



DELEGATION OF POWERS OF COAL INDIA LIMITED AND ITS SUBSIDIARIES
(Approved by CIL Board at its 438th Meeting held on 10.03.2022)



ENCLOSURE-I

**DELEGATION OF POWERS
OF BOARD, CFDs & CMDs
OF COAL INDIA LIMITED
AND ITS SUBSIDIARIES**

Revised Delegation of Powers of Board, CFDs & CMDs of CIL & Subsidiaries					ENCLOSURE-I
Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
1	Company Matters : -				
i.	To Borrow Money	Full Powers in terms of Section 179(3) (d) of Companies Act , 2013 read with first provision subject to rules and regulations framed by the Central Government in this regard from time to time.			
ii.	To Invest Company's funds and deal with investments other than those invested in accordance with CIL's Uniform Deposit Policy	Full Powers in terms of Section 179(3) (e) of Companies Act,2013 read with first provision subject to rules and regulations framed by the Central Government in this regard from time to time.			
iii.	To grant loans or give guarantee or provide security in respect of loan.	Full Powers in terms of Section 179(3) (f) of Companies Act,2013 read with first provision subject to rules and regulations framed by the Central Government in this regard from time to time.			
iv.	To open accounts with Banks and draw money	Full Powers			

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
2	Financial Matters : -				
i.	Re-allocation of Capital Budget		Full powers within the approved Budget	Within 15% of the approved Budget	
ii.	Re-appropriation of Revenue Budget		Full powers within the approved Budget	Within 15% of the approved budget from one head to another.	
iii.	Capital & Revenue Expenditure either in excess or savings of sanctioned estimates / Deviation in estimates				<p>Upto 10% of total cost : Same as Tender Approving Authority limited to CMD CIL/ Subsidiary</p> <p>Beyond 10% of total cost : One step higher limited to Committee of FDs of CIL/Subsidiary</p>
iv.	Foreclosure/ termination and cancellation of Capital & Revenue Contracts including purchase orders				<p>For Capital Contracts : Same as Tender Approving Authority limited to Committee of FDs of CIL/Subsidiary</p> <p>For Revenue Contracts : Same as Tender Approving Authority limited to Committee of FDs of CIL/Subsidiary</p>
v.	Sanction for Statutory Payments			Full powers	
vi.	Sanction for Interest on delayed payments		Full powers		

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
vi.	Sanction for payment of fines and penalties imposed by Statutory Authorities		<i>Full powers with reasons to be recorded and subsequent information to Board.</i>	<i>Upto ₹2,50,000/- in each case, subject to a limit of ₹25 lakhs per annum for reasons to be recorded and subsequent information to Board.</i>	<i>i. In respect of payment of fines and penalties, accountability is to be fixed</i>
vii.	Advance/deposit against work (subject to the underlying condition that no cost escalation is allowed on such job) :- (i). Central/ State Government authorities /bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.		-	<i>Full Powers</i>	<i>ii. Details of such fines and penalties paid by Subsidiary Company/CIL shall be placed in its Audit & Board meeting for information. Thereafter, Subsidiaries should send such details to CIL for placing a quarterly consolidated report to CIL Audit Committee and Board for information.</i>
	(ii). Other than above		<i>Full Powers</i>	<i>Upto ₹25 Lakhs in each case</i>	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
3	Sanction of Capital Works :-				
i.	New projects/schemes included in the approved budget but Project Report / Scheme is yet to be approved.	<i>CIL Board : Beyond ₹250 Crores in each case</i> <i>Subsidiary Board : Beyond ₹200 Crores in each case</i>	<i>CFDs, CIL : Beyond ₹100 Crores and upto ₹250 Crores in each case</i> <i>CFDs, Subsidiary : Beyond ₹75 Crores and upto ₹200 Crores in each case</i>	<i>CMD, CIL : Upto ₹100 Crores in each case.</i> <i>CMDs , Subsidiary : Upto ₹75 Crores in each case</i>	
ii.	Capital expenditure in anticipation of inclusion in the budget	<i>CIL Board : Beyond ₹100 Crores in each case</i> <i>Subsidiary Board : Beyond ₹75 Crores in each case</i>	<i>CFDs, CIL : Beyond ₹5 Crores and upto ₹100 Crores in each case</i> <i>CFDs, Subsidiary : Beyond ₹4 Crores and upto ₹75 Crores in each case</i>	<i>CMD, CIL : Upto ₹5 Crores in each case.</i> <i>CMDs , Subsidiary : Upto ₹4 Crores in each case.</i>	
4.a	Procurement of Goods and Award of Works & Services :-				
i.	For CIL	Refer Annexure-I			
ii.	For Subsidiaries of CIL	Refer Annexure-II			
4.b	Award of Revenue Sharing Contracts :-				
i.	Award of Revenue Sharing Contracts	According to delegated powers of CIL/Subsidiaries.			

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
5	Sanction of Estimates / Indents for Procurement of goods / works / services :-				
i.	Sanction of Indents for Procurement of goods	Refer Annexure-III			
ii.	Sanction of Estimates for award of works & services	Refer Annexure-IV			
6	Award of Work to CMPDI on nomination basis				
i.	Award of Work to CMPDI on nomination basis			Full powers to CMDs of Subsidiaries and D(T),CIL	
7	Write off of Assets :-				
i.	Write off of Assets	Full powers with the recommendations of respective Audit Committee			
8	Survey off :-				
i	Survey off buildings /railway sidings & corridors/ other mining infrastructure/ office furniture / fixtures/ equipment / vehicles /aircraft / plant & machinery / telecomm equipment / other assets				
a.	Premature Survey Off	Full Powers			
b.	Other than premature survey-off			Full powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
9	Sale of coal, rejects and other allied products : -				
i	Sale of Non-Coking Coal	Full powers to CIL Board			
ii	Sale of Washed Coking Coal, Washed Non-Coking Coal, Coking Coal, rejects and other allied products	Full powers to the respective Subsidiaries' Board.			
10	Sale / Disposal of other moveable items including scrap : -				
i.	Sale / disposal of any acquired moveable property other than scrap			Full Powers	Should be in accordance with the following CIL Policies together with other Rules / Policies/ Guidelines framed by CIL/Gol from time to time:
ii.	Sale of Scrap			Full Powers	1. Policy for disposal of Scrap 2. E-Waste Management Policy In case of incongruity , the Policies shall prevail over this DOP

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
II	Establishment Matters :-				
i.	Sanction for all kinds of leave as per rules			Full powers Study leave to be sanctioned by CMD,CIL	
ii.	Sanction of all types of Loans & Advances to employees			Full powers	
iii.	Sanction of all types of employee allowances as per rules			Full powers	
iv.	Sanction of Miscellaneous advances to employees for official purposes			Full powers	
v.	Reimbursement of Medical Expenditure as per rules			Full powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
vi.	Sanction:				
a.	Overtime			<i>Full powers</i>	
b.	Workmen's compensation			<i>Full powers</i>	
c.	Pension / Family pension / Gratuity / Leave encashment to retired employees / NPS / other terminal benefits in accordance with rules including CMPF / CMPS / CPRMSE-NE / CMRMSE / Settlement Allowance-NE/ EDCPS etc. for Executives and Non-Executives.			<i>Full powers</i>	
d.	Leave Encashment for on-roll employees			<i>Full powers</i>	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
vii.	Accept fitness certificate to join duty after leave on medical/ sick ground			Full powers	
viii.	Approve tour programme			Full powers	
ix.	Sanction continuous halt in excess of prescribed limit for drawal of full DA.			Full powers	
x	Allow travel by Rail/ Air in a class higher than entitled and by a route other than the shortest or cheapest for exigencies of work.			Full powers	
xi.	Allow stay at hotel in a class higher than entitled for exigencies of work.			Full powers	
xii.	Waive producing of money receipt, ticket no. etc., for TA/LTC			Full powers	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
xiii.	Waive time limit for submission of all types of personnel claims			Full powers	
xiv.	Accept cancellation charges on Rail/ Air tickets in case of journeys on tour/ LTC/ transfer for exigencies of work			Full powers	
xv.	Sanction of subsistence allowance				As per the extant rules.
xvi.	Purchase general/ technical/ professional books/ periodicals/ magazines/ journals including soft copies & newspapers etc.			Full powers	
xvii.	Depute any employee of the Company to workshops, seminars, training programmes, etc.			Full powers Foreign programmes to be sanctioned by CMD,CIL	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
12	Legal Matters :-				
i.	Reimbursement of legal and incidental expenses incurred in cases arising out of the official duties of the employees for attending legal cases.			Full powers	
ii.	Appoint Arbitrators on behalf of the company in case of any disputes with suppliers/ contractors etc.			Full powers	
13	Personnel and Welfare measures :-				
i.	Creation of Posts				
	<i>(a) For Executives</i>	Full Powers to CIL Board			
	<i>(b) For Non-Executives</i>	Full Powers to CIL / Subsidiary Board			
ii.	Executives :-				
	<i>(a) Appointment</i>			Full powers to CMD, CIL on recommendation of the Selection Committee.	
	<i>(b) Formation of Committee for selection of executives for E-7 Grade and above.</i>			Full powers to CMD, CIL	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
	<i>(d) Power of award and prizes to executives</i>			<i>Full powers including on occasions like Foundation Day, May Day, Hindi Divas Day, etc.</i>	
	<i>(e) Power of transfer of executives</i>		<i>Inter – company transfers : Full powers to CFDs,CIL</i>	<i>Within Company Transfers : Full powers</i> <i>Inter-departmental transfers : Full powers</i>	
	<i>(f) Power of deputation on special or specific duties and accepting Resignation</i>			<i>Full powers to CMD,CIL</i>	
iii.	Approval for compassionate employment to dependents of deceased executives			<i>Full powers</i>	
iv.	Termination / compulsory retirement / voluntary retirement / demotion / compulsory proceeding on leave in accordance with rules for executives			<i>Full powers</i>	
v.	Suspension or taking disciplinary action or award punishment / termination of services for executives	<i>As per CIL CDA Rules, 1978</i>			

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
14	Consultants : -				
i.	Appointment of Consultants		<i>Full powers</i> in each case for Individual / Company / Partnership firm / LLP	<i>Upto ₹50 lakhs</i> in each case for Company / Partnership firms / LLPs	<i>Refer Annexure-V</i>
15	Land Matters :-				
i.	<p>Land compensation including:-</p> <p>(i). Compensation of Tenancy Land acquired under any mode, Govt land Compensation and NPV, <i>penal</i> NPV, cost of Compensatory Afforestation (CA), <i>penal</i> CA, miscellaneous cost as demanded by respective State Government for procedure of Forestry Clearance.</p> <p>(ii). Cost of R&R as per State Policy/RFCTLARR Act 2013/ CIL Policy Central/ State Govt Circulars</p>			<p>(i) CMDs of Subsidiaries – Full powers if quantum of land is as per the PR and value of land is as per extant Acts, Rules and prevalent rates.</p> <p>(ii) Full powers</p>	<p>Other than point (i), the following powers are delegated</p> <p>a. CMDs of CIL/Subsidiaries – Upto ₹20.00 Crores – Full powers</p> <p>b. CFDs of CIL/Subsidiaries – Beyond ₹20.00 Crores upto ₹100.00 Crores – Full powers</p> <p>c. CIL/Subsidiaries Board – Beyond ₹100.00 Crores – Full powers</p>
ii.	License / lease Company's Land	<i>As per approved policy</i>	<i>As per approved policy</i>	<i>As per approved policy</i>	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
16	Miscellaneous :-				
i.	<p>a. Purchase of accessories / spare parts for computers, laptops and other peripherals and software licence etc. other than those under the approved scheme if not available in GeM portal</p> <p><i>[To be dealt as per provisions of Purchase Manual]</i></p> <p>b. Repairing of computers, laptops, printers and other equipment and if not available in GeM portal</p> <p><i>[To be dealt as per extant guidelines and manuals]</i></p>		<i>Full powers</i>	<i>Upto ₹5 Crores per annum</i>	
ii.	<p>Incurring expenses of contingent nature on meetings, conferences, workshops, knowledge day, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc.</p>			<i>Full powers</i>	

Sl. No.	Item	CIL / Subsidiary Board	Committee of FDs (CFDs)	CMD, CIL / Subsidiary	Remarks
iii.	Incurring expenses of contingent nature for production and other items		Full Powers	Upto ₹ 5 Crores in each case with a ceiling of ₹25 Crores in a year.	
iv.	Incurring expenses on entertainment for official purposes		Upto ₹2 lakhs in each case, subject to a limit of ₹1 Crore per annum	Upto ₹ 1 lakh in each case, subject to a limit of ₹50 lakhs per annum	
v.	Approval for Grants & Donations		Full powers	Upto ₹2.00 lac in each case, subject to a limit of ₹50 lakhs p.a	
vi.	Sanction Financial Assistance /Grant-in-Aid to Colliery Institutions such as Canteen, Workers Institute, Recreation Club /Centre, Educational Institutions and other Social Service Institutions as per prevailing rules within the State/Coalfield Areas/HQ region		Full powers	Upto Rs.5 lakhs in each case subject to a limit of Rs.1 Crore per annum	

N.B:

1. Area GMs / Heads of Establishments are authorized to exercise the same powers as delegated to GMs/HODs of CIL/Subsidiaries.
2. CFDs are authorised to delegate the powers of Area GMs/ GMs/ Heads of Establishments to other HODs, if deemed fit.

