



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:

Dated: 8th August, 2015

Office Order

The FDs in its meeting held on 26.06.2015 has been pleased to delegate the powers to **Head of the Department (CSR)**, 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. HOD (CSR)
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.	PERSONNEL:		
1.1	Sanction of tour within the Company's jurisdiction	Full in respect of Non-executives and Executives 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 & 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. For Self and Executives, approval of the Director will be required.	
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of all executives and non-Executives of the Department. For self, approval should be obtained from next higher authority.	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, non-executives 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	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.

General & Miscellaneous

Sl. No	Head of DoP	Extent of Authority	Remarks
2.1	Purchase of books, periodicals & papers.	Up to ₹5,000/- per annum.	
2.2	Acceptance and payment of Telephone bills etc.	Full powers with financial concurrence.	
2.3	Power to sign agreement.	Full powers to sign agreement after approval of the competent authority.	
2.4	Acceptance of Bill.	As stipulated in the agreement/contract.	
2.5	Technical approval of Indent	Full powers within the allocated budget	
2.6	Repairs of office equipment and furniture etc. on negotiated basis without tender.	₹1000/- per item and maximum ₹ 10,000/- per annum.	