



SCHEDULE OF POWERS PART-C

MISCELLANEOUS MATTERS



PATIALA LOCOMOTIVE WORKS

PLW/PTA

PART – C: MISCELLANEOUS MATTERS

MODEL SCHEDULE OF POWERS

INDIAN RAILWAYS



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| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|--|--|-------------|---------------------------------|--------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Office and Miscellaneous Expenses | | | | | |
| 1. | Cash Imprest | | | | |
| | (A) Sanction of cash imprest to Officers and supervisors | Full Powers | Up to Rs. 25,000/-in each case. | Nil | <p>1. Finance concurrence is necessary. The amount of an imprest must not be larger than is absolutely necessary. It should be reckoned at the lowest possible figure calculated to suffice for meeting the expenses.</p> <p>2. Appropriate amount of imprest cash shall be assessed/created purely on need basis with associate finance concurrence and to be reviewed periodically.</p> <p>3. It should be ensured that the total amount of expenditure out of the imprest does not exceed the projected budget for the purpose during the year.</p> <p>4. Creation of cash imprest for purchase of petrol/diesel oil requires CAO/R's sanction.</p> <p>5. Apart from the above, cash imprest can be used for –</p> <ul style="list-style-type: none"> (i) Petty office expenses, petty repairs, petty works (ii) Cost of raw material for the diet of indoor patients of hospitals. (iii) Emergent charges which cannot be foreseen. (iv) Other petty expenses up to an amount of Rs. 5,000/- in each case. For safety, passenger amenities related emergencies the limit is up to Rs. 15,000/- per case. (v) Emergent petty advances may also be made on the responsibility of the imprest holder out of the imprest money placed at his disposal. |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|---|----------------|-------------|------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | <p>6. A certificate to be recorded by the procuring official/imprest holder in the following format: - “I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”.</p> <p>7. The stipulations contained in para 1050 to 1055 shall be followed.</p> <p><i>Authority:</i></p> <p>1. Para 1050 to 1055 of Financial Code-Vol. I.</p> <p>2. Railway Board’s letter No. 2016/F(X)II/10/27 dt.10.04.2017.</p> |
| | (B) Stores imprest | Full Powers | Full Powers | Nil | <p>1. Finance concurrence is necessary.</p> <p>2. The powers to be exercised should not exceed the limits prescribed in the code.</p> <p><i>Authority:</i></p> <p>Para-1801 to 1812 of Stores Code-Vol. II.</p> <p>3. All changes of quantity or items in the imprest should be advised to the concerned Stores Depot and Accounts Officers.</p> |
| | (C) (i) , (ii) &(iii) | Not Applicable | | | |
| | (D) Imprest for loading of franking machines by postal authorities. | Full power | Full power | Full power | <p>1. Finance concurrence is necessary.</p> <p><i>Authority:-</i> Para-1052 of Financial Code-Vol. I.</p> |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|--|--|--|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (E) Cash imprest for purchase of service stamps. | Up to Rs. 10,000/- at a time. | Up to Rs. 5,000/- at a time. | Up to Rs. 250/- at a time. | 1. Finance concurrence is necessary. <i>Authority:</i> Para-1047(v) of Financial Code-Vol. I. |
| | (F) Postage of letters through Courier Service | Full powers | Full powers | Full powers | 1. Finance concurrence is necessary. 2. Minimum three quotations should be obtained from the reputed Courier Agencies. 3. Proper Agreement to be entered into with the Agency. 4. It should be ensured that all important letters pertaining to Court matters, covers containing money matters and other letters / parcels deemed important shall be sent through Registered Post with Acknowledgement due. |
| 2. | Purchase of rubber stamps, office seals, special seals, embossing seals etc. | Up to Rs.500/- for each. | Up to Rs.500/- for each. | Up to Rs.500/- for each. Secy. To CAO/R* Full Powers | 1. Finance concurrence is not necessary. 2. The stamp should be in bilingual form. * These powers are applicable in respect of General Branch. <i>Authority:</i> 1. Para-1016 of Financial Code Vol. I. 2. Railway Board Letter No. Hindi/76/G.25/8 dt.29.6.1976. |
| 3. | Maintenance and hiring of office machines | Full power Refer to item 3 of remarks | Full power Refer to item 3 of remarks | Nil | 1. Finance concurrence is necessary. 2. Powers delegated to other Officers in regard to office machines will be as follows: i. Maintenance – Item No.19 of Miscellaneous Matters. ii. Hiring –Item No.19 of Miscellaneous Matters. <i>Authority:</i> Para – 1020 of Financial Code Vol. I |



