



भारत कोकिंग कोल लिमिटेड  
**Bharat Coking Coal Limited**

*(A Mini Ratna Company)*

(A Subsidiary of Coal India Ltd.)

CIN: U10101JH1972GOI000918

**बोर्ड सचिवालय / Board Secretariat**

Ref. No.BCCL:CS:F-:44:349

Dated: 30<sup>th</sup> June, 2015

**Office Order**

The FDs in its meeting held on 26.06.2015 has been pleased to delegate the powers to **GM (E&M)**, BCCL as mentioned in enclosed Annexure, subject to the following:

- (a) The powers shall be exercised in accordance with the Company's rules, regulations and instructions issued from time to time.
- (b) The powers shall not be exercised for sanctioning expenditure which directly or indirectly for his own advantage. If otherwise, this should be brought to the notice of the next higher authority and his approval obtained in writing before the expenditure is incurred.
- (c) The expenditure shall not be incurred for the benefit of a particular person or community except where it arises out of a claim enforceable in the Court of Law or where that is in accordance with the accepted policy of the Govt. of India.
- (d) The sanction shall not be split up for the purpose of avoiding the ceiling limits, wherever applicable.
- (e) The expenditure shall be incurred with requisite financial concurrence, wherever applicable.

These delegation of powers will come into force with immediate effect and will supersede all previous delegation of power issued earlier.

Sd/-  
(B.K. Parui)  
Company Secretary

**Distribution:**

1. GM E&M, BCCL
2. GM (F) I/c, BCCL
3. T.S. to CMD/D(T)OP/D(T)P&P/D(F)/D(P)

| SI No. | Head of DOP   | Extent of Authority   | Remarks   |
|--------|---|---|---|
| 1.     | <b>PERSONNEL:</b>   |   |   |
| 1.1    | Sanction of tour within the Company's jurisdiction  | Full in respect of employees working under him/her  | <p>1. For self-sanction, approval of the concerned Director will be required.</p> <p>2. All tours outside the jurisdiction of BCCL will require approval of Director.</p> <p>However for tour to Bangalore, Chennai, Delhi, Kolkata (except CIL BCCL Kolkata Office &amp; Coal Controller's Office) and Mumbai, approval of CMD will be required.</p> |
| 1.2    | Sanction of Advance/Final Bill for TA/Transfer TA/LTC/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 of Medical Services and after approval of Competent Authority.  |
| 1.3    | Grant of CL, HPL/SL and EL/PL and acceptance of certificate after leave on medical grounds.   | Full in respect of all Non-Executives of the Department.<br>For Executives, approval of the Director will be required. He will be the recommending authority. |   |
| 1.4    | Sanction of Leave Encashment/ Encashment of Block Year LLTC.  | Full in respect of self and all executives and Non-Executives of the Department.  | As per CIL Rules  |
| 1.5    | 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 self, employees and executives working under him.  | As per Medical Attendance and other applicable Rules.   |
| 1.6    | 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 Power  | As per laid down Rules.   |
| 1.7    | Overtime  | Full power for the employees working under him/her within the ceiling communicated by the concerned Director.   |   |
| 1.8    | Approving expenditure against sanctioned imprest.   | Full power as per rules and laid down norms.  | Imprest will be sanctioned by the concerned Director.   |

**General & Miscellaneous**

| SI No. | Head of DOP   | Extent of Authority  | Remarks |
|--------|---|--|---------|
| 2.1    | Fitness certificate   | Full power as per rules.   |         |
| 2.2    | Acceptance of Bill.   | As stipulated in the contract or terms of payment  |         |
| 2.3    | Purchase against Revenue Budget.<br>i) Rate contract Items.   | Full power for which he is the direct demanding officer. Financial concurrence is to be obtained.  |         |
|        | ii) Emergent local purchase.  | Power to purchase emergency requirements. Monthly total purchase on this account is not to exceed Rs. 25,000/- . Non-availability in stores is to be certified. Financial concurrence is to be obtained. |         |
| 2.5    | Issue of stores in accordance with contract/ work order provisions.                                       | Full power.  |         |
| 2.6    | Payment of demurrage/ wharfage bills both incoming and outgoing components (stores and equipments)        | Full power as per rule with financial concurrence.   |         |
| 2.7    | Purchase / contract (calling and acceptance of tender and awarding the work order) - Revenue nature only. |  |         |
| (a)    | Open Tender – Lowest  | Upto ₹12 lakh with financial concurrence and budget provision.   |         |
| (b)    | Limited Tender – Lowest   | Upto ₹2 lakh with financial concurrence and budget provision.  |         |
| (c)    | Single tender against open/limited tender   | Upto ₹50,000/- with financial concurrence and budget provision.  |         |
| 2.8    | Alteration in designs/ specifications etc.  | Full power as per NIT/Tender documents/agreement.  |         |
| 2.9    | Technical approval of Indent  | Full power within the budget.  |         |
| 2.10   | Power to sign agreement.  | Full power to sign agreement after approval of the competent authority.  |         |
| 2.11   | Purchase of books and periodicals.  | Upto ₹5,000/- per annum.   |         |
| 2.12   | Contingent Expenditure including sundry and miscellaneous expenditure.                                    | Full powers upto ₹30,000/- per annum subject to limit of ₹ 1000/- in each case.  |         |
| 2.13   | Repairs of office equipment and furniture etc. on negotiated basis without tender.                        | ₹1000/- per item and maximum ₹ 25,000/- per annum.   |         |