



NORTHEAST FRONTIER RAILWAY (CONSTRUCTION ORGANISATION)



SCHEDULE OF POWERS 2014



**NORTHEAST FRONTIER RAILWAY
(CONSTRUCTION ORGANISATION)**

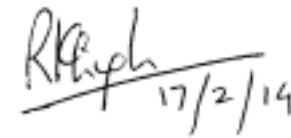
SCHEDULE OF POWERS

2014

FOREWORD

N.F. Railway Construction Organisation came in to existence 35 years ago. For exercising powers at various levels of hierarchy, a Schedule of Powers (SOP) combining delegations of Powers on all the matters i.e. Works, Stores, Miscellaneous, Public Relations and Establishment Matter was issued on 01.04.2008. In the last 6 years lots of changes have been made by the Railway Board for which initiative is taken to revise the SOP in line with Railway Board's circulars & guide lines. In the revised SOP a new Chapter "General Manager's Powers" has been included. This compilation will serve the officers of Construction Organisation as a ready reference in their decision making process and will go a long way in improving the efficiency of the organization as a whole. The efforts of the concerned officials for the preparation, compilation and printing of the SOP are highly commendable. The Schedule of Powers will also be available on the website of N.F. Railway Construction Organisation to facilitate wider reach.

Dated : the 17th February '2014
Place : Maligaon, Guwahati- 781011




(Rajesh Kumar Singh)
General Manager (Con)
Northeast Frontier Railway
Maligaon, Guwahati.

PREFACE

1. *SOP for Construction Organisation on all the matters i.e. Works, Stores, Miscellaneous, Public Relations and Establishment. Matters was issued on 01.04.2008. During the last 6 years lot of changes have occurred for which it was felt necessary to revise the SOP by incorporating all the changes issued from time to time by the Railway Board. A new chapter of "General Manager's Powers" has been included in the revised SOP. In addition to this annexures for the Entitlement for furniture & on spot purchase committee have also been included.*
2. *The booklet consists of six chapters - Works Matters, Stores Matters, Miscellaneous Matters, Public Relations Matters, Establishment Matters (Gazetted and Non-gazetted) & GM's Powers.*
3. *No re-delegation of these powers is permissible except in case where it is specially authorized in terms of :*
 - a. *Powers delegated to General Manager by the Railway Board.*
 - b. *Codal provisions and Railway Board's letters issued from time to time.*
4. *The powers delegated shall be exercised only by the authorities indicated and to the extent limit as specified. The delegation of powers in this schedule has been worked out with due regard towards the need for decentralization and expeditious disposal of matters at all levels. It shall, therefore, be ensured that the powers delegated herein are viewed in their correct perspective and exercised judiciously by concerned officials.*
5. *The exercise of powers delegated is subject to the observance of the provisions of the existing Codal rules and other extant orders. The sanctioning authorities shall pay due regard to the canons of financial propriety which are enumerated in para 116 of the Indian Railway Finance Code Vol.I.*
6. *The exercise of powers by various authorities is subject to availability of funds against the appropriate head of allocation under the relevant demand.*
7. *Unless otherwise specified finance concurrence is necessary for all the items.*
8. *Correction slips containing amendments to specific item in Schedule will be issued as and when necessary.*
9. *The onus for updating Schedule of Powers, in conformity with the correction slips issued from time to time, solely rests with each and every official.*
10. *All copies of sanction accorded by the competent authority shall be furnished to the Finance Officer and Statutory Audit.*
11. *Specific conditions/remarks/introductory note mentioned in various places should be used while using the SOP.*
12. *Suggestions for modification of Schedule of Powers, for effective functioning of the system of delegation are welcome. Such suggestions may be addressed to CAO/Con on Works, Miscellaneous and Public Relations Matters, COS/Con on Stores Matters and DY.CPO/Con on Establishment Matters.*

Dated : the 17th February '2014
Place : Maligaon, Guwahati- 781011


(A. S. Garud)
CAO/Con-I/MLG
Northeast Frontier Railway

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CHAPTER - I

SCHEDULE OF POWERS ON WORKS MATTERS

w. e. f. – 01.02.2014

(Authority : Memorandum No. 28(W)/2014

Circulated under No. W/548/CON/Pt.V dated 11.03.2014)

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
PART-I:ESTIMATES							
1.	TO SANCTION DETAIL ESTIMATES/ REVISED ESTIMATES						
1.1	For works included in the approved works programme & works approved by higher authority or included in LAW	Item 40 (1) (a) of Rly Bd's L/No. F(X)II-2010/PW/2 dt. 11.10.2010	Upto Rs. 50 crores in each case.	Upto Rs. 8 crores in each case.	Upto Rs.2 crores In each case	Nil	
<p>Note : The above powers will be exercised subject to:</p> <ul style="list-style-type: none"> i. Finance concurrence. ii. Personal approval may be obtained at the level of GM/con with the personal concurrence of FA&CAO/Con in case of estimates where original cost of the work is above Rs.50 crores in each case. iii. Provision that the excess over original estimated cost (abstract cost) due to escalation is not more than 100% and due to reasons other than escalation is not more than 20% of original estimated cost or Rs.20 crores whichever is less. These are overall variations on the original sanctioned cost as included in Budget and cannot be exceeded even if more than one revised estimate is sanctioned and that the excess over original cost shall be within the power of the Authority sanctioning the estimate. iv. No change in specifications and no change from the original scheme as approved through Works Programme. v. Change in scope of work shall be governed by powers for sanction of Material Modification. 							
1.2	To sanction part estimates costing upto 2% of value of work as originally sanctioned in the budget	Item Item No.40(5) of Rly Bd's letter No.F(X)II-2007/PW/4 dt.21.9.2007, No.F(X)II-2006/PW/17dt.18.10.2006, 6,4.12.2006, No. 2007/CE-1/CT/18 dt. 7.3.2008 , F(X)II-2010/PW/1 dated 25.3.2010 & F(X) II-2010/PW/2 dt. 11.10.2010	Full powers	Nil	Nil	Nil	
<p>Note:</p> <ul style="list-style-type: none"> 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. 							

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			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
1.3	To sanction original/revised survey estimates provided that the surveys are included in the sanctioned budget.	Item No. 40(3) Rly Bd's L/No. F(X)II-2000/PW/2 dt.27.6.2000, F(X)II-2007/PW/4 dt.21.9.07 & F(X)II-2010/PW/2 dt. 11.10.2010	Full Powers	Upto Rs. 10 lakhs but within the original approved cost	Nil	-	
<p>Note: i. Approved yard sticks shall be followed while remaining within the amount indicated in the budget. ii. Excess over original/revised estimate sanctioned by higher authority shall not be more than 20%. iii. Delegation does not apply to works which do not have necessary procedural approval.</p>							
1.4	DEPOSIT WORKS: To sanction estimates for works chargeable to other Govt. Deptt., Local Bodies or Private. Persons (Except works to be executed in Loco & Carriage Workshops) with finance concurrence, including excess over sanctioned estimates.	Para 732 & 735-E	Full Powers subject to the total aggregate cost not exceeding their power of sanction vide Item No. 1.1	Full Powers subject to the total aggregate cost not exceeding their power of sanction vide Item No. 1.1	Full Powers subject to the total aggregate cost not exceeding their power of sanction vide Item No. 1.1	-	
2.	To sanction expenditure on TEMPORARY ARRANGEMENTS at stations etc. (other than works required for Melas)		Rs. 2 lakhs in each case	Rs. 1 lakh in each case	Nil	Nil	Subject to the Provision in the estimate & finance concurrence
3.	To sanction DISMANTLEMENT OF ASSETS not proposed to be Replaced.		Upto Rs. 50,000/- being the original cost of assets.	Upto Rs. 50,000/- being the original cost of assets.	Nil	-	

SCHEDULE OF POWERS IN WORKS MATTERS

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1	2	3	4	5	6	7	8
4.	EXCESS OVER ESTIMATES WITH FINANCE CONCURRENCE						
4.1	To sanction an excess over the estimated cost as entered in the sanctioned budget or sanctioned separately by a higher authority or sanctioned in LAW.	Item No.40(1) (b) and 40(4)(ii) of Rly. Bd's letter No.F (X) II/2007/PW/4 dt. 21.9.07 & F(X)II-2010/PW/2 dt. 11.10.2010					
	(a) Increase in cost due to ESCALATION – Upto 100% of the original cost(abstract cost)	Item no.40(1)(b)(i) of Rly Bd's letter no. F (X) II/2007/PW/4 dt. 21.9.07 & F(X)II-2010/PW/2 dt. 11.10.2010.	Upto 100% of original estimate (abstract cost)	Upto 50% of original estimate (abstract cost)	Upto 25% of original estimate (abstract cost).	Nil	
	(b) Increase in cost due to reasons OTHER THAN ESCALATION - Upto 20% of original estimate (abstract estimate)	Item no.40(i)(b)(ii) of Rly Bd's L/no.F(X)II/2007/PW/4 dt.21.9.2007 & F(X)II-2010/PW/2 dt. 11.10.2010	Upto 20% of original estimate or Rs.15 crores whichever is less.	Upto 15% of original estimate or Rs. 3 crores which ever is less.	Upto 10% of original estimate or Rs. 30 lakhs whichever is less.	-	
Note : for Item 4.1							
i. 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.							
ii. Provided that all codal provisions regarding sanction for Material Modification are strictly followed .							
iii. The delegation does not affect the rules in force regarding Material Modification.							
iv. Provided the revised estimate including the excess over original cost is within the power of sanction as per Item 1.1 of the Authority sanctioning the excess over estimate.							
v. The change in scope of work, if any, shall be governed by the power for sanction of Material Modification under Item 6.							
5	SURVEY : To sanction an excess upto 20% on the original estimate sanctioned by higher authority	Item No.40(3) of Rly Bd's L/no. F(X)II/2007/PW/4 dated 21.9.2007, F(X)/II/2000/PW/2 dt. 27.6.2000. & F(X)II-2010/PW/2 dt. 11.10.2010	Full Powers Upto 20% of original estimated cost.	Upto 10% of original estimated cost	NIL		

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
<p>Note: 1. Provided surveys are included in sanctioned budget and approved yard sticks are followed while remaining within the amount indicated in the Budget. 2. Delegation does not apply to works which do not have necessary procedural approval. 3. Cost of revised estimate to be approved should remain within his power of sanction.</p>							
6	To sanction MATERIAL MODIFICATION to a project sanctioned by higher authority upto Rs.1.5 crore each	Item No. 49 of Rly Bd's L/No. F(X)II-2007/PW/4 dt.21.9.07, F(X)II-2006/PW/17 dt. 18.10.2006 & F(X)II-2010/PW/2 dt. 11.10.2010	Upto Rs. 50 lakh in each case.	-	-	-	
<p>Note : 1. Total value of Material Modification in a work should not exceed Rs. 5 crore or 5% of the value of work, whichever is less. 2. The excess or the revised cost of the estimate should not go beyond the power of sanction of authority sanctioning the Material Modification. 3. Material Modification, estimated to cost more than Rs.50 Lakh but below Rs. 1.5 crores should be certified & sanctioned personally by FA & CAO/Con and GM/Con respectively. 4. Material Modifications which are beyond competence of GM/Con should be sent to Rly Board for sanction with personal concurrence of FA&CAO/Con & personal approval of GM/Con. 5. Finance concurrence of FA&CAO(Open line) is required for the proposal(s) for Material Modification to sanctioned project(s) being executed by Construction Organisation on behalf of open line .</p>							
7.	To sanction COMPLETION REPORTS of works for which the original estimate or successively revised estimate has been sanctioned (with Accounts Verification).	Para 1706-E	Full powers limited to his power of sanctioning estimate vide item No.1.1	Full powers limited to his power of sanctioning estimate vide item No.1.1	Full powers limited to his power of sanctioning estimate vide item No.1.1	-	
<p>Note 1. While preparing completion reports brief explanation should be furnished for:- a) Excess of not less than 10% or Rs.25000/- which ever is less over the estimated provision under each sub-work. b) Saving of not less than 20% or Rs.1 Lakh which ever is less occurring under any sub-work. 2. Provided further that, the completion cost does not exceed more than 5% over the detailed/revised estimate cost sanctioned.</p>							

SCHEDULE OF POWERS IN WORKS MATTERS

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1	2	3	4	5	6	7	8

PART-II:TENDERS							
8.	To invite open tenders in respect of sanctioned works.	Item No.47 of Rly. Bd's letter no. F(X)II/2007/PW/4 dt. 21.9.2007, 30.10.2007 & 14.11.2007, F(X)II-2010/PW/2 dt. 11.10.2010 & 94/CE-I/CT/4 Pt.17 dt. 13.08.2012	Full powers	Full powers upto his power of acceptance	Full powers upto his power of acceptance	NIL	.
<p>Note: 1. CAO (Con) and HODs under direct administrative control of GM/Con, can invite Open Tender for works of value upto GM's power of acceptance.</p> <p>2. Open Tender under "Two Packet System"</p> <p>i. For all works contract tenders requiring techno-economic evaluation. 'Two Packets System' of tendering shall be the norm as far as possible.</p> <p>ii. However, for all works contract tenders valuing more than Rs. 10 crore. 'Two Packets System' shall mandatorily be followed, except in cases where it is decided by an executive officer not below HAG level for reasons to be recorded in writing and with the concurrence of FA&CAO, that it would be advantageous to follow 'Single Packet System'.</p> <p>iii. For tenders valuing upto 10 crore, decision to adopt 'Two Packets System' shall be taken by the tender inviting authority with the concurrence of Associate Finance, keeping in view the guiding principle laid down in Item-i above..</p> <p>iv. The procedure detailed in Railway Board's Letter No. 94/CE-I/CT/4 Pt.17 dated 13.08.2012 shall be adopted for dealing with 'Two Packets System' of tendering.</p>							
9	LIMITED TENDERS To invite limited tenders for works costing upto Rs.5 Crores each from the contractors borne on approved list (without finance concurrence)	(i) Para 1214-E (ii) Rly Bd's letter no.94/CE-I/CT/4 (Policy) dt. 23.10.98 (iii) Rly Bd's letter no.94/CE-I/CT/4 dt. 17.10.2002 (iv) Rly Bd's letter No.2007/CE-I/CT/18 dt.28.9.07	Upto Rs.5 Crores. in each case.	Upto Rs.1 Crore in each case	Upto Rs. 25 Lakhs in each case	NIL	

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			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
<p>Note: a) Limited tenders are to be invited from all the contractors borne on the approved list and not restricted to ten numbers of contractors. b) Tender notice to be sent by registered post or “under certificate of posting” or handed over to the parties concerned with clear acknowledgement. c) The minimum number of Contractors to be borne on the approved list should not be less than 10. d) The approved list of Contractors should be updated annually without fail. e) Notwithstanding the provision as above the Railway may invite open tenders in the following circumstances. i) In the event of insufficient response to the tender from the contractors borne on the approved list. ii) When the work is of special nature and contractors with the requisite experience are not available on the approved list and iii) When ring formation is suspected.</p>							
9.A	To invite Special Limited Tender	(i) Rly Bd’s letter No.94/CE-I/CT/4 dt.17.10.02 (ii) Rly Bd’s letter No.2007/ CE-I/CT/18 dt.28.9.07	Full powers	NIL	NIL	NIL	
<p>Note : i) CAO(Con) may invite Special Limited Tenders with concurrence of FA & CAO(C) not only for specialized nature of works but for all types of works depending upon the merit of the case. (Authority: Rly Bd’s letter No.2007/CE-1/CT/18 dt.28.9.07). ii) Works of Urgent nature (to be approved by the GM personally) iii) Consultancy Works (to be approved by the GM personally) iv) Special Limited tenders may be invited from specialized and reputed contractors/organizations/agencies. v) A proposal detailing the circumstances and the necessity for going in for Special Limited Tenders should be initiated and got concurred in by FA & CAO(Con) before personal approval of CAO(Con) is obtained. vi) Tenderers from whom Special Limited Tenders are to be invited should preferably be more than six but not less than four. vii) Tenderers need not necessarily be borne on the Approved list.</p>							
10.	SINGLE TENDERS To invite Single Tenders with finance concurrence.	(i) Para 1214A-E and Para 330 & 331S & Rly. Bd’s letter No. 93/W2/PQR/SC/4/Pt. dt. 27.9.96, 97/CE-I/CT/32 dt. 27.8.97, 94/CE1/CT/4 dt. 17.9.97, 97/CE.I/CT/32 dt.19.1.2000, 2007/CE-1/CT/18 dt. 7.3.2008,	(i) Upto 20 lakh in each case with annual ceiling of Rs.1 crore. for works for restoration of traffic during accidents and breaches ii. Full powers upto Rs. 2		NIL	NIL	.

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
			crores each for early completion of last mile of throughput enhancement works relating to “Doubling” and “Traffic Facilities” Plan heads.**				
<p>Note : 1. Single Tenders to be invited only in emergent situations which would cover:</p> <p>a) Accidents, breaches involving dislocation to traffic.</p> <p>b) Work of specialized nature to be personally approved by GM/CAO (Con) with prior concurrence of FA& CAO(Con).</p> <p>c) Any other situation, where GM/Con personally considers it inescapable to call for single tenders.</p> <p>2. The instructions contained in Rly Bd’s letter cited in Authority above shall be strictly followed;</p> <p>3. The tender committee composition and the accepting authority should be one step higher than in case of Open/Limited/ Special Limited Tenders except where GM is the accepting authority in terms of Bd’s letter No.94/CE-I/CT/4 dated 17.9.97.</p> <p>** 4. Personal concurrence of FA&CAO/Con is required for calling Single Tender within the power of CAO/Con against Item-(ii) and the Tender Committee shall be SAG level with Accepting authority as CAO/Con.</p>							
11.	QUOTATIONS: To dispense with the calling of tenders and accept quotations, with finance concurrence.	Para 1211-E, Rly. Bd’s letter No. 94/CE-I/CT/4 dt.17.10.2002, 2007/CE-I/CT/18/Pt. dt. 05.03.2009	Upto Rs. 4 Lakhs in each case subject to annual ceiling of Rs. 40 Lakhs	Upto Rs. 4 Lakhs in each case subject to annual ceiling of Rs. 40 Lakhs	Upto Rs. 2 Lakh in each case subject to annual ceiling of Rs. 20 Lakhs.	Upto Rs. 1 lakh in each case for Sr.Scale Officers in independent charge subject to annual ceiling of Rs.5 lakhs.	.

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
<p>Note : These Powers will be exercised by the officers with their own administrative approval and no separate administrative approval is necessary.</p> <p>i. Normally powers to dispense with calling of tenders should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. However in special case where it is felt necessary to do so, reasons for taking such decision should be recorded by competent authority in each case.</p> <p>ii. The work should not be split up for the purpose of bringing it within the ambit of this dispensation.</p> <p>iii. The reasonableness of rates should be gone into objectively and in detail by the accepting authority.</p> <p>iv. Quotations should not be for items which can be executed through existing contracts including zonal contracts.</p> <p>v. Quotations should not be for fancy (expensive but of low utility) items.</p> <p>vi. Quotations should only be for works which are urgent in nature.</p> <p>vii. Quotations should normally be invited from at least 3 (three) well experienced contractors/ agencies not necessarily borne on the approved list.</p> <p>viii. A register, showing the full particulars of works authorized through quotations will be maintained by the officer having power to dispense with calling of tenders. The register shall be sent to Associate Finance while seeking their concurrence. The register should be open to verification by Accounts while passing the bills.</p> <p>ix) These powers shall be exercised only by field officers and their controlling HOD's and not by other Head quarters officers' in charge of Planning, Design etc.</p> <p>x) While accepting the quotations, guidelines given in Para 1211-E read with Railway Board's Letter No. 94/CE-I/CT/4 dt.17.10.2002 should be strictly followed.</p> <p>xi) Accepting authority must take precautions to see that quotations are from genuine firms (and not from fictitious firms).</p>							
12.	TENDER COMMITTEES For consideration/ negotiation of tenders (Open tenders/Special Limited tenders/Limited tenders)	Para 1255-E, 615-F & 616-F, Rly Bd's letter no. 2007/CE-1/CT/18 dt. 7.3.2008 & 2007/CE-1/CT/13 Dt 27.8.13					
The Constitution of Tender Committee (Construction) shall be as under :							
		Tender Committee Constitution					
		Value of Tender	Executive	Accounts	Other Technical Deptt.		
		(i) Upto Rs. 20 lakh	Sr.Scale	Sr.Scale / Jr.Scale officer of independent charge .	-		

SCHEDULE OF POWERS IN WORKS MATTERS

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				CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2		3	4	5	6	7	8
		(ii)	Above Rs. 20 lakhs & Upto Rs. 3 Crores.	Sr.Scale	Sr.Scale / Jr.Scale officer of independent charge .	Senior Scale		
		(iii)	Above Rs. 3 Crs. & Upto Rs. 12 Crores.	SG/JAG	SG/JAG	SG/SAG		
		(iv)	Above Rs. 12 Crs. & Upto Rs.75 Crores.	SAG	SAG	SAG		
		(v)	Above Rs. 75 Crores.	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD		
<p>Note : i. This is a follow up of Rly. Bd's letter No. 2007/CE-I/CT/13 dt. 3.9.2007 & dt 27.8.13 regarding Power of acceptance of Works Tenders. ii. Two Member Tender Committee for Works Tender upto Rs. 20 lakhs approved by Rly. Board vide Bd's letter No. 2007/CE-1/CT/18 dt. 7.3.2008. iii. Other Technical Departments shall be Civil Engineering, Mechanical, Electrical and S&T. Failing which Officer from Stores deptt. may be nominated in terms of Para 615-F. iv. The Tender Committee should be so constituted that an officer recommending acceptance of a tender in his capacity as a member of TC shall not also be the accepting authority of the same tender and vice-versa. In such cases officer concerned should put up the Tender Committee's proceedings next higher authority for acceptance, notwithstanding the fact that Tender Committee's recommendations are within his own power of acceptance.(Authority: Para 1255-E, 616-F) v. For the purpose of Tender Committee, CAO/Con in HAG shall be treated as PHOD and in SAG as CHOD, also Senior most SAG Officer of S & T, Accounts and stores shall be treated as CHOD. (Authority:- GM/Con's approval at PP- 3 of Case file No.W/548/Con/SOP(loose) dated 09.10.2013.)</p>								
13.	Acceptance of Tenders in respect of sanctioned works on the recommendations of the Tender Committee.							
	For OPEN, SPECIAL LIMITED AND LIMITED TENDERS (Called vide items 8, 9 and 9A above)		Rly Bd's letter no.2007/CE-I/CT/13 dt. 3.9.2007 & 27.8.13	Full powers Upto Rs.75 crores.	Full powers Upto Rs. 12 crores.	Full powers Upto Rs.3 crores.	NIL	
<p>Note :1. The accepting authority will be the next higher authority of the Tender Committee in all cases. 2. For single tenders tender committee composition & accepting authority, shall be as per Note no.3 and 4 under Item 10. 3. In terms of Rly. Bd's letter No. 2007/CE-I/CT/13 dt 27.8.13 the power of acceptance of GM/C for works tenders in respect of sanctioned works is upto Rs.150 Crs. and upto Rs. 300 Crs. for National Projects (For N. E. Region & Kolkata Metro)</p>								

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
13.1	Issuance of Acceptance letter for tender accepted by Competent Authority		Full Powers	Upto Rs. 75 crores.in each case	Upto Rs.12 crores in each case	Upto Rs.3 crores in each case	

PART-III : CONTRACTS

14.	SIGNING OF CONTRACT AGREEMENTS: To sign contracts and subsidiary contract agreements on behalf of President of India in each case provided the award of contract has/had the sanction of the Competent authority and vetted by Finance.	Para 1259-E	Full powers	Upto Rs. 75 crores.in each case	Upto Rs. 12 crores in each case	Upto Rs.3 crores in each case	
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Note : CAO(Con) and HODs under direct administrative control of GM/Con can sign contract documents for contracts approved by GM/Con and higher authority.

