

PREFACE

1. This Unified Schedule of Powers consists of seven parts, viz. Powers of the General Manager and SOPs on Works(A), Medical(B), Stores(C), Miscellaneous(D), Commercial(E) and Establishment(F) Matters.
2. Re-delegation of these powers is not permissible except in cases where it is specifically authorised.
3. Exercise of the powers delegated is subject to the observance of the provisions of the existing code rules and other extant orders.
4. Correction Slips embodying amendments to the items will be issued as and when necessary and the same will be available on South Eastern Railway's Railnet Website. All concerned should keep the Schedule of Powers updated accordingly and latest correction slips, if any, should be consulted while referring to any specific item.
5. All Finance cases that require personal approval/sanction of General Manager or require sanction of Railway Board will require concurrence of FA&CAO.
6. Level of Finance concurrence/vetting will be as under for the Finance cases that require approval/sanction of AGM, PHOD/CHOD, HOD or below :—

Units	Monetary Value of Finance proposals	Initiating office	Approval / Sanction required	Concurrence/Vetting required
Divisions, Workshops, Other Field Units	Less than ₹ 1 lakh	Division/Workshop/ Field Office	AGM	Sr.DFM/DFM in charge, Dy.FA&CAO(WS)/
	Any Value	Division/Workshop/ Field Office	PHOD/CHOD	Sr.AFA/W or AFA/W in charge of any unit
	More than ₹1 lakh	Division/Workshop/ Field Office	AGM	SG/JAG Officer of the associated Finance of HQ
Headquarters	Any Value	Headquarter Offices	AGM	SG/JAG Officers of the associated Finance wing of HQ
	Any Value	Headquarter Offices	PHOD/CHOD, HOD or below	Sr.AFAs/AFAs of the associated Finance wing of HQ

7. All cases involving policy matters, cases having no precedence and/or of unusual nature should be examined by Headquarter Finance branch. Such cases processed by the Division/Workshop will be sent to Headquarter Finance for examination and concurrence.
8. The above distribution will, however, be further guided by the extant orders/circulars/guidelines/SOP/ Delegation and re-delegation of power and correction slips issued by Railway Board and GM's Office.

Suggestions for modification of Schedule of Powers with rationale / justification therefor, may be submitted with the recommendation of PHOD/CHOD/DRM and concurrence of Headquarter Finance.



(Sharat Bhatia)

DY. GENERAL MANAGER (G)
South Eastern Railway

Kolkata,

Dated : 21st November, 2010.

PART – A

Works Matters

[Go to Index](#)



SOUTH EASTERN RAILWAY
SCHEDULE OF POWERS – PART ‘A’ (WORKS MATTERS) – 2010
I N D E X

Item No.	Description	Page No.	Addendum
1	Works in Lump-sum Category	A - 5	
2	Sanction of Estimates	A - 7	
3	Excess Over Estimates	A - 10	
4	Material Modification	A - 11	
5	Consultancy Services	A - 11	
6	Accident and Emergencies	A - 11	
7	Completion Estimates / Reports	A - 12	
8	Tenders / Contracts / Agreements	A - 12	
9	Dispensation of Tender and Acceptance of Quotation	A - 14	
10	Annual Maintenance Contract for Equipment	A - 15	
11	Signing of Contract and Agreement	A - 16	
12	Variations in Contracts	A - 16	
13	Grant of Advance to Contractors	A - 17	
14	Extension of Date of Completion of Contracts	A - 18	
15	Minor Variations in Specification / Conditions of Contract	A - 18	
16	Forfeiture of Earnest Money & Security Deposit	A - 18	
17	Refund of Security Deposit	A - 18	
18	Material Intensive Works Contract	A - 19	
19	Termination of Contract	A - 20	
20	Payment of Arbitration Claim	A - 20	
21	Emergency Repairs of Track Machines	A - 20	
22	Emergency Repairs of Small Track Machines	A - 21	
23	Acquisition of Land	A - 21	
24	Payment of Compensation to outsiders	A - 21	
25	Railway Quarters and Buildings	A - 21	
26	Hiring, Rent and Taxes of Non-Railway Buildings	A - 22	
27	Payment of Compensation Settled by Court for Damages to Private Properties	A - 22	
28	Issue/Transfer of Plant from Engineering Plant Reserve	A - 23	
29	Supply of Water	A - 23	
30	Lease of Usufruct of Trees, Right to Fishing, Cutting of Grass	A - 23	
31	Purchase of Saplings	A - 24	

Item No.	Description	Page No.	Addendum
32	Hiring of Plant and Machinery from Outsider/ Govt. Bodies in emergencies	A - 24	
33	Hiring of Trucks for Maintenance of Railway Assets	A - 24	
34	Permission for Way Leave Facilities / Easement Rights	A - 25	
35	Execution of agreement for licenses for outsiders for laying pipe line or for building wharves for stacking iron ore etc. on Railway land or other purpose connected with the Railway working	A - 25	
36	Zonal Contracts	A - 26	
37	Execution of Works for Outsiders in Railway Workshops	A - 26	
38	License to Contractors for Use of Railway Land	A - 26	
39	Purchase of Electricity	A - 26	
40	Sale of Electricity	A - 27	
41	Waival of Earnest Money/ Security Deposit for AMCs	A - 27	
42 & 43	Payment of Inspection, Diagnosis/Supervisions etc. Charges	A - 27	
44 & 45	Repair of Machinery and Plants on Single Tender from OEM	A-27 & 28	
46	Temporary Licensing of Railway Land	A - 28	
47 & 48	Budget: Re-appropriation of Fund	A - 28	
Annexure A	Constitution of Tender Committee and Accepting Authorities	A - 29	
Annexure B	List of Sister Departments for the Purpose of Constitution of T C	A - 30	
Annexure C	Selection Committee & Accepting Authority as per Monetary Slabs of Approved List of Contractors	A - 31	
Annexure D	Tender Committee for Consultancy Contracts	A - 31	
Record of Correction Slips		A - 32	

SCHEDULE OF POWERS – PART ‘A’ (WORKS MATTERS) - 2010

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
1a	Item No.39(a) of Bd's letter No.F(X)II-2010/PW/2 dtd 11.10.2010, No.F(X)II-2008/PW/7 dated 05/12/08, No.F(X)II-2006/PW/2 dated 30.03.06 & 16.05.06	<u>WORKS/M&P UNDER LUMP SUM PROVISION:</u> To sanction expenditure on works other than New lines, Gauge Conversion, Railway Electrification Works, Metropolitan Railway Project Computerization, setting up of New Production Units rolling stock or survey works (not provided in the sanctioned budget or carried forward from the sanctioned budget of any previous years) as follows :					Finance concurrence is necessary.
		I. Works					
	Bd's letter No.F(X)II-2008/PW/7 dtd 30.07.2009 and 27.08.2009.	(i) In respect of existing Rly. Schools, Hospitals, Dispensaries, Institutes, Officers' Club, Rest Houses and Holiday Homes up to ₹20 lakhs in each case under Plan Head: Staff Amenities.	<u>PCE/CEE</u> Up to ₹10 lakhs in each case	Upto ₹10 lakhs in each case	NIL	NIL	
		(ii) In respect of other works, excluding (i) above, under Plan Head: Staff Amenities, upto ₹1 Crore in each case.	<u>PCE/CEE</u> Up to ₹30 lakhs in each case	Upto ₹30 lakhs in each case.	NIL	NIL	
		NOTE: The power delegated to PCE/CEE under (i) & (ii) above is for sanctioning of works pertaining to Engg. & Elect. Deptt. for GRC complex.					
	Bd's letter No. F(X)II-2008/PW/7 dtd 11.01.2009 and 16.02.2010.	(iii) Plan Head: Passenger / Other Users' Amenities upto ₹2 Crore in each case.	NIL	Upto ₹1 Crore in each case.	NIL	NIL	
		(iv) Other Plan Heads - upto ₹1 Crore in each case.	NIL	Upto ₹30 lakhs in each case.	NIL	NIL	
		NOTE: Under Planhead 17, replacement of overaged PRS/UTS/UTS-cum-PRS and FOIS equipments such as monitors, terminals, keyboards, printers, UPS etc. installed in the project (one on one basis, i.e. no new items) can be done upto ₹50 lakhs per case with the personal concurrence of FA&CAO and personal sanction of GM. (Authority: RB's letter No.F(X)-II-2009/PW/3 dated 16/03/2009).					
	CS No.A-6	II. Machinery and Plant – costing not more than ₹10 lakhs each.	NIL	<u>DRM/CWM</u> Upto ₹2 Lakhs in each case	NIL	NIL	
		NOTE: In respect of electronic in-motion weigh-bridges upto ₹15 lakhs, personal sanction of GM with concurrence of FA&CAO required.					

Note : Total value of works sanctioned should be limited based on the funds allotted to PCE/CEE/DRMs/CWM for these works.



Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
1b	Item No.39(b) of Bd's letter No.F(X)II-2010/PW/2 dtd 11.10.2010 & Board's letter No.F(X)II-2008/PW/7 dated 05/12/08 and No.F(X)II-2008/PW/7 dtd 30.07.2009 and 27.08.2009.	Out of Turn Works (i) In respect of existing Rly. Schools, Hospitals, Dispensaries, Institutes, Officers' Club, Rest Houses and Holiday Homes up to ₹ 20 lakhs in each case provided the funds required for such works as provided in the sanctioned budget for works in these categories are not exceeded. (ii) In respect of other works up to ₹ 1 Crore each subject to the budgetary ceiling of ₹10 Crore (other than lump sum) in a financial year, of which not more than ₹ 3 Crore could be on other than safety related items with the proviso that all safety works should be completed within a maximum period of 8 months from the date of sanction.	NIL	Upto ₹ 10 lakhs in each case subject to not more than ₹ 40 lakhs per annum on all items under this head.	NIL	NIL	Finance concurrence is necessary. (PCE should monitor that the total lumpsum provision made in the budget is not exceeded.)
			NIL	NIL	NIL	NIL	Finance concurrence is necessary

- NOTE :** i) Item 1(b) (i) & (ii) are subject to the budgetary ceiling of ₹10 crore (other than lump sum) in a financial year, of which not more than ₹ 3 crore should be on other than safety related items with the proviso that all safety works should be completed within a maximum period of 8 months from the date of sanction.
- ii) Out of turn sanction should be limited to funds actually made available by CPDE.
- iii) Nature of work should not include New lines, Gauge conversion. Rly. Electrification, MTP Projects, Computerisation, Staff Quarters, Rolling Stock and Survey as per item 38 of GM's SOP.
- iv) The power is subject to such restrictions as may be prescribed by Board/GM for any specific type of works and this power can't be re delegated to ADRM.
- v) For Officers' accommodation, no expenditure should be incurred on building houses or on making alterations and/ or addition to existing houses without the specific and prior approval of Railway Board except to the extent of expenditure on exceeding ₹10,000/- on essential new works which include provision of electricity and sanitary installation (other than repairs and maintenance) on any one officer's quarter subject to the total expenditure on this account in a Railway not exceeding ₹ 3,00,000/- per annum. (Para 1904 E).
- vi) In case of Class III staff quarter temporarily occupied by the officers, specific approval is necessary if any addition alteration are to be carried out irrespective of the amount involved. (Para 1904 E).
- vii) For Passenger Amenities Works, emphasis should be on creation of amenities of durable and lasting nature and funds should not be frittered away on provision of superficial items like furnishing and furniture etc.



Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
2a	Item No.40 (1) (a) of Bd's letter No. F(X)II-2010/PW/2 dtd 11.10.2010	<u>SANCTION OF ESTIMATES</u> Detailed estimate for works and surveys provided in the sanctioned budget (detailed works programmes) and surveys (book of demands for grants) for the year or carried forward from the sanctioned budget of any previous year as follows :- i) All detailed/revised estimates for Track renewal up to ₹ 50 Crores. ii) All Detailed / Revised estimates for works other than track renewal up to ₹ 50Crores Full powers to AGM/CAO(C)	PCE/CE(Co-Ord) Full powers, CTE: Upto ₹ 25 Cr PHOD / CHOD : Full Power SAG: Upto ₹ 25 Cr	DRM: Upto ₹ 20 Cr ADRM: Upto ₹10 Cr DRM: Upto ₹20 Crores ADRM / CWM: Upto ₹ 10 Cr	Upto ₹ 5 Cr Upto ₹5 Cr	NIL NIL	Finance concurrence is necessary.
NOTE : i) The excess over the approved cost, if any, is limited as per item 3(a) ii) In comparison to the scope and nature of the work envisaged in the survey report and the abstract estimate, there is no change at the stage of sanction of the estimate. iii) Personal approval is to be obtained at the level of GM and FA&CAO in cases of such estimates costing above ₹50 crore but below ₹100 crore. iv) For works included in the sanctioned budget with the proviso that expenditure/commitments on this project will be made only after necessary procedural approval, estimates shall not be sanctioned till the necessary procedural approval is received v) However, creation of post will be made with the approval of competent authority with finance concurrence when provision for such posts exist in the sanctioned estimate. This condition will apply to all types of estimates in which provision for posts exist. vi) Rules regarding power of sanction for excess over the abstract cost as in item 3(a) should be strictly adhered to. vii) Estimates for works requiring detailed drawings / survey should not be sanctioned till these requirements have been completed and viii) The detailed estimate should be prepared and got sanctioned only after completion of preliminary activities.							
2b	Item 40(5) of Bd.'s Letter No. F(X)II-2010/PW/2 dtd 11.10.2010 and Bd.'s Letter No. 2007/CE-I/CT/18 dtd 07.03.2008	<u>Sanction of part estimates</u> Costing upto 2% of the total value of work before sanction of detailed estimate towards incurring expenditure on preliminary activities like FLS, Geotechnical Studies, Design, Preparation of Plans, Drawings etc.	Full powers within their powers of sanction of full estimate. Full power to AGM / CAO(C)	Full powers within their powers of sanction of full estimate	Full powers within their powers of sanction of full estimate	Full powers within their powers of sanction of full estimate	Finance Concurrence is necessary
NOTE : i) The above powers are subject to overall limit of sanction of detailed estimate. ii) The preliminary activities may be executed on works contract basis.							
2c	Item No.40 (1) (b) of Bd's letter No. F(X)II-2003/ PW/ 10 dtd 09.01.04	Sanction estimate for Rolling Stock Programme: for works included in the Rolling Stock Programme budget or already in sanctioned budget.	CME & CEE in PHOD/CHOD - Upto ₹15 crores. Other SAG of Mech, &. Elect. Dept. - Upto ₹ 10 crores	DRMs NIL CWM - Upto ₹10 Crores	Upto ₹ 1 crore for Mech,Elec. Deptt. Only if in-charge of Workshop	NIL	Finance Concurrence is necessary



Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
2d	Item No.40 (1) (b) of Bd's letter No. F(X)II-2003/ PW/ 10 dtd 09.01.04	Sanction of M&P estimate provided in the sanctioned budget (Pink Book) excepting expenditure on buildings not essential to Rly. Works.	PHOD / CHOD of Mech and Elect. Deptts. Upto ₹10 crores. SAG upto ₹ 5 Crores.	DRM / CWM – Upto ₹ 5 Cr. ADRM upto ₹3 Cr	Upto ₹ 1 Cr. Mech, Elec, Engg or Stores. Only if in-charge of Workshop/ Stores	NIL	Finance concurrence is necessary.

NOTE:

i)	In comparison to the scope and nature of work as sanctioned in FWP, there is no change at the stage of sanction of the estimate.						
ii)	Personal approval is to be obtained at the level of GM and FA&CAO in cases of such estimates costing above ₹50 crore but below ₹100 crore.						
iii)	For creation of posts even if provision exist in the estimate Finance concurrence and competent authority's sanction is necessary.						
iv)	Rules regarding power of sanction for excess over the abstract cost as in item 3(a) should be strictly adhered to.						
v)	Estimates for works requiring detailed drawings / survey should not be sanctioned till these requirements have been completed and the detailed estimate should be prepared and got sanctioned only after completion of preliminary activities.						
vi)	Where estimates require procedural approval, the same should be obtained prior to sanction of estimate.						
2e	Rly. Bd's Letter. No. F(X)II/90/PW/ 2 dt. 06.08.98.	Sanction of Estimates for Surveys for 'New Line, Gauge Conversion and Doublings', where survey is already sanctioned by Rly. Bd. in Pink Book/Demand Book	CAO (Con) – Full powers within the yardstick prescribed by Board or at the cost entered in the Budget document whichever is less for such surveys.	NIL	NIL	NIL	Finance concurrence is necessary.
2f	Rly. Bd's Letter. No. F(X)II/90/PW/ 2 dt. 06.08.98	Sanction of Estimates for Survey for other Plan Heads up to ₹5 Lakh where survey is already sanctioned by Rly. Bd.	PCE, CAO(C), CME, CSTE, CEE — Full Powers – Detailed estimates may be sanctioned only to the extent provided in the sanctioned budget	NIL	NIL	NIL	Finance concurrence is necessary.

NOTE: Above delegation will not apply to works which do not have necessary procedural approval.

2g	Chapter VII of Engg. Code 701 E 1103 E 1102E with advance correction slip No.37	To sanction estimate chargeable to Revenue (Ord & Spl) for which budget allotment has been made.	Full powers within the revenue budget allotment for the department and under relevant revenue demand.	DRM / ADRM/ CWM – full powers within the revenue budget allotment for the division/ dept. and under the relevant demand.	Co-ordinating Officer Upto ₹2 Cr within the budget allotment for the divn dept. and demand	(Independent charge) Upto ₹20 lakhs within the budget allotment for the divn dept. and demand.	Finance concurrence is necessary.
----	--	--	---	---	--	--	-----------------------------------

NOTE: No estimate/finance concurrence is required for works chargeable to Ordinary Revenue costing upto ₹2.0 lakh.



[Back to Index](#)

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
2h	732E to 735E, 1845E	To sanction estimate for works chargeable to other Govt. Dept., local bodies or private individuals including Private sidings (Except work to be executed in Loco/ Carriage Workshop) subject to observance of extant rules for deposit work. i) Where work is wholly chargeable to deposit. (Full cost of work to be deposited in advance including excess over estimate before incurring expenditure.) ii) Where work is partly chargeable to the party and partly to the railway and is included in the approved program. (Rules regarding ROB's/ RUB's/Limited use subways to be followed as per Rly Bd. Letter No.2007/CEI/LX/90) AGM-Full Powers	CAO(C), PHOD / CHOD of Elect.,Signal & Engg.-Full powers CAO(C), PHOD/CHOD of Elect.,Signal & Engg.-₹30 Crores	DRM – Upto ₹5 Crore. ADRM – Upto ₹3 Crore. DRM – Upto ₹5 Crore. ADRM – Upto ₹3 Crore. (After administrative / technical approval of HQ has been obtained.)	Elect., Signal Civil Engg. Dept. – ₹1 crore Elect., Signal,Civil Engg. Dept. – ₹1 crore (After administrative / technical approval of HQ has been obtained.)	NIL NIL	Finance concurrence is necessary. Finance concurrence is necessary. Finance concurrence is necessary.
2i	1417A & 1418 W	Sanction to detailed estimates of Deposit works relating to loco/ carriage/wagon workshop Subject to observing rules and extant instructions as contained in chapter 14 of Mechanical code.	PHOD / CHOD of Mech.& Elect. Full Powers	CWM up to ₹ 2 crore	NIL	NIL	Finance concurrence is necessary.
2j		Sanction excess over estimates in case of deposit works/cost sharing works provided full cost of deposit component is realized before incurring excess expenditure	Full powers within their powers of sanction of deposit/ cost sharing works. 3(a) or 3(b) to be followed for Railway component.	Full powers within their powers of sanction of deposit/cost sharing works. Item 3(a) to be followed for Railway component.	Full powers within their powers of sanction of deposit/ cost sharing works. Item 3(a) to be followed for Railway component.	Nil	Finance concurrence is necessary.
NOTE: Where work is partly chargeable to Railway and partly to party, it must be ensured that work is not executed before the necessary deposits have been made by the party. Portion of works for which cost to be borne by Railways should be restricted to the fund allotment for the year and no re-appropriation can be made from other works. Quarterly report in this regard should be furnished to concerned PHOD & FA&CAO.							



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
3a	Item No. 40(2) (1) & Bd's letter No. F(X)II-2010/ PW/2 dtd 11.10.2010.	<u>EXCESS OVER ESTIMATES.</u> Sanction of excess over the estimated cost as entered in the sanctioned budget or sanctioned separately by a higher authority other than M&P.	Full powers upto power of sanction (including the excess) subject to – (a) 100% for increase in cost due to escalation. (b) 20% increase due to reasons other than escalation or ₹10 Crores whichever is less.	Full powers upto the power of sanction (including the excess) upto (a) 100% for increase in the cost due to escalation (b) 10% increase due to reasons other than escalation or ₹2 Cr whichever is less	Full powers upto the power of sanction (including the excess) upto (a)100% for increase in the cost due to escalation (b)10% increase due to reasons other than escalation or ₹ 50 lakh whichever is less	NIL	Finance concurrence is necessary.
NOTE:							
i)	These are overall variations in original estimates and can not be exceeded even if more than one revised estimate is sanctioned.						
ii)	This delegation will not affect rules in force regarding material modification.						
iii)	In respect of works sanctioned by GM/DRMs, the limit prescribed under clause a or b above may be exceeded provided the overall estimated cost including the excess over estimate should not exceed the limit of power of GM/DRM to sanction New Works.						
iv)	The revised cost including the overall variation/excess over the abstract cost should not exceed the limit of powers of GM/DRMs in the case of works sanctioned at GM/DRMs level under lump sum provision.						
3b	Item No. 40(2) of Bd's letter No. F(X)II-2010/ PW/ 2 dt 11.10.2010 Railway Board's letter No.F(X)II-2007/PW/4 dated 9/3/2010	Sanction of excess over the estimated cost of Machinery & Plants included in M&P Program. a. Increase in cost due to escalation upto 100% of original cost or ₹ 1 crore whichever is less. b. Increase in cost due to reasons other than escalation upto 10% of original cost or ₹ 25 lakh whichever is less	Full power upto their power of sanction of estimates Full power upto their power of sanction of estimates	Full power upto their power of sanction of estimates Full power upto their power of sanction of estimates	Full power upto their power of sanction of estimates Full power upto their power of sanction of estimates	NIL NIL	Finance concurrence is necessary. Finance concurrence is necessary.
NOTE: Revised M&P estimate involving material modification costing more than ₹10 lakhs each will require personal approval of GM with personal concurrence of FA & CAO.							
3c	Item No. 40(3) & Bd's letter No. F(X)II-2006/ PW/ 17 dtd 4.12.06.	Surveys-excess upto 20% on an original estimate sanctioned by higher authorities.	CAO(Con)– Full powers.	NIL	NIL	NIL	Finance concurrence is necessary.



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
4	Item No.49. Bd's letter No.F(X)II-2010/ PW/2 dtd 11.10.2010.	<u>MATERIAL MODIFICATION</u> Sanction of material modification estimated to cost up to ₹1.5 Crore in a project sanctioned by GM or higher authority subject to the following : The excess or the revised cost of the estimate does not go beyond their power of sanction. (MM above ₹50 lakh will require personal certification by FA&CAO and sanction of GM).	AGM, CAO(C), PHODs/CHODs Upto ₹50 lakhs or 5% of the value of work, whichever is less.	NIL	NIL	NIL	Finance concurrence is necessary. (also, total value of all the material modifications in a work not to exceed 5% of the cost of work)
NOTE: Total value of Material Modifications in a work should not exceed ₹ 5 Cr. or 5% whichever is less.							
5	Item No.30 of Board's letter No.F(X)II-2010/ PW/2 dated 11.10.2010.	Consultancy Services For expenditure on consultancy services (a) upto ₹ 25 lakhs in each case or up to ₹ 1.5 Cr in a year (b) Upto ₹ 50 lakh in each case or upto ₹2.5 Cr in a year in connection with commercial property development schemes	CAO(C) Full power for (a) except for Single Tender PCE Upto ₹5.0 lakh per case for (a) except for Single Tender with an annual ceiling of ₹10.0 lakh	DRM- Upto ₹50,000/- in each case for (a) and (b) except for single tender subject to a ceiling of ₹1 lakh per annum.	NIL	NIL	Finance concurrence is necessary at the level of F A & C A O / FA&CAO(CON) or Sr DFM as the case may be.
Conditions: i) Minimum level of tender committee at Hqrs will be SAG and in Divns. JAG/SG (DFM in case JAG/SG Finance Officer is not available). ii) Powers of CAO/C are in addition to and separate from those of GM. The level of Tender Committee shall be SAG.							
6a	1103-E	<u>ACCIDENT & EMERGENCIES.</u> To invite tenders/ to start work for essential works to safeguard or restore communication interrupted by floods, earthquakes or accidents prior to sanction of detailed estimate and allotment of funds subject to issue of urgency certificate.	Full powers	DRM / ADRM Full powers	Full powers in Divisions	Site Engineer/ Emergency Officer Full Power	Finance concurrence Not necessary.
6b	93/W2/PQR/Sc/ 4/Pt Dt 27.9.96	To accord administrative approval for award of work on single tender for restoration of traffic	PHOD / CHOD ₹ 20 lakh per case, subject to ₹ 1 Cr in a year	₹10 lakh per case subject to ₹ 50 lakh per annum	NIL	NIL	Finance concurrence is necessary.
NOTE:							
i)	Selection of agencies must be done with utmost care based on their past performance and capability to mobilize men and machinery on short notice.						
ii)	An undertaking regarding rates and time must be insisted upon from willing agencies before starting work on urgency certificate.						
iii)	Completion of work as per stipulated targets must be made one of the criteria for releasing full payment.						
iv)	Site Engineer must seek approvals of competent authority giving all the details within a reasonable period. Finance Officers will facilitate early disposal of such cases.						



[Back to Index](#)

Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
7	1706E	<u>COMPLETION ESTIMATES / REPORTS</u> Sanction of completion estimates/ report of works for which the original estimates were sanctioned.	PHOD / CHOD of Civil, Mech, Elect & S&T can sanction completion estimate/reports upto their powers of sanction as laid down in Sl.No.(2).	Same as Col.4.	Same as Col.4.	Same as Col.4.	- do -
NOTE: While preparing completion report brief explanation should be furnished for –							
i)	Excess of not less than 10% or ₹ 25000/- whichever is less over the estimated provision under each sub-work of the sanctioned estimate.						
ii)	Saving of not less than 20% or ₹ 1 lakh whichever is less occurring under any sub-work of the sanctioned estimate.						
8a	Rly Bd's letter No. 2007/CE-I/ CT/13 Dt 3.9.07, Item 7 of Rly Bd's letter No.2007/ CE-I/ CT/18 Dt.7.3.08, Item 2 of Rly Bd's letter No.2008/ CE-I/CT/Con/ 7 (PCE/GM) Dt. 15.12.08.	<u>TENDERS/CONTRACTS/ AGREEMENTS.</u> To invite and accept open tenders, including those under two packet system, and enter into contracts in respect of sanctioned works subject to the constitution of tender committee (Annexure – "A") to deal with tenders vide para 1255E except in cases where foreign exchange is involved, subject to observance of extant rules and regulations	i) HAG ₹ 50 crore ii) CHOD – Upto ₹ 30 crore ii) SAG – Upto ₹ 8 crore.	DRM - Upto ₹ 8 crore. ADRM / CWM – Upto ₹ 5 crore	Upto ₹ 2 crore	Upto ₹ 25 lakh.	Finance concurrence is not required
NOTE:							
1		PHODs may invite only open tenders for works of value over their limits of power for acceptance and upto GM's powers of acceptance.					
2	i)	Minimum Tender Notice period for the works costing upto ₹ 30 lakhs, should be 21 days.					
	ii)	Minimum Tender Notice period for the works costing above ₹ 30 lakhs, should be 30 days.					
	iii)	Concurrence of Associated Finance should be taken in each case for any deviation from Note 2(i) & 2(ii) above.					
	iv)	In rare exceptional circumstances tender notice period for small value works (i.e. Works up to ₹ 20 lakhs) may be reduced from 21 days (but not less than 15 days in any case) by CAO (C) only with the concurrence of FA&CAO/CON. Authority: Board's letter no. 2007/CE-I/CT/18 dated 10.09.08.					
	v)	Powers of reduction of notice period should be exercised personally by DRMs, in Divisions PHODs/CHODs (Civil, Electrical, Mechanical, Signal & Telecom) in HQ and CWM in Workshops and CAO(Con) in Construction, in emergent case and reason for reduction of notice period shall be recorded in writing. This is in relation to the provision made in para 1238 E.					
3		Regarding Two-Packet System					
	i)	The eligibility and technical criteria have to be well defined and unambiguous in tender documents.					
	ii)	The eligibility and technical criteria should be explicit so that basic concept of transparency and interests of equity and fairness are satisfied.					



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
8b	Item 47 of GM's Schedule of power; 1212E, 1214E, Board's letter No: 94/CE-I/CT/4 dt.17.10.2002, 2007/CE-1/CT/18 dt 28/09/2007	i) Calling of Limited Tender with monetary ceiling upto ₹1 crore from approved list of contractors.	CAO(C), PHOD, CHOD SAG officers More than ₹25 lakh to ₹1 crore in each case.	DRM More than ₹ 50 lakh upto ₹ 1 crore in each case. ADRM / CWM More than ₹ 25 lakh upto ₹ 50 lakh in each case	Upto ₹25 lakh in each case.	NIL	Finance concurrence is not necessary provided the rules and conditions as laid down in Board's letter No.94/CE-I/CT/4 dated 17.10.2002 and 83/WI/CT/14/ Policy dated 30.03.87 are fulfilled.
		ii) Calling of Limited Tender with monetary ceiling upto ₹1 crore from contractors not borne on the approved list of contractors.	CAO(C), PHOD, CHOD SAG officers More than ₹25 lakh to ₹1 crore in each case.	DRM More than ₹ 50 lakh upto ₹ 1 crore in each case. ADRM/CWM More than ₹ 25 lakh upto ₹ 50 lakh in each case	Upto ₹25 lakh in each case.	NIL	Prior Finance concurrence is necessary.
		iii) Calling of Limited Tender with monetary slab above ₹1 crore and upto ₹ 5 crore.	CAO(C), PHOD, CHOD More than ₹1 crore to ₹5 crore in each case.	NIL	NIL	NIL	Prior Finance concurrence is necessary.
		iv) To accept the above.	Same as item No.8(a) i.e. for Open Tenders.	Same as item No.8(a) i.e. for Open Tenders	Same as item No.8(a) i.e. for Open Tenders.	Same as item No.8(a) i.e. for Open Tenders	Subject to constitution of Tender Committee.

NOTE:

i)	List of approved contractors should be properly maintained and tenders called from amongst the contractors to be borne on the approved list.
ii)	Criteria laid down by Board from time to time for being borne on the approved list for the specific category of works should be fulfilled.
iii)	The minimum number of contractors to be borne on the approved list should not be less than 10.
iv)	Approved list of contractors should be updated at least once in three years, without fail.



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
8c	Bd's letter No.94/ CE./ CT/4 dated 17.10.02, Bd.'s Letter No. 2007/ CE./CT/18 Dt. 28.9.07	i) To call for Special Ltd. Tender for works or supplies relating to works with finance concurrence. ii) To accept the above.	CAO(C) Full powers upto ₹ 5 Cr for all types of work including specialized works, depending upon the merit of works PHOD/ CHOD - Upto ₹ 5 crore for works of specialised nature. Same as Item 8(a) i.e. for open tenders.	NIL Same as item 8(a) i.e. for Open tenders.	NIL Same as item No. 8(a) i.e. for Open Tenders	NIL Same as item No. 8(a) i.e. for Open Tenders	Finance concurrence is necessary at the level of FA&CAO(C) for construction works and FA&CAO for open line.

NOTE:

i)	Special Limited Tenders may be adopted in the following situations in consultation with FA&CAO (Authority: Board's letter No: 94/CE- I/CT/ 4 dt.17.10.2002).
ii)	Works of specialised nature (to be approved by the PHOD personally)
iii)	CAO(C) may invite SLT for all types of works depending upon merit of the case in consultation with FA&CAO(C).Authority: Bd.'s Letter No. 2007/CE./CT/18 Dt. 28.9.07
iv)	Works of Urgent nature (to be approved by the GM personally).
v)	Consultancy works (to be approved by the GM personally).
vi)	Acceptance of tenders under clause 8(b) & 8(c) minimum eligibility criteria stipulated as per Rly. Bd's letter No. 94/CE-1/CT/4 Dtd. 17.10.02 for contracts above ₹ 10 lakhs must be ensured.
vii)	Special limited tenders may be invited from specialised and reputed contractors/organizations/agencies.
viii)	Tenderers from whom special limited tenders are to be invited should preferably be more than six but not less than four.
ix)	Tenderers need not necessarily be borne on the Approved List.

8d	Board's letter No.94/CE-I/CT/4 dated 17.09.97	To invite and accept open tender/ limited tender/special limited tender without detail estimate subject to the condition that award of contract will only be done after sanction of detail estimate and specific allotment of fund	PHODs — Up to ₹ 1 crore	DRM — Up to ₹ 50 lakhs	NIL	NIL	Finance concurrence is necessary
----	---	--	-----------------------------------	----------------------------------	-----	-----	----------------------------------

NOTE: The stipulations in the "Note" under item 8(a), 8(b) and 8(c) in respect of open tender, limited tender and special limited tender respectively will also be applicable.

9.	Bd's letter No. 2007/CE-I/CT/18/ Pt. dt.5.3.09, 1211(i, vii, ix)E	To dispense with tender and to invite and accept quotation. <u>These powers shall be exercised only by field officers and their controlling HODs</u>	Upto ₹4 lakh per case subject to annual ceiling limit of ₹40 lakh. <u>To be exercised by all PHODs/ CHODs and HODs/SAGs as per Note (xi) below.</u>	DRM / ADRM / CWM - Upto ₹4 lakh per case subject to annual ceiling limit of ₹ 40 lakh.	Upto ₹ 2 lakh per case subject to an annual ceiling limit of ₹ 20 lakh.	Upto ₹ 1 lakh per case subject to annual ceiling limit of ₹ 5 lakh.	Finance concurrence is necessary
----	---	--	---	--	---	---	----------------------------------

NOTE:

i)	These powers will be exercised by the officers with their own administrative approval and no separate administrative approval is necessary.
ii)	Normally powers to dispense with calling of tenders should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out.
iii)	The work should not be split up for the purpose of bringing it within the ambit of this dispensation.



iv)	The reasonableness of rates should be gone into objectively and in detail by the accepting authority.
v)	Quotations should not be for items which can be executed through the existing contracts including zonal contracts.
vi)	Quotations should not be for fancy (expensive but of low utility) items.
vii)	Quotations should only be for works which are urgent in nature.
viii)	Quotations should normally be invited from at least three well experienced contractors/agencies not necessarily borne on the approved list.
ix)	Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms).
x)	A Register showing the full particulars of works authorized through quotations will be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence.
xi)	HODs/SAGs that may exercise powers as per column 4 are: Engg. Deptt. – CTE, CBE, CPDE, CE/TM, CE/TP,CE/G; Elect. Deptt. – CECE, CETE, CEDE, CELE; Mech. Deptt. – CWE, CRSE/Fr., CRSE/Chg, CMPE; S&T Deptt. – CSE, CCE; Constn.– CE(Con)/HQ/GRC,CE(Con)/I,CE(Con)/II/GRC,CE(Con)/South,CEE(Con)/GRC,CSTE(Con)/GRC,CSTE/Project/GRC.

Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
10a	Bd's letter No. F(X)-II-99/PW /3 dated 20.10.99. & FX/II-2004/ PW / 8 dt.30.11.05	Annual maintenance contract for equipment (Including Track Machines)* on single tender basis to be placed on OEM/authorised dealer.	PHOD – upto a maximum of ₹10 lakhs per item per annum.	DRM – upto a maximum of ₹10 lakhs per item per annum CWM – upto a maximum of ₹5 lakhs per item per annum *For track machines, full power will be exercised by only CE/TM & PCE.	NIL	NIL	Finance concurrence is necessary
10b		Annual maintenance contract for equipments on lowest offer basis	Full powers as per works contracts	Full powers as per works contracts	Full powers as per works contracts	Full powers as per works contracts	Finance concurrence is necessary
10c		Sanction of advance to OEM/ authorized dealers in connection with AMCs	₹ 1.0 lakh to PHOD/ CHOD only	₹ 1.0 lakh for DRM/ CWM in each case	NIL	NIL	Finance concurrence is necessary

NOTE:

i)	However, before entering into AMC with OEM/Authorized dealer, competent authority should ensure that such AMC with OEM or Authorized Dealer is required.
ii)	The extant rules laid down should be followed in case calling of tender is dispensed with.
iii)	The AMC can be of the following types:-
a)	"Full service maintenance agreements" which as the name implies is all inclusive of labour, consumables and spares.
b)	"Annual Maintenance Agreements" where labour and consumables are included. Minor repairs can be processed as part of AMC as and when these occur. A schedule of rates for spares and non recurring spares can be drawn up before entering into the AMC to facilitate fixing of rates during AMC.
iv)	It is also to be understood that the cost of yearly AMC is to be defined clearly. The materials from spares list actually used together with AMC value should not exceed the sanction limit.
v)	Other instruction of Board's letters referred above will remain unchanged.

OEM – Original Equipment Manufacturer.



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
11	1259E	To sign the contract and subsidiary agreement on behalf of the President of India provided the award of contract has had the sanction of the competent authority.	<u>CAO(CON) / PHOD/CHOD</u> Full powers <u>SAG</u> Full powers upto the value of contract accepted by CAO(CON)/ PHOD/ CHOD	<u>DRM</u> Above ₹ 15 Crores and upto ₹ 50 Crores. <u>ADRM / CWM</u> Above ₹ 8 Crores and upto ₹ 15 Crores.	Above ₹ 2 Crores and upto ₹ 8 Crores.	Upto ₹ 2 Crores.	Finance concurrence is necessary.

NOTE:

i)	These powers are to be exercised only after the contract, purchase, lease etc are approved by the competent authority.
ii)	Contract/Lease agreement is to be vetted by Law Officer where no standard agreement exists.
iii)	Subsidiary agreements to the main agreement are to be signed by the authority who signed the original agreement, provided approval of the competent authority is obtained.
iv)	If there is no JAG/SG officer in the department, signing of agreement for contracts accepted by DRM/ADRM/CWM/SAG shall rest with SS in-charge of the department.

12 VARIATIONS IN CONTRACTS:

12a	Rly Bd.'s Letter No. 2007/CE.1/ CT/18 Dt 28.9.07	i) Increase/decrease in Individual NS items upto 25% in contracts at rates specified in contract ii) Variation of minor value items up to 100% (minor value items are defined as those items whose original agreement value is less than 1% of the total original agreement value) iii) Increase in individual items beyond 25% or 100% in case of minor value items as defined above (if considered unavoidable)	AGM, CAO(C), PHOD, SAG —Full powers upto their powers of acceptance of contracts. Same as above, subject to : Float fresh tender to execute additional quantities. In case floating fresh tender is not practicable, hold negotiations with existing contractor for additional quantities beyond 125% of the agreemental quantities	DRM, ADRM, CWM — Full powers upto their powers of acceptance of contracts. Same as Column 4	Same as Column 4	Same as Column 4	Finance concurrence is necessary. Finance concurrence is necessary.
-----	--	---	--	---	------------------	------------------	--

NOTE:

i)	The variation in the quantities will be approved by the authority in whose powers the revised value of agreement lies. In case of contracts accepted by GM , PHOD / CHOD / CAO(C) can approve variation upto 25% of accepted tender value. In case of contracts accepted by Railway Bd., PHOD / CHOD / CAO(C) can approve variation upto 10% of accepted tender value.
ii)	No such quantity variation limit shall apply for foundation items.
iii)	As far as SOR items are concerned, the limit of 25% would apply to the value of SOR schedule as a whole and not on individual SOR items. However, in case of NS items, the limit of 25% will apply on individual items irrespective of the manner of quoting the rates (single percentage rate or individual item rate.)
iv)	The aspect of vitiation of tender with respect to variation in quantities should be checked and avoided.
v)	In case of earthwork, variation limit of 25% shall apply to gross quantity of earthwork and variation in the quantities of individual classification of soil shall not be subject to this limit.



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
12b	94/CE-1/CT/4 dt 17.10.2002 para 5.3.10 and 94/CE1/CT/37 dt 5.5.95	Decrease in NS item quantities specified in contract beyond 25% with finance concurrence	Full powers	DRM / ADRM / SAG Officers in field units Same as column 4	Divisional Officers, Extra Divisional Officers & Officers in HQs Same as column 4		
NOTE:							
i)	It shall be certified that quantities proposed to be reduced will not be required in the same work at a later stage.						
ii)	It shall be ensured that due to decrease in quantities the tender is not vitiated. In case of vitiation of the tender, sanction of the competent authority with finance concurrence as per single tender shall be obtained.						
12c	Rly Bd.'s letter No. 2007/CE-I/CT/1 Dt. 31.8.07, 94/CE.I/CT/37 Dt. 5.5.95	Introduction of a new item in works contract, the rate for which is not provided in the labour and material schedule subject to With finance concurrence of the rate analysis.	Full Powers up to +25% of the agreement value or ₹ 25 lakh, whichever is less, within their powers of acceptance	Same as column 4	Same as column 4	Same as column 4	
		Without finance concurrence	₹ 5.0 lakh per contract or 10% of the original value of contract whichever is less	₹ 5.0 lakh per contract or 10% of the value of contract whichever is less	₹ 50000 or 10% of the original value of contract whichever is less	NIL	
NOTE:							
i)	This power is to be exercised only in respect of contracts value not exceeding power of their acceptance.						
ii)	This power is subject to stipulation under item 12 (i) above.						
iii)	Rate analysis should be carried out (with finance concurrence, where required) and negotiation conducted with the contractor, after sanction of rate analysis by tender accepting authority.						
iv)	Prior to getting the new item executed, detailed justification and rate reasonableness / analysis should be prepared and seen by officers not below the level of JAG/SG or vested with powers of works tender of JAG/SG level. Rate reasonableness should preferably be done with reference to SOR / LARs wherever possible.						
v)	New items should be inherently arising out of the work being executed and should not change the nature / scope of the contract and value of new item / items should in no case exceed 25% of agreemental value, nor additional works / assets which can be executed through a separate tender, be included.						
vi)	List of new items executed and sanctioned should be sent quarterly to PHOD for dissemination to all units.						
vii)	The proposal for inclusion of new item should have the approval of tender accepting authority.						
viii)	Rates of items finalized without finance concurrence can not be quoted as LAR in future tenders.						
13	Item No.48 of GM' s Sch. Of Powers (Bd's letter No. F(X)II/2010/PW/2 dt. 11.10.2010.	To grant of advance to contractors before execution of work for high value tenders of value ₹10 crore and above each, subject to :- i) Mobilisation advance upto 10% of the contract value. ii) Advance against new machinery and plant upto 10% of contract value or 75% of value of the new machinery and plant brought to the site of work whichever is less. iii) Advance for accelerating the progress of work in special circumstance upto 5% of contract value or ₹5 lakhs whichever is less.	Full powers in respect of contracts approved by them	DRM / CWM / ADRM full powers in respect of contracts approved by them.	NIL	NIL	Finance concurrence is necessary.



NOTE :							
i)	All advance mentioned above shall be subject to levy of interest @ 12% (vide Bd's letter No.2007/CE.I/CT/18 Dt. 07.03.08) or as prescribed by Board from time to time. Advances above will be subject to submission of bank guarantee from a Nationalised or Scheduled Bank.						
ii)	In tenders for works which are capital intensive and of a specialised nature, if the estimated value of tender exceeds ₹ 1 crore and if the work warrants grants of advance, suitable provisions should be included in the special conditions.						
iii)	The exercise of above powers will be subject to the conditions laid down in the para 1264(i), (ii) & (iii) of Engineering Code and also as per Rly. Bd's letter No.85/W-1/CT/23GCC dt.31.1.86, 10.2.87 & 31.8.88.						
iv)	The advance granted to the contractors should be recovered in full from the on account bill by the time the value of the work reaches 75% of the original value of the contract. No advance must be given against old plant and machinery (Bd's letter No.90/CE-1/CT-1 dt. 21.5.97).						
v)	Exercise of powers is subject to value of the contracts being within their power of approval and acceptance.						
vi)	Mobilisation advance is to be paid in two installments of 5% each as per present instruction of Board.						
vii)	The advance may be sanctioned only if the same has been indicated in the tender condition or if the tender quoted the same and the same has been accepted by the accepting authority						
Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
14	1266E	To extend the date of completion of contracts provided the extension will not result in any financial loss/ inconvenience to the Administration and a tender other than the lowest has not been accepted on grounds of earlier completion of work or quicker supply of materials.	CAO(C), PHOD/CHOD - full powers even for contracts accepted by higher authorities including Rly. Board. SAG Upto their normal power of acceptance.	DRM/CWM - Upto their normal power of acceptance.	Upto contract value ₹ 8 Cr.	Upto Contract value of ₹ 50 lakh	Finance concurrence required in case of single tender and for those cases not fulfilling the criteria laid down.
15	1265E	To make minor variation in specifications/conditions of contract after signing it including minor changes in drawing, mode of despatch/inspection/test, programmes & station of delivery dimensions workmanship etc.	CAO(C), PHOD/CHOD - full powers even for contracts accepted by higher authorities including Rly. Board. SAG Upto their normal power of acceptance.	Full Powers in respect of contracts, tender which have been accepted by them	Full Powers in respect of contracts, tender which have been accepted by them	Full Powers in respect of contracts, tender which have been accepted by them	No finance concurrence required, subject to certification that there is no financial implication
16	1261-E Item 6 of Bd.'s letter No. 2007/CE.1/CT/18 Dt 28.9.07	(a) Forfeiture of Earnest Money & Security Deposit (b) Levy of LD/Token Penalty	Full powers in respect of tenders accepted by them.	DRM / CWM - Same as Column 4	Same as Column 4	Same as Column 4	Finance concurrence not required
17	1261-E	Refund of Security Deposit. 1) Provided maintenance period or guarantee period, if any, is satisfactorily completed and there are no dues to be paid / recovered from the contractor. 2) 'No claim' Certificate is furnished by the Contractors.	Full powers in respect of agreements signed by them	DRM / CWM - Full powers in respect of agreements signed by them	Full powers in respect of agreements signed by them	Full powers in respect of agreements signed by them.	Finance concurrence not required
NOTE: This does not include waiver of risk and cost or any other loss/inconvenience actually incurred by the Railways.							



