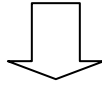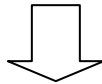# FLOW CHARTS FOR ALLOTMENT OF COAL TO CORE SECTOR
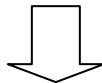
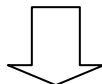Coal will be allotted as per the linkage decided by the standing linkage committee

⇓

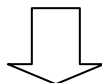Submission of applications by the customers & verification

⇓

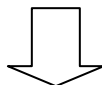Delivery Order after credit of proceeds of the cheque

⇓

Enter the data in input form & registers

⇓

After approval process for issue of delivery orders
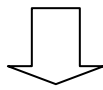
⇓

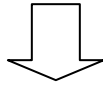Check up the position of quantity leftover as per the linkage order

⇓

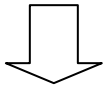Make tentative proposals for allotment of rakes to various despatch points

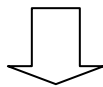Get approval from chief-M & M and allot rakes

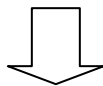Enter the data into computer programme as per allotment

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Take out the prints of delivery orders & segregate the copies to be sent to various agencies
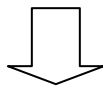
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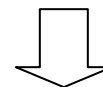Get the sign on delivery orders & the consolidated list

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Despatch d. Os to railways, despatch points, accounts depts, csp, cbs etc
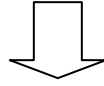
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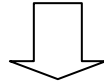Monitor the coal supplies as per the delivery orders

↓

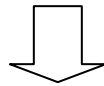Confirm despatch of coal to customer by solving the problems, if any.

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Receipt of dispatch particulars like Delivery Challan, Advice Note, Railway Receipt etc., from respective coal branches
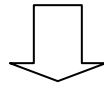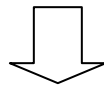
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Processing of Bills customer-wise

⬇

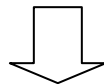Consolidation of sales through sales day book

⬇

Reconciliation of remittances with bills raised as per sales day book

⬇

Processing of coal ledger consolidating remittances received from customers and supplies made

⬇

Reconciliation of customers' accounts

⬇

Refund / adjustment of credit balances