

DOP OF HEAD OF THE WING: UG, PW & SIDING.

Sl 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-imburement 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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24/12/18