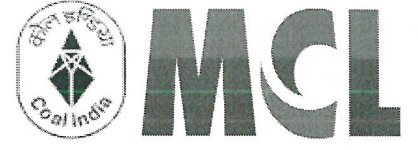


ମହାନଦୀ କୋଲ୍ ଫିଲ୍ଡ୍ସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड
Mahanadi Coalfields Limited
(A subsidiary of Coal India Limited)

Office of the Company Secretary
At/Po. Jagruti Vihar, Burla, MCL
Dist. Sambalpur – 768020 (Odisha)
CIN: U10102OR1992GOI003038
Tele Fax No. 06632542977
Email id: cosecymcl@gmail.com
Website: www.mahanadicoal.in



Ref. No. MCL/SBP/CS/DOP/2022/12711

Date: 01.08.2022

OFFICE ORDER

Sub: DOP of CMD, Functional Directors, CVO, Area GMs, PO and HODs of MCL HQ.

Competent Authority has approved the delegation of powers pursuant to CIL Office Order No. CIL:XI(D):04027:2022:28171 dated 15.03.2022, along with modification on 16.03.2022, 23.03.2022, 21.04.2022, 01.06.2022 & 10.06.2022 in respect CMD, Functional Directors, CVO, Area GMs, PO and HODs of MCL. The revised DOP is attached herewith.

This supersedes all earlier office orders / DOP issued in this regard.

This issues with the approval of Competent Authority and will come in to force with immediate.

S. Parida
1.8.22.
Company Secretary

Encl: Revised DOP

Copy to:

1. All Area GMs/HODs MCL HQs

For kind information to

1. Director(T/OP), MCL
2. Director(Fin), MCL
3. Director(Pers), MCL
4. Director(T/P&P), MCL
5. TS to CMD, MCL
6. TS to CVO, MCL

Revised Delegation of Power

This DOP having Ref No.CIL:XI(D):04027 :2022:28171 dated 15th March 2022 (along with subsequent modifications on 16th March, 23rd March 2022, 21st April 2022, 1st June'2022 & 10th june'2022) will supersede all other DOPs/Circulars issued earlier by CIL having following Ref. Nos.

Ref: No.CIL:XI(D):04027:2021:26914 dated 20th July 2021

Ref: No.CIL:XI(D):04027 :2021:27015 dated 10th August 2021

Ref: No.CIL:XI(D):04027:2021:27212 dated 22nd September 2021

Ref: No. CIL:XI(D):04027:2021:27394 dated 5th November 2021

Ref: No. CIL:XI(D):04027:2021:27403 dated 8th November 2021

Ref. No. CIL:XI(D):04027:2022:27840 dated 5th January 2022

Revised DOP

Ref No.CIL:XI(D) :04027 :2022:28171 dated 15th March 2022

Ref No.CIL:XI(D):04027 :2022:28182 dated 16th March 2022


Ref No.CIL:XI(D):04027 :2022:28232 dated 23rd March 2022

Ref No.CIL:XI(D):04027 :2022:28399 dated 21st April 2022

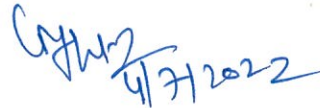
Ref No.CIL:XI(D):04027 :2022: 28605 dated 1st June 2022


Ref No.CIL:XI(D):04027 :2022: 28663 dated 10th June 2022


Clarification from CIL via mail dtd 20.06.2022



4/7/2022
DGM (F)/C & B Section


04.07.2022
GM (Civil)


4/7/2022
GM/HOD (EGM)


04.07.2022
GM/HOD (Execv)


04/7/22
GM (MM)/HOD


04/7/22
COIA

S. Pande
Co. Secretary
4.7.2022.

Revised Delegation of Powers

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
1	Company Matters :-						
i.	To Borrow Money	Full Powers in terms of Section 179(3) (d) of Companies Act , 2013 read with first provision subject to rules and regulations framed by the Central Government in this regard from time to time.					<p>Explanatory Note 1:</p> <p>Section 179(3) The Board of Directors of a company shall exercise the following powers on behalf of the company by means of resolutions passed at meetings of the Board, namely:-</p> <p>(d) to borrow monies;</p> <p>(e) to invest the funds of the company;</p> <p>(f) to grant loans or give guarantee or provide security in respect of loans;</p> <p>First Provision: The Board may, by a resolution passed at a meeting, delegate to any committee of directors, the managing director, the manager or any other principal officer of the company or in the case of a branch office of the company, the principal officer of the branch office, the powers specified in clauses (d) to (f) on such conditions as it may specify.</p> <p>Explanation: In respect of dealings between a company and its bankers, the exercise by the company of the power specified in clause (d) shall mean the arrangement made by the company with its bankers for the borrowing of money by way of overdraft or cash credit or otherwise and not the actual day-to-day operation on overdraft, cash credit or other accounts by means of which the arrangement so made is actually availed of.</p>
ii.	To Invest Company's funds and deal with investments other than those invested in accordance with CIL's Uniform Deposit Policy	Full Powers in terms of Section 179(3) (e) of Companies Act,2013 read with first provision subject to rules and regulations framed by the Central Government in this regard from time to time.					
iii.	To grant loans or give guarantee or provide security in respect of loan.	Full Powers in terms of Section 179(3) (f) of Companies Act,2013 read with first provision subject to rules and regulations framed by the Central Government in this regard from time to time.					
iv.	To open accounts with Banks and draw money	Full Powers			In terms of Specific Board Resolution to CMD/D(F)/GM(F) I/c		As per the letter no 12141 dtd 08.12.2021 (241st meeting of MCL Board)

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
2	Financial Matters :-						
i.	Re-allocation of Capital Budget		Full powers within the approved Budget	Within 15% of the approved Budget			
ii.	Re-appropriation of Revenue Budget		Full powers within the approved Budget	Within 15% of the approved budget from one head to another.			
iii.	Capital & Revenue Expenditure either in excess or savings of sanctioned estimates / Deviation in estimates		<p style="text-align: center;">Upto 10% of total cost : Same as Tender Approving Authority limited to CMD</p> <p style="text-align: center;">Beyond 10% of total cost : One step higher limited to Committee of FDs headed by CMD</p>				
iv.	Foreclosure/ termination and cancellation of Capital & Revenue Contracts including purchase orders		For both Capital & Revenue Contracts : Same as Tender Approving Authority limited to Committee of FDs of Subsidiary				Amendment as per Ref No:28232 Dated 23.03.2022
v.	(a) Sanction for Statutory Payments			Full powers	Full powers for all departments and establishments under his administrative control.	Full powers for all departments and establishments under his administrative control. (To be exercised upto Area GMs/HoDs only)	
vi.	Sanction for payment of fines and penalties	Full powers	Upto ₹1,00,000/- in each case, subject to a limit of ₹10 Lakhs per annum for reasons to be recorded.	Upto ₹50,000/- in each case, subject to a limit of ₹5 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.		

ADP *[Signature]*

[Signature]

[Signature] *[Signature]* *[Signature]*

S. Parida
4.7.22.

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
vii.	Advance/deposit against work (subject to the underlying condition that no cost escalation is allowed on such job) (Including submission of Bank Guarantees by company):- (a). Central/ State Government authorities /bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.			Full Powers		Upto ₹ 5 crores in each case for all departments and establishments under his administrative control. For Area GMs only: Upto ₹ 10 lakhs in each case (To be exercised upto Area GMs/HoDs only)	
	(b). Other than above		Full Powers	Upto ₹25 Lakhs in each case	Upto ₹5 lakhs in each case to D(T)	Upto ₹ 50,000 in each case (To be exercised upto Area GMs/HoDs only)	
viii.	Financial concurrence and to fix the level of concurrence in regard to the quantum of expenditure involved				D(F) - Full powers		
ix.	Concur proposal and render financial advice in all matters and transactions having financial impact				D(F) - Full powers		
x.	Payment of :-				Full Powers to D(T)		
	(a). Demurrage and claims including penalties (b). Staff salary, staff cost, land licence fee, electricity charges, loco hire charges, and various miscellaneous claims of railways such as testing of In-Motion Rail Weighbridges etc.				Full Powers to D(T)		

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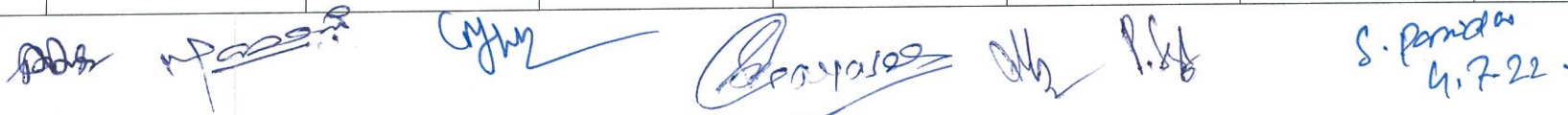
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S. Parida
4.7.22.

