

**Government of India
Ministry of Railways
Northern Railway Headquarters Office, Baroda House**

**Engineering Department
Road Crossing Cell**

260-W/1360/WP/BR/S&D

New Delhi, 30 July 2025.

**Divisional Railway Manager,
Northern Railway,
Delhi, Firozpur, Jammu, Lucknow, Moradabad and Ambala.**

**CAO/C, CAO/C-II, CAO/C/USBRL,
Northern Railway,
Kashmere Gate,
Delhi.**

**CAO/C/RSP,
9th Floor, Konnectus Tower,
DMRC Building,
New Delhi-110001.**

Subject:- General Procedure Order for Road Crossing Works

Reference:- Railway Board's letter no. 2017/CE-IV/LX/Misc/244(LCs)/Pt dated 09.05.2025, 19.08.2024, 16.04.2024, 11.09.2023 and 04.09.2023.

Level Crossings (LCs) are a potential source of safety hazard and have impact on train operations and mobility of road users. In order to improve safety in train operations and road user mobility, it is envisaged to eliminate LCs on Indian Railways in an accelerated manner. Railway Board has issued detail policy guidelines or criteria for sanction of ROB/RUB/FOB vide above references under which works are being sanctioned for the elimination of Level Crossings.

It is seen that there is lot of disparity in planning and execution of road crossing works by different proposing/executing agencies. To ensure uniformity in planning, execution, maintenance and also expedite the sanction of works, approval of CPS, GAD, Closure Plans, Launching Schemes, PCE sanction etc., and signing of MOU for execution and maintainence, a "General Procedure Order" is being circulated for guidance purpose.

This General procedure order shall provide for 4 categories of Road Crossing works as under:-

Category A: Construction of LHS/RUB on Rly Cost

Category B: Construction of ROB on cost sharing or Rly. Cost

Category C: Construction of ROB/RUB sponsored/funded by NHAI/MoRTH/State/UTs and other state agencies completely on their own cost and also executed by them

Category D: Construction of ROB/RUB sponsored/funded by outside agency and executed by Railway (Deposit work)

Desirable timelines have been assigned for the **sanction of proposal** and **approval of GAD** for the above 4 categories of work. Best efforts should be made to adhere to these timelines to the extent possible.

Category A: Construction of LHS/RUB on Rly Cost

I. Sanction of proposal & approval of GAD

SN	Activity	Time Specified (Days)
a. Submission of proposal to HQ for shortlisting		
1.	Site feasibility to be carried out keeping in mind the overall guidelines and the latest instructions of railway Board and if LHS/RUB found feasible for LC elimination/trespassing, abstract estimate and DPR to be prepared.	30
2.	Work to be proposed by concerned Sr. DEN including the cost of S&T, Electrical (G & TRD), utility shifting, land acquisition and tree cutting (if any).	
3.	The DPR in standard format (Annexure-I) should essentially contain the following: - i. General Detail of Level Crossing ii. Site Particulars- Google Map, Site Photograph, Site sketch showing proposed LHS with approaches iii. Justification/benefit of project including references (VIP/Public demand if any) iv. NOC/Correspondence for consent of state govt. for LC closure. v. Rough Abstract Estimate vi. Summary and Recommendation vii. Geotechnical study with drainage arrangement viii. Drainage Certificate ix. Trespassing certificate (only for trespassing location) & Committee report.	
4.	Sr. DEN/C to annually prepare a Sr. DEN wise priority for the division (based on route, TVU, safety etc)for LC elimination for the consideration of DRM while sending proposal to HQ for shortlisting. The proposal shall be submitted to HQ on IRPSM for shortlisting after DRM’s approval.	
b. Shortlisting of proposal by HQ		
5.	The proposal as received by the (PH-30) co-ordinator CE/RC, is shortlisted based on route, TVU, and other reasons like impact on safety in train operations, mobility of trains and impact for road users/public.	15 (b&c concurrently)
6.	The proposal shall be sent to GM through CE(P&D), with the approval of PCE.	
7.	After shortlisting at GM level, letter is issued for short listed works by CE(P&D)/HQ to concerned division.	
c. GAD preparation, submission for HQ approval and preparation of abstract estimate. (Concurrent divisional Activity)		
8.	Sr.DEN to prepare GAD as per standard GAD for LHS (Annexure-II) in Auto-CAD and also prepare abstract estimate of the LHS for divisional finance vetting.	
9.	GAD is to be initiated for DRM’s approval and post approval it should be submitted to HQ essentially with the HQ issued checklist (Annexure-III) while the estimate is under vetting in the division.	

