



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

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बोर्ड सचिवालय / Board Secretariat

Ref. No.BCCL:CS:F-DoP:342(A)

Dated:31.07.2019

Office Order

Sub: Revised Delegation of Powers of CMD, Functional Directors, FDs headed by CMD, Empowered Committee of Directors headed by CMD

In terms of the directives issued by CIL, the revised Delegation of Powers (DoP) with administrative approval of competent authority has been finalized and will come into force with immediate effect.

The Delegation of Powers (DoP) shall be exercised with compliance of the following general principles:

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.
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. The delegated powers shall be exercised in line with the established procedures. The recommendation of the committees is to be put up to the competent authority for approval.
5. 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.

6. CIL as the holding company is responsible for policies, planning and coordination 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.
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.

A detailed MIS is to be placed to the Board at quarterly intervals of the actual amount approved and spent (separately) in terms of each item of the delegated DOP for information of the Board within 30 days from the end of each quarter. The said MIS is to be sent by the Associate Finance of the respective Directorate to the GM (F) I/c, BCCL for subsequent consolidation and reporting to the Board.

The revised DoP supersedes all previous DoPs issued from time to time.


(B.K. Parul)
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 revised DoP in the website of BCCL

DELEGATION OF POWER OF CHAIRMAN-CUM-MANAGING DIRECTOR, BCCL

SL.NO	Particulars	Power
C-1.0	COMPANY MATTERS:	
C-1.1	To Borrow Money	Powers may be delegated, subject to specific delegation in terms of Section 179(3) (d) of Companies Act, 2013 read with first provision subject to such condition as may be specified by the Board.
C-1.2	Investment of company's fund and dealing with investment	Powers may be delegated, subject to specific delegation in terms of Section 179(3) (e) of Companies Act, 2013 read with first provision subject to such condition as may be specified by the Board.
C-1.3	To grant loans or give guarantee or provide security in respect of loan.	Powers may be delegated, subject to specific delegation in terms of Section 179(3) (f) of Companies Act, 2013 read with first provision subject to such condition as may be specified by the Board.
B-1.0	BUDGET	
B-1.1	Re-allocation of capital funds	Full power within the Budget approved by the Board. Re-allocation of Budget from one group to another will be limited to 15% from the source group/project
B-1.2	Reallocation of Revenue Budget	Full power within the Budget in terms of Extant Policy approved by the Board. Re- appropriation from one head to another will be limited to 15% from the source group and 25% of the target group. For other delegated powers please refer to provisions below
C-2.0	CAPITAL WORKS/ SCHEME/ GOOD/ SERVICES	
C-2.1	New projects included in the Budget	CMD, BCCL has power upto Rs. 75 Cr.
C-2.2	Capital expenditure in excess of sanctioned estimates of costs	CMD, BCCL has power upto 10% of the total cost or Rs. 37.50 crores, whichever is less.
C-2.3	Capital expenditure in anticipation of inclusion in the budget	CMD, BCCL has power upto Rs. 3.75 crores in each case.
PC-1.0	PURCHASE & CONTRACTS :-	
PC-1.1	Purchase Orders / Contracts	Refer Annexure I
PC-1.2	Repeat Order	As per provisions of Purchase Manual. Repeat order together with the original order should not exceed the limit laid down in relevant delegation of power.
PC-1.3	Settlement of disputes with suppliers/ contractors	Upto Rs. 50 lakh in each case not exceeding Rs. 3.75 Cr. in a year.
O-1.0	OTHER FINANCIAL MATTERS :-	
O-1.1	To open accounts with Banks and draw money	In terms of specific Board resolution.
O-1.2	Grant of loans to employees	Full powers by the competent authority as per any scheme Approved by the Board.

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MS-1.0	MARKETING & SALES : -	
MS-1.1	Sales of coal, rejects and other allied products	Full powers as per price, policy and procedures laid down by Board
MS-1.2	Sale of any acquired moveable property other than scrap	Full powers as per policy and procedure laid down by the Board
MS-1.3	Scrap (any acquired unusable material having monetary value)	Full powers as per policy and procedure laid down by the Board
E-1.0	ESTABLISHMENT MATTERS:	
E-1.1	To sanction leave — casual, earned, quarantine, sick/medical etc.	Full powers as per the extant policy.
E-1.2	To accept fitness certificate to join duty after leave on medical/sick ground	Full powers as per the extant policy.
E-1.3	To approve tour programme	Full powers as per the extant policy.
E-1.4	To sanction continuance halt on tour in excess of 10 days but not exceeding 30 days — drawal of DA according to circumstances of each case	Full powers as per the extant policy.
E-1.5	To allow travel by Rail/ Air in a class higher than entitled and by a route other than the shortest or cheapest in the exigencies of work.	Full powers as per the extant policy.
E-1.6	To waive producing of money receipt, ticket no. Etc., for TA/LTC	Full powers as per the extant policy.
E-1.7	To waive time limit for submission of all types of personnel claims upto a period of three years.	Full powers as per the extant policy.
E-1.8	To accept cancellation charges on Rail/Air tickets in case of journey on tour/ LTC/ transfer in the exigencies of work.	Full powers as per the extant policy.
E-1.9	To sanction subsistence allowance	Full powers as per the extant policy.
E-1.10	To incur expenses of contingent nature on meetings, conferences, workshops, knowledge day/ debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games etc.	Full powers as per the extant policy.
E-1.11	To purchase general / technical / professional books/ periodicals/ magazines/ journals including soft copies & newspapers etc.	Full powers as per the extant policy.
E-1.12	To depute any employee of the company to seminars, training programmes etc	Full powers as per the extant policy.
E-1.13	To grant honorarium to employees supervising guesthouse, recreation clubs, welfare institutions etc.	Full powers as per the extant policy.
L-1.0	LEGAL MATTERS:	
L-1.1	To appoint legal advisers of the Company as counsel and professional/ technical experts etc to represent the Company before courts, Arbitrators/ judicial, quasi judicial authorities etc.	Full powers as per the extant policy.



