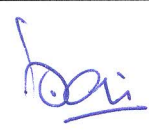




Delegation of Powers of HOD (Fund), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.



G. GARISH
Gm (CME)


N. S. SAINI
Gm (MM)


D. N. MAHAPATRA
HOD (CIVIL)








R. K. SAHA
TS to D(P)


S. N. SENHA
TS to D(P)


B. K. PATRA
Co. Secretary

Delegation of Powers of GM/HOD (Geology), BCCL


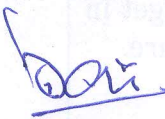




Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/ RRF/LLTC /Pay/ Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave – Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.

G. GIRISH N. S. SARNA D. N. MAHAPATRA R. K. SAHA S. N. SAHA B. K. PATRA
 Gm (Emc) Gm, MM HOD (ENVL) T & H D (F) T & H D (P) Co. Secretary

Delegation of Powers of GM (HRD), BCCL

Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/ RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave – Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Overtime allowance	Full power for the employees working under him/her within the ceiling communicated by the concerned Director.	

     
 G. G. RISH N. S. SARNI D. N. MAARAMRA R. K. SANYAL S. N. SINHA B. K. PARUI
 Gm (Cme) Gm (MM) HOD (CERL) TR to D (F) TR to D (P) Co. Secretary,

Delegation of Powers of GM (HRD), BCCL

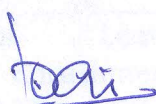

2.0	<u>General & Miscellaneous</u>		
Sl No.	Head of DOP	Extent of Authority	Remarks
2.1	Acceptance of Bill.	As stipulated in the contract or terms of payment	
2.2	Power to sign agreement/ Issue Contract, Purchase Order, LoA/LoI etc.	Full power on approval of the competent authority.	
2.3	Officiating arrangement.	Full powers to make officiating arrangements against temporary vacancies as per rules.	
2.4	Technical approval of indents	Full power within the approved budget.	
2.5	Purchase General/ Technical/ Professional books/ Periodicals/ Magazines/ Generals including soft copies and newspaper, e-books etc.	Upto Rs. 50,000/- per annum within the budget provision as per the extant policy.	
2.6	Repairs of office equipment and furniture etc.	Rs. 2000/- per item and maximum Rs. 50,000/- per annum with financial concurrence and budget certification as per provisions of Purchase & Contract of Revenue nature under Annexure - A on limited/ nomination basis.	
2.7	Power to incur contingent expenditure.	Full powers upto Rs. 50,000/- per annum subject to limit of Rs. 2000/- in each case.	
2.8	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.	
2.9	To approve payment of postal charges/ mobile charges/ landline charges/ Internet & Broadband bills etc.	Full powers subject to Budget in terms of prescribed procedure.	
2.10	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.
2.11	Purchase & Contracts	As per DoP on Purchase & Contracts under Annexure - A	Subject to financial concurrence and budget provisions.

Delegation of Powers of GM (HRD), BCCL

2.12	Without inviting Tender against approved schedule of rates.	Upto Rs.25000 each case with financial concurrence as per provisions of Purchase & Contract of Revenue nature under Annexure - A on limited/ nomination basis.	Subject to a ceiling of Rs.5 lakh p.a.
2.13	Vocational Training of outside students seeking training during Summer/ Winter vacation on non-payment basis.	Full power	Quarterly report of the approval of the training should be given to the concerned Director.
2.14	Change of name of participants nominated for attending seminar/ training etc.	Full power subject to recommendation by the appropriate authority.	Original proposal should have the approval of the concerned Director. Reasons to be recorded in writing.



G. GIRISH N.S. SAINI
Gm(eme) Gm(MM)

D.N. MAHAPATRA R.K. SAINI
HOD(CDRI) TR to D(F)









S.N. SINHA
TR to D(P)




B.K. PURI
Co. Secretary

Delegation of Powers of GM/ HoD (Industrial Engineering), BCCL

Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/ RRF/LLTC/Pay / Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.


