



**The Singareni Collieries Company Limited**

(A Government Company)  
VIGILANCE DEPARTMENT

**Confidential**

Ref.No. CRP/VIG/2011/F/ 729

Date: 14/06/2011.

11/07/2011

All Chief GMs / GMs.,  
All Areas.

Sub:- Weigh Bridge Code of Practices – Reg.  
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Please refer to the above.

During the periodical inspection of Weigh Bridges by Vigilance, it was noticed that certain lapses are found to be continued inspite of repeated circulation of guidelines from time to time.

In this connection, the Code of Practices for Weigh bridges, which includes Code of practice for Weigh Bridge room, Weigh Bridge Clerks, Security Guards, etc. have been once again formulated, which are being sent herewith.

It is requested to advise the concerned for strict compliance of the same. It is also requested to arrange to write the same in the weigh bridge room.

This issues with the approval of the Competent Authority.

A copy of the action taken in this regard may please be communicated to the office of Vigilance Department.

  
Addl. GM(Vigilance).

Encl: As above.

Ceto:  
Director(Fin.)/(PA&W) & CVO.

Circular

## Code of practice for proper functioning of Weigh Bridge.

### Weigh bridge:

1. *The Date of commissioning should be painted on the Weigh bridge prominently.*
2. *A trench shall be cut all along the side of the Weigh bridge to easily drain out water from the vicinity of the Weigh bridge.*
3. *Periodical cleaning underneath and above the Weigh Bridge shall be carried out to prevent accumulation of dust/water/ mud to upkeep the precision of the Weigh Bridge*
4. *For clarity of the Limits on the weigh bridge, within which the lorry is to be parked, two Vertical sign Boards shall be erected so that the lorry driver can stop the lorry accordingly.*
5. *Periodical Calibration of the Weigh Bridges is to be carried out to keep its precision within limits.*
6. *Speed Breaker shall have to be arranged on either side of the Weigh bridge to limit/control the speed Truck being allowed on to Weigh bridge.*
7. *The gap in between the speed breaker and the edge of the Weigh bridge shall be more than the centre distance of front & rear axle of any lorry truck that is being weighed i.e equivalent to the length of almost the Weigh bridge to minimize horizontal movement of Weigh bridge.*

### Weigh bridge Room

1. *A register showing the details of the following has to be maintained.*
  - i. *Officer In-Charge of the Weigh Bridge.*
  - ii. *Date of calibration of the Weigh Bridge.*
  - iii. *Denomination of the weights used for calibration. and*
  - iv. *Periodicity of calibration.*
2. *Weigh bridge room shall be located in such a way that the Clerk shall be able to visualize the entire lorry including the contents of the cabin.*
3. *To fulfill the above, the Weigh Bride room shall have a glass window, which in turn shall have to be provided with two packets one is circular packet for conversation if any and second one inverted "U" packet for transfer of documents.*

4. *The size of the weigh bridge room shall be such that it can accommodate the weigh bridge monitoring system (computer, printer etc.), registers / documents connected with the weighment of the weigh bridge and a notice board for display.*
5. *A valid calibration certificate from Meteorology department should be displayed in the weigh bridge room.*
6. *No un-authorized person shall be allowed into the Weigh Bridge room including the Driver / Cleaner.*
7. *No Private person shall handle Company Records / Registers / Documents*
8. *No Private Authority's Records and any material shall be allowed into the Weigh Bridge Office room*
9. *No Private slips shall be accepted in addition to the official documents issued by the Company Authorities, inside Weigh Bridge room*

**Clerks:**

1. *Weigh bridge clerks shall attend to duty well in time.*
2. *They should take proper charge from their predecessor in regards with dispatches, Weigh bridge functioning and Computer system.*
3. *They should not possess more than ₹ 100/- and the same shall be recorded in the declaration book.*
4. *If any discrepancy is noticed in regards with loading activity, the same shall immediately be informed to the concerned for corrective action, besides recording the same in the breakdown report book.*
5. *They should not allow unauthorized persons to enter into the Weigh bridge room.*
6. *They should maintain the weigh bridge room in neat and clean condition.*
7. *They should follow the instructions of the superiors if any, and the same shall be recorded in the charge report book.*
8. *They should ensure the correct position of the empty/ load lorry, stationed on the platform of the weigh bridge before weighment.*
9. *They should ascertain the correctness of the documents of lorry, before issuing the load.*

10. *Prior to the submission of the dispatches report to the higher ups, they should compare the entries recorded in the book kept for the purpose with that of the computer data.*
11. *They should fully aware of the Computer system and their responsibilities as weigh bridge clerk.*
12. *Taking bribes and illegal gratification in discharging their duties is an offence under Company's Standing Orders.*

### Security Guards:

1. *Security Guards shall attend to duty well in time.*
2. *They shall have valid Identity card duly signed by So to CGM/GM.*
3. *During night shifts, they shall carry a Torch light for identifying the lorry no's.*
4. *They should take proper charge from their predecessor.*
5. *They should not possess more than ₹100/- and the same shall be recorded in the declaration book.*
6. *They have to ensure that the lorry should be parked between the limits on the weigh bridge for proper weighment.*
7. *No person shall be allowed inside the Lorry cabin including the Driver / Cleaner, while the weighment of Lorry is in progress..*
8. *No person shall be allowed into the Weigh Bridge room including the Driver / Cleaner.*
9. *No foreign material shall be allowed inside / outside the Lorry while in weighment.*
10. *They have to ensure that the Lorry shall be covered with tarpaulin after weighment.*
11. *They should ensure that all the lorries should be stationed serially, so as to avoid the congestion of lorries.*
13. *Taking bribes/gifts and illegal gratification in discharging their duties is an offence under Company's Standing Orders.*