

**REVISED DELEGATION OF POWERS TO REGIONAL DIRECTORS AFTER
INCORPORATION OF CHANGES AS AGREED TO BY FDs IN THEIR
MEETING HELD ON 22.08.2008.**

Sl.No	Subject	Revised Delegation of Powers
A.	ESTABLISHMENT & ALLOWANCES:	
1.	Confirmation of non-executive cadre employees.	Full Powers
2.	Powers to transfer in between Camps & RI(HQ).	Full Powers – However in the case of executives information to be sent to concerned HOD of HQs and Administration department.
3.	Approval for Tour programme	Full powers subject to its being: Within the command area of concerned RI / subsidiary coal company, CMPDI (HQ), Central Workshop / Central Stores Barkakana.
4.	Functioning as Controlling officer and grant of advance TA on Tour, Transfer, LTC, LLTC, RRF etc.	Full powers in respect of self and other officers and staff under the Administrative control.
5.	Sanction of leave of all types as per rule.	Full powers for CL, ML, EL / AL for all those working under him.
6.	Sanction of leave salary advance as per rules.	Full powers
7.	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.
8.	Allow travel by Air / Rail in a class higher than entitled class and by a route other than the shortest / cheapest in exigencies of work.	Full powers except AC 1 st Class and Air.
9.	Accept cancellation charges on Rail/Air tickets in case of journey on Tour, LTC, RRF and Transfer.	Full powers
10.	Reimbursement of medical expenses as per rules.	Full powers
11.	Advance for medical expenses as per rules.	Full powers
12.	Sanction of Children Education allowance, Tuition fee and Festival advance as per rules.	Full powers
13.	Sanction of subsistence allowance as per rules.	Full powers
14.	Allow change of home town as per rules.	Full powers for Non- executives only.
15.	Accept declaration of properties as per rules.	No power
16.	Crossing efficiency bar as per rules.	Full powers

17.	Sanction Gratuity / Pension as per rules.	Full powers for Non-executives only.
18.	Engagement of panel Doctors.	Full powers for Drilling Camps. For RI Hqrs in consultation with CMO of the concerned subsidiary company.
19.	Sanction of arrear personal claims after investigation.	To sanction arrear claims (after investigation) upto Rs. 10,000/- in each case which are less than 3 years old.
20.	Waiving production of money receipt or Ticket number in case of LTC/TA.	Full powers.
21.	Sanction of Overtime allowance.	Full powers within sanctioned budget under the head overtime.
22.	Grant of Honorarium / Ex.gratia / Reward.	Ex-gratia other than in accordance with the scheme upto Rs. 250/- in each case and upto Rs. 2,500/- per annum.
23.	Pay advance on transfer pending receipt of LPC.	Full powers to sanction pay advance upto 1 (one) month.
24.	Grant of conveyance allowance to officers as approved under the company rules.	Full powers
25.	Grant of House rent allowance as approved under the company rules.	Full powers
B.	FINANCIAL POWERS :	
1.	Contingent expenditure and /or expenditure not covered under any other head.	Upto Rs. 1,500/- in each case subject to an annual limit of Rs. 20,000/- p.a.
2.	Sanction expenses of contingent nature on conferences, meeting etc.	Upto Rs. 50,000/- p.a. within budget provision.
3.	Sanction of purchase of books, periodicals & Magazines etc.	Rs. 8,000/- p.a. for RI (HQ) and Rs. 5,000/- p.a. for each camp for books & periodicals.
4.	To sanction expenditure on liveries to employees as per dress regulations.	Full powers subject to budget provision and in accordance with dress regulation.
5.	Payment of compensation in accordance with Workman's Compensation Act and other statutory payments including.	Full powers
6.	Entertainment	Upto Rs. 3,500/- per annum.
7.	Sanction of advance to dependants of employees in case of death.	Limited to Rs. 10,000/- subject to recovery from final payment.
8.	Arranging sports / games and the materials therefor.	Rs. 30,000/- p.a. for RI Hqrs and Rs. 7,500/- p.a. for each drilling camp subject to budget provision.

9.	Advertisement for calling of tenders etc.	Full powers for advertisement in local papers. For advertisement in national papers approval to be obtained from HQ. In both the cases fixing of rates and rotation of newspapers to be made in consultation with the PR Dept. at HQ.
10.	REPAIRS & MAINTENANCE	
a)	Tents & hutments of Drilling Camps.	Full power subject to budget provision and usual procedure.
b)	Vehicles & Equipment.	Rs. 40,000/- for light vehicles and Rs. 60,000/- for Trucks / Bus, Drills per vehicle per annum subject to budget provision & usual procedure.
c)	Township.	Full powers for normal maintenance as per BPE norms. For special maintenance necessary approval may be obtained from Hqr.
d)	Office Building & others.	Full powers.
11.	AMC for all equipment including Computer, Plotter, Xerox machine, Water Cooler/ Purifier, AC etc.	Full powers subject to budget provision and from OEM / Authorised agencies.
12.	Sanction expenditure for procurement of POL/ Stores/ Running spares /Computer Stationary etc.	Full powers for amount within the approved budget at the disposal of RIs. Stores items purchased centrally may be procured by RIs against non-availability certificate from Central stores & M.M. Deptt. which will reduce the actual procurement to that extent.
13.	Sanction & Procurement of Furniture and Office Equipment.	Full powers within budget provision
14.	To sanction local purchases and miscellaneous items including running spares subject to purchase procedures.	a) Upto Rs. 6,000/- per month per Camp & Rs. 8,000/- per Drill/ month. b) Rs. 5,000/- other than above and annual limit of Rs. 50,000/-.
15.	To sanction demurrage & wharfage charge	Upto Rs. 1,500/- in each case subject to annual limit of Rs. 5,000/-.
16.	To sanction Taxes Royalty and other Statutory payments.	Full powers
17.	To enter into agreement for Electricity, Water Supply with Govt. Agencies and incur expenditure thereon for Office, Guest Houses and Drilling Camps.	Full powers
18.	a) To sanction and pay railway freight, postal telegram, telephone/Mobile reimbursement charges, power & gas charges etc. subject to budget provision. b) Road Freight.	Full powers subject to budget provision & proper procedure.
19.	To sanction legal expenses.	Full powers at approved rate to empanelled lawyers and court fee, stamp duty etc. at actual.

