



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-:44:227

Dated: 12.05 2015

Office Order

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

	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) 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. HoD will be the recommending authority.	
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of executives and non-executives under the administrative control of the HOD. For self, approval of concerned Director will be required.	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/her.	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	POL Expenditure	D(P) should decide the actual requirement and issue approval depending upon the nos. of departmental vehicle in operation, which is yet to be replaced by the hired vehicle from time to time within the ceiling of 200 litre per month.	
1.8	Overtime	Full power for the employees working under him/her within the ceiling communicated by the concerned Director	

2.	General & Miscellaneous		
2.1	Medical Fitness certificate	Full power as per rules.	
2.2	Medical expenses reimbursement	Full power in accordance with the rules for self and all the employees under him/her. For others, as per MAT rules.	
2.3	Sanction for payment of rent, rates, taxes, insurance and other statutory dues	Full power	
2.4	Scientific Meetings and Group Discussion under clinical meetings and symposia.	₹500/- on each occasion with a limit of ₹24,000/- per year subject to budget provision.	
2.5	Purchase against Revenue Budget: Against Rate contract Items.	Full power as per purchase procedures and subject to budget provision and financial concurrence.	
2.6	Sanctioned of Liveries	Full power to sanction expenditure to Class – III and IV Staff working under him/her as admissible under the dress regulation / rules in force from time to time subject to budget provision and F.C.	
2.7	Purchase of medicines and linen etc.	Full power to purchase medicine against D.G.S.D/Rate contract parties within sanctioned budget with finance concurrence.	
2.8	Transfer of Para Medical staffs within the Company.	Full Power in consultation with Area GM where ever applicable.	
2.9	Change of permanent address.	Full Power for Wage Board employees under his/her control.	As per rule
2.10	Sanction of estimates for Electrical, Mechanical, Civil & Structural works including renovation/ modification forming part of approved scheme (other than renovation of residential building) of Central Hospital.	Up to ₹5.00 lakhs in each case within approved budget and in consultation with Finance, Civil and (E&M) in-charge, as applicable.	CMS I/c -CHD
2.11	Sanction of estimates for replacement of medical, surgical and other instruments & gadgets in the hospital.	Within a ceiling of ₹1,00,000/- (Rupees one lac) in each case following the normal Stores/ Purchase procedure for replacement and purchase. Wherever necessary M.M. Department may be associated for the purchase.	
2.12	Technical approval of indent for medical equipment, medicines, linen etc.	Full power.	
2.13	Sanction of expenditure on repair and maintenance of medical equipments (excluding surveyed off equipments).	Full Power within budgetary provision and subject to financial concurrence.	
2.14	Sanction of charges for testing drugs and water by Government Laboratories and Public Institutions.	Full Power in consultation with finance. Rates for other than Govt. Laboratories are to be approved by D (P).	
2.15	Refer patients for investigation and treatment to Government/empanelled Hospitals where the required facilities are	Full Power as per Medical Attendance Rules.	

	available along with escort, whenever necessary.		
2.16	Sanction of expenditure on providing diets to indoor patients and award of contract thereof.	Full Power within approved budget as per scales approved by D(P) and concurrence with Finance.	
2.17	Sanction of expenditure on professional books, periodicals and magazines.	₹20,000/- per annum. The books and periodicals are to be kept in library and proper registers to be maintained for their issue and return.	
2.18	Sanction of expenditure including distribution of sweets/fruits to patients for functions on Independence Day, Republic Day, CIL foundation day.	For Koyla Nagar & Bhuli Hospital, @₹1,500/- each per occasion and Central Hospital ₹ 2500/- per occasion.	It is to be done by issuing an order.
2.19	Approval of Imprest Advance	₹50,000/- (Rupees fifty thousand only) on fortnightly basis- For CMS, BCCL ₹35,000/- (Rupees thirty five thousand only) on fortnightly basis- For CMS, CHD	
2.20	Award of Contract of revenue nature		
(i)	Open Tender – Lowest	Upto ₹5 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.
2.21	Award of contract for purchase of medicines, surgical, electrical equipments other than Rate contract items for hospital use.		
i)	Open Tender – Lowest	Upto ₹20 lakhs with financial concurrence and budget provision.	
ii)	Limited Tender – Lowest	Upto ₹10 lakh with financial concurrence and budget provision.	
iii)	Single tender against open/limited tender	Upto ₹2 lakh with financial concurrence and budget provision.	
iv)	On the basis of OEM.	Upto ₹5 lakh with financial concurrence and budget provision in urgency.	