15.	Introduction of ADDITIONAL/ALTERNATIVE ITEMS :						
15.1	To include & sanction rates for additional Item/Items alternative to the existing Items in the contract provided the Item is available in the NFSR./USSOR-2010	Para-729-E, 1265-E					
	(a) Without Finance concurrence		Upto 20% of original contract value	Upto 15% of original contract value	Upto 10% of original contract value	-	
	(b) With Finance concurrence		Full powers	Full powers	Full powers	-	

Note : Subject to that revised value of the contract including the additional/alternative NFSR/USSOR-2010 items is within the power of original accepting authority otherwise case will require sanction of next higher authority.

15.2	To include and sanction rates for additional Item/Items alternative to the existing Items in the contract if the Item is NOT available in the NFSR/USSOR-2010						.
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SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
	(a) Without Finance concurrence	RB's letter No.2007/CE-1/CT/1 dt. 31.8.07.	Upto Rs. 5 Lakh or 10% of the original value of the contract whichever is less	Upto Rs. 5 Lakh or 10% of the original value of the contract whichever is less	Upto Rs.50,000/- or 10% of the original value of the contract whichever is less	-	
	(b) With Finance concurrence		Full powers	Full powers	Upto Rs.50,000/- in each case.	-	
<p>Note : i. Subject to that the revised value including the additional items is within the powers of original accepting authority of contract and the revised estimate is within his competency of sanction.</p> <p>ii. Rates of N.S. items accepted without finance concurrence shall not be quoted as Last Accepted Rate (LAR) in future tenders/estimate.</p>							
16.0	VARIATION OF QUANTITIES:						
16.1	To sanction VARIATION OF QUANTITIES of the items in a contract provided the value of the amended Contract does not exceed the power of acceptance of contract of authority approving the variation.	(i) Para 1265(c)-E (ii) Rly Bd's letter no.87/W1/CT/10 dt.8.6.87, 16.12.87, 17.3.88 and 94/CE-1/CT/37 dt.5.5.95 (iii) Rly Bd's letter no. 2007/CE-1/CT/18 dt. 28.9.07 (iv) RB's letter No. 2007/CE-I/CT/18 Pt.XII dt. 31.12.10	Full powers in respect of contract accepted by him.	Full powers in respect of contracts accepted by them.	Full powers in respect of contracts accepted by them.	Nil	

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
<p>Note: (1) Individual NS (Non-standard) items in contracts shall be operated with variation of plus or minus 25% and payment would be made as per the agreement rate. For this, no finance concurrence would be required.</p> <p>(2) In case an increase in quantity of an individual item by more than 25% of the agreement quantity is considered as 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 subject to the following conditions:</p> <p>(a) Operation of an item by more than 125% of the agreement quantity needs the approval of an officer of the rank not less than S.A. Grade.</p> <p style="margin-left: 20px;">i) Quantities operated in excess of 125% but upto 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.</p> <p style="margin-left: 20px;">(ii) Quantities operated in excess of 140% but upto 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.</p> <p style="margin-left: 20px;">(iii) 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;</p> <p>(b) 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</p> <p>(c) 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 existing contractor, with prior personal concurrence of FA&CAO /(FA&CAO(C) and approval of General Manager.</p> <p>3. In cases where decrease in involved during execution of contract:</p> <p>(a) The contract signing authority can decrease the items upto 25% of individual item without finance concurrence.</p> <p style="margin-left: 20px;">(b) For decrease beyond 25% for individual items or 25% of contract agreement value, the approval of an officer not less than rank of S.A. Grade may be taken, after obtaining 'No Claim Certificate' from the contractor and with finance concurrence, giving detailed reasons for each decrease in the quantities.</p> <p>(c) It should be certified that the work proposed to be reduced will not be required in the same work.</p> <p>4. 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.</p> <p>5. No such quantity variation limit shall apply for foundation items.</p> <p>6. As far as SOR items are concerned, the limit of 25% would apply to the value of SOR schedule as a whole and not on individual SOR items. However, in case of NS items the limit of 25% would apply on the individual items irrespective of the manner of quoting the rate (single percentage rate or individual item rate).</p> <p>7. For the tenders accepted at Zonal Railways level, variations in the quantities will be approved by the authority in whose powers revised value of the agreement lies.</p> <p>8. For tenders accepted by General Manager, variation upto 125% of the original agreement value may be accepted by General Manager.</p> <p>9. For tenders accepted by Board Members and Railway Ministers, variation upto 110% of the original agreement value may be accepted by General Manager.</p> <p>10. The aspect of vitiation of tender with respect to variation in quantities should be checked and avoided. In case of vitiation of the tender (both for increase as well as decrease of value of contract agreement), sanction of the competent authority as per single tender should be obtained.</p>							

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
16.2	Decrease in quantities of Items specified in a contract.	Rly Bd's letter no. 94/CE-1/CT/37 dt. 5.5.1995 & RB's letter No. 2007/CE-I/CT/18 Pt.XII dt. 31.12.10	Full powers in respect of contracts accepted by him and higher authorities.	Full powers in respect of contracts accepted by them.	Full powers in respect of contracts accepted by them.	NIL	
<p>Note: i. For decrease in quantities of individual items upto 25% of the quantities specified in contract no Finance concurrence is necessary. ii. For decrease beyond 25% for individual items or 25% of contract agreement value, the approval of an officer not less than rank of S.A. Grade may be taken, after obtaining 'No Claim Certificate' from the contractor and with finance concurrence, giving detailed reasons for each decrease in the quantities. iii. It should be certified that quantities proposed to be reduced will not be required in the same work at a later stage and will not hamper the safety of work. iv. It shall be ensured that due to decrease in quantities tender is not vitiated. In case of vitiation of contract sanction of competent authority with finance concurrence as Single Tender should be obtained.</p>							
17.	MINOR VARIATION : To sanction minor variation in specifications/ conditions of contract after signing it including minor changes in drawing mode of dispatch inspection/test, programme & station of delivery dimensions workmanship etc.	1265 (a)-E	Full power in respect of contracts which have been accepted by him with finance concurrence.	Full power in respect of contracts which have been accepted by them with finance concurrence.	Full power in respect of contracts which have been accepted by them with finance concurrence.	-	
<p>Note : 1. In case of contracts approved by GM or higher authority, powers of such variations shall be with the CAO/Con or HOD in charge. 2. Item wise variation upto 10% and overall variation upto 5% may be considered as minor variation. 3. While sanctioning minor variation total value of contract so amended should be within his power of acceptance and rules regarding material modification should not be violated.</p>							

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
18.	GRANT OF ADVANCE : To grant Advance to contractors with Finance concurrence (before execution of work)	i) Para 1264-E (ii) Item 48 Railway Bd's letter No.F(X)II-2010/PW/2 dt. 11.10.2010 Board's letter No. 2007/CE-I/CT/18/Pt.3 dtd. 23.05.2012.	-	-	-	-	
18.1	Mobilisation advance upto 10% of the contract value.		Full Powers	NIL	NIL	-	
18.2	Advance against new Machinery and Plant :Upto 10% of contract value or 75% of the value of the new machinery and plant brought to the site of work which ever is less.		Full Powers	NIL	NIL	-	
18.3	Advance for accelerating the progress of work in special circumstances upto 5% of contract value or Rs.5 Lakh which ever is less.		Full Powers	NIL	NIL	-	
<p>Note : 1) Mobilisation advance is admissible in high value tenders valuing Rs.25 Crores and above each. Suitable provisions should be included in the special conditions of tender for grant of advance accordingly.</p> <p>2) All advances mentioned above shall be subject to levy of interest charges @ 4.5% per annum above the base rate of State Bank of India as effective on the date of approval of payment of Mobilisation advance by the competent authority or as prescribed by the Railway Board from time to time.</p> <p>3) The exercise of above powers will be subject to the conditions laid down in para 1264 of Engineering code and also as per Railway Board letter No.85/WI/CT/23-C.C.C. dated 31.01.86, 10.2.87 and 31.8.88 and 2007/CE-1/CT/18 dt. 7.3.2008.</p> <p>4) The recovery shall commence when the value of contract executed reaches 15% of original contract value and shall be completed when the value of work executed reaches 85% of the original contract value. The installments on each "on account bill" will be on pro-rata basis.</p> <p>5) Exercise of these powers is subject to value of the contracts being within their powers of approval and acceptance.</p> <p>6) No advance should be given against old Plant & Machinery.</p> <p>7) Mobilisation advance/Plant & Machinery advance shall be against an irrevocable guarantee (Bank Guarantee, FDRs, KVPs/NSCs) of at least 110% of the value of the sanctioned advance amount. The bank Guarantee shall be from a Nationalised Bank in India. The validity of the BG Bond shall be covering the 6 months maintenance period.</p>							

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
19.	<u>EXTENSION OF CONTRACTS :</u> To extend the date of completion of the contract.	Para 445-S & 1266-E. Amended vide S/Memo No. 12(W)/08 circulated vide No. W/548/CON/Pt.IV dtd. 05.06.2008.	Full powers in respect of contracts signed by them.	Full powers in respect of contracts signed by them	Full powers in respect of contracts signed by them	NIL	
<p>Note : The following conditions shall apply :-</p> <ol style="list-style-type: none"> 1. Finance concurrence is not necessary when: <ol style="list-style-type: none"> i) There is no financial loss/inconvenience to the administration due to extension. ii) The tender other than the lowest has not been accepted on the ground of earlier completion of work or supply of materials. 2) Where the conditions in (i) & (ii) above are not fulfilled, the extension shall be granted only with finance concurrence. 3) For granting extension in case of Single Tender guidelines contained in Rly Board's letter No. 93/W2/PQR/SC/4/Pt dt.27.9.96 shall be followed. 							
19.1	To impose token penalty for delay in completion of work while granting extension to currency of contract under item 17(B) of GCC.	Rly Board's letter no. 2007/CE.1/CT/18 dt. 28.9.2007	Full powers for contracts accepted by him and General Manager/Con	Full powers for contracts accepted by them.	Full powers for contracts accepted by them	NIL	
19.2	To waive penalty or Liquidity damage leviable under terms of contract with finance concurrence;	Para 1267 and Clause 62 of GCC'98. GM/Con's approval at PP/3 of file No. W/548/CON/Pt.V as correction slip No.4 dtd. 07.06.2010.	Full powers for Contract accepted by him, GM or higher authority.	Full powers for contract accepted by them	Full powers for contract accepted by them	NIL	
<p>Note: 1) No finance concurrence shall be necessary for imposition of token penalty for delay in completion of work. 2) Item does not include waiver of Risk & Cost or any other loss/inconvenience actually sustained/suffered by Railway.</p>							

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
20.	<u>REFUND/FORFEITURE OF EARNEST MONEY</u> Deposited along with tenders subject to the conditions of tender.	1261-E and Clause 62 of GCC	Full powers in respect of tenders within his powers of acceptance or higher authority including Rly Bd.	Full powers in respect of tenders within their power of acceptance.	Full powers in respect of tenders within their power of acceptance.	NIL	
21.	<u>REFUND OF SECURITY DEPOSIT</u> with finance concurrence.	Rly Bd's letter no. 2007/CE-1/CT/18 dt. 7.3.2008	Full powers in respect of contract agreements signed by him	Full powers in respect of contract agreements signed by them	Full powers in respect of contract agreements signed by them	-	
<p>Note: Subject to that :</p> <ul style="list-style-type: none"> i. The contract has been satisfactorily completed and maintenance period or guarantee period ,if any, is completed satisfactorily and no dues are to be paid/recovered from the contractor and final bill has been passed and no Audit objection/Vigilance/CBI/SPE/Arbitration case is pending against the CA. ii Unconditional and unequivocal No Claim Certificate has been furnished by Contractor. iii. After the work is physically completed, security deposit recovered from the running bills of the contractor can be returned to him if he so desires in lieu of FDR/irrevocable Bank Guarantee for equivalent amount to be submitted by him. 							
21.1	Release of Performance Guarantee	Rly Board's letter no.2007/CE-I/CT/18 dt.28.9.2007	Full powers in respect of contract agreements signed by him.	Full powers in respect of contract agreements signed by them.	Full powers in respect of contract agreements signed by them.	-	No Finance concurrence is required subject to fulfillment of contractual conditions.

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
	Note: Wherever contract is rescinded due to failure of contractor the security deposit shall be forfeited and Performance Guarantee (in such cases where Performance Guarantee is provided) shall be encashed and balance work shall be got done independently without risk and cost of failed contractor as per instructions contained in Rly Board's letter no. 2007/CE-I/CT/18 dt.28.9.2007 and 2003/CE-1/CT/4/Pt.I dt. 23.11.2007 .						
22.	DETERMINATION OF the amount of PENALTY recoverable there of from contractors failing to fulfill contracts for works with finance concurrence.	2007/C-1/CT/18 Dt. 28.9.2007 & 17B of GCC	Full powers in respect of contracts approved by him or higher authority	Full powers in respect of contracts approved by them	Full powers in respect of contracts approved by them	-	
23.	To TERMINATE/CANCEL CONTRACT in accordance with the conditions of contract in consultation with finance.	Para 1270-E	Full powers in respect of contracts within his power of acceptance	Full powers in respect of contracts within his power of acceptance	Full powers in respect of contracts within his power of acceptance	-	
	Note : i). Cancellation of Contracts can however be conveyed to the Contractors by the Authority other than who signed the contract agreement but not lower than a JA grade officer. ii) In case of termination of contract instruction contained in Rly Board's letter No. 2007/CE-I/CT/18 dt. 28.9.07 shall be followed regarding forfeiture of Security Deposit and encashment of Performance Guarantee.						
24.	ISSUE OF PASSES TO CONTRACTORS		Full powers as per contract	Full powers as per contract	Full powers as per contract	-	
25.	ADVERTISING relating to tenders, notices to public etc. (Normally all advertisement cases should be handled by CPRO or Sr.PRO/CON.		Full powers	Full powers	NIL		
26.	ENLISTMENT/REMOVAL OF CONTRACTORS to/from the approved list of contractors.	BD's letter no. 94/CE-I/CT/4 date 17.10.2002 & 2007/CE-I/CT/18 dt. 28.09.2007	Full powers Upto Rs.5 crores	Full powers Upto Rs.1 crore	Full powers upto Rs.25 lakhs	-	

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
	<u>CLAIMS</u>						
27.	Acceptance of ARBITRATION AWARDS against any dispute arising out of a contract with finance concurrence.	Item 36 of Rly.Bd's letter No. F(X)II-2010/PW/2 dt. 11.10.2010 & GM (G)'s Circular No.98-G/0 dated 4.10.1988.	Full powers to accept Arbitration award in respect of contracts within his power of acceptance.	Full powers to accept arbitration award upto Rs.10 lakhs in respect of contracts within their power of acceptance	NIL	-	
<p>Note : That the Railway Board should be informed of the details :-</p> <p>(i) Where payment to a contractor as a result of the arbitrator's award exceeded by more than Rs.50000/- of the amount considered due by the Railway Administration before the arbitration proceedings began.</p> <p>(ii) Where deficiencies in the General conditions of contracts or of procedure laid down by the Railway Board came to light.</p>							
27.A	To sanction payment of Arbitration fee/Honorarium to Arbitration and Secretarial Assistants/Stenos. i. Honorarium to Railway officers appointed to act as Arbitrators. ii. Arbitration fees to Retired Railway officers appointed to act as Arbitrators.	<p>i) Item No. 5(e) of Rly. Board's letter No. F(X)II-2010/PW/2 dt. 11.10.2010</p> <p>ii) Rly. Board's letter No. E(G)2004-HO1.2 dt. 24.2.04 and dt. 21.5.04</p> <p>i) Item No. 33(b) of Rly. Board's letter No. F(X)II 2010/PW/2 dt. 11.10.2010</p> <p>ii) Rly. Board's letter No. 95/CE.I/CT/24 dt. 12.1.04.</p>	<p>Upto Rs. 10,000/- per case and limit of Rs. 10,000/- in a year to SAG officer.</p> <p>Upto Rs. 75,000/- per case.</p>	<p>Upto Rs. 10,000/- per case and limit of Rs. 10,000/- in a year to an officer upto JAG/SG.</p> <p>Upto Rs. 50,000/- per case.</p>			

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
		iii) Rly. Board's letter No. 2009/CE-I/CT/14 dt. 24.6.09					
	iii. To private persons.	Item No. 33(a) of Rly. Board's letter No. FX-II-2010/PW/2 dt. 11.10.2010					
	a. Appointed by court.		Full powers	Full powers			
	b. Appointed other than by court.		Upto Rs. 25,000/- per case.	Upto Rs. 15,000/- per case.			
	<p>NOTE: i. Rates of Arbitration fee/Honorarium including limits shall not be more than the rate(s) and limit stipulated by Rly. Board. Instructions/limits laid down in Rly. Board's letters as referred to in "Authority" against respective item/Sub-item shall be followed.</p> <p>ii. The circumstances under which appointment of private person(s) have been made as Arbitrator, should be brought to the notice of the Rly. Board.</p> <p>iii Authority competent to sanction Arbitration fee/honorarium to an Arbitrator is also competent to sanction fee/honorarium and allied charges for Secretarial/Stenographic assistance to the Arbitrator(s) as admissible as per rate(s) stipulated in Rly. Board's letter quoted in Authority.</p>						
28.	CLAIMS DECREED BY COURT OF LAW – With finance concurrence	Item 35 (ii) of Rly Bd's letter No. F(X)II-2010/PW/2 dt. 11.10.2010	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 the Rly. Board for information.	NIL	NIL	-	

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
29.	To award Consultancy Contracts for consultancy services from outside bodies.	Item no.30(a)(ix) of Rly Bd's letter No. F(X)II-2006/PW/3 dt.27.2.2006 and No.F(X)II-2006/PW/17 dt.18.10.2006, F(X)II-2010/PW/2 dt. 11.10.2010	Upto limit of Rs. 25 Lakhs in each case with the annual ceiling limit of Rs. 1.5 Crs. with the personal concurrence of FA & CAO/Con	Nil	Nil	Nil	
Note:- i) Above power of CAO/C will be in addition to and separate from powers delegated to GM. ii) The level of Tender Committee shall be SAG. iii) If Consultancy Contract is to be fixed on Single Tender basis due to special circumstances, GM/Con's personal approval is required irrespective of the value of contract.							
PART-IV: MISCELLANEOUS							
30.	To fix the Imprest of each item of STORES (with Deptl Subordinates).	Para 1607 & 1610 of Stores Code & Para 1400-E.	Full powers	Full powers	NIL	-	
Note : All changes of quantity or items in the imprest shall be advised to the concerned Stores Depot and Accounts Officer. Prior Accounts concurrence is necessary.							
31.	To Sanction ADDITIONAL TOOLS & PLANTS		Upto Rs. 5 lakh at a time	Upto Rs. 1 lakh at a time	NIL		
Note: Subject to provision in the sanctioned estimate & availability of funds.							
LAND AND BUILDINGS							
32.	To SANCTION EXPENDITURE IN accordance with rules contained in the Indian Railway Codes or any general or special orders issued by Railway Board or higher authority on the following :-						

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
32.1	On the construction of an ASSISTED SIDING.	Item 46(i) of Rly Bd's letter No. F(X)II-2010/PW/2 dt. 11.10.2010	Full powers provided that Rly's share of the cost is with in his Financial powers regarding Rly. works.	Full powers provided that Rly's share of the cost is with in his Financial powers regarding Rly. works.	Full powers provided that Rly's share of the cost is with in his Financial powers regarding Rly. works.	-	
32.2	On the ACQUISITION OF LAND in connection with sanctioned estimate.	Item no.46(ii) of Rly Bd's letter No. F(X)II-2010/PW/2 dt. 11.10.2010	Full powers provided the total estimated cost of land is provided in the sanctioned estimate	Full powers provided the total estimated cost of land is provided in the sanctioned estimate	NIL	-	
Note : 1) These powers will be exercised in consultation with Finance. 2) The above powers will be exercised subject to the condition laid down in Railway Board's letter No. 83/W2/LM/18/87 dated 17.9.85.							
33.1	To LET OUT RAILWAY BUILDINGS on hire to persons or bodies working in the interest of Railway e.g. Railway Co-operative Societies, staff welfare organization etc.	Paras 1960-E,1962-E to 1964-E	Full powers	CEs(Con) Full powers	NIL	-	

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
33.2	HIRING OF PRIVIATE BUILDINGS for use as residence (by Non-Gazetted staff).	(i) Para 1917-E (ii) Item 7 of Rly Board's letter no. F(X)II-2010/PW/2 dt. 11.10.2010 (iii) Rly Bd's letter no. 2005/LMB/12/ Master Circular dt. 5.5.2006	Full powers subject to the ceiling limits on rents prescribed by Rly Board from time to time in cities/towns specified by Rly.Board	Full powers subject to the ceiling limits on rents prescribed by Rly Board from time to time in cities/towns specified by Rly.Board	NIL	-	
Note : The proposal for leasing of accommodation for gazetted officers shall be dealt as per Item no.14 of Rly Bd's letter no. 2005/LMB/12/Master Circular dt. 5.5.2006.							
34.	Grant of permission for CROSSING of Railway land and tracks by ELECTRIC POWER LINES and to execute agreement therefore.		Full powers	Full powers	NIL	-	
Note : Technical approval of CEE/Con must be obtained in every case of deviation from rules in vogue for permitting relaxation.							
35.	To sanction expenditure on essential NEW WORKS (other than replacement, repairs and maintenance) upto Rs.10,000/- in any one OFFICERS BUNGLOW provided the total amount for the Railway as a whole does not exceed Rs.3 lakhs for the financial year.	Para 1904-E Railway Bd's letter No.94/LM(B)/10/8 dt.27.5.94	Full powers upto Rs.10,000/- in any one officer's bungalow provided that the total amount does not exceed Rs. 3 lakhs for the financial year with finance concurrence	NIL	NIL	-	

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
	Note : To ensure that the overall ceiling of Rs.3 lakhs is not exceeded, all cases should be got entered in a register to be maintained by Dy.CE /Con/Plg before obtaining sanction of the competent authority. Each case will be endorsed by Dy.CE/Con/Plg. as admissible.						
36.	To change the CLASSIFICATION OF RLY. BUILDINGS for purposes of rent from residential to non residential and vice versa with finance concurrence.	Para 1902-1904-E & 1967-E.	Full powers subject to the restrictions laid down in para 1094-E & 1967-E	NIL	NIL	-	
37.	To sanction payment of RENTS, RATES & TAXES of buildings occupied as offices.	Note under Finance code para 1040.	Full powers	Full powers	Full powers	-	
38.	<u>SALE :</u>						
38.1	To sanction SALE of any Railway assets other than any portion of a Railway line or any item of authorized rolling stock costing upto Rs.3 Lakh in each case in consultation with finance.	Item 41 of Rly.Bd's letter No. F(X)II-2010/PW/2 dt. 11.10.2010	Upto Rs.3 Lakhs in each case	Upto Rs. 1 lakh in each case	NIL	-	
38.2	To sanction sale of brick bats, old bed and coping stones at Bridges to outsiders with finance concurrence.		Full powers	Full powers	Full powers	-	
39.	REAPPROPRIATION OF GRANTS :						
39.1	REVENUE ordinary working expenses.		-	-	-	-	
	Note : The SAG officer nominated in the respective Deptt. To deal with Budget will exercise the powers of the SAG to re-appropriate funds from one Division to another or under the same detailed Head of Accounts.						
39.2	PLAN EXPENDITURE		NIL	NIL	NIL	-	
	Note : Subject to restrictions as per codal provisions and Rly Board's extant instructions and FA & CAO/Con's vetting.						

