



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

पं.काकोयला भवन -., कोयला नगर, धनबाद -826005
Regd. Off: Koyla Bhawan, Koyla Nagar
Dhanbad - 826005
CIN: U10101JH1972GOI000918
दूरभाष: 0326-2230190
ईमेल: cos.bccl@coalindia.in

बोर्ड सचिवालय / Board Secretariat

Ref. No. BCCL:CS:F-DoP: 44:234

Dated:05.11.2021


Office Order

Sub: Modified in Revised Delegation of Powers in item no. 22(iv)(i).

In partial modification of the Office Order No.BCCL:CS:F-DoP:44:167 dated 08.09.2021, the approving authority for payment of penalty charges claimed by Railways along with demurrage is modified as under:-

SI No.	Extant DOP	Modified DOP
22 (iv)(i)	Payment of Railway freight / demurrage and claims: Full Powers to CMD CIL/Subsidiaries	Payment of Railway freight / demurrage and claims <u>including penalties:</u> Full Powers to CMD CIL/Subsidiaries

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 modified DoP in the website of BCCL.



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Ref. No.BCCL:CS:F-DoP:44 : 167

Dated:08.09.2021

Office Order

Revised DoPs in respect of CIL/Subsidiary Board, Committee of FDs headed by CMD CIL/Subsidiary, CMD/CIL Subsidiary, FDs & CVO CIL/ Subsidiary, BCCL along with the annexures II, III, IV, Notes to Revised DoPs & General Guideline of Revised DoPs is enclosed herewith for immediate implementation.

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
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7. GM (System), BCCL: To upload the revised DoPs in the website of BCCL

Revised Delegation of Powers of CIL & its subsidiaries						
Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO 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.	Investment of Company's funds and dealing 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.				

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
2	Budget:-					
i.	Re-allocation of Capital Budget			Re-allocation of amount within the approved PR limited to 15% from the source group / project, and Re-allocation of Capital Budget from one group to another limited to 15% from the source group / project.		
ii.	Re-appropriation of Revenue Budget			Re-appropriation of Revenue Budget from one head to another limited to 15% from the source group and 25% of the target group.		
3	Sanction of Capital Works:-					
i.	New projects / schemes included in the approved budget but Project Report / Scheme is yet to be approved subject to subsequent Inclusion in the Project Report/ Scheme approved by the competent authority.			CMD, CIL has power upto ₹ 100 crores in each case. CMDs of Subsidiaries have power upto ₹ 75 Crores in each case.	FDs, CIL have power upto ₹ 75 crores in each case. FDs of Subsidiaries have power upto ₹ 37.50 crores in each case.	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
ii.	Capital expenditure in anticipation of inclusion in the budget			CMD, CIL has power upto ₹ 5 crores in each case. CMDs of Subsidiaries have power upto ₹3.75 Crores in each case.	FDs, CIL have power upto ₹ 3.75 crores in each case. FDs of Subsidiaries have power upto ₹ 1.85 crores in each case.	
4	Procurement of Goods and Award of Works & Services :-					
i.	For CIL	Refer Annexure-I				
ii.	For Subsidiaries of CIL	Refer Annexure-II				
5	Sanction of Estimates / Indents for Procurement of goods / works / services :-					
	Sanction of Estimates / Indents for Procurement of goods / works / services	Refer Annexure-III				
6	Expenditure in excess of sanctioned estimates for works & services:-					
i.	Capital Expenditure in excess of sanctioned estimates / Deviation in estimates					Upto 10% of total cost: Same as Tender Approving Authority limited to CMD CIL/Subsidiary Beyond 10% of total cost: Next higher authority.