| | | | SAG | JAG/SG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|-----------------------|---------|---|-------|---------------|--|-----------------------|------------------------|-----------------------|--|--------|---------|-----------------|---|--------|--------|-----------------|--|--------|--------|----------------|--|--------|--------|--|--------|--------|------------------|--|--------|--------|
| 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Supply of Briefcases/Office Bags/Ladies Bags & Purses | Briefcases may be procured by the officials (officers/Sr. Supervisor, Inspectors/Chief OS) as per their entitlement on self-declaration and claim reimbursement duly furnishing the original invoice/bill. | | | <div>1. Finance concurrence is not necessary.</div> <div>2. The entitled Officer/Staff can purchase Briefcases/Office Bags/Ladies Bags & Purses of their choice from any private/public outlet. It may however, be noted that reimbursement shall be limited to the below mentioned ceiling limits subject to submission of proper Invoices/Bills with GST Number, Book Number and Invoice number of the trader. The bills should clearly mention the name of the article and name of the Officers/Sr. Supervisor purchasing the article.</div> <div>3. The Officers/Sr. Supervisors shall be eligible for Briefcase/Office bag/Ladies bag/Purse on joining PLW or on completion of three years from the date of issue of earlier one.</div> <div>4. Purchase of above articles should be regulated with the following Financial limits:-</div> <table><thead><tr><th rowspan="3">Grade</th><th colspan="2">Ceiling Limit</th><th rowspan="3">Sanctioning Authority</th></tr><tr><th>Existing Ceiling Limit</th><th>Revised Ceiling Limit</th></tr></thead><tbody><tr><td>Advisors/PED/Addl. Member (HA grade) or equivalent (level 15-16)</td><td>8000/-</td><td>10000/-</td><td>PCAO:FullPowers</td></tr><tr><td>Joint Secretary/executive Directors (SA grade) or equivalent (Level 14)</td><td>6500/-</td><td>8125/-</td><td>PHOD:FullPowers</td></tr><tr><td>Director/Joint Director/Deputy Secretary/PSO/Sr.PPS or equivalent(Level 12-13)</td><td>5000/-</td><td>6250/-</td><td rowspan="2">HOD:FullPowers</td></tr><tr><td>Deputy Director/Under Secretary/PPS or equivalent (Level 11)</td><td>4000/-</td><td>5000/-</td></tr><tr><td>Section Officers/PS or equivalent (Level 8-10)</td><td>3500/-</td><td>5000/-</td><td rowspan="2">Dy.HOD:FullPower</td></tr><tr><td>Asst. Section Officer/PA/Inspector or equivalent (Level 7)</td><td>3500/-</td><td>4375/-</td></tr></tbody></table> <div>Authority: Ministry of Railway/Railway Board Office order no.39 of 2024 Dated 10.07.2024.</div> | Grade | Ceiling Limit | | Sanctioning Authority | Existing Ceiling Limit | Revised Ceiling Limit | Advisors/PED/Addl. Member (HA grade) or equivalent (level 15-16) | 8000/- | 10000/- | PCAO:FullPowers | Joint Secretary/executive Directors (SA grade) or equivalent (Level 14) | 6500/- | 8125/- | PHOD:FullPowers | Director/Joint Director/Deputy Secretary/PSO/Sr.PPS or equivalent(Level 12-13) | 5000/- | 6250/- | HOD:FullPowers | Deputy Director/Under Secretary/PPS or equivalent (Level 11) | 4000/- | 5000/- | Section Officers/PS or equivalent (Level 8-10) | 3500/- | 5000/- | Dy.HOD:FullPower | Asst. Section Officer/PA/Inspector or equivalent (Level 7) | 3500/- | 4375/- |
| Grade | Ceiling Limit | | Sanctioning Authority | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Existing Ceiling Limit | Revised Ceiling Limit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Advisors/PED/Addl. Member (HA grade) or equivalent (level 15-16) | 8000/- | | 10000/- | PCAO:FullPowers | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Joint Secretary/executive Directors (SA grade) or equivalent (Level 14) | 6500/- | 8125/- | PHOD:FullPowers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Director/Joint Director/Deputy Secretary/PSO/Sr.PPS or equivalent(Level 12-13) | 5000/- | 6250/- | HOD:FullPowers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Deputy Director/Under Secretary/PPS or equivalent (Level 11) | 4000/- | 5000/- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section Officers/PS or equivalent (Level 8-10) | 3500/- | 5000/- | Dy.HOD:FullPower | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Asst. Section Officer/PA/Inspector or equivalent (Level 7) | 3500/- | 4375/- | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Transfer of railway quarters from one department to another | CME Full Powers | Nil | Nil | <div>1. Finance concurrence is not necessary.</div> <div>2. The department concerned should be consulted and should be agreeable to such transfer.</div> <div>Authority: Board's letter No.E(G)85QR1-14dt.18.8.86.</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Sanction of expenditure on | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|--|--------------------------|-----|-----|-----|---|
| | (A) Ceremonial occasions | Nil | Nil | Nil | <ol style="list-style-type: none"> 1. Finance concurrence is necessary. 2. Stipulation of annual ceiling for various units/offices shall be done by CME <p>Authority:</p> <ol style="list-style-type: none"> 1. Para-775 of Financial Code Vol. I. 2. Item No.29 (a) of CAO/R's delegation. 3. Powers of General managers stands revised as under: Each ceremonial function – up to Rs 5 lakh |
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| | | | SAG | JAG/SG | |
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| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | <p>MR/MOSR functions – up to Rs 15 lakh in each case PM/President functions – up to Rs 20 lakh in each case</p> <p><i>Authority:</i> Rly Board No.2017/Trans/01/Policy, New Delhi dated 18-10-2017</p> |
| | (B) Other important functions which are attended by President/Prime Minister/Ministers of Railways | Nil | Nil | Nil | <p>Authority: Item No. 29(b) of CAO/R's delegation.</p> <p>1. Where the requirement exceeds Rs.1.50 lakhs per occasion the proposal for entire amount should be processed for CAO/R's sanction</p> |



| | | | SAG | JAG/SG | |
|----|---|-------------|-------------|---------------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 7. | Sparing of railway materials such as tables, benches etc. to railway schools, institutes etc. | Full powers | Full powers | N.A | 1. Finance concurrence is not necessary, provided no extra expenditure is involved. |
| 8. | Payment of bill for transshipment/ unloading of sick wagons including those involved in accidents. | NA | NA | NA | |
| 9. | (A) Contingent office expenditure | Full Powers | Full Power | Up to Rs. 2,000/- in each case. | 1. Concurrence of finance is necessary for special (unusual) contingencies only. 2. The power will be exercised by SAG officer Head of CAO/R's Secretariat. <i>Authority:</i> Chapter-X Para-1005(iii) of Financial Code Vol. I. |
| | (B) Withdrawal of amounts in advance to meet the contingent expense pertaining to Parliamentary/ other Committees including providing transportation. | Nil | Nil | Full powers Secy to CAO(R) | 1. Finance concurrence is not necessary up to Rs. 5,000/- 2. Accounts should be rendered within 15 days. <i>Authority:</i> Chapter-X Para-1005(iii) of Financial Code Vol. I. |



