

# **DELEGATION OF POWER OF FUNCTIONAL DIRECTORS OF CCL**

**(UPDATED AS ON 10.11.2008)**



**CENTRAL COALFIELDS LIMITED  
DABHANGA HOUSE: RANCHI**

**SCHEDULE OF POWER OF DIVISIONAL DIRECTORS IN SUBSIDIARY COMPANIES**

<b>SL. No.</b>	<b>Item</b>	<b>Divisional Directors in subsidiary Companies.</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>B - BUDGET</b>			
<b>B - 1</b>	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).	
<b>C - CAPITAL WORKS</b>			
<b>C - 1</b>	New projects included in the budget.	Rs. 1 Crore.	
<b>C - 2</b>	Capital expenditure in excess of sanctioned estimates of cost.	Upto 10% of the cost Rs. 1 crore whichever is less subject to information to CMD within 10 days.	
<b>C - 3</b>	Capital expenditure in anticipation of inclusion in the budget.	Rs.5 lakhs subject to information to CMD within 10 days.	
<b>D - PURCHASE AND CONTRACTS</b>			
<b>D - 1</b>	Purchase order/contracts : purchase order	i) Rs.2 crores for lowest tender against public tender and Rs.1 crore against lowest limited tender. ii) Rs.50 lakhs for other than lowest tender against public tender and Rs.40 lakhs for other than lowest tender against limited tender and Rs.20 lakhs against single tender. iii) Rs.2 lakhs without tender through negotiation in emergency.	
	Local purchase.	Local purchase power upto Rs.1 (one) lakh to Director(T)(P&P) and Rs.9 (Nine) lakhs to Director(T)(operations) per month.	Sub delegated by the Board at its 232 <sup>nd</sup> Meeting
		Rs.5 lakh/month with an annual limit of Rs.25 lakh each for D(T/PP) & D(T/O)	270 BM, 17.7.99 4 (10)
	Contracts	i) Rs. 1 crore for awarding of contracts against lowest public tender and Rs.50 lakhs against lowest limited tender and Rs.25 lakhs against single tender. ii) Award of contract for Rs.2 lakhs without tender through negotiation in emergency.	
Approval for repair contract value (Spares plus Services.etc.) up to Rs.50.00 lakh in respect of repairs on single enquiry basis through OEMs/their authorized service agencies. DoP modified vide 337 <sup>th</sup> Board meeting held on 15-2-2007.			

<b>SL. No.</b>	<b>Item</b>	<b>Divisional Directors in subsidiary Companies</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>D - 2</b>	Change in the rate of approved contract/purchase.	Upto 10% of the contract/purchase value or Rs.1 crore whichever is less.	
<b>D - 3</b>	Settlement of disputes with suppliers/contractors.	Upto 10% of the contract/purchase value of Rs.25 lakhs whichever is less in each case subject to maximum of Rs.1 crore.	
<b>D - 4</b>	Termination of contracts/cancellation of purchase order/imposing of penalty/waiver of penalty and compensation.	Full powers in respect of those contracts/purchase orders approved under the delegated authority.	
<b>E - OTHER FINANCIAL MATTERS.</b>			
<b>E - 1</b>	To open accounts with Banks and draw money.	Full powers. The power should be exercised in concurrence with appropriate Finance.	
<b>E - 2</b>	Loans/advances to other than employees.	In emergencies to suppliers/contractors subject to ratifications by the Board.	
<b>E - 3</b>	Ex-gratia payments other than in accordance with schemes.	Within limit laid down by the Board.	
<b>F - SALE</b>			
<b>F - 1</b>	Sale of coal and other products at negotiated prices.	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.	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.
<b>F - 2</b>	Sale of moveable property.	Rs. 10 lakhs per annum.	

