



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

पं.काभवन कोयला -ः, 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:44:63

Dated:01.04.2022

Office Order

Sub: Revised Delegation of Powers of GM of Areas/ Washeries including MRS.

In supersession of all earlier order on Delegation of Powers, the revised Delegation of Powers of GM of all Areas/ Washeries including MRS are being issued for implementation with immediate effect.


This issues with the approval of the competent authority.

We are enclosing the Revised DoP and accompanying Annexures are under:

- i. Revised DoP
- ii. Annexure-II
- iii. Annexure III
- iv. Annexure IV
- v. Notes to Annexure -III &IV
- vi. Annexure V
- vii. Notes to Revised DOP
- viii. General Guidelines on Revised DOP.

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 revised DoP in the website of BCCL


(B.K. Parui)
Company Secretary

Delegation of Power in respect of GMs of Areas/Washeries

	Nomenclature	Power
P-1	PERSONNEL & WELFARE	
P-1.1	Promotion	Full powers in respect of Wage Board employees according to Cadre Scheme/Staffing pattern and subject to vacancy as per approved manpower budget
P-1.2	Fixation of pay for Wage Board employees	Full powers as per the extant policy
P-1.3	Confirmation of employees	Full powers for all Wage Board employees working under him as per extant policy
P-1.4	Transfer of employees	Full powers for all Wage Board employees and Executives of rank up to M-1 within the Area. For transfer of Executives of M-1 and employees holding statutory posts approval of concerned Director is to be obtained.
P-1.5	Acceptance of resignation	Full powers in respect of Wage Board Employees.
P-1.6	Sanction for all kinds of leave as per rules	Full powers for sanctioning all leaves (excluding Study leave) for employees working under his administrative control. Intimation is to be sent to functional Heads at Co. Hqrs. while granting leave for more than 30 days to Colliery Agents and Managers under Mines Act and other HODs of Area.
P-1.7	To accept cancellation charges on Rail/Air tickets in case of journeys on tour/LTC/transfer in the exigencies of work	Full powers as per the extant policy
P-1.8	To accept fitness certificate to join duty after leave on medical/sick ground.	Full powers in respect of all Wage Board employees and upto one month in case of executives for whom he is the leave sanctioning authority.
P-1.9	To wave time limit for submission of all type of personnel claims up to a period of 1 years.	Full powers in respect of employees working under him with reasons to be recorded.
P-1.10	Change of permanent Home address	Full powers for one time during the whole service period for Wage Board employees as per extant policy.
P-1.11	Making officiating arrangement	Full powers as per rules for a period not exceeding 90 days.
P-1.12	Categorization of employees	Full powers subject to approved manpower budget.
P-1.13	House Allotment	Full powers within his jurisdiction subject to order/ circular issued by HQ time to time.
P-1.14	Issue of notices for vacation of land/house etc. within his jurisdiction	Full powers.
P-1.15	Disciplinary action	Full in respect of Non-executives of the Area as per certified standing order of the Company and for executives as per Conduct, Discipline & Appeal Rules.
P-1.16	Sanction of payment of pension, family pension, gratuity and leave encashment.	Full power in respect of non-executives of the Area.
P-1.17	Sanction of advance TA/Transfer TA/ LTC/ RRF /LLTC	Full powers as per rules in respect of self and all employees under his administrative control
P-1.18	To grant imprests and to enhance/reduce the amounts of imprests relating to wages payment, local purchase of stores, miscellaneous, contingent office expenses, etc.*	Full power.
P-1.19	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 for employees working under his administrative control.
	(ii) All types of employee allowances as per rules.	Full powers for employees working under his administrative control.

	(iii)Reimbursement of medical expenditure as per rules.	Full powers for self, and employees working under his administrative control.
P-1.20	Sanction continuous halt in access of prescribed limit for drawal of full DA.	Full powers for employees working under his administrative control.
P-1.21	Approval tour programme	For tour within the company's jurisdiction full power for all employees working under him subject to the following:- 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.
P-1.22	Traveling allowance /Transfer TA/ LTC/RRF/LLTC Bills	Full powers in respect of self and employees working under him as per guidelines issued from the HQ for tour approval etc.
P-1.23	House rent allowance	Full powers subject to guidelines from Headquarter and as per terms of NCWA
P-1.24	Conveyance re-imbursement	Full powers as per rules in respect of employees under him as per rules of the company,
P-1.25	Subsistence allowance	Full powers as per approved subsistence allowance policy.
P-1.26	Overtime	Full power subject to budget availability and within the ceiling fixed by HQ.
P-1.27	Sanction of Medical Advance in case of injury on duty for outside referral by Central Hospital	Upto ₹25,000 in each case on the recommendation of Area Medical Officer for all employees working under him with intimation to CMS, HQ.
P-1.28	Allowance to Rescue personnel	Full powers as per rules
P-1.29	Vocational training expenses	Full powers as per rules
P-1.30	First Aid allowance	Full powers as per rules
P-1.31	Maternity / Paternity/ Child care benefit allowance	Full powers as per rules.
P-1.32	Workmen compensation	Full powers as per statute and as per extant policy of the company.