L-1.2	Pleading, memo of appeals, vakalatnamas etc., power to sign and pay fee of lawyers and incur other expenses, issue notices, make reference before Tribunal, Tax Authorities etc. including execution of documents, to submit affidavits evidence and other papers and requirements in the interest of the Company	Full powers as per the extant policy.
L-1.3	Reimbursement of legal expenses incurred in cases arising out of the official duties of the employees.	Full powers as per the extant policy.
L-1.4	Approve engagement of advocates other than those on the panel including their fee and terms and conditions in special circumstances.	Full powers as per the extant policy.
L-1.5	To appoint Arbitrators on behalf of the company in case of any disputes with suppliers/ contractors etc.	Full powers as per the extant policy.
P-1.0	PERSONNEL AND WELFARE MATTERS:	
P-1.1	Creation of posts	--
P-1.1(a)	Executives:	
	a) To appoint	Nil
	b) to transfer/ sanction officiating allowance in conformity with company rules.	Full powers by the competent authority as per the extant policy.
	c) power of confirming/ promotion / award/ transfer / deputation on special or specific duties/ accepting resignation.	Full powers by the competent authority as per the extant policy.
P-1.1(b)	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 by the competent authority as per the extant policy.
	b) Power of confirming/ accepting resignation.	Full powers by the competent authority as per the extant policy.
	c) to grant advance increment / honorarium	Full powers by the competent authority as per the extant policy.
P-1.2	Power to 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 Rules.	Full powers by the competent authority as per the extant policy.
P-1.3	To authorize settlement of Labour disputes by conciliation in respect of all employees in the Wage Board scales of pay.	Full powers by the competent authority as per the extant policy.

A-1.0	ADMINISTRATION	
A-1.1	To approve payment of charges on account of electricity, gas, water, municipal rates and taxes of office establishment	Full power subject to Budget in terms of prescribed procedure.
A-1.2	To approve payment of postal charges/ mobile charges/ landline charges/ internet & Broadband bills etc.	Full power subject to Budget in terms of prescribed procedure.
A-1.3	To purchase office furniture	Full power subject to Budget in terms of prescribed procedure.
A-1.4	To purchase electrical fittings and office equipments.	Full power subject to Budget in terms of prescribed procedure.
A-1.5	To hire furniture and office equipment, land & building, P&M etc.	Full power subject to Budget in terms of prescribed procedure.
A-1.6	To incur printing, binding and stationery expenses.	Full power subject to Budget in terms of prescribed procedure.
A-1.7	To grant imprest	Full powers only as per extant policy.
A-1.8	To incur expenses of contingent nature on production items	Upto Rs. 3.75 crores in each case with a ceiling of Rs. 18.75 crores in a year
A-1.9	To incur expenses on entertainment	Upto Rs. 7.50 Crores in a year.
A-1.10	To incur publicity expenses	Full power as per extant rules.
A-1.11	Consultants	As per detailed guidelines enclosed in Annex - II.
M-1.0	MISCELLANEOUS	
M-1.1	To incur all expenditure of revenue nature not covered in any other head in respect of mines, departments and other establishments.	Upto Rs. 7.50 Crores in a year.
M-1.2	To license/ lease Company's land	As per extant policy.



DOP of Purchase & Contacts of

Committees including IDs, FDs headed by CMD, Functional Directors and CMD BCCL

Annexure – C
(Amt. in Rs. Crores)

Particulars	Empowered committee of Directors including IDs # headed by CMD, BCCL	Committee of Functional Directors headed by CMD, BCCL	CMD, BCCL	Functional Directors
1. Open tender				
a. Lowest tender *				
i. Capital exp for goods	187.50	75.00	37.50	18.75
ii. Capital exp for services #	75.00	30.00	15.00	7.50
iii. Revenue exp for goods	93.75	37.50	18.75	9.38
iv. Revenue exp for services #	75.00	30.00	15.00	7.50
b. Resultant single Tender	25% of DOP **			
2. ***				
a. Purchase of proprietary items from Original Equipment Manufacturer (OEM) on single tender basis ****				
i. Capital exp for goods	75.00	30.00	15.00	7.5
ii. Capital exp for services #	18.75	7.50	3.75	1.88
iii. Revenue exp for goods	18.75	7.50	3.75	1.88
iv. Revenue exp for services #	18.75	7.50	3.75	1.88
b. Through negotiation / Nomination basis				
i. Capital exp for goods	18.75	7.50	3.75	1.88
ii. Capital exp for services #	18.75	7.50	3.75	1.88
iii. Revenue exp for goods	18.75	7.50	3.75	1.88
iv. Revenue exp for services #	18.75	7.50	3.75	1.88
(subject to overall limit per Financial year)	93.75	37.00	18.75	9.38
3. Limited tender				
i. Capital exp for goods	93.75	37.50	18.75	9.38
ii. Capital exp for services #	37.50	15.00	7.50	3.75
iii. Revenue exp for goods	47.00	18.80	9.40	4.70
iv. Revenue exp for services #	37.50	15.00	7.50	3.75
Resultant single Tender	25% of DOP **			

* In case of Revenue expenditure bundled with Capital expenditure (being main supply), 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.

** In case of resultant single tender, no splitting of the contract would be allowed, the provisions of Rule 173(xx) of GFR should be complied with and the reasons to be recorded in writing. The provisions are:

- a. The NIT was satisfactorily advertised and sufficient time was given for submission of bids.
- b. The qualification criteria were not unduly restrictive, and
- c. Prices are reasonable in comparison to market value.

*** A detailed MIS is to be placed to the Board at quarterly intervals of the actual amount approved and spent (separately) in terms of each items of the delegated DOP for the information of the Board. Board shall review and give necessary advice if required. This MIS will be prepared by Finance Department in consultation with the concerned technical department. The information is to be submitted to the Board within 30 days from the end of each quarter.

**** 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 equipments, a similar list of original parts manufacturer/ proven source as recommended by OEM may be obtained.

includes works in terms of GST laws. The definition of Goods and services will be based on Extant GST Law.



DELEGATION OF POWER OF DIRECTOR (TECH.), BCCL

Sl.No	Nomenclature	Power
C-1.0	Capital Budget	
C-1.1	Sanction of estimate of Capital Works/ Scheme/ Goods/ Service	
C-1.1.1	New projects included in the Budget	Power upto Rs. 37.50 Cr.
C-1.1.2	Capital expenditure in excess of sanctioned estimates of costs	Power upto 18.75 Cr or upto 10% of the total cost, whichever is less.
C-1.1.3	Sanction of revised estimate/deviation estimate for any capital job, the award of which approved by him	Up to 10% of the cost or Rs.1.88 crore whichever is less.
C-1.1.4	Capital expenditure in anticipation of inclusion in the budget	Rs. 1.88 Crore
R-1.0	Revenue works/ Purchase	
R-1.1	Sanction of estimate/ indent of work/ purchase of revenue nature	Refer Annexure 'C'
R-1.2	Sanction of Revised estimate/deviation Estimate for any revenue job, the award of which approved by him.	Full power within 10% of value of agreement.
PC-1.0	PURCHASE & CONTRACT (includes Hiring Contracts)	
PC-1.1	Award of Purchase Orders/ Work Orders	
PC-1.1.1	On Open Tender:	
	(a) Lowest Tender (b) Single Tender	Refer Annexure 'C'
PC-1.1.2	On Limited Tender	
	(a) Lowest Tender (b) Single Tender	Refer Annexure 'C'
PC-1.1.3	Without Tender	
	(a) Purchase of item from OEM/ Proprietary parties	Refer Annexure 'C'
	(b) Repair of assemblies/ item from OEM	Refer Annexure 'C'
	(C) Without Tender through negotiation for Purchase / Contract	Refer Annexure 'C'
PC-1.2	Repeat Order	As per provisions of Purchase Manual. Repeat order together with the original order should not exceed the limit laid down in relevant delegation power of D(T)
PC-1.2	Purchase of stores and spares against Rate contract / Depot Agreement entered into by HQ.	Full powers.
PC-1.3	Settlement of disputes with suppliers / contractors	Upto 10% of the contract/purchase value or Rs.25 lakh, whichever is less in each case subject to maximum of Rs.1.88 crore per annum.

