सत्यमेव जयते

INDIAN RAILWAYS

MODEL
SCHEDULE OF POWERS
2018






Government of India
Ministry of Railways
(Railway Board)

अश्वनी लोहानी
ASHWANI LOHANI

सत्यमेव जयते

स्वच्छ भारत
एक कदम स्वच्छता की ओर

अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

Foreword

23rd July 2018

Over the past few months, thrust of the Ministry of Railways has been on empowering the frontline officials with adequate administrative and financial powers, providing greater autonomy, introducing reforms and simplifying the work processes so as to improve deliverance and service to our clients. Model SOP with enhanced delegations brought out in October 2017 was a step in this direction and symbolic of the change that all of us wish to usher.

I am happy that now a revised version of Model SOP 2018 incorporating the enhancements in delegations made recently and lessons learnt, has been brought out by Transformation Cell in a short time span.

I would like to emphasize that since Railways is a mammoth organization with different zones and divisions having their own unique requirements, so one centralized SOP document cannot address all the requirements of all the units. One size cannot fit all. However, a Model document like this will serve as a benchmark to be followed uniformly across units, suitably supplemented by additional delegations which may be introduced by the GMs in consultation with their PFAs as per specific local requirements in accordance with Government of India rules.

Needless to add that authority in its wake brings accountability, and a dim view would therefore be taken of any misuse thereof.

I hope these delegations would further enable the field officials to improve deliverance and service to our customers.

23/7/2018

(Ashwani Lohani)
Chairman, Railway Board

Preamble to Model SOP 2018

Model Schedule of Power (SOP) was issued first time from the Railway Board on October 26, 2018. Subsequently, a need was felt to bring out its revised version, incorporating the correction slips, Railways' best practices and enhanced delegation of power introduced by Railway Board. A revised Model SOP "Model SOP 2018" is therefore being issued.

This Model SOP document is intended to bring in uniformity in delegation of financial and administrative powers across the Zonal Railways, Production Units/NAIR/RDSO (to the extent applicable) and empower PHODs/CHODs & DRMs/CWMs (CWMs include all SAG officers in charge of workshops/depots), including the field officers. GMs could however add further to this delegation in consultation with their PFAs keeping in view the local requirements while being within the overarching powers delegated to them and in accordance with Government of India rules. Chairman RRBs will exercise powers as available to SAG officers (Head Quarter) for items pertaining to them.

This Model SOP 2018 covers Works, Medical, Stores, Commercial, Establishment, RPF and Miscellaneous matters including CTIs, IT, PR. Part G of this document contains the SOP for RPF which includes the latest delegations for RPF in March 2018, over and above those existing in Section C (Miscellaneous) of this SOP. CHODs will exercise same powers as available to PHODs. It may be seen that powers delegated to DRMs are generally same for CWMs (in SAG). Principal Chief Security Commissioners (PCSC) of RPF will exercise the powers available to PHODs for matters concerning them. Similarly, the ADRMs (NFSAG) will exercise same powers as ADRMs (SAG). Also, the branch officers in Senior Scale (Independent Charge) will exercise same powers as available to divisional officers in JAG/SG. A branch officer is an officer in the division who directly reports to DRM and is to be treated as independent incharge for all purposes. Also, wherever CWMs are in SS/JAG/SG, the CWE or concerned SAG officer in Head Quarter will exercise same powers as applicable to CWMs (in SAG) for matters pertaining to workshop/depots. The Station Directors and the Administrators of the Central Hospitals, both in JAG/SG, will exercise same powers as available to Branch Officers. Proposals submitted for GM's sanction will be cleared by AGM, unless GM's personal sanction/approval is required as per extant rules. Wherever finance concurrence is not required, it has been specifically mentioned. Wherever nothing is mentioned it should be presumed that finance concurrence is required.

The exercise of the powers delegated is subject to the observance of provisions of the existing code, rules and other extant orders. The sanctioning authorities shall pay due regard to the cannons of financial propriety which are enumerated in Para 116 of Indian Railway Finance Code Vol – I. The exercise of powers by various authorities is subject to availability of funds against the appropriate head of account under the relevant demand.

Orders/delegations issued by Railway Board, from time to time, shall be applicable, with prospective effect. Railways may issue Correction Slips as and when such orders/ delegations are issued.

Dated 23.07.2018

Table of Contents

PART	Page No
PART – A: Works Matters	A1 - A61
PART – B: Medical Matters	B1 - B52
PART – C: Miscellaneous Matters	C1 - C78
PART – D: Stores Matters	D1 - D47
PART – E: Commercial Matters	E1 - E36
PART – F: Establishment Matters	F1 - F70
PART – G: Security Matters	G1 - G7
Annexure-1: Rly. Bd. Ltr. No. FX(II)-2015/PW/7 dt. 12.06.2017 regarding Delegation of Powers to GMs	
Annexure-2: Rly. Bd. Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017 regarding Delegation of Powers to GMs & DRMs	

PART – A: Works Matters

MODEL SCHEDULE OF POWER

INDIAN RAILWAYS

Index

S.No.	Nature of Powers	Page No.
1.	Accordance of administrative approval to Lump Sum Works and Out of Turn works	A4-9
2.	Technical sanction to detailed estimates	A9-13
3.	Sanction to excess over estimates	A13-15
4.	Material Modification in works	A15
5.	Contracts or tenders	A16-23
6.	Signing of contract agreements including rider agreements	A23-24
7.	Introduction of additional Standard/ Schedule items in contract for works	A24
8.	Introduction of new non-schedule items in contract for works	A24-25
9.	Variation in quantities specified in contracts	A25-27
10.	Extension to the date of completion of contracts	A27
11.	Contract Management, Advances,PG, EMD,SD,Extensions,LD	A27-30
12.	To cancel / terminate contracts	A30
13.	Revocation of termination of contracts	A30
14.	Reappropriation	A31-32
15.	Special repairs of Railway Quarters and rolling stocks	A32-33
16.	Sanction of urgency certificate chargeable to special revenue	A33
17	Sanction to dismantlement of assets	A33
18.	Temporary arrangements at stations for festivals	A34
19.	Transfer of machinery and plant from one station to another	A34
20.	Payment of petty bills for demarcation of land	A34
21.	Compensation for cutting of trees of private parties	A34
22.	Lease of natural property	A34-35
23.	Write off of ground rent	A35
24.	Write off of stores and tools and plant	A35
25.	Write off of ballast found short during verification	A35
26.	Adjustment of charges of credits	A36

S.No.	Nature of Powers	Page No.
27.	Acceptance of claims settled by arbitration award	A36-37
28.	Staff quarters and residential / service buildings	A38
29.	Payment to outsiders for supply of water to Railway in respect of Stations/ Colonies	A38
30.	Water tap connection to outsiders	A39
31.	Track machines	A39-47
32.	Disposal of dead and live trees by sale/auction	A47
33.	Disposal of unserviceable wooden sleepers by auction or tender.	A47
34.	Purchase of horticultural products	A48
35.	Acquisition of land	A48-49
36.	To sanction payment of Arbitration fees and expenses	A49
37.	Sanction of proposals for Outsourcing	A50-52
38.	Repairs/AMC to Machinery & Plants	A52-53
39.	Repairs/ AMC of equipments (other than T&P and M&P)	A53-55
40.	Hire of Plant and Machinery from outsiders or Govt. Bodies	A55
41.	Hiring of Trucks/Mini trucks/equivalent	A55-56
42	Licensing of Railway Land for Sidings and giving connectivity to sidings	A56
43.	Sanction of expenditure on testing charges	A56
44.	Delegation of powers in case of service contracts	A56-57
45	Projects to be undertaken on BOOT basis	A57
46	Entering into contracts /formal understanding Central, State or Local Bodies (Municipalities, etc.).	A57
47	Works undertaken in workshops for Government Departments and outside public bodies.	A57
48	Issue of Work Orders for execution of a contract work against a zonal contract	A57
	Annexure 'A'	A58
	Annexure 'B' (Deleted)	A58
	Annexure 'C'	A59
	Annexure 'D'	A59
	Annexure 'E'	A60

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
1.	To accord administrative approval to (A) Lump sum 1. Works Plan Heads: (i) Passenger Amenities (PH 53), Traffic Facilities PH 16, Track Renewal PH 31, Bridges PH 32, RSW –& L/Cs PH 29 , 30, (ii) S&T Works (PH 33) Other electrical works (PH-36) Traction Distribution Works (PH 37) Workshops incl. Pus (PH-42) Staff Quarters (PH 51) Amenities for staff (PH-52)* Other Specified Works (excluding Rest House) – PH 64 Traing/HRD(PH-65) including works related to CTIs	 <u>PHOD/CHOD</u> Up to Rs.2.5 Cr. Rs. 1 Crore	 <u>DRM</u> up toRs. 2.5 Cr <u>DRM</u> Rs. 1 Crore <u>CWM (in SAG)</u> Rs 1 Crore for PH 42 only <u>DRM</u> Rs. 20 lakhs in each case for existing Railway Schools, Institutes, Officers Club, Rest Houses and Holiday Homes and CMD / DRM - Rs. 20 lakhs in each case for existing Railway Hospitals & Dispensaries.	 Nil Nil	*Authority*: **1.** Railway Board's Letter no F(X)II-2015/PW/7 dated 12-06-2017 **2.** 2017/Trans/01/Policy dtd 18.10.2017 **3.** Finance Concurrence required **4.** *In terms of Ltr No. 2017/Trans/01/Policy dtd 18.10.2017, for work in PH-52, Staff Amenities, Schools, Dispensary, Institute, Officers Club, ORH, Holiday Home - GM can sanction up to Rs. 1 Crore per case

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(iii) Railway Research (PH-18) (For RDSO only)	ADG Rs 1 Crore PED/ ED (Coordinating) Rs 30 Lakh	Nil	Nil	
	Note for Item 1(A)-1: **1.** Lump Sump Grant (LSG) will be distributed by PCE in consultation with plan head coordinator and approval of GM. Total LSG not to be exceeded. **2.** Proper guidelines will be issued by respective PHODs to all Branch Officers for adequate scrutiny of the proposals, fixing priority of work, margin to propose new works etc. **3.** Monthly reports in specified format to be submitted by divisions to HQ to ensure close monitoring. **4.** The powers delegated to PHODs/ DRMs/ CWMs are subject to availability of adequate permissible cost under each plan head for consideration of any proposal. Permissible cost is to be worked out as follows. Permissible Cost i.e., PC = {Ceiling (C) X Norms (N)} – Throw Forward (TF), C = The lumpsum grant allocated to a particular Division. If grant is yet to be allocated, the grant of the previous year can be taken as the ceiling till the actual grant is allocated. N = Likely period of completion of works as per the norms stipulated by the Board for PWP. TF = Throw forward of ongoing works under each Plan Head. **5.** a) For Divisional Officers - Administrative approval shall be obtained by the Sr.DEN/Co-ordination of the division for item no. 1(A). On administrative approval, the Sr.DEN/Coordination shall be responsible for the publication of the DRM's MINI LAW BOOK. It shall be seen at the time of according administrative approval that administrative approval is not accorded for more than PC (Permissible Cost) available to the DRM under a particular plan head. Any item of work that features in the MINI LAW BOOK for 2 years or more without sanction of the detailed estimate must be dropped from the MINI LAW BOOK. b) For Headquarters Officers - Administrative approval shall be obtained by the CE/P&D for item no. 1(A). All the items of work proposed to be included in theLAW BOOK should have been concurred by the divisional Finance and approved by the DRM. On administrative approval, the CE/P&D shall be responsible for the publication of the LAW BOOK. It shall be seen at the time of according administrative approval that administrative approval is not accorded for more than PC (Permissible Cost) available to the GM. To calculate PC, above formula will be used with 'Ceiling' = budgetary ceiling available to the GM minus budgetary ceiling delegated to the DRMs, under a particular plan head and the TF= throw forward under that plan head for works sanctioned by GM. Any item of work that features in the LAW BOOK for 2 years or more without sanction of the detailed estimate must be dropped from the LAW BOOK. 6. Whenever any work originally included under category of lump sum works is subsequently found to cost more than the power of authority who sanctioned it, fresh sanction of higher authority has to be obtained as per the current sanctioning power.				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1.	(A) 2. Machinery & Plant costing not more than Rs. 50 lakhs each **(**PH 41)	PCME Up to Rs. 50 lakhs	DRM/CWM (in SAG) Up to Rs. 20 Lakh in each case subject to the annual ceiling limit granted for the division	SG/JAG Up to Rs. 10 lakhs	*Authority:* **1.** Railway Board's Letter no F(X)II-2015/PW/7 dated 12.06.2017. **2.** Railway Board's Letter no 2017/Trans/01/Policy dated 18.10.2017
	Note for item 1(A)-2: These powers will be exercised by PCME up to Rs. 50 lakhs in each case. 1. Total LSG should not be exceeded 2. LSG will be distributed by CME under PH 41 to various divisions/workshop. The limit of Rs.50 lakhs is for the entire proposal and not for the individual machine as per Rly. Bd's letter No. 2008/M/ M&P/ 1063/GL dtd. 20.2. 2008. 3. Prior associate finance concurrence should be obtained 4. Proper guidelines will be required to be issued by respectivePHODs to all BranchOfficersfor adequate scrutiny of the proposals, fixing priority of work, margin to propose new works, fund control /utilization, etc. 5. Monthly reports in specified format be submitted by divisions and workshops to HQ to ensure close monitoring Note: Definition of M&P for tools and plants–The limit for tools and plants enhanced fromRs.1 lakh to Rs.10 lakh (tools and measuring equipment costing above Rs.1 lakh was procured as M&P earlier). The machinery/tools costing more than Rs.10 lakhs will be covered under category of M&P and such items costing upto Rs.10 lakhs will be treated as T&P chargeable to Revenue. Authority: RBLtr.No.2017/Trans/01/Policy dt.18.10.2017 Note: Sanctioning of procurement of two wheelers under M&P–GMs–Fullpowers to sanction two wheelers for RPF Post incharge. Authority: RBLtr.No.2017/Trans/01/Policy dt.18.10.2017				
1.	(A) 3. Computerisation (PH 17) i) New works and replacement related works of over aged IT assets GM can sanction up to Rs 1 crore per case with finance concurrence ii) procure equipment like computer, printer etc for new UTS/PRS	PHOD/CHOD Up to Rs. 1 Crore per case with finance concurrence PCCM Rs.50 Lakh per case with finance	DRM/ Rs. 25 lakhs per case with finance concurrence DRM Up to Rs 50 Lakh per case with	Nil Nil	*Authority:* 2017/Trans/01/Policy dtd 18.10.2017 **1.** officer nominated by GM in HQr and nominated by DRM in Division shall be the Nodal Officer and coordinate this PH 17

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	GM can sanction up to Rs 1 crore per case with finance concurrence	concurrence.	finance concurrence		
	iii) Extension/ Up gradation/ Strengthening works for LAN GM can sanction up to Rs 20 lakhs per case with finance concurrence	PHOD/CHOD up to Rs 20 lakhs per case with finance concurrence	DRM/CWM up to Rs 20 lakhs per case with finance concurrence	Nil	
	iv) Software development GM can sanction up to Rs 2.5 Crore per case with finance concurrence	PHOD/CHOD up to Rs 50 lakhs per case with finance concurrence with annual ceiling of Rs. 2 Crores	DRM/ up to Rs 10 lakhs per case with finance concurrence with annual ceiling of Rs. 50 lakhs CWM (in SAG) up to Rs 05 lakhs per case with finance concurrence with annual ceiling of Rs. 25 lakhs	JAG/SG up to Rs 5 lakhs per case with finance concurrence with annual ceiling of Rs. 10 lakhs	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1.	To accord administrative approval to (B) Out of Turn Works GM may sanction out of turn works costing not more than Rs. 2.5 Crores per case with annual ceiling of Rs. 25 Crore (other than lumpsum) on other than safety works. However, this restriction will not be applicable to safety related works. Safety works should be completed within a maximum period of 8 months from the date of sanction of detailed estimate. 1. Works Plan Heads: i) Passengers and Other User amenities (PH 53) ii) All other Plan Heads	 NIL NIL	 <u>DRM</u> Up to Rs. 2.5 Crore in each case with finance concurrence NIL	 NIL NIL	*Authority:* **1.** Board's letter No. FX(II)2008/PW/7 dated 05.12.2008 and 27.08.2009 (i.e. Item No. 39 of GM's delegation) 2. 2017/Trans/01/Policy dtd 18.10.2017 The exercise of the powers is subject to availability of funds, observance of codal provisions regarding the preparation /sanction to estimates etc. and other orders issued from time to time.
	Note for item 1(B): 1. PFA concurrence is necessary for OOT works to be sanctioned by GM and Sr. DFMs concurrence is necessary for works to be sanctioned by DRM. 2. Administrative approval of GM/DRM should be obtained before incurring expenditure on out of turn basis. 3. The proposal shall be mooted for the sanction of OOT work duly identifying funds, which could be re-appropriated from the other itemised works within the same plan head. 4. Subject to the budgetary ceiling of Rs. 25 Crores (other than lump sum) in a financial year (for non-safety items) and no limits for safety items, provided that sanction budget (other than Lump sum) for works in this category is not exceeded and the norms fixed for completion of work under different plan heads are followed. 5. CE/P&D/CPDE is the nodal officer for processing all OOT works.				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	6. The works thrown forward from previous year may be taken up only if the funds required for them can be found by the appropriation within the sanctioned allotment. 7. 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. Prescribed norms/parameters regarding passenger population should be followed in providing the amenities. 8. All the safety works sanctioned on out of turn basis shall be completed within a maximum period of eight months from the date of sanction. 9. Once administrative approval of GM/DRM is accorded for any work on 'out of turn basis', sanction to the detailed estimate for the works will be within the competence of authority vide Item No. 2(a) of SOP. 10. Before obtaining Out of turn sanction of GM for traffic facilities/ line capacity work, approval of PCOM should be taken.				
1.	(B) Out of Turn Works 2. M&P items	Nil	Nil	Nil	1. The OOT proposals of M&P items costing up to Rs. 50 Lakhs require the sanction of the General Manager with the concurrence of PFA. However, all such proposals together with M&P items sanctioned at CME level under 1(A)(2) should be within the Lump sum grant given by the Board.
1.	(C) To accord administrative approval to Deposit Works	PHOD/CHOD Full Powers	SAG Rs 50 Crore	SG/JAG Upto Rs 5 Crore	DRM, PHOD, & GM must be kept duly informed of all the deposit works
2.	Technical sanction to sub estimate/detailed estimates/ revised estimates for all the works including those sanctioned by higher authorities (GM /Railway Board etc.) (A) Works itemized in the works programme/RSP/M&P / LAW/LSWP/ Mini Law/Deposit /Composite Works (chargeable to both Railways and party)				
	(i). All works in (A) above except RSP and M&P items and chargeable to Capital, Capital Fund, RRSK, Depreciation Reserve Fund, Development Fund, and Open Line Works Revenue .	CAO (C) in HAG Up to Rs. 500 Cr. AGM Up to Rs.500 Cr. PHODs / CHODs Up to Rs.100 Cr.	DRM – Up to Rs75 Cr. ADRM Upto Rs.50 Cr. CWM in SAG Up to Rs. 75 Cr.	SG/JAG Up to Rs. 25 Cr.	*Authority:* **1.** Para-703 of Engg. Code. **2.** Item No.40(1) (a & b) & 40(2) of GM's delegation. **3.** Board's letters No. F(X)II-2006/PW/17 dated 04-12-2006 &24.05.2007. **4.** Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		SAG Up to Rs. 50 Cr.			**5.** Board's Lr No.2018/TF/Civil/Works dtd.12/06/2018
	For any Deposit Work: Administrative approval is required as per item 1 (C) above before any survey, planning/execution of the work. Regarding Composite works (involving Railway and Deposit works both), the administrative approval of the Railway portion of the work is limited upto the values specified in Item 1(A) above.				
	Note for item 2(A)-(i): 1. Associate Finance vetting is necessary. 2. For open line works, costing more than Rs. 500 Cr, vetting by PFA and for construction works costing more than Rs. 500 Crores vetting by FA&CAO / Construction is requiredfor obtaining personal sanction of GM. 3. Excess over the abstract cost for works shall be governed by item 3 of SOP (Works matters) 4. Detailed estimate may be prepared in the initial stage by taking services of a consultant wherever required. Change in scope may be done only on account of change of technology or change in local conditions but not due to change in planning/layout. All the existing provisions will be retained [Authority: RB Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017]. 5. Deposit works are defined in accordance with para 1843 of IR Code of Engineering Department. The method of execution is also defined therein. The limit of variation by 20% due to reasons other than escalation etc may not be applicable for Deposit Works. Sanction, execution and variations in these Deposit works shall be made by the Railway administration in consultation with the sponsoring authority bearing the cost of the deposit works, within the broad guidelines provided in IR Code of Engineering Department and Model SOP. Revised detailed estimate should however be within the powers of the sanctioning authority (Authority: RB Ltr. No 2017/Trans/01/Policy dated: 08 - 02- 2018)				
	(ii) Rolling stock items provided in the Rolling Stock approved programme.	AGM Upto Rs 500 Crore PHOD/CHOD Up to Rs. 100 Cr. SAG Up to Rs. 50 Cr.	Up to Rs. 50 cr.		*Authority:* **1.** Para-703 of Engg. Code. **2.** Item No.40(1) (a, b & c) & 40(2) of GM's delegation. **3.** Board's letters No. F(X)II-2006/PW/17 dated 04-12-2006 &24.05.2007. 4. Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	1. Finance vetting is required 2. This power will also apply for sanction to sub-estimates or detailed estimates which may form part of a work, the abstract estimate of which has been sanctioned by higher authority. 3. Excess over the abstract cost for works shall be governed by item 3 of SOP (Works matters).				
	(iii) M&P as per sanctioned works	PHOD/CHOD Up to Rs. 10 Cr. SAG Up to Rs. 5 Cr. LSMP Rs. 50 lakhs	Up to Rs. 5 Crores LSMP Rs. 50 lakhs	SG/JAG Up to Rs. 2 Crores LSMP Rs. 50 lakhs	
	Note: Definition of M&P for tools and plants – The limit for tools and plants enhanced from Rs.1 lakh to Rs. 10 lakhs (tools and measuring equipment costing above Rs. 1 lakh were procured as M&P earlier). No finance vetting is required upto Rs. 3 lakhs. *Authority:* RB Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017				
	(iv) Survey estimates	PHOD/CAO/C Full Powers within the yard stick prescribed in respect of plan heads: new lines, gauge conversion, doubling, for surveys included in the sanctioned budget or sanctioned separately.	Nil	Nil	*Authority:* **1.** Item No. 40 (3) & 40(5) of GM's delegation, subject to Board's orders and Yardsticks issued from time to time. **2.** As per the yardsticks laid down by Board's letter No. 2012/W-1/Genl./Survey/Budget dtd 18.11.2016 **3.** Board's letter No. F(X) II/2000/PW/2, dated 27-06-2000 & No. F(X) II/2006/ PW/17, dt.18.10.2006 and 4.12.2006. **4.** Board's Letter No. 2007/CE-I/CT/18 dated 07.03.2008.

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		PHOD/CAO/C Up to Rs.5 lakhs in respect of all other plan heads for surveys included in the sanctioned budget or sanctioned separately.			
	Notes for item (iv) (Survey) above: 1. Finance vetting is necessary. 2. Final location survey chargeable to preliminary expenditure of the work requires GM's personal sanction. 3. These powers also cover sanction of part estimates costing up to 5% of the work as originally sanctioned in the budget. 4. Part estimate may be sanctioned towards incurring expenses for preliminary activities like Final Location Survey, Geo-technical studies, designs, preparation of plans and drawings etc., which will help in preparation of detailed estimates. The detailed estimate can be prepared and got sanctioned only after these preliminary activities are completed.				
2.	(B) To incur expenditure on Trial and Experimental works	PHOD Up to Rs. 10 Lakhs with finance concurrence	DRM/CWM (in SAG) Up to Rs. 5 lakhs per case with finance concurrence and annual ceiling limit of Rs. 20 Lakh	Nil	**1.** Expenditure for Trial and Experimental works in excess of Rs. 10 Lakhs shall be incurred with the prior concurrence of FA&CAO/ PFA and the sanction of AGM
2.	(C) Sanction of estimate and administrative approval for work chargeable to revenue (Ordinary & Special) for which budget allotment has been made, during the current year.	Full powers	Full powers	SG/JAG Full powers	1. Finance concurrence is required. 2. Judicious and reasonable distribution of Revenue funds for routine repairs and maintenance of existing assets with canons of financial propriety must be ensured 3. DRM/ADRM must be kept informed.
	Notes for Item 2 (C)				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	1. The powers delegated to PHODs/ DRMs/ CWMs and SG/JAG are subject to availability of budget under different Demands for consideration of any proposal. Permissible cost is to be worked out as follows. Permissible Cost i.e., PC = {Ceiling (C) X 1.5} – Throw Forward (TF), C = The Revenue Budget allocated to a particular Division/Demand. If grant is yet to be allocated, the grant of the previous year can be taken as the ceiling till the actual grant is allocated. TF = Throw forward of ongoing works under corresponding demand. Permissible Cost refers to the cost of Revenue proposals being considered for sanction in any particular year under each demand. Classification of Revenue Expenditure and Demands are as per the explanation given in Indian railway finance Code Vol II.				
	(D) Sanction of estimate and administrative approval for Environment related works using 1% provision of sanctioned estimates GMs – Full powers up to Rs. 2.5 Crores	CEnHM Up to Rs. 2.5 Crores	DRM/CWM (in SAG) Up to Rs. 2.5 Crores		*Authority:* **1.** Ref: Rly Board No. 2016/EnHM/13/02 dtd 13.05.2016 **2.** 2017/Trans/01/Policy dtd 18.10.2017
3.	Sanction to excess over estimates (Including those sanctioned by higher authority at the time of preparing revised/ completion estimates.) (A) For itemized works, and LAW/Minilaw items Other than M&P and surveys				*Authority*: 1. Item No. 40(1) of GM's delegation vide Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017
	(i) Increase in cost due to escalation	PHOD/ CHOD up to 100% of the original estimate. CAO/C in HAG- Full powers where original estimate cost is up to Rs. 500 Crores.	DRM/ADRM/SAG up to 100% of the original estimate.	SG/JAG up to 100% of the original estimate.	
	(ii) Increase in cost due to reasons other than escalation	up to 20% of the original estimate.	up to 20% of the original estimate.	up to 20% of the original estimate.	
3.	(B) Survey estimates including escalation and other than escalation both.	PHOD/CHOD Up to 20% of the original estimate.	Nil	Nil	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	Note for item 3(A) and 3(B): 1. Finance concurrence is required 2. No powers to incur any excess over the percentage provision for works, establishment, and general charges. 3. These are the overall variations on the abstract estimate and cannot be exceeded even if more than one revised estimate is sanctioned. The permissible overall excess due to escalation/ other than escalation is with reference to Abstract Cost only. 4. The powers to sanction excess over abstract / original estimate on account of Material Modificationsis limited to Rs.20 Crores. In case of computerisation Plan Head (PH-17), total value of Material modification in a work should not exceed Rs.5 crore or 5% of the original cost of the work, whichever is less 5. This delegation will not affect the rules in force regarding Material Modification. 6. These powers are subject to the restrictions stipulated in Codes, Railway Board's letters and GM's instructions from time to time. 7. The change in scope of work shall be governed by powers for material modification given in item No. 49 of GM's SOP. 8. For RSP these powers will be exercised by PCME/PCEE.While processing the revision in the cost of estimate, the reasons for delay/time overrun should be clearly recorded. 9. GM have full powers to sanction excess over estimates due to price escalation. 10. The overall cost of revised estimate including all variations i.e. due to price, quantity etc should be within the powers of sanctioning of estimates as mentioned in Item no 2. 11. The GMs/PHOD/CHOD/DRM can sanction excess over estimate even when the variation is beyond the percentage variation prescribed above so long as the revised cost is within the limit of their respective powers to sanction new works as per Rly Board's Extant orders.				
	(C) M&P estimates				*Authority:* 1. Item no 40 (2) of Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017 2. Rly Bd's letter No. 2017/Trans/01/Policy dt. 18.10.2017
	(i) Increase in cost due to escalation	PHOD/CHOD up to 50% of the original cost or Rs.1 Crore whichever is less	DRM/ADRM/CWM (in SAG) up to 50% of the original cost or Rs.50 lakhs whichever is less	JAG up to 50% of the original cost or Rs.50 lakhs whichever is less	
	(ii) Increase in cost due to reasons other than escalation	PHOD/CHOD up to 10% of the original cost or	DRM/ADRM/CWM (in SAG) up to 10% of the	JAG up to 10% of the original cost or	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		Rs.25 lakhs whichever is less	original cost or Rs.25 lakhs whichever is less	Rs.25 lakhs whichever is less	
	1. Finance vetting is necessary. **2.** Powers indicated for increase in cost due to reasons other than price escalation cover material modification also. **3.** Personal approval of GM with the personal concurrence of PFA is required in cases of material modifications costing above Rs. 10 Lakhs each. **4.** 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. **5.** These powers are subject to the condition that the total cost (including the excess) does not exceed the powers of the original sanctioning authority. The total cost including excess should be regulated as per the provisions contained in GM's delegation of powers re-delegated under the columns 3,4&5. **6.** This delegation will not affect rules in force regarding Material Modification. **7.** These powers are subject to the restrictions stipulated in Codes, Railway Board's letters and GM's instructions from time to time. **8.** LS M&P estimates: In case, a detailed LS estimate exceeds the sanctioned cost during execution, it requires the sanction of DRM/CWM for any excess up to Rs. 20 Lakhs, CME up to Rs.50 lakhs and if it exceeds Rs. 50 lakhs, the same requires the sanction of Railway Board.				
4.	Material Modification in works estimated to cost at least Rs.2.5 Cr. and above.	PHOD Up to Rs.50 lakhs. SAG Up to Rs.25 lakhs.	Up to Rs.25 lakhs.	Nil	*Authority*: **1.** Para-1110 of Engg. Code and Item No.49 of GM's delegation. **2.** Board's Lr. No F(X)II-2006/PW/17 dated 18-10-2006
	Notes for Item 4 1. Finance concurrence is necessary. 2. Subject to a ceiling of 20% of original estimated cost. 3. For Material modification estimated to cost more than Rs. 50 lakhsbut below Rs. 2.5 Crores, personal sanction of GM with PFA/FA&CAO(C) 's concurrence is required. The excess over the revised cost of the estimate does not go beyond the General Manager's powers.				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
5.	Works Contract for approved and sanctioned works- or supplies related to sanctioned works or zonal contracts. (A) Calling of Tenders: (i) Open Tenders.	PHOD/HOD Full Powers	DRM /ADRM/CWM (in SAG) Full Powers	JAG Full Powers	*Authority:* 1. Railway Board's letter No. 2007/CE-I/ CT/18 Pt. II dated 30.07.2010. Railway 2. Board's letter No 2007/CE-I/CT/18 Pt. XII dated 31.12.2010 (Para No 4). 3. Railway Board's letter No. 94/CE-I/ CT/4/Pt.17 dated 13.08.2012. 4. Board's letter no. 2017/CE-I/CT/10-Procurement Cycle dtd 23.10.2017. 5. Railway Board's letter No Trans/01/Policy dated 08.02.2018
	Notes for Item 5(A)-(i): 1. For all works contract tenders requiring techno-economic evaluation, 'Two Packet System' of tendering shall be the norm as far as possible 2. For inviting Works Tenders valuing more than Rs.10 Crs, two-packet system, shall mandatorily be followed. However, for all works contract tenders within the Tender Acceptance Powers of SAG/DRM/ADRM/CWM valuing more than Rs 10 Crore, 'Two packet System shall mandatorily be followed, except in cases where it is decided by an executive not below SAG level for reasons to be recorded in writing and with the concurrence of associate Finance, that it would be advantageous to follow 'Single packet system". For Tenders valuing beyond the tender acceptance powers of SAG/DRM/ADRM/CWM, and costing more than Rs 10 Crore, decision of executive not below HAG in consultation with FA& CAO shall be required to adopt Single packet system of tendering in case of works tenders. Authority (RB ltr no 2017/Trans/01/Policy dated 26-12-2017) 3. For Tenders valuing up to Rs. 10 Crs, decision to adopt two-packet system shall be taken by the tender inviting authority with the concurrence of associate finance 4. The Minimum Eligibility / Qualifying criterion/criteria in the Tender Document for selecting the Tenderer should be precisely defined as per Railway Board guidelines. In case of any modification to Railway Board's standard minimum eligibility criteria, concurrence of PFA / FA&CAO/C (Associate Finance) and approval of GM/ CAO/Con should be taken. 5. Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders are called without sanction of detailed estimate. Pre-vetting is also not necessary in case of zonal works and revenue works in Open Line up to Rs.5 lakhs for which detailed estimates need not be framed. It shall be ensured that the tender schedules are prepared based on the scope of the work as included in the sanctioned estimates. In cases of urgency, open tenders may be called, before sanction of detailed estimates, with the approval DRM/PHOD/CHODs. However, the letter of acceptance shall be issued only after the sanction of detailed estimate. **6.** For inviting tender for consultancy works, prior approval of competent authority has to be obtained as per Annexure'D' **7.** All zonal contracts should be open tenders. **8.** Powers to call tenders by JAG is restricted up to the value of tenders to be accepted at SAG level.				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	9. Eligibility criteria need not be stipulated for open tenders up to Rs.50 lakhs each. For relaxation in the prescribed eligibility for open tenders costing above Rs.50 lakhs, personal approval of GM is required with PFA's concurrence in case of Open Line. In cases of Construction Organization, personal approval of CAO/C is required with personal concurrence of FA & CAO/C. However, for inserting eligibility criteria in specialised tenders, decision of PHOD shall be final in all cases. **10.** Sufficient notice period should be given for the submission of tenders, which in the case of large works should not be less than a month. The above prescribed tender notice period may be departed from in the most exceptional circumstances only and then too in consultation with the Principal Financial Adviser. However: i) For tenders valued up to and including Rs. 1 Crore invited through e-tendering, the tender notice period can be reduced up to 21 days by CAO/PHOD/CHOD/DRM/CWM (in SAG) without finance concurrence and up to 14 days with the concurrence of Associate Finance ii) For tenders valued above Rs. 1 Crore and up to & including Rs. 2 Crore invited through e-tendering, the tender notice period can be reduced up to 14 days by CAO/DRM/CWM (in SAG) with the concurrence of Associate Finance **11.** For Service ContractsGCC for Services shall be followed.				
	(ii) Limited Tenders from approved list for Works Contracts.	PHOD/ CHOD More than Rs.1.5 Cr. and up to Rs.7.5 Cr. HOD More than Rs.37.5 lakhs and up to Rs.1.5 cr.	DRM/ADRM/CWM (in SAG) More than Rs.37.5 lakhs and Up to Rs.1.50Crs.	JAG /JAG(SG) Up to Rs. 37.5 lakhs	*Authority:* 1. No.2013/CE-I/CT/0/20/PO/Pt. II (ii) dated 26.11.2013.
	Notes for Item 5(A)-(ii): 1) Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders are called without sanction of detailed estimate. Pre-vetting is also not necessary in case of zonal works and revenue works in Open Line up to Rs.5 lakhs for which detailed estimates need not be framed. It shall be ensured that the tender schedules are prepared based on the rates/quantities/scope of the work as included in the sanctioned estimates. 2) For formulating approved list of contractors and invitation of Limited Tenders, the norms specified in the Board's letter No.94/CE- I/CT/4 dt.17.10-02, 12/16-5-06 and No. 2007/CE/ I/CT/18 dt. 28-9-2007 and subsequent revisions on the subject shall be followed. 3) At least 10 names should be on the approved list of contractors. *4)* Tender Notice period should not be less than 14 days.				
	(iii) Special Limited Tender				*Authority:* 1. (Rly. Bd's letter No. 94/CE-I/CT/4 dated 22.10.2001 and 17.10.2002

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(a) Works of specialized nature (b) Works of urgent nature	PHOD/CAO/C Full Powers. CAO/C Full Powers	Up to Rs. 10 lakhs Up to Rs. 10 lakhs	Nil Nil	2. Rly. Bd's Ltr. No. F(X) II/2006/RW3 dt. 27-2-2006 and 16-05-2006 and F(X)II/2006/PW/13 dt. 9-8-2006. 3. Rly. Bd's. Lr. No. 2007/CE/I/CT/18 dt. 28-9-2007.
	Notes for Item 5 A(iii) Special Limited Tender: 1) Associate Finance concurrence is necessary. 2) As per Rly. Bd's. Lr. No. 2007/CE/I/CT/18 dt. 28-9-2007 CAO/C wih the concurrence of FA&CAO/C may invite special limited tenders not only for specialized nature of work but all types of works depending upon the merit of the case. 3) Special Limited Tenders may be invited from specialised and reputed contractors/organisations/agencies. (Rly. Bd's letter No. 94/CE-I/CT/4 dated 17.10.2002) 4) Tenderers from whom Special Limited Tenders are to be invited should preferably be more than Six but not less than Four (Rly. Bd's letter No. 94/CE-I/CT/4 dated 17.10.2002) 5) Tender Notice period should not be less than 14 days.				
5.	(B) Consultancy (i) Consultancy works for other than property development schemes from outside bodies including PPP projects (ii) Consultancy works for property development schemes i.e., for commercial exploitation from outside bodies GM – Full powers in consultancy contracts with the concurrence of PFA upto Rs 10 Crore	PHOD/CHOD Upto Rs 20 Lakh per case with an annual ceiling of Rs 1.5 Crore CAO/Construstion Upto Rs 50 lakh per case with annual ceiling of Rs 5 Crore CAO/C (in charge of USBRL project) can award consultancy contract upto Rs. 2 crores per case with an annual ceiling of	DRM Upto Rs 10 Lakh per case with annual ceiling of Rs 1.5 Crore	NIL	*Authority:* 1. Item No.30(a) of GM's delegation. Bd's Letter No. F(X)II-2016/PW/ 3 dt.14.09.2016 2. Railway Board Letter no F(X)-II/2015/PW/7 dated 12.06.2017 3. 2017/Trans/01/Policy dtd 18.10.2017 Railway Board letter no No. 2017/Trans/01/Policy dated: 27 - 11- 2017 on the subject Process Reforms – Engagement of Consultants

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		Rs. 6 crores with the personal concurrence of FA&CAO/C. The level of tender committee shall be SAG. These powers have been delegated in respect of Udhampur-Srinagar-Baramulla rail link (USBRL) project subject to availability of amount in sanctioned estimate (Authority: Board's letter no. f(X)II-2010/PW/I dtd. 10.5.2010). Powers to CAO/Con are in addition to powers delegated to General Managers			
5	(C) Single Tender (i) in case of accidents, breaches involving dislocation to traffic.	<u>PHOD</u> Up to Rs.20 lakhs per case subject to annual limit of Rs.1 Cr.	<u>DRM</u> Up to Rs. 10 Lakhs per case subject to annual limit of Rs.50 lakhs.	Nil	*Authority*: **1.** Para-1214-A & 1260 of Engg. Code along with Railway Board's letter no 2007/CE-I/CT/18 dated 7th Mach 2008. **2.** Railway Board Letter no F (X)II-2010/PW/1 dated 11.05.2010 **3.** Works of specialized nature pertaining to Construction organization to be personally approved by CAO/CN with

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(ii) Works of specialized nature	CAO/Con Full Powers	Nil	Nil	prior concurrence of the FA&CAO/CN. This power is not to be redelegated to any other authority. For works of specialized nature pertaining to Open line, personal approval of GM is required with prior concurrence of FA&CAO. **4.** 97/CE-1/CT/32 dt. 27-08-97 **5.** 97/CE-I/CT/32 dated 27.08.1997. 6. For any other situations only GM has Full Powers to award work on Single Tender basis with PFA's concurrence including award of work on single quotation basis. (Personal sanction of GM is required)
	(iii) Any other situation	Nil CAO/C- (in charge of USBRL project) of NR only Upto Rs. 2 crores in each case to tackle emergency situation arising out of geological condition with prior concurrence of FA&CAO/C. The justification for taking up the work on single tender basis should be recorded on file*	Nil	Nil	
	Note for item 5(C) Single Tender: 1. To be operated in times of cyclone, floods, accidents, sabotage, enemy action, explosions, cases of extreme urgency such as works or supplies necessary to safeguard life or property or repair damage to track caused by flood breaches, washaways, accidents or other unforeseen contingency so as to maintain through communication. 2. Lighting, transhipment, hiring of plant, machinery, and equipment (including communication equipment) in cases listed under 1 above will be covered in this Para. 3. Report to GM is necessary for incorporating it in the annexure to the PCDO 4. The discretion to classify any item of work as one of extreme urgency for the purpose should be exercised personally by the DRMs. 5. Finance concurrence is necessary.				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
5.	(D) Invitation of single tender in case of works pertaining to doubling, Traffic facility, New lines, gauge conversion and railway electrification projects, which are targeted for completion in the current financial year.	CAO/C, CAO/RE: Up to Rs. 5 Cr.	Nil	Nil	*Authority:* 1. Para-1214-A of Engineering Code 2. Railway Board's letter No. 2007/CE-I/CT/18 dated 07.03.2008 3. Railway Board's letter No. 2007/CE-I/CT/18 Pt. XII dated 31.12.2010 (Para-3), 4. Bd's Letter No.2011/CE I(Spl)/CT/0/4 dated 27.06.2011 and 11.10.2012 & Letter No.2011/CE-I/CT/0/4 dated 14.11.2013 followed by 02.05.2017.
	Notes for Item 5 (D): 1. Personal concurrence of FA & CAO/C is required. 2. Tender Committee should be at least at SAG level with acceptance by CAO (C). 3. Powers to be exercised only in respect of Plan Heads and Projects targeted for completion by awarding Single Tender as per the instructions of Railway Board for specific Financial year. 4. Prudency and transparency shall be maintained in the exercise of these powers.				
	(E) Acceptance of Tenders: i) Open/Limited/ Special Limited	Refer to: Annexure 'A'.	Refer to: Annexure 'A'	Refer to: Annexure 'A'	1. Constitution of Tender Committee and acceptance as per Annexure –A.
	ii) Acceptance of single tender.	Refer to: Annexure 'A'.	Refer to: Annexure 'A'	Refer to: Annexure 'A'	*Authority*: Railway Board's letter No.97/CE-I/CT/32 dt.27-8-97 1. Constitution of Tender Committee and acceptance as per Annexure –A. 2. The Tender Committee composition and the accepting authority should be at

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					least one step higher than the members nominated in case of Open Tenders/Limited Tenders except where G.M. is the accepting authority.
	(F) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	JAG/SG & SS officers (Independent charge) (i) Works directly related to safe running of trains: Up to and including Rs.2 lakhs per case without finance concurrence subject to annual ceiling limit of Rs. 10 Lakhs. (ii) All other works including works directly related to safe running of trains: Up to Rs.5 lakhs per case with annual limit of Rs.60 lakhs (including (i) above). **SG and JAG in workshop - same above**	*Authority*: Board's Letters Nos. 1. 2007/CE-I/CT/18/Pt. dt 05.03.2009. 2. 2007/CE-I/CT/18 Pt.13 dt.06.09.10. 3. 2007CE-I/CT/18/Pt.13 dt.11.09.17

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	Notes for Item 5 F (Quotations): 1. Finance concurrence is necessary except for delegation under col. 5(i) for which certification by accepting Authority that the work is of urgent nature and directly related to safe running of trains in his jurisdiction is required to be recorded. 2. The powers shall be exercised by the officers with their own administrative approval and no separate administrative approval is necessary. 3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. 4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/ sanction to the detailed estimates wherever necessary. 5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation 6. The reasonableness of rates should be gone into objectively and in detail by the accepting authority. 7. Quotations should not be for fancy (expensive but of low utility) items. 8. Quotations should only be for works which are urgent in nature. 9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list. 10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms). 11. A Register showing the full particulars of works authorized through quotations shall 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. 12. The powers delegated are specific to the department/division concerned. 13. Cross utilization of powers of equivalent officers in a division/single administrative unit shall not be allowed. 14. Notice period of at least 7 days from the date of NIQ (Notice inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation				
	(G) To call for and accept tenders for supply of sieved, dried sand packed into 30 - 50Kg. Bags as per the specifications.	Nil	DRM /ADRM/ CWM (in SAG) Up to Rs.50 lakhs	DME(Power)/ Sr. DME/DSL: Sr. DEE/TRO, DEE/TRO, Sr. DEE/ELS, Sr. DEE/OP Up to Rs.30 lakhs	1. Constitution of Tender Committee and acceptance as per Annexure 'A'.
6.	Signing of contract agreements including rider agreements in respect of tenders accepted by the competent authority for all types of contracts including	One stage below the Tender Accepting Authority as per the extant delegation of Powers of open tenders	One stage below the Tender Accepting Authority as per the extant delegation of Powers of open tenders	One stage below the Tender Accepting Authority as per the extant delegation of Powers of open tenders	*Authority:* 1. Para-1259 of Engg. Code & Para-410 of Stores Code Vol. I. 2. Railway Board's letter No.2007/CE-I/CT/0/20/1 dated.08.10.2015. Rly. Bd's Lr.No.2007/CE-I/CT/O/20/1 dt.19.10.2016. 3. Current delegation of Powers regarding

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	works/service/BOOT etc.				Open Tender Acceptance is as per Annexure-A
	Notes for Item 6: **1.** Finance vetting is necessary. **2.** The powers under this item are to be exercised only after the contract, purchase, lease etc. are approved by competent authority. **3.** Contract/Lease agreement to be got vetted by Law Officer where no standard agreement exists. **4.** Rider agreements to the main agreement may likewise be signed by the authorities who signed the original agreement provided the approval of the competent authority is obtained.				
7.	Introduction of new SOR items in contract for works.	PHOD/HOD Full Powers	DRM/ADRM/ CWM (in SAG) Full Powers	SG/JAG/SS (independent Charge) Full Powers	
	Note for item 7: 1. The items of work proposed for inclusion should be relevant to the main scope of work. 2. Revision to contract value shall be proposed by way of variation statement. 3. The variation shall be governed as per notes in item no 9 of this SOP works matters Part-A.				
8	(A) Introduction of new non-schedule items in contract for works Without Finance Concurrence	PHOD/HOD Up to Rs 5 Lakh in a contract (or 10% of the original value of the contract whichever is less	DRM/ADRM/ CWM (in SAG) Up to Rs 5 Lakh in a contract (or 10% of the original value of the contract whichever is less	SG/JAG/SS (independent Charge) Up to Rs 5 Lakh in a contract (or 10% of the original value of the contract whichever is less)	*Authority:* 1. Board's letter No. 87/WI/CT/10 dated 17.3.1988 and No.94/CE-I/CT/37 dated 6.6.95. 2. Railway Boards Letter No. 2007/CE-I/CT dated 31.8.2007 and Cs no dtd 04.01.08 3. Board's, letter no 2017/Trans/01/Policy dated 18.10.2017 4. Board's Lr No.2018/TF/Civil/Works Dtd.12/06/2018
	(B) Introduction of new non-schedule items in contract for works with finance Concurrence	Full Powers	Full Powers	Full Powers	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
Note for item 8: 1. It should be ensured that the rates sanctioned for such non- schedule items, are comparable to the rates for similar works executed in the area. 2. Rates should be derived from Last Accepted rates of SOR/NS items of similar conditions and where new items can not be derived from such SOR/NS items, market rates should be taken. Rates of such NS items accepted without finance concurrence cannot be quoted as Last accepted rate (LAR) for justifying similar rates in future tenders. 3. The variation shall be governed as per notes in item no 9 of this SOP works matters Part-A.					
9.	Variation in quantities specified in contracts (A) Increase in quantities specified in the Contract.	<u>PHOD/ HOD</u> Full powers (Provided the conditions given in the remarks column are adhered to and the revised monetary value of the amended contract does not exceed their current power of Tender acceptance).	<u>DRM/ADRM/ CWM (in SAG)</u> Full powers (Provided the conditions given in the remarks column are adhered to and the revised monetary value of the amended contract does not exceed their current power of Tender acceptance).	<u>SG/JAG/SS (independent Charge)</u> Full powers (Provided the conditions given in the remarks column are adhered to and the revised monetary value of the amended contract does not exceed their current power of Tender acceptance).	*Authority*: 1. Rly Board's letter No. 94/CE-I/CT/4 dt. 17.10.02. 2. Rly Board's letter No. 2007/CE-I/CT/18 dt. 28-9-2007. 3. Rly Board's letter No.2007/CE-I/CT/18/Pt.XII dated 31.12.2010. 4. Railway Board's letter No.2007/CE-I/CT/18/Pt.XII dated 08.07.2016. 5. Railway Board's Transformation Cell Letter no 2017/Trans 01/policy dated 08.02.2018. 6. (Authority: RB Ltr no 2017/Trans/01/Policy dated 27-03-2018) 7. Board, letter no 2017/Trans/01/Policy dated 18.10.2017 8. Board's letter No. 2018/TF/Civil Works dt 12.06.2018
Notes for Item 9 (A) 1. Individual NS items in contracts shall be operated within variation upto plus or minus 25% and payment would have made as per the agreement rate. For this no finance concurrence would be required. 2. For the tenders accepted at the Zonal Railways level, the variation in quantities will be approved by the authority in whose current tender acceptance powers, the revised value of the agreement lies.					

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS

3. In case an increase in quantity of an individual item by more than 25% of the agreement quantity is considered unavoidable, the same shall be got executed by floating a fresh tender. If floating a fresh tender for operating that item is considered not practicable, quantity of that item may be operated in excess of 125% of the agreement quantity (100% i.e., the original quantity + 25% i.e., quantity over and above the original quantity) subject to the following conditions:
   a. Since there is an in-built rate reduction Clause of 2% & 4% for variation between 125% & 140% & between 140% and 150% respectively on the accepted rates it will only require the prior approval of the Tender Accepting Authority (TAA) who is an officer not below the rank of JAG without finance concurrence subject to other conditions mentioned in Clause 42(4) of GCC 2014.
   b. However, a Supplementary Agreement/Addendum to original Agreement should be drawn subsequent to sanction of the variation by an officer not below the rank of JAG, which needs to be vetted by Associate Finance.
   c. Quantities operated in excess of 125% but up to 140% of the agreement quantity of the concerned item, shall be paid at 98% of the rate awarded for that item in that particular tender.
   d. Quantities operated in excess of 140% but up to 150% of the agreement quantity of the concerned item shall be paid at 96% of the rate awarded for that item in that particular tender.
4. Variation in quantities of individual items beyond 150% will be prohibited and would be permitted only in exceptional unavoidable circumstances with the concurrence of Associate Finance and shall be paid at 96% of the rate awarded for that item in that particular tender.
5. The variation in quantities as per the above formula will apply only to the individual items of the contract and not on the overall contract value.
6. Execution of quantities beyond 150% of the overall agreement value should not be permitted and, if found necessary, should be only through fresh tenders or by negotiating with the existing contractor, with personal concurrence of PFA and personal sanction of General Manager.
7. The limit for varying quantities for minor value items shall be 100% (as against 25% prescribed for other items). A minor value item for this purpose is defined as an item whose original agreement value is less than 1% of the total original agreement value.
8. No such quantity variation limit shall apply for foundation items.
9. As far as SSR/SOR items are concerned, the limit of 25% would apply to the value of SSR/SOR schedule as a whole and not on individual SSR/SOR items. However, in case of NS items, the limit of 25% would apply on the individual items irrespective of the manner of quoting the rate (single percentage rate or individual item rate).
10. For tenders accepted by Board Members and Railway Ministers, variations up to 110% of the original agreement value may be accepted by General Manager.
11. The aspect of Vitiation if any, shall be governed as per Railway Board's Transformation Cell Letter no 2017/Trans 01/policy dated 08.02.2018.
12. In zonal contracts, the variation in the contract should not exceed 25% of the contract value
13. Overall agreemental Value, arrived at by adding the positive variation and subtracting the negative variation from the accepted value of the contract, shall be taken for deciding the competency of sanction. (Authority: RB Ltr no 2017/Trans/01/Policy dated 27-03-2018)
14. The estimate provision/ preparation of revised estimate shall be ensured. The extant rules for excess over estimate, if any, due to escalation/ other than escalation, shall be followed.

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(B) decrease in quantities specified in contract.	Full Powers In respect of contracts the amended contract does not exceed their current power of Tender acceptance)..	Full Powers In respect of contracts accepted by them.	SG/JAG/SS (independent Charge) Full Powers In respect of contracts accepted by them.	*Authority:* 1. Railway Board's letter No.2007/CE-I/ CT/18/ Pt. XII dated 31.12.2010
Note for above item 9 (B): **1.** (a)The contract signing authority can decrease the items up to 25% of individual items without finance concurrence. (b) For decrease beyond 25% for individual items or 25% of contract agreement value, the approval of an officer not less than rank of SA Grade may be taken, after obtaining 'No Claim Certificate' from the contractor and with finance concurrence, giving detailed reasons for each such decrease in the quantities. (c) It should be certified that the quantities proposed to be reduced will not be required in the same work at a later stage. 2. The aspect of Vitiation if any, shall be governed as per Railway Board's Transformation Cell Letter no 2017/Trans 01/policy dated 08.02.2018. 3. The limit for varying quantities for minor value items shall be 100% (as against 25% prescribed for other items). A minor value item for this purpose is defined as an item whose original agreement value is less than 1% of the total original agreement value. 4. No such quantity variation limit shall apply for foundation items.					
10.	Extension to the date of completion of contracts for works or supplies.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	SG/JAG/SS (independent Charge) Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	**1.** Finance concurrence is not necessary. **2.** Extension is governed as per clause 17 of GCC. 3. For service contract the extension will be as per GCC of service contract. *Authority*: 1. Para-1266 and 1267 of Engg. Code and Para-445 of Stores Code Vol. I.
11.	Advances to Contractors (A) Mobilization Advance	Full Powers as per terms of accepted tender.	DRM/CWM in SAG) Full Powers as per terms of accepted tender.	Nil	*Authority:* 1. Railway Board Letter No.2007/CE-I/ CT/18/ Pt.3 dated 23.05.2012. 2. Railway Board Letter No. 2007 /CE-I/CT /18/Pt.3 New Delhi, dated 22.01.2018 (CS 54 of IR Code of Engineering)

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(B) advance against new plant & machinery.	Full Powers as per terms of accepted tender.	DRM//CWM in SAG) Full Powers as per terms of accepted tender.	Nil	
Notes for Item 11 **1.** Finance concurrence is not necessary. **2.** Grant of advances is to be restricted to such of works which are capital intensive, specialized in nature and for high value tenders of Rs.25 Crs and above **3.** Suitable provisions may be included in the Specialconditions of the tender so that. a. Stipulations of GM's delegation under item no. 48 shall be followed. b. All Relevant Conditions and Method of Recovery of Interest may be fulfilled as per the ACS No.46& 54 to Para 1264 of IRC for Engineering department and subsequent Railway Board guidelines from time to time should also be followed.					
	(C) (i) Release of Performance Guarantee	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	SG/JAG/SS (independent Charge) Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	1. Finance concurrence is not necessary. 2. To be released after satisfactory completion of the work duly deducting dues if any, no finance Vetting/ concurrence required.
	ii) Refund of /Earnest Money and Security deposit of contractors	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	1. To be released after expiry of the Maintenace period duly deducting dues if any, no finance Vetting/ concurrence required.
	(D) (i) Determination of amount of Liquidated Damages recoverable from contractors failing to fulfil contracts for	Full Powers within their current powers of signing	Full Powers within their current powers of signing of	SG/JAG/SS (independent Charge)	1. Finance concurrence is not necessary. *Authority*:

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	works in accordance with Clause-17 B of GCC	of Contract Agreements as per Item no 6 above.	Contract Agreements as per Item no 6 above.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	1. Para-1267 of Engg. Code & Clause 17 B of General Conditions of Contract (GCC).
	(ii) Levy of Token penalty recoverable from contractors while granting extension of contract under Clause 17 B of GCC.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	SG/JAG/SS (independent Charge) Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	1. Finance concurrence is not necessary. 2. Token Penalty shall be quantified. *Authority*: 1. Para-1267 of Engg. Code & Clause 17 B of General Conditions of Contract (GCC). 2. Rly. Bd's letter No. 2007/CE-1/CT/18, dt. 28-09-07.
	(iii) Waiver of Liquidated damages /Token Penalty recovered from contractors.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	SG/JAG/SS (independent Charge) Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	1. Finance concurrence is necessary. *Authority*: 1. Para-1267 of Engg. code & Clause 17 B of General Conditions of Contract (GCC). 2. Rly. Bd's letter No. 2007/CE-1/CT/18dated 28-09-07
	(E) Forfeiture of Earnest Money Deposit and Security Deposit and encashment of Performance Guarantee for works.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above. In respect of contracts accepted	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	SG/JAG/SS (independent Charge) Full Powers within their current powers of signing of Contract	*Authority*: **1.** Para-1243 and 1244 of Engg. Code. 2. Rly. Bd's letters No.2003/CE-1/CT/ 4/PT. I dt. 12-05-06 & No. 2007/CE-1/CT/18, dt. 28-09-07.

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		by GM and higher authority the powers will be exercised by PHOD.		Agreements as per Item no 6 above.	
Notes for item 11 (E): 1. Finance concurrence is not necessary. 2. Contract signing authority shall forfeit the SD and advise in writing to associate accounts to ensure credit to earnings in the same month with a copy to the contractor. 3. Contract signing authority shall advise in writing for encashment of PG to associate accounts to ensure realization from the Bank Credit to earnings in the same month with a copy to contractor.					
12.	To cancel/ Terminate contracts in accordance with the conditions of contract.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	SG/JAG/SS (independent Charge) Full Powers Full Powers within their current powers of signing of Contract Agreements as per Item no 6 above.	*Authority*: **1.** Para-1270 of Engg. code. **2.** Board's lr.No.87/W1/CT/5 dt.18.12.87
Notes to Item 12 1. No finance concurrence required for determination of contract under Clause 62 of GCC 2. Finance concurrence is necessary for determination of contract under Clause 61 of GCC. 3. The cancellation/termination of contracts shall be conveyed to the contractor under the signature of the authority not lower in rank than the contract signing authority.					
13	Revocation of termination of contracts.				
	(A) After issue of 48 hours notice but brfore issue of final termination notice in terms of clause 62 of GCC	The Contract is alive till the notice of Termination is issued. As such, there is no need of its revival during this period. Notice may be withdrawn if the contractor is able to demonstrate his earnest intention to re-start the work to the satisfaction of the Agreement Signing Authority.			
	(B) After issue of final termination notice	Once the formal notice of Termination had been issued, revival of the contract, even if on the same terms and conditions, is possible only as a single tender,			
	Notes to Item 13: 1. Board's letter No. 99/CE-I/CT/28 dated 24.05.2001.				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
14	(A) Re-appropriation of Revenue Grants	Full powers to distribute/redistribute the budget of their Department between Divisions/units under same Demand (sub-major head), same PU with concurrence of FA&CAO/Budget.	DRM/CWM Full powers to re-appropriate the budget allotted to the Division/unit for same department, same demand/sub major head and same PU between sub-heads with Associate Finance concurrence. ADRM: NIL	NIL	1. Powers of Zonal Railways for re-appropriation under revenue grants will be communicated by Rly.Bd in the letters advising spending units. (Authority: Boards's letter No. 2011-B-174 dt:03.07.2015.) 2. As per Board's letter No.2018-B-200/SL dt:23.04.218, Zonal Rlys may carry out re-appropriations suitably between Pus 27, 28 and 32 in view of safety related urgency during 2018-2019. These powers will be vested with GM and requires Finance Concurrence.
	(B) Re-appropriation of funds from one work to another under same plan head/ same source of fund in respect of Lumpsum works under Demand No.16	Full powers to distribute/redistribute the Lumpsum outlay (i.e., for works costing less than Rs.2.5 cr each), as per pink book for current financial year, among Divisions/Units during the year as per BG/RG/FG within the same plan head and source	Full powers to re-appropriate from one sanctioned lumpsum work to another sanctioned lumpsum work of the Division/Unit as per progress/priority within the same plan head and source, subject to not exceeding the total outlay for the year for Lumpsum works as advised by plan head Coordinator. Finance Concurrence of associate Finance is required.	NIL	1. General Guidelines for re-appropriation as contained in the extant Board's letter/orders should be followed. 2. Outlay for works costing below Rs.2.5 crores (Lumpsum) for 'New works' and 'works in progress' cannot be clubbed and have to be treated distinctly.

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(C) Re-appropriation of funds from one work to another under same plan head and same source of fund for itemised works under Demand No.16	NIL	NIL	NIL	1. GM's approval with Associated Finance concurrence is required. 2. Sanction Memorandum should be generated only through Budget VPN 3. Instructions as per Rly.Bd's letter No. 2011-B-174 dt:03.07.2015, 16.02.2017 and any other orders issued separately are applicable as amended from time to time.
	(D) Re-appropriation of funds from one plan head to another plan head/from one source to another source of fund in respect of itemised works under Demand No.16	NIL	NIL	NIL	Need to be referred to Railway Board for sanction with the recommendation of GM and vetting of FA&CAO/Budget (Authority Rly.Bd letter No. 2011-B-174 dt:03.07.2015 and 16.02.2017).
	(E) For Other Instructions on Reappropriation, Refer Annexure-E				
15.	Special repairs (i.e.) other than ordinary repairs and maintenance excluding repairs due to flood damages to - (A) Officer's bungalows.	PCE / CEE Full Powers	DRM Full Powers	Nil	
	(B) Quarters for Group C & D staff.	CE / CEE Full Powers	DRM / ADRM Full Powers	JAG Full Powers	
	(C) Other than staff quarters.	CE / CEE Full Powers	DRM /ADRM/ CWM Full Powers	JAG Full Powers	
	(D) Rolling stock.	CME / CEE Up to Rs.50 lakhs in each case.	DRM/CWM Up to Rs.5 lakhs in each case.	Up to Rs. 1 Lakh in each case	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
Notes for Item 15 **1.** Prior finance concurrence is necessary **2.** Regarding repair of Railway houses, policy circulated vide Rly Board's Lr No.2018/TransCell/Process Reform/Estt Dtd.05/04/2018 and Railway Board letter No. 2018/TF/Civil/ Works dt.12.06.2018 shall be followed. **3.** Works are to be carried out on condition basis subject to no improvements or alterations to the standard design being made **4.** The exercise of the powers is subject to availability of funds, observance of codal provisions regarding the preparation /sanction to estimates etc. and other orders issued from time to time. **5.** Powers to be exercised for repair works to restore to the original condition only Subject to observing the restrictions envisaged in item No.55 & 56 of GM's delegation of powers and provisions of Para -1524 of Medical Code.					
16.	To sanction urgency certificate chargeable to special revenue.	PHODs only Up to Rs. 50 Lakhs	Up to Rs.25 lakhs.	JAG Up to Rs. 5 lakhs.	**1.** Finance concurrence is not necessary. **2.** Provision contained in 1103 & 1104 of Engg. code and other instructions issued from time to time shall apply.
17.	Sanction to dismantlement of assets not proposed to be replaced other than dismantling/ permanently closing to public traffic of any open line section.	PHOD Full Powers SAG Officers in Construction Organization. Up to Rs.50 lakhs in each case.	Up to Rs.50 lakhs in each case.	Nil	*Authority*: 1. Item No.41 and 42 of GM's delegation vide RB letter no FX (II)-2015-PW/7 dated 12.06.2017.
Notes to Item 17: 1. Finance concurrence is necessary. 2. The value refers to the realizable sale value of the asset. 3. The powers to be exercised subject to the approval of user department and concurrence of associate finance. 4. Sanction of necessary estimates to be ensured 5. The dismantled assets should be disposed off as per normal procedure and realizable resale costs obtained 6. Detailed estimate as required vide para – 701-of IR Code for Engineering for Renewal and Replacement works chargeable to revenue costing more than Rs.5 lakhs and for repairs and reconditioning works costing more than Rs.1 lakhs chargeable to revenue will be prepared and sanctioned with Associate Finance vetting in each case. 7. A rough estimate may be prepared and kept where the cost of renewal and replacement works chargeable to revenue is less than Rs.5 lakhs & repairs & reconditioning works less than Rs.1 lakhs					

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
18.	Temporary arrangements at stations for festivals.	PHOD Full Powers	DRM Full Powers	JAG up to Rs. 25,000/- in each case.	**1.** Finance concurrence is necessary. **2.** For ceremonial occasions and other functions refer to SOP Miscellaneous Matters.
19.	Transfer of machinery and plant from one station to another.	PHOD Full Powers	Full Powers	JAG Full Powers	*Authority*: Para-3507 of Way and Works Manual. **1.** Finance concurrence is not necessary. However Adjustment Memos (AM) should be prepared and submitted to accounts office for concurrent adjustments.
20.	Payment of petty bills for demarcation of land.	Full Powers	Full Powers	JAG Full Powers	Authority: Para-1047 of Engg. code.
21.	(A) Compensation for cutting of trees of private parties (obstructing the view of railway signals, level crossings etc.) and damage to crops or other properties in the course of execution of railway works,. And cutting/ trimming of trees connected with protection of OHE/safety of track. (B) Advance payment to be paid to Forest Department for Cutting of trees, obstructing the view of railway signals, level crossing etc.	PHOD/CHODFull powers PHOD/HOD Full Powers	DRM/CWM (in SAG) Full Powers DRM (only) Full Powers	JAG/SG up to Rs.2 Lakh/- in each case. Sr Scale (independent Charge) Upto rs 1 lakh NIL	*Authority*: Section 35 of Land Acquisition Act, 1894. **1.** Finance concurrence is necessary beyond Rs. 5,000/- in each case. Power in item 21 (B) to be exercised With Finance Concurrence
22.	Lease of - (A) usufruct trees.	PCE / HOD of Civil Engg Dept. Full Powers	Full Powers	Sr. DEN / DEN Full Powers AEN Up to Rs.2500/- at	*Authority*: Board's lr. No.74-EB/3000 dt.14.1.75. Board's lr. No.74-EB/3000 dt.14.1.75 & lr. No.81/W2/18/117 dt. 19.1.87.

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				any one time or place.	
	(B) rights for fishing in ditches etc. in railway limits.	PCE / HOD of Civil Engg. dept. Full Powers by public auction or on tender basis.	Full Powers by public auction or on tender basis.	Sr. DEN / DEN / AEN Full Powers by public auction or on tender basis.	
	(C) cutting grass etc. in railway limits.	PCE / HOD of Civil Engg. Dept. Full Powers	Full powers	Sr. DEN / DEN / AEN Full Powers	1. Finance concurrence is not necessary. *Authority*: 1. Board's lr. No.74-EB/3000 dt.14.1.75.
Notes for item 22 1. Finance concurrence is not necessary. **2.** Lease to be effected through public auction or on tender basis. SSE/JE Pway & Works up to Rs.1000/- in each case by public auction. **3.** The reserve price and sale price to be reviewed once in six months by Sr. DEN/Co-ord. for issue of necessary guidelines for future.					
23.	Write off of ground rent.	PHOD up to Rs. 10,000/- when irrecoverable.	DRM up to Rs.5000/- when irrecoverable.	Nil	1. Prior finance concurrence is necessary. *Authority*: 1. Item No.27 of GM's delegation
24.	Write off from the numerical returns of stores and tools and plant lost/ detected during stock verification (i.e.) when no adjustment of value is necessary.	PHOD Full Powers	Full Powers	Nil	1. Finance concurrence is not necessary. *Authority*: 1. Item No.44 of GM's delegation.
25.	Write off of ballast found short during verification.	PCE / CAO/CN Full Powers	Nil	Nil	1. Prior finance concurrence is necessary. 2. If the shortage is due to theft or other irregularities and is over Rs. 10,000/- in value, a report should be sent to G.M. *Authority*: 1. Item No. 44 of GM's delegation.

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
26.	Adjustment of charges of credits relating to completed works after the completion report (CR) has been drawn awaiting sanction.	PHOD Full Powers	DRM /ADRM / CWM Full Powers	Nil	1. Finance concurrence is necessary. *Authority*: 1. Para-1717 &1718 of Engg. code.
27.	(A) Appointment of Arbitrator GM – Full powers AGM – Full powers (B) Acceptance of claims settled by arbitration award against any dispute arising out of a contract.	Nil CAO/Con in HAG Upto Rs 50 Lakh PHOD/CHOD Up to Rs. 25 Lakh in respect of each contract approved by them and lower authorities.	Nil Nil	Nil Nil	*Authority:* 1. RB Ltr.No. 2017/Trans/01/Policy dt. 18.10.2017. 2. Clause 64 of GCC corrected vide RB letter no No. 2009/CE-IICT/14/Main, New Delhi, dated 17.01.2018 3. Para-1276 of Engg. Code 4. Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017 item no 36 5. Board's Lr No.2009/CE-I/CT/14/Main dtd.17/01/2018

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
Notes for Item 27 (A) 1. Finance Concurrence not required for appointment of Arbitrators. 2. To deal with old cases of arbitration as per new GCC – If the complete panel is being changed due to transfer, retirement or resignation of arbitrator, permission is granted to deal with the cases as per new clauses of GCC. 3. An Arbitrator may be appointed notwithstanding the total number of Arbitration cases in which he has been appointed in the past. (However total number of cases on hand should not be more than 10 for a Retired Officer)					
	(C) Payment of claims decreed by the Court of Law	PHOD/CAO/CN Full Powers	DRM/ CWM (in SAG) Rs 50000/,	SG/JAG SrScale Rs.5000/- each case	1. Finance concurrence is necessary beyond Rs. 50,000/-. 2. Legal Vetting is necessary 3. Railway Board should be informed of the particulars of cases involving expenditure of more than Rs. 25,000/- in each case. 4 Each case of Division must be reported to Hq Law Officer (Dy GM Law or equivalent)

Note for above item no 27 (B):

1. For acceptance of awards, Finance concurrence is necessary along with legal advice

2. (a) Arbitration awards beyond Rs. 25Lakh in open line and beyond Rs 50 lakh in Construction

i. PHOD/CHOD/CAO shall specify the administrative decision either to honour or contest the Award and seek finance concurrence.

ii. After finance concurrence, for obtaining approval of Additional General Manager, the file should be routed through respective PHOD/ CHOD and FA & CAO.

(b)Arbitration Awards up to Rs. 25 Lakh in open line and upto Rs 50 lakh in Construction

i. The concerned HOD shall specify his / her views either to honour or contest the Award and seek Finance concurrence before putting up the case to PHOD/CHOD for decision. A decision to accept/reject the Award in such cases can be taken at the PHOD/CHOD level.

ii. In case it is decided to contest the Award, such decision to be taken by PHOD/CHOD in consultation with HQrs. Finance.

3. The awards accepted should be put up to AGM along with their comments duly concurred by finance if any, in a statement form at the end of each half-year ending 31st March and 30th September.

4. The Railway Board should be informed of the details of cases:

i. where payment to a Contractor as a result of the Arbitrator's award exceeded by more than Rs. 10,00,000/- of the amount considered due by the Railway administration before the Arbitration proceedings began *and*

ii. Where deficiencies in the general conditions of Contract or flaw in procedures/ practices noticed by the Railwaysduring the course of arbitral proceedings/award, regardless of the value of award.

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
28.	(A) classification of quarters for subordinate staff.	PCE Full Powers	DRM/ADRM Full Powers	Nil	**1.** Finance concurrence is not necessary. *Authority*: 1. Para-1902 and 1904 of Engg. code.
	(B) conversion of vacant service building into staff quarters	PCE/CAO/C Full Powers	DRM Up to 50 sq. mts. (Type-II Qtrs.)	Nil	1. Finance concurrence is not necessary. *Authority*: 1. Para-1967 of Engg. code.
	(C) to approve utilization of residential buildings as service buildings.	PCE / CAO/Con / Full Powers	Full Powers	Nil	*Authority*: 1. Board's letter No. 79/W2/18/130/0 dt. 8/12.08.1980.
	Notes for 28 (C) 1. Such residential buildings are surplus to requirement at the station and there are no essential staff for whom quarters of the particular type have to be provided at the station as confirmed by the Divisions **2.** For any additional expenditure by way of providing partition walls or alterations, prior finance concurrence is necessary.				
29.	Payment to outsiders for supply of water to Railway in respect of Stations/ Colonies. not having own source of supply or shortfall in supply.	PCE / HODs of Engg. Dept. Full Powers as per Works Contracts	DRM / ADRM / SAG Officers in independent charge Full Powers as per Works Contracts	JAG/SS (Independent sharge) Full Powers as per Works Contracts	*Authority*: 1. Board's lr. No.74-EB/3000 dt. 14.01.1975.
	Notes for Item 29 **1.** Finance concurrence is not requiredupto Rs 20,000 per case/ occasion. **2.** Where Railways not having developed its own sources of water supply at that particular station. **3.** Railways' own sources of water supply have fully/partially dried up/ failed and there is necessity to purchase water from outside. 4. Where departmental arrangements are in progress at any location, the arrangement for supply of water from external source has to cease on commissioning of departmental facilities. In case of advance payment, necessary safe guards for protection against failure of supply to be ensured.				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
30.	Water tap connection to outsiders including railway contractors doing Railway work.	PCE / CAO/CN Full Powers	Full Powers	SG/JAG/SS (IC) Full powers as per Contract Conditions	1. The rate for recovery should be fixed with prior finance concurrence and necessary agreement executed duly vetted by finance. Powers of CAO/CN are in respect of contracts entered into by Construction branch duly taking permission from divisions. *Authority*: 1. Board's lr. No.74-EB/3000 dt. 14.01.1975.
31.	Track Machines and small track machines (A) (i) for planned procurement of the componenets, spares, consumables and tools of heavy track machines (ii) for planned procurement of small track machines and its components, spares, consumables and tools	PCE Same as PCMM CE/TM or HOD in charge of Track Machines/Small track machines Same as CMM PCE Same as PCMM CE/TM or HOD in charge of Track Machines/Small track machines Same as CMM	Nil DRM Full powers for spares, components, consumables and tools of small track machines through Sr.DMM/DMM of Division	Dy. CE/TM/TMC dealing with Track machines Same as Dy. CMM XEN/TM/TMC dealing with Track Machines Same as SMM SG/JAG/SS (Independent Charge) Upto Rs 20,000 per Month for spares , components consumables and tools of small track machines of his	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				section without Finance Concurrence	
	Notes for Item 31(A) The powers delegated under the item are generally referred to as the purchase powers of the respective authorities. **1.** Finance vetting is required for Indents as per the value specified in SOP(Stores) for other than safety items. **2.** The instructions laid down in the Railway Board's letter No.96/ Track-III/TK/28 dated 9.9.98 to be followed. **3.** Railway Board's letter No. 2001/F(S) I/PW7/2 dated 12.10.2001. **4.** Railway Board's letter No.2007/F(S) I/PW/7/1 dated 07.12.2007. **5.** Board's letter No. A-2007/RSG/779/1 dated 28.07.2008 and 16.10.2008. For Planned procurement of Track Machine Spares, Consumables and Small Tools, and of small track machines/their tools and spares, the officers of Engineering department dealing with Track Machines have powers equal to those of the corresponding purchase officers in Store department (Railway Board's Letter No. 96/Track-III/TK/28 dated 09.09.1998).				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(B) (i) for emergency repairs and purchases of spares incidental to such repairs of heavy track machines	PHOD/CHOD Full powers with finance concurrence. CE / TM or HOD in-charge of Track Machine: Above 4 lakhs and up to Rs. 10 lakhs per case with finance concurrencewith annual ceiling limit of Rs. 1 Crore	DRM/ADRM SAG Officers in Field Units DRM Full powers with finance concurrence	Divisional Officers, Extra Divisional Officers & Officers in Headquarters Dy. CE/TM/TMC dealing with track Machines: Up to Rs. 4 lakhs per case without finance concurrence (including PAC items) with annual ceiling limit of Rs. 1 Crore Sr. DEN/CO: - Up to Rs. 50,000/- per case without finance concurrence including PAC. The overall ceiling limit will be Rs. 2.0 lakhs. XEN/TM: Up to Rs. 2 Lakh per case without finance concurrence (including PAC items) with annual	*Authority*: 1. Board's letter No.78/WSC/ TK/11 dated 15.06.1978. 2. Board's letter No. 96/Track-III/TK/28 dated 09.09.1998. 3. Board's letter No. 96/Track-III/TK/28 dated 18.07.2006. 4. Board's letter No. 96/Track-III/TK/28 dated 5. Board, letter no 2017/Trans/01/Policy dated 18.10.2017

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				ceiling limit of Rs. 50 lakhs AXEN/TM: Up to Rs. 50,000/- per case without finance concurrence including PAC item. The overall ceiling limit will be Rs. 20 lakh.	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	Notes for Item 31 (B)-(i) **1.** Procurement of spare parts along with the emergency repairs should not be in piecemeal in order to avoid finance concurrence and the purchase should be resorted to only when planned procurement has not materialized. **2.** A register showing the details of expenditure incurred on each break down should be maintained so as to enable a watch being kept over the ceiling limit prescribed. **3.** Prior concurrence is not necessary for repairs up to values mentioned here, for different authorities in each case subject to the following: – **i.** Emergency of repairs to be certified by competent authority. ii. Minimum three quotations to be obtained from the reputed Firms duly following the procedure except in case of PAC item or repair from OEM/Authorized dealers. **iii.** A copy of the work order placed on the Firm, the details like date on which repairs carried out including purchase of spares incidental to such repairs with bills should be furnished to the Associate Finance. **4.** In respect of PAC Items, the same should be purchased duly following the procedure. **5.** Reasonability of rates should be certified by the accepting authority.				
	(B) (ii) Emergent hiring of road crane, vehicle/truck for break down maintenance of heavy track machines	Full Powers with finance concurrence	DRM Full power with Finance concurrence above Rs. 50,000/-	JAG/SG Up to Rs. 50,000/- per case with annual ceiling limit of Rs. 6 lakhs without finance concurrence	
	(C) Scheduled overhauling and for purchase of spare parts incidental to such repairs including reconditioning, repairs of heavy track machines	PCE/ CE / TM or HOD in-charge of Track Machine Full Powers as per the Works Contracts With Finance Concurrence	DRM/ADRM Full Powers as per the Works Contracts with Finance Concurrence	DY. CE/TM/TMC dealing with track machines XEN/TM/ TMC dealing with track Machines Full Powers as per the Works Contracts with Finance Concurrence	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(D) Overhauling/reconditioning/ repairs to small track machines and for purchase of spare parts thereof.	Full Powers as per the Works Contracts With Finance Concurrence	DRM/ADRM Full Powers as per the Works Contracts With Finance Concurrence	SG/JAG/ in Division Full powers up to Rs. 50,000/- in each case for overhauling/ reconditioning/repairs to small Track Machines without finance concurrence and above Rs. 50,000/- and up to Rs. 1 Lakh per case with finance concurrence with the annual ceiling limit of Rs. 10 lakhs by clubbing both type of cases. Sr. Scale officers with independent charge only - Full powers up to Rs. 25,000/- in each case for overhauling/ reconditioning/repairs to small Track machines without finance concurrence and above Rs. 25,000/- and up to Rs. 50,000/- per	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				case with finance concurrence with the annual ceiling limit of Rs. 5 lakhs by clubbing both type of cases.	
	Notes for item no 31 c , d **1.** The above powers are subject to the conditions that a register showing the details of expenditure incurred on repairs on each case should be maintained and shown to Associate Accounts as and when demanded by them to enable them to keep a watch over the ceiling limit fixed above. **2.** The above powers for purchase of spare parts can only be exercised in the urgency. Normally the procurement should be made through COS by placing indent. **3.** The annual year for the ceiling indicated above, should be w.e.f., Ist April to 31st March. 4. The procurement of spare parts should not be in piece-meal to avoid finance concurrence.				
	(E) To enter into AMC (other than Single Tender) for Track Machines/ Appliances/ Equipment other than office equipment	Full Powers	<u>DRM, CWM (in SAG)</u> Full powers as per works contract.	Full Powers as per works contract.	*Authority:* 1. Board's L.No.2011/F(X)II/5/11 dtd. 15.06.2016 CS No. 11 dtd. 23.8.2016; 2. Board's L.No. 2017/Trans/01/Policy dt. 18.10.2017 3. 324-S, S-226/1 of 21.06.1971 200/F(S)i/PW/7/2 dated 12.10.2001 4. 05.09.2003 2007/F(S)/PW/7/1 dated 07.02.2007 5. 706-S & 328-S81/F(S)I/PW/7/1 dated 28.04.1981 6. IRSTMM-2005
	(F) Annual Maintenance Contract for equipment including small track machines on single tender basis to be placed on OEMs / Authorised dealers of OEMs	Full powers	<u>DRM/ADRM/CWM /SAG:</u> Up to Rs.10 lakhs per case finance concurrence with annual ceiling of Rs. 50 lakhs	<u>SG/JAG</u> Up to Rs. 2 lakhs per case with annual ceiling of Rs. 30 lakhs	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(G) Annual Maintenance Contract on single tender basis for Track Machines, equipment of Disaster Management viz. HRE, HRD and 140 T DSL BD cranes, electronic equipment of SP-ART, SP-ARMV & Tower Wagon with OEM or their authorized agent with finance concurrence.	PCME, Pr. CE, & P CEE Full powers Other PHODs Up to Rs. 10 lakhs per item subject to maximum ceiling limit of Rs. 50 lakhs per annum. SAG officer (Civil / Mech Deptt) dealing with the subject Full powers Other SAGs Up to Rs. 5 lakhs per item subject to maximum ceiling limit of Rs. 30 lakhs per annum.	DRM Full powers	SG/JAG Up to Rs. 2 lakhs per case with annual ceiling of Rs. 30 lakhs	

Note on Items 31 E, F, G:

1. The AMC of critical equipment on single tender basis may be awarded to OEMs or authorized dealers. The decision to award work to OEMs or authorized dealers on single tender shall be decided by the sanctioning authority while obtaining finance concurrence.
2. This would need the prior concurrence of finance.
3. Since AMCs are in the nature of Service Contracts and OEMs/Authorised Dealers are often reluctant to submit Earnest Money or Security deposits, this need not be insisted upon in each case. Care may, however, be taken to enter into such contracts only with reputed dealers so as to ensure satisfactory performance and minimum downtime of the equipment.
4. The above powers may be exercised subject to availability of funds.
5. In workshops where workshop in charge are in JAG, the powers will be exercised by CWE.