| | | | SAG | JAG/SG | |
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| 1 | 2 | 3 | 4 | 5 | 6 |
| | (C) Local purchase of stationery | Refer to item 2 of remarks. | Refer to item 2 of remarks. | Refer to item 2 of remarks. | 1. Finance concurrence is not necessary 2. Delegation of powers for local purchase of stationery may be exercised through powers delegated to Stores Officers (Store Matters SOP) Authority: - Board's letter No.97/RS(G)779/13 dt.28.8.97. |
| 10. | Expenditure at accident site or damages due to floods, breaches cyclones earth quakes, bandh/hartal/strike etc. | | | | |
| | (A) Providing food, drinks, and transport of injured passengers to hospitals and to stranded passengers | Full power | Nil | Nil | 1. Finance concurrence is not necessary. 2. The Officers who are empowered to incur expenditure for supply of food to persons in emergent cases are authorized to utilize station earnings as per coal provisions, without prior finance concurrence in cases where it is not possible to meet the expenditure in the normal manner (Board's letter No. F(X)I-64PW4/6 dt.12.6.1967) 3. In respect of Item 10(c) categories to whom cash-in-lieu of food supply given has to be excluded. <i>Authority:</i> Rule 1420 of Indian Railway Establishment Code (IREC) – Vol. II (1987) 4. Accounts should be rendered within 2 weeks. |
| | (B) Food and drinks for staff attending to breakdown duties | Full Powers | Nil | Nil | |
| | (C) Sanction of expenditure to supply food to labour temporarily employed in accidents/breaches for transshipment. | Full Powers | Nil | Nil | |



| | | | SAG | JAG/SG | |
|-----|--|-------------|-------------|---------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (D) To incur expenditure on setting up Camp, lighting, and transshipment arrangements on breaches and accidents | Full Powers | Nil | Nil | |
| | (E) Hiring of road mobile, restoration machinery like Bulldozers, road cranes etc. from outside agencies | Full powers | Nil | Nil | 1. Finance concurrence is not necessary. 2. Accounts should be rendered within two weeks. |
| 11. | Payment of Charges for: | | | | |
| | (A) Physical, Metallurgical & Chemical analysis of samples or test of articles or materials and calibration of instruments by (i) Govt. Labs and Govt. Approved lab or Govt. Institutions /Chemical Examiner / other Govt. Agencies | Full Powers | Full Powers | — | 1. Finance concurrence is necessary beyond Rs. 15000/- per occasion Authority 1. Rly Bd. L/No. 2018/Trans/01/Policy dated 23.03.2018 |
| | (ii) Other outside agencies | Full Powers | Full Powers | — | 1. Finance concurrence is necessary beyond Rs. 15000/- per occasion. 2. To be resorted to when no Government or recognized agencies are available. 3. Sanctioning authority to ensure reasonableness of rates. |
| | (iii) To sanction advance payment against proforma invoice towards physical, metallurgical & chemical analysis of samples or tests of articles or materials & calibration of instruments | Full Powers | Full Powers | SAG/JAG Rs. 50000/- per case | 1. Finance concurrence is not necessary upto Rs. 15000/- 2. To be resorted to when no Government or recognized agencies are available. 3. Sanctioning authority to ensure reasonableness of rates. |



| | | | SAG | JAG/SG | |
|-----|---|-------------|-------------|---------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (B) Statutory testing/ Certification of fitness as per pollution control act, Factories act etc. for Road Mobile Cranes, Material handling equipment, Pressure vessels in Workshops, C&W depots, Diesel/Elec. Loco Sheds. | Full powers | Full Powers | Up to Rs. 5000/- Per Case | <ol style="list-style-type: none"> 1. Testing/Certification shall be done through agencies approved by Inspector of factories/pollution control Board etc. 2. Finance Concurrence is not necessary up to Rs.5000/- per item per case, through agencies approved by inspector of factories/pollution control Board etc. 3. Sanctioning authority to ensure the reasonableness of rate 4. These powers are given to ensure compliance of statutory acts. |
| 12. | (A) Hiring of railway quarters to outsiders. | Full Powers | Nil | Nil | <ol style="list-style-type: none"> 1. Finance concurrence is necessary. 2. The ceiling of rent fixed by the Board is the maximum limit within which the actual rentals should be fixed in respect of item No.12 (B). 3. Item No.12 (A) will be exercised with approval of CAO/R for Gazetted Officer and in consultation with CPO for Non-Gazetted staff. 4. Leasing of private building for non-gazetted staff for the first time require sanction of General Manager. 5. Hiring of private buildings for use as residence by non-gazetted staff is subject to: <ol style="list-style-type: none"> i. it is necessary in the interest of the Railway, for the employee to reside in a particular locality and suitable accommodation owned by the Railway does not exist in that locality, and houses are not engaged which provide a scale of accommodation in excess of what is usually allowed to the employees in question. <p>Authority: 1917 of Engg. Code and Board's lr. No.73/W2/22/21/SE dt. 20.8.82</p> |



| | | | SAG | JAG/SG | |
|---|--|------|-----|--------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (B) Leasing of private buildings for residential/office accommodation for non-gazetted staff. | Nil | Nil | Nil | 1. Finance concurrence is necessary. 2. The hiring by the administration of a private building for use as residence by a gazetted officer for the first time requires the prior sanction of the Railway Board. Authority: Board's letter No.92/LM(B)/22/1 dt.8.5.92, 97/LM(B)12/23 dt.1.1.98 and 97/LM(B)12/18 dt. 26.7.99. |
| | (C) (i) Hiring of private building for use as residence within the ceiling rent fixed by Board for officers in various grades. | Nil. | Nil | Nil | 1. Finance concurrence is necessary. 2. The hiring by the administration of a private building for use as residence by a gazetted officer for the first time requires the prior sanction of the Railway Board. Authority: Board's letter No.92/LM(B)/22/1 dt.8.5.92, 97/LM(B)12/23 dt.1.1.98 and 97/LM(B)12/18 dt. 26.7.99. |
| | (C) (ii) for the payment of advance rent | Nil. | Nil | Nil | 1. Finance concurrence is necessary. Authority: Board's letter No.92/LM(B)/22/1 dt.8.5.92, 97/LM(B)12/23 dt.1.1.98 and 97/LM(B)12/18 dt. 26.7.99. |



