

**DELEGATION OF POWERS TO BOARD OF DIRECTORS**

<b>Sl. No.</b>	<b>Subject</b>	<b>Extent of powers delegated to Board</b>
<b>A.</b>	<b>COMPANY MATTERS:</b>	
A.1	Borrowing for working capital	Full powers subject to guidelines issued by CIL.
A.2	Starting ancillary industries	Full powers subject to plan and budget provision.
<b>B.</b>	<b>Budget:</b>	
B.1	Re-allocation of capital funds	Full powers within the budget approved by CIL Board except that funds earmarked for a new project shall not be diverted without the approval of CIL Board.
B.2	Revenue Budget	Full powers but prior approval of CIL Board to be taken if budgetary support is required.
<b>C.</b>	<b>CAPITAL WORKS:</b>	
C.1	New projects included in the Budget	<b>Rs. 5 Crores</b> (Advance action to be taken in accordance with the guidelines of CIL Board.)
C.2	Capital expenditure in excess of sanctioned estimate of cost.	Upto 10% of the cost or <b>Rs. 5 Crores</b> whichever is less.
C.3	Capital expenditure in anticipation of inclusion in the budget.	Upto 10% of the cost or <b>Rs. 50 Lakhs</b> whichever is less.
<b>D.</b>	<b>PURCHASE AND CONTRACTS:</b>	
D.1	Purchase orders / contracts	Full powers
D.2	Changes in the rates of approved contracts	Full powers
D.3	Settlement of disputes with suppliers / contractors	Full powers
<b>E.</b>	<b>OTHER FINANCIAL MATTERS:</b>	
E.1	Investment of Company's Funds.	Full powers subject to guidelines issued by CIL
E.2	Schemes for grants of loans and advances to employees.	No power
E.3	Loans / advances to other than employees	Full powers
E.4	To open accounts with banks and draw money.	Full powers
E.5	Schemes for Ex-gratia payments in the event of death etc.	No powers

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E.6(a)	Ex-gratia payment other than in accordance with the scheme.	Full powers subject to policy guidelines issued by CIL
E.6(b)	Grants and donations to charitable, Research and Educational Institutions.	<b>Rs. 1 lakh</b> in each case subject to a maximum of <b>Rs. 10 Lakhs</b> p.a.
	<b>N.B. :- Contribution directly or indirectly to political parties is prohibited.</b>	
E.7	Grant of loans/advances including ex-gratia payments as per schemes.	Full powers
<b>F.</b>	<b>SALES:</b>	
F.1	Sale of Coal and other products at negotiated prices.	Full powers as per policy laid down by CIL Board / Government.
F.2	Sale of moveable property	Full powers subject to policy guidelines issued by CIL Board.
F.3	Sale of surplus/obsolete immovable property other than acquired area or land.	Full powers subject to policy guidelines issued by CIL Board.
<b>G.</b>	<b>Other Expenditure:</b>	
G.1	Hiring of land and Buildings.	Full powers
G.2	Hiring consultants	<b>Rs. 20 Lakhs</b> per annum in each case and <b>Rs. 2 Crores</b> per annum in all.
		(In the case of foreign consultancy commitment may be made only after obtaining Govt.'s approval)
	<b>N.B. :- The powers delegated to Board of Directors of subsidiary companies and CMDs are only for hiring of firms and institutions registered as consultants in specified fields. The appointment of an individual as consultant can be done only with the approval of CIL Board.</b>	
G.3	Publicity	Full powers
G.4	Entertainment	Full powers
G.5	<b>Other items (Revenue):</b>	
1.	To hire furniture / equipments subject to budget provision.	Full powers
2.	To sanction charges for coal analysis, coal sampling & testing etc. subject to budget provision.	Full powers
3.	Repairs & Maintenance (Vehicle equipment & building)	Full powers subject to budget provision.
4.	To sanction expenditure on liveries to employees in accordance with dress regulations.	Full powers

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5.	To sanction expenditure for purchase of office equipment, furniture & fittings, typewriters electrical goods & equipment, stationary POL etc. for offices, Rest Houses & Drilling Camps.	Full powers
6.	To sanction purchase of books periodicals, magazines etc.	Full powers
7.	To sanction payment of rent, taxes, royalty and other statutory payments.	Full powers
8.	To sanction local purchase, miscellaneous and contingent expenditure.	Full powers
9.	To sanction Demurrage & wharfage charge.	Full powers
10.	Engagement of panel Doctors.	Full powers
11.	Sanction of arrear personal claims after investigation.	Full powers
12.	Sanction of legal expenses.	Full powers
13.	Power to create / enhance imprest.	Full powers
14.	Waive production of money receipt, ticket number etc. for LTC.	Full powers
15.	Sanction of overtime Allowance.	Full powers
16.	Sanction expenses of contingent nature on meetings / conferences etc.	Full powers
17.	Hiring of Taxi /Car	Full powers subject to budget provision
<b>H.</b>	<b><u>WRITE-OFF OF LOSSES:</u></b>	
H.1	Write off of losses in coal stocks periodically due to deterioration.	Full powers upto the limit prescribed by CIL Board.
H.2	Rate of write-off of stocks.	Full powers upto the limit prescribed by CIL Board.
H.3	Write-off of losses otherwise than due to deterioration.	Full powers upto the limit prescribed by CIL Board.
H.4	Waiving of compensation from contractors / suppliers.	Full powers
H.5	Write-off of loss of cash	Full powers
<b>I.</b>	<b><u>PERSONNEL MATTERS:</u></b>	
I.1	Framing of Recruitment, Services, Conduct and other rules.	No powers
I.2	Formation of Cadres	No powers

