

DELEGATION OF POWERS TO HEAD OF DIVISIONS OF HQ, RANCHI (Oct, 1998)

Sl. No.	Subjects	Extent of powers delegated to Head of Divisions of HQ (Ranchi).	Proposed DoP
A. ESTABLISHMENT & ALLOWANCES:			
1.	Approve Tour programmes	(i) Full powers for Non-Executives working under him. (ii) For Executives as per Policy of the Company	Tour to all RIs including Drilling Camps and all offices of Subsidiary Companies and CIL office Calcutta only.
Note : Approval of CMD is required for all tours to State Capitals. Approval of Concerned Directors is required for tour to CIL HQ, Coal Companies HQ, RIs, Fields and other places.			
2.	Functioning as Controlling Officer and grant of advance TA on Tour, transfer, LTC, LLTC, RRF etc.	Full powers in respect of self and officers and staff under his administrative control.	
3.	Sanction of leave of all types as per rules.	Full powers for CL, ML, EL / AL for all those working under him.	
4.	Sanction of leave salary advance as per rules.	Full powers except for self.	
5.	Acceptance of fitness certificate to join duty after expiry of leave on Medical grounds as per guidelines.	Full powers for all those working under him.	
6.	Allow travel by Air / Rail in a class higher than entitled and by a route other than the shortest / cheapest in exigencies of work.	Full powers except AC 1st class and Air.	
7.	Accept cancellation charges on rail / air tickets in case of journeys on tour, LTC, RRF and transfer.	Full powers	
8.	Reimbursement of medical expenses as per rules.	Full powers.	
9.	Advance for medical expenses as per rules.	Full powers	
10.	Sanction of Children Education allowance, Tuition fee and Festival advance as per rules.	Full powers to GM (P&A)	
11.	Sanction of subsistence allowance as per rules.	Full powers to GM (P&A)	

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B.	<u>FINANCIAL POWERS:</u>		
1.	Contingent Expenditure.	Power to sanction petty contingent expenditure not covered by any specific delegation. (i) Upto Rs. 1000/- in each case subject to an annual limit of Rs. 10,000/- . (ii) Upto Rs. 500/ in each case subject to an annual limit of Rs. 5,000/- .	This power can be exercised by All CGMs, HOD(T/S), GM(F) and GM(C) All other HODs
Note: Contingent Expenditure has been enhanced by 50% vide office order no. CS/ F-12 / Del3/2007/6326 dated 15.03.2007 with effect from 17.02.2007.			
2.	Sanction purchase of books periodicals, Magazines etc.	Rs. 250/- for periodicals, Newspaper, Magazines subject to an annual limit of Rs. 3,000/- .	
3.	Sanction expenditure on liveries to employees as per dress regulations.	Full powers to HOD holding such charge at Hqrs. subject to budget provision and in accordance with dress regulation.	
4.	Payment of compensation in accordance with Workmen's Compensation Act and other statutory payments including awards / decisions of tribunals / courts.	Full powers to HOD holding such charge at Hqrs.	
5.	Entertainment.	Upto Rs. 2,000/- p.a. in Company's Guest House only.	
6.	Sanction of advance to dependents of employees in case of death of an employee.	Full powers to HOD holding such charge at Hqrs. upto Rs. 5,000/- subject to recovery from final payment.	
7.	Repairs & Maintenance		
	(a) Vehicles	Full powers to HOD holding such charge at Hqrs. upto Rs. 40,000/- in each case for light vehicles subject to Budget provision.	
	(b) Office Equipments, Type writer & Lab equipments.	Full powers upto Rs. 20,000/- for Lab equipments and upto Rs. 5,000/- for other equipments in each case subject to Budget provision.	

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8.	To sanction expenditure for stationary, POL etc. for office and rest house	Full powers to HOD holding such charge at Hqrs. subject to budget provision for items not purchased centrally.	
9.	To sanction demurrage & wharfage charges.	Full powers to HOD holding such charge at Hqrs. upto Rs. 1,500/- in each case subject to annual limits of Rs. 5,000/- .	
10.	To sanction taxes Royalty and other statutory payments.	Full powers to HOD holding such charge at Hqrs.	
11.	To enter into agreement for Electricity, Water Supply with Government agencies and incur expenditure thereon for Office guest houses etc.	Full powers to HOD holding such charge at Hqrs.	
12.	To sanction and pay railway freight, Postal, Telegram, Telephone charges, Power & gas charges etc. subject to budget provision.	Full powers to HOD holding such charge.	
13.	To sanction legal expenses	Full powers to HOD holding such charge at Hqrs. at approved rate to empanelled lawyers and court fee, stamp duty etc. at actuals.	
14.	Expenditure on Independence day/ Republic day.	Upto Rs. 2,000/- on each occasion to GM (P&A) only.	
C.	EXPENDITURE ON WORKS & SUPPLY:		
1.	To initiate and enter into contracts for purchase / construction against approved estimates / proposals by competent authority.	Full powers	This power can be exercised by CE (E&M), GM (C) and CGM (CP).
2.	Expenditure in respect of excess of sanctioned estimated cost.	Upto 10% of estimate.	
3.	To initiate material budget and annual indents subject to guidelines issued from time to time.	Full powers to HOD holding such charges at Hqrs.	
4.	Issue of stores to contractors	Full powers to HOD holding such charge at Hqrs. as per the provisions of contract / work order at issue rate if any as specified in the contract / work order or at the rates certified by the	

	Finance.	
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D.	MISCELLANEOUS:		
1.	To sanction coal analysis testing etc. subject to budget provision.	(i) Full powers to HOD holding such charge at Hqrs. in respect of Government agencies / educational Institutions such as IIT, BIT, BHU, CFRI etc.	
		(ii) Rs. 2,500/- in each case subject to Rs. 25,000/- p.a. in cases other than (i) above	
2.	Power to drop railway claims	Upto Rs. 200/- in each case to HOD holding such charge at Hqrs.	
3.	Power to sign plaints.	Full powers.	
4.	Power to sub-delegate during earned leave, sick leave or tour abroad.	Full powers	