

South Eastern Coalfields Limited

(A MINIRATNA PSU)_

CIN: U10102CT1985GOI003161

CORPORATE AFFAIRS DEPARTMENT

Regd. Office: SEEPAT ROAD, BILASPUR (CG) 495 006



REVISED DELEGATION OF POWERS

To

Area CGMs/GMs, Project Officers/ Sub-Area Managers & Colliery Managers

(Last Revision: 05/05/2017)



South Eastern Coalfields Limited

(A MINIRATNA PSU)

SEEPAT ROAD, BILASPUR (CG) 495 006

BOARD SECRETARIAT

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Ref. No. SECL/BSP/BD.SECY/11/ 359(i)

Date:11.11.2011

OFFICE ORDER

In pursuance of the approval accorded by the Functional Directors for the Revised Delegation of Powers to the Area GMs/SAMs/Colliery Managers etc., at its 484th Meet held on 03.11.2011 (vide Item No.484.09, Total - 26 pages) with the following directives, quoted as under:

QUOTE

The Functional Directors after detailed deliberations approved the recommendations of the Committee for the revised/reviewed Delegation of Powers, as brought out in the Agenda in respect of Area GMs/SAMs/Colliery Managers therein enhancing the threshold limit of the existing DOPs. Functional Directors further directed to circulate the DOP with the note that 'while exercising the Delegation of Power, the provisions of Civil Engineering Manual, Purchase Manual and Contract Management Manual must be strictly complied with except the provisions of above manuals in respect of level of tender committee to recommend award of contract/purchase. These provisions may be relaxed accordingly in line with the proposed enhancement of Delegation of Power to Area General Manager/Sub Area Manager/Colliery Manager and also considering change in the up-gradation of designations as per the circular no.CIL/C-5A(VI)/CCC/1458 dated 01.07.2010 issued by CIL, Kolkata' as recommended by the Committee constituted for the purpose.

UNQUOTE

The above Revised Delegation of Powers along with the directives of the Functional Directors shall be implemented strictly with immediate effect.

Sd/-
Company Secretary

Distribution:

1. CMD/D (P)/D (F)/D (T) O/D (T) P&P
2. All CGMs/GMs of the Areas
3. All SAMs/Colliery Managers of the Areas
4. All HODs of SECL Hqrs.

**SOUTH EASTERN COALFIELDS LIMITED
BILASPUR**

DELEGATION OF POWERS TO AREA CHIEF GENERAL MANAGERS / GENERAL MANAGERS, SUB-AREA MANAGERS AND COLLIERY MANAGERS OF SECL

Sl. No	NATURE OF POWER	EXTENT OF POWERS OF				COLLIERY MANAGER	REMARKS
		CGM/GM OF AREA PRODUCING LESS THAN 5.00 MT OF COAL PER YEAR	CGM/GM OF AREA PRODUCING 5.00 MT AND ABOVE OF COAL PER YEAR	SUB-AREA MANAGER/PROJECT OFFICER OF UNIT PRODUCING LESS THAN 2.00 MT OF COAL PER YEAR	SUB-AREA MANAGER/PROJECT OFFICER OF UNIT PRODUCING 2.00 MT AND ABOVE OF COAL PER YEAR		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A	COMPANY						
A1	Borrowing for working capital	Nil	Nil	Nil	Nil	Nil	
A2	Starting Ancillary Industries	Nil	Nil	Nil	Nil	Nil	
B	BUDGET						
B1	Re-appropriation of Capital Funds	Nil	Nil	Nil	Nil	Nil	
B2	Re-appropriation of Revenue Budget	Upto 10% under particular Head of expenditure except salary and wages over head interest and depreciation and subject to overall revenue budget of the Area	Up to 10% under particular head of Expenditure except salary and Wages, overhead interest and depreciation and subject to overall revenue budget of the Area	Nil	Nil	Nil	
C	CAPITAL WORK						
C1	On-going Projects included in the Budget	Full power as per approved Capital Budget and appropriate delegation of powers under different items of expenditure	Full power as per approved Capital Budget and appropriate delegation of powers under different items of expenditure.	Nil	Nil	Nil	
C2	Capital expenditure in excess of sanctioned estimate of costs.	Up to 10% of the cost in respect of sanctioned estimate executed within the Delegated power	Up to 10% of the cost in respect of sanctioned estimate executed within the delegated power	Nil	Nil	Nil	
C3	Capital expenditure in anticipation of inclusion in the Budget	Nil	Nil	Nil	Nil	Nil	