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
3	Sanction of Capital Works :-						
i.	New projects/schemes included in the approved budget but Project Report / Scheme is yet to be approved.	Beyond ₹200 Crores in each case subject to DPE approved limit	Beyond ₹75 Crores and upto ₹200 Crores in each case	Upto ₹75 Crores in each case	Upto ₹ 37.50 crores in each case		
ii.	Capital expenditure in anticipation of inclusion in the budget	Beyond ₹75 Crores in each case.	Beyond ₹4 Crores and upto ₹75 Crores in each case	Upto ₹4 Crores in each case.	Upto ₹ 2 crores in each case		
4	Procurement of Goods and Award of Works & Services :-						
i.	For Approval of Procurement of Goods & Award of works & Services.				Refer Annexure-I		
5	Sanction of Estimates / Indents for Procurement of goods / works / services :-						
i.	Sanction of Indents for Procurement of goods				Refer Annexure-II (Part A)		
ii.	Sanction of Estimates for award of works & services				Refer Annexure-II (Part B)		
Explanatory Note 2							
Definition of Goods: Section 2(52) of the CGST Act, 2017 Goods” means every kind of movable property other than money and securities but includes actionable claims ,growing crops, grass and things attached to or forming part of the land which are agreed to be severed before supply or under a contract of supply							
Definition of Service: Section 2(102) of the CGST Act, 2017 “Services” means anything other than goods, money and securities but includes activities relating to the use of money or its conversion by cash or by any other mode, from one form, currency or denomination, to another form, currency or denomination for which a separate consideration is charged;							
Definition of Works: Section 2(119) of the CGST Act, 2017 “works contract” means a contract for building, construction, fabrication, completion, erection, installation, fitting out, improvement, modification, repair, maintenance, renovation, alteration or commissioning of any immovable property wherein transfer of property in goods (whether as goods or in some other form) is involved in the execution of such contract.”							
Definition of Capital Goods: Section 2(19) of the CGST Act, 2017 Capital goods means goods, the value of which is capitalised in the books of accounts of the person claiming the credit and which are used or intended to be used in the course or furtherance of business.							
6	Award of Work to CMPDI on nomination basis						
i.	Award of Work to CMPDI on nomination basis			Full powers			
7	Write off of Assets :-						
i.	Write off of Assets	Full powers with the recommendations of respective Audit Committee					



 S. Parthasarathy 4.7.22

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
8	Survey off :-						
i	Survey off buildings /railway sidings & corridors/ other mining infrastructure/ office furniture / fixtures/ equipment / vehicles /aircraft / plant & machinery / telecomm equipment / other assets						
	(a) Premature Survey Off	Full Powers					
	(b) Other than premature survey-off			Full powers	Full powers for all departments and establishments pertaining to the respective Directorate.	Upto ₹ 1 Crore per annum (To be exercised upto Area GMs/HoDs only)	
9	Sale of coal, rejects and other allied products :-						
i	Sale of Non-Coking Coal	Full powers to CIL Board					
ii	Sale of Washed Coking Coal, Washed Non-Coking Coal, Coking Coal, rejects and other allied products	Full powers to the respective Subsidiaries' Board.					
10	Sale / Disposal of other moveable items including scrap :-						
i.	Sale / disposal of any acquired moveable property other than scrap			Full Powers	Upto ₹ 5 crores per annum	For Area GMs: Upto ₹ 50 lakhs per annum (To be exercised upto Area GMs/HoDs only)	Should be in accordance with the following CIL Policies together with other Rules / Policies/ Guidelines framed by CIL/Gol from time to time: 1. Policy for disposal of Scrap 2. E-Waste Management Policy In case of incongruity , the Policies shall prevail over this DOP
ii.	Sale of Scrap						
iii.	Sale of Newspapers / other P.R. materials					Full Powers	

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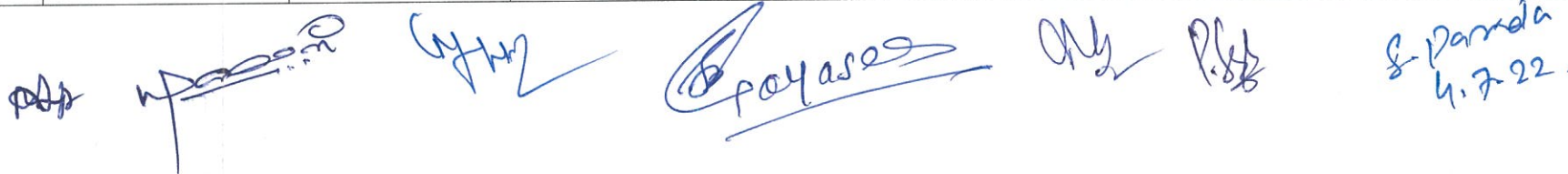
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S. Parida
4.7.22.

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
11	Establishment Matters :- (for employees working under dept. and estb. of respective directorates - subject to extant rules/ policies/ guidelines):-						
i.	Sanction for all kinds of leave as per rules (excluding study leave)			Full powers Study leave to be sanctioned by CMD,CIL	Full powers for sanctioning all leaves(excluding Study leave) for employees working under his Administrative control.	Full powers for sanctioning all leaves (excluding Study leave) for employees working under his Administrative control. (To be exercised upto Project Officers of the subsidiary)	Study leave to be sanctioned by CMD,CIL
ii.	Sanction of all types of Loans & Advances to employees			Full powers	Full powers for employees working under his Administrative control.	Full powers for employees working under his Administrative control. (To be exercised upto Project Officers of the subsidiary)	
iii.	Sanction of all types of employee allowances as per rules			Full powers	Full powers for employees working under his Administrative control.	Full powers for employees working under his Administrative control. (To be exercised upto Project Officers of the subsidiary)	
iv.	Sanction of Miscellaneous advances to employees for official purposes			Full powers	Full powers for employees working under his Administrative control.	Full powers for employees working under his Administrative control. (To be exercised upto Project Officers of the subsidiary)	
v.	Reimbursement of Medical Expenditure as per rules			Full powers	Full powers for employees working under his Administrative control.	Full powers for employees working under his Administrative control. (To be exercised upto Project Officers of the subsidiary)	



Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
vi.	Sanction overtime / pension / family pension / gratuity/leave encashment /NPS / workmen's compensation etc.			Full powers	Full powers for employees working under his Administrative control.	Full powers for employees working under his Administrative control as per rules. (Except Overtime)	For Sanction of Overtime, Area GMs and GMs/HoDs of Subsidiary HQ :- Sanction of OT Allowance shall not exceed 25% of Basic Pay of the employee concerned. Project Officer of the subsidiary:- Sanction of OT Allowance shall not exceed 15% of Basic Pay of the employee concerned. Sanction of OT beyond 25% of Basic Pay Limit shall require approval of concerned Function Director.
vii.	Accept fitness certificate to join duty after leave on medical/ sick ground			Full powers	Full powers for employees working under his Administrative control.	Full powers for employees working under his Administrative control. Project Officers & BBSR incharge :- upto 3 months to the employees under his administrative control	

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S. Parida
4.7.22.

