiny	Within 04 days from the date of receipt of bills	Despatch clerk with overall responsibility of GM(E&M)/HOD	
		2. Scrutiny of bills, penalty calculation and submission to GM(E&M)	Within 07 days	HOD (WB)/E&T incharge	
		3. Acceptance of the invoice, entry in the bill register, covering letter and submission to Finance department for passing and payment of the bills	Within 03 days	Bill clerk/Maintenance (E&M) head.	
		4. Audit, processing & passing of bills for payment by Paying Authority.	Within 10 days from the receipt of the bills in the deaprtment	Dealing assistant, Bill passing officer, Cash officer within overall responsibility of HOD(F)Pay	
		5. Arrangement of fund and payment to contractor	Within 6 days		
5.	Civil Works (HQ) Payment terms as per Manual: For Running bills-Within 1 month of presentation of bill duly passed and accepted for payment by EIC. For final bills: (a)for works up to 200 lakhs- Within 2 months of presentation of the	For running on A/c bills/Final Bill 1.Acceptance of the bill, entry in the Register by the Engineer in Charge (EIC)	4 days from the date of submission of GST invoice/bill by the contractor	EIC of the work	GST invoice will be taken from the contractor on the basis of technical verification of the invoice by the EIC. The invoice should
		2.Checking, auditing and passing of bills by the associate finance/Divisional Accountant and submission to HOD(C)/Incharge/ EIC as the case may be.	Within 07 days	Associate finance/Divisional Accountant in charge	
		3.Technical Auditand acceptance of the bills by Incharge/HOD(C)/EIC and submission to finance department	Within 05 days	Incharge/HOD(C)	
		4. Auditing, accepting and passing of bills by Finance Department and submission to cash department	Within 8 days of receipt of the bills in the department.	Dealing assistant, Bill passing officer, Cash	

	bill duly passed and accepted for payment by the EIC (b)for works above Rs. 200 lakh- Within 3 months of presentation and accepted for payment by the EIC	5. Arranging/Indent for fund and making payment to contractor	Within 6 days	officer with overall responsibility of HOD(F)Pay	be prepared on regular intervals (monthly/Quarterly) as per work order/civil engineering manual.
6.	Legal bills (HQ) In absence of any specific provision regarding time line of payment of legal bills it has been proposed by the legal department that bills should be paid within 30 days of receipt of bills.	1.After receipt of bills from different advocates /Firms/ Sr. Advocates /ASG/Arbitrator etc the bills will be entered in different registers/ excel sheet and forwarding to different HoDs/ Areas for certification regarding work done	Within 3 days of receipt of the bills	Dealing officer of Legal department within overall responsibility of GM(Legal)	
		2.Certification by different HoDs/ Area Officials	Within 5 days	Officials/In-charge of the concerned department /Area officials	
		3.Receipt of the bills after certification and further forwarding for fund concurrence after verification	Within 4 days	Dealing officer of Legal department within overall responsibility of GM(Legal)	
		4.Fund concurrence and submission of bills to legal department after approval of competent authority	Within 4 days	HOD(F)Pay	
		5. Receipt of bill after FC and further onward forwarding for payment to HOD(F)Pay after obtaining competent approval.	Within 5 days	Dealing officer of Legal department within overall responsibility of GM(Legal)	

