



**Mahanadi
Coalfields
Limited**

(A Subsidiary of Coal India Limited)
A Mini Ratna Company

ମହାନଦୀ କୋଲଫିଲ୍ଡସ୍ ଲିମିଟେଡ୍
महानदी कोलफील्ड्स लिमिटेड

Mahanadi Coalfields Limited

(A Subsidiary of Coal India Limited)
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Ref. No. MCL/SBP/CS/DOP/2013/ 7520

Date: 24th October, 2013

OFFICE ORDER


Sub: Delegation of Powers (DOP) to Area GM(Operation) of MCL

By Area GMs/CGMs, P.O. & Colliery Mgrs.

The Functional Directors of MCL, in its 375th meeting held on 9th September, 2013 has approved the revised Delegation of Powers(DOP) to Area CGM/GM, GM(Operations), Project Officer and Colliery Managers of MCL as enclosed at **Annexure-I**.

This supersedes the previous DOP of Area CGM/GM, Project Officer and Colliery Managers of MCL circulated vide office order No. MCL/SBP/CS/DOP/2011/6021 dated 30.04.2011.

This DOP will come into force with effect from 01.11.2013.


(A. K. Singh)
Company Secretary

Encl: As above

Copy to:

1. Company Secretary, CIL, Kolkata
2. All Area CGMs/GMs, MCL –*The GM(Operation), Project Officer and Colliery Managers may please be intimated accordingly*
3. GM(F/A&TM), GM(F/CA), GM(F/S&B), GM(F/IA), GM(F/HQs)
4. TS to CVO, MCL

For kind information to:

1. Chairman-cum-Managing Director, MCL
2. Director(Tech/OP), MCL
3. Director(Finance), MCL
4. Director(Tech/P&P), MCL
5. Director(Personnel), MCL

MAHANADI COALFIELDS LIMITED : SAMBALPUR

DELEGATION OF POWERS TO AREA CGMs/GMs, GM (OPRNS.), PROJECT OFFICERS & COLLIERY MANAGERS

Sl. No.	Nature of Power	EXTENT OF POWER IN ₹			
		CGM/GM OF AREAS	GM (Oprns)	PROJECT OFFICER	COLLIERY MANGER
A. COMPANY MATTERS					
1	Borrowing for Working Capital	NIL	NIL	NIL	NIL
2	Starting ancillary industries	NIL	NIL	NIL	NIL
B. BUDGET					
1	Re-allocation of Capital Funds	NIL		NIL	NIL
2	Re-allocation of Revenue Budget	Upto 10% of sanctioned Budget except Salary, Wages, Overhead, Stores, Depreciation, Interest, Sand, Welfare & Safety relevant items	NIL	NIL	NIL
C. CAPITAL WORKS					
1	Projects/Schemes included in the Budget	₹25 Lakhs, subject to ₹2.00 Crores per annum	₹10 Lakhs, subject to ₹1.00 Crore per annum	NIL	NIL
2	Capital Expenditure in excess of sanctioned estimate of costs	Upto 10% of the cost in respect of sanctioned estimate executed within the Delegated power	Upto 10% of the cost in respect of sanctioned estimate executed within the Delegated power	NIL	NIL
3	Capital Exp. in anticipation of inclusion in the Budget	NIL	NIL	NIL	NIL
D. PURCHASE & CONTRACT					
1	To purchase furniture and fitting office equipment for office including Guest House, Hospital and other Welfare centres for Area, Collieries and units	₹10 lakhs for lowest tender against open tender, ₹5 lakhs for lowest tender against limited tender within sanctioned budget.	₹5 lakhs for lowest tender against open tender, ₹2 lakhs for lowest tender against limited tender within sanctioned budget.	₹1 lakh p.a. for lowest tender against open tender.	NIL
2	To purchase spares & accessories for P&M Vehicles and other Fixed Assets, Office Stationery and other consumable for colliery / unit under the Area (Decentralised items only). Provisions of Purchase Manual to be followed.	(a) Spares & Stores against RC/DA entered into by HQ - Full power; (b) Spares (other than imported items) and Stores items: On lowest offer against open tender - upto ₹50 lakhs in each case; On lowest offer against limited tender - upto ₹10 lakhs; Against single offer received against open tender - Upto ₹10 lakh in each case. (c) ₹25 lakhs for purchase of spares from OEM (d) ₹25 lakhs for purchase of spares on proprietary basis subject to approval of D(T).	(a) Spares (other than imported items) and Stores items: On lowest offer against open tender - upto ₹25 lakhs in each case; On lowest offer against limited tender - upto ₹5 lakhs; Against single offer received against open tender - Upto ₹2 lakh in each case. (b) ₹5 lakhs for purchase of spares from OEM (d) ₹10 lakhs for purchase of spares on proprietary basis subject to approval of D(T).	₹1 lakh for lowest tender against open tender.	NIL
3	To purchase spares, stores and consumable related to production, safety & repair, maintenance on emergency basis, within overall approved MB and Revenue Budget under HEMM Stores & Other Stores, as the case may be, following LP formalities.	Full power subject to a limit of ₹1.75 per tonne for UG and ₹1.00 per Cu.m. of Departmental production of both coal and OB for OC.	Full power subject to a limit of ₹1.50 per tonne for UG and ₹0.90 per Cu.m. of Departmental production of both coal and OB for OC.	Full power subject to a limit of ₹1.25 per tonne for UG and ₹0.75 per Cu.m. of Departmental production of both Coal & OB for OC.	Full power subject to a limit of ₹1.00 per tonne for UG and ₹0.50 per Cu.m. of Departmental production of both Coal & OB for OC, for safety related items only
Note: Average production of preceeding 3 months will be considered for calculation. For composite production (in CuM), coal production will be multiplied by 0.7 and OB production will be added.					
4	Civil & E&M contracts of Capital nature (subject to PR provision)	Sanction of estimate - Upto ₹100 Lakhs in each case. AWARD OF CONTRACTS: i) Against lowest open tender - upto ₹100 lakhs in each case. ii) Against lowest limited tender - Upto ₹20 Lakhs in each case. iii) Against single tender against open tender - upto ₹10 lakhs in each case iv) Without tender in emergencies - Upto ₹1 lakh in each case.	Sanction of estimate - Upto ₹50 Lakhs in each case. AWARD OF CONTRACTS: i) Against lowest open tender - upto ₹50 lakhs in each case. ii) Against lowest limited tender - Upto ₹10 Lakhs in each case. iii) Against single tender against open tender - upto ₹2 lakhs in each case iv) Without tender in emergencies - NIL	Sanction of estimate - Upto ₹3 lakhs in each case. AWARD OF CONTRACTS: Against lowest open tender - upto ₹3 lakhs in each case.	NIL