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
18	Material Intensive Works Contract						
CS No.A-3	GM's Office letters No.GM/W/68/Genl./006/DOP-Works 5001 dated 23.10.06, No.GM/W/69/Genl./ 2006/DOP-Works 4982 dated 19.11.08 and No. GM/W/68/Genl./2010/SOP-Works/ 1295dated 30.03.10	To accord prior administrative approval for calling of material intensive works contracts for S&T, Electrical and Mechanical branches only.	AGM / CAO(C) Upto ₹15 Cr. per case PHOD / CHOD Upto ₹8 Cr. per case SAG Upto ₹2 Cr. per case	DRM / CWM- KGPW Upto ₹2 Cr. per case	NIL	NIL	No Finance concurrence is necessary for seeking administrative approval. Acceptance and Constitution of Tender Committee: as per ANNEXURE – “A”
NOTE: The above delegation will be subject to the following:-							
i)	Procurement of cables by S&T and Electrical branches is not covered under above delegation and stipulations under Board's letter No.2005/RS(G)/779/12 dated 19.04.2006 shall govern. However, Board have given dispensation for the following items vide letter No.2005/RS(G)/779/12 dated 14.09.2006 and procurement of such items through works contract is covered under the above delegation of powers:-						
a)	Procurement of electrical wires and cables used for maintenance, repair and other works related with Passenger Amenities and Staff Quarters and Staff Amenities.						
b)	Wiring/electrification works for quarters, glow sign boards, yard lights & minor electrical and communication works of urgent nature and works related with 'Touch and Feel' items.						
ii)	Tendering officer shall record the reasons for procuring the materials through Works Contract in lieu of direct purchase through Stores Contract while seeking administrative approval of the competent authority.						
iii)	Tendering officer shall ensure that any item centrally procured by Railway Board is highlighted while seeking administrative approval of the competent authority detailing reasons for such procurement at zonal level.						
iv)	Works where both the supply of materials and the installation/fixing etc. are significant for quality of the end product and are interdependent on each other should be considered as Material Intensive Works Contract .						
v)	The tender and contract shall specifically provide for inspection of supplied materials by the authorized agencies only, as applicable.						
vi)	For items where an approved vendor list exists, procurement shall only be from such sources.						
vii)	In material intensive works contracts, reasonableness of works rates shall take into consideration the supply rates of stores contract as applicable, in addition to previously awarded relevant works contract rates. This holds good at the time of preparation of detailed estimate as well as evaluation of tender offers. Tender Committee shall record reasonability justified on the above analysis. (Authority: GM's Office letters No.GM/W/68/Genl./2006/DOP-Works/5494 dated 23.11.06)						
viii)	Tender Schedules for Material Intensive Works Contract must have separate Schedules for 'Works' and 'Supply' components.						
ix)	If any item intended to be procured through Works Contract has some Works/Service component, then 'Supply' and 'Works/Service' must be distinctly represented in independent and separate schedules meant for their respective categories. For example, "Transportation, Installation, commissioning of an equipment/Item" should be represented in distinct schedules where the "Supply Portion" and "Works Portion" (like installation, commissioning, transportation, equipment etc.) must feature separately.						
x)	CWMs of KGP/Workshop will accord prior approval for floating of Material Intensive Works Contracts for all branches (Electrical, S&T and Mechanical) working under them for contracts upto ₹ 2 crore per case.						
xi)	CME will accord prior approval for floating of Material Intensive Works Contracts for all branches (Electrical, S&T and Mechanical) working under CWMs of KGP/Workshop for contracts upto ₹ 8 Cr per case.						
xii)	DRMs of divisions will accord prior approval for floating of Material Intensive Works Contract for works of above nature pertaining to Electrical, S&T and Mechanical branches of the division upto the financial ceiling as specified.						
xiii)	For ensuring sufficient response to such contracts so as to obtain competitive rates, no dispensation in minimum period for obtaining offers and opening tenders will be given as per extant delegation.						
xiv)	Eligibility criteria as specified by Railway Board and other instructions on relaxation will be governed as per extant delegation issued from time to time.						



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
19a	1270E, RB's Lr. No.87/W-I/CT/5 dt.18.12.87	To terminate contract as per clause No.61 of GCC	CAO (C), PHOD/ CHOD/SAG - Upto their powers of accepting contract.	DRM/CWM - upto their powers of accepting contract.	Upto their powers of accepting contract.	Upto their powers of accepting contract.	Finance concurrence and legal vetting is necessary.
19b	1270E	To terminate contract as per clause No.62 of GCC	CAO (C), PHOD/ CHOD/SAG - Upto their powers of accepting contract.	DRM/CWM - upto their powers of accepting contract.	Upto their powers of accepting contract.	Upto their powers of accepting contract.	Finance concurrence and legal vetting is not required.
20	Item 36 of GM's Schedule of Power vide Bd's letter No. F(X)II-2010/ PW/2 dtd 11.10.2010.	ARBITRATION. Payment of claim settled by arbitration award against any dispute arising out of a contract. (A) Award declared by PHOD(s)/ CHOD(s) (B) Award declared by SAG(s)/ JAG(s) (C) Award declared by non-Railway/retired railway personnel	AGM/CAO(C) upto ₹ 50 lakh for (A), (B), (C) PHOD/CHOD Upto ₹25 lakh for (B) SAG— NIL	NIL	NIL	NIL	Legal vetting & finance concurrence is necessary.
NOTE:							
i)	All awards above ₹ 50 lakh will be put upto General Manager through the PHODs of Executive, Law & Finance Deptts.						
ii)	All awards above ₹ 25 lakh should be seen personally by SAG officer of Executive, Law & Finance Deptts. Before putting upto Competent Authority.						
iii)	Railway Bd. should be informed of the following details:-						
	a) Where payment to a contractor as a result of the arbitrators award exceeded by more than ₹50000/- of the amount considered due by the Railway Administration before the arbitration proceedings began.						
	b) Where deficiencies in the General Conditions of contract or procedure laid down by the Railway Board came to light (iii) and also subject to the condition that the awards accepted by them should be put up to GM along with their comments for information.						
21	Bd's letter No/ 96/Track-III/TK/ 28 dt.9.9.98, 96/ Track-III/TK/28 Dt 18.7.2006	Emergency repairs and purchase of spare incidental to such repairs for track machines	CE/TM - Upto ₹2 lakh per breakdown with finance concurrence.	Same as Col.4	Dy.CE/TM U p t o ₹50000/-per break down without finance concurrence where purchase of PAC is not involved. Where purchase of PAC spares is involved each PAC item costing more than ₹10000/- should be purchased with prior finance concurrence. The annual ceiling limit will be ₹10 lakhs.	XEN (TM) Upto ₹10000/- per break down without finance concurrence This excludes purchase of any PAC spares. The overall annual ceiling will be ₹5 lakhs.	For Finance concurrence, please refer respective columns of powers delegated to officers.



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
22	1.4(a) of IR Small Track Machine Manual, July 2005	Emergency repairs and purchase of spare incidental to such repairs for small track machines	SAG up to ₹ 25000 per break down	Same as column 4	Dy. CE/TT, Sr DENs up to ₹ 5000/- per case	XEN / TM, DENs/AENs upto ₹2500/- per case	Annual limit of ₹ 5 lakh per Railway to be observed. Finance concurrence not required
NOTE:							
1.	As far as possible, maintenance should be covered under AMCs.						
2.	Repairs upto ₹50,000/- can be done on quotation basis as per power delegated above. For cost above ₹50,000/- and below ₹2 lakh, SAG Officers /DRMs are empowered vide Col.4 & 5 above for repairs on single tender basis from OEM approved sources.						
NOTE:							
i)	The tender committee, wherever necessary, may be constituted with the Engg. Officer of appropriate level as the Convenor and other members from Finance and Stores department as per the schedule of powers of Stores matters delegated on the Zonal Railways.						
ii)	In case of proprietary items (PAC items), necessary certificate should be accorded by the competent official of the indenting department.						
iii)	Normal procedure of tender should be followed in case the value exceeds ₹ 50000/-.						
23	Item 46 of GM's Schedule of powers vide Bd's letter No. F(X)II-2010/ PW/2 dt.11.10.2010.	<u>LAND AND BUILDING.</u> To sanction expenditure as per rules contained in the Indian Railways Codes, or any general or special orders issued by Rly. Board on the following :- Acquisition of land i) Against provision made in a sanctioned estimate. ii) In case of urgency as per paras 913E and 914E.	AGM, CAO(C) – full power. AGM, CAO(C) – full power	NIL	NIL	NIL	Finance concurrence is necessary -do-
24	Item 34C of Rly Bd's letter No. F(X)II-2010/ PW/2 Dt. 11.10.2010.	Payment of compensation to outsiders in connection with injury to a person or damage to property caused by accidents as a result of negligence or carelessness on the part of Railway .	AGM, PHOD, CAO(C) – full power up to ₹10000/-.	Full powers up to ₹10000/-	NIL	NIL	Finance concurrence is necessary
25(a)	E1902	Classification of quarters according to various classes of establishment	Full powers to PCE	NIL	NIL	NIL	
25(b)	E1906, 07, 08	Fixation of assessed rent for each class of quarters.	Full powers to PCE	NIL	NIL	NIL	



[Back to Index](#)

Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
25(c)	1966E	Letting out to outsiders of Rly.'s residential and other buildings not required for housing of Rly. Staff and for any other Rly. Purpose in foreseeable future. Powers to license Rly. Buildings are reserved with the General Manager. NOTE: These powers will be exercised sparingly.	Full powers to AGM only subject to observance of codal provisions and the following: a) Rent to be charged should be the highest in terms of para 1961-E subject to a minimum of 9% of the capital cost of accommodation. This 9% is made up of 6% interest and 3% repairs & maintenance. b) Agreements should be executed on the standard form and actual charges for water, electricity and conservancy when provided by the Railway.	Upto 5 years only in each case subject to the fulfillment of conditions laid down in the code and the following :- a) Rent to be charged should be highest in terms of para 1961E subject to minimum of 9% of the capital cost of accommodations. This 9% is made up of 6% interest and 3% repairs & maintenance. b) Agreement should be executed on the standard form and actual charges for water, electricity and conservancy when provided by the Railway.	NIL NIL NIL	NIL NIL NIL	Finance concurrence is necessary. -do-
25(d)		To let out Railway building on hire to Rly. Co-op Societies, Rly. Staff Welfare Orgns. And other similar Rly. Bodies, etc.	PCE Full powers	Full powers			
26(a)	Finance Code Para 1040	To sanction of payment of rent rates and taxes of building occupied as offices.	PHOD / CHOD, CAO(C)- Full powers.	DRM / CWM – Full powers.	NIL	NIL	Finance concurrence is necessary
26(b)	E1917	To hire private buildings for use as residence by non-gaz. Staff subject to certain conditions	PCE, CAO(C), SDGM Full powers	Full powers	NIL	NIL	GM may be kept informed. Hiring may be done in a controlled manner
NOTE: Laid down codal provision to be followed.							
27	Item No.35(ii) of GM's Schedule of power, Bd's letter No. F(X)II-2010/ PW/2 dtd 11.10.2010.	To sanction payment of compensation settled by court for damages to private properties in connection with surveys, access to Railway property in emergencies.	PCE/CAO(C)/CEE/ CSTE – Upto ₹25,000/- in each case	Upto ₹25,000/- in each case	NIL	NIL	
NOTE : Cases involving ₹25,000/- and above will require sanction by AGM and must be reported to Rly. Bd.							



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
28	Para 1906 & 1921-S of Bd's letter No.64/WE/ CT/55 dated 27.3.67 & 23.2.80.	To issue plant from Engg. Plant reserve works and to transfer plant released from work direct from one work to another a) Within Railway. b) To other Railways on loan. c) To Private parties/other Govt. Deptts.	Full power PCE, CAO(C) – Full power PCE/CAO(C) – Full powers with finance concurrence and ensuring adherence to codal rules regarding hiring of Engg. Plant as para 1904, 1923 to 1929 of	Full power NIL Full power	Full power NIL Full power	Full power NIL Full power	Finance concurrence is not necessary -do- Finance concurrence not required if provided in agreement otherwise finance concurrence is required.
NOTE: Stores Code.							
i)	Adjustment memos(AM) should be prepared and submitted to accounts office for concurrent adjustments, for item (a) & (b) above.						
ii)	Plants can only be spared if they are sparable and the usual conditions are agreed to and provided also the plants are handled by Railway Departmental labours.						
iii)	Necessary hire charges are to be recovered as per extant rules with finance concurrence.						
29	Bd's letter No. 74-EB/ 3000 dated 14.1.75. Clause No.31 of GCC and Bd's letter No.74-EB/ 3000 dated 14.1.75	i) Supply of water to Railway by outsiders. ii) Water tap connection to outsiders including Railway Contractors doing railway work as per provision of the agreement.	PHOD / CHOD of Civil Engg. Dept. – Full powers. PHOD / CHOD of Civil Engg. Dept. Full Powers subject to execution of agreement	DRM – full powers. subject to execution of agreement. CWM – full powers. subject to execution of agreement DRM / CWM full powers subject to execution of agreement	Full powers Upto an estimated annual charge of ₹50000/- subject to execution of agreement. Full powers as per provisions of agreement	NIL NIL	Finance concurrence is necessary Finance concurrence is necessary in case there is no provision in agreement.
NOTE: agreement							
i)	Agreement duly vetted by Finance if it is not in standard form, should be executed with the party.						
ii)	The rate of recovery for (ii) should be fixed with finance concurrence.						
iii)	A system of check on quantum of supply and billed shall have to be kept too.						
30	Bd's letter No.74-EB/ 3000 dt. 14.1.75.	a) Lease by public auction or tender of usufruct of trees and sale of live and dead trees. b) Right of fishing in ponds/ ditches etc. in Railway limits. c) To cut grass etc. in Railway limits.	PHOD / CHOD of Civil Engg. Dept. – Full power. SAG officers of Civil Engg. Deptt, - Full power. -do- do	DRM / CWM – full power. -do- -do-	Full power. -do- -do-	Full power. -do- -do-	Finance concurrence is necessary -do- -do-
NOTE:							
i)	In respect of lease of right of fishing by public auction or tender, the first preference should be given to Fishermen's Co-operative Societies formed by Railwaymen. If no such society exists, the second preference should be given to other Fishermen's Co-operative Societies only. If no such Society also exists it should be done by open public auction or by tender.						
ii)	DRMs will have full powers to settle dispute if any between the Railway and Licensee of Fishing right.						



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
31		Purchase of saplings for tree plantation .	PCE – Full power upto annual ceiling limits of ₹5 lakhs.	Upto ₹50,000/- for each case subject to annual ceiling limit of ₹2.5 lakhs.	Sr. DEN in-charge - Upto ₹50,000/- for each case subject to annual ceiling limit of ₹50,000/- ₹1 lakh for Sr DEN (CO) .	NIL	Finance concurrence is necessary beyond ₹ 50000 in each case.

NOTE:

i)	All purchase of seedlings/saplings should made from Government nurseries, Forest Deptt. or Horticulture Department or other Government agencies as far as possible. For purchases from other than Govt. Agencies, the approval of Sr. DEN should be taken.						
ii)	DRMs will have full powers to settle dispute if any between the Railway and Licensee of Fishing right.						
32		Hiring of plant and machinery from outsiders or Govt. Bodies in case of emergency relating to accidents, breaches, safe movement / restoration of traffic.	PHOD/CHOD(Civil, Elect, Mech.) - Upto ₹ 10 Lakhs per occasion subject to annual ceiling of ₹ 50 lakh	Upto ₹5 Lakhs per occasion subject to annual ceiling of ₹20 lakh	Upto ₹1 lakh per occasion subject to annual ceiling of ₹5 Lakhs	NIL	No Finance concurrence necessary up to ₹ 50000/-.

NOTE:

i)	Tender system should be resorted to if the value is more than ₹2 Lakhs.						
ii)	If the value is less than ₹2 Lakhs, then extant rules regarding quotation system should be followed.						
33	220/C/II/Genl/1 Dt 1.10.2002, F(X)II/2006/PW/ 11 Dt 21.11.2006, 7.2.2007	Hiring of trucks for maintenance of railway assets	Full powers to CE / TM, CBE	Full powers to DRM / ADRM / CWM	NIL	NIL	Finance concurrence is necessary

NOTE:

i)	Tender system should be resorted to if the value is more than ₹2 Lakhs.						
ii)	If the value is less than ₹2 Lakhs, then extant rules regarding quotation system should be followed.						



[Back to Index](#)

Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
34	Rly.Bd's letter No.97/LM(L)24/3 dt.10.7.98.	To grant permission for way leave facilities/easement right on Railway land for:	PHOD / CHOD – Full power	Full powers in consultation with associate finance without any further re-delegation and after proper execution of agreement.	NIL	NIL	Finance concurrence is necessary
		a) Passage/pathway on/across Railway land, cattle crossings.					
		b) Public road by local bodies/state govt/govt. and autonomous bodies, charitable /welfare organisation.					
		c) Water/sewage/effluent/oil/ Gas pipeline crossing.					
	Rly.Bd's letter No.97/LML/24/3 dt.03.10.02	d) Electric line crossing for individual houses, shops, Electricity Board and Central Agencies etc. (both underground and overhead)	-do-	-do-	NIL	NIL	-do-
		e) Underground water/ sewage/ effluent/gas/Oil pipeline.					
		f) Open drains and over ground water/sewage/oil/ gas/effluents pipelines by private parties (including Public sector undertakings.					
		g) Underground/overhead cables and alignments and alignments including track crossings in favour of Department of Telecommunication/ Bharat Sanchar Nigam Limited/ Videsh Sanchar Nigam Limited. This includes laying of Optic Fibre Cable (OFC).	-do-	-do-	NIL	NIL	-do-
NOTE:							
i)	Way leave facilities involving stretch of railway land more than 100 metres, can be permitted only by GM in consultations with the FA&CAO.						
ii)	Instructions contained in Rly.Bd's policy circular No.97/LML/24/3 dt.27.11.01, as amended from time to time should be adhered to which will include recovery towards cost of land indicated therein.						
35		Execution of agreement for licenses for outsiders for laying pipeline or for building wharves for stacking iron ore etc. on Railway land or other purpose connected with the Railway working.	Full power to sign agreement subject to approval of license by the competent authority.	Full power to sign agreement subject to approval of license by the competent authority.	Full power to sign agreement subject to approval of license by the competent authority.	Same as Col.6	Finance concurrence is necessary



[Back to Index](#)

Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
36	1230-E & 1209E with Advance correction slip No.35	ZONAL CONTRACTS To issue work order on zonal contracts for new works/additions/ alterations/ repairs.	Up to ₹ 2 lakh in each case.	DRM / CWM- Upto ₹2 lakh in each case.	Upto ₹2 lakh in each case.	Upto ₹2 lakh in each case.	Not required.
37	1217 W 1218 W	Execution of works for outsiders in Rly. Workshops. In all cases, subject to observance of rules for deposit work and deposit of entire estimated amount in advance	PHOD/CHOD– Upto ₹10 crore SAG of Engg., Mech, Elec, S&T ₹5 crore.	DRM – NIL Workshop in-charge Upto ₹3 crore.	JAG/SG of Engg. Mech, Elec. S&T Upto ₹1 crore.	NIL	Finance concurrence is necessary.
NOTE: This power does not infringe the delegation of CWM of Railway Workshops for direct quotations to non-Railways. Enquiries as communicated vide Ex. Director/Dev/Rly.Bd's Letter No.94/DEV-Cell/ERR/19 dated 07.12.94 and of even No. dated 20.06.95.							
38		License to Contractors for use of Railway Land for erection of temporary huts for their workmen or for storage of materials during the currency of the contracts only, in accordance with the conditions prescribed there for.	SA Grade of Civil Engg. Deptt. - Full powers in respect of tenders/ contracts within their power of acceptance.	DRM / CWM– Full powers in respect of tenders/ contracts within their power of acceptance.	Dy.CEs/ Sr.DENs – Full powers in respect of tenders/ contracts within their power of acceptance	DENs / XENs (Con) – Full powers in respect of tenders/ contracts within their power of acceptance.	Finance concurrence is necessary.
NOTE: The contractor shall arrange for handing over of vacant position of the said land after the work is completed and in case, the contractor fails to comply this, the same will be removed by the railway and necessary expenses incurred by the railway in connection therewith shall be borne by the contractor in terms of clause 30 of GCC of South Eastern Railway, 2001.							
39a.		Purchase of electricity from the State Electricity Boards and other power utilities. i) For according approval to the proposals of purchase and tariff and entering into contract. ii) For signing of agreement approved by the competent authority.	CEE- Full powers SAG of Elect. Deptt. – ₹50 lakhs. CEE- Full powers SAG – ₹50 lakhs.	Upto ₹25 lakhs per annum for LT power only. Upto ₹25 lakhs per annum for LT power only.	Upto ₹10 lakhs per annum for LT power only. - do -	Upto ₹5 lakhs per annum for LT power only (with independent charges ₹1 lakh in other cases). -do-	Finance concurrence is necessary - do -
39b.		Purchase of electricity from Licensees and bodies other than State Electricity Board and central/ state power utilities in special circumstances. i) For according approval to the proposals of purchase and tariff. ii) For signing of agreement for purchases approved by the competent authority.	CEE- Full power SAG of Elec. Deptt. – Full power	Upto ₹10 lakhs per annum for LT supply only within the rates approved by CEE. Upto ₹10 lakhs per annum.	Upto ₹25,000/- per annum for LT supply only within the rates approved by CEE. Upto ₹50,000/- per annum.	NIL Upto ₹25,000/- per annum.	Finance concurrence is necessary. -do-

CS No.A-4

Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
40	Item No.52 of GM's Schedule of Powers	Sale of electricity from Railway Source to others inside the Railway premises. i) For according approval to the proposal of sale. ii) For entering into contract and signing agreements for sale of electricity after approval of the proposal by competent authority. iii) Sanctioning temporary electrical connection to Railway Institutes and Railway Qrs. On special occasions subject to recovery of charges with finance concurrence.	CEE upto ₹5 lakhs in each case. SAG upto ₹1 lakh in each case. Same as in (i) above on an annual basis and in each case. Full power	Upto ₹1 lakh per month in each case Upto ₹1 lakh per month in each case DRM / CWM – Full powers	Upto ₹10,000/- per month in each case. Upto ₹10000/- per month in each case NIL	NIL NIL NIL	Finance concurrence is necessary -do- -do-
NOTE:							
i)	The provision of the Electricity Act are not infringed.						
ii)	The supply does not cause any extra outlay either immediate or contingent.						
iii)	The supply can be made without any inconvenience to the Railway and after its full needs have been met.						
iv)	The rates charged allow for profit after taking into account all costs of production, direct and indirect and are above the rates supplied to Railway employees and						
v)	The Railway should have power to discontinue the supply without notice and without compensation.						
41	RB's letter No.FX-II-99/PW/ 3 dt.20.10.99 & 06.12.99	Waival of Earnest Money/Security Deposit required for AMCs with OEMs/authorised dealers.	PHOD – Full power	Full power	NIL	NIL	Finance concurrence is necessary
NOTE:							
i)	Before orders are placed on OEM for diagnosis of the machines in terms of Board's delegation, specific correction of diagnosed output vis-à-vis payment) maximum ₹40,000/- per machine) is to be indicated in the order and that maximum Upto 50% payment can be made to the firm on submission of condition report, analysis, estimated cost for repairs/reconditioning and other relevant information to be asked for and obtained.						
ii)	The balance payment can be released only after the machine is repaired and made operational after resting, commissioning and trial run by OEM.						
42		Payment of inspection diagnosis/ supervisions etc. charges for repairs to sophisticated machines costing ₹5 lakhs (Book value) & above.	₹50,000/- subject to maximum of ₹5 lakhs per year.	CWMs of Workshop ₹40,000/- per machine subject to total expenditure of not more than ₹2 lakhs per year.	NIL	NIL	Finance concurrence is necessary
43		Payment of inspection diagnosis/ supervisions etc. charges for repairs to sophisticated machines costing below ₹5 lakhs (Book Value).	₹50,000/- subject to maximum of ₹5 lakhs per year.	CWMs of Workshop ₹20,000/- per year.	NIL	NIL	-do-
44		Repair of machinery and plants on single tender basis including inspection, diagnosis of faults/ repair etc. from OEM for machines costing ₹5 lakhs (book value) & above.	₹5 lakhs subject to maximum of ₹10 lakhs per year.	CWMs of workshop ₹1 lakh per machine subject to maximum expenditure of ₹5 lakhs per year.	NIL	NIL	Finance concurrence is necessary



Sl. No.	Reference to Code/Rule order	Nature of Power	PHOD/CHOD/ SAG Officers	DRMs	JAG / SG	Sr. Scale	Remarks
45		Repair of machinery and plants on single tender basis including inspection, diagnosis of faults/ repair etc. from OEM for machines costing below ₹5 lakhs (book value).	₹2 lakhs per occasion subject to over all ceiling as above.	CWMs of workshop ₹50000/- per machine subject to over all ceiling as above.	NIL	NIL	Finance concurrence is necessary
46	Rly. Bd's letter No. 97/M(L)/24/3 dt. 10.07.98 & 2004/LML/18/30 dated 27.04.04 & 13.04.2006.	Temporary licensing of Railway land for activities including cultural and sports activities, commercial activities concerning Railways, melas and carnivals.	NIL	Full powers for licensing Upto 15 days only.	NIL	NIL	Finance concurrence is necessary
NOTE: 1. Earnest money or security deposit need not be insisted upon. 2. Bank guarantees against advances upto ₹ 20000 need not be insisted upon.							
47	F375-381	<u>Budget: REAPPROPRIATION OF FUNDS</u> <u>Restricted Plan Heads :</u> Re-appropriation between two works within same plan heads and same source of Fund under demand No.16 <u>Other Plan Heads :</u> Reappropriation between two Plan Heads but same source of Fund	Full Powers Full Powers	NIL	NIL	NIL	Finance concurrence is necessary
NOTE: The re-appropriation is to be within the same department and same source of Fund. No re-appropriation is permissible between two works under SRSF Works (F(X)II-2004/ALC/1 dated 10/11/2004). If outlay is above ₹ 1 crore, re-appropriation must not exceed 10% of outlay in terms of Rly Bd's letter no-89-B-342/1 dtd 10/07/1990 and 95-B-342 dtd 1/05/1996. In case outlay is less than ₹ 1 crore, no restriction except than a token outlay is required for the work where from re-appropriation is made.							
48	376F	Re-appropriation under Demand for Grants (Revenue) – Ordinary working expenses	Full power to re-appropriate within the same minor head between two sub-heads and between two primary units of the departmental budget sub-head.	Full power to re-appropriate within the same minor head of between two sub-heads and same primary unit of the divisional allotment for it departmental budget sub-head	NIL	NIL	Finance concurrence is necessary for reappropriation from one PU to other.

New Item. 49
CS No.A-4



[Back to Index](#)

ANNEXURE – “A”
CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITIES
THEREOF IN RESPECT OF WORKS TENDERS (OPEN, LIMITED & SPECIAL LIMITED)

Value of Acceptable Tender offer	Accepting Authority	Constitution of tender committee		
		Executive Department	Third Member	Finance
Head Quarters (open line)				
Upto ₹20 Lakhs	Sr. Scale	Jr. Scale	–	Jr. Scale
Above ₹20 Lakhs & Upto ₹2 Crore	JA Grade	Sr. Scale	Sr. Scale	Sr. Scale
Above ₹2 Crores & Upto ₹8 Crores	SA Grade	SG / JA Grade	SG / JA Grade	SG / JA Grade
Above ₹8 Crores & Upto ₹30 Crores	CHOD	SA Grade	SA Grade	SA Grade
Above ₹8 Crores & Upto ₹50 Crores	PHOD	SA Grade	SA Grade	SA Grade
Above ₹30 Crores & Upto ₹50 Crores	AGM	CHOD	HOD	HOD
Above ₹50 Crores & Upto ₹100 Crores	GM	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD
Construction (Field & HQrs.)				
Upto ₹ 20 Lakhs	JA Grade	Jr. Scale	–	Jr. Scale
Above ₹20 Lakhs & Upto ₹2 Crore	JA Grade	Sr. Scale	Sr. Scale	Sr. Scale
Above ₹2 Crore & Upto ₹3 Crores	SA Grade	SG / JA Grade	SG / JA Grade	Sr. Scale
Above ₹3 Crore & Upto ₹ 8 Crores	SA Grade	SG / JA Grade	SG / JA Grade	SG / JA Grade
Above ₹8 Crores & Upto ₹ 50 Crores	CAO/C	SA Grade	SA Grade	SA Grade
Above ₹50 Crores & Upto ₹100 Crores	GM	CAO(C)	PHOD/CHOD	FA & CAO/C
Division / Workshop				
Upto ₹10 Lakh	Sr. Scale	Jr. Scale	–	Jr. Scale
Above ₹ 10 lakh & Upto ₹20 Lakhs	JA Grade	Sr. Scale	–	Jr. Scale
Above ₹20 Lakhs & upto ₹ 50 lakh	JA Grade	Sr. Scale	Sr Scale	Jr. Scale
Above ₹50 Lakhs & Upto ₹2 Crore	JA Grade	Sr. Scale	Sr. Scale	Sr. Scale
Above ₹2 Crores & Upto ₹5 Crores	ADRM/ CWM	SG / JA Grade	SG / JA Grade	SG / JA Grade
Above ₹5 Crores & Upto ₹ 8 Crores	DRM	SG / JA Grade	SG / JA Grade	SG / JA Grade

- NOTE:** 1. The tender committee member can't function as accepting authority also. In such case tender will be accepted at next higher level.
2. In case of Single Tender, the Tender Committee will be constituted on the basis of value of tender as above and Tender committee and accepting Authority should be one step higher than in case of Open Tender / Limited tenders excepting where General Manager is the Accepting Authority.
3. AENs in charge of the field units should not be Tender Committee members. AENs posted at the Divisional Head Quarters can be T.C. Members. However, under exceptional circumstances with duly recorded reasons, Sr. DEN/ Co-ordination of the Division may nominate AENs (open line – attached to field) in tender committees.
4. Wherever only AENs are provided in a workshop looking after Civil Engineering works, AENs may be the member from the executive side. But where AEN and DEN are both available, DEN should be the member in Tender Committee and accepting authority should be CWM.
5. For Tenders pertaining to Construction Organisation including those for supply of Stores for Construction Works, the Finance member of the tender committee shall be from Construction Accounts.
6. In any Tender Committee case, if the respective grade officer of the accepting authority is not available, then the Tender Committee may be accepted by the next higher authority.



[Back to Index](#)

ANNEXURE : “B”

THE LIST OF SISTER DEPARTMENTS FOR THE PURPOSE OF CONSTITUTION OF TENDER COMMITTEE.

Department		Sister Department		
1.	Civil Engineering (Open Line)	1.	(a)	Electrical
			(b)	Signal & Telecommunication
			(c)	Mechanical
			(d)	Commercial (Passenger Amenities Works)
2.	Civil Engineering (Con.)	2.	(a)	Electrical
			(b)	Signal & Telecommunication
			(c)	Mechanical
			(d)	Commercial (Passenger Amenities Works)
3.	Mechanical	3.	(a)	Civil Engineering (Open Line)
			(b)	Electrical
			(c)	Commercial (Passenger Amenities Works)
5.	Electrical O/L or Con.	5.	(a)	Civil Engineering (Open Line) or Con.
			(b)	Mechanical
			(c)	Signal & Telecommunication
			(d)	Commercial (Passenger Amenities Works)
6.	Signal & Telecommunication	6.	(a)	Civil Engineering (Open Line)
			(b)	Civil Engineering (Con.)
			(c)	Electrical
			(d)	Commercial (Passenger Amenities Works)

- NOTE :** 1. The level of officers shall be as per Constitution of Tender Committees, Annexure – “A”, SOP/Part – “A”/Works Matters.
2. In case of works executed under PH-42 either by Civil Engineering (Open Line) or Civil Engineering (Construction), one of the members of the Tender Committee should be from Mechanical Department as per the appropriate level, apart from Accounts.

ANNEXURE – “C”

SELECTION COMMITTEE & ACCEPTING AUTHORITY AS PER MONETARY SLABS OF APPROVED LIST OF CONTRACTORS.

(Existing power as per Railway Board letter No. 94/CE-I/CT/4 dated 17.10.2002,
2007/CE.I/CT/18 Dt 28.9.2007)

Class of Contractors	Selection Committee Composition	Accepting Authority
Class “A1” (between ₹ 1 Cr to 5 Cr)	One SAG Officer each of Executive Department and Finance Department	Executive Department PHOD/CHOD
Class “A”, “B” and Class “C”	One JAG/SG Officer each of Executive Department and Finance Department	DRM in the Division/SAG Officer of the Executive Department
Class “D”	One Senior Scale Officer each of Executive Department and Finance Department	Sr. DEN(Coordination), Sr. DEE(G); Sr. DSTE & Sr. DME in Division and Dy. CE(C) in Construction.

NOTE :- Normally, in Construction, no tender below ₹10 Lakh value should be called.

ANNEXURE – “D”

TENDER COMMITTEE FOR CONSULTANCY CONTRACTS AT HEAD QUARTERS AND DIVISIONAL LEVELS

Value of Tender	Accepting Authority	Constitution of Tender Committee		
		Executive Member	Sister Member	Finance Member
Head Quarters				
Upto ₹25 Lakhs [For Construction Department]	CAO(C)	SAG	SAG	FA & CAO(C)
Upto ₹5 Lakhs [For Engg. (Open line) Departments]	PCE	SAG	SAG	FA & CAO (WS) / FA&CAO(HQ)
₹5 Lakhs to ₹15 Lakhs	GM	SAG	SAG	FA & CAO (WS) / FA&CAO(HQ)
Divisions				
Up to ₹ 50,000/-	DRM	JAG/SG	JAG/SG	JAG/SG

NOTE: 1. If JAG / SG finance officer is not available in the Division, then the DFM shall be the Tender Committee Member.

2. All proposals except those of Engineering department Upto ₹5 Lakhs are to be personally approved by GM.

RECORD OF CORRECTION SLIPS

[illegible]

PART – B

Medical Matters

[Go to Index](#)



SOUTH EASTERN RAILWAY
SCHEDULE OF POWERS – PART ‘B’ (MEDICAL MATTERS) – 2010
I N D E X

Item No.	Description	Page No.	Addendum
1.	Acceptance of Registration of Funds.	B - 5	
2. [a to f]	Purchase power	B- 5 - 8	
3. [a to d]	Imprest	B - 9	
4	Procurement & replacement of medical equipment chargeable to ordinary revenue	B - 10	
5	Sanction of estimate for purchase of medical equipments	B - 10	
6(a to c)	Waiver of hospital charges, Sanction of free diet, funeral expenses	B - 10	
7	Write off	B - 10	
8	Recovery of hospital charges	B - 10	
9	Acceptance of gift to Railway Hospital	B - 11	
10	Admission of non-Railway patient to Railway Hospital	B - 11	
11[a to b]	Annual Maintenance Contract	B - 11	
11 [c]	Sanction of advance payment for AMC	B - 12	
12	Payment of fees to Civil Surgeon and other govt. Medical Officer	B - 12	
13	Fees to non-subsidized Civil Surgeon, Other Govt. Medical Practitioners/ Pvt. Practitioners	B - 13	
14	Fees to Govt. medical Officers & Private Practitioners for professional services to cattle injury.	B - 13	
15	Signing of purchase order	B - 14	
16 [a to b]	Call and accept open/ltd. tender for conservancy services, pest control and one time cleaning	B - 14	
17	Contract for sell of refuse and rubbish from railway areas.	B - 14	
18	Repairs , renewals and replacements of carts /bins /buckets	B - 14	
19	To call and accept tenders and enter into contracts for supply of dietary articles	B - 15	
20	Write off condemned articles	B - 15	
21	To call and accept tenders for sell of waste fixer, Hypo solution, etc.	B - 16	
22	To the payment of incidental expenditure for blood donation camp	B - 16	
23 [a to b]	Payment of contribution or subscription to the professional bodies / medial institution	B - 16	
24	Call and accept open tender and enter into contracts for washing of linen, blankets etc.	B - 16	
25	To call and accept for tie up with Govt/ Pvt. Reputed medical institution	B - 17	

Item No.	Description	Page No.	Addendum
26	To call and accept OT Spl. Ltd. Tender for tie up with non-railway reputed Medical Organisation for investigation.	B - 17	
27	Procurement of sanitary chemical	B - 17	
28	Drawl of advance for incidental expenses for sterilization camp etc.	B - 17	
29	Expenses towards disposal of unclaimed dead animals in the colony	B - 18	
30	Purchase of medical book & journal.	B - 18	
31	To sanction charges for analysis of water, food and drugs in Govt/ Pvt. Laboratories	B - 18	
32 [a to c]	Reimbursement of medical expenses including pace maker for treatment taken in emergency	B - 19	
33 [a to c]	Referral by authorized medical officer and release of advance payment	B - 20	
34 [a to c]	Reimbursement / sanction of special investigation.	B - 21	
Record of Correction Slips		B - 22	

SCHEDULE OF POWERS – PART ‘B’ (MEDICAL MATTERS) – 2010

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
1.	Rly.Bd's letter No. No.2006/H/4/1dt.19.06.08 Para 1.7.3	Acceptance of registration of firms for supply of drugs and other Medical stores for Railway Hospitals, Health units etc. & renewal of the same after every 3 years.	Full Power except for first time	Full Power except for first time	NIL	NIL	NIL	Finance concurrence is not necessary

NOTE:

- 1) Registration of firms should be as per detailed guidelines of Railway Board's letter No.2006/H/4/1 dated 19.06.08
- 2) For First time registration, DG/RHS's approval will be required.(Para 1.7.3 of Board's letter quoted above)
- 3) For inspection of firms of registration, CMD can constitute three member committee of medical officers headed by an SAG medical officer.(Para 1.3 of Board's letter quoted above)
- 4) Mandatory requirement for registration for imported raw/finished product laid down in Para 2 of the Board's letter quoted above should be followed.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG / JAG in charge	Sr. Scale	Remarks
2. (a)	RB's letter No.2002/FS-I/ PW/7/1 dt.28.08.02.	<u>Purchase Power</u> i)Procurement of DGS&D item of medical stores viz., drugs and medicines and other items like instruments, appliances, surgical dressings, X-ray films etc. covered under DGS&D's rate/running contracts by placing supply orders directly on contractors.	Full Powers	Full Powers	Full powers	NIL	NIL	Finance vetting is not necessary
		ii) Direct purchase of DGS&D items of drugs and medicines covered under DGS&D rate/running contracts.	Up to ₹3 crore	Up to ₹25000/- in each case but not exceeding ₹1 lakh in a year in each case.	NIL	NIL	NIL	
		iii) Direct purchase other medical stores (other than drugs and medicines) covered under DGS&D rate/running contracts.	Up to ₹3 crore	Up to ₹10000/- in each case but not exceeding ₹50000/-in a year in each case.	NIL	NIL	NIL	
2. (b)	RB's letter No.2002/FS-I/ PW/7/1 dt.28.08.02.	i) Procurement of DGS&D item not covered under DGS&D's rate/ running contracts by placing indents on DGS&D.	Full Powers	More than ₹1 lakh	NIL	NIL	NIL	Finance vetting is not necessary
		ii) Direct purchase of DGS&D items not covered under DGS&D's rate/ running Contracts.	Full Powers	Up to ₹1 lakh	NIL	NIL	NIL	

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
2(c)	Rly.Bd's letter No.2002/FS-I/ PW/7/1 dated 28.08.02 Rly.Bd's letter No. No.2006/H/ 4/1 dt.19.06.08 Para 2.5	Direct purchase of items of medical stores not covered under DGS & D rate/ running contract viz., drugs and medicines for vital and essential group and other items like instruments, appliances, surgical dressings, X-ray films etc. By single tender a) on proprietary basis b) on non-proprietary basis	Full Powers Full Powers	Up to ₹ 5 lakh in each case for purchase of vital and essential medicines only and ₹ 2 lakh for other items. Up to ₹ 20,000/- in each case	Up to ₹10,000/- in each case NIL	NIL NIL	NIL NIL	Finance concurrence is necessary except for purchase of vital drugs up to ₹ 5 lakhs.

NOTE: 1. AGM is the approving & accepting authority beyond the power of CMD.

2. Tender value above ₹ 5 lakh should be examined by appropriate level of Tender Committee.

3. Rules for supply contract is to be followed in course of procurement.

4. Associated Finance concurrence is to be obtained.

CS No.B-5

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
2(d)	RB's letter No.2002/FS-I/ PW/7/1 dt.28.08.02. Rly.Bd's letter No. No.2006/H/ 4/1 dt.19.06.08	Limited Tender for procurement of medicines, medical instruments & other medical items not covered under DGS & D rate/ running contract. i) Calling ii) Acceptance	above ₹10 lakhs and up to ₹1 crore. above ₹15 lakhs and up to ₹1 crore.	upto ₹10 lakhs. CMD Above ₹ 5 lakhs to 15 lakhs Officers in CMD Office and other nominated Officers of Central Hospital only. SAG Above ₹ 1 lakh up to ₹5 lakh JAG /SG Up to ₹1 lakh N.B.— Nomination of SAG/SG /JAG Officers to be done by CMD .	NIL MD Up to ₹ 1 to 5 lakhs	NIL NIL	NIL NIL	Finance concurrence is necessary

NOTE:

1. Instructions given in Indian Rly. Pharmacopoeia 2002 Edition and Board's above letters should be followed. Calling and acceptance of tender above ₹1 crore will require GM's approval.
2. Every effort may be made to procure medicines from manufacturers only. In all cases, medicines are to be procured from the manufacturers/ their authorized distributors.
3. Medicines may be procured through LT in place of OT from approved medicine manufacturers/ renowned multinationals.
4. Constitution of Tender Committee: Cases up to ₹5 lakh will be directly accepted by Officers without TC as per power delegated to them.

Srl. No.	Value of purchase	Medical Deptt.	Stores Deptt	Accounts Deptt.
1.	Above ₹5 lakhs upto ₹15 lakh	Concerned Specialist Medical Officer in JAG/SG	JAG/SG	Sr. Scale
3.	Above ₹15 lakh upto ₹30 lakh	Concerned Specialist Medical Officer in JAG/SG	JAG/SG	JAG/ SG

For purchase beyond ₹30 lakhs, Tender Committee will be constituted after taking GM/AGM's approval separately in each case.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
2(e)	RB's letter No.2002/FS-I/ PW/7/1 dt.28.08.02. Rly.Bd's letter No. No.2006/H/ 4/1dt.19.06.08 Para 2.8	Emergency Powers a) Purchase of DGS&D items covered by rate contract. b) Purchase of DGS&D items not covered by rate contract and non-DGS&D items. c) Petty items of hospital and dispensary equipment (as distinct from medical stores which are otherwise normally to be obtained through M&P programme)	Full Powers Full Powers Full Powers	Up to ₹5 lakhs in each case Up to ₹5 lakhs in each case Up to ₹1 lakh for urgently needed hospital equipment chargeable to ordinary revenue	Up to ₹50000/- in each case. NIL NIL	NIL NIL NIL	NIL NIL NIL	Finance concurrence is not necessary.

NOTE : Instructions given in Indian Rly. Pharmacopoeia 2002 Edition to be taken as guideline.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
2(f)	Rly.Bd's letter No. No.2006/H/ 4/1dt.19.06.08 Para 2.8	Local purchase of medicines & surgical appliances, dressings and X-ray films including blood for transfusions, sera & vaccines etc. which are not available in store but are required urgently in connection with inescapable need for life saving purpose or meeting the administration requirement of the hospital, H.U., ARME etc. (based on the advice of treating doctor not available in store of Hospital/H.U.) i)for bulk purchase of stock & non-stock items not available in Hospital store and is required urgently to safe guard the life in terms of Para 5.1 of guidelines of IRP 2002(page-V)	–	Up to ₹50000/- per item at a time	Up to ₹30000/- for MD per item at a time. Up to ₹20000/- for CMS per item at a time.	NIL	NIL	

NOTE :

- Each case should be fully justified and approval of Hospital in-charge should be obtained in each case.
- For stock item further finance vetting is not required if the demand has already vetted in Annual Indent.
- Associated finance vetting is required for non-stock demand.
- Procurement is to be done from CMD's approved firm/distributor by calling quotation. However, if it is not possible in the Division, quotation may be called from recognized distributor/supplier.
- Clear fund availability is to be ensured.
- Not more than 15% of total budget allocated for medicines in a year should be incurred in day to day local purchase.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
2(f)	Rly.Bd's letter No. No.2006/H/ 4/1dt.19.06.08 Para 2.8	ii)Local purchase of medicines for day to day requirement based on advice of treating doctor not available in store of Hospital/H.U.	–	Up to ₹20000/- at a time	Up to ₹3000/- at a time	Up to ₹3000/- at a time.	NIL	

NOTE :-

- The items to be purchased directly relate to life saving purpose of patients and will be processed in strict compliance of the stipulation.
- Non-procurement of the item will affect the smooth running of the hospitals.
- The urgency is personally certified and recorded by the delegated authority.
- No quotation to be required for this procurement but post purchase records to be consulted for verifying rate reasonableness in each case.(However, it is recommended to take three quotations for procurement.)
- Concurrence of associated finance for accepting such quotations is not necessary.
- The quantity to be procured should not be split up for the purpose of bringing it within ambit of this dispensation.
- Every order should be entered in the liability register and funds should be certified as available on the basis of such entry and this will be subject to A/c's check.
- Up to powers of local purchase in respect of replacement only of stores, equipment used up or date expired or damaged and as per schedule laid down provided such material is not readily available in stores.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
3. (a)		Sanction of cash imprest for purchase of medicine, LPG cooking Gas, petty Ambulance repair, Oxygen/Nitrus oxide, Blood purchase, Family welfare, anesthesia ,Honorarium to guest lecturer for training to DNB trainees, listed non-stock life saving costly medicine, food sample/food container, outside medical consultants, milk*,Dietary items* *N.B. These imprest will not be operated if contracts through Tender are finalized.	Full Powers	Up to ₹ 10000/- in each case	NIL	NIL	NIL	Finance concurrence is necessary
3 (b)		Purchase of medicine through cash imprest.	Full Powers	Up to ₹ 2000/- per medicine	Up to ₹ 2000/- per medicine	Up to ₹ 1000/-per medicine	NIL	Finance concurrence is not necessary
3 (c)		Purchase of life saving medicine through imprest	Full Powers	Up to ₹ 50000/- per medicine	MD – Up to ₹ 30000/- per medicine CMS – Up to ₹ 20000/- per medicine	NIL	NIL	Finance concurrence is not necessary
3. (d)		Purchase from cash imprest for items other than medicine.	Full Powers	Up to ₹ 2000/- per item	Up to ₹ 2000/- per item	Up to ₹ 1000/- per item	NIL	Finance concurrence is not necessary

NOTE : 1) For each purpose single imprest should be maintained.

2) For items with a value of ₹ 500/- single quotation and above ₹ 500/- at least three quotations should be called.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
4		Procurement and replacement of small medical equipment chargeable to ordinary revenue	Up to ₹1 lakh per item without annual ceiling	Up to ₹1 lakh per item with annual ceiling of ₹2 lakh	NIL	NIL	NIL	Finance concurrence is necessary
5		Sanction of estimates for the purchase of medical equipments	Full Powers	Up to ₹ 10 crore	Up to ₹ 2 crore	Up to ₹ 1 crore	NIL	Finance concurrence is necessary
6		a) Waiver of hospital charges in respect of indigent non-Rly. cases admitted in Rly. Hospitals in emergency circumstances. b) To sanction free diet to indigent passengers & trespassers undergoing treatment in Rly. hospitals as indoor patients. c) Funeral expenses of indigent patients/unclaimed bodies who die in railway hospitals.	Full Powers Full Powers Full Powers	Up to ₹3000/- Up to ₹5000/- Up to ₹1000/-	Up to ₹1500/- NIL Up to ₹1000/-	Up to ₹1000/- NIL Up to ₹1000/-	NIL NIL NIL	Finance concurrence is not necessary
7		To the write off irrecoverable amounts in the case of medical services rendered in emergent circumstances in indigent non-railway cases.	Full Powers	Upto ₹1,500/- in each case subject to maximum of ₹ 25,000/- p.a.	Upto ₹1,000/- in each case subject to maximum of ₹ 20,000/- p.a.	Upto ₹500/- in each case subject to maximum of ₹10,000/- p.a.	NIL	Finance concurrence is necessary.
8		Recovery of hospital charges	Full Powers	To recover in suitable installment not exceeding 12 in each case in deserving cases where the employee is a subscriber to the PF	MD- NIL CMS- To recover in suitable installment not exceeding 12 in each case in deserving cases where the employee is a subscriber to the PF	NIL	NIL	Finance concurrence is not necessary.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
9		Acceptance of gift to Railway Hospitals on behalf of the medical departments.	Full Powers	Full Powers	Full Powers	Full Powers	NIL	
NOTE : 1. The acceptance of such gifts in the nature of medical stores should be recorded in the register of dead-stock to ensure regularity of transaction advising FA&CAO and GM. 2. In the case of gift being made in cash or any other medium of exchange instruments equivalent to cash, the follow-up should be made with the approval of GM. 3. In case of gifts being received from abroad the approval of Ministry of Rlys. Should be obtained.								
10	Board's letter No. 89/h/-1/2D dated 25.09.89	Admission of non-railway patients into Railway Hospital.	Full Powers	Full Powers to admit in Railway Hospitals in emergent cases where no other suitable medical aid is available.	Full Powers to admit in Railway Hospitals in emergent cases where no other suitable medical aid is available	NIL	NIL	Finance concurrence is necessary
11(a)	RB's letter No.F(X)II-2004/PW/8 dt.30.12.05.	To enter into AMC for medical equipments/equipments for sanitary works/mechanized cleaning machine with OEM/Authorized dealer. Note: Earnest money or security deposit need not be insisted upon.	Full Powers	Up to ₹10 lakh per item per annum	Up to ₹5 lakh per item per annum	Up to ₹2 lakh per item per annum	NIL	Finance concurrence is necessary
11(b)		To enter into AMC of medical equipments/ equipments for sanitary works/mechanized cleaning machine with quotation/tender basis i) Without Finance concurrence ii) With Finance concurrence	Full Powers	Up to ₹20000/- in each case Full Power	Up to ₹20000/- in each case Full Power	Up to ₹10000/- in each case Up to ₹20000/- in each case	Up to ₹5000/- in each case Up to ₹10000/- in each case	

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
11(c)		To sanction advance payment to OEM/ authorized dealers for maintenance of medical equipments / surgical equipments / equipments for sanitary works/mechanized cleaning machine on an interest free basis	Up to ₹2 lakh p.a.	Up to ₹1 lakh p.a.	Up to ₹ 50000/- p.a.	Up to ₹ 50000/- p.a.	NIL	Finance concurrence is necessary.

