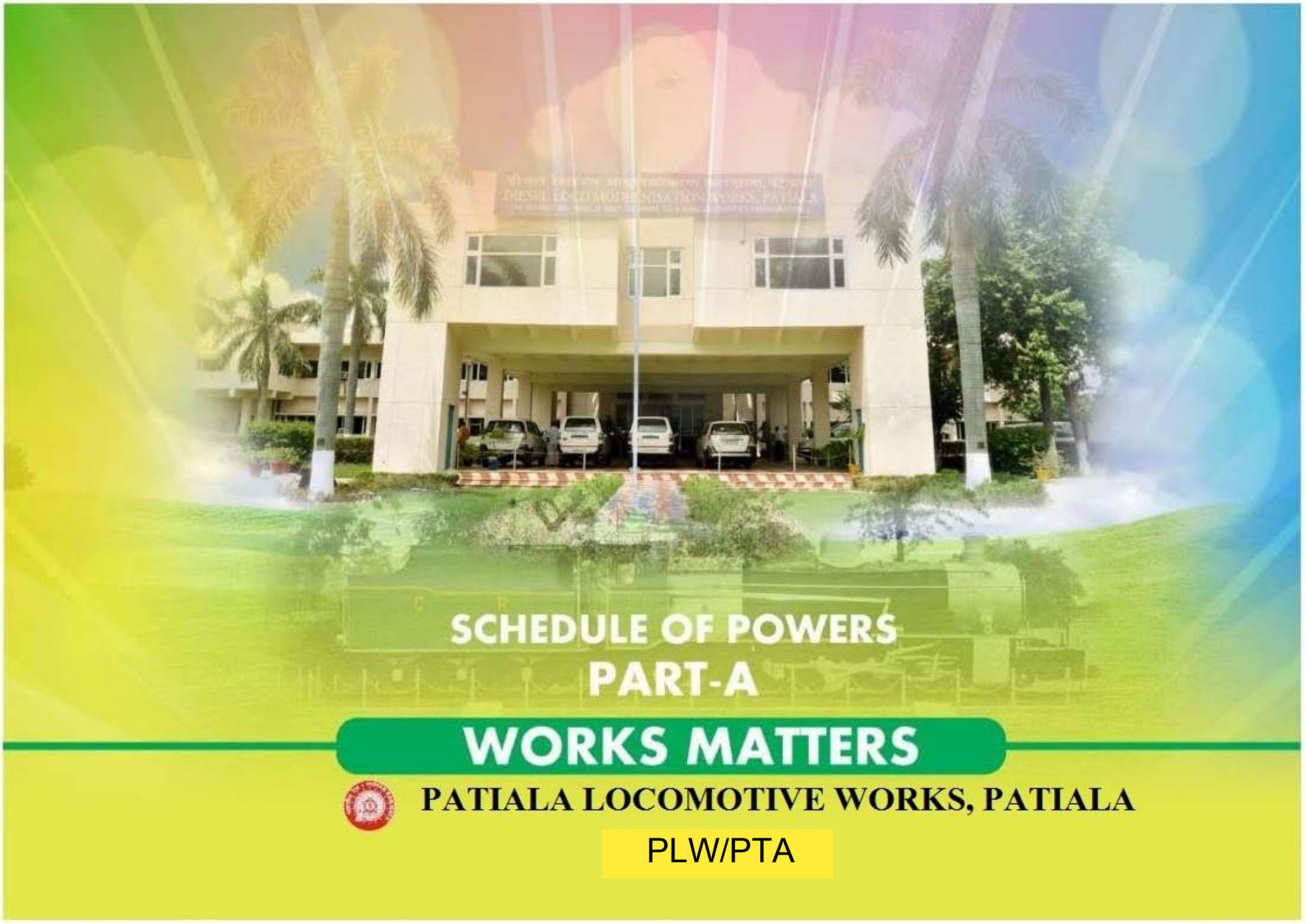


SCHEDULE OF POWERS
PART-A

WORKS MATTERS

PATIALA LOCOMOTIVE WORKS, PATIALA

PLW/PTA

भाग - ए:वर्क्स मामलों शक्तियों की अनुसूची

पी.एल.डब्ल्यू. पटियाला

PART – A: WORKS MATTERS

MODEL SCHEDULE OF POWERS

INDIAN RAILWAY

Index

S.No.	Nature of Powers	Page No.
1.	Accordance of administrative approval to Lump Sum Works and Out of Turn works	A4-8
2.	Technical sanction to detailed estimates	A9-12
3.	Sanction to excess over estimates (sanctioned by higher authority) at the time of preparing revised/ completion estimates	A12-14
4.	Material Modification in works estimated to cost at least Rs.1 Crs and above	A15
5.	Contracts or tenders	A15-20
6.	Signing of contract agreements including rider agreements in respect of tenders accepted by the competent authority	A21
7.	Introduction of additional Standard/ Schedule items in contract for works	A-21
8.	Introduction of new non-schedule items in contract for works	A-22
9.	Variation in quantities specified in contracts	A22-24
10.	Extension to the date of completion of contracts for works or supplies	A-24
11.	Advances to Contractors	A25-26
12.	To cancel / terminate contracts in accordance with the conditions of contract	A-27
13.	Revocation of termination of contracts	A-27
14.	Revenue grants	A-27-28
15.	Special repairs (i.e.) other than ordinary repairs and maintenance	A-28
16.	Sanction of urgency certificate chargeable to special revenue	A-29
17	Sanction to dismantlement of assets not proposed to be replaced other than dismantling/ permanently closing to public traffic	A-29
18.	Temporary arrangements at stations for festivals	A-29
19.	Transfer of machinery and plant from one station to another	A-29
20.	Payment of petty bills for demarcation of land	A-30
21.	Compensation for cutting of trees of private parties (obstructing the view of railway signals, level crossings etc.) and damage to crops or other properties in the course of execution of railway works.	A-30
22.	Lease of natural property	A-30
23.	Write off of ground rent	A-31
24.	Write off from the numerical returns of stores and tools and plant lost/ detected during stock verification	A-31
25.	Write off of ballast found short during verification	A-31
26.	Adjustment of charges of credits relating to completed works after the completion report (CR) has been drawn awaiting sanction	A-31

S.No.	Nature of Powers	Page No.
27.	Acceptance of claims settled by arbitration award against any dispute arising out of a contract	A-32
28.	Staff quarters and residential / service buildings	A-33
29.	Payment to outsiders for supply of water to Railway in respect of Stations/ Colonies	A-33
30.	Water tap connection to outsiders and to railway contractors	A-34
31.	Track machines	A-34
32.	Disposal of dead and live trees by sale/auction	A-34
33.	Disposal of unserviceable wooden sleepers by auction or tender.	A-34
34.	Purchase of horticultural products	A-34-35
35.	Acquisition of land	A-35
36.	To sanction payment of Arbitration fees and expenses	A-35
37.	Sanction of proposals for Outsourcing	A-36
38.	Repairs to plant including machinery & procurement of spares incidental to repairs of plant	A-36
39.	Repairs to plant including Machinery & procurement of spares incidental to repairs of plant with finance concurrence	A-37
40.	Incurring expenditure on diagnosis of fault of a machine/plant with finance concurrence.	A-38
41.	Repair of costly hi-tech machines like CNC machines, wheel press machines and machines costing over Rs. 1 Crs with finance concurrence on single tender basis.	A-38
42.	Hire of Plant and Machinery from outsiders or Govt. Bodies in case of emergency	A-39
43.	Hiring of Trucks/Mini trucks/equivalent in the same segment as required for transportation of material on regular basis for day to day maintenance of Track/Bridges/electrical/ mechanical/S&T assets.	A-39
44.	Licensing of Railway Land for Sidings and giving connectivity to sidings to increase Railway earnings	A-40
45.	Sanction of expenditure on testing charges of steel, concrete cubes, ballast, soil, drinking water etc. from Govt. Institutions/ Govt. approved laboratories with prior finance concurrence.	A-40
46.	Delegation of powers in case of service contracts (inviting and accepting tenders).	A-40
47.	Projects to be undertaken on BOOT basis	A-40
48.	Enter into contract/formal understanding in the precriped	A-40
49.	Wrok under taken in work shop for Government Department	A-41
50.	Issue of Work Order	A-41
51.	Annexure 'A'	A-42-43
52	Annexure 'B'	A-44

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
1.	**Sanction of works** To accord administrative approval to (A) Lump sum 1. Works Plan Heads: i) Passenger Amenities (PH 53). ii) Traffic Facilities PH 16, Track Renewal PH 31, Bridges PH 32, RSW –& L/Cs PH 29 , 30 (iii) S&T Works (PH 33) Other electrical works (PH-36) Traction Distribution Works (PH 37) Workshops incl. PUs (PH-42)Staff Quarters (PH-51) Other Specified Works (excluding Rest House) PH64 (iv) Works Charge to WMS GM/CAO(R) Powers up to 2.5 Cr. (v) *PH-52 Staff Amenities, Schools, Dispensary, Institute, Officers Club, ORH, Holiday	1. Railway Board's Letter no F(X)II-2015/PW/7 dated 12-06-2017. 2.2017/Trans/01/Policy dated 18.10.2017	 UptoRs.2.50 Cr. UptoRs.2.50 Cr. Upto Rs. 1 Cr. Upto Rs. 1 Cr. Up Rs. 20 Lakhs	 Nil Nil Upto Rs. 1 Cr. Upto Rs. 1 Cr. Nil	 Nil Nil Nil Nil Nil	 Nil Nil Nil Nil Nil	 Nil Nil Nil Nil Nil	**Remarks** Subject to the content mentioned in Railway Board's letter No. 2016/F(X)II/PW/5 dtd 07-12-2016, SAG can sanction works up to Rs. 20 lakhs in each case in respect of existing Railway Schools, Institutes, Officers Club, Rest Houses and Holiday Homes and SAG can sanction works up to Rs. 20 lakhs in each case in respect of existing Railway Hospitals & Dispensaries. *In terms of Ltr No. 2017/Trans/01/Policy dtd 18.10.2017, powers to sanction work in PH-52 Staff Amenities, Schools, Dispensary, Institute, Officers Club, ORH, Holiday Home – Full powers to **GM/ CAO(R) up to Rs. 1 Crore per case.**