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
6. Normally the work of repair of window AC, split AC, water coolers is undertaken departmentally. However, to enter into AMC for such repairs from outside agency, a certificate to this effect that the work cannot be undertaken departmentally, may to be given by controlling officer. Such repairs may normally be done through open tender from reputed firms. **7.** As per the laid down procedure of works matters tenders. In case of Single tender the Tender committee and the accepting authority should be one step higher than in case of open tender excepting where GM is the accepting authority. **8.** The AMC can be of the following types: - "Full services maintenance agreements" which as the name implies is all inclusive of labour, consumables and spares. "Annual Maintenance Agreements" where labour and consumables are included. 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 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. **9.** In all cases not covered above, AGM shall be the competent authority to approve such cases with full powers. 10. Constitution of TC and Accepting Authority shal be as per the delegations of Works matters (Annexure-A) read with note 7 above.					
32.	Disposal of dead and live trees by sale/auction.	Full Powers	Full Powers	JAG / SS/Jr Scale in Engg. Dept. including Construction Full Powers	*Authority*: 1. Board's lr. No.74-EB/3000 dt.14.1.75
Notes Item 32 1. Finance concurrence is not necessary. 2. SSE (works/Pway) up to Rs.500/- per tree when the reserve price is not fixed by ADEN and up to Rs.1000/- when reserve price is fixed by ADEN. 3. Reserve price to be fixed prior to sale/auction. 4. The reserve price and sale price to be reviewed once in six months by Sr. DEN/Co-ord. for the issue of necessary guidelines for the future.					
33.	Disposal of unserviceable wooden/concrete sleepers by auction or tender.	Full Powers	Full Powers	JAG/SS in Engg. Dept. including Construction Full Powers	1. Finance concurrence is not necessary. 2. Delivery to be witnessed as per extant orders. 3. The reserve price and sale price to be reviewed once in six months by Sr. DEN/Co-ord. for the issue of necessary guidelines for the future.

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
34.	(A) Purchase of seedlings/ saplings.	Full Powers	DRM ADRM/ CWM Full Powers Chairman/RRB Full Powers	Sr. DEN /DEN Up to Rs. 100,000/- per year. AEN up to Rs.1000/- in each case. Annual ceiling limit: Rs.25,000/- Officer in charge of Training Institutions Rs.5000/- in each case. Annual ceiling limit: Rs. 50,000/-	
	(B) Purchase of black/red soil, manure, flower pots, seeds etc., required for maintenance of Gardens including those within the workshop premises	Same as above	Same as above	Same as above	
	Notes for Item no 34 **1.** Finance concurrence is not necessary. **2.** All purchase of seedlings/saplings should invariably be made from District Forest Officers, Agriculture Department, Horticulture Department, or other Government agencies. For purchases from other than Government agencies the approval of the Sr. DEN should be taken. **3.** Where prepayment is insisted upon by the Government agencies, the payment may be made by cheque.				
35.	Acquisition of land- (A) against provision made in a sanctioned estimate	PCE / CAO/CN / CE/CN Full Powers	DRM ADRM Full Powers	JAG Full Powers	**1.** Finance vetting is necessary as regards funds availability. **2.** Subject to overall sanctioned cost for land in the estimate not being exceeded

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					by more than 20%. *Authority*: 1. Para-913 of Engg. Code.
	(B) in case of urgency	PCE/CAO/CN Full Powers	DRM / ADRM Full Powers subject to submission of report to higher authorities immediately.	JAG NIL	1. Finance concurrence is necessary including availability of funds. 2. Total cost of the work including acquisition of land in such cases should be within the respective powers of sanction. *Authority*: 1. Para-913 and 914 of Engg. Code
36.	To sanction payment of Arbitration fees and expenses.				*Authority:* 1. Rly. Bd's Letter No. E(G)/2010 HO 1/20 dated 11.09.2010 2. Rb Letter no 2009/CE-I/CT/14/Main dt. 17.01.2018 3. Rb Letter no 2009/CE-I/CT/14/Main dt. 16.05.2018 **4.** Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017 item no 33
	(i) Retired Rly officers.	PHOD/CHOD Full Powers as per extant Railway Board Instructions	DRM NIL	NIL	
	(ii) Serving Rly officers.	Full Powers as per extant Railway Board Instructions	NIL	NIL	
	Notes for Item 36 1. Finance concurrence is not necessary for payment of fee to Railway arbitrators i.e. (Serving/Retired Rly. officers). 2. Finance concurrence is necessary for payment of fee to outside arbitrators. For item No.(ii), the cost for Incidental charges viz. Clerkage, Peon, Stationery, Stamps, and other misc. expenditure shall be shared equally by the Claimant and the Respondent as per ESO can be sanctioned by PHOD/DRM 3. The incidental charges are exclusive of the fees indicated under Col. (3) &(4).				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
37.	A) Sanction of the proposals for Outsourcing of the following	PHOD Full powers	DRM/CWM Full powers	Nil	1. Board, letter no 2017/Trans/01/Policy dated 18.10.2017
	i. Upkeep and Maintenance of Rolling Stock including Coaches, wagons, locomotives, EMU, DEMU, Trainset, MEMU, Tower Cars, power car, Spart, ART, ARMV, other specila purpose coaches & wagons and rolling stocks. ii. Upkeep and Maintenance of stations including mechanised cleaning. iii. Upkeep and Maintenance of running rooms/ Crew Lobbies. iv. Rag picking and garbage disposal. v. Onboard Cleaning and Hygiene Scheme (OBHS). vi. Clean Train Station (CTS) vii. Upkeep and Maintenance of coaching depots/Loco sheds, car sheds, workshops,railway canteens,railway installations,premises and buildings. viii. Upkeep and Maintenance of crew lobbies including CTR data entry. ix. Upkeep and Maintenance of offices, rest houses, training institutes, hospitals, railway colonies and major installations. x. Manning of waiting halls, retiring rooms, operation of PA system, passenger information systems and face-to-face enquiry. xi. Supply of subsidized food in running rooms xii. Upkeep/ Housekeeping including Cooking in Camp Coaches of Track Machines. xiii. Manning/ upkeep of non-core electric traction assets such as sub-stations, PSI/OHE and non-traction aseets like pump house lifts escalators etc. xiv. Provision of AC coach attendants and AC coach mechanics. xv. Manning of power car. xvi. Provision of Box Boy, sand filling in locomotive. xvii. Maintenance activities of various assets of technical departments. Xviii. Maintenance /upkeep of non-core assets xix. And any other activity planned to be outsourced as per the decision of PHOD/CHOD.				
	B) Security guards for non-core activities.	CSC Full powers	Nil	Nil	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	C) Safety related track maintenance works with technical approval of PCE	PCE Full powers	DRM Full powers	Nil	
	D) Pest/rodent control in coaches and other locations.	PHOD/CHOD Full powers	DRM/CWM Full powers	Nil	
	(E) Outsourcing of Data Entry Operators	PHOD Full powers	DRM/SAG Full powers	Nil	
	1. Outsourcing should be within the framework of policy guidelines issued by Railway Board or Headquarters from time to time. 2. The outsourcing proposal inter alia should contain the following details: a. Outsourcing shall be resorted to only in those areas where there is overall shortage of staff after redeployment of surplus staff wherever possible. The outsourcing should be discontinued once the staff are made available b. A zero-based review of manpower requirement shall be done keeping in view the yardsticks/ norms circulated by Board/Headquarters vis-à-vis sanctioned/ actual strength. c. The possibility of deployment of surplus/ medically decategorized staff of divisions/ units for these activities should be explored. d. The proposed gainful deployment of staff to be surrendered shall be brought out. Resultant savings, if any due to outsourcing, should be clearly mentioned. 3. Critical review and reduction in AAC of stores should be done to the extent outsourced. (a)The requirement of outsourcing shall be concisely brought out in a statement jointly signed by Branch Officers of Executive and Personnel departments and the proposal should be got concurred in by Associate Finance and approved by PHOD/DRM/CWM as applicable. The Personnel Officer signing the statement should not only ensure that the conditions at Sl.Nos.1 to 2 above are fulfilled, but also ensures that there is no violation of Contract Labour Regulation and Abolition Act, 1970 in terms of Railway Board's Letter No. E(LL) 2005/AT/CNR/64 dated 10.11.2005. (b) the requirement of labour/men shall be critically assessed to keep the number minimum required, as minimum wages are being ensured. The requirement shall not be as per Railway yardsticks. (c) An estimate shall be processed for vetting of Associate Finance along with the proposal charging the expenditure to revenue as per extant codal provisions duly keeping in view the last accepted rates/rate analysis/ prevailing minimum labour rates fixed by respective Government authorities/mandatory payments such as subscriptions to ESI/EPF/ GST thereon (but not based on mean pay of Railway employees). No separate detail estimate is required as the proposal/estimate is already sanctioned by higher authority. 4. In case of exigencies, quotation process can be resorted to sparingly, for works less than Rs.10 lakhs as per competency shown in Columns 3 & 4. Once				

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	sanction is obtained, the Acceptance of Quotation can be done as per the powers delegated vide item No.5(F) 5. The power of sanction to detailed estimate, calling and acceptance of tenders, signing of contract agreements, performance guarantee, security deposit, penalties, variations and termination, etc. should be same as per the respective powers delegated under Works Matters. 6. (a)The proposals of security require Associate Finance Concurrence and Sanction of CSC. (b) The divisions are authorized to formulate an approved list of Security agencies for the outsourcing of Private Security on the division. (c) CSC will circulate guidelines for formulation of approved list of Security agencies and terms and conditions of outsourcing including payment of minimum wages. 7. The efficacy of the outsourcing contracts should be reviewed during mid-term of the currency and quarterly thereafter by the Executive and results put up for decision of the accepting authority to continue the contract. In order to enable foreclosure, there shall be a special condition in the contract for pre-closure of the outsourcing arrangement with due notice. 8. This delegation of powers does not include certain activities for which separate delegation is available elsewhere in the SOP (eg: Repairs & Maintenance of Plant & Machinery, entering into AMCs, , any work traditionally being done on contract basis on Division/ Workshop, hiring of vehicles, outsourcing of medical services, consultancy contracts or any other activity). Execution of various revenue and sanctioned works (in different Plan heads) is already outsourced , even before introduction of thisdelegation , outsourcing of these works should not get affected because of thisdelegation. This item is not applicable for the works under various Plan Heads and regular Zonal and Maintenance works conventionally done through contracts. 9. Necessary funds should be ensured throughout the contract period. 10. Above list of outsourcing activities is indicative. PHOD/CHOD may circulate detailed list as per requirement.				
38	Repairs/AMC to Machinery & Plants including material handling vehicles (excluding motor trolleys and motor vehicles) including cost of spares incidental to repair.				*Authority* *1.* 1. Rly Bd letter no 2011/F(X) II/5/11 dated 15.06.2016. 2. Board, letter no 2017/Trans/01/Policy dated 18.10.2017
	(a) Expenditure on diagnosis of fault	Full power with Associate Finance Concurrence	Full power with Associate Finance Concurrence	SG/JAG/SS(IC) – Upto Rs. 25,000 , per case with overall annual limit of Rs 1 lakh only.	*For (a) Finance concurrence is necessary above Rs. 15,000/-* Processing of cases shall be dealt as per works contract matters.
	(b) Repair other than single tender basis	Full powers	Full powers	SG/JAG/SS(IC) – Rs.5 lakh, per case	AMC shall be resorted to only when the maintenance cannot be done through departmental staff/ resources. Approving /

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				with Finance Concurrence	sanctioning authority has to satisfy himself in this regard.
	(c) Repair on single tender basis with OEM or authorised dealer of OEM.	Full power with Associate Finance Concurrence	Full power with Associate Finance Concurrence	SG/JAG/SS(IC) Rs 50,000/per case with Finance Concurrence subject to annual limit of Rs 5 lakh.	
	(d) Annual Maintenance Contract on other than single tender basis	Full power with Associate Finance Concurrence	Full power with Associate Finance Concurrence	SG/JAG/SS(IC) – Rs.5 lakh, per case with Finance Concurrence	
	(e) Annual Maintenance Contract on Single tender basis with OEM or authorised dealer of OEM.	Full power with Associate Finance Concurrence	Full power with Associate Finance Concurrence	Unit Incharges (JAG/SG) Rs 2 lakh per case with annual ceiling of Rs 30 lakh finance concurrence	
39	Repair /AMC of equipments (other than T&P and M&P) including rolling stock equipments, S&T equipments, electrical equipments, Engineering equipments etc.				*Authority* 1. Rly Bd letter no 2011/F(X) II/5/11 dated 15.06.2016. 2. Board, letter no 2017/Trans/01/Policy dated 18.10.2017
	(a) Expenditure on diagnosis of fault	Full power with Associate Finance Concurrence	Full power with Associate Finance Concurrence	SG/JAG/SS(IC) – Upto Rs.25,000 , per case with overall	*For (a) Finance concurrence is necessary above Rs.15,000/-.*

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				annual limit of Rs 1 lakh only.	*For others, Finance concurrence is necessary.*
	(b) Repair other than single tender basis	Full powers as per their powers in case of Open Tenders/Quotations of Works Mattters	Full powers as per their powers in case of Open Tenders/Quotations of Works Mattters	Full powers as per their powers in case of Open Tenders/Quotations of Works Mattters	AMC shall be resorted to only when the maintenance cannot be done through departmental staff/ resources. Approving / sanctioning authority has to satisfy himself in this regard.
	(c) Repair on single tender basis with OEM or authorised dealer of OEM.	Full power with Associate Finance Concurrence	Full power with Associate Finance Concurrence	SG/JAG/SS(IC) Rs 50,000/per case subject to annual limit of Rs 5 lakh.	
	(d) Annual Maintenance Contract on other than single tender basis	Full powers as per their powers in case of Open Tenders/Quotations of Works Mattters	Full powers as per their powers in case of Open Tenders/Quotations of Works Mattters	SG/JAG/SS(IC) – Rs.5 lakh, per case with Finance Concurrence	
	(e) Annual Maintenance Contract on Single tender basis with OEM or authorised dealer of OEM.	Full power with Associate Finance Concurrence	Full power with Associate Finance Concurrence	Unit Incharges (JAG/SG) Rs 2 lakh per case with annual ceiling of Rs 30 lakhsfinance	

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				concurrence	
40	Hire of Plant and Machinery from outsiders or Govt. Bodies in case of emergency	PHOD only Full Powers	DRM/CWM (in SAG) Full powers	SG/JAG Up to Rs.50,000	1. Finance concurrence is necessary for transaction of more than Rs. 50,000/- *Authority:* 1. Para 1923-S
41	Hiring of Trucks/Mini trucks/equivalent in the same segment as required for transportation of material on regular basis or on a case to case basis /for day to day maintenance of Track/Track machines/Bridges/electrical/mechanical/S&T assets and for supervisory staff in construction projects and workshops.	PHODs for Extra Divl.Unit/COC/C for construction Full powers with finance concurrence subject to certificate that no Railway vehicle is available --	DRM/ADRM/ CWM (in SAG) Full powers with finance concurrence subject to certificate that no Railway vehicle is available. --		*Authority:* **1.** Item No.17 Note 2 of IRFC Vol. I **2.** Rly. Bd. letter No. 2006/PW/II dt. 21.11.2006, 07.02.2007, 15.5.2007 & 11.10.2010 CS No. 6 dtd 10.2.2015 **3.** Rly. Bd. Letter No. F(X)II-2006/PW/11 dtd 10.10.17 *Note:* **1.** Approval of DRM should be obtained only when ADRMs are not posted in the division. **2.** Proper record should be maintained for watching the expenditure towards hiring of Trucks/Mini Trucks. **3.** There should be clear availability of funds under proper allocation of head. **4.** As far as possible division should assess its requirement for the year and enter into a rate contract. *Authority:* 1. RB Ltr No. 2017/Trans/01/Policy dt.

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		--			18.10.2017
42	Licensing of Railway Land for giving connectivity to Private sidings to increase Railway earnings		DRM Full powers with recommendation of three member standing committee on Land Matters comprising Sr.DEN(Co), Sr.DCM & Sr.DFM		*Authority:* 1. Rly. Board's letter no. 2017/Trans/01/Policy dtd 18.10.2017 Along with related Freight Marketing and Land & Amenities circulars on the subject issued from Railway Board laying policy on the subject.
43	To sanction expenditure on testing charges of steel, concrete cubes, ballast, soil, drinking water etc. from Govt. Institutions/ Govt. approved laboratories	PHOD Full Powers HOD Up to Rs. 50,000/- in each case	DRM/ CWM (in SAG)/ SAG Up to Rs. 50,000/- in each case ADRM Rs. 35,000/- in each case	JAG/SG/SS independent charge Rs. 25,000/- in each case.	*Authority:* 1. From reputed institutes Like IIT/NIT/ Shriram Institute for Industrial Research/ MSME etc 2.Rates, Finance concurrence required For cases in excess of Rs 25000/
44	Delegation of Powers in case of Service Contracts (inviting and accepting tenders)	PHOD/CHOD: Full Powers As per Delegation of Service contracts	DRM Up to Rs. 100 Crore in each case for long term contracts as per Service Contracts (follow extant guidelines of Service Contracts, earlier DRMs had power only up to Rs.	All Other officers Powers as per the delegations in Service Contracts	**1.** DRMs can enter into service contract for a period of 3 months irrespective of value of contract, only in case of termination of existing service contract with finance concurrence, by calling quotations from approved list of vendors **2.** Extant Guidelines of Board to be followed *Authority*: 1. Rly.Bd's Ltr.No.2017/Trans/01/Policy

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
			20 Crore)		dt.18.10.2017.
45	Projects to be undertaken on BOOT basis	As per Delegation of Service contracts	DRM/CWM (in SAG Full powers with Finance concureence within their powers of Acceptance as per Service Contracts	Powers as per the delegations in Service Contracts	**1.** Technical Approval of PHOD/CHOD to be taken. **2.** Extant Guidelines of Board to be followed. *Authority:* 1. Rly.Bd's Ltr.No.2017/Trans/01/Policy dt.18.10.2017.
46	Entering into contracts/formal understanding in the prescribed forms for performance/ provision of the agreed services, etc., by Departments/ Statutory Bodies of the Central, State or Local Bodies (Municipalities, etc.) for Railway's use and payment of fees and other amount there for as per the scale prescribed by the respective Authority.	Full Powers	DRM/ADRM/CWM (SAG) Full Powers	JAG Up to Rs. 20 lakhs Sr. Scale Upto Rs. 5 lakhs	1. Format of MOU to be vetted by Law Branch. 2. Finance concurrence is necessary along with vetting of Draft MOU.
47	Works undertaken in workshops for Government Departments and outside public bodies.	PHOD/CHOD Full Powers	CWM(SAG) Rs 50 Crore	Nil	CWE & CME must be kept duly informed Stipulations of Para 1417 of Workshop code to be followed
48	Issue of Work Orders for execution of a contract work against a zonal contract. (Work-order values).			JAG/Sr.Scale(IC)-Rs 5 lakhs	The powers proposed are as per Railway board letter No 2001/CE-I/CT/17/ Pt III dt 27.09.2017 (CS 51 of Engg Code) No finance concurrence required

Annexure 'A'

I. ACCEPTING AUTHORITY FOR WORKS TENDERS:

SL	Powers of Acceptance of Works Tender	Accepting Authority
1	Upto Rs 50 Lakh	Selection grade/JA Grade/Sr. Scale holding independedt charge, subject to stipulations mentioned in Railway board's letter no 2017/CE-I/CT/9 dated 11.09.2017
2	Upto Rs 4 Crore	Selection grade/JA Grade
3	Above Rs 4 Crore and upto Rs 20 Crore	SAG/ADRM/CWM(in SAG), including ADRMs in NFSAG
4	Above Rs 20 Crore and upto Rs 50 Crore	DRM/CWM(SAG)
5	Above Rs 20 Crore and upto Rs 300 Crore	PHOD/CHOD/ AGM
6	Above Rs 20 Crore and upto Rs 300 Crore	CAO/RE in HAG
7	Above Rs 20 Crore and upto Rs 500 Crore	CAO/Construction in HAG
8	Full Powers	General Manager

Constitution of Tender Commitees shall be as per the decision of Zonal Railway Authority:

1) Board's letter No. 2017/Trans01/Policy dated 26.12.2017
2) Board's Letter No.2017/CE-I/CT/9 dated 11.09.2017
3) Board's Letter No.2015/CE-I/CT/O/20/1 dated 14.09.2017
4)Board's Letter No.2015/CE-I/CT/O/20/1 dated 03.04.2017
5) Board's Letter No. 2017/Trans/01/Policy/Pt-S dated 02-02-2018
6) Board's letter No. 2018/TF/Civil Works dt 12.06.2018

Annexure 'B' - DELETED

Annexure 'C'

All Stores related matters pertaining to procurement of spares, consumables, and small tools for Track machines and Small Track machines as mentioned in Item 31(a) including Constitution of tender committee and accepting authority etc, shall be as per SOP on Stores matters (Part –D).

Annexure 'D'

Constitution of Tender Committee and Accepting Authority for Consultancy Contracts (Standing Tender Committee)

Shall be as per the Railway Board letter no No. 2017/Trans/01/Policy dated: 27 - 11- 2017 on the subject Process Reforms – Engagement of Consultants"

Constitution of Tender Commitees shall be as per the decision of Zonal Railway

Annexure E

(Reappropriation)

Annexure 'E(i)'

A) General:

1. Re-appropriations should be done in exceptional cases only and when is known/anticipated that the work from which funds are being re-appropriated will not be utilized in full or if savings can be effected in the appropriation/outlay for the work.
2. All re-appropriations shall be processed for sanction of GM/Railway Board by the concerned nodal department/branch based on the recommendation of the user department/branch. Prior Concurrence of Associate Finance is required in all cases. For re-appropriations sanctioned at Zonal Railway level, FA&CAO (Budget) would issue sanction memoranda duly reflecting changed funds position through Budget VPN (Virtual Private Network).
3. All re-appropriation proposals should be accompanied by details as per the Proforma annexed in ' **Annexure-E (ii)'.**
4. Funds cannot be re-appropriated to a work not having administrative approval and technical sanction of competent Authority.
5. Amount re-appropriated to any work shall not exceed the sanctioned cost of that work.
6. Once funds are diverted from any work through re-appropriation, it renders the work as lowest in priority for that financial year and funds cannot be restored to the work during the financial year. Hence temporary/reverse re-appropriation cannot be resorted to. **Authority: Rly. Board Lr.No.2015-B-174 dated 04.12.15**.
7. Since both itemized works as well as lumpsum provision for works costing below Rs.2.50 Crs. each are Pink Book items, Re-appropriation between/among them is permitted. **Authority: Rly. Board Lr.No.2011-B-174 dated 09.12.2015.**

B) RESTRICTIONS:

1. Re-appropriations cannot be done against the Outlay and during the currency of "Vote on Account" allotment.
2. Re-appropriations are not permissible between: i) Between One Grant (Demand) and another. (ii) Voted and Charged allotments, (iii) Capital, Railway Funds, and Railway Safety Fund and (iv) One Railway Fund and another.
3. *The Re-appropriation may be done, without relating to issue of RE/RG.*

C) DELEGATION OF POWERS:

Refer Item No. 14

D) **PRIOR APPROVAL OF RAILWAY BOARD IS NECESSARY FOR THE FOLLOWING**:

1. Inter-Plan-Head Re-appropriations within Demand No. 16.
2. Re-appropriations/Re-distribution from/to and among Plan head 21-Rolling Stock (Bulk Order Items).
3. *The outlays for priority/ targeted works are not re-appropriated to non-priority works.*
4. To/From and among works being executed by Rail Vikas Nigam Limited (RVNL).
5. On portions of work constituting 'material modification' which are above Rs.2.5 Crs if the material modification pertains to the current year.
6. *Railways may carry out re-appropriation among pink book itemized works within the same plan head and same allocation head, irrespective of increase in outlay of the Pink Book itemized works due to re-appropriation.*
7. *Railways may carry out re-appropriation from pink book itemized works in all plan heads subject to the original outlay not getting reduced to below Rs. 1 lakh*

with the stipulation that the outlays of priority / targeted works are not re-appropriated to non-priority works.

8. Any Re-appropriations/Re-distribution under allocation EBR (Extra Budgetary resources) eg. PPP, Deposit, Institutional Finance, Market Borrowings/Bonds etc.

(Authority: Railway Board's letter No.2011-B-174 dated 03.07.2015, 02.08.2016 & 16.02.2017. Pt 3 & 4 of letter dated 16.02.2017 may be connected to ensure correct compliance).

Annexure 'E(ii)'

Proforma for dealing with Re-appropriations

(Rs.in thousands)

Pink Book Item No.	Name of the Work	Plan Head	Latest Sanctioned cost of the work	Financial Progress (%) up to end of previous year	B.E. outlay for the year	Expenditure during the current year till date	Balance outlay in the current year (6-7)	Amount already re-appropriated at zonal/ Local level during the year		Resultant outlay for the year (6+9)	Amount now proposed for re-appropriation		Total Outlay after proposed re-appropriation during the year (10+11)	Remarks/ Reasons.
(1)	(2)	(3)	(4)	(5)	(6) *	(7)	(8) *	(9) *		(10) *	(11)		(12)	(13)
								To (+)	from (-)		To (+)	from (-)		

*To be vetted by associate finance.

(1) Certified that re-appropriation is being proposed between the work(s) for reasons/remarks mentioned against the same.

(2) Certified that due to the re-appropriations proposed from the work(s) progress of ongoing work(s) will not be hampered.

(3) Certified that re-appropriation are being processed strictly in compliance with Board's directives on the subject.

PART – B: Medical Matters

MODEL SCHEDULE OF POWER

INDIAN RAILWAYS

Index

S.No.	Nature of Powers	Page No.
1.	Payment of fees to practitioners for consultation / professional service to Railway servants/beneficiaries and also to the persons injured in Railway accidents	B5
2.	Expenditure on diet, transport conveyance, and medicines at accident site	B5-9
3.	Miscellaneous medical expenses including apparel, equipment, and medallions for SJAB	B9-10
4.	Funeral expenses and expenses on unclaimed dead bodies	B10-11
5.	Sanction of reimbursement of medical expenses for treatment including pacemaker of railway servants and members of their families	B11-13
6.	Purchase of drugs & medicines & other items of Medical Stores	B13-15
7.	Local purchase of drugs and emergency purchase of equipment	B15-18
8.	Purchase of blood	B18
9.	Purchase of family planning medicines, publicity/advertising material and other conveyance related expenditure for camps	B18
10.	Procurement of artificial limbs and hearing aids	B18
11.	Drawl of advance for sterilization camp and other health promoting activities	B19
12.	Miscellaneous hospital expenses like repair of equipment, supply of dietary essentials, and washing of linen and purchase of milk	B19-21
13.	Fixing up of contracts for disposal of waste from railway premises and hospitals	B21-23
14.	Waiver of hospital charges in respect of non-railway patients	B23-24
15.	Supply of Medical Stores when not as per requirements and timelines	B24-25
16.	Admission of Non-Railway patients in Railway Hospitals	B25-26
17.	Medical Boards-holding for decategorisation and invalidation	B26
18.	Naked eye vision – relaxation of medical board	B26
19.	Acceptance of gifts by Railway Hospitals on behalf of the medical department	B26-27
20.	Sanction for special diagnostic investigations in non-railway identified institutions	B27-29
21.	Sanction the cost of special drugs for TB/AIDS patients treated in non-railway sanatoria /hospitals	B29
22.	Sanction of estimates for purchase of medical equipment	B29

S.No.	Nature of Powers	Page No.
23.	Replacement/addition of small medical equipment, apparatus, appliances including instruments, spares and accessories for Hospital and Dispensaries chargeable to revenue	B29-30
24.	Write-off and disposal of medical-related products / apparatus	B30-32
25.	Purchase of items for accident relief medical equipment including first aid articles and cash imprest for ART/ARME	B32-33
26.	Purchase of Medical Books and Journals	B33
27.	Hiring of Ambulances for Divisional Hospitals	B34
28.	Invitation and acceptance of tenders for supply of catering items including cooked food and milk to hospitals	B34-35
29.	Supply of Dietary articles for Railway Hospitals by spot purchase committee	B35-36
30.	Call and acceptance of limited tenders for sale of waste fixer Hypo solution, waste exposed X-Ray Films, empty bottles, and tins	B36
31.	Miscellaneous expenditure on objects other than those recognized as fit object for Railway expenditure (other than Photographic materials)	B36
32.	Payment of incidental expenditure for Blood Donation Camp	B36-37
33.	Purchase of Crockery/ Cutlery linen / napery / Glassware, cooking servicing articles in urgent cases on limited tender basis for hospitals/ Dispensaries where indoor patients are being treated	B37
34.	Procurement of items under Mass Media	B37
35.	Charges for testing of drugs, medicines & other medical items in Govt. laboratory/ Pvt. laboratory	B37-38
36.	Condemnation of machines and instruments belonging to Medical department	B38
37.	Expenditure on hiring of ambulance, taxi or other conveyance for transport of sick/ injured Railway beneficiaries in emergent cases	B38-39
38.	Organization of refresher/ induction courses for Doctors/Para-Medical/ Health staff	B39
39.	Artificial limbs-related procedures for railway employees and family	B39-40
40.	Recovery of Hospital charges	B40
41.	Temporary arrangement at stations for coping with needs on account of extra ordinary traffic due to any Mela	B40
42.	Petty purchases during emergencies in connection with conservancy arrangements	B40-41
43.	Payment to outside agencies for monitoring the radiation received for staff working in the radiology department	B41
44.	Sanction of expenditure on Taxi for transport of patients from Railway Hospital to non-Railway hospitals	B41
45.	Contribution or subscription to Medical Institution if Medical aid is rendered by such Institution to Railway employees	B41-42
46.	Appointment of House Surgeons	B42

S.No.	Nature of Powers	Page No.
47.	Procurement of medical implants such as hearing aid, Bi-Pap/C-Pap and other implants	B42
48.	Extension of contract of Part time Dental Surgeons for a period up to 3 years	B42-43
49.	Annual Maintenance Contract on single and limited tender basis for medical equipment	B43-44
50.	Sanction of occasional purchases of ice	B45
51.	Sanction of engagement of special nurses	B45
52.	Procurement of VVIPace – Maker and direct payments to supplying agencies in Planned/Elective cases	B45-46
53.	Powers of reimbursement of cost of Intraocular Lens Implantation	B46-48
54.	Reimbursement of medical expenses for Breast implants prosthesis	B48
55.	Repair of Audio Visual equipment available in hospitals	B48
56.	Sanction of estimates chargeable to revenue for works related to smooth working of hospital and in emergency	B48
57.	Invitation of tender for repair of oxygen points and suction points in hospitals by open/limited tender	B49
58.	Powers for reimbursement of Dental procedures	B49
59.	Engagement of doctors as contract medical practioners	B49-51
60.	Engagementof doctors as honorary visiting specialists (HVS)	B51
61.	Engagement of para-medical staff on contract basis	B51-52
62.	Sanctioning for transplant of liver	B52
63.	Empanelment of Private Hospitals for referral	B52

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
1.	Payment of fees to Government medical officers/private practitioners (Specialists/Super Specialists) for consultation/ professional service to Railway servants/beneficiaries and also to the persons injured in Railway accidents	PCMD Full Powers MD (Zonal Hosp) Full Powers	CMS/CMO Full Powers	Full Powers	Nil	1. Finance concurrence is not necessary 2. The guidelines with respect to payment limits etc. given in Rly.Bd.'s letter no. 2005/H/1/12/34/ptdt. 05.05.06 and No. 2017/Trans/01/Policy dtd 18.10.2017 (Para G-2) should be adhered to. 3. CMS/MD/CMO are empowered for payment of fee of doctors engaged on case to case basis Rs. 1,000/- for first patient and Rs. 200/- for each subsequent patient *Authority*: 1. Para 712 of Indian Railway Medical Manual (IRMM). *Note*: 1. Rate should be fixed by the Railway Doctor attending, in consultation with CMS of the division.
2.	Expenditure on:					
(a).	Free diet to indigent passengers and trespassers undergoing treatment in Railway Hospitals as indoor patients	PCMD Full Powers MD (Zonal Hosp) Full Powers as per extant orders	DRM/ADRM/CWM/CMS/ CMO Full Powers as per extant orders	Full Powers as per extant orders	Sr.Scale/ In charge of H.Unit Full Powers up to extent permissible	1. Finance concurrence is not necessary. *Authority*: 1. Item No. 50 of GM's delegation. 2. Para 641-B Note (iv) of IRMM.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
		SAG (Zonal hosp) Full Powers up to extent permissible				
(b).	Road ambulance charges etc. for conveyance of railway employees/beneficiaries (expenses may be managed from cash imprest)	PCMD/CHD Full Powers MD (Zonal Hosp) Full Powers SAG (Zonal Hosp) Full Powers	Full Powers	Full Powers	Full Powers CMP/HU Full Powers where regular ADMO/DMO is not posted	1. Finance concurrence is not necessary. 2. Subject to non-availability of railway vehicles. *Authority*: 1. Para 712 of IRMM
(c).	Transportation of passengers involved in train accidents/untoward incidences (expenses may be managed from cash imprest)	PCMD/CHD Full Powers MD (Zonal Hosp) Full Powers SAG (Zonal Hosp) Full Powers	Full Powers ADRM Full powers	Full Powers	Full Powers	1. Finance concurrence is not necessary *Authority*: 1. Para 711(15) (iii)and 716 of IRMM
(d).	Diet items in respect of Rly. servants injured in the course of duty for such periods they remain as indoor patients in Rly. /non-Rly Hospitals for one year if they are declared unfit permanently and discharged from service.	PCMD Full Powers MD (Zonal Hosp) Full Powers	Full Powers	Full Powers	Nil	1. Finance concurrence is not necessary *Authority*: 1. Para. 641(a) to (d) note below (ii) of IRMM (Vol. I)

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
(e).	Powers for procurement of additional lifesaving drugs from the market at the site of accident. (Expense to be managed from cash imprest)	PCMD Full Powers MD (Zonal Hosp) Full Power HOD & SAG (Zonal Hosp) Full Power	Full Powers ADRM Full powers	Full Powers -	Full Powers	1. Finance concurrence is not necessary. *Authority:* 1. Railway Board's letter No.2002/H/7/4 dt.20/5/2003.
(f).	Expenditure on referring of cases injured in train accidents and untoward incidence to government/ private hospitals and making on the spot payment thereof.	PCMD Full Powers MD (Zonal Hosp) Full Power HOD & SAG (Zonal Hosp) Full Power	DRM/ADRM/CWM/CMS/ CMO/Senior most Doctor in charge of the medical team Full powers	Senior most Doctor in charge of the medical team Full Powers (for referral)	Senior most Doctor in charge of the medical team Full Powers (for referral)	1. The injured are to be provided emergency first aid at the site of accident/incidence and then promptly shifted to suitable Government, Railway Hospital, or Private Hospital. A close watch is to be kept on medical treatment need of the patient and to the extent of medical facilities available in the hospital and in case there is inadequate medical facilities the patient should be promptly shifted to a higher medical centre, which can be a Government, Railway, or Private Hospital. 2. When a private hospital has different scales of charges for accommodation and diet the injured should normally be admitted in the lowest accommodation/diet. As per doctor's discretion and depending on

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						the severity of the injury the injured can also be referred to higher class, if it is necessary for the recovery of the patient. 3. If the injured person or any other adult member of his family decides for a higher class of accommodation/ diet, there should be no objection to this being done, provided the injured person or adult gives in writing to pay extra cost directly to the hospitals concerned. 4. The CMS should draw up a list of such private hospitals in the vicinity so that the injured can be referred in an emergency without loss of time to the hospitals concerned. 5. The bills of the Government/private Hospital should be scrutinized and passed by theMD/ CMS/MS in charge with the concurrence of Associate Finance .. 6. Payment to private hospitals under this para can be locally arraged by the Railway for which a procedure is required to be laid down by GM in consultation with respective PFA for on the spot payment to private hospitals. *Authority:* 1. Railway Board's letter

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						No.2003/H/7/5/3(32) dt.23/08/2005 & 2003/4/7/1/SCR dt. 14/11/2006, 2. Para 712 of IRMM and Advance Correction Slip to Paras711(7) & 8 and Para 712.
3.	Expenditure on:					
(a).	Uniform, clothing of St. John's Ambulance Brigade(SJAB) as per Brigade rules.	Chief Surgeon Full Powers Dist. Supdts. Full Power Dist. Surgeons/Distt Officers Full Power	DRM Full Powers CMS Full Power Distt Officer SJAB Full Power	Distt Officer SJAB Full Power	Nil	1. Finance concurrence is not necessary. *Authority*: 1. Para 1110(6) of IRMM.
(b).	Other equipment (initial and renewal) for the use of SJAB and Brigade divisions.	Chief Surgeon Full Powers Dist. Supdts. Full Power Dist. Surgeons/Distt Officers Full Power	CMS Full Power Distt Officer SJAB Full Power	Distt Officer SJAB Full Power	Nil	1. Finance concurrence is not necessary. *Authority*: 1. Para 1110 (6) of IRMM.
(c).	Parade allowance	Chief Surgeon, Dist. Supdts. and Dist. Surgeons Full Powers	CMS Full Powers	Nil	Nil	1. Finance concurrence is not necessary. 2. As rates specified by SJAB. *Authority*: 1. Para 1111 of IRMM.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
(d).	Expenditure on voucher/medallion for the candidates of SJAB	Addl. Commissioner (Medical) Full Powers	Nil	Nil	Nil	1. Finance concurrence is not necessary. *Authority:* 1. Para 1106(8) of IRMM.
4.	a) Funeral expenses for indigent employees who die in railway hospitals	PCMD Up to Rs. 8,000/- in each case. MD (Zonal Hosp) Up to Rs. 8,000/- in each case. SAG (Zonal Hosp) Up to Rs. 8,000/- in each case	Up to Rs. 8,000/- in each case	Up to Rs. 8,000/- in each case	Up to Rs. 8,000/- in each case	1. Finance concurrence is not necessary. 2. Subject to amount being recovered from the settlement dues of the deceased. 3. Bill drawing and the concerned Accounts Officer to be advised immediately. *Authority*: 1. Para 1602(15) of IREM, Second Edition. 2. Board Lr. No. E(W)98/WE6/8, dt. 05-03-1999 3. Amount can be withdrawn from Station Earnings. 4. Para 711(5(g) of IRMM
	b) Expenses on disposal of unclaimed dead bodies in railway hospitals.	PCMD Full Powers MD (Zonal Hosp) Full Powers SAG Up to Rs. 2000/- in each case SG/JAG Up to Rs. 2,000/- in each case	Full Powers ADRM Full powers	Full Powers	Full Powers	

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	c) Transportation of dead bodies of Railway beneficiaries, who die in Railway Hospitals, in indigent cases	MD (Zonal Hosp) Upto Rs. 5,000/- in each case	CMS/CMO Upto Rs. 5,000/- in each case	Nil	Nil	1. Finance Concurrence is not necessary *Authority:* 1. Rly. Bd. Letter no. 2018/Trans.Cell/Health/Zonal Hospitals dated 13.06.2018
5.	To sanction reimbursement of medical expenses for treatment including pacemaker of railway servants / RELHS-97 and members of their families					
(a).	Under normal circumstances when referred by authorized Railway Medical officer to Govt.including autonomous body hospitals and precede in accordance with his/her advice	PCMD/SAG Full Powers MD (Zonal Hosp) Full Powers	DRM/ADRM/CWM/SAG Full Powers	Up to Rs. 30,000/-	Nil	1. Finance concurrence is not necessary 2. For GM/AGM powers, Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017 may be referred to. Limit of rates for Pacemaker, stents etc. will be as per CGHS rates issued from time to time. *Authority:* 1. Rly. Bd. letters no. 2011/ H/6-4/ Policy-1 dt.30.9.2011, 2005/H/ 6-4/Policy dated 17.08.09
		Note: 1. Powers as indicated are for officers of Medical department only. 2. DRM/ADRM/CWM will exercise these powers as indicated in column 4 where no SAG Officer of medical department is available.				
(b).	For treatment taken in emergency without proper reference by authorized Railway Medical Officer:					1. For GM/AGM powers, Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017 may be referred to [AGM – Full power for (b)(ii) and Rs. 10 lakhs in each case for (b)(i); GM – Full power for both (b)(i) &(ii)].
	(i) Private non-recognized/recognized hospitals	PCMD 5 lakhs in each case MD (Zonal Hosp) Rs. 2 lakhs per case without annual ceiling	DRM/CWM Rs. 2 lakhs per case CMS/CMO Rs. 1 lakh per case without annual ceiling	Nil	Nil	

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	(ii) In Government hospital including Autonomous body hospitals that are fully funded from Govt. funds but given autonomy for administrative purposes like AIIMS, NIMS (Hyderabad) etc.)	PCMD Full powers MD (Zonal Hosp) Rs. 2 lakh per case without annual ceiling	DRM/CWM Rs. 5 lakhs per case CMS/CMO Rs, 1 lakh per case without annual ceiling			2. Limit of rates for Pacemaker, stents etc. will be as per CGHS rates issued from time to time. 3. Concurrence of associate finance is required. *Authority:* 1. Rly. Bd. letter no. 2005/H/6-4 /Policy-II dated 31.01.07 & 22.06.10 2. 2011/H/6-4/ Policy-I dated 24.09.13 & 08.07.15 3. 2017/Trans/01/Policy dtd 18.10.2017 4. Rly. Bd. Letter no. 2018/Trans.Cell/Health/Zonal Hospitals dated 13.06.2018
(c).	Advance payment on estimate from Govt. and other autonomous body* hospitals to sanction referral in emergency of Railway beneficiaries.	AGM Full Powers PCMD Full powers MD (Zonal Hosp) Rs. 1 lakh per case without annual ceiling	DRM/CWM Up to Rs. 5 lakhs in each case CMS/CMO Rs. 1 lakh per case without annual ceiling	Nil	Nil	1. Finance concurrence is necessary. Note * Hospitals that are fully funded from Govt. funds but given autonomy for administrative purposes like AIIMS, NIMS (Hyderabad) etc. *Authority:* 1. 2017/Trans/01/Policy dtd 18.10.2017
(d).	Advance payment thereof, to Private Non-recognized hospitals for treatment of referral in emergency if the treatment is neither available	AGM Up to Rs. 10 lakhs in each case PCMD	DRM/CWM Up to Rs. 2 lakhs in each case CMS/CMO	Nil	Nil	1. Finance concurrence is necessary. *Authority:* 1. 2017/Trans/01/Policy dtd 18.10.2017

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	at Railway hospital nor at recognised hospital GM – Full powers	Up to Rs. 5 lakhs in each case <u>MD (Zonal Hosp)</u> Up to Rs. 1 lakh in each case without annual ceiling	Up to Rs. 1 lakh in each case without annual ceiling			
(e)	Sanctioning of advance payment for transplant of kidney	<u>GM</u> Full powers (subject to CGHS policy)				1. Finance concurrence is necessary. *Authority:* 1. 2017/Trans/01/Policy dtd 18.10.2017
6. *Purchase of Drugs & Medicines & other items of Medical Stores i.e. Surgical instruments, dressings, appliances, X-ray films etc.						* Whether to procure through Medical Dept. or Stores Dept. may be decided by the Railway as per Drug Procurement Policy. Delegation to be done accordingly.
6.1	GEM items					
6.1.1	By placing supply order directly by the Direct Demanding Officer on GEM	Delegation may be made in terms of Rly Board letter no. 2014/RS(G)/779/13 dated 28.12.2015. Refer part D, stores matters.				
6.1.2	Direct purchase of GEM items when urgently required	Delegation may be made in terms of Rly Board letter no. 2014/RS(G)/779/13 dated 28.12.2015. Refer part D, stores matters.				
	(a) Drug & medicines					
	(b) Other than medical stores like instruments, appliances, dressings, medical consumable & disposables					
	(c) X-Ray films					
6.2	Non-GEM items:					

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	Drugs and other consumable items of IRP-1995 or later edition:					
6.2.1	By open tender					1. Delegation may be made in terms of Rly Board letter no. 2014/RS(G)/779/13 dated 28.12.2015 2. Refer part D, stores matters
6.2.2	(a) By limited tender on normal circumstances					
	(b) By limited tender in emergency					
6.2.3	Single Tender:					
(a).	For proprietary article, where it is possible to certify that a similar medicine which could be used in lieu is not manufactured/ sold by any other firm in the country. (PAC, 6/c)					1. Delegation may be made in terms of Rly Board letter no. 2014/RS(G)/779/13 dated 28.12.2015 2. Refer part D, stores matters
(b).	In case of single tender for items where it has not been possible to certify that a similar item / which could be used in lieu, is not manufactured /sold by any other Firm(PAC/6A)					
6.3	(b) Procurement of non-disposable tools and plants, per case	Delegation may be made in terms of Rly Board letter no. 2014/RS(G)/779/13 dated 28.12.2015				
6.4	Advance payment for purchase of consumable essential medical items like oxygen /Ethylene oxide	PCMD Up to Rs. 20,000/- per case per occasion	Rs. 5000/-	Nil	Nil	1. Finance concurrence is necessary. 2. Subject to provision of safeguards for the protection of railway's interest such as obtaining bank guarantee for

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	cylinders and spare parts for medical equipment not appearing in GeM	MD (Zonal Hosp) UptoRs. 5000/-				insurance against failure, defective and short supplies. 3. Request from firms for advance payment along with order should be discouraged and not accepted unless there are exceptional circumstances justifying departure from the rules.
7.	(a) Local purchase of Drugs: for day-to-day local cash purchase of small quantity of medicines – patient-wise from panel of suppliers.	PCMD Up to Rs. 50,000/- in each case MD (Zonal Hosp) Up to Rs. 30,000/- in each case	CMS/CMO Up to Rs. 20,000/- in each case	Upto Rs. 10,000/- in each case	Health Unit In-Charge: Upto Rs. 2,000/- in each case	1. Local Purchase should be resorted to when there is: i. Non-supply / delayed supply against annual indents. ii. The annual supply is consumed earlier than the scheduled. iii. Specific brand requirements of individual patient's due to brand loyalty even when a different brand is available etc. with the approval of treating doctor. Attempt should be made altogether to avoid this practice and if not possible to, minimize such purchases. iv. Drugs, which are not in common use with short shelf lives, hence not kept in stock. v. For the Items not included in the Indent due to the reasons – a) Newly introduced items of technology.
	(b) Bulk purchase of drugs which are out of stock (excluding PCMD approved low money value items of annual indent) through quotations from the Firms which are registered at PCMD's Office	PCMD Up to Rs. 50,000/- in each case MD (Zonal Hosp) Up to Rs. 30,000/- in each case	CMS/CMO Up to Rs. 20,000/- in each case	Nil	Nil	
	(c) Local Purchase of Serum and Vaccines	PCMD/HOD/SG/JAG Full Powers MD (Zonal Hosp) Full Powers	Full Powers	Full Powers	Full Powers	

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						b) New disease profile has come to surface, which was not anticipated c) New technology introduced in the hospital for which disposable items are essential d) New prescription from referral hospital that was not anticipated while preparing indent. 2. Finance concurrence is not required for 7(a), for others concurrence is required above Rs.10,000/- in each case. 3. Prior approval of Medical Officer in charge in Health Unit/ Sub- Divisional Hospital or the Medical Officer in charge of Stores in Divisional Hospitals has to be obtained in each case before resorting to local purchase. 4. Emergency purchase powers of all designated SAG Officers of Medical Department for Medicine shall be Rs. 50,000/- per each case, duly following the procedure for emergency purchase. 5. Proprietary article Certificate (PAC), Wherever applicable, will be certified by the sanctioning authority under the powers delegated vide Columns 3, 4, 5 & 6 in each case, before making the purchase.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						6. Local Purchase under 7(a) & (b) under normal circumstances should not exceed 15% of the total annual budget. Any purchases exceeding 15% of the total annual budget should be to the minimum extent necessary and have specific approval of PCMD and with duly recorded valid grounds. *Authority*: 1. Para 14 & 14.1 of IRP 2002 & Board's letter No. 2006/H/4/1 dated 19.06.2008. Note: 1. Local purchase of Serum & Vaccines will be restricted to requirement for providing immediate treatment like ATS/ ADS/ ARV/ Immunoglobulin for patient. vaccines for prophylactic measure are beyond the scope of the delegation of this power.
	(d) Emergency purchase for items of medical stores like instruments, appliances, surgical dressing, X-Ray films etc. and equipment repairs.	PCMD Up toRs. 5 lakhs per case MD (Zonal Hosp)/SAG Up to Rs. 50,000/- per case	CMS/CMO Up to Rs. 50,000/- per case	Up toRs. 15,000/- per item.	Nil	1. Prior finance concurrence not necessary. No quotations are required up to Rs. 20,000/- per item. However, past purchase records to be consulted for verifying rate reasonability and prior approval of SAG officers should be taken for such purchase without quotation.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
		SG/JA Grade Up to Rs. 20,000/- per case				2. Normal procurement process for purchases above Rs. 20,000/-
8.	(a) Purchase of blood for transfusion from recognized blood banks in emergencies.	PCMD Full Powers MD (Zonal Hosp) Full Powers SAG Full Powers	Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary. *Authority*: 1. Para 639(6) of IRMM.
	(b) To sanction local purchase of blood and blood products from Non-Govt. Institutions including vaccines.	PCMD/ CHD Full Powers MD (Zonal Hosp) Full Powers	Full Powers ADRM Full Powers	Full Powers	Nil	1. Finance concurrence is not necessary. *Authority:* 1. RB's letter no. 62/F/PM/PE/7/3 dtd. 07.06.63
9.	Purchase of family planning medicines, publicity/advertising material and other conveyance related expenditure for camps.	PCMD Full Powers MD (Zonal Hosp) Up to Rs. 5,000/- per camp	Up to Rs. 5,000/- per camp	up to Rs. 2,000/- per camp.	Nil	1. Finance concurrence is necessary. *Authority*: 1. Board's letter No. 98/H(FW)/1/1/Pt dt. 18.9.98.
10.	Procurement of artificial limbs from Govt./ recognized institutions, including advance payment therefor.	PCMD Full Powers MD (Zonal Hosp) Full Powers	CMS/CMO Full Powers	up to Rs. 5,000/- in each case	Nil	1. Finance concurrence is not necessary. *Authority*: 1. Railway Board's letter No. 80/H/ 6-4/33 2. 85/H/6-4/9 dated 13.03.1985.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						3. Para-637(ii) of IRMM
11.	Drawl of advance for a) sterilization camp b) health/family welfare camps and other health promoting activity	PCMD Full Powers MD (Zonal Hosp) Full Powers PCMD Full Powers MD (Zonal Hosp) Up to Rs. 10,000/- per camp	CMS/CMO Full powers Up to Rs. 10,000/- per camp	Full powers Up to Rs. 3,000/- per camp	Nil Nil	1. Finance concurrence is necessary. 2. Subject to rendering accounts to the concerned Accounts Officer within 15 days from the date of the event to clear the advance outstanding against CMD/MD/ CMS/CMO. *Authority*: 1. Railway Board's Ltr. No.98/H(FW)/1/1 Pt dated 18.09.1998 2. Railway Board's Ltr. No.99/H(FW)/1/ 1/J dated 02.08.1999
12.	Incurring expenditure towards: a) Repair and servicing of X-Ray and other electric/ electronic therapeutic apparatus including other medical equipment & apparatus.	PCMD Full Powers MD (Zonal hosp) Full Powers	DRM/CWM/ CMS/CMO Full Powers	Up to Rs. 2 lakhs	Nil	1. Finance concurrence is required if the expenditure exceeds Rs. 25000/- on each occasion. 2. Repairs can be undertaken on single quotation from OEM, authorized dealer, or agent or 3 quotations from reputed firms. 3. Powers delegated includes cost of spares replaced by the Firm entrusted with repairs. 4. Advance payments can be made by PCMD only up to Rs. 5000/- with finance concurrence and on furnishing a

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						bank guarantee. 5. Purchase of spares required for replacements to carry out repairs either departmentally or through outside Firms is governed by the delegation of powers under Stores matters. 6. In case of repair of equipment on single tender/quotation through OEM/Authorized dealer power will be exercised by SAG officer or above. Authority: Rly Bd letter no. 2011/F(X)II/5/11 dated 15.06.2016
	b) supply of dietary articles: i) Open/Limited Tender ii) Single Tender	PCMD Full Powers MD (Zonal Hosp) Full Powers PCMD Full Powers	CMS/CMO Full Powers DRM/CWM Up to Rs. 8 lakhs in each case	Full Powers Nil	Sr. Scale(IC) Full powers on limited tender basis Nil	1. Finance concurrence is necessary. 2. Subject to observance of tender procedures. *Authority*: 1. Para 405 of IRMM Board's letter No. 83/F (3)/PW-7/1dt. 2.3.94.
	c) Washing of linen Open/ Limited Tender	PCMD Full Powers MD (Zonal Hosp) Full Powers	CMS/CMO Full Powers	Full powers	Sr Scale (independent charge) Full powers	1. Finance concurrence is necessary. 2. Subject to mechanical laundry facilities not being available or not functioning in the Medical department. 3. Observe Tender procedure and powers given in SOP on Works matters

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	d) Purchase of Milk for in-patients in Railway Hospitals.	PCMD Full Powers MD (Zonal Hosp) Full Powers	CMS/CMO Full powers	Full Powers	Nil	1. The powers are applicable for purchase of Milk for Railway Hospitals through State Dairy Development Corporation/ Public Sector or Govt. Undertaking Organization only. 2. The powers indicated are also applicable for making advance payments for required quantity for a period of one month and for payment of increased rates as and when revised without Finance Concurrence.
13.	a) Fixing up of contracts for transport of refuse and rubbish from railway premises including desilting of drains and septic tanks and similar other works b) Fixing up of contracts for disposal of hospital waste	PCMD Full Powers MD (Zonal Hosp) Full Powers SAG/SG/JAG/Sr Scale Full powers PCMD Full Powers MD (Zonal Hosp) Full Powers	CMS/CMO Full Powers CMS/CMO Full Powers	Full Powers Full Powers	Sr. Scale(IC) Full Powers Nil	1. Finance concurrence is necessary. 2. Tender procedure& powers given in SOP on Works matters to be followed. 3. In extreme cases of breakdown of conservancy services/ hospital wastes, contracts may be fixed without calling tenders for a period of three months without further extension. *Authority*: 1. OSD/Medical Note No.92/H/4/15 Pt. dt.5.2.98.
	c) Invitation of advertised tender for matters necessary or incidental to sanitation in	PCMD Full Powers	DRM/ADRM/CWM Full powers up to Rs. 3 Crore per case	Nil	Nil	1. Finance concurrence is necessary. *Authority:*

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	Railway Colonies, Hospitals, Health Units where sanitation is under Medical Department and full/part time Health Inspectors are posted, with prior finance concurrence and specific availability of funds for the following items. i. Pest Control contracts ii. Specialized contracts involving large components of mechanized cleaning. iii. Contracting one time cleaning of any area. iv. Invitation and acceptance of special limited tender for Disposal of Bio-medical wastes of Railway Hospital from agencies authorized by respective State Pollution Control Board (SPCB)/ State Government.	<u>MD (Zonal Hosp)</u> Full powers up to Rs. 40 lakhs per case	<u>CMS/CMO</u> Full powers up to Rs. 40 lakhs per case			1. Rly. Bd letter no. 99/TG-IV/sanitation Policy dtd 15.11.2002 CS No. 11 dtd. 05.02.03 and JPO No. 177-MC/O/cleanliness/ 2006 dtd 04.01.2007. CS.No. 02 dtd. 07.10.2011. 2. Para 910 of Indian Railway Medical Manual 2000, Railway Board's letter no. 2011/H-1/10/6 dated 28.01.2011
	Note. 1. This item shall not be exercised for any class of stations. 2. Normal procedure of tender for procurement of tools and plants under these activities should be followed through Stores. 3. Purchase of tools and plants must be restricted for the purpose of mechanized cleaning only.					

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	4. Payment may be made under demand 11. 5. The Power for various stages of tendering, operation of contracts, extension of dates of completion, penalties, termination, etc. should be as per powers given inSOP on Work matters 6. The estimate for conservancy contracts/tender, conditions will need to be formulated by the concerned executive department and thereafter be submitted for Headquarters scrutiny prior to invitation of bids for first time and later on if there is any modification in tender conditions. 7. Powers can be exercised subject to budget allotment being made.					
	d) Purchase of tools and plants required for carrying out various sanitation related activities such as pest control, large components of mechanized cleaning, etc.	PCMD Full powers up to Rs. 5 lakhs per case. MD (Zonal Hosp) Full powers up to Rs. 1 lakhs per case.	CMS/CMO/MS, I/C of hosp Full powers up to Rs. 1 lakhs per case.	Nil	Nil	1. Finance concurrence is necessary if the expenditure exeeds Rs.10,000/- per case. *Authority:* 1. Rly.Bd letter no. 99/TG-IV/sanitation Policy dated 15.11.2002 2. CS No. 11 dtd. 5.2.03 and JPO No. 177-MC/O/Cleanliness/2006 dtd. 4.1.2007.
	NOTE: 1. This item will not be exercised for any class of stations. 2. Normal procedure of tender for procurement of tools and plants under these activities should be followed through Stores. 3. Purchase of tools and plants must be restricted for the purpose of mechanized cleaning only. 4. Payment may be made under demand No. 11. 5. The power for various stages of tendering, operation of contracts, extension of dates of completion, penalties, termination, etc. should be as per powers given in SOP on works matters. 6. The estimate for conservancy contracts/tender, condition will need to be formulated by the concerned executive department and thereafter be submitted for Head Quarters scrutiny prior to invitation of bids for first time and later on if there is any modification in tender conditions. 7. Powers can be exercised subject to budget allotment being made.					
14.	Waiver of hospital charges in respect of non-railway patients	PCMD Full Power MD (Zonal Hosp)	Up to Rs.5000/-in each case	Up to Rs. 2000/- in each case	Nil	1. Finance concurrence is necessary when the amount exceeds Rs. 1000/- 2. These powers are to be exercised in respect of deserving indigent non-railway cases

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
		Up to Rs.5000/-in each case <u>SAG (Zonal Hosp)</u> Up to Rs. 5000/- in each case				admitted in railway hospital in emergent circumstances only. 3. Report to be sent to PCMD. *Authority*: 1. Item No. 27 of GM's delegation.
15.	(a) Supply of Medical stores Imposition and waiver of penalties for failure to deliver medical stores within stipulated time.	<u>PCMD</u> Full Powers in respect of purchases made under his own purchase powers.	Nil	Nil	Nil	1. Finance concurrence is necessary. *Authority*: 1. Item 4 of 132-S.
	(b) Acceptance of excess or shortage in quantities received against supply orders placed.	<u>PCMD</u> Full Powers	Nil	Nil	Nil	1. Finance concurrence is necessary. 2. Subject to provisions of Para 441-S. Note: 1. Prior finance concurrence is required for extension of delivery in the following cases vide Para 445-S. i. Where the rate in the contract was accepted against other lower tenders in consideration of the date of delivery ii. where loss or damage is caused on account of late delivery. iii. For item No. 15(c) Authority: Board's letter no. 86/RS(G) 779/12 dt 02-01-1987.
	(c) Extension to the period of delivery	<u>PCMD</u> Full Powers <u>MD (Zonal Hosp)</u> Full Powers	Full Powers	Full Powers	Full Powers	
	(d) Cancellation of orders placed	<u>PCMD</u> Full Powers <u>MD (Zonal Hosp)/ SAG/SG/JAG/Sr. Scale</u>	<u>CMS/CMO</u> Full Powers in respect of orders placed under his power of purchase.	Full Powers in respect of purchases made under his own purchase powers.	<u>Sr. Scale(IC)</u> Full Powers in respect of purchases made under his own	

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
		Full Powers in respect of purchases made under his own purchase powers.			purchase powers.	3. Subject to reasons being recorded for such cancellation and that there are no financial repercussions as a result of cancellation. 4. Vetting of purchase order will be necessary if the value exceeds Rs. 4 lakhs. *Authority*: 1. Item 5 of 132-S.
	(e) Acceptance of stores dispatched after the expiry of delivery period by the consignee	PCMD/MD (Zonal Hosp) Full Powers as per tender accepted by them	Same as column 3	Same as column 3	Nil	1. Finance concurrence is not necessary. *Authority:* 1. Rly. Bd.'s L. No. 2007/RS(G)/779/1 dt. 28.07.2008 (a) Delay up to 6 months for orders valued up to Rs. 3 lakhs. (b) Delay up to 21 days for orders valued between Rs. 3 lakhs to Rs. 6 lakhs provided the initial delivery period does not exceed 6 months Note: 1. For all other orders, valued over Rs. 6 lakhs prior extension of delivery period from the purchase office will be necessary.
16.	Admission of Non-Railway	PCMD	Full Powers	Full Powers	I/Cof the	1. Finance concurrence is not necessary.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	patients in Railway Hospitals	Full Powers MD (Zonal hosp) Full powers SG/JAG Full Power			Health Units Full Power up to extent permissible.	2. Subject to availability of spare accommodation after meeting the requirements of the Railway staff and their families. 3. The prescribed charges under the relevant rules should be recovered from the patients so admitted. *Authority*: 1. Para 622 of IRMM
17.	Medical Boards-holding for i)AEMG ii) Invalidation	PCMD Full Powers MD (Zonal Hosp) Full Power PCMD Full Powers	CMS/CMO Full Powers Nil	JAG/SG Divisional In-charges only Full Powers Nil	 Nil Nil	1. Finance concurrence is not necessary. 2. Exercise of powers by MD/CMS/CMO is subject to standing medical boards being nominated by PCMD, if not in existence. *Authority*: 1. Board's letter No.98/H/5/14 dt.6.4.99. 2. Board's letter. No. 85/H/5/10 dt 31.12.96
18.	Naked eye vision – relaxation of medical board	PCMD As per IRMM para 512	Nil	Nil	Nil	*Authority*: 1. Para 512 Note 8 of IRMM.
19.	Acceptance of gifts by Railway Hospitals on behalf of the medical department	PCMD Full Powers MD (Zonal Hosp) Full Power SAG/SG/JAG/Sr.	CMS/CMO Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary. 2. Subject to advising PCMD, PFA and GM of such gifts as part of hospital dead stock

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
		Scale/Jr. Scale Full powers				
20.	a) Sanction for special diagnostic investigations including CT scan/MRI in non-railway identified institutions for service /consultation rendered for cases referred by AMA	PCMD/CMO of PU Full powers MD (Zonal hosp) Full Powers up to Rs. 15,000/- in each test	CMS Up to Rs. 15,000/- in each test	Up to Rs. 10,000/- in each test	Nil	1. Finance concurrence is necessary for identifying and fixing rates with such institutions. 2. A six-monthly statement of such expenses should be sent to PCMD. 3. This power will not apply to artificial aids like hearing aids, prosthetic valves for heart, sophisticated artificial limbs etc. 4. Beyond Rs. 15,000/-, associate finance concurrence and approval of PCMD/CMO of Zonal Railway/PU is required. The rates would be governed by notified CGHS rates. 5. Treating doctor to recommend 6. MD/CMO/CMS or any other doctor nominated by MD/CMO/CMS to accord approval *Authority*: 1. Board's letter No.99/H/6-4/ Policy dated 20.09.2000. 2. Board's letter No.91/H/6-4/ Policy dated 07.12.2000 and 30.04.2007. 3. 2017/Trans/01/Policy dtd 18.10.2017 & 23.03.2018
	b) Referral of Rly.	PCMD/CMO of PU	CMS or equivalent	Add CHD/Add	Nil	1. Limit of Sanction:

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	beneficiaries to Non-Railway Medical Institutions for PET Scan	Full powers MD (Zonal Hosp) Full Powers (as detailed in the remarks column)	Full Powers (as detailed in the remarks column)	CMS/Sr. DMO Full Powers (as detailed in the remarks column)		Limited to NABL/Non-NABL rate specified by CGHS for the city/nearby the city where PET scan is to be/has been got done. 2. In exceptional cases, to be recorded in writing, where PET scan rates exceed prescribed CGHS rates and no hospital is agreeing to conduct PET scan on CGHS rates, then three quotations shall be called for and PET scan be allowed to be done by Medical Board at the institution/ hospital quoting the lowest rate with concurrence of the associate finance and with the approval of CMD of Zone/ CMO of PU 3. Treating doctor to recommend 4. MD/CMO/CMS or any other doctor nominated by MD/CMO/CMS to accord approval *Authority:* 1. Rly.Bd letter No.2011/H/6-4/Policy dated 12.12.2012, 2. Para 664(i) IRMM - 2000. 3. 2017/Trans/01/Policy dtd 18.10.2017 4. Rly. Bd. Letter no. 2018/Trans.Cell/Health/Zonal Hospitals dated 13.06.2018

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	Note for item 20: Health Unit with one doctor will have an imprest of Rs. 30,000/- subject to maximum of Rs. 1,500/- per investigation and for Health Unit with more than one doctor an imprest of Rs. 60,000/- subject to maximum of Rs. 1,500/- per investigation					
21.	To sanction the cost of special drugs for TB/AIDS patients treated in non-railway sanatoria /hospitals	PCMD Up to Rs. 2,500/- per case MD (Zonal Hosp) Up to Rs. 2,500/- per year per case	CMS/CMO Up to Rs. 2,500/- per year per case	Up to Rs. 2,500/- per year per case	Nil	1. Finance concurrence is not necessary. *Authority*: 1. Railway Board's Ltr. No.F(X)II-68/PW-4/97 dt. 21.7.69. 2. Railway Board's Ltr. No.78/H/S/3 dt. 5.7.78.
22.	Sanction of estimates for purchase of medical equipment	PCMD Full Powers MD (Zonal Hosp) Up to Rs.25 lakhs SAG Up to Rs 2 lakh in each case	Up to Rs.25 lakhs	Up to Rs. 1 lakh in each case	Nil	1. Finance vetting is necessary. *Authority*: 1. Item No. 40 of GM's delegation.
23.	Replacement/addition of small medical equipment, apparatus, appliances including instruments, spares and accessories for Hospital and Dispensaries chargeable to revenue.	PCMD Up to Rs.3 lakh Per item (Unit Rate) MD (Zonal Hosp) Up to Rs.2 lakh Per item (Unit Rate)	CMS/CMO Up to Rs.2 lakh per item (Unit Rate)	Holding independent charge up to Rs. 10,000/- Per item (Unit Rate)	Nil	1. Finance concurrence is necessary, if the cost of an item exceeds Rs. 25, 000/-. 2. The exercise of powers is subject to budget provisions. 3. The powers should be exercised with great circumspection and justification for the purchase thoroughly examined. So as not to place undue burden on ordinary Revenue.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						Authority: 1. Board's letter No. F.(X)II/2009/PW/10 dt.31.8.15. 2. Rly. Bd. Letter no. 2018/Trans.Cell/ Health/Zonal Hospitals dated 13.06.2018
24. Write-off and disposal						
	i) of articles of glass broken in transit	PCMD Full Powers MD (Zonal Hosp) Full Powers	Full Powers	Up to Rs. 10,000/- in each case	Nil	1. To be exercised when no responsibility can be fixed. 2. Finance concurrence is not necessary. *Authority*: 1. Item No. 18 of 132-S Vol. I.
	ii) through condemnation or destruction by burning all linens	PCMD Full Powers MD (Zonal Hosp) Full Powers SAG/SG/JAG Full Power	Full Powers	Holding independent charge Full Powers	Nil	1. To be exercised when it cannot be re-used. 2. Finance concurrence is not necessary. *Authority*: 1. Para 409 and 411(2) of IRMM.
	iii) by throwing away at site, scrap articles of no value.	PCMD Full Powers MD (Zonal Hosp) Full Powers SAG/SG/JAG/Sr. Scale/Jr. Scale Full Power	Full Powers	Holding independent charge Full Powers	I/C of H.U. Full Power	1. To be done under the supervision of a Gazetted officer. 2. Finance concurrence is not necessary. *Authority*: 1. Para 409 and 411(2) of IRMM.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	iv) of tools & plant material & stores in respect of drugs (including expired date medicines) and technical medical equipment for medical stores. viz. fire and other acts of God, book losses of stores, material & tool plants i.e. losses discovered at periodical & special stock verification generally traceable to errors in accounting & impossible to bring home to individual responsibility.					
	(iv) a) When a railway employee is in any way responsible	PCMD Up to Rs. 1 lakh in each case MD (Zonal Hosp) Up to Rs. 50,000/- in each case SAG (Zonal Hosp) Up to Rs. 50,000/- in each case SG/JAG (Zonal Hosp) Up to Rs. 10,000/- in each case	Up to Rs. 50,000/- in each case	Up to Rs. 10,000/- in each case	Nil	1. Finance concurrence is necessary
	(iv) b) When a railway employee is not in any way responsible	PCMD Up to Rs. 2 lakhs in each case MD (Zonal Hosp) Up to Rs. 1 lakh in each case SAG (Zonal Hosp) Up to Rs. 1 lakh in each case	Up to Rs. 1 lakh in each case	Up to Rs. 25,000/- in each case	Medical Officer In charge of Health Unit Up to Rs. 500/- in each case subject to maximum Rs. 2000/-	1. Finance concurrence is necessary if the expenditure exeeds Rs.10,000/- in each case

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
		SG/JAG (Zonal Hosp) Up to Rs. 25,000/- in each case				
	(v) To condemn & destroy articles of sanitary stores which have been soiled with night soil.	PCMD Full Powers MD (Zonal Hosp) Full Powers	CMS/CMO Full powers	Full Powers	Nil	*Authority:* 1. Letter no. 98-G/O/Pt. I dated 8.8.90
25.	(a) Purchase of Items for accident relief medical equipment including First Aid articles.	PCMD Full Powers MD (Zonal hosp) Full powers	Full Powers	MS/Sr. DMO Full Powers	Medical officer I/C of H.U. Full powers	1. Finance concurrence is not necessary. 2. Delegation is for initial supply/replenishment 3. CMS/CMO/MD/Sr.MS/MS/DMO In-charges should submit a monthly Statement to CMD indicating the reasons for such replacement and the quantum of purchases etc. *Authority*: 1. Railway Board Lr.No.2000/H/4 dated 27/10/2000
	(b) Replacement of sugar, tea, coffee, K.Oil & Spirit Methylated in Emergency.	PCMD/CHD Full powers MD (Zonal Hosp) Full Powers	CMS/CMO Full Powers	Full Powers	Medical officer in charge of Health Unit Full Powers	1. Finance concurrence is not necessary
	(c) Cash Imprest for medical officers in charge of ART/ARME	MD (Zonal Hosp) Full Powers	Full powers	Rs. 20,000/-	Rs. 20,000/-	1. Subject to stipulating the condition that exercising the Powers only for the accidents where there are injuries and casualties duly certifying the occasion by the Hospital in charge.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						2. Associate finance concurrence is required. *Authority:* 1. Item no.41 of High level Committee Report on Disaster Management. Ref: 2002/H/7/4 dated 20.5.2003 from ED(H)
26.	Purchase of Medical Books and Journals	PCMD Full Powers up to Rs. 45,000/- per annum. MD (Zonal Hosp) Full Powers up to Rs. 50,000/- per annum for hospitals without DNB courses Full Powers upto Rs. 1 lakh per annum for hospitals with DNB courses (Speciality) Full Powers up to Rs.1,50,000/- per annum for hospitals with Super Specialty DNB course	CMS/CMO Full Powers up to Rs. 50,000/- per annum for hospitals without DNB courses Addl.CMS (sub-divisional hosp) Full powers up to Rs. 30,000/- per annum	Nil	Nil	1. Finance concurrence is not necessary. *Authority*: 1. Para 1037& 1038 of Financial Code Volume I 2. Para 241 of IRMM Vol. I 3. Railway Board Letter No.2013/H/16/Purchase dated 30.08.2013

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
27.	Hiring of Ambulances for Hospitals	PCMD Full Powers MD (Zonal Hosp) Full Powers	DRM/CWM/CMS/CMO Full powers	Nil	Nil	1. Hiring to be done with finance concurrence. 2. Prescribed procedure is to be followed while hiring ambulances. *Authority:* 1. Bd'sLtr.No. F(X)II-2006/ PW/11 dt.15.05.2007 2. Bd's Ltr.No.2017/F(X)II/ PW/1/II, dt.18.05.2017. 3. 2017/Trans/01/Policy dtd 18.10.2017
28. Invitation and acceptance of tenders for supply of catering items including cooked food and milk to hospitals.						
	(a) Calling of Tenders.	PCMD Full power MD (Zonal Hosp) Full Power SAG/SG/JAG/ Sr. Scale Full power	CMS/CMO Full power	Full power	Nil	Note: 1. Open tender should be invited for items estimated to cost Rs.2 lakh and above, limited tenders may be invited for tenders costing up to Rs.2 lakh. 2. GM's prior sanction should be obtained for calling limited tenders- the estimated value of which exceeds Rs. 2 lakhs and above. 3. A tender committee should be constituted as per rules. 4. The provision in para-410-S. 411-S, 412-S, 413-S may be kept in view while finalizing the same.
	(b) Acceptance of tenders.	PCMD/SAG Up to Rs.25 lakh in each case. MD (Zonal Hosp) Up to Rs.15 lakh in each case.	CMS/CMO Up to Rs.15 lakh in each case.	Up to Rs.3 lakh in each case.	Sr. Scale Up to Rs. 1 Lakh in each case.	

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
		SG/JA Grade up to Rs.3 lakh in each case. Sr. Scale Up to Rs. 1 Lakh in each case.				
	(c) Signing of contracts	PCMD/SAG Full power Up to his powers of acceptance. MD (Zonal Hosp) Up to Rs.15 lakh in each case. SG/JA Grade Up to Rs.3 lakh in each case. Sr. Scale Up to Rs. 1 Lakh in each case.	CMS/CMO Up to Rs.15 lakh in each case.	Up to Rs.3 lakh in each case.	Sr. Scale (IC) Up to Rs. 1 Lakh in each case.	
29.	Supply of Dietary articles for Railway Hospitals by spot purchase committee.	PCMD Up to Rs. 50,000/- at a time. MD (Zonal hosp.) Up to Rs. 30,000/-	CMS/CMO Up to Rs. 25,000/- at a time.	Up to Rs. 20,000/- at a time.	Sr. Scale I/c of Sub. Div. H.U. Up to Rs. 10,000/- at a time. Jr. Scale I/c of	Note: 1. The purchase should be made without contravening any orders of the central/state Govt. and local Statutory Authorities. 2. The necessary Accounts should be

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
		SG/JAG Up to Rs. 20,000/- at a time			H.U. Up to Rs. 5,000/- at a time.	rendered to the Associated Accounts Officers. 3. An Accounts Officer should be associated with the spot purchase committee.
30.	To call and accept limited tenders for sale of waste fixer Hypo solution, waste exposed X-Ray Films, empty bottles, and tins.	PCMD/SAG/SG/JAG Full Power MD (Zonal Hosp) Full Power subject to report being sent to PCMD	CMS/CMO Full Power subject to report being sent to PCMD	Full powers subject to report being sent to PCMD	Sr. Scale Grade I/c of hospital / Sub. Divns. Full Powers subject to report being sent to PCMD.	1. Finance concurrence is not necessary
31.	Miscellaneous expenditure (other than Photographic materials) like (1) Death Certificate and Jury reports. (2) Dhobi Charges. (3) Expenditure incidental to PFA work. (4) Expenditure incidental to Drug Analysis and similar other tests performed in Government or Private Institutions.	PCMD/SAG/SG/JAG Full power MD (Zonal Hosp) Full Power	CMS/CMO Full power	Full power	Sr. Scale I/C of Divl. / Sub. Divl. Hospital Full power. Jr. Scale I/C of Health Unit Full power.	1. Finance concurrence is not necessary
32.	Payment of incidental expenditure for Blood Donation Camp. (inside as well as outside hospital)	PCMD/SAG/SG/JAG/Sr./ Jr. Scale Full power	CMS/CMO Full power	Full Power	Sr./Jr. Scale I/C of the H. Unit. Full Power	1. Finance concurrence is not necessary.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
		MD (Zonal Hosp) Full Power				
33.	Purchase of Crockery/ Cutlery linen / napery / Glassware, cooking servicing articles in urgent cases on limited tender basis for hospitals/ Dispensaries where indoor patients are being treated.	PCMD Up to Rs. 5,000/- in each case MD (Zonal Hosp) Up to Rs. 2,000/- in each case SG / JAG Up to Rs. 1,000/- in each case	Up to Rs. 2,000/- in each case	Up to Rs. 2,000/- in each case	Nil.	1. Finance concurrence is not necessary *Note:* 1. Normal procurement of these articles is to be made through the Stores department as in the case of other Stores. 2. The nature of urgency should be recorded in each case.
34.	Procurement of items under Mass Media	PCMD/SAG Full power MD (Zonal Hosp) Up to Rs. 5000/- in each case	DRM/CWM Up to Rs. 10000/- in each case SAG Up to Rs. 5000/- in each case	Up to Rs. 5000/- in each case	Nil	Note: 1. Finance concurrence is necessary if the cost of purchase exceeds Rs. 1,000/- for each item.
35.	Charges for testing of drugs, medicines, other medical items and water and food samples in Govt. laboratory/ Pvt. laboratory.	PCMD Full Powers MD (Zonal Hosp) Full Powers	Full Powers	Full Powers	Nil	
	Note: i. To avoid duplication, PCMD will fix items to be tested for different Hospitals.					