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
viii.	Approve tour programme			Full powers	Full powers (including self - under intimation to CMD MCL)	<p>GMs/HoDs of HQ: Full powers within Co's jurisdiction for employees working under his Administrative control.</p> <p>(For Self - approval to be taken from concerned FD).</p> <p><u>Area GMs:</u> Full Power within Co's jurisdiction for his own tour and all other employees under his administrative control including BBSR & District HQ.</p> <p><u>Project Officers</u> :-Full power within Co.'s jurisdiction for employees working under his administrative control.</p> <p><u>BBSR Incharge:-</u> Full power within Co.'s jurisdiction & within Odisha for his own tour and all other employees under his/her administrative control.</p> <p><u>CMS, NSCH Talcher:-</u> Within jurisdiction of MCL approval of CMS, MCL HQ and for outside approval of Director is required.</p>	
ix.	Sanction continuous halt in excess of prescribed limit for drawal of full DA.			Full powers	Full powers for employees working under his Administrative control.	Full powers up to 30 days for employees working under his Administrative control.	To be exercised upto Area GMs/HoDs only

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
x	Allow travel by Rail/ Air in a class higher than entitled and by a route other than the shortest or cheapest for exigencies of work.			Full powers	Full powers for employees working under his Administrative control.		
xi.	Allow stay at hotel in a class higher than entitled for exigencies of work.			Full powers	Full powers for employees working under his Administrative control.		
xii.	Waive producing of money receipt, ticket no. etc., for TA/LTC (Incl Self)			Full powers	Full powers for employees working under his Administrative control .	Full Powers to Area GMs only.	
xiii.	Waive time limit for submission of all types of personnel claims (Incl Self)			Full powers	Full power upto a period of three years	Full power upto a period of one year (To be exercised upto Area GMs/HoDs only)	
xiv.	Accept cancellation charges on Rail/ Air tickets in case of journeys on tour/ LTC/ transfer for exigencies of work (Incl Self)			Full powers	Full powers for employees working under his Administrative control .	Full powers for employees working under his Administrative control. For Area GMs/HoDs(Self): Approval to be taken from concerned FD For Project Officers (Self):- Approval from next higher authority	To be exercised upto Project Officers of the subsidiary

S. Parida
 4.7.22.

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
xv.	Sanction of subsistence allowance						As per the extant rules.
xvi.	Purchase general/ technical/ professional books/ periodicals/ magazines/ journals including soft copies & newspapers etc.			Full powers	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a for all departments and establishments under his administrative control.	Upto Rs. 25,000/- in each case subject to a limit of ₹ 2.5 lakhs p.a. In case of Project officers:- Upto ₹ 10,000/- in each case subject to a limit of ₹1 lakh p.a.	
xvii.	Sanction liveries/ uniform to non-executives as per entitlement					In case of Subsidiary HQ: Full powers to GM/HoD(Admin) In case of Areas: Full Powers to Area GMs. (To be exercised upto Area GMs/HoDs of the subsidiary)	
xviii.	Sanction for payment of HRA to executives					Own accommodation : Full powers to GM/HOD (Pers) for HQ and to Area GMs for areas. Rented accommodation: Full powers to GM/HOD (Pers) for HQ and to Area GMs for areas with the approval of concerned Director (In case of non-availability of companies accommodation)	
xix.	Sanction expenditure and approve advance in connection with JBCCI/JCC and its sub-committeemeetings including sanction TA/DA to Union representatives in JBCCI/JCC					Fullpowers to GM (MP&IR)	

[Signatures and initials of various officials, including S. Panida dated 4.7.22]

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
xx	Sanction of Other Welfare Activities				Full Powers to D(P)	Area GMs:- Upto Rs. 10 lakhs p.a. Project Officers:- Upto Rs. 5 lakhs p.a.	
xxi	To sanction gas reimbursement as per rules					Full powers to GM (MP&IR)/NEE for HQ and to Area GMs for areas	(As per letter no 10902 dtd 08.02.2020)
12	Legal Matters :- (for depts and estb. under administrative control)						
i.	Reimbursement of legal and incidental expenses incurred in cases arising out of the official duties of the employees for attending legal cases.			Full powers	Full powers	Full Powers to Area GM. To be exercised upto Area GMs only.	
ii.	Appoint Arbitrators on behalf of the company in case of any disputes with suppliers/contractors etc.			Full powers			
iii.	Engage Advocates from among the approved panel to represent the Company before courts, Arbitrators/ judicial, quasi-judicial authorities, etc. Empanelment is to be reviewed annually				Full powers		
iv.	Approve engagement of advocates including senior engagements other than those on the panel including their fee and terms and conditions in special circumstances.				Full Powers		

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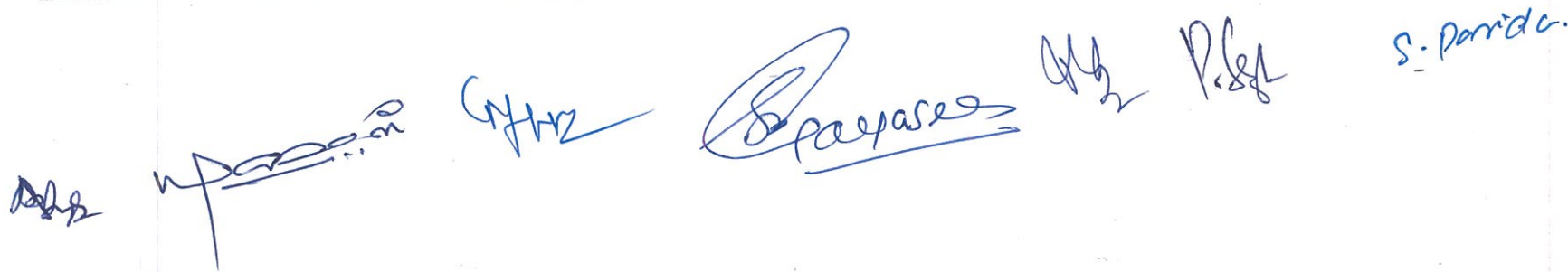
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*S. Parashar
4.7.22.*

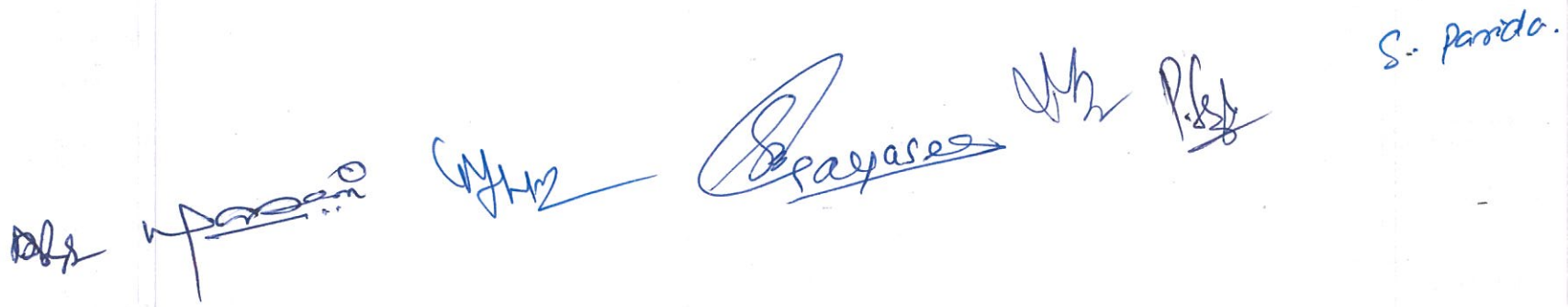
Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
v.	Pleading, memo of appeals, vakalatnamas etc., power to sign and pay fee to lawyers and incur other expenses, issue notices, make references before Tribunal, Tax Authorities etc. including execution of documents, to submit affidavits, evidence and other papers and requirements in the interest of the Company.					Full powers to GM/HOD(Legal)	
vi.	Approve legal bills for payment as per the approved rates. Rates are to be reviewed periodically					Full powers to Area GMs only For HQ: Full powers to GM/HOD(Legal)	
13	Personnel and Welfare measures :-						
i.	Creation of Posts						
	(a) For Executives	Full Powers to CIL Board					
	(b) For Non-Executives	Full Powers to CIL/ Subsidiary Board					
ii.	Executives :-						
	(a) Appointment			Full powers to CMD, CIL on recommendation of the Selection Committee.			
	(b) Formation of Committee for selection of executives for E-7 Grade and above.			Full powers to CMD, CIL			
	(c) Power of award and prizes to executives			Full powers including on occasions like Foundation Day, May Day, Hindi Divas Day, etc.			