MAHANADI COALFIELDS LIMITED : SAMBALPUR

DELEGATION OF POWERS TO AREA CGMs/GMs, GM (OPRNS.), PROJECT OFFICERS & COLLIERY MANAGERS

Sl. No.	Nature of Power	EXTENT OF POWER IN ₹			
		CGM/GM OF AREAS	GM (Oprns)	PROJECT OFFICER	COLLIERY MANGER
5	Contract of other capital nature such as installation of HEMM etc.	₹2 lakhs in each case against the approved Capital Budget	₹1 lakhs in each case against the approved Capital Budget	NIL	NIL
6	Civil & E&M contracts of Revenue nature	Sanction of estimate - Upto ₹100 lakhs in each case. AWARD OF CONTRACTS: i) Against lowest open tender - upto ₹100 lakhs in each case. ii) Against lowest limited tender - Upto ₹20 Lakhs in each case. iii) Against single tender against open tender - upto ₹10 lakhs. iv) Without tender in emergencies - Upto ₹1 lakh in each case.	Sanction of estimate - Upto ₹50 lakhs in each case. AWARD OF CONTRACTS: i) Against lowest open tender - upto ₹50 lakhs in each case. ii) Against lowest limited tender - Upto ₹10 Lakhs in each case. iii) Against single tender against open tender - upto ₹2 lakhs. iv) Without tender in emergencies - NIL.	Sanction of estimate - Upto ₹3 lakhs in each case. AWARD OF CONTRACTS: Against lowest open tender - upto ₹3 lakhs in each case.	NIL
7	Physical administration of Civil & E&M contracts of Capital & Revenue nature and Coal loading & transport contracts sanctioned by D(T)/CMD/Board	Full power within the contract provisions and guidelines from the Company HQR. Acceptance of the executed quantity will be done by the Officer-in-Charge nominated by GMs/CGMs. All payment duly accepted by the Officer-in-Charge shall be discharged by the AFM within the contract and Budget provision	Full power within the contract provisions and guidelines from the Company HQR. Acceptance of the executed quantity will be done by the Officer-in-Charge nominated by GMs/CGMs. All payment duly accepted by the Officer-in-Charge shall be discharged by the AFM within the contract and Budget provision	NIL	NIL
8	Coal loading/Coal transport/Sand transport/Hiring of HEMM Contract	Sanction of estimate: ₹1 crore in each case. AWARD OF CONTRACTS: ₹1 crore against lowest Open Tender; ₹60 lakhs against lowest Limited Tender; ₹1 crore against contract awarded including discounted bidding to co-operative society in each case.	NIL	NIL	NIL
9	Power to enter into agreement and physical administration in respect of loading and transportation contracts/sand transport/Hiring of HEMM Contracts sanctioned by D(T)/CMD/Board	Full power under the provisions of agreement and guidelines issued from Co.Hq. Acceptance of the executed quantity will be done by the Officer-in-Charge nominated by GMs/CGMs. All payment duly accepted by the Officer-in-Charge shall be discharged by the AFM within the contract and Budget provisions	NIL	NIL	NIL
10	Power to approve extension of quantity & time in respect of loading and coal transport contracts sanctioned by D(T)/CMD (does not apply to cases where Board is the sanctioning authority)	Full power upto 10% of quantity and time at awarded rate (or new rate whichever is lower, as per Co. policy) with the concurrence of AFM. In case of time and quantity extension beyond 10% prior approval from sanctioning authority is to be taken.	NIL	NIL	NIL
11	For hiring of HEMM and UG Equipment/Machines	NIL	NIL	NIL	NIL
12	Hiring small equipment like generator, pump, cooler etc.	Full power upto 3 months and subject to yearly limit of ₹10 lakhs	NIL	NIL	NIL
13	Hiring of Vehicles.	Full power against lowest open tender as per PR/Scheme Provision	Full power against lowest open tender as per PR/Scheme Provision	NIL	NIL