PC-1.4	Termination of contracts/ cancellation of purchase order/ imposing of penalty and compensation	Full power in respect of those contacts/purchase order awarded under his delegated authority.
O-1.0	OTHER FINANCIAL MATTERS	
O-1.1	Loans/ advances to other than employees	
O-1.2	Ex-gratia payment other than in accordance with schemes	Within limit laid down by the Board
S-1.0	SALES	
S-1.1	Sale of coal, rejects and other allied products	Full powers as per price, policy and procedures laid down by Board.
S-1.2	Sale of any acquired moveable property other than scrap	Full powers as per policy and procedure laid down by the Board
S-1.3	Scrap (any acquired unusable material having monetary value)	Full powers as per policy and procedure laid down by the Board.
E-1.0	ESTABLISHMENT MATTERS	
E-1.1	To approve tour programme	Full power as per the extant policy
E-1.2	Sanction of TA Advance/Transfer TA/LTC/ RRF/LLTC including advance of pay and leave salary	Controlling Officer for self and all other officer and staff under his administrative control as per extant policy
E-1.3	TA/Transfer TA/LTC/RRF/LLTC Bills	Controlling Officer for self and all other officer and staff under his administrative control.
E-1.4	To sanction leave -casual, earned, quarantine, sick/medical	Full power as per extant policy.
E-1.5	To accept fitness certificate to join duty after leave on medical/sick ground	Full power as per extant policy.
E-1.6	To sanction continuance halt on tour in excess of 10 days but not exceeding 30 days — drawal of DA according to circumstances of each case	Full powers as per the extant policy.
E-1.7	To allow travel by Rail/ Air in a class higher than entitled and by a route other than the shortest or cheapest in the exigencies of work.	Full powers as per the extant policy.
E-1.8	Waiver of production of money receipt and ticket no. etc. for TA/LTC	Full powers as per the extant policy.
E-1.9	Waiver of time limit for submission of all types of personnel claims upto a period of three years	Full powers as per extant policy
E-1.10	To approve cancellation charges on rail/air tickets in case journeys on tour/LTC/transfer in the exigencies of work	Full powers as per extant policy
E-1.11	Sanction of reimbursement of medical expenses and payment of advance for medical treatment	Full power as per extant policy

E-1.12	Sanction of part reimbursement of medical expenses involving prolonged illness/ treatment	Full power as per extant policy
E-1.13	Transfer of officer/staff within the company from one unit to another and from headquartes to field and units and vice-versa in respect of disciplines under his administrative control	Full power as per rule
E-1.14	Closure of probation in respect of executives up to E-6 grade under his control	Full power
E-1.15	Regularization of JETs/MT to the appropriate grade	Full power as per extant policy subject to terms of appointment
E-1.16	To sanction O.T. allowance	Full power subject to budgetary provision.
E-1.17	To sanction house rent allowance, festival advance and any other allowance / advance as per rules / administrative instructions for the employees under his control	Full power as per extant policy
E-1.18	To sanction subsistence allowance	Full power as per extant policy
E-1.19	To sanction conveyance allowance	Full power subject to Company's rules
E-1.20	Power to sanction mileage allowance by a route other than the shortest or cheapest for officers and staff working under him	Full power as per Company's rules
E-1.21	Power to sanction and operate permanent advance in respect of subordinate officers	Full Power
E-1.22	To sanction purchase of general/ technical/ professional books/ periodicals/ magazines / journals/ e-books including soft copies & newspapers	Full power as per extant policy
E-1.23	To depute any employee of the company to seminars, training programmes etc.	Full power as per the extant policy
E-1.24	To grant honorarium to employees supervising guesthouse, recreation clubs, welfare institutions etc.	Full power as per the extant policy
L-1.0	LEGAL MATTERS	
L-1.1	To appoint legal advisers of the Company as counsel and professional/ technical experts etc. to represent the Company before courts, Arbitrators/ judicial, quasi- judicial authorities etc.	Full powers as per the extant policy.
L-1.2	Pleading, memo of appeals, vakalatnamas etc., power to sign and pay fee of lawyers and incur other expenses, issue notices, make reference before Tribunal, Tax Authorities etc. including execution of documents, to submit affidavits evidence and other papers and requirements in	Full powers as per the extant policy.

	the interest of the Company	
L-1.3	Reimbursement of legal expenses incurred in cases arising out of the official duties of the employees.	Full powers as per the extant policy.
P-1.0	PERSONNEL & WELFARE	
P-1.1	<u>Executives:</u>	
P-1.1.1	To transfer /sanction officiating allowance/increment etc in conformity with company's rules under his control	Full power as per extant policy.
P-1.2	<u>Non-executives:</u>	
P-1.2.1	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 by the competent authority as per the extant policy.
P-1.2.2	Power of confirming/ accepting resignation.	Full powers by the competent authority as per the extant policy.
P-1.2.3	to grant advance increment	Full powers by the competent authority as per the extant policy.
P-1.2.4	To incur expenditure in connection with recruitment, advertisement, question papers, examinations, tour etc. in respect of non-executives	Full power.
P-1.2.5	To suspend or take disciplinary action or award punishment in accordance with the rules	Full power
P-1.3	To pay honorarium to non-executive cadre and executive cadre employees	Up to Rs. 10,000/- in each case and with a limit of Rs. 5 lakh per annum subject to budget provisions.
A-1.0	ADMINISTRATION	
A-1.1	To approve payment of charges on account of electricity, gas, water, municipal rates and taxes of office establishment	Full power subject to Budget in terms of prescribed procedure.
A-1.2	Sanction of expenditure for installation of telephone connection including provision of STD in the Department and in the residence of the executives under his/her administrative control.	Full power as per extant policy.
A-1.3	Power to sanction expenditure for providing mobiles, laptops, computer, internet dongle etc. for use of the officials.	Full power.
A-1.4	To approve payment of postal charges/ mobile charges/ landline charges/ internet & Broadband bills etc.	Full power subject to Budget in terms of prescribed procedure.
A-1.5	To purchase electrical fittings and office equipment.	Full power subject to Budget in terms of prescribed procedure.
A-1.6	Hiring of vehicle/ office Equipments/ Furniture & Fittings	Full power
A-1.7	To incur expenditure for repair and maintenance of company vehicles, office	Full power

