

नार्दर्न कोलफील्ड्स लिमिटेड

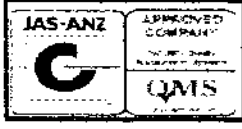
एक मिनी रत्न कम्पनी
पो.आ.-सिंगरौली,
जिला-सिंगरौली 486889 ,म.प्र.
निगमित पहचान संख्या - U10102MP1985GOI003160
दूरभाष 07805 . 266304
फैक्स 07805 दृ 266304 & 266640

CWS, Jayant

Northern Coalfields Limited



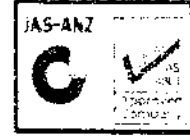
(A Mini Ratna Company)
P.O. Singrauli Colliery
Distt. Singrauli, MP- 486889
Corporate Identification No.U10102MP1985GOI003160
Tel: 07805 - 266304
Fax: 07805 – 266304 / 266640
Website: www.ncl.nic.in



ISO 9001



ISO 14001



OHSAS 18001

NCL/CMD/DOP(GM,CWS)/2015/318

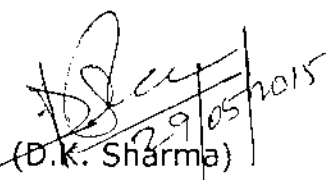
Dated:29th May,2015

//OFFICE ORDER//

In partial modification of the DOP of GM, CWS, NCL issued earlier vide Office Order No. NCL/CMD/DOP(GM,CWS)/2015/1201 dated 16.01.2015 by the Company Secretary(Actg), NCL, Functional Directors of NCL, vide item no. 480/3 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:-

- Insertion of powers in the DOP of GM,CWS, Jayant as Sl. No. 4.2(d), 4.2(e), 4.2(f) and 4.8A enclosed as Annexure-I and
- amendment in the existing DOP of GM, CWS, Jayant under Sl. No. 4.1(a) regarding power to approve indents for decentralized items in respect of "Spares" from "Rs. 1.5 crores only in each case" to "full powers in each case".

This will come into force with immediate effect.


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

Encl: As above

Distribution:

CMD, NCL
D(P) / DT(Op) / D(F)/ CVO, NCL
All GMs/ Incharge of the Projects of NCL
General Manager, CWS, NCL, Jayant
CMS, NCL, NSC, Jayant
GM(Excv)/GM(MM)/GM(E&M)/GM(Fin)/GM(CMC)/GM(P/Admin),
GM(Civil),NCL

Q/M/F

NORTHERN COALFIELDS LIMITED SINGRAULI

Annexure-I

Sl. No	Items	Extent of Authority of Area Level	Remarks
4.2 (d)	Purchase of Spares & consumables (imported/ indigenous) through Open tender for decentralized items.		
	(i) On the basis of lowest tender	Rs.40 lakhs (Rs. Forty 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.	
4.2 (e)	Purchase of Spares & consumables (imported and indigenous) through Limited Tender Enquiry (decentralized items)		
	(i)Lowest tender received against Limited Tender Enquiry.	Rs.20 lakhs (Rs. Twenty lakhs only) in each case.	
	(ii)Single tender received against Limited Tender Enquiry.	Rs.5 lakhs (Rs. Five lakhs only) in each case.	
4.2 (f)	To Purchase Spares for Workshop Equipments like Lathe, Milling Machine, Horizontal Press & other machines from OM(Original Manufacturer of the concerned Workshop Machines) & OPM (Original Part Manufacturer) for spares of Workshop Machines on Proprietary basis for decentralized items on LTE basis.	Rs.3 lakhs (Rs. Three lakhs only) in each case.	
4.8A	Sanction Committee purchase of sundry items such as sports items, items for guest house, uniform, items linked with company's official functions etc.	As per provisions of purchase manual clause 2.10.2.	
	Award of work relating to above activity through Committee.	Upto Rs.1.00 Lakh (Rs. One lakh only) in each case.	