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
40.	WRITE OFF:						
	To the WRITE-OFF of IRRECOVERABLE LOSSES of cash, stores (including coal, Tools & Plants, dead stock etc.) and inefficient balances under suspense head.	Item No.44 of Rly. Bd's letter No.F(X)II-2007/PW/4 dt.21.9.2007					
40.1	When a RAILWAY EMPLOYEE IS IN ANY WAY RESPONSIBLE in consultation with Finance.	Item No.44(i) of Rly. Bd's letterNo.F(X)II-2010/PW/2 dt. 11.10.2010	Upto Rs.1 Lakh in each case	Upto Rs. 50,000/- in each case	Upto Rs.10000/- in each case	-	
40.2	When a RAILWAY EMPLOYEE IS NOT IN ANY WAY RESPONSIBLE with finance concurrence.	Item No.44(ii) of Rly. Bd's letter No, F(X)II-2010/PW/2 dt. 11.10.2010	Upto Rs.2 Lakhs in each case	Upto Rs.1 Lakh in each case	Upto Rs.25000/- in each case	-	
40.3	INSUFFICIENT BALANCES UNDER SUSPENSE HEADS .	Note no.(2) of Item No. 44 of Rly. Bd's letter No.F(X)II-2010/PW/2 dt. 11.10.2010	Upto Rs.1 Lakh in each case	NIL	NIL	-	
	<p>Note:</p> <p>i. Every important case of loss should be brought to the notice of Railway Board, as soon as possible, after its discovery. When the loss involved does not exceed Rs.50000/- the case need not be reported unless it represents unusual features or reveals serious defects in procedure.</p> <p>ii. For Items 40.1, 40.2 and 40.3, PHOD/CHOD shall have same power as delegated to CAO/Con.</p>						
41.	To sanction payment of COMPENSATION FOR DAMAGE to private properties in connection with surveys.	Board's No. 11/97/PW/4 dt. 16.9.97	Full powers with Finance concurrence	NIL	NIL	-	
42.	<u>WATER SUPPLY</u>						
42.1	DRAWAL of WATER by Railway from private parties, Municipalities etc.	Board's No. 74-EB/3000 dt. 14.1.75	Full powers in consultation with finance	Full powers in consultation with Finance	NIL	-	
	Note : Agreement duly vetted by Finance, if it is not on standard form should be executed with the party.						

SCHEDULE OF POWERS IN WORKS MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.				Remarks
			CAO(Con)	SAG	SG/JAG	Sr.Scale	
1	2	3	4	5	6	7	8
42.2	WATER tap connection to OUTSIDERS including Railway contractors doing Railway work.	Board's No.74-EB/3000 dt.14.1.75.	Full powers as per contract conditions in respect of Rly contractors doing railway work.	Full powers as per contract conditions in respect of Rly contractors doing railway work.	Full powers as per contract conditions in respect of Rly contractors doing railway work.	-	
Note: Subject to recovery of actual direct & indirect charges from the party which should be fixed in consultation with Accounts							
43.	MISCELLANEOUS SALES :						
43.1	LEASE BY PUBLIC AUCTION or tender product of trees & sale of live & dead trees.	Board's No.74-EB/3000 dt.14.1.75.	Full powers	Full powers	Full powers	- -	
43.2	RIGHT FOR FISHING in ditches etc. in Railway limits.	Board's No.74-EB/3000 dt.14.1.75.	Full powers	Full powers	Full powers	-	
43.3	TO CUT GRASS etc. in Railway limits.	Board's No.74-EB/3000 dt.14.1.75.	Full powers	Full powers	Full powers	-	
	Note : 1) These powers are to be exercised in consultation with finance. 2) In respect of lease of right of fishing the first preference should be given to fisherman's Co-operative Societies formed by Railway Men. If no such society exists, the second preference should be given to other fisherman's co-operative societies. Only if no such society also exists it should be done by open public auction or by tender. 3) The tender committee should be constituted to assess the reasonability of rates if amount exceeds Rs 10,000/- 4) DRMs will have Full powers to settle dispute if any between the Railway and licenses of fishing right. Authority Railway Board's letter No.01/W2/18/117 dt.19.1.1987 .						
44.	HIRE OUT OF PLANT AND MACHINERY to outsiders of Govt. Bodies with finance concurrence.	Para 1923-S	Full powers	Full powers	NIL	-	

CHAPTER - II

SCHEDULE OF POWERS ON STORES MATTERS

w. e. f. – 01.02.2014

*(Authority : Memorandum No. 28(W)/2014
Circulated under No. W/548/CON/Pt.V dated 11.03.2014)*

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
	PART – I PURCHASE					
1	Approval of quantities before placement of Indent on centralized procurement agency or floating of tenders for direct purchase.	Rly Bd's letter No.2007/RS(G)/779/1 dated 04/04/08	Full powers.	Full powers of contracts falling within their power of acceptance	Full powers of contracts falling within their power of acceptance	Full powers of contracts falling within their power of acceptance
2.(a)	Issue of limited tender/BT(In normal circumstances) For other than safety items	Rly. Bd's L/No. 2007/F(S)/1/PW7/1 DT. 7/12/07 & Rly Bd's letter No.2007/RS(G)/779/1 dated 04/04/08.(Item No.1) Rly Bd letter No 2008/RS(G)/779/9 dated 06/02/2009(ACS/18)	Rs. 10 lakhs	Rs. 10 lakhs	Rs.5 lakhs	Rs.2 lakhs
Note:- In case of limited tender being issued to un approved source, approval of one grade higher authority not less than the JAG officer need to be taken.						
2.(b)	Invitation of Limited Tender (a) In Emergencies (at the discretion of COS) (b) For Safety Item (c) For items for which approved list is issued only by centralized agency RDSO/PU/CORE	Rly Bd's letter No.2007/RS(G)/779/1 dated 28/07/08 (Item No.1) Rly Bd letter No 2008/RS(G)/779/9 dated 06/02/2009(ACS/18)	Rs.2 crores	Up to his power of acceptance	Nil	Nil
NOTE: 1) No finance concurrence is required for emergency tender in terms of Rly Bd's letter No.83/F(S)/PW/7/1 dated 2/3/94. 2) Beyond Rs.2 Crores and upto 5 Crores calling of Limited Tenders will require approval of GM / CON						
2(c)	Invitation of Open Tender	Rly Bd letter No 2008/RS(G)/779/9 dated 06/02/2009(ACS/17)	Full power up to power of acceptance by GM/Con	Up to his power of acceptance	Nil	Nil
Note : Public advertisement in the most open and public manner possible, should be used as a general Rule & must be adopted,subject to the exceptions noted in paragraphs 331-S and 332-S in all cases,in which the estimated value of purchase is (i) over Rs 10 lakh in normal circumstances, for procurement of items other than safety items (ii) over Rs 2 crores in cases of emergencies and (iii) over Rs 2 crores in cases of procurement of safety items & procurements of items whose approved list of vendors is issued by Centralised approving agency i.e. RDSO/PU/CORE etc.						

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
3	Direct acceptance of Store tender	Rly Bd letter No 2007/F(S)/1/PW/1 dated 07/12/07,Rly Bd's letter No.2007/RS(G)/779/1 dated 04/04/08.	Upto 10 lakhs	Upto 10 lakhs	Upto 5 lakhs	Upto 2 lakhs
4	To invite all types of global tenders	Rly Bd's letter No.2007/RS(G)/779/1 dated 04/04/08. (Item No-18)	Full powers up to his own power of acceptance with FA&CAO's concurrence.	Nil	Nil	Nil
5	Acceptance of all types of global tenders & release of FE and payment through letter of credit.	Rly Bd's letter No.2007/RS(G)/779/1 dated 04/04/08. (Item No-19)	Upto his own power of acceptance of Indigeneous tender.	Nil	Nil	Nil
6.	CONSTITUTION OF TENDER COMMITTEE FOR STORE TENDER & POWERS OF ACCEPTING AUTHORITY	Rly. Bd's L/No. 2007/F(S)/1/PW/1 dt. 7/12/07, Rly Bd's letter No. 2008/RS(G)/779/9 dated 06/02/2009(RBS No.03/2009)(ACS/22)				
S.No	Value limit	Acceptance by	Tender Committee			
			Stores	Consumer	Finance	
1.	Above Rs.10 lakhs & upto Rs.30 Lakhs	JAG	Sr. Scale	Sr. Scale	Jr. Scale	
2.	Above Rs. 30 lakhs & upto Rs.1 Crore	SAG	JAG	JAG	Sr. Scale	
3.	Above Rs 1 Crore & upto Rs.2 Crore	SAG	JAG	JAG	JAG	
4.	Above Rs.2 Crore & upto Rs.15 Crores	PHOD/CHOD	SAG	SAG	SAG	
5.	Above Rs.15 crores & upto Rs.25 Crores	GM	PHOD/CHOD	PHOD/CHOD	SAG	
6.	Above Rs.25 Crores & upto Rs.75 Crores	GM	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
1	2	3	4	5	6	6
<p>Note : 1. The competency to exercise above powers will be decided by including ED/ST, freight & all other statutory levies, if any. However quantum of option clause will continue to be excluded from the value of the tender. (Rly. Bd's L/No. XIII/2004/PW7 dated 14/09/2004).</p> <p>2. The total value of a tender will be the criteria to decide the competent authority for acceptance where purchase proposals are put up in parts. Tenders are to be put upto competent authority for acceptance by the appropriate Tender Committee.</p> <p>3. CAO/CON-2 will be Technical Member of the Tender Committee for Engg. Stores items for SI No. 5 & 6.</p> <p>4. CSTE / CON-I & II will be Technical Member of the Tender Committee for Signalling items for SI No.5 & 6.</p> <p>5. CEE/CON will be Technical Member of the Tender Committee for Electrical items for SI No. 5 & 6.</p> <p>6. For Item No.6 above, Authority : Railway Board's letter No. 88/(G)/779/14/Pt dt 04.02.2014</p>						
7.	Urgency Certification in case of receipt of a single quotation against limited tender if prices are found to be reasonable.	Bd's letter No.2007/RS(G)/779/1 dated 04/04/08. (Item No-13)	Full powers For purchases above Rs 50000/-	Rs,50,000/-	NIL	NIL
8.	PURCHASE THROUGH SINGLE TENDER					
8.1	Non-proprietary articles without finance concurrence	Bd's letter No.2007/RS (G)/779/1 dated 04/04/08.(Item No-3)				
	(a)In normal circumstances		Rs. 3 Lakhs	Nil	Nil	Nil
	(b) Emergencies effecting maintenance, out turn, operation etc.		Rs. 5 Lakhs	Nil	Nil	Nil
Invitation of single tender will require personal approval of COS.						
POWER OF APPROVAL FOR PURCHASE THROUGH SINGLE TENDER						
8.2	Proprietary articles where it is possible to certify that similar articles which can be used in lieu is not manufactured / sold by any other firm (PAC 'c' is certified)	Bd's letter No.2007/RS (G)/779/1 dated 28/07/08(Item No.4) & Rly Bd's letter No. 2008/RS (G) /779 / 9 dated. 06/02/2009 (RBS No. 03/2009)	Upto 15 Crs	Upto his level of acceptance	Upto his level of acceptance	Upto his level of acceptance.
<p>Note.: i) Prior sanction of GM is necessary for Rs. 15 Crores. and above</p> <p>ii) Where tender value is Rs10 Lakh or more, it shall be considered by tender committee duly constituted as per extant instructions.</p>						

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
8.3	Proprietary articles where it is not possible to certify that similar articles which can be used in lieu is not manufactured / sold by any other firm (PAC 'a' is certified)	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08 & Rly Bd's letter No. 2008/ RS (G) / 779 / 9 dated. 06/02/2009 (RBS No. 03/2009) (ACS No-20)	Rs. 5 lakhs	Rs. 2 lakhs	Rs. 1 lakh	Rs. 50,000/-
Note : In terms of para 331(C)-S ,Cases having estimated value above 5 Lakhs, Prior sanction of GM is necessary for adoption of single tender.						
	NOTE: Authority competent to sign Proprietary articles certificate is as under : 1) Indenting officer upto Rs.25000/- 2) JAG/SG officer of Indenting department upto Rs.75000/-. 3) SAG officer of Indenting department upto Rs.3 lakhs. 4) PHOD/CHOD of Indenting department above Rs.3 lakhs.	Bd's letter No.2007/RS (G)/779/1 dated 04/04/08(Item No-20)				
8.4	Invitation Single Tender- Developmental item	Bd's letter No.2007/RS (G)/779/1 dated 28/07/08(Item No-6)	Rs. 5 lakhs	Rs.2 lakhs	NIL	NIL
8.5	Purchase of oils & lubricants marketed by public sector undertakings in single tender basis Note:- in each case with finance concurrence and to make 100% advance payment to the firms without going into the formalities of tender committee's examination. Limited tender to be called in place of Single tender in case price is not Government administered.	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08(Item No-3)	Rs. 3 Crores	NIL	NIL	NIL

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
8.6	To accept single tender purchase form stock yard/ buffer imports of M/s SAIL, TISCO ,IISCO, RINL in respect of steel items and to make 100% payment in advance them.	Bd's letter No. 2007/RS(G)/779/1 dated 04/04/08 (Item No-17)	Rs.3 Crores	NIL	NIL	NIL
9.	Direct procurement of Stores by COS for which DGS&D has entered into rate/running contract, if stores are required urgently or can be more conveniently obtained locally or from nearer station.	(1)Bd's letter No.2007/RS (G)/779/1 dated 04/04/08 (Item No-7) (2) Rly Bd's letter No. 2008/ RS (G) /779 / 9 dated. 06/02/2009 (RBS No. 03/2009)	(1) COS/C- Up to Rs.1 Lakh in each case subject to ceiling limit of Rs.5 lakhs in each case per annum. (2) In emergencies where non –acquisition of the article concerned is likely to hold up work, purchases limited to the quantity required to tide over the emergencies may be made, the Controller of Stores exercising these powers upto the limit of Rs. 2 Crores for each item. (3) In respect of purchases exceeding Rs. 2 Crores but not exceeding Rs. 50 Crores, sanction of General Manager should be obtained. The Controller of Stores will also decide when for what quantity and in what manner such emergency purchases shall be made.			
10.	Placement of orders against DGS&D Rate contract	Bd's letter No. 2007/RS(G)/779/1 dated 04/04/08 (Item No-6)	Full powers	As per their level of acceptance in direct acceptance case	NIL	NIL
Note:-1) Express indents for stores placed on DGS&D/Railway Board to be accompanied by the urgency certificate signed by COS.						
11.	Signing of purchase orders/contracts		Full powers	Full powers	Full powers upto Rs.30 lakhs	Full powers upto Rs.5 lakhs.
NOTE: 1) AMM will sign all purchase orders of his own acceptance and SMM's acceptance upto Rs.5 lakhs 2) SMM will sign all other purchase orders upto value Rs.30 lakhs						
12.	Vetting of purchase orders	Rly Bd's letter No.2007/RS(G)/779/1 dated 28/07/08(Item No-2)	1. Above Rs. 8 lakhs for Safety items as defined in Board's letter No.99/RS(IC)/165/SRC dated 19-04-2000 subject to 10% test check by accounts. 2. Above Rs.4 lakhs for items other than safety items.			

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
13	Vetting of Non stock demands/requisitions	Rly Bd's letter No.2007/RS(G)/779/1 dated 16/10/08 and Bd's letter No.2007/RS(G)/779/1 dated 16/02/2009(RBS No.4/2009)	1. For Safety Items: above Rs. 2 lakhs (Safety items as defined in Board's letter No.99/RS(IC)/165/ SRC dated 19-04-2000) subject to 10% test check by accounts. 2. For non Safety Items: Above Rs.1 lakh. 3. All non stock purchase at HQ will require consolidation and essentialities of purchase to be certified by at least SAG level officer of consuming deptt.in HQ.			
14	Vetting of indents to be placed on centralized procurement agency by COS office	Bd's letter No.2007/RS(G)/779/1 dated 03/09/08 & Rly Bd's letter No. 2008/ RS (G) /779 / 9 dated. 06/02/2009 (RBS No. 03/2009) (ACS No-26)	1. Above Rs. 8 lakhs for Safety items as defined in Board's letter No.99/RS(IC)/165/SRC dated 19-04-2000 subject to 10% test check by accounts. 2. Above Rs.4 lakhs for items other than safety items.			
15 (a)	Allowing 100% advance payment against Proforma invoice with finance concurrence.	L. No. 64/RS/G/385/1 dt.7.9.79 & 25.10.80,RS(G)/779/25 dated 18.12.84, 84/RS/G/779/25 dated 1.3.85 & Bd's letter No.2007/RS(G)/779/1 dated 28/07/08, (Item No-7)	a) In direct acceptance cases – COS – Up to Rs.10 lakhs. b) In TC Cases -COS upto his power of acceptance. c) The power should be sparingly used & it should be ensured that sufficient safe guards like Bank Guarantee, etc., are provided to protect the interest of the Rly. Administration in the event of failure of supplies, defective supplies and short supplies, etc. This is also applicable in non-IRS conditions of contract in each case with finance concurrence. (Authority: Bd's Lt. No.64/RS/G/396/1 dt.7.9.79 & 25.10.80). d) These powers are not to be re-delegated to lower authorities (Authority: Bd's Lt. No. 64/RS/G/385/1 dt.25.10.80).			
15(b)	100% advance payment to MMTC & other Public Sector Undertakings for supply of non-ferrous metals.	Bd's L/No. 76/RS(G)/753/2 dt.14.12.81 & 7.8.84.	i) COS up to Rs. 25 lakhs in each case. ii) Prior sanction of GM is necessary above Rs 25 Laks and upto Rs. 2 Crores.			
15(c)	Advance payment of 25% of value of order to M/s. Indian Telephone Industries, Bangalore, without any ceiling limit, for all noncompetitive products for which M/s. ITI is the sole supplier.	Bd's L/No. 79/RS/G/753/1 dt.16.1.82 & 86/RS/G/753/2 dt.21.5.86.	COS can sanction advance payment without any ceiling limit within his powers of purchase.			

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
16.	Acceptance of deviations from IRS conditions of contract without prior finance concurrence.	Bd's letter No.2007/RS(G)/779/1 dated 04/04/08. (Item No-8)	In direct acceptance cases- one level higher than normal powers of acceptance but not below the level of JA grade. In TC case- normal power of acceptance of tender.			
17	Variation of Indian Railways Standard Conditions of Contract	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08. (Item No-8)	COS may waive operation of clauses relating to Liquidated damages, Risk Purchases and Arbitration appearing in the contract valued upto Rs. five lakhs at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries.			
18	To write – off the loss due to risk purchase, general damages, liquidated damages. Note:- These power should be exercised with utmost care only when all other modes of recovery except through arbitration and legal action have been exhausted. Suitable administrative action should be taken against defaulting firm.	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08. (Item No-9)	Upto Rs.1 Lakh	Upto Rs.25,000/-	Nil	Nil
19	To accept tenders with price variation clause.					
	Price variation due to variation in prices of steel based on wholesale price index & due to variation in the MMTC price of non-ferrous metals and prices of other inputs if such prices are published by recognized body like IEEMA, .	Bd's L/No. 87/RS/(G)/77/9/ dt.17/11/92 & Bd's L/No. 70/RS(g)/779/46 dt. 13/3/81.	Full powers	Full powers in respect of purchase under his power.	Full powers in respect of purchase under his power.	Nil
20	To waive off deposit of earnest money and or security deposit in case of tenders for purchase of stores from firm's other than Govt. Deptt. Firms registered with N. F. Rly. manufacturers and their accredited agents and NSIC units.	339A-S & 448-S, Railway Board's letter No. 2004/RS/G/779/11 dated 24-07-07.	Full powers in respect of purchase under his power.	Full powers in respect of purchase under his power.	Full powers in respect of purchase under his power.	Full powers in respect of purchase under his power.
NOTE : 1) In case of Global Tender Earnest Money/Security Deposit must be insisted upon from all firms. 2) To waive off earnest money/security deposit will require finance concurrence. For Tender Committee cases no separate finance concurrence is required.						

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
21	To allow 98% payment to well known firm of commercial standing against inspection and railway receipt	Bd's L/No. 77/RS(G)779/29/ dt. 29/12/77.	Full powers	Full powers in respect of purchase under his power.	Nil	Nil
NOTE : These powers will be exercised with finance concurrence. However if the purchase is through Tender Committee, no separate finance concurrence is required.						
22	To vary the quantity of any item in a contract provided the value of the amended contract does not exceed the powers of the authority who approved the original contract and subject to conditions of 628/C/F/-Vol.I & 441 S.	628-F (Vol.1) and Bd's letter No. 2007/RS(G)/779/1 dated 16/02/2009	Full powers up to amended value of contract up to Rs.2crores	Full powers upto amended value of contract upto Rs. 30 lakhs	Full powers up to amended value of contract up to Rs. 5 lakhs	Nil
NOTE : These powers will be exercised with finance concurrence.						
23(a)	Cancellation of contract at firm's risk & cost as per clause 0702(b) of IRS conditions of contract	Para 132-S(item 5)	Full powers in respect of contract entered into under his own powers of purchase & those under powers of GM	Full powers of contracts falling within their power of acceptance.	Full powers of contracts falling within their power of acceptance.	Full powers of contracts falling within their power of acceptance.
NOTE : These powers can be exercised without finance concurrence.						
23(b)	Cancellation of orders placed by the Controller of Stores against annual contract sanction by the General Manager .	Para 132-S(item 5) and Rly Bd's letter No. 2008/ RS (G) /779 / 9 dated. 06/02/2009 (RBS No. 03/2009,ACS-16) (Item No.5)	Full Powers	Nil	Nil	Nil
NOTE : These powers can be exercised with finance concurrence.						

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	6	6
24	Cancellation of contracts without financial repercussions or with general damages	Bd's L/No.76/RS(G)/753/2 dt. 3/8/84.	Full powers for contracts entered under him or GM's powers	Full powers of contracts falling within their power of acceptance.	Full powers of contracts falling within their power of acceptance.	Full powers of contracts falling within their power of acceptance.
NOTE : These powers can be exercised with finance concurrence.						
25	Action for failure to deliver stores within the stipulated period –	Para 132-S (item 4) Rly Bd's letter No. 2008/ RS (G) /779 / 9 dated. 06/02/2009 (RBS No. 03/2009)	Full powers for contracts entered under him or GM's powers	Full powers of contracts falling within their power of acceptance.	Full powers of contracts falling within their power of acceptance.	Full powers of contracts falling within their power of acceptance.
<p>NOTE:</p> <p>1. The penalties laid down in the contract Document are -</p> <p>(i) Cancellation of the contract and recovery of any loss or damage which the railway may sustain by reason of such failure on the part of contract, OR</p> <p>(ii) Forfeiting of Security Deposit at the rate of 10% of the contract value , provided the same has been submitted as per contract condition, OR</p> <p>(iii) Purchase elsewhere at the Contractor's risk OR</p> <p>(iv) Recover from the Contractor as agreed liquidated damages and nosst by way of penalty, a sum equivalent to 2% (Two percent) of the price of any stores (including elements of taxes, duties, freight, etc) which the contractor has failed to deliver within the period fixed for delivery in the contract or as extended for each month or part of a month during which the delivery of such stores may be in arrears where delivery thereof is accepted after expiry of the aforesaid period, subject to a maximum of ten percent of value of the delayed supplies. There should normally be no system of waiver of LD and imposition of Token LD for delayed supplies in supply contracts. System of Waiver of LD and imposition of Token Liquidated Damages for delayed supplies in supply contracts will strictly be an exception rather than rule and only in situations where the circumstances leading to delays in supplies were beyond the control of supplier.</p> <p>2. In respect of Purchases made under the General Manager's sanction, the Controller of Stores / Chief Materials Manager has powers of granting extensions of delivery periods. He has also powers to impose or waive penalties in such cases, with the concurrence of the Financial Adviser and Chief Accounts Officer.</p> <p>3. These powers can be exercised without finance concurrence.</p>						
26	Re-fixation of delivery period	Para 445-S	Full powers for contract entered into under his/or GM's powers	Full powers of contracts falling within their power of acceptance	Full powers of contracts falling within their power of acceptance	Full powers of contracts falling within their power of acceptance
<p>Note : Finance concurrence required only in case of order valued above Rs.4 lakhs in normal cases and Rs.8 lakhs for safety items.</p>						

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
27	To waive off liquidated damages if indentor certifies no loss/inconvenience in case of late deliveries.	Rly Bd's letter No. 58/RS(G)/775 dated 09/09/1968. Rly Bd's letter No. 2008/ RS (G) /779 / 9 dated. 06/02/2009 (RBS No. 03/2009)	Full powers for contract entered into under his/or GM's powers.	Full powers of contracts falling within their power of acceptance	Full powers of contracts falling within their power of acceptance	Full powers of contracts falling within their power of acceptance
Note : These powers can be exercised without finance concurrence.						
28	Refund of Security Deposit after satisfactory completion of orders	Para 132/15(I) & Board's letter No. 86/(RS) (G)/164/0/1 Dated 18/08/87 and Board L/No 2204/RS(G)779/11 dated 24/07/07	Full powers for contract entered into under his/or GM's powers.	Full powers of contracts falling within their power of acceptance	Full powers of contracts falling within their power of acceptance	Full powers of contracts falling within their power of acceptance
Note : These powers can be exercised without finance concurrence.						
29	Waival of Ground rent in cases of rejected stores awaiting removal from Rly Premises subject to recording of reasons for the same. Note :- Provided Railway has no loss.	Item No.12 of Para 132-S	COS full Powers in respect of Purchases under his own Powers.	Full Powers in respect of Purchases under his own Powers.	Nil	Nil
30	Acceptance of arbitration awards against any dispute arising out of a contract with finance concurrence	Item 36 of Rly.Bd's letter No.F(X)II-2010/PW/2 dt. 11.10.2010	Full powers to accept arbitration awards in respect of contracts within their power of acceptance.	Nil	Nil	Nil
<p>Note : That the Railway Board should be informed of the details :-</p> <p>(i) Where payment to a contractor as a result of the arbitrator's award exceeded by more than Rs.50000/- of the amount considered due by the Railway Administration before the arbitration proceedings began.</p>						

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
	(ii) Where deficiencies in the General conditions of contracts or of procedure laid down by the Railway Board came to light.					
31	Local purchase of stores of small value other than that covered under Rate or running contract.	ACS 191 S to para-711-S Bd's letter No.79/RS/G/779/8 dated 22/11/82 & 95F(S) Pol/PW-7/1 dated 07/03/97 and Bd's letter No.2007/RS(G)/779/1 dated 06/02/2009(ACS No.-31)	Upto 1,00,000/- per item.	Upto 1,00,000/- per item	Upto 1,00,000/- per item	Upto 50,000/- per item.
	<p>Note:-</p> <p>1) Quantity is not deliberately reduced with a view to bring the purchase within the scope of this provision.</p> <p>2) No non-stock item for which a standard pattern exists should be purchased, if the Railway could manufacture it.</p> <p>3) The purchase officer will make no purchase without satisfying himself that the price being paid is reasonable. The current rates quoted should invariably be compared with the last purchase rates and any large difference checked up before making local purchase.</p> <p>4) For the items costing up to Rs. 10,000/- single quotation may be obtained. For the items costing over Rs. 10,000/- quotations from more than one firm should be obtained and a proper record of such quotations should be maintained.</p> <p>5) Such purchases may be paid for in cash from cash imprest.</p>					
32	Printing of forms, stationary, books and other related item from outside printing press-General purchase policy to be followed.	1129-S & ACS No.63	Full powers upto his power of purchase for other items.	Full powers upto his power of purchase for other items.	Full powers upto his power of purchase for other items.	Full powers upto his power of purchase for other items.
33	To enter into negotiation with tenderers and to accept negotiated rates	Bd's L/No. 50/773/1/RS/G of 2.5.60, 67-B(C)/PAC-III/ 72/13 dt.8.4.70, 71/RS(G)/777 dt.1.8.81, 90/CE-1/CT/1 dt.12.12.90, 99/RS(G)/779/2 dated 1.3.2000	Full powers within his powers of purchase/ disposals.	Full powers within his powers of purchase/ disposals.	Full powers within his powers of purchase/ disposals.	Full powers within his powers of purchase/ disposals.