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	Remarks <u>Note for Item 1(A)-1:</u> 1. LSG will be distributed by PCE/CME in consultation with GM/CAO/R. Total LSG not to be exceeded 2. Proper guidelines are required to be issued by respective PHOD/CHOD to all Branch Officers for adequate scrutiny of the proposals, fixing priority of work, margin to propose new works etc. 3. Monthly reports in specified format be introduced from divisions to HQ to ensure close monitoring. 4. The powers delegated to PHOD/CHOD are subject to availability of adequate permissible cost under each plan head for consideration of any proposal. Permissible cost is to be worked out as follows. **Permissible Cost i.e., PC = {Ceiling (C) X Norms (N)} – Throw Forward (TF), C = The lump sum grant allocated to a particular Division**. If grant is yet to be allocated, the grant of the previous year can be taken as the ceiling till the actual grant is allocated. N = Likely period of completion of works as per the norms stipulated by the Board for PWP. TF = Throw forward of ongoing works under each Plan Head. **5. a)** For Divisional Officers - Administrative approval shall be obtained by the Dy.CE/Co-ordination of the division for item no. 1(A). On administrative approval, the Dy. CE/Coordination shall be responsible for the publication of the DMW's MINI LAW BOOK. It shall be seen at the time of according administrative approval that administrative approval is not accorded for more than PC (Permissible Cost) available to the DMW under a particular plan head. Any item of work that features in the MINI LAW BOOK for 2 years or more without sanction of the detailed estimate must be dropped from the MINI LAW BOOK. **(Not applicable in DMW)** **b)** For Headquarters Officers - Administrative approval shall be obtained by the CE for item no. **1(A).** All the items of work proposed to be included in the LAW BOOK should have been vetted by the divisional Finance and approved by the PHOD/CHOD. On administrative approval, the CE shall be responsible for the publication of the LAW BOOK. It shall be seen at the time of according administrative approval that administrative approval is not accorded for more than PC (Permissible Cost) available to the GM i.e. budgetary ceiling available to the GM minus budgetary ceiling delegated to the PHOD/CHOD, under a particular plan head and the throw forward under that plan head. Any item of work that features in the LAW BOOK for 2 years or more without sanction of the detailed estimate must be dropped from the LAW BOOK. 6. Whenever any work originally included under category of lump sum works is subsequently found to cost more than the power of authority who sanctioned it, fresh sanction of higher authority has to be obtained as per the current sanctioning power.							
	(A) 2. Machinery & Plant costing not more than Rs. 50 lakhs each **(**PH 41)	1. Railway Board's Letter no F(X)II-2015/PW/7 dated 12.06.2017. 2. Railway Board's Letter no 2017/Trans/01/Policy dated 18.10.2017	**Full Powers Up to Rs. 50 lakhs**	Up to Rs. 20 Lakh in each case .	Up to Rs. 10 Lakh in each case .	Up to Rs. 10 lakhs	<u>NIL</u>	**Remarks:-** **Note for item 1(A)-2.**
	Note for item 1(A)-2:-These powers will be exercised by CME up to Rs. 50 lakhs in each case. 1.Total LSG should not be exceeded 2.LSG will be distributed by CME under PH 41 to various divisions/workshop. The limit of Rs.50 lakhs is for the entire proposal and not for the individual machine as per Rly. Bd's letter No. 2008/M/ M&P/ 1063/GL dtd. 20.2. 2008. 3. Prior associate finance concurrence should be obtained 4.Proper guidelines are required to be issued by respective PHODs to all Branch Officers for adequate scrutiny of the proposals, fixing priority of work, margin to propose new works etc. 5.Monthly reports in specified format be introduced from M&P Cell to ensure close monitoring							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
1.	(A) **3. Computerization (PH 17)** **i)** New works and replacement related works of over aged IT assets .GM/CAO(R) can sanction up to Rs 1 crore per case with finance concurrence	2017/Trans/01/Policy d 18.10.2017	Full powers up to Rs. 1 Crore per case with finance concurrence	Nil	Nil	Nil	Nil	1. EDPM or any other officer nominated by CAO(R) in (DMW) shall be the Nodal Officer and coordinate this PH 17.
	ii) procure equipment like compute printer etc for new UTS/PRS. GM can sanction up to Rs 1 crore per case with finance concurrence		Nil	Nil	Nil	Nil	Nil	
	iii) Extension/ Up gradation/ Strengthening works for LAN GM can sanction up to Rs 20 lakhs per case with finance concurrence		Up to Rs 20 lakhs per case with finance concurrence	Nil	Nil	Nil	Nil	
	iv) Software development GM can sanction up to Rs 2.5 Cror per case with finance concurrence		Up to Rs 50 lakhs per case with finance concurrence with annual ceiling of Rs. 2 Crores	Up to Rs 5 lakhs per case with finance concurrence with annual ceiling of Rs. 10 lakhs	Nil	Nil	Nil	

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
1.	To accord administrative approval to **B) Out of Turn Works** CAO(R) may sanction out of turn works costing not more than Rs. 2.5 Crores per case with annual ceiling of Rs. 25 Crore (other than lumpsum) on other than safety works. However, this restriction will not be applicable to safety related works. Safety works should be completed within a maximum period of 8 months from the date of sanction of detailed estimate. I. Works Plan Heads: i) Passengers and Other User amenities ii) All other Plan Heads	1. Board's letter No. FX(II)2008/PW/7 dated 05.12.2008 and 27.08.2009 (i.e. Item No. 39 of GM's delegation) 2. 2017/Trans/01/Policy dtd 18.10.2017	Nil Nil	Nil Nil	Nil Nil	Nil Nil	Nil Nil	**Note for item 1(B):**
	Note for item 1(B): 1. PFA concurrence is necessary for Out of Turn (OOT) works to be sanctioned by CAO(R). 2. Administrative approval of GM/ CAO(R)/SAG should be obtained before incurring expenditure on out of turn basis. 3. The proposal shall be mooted for the sanction of OOT work duly identifying funds, which could be re-appropriated from the other works within the same plan head. 4. Subject to the budgetary ceiling of Rs. 25 Crores (other than lump sum) in a financial year (for non-safety items) and no limits for safety items, provided that Sanction budget (other than Lump sum) for works in this category is not exceeded and the norms fixed for completion of work under different plan heads are followed. 5. CE/CME is the nodal officer for processing all OOT works. 6. The works thrown forward from previous year may be taken up only if the funds required for them can be found by the appropriation within the sanctioned allotment. 7. For passenger amenities works, emphasis should be on creation of amenities of durable and lasting nature and funds should not be frittered away on provision of superficial items like furnishings and furniture etc. Prescribed norms/parameters regarding passenger population should be followed in providing the amenities. 8. All the safety works sanctioned on out of turn basis shall be completed within a maximum period of eight months from the date of sanction. 9. Once administrative approval of GM/CAO(R is accorded for any work on 'out of turn basis', sanction to the detailed estimate for the works will be within the competence of authority vide Item No. 2(a) of SOP. 10. Before obtaining Out of turn sanction of GM/CAO/R for traffic facilities/ line capacity work, approval of COM should be taken.							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	B) Out of Turn Works 2.. M&P items		Nil	Nil	Nil	Nil	Nil	1. The OOT proposals of M&P items costing up to Rs. 10 Lakhs require the sanction of the CAO(R) with the concurrence of PFA. However, all such proposals together with M&P items sanctioned at CME level under 1(A)(2) should be within the Lump sum grant given by the Board.
2.	**Technical sanction to detailed estimates/ revised estimates A) Works itemized in the works programme/RSP/M&P or approved by the higher authority or included in**							
A	i) Chargeable to Capital, Capital Fund, Depreciation Reserve Fund, Development Fund, and Open Line Works Revenue, Track Renewal & lump sum grant / DPWP / Law book & deposit works and WMS Works included in the approved programme for the year, excluding Rolling Stock and M&P programme.	1. Para-703 of Engg. Code. 2. Item No.40(1) (a & b) & 40(2) of GM's delegation. 3. Board's letters No. F(X)II-2006/PW/17 dated 04-12-2006 &24.05.2007. 4. Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017.	Up to Rs.100 Cr.	Up to Rs. 50 Cr..	Up to Rs. 25Cr.	Nil	Nil	Note; CAO/R is empowered to accord Technical sanction to detailed estimates/revised estimates up to Rs. 500Crores
	Note for item 2(A)(i): 1. Associate Finance vetting is necessary. 2. This power will also apply for sanction to sub-estimates or detailed estimates which may form part of a work, the abstract estimate of which has been sanctioned by higher authority. 3. For open line works, costing more than Rs. 250 Cr, vetting by PFA and for construction works costing more than Rs. 500 Crores vetting by PFA / Construction is required for obtaining personal sanction of GM/CAO/R. 4. The powers delegated under Columns 3,4,5 also cover the excess over the Abstract cost up to 100% due to escalation and due to other than escalation up to 20% subject to the condition that the cost does not go beyond the powers of sanction of the respective authorities. 5. Detailed estimate may be prepared in the initial stage by taking services of a consultant wherever required. Change in scope may be done only on account of change of technology or change in local conditions but not due to change in planning/layout. All the existing provisions will be retained [Authority: RB Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017]							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	ii) Rolling stock items provided in the Rolling Stock approved programme.	1.Para-703 of Engg. Code. 2.Item No.40(1) (a, b & c) & 40(2) of GM's delegation. 3. Board's letters No. F(X)II-2006/PW/17 dated 04-12-2006 &24.05.2007. 4.Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017	Up to Rs.50 Cr.	Up to Rs. 50 Cr.	Nil	Nil	Nil	
	1. Finance vetting is required 2. This power will also apply for sanction to sub-estimates or detailed estimates which may form part of a work, the abstract estimate of which has been sanctioned by higher authority. 3. The powers delegated under Columns 3,4,5 also cover the excess over the Abstract cost up to 50% due to escalation and due to other than escalation up to 10% subject to the condition that the cost does not go beyond the powers of sanction of the respective authorities 4. GM will have full powers to sanction excess over the abstract cost due to price escalation and for other than price escalation it is limited up to 20% of the original cost estimate.							
	iii) M&P as per sanctioned works	RB Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017 .	PHOD CHOD Up to Rs. 10 Cr.	Up to Rs. 5 Crores LSMP Rs. 50 lakhs	SG/JAG Up to Rs. 2 Crores LSMP Rs. 50 lakhs	Nil	Nil	**Note:-*** Note: Sanctioning of procurement of two wheelers under M&P – GMs – Full powers to sanction two wheelers for RPF Post incharge
	Note:-* **1.** Definition of M&P for tools and plants – The limit for tools and plants enhanced from Rs.1 lakh to Rs. 10 lakh (tools and measuring equipment costing above Rs. 1 lakh were procured as M&P earlier). No finance vetting is required upto Rs. 3 lakh.							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	iv) Survey estimates	1.Item No. 40 (3) & 40(5) of GM's delegation, subject to Board's orders and Yardsticks issued from time to time. 2. As per the yardsticks laid down by Board's letter No. 2012/W-1/Genl./ Survey/Budget dtd 18.11.2016 3. Board's letter No. F(X) II/2000/PW/2, dated 27-06-2000 & No. F(X) II/2006/ PW/17, dt.18.10.2006 and 4.12.2006. 4. Board's Letter No. 2007/CE-I/CT/18 dated 07.03.2008.	Nil	Nil	Nil	Nil	Nil	**Remarks ***
	1. Finance vetting is necessary. 2. Final location survey chargeable to preliminary expenditure of the work requires GM's personal sanction. 3. These powers also cover sanction of part estimates costing up to 5% of the work as originally sanctioned in the budget. **Note:** 1. Part estimate may be sanctioned towards incurring expenses for preliminary activities like Final Location Survey, Geo-technical studies, designs, preparation of plans and drawings etc., which will help in preparation of detailed estimates. 2. The detailed estimate can be prepared and got sanctioned only after these preliminary activities are completed							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
2.	(B) To incur expenditure on Trial and Experimental works		Up to Rs. 10 Lakhs in each case with finance concurrence .	Nil	Nil	Nil	Nil	1.Expenditure for Trial and Experimental works in excess of Rs. 10 Lakhs shall be incurred with the prior concurrence of PFA and the sanction of CAO(R)
	(C) To sanction estimate chargeable to revenue/WMS (Ordinary & Special) for which budget allotment has been made		Full powers	Full powers	Full powers	Nil	Nil	1. Finance concurrence is required
	(D) Sanction of estimate and administrative approval for Environment related works using 1% provision of sanctioned estimates	1. Ref: Rly Board No. 2016/EnHM/13/02 dtd 13.05.2016 2. 2017/Trans/01/Policy dtd 18.10.2017	Full powers UptoRs.2.50 crores					GMs – Full powers up to Rs. 2.5 Crores
3	Sanction to excess over estimates (Including those sanctioned by higher authority at the time of preparing revised/ completion estimates.)	Item No. 40(1) of GM's delegation vide Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017						
	(a) For itemized works, and LAW/Minilaw items Other than M&P and surveys .							
	i) Increase in cost due to escalation		Up to 100% of the original estimate.	Up to 100% of the original estimate.	Up to 100% of the original estimate.	Nil	Nil	
	ii) Increase in cost due to reasons other than escalation		up to 20% of the original estimate.	up to 20% of the original estimate.	up to 20% of the original estimate.	Nil	Nil	
	(b) Survey estimates		Up to 20% of the original estimate.	Nil	Nil	Nil	Nil	

