



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-:44:224

Dated: 11.05 2015

**Office Order**

The FDs in its meeting held on 24.04.2015 has been pleased to delegate the powers to HOD (Admn.) 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. HOD (Admn.)
2. GM (F) I/c,
3. T.S. to CMD/D(T)OP/D(T)P&P/D(F)/D(P)

	Head of DoP	Extent of Authority	Remarks
<b>1.</b>	<b>PERSONNEL:</b>		
1.1	Sanction of tour within the Company's jurisdiction	Full in respect of employees working under them.	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 Medical Officer 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-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 Powers	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.

2.0	<b>General &amp; Miscellaneous</b>		
2.1	Technical approval of Indent	Full power within the allocated budget	
2.2	Acceptance of Bill.	As stipulated in the contract or terms of payment	
2.3	Sanction of Miscellaneous and petty expenditures (other than tea, coffee and snacks).	Upto ₹5,00/- in each case with a ceiling of ₹6,000/- per annum.	
2.4	Power to incur contingent expenditure.	To spend in contingencies and emergencies upto ₹25000/- per annum with financial concurrence.	
2.5	Powers to incur expenditure for repair and maintenance of vehicles, office equipment, furniture & fittings, office building and house hired by the Company kept at the disposal of the department under him.	Full power with financial concurrence and subject to budget provision subject to a maximum of ₹5 lakh.	
2.6	Expenditure on official meetings and functions	Upto a ceiling of ₹20, 000/- per occasion subject to budget provision.	
2.7	Power to hire furniture and other articles.	Full powers upto ₹10, 000/- per occasion and subject to maximum of Rs. 1,00,000/- per annum subject to Budget provision and financial concurrence.	
2.8	Emergency/ Miscellaneous purchase of printing, stationary maintenance goods and other office assistance	Upto ₹1,00,000/- per annum and no individual item is to exceed ₹2,500/- in each case, subject to budget provision and financial concurrence.	
2.9	Power to incur expenditure for repair and maintenance of vehicles, office equipments, furniture, fitting, office building and house hired by the company.	Full power with financial concurrence and subject to budget availability.	
2.10	<b>Purchase / contract (calling and acceptance of tender and awarding the work order) - Revenue nature only.</b>		
i)	Open Tender – Lowest	Upto ₹12 lakhs with financial concurrence and budget provision.	
ii)	Limited Tender – Lowest	Upto ₹5 lakh with financial concurrence and budget provision.	

iii)	Single tender against open/limited tender	Upto ₹50,000/- with financial concurrence and budget provision.	
iv)	Without inviting Tender against approved schedule of rates.	Upto ₹25,000/- with financial concurrence and budget provision in urgency.	Subject to a ceiling of ₹10 lakh p.a.
2.11	Power to Hire Vehicles	Full power upto ₹20000, each case under SOR in urgency	Subject to a ceiling of ₹5 lakh p.a.
2.12	Expenditure on court fees, stamps, obtaining certified documents/judgments	Full powers subject to budget provision and financial concurrence.	