EXTENT OF POWERS OF							
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
D	PURCHASE & CONTRACT						
D1	To purchase furniture and fittings, office equipment for office including Guest Houses, Hospitals and other Welfare Centres for Area, Collieries & Units	₹5 lakhs per annum ¹	₹5 lakhs per annum ¹	Nil	Nil	Nil	
D1A	To purchase Safety/ production related Plant & Machinery	₹1,00,000/- in each case subject to ₹15.00 lakh in a Financial Year.	₹. 1,00,000/- in each case subject to ₹20.00 lakh in a Financial Year.	Nil	Nil	Nil	
D1 & D1A	<p>1) All routine proposals which are (i) within the above referred DoP of concerned Area GMs and (ii) the proposals for which the administrative approval of concerned Functional Directors exists (which is deemed to be sub-delegated to concerned Area GM) and the award amount after tender finalization thereof is up to 20% over and above the sanctioned amount, the Budget Certification thereof shall be accorded on receipt of the proposal from the Area without any further administrative approval. ²</p> <p>2) The proposals forwarded to SECL Hqrs., seeking the Budget Certification which are (i) beyond the DoP of the concerned Area and (ii) the proposals which exceed after finalization of the tender by the Area, beyond 20% over and above the sanctioned amount by the concerned Functional Directors, the Budget Certification thereof shall be accorded only after the approval by the concerned Functional Director. ²</p>						
D2	i Procurement of : a Spares and stores against Rate contract/ Depot Agmnt. entered into by HQ. b Spares (other than import cases) and Stores decentralised items) :- i) On the basis of the lowest offer against open tender ii) On the basis of the lowest offer against limited tender iii) Against single offer received against open/ limited tender	(₹. in lakh) Full power	(₹. in lakh) Full power	(₹. in lakh) Nil	(₹. in lakh) Nil	(₹. in lakh) Nil	
		40.00 in each case	50.00 in each case	NIL	NIL	NIL	Within the approved MBs and items which are decentralised for procurement by the Area, Purchase Manual provisions are to be followed.
		20.00 in each case	30.00 in each case	Nil	Nil	Nil	
		1.00 in each case	2.00 in each case	Nil	Nil	Nil	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
D2A	To purchase spares from Original Equipment Manufacturers (OEMs)	₹.20.00 lakh in each case	₹.30.00 lakh in each case	Nil	Nil	Nil	Within the approved MBs and items which are decentralised for procurement by the Area, Purchase Manual provisions are to be followed.
D2B	To purchase spares on proprietary basis	₹20.00 lakh in each case	₹30.00 lakh in each case	Nil	Nil	Nil	A certificate from Technical Department with regard to proprietary nature of spares should be obtained.
D3	To purchase of spares, stores and consumable related to production, safety and repair & maintenance on emergency basis within the approved materials budget.	Subject to a limit of ₹3.00 per tonne of coal production.	Subject to a limit of ₹3.00 per tonne of coal production.	Subject to a limit of ₹1.00 per tonne of coal production.	Subject to a limit of ₹1.00 per tonne of coal production.	Subject to a limit of ₹. 0.25 per tonne of coal production for Mines exclusively for safety items like purchase/ repair/ maintenance of gas detector, fire extinguishers, exploders AVAS lighting fixtures, compound, FLP related items etc.	Average production of preceding 3 months will be considered for calculation.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
D4	Civil, E&M and other contracts of Capital nature:	(₹. in lakh)	(₹. in lakh)				
	(a) Sanction of estimates against capital budget	Upto ₹70.00 lakh in each case subject to provision in PR/Schemes & prior approval of concerned Director(Tech.)	Upto ₹90.00 lakh in each case subject to provision in PR/Schemes & prior approval of concerned Director(Tech.)	Nil	Nil	Nil	
	(b) Award of contracts:						
	1. On the basis of the lowest offer against open tender	90.00 in each case	110.00 in each case	Nil	Nil	Nil	
	2. On the basis of the lowest offer against limited tender	20.00 in each case	30.00 in each case	Nil	Nil	Nil	
	3. On the basis of Single Tender received against Open/Limited Tender Enquiry	2.00 in each case	4.00 in each case	Nil	Nil	Nil	
	4 (a) Without inviting tenders but on the basis of approved schedules of rates (in respect of works connected with production & safety)	2.00 in each case	4.00 in each case	Nil	Nil	Nil	
	(b) Without inviting Tenders but on the basis of negotiation	1.00 in each case	2.00 in each case	Nil	Nil	Nil	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
D5	Civil, E&M and other contracts of Revenue nature ³ (a) To sanction estimate against Revenue Budget (b) Award of contracts: 1 On the basis of the lowest offer against open tender 2 On the basis of the lowest offer against limited tender 3 On the basis of single offer against Open/limited tender enquiry 4 a) without inviting tenders but on the basis of approved schedules of rates (in respect of works connected with production and safety (b) Without inviting tenders but on the basis of negotiation 5 Repair proposals related to accidentally damaged equipments working under Maintenance and Repair Contract (MARC) on nomination basis within the Purchase-Repair Budget of the Area ⁴	(₹. in lakh) 70.00 in each case 90.00 in each case 20.00 in each case 2.00 in each case 2.00 in each case 1.0 in each case 20.00 in each case	(₹. in lakh) 90.00 in each case 110.00 in each case 30.00 in each case 4.00 in each case 4.00 in each case 2.00 in each case 20.00 each case	(₹. in lakh) 1.00 in each case Nil 2.00 in each case Nil Nil Nil Nil	(₹. in lakh) 2.00 in each case Nil 4.00 in each case Nil Nil Nil Nil	Nil Nil Nil Nil Nil Nil Nil	The powers of Sub Area Manager/ Project Officer shall be limited to 25% of the expenditure as provided for in the revenue budget of the project.

D5A	CSR works ³	10.00 in each case	10.00 in each case	NIL	NIL	NIL	CMD will accord in principle approval to such proposals as per CIL guidelines for CSR works based on the recommendations of CSR Committee (Area level/Corporate level).
D6	Physical administration of Civil & E&M contracts of Capital & Revenue nature sanction by D(T)/CMD/Board.	Full power within the contract provisions and guidelines from the Company Hqrs. acceptance of the executed quantity will be done by the Officer-in-charge nominated by CGMs/GMs. All payments duly accepted by the Officer-in-charge shall be discharged by the AFM within the contract and Budget provisions.	Full power within the contract provisions and guidelines from the Company Hqrs. acceptance of the executed quantity will be done by the Officer-in-charge nominated by CGMs/GMs. All payments duly accepted by the Officer-in-charge shall be discharged by the AFM within the contract and Budget provisions.	Nil	Nil	Nil	
D7	Coal Transport/Loading contracts						
D7A	Coal Transport/ Transport and loading by mechanical means	Lowest Offer against open tender ₹. 80 lakh in each case.	Lowest Offer against Open tender ₹. 100 lakh in each case.	Nil	Nil	Nil	The tender should be invited by displaying notice on Notice Board of Area/ Colliery/ Unit and nearby Areas.
		Lowest Offer against limited tender ₹. 20 lakh in each case.	Lowest Offer against limited tender ₹. 30 lakh in each case.				
		Against Single Tender ₹10 lakh	Against Single Tender ₹ 10 lakh				
D7B	Mechanical loading only	Lowest Offer against Open Tender ₹.30 lakh in each case	Lowest Offer against Open Tender ₹ 40 lakh in each case.	Nil	Nil	Nil	The tender should be invited by displaying notice on Notice Board of Area/Colliery/Unit and nearby Areas.
		Lowest Offer against Limited Tender ₹. 10 lakh in each case.	Lowest Offer against Limited Tender ₹ 10 lakh in each case.				