14	Changes in value of approved contracts	Upto 10% of the Contract / Purchase within the delegated powers.	Upto 10% of the Contract / Purchase within the delegated powers	Revised Estimate (for both Capital works and Revenue works) within the variation of 10 % of original value of the awarded contract (+ or -) as the case may be subject to provisions contained in the relevant manuals and guidelines of the company .	NIL

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Sl. No.	Nature of Power	EXTENT OF POWER IN ₹			
		CGM/GM OF AREAS	GM (Oprns)	PROJECT OFFICER	COLLIERY MANGER
15	Settlement of disputes with suppliers / contractors in respect of Purchase order / Contract within the delegated authority	Full powers subject to 10% of the contract / purchase value or ₹2 lakhs in each case subject to a maximum of ₹10 lakhs in a year	Full powers subject to 10% of the contract / purchase value or ₹1 lakhs in each case subject to a maximum of ₹5 lakhs in a year	NIL	NIL
16	To grant extension of time to contractors against works / purchases	Full powers in respect of contracts / purchase within his delegated power & power to sanction provisional extension of time for contracts awarded by HQs, reserving right to impose penalty subject to CVC guidelines.	Full powers in respect of contracts / purchase within his delegated power. Reserving right to impose penalty subject to CVC guidelines.	Full powers in respect of contracts / purchases within his delegated power.	NIL
17	Termination of contract, cancellation of purchase order imposing penalty and compensation.	Full powers in respect of contract / purchase orders approved under his delegated power.	Full powers in respect of contract / purchase orders approved under his delegated power.	Full powers in respect of contracts / purchases within his delegated power.	NIL
E.	OTHER FINANCIAL MATTERS				
1	Investment of Company's Fund	NIL	NIL	NIL	NIL
2	Schemes for grant of loans & Advances to employees	NIL	NIL	NIL	NIL
3	Loans/Advances to other than employees	NIL	NIL	NIL	NIL
4	To open accounts with banks	NIL	NIL	NIL	NIL
5	Formation of schemes for Ex-gratia payment	NIL	NIL	NIL	NIL
6	Ex-gratia payment according to scheme formulated by the Company/CIL	Full Power	Full Power	Full Power	Full Power
7	Ex-gratia payment other than in accordance with the Schemes in the event of death etc.	Power not exceeding ₹5,000/- in each case depending upon the merit of the case and subject to a ceiling of ₹2 lakh annually within his administrative jurisdiction.	NIL	NIL	NIL
8	Grants & Donations to Charitable Research and Educational institutions	NIL	NIL	NIL	NIL
F.	SALES				
1	Sales of coal, coke and other by-products	Coal will be sold only against specific release orders from the Co. HQ	NIL	Coal will be sold only against specific release orders from the Co. HQ	Coal will be sold only against specific release orders from the Co. HQ
2	Sale/issue of stores to contractors as per the provision of contract / work order at issue rate if any, specified in the contract	Full power	Full power	Full power	Full power
3	Sale/disposal of moveable property other than capital assets such as dead wood, waste paper, discarded wooden packing materials and other such materials (excluding auctionable item)	Full power	Full power	NIL	NIL
4	Sale and disposal of immovable property including surplus / obsolete items	NIL	NIL	NIL	NIL
5	Sale/disposal of colliery stores and equipment including scrap materials declared unserviceable in accordance with the laid down procedure	Full power provided the book value / reserve value does not exceed ₹30,000/- in each case	NIL	NIL	NIL
G.	PERSONNEL MATTERS:				
1	Framing of Recruitment, Service, Conduct & other rules	NIL	NIL	NIL	NIL
2	Formation of cadres	NIL	NIL	NIL	NIL
3	Pay scales revisions grade of allowances, perquisites etc.	NIL	NIL	NIL	NIL