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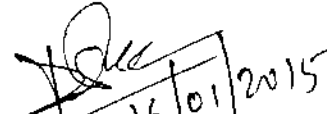
16th January, 2015

//OFFICE ORDER//

Taking into consideration the recommendations of the Committee constituted for revision in DOP of GM,CWS and the revision in DOP as agreed by the Functional Directors of NCL in 473rd Meeting held on 6/01/2015 (Item No. 473/8), the GM, Central Workshop, NCL, Jayant is hereby delegated powers as per enclosed **Annexure-I**.

Exercise of the DOP of GM, Central Workshop, NCL shall be in accordance with the general principles and guidelines enclosed as **Annexure-II**.

This will come into force with immediate effect.


16/01/2015
Company Secretary (Actg)

Distribution:

CMD, NCL
D(P) / DT(Op) / D(F)/ CVO, NCL
All CGM/GMs of the Projects
General Manager, CWS, NCL, Jayant
GM(Excav)/GM(MM)/GM(E&M)/GM(Fin)/GM(P/EE/Admn),NCL

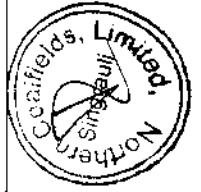
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ANNEXURE - I

DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
1.	PERSONNEL AND WELFARE		
1.1	Promotion in the Non Executive Cadre against sanctioned posts.	Full in respect of Establishment 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	In accordance with rules and guidelines and as per cadre scheme for Non Executive.
1.3	Transfer within the Workshop Organisation	Full for Non-Executives and Executives up to E-6 level.	In accordance with rules and guidelines and as per cadre scheme for Non Executive.
1.4	Acceptance of resignation in Non-Executive Cadre	Full	In accordance with rules and guidelines and as per cadre scheme for Non Executive.
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 RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Workshop.	Medical advance will be paid on the recommendation of the Chief Medical Officer and after approval of Competent Authority.
1.7	Sanction extension of time limit for travel of family members on transfer or carriage of personal effects in respect of employees working under him.	Full	--



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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
1.8	Sanction of extension of halt on tour beyond 10 days but not exceeding 30 days.	Full in respect of executives and Non-executives of the workshop.	--
1.9	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 workshop.	--
1.10	Waival of production of tickets number in connection with TA/LTC /RRF/LLTC in respect of employees working under him.	Full	For recorded reasons.
1.11	Waival of time for submission of LTC/TA/RRF/Medical/LLTC bills in respect of employees working under him.	Full	For recorded reasons.
1.12	Grant of all approved types of leave and acceptance of fitness certificate after leave on medical grounds.	Full in respect of Non-Executives and up to two months in case of Executives.	Subject to certification of leave by the concerned Deptt.
1.13	Sanction of re-imbusement of medical expense.	(a) Full in respect of self and all executives and Non- Executives of the Workshop. (b) Full or part reimbursement of medical expenses involving prolonged illness/ treatment in respect of all executives and Non-executives of the Workshop.	As per Medical Attendance rules and other rules applicable.



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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
1.14	a) Sanction of Education allowance, tuition fee, festival advance/allowances. b) Sanction of overtime	Full in respect of executives and Non-Executives of the Workshop. Full within budget.	As per the rules/ guidelines/ instruction issued in this regard. As per the rules/ guidelines instruction issued in this regard.
1.15	Acting arrangement against operating posts, sanction of Acting Allowance.	Full in respect of Non-Executives within approved manpower budget of the Workshop.	As per rules applicable from time to time.
1.16	Disciplinary action against Non-executives.	Full for penalties as per standing order.	As per rules laid down.
1.17	Sanction of gratuity, pension and family pension.	Full in respect of Non-Executives of the Workshop.	As per rules laid down.
1.18	Scrutiny and sanction of arrear claims.	Full – In case of claims which are within 3 years.	
1.19	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.
1.20	Sanction of compensation in accordance with Workmen's Compensation Act.	Full	-
1.21	Sanction of expenditure on liveries to employees.	Full	In accordance with dress regulations or statutory dress requirements and guidelines.