		6.Scrutiny, Audit and passing of the bills and submission to Cash Officer for payment	Within 6 days of receipt of the bills in the department	Dealing assistant, bill passing officer, cash officer within overall responsibility of HOD(F)Pay.	
		7.Indenting and payment to the advocates /Firms/ Sr. Advocates /ASG/Arbitrator etc	Within 3 days		
7	Vehicle Hiring Bills of HQ Admin Department. In absence of any specific provisions, the department has proposed a time line of 30 days for passing and payment of bills.	1.Scrutiny of bills, bifurcation of bills (transporter wise/ associate finance wise), preparation of proposal (transporter wise/ associate finance wise)	Within 10 days of receipt of the bills	Supervisor General pool within overall responsibility of Dy. Mgr (P&A)/ Manager (P&A)	
		2.Checking and recommendation for approval	Within 2 days	Dy. Mgr (P&A)/ Manager/Sr.Manager (P&A)	
		3.Approval of Competent authority	Within 3 days	GM(Admin)	
		4. Budget certification by concerned associate finance and submission to Admn for onward submission to finance.	Within 4 days	Associate finance of (D(P)/D(T/O)/D(P&P)/ HOD(F)Pay	
		5. Scrutiny, Audit and passing of the bills and submission to Cash Officer for payment	Within 7 days of receipt of the bills in the department.	Dealing assistant, bill passing officer, cash officer within overall responsibility of HOD(F)Pay.	
		6. Indenting and payment to the contractor	Within 4 days		
7.	Payment against MARC bills at HQ. As per MARC contract , payment to MARC holder shall be within 21 days from the date of receipt and acceptance of the invoice	1. After receipt and acceptance of the invoice the bills will be sent by PE(X) to Project finance	Within 1 days of acceptance of invoice	PE(X)	
		2. Scrutiny by the project finance and submission to PO for approval	Within 2 days	Associate finance of project	
		3. Approval by P.O. and submission to SO(X) of area	Within 2 days	P.O.	
		4. Acceptance of bill by SO(X),Area and submission to AFM for vetting	Within 1 day	SO(X)	

		5. After vetting by AFM and put up to GM (Area) for vetting	Within 1 day	Dealing finance executive within overall responsibility of AFM of the area	
		6. Vetting of bills by Area GM and submission to HOD(F)MM,HQ	Within 1 day (1 day extra for journey time.)	General Manager of the area	
		7. Receipt, Audit, processing and passing of bills by finance department i.e. paying authority and submission indent to fund department for payment to contractor/supplier.	Within 8 days of receipt of bills in the department	Dealing assistant, bill passing officer, within overall responsibility of HOD(F)MM, HQ.	
		8. Arranging fund and making payment to contractor/ supplier.	Within 4 days	Dealing assistant, Finance Executive (Fund) within overall responsibility of HOD(F)Fund, HQ.	

PART-B (**Where paying authority is Area)**

S. No.	Description	Activities	Time line	Responsibility centre	Remarks
1	**E&M related bills (Area)** In absence of any specific provisions it has been proposed by the department that bills should be paid within 30 days of receipt of the bills.	1. Receipt of the bills in central despatch of the project and submission to PE(E&M)/EIC	Within 01 days from receipt of bills	Despatch clerk, personnel dept	
		2. Verification with M.B. Book by F/M in charge/foreman, audit, acceptance and submission to Personnel dept for labour payment certificate	Within 05 days	PE(E&M)/EIC	
		3. Labour payment certificate by Personnel department and submission to Associate finance.	Within 02 days	Area Personnel Officer	
		4. After scrutiny the bills will be put up to Project Officer for acceptance	Within 03 days	Associate finance	

		5. Acceptance of the invoice by Project Officer of the project and submission to SO(E&M) of the area	Within 02 days	Project Officer	
		6. Acceptance of invoice by SO(E&M) and submission to the G.M. of the Area	Within 02 days	SO(E&M)	
		7. Acceptance of the invoice and submission to AFM office for passing of the bills	Within 02 days	General Manager of the area	
		8. Receipt, scrutiny, audit, passing of the bills by the AFM office	Within 08 days from the receipt of the bills in the department	Dealing assistant, Bill passing officer, Cash officer within overall responsibility of AFM of the area.	
		9. Indenting of fund and payment to contractor	Within 05 days		
2.	Hiring of HEMM, Trpt/Wagon Loading, Loading and Crushing (a)Hiring of Equipment for removal of OB/Excavation of coal/ As per CMM (chaper-VI) that bills should be paid within 30 days of receipt of clear and admissible bills.	For running on A/c bill 1. After joint measurement & entry in MB duly accepted by the contractors and submission of GST invoice by the contractors, the bills will be submitted to Manager	Within 03 days of submission of invoice/GST invoice by the contractor.	Project Survey Officer	
		2. Certification of bills by Colliery Manager and submission to P.O.	Within 02 days	Colliery Manager	
		3. Acceptance of the bill by the P.O. after audit and acceptance by the Project finance and submission to Area Survey Officer	Within 02 days	Project finance and overall responsibility of P.O. of the project.	
		4. Audit and Acceptance of the bill by the Area Survey Officer and submission to S.O. (Mining)/AGM	Within 03 days	Area Survey Officer	

