

DOP CMS

नार्दर्न कोलफील्ड्स लिमिटेड

एक मिनी रत्न कम्पनी
पो.आ.-सिंगरौली,

जिला-सिंगरौली 486889 ,म.प्र.

निगमित पहचान संख्या - U10102MP1985GOI003160

दूरभाष 07805 . 266304

फैक्स 07805 दृ 266304 & 266640



Northern Coalfields Limited

(A Mini Ratna Company)

P.O. Singrauli Colliery

Distt. Singrauli, MP- 486889

Corporate Identification No.U10102MP1985GOI003160

Tel: 07805 - 266304

Fax: 07805 - 266304 / 266640

Website: www.ncl.nic.in



ISO 9001



ISO 14001




OHSAS 18001

NCL/CMD/DOP(CMS-Incharge)/NSC/2015/ 319 Dated:29th May,2015

//OFFICE ORDER//

In partial modification of the DOP of CMS-Incharge , NSC, Jayant issued earlier vide Office Order No. NCL/Board/DOP(CMS-Incharge) /2014/41 dated 14.06.2014 by CMD, NCL, Functional Directors of NCL, vide item no. 480/4 in their 480th Meeting held on 17/05/2015, taking into consideration the recommendations of the Standing Committee for revision in DOP, have agreed for amendment in Sl. No. 2.3, 3.4, 4.2 B and 5.14 of the DOP of CMS-Incharge enclosed as Annexure-I.

This will come into force with immediate effect.


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

Encl: As above

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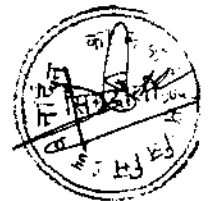
CMD, NCL
D(P) / DT(Op) / D(F)/ CVO, NCL
CMS Incharge, NCL, NSC, Jayant
All GMs/Incharge of the Projects of NCL
General Manager, CWS, NCL, Jayant
All HODs of NCL, HQ

DIC

**NORTHERN COALFIELDS LIMITED
SINGRAULI**

Annexure-I

S. No.	Items	Extent of Authority	Remarks
2.3	Declare Hospital's Store, Medical, Surgical equipment/ gadgets except light vehicle/truck, whose landed cost is up to Rs. 5.00 Lakhs (Rs. Five Lakhs) unserviceable and sanction replacement/procurement thereof within approved budget.	Rs.5 Lakhs (Rs. Five lakhs) only in each case.	on the basis of recommendation of Committee for Survey Off as per norms / guidelines laid down by HQrs. and in consultation with finance and subject to provision in capital budget.
3.4	Without inviting tender but on the basis of negotiation.	Rs.30,000/- (Rs. thirty thousand) only in each case.	Reasons for not inviting tender should be recorded and in consultation with Finance.
4.2 B	iii(a)On the basis of Single bidder against LTE. (New Item inserted)	Upto Rs.01 lakh (One Lakh) only in each case (Life Saving Medicines).	
5.14 (iii)	Washing and ironing cloths	Full power	In consultation with Finance and within approved Budget.



ईन कालफाल्ड्स लिमिटेड

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SA 8000

Ref: NCL/Board/DOP(CMS-Incharge)/2014/41

Dt. 14th June, 2014

// OFFICE ORDER //

बोर्ड सचिवालय

एन० सी० एल०

सं० 836

दिनांक 18/6/14

Taking into consideration the recommendations of the Committee constituted for revision in DOP and the revision in DOP of CMS-Incharge as agreed by Functional Directors of NCL, CMS-Incharge, NCL is hereby delegated revised powers as per enclosed Annexure-I.

Exercise of the revised DOP of CMS-Incharge, NCL shall be in accordance with the general principles and guidelines enclosed as Annexure-II.

This will come in to force with immediate effect.

(Shantilata Sahu)

Chairman-cum-Managing Director

Distribution:

D(P), NCL

D(T)(P&P), NCL

D(T)(O), NCL

D(F), NCL

C.V.O., NCL

CMS-Incharge, NSC

✓ All HODs at Hqrs. NCL *co. secy.*

All CGM/GMs of the Projects, NCL

GM, CWS, Jayant / GM, NCL Desk, Kolkata.