SL. No.	Item	Divisional Directors in Subsidiary Companies	Remarks
1	2	3	4
<b>G - ESTABLISHMENT MATTERS</b>			
<b>G - 1</b>	To sanction leave- casual, earned, quarantine, sick/medical.	Full powers. Leave granted to officers of E-7 and above should be reported to CMD.	
<b>G - 2</b>	To sanction special disability leave and any other type of leave not covered above.	Full powers as laid down in the Company's leave rules.	
<b>G - 3</b>	To sanction leave salary advance.	Full powers.	
<b>G - 4</b>	To accept fitness certificate to join duty after leave on medical/sick ground.	Full powers.	
<b>G - 5</b>	To approve tour programme.	Full powers. CMD should be kept informed of his own tour programme.	
<b>G - 6</b>	To function as controlling officer and grant of advance of TA on tour and transfer and grant of LTC/LTC advance.	Full powers.	
<b>G - 7</b>	To sanction Continuance halt on tour in excess of 10 days but not exceeding 30 days- drawal of full D.A according to circumstances of each case.	Full powers.	
<b>G - 8</b>	To allow travel by rail/Air in a class higher than entitled and by a route other than the shortest or cheapest in the exigencies of work.	Full powers subject to ex-post approval by CMD in case of Air travel.	
<b>G - 9</b>	To waive producing of money receipt, ticket no.etc. for TA/LTC.	Full powers in respect of non-executive employees. For executives CMD's approval may be obtained.	

<b>a)</b>	Approve expenditure of contingent nature in connection with meetings, conference, seminars etc. and other items of revenue nature	Maximum of Rs. 10,000/- in each case (subject to budget provision).
<b>b)</b>	Approve/sanction expenditure of contingent nature towards refreshment, lunch, dinner and other hospitalities in connection with Company's Guests. Workshop organized by Company, stationery, toner cartridge and other misc. expenditure.	

<b>SL.No.</b>	<b>Item</b>	<b>Divisional Directors in Subsidiary Companies</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>G - 10</b>	To waive time limit for submission of all types of personnel claims upto a period of 3 years.	Full powers subject to company's rules.	
<b>G - 11</b>	To accent cancellation charges on rail/air tickets in case of journeys on tour/LTC/Transfer.	-do-	
<b>G- 12</b>	To reimburse medical expenses/advance for medical expenses.	-do-	
<b>G - 13</b>	To sanction O.T.A.	-do-	
<b>G - 14</b>	To sanction children education allowance, tuition fees, festival advance, house rent allowance and any other allowance as per rules.	-do-	
<b>G - 15</b>	To sanction subsistence allowance .	-do-	
<b>G - 16</b>	To sanction conveyance allowance.	-do-	
<b>G - 17</b>	To incur expenses of contingent nature on meeting, conferences etc.	Full powers subject to limit of Rs.1,000/- in each case.	
<b>G - 18</b>	To incur petty and sundry expenditure including taxi, mini bus charges etc.	Full powers.	
<b>G - 19</b>	To purchase books/periodicals/magazines relevant to his division.	Full powers for Technical publications needed for the working of the Division and subject to budget provision.	
<b>G - 20</b>	To pay charges of residential telephones exclusively with officers and of office telephones.	Full powers.	
<b>H - LEGAL MATTERS</b>			
<b>H - 1</b>	Pleading, memo of appeals, Vakalatnamas etc. power to sign and pay fee to lawyers and incur other legal expenses, issue notices, make references before Tribunal, tax authorities etc.	Full powers subject to guidelines of the Board and report to the Board at the next meeting.	

SL.No.	Item	Divisional Directors in Subsidiary Companies	Remarks
1	2	3	4
H – 2	Re-imbusement of legal expenses incurred by the Division in cases arising out of the official duties of the employees of the Division.	Full powers.	
H – 3	Approve engagement of advocates other than those on the panel including their fee and terms and conditions in special circumstances.	Full powers subject to guidelines of the Board and report to the Board in the next meeting.	
<b>I - PERSONNEL AND WELFARE</b>			
I - 1	Creation of posts.	Full powers for all non-executives and executives upto E.II level provided the posts are in the manpower budget approved by the respective Boards.  Full powers for creation of all posts included in the sanctioned project reports/advanced action reports subject to the phasing indicated therein.	
I – 2	Appointments	Full powers for all executives upto E-III and non-executives.	
I – 3	<p>A) <u>Executives</u> :</p> <p>To transfer/sanction officiating allowance/increment/crossing E.B. etc. in conformity with company rules etc. upto E-7 scale within respective Division.</p> <p>B) <u>Non-executives</u> :</p> <p>i) To Select/appoint/promote/fix pay for non-executives cadre of the Division on the basis of recommendation of Selection Committee/DPC as per terms of the Company's rules.</p> <p>ii) Power of confirming/accepting resignation</p> <p>iii) To grant advance increment/honorarium.</p>	<p>Full powers.</p> <p>Full powers.</p> <p>Full powers. Full powers subject to guidelines issued by the Board.</p>	

