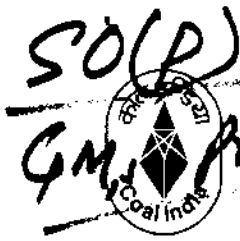


नार्दर्न कोलफील्ड्स लिमिटेड
एक मिनी रत्न कम्पनी
पो.आ.-सिंगरौली,
जिला-सिंगरौली 486889 ,म.प्र.
निगमित पहचान संख्या - U10102MP1985GOI003160
दूरभाष 07805 . 266304
फैक्स 07805 दृ 266304 & 266640



Northern Coalfields Limited

(A Mini Ratna Company)

P.O. Singrauli Colliery

Distt. Singrauli, MP- 486889

Corporate Identification No.U10102MP1985GOI003160

Tel: 07805 - 266304

Fax: 07805 - 266304 / 266640

Website: www.ncl.nic.in



ISO 9001



ISO 14001



OHSAS 18001

NCL/CMD/DOP(Below CGM/GMs Projects/2014/ 1123, 31st December, 2014

//OFFICE ORDER//

Taking into consideration the recommendations of the Committee constituted for revision in DOP of GM/Dy.GM(Mines)/Staff Officers of Projects and the revision in DOP as agreed by the Functional Directors of NCL in 471st Meeting held on 8/12/2014 (Item No. 471/2), the GM/Dy.GM(Mines)/Staff Officers of the Projects of NCL are hereby delegated powers as per enclosed **Annexure-I**.

Exercise of the DOP of GM/Dy.GM(Mines)/Staff Officers of the Projects shall be in accordance with the general principles and guidelines enclosed as **Annexure-II**.

This will come into force with immediate effect.

d/c

Distribution:

CMD, NCL

D(P) / DT(Op) / D(F)/ CVO, NCL

All CGM/GMs of the Projects - With a request to kindly circulate to all concerned at the Project

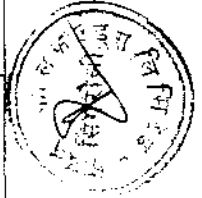
GM(Mines)/Dy.GM(Mines)/Staff Officer of all Projects

All HODs, NCL Hqrs.

NORTHERN COALFIELDS LIMITED

DELEGATION OF POWERS TO
GM/DYGM (MINES)/STAFF OFFICERS OF PROJECTS

Sl. No	Items	Extent of Authority of							Remarks	
		GM/Dy GM (Mines)/ Colliery Manager	SO (Per.)	SO (MM)	SO (E&M)	SO (Civil)	AFM	SO (Excy)		SO (Medical)
1.0	PERSONNEL & WELFARE									
1.1	Transfer within the Project/Area	Full for Non-Executives working under his administrative control.	Full for Non-Executives working under his administrative control.	Full for Non-Executives working under his administrative control.	Full for Non-Executives working under his administrative control.	Full for Non-Executives working under his administrative control.	Full for Non-Executives working under his administrative control.	Full for Non-Executives working under his administrative control.	Full for Non-Executives working under his administrative control.	
1.2	Power to approve Tour Programme.	Full within Company's jurisdiction in respect of Non-Executives working under his administrative control.	Full within Company's jurisdiction in respect of Non-Executives working under his administrative control.	Full within Company's jurisdiction in respect of Non-Executives working under his administrative control.	Full within Company's jurisdiction in respect of Non-Executives working under his administrative control.	Full within Company's jurisdiction in respect of Non-Executives working under his administrative control.	Full within Company's jurisdiction in respect of Non-Executives working under his administrative control.	Full within Company's jurisdiction in respect of Non-Executives working under his administrative control.	Full within Company's jurisdiction in respect of Non-Executives working under his administrative control.	Company's jurisdiction will be upto Waidhan, Shaktinagar, Sidhi, Robertsganj and Mines & Units of the Company.



NORTHERN COALFIELDS LIMITED

DELEGATION OF POWERS TO
GM/DYGM (MINES)/STAFF OFFICERS OF PROJECTS

Sl. No	Items	Extent of Authority of								Remarks
		GM/Dy GM (Mines)/Colliery Manager	SO (Per.)	SO (MM)	SO (E&M)	SO (Civil)	AFM	SO (Excv)	SO (Medical)	
1.3	Grant of all approved types of leave and acceptance after certificate on medical grounds.	Full in respect of all Non-Executives of the Area and up to two months in case of Executives under his administrative control.	Full in respect of all Non-Executives of the Project under his administrative control.	Full in respect of all Non-Executives of the Project under his administrative control.	Full in respect of all Non-Executives of the Project under his administrative control.	Full in respect of all Non-Executives of the Project under his administrative control.	Full in respect of all Non-Executives of the Project under his administrative control.	Full in respect of all Non-Executives of the Project under his administrative control.	Full in respect of all Non-Executives of the Project under his administrative control.	Subject to certificate of leave by the concerned department.
1.4	Sanction of Leave Encashment.	Full for executives and non executives under his administrative control.	Full for executives and non executives under his administrative control.	Full for executives and non executives under his administrative control.	Full for executives and non executives under his administrative control.	Full for executives and non executives under his administrative control.	Full for executives and non executives under his administrative control.	Full for executives and non executives under his administrative control.	Full for executives and non executives under his administrative control.	As per CIL Rules



NORTHERN COALFIELDS LIMITED

DELEGATION OF POWERS TO
GM/DYGM (MINES)/STAFF OFFICERS OF PROJECTS

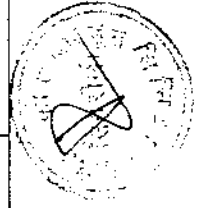
Sl. No	Items	Extent of Authority of							Remarks	
		GM/Dy GM (Mines)/Colliery Manager	SO (Per.)	SO (MM)	SO (E&M)	SO (Civil)	AFM	SO (Excv)		SO (Medical)
1.5	Sanction of compensation in accordance with Workmen's Compensation Act.	Full for sanction of compensation against Injury on Duty (IOD) only.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	



NORTHERN COALFIELDS LIMITED

**DELEGATION OF POWERS TO
GM/DVGM (MINES)/STAFF OFFICERS OF PROJECTS**

Sl. No	Items	Extent of Authority of							Remarks
		GM/Dy GM (Mines)/ Colliery Manager	SO (Per.)	SO (MM)	SO (E&M)	SO (Civil)	AFM	SO (Excv)	
2.0	MATERIAL MANAGEMENT								
2.1	Procurement of De-Centralized Items.								
(a)	Purchase of Spares (imported/ indigenous) through Open tender for decentralized items.								
(i)	On the basis of lowest tender	For safety items only upto Rs.25,000/- in each case subject to a limit of Rs.10 lakhs (Rs. Ten lakhs) only per annum.	Nil	Nil	Nil	Nil	Nil	Nil	Nil



NORTHERN COALFIELDS LIMITED
DELEGATION OF POWERS TO
GM/DYGM (MINES)/STAFF OFFICERS OF PROJECTS

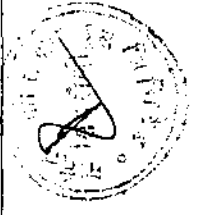
Sl. No	Items	Extent of Authority of							Remarks	
		GM/DY GM (Mines) / Colliery Manager	SO (Per.)	SO (MM)	SO (E&M)	SO (Civil)	AFM	SO (Excv)		SO (Medical)
2.2	Local purchase of Essential items, Spares, Consumables stores etc.	Re 0.05 per CUM of composite departmental production.	Nil	Nil	Re 0.05 per CUM of composite departmental production.	Nil	Nil	Re 0.05 per CUM of composite departmental production.	Nil	<p>1. Subject to non-availability of such items from Regional Stores and in accordance with guidelines for local purchase. Coal raised from OC Mines in a month, multiplied by 0.7 to convert it into equivalent OB in CUM of OB removal in the month will be the composite production. Only Departmental OB Removal will be accounted for this purpose. The actual output for the previous month will be the basis for determination of the funds available for local purchase for the subsequent month.</p> <p>The indenter must mention in the indent the reasonable time within which the indented items are to be consumed. The indenter shall be wholly responsible for ensuring consumption of indented items within the reasonable time mentioned in the indent.</p> <p>2. The power delegated under this Sl No. (2.2) shall be subject to the condition that total expenditure on account of "Local Purchase" shall not exceed the limit in DOP of CGM/GM of the Project as a whole, of Rs.0.25/Cu. M of composite departmental production and shall be within the allocated Store budget.</p>



