

नादेन कोलफिल्ड्स लिमिटेड

(एक मिनीरत्न कम्पनी)
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NCL/CMD/DOP(CG/M/GMs project)/2014/174

24th February, 2014

// OFFICE ORDER //

Taking into consideration the recommendations of the Committee constituted for revision in DOP of CGMs/GMs of Projects and the revision in DOP as agreed by the Functional Directors of NCL in 451st Meeting held on 4.2.2014 (Item No.451/3), the CGMs/GMs Incharge of the Projects of NCL are hereby delegated revised powers as per enclosed **Annexure-I**.

Exercise of the revised DOP of CGMs/GMs of Projects/Areas shall be in accordance with the general principles and guidelines enclosed as **Annexure-II**.

This will be come into force with immediate effect.


(Ms. Shantilata Sahu)
Chairman-cum-Managing Director

Distribution:

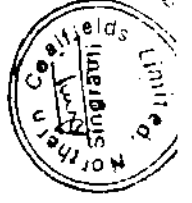
1. Director(Personnel), NCL.
2. Director(Tech/P&P), NCL.
3. Director (Tech/Oprn), NCL.
4. Director (Finance), NCL.
5. CVO, NCL.
6. All CGM/GMs Incharge of the Projects, NCL.
7. All HODs at Hqrs., NCL.
8. CMS, NCL
9. GM, CWS, Jayant / GM, NCL Desk, Kolkata.

NORTHERN COALFIELDS LIMITED

Annexure-I

**DELEGATION OF POWERS TO THE CHIEF GENERAL MANAGERS/
GENERAL MANAGERS INCHARGE OF PROJECTS/AREAS**

Sl. No	Items	Extent of Authority of Area Level	Remarks
1.0	PERSONNEL & WELFARE		
1.1	Promotion in the Non Executive Cadre against sanctioned posts.	Full in respect of Establishments under his control.	In accordance with rules and guidelines and as per cadre scheme for Non Executive.
1.2	Confirmation in Non-Executives Cadre.	Full	-do-
1.3	Transfer within the Project/Area	Full for Non-Executives and Executives other than Area Staff Officers (SOs).	
1.4	Acceptance of resignation in Non-Executive Cadre	Full	
1.5	Power to approve Tour Programme.	Full in respect of all employees under his administrative control. However for tour to Delhi, Mumbai and Chennai, approval of CMD, NCL will be required.	
1.6	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Project/Area.	Medical advance will be paid on the recommendation of the Chief Medical Officer and after approval of Competent Authority.



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DELEGATION OF POWERS TO THE CHIEF GENERAL MANAGERS/ GENERAL MANAGERS INCHARGE OF PROJECTS/AREAS

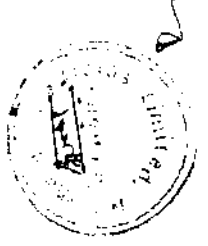
Sl. No	Items	Extent of Authority of Area Level	Remarks
1.7	Sanction for extension of halt on tour beyond 10 days but not exceeding 30 days.	Full in respect of executives and Non-Executives of the Project/Area.	
1.8	Sanction of cancellation charges of road/rail/air tickets where the journey is postponed/cancelled in company's interest.	Full in respect of self and all executives and Non-Executives of the Project/ Area.	
1.9	Waival of production of tickets number in respect of TA/LTC /RRF/LLTC.	Full in respect of executives and Non-Executives of the Project/ Area.	For recorded reasons.
1.10	Waival of time for submission of LTC/TA/RRF/Medical/LLTC bills.	Full in respect of executives and Non-Executives of the Project/ Area.	For recorded reasons.
1.11	Sanction of extension of time limit for travel of family member(s) on transfer or carriage of personnel effects.	Full in respect of employees of the Project/ Area.	



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DELEGATION OF POWERS TO THE CHIEF GENERAL MANAGERS/ GENERAL MANAGERS INCHARGE OF PROJECTS/AREAS

Sl. No	Items	Extent of Authority of Area Level	Remarks
1.12	Grant of all approved types of leave and acceptance of certificate after leave on medical grounds.	Full in respect of all Non-Executives of the Area and up to two months in case of Executives.	Subject to certificate of leave by the concerned department.
1.13	Sanction of Leave Encashment. (New Item)	Full in respect of self and employees under his administrative control.	As per CIL Rules
1.14	Sanction of re-imbursment of medical expense.	(a) Full in respect of self and all executives and Non-Executives of the Project/Area. (b) Full or part reimbursement of medical expenses involving prolonged illness/ treatment in respect of all executives and Non- executives of the Project/Area.	As per Medical Attendance rules and other rules applicable.
1.15	Sanction of Education allowance, tuition fee, festival advance/allowances.	Full in respect of executives and Non-Executives of the Project/Area.	As per the rules/guidelines/ instruction issued in this regard.
1.16	Sanction of overtime	Full within budget.	As per the rules/guidelines instruction issued in this regard.