<b>SL. No.</b>	<b>Item</b>	<b>Divisional Directors in Subsidiary Companies</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>-4</b>	To incur expenditure in connection with recruitment, advertisement, question papers, examination, TA to non-employ members of selection committee/examination etc. in respect of non-executives.	Full powers.	
<b>-5</b>	To suspend or take disciplinary action or award punishment in accordance with the rules.	Full powers.	
<b>ADMINISTRATION</b>			
<b>1</b>	To approve payment of charges on account of electricity, gas water, municipal rates and taxes of office establishment.	Full powers.	
<b>2</b>	To approve payment of charges on account of postal, telegraph, telex, teleprinter etc.	Full powers.	
<b>3</b>	To approve payment of charges on account of M.O. Commission, renewal of vehicles licences and insurance and other taxes.	Full powers.	
<b>4</b>	To purchase office furniture.	Full powers subject to specific budget provision.	
<b>5</b>	Purchase of electrical fittings and furniture and office equipments.	Full powers.	
<b>6</b>	Hiring furniture and office equipment, land and building P&M etc.	Rs.50,000/- in each case and total Rs.5 lakhs per annum.	
<b>7</b>	Printing and binding.	Full powers.	
<b>8</b>	To grant imprest.	Full powers.	
<b>9</b>	To incur expenses of Rs.1,000/- of contingent nature on each case on production items.	Full powers.	
<b>10</b>	Entertainment.	Full powers subject to any limit laid	

**CENTRAL COALFIELDS LIMITED**  
**DARBHNAGA HOUSE : RANCHI.**

No.Secy.4(10)/96

Dated : 10<sup>th</sup> June,1996.

**OFFICE MEMORANDUM**

**Sub :** Sub-delegation of power to Functional Directors and CMD,CCL towards hiring of vehicle.

The existing delegation of power of CMD and Divisional Directors (New Functional Directors) in respect of hiring of Vehicle on long term are as under :

Divisional Directors	..	Full power upto 30 days in each case.
C.M.D.	..	Full power upto 60 days in each case.
CCL Board	..	Full power.

For smooth and quick disposal of proposals relating to hiring of vehicle and also considering the fact that hiring of Vehicles has been found to be more economical than procuring new ones, it was proposed to the Board of Directors to Sub-delegate the powers for hiring of vehicles on long-term basis to Functional Directors and C.M.D. as under :

Functional Directors	..	Full power upto 6 months in each case.
C. M.D.	..	Full Power.

The Board of Directors, CCL at its 275<sup>th</sup> meeting held on 25-5-1996 has approved the proposed sub-delegation of Power of FDs and CMD.

This is for kind information.

**Distribution :**

All CGM/GMs, in the (Areas.)  
All HODs, Ranchi.  
All Finance Managers(Areas.)  
All Finance Managers, (HQrs.)  
TS to FDs/CMD

**( M.M. Gangopadhyay )**  
**Company Secretary**

SL.No.	Item	Divisional Directors in Subsidiary Companies	Remarks
1	2	3	4
<b>K - MISCELLANEOUS</b>			
K - 1	Power to sanction purchase, repairs to plants and machinery, vehicles, furnitures and fittings, building.	Full powers.	
K - 2	To incur all expenditure of revenue nature in respect of revenue mines as well as new projects.	Full powers within approved budget.	
K - 3	To sanction transfer of plants and machinery from one project to other or from one mine to other.	Full powers to sanction temporary transfer of plants and machinery for operational purposes. This must be reported to Board.	
K - 4	Publicity.	Full powers as per guidelines laid down by Board subject to budget provision.	
K - 5	Other revenue items.	Full powers subject to rules laid down by Board.	
K - 6	Material Budget – Approval for general consumables stores/spare parts, petrol and diesel.	Full powers subject to budgeting control and also subject to CMD within 10 days.	
	Hiring of vehicles on long term basis.	Full powers to sanction engagement of hired vehicles upto 30(thirty) days in each case with the concurrence of Finance.	Sub delegated by the Board at its 219 <sup>th</sup> Meeting held on 25.9.1986.
	Authorisation to represent the Company.	Nominated as Owner of Mines under the Mines Act and will also represent the Company under the Indian Electricity Act, Forest Conservation Act, Environment Protection Act, Forest produce Regulation Act and Laws relating to Acquisition of Land.	Sub delegated by the at its 232 <sup>nd</sup> Meeting held on 23.3.1988.