NORTHERN COALFIELDS LIMITED

**DELEGATION OF POWERS TO
GM/DYGM (MINES)/STAFF OFFICERS OF PROJECTS**

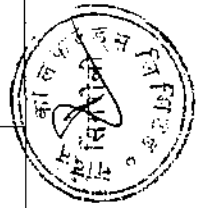
Sl. No	Items	Extent of Authority of							Remarks	
		GM/Dy GM (Mines)/ Colliery Manager	SO (Per.)	SO (MM)	SO (E&M)	SO (Civil)	AFM	SO (Excvt)		SO (Medical)
2.3	Sanction purchase of computer stationary and consumable items and drawing materials.	Rs.2,000/- (Rs. Two thousand) only in each case subject to a limit of Rs.40,000/- (Rs. Forty thousand) per annum. (Subject to Not Availability certificate from the concerned Deptt).	Nil	Nil	Nil	Nil	Nil	Nil	Nil	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.



NORTHERN COALFIELDS LIMITED

DELEGATION OF POWERS TO
GM/DYGM (MINES)/STAFF OFFICERS OF PROJECTS

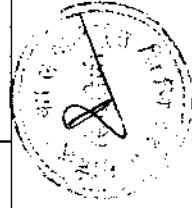
Sl. No	Items	Extent of Authority of							Remarks	
		GM/DY GM (Mines)/Colliery Manager	SO (Per.)	SO (MM)	SO (E&M)	SO (Civil)	AFM	SO (Excvt) SO (Medical)		
3.0	HIRED SERVICES									
3.1	Sanction on expenditure and repairs maintenance of plant Machinery excluding surveyed off equipment.	Rs.10,000/- Ten thousand only in each case subject to a limit of Rs.5 Lakhs (Rs. Five lakhs) only per annum.	Nil	Nil	Rs. 10,000/- Ten thousand only in each case subject to a limit of Rs.2.50 Lakhs (Rs. Two lakhs fifty thousand) only per annum.	Nil	Nil	Rs.10,000/- Ten thousand only in each case subject to a limit of Rs.5 Lakhs (Rs. Five lakhs) only per annum.	Nil	Within approved budget Subject to clearance from regional/ Depot., workshop and in consultation with Area Finance Manager.



NORTHERN COALFIELDS LIMITED

**DELEGATION OF POWERS TO
GM/DYGM (MINES)/STAFF OFFICERS OF PROJECTS**

Sl. No	Items	Extent of Authority of							Remarks	
		GM/Dy GM (Mines)/ Colliery Manager	SO (Per.)	SO (MM)	SO (E&M)	SO (Civil)	AFM	SO (Excv)		SO (Medical)
4.0	OTHER ITEMS OF REVENUE NATURE									
4.1	Sanction of repairs of furniture fitting and other office appliances.	Rs.10,000/- (Rs. Ten thousand) only in each case subject to a limit of Rs.5 Lakhs (Rs. Five lakhs) only per annum.	Rs.10,000 /- (Rs. Ten thousand) only in each case subject to a limit of Rs.1 Lakh (Rs. One lakh) only per annum.	Nil	Nil	Nil	Nil	Nil	Nil	Within approved budget.
5.	Sanction expenditure on official meetings/seminars /conferences and sanction of miscellaneous and petty expenditure.	Rs.10,000/- (Rs. ten thousand per month) only.	Rs.5,000/- (Rs. five thousand per month) only.	Rs.5,000/- (Rs. five thousand per month) only.	Rs.5,000/- (Rs. five thousand per month) only.	Rs.5,000/- (Rs. five thousand per month) only.	Rs.5,000/- (Rs. five thousand per month) only.	Rs.5,000/- (Rs. five thousand per month) only.	Rs.5,000/- (Rs. five thousand per month) only.	



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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, 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.



नार्दन कोलफील्ड्स लिमिटेड

एक मिनी रत्न कंपनी

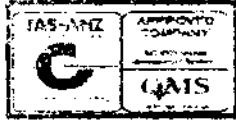
पो.आ.-सिंगरौली,

जिला-सिंगरौली 486889, म.प्र.

विशेष पंजीकरण संख्या - U10102MP1985GOI003160

दूरभाष 07805 . 266304

फैक्स 07805 दृ 266304 & 266640



ISO 9001



HODs



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



OHSAS 18001

Ref: NCL/Board/DOP(HODs-General)/2014/ 739 Dt. 19th August, 2014

// OFFICE ORDER //

Taking into consideration the recommendations of the Committee constituted for revision in DOP and the revision in "General DOP of all HODs at NCL HQ" as agreed by Functional Directors of NCL, in 458th meeting held on 17.7.2014 (Item No.458/17), all HODs at NCL HQ are hereby delegated revised General Powers as per enclosed Annexure-I.

Exercise of the revised "General DOP of all HODs at NCL HQ" shall be in accordance with the general principles and guidelines enclosed as Annexure-II.

This issues with the approval of Competent Authority and will come in to force with immediate effect.

19/8/2014
Company Secretary

Distribution:

All HODs at Hqrs. NCL
All CGM/GMs of the Projects, NCL
GM, CWS, Jayant / GM, NCL Desk, Kolkata.
CMS-Incharge, NSC

Copy to:

CMD, NCL
D(P), NCL
D(T)(P&P), NCL
D(T)(O), NCL
D(F), NCL
C.V.O., NCL

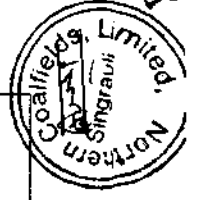
NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

GENERAL POWERS OF ALL HODS

Annexure-I

SI No.	Head of DOP	Extent of Authority of the HOD	Remarks
1.	PERSONNEL:		
1.1	Sanction of tour within the Company's jurisdiction (Company's jurisdiction will be upto Waidhan, shaktinagar, Sidhi, Robertsganj and Mines & Units of the Company).	Full in respect of employees working under them.	<p>1. For self sanction of next higher authority is necessary and as per rules laid down.</p> <p>2. All tours outside the jurisdiction of NCL will require approval of Director.</p> <p>However for tour to Delhi, Mumbai and Chennai, approval of CMD, NCL will be required.</p>
1.2	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 Department.	Medical advance will be paid on the recommendation of the Chief Medical Officer and after approval of Competent Authority.

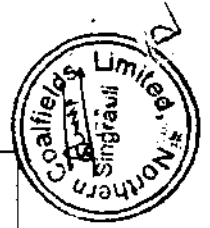


NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

GENERAL POWERS OF ALL HODs

Sl No.	Head of DOP	Extent of Authority of the HOD	Remarks
1.3	Waival of production of tickets number in respect of TA/LTC /RRF/LLTC.	Full in respect of employees working under them in exceptional circumstances.	For recorded reasons.
1.4	Waival of time for submission of LTC/TA/RRF/Medical/LLTC bills.	Full in respect of employees working under them - upto one year.	For recorded reasons.
1.5	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 under administrative control of the HOD.	
1.6	Grant of all approved types of leave and acceptance of certificate after leave on medical grounds.	Full in respect of all Non-Executives of the Department and up to two months in case of Executives. For leave of HOD, approval of concerned Director will be required.	Subject to certificate of leave by the concerned department.