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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
1.22	Sanction of expenditure on local Training and Skill development.	Full	Within approved training budget of CWS and as per training plan as approved by HQrs.
1.23	Sanction of expenditure on welfare activities including Sports, Games, Cultural activities, recreational and educational facilities.	Full within the sanctioned Budget.	--
1.24	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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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
2.0	Capital Works		
2.1	Sanction of 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).	Upto Rs.40.00 lakhs (Rs. forty lakhs) only in each case.	Within approved budget in consultation with Area Finance. Re-appropriation within the Itemwise Budget will require approval of Dir.(T).
2.2	Sanction expenditure on furniture, fittings and other office equipments within PR/RCE provision.	Full	Within approved budget in accordance with norms laid down by HQrs. and in consultation with Area Finance Manager.
2.3	Sanction replacement for Plant and machinery except light vehicles and trucks.	Upto Rs. 5.00 lakhs (Rs. five lakhs) only in each case.	Subject to Survey committee recommendations and in consultation with Finance.

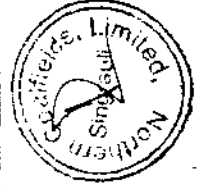


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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
3.0	<u>AWARD OF CONTRACT FOR CAPITAL/REVENUE WORKS:-</u>		
3.1	On the basis of Lowest Open Tender.	Up to Rs. 40.00 Lakhs (Rs. Forty lakhs only) in each case.	In consultation with Area Finance Manager.
3.2	On the basis of Lowest Limited Tender.	Up to Rs.5 lakhs (Rs. Five 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/limited tender enquiry.	Upto Rs. 2.00 lakhs (Rs. two lakhs) only in each case.	In consultation with Area Finance Manager.



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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
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. 1.00 lakhs (Rs. One lakh) in each case. Up to Rs. 50,000/- (Rs. Fifty thousand only) in each case.	In consultation with Area Finance Manager. In consultation with Area Finance Manager.
3.5	Approval of revised/ deviation estimate.	Up to 10% subject to overall value within DOP of GM of the Workshop.	As per Civil Engineering Manual.
3.6	Grant of extension of time for fulfillment of work.	Full in respect of contracts awarded within DOP of GM, CWS.	As per Civil Engineering Manual.
3.7	Termination of Contract and imposition of Penalty.	Full powers for works awarded within DOP of GM, CWS.	As per Civil Engineering Manual.



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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
4.0	<u>MATERIALS MANAGEMENT:</u>		
4.1	Approve indents for Decentralised: - a) Spares b) Stores	Up to Rs. 1.5 Cr (Rs. One crore fifty lakhs only) in each case. Up to Rs. 50 lakhs (Rs. Fifty lakhs only) in each case.	List of de-centralized items given in the guidelines circulated vide O/o No.NCL/Board/23/98/104 dtd.22.10.98 (Enclosed as Annexure 'A')



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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
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 Workshop and budget provision.
	b) From Original Equipment Manufacturer (OEM) on Proprietary basis.	Rs.75 lakhs (Rs. Seventy Five lakhs only) in each case.	Procurement of spares for HEMM to be done strictly in accordance With the directives contained in the Office Order No. 6902 dated 26.03.2012 issued by GM(MM), CIL, Kolkata.
	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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DELEGATION OF POWERS TO GM, CWS, JAYANT

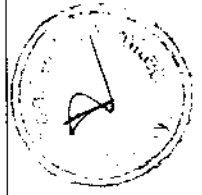
Sl. No.	Head of DOP	Extent of Power	Remarks
4.3	Sanction local purchase of spares parts small tools, repair kits fixtures, small equipments necessary to maintain production and overhauling programme.	Rs. 2.00 lakhs (Rs. two lakhs) only per month.	Subject to non-availability of such items from Stores and in accordance with guidelines for local purchase.
4.4	Local Purchase of Medicine, Surgical Dressing, Pathological reagents etc. against Non-availability certificate from Central Hospital.	Full	Within the limits indicated by HQrs.
4.5	Sanction purchase of materials for repairs/maintenance of Civil works and electrical fittings.	Full for other than centralised purchase items.	Within approved budget and in consultation with Area finance Manager.
4.6	Sanction purchase of stationary/computer stationary and consumable items and drawing materials.	Full	Within the approved Budget and in consultation with Area Finance Manager. Where Hqrs has finalized the RC, the procurement should be made against the same.



