



THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)

Secretarial Department

Ref.No: CRP / CS / 75/1211

Date: 26.12.2018.

CIRCULAR

Director (E & M)
Director (Operations)
Director (Planning & Projects)
Director (Finance)
Director (P. A & W)

Sub: Consolidated circular on delegation of powers to C&MD and Functional Directors (Board level) - Reg.

- Ref:
1. Our Circular No.CRP/CS/75/189 dt.21.03.2013.
 2. Our Circular No.CRP/CS/75/386 dt.28.05.2013.
 3. Our Circular No.CRP/CS/75/62 dt.13.01.2015.
 4. Our Circular No.CRP/CS/75/926 dt.19.11.2015.
 5. Our Circular No.CRP/CS/75/509 dt.24.05.2017.
 6. Our Circular No.CRP/CS/75/443 dt.24.04.2018.

1. The Board has approved delegation of powers to C&MD and Functional Directors on 1.6.1985 and amendments were made from time to time. Modifications/ additions to the Delegation of Powers to C&MD as approved by the Board and to Functional Directors as approved by C&M.D from time to time have been issued vide references 2nd to 6th cited. The consolidated delegation of powers to C&MD and Functional Directors which are in force as on date are enclosed herewith. This circular supersedes earlier circulars referred above (i.e. 1st and 5th cited above circulars cease to be in force completely and the remaining circulars cited above continue only to the extent the DoPs pertain to below Board level executives till consolidated circular is issued for them also). It is clarified that Functional Directors shall be deemed to have all the powers of below Board level Executives (as sub-delegated by the C&MD) who are working under them.
2. Further the circular is also available in our web site www.scclmines.com under RTI Act folder.

[Signature]
26/12/2018
Chief (C.A) &
Company Secretary

Encl: as above.

Copy to:

E D (C.M) / E D (Power Project) / GM(CDN)/ CGM/ GMs/ Corp. HoDs

Transparency Officer – Together with CD containing soft copy of DOPs for updating in the website under RTI Act. Circulars cited at Ref.1st & 4th may be deleted.

**Delegation of Powers
to
C & M. D
and
Functional
Directors
as on 26.12.2018**

Secretarial Department

Shree
26/12/2018

DELEGATION OF POWERS TO C&M.D AND FUNCTIONAL DIRECTORS

All delegation of powers are subject to : -

- I. (a) Provisions of Indian Companies Act and the Memorandum & Articles of Association of the Company.
(b) The provision of Rules & Regulations in force at the time of exercise of powers and the general policy as may be laid-down by the Management from time to time.
(c) Observations of cannons of Financial Propriety.
(d) Consultation with finance in exercising financial powers or powers having financial implications.
- II. (a) All projects and contracts should be concluded only on the recommendations of the Tender Committee of three persons, one of whom should be the representative of Finance. In all cases of acceptance of tenders other than lowest and changes in approved rates, detailed reasons should be recorded in writing under the signature of the Chairman of the Committee.
(b) All appointments are to be made through duly constituted selection committees and all promotions through Departmental Promotion Committees.
(c) In respect of sale of movable property, the prescribed procedures for survey reporting, condemnation of the article and sale through Public auction etc., are to be followed.

Q. Sanyal
26/11/2018

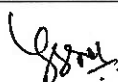
DELEGATION OF POWERS TO CHAIRMAN & MANAGING DIRECTOR (as on 14.11.2019)

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Sl. No.	Item	Delegated powers
A.	<u>COMPANY MATTERS:</u>	
A-1	i) Borrowing for working capital.	Full powers subject to guidelines issued by Board.
	ii) Borrowing for working capital by pledging FDRs as and when considered necessary.	C&M.D and Director (Finance) have been delegated powers within the limits approved by the Board from time to time by executing required documents duly affixing Common Seal of the Company wherever required.
	iii) Borrowing for re-investment by pledging FDRs of low interest rates as and when considered necessary.	C&M.D and Director (Finance) have been delegated powers by executing required documents duly affixing Common Seal of the Company wherever required.
	iv) To create charges in favour of Banks / Financial Institutions etc. on the 1/2014 series APCPDCL Bonds and 2/2012 series APPFCL Bonds possessed by SCCL as Security etc. for issue of Bank Guarantee to the Govt. / other organisations and also for obtaining loan as may be necessary from time to time. Director (Finance) and Director (Operations) are authorised to execute necessary documents and fulfil all the formalities for creating charge in this regard in favour of Banks / Financial Institutions on the said Bonds as security duly affixing Common Seal of the Company wherever required.	Within the overall borrowing powers of the Board as decided by the Shareholders in the 93rd Annual General Body meeting held on 30.12.2014 i.e., up to an amount of Rs.5000 crore over and above the paid up equity and free reserves of the Company at any point of time that is to say paid up equity plus free reserves plus Rs.5000 crore.
	v) To draw funds from Govt. of India.	Within the sanctioned Budget Allocation.
	vi) Availment of inter-corporate loans from Govt. Companies.	C&M.D and Director (Finance) were authorised for availing inter-corporate loans from Govt. companies with interest rate not exceeding 18.5% p.a. depending on the funds requirements of the Company and execute necessary documents.
	vii) Availment of loans by pledging vidyut bonds for working capital and to repay high interest bearing loans of Govt. of India.	Authorised to avail loans up to Rs.300 crores from Banks/Financial institutions to meet working capital requirements in addition to a sum of Rs.450 crores for repayment of high interest bearing Govt. of India loans by pledging vidyut Bonds.
A-2	Starting ancillary industries.	----
B.	<u>BUDGET:</u>	
B-1	Re-allocation of capital funds.	Full powers within the Budget approved by the Board including re-appropriation within one group to another or from a new project to another project (Group as indicated in the approved Annual Plan) and also subject to relevant clauses in Financial Agreements.
B-2	Revenue Budget.	---
C.	<u>CAPITAL WORKS:</u>	
C-1	New Projects / schemes included in the Budget.	New mining projects, power projects (both Thermal & Solar), marginal schemes yielding marginal production/generation & mechanisation schemes in the existing or completed projects (including power projects) with a capital outlay up to Rs.10 crore (for all other capital expenditure up to Rs.1 crore) duly following Govt. of India guidelines for project approval and on the recommendations of internal Technical Committee consisting of Director (Operations), Director (P&P), Director (E&M) and Head of F&A dept., as members. Senior Director will preside over the meetings and GM (CP&P) will be member-convenor.
C-2	Capital expenditure in excess of sanctioned estimates of cost.	To approve variation in the cost of the project originally approved by the Govt., Board as well as by C&MD provided that the variance does not exceed 10% of the original sanctioned cost of the project's particular capital head or Rs.10 crores whichever is less and can be on account of change in scope of work / configuration of equipment as envisaged in any of the capital heads of the sanctioned FR of the project.



Sl. No.	Item	Delegated powers
C-3	Capital expenditure in anticipation of inclusion in the budget.	Rs. 20 lakhs for each project subject to ratification at the next meeting of the Company Board. In all cases of capital expenditure on residential and office accommodation, norms prescribed by the Govt. shall be observed. Further construction programme shall not exceed that approved in the Annual Building Activities Programme.
C-4	Enhancement of provision in RE for implementation of approved project / scheme which is as per / ahead of schedule of FR / PR etc., and included in BE.	Full powers within the overall approved BE.
D	<u>PURCHASE AND CONTRACTS:</u>	
D-1	Purchase Orders/contracts: Purchase Orders:	1. <u>On public tenders:</u> a) Lowest tender Rs.30 crores b) Other than lowest tender Rs.5 crores c) Single tender. Rs.5 crores 2. <u>On limited tenders:</u> a) Lowest tender Rs.10 crores b) Other than lowest tender Rs.4 crores c) Single tender Rs.5 crores 3. <u>Without tenders:</u> a) Purchase of proprietary items from Original Equipment Manufacturers (OEMs)/Original Part Manufacturers (OPMs) or from their authorised dealers. Rs.20 crores b) Without tender through negotiations (reasons to be recorded in writing). Rs.1 crore (orders can be approved on APHMEL also which is a subsidiary of the SCCL). 4. Procurement of HSD from Public Sector Oil Companies against open enquiries on lowest tender Rs.1000 crore per annum
	Contracts :	1. <u>On public tenders:</u> a) Lowest tender Rs.30 crores b) Single tender Rs.10 crores 2. <u>On limited tenders:</u> a) Lowest tender Rs.10 crores b) Single tender Rs.5 crores 3. Without tender through negotiations (reasons to be recorded in writing). Rs.1 crore (contracts can be approved on APHMEL also which is a subsidiary of the SCCL).



