

BHARAT COKING COAL LIMITED**DELEGATION OF POWER OF DIRECTOR(PERSONNEL)**

ANNEXURE - IV

PROPOSED		
SL. No.	Nomenclature	Power
1	To approve tour programme	Full power. CMD should be kept informed of his own tour programme
2	TA/Transfer TA/LTC/RRF/LLTC Bills	Controlling Officer for self and all other officer an staff under his administrative control
3	Sanction of advance TA/Transfer TA/LTC/RRF/LLTC including advance of pay and leave salary	Controlling Officer for self and all other officer an staff under his administrative control as per company rule
4	Sanction of extension of halt outside on tour as admissible under the rules for officer and staff under his administrative control.	Full power
5	(a) Waiver of production of money receipt and ticket no. in respect of TA/LTC/RRF/LLTC Bills in individual case	Full power
	(b)Waiver of time limit for submission of TA/LTC/RRF/LLTC Bills and Medical Bills	Full power
	(c)To approve travel by Air/Rail/Road in a class higher than the entitled, and by a route other than the shortest/cheapest on the emergency of work	Full power

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PROPOSED		
SL. No.	Nomenclature	Power
6	To approve cancellation charges on rail/air tickets in case journeys on tour/LTC/transfer	Full power subject to Company's rules
7	Grant of all approved types of leave and acceptance of fitness certificates after leave on medical ground.	Full power.
8	Counting of extraordinary leave for the purpose of increment	Full power.
9	(a) Sanction of reimbursement of medical expenses and payment of advance for medical treatment	Full power
	(b) Sanction of part reimbursement of medical expenses involving prolonged illness/treatment	Full power
10	Temporary withdrawal from provident fund	Full power as per rules

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PROPOSED		
SL. No.	Nomenclature	Power
11	Transfer of officer/staff within the company from one unit to another and from headquarters to field and units and vice-versa in respect of disciplines under his administrative control and in respect of other discipline with recommendation of concerned Director	Full power
12	To sanction house rent allowance, festival advance and any other allowance/advance as per rules/administrative instructions for the employees under his control	Full power within the policy guidelines
13	Closure of probation in respect of officers up to E-6 grade in consultation with concerned Director	Full power
14	Regularisation of JETs/MT to the appropriate grade	Full power subject to terms of appointment in consultation with concerned Director
15	Officiating arrangements against sanctioned posts up to the level of E-6 grade with recommendation of concerned Director including sanction for payment of officiating allowance/Acting allowance/Charge allowance	Full power

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PROPOSED		
SL. No.	Nomenclature	Power
16	Power to fix headquarters and define sphere of duty for officers and staffs in respect of disciplines under his administrative control	Full power
17	Power to declare an officer as the Head of an office and designating an officer in the respective departments under him	Full power
18	Power to declare who shall be controlling officer in respect of departments under him	Full power
19	Power to sanction subsistence allowance	Full power up to E-6 grade
20	Power to sanction mileage allowance by a route other than the shortest or cheapest for officers and staff working under him	Full power as per Company's rules
21	Power to extend time limit for travel of family on transfer or carriage of personal effects for staff and officers under his administrative control	Full power
22	Power to sanction and operate permanent advance in respect of subordinate officers	Full power

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ANNEXURE - IV

PROPOSED		
SL. No.	Nomenclature	Power
23	Determine seniority in respect of Non-executive cadre employees of Company	Full power
24	To forward application of employees for outside employment of the employees	Full power within the policy guidelines
25	Filing of cases before various authorities and to accord approval for implementation of the award/orders passed by various authorities	Full power
LEGAL MATTERS		
26	Empanelment of advocates/lawyers including their fees, terms and conditions	Full power
27	Engagement of advocates other than those on the panel, including their fees, terms and conditions	Full power
28	Expenditure on court fees, stamps, obtaining certified copies of documents/judgements	Full power
29	Miscellaneous legal expenditure	Full power
<u>MEDICAL DEPARTMENTS</u>		

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PROPOSED		
SL. No.	Nomenclature	Power
30	Local purchase of medicine, drugs, dressing materials etc of hospital	Full power as per Company's rules
31	Reference of patients and payment of advance for outside treatment within India on the recommendation of ED(MS)/Chief Medical Officer/CMS	
	(a) To Govt. And other recognised hospital	Full power as per Company's rules
	(b) To empaneled private hospital/nursing home & to specialists	Full power as per Company's rules
	<u>PERSONNEL & ADMINISTRATION</u>	
32	Appointment & Promotion of non-executive cadre	Full power
33	Acceptance of resignation of non-executive cadre employees	Full power
34	To sanction O.T.Allowance	Full power
35	To pay honorarium to non-executive cadre and executive cadre employees	Up to Rs.2,000/- in each case and with a limit of Rs.2 lakh per annum
36	Fixation of initial pay on first appointment against sanctioned posts	Full power