20.	Write off of losses other than due to deterioration.	Full powers upto Rs. 25,000/- p.a. in respect of materials left in boreholes. However, it has to be reported to Hqrs.
21.	Engagement of casual labour.	No power.
22.	Expenditure on Independence day / Republic day/ other occasions	Upto Rs.3,000/- for RI(HQ) for each occasion and Rs. 2,000/- for camp on each occasion.
23.	Hiring of Vehicles	Full powers against survey off / sanctioned Vehicles within budget provision. Hiring for 30 days in case of major breakdown / outage for each vehicle in Camps and Environment Lab.
C.	PURCHASE & CONTRACTS	
1.	<p>i) To sanction and enter into contract for all types of works.</p> <p>ii) Location/ preparation of drilling sites and approach</p> <p>iii) Any other purchase/ contract not covered into (i) & (ii).</p>	<p>Upto Rs. 40 lakhs subject to budget provision and usual procedure.</p> <p>a) In case of negotiated tender upto Rs. 10,000/- in each case and Rs. 50,000/- p.a.</p> <p>b) In case of Limited Tender upto Rs. 5.0 lakhs.</p> <p>c) In case of single offer against open tender upto Rs. 10 lakhs.</p>
2.	Expenditure in respect of excess of sanctioned cost.	Upto 10% of estimate.
3.	To approve material budget and annual indents subject to guidelines issued by Hqrs.	Full powers. In the case of Drilling spares & accessories in consultation with CGM/GM (Exploration).
4.	Purchase orders/contracts for stores and spares which are not centrally purchased.	<p>a) Rs. 3.0 lakhs for lowest open tender Rs.1.0 lakh for other than lowest tender.</p> <p>b) Rs. 1.5 lakh for lowest limited tender. Rs. 0.50 lakh for other than lowest L-1.</p> <p>c) Rs. 0.5 lakh for single tender.</p>
5.	Settlement of disputes with suppliers / contractors.	Upto Rs. 1.0 lakh in each case.
6.	To accept stores from vendors including supply in excess of the ordered quantity.	Full powers upto the ordered quantity and upto 5% of the order quantity in respect of excess supply.
7.	Issue of stores to contractors.	Full powers 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 associated Finance.
8.	To waive compensation from contractors / suppliers contracts.	Full powers in cases in which he is competent to enter into contracts.

D.	MISCELLANEOUS	
1.	Hiring of lands & Building excluding residential houses.	Upto Rs. 50,000/- in each case with an annual limit of Rs. 2.50 lakhs.
2.	To hire furniture/ equipment (including hiring of Air Coolers) subject to budget provision.	Full powers subject to administrative approval and budget provision.
3.	To sanction analysis of coal, soil ash, rock testing etc. subject to budget provision.	i) Full powers in respect of Govt. Agencies / Educational Institutions such as IIT, BIT, BHU, CFRI etc. ii) Rs. 2,500/- in each case and Rs. 25,000/- p.a. in other than (i) above.
4.	To declare stores equipment and vehicle unserviceable (Survey Off of obsolete and unserviceable stores, vehicles and equipments)	Full powers (except drill machine) subject to recommendation of Survey off Committee consisting of representative of Finance and representative of concerned Technical Department and representative of E&M.
5.	Sale of movable property other than items dealt centrally Hqrs.	Dropped
6.	To order demolition of temporary structures and to sell the material thereof.	Upto a value of Rs. 25,000/- in each case on the recommendation of the Survey Committee.
7.	To utilise buildings/group of buildings or portion thereof for purposes other than for which they were constructed.	Full powers
8.	Allotment of quarters	
a).	Employees	Full powers
b).	Outsiders	Cases to be referred to Hqrs. if not an employee of CIL or other Subsidiary companies.
9.	To give vehicles on hire to employees and Govt. Departments.	No powers
10.	To issue notices to persons to vacate lands houses at belonging to Company.	Full powers
11.	To sign agreements for leasing out shops/ ponds / tanks cultivation lands of the Company.	Full powers
12.	Power to drop railway claims.	Upto Rs. 500/- in each case.
13.	Grant of loans/ advances to employees for conveyance etc.	No power
14.	Power to sign plaints.	Full powers
15.	Power to engage Home Guards/ contractual security guards as per DGR guidelines.	Full powers within sanctioned manpower and as per existing guidelines.

16.	To sanction penalty on P&T/Elect /Water bills.	Full powers upto Rs. 1,000/- in each case after scrutiny subject to annual limit of Rs. 10,000/-.
17.	Matching grant to Staff/ Officers' Club.	Full powers as per Norms approved by HQ.
18.	Local Computer Training and nomination to any conference & seminar within the country under intimation to GM (HRD).	Full powers upto Rs.15,000/- p.a. under intimation to GM (HRD).
E.	REAPPROPRIATION OF REVENUE BUDGET	
1.	Revenue Budget.	Upto 10% of any revenue head of A/c except salary & wages and other employee benefits and also savings in depreciation interest and contractual payments on account of drilling and other services.
2.	Power to sub delegate.	Full powers under intimation to concerned Director.