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	ii. MD/CMS/CMO/MS should be delegated power to send sample to any NABL accredited Drug testing Laboratory on their own and without finance concurrence up to Rs. 25,000/- in each case to maintain confidentiality as well as prompt drug testing. However, this is restricted to one sample per month per hospital and payment is to be made from cash imprest. iii. To send Drug sample (as per quota fixed by PCMD) to recognized Drug Testing Laboratory, recognition being given by PCMD with Finance concurrence.					
36.	(a) Condemnation of machines and instruments belonging to Medical department	PCMD Full powers for condemnation of machines in terms of extant orders MD (Zonal Hosp) Full powers for condemnation of machines in terms of extant orders	CMS/CMO Full Powers for condemnation of machines in terms of extant orders	Nil	Nil	1. Condemnation to be done duly following the guideline in Part-C.
	(b) Condemnation of unserviceable petty articles (Medical & conservancy)	PHOD/SAG Full Powers MD (Zonal Hosp) Full Powers SG/JAG Rs. 10,000 in each case	Full Powers	Rs. 10,000 in each case	Nil	1. Finance concurrence is not necessary. 2. Every article must receive due scrutiny of the Medical Officers. Condemned articles must be disposed of as per extant rules. 3. Hospital conservancy items used for disposal of night soil need not be returned to store. Those must be destroyed & disposed under certificate of a Gazetted Officer.
37.	To sanction the incurring of expenditure on hiring of	PCMD Full Powers	CMS/CMO/MS, I/C of div or sub-div	Full Powers	Sr. Scale/Jr Scale /CMP(Independen	*Authority:* 1. Para No. 1050 to 1055 F(I)

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	Ambulance service, taxi, or other conveyance for shifting the sick/injured railway beneficiaries in emergent cases to Railway Hospitals/ Health Units Non-recognized non-Railway Hospitals on referral by Railway Medical Officers.	MD (Zonal Hosp) Full Powers	Full Powers		t Charge of H.U.) Full Power	2. 2017/Trans/01/Policy dtd 18.10.2017
	Note: 1. No separate finance concurrence is required for the above. The expenditure on above may be met from the sanctioned imprest of Health Unit/Hospital 2. Information of each expenditure should be sent to PCMD office on monthly basis.					
38.	To organize refresher/ induction courses for Doctors/Para-Medical/ Health staff.	PCMD/MD (Zonal Hosp) Rs. 10,000/- for each course subject to a maximum limit of Rs. 2 lakhs per Annum	Nil	Nil	Nil	1. For prescribed refresher/ induction courses, subject to Finance concurrence in each case and inclusion in the ceiling register maintained by PCPO. Authority: 1. Rly. Bd. Letter no. 2018/Trans.Cell/ Health/Zonal Hospitals dated 13.06.2018
39.	(a)To refer cases and to accept bills issued by Military Hospital, Pune, or other Govt. Hospitals towards provision of Artificial limbs & hospitalisation charges of Rly employees & family members injured on duty or outside duty and their renewal from	PCMD/SAG/SG/JAG Full Powers MD (Zonal Hosp) Full Power	Full Powers	Full Powers	Nil	1. Finance Concurrence is required. *Authority:* 1. Para- 636 of IRMM Vol-I

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	time to time.					
	(b) To sanction artificial limb appliances and payment thereof to the Railway employee and members of their family both in the case of injured and non-injured on duty.	PCMD/MD (Zonal Hosp) Full Power	CMS/CMO Full Powers	Full Powers	I/C of H.U. Full Powers	1. Associate finance concurrence is required. *Authority:* 1. Para 636 IRMM Rly. Bd.'s letter no.80/H/6-4/33&85/H/6-4/9 dtd. 13.03.85, C.S. No. 5 *2.* Letter No. 98-G/O/Pt. V dtd 11.09.98
40.	Recovery of Hospital charges.	PCMD/HOD/MD (Zonal Hosp) Full powers to recover in suitable instalment not exceeding 12 in respect of staff under them	Same as PCMD	Same as PCMD	Nil	1. Finance concurrence is not necessary
41.	Temporary arrangement at stations for coping with needs on account of extra ordinary traffic due to any Mela.	PCMD Up to Rs. 25,000/- in each case. MD (Zonal Hosp)/ SAG Up to Rs. 10,000/- in each case.	DRM Up to Rs. 25,000/- in each case. SAG Up to Rs. 10,000/- in each case.	Up to Rs. 5,000/- in each case.	Nil	1. Subject to finance concurrence *Authority:* 1. Para- 1050 to 1055 F-I
42.	Petty purchases in emergency for rubbish carts, night soil carts, bins, buckets, dustbin etc. required in connection	PCMD Up to Rs. 2 lakhs in each case	DRM/CWM Up to Rs. 2.0 lakh in each case	Up to Rs. 50,000/- in each case	Nil	1. Subject to finance concurrence 2. Procurement through Store Dept. 3. This will be subject to annual ceiling limit up to Rs. 20.0 lakh in the

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	with conservancy arrangements on the lines, the emergency being recorded specially.	MD (Zonal Hosp)/ HOD Up to Rs. 1.0 lakh in each case SG/JAG Up to Rs. 50,000/- in each case	SAG Up to Rs. 1.0 lakh in each case			Division/HQ
43.	Payment to outside agencies accredited by Atomic Energy Regulatory Agencies lime M/s.Bhaba Atomic Research Centre for monitoring the radiation received for staff working in the radiology department.	PCMD Full Powers MD (Zonal Hosp) Full Powers	CMS/CMO Full Powers.	Full Powers.	Sr. Scale(IC) Full Powers	1. Finance concurrence is necessary for the first time and for subsequent payments, concurrence is not necessary. *Authority:* 1. Para 1040 of Financial Code Vol.I.
44.	To sanction expenditure on Taxi for transport of patient from Railway Hospital to Railway hospital/Institutions of specialized treatment and back from hospital imprest cash whenever hospital Ambulances are out of order or not readily available.	PCMD/SAG/SG/JAG Full Power MD (Zonal Hosp) Full Powers	Full Power	Full Power	Sr./Jr. Scale I/C of the Health Units: Full Power	1. Prior accounts concurrence is not necessary.
45.	Contribution/subscription to Medical Institution if	PCMD//SAG Up to Rs. 1,000/- per	Nil	Nil	Nil	1. Finance concurrence is not required

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	Medical aid is rendered by such Institution to Railway employees	annum				*Authority:* 1. ItemNo. 33(b) of Ann.II to Chapt.V FC VoI. I 2. RB's L. No. F(X)II-2015/PW/7 dtd.12/06/2017
46.	Appointment of Junior Residents (House Surgeons)	PCMD: Full power	Nil	Nil	Nil	1. Finance concurrence is necessary 2. Extension of tenure beyond 2 years will be done only after the approval of PCMD 3. Other conditions as laid down in para 243 of medical manual to be followed. *Authority:* 1. Rly Board L.No. 2018/Trans Cell/Health/SR & JR dated 06.06.2018
47.	To sanction works contract and purchase order for procurement of medical implants such as hearing aid, Bi-Pap/C-Pap and other implants to be purchased for supply/implant to the patients & other hospital related items	MD (Zonal Hosp) Up to Rs. 5 lakhs for each item through quotation/tender subject to annual ceiling of Rs. 60 lakhs	CMS/CMO Up to Rs. 5 lakhs for each item through quotation/tender subject to annual ceiling of Rs. 60 lakhs	Nil	Nil	1. Finance concurrence will be taken wherever necessary *Note:* 1. Subject to cost ceiling governed by the CGHS policies issued from time to time *Authority:* 1. 2017/Trans/01/Policy dtd 18.10.2017
48.	Re-engagement of Part-time Dental Surgeons and that of part time lady doctors for a period up to 5 years. (terms not exceeding one year each)	MD (Zonal Hosp) Full Powers	DRM/CWM Full Powers	Nil	Nil	1. Finance concurrence is necessary. 2. Re-engagement of Part-time dental surgeons to be done on recommendation of nominated SAG medical officer(Zonal Hosp)/CMS/CMO.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						3. For PUs, the extension will be with the approval of GM/CAO of PU 4. Re-engagement of part-time lady doctors is to be done on lines similar to that of Part-time Dental Surgeons for Hospitals/ Health Units which do not have lady doctors *Authority:* 1.Rly Bd letter No 2000/H-1/12/27Pt I dated 6.10.2000 & 2002/H-1/12/53 dt 25.7.2002 2. Rly Bd letter No. 2012/H-1/12/13/Dental SECR dated 10.12.2013 3. Rly bd letter no. 2018/TransCell/ Conclave/ Health dtd 23.3.18 4. Rly.Bd letter No. 2018/Trans.Cell/ Health/CMP & PTDS dated 06.06.2018
49.	(a) To enter into Annual Maintenance Contract for medical equipment on single tender basis to be placed on OEMs/Authorised dealers.	PCMD Full power MD (Zonal Hosp) Full power	DRM/CWM/CMS/CMO Full power ADRM Up to Rs. 2 lakhs per case with annual ceiling of Rs. 30 lakhs	SG/JAG Up to Rs. 2 lakhs per case with annual ceiling of Rs. 30 lakhs	Nil	Authority: 1. 2017/Trans/01/Policy dtd 18.10.2017
	(b) To enter into Annual Maintenance Contract for medical equipment through limited tender basis.	PCMD 2 lakhs each case per item subject to a maximum ceiling limit	DRM/CWM/ADRM Up to 1 lakhs each case per item subject to a maximum ceiling limit of Rs. 20 lakhs	Nil	Nil	

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
		of Rs. 50 lakhs per annum. MD, (ZonalHosp) Up to 1 lakhs each case per item subject to a maximum ceiling limit of Rs. 20 lakhs per annum.	per annum. CMS/CMO Up to Rs. 50,000/- each case per item subject to a maximum ceiling limit of Rs. 10 lakhs per annum. ACMS, I/C of sub-div Up to 25000/- each case per item subject to a maximum ceiling limit of Rs. 5 lakhs per annum.			
	NOTE: 1. The Annual Maintenance Contract on single tender basis may be awarded on Proprietary Articles Certificate items. 2. Since AMCs are in nature of service contracts and OEMs/ Authorised Dealers are often reluctant to submit Earnest Money or Security deposit, this need not be insisted upon in each case. Care may, however, be taken to enter into such contracts only with reputed dealers so as to ensure satisfactory performance and minimum downtime of the equipment. 3. The above powers may be exercised subject to availability of funds. 4. This would need the prior concurrence of finance. 5. *As far as possible AMC/CMC should be done through OEM or its authorized service providers. In case it is not possible, reasons should be recorded in writing and it may be got done from reputed dealers. 6. *As far as possible all such similar items should be clubbed and brought under one AMC. 7. In case of single tender, the Tender Committee and the accepting authority should be one step higher than in case of open Tender expecting where GM is accepting authority. 8. Accepting authority must take precautions of works authorized. Accepting Authority should undertake a monthly review. A register showing full particulars of works authorized will be maintained by each officer and this should be open to verification by accounts while passing the bills. The annual ceiling limits will be watched through this register. While seeking concurrence the register should be provided with the file.					

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
50.	To sanction occasional purchases of ice in summer for heat stroke cases for preserving sera and vaccine and for developing of X-Ray films.	PCMD Full Powers up to Rs. 2000/- p.m. MD (Zonal Hosp) Full Powers up to Rs. 2000/- p.m.	CMS/CMO/ACMS I/C of sub div Full powers up to Rs. 2000/- p.m.	Full powers Up to Rs. 1000/- p.m.	IC of H.U. Full powers up to Rs. 1000/- p.m.	1. Finance concurrence is not necessary
51.	To sanction engagement of special nurses when considered necessary in railway or other Govt. Hospitals after reviewing LR availability.	PCMD Full Powers MD (Zonal Hosp) Full Powers	CMS/CMO Full powers	Nil	Nil	1. Finance concurrence is necessary
52.	(a) Procurement of VVI Pace – Maker i. As Reimbursement - To a beneficiary on production of valid documents and on the recommendations of A.M.O. in case the implantation has been done at govt./Pvt. Hospital in emergent circumstance. ii. Single Chamber Pace Maker with or without Rate Response (Including Pacemaker; Leads; Accessories & all	PCMD/MD (Zonal Hosp) Up to Rs. 60000/- in each case. Should not exceed Rs. 1 Lakh	Nil	Nil	Nil	1. It has been decided to remove Heart Pace Maker from Para 666 & redelegate powers to Zonal railways. 2. Word "Heart Pace Maker may be deleted from Para 666." 3. Concurrence of associate finance is necessary *Authority:* 1. Word "Heart Pace Maker may be deleted from Para 666." 2. Rly. Bd's letter No. 2000/H/6-4/policy/pace maker dated 21/2/2003. & Rly. Bd's letter No. 2005/H/6-4/policy da ted 17/08/2009 3. Ref: 2007/H/6-4/policy/dt 26/11/07

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	associated Hospital Charges. iii. Double Chamber Pace maker: with or without Rate Response (Including Pacemaker; Leads; Accessories & all associated Hospital Charges	Should not exceed Rs.2.0 Lakh				4. Rly. Bd. Letter no. 2018/ Trans.Cell/ Health/Zonal Hospitals dated 13.06.2018
	Note: i. Bills for Biventricular Pace-Makers; Single & Double chamber implantable Cardio verter defibrillator & Combo devices, costing more than Rs.2. Lakhs may be referred to Rly Bd. ii. The claimant shall be required to submit the STICKER of Pace Maker in ORIGINAL with the reimbursement claim. The cash memo should include(A) Pacemaker generator model & serial No, & Lead model(s) & UNIQUE Serial Nos & Life Time Warranty for the Pulse Generator iii. The beneficiary shall be required to obtain all above details from hospital & submit before Railway Administration finally settles the claim for reimbursement. iv. ACS to Para 648; 651 & 666 of IRMM, 2000.					
	(b) On Bill System: The Administrative authority directly making the payment to the supplying agencies in Planned/Elective Cases.	PCMD Up to Rs. 60000/- in each case.	Nil	Nil	Nil	*Authority:* 1. Rly. Bd's letter No. 2000/H/6-4/policy/pace maker dated 21/2/2003.
53.	Powers of reimbursement of cost of Intraocular Lens Implantation.					
	(i) Powers for reimbursement of Intraocular Lens Implantation for Railway beneficiaries in Government hospitals as referred case	PCMD Full Power MD (Zonal Hosp) Full Power	DRM/ADRM/CWM/CMS/ CMO Full power	Full Power	Nil	*Authority:* 1. Para 668 of IRMM 2000 2. Railway Board's letter no. 2003/H/28/7 dated 09.05. 2003

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	when facilities for this procedure are not available in Railway Hospital or in complicated high-risk cases.					3. Railway Board's letter no. 2005/H/6-4/Policy II dated 31.01.2007.
	(ii) Powers for reimbursement of Intraocular Lens Implantation for Railway beneficiaries in Government hospitals without referral from AMO when facilities for this procedure are not available in Railway Hospital or in complicated high-risk cases.	AGM Full Power	DRM/ADRM/CWM Up to Rs. 50,000/-	Nil	Nil	*Authority:* 1. Para 668 of IRMM 2000 2. Railway Board's letter no. 2003/H/28/7 dated 09.05. 2003 3. Railway Board's letter no. 2005/H/6-4/Policy II dated 31.01.2007.
	(iii) Powers for reimbursement of Intraocular Lens Implantation for Railway beneficiaries in non-Railway/non-recognized Hospitals in complicated high-risk cases only as referred case.	PCMD Up to Rs. 12,000/- for each eye MD (Zonal Hosp) Up to Rs. 12,000/- for each eye	DRM/ADRM/CWM/CMS/ CMO Up to Rs. 12,000/- for each eye	Nil	Nil	*Authority:* 1. Para 668 of IRMM 2000 2. Railway Board's letter no. 2003/H/28/7 dated 09.05.2003.
	(iv) Powers for reimbursement of Intraocular Lens Implantation for Railway beneficiaries in non-Railway/non-recognized Hospitals without referral	AGM Up to Rs. 12,000/- for each eye	DRM/ADRM/CWM Up to Rs. 12,000/- for each eye	Nil	Nil	*Authority:* 1. Para 668 of IRMM 2000, Railway Board's letter no. 2003/H/28/7 dated 09.05.2003.

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	from AMO in complicated high-risk cases or in complicated high-risk cases.					
	1. Adequate justification for referral as well as for settling reimbursement claims of IOL in deserving cases based on merit shall be given by Ophthalmologist. 2. The above reimbursement is to be done after seeking concurrence from Associate Finance.					
54.	Reimbursement of medical expenses for Breast implants prosthesis	PCMD Up to Rs. 5000/- once in five years	Nil	Nil	Nil	1. Finance concurrence is necessary 2. Scrutiny and examination by suitable lady doctor. *Authority:* 1. Rly. Bd's letter No. 2003/H/23/3dated 05/8/2005.
55.	Repair of Audio Visual equipment available in hospitals	MD (Zonal Hosp) Up to Rs. 5000/- in each case subject to finance concurrence.	CMS/CMO Up to Rs. 5000/- in each case subject to finance concurrence	MS, I/C of sub div Up to Rs. 2000/- in each case subject to finance concurrence.	Nil	1. Finance concurrence is not necessary
56.	To sanction estimates chargeable to revenue (ordinary & special) for which budget allotment has been made for works related to smooth working of hospital and in emergency where the concerned works Dept. is not able to take immediate action.	PCMD Up to Rs. 10,000 in each case MD (Zonal Hosp) Up to Rs. 5,000 in each case	CMS/CMO Up to Rs. 5,000 in each case	Nil	Nil	*Authority:* 1. Letter no. 98-G/ O/ Pt. V dated 11.9.98

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
57.	Invitation of tender for repair of oxygen points and suction points in hospitals by open/limited tender	PCMD Rs. 5 Lakhs in each case MD (Zonal Hosp) Rs. 3 Lakhs in each case	DRM/ADRM/CWM Rs. 3 Lakhs in each case CMS Rs. 50,000/- in each case	Nil	Nil	1. Finance concurrence is not necessary
58.	(i) Powers for reimbursement of Dental procedures undertaken by Railway beneficiaries in Government hospitals or Government college.	PCMD/MD (Zonal Hosp) Full power as per charges levied by the Government hospital	CMS/CMO/Addl CMS Full power as per charges levied by the Government hospital	Full power as per charges levied by the Government hospital	Nil	*Authority;* 1. Railway Board's letter no. 2012/H-1/12/1/Dental/ Policy dated 14.12.2012 2. Railway Board's letter no.2012/H-1/12/1/Dental/ policy dated 30.8.2013
	(ii)Powers for reimbursement of Dental procedures (Listed in the C.G.H.S. list only) undertaken by Railway beneficiaries in Private non-recognized hospitals.	PCMD/MD (Zonal Hosp) As per CGHS non-NABH city specific rates for procedures listed on CGHS list	CMS/Addl CMS/CMO As per CGHS non-NABH city specific rates for procedures listed on CGHS list	As per CGHS non-NABH city specific rates for procedures listed on CGHS list	-	
	Note: i. This facility will automatically stand withdrawn in case a Railway Hospital/Health Unit is provided with part-time/full-time dental surgeon and requisite infrastructure. ii. In cases of treatment taken in Government hospitals reimbursement of material & lab charges from outsourced agencies shall not be admissible. iii. Reimbursement is restricted to CGHS approved dental procedures and rates, if done in private non-recognized hospital. iv. No Finance concurrence is required for the reimbursement of the above.					
59.	Engagement of doctors as contract medical practioners (including part-time dental	GM(orCAO)of PU/DG(RDSO) Full Powers	DRM/CWM Full powers	-	-	1. DRM will exercise powers based on recommendations of the committee headed by CMS, Sr.DPO, Sr.DFM

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
	surgeons and part-time lady doctors)	MD (Zonal Hosp) Full Powers				2. CWM will exercise powers based on recommendation of a committee headed by one SAG doctor nominated by CWM, one JAG personnel officer and one JAG finance officer. If the officers of required grade are not posted under CWM, the officers from the nearest division will be got nominated from DRM of that division. 3. MD(Zonal Hosp) will exercise powers based on recommendations of the committee headed by one SAG doctor nominated by MD, DyCPO(HQ), Dy.FA&CAO(HQ). 4. GM(or CAO) of PU/DG(RDSO) will exercise powers based on recommendations of the committee headed by CMO, one JAG personnel officer and one JAG finance officer 5. For engagement of Part-time Dental Surgeon, an IRMS Dental Surgeon not below the rank of JAG will be included in the committee. 6. One member not below JA Grade of SC/ST may be co-opted if not already on the committee to be nominated by DRM/CWM/MD/GM(or CAO) of PU/DG(RDSO) 7. Engagement of part-time lady doctors is

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						to be done on lines similar to engagement of Part-time Dental Surgeons for Hospitals/ Health Units which do not have lady doctors *Authority:* 1. 2017/Trans/01/Policy dtd 18.10.2017 2. Rly board letter no. 2018/TransCell/ Conclave/Health dtd. 23/3/18 3. Rly.Bd letter No. 2018/Trans.Cell/ Health/CMP & PTDS dated 06.06.2018 4. Rly. Bd. Letter no. 2018/Trans.Cell/ Health/Zonal Hospitals dated 13.06.2018
60.	Engagement of doctors as honorary visiting specialists (HVS)	Nil	DRM/CWM Power for extension only			1. First engagement with approval of GM/DG/CAO. Subsequent extensions of engagement by DRM/CWM/GM/DG/CAO 2. Associate finance concurrence is required. *Authority:* 1. 2017/Trans/01/Policy dtd 18.10.2017 2. 2014/H-1/12/8/HVS/Policy dated 19.06.2018
61.	Engagement of para-medical staff on contract basis	MD As per procedure laid down from time to time	DRM/CWMAs per procedure laid down from time to time			1. Associate finance concurrence is required. *Authority:*

S.No.	Nature of Powers	PCMD, other HQ officers & MD (Zonal Hospital)	DRM, CWM(SAG)&SAG Officers in independent charge of divisional/sub-divisional/Workshop /PU hospitals	SG/JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1	2	3	4	5	6	7
						1. 2017/Trans/01/Policy dtd 18.10.2017 and 2. 2017/Trans/01/Policy/Pt. I dated 17.01.2018 & 12.04.2018
62.	Sanctioning for transplant of liver	GM – Full powers (subject to CGHS policy)				1. Finance concurrence is necessary *Authority:* 1. 2017/Trans/01/Policy dtd 18.10.2017
63.	Empanelment of Private Hospitals for referral GM- Full Power with Finance Concurrence (personal sanction of GM is required)	Nil	DRM/CWM Full Power	Nil	Nil	1. Power to be exercised with concurrence of associate finance and consultation with CMS. 2. Extant procedures/guidelines including the ones given in L.no. 2016/H-1/11/69/Hospital Recognition dtd 23.12.16 & 2014/H-1/19/3/PNM dtd. 05.10.15 to be followed. *Authority:* 1. 2017/Trans/01/Policy dtd 18.10.2017 2. 2017/Trans/01/Policy/Pt. I dtd 30.11.2017 3. 2016*H-1/11/58 dtd.25/04/18.

PART – C: MISCELLANEOUS MATTERS

MODEL SCHEDULE OF POWERS

INDIAN RAILWAYS

Index

S.No.	Nature of Powers	Page No.
Office and Miscellaneous Expenses		
1.	Cash imprest	C5-7
2.	Purchase of rubber stamps, office seals, special seals, embossing seals etc.	C7
3.	Purchase, and hiring of office machines chargable to Revenue.	C7
4.	Supply of brief cases/laptop Bag/Sling bag	C8
5.	Transfer of railway quarters from one department to another	C8
6.	Sanction of expenditures for ceremonial or special occasions	C8-9
7.	Sparing of railway materials to railway schools, institutes etc.	C9
8.	Payment of bill for transhipment/unloading of sick wagons including those involved in accidents	C9
9.	Contingent office expenditure	C9-10
10.	Expenditure at accident site or damages due to floods, breaches, cyclones, earthquakes, bandh/hartal/strikes etc.	C10-11
11.	Payment of Charges for external technical audits and analysis	C11-12
12.	Providing railway quarters or private accommodation for employees and non-employees	C12-13
13.	Office bicycles procurement, repair & maintenance, and condemnation	C13
14.	Payments and execution of agreements for supply of electric energy	C13
15.	Condemnation and disposal of items including office equipment, M&P articles, and others	C13-15
16.	Repair and servicing of equipment and machinery	C15-16
17.	Temporary service connection or strengthening thereof in railway premises	C16
18.	Provision of LPG connection and procurement of Acetylene and Oxygen cylinders in ART	C16
19.	Annual service/maintenance contract for office equipment and other equipment	C16-18
20.	Replacement/ addition to small items of equipment for stations and technicians	C18-19
21.	Purchase of blank invitation cards and covers for printing in emergent cases	C19-20
22.	Grant of way leave facilities/easement rights	C20
23.	Disposal of unserviceable and scrap materials by tender or auction	C20
24.	Sale of redundant structures or articles, including gunny bags	C20-21
25.	Sale of waste paper	C21
26.	Write-offs of supplies and raw materials	C22-23
27.	Write-off of demurrage charges on railway coal loads	C23

S.No.	Nature of Powers	Page No.
28.	Payment of ex-gratia relief to passengers killed/injured in train accidents	C23
29.	Payment to municipalities or Government/local bodies towards registration/license fees, taxes etc.	C23
30.	Payment of statutory fee to factory inspectorate/ Pollution Control Board of Central/State governments	C24
31.	Condemnation of wagons and coaches	C24-26
32.	Linen management including maintenance, and condemnationnn	C26
33.	Emergent Repairs to Tower Cars including spares incidental to such repairs	C26-27
34.	Sanction of rewards to persons other than Railway Employees	C27
35.	Exercise of powers of "Head of Office'	C27
36.	Payment of Subscription for Cable TV connections for all Officers' Rest Houses etc.	C27
37.	Procurement of maintenance spares and consumables for Rolling Stock and M&P	C28
38.	Grant of monetary award to the members of the RPF or other railway servants of gallantry	C28
Technical Books / Newspapers and Training Centres		
39.	Purchase of technical and sports literature	C28-32
40.	Provision of entertainment facilities to trainees in Training Centres	C32
IT Related		
41.	Procurement of PC based systems, works under PH-17, LAN works and software developmentn	C32-41
Telecommunications		
42.	BSNL Telephones	C41-43
43.	Railway Telephones	C43
Hiring of Road Transport and Hospitality including Air travel on duty		
44.	Hire of launches and boats to attend for repair works	C43
45.	Hiring of outside transport facilities for carriage of railway stores	C44
46.	Hiring of plant and equipment, machinery	C44
47.	Hiring of motor vehicles for inspection, transportation &emergency requirements and Air travel on duty	C44-48
48.	Incurrence of expenditure for entertainment purposes	C48-49
Legal		
49.	Sanctioning of payment for legal expenses and general conveyance reimbursements	C49-51
50.	Sanction to payment of award/compensation passed by various State and District Consumer Forums	C51
51.	Travelling and conveyance allowance to outsiders / magistrates in court proceedings	C51
Security		
52.	Purchase of dogs	C51-52

S.No.	Nature of Powers	Page No.
53.	Sale of surplus litters in the open market	C52
54.	Feeding charges of dogs and provision of utensils for the kennel	C52
55.	Medical-related expenses with veterinary consultations	C52-53
56.	Registration with dog kennels and participation in dog shows	C53
57.	Calling for award of annual contracts for management services at RPF / MLY	C53
58.	Charge for feeding of offenders detained in Railway Custody	C53
Public Relations		
59.	Insertion of advertisements	C54
60.	Participation in exhibitions	C54
61.	Hospitality charges in connection with Publicity and Public relations	C54-55
62.	Repairs to photographic/video graphic equipment	C55-56
63.	Hiring of audio/video multimedia materials	C56
64.	Expenditure towards jobs done through outside agencies relating to photography	C56-57
65.	Purchase of photographic consumable items	C57
66.	Printing work in outside presses	C57-58
67.	Preparation of Cinema Slides	C59
68.	Exhibition of Cinema Slides in Cinema House	C59
69.	Press conference (excluding hospitality and entertainment charges etc.,)	C59
70.	Signing of agreement in respect of advertising in Time Tables and other publicity matters	C59
Powers applicable to NAIR & CTIs		
71	Local purchase of non-stock items, petty items for offices, stationary, training material, etc	C59
72	Hiring of transport and other hiring in connection with conduct of courses	C60
73	Expenditure on Ceremonial Occasions	C60
74	Honorarium and other facilitiesto visiting lecturers.	C61
75	Hospitality during visit of dignitaries and eminent and distinguished visitors	C62
76	To enter into consultancy contract for developing training materials	C62
77	To enter into contract for printing technical literature/in-house magazines/ newsletters/ Calendar/ Invitation Cards.	C62
78	To invite & accept Tenders for Annual Contract for linen maintenance.	C62
79	To incur expenditure towards presenting mementos to visiting Faculty and Faculty on transfer.	C62
80	To enter into contracts and make payment for conducting courses with the help of outside Institutes /Faculty	C62

S.No.	Nature of Powers	Page No.
81	Deputation of faculty members and staff for training courses, workshops, conferences etc. in non- railway Institute	C62
82	To incur expenditure on Newspapers, Magazines and Recreation facilities to be provided to trainees.	C62
83	To enter into contract for general housekeeping activities.	C63
Production Units		
84	Ordinary and special repair and maintenance works, chargeable to revenue/WMS	C63-64
85	Power to sanction Out Of Turn works- and Other works costing up to Rs 1 Cr.	C65
86	Local purchase by office of other Deptts. When material (Stock & Non-stock) is out of stock:	C65
87	Sanction advance payment for meeting small expenses with the approval of competent authority in the contract.	C66-68
88	To sanction expenditure in connection with calibration, testing and repair etc for equipment.	C69
89	Procurement which is not covered in GeM:	C69
90	To submit quotation and enter into contract for sale of Locomotives / DG sets / Spares to non-railway customers.	C69
91	Expenditure on hospitality to customers and entertainment on special occasion for Marketing of product.	C70
92	Payment of GST on account of I.C. Engines / Nuts & Bolts etc. manufactured in PU	C70
93	To write off outstanding payment of locomotives & spares when it is not practicable to recover the amount.	C70
94	Purchase of tender / bid documents for submission of tender for sale of locos/ spares.	C70
95	To hire motor transport and material handling equipment at identified Non- Railway Customer (NRC) projects & sites	C71
96	Development proposal for new item or involving development of vendors.	C71
Disaster Management		
97	Disaster Management	C71-75
Railway Recruitment Cell		
98	Establishment of 'Railway Recruitment Cell'	C75-77
	Annexure 'A'	C78

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
Office and Miscellaneous Expenses					
1.	Cash Imprest				
	(A) Sanction of cash imprest to Officers and supervisors	Full Powers	DRM/ADRM/CWM/ SAG Full Powers Chairman/RRB: Full Power	DSC/RPF – Special imprest at each post of Rs. 500/- each for feeding of arrested/accused in custody. Sr CDO/CDO/Sr DEE/DEE(IC), Sr DME/DME(IC) of EMU/MEMU/DEMU Car Shed with a coach holding of 750 coaches or more will have imprest of Rs 1.5 lakh For a holding of less than 750 coaches will have imprest of Rs 1 lakh SrDME/Sr DEE of Loco Sheds will have imprest of Rs 1 lakh	1. Finance concurrence is necessary. The amount of an imprest must not be larger than is absolutely necessary. It should be reckoned at the lowest possible figure calculated to suffice for meeting the expenses. 2. Appropriate amount of imprest cash shall be assessed & created purely on need basis and to be reviewed periodically. 3. It should be ensured that the total amount of expenditure out of the imprest does not exceed the projected budget for the purpose during the year. 4. Apart from the above, cash imprest can be used for - (i) Petty office expenses, petty repairs, petty works (ii) Cost of raw material for the diet of indoor patients of hospitals. (iii) Emergent charges which cannot be foreseen. (iv) Other petty expenses up to an amount of Rs. 15000/-- in each case without inviting quotations/bids subject to a certificate to be recorded by the procuring official/imprest holder as under "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". (v) Field units are authorised to buy safety items (stock and non-stock) from the sanctioned cash imprest subject to a certificate being recorded by the Imprest Holder that the items concerned are not in stock and are emergent. (vi) Emergent petty advances may also be made on the responsibility of the imprest holder out of the imprest money placed at his disposal. *Authority*: 1. Para 1050 to 1055 of Financial Code-Vol. I. 2. Railway Board's letter No. 2016/F(X)II/10/27 dt.10.04.2017 and

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					13.03.2018Railway Board Letter No. D-43/1/2017-F(X)II dtd.15.09.2017
	(B) Stores imprest	Full Powers	Full Powers Chairman/RRB Full Powers	Nil	1. Finance concurrence is necessary. 2. The powers to be exercised should not exceed the limits prescribed in the code. 3. All changes of quantity or items in the imprest should be advised to the concerned Stores Depot and Accounts Officers. *Authority*: 1. Para-1801 to 1812 of Stores Code-Vol. II.
	(C) Cash Imprest for Specific Purposes				
	(i) For purchase of petrol for track welding purposes	CAO/CN / PCE / CTE / CE/CN Full Powers	DRM/ADRM Full Powers	Sr. DEN / DEN Up to Rs. 10,000/- only.	1. Finance concurrence is necessary. 2. Proper accountal of petrol, kerosene, HSD drawn should be maintained and the quantity actually, required per joint established. 3. The powers delegated under 1(C)(i) is for departmental welding. 4. Depot Incharge Officers means the Executive who is the overall in-charge of the depot/car shed/loco shed/freight maintenance depots etc. *Authority*: 1. Para-1052 of Financial Code-Vol. I.
	(ii) For purchase of petrol for starting of DG sets.	PCEE/CESE Full powers	DRM/ADRM/CWM Full powers	Depot In Charge Officers of Coaching Depots, Car Sheds, Loco Sheds, Sr. DEE of Divn Full powers.	
	(iii) For purchase of kerosene, petrol, HSD for track machines	CTE/CE(TM) Full powers	DRM/CWM Full powers		
	(iv) For loading of franking machines by postal authorities.	Full Powers	DRM / ADRM/CWM/ Chairman, RRB Full Powers	Full Powers	1. Finance concurrence is necessary. *Authority*: 1. Para-1052 of Financial Code-Vol. I.
	(v) For purchase of service stamps.	Up to Rs. 15,000/- at a time.	Up to Rs. 10,000/- at a time. Chairman/RRB	JAG/SS(IC) Up to Rs. 250/- at a time.	1. Finance concurrence is necessary. *Authority*: 1. Para-1047(v) of Financial Code-Vol. I.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
			Up to Rs. 10,000/- at a time.	DGMG- Up to Rs 10000/- at a time	
	(vi) Postage of letters through Courier Service.	Full powers	Full powers	JAG Full powers	1. Finance concurrence is necessary. 2. Minimum three quotations should be obtained from the reputed Courier Agencies. 3. Proper Agreement to be entered into with the Agency. 4. It should be ensured that all important letters pertaining to Court matters, covers containing money matters and other letters / parcels deemed important shall be sent through Registered Post with Acknowledgement due.
2.	Purchase of rubber stamps, office seals, special seals, embossing seals etc.	Up to Rs.1000/- each.	Up to Rs.1000/- for each. Chairman/RRB up to Rs.1000/- for each.	Up to Rs.1000/- for each. DGM(G)* Full powers.	1. Finance concurrence is not necessary. 2. The stamp should be in bilingual form. **Powers to DGM(G) are applicable only in respect of Zonal HQ office* *Authority*: 1. Para-1016 of Financial Code Vol. I. 2. Railway Board Letter No. Hindi/76/G.25/8 dt.29.6.1976.
3.	Purchase, and hiring of office machines like Photocopiers, Printers, Scanners, fax or any other equipment certified as office equipment Chargable to Revenue.	Full Powers	Full Powers	Office incharge (JAG/SG Full powers	1. Finance concurrence is necessary urchase to be done through Stores Department only. *Authority*: 1. Para – 1020 of Financial Code Vol. I

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
4.	Supply of brief cases/laptop Bag/Sling bag.	Briefcases may be procured by the officials (Officers/Sr Supervisor; Inspectors/Chief OS) as per their entitlement on self-declaration and claim reimbursement duly furnishing the original invoice/bill			1. Finance concurrence is not necessary. 2. Officers entitled for briefcase should sanction it themselves on a self-undertaking 3. After expiry of normal life i.e.3years, no money is required to be deposited and the brief case can be retained. 4. Authority: Rly.Bd's O/O No.23 of 2013 (File No 2006/STNY/15/3 dt. 01.04.13). Zonal Railways to follow the limits as given in this letter.
5.	Transfer of railway quarters from one department to another.	PCPO Full Powers	DRM/CWM Full Powers within the division/ Workshop.	Nil	1. Finance concurrence is not necessary. 2. The department concerned should be consulted and should be agreeable to such transfer. *Authority*: 1. Board's letter No. E(G)85 QR1-14 dt. 18.8.86. Note: The independence of Accounts and Security will continue and transfer to and from these two departments require approval of respective PHOD.
6.	Sanction of expenditure on				
	(A) Ceremonial occasions	CAO/C Up to Rs.1,00,000/- per occasion. PCSC Up to Rs 25,000/- per occasion.	DRM/CWM Up to Rs. 50,000/- per occasion. Annual ceiling limit Rs. 2,00,000/- Chairman/RRB Up to Rs. 50,000/- per occasion. Annual ceiling limit Rs. 1,00,000/-	Extra Divisional Officers Up to Rs. 20,000/- per occasion. Annual ceiling limit Rs. 50,000/- Officer in charge of Training Institutions Up to Rs. 10,000/-per occasion. Annual ceiling limit Rs. 30000/-	1. Finance concurrence is necessary. 2. Stipulation of annual ceiling for various units/offices shall be done by DGM/G of the Zonal Railways as prescribed by Board from time to time *Authority:* 1. Para-775 of Financial Code Vol. I. 2. Item No.29(a) of GM's delegation. 3. Powers of General Managers stands revised as under: Each ceremonial function – up to Rs 5 lakh MR/MOSR functions – up to Rs 15 lakh in each case PM/President functions – up to Rs 20 lakh in each case 4. Rly Board No.2017/Trans/01/Policy, New Delhi dated 18-10-2017

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					5. Rly Bd. No. F(X)-II/2015/PW/7/Pt.2 Dt. 29.12.2017
	(B)Other important functions which are attended by President/Prime Minister/Ministers of Railways.	CAO/C Up to Rs.1.5 lakhs per occasion.	Nil	Nil	1. Where the requirement exceeds Rs.1.50 lakhs per occasion the proposal for entire amount should be processed for GM's sanction *Authority*: 1. Item No. 29(b) of GM's delegation.
7.	Sparing of railway materials such as tables, benches, PCs etc. to railway schools, institutes etc.	Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary, provided no extra expenditure is involved.
8.	Payment of bill for transhipment/ unloading of sick wagons including those involved in accidents.	Full Powers	Full Powers	Sr.DCM Up to Rs. 25000/-in each case DCM Rs 10,000/- in each case.	1. Finance concurrence is not necessary. 2. Rates to be decided through tenders/quotation route. 3. Co-operative Labour Contract Society may be preferred. *Authority*: 1. Board's letter No.66/E/Co-op/L/2/4 dt.27.11.68.
9.	(A) Contingent office expenditure	Full Powers	Full Powers Chairman/RRB Full Powers	Up to Rs. 5000/- in each case. DGM(G) / CPRO Full Powers	1. Finance concurrence is necessary for special/unusual contingencies only *Authority*: 1. Chapter-X Para-1005(iii) of Financial Code Vol. I.
	(B) Withdrawal of amounts in advance to meet the contingent expense pertaining to Parliamentary/ other Committees including providing transportation.	Nil	Full Powers	Nil DGM(G)* Full powers Nodal Officer (to be	1. Finance concurrence is not necessary up to Rs. 5,000/- *Authority*: 1. Chapter-X Para-1001 to 1005(iii) of Financial Code Vol. I. * These powers are applicable in respect of proposals of General

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
				nominated by DRM) (JAG/SG) Full powers	Branch in HQ. Accounts should be rendered within 15 days.
	(C) Local purchase of stationery.	Refer to item 2 of remarks.	Refer to item 2 of remarks.	DGM (G) Full Powers in respect of General Branch. Office incharge (JAG/SG) Full powers	1. Finance concurrence is not necessary 2. Delegation of powers for local purchase of stationery may be exercised through powers delegated to Stores Officers vide item No.6(A) (Local Purchase) of Stores SOP. *Authority:* 1. Board's letter No.97/RS(G)779/13 dt.28.8.97.
10.	Expenditure at accident site or damages due to floods, breaches cyclones earth quakes, bandh/hartal/strike etc.				
	(A) Providing food, drinks, and transport of injured passengers to hospitals and to stranded passengers.	Full Powers	DRM / ADRM Full Powers	Divl. Officers Full Powers	1. Finance concurrence is not necessary. 2. The cases in which the Asst.Officers exercise these powers should be put up to DRM for ratification. 3. The Officers who are empowered to incur expenditure for supply of food to persons in emergent cases are authorized to utilize station earnings as per codal provisions, without prior finance concurrence in cases where it is not possible to meet the expenditure in the normal manner (Board's letter No. F(X)I-64PW4/6 dt.12.6.1967) 4. In respect of Item 10(c) categories to whom cash-in-lieu of food supply given has to be excluded. 5. Accounts should be rendered within 2 weeks. 6. A nodal officer at the level of SAG shall be nominated by GM/AGM to approve drawl of station earning in case of a disaster. Necessary procedure may be framed by the individual Railways in this regard. *Authority*: 1. Rule 1420 of Indian Railway Establishment Code (IREC) – Vol. II (1987)
	(B) Food and drinks for staff attending to breakdown duties.	Full Powers	DRM / ADRM Full Powers	Divl. Officers Full Powers	
	(C) Sanction of expenditure to supply food to labour temporarily employed in accidents/breaches for transhipment.	Full Powers	Full Powers	Divl. Officers Full Powers	
	(D) To incur expenditure on setting up Camp, lighting, and transhipment arrangements on breaches and accidents.	Full Powers	Full Powers	Divl. Officers Full Powers	

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(E) Hiring of road mobile, restoration machinery like Bulldozers, road cranes etc. from outside agencies.	Full powers	Full powers	JAG/SG Officers Full powers	1. Finance concurrence is not necessary. 2. The cases in which the Assistant Officers exercise these powers should be put up DRM for ratification. 3. Accounts should be rendered within two weeks.
11.	Payment of Charges for:				
	(A) Physical/ Metallurgical/ Chemical/Forensic analysis of samples or test of articles or materials and calibration of instruments by (i) Govt. labs and Govt. approved lab or Govt Institutions/ Chemical Examiner/other Govt.agencies.	Full Powers	Full Powers	Branch officers and incharges of sheds and workshops Full Powers	1. Finance concurrence is necessary beyond Rs 15000/- per occasion *Authority* 1. Rly Bd. L/No 2018/Trans/01/Policy dt. 23.03.2018
	(ii) Other outside agencies.	Full Powers	Full Powers.	SG/JAG incharges of sheds and workshops, Sr DSC/DSC(IC) Full Powers	1. Finance concurrence is necessary beyond Rs 15,000/- per occasion. . 2. To be resorted to when no Government or recognized agencies are available. 3. Sanctioning authority to ensure reasonableness of rate.
	(iii)To sanction advance payment against proforma invoice towards physical, metallurgical & chemical analysis of samples or tests of articles or materials & calliberation of instruments.	Full Powers	Full Powers	SG/JAG Rs50000/- per case SS/JS Officers of Division/Workshop Rs 25000/- per case	1. Finance concurrence is not necessary up to Rs. 15,000/- 2. To be resorted to only when no Government or Govt. recognised agencies are available. 3. Sanctioning authority to ensure reasonableness of rates.
	(B) Statutory testing/ Certification of fitness as	Full powers	Full powers	JAG Officers Full powers	1. Testing/Certification shall be done through agencies approved by Inspector of factories/pollution control Board etc.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	per pollution control act, Factories act etc. for Road Mobile Cranes, Material handling equipment, Pressure vessels in Workshops, C&W depots, Diesel/Elec. Loco Sheds.				2. Finance Concurrence is not necessary up to Rs.5000/- per item per case, through agencies approved by inspector of factories/pollution control Board etc. 3. Sanctioning authority to ensure the reasonableness of rate 4. These powers are given to ensure compliance of statutory acts.
12.	(A) Hiring of railway quarters to outsiders.	PCE Full Powers	Nil	Nil	1. Finance concurrence is necessary. 2. The ceiling of rent fixed by the Board is the maximum limit within which the actual rentals should be fixed in respect of item No.12 (B). 3. Item No.12 (A) will be exercised in consultation with SDGM for Gazetted Officer and CPO for Non-Gazetted staff. 4. Leasing of private building for non-gazetted staff for the first time require sanction of General Manager. 5. Hiring of private buildings for use as residence by non-gazetted staff is subject to: (i) it is necessary in the interest of the Railway, for the employee to reside in a particular locality and suitable accommodation owned by the Railway does not exist in that locality, and (ii) houses are not engaged which provide a scale of accommodation in excess of what is usually allowed to the employees in question. *Authority*: 1. 1917 of Engg. Code and Board's lr. No.73/W2/22/21/SE dt. 20.8.82
	(B) Leasing of private buildings for residential/office accommodation for non-gazetted staff.	CAO/CN, PCE, PCSTE / PCCM Full Powers	DRM: Full Powers	Nil	
	(C) (i) Hiring of private building for use as residence within the ceiling rent fixed by Board for officers in various grades.	SDGM / CAO/Con Full Powers for Gaz PCPO / CAO/C PCSTE/Con Full Powers for	Nil	Nil	1. Finance concurrence is necessary. 2. The hiring by the administration of a private building for use as residence by a gazetted officer for the first time requires the prior sanction of the Railway Board. *Authority*: 1. Board's letter No.92/LM(B)/22/1 dt.8.5.92, 97/LM(B)12/23 dt.1.1.98 and 97/LM(B)12/18 dt. 26.7.99.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		Non-Gaz.			
	(C) (ii) for the payment of advance rent.	SDGM / CAO/C Full Powers for Gaz. PCPO; CAO/C; PCSTE/Con Full Powers for Non-Gaz.	Nil	Nil	1. Finance concurrence is necessary. *Authority*: 1. Board's letter No.92/LM(B)/22/1 dt.8.5.92, 97/LM(B)12/23 dt.1.1.98 and 97/LM(B)12/18 dt. 26.7.99.
13.	Office bicycles (A) Repairs and maintenance (B) Condemnation, (C) procurement on replacement and additional account	Full Powers	Full Powers Chairman/RRB Full Powers	Full powers	Remarks for (a) & (b) 1. Finance concurrence is not necessary. Useful life of a bicycle is 5 years. *Authority*: 1. Para-236 of Financial Code Vol. I. Remarks for (c) 1. Finance concurrence is necessary 2. Procurement through Stores only
14.	Payments and execution of agreements for supply of electric energy from supply authorities.	PCEE / HODs of Elec.Dept. including Construction Organisation Full Powers	DRM / ADRM/CWM Full Powers	Sr. DEE/Dy CEE/DEE(IC) including Construction Organisation Full Powers	1. Finance concurrence is necessary. 2. The exercise of powers by the officials mentioned in previous columns is subject to prior acceptance of the tariff and draft agreements by PCEE/CEE/Con in HT (≥11 KV) cases only. 3. Supply authorities would include SEBs and licensed bodies through SEBs. 4. Advances as applicable to supply authorities are also covered within the powers mentioned in column Nos 3,4 and 5. *Authority*: 1. Para 1259 of Engg. Code.
15.	Condemnation and disposal of				
	(A) Petty articles, T&P,	Full Powers	Full Powers	CWM(JAG)	1. If in the opinion of the PHOD/DRM the cost of sending the material

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	Instruments etc. other than office equipment.			Full powers JAG - up to Rs. 10,000/- per item Scrap value SS up to Rs. 5000/- per item Scrap value JS/Asst. Officers up to Rs.2500/- per item Scrap value Sr. Supervisor (IC) Rs.2500/-per lot	to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be destroyed/disposed of locally through tender/ auction sale in the presence of the Accounts representative following the prescribed norms/procedure. A certificate to this effect may be recorded by the concernedSanctioning Authority. 2. The powers delegated for destruction are only in respect of those items which in the opinion of the Sanctioning Authority are of trivial value and unsaleable. 3. No article condemned by one officer should be disposed of by the same officer, excepting those coming under para-2314 of Stores Code. 4. List of items for disposal by Sr Supervisors is as per Railway Board's letter no. 2017/Trans/01/Policy/Stores dt. 05/01/2018 *Authority:* 1. Para-2314 of Stores Code Vol. II 2. 2017/Trans/01/Policy/Stores dt. 05.01.2018 Note: For exercising this power, maintenance of T&P Register is must. Finance concurrence is not necessary.
	(B) For office equipment.	Full Powers	DRM ADRM CWM(SAG) Full Powers	JAG Full powers	
	(C) Condemnation of M&P including vehicles & ambulances.	PHOD Full powers HODs Full powers for Dept. assets	DRM/ADRM/CWM (in SAG) Full powers with respect to M&P more than 75% life achieved without finance concurrence	JAG Officers Full powers for overaged machinery Sr Scale Up to Rs. 2,00,000/- (initial cost for overaged M&P)	1. Finance concurrence is necessary in case the M&P to be condemned has not achieved more than 75% of its life. 2. Standing committee for condemnation shall be as per Annexure-A. 3. For condemnation of vehicles, extant instruction of Board if otherwise, shall take precedence *Authority:* 1. Rly. Bd's Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017 Note: Full power of condemnation of underaged M&P with concurrence of

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Workshop Finance and approval of CWE/Concerned HOD.
16.	(A) Repair (including servicing, lubrication, and oil changes etc. of motor vehicles by local firm) to motor trolleys, motor vehicles by authorized/ local firms of repute.	PHOD/CHOD/ HOD Full powers up to Rs. 1,00,000/- per occasion.	Up to Rs. 1,00,000/- per occasion.	JAG/SG Upto Rs 40000/- per occasion. Sr. Scale/Jr Scale(IC) Up to Rs. 10,000/- per occasion DGM (G) Full powers up to Rs. 1 lakh per occasion. CPRO up to Rs 50000/- per case	1. Finance concurrence is required if the expenditure exceeds Rs. 40,000/- on each occasion. 2. Single quotation from OEM/Authorized Dealer and 3 quotations from other than authorized dealers. 3. Annual ceiling limit for such repairs per vehicle should be limited to Rs. 1 lakh/- for LMV and Rs. 1.5 Lakh for HV. 4. The powers delegated includes cost of spares replaced by the firm entrusted with repairs. Note: All concerned should critically examine and pre-audit past repairs so as to guard against and prevent tendency towards occurrence of repetitive repairs of similar nature.
	(B) Repairs/Diagnostics/ Refurbishing/Rehabilitation / Caliberation of tools & plants and office equipments. (For M&P items, refer to Para 38of Works Matter)	i) up to Rs. 2,00,000/- per machine for diagnosis. ii) Full Powers on single quotation/tender basis with original equipment manufacturer (OEM) or his Authorised Dealer	i) up to Rs. 1,00,000 /- per machine for diagnosis. ii) Full Powers on single quotation/tender basis with original equipment manufacturer (OEM) or his Authorised Dealer	SG/JAG Up to Rs. 25,000/- per occasion. Annual ceiling: Rs. 5 Lakhs Principal/ZTC/STC/Other Training Schools up to Rs. 10,000/- per occasion. Annual ceiling: Rs. 50,000/-	1. Finance concurrence is necessary if expenditure exceeds Rs. 25,000/- per occasion. 2. The description covers survey equipment and weighing machines as well. 3. Procurement of spares incidental to repairs shall be included 4. Powers delegated under this item will also include payment of inspection/diagnosis/supervision charges etc. imposed by the firm. 5. Single quotation from OEM/Authorized Dealer. *Authority*: 1. Board's letter No.78/WSC/TK/II dt. 15.6.78 & 87/RS-G753/I dt. 29.2.88. 2. Board's letter No.98-BC-AP-4.2.3/96-97 dt. 13.4.99. (i) Tenders shall be invited for the repairs costing more than Rs.5 lakhs each and the rate reasonableness shall be decided by duly constituting the tender committee; (ii) Tender committee shall be at the same level as specified at Annexure 'A' and 'B' for works matters.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					3. AM/PU letter No 2017/M /(W)/814/8 dated 03/10/2017
17.	Temporary service connection or strengthening thereof in railway premises, supply of energy for short periods on special occasions / social functions favouring serving employees or employee's associations in railway premises.	PCEE Full Powers	Full Powers	CWM(JAG) Sr.DEE/Dy CEE/WS Full Powers	1. Finance concurrence is not necessary. 2. It should be ensured that the temporary work carried out by the party conform to the requirements of Indian Electricity Act and Rules. 3. All charges to be paid in advance viz.: (i) Connection and disconnection charges at fixed rates. (ii) Estimated cost of energy to be consumed (subject to adjustment on actual consumption) (iii) Deposit to be paid for installation of meter. *Authority*: 1. Board's letter No. 84/Elec.I/137/93 dt. 3.7.85, 30.9.86. 2. Board's letter No. 85/Elec.I/137/6 dt. 19.2.87. 3. Board's letter No. 93/Elec.(G)/150/1 dt. 13.12.93.
18.	Provision of LPG connection and procurement of Acetylene and Oxygen cylinders in ART.	PHOD/CHOD Full Powers	DRM Full Powers	Full powers	1. Finance concurrence is necessary. *Authority*: 1. Board's letter No. E(W)90CN1/21 dt. 19/29.8.91.
19.	To enter into annual service/maintenance contract for office equipment and other equipment through tender/quotations.				
	(A) For all equipments, T&Ps (other than Office Equipments)	PHOD/CHOD Up to Rs. 40,000/- per equipment without finance concurrence & Full Powers above Rs 40,000/-, with finance concurrence Full powers in the	Up to Rs. 40,000/- per item without finance concurrence& above Rs 40,000/- Full Powers with finance concurrence Full powers in the case of AMCs with original equipment manufacturers	JAG/SG Up to Rs. 40,000/- per equipment without finance concurrence& up to Rs 2 lakh with finance concurrence JAG/SG Officers	1. Contract can be entered for more than 1 year if it is advantageous to Railways, subject to the residual life of the equipment. 2. Powers have to be exercised by the officers only after checking the reasonableness of the rates proposed, residual life of the equipment, credentials of the firms, past experience with the firm wherever applicable etc. 3. Protective clauses as follows have to be incorporated. (i) In cases involving advance payment, submission of bank guarantee of equal value should be insisted upon if the value of the Annual Maintenance Contract is beyond Rs. 20,000/- (Rupees Twenty thousand only) with OEMs/Authorized agents. If bank guarantee is not submitted, quarterly payment after the service is rendered should be considered to protect against failure on the part of the contractor/firm

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		case of AMCs with original equipment manufacturers (OEMs)/authorize dealers on single tender basis with finance concurrence.	(OEMs)/authorized dealers on single tender basis with finance concurrence.	Up to Rs 2 lakh per case with annual ceiling of Rs 30 lakh in case of AMC on Single Tender with OEM/Authorised agencies with finance concurrence	to take up service/maintenance of equipment and repairs as stipulated in the contract agreement. (ii) In the event of the failure on the part of contractor/firm to take up maintenance of servicing/repairs as stipulated in the terms and conditions, the advance maintenance charges paid, shall be returned to the customer at once with interest. (iii) In case of delay in remittance of the advance by the firm, the Railway administration shall be entitled to adjust this amount against any advance due in respect of any other equipment, for which a similar contract has been entered into either afresh or on renewal basis. (iv) It has to be stipulated in the acceptance letter to the contract that along with the bill, rendered in duplicate, a certificate is to be endorsed that the charges claimed do not exceed the lowest rate the firm may charge for similar repairs and replacements of component/service to any other Central or State Government Institutions/any Office. (v) Advance payments to firms for maintenance of all type of equipment should not exceed Rs.2 lakhs in any single case. (vi) The powers vested with the PHODs/DRMs for AMCs with OEMs on Single Tender basis will have to be exercised subject to observance of guidelines issued from time to time. 4. For AMCs (from other than OEMs/Authorized dealers) costing less than Rs.5 lakhs, 4 to 6 quotations of reputed firms shall be obtained from the market in a most transparent manner for getting competitive rates. 5. Tenders shall be invited for the AMCs costing more than Rs.5 lakhs each and the rate reasonableness shall be decided by duly constituting the Tender Committee. 6. For Tender Committee Constitution, refer Annexure ‘A’ and ‘B’ of SOP, Part – ‘A’. 7. The powers vested are for ‘Per item per annum’ irrespective of the number of items/value of the proposal. 8. AMC shall be resorted to only when the maintenance cannot be
	(B) For office equipment, such as duplicators, Photo copier machines, Franking machines etc.	<u>PHOD/CHOD</u> Up to Rs. 20,000/- per item without finance concurrence & above Rs. 20,000/- per item with finance concurrence. Up to Rs. 1 lakhs per item in case of AMCs with OEM/authorized dealers on single tender basis with finance concurrence.	Up to Rs. 20,000/- per item without finance concurrence. Above Rs. 20,000/- and up to Rs. 1 Lakh with finance concurrence. Up to Rs. 1 lakhs per item per annum in the case of AMCs with OEM/authorized dealers on single tender basis with finance concurrence.	Up to Rs. 5,000/- per item without finance concurrence. <u>Principal/Rly Trg Centres</u> Up to Rs 5000/- without finance concurrence <u>DGMG/CPRO</u> Up to Rs. 20,000/- per item without finance concurrence & up to Rs. 1,00,000/- with finance concurrence with OEM/Authorised dealer.	

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					done through departmental staff/ resources. Approving / sanctioning authority has to satisfy himself in this regard. *Authority:* 1. Board's letter No. F(X)II-87/PW/12 dt.20.9.89. 2. Board's letter No.97/CE-I/CT/32 dt.24.2.99. 3. Board's letter No. F(X)II-99/PW/3 dt.20.10.99 & dt.27.6.2000. 4. Board's letter No. F(X)II2004/PW/8 dt.30.11.05 5. Board's letter No. F(X)II/2011/5/11 dt. 15/06/2016 6. Board's letter No. 2017/Trans/01/Policy dt.18/10/2017
20.	Replacement/ addition to small items of equipment for Gangmen, train examiner, stations, offices, tools and plant, jigs for maintenance, safety equipment and equipment in RPF and fire service stations (other than medical equipment, computers, etc.)				
	(A) (i) Replacements/ additions chargeable to revenue including T&P for Workshops like Gauges, Power Tools, Measuring Instruments, etc.	PHOD/CHOD Up to Rs.8 lakhs per item (unit rate) HOD Up to Rs 5 Lakhs	DRM/CWM Up to Rs.5 Lakhs per item (unit rate) ADRM Up to Rs 3 Lakhs	Up to Rs. 10,000/- per item (unit rate)	1. Technical Specifications to be approved at appropriate level. 2. Procurement through non-stock indents arise when a stock item in a depot goes out of stock *or* for an item, which is not a stocked item at all. 3. Finance concurrence is required for procurement of non-stock items costing above Rs. 10,000 /-- each. 4. Indent vetting is not required up to the value of Rs.2.5 Lakhs for non-stock items. 5. Definition of M&P for tools and plants – Up to a limit of Rs. 10 lakhs i.e. up to Rs. 10 lakhs can be procured under revenue. Beyond Rs. 8 lakhs, and up to Rs. 10 lakhs, to be sanctioned by AGM *Authority*: 1. Para-705(6) of Financial Code Vol. I. 2. Rly. Board's Ltr.No. F(X)II-2009/PW/10 dated 31.08.2015. 3. Rly. Bd's Letter. No.88/RS(G)/779/14. Pt., dated 06.01.2017. 4. Rly. Bd's Letter. No. 2017/Trans/01/Policy dt. 18.10.2017
	(ii) Replacements/ additions of items not chargeable to revenue provided for in the	PHOD/CHOD Full Powers	Up to Rs.5 lakhs in each case.	JAG up to Rs. 50,000/- in each case.	1. Finance concurrence is not necessary where specific provision is available in the estimate except for in case of road vehicles and stipulations in Board's letter No. 2017/Trans Cell/S&T/Processes

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	sanctioned estimates.				Dtd.06/04/2018 should be adhered to.
	(B) (i) Repairs to furniture/furnishing items.	PHOD/CHOD Full Powers	Full Powers	SG/JAG Up to Rs. 50,000/- per occasion	1. Finance concurrence is necessary, if expenditure exceeds Rs. 50,000/- per occasion.
	(ii) Replacement of furniture/furnishing items.	Full Powers	Full Powers	SG/JAG/Sr Scale(IC) Up to Rs 50,000/- per occasion	1. Finance concurrence is necessary if the expenditure exceeds Rs. 50,000/- on each occasion for Repairs and for Replacement on completion of reasonable period of usage certified by the user department. 2. (i) Age for Replacement of furniture is minimum 5 years. (ii) For premature replacement proposal to be processed for GM's sanction. 3. If procurement through spot purchase committee, DRM/GM's sanction has to be obtained.
	(C) (i) Purchase of new furniture/furnishing items on additional account for running rooms, retiring rooms, waiting rooms/halls rest houses, RPF Barracks Crew/Guard/TTE lobbies, Stations, Hospital, Training Insttitutes, Offices etc.	Up to Rs.5 Lakhs per occasion.	Up to Rs. 2,00,000/- per occasion.	DGMG Rs.1,00,000/- (for G-Branch) per occasion	1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- on each occasion Bulk procurement of furniture, either on replacement or on additional account, shall be made against sanctioned estimate with adequate provision. Purchase of furniture for new assets shall be included in the estimate concerned.
	(ii) Purchase of furniture provided for in sanctioned estimates for newly created assets.	Full powers	Full powers	Nil	1. Finance concurrence/ vetting is Not necessaryand stipulations in Board's letter No. 2017/Trans Cell/S&T/Processes Dtd.06/04/2018 should be adhered to.
21.	(A) Purchase of blank invitation cards and covers	Rs. 3,000/- Per occasion	Rs. 1,500/- Per Occasion	Rs. 1,000/- Per Occasion	1. Finance concurrence is necessary for expenditure above Rs 25,000/-

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	for printing in emergent cases. (B) Printing of publicity material such as leaflets, folders, stickers and posters including invitation cards, brochures and handouts etc.	PHOD/CHOD Up to Rs 2 lakh per occasion	Rs.1 lakh per occasion	CPRO's Powers given at Item 66 (A) (ii)	*Authority:* 1. RB Ltr.No. 2017/Trans/01/Policy dt. 18.10.2017
22.	Grant of way leave facilities/easement rights.	PCE Full Powers	DRM Full Powers without any further delegation	Nil	1. Finance concurrence is necessary. 2. Granting of way leave for unreasonably long stretch over/across railway land should be avoided and particularly for oblique crossings unavoidable & bare minimum railway land parallel to track should be used. *Authority*: 1. Board's letter No.97/LM(L)/24/3 dt.27.11.2001. 2. Board's letter No.97/LML/24/3, dt. 01.09.2014 3. Board's Letter No. 2017/Trans.01/Policy dt. 26/12/2017
23.	Disposal of unserviceable and scrap materials (other than scrap wooden sleepers) by tender or auction.	Full Powers	Full Powers Chairman/RRB Full Powers subject to following the extant guide lines regarding preservation and destruction.	Divisional Officers Full Powers CMS ADMOs (in charge of health units) Full Powers	1. Finance concurrence is necessary. 2. To be resorted to when the freight and loading charges likely to be incurred on transporting the same to Stores Depots are out of proportion to the value that may be realized. 3. The departments should take the prior approval of COS. 4. To dispose of the empties at their own station by auction or on tender basis. 5. For disposal of low value scrap lying in remote locations in the Divisions, the stipulations in Board's letter No.2017/Trans / Policy/Stores Dtd.05/01/2017 may be followed. *Authority*: 1. Para-2314 Stores Code- Vol. II.
24.	(A) Sale of redundant	PCE	DRM/CWM	Nil	1. Finance concurrence is necessary.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	buildings/structures not required by the Railway through tender or by auction.	Full Powers	Full Powers		*Authority*: 1. Item No.41 of GM's delegation
	(B) Sale of empty gunny bags through tender or by auction.	Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary. *Authority*: 1. Para-2319 Stores Code- Vol. II.
25.	Sale of waste paper.	HOD Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary. 2. The value realized should be credited to sundry earnings under head Z.670. 3. The sale is to be affected on tender or by auction. *Authority*: 1. Para-2409A Stores Code- Vol. II.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
26.	(A) Write-off of losses of stores, tools, and plant.	Cases where railway employee is not responsible. <u>PHOD / CAO/CN</u> Up to Rs. 2 lakhs In each case. <u>HOD</u> Up to Rs. 1 lakh . Cases where railway employee is responsible. <u>PHOD / CAO/CN</u> Up to Rs. 1 lakh In each case. <u>HOD</u> Up to Rs. 50,000/- in each case.	Cases where railway employee is not responsible. <u>DRM ADRM/CWM</u> Up to Rs. 2 lakhs in each case. <u>SAG Officers</u> Up to Rs. 50,000/- in each case. Cases where railway employee is responsible. <u>DRM / ADRM/CWM</u> Up to Rs. 1 lakh in each case. <u>SAG Officers</u> Up to Rs. 50,000/- in each case.	Cases where railway employee is not responsible Up to Rs. 5,000/- in each case. Cases where railway employee is responsible Up to Rs. 1,000/- in each case.	1. Finance concurrence is necessary for more than Rs. 1,000/- in each case. 2. Losses may arise due to accidents, theft, stores verification etc. 3. Report to Railway Board. 4. Final enquiry report of the police in case of theft is required except when it is definitely known that the case would prolong. 5. Losses of cash is not to be written off except with the sanction of General Manager. *Authority*: 1. Para-1102 Financial Code Vol. I. 2. Para-1113 Financial Code Vol. I. 3. Item No.44 of GM's delegation.
	(B) Write-off of the difference between the invoiced quantity and issued quantity of coal, coke, and HSD oil at main depots.	<u>COM</u> Up to 2% for coal and coke. Up to 0.1% for diesel.	<u>DRM / CWM</u> Up to 2% for coal and coke. Up to 0.05% for diesel.	Nil	1. Finance concurrence is necessary above Rs. 1,000/-. 2. The reduction in quantity (volume) due to temperature variation between loading point and receiving point should not be written off, but recovered from the oil companies as per agreement provisions. Losses beyond the stipulated percentages need thorough investigations for taking remedial action.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Authority: 1. Board's letter No.85/Fuel/116/10 dt.11.7.1985. 2. Board's letter No.88/Fuel/116/26 dt.11.11.1988.
27.	Write-off of demurrage charges on railway coal loads.				
	(A) Due from fuel handling contractors.	COM / CCM Full Powers	DRM / ADRM Full Powers	Up to Rs.200/- in each case without finance concurrence. Above Rs.200/- and up to Rs. 1,000/-in each case with finance concurrence.	1. Finance concurrence is necessary. *Authority*: 1. Board's letter No.TC1/201/72/27 dt. 10.9.1982 and 23.4.1986.
	(B) Due to departmental reasons.	COM / CCM Full Powers	DRM / ADRM Full Powers	Nil	1. Finance concurrence is necessary. *Authority*: 1. Board's letter No.TC1/201/72/27 dt. 10.9.1982 and 23.4.1986.
28.	Payment of ex-gratia relief to passengers killed/injured in train accidents.				Refer Commercial Matters, Part-E, Item 23
29.	Payment to municipalities or Government/local bodies towards registration/license fees, taxes etc.	Full Powers	Full Powers	Up to Rs. 50,000/- in each case. Independent workshop incharges Full powers	1. Finance concurrence is necessary. Authority: 1. Para-1040 Financial Code-Vol. I.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
30.	Payment of statutory fee to factory inspectorate/ Pollution Control Board/similar Statutory Bodies etc. of Central/State governments,	Full Powers	Full Powers	Sr.DME/Sr. DEEs/Sr. DENs/Dy. CEs/CDOs – Unit Incharges Full Powers	1. Finance concurrence is not necessary 2. For every disbursement to such outside bodies, the extant legal provisions to be reviewed in consultation with Law Officer to check if any exemption/waival for such payments are available. *Authority:* 1. Rly Bd's Letter No 2017/Trans/01/Policy dt. 18.10.2017
31.	Condemnation of wagons and coaches (Powers for coaches also apply to EMU, DEMU, Trainset, MEMU, Tower Cars, SPART, ART, ARMV and other special type of coaches. Their codal life may vary.)				
	(A) Overaged wagons and coaches.	PCME/CWE/CR SE Full Powers	CWM Full Powers	Dy. CME (independent charge of the workshop) Full Powers	1. Finance concurrence is not necessary. *Authority*: 1. Board's letter No. 70/M/N/951/19 dt. 7.6.72. 2. Board's letter No. 76/M(C)/650/14 dt. 30.6.76. 3. Board's letter No. 85/M(N)/951/60 dt. 27.9.83. 4. Board's letter No. 2017/Trans/01/Policy dt. 18.10.2017
	(B) Under aged coaches				
	(i) involved in accident	PCME Full powers	Nil	Nil	1. Finance Concurrence is not necessary in case of (B) 2. All other cases of underage condemnation of coaches except those referred at (i) and (ii) shall be sanctioned by GM, duly concurred by Finance. *Authority:* 1. Rly Bd's Letter No.96/M(N)/140/3 dt 02.03.2001. 2. Rly Bd's Letter No.2012/M (C)/650/1 dt. 10.05.2012. 3. Rly Bd's Letter No.2017/Trans/01/Policy dt. 18.10.2017
	(ii) Coaches which come for POH with residual life less than one POH cycle if found beyond economic repairs.	PCME Full powers	CWM Full powers	Nil	
	(C) Under Aged Wagons				
	(i)All accident damaged wagons and vacuum Brake stock.	PCME Full Powers	Nil	Nil	1. Finance concurrence is not necessary. *Authority*:

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					1. Board's letter No. 2007/M(N)/60/7 dated 21.10.2010
	(ii) Non-accident air brake stock of more than 25 years of age.	PCME Full Powers	Nil	Nil	1. Finance concurrence is necessary. *Authority*: 1. Rly. Bd's Letter No.2007/M(N)/60/7 dated 21.10.2010
	(iii) Non-accident air brake stock of the age 25 years or less.	Nil	Nil	Nil	1. Railway Board's sanction with Personal Concurrence of FA&CAO and approval of GM. *Authority*: 1. Rly. Bd's Letter No.2007/M(N)/60/7 dated 21.10.10
	(iv) Condemnation of over-aged Diesel / Electric Locomotives.				1. Procedure laid down for condemnation of over aged Diesel / Electric Locomotives: (i) The Condemnation of over aged Diesel / Electric Loco-motives shall be done on *age-cum-condition basis* and not simply because they have achieved their codal life. (ii) The over aged Diesel / Electric locomotives proposed to be condemned shall be personally inspected by the Sr. DME/ Sr.DEE/CWM of the Diesel / Electric shed/ workshop recommending the condemnation. (iii) In case it is uneconomical to retain the locomotive in service, the inspecting officer shall send his recommendations for the condemnation to the Zonal Railway HQrs. along with the condition report. (iv) Condemnation of over-aged locomotives shall be permitted only with the personal approval of the PCME /PCEE of the Zonal Railway owning the locomotive after he is satisfied that the locomotive is uneconomical to be retained in service on age-cum-condition basis and not merely because the coal life is over and it has been vetted by the Associated Finance. (v) The Board should invariably be kept informed before the approval of PCME/PCEE.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					2. Proposals for condemnation of under-aged locos continue to be sent to Railway Board as per guidelines issued vide Board's letter No. 99/ M (L)/466/ 801(NR) dated 14.12.1999. *Authority*: Railway Board's letters: 1. No.2002/M(L)/466/1901 dated 25.11.2002. 2. No. 2007/Elec/ (TRS)/440/17 dated 03.09.2007.
32.	(A) To call for Open Tenders for contracts in connection with Linen management, washing and supply of Bed Rolls *i.e.*, Bed Sheets, Pillow Covers, Blankets, Towels, Curtains *etc*.	PCME Full Powers	Full Powers	SG/JAG/ Sr. Scale (IC) Full powers	1. Finance concurrence is necessary. 2. Such contracts are to be treated and dealt with as Service Contract *Authority:* 1. Railway Board's letter No. 2009/ M (C)/165/6 dated 17.12.2009. 2. Railway Board's letter No. 2009/ M (C)/165/6 dated 02.07.2010.
	(B) Condemnation of Bed Rolls/Mattresses /furnishing items/furnitures.	Nil	Nil	SG/JAG Sr. Scale (IC) Full powers	1. Condemnation shall be recommended by a Committee consisting of Assistant Scale Officers of Mechanical, Commercial and Accounts.
33.	Emergent Repairs to Tower Cars including spares incidental to such repairs.	Full Powers	Full Powers	Sr.DEE Up to Rs. 1 Lakh per breakdown	1. Procurement of spare parts along with the emergency repairs should not be piecemeal in order to avoid finance concurrence and the purchase should be resorted to only when planned procurement has not materialized. 2. Prior concurrence is not necessary for repairs up to Rs. 50,000/- in each case subject to: (i) Emergency of repairs is certified by JAG Officer (ii) Minimum three quotations are obtained from the reputed firms duly following the procedure. 3. For repairs through OEM/Authorized dealer, single quotation route to be followed. 4. Reasonability of rates should be certified by the Accepting Authority.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Note: A copy of the work order placed on the firm, the details like date on which repairs carried out including purchase of spares incidental to such repairs with bills should be furnished to the Associate Finance.
34.	To sanction of rewards to persons other than Railway Employees, who have done exemplary work in averting accidents and saving passengers life.		DRM Up to Rs. 10,000/- in each case	Nil	1. Accounts concurrence is not necessary. 2. GM can sanction up to Rs. 50,000/- in each case. *Authority:* 1. Item No.28 (b) of GM's delegation (Board's Letter No. F(X)II/2016/PW/3, dated 14.09.2016)
35.	To exercise the powers of "Head of Office' in respect of ordinary contingent expenditure mentioned in paras 1011, 1015, 1043, 1044 & 1045 of Financial Code Vol. I.	Full powers	Full powers	JAG & above Full powers	*Authority:* 1. Paras 1011, 1015, 1043, 1044 & 1045 of Financial Code Vol. I Note: Officers in SAG/JAG will exercise these powers only when they are in charges of their respective offices.
36.	Payment of Subscription for Cable TV connections for all Officers Rest Houses/Other units etc.	Full powers	Full Powers	SG/JAG Full powers	1. Sanction of AGM at Headquarters level and DRM at Divisional level is necessary for providing cable TV connection initially. 2. Associate Finance concurrence is necessary.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
37.	Sanctioning of Procurement & signing of Non- Stock demands for procurement of Rolling Stock maintenance spares and maintenance spares for other assets connected with train operation (including linen) & other departmental assets, consumable for other M&P.	PHOD/CHOD Beyond Rs. 45 lakhs per occasion. HOD Rs 15 lakhs to Rs 45 lakhs per occasion.	Rs. 15 lakhs to Rs 45 lakhs per occasion	JAG Officer Above Rs 2 lakhs upto Rs 15 lakhs per occasion. Sr Scale Officer Above Rs 25000 upto Rs 2 lakhs Jr Scale Officer Up to Rs 25000	1. Associate finance concurrence is necessary beyond Rs 2.5 lakhs 2. Adequate funds to be ensured duly maintaining the liability register. 3. It shall be ensured that procurement shall be made on need basis to avoid overstocking of spares. Accountal of spares shall be maintained. *Authority:* 1. No. 2017/Trans/01/Policy dated 18.10.2017
38.	Grant of monetary award to the members of the RPF/ rewards to other railway servants for gallantry/averting accidents for giving clues for detection, apprehension of offenders, criminals, or corruption cases.	SDGM / CSC / CSO: Up to Rs. 2,500/- in each case.	Up to Rs. 2,500/- in each case	Dy. CVO / DSO / DSC Up to Rs. 1,000/- in each case.	1. Finance concurrence is not necessary. 2. The limits referred to will apply not to each individual case but to all individuals collectively proposed to be rewarded for their performance in one single case vide Board's letter No.61/Security/6/1 dt.13.7.1961. *Authority*: 1. Item No.28 of GM's delegation.
39. Technical Books / Newspapers and Training Centres					
	(A) (i) Purchase of Technical books, technical periodicals, and digitized books.	PHOD/CHOD Full Powers CPRO	DRM/CMS Up to Rs. 50,000/- per annum	Principals of ZRTI/STC/Other Training Schools Up to Rs. 20,000/- per	1. PHODs will exercise powers for purchase of Indian and Foreign Standard specification books without finance concurrence. For other books, finance concurrence is necessary. 2. PHODs/CHODs/DRMs will have full powers for codes & manuals.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		Up to Rs. 10,000/- per annum	Up to Rs. 1 lakh per annum for SAG in independent charge of Workshops. Chairman/RRB Up to Rs. 5,000/- per annum.	annum for each unit. Other Training Centres: Officer in charge Up to Rs. 5,000/- per annum. CWMs (JAG officers in independent charge of Workshops/ Depots/ Sheds) up to Rs. 5,000/- per annum for item A (i) & (ii) together.	Finance concurrence shall be required beyond Rs. 20,000/- per Anum. 3. Subscription payment can be made in advance up to one year. 4. For purchase of books, advance payment can be made subject to submission of vouchers within 15 days from the date of payment. 5. Supply should be arranged through leading/reputed agencies and book sellers. 6. Number of copies should be restricted to the minimum to be decided by the sanctioning authority. 7. Newspapers/Magazines are exempted from finance concurrence subject to adhering to the norms prescribed for their purchase. 8. The procurement of books/ magazines shall be restricted based on Board's order issued from time to time. 9. Items which require foreign exchange require personal sanction of GM. *Authority:* 1. Para-1037 and 1038 of Financial Code Vol. I. 2. Authority: Para-711 and 711(A) of Stores Code Vol. I.
	(ii) Purchase of newspapers, other periodicals, e-books and e-periodicals in CD or mail format & Electronic media	PHOD/CHOD Full Powers CPRO up to Rs.2,00,000/- per annum	Up to Rs. 10,000/- per annum Chairman/RRB Up to Rs. 2,500/- per annum.	Principals ZRTI/STC/Other Training Schools Up to Rs. 5,000/- per annum per unit. Other Training Centres - Officer in charge Up to Rs. 3,000/- per annum per unit CWMs (SG/JAG) and SG/JAG Officers in Electric Loco Sheds/ Car Sheds up to Rs. 3,000/- per annum for item A (i) & (ii) together.	

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
				DGM(G) Rs 10,000/-per annum For G-Branch <u>PRO (Independent Charge)</u> Up to Rs. 10,000/- per annum	
	(iii) For **RDSO** & CTIs Only Technical Books and Newspapers	<u>ADG/PED/ED Director/CTIs</u> Full Powers <u>for Central Library & Sectional Library</u> <u>For Central Library DD/L&I & Other Faculty Members of CTIs upto Rs 3000</u>	**These powers are specific to RDSO & CTIs for** Purchase of Books/ Periodicals /Specifications (in print/e-format), Electronic Database (in CD/Network version/Online version/ Mail format), Purchase of specific Technical Book/Paper/ Article/Specification through Internet & training material for Probationers & Trainee Officers 1. Individual books costing over Rs. 20,000/- requires finance concurrence. 2. Journal for which subscription is more than Rs. 20,000/- per annum requires finance concurrence. 3. It should be ensured by the **Pr. ED / ED / HODs and Directors/Sr Professors/CTIs** that only day to day requirement of books be procured for the Sectional Library. All other books should normally be purchased for Central Library. 4. In case of purchase of books authored by any railway employee, specific approval of DG/RDSO will be obtained before purchase. 5. After approval for the purchase of the Technical Book, Paper/ Article/Specification of the sanctioning authority through Internet in case of urgency, payment can be made through credit card by indenting officer. In such cases, Credit Card Statement duly certified by sanctioning authority to be submitted for reimbursement. 6. For item **(c)** Payment can be made through credit card by user and Credit Card Statement duly certified by sanctioning authority to be submitted for reimbursement. 7. Annual Ceiling Limit of Rs. 1 lac per Directorate for all purchases in Sectional Libraries including Specific Technical Paper / Article / Specification through internet. 8. Supply should be arranged through leading reputed agencies and book sellers. 9. Subscriptions payment can be made in advance upto one year. 10. Purchase of News paper and magazines are exempted from finance concurrence subject to the adhering to the norms prescribed for their purchase. 11. Items which required foreign exchange require personal sanction of GM. 12. For Advance Payment 100% against pro-forma invoice, purchase through internet ADG has power of Rs 10 Lakhs and ED Admin/RDSO Rs 1 Lakh only.	

