

THE SINGARENI COLLIERIES COMPANY LIMITED

( A Govt. Company )  
KOTHAGUDEM COLLIERIES  
VIGILANCE DEPARTMENT

E-mail: vig@sclmines.com  
Fax: 08744-242305

08744-243609(Direct)  
08744-242597(Office)  
08744 -242301(Extn 3600)  
08744 -242301(Extn 3601)

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Date: 30/04 .2010  
03 05

CONFIDENTIAL

**Chief General Manager/  
General Manager, KGM/YLD/MNG/RG.I/II/III/BHPL/SRP/MM/BPA.**

Sub:- Wastage of working hours by the employees and lack of concentration on work – Regarding.

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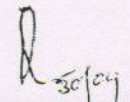
It is established in the vigilance enquiries that:

- Some employees are leaving the work spot before completion of Official timings i.e. working hours.
- Some employees are wasting their valuable Office time/working hours by talking over Cell phones.
- Talking over Cell phones may result of loss to SCCL as well as to the employees as the employees are spending money by paying call charges.
- This may also result in committing mistakes and thereby accidents.

In view of the above, it is requested to advise the concerned to take necessary precautionary measures such that those employees who are very much in the working field refrain themselves from the usages of mobile/cell phones other than wireless sets while they are involved in job work.

Further, it may also be advised to display the contents of the circular duly at all vulnerable places and to observe strict compliance.

This is issued with the approval of the competent authority.

  
**Addl.GM (Vigilance)**

C.C.

GM (Personnel) – with a request to arrange to issue an administrative circular to all pits and departments of All Areas.