**N.B.**

The delegation of powers is also subject to the following :-

<b>(i)</b>	All projects 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. In all cases of acceptance of tenders other than lowest and changes in approved rates, detailed reasons should be recorded in writing under the signature of the Chairman of the Committee.
<b>(ii)</b>	All appointments are to be made through duly constituted selection committees and all promotions through Departmental Promotion Committees.
<b>(iii)</b>	In respect of sale of moveable property, the prescribed procedures for survey reporting, condemnation of the article and sale through public auction etc. are to be followed.
<b>(iv)</b>	The delegation of powers at the Divisional Directors level is subject to adequate financial purchase and other infrastructure staff support being provided to him. The level of Finance representative should not be lower than two steps from the level of the Divisional Director. The staff for supporting the Divisional Director should normally be found from existing staff considering the fact that the subsidiary company will be shedding many functions in the new set-up. Wherever financial advice is over-ruled by the Divisional Director, the subsidiary company should be made aware of it through reporting.

ANNEXURE-I  
SCHEDULE OF POWERS TO DIRECTOR(FINANCE)

<b>SL.No.</b>	<b>Subject</b>	<b>Powers</b>
1.	TA/Transfer TA/LTC/RRF/LLTC/Bills.	Controlling officer for self and all other officers and staff under his administrative control.
2.	Sanction of advance TA/Transfer TA,LTC/RRF/LLTC, including advance of pay and leave salary.	-do -
3.	Sanction of extension of half as admissible under the rules for officers and staff under his administrative control.	Full powers.
4.	a) Waiver of production of money receipt and ticket nos. in respect of TA/LTC/RRF/LLTC Bills in individual cases. b) Waiver of time limit for submission of TA/LTC/LLTC Bills and Medical Bills.	Full powers.
5.	Grant of all approved types of leave and acceptance of fitness certificates after leave on medical grounds.	Full powers.
6.	Counting of extraordinary leave for the purpose of increment	Full powers.
7.	a) Sanction of reimbursement of medical expenses.  b) Part reimbursement of medical expenses involving prolonged illness/treatment.	Full power for himself as well as officers and staff under his administrative control as per medical attendance rules. Power to sanction part reimbursement of medical expenses in respect of the employees for whom he is controlling officer for the purpose of TA subject to the condition that all such claims can be entertained on the specific recommendations of the C.M.O.
8.	Temporary withdrawal from Provident Fund.	Full powers as per rules.

-: 2 :-

<b>SL.No.</b>	<b>Subject</b>	<b>Powers</b>
<b>9.</b>	Transfer of officer within the company from one Area to another from Headquarters to field units in respect of disciplines under his administrative control.	Transfer of officers within the company from one Area to another and from Headquarters to field units upto E-7 level in respect of disciplines under his administrative control.
<b>10.</b>	Closure of probation in respect of officers of the disciplines under his administrative control.	Full powers for closure of probation in respect of officers of the disciplines under his administrative control upto E-5 level.
<b>11.</b>	Regularisation of JETs to the appropriate grade in respect of Deptts. Under his administrative control.	Full powers subject to terms of appointment.
<b>12.</b>	Officiating arrangements against posts upto the level of E-5 in respect of disciplines under his administrative control at Headquarters including sanction for payment of officiating allowance/acting allowance/charge allowance.	Full powers, limited to a period of six months.
<b>13.</b>	Officiating arrangements against posts upto E-5 level in respect of disciplines under his administrative control in Area/field units including sanction for payment of officiating allowance/acting allowance/charge allowance.	Full powers, limited to a period of six months.
<b>14.</b>	To fix Headquarters and define sphere of duty for officers and staff in respect of disciplines under his administrative control.	Full powers.