CS No.B-6

NOTE :

- Before entering into AMC with OEM/Authorised dealer competent authority should ensure that such Annual Maintenance Contracts with Original Equipment Manufacture or Authorised Dealer is required.
- The extant rules laid down should be followed in case calling of tender is dispensed with.
- The AMC can be of the following types :-
 - "Full service maintenance agreements" which as the name implies is all inclusive of labour, consumables and spares.
 - "Annual maintenance agreements" where labour and consumables are included. Minor repairs can be processed as part of AMC as and when these occur. A schedule of rates for spares and non-recurring spares can be drawn up before entering into the AMC to facilitate fixing of rates during AMC.
- It is to be understood that the cost of yearly AMC to be defined clearly. The materials from spares list actually used together with AMC value should not exceed the sanction limit.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
12	Board's letter No.2005/H-1/12/34 dated 05.05.06	Payment of fees to Civil Surgeon and other Govt. Medical Officer for attending Medical Boards on Rly. Service : For assessment of percentage of loss of earning capacity under Workmen's compensation Act for non-scheduled injury for fitness for further service, for re-employment of Gazetted staff for invalidation from service, for grant of leave to Gazetted Officers on account of ill health. 1) Out of India 2) In India For a period exceeding 3 months.	Full Powers	Full Powers to the extent of pre-scribed fees payable in each case to the non-railway Govt. Medical Officers and Civil Surgeons.	Full Powers to the extent of prescribed fees payable in each case to the non-railway Govt. Medical Officers and Civil Surgeons.	NIL	NIL	Finance concurrence is not necessary.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
13	Board's letter No.2005/H-1/12/34 dated 05.05.06	Fees to non-subsidized, Civil Surgeons, Other Govt. Medical Practitioners/Private Practitioner for professional services to railway employee and other persons injured in railway accidents or while traveling by train.	Full Powers	Upto ₹500/- for Consultancy. For additional cases during the same visit up to ₹100/- per addl. Case. and upto ₹2000/- for minor, ₹5000/- for major and ₹8000/- for special surgery per case.	Upto ₹500/- for Consultancy. For additional cases during the same visit up to ₹100/- per addl. Case. and upto ₹2000/- for minor, ₹5000/- for major and ₹8000/- for special surgery per case.	Upto ₹500/- for Consultancy. For additional cases during the same visit up to ₹100/- per addl. Case. and upto ₹2000/- for minor, ₹5000/- for major and ₹8000/- for special surgery per case.	NIL	Finance concurrence is not necessary.

NOTE :

- Each Railway Hospital in-charge will maintain a list of leading medical specialists of that locality who are also willing to come and work in Railway hospitals. For this purpose in charge of the Railway Hospitals will constitute a committee of 3 senior doctors from that hospital. The committee will prepare a provisional list of specialist doctors, which is required to be approved by hospital in-charge.
- They will be called on case to case basis. They are to be called for management of such cases, who cannot be fully managed by the I.R. M.S. specialist doctors and Honorary visiting doctors of that Railway Hospital.
- For Surgical procedures the prescribed limit mentioned above will be as a package rate. The package contains pre operation check up, the surgical operation and postoperative follow up for 3 days(excluding the day of operation).
- The ceiling limit of expenditure in respect of Srl. No.12 & 13 combined will be ₹20 lakh per annum for the zonal railway as a whole.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
14		Fees to Govt. Medical Officers and to Private practitioners for professional services to cattle injury in Railway accidents.	Full Powers	Up to ₹1000/- in each occasion	Up to ₹1000/- in each occasion	Up to ₹500/- in each occasion	NIL	Finance concurrence is not necessary.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
15		Signing of purchase orders agree-ments on behalf of CMD for & on behalf of President of India	NIL	NIL	Full Powers	Dy. CMD/ Sr. DMO Full powers	NIL	
16 (a)	CS No.B-4	To call and accept open tender for i) Conservancy services for regular cleaning of colonies in Divisions/ Workshop premises and approaches including specialized contracts and/or involving large component of mechanized cleaning including final disposal of garbage/ sweeping. ii) Pest Control and one time cleaning	Up to ₹3 crore	Up to ₹10 lakh annual ceiling ₹50 lakh	DRM/CWM- Up to ₹10 lakh annual ceiling ₹50 lakh ADRM/CMS/ MD— Up to ₹5 lakh annual ceiling ₹25 lakh	Up to ₹03 lakh annual ceiling ₹15 lakh	NIL	Finance concurrence is not necessary.
		DRM/CWM Up to ₹2 lakh annual ceiling ₹10 lakh MD / ADRM / CMS— Up to ₹1 lakh annual ceiling ₹5 lakh			Up to ₹50000/- annual ceiling ₹2 lakh	NIL		
16 (b)		To call and accept Limited tender/ special Limited Tender for conservancy services, pest control, one time cleaning.	Up to ₹1 crore	Up to ₹5 lakh	DRM / CWM/ MD / CMS – Up to ₹2 lakh	NIL	NIL	Finance concurrence is necessary.
NOTE: Constitution of Tender Committee for OT and LT : Up to ₹5 lakh—2 members(Jr.Scale), one from Medical Deptt. and one from A/cs. Deptt.; Above ₹5 lakh and up to ₹10 lakh—3 members, one from Medical Deptt.(Sr.Scale), one from Engg. Deptt.(Sr.scale) and one from A/cs. Deptt. (Jr. Scale); Above ₹10 lakh —3 members, one from Medical Deptt.(JAG), one from Engg. Deptt.(JAG) and one from A/cs. Deptt. (JAG). However, for workshops, one member of equivalent level from Technical Department (Mechanical/Electrical) may be nominated in the Tender Committee in place of member from Medical Department.								
17		Contracts for sale of refuse and rubbish from Railway areas	Full Powers	Full Powers	Full Powers	Full Powers	NIL	Finance concurrence is not necessary
18		Repairs, renewals and replacements of carts/bins/buckets required in connection with departmental conservancy services on quotations basis.	Full Powers Note: FC may be dispensed with in emergent cases up to ₹1000/- in each case.	Full Powers Note: FC may be dispensed with in emergent cases up to ₹500/- in each case.	Full Powers Note: FC may be dispensed with in emergent cases up to ₹500/- in each case.	Full Powers Note: FC may be dispensed with in emergent cases up to ₹500/- in each case.	NIL	Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
19.		To call and accept tenders and enter into contracts for supply of Dietary articles for Railway Hospitals						
		Open Tender Basis (Subject to budgetary allotment which should not be exceeded)	Full Powers	Up to ₹50 lakh per annum	Up to ₹25 lakh per annum	SAG in Charge— Up to ₹25lakh per annum. JAG in Charge— Up to ₹10 lakh per annum	Nil	Finance concurrence is not necessary.
		Limited Tender basis	Full Powers	Up to ₹5 lakh per annum	Up to ₹2 lakh per annum	Up to ₹50000/- per annum	NIL	Finance concurrence is necessary.
		Single Tender basis	Full Powers	NIL	NIL	NIL	NIL	Finance concurrence is necessary.
NOTE: Constitution of Tender committee : Up to ₹5 lakh—2 member(Jr.Scale) one from Medical Deptt. And one from A/cs. Deptt.; Above ₹5 lakh and up to ₹25 lakh—3 members one from Medical Deptt.(Sr.Scale), one from Stores Deptt.(Sr.scale) and one from A/cs. Deptt. (Jr. Scale); Above ₹25 lakh and up to ₹50 lakh—3 members one from Medical Deptt.(JAG), one from Stores Deptt.(JAG) and one from A/cs. Deptt. (Sr. Scale); Above ₹50 lakh —3 members one from Medical Deptt.(JAG), one from Stores Deptt.(JAG) and one from A/cs. Deptt. (JAG).								
20.	Item No.44 of SOP to GM	i) To write off condemned articles & breakages, losses of tools, plants & appliances when no Railway employee is held responsible. Write off expired & obsolete drugs when no Railway employee is held responsible.	Up to ₹2 lakh in each case.	Up to ₹1.5lakh in each case.	Up to ₹1 lakh in each case.	Up to ₹50000/- in each case.	NIL	Finance concurrence is necessary.
		ii) To write off condemned articles & breakages, losses of tools, plants & appliances when Railway Employee is held responsible. Write off expired & obsolete drugs when Railway employee is held responsible.	Up to ₹1 lakh in each case	Up to ₹2500/- in each case	Up to ₹1000/- in each case	Up to ₹500/- in each case	NIL	Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
21.		To call and accept tender from all intending purchasers for sale of waste fixer Hypo solution, waste exposed X-ray films, empty bottles, tins, broken materials etc.		Up to ₹2 lakh per annum without survey committee and beyond ₹2 and upto 10 lakh with survey committee.	Up to ₹1 lakh per annum without survey committee and beyond ₹1 and up to ₹2 lakh with survey committee	Up to ₹1 lakh per annum without survey committee and beyond ₹1 and up to ₹2 lakh with survey committee	NIL	Finance concurrence is necessary.
22.		To the payment of incidental expenditure for arranging blood donation camp.	Full Powers	Up to ₹1000/- on each occasion with annual ceiling of ₹10,000/-	Up to ₹750/- on each occasion with annual ceiling of ₹5000/-	Up to ₹750/- on each occasion with annual ceiling of ₹5000/-	NIL	Finance concurrence is necessary.
23.(a)	Item No.33 (d) of SOP to GM	To the payment of contribution or subscription to the professional bodies	Up to ₹10,000/- per annum in each case.	Up to ₹5000/- per annum in each case.	NIL	NIL	NIL	Finance concurrence is necessary.
23.(b)	Item No.33(c) of SOP to GM	To the payment of contribution/ subscription to a medical institution for rendering medical aid to Railway employees.	Up to ₹1000/- per annum in each case.	NIL	NIL	NIL	NIL	Finance concurrence is necessary.
24		To call and accept open tenders and enter into contracts for washing of linen, blankets etc.	Full Powers	Up to ₹10 lakh	Up to ₹5 lakh	Up to ₹2 lakh	NIL	Finance concurrence is not necessary
NOTE : Constitution of Tender committee : Up to ₹5 lakh—2 members(Jr.Scale) one from Medical Deptt. and one from A/cs. Deptt.; Above ₹5 lakh and up to ₹10 lakh—3 members one from Medical Deptt.(Sr.Scale), one from Stores Deptt.(Sr.scale) and one from A/cs. Deptt. (Jr. Scale); Above ₹10 lakh —3 members one from Medical Deptt.(JAG), one from Stores Deptt.(JAG) and one from A/cs. Deptt. (JAG) .								

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
25.	CS No.B-3	To call and accept Tender for tie up with Govt./Pvt. Reputed medical institution for specialized check up viz. CT Scan/ MRI/FNAC/Artificial limb/hearing aid.	Full Powers	CT scan/ MRI- Up to ₹20 lakh FNAC- Up to ₹5 lakh Hearing aid- Up to ₹5 lakh Artificial limb—Up to ₹3 lakh	NIL	NIL	NIL	Finance concurrence is necessary.
NOTE : 1. For contract of hearing aid, it may be ensured that the cost of each hearing aid should be limited to maximum ₹20000/- in terms of Para 667 of Indian Railway Medical Manual Vol.-I, 2000. 2. Constitution of Tender committee : Up to ₹20 lakh—3 members—Specialist Medical Officer in JAG/SG(Convenor), Sr.Scale of Engg. Deptt., Sr.Scale of A/Cs. Deptt.; Above ₹20 lakh— 3 members—Specialist Medical Officer in JAG/SG(Convenor), JAG of Engg. Deptt., JAG of A/Cs. Deptt.								
26	Para 601(2)(d) of IRMM Vol-I, 2000	To call and accept Open Tender/ Special Limited tender for tie up with non-Railway Reputed medical organization for conducting pathological, bacteriological, radiological investigation (not exceeding ₹10000/- per case) for the purpose of diagnosis and treatment not available in any Railway Hospital.	Full Powers	Up to ₹5 lakh	NIL	NIL	NIL	Finance concurrence is necessary
NOTE : Constitution of Tender committee : Up to ₹5 lakh—3 members—Specialist Medical Officer in JAG/SG(Convenor), Sr.Scale of Engg. Deptt., Sr.Scale of A/Cs. Deptt..Above ₹5 lakh— 3 members—Specialist Medical Officer in JAG/SG(Convenor), JAG of Engg. Deptt., JAG of A/Cs. Deptt..								
27		Procurement of sanitary chemicals like bleaching powder, phenyl etc. if the same is not available with stores	Full Powers	Up to ₹5,000/- with annual ceiling of ₹1 lakh	Up to ₹5,000/- with annual ceiling of ₹50,000/-	Up to ₹2500/- with annual ceiling of ₹25,000/-	NIL	Finance concurrence is necessary
28		Drawal of advance for incidental expenses for sterilization camp, health awareness camp, health promoting activities and propagation of health educative message etc.	Full Powers	Up to ₹10,000/- per health camp with an annual ceiling limit of ₹30,000/- without Finance concurrence.	Up to ₹10,000/- per health camp with an annual ceiling limit of ₹30,000/- without Finance concurrence.	Up to ₹5,000/- per health camp with an annual ceiling limit of ₹15,000/- without Finance concurrence.	NIL	Finance concurrence is necessary for exceeding the limit.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
29.		Expense towards disposal of unclaimed dead animals in the colony whose sanitation is looked after by medical deptt.			Up to ₹200/- per case	Up to ₹200/- per case	NIL	Finance concurrence is not necessary.
30.		Purchase of medical book and journal	Full Powers	Up to ₹25000/-	Up to ₹10000/-	Up to ₹7500/-	NIL	Finance concurrence is not necessary.
NOTE : 1. Annual ceiling limit of the above purchase is restricted to ₹50000/- for HQ and ₹25000/- for the Division as a whole. 2. The requirement of periodicals is reviewed once in a year by the head of the department personally. 3. The list of books to be purchased is scrutinized by the head of the department personally in reference to Railway working. 4. Availability of fund during the year. 5. The power is not to be re-delegated to subordinate officers.								
31.		To sanction charges for analysis of water, food & drugs in Govt./Pvt. laboratories.	Up to ₹10000/- in each case	Up to ₹5000/- in each case	Up to ₹3000/- in each case	Up to ₹2000/- in each case	NIL	Finance concurrence is necessary for conducting analysis in Pvt. Lab.

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
32	2000/H/6-4/ Policy dated 06.03.2003 2005/H/6-4/ Policy/II dated 31.01.2007, 2007/H/6-4/ Policy/I dated 07.08.2008, 2005/H/6-4/ Policy dated 17.08.09 & 2007/H/6-4/ Policy/I dated 08.12.2009	Reimbursement of medical expenses including pace-maker for treatment taking in emergency without proper referral by AMA a) In Govt. Hospital b) Recognised Pvt. Hospital/ Dispensaries run by Philanthropic organization. c) Non-recognised Private Hospital	Full Powers Up to ₹2 lakhs each case Up to ₹2 lakhs each case	NIL NIL Nil	DRM— ₹10,000/- per case with annual ceiling of ₹2 lakhs DRM— ₹10,000/- per case with annual ceiling of ₹2 lakhs DRM— ₹10,000/- per case with annual ceiling of ₹2 lakhs	NIL NIL NIL	NIL NIL NIL	Finance concurrence is necessary Finance concurrence is necessary Finance concurrence is necessary

- NOTE:** 1. Treatment taken in Govt. Hospital— Full admissible amount should be recommended for sanction
2. Treatment taken in recognised Pvt. Hospital for an ailment for which it is recognized— Rate as approved by Railway should be processed for sanction.
3. Treatment taken in a recognised Pvt. Hospital but for an ailment for which it is not recognized or treatment taken in a non-recognised Pvt. Hospital—Reimbursement should be made at CGHS rates of that city or nearest city. CGHS approved rate are to be recommended/ processed as an upper limit for sanction.
4. In case of Pvt./non-recognised Hospitals it should be ensured that treatment taken in Pvt. Hospitals by Railway men is reimbursed only in emergent cases and for the shortest and unavoidable spell of time.
5. In case of reimbursement with single chamber pace-maker with or without rate response, admissible reimbursable amount (including pacemaker leads and accessories cost and all associated hospital charges) should not exceed ₹ 1 lakh. In case of a reimbursement claim with dual chamber, with or without rate response, the admissible reimbursable amount (including pacemaker leads and accessories cost and all associated hospital charges) should not exceed ₹ 2 lakh. Bills for biventricular pacemakers, single and double chamber implantable cardioverter defibrillator and combo device, costing more than ₹ 2 lakhs may be referred to Rly.Bd.
- i) The claimant should be required to submit the sticker of the pacemaker, in original with the reimbursement claim. The cash memo should include pacemaker generator model and serial no. and lead model(s) and unique serial no.(s), and life time warranty for the pulse generator. In case the private hospital has not given the serial no. etc. of pacemaker and lead only in a particular case, the beneficiary should be required to obtain the same from the hospital/vendor before the Railway administration finally settles the claim for reimbursement.

(Authority:-Rly. Bd.'s letter 2005/H/6-4/Policy dt.17.08.09)

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
33	Rly. Bd's letter No.2007/H/6-4/ Policy I dated 08.12.2009	Referral by authorized Medical Officer for treatment and Release of advance payment directly to Govt/Recognised Hospitals, if the treatment is neither available in Railway hospital nor at recognised Hospitals.						
		a) In Govt. Hospital	Referral— Full Powers. Advance payment— Up to the reimbursable portion of the anticipated cost of the treatment including pace-maker or up to ₹5 lakh whichever is less on recommendation of CMD .	NIL	DRM— ₹10000/- per case with annual ceiling of ₹2 lakhs on recommendation of CMS of Divisional Hospital.	NIL	NIL	Finance concurrence is necessary
		b) Non-recognised Pvt Hospital .	Up to ₹2 lakh per case including pace-maker	NIL	NIL	NIL	NIL	Finance concurrence is necessary
	Rly. Bd's letter No.2009/H/6-4/ Policy/4 dated 26.10.2009	c) In emergent case to non-recognised Pvt. Hospital provided the patient has specifically been referred to that Private Hospital on the recommendation of Medical Board opining the efficacy of the treatment, specially mentioning (a) the chances of recovery and (b) whether it will be complete cure or palliation and if palliation, the expected period of remission and further course of action after it and possible side effects.	Up to ₹2 lakh per case	NIL	NIL	NIL	NIL	Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	AGM	CMD	MD/ CMS	SAG/ JAG in charge	Sr. Scale	Remarks
34	Rly. Bd's letter No.99/H/6-4/ Policy dated 20.09.2000 99/ H/6-4. /Policy dated 30.042007 IRMM Vol.I Para 601 2(d)	Reimbursement/sanction of special investigation from Govt./Pvt. Hospital/ Pvt. Diagnostic Centre etc. for which facility does not exist in Railway hospital. a) Pathological, bacteriological, radiological test and other types of diagnostic procedures considered necessary by authorized medical officer		Up to ₹10000/- per case	₹ 5000/- per case	₹ 5000/- per case	NIL	Finance concurrence is necessary
	IRMM Vol.I Para663	b) CT Scan		Up to ₹10000/- per case	Up to ₹10000/- per case	Up to ₹10000/- per case	NIL	Finance concurrence is necessary
	IRMM Vol.I Para 664	c) MRI		Up to ₹10000/- per case	Up to ₹10000/- per case	Up to ₹10000/- per case	NIL	Finance concurrence is necessary

NOTE :1. Power delegated in (a) above is the upper ceiling limit and is to be exercised by CMD of Zonal Railway, MD of central Hospitals, CMS/ MS-in charge of Divisional Hospitals only. These powers are subject to monitoring the essentiality of the clinical investigation and the expenditure incurred on such tests.

2. For CT scan and MRI, powers will be exercised by CMD of Zonal Railway, MD of central Hospitals, CMS/MS-in charge of Divisional Hospitals only in charge in consultation with two senior doctors (one from surgical and one from medical specialty) and the proceedings of the opinion, justification and sanction recorded in the bed-head ticket of the patient before the test is recommended.

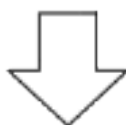
RECORD OF CORRECTION SLIPS

[illegible]

PART – C

Stores Matters

[Go to Index](#)



SOUTH EASTERN RAILWAY
SCHEDULE OF POWERS – PART ‘C’ (STORES MATTERS) – 2010

I N D E X

Item No.	Description	Page No.	Addendum
1	APPROVAL OF QUANTITIES FOR PROCUREMENT	C - 5	
2	APPROVAL FOR CALLING OF TENDERS	C - 5	
3	ACCEPTANCE OF TENDERS	C - 8	
4	PURCHASE OF DGS&D ITEMS	C - 9	
5	ACCEPTANCE OF PAYMENT TERMS	C - 10	
6	ACCEPTANCE OF VARIATION CLAUSES	C - 11	
7	ACCEPTANCE OF FORCE MAJEURE CLAUSE	C - 11	
8	EARNEST MONEY & SECURITY DEPOSITS	C - 12	
9	DEVIATION FROM IRS CONDITION, QUANTITY & PRICE VARIATION	C - 13	
10	SIGNING OF INDENTS AND CONTRACTS	C - 14	
11	EXTENSION OF DELIVERY PERIOD	C - 15	
12	WAIVER OF OPERATION OF CLAUSES IN IRS CONDITIONS / LIQUIDATED DAMAGES AND LOSS	C - 16	
13	CANCELLATION OF CONTRACT	C - 17	
14	LOCAL PURCHASES	C - 17	
15	TRANSPORT CONTRACTS	C - 18	
16	TENDER FOR STITCHING OF RAILWAY'S GARMENTS	C - 18	
17	CONTRACT FOR CUTTING GRASS IN RAILWAY PREMISES	C - 19	
18(a)	IMPREST OF EACH ITEM OF CONSUMABLE STORES	C - 19	
18(b)	ADJUSTMENT AGAINST STOCK ADJUSTMENT ACCOUNT	C - 19	
19	WRITE OFF LOSSES CONTRACT FOR CUTTING GRASS IN RAILWAY PREMISES.	C - 19	
20	EXECUTION OF PRINTING AND BINDING WORK	C - 20	
21	SALE OF STORES	C - 21	
22	SALE OF OVERSTOCKS	C - 21	
23	SALE OF SCRAP	C - 21	
24	EXTENSION OF PAYMENT / DELIVERY TIME ON SALE MATTER	C - 22	
25	DIRECT SALE OF SCRAP ETC.	C - 23	
26	ADJUSTMENT OF DIFFERENCE BETWEEN BOOK VALUE AND SALE VALUE	C - 23	
27	RECLASSIFICATION OF STORES	C - 23	
28	ACCEPTANCE OF LATE SUPPLIES	C - 24	

Item No.	Description	Page No.	Addendum
29	ACCEPTANCE OF EXCESS/ SHORT SUPPLIES	C - 24	
30	TO ORDER FINAL BOOKING OF UNCONNECTED MATERIAL TO STOCK ADJUSTMENT ACCOUNT PART-1 (a)	C - 24	
31	WAIVER OF GROUND RENT	C - 25	
32	HIRING OF MATERIAL HANDLING EQUIPMENT BY DEPOT OFFICERS	C - 25	
33	PURCHASE OF ITEMS THROUGH NORMAL MODE OF TENDERS	C - 25	
34	PLACEMENT OF SUPPLY ORDERS AGAINST DGS&D RATE CONTRACTS	C - 25	
35	TRACK MACHINES / SMALL TRACK MACHINES	C - 26	
36	DIRECT PETTY PURCHASE OF NON-STOCK / STOCK ITEMS	C - 26	
Annex.-A	CONSTITUTION OF TENDER COMMITTEE AND AUTHORITY COMPETENT TO ACCEPT STORES PURCHASE	C - 27	
Annex.-B	CERTIFICATE FOR PURCHASE OF PROPRIETY ARTICLES	C - 28	
Annex.-C	AUTHORITY TO ACCEPT TENDER COMMITTEE RECOMMENDATION FOR SALE TENDER AND AUCTIONEERING AGREEMENT FOR SALE OF PERMANENT WAY AND ENGINEERING MATERIALS AND SALE OF PLANTS AND MACHINERY AND OTHER ITEMS OF SCRAP OF THE STORES DEPARTMENT	C - 29	
Annex.-D	SIGNING OF NON-STOCK DEMANDS/REQUISITIONS	C - 30	
Annex.-E	JPO ON SPOT PURCHASE	C - 33	
RECORD OF CORRECTION SLIPS		C - 36	

SCHEDULE OF POWERS – PART ‘C’ (STORES MATTERS) – 2010

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
1	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08, 2007/F(S)/PW7/1 dated 07/12/07 and GM/GRC's Memo. No. GM/W/ 69/Genl./2008/ D O P - Stores/ 5(a)&14/835 dated 18/19/02/08.	<u>APPROVAL OF QUANTITIES FOR PROCUREMENT</u> For placement of indents on centralised procurement agency or floating of tenders for direct purchase.	Full Powers.	Upto ₹ 1 crore.	Upto ₹ 30 lakh.	Upto ₹ 5 lakh.	Upto ₹ 2 lakh.	Refer note i, ii & iii below	Finance concurrence is not necessary

NOTE:

- Dy CMM/ SMM-D/ AMM-D/ DMM/ AMM can approve quantity upto their powers of purchase.
- Non stock Requisitions are pre-formatted proposals. The signature of sanctioning authority & vetting should be obtained on the same as per **Annexure – D**.
- Vetting of non-stock demands/requisitions:- (1) For safety items – above ₹2 lakh (Safety items as defined in Board's letter No.99/RS(IC)/165/SRC dated 19.04.2000) subject to 10% test check by Accounts. Essentiality Certificate for requisitions valuing upto ₹ 2 lakh by field level officer at JAG/SG level and for requisitions exceeding ₹ 2 lakh by field level officers at SAG level i.e CWM/ADRM/DRM etc. will be needed. (2) For items other than safety items – above ₹1 lakh. Essentiality Certificate for requisitions valuing upto ₹ 1 lakh by field level officer at JAG/SG level and for requisitions exceeding ₹1 lakh by field level officers at SAG level i.e CWM/ADRM/DRM etc. will be needed.

In addition to the above, all Non-stock purchase at Headquarters through tenders will require Consolidation and Certification for Essentiality of purchase as laid down in Board's letter No.2005/RS(G)/779/7 dated 28-05-2007 as amended from time to time.
(Authority: Rly. Board's letter No.2007/RS(G)/779/1 dated 16/10/2008.)
- All Stock Recoupment Sheet falling under "A" Category should be vetted by Associated Accounts.
- Sanctioning Authority will accord sanction for non-stock items if the items are directly connected with train operation, rolling stock maintenance, signalling and track maintenance, passenger amenity items, items required for ART & ARMV, cleanliness, touch & feel items, safety items, urgent sanctioned project related items.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
2 a)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08.	<u>APPROVAL FOR CALLING OF TENDERS</u> To invite all types of Global tenders. NB. This power should not be delegated below.	Upto his power of acceptance.	NIL	NIL	NIL	NIL	NIL	Personal concurrence of FA&CAO is necessary
2b)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08.	Advertised Tenders.	Full Powers.	Upto ₹ 1 crore.	Upto ₹ 30 lakh.	NIL	NIL	See Note	Finance concurrence is not necessary
2c)	RB's letter No. 2007/F(S)/PW7/1 dt. 07.12.07 and 2007/ RS (G)/ 779 / 1 dt 04.04.08.	i) Limited Tenders In normal circumstances	Upto ₹10 Lakh.	Upto ₹10 Lakh.	Upto ₹ 5 lakh.	Upto ₹1 lakh.	NIL	See Note	Finance concurrence is not necessary
2d)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08 and 28.07.2008.	Limited tenders in emergencies (at the discretion of COS/ CMM)	₹2 crore.	₹ 1 crore	Upto his level of acceptance.	Upto ₹5 lakh.	Upto ₹2 lakh.	AGM : Upto ₹5 crore	Finance concurrence is not necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
2e)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08 and 28.07.2008.	Limited tenders for Safety items	₹2 crore.	₹1 crore.	Upto his level of acceptance.	Upto ₹5 lakh.	Upto ₹2 lakh.	AGM : Upto ₹5 crore.	Finance concurrence is not necessary
2f)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08 and 28.07.2008.	Limited tenders for items for which approved list is issued only by centralised agency/ RDSO/PU/CORE.	₹2 crore.	₹1 crore.	Upto his level of acceptance.	Upto ₹5 lakh.	Upto ₹2 lakh.	AGM : Upto ₹5 crore.	Finance concurrence is not necessary

NOTE:

- For purchases valued below ₹10 lakh, Bulletin Tender should be preferred as the mode of tendering. (Auth. RBC No. 95/RS(G)/645/5/Rec. No. 1-20 dated 05/01/98.)
- For issue of BT upto ₹10 Lakhs, full power is available to all purchase officers within their power of acceptance.
- Except in case of emergency, safety items and items falling in para 2(f) above, for purchases value above ₹10 Lakhs, calling of limited tenders in conditions laid down in para 331-S will require finance concurrence and AGM's approval.
- Tenders are invited from approved/ registered sources. In case offers are to be invited from unapproved/ non-registered sources, and/or to be considered, approval of next higher authority, minimum at JAG is to be obtained.
- Spl. Limited Tenders (Limited tenders above ₹10 lakh) are to be processed similar as open tender (RB letter No. 78/RS(G)/779/5 Dated 30-3-78).
- Attention is also invited to the existing Board's instructions according to which if only a single quotation is received against the limited tender, the tender should normally be re-invited except in case of urgency where also the urgency has to be certified by an officer not less than a JAG Officer for all purchases upto ₹50,000/-, and by SAG officer for purchase above ₹50,000/- and prices are found to be reasonable. (RB letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08). Normal powers of purchase will be however available when a single quotation is received against a re-tender. It should be ensured that tender enquiry have been issued to all approved sources in case of LT.
- All contracts awarded on nomination basis (ST / LT) are to be brought to the notice of the Railway Board / Board of the respective PSU in every quarter for scrutiny and post facto vetting. (Auth. RBC No. 2008/RS(G)/779/2 dated 14/02/08.)

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
2g)	RB's letter No. 76/RS(G)/779/55 dt. 21/5/82.	Single Tender for Propriety articles where it is possible to certify that similar articles are not manufactured or sold by any other firm which could be used in lieu. (i.e. if row (c) of the PAC enclosed at Annexure - 'B' .	Full Power up to the power of Acceptance					NIL	Finance concurrence is not necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
2h)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08.	Single Tender for Non-propriety articles in normal circumstances without finance concurrence.	Upto ₹ 3 Lakh	Upto ₹ 3 Lakh	NIL	NIL	NIL.	NIL (Refer Note ii below).	Finance concurrence is not necessary
2i)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08.	Single Tender for Non-Propriety articles in emergent situations affecting maintenance, out-turn, operations etc. without finance concurrence.	Upto ₹ 5 Lakh	Upto ₹ 5 Lakh	NIL	NIL	NIL	NIL (Refer Note ii below).	Finance concurrence is not necessary
2j)	RB's letter No.86/ RS/ (G)779/46 dt 7.4.88 and 8.8.88 and 2007/ RS (G) / 779 / 1 dt 28.07.2008.	Single tender for purchase of oil and lubricants marketed by PSUs. N.B. : Limited Tender to be called in place of Single Tender in case prices are not government administered.	Upto ₹ 3 crore in each case	Upto ₹ 2 crore in each case	NIL	NIL	NIL	NIL	Finance concurrence is necessary
2k)	RB's letter No. 87/ RS (G) 753/2 dt 30.12.87, 09.02.05, 01/9/06 & 2007/RS(G)/779 /1 dated 04/04/08.	Single tender for Purchase of steel items from stockyards/ Buffer import of main producers / SAIL, TISCO, IISCO & RINL and acceptance.	Upto ₹ 3 crore	Upto ₹ 2 crore	NIL	NIL	NIL	NIL	Finance concurrence is not necessary
2 l)	RB's letter No. 89/RS(G) / 753/1 dt. 13/10/89	Single tender for Purchase of Non-ferrous metals from MMTC & other PSUs i.e. M/s Hindustan Zinc Ltd. & M/s Hindustan Copper Ltd.	Upto his power of acceptance	NIL	NIL	NIL	NIL	NIL	Finance concurrence is necessary

NOTE:

- DRM upto ₹ 7,500/- each case against item 2(i). (83/ F (S) / I/ PW-7 /2 dt. 09.07.84.)
- Invitation of single tender and purchase will require personal approval of COS/CMM in case of item No. 2 (h) & 2 (i).
- The power under 2(j) including 100% advance payment requires finance concurrence but without formalities of Tender Committee.
- The power under 2(k) has been last extended upto March 2011 (87/RS(G) /753/2 dt. 8.11.10)
- The power under 2(l) requires finance concurrence without formalities of tender committee. COS can accept non IRS terms quoted by MMTC /PSUs & 100% advance payment up to ₹25 lakhs & AGM up to ₹2 Crores. (Auth. RB's letter No. 76/RS(G)/753/2 dt. 03/07-08-84.)
- Quotation/ price list from all the local stockyards should be obtained.
- Procurement should be done at the lowest possible reasonable price subject to availability of items.
- Reasons for ignoring most economical stockyards prices on account of non-availability on the days of purchase to be recorded in writing by COS/ CMM if purchase is effected from the higher offer.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
2m)	2007/ RS (G)/ 779 / 1 dt 28.07.2008.	Invitation of Single Tender for where it has not been possible to certify that a similar article, which could be used in lieu, is not manufactured or sold by any other firm (i.e. if row (a) of the PAC enclosed at Annexure - 'B' is certified).	Upto ₹5 lakh.	Upto ₹3 lakh.	Upto ₹2 lakh.	Upto ₹1 lakh.	Upto ₹50,000/-	NIL	Finance concurrence is necessary
2n)	2007/ RS (G)/ 779 / 1 dt 28.07.2008.	Invitation of Single Tender – Developmental Items	Upto ₹5 lakh.	Upto ₹3 lakh.	Upto ₹2 lakh.	NIL	NIL	NIL	Finance concurrence is necessary

Sl No.	Authority	Nature of Power	COS	CMM	Dy. CMM	Direct Acceptance by JAG/SS/JS.	Other Officers	Remarks
3a)	RB's letter No. 2007/F(S)/PW7/1 dt. 07.12.07. & GM/SER's Memo. No. GM/W/69/Genl./ 2008/ DOP-Stores/ 5(a)&14/ 835 dt.18/19-02-08.	ACCEPTANCE OF TENDERS Acceptance of tenders for purchase of stores through Tender Committee.	Upto ₹ 15 Crore.	Upto ₹ 2 Crore.	Upto ₹ 30 Lakh.	Dy.CMM: Upto ₹ 10 Lakh. SMM(P) : Upto ₹ 5 Lakh. AMM(P) : Upto ₹ 2 Lakh.	Divisional/ Depot Stores Officers : See item 33 Ref (i) & (ii) below.	Finance concurrence is not necessary
3b)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08.	Acceptance of all types of Global tenders and release of Foreign Exchange and payment through letter of credit/TT.	Upto ₹15 Crore.	Upto ₹2 Crore.	NIL	NIL	NIL	Finance concurrence is not necessary.

NOTE:

- For imported stores powers of Zonal Railways are restricted to ₹ 50 Crore. CIF.(2007/F(S)/PW7/1 dated 7/12/2007.)
- Full powers to GM for airlifting of stores in which the CIF cost of the import is within his power of procurement. Full powers to COS for airfreighting of items in import contracts upto his power of procurement. These powers are to be exercised personally by GM and COS, as the case may be, with personal concurrence of FA&CAO. Downward delegation is not permitted. (Auth. RB's letter No. 98/F(FEX)17/1/Airlifting dt.26.3.08). This power is to be exercised normally (i) where air frieghting is cheaper than sea frieghting and (ii) while effecting air-lifting. Air India as the national carrier should be given preference over other Airlines except where the services are not available. (2002/F(FEX)17/1/Airlifting dt.28.2.03 & 98/ F(FEX)17/1/Airlifting dt.23.9.98.)
- Acceptance power of AGM/GM is as per **Annexure - A**.
- The structure and composition of Tender committee (Annexure A) should not be altered locally excepting in an individual case, for reasons to be recorded and with the concurrence of FA & CAO and approval of G. M.
- Finance vetting is not necessary for issuing purchase order and connected post contractual modification valued upto ₹4 Lakh for non-safety items and upto ₹8 Lakh for safety items, as defined in Board's letter No.99/RS(IC)/165/SRC dated 19/04/2000 subject to 10% test check by Accounts.
- If the initial value of lowest technically acceptable offer based on tendered qty. is more than the acceptance power of GM but the final proposal for purchase is within the acceptance power of GM due to negotiation, the tender case need not be sent to Railway Board. (2004/RS(G)/779/10 dated 03-04-2008).

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
3 c)	RB's letter No. 89/RS(G)/363/5 Pt. dt. 28.04.2000.	Acceptance for supplies by road for tenders.	Full Power up to the power of Acceptance						Finance concurrence is not necessary

NOTE:

- Payment should be made on receipt of goods in complete and satisfactory condition by the consignee.
- Transit risk will be on the contractor's account.
- Bulk movement of steel and POL will be by Rail.
- Octroi duty, if any shall be borne by the supplier.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
4a)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt. 04.04.08, Stores Code Para 707 & 802 (i).	<u>PURCHASE OF DGS&D ITEMS</u> In respect of Stores for which DGS&D has entered into Rate or Running Contract, COS may at his discretion make direct purchase, if Stores are urgently required or can be more conveniently obtained locally or from a nearer station.	Upto ₹1 lakh in each case and not exceeding ₹5 lakh in aggregate (in each case) in one year.	NIL	NIL	NIL	NIL	NIL	Finance concurrence is not necessary
4b)	RB's letter No.2005 /RS (G)/779/13 dt. 4-7-06 and 2006/RS(G)/66/ Misc. dt. 11.10.06	Direct purchase of DGS&D items for which no Rate/ Running Contract exists (Through normal mode of tendering.)	Upto ₹ 15 crore	Upto ₹ 1 crore	Upto ₹ 30 lakh.	NIL	NIL	NIL	Finance concurrence is not necessary
4c)	RB's letter No. 69-F(S)-1/ PW-4/3 dt. 8/7/69, No. 70/ FS(1)/PW-7/1 dt. 17.7.71, No. 2001/ F (S) I/ PW-7/ 2 dt 05.09.2003. S-707 last lines.	Direct purchase of DGS&D items covered by Rate/ Running Contract in emergency at discretion of COS/CMM through tendering system.	₹ 50 Lakhs.	₹ 25 Lakhs.	NIL	NIL.	NIL.	NIL.	Finance concurrence is not necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
4d)	RB's letter No. 2001/F(S)-1/PW-7/2 dt 07.07.2003 & RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08.	Placement of orders against DGS&D Rate/ Running Contract.	Full Powers	Upto the power of their Acceptance.	NIL			<u>FOR DGS&D RATE CONTRACTS ONLY</u> FOR DEPOT/DIVL. STORES OFFICERS : SEE ITEM 34.	Finance vetting of supply order is necessary

NOTE: Methodology as laid down in Railway Board's letter No. 2005/RS(G)/779/13 dated 04/07/2006 (to be read alongwith DO letter No. 2006/RS(G)/66/ Misc. Dt. 11.10.06) :

- A. For selecting the DGS&D Rate contract holders for ordering, the following factors may be kept in view:
 - (i) The Rate Contract Price; (ii) The past performance of firms with reference to their capacity, quality of supplies as well as timely delivery of the goods; (iii) The delivery date committed by the firm with respect to the delivery requirement of the Railways; (iv) The proximity of the rate contract holder wherever the proximity is considered crucial for timely delivery, ease of progressing and from the point of view of logistics and contract management etc.; and (v) The need for reputed brands in the case of sensitive, critical and selective applications.
- B. Whenever, the valid rate contracts are not available or the available rate contracts do not meet the requirement of the Railways in respect of the specification, delivery requirement and quality considerations, Railway can go ahead with the direct procurement of materials after recording adequate justification for that purpose.
- C. Wherever direct tenders for procurement of DGS&D RC items are invited in the absence of valid DGS&D rate contracts and subsequently if DGS&D rate contracts are received while direct tenders called for by Railways are under consideration and such rate contracts are at higher rates than the acceptable rate received in the tenders called for by the Railways/PUs, then the direct tenders may be finalised and orders placed not to forego the advantageous rates. However, Railways should satisfy themselves as to the quality of the materials, specification, the standards of inspection and acceptance, the credentials source of supply etc. w.r.t. those in the DGS&D rate contracts.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
5a)	RB's letter No.77/RS(G) 779 /29 dt 29.12.77.	ACCEPTANCE OF PAYMENT TERMS 98%+ 2% or 95% + 5% advance payment against despatch documents (Railway Receipt/ Receipted Challan) and inspection certificate.	Full Power up to the power of Acceptance					NIL	Finance concurrence is necessary for 98% + 2% payment in all DA cases.
5b)	RB's letter No.77/RS(G) 779 /29 dt 29.12.77.	100% payment against inspection and Railway receipt to PSUs.	Full Power up to the power of Acceptance					NIL	Finance concurrence is not necessary for TC cases.
5c)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08. and 28/07/08	100% advance payment against proforma invoice with finance concurrence.	a) In TC cases – COS upto his power of acceptance. b) In direct acceptance case – (1) CMM – Upto ₹5 lakh. (2) COS – Upto ₹10 lakh.					NIL	Finance concurrence is necessary for DA cases.
5d)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08.	100% advance payment for purchase of steel items against single tender from SAIL, TISCO, IISCO, RINL.	₹ 3 crore.	₹ 1 crore	NIL	NIL	NIL	NIL	Finance concurrence is not necessary.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
5e)	RB's letter No. 77/RS(G)/779/ 29 dt 29.12.77 & 87/RS(G)/ 753/1 dt 9.5.97.	Acceptance of 100% payment for purchase of spares for machinery and plant items, special tools and propriety nature articles obtained from Govt. or non-Govt. agencies on proof of inspection and despatch after ensuring sufficient safeguard like bank guarantee.	₹3 Lakh each case.	₹3 Lakh each case.	NIL	NIL	NII	DRM ₹10,000/- each case.	Finance concurrence is necessary

NOTE : While exercising the power under item No.5(e), it should be ensured that sufficient safeguards like Bank Guarantee is provided to avoid failure of supplies, effective supplies & short receipt etc.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
6a)	RB's letter No. 87/RS(G)/779/9 dt. 17.11.92 and 01.05.97.	ACCEPTANCE OF VARIATION CLAUSES Price variation due to variation in price of steel items based on ruling prices of SAIL, provided the enhanced cost remains within the power of acceptance.	Full Power up to the power of Acceptance					NIL	Finance concurrence is not necessary
6b)	RB's letter No. 70/RS(G)/779/46 dt 13.3.81 and 87/RS(G)/779/9 dt. 01.05.97.	Price variation due to variation in the MMTC price of non-ferrous items on the ruling prices of HCL/ HZL/MMTC and for other inputs composite standard formula published by recognized body like IEEMA.	Full Power up to the power of Acceptance					NIL	Finance concurrence is not necessary
6c)	RB's letter No. 55/645/4/RE(G) dt. 28.3.57.	Variation in ex- change rate for imported raw material / finished product	Full Power up to the power of Acceptance					NIL	Finance concurrence is not necessary
6d)	RB's letter No. Para 3.3 chapter III, Rules for entering into supply contracts and 437-S & 438-S.	Statutory variation in taxes, duties & levies.	Full Power up to the power of Acceptance					NIL	Finance concurrence is not necessary
6e)	RB's letter No. 70/RS(G)/779/46 dt. 18.05/07.06.76 and 13.3.81.	Wage Escalation.	GM : Upto ₹ 5 lakh, for all contracts with finance concurrence.					NIL	Finance concurrence is necessary
6f)	RB's letter No. 67/RS(G)/145/3 dt. 25.08.67 and 05.06.69.	Railway and Sea Freight variation.	GM : Full Power with finance concurrence. These powers should not be redelegated to any sub-ordinate authorities.					NIL	Finance concurrence is necessary

NOTE :- Contracts in which a price variation clause is included, the rates may be varied by the authority which approved the original contract, with finance concurrence. Sanction of the higher authority is required if the total value of the contract after allowing the variation is beyond the competency of the authority which approved the original contract (440-S).

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
7	RB's letter No.75/RS(G)/148/1 dt. 27.9.77 & CS 18.	<u>ACCEPTANCE OF FORCE MAJEURE CLAUSE</u> Railway's / DGS&D standard force majeure clause.	Full Power up to the power of Acceptance			NIL	NIL	NIL	Finance concurrence is necessary

NOTE : Force majeure may not be accepted normally for orders value below ₹ 50000/-.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
8a)	RB's letter No. 2003/RS(G)/779/5 dt. 10.9.04 and 2004/RS(G)/779/11 dt. 24.07.07.	<u>EARNEST MONEY & SECURITY DEPOSITS</u> Waival of Earnest Money and Security Deposit in case of tenders for purchase of stores from PSUs.	Full Power up to the power of Acceptance					NIL	Finance concurrence is necessary
8b)	RB's letter No. 86/RS(G)/155/1 dt. 11.9.87	Waival of Security Deposit in case of tenders for purchase of stores from other than PSUs.	Full Power up to the power of Acceptance		NIL	NIL	NIL	NIL	Finance concurrence is necessary
8c)	Para 132/15 (ii) & clause 0504 of conditions of contract and RB's letter No.2004/RS(G)/779/11 dt. 24.07.07.	Forfeiture / withholding of Earnest Money & Security Deposits.	Full Power up to the power of Acceptance					NIL	Finance concurrence is not necessary
8d)	RB's letter No Para 132/15 (i)86/RS (G)/164/0/1dt. 18.8.87 and 2004/RS(G)/779/11 dt. 24.07.07.	Refund of Security Deposit after satisfactory completion of order.	Full Power up to the power of Acceptance					NIL	Finance concurrence is not necessary
8e)	RB's letter No Para 132/15 (i) 86/RS(G)/164/0/1dt. 18.8.87 and 2004/RS(G)/779/11 dt. 24.07.07.	Refund of EMD to unsuccessful bidders.	Full Powers					NIL	Finance concurrence is not necessary

NOTE: In case of Global tender Earnest Money/ Security Deposit must be insisted Upon from all firms.

Guidelines for exemption of EMD and SD as per Board's letter No.2004/RS(G)/779/11 dated 24/7/07.

Earnest Money Deposit

- (i) The Earnest Money Deposit (EMD) shall be taken from all tenderers against advertised tenders subject to following exemptions:
 - a. Vendors registered with NSIC upto the monetary limit of their registration for the items tendered.
 - b. Vendors registered with Raiwlays upto the monetary limit of their registration for the items tendered/trade groups of the items tendered.
 - c. Vendors on approved list of RDSO/PUs/CORE/Railway etc. for those specific items for which they are on approved list.
 - d. Manufactures and their accredited agents.
 - e. Other Railways, Govt. Departments.
- (ii) The amount of EMD to be taken in advertised tenders, wherever applicable, will be 2% of the estimated tender value subject to an upper limit of:
 - a. ₹5 lakh for tenders valuing upto ₹10 crore and
 - b. ₹10 lakh for tenders valuing above ₹10 crore.