DOP of CFDs, Chairman & FDs of CIL on Procurement of Goods and Award of Works & Services	Annexure-I
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(Amount in ₹ Crores – rounded off)

Item of Procurement	Committee of Functional Directors (CFDs)	Chairman, CIL	Functional Directors (FDs)	Executive Directors (EDs)	General Manager /HODs
1. Open tender					
a. Lowest tender					
i. Capital exp for goods	1,000.00	50.00	37.50	17.50	12.50
ii. Capital exp for works & services	1,000.00	20.00	15.00	7.00	5.00
iii. Revenue exp for goods	Full Powers	25.00	18.75	8.75	6.25
iv. Revenue exp for works & services		20.00	15.00	7.00	5.00
b. Resultant Single Tender	25% of DOP				
2. Single Tender for proprietary items					
i. Capital exp for goods	200.00	20.00	15.00	7.00	5.00
ii. Capital exp for works & services	100.00	5.00	3.75	1.75	1.25
iii. Revenue exp for goods	100.00	5.00	3.75	1.75	1.25
iv. Revenue exp for works & services	100.00	5.00	3.75	1.75	1.25
3. Single Tender for non-proprietary items and on nomination basis (except for appointment of consultants)					
i. Capital exp for goods	25.00	5.00	3.75	1.75	1.25
ii. Capital exp for works & services	20.00	5.00	3.75	1.75	1.25
iii. Revenue exp for goods	20.00	5.00	3.75	1.75	1.25
iv. Revenue exp for works & services	20.00	5.00	3.75	1.75	1.25
4. Limited tender					
i. Capital exp for goods	100.00	25.00	18.75	8.75	6.25
ii. Capital exp for works & services	75.00	10.00	7.50	3.50	2.50
iii. Revenue exp for goods	75.00	12.50	9.50	4.50	3.25
iv. Revenue exp for works & services	75.00	10.00	7.50	3.50	2.50
Resultant Single Tender	25% of DOP				
5. Award of work on Advance / Deposit basis (subject to the underlying condition that no cost escalation is allowed on such job)					
i. Central/ State Government authorities / bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.	-	Full powers	-	-	-
ii. Other than above	Full powers	20.00	-	-	-

Notes:-

1. <i>In case of Revenue expenditure bundled with Capital expenditure, the Delegation of Power relevant to Capital expenditure would apply. Example:- Sourcing of spares under AMC/CMC along with Capital equipment whether delivery is immediate or not.</i>
2. <i>In case of Resultant Single Tender, the following points must be ensured:-</i> <ul style="list-style-type: none"><i>a. No splitting of the contract will be allowed</i><i>b. The reasons for the same are to be recorded in writing</i><i>c. The NIT was satisfactorily advertised and sufficient time was given for submission of bids.</i><i>d. The qualification criteria were not unduly restrictive , and</i><i>e. Prices are reasonable in comparison to market value.</i>
3. <i>In case of purchase from OEM at the time of purchase, efforts should be made to obtain upfront a list of original parts manufacturer/proven source as recommended by OEM. In case of existing equipment, a similar declaration/authorization may be obtained.</i>
4. <i>In case of Limited Tender for Procurement of goods and award of work & services, the following points must be ensured:-</i> <ul style="list-style-type: none"><i>a. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify more number of approved suppliers to obtain more responsive bids on competitive basis.</i><i>b. Copies of the bidding document should be sent directly by speed post / registered post / courier / email / e-portal / GeM to firms which are borne on the list of registered suppliers. Proof of delivery of the bidding document must be obtained.</i><i>c. Sufficient reasons to go for such limited tender must be recorded in writing by the competent authority.</i><i>d. Empanellement of suppliers and Limited Tender Enquiry from such empanelled suppliers must be encouraged.</i>
5. <i>For Single Tender (Without Proprietary Article Certificate) / On Nomination Basis : Approval of Director Concerned of CIL/Subsidiary should be obtained.</i>
6. <i>Powers for procurement of goods and award of works and services have been delegated upto the level of GMs/HODs</i>

DOP of ESC, CFDs, CMD & Other Executives of Subsidiaries on Procurement of Goods and Award of Works & Services	Annexure-II
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(Amount in ₹ Crores – rounded off)

Item of Procurement	Committee of Functional Directors (CFDs)	CMDs, Subsidiaries	Functional Directors (FDs)	General Manager / HODs
<u>1. Open tender</u>				
<u>a. Lowest tender</u>				
i. Capital exp for goods	750.00	37.50	18.75	9.50
ii. Capital exp for works & services	750.00	15.00	7.50	3.75
iii. Revenue exp for goods	Full Powers	18.75	9.50	4.75
iv. Revenue exp for works & services		15.00	7.50	3.75
<u>b. Resultant Single Tender</u>	25% of DOP			
<u>2. Single Tender for proprietary items</u>				
i. Capital exp for goods	150.00	15.00	7.50	3.75
ii. Capital exp for works & services	75.00	3.75	2.00	1.00
iii. Revenue exp for goods	75.00	3.75	2.00	1.00
iv. Revenue exp for works & services	75.00	3.75	2.00	1.00
<u>3. Single Tender for non-proprietary items and on nomination basis (except for appointment of consultants)</u>				
i. Capital exp for goods	20.00	3.75	2.00	1.00
ii. Capital exp for works & services	15.00	3.75	2.00	1.00
iii. Revenue exp for goods	15.00	3.75	2.00	1.00
iv. Revenue exp for works & services	15.00	3.75	2.00	1.00
<u>4. Limited tender</u>				
i. Capital exp for goods	75.00	18.75	9.50	4.75
ii. Capital exp for works & services	60.00	7.50	3.75	2.00
iii. Revenue exp for goods	60.00	9.50	4.75	2.50
iv. Revenue exp for works & services	60.00	7.50	3.75	2.00
<u>Resultant Single Tender</u>	25% of DOP			
<u>5. Award of work on Advance / Deposit basis (subject to the underlying condition that no cost escalation is allowed on such job)</u>				
i. Central/ State Government authorities /bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.	-	Full powers	-	-
ii. Other than above	Full powers	15.00	-	-

Notes:-

*** For areas having annual production in excess of 20 MT, Area GMs are authorised to exercise their delegated powers for procurement of goods and award of work and services for both capital and revenue items upto 1.50 times their delegated powers.**

**** For projects having annual production in excess of 10 MT, Project Officers are authorised to exercise their delegated powers for procurement of goods and award of work and services for both capital and revenue items upto 1.50 times their delegated powers.**

1. In case of Revenue expenditure bundled with Capital expenditure, the Delegation of Power relevant to Capital expenditure would apply. Example:- Sourcing of spares under AMC/CMC along with Capital equipment whether delivery is immediate or not.

2. In case of Resultant Single Tender, the following points must be ensured:-

- a. No splitting of the contract will be allowed
- b. The reasons for the same are to be recorded in writing
- c. The NIT was satisfactorily advertised and sufficient time was given for submission of bids.
- d. The qualification criteria were not unduly restrictive , and
- e. Prices are reasonable in comparison to market value.

3. In case of purchase from OEM at the time of purchase, efforts should be made to obtain upfront a list of original parts manufacturer/proven source as recommended by OEM. In case of existing equipment, a similar declaration/authorization may be obtained.

4. In case of Limited Tender for Procurement of goods and award of work & services, the following points must be ensured:-

- a. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify more number of approved suppliers to obtain more responsive bids on competitive basis.
- b. Copies of the bidding document should be sent directly by speed post / registered post / courier / email / e-portal / GeM to firms which are borne on the list of registered suppliers. Proof of delivery of the bidding document must be obtained.
- c. Sufficient reasons to go for such limited tender must be recorded in writing by the competent authority.
- d. Empanellement of suppliers and Limited Tender Enquiry from such empanelled suppliers must be encouraged.

5. For Single Tender (Without Proprietary Article Certificate) / On Nomination Basis : Approval of Director Concerned of CIL/Subsidiary should be obtained.

6. Powers for procurement of goods and award of works and services have been delegated upto the level of GMs/HODs

(Amount in ₹ Crores – rounded off)

Indent for procurement of Goods	Functional Directors (FDs) of CIL/ Subsidiaries	Area General Managers of Subsidiaries *	Project Officers of Subsidiaries	GMs/HODs of CIL/ Subsidiaries
Revenue Items	Full powers	1.00	0.25	0.25
Capital Items	Full powers *	0.20	0.10	0.10

(Amount in ₹ Crores – rounded off)

Estimate for award of Works & Services	CMD CIL/ Subsidiaries & Functional Directors (FDs) of CIL	Functional Directors (FDs) of Subsidiaries	Area General Managers of Subsidiaries	Project Officers of Subsidiaries	EDs/GMs/ HODs of CIL/Subsidiari es
Revenue Items	Full Powers	15.00	2.00	0.50	0.50
Capital Items	Full Powers	15.00	0.20	0.10	0.10

Notes to Annexure-III & IV

1. This DOP for approval of Estimates for Capital & Revenue Works & Services includes the power of **administrative approval** also.

2. The **Tender approving/accepting authority** for award shall be as per Annexure-I & II and Sl. No. 3 & 4 of the following notes irrespective of the estimate approving authority.

3. Procurement of Goods :-

a) For Centralised Procurement of Capital & Revenue items / goods, approval of indent / requirement is to be obtained from concerned Functional Director, CIL / Subsidiaries as the case may be.

b) For Decentralised Procurement of Capital & Revenue items/Goods, approval of indent / requirement is to be obtained from Area GM / Project Officers/ GMs/HODs as per the DOP.

c) DoP for approving the procurement for both capital and revenue items/goods would not be operated below the level of GM(MM)/ HOD (MM) at CIL/Subsidiaries or administrative HOD of Materials Management function at Areas/ Central/Regional Stores, Workshops / Hospitals etc

4. Award of Works & Services :-

a) Sanction for Capital as well as Revenue Works/Services is to be obtained from Project Officer (or Sub Area Manager) / Area General Manager / GM /HOD / Concerned FD / CMD of CIL / Subsidiaries as the case may be. In case the item exists in projected Capital / Revenue Budget, no further sanction to undertake the job is required.

b) DoP for approving the award of Capital as well as Revenue work /services would not be operated below the level of HOD of respective departments or administrative HOD at CIL or Subsidiary HQ/Areas/Project/ Central/Regional Stores, Workshops / Hospitals etc.

Guidelines for Appointment of Consultants

Annexure-V

1. *These Guidelines shall include the appointment of entities as :*
 - i. *Technical Experts*
 - ii. *Auditors (except Statutory Auditors who are appointed by C&AG)*
 - iii. *Stock Verification Consultants*
 - iv. *Lawyers*
 - v. *Consultant for Company Secretarial matters*
 - vi. *Management Consultants*
 - vii. *Tax Consultants*
 - viii. *Company law consultants*
 - ix. *Any other consultants as may be decided by the competent authority.*
2. *These guidelines shall not apply to full time/part time advisors for which appropriate guidelines have already been framed by the Company.*
3. *Efforts should be taken to design the eligibility criteria in such a manner that Indian consultancy firms are given priority over foreign counterparts.*
4. *International experience should be given preference in cases only when the Indian firm/Company is a subsidiary/associate/JV of the concerned foreign body. Care should be taken for such cases where Indian companies having similar names as of the foreign body having no or very less experience may take advantage.*
5. *The remuneration structure of the consultants must be framed before the appointment process is floated and the same must not be based on L1 criteria. It is important for the company to appoint good quality consultants and payment of reasonable remuneration will result in the appointment of quality consultants.*
6. *At least 33–50% points should be given for the presentation to be made by the consultants to be appointed before the appropriate Committee in respect of :*
 - i. *Infrastructure of Office*
 - ii. *Software / Hardware usage*
 - iii. *Approach towards the concerned job*
 - iv. *Proposed strategy and its implementation*
 - v. *Detailed scope and understanding of the assignment.*
7. *While appointing, it must be made clear to the appointees that they are to remain accountable for their Report and Advice in all cases and shall give appropriate affidavit / declaration to the Company before taking the assignment.*
8. *The appointed Consultant while accepting the assignment must specify the team members and must ensure in writing that at least 10% man–hours required for the assignment shall be devoted by the senior consultant/partner of the firm in letter and spirit. It is also important to ensure that such senior consultant/partner authenticate the report and is present during the time of presentation of final report.*
9. *The appointment procedure shall generally be by way of open tender (Fee and selection criteria is to be pre–determined) except in cases of urgency when limited tender may be floated. Even in cases of such urgency, it shall be mandatory to publish the requirement adequately in advance in the CIL e–tender website/ eprocure.gov.in/ GEM portal.*

10. The requirement of open tender shall not apply to Institutions of National repute like IITs, IIMs, ISM, ICAI, ICSI, ICMAI and similar bodies established under an Act of Parliament / Institutes of national or international repute and likewise as recorded in writing by the appointing authority.

11. While appointing consultants, no preference of location or proximity to be given except in special cases where the same is justified and that too after proper justification and approval by the competent authority.

12. The appointment of Consultants must adhere to the following limits :

- i. Committee of Functional Directors headed by CMD : Full powers for Individual/Company/Partnership Firm/LLP
- ii. Chairman / CMD : Upto ₹50 lakhs in each case for Company/Partnership Firm/LLP
- iv. Functional Directors for respective functions : Upto ₹25 lakhs in each case for Company/Partnership Firm/LLP
- v. Executive Directors for respective functions : upto ₹10 lakhs in each case for Company/Partnership Firm/LLP
- vi. GM for respective functions : upto ₹5 lakhs in each case for Company/Partnership Firm/LLP

Second engagement of the same person/entity will be subject to the approval of next higher level, in case appointment is made within a period of 12 months.

The above limits are same for both CIL and its Subsidiaries.

13. While determining terms of appointment for specific assignments / jobs an expert committee can be constituted by the next hierarchy level together with equal number of external experts in the respective field so that the eligibility criteria, scope of assignment, reporting requirement, working papers and documentation and fees and remuneration may be decided.

14. The competent authority may appoint a consultant without inviting any bid based on expertise/reputation of specific person /entity which may be brought on record. The delegated power in this regard for appointment on nomination basis is limited to 50% of delegated power as above.

The reason for appointment on nomination basis will be recorded in writing.