G. GIRISH N. S. SAINI D. N. MAHAPATRA R. K. SAHAY S. N. SINHA B. K. PARUI
 Gm (CME) Gm (MM) HoD (CIVIL) TR to D(F) TR to D(P) Co. Secretary,


Delegation of Powers of GM/ HoD (Industrial Engineering), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
2.0	<u>General & Miscellaneous</u>		
2.1	Purchase General/ Technical/ Professional books / Periodicals /Magazines/ Generals including soft copies and newspaper, e-books etc.	Upto Rs. 50,000/- per annum within the budget provision as per the extant policy.	
2.2	Repairs of office equipment and furniture etc.	Rs. 2000/- per item and maximum Rs. 50,000/- per annum with financial concurrence and budget certification as per procedure given in Annexure - A on limited/ nomination basis.	
2.3	Power to incur contingent expenditure.	Full powers upto Rs. 50,000/- per annum subject to limit of Rs. 2000/- in each case.	



G. GIRISH
Gm(eme)


N.S. SAINI
Gm(mm)


D.N. MAHAPATRA
HoD(ENRDL)








R.K. SAHAY
Ts to D(F)


S.N. SINHA
TR to D(P)


B.K. PARUI
Co. Secretary







Delegation of Powers of GM/HOD (Internal Audit), BCCL

Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave – Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.

     
 G. GIRISH N.S. SAINI D.N. MAHAPATRA R.K. SAHAY S.N. SINHA B.K. PATHI
 GM (EME) GM (MM) HOD (CIVIL) TS & D (F) TS & D (F) Co. Secretary,


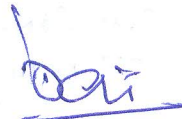




Delegation of Powers of GM/HOD (Internal Audit), BCCL

Sl No.	Head of DOP	Extent of Authority	Remarks
2.0	General & Miscellaneous		
2.1	Power to sign agreement/ Issue Contract, Purchase Order, LoA/Lol etc.	Full power on approval of the competent authority.	
2.2	Acceptance of Bills.	As stipulated in the contract or terms of payment	
2.3	Purchase & Contracts	As per DoP on Purchase & Contract under Annexure - A	

					
G. GARISH	N. S. SANE	D. N. MAHAPATRA	R. K. SANYAL	S. N. SENHA	B. R. PATRA
Gm (C&C)	Gm (mm)	HOD (C&C)	Tr to D(P)	Tr to D(P)	Co. Secretary,

Delegation of Powers of GM/ HoD (Legal), BCCL

Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/ Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.

     
 G. G. G. G. N. S. S. S. D. N. M. M. R. R. S. S. S. N. S. N. B. K. P. P.
 Gm (CME) Gm (MM) HOD (CIVIL) TS + D (F) TS + D (P) Co. Secretary

Delegation of Powers of GM/ HoD (Legal), BCCL

Sl.No	Head of DoP	Extent of Authority	Remarks
2.0	<u>General & Miscellaneous</u>		
2.1	Filing of cases, Appeals, Revisions and all such connected matters.	Full power.	
2.2	Acceptance & Payment of Telephone, Telegram and any other bill.	Full power with financial concurrence.	
2.3	Payment of professional bills and expenses inclusive of Court fee, stamps and T.A./D.A. of the Advocates.	Full power as per approved and negotiated rates.	
2.4	Purchase General/ Technical/ Professional books/ Periodicals/ Magazines/ Generals including soft copies and newspaper, e-books etc.	Upto Rs. 50,000/- per annum within the budget provision as per the extant policy.	
2.5	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.	
2.6	To approve payment of postal charges/ mobile charges/ landline charges/ Internet & Broadband bills etc.	Full powers subject to Budget in terms of prescribed procedure.	
2.7	Power to incur contingent expenditure.	Full powers upto Rs. 50,000/- per annum subject to limit of Rs. 2000/- in each case.	