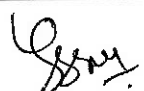
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Sl. No.	Item	Delegated powers	
		4.a) Without tender through negotiations on Original Equipment Manufacturers (OEMs)/Original Part Manufacturers (OPMs) or from their authorised dealers for overhaul/ repair works of equipment. b) Without tender through negotiations on Original Equipment Manufacturers (OEMs)/ Original Part Manufacturers (OPMs) or from their authorised dealers for annual maintenance (AMC)/Comprehensive Maintenance (CMC) of equipment. Orders issued under 4(b) are to be submitted to the Board in the subsequent meeting for information.	Rs.20 crores Rs.20 crores
		5. To operationalise the relevant provisions in OB removal contracts approved by C&MD under delegated powers or by the Board on the recommendations of Tender Committee for expediting execution of OB removal contracts. a) Extension of time under Force majeure conditions as per order terms & conditions. b) For 10% excess excavation on total quantity as stipulated in the NIT and on the same rates, terms & conditions of the order. This is to be exercised at the fag end of the contract period considering the exigencies of work and based on review. c) Change in boundary of the demarcated area by extending the existing boundary. d) Extension of time in proportion to 10% excess excavation on total quantity.	Full powers Full powers. Full powers. Full powers.

J. Sanyal

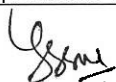
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Sl. No.	Item	Delegated powers
		e) Change in location of dump site, dump-wise deck-wise quantities and change in fixed transport route resulting in variation in lead distances. Full powers. f) Extension of time for execution of contract beyond scheduled period of completion (including force majeure period) by imposing penalty as per order terms & conditions. Full powers. g) Termination of work as per terms & conditions of the order. Full powers. h) Condonation of delay in commencement of contract up to a period of 1 month beyond scheduled date of commencement for the reasons beyond control of the contractor. Full powers. Authorised to sub-delegate any or all these powers to the extent required from time to time to Functional Directors and below Board level Officers in the exigencies of work. Such proposal is to be placed before the Board for information. In case, if there is any conflict between the aforesaid delegation of powers and the existing delegation of powers which are applicable for all procurements/ contracts, this delegation of powers shall only apply in respect of OB removal contracts.
D-2	Deviation/ alteration from the terms of a contract having value beyond the delegated authority of C&MD.	Aggregate price implication up to Rs.3 crores or 10% of value of contract whichever is lower excluding such increase as might have arisen due to price variations & variations in statutory levies permissible within the terms of original contract. Full powers in case of decrease in the value of contract.
D-3	Settlement of disputes with suppliers/contractors.	Rs.25 lakhs in each case subject to a maximum of Rs.1 crore.
D-4	Termination of contracts/cancellation of purchase order/imposing of penalty/ waiver of penalty and compensation.	Full powers in respect of those Contracts/purchase orders approved under delegated authority.
E.	OTHER FINANCIAL MATTERS:	
E-1	Investment of Company's Funds and dealing with investments.	Full powers in emergency for investment of Company's funds. Full powers in emergency to pledge (for availing loans up to Rs.300 crores from Banks/Financial institutions to meet working capital requirements in addition to a sum of Rs.450 crores for repayment of high interest bearing Govt. of India loans by pledging vidyut Bonds), sell, endorse, transfer, negotiate or otherwise deal with the Vidyut Bonds. To open a demat account with any depository participant for dealing with the Bonds in electronic form.

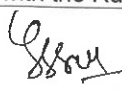


Sl. No.	Item	Delegated powers
E-2	To open accounts with Banks and draw. - To authorise operation of safe deposit lockers.	Full powers. Authorised to nominate Officers from time to time to operate the safe deposit lockers at State Bank of Hyderabad, Gunfoundry, Hyderabad.
E-3	Schemes for grant of loans and advances to employees.	Full powers under the Rules.
E-4	Loans/advances to other than employees.	1. Where contracts are awarded for procurement/ construction, to allow advances under the terms & conditions of contract. 2. In emergencies to suppliers/contractors subject to ratification by the Board.
E-5	Schemes for Ex-gratia payments in the event of death, etc.	Rs. 7,000/- in case of death of an employee on duty due to natural cause. Rs.500/- to legal heirs in case of fatal accidents. Rs.500/- to legal heirs in cases other than fatal accidents while on duty which is deductible.
E-6(A)	Ex-gratia payment other than in accordance with the scheme.	Within limits laid down by the Board.
E-6(B)	Any grant or contribution or donation or ex-gratia payment to institutions not arising from recognised rules relating to amenities & welfare.	Rs.1 lakh in each case and Rs.10 lakhs per annum.
E-6(c)	Funding of S&T projects as recommended by the Standing Scientific Research Committee, Govt. of India.	Full powers.
E-7	Grant of compensation to other than Company employees arising from any cause.	Rs.2 lakhs in each case.
F.	SALES:	
F-1	Sales of coal and other products at negotiated prices. - To increase the basic prices of coal for non-power sector customers considering cost, market situation etc. - Revision of Coal prices either upward/ downward for FSA / MoU / Reserve price of e-auction.	Full powers as per policy laid down by Board/ Government. (Sale of coal & other products relates only to sale at prices, which have not been statutorily notified). Up to 25% of the basic price either in one occasion or in a phased manner. Full powers.
F-2	Sale of movable property	Rs.50 lakhs per annum.
F-3	Sale of surplus/obsolete immovable property other than acquired area/land.	----
F-4	Appointment of selling agency for disposal of old & unserviceable materials and scrap.	Up to an estimated realizable value of Rs.25 crore per annum by floating limited enquiry. (Identification of material to be disposed and fixation of reserve price to be done by a multi-disciplinary Committee constituted by C&M.D.).
G.	ESTABLISHMENT MATTERS:	
G-1	To sanction leave - Casual, Earned, Quarantine, Sick/ Medical.	Full powers. M-2 and above grades.
G-2	To sanction special disability leave and any other type of leave not covered above.	Full powers as laid-down in the Leave Rules. Authorised to examine the proposals for special disability leave on case to case basis and accord sanction.
G-3	To sanction leave salary advance	Full powers.
G-4	To accept fitness certificate to join duty after leave on Medical/Sick ground.	Full powers.
G-5	To approve tour programme	Full powers.

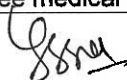
Sl. No.	Item	Delegated powers
G-6	To function as controlling officer and grant of advance of T.A. on tour and transfer and grant of LLTC/LTC advance.	Full powers.
G-7	To sanction continuance halt on tour in excess of 10 days but not exceeding 30 days - drawal of DA according to circumstances of each case.	Full powers.
G-8	To allow travel by Rail/Air in a class higher than entitled and by a route other than the shortest or cheapest in the exigencies of work.	Full powers.
G-9	To waive producing of money receipt, ticket No. etc., for TA/LTC.	Full powers.
G-10	To waive time limit for submission of all types of personnel claims upto a period of 3 years.	Full powers subject to company's Rules.
G-11	To accept cancellation charges on Rail/Air tickets in case of journeys on tour/LTC/transfer.	Full powers subject to company's Rules.
G-12	To reimburse medical expenses/advance for medical expenses.	Full powers subject to company's Rules.
G-12A	Referral bills/ claims from the empanelled hospitals.	Full powers, financial concurrence shall be given by Director (Finance).
G-13	To sanction O.T.A.	Full powers subject to company's Rules.
G-14	To sanction children education allowance, tuition fees, festival advance, house rent allowance and any other allowance as per Rules.	Full powers subject to company's Rules.
G-15	To sanction subsistence allowance.	Full powers subject to company's Rules.
G-16	To sanction conveyance allowance.	Full powers subject to company's Rules.
G-17	To incur expenses of contingent nature on meetings, conferences, workshops, knowledge day / debriefing sessions, seminars, exhibitions, ceremonies, celebrations, Functions, sports & games etc.	Full powers within approved budget.
G-18	To incur petty and Sundry expenditure including taxi, mini-bus charges, etc.	Full powers within the budget allocation.
G-19	To purchase general / technical / professional books/periodicals/ magazines / journals including soft copies & news papers etc.	Full powers within approved budget.
G-20	To pay charges of residential telephones exclusively with officers and office telephones.	Full powers.
G-21	To depute any employee of the Company to seminars, training programmes, etc.	On recommendation of (C)GM(HRD) only with concurrence of Functional Directors.
G-22	To depute any employee of the company on Foreign service to any other organisation.	Full powers.
G-23	To grant Honorarium to employees supervising Guest Houses, Recreation clubs, Welfare Institutions, etc.	Full powers.
G-24	To grant advance to all employees for purchase of vehicles as per Rules.	Full powers as per Rules.
G-25	To sanction House Building Advance to employees as per Rules.	Full powers as per Rules.
G-26	To sanction payment to employees arising out of statutory enactments, and rules and regulations there- under, such as Workmen's Compensation, Maternity Benefits Act, Mines Act, Notified Area Committee Act, Vocational Training Rules, Rescue Training Rules, etc.	Full powers.