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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	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	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.
4.10	Declare Plant and Machinery except light vehicles/trucks and HEMMs and spares whose original landed cost is upto Rs. 5.00 lakhs, unserviceable and to fix reserve value of such items and sanction replacement of Plant and Machinery within approved Budget.	Full	On the basis of recommendations of the Survey- Committee and as per norms / guidelines laid down by HQrs.
4.11	Issue Stores to Contractors.	Full	As per provisions of Contract or work order at approved or issue rates if any, as specified in the contract.
4.12	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.

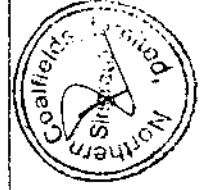


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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
5.0	<u>HIRED SERVICES</u>		
5.1	a) Enter into rate contract and make purchases for repairs of injectors PT pumps, Assemblies of HEMM b) Operation of 'RECON' Scheme finalized by Coal India Limited.	Full Full	Within approved budget and in consultation with Finance. In accordance with the annual programme approved by D(T) within approved budget and in consultation with Finance.
5.2	Sanction expenditure on repair and maintenance of Plant and Machinery (excluding surveyed off equipment). This will also include getting certain operations done for which facilities are not available in the Workshop.	Upto 25% of the replacement value for each case in respect of sub-assembly or part of equipment requiring such repairs.	1. Within approved budget and in consultation with Finance. 2. Any proposal beyond this limit will require approval of Director (Tech.), NCL.
5.3	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.
5.4	Sanction of expenditure on freight, Telephone, internet and postage.	Full	Within the Budget and as per guidelines.



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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
5.5	Expenditure on outside printing.	Full within budget and following of laid down guidelines/procedure.	In consultation with Area Finance Manager.
5.6	Sanction demurrage/Wharfage charges for incoming consignments.	Upto Rs. 1,000/- in each case and with a ceiling of Rs. 10,000/- per annum.	Reasons to be reported to HQrs.
5.7	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 applicable to retained Lawyers.	



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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	Remarks
6.0	<u>OTHER ITEMS OF REVENUE NATURE:</u>		
6.1	Sanction repairs of roads, buildings minor alteration / maintenance of water supply schemes and electrical fittings.	Upto Rs. 25 lakhs (Rs. Twenty five lakhs) only in each case.	Within approved budget and in consultation with finance and in accordance with guidelines.
6.2	Sanction of expenditure on garbage disposal.	Full	In consultation with Finance and within approved budget.
6.3	Sanction of repairs of furniture, fittings 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 CWS 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 miscellaneous, contingent and petty expenditure.	Upto Rs. 5,000/- per annum.	Within approved budget.
6.7	Sanction of job estimates.	Upto Rs. 25 lakhs (Rs. twenty five lakhs) only in each case.	--
6.8	Sanction to incur petty expenses not covered by any specific delegation for CWS work.	Upto Rs. 1,000/- (Rs. one thousand) only in each case with annual ceiling of Rs. 25,000/- (Rs. twenty five thousand) only.	In consultation with Finance.



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DELEGATION OF POWERS TO GM, CWS, JAYANT

Sl. No.	Head of DOP	Extent of Power	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 and disposal of materials.	Full in respect of structures with the original value of Rs. 50,000/- In each case.	In consultation with Finance.
7.3	Allotment of quarters in Central Workshop Township to employees of the company.	Full	In accordance with the rules for house allotment.
7.4	Sanction expenditure of functions on Independence Day/ Republic Day/ May Day including distribution of sweets.	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.	
7.5	Sanction expenditure on entertainment.	Full	Within the ceiling and guidelines laid down by the Board.
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	Re-appropriation of funds in revenue Budget.	Up to 10% of any Revenue Heads of accounts for which budget is controlled by CWS.	



