



भारत कोकिंग कोल लिमिटेड
Bharat Coking Coal Limited
(A Mini Ratna Company)
(A Subsidiary of Coal India Ltd.)
(www.bcclweb.in)

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बोर्ड सचिवालय / Board Secretariat

Ref. No.BCCL:CS:F-DoP:44: 66

Dated:02.04.2022

Office Order

Sub: Revised Delegation of Powers of CMD.

In supersession of all earlier orders the revised Delegation of Powers as circulated by CIL in respect of CIL/Subsidiary Board, Committee of FDs headed by CMD CIL/ Subsidiary, CMD, CIL /Subsidiary along with Enclosures I & II and Annexures I, II, III, IV & V as well as notes to the Annexures/ Guidelines on DoP are being issued for implementation with immediate effect.

Further, this is to state that for the Delegation of Powers mentioned in Enclosure -II but not specifically mentioned in Enclosure -I, CMD shall have full powers to exercise even though Enclosure -II is meant for implementation at CIL only.

This issues with the approval of the competent authority.


(B.K. Parui)
Company Secretary

Distribution:

1. CMD/ FDs
2. CVO, BCCL
3. GM (Finance) I/c.
4. All GMs of Areas/ Washeries
5. All HODs of HQ.
6. TS to D(T)OP/D(T)P&P/D(F)/D(P)/CMD.
7. GM(System), BCCL: To upload the revised DoP in the website of BCCL

Revised Delegation of Powers of Board, CFDs & CMDs of CIL & Subsidiaries					
Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
1	Company Matters : -				
i.	To Borrow Money	Full Powers in terms of Section 179(3) (d) of Companies Act , 2013 read with first provision subject to rules and regulations framed by the Central Government in this regard from time to time.			
ii.	To Invest Company's funds and deal with investments other than those invested in accordance with CIL's Uniform Deposit Policy	Full Powers in terms of Section 179(3) (e) of Companies Act,2013 read with first provision subject to rules and regulations framed by the Central Government in this regard from time to time.			
iii.	To grant loans or give guarantee or provide security in respect of loan.	Full Powers in terms of Section 179(3) (f) of Companies Act,2013 read with first provision subject to rules and regulations framed by the Central Government in this regard from time to time.			
iv.	To open accounts with Banks and draw money	Full Powers			

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
2	Financial Matters : -				
i.	Re-allocation of Capital Budget		<i>Full powers within the approved Budget</i>	<i>Within 15% of the approved Budget</i>	
ii.	Re-appropriation of Revenue Budget		<i>Full powers within the approved Budget</i>	<i>Within 15% of the approved budget from one head to another.</i>	
iii.	Capital & Revenue Expenditure either in excess or savings of sanctioned estimates / Deviation in estimates				<p>Upto 10% of total cost : Same as Tender Approving Authority limited to CMD CIL/ Subsidiary</p> <p>Beyond 10% of total cost : One step higher limited to Committee of FDs of CIL/Subsidiary</p>
iv.	Foreclosure/ termination and cancellation of Capital & Revenue Contracts including purchase orders				<p>For Capital Contracts : Same as Tender Approving Authority limited to Committee of FDs of CIL/Subsidiary</p> <p>For Revenue Contracts : Same as Tender Approving Authority limited to CMDs of CIL/Subsidiary</p>
v.	Sanction for Statutory Payments			Full powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
vi.	Sanction for payment of fines and penalties	Full powers	Upto ₹1,00,000/- in each case, subject to a limit of ₹10 Lakhs per annum for reasons to be recorded.	Upto ₹50,000/- in each case, subject to a limit of ₹5 lakhs per annum for reasons to be recorded.	
vii.	Advance/deposit against work (subject to the underlying condition that no cost escalation is allowed on such job) :- (i). Central/ State Government authorities /bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.		-	Full Powers	
	(ii). Other than above		Full Powers	Upto ₹25 Lakhs in each case	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
3	Sanction of Capital Works :-				
i.	New projects/schemes included in the approved budget but Project Report / Scheme is yet to be approved.	<i>CIL Board : Beyond ₹250 Crores in each case</i> <i>Subsidiary Board : Beyond ₹200 Crores in each case</i>	<i>CFDs, CIL : Beyond ₹100 Crores and upto ₹250 Crores in each case</i> <i>CFDs, Subsidiary : Beyond ₹75 Crores and upto ₹200 Crores in each case</i>	<i>CMD, CIL : Upto ₹100 Crores in each case.</i> <i>CMDs , Subsidiary : Upto ₹75 Crores in each case</i>	
ii.	Capital expenditure in anticipation of inclusion in the budget	<i>CIL Board : Beyond ₹100 Crores in each case</i> <i>Subsidiary Board : Beyond ₹75 Crores in each case</i>	<i>CFDs, CIL : Beyond ₹5 Crores and upto ₹100 Crores in each case</i> <i>CFDs, Subsidiary : Beyond ₹4 Crores and upto ₹75 Crores in each case</i>	<i>CMD, CIL : Upto ₹5 Crores in each case.</i> <i>CMDs , Subsidiary : Upto ₹4 Crores in each case.</i>	
4	Procurement of Goods and Award of Works & Services :-				
i.	For CIL			<i>Refer Annexure-I</i>	
ii.	For Subsidiaries of CIL			<i>Refer Annexure-II</i>	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
5	Sanction of Estimates / Indents for Procurement of goods / works / services :-				
i.	Sanction of Indents for Procurement of goods	<i>Refer Annexure-III</i>			
ii.	Sanction of Estimates for award of works & services	<i>Refer Annexure-IV</i>			
6	Award of Work to CMPDI on nomination basis				
i.	Award of Work to CMPDI on nomination basis			Full powers to CMDs of Subsidiaries and D(T),CIL	
7	Write off of Assets :-				
i.	Write off of Assets	Full powers with the recommendations of respective Audit Committee			
8	Survey off :-				
i	Survey off buildings /railway sidings & corridors/ other mining infrastructure/ office furniture / fixtures/ equipment / vehicles /aircraft / plant & machinery / telecomm equipment / other assets				
a.	Premature Survey Off	Full Powers			
b.	Other than premature survey-off			Full powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
9	Sale of coal, rejects and other allied products : -				
i	Sale of Non-Coking Coal	Full powers to CIL Board			
ii	Sale of Washed Coking Coal, Washed Non-Coking Coal, Coking Coal, rejects and other allied products	Full powers to the respective Subsidiaries' Board.			
10	Sale / Disposal of other moveable items including scrap : -				
i.	Sale / disposal of any acquired moveable property other than scrap			Full Powers	Should be in accordance with the following CIL Policies together with other Rules / Policies/ Guidelines framed by CIL/GOI from time to time: 1. Policy for disposal of Scrap 2. E-Waste Management Policy In case of incongruity , the Policies shall prevail over this DOP
ii.	Sale of Scrap			Full Powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
II	Establishment Matters :-				
i.	Sanction for all kinds of leave as per rules			Full powers Study leave to be sanctioned by CMD,CIL	
ii.	Sanction of all types of Loans & Advances to employees			Full powers	
iii.	Sanction of all types of employee allowances as per rules			Full powers	
iv.	Sanction of Miscellaneous advances to employees for official purposes			Full powers	
v.	Reimbursement of Medical Expenditure as per rules			Full powers	
vi.	Sanction overtime / pension / family pension / gratuity/leave encashment /NPS / workmen's compensation etc.			Full powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
vii.	Accept fitness certificate to join duty after leave on medical/ sick ground			Full powers	
viii.	Approve tour programme			Full powers	
ix.	Sanction continuous halt in excess of prescribed limit for drawal of full DA.			Full powers	
x	Allow travel by Rail/ Air in a class higher than entitled and by a route other than the shortest or cheapest for exigencies of work.			Full powers	
xi.	Allow stay at hotel in a class higher than entitled for exigencies of work.			Full powers	
xii.	Waive producing of money receipt, ticket no. etc., for TA/LTC			Full powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
xiii.	Waive time limit for submission of all types of personnel claims			Full powers	
xiv.	Accept cancellation charges on Rail/ Air tickets in case of journeys on tour/ LTC/ transfer for exigencies of work			Full powers	
xv.	Sanction of subsistence allowance				As per the extant rules.
xvi.	Purchase general/ technical/ professional books/ periodicals/ magazines/ journals including soft copies & newspapers etc.			Full powers	
xvii.	Depute any employee of the Company to workshops, seminars, training programmes, etc.			Full powers Foreign programmes to be sanctioned by CMD,CIL	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
12	Legal Matters :-				
i.	Reimbursement of legal and incidental expenses incurred in cases arising out of the official duties of the employees for attending legal cases.			Full powers	
ii.	Appoint Arbitrators on behalf of the company in case of any disputes with suppliers/contractors etc.			Full powers	
13	Personnel and Welfare measures :-				
i.	Creation of Posts				
	(a) For Executives	Full Powers to CIL Board			
	(b) For Non-Executives	Full Powers to CIL / Subsidiary Board			
ii.	Executives :-				
	(a) Appointment			Full powers to CMD, CIL on recommendation of the Selection Committee.	
	(b) Formation of Committee for selection of executives for E-7 Grade and above.			Full powers to CMD, CIL	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks	
	(d) Power of award and prizes to executives			Full powers <i>including on occasions like Foundation Day, May Day, Hindi Diva s Day, etc.</i>		
	(e) Power of transfer of executives		<i>Inter – company transfers : Full powers to CFDs,CIL</i>	<i>Within Company Transfers : Full powers</i> <i>Inter–departmental transfers : Full powers</i>		
	(f) Power of deputation on special or specific duties and accepting Resignation			Full powers to CMD,CIL		
iii.	Approval for compassionate employment to dependents of deceased executives			Full powers		
iv.	Termination / compulsory retirement / voluntary retirement / demotion / compulsory proceeding on leave in accordance with rules for executives			Full powers		
v.	Suspension or taking disciplinary action or award punishment / termination of services for executives	As per CIL CDA Rules, 1978				

