

NORTHERN RAILWAY

Headquarters Office
Baroda House
New Delhi.

No. 98-G/Model-SOP 2018/2025-26

Dated:-18.02.2026

All PHODs, CAO/Const., CAO/FOIS
All DRMs, Northern Railway
Officers Incharge, All Rly. Workshops
& other Extra Divl. Offices, Northern Railways
Sr.DFM of all Divisions & WAOs of all Workshops,
FA&CAO/F&G, Constn. and B&B.
Dy.FA&CAO-I, Dy.FA / FX, Baroda House, New Delhi.
Principal Director of Audit, Baroda House, New Delhi.

SUB:-Delegation of powers to Director/IRPGIMSR and Dean/IRPGIMSR regarding administrative and academic matters of Indian Railway Post Graduate Institute of Medical Sciences and Research (IRPGIMSR), NRCH, New Delhi.

REF:-Railway Board Letter No. 2025/H/3/1/NRCH/PGCollege/Part-2, dated 23.12.2025.

General Manager, Northern Railway in consultation with PFA has accorded approval for delegation of power to Director/IRPGIMSR and Dean/IRPGIMSR under Model SOP 2018, is enclosed as **Annexure**.

Soft copy available in railnet web page: <http://10.2.2.19> is being updated by this office; and hard copy of the amendment is enclosed as Annexure.

DA/As above


(Gunjan Bhardwaj)
Dy. General Manager (G)

The administrative and financial powers required for managing the academic and research activities only at the IRPGIMSR shall be as under:

Director/IRPGIMSR - Powers equivalent to PHOD/CHOD (HAG) as defined in MSOP 2018, further revised from time to time by Railway Board/GM.

Dean/IRPGIMSR - Powers equivalent to HOD (SAG) as defined in MSOP 2018, further revised from time to time by Railway Board/GM.

Besides above, additional powers have been defined on the matters in the table below:

1. Stores Matters

S.No	Description of item/Nature of power	Director (HAG)	Dean (SAG)	Remarks
1	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.	Up to Rs. 30,000/- per item without finance concurrence. Up to Rs. 75,000/- per item with finance concurrence (Subject to annual ceiling of Rs. 20 Lakhs)	NIL	Procurement should be made through Stores Officer at NRCH.
2	Purchase of technical books, e-books, Journals, periodicals and other Publications for library and for distribution as training material to probationers and officers of various courses.	Full powers Finance concurrence will be required for the Books costing more than Rs.3,000/- per book and Journals with annual subscription more than Rs.5,000/-	With Finance concurrence for the Books costing more than Rs. 1,000/- per book and Journals with annual subscription more than Rs. 2,000/-	Ceiling limit for IRPGIMSR will be Rs. 5 Lakhs per annum.

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2. Miscellaneous Matters

S.No	Description of item/Nature of power	Director (HAG)	Dean (SAG)	Remarks
1	Facilities for visiting lecturers (A) Rate of honorarium to visiting faculty	a) Up to Rs.10,000/- per session for Guest Faculty of Eminence only if there are reasons to justify such payment, which should be duly recorded in writing by Director/IRPGIMSR b) Up to Rs. 5,000/- per session to the Govt. / Railway Officer (serving and retired) of SAG and above rank. c) Rs.2500/- per session to other visiting lecturers, other than (a) & (b) mentioned above.	a) Up to Rs. 5,000/- per session for Guest Faculty of Eminence only if there are reasons to justify such payment, which should be duly recorded in writing by Dean. b) Up to Rs. 3,000/- per session to the Govt./ Railway Officer (serving and retired) of SAG and above rank. c) Up to Rs. 2000/- per session to the visiting lecturers other than (a)&(b) mentioned above.	1. Ceiling limit for IRPGIMSR will be Rs.15 Lakhs per annum. 2. Finance concurrence will be required 3. One session means up to 3hrs duration
	(B) Travelling facilities to visiting faculty- Permission for air travel facility to eminent visiting faculty	As per Railway Board letter No.2020/F(X) New Delhi, dated 14.12.2020		
	(C) Boarding and lodging and local transport facility to visiting faculty	I. Free boarding facility to visiting faculty in Railway Rest Houses. Finance concurrence is not required II. Free local transport facility to visiting faculty Or Reimbursement of Taxi charges on KM	NIL	