NCL/Board/23/93/ (06)

OFFICE ORDER

17.10.98
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The Delegation of Powers (DOP) to CGM/GMs of the Projects was issued vide Office Order No. NCL/Board/43/93/84 dated 24th April 1993. Chairman-cum-Managing Director vide Office Order No. NCL/Board/23/DOP.CGM/GM/730 dated 29.7.98 had constituted a Committee to review the above DOP. On consideration of the recommendations submitted by the above Committee the Chairman-cum-Managing Director in consultation with Director (Tech) and Director (Fin) has been pleased to approve the modification/amendments as brought out at Annexure I to this office order in the DOP as referred to above. Accordingly the items mentioned in Annexure I shall be substituted for/added to the respective items in the DOP issued vide office order dated 24th April, 1993.

2. In addition, guidelines in regard to Materials Management bringing out the centralised and decentralised items and defining responsibility for approval of indent and their procurement are also being issued vide Annexure II to this Office Order. The same are to be followed in regard to Material Management.

3. In regard to advertising policy for Civil and Materials Management departments, the guidelines as given in the respective manuals will apply. So far as the work connected with other departments like Excavation, E&M, Mining etc. for which there is no specific guidelines exist, guidelines of civil engineering manual shall apply for the purpose of paper advertisement policy.

4. All circulars/Office Order/Letters issued, so far in regard to imposing riders on the DOP should be reviewed by the concerned HODs at Hqs. The riders which are considered necessary are to be issued afresh after approval of Directors and CMD. This exercise is to be completed within a period of 1 month from the date of issue of this Office Order. The riders which will be issued during the above period will only be applicable henceforth and communication not re-iterated will stand withdrawn. The Office Orders/Circulars/Letters imposing any rider/conditions relating to any item of DOP as above and also in future, after approval by Directors and CMD, after registration in Board Secretariat will only be issued by the Company Secretary. Any Office order/Circular/Letter imposing any rider/conditions other than as prescribed above will not be treated as valid office order/circular/letter.

The powers sub-delegated shall be exercised with due observance of the General principles governing the delegation of powers, which is enclosed at Annexure B to the Office Order dated 24.4.93 and will be subject to financial concurrence and Budget provision wherever applicable.

This issues with the approval of Competent Authority .


(S.K. Srivastava)
Company Secretary

Encl: As above

GUIDELINES OF MATERIALS MANAGEMENT

Spares and Stores material are separated into two categories i.e. Centralised and Decentralised :-

Categorisation & Fund Allocation :-

A. Spares -

Spares of all models of Shovels, Drills, Dumpers, Dozers and Auxilliary equipment like Cranes and Graders, Tyre Handlers, Water Sprinklers, Forklifts and Front End Loaders other than imported spares are decentralised. Spares of these equipment include Filters, Hoses, Bearings, Carbon Brushes and Brake Linings, accessories of tooth points and adopters like Clamps and Wedges etc. and tooth points and adopters of these equipment for which RC exists.

Tooth Points and Adopters of HEMM for which no RC exists, will remain centralised.

Spares of all models of Draglines will remain centralised.

Floats and Major assemblies of all HEMM as per list given in the appendix-I will remain centralised.

The activity of Indigenous Development of HEMM spares will remain centralised.

E&M spares except as mentioned in Appendix II and of imported nature will be decentralised.

ED(Excav.) in respect of decentralised items of HEMM spares as above and GM(E&M) I&II in respect of decentralised items and spares of other equipment will convey the fund allocation for centralised and decentralised items separately to the Cost and Budget (C&B) Deptt. The C&B Deptt. accordingly will convey the total budget for decentralised items to the project. The funds in respect of decentralised spares and items will be under the control of project CGM/GM.