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks	
	(d) Power of transfer of executives		Inter - company transfers : Full powers to CFDs,CIL	Within Company Transfers: Full powers Inter- departmental transfers : Full powers	Full powers for inter-departmental transfers for their respective directorates.	Full powers to Area GMs for within his Area which is under his administrative control. To be exercised upto Area GMs/HoDs only		
iii.	Approval for compassionate employment to dependents of deceased executives			Full powers				
iv.	Termination / compulsory retirement / voluntary retirement / demotion / compulsory proceeding on leave in accordance with rules for executives			Full powers				
v.	Suspension or taking disciplinary action or award punishment / termination of services for executives	As per CIL CDA Rules, 1978						
vi.	Authorize settlement of Labour disputes by conciliation in respect of all employees in the Wage Board scales of pay.				Full Powers to D(P) with consultation of CMD.			
vii.	Approval of change of home town of the employees				Full Powers for executives to D(P).	Full powers to GM(MP&IR) for non-executives		

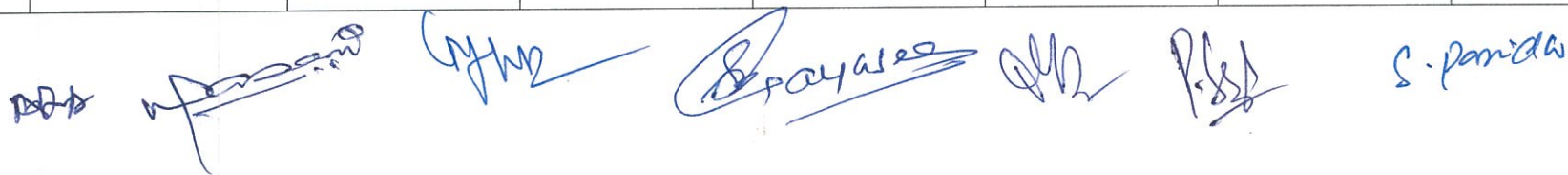

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Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
viii.	Forward application for outside employment				Full powers to D(P) in consultation with respective Functional Director.		
ix.	Acceptance of declaration of property on acquisition					Executives- Full powers to GM(P/EE) Full powers to GM(MP&IR) for non- executives	
x.	Non-executives :-						
	(a) Power of transfer of non-executives				Full powers to D(P) on recommendation of concerned FDs for Inter-Departmental Transfers. Full powers to D(P&IR),CIL for Inter - company transfers.	Full powers to Area GMs for inter- departmental transfers Full Powers within project in case of Project Officers of the subsidiary. Full Powers to transfer non-executives within NSCH, Talcher & CH, IBValley.	
	(b) Select/ appoint/ promote/ non-executives on the basis of recommendation of Selection Committee/ DPC as per Rules.				Full powers to D(P) on recommendation of the Selection Committee.	Full powers in case of Non-executives as per the extant rules/policies of the company as per manpower budget. (To be exercised upto Area GMs/HoDs only)	
	(c) Fix pay for Non-executive cadres					Full powers to GM (MP&IR) for HQ and to Area GMs/HODs for areas. (To be exercised upto Area GMs/HoDs only)	

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
	(d) Termination / compulsory retirement / voluntary retirement / demotion / compulsory proceeding on leave / suspension or taking disciplinary action or award punishment / termination of services in accordance with rules for non-executives			As per Certified Standing Orders			
	(e) Confirmation of non-Executives on completion of initial training or probation period on promotion / accepting resignation.				Full powers to D(P)		
	(f) Award & prizes to non-executives				Full powers to D(P) on recommendations of concerned FDs/CVO		
	(g) Approval for employment under NCWA				Full powers to D(P)		
14	Consultants :-						
i.	Appointment of Consultants						Refer Annexure-III


 S. Parida.

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
15	Land Matters :-						
i.	Land compensation including:- (a) Compensation of Tenancy Land acquired under any mode, Govt land Compensation and NPV, <i>penal NPV</i> , cost of Compensatory Afforestation (CA), <i>penal CA</i> , miscellaneous cost as demanded by respective State Government for procedure of Forestry Clearance. (b) Cost of R&R as per State Policy/RFCTLARR Act 2013/ CIL Policy Central/ State Govt Circulars			(i) CMDs of Subsidiaries - Full powers if the quantum of land is as per the PR and the value of land is as per extant Acts, Rules, and prevalent rates. (ii) Full powers			Other than point (i), the following powers are delegated a. CMDs of CIL/Subsidiaries - Upto ₹20.00 Crores - Full powers b. CFDs of CIL/Subsidiaries - Beyond ₹20.00 Crores upto ₹100.00 Crores - Full powers c. CIL/Subsidiaries Board - Beyond ₹100.00 Crores - Full powers
ii.	License / lease Company's Land	As per approved policy	As per approved policy	As per approved policy	As per approved policy		
16	Miscellaneous :-						
i.	Purchase of accessories / spare parts for computers, laptops and other peripherals, repairing of computers, laptops, printers and other equipments and purchase of software licence etc. other than those under the approved scheme, if not available in GeM portal		Full powers	Upto ₹ 5 Crores p.a.	Upto ₹ 50 lakhs in a year to D(T)	Upto ₹ 25 lakhs per annum to GM(System/E&T) for HQ.	



Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
ii.	Incurring expenses of contingent nature on meetings, conferences, workshops, knowledge day, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc.			Full powers	<p>Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum.</p> <p>Full Powers to D(P) for Arrangement of lunch, refreshments and other hospitalities in connection with Board and Board-level Committee Meetings, CMDs Meetings, CFDs Meetings, FDs Co ordination Meetings. JBCCI Meetings and Safety Board Meetings</p> <p>Full Powers to D(P) in each case for arrangement of lunch, refreshments and other hospitalities in connection with company's guests, meetings, conferences, workshops, knowledge sessions, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc. (Both for Area GMs , BBSR Incharge & GM/HoDs) (Incl special occasion like Independence day, Republic day, Hindi divas day and others like Doctors'Day, Nurses Day, World Health Day, World Aids Day etc.)</p>	<p>For GM/HOD (Admin) :</p> <p>1. Full powers for Booking of air/rail tickets and hotel/ guest- house accommodation for official purposes.</p> <p>2. Upto ₹ 5,00,000/- in each case subject to a limit of ₹ 50 lacs p.a for Arrangement of lunch, refreshments, and other hospitalities in connection with Board and Board-level Committee Meetings, CMDs Meetings, CFDs Meetings, FDs Co ordination Meetings. JBCCI Meetings and Safety Board Meetings</p> <p>3. Upto ₹ 2,50,000/- in each case subject to a limit of ₹ 25 lacs p.a. for arrangement of lunch, refreshments and other hospitalities in connection with company's guests, meetings, conferences, workshops, knowledge sessions, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc. (Both for Area GMs , BBSR Incharge & GM/HoDs) (Incl special occasion like Independence day, Republic day, Hindi divas day and others like Doctors'Day, Nurses Day, World Health Day, World Aids Day etc.)</p> <p>Project Officers :- To incur expenses of contingent nature on meetings, conferences etc. ₹10,000/- p.m. subject to a maximum of ₹ 2,00,000/- p.a.</p>	

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
						<p>To incur expenses of contingent nature on special occasion like Independence Day, Republic Day, Mine opening ceremony.</p> <p>Full power upto ₹ 10,000/- on each occasion subject to a maximum of ₹ 2,00,000 p.a.</p>	

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
iii.	Incurring expenses of contingent nature for production and other items		Full Powers	Upto ₹ 5 Crores in each case with a ceiling of ₹ 25 Crores p.a.	Upto ₹ 5 Lakhs in each case with a ceiling of ₹ 50 lakhs p.a.	For Area GMs: Upto ₹ 1,00,000/- in each case with a ceiling of ₹ 10 Lakhs p.a. For Project Officers: Upto ₹ 50,000/- in each case with a ceiling of ₹ 5 Lacs p.a. (To be exercised up to Area GMs/Project Officers of the subsidiaries only)	As per the Amendment order no 28663 dtd 10.06.2022
iv.	Incurring expenses on entertainment for official purposes		Upto ₹2 lakhs in each case, subject to a limit of ₹1 Crore per annum	Upto ₹ 1 lakh in each case, subject to a limit of ₹50 lakhs per annum	Upto ₹ 50,000/- in each case, subject to a limit of ₹25 lakhs per annum	For Area GMs: Upto ₹ 10,000/- in each case, subject to a limit of ₹ 5 lakhs per annum For HQ HoDs & BBSR Incharge: Upto ₹10,000/- in each case, subject to a limit of ₹1 lakh per annum	
v.	Approval for Grants & Donations		Full powers	Upto ₹2.00 lac in each case, subject to a limit of ₹50 lakhs p.a	Upto ₹1 lakh in each case, subject to a limit of ₹5 lakhs per annum For grants to schools and educational institutions: Full powers to D(P)	For Area GMs: Upto ₹ 10,000 in each case,subject to a limit of ₹2.5 lakhs per annum (To be exercised up to Area GMs/ Project Officers of the subsidiaries only)	
vi.	(a) Sanction for incurring publicity expenses (Incl sponsorship, advertisement in different programs, journals, magazines, souvenirs, coffee table books, etc., and other expenses related to public relations, image, and brand building activities in the society.			Full Powers	Full Powers	GM/HOD (PR) in HQ and Area GMs for respective areas: Upto ₹ 10,000/- in each case, subject to a limit of ₹ 5 lakhs per annum (To be exercised up to Area GMs/HoDs only)	