-: 3 :-

<b>SL.No.</b>	<b>Subject</b>	<b>Powers</b>
<b>15.</b>	To declare an officer as the Head of an Office in the respective Departments under him.	Full powers.
<b>16.</b>	To declare who shall be controlling officer in respect of various Departments under him.	Full powers.
<b>17.</b>	To fix the pay of an officiating company employee for whom he is the appointing authority.	Full powers.
<b>18.</b>	To sanction subsistence allowance in respect of employees under his administrative control.	Full powers in respect of employees under his administrative control, up to E-5 level.
<b>19.</b>	To suspend or transfer on lien in respect of employees for whom he is the appointing authority.	Full powers.
<b>20.</b>	To sanction mileage allowance by a route other than shortest or cheapest for officers and staff working under him.	Full powers.
<b>21.</b>	To restrict frequency and duration of journey on tour for officers and staff working under him.	Full powers.
<b>22.</b>	To sanction reimbursement of actual expenses incurred by the employees for carrying records etc. on official duty not permissible under TA rules.	Full powers.
<b>23.</b>	To extend time limit for travel of family on transfer or carriage of personnel effects for staff and officers under his administrative control.	Full powers.

-: 4 :-

SL. No.	Subject	Powers
<b>FINANCIAL</b>		
24.	To sanction and operate permanent advance in respect of subordinate officers.	Full powers.
25.	To incur contingent expenditure relating to Departments under him	Rs.1,000/- in each case and limited to Rs.10,000/- per annum.
26.	To incur expenditure for repair and maintenance of Company vehicles, office building and houses hired by the Company, kept at the disposal of the Departments under him.	Full powers.
27.	Entertainment	Power to be exercised within limits approved by the Board of Directors.
28.	Appointment and promotion against sanctioned posts in all non-executive cadre and in executive cadre upto E-3 level under his administrative control.	Full powers.
29.	To create new imprests and to enhance and reduce the amounts of imprests relating to wages payment, local purchases of stores, miscellaneous contingent, office expenses, etc.	Full powers.
30.	To enhance the amount of imprest created with the approval of competent authority, due to increase of payment on account of leave/sick wages, T.A. advance, etc.	Full powers.

SL.No.	Subject	Powers	
31.	To take disciplinary action against employees in all non-executive cadre and executive cadre upto E-3 level for whom he is the appointing authority.	Full powers.	
32.	To sanction purchase of books and periodicals and other publications necessary for departments under him.	Full powers.	
33.	To sanction write off of outstanding balance against Sundry Debtors (Coal) on account of coal sales upto Rs.2,000/- in each case.	Full powers.	
34.	Write off of the amount of soiled/mutilated notes, rejected by the Reserve Bank of India, to the extent of Rs.1000/- in each case	Full powers.	
35.	To sanction purchase of furniture and furnishings of the machine installations for date processing including purchase of stationeries etc., required for the same	Full powers.	Amended in 309 <sup>th</sup> 8 m vide item 3(6) (P.T.O.)
36.	To enter into contracts for hiring and maintenance of Date Processing/Emitting Machines.	Full powers.	
37.	To write off of upto Rs.25,000/- in each case on account of non-refund of stipend by the employees, who are appointed on execution of bond	Full powers.	
38.	To sub-delegate all or any of the powers detailed in this schedule to any officer(s) under him.	Full powers.	
39.	<b><u>Authorisation to represent the Company.</u></b>  For all matters relating to Income Tax, Sales Tax and other Statutory levies.		Sub delegated by the Board at its meeting No.232 held on 23.3.88 and circulated vide No.Secy.4(10)/88 dt.8.4.88