Notes to Revised DOP	
1. DOP is to be exercised under the broad framework of all Rules, Manuals, Policies & Guidelines. In case of incongruity , the latter shall prevail over this DOP.	
2. This DOP is for CIL and its Subsidiaries .	
3. Financial powers can be exercised by officials as stipulated in the DOP and can not be sub-delegated.	
4. In between the Board Meetings , CMD, CIL/Subsidiaries along with two Functional Directors, preferably one of whom is the Director (Finance), may within the ambit of operational necessity and efficiency, assume full powers of the Board provided that a Report is made to the Board soon after the ex-post-facto approval obtained wherever necessary.	
5. Empowered Sub-Committee of CIL can approve new projects upto ₹500 Crores . In case of projects above ₹500 Crores , the Project Report would be submitted to the Board with the recommendation of ESC. The Empowered Sub-Committee will consist of following members and they work within the above Delegation of Power. (1) Chairman, CIL (2) Director (Finance) (3) Director (Technical) (4) JS&FA (5) Four Independent Directors, one having Financial background (6) CMD, CMPDI as Permanent Invitee and (7) CMDs of concerned subsidiaries whose project would be invited as Special Invitees.	
Approved Project Reports act as an administrative approval. Approval of the competent authority is to be obtained for procurements made beyond the approved Project Reports.	
6. Functional Directors of Subsidiaries are authorised to exercise around 50% of the powers of CMDs of Subsidiaries on procurement of Goods and Award of Works & Services (subject to rounding off) .	
7. Any proposal beyond the powers of concerned authority be referred to the next higher authority	
8. Irrespective of Grade, executives can exercise higher powers as per their job-profile, if they are acting as such.	
9. All policies are to be reviewed once in five (5) years.Till the existing Policies are reviewed, the same may be continued.	
10. For according approval to CSR projects ,DoP as per CSR policy of CIL shall be applicable.	
11. DOP of CIAL Board & CMD,CIAL as amended by the competent authority from time to time shall continue	
12. Existing DoP for R&D Board and Apex Committee as amended by the competent authority from time to time shall continue.	
13. All financial limits stated in the DOP are excluding applicable taxes .	
14. CFDs of CIL/Subsidiaries are authorised to :	
i. Approve change in the technology in the Project Report ii. Approve upto 20% of total project cost as approved by the Board to expedite implementation of projects. However, it should be within the financial limit permitted by DPE.	
15. Committee of Functional Directors (CFDs) of CIL is empowered to approve Project Report with a capital investment upto Rs. 250 Crores	
16. Committee of Functional Directors (CFDs) of CIL/Subsidiaries be and is hereby authorised for re-appropriation of head-wise CAPEX from one head to another or within the same head subject to total capital provision of PR is not exceeded.	
17. Committee of Functional Directors (CFDs) of CIL is authorised to make minor modification(s) in the Revised DOP with subsequent intimation to CIL Board.	

General Guidelines on Revised DOP

- 1. Delegation of Powers is an effective instrument for expeditious decision making and efficient management.*
- 2. The delegation is made keeping in view the objectives of the company and its accountability to the Government. The Board of Directors of the Company shall be entitled to exercise all such powers and to do all such acts and things as the company is authorised to exercise and do. Hence any proposal which are beyond the delegated powers be placed to the Board for its consideration.*
- 3. Certain guidelines are issued by the Government from time to time and they are applicable to all public sector undertaking and have the same force as if incorporated in the Articles of Association. All delegated powers are circumscribed by these guidelines. In particular, the guidelines issued by the Government are binding in matters like wage and salary structure, perquisites, gratuity, dearness allowance, ex-gratia payments, encashment of leave, etc, which have major financial implications. Any departure from these guidelines or introduction of new schemes have necessarily to be got approved by the Government as they might have repercussions in other companies.*
- 4. It is an accepted principle in the administration of public funds that in all decisions involving financial implications or which entail departure from an agreed norm, the prior concurrence of the Finance shall be obtained. Financial concurrence can be at different levels, at the colliery, in the area, in the company or at the apex, as the case may be.*
- 5. The delegated powers shall be exercised in line with the established procedures.*
- 6. CIL as the holding company is responsible for policies, planning and co-ordination while the subsidiary companies are responsible for all operations. Hence, the decision of the Boards of the subsidiary companies in exercise of their powers shall be final. If in exceptional cases, the CMD, CIL for good and sufficient reasons, considers that a review is necessary for uniformity in all subsidiary companies or otherwise he may place any decisions of the subsidiary companies' Boards for review by CIL Board and the decision of the CIL Board shall be final.*
- 7. The powers in regard to amendment of Articles of Associations, change in share capital, floating of shares and debentures and other company matters are reserved for Government.*



ENCLOSURE-II

DELEGATION OF POWERS OF FUNCTIONAL DIRECTORS, CVO, EDs, GMs/HODs OF COAL INDIA LIMITED

Revised DOP of FDs, CVO, ED & GMs/HODs of CIL									ENCLOSURE-II
Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
1	Financial Matters (for depts and estb. under administrative control) :-								
i.	Capital / Revenue Expenditure in excess or savings of sanctioned estimates / Deviation in estimates	Upto 10% of total cost : Same as Tender Approving Authority limited to CMD CIL & DT,CIL for NEC Beyond 10% of total cost : One step higher limited to Committee of FDs of CIL							
ii.	Foreclosure/ termination and cancellation of Capital / Revenue Contracts including purchase orders	Capital Contracts : Same as Tender Approving Authority limited to Committee of FDs of CIL Revenue Contracts : Same as Tender Approving Authority limited to Committee of FDs of CIL							
iii.	Sanction for Statutory Payments	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
iv.	Sanction for payment of fines and penalties imposed by Statutory Authorities	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded and subsequent information to Board.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded and subsequent information to Board.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded and subsequent information to Board.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded and subsequent information to Board.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded and subsequent information to Board.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded and subsequent information to Board.	-	-
v.	Advance/deposit against work (subject to the underlying condition that no cost escalation is allowed on such job):-								
a.	Central/ State Government authorities /bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.	Upto ₹ 5 Crores in each case	Upto ₹ 5 Crores in each case	Upto ₹ 5 Crores in each case	Upto ₹ 5 Crores in each case	Upto ₹ 5 Crores in each case	Upto ₹ 5 Crores in each case	Upto ₹ 10 lakhs in each case	Upto ₹ 10 lakhs in each case

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
	b. Other than above	Upto ₹5 lakhs in each case	-	-	-	-	-	Upto ₹ 50000 in each case	Upto ₹ 50000 in each case
	vi. Financial concurrence and to fix the level of concurrence in regard to the quantum of expenditure involved	-	Full powers	-	-	-	-	-	-
	vii. Concur proposal and render financial advice in all matters and transactions having financial impact	-	Full powers	-	-	-	-	-	-
	viii. Payment of :-	Full powers	-	Full powers	-	-	-	-	-
	(i). Demurrage and claims including penalties								
	(ii). Staff salary, staff cost, land licence fee, electricity charges, loco hire charges and various miscellaneous claims of railways								
2	Capital Works :-								
	i. New projects / schemes included in the approved budget but Project Report / Scheme is yet to be approved .	Upto ₹75 crores in each case	Upto ₹75 crores in each case	Upto ₹75 crores in each case	Upto ₹75 crores in each case	Upto ₹75 crores in each case	-	-	-
	ii. Capital expenditure in anticipation of inclusion in the budget	Upto ₹4 crores in each case	Upto ₹4 crores in each case	Upto ₹4 crores in each case	Upto ₹4 crores in each case	Upto ₹4 crores in each case	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
3	Procurement of Goods and Award of Works & Services (Capital & Revenue) :- <i>Annexure-I</i>								
4	Sanction of Estimates / Indents for Procurement of goods / works / services :-								
	i. Sanction of Indents for Procurement of goods - <i>Annexure III</i>								
	ii. Sanction of Estimates for Award of works & services - <i>Annexure IV</i>								
5	Award of Work to CMPDI on nomination basis	Full powers	-	-	-	-	-	-	-
6	Other than pre-mature Survey off buildings / railway sidings & corridors/ other mining infrastructure/ office furniture / fixtures/ equipment / vehicles / aircraft / plant & machinery / telecomm equipment / other assets pertaining to the respective Directorate	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Upto ₹2 Crore per annum	Upto ₹1 Crore per annum
7	Sale & disposal of Assets / Scrap, Write-off and Survey off (For respective depts and estb. under administrative control) :-								
	i. Sale / disposal of any acquired moveable property including scrap as per the Rules / Policies/ Guidelines framed by CIL/Gol from time to time	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹5 Crores per annum	Upto ₹1 Crore per annum	Upto ₹50 lakhs per annum
	ii. Survey Off (other than pre-mature)	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Upto ₹2 Crore per annum	Upto ₹1 Crore per annum

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
iii.	Sale of Newspapers / other P.R. materials	-	-	-	-	-	-	-	Full powers
8	Supply Orders against Rate / Running Contracts and Depot Agreements provided the requirements and Price-list are approved by the competent authority	-	-	-	-	-	-	-	Full Powers to GM (MM) of CIL
9	Marketing Matters :-								
i.	Long term linkage of coal demand as per policy guidelines of MoC.	-	-	Full powers	-	-	-	-	-
ii.	Short term allocation to core/non-core consumers as per policy guidelines of the company	-	-	Full powers	-	-	-	-	-
iii.	Coal Supply Agreement as per policy guidelines of the company	-	-	Full powers	-	-	-	-	-
iv.	Lay down policy, procedure, system and commercial terms for sale of coal/coke and other coal products produced by CIL & its subsidiary coal companies and/or sourced through import as per guidelines of the company	-	-	Full powers	-	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
v.	Approve sale scheme for stock liquidation or sales promotion as per guidelines of the company	-	-	Full powers	-	-	-	-	-
vi.	Approve/accord priority for supply coal/coke and other coal products on short term basis in the event of exigencies as per policy guidelines of the company	-	-	Full powers	-	-	-	-	-
vii.	Initiate action for verification and measurement of quantity of coal/coke and other coal products lying at stockyards, coal blending and handling plants for the purpose of disposal or adjustment/write off in respect of valuation of stock as per policy guidelines of the company	Full powers	-	Full powers	-	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
viii.	Initiate action for verification and measurement of quality of coal products lying in stock in colliery of CIL and its subsidiary coal companies for the purpose of quality assurance to the consumers	Full powers	-	Full powers	-	-	-	-	-
ix.	Sale of coal/coke & coal products produced by CIL and its subsidiary coal companies through Regional Sales Offices, CIL as per policy guidelines of the company	-	-	Full powers	-	-	-	--	-
x.	Award contract for loading, unloading, transportation and other works connected with operating stockyards, sale centres, etc.	Full powers	-	Full powers	-	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
xi.	Call and accept tender of appointment of retailers, dealers, traders etc at and around consumption centres in terms of approved sale schemes of CIL	-	-	Full powers	-	-	-	-	-
xii.	Approve long term marketing plan, short term off-take/ sales plan, annual sales budget etc., as per policy guidelines of the company	-	-	Full powers	-	-	-	-	-
xiii.	Approve plan for creation of infrastructure like railway siding, coal handling plant, coal beneficiation plant relating to loading or delivery of coal in respect of CIL and its subsidiary coal companies.	-	-	Full powers	-	-	-	-	-
xiv.	Approve/sanction expenditure on collection and analysis of coal sampling and other material relating to quality assurance programme.	-	-	Full powers	-	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
10	Settlement of Disputes as per Policy / Guidelines	Full powers in respect of supplies / contracts for which he is the sanctioning authority	Full powers in respect of supplies / contracts for which he is the sanctioning authority	Full powers in respect of supplies / contracts for which he is the sanctioning authority	Full powers in respect of supplies / contracts for which he is the sanctioning authority	Full powers in respect of supplies / contracts for which he is the sanctioning authority	Full powers in respect of supplies / contracts for which he is the sanctioning authority	-	-
11	Establishment Matters (for employees working under dept. and estb. of respective directorates):-								
	i. Sanction for all kinds of leave (excluding study leave) as per rules	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
	ii. Sanction of all types of Loans & Advances to employees	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
	iii. Sanction of all types of employee allowances as per rules	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
	iv. Reimbursement of Medical Expenditure as per rules	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
v.	Sanction:								
a.	Overtime	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	
b.	Workmen's compensation	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	For Executives – Full powers to HOD(P/EE), CIL For Non-Executives – Full powers to HOD(MP&IR), CIL	
c.	Pension / Family pension / Gratuity / Leave encashment to retired employees / NPS / other terminal benefits in accordance with rules including CMPF / CMPS / CPRMSE-NE / CMMRSE / Settlement Allowance-NE/ EDCPS etc. for Executives and Non-Executives.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full Powers to HOD (PRB Cell), CIL.	
d.	Leave Encashment for on-roll employees	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	For Executives – Full powers to HOD(P/EE), CIL For Non-Executives – Full powers to HOD(MP&IR), CIL	

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
vi.	Accept fitness certificate to join duty after leave on medical/ sick ground (including self)	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
vii.	Approve Tour Programme	Full powers (including self - under intimation to Chairman, CIL)	Full powers (including self - under intimation to Chairman, CIL)	Full powers (including self - under intimation to Chairman, CIL)	Full powers (including self - under intimation to Chairman, CIL)	Full powers (including self - under intimation to Chairman, CIL)	Full powers (including self - under intimation to Chairman, CIL)	Full powers (for self – approval to be taken from concerned FD)	Full powers (for self – approval to be taken from concerned ED/FD)
viii.	Sanction continuous halt in excess of prescribed limit for drawal of full DA.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers upto 45 days	Full powers upto 30 days
ix.	Allow travel by Rail/ Air in a class higher than entitled and by a route other than the shortest or cheapest for exigencies of work.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
x.	Allow stay at hotel in a class higher than entitled for exigencies of work.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
xi.	Waive producing of money receipt, ticket no. etc., for TA/LTC (including self)	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
xii.	Waive time limit for submission of all types of personnel claims – upto 3 years (including self)	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers upto a period of 2 years	Full powers upto a period of 1 year
xiii.	Accept cancellation charges on Rail/ Air tickets in case of journeys on tour/ LTC/ transfer for exigencies of work (including self)	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers (for self – approval to be taken from concerned FD)	Full powers (for self – approval to be taken from concerned FD)