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PROPOSED		
Sl. No.	Nomenclature	Power
37	Sanction of advance for purchase of Bicycle, Motor cycle, Scooter, Motor car, House building	Full power
38	To sanction the payment of residential telephones/mobiles charges for telephone/mobile for self and officers for exclusive office use	Full power within the policy guidelines
39	Power to take disciplinary action in respect of Wage Board employees	Full power
40	Sanction of investigation of arrear claims vis-à-vis removal of anomalies regarding seniority of Wage Board governed employees	Full power
41	Power to hire furniture, vehicle and other articles	Full power
42	Sanction of liveries as per rule	Full power
43	Purchase/Contract, Award of Purchase Order/Work Order	
	a) On Open Tender:-	
	(i) Lowest tender	Up to Rs. 1 crore in each case
	(ii) Single tender	Up to Rs. 20 lakh in each case
	b) On Limited Tender -	
	(i) Lowest tender	Up to Rs. 50 lakh in each case
	(ii) Single tender	Up to Rs. 20 lakh in each case
	c) Without tender through Negotiation in emergency	Up to Rs 2 lakh in each case

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Sl. No.	Nomenclature	Power
44	Sanction/approve all relevant matters which are of administrative nature including execution of contract/agreement/modification/acceptance of security bond/termination of contract/recovery of property & dues/press notification inviting tenders/issue of stores in accordance with contract/work order etc. contingent to those purchase and contracts which are under his welfare expenditure/programme	Full power
45	(a)Sanction of estimate/indent for works/purchase of revenue nature	Full power
	(b) Sanction of estimate/indent for works/purchase of capital nature	Up to Rs.1 lakh in each case
OTHER EXPENDITURE		
46	Hiring of Building	Up to Rs.50,000/- in each case and total of Rs.5 lakh per anum
47	To incur expenses on meeting, conference, etc.	Full power as per actual
48	To incur expenses of contingent nature.	Up to Rs.5,000/- in each case subject to a limit of Rs.2 lakh per anum
49	To sanction of purchase of books/periodicals/magazines/e-books etc.	Full power
50	Entertainment	Full power as per company rules
51	Sanction of advance to dependents of employyes in case of death while on duty	Up to a limit of Rs.5,000/- in each case subject to realisation from the dues of the deceased employee
52	(a) Sanction of expenditure on public relation advertisement	Full power as per company rules
	(b) Sanction of expenditure on photography	Full power
	(c) Sanction of expenditure on press tour to the field Area	Full power as per company rules
	(d) Sanction of expenditure on entertainment of press members in the guest house	Full power as per company rules

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PROPOSED		
SL. No.	Nomenclature	Power
53	Power to sanction Financial Assistance/Grant-in-aid to colliery Institutions such as canteen, Worker's institute, staff Recreation Club/Recreation Center, schools as per rules prevailing on the subject/instructions passed on from time to time	Full power
54	Power to approve change of home address in respect of employees	Full power subject to rules of company
55	Power to sanction expenditure in respect of games/cultural activities	Up to Rs.5,000/- in each case subject to budget provision
56	Institute, defend, compound or abandon legal proceedings or refer claims to Arbitration and execute power of attorney and vakalatname, plaints, written statements and all other documents and papers in connection with cases in law court etc. for and on behalf of the company.	Full power
57	Sign lease agreements for acquiring residential flats, office, hire furniture/equipment/transport vehicle and such as air conditioner, generator, water pump, etc.	Full power

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PROPOSED		
SL. No.	Nomenclature	Power
58	Accord administrative approval/sanction of training programmes initiated for the training of the employees of the company within BCCL and in other institutes located in the country	Full power
59	Introduction of training course, departmental examination, recruitment examination and other related matters required for management development	Full power
60	Incur expenditure towards running in-company training programmes	Full power
61	Sanction payment of honorarium to external and internal faculty members as per rules of the company	Full power
62	Purchase of books, periodicals, journals for the library	Full power
63	Approve nomination of the employees to external training course within the country	Full power subject to recommendation of respective Directors/Head of the Department