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
14	Consultants :-				
i.	Appointment of Consultants on nomination basis	Full powers	Individual consultants : Full powers	Company / Partnership firms / LLPs : Full powers	Refer Annexure-V
15	Land Matters :-				
i.	<p>Land compensation including:-</p> <p>(i). Compensation of Tenancy Land acquired under any mode, Govt land Compensation and NPV, <i>penal</i> NPV, cost of Compensatory Afforestation (CA), <i>penal</i> CA, miscellaneous cost as demanded by respective State Government for procedure of Forestry Clearance.</p> <p>(ii). Cost of R&R as per State Policy/RFCTLARR Act 2013/ CIL Policy Central/ State Govt Circulars</p>			<p>(i) CMDs of Subsidiaries – Full powers if quantum of land is as per the PR and value of land is as per extant Acts, Rules and prevalent rates.</p> <p>(ii) Full powers</p>	<p>Other than point (i), the following powers are delegated</p> <p>a. CMDs of CIL/Subsidiaries – Upto ₹20.00 Crores – Full powers</p> <p>b. CFDs of CIL/Subsidiaries – Beyond ₹20.00 Crores upto ₹100.00 Crores – Full powers</p> <p>c. CIL/Subsidiaries Board – Beyond ₹100.00 Crores – Full powers</p>
ii.	License / lease Company's Land	<i>As per approved policy</i>	<i>As per approved policy</i>	<i>As per approved policy</i>	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
16	Miscellaneous :-				
i.	Purchase of accessories / spare parts for computers, laptops and other peripherals , repairing of computers, laptops, printers and other equipments and purchase of software licence other than those under the approved scheme, if not available in GeM portal		Full powers	Upto ₹5 Crores each year	
ii.	Incurring expenses of contingent nature on meetings, conferences, workshops, knowledge day, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc.			Full powers	
iii.	Incurring expenses of contingent nature for production items		Full Powers	Upto ₹ 5 Crores in each case with a ceiling of ₹25 Crores in a year.	
iv.	Incurring expenses on entertainment for official purposes		Upto ₹2 lakhs in each case, subject to a limit of ₹1 Crore per annum	Upto ₹ 1 lakh in each case, subject to a limit of ₹50 lakhs per annum	
v.	Approval for Grants & Donations		Full powers	Upto ₹2.00 lac in each case, subject to a limit of ₹50 lakhs p.a	

N.B:

1. Area GMs / Heads of Establishments are authorized to exercise the same powers as delegated to GMs/HODs of CIL/Subsidiaries.

