

SCHEDULE OF POWERS
PART-E
ESTABLISHMENT MATTERS

PATIALA LOCOMOTIVE WORKS, PATIALA

PLW/PTA

भाग - एफ: स्थापना मामलों शक्तियों की अनुसूची

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PART – F: ESTABLISHMENT MATTERS

SCHEDULE OF POWERS

PLW, PATIALA

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SUB-PART-I (GAZETTED)

S.No.	Nature of Powers	PHOD/ CHOD	SAG	JAG/SG	REMARKS
1	2	3	4	5	6
1.	Grant of leave (A) (i) Casual leave	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary. 2. Powers up to the full entitlement in respect of officers working under their control. Authority: Rule 236 of Indian Railway Establishment Code (IREC) Vol. I
	(ii) Restricted holiday	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary. 2. Powers up to the full entitlement in respect of officers working under their control Authority: Master Circular No. 47
	(B) (i) Leave on average pay / Leave on half average pay (LAP/ LHAP)	Full Powers	Full Powers	JAG Full Powers up to 21 days in respect of officers under their control	1. Finance concurrence is not necessary 2. Leave sanctioned should be availed within India. 3. Competent authority's sanction for the leave encashment and equivalent leave availed simultaneously, should be advised to Gazetted Section of Personnel deptt for issue of Memorandum and onward communication to FA&CAO(EG) for accountal. 4. Any curtailment / cancellation of the leave already sanctioned should be advised to Gazetted Section of Personnel deptt for issue of Memorandum and onward communication to FA&CAO(EG) for accountal Authority: Rule 503 of Indian Railway Establishment Code (IREC) Vol. I

F20 S.No.	Nature of Powers	PHOD/ CHOD	SAG	JAG/SG	REMARKS
1	2	3	4	5	6
	ii) Encashment of Leave on Average Pay (LAP) while in service	Full Powers	Full Powers	JAG/SG Full Powers	1. Accounts concurrence is not necessary. 2. Powers up to the full entitlement in respect of officers working under their control. 3. Encashment of LAP is permitted up to a maximum of 10 days at a time. The total leave, so encashed during the entire career shall not exceed 60 days in the aggregate. 4. A balance of at least 30 days of LAP should be available to his/her credit after taking into account the period of encashment as well as leave availed of. 5. Successive encashment should fall within the block of two years (commencing from 1.9.2008). 6. Encashment of LAP, as above, is to be allowed at the time of availing of Railway Privilege Passes/ PTOs. 7. House Rent Allowance or Transport Allowance shall not be taken into account for the calculation 8. The period of leave encashed shall not be deducted from the quantum of leave encashable under Rule 550 of Estt. Code 9. Competent authority's sanction for the leave encashment and equivalent leave availed simultaneously, shall be conveyed by way of Memorandum for arranging payment. Authority: Rule 540-A of Indian Railway Establishment Code (IREC) Vol. I Bd's Lr No.F (E) III/2008/LE-1/1 dated 29.10.2008, 03.12.2008, 12.12.08 & 11.06.2009

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(C) Special Disability leave	Full Power	Full Powers	Nil	Authority: 1. Rule 552 & 553 of IREC Vol. I . 2. U.O. NO FE/15/1/Pt III. Dated 22.8.2007
	(D) Leave out of India	Full Powers	Nil	Nil	1. Accounts concurrence is not necessary.
	(E) Study leave				
	i) Leave out of India	Nil	Nil	Nil	1. Accounts concurrence is necessary. 2. Powers rest with Railway Board only.
	ii) Within India	Nil	Nil	Nil	1. Accounts concurrence is necessary. Authority: Rule 556 of IREC-Vol. I, Appendix VI (11) of IREC Vol. I.
	(F) Child Care Leave	Full powers in respect of the officers working under them.	Full powers in respect of the officers working under them.	Full powers in respect of the officers working under them.	Authority: 1. Rly Board's letter no: E(P&A) I-2008/CPC/LE-8 Dt 23.10.2008 and subsequent clarifications issued by Railway Board.
2.	Transfer of (A) Deputy Heads of Depts (Dy. HOD) including Selection Grade	Nil	Nil	Nil	1. Accounts concurrence is not necessary. 2. PHOD/CHOS to exercise powers within DMW for officers under their control. Authority: Rule 103(11) Appendix VI of IREC Vol. I and Notice No. DMW/P/R/20 dated 29.12.2014
	(B) Senior Scale (C) Jr. Scale/Asstt. Officers	Nil	Nil	Nil	
3.	Advance of pay on transfer for officers working under them	Full Powers	Full Powers	JAG Full Powers	1. Accounts concurrence is not necessary Authority: Para 1113 &1114 Indian Railway Establishment Manual (IREM) Vol. I

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
4.	(A) To accept resignation	Nil	Nil	Nil	1. Accounts concurrence is not necessary. However, concurrence is required where waival of notice period is involved. 2. Up to Sr. Scale – CAO/R 3. JAG and above – Railway Board. Authority: Rule 302 of IREC Vol. I
	(B) To accept voluntary retirement	Nil	Nil	Nil	1. Accounts concurrence is not necessary. 2. Qualifying service to be certified by Accounts before acceptance. 3. Up to Sr. Scale – CAO/R 4. JAG and above - Railway Board. Authority: Board's. Letter. No. E (P&A) I-77/RT/46 dt.9.11.77.
5	Forwarding of applications for posting outside Railways on deputation basis	Nil	Nil	Nil	1. Accounts concurrence is not necessary. 2. JAG and above –CAO/R. Authority: 1. Para 1402 Chapter XIV of IREM Vol. I 2. Board's Letter. No: E(NG)65 RL1/86/AP/1 dt.16.12.65 and E(NG)II/73/AP/2 Dt.18.5.73.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
6	(A) Dual charge arrangements (B) Sanction of dual charge allowance	Nil	Nil	Nil	Dual Charge allowance has been abolished w.e.f. 1.7.2017. it has been replaced by Additional Post Allowance in terms of Railway Board's letter No. F(E)Spl./2009/FR 1/3 (pt. 2) dated 6.3.2018. Detailed policy instructions are awaited.
7.	Counter signature of T.A journals	Full Powers including their own TA Journal	Full Powers including their own TA Journal	Full Powers including their own TA journal.	1. Accounts concurrence is not necessary. 2. Powers are to be exercised in respect of officers under their control. 3. In the case of belated claim of T.A (exceeding 60 days), to be regulated as per RBE No. 44/2018 4. In respect of retired officers to be countersigned by Dy. CPO/FA&CAO Authority: 1. Railway Board's letter No. F (E)/1/2003/AL-8/3 dated 07.01.2004 (SCNo.16/2004 dt 30.01.2004) 2. Para 1697 of IREC Vol. II

