

DELEGATION OF POWERS TO DIRECTORS OF MCL

Sl.No	Item	Director(Technical)	Director(Personnel)	Director(Finance)
(1)	(2)	(3)	(4)	(5)
A.	COMPANY MATTERS:	-	-	-
B.	BUDGET:			
B-1	Reallocation of Capital Funds	Full powers within budget approved by the Board within the same group of projects (Group as indicated in the approved Annual Plan)	-	-
C.	CAPITAL WORKS:			
C-1	New projects included in the budget	₹ 10 Crores	-	-
C-2	Capital expenditure in excess of sanctioned estimates of cost	Upto 10% of the cost or ₹ 2 Crores, whichever is less.	-	-
C-3	Capital expenditure in anticipation of inclusion in the budget	₹ 10 lakhs.	-	-
D.	PURCHASE ORDERS & CONTRACTS:			
D-1	A. Purchase Orders:	<p>On Open Tenders: Lowest Tender - ₹ 3 Crores. Single Tender - ₹ 1 Crore.</p> <p>On Limited Tenders: Lowest Tender - ₹ 3 Crores Single Tender - ₹ 1 Crore</p> <p>Without calling for Tenders: Purchase of proprietary items from Original Equipment Manufacturers ₹ 2 Crores. Without tender through negotiation ₹ 15 Lakhs (Reasons to be recorded)</p> <p>Repeat Orders: Repeat orders together with the original order should not exceed the limit laid down in relevant DOP and Manual.</p>	<p>On Open Tenders: Lowest Tender - ₹ 3 Crores. Single Tender - ₹ 1 Crore.</p> <p>On Limited Tenders: Lowest Tender - ₹ 3 Crores Single Tender - ₹ 1 Crore</p> <p>Without calling for Tenders: Purchase of proprietary items from Original Equipment Manufacturers ₹ 2 Crores. Without tender through negotiation ₹ 15 Lakhs (Reasons to be recorded)</p> <p>Repeat Orders: Repeat orders together with the original order should not exceed the limit laid down in relevant DOP and Manual.</p>	-
	B. Contracts:	<p>On Open Tenders: Lowest Tender - ₹ 2 Crores. Single Tender - ₹ 1 Crore.</p> <p>On Limited Tenders: Lowest Tender - ₹ 2 Crores Single Tender - ₹ 1 Crore</p>	<p>On Open Tenders: Lowest Tender - ₹ 2 Crores. Single Tender - ₹ 1 Crore.</p> <p>On Limited Tenders: Lowest Tender - ₹ 2 Crores Single Tender - ₹ 1 Crore</p>	