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
D8	Change in value of approved contracts	Up to 10% of the contract value within the delegated power	Up to 10% of the contract value within the delegated power	Nil	Nil	Nil	
D9	Settlement of disputes within Suppliers/contractors in respect of purchase order/contract within the delegated authority	Full power subject to 10% of Contract/ purchase value or ₹4 lakh in each case subject to a maximum of ₹ 20 lakh in a year	Full power subject to 10% of the contract/purchase value or ₹ 4 lakh in each case subject to a maximum of ₹ 20 lakh in a year	Nil	Nil	Nil	
D10	To grant extension of time to Contractors / Suppliers against works/ purchase	Full power in respect of contract/purchases within the delegated power	Full power in respect of contract/purchases within the delegated power	Full power against contracts awarded under the powers of P.O./SAM.	Full power against contracts awarded under the powers of P.O. /SAM.	Nil	
D11	Termination of contract/ cancellation of purchase orders, imposing penalty and compensation.	Full power in respect of contract/ purchase orders approved under the delegated authority	Full power in respect of contract/ purchase orders approved under the delegated authority	Nil	Nil	Nil	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
E	OTHER FINANCIAL MATTERS						
E1	Investment of Co's	Nil	Nil	Nil	Nil	Nil	
E2	Schemes for grant of loans and advances to employees	Nil	Nil	Nil	Nil	Nil	
E3	Loans/advances to other than employees	Nil	Nil	Nil	Nil	Nil	
E4	To open accounts with Banks	Nil	Nil	Nil	Nil	Nil	
E5	Formation of schemes for Ex-gratia payment	Nil	Nil	Nil	Nil	Nil	
E6	Ex-gratia payment according to the Schemes formulated by the Company/CIL.	Full power	Full power	Full power	Full power	Full power	
E7	Ex-gratia payment other than in accordance with the schemes in the event of death.	Full power not exceeding ₹.1000/- in each case depending upon the merit of the case and subject to a ceiling of ₹100000/- annually within his administrative jurisdiction	Full power not exceeding ₹.1000/-in each case depending upon the merit of the case and subject to a ceiling of ₹. 100000/-annually within his administrative jurisdiction	Nil	Nil	Nil	
E8	Grants & donations to Charitable, Research and Educational Institutions	Full power to approve grant to Educational Institutions in the coalfields under his administrative control subject to specific approval from Company Headquarters.	Full power to approve grant to Educational Institutions in the coalfields under his administrative control subject to specific approval from Company Headquarters.	Nil	Nil	Nil	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
F	SALES						
F1	Sale of coal, coke and other by-products	Coal will be sold only against specific release orders from the Govt./CIL/ Company against price notified by CIL/Company.	Coal will be sold only against specific release orders from the Govt./CIL/Company against price notified by CIL /Company.	Coal will be sold only against specific release orders from the Govt. CIL /Company against the price notified by CIL/Company.	Coal will be sold only against specific release orders from Govt./CIL / Company against the price notified by CIL/Company.	Coal will be sold only against specific release orders from Govt./CIL / Company against the price notified by CIL/ Company.	
F2	Sale of coal, coke and other productions from collieries which has been declared for free sale	Full power, subject to the quantity/ grade and policy decided by the Company/CIL/Govt.	Full power, subject to the quantity/grade and policy decided by the Company/ CIL/Govt.	Nil	Nil	Nil	
F3	Sale/issue of stores to Contractors as per the provision of contract/ work order at issue rate if any specified in the contracts.	Full power	Full power	Nil	Nil	Nil	
F4	Sale/Disposal of moveable property other than capital assets such as dead wood,waste paper discarded wooden packing materials and other such materials.	Full power	Full power	Nil	Nil	Nil	
F5	Sale and disposal of immovable property including surplus/ obsolete items	Nil	Nil	Nil	Nil	Nil	
F6	Sale/disposal of colliery stores And equipments including scrap materials declared unserviceable in accordance with the laid down procedure.	Full power provided the Book value/reserve value of stores or equipment does not exceed ₹100000/- in each case and subject to rules issued by the Company.	Full power provided the book value/ reserve value of stores or equipment does not exceed ₹100000/- in each case and subject to rules issued by the Company.	Nil	Nil	Nil	A Report in regard to such disposal shall be sent to D(T) with a copy to GM(F) & GM(stores) in each case.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
G	PERSONNEL MATTERS						
G1	Framing of recruitment, service, Conduct & other Rules	Nil	Nil	Nil	Nil	Nil	
G2	Formation of Cadres	Nil	Nil	Nil	Nil	Nil	
G3	Pay scale revisions, Grade of allowances, perquisites etc.	Nil	Nil	Nil	Nil	Nil	
G4	Creation of posts	Nil	Nil	Nil	Nil	Nil	
G5	To promote/fix pay for non-executive cadre employees on the basis of recommendations of Selection Committee/DPC as per norms of the Company rules.	Full power within The approved Manpower Budget and subject to the provision of the cadre scheme.	Full power within the approved Manpower Budget and subject to the provision of the cadre scheme.	Nil	Nil	Nil	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
G6	Reinstatement re-employment	Full power for re instatement/re-employment under the orders of labour Court/ Tribunal etc., in accordance with Award/Settlement in industrial disputes subject to approval of CMD.	Full power for re instatement/re-employment under the orders of labour Court/ Tribunal etc., in accordance with Award/ Settlement in industrial disputes subject to approval of CMD.	Nil	Nil	Nil	
G7	Advance increments	Nil	Nil	Nil	Nil	Nil	
G8	Grant of Honorarium to the employees	Not exceeding ₹.2000/- in each case subject to a maximum of ₹20000/- per year	Not exceeding ₹2000/- in each case subject to a maximum of ₹ 20000/- per year	Not exceeding ₹ 1000/- in each case subject to a maximum of ₹ 10000/- per year	Not exceeding ₹1000/- in each case subject to a maximum of ₹10,000/- per year	Not exceeding ₹1000/- in each case subject to a maximum of ₹ 5000/- per year	
G9	Framing of <i>Gratuity/Retirement Schemes</i>	Nil	Nil	Nil	Nil	Nil	
G10	Deputation abroad	Nil	Nil	Nil	Nil	Nil	
G11	To sanction leave - casual, earned, quarantine, sick/medical	Full power for officers and staff under his administrative control	Full power for officers and staff under his administrative control	Full power for employee working under his administrative control, subject to availability of leave	Full power for employee working under his administrative control, subject to availability of leave	Full power for daily rated and piece rated workers working under him except quarantine leave.	
G12	To sanction special disability leave and any other type of leave not covered above.	Nil	Nil	Nil	Nil	Nil	
G13	To sanction leave salary advance.	Full power to sanction advance of pay admissible under rules.	Full power to sanction advance of pay admissible under rules.	Nil	Nil	Nil	
G14	To accept fitness certificate to join duty after leave on medical/sick ground	Full power for employees /officers under his administrative control	Full power for employees/officers under his administrative control	Full power for employee working under him up to 3 months	Full power for employee working under him up to 3 months	Full power up to one month	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
G15	To approve tour programme	Full power for his own tour and of all other employees under his administrative control. <u>Note:</u> For tours outside the company, specific approval of CMD/D(T) shall be obtained.	Full power for his own tour and of all other employees under his administrative control. <u>Note:</u> For tours outside the Company, specific approval of CMD/D(T) shall be obtained.	Full power for employee working under him, within the Company's jurisdiction.	Full power for employee working under him, within the Company's jurisdiction.	Nil	
G16	To function as controlling officer and grant of TA on tour and transfer and grant of LTC/LLTC advance	Full power	Full power	Full power for employees working under him	Full power for employees working under him	Nil	
G17	To allow travel by rail/air in a class higher than entitled and by a route other than the shortest or cheapest in exigencies of work	Nil	Nil	Nil	Nil	Nil	
G18	To waive producing of money receipt, ticket number etc., for TA/LTC.	Nil	Nil	Nil			
G19	To waive time limit for submission of all type of personnel claims of employees	Up to one year	Up to one year	Nil	Nil		(1) any claim more than one year should be referred To D(P). (2) any claim beyond three years shall be referred to CMD.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