<table>
<tr><th>S.No.</th><th>Nature of Powers</th><th>PHOD/HOD</th><th>DRM/ADRM/CWM/ SAG Officers in Field Units</th><th>Divisional Officers, Extra Divisional Officers & Officers in Headquarters</th><th>REMARKS</th></tr>
<tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr>
<tr><td></td><td>(B) Purchase of Sports materials including provision of Gym (at Barracks, Training Academy, Training Centres)</td><td>Full Powers</td><td>DRM/CWM
Full Powers</td><td>Director/JJR & Principals of Zonal RPF Training Centres
Full Powers

Principal/ZRTI, STC and other Zonal / Divisional Training Institutions.
Up to Rs. 10,000/- on each occasion subject to a limit of Rs. 30,000/- per annum without finance concurrence.</td><td>1. Prior finance concurrence is necessary

Authority:
1. Rly Bd. L/No 2018/Trans/01/Policy dt. 23.03.2018</td></tr>
<tr><td></td><td>(C) Newspapers and magazines for running rooms, TTE rest rooms & RPF/RPSF barracks and SIB & CIB Units.</td><td>PCSC/CSC
Full Power
As per yardstick</td><td>Full powers
(Subject to entitlement as per bed strength)</td><td>Director/CTIs/Sr DSC/DSC(IC)

Full Powers as per yardstick

Sr. DME
Sr. DEE (O)
Sr. DCM/Sr. DOM
DCM/DSC
Full powers
(Subject to entitlement as per bed strength)</td><td>1. Finance concurrence is not necessary.
2. Newspapers/Magazines to running rooms may be supplied subject to the maximum of as per the following yardstick:
<table>
<tr><td>Bed strength</td><td colspan="3">No. of Newspapers / Magazines</td></tr>
<tr><td></td><td>English</td><td>Hindi</td><td>Vernacular</td></tr>
<tr><td>Up to 10</td><td>1</td><td>1</td><td>1</td></tr>
<tr><td>From 11 to 20</td><td>2</td><td>2</td><td>2</td></tr>
<tr><td>From 21 to 50</td><td>3</td><td>3</td><td>3</td></tr>
<tr><td>From 51 to 100</td><td>4</td><td>4</td><td>4</td></tr>
<tr><td>Above 100</td><td>5</td><td>5</td><td>5</td></tr>
</table>
3. The bed strength indicated above shall be on the basis of the average occupation for the previous six months.

Authority:
1. Rly Bd. L/No 2018/Trans/01/Policy dt. 23.03.2018</td></tr>
</table>

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(D) Books, periodicals, and newspapers in Hindi.	Mukhya Rajbhasha Adhikari: Up to Rs. 10,000/- per annum.	Up to Rs. 5,000/-per annum.	Nil	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. *Authority*: 1. Para-1037 and 1038 of Financial Code Vol. I.
	(E) Payment of subscription towards institutional membership fee.	PHOD/CHOD Full Powers up to three institutions.	DRM/CWM Full Powers up to three institutions.	Nil	1. Finance concurrence is not necessary. Subject to a limit of Rs. 5,000/- per annum for each institution. *Authority*: 1. Board's letter No. F(X)II/94/PW/3 dated 26.06.1996.
40.	Provision of entertainment facilities to trainees in Training Centres/Hospitals like Cable Connection/DTH, Music etc.	PHOD/ CHOD Full Powers	Full powers	Divisional Officer In charge of the Training Institution/Principals Full Powers up to Rs 5000/-on each connection per annum	1. Finance concurrence is not required
41. IT Related					
	(A) Procurement of PC based systems chargeable to revenue				
	(i) Procurement of PCs on additional account.	PHODs/CHODs 10 Nos. Per financial year Other SAG Officers 05 Nos. per financial year	DRM 10 Nos. Per financial year ADRMs 05 Nos. per financial year SAG Officers handling independent establishments 10 nos. per financial	JAG Officers independent charge 05 Nos. per financial year	1. Finance concurrence is necessary. 2. For procurement of PCs on replacement account, only after completing their codal life (on condition basis) as prescribed in Board's letter No.2002/AC-II/10 dated 24.05.2006 (ACS F-I No.62) as amended from time to time, full powers may be exercised by PHODs / CHODs / DRMs / SAG / JAG officers handling independent establishments. 3. All procurements to be done preferably by Stores Department (i.e. Local Stores officers or officers nominated to look after stores functions) 4. Total cost per PC including CPU and TFT Monitor etc., should generally should not exceed Rs. 75000/- chargeable to Revenue. 5. Fields units shall define the configuration/specifications based on

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
			year <u>Other SAG Officers</u> 05 Nos. per financial year		their requirements as approved by the respective nominated officers of Railways for ensuring technical standards/guidelines issued by C&IS Directorate from time to time. As far as possible free software such as 'Open Office' etc. should be used. 6. While procuring requirement, 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 in account. 7. PCs will be classified as 'equipment' in terms of Para 705(6) of the Indian Railways Financial Code Vol. I. 8. The above powers are independent of systems procured against any specific provision in a work, which may be chargeable to other plan heads. 9. The ceiling limit on annual purchase prescribed above is not to be exceeded. 10. Bulk procurement of PCs wherever required shall be included in the estimates concerned to avoid burden on revenue. 11. GM can sanction 10 Laptops, costing up to Rs. 25,000/- each, per year with finance concurrence. (The item Laptop includes Laptop, Notebook, Net book, Tablet computers). *Authority*: 1. Board's letters No. 2006/C&IS/ Oth. / Delegation of Powers/36 dated 10.12.2008. 2. Board's letter No. 2006/C&IS/Oth/ Delegation of Powers/36-Pt dated 11.09.2012 3. Board's letter No.2017/Trans/01/Policy dtd.18/10/2017
	(ii) Repairs to Computer and IT related hardware.	Item No.16 (B) are applicable for IT related hardware also.			*Authority:* 1. 2017/Trans/01/Policy dt.18.10.2017
	(iii) Minor cabling, data	<u>PHODs/CHODs</u>	<u>DRM/ CWM</u>	Nil	1. Finance concurrence is necessary.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	conversions, ribbon refilling in Computer Centre/ PRS/Ticket Issuing Offices covering items like PCs / peripherals and work stations.	Full Powers CCM/PM Full Powers	Up to Rs. 40,000/- per occasion.		2. Quotation/tender route should be followed.
	(iv) Computer training	PHOD/CHODs Full powers subject to a limit of Rs. 10,000/- in each case with an annual ceiling of Rs. 1 Lakh	DRM/CWM Rs. 10,000/- in each case with an annual ceiling of Rs. 1 Lakh. .	Nil	1. Finance concurrence is not necessary. 2. Proposals should be routed through CPO/Sr. DPO/WPO. 3. Quotation/Tender route to be followed.
	(v) Non-stock Computer Consumables (including consumables related to photocopiers, duplicators etc).	Full powers as indicated in the remarks column	Full powers as indicated in the remarks column	JAG/ Sr. Scale (holding the independent charge) Full powers as indicated in the remarks column	1. For purchase of non-stock computer consumables viz. storage media (include pen drives, CDs, Floppies), cartridges/toner, ribbons, batteries, other related consumables/small parts like computer cable/adaptor, key board, Mouse etc. following powers may be used: Purchase of goods up to the value of Rs.15000/- (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 specifications and have been supplied by a reliable supplier at a reasonable price".* 2. A register showing the details of the consumables/spares purchased and allotment/utilization of the same, should be maintained and produced for verification during the inspection by Accounts etc. 3. In the offices, where more than one JAG officer is available, the powers shall be exercised by one nominated officer.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					4. Consumables/spares costing above Rs.15000/- (Rupees fifteen thousand only) will have to be processed through NS indent PCMM. 5. It shall be ensured that procurement is made on need basis to avoid overstocking and expiry of consumables. Accountal of consumables shall be maintained. 6. Adequate funds to be ensured duly maintaining the liability register. *Authority*: 1. Board's letters No. 2006/C&IS/Oth. /Delegation of Powers/36 dated 10.12.2008.
	(vi) All peripherals of CPU, other high-end computer related accessories and licensed software.	Full powers	Full powers	SG/JAG Up to Rs.10000/- per occasion	1. Finance concurrence is necessary. 2. Peripherals and accessories (CPU like MB, HDD, RAM, CD/DVD writers, Processor, LAN/Sound cord etc. AND Others like UPS, Printers, Scanners, projector, 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. 3. Separate copies of licensed software should only be procured for each PC along with licenses for Antivirus and firewalls as a standard non-stock requisition in terms of (2). 4. Every PC need not be provided with a separate printer. Instead Desk Jet/LaserJet printers may be provided on the network which may be shared by a number of users, especially amongst the non-gazetted users or where confidentiality is not an issue. 5. All procurements to be done preferably on DGS&D rate contract and by Stores Department (i.e. Local Stores officers or officers nominated to look after stores functions). 6. No pirated software may be used vide Board's letter No.2006/C&IS/ PRS/Audit/4/Pt-1 dated 16.04.2008. In case, specific software is required for any officer/ staff, the same may be purchased keeping in view the instructions contained in Railway Board's letter No.2006/C&IS/Oth/ Laptop/14 dated 26.05.2008.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Authority: 1. Board's letters No. 2006/C&IS/Oth. /Delegation of Powers/36 dated 10.12.2008.
	(vii) Procurement of Local Area Network Infrastructure. (preferably secured wireless LAN)	PHOD/CHOD Full powers	Full powers		1. Finance concurrence is necessary. 2. This does not apply to PRS/UTS/FOIS or other IT applications networks for which proposal should be sent to C&IS Directorate of Railway Board for sanction. 3. Where Rail Net connectivity is provided, efforts should be made to use the Rail net network. 4. Expenses incurred on LAN infrastructure shall be chargeable to revenue. *Authority*: 1. Board's letters No. 2006/C&IS/Oth. /Delegation of Powers/36 dated 10.12.2008.
	(viii) AMC of hardware and software.	PHOD/CHOD Full Powers	Full powers		1. Finance concurrence is necessary. 2. 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 the life cycle cost into account. 3. Expenditure on AMC of hardware and software shall be chargeable to revenue. 4. Contract has to be limited to not more than two years at a time. 5. Powers have to be exercised by the officers only after checking the reasonableness of the rates proposed, residual life of the office equipment, credentials of the firms, past experience with the firm, wherever applicable etc. 6. Protective clauses as follows have to be incorporated - (i) in cases involving advance payment, submission of bank guarantee of equal value should be insisted upon if the value of the Annual Maintenance Contract is beyond Rs. 20,000/- (Rupees Twenty thousand only) with OEMs/Authorized agents. If bank guarantee is not

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					submitted, quarterly payment after the service is rendered should be considered to protect against failure on the part of the contractor/firm to take up service/maintenance of equipment and repairs as stipulated in the contract agreement. (ii) in the event of the failure on the part of contractor/firm to take up maintenance of servicing/repairs as stipulated in the terms and conditions, the advance maintenance charges paid, shall be returned to Railway at once with interest. (iii) in case of delay in remittance of the advance by the firm, the Railway administration shall be entitled to adjust this amount against any advance due in respect of any other equipment, for which a similar contract has been entered into either afresh or on renewal basis. (iv) it has to be stipulated in the acceptance letter to the contract that along with the bill, rendered in duplicate, a certificate is to be endorsed that the charges claimed do not exceed the lowest rate the firm may charge for similar repairs and replacements of component/service to any other Central or State Government Institutions/any Office. (v) Advance payments to firms for maintenance of all type of equipment should not exceed Rs.2 lakhs in any single case. (vi) The powers vested with the PHODs/CHODs/DRMs/SAG Officers of independent establishment for AMCs with OEMs on Single Tender basis will have to be exercised subject to observance of guidelines issued from time to time. (vii) For AMCs costing, less than Rs.5 lakhs, 4 to 6 quotations of reputed firms shall be obtained from the market in a most transparent manner for getting competitive rates. (viii) Tenders shall be invited for the AMCs costing more than Rs. 5 lakhs each and the rate reasonableness shall be decided by duly constituting the Tender Committee. a) For Tender Committee Constitution, refer Annexure ‘A’ and ‘B’ of SOP, Part – ‘A’.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Authority: 1. Board's letter No. F(X)II-87/PW/12 dt.20.9.89. 2. Board's letter No.97/CE-I/CT/32 dt.24.2.99. 3. Board's letter No. F(X)II-99/PW/3 dt.20.10.99 & dt.27.6.2000.
	(ix) Internet connection through Railnet / Broadband.	Full Powers	Full Powers		1. Wherever internet connection is essential, the PCs shall be connected to Railnet through S&T Department. 2. In case of Divisional/Field units where Railnet facility does not exist, a certificate to that effect may be obtained from Sr.DSTE/Dy.CSTE. This is subject to a maximum limit of Rs.3000/- per annum. 3. In case of Broad Band connections to Laptops/PCs at residence of JAG and above Officers, irrespective of the availability of Railnet, the Officers are permitted to avail the Internet through Broadband (Wired or Wireless) of other Service Providers. For wired connection, broadband facility can be provided either on existing landline telephones at residence or through hiring a separate broadband connection. In such case, the reimbursement of the amount payable to the officer will be - (i) A maximum one-time installation charges allowed is Rs. 2,000/- only. (ii) The cost of the lowest unlimited download plan of MTNL or BSNL for broadband, available in the area. Officers may also opt for services of other service providers but the ceiling will be as per the lowest unlimited download plan of MTNL or BSNL available in the area. 4. In case of personal residential telephones taken over on official account, the Officer can subscribe to broadband services and claim reimbursement thereafter within the financial limits, as per extant policy. *Authority*: 1. Board's letter No. 2010/Tele/ 11(5)/ 1 dated 29.09.2010.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(x) Procurement/ Repair and maintenance of Laptops to Officers in-lieu of Desktops or for official use by the officer.	Full Powers in respect of eligible Officers.	Full Powers in respect of eligible Officers.	Full Powers In respect of eligible officers	1. Finance concurrence is not required. 2. Laptop, Notebook, Tablet and Notebook Computers are referred as Laptop. 3. Codal life of Laptop will be considered as 4 years from the date of the receipt of material & taken into account. 4. Officers in confirmed JA Grade (including ad-hoc JAG) and above are eligible for a laptop with cost ceiling of Rs. 55000/- inclusive of all accessories. The officers below JA Grade and the Probationary Officers of Group A Railway Service are eligible for a laptop costing ≤Rs 25000/- inclusive of all accessories. These accessories can be purchased along with the laptop or any time during the codal life of the laptop. 5. Eligible Officers can procure laptops either directly from market or through Store Department (PCMM for Zonal Headquarters, Dy. CMM/ Sr. DMM/DMM for Divisions/ Work-shops) by placing indent. When the officer procures laptop directly by paying himself / herself, he/ she shall claim for reimbursement. 6. Officer can procure the Laptop costing any amount, which may be more or less than the corresponding prescribed ceiling amount. However, the amount to be reimbursed shall be equal to cost of purchase or corresponding prescribed ceiling amount, whichever is lower. 7. The Ceiling amount towards repairs and maintenance shall be Rs. 30,000/- for the laptops procured with ceiling limit of Rs. 55,000/- and Rs. 20,000/- for the Laptops procured with the ceiling limit of Rs. 25,000/- regardless of the actual cost of Laptop and accessories. AMC for 1/2/3 years may be purchased with the laptop and reimbursement claimed. 8. The concerned Department shall maintain the necessary records and ensure entry of details in the Service Record and LPC of the Officer provided with Laptop. 9. General Managers & equivalents/DGs/Heads of CTIs may procure

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					laptops on additional/replacement account as per Rly Bd's L/No. 2006/C&IOS/OTH/Delegation of Powers/36-Pt dt.11.09.2012 *Authority:* 1. Railway Board's letter No.2011/C&IS/Committee/ Laptops/Pt. II dated 23.01.2012. All other instructions contained in Railway Board's letter to be followed.
	(xi) Procurement of Digital Signature Certificate & Encryption Certificate.	Full Powers	Full Powers	Full Powers	1. Finance Concurrence is not necessary. *Authority:* 1. Rly. Board's L.No.2007/DRS(M)EPS/01 dtd 09.10.07
	(xii) Development of Application Software chargeable to revenue by outside agencies.	PHOD/CHOD: Upto Rs.10 lakhs in each case, subject to a ceiling of Rs.50 lakhs	DRM/SAG Officer heading independent field unit: Upto 5 lakhs in each case, subject to a ceiling of Rs.25 lakhs	Nil	1. Finance concurrence is necessary. 2. Beyond PHOD's power, sanction of AGM has to be obtained. 3. Tender/Quotation route may be followed as detailed in works matter. *Authority:* 1. Bd's letter. 2017/Trans/01/Policy dtd. 18/10/2017, Para A-13

Remarks:

1.	Item No. 41(g)- Provision of Local Area Network Infrastructure/System includes all necessary hardware, software, networking, peripherals, software development, training, consultancy work etc. that are necessary for it to be used as desired.
2.	Procurement of software should normally be with the system; however, if a separate requirement comes up later, it shall be dealt with as a standard non-stock purchase.
3.	IT equipment must be maintained in running conditions on 24X7 basis especially in case of 'on-line critical' and 'flagship' applications (PRS/UTS/FOIS) and any break-down in these systems and their associated Datacom networks etc. may be treated at par with the breakdown in through communication of Railway traffic and may be got attended to with the same seriousness and urgency by the GMs/DRMs/Unit Heads, under the provisions of the instructions already issued for the purpose of restoration of through communication.
4	Rules, as current, for vetting of non-stock requisitions shall apply to all IT cases.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
5	The overall coordination, progress monitoring, budgeting, and interaction within the Railway and also with Railway Board in respect of all matters related to information technology would continue to be the responsibility of the AGM of the Railways, who may, if considered necessary, constitute an appropriate Steering Committee of concerned HODs to assist him in the discharge of these functions. He may also take the help of Sr. EDPM's organization for discharge of his functions such as budgeting.				
6.	The concerned department at Headquarters would continue to be responsible for Planning, Formulation of proposals, monitoring the progress of the work etc. Accordingly, Workshop computerization would be under PCME, Stores computerization underPCMM, PRS under CCM/PM and so on. Similarly, on Production Units the concerned HOD, which is most commonly the FA&CAO, shall look after the EDP Centre.				
7.	On Divisions, the situation would be similar to Headquarters and an ADRM shall be responsible for overall coordination, budgeting, monitoring and interaction within the Division and with Headquarters. On divisions where the major workload in the EDP centre is limited to PMIS and FMIS, close coordination with the Zonal; EDP centre under FA&CAO would be essential.				
8.	In all Training Institutes, the institute in-charge shall be responsible for overall coordination, budgeting, monitoring and interaction within the institute and with Headquarters.				
9.	For the proposals of General Manager's Office, in respect of procurement of computers and other related proposals, SrEDPM/Dy CM(IT)/CM(IT)is empowered for giving technical clearance, wherever necessary.				
10.	The following officers are nominated to ensure technical standards as well as keeping a record of the population of all systems within their jurisdiction irrespective of either the end-user or the method of procurement/sanction. They shall be held directly accountable for this number. They shall also ensure technical standards of systems via technical vetting of indents				

S. No	Jurisdiction	Officer Nominated
a.	Zonal HQ	Sr. EDPM/Dy CM(IT)/CM(IT) or any other Nominated Officer for G-Branch & non-technical departments . SG/JAG of technical departments
b.	Divisions/Workshop	Sr. EDPM or in his absence any other suitable officer so nominated by DRM/ADRM/CWM
c.	PUs/Independent Units	Sr. EDPM or in his absence any other suitable officer so nominated by the unit in-charge.
d.	Projects like PRS/ UTS/ PRS-cum-UTS, NTES, PMS etc.	CCM/PM or in his absence any other suitable officer, so nominated by COM

Telecommunications					
42.	BSNL Telephones				
	(A) (i) Provision of new phones on Non-OYT basis. (ii) On OYT basis	PHOD/CHOD: Full Powers SDGM:	DRM/ADRM/ CWM: Full Powers Nil	Nil Nil	For (i) 1. Finance concurrence is not necessary. 2. Headquarters proposals has to be routed through PCSTE and for Divisions through Sr. DSTE. /DSTE. *Authority*:

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		Full Powers			Board's letter No. 71/W3/TN/23 dt. 7/8.5.72 and 24/25.6.72. For (ii) 1. Finance concurrence is necessary. 2. Proposal is to be routed through PCSTE. *Authority*: Para-1001 and 1040 of Financial Code Vol. I.
	(B)Shifting of Dept. of Telecommunication BSNL phones.	PHOD/CHOD Full Powers	DRM, CWM(SAG) Full Powers	Nil	1. Finance concurrence is not necessary. 2. Proposal is to be routed through PCSTE/Sr.DSTE/DSTE. 3. Powers limited to shifting within the sanction from the old incumbent of a post to the new incumbent. 4. Retention of residential BSNL phones by Officers during leave, transfer, and retirement. Retention beyond a period of fifteen days will require the sanction of SDGM.
	(C) Provision of STD facility.	PHOD/CHOD: Full Powers	Nil	Nil	1. Finance concurrence is not necessary in respect of all DOT Phones with STD facility and dynamic locking arrangements being provided at residence and offices of Branch Officers and at residence of JA Grade and above Officers. 2. PFA's concurrence and GM's approval is necessary for all cases other than (1) above. *Authority:* 1. Board's letter No. F(X) 11-94/EXP/2 dt. 19.11.97. 2. Board's letter No. 87/W-3/Tele/TN/23 dt. 6.8.99.
	(D) Payment of telephone rental and call charges, whose private phone is used for official purposes	PHOD/CHOD Full Powers	DRM/CWM Full Powers	Nil	1. Finance concurrence is not necessary. 2. Proposal is to be routed through PCSTE/Sr.DSTE/DSTE. 3. Subject to the condition that the post should have sanction for residential DOT. *Authority*: 1. Board's letter No. 90/TELE/TN/6 dt. 22.10.98.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(E) Hiring of voice and data circuits. (i) Advance payment of registration fee, search fee to DOT	PCSTE / CCM/PM Full Powers	Full Powers	Nil	1. Finance concurrence is not necessary. 2. Sanction and payment can be cleared by PCSTE subject to: (i) Provision in any of the sanctioned estimate for hiring of the channels should exist. (ii) In other cases, as per the need of the user department. 3. Hiring of voice circuits include non-exchange lines used for emerging railway telephones.
	(ii) Payment of advance annual rental to DOT	PCSTE / CCM (PM) Full Powers	Full Powers	Nil	1. Finance concurrence is necessary. 2. PCSTE/DRMs can sanction the payment for continued hiring of DOT channels provided: (i) that there are no Railway owned circuits to replace the DOT channels. (ii) budget provision exists/would be made available. (iii) the user department should certify the necessity for continued hiring for such circuits. *Authority*: 1. Para-1040 of Financial Code Vol. I.
	(iii) DOT phones, casual/temporary connections for special occasions.	PCSTE / CCM (PM) Full Powers	Full Powers	Nil	
43.	Railway Telephones (A) Provision of Railway phones (B) Shifting of Railway phones	PHOD/CHOD Full Powers Full Powers within the department.	DRM/ ADRM/CWM Full Powers DRM/ ADRM/CWM Full Powers within the department.	 Nil Full Powers within the department	1. Finance concurrence is not necessary
Hiring of Road Transport and Hospitality					
44.	Hire of launches and boats to attend to repair works such as filling in scours in piers and other bridge protection works.	PCE /CAO/CN CBE / CSO Full Powers	DRM Full Powers	Sr. DEN Up to Rs. 5,000/- in each case	1. Finance concurrence is necessary. 2. Quotation route should be followed. *Authority*: 1. Item No. 17 of GM's delegation.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
45.	Hiring of outside transport facilities including motor launches, boats, trucks for the carriage of railway stores including parcel, luggage, and goods.	PHOD/CHOD Full Powers	DRM Full Powers		1. Finance concurrence is necessary. 2. Hiring to be resorted to only when railway transport facilities are unsuitable or not available. 3. Hiring of motor launches and boats should be resorted to wherever it is not accessible by road. 4. Powers of hiring of transport for carriage of cash can be exercised only by PFA at Headquarters and DRMs in Divisions. 5. Tenders should be called for all cases over Rs. 50,000/-. For contracts costing up to Rs. 40,000/- approval of JA Grade Officers to be obtained. For contracts costing above Rs. 40,000/- approval of PHOD/DRM/ADRM should be obtained. *Authority*: 1. Item 17 of GM's delegation.
46.	Hiring of plant and equipment, machinery including road cranes, hydra and trucks (A) From private agencies or Government bodies. (B) To private agencies or Government bodies.	 Full Powers Full Powers	 Full Powers Up to Rs. 1,00,000/- per occasion. Full Powers	 SG/JAG Officers: up to Rs. 50,000/- per occasion without finance concurrence Full Powers up to Rs. 50,000/- per case without finance concurrence	1. Finance concurrence is necessary for transaction of more than Rs. 50,000/- 2. Reasonableness of rates is to be ensured after obtaining a minimum of three quotations. 3. The agreement executing authority will exercise the powers if provision for hiring out of plants as exists in the agreement. If not, accepting authority of the tender will exercise the powers. 4. Rates, when giving Railway's M&P/Equipment including Cranes on hire to private agencies or Govt. bodies to be fixed in consultation with finance where standard rates do not exist. *Authority*: 1. Para-1923 of Stores code.
47.	Hiring of motor vehicles for conducting				
	(A) Surprise checks of road side stations and mid-sections including safety	PHOD/CHOD CSO/ CSC Full Powers	Full Powers	SG/JAG Officers: Up to Rs.15000/- per occasion without	1. For surprise checks and special occasions, concurrence of associate finance is not necessary. 2. Hiring of vehicles for the specific purpose should be kept to the

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	checks, ticket checking, raids, and search by RPF personnel by road including transportation of recovered property under extant Acts.			finance concurrence	barest minimum and to the extent required only. 3. Hiring of outside transport to be resorted to only if the available departmental vehicles and regular hired vehicles available with the department cannot be spared for the purpose. 4. The limitation on the number of such checks as fixed by the Railway Board, if any, from time to time is not to be exceeded 5. Vehicle may be hired for the officer himself or for the officers under his control
	(B) Field inspections covering stations, work sites, Railway installations and Computerized Passenger Reservation System/Micro-wave installations, Market Survey etc.	PHOD/HOD Full Powers	Full Powers	SG/JAG Officers Up to Rs. 15,000/- per occasion without finance concurrence	
	(C) Regular Hiring of Motor Vehicle (i) To sanction hiring of a. Vehicle on replacement account provided the existing vehicle has been condemned and grounded. b. Hiring for construction organisation. c. Hiring for eligible officers.	PHOD/ CHOD Full Powers for their departments with finance concurrence.	DRM/ SAG officer heading independent field unit Full Powers with finance concurrence. MUV may be hired for supervisors – in – charge in field for carrying men & material		1. PHOD/CHOD/DRM/ SAG officer heading independent field unit full powers including Ambulance with concurrence of finance 2. Total number of vehicle (Hired+Govt) should not change unless there is an increase in working strength of eligible officers 3. The post of driver of the condemned vehicle should be surrendered and driver gainfully employed 4. Any imprest for the condemned vehicle should also be surrendered 5. Hiring need not be against condemnation in case of vehicles for field units of construction organisation where the hiring should be against the sanctioned project estimate. CAO/C may sanction with concurrence of Construction Finance. 6. As SAG officers are entitled for AC vehicle as per Board's policy, same can be hired even if no Govt. vehicle is available for condemnation/ replacement. *Authority:* 1. Item 18 note (2) of Annexure II Chapter V of IRFC Vol. 1. 2. 2002/CE-II/Genl/1 dated.01/10/2002 3. No. F (X) II-2006/PW/11 dtd. 21.11.2006, dt.15/05/2007

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					4. No. E(Trg)2010(31)/3 dtd.03/05/2016 5. F (X) II/2006/PW/11 dated 31.03.2017 6. F (X) II-2016/PW/3 dated 14.09.2016, dtd. 04/05/2017 7. 2017/F(X)II/PW/I/II dtd.18.05.2017 8. Board's letter- 2017/Trans/Policy dtd.18/10/2017
	(ii) Hiring of vehicle for select field officers/senior supervisors who are assigned specific section as part of their normal duties based on criticality of need. Officers up to JS in the field unit can be provided with such hired vehicle. Multi Utility Vehicles can be hired for field supervisors to carry men and material to Work/ breakdown site.	PHOD/CHOD Full powers with finance concurrence	DRM/SAG officer heading independent field unit Full powers with finance concurrence		1. PHOD/CHOD/DRM/SAG officer heading independent field unit may sanction hiring of vehicle for any other officer of a division/ unit, where no Govt. vehicle is available to be condemned, strictly based on need/ justification and taking into consideration the pool of vehicles available in the division/unit, with concurrence of associate finance. *Authority:* 1. Board's letter- F(X)II-2006/PW/11 Dtd. 10/10/2017 2. Board's letter- 2017/Trans/Policy dtd.18/10/2017
	(D) Special occasions such as VIP visits, touring with media persons, during accidents/emergencies/ exigencies.	PHOD/CHOD Full Power HOD Up to Rs. 25,000/- per occasion.	Full Powers	CPRO Up to Rs. 25,000/- per occasion. DGM/G Full Powers	1. Finance concurrence is not necessary.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
				Independent BOs For reimbursement to Supervisors Up to Rs 5000/- per occasion.	
	(E) Hiring of vehicle in case of emergency/accident by Supervisors where Supervisors have to rush to the spot with men & material.	PHOD/CHOD Full Power HOD Up to Rs. 25,000/- per occasion.	Full Powers	CPRO Up to Rs. 25,000/- per occasion. DGM/G Full Powers Independent BOs For reimbursement to Supervisors Up to Rs 5000/- per occasion.	1. In case of emergencies other than train accident like OHE Breakdown, S&T failure, rail-weld failure, hot axles etc., (47.E) is applicable when Breakdown vehicle is not available or under repair for transportation of men and material. Concerned BO has to give post facto sanction. No finance concurrence is required. *Authority:* 1. Board's letter- - 2017/Trans/Policy dtd.18/10/2017
	(F) Hiring of Vehicles for Crew Management, Control Duty, assets maintenance and Disbursement of Salary, if considered necessary and justified.	Full Powers	DRM Full Powers	Nil	1. Prior concurrence of Divisional Associate Finance is necessary. 2. Hiring of outside transport should be kept down to the barest minimum. 3. Hiring of outside transport should be made only if the vehicles available with the Railway cannot be spared for the purpose. *Authority*: 1. Railway Board's letter No. F(X) II-2006/PW/11 dated 07/15.05.2007
	(G) Hiring of Road vehicles for Railway Officers coming from outside or going to attend	PHOD/CHOD Full Powers	Full Powers	SG/JAG Full Powers	1. Finance concurrence is not necessary. 2. Hiring of outside transport should be kept down to the barest minimum, 3. Hiring of outside transport should be resorted to only if staff cars or

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	meeting/conferences/ seminars or to conduct inspections.				other vehicles available with the departments cannot be spared for the purpose. 4. The hiring of vehicles should be for the officers of SAG and above visiting on duty. 5. Hiring of vehicles for official visits of officers of SG/JAG and below requires the sanction of AGM/DRM/CWM with finance concurrence
	(H) Air travel on duty.	GMs may permit air travel on duty to not below JS officers.			1. These are discretionary powers to be exercised with personal approval of GM. Personal concurrence of PFA shall be required for officers of NFSAG/SG and below *Authority:* 1. RB Ltr.No. 2017/Trans/01/Policy dt. 18.10.2017 2. F(E)I/2017/AL-28/41 dt.24.04.2018 & 08.05.2018
48.	Incurrence of expenditure				
	(A) On entertainment for meetings involving outsiders or organised labour, formal inter departmental and other meetings & conferences.	PHOD/CHOD Rs 20,000/- per year @ Rs 30 per head HOD Rs 18,000/- per year @ Rs 30/- per head	DRM/ADRM/CWM /MDs of Central Hospitals & other SAG officers in field unit Rs 20000/- per year @ Rs 30 per head.	JAG Rs 7500/- per year @Rs 30/-- per head.	1. Finance concurrence is not necessary up to the stipulated rate. 2. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings and participants should also be kept to the barest minimum. 3. Zonal Railways to evolve method of distribution and accountal 4. Overall annual ceiling limit shall be Rs.35 Lakh for ZR and Rs.7 Lakh for PU. Limits for individual Departments/ Divisions in ZR/PUs may be fixed by GM. 5. After distribution, the bal*anc*e amounts out of the total ceilings of Rs. 35 lakhs for the Zonal Railways & Rs 7 lakh for Pus, will be under the control of AGM 6. The concerned Associated Accounts Officer has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit. 7. Lunch-on parties, dinners & receptions on Railways can be arranged
	(B) Working Lunch	@ Rs 175/- per head per meeting	@ Rs 175/- per head per meeting		

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					only with the personal sanction of the General Manager with prior financial concurrence *Authority:* 1. Para 1005 of Financial Code Vol I 2. Bd's letter No. F(X)II-95/Exp/1 dt.14.09.98 3. Bd's letter No. F(X) II-2003/PW/1 dt.12.06.03 4. Bd's letter No. F(X)II-2004/EXP/4 dated 14.05.04, 04.06.07, 13.09.12, 22.06.2016
	(C) Hospitality Fund (For entertaining prospective cliants for sales promotion and commercial publicity/ Public Relations)	CPRO (from hospitality fund) As given in Para 61 of this SOP PCCM Up to Rs. 50,000/- per annum.	DRM Up to Rs. 50,000/- per annum. CWM up to Rs 25,000/- per annum	Sr.DCM Up to Rs. 2,500/- per annum Sr. DOM Up to Rs. 2,500/- per annum	1. Finance concurrence is necessary if expenditure exceeds Rs. 5,000/-. *Authority*: 1. Board's letters No.89/PR/4/9 dt.24.4.89; No. F(X)II-95/Exp/1dt. 12.6.1996 and F(X)II-2000/PW/2 dt. 27-06-2000.
	(D) Expenditure on safety seminars, safety camps, safety audits, safety workshops, safety meetings, Nukkad- Natak, safety related bulk sms, safety trainings etc.	PCSO Full Powers	Full Powers	Dy CSO, Sr DSO, DSO(IC) Rs 10,000/- on each occasion subject to an annual ceiling of Rs 50,000/-	1. Finance Concurrence necessary above Rs 15,000/- *Authority* 1. Rly. Bd. Letter no. 98/Safety-1/27/1, dt. 20.10.2004
Legal					
49.	To sanction payment of:				
	(A) Pleaders fees within the scales fixed by the High Court or separately approved by Board.	Full Powers	Full Powers	JAG Full Powers Sr Scale Full powers up to Rs.	1. Finace concurrence not necessary if rates are as fixed by High Court or Railway Board *Authority:* 1. Railway Board's letter No. 2015/LC/17/2 dated 13/06/2017

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
				1,000/- in each case. <u>Jr Scale/Asst Officer</u> Full powers up to Rs.500/- in each case. Sr LO/LO: Rs.15000/- in each case	
	(B) Incidental legal expenses connected with suits filed in Court of Law.	Full powers up to Rs. 25,000/-	Full powers up to Rs. 25,000/-	<u>JAG</u> Full powers up to Rs. 15,000/- <u>Sr Scale</u> Full powers up to Rs. 5,000/- in each case. <u>Jr Scale/Asst Officer</u> Full powers up to Rs. 3,000/- in each case. SrLO/LO: Rs.15000/- in each case	1. Finance Concurrence is not required up to Rs. 25,000/- each case.
	(C) Conveyance charges of pleaders engaged on lump sum fee when they undertake journeys outside their Headquarters in connection with Court cases to which the Railway is a party.	Full Powers	Full Powers	Nil	1. Finance Concurrence is necessary.
	(D) Incurrence of Law	Full Powers			1. This power is specific to RDSO. Any other organisation may use

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	Charges on Patents.				this power subject to certification of the same by RDSO.
50.	Sanction to payment of award/compensation passed by various District Consumer Forums and State Consumer Forums/ Claims decreed by Court of Law & tribunals.	Full Powers	Up to Rs. 50,000/- in each case.	JAG up to Rs. 10,000/- in each case. Sr. Scale up to Rs. 5,000/- in each case.	1. Finance concurrence is not necessary up to Rs 50,000/- 2. While according sanction it should be specifically indicated whether the same is a case in which the amount awarded should be recovered from the employee responsible for the deficiency in service. 3. Law Officer to be consulted 4. Particulars of cases involving expenditure more than Rs. 25,000/- in each case will be reported to Railway Board for information. 5. Authority: Board's Lr.No. F(X)II-2015/PW-7 dtd.12/06/2017 (GM's Delegation- Para- 35(ii))
51.	(A)Travelling allowance to outsiders summoned to give evidence (railway accidents and in legal/vigilance cases.)	Full Powers	DRM /ADRM/CWM Full Powers	Nil	1. Finance concurrence is not necessary. 2. Amount to be paid in accordance with the rule. *Authority*: 1. Rule 1693, 1695 and 1696 of IREC-Vol. II (1987). 2. Board's letter No. E(G)39AL6-9 dt.24.3.1961.
	(B) Conveyance allowance to Railway Magistrates.	PHOD/CHOD Full Powers	DRM / ADRM Full Powers	Nil	1. Finance concurrence is not necessary. 2. Railway Magistrates are eligible to receive conveyance allowance at specified rates depending upon the mode of transport employed and the distance of the Magistrate's residence from the Court. 3. Amount to be paid in accordance with the rules. *Authority*: 1. Para-1003 of Financial Code Vol. I.
Security					
52.	Purchase of dogs				
	(A) Private bodies or from police kennels/ para military organization kennels.	PCSC Full Powers	DRM Full Powers.	Nil	1. Finance concurrence is not necessary. 2. Purchase to be done on need basis only& through SPC. 3. Subject to vacancy being assessed in the light of 52(b) below. 4. The details of purchase of dogs / bitches done in each case in the Division to be furnished to CSC.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Authority: 1. 95/SEC/ASC/DS/2/1/PT dated 01.10.1997. 2. Rly Bd. L/No 2018/Trans/01/Policy dt. 23.03.2018
	(B) To lend the services of RPF dogs to mate with bitches for service to other police/ para military/reputed private kennels.	PCSC Full Powers	Nil	Sr DSC/DSC (In-Charge) Full Powers	1. Finance concurrence is not necessary. 2. The arrangement proposed should be reciprocal. 3. Collect one male pup. If no male pup is available collect charges from public per mating. (charges are fixed from time to time.) *Authority*: 1. Standing Orders Vol. I of Board's letter No. 93/Sec(ABE)DS/2/1/Pt. dt. 1.10.97.
53.	Sale of surplus litters in the open market.	PCSC Full Powers	Nil	Nil	1. Finance concurrence is not necessary. 2. The sale should be given wide publicity through advertisements, keeping in view the value of the litters to be sold. 3. The proceeds should be credited to sundry earnings. *Authority*: 1. Standing Orders Vol. I of Board's letter No. 93/Sec(ABE)DS/2/1/Pt. dt. 1.10.97.
54.	Feeding charges of dogs and provision of utensils for the kennel. Procurement of dog practice items, dog attire, practice explosive samples etc. for dog squad.	PCSC Full Powers	Nil	Sr DSC/DSC(IC) Full Powers	1. Finance concurrence is not necessary. 2. The extant orders in regard to the monthly diet charges issued by the Board from time to time should be followed. *Authority*: 1. Board's letter No.87/Sec(ABE)/DS/1/Confdl dt. 21.3.95.
55.	(A) Medical expenses to be incurred on medicines and consultation with veterinary doctors including conveyance charges from the	PCSC Full Powers	Nil	Sr DSC/DSC (IC) Full Powers	1. Finance concurrence is necessary. *Authority*: 1. Board's letter No.87/Sec(ABE)/DS/1/Confdl dt. 21.3.95. (To be checked)

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	kennel to the veterinary attendant and back.				
	(B) Sanction to payment of honorarium to the veterinary honorary consultant in Government hospitals and fees to the private veterinary consultant in emergencies.	PCSC Full Powers	Nil	Sr DSC/DSC(IC) Full Powers	1. Finance concurrence is necessary. 2. Expenditure in connection with the protection of dogs against distemper & rabies to be included.
56.	(A) Registration of RPF dog kennels with the Kennel Club of India.	PCSC Full Powers	Nil	Sr DSC/DSC (In-Charge) Full Powers	1. Finance concurrence is not necessary.
	(B) Expenditure incurred towards the participation of RPF dogs in dog shows or exhibitions organized by railway or non-railway organizations.	PCSC Full Powers	Nil	Sr.DSC/DSC (IC) Full Powers	1. Finance concurrence is not necessary up to Rs 15, 000/-.per occasion
57.	Invite and accept open /limited tenders for Annual Contract for washing/ironing/dry cleaning of linens/blankets in hostel, guest house, barracks & mess.	PCSC Full Powers	Nil	Sr DSC/DSC(IC)/Sr CO/CO, Dir/Academy/Principal Zonal RPF Training Centres Full Powers	1. Finance concurrence is necessary. 2. By levy of appropriate license fee and other charges. *Authority*: 1. Para-621 of Financial Code Vol. I. 2. Rly Bd. L/No 2018/Trans/01/Policy dt. 23.03.2018
58.	Charge for feeding of offenders detained in Railway Custody.	PCSC &PCCM Up to Rs. 50/- per individual offenders per day.	Up to Rs. 50/- per individual offender per day.	Sr. DSC / DSC ASC (Independent Charge) Up to Rs. 50 per individual offender per day.	1. Finance concurrence is not necessary. 2. Powers to be exercised by Commercial and Security Departments. *Authority:* 1. Railway Board's letter No. 2004/Sec (Spl) 200/23 dated 21.07.2004 and 25.08.2004.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	Public Relations				
59.	Insertion of advertisements				
	(A) Tender notices and campaign advertisements in publications at DAVP approved rates.	CPRO Full Powers	Nil	Nil	1. Finance concurrence is not necessary 2. To be published at the request of department/division. *Authority*: 1. Board's letter No. 86/PR/4/6 dt. 7.8.1991. 2. Board's letter No. 86/PR/4/4 dt. 24.8.1999.
	(B) Souvenir /special publications.	CPRO Up to Rs. 3,000/- per case.	Nil	Nil	3. Finance concurrence is not necessary.
	(C) Non-DAVP newspapers	CPRO Full Powers	Nil	Nil	1. Finance concurrence is not necessary. 2. Prior approval of General Manager is necessary. *Authority*: 1. Board's letter No. 86/PR/4/4 dt. 24.8.1999. 2. Para 2.1 of Annexure to Board's letter No. 2006/PR/5/62 dtd.30/05/2007
60.	Participation in exhibitions.	CPRO Full Powers	DRM/CWM: Full Powers	Nil	1. Finance concurrence is not necessary. However, the advance taken earlier should have been cleared by rendering accounts to the associate finance. 2. Subject to ceiling laid down per case and per annum by Railway Board from time to time. *Authority*: 1. Railway Board's letters No.90/PR/8/Policy dt.29.11.1990 & 96/PR/23/Policy dt.27.1.97)
61.	Hospitality charges in connection with Publicity and Public relations				
	(A) Conducted tours for press and other publicity media, purchase of kits and mementos.	CPRO Full Powers	Nil	Nil	1. Expenditure on this account may be incurred by CPRO within the ceiling without finance concurrence. 2. For entertaining media personnel vide Board's letter No.2003/PR/4/11 dt 18.08.2003.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(B) Hospitality: (i) A ceiling of Rs.250/- per meal per head OR Rs. 500/- per day subject to an annual ceiling of Rs. 3 Lakhs would be observed.				(i) If the expenditure on one occasion does not exceed Rs. 50,000/-, it can be incurred by the CPROs with the Administrative approval of AGM/GM. This would not require finance concurrence. (ii) Expenditure beyond Rs. 25,000/- on any occasion would, in addition, require prior Finance concurrence. *Authority:* 1. Rly Board's letter. 2007/PR/4/5 dtd.13/07/2007
	(ii) The amount of cash imprest being maintained by CPRO for the purpose raised to Rs. 8,000/-				
	(C)Press Tours & Reception: (i) There would be a ceiling of Rs. 500/- per head per day for meals within the overall P.R. Budget. The expenditure can be incurred by the CPROs with the administrative approval of AGM/ GM and would not require finance concurrence.				
	(ii) In exceptional circumstances	CPRO Full Powers up to Rs. 750/- per head per day for meals may be incurred with prior finance concurrence			*Authority*: Railway Board's letter No. 2003/PR/4/1 dated 18.08.2003 Rly Board's letter. 2007/PR/4/5 dtd.13/07/2007
62.	Repairs to photographic/cine	CPRO / PCSO / PCME / PCSC	Full Powers	JAG Heads of Workshop, Training	1. Finance concurrence is necessary if the value is more than Rs. 15,000/-.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	photographic equipment & Video cameras and replacement of spare parts.	Full Powers		Institutions, Schools, and Colleges up to Rs. 5000/- at a time.	*Authority*: 1. Para-236 of Financial Code Vol. I.
63.	(A) Hiring of audio/video multimedia materials for special occasions, training institutions, workshops, Hindi training.	PHODs: Full Powers	Full Powers	Heads of Workshop, Training Institutions, Schools, and Colleges up to Rs. 5,000/- at a time.	1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- for each occasion. 2. Rate reasonableness to be certified personally by the hiring authority.
	(B) Production of films by railways including documentary and quickies and dubbing of films received from Board, Films Division, etc.	CPRO up to Rs.5 lakhs per annum.	CWM Full Powers	Nil	1. Finance concurrence is necessary, if the expenditure exceeds Rs. 15,000/- on each occasion.
	(C) Cine/documentary film shooting by outsiders.	CPRO Full Powers	Nil	Nil	1. Finance concurrence is necessary. 2. Necessary bank guarantee, insurance etc. to be complied with as per the extant procedure. *Authority*: 1. Railway Board's letter Nos. 82/PR/13/6 dt. 4.5.1983, 82/PR/13/6 dt.25.1.1984 and 83/PR/13/32 dt.17.5.1984.
	(D) Payment of fee for telecast/ broadcast & screening of railway publicity material.	CPRO Full Powers	Nil	Nil	1. Finance concurrence is not necessary up to Rs. 5,000/- in each case. 2. Finance concurrence is not necessary at DAVP approved rates. 3. Such publicity material can be disseminated as films/documentaries/ quickies/ publicity slides/film and radio spots in Doordarshan, AIR, Cinema halls and other audio or visual channels/mediums.
64.	Expenditure towards jobs done through outside agencies relating to photography, videography	CSO / PCSC Full Powers subject to an annual ceiling	DRMs/CWM Up to Rs. 10,000/- in each case. subject to an annual	Sr.DSC/DSCs (independent charge) Rs. 5,000/- per case/occasion subject to	1. Finance concurrence is not necessary up to Rs. 5000/- in each case. 2. CPRO to exercise the powers for such repetitive jobs through quotation route.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	including developing, printing of photographs, translites, lamination and video editing.	limit of Rs. 1 Lakh. CPRO Full Powers subject to an annual ceiling limit of Rs.1.5 lakhs.	ceiling limit of Rs. 1 Lakh.	a maximum of Rs. 5,000/- per Annum on par with other JAG/SS(IC) at accident site	*Authority*: 1. Para-1010 of Financial Code Vol. I.
65.	Purchase of photographic consumable items.	CPRO /CSO / PCSC /PCEE / PCSTE / PCME Full Powers	Full Powers	Sr. DSO, Sr. DSC, ZTC, STC/LGD/Officers incharge of breakdown/ART Full Powers	1. Finance concurrence is necessary if the cost of consumables exceeds Rs. 5,000/- per occasion. *Authority*: 1. Para-1017 of Financial Code Vol. I.
66.	Printing work in outside presses				
	(A) (i) Safety propaganda literature/Security propaganda literature.	PCSC Full Powers CPRO / CSO Full Powers	DRM/ADRM/CWM/SAG Full Powers	JAG/SS (Independent Charge) Full Powers	1. Finance concurrence is necessary for >Rs.50000/-. 2. The printing work in outside presses is to be done only on a certificate issued by the Executive that it is not possible to get this work done through railway resources. 3. The printing of diaries, greeting cards, personal letter heads and other expensive items in connection with the new year and other festivals are totally banned vide Railway Board's letter No. F(X)II/86/Exp/2 of 4.8.89. Further restrictions if any issued from time to time have also to be considered. 4. The reasonableness of printing charges has to be certified by the officer proposing the printing work from outside (proposed for entrustment outside) has to be certified byManager/ Printing Press, (where it exists). *Authority*: 1. Para-1129 Stores Code Vol. I.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					2. Rly Bd. L/No 2018/Trans/01/Policy dt. 23.03.2018
	(ii) Other than the above including posters, folders, brochures, and other publicity literature.	CPRO Up to Rs. 50,000/- per occasion without finance concurrence subject to an annual ceiling of Rs.3 lakhs.	DRM/CWM Up to Rs 1 lakh per case	ZRTI/ Principal/Training Centres Up to Rs. 5000/- on each occasion subject to a limit of Rs. 50,000/- per annum.	
	(B) Printing letter pads by outside presses.	PHOD /CHOD/ CPRO Full Powers	Full Powers Chairman/RRB Full Powers	Nil	1. Finance concurrence is not necessary. 2. For others, PHOD/CHOD/DRMs should accord personal approval on a case to case basis based on merits. 3. Railway Press (where it exists) to certify that the rates are reasonable and the Press has no capacity available to print the same. *Authority*: 1. Para-1030 and 1048 of Financial Code Vol. I.
	(C) Printing of visiting cards.	Full powers	Full powers up to Rs. 1,000/- per annum for each officer	Full powers up to Rs. 500/- per annum for each officer	1. Finance concurrence not necessary

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
67.	Preparation of Cinema Slides.	CPRO Rs. 5,000/-per occasion.	Rs. 2,500/- per occasion.	Nil	1. Finance concurrence is required if the expenditure exceeds Rs. 2,000/-
68.	Exhibition of Cinema Slides in Cinema House.	CPRO Rs. 2,000/- per month per Cinema house.	Rs. 2,000/- per month per Cinema house.	Nil	1. Finance concurrence is not required.
69.	Press conference (excluding hospitality and entertainment charges etc.,)	CPRO Rs. 7,500/- on each occasion.	Rs. 1,500/- on each occasion.	Nil	1. Finance concurrence is required if the cost exceeds Rs. 1,000/-
70.	Signing of Agreement in respect of Advertising in Time Tables and other publicity matters.	Full powers in respect of contracts approved by them.	Full powers in respect of contracts approved by them.	Sr. Scale Only Full powers up to Rs. 50,000/-	1. Finance concurrence is not necessary
	Powers applicable to NAIR & CTIs (Item 71 to 84)				
71.	Local purchase of non-stock items, petty items for offices, stationary, training material, low priced books on advance technology for supply to trainees, audio video films, software, equipment from labs, classroom/office furniture, office automation equipment, linen/ bedding/blankets etc. for hostel.		Director/CTIs: Upto Rs. 50,000 per item without finance concurrence and upto Rs. 1,00,000 per item with finance concurrence subject to ceiling of Rs. 30 lakhs per annum.		Powers of DG as per Rly. Bd. Letter dated 09.04.2018.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
72.	(A) Hiring of transport in connection with conduct of courses. (B) Regular Hiring for Officer Trainees. (C) Other hiring.		Director/CTIs: (A) Up to Rs.5 lakh for any particular course subject to annual ceiling of Rs.30 lakhs. Finance concurrence is required. (B) Full Powers with Finance Concurrence (C) As per the provisions under item 47		Powers of DG as per Rly. Bd. Letter dated 09.04.2018 1. Up to Rs.5 lakh for any particular course subject to annual ceiling of Rs.30 lakhs. Finance concurrence is required. 2. Full Powers with Finance Concurrence 3. As per the provisions of Model SOP
73.	Expenditure on Ceremonial Occasions.		Director/CTIs UptoRs. 2.5 Lakh per occasion for annual day celebration / Foundation day / passion our ceremonies and Rs. 50,000/- for other occasions. Annual ceiling will be Rs. 15 lakhs only.		For DG/NAIR As per Model SOP Item 6 (A) of Part C

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
74.	(A) Rate of honorarium to visiting lecturers.		(a) Up to Rs. 15000/- per session of up to **two hours** for Guest Faculty of Eminence (non-railway/ serving or retired) only if there are reasons to justify such payment, which should be duly recorded in writing by DG/NAIR & Directors/CTIs. (b) Up to Rs. 5000/- per session of up to **two hours** to the Govt./ Railway Officer (serving and retired) of SAG and above rank. (c) Up to Rs. 2500/- per session of up to **two hours** duration to the visiting lectures other than (a) & (b) mentioned above. No finance concurrence is required in all the three above.		
	(B) Travelling facilities to visiting Faculty (i) Permission for air travel facility to eminent visiting Faculty.		DG/NAIR, Vadodara may permit air travel by those eminent VLs / Retired Railway officers who were entitled to air travel during their service subject to the following conditions: 1. The distance involved is about 500 km or more. 2. The journey cannot be performed overnight by train/slip coach. 3. The journey would invariably be by Economy class. 4. The annual total expenditure is limited to Rs 5 lakh. 5. The powers to grant the facility of air travel may be exercised with finance concurrence Note: 1. For eminent visiting lectures, other than working or retired Railway Personnel, DG/NAIR may also permit air travel within the financial limit defined in 4 above, with financial concurrence. 2. The conditions mentioned at 1 to 3 are for retired Railway officers who were entitled to air travel facility during their service. These do not apply to non-Railway visiting faculty. 3. Items 4 and 5 are conditions stipulated for NAIR for both the categories non-Rly & retired RIy personnel.		
	(ii) Other visiting Faculty including Railway officers retired in SA Grade and above. (iii) Retired Railway Officers who were entitled to Gold Pass facilities during their service.		1. I AC complimentary pass for self only or II AC complimentary pass for self and spouse with authority to travel by Rajdhani/ Shatabdi Express. Finance concurrence is not required. Note: 1. Rail Travel: The entitlement may be linked to last post held in the Railway. The passes can be issued for the same class as per what he would have got on duty, as per last post held before retirement, for **SELF and SPOUSE** 2. The retired persons (GM and above) can travel by economy class for air travel. However, any relaxation in conditions would require Finance concurrence.		
	(C) Boarding and lodging and local transport facility to visiting lecturers.		1. Free boarding facility to visiting Faculty. Finance Concurrence is not required. 2. Free local transport facility to visiting Faculty/Reimbursement of taxi charges on KM basis as applicable for Railway officers for non-Railway faculty. No Finance concurrence is required.		

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
75.	Hospitality during visit of dignitaries and eminent and distinguished visitors.		1. Within the ceiling limit prescribed by Board from time to time with an annual limit of Rs.2.5 lakh.		
76.	To enter into consultancy contract for developing training materials including audio-video works, training design and development from a list of consultants on a limited tender basis.		Director/CTIs Consultancy Powers of DRMs / PHODs as applicable subject to annual ceiling as fixed by Board.		DG/NAIR Up to Rs.4 lakh per case subject to a maximum of Rs10 lakh per annum.
77.	To enter into contract for printing technical literature/in-house magazines/ newsletters/ Calendar/ Invitation Cards.		Director/CTIs Up to the powers given to PHODs/ DRMs in Item No.66 as applicable.		DG/NAIR Full Powers within allotted Budget with Finance Concurrence. No Finance concurrence is required upto Rs. 25,000 per case.
78.	To invite & accept Open or Limited Tenders for Annual Contract for washing and ironing of linens and dry-cleaning of blankets in Hostel, Guest House and Mess.		Director/CTIs Full powers with finance concurrence subject to observation of tender procedure and availability of funds.		DG/NAIR Full powers with finance concurrence subject to observation of tender procedure and availability of funds.
79.	To incur expenditure towards presenting mementos to visiting Faculty and Faculty on transfer.		DG/NAIR/ Director CTIs Full powers with annual ceiling of Rs 1 lakh. Finance concurrence is not required.		
80.	To enter into contracts and make payment for conducting courses with the help of outside Institutes /Faculty either at Railway premises or premises of outside Institution.		Director/CTIs Full powers up to ceiling of Rs 30 lakh per annum.		DG/NAIR Full powers
81.	Deputation of faculty members and staff for training courses, workshops, conferences, seminars, symposia etc. in non- railway Institute.		Director/CTIs Pro rata registration fee and overall registration fee up to Rs 20,000/- per day and Rs 1 lakh respectively with ceiling of Rs 15 lakh per annum. No finance concurrence is required		DG/NAIR Pro rata registration fee and overall registration fee up to Rs 20,000/- per day and Rs 1 lakh respectively with ceiling of Rs 15 lakh per annum. No finance concurrence is required
82.	To incur expenditure on Newspapers, Magazines and Recreation facilities to be provided to trainees.		Director/CTIs As per Item 39 & 40 and other relevant powers of Model SOP		DG/NAIR Full powers. Finance concurrence is not required.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
83.	To enter into contract for general housekeeping activities such as security (where RPF is not provided), sanitation, catering, horticulture, pest control, maintenance of computer center and creation of sports/recreation facilities etc.		Director/CTIs As per relevant provisions of Model SOP		DG/NAIR Full powers subject to availability of funds and following due process of estimation, tendering and approvals
	Production Units (Item 84 to 98)				
84.	Ordinary and special repair and maintenance works, pertaining to Civil Engg. Mechanical, Electrical and all departments chargeable to revenue/WMS.				
	(A) Sanction of ordinary and special repair works including repairs of machinery, tools, plants, equipment, equipment and material handling equipment, including inspection, diagnosis of fault and purchase of material required in connection therewith being done from outside source other than OEM.	Full powers Up to Rs. 1.0 Cr. each case	SAG Officers Up to Rs. 75 lakh in each case	JAG/SG Full Powers up to Rs. 25 lakh each case	1. Prior administrative approval of a higher-grade officer, then the sanctioning authority will be required. 2. Prior finance concurrence is necessary. 3. Estimate will be prepared in each case as per para 701 E. 4. Expenditure will be restricted within the budget Allotment for the department. Prior financial concurrence will be necessary on expenditure over ` 20000/- in case of OEM/authorized dealer and 10000/- in case of other dealer provided: (i) Total expenditure on maintenance does not exceed ₹50000/- per vehicle per annum. (ii) A certificate is issued by Dy. CME/M&P that facilities for repairs/calibration for respective items are not available inside workshop. (iii) It is certified that repair is economical in comparison new purchase. (iv) For repair of M&P, the quotations are to be collected from firms either through pots, fax or Email after taking administrative approval of JAG up to ₹10,000/- and SAG above ₹10000/-. If the repair work is undertaken on ST basis approval of GM & Personal concurrence of FA&CAO will be required, if value is more
	(B) Sanction of detailed/Revised estimate.	PHOD Full powers	SAG Upto Rs 2 cr.	JAG/SG Upto Rs.50 Lakh SS Up to Rs 25 lakh	
	(C) To Sanction repairs of motor vehicles, trolleys etc., (the repair include purchase of material required in connection therewith)	PHOD/CHOD Full powers up to Rs. 50000/-	SAG Full powers up to Rs. 30000/-	JAG/SG Full Powers up to Rs 20000/-	

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(D) To sanction repairs of costly High-tech Machines including inspection, diagnosis of fault and purchase of material required in connection therewith, from OEM/Authorized agent of OEM on S.T. basis.	PHOD/CHOD Full powers up to ₹ 2.0 lakh for each case.	SAG Up to Rs 1 lakh with Finance concurrence.	JAG/SG Full Powers up to Rs 1 lakh in each case with Finance concurrence	than 30,000/-. For repair up to ₹20,000/- from Authorized dealer on ST basis no finance concurrence is needed and SAG may Approve the work on ST basis. (i) A certificate issued by Dy. CME/M&P that facilities for repair of this costly high-tech machine are not available inside workshop. (ii) It is certified that repair is economical in comparison to new one. (iii) For repair the quotations are to be collected from firms either through Post, fax or email after taking administrative approval of JAG up to 50,000/- and SAG above ₹50,000/- (iv) No finance concurrence is needed up to 20,000/- (v) Dy. CME/M&P is authorized to survey and clarify scope and seek cost details of estimate of repairs/spares with OEM without commitment. This may be undertaken with the approval of PHOD/CHOD. (vi) All cost including cost of Rest House accommodation transport etc. including complementary rail pass provided free. If any, should be calculated and accounted for calculation of total cost of quotations. vii) Resonableness of rates to be critically examined and certified in the proposal. viii) EMD/SD may be waived with the approval of PHOD/CHOD. Requirement of waival of EMD/SD may be mentioned in the proposal itself to avoid delay. *Authority:* 1. 506F & 507F 2. As per Model SOP A-2-A-iii 3. Rly. Bd. Letter no-F(X)-II-99/PW/3, dt. 20.10.99 94/CE-I/CT/4 dt. 07.11.97(Para 2 & 8) & C.S.no.-25, dt.27.09.2012 4. DLW SOP Para no 1.03.3 page no -7 t0 8.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
85.	Power to sanction Out of Turn works- Other works costing up to Rs 1 Cr.	PHOD/CHOD Up to Rs. 25 lakhs	SAG Up to Rs. 15 lakhs		1. Subject to the budgetary ceiling of Rs. 10 cr.(other than lump sum) in a financial year of which not more than Rs. 3cr. could be on other than safety related items with the proviso that all safety works should be completed within a max. period of 8 months from the date of sanction. *Authority:* 1. DLW SOP Para No –1.01.3(b) Page no -5
86.	Local purchase by office of other Deptts. When material (Stock & Non-stock) is out of stock:				
	(A) Local purchase of stock and non-stock items other than Rate Contract items and stationery stores subject to ceiling limit of Rs. 50,000/- per month per department.	PHOD/CHOD Up to Rs. 15,000/- in each case.	SAG Up to Rs. 10,000/- in each case.	JAG/SG Up to Rs. 5000/- in each case. SS Up to Rs.1000/- in each case.	1. Annual ceiling limit is not applicable to M&P spares and tooling. In these cases, however budgetary ceiling will have to be maintained. 2. Petty local purchase upto Rs. 2,000/- by JAG and above Rs. 1,000/- by Sr. Scale Officer can be made on single quotation *Authority:* 1. Para 711S 2. DLW SOP Para No –2.11 (a&b) Page no -33
	(B) Local purchase of stationary including printed forms subject to ceiling of Rs. 20,000/- per annum each department.	PHOD/CHOD Up to Rs. 15,000/- in each case.	SAG Up to Rs. 10,000/- in each case.	JAG/SG Up to Rs. 5000/- in each case.	

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
87.	(A) (i) To sanction advance payment to deptt. Officers only for meeting expenses on petty repairs, including purchase of items of small value, for service and maintenance contract where advance payment is prescribed with the approval of competent authority in the contract.	PHOD/CHOD Full Power Upto Rs 50000/- C60	SAG Full power upto Rs 20000/-		1. No finance concurrence is required for advance payment upto Rs 20000/- in each case. However, the officer who has drawn the advance, has to submit the accountal of expenditure within one month from drawal of the advance otherwise no further advance will be passed in favour of that officer. In case of nonsubmission of accountal beyond 3 months period, the amount of advance may be recovered from the officer concerned, in suitable instalments. *Authority:* 1. DLW SOP Para No –09.09.01 Page no -79
	(ii) To sanction Advance payment in connection with the works/supplies to made and services to be rendered other than stores.				*Authority:* 1. DLW SOP Para No –09.09.01 Page no -79
	a. Advance payment on the basis of proforma invoice supplies/services to be made/rendered after receipt of payment by the party.	PHOD/CHOD Full Power Up to Rs 1 Lakh	SAG Full Power Up to Rs 50000/-	JAG/SG Full Power Up to Rs 10,000/-	1. No finance concurrence is necessary upto Rs 20000/- 2. It will be the responsibility of the officers approving the payment to ensure proper accountal of the goods received and advice the Accounts Department. 3. Account Deptt. will book the expenditure under miscellaneous advance which will be cleared on receipt of accountal and final booking to the detailed head. 4. The officer/official nominated to collect the material & deliver the cheque will ensure to bring the receipt/acknowledgement from the firm and submit the same to AO. The Officer/official will be nominated by the Competent Authority by name & Designation.
	b. Payment across the counter through Account payee cheque against delivery after proper inspection.	PHOD/CHOD Full Power Up to Rs 1 Lakh	SAG Full Power Up to Rs 50000/-	JAG/SG Full Power Up to Rs 10,000/-	

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(B) (i) To sanction expenditure for work of misc. Nature for meeting expenses of occasional and intermittent nature not covered under para 1 (A) above.	PHOD/CHOD Full Power	SAG Up to Rs 50000/-	JAG/SG NIL	1. No finance concurrence is required upto Rs 10000/- *Authority:* 1. DLW SOP Page no – 9.09.02 Page no-80-81
	(ii) To sanction advance through special one time imprest of cash for activities of misc. nature such as recharging of DTH connection/camps of Civil Defence, Ambulance, Scouts & Guides/visit of Parliamentary and other committees.	PHOD/CHOD Full Power	SAG Up to Rs 50000/-	JAG/SG NIL	1. No finance concurrence is required for advance payment Rs 20000/- in each case. However, the officer who has drawn the advance, has to submit the accountal of expenditure within one month from drawl of the advance otherwise no further advance will be passed in favour of that officer. In case of non-submission of accountal beyond 3-month period, the amount of advance may be recovered from the officer concerned, in suitable instalments. *Authority:* 1. DLW SOP Page no –9.09.02 Page no-80-81

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(C) To Sanction Advance Payment for purchase of postal Stamps.	PHOD/CHOD Full Power	SAG Up to Rs 50000/-	JAG/SG NIL	1. No finance concurrence is required for advance payment Rs 20000/- in each case. However, the officer who has drawn the advance, has to submit the accountal of expenditure within one month from drwl of the advance otherwise no further advance will be passed in favour of that officer. In case of non-submission of accountal beyond 3-month period, the amount of advance may be recovered from the officer concerned, in suitable instalments.
	(D) To sanction Adv. Payment to authorized dealers for maintenance of all type of equipment covered under AMC. The advance so sanctioned may be interest free.	PHOD/CHOD Upto Rs. 2.0 lakh per annum per item.	SAG NIL	JAG/SG NIL	1. Finance concurrence is necessary. 2. Bank Guarantee need not be insisted upon in case of payment of advances in such AMC contracts upto Rs. 20,000/- per annum in the case of OEMs/authorized agents. Advances exceeding Rs. 20,000/- per annum shall however, be invariably covered by a bank guarantee for an equivalent amount issued by any of the nationalized/scheduled banks in a form acceptable to the Railway. *Authority:* 1. Rly. Bd'sL.No. F(x)II-99/PW/3/ dt.20.10.99,06.12.99 & 27.06.2000 2. DLW SOP Para No –2.11 (a&b) Page no -33
	(E) Advance to Insurance companies if there is a provision of such advance in the contract with insurance companies.	PHOD/CHOD Full Power upto Rs.25 lakhs.	SAG Full Power upto Rs. 20 lakhs.	Nil	1. Finance concurrence will be necessary. *Authority:* 1. C.S.No. 18 /dt18.03.02 of DLW SOP 2. DLW SOP Page no – 9.09.02 Page no-80-81

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
88.	To sanction expenditure in connection with calibration, testing and repair, therewith of inspection, measuring & test equipment in respect of each (one) equipment.		SAG Up to Rs 20000/-	JAG/SG Up to Rs 10000/-	1. No finance concurrence is necessary upto 20000/- or upto the cost of the equipment whichever is lower. 2. A certificate is required that calibration is not possible in the workshop 3. Work can be done by inviting ST in case of OEM or Govt. Laboratory/Test house/Institute, after taking Administrative approval of PHOD up to 20000/- *Authority:* 1. DLW SOP Para no -9.08.03 page no -79
89.	Procurement which is not covered in GeM: Local purchase of stock and non-stock items other than Rate Contract items and stationery stores subject to ceiling limit of Rs. 50,000/- per month per department.	PHOD/CHOD Up to Rs. 15,000/- in each case	SAG Up to Rs. 10,000/- in each case	JAG/SG Up to Rs. 5,000/- in each case Sr. Scale up to Rs. 1000/- in each case.	1. Annual ceiling limit is not applicable to M&P spares and tooling. In this case however budgetary ceiling will have to be maintained. 2. Petty local purchase up to Rs. 2,000/- by JAG and above Rs. 1000/- by Sr. Scale officer can be made on single quotation (Authority Para 711S.) *Authority:* 1. DLW SOP Para No -2.11(a&b) Page no -33
	For Marketing of Products by - PUs				
90.	To submit quotation and enter into contract for sale of Locomotives / DG sets / Spares to non-railway customers.		SAG Officer responsible for marketing To submit quotation and enter into contract for sale of Locomotives / DG sets / Spares to non-railway customers.		1. Subject to finance vetting for rates & terms & condition and CME's approval for rates and other terms & conditions if only full charges are taken. If any other charges like Proforma, Profit, warranty & overheads are reduced then GM's approval will be required. Ref: DLW SOP para no -10.01(b) page no 85 *Authority:* 1. Ref. Rly. Bd. L.No. 94/Dev/Cell/ERSI/7 Pt-III dt. 19.10.2005.

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
91.	Expenditure on hospitality to customers and entertainment on special occasion for Marketing of product in a Production Unit.		SAG Officer responsible for marketing Up to Rs. 5000/- in each case		1. For expenditure beyond Rs. 5000/- finance concurrence is necessary *Authority:* 1. DLW SOP para no -10.02 page no 85
92.	(A) Payment of GST (earlier ED) on account of I.C. Engines / Nuts & Bolts etc. manufactured in a PU.		SAG Officer responsible for marketing Full power	JAG/SG Full power	1. With finance concurrence
	(B) Payment of GST (earlier ED) on account of Sale of complete Loco/DG. Sets etc. to PSUs or other Govt. bodies.		SAG Officer responsible for marketing Full power	JAG/SG Full power	1. The powers will be exercised if the amount has been realized before payment. Otherwise GM's sanction will be necessary with financial concurrence. *Authority:* 1. DLW SOP para no -10.03 page no 85
93.	To write off outstanding payment of locomotives & spares when it is not practicable to recover the amount.		SAG Officer responsible for marketing Rs. 20000/ in each case	Nil	1. Finance concurrence should be taken in each case. *Authority:* 1. DLW SOP para no -10.04 page no 85
94.	Purchase of tender / bid documents for submission of tender for sale of locos/ spares.		SAG Officer responsible for marketing Full power	Nil	*Authority:* 1. DLW SOP para no -10.05 page no 85

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
95.	To hire motor transport and material handling equipment for testing and handling of material at identified Non- Railway Customer (NRC) projects & sites.		SAG Officer responsible for marketing Full powers upto Rs. 1 lakh per occasion	JAG/SG Cases upto Rs. 20,000 Per occasion SS Up to Rs. 10000/- Per occasion JS Up to Rs. 5000 Per occasion	1. Payment may be made from site imprest based on certification by site incharge. 2. Justification of the rates to be critically examined by the officer concerned and to be given to Accounts Officer at the time of recoupment of imprest as part of records. 3. Total expenditure under this head should not exceed the provision made under cost estimate. 4. Identification of projects & sites for application of this power to be done in consultation with Finance & approval of G.M. 5. Efforts will be made, in consultation with Finance, to minimize cash handling through use of imprest cheque & debit card of the bank having imprest account. *Authority:* 1. DLW SOP para no -10.06 page no 86
96.	Development proposal for new item or involving development of vendors.	PHOD/CHOD Up to Rs. 1.0 Cr. Per item.	SAG Up to Rs. 25 lakhs per item	Nil	1. Finance concurrence is necessary in all cases. 2. GM's approval is required if developmental proposal for new items is on single/limited tender basis as per normal Store Tender. 3. Order issued by Railway Board & RDSO are to be kept in view. 4. Subject to proposal cleared by CDE for DLW controlled item. Approval of GM will be required for items controlled by Rly. Board and RDSO. *Authority:* 1. DLW SOP Para no -2.13 page -34
Disaster Management					
97.	Disaster Management				
	(A) Procurement of additional lifesaving drugs from the market by Medical Officers at the site.	Full Powers	Full Powers	Full Powers	1. Full Powers if he is the only Medical Officer available on site. 2. Medical Officers to draw money from station collection. 3. Finance concurrence not required *Authority:*

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					1. Recommendation of High Level Committee on Disaster Management Item No.31
	(B) On the Spot payment to private Hospitals for treatment of injured.	Full Powers	Full Powers	Full Powers	1. Full Powers if he is the only Medical Officer available on site. 2. Medical Officers to draw money from station collection. 3. Finance concurrence not required *Authority:* 1. Recommendation of High Level Committee on Disaster Management Item No.32.
	(C) Cash imprest for ARMV in charges – for expeditious procurement of small items like fuel, food materials etc. at accident site.	Full Powers	Full Powers	Full Powers	1. Full Powers if he is the only Medical Officer available on site. 2. This power to be implemented when the ARMV has to remain at the accident site for a longer period during exigencies. 3. Up to Rs. 5,000/- for food materials, fuel etc., *Authority*: 1. Recommendation of High Level Committee on Disaster Management Item No.41
	(D) Purchase of items for ARME including First Aid Articles.	Full Powers	Full Powers	Full Powers	1. Only for emergency purchases and not for normal day to day requirements. Authority: 1. Recommendation of High Level Committee on Disaster Management Item No.36
	(E) ART Equipment (HRE, HRD & 140 T cranes and other related equipment). (Authority: Recommendation of High Level Committee on Disaster Management Item No.36)				
	(i) For planned procurement of the spares, consumables, and small tools.	PCME / PHOD/ CHOD Above Rs.25 Lakhs and up to Rs.2.5 Crores CMPE	Nil	SG/JAG above Rs.1.5 Lakhs and up to Rs.8 Lakhs. Sr Scale up to Rs. 1.5 lakhs	1. Finance concurrence is necessary 2. Constitution of Tender committee and acceptance as per Stores/Works powers as applicable

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		above Rs.8 Lakhs and up to Rs. 25 lakhs			
	(ii) for emergency repairs and purchase of spares incidental to such repairs.	PCME/ CMPE Up to Rs. 1 Lakh per break down	Up to Rs. 1 Lakh per break down	Sr DME/ In charge of ARTs Up to Rs. 20,000/- per break down without finance concurrence	1. Finance concurrence is not necessary up to Rs. 50,000/- 2. Single quotation can be resorted to in case of Repair/ Spare from OEM/Authorised dealer 3. SrDME/In Charge of ART shall certify the emergency. 4. A register showing the details of expenditure incurred on each break down should be maintained. The overall ceiling limit for emergency repairs/purchases of spares should not exceed Rs.20 lakhs per annum
	(iii) Scheduled overhauling/reconditioning repairs to machines (Schedules not covered under Annual Maintenance contract) and for purchase of spare parts for this equipment.	PCME Full powers CMPE Up to Rs. 50,000/- at a time.	Nil	Sr. DMEs/ In charge/ART Up to Rs. 30,000/- at a time. DME/In charge of ART Up to Rs. 10,000/- at a time.	1. Finance concurrence is necessary. 2. Subject to usual procedure of calling of tender/Quotation etc., being followed as per extant orders.
	(F) Hiring of vehicles for rescue and relief operations.	Nil	DRM/ADRM Full powers during accidents	Branch Officers of Medical, Mechanical, Operating, Safety and Commercial departments Full Powers.	1. The expenditure can be met from cash imprest/Station earnings without any limitation. 2. Efforts may be made to pool the utilization wherever possible. 3. Finance concurrence not required *Authority:* 1. Recommendation of High Level Committee on Disaster Management Item No.30
	(G) Sanction of expenditure incurred during relief and rescue operations.	All Mechanical, Medical, Commercial, Operating Safety, Officers at the site of accident	Full powers	All Mechanical, Medical, Commercial, Safety, Operating Safety and Electrical Officers at the site of accident Full powers	1. Vouchers/Bills should be submitted within a Week's time 2. Finance concurrence required at the time of post facto sanction *Authority:*

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		Full powers			1. Recommendation of High Level Committee on Disaster Management Item No.35
	(H) Procurement of ART/ ARMV equipment.	PCME – Full Powers -	--	--	1. No item/equipment shall be banned while being purchased for ART/ARMV/Break down Crane. No circulars/orders restricting the purchase procedures/powers for ART/ARMV/Crane equipment shall be applicable unless issued by Railway Board (MM&FC). *Authority:* 1. Recommendation of High Level Committee on Disaster Management Item No.37
	(I) Sanction of cash imprest for maintaining ART/ARMVs/Cranes.	PCME – Full Powers.	Nil	Nil	1. Finance concurrence is necessary *Authority:* 1. Recommendation of High Level Committee on Disaster Management Item No.39.
	(J) Purchase of ART/ ARMV/Crane material through imprest cash.	--	--	JAG/Sr. Scale/Jr. Scale in Divisions Full powers to ART In-charge officer up to Rs. 10,000/- per item	1. Finance concurrence not required

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(K) (i) Requisition of Helicopter / Airplane to reach the site of serious accident or to evacuate injured and dead in the event of serious accident. (ii) Requisition of Air support to dispatch the rescue teams to the site of accident.				1. These powers are left to the discretion of GM. The circumstances under which GM exercise these powers, broadly cover the following types of cases: (i) Where more than 10 casualties (death-cum-serious injuries) are feared and it is difficult for these officers to reach the site within reasonable time. (ii) Where heavy damage is caused to Railway installations in sensitive and tension filled areas (e.g. wreckage of track, bridges etc. through bomb blast, other means of sabotage, etc.) (iii) Where public reaction in case of late arrival of senior officers at site is likely to be highly adverse. (iv) Normally, in case of an accident, only one helicopter should be requisitioned by a Zonal Railway, except when there is a serious passenger train accident involving several casualties when it is essential for both the General Manager and the Divisional Railway Manager to reach the site at once to satisfy the public and the Press. However, for dispatching the rescue teams to the site of the accident, separate helicopter/ airplane may be requisitioned, if so needed. *Authority:* 1. Railway Board's letter No.2002/Safety-1/6/6 dated 13.06.2004.
Railway Recruitment Cell					
98.	Powers delegated to Dy. CPO/Recruitment only) towards establishment of 'Railway Recruitment Cell' Railways for conducting recruitment for erstwhile Group 'D' Posts from Open Markets				
	(A) Sanction of Stores Imprest	--	--	Dy. CPO/ Recruitment Full Powers	1. Finance concurrence is necessary. 2. Powers to be exercised should not exceed the limits prescribed in the Code. *Authority:*

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					1. Para 1801 to 1812 of Stores Code-Vol. II. 2. Board's letter No. E (NG)-II/96/ RR-1/62 dated 18.07.2005.
	(B) Sanction of Imprest for loading of franking machines by Postal Authorities	--	--	Dy. CPO/ Recruitment Rs. 1 lakh at a time.	1. Finance concurrence is necessary. *Authority:* 1. Para 1052 of Financial Code-Vol. I. 2. Board's letter No. E (NG)-II/96/ RR-1/62 dated 18.07.2005.
	(C) Sanction of creation of cash Imprest for purchase of service stamps	--	--	Dy. CPO/ Recruitment Up to Rs. 5,000/-	1. Finance concurrence is necessary. *Authority:* 1. Para 1047 (v) of Financial Code-Vol. I. 2. Board's letter No. E (NG)-II/96/ RR-1/62 dated 18.07.2005.
	(D) (i) Purchase of technical books, technical periodicals, and digitized books	--	--	Dy. CPO/ Recruitment Up to Rs. 3,000/- per annum.	1. Finance concurrence is necessary. *Authority:* 1. Para 1037 and 1038 of Financial Code-Vol. I. 2. Para 711 and 711 (A) of Stores Code-Vol. I. 3. Board's letter No. E (NG)-II/96/ RR-1/62 dated 18.07.2005.
	(D) (ii) Purchase of newspapers, other periodicals, e-books and e-periodicals in CD or mail format and electronic media.	--	--	Dy. CPO/ Recruitment Up to Rs. 2,500/- per annum.	
	(E) Purchase of rubber stamps, office seals, special seals, embossing seals *etc*.	--	--	Dy. CPO/ Recruitment Up to Rs. 500/- for each.	1. Finance concurrence is not necessary. *Authority:* 1. Para 1016 of Financial Code-Vol. I. 2. Board's letter No. E (NG)-II/96/ RR-1/62 dated 18.07.2005.
	(F) Contingent Office Expenditure	--	--	Dy. CPO/ Recruitment Full Powers.	1. Finance concurrence is necessary for special (unusual) contingencies. *Authority:* 1. Chapter-X Para 1005 (iii) of Financial Code-Vol. I. 2. Board's letter No. E (NG)-II/96/ RR-1/62 dated 18.07.2005.
	(G) Incurrence of expenditure on light refreshments of	--	--	Dy. CPO/ Recruitment Rs. 10,000/- per annum.	1. Finance concurrence is not necessary. 2. Actual incurrence of expenditure is to be consistent with austerity

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	formal Inter-Depart-mental and other meetings and conferences.				standards and number of such meetings should also be kept to the barest minimum. 3. The concerned Associated Accounts Officer has also to monitor progressive expenditure to ensure that the ceilings are not burst. *Authority:* 1. Board's letter No. F (X)II/95/Exp/I dated 09.09.1997 and 14.09.1998. 2. Board's letters No. F (X) II-2003/PW/1 dated 12.06.2003, No. F (X) II-2004/EXP/4 dated 14.05.2004, 18.01.2006, 23.01.2006 and 04.06.2007. 3. Board's letter No. E (NG)-II/96/ RR-1/62 dated 18.07.2005.
	(H) Outsourcing of pre-examination work *etc*.	--	--	Dy. CPO/ Recruitment Full Powers.	1. Finance concurrence is necessary. *Authority:* 1. Board's letter No. E (NG)-II/96/ RR-1/62 dated 18.07.2005.

