

नार्दर्न कोलफील्ड्स लिमिटेड

एक मिनी रत्न कम्पनीद
पो.आ.-सिंगरौली,
जिला-सिंगरौली 486889, म.प्र.
दूरभाषण 07805 266304
फैक्सण 07805 266304 & 266640



Northern Coalfields Limited

(A Mini Ratna Company)

P.O. Singrauli Colliery
Distt. Singrauli, MP- 486889
Tel: 07805 - 266304
Fax: 07805 - 266304 / 266640
Website: www.ncl.nic.in



ISO 9001



ISO 14001



OHSAS 18001



SA 8000

No.NCL/Board/DOP/2013/393

Date : 26th April, 2013

OFFICE ORDER

**Sub : Revised Delegation of Powers of Director(Personnel),
Director(Technical) and Director (Finance), NCL.**

Based on the recommendations of the Committee constituted by Audit Committee of NCL for revision of DOP of Functional Directors of NCL, revised DOP approved by the CMD, NCL, is enclosed as under:-

1. Revised DOP of Director (Personnel) - Annexure-A.
2. Revised DOP of Director (Technical) - Annexure-B.
3. Revised DOP of Director (Finance) - Annexure-C.

The revised DOP of Director (Personnel)/ Director (Technical)/Director (Finance), NCL will come into force with immediate effect.

Encl: As above.

Handwritten signature and date: 26/04/2013
GM (PA)/Company Secretary

Distribution:-

1. CMD, NCL.
2. Dir.(P)/Dir.(T/P&P)/ Dir.(T/O) /Dir.(Fin), NCL.
3. CVO, NCL.
4. CGM/GMs of All Projects / Units.
5. All HODs of NCL Hqrs.
6. CMS, NCL.
7. GM, CWS, Jayant.

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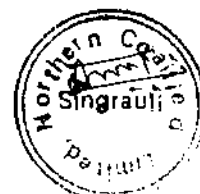
Company Secretary, CIL, Kolkata.

NORTHERN COALFIELDS LIMITED :: SINGRAULI**Delegation of Powers (DOP) of Director (Personnel), NCL**

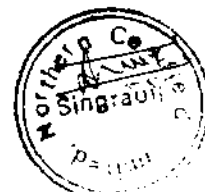
SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
1	Power to approve TA/Transfer TA/LTC/RRF/LLTC.	Controlling Officer for self and executives and non-executives under his/her administrative control.
2	Power to sanction advance TA/Transfer TA/LTC RRF/LLTC including advance of pay and leave salary.	Controlling 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 for executives and non-executives under his/her administrative control.	Full Powers.
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.



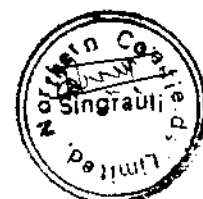
SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
7	Power to approve travel by Air/Road/Rail in a class higher than the entitled and by a route other than the shortest/ cheapest due to exigencies of work.	Full Powers.
8	Power to sanction mileage allowance by a route other than shortest or cheapest for executives and non-executives under his/her administrative control.	Full Powers.
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 for executives/ non executives under his/her administrative control.	Full powers.
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 declare who shall be controlling officer in respect of various Departments under his/her administrative control.	Full Powers.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
14	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 in respect of employees under his/her administrative control.	Full Powers.
15	Power to sanction subsistence allowance in respect of all employees under his/her administrative control.	Full powers in respect of employees upto E-6.
16	Power to sanction reimbursement of actual expenses incurred by the employees under his/her administrative control for carrying records etc. on official duty not permissible under TA rules.	Full Powers.
17	Power to extend time limit for travel of family on transfer or carriage of personal effects for staff and officers under his/her administrative control.	Full Powers.
18	Power to sanction and operate permanent advance in respect of subordinate officers/offices under his/her administrative control.	Full Powers.
19	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.
20	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.
21	Power to sanction investigation of arrear claims.	Full Powers.