		Without calling for Tenders: Without tender through negotiation ₹15 Lakhs (Reasons to be recorded)	Without calling for Tenders: Without tender through negotiation ₹15 Lakhs (Reasons to be recorded)	
D-2	Purchase/Hiring/Maintenance of Computers & its peripherals, Computer Software, Computer media, computer papers and all other consumables & stationeries, Furniture and fittings, CVT, Stabilisers, UPS, ACs and other items related to computers and other contracts relating to departments under his control.	-	-	Open Tender Lowest – ₹ 2 Crores Open Tender Single – ₹50 Lakhs Limited Tender Lowest – ₹ 50 Lakhs Without Tender – ₹ 2 Lakhs.
D-3	Approval of NITs for E-procurement/Tender	Full power within DOP for Purchase Orders/Contracts	Full power within DOP for Purchase Orders/Contracts	Full power within DOP for Purchase Orders/Contracts
D-4	Changes in the value of approved contracts	Upto 10% of the contract/purchase value or ₹ 1 Crore, whichever is less.	Upto 10% of the contract/purchase value or Rs. 1 Crore, whichever is less.	Upto 10% of the contract/purchase value or Rs. 1 Crore, whichever is less.
D-5	Settlement of disputes with suppliers/ contractors in respect of which he is the sanctioning authority	Upto 10% of the contract/purchase value or ₹ 50 lakhs, whichever is less in each case, subject to a maximum of ₹ 2 Crores p.a.	Upto 10% of the contract/purchase value or ₹ 50 lakhs, whichever is less in each case, subject to a maximum of ₹ 2 Crores p.a.	Upto 10% of the contract/purchase value or ₹ 50 lakhs, whichever is less in each case, subject to a maximum of ₹ 2 Crores p.a.
D-6	Termination of contracts, cancellation of Purchase Orders, imposing of penalty, waiver of penalty and compensation in respect of those Contracts/ Purchase Orders approved under his delegated authority	Full powers	Full powers	Full powers
D-7	Sanction/approve all relevant matters which are of administrative nature including execution of contracts/agreements/ modifications/acceptance of security bonds etc. contingent to those contracts which are under his administrative control.	Full powers	Full powers	Full powers
E.	OTHER FINANCIAL MATTERS:			
E-1	To open and operate the Bank Accounts of the Company in any of the scheduled banks on behalf of the Company and/or to close any of the existing accounts of the Company or to transfer any of the accounts of the units of the Company from one branch of any Bank to Head Office or any other Branch of the Bank or any branch or Head Office of any other Bank	-	-	Full powers
E-2	To call for statement or statements from the branches or Head Offices of the Bank in which they have accounts or have deposited securities, debentures, shares certificates, title deeds or any other documents relating to any of the transaction or investments or deposits of the Company	-	-	Full powers
E-3	To notify the Banks about the appointment of authorised officers to operate the Bank Accounts and their powers and duties and to do all other things as may be required to be done and to enable the banks to fully carry out the purpose.	-	-	Full powers

E-4	To authorise any official to operate any account in the Bank or banks and to notify such authorisation to the Bank	-	-	Full powers
E-5	To withdraw or cancel any authority granted to any officer of the Company to operate any of the accounts with any bank	-	-	Full powers
E-6	To deposit with or withdraw from any bank any security, debentures, shares certificates, title deeds or other documents relating to the transactions and assets of the Company.	-	-	Full powers
E-7	Investment of Company's surplus fund for short term/long term period (As per rules of the Company)	-	-	Full powers
E-8	To concur proposal and render financial advice in matters and transactions having financial impact.	-	-	Full powers
E-9	To release fund to Areas and other units of the Company on conditions as may be considered desirable	-	-	Full powers
E-10	Pay/discharge on behalf of Company all liabilities, debts, claims etc. admitted by the Company	-	-	Full powers
E-11	To deal with financial institutions and other bodies on behalf of the Company in respect of all financial matters.	-	-	Full powers
F.	SALES:			
F-1	Sale of movable property	₹ 20 lakhs per year	₹ 20 lakhs per year	₹ 20 lakhs per year
G.	OTHER EXPENDITURE:			
G-1	Hiring of land and buildings	₹ 2 lakhs p.a. in each case and total of ₹ 20 lakhs p.a.	₹ 2 lakhs p.a. in each case and total of ₹ 20 lakhs p.a.	₹ 2 lakhs p.a. in each case and total of ₹ 20 lakhs p.a.
G-2	Entertainment	₹1 lakh p.a.	₹1 lakh p.a.	₹1 lakh p.a.
H.	WRITE-OFF OF LOSSES:			
H-1	To sanction write off of outstanding balance against sundry debtors (coal)/loans & advances upto ₹2000/- in each case	-	-	Full powers
H-2	Write off of the amount of soiled/mutilated notes rejected by the Reserve Bank of India to the extent of ₹2,000/- in each case.	-	-	Full powers
I.	PERSONNEL & WELFARE:			
I-1	(a) Executives :			
	To transfer / sanction officiating allowance etc. in conformity with Company rules etc. upto E-7 Scale under his admn. control	Full powers	Full powers	Full powers
	(b) Non-executives :			
	(i) To select / appoint / promote / transfer / fix pay for non-executive cadre on the basis of recommendation of Selection Committee/DPC as per terms of the Company's rules.	Full powers	Full powers	Full powers
	(ii) Power of confirming / accepting resignation of non-executives	-	Full powers	-
I-2	To incur expenditure towards recruitment, advertisement, question papers, examination, TA to non-employee members of selection Committee/ examination etc. in respect of N.E.s.	-	Full powers	-