Sl. No.	Item	Delegated powers
H.	LEGAL MATTERS:	
H-1	To appoint legal advisers of the Company and professional / technical experts etc., as counsels to represent the Company before Arbitrators, quasi judicial authorities etc.	Full powers.
H-2	Pleading, memo of appeals, vakalat namas etc., power to sign and pay fee to lawyers and incur other expenses, issue notices, make references before Tribunal, Tax Authorities etc.	Full powers.
H-3	Reimbursement of legal expenses incurred in cases arising out of the official duties of the employees of the Division.	Full powers.
H-4	Approve engagement of advocates other than those on the panel including their fee and terms and conditions in special circumstances.	Full powers.
H-5	To appoint Arbitrators on behalf of the company in case of any disputes with suppliers/contractors etc.	Full powers.
I.	PERSONNEL AND WELFARE:	
I-1	Framing of Recruitment, Services, Conduct and other rules.	---
I-2	Formation of Cadres.	---
I-3	Pay scales, Revisions, Grant of Allowances, Perquisites, etc.	---
I-4	Creation of Posts.	Full powers for all non-executives and Executives upto M2 level provided the posts are in the manpower budget approved by the Board. Full powers for all posts included in the sanctioned Project Reports/Advance Action Reports subject to the phasing indicated therein.
I-5	Appointments.	Full powers upto M2 scale including NCWA employees.
I-6 (a)	Executives: To transfer/sanction officiating allowance/increment/ crossing E.B etc., in conformity with company rules etc. within respective Division.	Full powers for M2 and above scales.
I-6 (b)	Non-executives: i) To select/appoint/promote/fix pay for non-executive cadres of the division on the basis of recommendation of selection committee/ DPC as per terms of the company's Rules. ii) Power of confirming/ accepting resignation. iii) To grant advance increment/honorarium. iv) Extension/Re-employment. v) Deputation abroad.	Full powers. Full powers. As may be laid-down by the Board. --- Full powers.
I-7	To incur expenditure in connection with recruitment, advertisement, question papers, examination, TA to non-employee members of selection committee/ examination etc.	Full powers for executives.
I-8	To suspend or take disciplinary action or award punishment/ termination of services in accordance with the Rules.	Full powers.



Sl. No.	Item	Delegated powers
I-9	To authorise settlement of Labour disputes by conciliation in respect of all employees in the Wage Board scales of pay subject to All India Service conditions and National Coal Wage Agreements.	Full powers.
I-10	To refer any claims or demands of the employees for Arbitration where the estimated claim is below Rs.1,00,000/-.	Full powers.
I-11	To sanction Incentive Bonus Schemes to employees.	Full powers.
J.	ADMINISTRATION:	
J-1	To approve payment of charges on account of electricity, gas, water, municipal rates and taxes of office establishment.	Full powers.
J-2	To approve payment of charges on account of postal, telegraph, telex, tele printer etc.	Full powers.
J-3	- To approve payment of charges on account of M.O. Commission, renewal of vehicles licences and insurance and other taxes. - To authorise to deal with Tax/statutory matters, Central Excise matters.	Full powers. Full powers to sign documents, invoices, bonds etc., and to make, sign, verify, execute, amend, attest, present, appear and file returns, appeals, notices, forms/ e-forms, declarations, statements, applications, documents, deeds, agreements etc., to be made or filled or furnished or submitted as the case may be under the Central Excise Act, 1994, AP VAT Act, 2005, CST, Service Tax, Customs duty, Income Tax, Wealth Tax or any other statute, rules and regulations to any authority and to do all other acts, deeds and things in matters connected therewith or incidental thereto; Further empowered to sub-delegate all or any of the aforesaid powers to Director(s) and /or to any other executives/ employee(s) of the Company as deemed fit and proper in conformity with the provisions of respective statutes. Authorised to issue necessary authorization letters to General Manager and other executives whenever necessary to deal with any Taxes and duties related to direct and indirect Taxes.
J-4	To purchase Office Furniture.	Full powers subject to specific budget provision.
J-5	Purchase of electrical fittings and furniture and office equipments.	Full powers.
J-6	Hiring furniture and office equipment, land and building, P&M etc.	Full powers within approved budget.
J-7	Printing and Binding.	Full powers.
J-8	To grant imprest.	Full powers.
J-9	To incur expenses of contingent nature on production items.	Full powers within approved budget.
J-10	Entertainment / official hospitality	Full powers within approved budget.
J-11	Publicity.	Full powers as laid-down by the Board and subject to Budget provision.
J-12	To provide free medical treatment to others.	Full powers.



Sl. No.	Item	Delegated powers
K.	MISCELLANEOUS:	
K-1	Power to sanction purchase, repairs to plants and machinery, vehicles, furniture & fittings, building. - To place orders on nomination on APHMEL for supply of equipment/spares and for repairs etc. within their production range on the basis of orders for similar products/repairs executed by other Firms earlier subject to other terms & conditions of MoU dt.17.10.2001 entered with APHMEL.	Full powers. To approve proposals up to Rs.10 crore per occasion and Rs.30 crore per annum. (these powers are redundant now in view of Companies Act Provisions, 2014).
K-2	To incur all expenditure of revenue nature not covered in any other heads in respect of mines, departments and other establishments.	Full powers within approved budget.
K-3	To sanction transfer of plants and machinery from one project to other or from one mine to other.	Full powers.
K-4	Material budget - approval for general consumption-stores/spare parts; petrol and diesel.	Full powers.
K-5	Appointment of Auditors for any certification work.	Full powers.
K-6	a) To acquire land and other immovable properties b) i) For payment/deposit of compensation with the concerned authorities for acquisition of land. ii) Deposit of compensation with concerned authorities in all land acquisition matters under Land Acquisition Act, 1894 as amended from time to time wherever they reached finality. c) Payment of Net Present Value as per demands issued by concerned D.F.Os, Forest dept., in respect of Forest land clearances. d) Incurring expenditure/ deposit of funds for implementation of R&R plan/ Scheme as communicated by competent authority.	Up to Rs.1 crore. Up to Rs.10 crores for each proposal. Full powers. (All other matters where compensation exceeds Rs.10 crores and finality not reached require Board approval.) Full powers. Full powers wherever the provision is available in the respective project reports. If the funds are not provided or adequate provision is not existing in the respective Project Reports approval of the Board shall be taken.
K-7	To licence Company's land to others on suitable rents. - To surrender/ allotment of land.	Full powers subject to observing the formalities under the agreement. Subject to following the procedure as laid down by the Board not exceeding 1,000 sq.mtrs., per allottee on lease for undertaking community, welfare, charitable religious activities etc., subject to payment of electricity, water and other charges by the allottee, if such provisions are given by the SCCL; and construction and maintenance of all infrastructure by the allottee subject to the relevant provisions of Tripartite Agreement. Allotment of small plots of Company's land not exceeding 1000 Sq. mtrs. per allottee on lease/ licence basis on commercial rates to OB removal contractors, explosive suppliers, POL suppliers etc. for the period co-terminus with the contracts/ works awarded on them.

Sl.No.	Item	Delegated powers
L.	WRITE-OFF OF LOSS:	
L-1	To write-off any items of stores, equipment, tools, plant & machinery.	Rs.1 crore in each case.
L-2	To write-off loss/ shortage of cash.	Rs.10,000 in each case.
L-3	Write-off of amounts due from persons other than company employees.	Rs.10,000.
M-1	CONSULTANTS:	
M-1 (a)	Award of consultancy assignments including foreign consultancy assignments 1. On public tenders: i) Lowest tender ii) Single tender 2. On limited tenders: i) Lowest tender ii) Single tender	i) Rs.3 crores ii) Rs.1 crore i) Rs.1 crore ii) Rs.50 lakhs
M-1(b)	Without tender through negotiations except foreign consultants (reasons to be recorded in writing) 1) Appointment of Govt. agencies/ institutions, UGC funded organisations etc. 2) Appointment of private firms/ institutions registered as consultants in specified fields. 3) For appointment of individuals.	Rs.1 crore per occasion. Rs.10 lakhs per occasion and Rs.5 crores per annum. (If value of consultancy assignment exceeds Rs.10 lakhs per occasion tender process shall be followed as applicable). As per requirement not exceeding a period of 12 months, subject to being put up for information of Board in the meeting subsequent to appointment.
M-1(c)	Approval for post award variations in consultancy assignments awarded as above.	Full powers for contracts awarded by himself or lower authority provided the value of contract including the increase due to variations is within his delegated powers; and up to 10% or Rs.50 lakhs whichever is lower in respect of contracts approved by Board.
M-1(d)	Appointment of retired Officers of Govt./PSUs, Technical Experts, Professionals etc., on contract basis	To approve the appointments of retired Officers of Govt./PSUs, Technical Experts, Professionals etc., on contract basis as per the need by fixing the terms & conditions as may be deemed fit on case-to-case basis subject to the maximum remuneration payable to the retired officers of Govt/PSUs would be last pay drawn (-) pension and in case of private technical experts/professionals, comparable remuneration in Govt services of their level to be taken as basis for fixing the remuneration. The Board also authorised C&MD to take decision to relax the maximum remuneration limit to attract Professionals etc., in exceptional cases with due justification.
M-2	SUB-DELEGATION :	Sub-delegate any powers delegated to him to his subordinate Officers Specifying the extent of delegation in each case.



