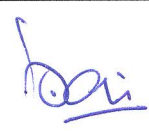




Delegation of Powers of HOD (Fund), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
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	To sanction leave - Casual, Earned, Quarantine, Sick/Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	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.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.



G. GARISH
Gm (CME)


N. S. SAINI
Gm (MM)


D. N. MAHAPATRA
HOD (CIVIL)


R. K. SAHA
TS to D(P)


S. N. SENHA
TS to D(P)


B. K. PATIL
Co. Secretary

