



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-:44:350

Dated: 30th June, 2015

Office Order

The FDs in its meeting held on 26.06.2015 has been pleased to delegate the powers to **GM (F) I/c**, 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 (F) I/c, BCCL
2. 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.	PERSONNEL:		
1.1	Sanction of tour within the Company's jurisdiction	Full in respect of employees working under him/her	1. For self-sanction, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director. However for tour to Bangalore, Chennai, Delhi, Kolkata (except CIL BCCL Kolkata Office & Coal Controller's Office) and Mumbai, approval of CMD will be required.
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. 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-imbursment of the Prescribed Medicines which are re-imbursable 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			
	Head of DoP	Extent of Authority	Remarks
2.1	To render financial advice in matters having financial impact.	Full power within the limits of DoP of Directors.	
2.2	Expenditure on courts fees, stamps, obtaining certified copies of documents/ judgments.	Full power subject to budget provision and financial concurrence.	
2.3	Purchase - Against Revenue Budget.	Emergency / miscellaneous purchase of printing & other office stationery items not exceeding ₹ 25000 a year and no individual items is to exceed Rs. 1000/-.	
2.4	Purchase of books relevant to his division and periodicals dailies magazines.	Upto ₹ 20,000/- per annum. Books to be properly recorded and receipt and issue maintained properly.	
2.5	Acceptance & Payment of Rly. Freight, telephone, power charges.	Full power.	
2.6	Acceptance of Bill.	As stipulated in the agreement/contract.	
2.7	Contingent Expenditure including sundry and miscellaneous expenditure.	Full powers upto ₹ 30,000/- per annum subject to limit of Rs. 1000/- in each case.	
2.8	To remit fund to Area/ Calcutta office & other offices of CIL/BCCL and operate all Bank/ Cash matters of BCCL.	Full power.	
2.9	Repairs of office equipment and furniture etc. on negotiated basis without tender.	₹1000/- per item and maximum ₹ 10,000/- per annum.	