DELEGATION OF POWERS TO DIRECTOR (FINANCE) as on 26.12.2018

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Sl. No.	Item	Delegated powers
A.	COMPANY MATTERS:	
	Borrowing for working capital.	Full Powers.
B.	FINANCIAL MATTERS:	
1.	To open accounts with Banks and draw.	Full Powers.
2.	To decide matters, which will require Financial concurrence, and to fix the level of concurrence in regard to the quantum of expenditure involved.	Full Powers.
3.	To concur proposal and render financial advice in all matters and transactions having financial impact.	Full Powers.
C.	ESTABLISHMENT MATTERS:	
C.1.	a) To sanction Casual leave.	Full powers in respect of those reporting to him.
	b) To sanction Earned, Quarantine, Sick/ Medical leave.	Up to 10 days in respect of Area (C)GMs and Corporate HoDs reporting to him with intimation to C&MD. Full powers in respect of others working under him.
C.2.	To sanction special disability leave and any other type of leave not covered above.	Full Powers to Wage Board Scales as Laid down in the leave rules.
C.3.	To sanction conveyance allowance.	Full Powers subject to company's Rules.
C.4.	To accept fitness certificate to join duty after leave on medical/sick ground.	Full Powers.
C.5.	To approve tour programme.	Full powers. C&MD should be kept informed of his own tour programme.
C.6.	To function as controlling officer and grant of advance of T.A. on tour and transfer and grant of LLTC/LTC advance.	Full Powers.
C.7.	To sanction continuance halt on tour in excess of 10 days but not exceeding 30 days - drawal of DA according to circumstances of each case.	Full Powers.
C.8.	To allow travel by Rail/Air in a class higher than entitled and by a route other than the shortest or cheapest in the exigencies of work.	Full Powers.
C.9.	To waive producing of money receipt, ticket No. etc., for TA/LTC.	Full Powers.
C.10.	To waive time limit for submission of all types of personnel claims upto a period of 3 years.	Full Powers subject to company's Rules.
C.11.	To accept cancellation charges on Rail/air tickets in case of journeys on tour/LTC/ Transfer.	Full Powers subject to Company's Rules.
C.12.	To reimburse medical expenses/advance for medical expenses.	Full Powers subject to Company's Rules.
C.13.	To sanction O.T.A.	Full Powers subject to Company's Rules.
C.14.	To sanction children education allowance, tuition fees, festival advance, house rent allowance and any other allowance as per rules.	Full Powers subject to Company's Rules.
C.15.	To sanction subsistence allowance.	Full Powers subject to Company's Rules.
C.16.	To incur expenses of contingent nature on meetings, conferences, workshops, knowledge day / debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games etc.	Up to Rs.1.00 Lakh in each case within approved budget.

DELEGATION OF POWERS TO DIRECTOR (FINANCE)

Sl. No.	Item	Delegated powers
C.17.	To incur petty and sundry expenditure including taxi, mini-bus charges, etc.	Full Powers within the budget allocation.
C.18.	To purchase general / technical / professional books/ periodicals / magazines / journals including soft copies & news papers etc.	Up to Rs.25,000 within approved budget.
C.19.	To pay charges of residential telephones exclusively with officers and office telephones.	Full Powers.
C.20.	To depute any employee of the company to seminars, training programmes etc.	Full powers up to E5 Grade Executives & NCWA employees within the country on the recommendations of concerned HoD and to be processed through (C)GM (HRD).
C.21.	To grant Honorarium to employees supervising guesthouses, Recreation Clubs, Welfare Institutions etc.	Full Powers.
C.22.	To grant advance to all employees for purchase of vehicles as per rules.	Full Powers.
C.23.	To sanction House Building Advance to employees as per rules.	Full Powers.
C.24.	To sanction payment to employees arising out of statutory enactments and rules and regulations thereunder such as workmen compensation Act, Maternity Benefit Act, Mines Act, Vocational Training Rules, Rescue Training Rules, Gratuity Act and Gratuity Rules of the Company and any other statutory dues of the Company.	Full powers.
C.25.	To sanction leave salary advance.	Full Powers.
D.	ADMINISTRATION.	
D.1.	To approve payment of charges on account of electricity, gas, water, municipal rates and taxes of office establishment.	Full Powers.
D.2.	To approve payment of charges on account of postal, telegraph, telex, teleprinter, etc.	Full Powers.
D.3.	To approve payment of charges on account of M.O commission, renewal of vehicles licences and insurance and other taxes.	Full Powers.
D.4.	To purchase office furniture.	Full Powers subject to specific budget provision.
D.5.	Purchase of electrical fittings and furniture and office equipment.	Full Powers.
D.6.	Hiring furniture and office equipment, land and building, P & M etc.	---
D.7.	Printing and binding.	Full Powers.
D.8.	To grant imprest.	Full Powers.
D.9.	To incur expenses of contingent nature on production items.	Rs.50,000 per occasion within approved budget.
D.10.	Entertainment/ official hospitality.	Rs.25,000 per occasion and Rs.2 lakhs per annum.
D.11.	Publicity.	Full Powers as laid down by the Board and subject to budget provision.
D.12.	To provide free medical treatment to others.	Full Powers.

DELEGATION OF POWERS TO DIRECTOR (FINANCE)

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Sl. No.	Item	Delegated powers
E.	MISCELLANEOUS:	
E.1.	Power to sanction purchase, repairs to plants and machinery, vehicles, furniture & fittings, building.	Full Powers.
E.2.	To incur all expenditure of revenue nature in respect of revenue mines as well as new projects.	Full Powers within approved Budget.
E.3.	To sanction transfer of plants and machinery from one project to other or from one mine to other.	Full Powers.
E.4.	Material budget-approval for general consumption stores/spare parts; petrol & diesel.	Full Powers.
F.	PERSONNEL AND WELFARE:	
F.1.	To transfer/sanction officiating allowance/ increment/ crossing E.B etc. in conformity with company rules etc.	Full Powers upto E-7 scale of pay and non-executives.
F.2.	Creation of Posts.	Full Powers for all Wage Board Employees provided the posts are in the manpower budget approved by the Board.
F.3.	Appointments.	Full Powers for recruitment of all non-executives.
F.4.	To suspend or take disciplinary action, or award punishment/termination of service in accordance with the rules.	Full Powers.
G.	MISCELLANEOUS:	
G.1.	a) Appointment of Auditors for any certification work.	Full Powers.
	b) Appointment of Govt. agencies / institutions, UGC funded organizations etc. as Consultants (except foreign consultants)	Rs.10.00 lakhs per occasion and Rs.1 crore per annum.
G.2.	To sub-delegate powers conferred upon Director (Finance) to Heads of Division and other officers under him.	Full Powers.

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DELEGATION OF POWERS TO DIRECTOR (OPERATIONS) as on 26.12.2018

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Sl. No.	Item	Delegated powers
A.	COMPANY MATTERS:	
A-1	Borrowing for working capital.	---
A-2	Starting ancillary industries.	---
B.	BUDGET:	
B-1	Re-allocation of capital funds.	---
B-2	Revenue Budget.	---
C.	CAPITAL WORKS:	
C-1	New Projects included in the Budget.	---
C-2	Capital expenditure in excess of sanctioned estimate of cost.	---
C-3	Capital expenditure in anticipation of inclusion in the budget.	Rs.3 lakhs in each work for incurring capital and revenue expenditure in existing mines subject to information to C&MD within 10 days.
D.	PURCHASE AND CONTRACTS:	
D-1	Purchase Orders/contracts:	
	A. Purchase Orders:	
	1. On Public Tenders:	
	a. Lowest Tender	Rs.5.00 crore
	b. Other than lowest Tender	Rs.1.00 crore
	c. Single Tender	Rs.1.00 crore
	2. On Limited Tenders:	
	a. Lowest Tender	Rs.2.00 crore
	b. Other than lowest Tender	Rs.0.50 crore
	c. Single Tender	Rs.1.00 crore
	3. Without Tenders:	
	a. Purchase of proprietary items from OEMs	Rs.6.00 crore
	b. Without tender through negotiations (reasons to be recorded in writing)	Rs.0.30 crore (orders can be approved on APHMEL also which is a subsidiary of the SCCL).
	B. Contracts:	
	1. On Public Tenders:	
	a. Lowest Tender	Rs.5.00 crore
	b. Single Tender	Rs.1.00 crore
	2. On Limited Tenders:	
	a. Lowest Tender	Rs.2.00 crore
	b. Single Tender	Rs.1.00 crore
	3. Without Tender through negotiations (reasons to be recorded in writing).	Rs.0.30 crore (contracts can be approved on APHMEL also which is a subsidiary of the SCCL).
D-2	Deviation / alteration from the terms of a contract having value beyond the delegated authority.	Aggregate price implication up to Rs.0.50 crore or 10% of contract value whichever is lower excluding such increase as might have arisen due to price variations & variations in statutory levies permissible within the terms of original contract.