	OTHER FINANCIAL POWERS	
O.1.1	Change in quantity/scope of the work/supply after award of work order/purchase order	As per relevant manual.
O.1.2	Grant of extension of time for fulfillment of work/supply as per work order/purchase order	Full power in respect of work order/supply order placed by him with compliance of terms of work order/purchase order and as per manual, norms, rules, guidelines issued by Company/ CVC/DPE/GeM etc. with concurrence of Area Finance Manager.
O.1.3	Foreclosure/ termination and cancellation of Capital Contracts including purchase orders	Same as Tender Approving Authority limited to Committee of FDs of CIL/Subsidiary
O.1.4	Taking penal action, imposition/waiver of penalty, LD etc.	Full power in respect of work order/supply order placed by him with compliance of terms of work order/purchase order and as per manual, norm, rules, guidelines issued by Company/ CVC/DPE/Pollution Control Board, etc. with concurrence of Area Finance Manager.
O.1.5	Foreclosure/ termination and cancellation of Revenue Contracts including purchase orders	Same as Tender Approving Authority limited to CMD CIL/Subsidiary
O.1.6	Acceptance of quantity more than the quantity of Purchase Order	As per provisions of purchase manual.

R-1.1	Sanction printing, binding, stationery and courier expenses	Upto ₹5,000/- in each case, subject to limit of ₹1 lakh p.a. Sanction of procurement must be accompanied with confirmation about non-availability of the respective item in stores
R-1.2	Sanction purchase and repairs of electrical fittings, office equipment, AC, Generators, Water-pumps etc	Upto ₹10 lakhs per annum subject to indent received from respective concerned departments and availability of budget
R-1.3	Sanction purchase and repairs of Office furniture and fixtures	Upto ₹10 lakhs per annum subject to indent received from respective concerned departments and availability of budget
R-1.4	Sanction hiring of furniture and office equipment, building, P&M, etc.	Upto ₹5 lakhs per annum subject to indent received from concerned departments
R-1.5	Power to enter into Annual Maintenance Contract for weigh bridge	Full power within budget provisions with concurrence of Area Finance Manager.
R-1.6	For contractual work in case of emergency	Full power upto ₹50,000 in each case for opencast mines and ₹25,000 in each case in case of underground mines subject to aggregate of ₹10 lakhs and 5 lakhs respectively for opencast and underground mines per annum with concurrence of Associate Finance/ AFM.
R-1.7	Incurring expenses of contingent nature for production items	Upto ₹10,000/- in each case, subject to limit of ₹1.20 lakhs per annum
R-1.8	Advance/deposit against work (subject to two underlying conditions) :- (i). Central/ State Government authorities/bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.	Upto ₹10 lakhs Subject to the following:- a. No cost escalation is allowed on such job and, b. No interest is chargeable on such advance.
	(ii). Other Authorities /Bodies	Upto ₹50,000 with above conditions.
PC-1.0	Procurement of Goods and Award of Works & Services :-	Refer Annexure-II
PC-1.1	Intent approval	Refer Annexure-III
PC-1.2	Estimate approval	Refer Annexure-IV
PC -1.3	Capital & Revenue Expenditure either in excess or saving 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 : One step higher limited to Committee of FDs of CIL/Subsidiary
PC -1.3	Supply Orders against Rate/ Running Contracts and Depot Agreements provided the requirements and Price-list are approved by the competent authority	Full powers.

