

नादेन कोलफिल्ड्स लिमिटेड

(एक मिनीरत्न कम्पनी)

पो. आ. - सिंगरौली कोलियरी

जिला - सिंगरौली (म.प्र.) 486889

निगमित पहचान संख्या U10102MP1985GOI003160

फोन 07805-266496

फैक्स 07805-266640



Northern Coalfields Limited

(A Mini Ratna Company)

PO. Singrauli Colliery,

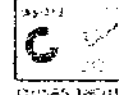
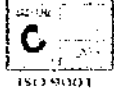
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No.NCL/Board/DOP(CMD)/2015/402

Date :20/6/2015

OFFICE ORDER


Sub:- **Revision in Delegation of Powers (DOP) of Chairman-Cum-Managing Director, Northern Coalfields Limited.**

The Board of Directors of NCL in its 195th Meeting held on 25.5.2015 at Varanasi have approved revision in Delegation of Powers (DOP) of CMD, NCL. A copy of the revised DOP of CMD, NCL containing the following is enclosed:-

1. General Principles governing the Delegation of Powers - Annex- I.
2. Delegation of Powers to CMD, NCL. - Annex-II.

The revised DOP of CMD, NCL will come into force with immediate effect.

This issues with the approval of Competent Authority.


(D. K. Sharma)
Company Secretary (Actg)

Encl: As above.

Distribution:-

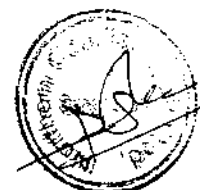
1. CMD, NCL
2. Dir.(P)/Dir.(T/O)/Dir.(F)/CVO, NCL.
3. GMs Incharge of All Projects.
4. All HODs of NCL HQrs.
5. CMS, NCL.
6. GM, CWS, Jayant.

Copy to :

Company Secretary, CIL, Kolkata.

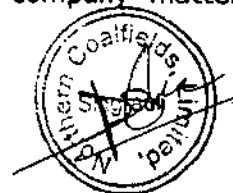
Annexure-I**NORTHERN COALFIELDS LIMITED**
GENERAL PRINCIPLES GOVERNING THE DELEGATION OF POWERS

01. Delegation of Power is an effective instrument for expeditious decision making and efficient management.
02. The delegation is made keeping in view the objectives of the Company and its accountability to the Government.
03. The delegation is aimed at securing for the coal producing companies maximum autonomy consistent with financial and other properties.
04. Delegation of power is aimed to be specific and unambiguous.
05. Certain guidelines are issued by the Government from time to time and they are applicable to all public sector undertakings and have the same force as if incorporated in the Articles of association. All Delegated powers are circumscribed by these guidelines. In particular, the guidelines issued by the Government are binding in matters like wage and salary structure, perquisites gratuity, dearness allowance, ex-gratia payments, encashment of leave, etc., which have major financial implications. Any departure from these guidelines or introduction of new schemes have necessarily to be got approved by the Government as they might have repercussions in other companies.
06. The delegated powers shall be exercised in conjunction with well-established practices like Tender Committees, Purchase committees, Selection Committees, Departmental Promotion Committees, etc. where the decisions are taken by a group rather than by an individual and with due regard to budget provisions, financial concurrence, service rules etc. as the case may be.
07. It is an accepted principle in the administration of public funds that in all decisions involving financial implications or which entail departure from an agreed norm, the concurrence of the accredited Financial Adviser shall be obtained. This practice is to be followed in all Public Undertakings. Financial concurrence can be at different levels, at the Colliery, in the area, in the Company or at the Apex as the case may be.
08. The Board of Directors have sufficient powers within the approved plan and budget. It is, therefore, necessary that they should most frequently to take decisions and to review the working of the Company, through reports and



returns. Statutorily, the Boards should meet minimum four times every year in such a manner that not more than one hundred and twenty days shall intervene between two consecutive meetings of the Board. However, if they are to function effectively, the Boards of CIL and the subsidiaries should meet almost once in two months.