| | | | SAG | JAG/SG | |
|-----|--|-------------|-------------|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 13. | Office bicycles a) Repairs and maintenance b) Condemnation, procurement on replacement and additional account | Full Powers | Full Powers | Full powers for repair & maintenance | Remarks for (a) 1. Finance concurrence is not necessary. 2. For this purpose, the useful life of the bicycle is 5 years. Remarks for (b) 1. Finance concurrence is necessary 2. Procurement through Stores only Authority:- Para-236 of Financial Code Vol. I. |
| 14. | Payments and execution of agreements for supply of electric energy from supply authorities | Full Powers | Nil | <u>Dy.CEE</u> Full Powers | 1. Finance concurrence is necessary. 2. Supply authorities would include SEBs and licensed bodies through SEBs. 3. Advances as applicable to supply authorities are also covered within the powers mentioned in column Nos. 3 Authority: Para 1259 of Engg. Code. |
| 15. | Condemnation and disposal of | | | | |
| | (A) Petty articles T&P, instruments etc. other than office equipment. | Full Powers | Full Powers | JAG Upto Rs 10,000/- per item scrap value SS Upto Rs 5000/- per item Scrap Value | 1. If in the opinion of the PHOD/CHOD the cost of sending the material to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be destroyed/disposed of locally through tender/ auction sale in the presence of the Accounts representative following the prescribed norms/procedure. A certificate to this effect may be recorded by the concerned PHOD/CHOD. |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | <p>2.The powers delegated for destruction are only in respect of those items which in the opinion of the PHOD/CHOD are of trivial value and unsalable.</p> <p>3.No article condemned by one officer should be disposed of by the same officer, excepting those coming under para-2314 of Stores Code.</p> <p>4. List of items for disposal by Sr Supervisors is as per Railway Board's letter no. 2017/Trans/01/Policy/Stores dt. 05/01/2018</p> <p>Authority: 1.Para-2314 of stores code Vol.II 2,2017/Trans/01/Policy/Store dt. 05.01.2018</p> <p>Note: For exercising this power, maintenance of T&P Register is must. Finance concurrence is not necessary.</p> |
| | (B) For office equipment | Full Powers | Full Powers | Full Powers | |
| | (C) Condemnation of M&P including vehicles & ambulances | Full powers | Full Power With respect to M&P achieved more than 75% life achieved without finance concurrence | <p>JAG Officers Full power for overaged machinery</p> <p>Sr. Scale Upto Rs 2,00,000/- (initial cost for overaged M&P)</p> | <p>1. finance concurrence is necessary in case the M&P to be condemned has not achieved more than 75% of its life.</p> <p>2.Composition of Committee is as per letter No. PLW/M/M&P/Survey Committee-01 dated 15.10.2022</p> <p>3.For condemnation of vehicles, extant instruction of board if otherwise, shall take precedence</p> <p>Authority: Rly. Bd's Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017</p> <p>Note: Full power of condemnation of underaged M&P with concurrence of workshop finance and approval of CWE/Concerned HOD</p> |
| 16. | (A) Repair (including servicing, lubrication, and oil changes etc. of motor vehicles by | Full powers up to Rs. 1,00,000/- per occasion | Up to Rs. 40,000/- per occasion. | Up to Rs. 10,000/- per occasion | 1. Finance concurrence is required if the expenditure exceeds Rs. 40,000/- on each occasion. |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|--|---|--|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | Motor trolleys, motor vehicles by authorized/ local firms of repute. | | | | <p>2. Single quotation from OEM/Authorized Dealer and three quotations from other than authorized dealers.</p> <p>3. Annual ceiling limit for such repairs per vehicle should be limited to Rs.1, lakh for LMV and Rs. 1.5 Lakh for HV.</p> <p>4. The powers delegated include cost of spares replaced by the firm as well as spares purchased by railway entrusted with repairs.</p> <p>5. Purchase of spares required for replacements to carryout repairs either departmentally or through outside firms is governed by the delegation of powers for local purchase for stock & non- Stock items by store officers. (Store Matters SOP) at page No. D-33 to D- 34 Model S.O.P- 2017.</p> <p>Note: All concerned should critically examine and pre-audit past repairs so as to guard against and prevent tendency towards occurrence of repetitive repairs of similar nature.</p> |
| | (B) Repairs to equipment Plant and Machinery, Electrical/Electronic equipment, other field/office equipment and small tools software related equipment of Diesel Electric Locomotives etc. | <p>Full Powers</p> <p>i) Up to Rs. 2,00,000/- per hi-tech machine for diagnosis.</p> <p>ii) Up to Rs. 5 lakhs per repair contract per hi-tech machine on single tender basis with original equipment manufacturer</p> | <p>Full Powers</p> <p>i) Up to Rs. 40,000/-per hi-tech machine for diagnosis.</p> <p>ii) up to Rs. 1 Lakh per repair contract per hi-tech machine on single tender basis with original equipment manufacturer (OEM).</p> | <p>Up to Rs. 25,000/- per occasion.</p> <p>Annual ceiling: Rs. 5 Lakhs</p> | <p>1. Finance concurrence is necessary if expenditure exceeds Rs. 25,000/- per occasion.</p> <p>2. The description covers survey equipment and weighing machines as well.</p> <p>3. Powers delegated under this item will also include payment of inspection/diagnosis/supervision charges etc. imposed by the firm.</p> <p>4. Single quotation from OEM/Authorized Dealer.</p> <p>Authority:</p> <p>1. Board's letter No.78/WSC/TK/II dt. 15.6.78 & 87/RS-G753/I dt. 29.2.88.</p> |

| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|--|-------------|------------|-----------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | <p>2. Board's letter No.98-BC-AP-4.2.3/96-97 dt. 13.4.99.</p> <p>5. (i) For repairs (from other than OEM/Authorized dealers) costing less than Rs.5 lakhs, 4 to 6 quotations of reputed firms shall be obtained from the market in a most transparent manner for getting competitive rates.</p> <p>(ii) Tenders shall be invited for the repairs costing more than Rs.5 lakhs each and the rate reasonableness shall be decided by duly constituting the tender committee;</p> <p>(iii) Tender committee shall be at the same level as specified at Annexure „A“ and „B“ for Misc Matters .</p> <p>Authority: AM/PU letter No 2017/M /(W)/814/8 dated 03/10/2017</p> |
| 17. | Temporary service connection or strengthening thereof in railway premises, supply of energy for short periods on special occasions / social functions favoring serving employees or employee's associations in railway premises. | Full Powers | Full Power | Dy. CEE Full Power | <p>1. Finance concurrence is not necessary.</p> <p>2. It should be ensured that the temporary work carried out by the party conform to the requirements of Indian Electricity Act and Rules.</p> <p>3. All charges to be paid in advance viz.:</p> <p>i. Connection and disconnection charges at fixed rates.</p> <p>ii. Estimated cost of energy to be consumed (subject to adjustment on actual consumption)</p> <p>iii. Deposit to be paid for installation of meter.</p> <p>Authority:</p> <p>1. Board's letter No. 84/Elec.I/137/93 dt. 3.7.85, 30.9.86.</p> <p>2. Board's letter No. 85/Elec.I/137/6 dt. 19.2.87.</p> <p>7. Board's letter No. 93/Elec.(G)/150/1 dt. 13.12.93.</p> |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | |
|-------|--|---|---|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 18. | (A) Over hauling/ reconditioning/ repairs to ART/MRV equipment (including purchase of spare parts) | | | NA | |
| | (B) Provision of LPG connection and procurement of acetylene and Oxygen cylinders also in ART. | | | NA | |
| 19. | To enter into annual service/maintenance contract for office equipment and other equipment through tender/quotations | | | | |
| | (A) For all equipment, other than Office Equipment | Up to Rs. 20,000/- per equipment without finance concurrence. Full powers in the case of AMCs with original equipment manufacturers (OEMs)/authorized dealers on single tender basis with finance concurrence. | Up to Rs.10,000/- Full powers in the case of AMCs with original equipment manufacturers (OEMs)/authorized dealers on single tender basis with finance concurrence. | Up to Rs. 5000/- Up to Rs 2 lakh per case with annual ceiling of Rs 30 lakh in case of AMC on Single Tender with OEM/Authorised agencies with finance concurrence | 1. Contract can be entered for more than 1 year if it is advantageous to Railways, subject to the residual life of the equipment. 2. Powers have to be exercised by the officer only after checking the reasonableness of the rates proposed, residual life of the office equipment, credentials of the firms, past experience with the firm wherever applicable etc. 3. Protective clauses as follows have to be incorporated. i. In cases involving advance payment, submission of bank guarantee of equal value should be insisted upon if the value of the Annual Maintenance Contract is beyond Rs. 20,000/-(Rupees Twenty thousand only) with OEMs/Authorized agents. If bank guarantee is not submitted, quarterly payment after the service is rendered should be considered to protect against failure on the part of the contractor/firm to take up service/maintenance of equipment and repairs as stipulated in the contract agreement. ii. In the event of the failure on the part of contractor/firm to take up maintenance of servicing/repairs as stipulated in the terms and conditions, the advance maintenance charges paid, shall be returned to the Railway at once with interest. |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|------------------|-----------|-----|--------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | <p>iii. In case of delay in remittance of the advance by the firm, the Railway administration shall be entitled to adjust this amount against any advance due in respect of any other equipment, for which a similar contract has been entered into either afresh or on renewal basis.</p> <p>iv. It has to be stipulated in the acceptance letter to the contract that along with the bill, rendered in duplicate, a certificate is to be endorsed that the charges claimed do not exceed the lowest rate the firm may charge for similar repairs and replacements of component/service to any other Central or State Government Institutions/any Office.</p> <p>v. Advance payments to firms for maintenance of all type of equipment should not exceed Rs.2 lakhs in any single case.</p> <p>vi. The powers vested with the PHODs for AMCs with OEMs on Single Tender basis will have to be exercised subject to observance of guidelines issued from time to time.</p> <p>4. For AMCs (from other than OEMs/Authorized dealers) costing less than Rs.5 lakhs, 4 to 6 quotations of reputed firms shall be obtained from the market in a most transparent manner for getting competitive rates.</p> <p>5. Tenders shall be invited for the AMCs costing more than Rs.5 lakhs each and the rate reasonableness shall be decided by duly constituting the Tender Committee.</p> <p>6. For Tender Committee Constitution, refer Annexure „A“ and „B“ of SOP, (Misc Matters).</p> <p>7. The powers vested are for „Per item per annum“ irrespective of the number of items/value of the proposal.</p> <p>Authority:</p> <p>1. Board's letter No. F(X)II-87/PW/12 dt.20.9.89.</p> <p>2. Board's letter No.97/CE-I/CT/32 dt.24.2.99.</p> <p>3. Board's letter No. F(X)II-99/PW/3 dt.20.10.99 & dt.27.6.2000.</p> <p>4. Board's letter No. F(X)II2004/PW/8 dt.30.11.05</p> |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|---|--|---|---|-----------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (B) For office equipment, such as duplicators, Xerox machines, Franking machines etc. | <p>Up to Rs. 20,000/- per item without finance concurrence.</p> <p>Above Rs. 20,000/- per item with finance concurrence.</p> <p>Up to Rs. 1 lakhs per item per annum in the case of AMCs with Original equipment manufacturers (OEMs)/ authorized dealers on single tender basis with finance concurrence.</p> | <p>Up to Rs. 10,000/- per item without finance concurrence.</p> <p>Above Rs. 10,000/- and up to Rs. 1 Lakh with finance concurrence.</p> <p>Up to Rs. 1 lakhs per item per annum in the case of AMCs with Original equipment manufacturers (OEMs)/authorized dealers on single tender basis with finance concurrence.</p> | Up to Rs. 5,000/- per item without finance concurrence. | Remarks same as in 19(A) at C-19. |