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ANNEXURE-I

DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Extent of Authority of CMS Incharge
1.0	PERSONNEL	
1.1	Promotion in the non-executive cadre against sanctioned posts except in case of centralised cadre.	Full
1.2	Confirmation of paramedical staff and non-executive cadre employees.	Full
1.3	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.
1.4	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Leave salary/Medical/Pay.	Full in respect of self and all executives and non-executives under his administrative control.
1.5	Sanction of cancellation charges of road/rail/Air tickets where the journey is postponed in Company's interest for self and in respect of employees working under his administrative control.	Full

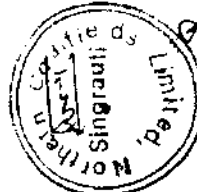
Remarks

In accordance with rules and guidelines and as per cadre scheme for non-executives.

In accordance with rules and guidelines and as per cadre scheme for non-executives.

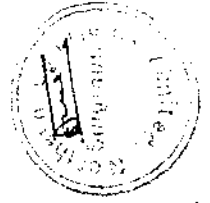
In terms of rules and guidelines.

In terms of rules and guidelines.



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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
1.6	Sanction extension of time limit for travel of family members on transfer or carriage of personal effects in respect of employees working under his administrative control.	Full In terms of rules and guidelines.
1.7	Waiver of production of ticket number in respect of TA/LTC/RRF/LLTC bills in respect of employees working under his administrative control in exceptional circumstances.	Full In terms of rules and guidelines for recorded reasons.
1.8	Waiver of time limit for submission of TA/LTC/RRF/LLTC/Leave salary/medical bills in respect of employees working under his administrative control.	Full In terms of rules and guidelines.



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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT

S. No.	Items	Extent of Authority of CMS Incharge	Remarks
1.9	Sanction of expenditure on Community Development under Medical head, CSR Camp including medicine, transport, TA, Consultant/Professional fee, fooding hiring vehicle, tent etc.	Full within sanctioned budget & activity.	Within the approved budget. Medicine to be procured through normal purchase procedure. However, in urgency CMS Incharge shall have power to award work/purchase through committee upto Rs.2 lakhs (Rs, Two lakhs) only in each case.
1.10	Grant of all approved type of leave and acceptance of fitness certificate after leave on medical grounds in respect of employees working under his administrative control.	Full for non-executives and upto 2 months for executives including leave encashment.	Subject to guidelines.(Sanction Order for EL for Hqrs. Cadre employees to be issued by HQ.Personnel/EE to CMS deptt).Leave to CMS Incharge, NSC and Singrauli, shall require sanction of Director.



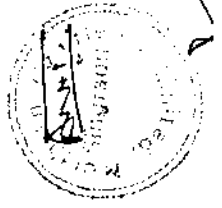
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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
1.11	Sanction of reimbursement of medical expenses bills in respect of employees working under his administrative control including self.	-
a)	Claim for reimbursement of prescribed medicine which is reimbursable as per MAR but not available in the hospital/dispensary.	Full As per MAR and subject to guidelines issued by HQ.
b)	Claim for reimbursement of cost of outside treatment.	Full As per MAR and subject to guidelines issued by HQ.
1.12	Sanction of educational allowance/tuition fee, festival advance and other advances/ allowances to employees working in the establishments under his administrative control.	Full As per guidelines issued by HQ from time to time.
1.13	Sanction of Overtime.	Full within the budget in respect of the employees working under his administrative control. As per guidelines issued by HQ from time to time.



