

नार्दर्न कोलफील्ड्स लिमिटेड

एक मिनी रत्न कम्पनी

पो.आ.-सिंगरौली,

जिला-सिंगरौली 486889 ,म.प्र.ख

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**Northern Coalfields Limited**

(A Mini Ratna Company)

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ISO 9001



ISO 14001



OHSAS 18001



SA 8000

Ref:CMD/NCL/Board/2014/ 01

Dt. 1<sup>st</sup> January, 2014

//OFFICE ORDR //

The Board of Directors of NCL in their 182<sup>nd</sup> meeting held on 27.12.2013 at New Delhi have agreed to the delegation of revised powers to the Chief Vigilance Officer, NCL. Accordingly, Chief Vigilance Officer, NCL is hereby delegated the revised powers as per enclosed Annexure-A.

  
Chairman-cum-Managing Director

**Distribution:**

Chief Vigilance Officer, NCL

Director (Per.), NCL

Director (Tech)(P&P), NCL

Director (Tech)(Op.), NCL

Director (Finance), NCL

G.M.(Finance), NCL

TS to Chairman, CIL, Kolkata

Company Secretary, CIL, Kolkata

**Annexure-A****NORTHERN COALFIELDS LIMITED :: SINGRAULI****Revised Delegation of Powers of C.V.O. NCL**

<b>SL. No.</b>	<b>Head of the DOP</b>	<b>REVISED DELEGATION OF POWER</b>
1	Power to approve TA/Transfer TA/LTC/RRF/LLTC.	Controlling Officer for self and executives and non-executives under his/her administrative control.
2	Power to sanction advance TA/Transfer TA/LTC RRF/LLTC including advance of pay and leave salary.	Controlling Officer for self and executives and non-executives under his/her administrative control.
3	Power to transfer executives upto E-6 grade and non-executives employees within the company.	Power to transfer executives upto E-6 grade and Non-executives under his/her administrative control.
4	Power to sanction extension of halt on tour as admissible under the rules	Full Powers, for executives and non-executives under his/her administrative control.
5	Power to waive production of money receipt and ticket No. in respect of TA/LTC RRF/LLTC Bills and reimbursement of charges for cancellation of Air / Rail tickets in individual cases	Full Powers in respect of executives and non-executives under his/her administrative control.
6	Power to waive time limit for submission of TA/LTC/RRF/LLTC Bills, Medical Bills and all other personal claims upto a period of 3 years.	Full Powers subject to Company's Rules, in respect of executives and non-executives under his/her administrative control.



