



वेस्टर्न कोलफील्ड्स लिमिटेड
Western Coalfields Limited
(मिनीरत्न कैट-I कंपनी) (A Miniratna Cat-I Company)
(कोल इंडिया लि. की अनुषंगी कंपनी)
(A Subsidiary of Coal India Limited)



कंपनी सचिव का कार्यालय

Office of the Company Secretary

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☎/FAX: 0712 - 2511216

CIN - U10100MH1975GOI018626

www.westerncoal.in

पंजी.का.: कोयला विहार, सिविल लाइन्स, नागपूर (महाराष्ट्र)-440001 Regd. Off.: Coal Estate, Civil Lines, Nagpur (MS) - 440001

संदर्भ संख्या/Ref. No. WCL/OFFICE OF CS/2021-22/08

दिनांक/Date: 07.04.2022

To

Chairman cum Managing Director, WCL

Director (Personnel), Director (Finance) & Director (Technical), WCL

Chief Vigilance Officer, WCL

Area General Managers / General Managers / HODs, HQ / CWS Tadali/ Mines Rescue Station, WCL.

Sub: Revised Delegation of Powers (DOP) of CIL and its Subsidiaries.

Dear Madam / Sir,

The Company Secretary, Coal India Limited vide his letter No. CIL:XI(D):04027:2022:28171 Dated: 15th March, 2022 addressed to CMDs of Subsidiaries communicated the Revised Delegation of Powers (DOP) of CIL and its Subsidiaries duly approved by CIL Board in its 438th meeting held on 10th March, 2022 for implementation in the Subsidiaries.

Under the Revised DOP, CIL Board has authorized CMDs of Subsidiaries to sub-delegate his financial powers to FDs/CVO and GMs/HODs upto 50% and 25% respectively subject to rounding off and other administrative powers as per the extant requirement

Accordingly, CMD, WCL after consultation with Functional Directors, WCL in 938th meeting of FDs held on 31.03.2022 delegated his powers as mentioned in Enclosure – II to the FDs/CVO and GMs/HODs/AGMs/Project Officers for implementation in WCL along with Enclosure -I and other guidelines issued by CIL.

We are enclosing the Revised DOP along with the letter of Company Secretary, CIL, Enclosure-I and Enclosure-II which are self-explanatory being part of revised DOP containing 49 Pages as mentioned in the enclosures for implementation.

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As such, you are requested to implement the revised DOP with immediate effect. This DOP shall supersede all earlier DOPs as mentioned in above letter from Company Secretary, CIL.

Further, all Area General Managers and HODs at Headquarter are advised for widely circulating the Revised DOP to all concerned for its smooth implementation.

Revised Delegation of Powers (DOP) of CIL & Subsidiaries can be accessed at the website of Company at www.westerncoal.in->About WCL->Code of Conduct->Delegation of Powers or direct link at www.westerncoal.in/?q=node/261.

Yours faithfully

21/3/22 07/04/2022
कंपनी सचिव

Encl:

1. Letter No. CIL:XI(D):04027:2022:28171 Dated: 15th March, 2022 of Company Secretary, CIL Page No. 1 - 2
2. Enclosure-I Revised Delegation of Powers of Board, CFDs & CMDs of CIL & Subsidiaries Page No. 3 – 17.
3. DOP on Procurement of Goods and Award of Works & Services for Subsidiaries in Annexure – II to Enclosure-I Page No. 18 – 19.
4. DOP of CMD & Other Executives of CIL & Subsidiaries on Indent Approval in Annexure – III to Enclosure-I Page No. 20.
5. DOP of CMD & Other Executives of CIL & Subsidiaries on Estimate Approval in Annexure – IV to Enclosure-I Page No. 21.
6. Notes to Annexure-III & IV, Guidelines for appointment of Consultants in Annexure-V to Enclosure-I, Notes to Revised DOP and General Guidelines on Revised DOP Page No. 22 – 26.
7. Enclosure-II Revised Delegation of Powers of FDs/CVO & GMs/HODs, WCL Page No. 27 – 49.

Copy to:

Company Secretary, CIL.

HOD (System): with a request to upload on WCL website.

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Ref No.CIL:XI(D):04027:2022:28171.

Dated 15th March 2022

To,
CMD,
ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub : Revised Delegation of Powers

Dear Sir,

CIL Board in its 438th meeting held on 10th March'2022 approved the Revised Delegation of Powers (DoP).