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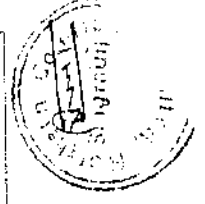
DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT			
S. No.	Items	Extent of Authority of CMS Incharge	Remarks
1.14	Acting arrangement against operating posts and sanction of acting allowance in respect of paramedical staff/other non executives.	Full in respect of the employees working under his administrative control.	As per guidelines issued by HQ from time to time.
1.15	Disciplinary action against non-executives.	Full for penalties as per Standing Orders in respect of the employees working under his administrative control.	As per rules laid down.
1.16	Sanction of advance to dependants of employees in case of death while on duty.	Up to Rs 20,000/- (Rs. Twenty thousand) only in each case in respect of the employees working under his administrative control.	Subject to recovery from the dues of the deceased employee.
1.17	Approval of indent, procurement and sanction of expenditure on liveries to employees of NSC & Singrauli Hospital.	Full in respect of the employees working under his administrative control.	In accordance with dress regulations and statutory dress requirements and guidelines.
1.18	Scrutiny and sanction of arrear claims.	Full - In case of claims which are within 3 years.	In consultation with finance.
1.19	Acceptance of resignation.	Full in respect of the employees working under his administrative control.	For all Wage Board Employees.



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6

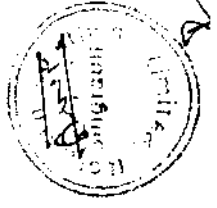
DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT			
S. No.	Items	Extent of Authority of CMS Incharge	Remarks
1.20	Sanction of compensation in accordance with Workman's compensation Act.	Full in respect of the employees working under his administrative control.	For all Wage Board Employees.
1.21	Sanction for extension of halt on tour beyond 10 days but not exceeding 30 days.	Full in respect of the employees working under his administrative control.	For all Wage Board Employees & executives under his administrative control.
1.22	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 in respect of the employees under his administrative control.	In consultation with finance.
1.23	Sanction of pension, family pension & gratuity and leave encashment (on retirement).	Full in respect of Non-executives under his administrative control.	As per rules laid down and in consultation with finance.
1.24	Sanction of expenditure on Vocational training.	Full in respect of the employees working under his administrative control.	As per rules, within budget and in consultation with finance.



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7

DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
Extent of Authority of CMS Incharge		
CAPITAL WORKS		
2.1	Sanction of estimates for electrical, mechanical, civil and structural works including renovation/ modification forming part of approved scheme/project report (other than renovation of residential building) of Central Hospital/NSC.	Upto Rs.25 lakhs (Rs. Twenty five lakhs) only in each case.
2.2	Sanction of expenditure on furniture, fittings and other office equipment and procurement thereof.	Within approved budget and in consultation with Finance. The estimate will be vetted by Staff Officer of Civil & E&M as the case may be.
2.3	Sanction of expenditure on medical, hospital's store, surgical equipment/gadgets except light vehicle/truck, whose landed cost is upto Rs. 5.00 lakhs (Rs. Five lakhs) unserviceable and replacement/procurement thereof within approved budget.	Full
2.3	Declare hospital's store, medical, surgical equipment/gadgets except light vehicle/truck, whose landed cost is upto Rs. 5.00 lakhs (Rs. Five lakhs) unserviceable and replacement/procurement thereof within approved budget.	Upto Rs.5 lakhs (Rs. Five lakhs) only in a year.
		Within the approved budget in accordance with norms laid down by HQ and in consultation with Finance.
		On the basis of recommendation of Committee for Survey - off and in consultation with Finance.



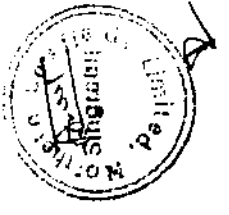
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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
3.0	AWARD OF CONTRACTS FOR CAPITAL/REVENUE NATURE	
3.1	On the basis of Lowest Open Tender.	In consultation with Finance.
3.2	On the basis of Lowest Limited Tender.	In consultation with Finance.
3.3	On the basis Single Tender received against Open tender.	Within approved budget and in consultation with Finance.
3.4	Without inviting tender but on the basis of negotiation.	Reasons for not inviting tender should be recorded and in consultation with Finance.
3.5	Repair contract/AMC for hospital equipment and appliances with OEM/PSU.	In consultation with finance.
3.6	Repair contract/AMC for hospital equipment and appliances other than OEM/PSU.	In consultation with finance. Normal tendering process to be followed.



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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
3.7	Approve revised/deviation estimate/change specification/quantity during execution work in respect of works awarded by him.	Upto 10% subject to overall value within DOP. In consultation with finance.
3.8	Grant extension of time for fulfillment of work in respect of contracts awarded by him.	Full in respect of contracts awarded within DOP of CMS Incharge, NSC. In consultation with finance.
3.9	Termination of contract and imposition of penalty.	Full powers for works awarded within DOP of CMS Incharge, NSC. In consultation with finance.