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
PART II (SALE)						
1.	Sale to other Zonal Railway/Production units and railway projects at book rates or higher plus such additional charges as prescribed.	Paras 2306-S,2328-S , 2329-S. and Rly Bd's letter No. 2008/ RS (G) / 779 / 9 dated. 06/02/2009 (RBS No. 03/2009) (Item No.8)	Full powers	Full powers	Nil	Nil
2	<p>Sale of over stocks of ordinary emergency or special stores</p> <p>i) Through advertised tender.</p> <p>ii) By direct sale</p>	Para-2307-S & Rly Bd's letter No. 2008/ RS (G) /779 / 9 dated. 06/02/2009 (RBS No. 03/2009) (Item No.9)	<p>Full powers to sell and power to adjust the difference between book value and sale value</p> <p>Full power to sell at the book rate or purchase rate whichever is higher plus the prescribed departmental charges</p>	Cases valuing less than Rs.1 Lakh	Nil	Nil
3.	Disposals by sale or transfer of scrap, unserviceable, surplus and obsolete stores and adjustment of the differences between the book value and sale value, subject to Para 2224-S	Para 2310 S Rly Bd's letter No. 2008/ RS (G) /779 / 9 dated. 06/02/2009 (RBS No. 03/2009) Correction Slip No.16, item Sr. No. 11				

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
a)	By advertised tender		Full powers to dispose of such material and to adjust the difference between the book value and sale value	Cases valuing less than Rs.1 Lakh	Nil	Nil
b)	By direct sale to other Govt. Dept. and quasi Govt. bodies , public undertakings of Govt. of India or State Govt.		Power to sell at book value or last auction rate which ever is higher or at a loss not exceeding Rs. 200 in each case .	Nil	Nil	Nil
c)	By auction		Auction is being done through COS open line.			
<p>Note : 1) If as a condition of sale, freight is to be borne by the administration, cost of such freight should be taken into consideration in computing the loss. (This rule applies to all cases of sales)</p> <p>2) Tenders more than 1 lakhs will be examined by JAG Tender Committee of Dy. CMM, JAG officer of departments generating scrap and Dy.FA&CAO & approved by COS.</p>						
4	Cancellation of Sale and amendment to items and terms and conditions of Sale when Sale has been made through Open tender/Direct Sale		Full powers.	Full powers upto the contracts approved by him. upto Rs.1 Lakh	Nil	Nil
5	Direct sale to railway employees of items of scrap like scrap wood below 900 mm in length, packing cases wooden upto 500 Kgs. Scrap hose pipe upto 30mtrs. Scrap drums empty 45 gallons capacity, scrap drums 40/45 gallon capacity, saw dust 250 Kgs. Scrap durries, carpet upto 25 Kg. scrap gunny	Para 2317-S	Full powers	Nil	Nil	Nil

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
	covering for pacing upto 10Kg. scrap tarpaulins upto 25 Kgs. And scrap asbestos cement sheet upto 300 Kgs. Note:- It will require finance concurrence.					
<p>NOTE : 1) Scrap wood (below 900mm in length) will be issued in units of 60 Kgs. Once in a month to every staff. 2) Scrap wood over 900 mm in length can be issued to all categories of staff upto 250 Kgs. Once in a year. 3) Drums of 4/5 gallon capacity can be issued once in a month. 4) Other items once in a year.</p>						
<u>PART III : FIELD MATTERS</u>						
Sl. No.	Items	Authority				
1	Signing of Indents (Non stock requisitions)	Rly Bd's letter No.2005/RS(G)/779/7 dated 28/05/2007				
	Value of Non stock requisition	Level of signing of non stock requisitions / indents for procurement through				
		Local Purchase/Spot Purchase / Tenders at Hq level				
	a	Non stock requisitions Valuing upto Rs.10,000 only.	JS officer SS officers in the absence of JS officer.			
	b	Non stock requisitions exceeding Value Rs.10,000 but not exceeding Rs.50,000 in value.	SS officers. JAG/SG officers in absence of SS officer.			
	c	Non –stock requisition exceeding Rs.50,000 but not exceeding Rs.2 lakhs.	JAG/SG officer. In case JAG/SG officer is not posted then non stock requisition is to be signed by SAG officer (incharge of the project/ indenting department).			
	d	Non –stock requisition exceeding Rs.2 lakhs but not exceeding Rs.10 lakhs.	Should be Counter-signed by SAG officer (incharge of the project/ indenting department).			
	e	Non –stock requisition exceeding Rs.10 lakhs.	Should be Counter-signed by SAG officer (incharge of the project/ indenting department) and personally approved by CHOD/PHOD of the indenting department.			
<p>Note:- The non stock requisition will require vetting as per extant instruction, Consolidation at HQ level by the Concerned HOD/CHOD and Essentiality certification.</p>						

SCHEDULE OF POWER ON STORES MATTER

1	2	3	Headquarters Officers			
			4	Dy.CMM	5	6
2	Essentiality to be certified for the purchase of items against Non stock demands	Bd's letter No.2005/RS(G)/779/7 dated 28/05/2007 & No.2007/RS(G)/ 779/1 dated 16/10/2008 & COS/CON's letter No. SC/G/101/Pt-III dated 01/12/2008	(i) Safety item- (a) Requisitions valuing upto Rs.2 lakhs – By officers at JAG/SG level. (b) Requisitions valuing exceeding Rs.2 lakhs - By officers at SAG level. (i) Non Safety item- (a) Requisitions valuing upto Rs.1 lakh – By officers at JAG/SG level. (b) Requisitions valuing exceeding Rs.1 lakh- By officers at SAG level.			
3	Consolidation of demands	Bd's letter No.2005/RS(G)/779/7 dated 28/05/2007 & COS/CON's letter No.SC/G/101/Pt-III dated 01/12/2008	All the demands will require consolidation at HQ by the Concerned CHOD/PHOD			
4	Acceptance of the stores dispatched after expiry of delivery period by the consignee:	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08. (Item No.10)	By JAG/SG (incharge of field unit):- (i) Delay upto 6 months for orders valued upto Rs.3 lakhs. (ii) Delay upto 21 days for orders valued between Rs.3 lakhs to Rs.6 lakhs provided the initial delivery period does not exceed six months. For all other orders valued over Rs. 6 lakhs prior extension of delivery period from the purchase office will be necessary.			
5	Acceptance of excess/short supply by Field officers without formal amendment to the contract.	Bd's letter No.2007/RS(G)/779/1 dated 28/07/08 (Item No.10).	By JAG/SG (incharge of field unit):- Upto 5% of the value of contract or Rs.3 lakhs whichever is less subject to total value of receipt not exceeding normal purchase power of COS.			

**Earnest Money Deposit and Security Deposit
Earnest Money Deposit leviable for Stores Advertised tenders**

A. For purchase of materials.

- (i) Earnest Money Deposit (EMD) shall be taken from all tenderers against advertised tenders subject to following exemptions:
 - a. Vendors registered with NSIC upto the monetary limit of their registration for the items tendered.
 - b. Vendors registered with Railways upto the monetary limit of their registration for the items tendered/trade groups of the items tendered.
 - c. Vendors on approved list of RDSO/PUs/CORE/Railways etc. for those specific items for which they are on approved list.
 - d. Manufacturers and their accredited agents.
 - e. Other Railways, Govt. Departments.
- (ii) The tenderer will have to deposit EMD amount in advertised tenders, @ 2% of the estimated tender value subject to an upper limit of:
 - a. Rs .5 lakhs for tenders valuing up to Rs. 10 crores and
 - b. Rs.10 lakhs for tenders valuing above Rs. 10 crores.
- (iii) **For Global tenders---** The limit of Earnest Money Deposit/Bid Security in **import tenders** will be as under:
 - a. For tenders valuing upto Rs 10 crores ----- 2% of the estimated tender value subject to a ceiling limit of Rs 10 lakhs.
 - b. For tenders valuing above Rs 10 crores ----- 2% of the estimated tender value subject to a ceiling limit of Rs 20 lakhs.
- (iv) Upper limit for EMD may be enhanced suitably for tender cases/contracts valuing beyond the acceptance powers of GMs/AMs. The same should be clearly specified in tender documents and purchase orders/contracts.
- (v) Earnest Money may be waived for PSUs for the group of items that are manufactured by them, PSUs owned by Ministry of Railways, PSUs that are registered with Production Units of Railways, Zonal Railways, CORE/ALD, RDSO or with NSIC.
- (vi) In cases where PSU is not willing to or unable to pay earnest money the same may be considered for waiver in consultation with the Associate Finance.
- (vii) EMD should remain valid for a period of 45 days beyond the final bid validity period.
- (viii) For procurement of M&P, the detailed guidelines/instructions as contained in Board's letter No 98/RS(G)/709/1 dated 30-05-06 should be followed.

B. For sale of scrap by tender :

An earnest money equal to 5% of the sale value will have to be deposited by the tenderer for sale tender.

(Authority : Rly.Bd's letters no. 93/RS (G)/779/9 dtd 19-05-94, 2003/RS(G)/779/5 dtd 10-09-04 &2004/RS(G)/779/1 dt 24-07-07 and 98/RS(G)/779/10(CS) dtd 30-10-07.

SCHEDULE OF POWER ON STORES MATTER

SECURITY DEPOSIT LEVIABLE FOR STORES TENDERS

For Purchase of Materials

The following condition on SD may be read in supersession of para 0501 of IRS conditions of contract on the subject 0500 Security Deposit.

(1) Safety Items:

1.1 For procurement of Safety items above Rs 10 lakhs, Security Deposit shall be taken in Single Tender, Limited Tender, Special Limited Tender, Advertised tenders and Global tenders & no exemption will be granted to any category of the vendors and successful tenderer have to deposit security money @10% of the total value of contract subjected to upper ceiling of Rs 10 lakhs for contract valuing upto Rs. 10 crores and 20 lakhs for contract above Rs 10 crores :

1.2 For procurement of Safety items upto Rs.10 lakhs, existing rules on SD shall apply.

(2) Other than Safety Items:

For procurement of items other than Safety items placed , SD shall be taken from all firms subject to existing exemptions as given for advertised & global tenders i.e.:-

a. Vendors registered with NSIC upto the monetary limit of their registration for the items ordered.

b. Vendors registered with Railways upto the monetary limit of their registration for the items ordered/trade groups for items ordered or vendors on approved list of RDSO/PUs/CORE/Railways etc. for those specific items for which they are on approved list or other Railways, Govt. Departments on their specific request and on merits of the case as considered by tender committee.

(3) The usual security deposit will be taken in case the contracts are placed on unregistered/unapproved firms or for items for which a particular firm is not registered/approved.

(4) The amount of SD to be taken, wherever applicable, will be 10% of the total value of contract subject to upper ceiling limit of Rs.10 lakhs for contracts valuing upto Rs.10 crores & Rs. 20 lakhs for contract valuing above Rs.10 crores.

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

(6) Upper limit for SD may be enhanced suitably for tender cases/contracts valuing beyond the acceptance powers of GMs/AGMs with concurrence of finance. The same should be clearly specified in tender documents and purchase orders/contracts.

(7) Deduction of Security Deposit from the firm's first bill can be considered in exceptional cases with COS's personal approval without finance concurrence. (O.Order no. 34/99 dtd 24-11-99)

(8) For procurement of M&P, the detailed guidelines/instructions as contained in Board's letter No 98/RS(G)/709/1 dated 30-05-06 should be followed.

FOR SALE OF SCRAP BY TENDER:

A Security deposit of 10% of the sale value will have to be deposited by the successful tenderer before ordering sale.

(Authority : Rly. Bd's l. no.2003/RS(G)/779/5 dt10-09-04,2004/RS(G)/779/1 dt 24-07-07 & 19-02-08 and 98/RS(G)/779/10(CS)

CHAPTER - III

SCHEDULE OF POWERS ON MISCELLANEOUS

w. e. f. – 01.02.2014

(Authority : Memorandum No. 28(W)/2014

Circulated under No. W/548/CON/Pt.V dated 11.03.2014)

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
1.	PART-I :HIRING OF VEHICLES							
1.1	Hiring of vehicles for transportation of cash when no Railway vehicle is available	DGM (G)'S Memo No.10-Z/93/G Pt.XIII looseDated 7.11.2000 & Rly. Bd'sl/No. F(X)ii-2006/PW/11 dt 15.05.07	-	Full Powers	Full Powers	-	-	Each case should be defined as each date of payments including encashment of Cheques for disbursement of salary
Note: 1. With Finance Concurrence								
1.2	Hiring of trucks for transportation of material (for all departments)	Rly. Bd's L/No. F(X)ii-2006/PW/11 dt.15.5.07	Full powers.	Full powers.	Full powers upto Rs 25000/- in each case subject to ceiling of Rs1,00,000/- in a year.	-	-	Expenditure the estimate for which material is required to be carried with finance concurrence.
1.3	Hiring of transport for visit of various Committees, VIPs High level delegation etc.		Full powers.	Full powers.		-	-	Finance concurrence is required.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
2	PART-II:REPAIR OF ITEMS							
2.1	Signaling, Telegraph and Wireless Machinery & Machinery parts.		Full powers	CSTE (Con) full powers upto Rs. 20000/- at a time in normal cases and Rs. 75000/-when repairs done by OEMs.	Dy. CSTE(Con) upto Rs.10,000/- at a time	SSTE (Con) Independent upto Rs. 3,000/- at a time	Same as S.S.	Subject to Finance concurrence above Rs. 2500/-
Notes : COS/Con is to be notified of the purchases if any made in all such cases, indicating the urgency which necessitated the purchase. Conditions relating to purchase of Rate/ Running contract/ DGS & D items should be fulfilled.								
2.2	Furniture including caning of furniture		Full powers	Full powers.	Upto Rs.10,000/-	Upto Rs. 2,000/-	Up to Rs. 500/-.	(i) Subject to availability of funds, and tender / quotation formalities where required being followed. (ii) Finance concurrence will be required above Rs 5,000/- on each occasion.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
2.3	Typewriters & other Office/ Drawing office /survey equipment including entering into maintenance contract and petty purchases of items for repair works.	Paras 1026 to 1028FI DGM(G)'s Memorandum no. 2-Z/93/G dated 4.3.02	Full powers.	Full powers.	Full powers Rs.5,000/- on each occasion	SS/Independent upto Rs.3000/-.	Rs.1000/- in each case	
<p>Note :</p> <ol style="list-style-type: none"> 1. Subject to availability of funds. 2. With finance concurrence for each case costing above Rs.2000/- 3. Subject to total progressive cost of repairing involve in each type writer/office equipments etc. kept on record and each economical repairs certified with reference to original purchase cost. 4. Quotations may be invited for repair exceeding Rs 2000/- formalities of the case may be observed for repairs exceeding Rs 2,000/- in each case & reasonableness being certified. 5. AMC may be resorted to where feasible as per existing provisions under item 16 of this Chapter. 6. For repairing works through OEM or their authorized dealer on single quotation basis, power of JAG is up to Rs 3,000/- under rules of quotation contract. SS/JS will not exercise this power. 								
3.	Repairs and maintenance of tools & plants, machinery, road vehicles, motor trolleys, generators, pneumatic tools, pumps etc. & bridge deptt. Equipment including plant borne on engg. Plant reserve.							
3(a)	Without finance concurrence.		Upto Rs.15000/- in each case.	Upto Rs 10000/-in each case.	Upto Rs.5000/- in each case.	SS/ (Independent) same as JAG	-.	Upto Rs. 5000/-on single quotation basis
3(b).	With Finance concurrence		Full powers	Upto Rs 2 lakhs.	Upto Rs.1 lakh	SS (Independent) upto Rs. 50000/-	-	
<p>Note : Subject to the provision that if it is proprietary item, Single tender/Quotation may be dealt with as per delegation. In all other cases tender/quotation formalities should be observed and subject to observance of tender procedures & procurement procedure, where necessary with the respective delegation on that subject as also availability of fund in the sanctioned budget.</p>								

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
4	For Electrical Deptt : Repairs/Re-conditioning & maintenance of Plants & Machineries such as water cooler, air- conditioners, DG Sets, Refrigerators, Carriage Alternators and DG Set Alternators, Switchgears, Carriage fans,Transformers, Motors, Pumps, etc. including cost of spare parts incidental to repairs.							
4(a)	Without Finance Concurrence		Upto Rs.15,000/- in each case	SAG Incharge of Electrical deptt upto Rs. 10,000/- in each case.	Dy.CEE upto Rs.5,000/- in each case	DEE (Con) Full powers upto Rs . 500/- in each case.	-	Up to Rs .5,000/-on single quotation basis.
4(b)	With Finance Concurrence		Full powers.	SAG Incharge of Electrical deptt. Upto Rs.1.5 lakh in each case.	Dy. CEE (Con) Upto Rs.25,000/-	DEE(Ind) upto Rs.20,000/- DEE(Con) full powers upto Rs.5,000/-	-	With Finance concurrence.
5	PART-III:INFORMATION TECHNOLOGY							
5.1 (a)	Procurement of Desktop PCs,Thin Clients,each costing upto Rs 40,000/-(Any CPU and any type of monitor)	Rly. Bd's letter No. 2006/C&IS/OTH/Delegation of Powers/36-Pt dt 11-09-2012	10 nos. per financial year on additional account	10 nos. per financial year on additional account(For SAG officer handling independent establishments) 5 nos. per financial year for other SAG officers	5 nos. per financial year on additional account (For JAG officer handling independent establishments)	-	-	Provision in sanction estimate & available of fund is necessary. Finance concurrence is necessary.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
<p>Note: 1. The authorities competent to sanction new equipment on additional account as per above policy are also competent to sanction them on replacement account on completion of their codal life as notified from time to time. Full powers are delegated in this regard.</p> <p>2. For procurement of PCs on replacement account after completing their codal life as prescribed in Board's letter No. 2002/AC-II/2/10/Vol.II dated 15-03-2012 (RBA No./05/2012) as amended from time to time, full powers may be exercised by the above officers.</p> <p>3. All procurements to be done through Stores, possibly using DGS & D rate contracts. (Authority : Board's letter No. F(X)II-2006/PW/11 dt. 20.11.2007).</p>								
5.1 (b)	AMC of hardware and software	Rly. Bd's letter No. 2006/C&IS/Oth./ Delegation of Powers/ 36 dt 10-12-2008	Full Powers	Full Powers(For SAG officer handling independent establishments)	-	-	-	Finance concurrence is necessary.
<p>Note : a. While procuring equipment it should be ensured that as far as possible IT equipment is purchased with minimum three years warranty so as to take life cycle cost into account.</p> <p>b. The AMC of hardware and software shall be chargeable to projects.</p>								
5.2	Procurement for Local Area Network infrastructure with Finance onurrence (Preferably secured wireless LAN)	Rly. Bd's letter No. 2006/C&IS/Oth./Dele gation of Powers/36 dt 10-12-2008	Full powers	Full powers	-	-	-	Detailed instruction of Board's letter to be followed.
5.3	Up gradation/repairs of Computers.		Upto Rs.27,500/- in each case.	Upto Rs. 20,000/- in each case.	Upto Rs.15,000/- in each case.	-	Nil	Finance onurrence is necessary for cost exceeding Rs 2,500/-
5.4(a)	Procurement of Computer parts/Peripherals.		Upto Rs.27,500/- in each case.	Upto Rs. 20,000/- in each case.	Upto Rs.15000/- in each case.	-	-	Finance concurrence is necessary for cost exceeding Rs 2,500/-.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
5.4 (b)	Procurement of consumables to Be used in printers, fax & photocopier machines such as ribbons, cartridges, toners, developers etc.		Full powers subject to annual ceiling of Rs.10 lakhs	Full powers subject to annual ceiling of Rs.5 Lakhs.	Up to Rs.15,000/- in each case subject to annual ceiling of Rs. 2 lakhs.	SR PRO/Con-upto Rs 5,000/- in each case subject to annual ceiling of Rs.50000/-	-	(i) Finance concurrence is necessary for cost Exceeding Rs.5,000/- in each case. (ii) Procurement through COS in normal cases. In case of urgency being recorded, procurement can be through quotations subject to annual ceiling of Rs.50000/- (iii) Record of procurement /expenditure should be kept to watch the annual ceiling limit.
5.5	Purchase of all kinds of Printers (Laser printer should be mono colour only)		Full powers.	Upto Rs.30,000/- in each case.	Upto Rs. 10,000/- in each case for field units only	-	-	Finance concurrence is necessary.
5.6	To grant Administrative sanction for development of software for the existing micro processor including readymade package separately.		Upto Rs.100000/-	Upto Rs.25,000/-	-	-	-	Subject to Finance concurrence.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
6	PART-IV: PURCHASE OF ITEMS							
6.1	Electrical energy from Electrical supply companies.		Full powers.	SAG (incharge of Electrical Deptt.) Full powers.	Full powers.*	-	-	*A copy of the agreement shall be sent to CEE/Con for record.
6.2	Cycles.		Full powers.	Full powers.		-	-	Finance concurrence is necessary.
6.3	Photographic goods (other Than equipment) including developing, printing enlarging or purchase of photographs.		Full powers.	Upto Rs.10,000/-per year.	Upto Rs. 5,000/- per year.	SS/Independent same as SG/JAG.	-	1. Finance concurrence is necessary for expenditure over Rs. 2000/- on each occasion 2. Subject to Rly. photographer being not available and urgency being recorded.
6.4 (a)	Purchase of news papers for Office/Library.		Full powers. upto Rs 8,000/- per annum.	Full powers upto Rs 6,000/- per annum	Full powers upto Rs. 5000/-per annum.	SS (Independent) same as SG/JAG.	-	Finance concurrence is not necessary. However, register is to be maintained to ensure the annual ceiling limit.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10

- Note :
1. The requirement of news papers should be scaled down for small Rest house/Library/Office judiciously.
 2. In addition to the powers delegated under this Item vide Rly Board's letter No.F(X)II-94/EXP/2 dated 27/12/2002 &8/5/2003, the Officers will be entitled to reimbursement of amount spent towards purchase of newspapers/periodicals/ magazines individually within the monetary limits mentioned below for keeping themselves abreast of latest developments in relevant fields :

HAG Officers & CHODs in SAG -- Rs. 400/- p.m.