SL No	Head of the DOP	REVISED DELEGATION OF POWER
22	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.
23	Power to sanction purchase of books and periodicals and other publications necessary for Departments/Libraries under him/her.	Full Powers subject to Budget provision.
24	Power to enter into contracts for hiring and maintenance of machine for Data Processing/ Machine accounting.	Full Powers subject to Budget provision.
25	Power to sanction purchase of furniture and furnishings of the machine installations for Data Processing including purchase of stationeries etc. required for the same.	Full Powers subject to Budget provision.
26	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.
27	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.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
28	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.
29	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.
30	Entertainment	Full powers subject to limits laid down by the DPE and the Board and Budget provision.
31	Power for hiring of Vehicles	Full Powers subject to Budget provision.
32	<p>Power to;</p> <p>a) Accord administrative approval / sanction training programmes 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 on the recommendation of concerned 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>



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
33	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.
34	Power to sanction gratuity of executives and non-executives.	Full Powers.
35	Counting of extraordinary leave for the purpose of increment.	Full powers.
36	Temporary withdrawal from Provident Fund.	Full powers as per rules.
37	Officiating arrangement including sanction of officiating/ charge allowance and fixation of pay against sanctioned posts upto the level of E-6 in respect of disciplines under his/her administrative control and other disciplines with the recommendation of the concerned Director.	Full Powers, limited to a period of six months.
38	Power to forward application for outside employment of the employees.	Full powers.
39	Power to sanction expenditure for liveries of Employees under the rules in force from time to time.	Full Powers subject to Budget provision.
40	Power to select/ recommend for appointment/ promote/ fix pay for non-executive cadre employees on the basis of recommendation of Selection Committee/ DPC as per terms of the Company's rules.	Full Powers



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
41	Power for fixation of initial pay, on first appointment against sanctioned posts of executive and non-executive cadre employees.	Full powers.
42	Power to approve payment of charges on account of electricity, gas, water, municipal rates and taxes of office establishments.	Full powers.
43	Power to approve payment of charges on account of postal, telegraph, telex, teleprinter etc.	Full powers.
44	Power to approve payment of charges on accounts of M.O. Commission, renewal of vehicles licenses and insurance and other taxes.	Full Powers subject to Budget provision.
45	Publicity	Full powers as per guidelines laid down by the Board subject to budget provision.
46	Power to sanction advance for purchase of bicycle, Motor Cycles, Scooter/ Motor Car/ House Building.	Full Powers subject to Budget provision.
47	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.
48	Power to sanction advance to dependents of employees 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.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
49	Power to sanction expenditure on Public Relation Advertisements.	Full powers subject to budget provision.
50	Power to sanction expenditure on photography.	Full Powers subject to Budget provision.
51	Power to sanction expenditure on Press tours to the field/areas.	Full Powers subject to Budget provision.
52	Power to sanction expenditure on entertainment of Press members in the Guest House.	Full Powers subject to Budget provision.
53	Power to sanction Financial Assistance / Grant-in Aid to colliery Institutions such as Canteen, Workers Institute, Staff Recreation Club/ Recreation Centre, as per rules prevailing on the subject/ instructions passed on from time to time, subject to concurrence of Finance.	Full Powers subject to Budget provision.
54	Power to approve change of home address in respect of executive/ non-executive employees.	Full powers.
55	Sign lease agreements for acquiring residential flats, office, hire furniture/ equipment/ transport vehicle and air conditioner, generator, water pump etc.	Full powers.
56	Sanction to purchase complimentary presents/ momentos on the occasion of JCC/ Welfare Board Meeting 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.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
57	Power to approve payment of statutory dues, taxes, levies, duties, administrative, legal expenses etc. pertaining to Company's affairs.	Full powers
58	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
PURCHASE/ CONTRACTS		
59	Accord administrative approval/ sanction for purchase/ detailed estimates in regard to purchases/ works pertaining to administrative/ general / medical services etc. under his/her administrative control.	Rs.5 (five) lakhs in each case.
60	Power to Call, accept and approve award of tender against:	
	(i) Open tender - lowest	Rs.5 (five) lakhs in each case.
	(ii) Open tender - single offer	Rs.1 (one) lakh in each case.
	(iii) Limited tender - lowest.	Rs.3(three) lakhs in each case.
	(iv) Emergent purchase/ works through negotiation without call of tender. (reasons to be recorded in writing).	Rs.20,000/- (twenty thousand) in each case in emergency.
61	Power to sanction/ approve all relevant matters which are of administrative nature including execution of contracts/ agreement/ modifications/ acceptance of security bonds/ Bank Guarantee, etc. contingent to those purchase/contracts which are under his/her administrative control.	Full powers.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
62	Change in the rate of approved contract / purchase.	Upto 10% of the contract/purchase value or Rs.1(one) Crore, whichever is less, subject to limit that the value of original contract along with the revision / deviation shall not exceed his/her power to sanction a contract / purchase.
63	Power to settle disputes with suppliers/ contractors.	Upto 10% of the contract / purchase value or Rs.25(twenty five) lakhs, whichever is less in each case, subject to a maximum of Rs.1(one) Crore p.a.
LEGAL MATTERS		
64	Power for Pleading, Memo of Appeals, filing of cases, Vakalatnamas etc., Power to sign and pay fee to Lawyers and incur other legal expenses, issue notices, make reference before Tribunals, Tax authorities etc.	Full Powers..
65	Power to empanel Advocates/ Lawyers including their fees, terms and conditions.	Full Powers.
66	Power to engage Advocates other than those on the panel, including their fees, and terms and conditions in special circumstances.	Full powers.
67	Power to approve expenditure on Court fees, stamps, obtaining certified copies of documents/ judgments.	Full powers.
68	Power to approve miscellaneous legal expenditure.	Full powers