PC-1.4	Local Purchase of production holding items, spare and consumable stores for Plant & Equipment and installation	a) ₹2 per tonne of coal raised from departmental underground mines. b) ₹1.00 per tonne of coal raised from departmental O/C Mines. c) ₹1.00 per tonne of raw coal input in respect of washeries. d) For development projects limits as fixed from time to time. e) Purchase without tender in case of emergency –upto ₹25,000 /- in each case subject to ₹2 lakh per annum.
PC-1.5	Purchase of P.O.L	Full power except centralized items with concurrence of Area Finance Manager/associate Finance
PC-1.6	Purchase general/technical/ professional books/periodicals/ magazines/ journals including soft copies & newspapers etc.	Full Powers upto ₹10,000/- in each case subject to a limit of ₹1 lakh p.a.
PC-1.7	Purchase of medicines	Full powers within budget provision and with concurrence of Area Finance Manager as per Annexure - II & III.
PC-1.8	Issue of stores to contractor	Full powers as per terms of NIT/Work Order/Agreement with concurrence of Area Finance Manager.
PC-1.9	Supply Orders against Rate/Running Contracts and Depot Agreements provided the requirements and Price-list are approved by the competent authority	Full power

NB: For proposals valuing upto ₹2 lakh the proposal may be approved for tendering without going into e-tendering mode. However, while deciding the mode/type of tendering, the provision of relevant manual namely Contract/ Purchase Manual/ GeM and guidelines of CVC/ CIL etc. may be followed.

H-1.0	HIRED SERVICE	
H-1.1	Sanction of estimates and award of work for hiring of vehicles on the basis of number, make and type of vehicle as approved by Director concerned through GM/HOD (E&M) / Security BCCL	Full powers upto the period specified by HQ, subject to budget provision and guidelines issued by Company/ CVC/DPE with concurrence of Area Finance Manager and provisions of Annexure 'II'.
G-1.0	GENERAL FINANCIAL EXPENDITURE (REVENUE)	
G-1.1	Sanction payment of postal charges mobile charges / landline charges / Internet & Broadband bills etc.	Full power
G-1.2	Transportation of materials	Full powers with concurrence of AFM and within Budget provision.
G-1.3	Payment of Railway demurrage and claims.	Full powers to release payment subject to approval from Head Quarter with concurrence of AFM.
G-1.4	Incurring expenses of contingent nature on meetings, conferences, workshops, knowledge day, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc.	Upto ₹10,000 in each case with subject to a limit of ₹1 lakh p.a.
G-1.5	Sanction for incurring expenses on entertainment for official purposes	Upto ₹5,000/- in each case, subject to a limit of ₹50,000/- per annum

G-1.6	Approve legal bills for payment	Full powers as per approved rate.
G-1.7	Sanction for statutory payments	Full powers for all departments under his administrative control.
G-1.8	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
G-1.9	Sanction of general welfare and CSR expenditure	Projects/activities to be undertaken by mining areas having value upto ₹5.00 lakhs.
A-1.0	ADMINISTRATION	
A-1.1	Acceptance of Security Deposits/ Bank Guarantee etc.	Full powers for work awarded by him and with concurrence of AFM. The custody of BG is in accordance with the guidelines issued by HQ.
A-1.2	Temporary transfer of P&M within Area	Full Power
A-1.3	Sale/disposal of any acquired movable property other than scrap.	Upto ₹50 lakhs per annum#
A-1.4	Sale of scrap	Upto ₹1 Crore per annum#

Should be in accordance with the following CIL Policies together with other Rules/Policies/Guidelines framed by CIL/Gol from time to time:

1. Policy for disposal of Scrap
2. E-Waste Management Policy.
3. In case of incongruity, the policies shall prevail over this DoP.

Annexure-II

DOP of ESC, CFDs, CMD & Other Executives of Subsidiaries on
Procurement of Goods and Award of Works & Services(Amount in ₹ Crores -
rounded off)

Item of Procurement	Committee of Functional Directors headed by Chairman	CMD, Subsidiaries	Functional Directors (FDs)	General Manager /HODs
1. Open tender				
a. Lowest tender				
i. Capital exp for goods	750.00	37.50	18.75	9.50
ii. Capital exp for works & services	750.00	15.00	7.50	3.75
iii. Revenue exp for goods	Full Powers	18.75	9.50	4.75
iv. Revenue exp for works & services		15.00	7.50	3.75
b. Resultant Single Tender	25% of DOP			
2. Single Tender for proprietary items				
i. Capital exp for goods	150.00	15.00	7.50	3.75
ii. Capital exp for works & services	75.00	3.75	2.00	1.00
iii. Revenue exp for goods	75.00	3.75	2.00	1.00
iv. Revenue exp for works & services	75.00	3.75	2.00	1.00
3. Single Tender for non-proprietary items and on nomination basis (except for appointment of consultants)				
i. Capital exp for goods	20.00	3.75	2.00	1.00
ii. Capital exp for works & services	15.00	3.75	2.00	1.00
iii. Revenue exp for goods	15.00	3.75	2.00	1.00
iv. Revenue exp for works & services	15.00	3.75	2.00	1.00
4. Limited tender				
i. Capital exp for goods	75.00	18.75	9.50	4.75
ii. Capital exp for works & services	60.00	7.50	3.75	2.00
iii. Revenue exp for goods	60.00	9.50	4.75	2.50
iv. Revenue exp for works & services	60.00	7.50	3.75	2.00
Resultant Single Tender	25% of DOP			

Notes:-

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

- 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 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. Empanelment of suppliers and Limited Tender Enquiry from such empanelled suppliers must be encouraged.