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
vii.	Operation of Secret Fund				Upto ₹ 5 Lakhs with adequate internal record as per the extant rules		
viii.	Payment of Honorarium as per guidelines			Full Powers	Full Powers	Full Powers to GMs/HODs of subsidiary HQ & Area GMs as per extant rules and guidelines.	
ix.	Using official vehicles on Sunday/holidays for official purpose.			Full Powers	Full Powers	Full Powers	
x.	Functioning as Controlling Officer for self for submission of TA/DA, Medical claims & others			Full Powers	Full Powers	Full power for employees under his administrative control (To be exercised upto Area GMs/HoDs only)	
xi.	Power to sanction transfer of Plant & Machinery from one Project to another or from one Mine to another.				Full Powers to Director (Technical) to sanction temporary transfer of P&M for operational purpose.	In case of Area GMs- Full power subject to laid down procedures by CIL/Company HQ, with intimation to finance. In case of BBSR Incharge:- Full power to sanction transfer of assets from one office to other office of MCL and vice versa subject to laid down procedures by CIL/Company HQ. (To be exercised upto Area GMs/HoDs only) In case of CMS, MCL HQ:- Full Powers to sanction transfer of P&M from one Hospital to another Hospital under his jurisdiction.	

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
xiii.	To issue notices to persons to vacate land, houses, etc. belonging to the Company in the Projects/Area under his charge					Area GMs:- Full Powers pertaining to their respective Areas/ establishments under their administrative control. (To be exercised upto Area GMs/HoDs only)	
xiv.	Sanction cost of Railway tickets, Air tickets for CMD and Directors and Company guests, if directed by competent authority and subject to post facto approval by competent authority.					Full Powers in case of BBSR Incharge.	
17	Supply Orders against Rate / Running Contracts and Depot Agreements provided the requirements and Price-list are approved by the competent authority					For Areas : Full Powers to Area GMs only. For HQ: Full Powers to GM/ HOD (MM)	
18	Settlement of Disputes as per Policy / Guidelines			Full powers	Full powers in respect of supplies / contracts for which he/she is the sanctioning authority	Full powers in respect of supplies / contracts for which he/she is the sanctioning authority	
19	Management Development & Training Matters :-						
i.	Sanction of payments to various professional institutions / organisations /study-circles for organising workshops, seminar, programmes etc			Full Powers	Full powers to FDs for their respective Directorates		
ii.	Depute any employee of the Company to workshops, seminars, training programmes, etc. excluding foreign programmes				Full powers for deputing/ nominating employees for programmes (within India) subject to the recommendations of concerned GM/ HoD and approval of concerned FD/CVO.		

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
iii.	Initiate introduction of training course, departmental examinations, recruitment examinations and other related matters required for Management development.			Full Powers	Full Powers to D(P)		
iv.	Incur expenditure towards running of staff colleges in company training programmes			Full Powers	Full Powers to D(P)		
v	Approve payment of international air-fare as per Govt. Rules and TA, DA as per RBI Rules for employees deputed abroad for training as per the relevant rules.			Full Powers	Full Powers to D(P)		
20 Administrative Matters :-							
i.	Sanction payment of charges on account of rent, electricity, gas, water, insurance, maintenance, municipal rates, taxes, license fee and other incidental charges on company leased flats \ offices \ guest houses \ vehicles etc.					Full powers to GM/HOD (Admin/E&M /E&T/TA/Civil) for HQ and to Area GMs for respective areas. BBSR In charge: Full Powers Project Officers:- Full powers to approve payment of charge on account of MO Commission licenses and insurance and other taxes	
ii.	Sanction payment of a. postal charges					a. Full powers (To be exercised upto Project Officers of subsidiary)	

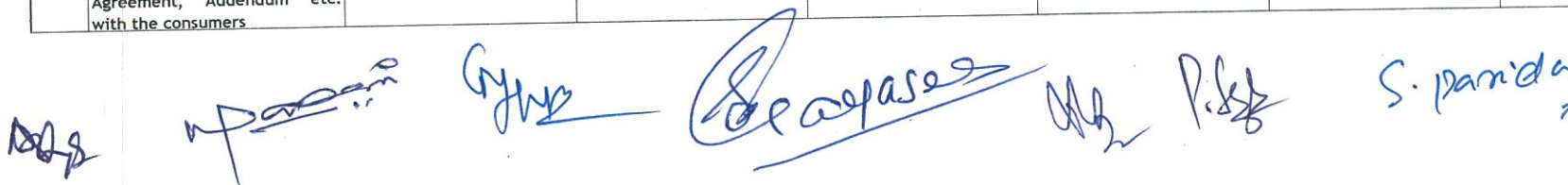
Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
	<i>b. mobile charges / landline charges / Internet & Broadband bills etc.</i>					b. Full powers to GM/HOD (E&T) for HQ and to Area GMs for respective areas. BBSR Incharge: Full Powers (To be exercised upto GMs/HoDs of subsidiary)	
iii.	Sanction purchase and repairs & maintenance of Office furniture & fixtures			Full Powers	₹10 lakhs in each case subject to limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to limit of ₹25 lakhs per annum with approval of Director to GM/HOD who is looking after office furniture & fixtures. (To be exercised upto GMs/HoDs of subsidiary) Area GMs: Upto ₹5 lakhs in each case subject to limit of ₹25 lakhs per annum.	The powers enumerated here are to be exercised in exigencies only. For normal cases, powers are to be exercised for procurement of goods and award of works & services as per Annexure-I, II (Part A & B)
iv.	Sanction purchase and repairs & maintenance of electrical fittings, office equipment, AC, Generators, Water-pumps etc			Full Powers	₹10 lakhs in each case subject to limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to limit of ₹25 lakhs per annum with approval of Director to GM/HoD who is looking after the item (To be exercised upto GMs/HoDs of subsidiary) Area GMs: Upto ₹5 lakhs in each case subject to limit of ₹25 lakhs per annum.	The powers enumerated here are to be exercised in exigencies only. For normal cases, powers are to be exercised for procurement of goods and award of works & services as per Annexure-I, II (Part A & B)

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
v.	Sanction hiring of furniture and office equipment, building, P&M, vehicles etc.			Full Powers	Upto ₹ 50 Lacs p.a. for all departments & establishments under his administrative control.	Up to ₹5 lakhs in each case subject to the limit of ₹25 lakhs per annum with approval of concerned Director to GM/HOD who is looking after the item. For hiring vehicles, in case of non- Availability of company vehicles and/ or with respect to visit of VVIPs/VIPs administrative and emergent situations - Full powers to GM(Admin) (To be exercised upto GMs/HoDs of subsidiary) Area GMs: Upto ₹5 lakhs in each case subject to limit of ₹25 lakhs per annum.	The powers enumerated here are to be exercised in exigencies only. For normal cases, powers are to be exercised for procurement of goods and award of works & services as per Annexure-I, II (Part A & B)
vi.	Sanction printing, binding, stationery and courier expenses			Full Powers	Full Powers for all departments & establishments under his administrative control.	Up to ₹ 5,000 in each case, subject to the limit of ₹ 1 Lakh p.a. for all departments and establishments under his administrative control. Sanction of procurement must be accompanied with confirmation from the Administration Dept. about the non-availability of the respective item in stores. Full powers to Area GMs only.	The powers enumerated here are to be exercised in exigencies only. For normal cases, powers are to be exercised for procurement of goods and award of works & services as per Annexure-I, II (Part A & B).
vii.	Sanction for granting Imprest			Full Powers	Full Powers	To operate imprest of their respective departments as approved by the concerned FDs. For FY 22-23:-Existing imprest already approved shall continue.	