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**DELEGATION OF POWERS TO THE CHIEF GENERAL MANAGERS/
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Sl. No	Items	Extent of Authority of Area Level	Remarks
1.17	Acting arrangement against operating posts, sanction of Acting Allowance/ Charge Allowance.	Full in respect of Non-Executives within approved manpower budget of the Project/Area.	As per rules applicable from time to time.
1.18	Disciplinary action against Non Executives.	Full for penalties as per standing order.	As per rules laid down.
1.19	Sanction of Pension, Family Pension and Gratuity.	Full in respect of Non-Executives of the Project/Area.	As per rules laid down.
1.20	Scrutiny and sanction of arrear claims.	Full - In case of claims which are within 3 years.	
1.21	Sanction of advance to dependent of employees in case of death while on duty.	Up to Rs 20,000/- (Rs. Twenty thousand only) in each case.	Subject to recovery from the dues.
1.22	Sanction of compensation in accordance with Workmen's Compensation Act.	Full	



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Sl. No	Items	Extent of Authority of Area Level	Remarks
1.23	Sanction of expenditure on liveries to employees.	Full	In accordance with Dress Regulation or Statutory dress requirements and guidelines.
1.24	Sanction of expenditure on Vocational Training	Full	As per rules.
1.25	Sanction of expenditure on local Training and Skill development.	Full	Within the training budget of Area and as per training Plan as approved by HQ.
1.26	Sanction of expenditure of Welfare activities Sports, Games Cultural activities, Recreational and Educational facilities.	Full within the sanctioned Budget.	
1.27	Sanction of Ex-gratia payment including rewards and honorarium.	Up to Rs. 1,500/- (Rs. One thousand five hundred only) in each case subject to an annual limit of Rs. 20,000/- (Rs. Twenty thousand only).	



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Sl. No	Items	Extent of Authority of Area Level	Remarks
2.0 2.1	CAPITAL WORKS Sanction for estimates for electrical, mechanical, civil and structural works including renovation/modifications, forming part of approved Schemes/Project reports (other than plant and machinery and renovation to residential buildings).	Up to Rs. 50 Lakhs (Rs. fifty lakhs only) in each case.	Within the approved budget and in consultation with Finance Area Manager. Re-appropriation will require approval of Director (Technical).
2.2	Sanction of estimates for LT/HT power supply lines, telephone lines & P&M works.	Full	1. Ht lines beyond 11KV will be vetted by GM(E&M)/HOD. 2. Within approved budget and in consultation with Finance.



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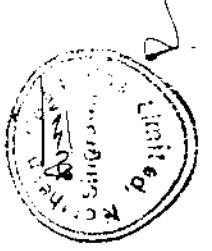
Sl. No	Items	Extent of Authority of Area Level	Remarks
2.3	Sanction expenditure on furniture, fitting and other office equipments.	Full	Within the approved budget/PR Provision/Survey off, in accordance with the norms laid down by Hqrs. and in consultation with Area Finance Manager.
2.4	Sanction extension and modification of existing Railway sidings.	Full	Within the sanction Scheme/Project report and within the approved budget. Work to be executed through Indian railway's or Public Sector Railways Undertaking.



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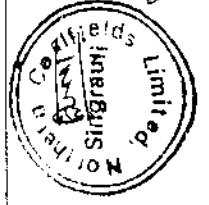
Sl. No	Items	Extent of Authority of Area Level	Remarks
3.0	AWARD OF CONTRACT FOR CAPITAL/REVENUE WORKS		
3.1	On the basis of Lowest Open Tender.	Up to Rs. 50.00 Lakhs (Rs. Fifty lakhs only) in each case.	In consultation with Area Finance Manager
3.2	On the basis of Lowest Limited Tender.	Up to Rs. 10 lakhs (Rs. Ten lakhs only) in each case.	In consultation with Area Finance Manager, reason for resorting to limited tender to be recorded.
3.3	On the basis of Single Tender received against open tender enquiry.	Up to Rs. 3 lakhs (Rs. Three lakhs only) in each case.	
3.4	Without inviting tender but on the basis of approved schedules of rates in emergency and reasons for the same to be recorded. Without inviting tender on the basis of negotiations in emergency and reasons for the same to be recorded.	Up to Rs. 1.50 lakhs (Rs. One lakh fifty thousand only) in each case in respect of works connected with production and safety. Up to Rs. 50,000/- (Rs. Fifty thousand only) in each case.	In consultation with Area Finance Manager.