G. GIRISH
Gm (eme)



N. S. SAINI
Gm (mm)



D. N. MAHAPATRA
HOD (Legal)



R. R. SAINI
TS to D(P)




S. N. SINHA
TS to D(P)

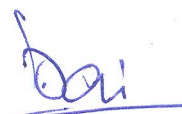



B. R. PARAI
Co. Secretary.


Delegation of Powers of GM/ HoD (Manpower), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/ RRF/LLTC/ Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.



G. G. RISHI
GM (emg)


N. S. SAINI
GM (mm)


D. N. MAHAPATRA
HOD (CIVIL)








R. K. SAHAY
TR to D(P)


S. N. SINHA
TR to D(P)


B. K. PASRIWA
Co Secretary

Delegation of Powers of GM/ HoD (MM), BCCL

Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/ Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Transfer of employees	Full power for wage board employees for units under his control.	
1.6	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.7	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.







G. GURICH N. S. SARNI D. N. MAHAPATRA R. K. SATHY S. N. SENHA B. K. Parui
 Gm (eme) Gm (mm) HoD (CIVIL) T to D (F) T to D (P) Co. Secretary

Delegation of Powers of GM/ HoD (MM), BCCL

Sl No.	Head of DOP	Extent of Authority	Remarks
2.0	<u>General & Miscellaneous</u>		
2.1	Fitness certificate	Full power as per rules.	
2.2	Acceptance of Bill.	As stipulated in the contract or terms of payment	
2.3	Technical approval of Indent	Full power within the budget.	
2.4	Power to sign agreement/ Issue Contract, Purchase Order, LoA/LoI etc.	Full power on approval of the competent authority.	
2.5	Issue of stores in accordance with contract/ work order provisions.	Full power.	
2.6	Purchase & Contracts	As per DoP on Purchase & Contract under Annexure - A	
(a)	Without inviting tender and on the basis of negotiations on approved schedule of rates	Upto Rs.25000 in each case with financial concurrence.	Not exceeding Rs. 5 lakh p.a.
2.7	Purchase of stores and spares against Rate contract / Depot Agreement/ MoU entered into by HQ.	Full powers.	
2.8	Purchase General/ Technical/ Professional books/ Periodicals/ Magazines/ Generals including soft copies and newspaper, e-books etc.	UptoRs. 50,000/- per annum within the budget provision as per the extant policy.	
2.9	Repairs of office equipment and furniture etc.	Rs. 2000/- per item and maximum Rs. 50,000/- per annum with financial concurrence and budget certification as per provisions of Purchase & Contract of Revenue nature under Annexure - A on limited/ nomination basis.	
2.10	Power to incur contingent expenditure.	Full powers uptoRs. 50,000/- per annum subject to limit of Rs. 2000/- in each case.	
2.11	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.	
2.12	To approve payment of postal charges/ mobile charges/ landline charges/ Internet & Broadband bills etc.	Full powers subject to Budget in terms of prescribed procedure.	
2.13	Payment of professional bills and expenses inclusive of Court fee, stamps and T.A./D.A. of the Advocates.	Full power as per approved and negotiated rates.	

Delegation of Powers of HOD (NEE), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.


     
 G. Gurish N. S. Saini D. N. Mahapatra R. K. Sahay S. N. Sinha B. K. Parai
 Gm (CME) Gm (MM) HOD (CIVIL) TS + D (P) TS + D (P) Co. Secretary


Delegation of Powers of GM (P&IR), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/ RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.