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DELEGATION OF POWERS TO DIRECTOR (OPERATIONS)

Sl. No.	Item	Delegated powers
D-3	Settlement of disputes with suppliers/contractors.	Rs.25.00 lakhs in each case subject to a maximum of Rs.1 crore.
D-4	Termination of contracts/cancellation of purchase order/imposing of penalty/waiver of penalty and compensation.	Full powers in respect of those Contracts/ purchase orders approved under delegated authority.
E.	OTHER FINANCIAL MATTERS:	
E-1	Investment of Company's Funds.	---
E-2	To open accounts with Banks and draw money.	---
E-3	Schemes for grant of loans and advances to employees.	---
E-4	Loans/advances to other than employees.	Where contracts are awarded for procurement/ construction, to allow advances under the terms & conditions of contract.
E-5	Schemes for Ex-gratia payments in the event of death, etc.	---
E-6(A)	Ex-gratia payment other than in accordance with the scheme.	---
E-6(B)	Grants and donations to Charitable, Research and Educational Institutions.	---
F.	SALES:	
F-1	Sales of coal and other products at negotiated prices.	---
F-2	Sale of movable property	---
F-3	Sale of surplus/obsolete immovable property other than acquired area/land.	---
G.	ESTABLISHMENT MATTERS:	
G-1	a) To sanction Casual leave.	Full powers in respect of those reporting to him.
	b) To sanction Earned, Quarantine, Sick/ Medical leave.	Up to 10 days in respect of Area (C)GMs and Corporate HoDs reporting to him with intimation to C&MD. Full powers in respect of others working under him.
G-2	To sanction special disability leave and any other type of leave not covered above.	Full powers to Wage Board Scales as laid down in the Leave Rules.
G-3	To sanction leave salary advance	Full powers.
G-4	To accept fitness certificate to join duty after leave on Medical/Sick ground.	Full powers.
G-5	To approve tour programme.	Full powers. C&MD should be kept informed of his own tour programmes.
G-6	To function as controlling officer and grant of advance of T.A. on tour and transfer and grant of LLTC/LTC advance.	Full powers.
G-7	To sanction continuance halt on tour in excess of 10 days but not exceeding 30 days - drawal of DA according to circumstances of each case.	Full powers.
G-8	To allow travel by Rail/Air in a class higher than entitled and by a route other than the shortest or cheapest in the exigencies of work.	Full powers.
G-9	To waive producing of money receipt, ticket No. etc., for TA/LTC.	Full powers.
G-10	To waive time limit for submission of all types of personnel claims up to a period of 3 years.	Full powers subject to company's Rules.
G-11	To accept cancellation charges on Rail/Air tickets in case of journeys on tour/LTC/transfer.	Full powers subject to company's Rules.

DELEGATION OF POWERS TO DIRECTOR (OPERATIONS)

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Sl. No.	Item	Delegated powers
G-12	To reimburse medical expenses/ advance for medical expenses.	Full powers subject to company's Rules.
G-13	To sanction O.T.A.	Full powers subject to company's Rules.
G-14	To sanction children education allowance, tuition fees, festival advance, house rent allowance and any other allowance as per Rules.	Full powers subject to company's Rules.
G-15	To sanction subsistence allowance.	Full powers subject to company's Rules.
G-16	To sanction conveyance allowance.	Full powers subject to company's Rules.
G-17	To incur expenses of contingent nature on meetings, conferences, workshops, knowledge day / debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games etc.	Up to Rs.1.00 lakh in each case within approved budget.
G-18	To incur petty and Sundry expenditure including taxi, mini-bus charges, etc.	Full powers within the budget allocation.
G-19	To purchase general/ technical / professional books/ periodicals/ magazines/ journals including soft copies & news papers etc.	Up to Rs.25,000 within approved budget.
G-20	To pay charges of residential telephones exclusively with officers and office telephones.	Full powers.
G-21	To depute any employee of the company to seminars, training programmes etc.	Full powers up to E5 Grade Executives & NCWA employees within the country on the recommendations of concerned HoD and to be processed through CGM (HRD).
G-22	To depute any employee of the company on Foreign service to any other organisation.	---
G-23	To grant Honorarium to employees supervising Guest houses, Recreation clubs, Welfare Institutions, etc.	Full powers.
G-24	To grant advance to all employees for purchase of vehicles as per Rules.	---
G-25	To sanction House Building Advance to employees as per Rules.	---
G-26	To sanction payment to employees arising out of statutory enactments, and rules and regulations there under, such as Workmen's Compensation, Maternity Benefits Act, Mines Act, Notified Area Committee Act, Vocational Training Rules, Rescue Training Rules, etc.	Full powers.
H.	LEGAL MATTERS:	
H-1	To appoint Legal Advisers of the Company.	---
H-2	Pleading, memo of appeals, vakalt namas etc., power to sign and pay fees to lawyers and incur other expenses, issue notices, make references before Tribunal, Tax Authorities etc.	Full powers.
H-3	Reimbursement of legal expenses incurred in cases arising out of the official duties of the employees of the Division.	Full powers.
H-4	Approve engagement of advocates other than those on the panel including their fee and terms and conditions in special circumstances.	Full powers.
I.	PERSONNEL AND WELFARE:	
I-1	Framing of Recruitment, Services, conduct and other rules.	---
I-2	Formation of Cadres.	---

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DELEGATION OF POWERS TO DIRECTOR (OPERATIONS)

Sl. No.	Item	Delegated powers
I-3	Pay scales, Revisions, Grant of Allowances, Perquisites, etc.	---
I-4	Creation of Posts.	Full powers for all Wage Board employees provided the posts are in the manpower budget approved by the Board. Full powers for all posts included in the sanctioned Project Reports/Advance Action Reports subject to the phasing indicated therein.
I-5	Appointments.	Full powers for recruitment of all non-executive posts.
I-6	(a) Executives: To transfer/sanction officiating allowance/increment/crossing E.B etc., in conformity with company rules etc. upto E-7 scale within respective division.	Full powers upto E-7 scale of pay and non-executives.
	(b) Non-executives:	
	i) To select/appoint/promote/fix pay for non-executive cadres of the division on the basis of recommendation of selection committee/DPC as per terms of the company's Rules.	Full powers.
	ii) Power of confirming/ accepting resignation.	Full powers.
	iii) To grant advance increment/honorarium.	---
	iv) Extension/Re-employment.	---
	v) Deputation abroad.	---
I-7	To incur expenditure in connection with recruitment, advertisement, question papers, examination, TA to non-employee members of selection committee/examination etc.	Full powers for non-executives.
I-8	To suspend or take disciplinary Action or award punishment/termination of services in accordance with the Rules.	Full powers.
I-9	To authorise settlement of Labour disputes by conciliation in respect of all employees in the Wage Board scales of pay subject to All India Service conditions and National Coal Wage Agreements.	Full powers.
I-10	To refer any claims or demands of the employees for Arbitration where the estimated claim is below Rs. 1,00,000/-.	----
I-11	To sanction Incentive Bonus Schemes to employees.	----
J.	ADMINISTRATION:	
J-1	To approve payment of charges on account of electricity, gas, water, municipal rates and taxes of office establishment.	Full powers.
J-2	To approve payment of charges on account of postal, telegraph, telex, teleprinter etc.	Full powers.
J-3	To approve payment of charges on account of M.O. Commission, renewal of vehicles licences and insurance and other taxes.	Full powers.
J-4	To purchase Office Furniture.	Full powers subject to specific budget provision.
J-5	Purchase of electrical fittings and furniture and office equipments.	Full powers.

