

Mahanadi Coalfields Limited
(A Subsidiary of Coal India Ltd.)

Office of the Chairman-cum-Managing Director

No.CMD/MCL/CSO/2019/ 8230

18 .09.2019

OFFICE ORDER

Sub: Delegation in terms of provisions of the Certified Standing Orders Applicable to Mahanadi Coalfields Limited under clause 2.3 of the Certified Standing Orders.

I, Bhola Nath Shukla, Chairman-cum-Managing Director, Mahanadi Coalfields Limited hereby in exercise of the powers conferred on me by Clause 2.3 of the Certified Standing Orders of Mahanadi Coalfields Limited, nominate for the purpose of the said Clause 2.3 of the Standing Orders, the following officers of Mahanadi Coalfields Limited, who shall exercise the powers of initiation of disciplinary action such as, issue of Charge Sheet, Suspension, constitution of enquiry committee in respect of all non-executive employees / workmen working or posted to work for the time being in the units, sections, departments or establishments under their respective jurisdiction or control.

IN RESPECT OF AREAS UNDER MAHANDI COALFIELDS LTD.

- A. The Dy. G.M / Adl. G.M./ Staff Officer (Mining) shall act as Disciplinary Authority for the employees posted under the roll of Area Office.
- B. i) The Sub-Area Manager/Project Officer and Colliery Manager shall act as the Disciplinary Authority for the employees posted in Projects/Collieries/Units.
 - ii) The Manager shall be the Disciplinary Authority for the employees posted in Central Workshop (Excavation).
 - iii) The second man in status, next to the CMS I/C of NSCH, Talcher, shall act as the Disciplinary Authority for the employees posted in NSCH, Talcher.
 - iv) The Officer-in-charge of Regional Stores and CH, IB Valley, shall act as the Disciplinary Authority for the employees posted in the said establishments.

The above Competent Authority as at A and B shall have the power in the following matters:

1. Issue of Charge Sheets.
2. Suspension without wages for a period not exceeding 10 days.
3. Constitution of Enquiry Committee.
4. Issue of warning, reprimand, censure & fine.

On issue of major punishment as detailed below, the same may be imposed on approval of the Area General Manager/General Manager, CWS(X) / CMS I/c, NSCH, Talcher.

1. Stoppage of increment with / without cumulative effect.
2. Demotion to lower stage/lower grade in a time scale.
3. Removal/Discharge from service.
4. Dismissal from service.

IN RESPECT OF MCL HQTRS & REGIONAL OFFICES LOCATED IN DIFFERENT PARTS OF THE COUNTRY UNDER THE ADMINISTRATIVE CONTROL OF MCL HQ.

- A. The General Manager (Admn.), MCL and the Officer-in-charge, MCL Office, Bhubaneswar & Officer-in-Charge of the Regional Sales Offices located in different parts of the country shall act as the Competent Authority in respect of workmen posted under the roll of the respective establishments & they shall be competent in following matters.

1. Issue of Charge Sheets.
 2. Suspension without wages for a period not exceeding 10 days.
 3. Constitution of Enquiry Committee.
 4. Issue of warning, reprimand, censure & fine.
- B. On issue of major punishment as detailed below, the same may be imposed on approval of the Senior most General Manager (Personnel) in Personnel Cadre excepting GM(P&IR), as all appeals are routed through GM(P&IR) to the Appellate Authority.
1. Stoppage of increment with / without cumulative effect.
 2. Demotion to lower stage/lower grade in a time scale.
 3. Removal / Discharge from service.
 4. Dismissal from service.
- C. Any officer officiating or acting for the time being in the aforesaid posts will also exercise the power in question, in absence of the original Competent Authority for Disciplinary Action.

APPELLATE AUTHORITY UNDER CLAUSE 30 OF THE CERTIFIED STANDING ORDERS.

The Appellate Authority as specified in Clause 30 of the Certified Standing Orders will be the Director (Personnel) of Mahanadi Coalfields Limited.

REVIEWING AUTHORITY UNDER CLAUSE 31 OF THE CERTIFIED STANDING ORDERS.

As per Clause 31 of the Certified Standing Orders, the Chairman Cum-Managing Director will be the Reviewing Authority.


(Bhola Nath Shukla)
Chairman-cum-Managing Director



Distribution :

1. All Functional Directors
2. All CGMs / GMs of Areas / CMS I/C, NSCH Talcher
3. All HODs of MCL Hqtrs.
4. Officer in-charge, MCL Office Bhubaneswar/ Regional Sales Offices
5. All Area PMs
6. All Project Officers /Colliery Managers /
7. All General Secretary's of Registered Trade Unions functioning in MCL

Copy to :

1. Dy.CLC(C), Bhubaneswar
2. Regional Labour Commissioner (C) , Bhubaneswar / Certifying Officer under CSO
3. Regional Labour Commissioner (C) , Rourkela
4. Asst. Labour Commissioner (C) , Bhubaneswar / Rourkela / Angul