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
ii.	Revenue Expenditure in excess 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>
7	Execution of Contracts :-					
	Execution of Contracts					<p>All Contracts shall be executed for and on behalf of CIL/Subsidiary Companies by the Officers as per the irrespective DOPs as under:</p> <p>i. Grade E-3/E-4 : Contract value upto ₹ 25 lakhs</p> <p>ii. Grade E-5 : Contract value upto ₹ 50 lakhs</p> <p>iii. Grade E-6 : Contract value upto ₹ 100 lakhs</p> <p>iv. Grade E-7 and above : Beyond ₹ 100 lakhs</p>
8	Foreclosure/termination and cancellation of Contracts including purchase orders :-					
i.	Foreclosure/ termination and cancellation of Capital Contracts including purchase orders					Same as Tender Approving Authority limited to Committee of FDs of CIL/Subsidiary

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
ii.	Foreclosure/ termination and cancellation of Revenue Contracts including purchase orders					Same as Tender Approving Authority limited to CMD CIL/Subsidiary
9	Award of Work to CMPDI on nomination basis					
	Award of Work to CMPDI on nomination basis			<p>(a) 80% of value and number of projects be given to CMPDI by CMDs of Subsidiaries and Director (Technical), CIL on nomination basis without any financial limit.</p> <p>(b) Balance 20% of value and number of projects should be given on competitive bidding to outside agencies by CMD of Subsidiaries and D (T), CIL without any financial limit.</p>		Two Project Reports of each subsidiary which was approved 5 years or before be reviewed by an outside agency for introduction of latest technology, improvement in efficiency and productivity. The report is to be placed to ESC of Board. Further, none of the parties should be given more than two projects for review.
10	Supply Orders against Rate/Running Contracts and Depot Agreements					
	Supply Orders against Rate/ Running Contracts and Depot Agreements provided the requirements and Price - list are approved by the competent authority					

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
11	Other Financial Matters :-					
i.	To open accounts with Banks and draw money	Full Powers				
ii.	Grant of loans to employees			Full powers	Full powers as per approved Policies like HBA, Conveyance Advance, Furniture & Household Goods Purchase Scheme, Laptop Scheme, etc. for EDs, GMs, HoDs and employees working directly under him.	
12	Write off of Assets :-					
	Write off of Assets	Full powers with the recommendations of respective Audit Committee				

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
13	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	Full powers for all departments and establishments under his administrative control	
14	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.				

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
15	Sale / Disposal of other moveable items including scrap :-					
i.	Sale / disposal of any acquired moveable property other than scrap			Full Powers	Upto ₹ 2 Crores per annum	Should be in accordance with the following CIL Policies together with other Rules / Policies/ Guidelines framed by CIL/GoI from time to time:
ii.	Sale of Scrap			Full Powers	Upto ₹ 5 Crores per annum	1. Policy for disposal of Scrap 2. E-Waste Management Policy
16	Establishment Matters :-					
i.	Sanction for all kinds of leave as per rules			Full powers Study leave to be sanctioned by CMD,CIL	Full powers for sanctioning all leaves (excluding Study leave) for EDs, GMs, HoDs and other employees working under him	
ii.	Sanction for all types of advances, allowances and medical reimbursement as per rules.					
	i. All types of Advances to employees for official purposes.			Full powers	Full powers for self, and employee working under his administrative control.	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
	ii. All types of employee allowances as per rules.			Full powers	Full powers for self, and employee working under his administrative control.	
	iii. Miscellaneous advances to employees.			Full powers subject to the following: a. Advance amount is limited upto ₹ 50000. b. Advance amount should be adjusted within three months from the date of payment. If the same is not adjusted within three months, it would be treated as an advance in the name of the concerned employee.		
	iv. Reimbursement of Medical Expenditure as per rules.			Full powers	Full powers for self, and employee working under his administrative control.	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/ subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
iii.	Sanction overtime / pension/family pension/gratuity/ leave encashment/ NPS / workmen's compensation etc.			Full powers	Full powers for EDs, GMs, HoDs and employees directly working under him.	
iv.	Accept fitness certificate to join duty after leave on medical/ sick ground			Full powers	Full powers for self, EDs, GMs, HoDs and employees directly working under him.	
v.	Approve tour programme			Full powers	Full powers for self (under an intimation to CMD), EDs, GMs, HoDs and employees directly working under him.	
vi.	Sanction continuous halt in excess of prescribed limit for drawal of full DA.			Full powers	Full powers for self, EDs, GMs, HoDs and employees working under his Administrative control.	
vii.	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 for EDs, GMs, HoDs and other employees working under his Administrative control with reasons to be recorded.	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
viii.	Allow stay at hotel in a class higher than entitled for exigencies of work.			Full powers	Full powers for EDs, GMs, HoDs and other employees working under his Administrative control with reasons to be recorded.	
ix.	Waive producing of money receipt, ticket no. etc., for TA/LTC			Full powers	Full powers for self, EDs, GMs, HoDs and employees working under his Administrative control with reasons to be recorded.	
x.	Waive time limit for submission of all types of personnel claims			Full powers	Full powers for a period upto three years for self, EDs, GMs, HoDs and other employees working under his Administrative control with reasons to be recorded.	
xi.	Accept cancellation charges on Rail/ Air tickets in case of journeys on tour/ LTC/ transfer for exigencies of work			Full powers	Full powers for self, EDs, GMs, HoDs and all other employees directly working under him with reasons to be recorded.	
xii.	Sanction subsistence allowance					As per the approved Subsistence Allowance Policy.

