

No. 23011/48/2013-CPD  
Government of India  
Ministry of Coal

Shastri Bhawan, New Delhi  
Dated 26<sup>th</sup> November, 2015

To

- (i) Chairman-cum-Managing Director,  
Coal India Limited,  
Coal Bhawan, New Town,  
Rajarhat, Kolkata-700156.
- (ii) Chairman-cum-Managing Director,  
Singareni Collieries Company Limited,  
Singareni Bhavan, P.B. No. 18,  
Red Hills, Khairatabad P.O.,  
Telangana State, Hyderabad-500004.

Subject : Guidelines on Third Party Sampling at the loading end – Standard Operating Procedure.

Sir,

I am directed to say that a meeting was held on 28.10.2015 under the Chairmanship of Hon'ble MOS (I/C) for Power, Coal and N&RE on the issues relating to Third Party Sampling & Analysis of coal at loading end. The meeting was attended by Officers of Ministry of Coal and Ministry of Power, CMD (CIL), CMD(NTPC) other senior officials and representatives of APP. In accordance with the decisions taken in that meeting, the following guidelines have been formulated:

**A. Third Party Sampling at the Loading End - Standard Operating Procedure:**

- (i) An independent Third Party Agency to be appointed by CIMFR by a transparent process for undertaking the work of sampling and analysis of coal at the loading end on behalf of both the power plant (consumer) and the coal companies (supplier).
- (ii) The CIMFR shall enlist third party agencies through a transparent process for the work of sampling and analysis of coal.
- (iii) The authorized representatives of power plant and coal company shall jointly witness the process of sample collection and preparation of the laboratory

samples. The representatives shall put their signature on the sample tags in evidence of the process of sampling. All three - independent sampler, consumer and supplier - shall also sign on the samples register maintained by the coal company at the loading end.

- (iv) The samples shall be collected and prepared by the third party agency/independent sampler as per BIS norms. Collection of samples to be ensured within free time for loading of rakes.
- (v) The fee for independent sampling agency shall be equally borne by both the coal company (supplier) and the power utility (consumer).
- (vi) The coal companies shall provide adequate enabling conditions for collection, preparation and storage of coal samples at the loading end.
- (vii) The final laboratory sample shall be divided into 4 (four) parts. Part-1 of the sample is for analysis by the independent Third Party Agency at a government laboratory or NABL Accredited laboratory as appointed by CIMFR through a transparent process. Part-2 and Part-3 of the sample are to be handed over to the coal company and the power utility, respectively for their own analysis. Part-4 of the sample, called Referee sample, shall be sealed jointly by the third party agency, representatives of the coal company and the power plant and shall be kept with the Third Party Agency under proper lock and key arrangement. The Referee sample shall be preserved for a period of 30 days from the date of sample collection.
- (viii) Mere absence of or failure of participation by any representative of either party despite prior notice shall not be a ground to negate the sampling process undertaken.
- (ix) The Third Party Agency shall communicate the Analysis Results of the sample within 18 (eighteen) working days of the sample collection to the coal company and the power plant.
- (x) The coal company or the power plant may raise dispute, if any, within 07 (seven) days of the submission of the result by the Third Party.
- (xi) In case of dispute raised within the stipulated time period, the Referee sample shall be analyzed by a government laboratory.
- (xii) The persons engaged by third party agency should take proper training at Vocational Training Centre and obtain certificate for complying with the statutory provisions of Mines Act.

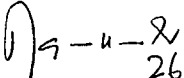
**(B) Future modification of SOP:**

- i. A committee is to be constituted under the Co-chairmanship of Director (Operation), NTPC and Director (Mktg.), CIL; and representatives from CEA/CIL/NTPC/HPGCL/MPPGCL/GSECL/RVUNL/KPCL/DVC/APP and Railways as members of the Committee. The committee may co-opt experts, as required.
- ii. The committee is to facilitate operationalization of the Third Party Sampling process for normal coal supplies to power plants including coal supplies under e-auction for power end-use.
- iii. The committee to explore feasibility of the following aspects:
  - a. Use of IT in GPS tracking of coal supplies.
  - b. Installation of Online coal analysers/auto samplers.

- c. Online submission of Analysis Results of coal samples for speedy settlement of bills.
  - d. Issue of coal shortfall on account of energy shortfall due to grade slippage as per third party report at loading end.
- (iv) The committee may periodically submit recommendations to the Joint Secretary, Ministry of Coal and Joint Secretary (Thermal), Ministry of Power for consideration and issue of necessary directives.

This has the approval of Hon'ble MoS(I/c) Power, Coal & NRE.

Yours faithfully,

 26/11/2015

(Pilli Ravi Kumar)

Under Secretary to the Govt. of India

To :

1. Secretary, Ministry of Power, Shram, Shakti Bhawan, New Delhi
2. Joint Secretary (OM) Ministry of Power, Shram, Shakti Bhawan, New Delhi
3. Coal Controller, Coal Controller Organisation, Kolkata.
4. Chairperson, Central Electricity Authority, Sewa Bhawan, R.K. Puram, New Delhi
5. CMD, NTPC, SCOPE Complex, Lodhi Road, New Delhi.
6. Director, Central Institute of Mining and Fuel Research (CIMFR), Barwa Road, Dhanbad, Jharkhand-826001.
7. Director (Marketing), Coal India Limited, 15 Park Street, Kolkata.
8. CMDs all Subsidiaries of Coal India Ltd.
9. General Manager (S&M), Coal India Limited, 15, Park Street, Kolkata.
10. GM (S&M), CIL, Scope Minar, Laxmi Nagar, New Delhi.

Copy to :

(i) PPS to Joint Secretary (RKS)

(ii) PS to Director (CPD)

(iii) Technical Director, NIC Cell, Ministry of Coal with the request to upload it on the Website of the Ministry for information of all concerned.