G. GURISH
GM (eme)


N. S. SAINI
GM (mm)


D. N. MAHAPATRA
HOD (CDVSL)


R. K. SAHAY
DT to D (P)


S. N. SENHA
TS to D (P)








B. K. PATEL
Co. Secretary

Delegation of Powers of GM (P&IR), BCCL

Sl No.	Head of DoP	Extent of authority	Remarks
2.0	<u>General & Miscellaneous</u>		
2.1	Acceptance of Bill.	As stipulated in the contract or terms of payment.	
2.2	Technical approval of Indent	Full power within the allocated budget	
2.3	Powers to fix headquarters and define sphere of duty or officers and staff in respect of disciplines under his administrative control.	Full power.	
2.4	Power to declare who shall be controlling officer in respect of various departments under him.	Full power.	
2.5	Determine seniority in respect of Wage Board employees of Hqs. and the posts centrally controlled by Hqs.	Full power within the provision of approved cadre scheme.	
2.6	To forward application of outside employment of the Wage Board employees within the policies / guidelines.	Full power as per rules.	
2.7	Expenditure on court fees, stamps, obtaining certified copies of documents / judgments.	Full power subject to budget provision and financial concurrence.	
2.8	Promotion against sanctioned posts in respect of Wage Board employees from the panel recommended by Departmental promotion Committee.	Full powers as per the guidelines of CIL.	
2.9	Sanction of investigation of arrear claims.	Full power.	
2.10	Purchase General/ Technical/ Professional books/ Periodicals/ Magazines/ Generals including soft copies and newspaper, e-books etc.	Upto Rs. 50,000/- per annum within the budget provision as per the extant policy.	
2.11	Repairs of office equipment and furniture etc.	Rs. 2000/- per item and maximum Rs. 50,000/- per annum with financial concurrence and budget certification as per procedure given in Annexure - A on limited/ nomination basis.	
2.12	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.	
2.13	To approve payment of postal charges/ mobile charges/ landline charges/ Internet & Broadband bills etc.	Full powers subject to Budget in terms of prescribed procedure.	
2.14	Power to incur contingent expenditure.	Full powers upto Rs. 50,000/- per annum subject to limit of Rs. 2000/- in each case.	

Delegation of Powers of GM/ HoD (P&P), BCCL

Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/ RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave – Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Overtime allowance	Full power for the employees working under him/her within the ceiling communicated by the concerned Director.	

     
 G. G. RISHI N. S. SAINI D. N. MAHAPATRA R. K. SAINI S. N. SAINI B. K. PARUI
 GM (eme) GM (MM) HO (CIVIL) TS to D (P) TS to D (P) Co. Secretary


Delegation of Powers of GM/ HoD (P&P), BCCL


Sl. No	Head of DoP	Extent of Authority	Remarks
2.0	General & Miscellaneous		
2.1	Acceptance of Bill.	As stipulated in the agreement/contract.	
2.2	Technical approval of Indent	Full powers within the allocated budget	
2.3	Power to sign agreement/ Issue Contract, Purchase Order, LoA/LoI etc.	Full power on approval of the competent authority.	
2.4	Purchase General/ Technical/ Professional books/ Periodicals/ Magazines/ Generals including soft copies and newspaper, e-books etc.	Upto Rs. 50,000/- per annum within the budget provision as per the extant policy.	
2.5	Repairs of office equipment and furniture etc.	Rs. 2000/- per item and maximum Rs. 50,000/- per annum with financial concurrence and budget certification as per provisions of Purchase & Contract of Revenue nature under Annexure - A on limited/ nomination basis.	
2.6	Power to incur contingent expenditure.	Full powers upto Rs. 50,000/- per annum subject to limit of Rs. 2000/- in each case.	
2.7	To approve payment of postal charges/ mobile charges/ landline charges/ Internet & Broadband bills etc.	Full powers subject to Budget in terms of prescribed procedure.	
2.8	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.	
2.9	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	
2.10	Purchase & Contracts	As per DoP on Purchase & Contract under Annexure - A	Subject to financial concurrence and budget provisions.
2.11	Without inviting Tender against approved schedule of rates.	Upto Rs.25000 each case with financial concurrence as per provisions of Purchase & Contract of Revenue nature under Annexure - A on limited/ nomination basis.	Not exceeding Rs. 5 lakh p.a.


Delegation of Powers of GM/ HoD (PF and Pension), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/ RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave – Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.