Note:

1.	The expenditure on Railway Recruitment Cell (RRC) is to be booked under 03-340.
2.	Headquarters Finance will be the Associate Finance for Railway Recruitment Cell.
3.	Advance amounts pertaining to expenditure on confidential matters and another for general expenditure can be separately arranged under MAR. Dy. CPO/RRC will furnish periodical account statement for clearance of Suspense Account.
4.	Regarding receipts, the fees collected in the form of instruments should be promptly summarized and be directly remitted to Cash and Pay Department for realization and credited to Sundry Earnings.
5.	The above delegation is specific for the recruitment process and will be applicable as long as this phase of work is done by the Railway.

Annexure 'A': Standing Committee(s) for condemnation of M&P items including vehicles & ambulances

Sl. No.	Office	For M&P, scrap value of which is more than Rs.50000/-	For M&P, scrap value of which is less than Rs.50000/-
A	Workshops & attached Store Depots	Convener: Dy. CME Members: Dy. CEE/WEE/AEE Dy. FA & CAO/W, WAO	Convener: PE Members: DEE/AEE & AAO
B	Divisions	Convener: Sr. DME Members: DEE/AEE, DFM	Convener: DME Members: AEE & AAO
C	Field Construction Units	Convener: Sr. DME Members: Dy. CE/Const, Sr. AFA/Const	Convener: DME Members: XEN/Const, AAO/Const
D	Divisional Hospitals	Convener: Sr. DME Members: Sr. DMO, DFM	Convener: DME Members: DMO, AAO
E	Headquarters Offices	Convener: Dy. CME/WS Members: Sr. Scale of User Dept., Sr. AFA	Convener: EME Members: Jr. Scale of User Dept., AAO
F	Construction	Convener: Dy. CME/WS Members: XEN/C, Sr, AFA/C	Convener: EME Members: AEN/C, AAO/C
G	Headquarters Hospital	Convener: Sr. DME/Dy CME of division or headquarter where the Hospital is situated Members: Sr. DMO & DFM	Convener: DME of the division or SME of HQ Members: DMO & AAO of division or headquarter where hospital is situated
H	Printing Press	Convener: Sr. DME Members: Manager Printing Press & WAO/SrAO	Convener: DME DME of the division or SME of HQ Members: Manager / Asst. Manager, AAO/WAO/SrAO
I	Diesel Loco Shed	Convener: Sr. DME Members: DEE/AEE, DFM	Convener: DME Members: AEE & AAO
J	Electric Loco Shed	Convener: Sr. DEE Members: DME/AME, DFM	Convener: DEE Members: AME & AAO

PART – D: STORES MATTERS

MODEL SCHEDULE OF POWERS

INDIAN RAILWAYS

Index

S.No.	Nature of Powers	Page No.
1.	Approval of Quantities for Procurement	D3-6
2.	Invitation of Tenders for Indigenous Procurement	D7-17
3.	Consideration of Offers	D18-D26
4.	Signing of Indents/Purchase Orders	D26-D29
5.	Operation of contracts	D29-D33
6.	Purchase by Field Officers	D33-D37
7.	Auction and Tender Sale	D38-D43
8.	Accounting adjustments	D43-D45
9.	Miscellaneous	D46-D47

PART 'D' - DELEGATION OF POWERS IN RESPECT OF STORES MATTERS INCLUDING DRUGS AND SURGICALS (Railway can decide whether to procure through Stores deptt or Medical deptt)

(This delegation is valid for all types of supply order (and includes turnkey contract). As per IRS conditions of contract clause 0117, supply order means an order for supply of stores and includes an order for performance of service). [Rly Bd Lr.No. 88/RS(G)/779/14Pt dt 06.01.2017]

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
1. APPROVAL OF QUANTITIES FOR PROCUREMENT								
1.1	(A) For purchase through tender/placing indents/Rate/Running Contracts finalised by RB/ZR/PU in the normal course for Stock and Non-stock items.	Full Powers	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	Field Stores Officers: Upto their powers of acceptance	*Authority*: 1. Items 1 and 2 of Para 132-and 701 of-Stores Code(S). 2. 76/RS(G)/779/36 of 6.1.1979 3. 2001/F (S)/I/PW/7/2 dt 12.10.2001. 4. 2007/F(S)/I/PW/7/1 dt.7.12.2007 5. 2007/RS/G/779/1 dt 04.04.08 & 28.07.08 6. 2007/RS/G/779/1 dt 16.02.2009. 7. 88/RS(G)/779/14Pt dt 27.02.2015 & 12.03.2015 8. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.1& 1.0 B] 9. 2017/Trans/01/Policy dtd 18.10.2017 10. 2017/Trans/01/Policy/Stores dt. 29.12.17
1.1	(B) Approval of AAC of A, B, C category items	Full Powers	Above Rs. 1 Crores	Up to Rs. 1 Crores	Full powers for 'C' Category items up to the limit of his powers of Acceptance	Full powers for 'C' Category items up to the limit of his powers of Acceptance	Nil	1. Vetting of AAC: i. Single stage Vetting of AAC/EAC of only A category items either by HQ finance or by field finance (No finance vetting for AAC/EAC approval of B and C category items) ii. No requirement of quantity/demand vetting by Finance for stock items. *Authority:* 1. 88/RS(G)/779/43 dt 11.12.1989 2. 88/RS(G)/779/43 dt 21.10.2012 3. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.3, 4 &5] 4. 2017/Trans/01/Policy dtd 18.10.2017

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
								5. 2005/RS(G)/779/7 dt. 15.09.2017
1.2	(A) Signing of Non-stock requisitions by user department	PHOD/CHOD Above Rs.45 lakhs	CWM/ADRM/ SAG Above Rs.15 lakhs to Rs45 lakhs	JAG/SG Above Rs. 2 lakhs up to Rs.15 lakhs	SS (JAG/SG in absence of SS) Above Rs. 25,000 up to Rs. 2 lakhs	JS (SS in absence of JS) Up to Rs. 25,000		1. The level of signing as approving officer in Non-stock requisitions which inter-alia also certifies essentiality of requirement. 2. Level of signing as approving officer will also certify whether item is safety/ Passenger necessity item 3. Non-stock requisitions will require vetting as per extant instructions. 4. In case JAG/SG officer not posted, then Non-stock requisition to be signed by ADRM/CWM/SAG officer of the user dept. *Authority:* 1. Board's Lr. No.2005/RS(G)/779/7 dt. 06.05.2015. 2. 2017/Trans/01/Policy dtd 18.10.2017
1.2	(B) Signing of PAC by user department	PHOD/CHOD Above Rs.25 lakhs	CWM/ADRM/ SAG Up to Rs. 25 lakhs	JAG/SG Upto Rs. 15 lakhs	SS (JAG/SG in absence of SS) Up to Rs. 2 lakhs	JS (SS in absence of JS) Up to Rs. 75,000		1. The level of signing as approving officer in Non-stock requisitions which inter-alia also certifies essentiality of requirement. 2. Non-stock requisitions will require vetting as per extant instructions. 3. In case JAG/SG officer not posted, then Non-stock requisition to be signed by ADRM/CWM/SAG officer of the user dept. *Authority:* 1. Board's Lr. No.2005/RS(G)/779/7 dt. 06.05.2015. 2. 2017/Trans/01/Policy dtd 18.10.2017

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
1.3	(A) Vetting of Non-Stock requisitions	1. In case of sanctioned works where detailed estimate has been sanctioned, vetting of NS requisitions is not required subject to fulfilment of conditions mentioned in RB letter no. 2017/Trans Cell/S&T/Processes dt. 06.04.18 2. Safety/Passenger Necessity items – above Rs. 10 lakhs 3. Other than Safety/Passenger Necessity items – above Rs. 2.5 lakhs <u>For Drugs and Surgical Items (Annual Medical Indent):</u> 1. All annual indents are to be processed by Medical Department. 2. All annual indents are to be pre-vetted by Associated Finance. Medical Branch should consolidate such demands and if the value exceeds Rs.5 Lakhs should obtain HQrs Finance vetting & such vetted indents shall be forwarded to Stores Department for procurement						*Authority:* 1. 99/RS(IC)/165/SRC dtd. 25.02.03 2. 2007/Trans/01/Policy dtd. 18.10.17 3. 2017/Trans/01-1/Policy dt. 28-11-2017. 4. 2017/Trans Cell/S&T/Processes dt. 06.04.18

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	(B) Vetting of purchase orders	1. The limit for vetting of purchase orders is above Rs.15 lakhs for safety items as defined in Rly. Bd. Lr. No. 88/RS(G)/779/14Pt dt 06.01.2017 and Passenger Necessity items subject to 10% test check by Accounts and Rs.8 lakhs for other than Safety/Passenger Necessity items including Drugs and Surgical Items. 2. Powers of finance deptt: A) JAG above Rs. 5 Crores and B) Sr. Scale up to Rs. 5 Crores. PFAs may delegate full powers of vetting upto SS/JS officers. 3. However, all purchase orders, which do not require vetting, may also be got noted in the liability register for strict budgetary control **4.** Funds availabilty register in imms should be regularly updated. **5.** Vetting of Purchase Orders, both stock and non-stock, is not required (in addition to #1 above) where Purchase Orders are generated directly by iMMS based on electronically accepted TC recommendations. **6.** Vetting of P.O.s issued against RCs / LTCs finalised by Board / PUs / ZRs is not required and may be issued only with noting of funds.						*Authority:* 1. 88/RS(G)/779/43Pt dt. 21.10.2002 2. Rly. BD. Lr. No. 2001/F/(S)/I/PW/7/2 dated 09.01.2003; 3. Lr.No.2007/RS(G)/779/1 dated 28.07.08, 16.10.2008,16.02.2009; 4. 2014/F(S)1/Misc./12 dt. 24.12.2014 5. 88/RS(G)/779/14Pt dt 27.02.2015& 12.03.2015) & 88/RS(G)/779/14Pt dt 06.01.2017 6. 2017/Trans/01-1/Policy dt. 28-11-2017 7. 2017/Trans Cell/S&T/Processes dt. 06.04.18
	(C) Vetting of Indents by Associate finance for indents to be placed on centralized procurement agencies by PCMM (Safety/Passenger Necessity & Other than Safety/Passenger Necessity items)	1. The limit for vetting of indent is above Rs.15 lakhs for safety/ Passenger Necessity items and Rs.8 lakhs for other than Safety/ Passenger Necessity items including Drugs and Surgical Items. 2. Powers of finance deptt: A) PHOD – above Rs. 20 Crores, B) SAG – above Rs. 3 Crores up to Rs. 20 Crores, C) JAG/SG – above Rs. 1.5 Crores up to Rs. 3 Crores, D) SS – above Rs. 15 lakhs up to Rs. 1.5 Crores for safety items and above Rs. 8 lakhs up to Rs. 1.5 Crores for other than Safety/ Passenger Necessity items						*Authority*: 1. 2014/F(S)1/Misc./12 dt. 24.12.2014 2. Procedure order No.15/2003 & Railway Board's Ltr. No.88/RS(G)/779/43/Part dt. 21.10.2002; 3. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.4] 4. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No. 3 & 4] 5. 2017/Trans/01-1/Policy dt. 28-11-201

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
2. INVITATION OF TENDERS FOR INDIGENOUS PROCUREMENT								
2.1	(A) Open Tenders for non-GeM items in the normal course. (including medical and surgical items) (refer Note i& ii below)	Full powers	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	Field Stores Officers and their accepting Authorities (CWMs/ ADRMs): Upto their powers of acceptance	*Authority*: 1. 324-S S-226/1 of 21.6.1971 1. 2001/F(S)/I/PW/7/2 dt 12.10.2001. 2. 2007/F(S)/I/PW/7/1 dt.7.12.2007 3. 88/RS(G)/779/14Pt dt 27.02.2015 & 12.03.2015 4. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 1.2 & 1.0 B] 5. 2017/Trans/01/Policy dtd 18.10.2017 6. 2017/Trans/01/Policy/Stores dt. 29.12.17 7. 2017/Trans/01/Policy/Stores dt. 08.01.18
	(B) To invite all types of Global Tenders	Full Powers up to his power of acceptance without Finance Concurrence (without essentiality of import)	--	--	--	--	--	1. These are delegated personally toPCMM. These powers are not to be delegated further. *Authority:* 1. Bd'S.No. 2007/RS/G/779/1 dt.4/4/2008. 2. 88/RS(G)/779/14Pt dt 27.02.2015 & 12.03.2015 3. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.17] 4. 2017/Trans/01/Policy dtd 18.10.2017
2.2	Limited Tenders (A) In normal course (including drugs and surgical items) for non-GEM items (refer Note- iii & vi)	Rs.25 lakhs	Rs.25 lakhs	Rs.25 lakhs	Rs.8 Lakh	Rs.3 Lakh	Field Stores Officers: At par with HQ OfficerNil	In case of items not reserved to be procured from RDSO/PU approved sources, LT panel shall include, among others, likely sources certified by user department, last suppliers and suppliers known to purchase officer. *Authority:* 1. 706-S & 328-S. 2. ACS No.28 to Para S-706. 3. 81/F(S)/I/PW-7/1 dated 28.04.81 4. 2001/F(S)/I/PW/7/2 dt 12.10.2001& 5.9.03.

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	(B) In emergencies including items available in GeM portal	Up to Rs.10 Crores	Up to Rs.5 Crores	Rs.1 Cr	Nil	Nil		5. 2007/F(S)/I/PW/7/1 dt 07.12.2007 6. 2007/RS/G/779/1 dt.4/4/2008. 7. 88/RS(G)/779/14Pt dt 27.02.2015&12.03.2015 8. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 1.1 A&B] 9. 88/RS(G)/779/14Pt Dt: 22.09.2017 {All the conditions/ guidelines laid down in this letter is applicable.} 1. AGM approval for value of tenders above Rs.10Crs and Up to Rs.20Crs. 2. For Emergencies including items available in GeM portal, purchase should be limited to the quantity required to tide over the emergencies.
	(C) For Safety/Passenger Necessity Items	Up to Rs.10 Crores	Up to Rs.5 Crores	Upto Rs.1 Cr	Up to Rs.8 Lakh	Up to Rs.3 Lakh	Field Stores Officers: At par with HQ Officer for NS items. For stock items- up to the power of purchase.	1. AGM Approval for value of tenders above Rs.10Crsand Up to Rs.20Crs. *Authority:* 1. 328-S 2. 83/F(S)/I/PW-7/1dated 4.4.83 3. 83/F(S)/I/PW-7/1 dated 14.9.87(S.226/1/Vol.14 dated 23.10.87/12.11.87) 4. 83/F(S)I/PW-7/I dt.2.3.94 2007/RS/G/779/1 dt.28/07/2008. 5. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 6. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 1.1 C] 7. 2017/Trans/01-1/Policy dt. 28-11-2017
	(D) For items for which approved list is issued by centralized agency/RDSO/ PU/CORE	Up to Rs.10 Crores	Up to Rs.5 Crores	Upto Rs.1 Cr	Up to Rs.8 Lakh	Up to Rs.3 Lakh	Field Stores Officers: At par with HQ Officers for NS items. For Stock items- up	

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
							to the power of purchase	
		1. All Direct purchase should be critically examined with the LARs of Open Tenders. 2. There should not be any Spurt in the rates proposed to be accepted under direct purchase of stores. 3. For all direct purchases, e- Tendering(IREPS) should be followed.						
2.3	Spot Purchases	Extant instructions are to be followed.						
2.4	Invitation of Single Tenders for non-proprietary articles without Finance concurrence:							
	(A) Normal circumstances (refer Note- x below)	Rs.8 lakhs	Rs.8 lakhs	Rs. 50,000/-	Rs. 25,000/	Rs. 25,000/	DRM Rs. 5,000/-	*Authority*: 1. 83/F(S)I/PW-7/I dt.2.3.94 2. 2001/F(S)/I/PW/7/2 dt 27.01.2003 3. 2007/RS/G/779/1 dt.4/4/2008. 4. ACS No.20 to S-330 5. 88/RS(G)/779/14Pt Dt: 27.02.2015 &12.03.15. 6. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.2 (a) & (b)] 7. 2017/Trans/01/Policy dtd 18.10.2017 Note: 1. Where the Tenders are invited on Single tender basis with Competent Authority's approval, the offer can be considered under normal purchase powers of the Purchase Officer. 2. For item 2.4(e), preference should be given to invite Advertised Tender.
	(B) Drugs and Surgical Items	Rs. 5 Lakhs	Rs. 5 Lakh	Rs. 50,000/-	Rs. 25,000/ -	Rs. 25,000/	NA	
	(C) In Emergencies affectingmaintenance, out turn, operation etc. (refer Note –x below)	Rs.45 lakhs	Rs.45 lakhs	Nil	Nil	-Nil	DRM Rs. 7,500/- (in consultation with associate finance)	
	(D) Safety/Passenger Necessity items below two months stock	Rs. 1 Crore	Rs. 1 Crore	- Nil-	Nil	Nil	--	
	(E) Existence of single approved source on list issued by RDSO/PUs	Full powers up to their powers of acceptance	Full powers up to their powers of acceptance	Full powers up to their powers of acceptance	up to their powers of acceptance	up to their powers of acceptance	--	
2.5	Invitation of Single Tenders: developmental items	Rs.15 lakhs	Rs.8 lakhs	Rs.5 lakhs	*	*	DRM Rs. 10,000/-	*Authority*: 1. 330-S 2. 83/F(S)I/PW-7/I dt.2.3.94 2007/RS/G/779/1 dt.28/07/2008.

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
								3. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15. 4. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.23] *Powers shall not be delegated below JAG
2.6	Invitation of single tenders for proprietary items							
	(A) (i) Invitation of Single Tender for items where it has not been possible to certify that a similar article, which could be used in lieu, is not manufactured/ sold by any other firm. (PAC 6 'a' certified) (ii) – do -: for Drugs and Surgical Items	Rs.15 lakhs Rs.15 lakhs	Rs.8 lakhs Rs.8 lakhs	Rs.5 lakhs Rs.5 lakhs	Rs.3 lakhs --	Rs. 1 lakh --	All Divisional and Depot Stores Officers will exercise the same powers as their HQ counterparts for non- stock items only. --	*Authority*: 1. 330-S 2. Board's letter No. 88/RS(G)/779/28 Dt 25.3.92 & Lr.No.2007/RS(G)/779/1 dt 04.04.2008 3. 83/F(S)I/PW-7/I dt.2.3.94 2007/RS/G/779/1 dt.28/07/2008. 4. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 5. 88/RS(G)/779/14Pt dt 06.01.2017[Para 2.0 S.No.19&22] <u>Drugs and Surgical Items</u>: Power of Certification of PAC is restricted to Rs. 5 Lakh and it should be certified by PCMD that no substitute for the particular item is available or it will not be proper to take the risk of trying other substitutes. Above Rs. 5 Lakh, it has to be countersigned by AGM.
	(B) (i) Invitation of Single Tender for Proprietary items where it has been possible to certify that a similar article, which could be used in lieu, is not manufactured/ sold by any other firm. (PAC 6 'c' certified)	Up to the limit of his powers of acceptance	Up to the limit of his powers of acceptance	Up to the limit of his powers of acceptance	Up to the limit of his powers of acceptance	Up to the limit of his powers of acceptance	<u>All Divl. And Depot Stores Officers</u> Up to the limit of their powers of purchase.	*Authority:* 1. 331-S &706-S; 70/F(S)/I/PW-7/1 6.3.79; 2. 76/RS(G)/779/55 of 21.5.1982; 3. 79/F(S)/I/PW-7/4 dt. 6.10.8; 4. 83/F(S)/I/PW-7/1 dt. 4.4.83 & 9.7.84; 5. 83/F(S)/I/PW-7/1 dt.2/3/94; 6. 2007/RS(G)/779/1 dt.04.04.2008, 28.07.2008, 13.12.20012; 7. 88/RS(G)/779/14Pt Dt: 27.02.2015& 12.03.15 8. 88/RS(G)/779/14Pt dt06.01.2017 [Para 2.0 S.No.19&21] 9. 88/RS(G)/779/28 Dt 25.3.92

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	(ii) – do -: for Drugs and Surgical Items	Rs.50 Lakhs	Rs.25Lakhs	Rs.10 lakhs	-	-	-	1. The powers under this item should be exercised only on the basis of a certificate that similar article is not manufactured or sold by any other firm which could be used in lieu Drugs and Surgical Items: Power of Certification of PAC is restricted to Rs.25 Lakhs and it should be certified by PCMD that no substitute for the particular item is available or it will not be proper to take the risk of trying other substitutes. Above Rs.25 Lakhs, it has to be countersigned by AGM.
2.7	Urgency certification in case of receipt of a single quotation against limited tender if prices are found to be reasonable.	Full Power	Full Power	Up to Rs.8 Lakh	Nil	Nil	Field Stores Officers and their accepting authorities will exercise same powers as their HQ counterparts for NS item.	*Authority:* 1. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 & 12.03.15. 2. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.12] (Refer Note xiv below)
2.8	To accept Single Tender purchase from stock yards/buffer imports of M/s SAIL, TISCO, IISCO RINL in respect of steel items and to make 100% payment in advance to them. (refer Note – xiii below)	Rs.10 Crores	Rs.5 Crores	Rs.45 lakhs	Nil	Nil	Nil	1. These powers including 100% advance payment requires no tender committee or Finance Concurrence *Authority:* 1. 64/RS(G)/385/I of 19.2.1981 & 26.11.85 2. 87/RS(G)/753/2 dt.30.12.87 3. 87/RS(G)/753/2 dt.15.10.92 & 01.09.2006 4. 2007/RS/G/779/1 dt.4/4/2008. 5. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 6. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.16]
2.9	Purchase of oils and	Rs.10 Crores	Rs.5 Crores	Nil	Nil	Nil	Nil	1. These powers including 100% advance payment

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	lubricants marketed by public sector undertakings on single tender basis.							requires no tender committee or Finance Concurrence. 2. Limited tenders are to be called in place of single tender in case prices are not government administered. Finance concurrence is not required for calling Limited Tender. *Authority:* 1. 2007/RS(G)/779/1 dt 28.07.08 2. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15. 3. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.20]
2.10	Single tenders for non-ferrous items (MMTC, HCL and HZL) (refer Note- xiii below)	Up to the limit of his powers of purchase.	Upto their powers of Purchase	Upto their powers of Purchase	Upto their powers of Purchase	Nil	Upto their powers of purchase.	*Authority:* 89/RS(G)/753/1 of 13.10.1989. These powers will be exercised without Tender Committee but with concurrence of Associate Finance
2.11	Purchase from KVIC/ ACASH/ Ordnance Factories (only for fog signals) of MoD on Single Tender Basis – Dispensing with need for TC (Refer Note xii below)	Up to the limit of his powers of purchase.	Up to the limit of his powers of purchase.	Up to the limit of his powers of purchase.	Up to the limit of his powers of purchase.	Up to the limit of his powers of purchase.	Nil	*Authority:* 2009/RS(G)/113/1 dt. 29.10.14 1. Finance Concurrence is not necessary
2.12	To enter into negotiations with tenderers and to accept negotiated rates.	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Up to the limit of his powers of purchase	Upto their powers of purchase.	*Authority:* 59/773/I/RS(G) dt.20-5-1960. 1. Latest CVC instructions should be followed for calling negotiations.
2.13	Purchases made directly by departments other than Stores department.							
	(A) Procurement through GeM by user departments: Officers authorised by PHODs of user departments may be permitted to buy goods (Non-stock items) available on GeM by placing direct on-line orders up to Rs. 25,000 in each case. This may be subject to annual ceiling of Rs. 10 lakhs per department per annum. The officers will have to certify as follows:							*Authority:* 2017/Trans/01/Policy dt. 18.10.2017 Para-12 Note:

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	"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."							A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying/bidding/reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of total demand
	(B) Purchase of petrol: Powers are delegated to all Asst. Officers, Divnl. Officers and J.A. Grade Officers holding independent charge to purchase Petrol up to Rs.400/- at a time but not exceeding Rs. 5,000/- (in case of Asst. and Divisional Officers) and Rs. 10,000/- (in case of JA Grade officers) in aggregate per month. DRMs are delegated with powers to purchase 40 lts. of Petrol at a time with a monthly ceiling of Rs. 10000/- These powers will be in force till the installation of consumer pumps in railway premises.							
	(C) Purchase of HSD Oil: Powers are delegated to all the Divisions to authorize purchase of HSD Oil up to Rs. 8,000/- at a time, but not exceeding Rs. 30,000/- (in case of Assistant and Divisional Officers) and Rs. 60,000/- (in case of JA Grade Officers) in aggregate per month. These powers will be applicable for purchase of HSD Oil, wherein, the facility of consumer pumps in Railway premises has not been provided.							1. The powers are applicable for making local purchases of HSD Oil through local retail out-lets, if the quantity requirement of each indentor is not more than 7500 ltrs per quarter. 2. If any local feeding Stores Depot is available, the requirements should normally be drawn from the local Stores Depot only. Where such facility is not available, the requirement may be got purchased by the local Stores Officer through local purchase system duly placing necessary non-stock indent. If no Stores Officer is available, the requirement may be procured from the local retail outlets by the user Departmental Officer. 3. Such purchases are restricted to maximum quantity of 420 litres (2 barrels) at a time and with a ceiling limit of 7500 liters per quarter per consignee. 4. The guidelines / rules / procedure orders issued from time to time connected to local purchases should be strictly followed. 5. DRMs standing approval should be obtained with the concurrence of Sr. DFM / DFM.

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
								6. DRMs will decide the payment procedure in consultation with associate finance.
	(D) Full powers are delegated to Jr. Admn. / Sr. Scale officers of Engg. Dept. for direct purchase of petrol (Limited to the requirement of the welding work) where it has to be supplied to the contractor as part of the Agreement of welding works. These powers will also apply to Departmental Thermit Welding works.							
	(E) The following officers of Engg. (Con) organization are delegated the powers as indicated below, to purchase diesel oil and petrol: DENs/Con up to Rs. 10,000/- per month. Dy. CE/Con up to Rs. 20,000/- per month/ per DEN. CEs/Con up to Rs. 30,000/- per month per DEN.							
	(F) Purchase of Kerosene Oil: Powers are delegated to all the Divisions to authorize purchase of Kerosene Oil up to Rs. 1,000/- at a time but not exceeding Rs. 10,000/- (Divisional Officers up to Sr. Scale) and Rs. 2,000/- at a time but not exceeding Rs. 20,000/- (in case of JA Grade Officers) in aggregate per month. These powers will be applicable for purchase of Kerosene Oil, wherein the facility of consumer pumps in Railway premises has not been provided. However, the local authorities may be approached for getting the requirements through Public Distribution System.							1. The above Powers are applicable for making local purchases of Kerosene Oil through local retail outlets, if the quantity requirement of each indentor is not more than 4 KL per Quarter. 2. If any local feeding Stores Depot is available, the requirements should normally be drawn from the local Stores Depot only. Where such facility is not available, the requirement may be got purchased by the local Stores Officer through local purchase system duly placing necessary non-stock indent. If no Stores Officer is available, the requirement may be procured from the local retail outlets by the user Departmental Officer. 3. Such purchases are restricted to maximum quantity of 125 liters at a time and with a ceiling limit of 4000 liters per quarter per each Indentor. 4. The guidelines / rules / procedure orders issued from time to time connected to local purchases should be strictly followed. 5. DRMs' standing approval should be obtained with the concurrence of Sr. DFM / DFM. 6. DRMs will decide the payment procedure in consultation with associate finance.
	(G) Purchase of Bleaching Powder: Powers are delegated to all the Divisions to authorize purchase of Bleaching Powder up to Rs. 10,000/- at a time but not exceeding							1. Local purchase may be done by the local Stores Officer through local purchase system duly placing

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	Rs. 30,000/- (in case of Asst. and Divisional Officers) and Rs. 60,000/- (in case of JA Grade Officers) in aggregate per month.							necessary non-stock indent. If no Stores Officer is available, the requirement may be procured from the local market by the user Departmental Officer. 2. Such purchases are restricted to maximum quantity of 1000 Kg. at a time with a ceiling limit of 3000 Kg. Per month or not more than one month's consumption being a minimum shelf life of one month. 3. The guidelines / rules / procedure orders issued from time to time connecting local purchases should be strictly followed. 4. DRMs standing approval should be obtained with the concurrence of Sr. DFM/ DFM. 5. DRMs will decide the payment procedure in consultation with associate finance. 6. Tender conditions should stipulate for material, which shall comply with the minimum available chlorine content for not less than 30 days from the date of manufacture, which should be specified on the container. After a period of more than 30 days, the minimum available chlorine shall be as agreed to between the purchaser and the supplier. 7. Packing and marking, as laid down in IS: 1065/1989.

Note:

i. Open Tenders shall be invited for all purchases valued over Rs.25 lakhs. Open or Limited Tenders when considered advantageous, may be invited for purchases up to that limit unless a different mode of tendering is approved by the GM under the provisions of para 331-S or by specified authorities in exercise of their powers as detailed in this Schedule. GM may also decide in public interest not to call for tenders, the reasons being communicated by him to the PFA in terms of para 332-S(88/RS(G)/779/14Pt Dt: 06.01.2017 [Para1.2]).

ii. Railway is not authorized to procure Machinery and Plant costing above Rs. 30 Lakhs without prior clear dispensation from Central Organization for Modernization of Workshops (COFMOW) excepting for Medical equipment. Machinery and Plant authorized for purchase by the COFMOW are to be procured by indent on COFMOW and so no tenders for purchase of these should be invited except with the specific authorization of COFMOW.

iii. The limit of Rs.25 lakhs under item 2.2 applies to the value of each article or class of articles or interconnected articles to be procured at any one time. The demand under each item should in no

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9

circumstances be split-up to bring it within these powers. The items available on GeM should be verified from "www.gem,gov.in" (Board's letter No.81F(S)/I/PW-7/1 dated 28.4.1981 and Lr.No.2007/F(S)/I/PW/7/1 dt 07.12.2007; 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15& 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para1.2].

iv. Direct purchase action under item 2.2(b) may be resorted to in the event of the failure/inability of the vendor ofGeM to comply with the Railway's demands. In the cases of failure of GeM dues(POs) and if purchases are subsequently made at higher rates, details of direct purchases made and the financial loss thereon shall be advised to the GeM for taking up with the defaulting suppliers for the recovery of the loss sustained by the Railway from them. While exercising delegation under these items, detailed reasons may be recorded like: (a) non availability of items in GeM with required specifications, (b) Rates on GeM being higher than estimated rates/LPR etc., (c) Technical problem in purchasing through GeM like non-acceptance of request for placement of P.O. on GeM, technical problems in R.A., bidding, Direct purchase on GeM, (d) High value cases where purchase authority is satisfied that material can be more effectively arranged through IREPS tender, (e) Failure / inability of vendor to cater to Railway's demand / requirement. Issues pertaining to functionality of GeM and failure of vendors may be advised to GeM authorities.

v. For common use items of Goods and services by PCMM which are available in GeM Portal Authority: Rly.Bd.lr no. 88/RS(G)/779/14Pt Dt: 22.09.2017 [Para 2.0 Sl. No.10]. {All the conditions/ guidelines laid down in this letter is applicable.}

vi. Deleted.

vii. Deleted.

viii. In exercising the powers under items 2.4(a)&(c) the purchase officer should consider whether an existing rate/running contract can be utilized. The powers under 2.4(c) may be exercised without finance concurrence in emergent situations affecting repairs, maintenance, operation, or out-turn which should be recorded in writing. Invitation of single tender and purchase will require personal approval of PCMM/CMM. Authority: Rly Bd. Lr. No. 2001/F(S)/I/PW/7/2 dated 27.01.2003.

ix. Railway Board vide letter No.90/RS(G)/113/I dt.08.05.90 have delegated powers to purchase Handloom items on single tender basis from Association of Corporation and Apex Societies of Handlooms (ACASH). In case of delays apprehended in the receipt of handloom supplies through M/s.ACASH, Railways may make emergency purchase of immediate minimum demands directly from the handloom units notified by the Development Commissioner for Handlooms, Govt. of India, and Ministry of Textiles. In case they are also unable to supply, the emergency purchases may be made of mill-made items, to avoid complaints from the user.

x. After dismantling of JPC, procurement has to be made as per Board's Letter. No.87/RS(G)/753/II dt.15.10.92. In case of non-ferrous metals, tender committee formalities can be dispensed with up to the powers of purchase of PCMM in consultation with associate finance. 100% advance payment on proforma invoice can also be made.

xi. When in response to a call for bulletin /Limited Tender, only one quotation is received, fresh tender should be invited except in cases of urgency. (Board's letter No.49/145/1/S dated 12.6.50 &88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 &88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.12]. The powers under item 2.7 can be exercised only if enquiries had been issued to firms who had supplied the materials earlier or who were likely to supply the materials, provided the rates quoted are reasonable and full reasons are recorded justifying such a course of action. JAG* officers

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	should certify urgency up to Rs.8lakh, SAG* officers should certify beyond Rs.8 lakh- (Board's letter No.87/RS(G)/753/1 dated 29.2.88) &Railway Board's Ltr. No.2001/F(S)-I/PW-7/2 dated 12.10.2001 & dt.04/04/0888/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 &88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.12]. In the event of re-tender, normal purchase power shall be applicable. (Item 6, Note ii) *Urgency certificate by officer of Stores Department for stock items and officer of Indenting Department for non-stock items.							

3. CONSIDERATION OF OFFERS

3.1 COMPOSITION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR RAILWAYS/PUs/OTHER FIELD UNITS (INCLUDING DRUGS AND SURGICAL ITEMS))
(TRACK ITEMS ARE ITEMS DEFINED IN STORES CODE PARA 0702)

S.No.	TC Level with Revised Value Limit	Composition of Tender Committee	Accepting Authority	Remarks
(i)	TC of Sr. Scale Above Rs. 50 lakhs and up to Rs. 1 Crore	Two Member TC: 1. SMM/DMM (Convenor) 2. Sr. Scale level of Accounts Deptt (to be specified as Sr. AFA for HQ, DFM for Divisions & WAO for workshops)	Respective Dy. CMM for HQ and Workshops; Sr DMM for Divisions and Sheds.	*Authority*: 1. 85/F(S)/I/PW/7/1 dt.12.7.90 2. F(X)/II-91/PW/3 dt. 13.12.91 3. 85/F(S)I/ PW-7/I dt.19.11.97 4. 2001/F(S)/I/PW/7/2 dt 12.10.2001. 5. 2001/F(S)/I/PW/7/1 dt. 7.12.2007 6. 2007/RS(G)/779/1 dt.4.4.2008 7. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15. 8. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 1.0 B (i) to (vi)& Para 2.0 S.No. 11]. 9. 2017/Trans/01/Policy dtd 18.10.2017 10. 2017/Trans/01/Policy/Stores dt. 29.12.17 11. 2017/Trans/01/Policy/Stores dt. 08.01.18 Note: 1. In case of only one SAG officer in any department (in Stores, Finance, User Department), a JAG level officer of respective department will be member of Tender Committee up to Rs.120 Crores. 2. Whenever DMM is not available, Sr. DMM will act as Convenor and accepting authority will be ADRM concerned.
(ii)	TC of JAG Above Rs.1 Crore and up to Rs. 10 Crores.	1. Dy. CMM/Sr. DMM (Convener)*, 2. JAG/SG Officer from indenting# 3. /JAG/SG of Accounts Department (wherever JAG is not available SS officer may be nominated) *Dy. CE for Track Items # Dy. CMM for Track items	CMM^ for HQ CWM for workshops ADRM for Divisions	
(iii)	TC of SAG Above Rs. 10 Crores and up to Rs.200 Crores	1. CMM (Convener)*, 2. SAG of indenting# and 3. SAG of Accounts Department *CE for Track Items # CMM for Track items	PCMM^	
(iv)	TC of PHOD/CHOD Above Rs.200 Crores and up to Rs.500 Crores	1. PCMM (Convener)*, 2. PHOD/CHOD of indenting# and 3. PHOD/CHOD of Accounts Department *PCE for Track Items # PCMM for Track items	AGM In case AGM is not there, GM is the Accepting Authority	

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
(v)	TC of PHOD/CHOD Above Rs.500 Crores		1. PCMM (Convener)*, 2. PHOD/CHOD of indenting# and 3. PHOD/CHOD of Accounts Department *PCE for Track Items # PCMM for Track items		GM		3. Depot/Divisional Officers have TC powers only for NS items. * For Track items # 1. Officers of the same level from Civil Engg. Department shall act as Convener of the Tender Committee. 2. Officers of the Stores Department of the same level as Convener shall be the third member of the Tender Committee. 3. Sr. Scale TC will be a 3-member committee with SS officer from Civil Engg. Deptt. As Convenor, SS officer from Accounts and SS officer from Stores. ^ Officers of the same level from Civil Engineering Department will be the Accepting Authority.	
3.2	(A) Acceptance of tenders vide Para 341-S (including drugs and surgical items) (refer Note- i to ivand xii below& 0117S)	Rs.200 Crs	Rs. 10 Crore	Direct Acceptance: Rs 50 lakh. On recommendation of SS TC: Rs.1 Crore	Rs. 10 lakhs	Rs. 5 lakhs	As per Item 6(B). For drugs and surgical items only: Depot and Divisional Stores Officers: Rs 1 lakh per case.	1. The powers delegated under this item are generally referred to as the purchase powers of the respective authorities. 2. The item includes Turnkey Work involving supply of Stores & performance of service on Turnkey basis. *Authority*: 1. 85/F(S)I/PW-7/1 dt.19.11.97 2. 87/RS(G)/779/26/Pt. dt. 21.2.97 3. 2001/F(S)/I/PW/7/2 dt 12.10.2001 4. 2007/F(S)/I/PW/7/2 dt 7.12.2007 5. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 6. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 1.0 A& B]. 7. 2017/Trans/01/Policy dtd 18.10.2017 8. 2017/Trans/01/Policy/Stores dt. 29.12.17



S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
								* For Medicines &Surgical items - based on the list of items from vetted AMI circulated by PCMD and authorized to MD/CMS of field units. No other medicine will be procured at Division/Depot level. 1. All Direct purchase should be critically examined with the LARs of Open Tenders. 2. There should not be any Spurt in the rates proposed to be accepted under direct purchase of stores. 3. For all direct purchases, e- Tendering (IREPS) should be followed. 4. For all Medical items, technical scrutiny should be done by Medical Department before acceptance.
	NOTE: (Refer Note-xii below.) **Tender Cases** / **Accepting Authority** Above Rs.200crores and up to Rs.500 Crs — AGM Above Rs.500 Crs — GM (Railway Board's Ltr. No.2001/F(S)-I/PW-7/2 dated 12.10.2001; 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15&88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 1.0 B]							
3.2	(B) Release of FE and payment through letter of credit/TT	Up to their power of acceptance.	Up to their power of acceptance	--	--	--	Nil	*Authority*: 1. 324-S S-226/1 of 21.6.1971 2. 2001/F(S)/I/PW/7/2 dt 12.10.2001 3. 2007/F(S)/I/PW/7/1 dt.7.12.2007 4. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 5. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.18]
	(C) waiver of Earnest Money Deposit (EMD) (refer Note-v below)	up to the limit of his powers of purchase	up to the limit of their powers of purchase	up to the limit of their powers of purchase	Nil	Nil	Field Stores Officers and their accepting authorities - up to their power of acceptance	*Authority*: 1. 56/148/1/RE of 17.12.56 2. 57/155/1/RS/G of 13.4.61 3. 68/WI/CT/224 of 20.5.67 4. 57/155/1/RS(G) ICW of 4.6.74 5. 78/RS/G/155/1 of 15.9.80

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
								6. 86/RS(G)/155/1 of 11.9.87 Note: Relevant guidelines as per Board's letter No.2004/RS(G)/799/11 dated 24.07.2007 & 19.02.08 should be followed.
	(D) (i) waiver of Security Deposit (refer Note- v below)	up to the limit of his powers of purchase	up to the limit of their powers of purchase	up to the limit of their powers of purchase	up to the limit of their powers of purchase	up to the limit of their powers of purchase	Field Stores Officers and their accepting authorities - up to their power of acceptance	*Authority*: 1. 56/148/1/RE of 17.12.56 2. 57/155/1/RS/G of 13.4.61 3. 68/WI/CT/224 of 20.5.67 4. 57/155/1/RS(G) ICW of 4.6.74 5. 78/RS/G/155/1 of 15.9.80 6. 86/RS(G)/155/1 of 11.9.87 7. 2017/Trans/01/Policy dtd 18.10.2017 Note: Relevant guidelines as per Board's letter No.2004/RS(G)/799/11 dated 24.07.07, 19.02.08, 15.10.08 & 21.02.2018 should be followed.
	(ii) Security Deposit for PAC Items	Security deposit is not required to be submitted by sources in whose favour PAC has been provided by user department.						
	(E) refund/forfeiture of Earnest Money Deposit without finance concurrence in accordance with the conditions of the tender.	Full powers including contracts entered under GM/AGM's powers	up to the limit of their powers of purchase	up to the limit of their powers of purchase	up to the limit of their powers of purchase	up to the limit of their powers of purchase	Field Stores Officers and their accepting authorities - up to their power of acceptance	*Authority:* Item 15 (ii) of 132-S
	(F) acceptance of un-guaranteed delivery terms and other unusual conditions subject to Paras 419-S and 420-S (refer Note- vii below)	up to the limit of his powers of purchase	up to the limit of their powers of purchase	Nil	Nil	Nil	Nil	*Authority*: 63/RS/G/379/1 of 10.6.1964
	(G) acceptance of contracts with guarantee periods	up to the limit of his powers	up to the limit of their powers	up to the limit of their	up to the limit of their	up to the limit of their	Field Stores Officers: up to	

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	less than 18 months from date of commissioning or 24 months from the date of supply whichever is earlier (refer Note-vi below)	of purchase	of purchase	powers of purchase	powers of purchase	powers of purchase	the limit of their powers of purchase	
	(H) (i) acceptance of non-standard force majeure clause (refer Note-viii below) (ii) With Railway/ DGS&D standard 'Force Majeure' Clause. (refer Note ix (1) below)	up to the limit of his powers of purchase up to the limit of his powers of purchase	up to the limit of their powers of purchase up to the limit of his powers of purchase	Nil up to the limit of his powers of purchase	Nil up to the limit of his powers of purchase	Nil Nil	Nil Field Stores Officers: up to the limit of their powers of purchase	*Authority:* 1. 67/RS(G)/145 of 19.6.67 2. 75/RS(G)148/1 dt.27-9-77.
	(I) acceptance of deviations from IRS conditions (excluding item (g) above) ofContract without prior finance Concurrence. (i) In direct acceptance case (one level higher than direct powers of acceptance but not below the level of JA grade). (ii) In TC case	Upto D.A. power of DyCMM Normal power of acceptance of tender	Upto D.A. power of DyCMM Normal power of acceptance of tender	Upto D.A. power of SMM Normal power of acceptance of tender	Nil Nil	Nil --	Field Stores Officers and their accepting authorities will exercise same powers as their HQ counterparts upto their own powers of acceptance (For both (i) & (ii)	*Authority*: 1. 70/F(S)/I/PW-7/1 of 6.3.69 2. 84/RS(G)/779/25 dated 1.3.85 3. 2001/F(S)I/PW/7/2 dated 27.01.2003. 4. 2007/RS(G)/779/1 dt:04/04/2008 5. 88/RS(G)/779/14Pt Dt: 27.02.2015 &12.03.15. 6. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.8]
	(J) acceptance of quotations	up to the limit	up to the limit	up to the	up to the	up to the	Field Stores	*Authority*:

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	subject to variations in prices/ rates of exchange, customs duty etc., in respect of indigenous/ imported stores (refer Note-x below)	of his powers of purchase	of his powers of purchase	limit of his powers of purchase	limit of his powers of purchase	limit of his powers of purchase	Officers and their accepting authorities - up to their their power of acceptance.	57/145/RS(G) of 4.3.61
	(K) Advance payment (i) 100 per cent to M/s. IISCO, SAIL, RINL, TISCO on proforma invoice.	up to the limit of his powers of purchase	up to the limit of their powers of purchase	up to the limit of their powers of purchase	Nil	Nil	Nil	*Authority:* 1. 64/RS(G)/385/ 1 of 19.2.81 and 26.11.85 2. 87/RS(G)/753/2 of 30.12.87 3. Rly Board Lr No.88/RSG/779/14 Pt dtd.06/01/2017
	(ii) 100 percent to M/s.IOC, BPC, HPC, Balmer Lawrie and other oil lubricant PSUs on proforma invoice with finance concurrence.	Rs.10 Crores	Rs.5 Crores	Rs.45 Lakh	Nil	Nil	Nil	*Authority:* 1. 76/RS(G)/753/2 of 13.2.81; 2. 79/RS(G)/753/1 of 16.1.82; 3. 86/RS(G)/753/2 of 21.5.86 4. 2007/RS(G)/779/1 dt 28.07.08. 5. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.20]
	(iii) 100% advance payment against proforma invoice (refer Note-xii below) a) Direct Acceptance cases with finance concurrence	Upto Rs.25lakhs	Upto Rs.15 lakhs	Nil	Nil	Nil	Personal sanction of DRM/CWM for PAC items only: upto Depot/Divisional Stores officers powers of purchase	*Authority*: 1. 2000/F(S)/I/PW/7/2 dt.12.10.01 2. 2007/RS(G)/779/1 dt:04/04/2008 & 28.07.08 3. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 4. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.24] 5. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.24]

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	b) Tender Committee cases without finance concurrence (If not recommended by TC, then Finance concurrence is required)	Up to his powers of acceptance	Nil	Nil	Nil	Nil	Nil	
	(L) 100 percent advance payment on inspection certificate (or bank guarantee) and proof of dispatch in the case of public sector undertakings	Up to the limit of his powers of purchase	Up to the limit of their powers of purchase	Up to the limit of their powers of purchase	Nil	Nil	Field Stores Officers -up to their power of acceptance	*Authority*: 1. 77/RS(G)/779/29 of 29.12.77 2. Finance concurrence required for Rs. 25,000/- above.
	(M) 100 percent advance payment on inspection certificate (or bank guarantee) and proof of dispatch in the case of plant and machinery spares, proprietary items and special tools from Government or non-Government Agencies	Rs. 50,000/-	Rs. 50,000/-	Rs. 50,000/-	Nil	Nil	Nil	*Authority*: 1. 77/RS(G)/779/29 of 29.12.77 2. 87/RS(G)/753/1 dt.29.2.88
	(N) 98 percent advance payment on inspection certificate and proof of dispatch in respect of public sector undertakings and other manufacturers and running contracts (refer Note-ix (2) below)	up to the limit of his powers of purchase.	up to the limit of their powers of purchase.	up to the limit of their powers of purchase.	up to the limit of their powers of purchase.	Nil	Field Stores Officers and their accepting authorities - up to their power of acceptance	*Authority*: 1. 67/RS(G)/753/1 of 10.5.68 2. 64/RS(G)/385/1KW of 18.12.71 3. 77/RS(G)/779/29 of 29.12.77
	(O) 95% payment against Inspection Certificate and Receipted Delivery Challan certified by Gazetted Officer	up to the limit of his powers of purchase.	up to the limit of their powers of purchase.	up to the limit of their powers of purchase.	up to the limit of their powers of purchase.	Nil	Field Stores Officers and their accepting authority- up to	*Authority*: 77/RS(G)/77/29 of 29.12.77

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	and balance 5% on receipt and acceptance. (refer Note-ix (2) below)						their power of acceptance	
	(P) cancellation of tenders (refer Note-xi below)	up to the limit of his powers of purchase	Up to the limit of their powers of purchase	up to the limit of their powers of purchase.	up to the limit of their powers of purchase.	Nil	Field Stores Officers and their accepting authorities - up to their power of acceptance	*Authority*: 132-S
	(Q) Refund of cost of tender forms sold to tenderers when tender notice is withdrawn.	Full powers	Full powers	Full powers	Full powers	Nil	Field Stores Officers and their accepting authorities will exercise same powers as their HQ counterparts	*Note: Not applicable for e-Tenders as per RB letter no. 95/RS(G)796/1 dt. 31.07.2017*

NOTE:

ii. i. Tender Committees should invariably be constituted to deal with tenders over Rs.50 lakhs. The lowest tender value * (including all taxes and duties) will be the criterion for the level of the Committee. If it is passed over and the next higher tender falls in the value range for the higher-level committee, the case should be remitted for consideration by the latter committee.

iii. The accepting authority should not be a member of the Tender Committee. If the officer competent to accept the tender has to be a member of the Tender Committee for any reason, the recommendations of the Tender Committee should be put up to his next superior officer for acceptance (Board's letterNo.69/RS(G)/777/ dated 30.9.80).

iv. If the competent authority disagrees with the recommendations of the Tender Committee, he should invariably record his reasons (Para 342-S).

v. The powers under items 3.2(c) & (d) should be exercised where considered justified in the public interest with finance concurrence. Finance concurrence is not required for cases of exempted categories.

vi. The powers under item 3.2(g) are subject to obtaining the acceptance of the Indenting Officer for the shorter guarantee period.

vii. The powers under items 3.2(f) and 3(h) are to be exercised in consultation with Finance and Law Officer.

viii. The powers under item 3.2(h)(i) should be sparingly used, with finance concurrence and with safeguards like Bank Guarantee for protection against failure of supply, defective supply, short-receipt, etc.

ix. (1) Under Item 3.2(h)(ii): Standard Force majeure may be accepted by the competent authority for purchase but not lower than Sr. Scale, Consultation with Law Officer and Finance is not necessary. Non-Standard Force Majeure Clause may be accepted by the competent authority for purchase but not below the level of Dy. CMM, in consultation with Law Officer and Finance. As far as possible, Force Majeure Clause may not be included in respect of Contracts below Rs. 5,000 especially when orders are not placed on reputed firms/manufacturers.

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	(2) Advance payments may be allowed under items 3.2(n) and3.2(o) only to well-known firms of commercial standing in terms of para 2815-S. x. In indigenous stores, the variations admissible under item 3.2(j)may relate to - (i) Steel prices promulgated from time to time by main steel producers (ii) prices of non-ferrous metals (iii) excise duty (iv) wage escalation (v) special price adjustment of BEMA/IEMA Group. The powers of Dy. CMM and lower officers under this item are not applicable to cases of wage escalation. In imported stores, the variations admissible may relate to - (a) FOB cost of proprietary articles (b) cost of raw materials that are subject to sharp price fluctuations. (c) exchange rates (d) import duties (e) special price adjustment of BEMA/IEMA Group. Standard variation clause specified by the Board should be adopted. The powers of SMM and AMM under this item are not applicable to special price adjustment clauses of BEMA/IEMA. Finance concurrence is necessary. (Board's letter No. 70/RS(G)/779/46 dated 13.3.81). Wherever a statutory variation clause has been incorporated in the purchase order, modifications to such purchase orders involving the statutory levies can be approved with finance concurrence, by the tender accepting authority in general and by PCMM where the tender accepting authority is AGM/GM so long as the proposed changes in statutory levies occurred within the original currency of the contract. xi. If it is decided to drop the purchase after opening of tenders, the recommendation of the appropriate Tender Committee should be obtained. Where the value is within Direct Acceptance limit the case should be put up to the authority higher than the one who authorized invitation of tenders. Rly. Bd's Letter No. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para1.2] xii. The powers for permitting 100 percent advance payment based on proforma invoice as per item.3.2(k)(iii) are to be exercised subject to the following conditions: a. The supplier, if not figuring in the list of reputed firms approved by AGM, should be a firm of good reputation or having good record of past performance with Railways. b. The supplier should be prepared to honour Guarantee/Warranty clauses, in case the material taken delivery in good faith is later on found to be of sub- standard quality. c. The supplier should be prepared to replace any material damaged during transit from his premises to the consignees' premises, in case the purchase order incorporates the term of free transport after taking delivery at firms' premises. d. The specification of the material being procured should be such that on-the-spot consignee inspection is possible and adequate without requiring elaborate post-delivery testing. e. Materials of reputed brand name or products of well-established manufacturers, preferably certified to ISI or any other standard specification may be procured so that the burden of consignee inspection can be minimized. f. Notwithstanding inclusion of the supplier in approved list stated above their current performance should be verified before processing for 100 percent advance payment. xiii. Purchase officers have full powers for calling supplies by road for tenders within their powers of purchase. Note: The total value of a Tender will be the criterion to decide the competent authority for acceptance where purchase proposals against the Tender which are put up in parts. The Stores member of the Tender Committee will put up the proceedings direct to the accepting authority.							
4.	SIGNING OF INDENTS/PURCHASE ORDERS (refer Note i below) (A) Indents on Railway Board/PUs etc	Full Powers	Full Powers	Full Powers	Nil	Nil	Nil	*Authority:* 2007/RS(G)/779/1 dt:04/04/2008
	(B) Placement of online Supply orders for items appearing on GeM without	Full Powers	As per their level of acceptance	As per their level of	As per their level of acceptance	As per their level of acceptance	The powers for placing supply Divisional	*Authority*: 1. 001/F(S)/I/PW/7/2 dt 12.10.2001 & 5.9.03; 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	going into the formalities of Tender Committee examination (including Drugs and Surgical Items)			acceptance			Stores & depot Officers – The powers for placing online Supply orders for items appearing on GeM and signing of the same are as per NOTE*	2. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.6] 3. 2017/Trans/01/Policy dtd 18.10.2017 4. 2017/Trans/01/Policy/Pt. S dt. 11.07.2018 *NOTE: Sr. DMM/ Dy. CMM (Depot) – Rs.50 lakhs per case. DMM/ SMM (Depot) – Rs. 10 lakhs per case. Asst. DMM/ AMM (Depot) – Rs. 5 lakhs per case. 5. Above powers to be exercised within annual ceiling limits which may be decided by PCMM in consultation with Associate Finance. 6. These powers are to be exercised within available budgetary limits under each demand, allocation, and primary unit. Authority: 1. Lr.No.2007/RS/(G)/779/1/ dated 04.04.2008; 2. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 3. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.10] GeM: *Authority:* Rly.Bd.lr no. 88/RS(G)/779/14Pt Dt: 22.09.2017 {All the conditions/ guidelines laid down in this letter is applicable.} * For Drugs &Surgical items –

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
								based on the list of items from vetted AMI, circulated by PCMD and authorized to MD/CMS of field units. No other medicine will be procured at Division/Depot level. 1. Case file along with Rate Contract copy will be routed through Medical Branch for technical scrutiny before finalizing Supply Order.
	(C) Placement of purchase orders on other Railways Units by Depot/Divisional Officers for material assistance.	Full Powers	Full Powers	Full Powers	Full Powers	Rs. 75,000/-	<u>All depot and divl. Officers</u> Full powers on book rate	1. Placement of purchase orders on other railway units only. *Authority:* 1. 2007/RS (G)/779/1 dt:04/04/2008 2. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15. 3. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.15]
	(D) Purchase orders on suppliers selected in accordance with the prescribed rules and procedures and post order correspondence.	Full Powers	Full Powers	Full Powers	Upto Aceptance powers of DyCMM	Upto Aceptance powers of SMM	Field Stores Officers and their respective accepting authority will exercise same powers as their HQ counterparts	Post order correspondence should be done only after obtaining approval of competent authority.
	(E) To place orders against rate / running contracts/ LTC of RB/PUs/ZR/other centralised agencies	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	Upto their powers of acceptance	Field Stores Officers and their accepting authority: Upto	

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
							their powers of acceptance	
	NOTE: These powers are to be exercised after approval of quantities in terms of S.No. 1 above.							
5.	OPERATION OF CONTRACTS (A) acceptance of excess / short supply by Depot officers without formal amendment to the contract.	Depot Officers/Inspecting officers/District Officers of the consuming departments are authorized to accept deliveries short or in excess up to5 per cent of the total value of the contract or Rs.8 lakhs whichever is less subject to the total value of receipt not exceeding normal powers of purchase of the PCMM. No formal amendment of contract will be necessary in such cases and also in cases (other than those falling under Para 711-S) where value of supplies short or in excess does not exceed Rs.100/- irrespective of the value of the percentage involved [as per Stores Code Para 441 (Note)]						*Authority*: 1. 441-S 80/RS(G)/779/22 dated 16.6.80 2. 98/RS(G)/779/10/(CS)/ (3/03) dated 25.02.2003 3. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 4. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.28]
	(B) variation of quantity in contracts (operation of option clause)	1. All officers – full powers up to their powers of acceptance 2. Operation of option clause will not require finance concurrence in TC cases 3. In case of tenders accepted by GM/AGM, variation in quantity also requires the sanction of GM/AGM with finance concurrence. 4. Competent authority for operating minus 30% option clause shall be original tender accepting authority. In cases of purchases approved at the level of Board, minus operation of option clause shall be done with the approval of GM with finance concurrence.						*Authority:* 1. 441-S 2. Railway Board's letter No. 99/RS (G)/ 779/5 dated 12.03.2010 & 20.05.2010. 3. 2017/Trans/01/Policy dtd 18.10.2017
	(C) extension of delivery date with or without liquidated damages (refer Note-i(a) & v below)	upto the limit of their powers of purchase.	upto the limit of their powers of purchase.	upto the limit of their powers of purchase.	upto the limit of their powers of purchase.	upto the limit of their powers of purchase.	Field Stores Officers and their accepting authorities - up to their power of acceptance	*Authority:* 1. 58/RS(G)/775 of 31.10.74 2. ACS/No.24 to S-445 3. 2000/RS(G)/779/9 dt.04.03.2008 4. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 5. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 Sl. No.27] 1. Finance concurrence is required for DP extension without LD 2. This is applicable to dispatch and receipt of P. Way material also.
	### Stores Depot Officers/Inspecting Officer/Consignee may accept stores despatched after the delivery date: a) Delay upto 6 months for order valued upto Rs.8 lakhs. b) Delay upto 21 days for orders valued between Rs 8 lakhs to Rs.15 lakhs provided the initial delivery period does not exceed 6 months. c) For all other orders, valued over Rs.15 lakhs prior extension of delivery period from the purchase office will be necessary*.							

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	* Subject to conditions stipulated in Rly Bd's letter No.93/RS(G)/779/59 dated 27.02.1980. *Authority:* 1. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15. 2. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 Sl. No.27]							
	(D) imposition/waiver of penalties for failure to deliver stores within the stipulated time (refer Note-ii to v below)	Full Powers to impose or waive penalties in respect of contracts falling under his powers of purchase.	Full Powers to impose or waive penalties in respect of contracts falling under their powers of purchase.	Full Powers to impose or waive penalties in respect of contracts falling under their powers of purchase.	Full Powers to impose or waive penalties in respect of contracts falling under their powers of purchase.	Nil	Field Stores Officers and their accepting authorities up to their power of acceptance	*Authority*: 1. Item 4 of 132-S 2. Bd's Lr.No.2000/RS(G)/ 779/9 dt 04.03.2008.
	(F) Extension of time for removal of rejected materials and waiver of ground rent charges thereon (refer Note-vii below)	Full Powers	Full Powers	Up to Rs. 1 Lakh	Rs. 50,000/-	Rs. 50,000/-	Depot officers up to Rs. 50,000/-	*Authority*: Item 12 of 132-S
	(G) refund of ground rent in respect of rejected supplies. (refer Note-viii below)	Full Powers	Full Powers	Full Powers	Rs. 50,000/-	Rs. 50,000/-	Depot officers up to Rs. 50,000/-	
	(H) refund of security deposit and deposit for value of raw materials issued for fabrication (refer Note-ix below)	Full Powers	Full Powers	Full Powers For contracts within their powers of acceptance	Full Powers for contracts within their powers of acceptance	Full Powers for contracts within their powers of acceptance	Field Stores Officers and their accepting authorities up to their power of acceptance	*Authority:* 1. Item 15(I) of 132-S *2.* 86/RS(G)/164/0/1 of 18.8.87
	(I) forfeiture of security deposit in accordance with the conditions of contract	Full Powers for	Full Powers for	Full Powers for	Full Powers for	Full Powers for	Field Stores Officers and their accepting	*Authority*:

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
		contracts within their powers of acceptance	contracts within their powers of acceptance	contracts within their powers of acceptance	contracts within their powers of acceptance	contracts within their powers of acceptance	authorities up to their power of acceptance	Item 15(ii) of 132-S
	(J) cancellation of orders	Full Powers for contracts within his powers of acceptance	Full Powers for contracts within their powers of acceptance	Full Powers for contracts within their powers of acceptance	Full Powers for contracts within their powers of acceptance	Full Powers for contracts within their powers of acceptance	Field Stores Officers and their accepting authorities up to their power of acceptance	*Authority*: Item 5 of 132-S
	(K) Acceptance of claims settled by arbitration of disputes arising out of a contract (Refer note x below)	As per Part-A						
	(L) To waive off operation of clauses relating to risk purchases liquidated damages and arbitration appearing in IRS Conditions of Contract at post- contract stage	Full powers subject to remarks below	Full powers for contracts subject to remarks below	Nil	Nil	Nil	Nil	*Authority:* 1. 77/RS(G)772/29 dt.7-12-81, 2. 77/RS(G) 779/29dt.23-5-83 3. 86/RS(G)/779/38dt.9-12-87. 4. 2007/RS(G)/779/1 dt 28.07.08 5. 88/RS/G/779/14 Pt. dt 27.02.2015 6. 88/RS(G)/779/14Pt dt: 06.01.2017 7. 2017/Trans/01/Policy dt. 18.10.2017

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
								1. These powers are to be exercised in order to avoid disproportionate administrative expenditure in small recoveries.
	1. Conditions contained in Rly Board's Lr No.88/RS(G)/779/14Pt dt: 06.01.2017 and 2017/Trans/01/Policy dt. 18.10.2017 to be followed. 2. PCMM may waive without finance concurrence operation of clauses relating to 'Liquidated Damages', 'Risk Purchases' (including waival of RP without imposing GD) and 'Arbitration' appearing in the contract (value of contract up to Rs. 15 lakh) at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries. 3. (a) For contracts above Rs. 15 lakhs, RP may be waived by PCMM/CMM in individual cases by imposing GD @ 10% of outstanding value of contract without finance concurrence (b) For contracts above Rs. 15 lakhs, RP may be waived by PCMM/CMM in individual cases without imposing GD with finance concurrence Note: The decision to waive RP should be taken before floating of fresh tender. Further to the extent SD has been taken (say of value 'A' (which is less than 10% of the value of contract)), in such cases, the GD will be leviable for the difference amount i.e., GD leviable (say 'B) will be equal to 10% of outstanding value of contract minus the value of SD submitted (A). In such cases, SD amount 'A' shall be forfeited and the GD amount 'B' shall be recovered from the firm.							
	(M) To write off loss due to risk purchase, general damages liquidated damages.	Rs.1.5 lakhs	Rs. 75,000/-	Rs. 40,000/-	Nil	Nil	Field Stores Officers and their accepting authorities will exercise the power as their HQ counterpart.	*Authority*: 1. 2007/RS(G)/779/1 dt:28/07/2008 2. 88/RS(G)/779/14Pt Dt: 27.02.2015& 12.03.15. 3. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.26] Note: These powers should be exercised with utmost care only and only when all other modes of recovery except through arbitration and legal action have been exhausted. Suitable administrative action should be taken against defaulting firms.
	(N) Refixation of delivery period	Full powers up to their power of acceptance						1. Para 445-S. 2. Finance concurrence is not required.
	NOTE: i. (a) Extension of delivery date under item 5(c) may be granted provided that the contract was not accepted against other lower tenders in consideration of the date of delivery and that the delay will not cause loss or damage. A certificate to this effect to be obtained from the indenting officer in case of special purchases. In case any or both of this condition are not satisfied, Finance should be consulted and legal advice, if necessary, taken (Para S-445). However, in contracts valued up to Rs. 1 Lakh not having time preference clause or pre-estimated damages, subject to purchase officers certifying the delay is on account of shortage of raw material, fuel, or power or on account of steep rise in prices of industrial inputs and the supplies are expected within a reasonable time, these powers may be exercised to extend the delivery date up to a maximum of 6 months without liquidated damages. No Finance concurrence or certificate from indenting officer is necessary. (b) In respect of tenders accepted by Railway Board or General Manager, the PCMM (Coordinating HOD) would be the Competent Authority to grant extension in delivery period where the contractor fails to deliver the stores within stipulated period. He will also be the competent authority to impose or waive penalties in such cases, with the concurrence of the PFA.							

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	ii. In the case of orders valued over Rs.8 Lakhs for non-safety items and Rs.15 Lakhs for safety items - if the proposed extension to delivery date has the effect of shifting the booked liability to a subsequent year, it should be seen that entry is made accordingly in the Funds Register of the Accounts office and in the computerized liability register even at the stage of provisional extension. Rly Bd'sLetter no. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.4] iii. When waiving penalties under item 5(d) the reasons for doing so must be fully recorded on the relevant files and the stores bills forwarded to the Accounts suitably endorsed (Authority: Board's letter No.58/RS(G)/775 dated 5.6.67) iv. PCMM/C.M.M. may grant extension under item 5(d) in respect of purchases made under the powers of GM/AGM subject to the Indenting Officer's certificate being obtained that no loss on account of late delivery would be sustained. The PCMM/CMM also has powers in such cases to impose or waive penalties with the concurrence of PFA (Authority: Board's letter No.71/RS(G)/775 dated 17.9.71). v. The liquidated damages leviable as per Indian Railway Standard (IRS) conditions of contract are at the rate of 2 % on the price of the stores (including taxes, duties, freight etc.) for each month or part thereof by which the delivery of stores has exceeded the period fixed for delivery in the contract, subject to a maximum of 10% of the value of the contract or otherwise specified in contract for purchase. According to the guiding principles laid down in Board's letter No.58/RS(G)/775 dated 19.5.67 the quantum of Liquidated Damages recoverable would be - (i) where the loss can be assessed - loss sustained due to delay in supply, subject to the maximum as per contract; (ii) where loss/inconvenience cannot be assessed - Token Liquidated Damages at 10% of the maximum permissible as per the contract; and (iii) if there has been neither loss nor inconvenience – Nil. Calculation of actual loss must consider increase in taxes, duties, freight etc. And also, higher price paid for earlier supply (in case where there is no provision for penal recoveries). If, besides actual loss, there is a component of loss that cannot be assessed or inconvenience caused, Token Liquidated Damages may be levied in addition to the actual loss subject to the maximum as per the contract. (Authority: Board's letter No.58/775/RS(G) dated 4.5.60). Further, as per Board's letter No.2000/RS(G)/779/9 dt 04.03.2008, there should normally be no system of waival of liquidated damages and imposition of token liquidated damages for delayed supplies in supply contracts. System of waival of liquidated damages and imposition of token liquidated damages for delayed supplies in supply contracts will strictly be an exception rather than rule and only in situation where the circumstances leading to delays in supplies where beyond the control of the supplier. vi. While exercising the powers under item 5(f), a certificate should be recorded that the Railway has suffered no loss on account of the waiver. Finance concurrence is not necessary. vii. Under item 5(G) prior finance concurrence is necessary if the ground rent recovered exceeds Rs.500/-. ix Refund of Security Deposit and Deposit for value of raw materials issued for fabrication vide item 5(H) is subject to the condition that the contract is satisfactorily completed. x. (a) Particulars of Arbitrator's awards accepted in terms of item 5(K) should be put up to GM in the form of a statement for each half year ending 30th September and 31st March (Authority: Board's letter No.69/WI/CT/27 dated 20.12.69). (b) Cases where the Arbitrator's award exceeds by more than Rs. 10 Lakhs of the amount considered due by the railway administration before the arbitration proceedings began, or where deficiencies in the general conditions of contract or of procedure laid down by the Railway Board came to light, such details should be reported to the Railway Board. (Authority: item 36(a) of GM's delegation Revision of Annexure-II to Chapter-V Indian Railway Financial Code, Vol. I (Board's letter No. F(X)II/97/PW/4 dt.16.9.97; F(X)II/2016/PW/3 dt.02.02.2017[Correction Slip No. 123 dt.28.02.2017]). xi. For item 5(L), to waive of operation of clauses: These powers will be exercised by officers of Stores Department and Engineering Department, dealing with track fitting procurement. Action like forfeiture of Security deposit, deregistration on merit of each case, should be taken.							
6.	PURCHASE BY FIELD OFFICERS (A) LOCAL PURCHASE: Stock items and non-stock	All Stores Officers: Rs 1 lakh per case						*Authority:* 1. 95/F(S)POL/P W-7/1, dt.6-3-97 2. 2001/F(S)-1/PW7/2 dt:05/09/2006 3. 2007/RS(G)/779/1 dt:04/04/2008.

S.No.	Nature of Powers	PCMM	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	items by Stores Officers							PAC spares for M&P items to be procured from OEMs or their authorized agents can be purchased up to Rs. 20,000/- in value under the local purchase powers of Divisional stores officers/Depot officers. Authority No. S.226.P. Vol.6 dated 31.03.2003). * Local purchase on single quotation basis up to Rs. 25,000/- each item. *Authority:* 1. 88/RS(G)/779/14Pt Dt: 27.02.2015 & 12.03.15 2. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.13] 3. 2017/Trans/01/Policy/Pt-S Dtd.06/02/2018
	Note: 1. Stock Items (i) Local Purchase by Stores Officers in Head Quarters and Depot Officers of Stores Department. The normal annual recoupment does not exceed Rs. 1,00,000/- in value or the stock of the item is precariously low and item is urgently required (ACS No.31 to Para S-771) (ii) Local Purchase of stock items by Divisional Stores Officers: Non-availability Certificate shall be obtained from stockholders. 2. Stock & Non-Stock Items: (i) Limit of Local Purchase Powers against single quotation is Rs. 25,000/- per item. Rly. Bd. Letter no. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.13] 3. Sr CDO/CDO not having attached Stores Officer can make local purchases upto Rs 1 lakh per case in emergency for passenger amenity items only.							

<table>
<tr><th rowspan="3">S.No.</th><th rowspan="3">Nature of Powers</th><th colspan="7">Extent of powers delegated to</th><th rowspan="3">Remarks</th></tr>
<tr><th colspan="3">Headquarters Officers</th><th colspan="4">Divisional Officers</th></tr>
<tr><th>SAG</th><th>Jr. Admin.</th><th>Sr. Scale/ Jr. Scale/ Asst. Officer.</th><th>DRM</th><th>ADRM</th><th>Jr. Admin.</th><th>Sr. Scale/ Jr. Scale/ Asst. Officer</th></tr>
<tr><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th></tr>
<tr><td></td><td>(B) PURCHASE THROUGH NORMAL MODE OF TENDERING (Powers of Divisional Stores Officers and Depot Stores Officers for 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</td><td colspan="7">A. Stock Items (Direct Accep0tance):

<table><tr><th>Level</th><th>For stock items urgently required by Depot)/Division; for stock items identified by PCMM for regular purchase</th></tr><tr><td>Sr. DMM/ Dy. CMM (Depot)</td><td>Rs.50 Lakhs</td></tr><tr><td>DMM/SMM (Depot)</td><td>Rs.10 Lakhs</td></tr><tr><td>Asst.DMM/ AMM (Depot)</td><td>Rs. 5 Lakhs</td></tr></table>
1. These powers are to be exercised within annual ceiling limits which may be decided by PCMM in consultation with associate finance.
2. These powers to be exercised within available budgetary limits and each demand allocation and primary unit

B. Non-Stock Items (including requisition for turnkey works involving supply of stores & performance of service on turnkey basis):
<table><tr><td>Sr.DMM/ Dy.CMM (Depot)</td><td>Up to their powers of acceptance</td></tr><tr><td>DMM/SMM (Depot) (IC)</td><td>Up to their powers of acceptance</td></tr><tr><td>DMM/SMM (Depot) (other than IC)</td><td>Up to their powers of acceptance</td></tr><tr><td>Asst.DMM/ AMM (Depot) (IC)</td><td>Up to their powers of acceptance</td></tr></table></td><td>Authority:
1. 2007/RS (G)/779/1 dt:04/04/2008
2. 88/RS(G)/779/14Pt.Dt: 27.02.2015 & 12.03.15
3. 88/RS(G)/779/14Pt Dt: 06.01.2017 [Para 2.0 S.No.9]
4. 88/RS(G)/779/14 Pt, dt. 18.10.2017
5. 2017/Trans/01/Policy/Stores dt. 29.12.2017
6. 2017/Trans/01/Policy/Stores dt. 08.01.2018.</td></tr>
</table>

S.No.	Nature of Powers	Extent of powers delegated to							Remarks
		Headquarters Officers			Divisional Officers				
		SAG	Jr. Admin.	Sr. Scale/ Jr. Scale/ Asst. Officer.	DRM	ADRM	Jr. Admin.	Sr. Scale/ Jr. Scale/ Asst. Officer	
1	2	3	4	5	6	7	8	9	10
		Asst.DMM/AMM (Depot) (other than IC) — Up to their powers of acceptance IC – Independent Charge The power of Acceptence as mentioned above shall be as per Board's letter No. 2017/Trans/01/Policy/Stores Dtd.29/12/2017 and 28/11/2017. 1. TC of Sr.DMM/Dy.CMM (Depot)- Above Rs.1 Crore and up to Rs. 10 Crores. Accepting authority: ADRM/CWM. 2. TC of DMM/SMM (Depot) – Above Rs. 50 lakhs and up to Rs. 1 Crore Accepting authority: SrDMM/Dy.CMM /Depot or concerned DyCMM at HQrs dealing with the item. *Funds availability certification to be given by indentor on each demand ensuring that liability during any financial year does not exceed the allotted budget 1. All Direct purchase should be critically examined with the LARs of Open Tenders. 2. There should not be any Spurt in the rates proposed to be accepted under direct purchase of stores. 3. For all direct purchases, e- Tendering (IREPS) should be followed. 4. Liability Register must be maintained by each Unit to ensure funds availability.							
	Note: i. Local purchase of stock items by Stores Officers may be made only where the normal annual recoupment does not exceed Rs.1,00,000/- in value (the quantity should not be deliberately reduced to bring the purchase within the scope of this limit) or stock of the item is precariously low and same is urgently required (S-771) ii. Quotations from more than one firm should be obtained for items costing over Rs. 25,000/-(Ref: Bd's Ltr.No. 88/RS(G)/779/14Pt Dt: 06.01.2017) and a proper record of such quotations should be maintained. The rates quoted should invariably be compared with the last purchase rates and any large differences checked before making local purchase. The officer will make no purchase without satisfying himself that the price is reasonable. To the extent that stocks are available in super bazaars established by the Government, local purchase should invariably be done through them, and in such cases a single quotation up to Rs. 5,000/- per item could be accepted, vide Bd's letter No.79/RS(G)/779/8 dated 10.1.92 Imprest exceeding Rs. 2,000/- sanctioned for the purpose of local purchase, may be deposited in a Bank and payments effected through cheque. Authority: Board's letter No.59/RS(G)/779/3/RM dated 4.11.80 and 81/AC/II/16/2 dated 31.7.82 and Lr. No. 2007/RS (G)/779/1 dt:04/04/2008. iii. Stores officers should submit purchase lists to the Stores Accounts Officer and PCMM. The latter will examine them to see that only the class of stores covered by para								

S.No.	Nature of Powers	Extent of powers delegated to							Remarks
		Headquarters Officers			Divisional Officers				
		SAG	Jr. Admin.	Sr. Scale/ Jr. Scale/ Asst. Officer.	DRM	ADRM	Jr. Admin.	Sr. Scale/ Jr. Scale/ Asst. Officer	
1	2	3	4	5	6	7	8	9	10
	711-S are purchased locally and also decide from their frequency and quantity whether it is advantageous or not to enter into annual contracts for such items. iv. Officers of Divisions, Workshops etc., will exercise the powers for local purchase of items other than rate contract items entered into by the DGS&D, subject to the provision laid down in para 701-S that the agency of the Stores Department will be used in ordering the supply of all stores required for the use of the Railway (Para 711-A-S)								

S.No.	Nature of Powers	C.O.S.	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
7.	(A) AUCTION SALE (i) of over-stocks of ordinary, emergency and special stores (refer Note-i below) (ii) of scrap and un-serviceable surplus and obsolete stores (refer Note-i and ii below)	Full Powers	Full Powers	Full powers	Nil	Nil	Sr. DMM/ Dy. CMM Scrap Depot officers(JAG) Full Powers Sr Supervisors of user departments: Rs 2500 per lot as per terms and conditions mentioned in RB letter at SN 5.	*Authority:* 1. Item 9 of 132-S and 2307-S 2. Item 11 of 132-S and 2310-S. 3. Auction should be conducted only by JAGradeDivl/ Depot/Headquarter Officer as per Bd'sLetter No. 2001/I/RS(S)/709/20 dt 28.03.2002 4. 2015/RS(S)709/5 dt 29.01.2016 5. 2017/Trans/01/Policy/Stores dt. 05-01-18
	(B) TENDER SALE (i) of over-stocks of ordinary, emergency, and special stores (refer Note-i below) (ii) of scrap and un-serviceable surplus and obsolete stores (refer Note-i and ii below)	Up to the limit of their power of Purchase.	Up to the limit of their power of Purchase.	Up to the limit of their power of Purchase.	Up to the limit of their power of Purchase.	Up to the limit of their power of Purchase.	Divisional / Scrap depot Stores officers Up to the limit of their power of Purchase in the respective grade	*Authority:* 1. Item 9 of 132-S and 2307-S 2. Item 11 of 132-S and 2310-S. 1. Auction should be conducted only by JA Grade Divl/ Depot/Headquarter Officer as per *Authority:* 1. Bd'sLetter No. 2001/I/RS(S)/709/20 dt 28.03.2002. 2. No.2015/RS(S)709/5 dt.29.01.2016
	(C) direct sale of stores with normal stock (refer Note-iii below)	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Divisional / Scrap Depot and Depot Stores officers Full Powers on Book Rate	The powers mentioned are pertaining to sales to meet emergent needs of other government departments, railways, local bodies & to railway contractors for use in railway work.

