



THE SINGARENI COLLIERIES COMPANY LIMITED
(A Government Company)

Secretarial Department

Ref.No: CRP / CS / 75 / 233

Date: 24. 1. 2008.

CIRCULAR

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

Sub: Modifications/ additions in delegation of powers to
Functional Directors.

The Board has approved delegation of powers to Functional Directors on 1.6.1985 and amendments were made from time to time. The C&M.D has accorded approval for certain modifications/ additions to the Delegation of Powers to Functional Directors which are enclosed herewith. Further 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. The modified powers shall come into force with immediate effect.

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28/1/08
Company Secretary

Encl: as above.

Copy to:
ED/ CGMs/ GMs/ HoDs
SO to C&MD

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Modifications in delegation of powers to Director (Operations)

Sl. No.	Item	Delegated powers
D.	PURCHASE AND CONTRACTS:	
D-1	Purchase Orders/contracts:	
	A. Purchase Orders:	
	1. On Public Tenders:	
	a. Lowest Tender	Rs.2.00 crore
	b. Other than lowest Tender	Rs.1.00 crore
	c. Single Tender	Rs.0.50 crore
	2. On Limited Tenders:	
	a. Lowest Tender	Rs.1.00 crore
	b. Other than lowest Tender	Rs.0.50 crore
	c. Single Tender	Rs.0.50 crore
	3. Without Tenders:	
	a. Purchase of proprietary items from OEMs	Rs.3.00 crore
	b. Without tender through negotiations (reasons to be recorded in writing)	Rs.0.25 crore
	B. Contracts:	
	1. On Public Tenders:	
	a. Lowest Tender	Rs.2.00 crore
	b. Single Tender	Rs.0.50 crore
	2. On Limited Tenders:	
	a. Lowest Tender	Rs.1.00 crore
	b. Single Tender	Rs.0.50 crore
	3. Without Tender through negotiations (reasons to be recorded in writing).	Rs.0.25 crore
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.
D-3	Settlement of disputes with suppliers/ contractors.	Rs.25.00 lakhs in each case subject to a maximum of Rs.1 crore.
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-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-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-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).
J.	ADMINISTRATION:	
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.
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.

by
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**Delegation of additional powers to Director(E&M) further to the powers communicated vide Circular
No.CRP/CS/75/658 dt.27.9.2002**

Sl. No.	Item	Delegated powers
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 CGM (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.

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Modifications in delegation of powers to Director (Finance)

Sl. No.	Item	Delegated 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-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.
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-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 CGM (HRD).
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.
G.	MISCELLANEOUS:	
1.1	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.

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Modifications in delegation of powers to Director(Planning & Projects)

Sl. No.	Item	Delegated powers
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-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-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-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).
J.	ADMINISTRATION:	
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.
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.

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Modifications in delegation of powers to Director (PA&W)

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-6	i) Power of confirmation.	All NCWA Grade employees & executives up to E5 grade.
	ii) Power of accepting resignation.	All NCWA Grade employees.
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.
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.
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-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 CGM (HRD).
B-17	To sanction expenditure in respect of Canteens.	Full Powers.
C.	ADMINISTRATION:	
C-4	Entertainment/ official hospitality.	Rs.25,000 per occasion and Rs.2 lakhs per annum.
C-8	To incur expenses of contingent nature on production items.	Rs.50,000 per occasion within approved budget.
F.	PURCHASE & CONTRACTS:	
F-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.

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28/10/08