G. GIRISH
GM (eme)


N. S. SAINI
GM (mm)


D. N. MAHAPATRA
HOD (CIVIL)


R. K. SAHAY
TS & D (F)


S. N. SENHA
TS & D (P)


B. K. PARUI
Co. Secretary.

Delegation of Powers of GM/ HoD (Public Relation), BCCL

Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/ RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.
1.7	Power of sanction of publication of NIT/ Court Notices/ Corrigendum, etc. in Newspapers.	Full Power	Within the approved Budget.
1.8	Purchase General/ Technical/ Professional books/ Periodicals/ Magazines/ Generals	Upto Rs. 50,000/- per annum within the budget provision as per the extant policy.	

G. G. G. G.
G. G. G. G.
Gm (eme) Gm (mm)

D. N. M. M.
D. N. M. M.
HoD (RVDL)


R. K. S. S.
R. K. S. S.
TR to D(F)


S. N. S. S.
S. N. S. S.
TR to D(P)


B. K. P. P.
B. K. P. P.
Co. Secretary


Delegation of Powers of GM/ HoD (Public Relation), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
	including soft copies and newspaper, e-books etc.		
1.9	Acceptance of newspaper and Magazine bills.	Full power within the approved budget of Financial Year.	
1.10	Approving expenditure against photography/ videography/ animation and publicity etc.	Full power within approved budget and financial concurrence.	
1.11	Sanction of Miscellaneous Purchase of Printing and other office stationary items	Upto Rs. 20,000/- per annum within the budget provision and financial concurrence.	



G. GIRISH
Gm(eme)


N. S. SAINI
Gm(MM)


D. N. MAHAPATRA
HOD(Civil)



R. K. SAHAY
B to D(E)

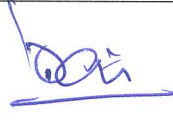

S. N. SENHA
B to D(P)



B. K. PARUI
Co. Secretary


Delegation of Powers of HOD (Rajbhasha), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/ RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.



G. CHIRISH
GM (eme)


N.S. SAINI
GM (MM)


D.N. MAHAPATRA
HOD (ELVRL)



R.K. SAHAY
TD to D(F)



S.N. SENITA
TD to D(P)



B.K. PARUI
Co. Secretary


Delegation of Powers of GM / HoD (Safety & Rescue), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/ Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave – Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Overtime allowance	Full power for the employees working under him/her within the ceiling communicated by the concerned Director.	



G. GURUSH
Gm (eme)


N. S. SARDI
Gm (mm)


D. N. MAHAPATRA
HoD (RRDLY)


R. K. SATHAY
TS to D (P)



S. N. SENHA
TS to D (P)



B. K. PATEL
Co. Secretary


Delegation of Powers of GM / HoD (Safety & Rescue), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
2.0	General & Miscellaneous		
2.1	Fitness certificate	Full power as per rules.	
2.2	Acceptance of Bill.	As stipulated in the contract or terms of payment	
2.3	Technical approval of Indent	Full power within the allocated budget	
2.4	Sanction of liveries.	Full power as per rules to sanction expenditures for the entitled employees only as per rules and subject to budget provision.	
2.5	Purchase General/ Technical/ Professional books/ Periodicals/ Magazines/ Generals including soft copies and newspaper, e-books etc.	Upto Rs. 50,000/- per annum within the budget provision as per the extant policy.	
2.6	Repairs of office equipment and furniture etc.	Rs. 2000/- per item and maximum Rs. 50,000/- per annum with financial concurrence and budget certification as per procedure given in Annexure - A on limited/ nomination basis.	
2.6	Power to incur contingent expenditure.	Full powers upto Rs. 50,000/- per annum subject to limit of Rs. 2000/- in each case.	
2.7	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.	
2.8	To approve payment of postal charges/ mobile charges/ landline charges/ Internet & Broadband bills etc.	Full powers subject to Budget in terms of prescribed procedure.	
2.9	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.
2.10	Purchase & Contracts	As per DoP on Purchase & Contract under Annexure - A	