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	Note for item 3(a) and 3(b): 1. Finance concurrence is required 2. No powers to incur any excess over the percentage provision for works, establishment, and general charges. 3. These are the overall variations on the abstract estimate and cannot be exceeded even if more than one revised estimate is sanctioned. The permissible overall excess due to escalation/ other than escalation is with reference to Abstract Cost only. 4. The powers to sanction excess over abstract / original estimate for the increase due to other than price escalation is limited to Rs.20 Crores 5. This delegation will not affect the rules in force regarding Material Modification. 6. These powers are subject to the restrictions stipulated in Codes, Railway Board's letters and GM's instructions from time to time. 7. The change in scope of work shall be governed by powers for material modification given in item No. 49 of GM's SOP. 8. For RSP these powers will be exercised by CME/CWE/ CEE. While processing the revision in the cost of estimate, the reasons for delay/time overrun should be clearly recorded. 9. GM/CAO/R have full powers to sanction excess over estimates due to price escalation. However, increase in cost due to price escalation-a.By more than 100% and up to Rs. 150% one stage higher Officer will sanction b. By more than 150% and up to Rs. 200% two stage higher Officer will sanction & c. By more than 200% all cases to be sent for sanction of GM/CAO/R. 10. The overall cost of revised estimate including all variations i.e. due to price, quantity etc should be within the powers of sanctioning of estimates as mentioned in 2.							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	c) M&P estimates	1. Item no 40 (2) of Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017 2. Rly Bd's letter No. 2017/Trans/01/Policy dt. 18.10.2017						
	i) Increase in cost due to escalation		up to 50% of the original cost or Rs.1 Crore whichever is less	up to 50% of the original cost or Rs.1 Crore whichever is less	up to 50% of the original cost or Rs.50 lakhs whichever is less			
	ii) Increase in cost due to reasons other than escalation		Up to 10% of the original cost or Rs.25 lakhs whichever is less	Up to 10% of the original cost or Rs.25 lakhs whichever is less	Up to 10% of the original cost or Rs.25 lakhs whichever is less			
	1. Finance vetting is necessary. 2. Powers indicated for increase in cost due to reasons other than price escalation cover material modification also. 3. Personal approval of GM/CAO/R with the personal concurrence of PFA is required in cases of material modifications costing above Rs. 10 Lakhs each. 4. These are the overall variations with respect to original sanctioned cost as included in the Budget at the time of sanction and cannot be exceeded even if more than one revised estimate is sanctioned. 5. These powers are subject to the condition that the total cost (including the excess) does not exceed the powers of the original sanctioning authority. The total cost including excess should be regulated as per the provisions contained in GM's/CAO/R delegation of powers re-delegated under the columns 3,4&5. 6. This delegation will not affect rules in force regarding Material Modification. 7. These powers are subject to the restrictions stipulated in Codes, Railway Board's letters and GM's instructions from time to time. 8. LS M&P estimates: In case, a detailed LS estimate exceeds the sanctioned cost during execution, it requires the sanction of CME for any excess up to Rs. 20 Lakhs, CME up to Rs.50 lakhs and if it exceeds Rs. 50 lakhs, the same requires the sanction of Railway Board.							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
4.	Material Modification in works estimated to cost at least Rs.1 Cr. and above.	1. Para-1110 of Engg. Code and Item No.49 of GM's delegation. 2. Board's Lr. No F(X)II-2006/PW/17 dated 18-10-2006	Up to Rs.15 lakhs.	Up to Rs.5 lakhs.	Nil	Nil	Nil	
	1. Finance concurrence is necessary. 2. Subject to a ceiling of 10% of original estimated cost. 3. Material modification estimated to cost more than Rs. 15 lakhs and up to Rs. 50 lakhs to be sanctioned by CAO/R with finance concurrence and for more than Rs. 50 lakhs but below Rs. 2.5 Crores, personal sanction of GM/CAO/R with PFA's concurrence is required. 4. The excess over the revised cost of the estimate does not go beyond the General Manager's powers.							
5.	Contract for approved and sanctioned works-or supplies related to sanctioned works or zonal contracts. A) Calling of Tenders: i) Open Tenders.	1. Railway Board's letter No. 2007/CE-I/ CT/18 Pt. II dated 30.07.2010. 2. Board's letter No 2007 Railway /CE-I/CT/18 Pt. XII dated 31.12.2010 (Para No 4). 3. Railway Board's letter No. 94/CE-I/ CT/4/Pt.17 dated 13.08.2012. 4. Board's letter no. 2017/CE-I/CT/10Procurement Cycle dtd 23.10.2017.	Full Powers	Full Powers	Full Powers	Nil	Nil	**Remarks ***