Security Deposit

- (i) Safety Items: The Security Deposit (SD)/Performance Guarantee shall be taken from all firms for contracts for all safety items placed against advertised tenders and Global tenders subject to following exemptions:
 - a. Vendors registered with NSIC upto the monetary limit of their registration for the items ordered.
- (ii) Other than Safety items: The Security Deposit (SD) shall be taken from all firms for contracts for items other than safety items placed against advertised tenders and Global tenders subject to following exemptions:
 - a. Vendors registered with NSIC upto the monetary limit of their registration for the items ordered.
 - b. Vendors registered with Railways upto the monetary limit of their registration for the items ordered/trade groups for items ordered or vendors on approved list of RDSO/PUs/CORE/ Railways etc. for those specific items for which they are on approved list or other Railways, Govt. Departments on their specific request and on merits of the case as considered by tender committee.
- (iii) The usual security deposit, should, however be taken in case the contracts are placed on unregistered/ unapproved firms or for items for which a particular firm is not registered/ approved.
- (iv) The amount of SD to be taken, wherever applicable, will be 10% of the total value of contract subject to upper ceiling of ₹10 lakh for contracts valuing upto ₹10 crore & ₹20 lakh for contract valuing above ₹10 crore.

Upper limit on amount of EMD & SD may be enhanced suitably for tender cases/contracts valuing beyond the acceptance powers of GMs/AMs. However the same should be clearly specified in tender documents & purchase orders/ contracts.

Validity of EMD

EMD should remain valid for a period of 45 days beyond the final bid validity period.

Validity of SD

Security deposit should remain valid for a minimum period of 60 days beyond the date of completion of all contractual obligations of supplier.

NB:

- i. For global tenders the instructions issued vide Board's Letter No. 93/RS(G)/779/9 dated 19-05-1994 will continue to be followed. However, upper limit could be enhanced suitably as indicated in Point 3 above.
- ii. For procurement of M&P, the detailed guidelines/ instructions as contained in Board's letter No. 98/RS(G)/709/1 dated 30-05-2006 may continue to be followed.

Above instructions should be followed scrupulously.

Note: Return of EMD

- (i) EMD of the unsuccessful bidders should be returned to them within 30 days after expiry of final bid validity.
- (ii) EMD should be refunded to the successful tenderers on receipt of security money.

Return of SD

After completion of all contractual obligations, SD should be returned to the successful supplier within 60 days.

Subsequent to the issue of Board's instructions as contained in Board's letter of even no. dated 24/07/2007, on the subject of EMD & SD, the issue of SD has further been reviewed for single tender, limited tender and special limited tenders, on a reference from a Zonal Railway. On the issue, it is clarified on the similar lines that:

- (1) For procurement of Safety items above ₹10 lakh, Security Deposit is mandatory in Single Tender, Limited Tenders & Special Limited Tenders also, subject to the exemptions as applicable in case of advertised & global tenders i.e. vendors registered with NSIC upto the monetary limit of their registration for the items ordered.
- (2) For procurement of Safety items upto ₹10 lakh existing rules on SD shall apply.
- (3) For procurement of items other than Safety items, the existing rules on SD shall apply i.e. SD shall be taken from all firms subject to existing exemptions as given for advertised & global tenders i.e.
 - i) Vendors registered with NSIC upto the monetary limit of their registration for the items ordered.
 - ii) Vendors registered with Railways upto the monetary limit of their registration for the items ordered/ trade groups for items ordered or vendors on approved list of RDSO/ PUs/ CORE/Railways etc. for those specific items for which they are on approved list or other Govt. Departments on their specific request and on merits of the case as considered by tender committee.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy.	SMM CMM	AMM	Other	Remarks Officers
9a)	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08.	<u>DEVIATION</u> Acceptance of deviation from IRS conditions of contract without prior finance concurrence	a) In TC cases – Normal power of acceptance of tender. b) In direct acceptance case – one level higher than normal powers of acceptance but not below the level of JA Grade.					AGM full power	1) Finance concurrence is necessary for DA cases. 2) Legal advice is necessary where legal issue is involved.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
9b)	628-F (Vol-1), para 441 –S, IRS-3800 & RB's letter No. 98/RS(G)/779/10(CS)(3/03) dt. 25.02.03.	To vary the quantity of any item in contract provided the value of the amended contract does not exceed powers of the authority who approved the original contract and subject to conditions of 628/ C/F-Vol. 1 and 441 S. (Note ii below).	Full Power up to the power of Acceptance					See Note	Finance concurrence is necessary
9c)	Para 440-S	Increase in rate of items in stores contract at post contract stage in which price variation clause is included.	Full Power up to the power of Acceptance					NIL	Finance concurrence is necessary

NOTE:

- This power is to be exercised with finance concurrence except where mentioned otherwise. Where, however, the purchase is through tender committee, no separate finance concurrence is required.
- If total value exceeds the power of authority who approved original contract, sanction of next higher authority within whose competence as to amount it lies, should be obtained.
- Depot officers are authorized to accept deliveries short or in excess upto 5% of the total value of the contract or ₹ 1 lakh whichever is less subject to total value of receipt does not exceed normal purchase power of COS.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
10a)	82/FS-1/PW-7/1 Dt. 13/7/82 RS (POL)/ 58/ 91/ 0501/ Policy Dt. 6-8-92 Rly Board's letter No. 2007/RS(G)/779/1 dt.03/09/08	<u>SIGNING OF INDENTS AND CONTRACTS</u> To sign indents placed on other purchase agencies viz. DGS&D , Railway Board, DLW, CLW, ICF etc	Full power	Full power	Full Power	Nil	Nil	Nil	Finance vetting : Same as that of vetting of purchase order, i.e, (1) Above ₹ 8 lakh for safety items as desired in Board's letter No.99/RS(IC)/165/SRC dated 19/04/2000 subject to 10% test check by accounts. (2) Above ₹ 4 lakh for items other than safety items.

NOTE:

- In case of non-stock items certificate regarding availability of funds to be obtained from indenting officers. All indents will require vetting & signature of Dy. FA & CAO/ S&W. / Finance Officer.
- Express indents for stores placed on DGS & D/Railway Board to be accompanied by the urgency certificates signed by COS.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
10 b)	Para 410-S.	Signing of Purchase order.	NA	NA	Above ₹1 crore	Upto ₹1 crore	Upto ₹10 lakh	Dy.CMM / Sr.DMM / SMM / AMM (Depots / Divisions) : Full Powers for Purchase Orders to be issued from Depots / Divisions.	Finance vetting is necessary for Purchase Orders above ₹50,000/-See note (v) under 3(b)

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
11.a)	Para 132-S and para 445-S.	<u>DELIVERY PERIOD</u> Extension of Delivery Period, provided, i) That, the rate in contract was not accepted against other lower tenders in consideration of the date of delivery. ii) That authority is satisfied that the delay will not cause loss or damages or in case of special purposes, the indenting parity certified that no loss on account of late delivery would be sustained; and iii) in any case which does not satisfy any or both of the above conditions such sanction shall be given only in consultation with his Financial Adviser and after taking legal advise if necessary						Power up to the power of Acceptance	NIL Finance concurrence is not necessary for (i) & (ii).
11b)	RB's letter No. 2003/RS(G)/779/9 dt. 04/03/08 & 28/04/08, Para 132-S.	Imposition of liquidated damage @ 2% of the contract price of the consignment per month or part during which the supply may be in arrears upto the amount of loss sustained by the Rly.,subject to maximum of 10% (ten percent) of value of delayed supplies irrespective of delays, unless otherwise provided, specifically in the contract.						Full Power up to the power of Acceptance	NIL Finance concurrence is not necessary
11c)	RB's letter No. 2003/RS(G)/779/9 dt. 04/03/08 & 28/04/08.	Waiver of liquidated damages or imposition of token liquidated damages for failure to deliver stores within the stipulated time. Note: Imposition of TLD / waiver of L.D. should be exercised as per guidelines laid down in Bd's letter No. 2003/RS(G)/779/9 dt. 04/03/08, i.e "The system of waiver of LD and imposition of TLD for delayed supplies will strictly be an exception rather than rule and only in situations where the circumstances leading to delays in supplies were beyond the control of suppliers."						Full Power up to the power of Acceptance	NIL Finance concurrence is necessary

NOTE : a) **In the case of tender accepted by GM**, COS will be the competent authority to impose / waive penalty with finance concurrence.

- b) **In the case of tender accepted by Railway Board**, COS will be competent authority to extend/ re-fix delivery period with the concurrence of concerned FA & CAO subject to the following:- I) Extensions of DP arising out of the administrative ground/ difficulties faced by the indenter and not due to failure on the part of the supplier. ii) While the counter offers are accepted for prices and other terms, there are instances where the firms indicate a delivery period longer than that given in the counter offer. If such longer delivery periods are acceptable to the Administration, then the contracts will have to be placed with such longer delivery period though they may be at variance with the delivery period, originally recommended by the Tender Committee and approved by the GM or by the Railway Board for the tenders floated by Zonal Railways only.(Authy: Bd's letter No. 86/RS(G)/779/8 dated 14.08.2001).

- c) **Procedures for issuing MAs in different circumstances will be as under :**
- 1) Delivery Period may be "refixed" with Finance Vetting due to reasons for which Railways only are responsible,
 - 2) Delivery Period may be "extended with LD and with Denial Clause" without Finance Vetting in normal cases,
 - 3) Delivery Period may be "extended without LD/ with TLD but with Denial Clause" with Finance Vetting in exceptional cases only, where the circumstances leading to delays in supplies were beyond the control of the suppliers.
- d) **For contracts finalised against tenders opened before 21/04/2008**, the procedure for imposing of LD/TLD and waiver of LD, will be guided by the rules and powers as delegated in GM/GRC's letter No. GM/W/69/Genl/2006/ DOP-Stores/4402 dated 14/09/2006.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
12 a)	2007/ RS (G)/ 779 / 1 dt 28.07.2008.	To waive operation of clauses relating to 'Liquidated damages', 'Risk Purchases' and 'Arbitration' appearing in the contract valued upto ₹ 5 lakh at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries	Upto ₹5 lakh.	NIL	NIL	NIL	NIL	NIL	Finance concurrence is not necessary.
12b)	2007/ RS (G)/ 779 / 1 dt 28.07.2008.	To write off loss due to risk purchase, general damages, liquidated damages. N.B. : These powers should be exercised with utmost care only and only when all other modes of recovery except through arbitration and legal action have	Upto ₹1 lakh.	Upto ₹ 50,000/-	Upto ₹ 25,000/-	NIL	NIL	NIL	Finance concurrence is necessary.

NOTE :

- i) The stipulations as indicated in Board's letter No. 58/ R8(G)/775 dt. 09.9.68 that 'while doing so the reasons therefor must be fully recorded on relevant files' may be incorporated.
- ii) Similar stipulations as indicated in Board's letter No.58/ RS (G)/775 dt. 17/29.9.80 may be incorporated.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
13.a)	RB's letter No. 76/RS(G)753/3 dt. 3.8.84.	<u>CANCELLATION OF CONTRACT</u> Cancellation of contract without financial repercussions.	Full Power up to the power of Acceptance					NIL	Finance concurrence is necessary beyond contract value of ₹ 50,000/-
13b)	RB's letter No. 76/RS(G)753/3 dt. 3.8.84.	Cancellation of contract with general damages.	Full Power up to the power of Acceptance					NIL	Finance concurrence is necessary beyond contract value of ₹ 50,000/-
13c)	Para 132-S(item-4)	Action for failure to deliver stores within the stipulated periods. i) Cancellation of the contracts and recovery of any loss of damages which the Railway may sustain by reason of such failure on the part of contractor or, ii) Purchase stores at the risk and cost of the contractor's risk. iii) Waival of Risk Purchase with forfeiture of 10% SD. (RBC No. 2001/ RS (G)/779/14 dt 21/09/07.)	Full Power up to the power of Acceptance					NIL	Finance concurrence is not necessary

NOTE : Recovery of risk purchase loss and general damages should be exercised as per guidelines laid down in Bd's letter No. 79/RS(G)/657/2 dt. 01.01.83.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
14. a)	S-711 AND RB'S LETTER NO.2007/ RS (G)/ 779 / 1 DT 04.04.08 AND 2001/F(S)-I/PW7/ 2 DATED 05/09/ 2003.	<u>LOCAL PURCHASES</u> Local purchase of materials (both stock and non-stock items) of small value.	Full power upto ₹1 lakh per case.	Full power upto ₹1 lakh per item.	NIL	NIL	As delegated by COS from time to time.	All Depot/ Divisional Stores Officer: upto ₹1 lakh per item	Finance concurrence is not necessary.

NOTE:

Cash imprest of stores officers may be recouped for maximum 4 times in a month and cash purchases of non stock/Stock items should be made within this monthly ceiling. However, Cash imprest for Stores Depot Officers attached to KGP Workshop Complex only may be recouped for maximum 6 times in a month.

- Local purchases should be made generally by issue of Bulletin Tenders.(Auth. RBC No. and 99/RS(G)/779/3 dt. 19/02/99.
- Local purchase on single quotation basis upto ₹10,000/- each item (for COS). For items costing upto ₹2,000/- single quotation may be obtained but quotation from more than one firm are necessary for items costing above ₹2,000/-.
- In case of propriety items normal power will be applied.
- Purchase of stock items by depots should be done as per conditions given under S-711.
- Finance vetting, Non Availability certificates from feeding depot as well as approval of ADRM will be required for purchase of stock items by Divisions.
- Computer hardware/software, furniture, fax machine, key telephone, Digital camera etc. against Non-stock demand should be procured with the concurrence of HQ Finance and approval of AGM/GM.
- All safety items should be procured only from approved sources. List of safety items and current approved sources therefore may be obtained from the PHOD of the concerned department.
- Indenting Officers should clearly certify that the quantity is not deliberately reduced with a view to bring the purchase within the scope of this provision.
- The Divisions / Depots will ensure that before making purchase, the fund is available.
- No non-stock articles for which a standard pattern exists, should be purchased if it could be manufactured by the Railway.

CS No. C-1

- xi. No cash purchase is to be made outside the imprest specifically provided for purchase of certain specified stores items except in exceptional cases i.e. :
- The items proposed to be purchased directly relate to Motive Power Bearing stock.
 - Non-procurement of the item will affect either safety or regular running of trains.
 - Urgency is personally certified by the CHOD of the consuming Deptt.
- No cash purchase even in above exceptional cases should be made without the personal concurrence of FA&CAO and personal approval of GM.
- xii. These powers should be exercised for purchase of stores and equipments connected with operational and maintenance purposes only.
- xiii. Purchase of stock items will be made in case of emergency and subject to prior finance concurrence. Register showing details of such purchases should be maintained and copies of all sanctions be forwarded to the concerned Accounts Office who will keep a watch over the ceiling limit.
- xiv. AENs in chage of sub-divisions at stations where associate Finance is not available can exercise these powers without prior finance concurrence.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
14b)	Subject to observance of the procedure.	Power to make emergent purchases locally of pretty stores from imprest cash.	₹5,000/- in each case	₹4,000/- in each case.	₹3,000/- in each case.	₹2000/- in each case.	₹1000/- in each case.	Other than Stores Officer JAG & Sr. Scale with independent charge – ₹2,000/-, Asstt. Officer – upto ₹1,000/- in each case	Finance concurrence is not necessary

STORES GENERAL

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
15.	RB's letter No.87/ RS (G) 779/ 26 part dt. 21.2.97.	Transport Contracts: Power for accepting and entering into Road Transport Contract for carrying stores materials and scrap only. (Process as per Works Tender). Note: In depots this power is to be exercised by Depot In-charge Officers.	₹ 50 lakh	₹ 50 lakh	₹ 10 lakh	₹ 1.5 lakh	₹ 1.5 lakh. (Independent)	NIL	Finance concurrence is necessary.

- NOTE :** i. Distribution of materials to consignee within the Railways.
- Transit risk will be on the contractor's account.
 - Bulk movement of steel & POL will be by Rail.
 - Inter Depot transfer of materials.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
16	RB's letter No. 85/FS 1/PW7/1 dt. 27.5.87.	To invite tender and accept the same for Stitching of Railway's Garments.	Full power upto their power of purchase	Full power upto their power of purchase.	Full power upto their power of purchase.	Full power upto their power of purchase.	Full power upto their power of purchase	NIL	Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
17	RB's letter No. 74-EB/300 dt. 14.01.75.	To enter in to contract for cutting grass in Railway premises	Full power upto their power of purchase.	Full power upto their power of purchase.	Full power upto their power of purchase	Full power upto their power of purchase	NIL	Dy.CMM/SMM/AMM on line with independent charge – Full powers	Finance concurrence is necessary.
18 a)	Para 1807-1810 S	To fix imprest of each item of consumable stores.	NIL.	NIL	NIL	NIL	NIL	AGM : Full Powers.	Finance concurrence is necessary.
18 b)	Item 17 of para 132-S, RB's letter No.76/ RS (G)779/ 47 dt.15.11.76 (ACS No.140-S)	To sanction adjustment against stock adjustment account	₹25,000/- each case.	₹25,000/- each case	NIL	NIL	NIL	AGM : Full Powers.	Finance concurrence is necessary.

NOTE:

- i. To be exercised with finance concurrence.
- ii. AGM – full power for item 18 (a) & 18(b).
- iii. Provided adjustment is not due to:
 - (a) Negligence, carelessness or dishonesty of Railway employee.
 - (b) Different methods of measurement adopted by the Accounts Deptt. stock verifiers and other departments.
 - (c) Such that the Chief Accounts Officer agrees need not be referred to the GM.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
19	Item –18 of Para 132-S and Board's letter No. 76/RS(G) /779/47 dt. 15/11/ 76.	To write off losses due to breakage or leakage in transit when the Commercial Branch or firm cannot be held responsible for loss.	₹10,000/-	₹5,000/-	NIL	NIL	NIL	NIL	Finance concurrence is necessary for cases beyond ₹ 500/-.

NOTE: Claims upto ₹ 50/- need not be preferred and loss written off directly by the Stores Officer.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
Execution of printing and binding work. It includes block making/Art pulls/stereo/matress/Art work etc. NOTE: 1) Money value form and machine numbered form are out side the scope of delegation. 2) Certificate about the inability of the printing press to supply the forms to be obtained from incharge Officer of Printing Press.									
20(a)	C.S. No. Stores/2/ 2006 vide letter No.GM/W/ 69/Genl./ 2006/DOP-Stores/3126 dt. 04.07.06 and C.S.No.	Standard forms and stationery through outside agency in case of urgency.	Upto ₹5 lakh in each case. Finance concurrence is necessary exceeding ₹10,000/- per case.	Upto ₹5 lakh in each case. Finance concurrence is necessary exceeding ₹10,000/- per case. Other SAG: Upto an overall ceiling limit of ₹5,000/- per annum without finance concurrence and overall ceiling limit of ₹25,000/- per annum for the Deptt. with finance concurrence.	Upto ₹50,000/-. Finance concurrence is necessary in all cases exceeding ₹3,000/- per case.	Upto ₹25,000/-. Finance concurrence is necessary in all cases exceeding ₹3,000/- per case.	Upto ₹3,000/- . Finance concurrence is necessary in all cases exceeding ₹3,000/- per case.	CPRO: Upto ₹5,000/- in each case without finance concurrence and ₹10,000/- in each case with finance concurrence subject to annual ceiling limit of ₹1 lakh.	AGM : Full powers. Finance concurrence is necessary exceeding ₹10,000/- per case. DRM : Upto ₹10,000/- in each case without finance concurrence and full powers with finance concurrence. Note: Annual ceiling limit for total (a) and (b) should be restricted to ₹5 lakh.
20(b)	Stores/01/ 2007 vide letter No.GM/W/ 69/Genl./ 2007/DOP-Stores/ 11(b)/4083 dt. 31.07.07	Non- standard forms and stationery including Study Materials, Brochures, Instructions, Handouts through outside agency.	Upto ₹5 lakh in each case.	Upto ₹5 lakh in each case. Other SAG: Upto an overall ceiling limit of ₹5,000/- per annum without finance concurrence and overall ceiling limit of ₹25,000/- per annum for the Deptt.	Dy. CMM: Nil. SMM (P): Nil. AMM (P): Nil. CPRO : Upto ₹5,000/- in each case without finance concurrence and ₹10,000/- in each case with finance concurrence subject to annual ceiling limit of ₹1 lakh. <u>For Study Materials, Brochures, Instructions, Handouts.</u> Principals / Staff Training Institutes : Upto ₹10,000/- in each case without finance concurrence and ₹25,000/- in each case with finance concurrence subject to annual ceiling limit of ₹3 lakh. Certification from Railway Printing Press should be obtained that the work can not be handled by them when the value of work is above ₹10,000/- Note: GM's sanction is required in each case above ₹25,000/-				AGM: Full powers. DRM: ₹10,000/- in each case without finance concurrence and full powers with finance concurrence Note: Annual ceiling limit for total (a) and (b) should be restricted to ₹5 lakh.

SALE

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
21)	Paras 2306-S, 2327-S, 2328-S & 2329-S	Sale of stores to other Zonal Railway, Railway projects and local Authorities at book Average Rates.	Full Power	Full Power	₹5 Lakh	₹2 Lakh	₹1 Lakh	This power may be exercised by all Depot Officers at par with HQ Officers.	Finance concurrence is necessary
22)	Para 2307-S	Sale of overstocks of ordinary emergency or special stores through advertised tender.	Full Power	Full Power	NIL	NIL	NIL	NIL	Finance concurrence is necessary
23)	Para 2310S to 2312 S.RBC No.2001/RS(S)/ 709/20 dt.28.03.02.	Sale of scrap unserviceable, surplus and obsolete stores.						CE : Full power for scrap wooden sleeper & bridge timber only. DMM/Sr.DMM of Divisions upto ₹50,000/- (through auction) and upto ₹25,000/- (through BT) for low value items of scrap.	
a)		By advertised tender.	Full Power	Upto ₹50 lakh	Upto ₹25 lakh	NIL	NIL		
b)		By Auction.	Full Power	Full Power	NIL	NIL	NIL	Auction conducting officer (not below JAG):- Full power.	Finance concurrence is not necessary
c)		Through BT/ LT	Full Power	Full Power	NIL	NIL	NIL	NIL.	

NOTE : Constitution and Acceptance of recommendation of Sale Tender Committee will be as per Annexure – C

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
24 a)	Authority: Item No. 12 of para 132-S	Extension of Payment / Delivery Time on Sale Matter Extension of time for payment of balance sale value with full interest upto 30 days (beyond free period of 20 days).	Full Power	Full Power	Full Power	Full Power	Full Power	NIL	Finance concurrence is not necessary
24b)		Extension of time for payment of balance sale value without interest or with waiver of interest with finance concurrence.	Full Power	Full Power	NIL	NIL	NIL	NIL	Finance concurrence is necessary
24c)		Extension of DP with ground rent up to 15 days (beyond free delivery period).	Full Power	Full Power	Full Power	NIL	NIL	Auction Con-ducting Officer & JAG Officer of Engg. Deptt. – Full Power.	Finance concurrence is not necessary
24d)		Extension of DP beyond 15 days (beyond free delivery period) with full ground rent/ token ground rent or with no ground rent.	Full Power	Full Power	Upto ₹25 Lakh. Sale Value	NIL	NIL	Auction Con-ducting Officer : Full Power with full ground rent.	Finance concurrence is not necessary
24e)	C.S. No. C-3/USOP-10	Incurring expenditure towards conduct of auction.	Full power	Full power	NIL	NIL	NIL	Auction con-ducting officer: upto ₹10,000/- per auction and ₹1 lakh per annum.	Finance concurrence is necessary.
24f)		Incurring expenditure for Sales Tax/ Other Taxes consultancy.	Full power	Full power	NIL	NIL	NIL	Auction con-ducting officer: Upto ₹10,000/- per case and ₹1 lakh per annum.	Legal vetting is necessary.
24g)		Delivery against Lot quantity. a) Short. b) Excess	Full power Full power	Full power Full power	Full power 10% of lot qty.	Full power NIL	Full power NIL	Depot officer: Full power 10% of lot qty. (finance concurrence is required for >5% qty).	Finance concurrence is necessary for refunding money.
24(h)		Payment to Commercial Tax Authority for issue of Way Bill / Road Permit.	NIL	NIL	NIL	NIL	NIL	DRM : ₹ 5 lakh per case ADRM : ₹3 lakh per case JAG: ₹1 lakh per case Depot Officers (JAG/SS): ₹1 lakh per case	Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
25 a)	S-2317	Direct sale to Railway employees for items of scrap like scrap wood, scrap wooden sleepers, packing cases, scrap empty drums, saw dust, scrap durries, carpets, scrap gunny, scrap tarpaulins and rerollable iron & steel scrap (suitable for structural purpose).	₹3,000/-	₹3,000/-	₹500/-	NIL	NIL	Dy.CMM on line – ₹ 1,500/-. SMM on line ₹1000/- (CE – ₹ 3,000/-, Sr.DEN – ₹1,000/- DEN – ₹ 300/- (For scrap wooden sleeper, bridge timber, Grass, etc).	Finance concurrence is not necessary
25 b)		Sale of scrap to Railway Employees for specific items as per scale and rates fixed by AGM/ GRC from time to time.	Full Power	Full Power	Full Power	NIL	NIL	Full Power (Depot Stores Officers only).	Finance concurrence is not necessary
25 c)		Sale of scrap materials including re-rollable iron and steel scrap to charitable institute or Government aided institute.	Full power subject to limit of 30 MT in a month in respect of re-rollable iron & Steel scrap.	Full power subject to limit of 30 MT in a month in respect of re-rollable iron & Steel scrap.	NIL	NIL	NIL	NIL.	Finance concurrence is necessary
25 d)		Sale of scrap materials to private party other than institute charitable and Government aided.	₹3000/-	₹3000/-	NIL	NIL	NIL	NIL.	Finance concurrence is necessary
25 e)		Sale of permanent way materials to the manufacturers of Rly. materials for testing purposes with the concurrence of CE.	Full Power	Full Power	NIL	NIL	NIL	NIL.	Finance concurrence is necessary
26	Item No. 9, 17 of para 132-S.	To sanction adjustment of difference between Book Value and sale value of over stock or surplus stores to stock adjustment account.	Full Power ₹1,00,000/- per item. With survey committee	Full Power ₹1,00,000/- per item. With survey committee	NIL	NIL	NIL	NIL.	Finance concurrence is necessary
27	RB Letter No. 2003/RS(G) / 777/2 Dt 4-6-04, 4-2-05, S-2223, Item no. 13 of S-132.	To reclassify stores in stock and rate them as 'second hand' or scrap or dead surplus. To write down the value of surplus or obsolete stores on the books.	₹1,00,000/- per item. With survey committee	₹1,00,000/- per item. With survey committee	₹25,000/- per item. With survey committee	NIL	NIL	Dy CMM-D ₹25,000/- SMM-D ₹10,000/- (With Survey Committee) All Depot officers ₹2000/- per item (without Survey Committee)	Finance concurrence is necessary

NOTE :

- Items costing more than ₹2000/- should be offered to other Railways,
- Before classifying an item costing below ₹2000/- as dead surplus, the depot officer where considered necessary ascertained from the user department & other depots that the item is not likely to be utilized by them in next 2 years.

FIELD MATTERS

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
28	RB's letter No.78/RS (G) 779/59 dt.20.2.80, 86/RS(G)/77/12 dt. 02/01/87 & 2003/RS(G)/779/1/ (1/03) dt. 21/2/03 and 2007/RS (G)/ 779 / 1 dt 28.07.2008.	To accept late supplies at their discretion against the orders placed by COS Office for both indigenous and imported stores.	NIL	NIL	NIL	NIL	NIL	Depot Officers/ Inspecting Officers/ Consignees :- full power subject to conditions stipulated in Note i – iv below.	Finance concurrence is not necessary

NOTE:

- i. These powers cannot be exercised in respect of the following categories of orders.
 - a) Orders placed against urgent requirements.
 - b) Orders where higher prices have been paid for early delivery i.e. time preference orders.
 - c) Orders for supply of stores subject to severe market fluctuations.
 - d) Orders in which provision is made for recovery of pre-estimated damages.
- ii. For orders valued upto ₹3 lakh, delay in supplies up to 6 months.
- iii. For orders valued between ₹3 lakh to ₹6 Lakh, delay in supplies up to 21 days provided initial DP does not exceed 6 months.
- iv. For orders valued above ₹6 lakhs prior extension of delivery period from Purchase Officer will be necessary. No formal amendment of purchase order for DP extension is required to account for (ii) & (iii) above

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
29	RB's letter No.98/RS(G)/ 779/10 (CS)(3/03) dt. 25/2/03 , 2007/RS (G)/ 779 / 1 dt 28.07.2008 and S-441.	To accept excess/ short supplies at their discretion without formal amendment to contract	NIL	NIL	NIL	NIL	NIL	Depot Officer: Excess/ short supply Upto $\pm 5\%$ of the Contract value or ₹3 lakh which ever is less subject to total value of receipt not exceeding normal purchase power of COS .	Finance concurrence is not necessary

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
30	Para 2740-S.	To order final booking of unconnected material to stock adjustment account part-1 (a).	Full Power	Full Power	Full Power	NIL	NIL	Dy.CMM/ SMM / AMM independent charge full power.	Finance concurrence is necessary

NOTE: This power can be utilized subject to concurrence of the respective Stores Accounts Officers.

Sl. No.	Authority	Nature of Power	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
31		Power to waive ground rent accrued due to non-removal of rejected materials by Firms within the prescribed period in exceptional circumstances.	Full power	Full power	Full power	NIL	NIL	Dy. CMM/ SMM-D/ AMM independent Charge on line – ₹10,000/- each case	Finance concurrence is necessary for waiver beyond ₹1,000/-.
32	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08	Hiring of material handling equipment by Depot officers	1) Dy.CMM(Depot) : Upto ₹20,000/- per case with monthly ceiling limit of ₹ 2 lakh. 2) SMM(Depot- Independent Incharge) : Upto ₹10,000/- per case with monthly ceiling limit of ₹1 lakh. 3) AMM(Depot- Independent Incharge) : Upto ₹ 5,000/- per case with monthly ceiling limit of ₹50,000/-.						Finance concurrence is necessary
33	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08	Purchase of items through normal mode of tenders (Open, Limited, Bulletin and Single tenders) in terms of para 328-S of Stores Code Vol-I. NB. 1) Notes at Sl. No. (vi) & (vii) under item No. 2 should be followed. 2) BT and OT should be preferred as the mode of tendering.	a) For stock items urgently required and b) For Non-stock items required for purpose of train operation, rolling stock maintenance, signalling and track maintenance, passenger amenity items, items required for ART & ARMV, cleanliness, touch & feel items, safety items, urgent sanctioned project related items. c) For stock items and non-stock items not covered in (a) & (b) above. Delegated Powers:- For (a) & (b) both – 1) Sr. DMM/Dy. CMM (Depot) :- ₹3 lakh per case. 2) DMM/SMM(Depot) Independent Incharge:- ₹3 lakh per case. 3) DMM/SMM (Depot) other than Independent Incharge:- ₹1.5 lakh per case. 4) Asstt. DMM/AMM (Depot) Independent Incharge :- ₹1.5 lakh per case. 5) Asstt. DMM/AMM (Depot) other than Independent Incharge :- ₹1 lakh per case. NB: (a) Above powers to be exercised within annual ceiling limits which may be decided by COS in consultation with associate finance. (b) These powers to be exercised within available budgetary limits and each demand allocation and primary unit. Delegated Powers:- For (c) – 1) Sr. DMM/Dy. CMM (Depot) :- ₹2 lakh per case. 2) DMM/SMM(Depot) Independent Incharge:- ₹2 lakh per case. 3) DMM/SMM (Depot) other than Independent Incharge: - ₹1 lakh per case. 4) AMM(Division)/AMM (Depot): - ₹1 lakh per case.						Finance concurrence is not necessary but vetting of PO is required as per note (v) under 3(b).
34	RB's letter No. 2007/ RS (G)/ 779 / 1 dt 04.04.08	Placement of supply orders against DGS&D Rate Contracts.	1) Sr. DMM/Dy. CMM (Depot) :- ₹3 lakh per case. 2) DMM/SMM(Depot) Independent Incharge:- ₹3 lakh per case. 3) DMM/SMM (Depot) other than Independent Incharge:- ₹1.5 lakh per case. 4) Asstt. DMM/AMM (Depot) Independent Incharge :- ₹1.5 lakh per case. 5) Asstt. DMM/AMM (Depot) other than Independent Incharge :- ₹1 lakh per case. NB: (a) Above powers to be exercise within annual ceiling limit which may be decided by COS in consultation with associate finance. (b) This power to be exercised within available budgetary limit and each demand allocation and primary units.						Finance concurrence is not necessary but vetting of SO is required as per note (v) under 3(b).

OTHER MISCELLANEOUS POWERS

Sl.No	Authority	Nature of Power	Delegated to	Remarks
35 a)		For planned procurement of the track machines spares consumables and small tools. Note: This power to be exercised by Engg. Deptt.	1. AGM: Upto ₹25 Crore. 2. PHOD/CHOD: Upto ₹15 Crore in each case. 3. SAG: Upto ₹1 Crore. 4. JAG: Upto ₹30 Lakh. 5. SS: Upto ₹5 Lakh. 6. JS: Upto ₹2 Lakh.	Finance concurrence is not necessary
35 b)		Procurement of small track machines. Note: This power to be exercised by Engg. Deptt.	PCE: Upto ₹ 15 crore in each case. CTE/CE(TM): Upto ₹ 1 crore in each case. Dy. CE: Upto ₹ 30 lakh in each case and upto ₹10 lakh in each case without Tender Committee.	Finance concurrence is not necessary
36 a)		Direct petty purchase of non-stock items.	AGM: Full power. CAO/C: Upto ₹10,000/- per item but not exceeding ₹1 lakh in the aggregate per month. PHOD/CHOD: Upto ₹10,000/- per item but not exceeding ₹1 lakh in the Aggregate per month. DRM: Upto ₹ Upto ₹10,000/- per item but not exceeding ₹1 lakh in the Aggregate per month. ADRM: Upto ₹5,000/- per item but not exceeding ₹50,000/- in the aggregate per month. CWM: Upto ₹10,000/- per item but not exceeding ₹1 lakh in the aggregate per month. SAG: Upto ₹5,000/- per item but not exceeding ₹50,000/- in the aggregate per month. These powers shall also be exercised by DGM(G) & CPRO as the T&P custodians of GM's Office. SG / JAG holding independent charge at HQ & field: Upto ₹5,000/- per item but not exceeding ₹50,000/- in the aggregate per month. Works Manager & HQ Controlled Officers (including construction) : Upto ₹1,000/- per item but not exceeding ₹10,000/- in the aggregate per month.	Finance concurrence is not necessary
36 b)		Local purchase i.e. direct petty purchase of stock items (in case of emergency) of stores other than those covered by rate/running contracts entered into by DGS & D and Stationery Stores, by Non-Stores Officers. Note: 1) This power should be exercised subject to observance of rules laid down in para 711A – S. 2) This power may be exercised for procurement of items for operation of traffic and maintenance of assets.	AGM: Full power. PHOD/CHOD: Upto ₹ 5,000/- per item but not exceeding combined overall limit of ₹ 1 lakh in the aggregate for both non-stock & stock items taken together per month, subject to observance of provision as laid down in Para 701-S and ACS No.143-S to 711A-S. DRM: Upto ₹5,000/- per item but not exceeding combined overall limit of ₹ 1 lakh in the aggregate for both non-stock & stock items taken together per month, subject to observance of provision as laid down in Para 701-S and ACS No.143-S to 711A-S. ADRM: Upto ₹ 5,000/- per item but not exceeding ₹ 50,000/- in the aggregate Per month for both items. Note : Special records must be maintained by both Executive and Accounts Officers for watching strict adherence to the monthly ceilings. CWM: Upto ₹ 5,000/- per item but not exceeding combined overall limit of ₹1 lakh in the aggregate for both non-stock & stock items taken together per month, subject to observance of provision as laid down in Para 701-S and ACS No.143-S to 711A-S. SAG: Upto ₹5,000/- per item but not exceeding ₹ 50,000/- in the aggregate Per month for both items. Note : Special records must be maintained by both Executive and Accounts Officers for watching strict adherence to the monthly ceilings. These powers shall also be exercised by DGM(G) & CPRO as the T&P custodians of GM's Office. SG / JAG holding independent charge at HQ & field: Upto ₹ 2,500/- per item but not exceeding ₹ 50,000/- in the aggregate Per month for both items. SS/ JS: Upto ₹ 1,000/- per item but not exceeding ₹ 10,000/- in the aggregate Per month for both items.	Finance concurrence is necessary

NB: (i) Aggregate value means both stock and non-stock taken together i.e. 36 (a) & (b) taken together.

(ii) **Total purchases of the Division and Workshop under this clause will not exceed ₹ 1,00,000/- (₹One Lakh) per month** vide Bd's letter No.99/RS(G)/779/22Pt.IV dated 22.12.2004. A centralized Liability Register for monitoring purchases may be maintained at the Budget Cell. [Authority: FA&CAO(WS)/GRC's letters No.FS/DP/Pol/Pt.Vi/77 dated 12.03.2010 and No. FS/DOP/POL/Pt.VI/90 dated 03.05.2010]

**CONSTITUTION OF TENDER COMMITTEE
AND
AUTHORITY COMPETENT TO ACCEPT STORES PURCHASE**

(Authority: Railway Board's letter No. 2007/F(S)/PW7/1 dated 07.12.2007)

Value limit of Tender	Accepting Authority	Constitution of tender committee		
		Stores Deptt.	Consum. Deptt.	Finance Deptt.
₹10 Lakh to ₹30 Lakh	JA Grade	Sr. Scale	Sr. Scale	Jr. Scale
₹30 Lakh to ₹1 Crore	SA Grade	JA Grade	JA Grade	Sr. Scale
₹ 1 Crore to ₹2 Crore	SA Grade	JA Grade	JA Grade	JA Grade
'2 Crore to ₹15 Crore	PHOD/CHOD	SA Grade	SA Grade	SA Grade
₹15 Crore to ₹25 Crore	AGM	PHOD/CHOD	PHOD/CHOD	SA Grade
₹25 Crore to ₹50 Crore	GM	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD

NOTE :

- i. In units, where there is no AGM, the accepting authority will be GM against item 5 as well of above table.
- ii. All purchase proposals not involving foreign exchange valued over ₹50 Crore and purchase proposals involving foreign exchange valued over ₹50 Crore are to be submitted to Railway Board, duly endorsed/recommended by GM for obtaining approval of the competent authority.
- iii. Total value of a tender will be the criterion to decide the competent authority for acceptance where purchase proposals against the tender are put up in parts. The Stores Member of the Tender Committee will put up the proceedings direct to the accepting authority.
- iv. For Stores Tenders, Stores Member of the Tender Committee will be Convenor Member and for Engg. Tenders, Engg. Member of Tender Committee will be Convenor Member.
- v. The alteration in TC composition can be done with the concurrence of FA&CAO and approval of General Manager.
- vi. Open tender system is to be adopted by public advertisement as a general rule subject to exceptions noted in paras 331-S and 332-S in all cases in which the estimated value of tenders to be received is ₹10 lakh or above.
- vii. If the initial value of lowest technically acceptable offer based on tendered qty. is more than the acceptance power of GM but the final proposal for purchase is within the acceptance power of GM due to negotiation, the tender case need not be sent to Railway Board. (2004/RS(G)/779/10 dated 03-04-2008).

CERTIFICATE FOR PURCHASE OF PROPRIETY ARTICLES

(REF. RLY. BOARD'S L/NO.76/RS(G)/779/55 Dt. 21/5/82, 18/4/83, 88/RS(G)/779/28 DT.25/03/1992 & 2007/RS(G)/ 779/ 1 dated 04/04/2008.)

1. Description of Articles :
(PL No.)
2. Quantity
3. Approximate cost (If any)
4. Maker's Name and Address
5. Local Address
6. I approve the above purchase and certify that :
 - a) No other Make/Brand will be suitable.
 - b) This is the only firm who is manufacturing/stocking this item.
 - c) A similar article is not manufactured or sold by any other firm which could be used, in lieu.

NOTE : Delete (a) or (c) whichever is not necessary.

Date : _____

Signature * _____

Designation of Officer _____

*** To be signed by**

Upto ₹ 25,000/-	Indenting Officer
Upto ₹ 75,000/-	JAG/Selection Grade Officers
Upto ₹ 3,00,000/-	SAG Officer.
Above ₹ 3,00,000/-	PHOD of the User Deptt.

Authority to accept Tender Committee Recommendation for sale tender and auctioneering agreement for sale of Permanent Way and Engineering materials and sale of Plants and Machinery and other items of scrap of the Stores Department.

Value of Tender	Members of the Tender Committee			Accepting authority
	Stores	User Deptt.	Accounts	
Upto ₹ 25 lakh	SS	SS	JS/SS	JAG
Above ₹25 lakh upto ₹ 50 lakh	JAG	JAG	SS	SAG
Above ₹50 lakh upto ₹1 Crore	SAG	SAG	JAG	PHOD/CHOD
Above ₹1 Crore	SAG	SAG	SAG	PHOD/CHOD

NON-STOCK REQUISITIONS

Note :- (A) Powers of User Deptt. For signing of Non-Stock demands/requisitions.
(Auth. Board's letter No. 2005/RS(G)/779/7 dated 28/05/2007).

1.	Valuing upto ₹10,000/- only.	JS Officers. SS officers in absence of JS Officer.
2	Exceeding ₹10,000/- but not exceeding ₹50,000/- only in value.	SS Officer. JAG/SG officers in absence of SS officer.
3	Exceeding ₹50,000/- but not exceeding ₹2 lakhs.	JAG/SG Officer * * *
4	Exceeding ₹2 lakh but not exceeding ₹10 lakhs	Should be countersigned by CWM/ADRM/ SAG Officer of the user department.
5	Exceeding ₹ 10 lakhs.	Should be countersigned by CWM/ADRM/ SAG Officer & the same should be personally approved on the demand/requisition by PHOD/CHOD of the user department in HQ.

* * * In case JAG/SG Officer is not posted then non-stock requisition to be signed by:

â ADRM for divisional requirements.

â CWM for workshop requirements.

â SAG Officer for construction and other requirements.

H Non stock requisitions will require vetting as per extant instruction.

HH All Non Stock purchase at Head Quarter will require consolidation & essentiality of purchase to be certified by at least SAG level officer of consuming Department in Headquarter.

(B) Sanctioning authority of non stock requisitions for operation of traffic and maintenance of rolling stock :

- PHOD - Above ₹3 Lakhs.
- SAG at Head Quarters and CWMs - Upto ₹3 Lakhs.
- DRM/ ADRM - Upto ₹3 Lakhs.
- JAG Branch Officers in field / JAG officers at HQ - Upto ₹ 25,000/-.
- Sr. Scale Branch officers in field – Upto ₹10,000/- in each case.

(C)

SN	Item	Delegation
1.	Vetting of non-stock demand/ requisitions. (Authority: Bd's letter No.2007/ RS(G)/779/1 dt.16.10.2008)	- For safety items – above ₹2 lakhs. (Safety items as defined in Bd's letter No 99/RS(IC)/165/SRC dated 19.04.2000) subject to 10% test check by Accounts. Essentiality Certification for requisitions valuing upto ₹2 lakhs by field level officer at JAG/SG level and for requisitions exceeding ₹2 lakhs by field officer at SAG level i.e. CWM/ADRM/DRM etc. will be needed. - For items other than safety items – above ₹1 lakh. Essentiality Certification for requisitions valuing upto ₹1 lakh by field level officer at JAG/SG level and for requisitions exceeding ₹1 lakh by field officer at SAG level i.e. CWM/ADRM/DRM etc. will be needed.

CHECK LIST FOR NON-STOCK REQUISITION/ MATERIAL SCHEDULE FOR INDENT

REQUISITION NO & DATE :
 DESCRIPTION :
 QUANTITY :

-
1. Whether Main Group Numbers given ? (Yes / No)
 2. Whether requisitions/NS/Indent No. is as per COS/GRC's O.O. No. 03 SER 12 dated 23/04/07 and copy is clear and is in original ? (Yes / No)
 3. Whether Demands are routed through/ attached Depot / COS ? (Yes / No)
 4. Whether Demands are routed through consuming Depot at HQ ? (Yes / No)
 5. Whether Head of Allocation & Consignee code is indicated correctly ? (Yes / No)
 6. Technical Particulars. (Yes / No)
 - 6.1. Whether Technical Particulars (Description, Specification, Drawing No. etc.) (Yes / No)
 - 6.2. Whether PAC required? (Yes / No)
 - 6.3. If PAC required whether furnished and signed by competent authority ? (Yes / No)
 - a. For items value up to ₹25,000/- by the Indenting Officer.
 - b. For items value beyond ₹25,000/- and upto ₹75,000/- by JAG/SG Officer.
 - c. For items value beyond ₹75,000/- and upto ₹3,00,000/- by SAG Officer of consuming depot.
 - d. For items value beyond ₹3,00,000/- by the PHOD of consuming Deptt.
 - 6.4. Whether IS specification as has been indicated, whenever available ? (Yes / No)
 - 6.5. Whether broad based specification.
(i.e. Specification is not based on particular brand/ Make/ Mode) (Yes / No)
 - 6.6. Whether drawing of Railway's own specification is enclosed for requisition i.e.
 - a. Whether copies of Drawing / Specification are enclosed for Requisition/ Material schedule value below ₹5 Lakh ? (Yes / No)
 7. Details of the demand sent for same item have been indicated or not including details.
 - a. Demand No. Dated: (Yes / No)
 - b. Quantity: First time purchase.
 8. Whether last Purchase details have been given with following particulars (Yes / No)
 - a. P O No.
 - b. Name of supplier
 - c. Rate ₹
 - d. Whether supplies materialized and were accepted ? (Yes / No)
 9. Whether the basis for estimation of the rate has been given ? (Yes / No)
 10. Whether Quantity / Rate / Total / value is shown both in words and figures (Yes / No)
 11. Whether Quantity vetting is done by Associated Account Officer for value over ₹50,000/- (Yes / No)

12. Whether funds availability has been certified by indenter in the financial year during which supplies are likely to come ?
13. Whether name of work for which material is required is Indicated ? (Yes / No)
14. Whether Paying Authority is Indicated ? (Yes / No)
15. Whether Bill Passing Authority is Indicated ? (Yes / No)
16. Have the names of the likely suppliers been furnished with following details ? (Yes / No)
- Name of suppliers and complete Postal Address:-
1. M/s..... 2. M/s.
3. M/s..... 4. M/s. etc.
17. Whether competent Authority has signed the Indent ? (Yes / No)
18. Requisition/ Material schedule submitted by you is of over ₹ 30,000/- in value in case of submission of demand to COS and below ₹ 30,000/- in case of Depot/Division (Yes / No)
19. Whether justification for special indent for imprest items/ emergency Purchase/ N.S. items has given. (Yes / No)
20. Whether the competent Authority's sanction has been obtained for procurement of items other than maintenance item as per SOP. (Yes / No)

NOTE:Demands should be submitted to COS Office routed through Nominated / Attached Depot only all the answers are “ YES” of “NOT REQUIRED”.

Signature of the Indenting Officer

JOINT PROCEDURE ORDER

Sub : Spot Purchase

[Authority: GM's Office circular letter No.GM/W/69/Genl./SOP-Stores/SPC/5424 dated 17.12.2008]

1. Preamble

This procedure order will be applicable for purchase of materials in exceptional circumstances on the spot without following the formal tendering system but by calling offers through physical visit to the premises of the firms by nominated officers. This procedure order supersedes all earlier orders in this regard.