| | | | SAG | JAG/SG | |
|-----|---|---------------------------------------|---------------------------------------|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 20. | Replacement/ addition to small items of equipment for Gangmen, train examiner, stations, offices, tools and plant, jigs for maintenance, safety equipment and equipment in RPF and fire service stations (other than medical equipment, computers, furniture etc.) | | | | |
| | (A) (i) Replacements/ additions chargeable to revenue/WMS including T&P for Workshops like Gauges, Power Tools, and Measuring Instruments, etc. | Up to Rs.8 lakhs per item (unit rate) | Up to Rs.5 Lakhs per item (unit rate) | Up to Rs. 20,000/- per item (unit rate) | <ol style="list-style-type: none"> 1. Replacements/additions costing up to Rs.8 lakhs can be charged to revenue/WMS. 2. Technical Specifications to be approved at appropriate level. 3. Procurement through non-stock indents arise when a stock item in a depot goes out of stock <i>or</i> for an item, which is not a stocked item at all. 4. Finance concurrence is required for procurement of non-stock items costing above Rs. 10,000/- each. 5. Indent vetting is not required up to the value of Rs.3 Lakhs for non-stock items. 6. Definition of M&P for tools and plants – Up to a limit of Rs. 10 lakhs i.e. up to Rs. 10 lakhs can be procured under revenue. Beyond Rs. 8 lakhs, and up to Rs. 10 lakhs, to be sanctioned by AGM <p><i>Authority:</i></p> <ol style="list-style-type: none"> 1. Para-705(6) of Financial Code Vol. I. 2. Rly. Board's Ltr.No. F(X)II-2009/PW/10 dated 31.08.2015. 3. Rly. Bd's Letter. No.88/RS(G)/779/14. Pt., dated 06.01.2017. 4. Rly. Bd's Letter. No. 2017/Trans/01/Policy dt. 18.10.2017 |
| | (ii) Replacements/ additions of items not chargeable to revenue/WMS provided for in the | Full Powers | Up to Rs.5 lakhs in each case. | Up to Rs. 50,000/-in each case. | <ol style="list-style-type: none"> 1. Finance concurrence is not necessary where specific provision is available in the estimate except of case of road vehicles and any other equipment costing 1 lakh and above per item. |



| | | | SAG | JAG/SG | |
|---|---|--------------------------------|-------------------------------|---------------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (B) (i) Repairs to furniture | Full Powers per occasion | Full Powers | Up to Rs. 50,000/- per occasion | 1. Finance concurrence is necessary, if expenditure exceeds Rs. 50,000/- per occasion. 2. Annual ceiling of Rs. 10 lakhs. |
| | (B)(ii) Replacement of furniture | Full Powers | Full Powers | Up to Rs. 50,000/- per occasion | 1. Finance concurrence is necessary if the expenditure exceeds Rs. 50,000/- on each occasion for Repairs and for Replacement on completion of reasonable period of usage certified by the user department. 2. i. Age for Replacement of furniture is minimum 5 years. ii. For premature replacement proposal to be processed for CAO/R's sanction. 3. If procurement through spot purchase committee, sanction of CAO/R has to be obtained as per „Annexure „D“ (to Misc Matters SOP) 4. Proposal for purchase of new furniture on additional account needs CAO/R's approval with finance concurrence, if the expenditure exceeds Rs. 5,000/- per occasion and PHOD's sanction if it is up to Rs. 5,000/- per occasion. |
| | (C.(i) Purchase of new furniture/furnishing items on additional account for running rooms, retiring rooms, waiting rooms/halls rest houses, RPF Barracks Crew/Guard/TTE lobbies, Stations, Hospital, Training Institutes, Offices etc | Up to Rs.5 Lakhs per occasion. | Up to Rs.2 Lakhs per occasion | Nil | 1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- on each occasion Bulk procurement of furniture, either on replacement or on additional account, shall be made against sanctioned estimate with adequate provision. Purchase of furniture for new assets shall be included in the estimate concerned. |



| S.No | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|------|---|-------------|-------------|--------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (C) (ii) Purchase of furniture provided for in sanctioned estimates for newly created assets. | Full powers | Full Power | Nil | 1. Finance concurrence is necessary. |
| 21. | (A) Purchase of blank invitation cards and covers for printing in emergent cases. (B) Printing of publicity material such as leaflets, folders, stickers and posters including invitation cards, brochures and handouts etc. | Nil | Nil | Nil | 1. Finance concurrence is not required. Authority: RB Ltr.No. 2017/Trans/01/Policy dt. 18.10.2017 |
| 22. | Grant of way leave facilities/easement rights | Nil | Nil | Nil | 1. Finance concurrence is necessary. Authority: Board's letter No.97/LM(L)/24/3 dt.27.11.2001. |
| 23. | Disposal of unserviceable and scrap materials (other than scrap wooden sleepers) by tender or auction | Full Powers | Full Powers | Nil | 1. Finance concurrence is necessary. 2. To be resorted to when the freight and loading charges likely to be incurred on transporting the same to Stores Depots are out of proportion to the value that may be realized. 3. The departments should take the prior approval of COS. 4. To dispose of the empties at their own station by auction or on tender basis. Authority: Para-2314 Stores Code- Vol. II. |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|--|-------------|-------------|------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 24 | (A) Sale of redundant buildings/structures not required by the Railway | Nil | Nil | Nil | 1. Finance concurrence is necessary. Authority: Item No.41 (c) of CAO/R's delegation |
| | (B) Sale of empty gunny bags through tender or by auction | Full Powers | Full Powers | Full Power | 1. Finance concurrence is not necessary. Authority: Para-2319 Stores Code- Vol. II. |
| 25. | Sale of waste paper. | Full Powers | Full Powers | Full Power | 1. Finance concurrence is not necessary. 2. The value realized should be credited to WMS-7211 3. The sale is to be effected on tender or by auction. Authority: Para-2409A Stores Code- Vol. II. |