S.No.	Nature of Powers	C.O.S.	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
								Authority: 1. Item 8 of 132-S and 2327-S 2. No.2015/RS(S)709/5 dt.29.01.2016 3. 88/RS(G)/779/14Pt dt 06.01.2017 [Para 2.0 S.No.15).
	(D) direct sale of over stocks and ordinary, emergency, and special items. (refer Note-ii (b) below)	Sale to Rly. employees Full Powers Sale to Govt.Dept. and other Railways Full Powers	Sale to Rly. employees Full Powers Sale to Govt.Dept. and other Railways Full Powers	Sale to Rly. employees Rs. 1,000/- per occasion. Sale to Govt.Dept. and other Railways Rs. 10,000/- per occasion.	Sale to Rly. employees Rs.500/- per occasion. Sale to Govt.Dept. and other Railways Rs. 5,000/- per occasion.	Sale to Rly. employees Rs.300/- per occasion. Sale to Govt.Dept. and other Railways Rs. 3,000/- per occasion	Nil Nil	Note: Sale to other than 1. Railway employees 2. Other Rlys & other Govt. Dept. 3. Public under taking should be resorted to only under exceptional circumstances and such sale should be personally approved by PCMM. Authority: Item 8 of 132-S 2308-S and 2330-S
	(E) direct sale of surplus stores and scrap stores (refer Note-ii (c) below)	Sale to other Rlys. And Govt. Dept. Full Powers Sale to Rly. employees and private parties. Full Powers	Sale to other Rlys. and Govt.Dept Full Powers Sale to Rly. employees and private parties. Full Powers	Sale to other Rlys. and Govt.Dept Up to Rs. 1 Lakh Sale to Rly. employees and private parties Up to Rs. 5,000/- in each case at rates fixed by PCMM	Sale to other Rlys. and Govt.Dept Nil Sale to Rly. employees and private parties Up to Rs. 2,000/- in each case	Nil Nil	Sale to other Rlys. and Govt.Dept Nil Sale to Rly. employees and private parties SrDMM/DyCMM (Depot): Rs 5000; SMM (Depot)/DMM: Independent Charge: -Rs	Authority: Item 8 and 11 of 132-S and 2330-S

S.No.	Nature of Powers	C.O.S.	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
		Sale to Rly. employees and private parties Rerollable and Industrial scrap up to Rs. 10,000/-	Sale to Rly. employees and private parties Rerollable and Industrial scrap up to Rs.5000/-	Sale to Rly. employees and private parties Rerollable and Industrial scrap up to Rs. 3,000/-	at rates fixed by PCMM		2000 (depot in charge) in each case at rates fixed by PCMM Sale to Rly. employees and private parties SMM/DMM/AMM (depot in charge) Rs. 1,000/- in each case at rates fixed by PCMM	
	(F) direct sale of books, forms, stationery, petty stores, and clothing for Class IV staff (refer Note-v below)	Full Powers	Full Powers	Nil	Nil	Nil	Nil	*Authority*: Item 10 of 132-S and 2309-S
	(G) (i) a) For extension of time for payment of Balance Sale Value (BSV) and forfeiture of lots duly forfeiting of EMD: Permissible free time for payment of BSV: < 3 lakhs - 10 days; > 3 lakhs - 15 days. After the lapse of the period stipulated above, payment of BSV is allowed with	Full Powers	Full Powers	Full Powers	Rs. 1 Lakh	Rs. 50,000/-	(a) SrDMM/DyCMM: At par with HQ stores officers SMM/AMM (b) (in charge of Scrap depots) Rs. 1 Lakh	1. Rly. Administration can allow time not exceeding 40 days for line lots and 35 days for depot lots from the date of auction subject to levy of full interest charges, as applicable, for the period beyond the stipulated free time based on the merits of each case. 2. PLR as applicable from time to time, will be obtained from SBI and communicated to all concerned by PCMM. Note: In the event of the office remaining closed on the last day of payment of BSV (i.e. 40th days for line lots and 35th days for depot lots), payment will be accepted on the next working day.

S.No.	Nature of Powers	C.O.S.	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	interest @ 2% above the Prime Lending Rate (PLR)* of SBI for the period beyond the permissible period, up to a maximum period of 40 days for line lots and 35 days for depot lots from the date of auction. b) For extension of time for delivery with Ground Rent and forfeiture of lots duly forfeiting deposited sale value	Full Powers	Full Powers	Full Powers	Rs.1 lakh	Rs. 50,000/-	<u>Sr. DMM/Dy. CMM Scrap depot</u> Full powers	*Authority*: 1. Item 12 of 132-S. 2. SAG committee recommendations No. 33(ii) circulated vide Rly Bd. Lr.No.2001/RS (S)/709/ 20 dt 24.09. 2002 & 13.09.04 & 2012/RS(S)/709/4 dt 29.05.12 3. 2015/RS(S)709/5 dt.29.01.2016&20.09.2016 *Authority*: Para 6(b) of General conditions of Sale by Action of Stores Code Volume II *Note: 1. Free delivery time shall be maximum 50 days for line lots and 40 days for depot scrap from the date of auction. This time can be extended up to 65 days for line lots by concerned ADRM and 50 days for depot scrap by PCMM/CMM at the time of auction depending on complexity of Complexity of lot or even after auction in case Railway Administration is responsible for delay. However, beyond 65 days for line lots and 50 days for depot scrap, delivery can be given only after imposing ground rent. 2. In exceptional circumstances when delay is purely due to fault of Railway Administration, delivery time can be extended without Ground Rent with personal approval of GM/AGM.
	(ii) for extension of time for delivery without ground rent.	*Full Powers	*Full Powers	Nil	Nil	Nil	Nil	
	(iii) Cancellation ofsale of lots due to administrative reasons with Finance Concurrence	Full Powers	Full Powers	Full Powers	Nil	Nil	Nil	*Authority*: 1. Item 12 of 132-S; 2. Rly Board's letter No.2012/RS (S)/ 709/4 dated 29.05.2012 (SAG committee <u>Recommendations)</u> 3. 2015/RS(S)709/5dt.29.01.2016 and 20.09.2016

S.No.	Nature of Powers	C.O.S.	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	(H) acceptance of payment in respect of materials revealed in excess of the advertised quantity in auction/ tender sales at the time when delivery is in progress	Nil	Nil	Nil	Nil	Nil	Depot officers/Divisional Officers to accept payment at the rate already decided up to a maximum of 10% of the total quantity of the lot without finance concurrence.	
	(I) refund of ground rent in respect of scrap material sold. (refer Note-vi below)	Full Powers	Full Powers	Full Powers	Nil	Nil	Nil	
	(J) Disposal of rejected Stores not removed by Contractors within 21 days from the date of rejection in terms of para 762, 764-S	Full powers to dispose at the contractor's risk and cost.	Full powers to dispose at the contractor's risk and cost.	Full powers to dispose at the contractor's risk and cost.	Nil	Nil	Independent charge JAG/Sr. Scale/Jr. Scale and Asst. Officer same as col.3.	
	(K) Refund of payment towards short delivery of scrap	Full Powers	Full Powers	Nil	Nil	Nil	-NIL	Note: 1. With finance concurrence with joint note duly signed by gazetted officer of stock holder.
	NOTE: i. No sale by Tender/Auction or any article of whatsoever category in the depot should be made unless the article has been recommended for sale by the Survey Committee (Para 2224-S) and their report approved by the competent authority (para 2228-S). Non-stock items are also subject to similar procedure (para 2241-S). Tender Committee is to be constituted to finalize tenders for sale value of Rs. 10,000/- and over. Reserve prices based on bids obtained in past auctions and other information like published market rate of similar material, recent auction rate of similar material in depots nearby etc., should be fixed by the PCMM or Depot Officer for each item of scrap sold. In respect of non-ferrous scrap and condemned rolling stock, reserve prices should be fixed by JA Grade auction conducting officer. Rly Bd's letter No.2001/RS(S)/709/20 dt 28.03.2002 & 13.03.2003. Approval of PCMM/CMM is necessary for acceptance of auction bids falling short of the reserve price by more than 10 per cent, with Finance concurrence.							

S.No.	Nature of Powers	C.O.S.	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	ii. PCMM/CMM has full powers to accept the recommendations of Survey Committee in respect of disposal of scraps and also to adjust the difference between book value and sale value. a. Under item 7(b), in the case of Permanent Way Materials released from Works the prescribed procedure to be followed. In the case of condemned rolling stock, the approval of prescribed authorities as per Railway Board's letters in force is necessary. b. Under item 7(c) & 7(d), sale of materials with normal stock is prohibited. However, to meet the emergent needs of Govt. departments, Railways, local authorities, or contractors for use on Railway works sale may be affected. The sale should be at book rate or purchase rate whichever is higher plus the usual percentage charges at the rate of 5 per cent for freight and 2 percent for incidental charges and departmental charges at the rate of 12 ½ per cent on prime cost, freight, and incidental charges. Departmental charges may be waived in any particular case with the sanction of the General Manager. However, sale to other Govt. Railways should be at book rate of issuing depot as available in previous month's transaction register without the addition of any other charges. (para 2327-S to 2329-S). Finance concurrence is required. c. Under item 7(e) the rates at which surplus stores may be sold should be the book rates (which would have been suitably modified by the Survey Committee) or the rates at which similar articles have been sold in recent auction or tender sales, whichever may be higher. Where similar articles have not been sold at recent auction but have been withdrawn owing to the reserve price that had been fixed not having been reached, such prices should be taken to be the prices applicable in the case of these sales. Additional charges for freight, incidental charges and supervision vide paras 2328-Sand2329-Smay be added at full or reduced rate or altogether foregone by the authority empowered to sanction the sales. In the case of petty sales, the cost is payable strictly in advance to the Railway. Scrap and unserviceable, surplus, and obsolete stores may be sold at book value or at a loss not exceeding Rs.200/- on each sale. The freight involved should also be taken into account in computing the loss (para 2331(a)-S and 2311-S). Railway may also submit tenders to dispose of over-stocks or surplus stores (para 2325-S) Finance concurrence is required. iii. All the scrap received at the Scrap Depot though DS-8 is exempted from survey. Depot Officers themselves should sanction the survey sheet generated after the lot formation. iv. For other line material, excluding Shed Scrap and Scrap Rails and P. Way Scrap, Standing Survey Committee consisting of Sr. DMM, Sr. DEN/Sr.DEE/Sr.DSTE as the case may be and DFM of the Division to undertake survey of the any material other than Scrap Rails and P. Way Scrap available on line. The power to Sanction such survey committee report is delegated to ADRM. v. The item under 7(f) may be sold to Railway Co-operative Credit Society, Railway Institutes, Govt.Railway Police Department, Indian Posts and Telegraph Dept., Railway Battalion, Railway Regiment and other similar bodies at book rate or purchase rate whichever is higher levying freight, incidental and departmental charges. vi. Under item 7(i) prior Finance concurrence is necessary if the amount exceeds Rs.500/-. vii. Delivery time in special circumstances: In cases which requires more time for cutting like bridge girders, microwave towers etc., CMM looking after sales at HQ is empowered to allow the free delivery period of that lot as 80 days. However, this free delivery period should be fixed in advance on recommendation of auction conducting officer duly recording proper justification for such enhanced free delivery period and should be published in the catalogue in advance as a special condition of sale so as to maintain equity of sales. Finance concurrence is not required.							
8.	ACCOUNTING ADJUSTMENTS (A) Adjustment of difference between book value and sale value	Full Powers	Full Powers	Rs. 10,000/- per item	Rs. 1,000/-	Nil	Rs. 10,000/- per item for DRMs	Authority: 2307-S and 2310-S

S.No.	Nature of Powers	C.O.S.	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	(B) adjustment as a result of fluctuation in market rate	Rs. 10,000/- per item	Rs. 10,000/- per item	Rs. 5,000/- per item	Nil	Nil	Rs. 10,000/- per item for DRMs	Authority: Item 17 of 132-S and 210-S ACS No.16 to item No.17 of S-132
	(C) writing down the value of surplus, obsolete, scrap and second-hand stores (refer Note-i below)	Rs. 1 Lakh per item	Rs. 1 Lakh per item	Rs. 1 Lakh per item on the recommendations of the Survey Committee (where item means total stock value of the item and not the unit value)	Nil	Nil	SrDMM/DyCMM: At par with DyCMM HQ; Depot Officers (Senior Scale): Rs. 10,000/- per item on the recommendations of the Survey Committee (where item means total stock value of the item and not the unit value)	Authority: 1. Bd's Lr.No.2003/RS(G)/777/2 dated 04.02.2005. 2. ACS No.16 to item No.13 of S-132
	(D) adjustment due to stock verification (refer Note-ii below)	Rs. 5,000/- per item	Rs. 5,000/- per item	Rs. 3,000/- per item	Nil	Nil	DRM up to Rs. 3,000/- per item	Authority: ACS No.16 to item No.17 of S-132
	(E) (i) to write off shortages of articles of dead stock, losses of stores, tools, and plants in stock and in transit on revenue account.	Rs. 5,000/- per item *	Rs. 5,000/- Per item *	Rs. 2,500/- per item *	Rs. 2,500/- per item *	Nil	DRMs up to Rs. 5,000/- per item Depot Officers up to Rs. 2,500/- per item	*Authority*: ACS No.16 to item No.18 of S-132
	(ii) to sanction adjustments effected in the numerical account for verification undertaken departmentally or by the Accounts department (refer	Rs. 2,000/- per item **	Rs. 2,000/- per item **	Rs.500/- per item **	Rs.100/- per item *	Nil	Depot Officers Rs.100/- per item**	*Authority*: ACS No.16 to item No.18 of S-132

S.No.	Nature of Powers	C.O.S.	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
	Note-iii below)							
	(iii) Part-II differences between actual balances and the balances in the priced ledgers brought to the notice in connection with the reconciliation of depot card ledger with the priced ledgers of Accounts office.	Up to Rs. 5,000/- for each individual case.	Up to Rs. 5,000/- for each individual case	Up to Rs. 3,000/- for each individual case	Nil	Nil	DRM/ADRM/CWM Up to Rs. 5,000/- for each individual case. SrDMM/Dy.CMM(Depot) Up to Rs. 3,000/- in each individual case. All open line and construction DENs, DSTEs, DMEs, DEEs, WMs, DMM (depot) AND AMM in charge of Depots up to Rs.500/- in each individual case. AMM/Depot, not in independent charge up to a limit of Rs.100/- in each individual case	
	* provided that the shortage, etc., is not due to negligence, carelessness, or dishonesty of any Railway employee, and in cases arising out of Accounts stock verification, PFA's concurrence is obtained for not referring to General Manager. ** where the loss is due to negligence, carelessness or dishonesty of any Railway employee and it is not possible to effect recovery from the employee. NOTE: i. The recommendation of Survey Committee should be obtained vide para 2223-S. The limit of Rs.1,00,000/- applies to the value before reclassification. The powers of Depot Officers up to Rs. 1,000/- per item may be exercised without the recommendation of Survey Committee (ACS No.16 to Para S-132) ii. The powers under item 8(d) may be exercised provided the difference is not due to negligence, carelessness, or dishonesty of any employee or due to different methods of measurement adopted by the Accounts stock verifiers and the Department and it is agreed by PFA that reference to General Manager is not necessary. iii. Every case of loss presenting unusual feature or revealing serious irregularities or exceeding Rs. 50,000/- should be promptly brought to the notice of the Railway Board vide para 1802-GI. The monthly summary of the total amount written off, supported by details in each case when Railway employees are responsible and disciplinary action taken should be submitted to the General Manager.							

S.No.	Nature of Powers	C.O.S.	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
9.	MISCELLANEOUS (A) Contract for - (i) reconditioning of non-ferrous scrap (refer note- i to iii below)	Rs.25 lakhs in each case	Rs.25 lakhs in each case	Rs.3 lakhs	Rs. 50,000/-	Rs. 15,000/-	SrDMM/DyCMM: Same as DyCMM in HQ	*Authority*: 1326-S.
	(ii) fabrication of miscellaneous articles from raw material (refer Note-i to iii below)	Rs.25 lakhs in each case	Rs.25 lakhs in each case	Rs.3 lakhs	Rs. 50,000/-	Rs. 15,000/-	SrDMM/DyCMM: Same as DyCMM in HQ	*Authority*: 1326-S.
	(B) Hiring of Transport for carrying material, hiring material handling equipment, Contracts for material/scrap handling, loading /unloading, Shipping clearance/export contracts, other works like repair, maintenance and other Miscellaneous contracts through Tender/ quotation.	Powers as given in Works Matter Part-A and Miscellaneous Matters Part-C shall be applicable.						
	(C) for printing work by outside press (refer Note-iv below)	Up to thelimit of his powers of purchase	Up to the limit of their powers ofpurchase	Up to thelimit of their powers of purchase	Nil	Nil	Field store officers will exercise same powers as their Headquarter counter parts	*Authority*: 1. Para-1030of Financial Code Vol. I. 2. 1129-S. Note: Mode of Tendering, Tender Committee and direct acceptance to be decided as per purchase powers.
	(D) Powers to permit air lifting of Railway Stores in each case.	Up to their power of acceptance	Nil	Nil	Nil	Nil	Nil	*Authority*: 1. RB Letter No.98/F(FEX)17/ 1/Air lifting dt 28.02.2003. 2. 98/F(FEX)17/1/Airlifting dated 26.03.2008

S.No.	Nature of Powers	C.O.S.	C.M.M.	Dy. CMM	S.M.M.	AMM	Other Officers	Remarks
1	2	3	4	5	6	7	8	9
								(Annexure II/4-89) 1. Full Powers to GM in all cases in which the CIF cost of the import is within the powers of procurement delegated to him. 2. Further, PCMM has been delegated full powers for air freighting of items in import contracts up to their level of acceptance of the tenders. 3. These powers are to be exercised personally by GM and PCMM, with personal concurrence of PFA. These powers are not to be delegated downwards
	NOTE: i. Before deciding to invite tenders for fabrication/reconditioning of shop manufacture items cost, comparison analysis as well as 'make or buy' decision should be done duly scrutinized by the concerned Workshop Accounts Officer. ii. The possibility of carrying out the work in Railway Workshops at cheaper rates should be investigated before entering into contracts. iii. The powers delegated to the various authorities have to be exercised with the concurrence of the Associate Finance. iv. Off-loading of printing works is to be done if PCMM certifies that the printing work cannot be undertaken in Railway Press or other Government Press. These powers shall not be exercised for printing cash value items. The necessity for printing non-standard forms shall be carefully examined by the Head of Departments concerned. The instruction issued by Board/GM/AGM from time to time shall be scrupulously followed.							

PART – E: COMMERCIAL MATTERS

MODEL SCHEDULE OF POWER

INDIAN RAILWAYS

Index

S.No.	Nature of Power	Page No.
1.	Waiver / Refund of wharfage, demurrage, storage, and lost property charges	E5
2.	Write-off of irrecoverable freight charges in respect of the consignments not taken delivery of and subsequently disposed off by auction.	E5
3.	Write off of the amounts due to the railway when they are or are not recoverable.	E5-6
4.	To write-off irrecoverable outstanding earning, irrecoverable losses of cash (including individual amount of outstanding at stations, values of forged currency notes as advised by cash office/Bank and value of cash vouchers), irrecoverable stores, tools, and plants pertaining to Comml. Dept.	E6-7
5.	Refund of fares and freight otherwise than in accordance with the relevant tariff rules	E7-8
6.	Refund of wagon registration fee otherwise than in accordance with the relevant rules	E8
7.	Refund / Waiver of demurrage charges at stations / transhipsheds where handling contractors are engaged	E8
8.	Waiver of penalty charges in cases of miss-declaration of weight and goods	E8
9.	Refund of penalty charges in individual cases of mis-declared goods	E8
10.	Refund of fares or freight in cases covered by tariff rules and refund of over charges as per certified over charge sheet	E8-10
11.	Refund of security deposit to contractors and waiver of detention charges in respect of reserved bogies	E10
12.	Refund of rental charges for commercial advertisement	E10
13.	Deleted	E10
14.	Repairs of parcel handling equipment (including cranes, tow trucks, parcel platform trolley, weighing machine, tools & plants)	E10-11
15.	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	E11
16.	Expenditure incurred for covering and removal of dead bodies from Railway premises	E11
17.	Payment of claims for compensation for goods lost or damaged	E11-12
18.	Payment of compensation claims for goods lost or damaged when suit or time barred	E12
19.	Payment of fees to surveyors engaged for the assessment of the value of the damaged consignments	E12
20.	Payment of bills for loading and unloading of unconnected or undelivered wagons	E12-13
21.	Compensation in case of Railway accidents and untoward incidents	E13
22.	Legal expenses in respect of compensation & claims	E13

S.No.	Nature of Power	Page No.
23.	To make exgratia payments payable to the dependents of dead or to injured passengers including Railway servants on duty or on privilege pass 1, PTO, involved in train accidents or untoward incident as defined under section 124 & 124-A of Rly Act 1989	E13-15
24.	To make exgratia payments to road users who meet with an accident at manned level crossing, due to Railway's prima facie negligence	E15-16
25.	Contracts for cartage of goods, parcels etc., for loading, unloading, transhipment of goods and other issues incidental to traffic working, for washing & supply of bedrolls	E16-17
26.	Contracts for commercial matters viz. Parking, publicity, Pay & Use Toilets, labour license etc., (except parcel leasing and catering	E18-20
27.	Award of Contracts for Medical shops, Book stalls, internet booths	E20
28.	Opening out-agencies, city/ town booking offices, introduction of other ancillary services & fixing rates for conveyance over the road portion	E20-21
29.	Variation of rates fares in case of leasing of other coaching vehicles, goods, and passengers	E21
30.	Delivery of goods/ parcels on indemnity notes including self-consignments	E21
31.	Hiring of motor vehicles for the use of ticket checking squads for mid sections checks against ticketless travel	E21-22
32.	Wagon demand registration fees (lumpsum deposit)	E22
33.	Authorizing firms or individuals to pay freight by credit note or underweight only system	E22
34.	Acceptance of percentage charges on values of goods and parcels notified as excepted articles	E22
35.	Hiring of auto-rickshaw/ taxi for remittance of station/city booking office cash to banks	E22
36.	Sanction to expenditure on consumables connected with the printing of computerized tickets	E23
37.	Waiver/refund of penalty charges levied on privilege, post retirement, complimentary passes	E23
38.	Levy of maximum demurrage/ wharfage charges on non-bulk commodities	E23
39.	Modification/Rectification of software in commercial dept.	E23
40.	Contracts for emergency stitching of uniforms for TTEs, Train Supdt., special action group people, etc.	E23-24
41.	Special recording of announcements or enquiries with finance concurrence and specific availability of funds	E24
42.	Sanction of procurement and annual maintenance of contracts for systems, Data com equipment and electrical equipment for PRS/ UTS/SPTM/ Passengers amenities	E24-25
43.	Power to sanction estimate chargeable to revenue and Invitation of advertised tenders for matters incidental to sanitation	E25-26
44.	Catering/Vending Contracts	E26-27
45.	Signing of agreements relating to Major static catering units (Stand Alone AVMs) and Minor static catering units (including Milk stalls)	E27-28

S.No.	Nature of Power	Page No.
46.	Imposition or waivable of penalties in terms of Contract.	E28
47.	To fix tariff of articles sold through catering establishments in station premises other than standardized meals, tea, and coffee	E28
48.	Refund of cost of Tenders discharged on valid reasons	E28
49.	To purchase Catering Stores under tender, contract, or immediate basis	E28-30
50.	Purchase of proprietary & non-proprietary articles for sale or/and consumption and petty equipment for catering	E30-31
51.	Purchase of crockery, cutlery line napery/ glassware, cooking and servicing articles	E31
52.	Emergency purchase of catering items in the event of failure or poor response to tenders	E31
53.	Condemnation and Disposal of deteriorated stocks	E31-32
54.	Write off of losses of goods due to deterioration/ condemned/ unfit for human consumption or excess consumption of raw materials which is incidental in day to day working provided the loss is not due to the carelessness or dishonesty of the Railway employee	E32
55.	Repairs to utensils, equipment, machinery including tinning	E32
56.	Alterations, enhancement, or reduction of accepted rates/ or orders placed	E33
57.	Disposal of empties	E33
58.	To write off of losses of cooked food including food which has become unfit for human consumption	E33
59.	Taking over of dead stock from the existing private catering units to the departmental catering units	E33
60.	Utilization of earnings from departmentally run catering establishments	E34
61.	Execution of works for provisions of passenger amenities at Railway Stations sponsored by NGOs, Charitable Instituions, etc.	E34
62.	Execution of identified Railway works through CSR of Corporate and PSU	E34
63.	Renting of space for opening of PRS at non-rail head locations	E34-35
64.	Provision of new UTS/PRS	E35
	Annexure	E36

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
1.	(A) Waiver / Refund of wharfage and demurrage charges	PHOD /CHOD up to Rs. 1 Lakh . -	DRM up to Rs. 25,000/-	Sr.DCM up to Rs. 10,000/- Sr. Scale up to Rs. 600/- in case of demurrage per wagon. Up to Rs. 1,200/- in case of wharfageper consignment Asst. Officers Up to Rs. 300/-	1. AGM has full power. 2. These power are delegated on per wagon/ per consignment basis. 3. The powers of waiver of wharfage charges will be on consignment basis, except in case of train load consignments, where it is applicable on per wagon basis. 4. Where demurrage cases are being handled by officers of operating department, CCM/Sr.DCM etc will mean COM/Sr.DOM etc. 5. Finance concurrence is necessary for cases above Rs. 25,000/-. *Authority:* 1. Rates Master circular/Demurrage-Wharfage-Waiver/2016/0 Chapter III dtd.19.05.2016 and further modifications, if any, to be followed. 2. Rly Bd's Letter No.2017/Trans/01/Policy dt.18.10.2017
	(B) Waiver/Refund of storage and lost property charges	PHOD Full Power HOD up to Rs. 50,000/-	DRM up to Rs. 25,000/- ADRM up to Rs. 20,000/-	Sr.DCM up to Rs. 6,000/- DCM up to Rs. 3,000/- ACM up to Rs. 1,500/-	1. Finance concurrence is necessary for cases above Rs. 25,000/- 2. Power are delegated on a per case basis. *Authority*: 1. Para 2739 of Indian Railway Commercial Manual (IRCM)/Vol. II.
2.	Write off of irrecoverable freight charges in respect of the consignments not taken delivery of and subsequently disposed off by auction. (remaining uncovered after setting off of the sales proceeds realised from the auction sale)	PHOD Full Power	DRM / Full power ADRM – Full Power upto 1 lakh per case	JAG Upto Rs. 25000/- per case SS Upto Rs. 10000/- per case	1. Finance concurrence is necessary for cases above Rs. 5,000/-. *Authority*: 1. Board's letter No.TCI/3036/60/2 dt.26.11.69.
3.	(A) Write-off of the amounts due to the railway when they are not	PHOD up to Rs. 20,000/-	DRM / ADRM up to Rs. 10,000/-		1. Finance concurrence is necessary for cases above Rs. 5,000/- 2. Power are delegated on a per case basis.

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	recoverable.	HOD up to Rs. 15,000/-			*Authority*: 1. Para 2737 & 2739 of IRCM Vol. II.
	(B) Write-off of amount due to the railway when they are recoverable.	PHOD up to Rs. 10,000/- HOD up to Rs. 7,500/-	DRM / ADRM up to Rs. 5,000/-	Sr.DCM up to Rs. 1,000/-	1. Finance concurrence is necessary for cases above Rs. 5,000/- 2. Power are delegated on a per case basis. *Authority*: 1. Item No. 27 of GM's delegation.
4.	(A) To write-off irrecoverable outstanding earning, irrecoverable losses of cash (including individual amount of outstanding at stations, values of forged currency notes, as advised by cash office/Bank and value of cash vouchers), irrecoverable stores, tools and plants pertaining to Comml. Values of forged currency notes as advised by cash office/bank when a i) Railway employee is responsible for loss	PHOD up to Rs. 75,000/- HOD up to Rs. 75,000/-	DRM up to Rs. 50,000/- ADRM up to Rs. 25,000/-	Sr. DCM up to Rs. 20,000/-/- per case DCM Up to Rs. 5000/- per case	1. Finance concurrence is necessary. 2. Power are delegated on a per case basis. *Authority*: 1. Item No.44 of GM's delegation. 2. Every important case of loss exceeding Rs. 50,000/- shall be reported to Railway Board 3. In case of loss of EFT books due to factors beyond the control of staff, the proposal to Traffic Accounts for write off debit shall have the approval of **PCCM.** 4. For cases, up to Rs. 20,000/-, ACM can certify the amount to be irrecoverable. 5. For cases above Rs. 20,000/- and up to Rs. 50,000/- Sr.DCM/DCM in independent charge can certify the amount to be irrecoverable. 6. For cases above Rs. 20,000/- and up to Rs. 50,000/- not concerned with any division, Dy. CCM can certify the amount to be irrecoverable. 7. For cases above Rs. 50,000/- only PHOD/CHOD can certify the amount to be irrecoverable when so recommended by either Sr. DCM/DCM in independent charge if the case is related to any division or Dy. CCM if the case is not related to any division
	ii) Railway employee is not responsible for loss	PHOD up to Rs. 1.5 Lakhs	DRM up to Rs. 1.5 Lakhs	Sr. DCM up to Rs. 25000/- per case	1. Finance concurrence is necessary. 2. Power are delegated on a per case basis. *Authority*:

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		HOD up to Rs. 1 Lakh per case	ADRM up to Rs. 75,000/-	DCM Upto Rs 10000/- per case	1. Item No.44 of GM's delegation. 2. Every important case of loss/loss exceeding Rs. 50,000/- shall be reported to Railway Board. 3. In case of loss of EFT books due to factors beyond the control of staff the proposal to Traffic Accounts for write off of debit shall have the approval of PCCM.
	(B) Individual amounts of non-recoverable outstanding at stations (other than fare, freight etc.) when a i) Railway employee is responsible	PHOD up to Rs. 25,000/- HOD up to Rs. 15,000/-	DRM / ADRM up to Rs. 10,000/-		1. Finance concurrence is necessary for cases above Rs. 5,000/- 2. Power are delegated on a per case basis. *Authority*: 1. Item No.44 of GM's delegation.
	ii) Railway employee is not responsible	PHOD up to Rs. 25 Lakhs HOD up to Rs. 10 lakhs	DRM / ADRM up to Rs5 lakhs	JAG 1 lakh Sr Scale Upto Rs 5000/-	1. Finance concurrence is necessary for cases above Rs. 5,000/- 2. Power are delegated on a per case basis. 3. Every important case of loss exceeding Rs.50000/- shall be reported to Railway Board. *Authority*: 1. Item No.44 of GM's delegation.
5.	Refund of fares and freight otherwise than in accordance with the relevant tariff rules (A) Fares	Upto Rs. 20,000/-	DRM / ADRM up to Rs. 20,000/-	Dy. CCM / Sr. DCM up to Rs. 10,000/- SCM / DCM up to Rs. 2,000/- Asst. Officers	1. Finance concurrence is necessary for cases above Rs. 2,000/- 2. Power are delegated on a per case basis. - [These refunds are for refundable amounts per passenger (and not the total value of the ticket) *Authority*: 1. TC II 2003/89 rules dt. 4.02.1994 and 22.07.1994 2. Item No. 26 of GM's delegation.

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
				up to Rs.750/-	
	(B) Freight	PHOD up to Rs. 20,000/- HOD up to Rs. 15,000/-	DRM / ADRM Up to Rs. 15,000/-	Dy. CCM Up to Rs. 10,000/- SCM Up to Rs. 5,000/-	1. Finance concurrence is necessary for cases above Rs. 5,000/- *Authority*: 1. Item No. 26 of GM's delegation.
6.	Refund of wagon registration fee otherwise than in accordance with the relevant rules.	PHOD/HOD Full Power	DRM Full Power	Sr.DCM up to Rs. 20,000/- DCM up to Rs. 10,000/-	1. Finance concurrence is necessary for cases above Rs. 5,000/-. 2. Power are delegated on a per case basis. Authority: 1. Railway Board's Letter No. 99/TC-I/101/2 dtd-16/05/2014
7.	Refund / Waiver of demurrage charges at stations / transhipment sheds where handling contractors are engaged.	PHOD up to Rs10,000/- HOD up to Rs. 7,500/-	DRM / ADRM up to Rs-5,000/-	Sr. DCM / DCM up to Rs. 2,500/-	1. Finance concurrence is necessary for cases above Rs. 5,000/- 2. Power are delegated on a per case basis.
8.	Waiver of penalty charges in cases of miss-declaration of weight and goods	PHOD up to Rs. 25,000/- HOD up to Rs. 15,000/-	DRM / ADRM Up to Rs. 10,000/-	Sr. DCM / DCM Up to Rs. 1,000/-	1. Finance concurrence is necessary. 2. Power are delegated on a per case basis. *Authority*: 1. Para 2161 of IRCM Vol. II.
9.	Refund of penalty charges in individual cases of mis-declared goods.	PHOD up to Rs. 15,000/- HOD up to Rs. 12,000/-	DRM / ADRM Up to Rs. 5,000/-	Nil	1. Finance concurrence is necessary. 2. Power are delegated on a per case basis. *Authority*: 1. Para 2161 of IRCM Vol. II.
10.	Refund of fares or freight in				1. Finance concurrence is necessary for cases above Rs. 2,000/- 2. PowersPower are delegated on a per case basisThe above limits are for refundable amount (and not the total value of the ticket)

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	cases covered by tariff rules (A) Fares	PHOD/CHOD/ HOD Full Power	DRM Full Power	Dy.CCM / Sr.DCM – up to Rs.10,000/- SCM/DCM UptoRs.2000 Asstt Scale Officer Upto Rs.750/-	*Authority*: 1. TC II 2003/89/rules dt. 04.02.1994 and 22.07.1994. 2. Rly Board's letter no. TC-II/2003/06/IRCA dtd 03.05.2006 3. Rly Board's letter no. 2017/Trans/01/Policy dtd 18.10.2017
	(B) Freight	PHOD/CHOD/ HOD Full Power	DRM / ADRM Full Power	Dy. CCM/Sr. DCM Full Powers. SCM/DCM Upto Rs.25,000/- ACM – Upto Rs. 10,000/-	1. Finance concurrence is necessary for cases above Rs. 5,000/-. *Authority*: 1. Para 2161 of IRCM Vol. II. 2. Para 352 (b)(i) of Indian Railway Code for Traffic (Comml.) Dept.
	(C) Refund of over charges as per certified over charge sheet.	Full Power	DRM / ADRM Full power	Dy. CCM – Full Power Sr.DCM up to Rs.50,000/- DCM /SCM up to Rs.10,000/-	1. Finance concurrence is not necessary 2. Power are delegated on a per case basis. *Authority*: 1. Para 2164 to 2167 of IRCM Vol. II.

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
				ACM Up to Rs. 5000/-	
11.	(A) Refund of security deposit to contractors provided the contract has been satisfactorily completed	Full power in respect of contracts signed by them.	DRM / ADRM Full Power in respect of contracts signed by them.	Dy. CCM / Sr. DCM / DCM Full Power in respect of contracts signed by them.	1. Finance concurrence is not necessary. 2. Provided maintenance period or guarantee period, if any, is satisfactorily completed and there are no dues to be paid by/ recovered from the contractor *Authority*: 1. Para 1261 of Engg. Code. 2. Rly Board's Letter No. TC II/2495/74/1 dated 04.09.1975
	(B) Waiver of detention charges in respect of reserved bogies by groups of Railway employees and their families travelling on privilege passes/PTOs.	Full Power up to a period of 5 days	DRM / ADRM Full power up to a period of 5 days	Sr DCM/Dy.CCM Full power up to a period of 3 days	
12.	Refund of rental charges for commercial advertisement	Full Power in case of contracts Approved by them	DRM / ADRM Full Power in case of contracts Approved by them	Dy. CCM / Sr. DCM / DCM (independent charge) Full Power in respect of contracts approved by them	1. Finance concurrence is not necessary. 2. This Para is applicable in cases where the area is not available or the advertisement is to be changed as per Railways requirement.
13.	Item deleted				Item Deleted vide Rly Board's letter no. 2017/Trans/01/Policy dtd 01.3.18
14.	Repairs of parcel handling equipment (including cranes, tow trucks, parcel platform trolley, weighing machine, tools &plants)	PHOD/ HOD Full Power	DRM Rs. 50,000- per Occasion (ceiling Rs. 5 lakhs per machine per annum)	Sr.DCM Rs. 20,000 per occasion (ceiling Rs. 1 lakhper machine per annum) Sr. Scale (Independent charge) Rs. 10,000/- per occasion (ceiling Rs. 20,000/- per machine per annum)	1. For proposal, less than Rs. 5,000, no finance concurrence will be required

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
				DCM Rs. 10,000/- per case	
15.	Creation of imprest for maintenance and upkeep of retiring room, toilets, and procurement of stationery & consumables of PRS/UTS location and in commercial office, including at those Railway PRS/UTS counters or offices which are on other than railwaypremises, and at non-rail head locations.	PHOD /PCCM Full Power HOD Full Power	DRM Full Power ADRM Up to Rs. 25000/- for each location	Sr.DCM/DCM (Independent Charge) UptoRs. 10000/- for each location	1. Finance Concurrence is required 2. GM's of Zonal Railways may consider sanctioningof suitable cash imprest for hospitality to the Station Directors of A1 class stations based on importance and need of the stations *Authority:* 1. RB's letter no. 2017/TRF/DEL/Misc/01 dt. 10.10.2017
16.	Expenditure incurred for covering and removal of dead bodies from Railway premises	PHOD/HOD Full Power up to Rs.5000 per case or actual expenditure whichever is less.	DRM / ADRM Full power Rs. 5000 per case or actual expenditure whichever is less.	Sr DCM/SrDSC – Full power UptoRs. 5000 per case or actual expenditure whichever is less.	1. No finance concurrence is required *Authority:* 1.Railway Bd's letter No.2002 TC/III/30/IV dated 09.07.2013 and Commercial Manual Para 2425 (37) 2. Rly Boards Letter No. 2002/TC-III/30/4 dtd12.03.2013. Rly Board's Lr No. 2012/Sec(CA)/50/4 dtd.15/06/2018
17.	Payment of claims for compensation for goods lost or damaged	PCCM/ CHOD Up to Rs.8 lakhs CCO up to Rs.8 lakhs		Dy. CCM (claims) up to Rs. 2 lakhs SCM up to Rs. 50,000/- ACM up to Rs. 25,000/-	1. Finance concurrence is necessary for cases of Rs. 75,000/- and above. 2. Power are delegated on a per case basis. 3. The same power applies for decreed/settled out of court cases. 4. Finance concurrence for decreed claims/cases is dispensed with. *Authority*: 1. Railway Board's letter No.94/TC-III/3/4 dated 31.10.994. 2. Board's letter No. 99/TC-III/3/2 dated 23.05.2001 3. Boards Letter No. 2001/TC-III/2/3 dated 26.07.2001 4. Railway Board's letter No. 2017/TC-III/2/1 dated 17.03.2017

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Note: Station Managers of selected important stations (to be approved by PCCM of each Zonal Railway) may be delegated with power for settlement of claims up to Rs.400/- (in each case) barring claims arising out of item (i), (ii), (iii), (vi) and (vii) of para 2149 (a) of IRCM Vol. II The above power will be exercised by the section commercial inspectors for stations other than those where station managers have been otherwise listed by PCCM.
18	Payment of compensation claims for goods lost or damaged when i) suit barred	PCCM up to Rs. **8**lakhs CCO Up to Rs.**8**lakhs		Dy. CCM/Dy.CCO up to Rs. **2** lakhs	***1.*** **Full powers are vested with GM to settle suit barred compensation claims, subject to receipt of a valid notice, as per the provisions of Section 106 of the Railways Act, 1989.** *2.* Finance concurrence is necessary irrespective of monetary value. *3.* Power are delegated on a per case basis. *Authority*: 1.**Railway Board's letter No. 99/TC-III/3/2 dated 23.05.2001.** 2. **Railway Board's letter No.TC-IV/2007/RP/1 dated 22.02.2010.** **2. Railway Board's letter No. 2017/TC-III/2/1 dated 17.03.2017**
	ii) time barred	Nil	Nil	Nil	.1. **Rly Administration has No power to entertain any Time Barred Claims for refund of excess freight and goods** **2. Compensation claim in absence of any provision in section 106** *Authority:* 1. Board's letter No. TC-IV/2007/RP/1 dated 22.02.2010
19	Assessment of the value of the damaged consignments	Full Power	DRM / ADRM Full Power	Sr. DCM up to Rs.5000/-	*1.* Finance concurrence is necessary for cases above Rs. 3,000/- *2.* Power are delegated on a per case basis. *3.* Withdrawal from station earnings allowed up to Rs.250/- in terms of Para 2425 IRCM Vol. II.
20	Payment of bills for loading and unloading of unconnected or undelivered wagons	Full Power	DRM / ADRM Full Power	Sr. DCM up to Rs. 5,000/- per wagon with a	*1.* Finance concurrence is not necessary. *Authority*:

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
				maximum ceiling of 50,000/- per case DCM up to Rs. 2,000/- per wagon with a maximum ceiling of Rs. 25,000/- per case	Para 2117(7) and 2425 (9) of IRCM Vol. II.
21	Compensation in case of Railway accidents and untoward incidents. (claims decreed by a Court of law)	PCCM /CHOD / CCO up to Rs.8 lakhs		Dy. CCM Up to Rs.2,00,000/- SCM Up to Rs. 50,000/- ACM Up to Rs. 25,000/-	1. Finance concurrence is not necessary. 2. The power is excluding other expenses i.e., interest awarded by Court, legal expenses etc. to any extent in cases of train accident or untoward incidents as defined under Section 124 and 124-A of the Railways Act,1989. *Authority*: 1. Board's letter No. 94/TCIII/3/4 dated 31.10.1994. 2. Board's letter No. 96/TCIII/80/2 dated 31.12.1997. 3. Board's letter No.99/TCIII-3/2 dated 23.05.2001. 4. Board's letter No.2017/TC III/2/1 dt.17.03.2017.
22.	Legal expenses in respect of compensation &claims.	PCCM Up to Rs. 25,000/- in each case CCO Up to Rs. 25,000/- in each case	DRM / ADRM Up to Rs. 5,000 in each case	Dy. CCM Up to Rs. 20,000/- in each case SCM Up to Rs. 5000/- in each case. ACM Rs. 3000/- in each case;	1.The scale of legal fees prescribed by Rly Bd from time to time may be adhered to. 2. Finance concurrence required beyond 2500- in each case. LO's opinion required when the anticipated charges exceed 5000 in each case.
23.	(A) To make exgratia payments payable to persons seriously injured or dependents of persons				1. No finance concurrence is required 2. The terms and conditions stipulated in RB's 2014/TC-III/1/2//IRCT(C)/Ch.IVdtd 07.11.**2014** shall be followed

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	killed in Railway accidents (as defined in Section-124) including Railway servants on duty or travelling as passengers i)In case of death ii)In case of grievous injury iii)In case of simple injury (B) To make exgratia payments payable to persons seriously injured or dependents of persons	 <u>PHOD/CHOD/ CCO</u> Rs. 50,000/- per case <u>PHOD/CHOD/ CCO</u> Rs. 25,000/- per case <u>PHOD/CHOD/ CCO</u> Rs. 5,000/- per case			3. For Sl. No. 23(A)(ii), i) This is the lump-sum amount for hospitalization up to 30 days to take care of the initial expenses ii)Thereafter, Rs. 300/- per day be released at the end of every 10-day period of discharge, whichever is earlier iii)**The maximum period for which ex-gratia is payable to the grievously injured passenger will be 12 months** 4. For Sl. No. 23(B)(ii), i) This is the lump-sum amount for hospitalization up to 30 days to take care of the initial expenses ii)Thereafter, Rs. 1000/- per week or part thereof up to further 6 months of hospitalization. **Rs.500/- per week or part thereof the period of treatment up to further Five months of Hospitalisation.** iii)The maximum period for which ex-gratia is payable to the grievously injured passenger will be 12 months *Authority:* 1. Rly Board's letter No: 2002/TC-III/28/3 dtd 12.06.02 **2. Rly Board's Letter No: 2011/TC-III/27/29/Ex-Gratia dtd 26.07.2012** 3. Rly Board's Letter No: 2011/TC-III/27/29/Ex-Gratia dtd 07.05.2013 4. Rly Board's Letter No: 2014/TC-III/1/2//IRCT(C)/Ch.IVdtd 07.11.2014

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	killed in Untoward Incidents as defined in Section 124-A including Railway servants on duty i)In case of death ii)In case of grievous injury iii)In case of simple injury	 PHOD/CHOD/ CCO Rs. 15,000/- per case PHOD/CHOD/ CCO Rs. 5,000/- per case PHOD/CHOD/ CCO Rs. 500/- per case			
24.	To make exgratia payments to road users who meet with an accident at manned level crossing, due to Railway's prima facie negligence i) In case of death	 PHOD/CHOD/ CCO Rs. 50,000/- per case			1. No finance concurrence is required 2. The terms and conditions stipulated in RB's 2014/TC-III/1/2//IRCT(C)/Ch. IVdtd 07.11.14 shall be followed

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	ii) In case of grievous injury irrespective of the period of hospitalization iii) In case of simple injury	PHOD/CHOD/ CCO Rs. 25,000/- per case PHOD/CHOD/ CCO Rs. 5,000/- per case			
25.	CONTRACTS: Contracts for cartage of goods, parcels etc., for loading, unloading, transhipment, handling of goods and other issues incidental to traffic working, for washing & supply of bedrolls i) to call for open tenders	Full Power	DRM / ADRM Full Power	Sr. DCM/Sr. Scale (IC) Full Power	1. Finance concurrence is necessary. 2. Power are delegated on a per case basis. 3. The extant orders regarding dispensation of calling of tenders, invitation of tenders, TC etc. shall be followed as applicable for Works Matters. The divisions may call for tenders without any monetary limit subject to the tender committees being constituted at HQrs. level if the contract is beyond the power of DRM.
	ii) to accept open tenders	PHOD/CHOD up to Rs. 5 Crs HOD	DRM / ADRM up to Rs. 2 Crs	Sr. DCM Up to Rs. 25 lakhs	

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		up to Rs. 2 Crs			
	iii) Extension of contracts	PHOD Full power in respect of contracts accepted by them up to three months.	DRM / ADRM Full power in respect of contracts accepted by them up to three months.	Dy CCM/Sr. DCM/DCM(IC) Full power in respect of contracts accepted by them up to three months.	1. Finance concurrence is necessary
	iv) Condemnation of Bed Rolls		Full Power	Sr. DCM / Sr. DME Full power	1. Committee of Asst. Scale officers of Commercial, Mechanical and Accounts to be formed.

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
26.	**EARNING CONTRACTS**: Contracts for commercial matters viz. Parking, publicity, Pay & Use Toilets, labour license and other misc. earning contracts(**except parcel leasing and catering**)				1. Finance concurrence is necessary. 2. Power is delegated on a per case basis. 3. Composition of tender committee for invitation and acceptance for earning contracts (except parcel leasing and catering) is as given in Annexure A. 4. All extant guidelines issued from Railway Board on the subject may be adhered to. 5. It may be ensured that there is no time gap in commercial earning contracts, as far as possible. *Authority*: 1. Rly. Board's Letter no. 2017/Trans/01/Policy dtd 18.10.2017
	(A) to call for open tenders	Full Power	DRM Full Power	Sr. DCM/Dy.CCM Full power	
	(B) to accept open tenders	PHOD/CHOD Full power above Rs.100 Cr.	DRM Above Rs.10 Cr upto 100 Cr ADRM- Above Rs.5 Cr up to Rs.10 Cr.	SrDCM Above Rs.50 Lakh up to Rs.5 Cr; DCM- up to Rs.50 Lakh	
	(C) Extension of contract for commercial advertisements and other earning contarcts (except for parcel leasing and catering)	Full Power	DRM FullPower	SrDCM/DyCCM/DCM(IC) Full Power upto 6months (with two spells of three months each)in respect of contracts accepted by them.	1. Finance concurrence is necessary. *Authority:* 1.Comml circular No 71 of 2001 2. 2017/Trans/01/Policy Dt 17.11.2017 3. These powers are to be used very sparingly for award of contracts where loss of revenue is expected on account of delay in finalising open tenders. However, it should be ensured that there is no time gap between 2

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					successive commercial earning contracts, as far as possible
	(D) To call and accept limited tenders for earning contracts.	PHOD Full power	DRM Full power		1. These powers are to be used very sparingly for award of contracts where loss of revenue is expected on account of delay in finalising open tenders. However, it should be ensured that there is no time gap between 2 successive commercial earning contracts, as far as possible
	(E) To call and accept quotations for parking, comml publicity, pay & toilets& other earning contracts etc.,(except parcel leasing, multipurpose stalls and caterings) contracts		Full Power		1. Finance concurrence is necessary 2. If there is a lack of response for Open tenders,thesecontracts can be awarded on quotation basis for a limited period of three months at a time. However, it should be ensured that there is no time gap between 2 successive commercial earning contracts, as far as possible
	(F) Tender for leasing of Parcel Cargo Train i) To call for tenders		DRM/ ADRM Full power	SrDCM/DyCCM/DCM(IC) Up to 25 Crs	**1.** It may be ensured that there is no time gap in commercial earning contracts as far as possible. **2.** RBs letter No 2017/TC(FM)/10/28 Dt. 11.1.2018 (FM circular No 1 of 2018) and corrigendum dtd.30.01.2018. 3. Composition of tender committee for invitation and acceptance for CPLP and PCLT contracts is as givenin Annexure B. .
	ii) To accept tenders	PHOD/CHOD Above 100Crs	DRM Above Rs.50 Cr. Up to 100Crs ADRM Above Rs.5 Cr. Upto Rs. 50 Crs	Sr DCM Above Rs. 2.5 Cr. Upto Rs. 5 Crs DCM Upto Rs. 2.5 Crs	
	(G) Tender for leasing of Parcel				

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	space, brake van/VP etc. i) To call for tenders ii) To accept tenders	 <u>PHOD/CHOD</u> Full power <u>PHOD/CHOD</u> Full power above Rs.100 Cr.	 <u>DRM</u> Full power <u>DRM</u> Above Rs.50 Cr. Up to Rs.100 Cr <u>ADRM</u> Above Rs.5 Cr. Up to Rs.50 Cr.	 <u>SrDCM/DyCCM/DCM(IC)</u> Full Powers <u>SrDCM</u> Above Rs.2.5 Cr. upto Rs.5Cr <u>DCM</u> up to Rs.2.5 Cr	
27.	(A) Award of Contracts for multi-purpose stalls. (B) Conversion of existing stalls to Multipurpose stalls and fixation of new license fee (C) Signing of Fresh agreement with the existing licensee on commencement of the contract as MPS stall.			<u>JAG-A1, A, B, C, Sr. Scale-D, E, F</u> Sr.DCM/DCM holding independent charge Sr.DCM/DCM holding independent charge	1. The instructions contained in Commercial Circular No. 61 of 2017 issued vide Ltr. No. 2015/TG-III/461/2 dtd 05.09.17 should be scrupulously followed for dealing with contracts on multi-purpose stalls 2. Sr.DCM/DCM holding independent charge is competent to approve the conversion of existing Bookstalls, Chemists Stalls, Miscellaneous stalls into MPS. 3. On approval of conversion, Licence fee shall be fixed with the concurrence of Divisional Finance by following the due procedure.
28.	(A) Opening out-agencies & fixing rates for conveyance from and to them. (B) Opening of city/ town	Full Power Full Power	<u>DRM / ADRM</u> Full Power <u>DRM / ADRM</u>		1. Subject to tenders being invited with the prescribed standard conditions before opening an out agency. 2. PHOD/HOD have power to award extension of contracts after the expiry of the contract period at the same rate and under the same conditions subject to finance concurrence.

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	booking offices, introduction of other ancillary services & fixing rates for conveyance over the road portion.		Full Power		3. DRM/ADRM have power for extension as above with the concurrence of associate finance. *Authority*: 1. Para 2603, 2631 & 2632 of IRCM Vol. II.
29.	Variation of rates/fares A) Leasing of other coaching vehicles (including SLR space)	Full Power			1. Finance concurrence is necessary. 2. The power to be exercised in this respect are subject to the limitations imposed by the Board from time to time. 3. No change in rates, fares or other charges. (even within the limit prescribed by Board) should be affected byPCCM, except in consultation with FA & CAO. *Authority*: 1. Board's letter No.97/TC(M&S)/10/Pt. dt.6.7.99.
	B)Goods				
	C) Passenger				
30.	Delivery of goods/ parcels on indemnity notes including self-consignments	Full Power	<u>DRM / ADRM</u> Full Power	<u>Sr.DCM/DCM(IC)</u> Full Power <u>Sr. Scale</u> Up to Rs.10 Lakh <u>Asst. Officers (gaz)</u> up to Rs.5 lakhs each.	1. Finance concurrence is not necessary. 2. This power may be exercised by Parcel and Goods Supervisors (Non-Gaz) up to Rs. 1 Lakh each. *Authority*: 1. Board's letter No.TC-I/88/113/4 dt. 27.3.89. 2. Para 959 and 960 of IRCM Vol. I. 3. Para 1823 of IRCM Vol. II.
31.	Hiring of motor vehicles for the use of ticket checking squads for mid sections checks against ticketless travel.	Full Power	<u>DRM / ADRM</u> Full Power	<u>Dy. CCM / Sr. DCM</u> up to Rs. 15000/- per occasion <u>SCM (G) / DCM</u> up to Rs. 8000/- per occasion	*1.* Finance concurrence is not necessary for surprise checks. *2.* Hiring of outside transport should be kept down to the barest minimum *3.* Hiring of outside transport should be made only if staff cars or other vehicles available with the Railway cannot be spared for the purpose. *4.* The limitation on the number of such checks as fixed by the Railway Board, if any, from time to time is not to be exceeded.

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Authority: 1. Item No.17 of GM's Delegation.
32.	Wagon demand registration fees (lumpsum deposit) (A) acceptance of (B) refund of	 Full Power Full Power	 <u>DRM / ADRM</u> Full Power <u>DRM / ADRM</u> Full Power	 <u>Sr. DCM / DCM</u> Full Power <u>Sr. DCM / DCM</u> Full Power	1. Finance concurrence is not necessary. *Authority*: 1. Letter No.C.515/II/Vol.9 dt.9.10.85. 2. Para 1411 of IRCM Vol. II.
33.	Authorising firms or individuals to pay freight by credit note	Full Power			*1.* Finance concurrence is necessary. *Authority*: 1. Board's letter No.TC/1/84/107/5 dt.31.1.86. 2. TC-1/2005/104/1 Pt I dt 01.02.2010
34.	Acceptance of percentage charges on values of goods and parcels notified as excepted articles.	Full Power	<u>DRM / ADRM</u> Full Power	<u>Dy. CCM / Sr. DCM</u> Full Power <u>DCM</u> up to Rs.5 lakhs <u>ACM</u> up to Rs.2.5 lakhs	1. Finance concurrence is not necessary. 2. Station Managers have power up to Rs. 10,000/- in each case. *Authority*: 1. Para 1104 of IRCM Vol. II.
35.	Hiring of auto-rickshaw/ taxi for remittance of station/city booking office cash to banks.	Full Power	Full Power	<u>Sr DCM/DCM</u> Full Powerupto Rs. 15000/- per occasion without finance concurrence	*Authority*: 1. Item no.47 of Miscellaneous matters in Model SOP of October 2017.
36.	Sanction to expenditure on consumables connected with the	<u>CCM/PM</u> up to 10% over the previous	Rs. 10,000/- per month	<u>Sr DCM/DCM (IC)</u> Rs. 5,000/- per month	1. CCM/PM is to take a one-time finance concurrence for exercising power up to 10% over the previous year's quantity, justifying the same.

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	printing of computerised tickets	year's quantity			
37.	Waiver/refund of penalty charges levied on privilege, post retirement, complimentary passes.	Full Power	Full Power	Full Power	*1.* Finance concurrence is not necessary *Authority*: 1. Para 639 & 640 of IRCM Vol. I
38.	Levy of maximum demurrage/ wharfage charges on non-bulk commodities	PHOD Full Power			1. Finance concurrence is not necessary. *Authority*: 1. Board's notification No.TC/11/3036/58 dt.28.8.58 amended up to 6.5.81
39.	Modification/Rectification of software in commercial dept.	PHOD/PCCM Rs. 2 lakhs in each case, subject to Annual ceiling limit of Rs. 10 lakhs HOD Rs. 2 lakhs in each case, subject to Annual ceiling limit of Rs. 10 lakhs	DRM / ADRM Rs. 1 lakh in each case, subject to annual ceiling limit of Rs. 5 lakhs	Sr.DCM/DCM (Independent charge) Rs. 50,000/- in each case, subject to annual ceiling limit of Rs. 2 lakhs	1. Finance concurrence is required.
40.	Contracts for emergency stitching of uniforms for TTEs, Train Supdt., special action group people, etc. with finance concurrence and specific availability of funds	PHOD Full Power	DRM Full power up to Rs.1000/- per case and up to Rs. 1 Lakh in a year ADRM / CTM Full power up to Rs.1000/- per case and up to Rs.	Sr. DCM Full power up to Rs.1000/- per case and up to Rs. 30,000/- in a year.	1. A register of cases and expenditures must be maintained to monitor the annual ceiling limit of the division

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
			50,000/- in a year.		
41.	Special recording of announcements or enquiries with finance concurrence and specific availability of funds.	PHOD Full Power	DRM / ADRM / CTM Full Power		
42.	(A) Sanction of procurement of systems, Data com equipment and electrical equipment for PRS/ UTS/SPTM/ Passengers amenities like RAPID Board, Token System, Train Enquiry Systems with finance concurrence. Specification prescribed by CCM/PM.	PHOD Full Power HOD Full power up to Rs. 50 lakhs	DRM Full power Upto Rs. 50 Lakhs (New PRS). IT related assets Rs. 25 Lakhs per case.		1. Offer of the firm should be examined by the appropriate level T.C. for the cases exceeding Rs. 10,000/- 2. Specification of each auxiliaries be given to each division by PCCM at HQrs. level. 3. Finance Concurrence is required. 4. Authority – RBs letter no 2017/Trans/01/Policy Dt 18.10.2017 * Life of the specified peripherals and auxiliaries will be taken into account and proper procedure be followed for condemnation and procuring new items. Note – Finance concurrence is necessary
	(B) Annual maintenance contracts for systems, Data com equipment and electrical equipment for PRS/UTS/SPTM/ Passengers amenities like RAPID Board, Token System, Train Enquiry Systems (Including single quotation from authorised dealers) with finance concurrence.	PHOD / HOD Full Power	DRM Full power		
	i) Printer, key board, UPS and CVT*	PHOD Full power (Including single quotation from authorised dealers).	DRM / ADRM Up to Rs. 1 lakhs per item per case subject to the maximum ceiling limit of Rs. 10 lakhs p.a.		
	ii) Battery for UPS, Ribbons and	PHOD	DRM/ADRM		

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	re-inking.	Full power (Including single quotation from authorised dealers).	Up to Rs. 1 lakhs per item per case subject to the maximum ceiling limit of Rs. 10 lakhs p.a.		
43.	Power to sanction estimate chargeable to revenue and Invitation of advertised tenders for matters incidental to sanitation in stations or other commercial premises of category A-1, A,B,D & E where sanitation is under commercial department with prior finance concurrence and specific availability of funds for the following items:				Note: 1. This power shall be exercised by an En & HM officer or an officer/officers nominated by DRM for this purpose 2. Exercise of above power will be governed by power given under SOP on works matterssubject to availability of funds under proper-head of allocation 3. Waste Management should form an integral part of cleanliness contracts. 4. At way side stations supervision over sanitation work will be with station masterirrespective of contracting authority 5. All cleaning contracts to be dealt with as per "Standard Bid Document" for housekeeping of stations and trains issue by Rly Bd vide No 2016/EnHM/06/09 dt. 29.08.2014 and GCC for services 2018
	(A) Maintenance and upkeep of toilets, retiring rooms, cloakrooms, passenger waiting halls, goods sheds, parcel handling areas, circulating area and waste management.	PCCM Full Power	Full Power	Sr. DCM Full power up to Rs. 2 Crore Per case DCM Full power up to Rs. 1 Crore Per case	
	(B) Pest control contracts at stations. i) Mechanized cleaning at A-1, A & B category stations. ii) Contracting one time for cleaning of station	PCCM Full Power	Full Power	Sr. DCM Full power up to Rs. 2 Cr. Per case DCM Full power up to Rs. 1 Cr. Per case	
CATERING CONTRACTS					

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
44.	CATERING CONTRACTS/ VENDING CONTRACTS				
	(A)Fixation and approval of Minimum Reserve Price for Static Catering Units. (Stand alone AVMs & minor Static units)	Full power	DRM Full power		*Authority:* 1. Railway Board's Lr.No.2016/TG-III/600/1/Pt. dt.27.2.2017 (Para 12) 2. Railway Board's Lr.No.2017/TG-III/600/10 dt.22.9.2017. 3. PCCM/SCR's Lr.No.C.78/F/Licence Fee/Vol.III dt.18.07.2017. 4. Other extant instructions issued by Railway Board/ Headquarters from time to time
	(B)For Assessment of Sales Turnover and fixing of annual license fee:				
	i) Major static catering units (Stand Alone AVMs)	Full power	Full power	A1, A, B & C - Sr.DCM D, E & F - DCM Full power	*Authority:* 1. Railway Board's letter No.2016/TG-III/600/1/Pt dt. 27.02.2017. (Accepting Authority - Para 9.3.3-) 2. PCCM's Lr.No.C.78/F/Licence Fee/Vol.III Dt. 18.07.2017. (SAG formula 2017) 3. Other extant instructions issued by Railway Board/Headquarters from time to time.
	ii) Minor static catering units (including Milk stalls)				
	(C) To Call/Receive Tenders Major static catering units (Stand Alone AVMs) and Minor static catering units (including Milk stalls)		Full Power	NIL	1. Railway Board's letter No.2016/TG-III/600/1/Pt dt. 27.02.2017. 2. Open tender under two packet system oftendering (Stand Alone AVMs & GMUs at A1, A, B & C category stations) 3. Open tender under single packet system of tendering (SMUs at all category stations, GMUs at D, E & F category stations and Milk stalls at all category stations) 4. Other extant instructions issued by Railway Board/Headquarters from time to time.
	(D) To Accept Tenders Major static catering units (Stand Alone AVMs) and Minor static catering units		Full Power	Sr.DCM/DCM Full Power	1. Railway Board's letter No.2016/TG-III/600/1/Pt dt. 27.02.2017. (Para 9.3.3) 2. Standing Tender Committee, to be nominated by DRM, shall comprise of three members one each from Commercial and Finance departments and

<table>
<tr><th>S.No.</th><th>Nature of Power</th><th>PHOD/HOD</th><th>DRM/ADRM</th><th>Divisional Officers & Officers in Headquarters</th><th>REMARKS</th></tr>
<tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr>
<tr><td></td><td>(including Milk stalls)</td><td></td><td></td><td></td><td>third may be from any other department. The level of committee members as per category of stations shall be as under:
<table><tr><th>Category of stations</th><th>Level of Committee</th><th>Accepting Authority</th></tr><tr><td>A1, A, B & C</td><td>Sr.Scale level Officers</td><td>Next Higher Grade Officer</td></tr><tr><td>D, E & F</td><td>Jr.Scale level Officers</td><td>Next Higher Grade Officer</td></tr></table>3. Other extant instructions issued by Railway Board/ Headquarters from time to time.</td></tr>
<tr><td></td><td>(E) Renewal and Refixation of License fees:
i) Minor static catering units renewed under CC No.22/2017 vide Railway Board's Lr.No.2013/TG-III/600/19 dated 15.03.2017.</td><td></td><td>Full Power</td><td><u>Sr.DCM/DCM</u>
Full Power</td><td>1. Renewal shall be considered by Sr.DCM on the recommendations of a committee of 3 Sr. scale Officers from Commercial, Finance and from any department for A1, A, B & C category stations.
2. In case of D, E & F category of stations, renewal shall be considered by DCM on the recommendations of committee of 3 Jr. Scale Officers from Commercial, Finance and any other department.
3. Other extant instructions issued by Railway Board/ Headquarters from time to time.
4. Other extant instructions issued by Railway Board/Headquarters from time to time.</td></tr>
<tr><td></td><td>ii) Major static catering units (Stand Alone) and Minor static catering units awarded under Catering Policy 2017.</td><td></td><td></td><td>Full power
For refixation of licence fee after sales assessment</td><td>Authority:
1. Railway Board's letter No.2016/TG-III/600/1/Pt dt. 27.02.2017
2. Tenure is for a period of 5 years and no renewal.
3. Other extant instructions issued by Railway Board/Headquarters from time to time.</td></tr>
<tr><td>45.</td><td>Signing of agreements relating to Major static catering units (Stand Alone AVMs) and Minor static</td><td></td><td>Full power</td><td><u>DCM</u>
in respect of contracts awarded by him and JAG Officers.</td><td>1. Finance and Law vetting is necessary.
2. Rider agreements to the main agreement may likewise be signed by the authorities who signed the original agreement provided the approval of the competent authority is obtained.</td></tr>
</table>

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	catering units (including Milk stalls)				3. The signing authority should be those empowered as per Ministry of Law notification issued from time to time. *Authority:* 1. Para-1259 of Engg. code.
46.	Imposition or waiver of penalties as per terms and conditions of the contract.	Power as per terms and conditions of the contract	Power as per terms and conditions of the contract	JAG Power as per terms and conditions of the contract	1. Finance concurrence is not required
47.	To fix tariff of articles sold through catering establishments in station premises other than standardized meals, tea and coffee	Full power			*Authority*: 1. Board's letter no. 2016/TG III/600/1/Pt dtd 27.02.17 Para 14.1.4
48.	Refund of cost of Tenders discharged on valid reasons.		Full Power	Sr.DCM Full Power	1. Finance concurrence is not necessary.
DEPARTMENTAL CATERING (Item 49 to 60)					
49.	To purchase Catering Stores (A) Non-perishable non-proprietary articles				1. Finance concurrence is necessary for invitation of tenders. 2. Power are delegated on a per case basis. 3. The specific items, which are not proposed to be procured centrally and which can be procured by Divisions advantageously, will be advised periodically by PCCM. 4. Tenders to be called from approved list which is to be maintained and updated annually with the approval of PCCM. 5. For constitution of tender committee and acceptance, please refer to Annexure-A *Authority*: 1. Board's lr.No.74-EB/3000 dt.14.01.75 2. Para 323, 324, 328, 330 - Stores Code
	i) To call open tenders	Full Power	DRM / ADRM Full Power	Sr. DCM Full Power	
	ii) to call limited tenders	PHOD up to Rs.30 lakhs HOD up to Rs.20 lakhs	DRM / ADRM Up to Rs.20 lakhs DRM / ADRM Up to Rs. 10	Dy. CCM/Sr, DCM Up to Rs.8 lakhs	

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
			Lakhs		3. Para 2839 & 2840 of IRCM Vol. II
	iii) to accept open/limited tenders	PHOD up to Rs.2.5 Crores HOD up to Rs.25 lakhs	DRM / ADRM Up to Rs.25 lakhs	Dy. CCM/Sr. DCM up to Rs. 10 Lakh	1. Tenders to be called from approved list which is to be maintained and updated annually with the approval of PCCM. 2. For constitution of tender committee and acceptance, please refer to Annexure-A *Authority*: 1. Board's lr.No.74-EB/3000 dt.14.01.75 2. Para 323, 324, 328, 330 - Stores Code 3. Para 2839 & 2840 of IRCM Vol. II
	iv) to call for and accept single tenders	PHOD Milk and eggs: up to Rs. 1 Lakh per occasion	DRM / ADRM Milk and eggs: up to Rs 50,000/- per occasion		1. Finance concurrence is necessary for calling tenders. 2. The purchase is to be made from recognized co-operative societies/Government agencies
	(B) Local purchases of perishable articles or articles required for immediate consumption on cash payment basis	Full power up to Rs. 25,000/- on each occasion	DRM Full power up to Rs. 15,000/- on each occasion	Dy. CCM/Sr. DCM Full power up to Rs. 10,000/- on each occasion SCM/Catg. /DCM(IC) Full power up to Rs. 10,000/- on each occasion	1. Finance concurrence is not necessary. Mode of purchases has to be decided by the Authority who is according sanction.
	(C) Direct purchase of Catering (petty) items, on i) cash payment basis	Full power up to Rs. 10,000/- at a time	DRM / ADRM Full power up to Rs. 10,000/- at a	Dy. CCM / Sr. DCM Full power up to Rs.	1. Finance concurrence is necessary if it exceeds Rs. 5,000/- 2. Purchase committee is not necessary. 3. Mode of purchase to be decided by the authority who is according sanction.

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
			time	5,000/- at a time <u>SCM/DCM</u> Full power up to Rs. 1,000/- at a time	
	ii) Purchase on Rate/ Running Contract basis the items for resale and not for consumption like aerated water, biscuits etc.	Full Power	Full Power after items are approved by PCCM as per Note 2		1. Finance concurrence is necessary. 2. PCCM will advise specific items which are proposed to be procured centrally and can be procured by Divisions. 3. In case of all proprietary articles, efforts should be made to purchase on rate contract basis from manufacturers/ agents/ stockists.
50.	(A) Purchase of proprietary and non-proprietary articles like cold drinks, snacks, etc. for sale (not for consumption in the Catering units)	Full power	Full Power after items are approved by PCCM as per Note 2		1. Finance concurrence is necessary. 2. PCCM will advise specific items which are not proposed to be procured centrally and can be procured by Division 3. In case of all proprietary articles, efforts should be made to purchase on rate contract basis from manufacturers/agents/stockists.
	(B) Purchase of Non-proprietary articles for consumption in departmental units.	Full Power up to Rs. 15,000/-	Full Power up to Rs. 10,000/-	<u>Dy. CCM. &Sr.DCM</u> Full Power up to Rs. 5,000/- <u>SCM/Catg; DCM(IC)</u> Full power up to Rs. 1,000/- for each unit in urgent cases subject to a ceiling of Rs. 1,000/- per week.	1. Finance concurrence is necessary for occasions where the amount exceeds Rs. 3000/- 2. The nature of urgency should be recorded in each case.
	(C) Purchase of proprietary articles for use in departmental units/pantry cars.	up to Rs. 50,000/-	<u>DRM / ADRM</u> up to Rs. 25,000/-	<u>Dy. CCM/Sr.DCM</u> up to Rs. 5,000/- <u>SCM(Catg.)/DCM</u> up to Rs. 2,000/-	1. Finance concurrence is necessary. 2. PCCM will advise specific items which are proposed to be procured centrally and can be procured by Divisions. *Authority*:

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					1. Para 2835 of IRCM Vol. II.
	(D) Purchase of petty equipment specific to catering units such as food trolleys, jars, stoves, etc.	up to Rs.5 lakhs per annum and cost of each item not exceeding Rs. 30,000/-	DRM / ADRM up to Rs. 50,000/- per annum and cost of each item not exceeding Rs. 15,000/-	Dy. CCM/Sr.DCM up to Rs. 50,000/- per annum and cost of each items not exceeding Rs. 15,000/- SCM(Catg.)/DCM up to Rs. 10,000/- per annum and cost of each item not exceeding Rs. 5,000/-	1. Finance concurrence is necessary. 2. Procurement is to be made through COS. *Authority*: 1. Para 2837 of IRCM Vol. II.
51.	Purchase of crockery, cutlery line napery/ glassware, cooking and servicing articles and other petty items in urgent cases on limited quotation basis	Up to Rs. 2 Lakhs per annum.	DRM / ADRM Up to Rs. 1 Lakh per annum.	Dy.CC/ Sr. DCM Up to Rs. 10,000 Rs. 50,000/- per annum.	1. Finance concurrence is not necessary. 2. Procurement is to be made through COS. *Authority:* Para 2837 of IRCM Vol. II 1. The nature of urgency should be recorded in each case.
52.	Emergency purchase of catering items in the event of failure or poor response to tenders.	up to Rs.2 lakhs on each occasion.	DRM / ADRM up to Rs. 1 Lakh on each occasion.	Dy. CCM/Sr. DCM Up to Rs. 50,000/- SCM(Catg.) up to Rs. 25,000/- on each occasion.	1. Finance concurrence is not necessary up to Rs. 5,000/-. 2. Purchase should be effected by a committee of three officers, including an Accounts Officer and a Stores Officer. *Authority*: 1. Board's lr. No.73-TG-III/636/4 dt. 21.10.74. 2. Para 2837(d) of IRCM Vol. II. 3. Para 331 of Stores Code (S) Vol. I.
53.	Condemnation and Disposal of deteriorated stocks including damaged and broken cutlery,	Full Power	DRM Full Power	Dy. CCM/Sr. DCM Up to Rs. 5,000/-	1. If in the opinion of the PHOD/DRM the cost of sending the material to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	crockery and dead stock items, which are unserviceable by Tender/Auction			SCM/DCM up to Rs. 3,000/- SCM/Catg. up to Rs. 3,000/-	destroyed/disposed off locally through tender/auction sale in the presence of the Accounts representative following the prescribed norms/ procedure. A certificate to this effect may be recorded by the concerned PHOD/DRM. 2. The power delegated for destruction are only in respect of those items which in the opinion of the PHOD/DRM are of trivial value and unsaleable. 3. No article condemned by one officer should be disposed of by the same officers, excepting those coming under Para-2314 of Stores Code Vol. II
54.	Write off losses of goods due to deterioration/ condemned/ unfit for human consumption or excess consumption of raw materials which is incidental in day to day working provided the loss is not due to the carelessness or dishonesty of the Railway employee.	PHOD Up to Rs. 40,000/- HOD Up to Rs. 20,000/-	DRM/ADRM Full power	Dy. CCM / Sr. DCM Up to Rs. 1,000 Rs. 5,000/- SCM/Ctg Up to Rs. 3,000/-	1. Finance concurrence is necessary. 2. Power are delegated on a per case basis. 3. The power is applicable to cases where no railway employee is responsible. The book value of the items should be adopted. *Authority*: 1. Item 18 of para 132-S. 2. Para 2852 & 2853 of IRCM Vol. II. 3. No article condemned by one officer should be disposed off by the same officer, excepting those under Para 2314 of Stores Code Vol-II
55.	Repairs to utensils, equipment, machinery including tinning, etc. used by the Catering Unit either through Railway Workshop or by calling quotations from local firms.	Full Power	DRM / ADRM Full Power	Dy. CCM / Sr. DCM Up to Rs. 20,000/- SCM / DCM up to Rs. 10,000/- ACM up to Rs. 3,000/-	1. Finance concurrence is not required for repairs undertaken up to Rs. 2,500/- on each occasion. 2. Power are delegated on a per case basis. 3. Such repairs will be undertaken on contract basis obtaining minimum of three quotations to test the market. Authority: 1. Board's letter No.74-EB/3000 dt.14.01.75 2. The expenditure should be met from catering earnings.

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
56.	Alterations, enhancement or reduction of accepted rates/ or orders placed	Full power	Full Power	Sr. Scale only Full power	1. Enhancement/reduction of rates will require prior finance concurrence except in respect of items which are required for resale like biscuits, cool drinks, etc. for which firms fix the market retail price for packets, subject to ensuring that the profit given to the Railway is always kept on par with or more than that obtained at the time of introduction of such items.
57.	Disposal of empties	Full power	DRM Full power	Dy. CCM & Sr. DCM Full power SCM & DCM up to 2,000/-in each case	1. Tender to be called for or auction to be conducted.
58.	To write off of losses of cooked food including food which has become unfit for human consumption	Full power	Full power up to Rs. 2,500/- per month per catering unit	Dy. CCM Full power up to Rs. 2,500/- per catering unit per month Sr.DCM/SCM/DCM Full power up to Rs.100/- per day subject to a limit of Rs. 1,000/- per month	1. Only Officers dealing with catering work will exercise these powers.
59.	Taking over of dead stock from the existing private catering units to the departmental catering units.	Full power up to Rs. 30,000/- for each catering unit or group of units proposed to be taken over for departmental work			1. Finance concurrence is not required.

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
60.	Utilization of earnings from departmentally run catering establishments	PHOD can authorize utilization to defray day to day expenses in connection with the running of such establishments for purchase of perishable items, vegetables, fish meat, eggs, etc.			1. Finance concurrence is not required.
61.	Permission to execute the works for provision of passenger amenities at Railway stations sponsored by individuals/NGOs/ Trusts/Charitable Institutions/ Corporates, etc.		DRM Full power		1. Finance concurrence is required. Authority: 1. Rly Board's Letter No. 2017/Trans/01/Policy dtd 18.10.2017 – Para-C2.
62.	Execution of identified Railway works through Corporate Social Responsibility of Corporate and PSU – Approval of Master Plan		DRM Full power		1. Finance concurrence is necessary. 2. Sponsoring Agencies may include NGOs. 3. Deposit work permitted from CSR funding in case of party is unwilling to execute the work. 4. Investment by the Sponsoring Agency without any limit – Full power to DRM (earlier limit was Rs. 2 Crore for DRM) Authority: 1. Rly Board's Letter No. 2017/Trans/01/Policy dtd 18.10.2017 – Para-C-3
63.	Renting of space for opening of PRS at non-rail head locations		DRM Full power		1. Finance concurrence is necessary. *Authority:*

S.No.	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					1. Rly Board's Letter No. 2017/Trans/01/Policy dtd 18.10.2017 – Para-C4.
64.	Provision of new UTS/PRS (converting UTS/PRS to UTS-cum-PRS)		DRM Full power		1. Finance concurrence is necessary. *Authority:* 1. Rly Board's Letter No. 2017/Trans/01/Policy dtd 18.10.2017 – Para-C4.