09. In actual practice, some of the decisions cannot wait till the Board meets nor it is desirable to burden the Board with too large an agenda. The Boards may, therefore, constitute Standing Committees of Directors who may exercise all the powers of the Boards in operational matters during the periods when the Board is not ordinarily in a position to meet. Certain items like budget, new schemes and projects are, however, reserved for the full Board. The committee should be headed by the CMDs and include the representatives of the Government. These committees should meet as often as necessary and may even transact business through circulation in case of emergent matters.
10. Similar committees should be formed at lower levels also to transact all operational matters like creation of posts, appointments, purchase, etc.
11. In emergencies, Chief Executives, Area Managers and Departmental Heads may exercise the powers of their Committees, but these decisions should be ratified by the Committees at their next meeting.
12. Decisions of the Committees may be reported to the respective Boards.
13. CIL as the holding Company is responsible for policies, planning and coordination while the subsidiary companies are responsible for all operations. Hence, the decisions of the Boards of the subsidiary companies in exercise of the delegated powers shall be final. If in exceptional cases, the CMD, CIL, for good and sufficient reasons, considers that a review is necessary for uniformity in all subsidiary companies or otherwise he may place any decision of the Subsidiary Companies' Board for review by the CIL Board.
14. The powers in regard to amendment of Articles of Association change in share capital, floating of shares and debentures and other company matters are reserved for Government.



Annexure-II

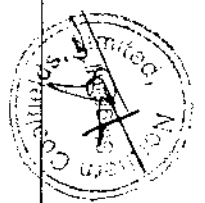
NORTHERN COALFIELDS LIMITED**DELEGATION OF POWERS**
TO CHAIRMAN-CUM-MANAGING DIRECTOR
(REVISED)

1. The Chairman-Cum-Managing Director shall have full powers in respect of matters of administrative / operational nature which are not specifically mentioned in the enclosed schedule of DOP and which, as per Articles of Associations/Guidelines from the Govt./CIL, do not call for specific approval of the Board/CIL/Govt./General Body Meeting.
2. The exercise of these powers by the Chairman-Cum-Managing Director will be subject to the provisions of the Companies Act, 1956 and Companies Act, 2013 (whichever applicable), the Memorandum & Articles of Association of the Company and the policies laid down by the Board of Directors NCL/CIL from time to time.
3. The Chairman-Cum-Managing Director may sub-delegate the powers conferred upon him to the Functional Directors, Executive Directors, CGMs/GMs, Heads of Divisions/Departments and other officers from time to time as he may deem fit.
4. The Chairman-Cum-Managing Director shall have full powers to institute suits, defend, compound or abandon legal proceedings or refer the claims to arbitration and execute powers of attorney and sign vakalatnamas, plaints written statements, pleadings and other documents and papers for and on behalf of the Company.



NORTHERN COALFIELDS LIMITED
DELEGATION OF POWERS OF
CHAIRMAN-CUM-MANAGING DIRECTOR, NCL

SI NO.	Head of DOP	DOP of CMD, NCL
1.0 COMPANY MATTERS		
1.1	Power to borrow	Full powers subject to guidelines issued by CIL/NCL Board.
1.2	Formation of Joint Ventures, Subsidiaries, Overseas offices, Technology Joint Ventures & Strategic Alliances, Mergers and Acquisitions in India and abroad.	NIL
1.3	Starting ancillary industries.	NIL
2.0 BUDGET		
2.1	Approval of Revenue/Capital Budget	NIL
2.2	Re-allocation of Capital Funds.	Full powers within budget approved by the Board including re-appropriation within one group to another or from a new project to in any other project (Group as indicated in the approved annual plan) with intimation to NCL Board in its next meeting.
2.3	Advance Action on Capital Expenditure pending approval of Capital Budget.	Upto 50% of approved Capital Budget of previous year, taking all advance action activities together.