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
xiv.	Purchase general/ technical/ professional books/ periodicals/ magazines/ journals including soft copies & newspapers etc.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹2.00 lakhs in each case subject to a limit of ₹20 lakhs p.a.	Upto ₹50,000/- in each case subject to a limit of ₹5 lakhs p.a.	Upto ₹25,000/- in each case subject to a limit of ₹2.50 lakhs p.a.
xv.	Sanction liveries /uniform to non-executives as per entitlement	-	-	-	-	-	-	-	Full powers to GM/HOD(Admin)
xvi.	Sanction for payment of HRA to executives	-	-	-	-	-	-	-	For own accomodation - full powers to GM (P/EE), For rented accommodation - full powers to GM (P/EE) with approval of concerned Director Full powers to GM/HOD CIL Delhi for executives posted in CIL Delhi Office
xvii.	Sanction expenditure and approve advance in connection with JBCCI and its sub-committee meetings including sanction TA/DA to Union representatives in JBCCI	-	-	-	-	-	-	-	Full powers to GM (MP&IR)
xviii.	Sanction of other welfare activities	-	-	-	Full powers	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
12	Legal Matters (for depts and estb. under administrative control) :-								
i.	Engage Advocates from among the approved panel to represent the Company before courts, Arbitrators/judicial, quasi-judicial authorities, etc. Empanelment is to be reviewed annually	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
ii.	Reimbursement of legal and incidental expenses incurred in cases arising out of the official duties of the employees for attending legal cases.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
iii.	Approve engagement of advocates including senior engagements other than those on the panel including their fee and terms and conditions in special circumstances.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
iv.	Pleading, memo of appeals, vakalatnamas etc., power to sign and pay fee to lawyers and incur other expenses, issue notices, make references before Tribunal, Tax Authorities etc. including execution of documents, to submit affidavits, evidence and other papers and requirements in the interest of the Company.	-	-	-	-	-	-	-	Full powers to GM/HOD(Legal)
v.	Approve legal bills for payment as per the approved rates. Rates are to be reviewed periodically	-	-	-	-	-	-	Full powers for respective departments	Full powers for respective departments
13	Personnel Matters :-								
<i>i.</i>	Constitute Departmental Promotion Committee and to approve the recommendations of the DPC and fix pay on such promotion.								
a.	For executives upto E6 grade and all non-executives	-	-	-	Full powers	-	-	-	-
b.	For executives of E7 grade and above (below Board level)	-	-	-	Full powers with the approval of Chairman,CIL	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
ii.	Constitute Selection Committee for recruitment and fix pay on such recruitment.								
a.	For executives upto E6 grade and all non-executives	-	-	-	Full powers	-	-	-	-
b.	For executives of E7 grade and above (below Board level)	-	-	-	Full powers with the approval of Chairman,CIL	-	-	-	-
iii.	Determining seniority for employees								
a.	For executives upto E7 grade and all non-executives	-	-	-	Full powers	-	-	-	-
b.	For executives of E8 grade and above (below Board level)	-	-	-	Full powers with the approval of Chairman,CIL	-	-	-	-
iv.	Approval of recruitment processes and procedures	-	-	-	Full powers	-	-	-	-
v.	Confirmation of executives on completion of initial training or probation period on promotion.	-	-	-	Full powers	-	-	-	-
vi.	Inter-departmental transfer of executives and non-executives	Full powers for the respective Directorates	Full powers for the respective Directorates	Full powers for the respective Directorates	Full powers for the respective Directorates	Full powers for the respective Directorates	Full powers for the respective Departments	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
vii.	Inter-company transfer of non-executives	-	-	-	Full powers	-	-	-	-
viii.	Select/ appoint/ promote/ non-executives on the basis of recommendation of Selection Committee/ DPC as per Rules.	-	-	-	Full powers on recommendation of the Selection Committee.	-	-	-	-
ix.	Fix pay for Non-executive cadres	-	-	-	-	-	-	-	Full powers to GM(MP&IR)
x.	Termination / compulsory retirement / voluntary retirement / demotion / compulsory proceeding on leave / suspension or taking disciplinary action or award punishment / termination of services for non-executives in accordance with rules for non-executives	As per Certified Standing Orders							
xi.	Confirmation of non-Executives on completion of initial training or probation period on promotion / accepting resignation.	-	-	-	Full powers	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
xii.	Award & prizes to non-executives	-	-	-	Full powers on recommendations of concerned FDs/CVO	-	-	-	-
xiii.	Authorize settlement of Labour disputes by conciliation in respect of all employees in the Wage Board scales of pay.	-	-	-	Full powers with consultation of Chairman	-	-	-	-
xiv.	Approval for employment under NCWA	Full powers for NEC with posting.	-	-	Full powers	-	-	-	-
xv.	Approval of change of home town of the employees	-	-	-	Full powers for executives	-	-	-	Full powers to GM(MP&IR) for non-executives
xvi.	Appointment of Wage Board Employees as per procedures	Full powers for NEC	-	-	Full powers for other than NEC	-	-	-	-
xvii.	Forward application for outside employment	-	-	-	-	-	-	-	Full powers to GM(P/EE) for executives
									Full powers to GM(MP&IR) for non-executives
xviii.	Acceptance of declaration of property on acquisition	-	-	-	-	-	-	-	Full powers to GM(P/EE) for executives
									Full powers to GM(MP&IR) for non-executives

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
14	Management Development & Training Matters :-								
i.	Sanction of payments to various professional institutions / organisations /study-circles for organising workshops, seminar, programmes etc	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	-	-
ii.	Depute any employee of the Company to workshops, seminars, training programmes, etc. excluding foreign programmes	-	-	-	Full powers for deputing / nominating employees for programmes (within India) subject to the recommendations of concerned ED / GM/ HoD and approval of concerned FD/CVO.	-	-	-	-
iii.	Initiate introduction of training course, departmental examinations, recruitment examinations and other related matters required for Management development.	-	-	-	Full powers	-	-	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
iv.	Incur expenditure towards running of staff colleges in company training programmes	-	-	-	Full powers	-	-	-	-
v.	Approve payment of international air-fare as per Govt. Rules and TA, DA as per RBI Rules for employees deputed abroad for training as per the relevant rules.	-	-	-	Full powers	-	-	-	-
vi.	Payment of registration fees to ICWA/ICAI/ICSI/Chapters /GATE as well as other institutions for campus selection /recruitment of executives	-	-	-	-	-	-	-	Full powers to GM(P/Rectt.)
15	Administrative matters (for depts and estb. under administrative control) :-								
i.	Sanction payment of charges on account of rent, electricity, gas, water, insurance, maintenance, municipal rates, taxes, license fee and other incidental charges on company leased flats \ offices \ guest houses \ vehicles.	-	-	-	-	-	-	-	Full powers to GM/HOD (Admin/ E&M) For GM/HOD, CIL Delhi : Full powers for CIL Delhi Office

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
ii.	Sanction payment of	-	-	-	-	-	-	-	
	a. postal charges								a. Full powers to GM/HOD (Admin)
	b. mobile charges / landline charges / Internet & Broadband bills etc.								b. Full powers to GM/HOD (E&T)
iii.	Sanction purchase and repairs & maintenance of Office furniture & fixtures	-	-	-	-	-	-	-	For GM/HOD (Admin) - Upto a limit of ₹10 lakhs per annum with approval of concerned Director For GM/HOD, CIL Delhi : Upto a limit of ₹10 lakhs per annum for CIL Delhi Office
iv.	Sanction purchase and repairs & maintenance of electrical fittings, office equipment, AC, Generators, Water-pumps etc	-	-	-	-	-	-	-	For GM/HOD (Admin /Civil/E&T/E&M) -Upto a limit of ₹10 lakhs per annum with approval of concerned Director For GM/HOD, CIL Delhi : Upto a limit of ₹10 lakhs per annum for CIL Delhi Office

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
v.	Sanction hiring of furniture and office equipment, building, P&M, vehicles etc.	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹50 lakhs per annum	Upto ₹10 lakhs per annum	<p>For GM/HOD (Admin /E&T/E&M/ Systems) - Upto ₹5 lakhs per annum with approval of concerned Director</p> <p>Full powers to GM(Admin) - For hiring vehicles in case of non-availability of company vehicles and/or with respect to visit of VVIPs/VIPs administrative and emergent situations</p> <p>For GM/HOD, CIL Delhi : Full powers for CIL Delhi Office</p>
vi.	Sanction printing, binding, stationery and courier expenses	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Upto ₹10,000/- in each case, subject to limit of ₹2 lakhs p.a. for all departments and establishments under his administrative control. Sanction of procurement must be accompanied with confirmation from Administration Dept. about non-availability of the respective item in stores	<p>Upto ₹5,000/- in each case, subject to limit of ₹1 lakh p.a. for all departments and establishments under his administrative control. . Sanction of procurement must be accompanied with confirmation from Administration Dept. about non-availability of the respective item in stores</p> <p>GM/HOD, CIL Delhi : Upto ₹2 lacs in each case subject to a limit of ₹50.00 lacs per annum</p>

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
vii	Sanction for granting Imprest	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	To operate imprest of their respective departments as approved by the concerned FDs. Existing imprest already approved shall continue.	To operate imprest of their respective departments as approved by the concerned FDs. Existing imprest already approved shall continue.
viii.	Sign lease agreement for acquiring residential flats, office and other service buildings	Full powers for - NEC	-	Full powers for - RSOs	Full powers for - CIL(HQ)	-	-	-	Full powers to GM/HOD, CIL Delhi for CIL Delhi Office
ix.	Sanction purchase of stores, spare parts, other accessories, petrol, oil, lubricants required for repair, maintenance of company's vehicles, properties, plant & machinery, office, guest house and holiday homes, training institutes/college etc.	-	-	-	-	-	-	-	Full powers to GM(Admin)

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
16	Appointment of Consultants (Company / partnership firm / LLP) :-	Upto ₹25 lakhs in each case	Upto ₹25 lakhs in each case	Upto ₹25 lakhs in each case	Upto ₹25 lakhs in each case	Upto ₹25 lakhs in each case	Upto ₹25 lakhs in each case	Upto ₹10 lakhs in each case	Upto ₹5 lakhs in each case
17	License/ Lease Company's land	As per approved Policy	As per approved Policy	As per approved Policy	As per approved Policy	As per approved Policy	-	-	-
18	Contingencies & Miscellaneous Matters (for depts and estb. under administrative control) :-								
	<p>i. a. Purchase of accessories / spare parts for computers, laptops and other peripherals and software licence etc. other than those under the approved scheme if not available in GeM portal</p> <p>[To be dealt as per provisions of Purchase Manual]</p> <p>b. Repairing of computers, laptops, printers and other equipment and if not available in GeM portal</p> <p>[To be dealt as per extant guidelines and manuals]</p>	Upto ₹ 3.75 Crores in a year	-	-	-	-	-	ED(ICT) ,CIL - Upto ₹25000/- in each case subject to a limit of ₹5 lakhs per annum.	GM/HOD, CIL Delhi - Upto ₹10000/- in each case subject to a limit of ₹5 lakhs per annum. HOD (Systems),CIL - Upto ₹10000/- in each case subject to a limit of ₹1 lakh per annum.

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
ii.	Sanction for incurring expenses on entertainment for official purposes	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹50,000/- in each case, subject to a limit of ₹25 lakhs per annum	Upto ₹25,000/- in each case, subject to a limit of ₹2 lakhs per annum	Upto ₹10,000/- in each case, subject to a limit of ₹1 lakh per annum GM/HOD, CIL Delhi – Upto ₹50,000/- in each case, subject to a limit of ₹10 Lakh per annum
iii.	Sanction for incurring publicity expenses	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	-	For GM/HOD (CC&PR) – upto ₹50000/- in each case subject to a limit of ₹5 lakhs per annum
iv.	Incurring expenses of contingent nature on meetings, conferences, workshops, knowledge day, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc.	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	Upto ₹5 lakhs in each case subject to a limit of ₹50 lakhs per annum	-	For GM/HOD (Admin) :

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
									1. Full powers for Booking of air / rail tickets and hotel / guest-house accommodation for official purposes
									2. Full powers for Arrangement of lunch, refreshments and other hospitalities in connection with Board and Board-level Committee Meetings, CMDs Meetings, CFDs Meetings, FDs Co-ordination Meetings. JBCCI Meetings and Safety Board Meetings
									3. Upto ₹2,50,000/- in each case subject to a limit of ₹50 lacs p.a. for arrangement of lunch, refreshments and other hospitalities in connection with company's guests, meetings, conferences, workshops, knowledge sessions, debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games, purchase of mementos etc.

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
									<p>4. Full powers to GM(P/EE) / GM(P/Rectt.) for arrangement of meeting, lunch and other expenses for interview/selection committees at interview/recruitment centres other than CIL.</p> <p>For GM/HOD, CIL Delhi : Full powers for CIL Delhi Office</p>
v.	Incurring expenses of contingent nature for production and other items	Upto ₹ 5 lakhs in each case with a ceiling of ₹50 lakhs per annum	Upto ₹ 5 lakhs in each case with a ceiling of ₹50 lakhs per annum	Upto ₹ 5 lakhs in each case with a ceiling of ₹50 lakhs per annum	Upto ₹ 5 lakhs in each case with a ceiling of ₹50 lakhs per annum	Upto ₹ 5 lakhs in each case with a ceiling of ₹50 lakhs per annum	Upto ₹ 5 lakhs in each case with a ceiling of ₹50 lakhs per annum	Upto Rs.2 lakhs in each case with a ceiling of Rs.20 lakhs per annum	Upto Rs.1 lakh in each case with a ceiling of Rs.10 lakhs per annum
vi.	Operation of Secret Fund	-	-	-	-	-	Upto ₹ 5 Lakhs with adequate internal record as per the extant rules.	-	-
vii.	Approval of Grants & Donations	Upto ₹1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum	Upto ₹1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum	Upto ₹1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum	Upto ₹1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum Full powers for grants to schools and educational institutions.	Upto ₹1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum	Upto ₹1.00 lakh in each case, subject to a limit of ₹5 lakhs per annum	-	-

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
viii.	Payment of Honorarium as per guidelines	Full powers (including for NEC)	Full powers	Full powers	Full powers	Full powers	Full powers	-	Full powers to GM(P/EE) & GM(P/Rectt.) for payment of honorarium (including reimbursement of conveyance / air / rail tickets) to experts engaged in Selection Committee for recruitment/promotion of executives.
ix.	Using official vehicles on Saturday/ Sunday/holidays for official purpose.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
x.	Functioning as Controlling Officer for self for submission of TA/DA, Medical claims & others	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
xi.	Decide, approve and sanction for all kinds of logistic support like vehicles, manpower, florist, catering, printing, etc to CIL, MOC and Hon'ble Minister's office/office cum residence	-	-	-	-	-	-	-	Full powers to GM/HOD, CIL Delhi for activities related to MOC etc.
xii.	Sanctioning of hiring/purchase, repair & maintenance of office equipment, electrical fittings fixtures and air conditioners etc at Ministry of Coal and Hon'ble Minister's office/office cum residence.	-	-	-	-	-	-	-	Full powers to GM/HOD, CIL Delhi for activities related to MOC etc.