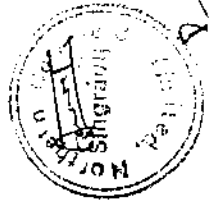
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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
4.0	MATERIAL MANAGEMENT	Extent of Authority of CMS Incharge
4.1	Approve indent for Medicine and other medical and surgical items and linen etc. for floating tender.	Full Within approved budget and MB and in consultation with Finance.
4.2A	Procurement of medicine, drugs, surgical dressing, pathological reagents, linen etc. stores and spares against RC/Depot Agreement entered into by HQ.	Full Within approved material budget. In consultation with Finance. Where HQ has finalised the RC, the procurement should be made against the same.



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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
		Extent of Authority of CMS Incharge
4.2B	a) Non consumable & other miscellaneous items. b) Clinical instruments other than capital medical equipment. c) Other items for which CMS is competent to sanction expenditure or sanction issued by HQ.	
i)	On the basis of lowest offer against Open tender.	Upto Rs.30 lakhs (Rs. Thirty lakhs) only in each case.
ii)	On the basis of Lowest Limited tender.	Upto Rs.10 lakhs (Rs. Ten lakhs) only in each case.
iii)	On the basis of single tender received against Open Tender.	Upto Rs 2 lakh (Rs. Two lakhs) only in case of open tender.
iv)	From Original Manufacturer of equipment.	Upto Rs.2 Lakhs (Rs. Two lakhs) only in each case.
v)	Proprietary items.	Upto Rs.5 Lakhs (Rs. Five lakhs) only in each case.
		OM certificate to be given by concerned staff officer. Proprietary certificate to be given by concerned Doctor & vetted by CMS.



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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT			
S. No.	Items	Extent of Authority of CMS Incharge	Remarks
4.2C	To approve the list of suppliers for issuing LTE for procurement of items upto the value of Rs.10 lakhs (Rs. Ten lakhs) in each case from the approved indents for procurement through LTE.	Full as per provision in purchase manual.	
4.3	Sanction estimate, award work and expenditure for stationary and outside printing/binding.	Rs.10,000/- (Rs. Ten thousand) only in each case with annual limit of Rs.2,00,000/-(Rs. Two lakhs) only.	In consultation with finance. Applicable guidelines to be followed.
4.4	Sanction Local Purchase of medicines, drugs, surgical dressing, pathological reagents/items OT materials, other critical spares, appliances etc. and procurement thereof.	Rs. 2 Lakhs (Rs. Two lakhs) only per month subject to a maximum of Rs.20 Lakhs (Rs. Twenty lakhs) only in a year.	Through committee or normal purchase procedure based on urgency. In consultation with finance.
4.5	Sanction Purchase materials for repairs, maintenance civil works and electrical fitting other than centralised items.	Full within sanctioned budget.	Within approved budget and in consultation with Finance.



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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT

S. No.	Items	Extent of Authority of CMS Incharge	Remarks
4.6	Purchase items in connection with horticultural works.	Upto Rs.10,000/- (Rs. Ten thousand) only per annum.	In cases of the work to be done departmentally. In consultation with Finance.
4.7	Disposal of Sundry items (other than unserviceable Plant & Machinery) e.g. dead wood, paper etc).	Upto Rs.25,000/- (Rs. Twenty five thousand) only in each case.	In consultation with Finance and instructions of Hqtrs
4.7A (New)	Procurement of Sundry items such as sports items, items for guest house, uniform and item linked with Company's official function etc. through committee purchase.	Upto Rs.1.50 Lakhs (Rs. One lakh fifty thousand) only in each case.	On same line as in purchase manual clause 2.10.2.
4.8	To grant extension of time to suppliers against purchase.	Full powers in respect purchases within the delegated powers.	In consultation with Hqtrs.
4.9	Cancellation of Purchase orders, imposing penalty/LD.	Full powers in respect purchases within the delegated powers.	In consultation with Hqtrs.
4.10	Issue stores to contractors.	Full	As per provision of contract. work order/contract at approved or issue rates as specified in contract.
4.11	Accept stores from vendors in excess of quantity ordered.	Upto 10% of the quantity ordered	Subject to provision for the same in Supply Order