SAG Officers -- Rs. 300/- p.m.

SG/JAG Officers -- Rs. 200/- p.m.

Sr. Scale Officers -- Rs. 125/- p.m.

Jr. Scale Officers -- Rs. 75/- p.m.

The amounts mentioned above for purchase of newspapers, magazines etc. will be included in monthly salary of individual Officers according ceiling defined above for various grades.

The Officers concerned will submit a certification quarterly towards the utilization of the entire amount on purchase of newspapers, magazines etc. Officers on transfer to other Railways or other Units/Divisions within the Railway shall submit this certificate before relinquishing charge for the concerning period.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
6.4 (b)	Purchase of Technical books, Magazines, Journals, Reference Manuals, Important books on Management, ISI and other specifications for libraries & offices	Para 1036 to 1038 FI	Full powers upto Rs.20000/- in each case subject to annual ceiling of Rs 60000/-	Full powers upto Rs. 10,000/- in each case subject to annual ceiling of Rs 20,000/-	Full powers upto Rs 7000/-per annum.	-	-	<ol style="list-style-type: none"> 1. Subject to availability of funds. 2. CAO/Con may sanction upto Rs.5,000/- & SAG upto Rs 3,000/- respectively on case to case basis for making advance payment against proforma invoice. 3. Record of books purchased must be maintained in the library. 4. Finance concurrence is not necessary.
6.5	Purchase of black/ red soil, manure, flower pots, seed, plants, seedlings for gardens in the service buildings office premises.		Full powers upto Rs.1 Lakh per annum.	Full powers upto Rs 60,000/- per annum.	Full powers upto Rs 7000/- on each occasion subject to ceiling of Rs 30,000/- per annum	-	-	Finance concurrence is not necessary up to Rs 2,000/-

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
6.6 (a)	Purchase of office furniture– additional or on replacement with finance concurrence for Office use	.	Full powers upto Rs. 1,00,000/- in each occasion as per entitlement.	Full powers upto Rs. 50,000/- in each occasion as per entitlement	Upto Rs 25,000/- in each occasion for field units as per entitlement	-	-	1.Availability of fund to be ensured. 2. Procurement of furniture is to be made through COS/Con only. 3. Whenever, procurement is made on replacement account, the old/irreparable furnitures are to be condemned as per SOP item no.11.5 (a) & sent to store Depot concerned under proper Advice Note.
6.6 (b)	Purchase of furniture– additional or on replacement for Rest house		Full powers for furniture's on additional account as per	Full powers for furniture's on replacement account as per entitlement				same as above
Note: Entitlement of furniture for item 6.6(a) & (b) will be as per Annexure-I								

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
PART-V : OTHER ITEMS								
7	INCURRENCE OF							
7.1	Fees for registration/wheels Tax of motor vehicles, for Driving licenses for motor drivers, for obtaining of plumbers license.		Full powers in accordance with local laws.	Full powers in accordance with local laws.	Full powers.	SS/ Independent same as SG/JAG	-	
7.2	Contingent office expenditure.	Chapter XFI	Full powers.	Full powers.	Officer in charge of office-Full powers up to Rs. 10,000/- per annum	SS/ Independent same as SG/JAG.	-	Subject to availability of fund.
7.3	Contingent expenditure on light Entertainment/Refreshments at formal inter departmental and other meetings & conferences/Working lunch at formal interdepartmental and other meeting & conferences/Entertainment on distinguished official, non official visitors calling on the Railways in connection with Railway work.	1005 FI and RB's letter No. F(X) II – 2003/P W/1 dt. 12.6.03. & 2004/EXP/4 dt. 4.6.07. Rly Bds. Letter No. F(X)II - 2004/EXP/4 dated 13.09.2012	Full powers upto Rs.60,000/- per annum.	Full powers upto Rs 20,000/- per annum.	Full powers upto Rs 10000/- per annum.			For light refreshments such as tea, coffee, cold drinks etc.: Upto Rs.18/- per head per meeting subject to ceiling limits. No finance concurrence is necessary.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
<p>Note:- 1. An annual statement of expenses should be submitted to GM/Con through the Accounts Deptt. (RB's L/No. F(L) 56 P.V. 7(6) of 15.2.57 & 23.6.58. The ceiling be strictly adhered to and the actual expenditure may be consistent with austerity standards.</p> <p>2. When MPs/ labour leaders of National stature visit workshop, normal courtesy should be extended to them which may include tea, coffee, cold drinks only as may be opportune.</p> <p>3. For working lunch and dinner will be at the @ Rs.115/-per head. Finance concurrence is necessary with personal sanction of GM/Con</p> <p>4. However, lunches in respect of formal inter departmental and other meetings and conferences can be sanctioned by concerned HODs with Finance Concurrence.</p> <p>5. Liability register should be attached with the proposal each time of concurrence and sanction by the competent authority.</p>								
7.4	Charges for chemical analysis or test of articles by Govt. and other agencies.		Full powers.	Full powers.	Full powers.	SS/Independent same as SG/JAG	-	Subject to associate finance concurrence for amounts above Rs.250/- in each case. Single quotation can be executed from Govt. laboratory.
7.5	Grant of reward to passenger/ outsiders for services rendered to the Railway.	Item 28 of RB's L/No. F(X) II-2010/PW/2 dt. 11.10.2010	Full powers upto Rs. 1,000/- in each case.	Upto Rs. 500/- in each case.	-	-	-	Full details of services rendered shall have to be kept on record.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
7.6 (a)	Expenditure on ceremonial functions	Bd's.No. E/G /76 ENT/9 dt.27.4. 77 & F(x)II/94/P/3Pt.IX dt.19.2.97. Item no. 29 RB's L/N o. F(X) II-2010/PW/2 dt. 11.10.2010	Full powers upto Rs.5,000/- at a time & Rs 25,000/- per annum.	Full powers upto Rs.2,500/- at a time & Rs.10,000/- per annum.	Upto Rs. 500/- at a time and Rs 2,000/- per annum.	-	-	Quarterly statement should be submitted to GM/Con including expenditure and cumulative total spent.
7.6 (b)	Expenditure on important functions which are attended i) Minister of State for Railways : in excess of Rs.1 Lakh in each case. ii) Minister of Railways: in excess of Rs. 4 Lakhs in each case. iii. President/Prime Minister: in excess of Rs.5 Lakhs in each case.	Item no. 29 RB's L/N o. F(X) II-2010/PW/2 dt. 11.10.2010 No. F(X)II-2010/PW/2 dt. 31.01.2013	Nil	Nil	Nil	Nil	Nil	

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
	<p>Note: 1. The powers under this item will be exercised subject to annual ceiling of Rs 20 lakhs for Zonal Railways</p> <p>2. The powers under item 7.6(a) will cover the expenditure on Railway week celebration also the limit for which will be Rs 25,000/- for Zonal Railways as a whole.</p> <p>3. GM's power are at Chapter -VI</p>							
7.7	Incurrence of expenditure for bearing penalty/ fine imposed by Court/Consumer Forum/ Commission etc having power of Court etc.	Minutes of the meeting held on 27.7.05 in connection with Implementation of 'RTI ACT-2005" vide I/No. 1.3	Full powers upto Rs 25,000/- per case	-	-	-	-	(i) Provided individual is not at fault Personally. (ii) Subject to Finance concurrence.
8	IMPREST							
8.1	Sanction of Cash Imprest	provision of rules 1050 FI to 1055 FI	Full powers.	Full powers Upto Rs 20,000/-	-	-	-	Subject to finance concurrence in each case.
<p>Note: - 1. Officers incharge of Project, rest houses maintenance and other large assets should be sanctioned adequate imprest.</p> <p>2. Periodical review of adequacy or otherwise of cash imprest should be carried out in regard to each imprest holder by the sanctioning officers.</p>								

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
8.2	Sanction of Stores imprest.		Full powers	Full powers	-	-	-	Subject to not exceeding the limits Prescribed in the codes
9	Withdrawal from station earnings	(E)(V) 65 dt. 1.9.1966	Full powers in respect of items listed in Board's letter No. T(I) 11/62/1.1/4 of 19.2.64	Full powers.	Full powers.	SS/ Independent same as SG/JAG.	-	In addition, they may permit withdrawal of advance limited to the beneficiaries of a deceased employee to provide immediate relief to the families of non-gazetted staff who die in Rly. Service.
10	WAIVER/WRITE OFF							
	Write off of losses or shortage of Service postage stamps.		Full powers	Full powers.	Full powers upto Rs.100/- per year without finance concurrence.	SS/ Independent same as SG/JAG	-	Subject to associated finance concurrence above Rs.500/-.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
11	Condemnation							
11.1	Condemnation and destruction of petty articles other than office equipments	Bd's L/No. 48/202/4/M dt. 6.12.49 & 49/142/18/ M dt 25.11.50	Full powers.	Full powers.	Full powers.	-	-	Survey committee recommendation is required.
Note:- 1. Survey committee: Consisting of 2 (two) Sr. Scale Officers, one from user Department and one from Accounts Department. 2. Financial implication to be prepared to justify the condemnation.								
11.2	Condemnation and scrapping of M&P equipments.	Bd's L/No. 48/202/4/M dt. 6.12.49 & 49/142/18/ M dt 25.11.50	Full powers Upto Rs.1 Cr. of the original cost.	Full powers upto Rs.50 lakhs of the original cost	Rs.10 lakhs of the original cost.	-	-	Survey committee recommendation is required.
Note:- 1. With finance concurrence 2. Survey committee: Consisting of 2(two) Sr. Scale Officers, one from user Department and one from Accounts Department. 3. Financial implication to be prepared to justify the condemnation.								
11.3	Condemnation of tools and plants	Bd's L/No. 48/202/4/M dt. 6.12.49 & 49/142/18/ M Dt 25.11.50	Full powers.	Full powers.	Upto Rs.50,000 of the original cost	-	-	Survey committee recommendation is required.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
<p>Note:-</p> <ol style="list-style-type: none"> 1. With finance concurrence 2. Survey committee: Consisting of 2(two) Sr. Scale Officers, one from user Department and one from Accounts Department. 3. Financial implication to be prepared to justify the condemnation. 								
11.4	Condemnation of vehicles including Ambulance Van		Full powers	-	-	-	-	<p>Subject to :</p> <ol style="list-style-type: none"> 1. With finance concurrence 2. Formation of three Member Survey Committee consisting of Mechanical, Accounts & Electrical and not below Sr. Scale. 3. Financial implication is to be prepared to justify the condemnation in each case as per codal provision.
<p>Note:-</p> <ol style="list-style-type: none"> 1. With finance concurrence 2. Survey committee: Consisting of 2(two) Sr. Scale Officers, one from user Department and one from Accounts Department. 3. Financial implication to be prepared to justify the condemnation. 								

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
11.5 (a)	Condemnation of office equipment (Other than PC)		Full powers.	Full powers.	Full powers upto Rs. 10,000/- of the original cost in each case	SS/ Independent same as SG/JAG	-	
11.5 (b)	Condemnation of Survey equipment (Other than PC)		Full powers.	Full powers.	Full powers upto Rs.15,000/- of the original cost in each case			
	Note:- 1. With finance concurrence above Rs.5000/- in original cost. 2. Survey committee: Consisting of 2(two) Sr. Scale Officers, one from user Department and one from Accounts Department. 3. Financial implication to be prepared to justify the condemnation.							
11.6	Condemnation of PC & Printers	R.B L/No. 2002/AC-II/2/10/Vol.II dated 15-3-12	Full powers.	Full powers.	-	-	-	
	Note: 1. Survey Committee should consist of 3(three) members – one SS from user Department, EDP Centre/Signal & Telecom Deptt. and one JS from Accounts. 2. Condemnation should be on age-cum-condition basis as well as in consideration of obsolescence duly certified by one JAG level officer of EDP Centre/S&T Deptt. 3. Feasibility of repairing/ up gradation is to be explored provided it is found economical before condemnation of PCs. 4. Feasibility of utilization at an alternative section/ office/site may also be considered by the Survey Committee before condemnation.							

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
12	Fixation of periods for which The various records of the Rly. Should be preserved in view orders issued by the Board from time to time	Subject to observance of the restrictions laid down in paras 121 A I	Full powers.	Full powers.	Full powers	-	-	In consultation with FA&CAO/Con in connection with Records of initial accounts and Subject to observance of the restrictions laid down in paras 121 A I
12.1	Destruction of time barred records.		Full powers.	Full powers.	Full powers	-	-	In consultation with FA&CAO/Con in connection with records of initial accounts and subject to observance of the restrictions laid down in paras 121 A I
12.2	Sale of Waste/Old/ paper/News papers/periodicals etc	2409A/Store Code Vol-II	Full powers.	Full powers.	Full powers	Full powers		Finance concurrence is not necessary
Note: The amount realized should be credited to the projects								

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
13	Installation of railway Telephones in offices and Residence of officers and subordinates.		Full powers.	CSTE/Con Full powers.	Dy CSTE/ Con In-Charge full powers.	-	-	The Administrative approval will be given by the respective Heads of Department and the fund being made available by the department concerned.
14	Renewal of telegraphic & Abbreviated addresses of various branches annually as and when they fall due on payment of annual registration fee to the post and telegraph department.		Full powers.	CSTE/Con Full powers.	Dy CSTE/ Con In-Charge full powers.	-	-	
15	Washing and reconditioning of Bed cushions pillows, pillow Covers and getting the cotton of bed cushions and pillows reshuffled.		Full powers.	CE/Con Full powers.	SG/JAG Incharge of maintenance Full powers	SS/ Independent charge same as SG/JAG.	-	

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
16	Power to sanction new installation of BSNL phones including payment of all charges Connected with their installation and shifting		Full powers.	CSTE/Con Full powers.	-	-	-	Subject to finance concurrence and availability of fund. Railway Board's instruction should be kept in view.
CAO/CSTE/Con is empowered to sanction an advance payment upto Rs 15,000/- in each case (Authority : FA(W)/61/1/pt.V dated 5.6.2001) with finance concurrence.								
17(a)	Entering into Annual Maintenance Contract with authorized dealers on single tender basis	2011F(X)II/5/11 dt.26.08.2013	Full Powers	-	-	-	-	Finance concurrence is necessary
17(b)	To sanction advance payment To dealers for maintenance Of office equipment.	2011F(X)II/5/11 dt.26.08.2013	Upto Rs.5 lakhs per item per annum	-	-	-	-	With associate Finance concurrence.
<p>Note: 1. Since the AMCs are of the nature of service contract. OEM/Authorised Dealer may be exempted from earnest money/security deposit.</p> <p>2. The AMC only with reputed dealers be ensured while entering into such contracts.</p> <p>3. Firm who has developed the Software and is currently being used may be treated as OEM for the purpose of AMC of software.</p>								

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
18	Provision /repairs/recharge of cable /Dish TV connection for news etc. for Administrative officers and Rest House.		Full powers.	CE/Con's Incharge (PR Section) / CSTE/Con full powers.	-	Sr.PRO/ Con upto Rs 6,000/- per case	-	Subject to maximum fifteen connections
19	Hiring of data channels from BSNL authority for PRS, UTS etc.		Full powers.	CSTE/Con full	-	-	-	Subject to maximum fifteen connections
20	Payment to Govt. & other pleaders in the cases not related to establishment matters irrespective of Departments	Bd's L/No. F(X)II-2001/PW/6 dt 09/5/01 & 21/9/01 Item no. 31 RB's L/N o. F(X) II-2010/PW/2 dt.11.10.2010	Upto Rs 25,000/-in each case.	Upto Rs15,000/-in each case.	Upto Rs 10,000/- in each case.	LO/Con upto Rs 5,000/- in each case.	-	Subject to rates prescribed by the High Court concerned and extant orders on The Railway Memorandum of sanction should be issued in each and every case

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
<p>Note:</p> <ol style="list-style-type: none"> 1. Costs awarded by the Courts is not to be set off in these limit. 2. The filing or defending of an appeal in Supreme Court requires the prior approval of Railway Board. 3. The engagement of Counsel at more than Rs 1050/- per day in Supreme Court or in the any of the High Court or at more than Rs 750/- per day elsewhere require the prior approval of Railway Board. 4. The engagements of Railway Counsel on scale of fees higher than that prescribed by Ministry of Law & Justice requires the prior approval of Railway Board. 5. The payment of fees in excess of scales of fees fixed by the High Courts concerned requires the prior approval of Railway Board. 6. Prior concurrence is not required from finance to entrust cases to Advocates/Pleaders already empanelled 7. When cost may exceed Rs 1000/- in any case, Law Officers opinion will be obtained. 8. Before any legal proceeding arising out of contracts entered upon, the sanction of the GM acting in consultation with his legal and Financial Adviser should be obtained.(Para 451-S). 9. When point of Law is at issue in connection with any land acquisition proceedings, the State Govt./Administration should be consulted before Legal proceedings are entered upon (Para- 960-E). 								
21	SANITATION							
	Local purchases of items related to cleanliness and sanitation at platforms, Station premises, HQrs (Con) Complex/Field Deputy office etc.		Full powers.	CE/Con incharge at HQ for sanitation upto Rs 25,000/- in each case.	Upto Rs. 10,000/- in each case	SS(Ind) same as SG/JAG	-	<ol style="list-style-type: none"> 1. Concurrence of associate finance is necessary beyond Rs. 10,000/- in each case. 2. This will subject to annual ceiling limit upto Rs. 5 lakhs in the Hd.Qr (Con) and Rs.1 lakh in field offices.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
22	Entitlement and ceiling limit of the visiting Card for officer of various grade.	1010F1	Upto Rs.1,000/- in each case	Upto Rs. 750/- in each case	Upto Rs 500/- in each case.	-	-	
<p>Note: 1. Number of visiting cards to be printed in each case may be realistically and reasonably assessed. 2. The expenditure is chargeable to ordinary office contingency. 3. No finance concurrence is necessary. 4. Availability of fund may be ensured.</p>								
23	Entitlement & Procedure for Procurement of brief cases for official use of Officers and Inspectors.	DGM(G)'s Sanction Memorandum No.Z/93/G dt. 10.9.02.						
	To accord approval for Procurement of brief cases		Full powers.	COS/Con-Full powers as per entitlements.	-	-	-	No Finance concurrence is necessary.

SCHEDULE OF POWERS IN MISCELLANEOUS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organization.					Remarks
			CAO	SAG	SG/JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	8	9	10
	Note:							
1.	Ceiling limit on entitlement would be as under:							
	(a) CAO/Con	Rs. 5,000/-	(b) SAG:				Rs.5,000/	
	(c) SG/JAGs:	Rs.3,000/-	(d) Sr.Scale:				Rs.2,000/	
	(e) Jr.Scale:	Rs.2,000/-	(f) Inspectors / Supervisory staff				Rs.1,500/	
2	The life span of the brief case will be taken as 5 (five) years.							
3	Those who retire and desire to retain the brief case have to deposit the amount in the following manner:							
	(a) Where 5 (five) years have been completed – 10% of the cost.							
	(b) Less than 5 (five) years – 10% plus proportionate cost of the remaining cost (accounting on six monthly basis).							
4	5 (Five) years may be treated as 3 (three) years wherein amount has been reimbursed on old ceiling limit.							
5	Condemned old brief case should be deposited with the Stores Department under Advice note.							
6	Item will be treated as on office article/equipment and should be maintained in the Dead Stock register of the office concerned.							
7	In the case of transfer of officer/staff, he/she must deposit the brief case to the issuing office unless transfer is within the same office (having the same Dead Stock Register). Proper entry must be made in the Dead Stock Register and handing over note.							
8	To get replacement of the brief case by a new one after expiry of its normal life, the old one is to be returned. In case of non-return of the brief case after its normal lie, 10% of the original cost of the brief case will be recovered/deposited from the Officer/staff to supply a new one.							
9	The brief case will be purchased by the Officer/Officials on his own and will submit cash memo to Head of Deptt(Office concerned) for the amount as per entitlement above and necessary cheque will be handed over to the Officer/Officials of the concerned offices against acknowledgement on the cash memo.							
10	Only those inspectors/Supervisory Staff who are required to carry confidential documents and are to go out on tour frequently will be eligible for brief case, his will be limited to the inspectors/supervisory staff working in scale Rs.6500/- Rs.10500/- & 7400/- Rs.11500/-.							
11	This supersedes all Memorandams issued earlier in this regard.							

CHAPTER - IV

SCHEDULE OF POWERS ON PUBLIC RELATIONS

w. e. f. – 01.02.2014

*(Authority : Memorandum No. 28(W)/2014
Circulated under No. W/548/CON/Pt.V dated 11.03.2014)*

SCHEDULE OF POWERS IN PUBLIC RELATION MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.					Remarks
			CAO	SAG	SG/JAG	Sr.Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9
1	PURCHASE OF							
1.1	Petty items of photographic goods (other than equipment, developing, printing or enlarging photos) & purchase of photographs.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs.15000/- in each case.	-	Sr. PRO/Con upto Rs.5000/- in each case.	-	Finance concurrence is necessary if cost exceeds Rs.2,000/- in each case.
1.2	Purchase of films in different format (e.g. VHS, Beta etc.) Photo films, blank Video & Audio Cassettes, CDs, DVDs, floppy etc. for publicity related Purposes.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 7000/- in each case.	-	Sr. RO/Con upto Rs.3000/- in each case.	-	Finance concurrence is necessary if cost exceeds Rs 2,000/- in each case.
1.3	Photographic equipment goods in emergencies.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 5000/- in each case.	-	Sr. RO/Con upto Rs.3000/- in each case.	-	Finance concurrence is necessary if cost exceeds Rs 2,000/- in each case.
1.4	Purchase of blank invitation cards, covers, folders for emergent use.	Para 1001 F1	Full powers.	CE/Con (In charge of PR) upto Rs. 5000/- in each case.	-	Sr. RO/Con upto Rs.2000/- in each case.	-	Finance concurrence is required if cost exceeds Rs 2,000/- in each case.
1.5	Purchase/making of different types of Display boards/ flexes/blow ups for pasting/ hanging/ painting/ illuminating etc.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 5000/- in each case.	-	Sr.PRO/Con up to Rs.2000/- in each case	-	Finance concurrence is required if cost exceeds Rs 2,000/- in each case.

SCHEDULE OF POWERS IN PUBLIC RELATION MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.					Remarks
			CAO	SAG	SG/JAG	Sr.Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9
1.6	Purchase of petty and publicity materials/ items (other than photography items).	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs.7,000/- in each case.	-	Sr.PRO/Con upto Rs. 3,000/- in each case.	-	Finance concurrence is required if cost exceeds Rs.2,000/- in each case.
2.	PUBLICITY AND ADVERTISEMENT							
2.1	Preparation & Printing of brochures, pamphlets, handouts, posters and other publicity literatures and any other type of publicity.		Full powers.	CE/Con (In charge of PR) upto Rs.25,000/- in each case.	-	Sr.PRO/Con upto Rs.10,000/- on each occasion.	-	Finance concurrence is required for above Rs.5,000/- in each case.
2.2	Advertising in news papers, periodicals etc. relating to tenders, notices to public etc.	31-Z/93(G) Pt.XIII (loose) dt. 23.10.02.	Full powers.	CE(Con)/ CSTE(Con)/ CEE/(Con)/ COS(Con)/ CE/Con (In charge of PR) upto Rs 50,000/- for each insertion.	-	Sr.PRO/Con upto Rs.20,000/- for each insertion.	-	Finance concurrence is not necessary.
2.3	Making of blocks, preparation of layouts/ designs/ art work etc.	-	Full powers.	CE/Con (In charge of PR) upto Rs.7000/- in each case.	-	Sr.PRO/Con Rs 3,000/-	-	Finance concurrence is necessary for more than Rs 5,000/- in each case.
2.4	Preparation of Cinema slides/dubbing and transferring from one CD/ DVD/ Video cassette to another CD/DVD/ Tape Cassette, etc including TV spots.		Full powers	CE/Con (In charge of PR) Rs 10,000/- in each case.	-	Sr.PRO/Con uptoRs.3,000/ in each case.	-	Finance concurrence is required for more than Rs 5,000/- in each case.