G20	To accept cancellation charges in rail/air tickets in case of journeys on tour/LTC/Transfer.	Full power	Full power	Full power	Full power	Nil	The acceptance of cancellation charges on tickets in case of LTC/LLTC shall be at the instance of the company
G21	To reimburse medical expenditure/ advance for medical expenses	Full power as per Medical Attendance Rules.	Full power as per Medical Attendance Rules.	Full power for Wage Board employees working under him as per MAR	Full power for Wage Board employees working under him as per MAR	Nil	
G22	To sanction over time allowance	Full power within approved Revenue Budget and in no case sanction of OT to individual employee shall exceed 25% of basic pay. <u>Note</u> : Sanction of OT beyond limit specified above shall require approval of concerned Director.	Full power within approved Revenue Budget and in no case sanction of OT to individual employee shall exceed 25% of basic pay. <u>Note</u> : Sanction of OT Beyond limit specified above shall require approval of concerned Director.	Full power up to 50% of OT Man shifts provided In unit Revenue Budget And in no case sanction of OT to individual employee Shall exceed 20% of Basic pay. <u>Note</u> : Sanction of OT Beyond limit specified above shall require approval of General Manager	Full power up to 50% of OT Man shifts provided In unit Revenue Budget and in no case sanction of OT to individual employee shall exceed 20% of basic pay. <u>Note</u> : Sanction of OT beyond limit specified above shall require approval of General Manager	Nil	
G23	To sanction Children's Education allowance, Tuition Fee, Festival Advance and Cycle Advance	Full power as per rules	Full power as per rules	Nil	Nil	Nil	
G24	To sanction House Rent Allowance and any other allowance as per rules.	Full power as per rules	Full power as per rules	Nil	Nil	Nil	
G25	To sanction subsistence allowance	Full power as per rules	Full power as per rules	Full power for employees for whom he is disciplinary authority	Full power for employees for whom he is disciplinary authority	Full power for employees for whom he is disciplinary authority	
G26	To sanction conveyance reimbursement	Full power as per rules	Full power as per rules	Nil	Nil	Nil	Nil

EXTENT OF POWERS OF							
Sl. No	NATURE OF POWER	CGM/GM OF AREA PRODUCING LESS THAN 5.00 MT OF COAL PER YEAR	CGM/GM OF AREA PRODUCING 5.00 MT AND ABOVE OF COAL PER YEAR	SUB-AREAMANAGER / PROJECT OFFICER OF UNIT PRODUCING LESS THAN 2.00 MT OF COAL PER YEAR	SUB-AREA MANAGER / PROJECT OFFICER OF UNIT PRODUCING 2.00 MT AND ABOVE OF COAL PER YEAR	COLLIERY MANAGER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
G27	To transfer of employees/sanction officiating allowance in conformity with the Company's Rules in respect of non-executives and Executives up to M-2	Full power to transfer within his Area & under his administrative control. Officiating allowance for a period not exceeding 3 months at a time as per rules. <u>Note:</u> Transfer of Colliery Managers and Sub-Area Managers shall be done with prior approval of the Co. Hqrs.	Full power to transfer within his Area & under his administrative control. Officiating allowance for a period not exceeding 3 months at a time as per rules. <u>Note:</u> Transfer of Colliery Managers and Sub-Area Managers shall be done with prior approval of the Co. Hqrs.	Full power to transfer of employees working under him within the colliery.	Full power to transfer of employees working under him within the colliery.	Nil	
G28	To confirm/accept resignation.	(1) Full power to confirm employees against sanctioned permanent posts in the collieries/ Area Hqrs. in Wage Board Scale. (2) Full power to accept resignation of those of whom he is appointing authority provided there is no bond executed by the employees.	1) Full power to confirm employees against sanctioned permanent posts in the collieries/ Area Hqrs. in Wage Board Scale. (2) Full power to accept resignation of those of whom he is appointing authority provided there is no bond executed by the employees.	Nil	Nil	Nil	