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
8.	(A) Sanction of composite transfer advance	Full Powers	Full Powers	JAG Full Powers	1. Finance concurrence is not necessary. Authority: 1. Board's Letter No. F(E)I/98/AL-28/15 dated 20.7.98.
	(B) Sanction of Composite Transfer Grant For serving officers-within 6 months and for retired officers-within 1 year	Full Powers of bill drawing office i.e. CPO/FA&CAO	Full Powers of bill drawing office i.e. CPO/FA&CAO	Full Powers up to lowest Gazetted officer incharge of Bill drawing office	1. Para 1643 IREC-II, 164/99, 67/90, 224/08, 2. At the new place of posting 3. Beyond the period of 6 months for serving officers and 1 year for retired officers, the power vests with CAO/R
9.	Waiver of overpayments of amounts for gazetted officers where such over payments were detected by Accounts/ Audit after one year.	CPO Full Powers up to Rs. 10,000/-	CPO Full Powers up to Rs. 10,000/-	Nil	1. Prior accounts concurrence is necessary. Authority: Para 1109 of General Administration and Finance Code (1991).
10.	Grant of awards/rewards for meritorious work of outstanding nature	Full Powers up to Rs 3000/- to officers up to JAG	Full powers up to Rs 3,000 to officers up to JAG		1. Accounts concurrence is not necessary. Adequate funds should be ensured. 2. For grant of awards up to Rs 5,000/- to JA Grade officers, powers rest with CAO/R 3. For grant of award up to JAG . excess of Rs 5,000/- and for grant of any award to SAG and above Officers, Railway Board's sanction is required. Authority: Item 5(d) of GM's delegation.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
11.	Permitting Gazetted staff to proceed on duty outside DMW	Full Powers	Full Powers	Nil	1. Powers with GM in respect of PHOD/CHODs. Authority: Rule 1621 of IREC-Vol. II.
12.	Advance/withdrawal from PF to Gr. A and B officers.	CPO/F&CAO Full Powers	CPO/F&CAO Full Powers	Nil	1. Powers are redelegated to DY.CPO/ Dy. FA&CAO in respect of Sr. Scale/ Jr. Scale/ Asst. Officers. Authority: Rule 922 of IREC- Vol. I.
13.	Issue of NOC for obtaining passport.	Full Powers	Nil	Nil	1. Prior vigilance clearance necessary. 2. Powers with CAO/R in respect of PHOD/CHOD Authority: Board's letter No. 95/V(C)/00/1 dt. 22.11.95.
14.	Sanction of advances for i) House Building ii) Purchase of Computer	CPO/FA&CAO Full Powers in respect of officers under their control	CPO/FA&CAO Full Powers in respect of officers under their control	Nil	Authority: 1. Para 1132 IREM Vol. I, 1989 edition 2009 reprint 2. Para 1014 IREM Vol. I, 1989 edition &1014 of IRAF 2009 reprint RB L No F(E)/III/2008/LE-I/1 Dt 29.10.2008 3. Para 1005 (a) IREM Vol. I, 1989 edition ACS No. 24 No. F(E) Spl. 95 ADV/4/1, dt 10.1.96 & 26.9.96 Note: 1. Terms & Conditions prescribed under Para 1105/1106 should also be followed.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
15.	Sanction of Pension or Service Gratuity, Retirement or Death Gratuity, Commutation of pension and leave encashment.	Full Powers up to JAG/SG`	Full Powers up to JAG/SG`	Nil	1. Powers with CPO for officers of PHOD/CHOD/SAG level. Authority: Rule 89 of Railway Service (Pension) Rules
16.	Handing over and taking over charge in cases in which several scattered works or stores have to be inspected before completing transfer of charge: Treatment of period up to a maximum period of 6 days as on duty.	Full powers up to JA Grade	Full powers up to JAG Grade	Nil	1. Accounts concurrence is not necessary.
17.	Grant of advance of TA/DA	Full powers including for themselves.	Full powers including for themselves.	Full Powers for Officers working under their control	1. Accounts concurrence is not necessary. Authority: 1. Para 1110 of IREM Vol. I
18.	To permit journey by road on duty between two stations connected by rail.	Full Powers	Full Powers	Nil	1. Accounts concurrence is not necessary.
19.	Grant of consolidated conveyance allowance	Full Powers	Full Powers	Nil	
20.	Grant of TA/DA for continuous halt of more than 30 days in accordance with codal provisions.	Full powers up to 180 days	Full powers up to 180 days	Nil	

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
21.	Permission to retain quarters on transfer, deputation, retirement, and death etc.	Full powers for allotment upto JAG/SG officers	Nil	Nil	Authority: 1. Railway Board's Ltr. No. E(G)85/Qr 1-9, Dt:15.1.90. 2. Railway Board's Ltr. No. E(G)92/PN 2-7, dt:27.08.93. 3. Railway Board's Ltr. No. E(G)98-QR1-11, Dt:22.1.99 4. Board Lr. No. E(G)2000/QRI/23/1-23, Dt:30.11.2000.
22.	(A) Permission to Gaz. Officers to attend conferences, congress or Meetings in India recognized by Railway Board on duty.	Full powers where no payment is involved	Full powers where no payment is involved	Nil	1. Where payment of fee is involved, concurrence of Finance is necessary.
	(B) Grant of Spl.CL & Spl. Passes to such conferences/ meetings recognized by Rly Board and specified in Rule 1689- IREC. Vol. II to an officer on his own request to the extent of time spent in attending the conference/ meeting.	Full powers where no payment is involved	Full powers where no payment is involved	Nil	
	(C) Grant of Special passes only in other cases on his own request to an officer.	Full powers where no payment is involved	Full powers where no payment is involved	Nil	

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
23.	Training in Non – Railway Institutions within India	Full powers to CPO with recommendation of PHOD/CHOD for officers up to JAG/SG	Full powers to CPO with recommendation of PHOD/CHOD for officers up to JAG/SG	Nil	Authority: 1. RB's L.No. F(X) II – 2010/PW/2 dated 11.10.2010 2. F(X) II – 2015/PW/7 dtd 12.06.2017 item No 25 4. RB Ltr No. 2017/Trans/01/Policy dtd 18.10.2017 - The power of CAO/R with regard to training of Railway employees has been enhanced to Rs. 10,000 per day per person subject to maximum of Rs. 50,000 per course per person. Annual ceiling is Rs. 1 Crore per year.
24.	Issue of NOC for correspondence course/ part time course & applying for admission to different courses	Full Powers	Full Powers	Nil	Authority: Board's letter No. E.58GSI/5 dated 27th/28th April 1955, 202/65, 306/68, 274/64, Application to be forwarded by PHOD/CHOD concerned.
25.	Provisional payment of salary/wages where the vetted LPC has not been received from the previous unit	Full Powers up to 3 months to PHOD/ CHOD of Bill drawing office	Full Powers to concerned HOD of Bill drawing office Up to 3 months		1. Finance concurrence required Authority: Para 1103 of Indian Railway Admn. & Finance 1991
26.	To permit an Officer to undertake work and/or receive fee (non-recurring or recurring) from private sources.	PHOD/CHOD Full Powers up to a maximum of Rs. 5000/- in each individual case.	Nil		1. Rule 1334 of IREC Vol. II 2. RB's L. No. F(X)II-2010/PW/2 dated 11.10.2010.

S.No.	Nature of Powers	PHOD/CHOD	SAG	JAG/SG	REMARKS
1	2	3	4	5	6
27	Approval of tour programme of CAO/R	No approval is required for Tour Programmes of CAO/R for tours within India. Only information may be sent to the controlling officers.			Authority: Board's letter No. 2017/Trans/01/Policy dated 18.10.2017.
28	Grant of honorarium to the IO/PO for conducting departmental enquiries in cases other than vigilance investigations	Full Powers (This power is to be exercised only if scales/rates are clearly defined)	Full Powers (This power is to be exercised only if scales/rates are clearly defined)	Nil	Authority : 1. Rly Bd. Letter No. E(G)2019/HOI-11 (Master Circular) dated 05.09.2019.
29	To permit change of name in original records including service registers (SRs) subject to compliance of the prescribed procedure.	CPO, FA&CAO Full Powers	CPO, FA&CAO Full Powers	Dy. CPO, Dy.FA&CAO Full Powers	1. Accounts concurrence is not necessary Authority: Para 1201 and 1202 of IREM Vol. I 1989.
30	Grant of Children Educational allowance, Hostel subsidy	Full Powers	Full Powers	JAG/SG Full Powers Sr. Scale/ Jr Scale/Asst Officers Full Powers	1. Accounts concurrence is not necessary Authority: 1. Para-2204 of IREM Vol. II 2. Board's letter No. E(W)84/ED1-1 dated:20.1.89 3. Board's letter No. E(W)2008/ED-2/4 Dt 01.10.2008
31	Condonation of delay for non-insurance of flat/house, purchased/ built out of house building advance.	Full Powers up to two years	Full Powers up to two years	Nil	1. Accounts concurrence is not necessary. 2. For periods beyond two years, approval of Railway Board is necessary. Authority: Board's letter No. F(E)Spl/94/ Adv/3/7 dated 13.10.95

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
32.	Sanction for investigation of claims of arrears of pay and allowances (CS No.16 dated 14.12.10 and Corrigendum to CS dated 04.06.14)	Claims up to three years: Full Powers Claims over three years: up to Rs. 5,000/-.	Claims up to three years: Full Powers Claims over three years: up to Rs. 5,000/-.	Claims up to three years: Full Powers	1. Finance Concurrence is necessary. 2. In case of the claim for the period beyond three years exceeds Rs. 10,000/-. a) The powers to sanction claim of arrears is limited to less than three years. b) Sanction of Railway Board is required for the balance amount (i.e. Portion beyond three years). Authority: 1. Para 1004 and 1005 of IREM Vol. I 2. Railway Board's letter No. E (G) 2009 AL/ 1/16 dated 06.01.2010. 3. Railway Board's letter No. E(G)2012/AL 1-25 dated 30.11.2012 RBE No. 13/2003 and 80/2018
33.	To sanction payment of re-imbursement of medical expenses when incurred in a case referred by AMA (Authorized Medical Attendant)	Full powers	Full Powers	Nil	Authority: Chapter 6 of IREC Vol.-I and Rules framed under IRMM
34.	Allotment of quarters	Full powers for allotment upto JAG/SG officers	Nil	Nil	