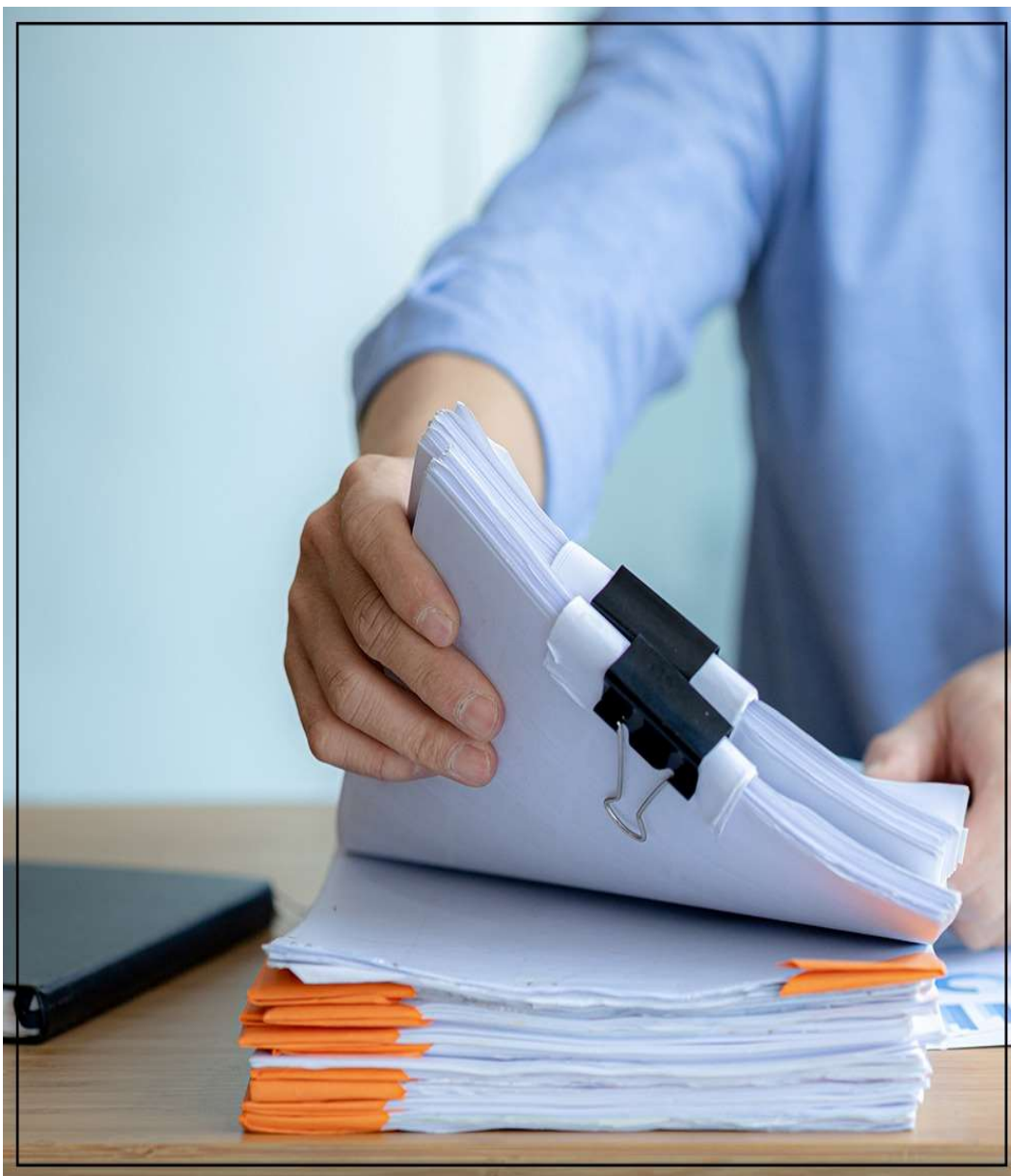
Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
xiii.	Sanction transport charges, loading, unloading charges for shifting of furniture, fixtures, equipment, files, documents etc.	-	-	-	-	-	-	-	Full powers to GM/HOD, CIL Delhi for activities related to MOC etc.
xiv.	Approve payment of bills of routine expenditure on tea/coffee for the employees of CIL and working lunch etc.	-	-	-	-	-	-	-	Full powers to GM/HOD, CIL Delhi.
xv.	Power to sanction Financial Assistance /Grant-in-Aid to Colliery Institutions such as Canteen, Workers Institute, Recreation Club /Centre, Educational Institutions and other Social Service Institutions as per prevailing rules within the State/Coalfield Areas/HQ region	-	-	-	Upto Rs.2 lakhs in each case subject to a limit of Rs.50 lakhs per annum	-	-	-	Same powers to D(P), Subsidiaries

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
19	Medical Matters :-								
i.	Approval for cashless facility for annual health checkup of CIL HQ executives	-	-	-	-	-	-	Full powers to ED(MS)	
ii.	Approval for cashless facility for referral of CIL HQ employees to empanelled hospitals	-	-	-	-	-	-	Full powers to ED(MS)	
iii.	Approval for payment of medical bills as per CGHS rates in case of on-roll/retired employees, if taken treatment in non-empanelled hospital in emergency condition.	-	-	-	-	-	-	Full powers to ED(MS)	

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
20	Secretariat Matters :-								
	i. Payment of Annual & other fees to Stock Exchanges & Depositories	-	-	-	-	-	-	-	Full powers to Company Secretary
	ii. Issue instructions for arrangement of hotel booking and transportation for Govt./ Independent Directors / Permanent Invitees / Auditors / Consultants who are attending the Board Meetings / Committee Meetings / AGM / EGM as per their schedule.	-	-	-	-	-	-	-	Full powers to Company Secretary
	iii. Sanction fees to be paid to ROC including fees to be paid to professionals for certifying / uploading the statutory forms / documents required as per the Companies Act/ LODR'2015	-	-	-	-	-	-	-	Full powers to Company Secretary
	iv. Issue advertisements to newspapers required as per Companies Act and other Regulations through CC&PR Dept.	-	-	-	-	-	-	-	Full powers to Company Secretary

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
21	Clearing & Forwarding Services :-								
	i. Sanction advance/payment for port charges, custom duty, payment of demurrage for wagon and detention charges for boats/ burges at prescribed rate and any other incidental expenses for clearance of cargoes from both Customs and Ports.	-	-	-	-	-	-	-	Full powers to GM(C&F)
	ii. Sanction advance /payment for other charges such as Truck/Tempo/hand cart hiring/Crane hire/Cooperage with appraisement, sealing /engaging casual labour etc. at actuals in connection with transport and clearance and dispatch of imported consignments including ocean freight, insurance, hire of lighters and steamer for towing etc.	-	-	-	-	-	-	-	Full powers to GM(C&F)

Sl.	Items	D(T), CIL	D(F), CIL	D(M), CIL	D(P&IR), CIL	D(BD), CIL	CVO, CIL	ED, CIL	GMs/HODs, CIL
iii.	Sanction advance /Payment for underloading of truck/Trailer by volume or weight vis-a-vis contract due to necessary and emergency which should be recorded.	-	-	-	-	-	-	-	Full powers to GM(C&F)
iv.	Sanction / incur miscellaneous expenses towards pursuing of clearance at Customs/Port, purchase of Stamp/Bond papers, survey of cargo, other incidental expenditure related thereto and sanction, advance thereof.	-	-	-	-	-	-	-	Full powers to GM(C&F)
22	CC&PR Matters :-								
i.	Issue of official advertisement to newspapers & journals etc.								GM/HOD (CCPR),CIL – Upto a limit of ₹3 lakhs in each case subject to a limit of ₹1 Crore per annum with empanelled agencies
ii.	Sanction of expenditure on photography for official functions / occasions / meetings etc.								GM/HOD (CCPR),CIL – With empanelled photographers at approved rate contracts



**AMENDMENTS /
MODIFICATIONS /
CLARIFICATIONS ISSUED
W.R.T DELEGATION OF
POWERS OF COAL INDIA
LIMITED AND ITS
SUBSIDIARIES**

(Post 10.03.2022)



Coal India Limited
A MAHARATNA COMPANY
Coal Bhawan, 3rd Floor, Core - 2
New Town, Rajarhat, Kolkata- 700 156.
PHONE: 033-2324-6526, FAX:033-2324-6510
Email – mviswanathan2@coalindia.in
WEBSITE:www.coalindia.in
CIN – L23109WB1973G01028844

Ref No.CIL:XI(D):04027:2022:28171.

Dated 15th March'2022

To,
CMD,
ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub : Revised Delegation of Powers

Dear Sir,

CIL Board in its 438th meeting held on 10th March'2022 approved the Revised Delegation of Powers (DoP).

This DoP was prepared with the objective to facilitate expeditious decision making at company's level for achieving the organisation target and giving more time to Board to deal with policy issues. Hence, the powers of Committee of Functional Directors have been enhanced. The salient features of the Revised Delegation of Powers (DoP) are as under :-

- 1) Enhanced power has been given to CFDs in Open Tender for procurement of Capital Goods, Award of Capital Works and Services, Single Tender for proprietary items, Single Tender for non-proprietary items and on nomination basis and Limited Tender on Capital and Revenue Goods, Works & Services.
- 2) CFDs have been delegated with full powers for reallocation of Capital Budget & reappropriation of Revenue Budget.
- 3) CMDs have the power to approve reallocation of Capital Budget & reappropriation of Revenue Budget upto 15% of the approved budget.
- 4) Enhanced power has been given to CFDs for sanction of Capital Works and Capital Expenditure in anticipation of inclusion in the budget.
- 5) Enhanced power has also been given to GMs/HoDs, Project Officers and Area GMs of Subsidiaries for sanction of Estimate for Revenue Works & Services. Separate power has been given for approval of Indent for procurement of Goods.

MKe

- 6) CFDs of Subsidiaries have been delegated with full powers for appointment of Individual Consultants, CMDs of Subsidiaries have been delegated with full powers for appointment of Company/Partnership Firms/LLP.
- 7) Power of Empowered Sub-Committee (ESC) of CIL for evaluation, appraisal and approval of Project Report has been enhanced from Rs.250 Crores to Rs.500 Crores.
- 8) ESC for procurement of Goods and Award of Works and Services is done away with.
- 9) CFDs of Subsidiaries/ CMDs of Subsidiaries will have around 75% of power of CFDs, CIL/CMD, CIL subject to rounding off.
- 10) CMDs of Subsidiaries are authorised to delegate power to FDs/CVO and GMs with the suggestion that FDs of Subsidiaries will have around 50% and GMs/HoDs around 25% of the power of the CMDs subject to rounding off.
- 11) CMDs of Subsidiaries are authorised to sub-delegate administrative power to the FDs/CVO/GMs/HoDs as per extant requirements.

We are enclosing the Revised DOP for Board, CFDs and CMDs of CIL and its Subsidiaries as **Enclosure-I**. Further, we are also enclosing the Revised DoP of FDs/CVO/ED/GMs/HoDs of CIL as **Enclosure-II** for your reference.

This DoP will supersede all other DoPs issued hitherto.

This is for implementation at CIL Subsidiaries with immediate effect.

Yours faithfully,

M Viswanathan
15/3/22

(M.Viswanathan)
Company Secretary

Encl :

Enclosure -I : Revised DoP of Board, CFDs, CMDs of CIL/Subsidiaries.

Enclosure-II : Revised DoP of FDs/CVO/EDs/GMs & HoDs of CIL.

C.C. to All Director(F)
All Company Secretary
All FDs of CIL



Coal India Limited
A MAHARATNA COMPANY

Coal Bhawan, Core-2, 3rd Floor, Premises No.04 MAR,
Plot No.AF-III, Action Area-1A, New Town, Rajarhat,
Kolkata 700156.

PHONE: 033 - 23246526, FAX:033 - 23246510

Email – mviswanathan2.cil@coalindia.in

WEBSITE: www.coalindia.in

CIN – L23109WB1973GOI028844

Ref No.CIL:XI(D):04027:2022: 28182

Dated 16th March'2022

CMD,

ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub : Revised Delegation of Powers

Further to our letter ref no. Ref No.CIL:XI(D):04027:2022:28171 dated 15th March'2022, the following modifications in DOP for appointment of Consultants may be noted:

Limit for appointment of Consultants (Sl.no.12 of Annexure-V , Sl.no14 of Enclosure-I & Sl.no.16 of Enclosure-II)	Revised DOP communicated vide letter ref no. CIL:XI(D):04027:2022:28171 dated 15 th March'2022	Modified DOP
Board of Directors	Full powers	-
Committee of Functional Directors headed by CMD	Full powers for Individual Consultants	Full powers for Individual / Company / Partnership firm /LLP
Chairman / CMD :	Full powers for Company /Partnership firm/ LLP Consultants	Upto ₹50 lakhs in each case for Company/Partnership firm/ LLP
Functional Directors / CVO for respective functions	Upto ₹25 lakhs in each case subject to a limit of ₹2 Crores per annum for Company/ Partnership firm/ LLP Consultants. However, the same must be informed to the Board.	Upto ₹25 lakhs in each case for Company/ Partnership firm/ LLP
Executive Directors for respective functions	Upto ₹10 lakhs for Company /Partnership firm/ LLP Consultants. However, the same must be informed to the Board.	Upto ₹10 lakhs in each case for Company/ Partnership firm/ LLP

Me



Coal India Limited
A MAHARATNA COMPANY

Coal Bhawan, Core-2, 3rd Floor, Premises No.04 MAR,
Plot No.AF-III, Action Area-1A, New Town, Rajarhat,
Kolkata 700156.

PHONE: 033 - 23246526, FAX:033 - 23246510

Email – mviswanathan2.cil@coalindia.in

WEBSITE: www.coalindia.in

CIN – L23109WB1973GOI028844

GM for respective functions	Upto ₹5 lakhs for Company/ Partnership firm/ LLP Consultants. However, the same must be informed to the Board.	Upto ₹5 lakhs in each case for Company/ Partnership firm/ LLP Consultants
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Further, the **Notes to Annexure-III & IV** which was inadvertently omitted in Enclosure-I previously, is now included in Revised Enclosure-I.