2. CFDs are authorised to delegate the powers of Area GMs/ GMs/ Heads of Establishments to other HODs, if deemed fit.

DOP of CFDs, Chairman & FDs of CIL on Procurement of Goods and Award of Works & Services

Annexure-I

(Amount in ₹ Crores - rounded off)

Item of Procurement	Committee of Functional Directors headed by Chairman	Chairman, CIL	Functional Directors (FDs)	Executive Directors (EDs)	General Manager /HODs
1. Open tender					
<i>a. Lowest tender</i>					
i. Capital exp for goods	1,000.00	50.00	37.50	17.50	12.50
ii. Capital exp for works & services	1,000.00	20.00	15.00	7.00	5.00
iii. Revenue exp for goods	Full Powers	25.00	18.75	8.75	6.25
iv. Revenue exp for works & services		20.00	15.00	7.00	5.00
<i>b. Resultant Single Tender</i>	25% of DoP				
2. Single Tender for proprietary items					
i. Capital exp for goods	200.00	20.00	15.00	7.00	5.00
ii. Capital exp for works & services	100.00	5.00	3.75	1.75	1.25
iii. Revenue exp for goods	100.00	5.00	3.75	1.75	1.25
iv. Revenue exp for works & services	100.00	5.00	3.75	1.75	1.25
3. Single Tender for non-proprietary items and on nomination basis (except for appointment of consultants)					
i. Capital exp for goods	25.00	5.00	3.75	1.75	1.25
ii. Capital exp for works & services	20.00	5.00	3.75	1.75	1.25
iii. Revenue exp for goods	20.00	5.00	3.75	1.75	1.25
iv. Revenue exp for works & services	20.00	5.00	3.75	1.75	1.25
4. Limited tender					
i. Capital exp for goods	100.00	25.00	18.75	8.75	6.25
ii. Capital exp for works & services	75.00	10.00	7.50	3.50	2.50
iii. Revenue exp for goods	75.00	12.50	9.50	4.50	3.25
iv. Revenue exp for works & services	75.00	10.00	7.50	3.50	2.50
Resultant Single Tender	25% of DOP				

Notes:-

1. *In case of Revenue expenditure bundled with Capital expenditure, the Delegation of Power relevant to Capital expenditure would apply. Example:- Sourcing of spares under AMC/CMC along with Capital equipment whether delivery is immediate or not.*

2. *In case of Resultant Single Tender, the following points must be ensured:-*

- a. No splitting of the contract will be allowed*
- b. The reasons for the same are to be recorded in writing*
- c. The NIT was satisfactorily advertised and sufficient time was given for submission of bids.*
- d. The qualification criteria were not unduly restrictive , and*
- e. Prices are reasonable in comparison to market value.*

3. *In case of purchase from OEM at the time of purchase, efforts should be made to obtain upfront a list of original parts manufacturer/proven source as recommended by OEM. In case of existing equipment, a similar declaration/authorization may be obtained.*

4. *In case of Limited Tender for Procurement of goods and award of work & services, the following points must be ensured:-*

- a. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify more number of approved suppliers to obtain more responsive bids on competitive basis.*
- b. Copies of the bidding document should be sent directly by speed post / registered post / courier / email / e-portal / GeM to firms which are borne on the list of registered suppliers. Proof of delivery of the bidding document must be obtained.*
- c. Sufficient reasons to go for such limited tender must be recorded in writing by the competent authority.*
- d. Empanellement of suppliers and Limited Tender Enquiry from such empanelled suppliers must be encouraged.*

5. *For Single Tender (Without Proprietary Article Certificate) / On Nomination Basis : Approval of Director Concerned of CIL/Subsidiary should be obtained.*

6. *Powers for procurement of goods and award of works and services have been delegated upto the level of GMs/HODs*

DOP of ESC, CFDs, CMD & Other Executives of Subsidiaries on Procurement of Goods and Award of Works & Services

Annexure-II

(Amount in ₹ Crores - rounded off)

Item of Procurement	Committee of Functional Directors headed by Chairman	CMD, Subsidiaries	Functional Directors (FDs)	General Manager /HODs
1. Open tender				
<i>a. Lowest tender</i>				
i. Capital exp for goods	750.00	37.50	18.75	9.50
ii. Capital exp for works & services	750.00	15.00	7.50	3.75
iii. Revenue exp for goods	Full Powers	18.75	9.50	4.75
iv. Revenue exp for works & services		15.00	7.50	3.75
<i>b. Resultant Single Tender</i>	25% of DOP			
2. Single Tender for proprietary items				
i. Capital exp for goods	150.00	15.00	7.50	3.75
ii. Capital exp for works & services	75.00	3.75	2.00	1.00
iii. Revenue exp for goods	75.00	3.75	2.00	1.00
iv. Revenue exp for works & services	75.00	3.75	2.00	1.00
3. Single Tender for non-proprietary items and on nomination basis (except for appointment of consultants)				
i. Capital exp for goods	20.00	3.75	2.00	1.00
ii. Capital exp for works & services	15.00	3.75	2.00	1.00
iii. Revenue exp for goods	15.00	3.75	2.00	1.00
iv. Revenue exp for works & services	15.00	3.75	2.00	1.00
4. Limited tender				
i. Capital exp for goods	75.00	18.75	9.50	4.75
ii. Capital exp for works & services	60.00	7.50	3.75	2.00
iii. Revenue exp for goods	60.00	9.50	4.75	2.50
iv. Revenue exp for works & services	60.00	7.50	3.75	2.00
Resultant Single Tender	25% of DOP			

Notes:-

** For areas having annual production in excess of 20 MT, Area GMs are authorised to exercise their delegated powers for procurement of goods and award of work and services for both capital and revenue items upto 1.50 times their delegated powers.*

*** For projects having annual production in excess of 10 MT, Project Officers are authorised to exercise their delegated powers for procurement of goods and award of work and services for both capital and revenue items upto 1.50 times their delegated powers.*

1. In case of Revenue expenditure bundled with Capital expenditure, the Delegation of Power relevant to Capital expenditure would apply. Example:- Sourcing of spares under AMC/CMC along with Capital equipment whether delivery is immediate or not.

2. In case of Resultant Single Tender, the following points must be ensured:-

- a. No splitting of the contract will be allowed*
- b. The reasons for the same are to be recorded in writing*
- c. The NIT was satisfactorily advertised and sufficient time was given for submission of bids.*
- d. The qualification criteria were not unduly restrictive , and*
- e. Prices are reasonable in comparison to market value.*

3. In case of purchase from OEM at the time of purchase, efforts should be made to obtain upfront a list of original parts manufacturer/proven source as recommended by OEM. In case of existing equipment, a similar declaration/authorization may be obtained.

4. In case of Limited Tender for Procurement of goods and award of work & services, the following points must be

- a. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify more number of approved suppliers to obtain more responsive bids on competitive basis.*
- b. Copies of the bidding document should be sent directly by speed post / registered post / courier / email / e-portal / GeM to firms which are borne on the list of registered suppliers. Proof of delivery of the bidding document must be obtained.*
- c. Sufficient reasons to go for such limited tender must be recorded in writing by the competent authority.*
- d. Empanellement of suppliers and Limited Tender Enquiry from such empanelled suppliers must be encouraged.*

5. For Single Tender (Without Proprietary Article Certificate) / On Nomination Basis : Approval of Director Concerned of CIL/Subsidiary should be obtained.