	Also a tentative closure plan to be prepared based on GAD being processed for HQ approval.	
d. Approval of GAD in HQ and sanction of the proposal.		
10	HQ to approve GAD & Communicate to Division. The final closure plan to be got approved based on the approved GAD by DRM/CTE as relevant for the LC as per Principal Chief Engineer's Circular No.601(R-2) circulated vide CE/P&D letter no. 10-W/O/Policy/Building Date: 25.03.2025. While the closure plan is in process of approval, launching scheme to be prepared. After approval of closure plan launching scheme to be processed for approval and also necessary correction (as required) to be initiated in ESP,SIP,SWRD,SWR etc. to finally process for PCE sanction for closure.	30
11.	The estimate, post vetting by division and approval of DRM, is to be sent finally to HQ for HQ finance vetting. At this stage, proposals for work costing more than 5 CR and less than 50 CR (Within GM power) are sent for Railway Board shortlisting via letter while such proposal remains with CE/RC on IRPSM.	
12.	Post receipt of Railway Board shortlisting, proposals shall be sent by CE/RC for HQ Finance vetting and subsequent sanction of GM. Executing agency as approved by PCE is communicated to division.	
	Total	75

- II. **Finalization of contract for execution-** Sr. DEN/Dy.CE construction should have NOC from district administration and HQ approved GAD before fixing agency for work execution.Sr. DEN/Dy.CE/C are meanwhile required to prepare and submit PCE sanction for work commencement, Launching plan, application of PCE sanction for closure of LC as prepared earlier and seek the requisite sanctions.
- III. **Commencement of work** at site to be done after receiving sanction of PCE for commencement of work. While applying for PCE sanction for commencement of work, all documents should be attached with the application as per **CBE letter no. 392-W/PCE/Sanc/Br/HQ dated 27.07.2022**
- IV. **Launching-** Launching to be undertaken only after approval of the launching plan by CBE & sanction for launching by PCE.
- V. **Closure of LC-** PCE sanction for closure of level crossing to be essentially taken before closure of LC. While applying for PCE sanction for closure of LC, all documents should be attached with the application as per **Dy. Chief Engineer/ROB letter no. 260-W/2201-05/UMB/Pr.CE Sanc./BR/S&D dated 14.09.2022.**
- VI. **Reporting LC closure to HQ-** Joint Safety certificate as per (Annexure-IV) to be submitted to HQ after LC closure.

Category B: Construction of ROB on cost sharing or Rly. Cost**I. Sanctioning of proposal**

SN	Activity	Time Specified (Days)
a. Joint feasibility for ROB		
1.	Division should interact with the state govt. officials to conduct joint feasibility for construction of ROB keeping in mind the overall guidelines and the latest instructions of railway Board and if ROB found feasible ,prepare a sketch with joint signatures for LC elimination (Rly- not below AEN & state- not below AE).	5
b. Preparation of Technical Feasibility Report(TFR)/DPR, CPS preparation, divisional approval & submission to HQ		
2.	After signature on JFR with the road owning authority CPS (as per standard CPS format attached as (Annexure-V) in Auto-CAD should be prepared and got signed by state government officials. ➤ The complete bridge profile to be shown in CPS. ➤ CPS should be prepared in such a way that it contains details of existing track, future tracks, skew angle, Railway span, Viaduct span, Approach span, Length of railway portion as well as approach portion, Gradients of both side in case of ROB. ➤ CPS should be jointly signed by divisional railway officials and state govt. officials (not below the rank of XEN of concerned department). Division approved CPS to be submitted to HQ office for approval of CBE.	15
c. Approval of CPS by HQ		10
d. Submission of proposal for shortlisting by HQ		
3.	While the CPS is under approval in HQ, abstract estimate should be prepared by the Sr. DEN including the cost of S&T, TRD, utility shifting, land acquisition and tree cutting (if any). After the approval of CPS, the abstract estimate to be updated if required. The DPR (Annexure-I) should essentially contain the following: - i. General Detail of Level Crossing ii. Site Particulars- Google Map, Site Photograph, Site sketch showing proposed ROB with approaches iii. Justification/benefit of project including references(VIP/Public demand if any) iv. NOC/Correspondence for consent of state govt. for LC closure. v. Abstract Estimate vi. Summary and Recommendation vii. Geotechnical study and drainage arrangement Sr. DEN/C to prepare a Sr. DEN wise priority for the division (based on on route, TVU, safety etc) for LC elimination for the consideration of DRM while sending proposal to HQ for shortlisting. The proposal is submitted to HQ on IRPSM for shortlisting after DRM's approval.	15
e. Shortlisting of proposal by HQ		15 (e & f is concurrent ly)
4.	a. The proposal as received by the (PH-30) Co-ordinator i.e. CE/RC, is shortlisted based on route, TVU, and other reasons like impact on safety in train operations, mobility of trains and impact for road users/public. b. Proposal is sent to GM through CE(P&D), with the approval of PCE.	