		5. Acceptance of the bills by S.O.(M)/ AGM and submission to Area GM for approval	Within 01 day	SO(M)/AGM	
		6.Acceptance and approval by GM after vetting of AFM and submission to finance for passing and payment	Within 06 days	Area General Manager	
		7. Audit, passing and processing the bills and forwarding to Cash department for payment	Within 06 days of the receipt of the bills in the department	Dealing assistant, Bill passing officer, Cash officer with overall responsibility of AFM	
		8. Indenting of fund and payment to contractor	Within 07 days		
	Note: In case of Final Bills of the contractors, time line is proposed for passing the final bill within 60 days of receiving of measurement report from CMPDIL and days for each activity will be increased proportionately.				
	(b)Transportation/Wagon loading/Loading of coal/ Crushing of Coal. In absence of any specific provisions it has been proposed by the department that bills should be paid within 30 days of receipt of clear & admissible bills.	For running on A/c bill 1.After submission of claim by the contractor for work done the Project Despatch officer will reconcile the quantity despatched/ loaded and getting it accepted by contractor as well as project officials after fulfilling all formalities. After acceptance of the measurement by the contractor and submission of invoice/GST invoice by the contractor, the bills will be submitted to Manager	Within 03 days of submission of invoice/GST invoice by the contractor.	ProjectDespatch Officer	
		2.Certification of bills by Colliery Manager and submission to P.O.	Within 02 days	Colliery Manager	
		3.Acceptance of the bill by the P.O. after audit and acceptance by the Project finance and submission to S.O. (Mining)/AGM	Within 03 days	Project finance and overall responsibility of P.O. of the project.	

		4. Audit and Acceptance of the bill by the area AGM/ S.O. (Mining) and submission to Area General Manager	Within 03 days	SO (M)/AGM	
		5. Acceptance of the bills by Area GM for acceptance and approval after vetting of AFM and submission to finance for passing and payment	Within 06 days	Area General Manager	
		6 Audit, passing and processing the bills and forwarding to Cash department for payment	Within 06 days of the receipt of the bills in the department	Dealing assistant, Bill passing officer, Cash officer with overall responsibility of AFM	
		7 indenting of fund and payment to contractor	Within 07 days		
	Note: In case of Final Bills of the contractors, time line is proposed for passing the final bill within 60 days of receiving of measurement report from concerned department.				
3.	**Civil Works** **Payment terms as per Manual:** For Running bills-Within 1 month of presentation of bill duly passed and accepted for payment by EIC. For final bills: (a)for works up to 200 lakhs- Within 2 months of presentation of the bill duly passed and accepted for payment by the EIC (b)for works above Rs. 200 lakh- Within 3 months	**For running on A/c bills/Final Bill** 1. Acceptance of the bill, entry in the Register by the Engineer in Charge (EIC)	03 days from the date of submission of GST invoice by the contractor	EIC of the work	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
		2. Checking, auditing and passing of bills by the associate finance and submission to P.O. of the project.	Within 07 days	Associate finance in charge	
		3. Administrative acceptance of the bills by P.O. and submission to SO(C)	Within 02 days	P.O. of the project	
		4. Technical Audit by SO(C) and submission of bills to AFM/finance department	Within 03 days	SO(C)	
		5. Auditing, accepting and passing of bills by AFM office/Finance department and submission to cash department	Within 8 days of receipt of the bills in the department	Dealing assistant, Bill passing officer, Cash officer with overall responsibility of AFM	
		6. Indenting, arranging fund and making payment to contractor	Within 7 days		