6. Powers for procurement of goods and award of works and services have been delegated upto the level of GMs/HODs

DOP of CMD & Other Executives of CIL & Subsidiaries on Indent Approval

(Amount in ₹ Crores - rounded off)

Indent for procurement of Goods	Functional Directors (FDs) of CIL/ Subsidiaries	Area General Managers of Subsidiaries *	Project Officers of Subsidiaries	GMs/HODs of CIL/ Subsidiaries
<i>Revenue Items</i>	Full powers	1.00	0.25	0.25
<i>Capital Items</i>	Full powers *	0.20	0.10	0.10

* *FDs, CIL/Subsidiaries* are competent to approve indent for new requirement of Capital Items as per sanctioned project reports / feasibility reports, schemes etc. and also for capital items required for office premises and other establishments like conference/training halls, guest house, official residences and bungalows etc and for day to day official works with respect to their respective Directorate.

DOP of CMD & Other Executives of CIL & Subsidiaries on Estimate Approval

(Amount in ₹ Crores - rounded off)

Estimate for award of Works & Services	CMD Subsidiaries & D(T),CIL	Functional Directors (FDs) of Subsidiaries	Area General Managers of Subsidiaries	Project Officers of Subsidiaries	GMs/HODs of CIL/Subsidiaries
<i>Revenue Items</i>	Full Powers	15.00	2.00	0.50	0.50
<i>Capital Items</i>	Full Powers	15.00	0.20	0.10	0.10

Guidelines for Appointment of Consultant Organisations

1. *These Guidelines shall include the appointment of entities as :*

- i. Technical Experts*
- ii. Auditors (except Statutory Auditors who are appointed by C&AG)*
- iii. Stock Verification Consultants*
- iv. Lawyers*
- v. Consultant for Company Secretarial matters*
- vi. Management Consultants*
- vii. Tax Consultants*
- viii. Company law consultants*
- ix. Any other consultants as may be decided by the competent authority.*

2. *These guidelines shall not apply to full time/part time advisors for which appropriate guidelines have already been framed by the Company.*

3. *Efforts should be taken to design the eligibility criteria in such a manner that Indian consultancy firms are given priority over foreign counterparts.*

4. *International experience should be given preference in cases only when the Indian firm/Company is a subsidiary/associate/JV of the concerned foreign body. Care should be taken for such cases where Indian companies having similar names as of the foreign body having no or very less experience may take advantage.*

5. *The remuneration structure of the consultants must be framed before the appointment process is floated and the same must not be based on LI criteria. It is important for the company to appoint good quality consultants and payment of reasonable remuneration will result in the appointment of quality consultants.*

6. *At least 33-50% points should be given for the presentation to be made by the consultants to be appointed before the appropriate Committee in respect of :*

- i. Infrastructure of Office*
- ii. Software / Hardware usage*
- iii. Approach towards the concerned job*
- iv. Proposed strategy and its implementation*
- v. Detailed scope and understanding of the assignment.*

7. *While appointing, it must be made clear to the appointees that they are to remain accountable for their Report and Advice in all cases and shall give appropriate affidavit / declaration to the Company before taking the assignment.*

8. *The appointed Consultant while accepting the assignment must specify the team members and must ensure in writing that at least 10% man-hours required for the assignment shall be devoted by the senior consultant/partner of the firm in letter and spirit. It is also important to ensure that such senior consultant/partner authenticate the report and is present during the time of presentation of final report.*

9. *The appointment procedure shall generally be by way of open tender (Fee and selection criteria is to be pre-determined) except in cases of urgency when limited tender may be floated. Even in cases of such urgency, it shall be mandatory to publish the requirement adequately in advance in the CIL e-tender website/eprocure.gov.in/GEM portal.*

10. The requirement of open tender shall not apply to Institutions of National repute like IITs, IIMs, ISM, ICAI, ICSI, ICMAI and similar bodies established under an Act of Parliament / Institutes of national or international repute and likewise as recorded in writing by the appointing authority.

11. While appointing consultants, no preference of location or proximity to be given except in special cases where the same is justified and that too after proper justification and approval by the competent authority.

12. The appointment of Consultants must adhere to the following limits :

i. Board of Directors : Full powers

ii. Committee of Functional Directors headed by CMD : Full powers for Individual Consultants

iii. Chairman / CMD : Full powers for Company/Partnership firm/LLP Consultants

iv. Functional Directors / CVO for respective functions : Upto ₹25 lakhs in each case subject to a limit of ₹2 Crores per annum for Company/Partnership firm/LLP Consultants. However, the same must be informed to the Board.

v. Executive Directors for respective functions : upto ₹10 lakhs for Company/Partnership firm/LLP Consultants. However, the same must be informed to the Board.

vi. GM for respective functions : Upto ₹5 lakhs for Company/Partnership firm/LLP Consultants. However, the same must be informed to the Board.

Second engagement of the same person/entity will be subject to the approval of next higher level, in case appointment is made within a period of 12 months.

The above limits are same for both CIL and its Subsidiaries.

13. While determining terms of appointment for specific assignments / jobs an expert committee can be constituted by the next hierarchy level together with equal number of external experts in the respective field so that the eligibility criteria, scope of assignment, reporting requirement, working papers and documentation and fees and remuneration may be decided.

14. The competent authority may appoint a consultant without inviting any bid based on expertise/reputation of specific person /entity which may be brought on record. **The delegated power in this regard for appointment on nomination basis is limited to 50% of delegated power as above.**

The reason for appointment on nomination basis will be recorded in writing.

Notes to Revised DOP

Sl.No:	Notes
1	DOP is to be exercised under the broad framework of all Rules, Manuals, Policies & Guidelines. In case of incongruity , the latter shall prevail over this DOP.
2	This DOP is for CIL and its Subsidiaries.
3	Financial powers can be exercised by officials as stipulated in the DOP and can not be sub-delegated.
4	In between the Board Meetings , CMD, CIL/Subsidiaries along with two Functional Directors, preferably one of whom is the Director (Finance), may within the ambit of operational necessity and efficiency, assume full powers of the Board provided that a Report is made to the Board soon after the ex-post-facto approval obtained wherever necessary.
5	Empowered Sub-Committee of CIL can approve new projects upto ₹500 Crores . In case of projects above ₹500 Crores , the Project Report would be submitted to the Board with the recommendation of ESC. The Empowered Sub-Committee will consist of following members and they work within the above Delegation of Power. (1) Chairman, CIL (2) Director (Finance) (3) Director (Technical) (4) JS&FA (5) Four Independent Directors, one having Financial background (6) CMD, CMPDI as Permanent Invitee and (7) CMDs of concerned subsidiaries whose project would be invited as Special Invitees. Approved Project Reports act as an administrative approval. Approval of the competent authority is to be obtained for procurements made beyond the approved Project Reports.
6	Functional Directors of Subsidiaries are authorised to exercise around 50% of the powers of CMDs of Subsidiaries on procurement of Goods and Award of Works & Services (subject to rounding off).
7	Any proposal beyond the powers of concerned authority be referred to the next higher authority
8	Irrespective of Grade, executives can exercise higher powers as per their job-profile, if they are acting as such.
9	All policies are to be reviewed once in five (5) years.Till the existing Policies are reviewed, the same may be continued.
10	For according approval to CSR projects ,DoP as per CSR policy of CIL shall be applicable.
11	DOP of CIAL Board & CMD,CIAL as amended by the competent authority from time to time shall continue
12	Existing DoP for R&D Board and Apex Committee as amended by the competent authority from time to time shall continue.
13	All financial limits stated in the DOP are excluding applicable taxes .