G. GIRISH
Gm (eme)


N. S. SAINI
Gm (mm)


D. N. MAHAPATRA
HOD (Genl)








R. K. SAINI
T3 to D(F)


S. N. SENHA
T3 to D(P)


B. K. Parai
Co. Secretary







Delegation of Powers of GM / HoD (Safety & Rescue), BCCL

2.10.1	Without inviting tender and on the basis of negotiations on approved schedule of rates	Upto Rs.25000 in each case with financial concurrence as per provisions of Purchase & Contract of Revenue nature under Annexure - A on limited/nomination basis.	Not exceeding Rs. 5 lakh p.a.
2.11	Approval for appointment of colliery safety officer from among the Asstt. Mgr. and Area safety officer from among the Area level staff officer (mining) and review of the annual appraisal in respect of the safety performance of the colliery and Area before it is put-up to the D(T) for review.	Full power.	
2.12	Technical approval of indent and budget for safety based items as prepared by the Area within the Annual plan and part of the overall material budget in respect of the following items:	Full power.	
i)	Steel props and Chocks.		
ii)	Girder/channels for support.		
iii)	Safari clamps.		
iv)	Cable bolting/ roof bolting/ roof stitching.		
v)	Roof bolting and anchor testing equipment, load cell etc.		
vi)	Maintenance of safety Devices in haulage road.		
vii)	Portable and fixed Reraylers.		
viii)	Audio-visual Alarm for moving machinery in open cast mines.		
ix)	Ventilation measuring instruments, Gas Detector/ Alarm/environmental monitoring device.		

     
 G. G. RISHI H. S. SAINI D. N. MAHAPATRA R. K. SAHAY S. K. SINHA B. K. PAREEK
 Gm (eme) Gm (MM) HoD (EVAL) Tt to D (F) Tt to D (P) G. Secretary

Delegation of Powers of GM/ HoD (Marketing & Sales), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/ Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave – Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Overtime allowance	Full power for the employees working under him/her within the ceiling communicated by the concerned Director.	


     
 G. GURISH H. S. SAINI D. N. MAHAPATRA R. K. SAINI S. N. SENHA B. K. PATEL
 GM (eme) GM (mm) HoD (CIVIL) TS to D (P) TS to D (P) Co. Secretary


Delegation of Powers of GM/ HoD (Marketing & Sales), BCCL


SL No.	Head of DoP	Extent of authority	Remarks
2.0	General & Miscellaneous		
2.1	Acceptance of bills, like demurrage etc.	Full power as per extant policy.	
2.2	Release of SD/EMD of the customers	Full power as per terms of NIT/Contract/Agreement	
2.3	Power to approve e-auction charges	Full power subject to financial concurrence and budget provisions.	As per directives/ guidelines issued by CIL/ BCCL.
2.4	Purchase General/ Technical/ Professional books/ Periodicals/ Magazines/ Generals including soft copies and newspaper, e-books etc.	Upto Rs. 50,000/- per annum within the budget provision as per the extant policy.	
2.5	Repairs of office equipment and furniture etc.	Rs. 2000/- per item and maximum Rs. 50,000/- per annum with financial concurrence and budget certification as per procedure given in Annexure - A on limited/ nomination basis.	
2.6	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.	
2.7	To approve payment of postal charges/ mobile charges/ landline charges/ Internet & Broadband bills etc.	Full powers subject to Budget in terms of prescribed procedure.	
2.8	Power to incur contingent expenditure.	Full powers upto Rs. 50,000/- per annum subject to limit of Rs. 2000/- in each case.	
2.9	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.



G. Girish
GM (eme)


N. S. Saini
GM (mm)


D. N. Mahapatra
HOD (evsl)


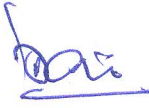





R. K. Sahay
TS to D(F)


S. N. Senha
TS to D(P)


B. K. Parai
Co. Secretary


Delegation of Powers of GM/ HoD (System), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/ Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Overtime allowance	Full power for the employees working under him/her within the ceiling communicated by the concerned Director.	