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DELEGATION OF POWERS TO THE CHIEF GENERAL MANAGERS/ GENERAL MANAGERS INCHARGE OF PROJECTS/AREAS

Sl. No	Items	Extent of Authority of Area Level	Remarks
3.5	Approval for sanction of estimates and approve award of contract of coal transportation on the basis of approved Schedule of Rates (SOR). (New Item)	Rs. 1.00 Crore (Rs. One crore only) on lowest offer discount bidding basis received from the registered firms.	Based on approved SOR for coal transportation.
3.6	Physical administration of all Contracts of Capital and Revenue nature sanctioned/awarded by HQ. (New Item)	Full power within the contract provisions and guidelines from Co. HQ. Acceptance of the executed quantity will be done by the CGM/GM. All payments duly accepted by the CGM/GM shall be discharged by the AFM within the contract and budget provision.	
3.7	Approval of revised/ deviation estimate.	Up to 10% subject to overall value within DOP of CGM/GM of the Project/Area.	As per Civil Engineering Manual.
3.8	Grant of extension of time for fulfillment of work.	Full in respect of contracts awarded within DOP of CGM/GM of the Project/Area.	As per Civil Engineering Manual.
3.9	Termination of Contract and imposition of Penalty.	Full powers for works awarded within DOP of CGM/GM of the Project/Area.	As per Civil Engineering Manual



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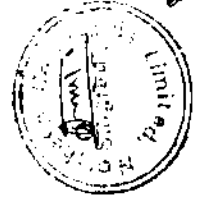
Sl. No	Items	Extent of Authority of Area Level	Remarks
4.0	MATERIAL MANAGEMENT		
4.1	Approve indents for Decentralised:-		
	a) Spares	Up to Rs. 1.5 Cr (Rs. One crore fifty lakhs only) in each case.	List of decentralized items given in the guidelines circulated vide O/o No.NCL/Board/23/9 8/1041 dtd.22.10.98 (Enclosed as Annexure 'A')
	b) Stores	Up to Rs. 50 lakhs (Rs. Fifty lakhs only) in each case.	
4.2	Procurement of De-Centralized Items.		
(a)	Spares and Stores against Rate Contract/ Depot Agreement entered into by HQ.	Full	Within approved off take value of the Project and budget provision.



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Sl. No	Items	Extent of Authority of Area Level	Remarks
(b)	From Original Equipment Manufacturer (OEM) on Proprietary basis	Rs.75 lakhs (Rs. Seventy Five lakhs only) in each case.	As per directives of FDs in 438 th and 439 th Meetings held on 23.12.2012 and 11.01.2013 respectively and within approved MB of de-centralized items and issue of proprietary certificate. Purchase Manual provisions to be followed.
(c)	From Original Equipment Manufacturer (OEM) without Proprietary Certificate basis.	Rs.30 Lakh (Rs. Thirty lakhs only) in each case.	Within approved MB of de-centralized items. Purchase Manual provisions to be followed.



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Sl. No	Items	Extent of Authority of Area Level	Remarks
(d)	To Purchase Stores from Spares and other sources OM/OPM, Original Equipment Manufacturer on proprietary basis for decentralized items required for CHP on LTE basis. LTE should also be issued to OEM.	Rs.5 lakhs (Rs. Five lakhs only) in each case.	A certificate from concerned Staff Officer/ Technical Department with regard to proprietary nature of spares should be obtained.
(e)	Purchase of Spares (imported/ indigenous) through Open tender for decentralized items.		
	(i) On the basis of lowest tender	Rs. 75 lakhs (Rs. Seventy Five lakhs only) in each case.	
	(ii) On the basis of single tender received against Open tender.	Rs. 10 lakhs (Rs. Ten lakhs only) in each case.	
(f)	Purchase of Spares & consumables (imported and indigenous) through Limited Tender Enquiry (decentralized items)		
	(i) Lowest tender received against Limited Tender Enquiry.	Rs. 40 lakhs (Rs. Forty lakhs only) in each case.	
	(ii) Single tender received against Limited Tender Enquiry.	Rs. 10 lakhs (Rs. Ten lakhs only) in each case.	