DELEGATION OF POWERS TO DIRECTOR (OPERATIONS)

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Sl. No.	Item	Delegated powers
J-6	Hiring furniture and office equipment, land and building, P&M etc.	Rs.50,000/- in each case and total Rs. 5 lakhs per annum.
J-7	Printing and Binding.	Full powers.
J-8	To grant imprest.	Full powers.
J-9	To incur expenses of contingent nature on production items.	Rs.50,000 per occasion within approved budget.
J-10	Entertainment/ official hospitality.	Rs.25,000 per occasion and Rs.2 lakhs per annum.
J-11	Publicity.	Full powers as laid-down by the Board and subject to Budget provision.
J-12	To provide free medical treatment to others.	Full powers.
K.	MISCELLANEOUS:	
K-1	Power to sanction purchase, repairs to plants and machinery, vehicles, furniture & fittings, building. - For assignment of repair jobs on nomination on APHMEL. - To place orders on nomination on APHMEL for supply of various items required in regular course.	Full powers. To approve proposals up to Rs.10 lakhs for each job. To place regular orders on APHMEL not exceeding Rs. 25 lakhs on nomination basis where they are L-1 are have matched with L-1 (in earlier enquiries subject to their capacity and normal examination by tender committee for reasonableness of rates). (these powers are redundant now in view of provisions of Companies Act, 2014).
K-2	To incur all expenditure of revenue nature in respect of revenue mines as well as new projects.	Full powers within approved budget.
K-3	To sanction transfer of plants and machinery from one project to other or from one mine to other.	Full powers.
K-4	Material budget- approval for general consumption-stores/spare parts; petrol & diesel.	Full powers.
K-5	Appointment of Auditors for any certification work.	----
K-6	To acquire land and other immovable properties.	----
K-7	To licence Company's land to others on suitable rents.	----
K-8	Test reports from National/Govt. Laboratories.	Rs.10.00 lakhs per annum.
L.	WRITE-OFF OF LOSS:	
L-1	Write-off of loss in coal stocks periodically due to deterioration.	}
L-2	Rate of Write-off of stores.	
L-3	Write-off of losses otherwise than due to deterioration.	
L-4	Waiving of compensation from contractors/ suppliers.	
L-5	Write-off of loss of cash.	
L-6	Write off of amounts due from persons other than company employees.	
M	CONSULTANTS	----
M-1	Appointment of Govt. agencies / institutions, UGC funded organizations etc., as Consultants (except foreign Consultants)	Rs.10.00 lakhs per occasion and Rs.1 crore per annum.
M-2	SUB-DELEGATION:	Sub-delegate the powers to subordinate officers with the approval of C&MD specifying the extent of delegation in each case.

Sl. No.	Item	Delegated powers
A.	COMPANY MATTERS:	
A-1	Borrowing for working capital.	---
A-2	Starting ancillary industries.	---
B.	BUDGET:	
B-1	Re-allocation of capital funds.	---
B-2	Revenue Budget.	---
C.	CAPITAL WORKS:	
C-1	New Projects included in the Budget.	Rs. 50 lakhs.
C-2	Capital expenditure in excess of sanctioned estimate of cost.	Up to 10% of the cost or Rs.50 lakhs whichever is less subject to information to C&MD within 10 days
C-3	Capital expenditure in anticipation of inclusion in the budget.	Rs.3 lakhs subject to information to C&MD within 10 days.
D.	PURCHASE AND CONTRACTS:	--
D-1	Purchase Orders/contracts:	--
	A. Purchase Orders:	---
	1. On Public Tenders:	--
	a. Lowest Tender	--
	b. Other than lowest Tender	---
	c. Single Tender	--
	2. On Limited Tenders:	
	a. Lowest Tender	--
	b. Other than lowest Tender	--
	c. Single Tender	--
	3. Without Tenders:	
	a. Purchase of proprietary items from OEMs	--
	b. Without tender through negotiations (reasons to be recorded in writing)	--
	B. Contracts:	
	1. On Public Tenders:	
	a. Lowest Tender	Rs.5.00 Crore
	b. Single Tender	Rs.1.00 Crore
	2. On Limited Tenders:	
	a. Lowest Tender	Rs.2.00 Crore
	b. Single Tender	Rs.1.00 Crore
	3. Without Tender through negotiations (reasons to be recorded in writing).	Rs.0.30 Crore
	4. To operationalise the relevant provisions in OB removal contracts approved by C&MD under delegated powers or by the Board on the recommendations of Tender Committee for expediting execution of OB removal contracts subject to placing such proposal before the Board for information in the immediate next meeting. a) Extension of time under Force majeure conditions as per order terms & conditions.	Full powers

DELEGATION OF POWERS TO DIRECTOR (PLANNING & PROJECTS) as on 26.12.2018

Sl. No.	Item	Delegated powers
D-1 Contd..	b) Change in boundary of the demarcated area by extending the existing boundary. c) Extension of time for execution of contract beyond scheduled period of completion (including force majeure period) by imposing penalty as per order terms & conditions. d) Condonation of delay in commencement of contract up to a period of 1 month beyond scheduled date of commencement for the reasons beyond control of the contractor	Full powers. Full powers. Full powers. In case, if there is any conflict between the aforesaid delegation of powers and the existing delegation of powers which are applicable for all procurements/ contracts, this delegation of powers shall only apply in respect of OB removal contracts.
D-2	Change in the rate of approved contract/ purchase.	Up to 10% of the contract/purchase value or Rs.50 lakhs whichever is less.
D-3	Settlement of disputes with suppliers/ contractors.	Up to 10% of the contract/purchase value or Rs.50 lakhs whichever is less.
D-4	Termination of contracts/ cancellation of purchase order/ imposing of penalty/waiver of penalty and compensation.	Full powers in respect of those Contracts/ purchase orders approved under delegated authority.
E.	OTHER FINANCIAL MATTERS:	
E-1	Investment of Company's Funds.	---
E-2	To open accounts with Banks and draw money.	---
E-3	Schemes for grant of loans and advances to employees.	---
E-4	Loans/advances to other than employees.	Where contracts are awarded for procurement/ construction, to allow advances under the terms & conditions of contract.
E-5	Schemes for Ex-gratia payments in the event of death, etc.	---
E-6(A)	Ex-gratia payment other than in accordance with the scheme.	---
E-6(B)	Grants and donations to Charitable, Research and Educational Institutions.	---
F.	SALES:	
F-1	Sales of coal and other products at negotiated prices.	---
F-2	Sale of movable property	---
F-3	Sale of surplus/obsolete immovable property other than acquired area/land.	---
G.	ESTABLISHMENT MATTERS:	
G-1	a) To sanction Casual leave.. b) To sanction Earned, Quarantine, Sick/ Medical leave.	Full powers in respect of those reporting to him. Up to 10 days in respect of Area (C)GMs and Corporate HoDs with intimation to C&MD. Full powers in respect of others working under him.
G-2	To sanction special disability leave and any other type of leave not covered above.	Full powers to Wage Board Scales as laid down in the Leave Rules.
G-3	To sanction leave salary advance	Full Powers.

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DELEGATION OF POWERS TO DIRECTOR (PLANNING & PROJECTS) as on 26.12.2018

Sl. No.	Item	Delegated powers
G-4	To accept fitness certificate to join duty after leave on Medical/ Sick ground.	Full powers.
G-5	To approve tour programme	Full powers. C&MD should be kept informed of his own tour programmes.
G-6	To function as controlling officer and grant of advance of T.A. on tour and transfer and grant of LTC/LTC advance.	Full powers.
G-7	To sanction continuance halt on tour in excess of 10 days but not exceeding 30 days - drawal of DA according to circumstances of each case.	Full powers.
G-8	To allow travel by Rail/Air in a class higher than entitled and by a route other than the shortest or cheapest in the exigencies of work.	Full powers.
G-9	To waive producing of money receipt, ticket No. etc., for TA/LTC.	Full powers.
G-10	To waive time limit for submission of all types of personnel claims upto a period of 3 years.	Full powers subject to company's Rules.
G-11	To accept cancellation charges on Rail/Air tickets in case of journeys on tour/LTC/transfer.	Full powers subject to company's Rules.
G-12	To reimburse medical expenses/ advance for medical expenses.	Full powers subject to company's Rules.
G-13	To sanction O.T.A.	Full powers subject to company's Rules.
G-14	To sanction children education allowance, tuition fees, festival advance, house rent allowance and any other allowance as per Rules.	Full powers subject to company's Rules.
G-15	To sanction subsistence allowance.	Full powers subject to company's Rules.
G-16	To sanction conveyance allowance.	Full powers subject to company's Rules.
G-17	To incur expenses of contingent nature on meetings, conferences, workshops, knowledge day / debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games etc.	Up to Rs.1.00 Lakh in each case within approved budget.
G-18	To incur petty and Sundry expenditure including taxi, mini-bus charges, etc.	Full powers within the budget allocation.
G-19	To purchase general / technical / professional books / periodicals / magazines / journals including soft copies & news papers etc.	Up to Rs.25,000 within approved budget.
G-20	To pay charges of residential telephones exclusively with officers and office telephones.	Full powers.
G-21	To depute any employee of the company to seminars, training programmes etc.	Full powers up to E5 Grade Executives & NCWA employees within the country on the recommendations of concerned HoD and to be processed through (C)GM (HRD).
G-22	To depute any employee of the company on Foreign service to any other organisation.	---
G-23	To grant Honorarium to employees supervising Guesthouses, Recreation clubs, Welfare Institutions, etc.	Full powers.
G-24	To grant advance to all employees for purchase of vehicles as per Rules.	---
G-25	To sanction House Building Advance to employees as per Rules.	---
G-26	To sanction payment to employees arising out of statutory enactments, and rules and regulations thereunder, such as Workmen's Compensation, Maternity Benefits Act, Mines Act, Notified Area Committee Act, Vocational Training Rules, Rescue Training Rules, etc.	Full powers.