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
35.	Grant of Leave (i)Commuted Leave (ii) Leave Not Due (iii) Maternity Leave (iv) Paternity Leave (v) Child Adoption Leave (vi) Paternity Leave for Child Adoption (vii) Extra-Ordinary Leave	Full Powers	Full Powers	JAG Full Powers up to 21 days in respect of officers under their control	1. Finance concurrence is not necessary 2. Leave sanctioned should be availed within India. 3. Competent authority's sanction for the leave encashment and equivalent leave availed simultaneously, should be advised to Gazetted Section of Personnel deptt for issue of Memorandum and onward communication to FA&CAO(EG) for accountal. 4. Any curtailment / cancellation of the leave already sanctioned should be advised to Gazetted Section of Personnel deptt for issue of Memorandum and onward communication to FA&CAO(EG) for accountal Authority: Rule 527, 528/529, 530, 551, 551(A), 551(C), 551(D) of Indian Railway Establishment Code (IREC) Vol. I

SUB-PART-II (NON-GAZETTED)

S.No.	***Nature of Powers***	***PHOD/CHOD***	***SAG .***	***Divisional Officers, Extra-Divisional Officers & . Headquarters***	***REMARKS***
1	*2*	*3*	*4*	*5*	*6*
1.	*Creation/ extension/ conversion of posts* *(A) Creation of non- gazetted posts for maintenance and operation of new assets.*	*Nil*	*Nil*	*Nil*	*1. Finance concurrence is necessary.* *2. Powers will rest with CAO/R only.* *3. The term 'new assets' include not only assets created by or through works executed by the Construction Organization (including Railway Electrification) but also all assets created or acquired by the Open Line Organization. All additions to rolling stock as distinct from replacements (debatable to Capital) are also treated as 'new assets' for this purpose.* *4. While creation of posts, the percentage distribution laid down for different categories will have to be followed.* *5. The extant instructions issued by Railway Board shall be adhered to.* *Authority:* *1. Railway Board Letter Nos. 1) E(G)82/EC2-2 dt. 12.07.1984* *2. E(G)98/EC2-3 dt.03.08.1998* *3. E(MPP)2003/1/88 dt. 05.04.2006* *4. E(MPP) 2012/10 dt. 04.09.2012.*

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(B) i) Creation/ extension of work charged posts.	PHOD/CHOD Full powers	Nil	Nil	1. Work charged posts can be created/ extended only if specific provision exists in the sanctioned estimate and as per yard stick. 2. Associate Finance concurrence is necessary. 3. The proposals of all the departments should be routed through cadre controlling authorities 4. Sanction of CAO/R is necessary for creation/extension of Gazetted work charged posts 5. Policy guidelines issued by Railway Board/CPO from time to time may be ensured.
	ii) Creation of work charged posts of TADKs	Nil	Nil	Nil	1. Prior personal approval of CAO/R is necessary
	(C) Extension of temporary posts.	PHOD/CHOD Full Powers	Nil	Nil	1. Accounts concurrence is necessary.
	(D) Conversion of temporary posts into permanent posts.	Full Powers	Nil	Nil	1. Accounts concurrence is necessary 2. Railway Board instructions issued from time to time shall be adhered to. Authority: Railway Board's Ltr. No. E(NG)I.780N5/7 dt. 31.8.78.
2.	Variation and redistribution of non-gazetted posts with in the sanctioned strength of the grade	Full Powers	Full Powers	Full Powers in respect of erstwhile Gr. D and Technician Staff	1. Concurrence of Finance is necessary 2. Variations are required solely in public interest having regard to the changes in the duties and responsibilities of the posts and not in the interest of individual.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
3	Transfer of posts and grades				
	(A) Temporary transfer of post in respect of non-gazetted staff from one station to another.	Full Powers	Nil	Nil	1. Up to a period of one year without Finance concurrence.
	(B) Permanent transfer of posts	PHOD/CHOD Full Powers	Full Powers in respect of Erstwhile Group-D and Technician Staff	Nil	1. With Finance Concurrence
4.	Fixing Headquarters of Non- Gazetted Staff.	Full Powers	Nil	Nil	1. Finance concurrence is necessary.
5.	To make initial appointments to Group-C and erstwhile Group-D posts.	Full Powers	Full Powers .	JAG/SG Full Powers in respect of posts controlled by them. Sr. Scale Full Powers for posts carrying GP up to Rs.4200 (Level-6 7th CPC) under their control Jr. Scale /Asst. Officer Full Powers in respect of erstwhile Group-D posts and Technicians Grade-III posts carrying GP Rs.1900 (Level-2 under 7th CPC)	1. Accounts concurrence is not necessary 2. No appointment shall be made unless a sanctioned post exists against which appointment can be made. 3. Rules in regard to recruitment and appointment to be adhered to. 4. Rules in regard to direct recruitment to intermediate grades to be adhered to. 5. No power to grant initial pay higher than that admissible under rules. Authority: Rule 215 of IREC Vol. I (1985).

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
6.	Promotions: (A) Regular	Full Powers	Full Powers	JAG/SG Full Powers in respect of posts controlled by them. Sr. Scale Full Powers for posts carrying GP up to Rs.4200 (Level-6 7th CPC) under their control Jr. Scale /Asst. Officer Full Powers in respect of erstwhile Group-D posts and Technicians Grade-III posts carrying GP Rs.2800 (Level-5 under 7th CPC)	1. Accounts concurrence is not necessary. 2. Rules in regard to promotions to non-selection and selection posts, as the case may be, to be adhered to. 3. The promotion to be made after the staff are placed on the panel of the selection post/ select list or having passed the trade test. 4. In case of retrospective promotion to rectify past administrative errors and permitting proforma fixation as a result thereof, the powers will not be exercised by officers below administrative grade and Accounts concurrence will be necessary in all such cases. Authority: Para-213 of IREM Vol. I (1989).
	(B) Adhoc Promotions against Selection Posts Adhoc promotions against selection should be ordered only in inescapable circumstances and are not to be continued beyond four months.	CPO Full Powers	Nil	Nil	1. Accounts concurrence is not necessary. Adhoc promotions against regular vacancies should be only with the approval of CPO. Authority: 1. Para-216-A Chapter II Section B of IREM Vol. I (1989). 2. Rly Bd's Letter No. E(NG)I/94/PMI/10 Dated 09.12.98.
	(C) Adhoc Promotions against non-Selection Posts.	Nil	Nil	Nil	There should be no occasion to adhoc promotion against non-selection

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
7.	To re-appoint non-gazetted staff after resignation (except removal and dismissal resulting from disciplinary action)	PHODs/CHODs powers to appoint persons who have resigned (excluding those who were dismissed or removed from service or voluntarily retired) provided such reappointment is offered to those persons only who were initially appointed to the Rly. in accordance with the prescribed procedure for recruitment of staff existing at the time.	Powers to appoint persons who have resigned (excluding those who were dismissed or removed from service or voluntarily retired) provided such reappointment is offered to those persons only who were initially appointed to the Rly. in accordance with the prescribed procedure for recruitment of staff existing at the time	Nil	1. Accounts concurrence is not necessary. 2. No appointment shall be made unless a sanctioned post exists against which re- appointment can be made. 3. Rules in regard to recruitment and appointment to be adhered to. 4. Rules in regard to direct recruitment to intermediate grades to be adhered to. 5. No powers to grant an initial pay higher than that admissible under the rules. 6. No employee who had been dismissed from service or convicted for a criminal offence should be re-employed without the prior sanction of the CAO/R. Authority: 1. Board's letter No. E(NG)I/91/RGI/1 dt.27.12.1991. 2. Rule 402 of IREC Vol. I (1985). 3. CPO/SC Lr. No. P(R) 227/XII Dt:30.07.99.
8.	Acceptance of resignation including power to waive off notice period.	Full powers provided he is equivalent or higher than the appointing authority	Full powers provided he is equivalent or higher than the appointing authority	Nil	1. Accounts concurrence is not necessary. 2. Powers are to be exercised only in respect of staff holding posts to which they have powers to make appointments. Authority: Rule 302 of IREC Vol. I (1985).

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
9.	To accept voluntary retirement including the waival of notice period.	Full Powers	Full Powers	Nil	1. Accounts certification for qualifying service is necessary. 2. The voluntary retirement may be accepted by the authorities competent to fill the post held by the employee at the time of voluntary retirement. 3. Acceptance of notice period of less than three months for Voluntary retirement in deserving cases is subject to: i. Personal approval of HOD for the staff under their control. ii. No DAR/Vigilance case is pending. Authority: 1. Rule 1803 of IREC Vol. II (1987). 2. Board's Letter. No. E(P&A) I- 77/RT/46 dated 10/18.02.81. 3. Para 66 & 67 of Railway Services (Pension Rules) 1993.