We are attaching the Revised Enclosure-I with this letter for implementation. We are also attaching the Revised Enclosure-II for your reference.

Yours faithfully,

M. Viswanathan
16/3/22

(M.Viswanathan)

Company Secretary

C.C. to All Director(F)
All Company Secretary
All FDs of CIL



Coal India Limited
A MAHARATNA COMPANY

Coal Bhawan, Core-2, 3rd Floor, Premises No.04 MAR,
Plot No.AF-III, Action Area-1A, New Town, Rajarhat,
Kolkata 700156.

PHONE: 033 - 23246526, FAX:033 - 23246510

Email – mviswanathan2.cil@coalindia.in

WEBSITE: www.coalindia.in

CIN – L23109WB1973GOI028844

Ref: No.CIL:XI(D):04027:2022: 28399.

Dt. 21st April'2022

CMD

ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDI

Sub : Modifications in Revised Delegation of Powers – Project Reports

Dear Sir(s),


CIL Board in its 439th Board Meeting held on 7th April'2022 had modified the Revised DOP with respect to Project Reports as under:

- 1. CFDs of CIL/Subsidiaries are authorised to approve change in the technology in the Project Report, and,*
- 2. CFDs of CIL/Subsidiaries are authorised to approve upto 20% of total project cost as approved by the Board to expedite implementation of projects. However, it should be within the financial limit permitted by DPE.*

The above modification shall be included as Sl.No.14 of the Notes to Revised DOP (Enclosure-I).

This is for your information and taking necessary action please.

Yours faithfully,


(M.Viswanathan)

Company Secretary

Copy to:

1. Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
2. Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDI
3. HOD(Finance), CMPDI



Coal India Limited
A MAHARATNA COMPANY

Coal Bhawan, Core-2, 3rd Floor, Premises No.04 MAR,
Plot No.AF-III, Action Area-1A, New Town, Rajarhat,
Kolkata 700156.

PHONE: 033 - 23246526, FAX:033 - 23246510

Email – mviswanathan2.cil@coalindia.in

WEBSITE: www.coalindia.in

CIN – L23109WB1973GOI028844

Ref No.CIL:XI(D):04027:2022: 28605

Dated: 1st June'2022

CMD,

ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub : Delegation of power to CFDs, CIL for approval of Project Reports

CIL Board in its 441st Meeting held on 25th May'2022 had approved the following modifications in Revised DOP :-

Committee of Functional Directors (CFDs) of CIL is empowered to approve Project Report with a capital investment upto Rs. 250 Crores

Further, Chairman CIL is authorised to make minor modification(s) in the Revised DOP for operational necessity with subsequent intimation to CIL Board.

All other items in the Revised DOP shall remain unchanged. This is for implementation with immediate effect.

Yours faithfully,

M Viswanathan
1/6/22

(M.Viswanathan)

Company Secretary

1. Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
2. Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDI
3. HOD(Finance), CMPDI



Coal India Limited
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Kolkata 700156.

PHONE: 033 - 23246526, FAX:033 - 23246510

Email – mviswanathan2.cil@coalindia.in

WEBSITE: www.coalindia.in

CIN – L23109WB1973GOI028844

Ref No.CIL:XI(D):04027:2022: 28663

Dated: 10th June'2022

CMD,

ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub : Modification in Revised Delegation of powers

CIL Board in its 441st Meeting held on 25th May'2022 had authorised Chairman,CIL to make minor modification(s) in the Revised DOP for operational necessity with subsequent intimation to CIL Board. As such, for operational necessity and expeditious decision making, Chairman,CIL had approved the following modifications in Enclosure-II of the Revised DOP :-

Sl.no.	Existing DOP	Modified DOP
18 (v) of Enclosure-II of Revised DOP	Incurring expenses of contingent nature for production items - Upto ₹ 5 lakhs in each case with a ceiling of ₹50 lakhs per annum to DT, CIL	Incurring expenses of contingent nature for production and <i>other items</i> – i. <i>FDs & CVO, CIL</i> - Upto Rs.5 lakhs in each case with a ceiling of Rs.50 lakhs per annum ii. <i>EDs, CIL</i> - <i>Upto Rs.2 lakhs in each case with a ceiling of Rs.20 lakhs per annum</i> iii. <i>GM/HODs, CIL</i> - <i>Upto Rs.1 lakh in each case with a ceiling of Rs.10 lakhs per annum</i>

All other items in the Revised DOP shall remain unchanged. This is for implementation with immediate effect.

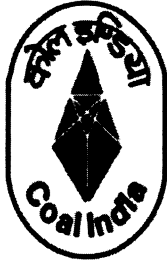
Yours faithfully,

M Viswanathan
10/6/22

(M.Viswanathan)

Company Secretary

1. Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
2. Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDI
3. HOD(Finance), CMPDI

	<p align="center">Coal India Limited A MAHARATNA COMPANY Coal Bhawan, Core-2, 3rd Floor, Premises No.04 MAR, Plot No.AF-III, Action Area-1A, New Town, Rajarhat, Kolkata 700156. PHONE: 033 - 23246526, FAX:033 - 23246510 Email – mviswanathan2.cil@coalindia.in WEBSITE: www.coalindia.in CIN – L23109WB1973GOI028844</p>
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Ref No.CIL:XI(D):04027:2022: 22873 -

Dated: 25th July'2022


CMD,
ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub : Modification in Revised Delegation of powers for GM/HOD, CIL Delhi

For operational necessity and expeditious decision making at CIL Delhi Office, Chairman,CIL had approved the following modifications in Enclosure-II of the Revised DOP for GM/HOD, CIL Delhi :-

Sl.no	Particulars	Existing DOP	Modified DOP for GM/HOD, CIL Delhi
1.	Decide, approve and sanction for all kinds of logistic support like vehicles, manpower, florist, catering, printing, etc to CIL, MOC and Hon'ble Minister's office/office cum residence.	Powers can be exercised by GMs/ HODs, CIL as per specified limits	Full powers to GM/HOD, CIL Delhi for activities related to MOC etc.
2.	Sanctioning of hiring/ purchase, repair & maintenance of office equipment, electrical fittings fixtures and air conditioners etc at Ministry of Coal and Hon'ble Minister's office/office cum residence.	Powers can be exercised by GMs/ HODs, CIL as per specified limits	Full powers to GM/HOD, CIL Delhi for activities related to MOC etc.
3.	Sanction transport charges, loading, unloading charges for shifting of furniture, fixtures, equipment, files, documents etc.	Powers can be exercised by GMs/ HODs, CIL as per specified limits	Full powers to GM/HOD, CIL Delhi for activities related to MOC etc.
4.	Approve payment of bills of routine expenditure on tea/coffee for the employees of CIL and working lunch etc.	Full powers to D(P&IR),CIL	Full powers to GM/HOD, CIL Delhi

X/12

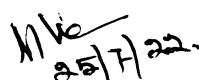
	<p align="center">Coal India Limited A MAHARATNA COMPANY Coal Bhawan, Core-2, 3rd Floor, Premises No.04 MAR, Plot No.AF-III, Action Area-1A, New Town, Rajarhat, Kolkata 700156. PHONE: 033 - 23246526, FAX:033 - 23246510 Email – mviswanathan2.cil@coalindia.in WEBSITE: www.coalindia.in CIN – L23109WB1973GOI028844</p>
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5.	Sanction printing, binding, stationery and courier expenses	For GM, CIL Delhi: Up to a limit of ₹10 lakhs per annum for CIL Delhi Office.	Upto ₹2 lacs in each case subject to a limit of ₹50.00 lacs per annum for GM/HOD, CIL Delhi
6.	Purchase of accessories / spare parts for computers, laptops and other peripherals, repairing of computers, laptops, printers and other equipment and purchase of software licence other than those under the approved scheme, if not available in GeM portal	Upto ₹3.75 Crores for DT, CIL.	GMs/HOD, CIL Delhi – Upto ₹10000/- in each case subject to a limit of ₹5 lakhs per annum.
7.	Sanction for incurring expenses on entertainment for official purposes	Up to ₹10,000/- in each case, subject to a limit of ₹1 Lakh per annum for GMs/ HODs CIL	Upto ₹50,000/- in each case, subject to a limit of ₹10 Lakh per annum to GM/HOD CIL Delhi

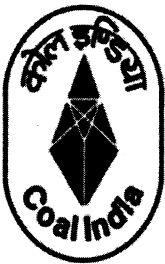
For items other than those mentioned above, GM/HOD, CIL New Delhi is authorised to exercise the powers as delegated to GMs/HODs of CIL as enumerated in Enclosure-II of Revised DOP.

All other items in the Revised DOP shall remain unchanged. This is for implementation with immediate effect.

Yours faithfully,


(M. Viswanathan)
Company Secretary

1. Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
2. Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDI
3. HOD(Finance), CMPDI

	<p align="center">Coal India Limited A MAHARATNA COMPANY Coal Bhawan, Core-2, 3rd Floor, Premises No.04 MAR, Plot No.AF-III, Action Area-1A, New Town, Rajarhat, Kolkata 700156. PHONE: 033 - 23246526, FAX:033 - 23246510 Email – mviswanathan2.cil@coalindia.in WEBSITE: www.coalindia.in CIN – L23109WB1973GOI028844</p>
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Ref No.CIL:XI(D):04027:2022: 22872

Dated: 25th July'2022

CMD,
ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.


Sub : Delegation of power to CFDs, CIL for re-appropriation of head-wise CAPEX within the approved PR

CIL Board in its 444th Meeting held on 8th July'2022 had approved the following modifications in Revised DOP :-

Committee of Functional Directors (CFDs) of CIL/Subsidiaries be and is hereby authorised for re-appropriation of head-wise CAPEX from one head to another or within the same head subject to total capital provision of PR is not exceeded.

All other items in the Revised DOP shall remain unchanged. This is for implementation with immediate effect.

Yours faithfully,


(M.Viswanathan)
Company Secretary

1. Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
2. Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDI
3. HOD(Finance), CMPDI

**Coal India Limited****A MAHARATNA COMPANY**

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Kolkata 700156.

PHONE: 033 - 23246526, FAX:033 - 23246510

Email – mviswanathan2.cil@coalindia.in

WEBSITE: www.coalindia.in

CIN – L23109WB1973GOI028844

Ref No.CIL:XI(D):04027:2022:28946.

Dated: 3rd Aug'2022

CMD,

ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub : Modification in Revised Delegation of powers

For operational necessity and expeditious decision making, Chairman,CIL had approved the following modifications in **Enclosure-II** of the Revised DOP :-

Sl.no	Particulars	Existing DOP	Modified DOP
1.	Purchase of accessories / spare parts for computers, laptops and other peripherals, repairing of computers, laptops, printers and other equipments and purchase of software licence etc. other than those under the approved scheme, if not available in GeM portal	CFDs, CIL/Subsidiary – Full powers CMDs of CIL/Subsidiary - Upto ₹5.00 Crores per annum DT, CIL – Upto ₹3.75 Crores per annum	i. Purchase of accessories / spare parts for computers, laptops and other peripherals and software licence etc. other than those under the approved scheme if not available in GeM portal [To be dealt as per provisions of Purchase Manual] ii. Repairing of computers, laptops, printers and other equipment and if not available in GeM portal [To be dealt as per extant guidelines and manuals] CFDs, CIL/Subsidiary – Full powers CMDs of CIL/Subsidiary - Upto ₹5.00 Crores per annum DT, CIL – Upto ₹3.75 Crores per annum ED(ICT) ,CIL – Upto ₹25000/- in each case subject to a limit of ₹5 lakhs per annum. HOD (Systems),CIL – Upto ₹10000/- in each case subject to a limit of ₹1 lakh per annum.

M/E

**Coal India Limited****A MAHARATNA COMPANY**

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Kolkata 700156.

PHONE: 033 - 23246526, FAX:033 - 23246510

Email – mviswanathan2.cil@coalindia.in

WEBSITE: www.coalindia.in

CIN – L23109WB1973GOI028844

2.	Issue of official advertisement to newspapers & journals etc.	-	GM/HOD (CCPR),CIL – Upto a limit of ₹3 lakhs in each case subject to a limit of ₹1 Crore per annum with empanelled agencies
3.	Sanction of expenditure on photography for official functions / occasions / meetings etc.	-	GM/HOD (CCPR),CIL – With empanelled photographers at approved rate contracts
4.	Appointment of Wage Board Employees as per procedures (for NEC)	Full powers to DT,CIL	Appointment of Wage Board Employees as per procedures for NEC DT,CIL – Full powers for NEC D(P&IR),CIL – Full powers for other than NEC

All other items in the Revised DOP shall remain unchanged. This is for implementation with immediate effect.

Yours faithfully,

M/Ve
3/12/22

(M.Viswanathan)

Company Secretary

1. Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
2. Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDI
3. HOD(Finance), CMPDI



Coal India Limited

A MAHARATNA COMPANY

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Kolkata 700156.

PHONE: 033 - 23246526, FAX:033 - 23246510

Email – mviswanathan2.cil@coalindia.in

WEBSITE: www.coalindia.in

CIN – L23109WB1973GOI028844

Ref No.CIL:XI(D):04027:2022: 28949 .

Dated: 3rd Aug'2022

CMD,

ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub : Clarifications for queries on Revised Delegation of powers

During the course of implementation of Revised DOP, some queries were received from the Subsidiaries. These were deliberated by the Committee on DOP. The Committee recommended that no further modifications in Revised DOP are necessitated and only clarifications are to be issued for these queries. This has the approval of Chairman,CIL.

Accordingly, the clarifications are attached as **Annexure-A**.