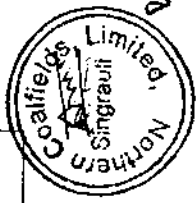
NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT - HQs

GENERAL POWERS OF ALL HODs

Sl No.	Head of DOP	Extent of Authority of the HOD	Remarks
1.7	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of executives and non-executives under the administrative control of the HOD. For HOD, approval of concerned Director will be required.	As per CIL Rules
*1.8	Claims for re-imbusement of the Prescribed Medicines which are re-imburseable as per MAR but not available in Hospital/Dispensary.	Full Power in respect of employees working under him.	As per Medical Attendance and other applicable Rules.
1.9	Sanction of Education allowance, tuition fee, festival advance/ allowances.	Full in respect of executives and Non-Executives under administrative control of the HOD.	As per the rules/ guidelines/ instruction issued in this regard.
1.10	Sanction actual expenses incurred by employees for local travels and for transporting materials etc. on official duty not covered by T.A. rules.	Full	

1.8 * Amended vide 516th Meeting of B.Ds held on 26.8.2016 and circulated vide letter No. NCEL/Board/DOP (Head-General)/2016/390 dt 7.9.2016



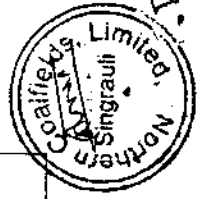
NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

GENERAL POWERS OF ALL HODS

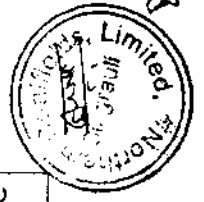
Sl No.	Head of DOP	Extent of Authority of the HOD	Remarks
1.11	Sanction of overtime/ deployment on Sunday (against rest)	Full within budget.	As per the rules/ guidelines instructions issued in this regard.
1.12	Sanction of Subsistence allowance.	Full	As per rules.
1.13	Temporary withdrawal from P.F.	Full	As per rules.
1.14	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Powers	As per laid down Rules.

* 1.12 Amended in 516 for mally held on 26.8.2016 and circulated to all cells. No. NCL/Recd/DOP/Head-Genral/2016/390 dt. 7.9.2016



GENERAL POWERS OF ALL HODS

Sl No.	Head of DOP	Extent of Authority of the HOD	Remarks
2.	GENERAL/MISCELLANEOUS:		
2.1	Sanction expenditure on books, periodicals and Magazines.	Up to an annual limit of- (i) Rs.3,000/- (Rs. Three thousand only) for Newspaper and Magazines. (ii) Rs.5,000/- (Rs. Five thousand only) for technical/professional/law/ taxation books.	1. The books/ periodicals may be kept in the Central Library and proper register to be maintained for their issue and return. 2. Subject to budget provision.
2.2	Sanction of Miscellaneous and petty expenditure (other than tea, coffee and snacks).	Upto Rs. 1,000/- in each case with a ceiling of Rs. 10,000/- per annum.	Without consultation of Finance.
2.3	Sanction contingent expenditure on tea, coffee and snacks for Official meetings.	Rs.5,000/ - (Rs. Five thousand) only per month.	Without consultation of Finance. Proper records in this regard to be maintained by the Deptt.
2.4	Sanction expenditure on entertainment.	Full	Within the ceiling and guidelines laid down by the Company.



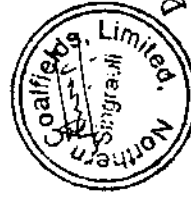
NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

6

GENERAL POWERS OF ALL HODS

SI No.	Head of DOP	Extent of Authority of the HOD	Remarks
2.5	Power to procure stationary including computer stationary.	Rs. 5,000/- per month.	Subject to non-availability certificate being obtained from Admn./System Deptt.
2.6	Sub-delegation of whole or part of the aforesaid authority to Sub-ordinate executives.	Full	Proper records in this regard to be maintained by the Deptt. With prior approval of CMD, NCL.



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.



नार्दर्न कोलफील्ड्स लिमिटेड

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



Northern Coalfields Limited

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Website: www.ncl.nic.in



ISO 9001



ISO 14001



OHSAS 18001

NCL/CMD/DOP(HOD/E&T)/2015/ 317


Dated:29th May,2015

//OFFICE ORDER//

Taking into consideration the recommendations of the Standing Committee for revision in DOP, Functional Directors of NCL vide item no. 480/4 in their 480th Meeting held on 17/05/2015, have approved delegation of powers to HOD(E&T), NCL, HQ, Singrauli as enclosed in **Annexure-I.**

Exercise of the DOP of HOD(E&T), NCL, HQ, Singrauli shall be in accordance with the general principles and guidelines enclosed as **Annexure-II.**

This will come into force with immediate effect.


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

Encl: As above

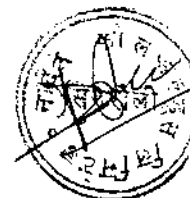
Distribution:

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
All HODs of NCL, HQ.

**NORTHERN COALFIELDS LIMITED
SINGRAULI**

Annexure-I

Sl.No.	Head of DOP	Extent of Authority of the HOD	Remarks
1.	Repairing of telephone/ cordless/ mobile sets/other electronics & communication equipments/systems.	Rs. 5,000/- per month	Subject to budget provision and in consultation with finance.
2	Repairing of wireless/radio equipment/power supply/ UPS/ float charger/testing equipments / photocopiers etc.	Rs. 10,000/- per month	Subject to budget provision and in consultation with finance.
3.	Consumables/spares for fax machines at central/other deptt, etc.	Rs. 10,000/- per month	Subject to budget provision and in consultation with finance.
4.	Repair and maintenance of telephone exchange/telephone lines in colony/office premises, etc.	Rs. 10,000/- per month	Subject to budget provision and in consultation with finance.
5.	Repair and maintenance of voice and data communication etc.	Rs. 5,000/- per month	Subject to budget provision and in consultation with finance.
6.	Purchase/procurement of broad band modem/USB dongle for internet.	Rs. 5,000/- per month	Subject to budget provision and in consultation with finance.
7.	Purchase/procurement of Network component/accessories/modules/jointing kits/electronics components.	Rs. 10,000/- per month	Subject to budget provision and in consultation with finance.



नार्दन कोलफील्ड्स लिमिटेड

(एक मिनी रत्न कम्पनी)

पो.आ.-सिंगरौली,

जिला-सिंगरौली 486889 (म.प्र.)

निगमित पंढवान संख्या U10102MP1985GO1003160

**Northern Coalfields Limited**

(A Mini Ratna Company)

P.O. Singrauli Colliery

Distt. Singrauli, MP- 486889

CIN-U10102MP1985GO1003160

Tel: 07805 - 266304

Fax: 07805 - 266304 / 266640

Website: www.nclnclncln

Ref: NCL/BOARD/DOP(HOD-GENERAL)/2016/390, Dated 7th Sept, 2016

//OFFICE ORDER//

FD's vide item no. 516/7 in its 516th meeting held on 26th Aug, 2016 have agreed for revision in respect of S.No-1.8 and 1.12 of "General DOP of all HODs at NCL HQ" issued earlier vide Office Order No.-NCL/Board/DOP(HODs-General)/2014/739 dated 19th Aug, 2014 by this office, so as to read as under:-

S.NO	Head of DOP	Extent of authority of the HOD	Remarks
1.8	Claims for reimbursement of the prescribed medicines which are reimbursable as per MAR but not available in hospital/dispensary.	Full power in respect of self and employees working under him.	As per medical attendance and other applicable rules.
1.12	Sanction of subsistence allowance.	Full in respect of Non-executives. For executives approval of Disciplinary Authority is required.	As per rules.

This will come into force with immediate effect.