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Sl. No.	Nature of Power	EXTENT OF POWER IN ₹			
		CGM/GM OF AREAS	GM (Oprns)	PROJECT OFFICER	COLLIERY MANGER
4	Creation of Posts	NIL	NIL	NIL	NIL
5	To promote/fix pay for non-executive cadre employees on the basis of recommendation of selection committee / DPC as per norms of the Company rules, other than centralized cadre	Full power against approved Manpower budget	NIL	NIL	NIL
6	Extension/Re-employment	Full power for reinstatement/re-employment under the orders of Labour Court / Tribunal etc. in accordance with Award / Settlement in industrial disputes subject to approval of CMD	NIL	NIL	NIL
7	Advance increments	NIL	NIL	NIL	NIL
8	Grant of Honorarium to non-executives	Not exceeding ₹1000/- in each case subject to a maximum of ₹50,000/- per year	Not exceeding ₹750/- in each case subject to a maximum of ₹30,000/- per year	Not exceeding ₹500/- in each case subject to a maximum of ₹15,000/- p.a.	NIL
9	Framing of Gratuity / Retirement Schemes	NIL	NIL	NIL	NIL
10	Deputation abroad	NIL	NIL	NIL	NIL
11	To sanction leave - Casual /Earned/Quarantine/Sick /Medical/Lieu Leave/Compensatory Leave	Full powers for employees under his admn. control subject to availability of leave	Full powers for employees under his admn. control subject to availability of leave	Full powers for employees under his admn. control subject to availability of leave	Full powers for employees under his admn. control subject to availability of leave
12	To sanction special disability leave and any other type of leave not covered above	NIL	NIL	NIL	NIL
13	To sanction leave salary advance, as per rules	Full power to the employees under his administrative control	Full power to the employees under his administrative control	Full power to the employees under his administrative control	Full power to the employees under his administrative control
14	To accept fitness certificate to join duty after leave on medical / sick ground	Full power to the employees under his administrative control	Full power to the employees under his administrative control	Full power upto 3 months to the employees under his administrative control	Full power upto 1months to the employees under his administrative control
15	To approve tour programme	Full power within Co.'s jurisdiction for his own tour and all other employees under his administrative control including BBSR and District HQ.	Full power within Co.'s jurisdiction for his own tour and all other employees under his administrative control including BBSR and District HQ.	Full powers within Co.'s jurisdiction for employees working under his admn. Control.	NIL
16	To function as controlling officer and grant of TA on tour and transfer and grant of LTC / LLTC advance	Full power	Full power	Full power	NIL
17	To allow travel by Rail/Air in a class higher than the shortest or cheapest in emergencies of work	Full power. For Air travel, prior approval from Directors to be obtained.	NIL	NIL	NIL
18	To waive producing of money receipt, ticket number etc. for TA/LTC for employees working under him	Full power, subject to Company's rule. In his own case, approval of Director is required	NIL	NIL	NIL
19	To waive time limit for submission of all types of personal claims of employees working under him	Upto One Year. In his own case, approval of Director is required	Upto Six Months. In his own case, approval of Director is required	NIL	NIL
20	To accept cancellation charges in Rail/air Tickets in case of journeys on tour/LTC/Transfer, when cancellation is done at the instance of the Company	Full power	Full power to the employees under his administrative control	Full power	NIL
21	To reimburse medical expenditure / advance for medical expenses, subject to Company Rules	Full powers	Full power to the employees under his administrative control	Full powers in respect of W.B. employees.	NIL

