



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-:44:408

Dated: 27<sup>th</sup> July, 2015

**Office Order**

The FDs in its meeting held on 26.06.2015 has been pleased to delegate the powers to **Head of the Wing (Public Relation)**, 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. HOW (Public Relation)
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.	<b>PERSONNEL:</b>		
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 &amp; 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.



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CIN: U10101JH1972GOI000918

**बोर्ड सचिवालय / Board Secretariat**

Ref. No.BCCL:CS:F-:44:437

Dated: 11<sup>th</sup> August, 2015

### Office Order

In addition to the items given in DOP issued vide office order No BCCL:CS:F:-44:408 dated 27<sup>th</sup> July, 2015 the following additional items have been included in the DOP of Head of Wing (PR). All other terms and conditions of the aforesaid order remain unaltered.

Sl. No	Head of DoP	Extent of Authority	Remarks
2.1	Power of sanction publication of NIT/ Court Notices/ Corrigendum, etc. in Newspapers.	Full Power	Within the approved Budget.
2.2	Procurement of books/ periodical/ journals/ magazines/ souvenirs, etc.		Sanction will be accorded by concerned Director.
2.3	Acceptance of newspaper and Magazine bills.	Full power within the approved budget of Financial Year.	

Sd/-  
(B.K. Parui)  
Company Secretary

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