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
xiii.	Purchase general/ technical/ professional books/periodicals/ magazines/journals including soft copies & newspapers etc.			Full powers	Upto ₹ 1.50 lakhs in each case subject to a limit of ₹ 10 lakhs p.a. for all departments and establishments under his Administrative control	
xiv.	Depute any employee of the Company to workshops seminars, training programmes, etc.			Full powers for all programmes Foreign programmes to be sanctioned by CMD,CIL	Full powers to D (P) for deputing /nominating employees for programmes (within India) subject to the recommendations of concerned ED / GM/ HoD and approval of concerned FD/CVO.	
xv.	Sanction of Grant to Schools				Full powers to D (P)	
xvi.	Sanction of payments to various professional institutions/ organizations/ study-circles for organizing workshops, seminar, programmes etc				Full powers to concerned FDs for their respective Directorates	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
17	Legal Matters :-					
i.	Engage Advocates from among the approved panel to represent the Company before courts, Arbitrators/ judicial, quasi-judicial authorities, etc.					Empanelment is to be reviewed annually.
ii.	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.					
iii.	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 for the jobs/cases of the concerned Directorate	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
iv.	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	
v.	Appoint Arbitrators on behalf of the company in case of any disputes with suppliers/contractors etc.			Full powers		
vi	Approve legal bills for payment.					Rates are to be reviewed periodically
18	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) To appoint			Full powers to CMD, CIL on recommendation of the Selection Committee.		

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
	(b) Approval of recruitment processes and procedures viz., formation of selection committee, giving newspaper advertisements etc.,			Full powers to CMD, CIL	Full powers to D (P&IR), CIL for recruitment of executives upto E-7 grade	
	(c) Power of confirming Executives on completion of initial training or probation period on promotion.				Full powers to D (P&IR), CIL	
	(d) Power of promotion				Full powers to D (P&IR), CIL subject to the DPC recommendations approved by CMD, CIL.	
	(e) Power of award and prizes to executives			Full powers for awarding on occasions like Foundation Day, May Day, Hindi Divas Day, etc.		
	(f) Power of transfer of executives		Full powers to CFDs, CIL for effecting inter - company transfers	Full powers to CMDs of Subsidiaries and concerned Functional Directors of CIL/Subsidiary for intra-company and inter-departmental transfers within their respective administrative control.		
	(g) Power of deputation on special or specific duties/ accepting Resignation			Full powers to CMD, CIL		