S.No.	Nature of Powers	PHOD/CHOD	SAG	JAG/SG	REMARKS
1	2	3	4	5	6
10.	(A) Transfer of non gazetted staff within the seniority unit	*Full Powers*	*Full Powers*	*Full Powers in respect of non gazetted staff controlled by them within PLW*	*1. Finance concurrence is not necessary* *2. With recommendation of placement committee.* *Authority:* *1.Rule 226 and 227 of IREC Vol.I and RailwayBoard letter no. E/(O)III/2014/PL/03 dated 29.08.2014* *2.PLW Letter no: PLW/P/R/20 dated 18.05.2023*
	(B)Inter-divisional transfer				*Not applicable to PLW*
	(C)Inter-railway transfer/Mutual transfer of employee	*Full Powers*	*Nil*	*Nil*	*1.Finance concurrence is not necessary.* *Authority:* *Rule 226 of IREC Vol.I (1995)*
	(D)Inter -railway/inter-division including workshops transfer on own request basis and mutual transfer of employee for divisional controlled cadres	*Full Powers*	Nil	Nil	1. Finance concurrence is not necessary. 2. Recommendations of Placement Committee is not required as per Board's Ltr.No.E(NG)/I-2017/ TR/24, dt.21.05.2018 (RBE 70/2018) 3. For mutual transfer cases the process stipulated in RBE No 131/2017 (RBE letter no. E(NG)1-2017/TR/24 dated 22.09.2017 is to be followed. Authority : 2017/Trans/01/Policy dated 18.10.2017 RBE no.70/2018
11.	Grant of joining time.	Full Powers	Full Powers	Full Powers	Authority: Rule 1108 of IREC Vol. I – 1995 Edn

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
12.	Grant of Leave: (A) i) Casual leave ii) Restricted Holiday	Full Powers	Full Powers	Full Powers	1.Accounts concurrence is not necessary 2.All Sr. Supervisors eligible for grade pay up to Rs.4200 (Level-6 under 7th CPC) or above also authorized to sanction Casual Leave/RH as applicable in a year to Group C & erstwhile Group D staff working under them. Authority: Rule 236 of IREC Vol. I (1995).
	(iii) Special Casual Leave to employees with disabilities	Full Powers	Full Powers	Full Powers	1.Accounts concurrence is not necessary 2. All Sr. Supervisors eligible for grade pay up to Rs.4200 (Level-6 under 7th CPC) or above also authorized to sanction Special Casual Leave as applicable in a year to Group C & erstwhile Group D staff working under them. Authority: 1. Rule 236 of IREC Vol. I (1995). 2.Railway Bd's Letter no E(G)2008LE1/4 Dt 26.12.2008.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	B) Grant of (i) Leave on average pay / Leave on half average pay (LAP/ LHAP) (ii) Commuted Leave	Full Powers	Full Powers	JAG/SG Full Powers Sr. Scale Full powers up to 45 days Jr. Scale/Asst Officer Full powers up to 30 days subject to not demanding relief	1. Accounts concurrence is not necessary. 2. Senior Supervisors eligible for Grade pay Rs.4200 (Level-6 under 7th CPC) are delegated / vested with powers for grant of 15 days LAP/LHAP at a time to Group 'C' and erstwhile Group 'D' staff of non- safety categories working under them, subject to the condition that payment of OTA is not involved. 3. When a Group-C or erstwhile Group-D Railway servant resigns from Railway service after giving the necessary notice and requests for grant of leave during the period of notice, he may be granted leave as applied for and due to him concurrently with the period of notice provided that such leave does not extend beyond the date on which the notice expires. Authority: 1. Board's Letter No. E(G)96/LE1-4 of 31.12.96 2. Chapter 5 of of IREC Vol. I

	ii) Encashment of Leave on Average Pay (LAP) while in service	*Full Powers*	*Full Powers*	*JAG/SG* *Full Powers*	*1. Accounts concurrence is not necessary.* *2. Powers up to the full entitlement in respect of officers working under their control.* *3. Encashment of LAP is permitted up to a maximum of 10 days at a time. The total leave, so encashed during the entire career shall not exceed 60 days in the aggregate.* *4. A balance of at least 30 days of LAP should be available to his/her credit after taking into account the period of encashment as well as leave availed of.* *5. Successive encashment should fall within the block of two years (commencing from 1.9.2008).* *6. Encashment of LAP, as above, is to be allowed at the time of availing of Railway Privilege Passes/ PTOs.* *7. House Rent Allowance or Transport Allowance shall not be taken into account for the calculation* *8. The period of leave encashed shall not be deducted from the quantum of leave encashable under Rule 550 of Estt. Code* *8. Competent authority's sanction for the leave encashment and equivalent leave availed simultaneously, should be advised to Leave Section of Personnel Deptt a Authority:* *1. Rule 540-A of IREC Vol. I (1985)* *2. Bd's letter No. F (E) III/2008/LE-1/1 dated 29.10.2008, 03.12.2008, 12.12.2008 and 11.06.2009*

S.No.	NatureofPowers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(C)Work Related illness and injury Leave	Full Powers With the recommendation of (Authorised Medical Attendant)	Nil	Nil	Work Related illness and Injury Leave The authority competent to grant leave may grant Work Related illness and Injury Leave (herein after referred to as WRIIL) to a Railway servant (whether permanent or temporary), who suffers illness or injury that is attributable to or aggravated in the performance of her or his official duties or in consequence of her or his official position subject to the provisions contained in rule 521 of these rules, on the following conditions,namely: (1) Full pay and allowances shall be granted to all employees during the entire period of hospitalization on account of WRIIL. (2) Beyond hospitalization, WRIIL shall be governed as follows: (a) A Railway servant (other than of RPF/RPSF) full pay and allowances for the six months Immediately following hospitalization and Half Pay for twelve months beyond the said period of six months. The Half Pay period may be commuted to full pay with Corresponding number of days of Leave on Half Average Pay debited from the employees leave account. (b) For officers RPF/RPSF full pay and allowances for six months immediately following the hospitalization and full pay only for the next twenty four months. (c) For personnel below the rank of officer of the RPF/RPSF full pay and allowances, with no limit regarding period. (3) In the case of persons to whom the

					Workmen's Compensation Act, 1923 applies, the amount of leave salary payable under WRIIL shall be reduced by the amount of compensation paid under theAct. *(4) No Leave on Average Pay or Leave on Half Average Pay shall be credited during the period that employee is on WRIIL.* *Authority: RBE No.64/2019* *Rly Board Letter no. E(P&A)I-2019/CPC/LE-2 dt:23.04.2019*
	(D)Study leave in India	*PHOD/CHOD* *Full Powers*	*Nil*	*Nil*	*1. Bond in Form stipulated in Appendix V of IREC Vol.-I shall be executed by the employee before study leave (or extension) commences.* *Authority:* *Rule556 of IREC Vol.I (1985)*
	(E)Ex-India leave	*PHOD/CHOD* *Full Powers*	*Nil*	*Nil*	*1.Accounts concurrence is not necessary*
	(F) *i) Hospital leave*	*Omitted*			*Authority: RBE No.64/2019* *Rly Board Letter no. E(P&A)I-2019/CPC/LE-2 dt:23.04.2019*
	ii) Hospital leave	*Omitted*			*Authority: RBE No.64/2019* *Rly Board Letter no. E(P&A)I-2019/CPC/LE-2 dt:23.04.2019.*
	(G)Special casual leave for participation in national/international& ordinary sports Events/Scouting activities/cultural events	*Full Powers* *Upto 90 days for national & international events and 30 days in all other cases in a calendar year*	*Full Powers* *Upto 90 days for national &international events and 30 days in all other cases in a calendar year*	*Nil*	*Authority–* *1. Para 1104 IREM 1968 Edition Para2 of MC no 10* *2. Chapter XVI of IREM1 (2009)edition* *Note: Instruction given by Railway Board on quantum of SCL from time to time shall be followed.*

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(H) Extra-ordinary leave (including in combination with or in continuation of LAP and LHAP)	Full Powers in respect of staff holding posts to which they are competent to make appointment.	Full Powers in respect of staff holding posts to which they are competent to make appointment.	Full Powers in respect of staff holding posts to which they are competent to make appointment.	1. Accounts concurrence is not necessary Authority: Rule 530 of IREC Vol. I (1985), subject to maximum of 5 years.
	(I) Leave to a railway servant in respect of whom a medical authority has reported that there is no reasonable prospect that he will be fit to return to duty	Full Powers	Full Powers in respect of staff holding posts to which they can make appointment.	Full Powers in respect of staff holding posts to which they can make appointment.	1. Accounts concurrence is not necessary. Authority: Rule 522 of IREC Vol. I (1985), subject to maximum of 12 months.
	(J) Counting of extraordinary leave for increment	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary. 2. Powers are also to be exercised by Sr. Scale in respect of staff holding posts to which they can make appointments and also by Jr. Scale/Asst. Officer in respect of erstwhile Group D staff only. Authority: 1. Rule 1320 (a & b) of IREC Vol. II 2. EOL for study purpose and on Medical grounds.
	(K) i) Grant of Maternity / Paternity Leave ,	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary Authority: Chapter 5 of IREC Vol.-I
	ii) Child Care Leave	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary Authority: 1. Chapter 5 of IREC Vol.-I 2. Rly Board's letter no: E(P&A) I-2008/LE-8 Dt 12.12.2008.