(P. Lazar)

Company secretary

Distribution:

All HODs at Hqrs.NCL

All CGM/GMs of the projects,NCL

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

CMS-Incharge,NSC

Copy to:-CMD/D(P)/D(T/O)/D(F)/D(T/P&P)/C.V.O.,NCL.

o/c



नोटिंग शीट

गोपनीय

नार्दर्न कोलफील्ड्स लिमिटेड

विभाग

संबंधित अधिकारी

संबंधित लिपिक

Sub: **Excerpts of the minutes of the 469th Meeting of the Functional Directors of NCL held on 26.11.2014 at Singrauli.**

Excerpts of the minutes of the 469th Meeting of the Functional Directors of NCL held on 26.11.2014 at Singrauli are reproduced below:-

Item No.:469:2 Review of present DOP in respect of purchase repairs (GM(Excv)'s DMS No.1411700008, dated 21.11.2014).

2.1 FDs agreed to the proposal, as brought out in the agenda note to amend Sl.No. 5.1 of the Delegation of Powers to the Chief General Managers / General Managers Incharge of Projects / areas issued by the CMD, NCL vide Office Order No. NCL/CMD/DOP(CGM/GMs Project/2014/174 dated 24th February, 2014.

2.2 The aforesaid clause 5.1 shall stand replaced by the following:-

Sl.No.	Items	Extent of Authority of Area Level	Remarks
5.1	Sanction expenditure on repairs and maintenance of Plant and Machinery excluding surveyed off equipment.	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 subject to clearance from Unit workshop and CWS. 2) Any proposal beyond this limit will require approval of Dir.(Tech.), NCL.

Handwritten signature
Company Secretary
NCL/Board/11(469)/ 1061
02/12/2014

GM(Excv.): with original papers.
All CGM/GMs of Projects/Units, NCL
All HODs of NCL Hqrs.
CMS, NCL
GM, CWS, Jayant / GM, NCL Dest, Kolkata

CC to:

CMD, NCL
D(P), NCL
D(F), NCL
DT(Op), NCL
CVO, NCL

HOD's HQ
- additional power

नादेन कोलफिल्ड्स लिमिटेड

(एक मिनीरत्न कम्पनी)

पो. आ. सिंगरौली कोलियरी

जिला - सिंगरौली (म.प्र.) 486889

निगमित पहचान संख्या U10102MP1985GOI003160

फोन 07805-266496

फैक्स 07805-266640



Northern Coalfields Limited

(A Mini Ratna Company)

PO. Singrauli Colliery,

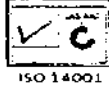
Dist. Singrauli (M.P.) 486889

CI No.U10102MP1985GOI003160

Phone No.: 07805-266496

FAX: 07805-266640

Website: www.ncl.gov.in



No.NCL/Board/DOP(HOD-ADDITIONAL)/2016/447

23rd Sept, 2016

//OFFICE ORDER//

FDs vide item No. 516/7 in it's 516th Meeting held on 26th Aug., 2016 have agreed to Delegate "Additional Powers of HODs of NCL HQ," to be exercised by the HOD Incharge of the relevant function, to the following Heads of Departments as mentioned in the Annexures:-

Sl.no	Name of Deptt.	Annexure
01	HOD(Excavation)	Annex-IA
02	HOD(E&M)	Annex-IB
03	HOD(Finance)	Annex-IC
04	HOD(Company Secretariat	Annex-ID
05	HOD(Civil)	Annex-IE
06	HOD(Personnel)	Annex-IF
07	HOD(MM)	Annex-IG
08	HOD(Internal Audit)	Annex-IH
09	HOD(CETI)	Annex-II
10	HOD(Contract Management)	Annex-IJ
11	HOD(NCL Desk Office, Kolkata)	Annex-IK
12	HOD(Safety)	Annex-IL
13	TS to CMD	Annex-IM
14	Systems	Annex-IN

The Delegation of power as above is in modification to their respective existing Delegation of Power,

The above powers shall be exercised by the concerned HODs in addition to the General DOP issued by this Departments vide Office Order No.NCL/Board/DOP(HODs-General) 2014/739 dated 19th August,2014.

Exercise of these powers shall be in accordance with the general principles and guidelines enclosed as Annexure-II

This will come into force with immediate effect.

Distribution:

All HODs at Hqrs.NCL

All CGM/GMs Incharge of the projects,NCL

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

CMS-Incharge, NSC

(P.Lazar)
Company Secretary

Copy to :- CMD/D(P)/D(T/O)/D(F)/D(T/P&P)/C.V.O.,NCL.

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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Annex - JA

Additional Powers of HOD (Excavation)

Sl. No.	Head of DOP	Extent of Power	Remarks
1.	FINANCIAL:		
1.1	Approve MB/Indent for HEMM spares of Centralised items as per Office Order No. NCL/Board/23/98/1041 dated 22.10.98	Upto Rs. 1.50 Crores (Rs. One crore fifty lakhs) only in each case subject to clearance from Inventory control Cell and budgetary control.	In accordance with Company's norms/guidelines and in consultation with Finance.
1.2	To enter into Annual Maintenance Contract/ rate contracts for repair jobs, for which facilities do not exist in any Workshop in NCL - relating to HEMM.	Upto an annual limit of Rs. 50.00 Lakhs (Rs. Fifty lakhs) only.	Due tendering procedure to be followed.
1.3	To approve indents for P&M other than HEMM but relating to Excv Deptt.	Upto Rs. 25.0 lakhs (Rs. Twenty five lakhs) only in each case subject to budget and sanctioned P.R./ Scheme provision/ Replacement against Survey Off.	



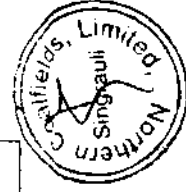
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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Annex - B

Additional Powers of HOD (E&M)

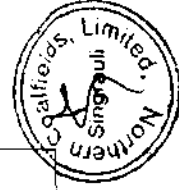
Sl. No.	Head of DOP	Extent of Power	Remarks
1.	FINANCIAL:		
1.1	To approve indents / MBs for centralized spare parts (other than HEMM) and other Electrical and mechanical items of revenue nature relating to E&M Deptt.	Rs 20 lakhs (Rs. Twenty Lakhs) in each case subject to clearance from Inventory Control Cell and budgetary control.	In accordance with Company's norms/guidelines and in consultation with Finance.
1.2	To approve indents for Elect. and Mech Plant & machinery.	Upto Rs 20.0 lakhs (Rs. Twenty Lakhs) only in each case.	Subject to budget and sanctioned PR/scheme provision/replacement against Survey Off.
1.3	To approve estimates for repairs of vehicles and award of work for outside repairs.	Full powers within the approved norms and budgetary control and award of work to RC firms /authorised dealers/ parties in respect of NCL HQrs.	



DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD (E&M)

Sl. No.	Head of DOP	Extent of Power	Remarks
1.4	A. To approve scheme/estimate for works.	Upto Rs 20.0 lakhs (Rs. Twenty Lakhs) only in each case,	In accordance with Company's norms/guidelines and in consultation with Finance.
	B. To approve and award work contract including conclusion of R.C. on the basis of-		
	i) Lowest Open Tender	Upto Rs 20.0 lakhs (Rs. Twenty Lakhs) only in each case.	
	ii) Lowest Limited Tender	Upto Rs 10.0 lakhs (Rs. Ten Lakhs) only in each case.	
	iii) Single tender received against open tender	Upto Rs 5.0 lakhs (Rs. Five Lakhs) only in each case.	
1.5	iv) Single tender negotiated tender/offer without inviting tender.	Upto Rs 1.50 Lakhs (Rs. One lakh fifty thousand) only in each case.	Subject to budget provision and in consultation with Finance.
	Approval for payment against bill or demand or any other statutory dues to State Electricity Boards towards electricity supply.	Full Powers	

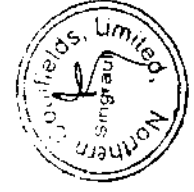


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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD (E&M)

Sl. No.	Head of DOP	Extent of Power	Remarks
2.	SIGNING OF AGREEMENT FOR AVAILING SUPPLY OF POWER FROM MPEB/UPEB FOR SINGRAULI DIVISION.		
2.1	Power to sign agreement on behalf of the company for availing supply of powers from MPEB/UPEB for NCL.	Full	Director (Technical)'s approval should be obtained for contract demands and or increase/decrease in contract demands.
3.	LOCAL PURCHASE:		
3.1	Power to sanction local purchase of the essential items required for day to day work and smooth running of 132 kv sub-station	Upto Rs 20,000/- (Rs. twenty thousand) only per month.	Subject to budget provision.
3.2	Local Purchase of the essential items for maintenance work at Head Quarter Office and colony at Singrauli.	Upto Rs 20,000/- (Rs. twenty thousand) only per month.	Subject to budget provision.



DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Annex - 2C

Additional Powers of HOD (Finance)

Sl. No.	Head of DOP	Extent of Power	Remarks
1.	APPROVAL OF INDENTS/MBS, ESTIMATES FOR WORKS, AWARDING OF PURCHASE ORDERS/CONTRACTS ETC		
1.1	Power to concur	Full within the powers of Functional Director.	As per guidelines and procedures issued from time to time.



DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Annex-1D

Additional Powers of HOD(Company Secretariat)

SI. No.	Head of DOP	Extent of Power	Remarks
1.	GENERAL:		
1.1	To approve Tour and programme sanction advance for the Staff & Officers working under him for any place (Metro/Non-Metro Cities) in connection with Board Meetings by Train and if necessary by Air in Emergencies & Exigencies.	Full ✓	a. For handing over all important Board matters to the Govt. and Independent Directors, Statutory Auditors & urgent Parliament Matters to CIL/MOC. b. Tour to Delhi, Mumbai and Chennai shall require post facto approval of CMD, NCL in case of executives, and in case of non-executives post-facto approval of any functional director.
2.	EXPENDITURE ON MEETINGS (BOARD & BOARD COMMITTEE AND OTHER MEETINGS)		
2.1	To approve advance/expenses of contingent nature in connection with Board Meetings/ Board Committee Meetings /FDs Meetings.	Full subject to a limit of Rs 15,000/- (Rs. Fifteen thousand) only per Meeting. ✓	With concurrence of Finance.

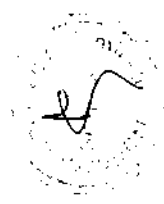


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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD (Company Secretariat)

Sl. No.	Head of DOP	Extent of Power	Remarks
2.2	To incur expenditure on Photocopying works, Printing & Binding works/postage/courier in connection with preparation of Agenda Booklets and all other important documents for the Board/FDs and other meetings and Parliament Matters.	Full subject to a limit of Rs 12,000/- (Rs. Twelve thousand) only per month.	With concurrence of Finance. Expenditure beyond Rs 12,000/- (Rs. Twelve thousand) only per month will need approval of concerned Functional Director.
3.	MISCELLANEOUS AND CONTINGENCIES		
3.1	To sanction fees to be paid to ROC/MCA including fess to be paid to the Professionals for certifying /uploading the statutory forms/returns/ reports/documents required as per the Companies Act.	1. Full for ROC/MCA fees. 2. Within approved rates for payment to professionals.	With concurrence of Finance.



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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Annex - 1E

Additional Powers of HOD (Civil)

SI. No.	Head of DOP	Extent of Power	Remarks
1.	CAPITAL/REVENUE WORKS (CIVIL & STRUCTURAL):		
1.1	Sanction estimate for civil and structural works including renovation/modification, forming part of approved Scheme (other than renovation to residential buildings).	Upto Rs 50 Lakhs (Rs. Fifty Lakhs) only in each case.	Within approved budget and in consultation with Finance
1.2	Sanction estimate of repairs of roads, building, minor alteration, maintenance of water supply etc.	Upto Rs 50 Lakhs (Rs. Fifty Lakhs) only in each case.	Within approved budget and in consultation with Finance and in accordance with MCEW.
1.3	Sanction rates for additional items not covered by schedule of Rates.	Full	In consultation with finance. As per MCEW and CPWD Norms.



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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD (Civil)

SI. No.	Head of DOP	Extent of Power	Remarks
1.4	Sanction estimate for E&M related works under purchase repairs for IWSS and Town Administration. ✓	Upto Rs 5.00 Lakhs (Rs. Five lakhs) only in each case.	In consultation with Finance after technical vetting by HOD E&M. Within approved budget of IWSS.
2.	AWARD OF CONTRACT FOR CAPITAL/REVENUE WORKS INCLUDING E&M PURCHASE REPAIR WORKS OF IWSS:		
2.1	On the basis of lowest open tender	Upto Rs 50 Lakhs (Rs. Fifty Lakhs) only in each case.	In consultation with finance.
2.2	On the basis of lowest limited tender.	Upto Rs 20 lakhs (Rs. Twenty Lakhs) only in each case.	In consultation with finance. Reason for resorting to limited tender to be recorded.
2.3	On the basis of single tender received against open tender enquiry.	Upto Rs 5.0 Lakhs (Rs. Five lakhs) only in each cases.	In consultation with Finance.
2.4	Without inviting tenders and on the basis of negotiations on approved Schedule of rates. ✓	a) Upto Rs 1.5 Lakhs (Rs. One lakh fifty thousand) only in each case. b) Upto Rs. 2 lakhs (Rs. Two lakhs) only in each case for E&M Purchase repair works of IWSS and Town Administration.	In consultation with Finance. Reason for not inviting tenders to be recorded.



DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD (Civil)

SI. No.	Head of DOP	Extent of Power	Remarks
2.5	Authorise execution of work departmentally against administratively sanctioned works in cases where composite contracts are not found workable through piece-rate labour contract and by local purchase of material other than centralized items.	Upto Rs 1 lakh (Rs. One lakh) only in each cases.	In consultation with Finance.
2.6	Change in specifications/ quantity for works during execution.	Upto 10% of the total value of works, but within his delegated authority of the total value.	In consultation with Finance. As per MCEW.
2.7	Issue of letter of intent/work order and execution of contract on behalf of the company.	Full in respect to works within delegated authority and in other cases with the approval of Competent Authority.	Subject to legal vetting as per need.



NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD (Civil)

SI. No.	Head of DOP	Extent of Power	Remarks
2.8	Grant of extension of time for fulfillment of works.	Full for the contracts awarded within the delegated authority.	In terms of the provision of the contract.
2.9	Termination of contract in terms of contract and imposition of penalty.	Full in respect of contracts awarded by him.	In consultation with Finance. As per MCEW.
2.10	Sanction charges for testing of materials/water samples including soil investigation and water samples.	Full in respect of Govt laboratories and public Institution.	Within budget provision.
2.11	Local Purchase of materials for maintenance work.	Upto Rs.5,000/- (Rs. five thousand) only in each case subject to maximum of Rs.15,000/- (Rs. fifteen thousand) only per month.	Within approved budget and in accordance with guidelines for local purchase. Financial consultation not necessary.



NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD (Civil)

SI. No.	Head of DOP	Extent of Power	Remarks
3.	IN RESPECT OF ARBITRATION CASES BEING DEALT BY CIVIL ENGG DEPTT:		
3.1	Sanction of bills of Advocates engaged from the approved panel/with the approval of Competent Authorities in respect of their fee, travelling, transport etc. As per terms of engagement.	Full	<ol style="list-style-type: none"> 1. In case of engagement of Advocate from other than panel, the appointment as well as terms of engagement shall be approved by CMD. 2. In consultation with Finance.
3.2	Sanction of bills/expenditure of Arbitrators / IEMs etc for travelling, transport, accommodation etc. as per terms of appointment/engagement.	Full	In consultation with Finance.
4.	IN RESPECT OF VIP TRANSIT CAMP, HOSTELS AT SINGRAULI, CETI AND NON RESIDENTIAL BUILDINGS LIKE CLUB, SCHOOL ETC.		
4.1	To sanction expenditure on minor repairs of equipment, appliances, furniture etc. at VIP Transit Camp, Hostels at Singrauli, CETI and non-residential buildings like club, school etc.	Full	<ol style="list-style-type: none"> 1. Subject to budget provision 2. In consultation with Finance.