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Sl. No.	Nature of Power	EXTENT OF POWER IN ₹			
		CGM/GM OF AREAS	GM (Oprns)	PROJECT OFFICER	COLLIERY MANGER
22	To sanction overtime allowance (NOTE : Sanction of OT beyond limit shall require approval of concerned Director)	Full power within approved Revenue Budget. In no case sanction of OT to individual employee shall exceed 25% of basic pay (including 15 % delegated to GM - Operation).	Full power within approved Revenue Budget. In no case sanction of OT to individual employee shall exceed 15% of basic pay.	NIL	NIL
23	To sanction Festival Advance, gas reimbursement, etc. as per rules	Full power	Full power to the employees under his administrative control	Full power	NIL
24	To sanction financial assistance for Technical & Medical education of the children of Wage Board employees as per CIL Scheme	NIL	NIL	NIL	NIL
25	To sanction House Rent allowance and any other allowance as per rules	Full power as per rules	Full power to the employees under his administrative control as per Rules	NIL	NIL
26	To sanction Subsistence allowance, as per rules	Full power for employees for whom he is disciplinary authority	Full power for employees for whom he is disciplinary authority	Full power for employees for whom he is disciplinary authority	Full power for employees for whom he is disciplinary authority
27	To sanction conveyance allowance/ reimbursement	Full power as per rules	Full power to the employees under his administrative control as per Rules	NIL	NIL
28	To transfer / sanction officiating allowance in conformity with the Company's Rules in respect of non-executives and executives upto E-7 grade.	Full power to transfer within his Area & under his administrative Control. Officiating allowance for a period not exceeding 3 months at a time as per rules. Note: Transfer of HOD's of the Area , Project Officers & Colliery Managers shall be done with prior approval of Company HQ.	Full power to transfer within the Area for non-executive employees.	Full power to transfer within the colliery for non-executive employees working under him	NIL
29	To confirm / accept resignation	1) Full power to confirm employees against sanctioned permanent post in the colliery / Area HQ in Wage Board scale. (2) Full power to accept resignation for whom he is appointing authority, provided there is no bond executed by the employees	NIL	NIL	NIL
30	To incur expenditure in connection with recruitment, advertisement, question papers, examination, TA to non-employee members of selection committee/examination etc., in respect of non-executive.	Full power	Full power to the employees under his administrative control.	NIL	NIL
31	To suspend or take disciplinary action or award punishment in accordance with rules in respect of employees for whom he is the appointing authority.	Full power	Full power to the employees under his administrative control.	Full power	Full power
32	To sanction casual manshifts for each project	NIL	NIL	NIL	NIL
33	To fill up post by promotion to all sanctioned posts of non-executives cadre employees within the approved Manpower budget	Full power on the advice of an appropriate DPC duly constituted by him (for Area level promotion only)	Full power on the advice of an appropriate DPC duly constituted by GM of the Area (for Area level promotion only)	Upto Cat-IV/Gr.B on the advice of DPC duly constituted by him	NIL
34	To grant certificate to the effect that the employees would have continued to hold the same posts but for proceeding on leave provided no substitute is required	Full power	Full power to the employees under his administrative control.	Full power	NIL
35	To sanction advance from PF as per rules in respect of employees for whom he is controlling officer	Full power	Full power to the employees under his administrative control.	Full power	Full power
36	Compensation payment / gratuity for non-executive employees	Full powers under Payment of Workmen Compensation Act / Gratuity Act	Full powers to the employees under his administrative control under Payment of Workmen Compensation Act / Gratuity Act	NIL	NIL
37	To permit change of Home Address for LTC/LLTC purpose as per rules	Full power for non-executives only once in the service tenure for each such employee	NIL	NIL	NIL