EXTENT OF POWERS OF

Sl. No	NATURE OF POWER	CGM/GM OF AREA PRODUCING LESS THAN 5.00 MT OF COAL PER YEAR	CGM/GM OF AREA PRODUCING 5.00 MT AND ABOVE OF COAL PER YEAR	SUB-AREAMANAGER / PROJECT OFFICER OF UNIT PRODUCING LESS THAN 2.00 MT OF COAL PER YEAR	SUB-AREA MANAGER / PROJECT OFFICER OF UNIT PRODUCING 2.00 MT AND ABOVE OF COAL PER YEAR	COLLIERY MANAGER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

EXTENT OF POWERS OF

G29	To incur expenditure in connection with the advertisement for recruitment, question papers, examination, TA to non-employee members of Selection Committee/ Examination etc., in respect of non-executives.	Full Power	Full Power	Nil	Nil	Nil	
G30	To suspend or take disciplinary action or award punishment in accordance with rules in respect of employees for whom he is the controlling authority.	Full Power as per rules	Full Power as per rules	Full Power as per rules	Full Power as per rules	Full power for Wage Board employees working under his control for contravention of Mines Act, CMR & Mine Rules or any other Act or Rules where Manager is answerable.	Disciplinary action against employees shall be subject to Standing Orders and rules of the Company/CIL.
G31	To sanction Casual Man shifts for each Project	Nil	Nil	Nil	Nil	Nil	
G32	To fill up posts by promotion to all sanctioned posts of non-executive cadre employees within the approved Manpower Budget.	Full power on the advice of an appropriate DPC duly constituted by him.	Full power on the advice of an appropriate DPC duly constituted by him.	Full power in respect of daily rated employees working under him and subject to recommendation of DPC.	Full power in respect of daily rated employees working under him and subject to recommendation of DPC	Nil	Filling up of posts by promotion shall also be subject to the Implementation Instructions issued by CIL and promotion to T&S Grade-A in respect of the notified disciplines and also to T&S Grade A-1 shall be done by the Company Hqrs.

Sl. No	NATURE OF POWER	CGM/GM OF AREA PRODUCING LESS THAN 5.00 MT OF COAL PER YEAR	CGM/GM OF AREA PRODUCING 5.00 MT AND ABOVE OF COAL PER YEAR	SUB-AREA MANAGER/ PROJECT OFFICER OF UNIT PRODUCING LESS THAN 2.00 MT OF COAL PER YEAR	SUB-AREA MANAGER / PROJECT OFFICER OF UNIT PRODUCING 2.00 MT AND ABOVE OF COAL PER YEAR	COLLIERY MANAGER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
G33	To grant certificate to the effect that the employees would have Continued to hold the same post but for proceeding on leave provided no substitute is required.	Full power	Full power	Full power	Full power	Nil	
G34	To recommend advance from P.F. as per rules in respect of employees for whom he is Controlling Officer.	Full power	Full power	Full power	Full power	Full power	
G35	To make compensation payment/gratuity payment for non-executive employees	Full power under Workmen compensation Act/Gratuity Act.	Full power under Workmen Compensation Act/Gratuity Act.	Nil	Nil	Nil	
H	ADMINISTRATION						
H1	To incur expenses of contingent nature on meetings, conferences etc.	Full power for routine refreshment expenses At the meetings, conferences etc.	Full power for routine Refreshment expenses At the meetings, conferences etc.	Up to 2000/- in each case subject to a maximum of ₹30,000/- per year	Up to ₹2000/- in each case subject to a maximum of ₹30000/- per year	Up to ₹1000/- in each case subject to a maximum of ₹.20,000/-per year	
H2	To incur petty & sundry expenditure including hiring of taxies etc.	Full power	Full power	Full power up to ₹.2000/- in each case subject to a maximum of ₹.30000/- per year.	Full power up to ₹.2000/- in each case subject to a maximum of ₹.30,000/- per year.	Full power up to ₹.1000/- in each case subject to a maximum of ₹20,000/- per year.	
H3	To purchase books, periodicals magazines, journals	Full power	Full power	Up to ₹10000/- per year	Up to ₹10000/- per year	Up to ₹2000/- per year	
H4	To pay charges of residential telephones exclusively with officers and for office telephones	Full power	Full power	Full power for office telephones and subject to overall limit fixed. For residential telephones. specific approval of CGM/GM shall be obtained.	Full power for office telephones and subject to overall limit fixed. For residential telephones. specific approval of CGM/GM shall be obtained.	Nil	

EXTENT OF POWERS OF							
Sl. No	NATURE OF POWER	CGM/GM OF AREA PRODUCING LESS THAN 5.00 MT OF COAL PER YEAR	CGM/GM OF AREA PRODUCING 5.00 MT AND ABOVE OF COAL PER YEAR	SUB-AREA MANAGER/ PROJECT OFFICER OF UNIT PRODUCING LESS THAN 2.00 MT OF COAL PER YEAR	SUB-AREA MANAGER / PROJECT OFFICER OF UNIT PRODUCING 2.00 MT AND ABOVE OF COAL PER YEAR	COLLIERY MANAGER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
H5	To approve payment of charges on account of Electricity, municipal water rates and taxes of office establishments	Full power	Full power	Full power	Full power	Nil	
H6	To approve payment of charges On account of postal, telegraphs, telextele-printer, rent, royalty, sales tax, cess and other statutory levies on coal, properties.	Full power	Full power	Full power	Full power	Nil	
H7	To approve payment of charges on account of MO Commission, Licenses and Insurance and other taxes.	Full power	Full power	Full power	Full power	Nil	
H8	To approve hiring of furniture & office equipment	Full power to hire furniture etc. ,for offices And establishments under his control up to ₹40000/- per annum.	Full power to hire furniture etc., for offices And establishments under his control up to ₹40000/- per annum.	Nil	Nil	Nil	
H9	To incur expenditure on printing & binding	Full power	Full power	₹ 2000/- in each case and ₹20,000/- per year	₹.2000/- in each case and ₹ 20,000/- per year	₹.1000/-each case and ₹10,000/- per year.	This power will be operated only for such items for which centralised action at Co. HQ. level is not taken.

