

**ITEM NO. 1 OF WORKS MATTERS
EXISTING**

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 (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.	Nil Nil Upto Rs. 1 Cr.	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.

AMENDMENT

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.	Nil Nil Upto Rs. 1 Cr.	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.

**NOTES FOR ITEM NO. 5(A)-(i)
EXISTING**

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 qualifying criteria in the Tender documents for selecting the tenderer, should be precisely defined duly concurred by PFA/ PFA/(C) and approved by GM/CAO/R.
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 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.
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 is required with personal concurrence of PFA/C. 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 a month. 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:
 - i) For tenders valued up to and including Rs. 1 Crore invited through e-tendering, the tender notice period can be reduced up to 21 days by CAO/R/DRM without finance concurrence and up to 14 days with the concurrence of Associate Finance
 - ii) For tenders valued above Rs. 1 Crore and up to & including Rs. 2 Crore invited through e-tendering, the tender notice period can be reduced up to 14 days

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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

**ITEM NO. 5 C(i)
EXISTING**

S.No	Nature of Powers		PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2				6	7	8	
	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	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 organization to be personally approved by CAO/CN with .prior concurrence of the PFA/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/CAO/R is required with prior concurrence of PFA.
	ii) Works of specialized nature	4. 97/CE-1/CT/32 dt. 27-08-97	Nil	Nil	Nil	Nil	Nil	
	iii) Any other situation	5. 97/CE-I/CT/32 dated 27.08.1997	Nil	Nil	Nil	Nil	Nil	
<p>Note for item 5(C):</p> <p>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 aways, accidents or other unforeseen contingency so as to maintain through communication.</p> <p>2. Lighting, transshipment, hiring of plant, machinery, and equipment (including communication equipment) in cases listed under 1 above will be covered in this Para 3.Report to GM/CAO(R) is necessary for incorporating it in the annexure to the PCDO</p> <p>3. Report to GM/CAO(R) is necessary for incorporating it in the annexure to the PCDO</p> <p>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.</p> <p>5. Finance concurrence is necessary.</p>								

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S.No	Nature of Powers		PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2				6	7	8	
	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	Up to Rs.20 lakhs per case subject to annual limit of Rs.1 Cr.	Nil	Nil	Nil	Nil	1. Works of specialized nature pertaining to Construction organization to be personally approved by CAO/CN with .prior concurrence of the FA&CAO/CN. This power is not to be re-delegated 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. 2. 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	4. 97/CE-1/CT/32 dt. 27-08-97	Nil	Nil	Nil	Nil	Nil	
	iii) Any other situation	5. 97/CE-I/CT/32 dated 27.08.1997	Nil	Nil	Nil	Nil	Nil	
<p>Note for item 5(C):</p> <p>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 aways, accidents or other unforeseen contingency so as to maintain through communication.</p> <p>2. Lighting, transshipment, hiring of plant, machinery, and equipment (including communication equipment) in cases listed under 1 above will be covered in this Para 3.Report to GM/CAO(R) is necessary for incorporating it in the annexure to the PCDO</p> <p>3. Report to GM/CAO is necessary for incorporating it in the annexure to the PCDO</p> <p>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.</p> <p>5. Finance concurrence is necessary.</p> <p>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)</p> <p>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.</p> <p>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)</p>								

**ITEM NO. 6
EXISTING**

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
6.	Signing of contract agreements including rider agreements in respect of tenders accepted by the competent authority.	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.	Full Power	Full Power up to 100 Crs	JAG Up to 20 Crs. SG Up to 4 Crs	Nil	Nil	*Remarks are given below.
<p>*Remarks: -</p> <p>1. Finance vetting is necessary.</p> <p>2. The powers under this item are to be exercised only after the contract, purchase, lease etc. are approved by competent authority.</p> <p>3. Contract/Lease agreement to be got vetted by Law Officer where no standard agreement exists.</p> <p>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.</p> <p>5. The signing authority should be those empowered as per Ministry of Law notification issued from time to time.</p>								

AMENDMENT

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
6.	Signing of contract agreements including rider agreements in respect of tenders accepted by the competent authority for all types of contracts including.		One stage below the Tender Accepting Authority as per the extant delegation of Powers of open tenders.	One stage below the Tender Accepting Authority as per the extant delegation of Powers of open tenders.	One stage below the Tender Accepting Authority as per the extant delegation of Powers of open tenders.	One stage below the Tender Accepting Authority 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. *Remarks are given below.
<p>*Remarks: -</p> <p>1. Finance vetting is necessary.</p> <p>2. The powers under this item are to be exercised only after the contract, purchase, lease etc. are approved by competent authority.</p> <p>3. Contract/Lease agreement to be got vetted by Law Officer where no standard agreement exists.</p> <p>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.</p> <p>5. The signing authority should be those empowered as per Ministry of Law notification issued from time to time.</p>								