This DoP was prepared with the objective to facilitate expeditious decision making at company's level for achieving the organisation target and giving more time to Board to deal with policy issues. Hence, the powers of Committee of Functional Directors have been enhanced. The salient features of the Revised Delegation of Powers (DoP) are as under :-

- 1) Enhanced power has been given to CFDs in Open Tender for procurement of Capital Goods, Award of Capital Works and Services, Single Tender for proprietary items, Single Tender for non-proprietary items and on nomination basis and Limited Tender on Capital and Revenue Goods, Works & Services.
- 2) CFDs have been delegated with full powers for reallocation of Capital Budget & reappropriation of Revenue Budget.
- 3) CMDs have the power to approve reallocation of Capital Budget & reappropriation of Revenue Budget upto 15% of the approved budget.
- 4) Enhanced power has been given to CFDs for sanction of Capital Works and Capital Expenditure in anticipation of inclusion in the budget.
- 5) 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.

M/K

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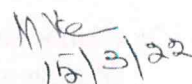
- 6) CFDs of Subsidiaries have been delegated with full powers for appointment of Individual Consultants, CMDs of Subsidiaries have been delegated with full powers for appointment of Company/Partnership Firms/LLP.
- 7) Power of Empowered Sub-Committee (ESC) of CIL for evaluation, appraisal and approval of Project Report has been enhanced from Rs.250 Crores to Rs.500 Crores.
- 8) ESC for procurement of Goods and Award of Works and Services is done away with.
- 9) CFDs of Subsidiaries/ CMDs of Subsidiaries will have around 75% of power of CFDs, CIL/CMD, CIL subject to rounding off.
- 10) 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.
- 11) CMDs of Subsidiaries are authorised to sub-delegate administrative power to the FDs/CVO/GMs/HoDs as per extant requirements.

We are enclosing the Revised DOP for Board, CFDs and CMDs of CIL and its Subsidiaries as **Enclosure-I**. Further, we are also enclosing the Revised DoP of FDs/CVO/ED/GMs/HoDs of CIL as **Enclosure-II** for your reference.

This DoP will supersede all other DoPs issued hitherto.

This is for implementation at CIL Subsidiaries with immediate effect.

Yours faithfully,


(M. Viswanathan)
Company Secretary

Encl :

Enclosure -I : Revised DoP of Board, CFDs, CMDs of CIL/Subsidiaries.

Enclosure-II : Revised DoP of FDs/CVO/EDs/GMs & HoDs of CIL.

C.C. to All Director(F)
All Company Secretary
All FDs of CIL



Enclosure-I

Revised Delegation of Powers of Board, CFDs & CMDs of CIL & Subsidiaries					
Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	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.			
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			

(3)

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
2	Financial Matters; -				
i.	Re-allocation of Capital Budget		Full powers within the approved Budget	Within 15% of the approved Budget	*Re-appropriation from One Head to another Head within approved PR - Same Approving Authority Upto 10% of total cost: Same as Tender Approving Authority limited to CMD CIL/ Subsidiary Beyond 10% of total cost: One step higher limited to Committee of FDs of CIL/Subsidiary For Capital Contracts: Same as Tender Approving Authority limited to Committee of FDs of CIL/Subsidiary **For Revenue Contracts: Same as Tender Approving Authority limited to Committee of FDs of CIL/Subsidiary.
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				
iv.	Foreclosure/ termination and cancellation of Capital & Revenue Contracts including purchase orders				
v.	Sanction for Statutory Payments			Full powers	

* Clarified by CIL on 04.04.2022.

** Amended by Modification in Revised DOP vide letter no. CIL:XI(D):04027:2022:28232 Dated: 23/03/2022.

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
3	Sanction of Capital Works :-				
i.	New projects/schemes included in the approved budget but Project Report / Scheme is yet to be approved.	<i>CIL Board : Beyond ₹250 Crores in each case</i> <i>Subsidiary Board : Beyond ₹200 Crores in each case</i>	<i>CFDs, CIL : Beyond ₹100 Crores and upto ₹250 Crores in each case</i> <i>CFDs, Subsidiary : Beyond ₹75 Crores and upto ₹200 Crores in each case</i>	<i>CMD, CIL : Upto ₹100 Crores in each case.</i> <i>CMDs , Subsidiary : Upto ₹75 Crores in each case</i>	
ii.	Capital expenditure in anticipation of inclusion in the budget	<i>CIL Board : Beyond ₹100 Crores in each case</i> <i>Subsidiary Board : Beyond ₹75 Crores in each case</i>	<i>CFDs, CIL : Beyond ₹5 Crores and upto ₹100 Crores in each case</i> <i>CFDs, Subsidiary : Beyond ₹4 Crores and upto ₹75 Crores in each case</i>	<i>CMD, CIL : Upto ₹5 Crores in each case.</i> <i>CMDs , Subsidiary : Upto ₹4 Crores in each case.</i>	
4	Procurement of Goods and Award of Works & Services :-				
i.	For CIL	Refer Annexure-I			
ii.	For Subsidiaries of CIL	Refer Annexure-II			