MAHANADI COALFIELDS LIMITED : SAMBALPUR

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Sl. No.	Nature of Power	EXTENT OF POWER IN ₹			
		CGM/GM OF AREAS	GM (Oprns)	PROJECT OFFICER	COLLIERY MANGER
H.	ADMINISTRATION				
1	To incur expenses of contingent nature on meetings, conferences etc.	₹20,000/- p.m. subject to a maximum of ₹2 lakh p.a.	₹10,000/- p.m. subject to a maximum of ₹1 lakh p.a.	₹ 5,000/- p.m. subject to a maximum of ₹50,000/- p.a.	₹ 1,000/- p.m. subject to a maximum of ₹12,000/- p.a.
2	To incur petty Sundry expenditure including hiring of taxis for official work	Maximum of ₹ 1.50 lakhs p.a.	₹2000/- in each case subject to a maximum of ₹ 50,000/- p.a.	₹1000/- in each case subject to a maximum of ₹ 30,000/- p.a.	NIL
3	To purchase books, magazines, journals.	Maximum of ₹ 30,000/- p.a.	Maximum of ₹ 20,000/- p.a.	Upto ₹10,000/- p.a.	NIL
4	To pay charges of residential telephones exclusively with officers and for office telephones	Full power within overall limit fixed for each Area by Company HQ	Full power within overall limit fixed for each Area by Company HQ under his administrative control	NIL	NIL
5	To approve payment of charges on account of Electricity, gas, municipal water rates and taxes of office / establishment	Full power	Full power	NIL	NIL
6	To approve payment of charges on account of postal, telegraphs, telex, teleprinter, Rent, Royalty, Sales Tax, Cess and other statutory levies on coal, properties.	Full power	Full power	Full power	Full power
7	To approve payment of charge on account of MO Commission licenses and insurance and other taxes	Full power	Full power	Full power	Full power
8	Hiring of furniture & Office equipment	Full powers to hire furniture etc. for offices & establishment under his control upto ₹50,000/- p.a.	NIL	NIL	NIL
9	Printing & Binding	Full power	Full power upto a maximum limit of 1 lakh per annum	NIL	NIL
10	To grant imprest to the executive of Sub-Area/Colliery/Units for meeting petty / sundry expenses	Full power upto ₹10,000/- per month subject to a limit of ₹ 1.20 lakh per year in each unit.	NIL	NIL	NIL
11	To incur expenses of contingent nature on special occasion like Independence Day, Republic Day, Mine opening ceremony.	Full power upto ₹ 25,000/- on each occasion subject to a maximum of ₹ 1 lakh p.a.	Full power upto ₹ 15,000/- on each occasion subject to a maximum of ₹ 50,000/- p.a.	Full power upto ₹10,000/- on each occasion subject to a maximum of ₹ 30,000/- p.a.	Full power upto ₹2,000/- on each occasion subject to a maximum of ₹ 10,000/- p.a.
12	Power to utilize colliery buildings or portions thereof for purpose other than for which they are constructed.	Full power subject to laid down procedures and approval of the Company HQ	NIL	NIL	NIL
13	Power for demolition of temporary structures	Full power	NIL	NIL	NIL
14	Power to allot quarters in collieries and at Area HQs to the employees.	Full power including out of turn allotment	NIL	Full power for employees working under him	NIL
15	Power to fix hire charges of Company's vehicles, Mobile equipment etc. and sanction / reduction revision wherever necessary	Full power subject to stipulation laid down by CIL/Co.HQ.	NIL	NIL	NIL
16	Power to sanction compensation for loss or damage to property due to mining operations	Upto ₹ 5,000/- in each case subject to an overall limit of ₹1.00 Lakh per year	NIL	NIL	NIL
17	To sanction liveries to employees in accordance with dress regulations of Statutory regulations/Company's policy.	Full power	NIL	NIL	NIL
18	To incur expenditure on analysis by National / Govt. Laboratory etc.	Full power. In case of analysis by other parties upto ₹ 3,000/- in each case	Upto ₹ 10,000/- in each case for analysis from Govt. Lab.	Upto ₹ 3,000/- in each case for analysis from Govt. Lab.	NIL
19	To hire land and buildings	Power to hire on rent during construction period in collieries / projects upto ₹ 5000/- in each case	NIL	NIL	NIL
20	To hire consultancy	NIL	NIL	NIL	NIL
21	To incur expenditure on Publicity excluding press, TV, Journal etc.	Upto ₹ 1 lakh per year	NIL	NIL	NIL