In respect of centralised items even though no fund will be given to the project, but, any emergent requirement for immediate use can be purchased under local purchase head and the same to be intimated to budget controlling authority HQ for retrenching this amount from the allocated centralised budget.

B. Stores -

(i) Engineering Materials -

New Class Code-91-01 to 91-07 (Ferrous and non-ferrous) will be centralised.

(ii) General Consumable Materials :-

New Class Code 92-03(POL) and 92-05 (Cement, lime and allied products) will remain centralised. All other materials - 92-01 (Cotton, Jute, Canvas Products), 92-02 (Acid, Alkalies, Special Chemicals & Compound and Adhesives etc.), 92-04 (Paints, Varnishes etc.) and 92-06 (misc. consumables like fire extinguishers but excluding fire tender) will be decentralised.

(i) Mining Supplies :-

Under this category the New Class Code No.93-01 (Timber, Cane, basket etc.), 93-04 (Cap lamp, safety lamps, torch, torch cells) will be decentralised. Other materials under New Class Code 93-02 (Explosives, detonator etc.), 93-03 (Drill Rods, drill bits), 93-05 (Belting and belt fasteners), 93-06 (Wire ropes) and 93-07 (Helmets, shoes etc.) will remain centralised.

GM(Stores) will convey the funds in respect of decentralised items at (i), (ii) and (iii) above to Cost & Budget Deptt., who in turn will convey the funds to the Projects at the beginning of the year which will be under the control of CGM/GMs. The action for procurement in regard to centralised items will be taken by GM(MM).

(iv) General Supplies :-

New Class Code 94-03 (Pipes of all sizes) will remain centralised. New Class Code 94-06 (Tyres, Tubes, batteries) will be centralised.

All other items under New Class Code 94-01 (Fasteners, Nut, Bolts etc.), 94-02 (Hardwares), 94-03 (Fittings for Pipes & hoses), 94-04 (Packing & Jointings, breaklining) will remain decentralised. Only Survey equipments will remain centralised and others will remain decentralised (Ref. Item Code = 94-05). Item Code 94-07 (Tools & Implements), 94-08 (Welding items, Welding accessories & Electrodes) and 94-09 (Electrotechnical items, Cable jointing kits, cable couplers, Light fittings etc. except Trailing Cable) will be totally decentralised. Trailing Cable will be centralised.

In respect to decentralised items concerned Functional Head will convey the funds to the C&P Deptt., who in turn will convey the funds to the Projects at the beginning of the year, which will be under the control of Project CGM/GM.

2. Indents :

(i) Decentralised items :-

Project CGM/GM will have power to approve Indent of (i) Spares upto Rs.1 crore in each case and for (ii) Stores upto Rs.40 lakhs in each case. Beyond above limits, the indent will require approval of D(T).

(ii) Centralised items :-

Concerned Deptt. at Hqtrs. will prepare MIB/Indent in consultation with the projects for approval.

3. Procurement :-

To the extent of Delegation of Powers, CGM/GMs will procure at Project level. The cases beyond the delegated power and all cases of import will be dealt by MM Deptt. of Hqtrs.

4. Local Purchase of medicines, surgical dress, pathological reagents etc. against non-availability certificate from Central Hospital

10% of the Funds will be conveyed by C&B Deptt. to the Projects to make such purchase.

Words 'other than imported spares' deleted vide office order no.NCL/Board/23/2000/278, dated 29.5.2000.