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
iii.	Non-Executives:					
	(a) To select/ appoint/ promote/ fix pay for Non-executive cadres of the division on the basis of recommendation of Selection Committee / DPC as per Rules.				Full powers to D (P) on recommendation of the Selection Committee.	
	(b) Power of confirming Non-Executives on completion of initial training or probation period on promotion /accepting resignation.				Full powers to D (P) for accepting resignations	
	(c) Power of award & prizes to non-executives				Full powers to D (P) on recommendations of concerned FDs for awarding on occasions like Foundation Day, May Day, Hindi Divas Day, etc.	
	(d) Power of transfer of non-executives				Full powers to D (P) on recommendations of concerned FDs for inter-departmental transfers. Full powers to D (P&IR), CIL for inter-company transfers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
iv.	Power of termination / compulsory retirement/ voluntary retirement / Demotion/ asking compulsory proceeding on leave/ To suspend or take disciplinary action or award punishment/ termination of services in accordance with the rule.					Full powers to concerned Disciplinary Authority as per CIL CDA Rules, 1978 / Standing Committee Order
v.	To authorize settlement of Labour disputes by conciliation in respect of all employees in the Wage Board scales of pay.				Full powers to D (P) in consultation with concerned CMD.	
vi.	Approval for employment under NCWA			Full Powers to CMDs, CIL/ subsidiaries		
vii.	Approval for employment under NCWA of NEC with posting at NEC				Full powers to D (T) , CIL	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
19	Administration :-					
i.	Sanction payment of charges on account of rent, electricity, gas, water, insurance, maintenance, municipal rates and taxes and other incidental charges on company leased flats/offices/guest houses.				Full powers for all departments and establishments under his administrative control	
ii.	Sanction payment of a. Postal charges b. mobile charges / landline charges / Internet & Broadband bills etc.					
iii.	Sanction purchase and repairs of Office furniture & fixtures			Full Powers	Upto ₹ 1 Crore per annum for all departments and establishments under his administrative control duly recommended by concerned ED/GM/HOD.	
iv.	Sanction purchase and repairs of electrical fittings, office equipment, AC, Generators, Water-pumps etc			Full Powers	Upto ₹ 1 Crore per annum for all departments and establishments under his administrative control duly recommended by concerned ED/GM/HOD.	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/subsidiary	FDs & CVO CIL/subsidiary	Remarks
v.	Sanction hiring of furniture and office equipment, building, P&M, vehicles etc.			Full Powers	Upto ₹50 lakhs per annum for all departments and establishments under his administrative control duly recommended by concerned ED/GM/HOD.	
vi.	Sanction printing, binding, stationery and courier expenses			Full Powers	Full powers for all departments and establishments under his administrative control	
vii.	Sanction for granting Imprest			Full Powers	Full powers	
viii.	Sanction for incurring expenses on entertainment for official purposes		Upto ₹ 1 lakh in each case, subject to a limit of ₹ 1 Crore per annum	Upto ₹ 50,000/- in each case, subject to a limit of ₹ 50 lakhs per annum	Upto ₹ 25,000/- in each case, subject to a limit of ₹ 25 lakhs per annum	
ix.	Sanction for incurring publicity expenses			Full powers		

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
x.	Sanction for Statutory Payments			Full powers	Full powers for all departments and establishments under his administrative control	
xi.	Sanction for Interest on delayed payments			Full powers	Full powers to FDs CIL/Subsidiaries for all departments and establishments under his administrative control	
xii.	Sanction for payment of fines and penalties	Full powers	Upto ₹ 1,00,000/- 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.	Upto ₹ 25,000/- in each case, subject to a limit of ₹ 2.50 lakhs per annum for reasons to be recorded.	
20	Consultants : -					
	Consultants	Refer Annexure-IV				