General Guidelines on Revised DOP

Sl No:	General Guidelines
1	<i>Delegation of Powers is an effective instrument for expeditious decision making and efficient management.</i>
2	<i>The delegation is made keeping in view the objectives of the company and its accountability to the Government. The Board of Directors of the Company shall be entitled to exercise all such powers and to do all such acts and things as the company is authorised to exercise and do. Hence any proposal which are beyond the delegated powers be placed to the Board for its consideration.</i>
3	<i>Certain guidelines are issued by the Government from time to time and they are applicable to all public sector undertaking and have the same force as if incorporated in the Articles of Association. All delegated powers are circumscribed by these guidelines. In particular, the guidelines issued by the Government are binding in matters like wage and salary structure, perquisites, gratuity, dearness allowance, ex-gratia payments, encashment of leave, etc, which have major financial implications. Any departure from these guidelines or introduction of new schemes have necessarily to be got approved by the Government as they might have repercussions in other companies.</i>
4	<i>It is an accepted principle in the administration of public funds that in all decisions involving financial implications or which entail departure from an agreed norm, the prior concurrence of the Finance shall be obtained. Financial concurrence can be at different levels, at the colliery, in the area, in the company or at the apex, as the case may be.</i>
5	<i>The delegated powers shall be exercised in line with the established procedures.</i>
6	<i>CIL as the holding company is responsible for policies, planning and co-ordination while the subsidiary companies are responsible for all operations. Hence, the decision of the Boards of the subsidiary companies in exercise of their powers shall be final. If in exceptional cases, the CMD, CIL for good and sufficient reasons, considers that a review is necessary for uniformity in all subsidiary companies or otherwise he may place any decisions of the subsidiary companies' Boards for review by CIL Board and the decision of the CIL Board shall be final.</i>
7	<i>The powers in regard to amendment of Articles of Associations, change in share capital, floating of shares and debentures and other company matters are reserved for Government.</i>

Revised DOP of Functional Directors , CVO, ED & GMs/HODs,CIL

Enclosure - II

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
1	Financial Matters (for depts and estb. under administrative control) :-							
	Capital / Revenue Expenditure in excess or i. savings of sanctioned estimates / Deviation in estimates	Upto 10% of total cost : Same as Tender Approving Authority limited to CMD CIL & DT,CIL for NEC Beyond 10% of total cost : One step higher limited to Committee of FDs of CIL						
	ii. Foreclosure/ termination and cancellation of Capital / Revenue Contracts including purchase orders	Capital Contracts : Same as Tender Approving Authority limited to Committee of FDs of CIL Revenue Contracts : Same as Tender Approving Authority limited to CMDs of CIL						
iii.	Sanction for Statutory Payments	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
iv.	Sanction for payment of fines and penalties	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
	Advance/deposit against work (subject to the underlying condition that no cost escalation is allowed on such job):-							
v.	<i>a. Central/ State Government authorities /bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.</i>	<i>Upto ₹ 5 Crores in each case</i>	<i>Upto ₹ 5 Crores in each case</i>	<i>Upto ₹ 5 Crores in each case</i>	<i>Upto ₹ 5 Crores in each case</i>	<i>Upto ₹ 5 Crores in each case</i>	<i>Upto ₹ 10 lakhs in each case</i>	<i>Upto ₹ 10 lakhs in each case</i>
	<i>b. Other than above</i>	Upto ₹5 lakhs in each case	-	-	-	-	<i>Upto ₹ 50000 in each case</i>	<i>Upto ₹ 50000 in each case</i>
vi.	Financial concurrence and to fix the level of concurrence in regard to the quantum of expenditure involved	-	Full powers	-	-	-	-	-
vii.	Concur proposal and render financial advice in all matters and transactions having financial impact	-	Full powers	-	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
viii.	Payment of :-							
	(i). Demurrage and claims including penalties							
	(ii). Staff salary, staff cost, land licence fee, electricity charges, loco hire charges and various miscellaneous claims of railways	Full powers	-	Full powers	-	-	-	-
2	Capital Works :-							
i	New projects / schemes included in the approved budget but Project Report / Scheme is yet to be approved .	<i>Upto ₹75 crores in each case</i>	<i>Upto ₹75 crores in each case</i>	<i>Upto ₹75 crores in each case</i>	<i>Upto ₹75 crores in each case</i>	-	-	-
ii	Capital expenditure in anticipation of inclusion in the budget	<i>Upto ₹4 crores in each case</i>	<i>Upto ₹4 crores in each case</i>	<i>Upto ₹4 crores in each case</i>	<i>Upto ₹4 crores in each case</i>	-	-	-
3	Procurement of Goods and Award of Works & Services (Capital & Revenue) :- Annexure-I							
4	Sanction of Estimates / Indents for Procurement of goods / works / services :-							
	i. Sanction of Indents for Procurement of goods - Annexure III							
	ii. Sanction of Estimates for Award of works & services - Annexure IV							

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
5	Award of Work to CMPDI on nomination basis	Full powers	-	-	-	-	-	-
6	Other than pre-mature Survey off buildings /railway sidings & corridors/ other mining infrastructure/ office furniture / fixtures/ equipment / vehicles /aircraft / plant & machinery / telecomm equipment / other assets pertaining to the respective Directorate	Full powers	Full powers	Full powers	Full powers	Full powers	Upto ₹2 Crore per annum	Upto ₹1 Crore per annum
7	Sale & disposal of Assets /Scrap, Write-off and Survey off (For respective depts and estb. under administrative control) :-							
i.	Sale / disposal of any acquired moveable property including scrap as per the Rules / Policies/ Guidelines framed by CIL/GoI from time to time	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹1 Crore per annum	Upto ₹50 lakhs per annum
ii.	Survey Off (other than pre mature)	Full powers	Full powers	Full powers	Full powers	Full powers	Upto ₹2 Crore per annum	Upto ₹1 Crore per annum
iii.	Sale of Newspapers / other P.R. materials	-	-	-	-	-	-	Full powers