SCHEDULE OF POWERS IN PUBLIC RELATION MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.					Remarks
			CAO	SAG	SG/JAG	Sr.Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9
2.5	Exhibition of public awareness slides/clips/messages in Cinema houses, local Cable/TV networks or through any other audio-visual media.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 10,000/- in each case.	-	-	-	Finance concurrence is required if cost exceeds Rs. 5,000/- in each case.
2.6	Participation in exhibition organized By Central/State Govt. and other public bodies.	Rly. Bd's L/No.90/PR/9/P olicy dated 29.11.90 & No.2003/PR/9/11/17 Dated 21.11.03	Full powers upto Rs. 1 lakh per exhibition.	CE/Con Upto Rs 1 lakh per exhibition.	-	-	-	1. Finance Concurrence is required before incurring expenditure in each case. 2. Subject to an annual ceiling limit of Rs 5 lakhs.
2.7	Contracts with Freelance Journalists /Advertising media (e.g. News papers, periodicals etc.) other publicity campaigns.		Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- in each case.	-		-	Finance concurrence is necessary above Rs 2000/- in each case.
2.8	Developing/ printing of colored photos.		Full powers.	CE/Con (In charge of PR) Rs.3,000/- in each case.	-	Sr.PRO/Con upto Rs.2,000/- in each case.	-	Finance concurrence is necessary above Rs 1000/- in each case.
2.9	Production of films/Video by Railways including documentary and quickies for publicity purpose.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 10,000/- in each case.	-	Sr.PRO/C upto Rs.2,000/- in each case.	-	Finance concurrence is necessary if cost exceeds Rs. 5,000/-.

SCHEDULE OF POWERS IN PUBLIC RELATION MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.					Remarks
			CAO	SAG	SG/JAG	Sr.Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9
3	ENTERTAINMENT OF PRESSMEN :							
3.1	Hospitality & Entertainment of pressmen.	RB's letter No. 2003/PR/4/11 Dt. 18.8.03 & Rly.Bd's L/No. 89/PR/4/9 dt.24/4/1989 & 2007/PR/4/5 dt 13.7.07	Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- in each occasion @ Rs 250/- per meal per head or @ Rs 500/- per head per day.	-	Sr.PRO/Con upto Rs.2,500/- In each Occasion @ Rs 250/- per meal per head or @ Rs 500/- per head per day.	-	i) No finance concurrence necessary for expenditure within ceiling limit laid down by Rly Bd. ii) Instruction given in Rly. Bd's L/No. 89/PR/4/9 dt. 24/4/1989 would apply. iii) Expenditure should be strictly for the purpose of education and creation of awareness amongst opinion makers within the media.
3.2	Conducted Press Tours/ Press Conference and reception of Pressmen including transportation/ accommodation etc.	RB's letter No. 2003/PR/4/11 Dt. 18.8.03 & Rly.Bd's L/No. 89/PR/4/9 dt. 4/4/1989 & 2007/PR/4/5 dt 13.7.07	Full powers.	CE/Con (In charge of PR) upto Rs 25,000/- per occasion (i) @ Rs. 500/- per head per day with the approval of GM/CAO Con) (ii) @ Rs. 750/- per head per day with prior Finance concurrence	-	Sr.PRO/Con (i) @ Rs.500/- per head per day with the approval of GM/CAO (Con) (ii) @ Rs. 750/- per head per day with prior Finance concurrence in exceptional circumstance subject to expenditure of Rs.5,000/- per occasion.	-	i) Expenditure not exceeding Rs.25,000/- per occasion can be incurred with approval of GM/CAO(Con) without finance concurrence. ii) Instruction given in Rly Bd's L/No. 89/PR/4/9 dt. 24.04.1989 would apply. iii) Expenditure should be strictly for the purpose of education and creation of awareness amongst opinion makers within the media.

SCHEDULE OF POWERS IN PUBLIC RELATION MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to Officers in Construction Organisation.					Remarks
			CAO	SAG	SG/JAG	Sr.Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9
4	REPAIR TO PROJECTORS & PHOTOGRAPHIC EQUIPMENTS. i.e CAMERA etc.		Full powers.	CE/Con (In charge of PR) upto Rs 10,000/- per item per occasion.	-	Sr.PRO/Con upto Rs.2,000/- per item per occasion.		Subject to calling quotation from minimum three Reputed firms for cost over Rs.1,000/- & with finance concurrence.
5	Hiring of multimedia materials like Video/Still/ Beta cam/ Digital Camera/Overhead Projector with crew during special occasion.	Para 1001 F-1	Full powers.	CE/Con (In charge of PR) upto Rs 5,000/- per day per occasion.	-	Sr.PRO/Con upto Rs.3,000/- per day per occasion.	-	i) Rate reasonableness to be certified personally by the hiring authority. ii) Finance concurrence is not necessary.
6	PRINTING WORKS BY OUT SIDE PRESSES FOR UBLICRELATION DEPARTMENT.		Full powers.	CE/Con (In charge of PR) Upto Rs.10,000/- per case.	-	Sr.PRO/Con upto Rs.5,000/- per case.		No finance concurrence is necessary upto Rs.3000/- in each case.

CHAPTER - V

SCHEDULE OF POWERS ON ESTABLISHMENT MATTERS

w. e. f. – 01.02.2014

*(Authority : Memorandum No. 28(W)/2014
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SCHEDULE OF POWERS ON ESTABLISHMENT GAZETTED MATTERS

Part- I

INTRODUCTORY NOTE

1. CAO/Con-1 & 2, FA&CAO/Con (when in HAG) have been empowered as PHOD in their field of working.
2. COS/Con, CPO/Con, FA & CAO/Con(when in SAG), CEE/Con and CSTE/Con (Senior most) shall be treated as CHOD.
3. The powers as given in SOP are to be exercised by the officers in case of officers/staff working under them except mentioned otherwise.
4. The exercise of the power delegated shall be subject to existing codal provisions, rules and regulations as well as restrictions imposed from time to time by Railway Board and GM/CON in the context of economy in expenditure or otherwise.

SCHEDULE OF POWERS ON ESTABLISHMENT GAZETTED MATTERS

PART - II

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit				Remarks
			PHOD	CHOD	HOD	JAG/SG	
1	2	3	4	5	6	7	8
1.	Grant of leave						
1.1	Casual leave	Rule 236 of IREC VOL-I (2003)	Full powers upto JAG/SG only	Full powers upto JAG/SG only	Full powers	Full powers	Sr.Scale (independent charge) will exercise the power of JAG/SG.
1.2	LAP, LHAP, commuted leave, leave not due, EOL, maternity leave, hospital leave & child care leave	Rule 514,523, 526,527, 528, 530, 551 IREC VOL-I (2003)	Full powers upto JAG/SG only	Full powers upto JAG/SG only	Full powers upto JAG/SG only	Full powers upto Sr Scale only	
1.3	Special disability leave	Rule 552,533 R-I (Item 1 Appex.VI)	Full powers	Full powers	Full powers	NIL	
1.4 (a)	Study leave Within India	Rule 556-R-I (Appex V, Item No.11)	NIL	NIL	NIL	NIL	
1.4 (b)	Study leave Ex-India	Rule 556-R-I (Appex V,ItemNo.11)	NIL	NIL	NIL	NIL	
2.	Transfer of Officers	Appex-VI to Rule - 103(11) R-I (2003)	NIL	NIL	NIL	NIL	
3	Advance of pay on transfer for officers working under them.	Para 1113 & 1114 of IREM Vol. I (1989)	Full powers	Full powers	Full powers	Full powers	
4.	Resignation/Voluntary retirement						
4.1	To accept resignation.	302 IREC Vol.I (2003),Item No.8 of RB's letter no.F(X)II-2010/PW/2 dated 11/10/2010	NIL	NIL	NIL	NIL	

SCHEDULE OF POWERS ON ESTABLISHMENT GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit				Remarks
			PHOD	CHOD	HOD	JAG/SG	
1	2	3	4	5	6	7	8
4.2	To accept Voluntary retirement.	RB's letter No.E/(P&A) I77/RT/46 dt.09/11/77 MC No.35.	NIL	NIL	NIL	NIL	
5.	Forwarding of applications for post outside Railway.	Paras 1402 of IREM Vol I (1989)	NIL	NIL	NIL	NIL	
6	Permission for Dual Charge arrangements	RB's letter NoF(X)II-2010/PW/2 dated 11/10/2010	NIL	NIL	NIL	NIL	
Note : Conditions given in the note below 5(e) of delegation of powers to General Managers as circulated under Bd's letter No. F(X)II-2010/PW/2 dated 11-10-2010 should be followed.							
6.1	Sanction of dual charge allowance with finance concurrence	RB's letter No. F(X)II-2010/PW/2 dated 11/10/2010	Full powers upto JAG/SG only	Full powers upto JAG/SG only	NIL	NIL	
7.	Countersignature of Traveling Allowance Journals (including own TA journals).	1697 of IREC Vol.II (2005), ACS 53 (RBE 196/2003)	Full powers	Full powers	Full powers	Full powers	
8.	Sanction of Composite Transfer Grant/Advances & other allowances.	RB's letter No.F(E)I 98/AL 28/15 dt.20.7.98.	Full powers	Full powers	Full powers	Full powers	This power will be exercised by DyCPO/Con for all officers
9.	Waiver of overpayments of amounts for Gazetted officers where such overpayments were detected by Accounts/Audit within a year	RB's letter no. F(X)II-2010/PW/2 dated 11/10/2010 (Item No.6 of GM's SOP).	NIL	NIL	NIL	NIL	
10.	Grant of awards for Meritorious/outstanding works	RB's letter no. F(X)II-2010/PW/2 dated 11/10/2010 (item 5d)	Up to JA Grade, upto Rs.1500/-	Upto Sr.Scale, upto Rs.1500/-	NIL	NIL	

SCHEDULE OF POWERS ON ESTABLISHMENT GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit				Remarks
			PHOD	CHOD	HOD	JAG/SG	
1	2	3	4	5	6	7	8
11	Sanction of Advance of Traveling Allowance	1110 of IREM Vol. I(1989)	Full powers	Full powers	Full powers	Full powers	
12	Advance of pay to Gazetted Railway Servants under very special circumstances	1123 of IREM Vol.I (1989)	Full powers	Full powers	NIL	NIL	
	Note : Camp is burnt or serious damages caused to his belongings due to floods etc. are considered special circumstances						
13	To permit an Officer to undertake work and/or receive fee (non-recurring or recurring) from private sources	Rule 1334 IREC Vol.II(2005). RB's letter no. F(X)II-2010/PW/2 dated 11/10/2010 (i) Item No.5(b) of GM's SOP.	Upto a maximum of Rs.5000/- in each individual case.	Upto a maximum of Rs.5000/- in each individual case	NIL	NIL	
14.	Grant of Educational Allowance to Railway employees.						
14.1	Children Educational Allowance.	No.E(W)/2008/ED2/4 dated 01.10.2008 (RBE 135/2008)	Full powers	Full powers	Full powers	Full powers	
14.2	Hostel Subsidy	No.E(W)/2008/ED2/4 dated 01.10.2008 (RBE 135/2008)	Full powers	Full powers	Full powers	Full powers	
15.	To permit change of name in original records including Service Registers subject to compliance of the prescribed procedure.	Paras 1201 and 1202 of IREM Vol.1989 edition.	NIL	NIL	NIL	NIL	
16.1	Grant payment of cash equivalent of unutilized LAP/LHAP on retirement	RB's letter No.F(E)III-77LE1/4 dt.15.11.77	Full powers	Full powers	Full powers	Full powers	

SCHEDULE OF POWERS ON ESTABLISHMENT GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit				Remarks
			PHOD	CHOD	HOD	JAG/SG	
1	2	3	4	5	6	7	8
16.2	Grant of encashment of LAP to serving officers as admissible	RB's letter No.F(E)III/2008/LE-1/4 dated 29.10.2008	Full powers	Full powers	Full powers	Full powers	
17.	To sanction pension/Gratuity and commutation of pension	Chapter-8 of Railway services {Pension Rules 1993 (Chapter VIII)}	Full powers	Full powers	Full powers	NIL	
18	Sanction of House Building Advance as admissible	RB's letter No.F(E) Spl.2001/ADV 3/9 dt.10.09.2001	NIL	NIL	NIL	NIL	
19.	Condonation of delay for non-insurance of flat/house, purchased/built out of House Building Advance.	RB's letter No.F(E) Spl.94/ADV/3/7 dt.13/10/95.	Upto 2 yrs. Upto JAG/SG only	Upto 2 yrs. Upto JAG/SG only	NIL	NIL	
20	Sanction of Motor Cycle/Scooter/Computer Advance as admissible	Rule 1106 IREM Vol.I (1989)	Full powers	Full powers	Full powers	NIL	
21	Sanction of Motor Car Advance as admissible	Rule 1105 IREM Vol.I (1989)	Full powers Upto JAG/SG only	Full powers Upto JAG/SG only	NIL	NIL	
22	Sanction for expenditure in connection with Training courses, seminars, symposia, in non-Railway institutions within India	RB's L/No. F(X)II-2010/PW/2 dated 11/10/2010 (item No.25) as amended vide RB's L/No.F(X)II-2006/PW/18 dt.20.08.2008	Full powers for training Upto Sr. Scale with pro-rata registration fee upto Rs.4000/- per day subject to maximum of Rs.25000/-	Full powers for training Upto Sr. Scale with pro-rata registration fee upto Rs.4000/- per day subject to maximum of Rs.25000/-	NIL	NIL	Subject to Annual ceiling limit of Rs. four lakhs for whole of construction organization

SCHEDULE OF POWERS ON ESTABLISHMENT GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit				Remarks
			PHOD	CHOD	HOD	JAG/SG	
1	2	3	4	5	6	7	8
23.	Permission to acquire immovable property	Rule 2/18 of Railway Services (Conduct) Rules, 1966	NIL	CPO/Con Full powers upto Sr. Scale	NIL	NIL	
24	Permission to acquire movable property	Rule 2/18 of Railway Services (Conduct) Rules, 1966	NIL	CPO/Con Full powers upto JAG/SG	NIL	NIL	
25	Booking of officers on duty outside the railway		Full powers Upto JAG/SG only	Full powers Upto JAG/SG only	Full powers Upto JAG/SG only	NIL	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

PART - III

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
1.	Creation of posts.								
1.1	Creation/Extension/ Operation of the currency of work charged posts	PC-III/74/PS-3/UPG/5 dt.10/5/76 &20/10/76.	Full powers	Full powers	Full powers	NIL	NIL	NIL	
	Note : Creation/extension will be with finance concurrence								
1.2	Creation of special supernumerary post with Finance Concurrence		Full powers	Full powers	Full powers	NIL	NIL	NIL	
2	Acceptance of resignation/voluntary retirement :								
2.1	Resignation of non-gazetted staff	Rule 302 of IREC-Vol. I (2003)	Full powers	Full powers	Full powers	NIL	NIL	NIL	
2.2	To accept voluntary retirement including the waiver of notice period.	Rule 67 of RSPR -1993	Full powers	Full powers	Full powers	NIL	NIL	NIL	
3	Transfer of Group 'C' & 'D' staff:								
3.1	Transfer of Group 'C' & 'D' staff within the same categories within the unit	Rule 226 & 231 of IREC Vol.I (2003)	Full powers	Full powers	Full powers	Full powers	NIL	NIL	
3.2	From one unit to another within the construction.		Full powers	Full powers	NIL	NIL	NIL	NIL	
3.3	Outside Railway on request	Rule 226 & 229 IREC Vol.I (2003)	Full Powers	Full Powers	NIL	NIL	NIL	NIL	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
4	Grant of leave :								
4.1	Casual leave	Rule 236 – R-1 (2003)	Full Powers	Full Powers	Full Powers	Full Powers	Full except supervisor in-charges	Full except supervisor in-charges	
4.2	Leave on Average Pay/Leave on half average pay.	E(G)96/LE- 4 of 31/12/96. Rule 515,525,526 & 527 IREC Vol.I (2003)	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers except supervisor in-charges	Full Powers except supervisor in-charges	
4.3	Special Disability Leave	Para 552, 533 of IREC Vol.I (2003) App. V (10) First Schedule Chapter-5	Full Powers on recommendation of CMD	Full Powers on recommendation of CMD	Full Powers on recommendation of CMD	NIL	NIL	NIL	
<p>Note : The period of leave granted shall be such as certified by a Medical Officer. It should not be extended except on the certificate of that authority and shall in no case be beyond 24 months.</p>									
4.4	Study leave	Rule 556 of IREC Vol-I (2003) Appendix V (IREC Vol. I 2003)	Full Powers	Full Powers	NIL	NIL	NIL	NIL	
4.5	Hospital leave beyond 120 days	Rule 554 of IREC Vol. I (2003)	Full Powers upto 24 months	Full Powers upto 24 months	NIL	NIL	NIL	NIL	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
4.6	Counting of extra ordinary leave for increment	Rule 1320 (b) (ii) of IREC Vol.II (2005)	Full Powers	Full Powers	NIL	NIL	NIL	NIL	
4.7	Special casual leave for participation in national and international events.	Item 5 (1) of Annexure-C to Master Circular No.10 & RB's letter E(sports)2000/policy/2AGM dated 22.4.2004	Full powers upto 120 days for ordinary tournaments National and International events in a calendar year	Full powers upto 120 days for ordinary tournaments National and International events in a calendar year	Full powers upto 30 days for National and International events and for other events 10 days in a calendar year	NIL	NIL	NIL	
Note : 1) For individual purposes item limits as per Master Circular No.10 to be rigidly followed.									
4.8	Extra-ordinary leave in combination with or in continuation of LAP/LHAP	Rule 530 of IREC Vol. I (2003)	Full Powers	Full Powers	Full Powers	Full Powers	NIL	NIL	
Note : Inclusive of combined leave made up of LAP and LHAP									
4.9	Leave to a Railway Servant for whom a medical authority has reported that there is no reasonable chance of return to duty	Rupe 522 of IREC Vol. I (2003)	Full powers in case where the pay of the Railway servant does not exceed Rs.6500/- (Pre revised)	Full powers in case where the pay of the Railway servant does not exceed Rs.6500/(Pre revised)	Full powers in case where the pay of the Railway servant does not exceed Rs.6500/- (Pre revised)	NIL	NIL	NIL	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
5	Condonation in interruption in service	Rule – 43 of Railway Service (Pension) Rules - 1993	Full powers upto 12 months	Full powers upto 12 months	Full powers upto 12 months	NIL	NIL	NIL	
6	Sanction for investigation of claims of arrears of pay and allowance.	1004 & 1006 of IREM Vol.I (1989) 1542 G (Advance correction slip-97)	Full Powers subject to the note below	Full Powers subject to the note below	NIL	NIL	NIL	NIL	
<p>Note : 1) Full powers are in cases where the amount of the claim for the period beyond 3 years exceeds Rs.5000/- Investigation of the portion within the 3 years limit may be sanctioned. Balance portion beyond 3 years will be sanctioned from Railway Board.</p> <p>2) Prior Accounts concurrence is required for ordering investigation. All petty claims other than those that effect Pension and all claims for which adequate explanation is not forthcoming regarding their belated submission should be rejected.</p>									
7	Grant of Daily allowance for halts in excess of 30 days.		Full Powers Upto 180 days	Full Powers Upto 180 days	NIL	NIL	NIL	NIL	
8	Permission for retention of Railway quarter.(Construction Pool)								
8.1.	To continue the occupation of Railway quarter after retirement	Master circular No.49 revised vide No.E(G) 2006 QR 1-6 (Master circular) dtd.20.04.2007 (RBE 35/2007)	Full Powers	Full Powers	Full Powers	NIL	NIL	NIL	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
8.2	To continue the occupation of Railway quarter after death.		Full Powers	Full Powers	Full Powers	NIL	NIL	NIL	
8.3	To continue the occupation of Railway quarter in case of resignation / discharge.		Full Powers	Full Powers	Full Powers	NIL	NIL	NIL	
8.4	To permit to continue the occupation of Railway Quarters after transfer.		Full Powers	Full Powers	Full Powers	NIL	NIL	NIL	
Note : Limits provided in Master Circular no.49 (Revised) RBE No.35/2007 circulated through Railway Board's letter No.E(G)2006 QR 1-56 dated 20.04.2007 to be followed.									
8.5	Joint occupation of Railway Quarters as per extant rules and orders – recovery of rent	1712 of IREM Vol.II (1990)	Full Powers	Full Powers	Full Powers	NIL	NIL	NIL	
Note :- In case occupants are from 2 different Departments, both Departmental officers to be consulted									
9	Sanction of Advances :								
9.1	Advances from Provident Fund.	Rule 922/923 IREC Vol.I (2003)	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	NIL	
9.2	Advance of travelling allowance.	1110 of IREM Vol. I (1989)	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	NIL	
9.3	Advance of pay on Transfer	1113 and 1118 of IREM-I and RB's letter No.F(E) 55/PW/7(8) dt.30.01.56.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	NIL	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
9.4	Advance of pay to non-gazetted Railway Servants under very special circumstances Note : Railway Servant's camp is burnt or serious damages caused to his belongings due to floods etc.	1123 of IREM Vol.I (1989)	Full Powers up to one month's pay. Recovery in three equal monthly installments.	Full Powers up to one month's pay. Recovery in three equal monthly installments.	Full Powers up to one month's pay. Recovery in three equal monthly installments.	NIL	NIL	NIL	
10	Payment of honorarium and fees :								
10.1	Payment of honorarium and fees with Finance Concurrence	Rule 1334 (FR 46) IREC Vol.II (2003) RB's letter No.F(X)II 94/PW/3 dt.26.3.96 and No. F(X)II-2010/PW/2 dated 11/10/2010	Upto a maximum of Rs.5000/- in each of NG staff. In case of recurring, this amount applies to the total of recurring payment made to an individual in a financial year.	Upto a maximum of Rs.2000/- in each of NG staff. In case of recurring, this amount applies to the total of recurring payment made to an individual in a financial year.	NIL	NIL	NIL	NIL	
<p>Note : The power will be only in respect of work, where prescribed rates are available. PHOD/CHOD have full powers to accord administrative sanction for undertaking the work, Beyond Rs.10000/- Board's sanction is needed.</p>									