APPENDIX I

OF FLOAT ASSEMBLIES OF JIEMM TO BE PROCURED AT HQRS

MACHINE MODEL	ITEM DESCRIPTION	PART NO	QTY PER MACHINE
VELS			
P&H 1900AL SHOVELS	MAGNETORQUE	910J323F4	1
	MAGNETORQUE	910J323F5	1
	MAIN MOTOR 750HP	L214003F34	1
	MAIN TRANSFORMER	3475R3	1
	SWING MOTOR	L47771F4	2
	CROWD MOTOR	L47602F13	1
	PROPEL MOTOR	L47773F6	1
	CROWD/PROP/SWING GEN'R	L82106F6	2
	BUCKET		
	BE/RB SHOVELS	MAIN MOTOR	5K830852A13
HOIST MOTOR		1800127540SD	1
PROPEL MOTOR		12444001	2
SWING MOTOR		080Z12977SSL	2
CROWD MOTOR		080Z190002SP	1
HOIST GENERATOR		35X958094	1
CROWD GENERATOR		5CDS534G233	1
SWING GENERATOR		35X958095	1
EXCITER		5CDS365G396	
BUCKET			1
EKG 6.3/8 SHOVELS	HOIST MOTOR	DPE-82A	2
	CROWD MOTOR	DPE-72	1
	SWING MOTOR	DFV72	2
	MAIN TRANSFORMER	TEM 100-6000/400	1
	CROWD GENERATOR	PEM-2000	1
	SWING GENERATOR	MPE 14-12/4	1
	MAIN MOTOR	SDEU14-29-6	1
	HOIST GENERATOR	GPE-450-1000	1
	INDUCTION MOTOR	A2-81-4	1
	EXCITER GENERATOR	PV-81	1
	MAIN MOTOR EXCITER GEN'R	P-81	1
	PROPEL MOTOR		
	BUCKET		2
EKG 12.5 SHOVELS	PROPEL MOTOR	35370607000	2
	HOIST MOTOR	MPE-450-900M	2
	CROWD MOTOR	DE-816	1
	SWING MOTOR	DEV-816	3
	MAIN TRANSFORMER	TMVEG-250/6	1
	MAIN MOTOR	SDE2-16-46-6	1
	HOIST GENERATOR	4GPEM1250-1/1	1
	CROWD GENERATOR	4GPEM300-4/1	1
	SWING GENERATOR	4GPEM600-2/2	1
	BUCKETS	12.5 CUM / 15 CUM CAPACITY	1
DUMPERS, DOZERS AND OTHER EQUIPMENT			
ALL MODELS OF 65 TON AND 50 TON DUMPERS	ENGINE		1
	TRANSMISSION ASSLY		1
ALL MODELS OF ELECTRIC DRIVE DUMPERS LIKE BELAZ, 120 TON AND 170 TONS	ENGINE		1
	ALTERNATOR		1
	WHEEL MOTOR		2
ALL MODELS OF DOZERS AND GRADERS, PAY LOADERS AND TYRE HANDLERS	ENGINE		1
	TRANSMISSION ASSEMBLY		1
ALL MODELS OF DIESEL HYDRAULIC EXCAVATORS LIKE PC 300, PC 650, L&T 300CK DEAMG H-40 AND ALL MODELS OF DIESEL DRILLS	ENGINES		1
HUSKEY 680, OCTAG 870, RB 90T BE 00T, COLES 30 T, COLES 40T AND BEML G MODEL CRANES	ENGINES		1

** FLOATS FOR P&H 2300 XL, O&K RH 400 AND LIEBHERR SHOVELS SHALL BE PROCURED BY RESPECTIVE PROJECTS, AS PER GUIDE LINES, AS THESE EQUIPMENT ARE LIMITED TO THOSE PROJECTS ONLY.

** FLOATS FOR ALL MODELS OF DRAGLINES SHALL BE PROCURED AT HEADQUARTERS LEVEL

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Office order No. INCL/4444444444
dated. 22-10-98

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Appendix II

E&M Items procured at Headquarters

Float item as per following :-

- (a) Bare Pump
- (b) L.T. Motor and Starter.
- (c) Gear Box.
- (d) Fluid Coupling.
- (e) Hydraulic Pump/Motor
- (f) Rotating Assembly for pumps.

All insurance spares, which are not meant for immediate consumption and likely to build up inventory.

Idlers and Rollers for CHP.

Electrical Assembly as per following :-

- (a) C.T./P.T.
- (b) Vacuum contractor/interruptor
- (c) Auto Transformer.



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.

