

DELEGATION OF POWERS TO CHAIRMAN CUM MANAGING DIRECTOR

Sl. No.	Subject	Extent of powers delegated to CMD
A.	COMPANY MATTERS:	
A.1	Borrowing for working capital	Full powers subject to guidelines issued by CIL / Subsidiary Board.
A.2	Starting ancillary industries	Full powers subject to plan and budget provision
B.	Budget:	
B.1	Re-allocation of capital funds	Full powers within the budget approved by the Board including re-appropriation within one group of projects but not from one group to another or from a new project to any other project (Group as indicated in the approved annual plan)
B.2	Revenue Budget	No power
C.	CAPITAL WORKS:	
C.1	New projects included in the Budget	Rs. One Crore. (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 Rs. One Crore whichever is less.
C.3	Capital expenditure in anticipation of inclusion in the budget.	Rs. 20 lakhs for each project subject to ratification at the next meeting of the Company Board. In all cases of capital expenditure on residential and office accommodation, norms prescribed by the Govt. shall be observed. Further construction programmes shall not exceed that approved in the Annual Building Activities programme.
	N.B: These powers shall be exercised by a Committee of Directors headed by the CMD.	
D1.	* Purchase / Contracts:	
1.	On Open Tenders	
	a) Lowest Tender	Rs. 5 Crores
	b) Other than lowest tender	Rs. 2 Crores
	c) Single tender	Rs. 1 Crore
	On Limited Tender:	
	a) Lowest Tender	Rs. 3 Crores
	b) Other than lowest tender	Rs. 1 Crore

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3.	Without Calling for Tender:	
	a) Purchase of Proprietary items from original Equipment Manufacturers	Rs. 2 Crores
	b) Without tender through negotiation	Rs. 20 Lakhs (Reasons to be recorded in writing)
4.	Repeat order	Repeat orders together with the original order should not exceed the limit laid down in relevant delegation of power.
	* (These powers were delegated vide minutes of the 97th meeting of the Board of Directors of CMPDI held on 14.12.96.)	
D.2	Changes in the rates of approved contracts	Full powers provided contract value does not exceed Rs. 2 Crores .
D.3	Settlement of disputes with suppliers / contractors	Rs. 50 lakhs in each case subject to a maximum of Rs 2 Crores per annum.
E.	<u>OTHER FINANCIAL MATTERS:</u>	
E.1	Investment of Company's Funds	Full powers in emergencies
E.2	Schemes for grants of loans and advances to employees.	No power
E.3	Loans / advances to other than employees	In emergencies to suppliers / contractors subject to ratification by Board.
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
E.6(a)	Ex-gratia payment other than in accordance with the scheme.	Upto Rs. 5000/- in each case subject to Rs. 50,000/- per annum.
E.6(b)	Grants and donations to charitable Research and Educational Institutions.	Rs. 25,000/- in each case subject to Rs. 2.50 lacs per annum.
	N.B. Contribution directly or indirectly to political parties is prohibited.	
E.7	Grant of loans / advances including ex-gratia payments as per schemes.	Full powers
F.	<u>SALES:</u>	
F.1	Sale of Coal and other products at negotiated prices.	Full powers subject to the laid down policy and guidelines issued by the Board.
	N.B. Sale of coal and other products relates only to sale at prices which have not been statutorily notified as in the case of washed coal middlings etc.	

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F.2	Sale of moveable property	Rs. 10 lakhs per annum.
F.3	Sale of surplus / obsolete immovable property other than acquired area or land.	No Power.
G.	<u>Other expenditure:</u>	
G.1	Hiring of land and Buildings	Rs. one lac per annum in each case and total of Rs. 10 lacs per annum.
G.2	Hiring consultants	Rs. 2 lakhs in each case per annum and total of Rs. 10 lakhs in all excepting foreign consultancy.
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.		
G.3	Publicity	Upto Rs. 50,000/- per annum
G.4	Entertainment	Upto Rs. 4,500/- per annum.
G.5	<u>Other items (Revenue):</u>	
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 subject to budget provision
5.	To sanction expenditure for purchase of office equipment, furniture & fittings, typewriters electrical goods & equipment, stationary, POL etc. for Offices, Rest House & Drilling Camps.	Full powers subject to budget provision
6.	To sanction purchase of books periodicals, magazines etc.	Full powers subject to budget provision
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 charges	Full powers

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10.	Engagement of panel Doctors	Full powers on the recommendation of RDs / HOD.
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.
H.	<u>WRITE-OFF OF LOSSES:</u>	
H.1	Write-off of loss in coal stocks periodically due to deterioration.	Within limits prescribed by CIL Board.
H.2	Rate of write-off of stocks	No Powers.
H.3	Write-off of losses otherwise than due to deterioration.	Upto Rs. 50,000/- per annum.
H.4	Waiving of compensation from contractors / suppliers	Full powers in cases in which he is competent to enter into contracts.
H.5	Write-off of loss of cash	Upto Rs. 500/- in each case subject to Rs. 10,000/- per annum.
I.	<u>PERSONNEL MATTERS:</u>	
I.1	Framing of Recruitment, Service, conduct and other Rules	No powers
I.2	Formation of Cadres	No powers
I.3	Pay scale revisions, grant of allowances, perquisites etc.	No powers
I.4	Creation of posts	Full powers for non-executive posts and upto E-4 for Executive posts provided the posts are in the Manpower budget approved by the respective Boards. Full powers for all posts included in the sanctioned project reports / advance action reports subject to the phasing indicated therein.

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I.	<u>PERSONNEL MATTERS:</u>	
I.5	Appointments	All executive posts upto the grade E-4 in the company.
I.6	Extension / Re-employment	Upto E-4 grade subject to the prescribed procedure and policy.
I.7	Advance increments	Upto 5 increments where he is the appointing authority and subject to the recommendation of the selection committee.
I.8	Grant of honorarium	Upto Rs. 500/- in each case subject to a limit of Rs. 5,000/- per annum.
I.9	Framing of gratuity / Retirement Schemes	No power
I.10	Deputation abroad	Full powers (except for Executives) in emergency subject to ratification.
	<u>GENERAL POWERS:</u>	
1.	Engagement of casual labour	Full powers
2.	Expenditure on Independence Day / Republic Day	Full powers subject to budget provision.
3.	Power to sub-delegate	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
	<u>OTHER MISCELLANEOUS :</u>	
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 consumables stores & spares.	Full powers subject to overall budget provision.
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 subject to overall budget provision.
4.	Power to drop railway claims	Full powers
5.	To accept stores supplied by vendors in excess of the quantity ordered.	Full powers

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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 (ii) To outsiders	Full powers 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 scheme	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 TA on tour, transfer, LTC, RRF, etc.	Full powers
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 certificate to join duty after leave on medical grounds.	Full powers

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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 as per rules
24.	Allow travel by air / train in a class higher than entitled and by a rout 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 allowances 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
<p>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.</p>		