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
5	Sanction of Estimates / Indents for Procurement of goods / works / services :-				
i.	Sanction of Indents for Procurement of goods	Refer Annexure-III			
ii.	Sanction of Estimates for award of works & services	Refer Annexure-IV			
6	Award of Work to CMPDI on nomination basis				
i.	Award of Work to CMPDI on nomination basis			Full powers to CMDs of Subsidiaries and D(T),CIL	
7	Write off of Assets :-				
i.	Write off of Assets	Full powers with the recommendations of respective Audit Committee			
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	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
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	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			Full Powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
II	Establishment Matters :-				
I.	Sanction for all kinds of leave as per rules			Full powers Study leave to be sanctioned by CMD,CIL	
II.	Sanction of all types of Loans & Advances to employees			Full powers	
III.	Sanction of all types of employee allowances as per rules			Full powers	
IV.	Sanction of Miscellaneous advances to employees for official purposes			Full powers	
V.	Reimbursement of Medical Expenditure as per rules			Full powers	
VI.	Sanction overtime / pension / family pension / gratuity/leave encashment /NPS / workmen's compensation etc.			Full powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
vii.	Accept fitness certificate to join duty after leave on medical/ sick ground			Full powers	
viii.	Approve tour programme			Full powers	
ix.	Sanction continuous halt in excess of prescribed limit for drawal of full DA.			Full powers	
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	
xi.	Allow stay at hotel in a class higher than entitled for exigencies of work.			Full powers	
xii.	Waive producing of money receipt, ticket no. etc., for TA/LTC			Full powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
xiii.	Waive time limit for submission of all types of personnel claims			Full powers	
xiv.	Accept cancellation charges on Rail/ Air tickets in case of journeys on tour/ LTC/ transfer for exigencies of work			Full powers	
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	
xvii.	Depute any employee of the Company to workshops, seminars, training programmes, etc.			Full powers Foreign programmes to be sanctioned by CMD,CIL	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
12	Legal Matters :-				
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	
ii.	Appoint Arbitrators on behalf of the company in case of any disputes with suppliers/contractors etc.			Full powers	
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	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
	(d) Power of award and prizes to executives			Full powers including on occasions like Foundation Day, May Day, Hindi Diva s Day, etc.	
	(e) Power of transfer of executives		Inter - company transfers : Full powers to CFDs,CIL	Within Company Transfers : Full powers Inter-departmental transfers : Full powers	
	(f) Power of deputation on special or specific duties and accepting Resignation			Full powers to CMD,CIL	
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			

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Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
14	Consultants : -				
i.	Appointment of Consultants		Full powers in each case for Individual / Company / Partnership firm / LLP	Upto ₹50 lakhs in each case for Company / Partnership firms / LLPs	Refer Annexure-V
15	Land Matters :-				
i.	Land compensation including:- (i). Compensation of Tenancy Land acquired under any mode, Govt land Compensation and NPV, <i>penal</i> NPV , cost of Compensatory Afforestation (CA), <i>penal</i> CA, miscellaneous cost as demanded by respective State Government for procedure of Forestry Clearance. (ii). Cost of R&R as per State Policy/RFCTLARR Act 2013/ CIL Policy Central/ State Govt Circulars			(i) <i>CMDs of Subsidiaries - Full powers if quantum of land is as per the PR and value of land is as per extant Acts, Rules and prevalent rates.</i> (ii) <i>Full powers</i>	Other than point (i), the following powers are delegated a. <i>CMDs of CIL/Subsidiaries - Upto ₹20.00 Crores - Full powers</i> b. <i>CFDs of CIL/Subsidiaries - Beyond ₹20.00 Crores upto ₹100.00 Crores - Full powers</i> c. <i>CIL/Subsidiaries Board - Beyond ₹100.00 Crores - Full powers</i>
ii.	License / lease Company's Land	<i>As per approved policy</i>	<i>As per approved policy</i>	<i>As per approved policy</i>	