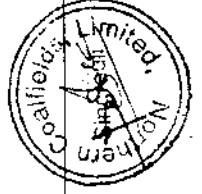


(T) CMD
 (B) F&E
 (B) CP

NORTHERN COALFIELDS LIMITED
DELEGATION OF POWERS OF
CHAIRMAN-CUM-MANAGING DIRECTOR, NCL

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3.0 CAPITAL WORKS	
3.1	Mergers and acquisitions in India and abroad.
	NIL
3.2	New projects/Scheme included in the approved plan outlay and Budget
	Upto Rs.25 Crores (Rs. twenty five crores) only.
3.3	Capital expenditure in excess of sanctioned estimate of cost of project.
	Upto 10% of the cost
3.4	Capital expenditure in anticipation of inclusion in the budget of an approved project.
	Upto Rs.2.00 crores(Rupees two crores) for each Project subject to information to Board in its next meeting.
3.5	Deviations in the cost of approved Project Reports.
	Upward variations in Project cost in aggregate upto 10% of the originally approved cost estimates.
3.6	Essential Capital Expenditure (Advance action) on Projects approved/recommended by NCL Board (under Stage-I) required for obtaining further approvals of Competent Authority.
	Upto 10% value of each scheme/project awaiting approval with intimation to Board.



NORTHERN COALFIELDS LIMITED
DELEGATION OF POWERS OF
CHAIRMAN-CUM-MANAGING DIRECTOR, NCL

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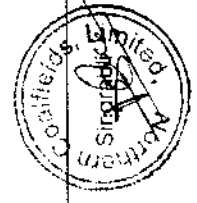
4.0 PURCHASE AND CONTRACTS	
4.1	ON OPEN TENDER: Lowest tender: Upto Rs.15.00 crores (Rupees Fifteen crores) only. Single tender: Upto Rs.5.00 crores (Rupees five crores) only.
4.2	ON LIMITED TENDER : Lowest tender: Upto Rs.7.50 crores (Rs. Seven crore fifty lakhs) only Single tender Upto Rs.3.00 (Rs. three crores) only.
4.3	WITHOUT CALLING TENDER: (a) Purchase of proprietary items from Original Equipment Manufacturers Upto Rs.10.00 crores (Rs. ten crores) only. (a) Without tender through negotiation. Upto Rs.75.00 Lakhs (Rs. seventy five lakhs) only (Reasons to be recorded in writing) excluding contracts with CMPDIL.
4.4	REPEAT ORDER: Repeat order as per provisions of purchase manual subject to the condition that powers delegated to CMD in each case under the heads 4.1 to 4.3 above are not exceeded. If total value of the orders, including Repeat order exceeds CMD's powers stated above, such proposal will require approval of the Board.
4.5	Acceptance of revision in Price List against Model Depot Agreement Full Powers
4.6	Changes in the rates of approved contracts. Full powers provided contract value does not exceed Rs.2.00 crores (Rupees two crores) only.
4.7	Settlement of disputes with suppliers/contractors Upto Rs 3.00 Crores (Rs. three crores) only in each case.
4.8	Survey-off Full powers subject to Guidelines of CIL.
4.9	Write-off/Demolition of civil construction on account of mining/safety consideration. Full powers subject to the condition that Written Down Value does not exceed 5% of the original cost.