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	Notes for Item 5(A)-(i): 1. For all works contract tenders requiring techno-economic evaluation, 'Two Packet System' of tendering shall be the norm as far as possible. 2. For inviting Works Tenders valuing more than Rs.10 Crs, two-packet system, shall mandatorily be followed. In case it is decided by an Executive Officer not below DRM/PHOD/CHOD level for adopting 'single packet system' concurrence of Associate Finance for Open Line works and PFA in case of construction works is required with reasons recorded. However, the delegation is restricted to the extent of Tender acceptance powers of PHOD/CHOD. 3. For Tenders valuing up to Rs. 10 Crs, decision to adopt two-packet system shall be taken by the tender inviting authority with the concurrence of associate finance 4. The minimum Eligibility/Qualifying criterion/criteria in the Tender documents for selecting the tenderer, should be precisely defined as per Railway Board's guidelines. In case of any modification to Railway Board's standard minimum eligibility criteria, concurrence of PFA/FA&CAO/Con/RE (Associate Finance) and approval of GM/PCAO/PHOD/CAO/Con/RE should be taken. 5. Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders are called without sanction of detailed estimate. Pre-vetting is also not necessary in case of zonal works/capital/revenue/WMS/ work upto Rs. 5 lakhs for which detailed estimates need not be framed. It shall be ensured that the tender schedules are prepared based on the rates/quantities/scope of the work as included in the sanctioned estimates. 6. For inviting tender for consultancy works, prior approval of competent authority has to be obtained as per Annexure'D' 7. All zonal contracts should be open tenders. 8. Powers to call tenders by JAG is restricted up to the value of tenders to be accepted at SAG level 9. Eligibility criteria need not be stipulated for open tenders up to Rs.50 lakhs each. For relaxation in the prescribed eligibility for open tenders costing above Rs.50 lakhs, personal approval of GM/CAO/R is required with PFA's concurrence in case of Open Line. In cases of Construction Organization, personal approval of CAO/C/CAO/RE is required with personal concurrence of FA&CAO/C/RE.However, for inserting eligibility criteria in specialised tenders, decision of PHOD shall be final in all cases. 10. Sufficient notice period should be given for the submission of tenders, which in the case of large works should not be less than 21 Days. The above prescribed tender notice period may be departed from in the most exceptional circumstances only and then too in consultation with the Principal Financial Adviser. However: For tenders valued up to and including Rs. 2 Crore invited through e-tendering, the tender notice period can be reduced up to 14 days in consultation with Associate Finance							
	Notes for Item 5(A)-(ii): 1) Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders are called without sanction of detailed estimate. Pre-vetting is also not necessary in case of zonal works and revenue works in Open Line up to Rs.5 lakhs for which detailed estimates need not be framed. It shall be ensured that the tender schedules are prepared based on the rates/quantities/scope of the work as included in the sanctioned estimates. 2) For formulating approved list of contractors and invitation of Limited Tenders, the norms specified in the Board's letter No.94/CE- I/CT/4 dt.17.10-02, 12/16-5-06 and No. 2007/CE/ I/CT/18 dt. 28-9-2007 and subsequent revisions on the subject shall be followed. 3) At least 10 names should be on the approved list of contractors.							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	iii) Special Limited Tender a) Works of specialized nature b) Works of urgent nature	1.(Rly. Bd's letter No. 94/CE-I/CT/4 dated 22.10.2001 and 17.10.2002 2.Rly. Bd's Ltr. No. F(X) II/2006/RW3 dt. 27-2-2006 and 16-05-2006 and F(X)II/2006/PW/13 dt. 9-8-2006. 3.Rly. Bd's. Lr. No. 2007/CE/I/CT/18 dt. 28-9-2007.	Full Powers.	Nil	Nil	Nil	Nil	1. Associate Finance concurrence is necessary. 2 PFA concurrence is necessary for all construction works.
5.	**(B) Consultancy** (i) Consultancy works for other than property development schemes from outside bodies including PPP projects (ii) Consultancy works for property development schemes i.e., for commercial exploitation from outside bodies CAO/R – Full powers in consultancy contracts with the concurrence of PFA upto Rs 10 Crores.	1. Item No.30 (a) of GM's delegation. Bd's Letter No. F(X)II-2016/PW/ 3 dt.14.09.2016 2. 2. Railway Board Letter no F(X) - II/2015/PW/7 dated 12.06.2017. 3. Railway Board Letter No. 2017/Trans/01/ Policy dtd 18.10.2017. 4. Railway Board letter no No. 2017/Trans/01/ Policy dated: 27.11. 2017	Up to 20 Lakhs per case with an annual ceiling of RS. 1.5Crore	Nil	Nil	Nil	Nil	i) Finance concurrence is necessary. **ii)** Constitution of Tender Committee and acceptance **as per Annexure –B.** iii) Please refer to Rly Board letter no.2017/Trans/01/Policy dated 27.11. 17 for guide line on the procedure for entering into Consultancy Contracts and clarification of Nature of Consultancy. iv) If the consultancy contract is to be fixed only on a single tender basis due to special circumstance; CAO/R's personal approval would be required irrespective of the value of the contract as per last para of items 30 of Rly board letter no F(X) II/2015/ PW/7 dated 12.06.17.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	C) Single Tender i) In case of accidents, breaches involving dislocation to traffic.	1. Para-1214-A & 1260 of Engg. Code along with Railway Board's letter no 2007/CE-I/CT/18 dated 7th Mach 2008. 2. Railway Board Letter no F (X)II2010/PW/1 dated 11.05.2010 4. 97/CE-1/CT/32 dt. 27-08-97 5. 97/CE-I/CT/32 dated 27.08.1997	Up to Rs.20 lakhs per case subject to annual limit of Rs.1 Cr.	Nil	Nil	Nil	Nil	**3.** Works of specialized nature pertaining to Construction organizationto be personally approvedby CAO/CN with .prior concurrence of the FA&CAO/CN. This power is not to be redelegated to any other authority. For works of specialized nature pertaining to Open line, personal approval of GM/PCAO is required with prior concurrence of FA&CAO. 4. For any other situations only GM/PCAO has full powers to award work on Single Tender basis with PFA's concurrence including award of work on single quotation basis (Personal sanction of GM/PCAO is required)
	ii) Works of specialized nature		Nil	Nil	Nil	Nil	Nil	
	iii) Any other situation		Nil	Nil	Nil	Nil	Nil	
	Note for item 5(C): 1. To be operated in times of cyclone, floods, accidents, sabotage, enemy action, explosions, cases of extreme urgency such as works or supplies necessary to safeguard life or property or repair damage to track caused by flood breaches, wash away, accidents or other unforeseen contingency so as to maintain through communication. 2. Lighting, transshipment, hiring of plant, machinery, and equipment (including communication equipment) in cases listed under 1 above will be covered in this Para3 report to GM/CAO(R) is necessary for incorporating it in the annexure to the PCDO 3.Report to GM/CAO(R) is necessary for incorporating it in the annexure to the PCDO 4. The discretion to classify any item of work as one of extreme urgency for the purpose should be exercised personally by the PHOD/CHOD. 5. Finance concurrence is necessary. 6. GM/PCAO while exercising such powers should record detailed reasons justifying the need for resorting to single tender. (No. 93/W2/PQR/SC/4/PT dated 27.09.96) 7. The Tender value should be worked out carefully based on realistic quantities and rates, keeping in view the time frame for completion of the work. 8. .Tight targets and urgency should not be accepted as reason for calling single tenders (No. 97/CE-1/CT/32 DATED 27.08.97)							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	(D) Invitation of single tender in case of works pertaining to doubling, Traffic facility, New lines, gauge conversion and railway electrification projects, which are targeted for completion in the current financial year.	1. Para-1214-A of Engineering Code 2. Railway Board's letter No. 2007/CEI/CT/18 dated 07.03.2008 3. Railway Board's letter No. 2007/CEI/CT/18 Pt. XII dated 31.12.2010 (Para3), 4. Bd's Letter No.2011/CE I(Spl)/CT/0/4 dated 27.06.2011 and 11.10.2012 & Letter No.2011/CE-I/CT/0/4 dated 14.11.2013 followed by 02.05.2017	Nil	Nil	Nil	Nil	Nil	**Notes for Item 5 (D):** 1. Personal concurrence of PFA is required. 2. Tender Committee should be at least at SAG level with acceptance by CAO/R. 3. Powers to be exercised only in respect of Plan Heads and Projects targeted for completion by awarding Single Tender as per the instructions of Railway Board for specific Financial year. 4. Prudency and transparency shall be maintained in the exercise of these powers.
	E) Acceptance of Tender i) Open/Limited/ Special Limited.	Railway Board's letter No.97/CE-I/CT/32 dt.27-8-97	Refer to: Annexure 'A'	Refer to: Annexure 'A'.	Refer to: Annexure 'A'.			1. Constitution of Tender Committee and acceptance as per **Annexure –A.**
	ii) Acceptance of single tender.		Refer to: Annexure 'A'	Refer to: Annexure 'A'.	Refer to: Annexure 'A'.			
	1. Constitution of Tender Committee and acceptance as per **Annexure –A.** 2. The **Tender Committee composition and the accepting authority** should be **at least one step higher than the members** nominated in case of Open Tenders/Limited tenders except where G.M./CAO/R is the accepting authority.							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	F) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations	Board's Letters Nos. 1. 2007/CE-I/CT/18/Pt. dt 05.03.2009. 2. 2007/CE-I/CT/18 Pt.13 dt.06.09.10. 3. 2007CE-I/CT/18/Pt.13 dt.11.09.17	Up to Rs. 10 Lakhs per case for all works with annual limit of Rs.1.2 Cr.	Up to Rs. 10 Lakhs per case for all works with annual limit of Rs.1.2 Cr.	Up to Rs. 05 Lakhs per case for all works with annual limit of Rs. 60 Lakhs	Nil	Nil	**.1Notes for Item 5 F (Quotations) Given below.**

Notes for Item 5 F (Quotations):

1. Finance concurrence is necessary except for delegation under col. 5(i) for which certification by accepting Authority that the work is of urgent nature and directly related to safe running of trains in his jurisdiction is required to be recorded.
2. The powers shall be exercised by the officers with their own administrative approval and no separate administrative approval is necessary.
3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out.
4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/ sanction to the detailed estimates wherever necessary.
5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation
6. The reasonableness of rates should be gone into objectively and in detail by the accepting authority.
7. Quotations should not be for fancy (expensive but of low utility) items.
8. Quotations should only be for works which are urgent in nature.
9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list.
10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms).
11. A Register showing the full particulars of works authorized through quotations shall be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence.
12. The powers delegated are specific to the department/division concerned.
13. Cross utilization of powers of equivalent officers in a division/single administrative unit shall not be allowed.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	G) To call for and accept tenders for supply of sieved, dried sand packed into 30 - 50Kg. Bags as per the specifications.		Nil	Nil	Up to Rs.30 lakhs	Nil	Nil	Constitution of Tender Committee and acceptance as per Annexure 'A'& 'B' of Tender Committee
6.	Signing of contract agreements including rider agreements in respect of tenders accepted by the competent authority.	.	One stage below the Tender Accepting Authorit y as per the extant delegation of Powers of open tenders	One stage below the Tender Accepting Authorit y as per the extant delegation of Powers of open tenders.	One stage below the Tender Accepting Authorit y as per the extant delegation of Powers of open tenders	One stage below the Tender Accepting Authorit y as per the extant delegation of Powers of open tenders.	Nil	1. Para-1259 of Engg. Code & Para-410 of Stores Code Vol. I. 2. Railway Board's letter No.2007/CEI/CT/0/20/1 dated.08.10.2015. Rly. Bd's Lr.No.2007/CE-I/CT/O/20/1 dt.19.10.2016. *<u>**Remarks are given below**</u>.
	***Remarks:** - 1.Finance vetting is necessary. 2. The powers under this item are to be exercised only after the contract, purchase, lease etc. are approved by competent authority. 3. Contract/Lease agreement to be got vetted by Law Officer where no standard agreement exists. 4. Rider agreements to the main agreement may likewise be signed by the authorities who signed the original agreement provided the approval of the competent authority is obtained. 5. The signing authority should be those empowered as per Ministry of Law notification issued from time to time.							
7.	Introduction of new SOR items in contract for works	RB Corrigendum Slip No. to Model SOP 2018 vide L/No.2018/Trans/ 01/Policy dated 17.10.2018	Full Powers	Full Powers	Full Powers	Nil	Nil	
	Note for item 7: 1. The items of work proposed for inclusion should be relevant to the main scope of work. 2. Revision to contract value shall be proposed by way of variation statement. 3. The variation shall be governed as per notes in item no 9 of this SOP works matters Part-A. 4. Finance concurrence is not required subject to following: Value of new items is less than Rs. 5 lakhs and change in overall contract value is less than 10 percent. 5. In case the value of new SOR items goes beyond Rs 5 lakhs, it will require prior approval of SAG officer before obtaining Finance concurrence.							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
8	Introduction of new non-schedule items in contract for works Without Finance Concurrence	1. Board's letter No. 87/WI/CT/10 dated 17.3.1988 and No.94/CE-I/CT/37 dated 6.6.95. 2. Railway Boards Letter No.2007/CEI/CT dated 31.8.2007 3.Rly. Bd's letter No. 2018/TF/Civil/Works dated 12.06.18.	Full Powers (Provided the revised monetary value of the amended contract does notexceed their powers of acceptance.)	Full Powers (Provided the revised monetary value of the amended contract does not exceed their powers of acceptance.)	Full Powers (Provided the revised monetary value of the amended contract does not exceed their powers of acceptance.	Nil	Nil	**Remarks are given below**
	Remarks :- for item 8:- 1. Finance concurrence is not necessary for introduction of a new additional item, if due to unavoidable and inescapable reasons, subject to maximum ceiling limit of Rs. 5 lakhs in a Contract or 10% of the original Contract value, whichever is less. These powers shall be exercised by Tender Accepting Authority not below JAG level 2. Prior finance concurrence is necessary for varying the individual quantities beyond 25% or where the gross agreement value exceeds 25% of the agreement value. 3. Rates of such NS items accepted without finance concurrence cannot be quoted as Last accepted rate (LAR) for justifying similar rates in future tenders. 4. In all cases, it should be ensured that the rates sanctioned for such non- schedule items, are comparable to the rates for similar works executed in the area. 5. Rate should be derived from the items included in the Standard Schedule of Rates (SSR) and where new items vary marginally from SSR items, market rate should be used only to the extent of variation to work out new rate. 6. Gross value of the Agreement due to introduction of additional items shall be taken into account for arriving at the competency of sanction. While working out gross value, savings, if any, shall not be taken into account 7. If the gross variation exceeds 50% of the agreement value, personal sanction of General Manager has to be obtained with PFA's concurrence. 8. In case the value of new NS items goes beyond Rs 5 lakhs, it will require prior approval of SAG officer before obtaining Finance concurrence						
9	Variation in quantities specified in contracts (i) Increase in quantities specified in the Contract.	1. Rly Board's letter No. 94/CE-I/CT/4 dt. 17.10.02. 2. Rly Board's letter No. 2007/CEI/CT/18 dt. 28-9-2007. 3. Rly Board's letter No.2007/CEI/CT/18/Pt.XII dated 31.12.2010. 4. Railway Board's letter No.2007/CEI/CT/18/Pt.XII dated 08.07.2016.	Full powers (Provided the conditions given in the remarks column are adhered to and the revised monetary value of the amended contract does not exceed their current power of Tender acceptance).	Full powers (Provided the conditions given in the remarks column are adhered to and the revised monetary value of the amended contract does not exceed their current power of Tender acceptance).	Full powers (Provided the conditions given in the remarks column are adhered to and the revised monetary value of the amended contract does not exceed their current power of Tender acceptance)	Nil	Nil	**Remarks ***