## Item No. – 3 (6)

Nature of Power	Extent of Power
1. Purchase of : a) Computers and its peripherals  b) Computers Softwares, such as as Application. Software, System Software, Package Software etc.  c) Computer media, such as, ribbons, toners, cartridges, floppy, tapes, computer papers and all other consumables and stationeries.  d) Furniture and fittings, CVT, Stabiliser, UPS,AC's and other items related to computers.	Upto Rs.25.00 lakh only per annum subject of power of awarding as under. Open/Limited Tender – Full Power Without Tender – Rs.2.00 lakh <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p> <p style="text-align: center;">-do-</p>
2. To enter into contracts for hiring & maintenance of Computers/Data Processing/Accounting Machine.	Open Tender Lowest – Rs.1.00 Crore Limited Tender Lowest – Rs.50.00 lakh.
3. Termination of contracts/cancellation of purchase orders, imposing of penalty and compensation and waiver of penalty and compensation.	Full powers in respect of those contracts/purchase orders approved Under the delegated authority.
4. Approval of Survey off report of office equipments including computers and its peripheries.	Full, in respect of items for which he has the power to purchase.
5. Disposal/Sales furniture and fitting and office equipments of items for which he has the power for purchase, including computer photocopiers – Fax Machines auction/tender negotiation I under buy back schemes.	Upto Rs. 10.00 lakh per annum

The proposal seeks that in view of reasons cited above the DOP of D(F) may be amended by incorporating the above mentioned powers.

The proposal has been agreed to by the CMD in consultation with D(F), CCL and is submitted for kind perusal and ratification by the Board of Directors.

**M. M. GANGOPADHYAY**  
**COMPANY SECRETARY**

ANNEXURE - II  
SCHEDULE OF POWERS TO DIRECTOR (PERSONNEL)

SL. No.	S U B J E C T	P O W E R S
1.	TA/Transfer TA/LTC RRF/LLTC Bills.	Controlling officer for self and all other officers and staff under his administrative control.
2.	Sanction of advance TA/Transfer TA/LTC/RRF/LLTC including advance of pay and leave salary.	-do-
3.	Sanction of extension of half as admissible under the rules for officers and staff under his administrative control.	Full powers.
4.	<p><b>(a)</b> Waiver of production of money receipt and ticket nos. in respect of TA/LTC/RRF/LLTC Bills in individual cases.</p> <p><b>(b)</b> Waiver of time limit for submission of TA/LTC/LLTC Bills and Medical Bills.</p>	Full powers.
5.	Grant of all approved types of leave and acceptance of fitness certificates after leave on medical grounds.	Full powers.
6.	Counting of extraordinary leave for the purpose off increment.	Full powers.
7.	<p><b>(a)</b> Sanction of reimbursement of medical Expenses.</p> <p><b>(b)</b> Part reimbursement of medical expenses involving prolonged illness/treatment.</p>	Full power for himself as well as officers and staff under his administrative control as per medical attendance rules. Power to sanction part reimbursement of medical expenses in respect of the employees for whom he is controlling officer for the purpose of TA subject to the condition that all such claims can be entertained on the specific recommendations of the C.M.O.
8.	Temporary withdrawal from Provident Fund.	Full powers as per rules.

<b>SL. No.</b>	<b>SUBJECT</b>	<b>POWER</b>
<b>9.</b>	Transfer of officer within the company from one Area to another from Headquarters to field units in respect of disciplines under his administrative control.	Transfer of officers within the company from one Area to another and from Headquarters to field units upto E-7 level in respect of disciplines under his administrative control.
<b>10.</b>	Closure of probation in respect of officers of the disciplines under his administrative control.	Full powers for closure of probation in respect of officers of the disciplines under his administrative control upto E-5 level.
<b>11.</b>	Regularisation of JETs to the appropriate grade in respect of Departments under his administrative control.	Full powers subject to terms of appointment.
<b>12.</b>	Officiating arrangements against posts upto the level of E-5 in respect of disciplines under his administrative control at Headquarters including sanction for payment of officiating allowance/acting allowance/charge allowance.	Full powers, limited to a period of six months.
<b>13.</b>	Officiating arrangements against posts upto E-5 level in respect of disciplines under his administrative control in Areas/field units including sanction for payment of officiating allowance/acting allowance/charge allowance.	Full powers, limited to a period of six months.
<b>14.</b>	Power to fix Headquarters and define sphere of duty for officers and staff in respect of disciplines under his administrative control.	Full powers.
<b>15.</b>	Power to declare an officer as the Head of an office in the respective Departments under him.	Full powers.
<b>16.</b>	Power to declare who shall be controlling officer in respect of various Departments under him.	Full powers.
<b>17.</b>	Power to fix the pay of an officiating company employee for whom he is the appointing authority.	Full powers.