	equipment, furniture & fittings, office building and houses hired by the Company and kept at the disposal of the departments under him/her control.	
A-1.8	Power to fix headquarters and define sphere of duty for officers and staffs in respect of disciplines under his administrative control	Full power
A-1.9	Power to declare an officer as the Head of an office and designating an officer in the respective departments under him	Full power
A-1.10	Power to declare who shall be controlling officer in respect of departments under him	Full power
A-1.11	To approve payment of charges on account of M.O. commission, renewal of vehicle licenses and insurance and other taxes	Full power
A-1.12	Hiring furniture and office equipment, vehicles, land and building, P&M etc.	Rs.50,000/- in each case and total Rs.5 lakh per annum.
A-1.13	Power to sanction to provide mobiles, laptops, computer etc.	Full power.
A-1.14	Printing, binding and Stationery expenses for the department under his control.	Full power subject to budget in terms of prescribed procedure
A-1.15	Power to sanction and operate permanent advance in respect of subordinate officers *	Full power as per the extant policy
A-1.16	To grant imprest and to enhance/reduce the amounts of imprest relating to wages payment, local purchase of stores, miscellaneous, contingent office expenses, etc.*	Full power as per extant policy
A-1.17	To incur expenses of contingent nature on meetings, conferences, workshops, knowledge day/ debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games etc.	Full power as per extant policy
A-1.18	Entertainment	Upto Rs. 10 lakh in a year
* If Imprest/ advance is required in cash upto Rs. 10,000 specific approval of Director (F) is needed.		
C-1.0	Consultants	As per Annex - II
M1.0	Miscellaneous	
M1.1	To sanction transfer of plants and machinery from one project to other or from one mine to other	Full power to sanction temporary transfer of plants and machinery for operational purposes with intimation to CMD
M1.2	Publicity	Full power as per extant rules.
M1.3	Approval for survey off of Machine/ Vehicle which has completed its rated life.	Full power subject to guidelines issued by CIL and concurrence of Associate (Finance)
O-1.0	OTHER REVEUE ITEMS	
O-1.1	To incur all expenditures of revenue nature not covered in any other head in respect of mines, department and other establishment	Upto Rs. 3.75 Cr in a year subject to budget provisions.

O-1.2	Power to sanction expenditure in respect of games/cultural activities etc.	Upto Rs.10,000/- in each case subject to budget provision.
O-1.3	Sanction/ approve all relevant matters which are of administrative nature including execution of contract/ agreement /modification/acceptance of security bond etc. contingent to those purchase and contracts which are under his/her administrative control	Full Power as per extant policy
H-1.0	<u>HIRING CONTRACTS</u>	
H-1.1	Revision/alteration of NIT arising out of Govt. directive/guidelines	Full Power as per extant policy
H-1.2	Registration of contractors	Full Power as per extant policy

DOP of Purchase & Contacts of
Committees including IDs, FDs headed by CMD, Functional Directors and CMD BCCL

Annexure – C
(Amt. in Rs. Crores)

Particulars	Empowered committee of Directors including IDs # headed by CMD, BCCL	Committee of Functional Directors headed by CMD, BCCL	CMD, BCCL	Functional Directors
1. Open tender				
a. Lowest tender *				
i. Capital exp for goods	187.50	75.00	37.50	18.75
ii. Capital exp for services #	75.00	30.00	15.00	7.50
iii. Revenue exp for goods	93.75	37.50	18.75	9.38
iv. Revenue exp for services #	75.00	30.00	15.00	7.50
b. Resultant single Tender	25% of DOP **			
2. ***				
a. Purchase of proprietary items from Original Equipment Manufacturer (OEM) on single tender basis ****				
i. Capital exp for goods	75.00	30.00	15.00	7.5
ii. Capital exp for services #	18.75	7.50	3.75	1.88
iii. Revenue exp for goods	18.75	7.50	3.75	1.88
iv. Revenue exp for services #	18.75	7.50	3.75	1.88
b. Through negotiation / Nomination basis				
i. Capital exp for goods	18.75	7.50	3.75	1.88
ii. Capital exp for services #	18.75	7.50	3.75	1.88
iii. Revenue exp for goods	18.75	7.50	3.75	1.88
iv. Revenue exp for services #	18.75	7.50	3.75	1.88
(subject to overall limit per Financial year)	93.75	37.00	18.75	9.38
3. Limited tender				
i. Capital exp for goods	93.75	37.50	18.75	9.38
ii. Capital exp for services #	37.50	15.00	7.50	3.75
iii. Revenue exp for goods	47.00	18.80	9.40	4.70
iv. Revenue exp for services #	37.50	15.00	7.50	3.75
Resultant single Tender	25% of DOP **			

* In case of Revenue expenditure bundled with Capital expenditure (being main supply), 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.

** In case of resultant single tender, no splitting of the contract would be allowed, the provisions of Rule 173(xx) of GFR should be complied with and the reasons to be recorded in writing. The provisions are:

- a. The NIT was satisfactorily advertised and sufficient time was given for submission of bids.
- b. The qualification criteria were not unduly restrictive, and
- c. Prices are reasonable in comparison to market value.

*** A detailed MIS is to be placed to the Board at quarterly intervals of the actual amount approved and spent (separately) in terms of each items of the delegated DOP for the information of the Board. Board shall review and give necessary advice if required. This MIS will be prepared by Finance Department in consultation with the concerned technical department. The information is to be submitted to the Board within 30 days from the end of each quarter.

**** 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 equipments, a similar list of original parts manufacturer/ proven source as recommended by OEM may be obtained.

includes works in terms of GST laws. The definition of Goods and services will be based on Extant GST Law.



Delegation of Power of Director(Personnel),BCCL

SL. No.	Nomenclature	Power
E-1.0	Establishment Matters:	
E-1.1	To approve tour programme	Full power as per extant policy
E-1.2	TA/Transfer TA/LTC/RRF/LLTC Bills	Controlling Officer for self and all other officer an staff under his administrative control
E-1.3	Sanction of advance TA/Transfer TA/LTC/RRF/ LLTC including advance of pay and leave salary	Controlling Officer for self and all other officer an staff under his administrative control as per company rule
E-1.4	Sanction of extension of halt outside on tour as admissible under the rules for officer and staff under his administrative control.	Full power
E-1.5	(a) Waiver of production of money receipt and ticket no. in respect of TA/LTC/RRF/LLTC Bills in individual case	Full power
	(b) Waiver of time limit for submission of TA/LTC/RRF/LLTC Bills and Medical Bills	Full power
	(c) To approve travel by Air/Rail/Road in a class higher than the entitled, and by a route other than the shortest/cheapest on the emergency of work	Full power
E-1.6	To approve cancellation charges on rail/ air tickets in case journeys on tour/ LTC/ transfer	Full power subject to Company's rules
E-1.7	Grant of all approved types of leave and acceptance of fitness certificates after leave on medical ground.	Full power.
	(a) Sanction of reimbursement of medical expenses and payment of advance for medical treatment	Full power
	(b) Sanction of part reimbursement of medical expenses involving prolonged illness/treatment	Full power
E-1.8	Temporary withdrawal from provident fund	Full power as per rules
E-1.9	Transfer of officer/staff within the company from one unit to another and from headquarters to field and units and vice-versa in respect of disciplines under his administrative control and in respect of other discipline with recommendation of concerned Director	Full power
E-1.10	To sanction house rent allowance, festival advance and any other allowance/advance as per rules/administrative instructions for the employees under his control	Full power within the policy guidelines
E-1.11	Closure of probation in respect of officers up to E-6 grade in consultation with concerned Director	Full power

