

Revised DOP of Functional Directors , CVO, ED & GMs/HODs,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	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	Upto ₹25,000/- in each case, subject to a limit of ₹2.50 lakhs per annum for reasons to be recorded.	-
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

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	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	-	-	-

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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 (<i>For respective depts and estb. under administrative control</i>) :-								
	i. Sale / disposal of any acquired moveable property including scrap as per the Rules / Policies/ Guidelines framed by CIL/GoI 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

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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	-	-	-	-	-

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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	-	-	-	-	-

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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	-	-	-	-	-

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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	-	-	-	-	-

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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
	v. Sanction overtime / pension / family pension / gratuity/leave encashment /NPS / workmen's compensation etc.	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers

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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)

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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	-	-	-	-

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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	-	-

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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.								
<i>a.</i>	<i>For executives upto E6 grade and all non-executives</i>	-	-	-	Full powers	-	-	-	-
<i>b.</i>	<i>For executives of E7 grade and above (below Board level)</i>	-	-	-	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	-	-

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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	-	-	-	-

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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 (for NEC)	Full powers	-	-	-	-	-	-	-
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

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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	-	-	-	-

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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

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ii.	Sanction payment of	-	-	-	-	-	-	-	
	<i>a. postal charges</i>								a. Full powers to GM/HOD (Admin)
	<i>b. mobile charges / landline charges / Internet & Broadband bills etc.</i>								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

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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	For GM/HOD (Admin /E&T/E&M/ Systems) - Upto ₹5 lakhs per annum with approval of concerned Director 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 For GM/HOD, CIL Delhi : Full powers for CIL Delhi Office
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	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 GM/HOD, CIL Delhi : Upto ₹2 lacs in each case subject to a limit of ₹50.00 lacs per annum

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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)

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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) :-								
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 other than those under the approved scheme, if not available in GeM portal	Upto ₹ 3.75 Crores in a year	-	-	-	-	-	-	GM/HOD, CIL Delhi – Upto ₹10000/- in each case subject to a limit of ₹5 lakhs per annum.
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

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.	Incurring expenses of contingent nature on meetings, conferences,	Upto ₹5 lakhs in each case subject to a limit of ₹50	Upto ₹5 lakhs in each case subject to a limit of ₹50	Upto ₹5 lakhs in each case subject to a limit of ₹50	Upto ₹5 lakhs in each case subject to a limit of ₹50	Upto ₹5 lakhs in each case subject to a limit of ₹50	Upto ₹5 lakhs in each case subject to a limit of ₹50	-	For GM/HOD (Admin) :
									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
									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. For GM/HOD, CIL Delhi : Full powers for CIL Delhi Office
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	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.				

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 for activities related to MOC etc.
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 therefor.	-	-	-	-	-	-	-	Full powers to GM(C&F)