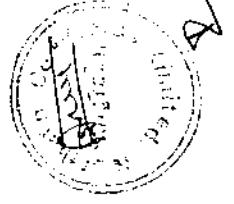
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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
5.0 HIRED SERVICES		
5.1	Approve estimate and sanction expenditure on repair & maintenance of medical equipment and other office equipment from OEM/Authorised Service Agent/proven source for repair (excluding surveyed off equipment).	In consultation with Finance. OEM/Authorised Service Agent/proven source repair certificate to be given by concerned Doctor and concurred by CMS.
5.2	Approve estimate & sanction expenditure on repairs and maintenance of vehicles (including material cost).	In consultation with Finance. Within approved budget. Overall expenditure on each vehicle shall be kept within the power of CMS Incharge.
5.3	Sanction for POL for approved tour with vehicle to driver.	Within approved budget provision.
5.4	Sanction for filling medical anaesthetic gases.	In consultation with Finance within approved budget provision.



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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT			
S. No.	Items	Extent of Authority of CMS Incharge	Remarks
5.5	Sanction freight & transportation charges, charges for telephones, postage, telegrams and power charges.	Full within the budget.	In case telephone bills as per norms and guidelines of the Company. In consultation with Finance.
5.6	Sanction charges for testing drugs and water by Govt. Laboratories.	Full	In consultation with Finance.
5.7	Sanction demurrage/wharfage charges for incoming consignments.	Up to Rs. 40,000/- (Rs. Forty thousand) only per month.	Reasons to be reported to Director. In consultation with Finance.
5.8	Sanction professional fees to outside specialists called to attend indoor/outdoor patients at Central Hospital.	Full within the budget provision.	Within the scales/rates approved by the Director. The outside Specialists to be invited with the approval of the Director. In consultation with Finance.
5.9	Sanction payment professional fees to outside Specialists when called to conduct operative treatment at Central Hospital.	Full within the budget provision.	Within the scales/rates approved by the Director. The outside Specialists to be invited with the approval of the Director. In consultation with Finance.



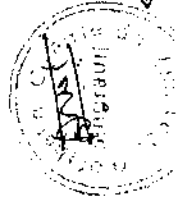
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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
	Extent of Authority of CMS Incharge	
5.10	Sanction honorarium to outside specialists called for giving lecture, conducting workshop etc.	Annual programme of visiting Specialists and the rates approved by CMD. In consultation with Finance.
5.11	Refer patients for investigation and treatment to Govt. Hospitals within the country where the required facilities are available.	As per MAR. The reference cases for outside treatment at Institutions other than Govt. Medical Institutions, will require approval of Director.
5.11A (New)	Acceptance of bills submitted by referral/empanelled hospitals for investigation and treatment for patients.	Full Power
5.12	Hiring of Taxi and sanction hiring charges in case of non-availability of company vehicle during medical emergencies in respect of Central Hospital.	Upto 90 vehicle days in a year. In consultation with Finance.



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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
5.12A (New)	Petty sundry expenditure including hiring of Taxi for official work.	In consultation with Finance.
5.13	Sanction expenditure on providing diets to indoor patients.	Full
5.14	Sanction estimate, award work, expenditure and enter into RC and maintenance contract for the following:	Full
	i) Stitching linen & dress.	-do-
	ii) Ironing clothes.	-do-
	iii) Maintenance of Hostel.	-do-
	iv) Maintenance of office equipment.	-do-
	v) Maintenance of medical equipment.	-do-



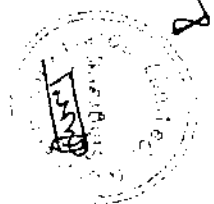
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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
5.15	Sanction legal expenses	Up to Rs. 10,000/- (Rs. Ten thousand) only on each occasion and court fees on the basis of actual, subject to the overall limit of Rs. 2,00,000/- (Rs. Two lakhs) only per annum. Full authority for payment of lawyers fees on the basis of approved rates and applicable to retained Lawyers.
5.16 (New)	Hiring of small equipment like generator, pump, cooler etc.	Full power up to 6 months, subject to yearly limit of 5 lakh (Rs. Five lakhs) only. In consultation with Finance.