E-1.12	Regularisation of JETs/MT to the appropriate grade	Full power subject to terms of appointment in consultation with concerned Director
E-1.13	Officiating arrangements against sanctioned posts up to the level of E-6 grade with recommendation of concerned Director including sanction for payment of officiating allowance/Acting allowance/ Charge allowance	Full power
E-1.14	Power to fix headquarters and define sphere of duty for officers and staffs in respect of disciplines under his administrative control	Full power
E-1.15	Power to declare an officer as the Head of an office and designating an officer in the respective departments under him	Full power
E-1.16	Power to declare who shall be controlling officer in respect of departments under him	Full power
E-1.17	Power to sanction subsistence allowance	Full power as per extant policy
E-1.18	Power to sanction mileage allowance by a route other than the shortest or cheapest for officers and staff working under him	Full power as per Company's rules
E-1.19	Power to extend time limit for travel of family on transfer or carriage of personal effects for staff and officers under his administrative control	Full power as per the extant policy
E-1.20	Power to sanction and operate permanent advance in respect of subordinate officers *	Full power as per the extant policy
E-1.21	To grant imprest and to enhance/reduce the amounts of imprest relating to wages payment, local purchase of stores, miscellaneous, contingent office expenses, etc.*	Full power as per extant policy
E-1.22	Determine seniority in respect of Non-executive cadre employees of Company	Full power as per the extant policy
E-1.23	To forward application of employees for outside employment of the employees	Full power as per the extant policy

*** If Imprest/ advance is required in cash upto Rs. 10,000 specific approval of Director (F) is needed.**

L-1.0	LEGAL MATTERS	
L-1.1 *	To appoint legal advisers of the Company as counsel and professional/ technical experts etc. to represent the Company before courts, Arbitrators/ judicial, quasi- judicial authorities etc.	Full powers as per the extant policy
L-1.2	Pleading, memo of appeals, vakalatnamas etc., power to sign and pay fee of lawyers and incur other expenses, issue notices, make reference before Tribunal, Tax Authorities etc. including execution of documents, to submit affidavits	Full powers as per the extant policy

	evidence and other papers and requirements in the interest of the Company	
L-1.3	Reimbursement of legal expenses incurred in cases arising out of the official duties of the employees.	Full powers as per the extant policy.
L-1.4	Approve engagement of advocates other than those on the panel including their fee and terms and conditions in special circumstances.	Full powers as per the extant policy.
L-1.5	Empanelment of advocates/ lawyers including their fees, terms and conditions	Full power as per extant policy.
L-1.6	Filing of cases before various authorities and to accord approval for implementation of the award/orders passed by various authorities	Full power as per the extant policy
L-1.7	Empanelment of advocates/lawyers including their fees, terms and conditions	Full power
M-1.0	<u>MEDICAL DEPARTMENTS</u>	
M-1.1	Local purchase of medicine, drugs, dressing materials and consumables etc. for hospital	Full powers as per the extant policy.
M-1.2	Referral of patients and payment of advance for outside treatment within India on the recommendation of Chief Medical Officer/CMS	Full powers as per the extant policy.
	(a) To Govt. and other recognised hospital	Full powers as per the extant policy.
	(b) To empanel private hospital/ nursing home/specialists	Full powers as per the extant policy.
P-1.0	<u>PERSONNEL & ADMINISTRATION</u>	
P-1.1	Appointment & Promotion of non-executive cadre	Full powers as per the extant policy
P-1.2	Acceptance of resignation of non-executive cadre employees	Full powers as per the extant policy
P-1.3	To sanction O.T.Allowance	Full powers subject to budget availability and concurrence of finance.
P-1.4	To pay honorarium to non-executive cadre and executive cadre employees.	Upto Rs. 10,000/- in each case and with a limit of Rs. 5 lakh per annum.
P-1.5	Fixation of initial pay on first appointment against sanctioned posts	Full powers as per the extant policy
P-1.6	Sanction of advance for purchase of Bicycle, Motor cycle, Scooter, Motor car, House building	Full powers as per the extant policy
P-1.7	Sanction of expenditure for installation of telephone connection including provision of STD in the Department and in the residence of the executives under his/her administrative control.	Full power as per extant policy.

P-1.8	To sanction the payment of residential telephones/mobiles charges for self and employees under his control	Full powers as per the extant policy
P-1.9	Power to take disciplinary action in respect of Wage Board employees	Full powers as per the extant policy
P-1.10	Power to sanction expenditure for providing mobiles, laptops, computer, internet dongle etc. for use of the officials.	Full power.
P-1.11	Sanction of investigation of arrear claims vis-à-vis removal of anomalies regarding seniority of Wage Board governed employees	Full powers as per the extant policy
P-1.12	Power to hire furniture, office equipment, land building, P&M etc.	Full powers subject to budget in terms of the prescribed procedure.
P-1.13	To incur expenditure for repair and maintenance of company vehicles, office equipment, furniture & fittings, office building and houses hired by the Company and kept at the disposal of the departments under him/her control.	Full power
P-1.14	To purchase electrical fittings and office equipment	Full powers subject to budget in terms of the prescribed procedure.
P-1.15	Sanction of liveries	Full powers as per the extant policy
P-1.16	Sanction/approve all relevant matters which are of administrative nature including execution of contract/ agreement/ modification/ acceptance of security bond/ termination of contract/recovery of property & dues/press notification inviting tenders /issue of stores in accordance with contract/work order etc. contingent to those purchase and contracts which are under his welfare expenditure/programme	Full power as per the extant policy
R-1.0	Revenue works/ Purchase	
R-1.1	(a) Sanction of estimate/ indent of work/ purchase of revenue nature	Annexure-C
	(b) Sanction of Revised estimate/deviation Estimate for any revenue job, the award of which approved by him.	Full power within 10% of value of agreement.
PC-1.0	PURCHASE & CONTRACT (includes Hiring Contracts)	
PC-1.1	Award of Purchase Orders/ Work Orders	
PC-1.1	On Open Tender:	