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	Remakes *							

1. Individual NS items in contracts shall be operated with variation of plus or minus 25% and payment would have made as per the agreement rate. For this no finance concurrence would be required.
2. For the tenders accepted at the Zonal Railways level, the variation in quantaties will be approved by the authority in whose current tender acceptance powers, the revised value of the agreement lies
3. . In case an increase in quantity of an individual item by more than 25% of the agreement quantity is considered unavoidable, the same shall be got executed by floating a fresh tender. If floating a fresh tender for operating that item is considered not practicable, quantity of that item may be operated in excess of 125% of the agreement quantity (100% i.e., the original quantity + 25% i.e., quantity over and above the original quantity) subject to the following conditions:
   a. Since there is an in-built rate reduction Clause of 2% & 4% for variation between 125% & 140% & between 140% and 150% respectively on the accepted rates it will only require the prior approval of the Tender Accepting Authority (TAA) who is an officer not below the rank of SAG without finance concurrence subject to other conditions mentioned in Clause 42(4) of GCC 2014.
   b. However, a Supplementary Agreement/Addendum to original Agreement should be drawn subsequent to sanction of the variation by an officer not below the rank of SAG, which needs to be vetted by Associate Finance.
   c. Quantities operated in excess of 125% but up to 140% of the agreement quantity of the concerned item, shall be paid at 98% of the rate awarded for that item in that particular tender.
   d. Quantities operated in excess of 140% but up to 150% of the agreement quantity of the concerned item shall be paid at 96% of the rate awarded for that item in that particular tender
4. Variation in quantities of individual items beyond 150% will be prohibited and would be permitted only in exceptional unavoidable circumstances with the concurrence of Associate Finance and shall be paid at 96% of the rate awarded for that item in that particular tender.
5. The variation in quantities as per the above formula will apply only to the individual items of the contract and not on the overall contract value
6. Execution of quantities beyond 150% of the overall agreement value should not be permitted and, if found necessary, should be only through fresh tenders or by negotiating with the existing contractor, with personal concurrence of PFA and personal sanction of General Manager.
7. The limit for varying quantities for minor value items shall be 100% (as against 25% prescribed for other items). A minor value item for this purpose is defined as an item whose original agreement value is less than 1% of the total original agreement value
8. No such quantity variation limit shall apply for foundation items.
9. .As far as SSR/SOR items are concerned, the limit of 25% would apply to the value of SSR/SOR schedule as a whole and not on individual SSR/SOR items. However, in case of NS items, the limit of 25% would apply on the individual items irrespective of the manner of quoting the rate (single percentage rate or individual item rate)..
10. For tenders accepted by Board Members and Railway Ministers, variations up to 110% of the original agreement value may be accepted by General Manager.
11. The aspect of Vitiation if any, shall be governed as per Railway Board's Transformation Cell Letter no 2017/Trans 01/policy dated 08.02.2018.
12. . In zonal contracts, the variation in the contract should not exceed 25% of the contract value
13. . Overall agreemental Value, arrived at by adding the positive variation and subtracting the negative variation from the accepted value of the contract, shall be taken for deciding the competency of sanction. (Authority: RB Ltr. No. 2017/Trans/01/Policy dated 27.03.2018)For tenders accepted by General Manager, variations up to 125% of the original agreement value may be accepted by General Manager.
14. . The estimate provision/preparation of revised estimate shall be ensured. The extant rules for excess over estimates, if any, due to escalation/ other than escalation, shall be followed
15. Vetting of Corrigendum/Addendum in case of variations of a works contract is required when(i) Value of new items (SOR or NS) is more than Rs. 5 Lakhs, (ii) Percentage change in overall contract value is more than 10% and (iii) Percentage change in all individual NS items is more than 25% (for minor items 100%).

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	(ii) Decrease in quantities specified in contract	1. Railway Board's letter No.2007/CE-I/ CT/18/ Pt. XII dated 31.12.2010.	Full Powers In respect of contracts accepted by them.	Full Powers In respect of contracts accepted by them	Full Powers In respect of contracts accepted by them	Nil	Nil	**Remarks***
	*** Remarks for above item:** 1. (a)The contract signing authority can decrease the items up to 25% of individual items without finance concurrence. (b) For decrease beyond 25% for individual items or 25% of contract agreement value, the approval of an officer not less than rank of SA Grade may be taken, after obtaining 'No Claim Certificate' from the contractor and with finance concurrence, giving detailed reasons for each such decrease in the quantities. (c) It should be certified that the quantities proposed to be reduced will not be required in the same work at a later stage. 2. The aspect of vitiation of tender with respect to variation in quantities should be checked and avoided. In case of vitiation of tender (both for increase as well as decrease of value of contract agreement) sanction of competent authority as per single tender should be obtained.							
10.	Extension to the date of completion of contracts for works or supplies.	1. Para-1266 and 1267 of Engg. Code and Para-445 of Stores Code Vol- I	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	Nil	1. Subject to the offer not having been accepted against the other lower offers in the tender in consideration of earlier date of completion. 2. The delay will not cause loss or damage. 3. If any or both the above conditions are not satisfied, such extension shall be given only in consultation with associate finance after taking Legal advice, if necessary.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
11.	Advances to Contractors (i) Mobilization Advance	1. Railway Board Letter No.2007/CE-I/ CT/18/ Pt.3 dated 23.05.2012..	Full Powers as per terms of accepted tender	Full Powers as per terms of accepted tender	Nil	Nil	Nil	
	(ii) Advance against new plant & machinery.		Full Powers as per terms of accepted tender	Full Powers as per terms of accepted tender	Nil	Nil	Nil	
	1. Finance concurrence is not necessary. 2. Grant of advances is to be restricted to such of works which are capital intensive, specialized in nature and for high value tenders of Rs.25 Crs and above 3. Suitable provisions may be included in the Special conditions of the tender. **i. Mobilization advance**. a. It is limited to a maximum of 10% of the contract value. b. The advance shall be payable against irrevocable guarantee (Bank Guarantee, FDRs, KVPs/NSCs) of at least 110% of the value of the sanctioned advance amount. (covering Principalplus interest). The Bank Guarantee shall be from a Nationalized Bank in India or state Bank of India in a form acceptable to the c. The advance shall be payable in two stages as indicated below: Stage I – 5% of the contract value on signing of the contract agreement. Stage II – 5% on mobilization of site Establishment, setting up offices, bringing in equipment and actual commencement of Work. d. The two stages of advances shall be payable immediately after signing of contract documents and at the time of mobilization respectively. ii. Advance against new Machinery & Equipment a. The advance shall be limited to a maximum of 10% of the contract value against new Machinery & Equipment, involving substantial outlay, brought to site and essentially required for the work. a. This advance shall not exceed 75% of the purchase price of equipment and shall be payable when hypothecated to the President of India by a suitable bond or alternatively covered by an irrevocable Bank Guarantee for full cost of the Plant & Equipment from a Nationalized Bank in India or the State Bank of India in a form acceptable to Railways. b. The plant and Equipment shall be insured for full value and for the entire period they are required for the work and shall not be removed from the site of work without prior written permission of the Engineer. No advance must be given against old plant and machinery. c. Other Relevant Conditions and Method of Recovery of Interest may be fulfilled as per the ACS No.46 to Para 1264 of IRC for Engineering department and subsequent Railway Board guidelines from time to time should also be followed.							
	(a) (i) Release of Performance Guarantee		Full Powers in respect of contracts agreements signed by them	Full Powers in respect of contracts agreements signed by them	Full Powers in respect of contracts agreements signed by them	Nil	Nil	1. Finance concurrene is not necessary. 2. To be released after satisfactory completion of work duly deducting dues if any, no finance vetting /concurrence required 3. As per guidelines of Railway Board.
	ii) Refund of /Earnest Money and Security deposit of contractors		Full Powers in respect of contracts agreements signed by them	Full Powers in respect of contracts agreements signed by them	Full Powers in respect of contracts agreements signed by them	Nil	Nil	1. To be released after expiry of the maintenance period duly deducting dues if any, no finance vetting/concurrence required

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	(b) (i) Determination of amount of Liquidated Damages recoverable from contractors failing to fulfill contracts for works in accordance with Clause-17 B of GCC	Para-1267 of Engg. Code & Clause 17 B of General Conditions of Contract (GCC).	Full Powers in respect of contracts accepted by them.	Full Powers in respect of contracts accepted by them.	Full Powers in respect of contracts accepted by them.	Nil	Nil	.Finance concurrence is not necessary.
	ii) Levy of Token penalty recoverable from contractors while granting extension of contract under Clause 17 B of GCC.	1. Para-1267 of Engg. Code & Clause 17 B of General Conditions of Contract (GCC). 2. Rly. Bd's letter No. 2007/CE-1/CT/18, dt. 28-09-07	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	Nil	1. Finance concurrence is not necessary. 2. Token Penalty shall be quantified.
	iii) Waiver of Liquidated damages /Token Penalty recovered from contractors.	1. Para-1267 of Engg. code & Clause 17 B of General Conditions of Contract (GCC). 2. Rly. Bd's letter No. 2007/CE-1/CT/18dated 28-09-07	Full Powers in respect of contracts accepted by them.	Full Powers in respect of contracts accepted by them.	Full Powers in respect of contracts accepted by them.	Nil	Nil	1. Finance concurrence is necessary.
	c) Forfeiture of Earnest Money Deposit and Security Deposit and encashment of Performance Guarantee for works.	1. Para-1243 and 1244 of Engg. 4/PT. I dt. 12-05-06 & No. 2007/CE-1/CT/18, dt. 28-09-07.	Full Powers in accordance with the provision of tenders and contracts accepted by them. In respect of contracts accepted by GM/CAO(R) and higher authority the powers will be exercised by PHOD	Full Powers in accordance with the provision of tenders and contracts accepted by them.	Full Powers in accordance with the provision of tenders and contracts accepted by them.	Nil	Nil	1.Finance concurrence is not necessary. 2. Contract accepting authority shall forfeit the SD and advise in writing to associate accounts to ensure credit to earnings in the same month with a copy to the contractor. 3.Contract signing authority shall advise in writing for encashment of PG to associate accounts to ensure realization from the Bank Credit to earnings in the same month with a copy to contractor.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
12.	To cancel/ Terminate contracts in accordance with the conditions of contract.	1. Para-1270 of Engg. code. 2. Board's lr.No.87/W1/CT/5 dt.18.12.87	Full Powers in respect of contracts accepted by them.	Full Powers in respect of contracts accepted by them.	Full Powers in respect of contracts accepted by them.	Nil	Nil	1. No finance concurrence required for determination of contract under Clause 62 of GCC 2. Finance concurrence is necessary for determination of contract under Clause 61 of GCC. 3. The cancellation/termination of contracts shall be conveyed to the contractor under the signature of the authority not lower in rank than the original signing authority.
13.	Revocation of termination of contracts.	Board's letter No. 99/CE-I/CT/28 dated 24.05.2001.	Full Powers in respect of tenders up to their powers of acceptance	Full Powers in respect of tenders up to their powers of	Full powers in respect of contracts accepted by them.	Nil	Nil	
	1. Prior finance concurrence is necessary for revocation of termination. 2. There is no need of revival of a contract during the 48 hrs. notice. Notice may be withdrawn if the contractor is able to demonstrate his earnest intention to restart the work to the satisfaction of the competent authority within the 48 Hrs. notice period. 3. Revival of the contract after expiry of 48 Hrs. and issue of termination notice is possible only as a single tender, and would require the observance of relevant orders relating to such tenders.							
14.	a) Re-appropriation of revenue/WMS grants.	Rly Bd's L/No. 2011-B-174 dated: 03/07/2015 & 16/02/2017	Full Powers to re-appropriate within the same grant and same primary units of the allotment for its departmental budget sub-head	Full Powers to re-appropriate within the same grant and same primary units of the allotment for its departmental budget sub-head	Nil	Nil	Nil	1.Associate Accounts concurrence is required for Division and in HQ PFA/ Budget concurrence will be required..