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
69	Power to Institute, defend, compound or abandon legal proceedings or refer claims to arbitration and execute power of attorney and Vakalatnama, Plaints, written statements and all other documents and papers in connection with cases in Law Courts, etc. for and on behalf of the company.	Full powers.
70	Power to approve re-imbusement of legal expenses incurred in cases arising out of the official duties of the employees under his/her administrative control.	Full powers.
MEDICAL DEPARTMENT/SERVICE.		
71	Power to sanction local purchase of medicines, Drugs, Dressings etc. in respect of Hospitals.	Full Powers subject to Budget provision.
72	Power to approve expenditure towards repairs to properties including hospital buildings.	Full Powers subject to Budget provision.
73	Power to sanction overtime allowance, education/tuition fee/ festival advance/house rent allowance/ medical advance and other allowances/ advances available to the employees and officers as per rules/ administrative instructions.	Full Powers subject to Budget provision in respect of employees under his/her administrative control.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
74	Power for reference of patients for outside treatment within India on the recommendations of Chief Medical Officer/CMS. (a) To Govt. and other recognized hospitals. (b) To Private hospitals/ nursing homes and to specialists.	Full Powers. Full Powers.
75	Power for outside referral and sanction of medical advance to:- (a) Govt. and other recognized hospitals. (b) Private hospitals, nursing homes and to specialists.	<u>Referral</u> Full Powers for outside referral as per recommendations of CMS, NCL. <u>Sanction for payment of Advance:</u> i) Upto Rs.20,000/- (twenty thousand) in each case as per recommendations of CMS, NCL. ii) Upto Rs.3,00,000/- (three lakhs) in each case, as per estimate received from referred Hospitals, on recommendations of CMS, NCL.
76	Power to incur expenditure for purchase and repair of furniture, Hospital Goods, appliances, office equipment, other goods required for maintenance of offices, hospitals and townships subject to budget provision.	Full Powers subject to Budget provision.
77	Power to hire furniture and other articles for hospitals.	Full Powers subject to Budget provision.
78	Power to sanction expenditure for liveries of Hospital Employees under the rules in force from time to time.	Full Powers subject to Budget provision.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
CIVIL, ENGINEERING, CONSTRUCTION PROJECTS (HOUSING, WATER SUPPLY SCHEME, HOSPITAL/ DISPENSARY/ BUILDING FOR EDUCATIONAL CENTRES ETC.		
79	Power to sanction of estimate, calling and acceptance of tender and awarding the work order	Sanction of estimates upto Rs.4(Four) crores.
	i) <u>Open tender</u> a) Lowest	Rs.1 (one)crores in each case against open tender.
	ii) <u>Limited tender</u> a) Lowest	Rs. 50(fifty) lakhs in each case.
MANAGEMENT DEVELOPMENT / HUMAN RESOURCE DEVELOPMENT AND TRAINING.		
80	Power to Introduce training course, departmental examinations, recruitment examinations and other related matters required for management development.	Full Powers.
81	Power to incur expenditure towards running of staff colleges/ in-company training programmes.	Full Powers.
82	Power to sanction payment of honorarium to external and internal faculty members as per rules of the company.	Full Powers.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
83	Power to sanction purchase of books, periodicals, journals for the library.	Full Powers subject to Budget provision.