I-3	To suspend or take disciplinary action or award punishment in accordance with the rules in respect of non-executive cadre	Full powers	Full powers	Full powers
I-4	Advance increments for non-executives	Full powers subject to guidelines issued by the Board	Full powers subject to guidelines issued by the Board	Full powers subject to guidelines issued by the Board
I-5	Grant of Honorarium.	Rs.1,000 in each case, subject to a ceiling of Rs.50,000 p,a,	Rs.1,000 in each case, subject to a ceiling of Rs.50,000 p,a,	Rs.1,000 in each case, subject to a ceiling of Rs.50,000 p.a.
I-6	Purchase of medicines, drugs, dressings, etc. in respect of hospitals/dispensary	-	Full powers	-
I-7	Expenditure towards repairs to properties including hospital/dispensary buildings/equipments/furniture/etc.	-	Full powers	-
I-8	Outside treatment of employees within India on the recommendations of Chief Medical Officer: a) Reference of patients to Govt. and other recognized hospitals, private hospitals/nursing homes & to specialists on approved panel b) Medical Advance to employees referred for outside treatment as above c) Reimbursement of medical expenses to employees referred for outside treatment as above	- - -	Full power Full power Full power as per Medical Attendance Rules	- - -
I-9	To re-imburse medical expenditure of self & all employees under his administrative control	Full powers subject to Company's rules	Full powers subject to Company's rules	Full powers subject to Company's rules
J.	ESTABLISHMENT MATTERS:			
J-1	To sanction leave – Casual/Earned/Quarantine/Sick/Medical/LL/Compensatory Leave, etc.	Full powers. Leave granted to officers of E-8 & above should be reported to CMD.	Full powers. Leave granted to officers of E-8 & above should be reported to CMD.	Full powers. Leave granted to officers of E-8 & above should be reported to CMD.
J-2	To sanction special disability leave and any other type of leave not covered above	Full powers as laid down in the Company's Leave Rules	Full powers as laid down in the Company's Leave Rules	Full powers as laid down in the Company's Leave Rules
J-3	To sanction leave salary advance	Full powers	Full powers	Full powers
J-4	To accept fitness certificate to join duty after leave on medical / sick ground.	Full powers	Full powers	Full powers
J-5	To approve Tour Programme	Full powers. CMD should be kept informed of his own tour programme	Full powers. CMD should be kept informed of his own tour programme	Full powers. CMD should be kept informed of his own tour programme
J-6	To function as Controlling Officer and grant of TA on tour and transfer and grant of LTC / LTC Advance.	Full powers	Full powers	Full powers
J-7	To sanction continuous halt in tour in excess of 10 days but not exceeding 30 days - drawal of full DA according to circumstances of each case.	Full powers	Full powers	Full powers
J-8	Counting of extraordinary leave for the purpose of increment	Full powers as per rules	Full powers as per rules	Full powers as per rules
J-9	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.	Full powers	Full powers	Full powers
J-10	To waive producing of money receipt, ticket number etc. for TA / LTC.	Full powers subject to Company's rules	Full powers subject to Company's rules	Full powers subject to Company's rules