** Amended by Modification in Revised DOP vide letter no. CIL:XI(D):04027:2022:28182 Dated: 16/03/2022.

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs headed by CMD CIL / Subsidiary	CMD, CIL / Subsidiary	Remarks
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 other than those under the approved scheme, if not available in GeM portal		Full powers	Upto ₹5 Crores each year	
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	
iii.	Incurring expenses of contingent nature for production items		Full Powers	Upto ₹ 5 Crores in each case with a ceiling of ₹25 Crores in a year.	
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	
v.	Approval for Grants & Donations		Full powers	Upto ₹2.00 lac in each case, subject to a limit of ₹50 lakhs p.a	

N.B:

1. Area GMs / Heads of Establishments are authorized to exercise the same powers as delegated to GMs/HODs of CIL/Subsidiaries.
2. CFDs are authorised to delegate the powers of Area GMs/ GMs/ Heads of Establishments to other HODs, if deemed fit.

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DOP of CFDs, Chairman & FDs of CIL on Procurement of Goods and Award of Works & Services

Annexure-I

(Amount in ₹ Crores - rounded off)

Item of Procurement	Committee of Functional Directors headed by Chairman	Chairman, CIL	Functional Directors (FDs)	Executive Directors (EDs)	General Manager /HODs
1. Open tender					
a. Lowest tender					
i. Capital exp for goods	1,000.00	50.00	37.50	17.50	12.50
ii. Capital exp for works & services	1,000.00	20.00	15.00	7.00	5.00
iii. Revenue exp for goods	Full Powers	25.00	18.75	8.75	6.25
iv. Revenue exp for works & services		20.00	15.00	7.00	5.00
b. Resultant Single Tender	25% of DoP				
2. Single Tender for proprietary items					
i. Capital exp for goods	200.00	20.00	15.00	7.00	5.00
ii. Capital exp for works & services	100.00	5.00	3.75	1.75	1.25
iii. Revenue exp for goods	100.00	5.00	3.75	1.75	1.25
iv. Revenue exp for works & services	100.00	5.00	3.75	1.75	1.25
3. Single Tender for non-proprietary items and on nomination basis (except for appointment of consultants)					
i. Capital exp for goods	25.00	5.00	3.75	1.75	1.25
ii. Capital exp for works & services	20.00	5.00	3.75	1.75	1.25
iii. Revenue exp for goods	20.00	5.00	3.75	1.75	1.25
iv. Revenue exp for works & services	20.00	5.00	3.75	1.75	1.25
4. Limited tender					
i. Capital exp for goods	100.00	25.00	18.75	8.75	6.25
ii. Capital exp for works & services	75.00	10.00	7.50	3.50	2.50
iii. Revenue exp for goods	75.00	12.50	9.50	4.50	3.25
iv. Revenue exp for works & services	75.00	10.00	7.50	3.50	2.50
Resultant Single Tender	25% of DOP				

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Notes:-

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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 ESC, CFDs, CMD & Other Executives of Subsidiaries on Procurement of Goods and Award of Works & Services

Annexure-II

(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			

[Signature]

Notes:-

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* 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

- 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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Annexure-III

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.



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Annexure-IV

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



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 decentralised Capital & Revenue items/Goods to be procured at 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.

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.

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10. The requirement of open tender shall not apply to Institutions of National repute like IITs, IIMs, ISM, ICAI, ICSI, ICMAI 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.

** Amended by Modification in Revised DOP vide letter no. CIL:XI(D):04027:2022:28182 Dated: 16/03/2022.

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Notes to Revised DOP

Sl.No:	Notes
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	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. 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.
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.

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General Guidelines on Revised DOP

Sl No:	General Guidelines
1	<i>Delegation of Powers is an effective instrument for expeditious decision making and efficient management.</i>
2	<i>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.</i>
3	<i>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.</i>
4	<i>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.</i>
5	<i>The delegated powers shall be exercised in line with the established procedures.</i>
6	<i>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.</i>
7	<i>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.</i>

Enclosure - II
Revised DOP of Functional Directors, CVO, & GMs/HODs, WCL.

Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
1	Financial Matters (for Depts and Estb. under administrative control):					
i.	Capital / Revenue Expenditure in excess or savings of sanctioned estimates / Deviation in estimates	Upto 10% of total cost: Same as Tender Approving Authority limited to CMD, WCL. Beyond 10% of total cost: One step higher limited to Committee of FDs of WCL.				
ii.	Foreclosure/ termination and cancellation of Capital / Revenue Contracts including purchase orders	Same as Tender Approving Authority limited to Committee of FDs of WCL.				
iii.	Sanction for Statutory Payments except fines & penalties	Full powers	Full powers	Full powers	Full powers	Full powers
iv.	Sanction for payment of fines and penalties	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 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.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 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.	-

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
	Advance/Deposit against work (subject to the underlying condition that no cost escalation is allowed on such job):					
v.	a. Central/ State Government authorities /bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.	Upto ₹ 5 Crores in each case	Upto ₹ 5 Crores in each case	Upto ₹ 5 Crores in each case	Upto ₹ 5 Crores in each case	Upto ₹ 10 lakhs in each case
	b. Other than above	Upto ₹ 5 lakhs in each case	-	-	-	Upto ₹ 50000 in each case
vi.	Financial concurrence and to fix the level of concurrence in regard to the quantum of expenditure involved		Full powers	-	-	-
vii.	Concur proposal and render financial advice in all matters and transactions having financial impact		Full powers	-	-	-

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
viii.	Payment of:	Full powers to Director (In-charge), Marketing & Sales.			-	-
	(a) <i>Railway Freight, Demurrage and claims including penalties</i>					
	(b) <i>Staff salary, staff cost, land license fee, electricity charges, loco hire charges and various miscellaneous claims of railways</i>					
2						
i.	New projects / schemes included in the approved budget but Project Report / Scheme is yet to be approved.	<i>Upto ₹37.50 crores in each case</i>	-	-	-	-
ii.	Capital expenditure in anticipation of inclusion in the budget	<i>Upto ₹2 crores in each case</i>	-	-	-	-
3	Procurement of Goods and Award of Works & Services (Capital & Revenue): <i>Annexure-II</i>					
4	Sanction of Estimates / Indents for Procurement of goods / works / Services:					
	i. Sanction of Indents for Procurement of goods - <i>Annexure III</i>					
	ii. Sanction of Estimates for Award of works & services - <i>Annexure IV</i>					

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
5	Sale & disposal of Assets /Scrap and Survey off (For respective Depts and Estb. under administrative control):					
i.	Sale / disposal of any acquired moveable property including scrap as per the Rules / Policies/ Guidelines framed by CIL/GOI from time to time	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹ 50 lakhs per annum
ii.	Survey Off (other than pre mature)	Full powers	Full powers	Full powers	Full powers	Upto ₹ 50 lakhs per annum
iii.	Sale of Newspapers / other P.R. materials	-	-	-	-	Full powers
6	Supply Orders against Rate / Running Contracts and Depot Agreements provided the requirements and Price-list are approved by the competent authority	-	-	-	-	Full Powers to GM (MM) of WCL.

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
7	Supply Orders against Rate / Running Contracts and Depot Agreements provided the requirements and Price-list are approved by the competent authority	-	-	-	-	Full Powers to GM (MM) of WCL.
8	Marketing Matters:					
i.	Short term allocation to core/non-core consumers as per policy guidelines of the company	Full Powers to Director, In-charge (M&S)			-	-
ii.	Coal Supply Agreement as per policy guidelines of the company.	Full Powers to Director, In-charge (M&S)			-	-
iii.	Approve/sanction expenditure on collection and analysis of coal sampling and other material relating to quality assurance programme.	Full Powers to Director, In-charge (M&S)			-	-

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
9	Establishment Matters (for employees working under Dept. and Estb. of respective directorates):					
i.	Sanction for all kinds of leave (excluding study leave) as per rules	Full powers	Full powers	Full powers	Full powers	Full powers
ii.	Sanction of all types of Loans & Advances to employees	Full powers	Full powers	Full powers	Full powers	-
iii.	Sanction of all types of employee allowances as per rules	Full powers	Full powers	Full powers	Full powers	Full powers
iv.	Sanction of Miscellaneous Advances to Employees for Official Purpose	Full powers	Full powers	Full powers	Full powers	Full powers
v.	Reimbursement of Medical Expenditure as per rules	Full powers	Full powers	Full powers	Full powers	Full powers

Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
	Sanction overtime / pension / family pension / gratuity/leave encashment /NPS / workmen's compensation etc.	Full powers	Full powers	Full powers	Full powers	Full Powers to GMs/HODs for sanctioning overtime, workmen's compensation and forwarding applications for grant of pension, family pension etc. for employees working under his administrative control. Full Powers to GM (EE) for sanction of Gratuity, Leave encashment, NPS etc. of Executives. Full Powers to GM (P&IR) for sanction of Gratuity, Leave encashment, NPS etc. of Non-Executives
vii.	Accept fitness certificate to join duty after leave on medical/ sick ground (including self)	Full powers	Full powers	Full powers	Full powers	Full powers
viii.	Approve Tour Programme	Full powers (including self - under intimation to CMD, WCL	Full powers (including self - under intimation to CMD, WCL	Full powers (including self - under intimation to CMD, WCL	Full powers (including self - under intimation to CMD, WCL	Full powers (for self - approval to be taken from concerned FD)
ix.	Sanction continuous halt in excess of prescribed limit for drawl of full DA.	Full powers	Full powers	Full powers	Full powers	Full powers upto 30 days

Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
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	Full powers	Full powers	Full Powers to Company Secretary for sending Agenda Papers/ Other Documents to Outside Board Members.
xi.	Allow stay at hotel in a class higher than entitled for exigencies of work.	Full powers	Full powers	Full powers	Full powers	-
xii.	Waive producing of money receipt, ticket no. etc., for TA/LTC (including self)	Full powers	Full powers	Full powers	Full powers	-
xiii.	Waive time limit for submission of all types of personnel claims – upto 3 years (including self)	Full powers	Full powers	Full powers	Full powers	Full powers upto a period of 1 year
xiv.	Accept cancellation charges on Rail/ Air tickets in case of journeys on tour/ LTC/ transfer for exigencies of work (including self)	Full powers	Full powers	Full powers	Full powers	Full powers (for self – approval to be taken from concerned FD)
xv.	Purchase general/ technical/ professional books/ periodicals/ magazines/ journals including soft copies & newspapers etc. for official purpose.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹20,000/- in each case subject to a limit of ₹2 lakhs p.a.

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
xvi.	Sanction liveries/uniform to non-executives as per entitlement	-	-	-	-	Full powers to Area GMs / GM/HOD (Admin)
xvii.	Sanction for payment of HRA to executives	-	-	-	-	Own accommodation: Full powers to concerned GM/HOD Rented accommodation: Full powers to concerned GM/HOD subject to non-availability of Company Accommodation.
xviii.	Sanction expenditure and approve advance in connection with JBCCI and its sub-committee meetings including sanction TA/DA to Union representatives in JBCCI	-	-	-	-	Full powers to GM (P&IR) with approval of Director (Personnel)
xix.	Sanction of other welfare activities	-	-	Full powers	-	-

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
10	Legal Matters (for Depts and Estb. under administrative control):					
i.	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 considering performance	Full powers	Full powers	Full powers	Full powers	Full Powers to GM/HOD (Legal)
ii.	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	Full powers	-
iii.	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	Full powers	Full powers	Full powers	-

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
iv.	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) as per guidelines.
v.	Approve legal bills for payment as per the approved rates. Rates are to be reviewed periodically	-	-	-	-	Full powers as per approved rates.
11	Personnel Matters:					
i.	Constitute Departmental Promotion Committee and to approve the recommendations of the DPC and fix pay on such promotion for all non-executives	-	-	Full powers	-	-
ii.	Constitute Selection Committee for recruitment and fix pay on such recruitment for all non-executives	-	-	Full powers	-	-

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
iii.	Determining seniority for all non- executives	-	-	Full powers	-	-
iv.	Approval of recruitment processes and procedures for non-executives	-	-	• Full powers	-	-
v.	Inter Area Transfer of executives and non-executives. (Transfer to WCL HQ shall be approved by CFDs.)	Full powers for the respective Directorates	Full powers for the respective Directorates	Full powers for the respective Directorates	-	-
vi.	Select/ appoint/ promote/ non-executives on the basis of recommendation of Selection Committee/ DPC as per Rules.	-	-	Full Powers on recommendation of the Selection Committee.	-	-
vii.	Fix Pay for Non-Executive Cadres					Full Powers to AGMs / GM/HOD (P&IR)
viii.	Termination / compulsory retirement / voluntary retirement / demotion / compulsory proceeding on leave / suspension or taking disciplinary action or award punishment / termination of services for non-executives in accordance with rules for non- executives	As per Certified Standing Orders				

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
ix.	Confirmation of non-Executives on completion of initial training or probation period on promotion / accepting resignation.	-	-	Full Powers.	-	-
x.	Award & prizes to non-executives	Full powers to CMD on the recommendations of concerned FDs/CVO.				-
xi.	Authorize settlement of Labour disputes by conciliation in respect of all employees in the Wage Board scales of pay.	-	-	Full powers with consultation of CMD.	-	-
xii.	Approval for employment / Monthly Monetary Compensation under NCWA	-	-	Full powers	-	-
xiii.	Approval of change of home town of the employees once in service period.	-	-	Full powers	-	Full powers to GM (EE) for Executives
						Full powers to GM (P&IR) for non-executives
xiv.	Acceptance of declaration of property on acquisition					Full powers to GM(EE) for executives
						Full powers to GM(P&IR) for non-executives