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
21	Land Matters :-					
i.	<p>Land compensation including:-</p> <p>(i) Compensation of Tenancy Land acquired under any mode, Govt land Compensation and NPV, cost of Compensatory afforestation, 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>A. CFDs of Subsidiaries - Full powers if quantum of land is the same but value is in excess of the Approved PR/ RPR/ RCE/ UCE</p>	<p>B. CMDs of Subsidiaries - Full powers if quantum of land and value are as per the Approved PR/ RPR/ RCE/ UCE.</p>		<p>Other than points A & B, C, D, E & F can be operated as under:-</p> <p>C. CMDs of Subsidiaries Upto ₹ 20.00 Crores - Full powers</p> <p>D. CFDs of Subsidiaries Beyond ₹ 20.00 Crores upto ₹ 40.00 Crores - Full powers</p> <p>E. ESC of Subsidiaries headed by CMD of Subsidiaries Beyond ₹ 40.00 Crores upto ₹ 100.00Crores- Full powers</p> <p>F. Subsidiaries Board Beyond 100.00Crores- Full powers</p>
ii.	License / lease Company's land		Full powers as per approved policy	Full powers as per approved policy	Full powers as per approved policy	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
22	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, if not available in GeM portal			Upto ₹ 5 Crores in a year	Upto ₹ 3.75 Crores in a 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	Upto ₹ 5 lakhs in each case subject to a limit of ₹50 lakhs p.a. for all departments and establishments under his administrative control	
iii.	Incurring expenses of contingent nature for production items			Upto ₹ 5 Crores in each case with a ceiling of ₹25 Crores in a year.	Upto ₹ 3.75 Crores in each case with a ceiling of ₹ 18.75 Crores in a year.	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL/subsidiary	CMD, CIL/ subsidiary	FDs & CVO CIL/ subsidiary	Remarks
iv.	Payment of :- (i) Railway freight / demurrage and claims (ii) Staff salary, staff cost, land licence fee, electricity charges, loco hire charges and various miscellaneous claims of railways			Full powers.		
v.	Advance/deposit against work (subject to two underlying conditions):- (i). Central/ State Government authorities / bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.			Full Powers	Upto ₹ 50 lakhs to D(T)	Two underlying conditions:- (a) No cost escalation is allowed on such job and, (b) No interest is chargeable on such advance.
	(ii). Other Authorities/Bodies	Full Powers		Upto ₹ 25 lakhs	Upto ₹ 5 lakhs to D(T)	
vi.	Operation of Secret Fund				CVO, CIL will have DoP of Secret Fund of Rs. 5 Lakhs with adequate internal record as per the extant rules. CVO of subsidiaries will have DoP of Secret Fund of ₹ 3.75 Lakhs with adequate internal record as per the extant rules.	

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	Empowered Committee of Directors including IDs headed by Chairman	Committee of Functional Directors headed by Chairman	CMD, Subsidiaries	Functional Directors (FDs)	General Manager /HODs	Chief Manager /Sr. Manager
	@five times powers of CMD, Subsidiaries	@ twice powers of CMD, Subsidiaries		@ 50% of CMD, Subsidiaries	@ 25% of CMD, Subsidiaries	@10% of CMD, Subsidiaries
1. Open tender						
a. Lowest tender ¹						
i. Capital exp for goods	187.50	75.00	37.50	18.75	9.50	3.75
ii. Capital exp for works & services	75.00	30.00	15.00	7.50	3.75	1.50
iii. Revenue exp for goods	-	Full Powers	18.75	9.50	4.75	2.00
iv. Revenue exp for works & services	-		15.00	7.50	3.75	1.50
b. Resultant Single Tender ²	-		25 % of DoP			
2. Purchase on single tender basis						
a. For Proprietary Items ³						
i. Capital exp for goods	75.00	30.00	15.00	7.50	3.75	1.50
ii. Capital exp for works & services	18.75	7.50	3.75	2.00	1.00	0.50
iii. Revenue exp for goods	18.75	7.50	3.75	2.00	1.00	0.50
iv. Revenue exp for works & services	18.75	7.50	3.75	2.00	1.00	0.50
a. For Non-Proprietary Items						
i. Capital exp for goods	18.75	7.50	3.75	2.00	1.00	0.50
ii. Capital exp for works & services	18.75	7.50	3.75	2.00	1.00	0.50
iii. Revenue exp for goods	18.75	7.50	3.75	2.00	1.00	0.50
iv. Revenue exp for works & services	18.75	7.50	3.75	2.00	1.00	0.50
3. Through negotiation/nomination basis						
i. Capital exp for goods	18.75	7.50	3.75	2.00	1.00	0.50
ii. Capital exp for works & services	18.75	7.50	3.75	2.00	1.00	0.50
iii. Revenue exp for goods	18.75	7.50	3.75	2.00	1.00	0.50
iv. Revenue exp for works & services	18.75	7.50	3.75	2.00	1.00	0.50
(Subject to overall limit per Financial Year)	93.75	37.50	18.75	10.00	5.00	2.00
4. Limited tender ⁴						
i. Capital exp for goods	93.75	37.50	18.75	9.50	4.75	2.00
ii. Capital exp for works & services	37.50	15.00	7.50	3.75	2.00	0.75
iii. Revenue exp for goods	47.50	19.00	9.50	4.75	2.50	1.00
iv. Revenue exp for works & services	37.50	15.00	7.50	3.75	2.00	0.75
Resultant Single Tender ²	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 1.25 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 1.25 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 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 e 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 / On Nomination Basis (Without Proprietary Article Certificate), Limited Tender Approval of Director Concerned of CIL/Subsidiary should be obtained.