J-11	To waive time limit for submission of all types of personnel claims upto a period of 3 years.	Full powers subject to Company's rules	Full powers subject to Company's rules	Full powers subject to Company's rules
J-12	To accept cancellation charges on rail / air tickets in case of journeys on tour / LTC / Transfer.	Full powers subject to Company's rules	Full powers subject to Company's rules	Full powers subject to Company's rules
J-13	Sanction of advance to dependants of employees in case of death while on duty	-	Upto ₹10,000 in each case subject to realization from the dues of the deceased	-
J-14	Sanction of Advance for purchase of bicycle, motor cycle, scooter, motor car, house building as per rules	-	Full powers	-
J-15	Temporary withdrawal from Provident Fund	Full powers	Full powers	Full powers
J-16	Power to fix headquarters and define sphere of duty for officers and staff in respect of disciplines under his administrative control	Full powers	Full powers	Full powers
J-17	Power to declare an officer as the Head of an office in the respective departments under him	Full powers	Full powers	Full powers
J-18	Power to sanction reimbursement of actual expenses incurred by the employees for carrying records etc. on official duty not permissible under TA rules	Full powers	Full powers	Full powers
J-19	To sanction Over Time Allowance	Full powers subject to Co's rules	Full powers subject to Co's rules	Full powers subject to Co's rules
J-20	To sanction Children's Education Allowance, Tuition Fees, Festival Advance, HRA and any other allowance.	Full powers subject to Company's rules	Full powers subject to Company's rules	Full powers subject to Company's rules
J-21	To sanction Subsistence Allowance in respect of employees under his administrative control	Full powers subject to Company's rules	Full powers subject to Company's rules	Full powers subject to Company's rules
J-22	To sanction Conveyance and Reimbursement of expenses on conveyance.	Full powers subject to Company's rules	Full powers subject to Company's rules	Full powers subject to Company's rules
J-23	To incur expenses on meetings, conferences etc.	Full powers.	Full powers.	Full powers.
J-24	To incur petty and sundry expenditure including taxi, mini bus charges etc.	Full powers	Full powers	Full powers
J-25	To purchase and subscribe books/ periodicals / magazines	Full powers	Full powers.	Full powers
J-26	Sanction of recurring expenditure relating to the Telephone, Mobile phones, Broad Bands and Fax etc. and also in the residence of executives under his administrative control.	Full powers.	Full powers.	Full powers.
J-27	Sanction of expenditure for installation of telephone connection including provision of STD and internet connection in the Departments and in the residence of executives under his administrative control.	Full powers.	Full powers.	Full powers.
J-28	To sanction mileage allowance by a route other than shortest or cheapest for officers and staff working under him	Full powers.	Full powers.	Full powers.
J-29	Power to extent time limit for travel of family or carriage of personal effects on transfer of employees under his administrative control	Full powers	Full powers	Full powers

K.	LEGAL MATTERS:			
K-1	Pleading, Memo of Appeals, Vakalatnamas etc., Power to sign and pay fee to Lawyers and incur other legal expenses, issue notices, make references before Tribunals, Tax authorities etc.	Full powers subject to guidelines of the Board.	Full powers subject to guidelines of the Board.	Full powers subject to guidelines of the Board.
K-2	Reimbursement of legal expenses incurred in cases arising out of official duties of employees of the Depts under his control	Full powers.	Full powers.	Full powers.
K-3	Approve engagement of Advocates other than those on the panel including their fees and terms/conditions in special circumstances.	Full powers subject to guidelines of the Board.	Full powers subject to guidelines of the Board.	Full powers subject to guidelines of the Board.
K-4	Engagement of Income Tax Retainer / Sales Tax, Service Tax Retainer and any other tax and fixing their remuneration and incidental expenditure.	-	-	Full powers
L.	ADMINISTRATION:			
L-1	To approve payment of charges on account of electricity, gas, municipal water rates and taxes of office establishment.	Full powers.	Full powers.	Full powers.
L-2	To approve payment of charges on account of Postal, Telegraph, Telex, Teleprinter, Broadband, etc.	Full powers.	Full powers.	Full powers.
L-3	To approve payment of charges on account of M.O. Commission, Renewal of Vehicles, Licences and Insurance and other Taxes.	Full powers.	Full powers.	Full powers.
L-4	Hiring of furniture, office equipments, P&M, etc. for the Departments under their control	₹1 lakh in each case and total ₹10 lakhs per annum.	₹1 lakh in each case and total ₹10 lakhs per annum.	₹1 lakh in each case and total ₹10 lakhs per annum.
L-5	To approve contracts for hiring and maintenance of vehicles	Full powers	Full powers.	Full powers.
L-6	Printing, Binding & Stationery	Full powers.	Full powers.	Full powers.
L-7	Power to sanction Financial Assistance/Grant-in-Aid to Colliery Institutions such as Canteen, Workers Institute, Recreation Club/Centre, Educational Institutions as per rules prevailing on the subject/instructions passed on from time to time.	-	Full powers	-
L-8	Power to sanction financial assistance to other Social Service Institution, Recreation Centre/Club, Educational Institutions within the State/Coalfield Areas/HQ region	₹25,000 in each case subject to maximum of ₹10 Lakhs p.a.	₹50,000 in each case, subject to a maximum of ₹20 lakhs p.a.	₹25,000 in each case subject to maximum of ₹10 Lakhs p.a.
L-9	Power to sanction expenditure on Community Development, Peripheral Development and other CSR activities	Full powers within his DOP, as per CSR Policy	Full powers within his DOP, as per CSR Policy	Full powers within his DOP, as per CSR Policy
L-10	Power to approve change of home address	-	Full powers	-
L-11	Power to sanction expenditure in each case in respect of games/cultural activities	-	Full powers	-
L-12	Accord administrative approval/sanction of training programmes initiated for the training of the employees of the Company within the Company and in other institutes located in the country	Full powers	Full powers	Full powers
L-13	Introduction of training course, departmental examination, recruitment examinations and other related matters required for management development	Full powers	Full powers	Full powers