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
8	Supply Orders against Rate / Running Contracts and Depot Agreements provided the requirements and Price-list are approved by the competent authority	-	-	-	-	-	-	Full Powers to GM (MM) of CIL
9	Marketing Matters :-							
i.	Long term linkage of coal demand as per policy guidelines of MoC.	-	-	Full powers	-	-	-	-
ii.	Short term allocation to core/non-core consumers as per policy guidelines of the company	-	-	Full powers	-	-	-	-
iii.	Coal Supply Agreement as per policy guidelines of the company	-	-	Full powers	-	-	-	-
iv.	Lay down policy, procedure, system and commercial terms for sale of coal/coke and other coal products produced by CIL & its subsidiary coal companies and/or sourced through import as per guidelines of the company	-	-	Full powers	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
v.	Approve sale scheme for stock liquidation or sales promotion as per guidelines of the company	-	-	Full powers	-	-	-	-
vi.	Approve/accord priority for supply coal/coke and other coal products on short term basis in the event of exigencies as per policy guidelines of the company	-	-	Full powers	-	-	-	-
vii.	Initiate action for verification and measurement of quantity of coal/coke and other coal products lying at stockyards, coal blending and handling plants for the purpose of disposal or adjustment/write off in respect of valuation of stock as per policy guidelines of the company	Full powers	-	Full powers	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
viii.	Initiate action for verification and measurement of quality of coal products lying in stock in colliery of CIL and its subsidiary coal companies for the purpose of quality assurance to the consumers	Full powers	-	Full powers	-	-	-	-
ix.	Sale of coal/coke & coal products produced by CIL and its subsidiary coal companies through Regional Sales Offices, CIL as per policy guidelines of the company	-	-	Full powers	-	-	--	-
x.	Award contract for loading, unloading, transportation and other works connected with operating stockyards, sale centres, etc.	Full powers	-	Full powers	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
xi.	Call and accept tender of appointment of retailers, dealers, traders etc at and around consumption centres in terms of approved sale schemes of CIL	-	-	Full powers	-	-	-	-
xii.	Approve long term marketing plan, short term off-take/ sales plan, annual sales budget etc., as per policy guidelines of the company	-	-	Full powers	-	-	-	-
xiii.	Approve plan for creation of infrastructure like railway siding, coal handling plant, coal beneficiation plant relating to loading or delivery of coal in respect of CIL and its subsidiary coal companies.	-	-	Full powers	-	-	-	-
xiv.	Approve/sanction expenditure on collection and analysis of coal sampling and other material relating to quality assurance programme.	-	-	Full powers	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
10	Settlement of Disputes as per Policy / Guidelines	Full powers in respect of supplies / contracts for which he is the sanctioning authority	Full powers in respect of supplies / contracts for which he is the sanctioning authority	Full powers in respect of supplies / contracts for which he is the sanctioning authority	Full powers in respect of supplies / contracts for which he is the sanctioning authority	Full powers in respect of supplies / contracts for which he is the sanctioning authority	-	-
11	Establishment Matters (for employees working under dept. and estb. of respective directorates):-							
	i. Sanction for all kinds of leave (excluding study leave) as per rules	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
	ii. Sanction of all types of Loans & Advances to employees	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
	iii. Sanction of all types of employee allowances as per rules	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
iv.	Reimbursement of Medical Expenditure as per rules	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
v.	Sanction overtime / pension / family pension / gratuity/leave encashment /NPS / workmen's compensation etc.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
vi.	Accept fitness certificate to join duty after leave on medical/ sick ground (including self)	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
vii.	Approve Tour Programme	Full powers (including self - under intimation to Chairman, CIL)	Full powers (including self - under intimation to Chairman, CIL)	Full powers (including self - under intimation to Chairman, CIL)	Full powers (including self - under intimation to Chairman, CIL)	Full powers (including self - under intimation to Chairman,CIL)	Full powers (for self – approval to be taken from concerned FD)	Full powers (for self – approval to be taken from concerned ED/FD)
viii.	Sanction continuous halt in excess of prescribed limit for drawal of full DA.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers upto 45 days	Full powers upto 30 days

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
ix.	Allow travel by Rail/ Air in a class higher than entitled and by a route other than the shortest or cheapest for exigencies of work.	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
x.	Allow stay at hotel in a class higher than entitled for exigencies of work.	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
xi.	Waive producing of money receipt, ticket no. etc., for TA/LTC (including self)	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
xii.	Waive time limit for submission of all types of personnel claims – upto 3 years (including self)	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers upto a period of 2 years	Full powers upto a period of 1 year
xiii.	Accept cancellation charges on Rail/ Air tickets in case of journeys on tour/ LTC/ transfer for exigencies of work (including self)	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers (for self – approval to be taken from concerned FD)	Full powers (for self – approval to be taken from concerned FD)

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
xiv.	Purchase general/technical/professional books/magazines/journals including soft copies & newspapers etc.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹50,000/- in each case subject to a limit of ₹5 lakhs p.a.	Upto ₹25,000/- in each case subject to a limit of ₹2.50 lakhs p.a.
xv.	Sanction liveries/uniform to non-executives as per entitlement	-	-	-	-	-	-	Full powers to GM/HOD(Admin)
xvi.	Sanction for payment of HRA to executives	-	-	-	-	-	-	Own accomodation :Full powers to GM (P/EE) Rented accomodation : Full powers to GM (P/EE) with approval of concerned Director
xvii.	Sanction expenditure and approve advance in connection with JBCCI and its sub-committee meetings including sanction TA/DA to Union representatives in JBCCI	-	-	-	-	-	-	Full powers to GM (MP&IR)