<u>N.B.</u>	(A) The delegation of powers is subject to the following:
	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. <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>
	2. All appointments are to be made through duly constituted selection committees and all promotions through Departmental Promotion Committees.
	3. In respect of sale of movable property, the prescribed procedures for survey reporting condemnation of the article and sale through public auction etc. are to be followed.
	4. All the financial power will be used subject to budget provision and with the concurrence of Associate (Finance).
	5. In case of transfer of a Department from one Functional Director to another by Competent Authority, the DOP pertaining to such Department shall be exercisable by the Functional Director under whom that Department has been placed.
	(B) The above delegation is also subject to Guidelines / Circulars issued by CIL / Competent Authority from time-to-time.

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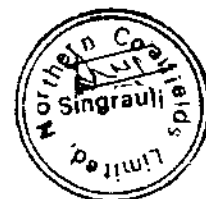


NORTHERN COALFIELDS LIMITED :: SINGRAULI**Delegation of Powers (DOP) of Director (Technical)**

SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
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 for executives and non-executives under his/her administrative control.	Full Powers.
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.



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.
8	Power to sanction mileage allowance by a route other than shortest or cheapest for executives and non-executives under his/her administrative control.	Full Powers.
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. (b) Power to sanction part reimbursement of medical expenses involving prolonged illness/treatment.	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.
11	Power to fix Headquarters and define sphere of duty for executives/ non executives under his/her administrative control.	Full powers.
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 declare who shall be controlling officer in respect of various Departments under his/her administrative control.	Full Powers.



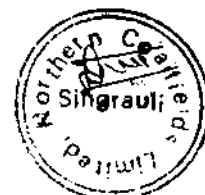
SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
14	Power to take disciplinary action or transfer in lien in respect of employees of non-executive cadre in terms of provisions of the disciplinary rules and orders issued from time to time in this regard in respect of employees under his/her administrative control.	Full Powers.
15	Power to sanction subsistence allowance in respect of all employees under his/her administrative control.	Full powers in respect of employees upto E-6.
16	Power to sanction reimbursement of actual expenses incurred by the employees under his/her administrative control for carrying records etc. on official duty not permissible under TA rules.	Full Powers.
17	Power to extend time limit for travel of family on transfer or carriage of personal effects for staff and officers under his/her administrative control.	Full Powers.
18	Power to sanction and operate permanent advance in respect of subordinate officers/offices under his/her administrative control.	Full Powers.
19	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.
20	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.
21	Power to sanction investigation of arrear claims.	Full Powers.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
22	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.
23	Power to sanction purchase of books and periodicals and other publications necessary for Departments/Libraries under him/her.	Full Powers subject to Budget provision.
24	Power to enter into contracts for hiring and maintenance of machine for Data Processing/ Machine accounting.	Full Powers subject to Budget provision.
25	Power to sanction purchase of furniture and furnishings of the machine installations for Data Processing including purchase of stationeries etc. required for the same.	Full Powers subject to Budget provision.
26	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.
27	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.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
28	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.
29	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.
30	Entertainment	Full powers subject to limits laid down by the DPE and the Board and Budget provision.
31	Power for hiring of Vehicles	Full Powers subject to Budget provision.
32	<p>Power to;</p> <p>a) Accord administrative approval / sanction training programmes 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 on the recommendation of concerned 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>