(a)		
	(a) Lowest Tender (b) Single Tender	Refer Annexure 'C'
(b)	On Limited Tender	
	(a) Lowest Tender (b) Single Tender	Refer Annexure 'C'
(c)	Without Tender	
	(a) Purchase of item from OEM/ Proprietary parties	Refer Annexure 'C'
	(b) Repair of assemblies/ item from OEM	Refer Annexure 'C'
	(C) Without Tender through negotiation for Purchase / Contract	Refer Annexure 'C'
0-1.0	OTHER EXPENDITURE	
0-1.1	To incur expenses of contingent nature on meetings, conferences, workshops, knowledge day/ debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games etc.	Full power as per extant policy
0-1.2	To sanction purchase of general/ technical/ professional books/ periodicals/ magazines / journals/ e- books including soft copies & newspapers	Full power as per extant policy
0-1.3	To incur expenses on entertainment	Upto Rs. 3.75 Cr. per annum subject to budget provisions.
0-1.4	Printing, binding and Stationery expenses	Full power subject to budget in terms of prescribed procedure
0-1.5	Sanction of advance to dependents of employees in case of death while on duty	Full power as per the extant policy
0-1.6	(a) Sanction of expenditure on public relation advertisement	Full power as per the extant policy
	(b) Sanction of expenditure on photography	Full power as per the extant policy
0-1.7	Power to sanction and operate permanent advance in respect of subordinate officers	Full Power
0-1.8	Power to sanction Financial Assistance/ Grant-in-aid to colliery Institutions such as canteen, Worker's institute, staff Recreation Club/Recreation Center, schools as per rules prevailing on the subject/instructions passed on from time to time	Full power as per the extant policy
0-1.9	To grant honorarium to employees supervising guesthouse, recreation clubs, welfare institutions etc.	Full power as per the extant policy

O-1.10	Power to approve change of home address in respect of employees	Full power subject to rules of company
O-1.11	Sign lease agreements for acquiring residential flats, office, hire furniture/equipment/ vehicle and P&M items such as, air conditioner, generator, water pump, etc.	Full power as per the extant policy
O-1.12	Accord administrative approval/sanction of training programmes initiated for the training of the employees of the company within BCCL and in other institutes within the country	Full power as per the extant policy
O-1.13	Introduction of training course, departmental examination, recruitment examination and other related matters required for management development	Full power as per the extant policy
O-1.14	Incur expenditure towards running in-company training programmes	Full power as per the extant policy
O-1.15	Sanction payment of honorarium to external and internal faculty members	Full power as per the extant policy
O-1.16	To depute any employee of the company to seminars, training programmes etc.	Full power as per the extant policy
O-1.17	Approval for survey off of furniture, vehicle, office equipments which has completed its rated life.	Full power subject to guidelines issued by CIL and concurrence of Associate (Finance)
O-1.18	To incur all expenditures of revenue nature not covered in any other head in respect of mines, department and other establishment	Upto Rs. 3.75 Cr in a year subject to budget provisions.

Q

DOP of Purchase & Contacts of

Committees including IDs, FDs headed by CMD, Functional Directors and CMD BCCL

Annexure - C
(Amt. in Rs. Crores)

Particulars	Empowered committee of Directors including IDs # headed by CMD, BCCL	Committee of Functional Directors headed by CMD, BCCL	CMD, BCCL	Functional Directors
1. Open tender				
a. Lowest tender *				
i. Capital exp for goods	187.50	75.00	37.50	18.75
ii. Capital exp for services #	75.00	30.00	15.00	7.50
iii. Revenue exp for goods	93.75	37.50	18.75	9.38
iv. Revenue exp for services #	75.00	30.00	15.00	7.50
b. Resultant single Tender	25% of DOP **			
2. ***				
a. Purchase of proprietary items from Original Equipment Manufacturer (OEM) on single tender basis ****				
i. Capital exp for goods	75.00	30.00	15.00	7.5
ii. Capital exp for services #	18.75	7.50	3.75	1.88
iii. Revenue exp for goods	18.75	7.50	3.75	1.88
iv. Revenue exp for services #	18.75	7.50	3.75	1.88
b. Through negotiation / Nomination basis				
i. Capital exp for goods	18.75	7.50	3.75	1.88
ii. Capital exp for services #	18.75	7.50	3.75	1.88
iii. Revenue exp for goods	18.75	7.50	3.75	1.88
iv. Revenue exp for services #	18.75	7.50	3.75	1.88
(subject to overall limit per Financial year)	93.75	37.00	18.75	9.38
3. Limited tender				
i. Capital exp for goods	93.75	37.50	18.75	9.38
ii. Capital exp for services #	37.50	15.00	7.50	3.75
iii. Revenue exp for goods	47.00	18.80	9.40	4.70
iv. Revenue exp for services #	37.50	15.00	7.50	3.75
Resultant single Tender	25% of DOP **			

* In case of Revenue expenditure bundled with Capital expenditure (being main supply), 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.

** In case of resultant single tender, no splitting of the contract would be allowed, the provisions of Rule 173(xx) of GFR should be complied with and the reasons to be recorded in writing. The provisions are:

- a. The NIT was satisfactorily advertised and sufficient time was given for submission of bids.
- b. The qualification criteria were not unduly restrictive, and
- c. Prices are reasonable in comparison to market value.

*** A detailed MIS is to be placed to the Board at quarterly intervals of the actual amount approved and spent (separately) in terms of each items of the delegated DOP for the information of the Board. Board shall review and give necessary advice if required. This MIS will be prepared by Finance Department in consultation with the concerned technical department. The information is to be submitted to the Board within 30 days from the end of each quarter.

**** 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 equipments, a similar list of original parts manufacturer/ proven source as recommended by OEM may be obtained.

includes works in terms of GST laws. The definition of Goods and services will be based on Extant GST Law.