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6

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD (Civil)

SI. No.	Head of DOP	Extent of Power	Remarks
4.2	To sanction contingent expenditure of revenue nature in connection with maintenance and running of VIP Transit Camp, Hostels at Singrauli, CETI and non-residential buildings like club, school etc.	Full 1. 2.	Subject to budget provision In consultation with Finance.



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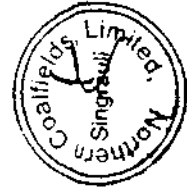
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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Annex 2F

Additional Powers of HOD (Personnel)/IR/Admn/Wel/CSR/MP&R/Legal/PR/EE/HR (To be exercised by HOD Incharge of relevant function)

Sl. No.	Head of DOP	Extent of Power	Remarks
1.	PERSONNEL:		
1.1	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.	Subject to technical approval of estimate by GM(E&M) for major overhauling of more than Rs.25000/- in each case and as per the provision of Rates Contract. With concurrence of Finance. Total expenditure will be incurred within budget provision. This power will be exercised only in case the Light Vehicle Deptt is under the control of HOD(Personnel).
1.2	Determine seniority in respect of all non-executives cadre employees.	Full powers.	Rules and procedures in this regard to be followed.
1.3	To approve and forward application for outside employment of Non-executives	Full powers	

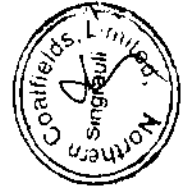


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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD (Personnel)/IR/Admn/Wel/CSR/MP&R/Legal/PR/EE/HR (To be exercised by HoD Incharge of relevant function)

No.	Filing of legal cases	Full powers	
1.4	Miscellaneous expenditure	Legal	Upto Rs 1,000/- (Rs. One thousand) only in each case
1.5	Scrutiny and sanction of arrear claims.		Full - In case of claims which are within 3 years.
1.6	Power to incur expenditure for repair and maintenance of furniture, fittings, other office equipment and houses hired by the Company, kept at the disposal of the departments under him.		Upto Rs 5,000/- (Rs. Five thousand) only in each case subject to an annual ceiling of Rs 1,00,000/- (Rs. One lakh) only.
1.7	Power to sanction expenditure for liveries of Class IV staff under the rules in force from time to time.		Full powers
1.8			Subject to budget provision and financial concurrence.

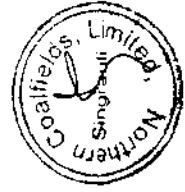


NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD (Personnel)/IR/Admn/Wel/CSR/MP&R/Legal/PR/EE/HR (To be exercised by HOD Incharge of relevant function)

1.9	Approve contingent expenses of nature in connection with Meetings, conference, seminars etc. & other items of revenue nature.	Rs 5,000/- (Rs. Five thousand) only in each case subject to budget provision.	
1.10	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.
1.11	Sanction of expenditure on Public Relation and Advertisements as per norms laid down by the Company	Full powers	Subject to budget provision.
1.12	Sanction of expenditure on photography as per norms laid down by the Company	Full powers	Subject to budget provision.
1.13	Sanction of expenditure on press tours to the field areas	Full powers	Subject to budget provision.



DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

**Additional Powers of HOD (Personnel)/IR/Admn/Wel/CSR/MP&R/Legal/PR/EE/HR
(To be exercised by HoD Incharge of relevant function)**

1.14	Sanction of expenditure on hospitality of Press members in the Guest House.	Full powers	Subject to budget provision.
1.15	Power to sanction expenditure in each case in respect of Games/Cultural activities	Upto Rs 8,000/- (Rs. eight thousand) only in each case subject to a maximum of Rs 80,000/- (Rs. Eighty thousand) only per annum.	Subject to budget provision.
1.16	Power to approve payment of gratuity and leave encashment to the retiring non-executive employees of NCL HQ.	Full Powers	
1.17	Power to approve Special Leave in respect of non-executive employees of NCL HQ.	Full Powers	



NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD (Personnel)/IR/Admn/Wel/CSR/MP&R/Legal/PR/EE/HR (To be exercised by HOD Incharge of relevant function)

1.18	Power to give permission to non-executive employees of NCL HQ for doing academic/professional courses.	Full powers	
1.19	<p>i) Power to issue NOC/Identity Certificate for issue of Passport.</p> <p>ii) Power to issue NOC/Identity Certificate for issue of VISA.</p>	<p>Full Powers in respect of all Executives of NCL</p> <p>Full Powers in respect of all Executives and Non-Executives of NCL</p>	Gms Incharge of Projects/Unit is empowered to issue NOC/Identity Certificate for issue of Passport in case of Non Executives of that Project/Unit.
2.	PURCHASE CONTRACT (ADMIN./GEN.SERVICES.)		
2.1	Hiring of light vehicles.	Upto 100 vehicle days in a year but not more than two vehicles at a time.	Over and above the sanctioned strength and in emergency, With concurrence of Finance.
3.	HUMAN RESOURCE DEVELOPMENT AND TRAINING MATTERS:		
3.1	Accord administrative approval/sanction of training programmes initiated for the training of the employees of company within NCL.	Full powers.	Subject to budget provision.



NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD (Personnel)/IR/Admn/Wel/CSR/MP&R/Legal/PR/EE/HR (To be exercised by HoD Incharge of relevant function)

	Full Powers	Subject to budget provision
3.2	a) introduction of training course b) departmental examinations, c) recruitment examination and d) Other related matters required for management development.	
3.3	Incur expenditure towards running of staff colleges in company training programme.	
3.4	Sanction payment of honorarium to external and internal faculty members as per rules of the company.	
3.5	Expenditure on organizing training programmes.	Subject to budget provision.
3.6	Incur expenses on printing and binding job, including copying from outside agencies.	Within approved budget. In consultation with finance.



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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD (Personnel)/IR/Admn/Wel/CSR/MP&R/Legal/PR/EE/HR (To be exercised by HoD Incharge of relevant function)

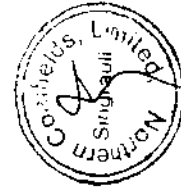
3.7	Approve indents for capital items and training aids (excluding vehicles) and stationery items.	Full powers as per approved scheme.	Within approved budget. In consultation with finance.
3.8	Miscellaneous expenses such as slides, photography etc.	Upto Rs 5,000/- (Rs. Five thousand) only in each case with annual limit of Rs 50,000/- (Rs. Fifty thousand only).	Within approved budget. In consultation with finance.
4.0	OTHER ITEMS OF REVENUE:		
4.1	Sanction expenditure in connection with meetings with Trade Unions representatives.	Upto Rs 2,000/- (Rs. Two thousand) only in each case with a ceiling of Rs 50,000/- (Rs. Fifty thousand) only per annum.	As per guidelines issued by the Company from time to time.
4.2	Hiring of tant, furniture etc. for function at HQ. and in Village Basties in connection with CSR work looked after directly by HQ.	Upto Rs 10,000/- (Rs. Ten thousand) only in each case with a ceiling of Rs 100,000/- (Rs. One lakh) only per annum.	Within budget provision and with concurrence of Finance.



DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

**Additional Powers of HOD (Personnel)/IR/Admn/Wel/CSR/MP&R/Legal/PR/EE/HR
(To be exercised by HoD Incharge of relevant function)**

4.3	Sanction the reimbursement to the consumers co-operative store, singrauli for supply of one cylinder of LPG by CCS to each employee per month.	Full powers	Within budget provision.
5.0	EXECUTION OF VAKALATNAMA:		
5.1	Power to execute the Vakalatnama for every courts, i.e. Lower Courts, High Courts, Supreme Court, Tribunals and other Legal Forums on behalf of NCL.	Full	
6.	IN RESPECT OF VIP TRANSIT CAMP AND HOSTELS AT SINGRAULI		
6.1	To sanction expenditure in connection with the visits of Company's guests and conferences etc and sanction of advance thereof.	Full	The administrative Approval of Competent authority for treating the visitors as Company's guest or to the programme organized by them is to be sent by concerned HOD.
6.2	Sanction payment of rent, rates, taxes and insurance charges to Govt./Public Sector Organizations.	Full powers upto an amount of Rs 1.00 Lakh (Rs. One lakh) only in each case.	Subject to budget provision. Vetting by Finance.