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
33	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.
34	Power to approve petty and sundry expenditure including taxi, mini bus charges etc.	Full powers subject to Budget provision.
35	Power to approve purchase of office furniture.	Full powers subject to specific budget provision and within his DOP for purchase/contracts.
36	Power to approve purchase of electrical fittings and office equipment.	Full powers subject to specific budget provision and within his DOP for purchase/contracts.
37	Power to approve expenses of contingent nature on each case on production items.	To incur expenses of Rs.1000/- (one thousand) of contingent nature on each case on production items.
38	Power to approve indents/ emergent indents for revenue items.	Full powers subject to Budget provision.
39	Power to approve indents for equipments/ other capital items.	Full powers subject to Budget provision.
40	Power to approve estimates.	Rs. 4 (four) crores subject to Budget provision- in respect of items not covered by any Manual.
41	Power to approve Award of work/ issuance of WO to CMPDIL, approval of Man-days submitted by CMPDIL & approval for payment of Bills to CMPDIL.	Full powers subject to Budget provision.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
42	Power to approve all expenditure of revenue nature in respect of revenue mines as well as new projects.	Full powers within approved budget.
43	Other revenue items.	Full powers subject to rules laid down by Board.
44	Material Budget- a) Approval for general consumables stores/ spare parts; petrol and diesel.	Full powers subject to availability of budget and information to CMD within 10 days.
	b) Sanction of offtake for procurement of stores & spares	Full Powers, within the approved budget subject to information to CMD, NCL.
45	Power to sanction charges for Coal Analysis, Coal Sampling & Testing etc.	Full Powers, within the approved budget subject to information to CMD, NCL.
46	Power to sanction Demurrage & Wharfage charges.	Full Powers, within the approved budget subject to information to CMD, NCL.
47	Power to approve repair of transmission /engines from OEM and award of repair of transmission/ engines on negotiation basis.	Upto Rs. 40 (forty) lakhs in each case, subject to Budget provision.
48	Power to sanction/ approve all relevant matters which are of administrative nature including execution of contracts/ agreement/ modification/ acceptance of security bonds etc. contingent to those purchase contracts which are under his administrative control.	Full powers



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
49	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.
BUDGET		
50	Re-allocation of Capital funds.	Full powers within budget approved by the Board and within the same group of projects (Group as indicated in the approved annual plan of the year).
51	Re-appropriation of revenue budget from one head to the other and from one project to the other.	Total expenditure within overall approved budget. Upto 10% of the budget of the specific head in which the re-appropriated funds are to be transferred. Information in regard to above to be submitted to CMD, NCL.
CAPITAL WORKS		
52	New projects included in the budget.	Rs.1 (one) Crores
53	Capital expenditure in excess of sanctioned estimates of cost	Upto 10% of the cost or Rs.1(one) crore whichever is less subject to information to CMD within 10 days.
54	Capital expenditure in anticipation of inclusion in the budget	Rs. 5 (five) lakhs subject to information to CMD within 10 days.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
PURCHASE AND CONTRACTS		
55	Purchase Order	<p><u>On Open Tenders:</u> Lowest Tender – Rs.4(four) Crore. Single Tender – Rs.1(one) Crore.</p> <p><u>On Limited Tenders:</u> Lowest Tender – Rs.2(two) Crore. Single Tender – Rs.50(fifty) Lakhs</p> <p><u>Without calling for Tenders:</u> a) Purchase of proprietary items from Original Equipment Manufacturers Rs.2 (two) Crores. b) Without tender through negotiation Rs.35 (thirty five) Lakhs (Reasons to be recorded in writing)</p> <p><u>Repeat Orders:</u> Repeat orders as per relevant clauses of Purchase Manual.</p>
56	Contracts	<p><u>On open Tenders:</u> Lowest Tender – Rs.2 (two)Crore. Single Tender – Rs.50 (fifty) lakhs.</p> <p><u>On Limited Tenders:</u> Lowest Tender – Rs. 50 (fifty) Lakhs Single Tender – NIL</p> <p><u>Without calling for Tenders:</u> Without tender through negotiation Rs.2 (two) Lakhs (Reasons to be recorded in writing) in emergency.</p>