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
xviii.	Sanction of other welfare activities	-	-	-	Full powers	-	-	-
12	Legal Matters (for depts and estb. under administrative control) :-							
i.	Engage Advocates from among the approved panel to represent the Company before courts, Arbitrators/ quasi-judicial authorities, etc. Empanelment is to be reviewed annually	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
ii.	Reimbursement of legal and incidental expenses incurred in cases arising out of the official duties of the employees for attending legal cases.	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
iii.	Approve engagement of advocates including senior engagements other than those on the panel including their fee and terms and conditions in special circumstances.	Full powers	Full powers	Full powers	Full powers	Full powers	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
iv.	Pleading, memo of appeals, vakalatnamas etc., power to sign and pay fee to lawyers and incur other expenses, issue notices, make references before Tribunal, Tax Authorities etc. including execution of documents, to submit affidavits, evidence and other papers and requirements in the interest of the Company.	-	-	-	-	-	-	Full powers to GM/HOD(Legal)
v.	Approve legal bills for payment as per the approved rates. Rates are to be reviewed periodically	-	-	-	-	-	Full powers for respective departments	Full powers for respective departments
13	Personnel Matters :-							
i.	Constitute Departmental Promotion Committee and to approve the recommendations of the DPC and fix pay on such promotion.							
a.	<i>For executives upto E6 grade and all non-executives</i>	-	-	-	Full powers	-	-	-
b.	<i>For executives of E7 grade and above (below Board level)</i>	-	-	-	Full powers with the approval of Chairman,CIL	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
ii.	Constitute Selection Committee for recruitment and fix pay on such recruitment.							
a.	<i>For executives upto E6 grade and all non-executives</i>	-	-	-	Full powers	-	-	-
b.	<i>For executives of E7 grade and above (below Board level)</i>	-	-	-	Full powers with the approval of Chairman,CIL	-	-	-
iii.	Determining seniority for employees							
a.	<i>For executives upto E7 grade and all non-executives</i>	-	-	-	Full powers	-	-	-
b.	<i>For executives of E8 grade and above (below Board level)</i>	-	-	-	Full powers with the approval of Chairman,CIL	-	-	-
iv.	Approval of recruitment processes and procedures	-	-	-	Full powers	-	-	-
v.	Confirmation of executives on completion of initial training or probation period on promotion.	-	-	-	Full powers	-	-	-
vi.	Inter-departmental transfer of executives and non-executives	Full powers for the respective Directorates	Full powers for the respective Directorates	Full powers for the respective Directorates	Full powers for the respective Directorates	Full powers for the respective Departments	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
vii.	Inter-company transfer of non-executives	-	-	-	Full powers	-	-	-
viii.	Select/ appoint/ promote/ non-executives on the basis of recommendation of Selection Committee/ DPC as per Rules.	-	-	-	Full powers on recommendation of the Selection Committee.	-	-	-
ix.	Fix pay for Non-executive cadres	-	-	-	-	-	-	Full powers to GM(MP&IR)
x.	Termination / compulsory retirement / voluntary retirement / demotion / compulsory proceeding on leave / suspension or taking disciplinary action or award punishment / termination of services for executives in accordance with rules for non-executives	As per Certified Standing Orders						
xi.	Confirmation of non-Executives on completion of initial training or probation period on promotion / accepting resignation.	-	-	-	Full powers	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
xii.	Award & prizes to non-executives	-	-	-	Full powers on recommendations of concerned FDs/CVO	-	-	-
xiii.	Authorize settlement of Labour disputes by conciliation in respect of all employees in the Wage Board scales of pay.	-	-	-	Full powers with consultation of Chairman	-	-	-
xiv.	Approval for employment under NCWA	Full powers for NEC with posting.	-	-	Full powers	-	-	-
xv.	Approval of change of home town of the employees	-	-	-	Full powers for executives	-	-	Full powers to GM(MP&IR) for non-executives
xvi.	Appointment of Wage Board Employees as per procedures (for NEC)	Full powers	-	-	-	-	-	-
xvii.	Forward application for outside employment	-	-	-	-	-	-	Full powers to GM(P/EE) for executives
								Full powers to GM(MP&IR) for non-executives

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
xviii.	Acceptance of declaration of property on acquisition	-	-	-	-	-	-	Full powers to GM(P/EE) for executives Full powers to GM(MP&IR) for non-executives
14	Management Development & Training Matters :-							
i.	Sanction of payments to various professional institutions / organisations /study-circles for organising workshops, seminar, programmes etc	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
ii.	Depute any employee of the Company to workshops, seminars, training programmes, etc. excluding foreign programmes	-	-	-	Full powers for deputing / nominating employees for programmes (within India) subject to the recommendations of concerned ED / GM/ HoD and approval of concerned FD/CVO.	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
iii.	Initiate introduction of training course, departmental examinations, recruitment examinations and other related matters required for Management development.	-	-	-	Full powers	-	-	-
iv.	Incur expenditure towards running of staff colleges in company training programmes	-	-	-	Full powers	-	-	-
v.	Approve payment of international air-fare as per Govt. Rules and TA, DA as per RBI Rules for employees deputed abroad for training as per the relevant rules.	-	-	-	Full powers	-	-	-
vi.	Payment of registration fees to ICWA/ICAI/ICSI/Chapter s /GATE as well as other institutions for campus selection /recruitment of executives	-	-	-	-	-	-	Full powers to GM(P/Rectt.)

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
15	Administrative matters (for depts and estb. under administrative control) :-							
i.	Sanction payment of charges on account of rent, electricity, gas, water, insurance, maintenance, municipal rates, taxes, license fee and other incidental charges on company leased flats \ offices \ guest houses\ vehicles.						-	Full powers to GM/HOD (Admin/ E&M)
ii.	Sanction payment of							
	a. postal charges							a. Full powers to GM/HOD (Admin)
	b. mobile charges / landline charges / Internet & Broadband bills etc.							b. Full powers to GM/HOD (E&T)
iii.	Sanction purchase and repairs & maintenance of Office furniture & fixtures							For GM/HOD (Admin) -Upto ₹10 lakhs per annum with approval of concerned Director

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
iv.	Sanction purchase and repairs & maintenance of electrical fittings, office equipment, AC, Generators, Water-pumps etc							For GM/HOD (Admin /Civil/E&T/E&M) -Upto ₹10 lakhs per annum with approval of concerned Director
v.	Sanction hiring of furniture and office equipment, building, P&M, vehicles etc.	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹10 lakhs per annum	For GM/HOD(Admin /E&T/E&M/ Systems) -Upto ₹5 lakhs per annum with approval of concerned Director For hiring vehicles in case of non-availability of company vehicles and/or with respect to visit of VVIPs/VIPs administrative and emergent situations – Full powers to GM(Admin)

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
vi.	Sanction printing, binding, stationery and courier expenses	Full powers	Full powers	Full powers	Full powers	Full powers	Upto ₹10,000/- in each case, subject to limit of ₹2 lakhs p.a. for all departments and establishments under his administrative control. Sanction of procurement must be accompanied with confirmation from Administration Dept. about non-availability of the respective item in stores	Upto ₹5,000/- in each case, subject to limit of ₹1 lakh p.a. for all departments and establishments under his administrative control. Sanction of procurement must be accompanied with confirmation from Administration Dept. about non-availability of the respective item in stores

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
vii	Sanction for granting Imprest	Full powers	Full powers	Full powers	Full powers	Full powers	To operate imprest of their respective departments as approved by the concerned FDs. Existing imprest already approved shall continue.	To operate imprest of their respective departments as approved by the concerned FDs. Existing imprest already approved shall continue.
viii.	Sign lease agreement for acquiring residential flats, office and other service buildings	Full powers for NEC	-	Full powers for RSOs	Full powers for CIL(HQ)	-	-	-
ix.	Sanction purchase of stores, spare parts, other accessories, petrol, oil, lubricants required for repair, maintenance of company's vehicles, properties, plant & machinery, office, guest house and holiday homes, training institutes/college etc.	-	-	-	-	-	-	Full powers to GM(Admin)