L-14	Incur expenditure towards running in Company training programmes including payment of honorarium to external and internal faculty members as per rules of the Company	Full powers	Full powers	Full powers
L-15	Approve nomination of the employees to external training course within the country	Full powers	Full powers	Full powers
L-16	Power to sanction purchased repairs to Plant & Machinery, Vehicles, Furniture, Fittings, and Building.	Full powers.	Full powers.	Full powers.
L-17	Publicity	₹25,000 in each case.	Full powers	₹25,000 in each case.
L-18	Press and Public Relation	-	Full powers	-
L-19	Approve all expenditure in connection with the meeting of the Board and its sub-committees	Full powers	Full powers	Full powers
L-20	Approve all expenditure in connection with filing of statutory requirements in respect of the Company	-	-	Full powers
L-21	To grant Imprest.	Full powers	Full powers	Full powers
L-22	Other revenue items	Full powers subject to rules laid down by Board.	Full powers subject to rules laid down by Board.	Full powers subject to rules laid down by Board.
M.	MISCELLANEOUS:			
M-1	To sanction transfer of Plant & Machinery from one Project to another or from one Mine to another. (This must be reported to CMD)	Full powers to sanction temporary transfer of P&M for operational purpose.	-	-
M-2	Material budget - Approval for general consumable stores, spare parts, petrol and diesel.	Full powers subject to budgetary control.	-	-
M-3	Approve survey off of assets (excluding HEMM) after expiry of their life in respect of Deptts. under their control	Full powers	Full powers	Full powers
M-4	Approve survey off report on obsolete stores and disposal of stores by auction/under negotiation	Full powers as per Rules	-	-
M-5	Engagement of ex-servicemen and/or other security agencies to protect the property of the Company	-	Upto ₹ 2 Crores	-
M-6	Payment of advance & final Income Tax/Sales Tax/Royalty and other Govt. Dues.	-	-	Full powers
M-7	Appointment of outside agencies for audit purpose other than Statutory Audit and fixation of remuneration thereof subject to laid down procedures and approve for their hired accommodation outside, if required.	-	-	Full powers
M-8	To approve survey off as per norms and disposal/sale of all furniture and fittings and office equipments for which he has power to purchase	Full powers	Full powers	Full powers
M-9	To sub-delegate all or any of the powers detailed in this schedule to any officer(s) under him	Full powers	Full powers	Full powers

N.B.: The Delegation of Powers is also subject to the following:

- i) All purchases and contracts should be concluded only on the recommendations of Committees.
- ii) All appointments are to be made through duly constituted Selection Committee and all promotions through Departmental Promotion Committees.
- iii) In case of sale of movable property, the prescribed procedures for survey-off reporting, condemnation of the article and sales through public auction etc. are to be followed.
- iv) The financial powers will be subject to Financial concurrence/advice and budget provision.
- v) The General Principles governing the Delegation of Power, a copy of which is enclosed.

A handwritten signature in black ink, appearing to be 'S. K. B.', written over a horizontal line.