     
 G. GURISH N. S. SAANI D. N. MAHAPATRA R. K. SAHAY S. N. SINHA B. K. PARIKH
 GM (eme) GM (m.m) HoD (CIVIL) TS to D(P) TS to D(P) Co. Secretary


Delegation of Powers of GM/ HoD (System), BCCL


Sl.No	Head of DoP	Extent of authority	Remarks
2.0	General & Miscellaneous		
2.1	Acceptance of Bill.	As stipulated in the contract or terms of payment	
2.2	Technical approval of Indent	Full powers within the budget allocation in respect of computer related items.	
2.3	Power to sign agreement/ Issue Contract, Purchase Order, LoA/LoI etc.	Full power on approval of the competent authority.	
2.4	Purchase General/ Technical/ Professional books/ Periodicals/ Magazines/ Generals including soft copies and newspaper, e-books etc.	Upto Rs. 50,000/- per annum within the budget provision as per the extant policy.	
2.5	Repairs of office equipment and furniture etc.	Rs. 2000/- per item and maximum Rs. 50,000/- per annum with financial concurrence and budget certification as per procedure given in Annexure - A on limited/ nomination basis.	
2.6	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.	
2.7	To approve payment of postal charges/ mobile charges/ landline charges/ Internet & Broadband bills etc.	Full powers subject to Budget in terms of prescribed procedure.	
2.8	Power to incur contingent expenditure.	Full powers upto Rs. 50,000/- per annum subject to limit of Rs. 2000/- in each case.	
2.9	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.



G. GIRISH
GM (eme)


N.S. SAINI
GM (mm)


D.N. MAHAPATRA
HOD (elvd)

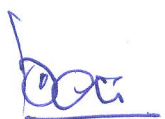




R.K. SAHAY
TS to D(F)


S.N. SENHA
TS to D(F)


B.R. PATW
Co. Secretary

Delegation of Powers of GM / HoD (UG & Siding), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.


     
 G. G. RISH N. S. SAINI D. N. MAHAPATRA R. K. SAHAY S. N. SENHA B. K. PARIW
 GM (eme) GM (mm) HoD (CIVIL) TS & D (P) TS & D (P) Co. Secretary


Delegation of Powers of GM / HoD (WCD), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/RRF/LLTC/Pay/ Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.



G. GIRISH
GM (CME)


N. S. SAINI
GM (MM)


D. N. MAHAPATRA
HoD (P&M)



R. K. SAHAY
TS & D (F)

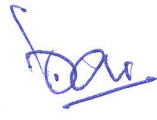

S. N. SENHA
TS & D (F)



B. K. PASARI
Co. Secretary


Delegation of Powers of GM / HoD (WCD), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
2.0	<u>General & Miscellaneous</u>		
2.1	Acceptance of Bill.	As stipulated in the contract or terms of payment	
2.2	Power to sign agreement/ Issue Contract, Purchase Order, LoA/Lol etc.	Full power on approval of the competent authority.	
2.3	Purchase General/ Technical/ Professional books/ Periodicals/ Magazines/ Generals including soft copies and newspaper, e-books etc.	Upto Rs. 50,000/- per annum within the budget provision as per the extant policy.	
2.4	Repairs of office equipment and furniture etc.	Rs. 2000/- per item and maximum Rs. 50,000/- per annum with financial concurrence and budget certification as per procedure given in Annexure - A on limited/ nomination basis.	



G. GERISH
Gm (enr)


N.S. SARDI
Gm (mm)


D.N. MAHAPATRA
HoD (enr)


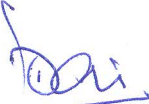





S.N. SETHI
TS to D(P)


R.K. SARKAR
TS to D(F)