EXTENT OF POWERS OF							
SI. No	NATURE OF POWER	CGM/GM OF AREA PRODUCING LESS THAN 5.00 MT OF COAL PER YEAR	CGM/GM OF AREA PRODUCING 5.00 MT AND ABOVE OF COAL PER YEAR	SUB-AREA MANAGER/ PROJECT OFFICER OF UNIT PRODUCING LESS THAN 2.00 MT OF COAL PER YEAR	SUB-AREA MANAGER / PROJECT OFFICER OF UNIT PRODUCING 2.00 MT AND ABOVE OF COAL PER YEAR	COLLIERY MANAGER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
H10	To grant imprest to the Executives of Sub of Sub-Area/ Colliery/Units for meeting petty/sundry expenses	Full power up to ₹10000/- in each case subject to a limit of ₹100,000/- per year.	Full Power up to ₹ 10000/- in each case subject to a limit of ₹100,000/- per year.	Nil	Nil	Nil	Proper accounts of the imprest will be maintained by the Imprest holder and a statement of expenses should be submitted to the Area Finance Manager for recoupment,
H11	To incur expenses of contingent nature on special occasions like Independence Day, Republic Day, Mining Opening Ceremony etc.	Full power up to ₹ 30000/- on each occasion subject to a maximum of ₹100000/- per year.	Full power up to ₹ 30000/- on each occasion subject to a maximum of ₹100000/- per year.	Up to ₹ 10000/- on each occasion subject to a maximum of ₹ 40000/- per year.	Up to ₹10000/- on each occasion subject to a maximum of ₹ 40000/- per year.	Up to ₹ 2000/- on each occasion subject to a maximum of ₹ 10000/- per year.	
H12	To utilise buildings or portions thereof for purposes other than for which they are constructed.	Full power subject to laid down procedures and approval of the Company Hqrs.	Full power subject to laid down procedures and approval of the Company Hqrs.	Nil	Nil	Nil	
H13	To demolish temporary structures	Full power	Full power	Nil	Nil	Nil	Subject to recommendation by a Committee
H14	To allot quarters in collieries and at Area Hqrs., to the employees.	Full power including out-turn allotment.	Full power including out-turn allotment	Full power for employees working under him.	Full power for employees working under him	Nil	
H15	To fix hire charge of company's vehicles, mobile equipments and Sanction/reduction/revision wherever necessary.	Full power subject to stipulation laid down by CIL / Company Hqrs.	Full power subject to stipulation laid down by CIL / Company Hqrs.	Nil	Nil	Nil	
H16	To sanction compensation for loss or damages to property due to mining operations.	Up to ₹ 10000/- in each case subject to an overall limit of ₹ 50000/- per year.	Up to ₹ 10000/- in each case subject to an overall limit of ₹ 50000/- per year.	Nil	Nil	Nil	A Report should be sent to D(T)
H17	To sanction liveries to employees in accordance with Dress Regulations or Statutory Regulations	Full power	Full power	Full power	Full power	Nil	

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
H18	To incur expenditure on analysis by National/Govt. Laboratory etc.	Full power. In each of analysis by other parties up to ₹ 4000/- in each case.	Full power. In each of analysis by other parties up to ₹ 4000/- in each case.	Full power in respect of expenditure on analysis by National/Govt. In other cases ₹ 2000/- on each occasion.	Full power in respect of expenditure on analysis by National/Govt. In other cases ₹ 2000/- on each occasion.	Nil	
H19	To hire land & buildings	Power to hire on rent during construction period in collieries / projects up to ₹ 20000/- in each case.	Power to hire on rent during construction period in collieries / projects up to ₹ 20000/- in each case.	Nil	Nil	Nil	
H20	To hire Consultants	Nil	Nil	Nil	Nil	Nil	Nil
H21	To incur expenditure on Publicity	Nil	Nil	Nil	Nil	Nil	Nil
H22	To incur expenditure on Entertainment.	Nil	Nil	Nil	Nil	Nil	Nil
H23	To sign lease agreement for leasing out shops in Project/Area.	Full power however the Lease Agreement is required to be vetted by the Legal Dept.	Full power however the Lease Agreement is required to be vetted by the Legal Dept.	Nil	Nil	Nil	
H24	To pay demurrage, warfage etc.	Full power for payment of demurrage and warfage charges in all In coming consignment and outgoing dispatches up to ₹ 20000/- in each case.	Full power for payment Of demurrage and warfage charges in all In coming consignment and outgoing dispatches up to ₹ 20000/- in each case.	Nil	Nil	Nil	Periodical reports be sent to D (T).
H25	To drop Railway Claim.	Up to ₹ 2000/- in each case.	Up to ₹ 2000/- in each case.	Nil	Nil	Nil	
H26	To settle Railway Claim.	Up to ₹ 30,000/- in each case.	Up to ₹ 30,000/- in each case.	Nil	Nil	Nil	