Yours faithfully,

M. Viswanathan
3/8/22

(M. Viswanathan)
Company Secretary

1. Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
2. Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDI
3. HOD(Finance), CMPDI



CLARIFICATIONS TO BE ISSUED TO SUBSIDIARIES - NO MODIFICATIONS PROPOSED

ANNEXURE-A

MCL :-

Sl.no	Particulars	Existing DOP	Proposed DOP	DOP Committee recommendations
1.	Re-allocation of Capital Budget	CFDs of CIL/Subsidiary - Full powers within the approved Budget CMDs of CIL/Subsidiary -Within 15% of the approved Budget	-	No modification is proposed. CIL Board in its 444 th Meeting held on 8 th July'2022 had authorised Committee of Functional Directors (CFDs) of CIL/Subsidiaries for re-appropriation of head-wise CAPEX from one head to another or within the same head subject to total capital provision of PR is not exceeded.
2.	Advance/deposit against work (subject to the underlying condition that no cost escalation is allowed on such job):- (a). Central/ State Government authorities /bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.	CMDs of CIL/Subsidiary – Full powers FDs/CVO of CIL – Upto ₹ 5 Crores in each case EDs/GMs/HODs of CIL - Upto ₹ 10 lakhs in each case	GMs/HODs of Subsidiaries - Upto ₹ 50 lakhs in each case	No modification is proposed. CMDs of Subsidiaries may sub-delegate this power to FDs/GMs/HODs of Subsidiaries within his DOP as specified in Enclosure-I of Revised DOP for operational necessity.
	(b). Other than above	CFDs of CIL/Subsidiary – Full powers CMDs of CIL/Subsidiary – Upto ₹25lakhs in each case DT,CIL - Upto ₹5 lakhs in each case	FDs of Subsidiaries - Upto ₹1 Crore in each case GMs/HODs of Subsidiaries – Upto ₹5 lakh in each case	No modification is proposed. CMDs of Subsidiaries may sub-delegate this power to FDs/GMs/HODs of Subsidiaries within his DOP as



		ED/GMs/HODs, CIL – Upto ₹50000 in each case		specified in Enclosure-I of Revised DOP for operational necessity.
3.	To close any of the existing accounts of the Company or to transfer any of the accounts of the units of the Company from one branch of any Bank to Head Office or any other Branch of the Bank or any branch or Head Office of any other Bank	-	<p>In terms of specific resolution of Subsidiary Board the enumerated power is exercised by CMD, D(F) & GMs of the subsidiaries.</p> <p>It is suggested to entrust the powers of sub delegation to Subsidiary Board.</p>	<p>No modification is proposed</p> <p>Subsidiary Board is empowered to exercise this power and sub-delegate the same to CMDs / DF/ GM(F) for operational necessity.</p>
4.	To call for statement or statements from the branches or Head Offices of the Bank in which they have accounts or have deposited securities, debentures, shares certificates, title deeds or any other documents relating to any of the transaction or investments or deposits of the Company	-	-Do-	<p>No modification is proposed</p> <p>Subsidiary Board is empowered to exercise this power and sub-delegate the same to CMDs / DF/ GM(F) for operational necessity.</p>
5.	To notify the Banks about the appointment of authorised officers to operate the Bank Accounts and their powers and duties and to do all other things as may be required to be done and to enable the banks to fully carry out the purpose of this appointment.	-	-Do-	<p>No modification is proposed</p> <p>Subsidiary Board is empowered to exercise this power and sub-delegate the same to CMDs / DF/ GM(F) for operational necessity.</p>



6.	<i>To authorise any official to operate any account in the Bank or banks and to notify such authorisation to the Bank</i>	-	-Do-	<i>No modification is proposed</i> <i>Subsidiary Board is empowered to exercise this power and sub-delegate the same to CMDs / DF/ GM(F) for operational necessity.</i>
7.	<i>To withdraw or cancel any authority granted to any officer of the Company to operate any of the accounts with any bank</i>	-	-Do-	<i>No modification is proposed</i> <i>Subsidiary Board is empowered to exercise this power and sub-delegate the same to CMDs / DF/ GM(F) for operational necessity.</i>
8.	<i>To deposit with or withdraw from any bank any security, debentures, shares certificates, title deeds or other documents relating to the transactions and assets of the Company.</i>	-	-Do-	<i>No modification is proposed</i> <i>Subsidiary Board is empowered to exercise this power and sub-delegate the same to CMDs / DF/ GM(F) for operational necessity.</i>
9.	<i>Investment of Company's surplus fund for short term/long term period (As per rules of the Company)</i>	-	-Do-	<i>No modification is proposed</i> <i>Subsidiary Board is empowered to exercise this power and sub-delegate the same to CMDs / DF/ GM(F) for operational necessity.</i>
10.	<i>To release fund to Areas and other units of the Company on conditions as may be considered desirable</i>	-	-Do-	<i>No modification is proposed</i> <i>Subsidiary Board is empowered to exercise this power and sub-delegate the same to CMDs / DF/ GM(F) for operational necessity.</i>



11.	<i>Pay/discharge on behalf of Company all liabilities, debts, claims etc. admitted by the Company</i>	-	-Do-	<p><i>No modification is proposed</i></p> <p><i>Subsidiary Board is empowered to exercise this power and sub-delegate the same to CMDs / DF/ GM(F) for operational necessity.</i></p>
12.	<i>To deal with financial institutions and other bodies on behalf of the Company in respect of all financial matters.</i>	-	-Do-	<p><i>No modification is proposed</i></p> <p><i>Subsidiary Board is empowered to exercise this power and sub-delegate the same to CMDs / DF/ GM(F) for operational necessity.</i></p>
13.	<i>Purchase of accessories / spare parts for computers, laptops and other peripherals, repairing of computers, laptops, printers and other equipments and purchase of software licence etc. other than those under the approved scheme, if not available in GeM portal</i>	<p><i>CFDs, CIL/Subsidiary – Full powers</i></p> <p><i>CMDs of CIL/Subsidiary - Upto ₹5.00 Crores per annum</i></p> <p><i>DT, CIL – Upto ₹3.75 Crores per annum</i></p>	<i>Clarification on modalities of procurement for exercising the power is required</i>	<p><i>i. Purchase of accessories / spare parts for computers, laptops and other peripherals and software licence etc. other than those under the approved scheme if not available in GeM portal</i></p> <p><i>[To be dealt as per provisions of Purchase Manual]</i></p> <p><i>ii. Repairing of computers, laptops, printers and other equipment and if not available in GeM portal</i></p> <p><i>[To be dealt as per extant guidelines and manuals]</i></p> <p><i>CMDs of Subsidiaries may sub-delegate this power to FDs/GMs/HODs of Subsidiaries within his DOP as specified in Enclosure-I of Revised DOP for operational necessity.</i></p>



14.	Sanction purchase and repairs & maintenance of Office furniture & fixtures	Specific powers delegated to FDs/EDs/GMs/HODs of CIL	More clarity is required, whether the power mentioned here can be exercised in "normal cases" or in case of "exigencies".	No modification is proposed as this DOP does not stipulate "exigencies".
15.	Sanction purchase and repairs & maintenance of electrical fittings, office equipment, AC, Generators, Water-pumps etc	-Do-	-Do-	No modification is proposed as this DOP does not stipulate "exigencies".
16.	Sanction hiring of furniture and office equipment, building, P&M, vehicles etc.	-Do-	-Do-	No modification is proposed as this DOP does not stipulate "exigencies".
17.	Sanction printing, binding, stationery and courier expenses	-Do-	-Do-	No modification is proposed as this DOP does not stipulate "exigencies".
18.	Sanction purchase of stores, spare parts, other accessories, petrol, oil, lubricants required for repair, maintenance of company's vehicles, properties, plant & machinery, office, guest house and holiday homes, training institutes/college etc.	-Do-	-Do-	No modification is proposed as this DOP does not stipulate "exigencies".
19.	Sanction of Estimates for award of works & services	Area GMs – Rs.2 Crores for Revenue items	Area GMs – Rs.3.75 Crores for Revenue items	No modification is proposed



CMPDIL

<i>Sl.no</i>	<i>Particulars</i>	<i>Existing DOP</i>	<i>Proposed DOP</i>	<i>DOP Committee recommendations</i>
20.	<i>Sanction of Miscellaneous advances to employees for official purposes</i>	<i>CMDs of CIL/Subsidiary – Full powers</i>	<p><i>FDs/CVO of CIL/Subsidiary - Upto ₹50,000/- in each case, subject to a limit of ₹5 lakhs per annum</i></p> <p><i>EDs of CIL - Upto ₹25,000/- in each case, subject to a limit of ₹2.5 lakhs per annum</i></p> <p><i>GMs/HODs of CIL/Subsidiary - Upto ₹10,000/- in each case, subject to a limit of ₹1 lakh per annum</i></p>	<i>No modification is proposed</i>
21.	<i>Inclusion of new capital activities which were not included in the capital Budget approved by the Board needs to be approved by the Board itself or can the same be sub-delegated to CoFD's.</i>	-	-	<p><i>No modification is proposed.</i></p> <p><i>Inclusion of new capital activities which were not included in the capital Budget approved by the Board needs to be approved by the Board itself.</i></p>
22.	<i>Premature Survey-off</i>	<i>Full powers to CIL/Subsidiary Board</i>	<i>May be sub-delegated to a lower authority</i>	<i>No modification is proposed</i>



NCL

<i>Sl.no</i>	<i>Particulars</i>	<i>Existing DOP</i>	<i>Proposed DOP</i>	<i>DOP Committee recommendations</i>
23.	<i>In case of Revenue expenditure bundled with Capital expenditure, the Delegation of Power relevant to Capital expenditure would apply</i>	<i>Applicable on Procurement of Goods and Award of Works & Services (Annexure-I/II)</i>	-	<i>No modification is proposed</i> <i>The note is also applicable on Indent approval (Annexure-III) & Estimate approval (Annexure-IV)</i>
24.	<i>Appointment of Consultants</i>	<i>The appointment of Consultants must adhere to the following limits :</i> <i>i. Committee of Functional Directors headed by CMD : Full powers for Individual / Company/ Partnership Firm/ LLP</i> <i>ii. Chairman / CMD : Upto ₹50 lakhs in each case for Company / Partnership Firm/ LLP</i>	<i>The appointment of Consultants must adhere to the following limits :</i> <i>i. Committee of Functional Directors headed by CMD : Full powers for Individual / Company/ Partnership Firm/ LLP/ Institutions of National repute like IITs, IIMs, ISM, ICAI, ICSI, ICMAI and similar bodies established under an Act of Parliament / Institutes of national or international repute and likewise</i> <i>ii. Chairman / CMD : Upto ₹50 lakhs in each case for Company / Partnership Firm/ LLP/Institutions of National repute like IITs, IIMs, ISM, ICAI, ICSI, ICMAI and similar bodies established under an Act of Parliament / Institutes of national or international repute and likewise</i>	<i>No modification is proposed</i> <i>Consultants include Institutions of National repute like IITs, IIMs, ISM, ICAI, ICSI, ICMAI and similar bodies established under an Act of Parliament / Institutes of national or international repute and likewise</i>



		<p>iii. <i>Functional Directors for respective functions : Upto ₹25 lakhs in each case for Company / Partnership Firm/ LLP</i></p> <p>iv. <i>Executive Directors for respective functions : Upto ₹10 lakhs in each case for Company/Partnership Firm/LLP</i></p> <p>v. <i>GM for respective functions : Upto ₹5 lakhs in each case for Company/Partnership Firm/LLP</i></p>	<p>iii. <i>Functional Directors for respective functions : Upto ₹25 lakhs in each case for Company / Partnership Firm/ LLP/ Institutions of National repute like IITs, IIMs, ISM, ICAI, ICSI, ICMAI and similar bodies established under an Act of Parliament / Institutes of national or international repute and likewise</i></p> <p>iv. <i>Executive Directors for respective functions : Upto ₹10 lakhs in each case for Company/ Partnership Firm /LLP/ Institutions of National repute like IITs, IIMs, ISM, ICAI, ICSI, ICMAI and similar bodies established under an Act of Parliament / Institutes of national or international repute and likewise</i></p> <p>v. <i>GM for respective functions : Upto ₹5 lakhs in each case for Company/Partnership Firm/ LLP/ Institutions of National repute like IITs, IIMs, ISM, ICAI, ICSI, ICMAI and similar bodies established under an Act of Parliament / Institutes of national or international repute and likewise.</i></p>	
25.	Procurement of decentralised Capital & Revenue	-	Full powers to GM/HOD (E&M/MM) of CIL/Subsidiaries	No modification is proposed.