2. Scope

Spot purchase shall be resorted to in very exceptional circumstances, to be recorded in writing by PHODs/CHODs, DRMs or CWM/CWM(Wagon)/KGP(WS) and adhering to the conditions laid down hereunder :-

- 2.1. For purchase of non-stock items urgently required where demand could not be foreseen in advance and where cash purchase powers are considered inadequate and emergency purchase through formal invitation of tenders etc. is likely to take considerable time.
- 2.2. For purchase of non-stock items which are required occasionally and where it is not possible to make detailed specification and also for such items quality of which available in the market keeps changing rapidly and it is not possible to finalise the specification and materials can be obtained by personal examination.
- 2.3. Spot purchase shall not be resorted to for purchasing such items which have got detailed specification and are required to be purchased only from approved sources.

3. Purchase & Appointment of SPC

- 3.1 There should be a proper vetted requisition duly supported with proper sanction and clear fund availability for the non-stock item(s) intended for spot purchase. The quantity is to be restricted to bare minimum.
- 3.2 Spot purchase proposals up to ₹ 5 lakh for a Division or for Kharagpur Workshop can be approved by DRM or CWM/CWM(Wagon)/KGP(WS) after concurrence of Sr.DFM/DFM (where Sr.DFM post does not exist) or Dy.FA&CAO(WS) (for Workshop).
- 3.3 All spot purchase proposals for more than ₹ 5 lakh and up to ₹ 25 lakh for Divisions and Workshops and all spot purchase proposals for Headquarters (Open line) and for Construction Units up to ₹25 lakh after being agreed in principle by DRM, CWM/CWM(Wagon)/KGP(WS) or PHOD/CHOD of the consuming Division/ Workshop/ Department/ Construction Unit shall be submitted for AGM/ CAO(CON)'s specific approval after concurrence by FA&CAO(HQ)/ FA&CAO(CON) as the case may be.
- 3.4 Purchase through Spot Purchase Committee should be proceeded with only after all necessary formalities for procurement including fund certification, finance concurrence and approval of competent authority as per paras 3.1, 3.2 and 3.3 above, are completed.

3.5 Constitution of Spot Purchase Committee will be as under :-

Srl. No.	Value of purchase	Stores Deptt.	Concerning Deptt.	Accounts Deptt.
1.	Up to ₹1 lakh	Jr. Scale	Sr. Scale	Jr. Scale
2.	Above ₹1 lakh up to ₹5 lakh	Sr. Scale/ Jr. Scale	Sr. Scale	Sr. Scale
3.	Above ₹ 5 lakh up to ₹25 lakh	JAG	JAG	JAG/ Sr. Scale(I/C)

- Note :**
- If more than one item is to be purchased through the SPC at the same time, the total value of all the items shall be taken into account for the purpose of determining the value of purchase (para 3.5).
 - Purchases through SPC will be limited to maximum of ₹25 lakh in each case (all items taken together). For the purchases beyond ₹25 lakh in value, spot purchase committee need not be constituted & normal procurement procedure should be followed.

3.6 Nomination of Spot Purchase Committee :-**3.6.1 HEADQUARTERS**

Spot Purchase committee will consist of three officers, one from Stores Department [to be nominated by COS], one from Accounts Department [to be nominated by FA&CAO/FA&CAO(CON)] and one from the indenting department [to be nominated by concerned PHOD]. The officer of the indenting department will act as the convener of the Spot Purchase Committee. After sanction of proposal by AGM/CAO(CON), proper file will be opened in the convenor's office against the requisition for non-stock items.

3.6.2 DIVISIONS AND WORKSHOPS

For Divisions and Workshops, SPC can be nominated by DRMs/CWMs in accordance with para 3.5 above (up to ₹ 5 lakh only).

- 3.7** The Committee will first make a market survey and then duly considering the sources indicated by the indenters, shall obtain minimum three quotations from such suitable genuine sources and while obtaining the quotation for items to their specification, normal rules laid down for obtaining quotation as in the case of cash purchase will be followed. In conducting their business, the committee shall give due regards to the canons of financial propriety.

- 3.8** The committee shall draw up proceedings of the purchase clearly indicating the following :-

- Brief details of the offers obtained.
- Recommendations along with reasonableness of rates for the recommended item or items.
- Unusual terms & conditions and deviation accepted, if any.
- Consignee.
- Paying Authority.
- Delivery Date.
- Any other points considered worth mentioning by the committee.

- 3.9 The purchase order, generally in the normal Stores Department format, giving description, quantity and rate of the item(s) and other terms and conditions duly signed by the Store Member of the Spot Purchase Committee shall be placed on the firm.
- 3.10 All decisions in the matter of purchase shall be taken by the Spot Purchase Committee and the same will be final and will not require approval of higher authority. In case of difference of opinion amongst the committee members, the matter shall be referred to the DRM/CWM/PHOD/CHOD concerned for a final decision. However, the reasons for taking the decision shall be recorded on file.

4. Payment

- 4.1 Payment to suppliers should normally be made after collection of the stores, through A/c payee cheque, against firm's bills or against the proforma invoice (P.I.). All bills or P.I for the material purchased shall be certified by the committee members. Pay Order will be prepared by the convenor of SPC (or the department's representative) while the Accounts member will ensure issue of the cheque which should indicate the suppliers' bank account number, name of the bank and the branch details etc.
- 4.2 The cheque shall be handed over after taking delivery of accepted material or at the time of delivery, as the case may be. In no case, payment shall be made to the firms in anticipation of the supply of material.
- 4.3 The material(s) purchased shall be accounted for by an entry in the ledger book of the user department within a suitable time frame say within 15(fifteen) days as is done for material received against regular purchase orders.
- 4.4 The purchase shall be completed within 30(thirty) days from the date of appointment of the committee failing which fresh approval of competent authority shall be obtained for purchase of items through Spot Purchase Committee.

This issues with the approval of the General Manager.

Sd/- 17.12.08
FA & CAO(WS)

Sd/- 17.12.08
CMM(G)

RECORD OF CORRECTION SLIPS

[illegible]

PART – D

Miscellaneous Matters

[Go to Index](#)



SOUTH EASTERN RAILWAY
SCHEDULE OF POWERS – PART ‘D’ (MISC. MATTERS) – 2010
I N D E X

Item No.	Description	Page No.	Addendum
GENERAL MISCELLANEOUS MATTERS			
1	Imprest Cash	D - 5	
2	Books, Newspapers, periodicals & sports materials	D - 6	
3	Contribution or subscription to a professional institution	D - 6	
4	Office machines and accessories	D - 7	
5	Computer	D - 7	
6	Supply of Brief Cases	D - 9	
7	Transfer of Railway Quarter from one Department to another	D - 10	
8	Ceremonial occasion, Hospitality and entertainment	D - 10	
9	Loan of Railway Materials	D - 11	
10	Grant of rewards to persons other than Railway employees	D - 11	
11	Railway Telephones	D - 12	
12	Non-Railway Telephones	D - 12	
13	Expenditure at accident site / emergency duty	D - 13	
14	Acceptance tests on Stores supplies and Quality Tests	D - 14	
15	Hiring of Road and Water Trans-port	D - 14	
16	Hiring of Plant and Equipment, Machinery	D - 15	
17	Bi-Cycles	D - 16	
18	To the incurrence of legal expenditure	D - 17	
19	Payment of award/Compensation passed by various Consumer Fora	D - 18	
20	Travelling / Conveyance allowance to outsiders	D - 18	
21	Condemnation	D - 18	
22	Repair of vehicles, other tools and plant from trade	D - 20	
23	Repairs to Machinery, Plant & Equipment including Hospital equipment	D - 20	
24	Temporary Elect. Service connection	D - 20	
25	LPG Connection	D - 21	
26	Maintenance Contract	D - 21	
27	Office Furniture	D - 21	
28	Printing	D - 23	
29	Write off irrecoverable losses of Cash, Stores, Tools and Plant	D - 23	
30	Works undertaken in Mechanical & Electrical Workshop	D - 24	
31	Sale of Railway assets	D - 24	
32	Write off Losses or shortage in service postage stamps	D - 24	
33	Write off of irrecoverable amounts	D - 25	
34	Arbitration Fee / Honorarium	D - 25	
35	Payment to municipalities and Civil bodies on behalf of the Railway	D - 26	
36	Repair of office machines	D - 27	
37	Binding of old records/ Ledgers/ Paid Voucher etc.	D - 27	

Item No.	Description	Page No.	Addendum
38	Purchase of Digital Camera, Cam-Corder, Water Purifier for official use	D - 27	
39	Computer Training	D - 27	
40	Linen Washing and Management	D - 28	
PUBLIC RELATIONS MATTERS			
PR 1	Sanction for Release of Advertisements	D - 29	
PR 2	Participation in Exhibitions	D - 29	
PR 3	Hospitality charges in connection with Publicity and Public Relations	D - 29	
PR 4	Photography	D - 30	
PR 5	Audio/Video multi media	D - 30	
PR 6	Expenditure towards job done through outside agencies	D - 30	
DISASTER MANAGEMENT MATTERS			
DM 1	Hiring of vehicles for rescue and relief operations	D - 31	
DM 2	Procurement of additional life saving drugs from the market	D - 31	
DM 3	On spot payment to private hospitals	D - 31	
DM 4	Medical assistance from the civil side and On-spot Purchase of essential items including medicines	D - 31	
DM 5	Withdrawal of money from Station Earning	D - 31	
DM 6	Financial powers for quicker rescue operations during accidents	D - 32	
DM 7	Purchase of equipment of ART/ARMV/Break Down Crane	D - 32	
DM 8	Standing spot purchase committee for ART /ARMV	D - 32	
DM 9	Cash imprest for maintaining ART/ ARMV/BD Crane	D - 32	
Annex.- A	Constitution of Standing Survey Committee	D - 33	
RECORD OF CORRECTION SLIPS		D - 34	

Annex.- B = Scale of Furniture [C.S.No.D-1/USOP-10]

SCHEDULE OF POWERS – PART ‘D’ (MISC. MATTERS) – 2010

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
---------	--------------------------------	-----------------	-------------------------------------	---------	---	-----------------------------------	---------

GENERAL MISCELLANEOUS MATTERS

1. Imprest Cash							
1a	Para 1050 & 1052 of IRFC Vol.- I and GM/GRC's L/ No. GM/W /73/ POL/2006/DOP/ 3139 dtd 04-7-06.	Sanction of Cash imprest to meet Office Contingencies including purchasing of rubber stamp, computer consumables, stationery etc.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Upto ₹20,000/- in each case.	<u>DRM</u> Upto ₹15,000/- in each case. <u>CWM</u> Upto ₹10,000/- in each case.	NIL	NIL	Finance concurrence is necessary.
1b	Para 1050 & 1052 of IRFC Vol. I	Sanction of Cash Imprest for loading of Franking Machine by Postal Authorities	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Upto ₹ 50,000/- in each case	<u>DRM</u> Upto ₹20,000/- in each case	NIL	NIL	Finance concurrence is necessary.
1c	Para 1047 of IRFC Vol. I	Sanction of Cash Imprest for purchase of Service Stamps	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Upto ₹ 10,000/- in each case	Upto ₹10,000/- in each case	Upto ₹1,000/- in each case	NIL	Finance concurrence is necessary.
1d		Sanction of Cash Imprest for purchase of petrol for track welding purpose only	<u>AGM / CAO(C)</u> Full Powers	<u>DRM</u> Upto ₹5,000/- for the division as a whole.	NIL	NIL	Finance concurrence is necessary.
1e		Sanction of imprest for LPG Cylinders.	<u>SAG</u> Upto ₹15,000/- in each case	<u>DRM / ADRM / CWM</u> Upto ₹15,000/- in each case	Sr. DME, Sr. DEE of Div. in charge of Running Room Upto ₹5,000/- in each case	NIL	Finance concurrence is necessary.
1f	Bd's letter No. 06/TG-IV/10/ Sanitation Policy dtd. 20-12-06 (commercial circular No. 107 of 2006) GM/GRC's L/No. GM/W /73/POL/ 2006/DOP/3139 dtd . 04-7-06	Sanction of General Imprest Cash to Station Manager/ Station Master	Full Power to DRM as per the following			Finance concurrence is necessary.	
			Category		Imprest cash (each station)		
			A1 & A B C D E & F		₹ 10,000/- ₹ 6,000/- ₹ 4,000/- ₹ 2,500/- ₹ 2,000/-		
			Out of total imprest amount as above, ₹1000/- will be utilised for petty repairs and urgent expenses for upkeep of Station and balance for cleaning of approach to Station, arranging rag-pickers and safaiwallas.				
1g	Para 1.4.1 of IR Small Track Machine Manual, July, 2005.	Sanction of cash imprest upto ₹5000/- to meet emergency repair of Small Track Machines under sub-divisional jurisdiction to be available with SE Incharge.	<u>AGM</u> Full Powers <u>CTE/CE(TM)</u> Full Powers	<u>DRM</u> Full Powers	NIL	NIL	Finance concurrence is necessary.
1h	GM's Circular Lr. No.GM/W/ 73/POL/ 2006/DOP/3139 dt.04.07.06 and Memo. No. GM /W/ 67/Genl./2006/DOP/ 4491 dt.19.09.06	Purchase of petty items from cash imprest	Upto ₹2000/- per item	Upto ₹2000/- per item	Upto ₹1000/- per item	Upto ₹500/- per item	Finance concurrence is necessary.

Note : Single quotation upto ₹500/-. Above ₹500/-, three quotations are to be called for.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
2. Books, Newspapers, Periodicals & sports materials							
2a	Para 1037 & 1038 of IRFC Vol. I	Purchase of Books and Periodicals for offices other than Running Rooms and Training Institutes.	<u>AGM</u> Full Powers <u>PHOD / CHOD:</u> Upto ₹25,000/- in a year. <u>OTHER HODS</u> Upto ₹10,000/- in a year. <i>Annual ceiling of ₹50,000/- for the department as a whole.</i>	<u>DRM / ADRM</u> Upto ₹30,000/- in a year for the Divn. as a whole. <u>CWM</u> Upto ₹30,000/- in a year for KGP Workshop as a whole and upto ₹10,000/- for SINI Workshop.	NIL	NIL	Finance concurrence is not necessary
NOTE: 1. The requirements of periodicals, newspapers is reviewed once in a year by the Head of the Deptt. personally. 2. The list of the books to be purchase is scrutinized by the Head of the Deptt. personally in reference to Rly. working. 3. Availability of fund during the year. 4. The power is not re-delegated to subordinate Officers							
2b	Para 1037 & 1038 of IRFC Vol. I	Purchase of Books, Newspaper & periodicals for running rooms & training institutes.	NIL	<u>DRM / ADRM</u> Full Powers	<u>Principal of Training Institutes (in SG/ JAG)</u> Upto ₹ 15,000/- in a year	<u>Principal of Training Institutes (in Sr. Scale)</u> Upto ₹ 10,000/- in a year <u>Principal of Training Institutes (in Jr. Scale)</u> Upto ₹5,000/- in a year	
NOTE : 1. Finance concurrence is necessary for books only. 2. Newspapers / Magazines are exempted from finance concurrence subject to adhering to the norms prescribed for their purchase.							
2c	Para – 711 & 711(A) of Stores Code, Vol.I	Purchase of sports materilas for ZRTI/STC	<u>AGM</u> Full Powers	NIL	<u>Principal, ZRTI/ STC</u> Upto ₹5,000/- in a year	NIL	Finance concurrence is necessary.
3	Item 33(c) of GM's Schedule of Power.	To the payment of contribution or subscription to a professional institution up to ₹ 10,000/- per annum in each case.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers	Full Powers	NIL	NIL	Finance Concurrence is necessary. Prescribed limit for institutions is not to be exceeded.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
4a	Paras 1020, 1021 & 1022 of F-1.	Purchase of office machines and accessories like Fax, Photocopier, Printers, Scanner, UPS, Monitors, Key Board, Mouse, card readers, Blue Tooth Dongles, Anti Virus, Fire walls.	PHOD Full Powers Subject to annual ceiling limit ₹2 lakhs.	DRM / CWM (KGP) Full Powers Subject to annual ceiling limit ₹2 lakhs	NIL	NIL	Finance Concurrence is necessary.
Correction CS - D-11							
Correction CS No.D-22							
NOTE : 1. AGM's sanction is necessary for procurement above ₹50,000/- per item for replacement and on additional account. 2. Costs should not be more than ₹1 lakh in each case chargeable to revenue. 3. Procurement on replacement should be against condemnation of the existing machine/equipment. 4. The annual ceiling limit as prescribed above for the PHOD, DRM/CWM is applicable for all the items as a whole and not for each individual item. The initiating, accounts and sanctioning authorities should keep a watch on the total limit, which is laid down annually, either through the computer data base or through a register so that the ceiling is not exceeded under any circumstances.							
4b		Purchase of consumables with respect to Office machines except for PC system	AGM Full Powers PHOD / CHOD Full Powers up to annual ceiling of ₹2 lakhs	DRM / CWM Full Powers Up to annual ceiling of ₹1 lakh.	NIL	NIL	Finance Concurrence is not necessary.
NOTE: The annual ceiling limit as prescribed above for the PHOD/CHOD, DRM/CWM is applicable for all the items as a whole and not for each individual item. The initiating, accounts and sanctioning authorities should keep a watch on the total limit, which is laid down annually, either through the computer data base or through a register so that the ceiling is not exceeded under any circumstances.							
5 Computer							
5a (i)	Rly.Bd.'s letter No.2006/C&IS/ Oth/Delegation of Powers/36 10.12.08.	Procurement of PCs on addl. Account	AGM Full Powers PHOD / CHOD Upto 10 Nos. per annum SAG (handling independent estt.) Upto 5 Nos. per annum	DRM Upto 10 Nos. per annum CWM Upto 5 Nos. per annum	NIL	NIL	Finance Concurrence is necessary.
Correction CS No.D-23							
NOTE: 1. For procurement of PCs on replacement account after completing their codal life as prescribed in Board's letter No.2002/AC-II/1/10 dated 24.05.2006 (ACS F-I no.62) as amended from time to time, full powers may be exercised by the above officers. 2. Total per PC cost including CPU and TFT Monitor etc. should not exceed ₹40,000/- (Rupees Forty Thousand Only) which is chargeable to revenue. Use of thin clients may be encouraged as they are cheaper and also easy to maintain. 3. All procurements to be done preferably on DGS&D rate contract and by local Stores officer or officer nominated to look after stores functions. 4. While procuring equipment it should be ensured that as far as possible IT equipment is purchased with minimum three years warranty so as to take life cycle cost into account. 5. Peripherals (UPS, Printers, Scanners, Laserjet printers, card readers, bluetooth dongles etc.) to be procured as per norms for standard non stock items circulated by Railway Board (Stores dte) from time to time. 6. Separate copies of licensed software should only be procured for each PC alongwith licences for Antivirus and firewalls as a standard non-stock requisition in terms of (5) above. 7. Instructions given in Railway Board's letter No.2006/C&IS/Oth/Delegation of Powers/36. dated 10.12.2008 may be followed for further guidance.							

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
5a (ii) Correction	Rly.Bd.'s letter No.2006/C&IS/Oth/Laptop/14 dt.20.09.06	Provision of Laptops to JAG & above Officers only.	<u>PHOD / CHOD</u> Full Powers	<u>DRM / ADRM</u> Full Powers for Division <u>CWM</u> Full Powers for workshop	NIL	NIL	Finance Concurrence is not necessary.
NOTE : 1. Prior option in favour of Laptop should be taken. The Officer already provided with a desktop and opting for a laptop shall have to surrender Desktop. 2. A declaration from the eligible Officer should be taken that he has not been provided with Laptop. 3. The Laptops shall be purchased by COS for Zonal HQ and by the Dy.CMM/Sr.DMM/DMM for Officers in the Divisions/Workshops either by making direct purchase or through DGS&D Rate Contract subject to a cost ceiling of ₹ 55,000/- (Rupees fifty five thousand only) per Laptop (including all its accessories). 4. All other instruction contained in Board's letter Nos. 2006/C&IS/Oth/Laptop/14 dt.20.09.06 and even no. dated 10.08.09 should be followed. 5. Procurement of Laptop for GM,AGM,PHOD/CHOD,DRM,CWM should be done with sanction of AGM.							
New Item 5a(iii) CS No.D-23							
5b	Rly.Bd.'s letter No.2006/C&IS/Oth/Delegation of Powers/36 10.12.08.	Procurement of local area Network Infra-structure (Preferably secured wireless LAN).	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG (handling independent estt.)</u> Full Powers	<u>DRM</u> Full Powers <u>CWM</u> Full Powers	NIL	NIL	Finance Concurrence is necessary.
NOTE: 1. This does not apply to PRS/UTS/FOIS or other IT application networks for which proposal should be sent to C&IS Dte of Railway Board for sanction. 2. Where RailNet connectivity is provided, efforts should be made to use the RailNet Network. 3. Expenses incurred on LAN infrastructure would be chargeable to revenue. 4. Instructions given in Railway Board's letter No.2006/C&IS/Oth/Delegation of Powers/36. dated 10.12.2008 may be followed for further guidance.							
5c	Rly.Bd.'s letter No.2006/C&IS/Oth/Delegation of Powers/36 10.12.08.Rly.Bd.'s letter No.2006/C&IS/Oth/aptop/14 dt.10.08.09	AMC of hardware and software (Desktop and Laptop)	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG (handling independent estt.)</u> Full Powers	<u>DRM</u> Full Powers <u>CWM</u> Full Powers	Nil	Nil	Finance Concurrence is necessary.
NOTE: 1. While procuring equipment it should be ensured that as far as possible IT equipment is purchased with minimum three years warranty so as to take life cycle cost into account. 2. The AMC of hardware and software shall be chargeable to revenue. 3. Finance concurrence should be obtained in the usual manner. 4. Instructions given in Railway Board's letter No.2006/C&IS/Oth/Delegation of Powers/36. dated 10.12.2008 and No.2006/C&IS/Oth/Laptop/ 14 dt.10.08.09 may be followed for further guidance.							

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
5d.	Rly.Bd.'s letter No.2006/C&IS/Oth/Delegation of Powers/36 10.12.08.Rly.Bd.'s letter No.2006/C&IS/Oth/Laptop/14 dt.10.08.09	Purchase of non-stock consumable items costing above ₹2000/- (viz. storage media including Pen Drives/ cartridges/ batteries)	<u>AGM</u> Full Powers <u>PHOD</u> Up to ₹2 lakhs per annum <u>SAG</u> Up to ₹1 lakh per annum	<u>DRM / CWM</u> Up to ₹2 lakhs per annum for the Division/ Workshop as a whole.	Up to ₹25,000/- per annum	NIL	Finance Concurrence is not necessary.
NOTE: 1. Provisions contained in Finance Code as also the directives given in Rule 145 of General Financial Rules 2005 reproduced below may be followed as amended by Ministry of Finance from time to time: Rule 145. Purchase of goods without quotation : Purchase of goods upto the value of ₹ 15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format. “I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.” 2. The annual ceiling limit as prescribed above for the PHOD,SAG, DRM/CWM and JAG/Sr. Scale with independent charge is applicable for all the items as a whole and not for each individual item. The initiating, accounts and sanctioning authorities should keep a watch on the total limit, which is laid down annually, either through the computer data base or through a register so that the ceiling is not exceeded under any circumstances.							
5e	RB's letter No. 2004/Tele/TN/3 dtd. 12.02.07	Sanction of broad band connection at residence on BSNL Phone.	<u>AGM</u> Full Powers <u>CSTE</u> Full Powers	NIL	NIL	NIL	Finance Concurrence is necessary.
NOTE : 1. Individual ceiling of ₹5,000/- per annum as usage charges in addition to installation & rental of modem as admissible in terms of RB's L/ No. 2004/Tele/TN/3 dtd.13.10.2006 & dtd 12.02.2007 per user. 2. This power will be exercised for officers in JAG & above. 3. Power for providing Broad Band connection in offices will be dealt by CSTE/CCE and require sanction of Railway Board.							
6	GM's Lr. No.W/ 47/Misc./ Pt.20/ 4981 dt.26.10.95.	Supply of Brief Cases to Officers and selected supervisory staff [Refer Note 3(e) below]	<u>AGM / CAO(Con)</u> Full Powers <u>PHOD / CHOD</u> Upto ₹20,000/- p.a. <u>SAG</u> Upto ₹15,000/- p.a.	<u>DRM</u> Upto ₹15,000/- p.a. for Divn. as a whole. <u>CWM</u> Upto ₹10,000/- p.a. for Workshop as a whole.	NIL	NIL	Finance concurrence will be required if the amount exceeds the limits prescribed
NOTE : 1. Normal life of these articles should be taken as 3 years. 2. After expiry of the normal life (i.e. 3 years), the officer can retain old briefcase and no money is required to be deposited for the same. 3. Procurement of new brief case whether on “Additional Account” or “Replacement Account” should be done with the personal sanction of (a) AGM in case of purchase for PHOD/CHOD/DRM/CWM, (b) PHOD/CHOD in the case of purchase for other SAG & other gazetted officers, (c) DRM in case of officers under DRM's control, (d) CWM in case of officers of workshops, (e) For non-gazetted employees: Brief cases will be sanctioned only by GM/DRMs/AGM. Selected supervisors only should be allowed. (Authority: GM's Office Lr. No.GM/W/67/Genl./2009/ DOP-Misc.-6/4277 dtd. 05.10.2009.) 4. Officers going on transfer may take the Brief cases with them. 5. Purchase of the above articles should be regulated with the following financial limits :- (a) PHOD/CO-ORD SAG – Upto ₹3000/- (b) Other SAG/DRM – Upto ₹2400/- (c) JA & Selection Grade – Upto ₹1800/- (d) Sr. Scale & Jr Scale – Upto ₹1200/- (e) Selected Supervisors (NG) – Upto ₹ 700/-							

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
7		Transfer of Railway Quarter from one Department to another.	<u>AGM</u> Full Powers <u>SDGM</u> Full Powers	<u>DRM</u> Full Powers (within the Divn.) <u>CWM</u> Full Powers (within the Workshop)	NIL	NIL	Finance Concurrence is not necessary.
NOTE : Department concerned should be consulted & should be agreeable to such transfer.							
8	Ceremonial occasion, Hospitality and entertainment						
8a	Item 29(a) of GM's Schedule of Power.	Sanction of expenditure on ceremonial occasion.	<u>AGM / CAO(Con)</u> Up to ₹25,000/- on each occasion.	NIL	NIL	NIL	Finance Concurrence is necessary.
8b	Item 29(b) of GM's Schedule of Power.	Other functions which are attended by the President / Prime Minister / Minister of Railways.	<u>AGM / CAO(Con)</u> Up to ₹5 Lakh on each occasion.	NIL	NIL	NIL	Finance Concurrence is necessary.
NOTE : Exercise of the powers under 8a & 8b is limited to an annual ceiling of ₹5 lakh for CAO(Con) & 15 lakh for AGM so as not to exceed ₹20 Lakh for the railway as a whole.							
8c	RB's L.No. F(X)II-95/Exp./1 dtd.12-06-96 and No.F(X)II-2000/ PW/2 dtd.27.06.2000.	Hospitality and entertainment expenses in connection with entertainment of distinguished guest (representative of Trade & Industry) and for marketing, publicity and public relations works subject to the stipulations given below:-	<u>AGM</u> Upto ₹40,000/- per annum <u>CCM / CCM(FM)</u> Upto ₹25,000/- per annum for the Deptt. as a whole	<u>DRM</u> Upto ₹25,000/- per annum for divn. as a whole.	NIL	NIL	Finance Concurrence is necessary.
NOTE: (i) Guideline issued by Railway Board vide letter No. F (X) II-95/Exp/1 dtd. 12.6.96 should be followed. (ii) Austerity measure should be maintained.							

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
8d Entertainment charges for conducting Official meetings, PNMs, Conferences.							
i)	Para – 1005 of Financial Code Vol. I & Bd's letter No. F(X) 11-95/Exp./1 dt. 14.9.98 & F(X)/ II-2004/ Exp./4 dt.18/01/06	To serve refreshment during informal meeting. (Amount may be drawn in advance without finance concurrence)	<u>GM</u> Upto ₹30,000/- per annum <u>AGM</u> Upto ₹16,000/- per annum <u>PHOD / CHOD</u> Upto ₹ 8,000/- per annum <u>SAG</u> Upto ₹6,000/- per annum	Upto ₹8,000/- per annum	<u>SG / JAG</u> Upto ₹4,000/- per annum	Upto ₹1,200/- per annum	Finance Concurrence is not necessary.
NOTE: This item is restricted to serving tea, coffee upto limit of ₹12/- per head per meeting The operation of this power will be as per the guideline given in GM's office order. No. W/47/Misc./Pt.20/838 dtd.13.2.97.							
ii)	RB's letter No. F(X)II/2004/Exp/ 4 dtd. 14.05.06 & No. F(X)II/ 2004/Exp/4 dtd. 04.06.07	To serve tea, coffee and working lunch during meetings. (This item is restricted to serving tea, coffee upto limit of ₹12/- per head per meeting, working lunch of ₹75/- per head per meeting.)	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Upto ₹5000/- per case.	Upto ₹5000/- per case.	NIL	NIL	Finance Concurrence is not necessary.
NOTE: 1. Limit of entertainment charges per annum is as under:- i) PHOD/CHOD— ₹50,000/- p.a. (₹5 Lakhs p.a. to SDGM only) ii) DRMs— ₹1 lakh p.a. iii) CWM— ₹40,000/- p.a. } Subject to annual ceiling of ₹25 lakh per annum 2. The expenditure will be recorded. 3. A certificate by the executive will be furnished regarding total expenditure already incurred under this head during financial year while forwarding the case for payment. 4. CWM's power will not be exercised by CWM/Wagon.							
9		Loan of Railway Materials viz: Tables etc. to Railway Schools, Rly. Institutions and Railway wing of the Bharat Scouts & Guides etc.	<u>AGM</u> Full Powers. <u>PHOD / CHOD</u> Full Powers. <u>SAG</u> Full Powers	<u>DRM</u> Full Powers. <u>ADRM</u> Full Powers.	<u>JAG</u> Full Powers.	NIL	Finance Concurrence is not necessary.
NOTE: Finance concurrence is not necessary provided no extra expenditure is involved.							
10a	Item No.28(a) of DOP to GM vide Bd's Lr. No. F(X)II-2008/PW/ 6 dtd.16.01.2009	Grant of rewards to persons other than Railway employees.	<u>AGM / CAO(Con)</u> Upto ₹5000/- in each case	Upto ₹2000/- in each case	NIL	NIL	Finance Concurrence is not necessary.
10b	Item No.28(b) of DOP to GM vide Bd's Lr. No. F(X)II-2008/PW/ 6 dtd. 16.01.2009	Grant of rewards to persons other than Railway employees who have done exemplary work to avert accidents and saved passenger's life.	<u>AGM</u> Upto ₹15000/- in each case	<u>DRM</u> Upto ₹2500/- in each case	NIL	NIL	Finance Concurrence is not necessary.

Correction
CS - D-17

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
11 Railway Telephones							
11a		Provision of	<u>CSTE / CCE</u> Full Powers.	<u>DRM</u> Full Powers.	NIL	NIL	Finance concurrence is not necessary.
11 b		Shifting of	<u>CSTE / CCE</u> Full Powers.	<u>ADRM</u> Full Powers	<u>Sr. DSTE/ DSTE-in-charge</u> Full Powers	NIL	Finance concurrence will be required if expenditure incurred is more than ₹ 2000/- in each case
12 Non-Railway Telephones							
12a	Director/telecom/ RB's letter No.2000/Tele/ TN/3 dtd.5.09.03 & 09.09.04 CRB's D.O. Letter No.2003/ Tele/AR/13 dt.01.10.03	Installation of Non-Railway Phone without STD facility at Railway Stations where no such Phone exists.	NIL	<u>DRM</u> Full Power (Personal Approval)	NIL	NIL	Finance concurrence is not necessary.
NOTE : BSNL / MTNL's Fixed WLL Telephones (FWT) is considered for provision in lieu of land line telephones only at such Stations / Locations where feasibility for provision of BSNL/MTNL land line telephone connections are not available.							
12b		To sanction new installation of Non-Railway phones without/with STD facility.	<u>AGM</u> Full Powers. <u>CSTE</u> Full Powers (for SAG/JAG /SG only)	<u>DRM</u> To Branch officers in JAG, Sr. /Jr. Scale heading independent offices such as sheds, Area Officers, AENs etc. (Excluding work charge or temporary posts) one each at crew Booking lobbies/ running rooms, control offices.	NIL	NIL	Finance concurrence is necessary.
12c		Shifting and retention of Non-Railway phones at residence of officers & staff after transfer.	<u>CSTE / CCE</u> Full Powers.	NIL	<u>Sr. DSTE</u> (in Divn) Full power	NIL	Finance concurrence is not necessary.
NOTE : Realization of billed amount during period of retention for staff and officer on transfer should be specified at the time of according sanction.							
12d		Payment of telephone rental and call charges for Railway employees who are authorised to use private phones for official purposes.	<u>AGM</u> Full Powers <u>CSTE</u> Full Powers	<u>DRM</u> Full Powers	NIL	NIL	Finance concurrence is not necessary.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
---------	--------------------------------	-----------------	-------------------------------------	-----------	---	-----------------------------------	---------

12e Hiring of voice and Data Channels							
(i)		Advance payment of Registration fees, search fee to Non-Railway service providers.	<u>AGM</u> Full Powers <u>CSTE / CCE</u> Full Powers	NIL	NIL	NIL	Finance concurrence is necessary.
(ii)		Payment of advance rental to Non-Railway service providers.	<u>AGM</u> Full Powers <u>CSTE / CCE</u> Full Powers	<u>DRM</u> Full Powers	NIL	NIL	Finance concurrence is necessary.
12f		Casual and temporary connection of Non-Railway phones on special occasions.	<u>AGM</u> Full Powers <u>CSTE</u> Full Powers	<u>DRM</u> Full Powers	NIL	NIL	Finance concurrence is necessary.
12g	Rly.Bd.'s Lr. No.2004/Tele/TN/3 dt. 07.06.06; 2006/Tele/TN/1 dt. 27.07.07 & 2004/Tele/TN/3 dt. 15.02.08	Addition/ Alteration of CUG connection to the officers/ entitled staff under the CUG Scheme.	<u>CSTE</u> Full Powers	<u>DRM / CWM</u> Full Powers	NIL	NIL	Finance concurrence is necessary.

NOTE :

- For providing CUG phone facility, various measures to achieve expenditure neutrality as laid down in item No.4(c) of Board's letter dated 07.06.06 and item No.2 of Board's letter dated 27.07.02 should be ensured.
- Increase in number of CUG connections upto a limit of +10% of the initial quantity can be placed with the approval of AGM directly on M/s. Bharti Airtel Ltd.
- Whenever 10% limit is going to be exceeded & Railways need additional connections, they should submit their requirements to Railtel to release the additional connections. However, for urgent/exceptional requirements of Railway units (upto 20 Nos.), Railways with the approval General Managers, can further place orders for 20 Nos. of connections on M/s. Bharti Airtel directly which should provide them within 24 hrs. under intimation to RailTel.
- Instructions/provisions contained in Railway Board's letters quoted in column 2 above and subsequent letters to be issued by Railway Board from time to time should be strictly adhered to.

13 Expenditure at accident site / emergency duty for:							
13a		Providing food and beverages and arranging for transport of injured passengers.	<u>CSO</u> Full powers	DRM/ <u>ADRM</u> Full Powers	NIL	NIL	Accounts to be rendered post-facto
13b		Food for staff attending to breakdown/accident duties.	<u>AGM</u> Full Powers. <u>PHOD / CHOD</u> Full Powers. <u>SAG</u> Full Powers	DRM/ <u>ADRM</u> Full Powers	<u>JAG</u> Upto ₹10,000/- in each case.	<u>Sr.Scale</u> Upto ₹5,000/- in each case. <u>Jr.Scale</u> Upto ₹1,000/- in each case. <u>Nominated Sr.Sub-Ord</u> Upto ₹200/- in each case	

NOTE :

In case of non submission of proper accounts within three months after withdrawal from Station earnings, necessary action should be taken by the Bill compiling /accounts officer to recover the outstanding amounts of such station pay order from the salaries of the officers/staff, if necessary.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
13c		Supply of food or cash allowance, in lieu thereof, to staff engaged in emergency duty during Bandh/ Hartals/ Strike.	CPO Full powers. (Upto ₹50,000/- p.a.without finance concurrence)	DRM Full Powers. (Upto ₹50,000/- p.a. without finance concurrence) Workshop heads Upto ₹10,000/- p.a	NIL	NIL	Finance concurrence is necessary (Accounts to be rendered post-facto within three months)
14 Acceptance of tests on Stores supplies and Quality Tests by							
14a	Para-1329 and 1330 of Stores Code, Vol.II	Govt. Test House:	SAG Full Powers	NIL	Dy.CMMs at Depot level only Upto ₹10,000/- in each case	NIL	Finance concurrence is not necessary.
14b	Para-1329 and 1330 of Stores Code, Vol.II	Other Outside Agencies:	AGM Full Powers PHOD / CHOD Upto ₹10,000/- in each case SAG Upto ₹10,000/- in each case	DRM / ADRM / CWM Upto ₹5,000/- in each case	NIL	NIL	Prior Finance concurrence required
15 Hiring of Road and Water Transport where Railway facilities are un-suitable or not available. (Process as per works tender)							
15a	Dir. Fin.(Exp.) Rly. Bd's letter No.F(X)II-2006/ PW/11 dated 21.11.2006 and GM's letter No.GM/W/67/ Genl/DOP Misc/ 5743 dated 11.12.2006	Hiring of vehicles on replacement account on regular basis on condemnation and grounding of existing vehicle, surrender of fuel quota and surrender of the post of driver.	NIL	NIL	NIL	NIL	New and extension proposal to be personally sanctioned by GM with personal concurrence of FA&CAO .
15b	Dir. Fin.(Exp.) Rly. Bd's letter No.F(X)II-2006/ PW/11 dated 7/ 15.05.2007 and even No. dtd. 28.05.08	Hiring of exclusive AC vehicles / Non-AC vehicles for SAG Officers.	NIL	NIL	NIL	NIL	New and extension proposal to be personally sanctioned by GM with personal concurrence of FA&CAO .
15c	Dir. Fin.(Exp.) Rly. Bd's letter No.F(X)II-2006/ PW/11 dated 7/ 15.05.2007	Hiring of ambulance.	NIL	NIL	NIL	NIL	New and extension proposal to be personally sanctioned by GM with personal concurrence of FA&CAO .

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
15d	Dir. Fin.(Exp.) Rly. Bd's letter No.F(X)II-2006/ PW/11 dated 7/ 15.05.2007	Hiring of vehicle on additional account for control duty, crew management, disbursement of salary.	NIL	<u>DRM</u> Full Power	NIL	NIL	Concurrence of Sr.DFM/DFM is necessary.
15e	Item No.17 of GM's SOP	Occasional hiring of vehicle for Carriage of Station Earnings and Cash.	<u>AGM</u> Full Powers FA&CAO / CCM / COS Full Powers	<u>DRM / ADRM/ CWM</u> Full Powers	<u>Sr.DCM / DCM, Sr.DFM / DFM, DyFA&CAO(WS)</u> Upto the limit of ₹15,000/- per annum	NIL	Finance concurrence is necessary.
15f	Item No.17 of GM's SOP	Occasional hiring of vehicle for conducting Ticket checking, Level crossing checks and transportation of train crew.	<u>AGM</u> Full Powers <u>COM/CCM/ SDGM/ CSC/ CSO</u> Full Powers <u>SAG Officers of Commnl., Optg. & Vigilance</u> Full Powers	<u>DRM/ ADRM</u> Full Powers	Divl branch officers of Commnl/Optg Safety/Security & Vig., Elect.(OP)/ Mech (OP) Up to an annual ceiling limit of ₹.15,000/- for each Dept.	NIL	Finance concurrence is necessary.
15g	Item No.17 of GM's SOP	Occasional hiring of vehicle for transport of important dignitaries / Railway officials on official visit	<u>AGM / CAO(Con)</u> Full Powers <u>SDGM</u> Full Powers	Full Powers	NIL	NIL	Finance concurrence is necessary.
15h	Item No.17 of GM's SOP 16 Para 2.7.4.1 of RB's letter No.94/CE-I/CT/4 dt.17.10.2002.	Occasional hiring of vehicle for Inspections / Visit at Station/Siding / other establishment as well as other places of visit to meet customers.	NIL	<u>DRM</u> Full Powers	NIL	NIL	Finance concurrence is necessary.
16	Para 2.7.4.1 of RB's letter No.94/CE-I/CT/4 dt.17.10.2002.	Hiring of Plant and Equipment, Machinery from Private Agencies or Govt. bodies. <u>Note :</u> (a) Tender system should be resorted to if the value is more than ₹2 lakh. (b) If the value is less than ₹2 lakh, then extant rules regarding quotation system should be followed.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Upto ₹2 lakh in each case subject to annual ceiling of ₹ 10 lakh only <u>SAG</u> Upto ₹2 lakh in each case subject to annual ceiling of ₹10 lakh only	Upto ₹2 lakh in each case subject to annual ceiling of ₹10 lakh only	NIL	NIL	Finance concurrence is necessary.

New Item No.15i

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
17 Bicycles:							
17a (i)		Procurement of Bicycles on replacement / additional Account.	<u>AGM / CAO(Con)</u> Full Powers <u>PHOD/CHOD</u> Full Powers <u>SAG</u> Full Powers	<u>DRM / ADRM</u> Full Powers <u>CWM</u> Full Powers <u>Divisional Branch Officers</u> Full Powers on replacement account only	NIL	NIL	Finance concurrence is necessary
17a (ii)		Condemnation of Bicycles.	<u>AGM / CAO(Con)</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG</u> Full Powers	<u>DRM / ADRM</u> Full Powers <u>CWM</u> Full Powers <u>Divisional Branch Officers</u> Full Powers	NIL	NIL	Finance concurrence is necessary
17a (iii)		Repairs & Maintenance of Office Bicycles.	<u>AGM / CAO(Con)</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG</u> Full Powers	<u>DRM / ADRM</u> Full Powers <u>CWM</u> Full Powers	<u>JAG</u> Upto ₹250/- p.a.	<u>Sr.Scale</u> Upto ₹250/- p.a.	Finance concurrence is not necessary except where the expenditure per bi-cycle exceeds ₹ 500/- per annum
17 Motor cycles / Motor boat							
17b (i)		Condemnation based on Survey Committee (3 members in Sr. Scale) report.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG</u> Full Powers	<u>DRM</u> Full Powers	NIL	NIL	Finance concurrence is necessary
17b (ii)		Repairs and maintenance. <u>Note</u> Normal procedure of obtaining Quotations etc. should be followed.	<u>AGM</u> Full Powers <u>CSC</u> Full Powers	<u>DRM / ADRM</u> Full Powers	<u>JAG</u> Full Powers upto ₹5000/- p.a.	NIL	Finance concurrence is necessary where the annual expenditure exceeds ₹5000/- for each Motor Cycle p.a.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
18	To the incurrence of legal expenditure						
18a		Claim cases of Commercial department.	<u>AGM</u> Full Powers <u>CCM / CCO</u> Upto ₹25,000/- in each case	NIL	<u>Dy. CCM (Claims)</u> Upto ₹10,000/- in each case	<u>SCM (Claims)</u> Upto ₹5,000/- in each case. Finance concurrence required beyond ₹2500/- in each case. LO's opinion required when the anticipated charges exceed ₹5,000/- in each case. <u>ACM (Claims)</u> Upto ₹3,000/- in each case. Finance concurrence required beyond ₹1500/- in each case.	Finance concurrence is necessary LO's opinion required when the anticipated charges exceed ₹5,000/- in each case.
18b	Item 31 of GM's Schedule of Power.	Sanction to incurrence / payment of Legal charges pertaining to Railway/ other Counsels .	<u>AGM</u> Full Powers <u>PHOD / Sr.DGM</u> Upto ₹25,000/- in each case. <u>Other HODs</u> Upto ₹5,000/- in each case.	<u>DRM/CWM</u> Upto ₹20,000/- in each case. <u>ADRM</u> Upto ₹ 5,000/- in each case	<u>Law Officer</u> All items upto ₹5,000/- in each case but finance concurrence required beyond ₹2,500/- <u>Asstt. Law Officer</u> Upto ₹2,500/- in each case but finance concurrence required beyond ₹1,000/-	NIL	Finance concurrence is necessary
NOTE: 1. Payment to Railway Counsel on a scale of fee higher than that prescribed by Ministry of Law & Justice will require sanction of Railway Board. 2. Payment to other than Railway Counsels should not exceed ₹1050/- per day in case of Supreme Court/High Court or ₹750/- in other courts.							

