

नार्दर्न कोलफील्ड्स लिमिटेड
(एक मिनी रत्न कम्पनी)
पो.आ.-सिंगरौली,
जिला-सिंगरौली 486889 (म.प्र.)
निगमित पहचान संख्या U10102MP1985GOI003160



Northern Coalfields Limited
(A Mini Ratna Company)
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Ref: NCL/BOARD/DOP(Projects)/2016/613, Dated 30th November, 2016

//OFFICE ORDER//

NCL Board vide item No. 209/C-14 in its 209th meeting held on 23/11/2016, while agreeing for 3-Tier Management Structure in mines of NCL, have also agreed to delegate powers to the following 3 levels of Management in the mines :-

1. CGM/GM of the Area (Annex.IA)
2. Sub-Area Manager/Project Officer (Annex.IB)
3. Colliery Manager (Annex. IC)

The delegation of powers is enclosed as Annexure-I and will come into force with effect from the 1st December, 2016.

The delegated powers as above shall be governed by General Principles and Guidelines enclosed as Annexure-II.

[Handwritten Signature]
30/11/2016
Company secretary

Distribution:

All GMs/Incharge of the Projects,NCL
GM,CWS,JAYANT
All HODs at Hqrs.NCL
CMS-Incharge,NSC
GM,NCL Desk,Kolkata.

Copy to:-CMD/D(P)/D(T/O)/D(F)/D(T/P&P)/C.V.O.,NCL.

NORTHERN COALFIELDS LIMITED, SINGRAULI
Delegation of Powers of the Area CGM/GM

Sl No.	Nature of Power	Extent of Authority
1	Civil, E& M and other contracts of Capital Nature	
(a)	Sanction of estimates for electrical, mechanical, civil and structural work (Other Than P&M and renovation to residential building)	Upto Rs one crore in each case.
(b)	Award of contracts	
i)	On the basis of the lowest offer against open tender	Upto Rs one crore in each case.
ii)	on the basis of the lowest offer against limited open tender	Upto Rs 10 lakh in each case
iii)	on the basis of single tender received against open/ limited open tender enquiry	upto Rs 4 Lakhs in each case
iv)	without inviting tenders but on the basis of approved SOR (Production & safety)	Upto Rs 2 lakhs in each case
v)	without inviting tenders but on the basis of negotiation	Rs 1.50 lakh in each case
vi)	Hiring of light vehicles on the basis of approved SOR	Upto Rs. 75 Lacs against open tender in each case
(c)	Capital Expenditure in excess of sanctioned estimate of costs	Upto 10%



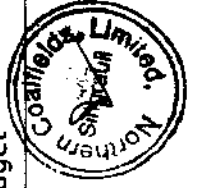
SI No.	Nature of Power	Extent of Authority
(d)	To purchase furniture and fitting, office equipment for office including guest house, hospitals and other welfare centres for area, collieries & Units	Full Power (within the approved budget/PR provision/survey off in accordance with the norms laid down by hqrs. and in consultation with AFM)
(e)	To purchase safety/production related plant & machinery	Rs 1 lakh in each case subject to Rs 20 Lakh in a financial year.
2	Award of contract for revenue works	
(a)	To sanction estimate against revenue budget	Rs 1 Crore in each case
(b)	Award of contracts	
i)	On the basis of the lowest offer against open tender	Upto Rs 75 lakh in each case
ii)	on the basis of the lowest offer against limited open tender	Upto Rs 10 lakhs in each case
iii)	on the basis of single tender received against open/ limited open tender enquiry	upto Rs 3 Lakhs in each case
iv)	without inviting tenders but on the basis of approved SOR (Production & safety)	Upto Rs 1.50 lakhs in each case
v)	without inviting tenders but on the basis of negotiation	Upto Rs 75,000 in each case
(c)	To grant extension of time to contractors/ Suppliers against works/purchase.	Full power against contracts awarded under the powers of P.O/SAM
3	Material Management Decentralised	
a)	Approval of Indent for decentralised.	
i)	Spares	Upto Rs 1.50 Crore in each case
ii)	Stores	Upto Rs 50 Lakhs in each case.
b)	Spares and stores against rate contract/ depot agmt. Entered into by HQ	Full Power
c)	Purchase of spares	