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DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
6.0	OTHER ITEMS REVENUE NATURE:	
6.1	Sanction estimates and approve expenditure for the purpose of maintenance of hospital buildings, service buildings and residential buildings.	Upto Rs.25 Lakh (Rs. Twenty five lakhs) only in each case.
6.2	Sanction estimates, award work and expenditure for installation and maintenance Electrical, Electronic, Mechanical and medical equipment (excluding surveyed off equipment).	Upto Rs. 5 lakh (Rs. Five lakhs) only in each case with annual limit of Rs.25 lakhs (Rs. Twenty five lakhs) only.
6.3	Sanction estimates, award work and expenditure for repair furniture, fittings and other office equipment.	Full
6.4	Sanction indent and approve expenditure on professional books, periodicals, magazines & newspapers.	(i)Rs.20,000/- (Rs. Twenty thousand) only per annum for magazines and newspapers (ii) Rs.1 lakh (Rs. One lakh) only per annum for professional books.
6.5	Sanction expenditure on Official/Clinical/coordination meeting/conferences.	Full within approved budget. In consultation with Finance.



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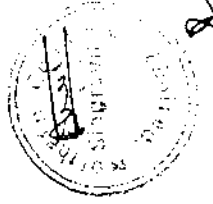
DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Extent of Authority of CMS Incharge
6.6	Sanction miscellaneous and contingent expenditure and expenditure not covered under any item of DOP.	Upto Rs.1,500/- (Rs. One thousand five hundred) only in each case with annual limit of Rs.20,000/- (Rs. Twenty thousand) only.
6.7	Sanction indent and approve expenditure for local purchase materials for repair and maintenance of Civil and E&M works, fittings equipment and other material essential for day to day functioning of the hospital including NSC colony.	Full
		In consultation with Finance and within approved budget.



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21

DELEGATION OF POWERS TO THE CMS INCHARGE, NCL, JAYANT		
S. No.	Items	Extent of Authority of CMS Incharge
7.0 GENERAL FINANCIAL & ADMINISTRATIVE MATTERS		
7.1	Sanction payment rent, rates and taxes and insurance charges etc. and other statutory dues	Full
7.2	Allotment of quarters for employees working under him	Full in respect of Nehru Shatabdi Chikitsalaya Complex.
7.3	Sanction expenditure for functions on Independence day/Republic Day/May Day/Foundation Day including distribution of sweets/fruits.	Not exceeding Rs. 20,000/- (Rs. Twenty thousand) only for each occasion subject to maximum of Rs.1,00,000/- (Rs. One lakh) only per annum.
7.4	Sanction expenditure on entertainment	Full
7.5	Power to operate imprest.	Full
7.6	Sanction expenditure on welfare activities including sports, games, cultural activities, recreational and educational facilities.	Full
		In consultation with Finance
		In accordance with rules for House allotment
		With ceiling and guidelines laid down by the Company.
		As sanctioned from time to time.
		Within approved budget

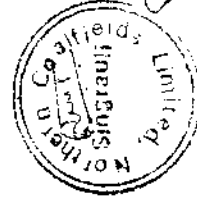


NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO THE CMS INCCHARGE, NCL, JAYANT		
S. No.	Items	Remarks
7.7	Sanction expenditure on local training at NSC and skill development.	Within the approved training budget and as per approved plan in consultation with GM (HRD).
7.8	To incur expenditure in emergency like fire, accidents, epidemics, strike, industrial unrest etc.	Immediate information to HQ.
7.9	Sub-delegation of whole or part the aforesaid authority to subordinate executive.	
7.10	Re-appropriation funds in revenue budget.	In consultation with Finance.

Note:-

1. Exercise of the revised DOP of CMS Incharge shall be in accordance with the general principles and guidelines enclosed as **Annexure 'II'**.



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.