5. For Single Tender (Without Proprietary Article Certificate) / On Nomination Basis: Approval of Director Concerned of CIL/Subsidiary should be obtained.

6. Powers for procurement of goods and award of works and services have been delegated upto the level of GMs/HODs

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

(Amount in ₹ Crores - rounded off)

Indent for procurement of Goods	Functional Directors (FDs) of CIL/ Subsidiaries	Area General Managers of Subsidiaries *	Project Officers of Subsidiaries	GMs/HODs of CIL/ Subsidiaries
Revenue Items	Full powers	1.00	0.25	0.25
Capital Items	Full powers *	0.20	0.10	0.10

* **FDs, 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 with respect to their respective Directorate.

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 1.50 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 1.50 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

- 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 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. Empanelment of suppliers and Limited Tender Enquiry from such empanelled suppliers must be encouraged.

5. For Single Tender (Without Proprietary Article Certificate) / On Nomination Basis : Approval of Director Concerned of CIL/Subsidiary should be obtained.

6. Powers for procurement of goods and award of works and services have been delegated upto the level of GMs/HODs

Annexure-IV

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

(Amount in ₹ Crores - rounded off)

Estimate for award of Works & Services	CMD Subsidiaries & D(T),CIL	Functional Directors (FDs) of Subsidiaries	Area General Managers of Subsidiaries	Project Officers of Subsidiaries	GMs/HODs of CIL/ Subsidiaries
Revenue Items	Full Powers	15.00	2.00	0.50	0.50
Capital Items	Full Powers	15.00	0.20	0.10	0.10

Notes to Annexure -III & IV

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 serial no. 3 & 4 of the following notes in respective of the estimate approving authority.

3. Procurement of Goods :-

a. Approval of intend / 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 decentralized Capital & Revenue items/ Goods to be procured at Area level, approval of intent/ 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. Award of Works and 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/ HOD / 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 / Hardware 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/GEM portal.

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 : Full powers**
- ii. **Committee of Functional Directors headed by CMD: Full powers for Individual Consultants/ Company/ partnership firm/ LLP.**
- iii. **Chairman / CMD : Upto ₹50 lakhs for each case for Company/Partnership firm/LLP Consultants**
- iv. **Functional Directors / CVO for respective functions: Upto ₹25 lakhs in each case for Company/Partnership firm/LLP Consultants.**
- v. **Executive Directors for respective functions: upto ₹10 lakhs in each case for Company/Partnership firm/LLP Consultants.**
- vi. **GM for respective functions : Upto ₹5 lakhs in each case for Company/Partnership firm/LLP Consultants.**

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 framework of all Rules, Manuals, Policies & Guidelines. In case of incongruity, the latter shall prevail over this DOP.
2	This DOP is for CIL and its Subsidiaries.
3	Financial powers can be exercised by officials as stipulated in the DOP and can not be sub-delegated.
4	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.
5	Empowered Sub-Committee of CIL can approve new projects upto ₹500 Crores . In case of projects above ₹500 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) Four Independent Directors, one having Financial background (6) CMD, CMPDI as Permanent Invitee and (7) CMDs of concerned subsidiaries whose project would be invited as Special Invitees. 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.
6	Functional Directors of Subsidiaries are authorised to exercise around 50% of the powers of CMDs of Subsidiaries on procurement of Goods and Award of Works & Services (subject to rounding off).
7	Any proposal beyond the powers of concerned authority be referred to the next higher authority
8	Irrespective of Grade, executives can exercise higher powers as per their job-profile, if they are acting as such.
9	All policies are to be reviewed once in five (5) years. Till the existing Policies are reviewed, the same may be continued.
10	For according approval to CSR project , DoP as per CSR policy of CIL shall be applicable.
11	DOP of CIAL Board & CMD, CIAL as amended by the competent authority from time to time shall continue
12	Existing DoP for R&D Board and Apex Committee as amended by the competent authority from time to time shall continue.
13	All financial limits stated in the DOP are excluding applicable taxes .

General Guidelines on Revised DOP

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