	c. After shortlisting at GM level, letter is issued for short listed works by CE(P&D)/HQ	
f.	GAD preparation, submission for HQ approval and preparation of abstract estimate. (Concurrent divisional Activity)	
5.	Sr. DEN to prepare GAD of the shortlisted proposal as per approved CPS of ROB. The GAD should essentially contain the following showing complete details i.e.existing track, future tracks, skew angle,standard RDSO span (as far as possible), minimum vertical clearance from Railway track, type of foundation, Viaduct span, Approach span, Length of railway portion as well as approach portion, approach gradients, Finished Road Level (FRL), details of vertical and horizontal curves in the approaches if any, L-section of existing road level, ground level, nearby bridges of ROB, x-section of service roads along with drains and footpath etc., RCC boundary wall parallel to track both side. and also prepare Abstract estimate of the ROB for divisional finance vetting. At this time, concurrently MOU(Annexure-VI) should also be drawn with approach road owning agency and essentially submitted with the GAD to HQ.	
6.	GAD is to be initiated for DRM's approval and post approval it will be submitted to HQ for approval of HQ and got approved.	
7.	The abstract estimate shall be prepared concurrently based on the abstract estimate prepared at the CPS level and, post vetting by division and approval of DRM, is to be sent to HQ for sanction of work.	
g.	Approval of GAD in HQ and sanction of the proposal.	
8.	i. At this stage, proposals for works costing more than 5 CR and less than 50 CR (Within GM power) are sent for Railway Board shortlisting. ii. Post Railway Board shortlisting of the work, proposals are sent for HQ Finance vetting and subsequent sanction of GM. Executing agency is communicated to division. iii. Works costing more than 50 Cr. are sent to Rly. Bd after vetting by finance at HQ level, for sanction of the works.	30
	Total Time Specified (Days)	90

- II. **Finalization of contract for execution (Single/Dual entity as applicable)-** Dy. Chief Engineer construction should have NOC from district administration (with divisional assistance) and HQ approved GAD before fixing agency for work execution. Dy.CE/C is meanwhile required to prepare a tentative closure plan based on approved GAD and also initiate it for divisional and HQ approval.DY/CE/C to subsequently submit PCE sanction for work commencement, launching plan, application of PCE sanction for closure of LC and seek the requisite sanctions.
- III. **Commencement of work** at site to be done only after receiving sanction of PCE for commencement of work. While applying for PCE sanction for commencement of work, all documents should be attached with the application as per **CBE letter no. 392-W/PCE/Sanc/Br/HQ dated 27.07.2022**
- IV. **Launching-** Launching to be undertaken only after approval of the launching plan by CBE & sanction for launching by PCE.
- V. **Closure of LC-** PCE sanction for closure of level crossing to be essentially taken before closure of LC by DY/CE/C. While applying for PCE sanction for closure of LC, all documents should be attached with the application as per **Dy. Chief Engineer/ROB letter no. 260-W/2201-05/UMB/Pr.CE Sanc./BR/S&D dated 14.09.2022.**
- VI. **Reporting LC closure to HQ-** Joint Safety certificate as per (Annexure-IV) to be submitted to HQ after LC closure.

Category C: Construction of ROB/RUB sponsored/funded by NHAI/MoRTH/State/UTs and other state agencies completely on their own cost and also executed by them

1. Construction of ROB/RUB sponsored/funded by NHAI/MoRTH/State/UTs and other state agencies completely on their own cost and also executed by them should be intimated to Headquarter office as per **CE/RC letter no. 205-W/0/134/LC/PCDO/Pt-VIII dated 01.05.2025**
2. NHAI- The obligation and duties of both Railway and MoRTH for ROB/RUB work is already circulated vide MOU Signed between Ministry of Railway and MoRTH dated 10.11.2014 (Annexure-VII). Ministry of Railways has developed a web-based programme for online submission for getting expeditious approval of various drawings related to ROB/RUBs (<https://ircep.gov.in/RCApproval>)
3. State agencies and UTs - The detailed procedure for ROB/RUB work for State agencies and UTs is already circulated vide RB letter no. 2015/CE-IV/ROB/78 (RORACS) dated 19.09.2023 (Annexure-VIII).
4. GAD of ROB in lieu of LC must be accompanied with the GAD of the LHS/RUB/FOB with ramp as per **CE/RC letter no. 260-V/2382/UP/BR/S&D dated 23.01.2025**. At this time, concurrently MOU should also be drawn with approach road owning agency and essentially submitted with the GAD to HQ. (**Annexure-VI**).
5. **Necessary approval to be obtained before execution-** Sponsoring agency to seek NOC from district administration (if ROB/RUB is proposed in lieu of LC) and approval of GAD from NRHQ.
6. **Commencement of work** at site to be done only after receiving sanction of PCE for commencement of work. Sr. DEN/Dy.CE/C is required to process for PCE sanction for work commencement and seek the necessary sanction. While applying for PCE sanction for commencement of work, all documents should be attached with the application as per **CBE letter no. 392-W/PCE/Sanc/Br/HQ dated 27.07.2022**
7. **Launching-** Launching to be undertaken only after approval of the launching plan by CBE & sanction for launching by PCE.Sr. DEN/ Dy.CE/C is required to submit Launching plan well in advance for HQ approval.
8. **Closure of LC** (if ROB/RUB is proposed in lieu of LC)- PCE sanction for closure of level crossing to be essentially taken before closure of LC. . Sr. DEN/Dy.CE/C is required to process for PCE sanction for closure of LC. While applying for PCE sanction for closure of LC, all documents should be attached with the application as per **Dy. Chief Engineer/ROB letter no. 260-W/2201-05/UMB/Pr.CE Sanc./BR/S&D dated 14.09.2022**.
9. **Reporting LC closure to HQ** (in case ROB/RUB is proposed in lieu of LC) - Joint Safety certificate as per (Annexure-IV) to be submitted to HQ after LC closure.