| | | | SAG | JAG/SG | |
|-----|---|---|--|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 26. | (A) Write-off of losses of stores, tools, and plant | <p>Cases where railway employee is not responsible. Up to Rs. 1 Lakh In each case.</p> <p>In each case. Cases where railway employee is responsible. Up to Rs. 25,000/- In each case.</p> | <p>Cases where railway employee is not responsible. Up to Rs.25,000/-</p> <p>In each case Cases where railway employee is responsible. Up to Rs. 5,000/- in each case.</p> | <p>Cases where railway employee is not responsible Up to Rs. 5,000/- in each case.</p> <p>Cases where railway employee is responsible Up to Rs. 1,000/- in each case.</p> | <p>1. Finance concurrence is necessary for more than Rs. 1,000/- in each case.</p> <p>2. Losses may arise due to accidents, theft, stores verification etc.</p> <p>3. Report to Railway Board</p> <p>Authority: Para-1102 Financial Code Vol. I.</p> <p>4. Final enquiry report of the police in case of theft is required except when it is definitely known that the case would prolong.</p> <p>Authority: Para-1113 Financial Code Vol. I.</p> <p>5. Losses of cash is not to be written off except with the sanction of General Manager.</p> <p>Authority: Item No.44 of CAO/R's delegation.</p> |
| | (B) Write-off of the difference between the invoiced quantity and issued quantity of coal, coke, and HSD oil at main depots | Nil | Nil | Nil | <p>1. Finance concurrence is necessary above Rs. 1,000/-.</p> <p>2. The reduction in quantity (volume) due to temperature variation between loading point and receiving point should not be written off, but recovered from the oil companies as per agreement provisions. Losses beyond the stipulated percentages need thorough investigations for taking remedial action.</p> <p>Authority:</p> <p>1. Board's letter No.85/Fuel/116/10 dt.11.7.1985.</p> <p>2. Board's letter No.88/Fuel/116/26 dt.11.11.1988.</p> |



| | | | SAG | JAG/SG | |
|-----|--|-------------|-------------|----------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 27. | Write-off of demurrage charges on railway coal loads | | | | |
| | (A) Due from fuel handling contractors. | NA | | | |
| | (B) Due to departmental reasons | | | | |
| 28. | Payment of ex-gratia relief to passengers killed/injured in train accidents | NA | | | |
| 29. | Payment to municipalities or Government/local bodies towards registration/license fees, taxes etc. | Full Powers | Full Powers | Up to 50,000/- | 1. Finance concurrence is necessary. Authority: 2. Para-1040 Financial Code-Vol. I. |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|---|---------------|---------------|------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 30. | Payment of statutory fee to factory inspectorate/ Pollution Control Board/similar Statutory Bodies etc. of Central/State governments | Full Powers | Full Powers | Full Power | 1. Finance concurrence is not necessary 2. For every disbursement to such outside bodies, the extant legal provisions to be reviewed in consultation with Law Officer to check if any exemption/waival for such payments are available. Authority: Rly Bd's Letter No 2017/Trans/01/Policy dt. 18.10.2017 |
| 31. | Condemnation of wagons and coaches | | NA | NA | NA |
| 32. | (i) To call for Open Tenders for contracts in connection with Linen management, washing and supply of Bed Rolls <i>I.e.</i> Bed Sheets, Pillow Covers, Blankets, Towels, Curtains <i>etc.</i> | Up to 10000/- | Up to 10000/- | Nil | 1. Finance concurrence is necessary. 2. Constitution of Tender Committee and Acceptance is as per Ann-A(page-36 A of part of works matter of SOP. 3. Variation in quantities specified to contractors is to be dealt with as per Items No. 11 of Part A of SOP. 4. Extension of date of completion of contract will be as per Item-12 of Part A of SOP. Authority:- 1. Railway Baord's letter No. 2009/M/© /165/6 dated 17.12.2009. 2. Railway Baord's letter No. 2009/M/© /165/6 dated 02.07.2010. |
| | (ii) Condemnation of Bed Rolls | Full Power | Full Power | Full Power | Condemnation shall be recommended by a Committee consisting of Assistant Scale Officers of Mechanical and Account depts. |
| 33. | Emergent Repairs to Tower Cars including spares incidental to such repairs (CS No.67 dated 11.12.13) | Full Power | Full Power | Nil | |



| S.No | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|------|--|-------------|-------------|--------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 34. | To sanction of rewards to persons other than Railway Employees, who have done exemplary work in averting accidents and saving passengers life. | NA | | | |
| 35. | To exercise the powers of “Head of Office” in respect of ordinary contingent expenditure mentioned in paras 1011, 1015, 1043, 1044 & 1045 of Financial Code Vol. I | Full powers | Full powers | Nil | <p><i>Authority:</i> Paras 1011, 1015, 1043, 1044 & 1045 of Financial Code Vol. I</p> <p><i>Note:</i> Officers in SAG/JAG will exercise these powers only when they are in charge of their respective offices</p> |
| 36. | Payment of Subscription for Cable TV connections for all Officers” Rest Houses etc. | Full powers | Full powers | Nil | <p>1. Sanction of PHOD/CHOD level is necessary for providing cable TV connection initially.</p> <p>2. Associate Finance concurrence is necessary.</p> |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|---|---|-----------------------------------|------------------------------|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 37. | <u>Sanctioning of Procurement & signing of Non- Stock demands for procurement of Rolling Stock maintenance spares and maintenance spares for other assets connected with train operation (including linen) & other departmental assets, consumable for other M&P.</u> | Beyond Rs. 25 lakhs per occasion. | Rs. 25 lakhs per occasion | JAG Officer (Mechanical/ Electrical) upto Rs 10 lakhs per occasion. Sr Scale Officer Above Rs 25,000/- upto Rs 1,00,000/- Jr Scale Officer Up to Rs 25,000/- | 1. Vetting of non-stock requisitions is necessary beyond Rs. 2.5 lakhs for non safety items and Rs. 10 lakhs for safety items. 2. Adequate funds to be ensured duly maintaining the liability register. 3. It shall be ensured that procurement shall be made on need basis to avoid overstocking of spares. Accountal of spares shall be maintained. Authority: 1. Railway Bd Model SOP 2018. 2. No. 2018/Trans/01/Policy dated 17.10.2018 |
| 38. | Grant of monetary award to the members of the RPF/ rewards to other railway servants of gallantry/averting accidents for giving clues for detection, apprehension of offenders, criminals, or corruption cases. | Up to Rs. 2,500/- in each case. | Nil | Nil | 1. Finance concurrence is not necessary. 2. The limits referred to will apply not to each individual case but to all individuals collectively proposed to be rewarded for their performance in one single case vide Board's letter No.61/Security/6/1 dt.13.7.1961. Authority: Item No.28 of CAO/R's delegation. |
| <u>39. Technical Books / Newspapers and Training Centres</u> | | | | | |
| | (A) (i) Purchase of Technical books, technical periodicals, and digitized books | Up to Rs. 5,000/- per annum. | Up to Rs. 2,000/- per annum. | Nil | 1. PHODs/CHODs will exercise powers for purchase of Indian and Foreign Standard specification books without finance concurrence. For other books, finance concurrence is necessary. |