	<i>items/Goods to be procured at HQ level</i>			<i>Powers to be exercised as per existing DOP of respective executives.</i>
26.	<i>Power to give permission for doing academic/professional courses – Executives / Non-Executives</i>	-	<i>Full powers to GM/HOD(P/EE) / GM / HOD(MP&IR) of CIL/Subsidiary</i>	<i>No modification is proposed Powers to be exercised as per extant procedures</i>
27.	<i>Power to sanction study leave for non-executives</i>		<i>Full powers to GM/HOD(MP&IR) of CIL/Subsidiary</i>	<i>No modification is proposed Powers to be exercised as per extant procedures</i>
28.	<i>Power to give permission for applying for VISA and Passport - Executives/Non-Executives</i>		<i>Full powers to GM/HOD(P/EE) / GM / HOD(MP&IR) of CIL/Subsidiary</i>	<i>No modification is proposed Powers to be exercised as per extant procedures</i>
29.	<i>Power to approve Panel of Advocates and their Schedule of Fee</i>		<i>Full powers to D(P) of CIL/Subsidiary</i>	<i>No modification is proposed Powers to be exercised as per extant policy on empanelment of Advocates</i>
30.	<i>Power to approve Officiating arrangement</i>		<i>Full powers to concerned Functional Directors of CIL/Subsidiary</i>	<i>No modification is proposed</i>



Personnel Dept., CIL

31.	Select/promote non-executives on the basis of recommendation of Selection committee/ DPC	-	GM(P)/ HoD(P)/ Area General Manager/ Sub Area Manager/ Agent, as the case may be, of the respective level for zone of consideration for promotion as mentioned in the Cadre Scheme	No modification is proposed
32.	Select/appoint/promote/non-executives on the basis of recommendation of Selection Committee/ DPC as per Rules	D(P&IR),CIL – Full powers on recommendation of the Selection Committee	Select / appoint / promote/ non-executives on the basis of recommendation of Selection Committee/ DPC as per Rules Full powers to GM(MP&IR),CIL on recommendation of the Selection Committee	No modification is proposed

	<p style="text-align: center;">Coal India Limited A MAHARATNA COMPANY</p> <p>Coal Bhawan, Core-2, 3rd Floor, Premises No.04 MAR, Plot No.AF-III, Action Area-1A, New Town, Rajarhat, Kolkata 700156.</p> <p>PHONE: 033 - 23246526, FAX:033 - 23246510 Email – mviswanathan2.cil@coalindia.in WEBSITE: www.coalindia.in CIN – L23109WB1973GOI028844</p>
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Ref No.CIL:XI(D):04027:2022: 29230

Dated: 25th Aug'2022

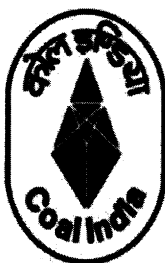
CMD,
ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub : Modifications in Revised DOP

CIL Board in its 445th Meeting held on 10th Aug'2022 had approved the following modifications in Revised DOP :-

Sl.no	Particulars	Modified DOP
1.	<p><i>Sanction for payment of fines and penalties imposed by Statutory Authorities</i></p> <p><i>[Sl.no.2(vi) of Enclosure-I and Sl.no.1(iv) of Enclosure-II]</i></p>	<p>CFDs of CIL/Subsidiary – Full powers with reasons to be recorded and subsequent information to Board.</p> <p>CMDs of CIL/Subsidiary - Upto ₹2,50,000/- in each case, subject to a limit of ₹25 lakhs per annum for reasons to be recorded and subsequent information to Board.</p> <p>FDs/CVO,CIL - Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded and subsequent information to Board.</p> <p>Notes:</p> <p>i. In respect of payment of fines and penalties, accountability is to be fixed</p> <p>ii. Details of such fines and penalties paid by Subsidiary Company/CIL shall be placed in its Audit & Board meeting for information. Thereafter, Subsidiaries should send such details to CIL for placing a quarterly consolidated report to CIL Audit Committee and Board for information.</p>
2.	<p><i>Approval of indent / requirement for Capital as well as Revenue Items/Goods</i></p> <p><i>[Sl.no.5(i)&(ii) of Enclosure-I and Sl.no. 4(i)&(ii) of Enclosure-II]</i></p>	<p>Footnote to Annexure-III</p> <p>* Deleted</p> <p>Notes to Annexure-III & IV (sl.no.3)</p> <p>a) For Centralised Procurement of Capital & Revenue items / goods, approval of indent / requirement is to be obtained from concerned Functional Director, CIL / Subsidiaries as the case may be.</p>

M'ke



Coal India Limited
A MAHARATNA COMPANY
 Coal Bhawan, Core-2, 3rd Floor, Premises No.04 MAR,
 Plot No.AF-III, Action Area-1A, New Town, Rajarhat,
 Kolkata 700156.
 PHONE: 033 - 23246526, FAX:033 - 23246510
 Email – mviswanathan2.cil@coalindia.in
 WEBSITE: www.coalindia.in
 CIN – L23109WB1973GOI028844

		<p>b) For Decentralised Procurement of Capital & Revenue items/Goods, approval of indent / requirement is to be obtained from Area GM / Project Officers/ GMs/HODs as per the DOP.</p> <p>c) DoP for approving the procurement for both capital and revenue items/goods would not be operated below the level of GM(MM)/. HOD (MM) at CIL/Subsidiaries or administrative HOD of Materials Management function at Areas/ Central/Regional Stores, Workshops / Hospitals etc</p>
3.	<p><i>Power to sanction Financial Assistance /Grant-in-Aid to Colliery Institutions such as Canteen, Workers Institute, Recreation Club /Centre, Educational Institutions and other Social Service Institutions as per prevailing rules within the State/Coalfield Areas/HQ region</i></p> <p><i>[To be included as Sl.no.16(vi) of Enclosure-I and Sl.no.18(xv) of Enclosure-II]</i></p>	<p>CFDs of CIL/Subsidiaries – Full powers</p> <p>CMDs of CIL/Subsidiaries – Upto Rs.5 lakhs in each case subject to a limit of Rs.1 Crore per annum</p> <p>D(P) of CIL/Subsidiaries – Upto Rs.2 lakhs in each case subject to a limit of Rs.50 lakhs per annum</p>


All other items in the Revised DOP shall remain unchanged. This is for implementation with immediate effect.

Yours faithfully,

M'ke
25/8/22.

(M.Viswanathan)
 Company Secretary

1. Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
2. Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDI
3. HOD(Finance), CMPDI

कोल इण्डिया लिमिटेड कंपनी सचिवालय 3 तल्ला, कोर-2, प्रेमिसेस-04-एमआर, प्लॉट-ए एफ-III, एक्शन एरिया-1A, न्यूटाउन, रजरहट, कोलकाता-700156, फोन 033-23246526, ईमेल: comsec2.cil@coalindia.in वेबसाइट: www.coalindia.in सी आई एन - L23109WB1973GOI028844	 एक महारत्न कंपनी A Maharatna Company	Coal India Limited Company Secretariat Regd. Office: 3rd floor, Core-2 Premises no-04-MAR, Plot no-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156 PHONE; 033-2324-6526, E-MAIL: comsec2.cil@coalindia.in WEBSITE: www.coalindia.in CIN- L23109WB1973GOI028844
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Ref No.CIL:XI(D):04027:2023: 30498 .

Dated: 23th May'2023

To,

The CMD,
ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.


Sub : Modifications in Revised DOP

CIL Board in its 451st Meeting held on 7th May'2023 had approved the following modifications in Revised DOP:-

- Inclusion of the item "**Sanction for Interest on delayed payments**" - Full powers to CFDs of CIL/Subsidiaries" in Revised DOP.
- Authorised CFDs of CIL to make minor modifications to Revised DoP with subsequent intimation to Board.

All other items in the Revised DOP shall remain unchanged. This is for implementation with immediate effect.

Yours faithfully,



(B.P.Dubey)
Company Secretary

- Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
- Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDIL
- HOD(Finance), CMPDI

<p>कोल इण्डिया लिमिटेड कंपनी सचिवालय 3 तल्ला, कोर-2, प्रेमिसेस-04-एमआर, प्लॉट-ए एफ-III, एक्शन एरिया-1A, न्यूटाउन, रजरहट, कोलकाता-700156, फोन 033-23246526, ईमेल: comsec2.cil@coalindia.in वेबसाइट: www.coalindia.in सी आई एन - L23109WB1973GOI028844</p>	 एक महारत्न कंपनी A Maharatna Company	<p>Coal India Limited Company Secretariat Regd. Office: 3rd floor, Core-2 Premises no-04-MAR, Plot no-AF-III, Action Area- 1A, Newtown, Rajarhat, Kolkata-700156 PHONE; 033-2324-6526, E-MAIL: comsec2.cil@coalindia.in WEBSITE: www.coalindia.in CIN- L23109WB1973GOI028844</p>
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Ref No.CIL:XI(D):04027:2023:30922

Dated: 25th Aug'2023

To,

The CMD,
ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub : Modifications in Delegation of Powers (DOPs)

CIL Board at its 456th Meeting held on 8th Aug'2023 had accorded its approval for the inclusion of the following clauses in Annexure-I & II of DOP:

Award of work on Advance / Deposit basis (subject to the underlying condition that no cost escalation is allowed on such job):-

- i. **Central/ State Government authorities /bodies, Central/ State PSUs like Railways, RITES, IPRCL etc.**
 - a. CMD, CIL & Subsidiaries – Full powers
- ii. **Other than above**
 - a. CFDs, CIL & Subsidiaries – Full powers
 - b. CMD, CIL – Rs.20 Crores
 - c. CMD, Subsidiaries – Rs. 15 Crores

Yours faithfully,



(B.P.Dubey)
Company Secretary

1. Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
2. Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDIL
3. HOD(Finance), CMPDI

<p>कोल इण्डिया लिमिटेड कंपनी सचिवालय 3 तल्ला, कोर-2, प्रेमिसेस-04-एमआर, प्लॉट-ए एफ-III, एक्शन एरिया-1A, न्यूटाउन, रजरहट, कोलकाता-700156, फोन 033-23246526, ईमेल: comsec2.cil@coalindia.in वेबसाइट: www.coalindia.in सी आई एन - L23109WB1973GOI028844</p>	 एक महारत्न कंपनी A Maharatna Company	<p>Coal India Limited Company Secretariat Regd. Office: 3rd floor, Core-2 Premises no-04-MAR, Plot no-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156 PHONE: 033-2324-6526, E-MAIL: comsec2.cil@coalindia.in WEBSITE: www.coalindia.in CIN- L23109WB1973GOI028844</p>
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Ref No.CIL:XI(D):04027:2023:32003

Dated: 7th June'2024

To,

The CMD,
ECL/BCCL/CCL/NCL/SECL/WCL/MCL & CMPDIL.

Sub: Interpretation of DOP for Consultancy and Services Contracts

CFDs, CIL at its 339th Meeting held on 30th May'2023 had accorded its approval to the following clarification on Interpretation of DOP for Consultancy and Services Contracts:-

- Contracts in the nature of consultancy like auditors, technical experts, lawyers etc. where contracts are not having clause of EMD and/or LD and/or PBG (any one of three) are to be dealt as per Annexure 5 of DoP.
- Contracts in the nature of consultancy like preparation of DPR, feasibility reports etc. having clauses where EMD is received and/or LD clause are there in the contract and/or Performance guarantee is being taken (any one of three) is to be dealt as per Annexure 1 of DOP.

Yours faithfully,



(B.P.Dubey)

Company Secretary

Copy to:

1. Director (Finance) ECL/ BCCL/CCL/SECL/MCL/WCL/NCL
2. Company Secretary ECL/ BCCL/CCL/SECL/MCL/WCL/NCL/CMPDIL
3. HOD(Finance), CMPDI

कोल इण्डिया लिमिटेड

(महारत्न कंपनी)

(भारत सरकार उपक्रम)

कंपनी सचिवालय,

'कोल भवन', प्रेमिसिज सं.04 एमएआर,

प्लॉट सं.-एएफ-III, एक्शन एरिया-1 ए, न्यूटाउन, राजरहाट,

कोलकाता-700 156,

वेबसाइट: www.coalindia.in

सी आई एन सं. L23109WB1973GOI028844



5 DECADES OF UNEARTHING ENERGY

COAL INDIA LIMITED

(A Maharatna Company)

(A Govt. of India Undertaking)

Company Secretariat,

'Coal Bhawan', Premises No.04-MAR,

Plot No-AF-III, Action Area - IA,

New Town, Rajarhat

Kolkata - 700 156

Website: www.coalindia.in

CIN No.L23109WB1973GOI028844

Ref.No.CIL:XI(D):04209/04027:2024:32903

Dated: 06.01.2025

OFFICE ORDER**Sub: Modifications in Delegation of Powers (DoP) of CIL & its Subsidiaries**

CFDs, CIL at its 364th Meeting held on 31st Dec'2024 had inter-alia approved the following modifications in the Delegation of Powers (DoP) of CIL & its Subsidiaries :-

a. Modifications in Delegation of powers to HOD(PRB Cell)/(MP&IR)/(P/EE), CIL:

Item	CMDs CIL/Subsidiary [Sl.no.11(vi) of Enclosure-I]	FDs/CVO of CIL [Sl.no.11(v) of Enclosure-II]	EDs/GMs/HODs of CIL [Sl.no.11(v) of Enclosure-II]
Sanction :-			
a. Overtime	Full Powers	Full Powers	Full Powers
b. Workmen's compensation	Full Powers	Full Powers	For Executives – Full powers to HOD(P/EE), CIL For Non-Executives – Full powers to HOD(MP&IR), CIL
c. Pension / Family pension / Gratuity / Leave encashment to retired employees / NPS / other terminal benefits in accordance with rules including CMPF / CMPS / CPRMSE-NE / CMRMSE / Settlement Allowance-NE/ EDCPS etc. for Executives and Non-Executives.	Full Powers	Full Powers	Full Powers to HOD (PRB Cell), CIL.
d. Leave Encashment for on- roll employees	Full Powers	Full Powers	For Executives – Full powers to HOD(P/EE), CIL For Non-Executives – Full powers to HOD(MP&IR), CIL

130

कोल इण्डिया लिमिटेड

(महारत्न कंपनी)

(भारत सरकार उपक्रम)

कंपनी सचिवालय,

'कोल भवन', प्रेमसिंज सं.04 एमएआर,

प्लॉट सं.-एफ-III, एक्शन एरिया-1 ए, न्यूटाउन, राजरहाट,

कोलकाता-700 156,

वेबसाइट: www.coalindia.in

सी आई एन सं. L23109WB1973GOI028844



5 DECADES OF UNEARTHING ENERGY

COAL INDIA LIMITED

(A Maharatna Company)

(A Govt. of India Undertaking)

Company Secretariat,

'Coal Bhawan', Premises No.04-MAR,

Plot No-AF-III, Action Area -1A,

New Town, Rajarhat

Kolkata - 700 156

Website: www.coalindia.in

CIN No.L23109WB1973GOI028844

b. DOP of CMDs & Other Executives of CIL & Subsidiaries on Estimate Approval (Annexure-IV of Enclosure-I):

[Amount in ₹ Crores - rounded off]

Estimate for award of Works & Services	CMD CIL/ Subsidiaries & Functional Directors (FDs) of CIL	Functional Directors (FDs) of Subsidiaries	Area General Managers of Subsidiaries	Project Officers of Subsidiaries	EDs/GMs/ HODs of CIL/Subsidiaries
Revenue Items	Full Powers	15.00	2.00	0.50	0.50
Capital Items	Full Powers	15.00	0.20	0.10	0.10

This will come into force with immediate effect. This is issued with the approval of Competent Authority.

B.P.Dubey
(Company Secretary)

Distribution:

1. D(P&IR)/D(BD)/ D(M)/D(F)/D(T)-Addl.Charge, CIL
2. CMD ECL/BCCL/CCL/CMPDIL/SECL/MCL/NCL/WCL
3. ED (Coord.), CIL
4. TS to D(P&IR)/D(BD)/ D(M)/D(F)/D(T)-Addl.Charge, CIL
5. All EDs/GMs/HODs, CIL
6. CS ECL/BCCL/CCL/CMPDIL/SECL/MCL/NCL/WCL

16/01