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
18c	Item 31 of GM's Schedule of Power.	Sanction of payment of Law Charges (Retainership Fee) to Standing Railway Counsel.	<u>Sr.DGM</u> Full Powers	NIL	Nil	NIL	Finance concurrence not required upto ₹5000/- in a particular case
NOTE: 1. Payment of fee should not exceed scales of fees fixed by High Courts concerned. 2. Finance concurrence & legal vetting is essential for appeal against Arbitration Cases given by Railway appointed Arbitrators, irrespective of value. 3. Advance payment for legal matters upto ₹2,000/- can be sanctioned by PHODs , DRMs & CWMs only. 4. Sanction of Rly. Bd is required to be obtained for filing/defending an appeal in the Supreme Court. 5. Rates of payment, to standing Railway Counsel, to be hired, shall be as per prescribed rate of Ministry of Law & Justice. Hiring of Railway Counsel is to be done through Sr. L. O.							
19		Sanction to payment of award/Compensation passed by various District Consumer Fora and State Consumer Fora.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Upto ₹ 50,000/- in each case <u>SAG</u> Upto ₹ 50,000/- in each case	<u>DRM / ADRM</u> Upto ₹ 25,000/- in each case	NIL	NIL	Finance concurrence is not necessary upto ₹ 5000/-.
NOTE: While according sanction, it should be specifically indicated whether the amount awarded should be recovered from the employee responsible for the deficiency in service.							
20 Travelling / Conveyance allowance to outsiders							
20a		Travelling allowance to outsiders summoned to give evidence in Rly. accidents and in legal/vigilance cases.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG</u> Full Powers	<u>DRM / ADRM / CWM</u> Full Powers	NIL	NIL	Finance concurrence is not necessary.
20b		Conveyance allowance to Rly. Magistrates.	<u>AGM</u> Full Powers	<u>DRM / ADRM</u> Full Powers	NIL	NIL	Finance concurrence is not necessary.
21 Condemnation							
21a	RB's L/No. 74/ EB/3000 dtd. 14.1.75	Condemnation of Office equipment like Duplicating Machine, Typewriter, Electronic Typewriter, Copying Machine, FAX Machine, printers (including laser printers), UPS and other sophisticated Office equipment (except main frame computers) on age-cum-condition basis in terms of Rly Bd's extant instructions.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG</u> Full Powers	<u>DRM / ADRM</u> Full Powers <u>CWM</u> Full Powers	Full Powers	<u>Sr.Scale</u> Full Powers	Finance concurrence is not necessary.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
21b		Premature condemnation of the items mentioned in 21a above.	<u>AGM</u> Full Powers	NIL	NIL	NIL	Finance concurrence is necessary
21c	Correction	Condemnation of other Plant & Machinery, Vehicle, Ambulance Car, Medical equipments	<u>AGM</u> Full Powers <u>CAO(C) / CME / CEE / CMD / PCE / CSTE / COS</u> Upto the scrap value of ₹50,000/- in each case for machines which have crossed their normal span of life and are beyond reconditioning/ Economic repairs on the basis of screening done by the Standing Condemnation Committee.	Upto the scrap value of ₹50,000/- in each case for machines which have crossed their normal span of life and are beyond reconditioning/ Economic repairs on the basis of screening done by the Standing Condemnation Committee.	NIL	NIL	Finance concurrence is necessary Constitution of standing survey / condemnation committee is at Annexure – A
21d (i)	Correction CS No.D-21	R.B.'s L.No.2007/M (N)/ 60 / 7 dt. 28.12.2007	<u>CME</u> Full Powers	NIL	NIL	NIL	Finance Concurrence is necessary.
21d (ii)		R.B.'s L. No.96/ M (C)/ 140 / 3 dt. 02.03.01.	NIL	NIL	NIL	NIL	Three member SAG level committee including one SAG of Finance to recommend and proposal will be sent to Railway Board for sanction.
21d (iii)		R.B.'s L. No.(i)70/M/N/ 951 /19 dt. 07.06.72.(ii)76/ M(C)/ 650/14 dt.30.06.76.(iii)85/ M(N)/951/60 dt.27.09.83.	<u>CME / CWE</u> Full Powers <u>CRSE (Fr.)</u> Full Powers for wagons only <u>CRSE(Chg.)</u> Full Powers for coaches only	<u>CWM / KGP</u> Full Powers <u>CWM / Wagons</u> Full Powers for wagons only	NIL	NIL	Finance Concurrence is not necessary.
21d (iv)	Correction	(i) Para 10822 of Indian Railway AC Traction Manual Vol.I (1994),(ii) R.B.'s L. No.2002/M(L)/ 466 / 1901 dt. 25/26.11.2002 and (iii)2007/ Elect (TRS)/440/ 17 dt.03.09.07.	<u>CME</u> Full Powers for Steam/Diesel Locomotives <u>CEE</u> Full Powers for Electric Locomotives	NIL	NIL	NIL	Finance Concurrence is necessary.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
21d (v)	Para 10822 of Indian Railway AC Traction Manual Vol.I (1994)	Condemnation of overaged DMU/ EMU/MEMU coaches on condition basis	<u>CME</u> Full Powers for DMU <u>CEE</u> Full Powers for EMU/MEMU	NIL	NIL	NIL	Finance Concurrence is necessary.
22 Repair of vehicles, other tools and plant from trade							
22a (i)		Without finance concurrence on lowest quotation basis.	Upto ₹20,000/- in each case.	<u>DRM / ADRM</u> Upto ₹20,000/- in each case. <u>CWM</u> Upto ₹20,000/- in each case.	Upto ₹10,000/- in each case. Sr.Scale Upto ₹5,000/- in each case (with independent charge).	Sr.Scale & AEN Independent charge Upto ₹2,500/- in each case.	Reasonableness of rate is to be recorded before sanction of competent authority
22a (ii)		With finance concurrence on lowest quotation basis.	Full powers	<u>DRM/ADRM</u> Full Powers <u>CWM</u> Full Powers	Upto ₹20,000/- in each case.	Upto ₹15,000/- in each case.	Reasonableness of rate is to be certified while forwarding proposals to finance.
22b		Repair and servicing of Transport Vehicles from OEMs or their authorized representatives on single offer basis.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Upto ₹20,000/- in each case. <u>SAG</u> Upto ₹10,000/- in each case.	<u>DRM / ADRM / CWM</u> Upto ₹10,000/- in each case.	Upto ₹5,000/- in each case.	NIL	Finance concurrence is necessary. Reasonableness of rate is to be certified while forwarding proposals to finance
23	CS No.D-4 CS No.D-12	Repairs to Machinery, Plant & Equipment including Hospital equipment	<u>AGM / CAO(Con)</u> Full Powers <u>PHOD / CHOD</u> <u>PCE / CSTE / CEE</u> <u>CME / CMD / SAG</u> ₹50,000/- per occasion (ceiling ₹5 lakhs per machine per annum)	<u>DRM / ADRM / CWM</u> ₹50,000/- per occasion (ceiling ₹5 lakhs per machine per annum)	<u>JAG</u> ₹20,000/- per occasion (ceiling ₹1 lakh per machine per annum) <u>Sr. Scale (Independent charge)</u> ₹10,000/- per occasion (ceiling ₹20,000/- per machine per annum)	NIL	For proposal less than ₹ 5,000/-, no finance concurrence will be required
NOTE : 1. Annual ceiling limit of such spares for vehicles should be limited to ₹50,000/- ; 2. Powers delegated includes cost of spares replaced by the firm entrusted with repairs ; 3. At least 3 quotations from reputed dealers should be obtained. In case of single quotation personal sanction of GM is to be obtained. 4. For single quotation on PAC, AGM's sanction is to be obtained.							
24		Temporary Elect. Service connection to Railway Employees and Rly. Bodies.	<u>AGM</u> Full Powers <u>CEE / CESE</u> Full Powers	<u>DRM / ADRM / CWM</u> Full Powers	<u>Sr.DEE(G)</u> Full Powers	NIL	Finance Concurrence is necessary.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
25		Provision of LPG Connection: repairs and maintenance and servicing	<u>AGM / CAO(Con)</u> Full Powers <u>PHOD / CHOD</u> Full Powers	DRM / ADRM / <u>CWM</u> Full Powers	NIL	NIL	Finance concurrence is necessary
26	Maintenance Contract						
26a	Paras 1020, 1021 & 1022 of F-1.	To enter into annual service/ maintenance contract for office equipment like Type Writers, Xerox Machine, FAX Machine, PC/Systems, Cyclostyle Machines, Duplicating Machine, CAD-CAM Machine, Franking Machines and other such machines including water purifier. <u>Note</u> :- When contract is concluded against any mode of Tender / Quotation.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG</u> Full Powers	<u>DRM / ADRM / CWM</u> Full Powers.	<u>DIV./ Branch officer & Independent JAG officer</u> Upto ₹5,000/- per item subject to ₹15000/- per annum.	<u>Independent Jr.Scale & Sr.Scale outstation officers</u> Upto ₹ 1000/- per item subject to ₹5000/- per annum.	Cases upto ₹50,000/- in case of AGM; ₹20,000/- in case of PHOD/ CHOD; ₹10,000/- in case of SAG, DRM, CWM, ADRM; ₹5000/- in case of JAG and ₹1000/- in case of Sr./Jr. Scale officers will not require finance concurrence
26b (i)	RB's letter No.F(X)II-2004 / PW/8 dt.30.12.2005.	To enter into AMC with OEM or authorised OEM service agents on a single Tender/Quotation basis for office equipments. <u>Note</u> :- Earnest money or security deposits need not be insisted upon.	<u>AGM</u> Full Powers. <u>PHOD / CHOD</u> Upto ₹10 lakhs per item p.a.	Upto ₹10 lakhs per item p.a.	NIL	NIL	Finance concurrence is necessary
26b (ii)		To sanction advance payment to OEM/authorised dealers for maintenance of office equipments on an interest free basis. <u>Note</u> :- Bank guarantees against advances not to be insisted in AMC contracts upto ₹ 20,000/- per annum	<u>AGM</u> Upto ₹ 2 lakhs p.a. <u>PHOD / CHOD</u> Upto ₹ 1 lakh p.a.	Upto ₹50,000/- p.a	NIL	NIL	Finance concurrence is necessary
27	Office Furniture						
27a		Repair to Office Furniture and Furniture for Stations, Running Rooms, Crew Booking Lobbies and other establishments.	<u>AGM / CAO(C)</u> Full powers. <u>PHOD / CHOD</u> Upto ₹50,000/- p.a.	<u>DRM / ADRM</u> Up to ₹1 lakh p.a. for the division as a whole. <u>CWM</u> Up to ₹50,000/- for the workshop as a whole.	NIL	NIL	No finance concurrence required for repairs upto ₹ 5,000/-

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
27b (i)		Procurement of Office furniture on replacement account	AGM Full Powers CAO(C) / PHOD / CHOD Upto ₹ 5 lakh p.a. SAG Upto ₹ 1 lakh p.a.	DRM Upto ₹ 10 lakh p.a. CWM Upto ₹ 1 lakh p.a.	NIL	NIL	Finance concurrence is necessary
NOTE : Procurement has to be done through COS. However, in emergent situation procurement may be done through SPC. In case of Division, the Branch Officer of the initiating department and in case of HQs, SAG officer in charge of establishment of the department must record in writing the nature of emergency as well as the reasons for which procurement through normal channel can not wait. The sanctioning authority—DRM/CWM/ PHOD or CHOD should accept the reason for procurement through SPC in writing.							
27b (ii)		Condemnation of furniture/ small scrap items of low value upto ₹ 5000/-	NIL	NIL	NIL	Sr.scale officer and above of the concerned deptt. Full powers	Finance concurrence is necessary
27b (iii)		Disposal of furniture/ small scrap items of low value (Book value per item)	NIL	NIL	NIL	Sr.scale officer and above of the concerned deptt. Upto ₹5,000/-	Finance concurrence is necessary
Procedure for disposal All Sr.Scale Officers at divisional & District/HQ level could dispose unserviceable furniture and small scrap items of low value or nil residual value at the time of condemnation. The disposing officer should assess and fix the value at which the condemned item can be disposed. Any money generated during the process of sale/ disposal should be deposited in station earnings at Divisional level/ cash office at HQs level.							

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
27c Procurement of Additional furniture for new assets							
27c (i)		Where expenditure is chargeable to Revenue	AGM Full Powers PHOD / CHOD Upto ₹ 5 lakh p.a.	Upto ₹5 lakh p.a.	NIL	NIL	Finance concurrence is necessary
27c (ii)		Where expenditure is chargeable to sanctioned estimate under demand No.16	AGM Full powers SAG & above Full powers	Full powers	NIL	NIL	Finance concurrence is necessary.
NOTE: (a) Procurement has to be done through COS. However, in emergent situation procurement may be done through SPC. In case of Division, the Branch Officer of the initiating department and in case of HQs, SAG officer in charge of establishment of the department must record in writing the nature of emergency as well as the reasons for which procurement through normal channel can not wait. The sanctioning authority—DRM/ CWM/ PHOD or CHOD should accept the reason for procurement through SPC in writing. (b) In cases of procurement chargeable to sanctioned estimate, all other existing formalities of generating indents etc. has to be followed before initiating actual procurement.							
Stipulations in general applicable for SI No.27(b)(i) and 27(c) 1. DRMs and CWMs power cannot be re-delegated. 2. SPC has to be nominated by CWM upto ₹50,000/-, DRMs upto ₹1 lakh and in all other cases by AGM, as the case may be, and while obtaining finance concurrence proposed SPC also to be given in the proposal for obtaining approval of CWM/DRM/AGM as the case may be. 3. For procurement of furniture of a specific brand even through by SPC must be supported with PAC duly signed by competent authority—SAG or PHOD rank officers. However, furniture to be procured should be sturdy, durable and of aesthetic nature. 4. Requisitions must be got vetted with clear fund availability by associated accounts as per extant rules with specific mention of the estimate number and allocation when the procurement is proposed against any sanctioned estimate and in no case expenditure should exceed the amount provided in the estimate. 5. In case procurement is chargeable to revenue, necessary estimate has to be prepared for amount exceeding ₹2 lakhs, got vetted and sanctioned as per value of the estimate and copy of such estimate has to be enclosed with the proposal. 6. A certificate to the effect 'Demands are inescapable and no surplus furniture or economically repairable furniture is available elsewhere in the Department/ Division'—to be recorded by the Branch Officer (in case of Division) or SAG officer in case of procurement requiring DRM's/ CWM's or AGM's sanction. 7. These rules will also apply for cases of procurement of furniture for PC when such procurement is done separately i.e. furniture not procured during procurement of PC system.							
28 Printing							
28a		To the incurrence of expenditure for printing of Visiting Card including cost of cards to the Officers.	AGM Full Powers PHOD / CHOD Up to ₹ 600/- p.a. for each JAG officer and above	Up to ₹ 600/- p.a. for each JAG officer and above	NIL	NIL	Finance concurrence is not necessary.
28b		Printing and publishing of Books relating to Railway Working, Railway Manuals, Time Table from outside agency.	AGM Full Powers	NIL	NIL	NIL	Finance concurrence is necessary
29 To write off irrecoverable losses of Cash, Stores, Tools and Plant							
29a	Item No.44 of GM's Schedule of Powers	Up to ₹ 1 lakh in value when Rly. Employee is in any way responsible for the loss.	AGM / CAO(C) Full Powers PHOD / CHOD Upto ₹75,000/- in each case SAG Upto ₹ 50,000/- in each case	DRM / CWM Upto ₹ 50,000/- in each case ADRM Upto ₹ 25,000/- in each case	Upto ₹ 10,000/- in each case	NIL	Finance concurrence is necessary

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
29b	Item No.44 of GM's Schedule of Powers	Up to ₹2 lakh in value when an Rly. Employee is not in any way responsible.	<u>AGM / CAO(C)</u> Full Powers <u>PHOD / CHOD</u> Upto ₹1.5 lakh in each case <u>SAG</u> Upto ₹1 lakh in each case	<u>DRM / CWM</u> Upto ₹1 lakh in each case <u>ADRM</u> Upto ₹75,000/- in each case	Upto ₹20,000/- in each case	NIL	Finance concurrence is necessary.
30 Works undertaken in Mechanical & Electrical Workshop							
30a	Para 1207-1210 of IR Code for Mech. Deptt (Workshop)	Works undertaken in Mechanical & Electrical Workshop for all departments of S. E. Railway and other sister Railway.	<u>AGM</u> Full Powers <u>CME / CEE / PCE / CSTE</u> Full Powers <u>SAG Officers of Electrical, Mechanical, Engineering, S&T</u> Full Powers	<u>CWM</u> Full Powers	NIL	NIL	Finance concurrence is necessary.
30b	Para 1207-1210 of IR Code for Mech. Deptt (Workshop)	Approval towards works to be undertaken in Railway Workshop for other Govt. Depts. (Central and State) and Private Organisation subject to the condition that full amount of cost of such works should be deposited by the parties in advance before undertaking the work.	<u>AGM</u> Full Powers <u>CME / CEE / PCE / CSTE</u> Full Powers <u>SAG Officers of Electrical, Mechanical, Engineering, S&T</u> Full Powers	<u>CWM</u> Full Powers	NIL	NIL	Finance concurrence is necessary.
NOTE : For sanction of detailed estimate, power laid down in Srl. No.2(i) of SOP(Works Matters) should be followed.							
31	Item No.41(c) of GM's Schedule of Powers	To the sale of Railway assets costing upto ₹3 lakh except any portion of a Railway line or any item of uthorized rolling stock.	<u>AGM</u> Full Powers <u>CAO(C) / PCE / CSTE / CEE / CME / COS</u> Upto ₹2 lakh <u>Concerned SAG Officers of Elect./ Mech./Engg./S&T</u> Upto ₹1 lakh	Upto ₹2 lakh	NIL	NIL	Finance concurrence is necessary.
32		To write off Losses or shortage in service postage stamps	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG</u> Full Powers	<u>DRM / ADRM / CWM</u> Full Powers.	Full Powers	Upto ₹100/- p.a.	Finance concurrence is necessary.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/PHOD/CHOD/SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
33		To write off of irrecoverable amounts due to the Railways upto ₹10,000/- when no Railway employee is responsible.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG of Comml. & Accounts Deptts.</u> Upto ₹5000/- in each case.	Full Powers	NIL	NIL	Finance concurrence is necessary.
NOTE : This does not apply to wharfage, demurrage, storage and lost property charges which may be written off or refunded by the Railway Administration without sanction of Board.							
34	Arbitration Fee / Honorarium						
34a	Item No.33a of GM's Schedule of Powers	To the payment of Arbitration Fees to Private Persons up to ₹ 25000/- in each case for acting as Sole/Joint Arbitrator/Umpire in the dispute where Railway is a party.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers	NIL	NIL	NIL	Finance concurrence is necessary.
NOTE : The circumstances under which such appointment of Private Arbitrator has been made would, however, be brought to the notice of Railway Board.							
34b	Item No.33a of GM's Schedule of Powers	To the payment of Arbitration Fees to Arbitrators appointed by Court	<u>AGM</u> Full Powers	NIL	NIL	NIL	Finance concurrence is necessary.
34c	Rly. Bd.'s letters No. F(X)II-2008/ PW/6 dated 15.10.09.	To the payment of honorarium to a Gazetted Officer (Railway) upto ₹ 10,000/- per case for undertaking work as arbitrator (Sole/Joint) or Umpire in a dispute on which the Railway administration is a party.	<u>AGM / CAO(CON)</u> Full Powers <u>PHOD / CHOD</u> Full Powers	NIL	NIL	NIL	Finance concurrence is not necessary.
NOTE : 1) Honorarium shall be paid to Railway servants appointed to act as an Arbitrator @ ₹300/- per day or ₹150/- per half day subject to a maximum of ₹10,000/- per case in terms of Railway Board's letter No.E(G)2004 HO1-2 dated 24.02.2004. 2) For the purpose a day means more than two hours' continuous work on any date and half day means work for 2 hours or less. The officer working as Arbitrator shall record a certificate in writing indicating whether he has worked for a half day or for full day on a particular day. 3) For drawal of Arbitration Fee / Honorarium, guidelines in GM's Office O.M. No.GM/AW/9B/1/Policy/43/2008/661 dated 08.02.2008 should be followed.							
34d	Rly. Bd.'s letter No. F(X)II-2008/ PW/6 dated 15.10.09.	To the payment of arbitration fees to Retired Railway Officers upto ₹75,000/- per case	<u>AGM / CAO(CON)</u> Full Powers <u>PHOD / CHOD</u> Full Powers	NIL	NIL	NIL	Finance concurrence is not necessary.
NOTE : Retired Railway officers while working as an arbitrator will be entitled for a fee not exceeding 1% of the total claims including counter-claims subject to a maximum of ₹75,000/- per case. This would include conveyance charges from the residence of the arbitrator to the place of hearing, if it happens to be in the same city where the retired railway officer (appointed arbitrator) resides. Instructions contained in Railway Board's letters No.95/CE-I/CT/24 dated 12.01.2004 and No. 2009/CE-I/CT/14 dated 24.06.09 should be adhered to.							

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
35 Payment to municipalities and Civil bodies on behalf of the Railway							
35a		Registration fees, wheel tax, tax on motor vehicles, toll tax and road tax.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG</u> Full Powers	Full Powers	<u>Dy CE / WS-SNY</u> Full Powers <u>Dy CE / FBWP-JSG</u> Full Powers	NIL	Finance concurrence is not necessary.
35b		Fees for driving licences for motor drivers	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers to sanction as ordinary contingencies <u>SAG</u> Full Powers to sanction as ordinary contingencies	Full Powers to sanction as ordinary contingencies	NIL	NIL	Finance concurrence is not necessary.
35c		Fees for obtaining or renewal of plumber's licences.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers to sanction as ordinary contingencies <u>SAG</u> Full Powers to sanction as ordinary contingencies	Full Powers to sanction as ordinary contingencies	NIL	NIL	Finance concurrence is not necessary.
35d		Licence fee for Workshops.	<u>AGM</u> Full Powers <u>PHOD/CHOD</u> Full Powers <u>SAG</u> Full Powers	Full Powers	<u>Dy CE / WS-SNY</u> Full Powers <u>Dy CE / FBWP-JSG</u> Full Powers	NIL	Finance concurrence is not necessary.
35e		Payment of service charges/ Municipal tax.	<u>AGM</u> Full Powers	<u>DRM</u> Full Powers	NIL	NIL	Finance concurrence is necessary.
NOTE: Applicable for 35e only i) LO's opinion should be obtained. ii) Railway Board's extant directives in this matter should be followed.							

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
36 Repair of office machines							
36a		Repair of office machines like typewriters, duplicating machines, Xerox, Personal computer, Printers, fax etc including Digital Camera, Cam-Corder and Water Purifier.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG</u> Full Powers	Full Powers	<u>JAG</u> Upto ₹5000/- for each machine <u>SrScale (Independent Charge)</u> Upto ₹3000/- for each machine	NIL	Cases upto ₹10,000/- in case of AGM, PHOD/ CHOD, DRM, CWM & SAG ; ₹2000/- in case of JAG and ₹1500/- in case of Sr. Scale (Independent Charge) officers will not require finance concurrence.
36b		Repair of office machines as above from OEM or their authorized representatives on single offer basis.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Full Powers <u>SAG</u> Full Powers	Full Powers	NIL	NIL	(i) Cases upto ₹10,000/- will not require finance concurrence. (ii) Reasonableness of rate is to be recorded before sanction by the competent authority.
37		Binding of old records/ Ledgers/ Paid Voucher etc. for Accounts and Personnel Departments only.	<u>SAG at HQ</u> Upto ₹50,000/- p.a.	NIL	Upto ₹10,000/- p.a.	<u>Sr. Scale in Divn. & WS</u> Upto ₹7,500/- p.a.	Finance concurrence is not necessary.
38		Purchase of Digital Camera, Cam-Corder, Water Purifier for official use.	<u>AGM</u> Full Powers <u>PHOD / CHOD</u> Upto ₹10,000/- in each case for Water Purifier only subject to an annual ceiling of ₹50,000/- for the Deptt. as a whole.	Upto ₹10,000/- in each case for Water Purifier only subject to an annual ceiling of ₹50,000/- for the Division/ Workshop as a whole.	NIL	NIL	Finance concurrence is necessary.
39		Computer training to Railway officers and staff for data entry, programming, data base administration, network management and other IT applications	<u>AGM</u> Upto ₹1 Lakh p.a. <u>CAO(C)</u> Upto ₹50,000/- p.a. <u>PHOD / CHOD</u> Upto ₹30,000/- p.a.	<u>DRM</u> Upto ₹50,000/- p.a. <u>CWM / KGP</u> Upto ₹25,000/- p.a.	NIL	NIL	Finance concurrence is necessary.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
40	Dir Mech Engg(Coaching)/ Railway Board's letter No.2009/ M(C)/165/6 dated 2.7.2010. Railway Board's Commercial Circular No.3 of 2003 (No.2002/ TG-V/17/15 dated 24.01.2003) and letter No.2002/ TG-V/17/15 dated 9.9.2003	Linen Washing and Management: To invite and accept open tenders on two packet system and enter into contracts in respect of linen washing and management.	AGM Full Power CME Above ₹ 8 crore to ₹ 25 crore in each case.	DRM Above ₹ 3 crore to ₹ 8 crore in each case. ADRM Above ₹ 1 crore to ₹ 3 crore in each case.	Mechanical Deptt. of the Divisions only Above ₹ 10 lakh to ₹ 1 crore in each case	Sr. Scale of Mechanical Deptt. of the Divisions only Upto ₹10 lakh in each case	Finance concurrence is not required.

NOTE:

- Detailed instructions regarding terms and condition in respect of linen washing issued vide Commercial Circular No.3 of 2003 (No.2002/TG-V/17/15 dated 24.01.2003) and letter No.2002/TG-V/17/15 dated 9.9.2003 should be strictly adhered to.
- Minimum Tender Notice period for the works costing upto ₹30 lakhs, should be 21 days.
 - Minimum Tender Notice period for the works costing above ₹30 lakhs, should be 30 days.
 - Concurrence of Associated Finance should be taken in each case for any deviation from Note 2(i) & 2(ii) above.
- Regarding Two Packet System**
 - The eligibility and technical criteria have to be well defined and unambiguous in tender documents.
 - The eligibility and technical criteria should be explicit so that basic concept of transparency and interests of equity and fairness are satisfied.
- Constitution of Tender Committee will be as under:**

HQ open line / Division			
Value of Acceptable Tender offer	Executive Department	Third Member	Finance
Up to ₹ 20lakh	Jr. Scale of Mechanical Deptt.	—————	Jr. Scale
Above ₹20 lakh up to ₹1 crore.	Sr. Scale of Mechanical Deptt.	Sr. Scale of Engg.Deptt.	Sr.Scale
Above ₹1 crore up to ₹8 crore	SG/JAG of Mechanical Deptt.	SG/JAG of Engg. Deptt.	SG/JAG
Above ₹8 crore and up to ₹25 crore	SAG of Mechanical Deptt.	SAG of Engg. Deptt,	SAG
Above ₹25 crore	SAG of Mechanical Deptt.	SAG of Engg. Deptt.	SAG

40b (New Item)
CS No.D-24

41 (New Item)
CS No.15

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
---------	--------------------------------	-----------------	-------------------------------------	-----------	---	-----------------------------------	---------

PUBLIC RELATIONS MATTERS

PR1 Sanction for Release of Advertisements							
PR 1a	Board's Letter No.2006/PR/5/62 dated 30.05.2007.	Release of Display / Classified Advertisement to Newspapers or publications approved by DAVP at current DAVP rates.	AGM Full powers	DRM Upto ₹5000/- in each case such as notices for accident inquiry etc., in consultation with CPRO.	CPRO Upto ₹1 lakh in each case	NIL	Finance concurrence is not necessary.
PR 1b	Board's Letter No.2006/PR/5/62 dated 30.05.2007.	Occasional release of advertisements to publications which do not have DAVP rate.	AGM Full powers	NIL	CPRO Upto ₹3000/- in each case with an annual ceiling of ₹60,000/-.	NIL	Finance concurrence is necessary.
NOTE : Advertisements may be released occasionally to the publications which do not have DAVP rate with prior approval of GM/AGM in exceptional circumstances, in the interest of administration (<i>for instance, display advertisements of image building and tender advertisements having a monetary value of ₹10 crore and above</i>), subject to the guidelines contained in Railway Board's above Letter.							
PR 1c	Rly. Bd's Letter No.2006/PR/5/62 dated 30.05.2007.	Occasional release of advertisements to ad-hoc publications such as souvenirs, bulletins, brochures etc.	AGM Full Powers	NIL	CPRO Upto ₹3000/- in each case with an annual ceiling of ₹60,000/-.	NIL	Finance concurrence is necessary.
NOTE : Prior approval of GM/AGM is necessary beyond ₹3000/- per case as well as ₹60,000/- per annum.							
PR 2	Rly. Bd's Letter No.2003/PR/11/17 dated 21.11.2003.	Participation in Exhibitions.	AGM Upto ₹3 Lakhs in each case. Annual ceiling ₹6 Lakhs.	NIL	CPRO Upto ₹1 Lakh in each case. Annual ceiling ₹3 Lakhs.	NIL	Finance concurrence is not necessary.
PR 3 Hospitality charges in connection with Publicity and Public Relations including							
PR 3a	RB's letter No.2003/PR/4/11 dt. 18.08.03.	Hospitality for entertaining media persons.	NIL	NIL	CPRO Full Powers subject to (i) a ceiling of ₹250/- per meal per head or ₹500/- per head per day and (ii) an annual ceiling of ₹1 lakh for the Railway as a whole.	NIL	Finance concurrence is not necessary.
PR 3b	RB's letter No.2003/PR/4/11 dt. 18.08.03.	Press Tour/ Reception/ Conference					
PR 3b(i)		Meals per day per head	Upto ₹500/-	NIL	NIL	NIL	Finance concurrence is not necessary.
PR 3b(ii)		Meals per day per head	Above ₹500/- upto ₹750/-	NIL	NIL	NIL	Finance concurrence is necessary.

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
PR 3b(iii)		Other expenditure per occasion	Upto ₹25000/-	NIL	NIL	NIL	Finance concurrence is not required
PR 3b(iv)		Other expenditure per occasion	Above ₹25000/-	NIL	NIL	NIL	Finance concurrence is required
PR 4		(a) Direct Purchase and repair of Photo Goods, Cine Goods and photo albums. (b) Developing & printing of color film rolls, video editing lamination, purchase of albums.	<u>AGM / CAO(C)</u> Full powers <u>CSC & CSO</u> Upto ₹10,000/- p.a.	<u>DRM</u> Upto ₹20,000/- p.a. <u>CWM</u> Upto ₹10,000/- p.a.	<u>CPRO</u> Upto ₹30,000/- p.a.	NIL	Prior finance concurrence will be required if the expenditure exceeds ₹2000/- in each case.
PR 5		(a) Hiring of Audio/Video multi media materials for special Occasions, accidents and for training Institutions. (b) Production of Documentaries, Quickies, CDs, Radio Spots, Audio Tapes or any other Audio/ Visual Medium etc.	<u>AGM</u> Full powers, Annual Ceiling – ₹1 lakh <u>PHOD / CHOD</u> Upto ₹20,000/- p.a.	<u>DRM / ADRM / CWM</u> Upto ₹10,000/- p.a. for Divn/ WShop as a whole.	<u>CPRO</u> Upto ₹10,000/-p.a. <u>Principal Training Institution</u> Upto ₹10,000/-p.a.	NIL	No Finance concurrence is necessary upto ₹2000/- on min 3 quotation basis.
PR 6		Expenditure towards job done through outside agencies relating to photography including developing, printing of photographs, translites, lamination and video editing, in connection with ceremonial / inaugural functions during visits of VIPs.	<u>AGM / CAO(C)</u> Full powers <u>CSC & CSO</u> Upto ₹20,000/- p.a.	<u>DRM</u> Upto ₹20,000/- p.a. <u>CWM</u> Upto ₹10,000/- p.a.	NIL	NIL	Finance concurrence is necessary

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
DISASTER MANAGEMENT MATTERS							
DM 1	Para 30 of the HLC's Recommendation, April, 2003	Hiring of vehicles for rescue and relief operations	NIL	<u>DRM / ADRM / CMS</u> Full Powers	NIL	NIL	Finance concurrence is not necessary.
NOTE: 1. Payment will be made from cash imprest / amount withdrawn from Station earning. 2. Payment will be made against proper bills and accounts will be rendered as per extant instructions.							
DM 2	Para 31 of the HLC's Recommendation, April, 2003	Procurement of additional life saving drugs from the market	NIL	<u>Medical Officer of the Divn. At the site</u> Full Powers	NIL	NIL	Finance concurrence is not necessary.
NOTE: 1. Payment will be made from cash imprest / amount withdrawn from Station earning. 2. Payment will be made against proper bills and accounts will be rendered as per extant instructions. 3. Senior most medical officer at site will be the nodal officer for coordinating medical expenses. 4. MS/Dy.CMD/Sr.DMO will exercise their powers when they happen to be the senior most medical officer available at site.							
DM 3	Para 32 of the HLC's Recommendation, April, 2003	Making on spot payment to private hospitals for treatment of the injured in accidents / disasters	NIL	<u>DRM / ADRM / CMS</u> Full Powers to be exercised in consultation with CMS/MS/ Sr.DMO/DMO available at site	NIL	NIL	Finance concurrence is not necessary.
NOTE: 1. Payment will be made from cash imprest / amount withdrawn from Station earning. 2. Payment will be made against proper bills and accounts will be rendered as per extant instructions. 3. Senior most medical officer at site will be the nodal officer for coordinating medical expenses. 4. MS/Dy.CMD/Sr.DMO will exercise their powers when they happen to be the senior most medical officer available at site.							
DM 4	Para 33 of the HLC's Recommendation, April, 2003	(a) Requisitioning Medical assistance from the civil side – (for requisitioning the medical assistance in case of a disaster happening under his jurisdiction). (b) On-spot Purchase of essential items including medicines.	NIL	<u>DRM / ADRM / CMS</u> Full Powers	NIL	NIL	Finance Concurrence is necessary
DM 5	Para 34 of the HLC's Recommendation, April, 2003	Withdrawal of money from Station Earning in the following cases as well as others defined in para 2425 of Indian Railway Commercial Manual, Vol.II	NIL	<u>DRM / ADRM / CMS</u> Full Powers	NIL	<u>Station Manager (Gaz. & non -Gaz.)</u> Upto ₹5000/-	Finance concurrence is not necessary. Vouchers have to be submitted within 30 days.
NOTE : 1. Departmental expenditure necessitated by floods, accidents or earthquakes, etc. 2. Handling charges for transhipment due to accidents, hot axles, etc. 3. Cost of transport of sick and wounded persons to hospitals when, on small stations ambulances are not available. 4. Ex-gratia payments to persons involved in train accidents.							

Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/CAO(C)/ PHOD/CHOD/ SAG Officers	DRM / CWM	JAG/Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
DM 6	Para 35 of the HLC's Recommendation, April, 2003	Financial powers for quicker rescue operations during accidents	NIL	DRM Full Powers	Branch Officers (Mech., Medical & CommI) in Divn. Upto ₹1 lakh	NIL	Accountal should be submitted within a month. Finance concurrence is necessary. It may be taken on post-facto basis.
DM 7	Para 36,37 & 40 of the HLC's Recommendation, April, 2003	Purchase of equipment of ART/ARMV/Break Down Crane	NIL	DRM Upto ₹50,000/- per case (Stock & Non-Stock) including PAC. Overall ceiling ₹3 lakhs p.a.	NIL	NIL	Finance concurrence is necessary, if not specifically mentioned.
DM 8	Para 38 of the HLC's Recommendation, April, 2003	Standing spot purchase committee for ART /ARMV to avoid any deficiency in keeping the ART / ARMV / crane equipment in good fettle.	Standing Spot Purchase Committee at Divisional Level: (a) DME / Sr.DME - Mechanical Member (For ART) (b) DMO / Sr.DMO - Medical Member (For ARMV) (c) DMM / AMM - Stores Member (d) DFM / Sr.DFM - Accounts member (e) DEN / Sr.DEN - Additional Member (For Engineering items) (f) DEE(G) / Sr.DEE(G) - Addl Member (For Electrical items) (g) DSTE / Sr.DSTE - Additional Member (For S&T items) Decision of Spot Purchase Committee is to be taken by DRM on the basis of necessity and should be upto ₹5 Lakhs for SS level committee and upto ₹10 Lakhs for JAG level committee. Members of Spot purchase committee at divisional level can be changed in extreme cases, if necessary, by DRM . Standing Spot Purchase Committee at Zonal HQ Level: (a) CMPE / CRSE - Mechanical Member (For ART) (b) CMD / MD - Medical Member (For ARMV) (c) CMM - Stores Member (d) FA & CAO(WS) - Accounts member (e) CE(TM) / CTE - Additional Member (For Engineering items) (f) CELE / CESE / CEE(Plg.) - Addl Member (For Electrical items) (g) CSE / CCE - Additional Member (For S&T items) The HQ Spot Purchase Committee is to make spot purchase for all items which are not falling within the powers of Divisional Spot Purchase Committees by consolidating the requirements of all ART/ARME/ARMV of the entire S.E.Railway above ₹10 Lakhs and upto ₹25 Lakhs.				Finance concurrence is not necessary
NOTE : Modalities to be followed as per extant JPO on Spot Purchase except for financial limit (JPO of CMM/G and FA&CAO(WS) circulated vide GM's Office letter No.GM/W/69/Genl./2008/SOP-Stores/SPC/5424 dated 17.12.2008).							
DM 9	Para 39, 41 & 42 of the HLC's Recommendation, April, 2003	To sanction cash imprest for maintaining ART/ ARMV/BD Crane.	CME Upto ₹25,000/- per case	NIL	NIL	NIL	Finance concurrence is not necessary
NOTE: 1. A monetary imprest is required to be provided at the accident site for expeditious procurement of small items like fuel, food materials etc., which may be essential when ARMV has to remain at accident site for longer periods. 2. Cash imprest of ₹5,000/- to be provided to ARMV incharge. 3. Cash imprest of ₹25,000/- to be provided to ART incharge.							

CS No.D-13

**Constitution of Standing Survey Committee for condemnation of
Plant & Machinery, Vehicle, Ambulance Car, Medical Equipment etc.**

1. For Hd.Qrs. :

- (i) **Vehicles** : (a) Dy.CME(W) - as Secretary of Committee, (b) Dy.CESE & (c) Dy.FA&CAO(S&W)/Sr.AFA(FS-I).
- (ii) **Ambulance Cars** : (a) Dy.CME(W) - as Secretary of Committee, (b) Sr.DMO(G) & (c) Dy.FA&CAO(S&W)/Sr.AFA(FS-I).
- (iii) **M & P Items** : (a) Dy.CME(Plg.) - as Secretary of Committee, (b) Dy.CESE & (c) Dy.FA&CAO(S&W)/Sr.AFA(FS-I).
- (iv) **Medical Equipments** : (a) Sr.DMO(G) - as Secretary of Committee, (b) Dy.CSTE(P&D) & (c) Dy.FA&CAO(S&W)/Sr.AFA(FS-I).

2. For Division & all attached depots:

- (i) **Vehicles** : (a) Sr. DME/ DME as Secretary of Committee, (b) Sr.DEE(G)/ DEE(G) & (c) Sr. DFM/ DFM.
- (ii) **Ambulance Cars** : (a) Sr. DME/ DME - as Secretary of Committee, (b) Sr.DMO/ DMO & (c) Sr.DFM/ DFM.
- (iii) **M & P Items** : (a) Sr.DME/ DME as Secretary of Committee, (b) Sr.DEE(G)/ DEE(G) & (c) Sr.DFM/ DFM.
- (iv) **Medical Equipments** : (a) Sr.DMO/ DMO as Secretary of Committee, (b) Sr.DSTE/ DSTE & (c) Sr.DFM/ DFM.

3. For Workshop & all attached stores depots:

- (i) **Vehicles** : (a) Dy.CME(Production)/ Dy.CME(M&P) - as secretary of Committee, (b) Dy.CEE(WS) & (c) Dy.FA&CAO.
- (ii) **M & P Items** : (a) Dy.CME(M&P)/ Dy.CME(Production) - as secretary of Committee, (b) Dy.CEE(ERS) & (c) Dy.FA&CAO.

4. For vehicles and M&P items of construction wing of Hd.Qrs. and Divisions/Districts :

- (i) **For Hd.Qrs./Construction** : (a) Dy.CME(W) as Secretary of Committee, (b) Dy.CE(Con/W) & (c) Dy.FA&CAO(Con).
- (ii) **For Construction Field/Districts**: (a) Sr.Scale Officer of Mech. Engg. Brach from nearest Open Line Unit - as Secretary of Committee, (b)XEN/Con & (c) Sr.AFA(Con).

NOTE : In absence of any member of the above Standing Committees, concerned PHOD/CHOD/DRM/CWM can nominate an alternative member of the same level.

RECORD OF CORRECTION SLIPS

[illegible]

PART – E

Commercial Matters

[Go to Index](#)



SOUTH EASTERN RAILWAY
SCHEDULE OF POWER – PART ‘E’ (COMMERCIAL MATTERS) – 2010
I N D E X

Item No.	Description	Page No.	Addendum
1.	Waiver of Wharfage / Stacking charges	E - 5	
2.	Waiver of Demurrage charges	E - 5	
3.	Write-off of Wharfage / stacking / Demurrage charges	E - 5	
4	Write-off of irrecoverable freight charges	E - 5	
5	Write-off of the amount due to the Railways when they are irrecoverable	E - 6	
6	Refund of wagon registration fees	E - 6	
7	Write-off of cash lost and not recoverable	E - 6	
8	Write-off of Station outstandings	E - 7	
9	Refund of fares	E - 7	
10	Refund of fares not covered by tariff rules	E - 7	
11	Refund of freight charges & penalty charges	E - 7	
12	Refund of freight otherwise than in accordance with the relevant tariff rules	E - 7	
13	Refund of rental charges/licence fee for commercial advertisement	E - 7	
14	Payment of commission to canvassers on trade advertisement	E - 7	
15	Settlement of claims for compensation	E - 8	
16	Payment of fees to surveyors	E - 8	
17	Compensation in case of Railway accidents and others (claims decreed by a Court of Law)	E - 8	
18	Payment of compensation of claims in case of Railway accidents and others (out of court settlements)	E - 8	
19	Earning Contract	E - 9	
20	Earning contract for Comml. Matter viz. Leasing of SLR/VPU / VPH (Parcel space only)	E - 10	
21	Opening of flag station / halt station	E - 10	
22	Extension of booking zone at halt station	E - 10	
23	Grant of permission of still/video photography	E - 10	
24	Enhancement of imprest cash of booking clerk	E - 10	
25	Adjustment of load of a wagon	E - 10	
26	Write-off condemned or deteriorated or unserviceable block stocks, Catering stores and tools	E - 11	
27	Computerisation / modification in software in commercial dept.	E - 11	
28	Repairs of parcel handling equipment	E - 11	
29	Creation of imprest for maintenance and upkeep of room, toilets and procurement of stationery & consumables of PRS location and in commercial office, other than railway premises	E - 11	

Item No.	Description	Page No.	Addendum
30	Expenditure incurred for covering and removal of dead bodies from Railway premises	E - 11	
31	Legal expenses in respect of compensation & claims	E - 12	
32	To make exgratia payments in train accidents or untoward incident	E - 12	
33	To make exgratia payment to road users who meet with an accident at manned level crossing due to Railways prima facie negligence	E - 13	
34	Cleaning contracts	E - 14	
35	Diet charges for the under trial prisoners	E - 15	
Record of Correction Slips		E - 16	

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) – 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM / ACM	
1	Waiver of Wharfage / Stacking charges	Rate circular no.39/2004 No:TCI/2004/ 201/9 dt 11.10.04, No:TCI/2004/ 201/ 9Pt.B dt 21.06.05,Rate circular No:3/ 2008 No: TC-I/ 2004/201/9 PtB dt 24.1.2008 & Rate Circular No.47/2009 No: TC-I/2009/209/ 1dt 04.08.09	1 lakh GM – full power				25000/-	6000/-	1200 /- ACM – 300/-	Prior finance Concurrence will be required for waiver of wharfage charges above ₹25000/- per consignment. The powers of waiver of wharfage charges, will be on consignment basis except in the case of trainload consignments where it will be applicable on per wagon basis.
2	Waiver of Demurrage charges. (Where Demurrage cases are dealt by the Operating dept, CCM/SrDCM etc will mean COM/SrDOM etc)	Rate circular no.39/2004 No:TCI/2004/ 201/9 dt 11.10.04, No:TCI/2004/ 201/ 9Pt.B dt 21.06.05, Rate circular No:3/ 2008 No: TC-I/ 2004/201/9 PtB dt 24.1.2008, Rate Circular No.47/2009 No: TC-I/2009/209/ 1dt 04.08.09	1 lakh GM – Full power				25000/-	6000/-	600/- ACM – 300/-	Prior finance Concurrence will be required for waiver of demurrage charges above ₹25000/- per wagon. The waiver will be on per wagon basis.
3	Write-off of Wharfage / stacking / Demurrage charges	Rate circular No: 38/2006 No: TC-I/2004/ 201/9 dt 10.5.06 & Rate circular No: 35/ 2009 No: TC-I/ 2009/209/1dt 22.5.09	SAME AS ABOVE				SAME AS ABOVE	SAME AS ABOVE	SAME AS ABOVE	DOP as conferred vide Sr No: 1 & 2 above, as the case may be, to be referred.
4	Write-off of irrecoverable freight charges in respect of consignment not taken delivery of & subsequently disposed off by auction.	Vide Para 2737 of IRCM Vol II	10 lakhs in each case. AGM – full power				Upto 5 Lakhs in each case	–	–	Prior finance concurrence is required for cases above ₹1 Lakh.

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) - 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM / ACM	
5	Write-off of the amount due to the Railways when they are irrecoverable up-to ₹ 10000/- in each case (ground rent, handling charges and customs duty)	Vide Para 2747 of IRCM Vol II and Item no: 33 of SOP(Misc matters)-2010 & Item no: 29 of GM's DOP.	AGM – Full power. CCM – Full power	upto 5000/- in each case	–	–	Full power	–	–	Prior finance concurrence is required & DOP is vide Item no: 33 of SOP(Misc matters)-2008
6	Refund of wagon registration fees otherwise than in accordance with the relevant rules		Full power	Full power	–	–	Full power	–	–	Finance concurrence is required
7	Write-off of cash lost and not recoverable/ out- standing earnings/ other non recoverable receipts including:	Item no. 44 of GM's delegation of power. Please see item no. 29a of SOP (Misc. Matters)-2010 and 29(b) of SOP (Misc. Matters) – 2010								Finance concurrence is required. Note: Every imp. Case of loss should be brought to the notice of R.B, as soon as possible after its discovery. When the loss involved does not exceed ₹50000/-, the case need not be reported unless it represents unusual features or reveals serious defects in procedure.
	(a) Value of forged currency notes as advised by cash office/bank when a :									
	(i) Railway employee is responsible (upto ₹1(one) Lakh in value)		Up to 75000/- AGM – Full power	Upto 50000/-	Upto 10000/-	–	Upto 50000/-	–	–	Finance concurrence is required. The power is for each case basis.
	(ii) Railway employee is not responsible (Upto ₹2(two) lakhs in value)		Upto 1.5 Lakhs, AGM – Full power	Upto 100000/-	Upto 20000/-	–	Upto 100000/-	–	–	Finance concurrence is required. The power is for each case basis.
	(b) Other than forged currency as well as money value instruments (other than fare, freight) :	Item no. 44 of GM's delegation of power. The DOP is as per Sr No: 29a & b of SOP (Misc Matters) – 2010								
	(i) Railway employee is responsible (upto ₹ 1(one) Lakh in value)		Up to 75000/- AGM's power- Full power	Upto 50000/-	Upto 10000/-	–	Upto 50000/-	–	–	Finance concurrence is required. The power is for each case basis.
	(ii) Railway employee is not responsible (Upto ₹ 2(two) lakhs in value)		Upto 1.5 Lakhs, AGM power- Full power	Upto 100000/-	Upto 20000/-	–	Upto 100000/-	–	–	Finance concurrence is required. The power is for each case basis.

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) - 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM / ACM	
8	Write-off of Station outstandings-coaching and goods	Vide Para 2746 & 2747 of IRCM Vol II	CCM-2 lakh in each case for goods and 10000/- in each case for coaching and AGM – Full power.							Finance concurrence is necessary
9	Refund of fares in accordance with the relevant tariff rules	Letter no. TC-II/ 2003/89 Dated 04.02.94, TC-II/ 2003/89/Rules 22.07.94. Rule 213 (B) 21 of (IRCA C.T. No. 26 pt.-I(Vol.-I))	Full Power, AGM – Full power	Full power	10000/- per passenger	SCM-5000/-; ACM-3000/- (per passenger)	—	—	—	
10	Refund of fares not covered by tariff rules	Letter no. TC-II/ 2003/89 Dated 04.02.94, TC-II/ 2003/89/Rules 22.07.94.	Full Power, AGM – Full power	Full power	10000/- per passenger	SCM – 2000/-; ACM – 750/- (per passenger)				
11	Refund of freight charges & penalty charges(in individual cases of mis-declared weight & goods).	Para 2161 of IRCM - II Rly Bds letter No. TC-IV/ 2007/RP/1 dt.22.02.2010.	Full power	Full power	50000/-	25000/-				Note: There is no specific delegation of power by Rly Board. This should be within the prescribed time limit of six months.
12	Refund of freight otherwise than in accordance with the relevant tariff rules	Item no. 26 of GMs delegation of power dated 21.09.07	AGM 20000/- in each case.							
13	Refund of rental charges/licence fee for commercial advertisement.		Full power	Full power	Full power	—	Full power	Full power	—	Licence fee with respect to contracts approved by him or letter of acceptance signed by him. This is applicable in cases where area is not available or advertisement is to be changed as per requirement.
14	Payment of commission to canvassers on trade advertisement secured by them on receipt of the amount due from advertisers.	Rly Board letter no: 74/PR/4/5 dtd 19.4.1985	Full power	Full power	—	—	Full power	Full power	—	Finance concurrence is not necessary – Commission 15% up to ₹1 lakh & 20% beyond ₹1 lakh business.