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I.3	Pay scales, Revisions, grant of allowances, perquisites etc.	No powers
I.4	Creation of posts	Full powers upto Grade E-7 and non-executives. Full powers for posts included in the sanctioned project / reports / advanced action reports.
I.5	Appointments	Full powers upto grade E.7
I.6	Extension / Re-employment	Full powers for non-executives and upto grade E-5 for executives.
I.7	Advance increments	Full powers as laid down in Cadre Scheme.
I.8	Grant of honorarium	Full powers
I.9	Framing of gratuity/ Retirement Schemes	No powers
I.10	Deputation abroad	Full powers upto and including Directors.
	<b><u>GENERAL POWERS:</u></b>	
1.	Engagement of casual labour.	Full powers
2.	Expenditure on Independence Day / Republic Day	Full powers subject to budget provision.
3.	Power to sub-delegation.	Full powers
4.	To institute, conduct, defend, compound or abandon any legal proceedings by or against the company or its officers, or refer claims to arbitration, execute powers of Attorneys, signing / rectifying plaints, wakalatnama written statements, etc. on behalf of the Company.	Full powers
	<b><u>OTHER MISCELLANEOUS:</u></b>	
1.	To sign agreements for leasing out shops / ponds / tanks and cultivation lands of the Company.	Full powers
2.	To initiate and approve material budget for consumable stores & spares.	Full powers for approval.
3.	To enter into agreements for electricity & water supply with Government agencies and incur expenditure for consumption of water and electricity for offices, guest houses and drilling camps.	Full powers
4.	Power to drop railway claims.	Full powers

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5.	To accept stores supplied by vendors in excess of the quantity ordered.	Full powers
6.	To sanction indent for plant & equipment in replacement of existing unserviceable Plant & Equipment after obtaining report of the survey committee.	Full powers
7.	Grant of loans / advances for house building & conveyance to employees as per schemes framed by CIL and subject to budget provision.	Full powers
8.	To order demolition of temporary structures and to sell the materials thereof.	Full powers
9.	To allot quarters:	
	(i) To employees	Full powers
	(ii) To outsiders	Full powers
10.	To utilise building / group of buildings or portion thereof for purposes other than for which they were constructed.	Full powers
11.	To give vehicles on hire to employees and also to Government departments / officials at rates prescribed from time to time.	Full powers
12.	To issue notices to persons to vacate lands, houses etc. belonging to the company.	Full powers
13.	Power to sign plaints for removal of encroachment.	Full powers
14.	To incur expenditure towards advertisement for calling of tenders etc. subject to budget provision.	Full powers
15.	To sanction and pay railway freight, postal, telegram / telephone charges, Power & gas charges etc. subject to budget provision.	Full powers
16.	Promotion as per schemes.	Full powers
17.	Sanction payment of compensation in accordance with Workmen's Compensation Act.	Full powers
18.	Function as controlling officer and grant of advance of TA on tour, transfer, LTC, RRF etc.	Full powers

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19.	Sanction of leave of all types as per rules.	Full powers
20.	Sanction leave salary advance as per rules	Full powers
21.	Acceptance of fitness certificates to join duty after leave on medical grounds.	Full powers
22.	Approve tour programmes.	Full powers
23.	Sanction continuous halts on tour in excess of 30 days and drawal of full D.A.	Full powers
24.	Allow travel by air / train in a class higher than entitled and by a route other than the shortest or cheapest in exigencies of work.	Full powers
25.	Accept cancellation charges on rail / air tickets in case of journeys on tour LTC, RRF and transfer.	Full powers
26.	Reimburse medical expenses as per rules.	Full powers
27.	Advance for medical expenses.	Full powers
28.	Sanction children education allowance, tuition fees and festival advances as per rules.	Full powers
29.	Sanction subsistence allowance as per rules.	Full powers
30.	Forward applications for outside employment as per rules.	Full powers
31.	Allow change of home town as per rules	Full powers
32.	Accept declaration of properties by employees.	Full powers
33.	Sanction crossing of efficiency bar.	Full powers
34.	Sanction pension / gratuity as per rules	Full powers
	<b>N.B. In an emergency and to meet time limitations in the overall interest of the Company's business, CMD is authorised to exercise all the powers of the Board subject to ratification in the immediate next Board Meeting.</b>	