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
10.2	To sanction undertaking a work for which fee is offered and acceptance of the fee – both recurring and non-recurring for Public/private bodies.	Rule 1334 (FR 46) IREC Vol.II(2005)	Upto a maximum of Rs.2500/- in each of NG staff. In case of recurring, this amount applies to the total of recurring payment made to an individual in a financial year	Upto a maximum of Rs.2500/- in each of NG staff. In case of recurring, this amount applies to the total of recurring payment made to an individual in a financial year	NIL	NIL	NIL	NIL	
11	To grant Advance Increment on Sports account for excellence in sports.	Board's letter No.E(Sports)2007/ Policy dated 30.3.07	NIL	NIL	NIL	NIL	NIL	NIL	
	Can be granted by GM/Con only on recommendation of RSCB								
12	Sanction for payment of compensation under Workmen's Compensation Act(with finance concurrence)	RB's letter No F(X)II-2010/PW/2 dated 11/10/2010 (Item – 18)	Full Powers Upto a maximum of 24 months emoluments of the Railway employee.	Full Powers Upto a maximum of 24 months emoluments of the Railway employee.	Full Powers Upto a maximum of 24 months emoluments of the Railway employee.	NIL	NIL	NIL	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
13	Recovery in installments of amounts paid erroneously to Railway employees.	Para 1013-B IREM Vol.I (1989) and 1105 Admn. and Finance Code	Full Powers	Full Powers	Full Powers	Full Powers	NIL	NIL	
14	Grant of Education Allowance to Railway Employees :								
14.1	Children Education Allowance	No.E(W)/2008 /ED2/4 dated 01.10.2008 (RBE 135/2008) as amended from time to time	Full Powers	Full Powers	Full Powers	Full Powers	NIL	NIL	
14.2	Hostel Subsidy	No.E(W)/2008 /ED2/4 dated 01.10.2008 (RBE 135/2008) as amended from time to time	Full Powers	Full Powers	Full Powers	Full Powers	NIL	NIL	
15	Write off of amount over drawn by the non-gazetted Railway employees. (with Finance concurrence)	Para 1017 & 1018 of IREM Vol-I (1989) and 1109 GI	Upto Rs.1000/- in each case	Upto Rs.1000/- in each case	NIL	NIL	NIL	NIL	
16	Transfer of Posts and grades :								
16.1	Temporary transfer in respect of non-gazetted posts from one station to another		Full Powers	Full Powers	Full Powers	NIL	NIL	NIL	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
Note : Up to a period of one year without Finance concurrence.									
17	To sanction rewards to non-gazetted staff & members of RPF and Public :								
17.1	For Suggestions and innovations	RB's L/No. F(X)II-2010/PW/2 dated 11/10/2010 Item 10 (b)	Full Powers up to Rs.3000/- for individual case subject to annual ceiling limit up to Rs.1.5 lakh	Full Powers up to Rs.3000/- for individual case subject to annual ceiling limit up to Rs.1 lakh	NIL	NIL	NIL	NIL	
17.2	Other cases of Meritorious work	RB's L/No. F(X)II-2010/PW/2 dated 11/10/2010 (Item 28)	Upto Rs.2500/- in each individual case and Rs.5000/- as group award subject to annual ceiling limits upto Rs.2 lakhs	Upto Rs.1500/- in each individual case and Rs.2500/- as group award subject to annual ceiling limits upto Rs.1 lakh	Upto Rs.1000/- in each individual case and Rs.2000/- as group award subject to annual ceiling limits upto Rs.50,000/-	NIL	NIL	NIL	
18.	Countersignature of Travelling Allowance Journals	Rule 1697 IREC Vol.I (1987)F(E)/I/2003/AL-8/3 dt.20.11.03 (RBE 196/2003)	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
19	Service Records :								
19.1	Alteration of recorded date of birth of Group 'C' and 'D'	Rule 225 of IREC Vol.I (2003)	Nil	CPO /Con full powers for all Deptt.	Nil	Nil	Nil	Nil	
19.2	Permission for change of name in Original Records including Service Registers subject to compliance of the prescribed procedure.	Paras 1201 and 1202 of IREM Vol. 1989 Edition	Full powers	Full powers	Full powers	Nil	Nil	Nil	
19.3	Reconstruction of Service Registers with available records in consultation with finance	E(NG)60 PTN 1/3 dt.28.3.60 as amended from time to time	Full powers	Full powers	Nil	Nil	Nil	Nil	
Note : On the basis of recommendation of three Deputy HOD									
19.4	Reconstruction of Service Registers on the basis of affidavits when no records are available	E(NG)60 PTN 1/3 dt.28.3.60 as amended from time to time.	Nil	Nil	Nil	Nil	Nil	Nil	
Note : On the basis of recommendation of three Deputy HOD									
20	Provisional payment of Wages/Salary as admissible	1103 of General Admn. & Finance Code-1991	Full powers	Full powers	Full powers	Nil	Nil	Nil	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
21	Grant of permission to Group C & D staff for transactions in respect of acquisitions or disposal of any immovable & or movable property.	Rule 2/18 of Railway Service (Conduct) Rules, 1966	Nil	CPO/Con full powers for all departments	Nil	Nil	Nil	Nil	
22	To determine the rate of travelling allowance to an outsider attending Departmental Enquiry	1696 of IREC Vol.II (2005)	Full powers	Full powers	Full powers	Nil	Nil	Nil	
23	Grant of House Building Advance as admissible	1132 IREM Vol.I (1989)	Full powers	Full powers	Full powers	Nil	Nil	Nil	
23.1	Sanction of Motor cycle/Scooter/ Cycle advance as admissible	Rule 1106-1107 IREM Vol.I (1989)	Full powers	Full powers	Full powers	Only for Cycle advance	Nil	Nil	
23.2	Sanction of Motor car advance as admissible	Rule 1105 IREM Vol.I (1989)	Full powers	Full powers	Nil	Nil	Nil	Nil	
24	To authorize a Railway Servant to proceed on duty to outside the Zonal Railway	Board's letter No.F(E) 68/PW 5/1-1 dt.03.4.69	Full powers	Full powers	Full powers	Full powers	Nil	Nil	
25	Pension and Related Payments :								
25.1	To sanction Pension/Gratuity and Commutation of Pension	Rule-89 of Railway Services (Pension) Rules 1993 (Chapter-VIII)	Full powers	Full powers	Full powers	Full powers	Nil	Nil	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
25.2	Grant of payment of cash equivalent of unutilized Leave on Average Pay on retirement.	Rule-549, 550 R-I (2008)	Full powers	Full powers	Full powers	Full powers	Nil	Nil	
25.3	Grant of encashment of LAP to serving staff as admissible	RB's letter No.F(E)III/2008/LE-1/4 dated 29.10.2008	Full powers	Full powers	Full powers	Full powers	Nil	Nil	
26	Composite Transfer Grant :								
26.1	To sanction Composite Transfer Grant up to a period of 6 months	Rule 1643 III of IREC Vol.II 2005	Full powers	Full powers	Full powers	Full powers	Nil	Nil	
26.2	Belated claims (a) For Serving employees beyond 6 month. (b) For retired/deceased employees within 2½ years	a) Rule-1643(III) IRE (Vol.II/2005) b) RB's L/No. F(E)I/2003 AL-28/1 dt.4.4.03	Up to 1 year	Up to 1 year	Up to 1 year	Nil	Nil	Nil	
27	Condonation of delay for non-insurance of flat/house, purchased/built out of House Building Advance.	RB's letter No.F(E) Spl.94/ADV/3 /7 dt.13.10.95	Up to 2 years	Up to 2 years	Nil	Nil	Nil	Nil	

SCHEDULE OF POWERS ON ESTABLISHMENT NON-GAZETTED MATTERS

Item No.	Particulars of Items	Authority	Powers delegated to officers of Construction Organization both in HQ & Field Unit						Remarks
			PHOD	CHOD	HOD	SG/JAG	Sr. Scale	Jr.Scale	
1	2	3	4	5	6	7	8	9	10
28	Sanction for expenditure in connection with Training courses, seminars, symposia, in non Railway institutions within India	RB's L/NoF(X)II-2010/PW/2 dt.11/10/2010 (item No.25) as amended vide RB's L/No.F(X)II-2006/PW/18 dt.20.8.2008	Full powers with pro-rata registration fee upto Rs.4000/- per day subject to maximum of Rs.25000/-	Full powers with pro-rata registration fee upto Rs.4000/- per day subject to maximum of Rs.25000/-	Nil	Nil	Nil	Nil	Subject to Annual ceiling limit of Rs. four lakhs for whole of construction organization
29	Waiver of cost of Training in cases of staff joining Government/Public Sector Undertakings.	RB's letter No. F(X)II-2010/PW/2 dt.11/10/2010 (Item 24)	Full powers	Full powers	Nil	Nil	Nil	Nil	
30	Sanction of Payments to Railway Advocates or to other pleaders on Establishment cases.	GM(P)/MLG's L/No.E/170/L C/RA's bill/01 dt.01/03-01-02	Up to Rs.25,000/- in each case	Up to Rs.25,000/- in each case	Up to Rs.15,000/- in each case	Up to Rs.10,000/- in each case	Nil	Nil	
31	Approval of Booking of staff on duty outside the railway		Full powers	Full powers	Full powers	Full powers	Nil	Nil	

CHAPTER - VI

GENERAL MANAGER'S POWERS

w. e. f. – 01.02.2014

*(Authority : Memorandum No. 28(W)/2014
Circulated under No. W/548/CON/Pt.V dated 11.03.2014)*

POWERS OF GENERAL MANAGERS OF INDIAN RAILWAYS

(Railway Bd's letter No.F(X)II-2010/PW/2 dt. 11.10.2010)

ADVANCE CORRECTION SLIP NO. 69 FINANCIAL CODE VOL.I - 1982 EDITION (REPRINT 1998)

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

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

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

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

R U L E S

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 posts 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 sales/M&P estimates.
Note : Temporary/Workcharged post/posts in JA Grade, Senior Scale, Junior Scale, or class II specifically provided for in a Construction/Survey /M&P/Scrap sales estimates 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 incumbent 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.3,000/- in each individual case for Zonal Railways and Production units and Rs.5,000/- in each individual case for RDSO.(Authority Board's letter **No. F(X) II-97/PW/4 dt. 5.5.98** (Corrigendum).
- (e) To the acceptance of honorarium by a Gazetted Railway Servant in excess of 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 Rs.6,750/- (Rupees Six thousand seven hundred and fifty only) in a year. (Authority: Board's letters **No.F(X) II-94/PW/3 dt. 28.11.96 and F(X) II-2008/PW/6 dtd 15-10-2009 & 25/04/2013**).
- Note: (i) General Manager may grant to an Officer upto and including SA Grade in addition to his pay, special pay limited to 10% of the presumptive pay of the additional post when he holds charge of another post in addition to his own, provided the additional charge is held for a period exceeding 45 days but not exceeding six months in the case of Officers upto and including JA grade, and three months in the 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 dtd. 29.12.94, F(E) Spl.98/FR/1/1 dt. 28.01.2000 & F(E)/Spl-2009/FR/1/3 dtd.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 instruction 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.

Note : Where the honorarium is recurring the limit of Rs.15,000/- applies to the total amount paid in a financial year. (Authority: Bd.'s L. **No.2011/ F(X) II/5/10 dt. 29.12.2011**).

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

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

Note : The powers indicated in 10(c) may be re-delegated to DRMs upto Rs. 2,500/- in each case.
(Authority: Bd.'s L. **No. F(X) II/2008/PW/6 dt. 16.01.2009**).

(C) GENERAL : GAZETTED AND NON - GAZETTED STAFF

11. To the grant of advances otherwise than as authorized under general rules and orders.

12. To the grant of leave otherwise than as admissible under the rules.

13. To the deputation of a Railway servant out of India.

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

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

Note : DG/RDSO may however grant ex-gratia payment of bonuses or rewards upto Rs.5,000/- each for such inventions. (Authority: Bd.'s L. **No. F(X) II/93/PW/2 dt. 8.7.93**).

15. To the grant of rewards for detection and/or apprehension of offenders in a criminal case in excess of 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) Who incurs such expenses in defending legal proceeding instituted against him in respect of acts done or purported to have been done in the execution of his duty either by an outsider or at the instance of the Railway Administration or with the specific sanction or under the specific order of the State Government or the Central Government.
17. To the purchase of a motor-car, motor-cycle or motor boat or any other vehicle.
- Note :* (1) The General Manager may hire vehicles subject to existing instructions of Board, as modified from time to time. Authority : Bd.'s **L.No. F(X)II-2006/PW/11 dt. 15.05.2007 & 28-05-2008**.
- (2) Before hiring of a vehicle is sanctioned, it should be certified that the demand cannot be met by transfer from one of the works on hand or completed.
18. To the payment of compensation in case of Railway accidents other than those awarded by Railway Claims Tribunal to the dependants of Railway employees killed or to Railway employees injured in accidents caused by the working of trains or Railway engines provided that the death or injury was met with in the discharge of their duties otherwise than due to their own negligence or willful action, in excess of a maximum of 24 months' emoluments of the Railway employee.
- Note :* (1) In the case of persons to whom the Workmen's Compensation Act applies, compensation shall be paid under this rule only if the authority competent to sanction compensation considers that more liberal treatment than that given by the Act is necessary. The compensation so paid shall not, inclusive of the compensation payable under the Act, exceed the amount admissible under this rule.
- (2) The term 'emolument' means monthly average of emoluments as defined in Para 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.
- (Bd.'s L. No. **F(X)II-2003/PW/10/Pt.II dt. 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 dependent of a Railway employee in the event of his/her death arising out of injuries sustained in the execution of his/her duty.
21. To the payment of medical charges otherwise than as authorised under general rules or orders.
22. To permit a Railway servant below the rank of junior Administrative Grade to travel by Air on duty.

Note – Grant of permission by the General Manager to the 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, Chief Administrative Officer, COFMOW/New Delhi, DCW/Patiala & MTP/Chennai may also exercise these powers with the personal concurrence of FA&CAO. (Bd.'s L. No. F(X)II-2003/PW/6 dt. 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 on 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 course, seminars, symposia in Non-Railway Institutions in excess of Rs.20 lakhs in a year for Zonal Railways and Rs.8 lakhs in a year for production units.

Note: (i) The overall registration fee however, should be subject to a maximum of Rs.25,000/- 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. (RB's L.No. F(X) II-2006/PW/18 dt. 20.08.2008).

D) Payments to persons other than Railway Employees:

26. To the refund of fare and freight, otherwise than in accordance with relevant 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.10,000/- in each case.

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

28. (a) To the grant of rewards in excess of Rs. 5,000/- in each case.

(b) To the grant of reward in excess of Rs.15,000/- in each case to 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.2,500/- in each case.

(Authority: Bd.'s L. No. F(X) II/2008/PW/6 dt. 16.01.2009).

29. (a) To the incurrence of expenditure on each ceremonial occasion in excess of Rs.25,000/-.

(b) To the incurrence of expenditure on important functions which are attended by President/Prime Minister/Minister of Railways in excess of Rs.5 lakhs in each case.

Note: (1) The powers under item 29 will be exercised by the General Manager subject to an annual ceiling of Rs.10 lakhs for production units and Rs. 20 lakhs for Zonal Railways.

(2) The powers under item 29 (a) will cover the expenditure on Railway Week celebration also, the limit for which will be Rs.25,000/- for a Zonal Railway/Production Unit as a whole. (Authority: Bd's letter No. F(X) II-2004/Exp/6 dt. 9/5/2005).

(3) The powers under item 29 (a) is also applicable to ceremonies organized to celebrate Republic Day and Independence Day.

(Authority: Bd's letter No.E(G)2010/ENT-1-1 dt. 19/04/2012)

30. (a) To the incurrence of expenditure in engaging/obtaining consultancy services from outside bodies in excess of Rs.25 lakhs in each case or in excess of Rs.1.5 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.50 lakhs in each case or in excess of Rs.2.5 crores in a year for Zonal Railways, Production Units & RDSO.

Notes :

(i) These powers will be personally exercised by the General Manager and will not be re-delegated further. It may be ensured that no contracts are awarded by the Railways for activities which can be carried out in-house.

- (ii) Details of Consultancy Contracts awarded by each Zonal Railway 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/Govt. approved and has sufficient experience in the relevant field.
- (vii) Notwithstanding the provisions of the Note 1 above, PCE/CE(Co-ord) of the Zonal Railways can award consultancy contracts upto a limit of Rs.5 lakhs per case with the annual ceiling limit of Rs.10 lakhs. These powers will be exercised by PCE/CE(Co-ord) with the personal concurrence of FA&CAO/FA&CAO(C).

(RB's L. No.F (X) II-2006/PW/3 dt. 27.2.2006).

- (viii) These powers can be delegated to DRMs also upto Rs.50,000/- per case subject to annual ceiling of Rs.1 lakh. These powers will be exercised by DRMs in consultation with Associate Finance. In the Tender Committee, JAG/SG level officers may be nominated. In case where JAG/SG level officers are not available from Finance side in the Division, DFM may be nominated as Finance Member of the Tender Committee. **(Authority : Bd.'s L. Nos. F(X)II-2006/PW/3 dt. 16.05.2006 & F (X) II-2006/PW/13 dt. 09.08.2006).**

(ix) Powers of CAO (C) to award Consultancy Contracts :

CAO (C)s can award Consultancy Contracts upto a limit of Rs.25 lakhs per case with annual ceiling limit of Rs.1.5 crores with the personal concurrence of FA&CAO/FA&CAO(C). **These powers of CAOs will be in addition to and separate from the powers delegated to General Managers.** Also, the level of Tender Committee shall be SAG.

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

(RB's L. No.F (X) II-2006/PW/3 dt. 27.02.2006 & RB's L. No. F (X) II-2006/PW/17 dt. 18.10.2006).

- 31. (a) To the filing or defending of an appeal in the Supreme Court.
- (b) To the engagement of a Railway Counsel on scale of fees higher than that prescribed by Ministry of Law and Justice.
- (c) To the engagement of Counsel at more than 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, dtd. 29.5.2000**).

(b) To the payment of arbitration fees to the Retired Railway officers in excess of Rs.75,000/- per case.
(Board's letter **No. F(X)II-2008/PW/6 dtd.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. (Authority : Board's letter **No.F(X)II-2007/PW/5 dtd. 23.05.2007**)

Note: (i) The General Manager will have full powers for payment of fees to surveyers engaged for the assessment of the value of damaged consignments.
(ii) 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).
(Authority Railway Bd.'s L. No. F(X)II-2000/PW/2 dtd. 23.1.2001) | Upto Rs. 4 lakhs in any single case. |
| (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 informed of the details

- i) Where payment to a contractor as a result of the arbitrator's award exceeded by more than Rs.50,000/- of the amount considered due by the Railway Administration before the arbitration proceedings began;
- ii) Where deficiencies in the General conditions of contract or of procedure laid down by the Railway Board came to light.

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

E) Expenditure on works not wholly chargeable to Ordinary Working Expenses:

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

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

Sanction of works:

38. To the incurrence of expenditure on New Lines, Gauge Conversion, Railway Electrification works, Metropolitan Railway Projects, Computerisation, setting up of New Production Units, or Rolling Stock or Surveys not provided in the sanctioned budget for the year or carried forward from the sanctioned budget of the previous year.
39. To the incurrence of expenditure on other works not provided for in the sanctioned budget or carried forward from the sanctioned budget of any previous year, except -
- (a) Works/M&P under Lumpsum Provision –
- (i) Works under the Plan Head ‘Road Safety works – Road Over/Under Bridges’ – Costing less than Rs.2.5 crores each.
 - (ii) Works under the Plan Head ‘Passenger and Other Users’ Amenities’ – not more than Rs.2 crores each.
 - (iii) In respect of existing Railways' Schools, Hospitals, Dispensaries, Institutes, Officers’ Club, Rest houses and Holiday homes - not more than Rs.20 lakhs in each case.
 - (iv) Other works costing not more than Rs.1 crore each.
 - (v) Machinery and plant - costing not more than Rs.10 lakhs each for Zonal Railways and not more than Rs.30 lakhs each for Production Units. However, in respect of electronic in-motion weigh bridges, General Managers of Zonal Railways are empowered to sanction upto Rs.15 lakhs in each case. The powers to sanction electronic in-motion weigh bridges can not be re-delegated and shall be exercised personally by General Managers with the concurrence of FA&CAOs. Provided that the total lumpsum provision made in the budget for such works is not exceeded.

Note :

- i) Despite the provisions of items Nos. 37 and 38 above, General Managers can sanction works upto Rs.50 lakhs per case in Plan Head 17 under List of Approved Works for replacement of overaged PRS/UTS/UTS – cum – PRS and FOIS equipments such as monitors, terminals, keyboards, printers, UPS etc. installed in the project (one on one basis, i.e. no new items). 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 personal concurrence of FA&CAO and personal approval of General Manager.
- ii) It is reiterated that powers for Software Development have not been delegated to Railways and the proposals regarding them shall continue to be sent to Railway Board for further processing and approval.

(b) **Out of turn Works**

- (i) Works under the Plan Head 'Road Safety works – Road Over/Under Bridges' – Costing less than Rs.2.5 crores each.
- (ii) Works under the Plan Head 'Passenger and Other Users' Amenities' – not more than Rs.2 crores each.
- (iii) In respect of existing Railways' Schools, Hospitals, Dispensaries, Institutes, Officers' Club, Rest houses and Holiday homes - not more than Rs.20 lakhs in each case subject to the provision that the funds required for such works as provided in the sanctioned budget for works in these categories are not exceeded.
- (iv) Other works costing not more than Rs.1 crore each.

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

- Note:
- i) For Passenger Amenities Works, emphasis should be on creation of amenities of durable and lasting nature and funds should not be frittered away on provision of superficial items like furnishings and furnitures, etc.
 - ii) DRMs may sanction works under the Plan Head 'Passengers and Other Users' Amenities' upto Rs.1crore in each case under item 39.
(Bd's letters No..F(X)II-2008/PW/7 dtd 05.12.2008, 30.07.2009, 27.08.2009, 11.01.2010, 16.02.2010, 30.03.2010 &.F(X)II-2009/PW/3 dtd. 16.03.2009)

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

- (a) To the sanction of detailed estimates / revised estimates for works originally sanctioned at the time of inclusion in the budget at a cost more than Rs.100 crores and also where the excess over the abstract cost is not within the General Manager's competence as indicated vide item No.40(1) (b) below:
- (b) To an excess over estimated cost as entered in the sanctioned budget:
 - i) Increase in the cost due to escalation – More than 100% of the original estimate (abstract cost).
 - ii) Increase in cost due to reasons other than escalation – More than 20% of original cost or Rs. 20 crores, whichever is less.

Note:

- (i) The change in scope of work shall be governed by powers for material modification given in item No. 49.
- (ii) Personal approval may be obtained at the level of General Manager with the personal concurrence of FA&CAO/FA&CAO(C) in cases of estimates where original cost of work is above Rs.50 crores but below Rs.100 crores in each case.

- (iii) These are the overall variations on the original sanctioned cost as included in the Budget and cannot be exceeded even if more than one revised estimate is sanctioned.
- (iv) This delegation will not affect rules in force regarding material modification.
- (v) For variation exceeding the above limits, approval of Board will be required. In such cases, proposals may be sent to Board with personal concurrence of FA&CAO/FA&CAO(C) and personal approval of General Manager along with a detailed variation statement and a suitable explanatory note.
- (vi) Under the Planhead 'Computerization' General Managers can sanction detailed/revised estimates/excess over estimates only in the following cases :
 - (i) In respect of UTS projects sanctioned in the year 2007-08 as per instructions contained in Board's letters **Nos. 2006/C&IS/WP 2007-08/AZR/UTS/10/Pt. dt. 27.11.2007, 16.04.2008 & 18.06.2008.**
 - (ii) In respect of works sanctioned by GMs under List of Approved Works under Note (i) to the item No. 39 (a) GMs can sanction detailed/revised estimates or excess over estimates for these works so long as the revised cost is within Rs.50 lakh in each case.
 - (iii) In respect of works for setting up of UTS, not covered under (a) above and PRS: After the lumpsum cost and the location are decided by Board, General Managers can sanction detailed/revised estimates or excess over estimates for these works within the lumpsum cost decided by Board.
(Board's letter **No. F(X)/II-2009/PW/3 dtd.30.10.2009 & 24.06.2010**)

(c) To the sanction of track renewal estimates where the excess is not within the General Manager's competence as prescribed in sub-item 40(1)(b).

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

- (a) Increase in cost due to price escalation - More than 100% of original estimate or Rs.1 crore, whichever is less.
- (b) Increase in cost due to reasons other than price escalation - More than 10% of original estimate or Rs.25 lakhs, 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) There are the overall variations with respect of original sanctioned cost is included in the Budget at the time of sanction and cannot be exceeded even if more than one revised estimate is sanctioned. (Authority: Board's letter **No. F(X)/II-2006/PW/17 dtd.24.05.2007 & F(X)/II-2007/PW/4 dtd.09.03.2010**)

40(3)

Surveys:

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

Note: (i) General Manager can sanction survey estimates provided the surveys are included in the sanctioned budget and approved yardsticks are followed while remaining within the amount indicated in the budget.

(ii) This delegation does not apply to works which do not have necessary procedural approval.