Annexure-III

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

(Amount in ₹ Crores - rounded off)

Item of Estimate / Indent Approval	CMD Subsidiaries & D(T),CIL	Functional Directors (FDs) of Subsidiaries	Area General Managers of Subsidiaries *	Project Officers of Subsidiaries	GM / HOD of CIL HQ/Subsidiaries HQs
<u>Revenue Items</u>					
<i>a. Goods</i>	Full Powers	Full powers *	1.00	0.25	0.25
<i>b. Works & Services</i>		15.00	1.00	0.25	0.25
<u>Capital Items</u>					
<i>a. Goods</i>	Full Powers	Full powers *	0.20	0.10	0.10
<i>b. Works & Services</i>		15.00	0.20	0.10	0.10

** D(T), 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. General Managers of the Areas are authorised to approve indents to the extent they have been delegated with specific powers by the Subsidiary Companies (Clause 7.4.1.4 of Purchase Manual)*

Notes :-

1. This DOP for approval of Estimates for Capital & Revenue Works & Services includes the power of **administrative approval** also.

2. The **Tender approving/accepting authority** for award shall be as per Annexure-I & II and Sl.No.3&4 of the below mentioned notes irrespective of the estimate approving authority.

3. Procurement of Goods :-

a) Approval of indent/requirement for Capital as well as Revenue for Centralised Items/Goods is to be obtained from Director (Technical), CIL/Subsidiaries as the case may be. However, for decentralised Capital & Revenue items/Goods to be procured at Area level, approval of indent/requirement is to be obtained from Area GM / Project Officers as per the above-mentioned DOP.

b) DoP for approving the procurement for both capital and revenue items/goods would not be operated below the level of GM(MM)/ HOD (MM) at CIL/Subsidiaries or administrative HOD of Materials Management function at Areas/ Central/Regional Stores, Workshops / Hospitals etc

4. Procurement of Works & Services :-

a) Sanction for Capital as well as Revenue Works/Services is to be obtained from Project Officer (or Sub Area Manager) / Area General Manager / GM (Civil) /HOD (Civil) / Concerned FD / CMD of CIL / Subsidiaries as the case may be. In case the item exists in projected Capital/ Revenue Budget, no further sanction to undertake the job is required.

b) DoP for approving the award of Capital as well as Revenue work /services would not be operated below the level of HOD of respective departments or administrative HOD at CIL or Subsidiary HQ/Areas/Project/ Central/Regional Stores, Workshops / Hospitals etc.

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 L1 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 / Hard ware 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/GEMportal.