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
12	Management Development & Training Matters:					
i.	Sanction of payments to various professional institutions / organizations for organizing workshops, seminar, programmes etc.	Full powers	Full powers	Full powers	Full powers	-
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.	-	-
iii.	Initiate introduction of training course, departmental examinations, recruitment examinations and other related matters required for Management development.	-	-	Full Powers	-	-

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
13	Administrative matters (for Depts and Estb. under administrative control:					
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 offices \guest houses\ vehicles.	Full Powers	Full Powers	Full Powers	-	Full powers to AGMs / GM/ HOD (Admin/ E&M)
ii.	Sanction payment of	-	-	-	-	
	a. postal charges					Full powers to AGMs/HOD of Establishment / GM/ HOD (Admin)
	b. mobile charges / landline charges / Internet & Broadband bills etc.					Full powers to AGMs/ GM/ HOD (E&T)
iii.	Sanction purchase and repairs & maintenance of Office furniture & fixtures	Upto ₹1 Crores per annum for all departments & establishments under his administrative control duly recommended by concerned GM/HOD.	Upto ₹1 Crores per annum for all departments & establishments under his administrative control duly recommended by concerned GM/HOD.	Upto ₹1 Crores per annum for all departments & establishments under his administrative control duly recommended by concerned GM/HOD.	Upto ₹1 Crores per annum for all departments & establishments under his administrative control duly recommended by concerned GM/HOD.	For AGMs / HOD of Establishment GM/ HOD (Admin) - Upto ₹10 lakhs per annum with approval of concerned Director



Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
iv.	Sanction purchase and repairs & maintenance of electrical fittings, office equipment, AC, Generators, Water-pumps etc.	Upto ₹1 Crores per annum for all departments & establishments under his administrative control duly recommended by concerned GM/HOD.	Upto ₹1 Crores per annum for all departments & establishments under his administrative control duly recommended by concerned GM/HOD.	Upto ₹1 Crores per annum for all departments & establishments under his administrative control duly recommended by concerned GM/HOD.	Upto ₹1 Crores per annum for all departments & establishments under his administrative control duly recommended by concerned GM/HOD.	For AGMs / HOD of Establishment GM/HOD (Admin) - Upto ₹10 lakhs per annum with approval of concerned Director
v.	Sanction hiring of furniture and office equipment, building, P&M, vehicles etc.	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	For AGMS/ HOD of Establishment / GM/HOD (Admin /E&T/E&M / Systems) - Upto ₹5 lakhs per annum with approval of concerned Director For hiring vehicles in case of non-availability of company vehicles with respect to visit of VVIPs/VIPs administrative and emergent situations – Full powers to GM/HOD (Admin).

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
vi.	Sanction printing, binding, stationery and courier expenses	Full powers	Full powers	Full powers	Full powers	Upto ₹5,000/- in each case, subject to limit of ₹1 lakh p.a. for all departments and establishments under his administrative control. Full Powers to Company Secretary in relation to Board & Committee Meetings and other company related matters/reports etc.
vii.	Sanction for granting Imperest.	Full powers	Full powers	Full powers	Full powers	To operate Imperest of their respective departments as approved by the concerned FDs. Existing Imperest already approved shall continue.
viii.	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		Full powers to AGMs / HOD of Establishment / GM/ HOD (Admin)

(P)

Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
14.	Appointment of Consultants (Company / partnership firms / LLPs:	Upto ₹25 lakhs in each case	Upto ₹25 lakhs in each case	Upto ₹25 lakhs in each case	Upto ₹25 lakhs in each case	Upto ₹5 lakhs in each case
15.	License/ Lease Company's land	As per approved Policy	As per approved Policy	As per approved Policy	-	-
16.	Contingencies & Miscellaneous Matters (for Depts and Estb. under administrative control):					
i.	Purchase of accessories / spare parts for computers, laptops and other peripherals, repairing of computers, laptops, printers and other equipments and purchase of software license other than those under the approved scheme, if not available in GeM portal.	Upto ₹ 2.50 Crores in a year	-	-	-	Upto ₹ 50,000/- in each case to AGMs / Head of Establishment / GMs / HOD (System) subject to a limit of Rs. 15 Lacs p.a.
ii.	Sanction for incurring expenses on entertainment for official purposes	Upto ₹ 50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹ 50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹ 50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹ 50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹ 10,000/- in each case, subject to a limit of ₹1 lakh per annum
iii.	Sanction for incurring publicity expenses	-	-	Full Powers	-	For GM/HOD (PR) – Upto ₹ 10,000/- in each case subject to a limit of ₹ 1 Lakh p.a.



Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
iv.	Incurring expenses of contingent nature on meetings, conferences, workshops, knowledge day, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	For AGMs / Head of Establishments / GM/HOD (Admin): Full powers for Booking of air / rail tickets and hotel /guest – house accommodation for official purposes GM/HOD (Admin): 1. Full powers 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. 2. Upto ₹ 2,50,000/- in each case subject to a limit of ₹ 50 lacs p.a. for arrangement of lunch, refreshments and other hospitalities in connection with Company's guests,

Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
				.		meetings, conferences, workshops, knowledge sessions, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc.
				.		AGMs: Upto ₹ 1,00,000/- in each case subject to a limit of ₹ 10 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.

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
v.	Incurring expenses of contingent nature for production items	Upto ₹ 2.5 Crores in each case with a ceiling of ₹ 12.50 Crores per annum	-	-	-	AGMs Upto ₹ 10,000/- in each case with a ceiling of ₹ 1,20,000/- per annum
vi.	Operation of Secret Fund	-	-	-	Upto ₹ 5 Lakhs with adequate internal record as per the extant rules.	-
vii.	Approval of Grants & Donations	Upto ₹1.00 lakh in each case, subject to a limit of ₹.5 lakhs per annum	Upto ₹.1.00 lakh in each case, subject to a limit of ₹.5 lakhs per annum	Upto ₹.1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum Full powers for grants to schools and educational institutions within approved revenue welfare budget.	Upto ₹1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum	-
viii.	Payment of Honorarium as per guidelines	Full powers	Full powers	Full powers	Full powers	-
ix.	Using official vehicles on Saturday/ Sunday/holidays for official purpose.	Full powers	Full powers	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 powers	Full powers	Full powers

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
17	Medical Matters:					
i.	Approval for cashless facility for annual health checkup of executives in empaneled hospitals	-	-	Full Powers	-	Full Powers to CMS In-charge
ii.	Approval for cashless facility for referral of employees to empaneled hospitals	-	-	Full Powers	-	Full Powers to CMS In-charge
iii.	Approval for payment of medical bills as per CGHS rates in case of on-roll/retired employees, if taken treatment in non-empaneled hospital in emergency condition.	-	-	Full Powers	-	Full Powers to CMS In-charge
18	Secretariat Matters:					
i.	Payment of Annual & other fees to Stock Exchanges & Depositories etc.	Full Powers	Full Powers	Full Powers	-	Full Powers to Company Secretary
ii.	To Issue instructions for arrangement of meetings including hotel booking, transportation etc. for Board Members / Secretarial Auditors / Consultants etc. who are attending the Board Meetings / Committee Meetings / AGM / EGM etc. as per their schedule.	Full Powers	Full Powers	Full Powers	-	Full Powers to Company Secretary

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Sl.	Items	D(T), WCL	D(F), WCL	D(P), WCL	CVO, WCL	GMs/HODs, WCL
iii.	Sanction fees to be paid to ROC including engagement and fees to professionals for certificates, certifying / uploading the statutory forms / returns/ documents required as per the Companies Act/ LODR, 2015	Full Powers	Full Powers	Full Powers	-	Full Powers to Company Secretary
iv.	Issue advertisements to newspapers required as per Companies Act and other Regulations through PR Dept	Full Powers	Full Powers	Full Powers	-	Full Powers to Company Secretary
v.	Printing of Annual Report and Other related documents of the Company as per the Companies Act, 2012 / LODR, 2015.	Full Powers	Full Powers	Full Powers	-	Full Powers to Company Secretary
vi.	Incurring Misc. office Expenses related to Statutory Meetings, Board Members/ Secretarial Auditors / Consultants who are attending the Board Meetings / Committee Meetings / AGM / EGM etc.	Full Powers	Full Powers	Full Powers	-	Full Powers to Company Secretary

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The Following are to be noted:

1. Head of Establishment means Executive heading / In-charge of the respective office/dept./establishment.
2. Area General Managers are authorized to exercise the same powers as delegated to GMs/HODs, WCL.