	(iii) Leave Not Due *(iv) Child Adoption Leave* *(v) Paternity Leave for Child Adoption*	*Full Powers*	*Full Powers*	*Full Powers*	*1. Accounts concurrence is not necessary* *Authority:* *Authority:* *1. Chapter 5 of IREC Vol.-I*

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(L) To grant certificate that a railway servant would have continued to officiate in the post but for his proceeding on leave.	Full Powers	Full Powers	Full Powers in respect of staff for whom they are appointing authorities.	
	(M) Grant of Special Casual leave up to a total period of 15 days in a calendar year and special passes to railway staff who are members of managing committee for attending meeting of the Managing Committee including those of the Board of Directors and the Sub Committees of Co-operative Credit Societies and banks including consumer cooperative societies.	Full Powers	Full Powers	Nil	The facility of Special CL and Special Passes is not admissible to members for attending meeting/General Annual Meeting (ordinary or extraordinary) of the shareholders.
13.	Sanction for investigation of claims of arrears of pay and allowances (CS No.16 dated 14.12.10 and Corrigendum to CS dated 04.06.14)	CPO/FA&ACO* Claims up to three years: Full Powers Claims over three years: up to Rs. 5,000/-. *in respect of Accounts deptt staff	CPO/FA&ACO* Claims up to three years: Full Powers Claims over three years: up to Rs. 5,000/-. *in respect of Accounts deptt staff	Nil	3. Finance Concurrence is necessary. 4. In case of the claim for the period beyond three years exceeds Rs. 10,000/-. c) The powers to sanction claim of arrears is limited to less than three years. d) Sanction of Railway Board is required for the balance amount (i.e. Portion beyond three years). Authority: 4. Para 1004 and 1005 of IREM Vol. I 5. Railway Board's letter No. E (G) 2009 AL/ 1/16 dated 06.01.2010. 6. Railway Board's letter No. E(G)2012/AL 1-25 dated 30.11.2012 7. RBE No. 13/2003and 80/2018

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
14.	To sanction dual charge allowance to a non-gazetted railway servant for holding charge of more than one post	Nil	Nil	Nil	Dual Charge allowance has been abolished w.e.f. 1.7.2017. it has been replaced by Additional Post Allowance in terms of Railway Board's letter No. F(E)Spl./2009/FR 1/3 (pt. 2) dated 6.3.2018. Detailed policy instructions are awaited.
15.	Confirmation of Non Gazetted Staff	Full Powers	Full Powers	JAG/SG and SS/JS/Asst. Officers Full Powers in respect of staff to whom they have powers to make appointment	1. Chapter I Section F of IREM 1989
16.	To order deductions from Gratuity on account of Govt. Dues.	Full Powers	Full Powers	JAG/SG and Sr. Scale/Asstt. Officers Full Powers	
17.	To waive irrecoverable amounts over- drawn by non- gazetted Railway servants which have been detected within one year.	Full powers up to Rs.1000/-	Full powers up to Rs.1000/-	Nil	1. Conditions prescribed in para 1013 to 1019 of IREM Vol.1 (1989 Edn) will have to be followed. 2. Prior concurrence of Finance is necessary.
18.	To waive recoveries of amounts over-drawn by non-gazetted Railway servants which have been detected after one year of payment.	Full Powers	Full Powers	JAG/SG up to Rs.1000/- in each case	1. Conditions prescribed in para 1013 to 1019 of IREM Vol.1(1989 Edn) will have to be followed. 2. Prior concurrence of Finance is necessary.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
19.	(A) Retention of Railway quarters On transfer from one station to another station i) upto two months	Full Powers up to two months on normal rent in respect of staff under their control	Full Powers up to two months on normal rent in respect of staff under their control	Full Powers up to two months on normal rent in respect of staff under their control <u>Jr. Scale/Asst. Officers</u> Full Powers up to two months on normal rent in respect of erstwhile Gr. 'D' staff only under their control.	1. Accounts concurrence is not necessary. Authority: 1. Board's letter No. E(G)85/QR 1-9 dt.15- 01-1990. 2. Board's letter No. E(G)92/PN 2-7 dt.27- 08-1993 3. Board's letter No. E(G)98-QR1-11 dt.22.1.99 and 17.8.99. 4. Board Lr. No. E(G)2000/QRI/23/1-23 Dt:30.11.2000
	ii) Beyond two months	Full powers on payment of double the license fee/rent till the end of academic session/sickness of spouse	Full powers on payment of double the license fee/rent till the end of academic session/sickness of spouse	NIL	Authority: Board's letter No. E(G)2000/QR 1-23 dt.01-06-2001.
	(B) On deputation to Railtel corporation/ IRCTC	Full powers on normal rent up to two months. Beyond two months period as laid down from time to time by Railway Board.	Nil	Nil	1. Beyond two months IRCTC should pay to the Railway an amount equivalent to HRA admissible to the Railway servant on deputation to IRCTC + the flat rate of license fee prescribed by Railways. However, normal license fee should be recovered from the employee. Authority: Railway Board's letter No. E(G)2002RN5-5 dated 12.04.2002 and 31.05.2002.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(C) On transfer to New Zonal Railways/ Divisions.	Full powers on normal rent up to 1 year from the date of relief.	Nil	Nil	1. Certificate from an officer of New zone not below the rank of SDGM that the staff posted have applied/registered for allotment of entitled category and that accommodation is not available in the New zone. Authority: Rly. Bd's letter No. E(G) 97 QR128 dated 02.09.2002.
	(D) Missing employees	Full powers	Nil	NIL	1. On normal rent for a period of one year from the date of lodging FIR. For a further period of one year on normal rent on certification by the police authorities that the employee is not traceable. Authority: Rly. Bd's letter No. E(G) 2001 QR1-17 dated 17.07.2002.
	(E) Retirements	Full powers up to 4 months normal flat rate of license fee, up to 8 months on payment of double the normal rent on account of sickness or up to the end of scholastic year whichever is earlier.	Nil	Nil	Authority: Rly. Bd's letter No. E(G) 2000 QR1-23 dated 01.06.2001

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(F) Death / Retired on total medical incapacitation and CGA is in process	Full powers up to 24 months on payment of normal rent.	Full powers up to 24 months on payment of normal rent.	Nil	Authority: 1. Rly. Bd's letter No. E(G) 98 QR1-11 dated 22.01.1999. 2. E(G)2012/QR1-7 dt. 25.04.2016
20.	Grant of daily allowance for halts in excess of 30 days	Full Powers up to 180 days in all cases	Full Powers up to 180 days in all cases	Nil	1. Accounts concurrence is not necessary. Authority: Subject to Provisions of Rules 1618 (a and b) and 1697 of IREC Vol. –II (1987).
21.	Sanction of mileage allowance	Full Powers	Full Powers	Nil	Authority: Rule 1607 OF R II Concurrence of finance is not necessary.
22.	Grant of HRA to staff who are posted to stations at which HRA is admissible.	Full Powers	Full Powers	Full Powers SPO/APO and Sr.AFA/AFA(Admn.)* * in respect of Accounts staff	**1.** Subject to the condition laid down in Rule no. 1706 of IREC-Vol.II
23.	To stop HRA admissible under Rules in the event of an employee refusing to accept the accommodation offered by Railway.	Full Powers	Full Powers	Full Powers	This decision has to be taken by CA(Housing)
24.	(A) To permit occupation of quarters upon resignation/ discharge	Full Powers for one month	Full Powers for one month	Nil	1. Accounts concurrence is not necessary.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(B) Upon joint occupation as per extant rules and orders.	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary Authority: Para 1712 of IREM Vol. II (1990)
25.	To sanction write off of irrecoverable personal advances or amounts otherwise due from non-gazetted railway servants i.e. rent etc.	Full Powers	Full Powers	Nil	1. Conditions prescribed in para 1013 to 1019 of IREM Vol.1(1989 Edn) will have to be followed. 2. Prior concurrence of Finance is necessary.
26.	Grant of educational assistance to Railway employees. a) Children Educational allowance b) Hostel subsidy	Full Powers	Full Powers	JAG/SG and Sr. Scale/Jr Scale/ Asst Officers Full Powers	1. Accounts concurrence is not necessary Authority: 1. Para-2204 of IREM Vol. II (1990). 2. Board's letter No. E(W)84/ED1-1 dated:20.1.89 3. Board's letter No. E(W)2008/ED-2/4 Dt 01.10.2008
27.	To determine the rate of TA to an outsider attending departmental enquiry.	Full Powers	Nil	Nil	Authority: Rule1696 of IREC Vol. II (1987).
28.	Composite Transfer Grant (A) Sanction in respect of normal claims i) For serving employees ii)For Retired employees/ Families of retired/ death employees in situations where the personal effects were moved within one year	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary. 2. In regard to serving employees, generally, after the transfer is ordered, the personal effects shall be moved within 6 months. Authority: Rule 1643 (VIII) of IREC Vol. II 1987 (SC No. 84/78)

