



**OFFICE OF THE CHIEF GENERAL MANAGER/CONTRACTS**  
**CORPORATE OFFICE, NEYVELI - 1**  
**CIRCULAR**

Circular No.CGM/Conts./Nomination Contracts/2022

Dt. 05.09.2022

Sub: System Improvement – Hosting of Nomination Contracts in NLCIL website/NeAT Portal - Reg.

Ref: 1. Lr no 438/CGM/VIG/IO-37/2022 Dt 13.06.2022

2. Lr no 576/CGM/VIG/IO-37/2022 Dt 28.07.2022

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- 1.0 Based on the systemic improvement communicated from Vigilance department vide ref cited above, all nomination contracts shall be processed in line with the CVC guidelines and has to be hosted in the CCMS/NeAT portal. Accordingly, provision has been made by Computer Services / Corporate Office for uploading of all contracts awarded on Nomination basis in NLCIL Intranet.
- 2.0 The workflow details for uploading the same is as below:  
*Intranet > Workflow > Tenders & Corrigendum > Award of Contract/ BG/EMD > Login > Click new > Select Award of Tenders on Nomination.*  
The PDF document to be uploaded shall be with the approval of Unit Head concerned.
- 3.0 Viewing of the details of works awarded on Nomination basis in NLCIL Internet website shall be as follows:  
*www.nlcindia.in > Tenders > Award of Contracts on Nomination basis > Select month/year/unit*
- 4.0 All the Units are requested to upload the details of all Nomination Contracts on or before 5<sup>th</sup> of every month without fail. If any works are not awarded on Nomination basis in a particular month, 'NIL' report has to be uploaded.
- 5.0 A copy of the Nomination Contracts awarded irrespective of value shall be sent to Vigilance department every month without fail by the respective units.
- 6.0 This is issued with the approval of Competent Authority.

*E. Rani 4/11. 05/09/22*  
Chief General Manager/Contracts

To  
All Unit Heads / Projects Heads  
Copy submitted to  
ED: Mines/Thermal/ Finance/ HR/Safety/ CPPM Management Services/Coal Co-ordination  
Copy to TS to CVO/FDs/CMD  
Copy to Intranet