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Sl. No.	Item	Delegated powers
H.	LEGAL MATTERS:	
H-1	To appoint Legal Advisers of the Company.	---
H-2	Pleading, memo of appeals, vakalt namas etc., power to sign and pay fee to lawyers and incur other expenses, issue notices, make references before Tribunal, Tax Authorities etc.	Full powers.
H-3	Reimbursement of legal expenses incurred in cases arising out of the official duties of the employees of the Division.	Full powers.
H-4	Approve engagement of advocates other than those on the panel including their fee and terms and conditions in special circumstances.	Full powers.
I.	PERSONNEL AND WELFARE:	
I-1	Framing of Recruitment, Services, conduct and other rules.	---
I-2	Formation of Cadres.	---
I-3	Pay scales, Revisions, Grant of Allowances, Perquisites, etc.	---
I-4	Creation of Posts.	Full powers for all Wage Board employees provided the posts are in the manpower budget approved by the Board. Full powers for all posts included in the sanctioned Project Reports/Advance Action Reports subject to the phasing indicated therein.
I-5	Appointments.	Full powers for recruitment of all non-executive posts.
I-6(a)	Executives: To transfer/sanction officiating allowance/increment/ crossing E.B etc., in conformity with company rules etc. upto E-7 scale within respective division.	Full powers up to E-7 scale of pay & non-executives.
I-6(b)	Non-executives: i) To select/appoint/promote/fix pay for non-executive cadres of the division on the basis of recommendation of selection committee/ DPC as per terms of the company's Rules. ii) Power of confirming/accepting resignation. iii) To grant advance increment/honorarium. iv) Extension/Re-employment. v) Deputation abroad.	Full powers. Full powers. --- --- ---
I-7	To incur expenditure in connection with recruitment, advertisement, question papers, examination, TA to non-employee members of selection committee/examination etc.	Full powers for non-executives.
I-8	To suspend or take disciplinary action or award punishment/termination of services in accordance with the Rules.	Full powers.
I-9	To authorise settlement of Labour disputes by conciliation in respect of all employees in the Wage Board scales of pay subject to All India Service conditions and National Coal Wage Agreements.	Full powers.
I-10	To refer any claims or demands of the employees for Arbitration where the estimated claim is below Rs.1,00,000/-.	-----
I-11	To sanction Incentive Bonus Schemes to employees.	-----



DELEGATION OF POWERS TO DIRECTOR (PLANNING & PROJECTS) as on 26.12.2018

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Sl. No.	Item	Delegated powers
J.	ADMINISTRATION:	
J-1	To approve payment of charges on account of electricity, gas, water, municipal rates and taxes of office establishment.	Full powers.
J-2	To approve payment of charges on account of postal, telegraph, telex, teleprinter etc.	Full powers.
J-3	To approve payment of charges on account of M.O. Commission, renewal of vehicles licences and insurance and other taxes.	Full powers.
J-4	To purchase Office Furniture.	Full powers subject to specific budget provision.
J-5	Purchase of electrical fittings and furniture and office equipments.	Full powers.
J-6	Hiring furniture and office equipment, land and building, P&M etc.	Rs.50,000/- in each case and total Rs. 5 lakhs per annum.
J-7	Printing and Binding.	Full powers.
J-8	To grant imprest.	Full powers.
J-9	To incur expenses of contingent nature on production items.	Rs.50,000 per occasion within approved budget.
J-10	Entertainment/ official hospitality.	Rs.25,000 per occasion and Rs.2 lakhs per annum.
J-11	Publicity.	Full powers as laid down by the Board and subject to Budget provision.
J-12	To provide free medical treatment to others.	Full powers.
K.	MISCELLANEOUS:	
K-1	Power to sanction purchase, repairs to plants and machinery, vehicles, furniture & fittings, building. - For assignment of repair jobs on nomination on APHMEL. - To place orders on nomination on APHMEL for supply of various items required in regular course.	Full powers. To approve proposals up to Rs.10 lakhs for each job. To place regular orders on APHMEL not exceeding Rs. 25 lakhs on nomination basis where they are L-1 are have matched with L-1 (in earlier enquiries subject to their capacity and normal examination by tender committee for reasonableness of rates). (these powers are redundant now in view of provisions of Companies Act, 2014).
K-2	To incur all expenditure of revenue nature in respect of revenue mines as well as new projects.	Full powers within approved budget.
K-3	To sanction transfer of plants and machinery from one project to other or from one mine to other.	Full powers.
K-4	Material budget - approval for general consumption-stores/spare parts; petrol and diesel.	Full powers.
K-5	Appointment of Auditors for any certification work.	-----
K-6	To acquire land and other immovable properties.	-----
K-7	To licence Company's land to others on suitable rents.	-----
K-8	Test reports from National/Govt. Laboratories.	-----

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DELEGATION OF POWERS TO DIRECTOR (PLANNING & PROJECTS) as on 26.12.2018

Sl. No.	Item	Delegated powers
L.	WRITE-OFF OF LOSS:	
L-1	Write-off of loss in coal stocks periodically due to deterioration.	
L-2	Rate of Write-off of stores.	
L-3	Write-off of losses otherwise than due to deterioration.	
L-4	Waiving of compensation from contractors/ suppliers.	
L-5	Write-off of loss of cash.	
L-6	Write-off of amounts due from persons other than company employees.	
M-1	CONSULTANTS:	
M-1(a)	Appointment of Govt. agencies / institutions, UGC funded organizations etc.	Rs.10.00 Lakhs per occasion and Rs.1 crore per annum.
M-2	SUB-DELEGATION:	Sub-delegate the powers to subordinate officers with the approval of C&MD specifying the extent of delegation in each case.

Powers delegated to Advisor (Forestry) will be exercised by Director (P&P) as approved by C&MD vide Note No.CRP/CS/75/68 dt.12.5.2017.



Delegation of powers to Director (Electrical & Mechanical) as on 26.12.2018

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Sl. No.	Item	Delegated powers
1.	Purchase Orders/contracts:	
	Purchase Orders:	- Rs.50 lakhs for lowest tender against public tender and Rs.25 lakhs against lowest limited tender. - Rs.12.5 lakhs for other than lowest tender against public tender and Rs.10 lakhs for other than lowest tender against limited tender and Rs.5 lakhs against single tender. - Rs.50,000/- without tender through negotiations in emergency. - Rs.50 lakhs for procurement of proprietary items.
	Contracts:	- Rs.50 lakhs for awarding of contracts against lowest public tender and Rs.25 lakhs against lowest limited tender and Rs.10 lakhs against single tender. - Award of contract for Rs.50,000/- without tender through negotiations in emergency.
2.	Change in the rate of approved contract/purchase.	Up to 10% of the contract/purchase value or Rs.50 lakhs whichever is less.
3.	Settlement of disputes with suppliers/contractors.	Up to 10% of the contract/purchase value or Rs.50 lakhs whichever is less.
4.	Termination of contracts/ cancellation of purchase order/ imposing of penalty / waiver of penalty and compensation.	Full powers in respect of those Contracts/ purchase orders approved under delegated authority.
5.	a) To sanction Casual leave.	Full powers in respect of those reporting to him.
	b) To sanction Earned, Quarantine, Sick/ Medical leave.	Up to 10 days in respect of Area (C)GMs and Corporate HoDs reporting to him with intimation to C&MD. Full powers in respect of others working under him.
6.	To incur expenses of contingent nature on meetings, conferences, workshops, knowledge day / debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games etc.	Up to Rs.1.00 lakh in each case within approved budget.
7.	To purchase general / technical / professional books / periodicals / magazines / journals including soft copies & news papers etc.	Up to Rs.25,000 within approved budget.
8.	To depute any employee of the company to seminars, training programmes etc.	Full powers up to E5 Grade Executives & NCWA employees within the country on the recommendations of concerned HoD and to be processed through (C)GM (HRD).
9.	To incur expenses of contingent nature on production items.	Rs.50,000 per occasion within approved budget.
10.	Entertainment/ official hospitality.	Rs.25,000 per occasion and Rs.2 lakhs per annum.
11.	Appointment of Govt. agencies / institutions, UGC funded organizations etc., as Consultants (except foreign Consultants).	Rs.10.00 lakhs per occasion and Rs.1 crore per annum.

All the proposals for procurement of spares of machinery & equipment and repairs and job works of Plant & Machinery in excess of powers of area (C)GMs/GMs shall be routed through G.M(Stores), concerned E&M head, (C)GM(MP)/G.M(C.M) and G.M(F&A) for approval of Director (E&M).