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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD (Personnel)/IR/Admn/Wel/CSR/MP&R/Legal/PR/EE/HR (To be exercised by HoD Incharge of relevant function)

6.3	Power to sanction expenditure for distribution of sweets on the occasion of Independence day and Republic Day etc in respect of N.C.L. HQ.	Upto Rs 5000/- on each case/occasion	
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Annex - 16

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

(Rs. In Lakhs)

Additional Powers of HOD (MM)

Sl. No.	Head of DOP (Only HOD)	Extent of Power	Remarks
1.	PURCHASE FUNCTION		
1.1	Open Tender		
	Lowest Tender	75	
	Single Tender	10	
1.2	Limited Tender		
	Lowest Offer	37	Lowest offer means techno-commercially acceptable offer.
	Single Tender	5	
1.3	Proprietary items from OEM	75	
1.4	Without tender in emergency through Negotiation	2	Reasons to be recorded. As per purchase manual
1.5	Repeat Order	Provision as per purchase manual.	Provision of Purchase manual for Repeat Order should be confirmed.
1.6	Authority to sign Purchase Orders	Full	Based on competent approval of Purchase Proposals.

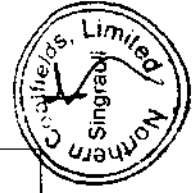


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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD (MM)

Sl. No.	Head of DOP	Extent of Power	Remarks
1.	STORE MANAGEMENT:		
1.1	Accord final approval to the material Budgets for general consumable stores and annual indents for POL, Explosives, timber and Iron & Steel.	Upto Rs 25.00 lakhs (Rs. Twenty five lakhs) only in each case.	Within approved Budget and with concurrence of Finance.
1.2	Accord approval to the supplementary indents / consumable material budgets.	Upto Rs 5.00 lakhs (Rs. Five lakhs) only in each case.	Within approved Budget and with concurrence of Finance.
1.3	Approve reserve value Fixed by the Survey Committee for the purpose of disposal by auction or by tender in respect of obsolete consumable stores/ spares and scraps and Surplus items.	Upto Rs 10.00 lakhs (Rs. Ten lakhs) only in each case of Survey off Report.	With concurrence of Finance.



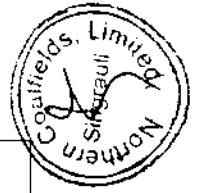
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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD (MM)

Sl. No.	Head of DOP	Extent of Power	Remarks
1.4	Approve disposal by auction or by tender of obsolete consumable stores/ spares and scraps and surplus items on recommendations of tender committee.	Upto Rs 25.00 lakhs in each case of tender.	With concurrence of Finance. Board is to be kept informed about the disposal.
1.5	Approve indents for P&M excluding HEMM as per the recommendation of Indent scrutinizing Committee.	Upto Rs 10.00 lakh (Rs. ten lakhs) only in each case.	Within overall sanctioned budget.
2.	FINANCIAL AND MISC. POWERS:		
2.1	Local purchase of stores and spares urgently required for repairs of vehicles	Not exceeding Rs 5,000/- (Rs. Five thousand) only in each case and Rs 50,000/- (Rs. Fifty thousand) only per annum.	In consultation with finance.
2.2	To incur expenditure on postage and telegram	Full Powers	In consultation with finance.
2.3	Acceptance of stores supplied by tenderers in excess of the quantity ordered	upto a maximum of 5%.	<ol style="list-style-type: none"> 1. In consultation with finance. 2. In terms of Purchase Order issued with the approval of HOD, MM.



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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD (MM)

Sl. No.	Head of DOP	Extent of Power	Remarks
2.4	To incur expenditure on Statutory payment such as Road Permit, taxes, Court stamp fee etc.	Full powers	In consultation with finance.
2.5	To incur expenditure on legal and other allied expenses.	Upto Rs 1,000/- (Rs. One thousand) only in each case.	In consultation with finance.
2.6	To incur expenditure for distribution of sweets to the children on independence Day and Republic Day for Central Stores only.	Upto Rs 2,000/- (Rs. two thousand) only in each case.	In consultation with finance.
2.7	To purchase stationary urgently required	Not exceeding Rs 1,000/- (Rs. one thousand) only in each case subject to annual limit of Rs 10,000/- (Rs. ten thousand) only.	In consultation with finance.
2.8	Extension of date of delivery of the Supply orders placed by MM(S)/DO against Rate contract.	Full powers	1. In consultation with finance. 2. Provisions of Supply Order and Purchase Manual in this regard to be followed.



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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Annex JH

Additional Powers of HOD (Internal Audit)

Sl. No.	Head of DOP	Extent of Power	Remarks
1.	FINANCIAL:		
1.1	To accept and approve the Auditors bills	Full powers as per terms of the Contract.	
1.2	To accept and approve the expenditure limited to the boarding and lodging of the Auditors	Full powers as per terms of the Contract.	



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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Annex II

Additional Powers of HOD (CETI)

Sl. No	Head of DOP	Extent of Power	Remarks
1.	FINANCIAL		
1.1	Powers to sanction estimates and accept lowest tender and issue work orders for works relating to CETI.	Powers to sanction upto a value of Rs. 10,000/- (Rs. Ten thousand) only in each case subject to limit of Rs. 50,000/- (Rs. Fifty thousand) only in one year.	In consultation with finance.
2.	REPAIR AND MAINTENANCE		
2.1	Power to incur expenditure for repair and maintenance of vehicle for CETI.	Rs. 10,000/- per vehicle per annum.	Subject to technical vetting of estimate by HOD (E&M) for major overhauling of more than Rs. 5,000/- in each case and as per the provision of RC. With concurrence of finance. Total expenditure will be incurred within budget provision.
3.	LOCAL PURCHASE		
3.1	Local purchase for project working relating to training activities in CETI.	Power to sanction upto Rs.1,000/- (Rs. One thousand) only in each case subject to annual limit of Rs.15,000/- (Rs. Fifteen thousand) only.	In consultation with finance.



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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Annex - DJ

Additional Powers of HOD (Contract Management)

SI. No.	Head of DOP	Extent of Power	Remarks
1.	FINANCIAL:		
1.1	Expenditure on contractual transport works.	Upto Rs 75.0 lakhs against lowest public tender. Upto Rs 1.0 lakhs in each case without tender through negotiation in case of emergency.	In consultation with finance.
1.2	Termination of contract/imposition of penalty.	Full powers in respect of contracts approved by him under the delegated authority.	In consultation with Finance and provisions of Contract agreement and Contract Management Manual to be adhered.
1.3	Settlement of disputes with contractors	Upto 10% of the contract value in respect of contracts approved by him. With annual limit of Rs 25.0 Lakhs	
2.	RELEASE OF SECURITY DEPOSIT AND EARNEST MONEY:		
2.1	Release of final payment including Security Deposit and Earnest Money in respect of coal transport contracts on the basis of "Completion Report/No Claim Certificate in terms of Office Order No. NCL/Fin/HQ/Circular/90/93 4 dated 9.7.1990.	Full	In consultation with Finance and in terms of Contract Provision.



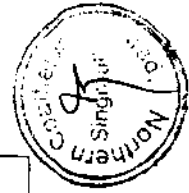
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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD NCL Desk Office, Kolkata

Annex DK

Sl. No.	Head of DOP	Extent of Power	Remarks
1. FINANCIAL:			
1.1	To sanction expenditure for purchase of furniture, electrical goods, office equipments etc.	Full	Subject to budget provision under capital budget specifically allocated for NCL Desk, Kolkata with the concurrence of Finance.
1.2	Sanction indent for Stationery	Full	Subject to Annual indent being approved by head quarters.
1.3 (A)	To hire taxi / private transport for the Directors and other Officers entitled for hired car, as per Standing Orders of the Competent Authority for official purpose and payment thereof.	Full	As per approved rates.
1.3 (B)	To sanction hiring of taxis / private transport for Company use in cases other than specified above at 1.3 (A) and payment thereof.	Upto maximum of Rs 25,000/- per annum.	<ol style="list-style-type: none"> 1. As per approved rates. 2. Post facto approval in each case to be obtained from concerned Functional Director.