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) - 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM / ACM	
CS No.E-2 15	(a) Settlement of claims for compensation for goods lost or damaged.	Rly Board letter No.99/ TC-III/3/ 2 dtd 23.05.01 & 99/TC-III/1/5 dtd 18.11.99	Upto 4 lakhs per case. AGM full power	Upto 2 lakhs per case.	Upto 60000/- per case	SCM – Upto 15000/- per case; ACM – 8000/- per case	—	—	—	Prior finance internal check is necessary in each and every case of value above ₹75000/-. Prior finance concurrence is not required for settlement of decreed cases.
CS No.E-1 15	(b) Payment of claims for compensation for goods lost or damaged(Suit-barred)	Rly Board letter No: 98/TC-III/3 dtd 29.07.1998 & CAI/10A Vol: III dtd 4.5.94.	GM full power. CCM - upto 50000/- per case	Upto 25000/- per case	Upto 3000/- per case	—	—	—	—	Prior finance concurrence is required. Time barred cases have been dispensed with vide Rly Bds letter No.TC-IV/ 2007/RP/I dt 22.02.2010.
16	Payment of fees to surveyors engaged for the assessment of the value of the damaged consign-ment.	Note 1 of Item no.33 of GM's delegation of power dated 11.10.10.	AGM full power	Full power	3000/- per case	—	Full power	3000/- per case	—	
CS No.E-2 17	Compensation in case of Railway accidents and others (claims decreed by a Court of Law).	Rly Board letter No.99/TC-III/ 13/ 2 dtd 04.07.01; Rly Board letter No.2001/TC-III/ 2/3 dtd 26.07. 2001;Rly Board letter No. 99/TC III/3/2 dtd 23.05. 01.	AGM full power CCM Upto 4 lakhs per case	CCO – 4 lakhs	60000/- per case	15000/- per case	—	—	ACM – 8000/- per case	Prior finance internal check is necessary in each and every case of value above ₹75000/-. Prior finance concurrence is not required for accident cases.
CS No.E-2 18	Payment of compensation of claims in case of Railway accidents and others (out of court settlements)	Rly Board letter no: 85 TC-III/ RITES/119 dtd 1.4.86 & Rly Board letter No.99/TC-III/ 13/ 2 dtd 04.07.01	AGM full power CCM Upto 4 lakhs per case	4 lakhs for accident & 2 lakhs for out of court compromise (per case)	60000/- per case	15000/- per case	—	—	ACM – 8000/- per case	Finance concurrence is not required

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) - 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM / ACM	
	Earning Contract									
19	a) To call open tender for Comm. Matter viz. Parking, Publicity on Brake-van, STD, PCO, Cloak Room, Books Stall, Medical Shop etc.		CCM – Full power	—	—	—	Full power	—	—	Administrative approval for all earnings proposal irrespective of monetary value to be obtained from DRM at Divisional level and CCM at HQ level with finance concurrence.
	(b) To accept open tender	Rly Board letter No.2007/TG.IV/39/22/SOP dtd 14.08.07 and No.2001/TG.IV/10/PCO/Policy dt. 30.10.07	CCM / PHOD above 15 crore and Upto 40 crore. GM – above 40 crore.	CCM / (PM & PS) above 10 crore and upto 15 crore.	—	—	Above 5 crore and upto 10 crore	Above 30 Lakhs and upto 1 crore	DCM – Upto 30 Lakhs	Administrative approval for all earnings proposal irrespective of monetary value to be obtained from DRM at Divisional level and CCM at HQ level with finance concurrence
	(c) Extension / termination of contract	Para 1266 and 1270 of Engg code.Item no. 14 & 19 of SOP of Works matter.	All tender accepting authorities within 6(six) months							Administrative approval for all earnings proposal irrespective of monetary value to be obtained from DRM at Divisional level and CCM at HQ level. Finance concurrence not necessary.
	(d) Forfeiture of earnest money deposited along with tenders and of security deposit for comm. Contract.	Para 1261 of Engg code. Item no: 16 of SOP for works matters.	Full powers in respect of tenders accepted by them	Full powers in respect of tenders accepted by them	Full powers in respect of tenders accepted by them	—	Full powers in respect of tenders accepted by them	Full powers in respect of tenders accepted by them	—	Finance concurrence is not required.
	(e) Revocation of terminated contracts.	Rly Board letter No.99/CE-1/CT / 28 dtd 24.05.01	NIL	—	—	—	—	—	—	Revival of a contract where notice of termination had been issued, is possible only as a single tender and would require the personal sanction of GM .
	(f) Refund of security deposit to Contractor provided the contract has been satisfactorily completed.	Para 1261 of Engg code.Item no. 17 of SOP for works matter.	Full power	Full power	Full power	—	Full power	Full power	—	Finance concurrence is not required.

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) - 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM / ACM	
20	Earning contract for Comml. Matter viz. Leasing of SLR/VPU/ VPH (Parcel space only).	Rly Boards Letter No.99/ TC(FM)/10/4 Dated 20.09.06.								
	(a) To call open tender.		CCM above 8 crore	—	—	—	Upto 8 crore ADRM – upto 5 crore	Upto 2 crore	—	Administrative approval for all earnings proposals irrespective of monetary value to be obtained from DRM at Divisional Level and CCM at HQ level with finance concurrence.
	(b) To accept open tender		Same as to call open tender	—	—	—	Same as to call open tender	Same as to call open tender	—	-do-
	(c) Extension / termination of contract		—	—	—	—			—	
21	Opening of flag station/halt station which are financially justified.	Rly Board letter No.99/TG.IV/ Halts/Policy dtd 24.06.05	—	—	—	—	—	—	—	The power is exercised by GM only with finance concurrence.
22	Extension of booking zone at halt station.	Rly Board letter No.05/TG-IV/1/ Halt/2-Pol.Cl. dtd. 16.06.06.	—	—	—	—	Full power	—	—	Finance concurrence is not required. Intimation to CCM/HQ and FA & CAO (T) / GRC to be given.
Miscellaneous										
23	Grant of permission of still/video photography and film shooting in Rly. Premises and trains.	Rly Board letter No.2006/PR/10/ 31dt. 01.06.07 & Commercial Circular No.21/ 2009 dtd 25.06.09.	—	—	—	—	—	—	—	Finance concurrence is necessary. The amount of security deposit to be made by the party to be decided by GM in consultation with FA&CAO .
24	Enhancement of imprest cash of booking clerk.		Full power	—	—	—	—	—	—	Finance concurrence is necessary with the approval of CCM .
25	Adjustment of load of a wagon.	Rly Board's letter no: 72.TGIV/6/2 dt 12.4.72 & CCM letter no: G26/ 910/SM dt. 09.11.72.	—	—	—	—	—	5000/- per wagon	3000/- per wagon	Finance concurrence not required.

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) - 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM/ACM	
26	Write-off condemned or deteriorated or unserviceable block stocks, Catering stores and tools	Item no 29 of SOP(Misc Matters)	Full power	Upto 5000 in each case	1000/- in each case	500/- in each case	Upto 5000/- in each case	—	—	Finance concurrence is required
27	Computerisation / modification in software in commercial dept		2 lakh in each case, subject to annual ceiling limit of 10 lakh	2 lakh in each case, subject to annual ceiling limit of 10 lakh	—	—	1 lakh in each case, subject to annual ceiling limit of 5 lakh	—	DCM - 50000/- in each case, subject to annual ceiling limit of 2 lakh	Refer item no: 9 of SOP (Works matters)
28	Repairs of parcel handling equipment (including cranes, tow trucks, parcel platform trolley, weighing machine, tools & plants)	Refer item no: 23 SOP (Misc Matters)	AGM – Full power. CCM – 50,000/- per occasion (ceiling 5 lakhs per machine per annum)	—	—	—	50,000/- per occasion (ceiling 5 lakhs per machine per annum)	20,000/- per occasion (ceiling 1 lakh per machine per annum) Sr. Scale (Independent charge) 10,000/- per occasion (ceiling 20,000/- per machine per annum)	DCM – 10000/- per case	For proposal less than ₹ 5,000/-, no finance concurrence will be required
29	Creation of imprest for maintenance and upkeep of room, toilets and procurement of stationery & consumables of PRS location and in commercial office, other than railway premises.		Full power	Full power	—	—	Upto 2000/- in each case.	—	—	Finance concurrence is required
30	Expenditure incurred for covering and removal of dead bodies from Railway premises.	Rly Board's letter no: 2002/ TC-III/30/4 dtd 31.10.07	Full power	Full power	—	—	Upto 700/- in each case.	—	—	Finance con No finance Concurrence is required.

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) - 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM/ACM	
31	Legal expenses in respect of compensation & claims.	Refer item No.18a of SOP(Misc. Matters)	AGM – Full power CCM Upto 25000/- in each case	CCO Upto 25000/- in each case	Upto 10000/- in each case	Upto 5000/- in each case. Finance concurrence required beyond 2500/- in each case. LO's opinion required when the anticipated charges exceeds 5000 in each case. ACM – 3000/- in each case. Finance concurrence required beyond 1500/- in each case. LO's opinion required when the anticipated charges exceeds 5000/- in each case.	Upto 3000/- in each case	—	—	
32	To make exgratia payments payable to the dependants of dead or to injured passengers including Railway servants on duty or on privilege pass/PTO, involved in train accidents or untoward incident as defined under section 124 & 124-A of Rly Act 1989.	Rly Board's letter no: 2002/ TC-III/28/3 dtd 12.06.02								No Finance concurrence is required.
	(a) In case of death	—	15000/- per case	15000/- per case	—	—	15000/- per case	—	—	
	(b) In case of grievous injury	—	5000/- per case	5000/- per case	—	—	5000/- per case	—	—	
	(c) In case of simple injury	—	500/- per case	500/- per case	—	—	500/- per case	—	—	

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) - 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM / ACM	
33	To make exgratia payment to road users who meet with an accident at manned level crossing due to Railways prima facie negligence	Rly Boards letter no: 2002/TC-III/ 28/3 dtd 12.06.02								
	(a) In case of death		6000/- per case	6000/- per case	—	—	6000/- per case	—	—	
	(b) In case of grievous injury		2500/- per case	2500/- per case	—	—	2500/- per case	—	—	
	(c) In case of simple injury.		—	—	—	—	—	—	—	

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) - 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM / ACM	
34	Cleaning contracts									
CS No.E-3	a) To accept open/ limited/bulletin tender for -Regular cleaning(Railway stations/circulating area/approaches including specialised contracts and/or oinvolving large component of mechanised cleaning including final disposal of garbage/ sweeping)	Railway Board's letter No.06/TG-IV/10/Sanitation Policy dated 20.12.06 and even No.dated 04.01.07 read with Railway Board's letter No.99/TG-IV/10/ Sanitation Policy dated 05.11.02	AGM Full powers up to his power of acceptance				DRM Up to 30 Lakhs in each case. ADRM Upto 20 Lakhs in each case			(i) Finance concurrence will be required at the proposal stage for the nature of work mentioned at Sr. Nos. 34(a), 34(b)(i) & (ii) & 34(c) and also for calling limited /bulletin tender for the nature of work mentioned at Sr. Nos.34(a), 34(b)(i) & (ii) & 34(c). (ii) Finance concurrence will not be required at the time of submission of TC minutes to the tender accepting authority. (iii)The total amount up to which the division will incur expenditure on item(a) shall be limited to ₹2.5 crores per annum only. (iv) Multi-year contract upto 3 years can be made under item(a) and proportionate amount for one year will be taken for exercising the powers. The constitution of Tender Committee will be as per the works contract as mentioned at Annexure A of SOP for Works matters.

SCHEDULE OF POWERS – PART ‘E’ (COMMERCIAL MATTERS) - 2010

Srl No.	Nature of power	Authority	Head Quarter (Unit in Rupees)				Division (Unit in Rupees)			Remarks
			PHOD/ CCM	SAG of Coml Dept.	Dy.CCM	SCM / ACM	DRM	Sr.DCM	DCM / ACM	
34	b) To accept open/ limited/bulletin tender for-									
	i) One time cleaning of station area ii) Periodic contract(ie 10 days/fortnightly) for rag picking at stations/yards/ circulating areas / approaches.						ADRM Upto 30 Thousand in each case and within the overall amount of 6 Lakh per annum for each division.			Same as above
	c) To accept open/ limited/bulletin tender for pest control contract						DRM Upto 75 Thousand in each case. ADRM Upto 50 Thousand in each Case. This is subject to annual ceiling limit of 5 Lakhs for each Division.			Same as above
35	Diet charges for the under trial prisoners detected for irregular/ ticketless travel, till they are produced before Magistrate or taken charge by the RPF/GRP.		Full power	Full power	—	—	Full power	—	—	Finance concurrence not required, upto ₹30/- per day per head.

RECORD OF CORRECTION SLIPS

[illegible]

PART – F

Establishment Matters

[Go to Index](#)



SOUTH EASTERN RAILWAY

SCHEDULE OF POWER – PART ‘F’ (ESTABLISHMENT MATTERS) – 2010 INDEX

Item No.	Description	Page No.	Addendum
	EXPLANATORY NOTE	F - 7	
	GAZETTED		
G.1	Grant of leave	F - 8	
G.2	Transfer of JAG / SG Officers	F - 8	
G.3	Advance of Pay on transfer for officers working under them	F - 8	
G.4	Resignation / Voluntary Retirement	F - 8	
G.5	Forwarding of applications of posts outside the Railways	F - 8	
G.6	Dual charge arrangements	F - 8	
G.7	Allowances	F - 9	
G.8	Transfer Grant / Advance	F - 9	
G.9	Provident Fund Temporary / Final Withdrawal	F - 9	
G.10	Waival of over-payments of amounts for Gazetted Officers	F - 9	
G.11	Grant/Extension of joining time to officers & curtailment of normal joining time	F - 9	
G.12	Grant of House Building Advance	F - 9	
G.13	Advance for purchase of Motor Car / Motor cycles / Scooter	F - 9	
G.14	Handing over and taking over charge	F - 9	
G.15	Fixing of HQs of GAZ officers	F - 10	
G.16	Permission to GAZ officers to attend conference, congress or meetings in India	F - 10	
G.17	To permit GAZ officers to undertake journeys by road between stations connected by rail	F - 10	
G.18	Permission to proceed on duty to foreign Railway Station	F - 10	
G.19	Grant of cash payment in lieu of leave on average pay to Gaz. officers	F - 10	
G.20	To sanction undertaking a work for which fee is offered and acceptance of the fee	F - 10	
G.21	To permit change of name in original records including service registers	F - 11	
G.22	To sanction pension / gratuity and commutation of Pension	F - 11	
G.23	Training in Non-Railway institutions	F - 11	
G.24	To condone delay for non-insurance of flat/house, purchased / built out of House Building Advance	F - 11	
G.25	Grant of permission to Group A & B Officers for transactions in respect of acquisition or disposal of any immovable and / or movable property	F - 11	
G.26	Grant of service certificate	F - 11	
G.27	Creation / Extension of currency of work-charged posts	F - 11	

INDEX

Item No.	Description	Page No.	Addendum
	NON GAZETTED		
NG.1	Creation of posts	F - 12	
NG.2	Issue of appointment letters to Group-C and Group-D posts	F - 12	
NG.3	Promotions / Confirmations	F - 12	
NG.4	Acceptance of resignation of non-gazetted staff of Gr.C & D	F - 13	
NG.5	Re-appointment of non-gazetted staff after acceptance of resignation	F - 13	
NG.6	Transfer of Group C and Group D staff	F - 13	
NG.6.1	Temporary transfer of post from one division to another	F - 13	
NG.7	Grant of leave	F - 13	
NG.8	Sanction for investigation of claims of arrears of pay and allowances	F - 14	
NG.9	Condonation of interruption in service	F - 14	
NG.10	Grant of Daily Allowances for halts in excess of 30 days and up to 180 days	F - 14	
NG.11	Permission for retention of Railway quarters	F - 15	
NG.12	Sanction of Advance	F - 15	
NG.13	Payment of honorarium/fees	F - 15	
NG.14	To grant Advance increment on Sports Account (on recommendation of RSBC) for excellence in sports with FC	F - 16	
NG. 15	Sanction for payment of compensation to Rly. employees	F - 16	
NG.16	Recovery in installments of amounts paid erroneously to Railway employees	F - 16	
NG.17	Recovery in lump sum or in installments of arrears of Subscription due from Rly. servant	F - 16	
NG.18	Grant of children Educational Assistance and re-imbursement of tuition fees, Admission fees etc. to Railway employees	F - 17	
NG.19	Write off amounts overdrawn by the non-gazetted Railway employees	F - 17	
NG.20	Sanction to refund of Provident Fund by installment by non-gazetted staff, on re-appointment	F - 17	
NG.21	To sanction rewards to non-gazetted staff	F - 17	
NG.22	Counter signature of Traveling Allowance Journals	F - 17	
NG.23	Temporary transfer of Posts and Grades in respect of non-gazetted staff	F - 18	
NG.24	To sanction ex-gratia payment to the dependent of Railway employees	F - 18	
NG.25	Alteration of recorded date of birth of Group 'C' and Group 'D' employees	F - 18	
NG.26	Grant of permission to Group C and Group D staff for transactions in respect of acquisition or disposal of any immovable and/or movable property (above ₹15000/-)	F - 18	
NG.27	To determine the rate of Traveling Allowance to an outsider attending Departmental enquiry	F - 18	
NG.28	Grant of House Building Advance as admissible	F - 18	
NG.29	To permit change of name in original records including Service Registers subject to compliance of the prescribed procedure	F - 18	

INDEX

Item No.	Description	Page No.	Addendum
	NON GAZETTED (Contd.)		
NG.30	To sanction pension / gratuity and commutation of Pension	F - 18	
NG.31	Grant of payment of Cash equivalent of unutilized leave on Average Pay on retirement	F - 18	
NG.32	Provisional payment of Wages/ Salary	F - 19	
NG.33	To accept voluntary retirement including the waiver of notice period	F - 19	
NG.34	Classification of Railway Servants under Hours of Employment Rules	F - 19	
NG.35	To authorize a Railway servant to proceed on duty to outside the Zonal Railway	F - 19	
NG.36	Sanction of Composite Transfer grant	F - 19	
NG.37	To condone delay for non-insurance of flat / house, purchased / built Public out of House Building Advance	F - 20	
NG.38	Training in Non-Railway Institutions	F - 20	
NG.39	Waiver of cost of Training in cases of staff joining Government/ Sector Undertakings	F - 20	
NG.40	Reconstruction of Service Book / Sheet	F - 20	
NG.41	Permission for acquiring higher qualification	F - 20	
NG.42	Issue of no objection certificate for Passport & Visa	F - 20	
NG.43	Grant of compensation to an employee for loss of personal property	F - 20	
NG.44	Grant and extension of joining time as admissible	F - 20	
NG.45	Grant of advance for treatment of cancer	F - 20	
NG.46	Incentive for acquiring higher qualification	F - 20	
NG.47	Grant of service certificate	F - 21	
NG.48	Grant of Break Down Allowances	F - 21	
NG.49	Redistribution of posts in non-gazetted establishments	F - 21	
NG.50	Advance for purchase of Motor Cycle/ Scooter etc.	F - 21	
NG.51	Recovery of overpayment of arrears of rent etc.	F - 21	
NG.52	Rent-Payment of house Rent Allowance to non-gazetted staff in lieu of free quarters	F - 21	
NG.53	Grant of leave to non-gazetted staff during the period of notice of resignation	F - 21	
NG.54 (a)	Employment of near relatives in private	F - 21	
(b)	Acceptance of gift	F - 21	
(c)	Lending and borrowing under Rly. Services	F - 21	
NG.55	Handing over and taking over charges in cases in which several scattered works or stores have to be inspected before	F - 22	
NG.56	Issue of Passes for families and transportation of Personal kit and grant of actual cost of transportation of Personal effects of mileage allowance therefor	F - 22	
NG.57	Grant of Festival Advance	F - 22	

INDEX

Item No.	Description	Page No.	Addendum
	NON GAZETTED (Contd.)		
NG.58	Grant of advance of leave salary while proceeding on leave for a month or more	F - 22	
NG59	Natural Calamity Advance	F - 22	
NG.60	Grant of Passes and TA to outsiders called as witnesses in Departmental enquiry	F - 22	
NG.61	Powers to sanction officiating arrangements	F - 22	
NG.62	Forwarding of applications of serving Railway employees for posts outside the Railways	F - 22	
NG.63	Fixing of Hd.Qrs. of Rly. servants	F - 22	
NG.64	Grant of continuity certificates during the period of leave granted to the staff officiating in higher grades	F - 23	
NG.65	Grant of Spl. CL up to 30 days in a calendar year to Railway servants who are Boy Scouts or Rovers Scouts & Guides of Railway State Associations	F - 23	
NG.66	Grant of Spl. CL for attending courts to serve as Jurors or Assessors	F - 23	
NG.67	Permission to Rly. Servants holding recognized qualifications for undertaking Medical practice	F - 23	
NG. 68	Suspension of lien	F - 23	
NG.69	Recovery of over-payment from subsistence allowance	F - 23	
NG.70	Officiating promotions under the Next Below Rule	F - 23	
NG.71	Change of category from one category to another	F - 23	
Record of Correction Slips		F - 24	

EXPLANATORY NOTE

(A) FOR ABBREVIATIONS

- (1) FP** : **FULL POWERS FOR STAFF/OFFICERS WORKING UNDER THEIR CONTROL**
- (2) FP (CC)** : **FULL POWERS FOR STAFF/OFFICERS WHOSE CADRE IS ALSO UNDER THEIR CONTROL**
- (3) FC** : **WITH FINANCE CONCURRENCE – WHEREVER SPECIALLY PROVIDED**
- (4) VC** : **WITH VIGILANCE CONCURRENCE – WHEREVER SPECIALLY PROVIDED**

(B) FOR OTHER ITEMS

- (5)** GM will exercise Full Powers in respect of all the items of this schedule and also on all other items except for those mentioned in the “Negative List” issued by the Railway Board from time to time.

*** For item NG 7.1 :**

- (6)** Subordinate in-charges/Sr.Supervisory staff (Unit in-charge/Field in-charge) in scale ₹ 9300/- — ₹ 34800/- + G.P. ₹ 4600/- and above (except in Divisional Offices/HQs Offices) who are independent in-charge of establishment are authorized to grant casual leave to the staff working under them.

**** For item NG 7.2 :**

- (7)** Subordinate in-charges/Sr.Supervisory staff (Unit in-charge/Field in-charge) in scale ₹ 9300/- — ₹ 34800/- + G.P. ₹ 4600/- and above (except in Divisional Offices/HQ's Offices) who are independent in-charge of establishment are authorized to grant leave on average pay/leave on half average pay to the staff working under their Bill Unit and up to 15 days for the office staff working under them.
- (8)** CAO(C) will exercise all powers of PHOD. This list, however, does not include exclusive powers of CAO(C), for which a separate notification is being issued from time to time.
- (9)** Authority : Mentioned here refers to the respective Railway Board's orders/Serials issued from time to time.
- (10)** Independent Senior Scale Officers will exercise the powers of JAG/Branch Officers excepting the statutory powers. In a divisional office, a Senior Scale Officer in charge of a section, though independent in some respects, will not exercise the powers of JA Grade, if JA Grade posts exist in the same department in the divisional office.

SCHEDULE OF POWERS – PART ‘F’ (ESTABLISHMENT MATTERS) - 2010

GAZETTED

Srl. No.	Item	Authority/ Delegation	SERly's Sl.No	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Remarks
G.1 Grant of leave											
1.1	Casual Leave	Rule 236 of IREC Vol.I, 2003 Edn.	57/2000	FP	FP	FP	FP	FP	FP	FP	
1.2	Leave on Average Pay/ Leave on Half Average Pay	Rule 514, 523, 526 & 527 of IREC Vol.I, 1985 Edn. ACS No.4 of 1997 and ACS No.64 of 1998 (Reprint Edn. 2003)	57/2000	FP	* FP	* FP	* FP	* FP	* FP	* FP	*Where relief is required, prior consent of Cadre Controlling Officer must be obtained
1.3	Special Disability Leave	Rule 552, 553 RI (Item 1 Appex.VI)		FP	FP	FP	FP	FP	NIL	NIL	
1.4 Study Leave											
a)	Ex-India	Rule 556-RI (Appex. VI, Item No.11)		NIL	NIL	NIL	NIL	NIL	NIL	NIL	
b)	Within India	Rule 556-RI (Appex. VI, Item No.11)		FP	NIL	NIL	NIL	NIL	NIL	NIL	
G.2	Transfer of JAG/SG Officers	As per the Codal Provisions of Appendix VI to Rule 103 (11) IREC Vol.I, 2003 Edn.	57/2000	FP upto Sr. Scale	FP upto Sr. Scale	NIL	NIL	NIL	NIL	NIL	
G.3	Advance of Pay on transfer for officers working under them	Para 1113 & 1114 IREM Vol.I (1989 Edn.)	57/2000	FP	FP	FP	FP	FP	FP	NIL	
G.4 Resignation / Voluntary Retirement											
4.1	To accept resignation	Upto Sr.Scale – GM, Above Sr.Scale – Rly.Board, Rule 302 IREC Vol.I (2003 Edn.), Rule 1803 of IREC Vol.II, 2005 Edn.		NIL	NIL	NIL	NIL	NIL	NIL	NIL	VC
4.2	To accept voluntary retirement	Board's letter No. E(P&A)77/RT/46 dt. 09.11.77 (M.C.No.35)	296/77 46/90 36/96	NIL	NIL	NIL	NIL	NIL	NIL	NIL	VC Powers will be exercised by GM for Gr.B Officers only
G.5	Forwarding of applications of posts outside the Railways	Para 1402 of IREM, Vol.I(1989 Edn.)	57/2000	FP upto Sr. Scale	FP upto Sr. Scale	NIL	NIL	NIL	NIL	NIL	VC for deputation
G.6	Dual charge arrangements	Board's letter No. F(E)Spl-9 FR1/1 dt.31.12.97, Paras 645 & 646 of IREM Vol.I(1989 Edn.) as amended vide ACS No.33.	186/88 28/98	FP upto Sr Scale	NIL	NIL	NIL	NIL	NIL	NIL	This power can be exercised by GM to a period upto 6 months for below SAG Grade Officers & 3 months for SAG

Srl. No.	Item	Authority/ Delegation	SERly's Sl.No	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Remarks
G.7 Allowances											
7.1	Counter Signature on Travelling Allowance Journals	1697 of IREC Vol.II (2005 Edn.), Rly.Bd.'s Ir.No.F(E)/2003/AL-8/ 3 dt.20.11.03	57/2000 273/71	FP	FP	FP	FP	FP	FP	FP	No counter signature required
7.2	Grant of conveyance allowance	1606 R-II (2005 Edn.)	57/2000	FP	FP	FP	FP	FP	FP	FP	
7.3	Grant of TA/DA for continuous halt for more than 30 days and upto 180 days	1697 RII 2005 Edn.	273/71 335/87	FP	FP	FP	FP	FP	NIL	NIL	In case of more than 180 days, it will be deemed as permanent transfer
7.4	Grant of Advance of TA	1506 (ii) GI	109/81	FP	FP	FP	FP	FP	FP	NIL	
G.8	<u>Transfer Grant / Advance</u> Composite Transfer Grant/ Advance and other allowances	Board's letter No.F (E)/99/AL-28/2 dated 18.06.99	164/99 58/02 204/08	FP	FP	FP	FP	FP	FP	FP	At the new place of posting
G.9	Provident Fund Temporary/Final Withdrawal		Master Circular 90/95	FP	FP	FP	NIL	NIL	NIL	NIL	HOD of Personnel & Accounts
G.10	Waival of over-payments of amounts for Gazetted Officers where such over-payments were detected by Accounts/Audit after 1 year	Paragraph 1109 Genl. Admn. & Finance Code (1991 Edn.) would apply		FP	NIL	NIL	NIL	NIL	NIL	NIL	FC provided there is no possibility of recovery
G.11	Grant/Extension of joining time to officers & curtailment of normal joining time upto 30 days	Para 1109 RI (2003 Edn.)	57/2000	FP	FP	Nil	FP to DRM only	NIL	NIL	NIL	
G.12	Grant of House Building Advance as admissible	1132 of IREM Vol.I (1989 Edition)	206/80	FP except for PHOD CHOD	FP upto Sr. Scale	NIL	NIL	NIL	NIL	NIL	
G.13	Advance for purchase of Motor Car/ Motor cycles/ Scooter	Para 1108 of IREM Vol.I (1989 Edn.)	57/2000 11/98	FP	FP	FP	NIL	NIL	NIL	NIL	
G.14	Handing over and taking over charge in cases in which several scattered works of stores have to be inspected before completing transfer of charge-treatment of period as on duty		57/2000 210/87, 273/71	FP	FP upto JAG	FP upto JAG	FP upto JAG	FP upto JAG	NIL	NIL	

Srl. No.	Item	Authority/ Delegation	SERly's Sl.No	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Remarks
G.15	Fixing of HQs of GAZ officers other than HODs/ AGMs	Applicable to other than work charged posts	57/2000	FP upto Sr. Scale	FP upto Sr. Scale	NIL	NIL	NIL	NIL	NIL	
G.16	Permission to GAZ officers to attend conference, congress or meetings in India recognized by Railway Board on duty or grant them Spl. C.L. up to 30 days & Spl. Passes	Para 1689 of IREC Vol.II (2005 Edn.)	57/2000	FP	FP upto JAG	FP upto Sr. Scale	NIL	NIL	NIL	NIL	
G.17	To permit GAZ officers to undertake journeys by road between stations connected by rail in the following type of cases:-	Para 1630 of IREC Vol.II (2005 Edn.)									
17.1	Journeys for surprise inspections of level crossing gates		95/69 109/81 57/2000	FP	FP	FP	FP	FP	FP	NIL	
17.2	Journeys in connection with accidents & breaches		57/2000	FP	FP	FP	FP	FP	FP	FP	
17.3	Journeys for surprise checks at Stations in the nature of raids by road		57/2000	FP	FP	FP	FP	FP	FP	NIL	
G.18	Permission to proceed on duty to foreign Railway Station		57/2000 178/65	FP except PHOD	FP	FP	FP	FP	FP	NIL	
G.19	Grant of cash payment in lieu of leave on average pay to Gaz. officers on the date of retirement	Rule 550 (I) (d) IREC Vol.II (2005 Edn.)	57/2000 210/87, 149/80	FP	FP	FP	FP	FP	Nil	NIL	
G.20	To sanction undertaking a work for which fee is offered and acceptance of the fee	Rule 1334 IREC Vol.II (1990 Edn.) , Board's letter No. E(G)90 HO1-88 dt.17.10.91, Board's Ir.No.F(X)II/ 97/PW/ 4 dt.16.9.97		FP	NIL	NIL	NIL	NIL	NIL	NIL	
20.1	Sanctioning honorarium to Rly. Officers for setting up of question papers and evaluation of answer sheets in connection with selection from Gr.C to Gr.B as per rates prescribed by Rly.Board	GM/GRC's letter No. GM/W/72/POL/2007 2007/DOP/(Estt. Matters)/6049 dated 07.12.07	206/07, 59/09	–	–	–	–	–	FP to Dy.CPO (Gaz.)	–	Subject to condition of evaluation and return within one month

Srl. No.	Item	Authority/ Delegation	SERly's Sl.No	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Remarks
20.2	To sanction honorarium in favour of Gaz.Officers for delivering lectures in various Trg. Schools of SER	FA/GRC's letter No. FB/E-25/Pt.X/100 dt. 08.12.09	–	–	–	–	–	–	–	–	FP Principals of different Training Centres
G.21	To permit change of name in original records including service registers	Para 1201 & 1202 IREM Vol.I 1989 Edn.		FP	FP to CPO only	NIL	NIL	NIL	NIL	NIL	
G.22	To sanction pension/ gratuity and commutation of Pension	Para-89(2) of Rly. Services (Pension) Rules, 1993 (Chapter-VIII)		FP	FP	FP	FP	FP	NIL	NIL	
G.23	Training in Non-Railway institutions	Bd.'s letter No.F(X)II-06/PW/18 dt. 20.08.08	154/08	FP	NIL	NIL	NIL	NIL	NIL	NIL	Within India
G.24	To condone delay for non-insurance of flat/ house , purchased/ built out of House Building Advance	Bd.'s letter No.F(E) Spl.94/Adv/3/7 dated 13.10.95	113/95, 160/95	FP upto 2 years	FP upto 2 years to CPO & FA & CAO	FP upto 2 years to Personnel & Accounts.	NIL	NIL	NIL	NIL	
G.25	Grant of permission to Group A & B Officers for transactions in respect of acquisition or disposal of any immovable and/or movable property	Rule 2/18 of Railway Services (Conduct) Rules, 1966	57/2000 206/80	FP	FP to SDGM only upto JAG/ SG	NIL	NIL	NIL	NIL	NIL	
G.26	Grant of service certificate	1620-R.I (2003 Edn.)	57/2000	FP	FP	NIL	NIL	NIL	NIL	NIL	FA&CAO / CPO / Dy.CPO(Gaz.) will have full powers on behalf of GM
G.27	Creation/Extension of currency of work-charged posts	Rly.Bd.'s Ir.No.2002 E(GC)323 dt.30.09.03 (CPO/GRC's letter No.P/G/Misc./2003 dt.09.05.03		NIL	NIL	NIL	NIL	NIL	NIL	NIL	GM can sanction with FC only

CS:F-1

SCHEDULE OF POWERS – PART ‘F’ (ESTABLISHMENT MATTERS) - 2010 NON-GAZETTED

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
NG.1 Creation of posts												
1.1	Creation of non-gazetted posts for maintenance and operation of new assets with matching surrender.	E(G)98 EC2-3 dt.3.8.98	248/98 38/99 61/2006	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	Requires personal approval of GM with FC
1.2	Creation/extension of currency of work charged posts	PC-III/74/PS-3/ UPG/5 dt. 10.5.76 and 20.10.76	CPO/ GRC's letter no. P/G/ Misc/ 2003 dt. 09.05.03	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	Requires personal approval of GM with FC
1.3	Extension of currency of temporary posts		54/87, 200/82	FP	FP	FP	NIL	NIL	NIL	NIL	NIL	Requires HODs approval
1.4	Conversion of temporary posts into permanent posts		185/81 200/82 54/87	FP	FP	FP	FP (CC)	FP (CC)	NIL	NIL	NIL	Being approved by a SAG Committee constituted by GM consisting of 3 members, one each from Personnel, Accounts & concerned Deptt.
NG.2	Issue of appointment letters to Group-C and Group-D posts	Rule 215 of IREC Vol.1(2003 Edn.)	02/2003 162/03,	FP	FP	FP	FP	FP	FP in respect of Gr.C in the Grade Pay the maximum of which does not exceed ₹4,600/-	FP in respect of Gr.C & Gr.D in the Grade Pay the maximum of which does not exceed ₹2,800/-	NIL	
NG.3 Promotions / Confirmations												
3.1	Regular promotions	Para 213 of IREM-I (1989 Edn.)	57/2000	FP	FP	FP	FP	FP	FP (GP up to ₹4600/-)	FP (GP up to ₹4200/-)	FP (GP up to ₹2800/-)	
3.2	Ad-hoc promotions	Para 216-A Chapter 11-B of IREM-I(1989 Edn.) as per S.E.Rly's Estt. Srl.No.130/98	58/99, 155/07	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	Prior approval of GM is necessary for ad hoc promotion
3.3	Confirmation			FP	FP	FP	FP	FP	FP (GP up to ₹4600/-)	FP (GP up to ₹4200/-)	FP (GP upto ₹2800/-)	

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
NG.4	Acceptance of resignation of non-gazetted staff of Gr.C & D	Rule 302(3) of IREC-I (2003 Edition)	57/2000	FP	FP	FP	FP (CC)	FP (CC)	FP (CC) (GP up to ₹4600/-)	NIL	NIL	
NG.5	Re-appointment of non-gazetted staff after acceptance of resignation.	Board's letter No.E(NG)I/91 RG1-1 dated 27.12.91, Para 402 of IREC-I (2003 Edn.)	22/92	FP	FP	NIL	NIL	NIL	NIL	NIL	NIL	
NG.6	Transfer of Group C and Group D staff	Rules 226 & 231 of IREC-I (2003 Edn.)	57/2000	FP	FP	FP	FP (CC)	FP (CC)	FP (CC) (GP up to ₹4600/-)	NIL	NIL	
NG. 6.1	Temporary transfer of post from one division to another not exceeding 180 days.			FP	FP	NIL	NIL	NIL	NIL	NIL	NIL	
NG.7 Grant of leave												
7.1	Casual leave	Rule 236 of IREC Vol.I, 2003 Edn.		FP	FP	FP	FP	FP	FP	FP	FP	* See explanatory note
7.2	Leave on Average Pay/Leave on Half Average Pay/ Terminal leave/ Leave during notice period	E(G)96 LE1-4 of 31.12.96, Rule 514, 525,526 & 527 of IREC Vol.1 (2003 Edn.)	16/97	FP	FP	FP	FP	FP	FP	FP	FP	** See explanatory note
7.3	Special Disability Leave	Para 552,553 of IREC Vol.I (2003 Edn.) Appex. V(10) First Schedule Chapter 5 App. V(IREC I, 2003 Edn.)	57/2000	FP	FP	FP	FP	FP	NIL	NIL	NIL	
7.4	Study Leave	Rule 556 of IREC Vol.I (2003 Edn.) First Schedule Chapter 5 Appex. V(3), (IREC Vol.I, 2003 Edn.)		FP	FP	FP	FP	FP	NIL	NIL	NIL	
7.5 (a)	Hospital Leave beyond 120 days	Rule 554 of IREC decision 2, Vol.I,2003 Edn.	19/92 101/93	FP	FP	FP	FP	FP	NIL	NIL	NIL	Heads of non-divisional Units in JAG/SAG Grade.
(b)	Maternity & Paternity leave	Rule 551 of IREC Vol.I (2003 Edn.)	162/97 98/99 143/99	FP	FP	FP	FP	FP	FP	FP	FP	
CS:F-1 (c)	Child Care Leave		163/08	FP	FP	NIL	FP	NIL	NIL	NIL	NIL	

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
7.6 (a)	Special casual leave for participation in national and international events including trekking expeditions	Item-5(1) of Annexure-C to Master Circular No.10	57/2000 47/90	FP upto 90 days	FP upto 30 days	FP upto 30 days	FP upto 30 days	FP upto 30 days	FP upto 30 days employees whose GP up to ₹4200/-	NIL	NIL	
(b)	Grant of Special Casual Leave in excess of 30 days and up to an additional 90 days	Rly.Bd.'s Ir.No. E(Sports)/2000/ Policy/2 AGM dt.22.04.04	57/2000 33/05	FP	FP	NIL	FP (CC)	NIL	NIL	NIL	NIL	120 days of SCL be clubbed and given to players in a calendar year for ordinary and national team tournaments.
7.7	Extra-ordinary leave solely or in continuation with LAP and LHAP (inclusive of combined leave made up of LAP and LHAP subject to a maximum of 5 yrs)	Rule 530 (sub rule -5) of IREC Vol.I, 2003 Edn.	273/71, 57/2000	FP	FP	FP	FP	FP	NIL	NIL	NIL	
7.8	Leave to Railway servants in respect of whom a medical authority has reported that there is no reasonable prospect that he will be fit to return on duty	Rule 552, IREC Vol.I, 1985 Edn. (Reprint 2003 Edn.)	273/71	FP	FP	FP	FP	FP	FP	NIL	NIL	
7.9	Counting of Extra-ordinary leave for increment	Para 1320 of IREC Vol.II 2005 (b-ii)		FP	FP	FP	FP	NIL	NIL	NIL	NIL	
NG.8	Sanction for investigation of claims of arrears of pay and allowances	1004 and 1006 of IREM Vol.I, 1989 Edn. Rule 1021 G (1991) duly amended	17/2002 54/2003	FP	FP	FP	FP	FP	NIL	NIL	NIL	With FC
NG.9	Condonation of interruption in service	Para-43 of Railway Services (Pension) Rules, 1993	57/2000	FP	FP	FP	FP (CC)	FP (CC)	NIL	NIL	NIL	With FC
NG. 10	Grant of Daily Allowances for halts in excess of 30 days and upto 180 days		57/2000	FP	FP up to 120 days	FP up to 120 days	FP up to 120 days	FP up to 120 days	FP up to 60 days	NIL	NIL	In case of more than 180 days, it will be deemed as permanent transfer

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
NG.11 <u>Permission for retention of Railway quarters</u>												
11.1	To permit to continue the occupation of railway quarter after retirement	E(G) 92 QRI-20 (MC) dt. 19.01.93.	62/95	FP up to 8 months	FP up to 8 months	FP up to 8 months	FP up to 8 months	FP up to 8 months	FP up to 8 months	FP up to 8 months	FP up to 8 months	
11.2	To permit to continue the occupation of railway quarter after death	E(G)98 QR1-11 dt.17.8.99	62/99 & 231/99	FP up to 24 months	FP up to 24 months	FP up to 24 months	FP up to 24 months	FP up to 24 months	FP up to 24 months	FP up to 24 months	FP up to 24 months	
11.3	To permit to continue the occupation of railway quarter in case of resignation/ discharge	Para-10.28 of Bd.'s Ir. No.E(G) 2006 QR 1-6 dtd. 20.04.07.	132/07	FP up to 01 month	FP up to 01 month	FP up to 01 month	FP up to 01 month	FP up to 01 month	FP up to 01 month	FP up to 01 month	FP up to 01 month	
11.4	Joint occupation of Railway quarters as per extant rules and orders-recovery of rent	1712 of IREM Vol.II 1990 Edn.		FP	FP	FP	FP	FP	FP	FP	Nil	
NG.12 <u>Sanction of Advance</u>												
12.1	Advances from Provident Fund	Rule 922 R.I, 2003		FP	FP	FP	FP	FP	FP	FP	FP (for GP upto ₹4200/- only)	
12.2	Advance of Travelling Allowance	1110 of IREM Vol.I 1989 Edn	57/2000	FP	FP	FP	FP	FP	FP	NIL	NIL	
12.3	Advance of pay on Transfer	1113 and 1118 of IREM –	57/2000	FP	FP	FP	FP	FP	FP	NIL	NIL	
12.4	Advance of pay to non-gazetted Railway servants under very special circumstances viz. the Railway servant's camp is burnt or serious damage caused to his belongings due to floods etc.	1123 of IREM Vol.I(1989 Edn.)	57/2000	FP	FP	FP	FP	FP	NIL	NIL	NIL	
NG.13 <u>Payment of honorarium/fees</u>												
13.1 (a)	To sanction undertaking a work for which honorarium is offered		30/08	FP	FP	NIL	NIL	NIL	NIL	NIL	NIL	With FC
13.1 (b)	To grant or sanction payment of honorarium		30/08	FP up to ₹ 10000/-	FP up to ₹ 10000/-	FP up to ₹ 7500/-	FP up to ₹ 7500/-	FP up to ₹ 7500/-	FP up to ₹ 5000/-	FP up to ₹ 2000/-	FP up to ₹ 2000/-	Where the honorarium is recurring, the limit applies to the total amount paid in one financial year

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
13.2	To sanction hono- rium in favour of Non- Gaz.staff for delivering lectures in various Trg.Schools of SER	FA/GRC's letter No.FB/E-25/ Pt.X/100 dated 08.12.09	-	-	-	-	-	-	-	-	-	FP to Principals of different Training Centres
13.3	To sanction under- taking a work for which fee is offered and acceptance of the Fee	Rule 1334 (A&C) IREC, Vol.II (2005 Edn.) Board's letr. No.E(G) 90 HO1-88 dated 17.10.91, Board's letter No.F(X)II/97/ PW/4 dated 16.9.97		FP up to ₹5000/-	FP up to ₹5000/-	FP up to ₹4000/-	FP up to ₹4000/-	FP up to ₹3000/-	FP up to ₹2000/-	NIL	NIL	FC
NG. 14	To grant Advance increment on Sports A c c o u n t (o n recommendation of RSBC) for excellence in sports with FC	Board's letter No.E/Sports/ 2007/Policy/3 dt.30.3.07 with the advice of Rly. Bd.	78/07	FP	FP	FP	FP	NIL	NIL	NIL	NIL	With FC
NG. 15.1	Sanction for payment of compensation under W o r k m e n ' s Compensation Act/ 1923	Section [2(1) (e&f)] & section 4 of WC Act (1923) duly amended	65/97, 112/01	FP	FP	FP	FP	FP	FP upto the workmen whose GP do not exceed ₹4200/-	NIL	NIL	With FC maximum wages to be computed ₹4,000/- p.m.
15.2	Sanction for payment of compensation to Rly. employees injured in accident caused by the working of trains or railway engine when injury made in the discharge of duty.	Item 18 of Rly Bds.Ir no. F(X)II- 2010/PW/2 dt. 11.10.2010		FP upto 24 mo- nths emolu- ments	FP upto 24 mo- nths emolu- ments	FP upto 24 mo- nths emolu- ments	FP upto 24 mo- nths emolu- ments	FP upto 24 mo- nths emolu- ments	FP upto 24 mon- ths emo- luments to the employees whose GP do not exceed ₹4200/-	NIL	NIL	With FC
NG. 16	Recovery in install- ments of amounts paid erroneously to Railway employees	Para 1013- B(IREM Vol.I- 1989 Edn.) and 1105 Admn. & Finance Code		FP	FP	FP	FP	FP	NIL	NIL	NIL	
NG. 17	Recovery in lump sum or in instalments of arrears of Subscription due from Rly. servant who is admitted as a subscriber to the Provident Fund with retrospective effect	Para 911 of IREC Vol.I(2003 Edn.)-		FP	FP	FP	FP	FP	FP	FP	FP	

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
NG.18 Grant of Children Educational Assistance and re-imbursement of Tuition fees, Admission fees etc. to Railway employees												
18.1	Educational Allowance	Rly Bd's letter No.E(W) 2008/ E D - 2 / 4 dt.01.10.08	148/08, 36/09 194/09	FP	FP	FP	FP	FP	FP	FP	* FP	*In respect of staff under his control in GP, the maximum of which does not exceed ₹4200/-.
18.2	Hostel subsidy	Rly Bd's letter No.E(W)2008/ E D - 2 / 4 dt.01.10.08	148/08	FP	FP	FP	FP	FP	FP	FP	FP	
NG. 19	Write off amounts overdrawn by the non-gazetted Railway employees	Para 1017 & 1018 of IREM Vol.I(1989 Edn. and 1109 G (1991)	210/87, 57/2K	FP	FP up to ₹5000/-	FP up to ₹5000/-	FP up to ₹5000/-	FP up to ₹3000/-	FP up to ₹2000/-	NIL	NIL	FC
NG. 20	Sanction to refund of Provident Fund by installment by non-gazetted staff, on re-appointment	Para 917-IREC Vol.I(2003 Edn.)		FP	FP	FP	FP	FP	FP	Nil	Nil	
NG.21 To sanction rewards to non-gazetted staff												
21.1	Who have done exemplary work to avert accidents	Board's letter No.F(X)II-2008/ PW/6 dt. 16.01.09	168/09 63/09	FP upto ₹ 15000/-	FP upto ₹ 10000/-	FP upto ₹ 2500/-	FP upto ₹ 2500/- for DRM only	NIL	NIL	NIL	NIL	
21.2	Suggestions and inventions	Board's letter No.F(X)II-2008/ PW/6 dt. 16.01.09	63/09	FP up to ₹5000/-	FP up to ₹3000/-	FP up to ₹2000/-	FP up to ₹3000/-	FP up to ₹2000/-	FP up to ₹500/-	NIL	NIL	Rly Bd's letter No.F(E)-1/ 2003/ AL-8/3 dt.20.11.03
21.3	Other cases of meritorious outstanding work	Board's letter No.F(X)II-2008/ PW/6 dt. 16.01.09	63/09	FP up to ₹5000/-	FP up to ₹3000/-	FP up to ₹2000/-	FP up to ₹3000/-	FP up to ₹2000/-	FP up to ₹500/-	NIL	NIL	
NG. 22	Counter signature of Travelling Allowance Journals	Rule 1697 of IREC Vol.II (2005 Edn.)	57/2K	FP	FP	FP	FP	FP	FP	FP	FP	

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
NG. 23	Temporary transfer of Posts and Grades in respect of non-gazetted staff from one station to another upto 180 days within the division	Item 51 of 1648 RII		FP	FP For HQ control posts only	NIL	FP For Division control posts only	NIL	NIL	NIL	NIL	
NG. 24	To sanction exgratia payment to the dependent of Railway employees in the event of his/her death arising out of injuries sustained while on duty	(1) Board's letter No .E(W)99/CP-1/1 dtd.5.11.99. (2) JPO's No.P/ W/16/MISC./ E x g r a t i a dtd.23.10.08.	45/2K and 155/08	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	Exgratia to tune of ₹10 lacs/15 lacs With personal sanction of GM and FA&CAO's concurrence
NG. 25	Alteration of recorded date of birth of Group 'C' and Group 'D' employees	Rule 225 (4) (i) of IREC Vol.I (2003 Edn.)	273/71 109/81	NIL	FP to CPO only	NIL	NIL	NIL	NIL	NIL	NIL	FP to CPO following Rule 225 (4) (i) to (iii) of IREC Vol.- I (2003 Edn.)
NG. 26	Grant of permission to Group C and Group D staff for transactions in respect of acquisition or disposal of any immovable and/or movable property (above ₹15000/-.	Note 2(II) of Rule 18 of Railway Services(Conduct) Rules,1966- of R1 (2003)	72/04	FP	FP	FP	FP	FP	FP	NIL	NIL	Moveable property should be above ₹15000/-
NG. 27	To determine the rate of Travelling Allowance to an outsider attending Departmental enquiry	1696 of IREC Vol.II (2005)		FP	FP	FP	FP	FP	NIL	NIL	NIL	With FC
NG. 28	Grant of House Building Advance as admissible	1132 (5) of IREM Vol.I(1989 Edn.)-sible	57/2K & 185/09	FP	FP	FP	FP	FP	NIL	NIL	NIL	
NG. 29	To permit change of name in original records including Service Registers subject to compliance of the prescribed procedure	Paras 1201 and 1202 of IREM Vol.I, 1989 Edn.	57/2K	FP	FP	FP	FP	FP	NIL	NIL	NIL	
NG. 30	To sanction pension/ gratuity and commutation of Pension	Para-89 of Railway Services (Pension) Rules, 1993(Chapter VIII)		FP	FP	FP	FP	FP	FP	FP	NIL	
NG. 31	Grant of payment of Cash equivalent of unutilized leave on Average Pay on retirement	Rule 550(1)A (1)(d)-IREC Vol I 2003.	57/2K	FP	FP	FP	FP	FP	FP	FP	FP	

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
NG. 32	Provisional payment of Wages/ Salary	1103 of Genl. Admn. & Finance Code, 1991		FP up to 3 months only	FP up to 3 months only	FP up to 3 months only	FP up to 3 months only	FP up to 3 months only	NIL	NIL	NIL	Provisional payment beyond 3 months will require GM's personal sanction
NG. 33	To accept voluntary retirement including the waiver of notice period	Rule 1803(b)(2) IREC Vol II 2005 Edn.	39/81	FP	FP	FP	FP (CC)	FP (CC)	FP(CC) upto GP ₹ 4200	NIL	NIL	VC
NG. 34	Classification of Railway Servants under Hours of Employment Rules	Section 130 of Railways Act, 1989 & Rly. Bd's Ir.No. E (LL) 2001/ HER/9 dt. 09.08.05	169/05	Nil	FP to CPO only	NIL	NIL	NIL	NIL	NIL	NIL	With FC
34.1	Temporary exemption under Hours of Employment Rules	Rule 9 of Railway Servants Hours of Employment Rules, 1961 (HER) duly amended as per notification (GSR-No.75) dtd.28.02.05)	169/05	FP	FP	FP	FP	FP	NIL	NIL	NIL	
NG. 35	To authorize a Railway servant to proceed on duty to outside the Zonal Railway	Board's letter No.F(E)68/PW5/ 1/1 dt.3.4.69	195/07	FP	FP	FP	FP	FP	FP to JAG only	NIL	NIL	
NG.36 Sanction of Composite Transfer grant												
36.1	To sanction Composite Transfer grant	Rule 1643(-D(1)) of IREC Vol.II 2005 Edn. as amended vide Bd's letter No. F(E)/99/AL 28/2 dt.18.6.99(ACS No.43)	164/99	FP	FP	FP	FP	FP	FP	NIL	NIL	
36.2	To sanction Composite Transfer grant for belated claims due to delayed journey performed.	F(E)/89/AL/28/ 11 dt. 23.02.90	67/90, 58/02 and 20/05									
a)	Within one year of retirement/death		58/02	FP	FP	FP	FP	FP	FP	NIL	NIL	
b)	Beyond one year but within two years of retirement/death		67/90	FP	NIL	NIL	NIL	NIL	NIL	NIL	NIL	With FC

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
NG. 37	To condone delay for non-insurance of flat/ house, purchased/built out of House Building Advance	Board's letter No.F(E) Spl. 94/ Adv./3/7 dt. 13.10.95	160/95	FP up to 2 years	FP up to 2 years	FP up to 2 years	FP up to 2 years	FP up to 2 years	NIL	NIL	NIL	
NG. 38	Training in Non-Railway Institutions	Bd.'s letter No.F(X)II-06/PW /18 dt. 20.08.08	154/08	FP	FP upto ₹1 lakh p.a.	NIL	FP DRM upto ₹50000 p.a. and CWM upto ₹40000 p.a.	NIL	NIL	NIL	NIL	With FC
NG. 39	Waival of cost of Training in cases of staff joining Government/Public Sector Undertakings	Master Circular No.30		FP	FP	NIL	FP DRM only	NIL	NIL	NIL	NIL	With FC
NG.40 Reconstruction of Service Book / Sheet												
40.1	Reconstruction of Service Book/Sheet with available records	E(NG)60 PTN1/ 3 dt.28.3.60 as amended from time to time	73/84, 168/80, 159/83	FP	FP to CPO & FA & CAO only	NIL	FP (CC)	FP (CC)	NIL	NIL	NIL	With FC
40.2	Reconstruction of Service Book/Sheet on the basis of affidavits when no records are available	E(NG)60 PTN1/ 3 dt.28.3.60 as amended from time to time	169/60	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	Requires sanction of Rly. Bd.
NG. 41	Permission for acquiring higher qualification		313/68	FP	FP	FP	FP	FP	FP	NIL	NIL	
NG. 42	Issue of no objection certificate for Passport & Visa		210/76	FP	FP	FP	FP	FP	NIL	NIL	NIL	
NG. 43	Grant of compensation to a employee for loss of personal property	Para 1204 R-I	30/08	FP Upto ₹ 5000/-	FP Upto ₹ 5000/-	FP Upto ₹ 3000/-	FP Upto ₹ 3000/-	FP Upto ₹ 3000/-	NIL	NIL	NIL	With FC
NG. 44	1.Grant of joining time as admissible	Para 1108-R-1	109/81	FP	FP	FP	FP	FP	FP	FP	FP	
		Para 1109-R.I		FP	FP	NIL	FP	NIL	NIL	NIL	NIL	
NG. 45	2.Extension of Joining time upto 30 days	Para 1124 of IREM Vol.I (1989 Edn.)	109/81	FP	FP	FP	FP	FP	FP	FP	FP	With FC (Basic Pay + GP maximum limit 4 months.)
	Grant of advance for treatment of cancer											
NG. 46	Incentive for acquiring higher qualification		126/00	FP	FP	FP	FP	FP	NIL	NIL	NIL	With FC (Basic Pay + GP maximum limit 4 months.)