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Delegation of powers to Director (Personnel Administration & Welfare) as on 26.12.2018

(Vide Circular No. SO/232/A/440, dated 2.9.1986 of SO to C & M. D)

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Sl. No.	Item	Delegated powers
A.	Personnel and Industrial Relations:	
A-1	a) To select / appoint following the recruitment procedures and rules.	Full powers for all NCWA grades other than clerical grades within the approved manpower budget for internal recruitment following procedures & rules.
	b) To promote	Full powers for NCWA grades following procedures & rules.
	c) To fix pay	Full powers following procedures & rules.
A-2	Sanction of Increments	All NCWA Grade employees & executives up to E5 grade.
A-3	Transfer of personnel.	All employees in Wage Board Scales of pay. All Executives in E1 to E3 grades on completion of 3 years service and with prior approval of Functional Director if not completed 3 years at one place within their area of jurisdiction.
A-4	Officiating arrangements.	Full powers up to E3 scale of pay. Up to E5 scale for periods not exceeding one month.
A-5	To decide and fix Headquarters and jurisdiction of executive staff.	All employees up to E3 scales of pay within the area of jurisdiction including Wage Board scales of pay.
A-6	i) Power of confirmation.	All NCWA Grade employees & executives up to E5 grade.
	ii) Power of accepting resignation.	All NCWA Grade employees.
A-7	Extension of Joining time for all employees.	Full powers in case of fresh appointments.
A-8	To incur expenditure in connection with recruitment, advertisement, question papers, examination, TA to non-employee members of selection Committee/ examination, etc.	Full powers in respect of all employees following recruitment rules of the Company.
A-9	To take disciplinary action including suspension against employees of Wage Board Scale.	Full Powers.
A-10	To terminate services, dismissal, stoppage of increment, reversion etc.	Daily rated, piece rated and monthly rated up to Grade-C and stoppage of increments for Clerical Staff.
A-11	To authorise settlement of Labour disputes by conciliation in respect of all employees in the Wage Board Scales of pay subject to National Wage Agreement.	Conciliation for all employees in Wage Board Scales subject to All India Service Conditions and National Coal Awards. No Major principle or no expenditure above Rs.25,000/- should be involved.
B.	ESTABLISHMENT MATTERS:	
B-1	a) To sanction Casual leave.	Full powers in respect of those reporting to him.
	b) To sanction Earned, Quarantine, Sick/ Medical leave.	Up to 10 days in respect of Area (C)GMs and Corporate HoDs reporting to him with intimation to C&MD. Full powers in respect of others working under him.
	c) Special leave not exceeding 6 months to the executives suffering from specified diseases under Rule 7.7 of SCCL Executives Leave Rules, 2012.	Full powers as per Rules. If any exceptions / deviations are there such cases be circulated to the C&M.D for approval.
B-2	To sanction leave encashment to executives.	Full Powers for all employees reporting to him as per rules of the Company.

Delegation of powers to Director (Personnel Administration & Welfare)

Sl. No.	Item	Delegated powers
B-3	To accept fitness certificate to join duty after leave on medical/ sick ground.	Full Powers for all employees reporting to him.
B-4	To approve tour programme.	Full Powers. C&M.D should be kept informed of his own tour programme and copies sent to the Functional Directors.
B-5	To function as Controlling Officer and grant of advance of TA on tour and transfer and grant of LLTC/LTC advance and to approve change of Home Town.	Full Powers concerning all Executives and Wage Board Staff Working under him including self. However change of Hometown for executives is to be done with the approval of Corporate Office/ concerned Director/ Finance.
B-6	To sanction continuance halt on tour in excess of 10 days but not exceeding 30 days - Drawal of DA according to circumstances of each case.	Full Powers concerning all executives and staff working under him upto 10 days. For executives beyond 10 days approval from Director concerned is required.
B-7	To allow travel by Rail/Air in a class higher than entitled and by a route other than the shortest or cheapest in the exigencies of work. (Reasons to be recorded in writing).	For travel by Air/A.C I Class (Rail) by non-entitled executives, approval of Director concerned is required. In his own case he should take approval of C&MD
B-8	To accept cancellation charges on Rail/Air tickets in case of journeys on Tour/LTC/Transfer.	Full Powers concerning all Executives and Staff working under him.
B-9	To reimburse medical expenses/sanction advances for medical expenses.	Wage Board scale of pay and Executives working under him following the medical rules of the company, subject to a ceiling of Rs.5,000/-.
B-10	To sanction over-time allowance, Playday allowance, Typing allowance, House Rent allowance, as per rules of the Company.	Full Powers.
B-11	To sanction conveyance allowance. (As per Rules).	Full Powers.
B-12	To incur expenses of contingent nature on meetings, conferences, workshops, knowledge day/ debriefing sessions, seminars, exhibitions, ceremonies, celebrations, functions, sports & games etc.	Up to Rs.1.00 lakh in each case within approved budget.
B-13	To purchase general/ technical / professional books/ periodicals/ magazines/ journals including soft copies & news papers etc.	Up to Rs.25,000 within approved budget.
B-14	To pay charges of residential telephones exclusively with Officers and Office telephone.	Full Powers for Official calls only. Private calls on charge basis.
B-15	To sanction payment to employees arising out of statutory enactments and rules and regulations thereunder such as Workmen's Compensation, Maternity Benefits Act, Mines Act, Notified Area Committee Act, Vocational Training Rules, Rescue Training Rules, etc.	Full Powers.
B-16	To depute any employee of the company to seminars, training programmes etc.	Full powers up to E5 Grade Executives & NCWA employees within the country on the recommendations of concerned HoD and to be processed through (C)GM (HRD).
B-17	To sanction expenditure in respect of Canteens.	Full Powers.
C. ADMINISTRATION:		
C-1	To approve payment of charges on account of electricity, gas, water, municipal rates and taxes of office establishment.	Full Powers.
C-2	To approve payment of charges on account of Postal, Telegraph.	Full Powers.
C-3	To approve payment of charges towards renewal of vehicle licences and other taxes.	Full Powers.

Delegation of powers to Director (Personnel Administration & Welfare)

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Sl. No.	Item	Delegated powers
C-4	Entertainment/ official hospitality.	Rs.25,000 per occasion and Rs.2 lakhs p.a.
C-7	To allot quarters to all employees and to Govt. Officers and Staff as necessary subject to recommendation of the concerned Committee.	Full Powers as per Rules.
C-8	To incur expenses of contingent nature on production items.	Rs.50,000/- per occasion within approved budget.
D.	GENERAL:	
D-2	Entrust legal cases to authorized Advocates/ Consultants approved by the Management and to incur incidental expenses other than legal fee.	Full Powers.
D-3	To rent out stores, articles, furniture & fixtures to employees and cultural institutions with which the employees are associated on rent as fixed by the Company from time to time.	Full Powers.
D-4	To give/borrow company's materials on loan to others, the loss if any on this account being recovered/ payable from the parties concerned.	Full Powers.
D-5	To authorise expenditure on liveries and uniforms to company's employees like watchmen, Drivers, Peons, Canteen Staff, etc., as necessary.	Full Powers following the Rules of the Company i.e., as per dress regulations.
D-6	To permit providing temporary lighting arrangements on occasions not connected with the Company's activities against payment.	Full Powers.
D-7	To allow medical treatment in Company's Hospitals/ Dispensaries to non-employees in deserving cases and in emergencies.	Permission could be accorded following rules in force for Civilians treatment.
D-7A	Referral bills/ claims from the empanelled hospitals.	Up to Rs.5 lakhs per occasion, financial concurrence shall be given by GM(F&A).
D-7B	Reimbursement of pharmacy bills for purchase of discharge/ review medicines and for investigations.	Full powers, financial concurrence shall be given by GM(F&A).
D-8	To give on hire quarters, shops and other premises of the Company on rent as fixed by the Company from time to time.	Full Powers following the Rules of the Company.
D-9	To authorise use of Company's vehicles in emergencies by employees for their personal work, on payment of charges fixed for the purpose.	Full Powers.
D-10	To authorise use of Company's vehicles for official work by employees.	Full Powers.
D-11	To sub-delegate any of the powers delegated to him to his sub-ordinates.	Sub-delegate any powers delegated to him to his subordinate officers specifying the extent of delegation in each case.
F.	PURCHASE & CONTRACTS:	
F-8	To incur expenditure on Stationery & Printing.	Rs.10,000/- per year.
F-9	Purchase of electrical fittings and furniture and office equipment.	Rs.500/- per occasion not exceeding Rs.10,000/- per annum.
F-10	Hiring furniture and office equipment, land and buildings, etc.	Rs.1,000/- per occasion not exceeding Rs.10,000/- per annum.
F-11	Appointment of Govt. agencies / institutions, UGC funded organizations etc., as Consultants (except foreign Consultants)	Rs.10 lakhs per occasion and Rs.1 crore per annum.
H.	LEGAL MATTERS:	
H-1	-	-
H-2	Pleading, memo of appeals, vakalat names etc., power to sign and pay fee to lawyers and incur other expenses, issue notices, make references before Tribunal, Tax Authorities etc.	Full powers

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