NORTHERN COALFIELDS LIMITED
DELEGATION OF POWERS OF
CHAIRMAN-CUM-MANAGING DIRECTOR, NCL

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5.0 SALES		
5.1	Sale of coal and other products at negotiated prices. Note: Sale of coal and other coal products relates only to sale at prices which have not been notified.	Full powers subject to the laid down policy and also guidelines issued by the Board.
5.2	Sale of movable property other than disposal by auction of obsolete consumables, stores, spares/surplus and unserviceable/scrapped items.	Upto Rs.15.00 lakhs (Rupees fifteen lakhs) only per annum.
5.3	Sale of Immovable property.	NIL
6.0 WRITE OFF OF LOSS		
6.1	Write off of loss in coal stocks periodically due to deterioration.	Within the limits prescribed by the CIL Board.
6.2	Write off of losses otherwise than due to deterioration	Within limits as may be prescribed by the CIL Board from time to time.
6.3	Write off of loss of cash	Within limits prescribed by the CIL Board.
6.4	Write off of stocks	Within the limits prescribed by the CIL Board.
6.5	Waiving of compensation from contractors/suppliers.	Within limits prescribed by the CIL Board from time to time.
6.6	Write off of any items of stores, equipment, tools, plants, building and materials.	Upto Written Down Value of Rs. 5.00 lakhs (Rupees five lakhs) only in each case.
6.7	Disposal of scraps like unserviceable/obsolete spares, tyres and surveyed off equipment.	Full powers.



NORTHERN COALFIELDS LIMITED
DELEGATION OF POWERS OF
CHAIRMAN-CUM-MANAGING DIRECTOR, NCL

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7.0 PERSONNEL MATTERS	
7.1	<p>Creation of posts</p> <p>Full powers for non-executives provided the posts are in the manpower budget approved by the Boards/included in the sanctioned project reports/advance action reports subject to the phasing indicated therein. (Board to be kept informed).</p>
7.2	<p>Deputation abroad</p> <p>Approval of business tour abroad upto 5 days duration (other than study tour, seminars etc.) in emergency of Functional Directors, under intimation to the Secretary of the Administrative Ministry. In case of Chief Executive, tour abroad would continue to require the prior approval of the Minister of the Administrative Ministry / Department. (Subject to DPE/CIL guidelines).</p>
7.3	<p>Appointment</p> <p>NIL (the appointment of executives are dealt by CIL) On the recommendations of Director (Personnel), the CMD, NCL will have powers for appointment of all non-executives.</p>
7.4	<p>Extension/Re-employment/ engagement as Advisor after superannuation.</p> <p>Full powers as per CIL guidelines.</p>
7.5	<p>Advance Increment.</p> <p>As per CIL guidelines.</p>
7.6	<p>Grant of Honorarium</p> <p>Grant of honorarium rewards to the employees upto Rs.25,000/- (Rupees twenty five thousand) only in each case subject to annual limit of Rs.10,00,000/- (Rupees ten lakhs) only.</p>
7.7	<p>Grant for development and/or carrying out of sports/arts/cultural and innovative activities, within the company for employees of NCL.</p> <p>Rs. one lakh in each case subject to a maximum of Rs.25.00 lakhs (Twenty five lakhs) only per annum.</p>
7.8	<p>Opening of DAV/Central Schools.</p> <p>Full powers to approve such proposals subject to subsequent information to the Board.</p>



NORTHERN COALFIELDS LIMITED
DELEGATION OF POWERS OF
CHAIRMAN-CUM-MANAGING DIRECTOR, NCL

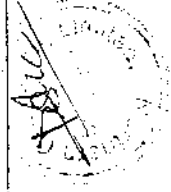
8.0 OTHER FINANCIAL MATTERS:	
8.1	Investment of Company's Funds. As per CIL Investment policy/guidelines.
8.2	Loans/advances to other than employees. As per CIL Guidelines.
8.3	Ex-gratia payment other than in accordance with the Schemes in case of death of employees of Company. Upto Rs.20,000/- (Rupees twenty thousand) only in each case.
8.4	Procurement of staff cars. Full powers subject to CIL/Govt guidelines.
8.5	Grants and donations to Charitable Research and Educational Institutions. Upto Rs.1.00 lakh (Rupee one lakh) in each case, and upto a total of Rs. 20.00 lakhs (Rupees twenty lakhs) per annum. (Contribution directly or indirectly to any political parties for any political purpose shall be prohibited as per Companies Act, 1956 or Companies Act, 2013 (whichever applicable).
8.6	Approval of Deviation from original value of work awarded. (i) Upto 10% of the deviation from the original value of work approved by CMD/NCL Board. (ii) More than 10% deviation from value of the approved work should require approval of higher authority, having the power as per delegation to approve the total amount as would worked out with deviation. (iii) In case of Board being the original approving authority, the proposal for approving the deviation beyond 10% should be put up to Board for approval.