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
viii.	Sign lease agreement for acquiring residential flats, office and other service buildings			Full Powers	Full Powers to D(P)	BBSR Incharge:- Full Powers to sign lease agreement for leasing out buildings for use of Banks, post offices, telephone exchanges, etc. based on the approval of Competent Authority. However, the lease agreement is to be vetted by Company's Legal Dept.	
ix.	Sanction purchase of stores, spare parts, other accessories, petrol, oil, lubricants required for repair, maintenance of company's vehicles, properties, plant & machinery, office, guest house and holiday homes, training institutes/college etc.			Full Powers	Full Powers	Full powers to GM/HODs (Admin/TA/E&M/Systems/E&T) Full powers to Area GMs.	The powers enumerated here are to be exercised in exigencies only. For normal cases, powers are to be exercised for procurement of goods and award of works & services as per Annexure-I, II (Part A & B).
21 Medical Matters							
i.	Approval for cashless facility for annual health checkup of MCL executives				Full Powers to D(P)		
ii.	Approval for cashless facility for referral of MCL employees to empanelled hospitals				Full Powers to D(P)		
iii.	Approval for payment of medical bills as per CGHS rates in case of on-roll/retired employees, if taken treatment in non-empanelled hospital in emergency condition.				Full Powers to D(P)		
iv.	Post Facto sanction of Reimbursement towards medical treatment in empanelled or non-empanelled hospital in emergency condition				Full Powers to D(P)		

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
	Sale /disposal of movable property other than capital assets such as dead wood, waste paper, discarded wooden packing materials and other such materials (excluding auctionable and X-Ray item)					Full Powers to CMS	
	Sanction referral of employees for outside treatment to approved hospitals/clinics and grant of advance for treatment for the same					Full powers upto ₹50,000/- in each ase-CMS, MCL HQ	
	To declare hospital stores and equipments as unserviceable.					Full Powers to CMS (Incl CMS, NSCH Talcher)	
22 Secretariat Matters :-							
i.	Payment of Annual & other fees to Registrar of Companies & Depositories					Full powers to Company Secretary	
ii.	Issue instructions for arrangement of hotel booking and transportation for Govt./ Independent Directors / Permanent Invitees / Auditors / Consultants who are attending the Board Meetings / Committee Meetings / AGM / EGM as per their schedule.					Full powers to Company Secretary	
iii.	Sanction fees to be paid to ROC including fees to be paid to professionals for certifying / uploading the statutory forms / documents required as per the Companies Act.					Full powers to Company Secretary	

Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
iv.	Issue advertisements to newspapers required as per Companies Act and other Regulations through CC&PR Dept.					Full powers to Company Secretary	
23	Marketing Matters						
i.	Refund of coal value, EMD and other dues of coal consumers.					Full Powers	
ii.	Adjustment of of coal value, EMD or any other amount deposited by coal consumers.					Full Powers	
iii.	Lodging claim to Bank for encashment of coal consumers' Bank Guarantee.					Full Powers	
iv.	Review of rate for "Reimbursement of CUF" and rates of "Surface Transportation Charge".			Full Powers			
v.	Approval for offering coal quantity under various E-auction schemes.				Full Powers		
vi.	Approval for allocation of coal quantity to consumers.					Full Powers	
vii.	Attestation of physical Sale Order handed over to Road mode consumers.					Full Powers	
viii.	Approval for supplying, on request of consumers, grade other than contracted grade, in such instances where contracted grade is not available at the source.					Full Powers	
ix.	Restricting coal supplies to FSA consumers up to trigger level .				Full Powers		
x.	Approval for supplying coal to Government Thermal Power Plants at Credit.					Full Powers	
xi.	Entering into Coal Sale Contracts viz. FSA, MoU, Side Agreement, Addendum etc. with the consumers					Full Powers	



Sl. No.	Item	Board of Directors	Committee of FDs headed by CMD	CMD	FDs & CVO	Area GMs/GMs/ HoDs of the subsidiary HQ	Remarks
xii.	Approval for return of Bank Guarantee furnished by consumers as security deposit in the event of expiry of the relevant contract and pursuant to settlement of all claims of MCL arising out of said contracts.					Full Powers	
xiii.	Approval for substitution of Bank Guarantee furnished by consumers as security deposit with other Bank Gurantee of requisite value.					Full Powers	

Important Notes:

1. Area GMs / Heads of Establishments are authorized to exercise the same powers as delegated to GMs/HODs of Subsidiaries, unless stated otherwise.
2. CFDs are authorised to delegate the powers of Area GMs/ GMs/ Heads of Establishments to other HODs, if deemed fit.
3. Along with Medical matters powers as mentioned in point no. 21, CMS shall have same powers as GM/HOD.
4. Excluding powers mentioned in Point No. 4 above (i.e Annexure I) which are specific, POs are authorised to exercise remaining powers as per their respective ranks. Powers of POs mentioned in Annexure III and IV will remain intact.

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 DGM(Fin) / HOD C&B Section

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 04.07.2022
 GM(CVIL)

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 GM/HOD (E&M)

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 GM(Excu) *[Signature]*
 GM/HOD(MM)

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S. Pasiden
 CO. Secretary

Specific Delegation of Powers to GMs/HoDs of Subsidiary HQ

Sl.No	Item	Extent of Powers
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Specific Delegation of Powers to GM/HoD (P&IR/NEE)

Sl. No.	Item	
1	Sanction of Annual Increment, Pay fixation on promotion (on the basis of recommendation of Selection Committee. HRA, Closure of probation, Conveyance Allowance as per NCWA, EL encashment and permission for Higher Studies in respect of Non-executive employees.	Full powers subject to Company Rules.
2	Sanction of Monthly Tea/Coffee expenditure	Standing approval for reimbursement of bills
3	Overtime hours and Sunday engagement to Non-executive employees working under P&IR and NEE Deptt.	Full Power upto maximum 40 hours of overtime per employee per month and upto 2 Sundays/ PHDs/ Holidays per employee per month

Specific Delegation of Powers to GM/HoD (Administration)

1	Reimbursement of monthly tea/coffee bill of Admn./ MP&R/ Security Department	Standing approval for reimbursement of bills
2	Hiring/ engagement of hired vehicle on receipt of requisition duly approved by HOD, when two or more executives will be traveling in Command Areas of MCL upto MCL, Bhubaneswar	Full Power
3	Hiring/ engagement of hired vehicle on receipt of requisition duly approved by concerned Director, as well as requisition received from Govt. Officials/ VIPs	Full Power
4	Purchase of Stationery Items & Furniture in case of exigencies.	Rs.10000/- in each case subject to FC
5	Reimbursement of purchase of fuel by concerned Drivers during outside duty, duly approved by their respective HODs	Full Power
6	Overtime hours and Sunday engagement to Non-executive employees working under Admn./ MP&R/ Security Department	Full Power upto maximum 40 hours of overtime per employee per month and upto 2 Sundays/ PHDs/ Holidays per employee per month

Specific Delegation of Powers to GM/HoD (MTI)

1	Providing Breakfast, tea, lunch, dinner inaugural expenditure and concluding dinner etc for the participants/ faculties during training course, seminar and meeting at MTI	Full Powers upto Rs 15.00 lakh per anum. Remarks:- At MCL approved rate subject to Budget Provision
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Delegation of Power Common to Head of Departments at MCL HQ

1	Sanction bills towards Tea/Cofee in office/meetings.	Rs 5,000 per month. Remarks:- Without Financial Concurrence.
2	Sanction miscellaneous contingent and petty expenses like courier/cargo charges, etc. other than on meetings	Rs 2,000 in each case with a ceiling of Rs 24,000 p.a. Remarks:- Without Financial Concurrence.

Specific Delegation of Powers to GM(P-Welfare)/HoD

	Reimbursement of Tution Fee / Hostel fee of wards of employees as per rule/scheme	As per extant rules /circulars issued by Coal India Ltd,Kolkata
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(Amount in ₹ Crores - rounded off)

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

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Notes:-

Project Officers being the HODs of their respective projects, may exercise the powers of procurement of goods and award of works and services as delegated to the GMs/HODs of Subsidiaries.

(As clarified by CIL via mail dtd 20.06.2022)

** For areas having annual production in excess of 20 MT, Area GMs are authorised to exercise their delegated powers for procurement of goods and award of work and services for both capital and revenue items upto 1.50 times their delegated powers.*

*** For projects having annual production in excess of 10 MT, Project Officers are authorised to exercise their delegated powers for procurement of goods and award of work and services for both capital and revenue items upto 1.50 times their delegated powers.*

1. In case of Revenue expenditure bundled with Capital expenditure, the Delegation of Power relevant to Capital expenditure would apply. Example:- Sourcing of spares under AMC/CMC along with Capital equipment whether delivery is immediate or not.

2. In case of Resultant Single Tender, the following points must be ensured:-

- a. No splitting of the contract will be allowed*
- b. The reasons for the same are to be recorded in writing*
- c. The NIT was satisfactorily advertised and sufficient time was given for submission of bids.*
- d. The qualification criteria were not unduly restrictive , and*
- e. Prices are reasonable in comparison to market value.*

3. In case of purchase from OEM at the time of purchase, efforts should be made to obtain upfront a list of original parts manufacturer/proven source as recommended by OEM. In case of existing equipment, a similar declaration/authorization may be obtained.