Part E Annexure-A

TENDER COMMITTEE FOR DEALING WITH EARNING CONTRACTS (OTHER THAN CATERING AND PARCEL CONTRACTS)

VALUE OF CONTRACT	LEVEL OF TENDER COMMITTEE	ACCEPTING AUTHORITY
Upto` 50 lakhs	Junior Scale	DCM
Above ` 50 lakhs upto` 5 Crores	Senior Scale	Sr.DCM
Above Rs.5 Cr upto Rs.10 Cr	JAG Tender Committee	ADRM
Above ` 10 Crores upto` 100 Crores	JAG Tender Committee	DRM
Above ` 100 Crore	SAG Tender Committee	PCCM (PHOD) / CCM (CHOD) or AGM in absence of PCCM (PHOD/CHOD)

Note: Junior Scale Committee will be a two-member committee of Accounts and Commercial Officers unless otherwise prescribed by the rules on the subject. Other commitees will be a 3-member committee of Accounts, Commercial and oen member as nominated by the competent authority

Part E Annexure-B

TENDER COMMITTEE FOR DEALING WITH PARCEL LEASING TENDERS i.e., CPLP AND PCET

VALUE OF CONTRACT	LEVEL OF TENDER COMMITTEE	ACCEPTING AUTHORITY
Upto` 2.5 Crore	Junior Scale	DCM
Above ` 2.5 Crore upto` 5 Crore	Senior Scale	Sr.DCM
Above ` 5 Crore upto` 50 Crore	JAG Tender Committee	ADRM
Above ` 50 Crore upto` 100 Crore	JAG Tender Committee	DRM
Above ` 100 Crore	SAG Tender Committee	PCCM (PHOD) / CCM (CHOD) or AGM in absence of PCCM (PHOD/CHOD)

PART – F: ESTABLISHMENT MATTERS

MODEL SCHEDULE OF POWERS

INDIAN RAILWAYS

Index

SUB-PART-I (GAZETTED)

S.No.	Nature of Powers	Page No.
1	Grant of Leave	F7-10
2	Transfer of Deputy HODs (incl. selection grade), Senior scale	F10-11
3	Advance of pay on transfer for officers	F11
4	To accept resignation	F11-12
5	Forwarding of applications for posting outside Railways on deputation	F12
6	Counter signature of T.A journals	F12-13
7	Sanction of composite transfer advance	F13
8	Waiver of overpayments of amounts for gazetted officers detected by accounts/ audit after 1 year	F13
9	Grant of awards for meritorious/outstanding work	F14
10	Permitting Gazetted staff to proceed on duty outside Zonal Railway	F14
11	Advance/withdrawal from PF to Gr. A and B officers	F14
12	Issue of NOC for obtaining passport	F14
13	Sanction of advances for house building, purchase of computer	F14-15
14	Sanction of Pension or Service Gratuity, Retirement or Death Gratuity, Commutation of pension and leave encashment	F15
15	Handing over and taking over charge in cases in which several scattered works or stores have to be inspected	F16
16	Grant of advance of TA/DA	F16
17	To permit journey by road on duty between two stations connected by rail	F16
18	Grant of consolidated conveyance allowance	F16
19	Grant of TA/DA for continuous halt of more than 30 days	F16
20	Permission to retain quarters on transfer, deputation, retirement, and death etc.	F17
21	Permission to Gaz. Officers to attend conferences, congress, or Meetings	F17-18
22	Training in non-rail institutes within India	F18
23	Issue of NOC for correspondence course/ part time course & applying for admission to different courses	F18
24	Provisional payment of salary/wages where the vetted LPC has not been received from the previous unit	F19
25	To permit an Officer to undertake work and/or receive fee (non-recurring or recurring) from private sources	F19
26	Approval of tour programmes of GM and DRM	F19

27	To the payment of contribution or subscription to a professional institution	F20
28	Power to DRMs to interchange ADRMs	F21

SUB-PART-II (NON-GAZETTED)

S.No.	Nature of Powers	Page No.
1.	Creation/ extension/ conversion of posts	F22-25
2.	Variation and redistribution of non-gazetted posts	F25
3.	Transfer of posts and grades	F25
4.	Fixing Headquarters of Non-Gazetted Staff	F25
5.	To make initial appointments to Group-C and Group-D posts	F25-26
6.	Promotions	F26-27
7.	To re-appoint non-gazetted staff	F28
8.	Acceptance of resignation including power to waive off notice period	F28
9.	To accept voluntary retirement including the waival of notice period	F29
10.	Transfer of non gazetted staff	F30-31
11.	Grant of joining time	F31
12.	Grant of Leave	F31-38
13.	Sanction for investigation of claims of arrears of pay and Allowances	F38-39
14.	Confirmation of Non Gazetted Staff	F39
15.	To order deductions from gratuity on account of government dues	F39
16.	To waive irrecoverable amounts over drawn by non- gazetted Railway servants detected within one year	F39
17.	To waive recoveries of amounts over-drawn by non- gazetted Railway servants which have been detected after one year of payment	F39
18.	Retention of Railway quarters	F39-43
19.	Grant of daily allowance for halts in excess of 30 days	F43
20.	Sanction of mileage allowance	F43
21.	Grant of HRA to staff who are posted to stations at which HRA is admissible	F43-44
22.	To stop HRA admissible under Rules in the event of an employee refusing to accept the accommodation offered by Railway	F44
23.	To permit occupation of quarters upon resignation/ discharge	F44

S.No.	Nature of Powers	Page No.
24.	To sanction write off of irrecoverable personal advances or amounts otherwise due from non-gazetted railway servants	F45
25.	Grant of educational assistance	F45
26.	To determine the rate of TA to an outsider attending departmental enquiry	F45
27.	Composite Transfer Grant sanction	F45-46
28.	Grant of consolidated conveyance allowance	F47
29.	Sanction of Breakdown Allowance	F47
30.	Grant of House Building Advance (HBA) as admissible	F47
31.	Condonation of break in service not more than one year	F47
32.	Counter signature of TA journals	F48
33.	Counter signature of OT journals	F48
34.	Alteration of recorded date of birth	F48
35.	To permit change of name in original records	F49
36.	Provisional payment of wages/ salary	F49
37.	To issue service certificate to Rly Servants who have put in 12 months service or more	F49
38.	To authorise a railway servant to proceed on duty outside the Zonal Railway	F50
39.	Training in non-railway institutions.	F50
40.	Sanction of Advances	F51
41.	Grant of permission to Gr. C and D staff for transactions in respect of acquisition or disposal of any immovable and/ or movable property	F52
42.	Condonation of delay for non-insurance of flat/house, purchased/ built out of house building advance	F52
43.	Reconstruction of service registers with available records	F52
44.	Reconstruction of service registers on the basis of affidavits when no records are available	F53
45.	Sanction of pension/ Service gratuity, retirement/death gratuity, commutation of pension and leave encashment	F53
46.	Issue of 'No Objection Certificate' (NOC) for obtaining passport	F53
47.	To make alteration (other than date of birth) in the service register	F53
48.	Treating the period of handing over and taking over charge	F54
49.	To permit journey by Road between two stations connected by rail	F54
50.	Sanction for undertaking a work for which honorarium is offered	F54-56

S.No.	Nature of Powers	Page No.
51.	To grant advance increment on sports account	F56
52.	Recovery in instalments of amounts, paid erroneously to railway employees	F57
53.	Recovery in lumpsum or in instalments, of arrears of subscription due from the railway servant who is admitted as a subscriber to the provident fund with retrospective effect	F57
54.	Refund of cost of training and enforecement of bond/money	F57
55.	Compensation to railway servants for loss of private property during course of accident or strike	F57
56.	To grant compensation other than those awarded by Claims Commissioner	F58
57.	Classification of railway servants under hours of employment rule	F58
58.	Sanction for payment of compensation under Workmen's Compensation Act	F58
59.	Sanction to refund of P.F by instalment by non-gazetted staff on reappointment	F58
60.	To sanction rewards to non-gazetted staff	F59-61
61.	To sanction ex-gratia payment to the dependents of railway employees in the event of his/her death arising out of injuries sustained while on duty	F62
62.	Temporary exemption under Hours of Employment Regulation (HOER)	F62
63.	Suspension of Lien	F62
64.	Payment of Deposit of Decretal amount in satisfaction of the decree passed by Civil Court/Authority	F62
65.	Forwarding of application to posts outside the Railway	F62
66.	Creation of Supernumerary post for medically de-categorized staff/ identified surplus staff	F63
67.	Grant of conveyance allowance to blind & orthopaedic ally handicapped Railway employee subject to the conditions prescribed	F63
68.	Sanction of National Holiday allowance to Essential Staff in HQ offices	F63
69.	Re-engagement of retired employees in exigencies of service	F63
70.	Engagement of staff against posts of SSEs/JEs (Works) in construction, Electrical and S&T deptts. In RE	F64
71.	Providing alternative employment on medical grounds to medically decategorised staff / redeployment of surplus staff	F64
72.	To the payment of contribution or subscription to a professional institution	F64
	Appendix	F66-70

SUB-PART-I (GAZETTED)

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
1	Grant of leave (A) Casual leave	Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary. 2. Powers up to the full entitlement in respect of officers working under their control. *Authority*: 1. Rule 236 of Indian Railway Establishment Code (IREC) Vol. I (1985)
	(B) i) Leave on average pay / Leave on half average pay (LAP/ LHAP).	Full Powers	DRM For Branch Officers i.e SG/JAG/SS(IC), full power up to 21 days, if no relief is required. For others full Powers provided no relief is required. ADRM Full power up to senior scale officers under their control provided no relief is required	JAG/ (Sr. Scale in independent charge) Full Powers up to 21 days in respect of officers under their control	1. Finance concurrence is not necessary 2. Leave sanctioned should be availed within India. 3. The leave sanctioned should be advised to Sr.DPO, Sr.DFM of Division. PCPOand PFA for certification and accountal. 4. Any curtailment / cancellation of the leave already sanctioned should be reported to PCPO and PFA *Authority*: 1. Para 503 R-I & item I of Schedule of Chapter V, R-1, 1995 reprint, 2008 reprint
	ii) Encashment of Leave on Average Pay (LAP) while in service	Full Powers	Full Powers	JAG/Sr. Scale (in independent charge) Full Powers	1. Finance concurrence is not necessary. 2. Powers up to the full entitlement in respect of Officers working under their control.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					3. Encashment of LAP is permitted up to a maximum of 10 days at a time. The total leave, so encashed during the entire career shall not exceed 60 days in the aggregate. 4. A balance of at least 30 days of LAP should be available to his/her credit after taking into account the period of encashment as well as leave availed of. 5. If an employee fails to avail the benefit of encashment of leave in the preceding block period of two years, which ended on 31.08.2016 and onwards, he/she can avail of the same within the first year of the succeeding block period of two years (RBE: 48/2017). 6. Encashment of LAP, as above, is allowed at the time of availing of Railway Privilege Passes / PTOs. 7. The cash equivalent shall be calculated as follows: Pay in the respective PB plus Number of grade pay admissible on the date days of LAP of availing of Railway Pass plus Cash = DA admissible on that dateX Equivalent (House Rent Allowance or Transport Allowance should not be taken into account for the above calculation) 8. The period of leave encashed shall not be deducted from the quantum of leave encashable under Rule 550

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					9. Competent authority's sanction for the leave encashment, should be advised to PCPO/ Sr. DPO/ WPO and PFA/ Sr. DFM / WAO concerned for certification, issue of Memorandum, leave accountal and payment. 10. Leave encashment in favour of SAG and above officerstobe sanctioned by AGM. *Authority*: 1. Rule 540-A of IREC Vol. I (1985) Bd'sLrS.No. F (E) III/2008/LE-1/1 dated 29.10.2008, 03.12.2008, 12.12.08 & 11.06.2009 2. RBE: 48/2017
	(C) Special Disability leave	Full Power	Full Powers	Nil	*Authority:* 1. Rule 552 & 553 of IREC Vol. I (1985). 2. U.O. NO FE/15/1/Pt III. Dated 22.8.2007
	(D) Leave out of India including prior permission to leave Station/HQ	PHOD/CHOD Full Powers	DRM/CWM Full Powers to sanction leave up to 15 days without relief Except Independent BOs (for whom PHOD/CHOD's approval will be required) ADRM Full power up to Sr Scale officer under their control provided no relief is required.	Nil	1. Financeconcurrence is not necessary. 2. Board's letter No.E(P&A)-2005/CPC/LE-3 dtd.18/9/15(RBE No. 107/2015) 3. RBE 161/2016 4. Rly Board letter no. F(E)II/2003/DEI/Miscdt 28.06.2017 5. Rly Board letter no 2017/Trans/Process Reforms/Esttdt 29.11.2017
	(E) Study leave				

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	i) Leave out of India	Nil	Nil	Nil	1. Finance concurrence is necessary. 2. Powers rest with Railway Board only.
	ii) Within India	Nil	Nil	Nil	1. GM has full powers to sanction study leave within India as per 1st schedule (Rule 503) of IREC. 2. Finance concurrence is necessary. *Authority*: 1. Rule 556 of IREC-Vol. I (1985), Appendix VI (11) of IREC Vol. I& I Schedule of IREC
	(F) Child Care Leave	Full powers in respect of the officers working under them.	Full powers in respect of the officers working under them.	Full powers in respect of the officers working under them.	1. Finance concurrence is not necessary *Authority*: 1. Rule 551,551(a)of RI – 1985 Edn. 2. Rly Board's letter no: E(P&A) I-2008/LE-8 Dt 12.12.2008.
2.	Transfer of (A) Deputy Heads of Depts(Dy. HOD) including Selection Grade	Nil	Nil	Nil	1. Finance concurrence is not necessary. 2. PHOD to exercise powers within the Railway for officers under their control. 3. In the case of officers who have not completed two years tenure in a particular station the power should be exercised with sufficient care
	(B) Senior Scale	PHOD/CHOD Full Powers for inter divisional transfer	Nil	Nil	

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
				Nil	and prudence with recommendations of placement committee (E(O)III-2014/PL/03 dt 29.08.2014). 4. Co-ordinating HOD will have the same power of PHOD. 5. DRMs to exercise powers to transfer Junior Scale/ Assistant Officers within the Division in the case of those who have completed one year at the present station, duly apprising respective PHOD. *Authority*: 1. Rule 103(11) Appendix VI of IREC Vol. I (1985).
3.	Advance of pay on transfer for officers working under them	Full Powers	Full Powers	JAG/Sr. Scale (in independent charge) Full Powers	1. Fiannce concurrence is not necessary *Authority*: 1. Para 1113 &1114 Indian Railway 2. Establishment Manual (IREM) Vol. I (1989).
4.	(A) To accept resignation	Nil	Nil	Nil	1. Finance concurrence is not necessary. However, concurrence is required where waival of notice period is involved. 2. Up to Sr. Scale – GM. 3. JAG and above – Railway Board. *Authority*: 1. Rule 302 IREC Vol. I (1985).

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(B) To accept voluntary retirement	Nil	Nil	Nil	1. Finance concurrence is not necessary. 2. Qualifying service to be certified by Accounts before acceptance. 3. Up to Sr. Scale – GM. 4. JAG and above - Railway Board. *Authority*: 1. Board's. Letter. No. E (P&A) I-77/RT/46 dt.9.11.77.
5	Forwarding of applications for posting outside Railways on deputation basis	PHOD/CHOD Full Powers up to Sr. Scale only	Nil	Nil	1. Finance concurrence is not necessary. 2. JAG and above - GM. *Authority*: 1. Para 1402 Chapter XIV IREM Vol. I (1989). 2. Board's Letter. No: E(NG)65 RL1/86/AP/1 dt.16.12.65 and E(NG)II/73/AP/2 Dt.18.5.73.
6.	Counter signature of T.A journals	Full Powers including their own TA Journal	Full Powers including their own TA Journal	JAG /Sr. Scale (in independent charge) Full Powers including their own TA journal. Sr. Scale Full powers	1. Finance concurrence is not necessary. 2. Powers are to be exercised in respect of officers under their control. 3. In respect of retired officers to be countersigned by Dy. CPO/Gazetted. 4. Time limit for submission of claims of TA is 60 days. The claim of TA/DA allowance on tour/transfer/training/journey on retirement is forfeited or deemed to have been relinquished if the claim is not preferred within 60 days succeeding the date of completion of the journey.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Authority: 1. Railway Board's letter No. F (E)/1/2003/AL-8/3 dated 07.01.2004 (SCNo.16/2004 dt 30.01.2004) 2. Para 1697 of IREC Vol. II (1987). 3. Rly.Bd's Ltr.No.F(E)I/2018/AL-28/29 dated 23.03.2018.
7.	(A) Sanction of advance of composite transfer grant upto a maximum of 75 %	Full Powers	Full Powers	JAG Full Powers	1. Finance concurrence is not necessary *Authority*: 1. Board's Letter No. F(E)I/98/AL-28/15 dated 20.7.98.
	(B) Sanction of Composite Transfer Grant For serving officers-within 6 months and for retired officers-within 1 year	Full Powers to PHOD/ CHOD/HOD of bill drawing office (CPO/ CSC/ FA&CAO)	Full Powers	Full Powers up to SS of Bill drawing office Dy. CPO at HQ/ Workshop/Con. & Sr. DPOs in Divisions	1. Para 1643 IREC-II, 164/99, 67/90, 224/08, 2. At the new place of posting 3. Beyond the period of 6 months for serving officers and 1 year for retired officers, the power vests with GM 4. Finance concurrence is not necessary.
8.	Waiver of overpayments of amounts for gazetted officers where such over payments were detected by Accounts/ Audit after one year.	CPO Full Powers	Nil	Nil	1. Prior Finance concurrence is necessary. *Authority*: 1. Para 1109 of General Administration and Finance Code (1991).

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
9.	Grant of awards/rewards for meritorious work of outstanding nature	Full Powers up to Rs 3000/- to officers up to JAG	Full powers up to Rs 3,000 to officers up to JAG	Nil	1. Finance concurrence is not necessary. Adequate funds should be ensured. 2. For grant of awards up to Rs 5,000/- to JA Grade officers, powers rest with G.M. 3. For grant of award up to JAG Officers in excess of Rs 5,000/- and for grant of any award to SAG and above Officers, Railway Board's sanction is required. *Authority*: 1. Item 5(d) of GM's delegation.
10.	Permitting Gazetted staff to proceed on duty outside Zonal Railway	Full Powers	DRM / ADRM/CWM Full Powers in respect of officers working under their control.	Nil	1. Finance concurrence is not required 2. Powers with GM in respect of PHODs. *Authority:* 1. Rule 1621 of IREC-Vol. II.
11.	Advance/withdrawal from PF to Gr. A and B officers.	PCPO/CPO(Admin) Full Powersupto JAG	Nil	Nil	1. Finance concurrence is not necessary 2. Powers are redelegated to DY.CPO/G in respect of Sr. Scale/ Jr. Scale/ Asst. Officers *Authority*: 1. Rule 922 IREC- Vol. I.
12.	Issue of NOC for obtaining passport.	PHOD/CHOD Full Powers (Prior vigilance and D&AR clearance necessary)	Full Powers for officers under their control (Prior vigilance and D&AR clearance necessary)	Nil	1. Finance concurrence is not necessary 2. Powers with GM in respect of PHOD and DRMs. *Authority*: 1. Board's letter No. 95/V(C)/00/1 dt. 22.11.95.
13.	Sanction of advances for i) House Building ii) Purchase of Computer	PCPO/PFA (for Accounts deptt) Full Powers in respect of	DRM For item (i) Nil For items (ii) same as	Nil	1. Finance concurrence is not necessary

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
		officers under their control	in column 3		Authority: 1. Para 1132 IREM Vol. I, 1989 edition 2009 reprint 2. Para 1014 IREM Vol. I, 1989 edition &1014 of IRAF 2009 reprint RB L No F(E)/III/2008/LE-I/1 Dt 29.10.2008 3. Para 1005 (a) IREM Vol. I, 1989 edition ACS No. 24 No. F(E) Spl. 95 ADV/4/1, dt 10.1.96 & 26.9.96 Note: 1. Terms & Conditions prescribed under Para 1105/1106 should also be followed. 2. File to be put up by Personnel Dept. to respective PHOD/CHOD's where fund is with Personnel Dept.
14.	Sanction of Pension or Service Gratuity, Retirement or Death Gratuity, Commutation of pension and leave encashment.	Full Powers up to JAG/SG.	DRM/ADRM/CWM Full Powers	Nil	1. Finance concurrence is not necessary 2. Powers with PCPO/SAG officer of Personnel Department for officers of SAG and above 3. In case of Accounts PFA/FA-G and in case of RPF dept PCSC/CSC can exercise this power. *Authority*: 1. Rule 89 of Railway Service (Pension) Rules (RSPR), l993.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
15.	Handing over and taking over charge in cases in which several scattered works or stores have to be inspected before completing transfer of charge: Treatment of period up to a maximum period of 6 days as on duty.	Full powers up to SG	Full powers up to SG	Nil	1. Finance concurrence is not necessary.
16.	Grant of advance of TA/DA	Full powers including for themselves.	Full powers for officers working under their control	JA Grade/Sr. Scale Full Powers for Officers working under their control	1. Finance concurrence is not necessary.
17.	To permit journey by road on duty between two stations connected by rail.	Full Powers	Full Powers	JAG/Sr. Scale (in independent charge) Full Powers for officers under their control. Their journey is undertaken in connection with i. Surprise inspection of level crossing ii. Surprise checks at stations (Ticketless travel) iii. For accidents and breaches	1. Finance concurrence is not necessary.
18.	Grant of consolidated conveyance allowance	Full Powers	Nil	Nil	
19.	Grant of TA/DA for continuous halt of more than 30 days in accordance with codal provisions.	Full powers up to 180 days	Full powers up to 180 days	Nil	1. Finance concurrence is not necessary

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
20.	Permission to retain quarters on transfer, deputation, retirement, and death etc.	SDGM Full powers	Full powers for quarters under their control	Nil	1. Finance concurrence is not necessary *Authority:* 1. Railway Board's Ltr. No. E(G)85/Qr 1-9, Dt:15.1.90. 2. Railway Board's Ltr. No. E(G)92/PN 2-7, dt:27.08.93. 3. Railway Board's Ltr. No. E(G)98-QR1-11, Dt:22.1.99 4. Board Lr. No. E(G)2000/QRI/23/1-23, Dt:30.11.2000. 5. Rly BdLtr. No. 2017/TransCell/ProcessReforms/Estt dated 29.12.2017 "When the ward of the railway employee is studying in class 9th or class 11th, retention of railway accommodation may be allowed on educational ground to cover the current academic session and also the next academic session (examination) of the ward till the end of academic/scholastic session of class 10th or 12th respectively plus 15 days".
21.	(A) Permission to Gaz. Officers to attend conferences, congress or Meetings in India recognized by Railway Board on duty.	Full powers where no payment is involved	Nil	Nil	1. Where payment of fee is involved concurrence of Finance is necessary.
	(B) Grant of Spl.CL &Spl. Passes to such conferences/ meetings recognized by Rly	Full powers where no payment is involved	Nil	Nil	

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	Board and specified in Rule 1689- IREC. Vol. II to an officer on his own request to the extent of time spent in attending the conference/ meeting.				
	(C) Grant of Special passes only in other cases on his own request to an officer.	Full powers where no payment is involved	Nil	Nil	
22.	Training in Non – Railway Institutions within India	Full powers to PCPO with recommendation of PHOD/CHOD for officers up to JAG	Nil	Nil	1. Finance concurrence is not necessary *Authority:* 1. RB's L.No. F(X) II – 2010/PW/2 dated 11.10.2010 2. F(X) II – 2015/PW/7 dtd 12.06.2017 item No 25 3. RB Ltr No. 2017/Trans/01/Policy dtd 18.10.2017 -The power of GMs with regard to training of Railway employees has been enhanced to Rs. 10,000 per day per person subject to maximum of Rs. 50,000 per course per person. Annual ceiling is Rs. 1 Crore per year.
23.	Issue of NOC for correspondence course/ part time course & applying for admission to different courses	Full Powers to PHOD/ CHOD of Bill drawing office (CPO/ CSC/ FA&CAO)	Nil	Nil	1. Finance concurrence is not necessary *Authority:* 1. Board's letter No. E.58GSI/5 dated 27th/28th April 1955, 202/65, 306/68, 274/64, Application to be forwarded by PHOD/CHOD concerned.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
24.	Provisional payment of salary/wages where the vetted LPC has not been received from the previous unit	Full Powers up to 3 months to PHOD/ CHOD of Bill drawing office (CPO/CSC/ FA&CAO) Full Powers to concerned HOD (Personnel / RPF / Finance) of Bill drawing office Up to 3 months	DRM/CWM Full Powers up to 3 months		1. Finance concurrence required 2. It shall also be in cases where the sanction for extension of currency is not recevied for temporary and workcharged posts for 03 months *Authority:* 1. Para 1103 of Indian Railway Admn. &Finance 1991
25.	To permit an Officer to undertake work and/or receive fee (non-recurring or recurring) from private sources.	PHOD/CHOD Full Powers up to a maximum of Rs. 5000/- in each individual case.	DRM/CWM Full Powers up to a maximum of Rs. 5000/- in each individual case.		1. Rule 1134 IREC Vol. II (1990). 2. RB's L. No. F(X)II-2010/PW/2 dated 11.10.2010.
26.	Approval of tour programmes of GMs and DRMs	For GMs No approval is required for Tour Programmes of GMs for tours upto two (2) days in a week within India. Prior intimation should be given by GM to CRB/concerned Board Member in such cases. In case of tour for more than two (2) days in a week, prior approval of CRB/concerned Board Member should be obtained. Abve delegation is also applicable to CAOs working as independent in charge of Production Units and exercising powers of GM of zonal railway. For DRMs No approval is required for Tour Programmes of DRMs for tour upto two (2) days in a week within the zone. Prior intimation should be given by DRM to concerned GM in such cases. In case of tour for more than two (2) days in a week within the zone, prior approval of GM should be obtained. For tour outside the zone, DRMs should seek approval of GM.			*Authority:* 1. 2017/Trans/01/Policy dtd 18.10.2017 2. 2017/Trans/01/Policy dtd 5.02.2018 (corrigendum slip 3 to model SOP)

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
27	To the payment of contribution or subscription to a professional institution	PCPO Full Power with recommendation of PHOD/CHOD for officers upto Selection Grade subject to limit of Rs10,000/- in each case.	DRM/CWM Full Power upto Sr.Scale subject to limit of Rs 10,000/- per annum per case.	Nil	1. Finance Concurrance is necessary 2. CPO/Admin may exercise the power in absence of PCPO during the leave/training period/vacation etc of PCPO *Authority:* 1. Board's letter no 2017/F(X)II/PW/I/1 dt 18/05/17
28	Power to DRMs to interchange ADRMs		1. DRMs are free to interchange the ADRMs and their duties as per working requirement among Operations/ Infrastructure where only 2 ADRMs are there and between Operations/ Infrastructure and General Administration where 3 ADRMs are posted. They shall keep GMs appraised.		*Authority:* 1. Railway Board Letter No. 2017/E&R/10(12)/8 dtd.03/11/2017 2. Railway Board Letter No. 2017/Trans/01/policy Part – III dated 17/07/2018

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
28	Power to DRMs to interchange ADRMs		2. DRMs can delegate only administrative powers to any of the ADRMs based on their administrative necessity. Financial powers, however, cannot be delegated except for commercial matters. 3. DRMs shall use their own wisdom while delegating such powers based on the workload of various ADRMs		

NOTE:
1. Items No.25, 35, 40(B), 42 and 50(B) of non-Gazetted schedule of powers are applicable to gazetted officers also.
2 (a) All powers delegated to PHODs in the Model SOP are also delegated to CHODs
2 (b) All powers delegated to ADRMs in the Model SOP are also delegated to ADRMs in NF-SAG (Auth: 2017/Trans/01/Policy/Pt-S dated 2.2.2018)
3. All powers delegated to JAG/SG Branch Officers in the Model SOP are also delegated to branch officers in SS.
4.. Powers delegated to PCPO on establishment matters will be exercised by PFA for staff of accounts department.

SUB-PART-II (NON-GAZETTED)

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
1.	Creation/ extension/ conversion of posts (A) Creation of non- gazetted posts for maintenance and operation of new assets.	Nil	DRM Full powers	Nil	1. Finance concurrence is necessary. 2. GMs may create safety as well as other than safety category posts even for existing assets by utilizing the 'Vacancy Bank" (i.e, 75% of money value of surrendered posts credited at Zonal level & 25 % lies with Rly.Bd) if posts had not been created for such assets earlier. 3. DRMs can create posts for maintenance & operation of new assets on 1:1 basis, after achieving 1% target of surrenders or equivalent matching money value. 4. As regards Headquarters and Extra-Divisional Offices, powers will rest with GM only. 5. The term 'new assets' include not only assets created by or through works executed by the Construction Organization (including Railway Electrification) but also all assets created or acquired by the Open Line Organization. All additions to rolling stock as distinct from replacements (debitable to Capital) are also treated as 'new assets' for this purpose.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					6. No matching surrender is required for creation of running cadre posts. 7. While creation of posts, the percentage distribution laid down for different categories will have to be followed by Divisions. 8. DRMs may create safety as well as other than safety ategory posts from the "Pool of Surrendered posts" on a 1:1 basis for new assets. 9. In case DRMs do not have posts to surrender on 1:1 basis or equivalent money value, then such proposals are to be sent to Headquarters for proposing sanctions. 10. Posts identified for surrender due to Work Study reports shall not be used for creation against "Pool of Surrendered Posts". 11. The extant instructions issued by Headquarters shall be adhered to. *Authority*: 1. Railway Board Letter Nos. 1) E(G)82/EC2-2 dt. 12.07.1984 2. E(G)98/EC2-3 dt.03.08.1998 3. E(MPP)2003/1/88 dt. 05.04.2006 4. E(MPP) 2012/10 dt. 04.09.2012. 5. E(MPP)2018/1/1 dated 04/04/2018 (RBE No 52/2010)

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					6. Board's letters No. E[MPP]2010/1/67 dated 8.10.2016 (RBE No.127/2016 7. Lr.No.2016/E&R/2800/2(8)/1 dated 22.5.2017 8. 8. letter No [MPP]2018/1/1 dated 4.4.18 (RBE No.52/2018)
	(B)Creation/ extension of work charged posts.	PHOD/CHOD Full powers	DRM/CWMs Full powers for posts controlled by the Division/Workshop.		1. Work charged posts can be created/ extended only if specific provision exists in the sanctioned estimate and as per yard stick. 2. Associate Finance concurrence is necessary. 3. The proposals of all the departments should be routed through cadre controlling authorities at HQrs and Divisional Level. 4. Sanction of AGM is necessary for Creation/Extension of Gazetted work charged postsupto JAG (Item No.4(a) of Part' G" GM's powers) 5. Policy guidelines issued by Railway Board/PCPO from time to time may be ensured.
	(C) Extension of temporary posts.	PHOD/CHOD Full Powers	DRM/CWMs Full Powers for posts controlled by them	Nil	1. Finance concurrence is necessary.
	(D) Conversion of temporary posts into permanent posts.	Full Powers	-do-	Nil	1. Finance concurrence is necessary *Authority*:

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					1. Railway Board's Ltr. No. E(NG)I.780N5/7 dt. 31.8.78.
2.	Variation and redistribution of non-gazetted posts with in the sanctioned strength of the grade	Full Powers	Full Powers	JAG/Sr. Scale (in independent charge) Full Powers in respect of Gr. D and Artisan Staff	1. Concurrence of Finance is necessary 2. Variations are required solely in public interest having regard to the changes in the duties and responsibilities of the posts and not in the interest of individual.
3	Transfer of posts and grades				
	(A) Temporary transfer of post in respect of non-gazetted staff from one station to another.	Full Powers	Full Powers in respect of posts controlled by them.		1. Up to a period of one year without Finance concurrence.
	(B) Permanent transfer of posts	PHOD/CHOD Full Powers	DRM/CWM Full Powers	Full in respect of Group-D and Artisan Staff	1. With Finance Concurrence
4.	Fixing Headquarters of Non-Gazetted Staff.	Full Powers	Full in respect of posts controlled by them.	J.A.G/Sr. Scale (in independent charge) Full Powers in respect of Gr. D and Artisan Staff.	1. Finance concurrence is necessary.
5.	To make initial appointments to non gazetted posts.	Full Powers	Full Powers within the Division/ Workshop except those posts which are controlled by HQrs.	JAG/Senior Scale (in independent charge) Full Powers in respect of posts controlled by them. Sr. Scale Full Powers for posts up to level 5 (GP 2800) of 7 CPC under their control. Jr. Scale /Asst. Officer	1. Finance concurrence is not necessary 2. No appointment shall be made unless a sanctioned post exists against which appointment can be made. 3. Rules in regard to recruitment and appointment to be adhered to. 4. Rules in regard to direct recruitment to intermediate grades to be adhered to. 5. No power to grant initial pay higher than that admissible under rules. *Authority*:

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
				Full Powers in respect of posts upto Level 1 and Artisan in level 2 of 7 CPC	1. Rule 215 of IREC Vol. I (1985).
6.	Promotions: (A) Regular	Full Powers	Full Powers within the Division/ Workshop except those posts which are controlled by HQrs.	JAG/Senior Scale (in independent charge) Full Powers in respect of posts controlled by them. Sr. Scale Full Powers to posts on unit basis up to level 5 (GP 2800) of 7 CPC under their control. Jr. Scale/Asst. Officer Full Powers for Level 1 posts and Artisan Staff up to level 2 of 7 CPC.	1. Financeconcurrence is not necessary. 2. Rules in regard to promotions to non-selection and selection posts, as the case may be, to be adhered to. 3. The promotion to be made after the staff are placed on the panel of the selection post/ select list or having passed the trade test. 4. In case of retrospective promotion to rectify past administrative errors and permitting proforma fixation as a result thereof, the powers will not be exercised by officers below administrative grade and Finance concurrence will be necessary in all such cases. *Authority*: 1. Para-213 of IREM Vol. I (1989).
	(B) Adhoc Promotions against Selection Posts Adhoc promotions against selection should be ordered only in inescapable circumstances and are not to be continued beyond four months.	PCPO Full Powers	DRM/CWM Full Powers upto 120 days only in respect of Division/workshop controlled posts. Beyond 120 days PCPO's approval is necessary	Nil	1. Financeconcurrence is not necessary. 2. Adhoc promotions against regular vacancies should be only with the approval of PCPO. *Authority*: 1. Para-216-A Chapter II Section B of IREM Vol. I (1989).

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					2. Rly Bd's Letter No. E(NG)I/94/PMI/10 Dated 09.12.98.
	(C) Adhoc Promotions against non-Selection Posts.	Nil	Nil	Nil	1. There should be no occasion to order adhoc promotion against non-selection posts *Authority*: 1. Para-216-A Chapter II Section B of IREM Vol. I (1989). 2. Rly Bd's Letter No. E(NG)I/94/PMI/10 Dated 09.12.98.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
7.	To re-appoint non-gazetted staff after resignation (except removal and dismissal resulting from disciplinary action)	PHODs/CHODs have powers to appoint persons who have resigned (excluding those who were dismissed or removed from service or voluntarily retired) provided such reappointment is offered to those persons only who were initially appointed to the Rly. in accordance with the prescribed procedure for recruitment of staff existing at the time.	DRMs/ADRMs/SAG Officers in independent charge are authorized to exercise the same powers as delegated to PHODs/CHODs in respect of posts controlled by their units	Nil	1. Finance concurrence is not necessary. 2. No appointment shall be made unless a sanctioned post exists against which re-appointment can be made. 3. Rules in regard to recruitment and appointment to be adhered to. 4. Rules in regard to direct recruitment to intermediate grades to be adhered to. 5. No powers to grant an initial pay higher than that admissible under the rules. 6. No employee who had been dismissed from service or convicted for a criminal offence should be re-employed without the prior sanction of the General Manager *Authority*: 1. Board's letter No. E(NG)I/91/RGI/1 dt.27.12.1991.
8.	Acceptance of resignation including power to waive off notice period.	Full powers provided he is the appointing authority	Full powers provided he is the appointing authority	Full powers provided he is the appointing authority	1. Finance concurrence is not necessary. 2. Division should intimate the cadre controlling officers/ Headquarters in respect of posts controlled by Headquarters. 3. Powers are to be exercised only in respect of staff holding posts to which they have powers to make appointments. *Authority*: 1. Rule 302 of IREC Vol. I (1985).

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
9.	To accept voluntary retirement including the waival of notice period.	Full Powers	Full Powers Except those posts which are controlled by HQrs	<u>JAG/Senior Scale (in independent charge)</u> Full Powers Except those posts which are controlled by HQrs (excluding waival of notice period) <u>Sr. Scale</u> Full Powers Except those posts which are controlled by HQrs up to level 5(GP 2800) of 7 CPC (excluding waival of notice period) <u>Asst. Officers/ Jr. Scale</u> Full Powers in respect of Gr. D and Artisan Staff up to level 2 of 7 CPC (excluding waival of notice period)	1. Accounts certification for qualifying service is necessary. 2. The voluntary retirement may be accepted by the authorities competent to fill the post held by the employee at the time of voluntary retirement. 3. Acceptance of notice period of less than three months for Voluntary retirement in deserving cases is subject to: i. Personal approval of HOD/DRM for the staff under their control. ii. No Discipline and Appeal Rules(DAR)/Vigilance case is pending. *Authority*: 1. Rule 1803 of IREC Vol. II (1987). 2. Board's Letter. No. E(P&A) I- 77/RT/46 dated 10.02.81. 3. Para 66 & 67 of Railway Services (Pension Rules) 1993.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
10.	(A) Transfer of non gazetted staff within the seniority unit	Full Powers	Full Powers within the Division (including posts controlled by HQrs. operated within the Division).	JAG/Sr. Scale (in independent charge) Full Powers in respect of non gazetted staff controlled by them within the Division. Sr. Scale Full Powers upto level 5 (GP 2800) Level 5 of 7th CPC Jr. Scale / Asst. Officer Full Powers in respect of Level 1 (GP 1800) only.	1. Finance concurrence is not necessary 2. Powers delegated to HOD/DRM in respect of staff working against HQrs. controlled posts for transfer from one division to another and within the division respectively. Powers may be exercised after internal consultation with each other to avoid conflicting orders being issued. 3. With recommendations of placement committee (E(O)III – 2014/PL/03 dated 29/08/2014) *Authority*: 1. Rule 226 and 227 of IREC Vol. I (1995)
	(B) Inter-divisional transfer	Full Powers	DRM/CWM Full Powers in respect of Division/ Workshop controlled posts.	Nil	1. Finance concurrence is not necessary *Authority:* 1. Rule 226 of IREC Vol. I (1995)
	(C) Inter-railway transfer/Mutual Transfer of employee (Headqurter controlled posts)	Full Powers	Nil	Nil	1. Finance concurrence is not necessary *Authority:* 1. Rule 226 of IREC Vol. I (1995) 2. Recommendations of Placement Committee is not required as per Board's Ltr.No.E(NG)/I-2017/ TR/24, dt.21.05.2018 (RBE 70/2018)

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(D) Inter-railway / inter-division transfer of employee on own request basis and mutual transfer of employee for division controlled posts	PHOD/CHOD Full powers for HQ controlled cadres	DRM Full powers for division controlled cadres CWM Full powers for workshop cadre		1. Finance concurrence is not necessary. 2. Recommendations of Placement Committee is not required as per Board's Ltr.No.E(NG)/I-2017/ TR/24, dt.21.05.2018 (RBE 70/2018) 3. For mutual transfer cases the process stipulated in RBE No 131/2017 (RBE letter number E(NG)1-2017/TR/24 dtd. 22/9/2017 is to be followed *Authority:* 1. 2017/Trans/01/Policy dtd 18.10.2017 RBE No.70/2018
11.	Grant of joining time.	Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary *Authority*: 1. Rule 1108 of IREC Vol. I – 1995 Edn
12.	Grant of Leave: (A) i) Casual leave	Full Powers	Full Powers	Full Powers	1.Finance concurrence is not necessary 2.All Sr. Supervisors up to level 6 of 7 CPCor above also authorised to sanction ordinary Casual Leave as applicable in a year to staff working under them. *Authority*: 1. Rule 236 of IREC Vol. I (1995).
	(ii) Special Casual Leave for differently abled employees	Full Powers	Full Powers	Full Powers	1.Finance concurrence is not necessary 2.All Sr. Supervisors up to level 6 of 7 CPCor above also authorized to sanction ordinary Casual Leave as applicable in a year to staff working under them.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Authority: 1. Rule 236 of IREC Vol. I (1995). 2. Railway Bds Letter no E(G)2008LE1/4 Dt 26.12.2008.
	(B) i) LAP/ LHAP	Full Powers	Full Powers	<u>JAG/Sr. Scale (independent charge)</u> Full Powers <u>Sr. Scale</u> Full powers up to 45 days <u>Jr. Scale/Asst Officer</u> Full powers up to 30 days subject to not demanding relief	1. Finance concurrence is not necessary. 2. When a non gazetted Railway servant resigns from Railway service after giving the necessary notice and requests for grant of leave during the period of notice, he may be granted leave as applied for and due to him concurrently with the period of notice provided that such leave does not extend beyond the date on which the notice expires. Sanction of leave by Senior Supervisors in level 6 and above (a) – Safety Categories: Senior Supervisors (except office staff) can sanction leave i.e. LAP / LHAP up to 15 days in a Calendar year to Staff working under them. (b) – Non-Safety Categories: Senior Supervisors holding independent charge (except office staff) are delegated / vested with powers for grant of 15 days LAP/LHAP at a time to staff of non-safety categories working under them, subject to the condition that payment of OTA is not involved. *Authority:*

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					1. Board's Letter No. E(G)96/LE1-4 of 31.12.96 2. Rule 503, 514, 523, 525, 526 and 527 of IREC Vol. I (1985)
	(B) ii) Encashment of Leave on Average Pay (LAP) while in service	Full Powers	Full Powers	JAG/Sr. Scale/Jr. Scale/Asst. Officer Full Powers	1. Accounts concurrence is not necessary. 2. Powers up to the full entitlement in respect of Officers working under their control. 3. Encashment of LAP is permitted up to a maximum of 10 days at a time. The total leave, so encashed during the entire career shall not exceed 60 days in the aggregate. 4. A balance of at least 30 days of LAP should be available to his/her credit after taking into account the period of encashment as well as leave availed of. **5.** If an employee fails to avail the benefit of encashment of leave in the preceding block period of two years, which ended on 31.08.2016 and onwards, he/she can avail of the same within the first year of the succeeding block period of two years (RBE: 48/2017). 6. Encashment of LAP, as above, is to be allowed at the time of availing of Railway Privilege Passes/ PTOs. (for running staff and station master Rly Bds letter No. F(E)III/2008/LE-1/1 Dt 12.12.2008 may be referred to)

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					7. The cash equivalent shall be calculated as follows: = [(Pay in 7CPC+DA)XNo of days]/30 (House Rent Allowance or Transport Allowance should not be taken into account for the above calculation) 8. The period of leave encashed shall not be deducted from the quantum of leave encashable under Rule 550. 9. Competent authority's sanction for the leave encashment should be advised to the Bill Drawing Officer concerned for certification, issue of Memorandum, leave accountal, Service Register entries and payment. *Authority*: 1. Rule 540-A of IREC Vol. I (1985) 2. Bd's letter No. F (E) III/2008/LE-1/1 dated 29.10.2008, 03.12.2008, 12.12.2008 and 11.06.2009
	(C) Special disability leave	Full Powers with the recommendation of CMD	Full Powers with the recommendation of Med. Supdt.	Nil	1. Accounts concurrence is not necessary *Authority*: 1. Rule 552, 553 of IREC Vol. I (1985).

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(D) Study leave	PHOD/CHOD Full Powers	DRM / CWM Full Powers in respect of Division/ Workshop controlled posts.	Nil	1. Finance concurrence is not necessary 2. Certificate to the effect that bond has been executed by the employee is to be furnished to accounts. *Authority*: 1. Rule 556 of IREC Vol. I (1985)
	(E) Leave for going abroad including prior permission to leave Station/HQ	PHOD/CHOD/HOD Full Powers	DRM / CWM Full Powers in respect of Division/ Workshop controlled posts up to two years.	For other than study leave: JAG/SS(IC) full power.upto 45 days	1. Finance concurrence is not necessary 2. Rly Bdletter no F (E) II /2003/DEI/Miscdt 28.06.2017 3. Board's letter No.E(P&A)-2005/CPC/LE-3 dtd.18/9/15(RBE No. 107/2015) 4. RBE 161/2016 5. 2017/Trans/Process Reforms/Estt.Dated 29.11.2017
	(F) i) Grant of Hospital leave (for the first 120 days with full pay and thereafter with ½ pay)	Full Powers	Full Powers	JAG Full Powers	1. Total period of leave combined with other leave shall not exceed 28 months. 2. Hospital Leave shall be granted on production of medical certificate from Authorised Medical Attendant. 3. Finance concurrence is not necessary.
	ii) Grant of Hospital leave beyond 120 days with full pay.	Full Powers	DRM/CWM Full Powers	JAG Full powers	1. Total period of leave combined with other leave does not exceed 28 months. 2. Finance conurrance is necessary beyond 120 days with full pay.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					Authority: 1. Rule 554 of IREC Vol. I (1985). 2. Bd's Letter E(P&A) I-89/JCM/D-S dated 30.1. 3. Board's letter No. E(P&A)1-89/JCM/ DC-5 dt.22-06-93 4. Board's Letter No. E(P&A) I-96/JCM/DC-I dt.31.07.1996 5. Board's letter No. E(P&A)1-96/JCM/ DC-1 dt.15-05-98
	(G) (i)Special casual leave for participation in national/international & ordinary sports Events/Scouting activities/cultural events	Full Powers up to 90 days for national & international events and 30 days in all other cases in a calendar year	Full Powers Same as in Col.3	JAG/SS(IC) Full Powers up to 30 days in a calendar year	1. Finance concurrence is not necessary *Authority:* 1. Para 1104 IREM 1968 Edition Para 2 of MC no 10 2. Chapter XVI of IREM 1 (2009) edition *Note*: 1. Instruction given by Rly Bd on quantum of SCL to be followed.
	G (ii) Grant of 330 days SCL to Outstanding Sportspersons.recommended by RSPB.	Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary *Authority:* 1. RBE No. 139/2015.
	(H) Extra-ordinary leave in combination with or in continuation of LAP and LHAP (inclusive of combined leave made up of LAP and LHAP)	Full Powers in respect of staff holding posts to which they are competent to make appointment.	Full Powers in respect of staff holding posts to which they are competent to make appointment.	JAG Full Powers in respect of staff holding posts to which they are competent to make appointment.	*1.*Accounts concurrence is not necessary *Authority*: 1. Rule 530 of IREC Vol. I (1985), subject to maximum of 5 years.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(I) Leave to a railway servant in respect of whom a medical authority has reported that there is no reasonable prospect that he will be fit to return to duty	Full Powers	DRM/CWM Full Powers for Division/ Workshop controlled posts.	JAG Full Powers in respect of staff holding posts to which they can make appointment.	1. Accounts concurrence is not necessary. *Authority*: 1. Rule 522 of IREC Vol. I (1985), subject to maximum of 12 months.
	(J) Counting of extraordinary leave forincrement	Full Powers	Full Powers	JAG Full Powers Sr. Scale Full Powers Jr. Scale/Asst. Officer Full Powers in respect of Group D staff only.	1. Accounts concurrence is not necessary. 2. Powers are to be exercised in respect of staff holding posts to which they can make appointments. *Authority*: 1. Rule 1320(a & b) of IREC Vol. II (1987) 2. EOL for study purpose and on Medical grounds.
	(K) i) Grant of Maternity / Paternity Leave	Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary *Authority*: 1. Rule 551,551(a)of RI – 1985 Edn
	(K) ii) Child care leave	Full Powers	Full Powers	JAG/SS(IC) Full Powers	1. Finance concurrence is not necessary *Authority*: 1. Rule 551,551(a)of RI – 1985 Edn 2. Rly Board's letter no:E(P&A) I-2008/LE-8 Dt 12.12.2008.
	(L) To grant certificate that a railway servant would have continued to officiate in the post but for his proceeding on leave.	Full Powers	Full Powers	Full Powers in respect of staff for whom they are appointing authorities.	1. Finance concurrence is not necessary

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(M) Grant of Special Casual leave up to a total period of 15 days in a calendar year and special passes to railway staff who are members of managing committee for attending meeting of the Managing Committee including those of the Board of Directors and the Sub Committees of Co-operative Credit Societies and banks including consumer cooperative societies.	Full Powers	Full Powers	Full Powers in respect of staff under their control.	1. Finance concurrence is not necessary 2. The facility of Special CL and Special Passes is not admissible to members for attending meeting/General Annual Meeting (ordinary or extraordinary) of the shareholders.
13.	Sanction for investigation of claims of arrears of pay and allowances	PCPO / CPO (Admn.) Claims up to three years: Full Powers Claims over three years: up to Rs. 10,000/-.	DRM / ADRM / CWM Claims up to three years: Full Powers Claims over three years: up to Rs. 10,000/-	JAG / Sr. Scale/ SPO/CN Claims up to three years: Full Powers	1. Finance Concurrence is necessary. 2. In case of the claim for the period beyond three years exceeds Rs. 10,000/-. a) The powers to sanction claim of arrears under column (3), (4) and (5) is limited to less than three years. b) Sanction of Railway Board is required for the balance amount (i.e. Portion beyond three years). 3. From the date it becomes due (as per Para 1004 & 1005 of IREM) shall be construed as the date of administrative orders issued pursuant to the directions/orders of the court, tribunal, etc, or the date of administrative orders issued pursuant to the decision of the competent authority on a representation received from the affected employee or his/her

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
					representative, etc., as the case may be, leading to arising of arrears claim. Authority: 1. Para 1004 and 1005 of IREM Vol. I 2. Railway Board's letter No. E (G) 2009 AL/ 1/16 dated 06.01.2010. 3. Railway Board's letter No. E(G)2012/AL 1-25 dated 30.11.2012 4. Rly.Bd's Ltr.No.E(G)2014/AL 1-20, dt.19.06.2018.
14.	Confirmation of Non Gazetted Staff	Full Powers	Full Powers	JAG/SS/JS/Asst. Officers Full Powers in respect of staff to whom they have powers to make appointment	1. Finance concurrence is not necessary Authority: 1. Chapter I section F of IREM 1989 Edn.
15.	To order deductions from Gratuity on account of Govt. Dues.	Full Powers	Full Powers	JAG/Sr. Scale/Jr Scale Full Powers	1. Finance vetting is necessary
16.	To waive irrecoverable amounts over drawn by non-gazetted Railway servants which have been detected within one year.	Full powers up to Rs.1000/-	Full powers up to Rs.1000/-	Nil	1. Conditions prescribed in para 1013 to 1019 of IREM Vol.1 (1989 Edn) will have to be followed. 2. Prior concurrence of Finance is necessary.
17.	To waive recoveries of amounts over-drawn by non-gazetted Railway servants which have been detected after one year of payment.	Full Powers	Full Powers	JAG up to Rs.1000/- in each case	1. Conditions prescribed in para 1013 to 1019 of IREM Vol.1(1989 Edn) will have to be followed. 2. Prior concurrence of Finance is necessary.
18.	(A) Retention of Railway quarters				1. Accounts concurrence is not necessary.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	i) On transfer from one station to another station within same Railway.	Full Powers up to two months on normal rent in respect of staff under their control	Full Powers up to two months on normal rent in respect of staff under their control	<u>JAG/Sr. Scale (in independent charge)</u> Full Powers up to two months on normal rent in respect of staff under their control <u>Jr. Scale/Asst. Officers</u> Full Powers up to two months on normal rent in respect of Gr. 'D' staff only under their control.	*Authority*: 1. Board's letter No. E(G)85/QR 1-9 dt.15-01-1990. 2. Board's letter No. E(G)92/PN 2-7 dt.27-08-1993 3. Board's letter No. E(G)98-QR1-11 dt.22.1.99 and 17.8.99. 4. Board Lr. No. E(G)2000/QRI/23/1-23 Dt:30.11.2000
	ii) Beyond two months	Full powers on payment of double the license fee/rent till the end of academic session/sickness of spouse (maximum 6 months)	Full powers on payment of double the license fee/rent till the end of academic session/sickness of spouse (maximum 6 months)	NIL	*Authority*: 1. Board's letter No. E(G)2000/QR 1-23 dt.01-06-2001. 2. Board's letter No 2017/TransCell/Process Reform/Esttdt 29.12.2017 "When the ward of the railway employee is studying in class 9th or class 11th, retention of railway accommodation may be allowed on educational ground to cover the current academic session and also the next academic session (examination) of the ward till the end of academic/scholastic session of class 10th or 12th respectively plus 15 days."

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(B) On deputation to Railtel corporation/ IRCTC	Full powers on normal rent up to two months. Beyond two months period as laid down from time to time by Railway Board.	Nil	Nil	1. Beyond two months IRCTC should pay to the Railway an amount equivalent to HRA admissible to the Railway servant on deputation to IRCTC + the flat rate of license fee prescribed by Railways. However, normal license fee should be recovered from the employee. *Authority*: 1. Railway Board's letter No. E(G)2002RN5-5 dated 12.04.2002 and 31.05.2002.
	(C) On transfer to New Zonal Railways/ Divisions.	Full powers on normal rent up to 1 year from the date of relief.	Full powers on normal rent up to 1 year from the date of relief.	JAG Sr. Scale (independent charge) Full powers on normal rent up to 1 year from the date of relief.	1. Certificate from an officer of New zone not below the rank of SDGM that the staff posted have applied/registered for allotment of entitled category and that accommodation is not available in the New zone. *Authority*: 1. Rly. Bd's letter No. E(G) 97 QR128 dated 02.09.2002.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(D) Missing employees	Full powers	Full powers	NIL	1. On normal rent for a period of one year from the date of lodging FIR. For a further period of one year on normal rent on certification by the police authorities that the employee is not traceable. *Authority*: 1. Rly. Bd's letter No. E(G) 2001 QR1-17 dated 17.07.2002.
	(E) Retirements	Full powers up to 4 months normal flat rate of license fee, up to next 4 months on payment of double the normal rent on account of sickness or up to the end of scholastic year whichever is earlier.	Full powers up to 4 months normal flat rate of license fee, up to next 4months on payment of double the normal rent on account of sickness or up to the end of scholastic year whichever is earlier.	JAG Sr. Scale (independent charge) Full powers up to 4 months normal flat rate of license fee, up to next 4months on payment of double the normal rent on account of sickness or up to the end of scholastic year whichever is earlier.	1. Telescopic penal charges to be imposed in case of unauthorised retention of railway quarters in the lineof GPRA *Authority*: 1. Rly. Bd's letter No. E(G) 2000 QR1-23 dated 01.06.2001 2. Rly Bd's letter No 2018/TransCell/Process/Reform/Estt dated 5.4.2018
	(F) Death / Retired on total medical incapacitation and CGA is in process	Full powers up to 24 months on payment of normal rent.	Full powers up to 24 months on payment of normal rent.	JAG Sr. Scale (independent charge) Full powers up to 24 months on payment of normal rent.	1. In case of death full power upto 12 months orn normal rent, further 12 months on normal rent provided that the dedeased or his/her dependents do not owna house at the place of posting *Authority:* 1. Rly. Bd's letter No. E(G) 98 QR1-11 dated 22.01.1999. 2. E(G)2012/QR1-7 dt. 25.04.2016

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(G) During leave (including EOL) other than on medical ground for period not exceeding 120 days	Full Powers	Full Powers	Nil	1. Officers will exercise the powers in respect of quarters in the pool controlled by them and in respect of staff under their administrartive control. *Authority* 1. Item 6 of Annexure of rly BdLetter No E(G) 85 QR 1/9 dt 15.01.90
19.	Grant of daily allowance for halts in excess of 30 days	Full Powers up to 180 days in all cases	Full Powers up to 180 days in all cases	JAG and below/ HQrs. Nil SG/JAG/Sr.Scale(IC) Full Powers up to 60 days.	*1.* Accounts concurrence is not necessary. *Authority*: 1. Subject to Provisions of Rules 1618 (a and b) and 1697 of IREC Vol. –II (1987).
20.	Sanction of mileage allowance	Full Powers	Full Powers	Full powers subject to following Rule 1607 R II 1987 Edn.	*Authority:* 1. Rule 1607 R II 1987 Edn., Concurrence of finance is not necessary.
21.	(a)Grant of HRA to staff who are posted to stations at which HRA is admissible.	Full Powers	Full Powers	JAG/Sr. Scale Full Powers Jr. Scale/Asst. Officer Full Powers in respect of Gr. D only	1. Finance concurrence is not necessary 2. Subject to the condition laid down in Rule no. 1706 of IREC-Vol. II.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(b) Grant of House Rent Allowance in the event of non-acceptance or surrender/vacation of Railway Residential Accommodation	Full Powers	Full Powers	Nil	1. Finance concurrence is necessary. *Authority:* 1. Rly.Bd's Ltr.No.E(P&A)/II-99/HRA-2, dt.16.03.2000 (RBE No.46/2000) *Note:* 1. Not admissible to employees for whom Rly. Accommodation is specifically earmarked or to those employees whose occupation of Rly.quarters is essential for easy accessibility during emergencies, efficient discharge of their duties, etc.
22.	To stop HRA admissible under Rules in the event of an employee refusing to accept the accommodation offered by Railway.	Full Powers	Full Powers	JAG/Sr. Scale Full Powers Jr. Scale/Asst. Officer Full Powers in respect of Gr. D only	1. Finance concurrence is not necessary
23.	(A) To permit occupation of quarters upon resignation/ discharge	Full Powers for one month	Full Powers for one month	JAG/Sr. Scale Full Powers for one month. Jr. Scale /Asst. Officer Full powers for one month in respect of Gr.' D' Staff	1. Accounts concurrence is not necessary.
	(B) Upon joint occupation as per extant rules and orders.	Full Powers	Full Powers	JAG/Sr. Scale Full Powers	1. Accounts concurrence is not necessary *Authority*: 1. Para 1712 of IREM Vol. II (1990)

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
24.	To sanction write off of irrecoverable personal advances or amounts otherwise due from non-gazetted railway servants i.e. rent etc.	Full Powers	Full Powers	Nil	1. Conditions prescribed in para 1013 to 1019 of IREM Vol.1(1989 Edn) will have to be followed. 2. Prior concurrence of Finance is necessary.
25.	Grant of educational assistance to Railway employees. a) educational allowance b) Hostel subsidy	Full Powers	Full Powers	JAG/Sr. Scale/Jr Scale/Asst Officers Full Powers	1. Accounts concurrence is not necessary *Authority*: 1. Para-2204 of IREM Vol. II (1990). 2. Railway Board Letter no E(W)2017/ED-2/3dated 12.10.2017
26.	To determine the rate of TA to an outsider attending departmental enquiry.	Full Powers	DRM / SAG Officers in field units: Full Powers	Nil	*Authority*: 1. Rule1696 of IREC Vol. II (1987).
27.	Composite Transfer Grant (A) Sanction in respect of normal claims i) For serving employees ii) For retired employees/families of retired/death employees in situations where the personal effects were moved within one year	Full Powers	Full Powers	JAG / Sr. Scale Full Powers	1. Accounts concurrence is not necessary. 2. In regard to serving employees, generally, after the transfer is ordered, the personal effects shall be moved within 6 months. *Authority*: 1. Rule 1643 (VIII) of IREC Vol. II 1987

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(B) Sanction for belated claims				
	i) For retired employees in situations where the personal effects were moved beyond one year and up to two years.	Nil	Nil	Nil	1. Powers are to be exercised by GM/AGM only. 2. In situations where the personal effects were moved beyond two years, Railway Board's sanction is required. 3. Accounts concurrence is necessary. *Authority*: 1. Board's Letter No. F(E)I/89/AL-28/11 dated 23.02.1990
	ii) In the event of death of a railway servant while in service, where the personal effects are moved beyond 1 year up to 2 ½ years.	Nil	Nil	Nil	1. Accounts concurrence is necessary. 2. Family of the deceased should have been permitted to retain Railway Quarters for a period of 2 years on normal rent. 3. Powers are to be exercised by GM/AGM only. 4. In situations where the personal effects were moved beyond 2 ½ years, Railway Board's sanction is required *Authority*: 1. Board's letter No. F (E)/1/2003 AL-28/11 dated 04.04.2003. RBE No 55/2003

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
28.	Grant of consolidated conveyance allowance.	Full Powers	Full Powers	JAG/SS (IC) Full Powers in respect of non-gazetted staff.	1. Prior accounts concurrence is necessary. *Authority*: 1. Rule 1606 IREC Vol. II (1987)
29.	Sanction of Breakdown Allowance	Full Powers	Full Powers	JAG/Sr. Scale Full Powers	1. Concurrence of finance not necessary. *Authority*: 1. Rule 1420 RI 1987 Edn.
30.	Grant of House Building Advance (HBA) as admissible.	Full Powers	Full Powers	Nil	1. Working sheet of recovery to be vetted by Accounts. *Authority*: 1. Para 1132 IREM Vol. I (1989)
31.	Condonation of break in service not more than one year	Full Powers	Full Powers for posts controlled by them	Nil	1. Accounts concurrence is necessary. *Authority:* 1. Para-43 of Railway Services (Pension) Rules, 1993.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
32.	Counter signature of TA journals	Full Powers	Full Powers	JAG/SS/JS/Asst. Scale Full Powers for staff under their control.	1. Accounts concurrence is not necessary 2. Claim made beyond 60 days succeeding the date of completion of the journey is forfeited as per RBE No 44/2018. 3. In respect of retired non-gazetted staff, to be countersigned by DPO/SPO. *Authority*: 1. Rule1697-IREC Vol. II (1987) 2. RBE No 44/2018
33	Counter signature of OT journal	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary 2. If OTA is more than Rs 5,000/-. Approval of DRM/CWM/SAG officer will be required *Authority:* 1. FC letter no 2015-B-235 dt 27.11.15
34.	Alteration of recorded date of birth, of Group 'C' and Group 'D' employees.	PCPO Full Powers	Nil	Nil	1. Accounts concurrence is not necessary. *Authority*: 1. Rule 225 (4) of IREC Vol. I (1985) 2. Master Circular No.12

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
35.	To permit change of name in original records including service registers (SRs) subject to compliance of the prescribed procedure.	Full Powers	Full Powers	Sr. DPO Full Powers DPO/ WPO (in independent charge) Full Powers JAG/HQrs. Full Powers	1. Accounts concurrence is not necessary *Authority:* 1. Para 1201 and 1202 of IREM Vol. I 1989.
36.	Provisional payment of wages/ salary.	Full Powers up to three months	Full Powers up to three months	Nil	1. Accounts concurrence is necessary. *Authority*: 1. 1103 of General, Administration & Finance Code 1991.
37.	To issue service certificate to Rly Servants who have put in 12 months service or more.	Full Powers	Full Powers	Full Powers	1. Applicant employee shall indicate the purpose for which the service certificate is required and accordingly the purpose shall be indicated by the issuing authority.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
38.	To authorize a railway servant to proceed on duty outside the Zonal Railway.	Full Powers	Full Powers	JAG – Full Powers Sr. Scale (in independent charge) - Full Powers	1. Accounts concurrence is not necessary 2. Powers are to be exercised in respect of staff under their control. 3. Powers are to be exercised subject to instructions on economy in expenditure. *Authority*: 1. Board's Letter. No. F(E)I-68 PW5/1-1 dated 3-4-69
39.	Training in non-railway institutions.	Full powers to AGM with recommendation of PHOD/CHOD Limit is Rs. 10,000/- per day per person subject to maximum of Rs. 50,000/- per course per person	DRM/CWM Full powers-Limit is Rs. 8,000/- per day per person subject to maximum of Rs. 40,000/- per course per person	Nil	1. Finance concurrence is not necessary. 2. Proposals should be routed through CPO/Sr. DPO/WPO except accounts department 3. Ceiling limit to be monitored by Personnel department. 4. Pro-rata distribution based on sanctioned strength to be done by PCPO with approval of AGM annually. *Authority:* 1. Board's L. No. FX(II)/2015/PW/7 dtd 12.06.17 2. Board's L.No. 2017/Trans/01/Policy dtd 18.10.2017 3. The annual ceilings for GMs of Rs. 1 Crore needs to be adhered to.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
40.	Sanction of Advances (A) From provident fund	Full Powers	Full Powers	JAG Full Powers Sr. Scale Full Powers Group-B Officers/Jr. Scale Full Powers (for staff below level 6).	1. Accounts concurrence is not necessary. 2. Powers are to be exercised in respect of staff under their control. *Authority*: 1. Board's letter No. F(E)III/84/PF-1/4 dt.01-05-1989. 2. Rule 922 and 923 of IREC Vol. I (1985) 3. Instructions in RBE No 63/2017 to be adhered
	(B) Of travelling allowance (T.A)	Full Powers	Full Powers	Full Powers in respect of staff under their control.	1.Accounts concurrence is not necessary. 2.Powers are to be exercised in respect of staff under their control. *Authority:* 1. Para 1110 of IREM Vol. I (1989)
	(C) Of pay on transfer	Full Powers	Full Powers	JAG/Sr. Scale Full Powers Jr. Scale/Asst. Officers (in independent charge) may exercise in respect of staff under their control for whom pay sheets are prepared by them.	1. Accounts concurrence is not necessary 2. Powers are to be exercised in respect of staff under their control. 3. The circumstances of the case should warrant an advance being sanctioned. *Authority*: 1. Para 1113 and 1118 of IREM-Vol. I (1989) 2. Board's letter No. F(E)55/PW-7(8) dt.30.01.1956.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
41.	Grant of permission to Gr. C and D staff for transactions in respect of acquisition or disposal of i) immovable property, ii) movable property exceeding 2 months basic pay	Full Powers	Full Powers	JAG Full Powersfor movable and immovable property for staff under their control.	1. Accounts concurrence is not necessary. *Authority*: 1. Rule 18 (2) and (3) of The Railway Services (Conduct) Rules 1966. 2. E(D&A)2011/GS1-3 dt. 11.07.2011
42.	Condonation of delay for non-insurance of flat/house, purchased/ built out of house building advance.	Full Powers up to two years	Full Powers up to two years	Nil	1. Accounts concurrence is not necessary. 2. For periods beyond two years, approval of Railway Board is necessary. *Authority*: 1. Board's letter No. F(E)Spl/94/ Adv/3/7 dated 13.10.95
43.	Reconstruction of service registers with available records.	PCPO/PFA Full Powers	Full powers	Nil	1. Prior accounts concurrence is necessary. *Authority*: 1. Board's letter No. E(NG) 60 PTN I/3 dated 28.3.60 as amended from time to time 2. Para 79 of RSPR, 1993, RB.L.No. F(E)III/2009/PN-I/8 Dt 27.09.11 Note: 1. Provisions laid down under Para 79 & 93 to 95 of Rly Servant (Pm.) Rules, 1993 and Para 1008 to 1016 of I.R. Account Code Vol. I 1990 Edition should be followed.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
44.	Reconstruction of service registers on the basis of affidavits when no records are available.	Nil	Nil	Nil	1. Prior accounts concurrence is necessary. 2. Sanction of Railway Board is necessary. *Authority*: 1. Board's letter No. E(NG) 60 PTN I/3 dated 28.3.60 as amended from time to time 2. Para 79 of PSPR, 1993 3. RB.L.No. F(E)III/2009/PN-I/8 Dt 27.09.11
45.	Sanction of pension/ Service gratuity, retirement/death gratuity, commutation of pension and leave encashment.	Full Powers	Full Powers	JAG Sr. Scale/Jr Scale Full Powers	1. Accounts concurrence is not necessary 2. Powers are to be exercised in respect of staff under their control. *Authority*: 1. Rule 89 of RSPR (1993).
46.	Issue of 'No Objection Certificate' (NOC) for obtaining passport.	Full Powers in respect of employees under their control with prior vigilance and D&AR clearance	Full Powers in respect of employees under their control with prior vigilance and D&AR clearance.	Sr DPO Full Powers in respect of divisional employees with prior vigilance and D&AR clearance	1. Finance concurrence is not necessary
47.	To make alteration (other than date of birth) in the service register e.g. change of name, date of appointment etc., in case of clerical error only in the first page of service register.	Full Powers	Full Powers	Nil	1. Finance concurrence is not necessary *Authority*: 1. Rule 1204 IREM-Vol. I (1989). 2. Powers to be exercised by officers discharging powers in Establishment Matters

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
48.	Treating the period of handing over and taking over charge in cases in which several scattered work or stores have to be inspected before completing transfer of charge - treatment of period as on duty up to a maximum of 6 days.	Full Powers	Full Powers	JAG Sr. Scale (independent charge) Full Powers	1. Finance concurrence is not necessary
49.	To permit journey by Road between two stations connected by Rail.	Full Powers	Full Powers	Nil	1. The power delegated can be exercised only in respect of journeys undertaken in connection with surprise inspection of L/Crossing, Surprise check at stations (Ticketless Travel) and for accidents and breaches. 2. Finance concurrence is not necessary
50.	Sanction for undertaking a work. (A) For which honorarium is offered and to grant acceptance of the same.	PCPO, PFA Full Powers up to Rs. 15,000/- in each individual case. SDGM/controlling officer of Territorial Army – Same powers for Territorial Army	DRM, CWM Full Powers up to Rs. 15,000/- in each individual case.	Nil	1. Accounts concurrence is necessary. 2. Where the honorarium is recurring, the limit of Rs. 15,000/- applies to the total amount paid in a financial year. *Authority:* 1. Rule 1334 (FR-46) IREC Vol. II (1987). 2. Item 10(a) of GM's delegation. 3. Board's letter No. F(X)II/94/PW/3 dt.26.03.1996 and 16.09.97 4. Board's letter No 2011/F(X)II/5/10 dt 29/12/2011

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(B) To sanction and make payments to Honorarium for delivering lecture in training school to officers and supervisory staff and guest speakers	Full Powers	Full Powers	Principal of Training Schools Full Powers	1. Principals should ensure the instructions contained in Board's letter No. E/G/99/H01/18 dated 08.06.2000. 2. Finance concurrence is not necessary
	(C) For which fee is offered and acceptance of the same.	Full Powers up to a maximum of Rs. 5,000/- in each individual case.	Full Powers up to a maximum of Rs. 5,000/- in each individual case.	JAG Full Powers up to a maximum of Rs. 5,000/- in each individual case.	1. Accounts concurrence is not necessary. 2. In case it is recurring, this limit of Rs.5000/- applies to the sum total of the recurring payment made to an individual in a financial year. *Authority:* 1. Rule 1334 IREC Vol. II (1987). 2. Board's letter No. E(G)90/HQ1/88 dt.17.10.1991.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(D) To sanction and make payments for Yoga Classes in Railway Training Centres.	Full Powers Up to Rs. 50,000/- per annum	Same as in Col.3	Principals/Training Centres Same as in Column No.3	1. Finance concurrence is necessary. 2. The Instructor should be a certified Yoga Trainer from professional Yoga Centres of repute. 3. Training Centres should approach RK Mission, Yogi Vemana Kendra, Isha Yoga Centre etc. for exploring imparting Yoga Classes free of cost, before inviting quotations 4. Quotations to be called for finalizing the Instructor/Centre. 5. The terms and conditions stipulated in Railway Board's Letter No. E(MPP)/2015/3/10, dt.15.06.2015 is to be adhered to.
	(E) Grant of honorarium to the IO/PO for conducting departmental enquiries in cases other than vigilance investigations.	PHOD/CHOD Full Powers (This power is to be exercised only if scales/ rates are clearly defined)	Full Powers (This power is to be exercised only if scales/ rates are clearly defined)		
51.	To grant advance increment on sports account (on recommendation of Railway Sports Control Board (RSCB) for excellence in sports).	PCPO Full Powers	DRM/CWM Full powers for divisional/workshop controlled post	Nil	*1.* Accounts concurrence is not necessary. *2.* Fixation of pay to be vetted by Associate Finance. *Authority*: 1. Board's letter No. E(NG)II/90/RR-3/3dt.25-05-1990.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
52.	Recovery in instalments of amounts, paid erroneously to railway employees.	Full Powers	Full Powers	JAG and below Full Powers	1. Accounts concurrence is necessary to fix the number of instalments. *Authority*: 1. Para1013-B IREM Vol. I (1989) and of administration & Finance Code.
53.	Recovery in lumpsum or in instalments, of arrears of subscription due from the railway servant who is admitted as a subscriber to the provident fund with retrospective effect.	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary *Authority*: 1. Rule 911 of IREC Vol. I (1985).
54.	Refund of cost of training and enforecement of bond/money in respect of Railway employees who secured employment under the Central or State Govt. or in PSU/at Autonomous Bodies on the basis of their duly forwarded applications	Full Powers	DRM/ SAG Officers in field units Full Powers	Full Powers	1. Prior accounts concurrence is necessary. *Authority*: 1. Master Circular No.30 2.Bd'sLtr No. E(NG)I-89/AP/5 dt. 12.12.2007 and Para 1410 of IREM
55.	Compensation to railway servants for loss of private property during course of accident or strike.	PCPO Full powers up to Rs 4,000/- in each case	Same as in column 3	Nil	*Authority* – 1. Bd's L/No. F(X)II-97/PW/4, dt 16.09.97 item 19 2. RB L.No. F(X) II-2010/PW/2 Dt 11.10.10 Note: 1. AGM would have full powers up to Rs 5,000

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
56.	To grant compensation other than those awarded by Claims Commissioner.	Nil	Nil	Nil	1. Accounts concurrence is necessary. 2. GM can sanction up to 24 months emoluments of railway servant. *Authority*: 1. Item No.18 of GM's delegation.
57.	Classification of railway servants under hours of employment rule.	PCPO Full Powers	Nil	Nil	1. Finance concurrence is not necessary *Authority*: 1. Sec.136 of Indian Railways Act 1989. 2. Board's letter No. E(LL)76/HER(RLT)/11 dt. 7.3.77.
58.	Sanction for payment of compensation under Employees' Compensation Act.	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary. *Authority*: 1. Item 18(i) of GM's delegation.
59.	Sanction to refund of P.F by instalment by non-gazetted staff on reappointment.	Full Powers	Full Powers	Nil	1. Accounts concurrence is not necessary. 2. Powers are to be exercised in respect of staff holding posts to which they are empowered to make reappointment. *Authority*: 1. Rule 917 - IREC Vol. I (1985).

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
60.	To sanction rewards to non-gazetted staff (A) Cases connected with averting or reducing the severity of accidents	<u>PHOD/CHOD</u> Full Powers up to Rs. 7,500/- in each case <u>HOD</u> Full powers up to Rs 2,000/- in each case	<u>DRM/CWM</u> Full Powers up to Rs 7,500/- in each case <u>CWM/ADRM</u> Full powers up to Rs. 2,000/- in each case	<u>JA Grade/S. Scale (in independent charge)</u> Full powers up to Rs 1000/- in each case	1. Accounts concurrence is not necessary 2. Individual cases for grant of rewards in excess of the monetary limit delegated, should be processed through the Standing Screening Committee for GM's sanction. 3. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers. *Authority*: 1. Item No.10(c) of GM's delegation vide Rly Board's Letter No. F(X)II-2010/PW/4 dated 11.10.2010 2. Item 10(d) of GM's delegation vide Railway Board's letter No. F(X)II-2013/PW/4 dated 25.07.2013. 3. Railway Board Letter No. F(X)II-2014/PW/4 dated 05.02.2015
	(B) Suggestions and inventions.	<u>PHOD/CHOD</u> Full Powers to grant rewards up to Rs 4,000/- in each individual case. *Full Powers up to Rs 15,000/- in each case where the employee secures the patent for such innovation and transfers the rights to Indian Railways unconditionally and such innovation is considered	<u>DRM /CWM</u> Full Powers up to Rs. 2500/- in each individual case to an annual ceiling of Rs. 50,000/- <u>ADRM</u> Full Powers up to Rs 2,000/- in each individual case * Full Powers up to	<u>JAG/Sr. Scale (Independent charge)</u> Full powers for up to Rs 1000/- in each individual case <u>JAG/ HQrs</u>: Full Powers for spot rewards up to Rs. 1,000 in each individual case	1. Accounts concurrence is not necessary. 2. Individual cases for grant of rewards in excess of the monetary limit delegated, should be processed through the Standing Screening Committee for GM's sanction 3. Rly Bd letter no E(G)64 RNI-6 of 6.9.65 RB L/Ni F(X)II/2010/PW/2 Dt 11.10.2010 Item no 10 c. 4. Item No.14 of GM's SOP Rly. Bd'sL.No. F(X)II-2015/PW/7 dated 12.06.2017 & Correction Slip No.2 Dt.14.08.17

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
		useful for Indian Railways. (AGM has powers up to Rs 50,000/- in such cases) HOD Full Powers up to Rs. 2,000/- in each individual case	Rs 25,000/- in each case where the employee secures the patent for such innovation and transfers the rights to Indian Railways unconditionally and such innovation is considered useful for Indian Railways.		5. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers.
	(C) Other cases of meritorious/ outstanding work including RPF staff	PHOD/CHOD Full Powers up to Rs. 5,000/- in each individual case HOD Full powers up to Rs 2,000 in each individual case	DRM/CWM Full Powers u up to Rs. 4,000/- in each individual case ADRM Full Powers up to Rs 2,000/- in each individual case	JAG Sr. Scale (independent charge) Full powers up to Up to Rs.1000/- in each individual case. SS/Jr. Scale/Asst. Officer Full powers up to Rs.500/- in each individual case	1. Accounts concurrence is not necessary. 2. Individual cases for grant of rewards in excess of the monetary limit delegated, should be processed through the Standing Screening Committee for GM's sanction up to Rs. 5,000/- in each individual case.Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers. *Authority:* 1. Rly BD L.No E(X)II/97/PW/4 dt 16.9.1997 2. RB L.No F(X)II/2010/PW/2 Dt 11.10.2010 item no 10 b.

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(D) Group Cash award for meritorious outstanding work	PHOD/CHOD/HOD Full Powers (subject to a maximum of Rs 5,000/- per person)	DRM/CWM/ADRM Full powers (subject to a maximum of Rs 5,000/- per person)	JAG(Divisional)/Sr Scale(IC) Full Powers uptoRs 1,000/- per staff per occasion subject to an annual ceiling limit of Rs 25,000/-	1. Finance concurrence is not necessary *Authority:* 1. Rly Bd'slr.No. F(X)II-2016/PW/3/Pt.3 Dt.16.12.16 2. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers. 3. Cash received by each individual out of group award should not exceed the limit prescribed for sanction by the concerned officer. 4. The limit of group cash award will be Rs. 1 lakh in each group. While granting group cash award the limit of individual reward should not be exceeded.
	E) To Grant of Rewards for detection and/or apprehension of offenders in a criminal case.	PHOD/CHOD Full Powers up to Rs 2,500 in each case	DRM/ADRM/CWM Full Powers up to Rs 2,500 in each case		1. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers. 2. Finance concurrence is not necessary *Authority:* 1. Item No.15 of GM's SOP 2. Rly. Bd'sL.No. F(X)II-2015/PW/7 dated 12.06.2017 3. Correction Slip No.2 Dt.14.08.17

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
61.	To sanction ex-gratia payment to the dependents of railway employees who die in performance of their bonafide official duties	PCSC/RPF Full powers with espect to dependents of RPSF employees with concurrence of associate finance of bill paying unit	DRM/CWM Full power with finance concurrence	Nil	1. GM has full powers with finance concurrence *Authority*: 1. RBE No. 285/99 **2.** RB Ltr No. 2017/Trans/01/Policy dtd 18.10.2017 3. Rly BdLr No. 2018/Trans/01/Policy dtd. 03/05/2018
62.	Temporary exemption under Hours of employment Regulation (HOER).	Full Powers	Full Powers	JAG/Sr. Scale Full powers.	1. Accounts concurrence is not necessary. *Authority*: 1. Rule 6 of HOER. 2. Board's letter No. E (LWA)66/HER/55 dated 14.3.67.
63.	Suspension of Lien.	Full Powers	Full Powers	Full Powers in respect of whom they are appointing authorities.	1. Finance concurrence is not necessary *Authority:* 1. Rule 241 of RI 1985-Edn
64.	Payment of Deposit of Decretal amount in satisfaction of the decree passed by Civil Court/Authority under Payment of Wages Act.	Full Powers	Full Powers	JAG/Sr. Scale (independent charge) Full Powers	1. Finance concurrence is not necessary
65.	Forwarding of application to posts outside the Railway.	Full Powers	Full Powers	Full Powers in respect of staff for whom they are appointing authority.	1. Finance concurrence is not necessary *Authority*: 1. Chapter XIV of IREM Vol. I – 1989 Edn

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
66.	Creation of Supernumerary post for medically de-categorized staff/ identified surplus staff	PCPO Full Powers in respect of HQ staff &staff in extra divl. offices/ work shop	DRM/ADRM/CWM Full Powers for all staff working under their control		1. 797-E/NCR/Policy/SOP/Estt dated 09.08.07 2. Finance concurrence is required Note: 1. The proposal for such creation of post shall be put up to the DRMs by Sr. DPOs/ DPOs in charge who should certify that all the laid down stipulation of the guidelines of the Board has been met.
67.	Grant of conveyance allowance to blind & orthopaedic ally handicapped Railway employee subject to the conditions prescribed.	Full Powers	Full Powers	JAG/Sr. Scale Full Powers	1. Finance concurrence is not necessary
68.	Sanction of National Holiday allowance to staff	PHOD/CHOD Full powers for HQ staff	DRM Full powers	Nil	*Authority:* 1. RB Ltr No. 2017/Trans/01/Policy dtd 18.10.2017
69.	Re-engagement of retired employees against sanctioned posts in exigencies of service	PHOD/CHOD Full Powers for HQ and extra Divisional offices CAO/Construction Full Powers for construction staff	DRM/CWM Full powers	Nil	*Authority:* 1. RB Ltr No. E(NG)-II/2007/RC-4/CORE/1 dtd 16.10.2017 2. RB Ltr No. 2017/Trans/01/Policy dtd 18.10.2017 3. The provision will be utilised only against existing vacancies following a due process involving Personnel and Finance

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers &Officers in Headquarters	REMARKS
1	2	3	4	5	6
70.	(A) Engagement of staff against posts of SSEs/JEs (Works) in construction organization by re-engagement of retired personnelandby re engagement on contract basis	CAO/C Full Powers	Nil	Nil	1. Finance concurrence is necessary 2. Re-engagement to be done as per Board's letter no 2018/Trans Cell/ S&T/Contractual Staff dt 16.03.2018 and Railway board letter No 2018/TransCell/ S&T/Contractual dtd. 13/07/2018 3. Board's letter No 2018/TransCell/S&T/Contractual dated 13/07/2018
	(B) Engagement of staff against posts of Engineering, Electrical and S&T departments of Railway Electrification organization by re-engagement of retired personnel and by engagement on contract basis	Full Powers to respective PHOD in RE organization (engagement to be done as stipulated in Railway Board letter No 2018/TransCell/S&T/Contractual dated 13/07/2018)			
71.	Providing alternative employment on medical grounds to medically decategorised staff / redeployment of surplus staff - approval of the recommendations of the Screening Committee	Full Powers	Full Powers	Nil	1. Finance concurrence is not necessary 2. Para 1310 of IREM; *Authority:* 1.Board's letter No. E[MPP]99/1/75 dated 28.11.2000 [RBE No. 206/2000]
72.	To the payment of contribution or subscription to a professional institution	PHOD/CHOD Full Powers up to Rs 10,000/- per annum in each case	DRM/CWM Full Powers in respect of staff under theor control subject toi limit of Rs 10,000/- per annum in each case	Nil	1. Finance concurrence is necessary *Authority:* 1. Board's letter no 2017/F(X)II/PW/1/I dt 18/05/17

NOTE:
1. Items No.25, 35, 40(B), 42 and 50(B) of non-Gazetted schedule of powers are applicable to gazetted officers also.