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Sl. No	Items	Extent of Authority of Area Level	Remarks
4.3	Local purchase of Essential items, Spares, Consumables stores etc.	Rs.0.25 per CUM of composite departmental production.	<p>Subject to non-availability of such items from Regional Stores and in accordance with guidelines for local purchase. Coal raised from OC Mines in a month, multiplied by 0.7 to convert it into equivalent OB in CUM of OB removal in the month will be the composite production. Only Departmental OB Removal will be accounted for this purpose. The actual output for the previous month will be the basis for determination of the funds available for local purchase for the subsequent month.</p> <p>The indentor must mention in the indent the reasonable time within which the indented items are to be consumed. The indentor shall be wholly responsible for ensuring consumption of indented items within the reasonable time mentioned in the indent.</p>



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Sl. No	Items	Extent of Authority of Area Level	Remarks
4.7	Sanction purchase of Uniform etc.	Full	Within the approved Budget and in consultation with Area Finance Manger and in accordance with Dress Regulations or Statutory Dress Requirement and guidelines.
4.8	Sanction purchase of items connected with Horticulture works.	Full	Within the approved Budget and in consultation with Area Finance Manger.
4.9	Sanction Committee purchase of sundry items such as sports items, items for guest house, uniform, items linked with company's official functions etc. (New Item). Award of work relating to above activity through Committee.	As per provisions of purchase manual clause 2.10.2. Upto Rs.2.00 Lakhs (Rs. Two lakhs only) in each case.	



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Sl. No	Items	Extent of Authority of Area Level	Remarks
4.10	Accept stores from vendors in excess of purchase ordered quantity	Up to 10% in excess of limit of Purchase Order.	Subject to provision for the same in Supply Order.
4.11	Declare project/area equipment vehicles/truck whose original cost, is up to Rs. 5 lakhs unserviceable and to fix reserve value of such items and replacement of plant and machinery within approved budget.	Full	On the basis of recommendation of the survey Committee and as per norms/guidelines laid down by Hqrs.
4.12	Disposal of sundry items (other than unserviceable Plant & Machinery and scrap) e.g., dead wood, paper etc.	Up to Rs. 10,000/- (Rs. Ten thousand only) in each case.	In consultation with AFM and subject to instructions from HQ.



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Sl. No	Items	Extent of Authority of Area Level	Remarks
4.13	Issue of stores to contractors.	Full	As per provisions of contract or work order at approved or issue rates if any, as specified in contact.
4.14	To write-off losses for stores in transit.	Up to a limit of Rs. 1000/- (Rs. One thousand only) in each case and subject to a ceiling of Rs. 15,000/- (Rs. Fifteen thousand only) per annum.	In consultation with Area Finance Manager.
4.15	To approve indent for printing of the stationary and to place Order against RC finalized by HQ.	Full power within the approved Budget.	
4.16	To grant extension of time to suppliers against purchase.	Full powers in respect of purchase within the delegated powers.	
4.17	Cancellation of purchase orders, imposing penalty/LD.	Full powers in respect of purchase within the delegated powers.	



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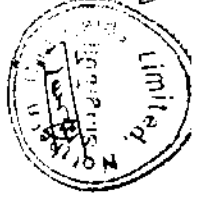
Sl. No	Items	Extent of Authority of Area Level	Remarks
5.0	HIRED SERVICES		
5.1	Sanction expenditure on repairs and maintenance of Plant and Machinery excluding surveyed off equipment.	Up to 25% of the original value of each equipment.	Within approved budget Subject to clearance from regional/Depot., workshop and in consultation with Area Finance Manager.
5.2	Sanction expenditure on repairs and maintenance of vehicles.	Up to Rs. 50,000/- (Rs. Fifty thousand only) per Light Vehicle and Rs. 1,00,000/- (Rs. One lakh only) per heavy vehicle per annum.	Within approved budget.
5.3	Hiring of furniture and other articles.	Up to Rs. 75,000/- (Rs. Seventy five thousand only) per annum.	Subject to Budget Provision.
5.4	Expenditure on outside printing.	Full within budget and following of laid down guidelines/procedure.	In consultation with Area Finance Manager.
5.5	Hiring of vehicle and sanctioning hiring charges.	Full within the strength of vehicle sanctioned by HQ for the Project. In this regard necessary formalities and guidelines issued from time to time shall be followed.	
5.6	Hiring of light vehicles. (New Item)	Upto 120 vehicle days in a year but not more than one vehicle at a time.	Over and above the sanctioned strength and in emergency.