EXTENT OF POWERS OF							
SI. No	NATURE OF POWER	CGM/GM OF AREA PRODUCING LESS THAN 5.00 MT OF COAL PER YEAR	CGM/GM OF AREA PRODUCING 5.00 MT AND ABOVE OF COAL PER YEAR	SUB-AREA MANAGER/ PROJECT OFFICER OF UNIT PRODUCING LESS THAN 2.00 MT OF COAL PER YEAR	SUB-AREA MANAGER / PROJECT OFFICER OF UNIT PRODUCING 2.00 MT AND ABOVE OF COAL PER YEAR	COLLIERY MANAGER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
H27	To refer claims or demands (other than one arising out of an industrial dispute) by or against The Company to arbitration and execute the awards.	Nil	Nil	Nil	Nil	Nil	
H28	To acquire land for Mining and other purposes.	Full power as per PR/Scheme.	Full power as per PR/Scheme.	Nil	Nil	Nil	
H29	To incur expenditure on advertisement in his Area for Tender Notices, Employment Notices etc.	Nil	Nil	Nil	Nil	Nil	
I	WRITE OFF OF LOSS:						
I-1	Write off of loss in coal stocks	Nil	Nil	Nil	Nil	Nil	
I-2	Write off of loss otherwise than due to deterioration of asset	Write off of stores up to ₹ 4000/- in each case subject to a limit of ₹ 40,000/-per year	Write off of stores up to ₹ 4000/- in each case subject to a limit of ₹ 40,000/-per year	Nil	Nil	Nil	
I-3	Waiving of compensation from contractors/suppliers in respect of works/purchase orders awarded within the delegated authority	Full power subject to recommendation of a Committee	Full power subject to recommendation of a Committee	Nil	Nil	Nil	
I-4	Write off of loss of cash	Nil	Nil	Nil	Nil	Nil	
J	LEGAL MATTERS:						
J-1	To give receipt, to make and give receipts, releases and other discharges for money payable to the Company for the claims and demands of the Company	Full power	Full power	Nil	Nil	Nil	

EXTENT OF POWERS OF							
SI. No	NATURE OF POWER	CGM/GM OF AREA PRODUCING LESS THAN 5.00 MT OF COAL PER YEAR	CGM/GM OF AREA PRODUCING 5.00 MT AND ABOVE OF COAL PER YEAR	SUB-AREA MANAGER/ PROJECT OFFICER OF UNIT PRODUCING LESS THAN 2.00 MT OF COAL PER YEAR	SUB-AREA MANAGER / PROJECT OFFICER OF UNIT PRODUCING 2.00 MT AND ABOVE OF COAL PER YEAR	COLLIERY MANAGER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
J-2	To authorise acceptance to determine who shall be entitled to sign on the Company's behalf, bills, notes, receipts, acceptances, endorsements, releases, contracts and documents.	Full power	Full power	Nil	Nil	Nil	
J-3	To appoint attorney from time to time to provide for the Management of the affairs of the Company outside the Mining Areas which in the context includes the townships sites of operations of the Company in such a manner as they think fit and in particular to appoint any person to be the attorney or agent of the Company with such powers (including power to sub-delegate) and up on such terms as may be thought fit.	Full power	Full power	Nil	Nil	Nil	
J-4	To bring and defend action etc., to institute, conduct defend compound or abandon any legal proceedings by or against the company or its officers or otherwise concerning the affairs of the Company also to compound and allow time for payment of satisfaction of any claims, or demands by or against the Company.	Full power	Full power	Nil	Nil	Nil	
J-5	To recommend any claim or demand by or against the Company to arbitration.	Full power	Full power	Nil	Nil	Nil	

EXTENT OF POWERS OF							
SI. No	NATURE OF POWER	CGM/GM OF AREA PRODUCING LESS THAN 5.00 MT OF COAL PER YEAR	CGM/GM OF AREA PRODUCING 5.00 MT AND ABOVE OF COAL PER YEAR	SUB-AREA MANAGER/ PROJECT OFFICER OF UNIT PRODUCING LESS THAN 2.00 MT OF COAL PER YEAR	SUB-AREA MANAGER / PROJECT OFFICER OF UNIT PRODUCING 2.00 MT AND ABOVE OF COAL PER YEAR	COLLIERY MANAGER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
J-6	To refer any verify plaints Written statement, Memorandum of appeal petition statement counter statement, rejoinders and any other documents and papers required to be filed in connection with proceedings before any courts of law, Tribunal Arbitration, Umpire or other authority	Full power	Full power	Nil	Nil	Nil	
J-7	To negotiate contracts, enter in to sign and execute agreements and other instruments as may be necessary for the purpose of Entering in to contracts within the delegated power of the Chief General Manager /General Manager, Project Officer.	Full power	Full power	Full power	Full power	Nil	
J-8	To execute deeds of lease for the purpose of acquiring Mining Lease, to sign and deliver the same and also to appear before the Registering Authority and to present for registration, acknowledge and register the same according to the provisions of the Law for the time being in force and to do all such acts and things as may be necessary for completing Registration of the said deeds of Lease.	Full power	Full power	Nil	Nil	Nil	

EXTENT OF POWERS OF							
Sl. No	NATURE OF POWER	CGM/GM OF AREA PRODUCING LESS THAN 5.00 MT OF COAL PER YEAR	CGM/GM OF AREA PRODUCING 5.00 MT AND ABOVE OF COAL PER YEAR	SUB-AREA MANAGER/ PROJECT OFFICER OF UNIT PRODUCING LESS THAN 2.00 MT OF COAL PER YEAR	SUB-AREA MANAGER / PROJECT OFFICER OF UNIT PRODUCING 2.00 MT AND ABOVE OF COAL PER YEAR	COLLIERY MANAGER	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
J-9	To enter into agreements with Electricity Boards, with Railways for Railway Sidings and with State Government for Mining Leases etc.	Full power	Full power	Nil	Nil	Nil	Copies of the Agreements should be sent to D(T),GM(F) and the concerned Technical Dept. of HQ.
J-10	To pay / to engage lawyers and To incur other legal expenses in connection with the legal matters of the Area.	Full power subject to guidelines issued by the Company.	Full power subject to guidelines issued by the Company.	Nil	Nil	Nil	
J-11	To reimburse legal expenses incurred by the Area in cases arising out of official duties of employees of the Area.	Nil	Nil	Nil	Nil	Nil	
J-12	To engage Advocates other than those on the panel.	Nil	Nil	Nil	Nil	Nil	