NORTHERN COALFIELDS LIMITED
DELEGATION OF POWERS OF
CHAIRMAN-CUM-MANAGING DIRECTOR, NCL

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9.0	OTHER EXPENDITURE	
9.1	Hiring of land, buildings and other infrastructure.	Upto Rs.5.00 lakhs (Rupees five lakhs) in each case and upto a total of Rs. 60.00 lakhs (Rupees Sixty lakhs) per annum.
9.2	Hiring Consultants/Experts other than CMPDIL. (Firms and Institutions only)	Upto Rs. 10.00 lakhs (Rupees ten lakhs) in each case and upto a total of Rs. 1.00 Crore (Rupees one crore) per annum in all excepting foreign consultancy. (The appointment of an individual as consultant can be done only with the approval of Chairman, CIL or CIL Board as the case may be).
9.3	Publicity and advertisement.	Full Powers, subject to budget provision.
9.4	Entertainment.	Full Powers, subject to budget provision.
10.0	OTHERS	
10.1	Deployment of Ex-servicemen Security Agencies for exigencies.	Upto Rs.5 crores (Rupees Five crores) per annum. (Note: Approvals should be duly recommended by Committee constituted to examine and recommend proposal(s) referred to it.)
10.2	Contingencies.	Upto Rs. 5.00 crores (Rupees Five crores) per annum.
10.3	Payment of land compensation.	Full powers as per Govt/CIL/Board Guidelines.
10.4	To approve CSR Schemes/Projects.	Full powers as per Govt/CIL Guidelines.



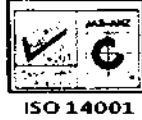
नार्दर्न कोलफील्ड्स लिमिटेड

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Website: www.ncl.nic.in



Ref: NCL/Board/DOP/2013/362

Dt. 13th April, 2013

// OFFICE ORDER //

Sub:-Modification in the Schedule of Delegation of Powers (DOP)Chairman-Cum-Managing Director, Northern Coalfields Limited.

The Board of Directors of NCL in its 175th meeting held on 01.03.2013 at Varanasi have approved following modifications / additions in the Schedule of Delegation of Powers of CMD, NCL:

Sl. No.	Nature of power	DOP of CMD, NCL approved by the Board
G-3	Appointment	NIL (The appointment of executives are dealt by CIL). On the recommendations of Director (Personnel), CMD, NCL will have powers for appointment of all non-executives.
G-6	Grant of Honorarium	Grant of honorarium/rewards to the employees upto Rs.10,000/- (Rupees ten thousand) in each case subject to annual limit of Rs. 5,00,000/- (Rupees five lakhs only).
G-7	Grant for development and/or carrying out of Sports /Arts /Cultural and Innovative activities, within the Company for employees of NCL.	Rs. one lakh in each case subject to a maximum of Rs.25 lakhs (Rupees twenty five lakhs) only per annum.

The above modifications / additions in the DOP of CMD, NCL will come into force with immediate effect.

This issues with the approval of Competent Authority.

-13/4/2013.
GM(PA) / Company Secretary

Distribution:

CMD: NCL
D(P)/D(T)(P&P)/D(T)(O)/ D(F), NCL
C.V.O., NCL
All HODs at Hqrs. NCL
All CGM/GMs of the Projects, NCL
CMS, NSC
GM, CWS, Jayant / GM, NCL Desk, Kolkata.

Copy to:-

Company Secretary, CIL Kolkata.