(Authority : Bd.'s L. **No. F(X)II-2000/PW/2 dt. 27.6.2000**)

40(4)

Lumpsum Works:

(i) To incur expenditure on lumpsum works provided in the sanctioned budget for the year or carried forward from the sanctioned budget of any previous year in excess of the total lumpsum provision for such works in the sanctioned budget.

(ii) To sanction excess over estimates of works sanctioned under item No. 39 in cases where percentage variation is beyond the competence of the General Manager in terms of Rule 40(1) (b).

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

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

(Authority : Board's letter **No. F(X)-II-2006/PW/12 dated 10/08/2006.**)

40(5)

Part Estimates: To sanction Part estimate costing above 2% of the total value of the work, as originally sanctioned in the Budget.

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

ii) The detailed estimates 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.

(RB's L. **No.F (X) II-2006/PW/17 dt. 18.10.2006, F(X) II-2006/PW/17 dt. 04.12.2006, 2007/CE-I/CT/18 dt 07.03.2008 & F (X) II-2010/PW/1 dt 25.03.2010**)

F. Miscellaneous

41. To the sale of -
(a) Any portion of a Railway line,
(b) Any item of authorised rolling stock or
(c) Any other Railway asset costing over Rs.3 lakhs.
42. To the dismantling or otherwise permanently closing to public traffic of any existing open line section.
43. To the alteration of or departure from the terms of contracts with Branch or worked lines.
44. To the write off of irrecoverable losses of cash, stores, tools and plant.
(i) Exceeding Rs.1 lakh in value when a Railway employee is in any way responsible for the loss.
(ii) Exceeding Rs.2 lakhs 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) Inefficient balances under Suspense Heads not exceeding Rs.1 lakh can also be written off by the General Manager.
45. To the incurrence of expenditure in excess of Rs.40,000/- per year in connection with the entertainment of distinguished visitors, i.e. distinguished official or non-official personages, representatives of foreign technical associates, foreign technical experts, representatives of Trade and Industry including overseas companies. (Authority: Board's letter **No. F(X)/II/2000/PW/2 dtd. 27.6.2000**).
46. Except in accordance with the rules contained in the Indian Railway Codes or any general or special orders issued by the Railway Board -
(i) To the construction of an assisted siding
(ii) To the acquisition, lease or disposal of land.
47. (i) To enter into contracts in respect of sanctioned works in excess of Rs.100 crores for each contract. (Works Contracts).
(ii) To enter into contracts in respect of purchase of stores in excess of Rs.50 crores for each contract. (Stores Contracts).
(Authority : Bd.'s L. No. **F(X)II-2006/PW/14 dt. 26.9.2006** , **F(X)II-2007/PW/4 dt. 14.11.2007**)
48. To the grant of advances to contractors -
i) Mobilisation advance in excess of 10% of the contract value.

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

Note: All advances mentioned above shall be subject to levy of interest charges at the rate of 12% or as prescribed by the Railway Board. (Bd.'s L. **No. F(X) II-97/PW/4 dt.5.5.98 & 2007/CE-I/CT/18 dt 07.03.2008**).

49. To any material modification estimated to cost over Rs.1.5 crores each.

Note:

- (i) Total value of Material Modifications in a work should not exceed Rs.5 crores or 5% of the value of the work whichever is less.
- (ii) The excess or the revised cost of the estimate does not go beyond the General Manager's power of sanction.
- (iii) A Material modification estimated to cost more than Rs.50 lakhs but below Rs.1.5 crore should be certified and sanctioned personally by Financial Adviser & Chief Accounts Officers and General Managers.
- (iv) Material Modifications which are beyond the competence of General Manager should be sent to Board with the personal approval of FA&CAO and General Manager.

(RB's L. **No. F (X) II-2006/PW/17 dt. 18.10.2006**)

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

- (a) To a Railway employee undergoing treatment as indoor patient in Railway or non-Railway Government hospital for any diseases other than tuberculosis or leprosy or mental disease when the employee's basic pay is not more than Rs.7820/- 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.11540/- 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.11540/- per month.

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

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

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

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

51. To the institution of legal proceedings against a newspaper for publishing false and damaging articles against the Railway Administration.
52. To the supply of electricity to outsiders except under the following conditions:
- (i) The provisions of the Electricity Act are not infringed;
 - (ii) Such supply does not cause any extra outlay either immediate or contingent.
 - (iii) The supply can be made without any inconvenience to the railway and after its full needs have been met;
 - (iv) The rates charged allow for profit after taking into account all costs of production, direct and indirect and are above the rates supplied to Railway employees, and
 - (v) The Railway should have power to discontinue the supply without notice and without compensation.
53. To any alteration in the existing cash and pay arrangements.
54. To the introduction of new designs for goods and coaching stock sanctioned for construction during each financial year irrespective of whether the stock is to be built to existing, sanctioned or new designs.
55. To changes, alterations or modifications in the design, layout or equipment of the existing rolling stock and marine vessels involving:
- (a) Infringements of the schedule of maximum and minimum running dimensions unless previously sanctioned.
 - (b) Decrease in the revenue earning capacities of coaching and goods vehicles and marine vessels, such as alterations in the class or seating capacity of coaching vehicles and marine vessels and a permanent decrease in the relationship between gross load and tare in the case of goods vehicles.
 - (c) Conversion of public service vehicles into Railway service vehicles and vice versa and material modifications (such as alterations in the wheel arrangements etc. in existing Railway service vehicles.)
 - (d) The introduction of new facilities, fittings and equipments for the travelling public where such have not previously had the approval of the Board e.g. cooling arrangements in carriages electric fans in second class compartments, variation 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.

ANNEXURE - I

FURNITURE ENTITLEMENT

w. e. f. – 01.02.2014

*(Authority : Memorandum No. 28(W)/2014
Circulated under No. W/548/CON/Pt.V dated 11.03.2014)*

ANNEXURE-I

Sl No.	Particulars of Items	CAO	SAG	SG/JAG	Sr./Jr Scale	Supervisors , incharges & others	Remarks
1	Executive Table Godrej/Similar	Up to Rs.60000/-	Up to Rs.37000/-	Up to Rs.33000/-	Up to Rs.32000/-	Up to Rs.15000/-	One
2	Executive Chair Godrej/Similar	Up to Rs.44000/-	Up to Rs.16500/-	Up to Rs.13,500/-	Up to Rs.7300/-	Up to Rs.6500/-	One
3	Visitors Chair	Rs. 6500/- each	Rs. 6500/- each	Up to Rs.6500/- each	Up to Rs.4300/- each	Up to Rs.3000/- each	6 nos for PHODs,4 nos. for other officer & 2 nos.for supervisor & incharges
4	Steel Almirah Godrej/Similar	Up to Rs.20000/-	Up to Rs.20000/-	Up to Rs.20000/-	Up to Rs.20000/-	Up to Rs.20000/-	One
5	Book Shelf	Up to Rs.20000/-	Up to Rs.20000/-	Up to Rs.20000/-	Up to Rs.20000/-		One
6	Sofa Set with Centre Table	Up to Rs.80000/-	Up to Rs.60000/-	Up to Rs.50000/-	Nil	-	One Set
7	Television Colour	Rs.40000/-	-	-	-	-	One
8	Fridge (100 litres) Godrej or similar	Rs.11000/-	-	-	-	-	One
9	Carpet	Rs.350/- per sq. ft.	Rs.300/- per sq. ft.	Rs.250/- per sq. ft.	-	-	As per room size
10	Computer (with TFT monitor)	Up to Rs.40,000/-	Up to Rs.40,000/-	Up to Rs.40,000/-	Up to Rs.40,000/-	Up to Rs.40,000/-	One
11	Printer	Up to Rs.10,000/-	Up to Rs.10,000/-	Up to Rs.8,000/-	Up to Rs.8,000/-	Up to Rs.6,000/-	One
12	Fax	Up to Rs.7,000/-	Up to Rs.7,000/-	Up to Rs.6,000/-			One
(Note: Instructions contained in Railway Board's letter No.2006/C&IS/OTH/Laptop/14 dated 20.09.2006 regarding 'Procurement of Laptop' to be followed in respect of Computer)							

Sl No.	Particulars of Items	CAO	SAG	SG/JAG	Sr./Jr Scale	Supervisors , incharges & others	Remarks
13	Computer Table with chair	Up to Rs.14000/-	Up to Rs.13000/-	Up to Rs.12000/-	Up to Rs.11000/-	Up to Rs.8000/-	One
14	Tea Set	Up to Rs.2500/-	Up to Rs.2500/-	Up to Rs.2000/-	Up to Rs.1500/-	-	One Set
15	Flower Vase	Up to Rs.1000/- each	Up to Rs.750/- each	Up to Rs.500/- each	Up to Rs.300/- each	-	Two
16	Pen Stand	Up to Rs.1000/- each	Up to Rs.750/- each	Up to Rs.500/- each	Up to Rs.300/- each	-	One
17	Crockery	Up to Rs.7000/-	Up to Rs.5000/-	Up to Rs.4000/-	Up to Rs.3000/-	-	
18	Window Curtain/V.Blind	Rs.3000/- Rs.5000/-	Rs.3000/- Rs.5000/-	Rs.3000/- Rs.5000/-	Rs.3000/- Rs.5000/-	-	
19	Thermos Jug	Up to Rs.1000/-	Up to Rs.800/-	Up to Rs.600/-	Up to Rs.400/-	-	One
20	12-digit Calculator	Up to Rs.500/-	Up to Rs.500/-	Up to Rs.500/-	Up to Rs.500/-	Up to Rs.500/-	One
21	Foot Board	Up to Rs.500/-	Up to Rs.500/-	Up to Rs.500/-	Up to Rs.450/-	-	One
22	Electric Kettle	Up to Rs.1,500/-	Up to Rs.1,500/-	Up to Rs.1,500/-	Up to Rs.1,500/-	-	One
23	Cervical Stand (as per requirement)	Up to Rs.5,000/-	Up to Rs.5,000/-	Up to Rs.5,000/-	Up to Rs.5,000/-	-	One
24	Engagement Board	Up to Rs.10000/-	Up to Rs.8000/-	Up to Rs.6000/-	Up to Rs.5,000/-	Up to Rs.4000/-	One

Provision of furniture in Officers' Rest house

(Figures in Rs.)

Sr. No.	Items	Zonal/Divisional Officer's Rest House			Road side Officer's Rest House			Subor-dinate Rest House
		AC/VIP Rooms	Other Rooms	Common Area	AC/VIP Rooms	Other Rooms	Common Area	
1	Double bed with bedside table	45000/-	35000/-	--	45000/-	30000/-	--	15000/-
2	Sofa 3 seater with center table	60000/-	50000/-	50000/-	60000/-	--	--	--
3	Dressing Table with stool	10,000/-	8000/-	--	10000/-	7000/-	--	--
4	Television (colour)	40000/-	30000/-	40000/-	40000/-	30000/-	40000/-	-
5	Fridge (195 lit)	20000/-	--	--	--	--	--	--
6	Fridge (165/300 lit)	--	--	30000/-	--	--	20000/-	--
7	Recreation + Dining table with 6 chairs	--	--	45000/-	--	--	40000/-	--
8	Electric Tea kettle, cup saucers (4nos), spoon (4 nos)	2000/-	1500/-		2000/-	--	--	--

Sr. No.	Items	Zonal/Divisional Officer's Rest House			Road side Officer's Rest House			Subor-dinate Rest House
		AC/VIP Rooms	Other Rooms	Common Area	AC/VIP Rooms	Other Rooms	Common Area	
9	Air Conditioner (1.5 / 2 ton)	30000/-	--	--	30000/-	--	--	--
10	Window Curtain/ Vertical/HorizontalBlind Window Curtain (Size 80" x 50") (two curtains per window) Vertical/Horizontal Blind (Size 80" x 80") (The cost will vary depending upon the size of the window)	3000/-	3000/-	--	3000/-	3000/-	--	3000/-
		5000/-	5000/-		5000/-	5000/-		5000/-
11	Acqua guard	--	--	15000/-	--	--	15000/-	15000/-

12	Chairs (2 nos,)	@ 6000/ chair	@ 5000/ chair	--	@ 6000/ chair	@ 4000/ chair	--	@ 3000/ chair
13	Cupboard (1 No.)	25000/-	22000/-	--	22000/-	22000/-	--	16000/-
14	Dinner Set	--	--	4000/-	--	--	3000/-	3000/-
15	Sofa cum bed ; * 1 per suite	30000/- * (for tourist places like Darjeeling , Gangtok etc.)				--		
16	One basic table and two chairs in the Rest House rooms for subordinates	Approximate cost of basic table (3' x 2') – Rs.4000/- Approximate cost of plastic moulded Chair with arm CH-18-VIP make 'Modernna or Similar' – Rs.1200/- each						

1. The following offices have been approved as areas of exceptions:
 - a) CPRO's office where he has to deal with journalists and members of public should have in addition to the above furniture a full Sofa Set, Cushioned Chairs for the Visitors and Colour Television.
 - b) Secretary to GM's chamber.
2. Secretary to PHODs in Jr. Scale and above and Asstt. Secy. (G) to GM should get the same furniture as recommended for JA Grade officers. They should have additional visitors' chairs, telephone tables and filing cabinet.
3. The above rates are ***excluding taxes subject to increase in rates up to 5% per annum for a period of 3 years after which cost should be reviewed. Increase above 10% will be allowed only with prior finance concurrence. Negative variation can be up to any extent.***

Note:

- (i)
 - (a) The scale of furniture recommended shall be provided only after the existing furniture has been declared unserviceable on age-cum-condition basis and for this purpose, a survey committee comprising of Jr Scale officer of Store,finance and concerned department (who will be the Convenor) is to be nominated with the approval of CAO(C).
 - (b) If any officer of the survey committee is not available, then another officer of the same level and department is to be nominated.
 - (c) The Survey Committee for Condemnation of furniture will be required only for condemnation on a large scale (i.e. condemnation of complete office furniture). For condemnation of furniture of individual officers, the same may be done as per provisions laid down in the SOP on age-cum-condition basis, with competent authority's sanction, directly by the concerned departments, without processing through Survey Committee.
 - (d) Dead Stock Register should be kept ready with complete details at the time of inspection by the Survey Committee. The Dead Stock Register should show the date of purchase, Dead Stock Serial No. (appearing in the Register and the furniture proposed to be condemned), Purchase Order details etc.
 - (e) Procurement of furniture on additional account should be with adequate justification.
 - (f) The above will be applicable only to administrative offices and rest houses and would not cover PRS centres, depots etc. For the offices not covered in this policy, the usual laid down/existing condemnation procedure may be followed.
- (ii)
 - (a) For condemnation of computers, printers and fax machines on age-cum-condition basis, a survey committee comprising of Jr Scale officer of finance, Sr Scale officer of EDP Centre and concerned department (who will be the Convenor) is to be nominated in with the approval of SAG officer.
 - (b) If any officer of the survey committee is not available, then another officer of the same level and department is to be nominated.
 - (c) Computers with old specifications (i.e. P-IV, P-III, P-II or earlier, which are more than 3 years old) may be condemned as per provisions laid down on age-cum-condition basis, with competent authority's sanction, directly by the concerned departments, without processing through Survey Committee.
 - (d) Condemnation of P-IV or higher model computers (less than 3 years old) may be processed through the Survey Committee.

- Printers over 3 years old may be condemned as per provisions laid down on age-cum-condition basis, with competent authority's sanction, directly by the concerned departments, without processing through Survey Committee.
 - Dead Stock Register should be kept ready with complete details at the time of inspection by the Survey Committee. The Dead Stock Register should show the date of purchase, Machine Sr. No., Purchase Order details, Dead Stock Serial No. (appearing in the Register and the units proposed to be condemned), details of upgradation, if any, etc.
 - Units which are not covered under warranty/AMC should only be recommended for condemnation. This should be ensured by the department concerned.
- (e) The above will be applicable only to administrative offices and rest houses.
- (f) Up gradation of PCs can be done as per the following, if proposed by the departments:
- Age of the PCs is not more than 3 years.
 - Up gradation being restricted mainly to RAM, Hard disc & Monitor. Processor to be upgraded only in very rare cases with adequate justification and clearance of nodal IT officer(DyCST/Con).
 - Proper record of upgradation should be maintained in the Dead Stock Register showing the date of upgradation, old capacity versus new capacity etc.
 - The upgraded units can be recommended for condemnation not before two years of up gradation (only if the units are not working).
 - The cost of up gradation to be restricted to not more than Rs.15,000/-.
- (iii) Pen drives can also be procured by the department directly with competent authority's sanction. No prior finance concurrence will be required for procurement of pen drives being low value item. Approval of minimum JA Grade officer is necessary for the procurement with an annual ceiling limit of Rs.10,000/- per officer.
- However, the details of procurement and utilization should be properly maintained. The cost of procurement may be restricted to Rs.300/- for 2 GB capacity, Rs.500/- for 4 GB capacity and Rs.1000/- for 8 GB capacity.
- (iv) TFT monitors, if required, by the office/department can also be considered with adequate justification, being energy efficient. However, it may be ensured that TFT monitors are maintained properly.
- (v) For networking, it may be ensured that all PCs are connected to the Railnet unless for security reasons or otherwise kept away from Railnet as per Para 5 of Railway Board's circular **No.2006/C&IS/Oth/Delegation of Powers/36 dated 10.12.2008**. In case where Railnet is not feasible, departments may explore the possibility of LAN/WAN. This may be planned in phases and finance concurrence and sanction should be as per extant rules.
- (vi) Procurement of all T&P items should be made either through the agency of Stores or through Kendriya Bhandar, Super Bazar or Govt. Emporia and payment should be made by the respective departments through Pay Order from their own funds, by maintaining an account of their own T&P items.
- (vii) Check list and Essentiality Certificate may be submitted along with the requisition.
- (viii) Associate finance concurrence will be necessary for items above Rs.5000/-.
- (ix) Powers of sanction/finance concurrence for the above items will be as per the provisions laid down in the SOPGEN.

Notes for Stores department regarding procurement

- (i) As regards furniture, Godrej or similar models have been recommended for procurement. The procurement may not strictly be restricted to these models/brands and will also depend on the choice of the officer as regards colour, size etc. and may also depend upon the size of office space. However, it should be ensured that the cost of procurement is as per these guidelines.
- (ii) The procurement of furniture, computers printers, fax machines etc. may be done by Stores department following tender procedure/Spot Purchase/DGS&D rate contracts/ etc., depending on the urgency and requirement of the department concerned.
- (iii) While doing so, it should be ensured by the Stores department that the quality of procurement is maintained and is as per the requirement of user.

While implementing the above policy, it should be ensured by the departments that there is no indiscriminate condemnation and economy measures advised by Railway Board are observed.

ANNEXURE - II

SPOT PURCHASE COMMITTEE

w. e. f. – 01.02.2014

*(Authority : Memorandum No. 28(W)/2014
Circulated under No. W/548/CON/Pt.V dated 11.03.2014)*

ANNEXURE-II

Sub: Formation of Spot Purchase Committee (SPC)

1.0 Railway Board vide their letter **No.2002/RS(G)/779/12 dated 14.12.2011** have advised Zonal Railways (COS/FA&CAO) to frame guidelines for formation of spot purchase committee which takes care of the aspect of transparency,economy etc.

2.0 Procedure:

2.1. The formation of SPC will be resorted to only in exceptional circumstances under the following situations:

- (i) Immediate purchase where requirement could not have been foreseen in advance, making detailed specifications is not considered practicable and purchase is to be made to adhere to the target.
- (ii) The standard specification is not available and visual inspection is required of the material.
- (iii) The procurement is to be made to meet aesthetic consideration ,to give an aesthetic look in office premises and lead to an environment conducive to efficient working.
- (iv) The calling of tender will result in delay in procurement of the material.

2.2. The spot purchase proposal should justify the necessity for spot purchase. It should be supported with vetted requisitions with clear description/ specification/ duly certified for funds.

2.3. Every SPC proposal should have the clearance from the PHOD/CHOD of consuming Department. It will then be routed through COS/Con and GM/Con specific approval obtained after concurrence by FA&CAO/Con. In the field units , the SPC proposal will be initiated by the concerned DyCE of consuming department. The SPC shall be nominated on case to case basis.

3.0. Committee :

3.1 There will be a minimum of 3 members in the SPC- one each from Stores, Accounts and the Indenting Department. In case user and consuming departments are not the same, a representative from the consuming department may also be included in the SPC. The user/indenting deptt member will act as the convenor of the SPC.

3.2. The committee will be as follows :

Item	User deptt	Stores	Accounts
Upto Rs 10 lakhs	Sr Scale	Sr Scale	Sr Scale
Rs10 lakhs to Rs 30 lakhs	JAG/SG	JAG/SG	JAG/SG
Above Rs 30 lakhs	SAG	SAG	SAG

3.3. The nomination of officers for the SPC will be done by the concerned HOD for SPC upto JAG/SG and CAO/PHOD for SAG committee.

4.0. Purchase :

4.1. In conducting their business the SPC shall pay strict attention to the canons of financial propriety and shall ensure that the rates of items purchased are reasonable.

4.2. The purchases are to be arranged on the spot by obtaining a minimum of 3 quotations as normally done by Stores branch in case of local purchases. Even in case of non-standard items where SPC feels that comparisons are difficult, adequate market survey should be conducted, a range of quotations obtained for similar quality to the extent possible and choice should be based on the most suitable for the best price. Justification for the choice and rate considering lifecycle of the product may be brought out clearly in the minutes of the SPC.

4.3. While obtaining quotations the SPC should endeavor to get maximum reduction in the prices of the items chosen.

4.4. The SPC should follow the guidelines regarding inspections by RDSO/ RITES, as the case may be.

- 4.5. The SPC shall draw proceedings of the purchases finalized which will be kept on the file and open for internal/Audit checks. All decisions in the matter of purchase will be taken by the SPC and no references are to be made to the higher authorities during or after the deliberations.
- 4.6. The proceeding of the SPC will be sent to COS/Con for issue of formal purchase order.

5.0 Payment & Accountal:

- 5.1. The Convenor will initiate action for preparation of pay orders. Payment to the suppliers may be paid in cash, which will be drawn in the name of convenor as one time imprest by debiting the Misc. Adv. in case of materials available off the shelves and delivery made on the spot.
- 5.2. In case the SPC is to make purchases from a place where there is no Accounts Officer of N. F. Railway, the payment Authority can be issued by the Associate Finance of the SPC in favour of Accounts office nearest to the place of purchase to avoid carrying of cash to a distant place.
- 5.3. It will be the responsibility of the convenor of the committee to clear the debit under Misc. Adv. by submitting the accounts of the money drawn by him as special imprest within a month. The unspent cash should be deposited in the cash office at the earliest.
- 5.4. In all other cases where Delivery period (DP) is allowed, payments will be made by the Associate Accounts office only after receipt of materials and proper accountal by the consignee and preferring the Bills by the suppliers. Sales Tax, ED and other charges if found admissible for payment, the committee should ensure ST registration No. and documentary evidence of payment of ED and other charges from the firm before making payment.
- 5.5. It is expected that the SPC will purchase the materials and arrange for the payment promptly. Normally the SPC should complete all the formalities including payment and taking delivery of the materials within 15 days of appointment.
- 5.6. The materials purchased will be accounted for as being done for materials purchased against regular purchase orders.

**Northeast Frontier Railway
SPOT PURCHASE COMMITTEE
PURCHASE ORDER**

(Stock/**Non-stock** Item) :

Reference of SRS for Stock Item :

Reference of requisition for Non-stock item :

Reference of authority for Spot Purchase :

To

(Name & Address of the Firm) Date of Order

With reference to your quotation No. _____ dated _____ please deliver to _____ (consignee) the under mentioned articles as per description and conditions.

Description: (PL No. to be specified in case of Stock item)

Total Quantity in figures :

Total Quantity in words :

Rates in figures :

Rates in words :

(Taxes and duties freight and other charges wherever applicable should be specified).

Delivery terms with destination

Delivery period

Inspection condition

Warranty condition

Payment terms.

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NB : The contract will be governed by the conditions laid down in Indian Railways Standard Conditions of Contract (latest edition) and General Conditions of Contract for the Stores department of this Railway and to addendum to the same subject applicable to this contract.



BOGIBEEL BRIDGE