Category D: ROB/RUB work sponsored/funded by outside agency and executed by Railway (Deposit work)

1. Proposal is sent by sponsoring Agency for construction of ROB/RUB to Headquarter office as per CE/RC letter no. 205-W/0/134/LC/PCDO/Pt-VIII dated 01.05.2025 (Annexure-IX).
2. After receiving the proposal in HQ office case will be process for obtaining approval of work alongwith nomination of Executing agency by GM, division & nominated/approved executing agency will be advised to undertake a joint feasibility.
3. GAD of ROB in lieu of LC must be accompanied with the GAD of the LHS/RUB/FOB with ramp as per **CE/RC letter no. 260-V/2382/UP/BR/S&D dated 23.01.2025**
4. After undertaking a joint feasibility (with sponsoring agency & executing agency), a joint feasibility report (JFR), Conceptual Profile Sketch and abstract estimate is prepared by executing agency and two copies of each are sent to sponsoring agency for acceptance.
5. After acceptance of (CPS) and abstract estimate, 2% P&E charges for Railway portion are demanded to be deposited with Railway.
6. After depositing 2% P&E charges for Railway portion by sponsoring agency, CPS will be submitted to HQ for approval.
7. Based on approved CPS, GAD will be prepared and processed for divisional approval and HQ approval. At this time, concurrently MOU should also be drawn with approach road owning agency and essentially submitted with the GAD to HQ. (**Annexure-VI**)
8. After approval of GAD work will be undertaken for execution.
9. **Necessary approval to be obtained before execution-** Sponsoring agency to obtain NOC from district administration (if ROB/RUB is proposed in lieu of LC) and approved GAD.
10. **Commencement of work** at site to be done only after receiving sanction of PCE for commencement of work. Sr. DEN/Dy.CE/C is required to process for PCE sanction for work commencement and seek the necessary sanction. While applying for PCE sanction for commencement of work, all documents should be attached with the application as per **CBE letter no. 392-W/PCE/Sanc/Br/HQ dated 27.07.2022**
11. **Launching-** Launching to be undertaken only after approval of the launching plan by CBE & sanction for launching by PCE.Sr. DEN/ Dy.CE/C is required to submit Launching plan well in advance for HQ approval.
12. **Closure of LC** (if ROB/RUB is proposed in lieu of LC)- PCE sanction for closure of level crossing to be essentially taken before closure of LC. . Sr. DEN/Dy.CE/C is required to process for PCE sanction for closure of LC. While applying for PCE sanction for closure of LC, documents to be attached as per **Dy. Chief Engineer/ROB letter no. 260-W/2201-05/UMB/Pr.CE Sanc./BR/S&D dated 14.09.2022.**
13. **Reporting LC closure to HQ** (in case ROB/RUB is proposed in lieu of LC) - Joint Safety certificate as per (Annexure-IV) to be submitted to HQ after LC closure.

This has the approval of the competent authority.


(Mona Srivastava)
Chief Engineer/RC

Copy to

- a) Secy to PCE, for kind information of PCE.
- b) CBE, For kind information.

List of Annexure attached with the General Procedure order		
S.No.	Annexure's Name	Annexure's short detail
1.	Annexure-I	Detailed Project Report
2.	Annexure-II	Type plan for LHS
3.	Annexure-III	HQ issued checklist
4.	Annexure-IV	Joint Safety certificate
5.	Annexure-V	Standard CPS of ROB
6.	Annexure-VI	MOU drawn with other agency
7.	Annexure-VII	MOU Signed between Ministry of Railway and MoRTH dated 10.11.2014
8.	Annexure-VIII	RB letter no. 2015/CE-IV/ROB/78 (RORACS) dated 19.09.2023
9.	Annexure-IX	Compendium of important letters