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
57	Change in the rate of approved contract / purchase.	Upto 10% of the contract/purchase value or Rs.1(one) Crore, whichever is less, subject to limit that the value of original contract along with the revision / deviation shall not exceed his/her power to sanction a contract / purchase.
58	Approval of Deviation	More than 10% deviation from the value of the approved original estimate should require approval of higher authority having the power as per delegation to approve the total amount as would work out with deviation. (Ref.ItemNo.65:4(E) of 65 th Board meeting of NCL held on 13.6.98. Circulated vide Co.Secy. NCL letter Dt.31.7.98).
59	Settlement of disputes with suppliers / contractors.	Upto 10% of the contract / purchase value or Rs.25(twenty five) lakhs, whichever is less in each case, subject to a maximum of Rs.1(one) Crore p.a.
60	Termination of contracts /cancellation of LOA /WO /purchase order /imposing of penalty/penalty and compensation.	Full powers in respect of those contracts / purchase orders approved under the delegated authority.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
61	Sanction /approval of all relevant matters which are of administrative nature including execution of contracts/agreements /modifications /acceptance of security bonds/Bank Guarantee etc. contingent to those contracts which are under his administrative control.	Full Powers.
SALES		
62	Power to approve sale of coal and other products.	Full powers subject to the laid down policy and also the guidelines issued by CIL/ subsidiary Board and also subject to be reported to the CMD within 10 days. NOTE: Sale of coal and other products related only to sale at prices which have not been statutorily notified as in the case of washed coal, middlings etc.
63	Power to sale of movable property	Rs.10(ten) lakhs per annum.
LEGAL MATTERS		
64	Power for Pleading, Memo of Appeals, filing of cases, Vakalatnamas etc., Power to sign and pay fee to Lawyers and incur other legal expenses, issue notices, make reference before Tribunals, Tax authorities etc.	Full Powers.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
65	Power to empanel Advocates/Lawyers including their fees, terms and conditions.	Full Powers.
66	Power to engage Advocates other than those on the panel, including their fees, and terms and conditions in special circumstances.	Full powers.
67	Power to approve expenditure on Court fees, stamps, obtaining certified copies of documents/judgments.	Full powers.
68	Power to approve miscellaneous legal expenditure.	Full powers.
69	Power to Institute, defend, compound or abandon legal proceedings or refer claims to arbitration and execute power of attorney and Vakalatnama, Plaints, written statements and all other documents and papers in connection with cases in Law Courts, etc. for and on behalf of the company.	Full powers.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
70	Power to approve re-imburement of legal expenses incurred in cases arising out of the official duties of the employees under his/her administrative control.	Full powers.

N.B.	<p>(A) The delegation of powers is subject to the following:</p> <ol style="list-style-type: none"> <li data-bbox="219 757 1411 936">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. <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> <li data-bbox="219 936 1411 1037">2. All appointments are to be made through duly constituted selection committees and all promotions through Departmental Promotion Committees. <li data-bbox="219 1037 1411 1149">3. In respect of sale of movable property, the prescribed procedures for survey reporting condemnation of the article and sale through public auction etc. are to be followed. <li data-bbox="219 1149 1411 1227">4. All the financial power will be used subject to budget provision and with the concurrence of Associate (Finance). <li data-bbox="219 1227 1411 1361">5. In case of transfer of a Department from one Functional Director to another by Competent Authority, the DOP pertaining to such Department shall be exercisable by the Functional Director under whom that Department has been placed. <p>(B) The above delegation is also subject to Guidelines / Circulars issued by CIL / Competent Authority from time-to-time.</p>
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NORTHERN COALFIELDS LIMITED :: SINGRAULI**Delegation of Powers (DOP) of Director (Finance), NCL**

SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
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 for executives and non-executives under his/her administrative control.	Full Powers.
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.



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.
8	Power to sanction mileage allowance by a route other than shortest or cheapest for executives and non-executives under his/her administrative control.	Full Powers.
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 for executives/ non executives under his/her administrative control.	Full powers.
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 declare who shall be controlling officer in respect of various Departments under his/her administrative control.	Full Powers.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
14	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 in respect of employees under his/her administrative control.	Full Powers.
15	Power to sanction subsistence allowance in respect of all employees under his/her administrative control.	Full powers in respect of employees upto E-6.
16	Power to sanction reimbursement of actual expenses incurred by the employees under his/her administrative control for carrying records etc. on official duty not permissible under TA rules.	Full Powers.
17	Power to extend time limit for travel of family on transfer or carriage of personal effects for staff and officers under his/her administrative control.	Full Powers.
18	Power to sanction and operate permanent advance in respect of subordinate officers/offices under his/her administrative control.	Full Powers.
19	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.
20	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.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
21	Power to sanction investigation of arrear claims.	Full Powers.
22	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.
23	Power to sanction purchase of books and periodicals and other publications necessary for Departments/Libraries under him/her.	Full Powers subject to Budget provision.
24	Power to enter into contracts for hiring and maintenance of machine for Data Processing/ Machine accounting.	Full Powers subject to Budget provision.
25	Power to sanction purchase of furniture and furnishings of the machine installations for Data Processing including purchase of stationeries etc. required for the same.	Full Powers subject to Budget provision.
26	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.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
27	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.
28	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.
29	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.
30	Entertainment	Full powers subject to limits laid down by the DPE and the Board and Budget provision.
31	Power for hiring of Vehicles	Full Powers subject to Budget provision.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
32	<p>Power to;</p> <p>a) Accord administrative approval / sanction training programmes 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 on the recommendation of concerned 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>
33	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.
34	Power to open and operate bank accounts and authorize executives to operate the bank account.	Full Powers.
35	Power to make Investment of Company's surplus fund for short term/long term period (As per rules of the Company).	As per CIL Policy.
36	Power to create imprest and to enhance and reduce the amounts of imprest relating to local purchases of stores, miscellaneous, contingent, office expenses etc.	Full powers - with the approval of CMD, NCL