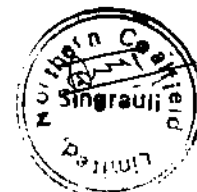
SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
7	Power to approve travel by Air/Road/Rail in a class higher than the entitled and by a route other than the shortest/ cheapest due to exigencies of work.	Full Powers, in respect of executives and non-executives under his/her administrative control.
8	Power to sanction mileage allowance by a route other than shortest or cheapest.	Full Powers, for executives and non-executives under his/her administrative control.
9	Power to grant all approved types of leave and acceptance of fitness certificates after leave on medical grounds.	Full Powers in respect of executives and non-executives under his/her administrative control.
10	(a) Power to sanction medical advance/ reimbursement of medical expenses.	Full Powers for self and for employees for whom he / she is the controlling authority as per company rules with specific recommendation of CMS/ CMO.
	(b) Power to sanction part reimbursement of medical expenses involving prolonged illness/treatment.	
11	Power to fix Headquarters and define sphere of duty.	Full powers, for executives/ non executives under his/her administrative control.
12	Power to declare an officer as the Head of an Office / Department under his/her administrative control.	Full Powers subject to consent of CMD.
13	Power to take disciplinary action or transfer in lien in respect of employees of non-executive cadre in terms of provisions of the disciplinary rules and orders issued from time to time in this regard.	Full Powers, in respect of non-executives under his/her administrative control.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
14	Power to sanction subsistence allowance.	Full powers in respect of employees under his/her administrative control upto E-6 Grade.
15	Power to sanction reimbursement of actual expenses incurred by the employees for carrying records etc. on official duty not permissible under TA rules.	Full Powers, in respect of employees under his/her administrative control.
16	Power to extend time limit for travel of family on transfer or carriage of personal effects.	Full Powers, for staff and officers under his/her administrative control.
17	Power to sanction and operate permanent advance.	Full Powers, in respect of subordinate officers/offices under his/her administrative control.
18	Power to incur contingent expenditure relating to Departments under him/her administrative control including on meetings/ conferences /seminars etc. and other items of Revenue nature.	Full Powers subject to Budget provision.
19	Power to incur expenditure for repair and maintenance of company vehicles, office equipment, furniture, fitting, office building and houses hired by the company, kept at the disposal of the Departments under him/her.	Full Powers subject to Budget provision.
20	Power to approve tour programme.	Full powers for self and Executives / Non-Executives working under his / her administrative control. However, for tour of Executives to Delhi, Mumbai and Chennai, approval of CMD, NCL will be required.
21	Power to sanction purchase of books and periodicals and other publications necessary for Departments/Libraries under him/her.	Full Powers subject to Budget provision.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
22	Power to enter into contracts for hiring and maintenance of machines under his /her administrative control for Data Processing/ Machine accounting.	Full Powers subject to Budget provision.
23	Power to sanction purchase of furniture and furnishings of the machine installations under his /her administrative control for Data Processing including purchase of stationeries etc. required for the same.	Full Powers subject to Budget provision.
24	Power to sanction expenditure for installation of telephone connection including provision of STD and internet connection in the Departments and in the residence of executives under his/her administrative control.	Full Powers subject to Budget provision.
25	Power to sanction recurring expenditure relating to the Telephone, Mobile phones, Broad Bands and Fax etc. and also in the residence of executives/ staff under his/her administrative control.	Full Powers subject to Budget provision.
26	Power to grant honorarium to non-executive and executive employees upto-E-6 Grade under his/her administrative control.	Full powers upto a limit of Rs.5000/-(five thousand) in each case and maximum of Rs.1 (one) lakh per annum, subject to Budget provision.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
27	Power to sanction overtime allowance, education/tuition fee/ festival advance/house rent allowance and any other allowances/ advances available to the employees and officers as per rules/ administrative instructions.	Full powers in respect of employees under his/her administrative control.
28	Entertainment	Full powers subject to limits laid down by the DPE and the Board and Budget provision.
29	Power for hiring of Vehicles required for Official purposes by Vigilance Department.	Full Powers subject to Budget provision.
30	<p>Power to;</p> <p>a) Accord administrative approval / sanction training programmes for Vigilance related topics initiated for the training of the employees of the Company.</p> <p>b) Nominate employees for training programmes / seminars / conferences within the Company and in other Institutes located in the country.</p>	<p>Full Powers subject to Budget provision. ,</p> <p>Full powers, subject to budget provision, upto E-8 grade executives and NCWA employees under his/her administrative control on the recommendation of HOD, to be processed through GM(HRD) for programmes organized by CIL or its Subsidiaries including IICM. For nomination of employees to programmes outside CIL and its Subsidiaries, approval of CMD will be required.</p>
31	Power to sanction expenditure for cultural / social / sports programmes / festivals for Employees of the Company.	Up to Rs.10,000/-(ten thousand) in each case subject to a maximum of Rs.1,00,000/-(one lakh) per annum, subject to Budget provision.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
32	Publicity	Full powers as per guidelines laid down by the Board and subject to budget provision.
33	Power to sanction advance for purchase of bicycle, Motor Cycles, Scooter/ Motor Car/ House Building.	Full Powers subject to Budget provision.
34	Power to approve write off of stores concerning departments under his/her administrative control.	Upto Rs. 2000/-(two thousand) in each case subject to a maximum of Rs. 25000/-(twenty five thousand) per year in respect of shortages/ theft of stores. Writing off to be done only after proper enquiry proceedings are conducted and recorded in writing.
35	Power to sanction advance to dependents of employees under his/her administrative control in case of death while on duty.	Upto Rs.30,000/-(thirty thousand) in each case subject to realization from the dues of the deceased.
36	Power to sanction expenditure on photography / Videography concerning Vigilance related matters.	Full Powers subject to Budget provision.
37	Sanction to purchase complimentary presents/ momentos on suitable occasions and for Company's guest as an act of Courtesy and the gesture of goodwill.	Sanction for person on whom CIL's Conduct and Rules apply would be as per said Rules and in other cases upto Rs. 5000/-(five thousand) per member/ guest, subject to Budget provision, maximum of Rs.50,000/- in a year.
38	Power to approve payment of statutory dues, taxes, levies, duties, administrative, legal expenses etc. pertaining to Vigilance related matters.	Full powers



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
39	Power to engage Advocates, Lawyers, Consultants, Experts, Technocrats etc. and to incur expenses in relation to such engagement, for Vigilance related matters.	Full powers, subject to budget provision.
40	Power to sub-delegate all or any of the powers to any officer(s) under his/her administrative control.	Full powers - with the approval of CMD, NCL
41	Power to approve proposals for printing of Brochures, Leaflets, Handouts, Journals, Magazines etc. relating to Vigilance functions.	Full powers, subject to budget provision.
<b>MANAGEMENT DEVELOPMENT / HUMAN RESOURCE DEVELOPMENT AND TRAINING.</b>		
42	Power to Introduce training course required for management development / Vigilance Matters.	Full Powers.
43	Power to sanction payment of honorarium to external and internal faculty members as per rules of the company for their engagement in Vigilance related programmes.	Full Powers.
<b>N.B.</b>	<p><b>(A)</b> The delegation of powers is subject to the following:</p> <ol style="list-style-type: none"> <li>1. All purchase and contracts should be concluded only on the recommendations of the Tender Committee of three persons, one of whom should be the representative of Finance. <b><i>In case of changes / correction in approved rates, detailed reasons should be recorded in writing under the signature of the chairman of the Committee.</i></b></li> <li>2. All the financial power will be used subject to budget provision and with the concurrence of Finance.</li> </ol> <p><b>(B)</b> The above delegation is also subject to Guidelines / Circulars issued by CIL / Competent Authority from time-to-time.</p>	