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Sl. No	Items	Extent of Authority of Area Level	Remarks
5.7	Sanction charges for coal analysis, coal sampling, Gas Testing, Water Samples Analysis, Soil Testing etc.	Full in respect of Govt. laboratories, up to Rs. 10,000/- (Rs. Ten thousand only) in each case, in respect of other subject to a ceiling of Rs. 1,00,000/- (Rs. One lakh only) per annum.	At rates approved by Director (T/P&P) in respect of Private Agencies.
5.8	Sanction of expenditure on freight, Telephone, internet and postage.	Full	Within the Budget and as per guidelines.
5.9	Sanction demurrage, wharfage charges for incoming consignment.	Up to Rs. 40,000/- (Rs. Forty thousand only) per month.	Reason to be reported to HQ.
5.10	Sanction of legal expenses.	Up to Rs. 10,000/- (Rs. Ten thousand only) on each occasion and court fees on the basis of actuals, subject to the overall limit of Rs. 2,00,000/- (Rs. Two lakhs only) per annum. Full authority for payment of lawyers fees on the basis of approved rates and applicable to retained Lawyers.	
5.11	To execute Power of Attorney and Vakalatnama, Written Statement and all other documents and papers in connection with the taxation matters relating to Project/Area. (New Item)	Full	



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Sl. No	Items	Extent of Authority of Area Level	Remarks
6.0	OTHER ITEMS OF REVENUE NATURE		
6.1	Sanction repairs of road, building minor alterations/maintenance of water supply Schemes, electrical and mechanical works.	Up to Rs. 50.00 Lakhs (Rs. Fifty lakhs only) in each case.	Within approved Budget and in consultation with Area Finance Manger and in accordance with BPE guidelines.
6.2	Sanction purchase of Petrol Oil and Lubricants.	Full	Within approved Budget and in consultation with local Finance.
6.3	Sanction of repairs of furniture fitting and other office appliances.	Full	Within approved budget.
6.4	Sanction expenditure on books, periodicals and Magazines.	Up to an annual limit of- (i) Rs. 20,000/- (Rs. Twenty thousand only) for Newspaper and Magazines. (ii) Rs.20,000/- (Rs. Twenty thousand only) for technical books.	The books/ periodicals may be kept in the Area Library and proper register to be maintained for their issue and return.
6.5	Sanction expenditure on Official meetings/ Seminars/ Conference.	Full within approved Budget.	
6.6	Sanction of Miscellaneous and petty expenditure	Full within approved Budget	
6.7	Power to operate imprest. (New Item)	Within the sanctioned amount.	



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Sl. No	Items	Extent of Authority of Area Level	Remarks
7.0	GENERAL FINANCIAL AND ADMINISTRATIVE MATTERS		
7.1	Sanction of payment of rent, royalty, tax, insurance charges, electricity charges, water cess, duties and water charges.	Full	
7.2	Demolition of Temporary Structures.	Full in respect of structures within original value of Rs. 50,000/- (Rs. Fifty thousand) in each case.	In consultation with Area Finance Manager.
7.3	Allotment of Quarters in Area, Projects and Collieries to Employees of the Company.	Full	In accordance with rules for House allotment.
7.4	Sanction expenditure of function on Independence Day/ Republic Day/ May Day including distribution of sweets.	Not exceeding Rs. 20,000/- (Rs. Twenty thousand only) for each Project/Area for each occasion subject to maximum of Rs.100000/- (Rs. One lakh only) per annum.	
7.5	Sanction expenditure on entertainment.	Full	Within the ceiling and guidelines laid down by the Company.



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Sl. No	Items	Extent of Authority of Area Level	Remarks
7.6	To incur expenditure in emergency like fire, accident inundation etc.	Upto Rs.50.00 Lakhs (Rs. Fifty lakhs only) in first 72 hours from occurrence of emergency.	Immediate information to HQ.
7.7	Sub-delegation of whole or part of the aforesaid authority to Sub-ordinate executives.	Full	With prior approval of CMD, NCL.
7.8.	Re-appropriation of funds in revenue Budget.	Up to 10% of any Revenue Heads of accounts for which budget is controlled by Project/Area.	

Note:-

1. Exercise of the revised DOP of CGMs/GMs of Projects/Areas shall be in accordance with the general principles and guidelines enclosed as **Annexure-II**.
2. GM/HOD Excv, NCL will exercise the DOP of Project CGMs/GMs in respect of Central Workshop, Jayant.