Sl No.	Nature of Power	Extent of Authority
i)	On the basis of the lowest offer against open tender.	Upto Rs 75 Lakhs in each case. (imported /indigenous)
ii)	On the basis of the lowest offer against limited open tender	Upto Rs 40 Lakhs in each case.
iii)	Against single offer received against open/ Limited open offer	upto Rs 10 Lakhs in each case
d)	To Purchase spares from OEM on proprietary basis	Rs 75 Lakhs
e)	Emergency Procurement/ Repair/ Production & Safety	Rs 2 Lakhs in each case subject to Rs. 10 Lakh per annum
f)	Local Purchase : Purchase of spares, stores and consumables related to production, safety and repair & Maintenance on emergency basis within the approved material budget	Rs 0.25 Per CuM of composite departmental Production
4	Coal transportation/Loading contracts	
a)	Coal Transportation / Transport and loading by mechanical means	
i)	Lowest offer against Open tender	Rs 100 Lakhs
ii)	Lowest offer against limited open tender	Rs 30 lakhs
iii)	Against Single tender <i>against open tender</i>	Rs 10 Lakhs
b)	Mechanical loading Only	
i)	Lowest offer against Open tender	Rs 40 lakhs
ii)	Lowest offer against limited open tender	Rs 10 Lakhs
5	Personnel Matters	



Sl No.	Nature of Power	Extent of Authority
i)	To sanction overtime allowance	Full Power within budget (as per the rules/guidelines instruction issued in this regard.) However, maximum upto 15 % of total strength of manpower can be deployed on OT subject to OT hours per head per month shall not exceed 20 hours. Beyond this approval of D(T/O) shall be required.
ii)	Reimburse medical expenditure/ advance for medical expenses	Full power for wage board employees working under him as per MAR
iii)	To sanction leave- casual, earned, quarantine, sick/medical	Full power for employee working under his administrative control. Subject to availability of leave
iv)	To accept fitness certificate to join duty after leave on medical/sick ground.	Full power for employee working under him upto 3 months.
v)	To accept cancellation charges in rail/air tickets in case of journey on tour/LIC/Transfer	Full Power, <i>Subject to Rule.</i>
6	Administration	
a)	To incur expenses of contingent nature for-	
i)	Routine refreshment/ Meeting	Full power within approved budget
ii)	Petty & Sundry Expenditure	Full power within approved budget



SI No.	Nature of Power	Extent of Authority
iii)	Purchase of books & Periodical	Upto an annual limit of (i) Rs 20000 for news paper and magazines (ii) Rs 20000 for technical books
iv)	For residential telephone for officer and office telephone	Full Power
v)	Electricity/municipal rates & taxes for office establishment	Full power
vi)	Postal Expenses/telegraph	Full power
vii)	Hiring of furniture & office equipment	Upto Rs 75000 per annum.
viii)	To incur expenses of contingent nature on special occasion like Independence day, Republic day, Minning Opening ceremony etc.	Upto Rs 10,000/- on each occasion subject to a maximum of Rs 40,000 per year
ix)	To incur expenditure on analysis by national/ Govt laboratory etc.	Full power in respect of expenditure on analysis by National Govt. In other cases Rs 2000/- on each occasion
7	Miscellaneous	
i)	To sanction purchase repairs of Plant and Machinery.	Up to Rs 25% of the replacement value for each case in respect of sub-assembly or part of equipment requiring such repairs (Within approved budget subject to clearance from Unit workshop and CWS)



SI No.	Nature of Power	Extent of Authority
ii)	Sanction expenditure on repair and maintenance of vehicles	Up to Rs 50000 per light vehicle and Rs 1lakh per heavy vehicle per annum
iii)	To sanction outside job for repair without tender	Full power without tender upto Rs 10000 in each case in case of emergency.