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	b) Re-appropriation of funds from one work to another under same Plan- Head, from one Plan Head to another and Source of fund under Works Grant (Demand No.16)	Rly Bd's L/No. 2011-B-174 dated: 03/07/2015 & 16/02/2017	Full Powers as in respect of works -up to Rs. 2.5 Crores within the same plan head and same source and within the budget grant for the yrs. PH and source wise	Full Powers as in respect of works - up to Rs. 2.5 Crores within the same plan head and same source and within the budget grant for the yrs. PH and source wise	Nil	Nil	Nil	1.Associate Accounts concurrence is required for Division and in HQ PFA/ Budget concurrence will be required..
	Note for item 14 a & b above: 1. Subject to concurrence of associated Accounts or PFA/Budget. 2. Divisions and other Units shall advise the re-appropriation of grants sanctioned by them to the Head Quarters for maintaining the record and exercising control on the grants. 3. Subject to the restriction in Codal Provision as well as Board's instruction conveyed through Rly Bd's L/No. 2011-B-174 dated 03.07.2015, 2011-B-174 dated: 12/10/2016 & 2011-B-174 dated: 16/02/2017.It should be certified that additional funds not required for the work from where funds are re-appropriated in that financial year.12/10/2016 & 2011-B-174 dated: 16/02/2017. It should be certified that additional funds not required for the work from where funds are re-appropriated in that financial year.							
15	Special repairs (i.e.) other than ordinary repairs and maintenance excluding repairs due to flood damages to - (i) Officer's bungalows.		Up to Rs. 20,000/- for each bungalow.	Up to Rs. 20,000/- for each bungalow	Nil	Nil	Nil	
	(ii) Quarters for Group C & D staff.		Full Powers	Full Power	Full Powers	Nil	Nil	
	(iii) Other than staff quarters		Full Powers	Full Powers	Full Powers	Nil	Nil	
	(iv) Rolling stock		Up to Rs.50 lakhs in each case.	Up to Rs.5 lakhs in each case.	Up to Rs. 1 Lakh in each case	Nil	Nil	
	1. Prior finance concurrence is necessary 2. The expenditure under Item No.18 (i) should not exceed Rs.3 lakhs for the financial year for the Railway as a whole and other conditions in terms of Board's letter No.94/LM(B)/10/8- Policy dt.27.5.94 and Para-1904-E. 3. Works are to be carried out on condition basis subject to no improvements or alterations to the standard design being made 4. The exercise of the powers is subject to availability of funds, observance of codal provisions regarding the preparation /sanction to estimates etc. and other orders issued from time to time. 5. Powers under item No.18 (iv) to be exercised for repair works to restore to the original condition only 6. Subject to observing the restrictions envisaged in item No.55 & 56 of GM's delegation of powers and provisions of Para -1524 of Medical Code.							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
16.	To sanction urgency certificate chargeable to special revenue.		Up to Rs. 50 Lakhs	Up to Rs.25 lakhs.	Up to Rs. 5 lakhs.	Nil	Nil	1.Finance concurrence is not necessary. 2 .Provision contained in 1103 & 1104 of Engg. code and other instructions issued from time to time shall apply.
17.	Sanction to dismantlement of assets not proposed to be replaced other than dismantling/ permanently closing to public traffic of any open line section.	Item No.41 and 42 of GM's delegation	Full Powers	Nil	Nil	Nil	Nil	**Remarks * given below.**
	Remarks * 1. Finance concurrence is necessary. 2. The value refers to the original cost of the asset. 3. The powers to be exercised subject to the approval of user department and concurrence of associate finance. 4. Sanction of necessary estimates. 5. The dismantled assets should be disposed off as per normal procedure and realizable resale costs obtained.							
18.	Temporary arrangements at stations for festivals.		Full Powers	Up to Rs. 50 lakhs in each case (also to permit licensee to erect pandals etc. temporarily)	Up to Rs. 25,000/-in each case.	Nil	Nil	1. Finance concurrence is necessary. 2.For ceremonial occasions and other functions refer to Item No.8 of SOP Miscellaneous Matters.
19.	Transfer of machinery and plant from one station to another.	Para-3507 of Way and Works Manual.	Full Powers	Full Powers	Full Powers	Nil	Nil	1. Finance concurrence is not necessary. However Adjustment Memos (AM) should be prepared and submitted to accounts office for concurrent adjustments.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
20.	Payment of petty bills for demarcation of land.	Para-1047 of Engg. code.	Full Powers	Full Powers	Full Powers	Nil	Nil	
21.	Compensation for cutting of trees of private parties (obstructing the view of railway signals, level crossings etc.) and damage to crops or other properties in the course of execution of railway. works.	Section 35 of Land Acquisition Act, 1894.	Full powers in respect of cutting/ trimming of trees connected with protection of OHE.	Up to Rs.2500/- in each case	Up to Rs.1000/-in each case.	Nil	Nil	1. Finance concurrence is necessary beyond Rs. 1,000/- in each case.
22.	Lease of - a) Usufruct trees.	Board's lr. No.74-EB/3000 dt.14.1.75	Full Powers	Full Powers	Full Powers	Up to Rs.2500/- at any one time or place.	Nil	**Remarks ***
	b) Rights for fishing in ditches etc. in railway limits.	Board's lr. No.74-EB/3000 dt.14.1.75 & lr. No.81/W2/18/117 dt. 19.1.87.	Full Powers by public auction or on tender basis	Full Powers by public auction or on tender basis.	Full Powers by public auction or on tender basis.	Nil	Nil	
	Remarks * 1. Finance concurrence is not necessary. 2. Lease to be effected through public auction or on tender basis. SSE (W)/ SSE (W) P.Way up to Rs.1000/- in each case by public auction. 3. The reserve price and sale price to be reviewed once in six months by Dy.CE for issue of necessary guidelines for future.							
	c) Cutting grass etc. in railway limits.	Board's lr. No.74-EB/3000 dt.14.1.75.	Full Powers	Full powers	Full Powers			1.Finance concurrence is not necessary.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
23.	Write off of ground rent.	Item No.27 of GM's delegation.	Up to Rs. 10,000/- when irrecoverable.	Nil	Nil	Nil	Nil	1. Prior finance concurrence is necessary.
24.	Write off from the numerical returns of stores and tools and plant lost/ detected during stock verification (i.e.) when no adjustment of value is necessary.	Item No.44 of GM's delegation.	Full Powers	Full Powers	Nil	Nil	Nil	1. Prior finance concurrence is necessary.
25.	Write off of ballast found short during verification.	Item No. 44 of GM's delegation.	Nil	Nil	Nil	Nil	Nil	1. Prior finance concurrence is necessary. 2. If the shortage is due to theft or other irregularities and is over Rs. 10,000/-in value, a report should be sent to G.M/ CAO(R).
26.	Adjustment of charges of credits relating to completed works after the completion report (CR) has been drawn awaiting sanction.	Para-1717 &1718 of Engg. code.	Full Powers	Nil	Nil	Nil	Nil	1. Finance concurrence is necessary.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
27.	(A) Appointment of Arbitrator GM – Full powers CAO(R) – Full powers	RB Ltr.No. 2017/Trans/01/Policy dt. 18.10.2017	Nil	Nil	Nil	Nil	Nil	**Note:- A** 1. To deal with old cases of arbitration as per new GCC – If the complete panel is being changed due to transfer, retirement or resignation of arbitrator, permission is granted to deal with the cases as per new clauses of GCC. 2. Limitation of cases per member for retired officers – The limit on number of cases increases to 10
	(B) Acceptance of claims settled by arbitration award against any dispute arising out of a contract.	1. Para-1276 of Engg. Code 2. Item No.36 of GM's delegation. Procedure Order No. G. 16/ Policy/Vol. II dated 22.12.2005 and subsequent amendments circulated should be followed	Nil	Nil	Nil	Nil	Nil	
	Note for above item:-B 1. (a) Arbitration awards beyond Rs. 10 Lakh i. PHOD/CHOD shall specify the administrative decision either to honour or contest the Award and seek finance concurrence. ii. After finance concurrence, for obtaining approval of CAO(R), the file should be routed through respective PHOD/ CHOD and PFA. (b)Arbitration Awards up to Rs. 10 lakhs i. The concerned HOD shall specify his / her views either to honour or contest the Award and seek Finance concurrence before putting up the case to PHOD/CHOD for decision. A decision to accept/reject the Award in such cases can be taken at the PHOD/CHOD level. ii. In case it is decided to contest the Award, such decision to be taken by PHOD/CHOD in consultation with Finance. 2. The awards accepted should be put up to CAO(R) along with their comments duly concurred by finance if any, in a statement form at the end of each half-year ending 31st March and 30th September. 3. The Railway Board should be informed of the details of cases: *i.* here 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 *and* ii. Where deficiencies in the general conditions of Contract or of procedures laid down by the Railway Board came to light.						