	of presentation and accepted for payment by the EIC				(monthly/ Quarterly) as per work order/civil engineering manual.
4	**MM** (a)**Spares & Consumables** (Area) Payment terms : 100% payment within 21 days from date of receipt and acceptance of material or submission of bill whichever is later	1.Preparation of Provisional SRV after acceptance of material by the inspecting authority: Entry of Challan& invoice and other details in system	Within 1 Day of date inspection and acceptance by inspecting authority	Receipt SectionI/c / Depot Officer	(if bills are submitted later than the date of acceptance of material then the counting of 21 days will start from the date of submission of invoice)
		2.Pricing of provisional SRV by the Store finance/accounts deptt.	Within 2 Days	Finance/Accounts Deptt of project	
		3.Final SRV after pricing	Within 1Day	Receipt Section I/c / Depot Officer	
		4.Forwarding of Final SRV along with accepted material to concerned issue shed for posting of stores in Kardex	Within 3 Days	Receipt Section I/c / Depot Officer	
		5.Posting of receipt details of store in kardex by issue shed incharge and return of SRV to Receipt section		Issue Section I/c / Depot Officer	
		6. Forwarding of SRVs after signature of depot officer to Unit Finance for Audit & Acceptance of Bills.	Within 2 Days	Unit Finance / Depot Officer	
		7.Forwarding of SRVs & Bills (with documents) to Paying Authority for Audit & Payment	Within 1 Days	Unit Finance / Depot Officer	
		8. Receipt, Audit, processing and passing of bills by AFM office	Within 6 days of receipt of the bills	Dealing assistant, bill passing officer, cash officer within overall responsibility of AFM	
		9.Indenting, arranging fund and making payment to contractor	Within 5 days		

5	**Payment against Repairing bills at Area (Excv)** Payment to be made within 21 days from the date of receipt of the invoice	1. The bills after scrutiny, acceptance and recording by section incharge will be put up for vetting.	Within 3 days of submission of invoice complete in all respect.	Dealing officer	
		2. Vetting of bills by Workshop/Field in-charge & PE(X) and forwarding to colliery manager	Within 1 day	PE(X)	
		3. Acceptance by colliery manager and submission to project finance	Within 1 day	Colliery manager	
		4. Scrutiny of bills, finance diary and forwarding to Project Officer	Within 3 days.	Project finance	
		5. Acceptance by Project Officer and forwarding to Area finance	Within 1 day (1 day extra for travel of bill from project to area)	Project officer	
		6. Audit, processing and passing of bills by Area Finance and budget certification	Within 6 days of receipt of bills in department	Dealing assistant, Bill passing officer, Cash officer with overall responsibility of AFM	
		7. Indenting of fund and Payment to the contractor by the cash department	Within 5 days		

General Guidelines regarding SOP

1. The date suggested in the SOP may be considered as working days.
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 despatch should be taken care off 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 be made within 30 days from the date of submission of invoice after completing all the formalities from the contractor/supplier/service providers' 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 customised 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 centre should be customised.
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 then 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.

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.

1. 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 timelines for release of such payments.
2. 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 in exceptional circumstances, these clarification should be sought in one go. Similarly, the contractor should be required to submit the clarification sought within a specified number of days.
3. 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 agreed and admissible part can be processed as per laid down procedure, while the disputed part can be dealt as per contract provisions viz. conciliation, dispute resolution, arbitration, etc.
4. Online Bill Tracking System should be put in place with provision for alerting higher level of management to enable monitoring, review/intervention in cases of delays. In case of cancellation/rejection of bills, it should be properly updated in the Online Bill Tracking System.

Further to ensure compliance of directives of CVC, a robust and transparent Bill Tracking System should be put in placein all cases of processing of bills of stores, spares, POL, Explosive/ contractual/ service provider etc.,right from the originating 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.

GM (System) 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.

Submitted

GM (CMC)

GM (MM)

GM(Civil) I/c

GM(E&M) I/c

GM(Finance) I/c

GM(Excv)

GM(System)

GM(Legal)