4. In case of Limited Tender for Procurement of goods and award of work & services, the following points must be ensured:-

- a. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify more number of approved suppliers to obtain more responsive bids on competitive basis.*
- b. Copies of the bidding document should be sent directly by speed post / registered post / courier / email / e-portal / GeM to firms which are borne on the list of registered suppliers. Proof of delivery of the bidding document must be obtained.*
- c. Sufficient reasons to go for such limited tender must be recorded in writing by the competent authority.*
- d. Empanellement of suppliers and Limited Tender Enquiry from such empanelled suppliers must be encouraged.*

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

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

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

(Amount in ₹ Crores - rounded off)

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



S. Parida



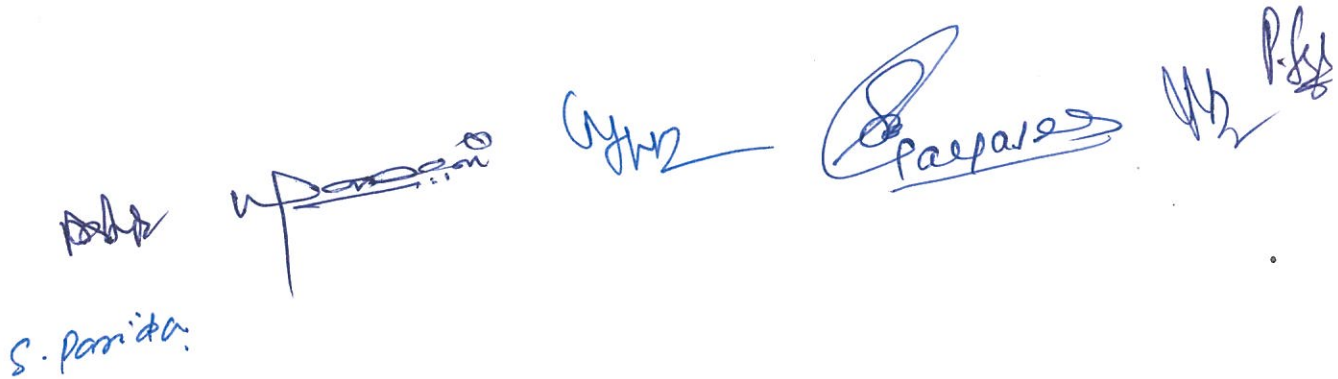


DOP of CMD & Other Executives of CIL & Subsidiaries on Indent Approval

(Amount in ₹ Crores - rounded off)

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

* *FDs, CIL/Subsidiaries* are competent to approve indent for new requirement of Capital Items as per sanctioned project reports / feasibility reports, schemes etc. and also for capital items required for office premises and other establishments like conference/training halls, guest house, official residences and bungalows etc and for day to day official works with respect to their respective Directorate.



 S. Parida

Notes to Annexure-II (Part A & B)

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

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

3. Procurement of Goods:-


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

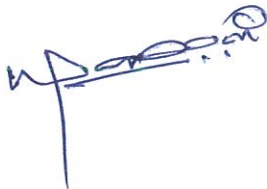
b) DoP for approving the procurement for both capital and revenue items/goods would not be operated below the level of GM(MM)/ HOD (MM) at CIL/Subsidiaries or administrative HOD of Materials Management function at Areas/ Central/Regional Stores, Workshops / Hospitals etc

4. Award of Works & Services :-


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

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


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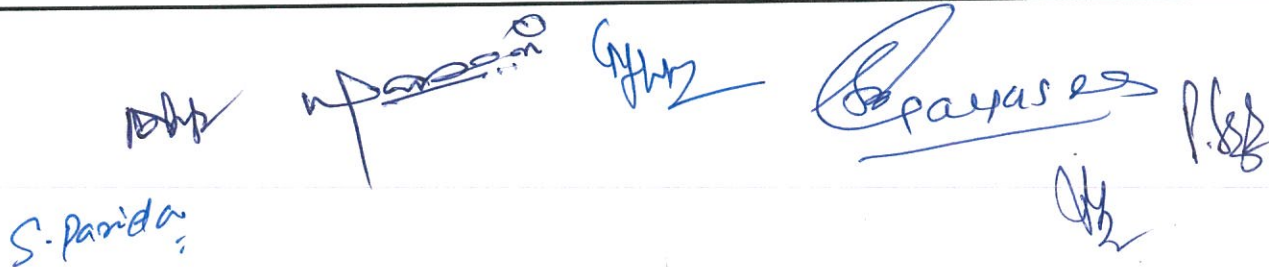






Guidelines for Appointment of Consultants

1. These Guidelines shall include the appointment of entities as :
 - i. Technical Experts
 - ii. Auditors (except Statutory Auditors who are appointed by C&AG)
 - iii. Stock Verification Consultants
 - iv. Lawyers
 - v. Consultant for Company Secretarial matters
 - vi. Management Consultants
 - vii. Tax Consultants
 - viii. Company law consultants
 - ix. Any other consultants as may be decided by the competent authority.
2. These guidelines shall not apply to full time/part time advisors for which appropriate guidelines have already been framed by the Company.
3. Efforts should be taken to design the eligibility criteria in such a manner that Indian consultancy firms are given priority over foreign counterparts.
4. International experience should be given preference in cases only when the Indian firm/Company is a subsidiary/associate/JV of the concerned foreign body. Care should be taken for such cases where Indian companies having similar names as of the foreign body having no or very less experience may take advantage.
5. The remuneration structure of the consultants must be framed before the appointment process is floated and the same must not be based on L1 criteria. It is important for the company to appoint good quality consultants and payment of reasonable remuneration will result in the appointment of quality consultants.
6. At least 33-50% points should be given for the presentation to be made by the consultants to be appointed before the appropriate Committee in respect of :
 - i. Infrastructure of Office
 - ii. Software / Hardware usage
 - iii. Approach towards the concerned job
 - iv. Proposed strategy and its implementation
 - v. Detailed scope and understanding of the assignment.
7. While appointing, it must be made clear to the appointees that they are to remain accountable for their Report and Advice in all cases and shall give appropriate affidavit / declaration to the Company before taking the assignment.
8. The appointed Consultant while accepting the assignment must specify the team members and must ensure in writing that at least 10% man-hours required for the assignment shall be devoted by the senior consultant/partner of the firm in letter and spirit. It is also important to ensure that such senior consultant/partner authenticate the report and is present during the time of presentation of final report.
9. The appointment procedure shall generally be by way of open tender (Fee and selection criteria is to be pre-determined) except in cases of urgency when limited tender may be floated. Even in cases of such urgency, it shall be mandatory to publish the requirement adequately in advance in the CIL e-tender website/ eprocure.gov.in/GEM portal.



10. The requirement of open tender shall not apply to Institutions of National repute like IITs, IIMs, ISM, ICAI, ICSI, ICAI and similar bodies established under an Act of Parliament / Institutes of national or international repute and likewise as recorded in writing by the appointing authority.

11. While appointing consultants, no preference of location or proximity to be given except in special cases where the same is justified and that too after proper justification and approval by the competent authority.

12. The appointment of Consultants must adhere to the following limits :

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

Second engagement of the same person/entity will be subject to the approval of next higher level, in case appointment is made within a period of 12 months.

The above limits are same for both CIL and its Subsidiaries.

13. While determining terms of appointment for specific assignments / jobs an expert committee can be constituted by the next hierarchy level together with equal number of external experts in the respective field so that the eligibility criteria, scope of assignment, reporting requirement, working papers and documentation and fees and remuneration may be decided.

14. The competent authority may appoint a consultant without inviting any bid based on expertise/reputation of specific person /entity which may be brought on record. The delegated power in this regard for appointment on nomination basis is limited to 50% of delegated power as above.

The reason for appointment on nomination basis will be recorded in writing.

A collection of handwritten signatures in blue ink, including a large signature that appears to be 'P. S. Sarda' and several other smaller signatures.