Delegation of Power of Director(Finance), BCCL

Sl. No	Nomenclature	Power
E-1.0	ESTABLISHMENT MATTER	
E-1.1	To approve tour programme	Full power in case of employees reported to him as per the extant policy
E-1.2	TA/Transfer TA/LTC/RRF/LLTC Bills	Controlling Officer for self and all other officer an staff under his administrative control
E-1.3	Sanction of advance TA/Transfer TA/LTC/RRF/LLTC including advance of pay and leave salary	Controlling Officer for self and all other officer and staff under his administrative control as per the extant policy
E-1.4	Sanction of extension of halt outside on tour as admissible under the rules for officer and staff under his administrative control.	Full Power
E-1.5	(a) Waiver of production of money receipt and ticket no. etc. for TA/LTC	Full Power as per the extant policy
E-1.6	Waiver of time limit for submission of TA/LTC/RRF/LLTC Bills and Medical Bills	Full Power
E-1.7	To approve travel by Air/Rail/Road in a class higher than the entitled, and by a route other than the shortest/cheapest on the emergency of work	Full Power
E-1.8	To approve cancellation charges on rail/air tickets in case journeys on tour/LTC/transfer	Full power subject to company's rules
E-1.9	Grant of all approved types of leave and acceptance of fitness certificates after leave on medical ground.	Full Power
E-1.10	Counting of extraordinary leave for the purpose of increment	Full power
E-1.11	(a) Sanction of reimbursement of medical expenses and payment of advance for medical treatment	Full power
	(b) Sanction of part reimbursement of medical expenses involving prolonged illness/ treatment	Full power
E-1.12	Temporary withdrawal from provident fund	Full power as per rules
E-1.13	Transfer of officer/staff within the company from one unit to another and from headquartes to field and units and vice-versa in respect of disciplines under his administrative control	Full power
E-1.14	To sanction house rent allowance, festival advance and any other allowance/advance as per rules/administrative instructions for the employees under his control	Full power within the policy guidelines and rules.
E-1.15	Closure of probation in respect of officers up to E-6 grade under his administrative control	Full power

E-1.16	Regularisation of JETs/MT to the appropriate grade	Full power subject to terms of appointment in consultation with concerned Director
E-1.17	Officiating arrangements against sanctioned posts up to the level of E-6 grade with recommendation of concerned Director including sanction for payment of officiating allowance/Acting allowance/Charge allowance	Full power limited to period of three months
E-1.18	Power to fix headquarters and define sphere of duty for officers and staffs in respect of disciplines under his administrative control	Full power
E-1.19	Power to declare an officer as the Head of an office and designating an officer in the respective departments under him	Full power
E-1.20	Power to declare who shall be controlling officer in the respective departments under him	Full power
E-1.21	Power to sanction subsistence allowance in respect of employees under his administrative control	Full power up to E-6 grade
E-1.22	Power to sanction mileage allowance by a route other than the shortest or cheapest for officers and staff working under him	Full power as per company's rules
E-1.23	Power to extend time limit for travel of family on transfer or carriage of personal effects for staff and officers under his administrative control.	Full power
E-1.24	To open and operate bank accounts and authorise executives to operate the bank account	Full power as delegated by BCCL Board.
E-1.25	Power to sanction and operate permanent advance in respect of subordinate officers	Full Power
E-1.26	To grant imprest and to enhance/reduce the amounts of imprest relating to wages payment, local purchase of stores, miscellaneous, contingent office expenses, etc.	Full Power
E-1.27	To sanction O.T Allowance	Full Power subject to budget provisions.
E-1.28	Power to take disciplinary action in respect of Wage Board employees and executives up to E-6 grade in terms of the provision of disciplinary rules and orders issued from time to time in this regard	Full Power
E-1.29	To forward application of employees for outside employment of the employees	Full power within the policy guidelines
E-1.30	Sanction/ approve all relevant matters which are of administrative nature including execution of contract agreement/modification/acceptance of security bond etc. contingent to those	Full power

	purchase and contracts which are under his administrative control.	
E-1.31	To pay honorarium to non-executive cadre and executive cadre employees	Up to Rs. 10,000/- in each case and with a limit of Rs. 5 lakh per annum.
E-1.32	Hiring of vehicle/ office Equipments/ Furniture & Fittings	Full power
E-1.33	To incur expenditure for repair and maintenance of company vehicles, office equipment, furniture & fittings, office building and houses hired by the Company and kept at the disposal of the departments under him/her control.	Full power
E-1.34	Printing, binding and Stationery expenses for the department under his control.	Full power subject to budget in terms of prescribed procedure
E-1.35	Revenue works/ Purchase	
	(a) Sanction of estimate/ indent of work/ purchase of revenue nature	Annexure-C
	(b) Sanction of Revised estimate/deviation Estimate for any revenue job, the award of which approved by him.	Full power within 10% of value of agreement.
E-1.36	Power to sanction to provide mobiles, laptops, computer etc.	Full power.
E-1.37	Sanction of expenditure for installation of telephone connection including provision of STD in the Department and in the residence of the executives under his/her administrative control.	Full power as per extant policy.
E-1.38	Sanction of recurring expenditure relating to the Telephone, Mobile phones, Broad bands and Fax ec. Installed in departments and also in the residence of executive under his/her administrative control.	Full power as per extant policy.
E-1.39	To depute any employee of the company to seminars, training programmes etc.	Full power as per the extant policy
PC-1.0	PURCHASE & CONTRACT (includes Hiring Contracts)	
PC-1.1	Award of Purchase Orders/ Work Orders	
PC-1.1.1	On Open Tender:	
	(a) Lowest Tender (b) Single Tender	Refer Annexure 'C'
PC-1.1.2	On Limited Tender	
	(a) Lowest Tender (b) Single Tender	Refer Annexure 'C'
PC-1.1.3	Without Tender	
PC-1.2	(a) Purchase of item from OEM/ Proprietary parties	Refer Annexure 'C'
	(b) Repair of assemblies/ item from OEM	Refer Annexure 'C'
	(C) Without Tender through negotiation for Purchase / Contract	Refer Annexure 'C'

O-1.0	OTHER FINANCIAL MATTER	
O-1.1		
O-1.2	To incur expenses of contingent nature on meetings, conferences, workshops, knowledge day/ debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games etc.	Full power as per extant policy
O-1.3	Entertainment	Upto Rs. 3.75 Cr. in a year subject provisions.
O-1.4	To sanction purchase of general/ technical/ professional books/ periodicals/ magazines / journals / e-books including soft copies & newspapers	Full power as per extant policy



DOP of Purchase & Contacts of
Committees including IDs, FDs headed by CMD, Functional Directors and CMD BCCL

Annexure – C
(Amt. in Rs. Crores)

Particulars	Empowered committee of Directors including IDs # headed by CMD, BCCL	Committee of Functional Directors headed by CMD, BCCL	CMD, BCCL	Functional Directors
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<p>** In case of resultant single tender, no splitting of the contract would be allowed, the provisions of Rule 173(xx) of GFR should be complied with and the reasons to be recorded in writing. The provisions are:</p> <ol style="list-style-type: none"> The NIT was satisfactorily advertised and sufficient time was given for submission of bids. The qualification criteria were not unduly restrictive, and Prices are reasonable in comparison to market value.
*** A detailed MIS is to be placed to the Board at quarterly intervals of the actual amount approved and spent (separately) in terms of each items of the delegated DOP for the information of the Board. Board shall review and give necessary advice if required. This MIS will be prepared by Finance Department in consultation with the concerned technical department. The information is to be submitted to the Board within 30 days from the end of each quarter.
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includes works in terms of GST laws. The definition of Goods and services will be based on Extant GST Law.

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

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.

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.

All such appointment will be included in the quarterly MIS to be placed before the Board. The reason for appointment on nomination basis will be recorded in writing.