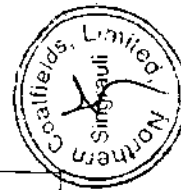


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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD NCL Desk Office, Kolkata

Sl. No.	Head of DOP	Extent of Power	Remarks
1.4	Sanction indent for liveries of sub-staff.	Full	As admissible under rule from time to time.
1.5	Expenditure for repairs, maintenance, office furniture and equipment and normal minor repairs and maintenance of office building and other establishment of the company.	Full	Subject to specific annual budget provisions with Financial concurrence.
1.6	To sanction payment of telephone, postage and power charges, Gas, Water, Freight charges, Municipal taxes/rent, Rate, taxes, Internet Connection Charges and other taxes and shifting of office equipments.	Full	Subject to budget provision.

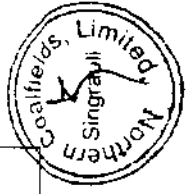


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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD NCL Desk Office, Kolkata

Sl. No.	Head of DOP	Extent of Power	Remarks
1.7	Expenditure on special occasion like Independence day and Republic day etc.	Not exceeding Rs. 1,000/- (Rs. One thousand) only on each occasion.	Within approved budget.
1.8	Power to sanction of purchase of newspapers, books, periodicals for office use.	Upto Rs. 1,000/- (Rs. One thousand) only per month.	The books and periodicals may be kept in the office library and proper record to be maintained for their issue and return. Within approved budget.
1.9	Incur contingent expenditure on official meetings/conferences etc.	Subject to annual limit of Rs 50,000/-. No financial concurrence upto Rs 1000/- in each case.	
1.10	<u>Standing Purchase / Tender committee :-</u> (a) For NCL Desk, Kolkata Office Purchase	Committee consisting of three members as under:- (i) Head of NCL Desk, Kolkata Office or in his absence the Officer next to him. (ii) Head of Purchase Deptt. at NCL Desk, Kolkata or in his absence the officer next to him.	In pursuance of relevant Office Order.



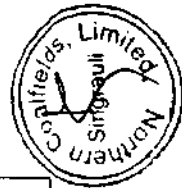
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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD NCL Desk Office, Kolkata

Sl. No.	Head of DOP	Extent of Power	Remarks
	(b) For Headquarters and Projects.	(iii) Head of the Finance Deptt. at NCL Desk, Kolkata or in his absence officer next to him. (ii) Committee consisting of :- (i) Head of Purchase Deptt. at NCL Desk, Kolkata or in his absence the officer next to him. (ii) Head of the Finance Deptt. at NCL Desk, Kolkata or in his absence officer next to him. (iii) One authorized representative of the Project/Headquarters and in absence of Head of NCL Desk, Kolkata office the officer next to him.	
1.11	To sanction Demurrage / Termination charges, Port charges etc. for Imported consignments. (For Projects).	Full	Against reasons to be reported to Head Quarter.

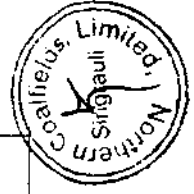


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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD NCL Desk Office, Kolkata

Sl. No.	Head of DOP	Extent of Power	Remarks
1.12	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.
1.13	To sanction expenditure in Emergency like fire/Accidents etc. in office premises.	Upto Rs 2.00 lakh (Rs. Two lakhs) only in each case.	For First 24 hours from occurrence of emergency.
1.14	To sanction Deployment of Private Courier/Messenger etc. to dispatch small imported / other items etc. of urgent nature to Projects/HQrs.	Full	Subject to overall budget provision.
1.15	To sanction Expenditure for purchase of materials/items etc. for HQrs. (Purchase to be made on Written / through fax advice from HQrs.)	Full	Subject to normal purchase procedure. The concerned HOD would arrange to send the formal competent approval within a fortnight.

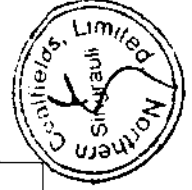


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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD NCL Desk Office, Kolkata

Sl. No.	Head of DOP	Extent of Power	Remarks
1.16	To Sub-delegate any one or more of the aforesaid Authority to Sub-ordinate executive.	Full	With prior approval of CMD.
1.17	Sanction payment of the agency commission / service charges to the authorized agent for purchase of the railway/air ticket.	Upto Rs 50,000/- (Rs. Fifty thousand) only per annum.	With the concurrence of finance. Within approved budget.
1.18	Sanction of miscellaneous and petty expenditure.	Upto Rs 2,000/- (Rs. Two thousand) only in each case subject to annual ceiling of Rs 50,000/- (Rs. Fifty thousand) only.	With the concurrence of finance. Within approved budget.
1.19	To approve purchases for Hqtrs and Projects for which purchase action taken by NCL Desk Office, Kolkata.		



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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD NCL Desk Office, Kolkata

Sl. No.	Head of DOP	Extent of Power	Remarks
A	Spot Purchase	Upto Rs 2.0 lakh (Rs. Two lakh) only in each case subject to purchase is made by a Committee comprising of 3 members and one of them should be associated finance.	In consultation with Associated Finance and subject to budget certification by NCL HQ or by the project finance.
1.20	Issue necessary amendment and extension of delivery period of the orders placed within DOP of HOD, NCL Desk Office, Kolkata from Kolkata Office.	Full after obtaining clearance from the users provided the total extension of delivery period is not more than 25% of the period stipulated in the supply contract.	

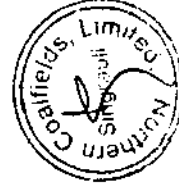


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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQs

Additional Powers of HOD (Safety)

Sl. No.	Head of DOP	Extent of Power	Remarks
1.	FINANCIAL:		
1.1	To approve indents / MBs for Safety Items and Safety related items of revenue nature.	Rs 10.0 lakhs (Rs. Ten lakh) only in each case subject to budgetary control.	Safety items must be technically vetted by concerned HOD. Within approved budget.
1.2	To approve indents/MBs for safety items and related items of capital nature.	Rs 20.0 lakhs (Rs. Twenty lakh) only in each case subject to budgetary control.	Safety items must be technically vetted by concerned HOD. Within approved budget.
1.3	To incur expenses of contingent nature on safety meetings, conference.	Full subject to a limit of Rs 5,000/- (Rs. Five thousand) only in each case and Rs 50,000/- (Rs. Fifty thousand) only per annum.	In consultation with Finance.
1.4	To incur expenditure on printing, binding and purchase of stationery in emergency.	Rs 6,000/- (Rs. Six thousand) only in each case.	Within approved Budget. In consultation with Finance.
1.5	To sanction purchase, repair of office equipment.	Full.	Within approved Budget. In consultation with Finance.
1.6	Expenditure on Safety	Full	Within approved budget for "Safety"



Annex II L

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DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

Additional Powers of HOD NCL Desk Office, Kolkata

Sl. No.	Head of DOP	Extent of Power	Remarks
A	Spot Purchase	Upto Rs 2.0 lakh (Rs. Two lakh) only in each case subject to purchase is made by a Committee comprising of 3 members and one of them should be associated finance.	In consultation with Associated Finance and subject to budget certification by NCL HQ or by the project finance.
1.20	Issue necessary amendment and extension of delivery period of the orders placed within DOP of HOD, NCL Desk Office, Kolkata from Kolkata Office.	Full after obtaining clearance from the users provided the total extension of delivery period is not more than 25% of the period stipulated in the supply contract.	