**Contingent expenditure :**

- 1) Power to approve/sanction expenses of contingent nature in connection with meetings, conference, seminar etc. and other items of revenue nature.
  
- 2) Power to approve/sanction expenditure of contingent nature towards air/rail booking accommodation, refreshment, lunch and other hospitalities in connection with Company's Guest, meeting, seminary, conference workshop organized by Company.

**Full**  
(Subject to budget provision)

**Full**  
(Subject to budget provision)

Approved by the FDs at their 95:10<sup>th</sup> meeting held on 23.6.1995.

<b>SL. No.</b>	<b>Subject</b>	<b>Powers</b>
18.	Power to sanction subsistence allowance in respect of employees under his administrative control.	Full powers in respect of employees under his administrative control, upto E-5 level.
19.	Power to suspend or transfer on lien in respect of employees for whom he is the appointing authority.	Full powers.
20.	Power to sanction mileage allowance by the route other than shortest or cheapest for officers and staff working under him.	Full powers.
21.	Power to restrict frequency and duration of journey on tour for officers and staff working under him.	Full powers.
22.	Power to sanction reimbursement of actual expenses incurred by the employees for carrying records etc. on official duty not permissible under TA rules.	Full powers.
23.	Power to extend time limit for travel of family on transfer or carriage of personnel effects for staff and officers under his administrative control.	Full powers.
<b>FINANCIAL</b>		
24.	Power to sanction and operate permanent advance in respect of subordinate officers.	Full powers.
25.	Power to incur contingent expenditure relating to Departments under him.	Rs.1000/- in each case and limited to Rs.10,000/- per annum.
26.	Power to incur expenditure for repair and maintenance of Company vehicles, office building and houses hired by the Company, kept at the disposal of the Departments under him.	Full powers.
27.	Entertainment	Power to be exercised within limits approved by the Board of Directors.

<b>SL. No.</b>	<b>Subject</b>	<b>Powers</b>
<b>28</b>	Filling of cases.	Full powers.
<b>29</b>	Empanelment of advocates/lawyers including	Full powers.
<b>30</b>	Engagement of advocates/lawyers including their fees, terms and conditions.	Full powers.
<b>31</b>	Expenditure on court fees, stamps, obtaining certified copies of documents/judgements.	Full powers.
<b>32</b>	Miscellaneous legal expenditure.	Full powers.
<b>MEDICAL DEPARTMENT</b>		
<b>33</b>	Local purchase of medicines, Drags, Dressings etc. in respect of Gandhinagar Hospital .	Full powers.
<b>34</b>	Expenditure for purchase of furniture, electrical goods and equipments etc. for Gandhinagar Hospital, subject to provision in the budget.	Full powers.
<b>35</b>	Expenditure towards repairs to properties excluding hospital buildings.	Full powers.
<b>36</b>	Reference of patients for outside treatment within India on the recommendations of Chief Medical Officer. (a) To Govt. and other recognized hospital.  (b) To private hospital/nursing homes and to specialists.	Full powers.

<b>SL. No.</b>	<b>Subject</b>	<b>Powers</b>
<b>37</b>	Appointment and promotion against sanctioned posts in all non-executive cadre and in executive cadre upto B-3 level under his administrative control.	Full powers.
<b>38</b>	Fixation of initial pay, on first appointment, against sanctioned posts of non-executive cadre employees.	Full powers.
<b>39</b>	Acceptance of resignation of employees of non-executive cadre employees.	Full powers.
<b>40</b>	Sanction of advance for purchase of bicycle, motor cycles/scooter.	Full powers.
<b>41</b>	Sanction of overtime allowance, education/ tuition fee festival advance and medical advance and other allowance/advances available to the employees and officers as per rules/administrative instructions.	Full powers.
<b>42</b>	Power to take disciplinary action in respect of employees of non-executive cadre in terms of provisions of the disciplinary rules and orders issued from time to time in this regard.	Full powers.
<b>43</b>	Sanction of investigation of arrear claims.	Full powers.
<b>44</b>	Power to incur expenditure for purchase and repair of furniture, Hospital goods, appliance, office equipments, other goods, required for maintenance of offices, Hospitals and Townships subject to budget provision.	Full powers.
<b>45</b>	Power to hire furniture and other articles.	Full powers.
<b>46</b>	Power to sanction expenditure for liveries of class IV staff under the rules, in force, from time to time.	Full powers.