NORTHERN COALFIELDS LIMITED, SINGRAULI
Delegation of Powers of Sub-Area Manager/Project Officer

Sl No.	Nature of Power	Extent of Authority
1	Award of contract for revenue works	
(a)	To sanction estimate against revenue budget	Rs 5 Lakh in each case
(b)	Award of contracts	
i)	On the basis of the lowest offer against open tender	Rs 5 Lakh in each case
ii)	On the basis of the lowest offer against limited open tender	Rs 1 lakh in each case
(c)	To grant extension of time to contractors/ Suppliers against works/purchase.	Full power against contracts awarded under the powers of P.O/SAM
2	Material Management Decentralised	
a)	Local Purchase To purchase of spares, stores and consumables related to production safety and repair & Maintenance on emergency basis within the approved material budget	Rs 0.10 per Cum of composite departmental production.
b)	Purchase of spares (Imported/indigenous) through open tender for decentralized items.	For safety items only upto Rs. 25,000/- in each case subject to Rs. 10 Lacs per annum.
c)	Sanction purchase of stationary and consumable items and drawing material.	Rs. 5,000/- in each case subject to Rs. 40,000/- per annum
3	Personnel Matter	
i)	Grant of honorarium to the employee	Not exceeding Rs 1000/- in each case subject to a maximum of Rs 25000/- per Year
ii)	Reimburse medical expenditure/ advance for medical expenses	Full power for wage board employees working under him as per MAR



SI No.	Nature of Power	Extent of Authority
iii)	To sanction OT allowance	Nil
iv)	To sanction leave- casual, earned, quarantine, sick/medical	Full power for employee working under his administrative control. Subject to availability of leave
v)	To accept fitness certificate to join duty after leave on medical/sick ground.	Full power for employee working under him upto 3 months.
vi)	To accept cancellation charges in rail/fair tickets in case of journey on tour/L TC/Transfer	Full Power
4	Administration	
i)	To incur expenses of contingent nature on meetings, conferences etc.	Upto Rs 2000/- in each case subject to maximum of Rs 50000/- per year
ii)	To incur petty & Sundry expenditure including hiring of taxies	Full power upto Rs 2000/- in each case subject to a maximum of Rs 50000/- per year
iii)	To purchase books, periodicals, magazines, journals	Upto Rs 10000/- per year
iv)	To pay charges of residential telephones exclusively with officers and for office telephone	Full power for office telephones and subject to overall limit fixed. For residential telephones specific approval of CGM/GM shall be obtained
v)	To approve payment of charges on account of electricity, municipal water rates and taxes of office establishment	Full power
vi)	To approve payment of charges on account of postal, telegraphs, telex teleprinter, rent royalty, sales tax cess and other statutory levies on coal properties	Full power
vii)	To approve payment of charges on account of MO commission, Licenses and insurance and other taxes	Full power
viii)	To incur expenditure on printing & binding	Rs 2000 in each case and Rs 50000 per year
ix)	To incur expenses of contingent nature on special occasion like Independence day, Republic day, Minning Opening ceremony etc.	Upto Rs 10,000/- on each occasion subject to a maximum of Rs 40,000/- per year.



SI No.	Nature of Power	Extent of Authority
x)	To incur expenditure on analysis by national/ Govt laboratory etc.	Full power in respect of expenditure on analysis by National Govt. In other cases Rs 2000/- on each occasion
5	MISCELLANEOUS	
i)	To sanction purchased repairs of plant & machinery, vehicles, Railway sidings, Furniture & Fittings, office equipment etc.	Rs 20,000/- in each case subject to a maximum of 20% of expenditure as provided for in the approved budget
ii)	To sanction outside job for repair without tender.	Rs 4,000/- in each case subject to Rs 2 lakh per year.