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
37	Power to sanction write off of outstanding balance against sundry debtors (coal)/loan and advances upto Rs.2,000/- in each case.	Full powers.
38	Power to write-off the amount of soiled/mutilated notes, rejected by the Reserve Bank of India, to the extent of Rs.2,000/- in each case.	Full powers
PURCHASE/ CONTRACTS		
39	Accord administrative approval/ sanction for purchase/ detailed estimates in regard to purchases/ works pertaining to administrative/ general / medical services etc. under his/her administrative control.	Rs.5 (five) lakhs in each case.
40	Power to Call, accept and approve award of tender against:	
	(i) Open tender - lowest	Rs. 5(five) lakhs in each case.
	(ii) Open tender - single offer	Rs.1(one) lakh in each case.
	(iii) Limited tender – lowest.	Rs. 3 (three) lakhs in each case.
	(iv) Emergent purchase/ works through negotiation without call of tender. (reasons to be recorded in writing).	Rs. 20,000 (twenty thousand) in each case in emergency.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
41	Power to sanction /approve all relevant matters which are of administrative nature including execution of contracts/agreements /modifications /acceptance of security bonds etc. contingent to those purchase/ contracts which are under his/her administrative control.	Full Powers.
42	Power to Settle disputes with suppliers/ contractors	Upto 10% of the contract / purchase value or Rs.25 lakhs, whichever is less in each case, subject to a maximum of Rs.1 Crore p.a.
43	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.
LEGAL MATTERS		
44	Power for pleading, Memo of Appeals, filing of cases, Vakalatnamas etc. power to sign and pay fee to lawyers and incur other legal expenses, issue notices take reference before Tribunal, tax authorities etc.	Full powers.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
45	Power for engagement of Income Tax Retainer /Consultant in Direct/ Indirect tax matters and fixing their remuneration and incidental expenditure.	Full powers.
46	Power to approve all expenditure in connection with filing of returns/documents etc. as per statutory requirements in respect of the Company.	Full powers.
47	Power to appoint outside agencies for audit purpose other than Statutory Audit and fixation of remuneration thereof subject to laid down procedures and approve for their hired accommodation outside, if required.	Full powers.
48	Power to approve re-imburement of legal expenses incurred by the Division in cases arising out of the official duties of the employees of the Division.	Full powers.



SL. No.	Head of the DOP	REVISED DELEGATION OF POWER
49	Power to approve engagement of Advocates other than those on the panel including their fees and terms and conditions in special circumstances.	Full powers.

N.B.	<p>(A) The delegation of powers is subject to the following:</p> <ol style="list-style-type: none"> 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. <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> 2. All appointments are to be made through duly constituted selection committees and all promotions through Departmental Promotion Committees. 3. In respect of sale of movable property, the prescribed procedures for survey reporting condemnation of the article and sale through public auction etc. are to be followed. 4. All the financial power will be used subject to budget provision and with the concurrence of Associate (Finance). 5. In case of transfer of a Department from one Functional Director to another by Competent Authority, the DOP pertaining to such Department shall be exercisable by the Functional Director under whom that Department has been placed. <p>(B) The above delegation is also subject to Guidelines / Circulars issued by CIL / Competent Authority from time-to-time.</p>
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