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Sl. No.	Nature of Power	EXTENT OF POWER IN ₹			
		CGM/GM OF AREAS	GM (Oprns)	PROJECT OFFICER	COLLIERY MANGER
22	To incur expenditure on entertainment, as per circular issued from HQ from time to time	Full power	Full power	Full power	Full power
23	To sign lease agreement for leasing out shops in the Project Area and buildings for use of banks, post offices, telephone exchanges, etc.	Full power. However the lease agreement is to be vetted by Legal Deptt.	NIL	NIL	NIL
24	To pay demurrage wharfage etc.	Full power for payment of demurrage and wharfage charges in all incoming consignment and out going dispatches upto ₹ 30,000/- in each case.	NIL	NIL	NIL
25	To pay normal inspection / maintenance / operation charges to Railways for Sidings, Weighbridges, Signalling system etc.	Full Power	NIL	NIL	NIL
26	To drop Railway claim	Upto ₹ 5,000/- in each case	NIL	NIL	NIL
27	To settle Railway claim	Upto ₹ 50,000/- in each case	NIL	NIL	NIL
28	To refer claims or demands (other than one arising out of an industrial dispute) by or against the company to arbitration and execute the awards	Upto ₹ 50,000/- on each occasion	NIL	NIL	NIL
29	To acquire land for Mining and other purposes	Full power	NIL	NIL	NIL
30	To incur expenditure on advertisement in his Area for Tender Notices, Employment notices etc.	Full power	NIL	NIL	NIL
31	Power to sanction financial assistance to various School / Institutions situated in the coalfields	Upto ₹ 15,000/- in each case subject to ₹ 3 lakh p.a.	NIL	NIL	NIL
32	To approve and award work under CSR Budget	Upto ₹ 10 Lakh per Scheme/Project subject to annual ceiling of ₹1/te. of coal produced in previous financial year, subject to Guidelines of approved CSR Policy of MCL.	NIL	NIL	NIL
I.	WRITE OFF OF LOSS :				
1	Write off of loss in coal stocks periodically due to deterioration.	Nil	Nil	NIL	NIL
2	Rate of write - off to stock	Nil	Nil	NIL	NIL
3	Write-off of loss otherwise than due to deterioration	Write-off stores upto ₹ 5,000/- in each case and upto a total of ₹ 50,000/- per annum	Nil	NIL	NIL
4	Waiving of compensation from contractors / suppliers in respect of works / purchase orders awarded with the Delegated authority	Full power subject to recommendation of a Committee.	Nil	NIL	NIL
5	Write-off of loss of cash	Nil	Nil	NIL	NIL
J.	LEGAL MATTERS				
1	To give receipt, to make and give receipts, release and other discharge for money payable to the company for the classes and demands of the company.	Full power	Nil	NIL	NIL
2	To authorize acceptance to determine who shall be entitled to sign on the Company's behalf, bills, notes, receipts, acceptances, endorsement, cheques/ releases, contract and documents	Full Power	Nil	NIL	NIL

MAHANADI COALFIELDS LIMITED : SAMBALPUR

DELEGATION OF POWERS TO AREA CGMs/GMs, GM (OPRNS.), PROJECT OFFICERS & COLLIERY MANAGERS

Sl. No.	Nature of Power	EXTENT OF POWER IN ₹			
		CGM/GM OF AREAS	GM (Oprns)	PROJECT OFFICER	COLLIERY MANGER
3	To appoint attorney from list to time to provide for the management of the affairs of the Company outside the Mining Areas which is the context includes the township site of operations of the company in such a manner as they think fit and in particular to appoint any such person to be the attorney or agent of the company with such powers (including power to sub-delegate) and upon such terms as may be thought fit.	Full power	Nil	NIL	NIL
4	In cases of very urgent nature requesting order of stay, injunction etc. to bring and defend action etc. to institute, conduct defend compound or abandon any legal proceedings by or against the company or its officers or otherwise concerning the affairs of the company also to compound and allow time for payment or satisfaction of any claims or demands by or against the company	Full power	Nil	NIL	NIL
5	To refer any claim or demand by or against the company to arbitration excluding contracts	Full power	Nil	NIL	NIL
6	To sign and verify plaints, written statements, memorandum of appeal, petitions, statements counter statements, rejoinders and any other documents and papers required to be filed in connection with proceedings before any Court of Law, Tribunals, Arbitration, inspite of other authority	Full power	Nil	NIL	NIL
7	To negotiate contracts, enter into sign and execute agreements and other instruments as may be necessary for the purpose of entering into contracts within the delegated power of the General Manager / Chief General Manager, Project Officer	Full power	Nil	NIL	NIL
8	To execute deeds of lease for the purpose of acquiring Mining Lease, to sign and deliver the same and also to appear before the Registering Authority and to present for registration, acknowledge and register the same according to the provisions of the law for the time being in force and to do all such acts and things as may be necessary for completing registration of the said deeds of lease	Full Power	Nil	NIL	NIL
9	To enter into agreements with Electricity Boards, Railways for Railway sidings with the State Govt. for Mining Lease etc.	Full power. Copies of Agreements should be sent to all concerned at HQ.	Nil	NIL	NIL
10	To pay/to engage lawyers and to incur other legal expenses in connection with the legal matter of the Area.	Full powers subject to guidelines issued by the Company	Nil	NIL	NIL
11	To reimburse legal expenses incurred by the Area in cases arising out of official duties of employees of the Area	Full power	Nil	NIL	NIL