NORTHERN COALFIELDS LIMITED, SINGRAULI
Delegation of Powers of Colliery Manager

Sl No.	Nature of Power	Extent of Authority
1	Material Management Decentralised	
a)	Local Purchase To purchase of spares, stores and consumables related to production safety and repair & Maintenance on emergency basis within the approved material budget	Re. 0.05 Per CuM of Composite Departmental Production.
b)	Purchase of spares (Imported/indigenous) through open tender for decentralized items	For Safety Items only upto Rs 10,000/- in each case subject to a limit of Rs 2 Lacs per annum.
c)	Sanction purchase of stationary/ Computer stationary and consumables items and drawing material.	Rs 2,000/- in each case subject to a limit of Rs 20,000/- per annum (Subject to N.A certificate from the concerned deptt.)
2	Personnel Matter	
i)	Grant of honorarium to the employee	Not exceeding Rs 1,000/- in each case subject to a maximum of Rs 10,000/- per year.
3	Administration	
i)	To incur expenses of contingent nature on meetings, conferences etc.	Rs 1,500/- in each case subject to maximum of Rs 20,000/- per year.
ii)	To incur petty & Sundry expenditure including hiring of taxis	Full power upto Rs 1,000/- in each case subject to a maximum of Rs 20,000/- per year.
iii)	To purchase books, periodicals, magazines, journals	Upto Rs 5000/- per year.
iv)	To incur expenditure on printing & binding	Rs 1,000/- each case and Rs 20,000/- per year.
v)	To incur expenses of contingent nature on special occasion like Independence day, Republic day, Mining Opening ceremony etc.	Upto Rs 2,000/- on each occasion subject to a maximum of Rs 10,000/- per year.
4	MISCELLANEOUS	

SI No.	Nature of Power	Extent of Authority
i)	Sanction expenditure on repairs and maintenance of plant and machinery excluding surveyed off equipment	Nil
ii)	Sanction outside job for repair without tender.	Rs. 2,000/- in each case subject to one Lacs per annum.

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GENERAL PRINCIPLES AND GUIDELINES:

Delegation of Authority is an effective instrument for expeditious decision making at appropriate levels of management, keeping in view the objectives of the company and its accountability to the Government.

The authority delegated to the executives at various levels in the organization shall be exercised by them, keeping in view the following principles:

1. The delegation of authority shall be exercised in accordance with the rules and regulations in force, guidelines issued, systems and procedures prescribed and the general policy laid down by the Management from time to time.
2. The exercise of authority will be subject to the budget provisions wherever applicable. Allocations made for specific purpose in the approved Capital and Revenue Budgets will in no case be exceeded.
3. Financial advice shall be obtained in case of all decisions involving financial implications or which entail departure from agreed norms.
4. Sanction shall not be split-up for avoiding the limit attached to the same.
5. No expenditure shall be incurred or liability entered into unless there is a sanction of the Competent Authority for incurring the expenditure.
6. The expenditure shall not be more than the occasion demands.
7. The authority shall not be exercised for sanctioning expenditure or passing an order, which will be directly or indirectly to the advantage of the Sanctioning Officer. Where some individual advantage is unavoidable, the same should be brought to the notice of the CMD in writing and his approval obtained.
8. Company's funds shall not be utilized for the benefit of a particular person or community except where it arises out of a claim enforceable in a Court of Law or where it is an accepted policy of the Govt. of India.
9. Allowances granted to meet expenditure of a particular type should not, on the whole, be a source of profit.
10. Personnel Division of the company will be consulted at appropriate levels while exercising authority in matters in establishment rules & procedures, cadre scheme, wage awards, wage agreements etc.
11. The delegated authority shall be exercised in conjunction with well established committees of Management i.e. Tender Committees, Purchase Committees, Selection Committees, Departmental promotion Committees and such other Committees as are constituted for group decision making.
12. The canons of financial propriety shall be fully observed.
13. The need for strict economy will be kept in mind at each stage.
14. The delegation of authority will be subject to provisions of Indian Companies Act and the Memorandum and Articles of Association of the Company.