S.No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
28.	a) classification of quarters for subordinate staff.	Para-1902 and 1904 of Engg. code.	Full Powers	Nil	Nil	Nil	Nil	1. Finance concurrence is not necessary
	b) conversion of vacant service building into staff quarters	Para-1967 of Engg. code.	Full Powers	Nil	Nil	Nil	Nil	1. Finance concurrence is not necessary
	c) To approve utilization of residential buildings as service buildings.	Board's letter No. 79/W2/18/130/0 dt. 8/12.08.1980.	Full Powers	Nil	Nil	Nil	Nil	
	Subject to –1.Such residential buildings are surplus to requirement at the station and there are no essential staff for whom quarters of the particular type have to be provided at the station as confirmed by the Divisions. 2. For any additional expenditure by way of providing partition walls or alterations, prior finance concurrence is necessary.							
29.	Payment to outsiders for supply of water to Railway in respect of Stations/ Colonies.	Board's lr. No.74-EB/3000 dt. 14.01.1975	Full Powers as per Works Contracts	Full Powers as per Works Contracts	Full Powers as per Works Contracts	Nil	Nil	**Remarks***
	Remarks* 1. Finance concurrence is necessary. 2. Where Railways not having developed its own sources of water supply at that particular station. 3. Railways' own sources of water supply have fully/partially dried up and there is necessity to purchase water from outside. 4. Where departmental arrangements are in progress at any location, the arrangement for supply of water from external source has to cease on commissioning of departmental facilities. 5. In case of advance payment, necessary safe guards for protection against failure of supply to be ensured.							

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
30.	Water taps connection to outsiders and to railway contractors.	RBoard's lr. No. 74-EB/3000 dt. 14.01.1975	Full Powers	Full Powers	Full powers as per Contract Conditions	Nil	Nil	1. The rate for recovery should be fixed with prior finance concurrence and necessary agreement executed duly vetted by finance. Powers of CAO/R are in respect of contracts entered into by Construction branch duly taking permission from divisions.
31.	Track Machines and small track machines :-(A) (i) for planned procurement of the components, spares, consumables and tools of heavy track machines (ii) for planned procurement of small track machines and its components, spares, consumables and tools. **NA (From A to G)**							
32.	Disposal of dead and live trees by sale/auction	1. Rly. Board's lr. No.74-EB/3000 dt.14.1.75	Full Powers	Full Powers	Full Powers	Nil	Nil	
	Notes Item 32 1. Finance concurrence is not necessary. 2. SSE (works/Pway) up to Rs.500/- per tree when the reserve price is not fixed by ADEN and up to Rs.1000/- when reserve price is fixed by ADEN. 3. Reserve price to be fixed prior to sale/auction. 4. The reserve price and sale price to be reviewed once in six months by Sr. DEN/Co-ord. for the issue of necessary guidelines for the future.							
33.	Disposal of unserviceable wooden/concrete sleepers by auction or tender.		Full Powers	Full Powers	Full Powers	Nil	Nil	
Note;- 1. Finance concurrence is not necessary. 2. Delivery to be witnessed as per extant orders.3.The reserve price and sale price to be reviewed once in six months by Sr. DEN/Co-ord./XEN.								
34	(A) Purchase of seedlings/ saplings		Full Powers	Full Powers	Full Powers XEN Up to Rs. 50,000/- per year. AEN up to Rs.500/- in each case. Annual ceiling limit: Rs.10,000/	Nil	Nil	**Notes for Item no 34** 1. Finance concurrence is not necessary. 2. All purchase of seedlings/saplings should invariably be made from District Forest Officers, Agriculture Department, Horticulture Department, or other Government agencies. For purchases from other than Government agencies the approval of the Sr. DEN should be taken. 3. Where prepayment is insisted upon by the Government agencies, the payment may be made by cheque

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
	(B) Purchase of black/red soil, manure, flower pots, seeds etc., required for maintenance of Gardens including those within the workshop premises		Same as above	Same as above	Same as above	Nil	Nil	
35	Acquisition of land- A) against provision made in a sanctioned estimate	1. Para-913 of Engg. Code.	Nil	Nil	Nil	Nil	Nil	1. Finance vetting is necessary as regards funds availability. 2. Subject to overall sanctioned cost for land in the estimate not being exceed by more than 10%.
	(B) in case of urgency	1. Para-913 and 914 of Engg. Code	Nil	Nil	Nil	Nil	Nil	1. Finance concurrence is necessary including availability of funds. 2. Total cost of the work including acquisition of land in such cases should be within the respective powers of sanction
36.	To sanction payment of Arbitration fees and expenses (i)Retired Rly officers ii) Serving Rly officers.	1. Rly. Bd's Letter No. E(G)/2010 HO 1/20 dated 11.09.2010 2. Rb Letter no 2009/CE-I/CT/14/Main dt. 17.01.2018 3. Rb Letter no 2009/CE-I/CT/14/Main dt. 16.05.2018 4. Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017 item no 33 of GM Power	Up to Rs. 75000/- per case subject to rates prescribed by Rly. Bd. According to rates prescribed by Rly. Bd. subject to a maximum of Rs. 10000/- per case	Up to Rs. 75000/- per case subject to rates prescribed by Rly. Bd. According to rates prescribed by Rly. Bd. subject to a maximum of Rs. 10000/- per case	Up to Rs. 35000/- per case subject to rates prescribed by Rly. Bd. According to rates prescribed by Rly. Bd. subject to a maximum of Rs. 10000/- per case	Nil Nil	Nil Nil	**Notes for Item 36** 1. Finance concurrence is not necessary for payment of fee to Railway arbitrators i.e. (Serving/Retired Rly. officers). 2. Finance concurrence is necessary for payment of fee to outside arbitrators. For item No.(ii), the cost for Incidental charges viz. Clerkage, Peon, Stationery, Stamps, and other misc. expenditure shall be shared equally by the Claimant and the Respondent as per ESO can be sanctioned by PHOD/CHOD/DRM 3. The incidental charges are exclusive of the fees indicated under Col. (4) ,(5) &(6)

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
37	A) Sanction of the proposals for Outsourcing of the following	**NA (From A to E) Including Note**						
38.	Repairs to plant including machinery & procurement of spares incidental to repairs of plant including Disaster Management items/equipment in respect of 140T cranes, Hydraulic Rescue Devices (HRDs) and Hydraulic re-railing equipment (HREs), other M&P of ART/ARMV, etc. with finance concurrence. This should include payment to service engineers for fault, diagnosis, repairs, etc. **Invite & accept single tender**. 1. To invite single tender. 2. To accept the recommendation of tender committee of single tender.	1. Para – 713 to 715 of General Code Vol. 1 CS No. 6 dtd. 3.5.2000. 2. Item 36 of High Level Committee's report approved by Min. of Railway vide letter no. 99M (M&P)/7/6/Pt. Dtd. 5.5.03. Para no 1210 to 1210-E and 330& 331 of Rly Bd Ltr. No. 87/WI/CT/8 dated 09.02.87, 93/w2/POR/SC/4/ Pt.dated 27.08.07 CS. No. 16&18 of Ltr No. 98/G/0/Pt.III/74/WC/Pt. **XVII** dated 12.04.94	Full Powers Up to Rs 5 lakhs Full Power for TC above Rs. 2 Crs to 8Crs.	Up to Rs. 1 Lakh in each case with finance concurrence. Nil Full Power for TC above Rs. 2 Crs to 8Crs.	Up to Rs. 25,000 in each case subject to availability of funds with finance concurrence Nil Full Power for TC upto Rs. 2 Crs .	Nil Nil Nil	Nil Nil Nil	For **(a)** Finance concurrence is necessary above Rs. 15,000/- AMC shall be resorted to only when the maintenance cannot be done through departmental staff/ resources. Approving. Processing of cases shall be dealt as per works contract matters. Sanctioning authority has to satisfy himself in this regard. **i)** Finance concurrence necessary with the approval of PFA and Board's instruction vide letter referred in authority column should be kept in view. **ii)** Justification must out any specific urgent specially warranting and acceptance of tender. **iii)** Recommendation of tender committee is necessary. **iv)** The Level of tender committee and Acceptance Authority will be as per Ann-"A" **v)** Calling of Single tender should be resorted to only in exceptional circumstance with proper justification down in Para 1210 to 1212 and Para 330-331 S after recording the necessary Certificate.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
39	Repairs to plant including Machinery & procurement of spares incidental to repairs of plant with finance concurrence (For workshop Dy. CE/ Bridge, Bridge line, CSP).	1. GM(G)'s letter No.98-G/14/Pt.III i)219-E/O/Pt. I dt.3.6.82 2. Bd's letter No.78/SWC/TK/II dt.15.6.78 Bd's No.87/RS	Full powers	Up to Rs. 1 Lakh in each case with finance concurrence	Up to Rs. 25,000 in each case subject to availability of funds with finance concurrence	Up to Rs. 15,000 in each case subject to availability of funds with finance concurrence	Nil	1. In all the cases, normal procedure of single tender/quotations should be followed. 2. Th e overall limit for each workshop is Rs. 10 lakhs per annum. 3. The above powers may be exercised subject to availability of funds. 4. In workshops where workshop in charge are in JAG, the powers will be exercised by CWE