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(B) Sanction for belated claims				
	i) For retired employees in situations where the personal effects were moved beyond one year and up to two years.	Nil	Nil	Nil	1. Powers are to be exercised by CAO/R only 2. In situations where the personal effects were moved beyond two years, Railway Board's sanction is required. 3. Accounts concurrence is necessary. Authority: Board's Letter No. F(E)I/89/AL-28/11 dated 23.02.1990 (S.C.No.45/90)
	ii) In the event of death of a railway servant while in service, where the personal effects are moved beyond 1 year up to 2 ½ years.	Nil	Nil	Nil	1. Accounts concurrence is necessary. 2. Family of the deceased should have been permitted to retain Railway Quarters for a period of 2 years on normal rent. 3. Powers are to be exercised by CAO/R only. 4. In situations where the personal effects were moved beyond 2 ½ years, Railway Board's sanction is required Authority: Board's letter No. F (E)/1/2003 AL-28/11 dated 04.04.2003. (SC No.78/2003)

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
29.	Grant of consolidated conveyance allowance.	Full Powers	Nil	Nil	1. Prior accounts concurrence is necessary. Authority: Rule 1606 IREC Vol. II (1987)
30.	Sanction of Breakdown Allowance	Nil	Nil	Nil	**Not applicable to DMW**
31.	Grant of consolidated conveyance allowance a) Car and Scooter b) Cycle	Nil	Nil	Nil	**Duplicate item of SN 29**
32.	Grant of House Building Advance (HBA) as admissible.	Full Powers	Full Powers	Nil	1. Working sheet of recovery of interest shall be vetted by Accounts deptt. Authority: Para 1132 IREM Vol. I (1989)
33.	To sanction advance for the purchase of Personal Computer	Full Powers	Full Powers	Nil	1. Subject to following extant guidelines/ instructions /eligibility. 2. Ensuring specific funds allotment by CPO **Office** and availability during the current financial year. Authority: Board's ACS No. 42/98, 169/04 and 189/06 to IREM Vol. I

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
34.	Condonation of break in service not more than one year	CPO/FA&CAO* Full Powers *in respect of Accounts staff	Nil	Nil	1. Accounts concurrence is necessary. Authority: Para-43 of Railway Services (Pension) Rules,
35.	Counter signature of TA journals	Full Powers	Full Powers	JAG/SG and SS/JS/Asst. Scale Full Powers for staff under their control.	1. Accounts concurrence is not necessary 2. cases of belated claim of TA (exceeding 60 days) are to be regulated as per RBE 44/2018. 3. In respect of retired non-gazetted staff, to be countersigned by SPO/Sr.AFA or AFA(Admn) in respect of Accounts deptt. Authority: Rule1697-IREC Vol. II (1987)
36.	Alteration of recorded date of birth, of Group 'C' and erstwhile Group 'D' employees.	CPO/FA&CAO* Full Powers *in respect of Accounts staff	CPO/FA&CAO* Full Powers *in respect of Accounts staff	Nil	1. Accounts concurrence is not necessary. Authority: 1. Rule 225 (4) of IREC Vol. I (1985) 2. Master Circular No.12
37.	To permit change of name in original records including service registers (SRs) subject to compliance of the prescribed procedure.	CPO/FA&CAO* Full Powers *in respect of Accounts staff	CPO/FA&CAO* Full Powers *in respect of Accounts staff	Dy.CPO/ Dy.FA&CAO (controlling officer of Admn. Section)*	1. Accounts concurrence is not necessary Authority: Para 1201 and 1202 of IREM Vol. I 1989.
38.	Provisional payment of wages/ salary.	Full Powers up to three months	Full Powers up to three months	Nil	1. Accounts concurrence is necessary. Authority: 1103 of General, Administration & Finance Code 1991.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
39.	To issue service certificate to Rly Servants who have put in 12 months service or more.	Full Powers	Full Powers	Full Powers	
40.	To authorize a railway servant to proceed on duty outside the DMW	Full Powers	Full Powers	JAG/SG Full Powers Sr. Scale Full Powers in response to court summons only	1. Accounts concurrence is not necessary 2. Powersare to be exercised in respect of staff under their control. 3. Powers are to be exercised subject to instructions on economy in expenditure. Authority: Board's Letter. No. F(E)I-68 PW5/1-1 dated 3-4-69
41.	Training in non-railway institutions.	Nil	Nil	Nil	1. Finance concurrence is not necessary. 2. Proposals should carry the recommendations of PHOD/CHOD/HOD and to be routed through CPO. 3. The sanctioning Authority is CAO/R. The powers is Rs. 10,000/- per day per person subject to maximum of Rs. 50,000/- per course per person Authority: 1. Board's L. No. FX(II)/2015/PW/7 dtd 12.06.17 2. Board's L.No. 2017/Trans/01/Policy dtd 18.10.2017 3. The annual ceilings for CAO/R of Rs. 1 Crore needs to be adhered to.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
42.	Sanction of Advances (A) From provident fund	Full Powers	Full Powers	JAG/SG Full Powers Sr. Scale Full Powers Group-B Officers/Jr. Scale Full Powers (for staff below Level-6 under 7th CPC).	1. Accounts concurrence is not necessary. 2. Powers are to be exercised in respect of staff under their control. Authority: 1. Board's letter No. F(E)III/84/PF-1/4 dt.01-05-1989. 2. Rule 922 and 923 of IREC Vol. I (1985)
	(B) Of travelling allowance (T.A)	Full Powers	Full Powers	Full Powers in respect of staff under their control.	1. Accounts concurrence is not necessary. 2. Powers are to be exercised in respect of staff under their control. Authority: Para 1110 of IREM Vol. I (1989)
	(C) Of pay on transfer	Full Powers	Full Powers	JAG/Sr. Scale Full Powers Jr. Scale/Asst. Officers (in independent charge) may exercise in respect of staff under their control for whom pay sheets are prepared by them.	1. Accounts concurrence is not necessary 2. Powers are to be exercised in respect of staff under their control. 3. Temporary employee should produce a surety from a permanent railway servant not governed by the Payment of Wages Act. The circumstances of the case should warrant an advance being sanctioned.Authority: 1. Para 1113 and 1118 of IREM-Vol. I (1989) 2. Board's letter No. F(E)55/PW-7(8) dt.30.01.1956.
43.	Grant of permission to Gr. 'C' and erstwhile 'D' staff for transactions in respect of acquisition or disposal of i) immovable property, ii) movable property exceeding 2 months iii) basic pay	Full Powers	Full Powers	Full Powers for movable and immovable property for staff under their control.	1. Accounts concurrence is not necessary. Authority: 1. Rule 18 (2) and (3) of The Railway Services (Conduct) Rules 1966. 2. E(D&A)2011/GS1-3 dt. 11.07.2011