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		basis to visiting faculty as applicable for Railway officers for non-Railway faculty. No finance concurrence is required.		
2	Sanctioning award to meritorious officers in training Courses.	Medals, trophies, books, cash awards upto Rs.2500 in each case.	Medals, trophies, books, cash awards up to Rs.2000 in each case.	Finance concurrence is not required.
3	To enter into contract for printing technical literature in-house Magazines /newsletter.	Full powers.	Upto Rs.20,000/- per case	1. Ceiling limit for IRPGIMSR will be Rs. 10 Lakhs per annum. 2. Finance concurrence is required for the cases exceeding Rs. 20,000/-
4	To incur expenditure towards presenting mementos to visiting Faculties/dignitaries and Faculties on transfer.	Full powers with annual ceiling of Rs.1Lakh	NIL	Finance concurrence is not required.
5	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	Full powers with finance concurrence	NIL	Ceiling limit for IRPGIMSR will be Rs. 30 Lakhs per annum.
6	Deputation of faculty members and staff for training courses, workshops, conferences, seminars, symposia etc. in non- railway Institutes	Registration fee and overall registration fee up to Rs.10,000/- per day and Rs. 50,000/- respectively with finance concurrence.	NIL	Ceiling limit for IRPGIMSR will be Rs. 15 Lakhs per annum
7	To incur expenditure on Newspapers, magazines and Recreation facilities to be provided to trainees.	Full powers	Full powers	1. No finance concurrence is required. 2. Ceiling limit of Rs.1 Lakh per annum for IRPGIMSR
8	To sanction charges for analysis and/or testing of samples in Govt. Laboratories/Hospitals	Full Powers	Full powers	1. No finance concurrence is required. 2. Ceiling limit for IRPGIMSR will be Rs. 5 Lakhs per annum.

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Note:

1. All the above powers may be exercised subject to availability of budget.
2. Cases requiring GM's sanction shall be routed through PCMD/NR.

Further, considering the need to define the roles and responsibilities in the IRPGIMSR/NRCH at New Delhi, is that, the core function of NRCH is clinical and patient care service. Consequent upon its up-gradation to IRPGIMSR and posting of Director/IRPGIMSR and Dean/IRPGIMSR besides earlier posted PCMD/NRCH and MD/NRCH and with a view to ensure least disturbance in day to day working of NRCH and reduction of channel of submission of files for expediting the decision making and dedicated focus on the core functions of the hospital i.e. clinical and patient care services avoiding overlapping of the functional responsibilities, the following roles and responsibilities of the authorities are defined:

1. **Director/IRPGIMSR** will be the head of the academic and research activities at IRPGIMSR. For all matters related to academic and research activities, he/she will look after all administrative, infrastructure, procurement work through Dean/IRPGIMSR including all coordination matters relating to accounts & budget, sending reports and information to NR HQ on various issues, interaction and coordination with other PGIs, Ministries etc. **All policy matters, including new initiatives on academic and research will require approval of Director/IRPGIMSR.** He/She may call for any report/briefing/review on any subject matter related with academic and research from Dean/ IRPGIMSR for monitoring various activities being undertaken.
2. **PCMD/NRCH** will be the head of NRCH. For all matters related with clinical and patient care activities, he/she shall monitor all administrative, infrastructure, procurement works through MD/NRCH including all coordination matters relating to accounts & budget, sending reports and information to PCMD/NR/HQ on various issues. **All policy matters concerning clinical and patient care will require approval of PCMD/NR/HQ.** He/She may call for any report/briefing/review on any subject matter related with clinical and patient care from MD/NRCH for monitoring various activities being undertaken.
3. **MD/NRCH** will look after and be responsible for all matters related with clinical and patient care such as OPD, Dispensary, Emergency, Private Wards, Labs, Clinical Stores, Court cases, RTIs, Parliament Questions/matters and VIP references, Medical Record Department, Medical Board etc. Manage Hospital beds, equipment, staff & logistics, kitchen, cleanliness etc. Address multi-disciplinary protocols and coordinate inter-departmental matters. For all activities relating to clinical patient care services, he/she will deal with the files within the delegated administrative and financial powers. For all matters beyond delegated administrative and financial powers, he/she will report to PCMD/NRCH and PCMD /NR.
4. **Dean/IRPGIMSR** will be look after and be responsible for all matters related with academic and research activities of the Institute including PG courses, Research, Exams, Library, Seminar/Conferences, JR/SR, Registrar, RTIs, Court cases, Parliament Questions/matters and VIP references etc. For all academic and research matters beyond delegated administrative and financial powers, he/she will report to Director/ IRPGIMSR and PCMD/NR.
5. **Director (Admin)/Engg, Dy.CMM/Stores, Dy.CPO and ADFM** will report to MD/NRCH for all matters related with patient care and to Dean/IRPGIMSR for all matters related with academic and research.

This has the approval of GM/NR.

Issued vide Dy.GM/G Letter No. 98-G/Model SOP 2018/2025-26, dated 18.02.2026


(Gunjan Bhardwaj)
Dy. General Manager (G)