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
16	Appointment of Consultants (Company / partnership firms / sole-proprietorship firms / LLPs) on nomination basis:-	Upto ₹25 lakhs in each case subject to a limit of ₹2 Crores per annum. However, the same must be informed to the Board.	Upto ₹25 lakhs in each case subject to a limit of ₹2 Crores per annum. However, the same must be informed to the Board.	Upto ₹25 lakhs in each case subject to a limit of ₹2 Crores per annum. However, the same must be informed to the Board.	Upto ₹25 lakhs in each case subject to a limit of ₹2 Crores per annum. However, the same must be informed to the Board.	Upto ₹25 lakhs in each case subject to a limit of ₹2 Crores per annum. However, the same must be informed to the Board.	-	-
17	License/ Lease Company's land	<i>As per approved Policy</i>	<i>As per approved Policy</i>	<i>As per approved Policy</i>	<i>As per approved Policy</i>	-	-	-
18	Contingencies & Miscellaneous Matters (for depts and estb. under administrative control) :-							
i.	Purchase of accessories / spare parts for computers, laptops and other peripherals , repairing of computers, laptops, printers and other equipments and purchase of software licence other than those under the approved scheme, if not available in GeM portal	Upto ₹ 3.75 Crores in a year	-	-	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
ii.	Sanction for incurring expenses on entertainment for official purposes	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹25,000/- in each case, subject to a limit of ₹2 lakhs per annum	Upto ₹10,000/- in each case, subject to a limit of ₹1 lakh per annum
iii.	Sanction for incurring publicity expenses	Full powers	Full powers	Full powers	Full powers	Full powers	-	For GM/HOD (CC&PR) – upto ₹50000/- in each case subject to a limit of ₹5 lakhs per annum
iv.	Incurring expenses of contingent nature on meetings, conferences, workshops, knowledge day, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc.	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum		For GM/HOD (Admin): 1. Full powers for Booking of air / rail tickets and hotel / guest-house accommodation for official purposes

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
								<p>2. Full powers for Arrangement of lunch, refreshments and other hospitalities in connection with Board and Board-level Committee Meetings, CMDs Meetings, CFDs Meetings, FDs Co ordination Meetings. JBCCI Meetings and Safety Board Meetings</p>

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
								<p>3. Upto ₹2,50,000/- in each case subject to a limit of ₹50 lacs p.a. for arrangement of lunch, refreshments and other hospitalities in connection with company's guests, meetings, conferences, workshops, knowledge sessions, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc.</p>

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
								4. Full powers to GM(P/EE) / GM(P/Rectt.) for arrangement of meeting, lunch and other expenses for interview/selection committees at interview/recruitment centres other than CIL.
	v. Incurring expenses of contingent nature for production items	Upto ₹ 5 lakhs in each case with a ceiling of ₹50 lakhs per annum	-	-	-	-	-	-
	vi. Operation of Secret Fund	-	-	-	-	Upto ₹ 5 Lakhs with adequate internal record as per the extant rules.	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
vii.	Approval of Grants & Donations	Upto ₹1.00 lakh in each case, subject to a limit of ₹.5 lakhs per annum	Upto ₹.1.00 lakh in each case, subject to a limit of ₹.5 lakhs per annum	Upto ₹.1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum	Upto ₹.1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum Full powers for grants to schools and educational institutions.	Upto ₹1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum	-	-
viii.	Payment of Honorarium as per guidelines	Full powers (including for NEC)	Full powers	Full powers	Full powers	Full powers	-	Full powers to GM(P/EE) & GM(P/Rectt.) for payment of honorarium (including reimbursement of conveyance / air / rail tickets) to experts engaged in Selection Committee for recruitment/promotion of executives.

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
ix.	Using official vehicles on Saturday/ Sunday/holidays for official purpose.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
x.	Functioning as Controlling Officer for self for submission of TA/DA, Medical claims & others	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
19	Medical Matters :-							
i.	Approval for cashless facility for annual health checkup of CIL HQ executives	-	-	-	-	-	Full powers to ED(MS)	
ii.	Approval for cashless facility for referral of CIL HQ employees to empanelled hospitals	-	-	-	-	-	Full powers to ED(MS)	
iii.	Approval for payment of medical bills as per CGHS rates in case of on-roll/retired employees, if taken treatment in non-empanelled hospital in emergency condition.	-	-	-	-	-	Full powers to ED(MS)	

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
20	Secretariat Matters :-							
i.	Payment of Annual & other fees to Stock Exchanges & Depositories	-	-	-	-	--	-	Full powers to Company Secretary
ii.	Issue instructions for arrangement of hotel booking and transportation for Govt./ Independent Directors / Permanent Invitees / Auditors / Consultants who are attending the Board Meetings / Committee Meetings / AGM / EGM as per their schedule.	-	-	-	-	--	-	Full powers to Company Secretary
iii.	Sanction fees to be paid to ROC including fees to be paid to professionals for certifying / uploading the statutory forms / documents required as per the Companies Act/ LODR'2015	-	-	-	-	--	-	Full powers to Company Secretary

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
iv.	Issue advertisements to newspapers required as per Companies Act and other Regulations through CC&PR Dept.	-	-	-	-	--	-	Full powers to Company Secretary
21	Clearing & Forwarding Services :-							
i.	Sanction advance/payment for port charges, custom duty, payment of demurrage for wagon and detention charges for boats/ burges at prescribed rate and any other incidental expenses for clearance of cargoes from both Customs and Ports.	-	-	-	-	-	-	Full powers to GM(C&F)

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
ii.	Sanction advance /payment for other charges such as Truck/Tempo/hand cart hiring/Crane hire/Cooperage with appraisement, sealing /engaging casual labour etc. at actuals in connection with transport and clearance and dispatch of imported consignments including ocean freight, insurance, hire of lighters and steamer for towing etc.	-	-	-	-	-	-	Full powers to GM(C&F)
iii.	Sanction advance /Payment for underloading of truck/Trailer by volume or weight vis-a-vis contract due to necessary and emergency which should be recorded.	-	-	-	-	-	-	Full powers to GM(C&F)

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
iv.	Sanction/ incur miscellaneous expenses towards pursuing of clearance at Customs/Port, purchase of Stamp/Bond papers, survey of cargo, other incidental expenditure related thereto and sanction, advance therefor.	-	-	-	-	-	-	Full powers to GM(C&F)