EXTENT OF POWERS OF							
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
K	MISCELLANEOUS						
K-1	To sanction purchased repairs of Plant & Machinery, Vehicles, Railway Sidings, Furniture & Fittings, Office Equipment etc.	<ol style="list-style-type: none"> 1. Full power against rate contract finalized by Area/Company Hqrs. 2. Full power against Limited/Open Tender provided the estimate is prepared by the Area and duly approved. 3. Full power provided the estimate is submitted by proprietary firm which is accepted as reasonable after due scrutiny. 	<ol style="list-style-type: none"> 1. Full power against rate contract finalized by Area/Company Hqrs. 2. Full power against Limited/Open Tender provided the estimate is prepared by the Area and duly approved. 3. Full power provided the estimate is submitted by proprietary firm which is accepted as reasonable after due scrutiny. 	₹ 10000/- in each case subject to a maximum of 20% of expenditure as provided for in the approved Budget.	₹ 20,000/- in each case subject to a maximum of 25% of expenditure as provided for in the approved Budget.	Nil	<ol style="list-style-type: none"> 1. Any proprietary repair should be taken up after a clear certificate is obtained from the Regional/ Central Workshop that repair works cannot be taken up by them departmentally. 2. In case of repair cost which is more than 25% of the original value of the machinery, sanction from concerned Director should be obtained. 3. Award of repair work involving in ₹ 5.00 lakh and above shall be against Open Tender except in respect of proprietary repairs.
K-2	To sanction outside job for repair without tender	Full power without tender up to ₹ 8000/- in each case in case of emergency.	Full power without tender up to ₹ 10000/- in each case in case of emergency.	₹ 2000/- in each case subject to ₹ 1.00 lakh per year.	₹ 4000/- in each case subject to ₹ 2.00 lakh per year.	Nil	

EXTENT OF POWERS OF							
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
K-3	To sanction transfer of P&M from one project to another or from one mine to another	Full power subject to laid down procedures by CIL/ Company Hqrs.	Full power subject to laid down procedures by CIL/ Company Hqrs.	Nil	Nil	Nil	
K-4	To declare colliery stores and equipments as unserviceable	Full power subject to recommendations of Survey Committee consisting of CGM/AGM or his representative and Staff Officer (Excvt) E&M as the case may be or his representative	Full power subject to recommendations of Survey Committee consisting of CGM/ AGM or his representative and Staff Officer(Excvt) E&M as the case may be or his representative	Nil	Nil	Nil	
K-5	To accept stores supplied by the Suppliers	Up to 10% in excess of the limit of Purchase Order	Up to 10% in excess of the limit of Purchase Order	Nil	Nil	Nil	
K-6	To incur all expenses of Revenue nature in respect of Revenue mines as well as new projects included in the Budget	Full power	Full power	Nil	Nil	Nil	
K-7	To sub-delegate all or part of the aforesaid powers to the officers sub-ordinate to him	Full power	Full power	Nil	Nil	Nil	

Amendment Notes

- ¹ Substituted for "₹2 lakh per annum in respect of furniture and fitting" at 524th meet of FDs on 27.10.2013 vide item no. 524.03, w.e.f.14.11.2013 (Refer SECL/BSP/CO. SECT./FD/Extracts/524/13/ 428 Dated 14 .11. 2013.
- ² Clarification inserted for Clause D1 & D1A in respect of Purchase & Contract at 614th Meet of FDs on 30.03.2017 vide Item No.614.10 w.e.f. 12.04.2017 (Refer SECL/BSP/CAD/614 FD/Extracts/16-17/47 Dated 12.04.2017.
- ³ Clause D5 on Civil, E&M and other contracts of Revenue nature was amended at 493rd Meet of FDs on 21.06.2012 vide Item No.493.15 w.e.f. 04.07.2012 (Refer SECL/BSP/BD SECY/1493/12/291 Dated 04.07.2012) to include the Approval of Tender Committee Recommendation for CSR Activities & Clause D5 as amended vide Amendment Note 3 above including thereto Approval of Tender Committee Recommendation for CSR Activities has been omitted and a separate Clause D5A has been inserted for CSR Activities at 536th Meet of FDs on 28.03.2014 vide Item No.536.04 w.e.f. 02.04.2014 (Refer SECL/BSP/CAD/FD-536/13-14/05 Dated 02.04.2014.
- ⁴ New Clause 5 under D5 (b) Award of Contracts in respect to repair proposals related to accidentally damaged equipments inserted at 616th Meet of FDs on 05.05.2017 vide Item No.516.01 w.e.f. 12.05.2017 (Refer SECL/BSP/CAD/616 FD/Extracts/17-18/88 Dt. 12.05.2017.

1. GENERAL PRINCIPLES GOVERNING THE DELEGATION OF POWERS:

- a. Delegation of powers is an effective instrument for expeditious decision making and efficient management.
- b. The delegation is made keeping in view of the objectives of the Company and its accountability to the Government.
- c. The delegation is aimed at securing for the company maximum autonomy consistent with financial and other proprieties.
- d. Delegation of powers is aimed to be specific and unambiguous

2. ALL DELEGATION OF POWERS ARE SUBJECT TO:

- a. Provisions of the Companies Act, the Memorandum and the Articles of Association of the Company.
- b. Manuals, instruction issued from time to time and Rules & Regulation in force at the time of exercising of powers and general policy as may be laid down by the management from time to time.
- c. Observance of the canons of financial propriety.
- d. Allocations made for specific purpose in the approved budget.
- e. Concurrence of finance in respect of financial powers or powers having financial implications.

3. THE FOLLOWING SHALL PARTICULARLY BE KEPT IN VIEW:

- a. The powers will not be exercised for sanctioning the expenditure which directly or indirectly will be advantageous to the officers sanctioning such expenditure.
- b. The expenditure shall not be split up with a view to bring it within the limit of delegated powers.
- c. Need for strict economy at every stage.
- d. The delegated powers shall be exercised in conjunction with well established practices like Tender Committee, Purchase Committee, Selection Committee, Departmental Promotion Committee etc., with due regard to budget provision, financial concurrence, service rules etc. as the case may be.