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks	
3	NG. 47	Grant of service certificate	1620-R.I	57/2000	FP	FP	FP	FP	FP	NIL	NIL	NIL	
	NG. 48	Grant of Break Down Allowances to Running Shed staff, Relief Train staff, Elect. Staff & Carriage and wagon Deptt. staff		57/2000	FP	FP	FP	FP	FP	FP	FP	FP	
	NG. 49	Redistribution of posts in non-gazetted establishments		57/2000	FP	FP to CPO and FA & CAO only for HQ controlled post	NIL	FP (CC) to DRM & CWM for divisionally controlled post	FP (CC) for divisionally controlled post	NIL	NIL	NIL	
CS No.F-2													
	NG. 50	Advance for purchase of Motor Cycle/ Scooter etc.		135/72 276/87	FP	FP	FP	FP	FP	NIL	NIL	NIL	
	NG. 51	Recovery of overpayment of arrears of rent etc.		57/2000	FP	FP	FP	FP	FP	NIL	NIL	NIL	
	NG. 52	Rent-Payment of house Rent Allowance to non-gazetted staff in lieu of free quarters as per extant rules and orders		57/2000	FP	FP	FP	FP	FP	NIL	NIL	NIL	
	NG. 53	Grant of leave to non-gazetted staff during the period of notice of resignation		57/2000	FP	FP	FP	FP	FP	NIL	NIL	NIL	
	NG. 54 a)	Employment of near relatives in private undertakings enjoying Government patronage under Rly. Services	Rly. Services (Conduct)Rules, 1966	222/87	FP	FP	FP	FP	FP	NIL	NIL	NIL	
	b)	Acceptance of gift, value of which exceeds the prescribed limits under Rly. Services (Conduct) Rules	Rly. Services (Conduct)Rules, 1966	222/87	FP	FP	FP	FP	FP	NIL	NIL	NIL	
	c)	Lending and borrowing under Rly. Services	Rly. Services (Conduct)Rules, 1966	222/87	FP	FP	FP	FP	FP	NIL	NIL	NIL	

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
NG. 55	Handing over and taking over charges in cases in which several scattered works or stores have to be inspected before		57/2000 210/87	FP	FP	FP	FP	FP upto 6 days	FP upto 6 days	FP upto 6 days	NIL	
NG. 56	Issue of Passes for families and transportation of Personal kit beyond the time limit of 12 months and grant of actual cost of transportation of Personal effects of mileage allowance therefor within the time limit to which it is relaxed in respect of Passes for families		57/2000	FP	FP to FA & CAO & CPO only	Nil	FP	FP	NIL	NIL	NIL	FA for Accounts and CPO for other departments
NG. 57	Grant of Festival Advance	Para 1125 of IREM-I & Rly. Bd's Ir.No. E/LL/ 97/FA/ dt. 6.1.98	57/2000 18/98	FP	FP	FP	FP	FP	FP	FP	FP	
NG. 58	Grant of advance of leave salary while proceeding on leave for a month or more	Para 1632	57/2000	FP	FP	FP	FP	FP	FP	NIL	NIL	
NG 59	Natural Calamity Advance		280/99 54/98	FP	FP	FP	FP	FP	FP	NIL	NIL	
NG. 60	Grant of Passes and TA to outsiders called as witnesses in Departmental enquiry	Para 1695 R.II (2005 Edition)	57/2000	FP	FP	FP	FP	FP	NIL	NIL	NIL	
NG. 61	Powers to sanction officiating arrangements in place of staff sent for training on refresher courses on the Railways for a period exceeding one month	Para 1320 R.II (2005 Edition)	57/2000	FP upto one year	FP upto 4 months	FP upto 4 months	FP (CC) upto 4 months	FP (CC) upto 4 months	FP (CC) upto 3 months	NIL	NIL	
NG. 62	Forwarding of applications of serving Railway employees for posts outside the Railways	Para 1402 of IREM Vol.I	57/2000	FP	FP	FP	NIL	NIL	NIL	NIL	NIL	VC for deputation & training abroad
NG 63	Fixing of Hd.Qrs. of Rly.servants		57/2000	FP	FP	FP	FP (CC)	FP (CC)	FP (CC)	NIL	NIL	

Srl. No.	Item	Authority/ Delegation	SERly's Sl. No.	AGM	PHOD/ CHOD	HOD	DRM/ CWM	ADRM	JAG/ Br. Officer/ Independent Sr.Scale	Sr. Scale	Jr. Scale/ Gr.B	Remarks
NG. 64	Grant of continuity certificates during the period of leave granted to the staff officiating in higher grades for the purpose of increment where officiating arrangement is made		210/87	FP	FP	FP	FP	FP	FP	NIL	NIL	
NG. 65	Grant of Spl. CL up to 30 days in a calendar year to Railway servants who are Boy Scouts or Rovers Scouts & Guides of Rly. State Associations		210/87	FP	FP	FP	FP	FP	FP	FP	FP	
NG. 66	Grant of Spl.CL for attending courts to serve as Jurors or Assessors			FP	FP	FP	FP	FP	FP	NIL	NIL	
NG. 67	Permission to Rly. Servants holding recognized qualifications in any system of medicine & registered under the relevant laws in force in State/Union Territory concerned for under-taking Medical practice during their spare time, purely on charitable basis without detriment to official duties		210/87	FP	FP	FP	FP	FP	NIL	NIL	NIL	
NG. 68	Suspension of lien		109/81	FP	FP	FP	FP (CC)	FP (CC)	NIL	NIL	NIL	
NG. 69	Recovery of over-payment from subsistence allowance			FP	FP	FP	FP	FP	FP	FP	Nil	
NG. 70	Officiating promotions under the Next Below Rule in a cadre in vacancies of more than 90 days duration and also subject to the conditions stipulated	F(E)II/71 PA/4/1 dt. 21.10.71.	109/81 310/71	NIL	FP to CPO & FA & CAO only	NIL	NIL	NIL	NIL	NIL	NIL	
NG. 71	Change of category from one category to another			FP	FP	FP	FP	NIL	NIL	NIL	NIL	With FC

RECORD OF CORRECTION SLIPS

[illegible]

Powers of the General Manager

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD**

No. F(X)II-2010/PW/2

New Delhi, dated 11/10/2010.

**The General Managers,
All Indian Railways,
Including CLW, DLW, ICF, RCF & Rail Wheel Factory.
Metro Railway, Kolkata.**

**The General Manager (Const.),
N.F. Railway, Guwahati.**

CAOs (Constn), All Indian Railways (except NF Railway)

The Director General and Ex-Officio General Manager, RDSO, Lucknow.

**The General Manager,
Central Organisation for Rly. Electrification, Allahabad.**

CAO, MTP/Mumbai.

CAO/DLMW, Patiala and COFMOW, New Delhi

Sub : Delegation of Powers to General Managers - Revision of Annexure-II to
Chapter V, Indian Railways Financial Code, Vol. I.

The powers of General Managers are laid down in Annexure-II to Chapter-V of the Indian Railways Financial Code, Volume-I. A revised version of these powers was last issued vide Board's letter No. F(X)II—2007/PW/4 dated 21/09/2007 read with letter No. F(X)II-2007/PW/4 dated 30/10/2007. These powers have been further liberalized/ enhanced by Board from time to time. In supersession of all the circulars issued on the subject, a comprehensive list of powers in the form of Advance Correction Slip No. 69 is enclosed.

Please acknowledge receipt.

Sd/-
(Anju Ranjan)
Director Finance (Exp.)
Railway Board.

ADVANCE CORRECTION SLIP NO. 69
FINANCIAL CODE VOLUME I – 1982 EDITION (REPRINT – 1998)
ANNEXURE – II (See Paragraph – 505)
POWERS OF GENERAL MANAGERS OF INDIAN RAILWAYS

In supersession of existing orders on the subject, the President is pleased to make the following rules specifying the areas in which the General Managers may not sanction expenditure or deal with other matters without previous sanction of the higher authority. These rules will be applicable to General Managers of Zonal Railways and Production Units as well as Director General, Research Design and Standards Organisation and General Managers (Construction) in so far as they relate to them.

Subject to the observance of these rules, the General Managers shall have powers to sanction expenditure and to delegate their powers to authorities subordinate to them along with powers to re-delegate them to lower authorities.

Any delegation or re-delegation of powers by the General Managers to authorities subordinate to them should be made only in consultation with the Financial Adviser and Chief Accounts Officers of the Railways and will be subject to the existing codal provision as well as other regulations/instructions issued by Railway Board from time to time. In the event of a difference of opinion between the General Manager and the Financial Adviser and Chief Accounts Officer, the matter should be referred to Railway Board for orders.

The exercise of the powers delegated shall be subject to existing Codal Provisions, Rules and Regulations as well as restrictions imposed from time to time by Railway Board in the context of economy in expenditure or otherwise.

RULES

The previous sanction of the higher authority is necessary

A - Gazetted Staff.

1. To the creation and the abolition of a permanent post and to the alteration of the scale of pay of a service or of a post.
2. To the keeping of a post sanctioned by the Railway Board unfilled for more than twelve months upto JA Grade provided that if the post has remained unfilled for more than six months, its justification is established afresh with the concurrence of Financial Adviser and Chief Accounts Officer before operating the post.
3. To the creation of a temporary post except that post may be created without higher sanction in Senior Scale/Class II Services for a period not exceeding six months/ twelve months respectively in emergent situation with concurrence of Financial Adviser and Chief Accounts Officer and provided that the post will not be operated beyond six months/twelve months.
4. (a) To the creation of work-charged posts above JA Grade against Construction/Survey/Scrap Sale/M&P estimates.

NOTE: Temporary/Work-charged post/posts in JA grade, Senior Scale, Junior Scale, or Class II specifically provided for in a Construction/Survey/M&P/Scrap Sale Estimate or in an urgency Certificate sanctioned by the General Manager or by the Railway Board may be created/ extended by the General Manager with prior concurrence of Financial Adviser and Chief Accounts Officer.

- (b) To the grant of provisional payment beyond 3 months to incumbents of such posts which are proposed to be extended beyond available sanction and which need approval of Railway Board.
5. (a) To grant to a Railway Officer emoluments (whether as pay, honorarium or allowances of any sort) higher than that admissible under the Railway Rules or any orders of the Government of India.
- (b) To permit a Railway Officer to undertake work and / or receive fee (non-recurring or recurring) from private sources exceeding ₹5000/- in each individual case.
- (c) To permit Medical Officers including Chief Medical Officer to receive fees for professional attendance if they hold posts in which private practice is debarred under orders of a higher authority.
- (d) To grant to an Officer above JA Grade a reward in excess of ₹3000/- in each individual case for Zonal Railways and Production Units, and ₹5000/- in each individual case for RDSO.

[Authority : Board's letter No. F(X)II-97/PW/4 dt 5/5/98. (Corrigendum)]

- (e) To the acceptance of honorarium by a Gazetted Railway servant in excess of ₹10,000/- in a year for undertaking work as arbitrator in a dispute in which the Railway Administration is a party and in excess of ₹1000/- in a year in all other types of cases, except cases of acceptance of honorarium for conducting Disciplinary Enquiries against Railway Officers arising out of Vigilance/CBI cases where the limit shall be ₹6750/- (Rs. Six thousand seven hundred and fifty only) in a year.

[Authority : Board's letters No. F(X)II-94/PW/3 dt. 28/11/96 and F(X)II-2008/PW/6, dt. 15/10/2009.]

NOTE : (i) General Manager may grant to an Officer upto and including SA Grade in addition to his pay, special pay limited to 10% of the presumptive pay of the additional post when he holds charge of another post in addition to his own, provided the additional charge is held for a period exceeding 45 days but not exceeding six months in the case of officers upto and including JA Grade, and 3 months in the case of officers working in SA Grade.

(ii) The aggregate of pay and additional pay shall not exceed ₹80,000/- per month.

(iii) The dual charge arrangement shall not be carried beyond six months in the case of JA Grade and three months in the case of SA Grade officers under any circumstances.

[Authority: Board's letters No. F(X)II-94/PW/9, dt. 29/12/94, F(E) Spl. 98/FR/1/1 dt. 28/01/2000 and F(E) Spl. 2009/FR/1/3 dt. 21/06/2010.]

6. To the write-off of –

(a) Advances.

(b) Amounts overdrawn by Officers, or otherwise due from them, which were discovered in audit within a year.

7. To the construction or purchase of a building for use as residence by an Officer or to hire a building for use as residence by an Officer under conditions which fall outside the framework of the extant instructions in regard to the ceiling of rental, minimum period for the lease and other conditions.

8. To the acceptance of resignation of an Administrative Grade Officer.

NOTE : The General Manager, while accepting resignations of the Officers upto Senior Scale level, will have the power to waive the prescribed notice period in respect of Probationary Officers selected for IAS/IFS/IPS.

B – Non-Gazetted Staff

9. To the Grant of special pay or other additions to pay or to the grant of personal pay otherwise than in accordance with Rule 2003(23) (a)-RII and allowances other than those admissible under Railway Fundamental or Supplementary Rules or any other orders of the Government of India.

10. (a) To the grant of honorarium in excess of ₹10,000/- in each individual case.

NOTE : Where the honorarium is recurring, the limit of ₹10,000/- applies to the total amount paid in a financial year.

(Authority: Board's letter No.F(X)II/94/PW/3, dt. 26/03/96.)

(b) To the grant of reward in excess of ₹5000/- in each individual case.

(c) To the grant of reward in excess of ₹15,000/- in each individual case to Railway employees who have done exemplary work to avert accidents.

NOTE : The powers indicated in 10(c) above may be re-delegated to DRMs upto ₹2,500/- in each case..

(Authority: Board's letter No.F(X)II-2008/PW/6, dt. 16/01/09.)

C - General : Gazetted and Non-Gazetted Staff

11. To the grant of advances otherwise than as authorised under general rules and orders.
12. To the grant of leave otherwise than as admissible under the rules.
13. To the deputation of a Railway servant out of India.

NOTE : DG/RDSO, however, will be guided by Board's extant orders on the subject.

14. To the ex-gratia payment of bonuses or rewards for inventions for which the inventor is not allowed to take a patent or is instructed to assign his patent rights to the Government.

NOTE : DG/RDSO may however grant ex-gratia payment of bonuses or rewards upto ₹5,000/- each for such inventions.

(Authority: Board's letter No. F(X)II/93/PW/2, dt. 8/7/93)

15. To the grant of rewards for detection and/or apprehension of offenders in a criminal case in excess of ₹5,000/- in each case.
16. To the reimbursement of legal expenses of a Railway servant –
 - a) Who institutes a suit in a Court of Law without the prior approval of the Railway Administration; or
 - b) Who incurs such expenses in defending legal proceedings instituted against him in respect of acts done or purported to have been done in the execution of his duty either by an outsider or at the instance of the Railway Administration or with the specific sanction or under the specific order of the State Government or the Central Government.
17. To the purchase of a motor-car, motor cycle or motor boat or any other vehicle.

NOTE :(1) The General Manager may hire vehicles subject to existing instructions of Board, as modified from time to time.

(Authority: Board's letters No. F(X)II-2006/PW/11 dt. 15/05/2007 and 28/05/2008).

- (2) Before hiring of a vehicle is sanctioned, it should be certified that the demand cannot be met by transfer from one of the works on hand or completed.

18. To the payment of compensation in case of Railway accidents other than those awarded by Railway Claims Tribunal to the dependants of Railway employees killed or to Railway employees injured in accidents caused by the working of trains or Railway engines provided that the death or injury was met with in the discharge of their duties otherwise than due to their own negligence or willful action, in excess of a maximum of 24 months' emoluments of the Railway employee.

NOTE : (1) In the case of persons to whom the Workmen's Compensation Act applies, compensation shall be paid under this rule only if the authority competent to sanction compensation considers that more liberal treatment than that given by the Act is necessary. The compensation so paid shall not, inclusive of the compensation payable under the Act, exceed the amount admissible under this rule.

- (2) The term "emoluments" means monthly average of emoluments as defined in paragraph 2544-R/II (CSR 486) and in the case of running staff the emoluments will include the

pay element in running allowance viz., 30% of the average basic pay drawn during the last twelve months or during the entire service if it is less than twelve months.

- (3) The above ceiling of 24 months' emoluments would not be applicable wherever the compensation is paid strictly as per the statutory provisions of the Workmen's Compensation Act.

(Authority: Board's letters No. F(X)II-2003/PW/10 Pt. II dated 18/11/2004).

19. To the grant of compensation to a Railway employee for loss of private property except compensation in excess of ₹5,000/- in any individual case for loss suffered by an employee in the course of a strike or Railway accident in the execution of Railway duty and from circumstances arising directly out of that duty.
20. To the sanction of ex-gratia payment in excess of ₹3,000/- to the dependant of a Railway employee in the event of his/her death arising out of injuries sustained in the execution of his/her duty.
21. To the payment of medical charges otherwise than as authorised under general rules or orders.
22. To permit a Railway servant below the rank of Junior Administrative Grade to travel by Air on duty.

NOTE: Grant of permission by the General Manager to Junior Administrative Grade Officers to travel by Air on duty would be subject to the following conditions :

1. These powers may be exercised only by General Managers and not by CAOs, and, are not to be re-delegated further. However, the Chief Administrative Officer, COFMOW/New Delhi, DCW/Patiala and MTP/Chennai may also exercise these powers with the personal concurrence of FA & CAO.

(Authority: Board's letter No. F(X)II-2003/PW/6 dated 04/40/2003)

2. These powers are to be exercised personally by the General Manager with the personal concurrence of FA&CAO.
 3. Air travel will be permitted only in cases where the duration of the journey one-way is more than 12 hours by rail.
 4. Each proposal regarding Air Travel would require to be justified on merits.
23. To the remission of recovery of rent from the incumbent of a post for which a quarter has been allotted.

NOTE : The General Manager may exempt the incumbent of a post from occupying the quarter allotted to the post and/or from paying rent thereof upto a maximum period of four months in the following circumstances :

- i) when an employee is temporarily transferred to a post in another station;
- ii) when the quarter is subjected to extensive repairs, such as renewals of roofing, replacement of flooring, or such other special works necessitating the vacation of the whole quarter;
- iii) when an employee is required to vacate the quarter under medical advice on account of an infectious disease or an epidemic.

24. To the waiver of the cost of training of a Railway employee who has received training at Railway's cost and who is required to serve the Railway for a minimum prescribed period, in excess of the cost proportionate to the service rendered.
25. To the sanction of expenditure on deputation of Railway employees for training courses, seminars, symposia in non-Railway Institutions in excess of ₹20 lakhs in a year for Zonal Railways and ₹8 lakhs in a year for Production Units.

NOTE : i) The overall registration fee, however, should be subject to a maximum of ₹25,000/- and pro-rata registration fee of ₹4,000/- per day. For arriving at this monetary limit, the cost of TA & DA should not be taken into account.

- ii) The Ceiling limits of above powers will be exclusive of service tax or any other taxes/charges.

(Authority: Board's letter No. F(X)II-2006/PW/18 dt. 20/08/2008.)

D – Payments to persons other than Railway Employees.

26. To the refund of fare and freight, otherwise than in accordance with relevant Traffic Rules, in excess of ₹20,000/- in each case.
27. To the write-off of amounts due to the Railways, otherwise than when they are irrecoverable, in excess of ₹10,000/- in each case.

NOTE: Items (26) and (27) do not apply to wharfage, demurrage, storage and lost property charges which may be written off or refunded by Railway Administration without the sanction of higher authority.

28. (a) To the grant of rewards in excess of ₹5000/- in each case.
- (b) To the grant of reward in excess of ₹15,000/- in each case to the persons who have done exemplary work to avert accidents and saved passengers life.

NOTE : The powers in item No.28(b) above may be re-delegated to DRMs upto ₹2500/- in each case.

(Authority: Board's letter No.F(X)II-2008/PW/6 dt.16/01/09.)

29. (a) To the incurrence of expenditure on each ceremonial occasion in excess of ₹25,000/.
- (b) To the incurrence of expenditure on important functions which are attended by President/Prime Minister/Minister of Railways in excess of ₹5 lakh in each case.

NOTE : (1) The powers under item 29 will be exercised by the General Managers subject to an annual ceiling of ₹10 lakh for Production Units and ₹20 lakh for Zonal Railways.

- (2) The power under item 29(a) will cover the expenditure on Railway Week celebration also, the limit for which will be ₹25,000/- for a Zonal Railway/Production Unit as a whole.

(Authority : Board's letter No. F(X)II-2004/Exp/6 dt. 9/5/2005.)

30. a) To the incurrence of expenditure in engaging/obtaining consultancy services from outside bodies in excess of ₹25 lakhs in each case, or in excess of ₹1.5 crores in a year.
- b) To the incurrence of expenditure in engaging/obtaining consultancy services connected with property development schemes, i.e. for commercial exploitation only, from outside bodies in excess of ₹ 50 lakhs in each case or in excess of ₹ 2.5 crores in a year for Zonal Railways, Production Units and RDSO.

NOTE :

- i) These powers will be personally exercised by the General Manager and will not be re-delegated further. It may be ensured that no contracts are awarded by the Railways for activities which can be carried out in-house.
- ii) Details of consultancy contracts awarded by each Zonal Railways for commercial exploitation should be endorsed to all other General Managers for information to avoid duplication.
- iii) The General Managers will evolve, in consultation with FA&CAO, a suitable mechanism to ensure that the limits laid down herein are not exceeded under any circumstances.
- iv) For consultancy contracts, the minimum level of Tender Committee shall be SAG.
- v) All cases decided by the Zonal Railways should be reported to Board through the PCDOs to CRB and FC, to enable assessment of the exercise of these powers.
- vi) The agency/consultant is renowned/Government approved and has sufficient experience in the relevant field.
- vii) Notwithstanding the provisions of Note i) above, PCE/CE(Coord) of the Zonal Railways can award consultancy contracts upto a limit of ₹5 lakh per case with the annual ceiling of ₹10 lakh. These powers will be exercised by PCE/CE(Coord) with the personal concurrence of FA&CAO/FA&CAO(C).

(Authority: Board's letter No. F(X)II-2006/PW/3 dtd. 27/02/2006.)

- viii) These powers can be delegated to DRMs also upto ₹50,000/- per case subject to annual ceiling of ₹1 lakh. These powers will be exercised by DRMs in consultation with associate finance. In the Tender Committee, JAG/SG level Officers may be nominated. In cases where JAG/SG level officers are not available from Finance side in the Division, DFM may be nominated as Finance Member of the Tender Committee.

(Authority : Board's letter No. F(X)II-2006/PW/3 dtd. 16/05/2006 and F(X)II-2006/PW/13 dated 09/08/2006.)

- ix) **Powers of CAO/C to award consultancy contracts :**

CAO/Cs can award consultancy contracts upto a limit of ₹25 lakh per case with the annual ceiling limit of ₹1.5 Crore with the personal concurrence of FA&CAO/FA&CAO(C). **These powers of CAOs will be in addition to and separate from the powers delegated to General Managers.** Also, the level of Tender Committee shall be SAG.

However, if the consultancy contract is to be fixed only on a single tender basis due to special circumstances, General Manager's personal approval would be required irrespective of the value of the contract.

(Authority: Board's letter No. F(X)II-2006/PW/3 dt.27/02/2006 read with letter No. F(X)II-2006/PW/17 dated 18/10/2006).

31. (a) To the filing or defending of an appeal in the Supreme Court;
- (b) To the engagement of a Railway Counsel on scale of fees higher than that prescribed by Ministry of Law and Justice;
- (c) To the engagement of counsel at more than ₹1,050/- per day in Supreme Court or in any of the High Courts or at more than ₹750/- per day elsewhere;
- (d) To payment of fees in excess of scales of fees fixed by the High Courts concerned.
32. To the grant of allowances or fees to private persons or donations to private bodies including Railway Institutes, Hospitals and Schools, an excess of the scales or maximum limits laid down by the Railway Board.
33. (a) To the payment of arbitration fees to private persons in excess of ₹25,000/- in each case.

NOTE : i) The circumstances under which such appointment of private persons has been made, should, however, be brought to the notice of the Board.

ii) This will not apply to payment of fees to arbitrators appointed by Court, for which full powers will be exercised by General Managers.

(Authority: Board's letter No. F(X)II-2000/PW/2, dt. 29/5/2000.)

- (b) To the payment of arbitration fees to Retired Railway officers in excess of ₹75,000/- per case.

(Authority: Board's letter No. F(X)II-2008/PW/6, dt. 15/10/2009.)

- (c) To the payment of contribution/subscription to a medical institution, if medical aid is rendered by such institution to Railway employees, in excess of ₹1000/- per annum.
- (d) To the payment of contribution or subscription to a professional institution in excess of ₹10,000/- per annum in each case.

(Authority: Board's letter No. F(X)II-2007/PW/5, dt. 23/05/2007.)

NOTE : (1) The General Manager will have full powers for payment of fees to surveyors engaged for the assessment of the value of damaged consignments.

(2) In respect of any item for which no scale has been laid down in any of the extant orders, the Railway Administration shall have no powers.

34. To the payment of compensation in case of Railway accidents, otherwise than as specified below:

- | | |
|--|-----------------------------------|
| (A) Ordinary Passengers (including Govt. servants, other than those specified in category B below and their dependents). | Up to ₹4 lakhs in any single case |
|--|-----------------------------------|

(Authority: Board's letter No. F(X)II-2000/PW/2 dt.23/1/2001).

- | | |
|---|---|
| (B) Military men, being or travelling on military duty. | No powers. All cases to be submitted to the higher authority. |
| (C) Compensation to public (other than Rail- | Up to ₹10,000/- |

way passengers) for injury to person or damage to property caused by accidents as a result of negligence or carelessness on the part of Railway.

- | | |
|---|--|
| (D) Claims decreed by a Court of Law. | Full powers to pay any sum so decreed. |
| (E) Claims settled out of court with advice of Law Officer of Government. | Up to ₹25,000/- in any single case. |

35. To the payment of claims, otherwise than as specified below or claims for compensation other than those relating to goods lost or damaged and those arising out of Railway accidents—

- | | |
|--|---|
| (i) Claims settled out of court. | Up to ₹10,000/- in each case. |
| (ii) Claims decreed by a Court of Law. | Full powers subject to the condition that particulars of cases involving expenditure of more than ₹25,000/- in each case should be reported to Railway Board for information. |

NOTE : The powers under item 35(i) above should not be re-delegated to subordinate authorities.

- | | |
|--|--|
| 36. Claims settled by arbitration award against any dispute arising out of a contract. | Full powers, subject to the conditions that the Railway Board should be informed of the details – |
| | (i) where payment to a Contractor as a result of the arbitrator's award exceeded by more than ₹50,000/- of the amount considered due by the Railway Administration before the arbitration proceedings began; |
| | (ii) where deficiencies in the General Conditions of Contract or of procedure laid down by the Railway Board came to light. |

NOTE : The powers under item 36 above should not be re-delegated to authorities below the level of HODs.

E – Expenditure on works not wholly chargeable to Ordinary Working Expenses

37. To the inclusion in the Preliminary Works Programme of :

- | |
|---|
| (a) New Works under the Plan Heads New Lines, Gauge Conversion, Railway Electrification, Metropolitan Transport Projects, Computerisation and setting up of New Production Units; and |
| (b) Other new works in excess of ₹5 Crores each. |

Sanction of Works

38. To the incurrence of expenditure on New Lines, Gauge Conversion, Railway Electrification works, Metropolitan Railway Projects, Computerisation, setting up of New Production Units, or Rolling Stock or Surveys not provided in the sanctioned budget for the year or carried forward from the sanctioned budget of the previous year.
39. To the incurrence of expenditure of other works not provided in the sanctioned budget or carried forward from the sanctioned budget of any previous year, except –

(a) Works / M&P under Lumpsum Provision –

- (i) Works under the Planhead 'Road Safety Works– Road Over/Under Bridges' – costing less than ₹2.5 crore each.
- (ii) Works under the Planhead 'Passengers and Other Users' Amenities' – not more than ₹2 crore each.
- (iii) In respect of existing Railway Schools, Hospitals, Dispensaries, Institutes, Officers Club, Road Houses and Holiday Homes – not more than ₹20 lakh in each case.
- (iv) Other works costing not more than ₹1 crore each.
- (v) Machinery and Plant - costing not more than ₹10 lakhs each for Zonal Railways and not more than ₹30 lakh each for Production Units. However, in respect of electronic in-motion weigh bridges, General Managers of Zonal Railways are empowered to sanction expenditure upto ₹15 lakh in each case. The powers to sanction electronic in-motion weigh bridges can not be re-delegated and shall be exercised personally by General Managers with the concurrence of FA &CAOs.

Provided that the total lumpsum provision made in the budget for such works is not exceeded.

- NOTE:** (i) Despite the provisions of Item No. 37 and 38 above, General Managers can sanction works upto ₹ 50 lakh per case in Planhead 17 under List of Approved Works for replacement of the overaged PRS/UTS/UTS-cum-PRS and FOIS equipments such as monitors, terminals, keyboards, printers, UPS etc. installed in the project (one on one basis, i.e. no new items). While replacing these assets, Railways will ensure that the equipments procured conforms to the latest specifications issued by Railway Board. However, these powers shall be exercised with the personal concurrence of FA&CAO and personal approval of General Manager.
- (ii) It is reiterated that powers for Software Development have not been delegated to Railways and proposals regarding them shall continue to be sent to Railway Board for further processing and approval.

(B) Out of Turn Works –

- (i) Works under the Planhead 'Road Safety Works– Road Over/Under Bridges' – costing less than ₹2.5 crore each.
- (ii) Works under the Planhead 'Passengers and Other Users' Amenities' – not more than ₹2 crore each.
- (iii) In respect of existing Railway Schools, Hospitals, Dispensaries, Institutes, Officers Club, Rest Houses and Holiday Homes – not more than ₹20 Lakh in each case subject to the

provision that the funds required for such works as provided in the sanctioned budget for works in these categories are not exceeded.

- (iv) Other Works costing not more than ₹1 crore each.

Subject to the budgetary ceiling of ₹10 Crores (other than lumpsum) in a financial year, of which not more than ₹3 crores could be on other than safety related items with the proviso that all safety works should be completed within a maximum period of 8 months from the date of sanction.

NOTE: (i) For Passenger Amenities Works, Emphasis should be on creation of amenities of durable and lasting nature and funds should not be frittered away on provision of superficial items like furnishings and furniture, etc.

- (ii) DRMs may sanction works under the planhead 'Passengers and Other Users' Amenities' upto ₹1 crore in each case under item 39.

(Authority: Board's letters No. F(X)II-2008/PW/7 dt. 05/12/2008, 30/07/2009, 27/08/2009, 11/01/2010, 16/02/2010, 30/03/2010 and F(X)II-2009/PW/3 dt. 16/03/2009)

40. (1) **Sanction of Detailed Estimate / Revised Estimate :**

- (a) To the sanction of detailed estimates / Revised Estimates for works originally sanctioned at the time of inclusion in the Budget at a cost more than ₹100 Crore and also where the excess over the abstract cost is not within the General Manager's competence as indicated vide item No. 40(1)(b) below :

- (b) To an excess over the estimated cost as entered in the Sanctioned Budget :

- i) Increase in cost due to escalation – More than 100% of the original estimate (abstract cost).
- ii) Increase in cost due to reasons other than escalation – More than 20% of original cost or ₹20 crores, whichever is less.

NOTE: (i) The change in scope of work shall be governed by powers for material modification given in Item No.49.

- (ii) Personal approval may be obtained at the level of General Manager with the personal concurrence of FA&CAO/FA&CAO(C) in cases of estimates where original cost of the work is above ₹50 crore but below ₹100 crore in each case.

- (iii) These are the overall variations on the original sanctioned cost as included in the Budget and cannot be exceeded even if more than one revised estimate is sanctioned.

- (iv) This delegation will not affect rules in force regarding material modification.

- (v) For variation exceeding the above limits, approval of Board will be required. In such cases, proposals may be sent to Board with personal concurrence of FA&CAO/FA&CAO(C) and personal approval of General Manager along with a detailed variation statement and a suitable explanatory note.

- (vi) Under the planhead Computerization General Managers can sanction detailed / revised estimate / excess over estimates only in the following cases :

- i) In respect of UTS projects sanctioned in the year 2007-08 as per instructions contained in Board's letters No. 2006/C&IS/WP 2007-08/AZR/UTS/10/Pt. dt. 27/11/2007, 16/04/2008 and 18/06/2008.

- ii) In respect of works sanctioned by GMs under list of approved works under note i) to the item no. 39(a): GMs can sanction detailed/ revised estimates or excess over

estimates for these works so long as the revised cost is within ₹50 lakh in each case.

- iii) In respect of works for setting up of UTS, not covered in i) above and PRS: After the lumpsum cost and the location are decided by Board, General Managers can sanction detailed /revised estimates or excess over estimates for these works within the lumpsum cost decided by Board.

(Authority : Board's letter No. F(X)II-2009/PW/3 dt. 30/10/2009 and 24/06/2010)

- (c) To the sanction of track renewal estimates where the excess is not within the General Manager's competence as prescribed in sub-item 40(1)(b).
- 40 (2) To an excess over the estimated cost of Machinery and Plant included in M&P Programme as follows :
- a) Increase in cost due to price escalation – More than 100% of original estimate or ₹1 crore, whichever is less.
- b) Increase in cost due to reasons other than price escalation – More than 10% of original estimate or ₹25 Lakh, whichever is less.

NOTE :

- i) Powers indicated in item No.40(2)(b) above covers material modification also.
- ii) Personal approval may be obtained at the level of General Manager with the personal concurrence of FA&CAO in cases of material modifications costing above ₹10 Lakh each.
- iii) These are the overall variations with respect to original sanctioned cost as included in the Budget at the time of sanction and cannot be exceeded even if more than one revised estimate is sanctioned.

(Authority: Board's letter no. F(X)II-2006/PW/17 dt. 24/05/2007 and F(X)II-2007/PW/4 dt. 09/03/2010)

- 40 (3) Surveys

To an excess over 20% on an original estimate sanctioned by higher authorities.

- NOTE:** (i) General Manager can sanction survey estimates provided the surveys are included in the sanctioned budget and approved yardsticks are followed while remaining within the amount indicated in the budget.
- (ii) This delegation does not apply to works which do not have necessary procedural approval.

(Authority: Board's letter no. F(X)II/2000/PW/2, dt. 27/6/2000).

- 40 (4) Lumpsum Works

- (i) To incur expenditure on lumpsum works provided in the sanctioned budget for the year or carried forward from the sanctioned budget of any previous year in excess of the total lumpsum provision for such works in the sanctioned budget.
- (ii) To sanction excess over estimates of works sanctioned under Item No.39 in cases where percentage variation is beyond the competence of the General Manager in terms of Rule 40(1)(b).

NOTE : (i) The General Manager can sanction excess over estimates even when the variation is beyond the percentage variation prescribed in item No. 40(1)(b) so long as the revised cost is within the limit of powers of General Managers to sanction new works under item No.39.

(ii) The works thrownforward from previous years may be taken up only if the funds required for them can be found by re-appropriation within the sanctioned allotment.

(Authority: Board's letter No. F(X)II-2006/PW/12 dt. 10/8/2006)

40 (5) Part Estimates :

To sanction part estimates costing above 2% of the total value of the work, as originally sanctioned in the Budget.

NOTE : (i) Part estimates may be sanctioned towards incurring expenses for preliminary activities like FLS, Geo-technical studies, Design, Preparation of plans and drawings etc. which will help in preparation of detailed estimate.

(ii) The detailed estimate should be allowed to be prepared and got sanctioned only after these preliminary activities are completed.

(iii) These preliminary activities may be executed on Works Contract Basis.

(Authority: Board's letter No. F(X)II-2006/PW/17 dt. 18/10/2006, F(X)II-2006/PW/17 dt. 4/12/2006, 2007/CE-1/CT/18 dt. 07/03/2008 and F(X)II-2010/PW/1 dt. 25/03/2010)

F – Miscellaneous :

41. To the sale of –

- a) any portion of a Railway line,
- b) any item of authorised rolling stock or
- c) any other Railway asset costing over ₹3 lakhs.

42. To the dismantling or otherwise permanently closing to public traffic of any existing open line section.

43. To the alteration of or departure from the terms of contracts with Branch or Worked Lines.

44. To the write off of irrecoverable losses of cash, stores, tools and plant –

- (i) exceeding ₹1 lakh in value when a Railway employee is in any way responsible for the loss.
- (ii) exceeding ₹2 lakh in value when a Railway employee is not in any way responsible for the loss.

NOTE :

(1) Every important case of loss should be brought to the notice of the Railway Board, as soon as possible, after its discovery. When the loss involved does not exceed ₹50,000/- the case need not be reported unless it represents unusual features or reveals serious defects in

procedure.

- (2) Insufficient balances under Suspense Heads not exceeding ₹1 lakh can also be written off by the General Manager.

45. To the incurrence of expenditure in excess of ₹40,000/- per year in connection with the entertainment of distinguished visitors, i.e. distinguished official or non-official personages, representatives of foreign technical associates, foreign technical experts, representatives of Trade and Industry including overseas companies.

(Authority: Board's letter No.F(X)II-2000/PW/2 dtd. 27/6/2000.)

46. Except in accordance with the rules contained in the Indian Railway Codes or any general or special orders issued by the Railway Board –

- (i) to the construction of an assisted siding.
- (ii) to the acquisition, lease or disposal of land.

47. (i) To enter into contracts in respect of sanctioned works in excess of ₹100 crores for each contract (Works Contracts) and
- (ii) To enter into contracts in respect of purchase of stores in excess of ₹50 crores for each contract (Stores Contracts)

(Authority: Board's letter No. F(X)II-2006/PW/14 dt. 26/09/06, F(X)II-2007/PW/4 dt. 14/11/2007)

48. To the grant of advances to contractors –

- (i) Mobilisation advance in excess of 10% of the contract value.
- (ii) Advances against new machinery and plant - in excess of 10% of contract value or 75% of the value of the new machinery and plant brought to the site of work (whichever is less).
- iii) Advances for accelerating the progress of work in special circumstances in excess of 5% of contract value or ₹5 lakh (which ever is less).

NOTE: All advances mentioned above shall be subject to levy of interest charges at the rate of 12% or as prescribed by the Railway Board.

(Authority : Board's letter No.F(X)II-97/PW/4 dt.5/5/98 and 2007/CE-1/CT/18 dt. 07/03/2008)

49. To any material modification estimated to cost over ₹1.5 crore each.

NOTE :

- i) Total value of Material Modifications in a Work should not exceed ₹5 crore or 5% of the value of the work whichever is less.
- ii) The excess or the revised cost of the estimate does not go beyond the General Manager's

power of sanction.

- iii) A Material modification estimated to cost more than ₹50 lakhs but below ₹1.5 crore should be certified and sanctioned personally by FA&CAO and General Manager.
- iv) Material Modifications which are beyond the competence of General Manager should be sent to Board with the personal concurrence of FA&CAO and personal approval of General Manager.

(Authority: Board's letter No. F(X)II-2006/PW/17 dt. 18/10/2006.)

50. To the grant of diet charges in any other case except -

- a) To a Railway employee undergoing treatment as indoor patient in Railway or non-Railway Government hospital for any diseases other than tuberculosis or leprosy or mental disease when the employee's basic pay is not more than ₹7,820/- per month.
- b)
 - i) To a Railway employee or members of his family when receiving treatment for tuberculosis or leprosy or mental disease in a Railway Hospital or an approved Institution, when the employee's basic pay is not more than ₹11,540/- per month.
 - ii) To the dependent relatives of a Railway employee receiving treatment for tuberculosis or leprosy in a Railway hospital or an approved Institution, when the employee's basic pay is not more than ₹11,540/- per month.

NOTE : In the case of temporary staff the pay last drawn while on active duty may be treated as substantive pay for the purpose of this sub-rule.

- c) To persons, whether Railway employees or not requiring such assistance from the Railway in emergent cases which involve living under difficulties as regards necessities of life.

NOTE: i) Indigent passengers injured or taken ill and removed to Railway hospitals and trespassers, who require immediate medical assistance may be given diet at the expense of the Railway Administrations, the expenditure being treated as part of ordinary working expenses of the Railway hospital.

- ii) The General Managers have powers to sanction free diet or reimbursement of the cost of such diet, according as the indoor treatment is given in a Railway hospital or in a non-Railway hospital, to Railway servants injured in the course of duty for such period as they remain indoor patients, not extending beyond one year after they are declared permanently unfit and discharged from service.

51. To the institution of legal proceedings against a newspaper for publishing false and damaging articles against the Railway Administration.

52. To the supply of electricity to outsiders except under the following conditions –

- (i) the provisions of the Electricity Act are not infringed;
- (ii) such supply does not cause any extra outlay either immediate or contingent;
- (iii) the supply can be made without any inconvenience to the Railway and after its full needs have been met;

- (iv) the rates charged allow for profit after taking into account all costs of production, direct and indirect and are above the rates supplied to Railway employees; and
 - (v) the Railway should have power to discontinue the supply without notice and without compensation.
53. To any alteration in the existing cash and pay arrangements.
54. To the introduction of new designs for goods and coaching stock sanctioned for construction during each financial year irrespective of whether the stock is to be built to existing, sanctioned or new designs.
55. To changes, alterations or modifications in the design, layout or equipment of the existing rolling stock and marine vessels involving :—
- (a) infringements of the schedule of maximum and minimum running dimensions unless previously sanctioned;
 - (b) decrease in the revenue earning capacities of coaching and goods vehicles and marine vessels, such as alterations in the class or seating capacity of coaching vehicles and marine vessels and a permanent decrease in the relationship between gross load and tare in the case of goods vehicles;
 - (c) conversion of public service vehicles into Railway service vehicles and vice versa and material modifications (such as alterations in the wheel arrangements etc. in existing Railway service vehicles.),
 - (d) the introduction of new facilities, fittings and equipments for the traveling public where such have not previously had the approval of the Board, e.g. cooling arrangements in carriages, electric fans in second class compartments, variations in types of lavatory and other equipments which involve matter of policy.
56. To alteration in the authorised stock of all descriptions.
57. To any expenditure on an object which has not previously been recognized as a fit object for Railway expenditure.
-