GUIDELINES FOR CIL CENTRALISED PROCUREMENT CELL

1. CIL shall set up a separate Centralised Procurement Cell (CPC) at HQ or at an appropriate place (may not be located at Kolkata) to centrally process all purchase requirements on behalf of all subsidiaries.
2. The location of the Centralised Procurement Cell (CPC) need not be known by the Suppliers/Contractors and shall work in similar lines as Income Tax Centralised Processing Cell in Bangalore.
3. The CIL CPC shall undertake the following tasks :
 - i. Receive requisitions/indents for procurement from all subsidiaries, duly approved by the Competent Authority along with detailed technical specifications and quantities.
 - ii. Preparation of NITs
 - iii. Floating of Tenders/ Advertisements on behalf of respective subsidiaries.
 - iv. Obtaining special technical advices and know how in respect of modern technologies suitable for the specific requirements of CIL and its subsidiaries.
 - v. Maintaining an electronic panel of the suppliers who have any time dealt with any of the subsidiaries. Any new supplier may also be included in the panel by way of an appropriate e-application.
 - vi. Appropriate advertisement may be published in prominent national newspapers periodically to make aware the potential suppliers about the electronic panel maintained by CIL as well as various e-tenders floated by CIL and its subsidiaries.
 - vii. All tender copies must be emailed to the suppliers empanelled with CPC.
 - viii. All tenders must be received electronically with appropriate password and security protection. The CPC website must be so designed that appropriate comparison can be made based on various criteria at a time to facilitate to take prompt decision by the procuring departments.
 - ix. It has been noticed that for jobs/procurements of similar types, tender rates differ widely amongst the subsidiaries, with the variance being as high as 50% in some cases. CPC must look into such situations.
 - x. CPC will have the responsibility to regularly map the procurement process so that it gets started and completed in a timely manner.

- xi. CPC must also ensure that adequate and timely supply of various components/materials/spare parts are available in reasonable quantity and slow moving / dead stock are disposed off regularly.
- xii. CPC shall also oversee the suppliers' payment terms which must be quoted in advance at the time of e-tendering itself. A timely payment commitment will enable procurement at lowest cost. It is therefore very important to strictly adhere to the time limits so as to ensure the payments are released as agreed upon in the contract. For any delay in payment exceeding 7 days from the agreed date, interest @9% p.a to be paid and for delays exceeding 45 days, interest @15% p.a. to be paid. The team processing the bills shall be asked to justify the reasons as to why such payment was delayed and interest paid.
- xiii. The person/team processing the bill / approving the quality or quantity, shall not interact with the supplier/ consultant either personally or otherwise except during the course of official meetings wherein the proceedings are recorded.
- xiv. A Committee of GMs will be entrusted with the task of setting up the Centralised Procurement Cell in a time bound and cost effective manner.



GUIDELINES FOR CIL ANTI-BRIBERY RULES

1. These anti bribery provision and guidelines are being issued to effectively monitor corrupt practices and for the purpose of prevention of corruption.
2. These guidelines prohibit the bribery of Govt. officials, political party representatives, not-for-profit organisations and employees of state owned enterprises at all levels.
3. The Indian companies, business entities, organisations and individuals are prohibited from (1) offering, promising, authorizing, or paying, (2) anything of value, (3) to any of the parties listed in Sl no. (2) above.
4. These guidelines also prohibit payment of bribes directly or indirectly to any third person.
5. No person shall make or authorise payments to any person listed above as in Sl. No. (2) with a corrupt intent for the purpose of securing any undue favour.
6. These guidelines prohibit payment of anything in value including payment of cash, gifts or kind (such as drinks, meal include the payment of money, the provision of gifts and entertainment (such as drinks, meals, event tickets), travel, jobs, or internships for family members or relatives as defined under Companies Act,2013.
7. The employees and officials of CIL covered under these guidelines include all levels of employees including members of the Board, various committees, consultants& experts retained by CIL, Advisors besides Govt. officials/ nominees directly / indirectly connected with CIL / JV / Associates / Subsidiaries.
8. The purpose of this guidelines includes the objective to obtain or retain business which includes payments :
 - i. To gain contract
 - ii. To secure a cost or revenue advantage
 - iii. To avoid tax burden
 - iv. To secure future or existing business opportunities
 - v. To obtain confidential information
 - vi. To obtain any type of business advantage
9. In terms of these guidelines, attempted bribery including conspiring to bribe are also strictly prohibited and this will mean that merely taking concrete steps to set a bribery scheme in motion will be treated as violation of these guidelines and will be treated as corrupt practices.
10. These guidelines also require a reasonable precision with which disbursements are made by the persons or entities covered by these guidelines and also require to maintain books, accounts and records with reasonable details, accurately and fairly reflect the transaction and disposition of assets of the company.

GUIDELINES FOR CIL INTEGRITY PACT & EMPLOYEES CODE OF CONDUCT

1. Suppliers to give a clear cut undertaking that they will not use any unfair means or corrupt practices directly or indirectly and shall not offer any pecuniary benefits or favour of any kind to any employee of the Company or to his relatives or to the entities controlled by them during the period of the contract or thereafter.
2. The term pecuniary benefit shall include offer for present/future jobs, consulting assignments, training or travel or any gift/hospitality of any kind whatsoever.
3. All the officials of the company including employees at all levels are prohibited to accept any gifts or favour or hospitality of any kind whatsoever from any person dealing with the company in any manner.
4. The company officials including employees at all levels shall ensure to follow the Code of Conduct very strictly and will not meet any supplier / consultant except in office.
5. Any kind of personal relationships or accepting or offering any type of gifts is to be strictly avoided with any person dealing with the company directly/indirectly. In case if there is any conflict of interest the same should be brought on record forthwith.
6. A declaration of the independence/integrity of the aforesaid effect shall be filed by the suppliers before taking up the assignment and also the employees upto 4 levels of Management shall furnish adequate declaration to HRD in prescribed format.

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Notes:

1. All policies are to be mandatorily reviewed at least once in five (5) years.
2. Any policy remained unvisited/ unrevised should be brought for review and consideration before the Audit Committee within 3 months.
3. All approved policies/ laid down procedures / internal Circulars should be included along with Delegation of Power as Volume – II.
4. All guidelines should be included alongwith the Delegation of powers as Volume – III.
5. Where no policy has been formulated the powers cannot be exercised.
6. All details, delegations and policies alongwith cross reference will be available in company's internal circulation electronically (intra-net) as a master circular and all changes by circulars or orders need to be incorporated in the Master circular as soon as the relevant circular is notified for applicability. The master circular as well as policies, schemes and sub delegations as available on intranet be also accessible to Internal Auditors and Statutory Auditors and internally to all employees without any restriction.
7. Financial powers cannot be further sub-delegated.