Important Points of DOP

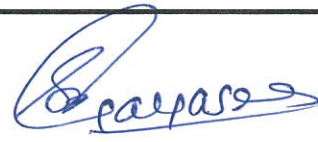
1	CFDs of Subsidiaries/ CMDs of Subsidiaries will have around 75% of power of CFDs, CIL/CMD, CIL subject to rounding off. (point no. 9 of CMDs Letter dated 15.03.2022)
2	CMDs of Subsidiaries are authorised to delegate power to FDs/CVO and GMs with the suggestion that FDs of Subsidiaries will have around 50% and GMs/HoDs around 25% of the power of the CMDs subject to rounding off. (point no. 10 of CMDs Letter dated 15.03.2022)
3	CMDs of Subsidiaries are authorised to sub-delegate administrative power to the FDs/CVO /GMs/HoDs as per extant requirements. (point no. 11 of CMDs Letter dated 15.03.2022)
4	Area GMs / Heads of Establishments are authorized to exercise the same powers as delegated to GMs/HODs of CIL/Subsidiaries (Note no. 1 before Annexure 1)
5	CFDs are authorised to delegate the powers of Area GMs/ GMs/ Heads of Establishments to other HODs, if deemed fit. (Note no. 2 before Annexure 1)
6	Financial powers can be exercised by officials as stipulated in the DOP and can not be sub-delegated. (Note no .3 of revised DOP)
7	Powers for procurement of goods and award of works and services have been delegated upto the level of GMs/HODs (Note no. 6 of Annexure II)
8	Enhanced power has also been given to GMs/HoDs, Project Officers and Area GMs of Subsidiaries for sanction of Estimate for Revenue Works & Services. Separate power has been given for approval of Indent for procurement of Goods. (Note no. 5 of CMDs Letter dated 15.03.2022)
9	For the delegation of powers mentioned in Enclosure II but not sepecifically mentioned in Enclosure I, CMD of subsidiaries have full powers to exercise and sub-delegate the same as per requirements. (Amendment vide Ref. No. CIL:XI(D):04027:2022:28232 dtd. 23.03.2022)
10	Subsidiary Board is empowered to exercise powers beyond Rs.200 Crores for sanction of capital works with respect to New projects/schemes included in the approved budget but Project Report / Scheme is yet to be approved and beyond Rs.75 Crores for Capital expenditure in anticipation of inclusion in the budget. However the same is subject to the DPE Guidelines with respect to delegation of powers of Miniratna PSEs for capital expenditure. (As clarified by CIL via mail dtd 20.06.2022)
11	Project Officers being the HODs of their respective projects, may exercise the powers of procurement of goods and award of works and services as delegated to the GMs/HODs of Subsidiaries. (As clarified by CIL via mail dtd 20.06.2022)

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DDP



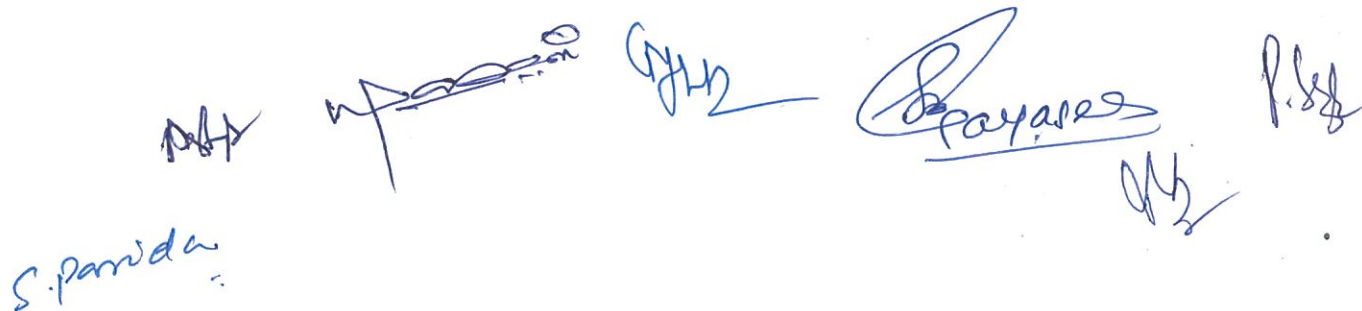








Sl No:	General Guidelines on Revised DOP
1	Delegation of Powers is an effective instrument for expeditious decision making and efficient management.
2	The delegation is made keeping in view the objectives of the company and its accountability to the Government. The Board of Directors of the Company shall be entitled to exercise all such powers and to do all such acts and things as the company is authorised to exercise and do. Hence any proposal which are beyond the delegated powers be placed to the Board for its consideration.
3	Certain guidelines are issued by the Government from time to time and they are applicable to all public sector undertaking and have the same force as if incorporated in the Articles of Association. All delegated powers are circumscribed by these guidelines. In particular, the guidelines issued by the Government are binding in matters like wage and salary structure, perquisites, gratuity, dearness allowance, ex-gratia payments, encashment of leave, etc, which have major financial implications. Any departure from these guidelines or introduction of new schemes have necessarily to be got approved by the Government as they might have repercussions in other companies.
4	It is an accepted principle in the administration of public funds that in all decisions involving financial implications or which entail departure from an agreed norm, the prior concurrence of the Finance shall be obtained. Financial concurrence can be at different levels, at the colliery, in the area, in the company or at the apex, as the case may be.
5	The delegated powers shall be exercised in line with the established procedures.
6	CIL as the holding company is responsible for policies, planning and co-ordination while the subsidiary companies are responsible for all operations. Hence, the decision of the Boards of the subsidiary companies in exercise of their powers shall be final. If in exceptional cases, the CMD, CIL for good and sufficient reasons, considers that a review is necessary for uniformity in all subsidiary companies or otherwise he may place any decisions of the subsidiary companies' Boards for review by CIL Board and the decision of the CIL Board shall be final.
7	The powers in regard to amendment of Articles of Associations, change in share capital, floating of shares and debentures and other company matters are reserved for Government.



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Sl.No:	Notes to Revised DOP
1	DOP is to be exercised under the broad framework of all Rules, Manuals, Policies & Guidelines. In case of incongruity , the latter shall prevail over this DOP.
2	This DOP is for CIL and its Subsidiaries.
3	Financial powers can be exercised by officials as stipulated in the DOP and can not be sub-delegated.
4	In between the Board Meetings , CMD, CIL/Subsidiaries along with two Functional Directors, preferably one of whom is the Director (Finance), may within the ambit of operational necessity and efficiency, assume full powers of the Board provided that a Report is made to the Board soon after the ex-post-facto approval obtained wherever necessary.
5	<p>Empowered Sub-Committee of CIL can approve new projects upto ₹500 Crores. In case of projects above ₹500 Crores, the Project Report would be submitted to the Board with the recommendation of ESC. The Empowered Sub-Committee will consist of following members and they work within the above Delegation of Power. (1) Chairman, CIL (2) Director (Finance) (3) Director (Technical) (4) JS&FA (5) Four Independent Directors, one having Financial background (6) CMD, CMPDI as Permanent Invitee and (7) CMDs of concerned subsidiaries whose project would be invited as Special Invitees.</p> <p>Approved Project Reports act as an administrative approval. Approval of the competent authority is to be obtained for procurements made beyond the approved Project Reports.</p>
6	Functional Directors of Subsidiaries are authorised to exercise around 50% of the powers of CMDs of Subsidiaries on procurement of Goods and Award of Works & Services (subject to rounding off) .
7	Any proposal beyond the powers of concerned authority be referred to the next higher authority
8	Irrespective of Grade, executives can exercise higher powers as per their job-profile, if they are acting as such.
9	All policies are to be reviewed once in five (5) years.Till the existing Policies are reviewed, the same may be continued.
10	For according approval to CSR projects ,DoP as per CSR policy of CIL shall be applicable.
11	DOP of CIAL Board & CMD,CIAL as amended by the competent authority from time to time shall continue
12	Existing DoP for R&D Board and Apex Committee as amended by the competent authority from time to time shall continue.
13	All financial limits stated in the DOP are excluding applicable taxes .
14	<p>(a) CFDs of CIL/Subsidiaries are authorised to approve change in the technology in the Project Report and,</p> <p>(b) CFDs of CIL/Subsidiaries are authorised to approve upto 20% of total project cost as approved by the Board to expedite implementation of projects. However, it should be within the financial limit permitted by DPE.</p> <p>(c) CFDs of CIL is empowered to approve Project Report with a capital investment upto Rs. 250 Crores.</p> <p><i>(Modifications in Delegation of Powers ref no: Ref No.CIL:XI(D):04027 :2022: 28399 dated 21st April 2022)</i> <i>(Modifications in Delegation of Powers ref no: Ref No.CIL:XI(D):04027 :2022: 28605 dated 1st June 2022)</i></p>