

NORTHERN COALFIELDS LIMITED  
SINGRAULI

221 (8)

No. NCL/SGR/OE/Del. Power/57/7/63 Date, 8th July '67

OFFICE ORDER

The Chairman-cum-Managing Director, NCL Singrauli in consultation with Finance has been pleased to sub-delegate the undermentioned powers to the General Manager (HRD), NCL, Singrauli subject to guide lines issued from time to time:-

ADMINISTRATION (ESTB. & ALLOWANCES)

1. TA/Transfer T.A./LTC/RRF/LLTC bills      Controlling Officer for self and all other Officers & staff under his administrative control. Tour programmes to be approved by the concerned Director.
2. Advance/TA/TTA/LTC/RRF/LLTC including advance of pay and leave salary.      Controlling Officer for self and all other officers and staff under his administrative control.
3. Extension of halt on tour beyond 10 days but not exceeding 30 days and grant of daily allowance as per rules.      Full powers for Officers and Staff under his administrative control.
4. (a) Waiver of production of ticket No. in respect of TA/LTC/bills in individual cases.      Full powers for non executive employees.
- (b) Waiver of time limit for submission of personal claims upto a period of 3 years.      Full powers subject to company rules.
- (c) Sanction of cancellation charges of rail/Air tickets in case of journeys on tour LTC/Transfer.      Full powers as per company's rules in respect of staff & Officers under his administrative control.
5. Grant of all approved types of leave and acceptance of fitness certificate after leave on medical grounds      a) Full powers as per company's leave rules in respect of non-executives under his administrative control.  
    b) Upto 90 days as per company's leave rules in respect of Executives under his administrative control subject to certification Accounts.
6. Sanction of overtime allowance.      Full powers as per rules subject to the instructions/guidelines issued from time to time.

7. Re-imbursment of medical expenses/advance for medical treatment.

a) Full powers as per rules.  
b) Full powers for partial reimbursment of medical expenses as per rules involving prolonged treatment, subject to the condition that all such claims shall be entertained on the specific recommendation of the Chief Medical Officer.

8. Sanction of subsistence allowance.

Full powers as per rules.

9. To suspend or take disciplinary action or award punishment in accordance with the rules.

Seperate order shall issue.

10. Temporary withdrawal from P.F.

Full powers for employees of his disciplines under his administrative control as per rule.

11. Distribution of Sweets on Independence/Republic day.

Upto Rs.200/- in each case.

12. Sanction of Conveyance Allowance.

Full powers as per rules in respect of employees under his administrative control.

FINANCIAL

13. Incur expenses of contingent Rs.1,000/- in each case subject nature on meetings/conference to annual limit of Rs.10,000/- etc.

14. Expenditure on organising training programmes.

Full powers within the approved budget & norms for Training.

15. To incur expenses of petty and Sundry nature including purchase of out-of-stock items of stationery.

Rs.100/- in each case subject to annual limit of Rs.2,000/-

16. Local purchase relating to specifically training activities.

Rs.750/- in each case subject to annual limit of Rs.10,000/-

17. Incur expenses on printing and binding job, including copying etc. from outside agencies.

Upto Rs.750/- in each case subject to annual limit of Rs.15,000/-

18. Purchase of periodicals, books & Magazines relevant to his discipline for the library.

Rs.250/- in each case subject to annual limit of Rs.5,000/-

## TRAINING

19. Approve indents for capital items and training aids (excluding vehicles) and stationery items.

Full powers as per approved scheme.

20. To approve payment of honorarium to company faculty members as per approved scales.

Full powers subject to competent approval for conducting the programmes/ inclusion in the Action Plan.

21. Miscellaneous expenses such as slides, photography, etc.

Upto Rs.1,000/- in each case with Annual limit of Rs.10,000/-

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Distribution:-

(D.C. Srivastava)  
PERSONNEL MANAGER (I & II)

- 1- All General Managers,
- 2- All Heads of Depts.
- 3- All FMs
- 4- Chief (Finance), Singrauli
- 5- PS to CMD/D(T)/D(P)/CCM
- 6- Secy. to D(P).
- 7- Manager-in-charge, NCL, Calcutta
- 8- Project Officer, Nigahi
- 9- General Supdt, RRS/CWS,
- 10- General Manager (HRD), Singrauli
- 11- Principal, CETI.

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SGF

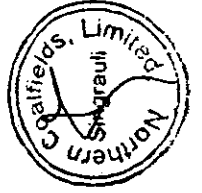
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# NORTHERN COALFIELDS LTD

DELEGATION OF POWERS TO HEADS OF DEPARTMENTS AT NCL HQS

## Additional Powers of HOD (CETI)

Sl. No	Head of DOP	Extent of Power	Remarks
<b>1.</b>	<b>FINANCIAL</b>		
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.
<b>2.</b>	<b>REPAIR AND MAINTENANCE</b>		
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.
<b>3.</b>	<b>LOCAL PURCHASE</b>		
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.



Annex II