B.K. PARI
Co. Secretary


Delegation of Powers of GM/ HoD (Welfare), BCCL


Sl No.	Head of DOP	Extent of Authority	Remarks
1.	PERSONNEL:		
1.1	To approve tour programme	Full in respect of executives and non-executives working under him/her.	1. For self, approval of the concerned Director will be required. 2. All tours outside the jurisdiction of BCCL will require approval of Director.
1.2	Sanction of Advance/Final Bill for TA/Transfer TA/LTC/ RRF/LLTC/Pay/Medical.	Full in respect of self and all executives and Non-Executives of the Department.	Medical advance will be paid on the recommendation of the Chief of Medical Services and after approval of Competent Authority.
1.3	To sanction leave - Casual, Earned, Quarantine, Sick/ Medical	Full in respect of all Executives and Non-Executives of the Department. For self, approval of the concerned Director will be required.	However, leave beyond 30 days approval of the concerned Director will be required.
1.4	Sanction of Leave Encashment/ Encashment of Block Year LLTC.	Full in respect of self and all executives and Non-Executives of the Department.	As per CIL Rules
1.5	Power to take disciplinary action in respect of employees of Non-Executive cadre in terms of provision of the disciplinary rules, and orders issued from time to time in this regard.	Full Power	As per laid down Rules.
1.6	Approving expenditure against sanctioned imprest.	Full power as per rules and laid down norms.	Imprest will be sanctioned by the concerned Director.


     
G. GIRISH N.S. SAINI D.N. MAHAPATRA R.K. SAHAY S.N. SINHA B.K. PAGAR
GM (eme) GM (mm) HoD (CENL) TS to D (F) TS to D (P) Co. Secretary


Delegation of Powers of GM/ HoD (Welfare), BCCL


Sl. No	Head of DoP	Extent of Authority	Remarks
2.0	<u>General & Miscellaneous</u>		
2.1	Acceptance of Bill.	As stipulated in the contract or terms of payment	
2.2	Technical approval of Indent	Full powers within the allocated budget	
2.3	Welfare activities.	Full powers within the approved sanctioned budget for activities like distribution of sports, recreation, sewing machines etc. upto Rs. 2000/- each case and Rs. 20,000/- in a year.	



G. GIRISH
Gm (emc)


N. S. SAMS
Gm (mms)


D. N. MAHAPATRA
HOD (EADL)


R. K. SANYAL
B to D (F)


S. N. SENHA
B to D (P)


B. K. PARUI
Co. Secretary

Annexure - A
(Amt. in Rs. Crores)

Particulars	General Manager	Chief Manager/ Sr. Manager	Manager/ Dy. Manager	Asst. Manager
1. Open tender				
a. Lowest tender *				
i. Capital exp for goods	--	--	--	--
ii. Capital exp for services #	--	--	--	--
iii. Revenue exp for goods	4.69	1.88	0.94	0.47
iv. Revenue exp for services #	3.75	1.50	0.75	0.38
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	--	--	--	--
ii. Capital exp for services #	--	--	--	--
iii. Revenue exp for goods	0.94	0.375	0.19	0.094
iv. Revenue exp for services #	0.94	0.375	0.19	0.094
b. Through negotiation / Nomination basis				
i. Capital exp for goods	--	--	--	--
ii. Capital exp for services #	--	--	--	--
iii. Revenue exp for goods	0.94	0.375	0.19	0.094
iv. Revenue exp for services #	0.94	0.375	0.19	0.094
(subject to overall limit of Rs. 18.75 crores per Financial year)				
3. Limited tender				
i. Capital exp for goods	--	--	--	--
ii. Capital exp for services #	--	--	--	--
iii. Revenue exp for goods	2.35	0.94	0.47	0.235
iv. Revenue exp for services #	1.88	0.75	0.38	0.187
Resultant single Tender	25% of DOP **			

Note: When the Department is not headed by a GM, the power of HoD should be exercised according to the grade occupied by the concerned HoD.

The financial power for DoP on Purchase & Contracts would be defined as under :

	Particulars	Powers
(i)	Estimates as well as the final tendered value within the financial ceiling under Purchase & Contracts	Full power both for estimate as well as tendered value.
(ii)	If the tendered value exceeds the amount of DoP under Purchase & Contracts.	Approval of higher authority is required as per DoP under Purchase & Contracts.

* 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 equipment, 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.