MAHANADI COALFIELDS LIMITED : SAMBALPUR

DELEGATION OF POWERS TO AREA CGMs/GMs, GM (OPRNS.), PROJECT OFFICERS & COLLIERY MANAGERS

Sl. No.	Nature of Power	EXTENT OF POWER IN ₹			
		CGM/GM OF AREAS	GM (Oprns)	PROJECT OFFICER	COLLIERY MANGER
12	To approve engagement of Advocate other than those on the panel including their fees and terms and conditions in special circumstances / emergencies.	Full power subject to prior consent by D(P)	Nil	NIL	NIL
13	Filing of suits for damage to the Company	Upto ₹10 lakhs in each case	Nil	Nil	Nil
K.	MISCELLANEOUS :				
1	To sanction repair to Plant & Machinery, Vehicles, Rly. sidings, Furniture's Fittings, Office equipment, Hospital equipment etc., if the same cannot be taken up departmentally (within 25% of the original cost of the individual item of asset)	1) Full power against rate contract finalized by Area/HQ. 2) Full power against lowest open/limited tender. In case of single tender, upto 15% of the original cost of the individual item of asset. 3) Full powers provided the estimate is submitted by the OEM/proprietary firm,	1) Full power against rate contract finalized by Area/HQ. 2) Against lowest open/limited tender - ₹25,000/- in each case.	Against lowest open/limited tender - ₹10,000/- in each case, subject to 25% of the approved budget	NIL
2	To sanction outside job for repair without tender in case of emergency	Full power without tender upto ₹10,000/- in each case	₹ 7,500/- in each case, subject to ₹2.50 lakhs p.a.	₹ 5,000/- in each case, subject to ₹2 lakhs p.a.	NIL
3	To sanction transfer of P&M from one project or other or from the mine to other	Full powers subject to laid down procedures by CIL/Company HQ.	Nil	NIL	NIL
4	Approve survey off of office equipment, furniture, ACs, etc. after expiry of their life	For all items, the original purchase value of which is less than ₹10 lakhs each subject to recommendation of survey off committee.	Nil	NIL	NIL
5	To declare colliery stores and equipment as unserviceable	Full powers subject to the recommendation of a committee duly constituted by GM/CGM as per rules	Nil	NIL	NIL
6	To accept stores supplied by the suppliers	Upto 10% in excess of the limit of Purchase Order	Nil	NIL	NIL
7	To incur all expenses of Revenue nature in respect of Revenue Mines as well as new projects included in the Budget	Full power	Nil	NIL	NIL
8	To issue notices to persons to vacate land, houses, etc. belonging to the Company in the Projects/Area under his charge	Full powers	Nil	NIL	NIL
9	To sub-delegate all or part of the aforesaid powers to the officers sub-ordinate to him.	Full power	Nil	NIL	NIL

1) **GENERAL PRINCIPLES GOVERNING THE DELEGATION OF POWERS :**

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

2) **ALL DELEGATION OF POWERS ARE SUBJECT TO :**

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

3) **THE FOLLOWING SHALL PARTICULARLY BE KEPT IN VIEW :**

- The powers will not be exercised for sanctioning the expenditure which directly or indirectly will
 - The expenditure shall not be split up with a view to bring it within the limit of delegated power
 - Need for strict economy at every stage.
 - The delegated powers shall be exercised in conjunction with well established practices like Tender committee, Purchase committee, Selection committee, Departmental Promotion Committee etc. with due regard to budget provision, financial concurrence, service rules etc. as the case may be.
- c) In case of LP i.e. Item No. 3 of Purchase & Contract : - Where there is no GM (Operation) posted the power of GM (Operation) may be utilised by GM of the Area.