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
44.	Condonation of delay for non-insurance of flat/house, purchased/ built out of house building advance.	Full Powers up to two years	Full Powers up to two years	Nil	1. Accounts concurrence is not necessary. 2. For periods beyond two years, approval of Railway Board is necessary. Authority: Board's letter No. F(E)Spl/94/ Adv/3/7 dated 13.10.95
45.	Reconstruction of service registers with available records.	CPO/FA&CAO* Full Powers *in respect of Accounts staff	CPO/FA&CAO* Full Powers *in respect of Accounts staff	Nil	1. Prior accounts concurrence is necessary. Authority: Board's letter No. E(NG) 60 PTN I/3 dated 28.3.60 as amended from time to time & Para 79 of PSPR, 1993, RB.L.No. F(E)III/2009/PN-I/8 Dt 27.09.11 P(R)621/P/Vol. II dated 5.8.82. Note: Provisions laid down under Para 79 & 93 to 95 of Rly Servant (Pension.) Rules, 1993 and Para 1008 to 1016 of I.R. Account Code Vol. I 1990 Edition should be followed.
46.	Reconstruction of service registers on the basis of affidavits when no records are available.	Nil	Nil	Nil	1. Prior accounts concurrence is necessary. 2. Sanction of Railway Board is necessary. Authority: 1. Board's letter No. E(NG) 60 PTN I/3 dated 28.3.60 as amended from time to time 2. Para 79 of RS(Pension)Rules 3. RB. Letter No. F(E)III/2009/PN-I/8 Dt 27.09.11

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
47.	Sanction of pension/ Service gratuity, retirement/death gratuity, commutation of pension and leave encashment.	Full Powers	Full Powers	Full Powers <u>Sr. Scale</u> Full Powers	1. Accounts concurrence is not necessary 2. Powers are to be exercised in respect of staff under their control. Authority: Rule 89 of RSPR (1993).
48.	Issue of 'No Objection Certificate' (NOC) for obtaining passport.	Full Powers in respect of employees under their control.	Full Powers in respect of employees under their control.	Nil	1. Prior vigilance clearance is necessary. Authority: DMW/P/R/114 dated 24.2.1998
49.	To make alteration (other than date of birth) in the service register e.g. change of name, date of appointment etc., in case of clerical error only in the first page of service register.	<u>CPO/FA&CAO*</u> Full Powers *in respect of Accounts staff	<u>CPO/FA&CAO*</u> Full Powers *in respect of Accounts staff	Nil	Authority: Rule 1204 IREM-Vol. I (1989). 1. Powers to be exercised by officers discharging powers in Establishment Matters
50.	Treating the period of handing over and taking over charge in cases in which several scattered work or stores have to be inspected before completing transfer of charge - treatment of period as on duty up to a maximum of 6 days.	Full Powers	Full Powers	<u>JAG/SG</u> Full Powers	

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
51.	To permit journey by Road between two stations connected by Rail.	Full Powers	Full Powers	Nil	1. The power delegated can be exercised only in respect of journeys undertaken in connection with surprise inspection of L/Crossing, Surprise check at stations (Ticketless Travel) and for accidents and breaches.
52.	Sanction for undertaking a work. (A) For which honorarium is offered and to grant acceptance of the same.	<u>CPO, FA&CAO*</u> Full Powers up to Rs. 15000/- in each individual case. *in respect of Accounts staff	<u>CPO, FA&CAO*</u> Full Powers up to Rs. 10000/- in each individual case. *in respect of Accounts staff <u>Other SAG officers</u> Full powers upto Rs. 2000/- in each individual case	Nil	1. Accounts concurrence is necessary. 2. Where the honorarium is recurring, the limit of Rs. 15,000/- applies to the total amount paid in a financial year Authority: 1. Rule 1334 (FR-46) IREC Vol. II (1987). 2. Item 10(a) and (b) of GM's delegation. 3. Board's letter No. F(X)II/94/PW/3 dt.26.03.1996 and 16.09.97 4. Board's letter No 2011/F(X)II/5/10 dt 29/12/2011
	(B) To sanction and make payments to Honorarium for delivering lecture in training school to officers and supervisory staff and guest speakers	Full Powers	Full Powers	Nil	1. Accounts concurrence is necessary. To ensure the instructions contained in Board's letter No. E/G/99/H01/18 dated 08.06.2000.
	(C) For which fee is offered and acceptance of the same.	Full Powers up to a maximum of Rs. 5,000/- in each individual case.	Full Powers up to a maximum of Rs. 5,000/- in each individual case.	<u>JAG/SG</u> Full Powers up to a maximum of Rs. 5,000/- in each individual case.	1. Accounts concurrence is not necessary. 2. In case it is recurring, this limit of Rs.5000/- applies to the sum total of the recurring payment made to an individual in a financial year. Authority: 1. Rule 1334 IREC Vol. II (1987). 2. Board's letter No. E(G)90/HQ1/88 dt.17.10.1991.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(D) To sanction and make payments for Yoga Classes in Railway Training Centres	Nil	Nil	Nil	1. Finance concurrence is necessary. 2. The Instructor should be a certified Yoga Trainer from professional Yoga Centres of repute. 3. Training Centres should approach RK Mission, Yogi Vemana Kendra, Isha Yoga Centre etc. for exploring imparting Yoga Classes free of cost, before inviting quotations 4. Quotations to be called for finalizing the Instructor/Centre. 5. The terms and conditions stipulated in Railway Board's Letter No. E(MPP)/2015/3/10, dt.15.06.2015 is to be adhered to.
53.	To grant advance increment on sports account (on recommendation of Railway Sports Control Board (RSCB) for excellence in sports).	CPO Full Powers	Nil	Nil	1. Accounts concurrence is not necessary. Authority: Board's letter No. E(NG)II/90/RR-3/3dt.25-05-1990.
54.	Recovery in installments of amounts, paid erroneously to railway employees.	Full Powers	Full Powers	JAG/SG Full Powers Sr.Scale/Jr.Scale/ Asstt.officer Full Powers	1. Accounts concurrence is necessary to fix the number of installments. Authority: Para1013-B IREM Vol. I and administration & Finance Code.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
55.	Recovery in lumpsum or in instalments, of arrears of subscription due from the railway servant who is admitted as a subscriber to the provident fund with retrospective effect.	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary Authority: Rule 911 of IREC Vol. I (1985).
56.	Refund of cost of training and enforcement of bond/money in respect of Railway employees who secured employment under the Central or State Govt. or in PSU/at Autonomous Bodies on the basis of their duly forwarded applications	Full Powers	Full Powers	Full Powers	1. Prior accounts concurrence is necessary. Authority: 1. Master Circular No.30 2. Bd's Ltr No. E(NG)I-89/AP/5 dt. 12.12.2007 and Para 1410 of IREM
57.	Compensation to railway servants for loss of private property during course of accident or strike.	CPO Full powers up to Rs 4,000/- in each case	CPO Full powers up to Rs 4,000/- in each case	Nil	Authority – 1. Bd's L/No. F(X)II-97/PW/4, dt 16.09.97 item 19 2. RB L.No. F(X) II-2010/PW/2 Dt 11.10.10
58.	To grant compensation other than those awarded by Railway Claims Tribunal in the case of Railway employees killed or injured in accidents subject to conditions mentioned in Item No.18 of GM's delegation.	Nil	Nil	Nil	1. Accounts concurrence is necessary. 2. GM can sanction up to 24 months emoluments of railway servant. Authority: Item No.18 of GM's delegation.
59.	Classification of railway servants under Hours of Employment rule.	CPO Full Powers	Nil	Nil	Authority: 1. Sec.136 of Indian Railways Act 1989. 2. Board's letter No. E(LL)76/HER(RLT)/11 dt. 7.3.77.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
60.	Sanction for payment of compensation under Employees' Compensation Act.	Full Powers	Full Powers	Full Powers	1. Accounts concurrence is not necessary. Authority: Item 18(i) of GM's delegation.
61.	Sanction to refund of P.F by instalment by non-gazetted staff on reappointment.	Full Powers	Full Powers	Nil	1. Accounts concurrence is not necessary. 2. Powers are to be exercised in respect of staff holding posts to which they are empowered to make reappointment. Authority: Rule 917 - IREC Vol. I (1985).
62.	To sanction rewards to non- gazetted staff (A) Cases connected with averting or reducing the severity of accidents.(CS No. 91 dt. 22.04.2015)	Full Powers up to Rs. 1,000/- in each case	Full powers up to Rs 1,000/- in each case	Full powers up to Rs 500/- in each case	1. Accounts concurrence is not necessary 2. Individual cases for grant of rewards in excess of the monetary limit delegated, should be processed through the Standing Screening Committee for GM's sanction. 3. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers. Authority: 1. Item No.10(c) of GM's delegation vide Rly Board's Letter No. F(X)II-2010/PW/4 dated 11.10.2010 2. Item 10(d) of GM's delegation vide Railway Board's letter No. F(X)II-2013/PW/4 dated 25.07.2013. 3. Railway Board Letter No. F(X)II-2014/PW/4 dated 05.02.2015

