

DELEGATION OF POWERS TO FUNCTIONAL DIRECTOR

Sl. No.	Subject	Extent of powers delegated to FD
A.	<u>COMPANY MATTERS:</u>	
A.1	Borrowing for working capital	No powers
A.2	Starting ancillary industries	No powers
B.	<u>Budget:</u>	
B.1	Re-allocation of capital funds	No powers
B.2	Revenue Budget	No powers
C.	<u>CAPITAL WORKS:</u>	
C.1	New projects included in the Budget	Rs. 50 lakhs. (Advance action to be taken in accordance with the guidelines of CIL Board)
C.2	Capital expenditure in excess of sanctioned estimate of cost.	Up to 10% of the estimate or Rs. 50 Lakhs whichever is less.
C.3	Capital expenditure in anticipation of inclusion in the budget.	No power.
D.	<u>PURCHASE AND CONTRACTS:</u>	
D.1	Purchase orders / contracts.	Rs. 1 Crore for lowest tender, Rs. 50 Lacs for other than lowest tender and lowest limited tender and Rs 25 lacs for other than lowest limited tender.
D.2	Changes in the rates of approved contracts.	Full powers provided the respective limits laid down above are not exceeded and the reasons to be recorded in writing.
D.3	Settlement of disputes with suppliers / contractors.	Rs. 25 Lacs in each case subject to maximum of Rs. 1 Crore per annum.
E.	<u>OTHER FINANCIAL MATTERS:</u>	
E.1	Investment of Company's Funds.	No power
E.2	Schemes for grants of loans and advance to employees.	No power
E.3	Loans / advances to other than employees.	No power
E.4	To open accounts with banks and draw money.	No power
E.5	Schemes for Ex-gratia payments in the event of death etc.	No power

Sl.	Subject	Extent of powers delegated to FD
-----	---------	----------------------------------

No.		
E.4	To open accounts with banks and draw money.	No power
E.5	Schemes for Ex-gratia payments in the event of death etc.	No power
E.6(a)	Ex-gratia payment other than in accordance with the scheme.	Upto Rs. 2500/- in each case subject to Rs 25,000/- per annum.
E.6(b)	Grants and donations to charitable Research and Educational Institutions.	Rs. 10,000/- in each case subject to Rs. 1 Lakh p.a.
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. SALES:		
F.1	Sale of Coal and other products at negotiated prices.	Full powers subject to the laid down policy and guide lines 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.		
F.2	Sale of moveable property.	Rs. 5 Lakhs per annum.
F.3	Sale of surplus / obsolete immovable property other than acquired area or land.	No power
G. Other expenditure:		
G.1	Hiring of land and Buildings.	Rs. 50,000/- per annum in each case and total Rs. 5 Lakhs per annum.
G.2	Hiring consultants.	No power
G.3	Publicity	Upto Rs. 25,000/- per annum
G.4	Entertainment	Upto Rs. 3,600/- per annum
G.5	Other items (Revenue):	
1.	To hire furniture / equipments subject to budget provision.	Upto Rs. 50,000/- per annum
2.	To sanction charges for coal analysis, coal sampling & testing etc.	Full powers subject to budget provision.
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 bud get provision.

Sl. No.	Subject	Extent of powers delegated to FD
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 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 subject to budget provision.
9.	To sanction demurrage & wharfage charges.	Full powers
10.	Engagement of panel Doctors.	Full powers on the recommendation of RDs / HODs.
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 losses in coal stocks periodically due to deterioration.	No power
H.2	Rate of write-off of stocks.	No power
H.3	Write-off of losses otherwise than due to deterioration.	Upto Rs. 25,000/- 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	No power

Sl. No.	Subject	Extent of powers delegated to FD
I.	<u>PERSONNEL MATTERS:</u>	
I.1	Framing of Recruitment, Service, Conduct and other Rules.	No power
I.2	Formation of Cadres.	No power
I.3	Pay scale Revisions, grant of allowances, perquisites etc.	No power
I.4	Creation of posts	Full powers for non-executive posts provided the posts are in the man power budget approved by the respective Boards.
I.5	Appointments	Full powers in respect of all non-executive posts
I.6	Extension / Re-employment	All non-executives subject to the prescribed procedure and policy.
I.7	Advance Increments	Upto 3 increments where he is the appointing authority and subject to the recommendation of the selection committee.
I.8	Grant of honorarium	No Power
I.9	Framing of gratuity / Retirement Schemes	No Power
I.10	Deputation abroad	No Power
	<u>GENERAL POWERS:</u>	
1.	Engagement of casual labour	Full power
2.	Expenditure on Independence Day / Republic Day	Full powers subject to budget provision
3.	Power to sub-delegate	Full power
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, wakatnama, written Statements, etc. on behalf of the Company.	Full power
	<u>OTHER MISCELLANEOUS:</u>	
1.	To sign agreements for leasing out shops, ponds, tanks and cultivation lands of the Company.	Full Power
2.	To initiate and approve material budget for consumable stores & spares.	Full power subject to budget provision

Sl. No.	Subject	Extent of powers delegated to FD
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 power subject to budget provision.
4.	Power to drop railway claims.	Full power.
5.	To accept stores supplied by vendors in excess of the quantity ordered.	Upto 10% of the ordered quantity
6.	To sanction indent for plant & equipment in replacement of existing unserviceable plant & equipment after obtaining report of the survey committee.	Full power subject to budget provision.
7.	Grant of loans / advances for house building & conveyance to employees as per schemes framed by CIL and subject to budget provision.	Full power
8.	To order demolition of temporary structures and to sell the materials thereof.	Full power
9.	To allot quarters: (i) To employees (ii) To outsiders	Full power No power
10.	To utilise building / group of buildings or portion thereof for purposes other than for which they were constructed.	Full power
11.	To give vehicles on hire to employees and also to Government departments / officials at rates prescribed from time to time.	Full power
12.	To issue notices to persons to vacate lands, houses etc belonging to the Company.	Full power
13.	Power to sign plaints for removal of encroachment.	Full power
14.	To incur expenditure towards advertisement for calling of tenders etc. subject to budget provision.	Full power
15.	To sanction and pay railway freight postal, telegram / telephone charges, power & gas charges etc. subject to budget provision.	Full power
16.	Promotion as per scheme	Full power

Sl. No.	Subject	Extent of powers delegated to FD
----------------	----------------	---

17.	Sanction payment of compensation in accordance with Workmen's Compensation Act.	Full power
18.	Function as controlling Officer and grant of advance TA on tour and transfer, LTC, RRF etc.	Full power
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
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 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 allowance as per rules.	Full powers
30.	Forward applications for outside employment as per rules.	Full powers
31.	Allow change of hometown 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
	N.B. 1. 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.	