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
40	(a) Incurring expenditure on diagnosis of fault of a equipment, plant and machinery with finance concurrence.	1. Rly Bd letter no 2011/F(X) II/5/11 dated 15.06.2016. 2. Board, letter no 2017/Trans/01/Policy dated 18.10.2017	Full power	Full power	Nil	Nil	Nil	For (a) Finance concurrence is necessary above Rs.15, 000/-. For others, Finance concurrence is necessary AMC shall be resorted to only when the maintenance cannot be done through departmental staff/ resources. Approving / sanctioning authority has to satisfy himself in this regard.
	(b) Incurring expenditure on repair of equipment, plant and machinery with finance concurrence.		Full powers	Full powers	Nil	Nil	Nil	
	(c) Annual maintenance contract		Full power	Full power	Rs. 20 lakhs with OEM with finance	Nil	Nil	
41	Repair of costly hi-tech machines like CNC machines, wheel press machines and machines costing over Rs. 1 Crs with finance concurrence on single tender basis.	Board's L. No. 98-C/AP/4.2.3/96-97 dtd. 13.4.99 Corrigendum to CS No. 7 dtd. 2.1.2001	Full power	Nil	Nil	Nil	Nil	1. Where the workshop in charges is in JAG, the powers can be exercised by CME/CWE. 2. Powers of PCME & CWE to be exercised on such repairs will be Rs. 5 lakhs per year taken both together.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr. Scale	REMARKS
1	2	3	4	5	6	7	8	9
42	Hire of Plant and Machinery from outsiders or Govt. Bodies in case of emergency	Para 1923-S	Full Powers up to Rs. 10,000/- in each case. Prior concurrence of finance must be obtained if the amount exceeds Rs. 10,000/-	Nil	Nil	Nil	Nil	1. Finance concurrence is necessary for transaction of more than Rs. 50,000/-
43	a) Hiring of Trucks/Mini trucks/equivalent in the same segment as required for transportation of material on regular basis for day to day maintenance of Track/Track machines/Bridges/electrical/ mechanical/S&T assets and for supervisory staff in construction projects b) Hiring of vehicle for select field officers/senior supervisors who are assigned specific section as part of their normal duties based on criticality of need. c) Hiring of vehicle d) Hiring of vehicle – empowerment of Supervisors to hire a vehicle in case of emergencies like breakdown on reimbursable basis	1. Item No.17 Note 2 of IRFC Vol. I 2. Rly. Bd. letter No. 2006/PW/II dt. 21.11.2006, 07.02.2007, 15.5.2007 & 11.10.2010 CS No. 6 dtd 10.2.2015 3.Rly. Bd. Letter No. F(X)II-2006/PW/11 dtd 10.10.17 RB Ltr No. 2017/Trans/01/ Policy dt. 18.10.2017 RB Ltr No. 2017/Trans/01/Policy dt. 18.10.2017	Full powers with finance concurrence subject to certificate that no Railway vehicle is available Nil Full powers Nil	Nil Nil Nil Nil	Nil Nil Nil Nil	Nil Nil Nil Nil	Nil Nil Nil Nil	1. Approval of /CME/DRM should be obtained only when ADRMs are not posted in the division. 2. Proper record should be maintained for watching the expenditure towards hiring of Trucks/Mini Trucks. 3. There should be clear availability of funds under proper allocation of head. 4. As far as possible division should assess its requirement for the year and enter into a rate contract.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr. Scale	REMARKS
1	2	3	4	5	6	7	8	9
44	Licensing of Railway Land for giving connectivity to Private sidings to increase Railway earnings	1. Rly. Board's letter no. 2017/Trans/01/Policy dtd 18.10.2017	Nil	Nil	Nil	Nil	Nil	.
44 A	Approving Temporary licensing of Railway land for short duration for activities including cultural and sports activites, commercial activites, concerning Railways & Melas, against payments of license fees.	1. Rly. Board's letter no. 2018/Trans/01/Policy dated 17.10.2018 (Item No. 13 of Corrigendum Slip No. 1 to Model SOP 2018)	Full powers upto 15 days	Nil	Nil	Nil	Nil	Finance concurrence is necessary. Guidelines contained in Rly Bd Letter No. 2004/LML/18/30 dated 13.05.2016 & 27.04.2004 and Rly Bd Letter No. 83//W2/LM/18/87 dated 03.03.1987 to be followed. Note: 1. This excludes functions related to religious activities. 2. All other cases of licensing cases such as temporary shops, exhibitions, carnivals or circus shows, held for commercial purposes, will continue to requrie GM/PCAO's personal approval as per existing procedure.
45	To sanction expenditure on testing charges of steel, concrete cubes, ballast, soil, drinking water etc. from Govt. Institutions/ Govt. approved laboratories	CS No. 8 dtd. 29.9.2000 CS No. 8 dtd. 03.6.2015 CS No. 8 dtd. 03.6.2015 of SOP NR	Full Powers	Up to Rs. 50,000/- in each case	Up to Rs. 25,000/- in each case	Nil	Nil	
46	Delegation of Powers in case of Service Contracts (inviting and accepting tenders).	Rly.Bd's Ltr.No.2017/Trans/ 01/Policy dt.18.10.2017. 2. Rly. Bd's letter no.2023/F(X)II/PW/1 dated 24.03.2023	Above Rs.4 Crs. and upto Rs. 20 Crs	Above Rs.1 Cr. and upto Rs. 4 Crs	Upto Rs. 1 Cr.	Nil	Nil	1. PHOD/CHOD can enter into service contract for a period of 3 months irrespective of value of contract, only in case of termination of existing service contract with finance concurrence, by calling quotations from approved list of vendors 2. Extant Guidelines of Board to be followed. 3.Powers under this item shall also be applicable for procurement of service through GeM. 4. Rly. Bd's Ltr.No.2018/Trans Cell/S&T /Model SOP dt. 21.09.2020 & dt. 19.04.2022.

								Note: For services available on GeM, procurement has to be done through GeM. However, any exception to this, which is justified due to specific reasons, requires personal approval of PCAO.
47	Projects to be undertaken on BOOT basis	1. Rly.Bd's Ltr.No.2017/Trans/01/ Policy dt.18.10.2017.	As per Delegation of Service contracts	As per Delegation of Service contracts	As per Delegation of Service contracts	Nil	Nil	1. Technical Approval of PHOD/CHOD to be taken. 2. Extant Guidelines of Board to be followed.
48	Entering into contracts/formal understanding in the prescribed forms for performance/ provision of the agreed services, etc., by Departments/ Statutory Bodies of the Central, State or Local Bodies (Municipalities, etc.) for Railway's use and payment of fees and other amount there for as per the scale prescribed by the respective Authority.		Full Powers	Full Powers	JAG Up to Rs. 20 lakhs Sr. Scale Upto Rs. 5 lakhs			1. Format of MOU to be vetted by Law Branch. 2. Finance concurrence is necessary along with vetting of Draft MOU.

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5	6	7	8	9
49	Works undertaken in workshops for Government Departments and outside public bodies.	-	Nil	Nil	Nil	Nil	Nil	CWE & CME must be kept duly informed Stipulations of Para 1417 of Workshop code to be followed
50.	Issue of Work Orders for execution of a contract work against a zonal contract. (Work-order values)	The powers proposed are as per Railway board letter No 2001/CE-I/CT/17/ Pt III dt 27.09.2017 and 2017/Trans/01/Policy dated 18.10.17 (CS 51 of Engg Code).	-	-	Up to Rs 5 lakhs	Nil	Nil	No finance concurrence required

Annexure 'A'

Constitution of tender committee and acceptance authority for works tenders.

S.No.	Value of Tender	Executive Deptt.	Other Deptt.	Accounts Deptt.	Accepting authority
For open tenders for works invited through e-tendering					
1	Up to Rs.50 lakhs	-	-	-	Direct acceptance by JAG/SG or Sr. Scale holding independent charge subject to conditions in the note from SN 1 to 4 given below as notes for Annexure-"A"
2	Above Rs. 50 Lakhs and upto Rs.2 Cr.	Sr. Scale	-	Jr. Scale	JAG/SG
3	Above Rs. 2 Cr. and upto Rs. 4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
4	Above Rs. 4 Cr. and upto Rs.20 Cr.	JAG/SG	JAG/SG	JAG/SG	SAG
5.	Above Rs. 20 Cr. and upto Rs. 50 Cr.	SAG	SAG	SAG	PHOD/CHOD
6	Full Power	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	CAO(R)*****
For open/ Limited/ Spl. Limited Tenders (other than e-tendering)					
1.	Up to Rs. 20 Lakhs	Sr. Scale	-	Jr. Scale	JAG/SG
2.	Above Rs. 20 Lakhs and upto Rs.2 Cr.	Sr. Scale	Sr. Scale	Jr. Scale	JAG/SG
3.	Above Rs. 2 Cr. And upto Rs. 4 Cr.	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
4.	Above Rs. 4 Cr. and upto Rs. 20 Cr.	JAG/SG	JAG/SG	JAG/SG	SAG
5.	Above Rs. 20 Cr. and upto Rs.50 Cr.	SAG	SAG	SAG	PHOD/CHOD
6.	Full Power	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD	CAO(R)*****

Authority: - 1 Board's Letter No.2017/CE-I/CT/9 dated 11.09.2017.
2 Board's Letter No.2015/CE-I/CT/O/20/1 dated 14.09.2017
3 Board's Letter No.2015/CE-I/CT/O/20/1 dated 03.04.2017
4. Railway Board's Model SOP dated 28.10.2017.
5. Railway Board's Letter No. 2018/Trans/01/Policy dated 24.07.2018.
6.***** Railway Board Letter No. F(X) II-80-PW/5 Dated 24/27.09.1980 (Chief Administrative Officer/DMW/Patiala shall exercise the powers of GM.

Notes for Annexure- 'A':

For open tender for works invited through e-tendering:-

1. Letter of Acceptance shall be issued only with the prior vetting of associate finance with respect to the items, rates & quantities accepted by the Accepting authority.
2. The Accepting authority while accepting the tender shall record a reasoned note with regard to tender evaluation based upon the Technical Note to be prepared by Assisting Officer(Jr. Scale/Sr Scale) and acceptance in the form of detailed speaking order.
3. The Accepting authority shall be responsible to ensure that:-
   (a) No splitting has been done while inviting tender to bring it within the ambit of power of Direct acceptance of tender.
   (b) Sanctioned detailed estimate is available
   (c) The tender schedule has been prepared as per rates, items and quantities provided within the sanctioned detailed estimate.
4. In case the tender notice period is less than 21 days or accepting authority intend to accept offer other than lowest financial offer; direct acceptance of tender is not allowed in the tender up to and including Rs. 50 lakh. Such tenders shall be dealt by an appropriate Tender Committee as given at S. No. 2 of the above table.

For other than open tenders and tenders not invited through 'e' tendering:-

1. (i) The level of TC to be decided based on the lowest valid offer.
   (ii) In case of Two packet system of tendering, for Packet-I Technical Bid, the level of TC to be decided based on Face value of the tender and for Packet-II Financial Bid, the level of TC to be decided based on the Face Value of the tender or the lowest valid offer whichever is higher.
2. In a particular Department / Unit where Jr. Scale / Group-B post does not exist or is vacant, a Sr. Scale officer can associate in the tenders and in such a case, the tender needs to be accepted by JAG/SG. Similarly, where Sr. Scale post does not exist or is vacant, a JAG/SG officer can associate in the tenders and in such a case, the tender needs to be accepted by SAG officer.
3. **Single Tender: Constituted of Tender Committee and Acceptance Authority should be at least one step (level) higher than the members nominated in case of open tender/limited tender except where CAO(R) / GM is accepting authority**.

Annexure 'B'

Constitution of tender committee and acceptance authority for consultancy works.

S. No.	Nature of Consultancy/Value of Tender	Executive Deptt.	Other Deptt.	Accounts Deptt.	Accepting authority
	(a) Low Cost simple Consultancy				
1	Up to Rs.10 lakhs	JAG/SG	-	JAG/SG	SAG
2	Above Rs. 10 Lakhs & upto Rs.20 Lakhs	SAG	-	SAG	PHOD
	(b) Other Consultancies				
1.	Up to Rs.10 lakhs	JAG/SG	-	JAG/SG	SAG
2.	Above Rs. 10 Lakhs & upto Rs.20 Lakhs	SAG	-	SAG	PHOD
3.	All cases beyond the power listed above and up to Rs. 10 Crore.	HAG	HAG	HAG	CAO(R)

Note: - For single tenders for consultancy, TC shall be of at least SAG level as per para no.4 of Railway Board letter no. 2017/Trans/01/Policy dated 18.10.2017.

Authority: - Railway Board letter no.2017/Trans/01/Policy dated 27.11.2017.

END