2 (a) All powers delegated to PHODs in the Model SOP are also delegated to CHODs
2 (b) All powers delegated to ADRMs in the Model SOP are also delegated to ADRMs in NF-SAG (Auth: 2017/Trans/01/Policy/Pt-S dated 2.2.2018)
3. All powers delegated to JAG/SG Branch Officers in the Model SOP are also delegated to branch officers in SS.
4. Powers delegated to PCPO on establishment matters will be exercised by PFA for staff of accounts department.

Part F APPENDIX

(To be published in Part II Section 3 Sub-Section (i) of the Gazette of India)

Government of India
Ministry of Railways
(Railway Board)

No. E(D&A)2002/RG 6-1

RBE No.46/2003
New Delhi, 10th March 2003

Notification

GSR…… In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Servants (Discipline and Appeal) Rules, 1968, namely:

(1) These rules may be called the Railway Servants (Discipline and Appeal) Second Amendment Rule, 2003.
(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Railway Servants (Discipline and Appeal) Rules, 1968, for Schedule-II, the following shall be substituted, namely:

SCHEDULE-II

(See rule 4 and sub-rule (2) of rule 7)

Schedule of Disciplinary powers and powers of suspension of different grades of Railway officers and Senior Supervisors in respect of non-gazetted staff of Zonal Railways, Chittaranjan Locomotive Works, Diesel Locomotive Works, Integral Coach Factory, Rail Wheel Factory, Metro Railway (Kolkata), Diesel Loco Modernization Works (Patiala), Rail Coach Factory (Kapurthala), Railway Electrification Projects and Metropolitan Transport Projects (Railways).

S.No.	Authority Empowered to place a Railway servant under suspension or to impose penalties under rule 6	Class of Railway Servants over whom disciplinary powers can be exercised	Nature of penalties mentioned in rule 6 which the authority in column 2 is empowered to impose on Railway Servants mentioned in corresponding entries in column 3 and powers of that authority to place them under suspension	Appellate Authority
1	2	3	4	5
1	Senior Supervisors In-charge with Grade pay of Rs.4200/- and above. (Described as Supervisors In-charge by the Railway Administration for this purpose)	All staff who are three grades (Grade pay) below and lower than the Disciplinary Authority.	Penalties specified in clauses (i) to (iv) (no such power can be exercised where inquiry under sub-rule (2) of rule 11 is required) and suspension subject to report to Divisional Officer or Assistant Officer In-charge within twenty-four hours in the case of Group 'C' staff.	Assistant Officers (Junior Scale and Group 'B') (Gazetted)
2	Assistant Officers (Junior Scale and Group 'B') (Gazetted)	All staff with Grade Pay of up to and including Rs.2400/-	Penalties specified in clauses (i) to (v) and suspension. Also, Penalty specified in clause (vi) on staff with Grade Pay of up to and including Rs.1650/- only.	Senior Scale Officers and Assistant Officers (Junior Scale and Group 'B' (Gazetted) holding independent charge)
3	Senior Scale Officers and Assistant Officers (Junior Scale and Group 'B' (Gazetted) holding independent charge)	All staff with Grade Pay of up to and including Rs. 2800/-	Penalties specified in clauses (i) to (vi) and suspension.	Junior Administrative Grade Officers and Senior Scale Officers holding independent Charge or In-charge of a Department in the Division.
4	JAG and SS (IC) or incharge of a department in the division	All classes of non-gazetted staff.	Penalties specified in clauses (i) to (vi) and suspension	ADRM in relation to the departments attached to them or DRMs
5	Additional Divisional Railway Managers in relation to the Departments attached to them or Divisional	All classes of non-gazetted staff.	Penalties specified in clauses (i) to (vi) and suspension	Senior Administrative Grade Officers in the

S.No.	Authority Empowered to place a Railway servant under suspension or to impose penalties under rule 6	Class of Railway Servants over whom disciplinary powers can be exercised	Nature of penalties mentioned in rule 6 which the authority in column 2 is empowered to impose on Railway Servants mentioned in corresponding entries in column 3 and powers of that authority to place them under suspension	Appellate Authority
	Railway Managers			zonal Railways' Head Quarters in pay Band-4 with Grade Pay Rs. 10,000/- including Principal Heads of Departments in Pay Band-4 with Grade Pay Rs.12000/-
6	Senior Administrative Grade Officers in the zonal Railways' Head Quarters in pay Band-4 with Grade Pay Rs. 10,000/- including Principal Heads of Departments in Pay Band-4 with Grade Pay Rs.12000/-	All classes of non-gazetted staff.	Penalties specified in clauses (i) to (vi) and suspension	Additional General Managers in relation to Departments attached to them or Chief Administrative Officers or General Managers
7	Additional General Managers in relation to Departments attached to them or Chief Administrative Officers or General Managers	All classes of non-gazetted staff	Penalties specified in clauses (i) to (vi) and suspension	Railway Board
8	Railway Board	All classes of non-gazetted staff	Penalties specified in clauses (i) to (vi) and suspension	President

Note:

(1) An Appointing authority or an authority of equivalent rank or any higher authority shall be competent to impose penalties specified in clauses (vii), (viii) and (ix) of rule 6.

(2) Where the post of appellate authority as shown in column 5 is vacant, then, in that case, the next higher authority shown in the row just below that authority shall be the appellate authority.

(3) The appointing authority or an authority of equivalent rank or any higher authority who is competent to impose the penalty of dismissal or removal or compulsory retirement from service, may also impose any lower penalty.

Notification

GSR…… In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Servants (Discipline and Appeal) Rules, 1968, namely: -

(1) These rules may be called the Railway Servants (Discipline and Appeal) Second Amendment Rule, 2003.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Railway Servants (Discipline and Appeal) Rules, 1968, for Schedule-II, the following shall be substituted, namely: -

SCHEDULE – III

(See rule 4 and sub-rule (2) of rule 7)

Item No.	Class of Railway servants	Authority empowered to place a Railway Servant under suspension or to impose penalty and its nature.	Appellate Authority
1	2	3	4
1.	Railway Servants Group 'A'	President – Full powers	…
		Railway Board – Suspension and the penalties specified in clauses (i) to (vi) of rule 6.	President
		General Manager/Additional General Manager who has been ordered by the Competent Authority to look after the current duties of General Manager in the absence of a regularly posted General Manager, Director General, Research, Designs and Standards Organisation, Director General, Railway Staff College, Chief Administrative Officers (having independent charge of their organizations) – Suspension and the penalties specified in clauses (i) (iii), (iii-a), (iii-b) and (iv) of rule 6, in the case of Officers up to and including Selection Grade Officers of Junior Administrative Grade.	President
		Principal Heads of Departments – Suspension and the penalties specified in clauses (i), (iii), (iii-a), (iii-b) and (iv) of rule 6 in the case of Officers in Junior Scale.	General Manager/ Additional General Manager who has been ordered by the Competent Authority to look after the current duties of General Manager in the absence of a regularly posted General Manager.
2	Railway Servants Group 'B'	President - Full Powers Railway Board – Full Powers	… President

Item No.	Class of Railway servants	Authority empowered to place a Railway Servant under suspension or to impose penalty and its nature.	Appellate Authority
		General Manager/Additional General Manager who has been ordered by the Competent Authority to look after the current duties of General Manager in the absence of a regularly posted General Manager, Director General, Research, Designs and Standards Organisation, Director General, Railway Staff College, Chief Administrative Officers (having independent charge of their organizations - suspension and the penalties specified in clauses (i) to (vi) of rule 6.	Railway Board
		Secretary, Railway Board – Suspension and the penalties specified in clauses (i), (iii), (iii-a), (iii-b) and (iv) of rule 6 in the case of Group 'B' officers of the Railway Board Secretariat Services.	Railway Board
		Principal Heads of Departments – Suspension and the penalties specified in clauses (i), (iii), (iii-a), (iii-b) and (iv) of rule 6.	General Manager/Additional General Manager who has been ordered by the Competent Authority to look after the current duties of General Manager in the absence of a regularly posted General Manager.

Note-1:

Disciplinary powers of Principal Heads of Departments under this Schedule shall also be exercised by the co-coordinating Heads of Departments or by the Heads of Departments in Senior Administrative Grade who are in independent charge, in their respective departments in the production Units viz. Chittaranjan Locomotive Works, Chittaranjan, Diesel Component Works, Patiala, Diesel Locomotive Works, Varanasi, Integral Coach Factory, Perambur, Wheel and Axle Plant, Yelahanka (Bangalore and Rail Coach Factory, Kapurthala, and in new Zonal Railways viz., East Coast Railway, Bhubaneshwar, East Central Railway, Hajipur, North Central Railway, Allahabad, North Western Railway, Jaipur, South Western Railway, Hubli West Central Railway, Jabalpur and South East Central Railway, Bilaspur in respect of officers in Junior Scale Group 'B' who are under their administrative control.

Note-2:

The Directors of Railway Training Institutes, namely, Director, Indian Railway Institute of Civil Engineering, Pune, Director Indian Railways Institute of Electrical Engineering, Nasik. Director, Indian Railways Institute of Mechanical and Electrical Engineering, Jamalpur. Director, Indian Railways Institute of Signal Engineering and Telecommunications Secunderabad and Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior in respect of officers in Junior Scale and Group 'B', who are under their administrative control" shall also exercise disciplinary powers of Principal Heads of Departments under this Schedule.

PART – G: Security Matters

MODEL SCHEDULE OF POWER

INDIAN RAILWAYS

Index

S.No.	Nature of Power	Page No.
1.	Purchase and stitching of uniform material for RPF/RPSF Band	G3
2.	Purchase RPF/RPSF Band equipment	G3
3.	Repair of band equipment	G3
4.	Temporary works like concertina/razor edge fencing, erection of morchas/ portable morchas/ temporary towers, queue managers, installation of search lights etc.	G3
5.	Bada Khana on the occasion of RPF Raising Day (once a year as per the Force Tradition on Raising Day, etc.), during the visit of MR, MoSR, CRB, DG/RPF, GM, CSC, DRM, during Darbar or on special occasion	G3
6.	Expenditure incurred in Range classification & Firing practice and hiring of tentatge/furniture for Suraksha Sammelan, training camps, meetings and sporting events.	G4
7.	Hiring of vehicle for RPF Post (no departmental vehicle available/ for operational work)	G4
8.	Recruitment of constables and sub-inspectors in RPF	G4-7
9.	Purchase and stitching of specific operational dress for security escort of VVIPs on Railways	G7
10.	Hiring of technical security gadgets like Drone cameras, CCTV, baggage scanners, DFMD, HHMD, trolley mirror, etc.	G7
11.	Hiring of simulators for learning motor driving, firing from weapons etc.	G7
12.	Hiring of digital content/online digital content, CDs/DVDs for improvement of motivation & professional skills	G7

These delegations are as per Railway Board Letter No 2018/Trans/01/Policy dated 23/03/2017. These delegations are in addition to the delegations given under "Security" in Part C (Miscellaneous) of this Model SOP 2018

SN	Item	Delegation
1	Purchase and stitching of uniform material for RPF/RPSF Band.	PCSC/DIR/JJR - Full powers CSC- Rs 5,000/- per staff (Annual ceiling Rs 2,00,000/-) (Fin. concurrence not necessary upto Rs 1,50,000/- in each case) (Life of summer uniform – 2 years / winter uniform – 5 years)
2	Purchase of RPF/RPSF Band equipment	PCSC/DIR/JJR - Full powers CSC- Upto Rs.1,50,000/- (Fin. concurrence not necessary. upto Rs 1,50,000/- in each case)
3	Repair of band equipment	PCSC/DIR,JJR- Full powers CSC- Rs. 5000/in each case (annual ceiling Rs. 50,000/) Principal ZTC- Rs. 2000/(annual ceiling - Rs. 20,000/) (Fin. conc. not necessary upto Rs. 1,50,000 in each case)
4	Temporary works like concertina/razor edge fencing, erection of morchas/ portable morchas/ temporary towers, queue managers, installation of search lights etc. to handle large crowds, extremist situations, melas and other exigencies.	PCSC/DRM/CWM- Rs.1,00,000/- each occasion (annual ceiling of Rs.10,00,000/-) CSC/ ADRM- Rs.10,000/- each occasion (annual ceiling of Rs.1,00,000/-) Sr DSC/DSC(ind. Charge)-Rs.5,000/- each occasion (annual ceiling of Rs.50,000/-) (Fin. concurrence necessary above Rs. 5,000/-)
5	Bada Khana on the occasion of RPF Raising Day (once a year as per the Force Tradition on Raising Day, etc.), during the visit of MR, MoSR, CRB, DG/RPF, GM, CSC, DRM, during Darbar or on special occasion and on ceremonial occasion and for other visits of the force establishment interaction purpose.	PCSC- upto Rs.1,50,000/- per Bada Khana, CSC/ Sr DSC/DSC (ind. charge) - upto Rs.50,000/- per Bada Khana DRM/CWM/ DIR/JJR/ - upto Rs.1,00,000/- per Bada Khana (Fin. concurrence necessary)

SN	Item	Delegation
6	Expenditure incurred in Range classification & Firing practice and hiring of tentatge/furniture for Suraksha Sammelan, training camps, meetings and sporting events.	PCSC/DRM/CWM/DIR-JJR - Full powers CSC/Sr DSC/DSC (ind.charge) - Rs Rs. 25,000/- per occasion with annual ceiling Rs 2,50,000/- Selection Grade/JAG (zonal HQ)- - Rs Rs. 5,000/- per occasion with annual ceiling Rs 25,000/- Principal/ZTC- Rs. 5,000/- per occasion with annual ceiling Rs 50,000/- <u>Note</u>: 1. Expenditure to include hiring of vehicles to transport RPF personnel, armour, weapons, ammunition, tentage etc. from RPF armoury to firing range and back 2. Expenditure will include cost of Target, Target paper, gum, repairs, armoury range fees, hiring of tent, dari, table, chair, cleaning charge and arrangement of hot water etc. 3. Fin. concurrence not necessary upto Rs. 25000/- per occasion
7	Hiring of vehicle for RPF Post (no departmental vehicle available/ for operational work)	PCSC/DRM/CWM-Full powers (Conditions applicable as in the case of item 47 on hiring of vehicles in Misc. Matter would apply)
8) Recruitment of constables and sub-inspectors in RPF		
i	Hiring of agency for processing of applications including the following: i. Processing of applications. ii. Candidate data upload for test center mapping and admit card generation. iii. Accountal of money received and deposition. iv. Test center allocation candidates and provision of admit cards to candidate. v. Intimation to candidates for downloading of hall tickets/ admit cards.	Chairpersons of RPF Recruitment Committees - Full Powers as applicable to Chairperson/RRB

SN	Item	Delegation
	vi. Refund of money to eligible candidates. vii. Uploading call letters for PET/PMT/Trade test/Document Verification. viii. Intimation to candidates for downloading of call letters for PET/PMT/Trade Test, etc. ix. Helpdesk support from the date of publication of advertisement till completion of CBT.	
ii	Hiring of agency for conducting Computer Based Test including the following: i. Identification and finalization of test centers. ii. Content creation (question papers for objective examinations) as per requirement. iii. Deployment of trained manpower and inventory setup at every test center. iv. Frisking of candidates. v. Separate enclosures to frisk female candidates. vi. Biometric Registration across all test centers. vii. Secured (encrypted/VPN	Chairpersons of RPF Recruitment Committees – Full Powers as applicable to Chairperson/RRB

SN	Item	Delegation
	protected) downloading of the question papers. viii. Monitoring of the whole examination through command center. ix. CCTV surveillance at test centers. x. Matching the candidate responses with the correct keys. xi. Final result processing after evaluation of objective exams. xii. Sharing of results and other exam related data such as audit trails, etc. xiii. Provide support with examination related data for handling RTI queries. xiv. Any other task as decided by Chairperson-CRC.	
iii	Purchase of items like RFID, weighing machines, measuring tape, high jump bars, stop watches, row, line, gloves, stationary, trunks, chest numbers etc. for recruitment, selection etc.	PCSC/DRM/CWM Full powers CSC-Rs.50,000/- on each occasion (annual ceiling of Rs. 5,00,000/-) ADRM/DIR/JJR - Rs.5,000/- on each occasion (annual ceiling limit of Rs.50,000/-) (Fin. concurrence not required upto Rs. 5000 in each case)
iv	Hiring of PA system, CCTV, computers, Net facility, typing experts, etc.	PCSC/DRM/CWM/DIR/JJR- Full powers Principal ZTC – Rs 30,000/- per annum (Fin. concurrence is necessary)
v	Sanction of honorarium to RPF staff deputed for written exam /PET/document verification in	PCSC/DRM/CWM/DIR/JJR - Full powers Principal RPF Training Centre – Rs 10,000/- per annum (Fin. concurrence is necessary)

SN	Item	Delegation
	RRB/RRC/RPF exam.	
vi	Expenses on food, tea, snack.	PCSC/DRM/CWM/DIR/JJR- Full powers Principal RPF Training Centre - Rs 10,000/- per annum (Fin. concurrence is necessary)
vii	Hiring of Home guards for crowd management	PCSC/DRM/CWM/DIR-JJR- Full powers (Fin. concurrence is necessary)
	For items 8 (v, vi & vii) (honorarium amount will be at par with the provision provided for RRB)	
viii	Expenses for preparation of ground for high jump, long jump, 1500 meter run, barricading, marking, surface leveling, etc.	PCSC/DRM/CWM- Full powers Principal RPF Training Centre - Rs 20,000/- per annum (Fin. concurrence is necessary)
ix	Hiring of stadium, examination centre like school and colleges for recruitment/selection for indoor and outdoor tests, sports activities, etc.	PCSC/DRM/CWM/DIR/JJR - Full powers CSC/Sr DSC/DSC (ind. charge) - Rs.25,000/- on each occasion (annual ceiling of Rs. 2,50,000/-) (Fin. concurrence is necessary)
9	Purchase and stitching of specific operational dress for security escort of VVIPs on Railways.	PCSC/DRM/CWM - Full powers (Fin. concurrence is necessary)
10	Hiring of technical security gadgets like Drone cameras, CCTV, baggage scanners, DFMD, HHMD, trolley mirror, etc.	PCSC/DRM/CWM - Full powers upto Rs. 25,00,000/ CSC/Sr DSC/DSC (ind. charge) - Full powers upto Rs. 10,00,000/- (Fin. concurrence is necessary)
11	Hiring of simulators for learning motor driving, firing from weapons etc.	PCSC/DRM/CWM/DIR/JJR - Full powers (Fin. concurrence is necessary)
12	Hiring of digital content/online digital content, CDs/DVDs for improvement of motivation & professional skills.	PCSC/CSC/Sr DSC/DSC (Independent charge), DIR/JJR- Full powers. (Prior Fin. concurrence necessary above Rs. 20,000/-)

Annexure-1

(Rly. Bd. Ltr. No. FX(II)-2015/PW/7 dt. 12.06.2017 regarding Delegation of Powers to GMs)

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No. F(X)II-2015/PW/7 **New Delhi, dated 12/06/2017.**

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 (Const), 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-2010/PW/2 dated 11/10/2010. 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. 79 is enclosed.

Please acknowledge receipt.

(Niraj Kumar)
Director Finance (Exp.)I
Railway Board.

No. F(X)II-2015/PW/7 New Delhi, dated12/05/2017.

Copy for information to:

The Director General, Railway Staff College, Vadodara.
The Director, Indian Railway Institute of Civil Engineering, Pune.
The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
The Director, Indian Railway Institute of Electrical Engineering, Nasik.
The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
The Director, Indian Railway Institute of Transport Management, Lucknow.
The Registrar, Railway Claims Tribunal, Delhi.
The General Secretary, IRCA, New Delhi.
The Chief Commissioner of Railway Safety, Lucknow.
The Secretary, Railway Rates Tribunal, Chennai.
The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

(Niraj Kumar)
Director Finance (Exp.)I
Railway Board.

No. F(X)II-2015/PW/7 New Delhi, dated12/06/2017.

Copy to: Dy. Comptroller & Auditor General of India (Railways), Room no. 224, Rail Bhawan, New Delhi with 45 spares.
FA & CAOs, All Indian Railways including Production units.
FA & CAO(C)s, All Indian Railways.

(Niraj Kumar)
Director Finance (Exp.)I
Railway Board.

ADVANCE CORRECTION SLIP NO.79
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 alongwith 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 Rs.5,000/- 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 Rs.5,000/- in each individual case.

Note:-

i) The limit of group cash award will be Rs.1,00,000/- in each individual case.

ii) While granting group cash award, the limit of individual reward should not be exceeded.

iii) If group cash award is being awarded both for gazetted officers and non-gazetted staff simultaneously, total limit for both the categories clubbed together will be Rs.1,00,000/- only.

(Authority Board's letter No.F(X)II-2016/PW/3/Pt 3 dated16.12.2016)

(e) To the acceptance of honorarium by a Gazetted Railway servant in excess of Rs.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 Rs. 5,000/- 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 as per the rate fixed by Board from time to time.

(Authority Board's letters No. F(X)II-2008/PW/6 dt. 25/04/2013.)

NOTE:

(i) General Manager may grant to an Officer upto and including SA Grade in addition to this 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 case of officers working in SA Grade.

(ii) The aggregate of pay and additional pay shall not exceed Rs. 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. 28/1/2000 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 Rs.15,000/- in each individual case.

(b) To the grant of honorarium to the cashiers and other cash and pay office staff, in excess of 25% of their annual basic pay plus grade pay in a financial year.

Note:

i) Where the honorarium is recurring, the limit applies to the total amount paid in a financial year.

ii) These powers will be exercised with the concurrence of FA&CAO.

(Authority: Board's letters No. 99/AC-2/20/2/Pt. dated. 25/07/2013 & F(X)II/2013/PW/4 dated 25.07.2013)

(c) To the grant of reward in excess of Rs. 5,000/- in each individual case.

Note:-

i) The limit of group cash award will be Rs.1,00,000/- in each individual case.
ii) While granting group cash award, the limit of individual reward should not be exceeded.
iii) If group cash award is being awarded both for gazetted officers and non-gazetted staff simultaneously, total limit for both the categories clubbed together will be Rs.1,00,000/- only.
(Authority Board's letter No .F(X)II-2016/PW/3/Pt 3 dated16.12.2016)
(d) To the grant of reward in excess of Rs. 30,000/- in each individual case to Railway employees who have done exemplary work to avert accidents.
Note: The powers indicated in 10(d) above may be re-delegated to DRMs upto Rs.7,500/- in each case.

(Authority: Board's letter No. F(X)II-2014/PW/4 dated 05.02.2015)

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 in excess of Rs.50,000/- per case, for inventions.

NOTE: GM may exercise these powers only in those cases where the employee secures the patent for such innovation and transfers the rights to Indian Railways unconditionally and such innovation is considered useful for Indian Railways.

(Authority: Board's letter No.2016/F(X)II/PW/3/Pt.3 dated 10.02.2017)

15. To the grant of rewards for detection and/or apprehension of offenders in a criminal case in excess of Rs.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) If the suit emanates as a result of actions taken by the Railway servant other than the discharge of official duty.

(Authority: Board's letters No. F(X) II/2016/PW/3 dated14.09.2016)

17. To the purchase of a motor-car, motor-cycle, motor-boat or any other vehicle.

NOTE:

(1) The General Manager may hire vehicles within the Policy instructions issued by Board from time to time. These powers can be further delegated to PHODs.

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

(Authority: Board's letters No. F(X) II/2016/PW/3 dated14.09.2016 & 04.05.2017)

18. To the payment of compensation in case of Railway accidents other than those awarded by Railway Claims Tribunal to the dependants of Railway employee 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 letter 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 Rs. 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 Rs.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 authorized 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 4/4/2003.)

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 Rs.20 lakh in a year for Zonal Railways and Rs.8 lakh in a year for Production Units.

Note:
(i) The overall registration fee, however, should be subject to a maximum of Rs.25000/- and pro-rata registration fee of Rs.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.

(iii) DRMs may be delegated powers for nomination of non-Gazetted Railway employees for training in recognized institution of repute for registration fee of Rs.2,000/- per day and overall registration fee upto Rs.10,000/- per training course per employee subject to the budget grant allotted by Zonal Railway to Division for this purpose.

(Authority Board's letter No.2017/F(X)II/PW/1/I , dated 18.05.2017)

D – Payments to persons other than Railway employees

26. To the refund of fare and freight, otherwise than in accordance with relevant Tariff Rules, in excess of Rs. 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 Rs.2 lakh 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.

(Authority: Board's letters No. F(X) II/2016/PW/3 dated 14.09.2016)

28. a) To the grant of rewards in excess of Rs.25,000/- in each case.

b) To the grant of reward in excess of Rs.50,000/- 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 Rs.10,000/- in each case.

(Authority: Board's letters No. F(X) II/2016/PW/3 dated 14.09.2016)

29. (a) To the incurrence of expenditure on each ceremonial occasion in excess of Rs. 2 lakh.
(b) To the incurrence of expenditure on important functions which are attended by:
(i) Minister of Railways/ Minister of State for Railways: in excess of Rs. 10 lakhs in each case,
(ii) President/Prime Minister: in excess of Rs.15 lakh in each case.
NOTE:

(i) The powers under item No. 29 will be exercised by the General Managers subject to an annual ceiling of Rs.25 lakh for Production Units and Rs. 50 lakh for Zonal Railways.
(ii) The power under item No. 29(a) will cover the expenditure on Railway week celebration also, the limit for which will be Rs.2 lakh for a Zonal Railway/Production Unit as a whole.

(Authority: Board's letters No. F(X) II/2016/PW/3 dated 14.09.2016)

30 (a) To the incurrence of expenditure in engaging/obtaining consultancy services from outside bodies in excess of Rs. 2 crore for PPP projects (other than property development schemes) and Rs.1 crore for other works in each case or in excess of Rs. 6 crore 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 Rs. 2.5 crore in each case

or in excess of Rs.12.5 cr. in a year for Zonal Railways, Production Units and RDSO.

NOTE :-

i) 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) The powers delegated to the officers below the GM are as under:-

(a) **CAO:-** Rs.50 lakh in each case with annual ceiling of Rs.3 crore with 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.

(b) **PHOD:-** Upto Rs.10 lakh in each case with annual ceiling of Rs.20 lakh with concurrence of FA&CAO/FA&CAO(C).

(c) **DRM:-** Upto Rs.5 lakh in each case with annual ceiling of Rs.10 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.

However, with reference to delegation as per (a), (b) & (c) above, if the consultancy contract is to be fixed only on a single tender basis due to special circumstances, GM's personal approval would be required irrespective of the value of the contract.

(Authority: Board's letter No. F(X) II/2016/PW/3 dated14.09.2016)

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 Rs.1,050/- per day in Supreme Court or in any of the High Courts or at more than Rs.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 Rs. 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 Rs.75,000/- per case.

(Authority: Board's letter No. F(X)II-2008/PW/6 dated 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 Rs.1,000/- per annum.

(d). To the payment of contribution or subscription to a professional institution in excess of Rs.10,000/- per annum in each case. These powers may be delegated to DRMs also.

(Authority Board's letter No.2017/F(X)II/PW/1/I dated 18.05.2017)

NOTE:
(1) The General Manager will have full powers for payment of fees to surveyors engaged for the assessment of the values 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 cases of Railway accidents, otherwise than as specified below:

(A)	Ordinary Passengers (including Government servants, other than those specified in Category B below and their dependents).	Upto Rs.4 lakh in any single case.

(Authority: Board's letter no. F(X)II-2000/PW/2 dt. 23/01/2001)

(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 Railway passengers) for injury to person or damage to property caused by accidents as a result of negligence or carelessness on the part of Railway.	Upto Rs.10,000/-.
(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.	Upto Rs.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.	Upto Rs.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 Rs.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 reported about the details- (i) Where payment to a contractor as a result of the arbitrator's award exceeded by more than Rs.10 lakh of the amount considered due by the Railway Administration before the arbitration proceedings began; (ii) Where deficiencies in the General Conditions of contract or flaw in procedures/practices noticed by Railways/ PUs during the course of arbitral proceedings/awards, regardless of value of award.

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

(Authority: Board's letter No. F(X) II/2016/PW/3 /Pt 3 dated 02.02.2017)

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, Computerization and setting up of New Production Units; and

(b) Other New Works in excess of Rs. 5 crore each.

Sanction of Works

38. To the incurrence of expenditure on New Lines, Gauge Conversion, Railway Electrification works, Metropolitan Railway Projects, Computerization, 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 –

All works costing less than Rs.2.5 crore each with the following restrictions:-

i) Total lumpsum provision made in the Budget for such works is not exceeded.

ii) Works in respect of existing Railway Schools, Hospitals, Dispensaries, Institutes, Officers Club, Rest Houses and Holiday Homes – not more than Rs. 20 lakh in each case,

iii) Machinery and Plant – costing not more than Rs.50 lakhs each for GM/Open Line and PUs (including CAO in independent charge). General Managers may decide to delegate these powers upto a maximum of Rs. 10 lakh to CWMs/DRMs subject to annual ceiling fixed by the Railway for the Workshop/Division.

iv) Works under Computerization Planhead:-

(a) Despite the provisions of Items No. 37 and 38 above, General Managers can sanction works upto Rs. 1 crore per case in Plahhead 17 under List of Approved Works for replacement of the overaged IT equipments for IT related works. 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.

(b) 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.

(c) **Extension/Upgradation/Strengthening of LAN;** GMs can sanction extension/upgradation/strengthening of LAN upto Rs.20 lakh in each case.

(B)Out of Turn Works –

Works costing less than Rs.2.5 crore each subject to the following restrictions:-

i. The funds required for such works as provided in the sanctioned budget for works in these categories are not exceeded.
ii. Budgetary ceiling will be Rs.12 crore (other than lumpsum) in a financial year, of which not more than Rs.5 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.
iii. While sanctioning Out of Turn works, the urgency of work and the throwforward of works under the planhead/source should be kept in view.
iv. Restrictions given in para 39 (a) should be followed.
v. Powers to sanction M&P items and works under computerization Plan Head can be exercised only as per provisions contained in Para 39 (a).
vi. 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.

Note:

DRMs may sanction works under the planhead 'Passengers and Other Users' Amenities' upto Rs.1 crore in each case under item 39.

(Authority: Board's letter No. 2016/F(X)II/PW/5 dated 07.12.2016)

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

(a) To the sanction of Detailed Estimate/Revised Estimate for works where the excess over original sanctioned cost (abstract cost) due to reasons other than price escalation is above 20% of the original cost estimate;

NOTE:
i) GMs will have full powers to sanction excess due to price escalation.
ii) While processing the revision in the cost of estimate, the reasons for delay/time overrun should be clearly recorded.
iii) The change in scope of work shall be governed by powers for material modification given in item no. 49.
iv) CAO/Con in HAG may sanction Detailed/Revised Estimates in the cases where original cost of the work is not more than Rs.500 crore subject to limits of variations, indicated in item no.40(1).
v) 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 Rs.500 crore.
vi) 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.
vii) This delegation will not affect rules in force regarding material modification.
viii) 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.

(b) 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)(a).

(Authority: Letter No. 2016/F(X)II/10/17 dated 05/10/2016 & F(X)II/2016/PW/3/Pt.3 dt. 14/10/2016)

40(2) To an excess over the estimated cost of Machinery & Plant included in M&P Programme as follows:

a) Increase in cost due to price escalation – More than 100% of original estimate or Rs.2 crore, whichever is less.

b) Increase in cost due to reasons other than price escalation – More than 20% of original estimate or Rs.50 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 Rs.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.2011/F(X)II/5/11 dated 24.08.2016)

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)(a).
NOTE:

1) The General Managers can sanction excess over estimate even when the variation is beyond the percentage variation prescribed in item no.40(1) (a) so long as the revised cost is within the limit of powers of General Managers to sanction new works under item no.39
2) 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-2014/PW/1/PtII dated 07.08.2015)

40(5) Part Estimates: To sanction part estimates costing above 5 % 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.

iv) CAO/Con in HAG may exercise above power to sanction part estimate where original cost of the work is not more than Rs.500 crore.

(Authority: Board's letter no. F(X)II-2016/PW/3/Pt.3 dt.14/10/2016)

F-Miscellaneous

41. To the sale of -

a) Any portion of a Railway line.

b) Any item of authorized rolling stock.

Note:- The sale of following may be excluded from above delegation:-

i) Railway component can be sold for the purpose of vendor/product development at book rate/latest purchase rate whichever is higher with usual charges as permitted in Stores code.

ii) Movable asset (other than rolling stock) can be sold on book rate or reserve price whichever is higher, provided it is not to be replaced.

(Authority: No. F(X)II/2016/PW/3 dated 22.03.2017)

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 Rs.5 lakh in value when a Railway employee is in any way responsible for the loss.

ii). exceeding Rs.5 crore 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 Rs.50,000/- the case need not be reported unless it represents unusual features or reveals serious defects in procedure.

(2) In efficient balances under Suspense Heads not exceeding Rs.1 lakh can also be written off by the General Manager.

(Authority: Board's letter No. F(X)II/2016/PW/3, dt. 14/09/2016)

45. To the incurrence of expenditure in excess of Rs.5 lakh 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/2016/PW/3, dt. 14/09/2016)

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. To enter into contracts beyond the powers delegated by Board.

(Authority: Board's letter No. F(X)II-2014/PW/1 dated 01.01.2015)

48. To the grant of advances to contractors –

(i) Mobilization 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 purchase price of 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 Rs.1 crore (whichever is less).

NOTE: All advances mentioned above shall be subject to levy of interest charges at the rate of 4.5% per annum above the base rate of State Bank of India or as prescribed by the Railway Board.

(Authority: Board's letters no. F(X)II-97/PW/4 dt. 5/5/98 and 2007/CE-1/CT/18 Pt.2 dated 04.10.2012 & 2007/CE-1/CT/18 Pt.3 dated 23.05.2012)

49. To any material modification estimated to cost Rs.2.5 crore or more in each case.

NOTE:
i) Total value of Material Modifications in a work should not exceed Rs.20 crore. In case of Computerization Planhead, total value of material

modifications in a work should not exceed Rs.5 crore or 5% of the original cost 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 Rs.50 lakh but below Rs.2.5 crore each should, be certified and sanctioned personally by FA&CAO/FA&CAO(C) 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/ FA&CAO(C) and personal approval of General Manager.

(Authority:Board's letter No. F(X)-II/2014/PW/1 Pt II dated 30.10.2015)

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 Rs.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 Rs.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 Rs.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 necessaries 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. Deleted.

(Authority: Board's letter no.F(X)II/2016/PW/3/Pt.3, dt. 03/03/2017)

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 authorized stock of all descriptions.

57. To any expenditure on an object which has not previously been recognized as a fit object for Railway expenditure.

-x-x-x-x-

Annexure-2

(Rly. Bd. Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017 regarding Delegation of Powers to GMs & DRMs)

SNB3

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

No. 2017/Trans/01/Policy **New Delhi, dated: 18-10-2017**

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Delegation of Powers to GMs and DRMs
Ref : 1) Minutes of the Meeting of the Board with General Managers (open line) through Video Conference held on 16-09-2017, circulated vide No. 2017/E&R/8(1)/3, New Delhi, Dated 21-09-2017.
2) PED/Transformation's D.O. letter no 2017/Transf.Cell/CRB Review dated 16.09.17 written to General Managers

As directed by Board (CRB), a review of the Schedule of Powers (SOP) delegated by Railway Board to the General Managers and by the General Managers to their subordinate units has been carried out by Transformation Cell.

2. Vide letter under reference 2 above, suggestions were invited from GMs for making changes in SOP of GM with regard to financial and administrative powers with a view to improve efficiency in train operations and overall service delivery.

3. Full Board in its meeting held on October 13, 2017 has approved the enhanced delegation of powers on different subjects including Medical matters as detailed in paras A to G below. This revised delegation will supersede earlier instructions on the subjects to the extent indicated below.

A. Delegation of Powers to General Managers

SN	Item & Reference	Existing delegation	Revised delegation
1	**Sanctioning of works under PH-17 (Computerization)** **Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a-iv-a	GM can sanction new works up to Rs 1 Crore per case for replacement of the over aged IT System. These powers shall be exercised with personal concurrence of FA&CAO and personal approval of GM. .	(a) GM can sanction new works and replacement related works of over aged IT assets up to Rs 1 crore per case with finance concurrence. These powers are also delegated to PHOD/CHOD/DRM/CWM as under: PHOD/CHOD - Full Powers DRM/CWM - Rs 25 Lakh per case (b) Zonal Railway are permitted to procure equipment like computer, printer etc for new UTS/PRS as under: GM – Full Powers upto Rs 1 Crore per case with finance concurrence DRM – Full Powers upto Rs 50 Lakh per case with finance concurrence
2	**Work for strengthening of LAN under PH-17**	GM can sanction Extension/ Up gradation/ Strengthening works up to Rs. 20 Lakh per case.	GM can sanction Extension/ Up gradation/ Strengthening works up to Rs. 20 Lakh per case.

Sanjeev Kumar

SN	Item & Reference	Existing delegation	Revised delegation
	(Computerization) **Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a-iv-c		PHOD/CHOD/DRM/ CWMs can also sanction Extension/ Up gradation/ Strengthening works up to Rs. 20 Lakh per case.
3	**Consultancy contracts** **Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 30(a) & (b) CRB's Inspection of Delhi main Station on 15.09.2017 circulated vide No.2017/CRB/TN/4 NR/SOP/Misc/General/ 2017 Dated: 27/09/17	GM Rs 1 Crore in each case For PPP Projects other than property development Rs 2 Crore per case with an annual ceiling of Rs 6 Crore Further delegation as under: (a) CAO – Rs 50 lakhs in each case with annual ceiling of Rs 3 Crore (b) PHOD – Upto Rs 10 lakhs in each case with annual ceiling of Rs 20 lakhs (c) DRM - Upto Rs 5 lakhs in each case with annual ceiling of Rs 10 lakhs Property development works Rs 2.5 Crore per case, with an annual ceiling of Rs 12.5 Crore	GM - Full powers in all Consultancy Contracts with concurrence of PFA. Further delegation as under: (a) CAO/C - Rs 50 Lakh per case, annual ceiling of Rs 5 Crore (b) PHOD/CHOD - Rs 20 lakh per case, Annual Ceiling of Rs 1.5 Crore (c) DRM/CHOD/CWM (in SAG) - Rs 10 lakh per case, Annual Ceiling of Rs 1.5 Crore Minimum level of tender acceptance shall be at SAG level.
4	**Tender Committee for Consultancy Works** Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 30-B-IV	Minimum level of TC is of SAG in HQ. For single tender, one level higher TC (PHOD) is constituted. Hence acceptance is with GM.	For consultancy tenders in HQ the minimum level of TC shall be of JAG/SG level. For consultancy tenders in divisions TC shall be of JAG/SG level and acceptance by DRM For all single tenders for consultancy, TC shall be of SAG level.
5	**Powers to sanction Out Of Turn Works** **Ref:** RB letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-B	GM- Rs 2.5 Crore per case with annual ceiling of Rs 12 Crore of which not more than Rs 5 Crore can be on other than safety works DRMs may sanction works under the plan head 'Passengers and Other Users' Amenities' upto Rs 1 crore in each case	GM - Rs 2.5 Crore per case with annual ceiling of Rs 50 Crore out of which not more than Rs 25 Crore can be on other than safety works DRMs may sanction works under the plan head 'Passengers and Other Users' Amenities' upto Rs 2.5 crore in each case
6	**Powers to sanction work in PH-52 Staff Amenities, Schools, Dispensary, Institute, Officers**	GM - Rs 20 Lakh per case	GM - Full powers up to Rs 1 Crore per case

Sanjeeb Kumar

SN	Item & Reference	Existing delegation	Revised delegation
	Club, ORH, Holiday Home **Ref:** RB letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a (ii)		
7	**Sanctioning of proposal for AMC on Single tender basis with OEM / authorized agencies for service** **Ref:** Rly Bd letter no. 2011/F(X) II/5/11 DTD 15-06-2016	Full powers are delegated to PHOD/DRM/SAG.	Powers are further delegated to ADRMs and SG & JAG upto Rs 2 lakh per case with annual ceiling of Rs 30 lakh
8	**Hiring of Vehicle** **Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 17	Powers can be delegated up to PHOD only.	Full powers delegated to PHOD/CHOD/DRM and SAG officers heading independent field units for hiring vehicles upto JS officers in field. Multi Utility Vehicles (MUV) may be hired for supervisor in charges in field to carry man/material to work/breakdown sites.
9	**Empowerment of Supervisors to hire a vehicle in case of emergencies like breakdowns on reimbursable basis.**	No delegation	In case of emergencies other than train accidents like OHE Breakdown, S&T failures, rail/weld failures, hot axle etc., when supervisors have to rush to the spot along with men and material, Supervisors are allowed to hire vehicles up to Rs 5,000/- per occasion on reimbursable basis. This provision would be applicable only when the breakdown vehicle is not available/under repair for transport of men and material. Concerned Branch Officer to accord post facto sanction.
10 (a)	**Ceremonial Functions** **Ref:** RB letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 29-a	GM can sanction upto Rs 2 lakh for each ceremonial occassion	GM can sanction upto Rs 5 Lakh for each ceremonial occasion
10 (b)	**MR/MOSR functions** **Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 29-b-i	GM can sanction upto Rs 10 lakh in each case	GM can Sanction upto Rs 15 lakh in each case
10 (c)	**PM/PRESIDENT Functions** **Ref:** Rly Bd letter no	GM can Sanction upto Rs 15 lakh in each case	GM can Sanction upto Rs 20 lakh in each case

Sanjeeb Kumar

SN	Item & Reference	Existing delegation	Revised delegation
	F(X)II-2015/PW/7 dtd 12-06-2017 item no. 29-b-ii		
11	**Sanction of Detailed Estimates/ revised Estimates** **Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 Para 40 (1)	Sanction of Detailed Estimate/Revised Estimate for works where the excess over original sanctioned cost (abstract cost) due to reasons other than price escalation is upto 20% of the original cost estimate;	Existing provision is retained. However the Detailed Estimate may be prepared in the initial stage by taking services of a Consultant wherever required. Change in scope may be done only on account of change of technology or change in local conditions, but not due to change in planning/layout.
12	**Air Travel on Duty** **Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 Para 22	General Manager may permit Air Travel on duty to not below JAG level officers.	General Manager may permit Air Travel on duty to not below Junior Scale level officers.
13	**Software development** **Ref:** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 Para 39 (b)	No powers to GM	GM - Full Powers up to Rs 2.5 Crore per case PHOD/CHOD - Rs.50 Lakh per case with Annual Ceiling of Rs 2 Crore DRM – Rs 10 Lakh per case with annual ceiling of Rs 50 Lakh JAG/SG- Rs 5 lakhs with Annual Ceiling of Rs 10 Lakh

B. Delegation of Powers to General Managers – Other than Finance Matters

Sr	Item & Reference	Existing delegation	Revised delegation
1	**Introduction of NS items** **Ref:** Rly Bd letter no 2007/CE-I/CT/I DTD 31-08-2007	SAG:10% of contract value or Rs 5 Lakh whichever is less SG/JAG - Rs 50,000 without finance concurrence	Tender Accepting Authority not below JAG: 10% of contract value or Rs 5 Lakh whichever is less, without finance concurrence
2	**Lease of usufruct of trees etc** **Ref:** RB letter no. 74-EB/3000 dt.14-01-1975.	DRM-Full Powers	Full Power delegated to SG/JAG of Civil Engineering Department
3	**Preparation of estimates** **Ref:** Para 701 of Engineering Code	In accordance with Para 701 of the Engineering code, estimates are required to be prepared in case of new work costing more than Rs 50,000/- and revenue work costing more than Rs 2 lakhs.	The limit is enhanced to Rs 5 lakh in both the cases.

Sanjeeb Kumar

Sr	Item & Reference	Existing delegation	Revised delegation
4	**Zonal Contract** **Ref:** Railway Board letter No 2001/CE-I/CT/17 dated 22.11.2001	Work Orders for Rs 2 lakh can be issued against zonal contract.	Work Orders upto Rs 5 lakh can be issued against zonal contract.
5	**Outsourcing of Permanent Way activities** **Ref:** RB letter no 2011/CEDO/SR/15/O/VOL III dated 6.12.2013	GMs are empowered to outsource Permanent Way activities in case of vacancies in the Trackman Cadre.	GMs are empowered to outsource Permanent Way activities in case of vacancies in the Trackman Cadre. This Power is delegated to DRM also
6	**i) Appointment of Arbitrator**	GM	Delegated to AGM
	ii) To deal old cases of arbitration as per new GCC	No clear directions	If the complete panel is being changed due to transfer, retirement or resignation of arbitrator, permission is granted to deal with the cases as per new clauses of GCC.
	iii) Limitation of cases per member for retired officers.	Presently maximum 05 cases can be allotted to retired officers for arbitration.	This limit is increased to 10.
7	**Monetary limit for procurement of Desktop PC for office use** **Ref:** 2006/C&IS/ Oth./Delegation of Powers/36 DTD 10-12-2008. Item -3	Up to a limit of Rs 40,000 per Desktop PC	Limit enhanced to Rs 75,000 per Desktop PC and Desktop PC to include UPS, Printers & other Accessories including AMC for 03 years.
8	**Monetary Limit for Procurement of LAPTOP** **Ref:** 2011/C&IS/COMMITTEE/ LAPTOPS/Pt.II dtd 23-01-2012	(i) Laptop for JAG and above- Rs 55,000/- with maintenance charges Rs 30,000, Codal Life 04 years (ii) Laptop for SS/JS - Rs 25,000 with maintenance charges Rs 20,000	(i) Limit on Laptop for JAG (including Ad-Hoc JAG) and above enhanced to Rs 1 Lakh including AMC/ Warranty/ Service. Codal life 03 years (ii) Laptop for SS/JS - Rs 50,000 including AMC/Warranty/ Service with 03 year codal life
9	**Printing publicity material such as leaflets, folders, stickers & posters, invitation cards, brochures handout etc.**	No powers to DRMs	Rs 1 lakh per case to DRMs
10	**Emergency repairs of Track machines** **Ref:** No. 2017/EDTK	**Existing – No powers** **Revised:** 1-Emergency repairs and purchases of spares incidental to such repairs of all Track Machines. (Including PAC items), without	

Sanjeeb Kumar

Sr	Item & Reference	Existing delegation	Revised delegation
	(MC)/Misc Dt: 27.09.2017	finance concurrence. • DyCE/TMC/TM dealing with Track Machine - Rs 4 Lakh per case with Annual ceiling of Rs 1 Crore • Senior Scale Rs 2 lakhs (Annual ceiling limit Rs 50 lakhs) • CE/TM/CTE dealing with Track Machines- More than Rs 4 Lakh upto Rs 10 lakh per case with finance concurrence with annual ceiling limit of Rs 1 Crore. • Full powers to PHOD/CHOD 2-Emergent Hiring of Road crane, Vehicle/Truck for break down maintenance of Track Machines without finance concurrence • JAG/SG upto Rs 50,000/- per case with annual ceiling limit of Rs 6 lakh per annum 3- Scheduled overhauling/repairs to Machines and for purchase of spare parts incidental to such repairs with Finance Concurrence as per the Works Contracts.	
11	**Licensing of Railway Land for Sidings and giving connectivity to sidings to increase Railway earnings** **Ref:** Railway Board's letter No. 2005/LML/18/8 dated 10.02.2005 (Master Circular)	**Existing - No powers** **Revised:** Full powers to DRM with recommendation of three member standing committee on land Matters comprising Sr DEN (Co), Sr DCM & Sr DFM	

C. COMMERCIAL MATTERS

Sr	Item & Reference	Existing Delegation	Revised Delegation
1	**Powers to waive Demurrage or Wharfage charges** **Ref:** Rly bd letter TC-I/2004/201/9 dtd 11.10.2004	GM - Full Powers but cannot be delegated further as per clause 1.3	AGM Full Powers
2	**Guidelines for provision of Passenger Amenities at Railway stations through Individuals/ NGOs/ Trusts/ Charitable Institutions /Corporate etc. has been circulated.** **Ref:** RB letter No: 2012/LM(PA)/03/08/Policy dated 26.09.2014 & amended instructions issued vide letter dated 21.10.2015	Permission to execute the works by sponsoring party itself. GM can sanction with PFA's concurrence	DRM – Full Power with Finance Concurrence

Sanjeeb Kumar

Sr	Item & Reference	Existing Delegation	Revised Delegation
3	**Guidelines have been received for execution of identified Railway Works through Corporate Social responsibility (CSR) of Corporate and PSU.** (Ref: RB letter No: 2015/EnHM/06/06 dated 3.2.2016)	Sponsoring party is to execute the work.	Sponsoring agency to include NGOs Deposit work permitted from CSR funding in case party is unwilling to execute the work
		Master plan should be approved by GM for A-1 and A category stations and by DRM for other stations.	DRM- Full Power.
		Investment by the Sponsoring Entity up to Rs 2 Cr. per case - with the approval of DRM and beyond Rs 2 Cr. With the approval of GM.	DRM- Full Power.
4	**Renting of space for opening of PRS at Non Rail Head Locations** Board's letter No. C&IS/PH-17/PRS-1000/Non Rail Head Location/06/10 dated 14.06.2010.	Presently, GM's sanction is required for renting premises for operating PRS at places where local authorities are unable to provide space for housing PRS free of cost in terms of letter under reference.	DRM- Full power with Finance concurrence.
5	**Providing new UTS cum PRS (Or Converting UTS/PRS TO UTS CUM PRS)** Railway Board letter No.2014/CIS/UTS-cum-PRS/Deleg./3 dated 18.09.2014	Criteria for providing UTS-cum-PRS (UCP) laid down by Railway Board vide letter No.2014/CIS/UTS-cum-PRS/Deleg./3 dated 18.09.2014, but this requires GM's sanction.	DRM- Full Power.
6	**Earning Contract: Acceptance of tender for leasing of parcel space, brake van, VP etc** Authority: Rly. Board's letter No. 2013/TC(FM)/10/02 dated 15.04.2014 circulated under FM circular No. 6 of 2014	PHOD above Rs 15 crores, DRM upto Rs15 crores, ADRM upto Rs 10 crores & SG/JAG upto Rs 5 crores.	PHOD/CHOD/DRM – Full Powers Note: Further delegation to HQrs and Divisional Officers may be done with approval of GM.

Sanjeeb Kumar

Sr	Item & Reference	Existing Delegation	Revised Delegation
7	**Earning Contracts: Acceptance of Contracts for commercial matters viz. Parking, publicity, pay & use toilets, labour licence, Miscellaneous matters (except parcel leasing and catering)** Ref: Rly. Board's letter No.2007/TG-IV/39/22/SOP dated 14.08.2007 – Commercial Circular 74 of 2007	PHOD- Above Rs 15 crores upto Rs 40 crores (subject to SAG level committee at HQ), HOD-Above Rs 10 Crores upto Rs 15 crores (subject to JAG level committee at HQ level) DRM- Above Rs 5 crores upto Rs 10 crores	PHOD/CHOD/DRM – Full Powers Note: 1. Further delegation to HQrs and Divisional Officers may be done with approval of GM. 2. It may be ensured that there is no time gap in commercial earning contracts, as far as possible.
8	**Refund of fares in cases covered by Tariff Rules** TC/II/2003/89 Rules dated 04.02.94 and 22.07.94 Item No 26 of GMs Delegation	Existing: PHOD/HOD/DRM/ADRM – Rs 20000	PHOD/CHOD/DRM – Full Powers Note: Further delegation to HQrs and Divisional Officers may be done with approval of GM.

D. MECHANICAL MATTERS

Sr	Item & Reference	Existing Delegation	Revised Delegation
1	**Sanctioning of M&P proposals** Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a-iii	GM can sanction upto Rs 50 lakh in each case, can be delegated to DRMs/CWMs upto Rs 10 lakh only.	GM - Rs 50 Lakh PHOD/CHOD - Rs 50 Lakh DRM/CWMs - Rs 20 lakh SG/JAG - Rs 10 Lakh (in each case)
2	**Sanctioning of Procurement of Two/Four wheelers under M&P**	GM- NIL power	GM – Full Powers to sanction two wheelers for RPF Post In-Charge
3	**Definition of M&P for Tools and Plants**	Present limit is Rs 1 lakh. Tools and measuring equipments costing above Rs 1 lakh are procured as M&P	Limit for tools & plants enhanced to Rs 10 lakh No finance vetting up to Rs 3 lakh

Jitender Sh

Sanjeeb Kumar

Sr	Item & Reference	Existing Delegation	Revised Delegation
4	**Delegation of power in case of Service Contracts** Ref: GM/WR DO No. M 324/9/1/SOP Dt: 26.09.2017 .	DRM – Rs 20 crore in each case	DRM - Rs100 crore in each case DRMs can enter into service contract for a period of 3 months irrespective of value of contract only in case of termination of existing service contract with finance concurrence by calling quotations from approved list of vendors.
4a	**Sanction of Estimate for Environment Related Works using 1% provision of Sanctioned Estimates** Ref: Rly Board No. 2016/EnHM/13/02 dated 13.05.2016	GM's can sanction works up to Rs 1 Crore No powers to DRMs	GM - full powers up to Rs 2.5 Crore DRM/CEnHM Full Powers up to Rs 2.5 Crore
5	**Powers to DRM and /CWM for projects to be undertaken on BOOT basis.**	GM- Full Powers	DRM/CWM- Full Powers With finance concurrence Subject to technical approval of PHOD/CHOD and following the extant guidelines of Board.
6	**Miscellaneous**		
(i)	Purchase of technical books, periodicals	Rs1 lakh per annum for SAG officers in-charge of the workshop and Rs 50000 to DRMs & CMSs	
(ii)	Statutory testing/ certification as per Pollution Control Act, Factories Act etc.	Full powers delegated without finance concurrence to the Unit In-charges (CWMs/SrDMEs/ SrDEEs/ SrDENs/ DyCEs/CDOs)	
(iii)	Condemnation of M&P	Powers delegated to CWMs for condemnation of M&P • No finance concurrence for over-aged M&P • Condemnation of M&P with more than 75% life achieved – full powers of condemnation to CWM with finance concurrence. • Full powers of condemnation of under-aged M&P with concurrence of workshop finance and approval of CWE	
(iv)	Repair of equipment, plant and machinery	• For diagnosis including Track Machines - Up to Rs 2 lakhs • For repairs - Limit up to Rs 5 lakhs (with finance concurrence)	
(v)	Annual Maintenance Contract	Unit in-charges (JAG & above) - Rs 20 lakhs with OEM and finance concurrence	
(vi)	Replacement / addition of T&P chargeable to revenue	• DRM/CWM– Up to Rs 5 Lakh per item • PHOD/CHOD – Up to Rs 8 lakhs per item	

Jatender

Sanjeeb Kumar

Sr	Item & Reference	Existing Delegation	Revised Delegation
		(with finance concurrence)	
(vii)	Condemnation of under-aged coaches	CWM – Full powers without finance concurrence for under-aged coaches up to one POH cycle. Approval of GM with finance concurrence where age of coach is less by more than one POH cycle	

E. ESTABLISHMENT MATTERS

Sr	Item & Reference	Existing Delegation	Revised Delegation
1	**Training to Railway employee by outside institutions** Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 25	GM annual limit is Rs 20 lakh Limit is Rs 4000 per day per person or maximum Rs 25,000 per course per person DRM empowered for Non Gazetted staff Limit is Rs 2000 per day per person for maximum of Rs 10,000 per course per person.	GM annual limit - Rs 1 Crore Limit is Rs 10,000/- per day per person subject to maximum of Rs 50,000/- per course per person. (above limits are for Gazetted and non Gazetted employees) DRM empowered for Non Gazetted staff only Limit is Rs 8000/- per day per person subject to maximum of Rs 40,000/- per course per person.
2	**Ex. Gratia payment to railway servants who die In performance of their bona fide official duties** (RBE No. 285/99)	Presently concurrence of PFA and personal approval of GM required.	Power is delegated to DRM with Finance concurrence
3	**Sanction of National Holiday Allowance to Essential Staff in HQ offices.**	Full power with GM	Full power delegated to PHOD/CHOD
4	**Re-engagement of retired employees In exigencies of service** (Ref: Rly Bd Letter No E(NG)-II/2007/RC-4/CORE/1 dated 16/10/2017)	Full power with GM/DRM	This Power is also delegated to CWMs in SAG. The provision will be utilized only against existing vacancies following a due process involving personnel and finance.
5	**Approval of Tour Programmes of General Managers and DRMs**	No approval is required for Tour Programmes of General Managers and DRMs, for tours within India. Only information may be sent to the controlling officers.	
6	**Inter Railway/ Inter division transfer on own request basis and mutual transfer of**	Full powers to DRMs	

Jitendra Singh Sanjeev Kumar

Sr	Item & Reference	Existing Delegation	Revised Delegation
	divisional controlled cadres		

F. STORES MATTERS

1. Constitution of Tender Committees

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017, Item no. 1.0 (B) (i))

	TC and accepting authority level	Existing Value Limit	Revised value limit
1.	**TC of Sr. Scale (Two Members)** SMM/DMM as convener and Sr. Scale of Finance dept. as member. Technical scrutiny of offers to be done by executive department for non stock cases. Accepting Authority: Dy CMM	Nil	Above Rs 45 lakhs and upto Rs 1 Crore
2.	**TC of JAG/SG (Three Members)** Dy CMM/Sr DMM as convener and Dy Level of Finance and Dy Level of user departments as members. Accepting Authority: CMM	Above Rs 45 lakhs and upto Rs 5 Crore	Above Rs 1 Crore and upto Rs 5 Crore

Other powers for acceptance of Tenders to remain unchanged

2. Sanctioning /Signing of non-stock demands

(Ref: Bd.'s letter no. 2005/RS(G)/779/7 dated 06-05-2015)

Officer	Power of Approving NS indents	
	Existing	Proposed
JS	Upto Rs 15000	Upto Rs 25000
SS	Rs 15000 to Rs 75000	Rs 25000 to Rs 2 lakh
JAG	Rs 75000 to Rs 3 lakh	Rs 2 lakh to Rs 15 lakh
SAG	Rs 3 lakh to Rs 15 lakh	Rs 15 lakh to Rs 45 lakh
PHOD/CHOD	Above Rs 15 lakh	Above Rs 45 lakh

Note- Zonal Railways may attempt computerization of non-stock procurement right from the stage of indenting to the receipt of material and its payment similar to the procurement of stock item presently through iMMS.

3. Signing of PAC

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

Officer	Power of signing PAC	
	Present	Proposed
JS	Upto Rs 75000	Upto Rs 75000
SS	Upto Rs 75000	upto Rs 2 lakh
JAG	up to Rs 3 lakh	upto Rs 15 lakh
SAG	upto Rs 15 lakh	upto Rs 25 lakh
PHOD/CHOD	Above Rs 15 lakh	Above Rs 25 lakh

4. Vetting of non stock demands

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

	Existing Limit	Revised Limit
Vetting of Non Stock Demands	Safety Items – Above Rs 5 lakh	Safety Items – Above Rs 10 lakh
	Other than Safety Items – Above Rs 2.5 lakh	Other than Safety Items – Above Rs 2.5 lakh

Sanjeev Kumar

5. Vetting of AAC/EAC

(Ref: Bd.'s letter no. 88/RS(G)/779/43 dated 11-12-89 and 21-10-02)

(a) Vetting of AAC/EAC of only A category items by HQ finance. (no finance vetting for AAC/EAC approval of B and C category items)
(b) No requirement of quantity/demand vetting by finance for stock items.

6. Power to invite single tender

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

SN	Item	Existing	Revised
2	Invitation of Single Tender for non-proprietary articles without finance concurrence in:		
	(a) Normal Circumstances	PCMM/CMM – upto Rs 8 lakh DyCMM/SMM/AMM – upto Rs 15000	PCMM/CMM – upto Rs 8 lakh Dy CMM – upto Rs 50000, SMM/AMM – upto Rs 25000
	(b) Emergencies affecting maintenance, outturn, operation etc.	PCMM/CMM – upto Rs 25 lakh	PCMM/CMM – upto Rs 45 lakh
	(c) Safety items below two months stock	No separate delegation	PCMM/CMM – Upto Rs 1 Crore
	(d) Existence of single approved source on list issued by RDSO/PUs	No separate delegation	PCMM/CMM/DyCMM upto their purchase powers(Preference should be given to invite ADVT.)

7. Invitation of Global Tenders (GT)

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

PCMM – Full powers upto his power of acceptance without finance concurrence and without the essentiality of import being certified by user department.

8. Operation of Option Clause

(Ref: Bd.'s letter no. 88/RS(G)/779/5 dated 15-04-2015)

Operation of 30% option clause in TC cases to be done without finance concurrence. Only M.A. to be vetted by finance.

9. Security Deposit for PAC items

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017, Item 3.0)
Security Deposit not required to be submitted by sources in whose favour PAC has been signed by user department.

Sanjeeb Kumar

10. Post Contract Variation

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

SN	Item	Existing	Revised
25	Variation of IRS conditions of contract. (Bd.'s letter no. 88/RS(G)/779/14 pt. dt. 12-3-15 Para 2.0 SN 25) and Rly. Bd.'s letter no. 2001/RS(G)/779/14 dt. 14-01-16)	1. PCMM may waive operation of clauses relating to 'Liquidated Damages', 'Risk Purchases' and 'Arbitration' appearing in the contract (value of contract upto Rs 15 lakh) at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries. 2(a). For contracts upto Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases by imposing GD @ 10% of outstanding value of contract without finance concurrence. 2(b) For contracts above Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases by imposing GD @ 10% of outstanding value of contract. Note1: The above decision mentioned at 2(a) and 2(b) should be taken before floating of fresh tender. Further to the extent SD has been taken (say of value 'A' (which is less than 10% of the value of contract)), in such cases, the GD will be leviable for the difference amount i.e., GD leviable (say 'B') will be equal to 10% of outstanding value of contract minus the value of SD submitted (A). In such cases, SD amount 'A' shall be forfeited and the GD amount 'B' shall be recovered from the firm. Note2: For contract more than Rs 15 lakh, whenever RP is being waived without levying GD, PCMM/CMM will take finance concurrence.	1. PCMM may waive without finance concurrence operation of clauses relating to 'Liquidated Damages', 'Risk Purchases' (including waival of RP without imposing GD) and 'Arbitration' appearing in the contract (value of contract upto Rs 15 lakh) at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries. 2(a). For contracts above Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases by imposing GD @ 10% of outstanding value of contract without finance concurrence. 2(b): For contracts above Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases without imposing GD with finance concurrence. Note1: The decision to waive RP should be taken before floating of fresh tender. Further to the extent SD has been taken (say of value 'A' (which is less than 10% of the value of contract)), in such cases, the GD will be leviable for the difference amount i.e., GD leviable (say 'B') will be equal to 10% of outstanding value of contract minus the value of SD submitted (A). In such cases, SD amount 'A' shall be forfeited and the GD amount 'B' shall be recovered from the firm.

11. Procurement through GeM

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 22-09-2017 and 06-01-2017)

Sanjeeb Kumar

SN	Item	Existing	Recommended
6	Placement of supply order for items appearing on GeM	PCMM – full powers CMM/DyCMM/SMM - as per their level of acceptance	PCMM – full powers CMM/DyCMM/SMM/AMM - as per their level of acceptance

12. Procurement through GeM by user departments

(Ref: Stores Code Para 711-A)

Officers authorised by PHODs of user departments may be permitted to buy goods (Non stock items) available on GeM by placing direct on-line orders upto Rs 25000 in each case. This may be subject to annual ceiling of Rs 10 lakh per department per annum. The officers will have to certify as follows:

"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."

Note - A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

13. Procurement through Spot Purchase

(Ref: Bd.'s letter no. 2002/RS(G)/779/12 dated 14-12-2011)
Model guidelines/ powers are recommended as below:

13.1 There are occasions to purchase materials on the spot without following the formal tendering system but by calling offers through physical visit of the premises of the firm by the nominated officers. This mode of purchase is commonly known as '**Spot Purchase'**.

13.2 Keeping the instructions contained in Rly. Bd's L.No.2002/RS(G)/779/12 dtd. 14/12/2011 in view, the following instructions / guidelines are issued in supersession of all earlier orders issued on this subject.

13.3 **Conditions for resorting to Spot Purchase:**

13.3.1 The concept of Spot Purchase, for the purpose of purchase, will be followed in very exceptional circumstances and should be supported by proper justification. Invariably the need to resort to spot purchase shall fulfill conditions as laid down under para (a) or (b) below:

(a) **Stock Item:**

The stock item should be purchased only when the material is out of stock which is affecting train operations/earning of railways and supply against the existing covered dues if any, is likely to take more time and requirement is very urgent which cannot wait for the supplies to be received against the pending orders.

"The certificate to this effect to be recorded by at least the concerned SAG officer of the concerned user department."

(b) **Non-stock item:**

(i) For purchase of non-stock items where demand could not be foreseen in advance and material is required urgently for safe operation and where cash purchase powers are considered inadequate and emergency purchase through formal invitation of tenders etc., is likely to take considerable time.

Jitendra Kumar Sanjeev Kumar

(ii) For purchasing of non-stock items which are required occasionally and making the detailed specification for the same is not considered practicable/economical or items of consumable nature where the quality available in the market is rapidly changing hence, it is not possible to finalize the specification and materials can be obtained by personal examination of feel, finish and appearance etc., like furniture, cutleries, linens, carpets and other furnishing items etc.

13.3.2 However, Spot purchase shall not be resorted to, for purchasing such items which have got detailed specifications and drawings and are required to be purchased only from approved sources.

13.4 Procedure for Spot Purchase

13.4.1 Since Spot Purchase is one of the modes of purchase, therefore, there should be a proper requisition for non-stock items and Emergency Recoupment Memo (ERM)/Red Slip for stock items. The quantity is to be restricted to bare minimum. For stock items, demand may not exceed three months requirement and the same to be adjusted against the immediate ensuing demand.

13.4.2 The proposal for Spot Purchase of 'Non-stock' items shall be submitted for the specific approvals of the authorities detailed in para 13.4.3 below, by the concerned consuming department after obtaining the concurrence of Associate finance.

The proposal for Spot Purchase of 'Stock' items shall be submitted for the specific approvals of the authorities detailed in para 13.4.3 below, by the concerned Purchase officer of Stores department after obtaining the concurrence of Associate finance.

13.4.3 Authorities competent to approve Spot Purchase:

(a) For Field units i.e, Divisions & Workshops:

(i) Items valuing upto Rs 15 lakh (for both Stock & Non-stock) will require the approval of the DRM/CWM.

(ii) Items valuing above Rs 15 lakh and upto Rs 25 lakh (for both Stock & Non-stock) will require the approval of the PCMM. The proposal shall be submitted through concerned PHOD.

(iii) Items valuing above Rs 25 lakh (for both Stock & Non-stock) will require the approval of the AGM (for Open line) and of the CAO(C) for Construction Organization.

(b) For HQRS & Construction Organization:

(i) Items valuing upto Rs 25 lakh:

For Non-stock items : will require the approval of the PHOD of the consuming department.

For Stock items : will require the approval of the PCMM.

(ii) Items valuing above Rs 25 lakh (for both Stock & Non-stock) will require the approval of the AGM (for Open line) and of the CAO(C) for Construction Organization.

13.4.4 After the proposal has been approved by competent authority as mentioned above, proper file will be opened in convener's office against the requisition for Non-stock items and Emergency Recoupment Memo (ERM)/Red Slip for Stock items.

13.4.5 The Spot Purchase would invariably be made by a Spot Purchase Committee (as detailed in para 13.5.1 below) consisting of 03 officers, one from Stores Department (to be nominated by DRM/CWM/PCMM), one from Accounts deptt. (to be nominated by DRM/CWM/FA&CAO) and one from indenting department (to be nominated by concerned co-ordinating HOD/DRM/CWM). The Stores officer will act as the Convenor to the committee for Stock & Non-stock items.

Sanjeeb Kumar

13.5 Level of Committee:

13.5.1 The level of **Spot Purchase Committee** (SPC) will be as under:

S N	Value of Purchase	Stores Deptt.	Indenting/Cons u-ming Deptt.	Account Deptt.
1	Upto Rs 5 lakh	Sr. Scale officer *	Sr.Scale officer *	Sr.Scale officer *
2	Above Rs 5 lakh & upto Rs 40 lakh	JAG /SG officer	JAG/SG officer	JAG/ SG officer
3	Above Rs 40 lakh	SAG officer	SAG officer	SAG officer

* If Sr. Scale officer is not available, then JAG/SG officer will associate the SPC.

Note:

(i) If there is more than one item to be purchased at one time, the total value of all the items will be the guiding criteria for deciding the level of the committee and the competent authority to sanction.

(ii)The above composition of SPC will also be applicable for ZTCs and CTIs located within the jurisdiction of the Zone (e.g. for Central Railway, the procedure will be applicable to ZTS/BSL, IRICEN/PUNE & IREEN/NKRD).

In case of CTIs, the nomination will be done by respective directors & in case of other units, by concerned PHOD/CHOD officer of HQ.

13.5.2 The Spot Purchase Committee will first make a market survey and then duly considering the sources indicated by the indenters, shall obtain quotations from suitable sources and while obtaining the quotations for items to their specification, normal rules laid down for obtaining the quotations (as in the case of cash purchase) will be followed. In conducting their business, the Committee shall give due regard to the Canons of Financial Propriety, while doing Spot Purchase.

13.5.3 Inspection of materials, if required/called for, shall be done by Member of Indenting department or his authorized representative.

13.5.4 The committee will draw proceedings duly covering all the aspects listed below:

i. Authority for constitution of the Spot Purchase Committee.
ii. Description of the item
iii. Tabulation statement
iv. Brief discussion of the offers obtained.
v. Recommendations/Acceptance with certification on reasonability of recommended rates.
vi. Unusual terms & conditions and deviations, if any, accepted.
vii. Consignee.
viii. Delivery terms & delivery period.
ix. Paying authority and bill Passing Officer.

13.5.5 The proceedings of the purchase finalized shall not require any further approval but this will be made available for internal check/audit and the minutes of the committee shall be kept on the file.

13.5.6 All decision in the matter of purchase will be taken by the committee and the decision taken by the committee in regard to purchase will be final. However in case of dissent by any one of the members, the case should be put up to the officer nominating the SPC in case of Division/Workshop and to the concerned CMM (dealing the item) in Stores HQ for SPC of JAG/SG level and to PCMM for SPC comprising of SAG level, for final decision.

13.5.7 Formal communication (in the form of PO or letter) detailing the description/specification of the item, terms & conditions, inspection clause, delivery period, payment terms & paying authority etc shall be issued, duly signed by the convener of SPC for placing order on the firm.

13.5.8 Field Units i.e., Division/Workshops as well as HQRS & Construction organization shall maintain proper record of such Spot Purchase nominated by them.

Sanjeeb Kumar

13.6 Payments:

13.6.1 Cash payment should be avoided, unless payment is made through cash imprest.

13.6.2 Stock Items: Payment to the suppliers may either be made in cash on the spot from cash imprest or through cheque to be issued by Accounts officer. In case of stock items, the cheque/cash payment may be made against a Pay order prepared by the Stores member of the Spot Purchase committee against a proforma invoice. Alternatively, normal payment terms through FA&CAO(S) may be followed depending upon the agreed terms & conditions.

13.6.3 Non-stock items: Payment to the suppliers may either be made in cash on the spot or through cheque to be issued by Accounts officer. In case of cheque/cash payment, the Pay order against a proforma invoice will be prepared by the Indenting deparment's representative in the Spot Purchase committee. Alternatively, payment through FA&CAO may also be followed depending upon the agreed terms & conditions.

13.6.4 The material purchased will be accounted for as is being done for material received against regular purchase orders. In case of stock items, formal R/Note should be granted. The R/Note should invariably bear respective Pay Order no. & date if paid through Pay order. The POs for Stock items will be fed in iMMS so that R/Note can be generated by iMMS system.

13.6.5 A report of Spot purchase may be put up to the PHOD/CHOD of concerned department by the convenor of the committee for information, after completion of Spot Purchase i.e., after the receipt of supplies.

13.6.6 The Spot purchase Committee shall ensure that the purchase is completed within **45** days of appointment of the committee, failing which fresh approval of AGM/PCMM/ CAO(C)/DRM/CWM (as the case may be) should be obtained for purchase of the items through Spot Purchase.

G. MEDICAL MATTERS

1. Sanctioning of advance/reimbursement in case of medical emergency

Authority		**To sanction medical advance in emergency**		**To sanction reimbursement in emergency**	
		In Non-referred Govt. Hospital/ Autonomous Body Hospital	In Non-referred , non-recognized private hospital	In Non-referred Govt. Hospital/ Autonomous Body Hospital	In Non-referred recognized private hospital
CMS/MD/CMO	Existing Power	NIL	NIL	NIL	NIL
	Revised Power	Rs 1 Lakh per case without annual ceiling	Rs 1 Lakh per case without annual ceiling	Rs 1 Lakh per case without annual ceiling	Rs 1 Lakh per case without annual ceiling
DRM & CWM	Existing Power	Rs 50,000	NIL	Rs.50,000	Rs.25,000

Sanjeeb Kumar

Authority		To sanction medical advance in emergency		To sanction reimbursement in emergency	
	Revised Power	Rs 5 Lakh in each case	Rs 2 lakh in each case	Rs.5 Lakh in each case	Rs2 lakh in each case
CMD	Existing Power	NIL	NIL	NIL	NIL
	Revised Power	Full power	Rs 5 lakh in each case	Full power	Rs 5 lakh in each case
AGM	Existing Power	Full power	Rs 4 lakh in each case	Full power	Rs 5 lakh in each case
	Revised Power	Full power	Rs 10 lakh in each case	Full power	Rs.10 lakh in each case
GM	Existing Power	Full power	Rs 10 lakh in each case	Full power	Rs 10 lakh in each case
	Revised Power	Full power	Full power	Full power	Full power

2. **Sanction of Purchase/Work Order of medical items**

For Sanction of Purchase/Work Order			
Authority	**Subject**	**Existing Power**	**Revised Power**
CMS/MD /CMO	Power to sanction work contract and Purchase Order for procurement of medical implants such as hearing aid, Bi-Pap/C-Pap and other implants to be purchased for supply/implant to the patients & other hospital related items.	NIL	Rs 5 lakh each item through quotation/ tender subject to annual ceiling of Rs 60 lakh
Sanction of Pathological Radiology Investigations and PET Scans			
Health Unit with one doctor	Pathological & Radiological investigations	An imprest of Rs 5000	An imprest of Rs 30,000/- subject to maximum of Rs 1500/- per investigation.
Health Unit with more than one doctor		An imprest of Rs 10,000	An imprest of Rs 60,000 subject to maximum of Rs 1500 per investigation.
CMS/MD /CMO	Pathological & Radiological investigations	Rs 10,000	Up to Rs15,000 per investigation including CT/MRI.
Engagement of Doctors & Para-medical Staff			
Authority	**Subject**	**Existing Power**	**Revised Power**
DRM /CWM (CAO in PU)	Engagement of doctors as	NIL	DRM – Full Power based on recommendations of the

Sanjeeb Kumar

	Contract Medical Practitioners (including part-time dental surgeons).		committee headed by CMS, Sr. DPO, Sr DFM. (one member (not below JA Grade) of SC/ST may be co opted if not already on the committee to be nominated DRM/CWM
CMS/MD/ CMO	Payment of fee of doctors engaged on case-to-case basis.	Rs 500 fee for first patient and Rs 100/- for each subsequent patient	Rs 1000 fee for first patient and Rs 200 for each subsequent patient
First engagement- with approval of GM. Subsequent extensions of engagement by DRM/CWM	Engagement of doctors as Honorary visiting Specialist (HVS).	No power to DRMs	Extension by DRM
CMS/MD/ CMO	Engagement of Para-medical Staff on contract basis.	NIL	As per procedure laid down from time to time.
Procedure for recommending/sanction of pathological & CT/MRI investigations and PET Scans: • Treating doctor to recommend. • MD/CMO/CMS or any other doctor nominated by MD/CMO/CMS to accord approval.			
CMD will have full power without any limitation in respect of pathological investigations & CT/MRI and PET Scan. In respect of PU hospitals the power of CMD powers will be exercised by CMO.			

Note: Reimbursement in each case will be governed by the CGHS policy issued from time to time

3. Other medical matters

	MEDICAL MATTERS		
	Items	**Existing Power**	**Revised Power**
1	Sanctioning Limit for Transplant of Liver	Railway Board Live - Rs 14 Lakh Cadaver - Rs11 Lakh	GM-Full Powers (Subject to CGHS Policy)
2	Sanctioning Of Advance Payment for Transplant of Kidney (CGHS Circular 18-02-2015)	GM- 6.45 Lakh	GM - Full Powers, (Subject to CGHS policy)
3	Powers to CWMs (SAG In charge of major workshops with major Hospitals) for • Hiring of ambulances • Medical Reimbursement	CWM – Nil Power	Powers of CWMs are same as that of DRMs for • Hiring of ambulances • Medical Reimbursement
4	Empanelment of Private Hospitals for referral	Power only with Railway Board	GM – Full Powers with finance concurrence
5	Hiring of ambulance / vehicle to transport patient to the hospital in emergency	Nil	ADMO/CMP & above – Full powers to be paid from the cash imprest

Sanjeeb Kumar

4. Board has also approved that the powers delegated to Branch Officers in the divisions are also delegated to Station Directors in JA/SG grade. The Administrative Officers deployed in Railway Hospitals in JA/SG will also be considered equivalent to Branch Officers and delegated powers, as applicable to Branch Officers.

5. This issues with the concurrence of Associate Finance of Transformation Cell, Railway Board.

18/10/17

(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Railway Board

No. 2017/Trans/01/Policy **New Delhi, dated: 18-10-2017**

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

Sanjeeb Kumar 18/10/2017

(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Copy – As per list enclosed

Copy for information to

1. The Director General, Railway Staff College, Vadodara.
2. The Director, Indian Railway Institute of Civil Engineering, Pune.
3. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
7. The Director, Indian Railway Institute of Transport Management, Lucknow.
8. The Registrar, Railway Claims Tribunal, Delhi.
9. The General Secretary, IRCA, New Delhi.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Secretary, Railway Rates Tribunal, Chennai.
12. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Chennai, Gorakhpur, Guwahati, jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

Copy to:

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Copy to:

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG (Pers), DG(S&T)
3. All AMs, PEDs & EDs of Railway Board

(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Railway Board