**ITEM NO. 7
EXISTING**

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
7.	Introduction of new SOR items in contract for works		Full Powers Provided that the revised monetary value of the amended contract does not exceed their powers of acceptance	Full Powers Provided that the revised monetary value of the amended contract does not exceed their powers of acceptance	Full Powers Provided that the revised monetary value of the amended contract does not exceed their powers of acceptance	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.
<p>Note for item 7:</p> <p>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 SG/JAG level officer up to a value of Rs. 50,000/- in a contract and by SAG level officer up to a value of Rs.5 Lakhs in a Contract.</p> <p>2. The items of work proposed for inclusion should be relevant to the main scope of work. Revision to contract value shall be proposed by way of variation statement.</p> <p>3. Prior finance concurrence and sanction of competent authority is required before introduction of additional SSR items other than the limits stipulated in the Remark-1. 5. 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</p> <p>4. If the gross variation exceeds 50% of the agreement value, sanction of the General Manager has to be obtained with Headquarters' finance concurrence.</p>								

AMENDMENT

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
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	
<p>Note for item 7:-</p> <p>1. The items of work proposed for inclusion should be relevant to the main scope of work.</p> <p>2. Revision to contract value shall be proposed by way of variation statement.</p> <p>3. The variation shall be governed as per notes in item no 9 of this SOP works matters Part-A.</p> <p>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.</p> <p>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.</p>								

**ITEM NO. 8
EXISTING**

S.No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5				
8	Introduction of new nonschedule 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.	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.)	Full Powers (Provided the revised monetary value of the amended contract does not exceed their powers of acceptance.)	Nil	Nil	<u>Remarks are given below</u>

Remarks:- for item 8:-

- 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.
- Prior finance concurrence is necessary for varying the individual quantities beyond 25% or where the gross agreement value exceeds 25% of the agreement value.
- Rates of such NS items accepted without finance concurrence cannot be quoted as Last accepted rate (LAR) for justifying similar rates in future tenders.
- 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.
- 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.
- 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.
- If the gross variation exceeds 50% of the agreement value, personal sanction of General Manager has to be obtained with PFA's concurrence.

AMENDMENT

S.No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5				
8	Introduction of new nonschedule 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 not exceed 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	<u>Remarks are given below</u>

Remarks:- for item 8:-

- 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.
- Prior finance concurrence is necessary for varying the individual quantities beyond 25% or where the gross agreement value exceeds 25% of the agreement value.
- Rates of such NS items accepted without finance concurrence cannot be quoted as Last accepted rate (LAR) for justifying similar rates in future tenders.
- 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.
- 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.
- 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.
- If the gross variation exceeds 50% of the agreement value, personal sanction of General Manager has to be obtained with PFA's concurrence.
- 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.

**ITEM NO. 9
EXISTING**

S.No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5				
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.X II dated 31.12.2010. 4. Railway Board's letter 2007/CEI/CT/18/Pt.X II 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	<u>Remarks *</u>

Remarks *

- 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.
- 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:
- 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 an officer not below the rank of SAG without finance concurrence subject to other conditions mentioned in Clause 42(4) of GCC 2014.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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 PFA's concurrence and personal sanction of General Manager.
- 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.
- No such quantity variation limit shall apply for foundation items.
- 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).
- For the tenders accepted at the Zonal Railways level, the variation in quantities will be approved by the authority in whose powers the revised value of the agreement lies.
- For tenders accepted by General Manager, variations up to 125% of the original agreement value may be accepted by General Manager.
- For tenders accepted by Board Members and Railway Ministers, variations up to 110% of the original agreement value may be accepted by General Manager.
- 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.
- In zonal contracts, the variation in the contract should not exceed 25% of the contract value.
- Gross value of the agreement due to the variation shall be taken for arriving at the Competency of sanction. While working out gross value, savings, if any, shall not be taken into account.

AMENDMENT

S .No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5				
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.X II dated 31.12.2010. 4. Railway Board's letter 2007/CEI/CT/18/Pt.X II 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	<u>Remarks *</u>

Remarks *

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 quantities 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).
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%).

ITEM NO. 11 (a)

EXISTING

S.No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5			9	
11.	(a) (i) Release of Performance Guarantee		Full Powers in respect of contracts signed by them.	Full Powers in respect of contracts accepted by them.	Full Powers in respect of contracts accepted by them.	Nil	Nil	
	ii) Refund of /Earnest Money and Security deposit of contractors		Full Powers in respect of contracts signed by them	Full Powers in respect of contracts accepted by them.	Full Powers in respect of contracts accepted by them.	Nil	Nil	

AMENDMENT

S.No	Nature of Powers	Authority	PHOD/CHOD	HOD	JAG/SG	Sr. Scale	Jr Scale	REMARKS
1	2	3	4	5			9	
11.	(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 concurrence 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.

ITEM NO. 44

EXISTING

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	.

AMENDMENT

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 activities, commercial activities, 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 require GM/PCAO's personal approval as per existing procedure.