



South Eastern Coalfields Limited

(A Subsidiary of Coal India Limited)

A 'MINIRATNA' PSU

Seepat Road, PO. SECL,
BILASPUR (CG)-495 006.
Tel. 07752-246322
Fax. 07752-246472

O/o Sales & Mktg Deptt..

No.SECL/BSP/S&M/COMML/150/NCDP/866

Dtd. 29.03.2008

NOTICE

Sub:- Procedure for Issuance of LOA

Further to Notice No.SECL/BSP/S&M/COMML/150/NCDP/855 dated 25.3.08, prospective consumers who are to be issued LOA by SECL, are hereby informed to follow the following procedure for getting the LOA issued by SECL.

- 1) Download the model LOA, as applicable to respective consumers, from SECL Website www.secl.gov.in and get acquainted with the terms and conditions of LOA.
- 2) Look for a notice on SECL Website and / or Notice Board indicating their Normative / Recommended LOA Quantity and the required amount for commitment guarantee.
- 3) Arrange to deposit the commitment guarantee through Demand Draft with the Finance Manager(S&M), SECL Hqr., Bilaspur in the name of SOUTH EASTERN COALFIELDS LIMITED (COAL SALE REALISATION A/C) Payable at Bilaspur

Or

Arrange a Bank Guarantee towards commitment guarantee favouring CIL & SECL for requisite amount as per the prescribed Bank Guarantee format already available on the SECL Website www.secl.gov.in . The Bank Guarantee should be operative at any scheduled Bank at Kolkata and should be sent by registered/speed post by the issuing Bank directly to Dy. Chief Sales Manager (S&A), SECL, 13, R N Mukherjee Road, Kolkata.

- 4) Submit the application on Company's / Firm's letter head at the Office of GM(S&M), SECL, Bilaspur either in person or through Registered / Speed Post for issuance of LOA alongwith the following documents :
 - i) Complete address of Registered Office and Plant(s), telephone, fax no., email etc.
 - ii) Original money receipt issued by SECL if the Commitment Guarantee is submitted through Demand Draft or a copy of the letter from the Bank issuing the Bank Guarantee containing the particulars of the same, if the commitment Guarantee is submitted through BG.

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- 5) Once the above details / documents are received the same will be scrutinized at SECL. On finding the documents in order and receipt of the confirmation of Bank Guarantee from SECL, Kolkata office, further action for issuance of LOA will be taken by SECL.
- 6) For any further clarification/information, Dr. Anurag Garg, Sales Manager, TS to GM(S&M) or Shri S K Roy, Sales Manager(Comml), SECL, Bilaspur may be contacted.
- 7) SECL reserves the right to cancel or modify the above conditions without assigning any reason.

GENERAL MANAGER(S&M)/SECL

Dist:

- 1) CMD, SECL
- 2) D(M), CIL, Kolkata
- 3) DT(O), SECL
- 4) Dy.CSM(S&A), SECL, Kolkata
- 5) FM(S&M), SECL, Bilaspur
- 6) SECL Website
- 7) Notice Board