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(B) Suggestions and inventions.	Full Powers to grant rewards up to Rs 4,000/- in each individual case. *Full Powers up to Rs 15,000/- in each case where the employee secures the patent for such innovation and transfers the rights to Indian Railways unconditionally and such innovation is considered useful for Indian Railways.	Full Powers for rewards up to Rs. 2,000 in each individual case * Full Powers up to Rs 25,000/- in each case where the employee secures the patent for such innovation and transfers the rights to Indian Railways unconditionally and such innovation is considered useful for Indian Railways.	JAG/SG Full powers for up to Rs 1000/- in each individual case	1. Accounts concurrence is not necessary. 2. Individual cases for grant of rewards in excess of the monetary limit delegated, should be processed through the Standing Screening Committee for GM's sanction 3. Rly Bd letter no E(G)64 RNI-6 of 6.9.65 RB L/Ni F(X)II/2010/PW/2 Dt 11.10.2010 Item no 10 c. 4. Item No.14 of GM's SOP Rly. Bd's L.No. F(X)II-2015/PW/7 dated 12.06.2017 & Correction Slip No.2 Dt.14.08.17 5. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers
	(C) Other cases of meritorious/ outstanding work including RPF staff	Full Powers up to Rs. 5,000/- in each individual case	Full powers up to Rs 2,000 in each individual case	Full powers up to Up to Rs.1000/- in each individual case.	1. Accounts concurrence is not necessary. 2. Individual cases for grant of rewards in excess of the monetary limit delegated, should be processed through the Standing Screening Committee for GM's sanction up to Rs. 5,000/- in each individual case. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers. Authority: 1. Rly BD L.No E(X)II/97/PW/4 dt 16.9.1997 2. RB L.No F(X)II/2010/PW/2 Dt 11.10.2010 item no 10 b.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
	(D) Group Cash award for meritorious outstanding work	*Full Powers up to Rs 2,000/- in each case subject to individual awards not exceeding Rs. 250*	*Nil*	*Nil*	*Authority:* *Rly Bd's lr.No. F(X)II-2016/PW/3/Pt.3 Dt.16.12.16* *1. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers.* *2. Cash received by each individual out of group award should not exceed the limit prescribed for sanction by the concerned officer.* *3. The limit of group cash award will be Rs. 1 lakh in each group. While granting group cash award the limit of individual reward should not be exceeded.*
	E) To Grant of Rewards for detection and/or apprehension of offenders in a criminal case.	*PHOD/CHOD* *Full Powers up to Rs 2,500 in each case*	*Nil*	*Nil*	*1. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers.* *Authority:* *1. Item No.15 of GM's SOP* *2. Rly. Bd's L.No. F(X)II-2015/PW/7 dated 12.06.2017* *3. Correction Slip No.2 Dt.14.08.17*

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
63.	To sanction ex-gratia payment to the dependents of railway employees who die in performance of their bonafide official duties	Nil	Nil	Nil	CAO/R has full powers with finance concurrence Authority: 1. RBE No. 285/99 2. RB Ltr No. 2017/Trans/01/Policy dtd 18.10.2017
64.	Temporary exemption under Hours of employment Regulation (HOER).	Full Powers	Full Powers	Full powers	1. Accounts concurrence is not necessary. Authority: 1. Rule 6 of HOER. 2. Board's letter No. E (LWA)66/HER/55 dated 14.3.67.
65.	Suspension of Lien.	Full Powers	Full Powers	Full Powers in respect of whom they are appointing authorities.	Authority: Rule 241 of RI 1985-Edn
66.	Payment of Deposit of Decrial amount in satisfaction of the decree passed by Civil Court/Authority under Payment of Wages Act.	Full Powers	Full Powers	Full Powers	
67.	Forwarding of application to posts outside the Railway.	Full Powers	Full Powers	Nil	Authority: Chapter XIV of IREM Vol. I – 1989 Edn
68.	Creation of Supernumerary post for medically de-categorized staff/ identified surplus staff	CPO/FA&CAO* Full Powers *in respect of Accounts staff	CPO/FA&CAO* Full Powers *in respect of Accounts staff	Nil	1. Finance concurrence is required Note: The proposal for such creation of post shall be put up to the CPO/ FA&CAO(For Accounts staff) with the certification that all the laid down stipulation of the guidelines of the Board has been met.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
69.	Grant of conveyance allowance to blind & orthopedically handicapped Railway employee subject to the conditions prescribed.	Full Powers	Full Powers	Full Powers Sr. Scale Full Powers	**The item is to be changed as under "Grant of Transport allowance at double the normal rate to eligible handicapped Railway employee subject to the conditions prescribed"**
70.	Sanction of National Holiday allowance to Essential Staff in HQ offices	Full powers	Nil	Nil	Authority: RB Ltr No. 2017/Trans/01/Policy dtd 18.10.2017
71.	Re-engagement of retired employees in exigencies of service	Nil	Nil	Nil	Authority: 1. RB Ltr No. E(NG)-II/2007/RC- 4/CORE/1 dtd 16.10.2017 2. RB Ltr No. 2017/Trans/01/Policy dtd 18.10.2017 1. The provision will be utilised only against existing vacancies following due process involving Personnel and Finance
72.	SCL for Trade Union/Federation	Full powers	Full powers	Nil	Authority: Master Circular No. 10 and RB's RBE No. 104/1991
73.	SCL for blood donation.	Full powers	Full powers	Nil	Authority: Master Circular No. 10 and RB's RBE No. 104/1991
74.	SCL for attending Territorial Arm y Camp	Full powers	Full powers	Nil	Authority: Master Circular No. 10
75.	SCL for Election of Lok Sabha and State Assembly.	Full powers	Full powers	Full powers	Authority: Master Circular No. 10

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
76.	SCL for Bandh/Curfew and disturbances or flood etc	Full powers	Full powers	Full powers	Report shall be sent to Railway Board as provided in the rules. Authority: Master Circular No. 10
77.	Condonation of interruption in service case of Group C' and 'D' staff	Full powers	Full powers	Full powers	Authority: Rule 43 of RS(Pension)Rules
78.	Advance of pay to non-gazetted Railway Servants under very special circumstances viz. The Railway servant's camp is burnt or serious damages caused to his belongings due to floods etc.	Full powers	Full powers	Nil	Authority: 1. Para 1123 of IREM Vol.-I
79.	To sanction advance in cases of natural calamities of exceptional severity	Nil	Nil	Nil	Authority: 1. Para 1123 (a) of IREM Vol.-I and 2. RB letter No. E(G)97/AD 1-7 dated 18.1.1998
80..	Grant of increment for passing Rajbhasha examination	Full powers	Full powers	Full powers	Authority: 1. RB Ltr No. Hindi.75/G-8/12 dtd 26.2.1976
81.	To sanction payment of re-imbursement of medical expenses when incurred in a case referred by AMA (Authorized Medical Attendant)				Item included in SOP of Medical deptt.

S.No.	Nature of Powers	PHOD/CHOD	SAG .	JAG/SG	REMARKS
1	2	3	4	5	6
82.	Powers to sign Passes (including complementary passes)/PTOs over Indian Railways	Full powers	Full powers	Full powers <u>Sr. Scale</u> Full Powers <u>Jr. Scale/Asstt. Officers</u> Full Powers	Full powers to Chief Office Supdtt and Office Supdtt and Sr. S.O./S.O. Authority: RS(pass)Rules and Office Order No. 371 dated 6.7.1987
	Note: Passes (including complementary passes)/PTOs issued to Gaz. Officers (including retired officers) will be signed by Gazetted Officers				
83.	Powers to attest entries in Service Records and Leave Accounts of non-gazetted staff employed in any department	Full powers	Full powers	Full Powers <u>SPO/APO</u> Full Powers <u>Sr.AFA(Admn./AFA(Admn.)</u>* Full Powers * in respect of Accounts staff	1. The Authorities who issues any order under RS(D&A) Rules shall be competent to attest entry of the said order in the Service Record of the employee. 2. As per DMW's SOP-2008, full powers to Chief Office Supdtt of Personnel deptt in respect of erstwhile Group 'D' staff employed in any deptt. (except Accounts). There is no change in delegation. However, the delegated authority "Chief Office Supdtt" shall include "Section Incharges of Service Record and Leave Section of Personnel deptt who are equivalent to the rank of Chief Office Supdtt 3. Sr. S.O. (Admn.) of Accounts deptt shall also be competent to attest enteries in respect of erstwhile Group 'D' staff of Accounts deptt