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** : Without any limit
- ii. **Committee of Functional Directors headed by CMD** :upto Rs.100lakhs
- iii. **Chairman / CMD** :upto Rs.50 lakhs
- iv. **Functional Directors for respective functions** :upto Rs.25lakhs
- v. **Executive Directors for respective functions** :upto Rs.10lakhs
- vi. **GM for respective functions** :upto Rs.5lakhs
- vii. **Committee of GMs headed by functional Director** :upto Rs.30lakhs
- viii. **Deputy GM/CM** :upto Rs.1lakh

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 frame work of all Rules, Manuals, Policies & Guidelines. In case of incongruity, the latter shall prevail over this DOP.
2	<p>This DOP is for CIL and its Subsidiaries. CMDs of Subsidiaries can exercise the same powers of CMD,CIL on administrative matters and 75% of the powers on procurement of Goods and Award of Works & Services. Financial powers can be exercised by officials as stipulated in the DOP and can not be sub-delegated.</p> <p>CMD of CIL/Subsidiaries can sub-delegate administrative powers to the FDs/CVOs/EDs/GMs/HODs/Area GMs of CIL/Subsidiaries as per requirement within their powers.</p> <p>For Sl. No.21 - "Land Matters", the powers to be exercised by Competent Authority of Subsidiary Companies.</p>
3	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.
4	<p>Empowered Sub-Committee of CIL can approve new projects upto Rs.250 crores. In case of projects above Rs.250 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) 4 Independent Directors 1 having Financial background (6) CMD, CMPDI as Permanent Invitee and (7) CMDs of concerned subsidiaries whose project would be invited as Special Invitees.</p> <p>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.</p>
5.(i)	<p>Financial Powers to be exercised on procurement of Goods and Award of Works & Services as under :-</p> <p><i>For CIL :-</i></p> <ol style="list-style-type: none"> ESC of CIL headed by CMD, CIL - 5 times powers of CMD,CIL CFDs of CIL headed by CMD, CIL - 2 times powers of CMD,CIL FDs of CIL - 75% of CMD,CIL EDs of CIL - 35% of CMD,CIL GMs/HODs of CIL - 25% of CMD,CIL CMs/SMs of CIL - 10% of CMD,CIL

Sl. No:	Notes
(ii)	<p><i>For Subsidiaries :-</i></p> <ul style="list-style-type: none"> a. ESC of Subsidiaries headed by CMD of Subsidiary - 5 times powers of CMD of Subsidiary b. CFDs of Subsidiaries headed by CMD of Subsidiary - 2 times powers of CMD of Subsidiary c. FDs of Subsidiaries - 50% of CMD of Subsidiary d. GMs/HODs of Subsidiaries - 25% of CMD of Subsidiary e. CMs/SMs of Subsidiaries - 10% of CMD of Subsidiary
6	Any proposal beyond the powers of CMD CIL/Subsidiary be referred to the next higher authority
7	Irrespective of Grade, executives can exercise higher powers as per their job-profile, if they are acting as such.
8	<p>Policy Matters :-</p> <p>All policies are to be reviewed once in five (5) years. Till the existing Policies are reviewed, the same may be continued.</p>
9	For according approval to CSR projects DoP as per CSR policy of CIL shall be applicable.
10	DOP of CIAL Board & CMD, CIAL as amended by the competent authority from time to time shall continue
11	Existing DoP for R&D Board and Apex Committee as amended by the competent authority from time to time shall continue.
12	<p>Constitution of Empowered Committee of Directors exercising five times powers of CMD Subsidiaries on procurement of goods and award of works and services-</p> <p>The Empowered Committee of Directors headed by CMD. Subsidiary should be constituted at the Subsidiary level. However, GOVT. Nominee and Independent Directors should be a part of the Committee.</p>

General Guidelines on Revised DOP

Sl No:	General Guidelines
1	Delegation of Powers is an effective instrument for expeditious decision making and efficient management.
2	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.
3	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.
4	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 maybe.
5	The delegated powers shall be exercised in line with the established procedures.
6	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.
7	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.