No.	Subject	Powers
47	To take disciplinary action against employees in all non-executive cadre and executive cadre upto E-3 level for whom he is the appointing authority.	Full powers.
48	Power to sanction ex-gratia payments on account of medical expenses incurred by the employees.	Full powers.
49	Sanction of advance to dependents of employees in case of death while on duty.	Upto a limit of Rs.500/- in each case subject to realisation from the dues of the deceased employees.
50	Power to approve preparation of Duplicate Service Book for the purpose of settlement of retirement dues/pensionary benefits in respect of the retired employees of the Company in the event the original Service Book is lost.	Full powers.
51	a) Sanction of expenditure on Public Relation advertisements. b) Sanction of expenditure on photography. C) Sanction of expenditure on Press tours to the field Area. d) Sanction of expenditure on entertainment of press members in the Guest House.	Full powers.
52	Power to sanction Financial Assistance/Grant-in-Aid to Colliery Institutions such as Canteen, Workers Institute, Staff Recreation Club/Clubs, Recreation Centre as per rules prevailing on the subject/instructions passed on from time to time, subject to concurrence of Finance.	Full powers.
53	Power to approve change to Home Address in respect of the employees belonging to the Colliery/Field cadre excluding those appointed by General Managers of different Areas subject to rules of the Company.	Full powers.

SL. No.	Subject	Powers	
54.	Power to sanction expenditure in each case in respect of Games/Cultural activities.	Upto Rs.5.000/- in each case.	Full power subject to availability of fund on the Revenue Budget approved by Board. BM 297,29/3/07 vide 3(6)
55.	Power to sanction estimates, incur expenditure, fix up agencies for execution of works relating to additions, alterations, repair and maintenance of the properties of the Company at Ranchi and indents for materials required for the purpose, subject to budget provision. Estimates for Engineering works exceeding Rs.20,000/- in values, shall be vetted General Manager(Construction) and Chief Engineer (E&M), as the case may be.	Full powers.	
56.	Power to sanction purchase of books and periodicals and other publications necessary for departments under him.	Full powers.	
57.	Power to sub-delegate all or any of the powers detailed in this sub-section to any officer/officers. Under him.  <u>CIVIL ENGINEERING CONSTRUCTION PROGRAMMES (HOUSING, WATER SUPPLY SCHEMES, HOSPITAL/DISPENSARIES, BUILDING FOR EDUCATIONAL FACILITIES ETC.)</u>	Full powers.	
58.	To sanction all estimates and approval for award of works and entering into agreements in respect of Civil Construction works pertaining to welfare activities.	Upto Rs.1(one) crore in each case.	

59.	To sanction award to work orders in respect of such works.	1) Rs. One crore for awarding of contracts against lowest Public Tender and Rs.50 lakhs against Lowest Limited Tender and Rs.25 lakhs against single tender.	
60.	To terminate contracts in respect of such works.	Upto Rs. One crore in each case.	
61.	Extension of time in respect of such works.	Upto Rs. One crore in each case.	
62.	Power to sanction overtime payment to the staff Car Drivers at Head quarters beyond the limit of Rs.300/- (Rupees Three Hundred) Per individual.	Full powers.	
63.	For sanctioning expenditure regarding Community Development work in the villages around the Headquarters, Ranchi.	Full power subject to approved Budget provision.	Sub delegated by the Board at its 217 <sup>th</sup> Meeting held on 5.7.1986.
64.	Re-appropriation/Re-allocation of the Areawise approved budgeted fund for exceptional or unavoidable requirements of individual areas.	Full powers in consultation with D.F. and CMD.	- Do -
65.	Authorisation to represent the Company.	For all matters connected with Labour and Industrial Laws.	Sub delegated by the Board at its 232 <sup>nd</sup> Meeting held on 23.3.1988.

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