| 1 | 2 | 3 | SAG | JAG/SG | 6 |
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| | | | | | |
| | | . | | | <p>2. PHODs/CHODs will have full powers for codes & manuals with finance concurrence.</p> <p>3. Subscription payment can be made in advance up to one year. 4. For purchase of books, advance payment can be made subject to submission of vouchers within 15 days from the date of payment. 5. Supply should be arranged through leading/reputed agencies and book sellers.</p> <p>6. Number of copies should be restricted to the minimum to be decided by the sanctioning authority.</p> <p>7. Newspapers/Magazines are exempted from finance concurrence subject to adhering to the norms prescribed for their purchase.</p> <p>8. The procurement of books/ magazines shall be restricted based on Board's order issued from time to time.</p> <p>9. Items which require foreign exchange require personal sanction of CAO/R.</p> <p>Authority:</p> <p>1. Para-1037 and 1038 of Financial Code Vol. I.</p> <p>2. Authority: Para-711 and 711(A) of Stores Code Vol. I.</p> |
| | (A) (ii) Purchase of newspapers, Magazine Journals , other periodicals, e-books and e-periodicals in CD or mail format & Electronic media | Up to Rs. 5,000/- per annum. | <p>Up to Rs. 2,000/- per annum</p> <p>CPRO* Rs. 1,00,000 per annum</p> | Nil | <p>*As per DMW" Letter No. DMW/P/S-II/PR/Staff/10 Vol-II dated 12.11.2016. Secy. To CAO/R has been designated as CPRO/DMW/PTA.</p> |



| | | | SAG | JAG/SG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | (B) Support materials for training institutions/TTC | Rs. 25,000/- each occasion subject to a limit of Rs. 1,00,000/- per Annum | Rs. 25,000/- each occasion subject to a limit of Rs. 1,00,000/- per Annum | Officer Incharge of TTC Up to Rs. 10,000/- on each occasion subject to a limit of Rs. 30,000/- per annum without finance concurrence. | 1. Prior finance concurrence is necessary . Authority:- Corrigendum Slip No. 04 to Model SOP issued vide Railway Board’s letter No. 2018/Trans/01/Policy dated 23.03.2018 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | (C) Newspapers and magazines for running rooms, TTE rest rooms & RPF barracks | Upto Rs. 5000/- per annum. | Upto Rs. 2000/- per annum. | Nil | 1. Finance concurrence is not necessary. 2. Newspapers/Magazines to RPF Barracks may be supplied subject to the maximum of as per the following yardstick: <table><tr><th>Bed strength</th><th colspan="3">No. of Newspapers</th><th colspan="3">No. of Magazines</th></tr><tr><th></th><th>Eng</th><th>Hindi</th><th>Vernac</th><th>Eng</th><th>Hindi</th><th>Vernacular</th></tr><tr><td>Up to10</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>Up to11 to20</td><td>2</td><td></td><td></td><td>1</td><td>1</td><td>1</td></tr><tr><td>Up to21 to50</td><td>3</td><td>3</td><td>3</td><td>1</td><td>2</td><td>2</td></tr><tr><td>Up to51 to100</td><td>4</td><td>4</td><td>4</td><td>2</td><td>3</td><td>3</td></tr><tr><td>Above100</td><td>5</td><td>5</td><td>5</td><td>3</td><td>3</td><td>3</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | Bed strength | No. of Newspapers | | | No. of Magazines | | | | Eng | Hindi | Vernac | Eng | Hindi | Vernacular | Up to10 | 1 | 1 | 1 | 1 | 1 | 1 | Up to11 to20 | 2 | | | 1 | 1 | 1 | Up to21 to50 | 3 | 3 | 3 | 1 | 2 | 2 | Up to51 to100 | 4 | 4 | 4 | 2 | 3 | 3 | Above100 | 5 | 5 | 5 | 3 | 3 | 3 | | | | | | | |
| Bed strength | No. of Newspapers | | | No. of Magazines | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Eng | Hindi | Vernac | Eng | Hindi | Vernacular | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Up to10 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Up to11 to20 | 2 | | | 1 | 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Up to21 to50 | 3 | 3 | 3 | 1 | 2 | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Up to51 to100 | 4 | 4 | 4 | 2 | 3 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Above100 | 5 | 5 | 5 | 3 | 3 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
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| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | 2. The bed strength indicated above shall be on the basis of the average occupation for the previous six months. 3. Power to be used by Head of security department. |
| | (D) Books, periodicals, and newspapers in Hindi. | <u>Mukhya Rajbhasha Adhikari:</u> Up to Rs. 5000/- per annum. | Upto Rs. 2000/- per annum. | Nil | 1. Finance concurrence is necessary for books only. 2. Newspapers/magazines are exempted from finance concurrence subject to adhering to the norms prescribed for their purchase. <i>Authority:</i> Para-1037 and 1038 of Financial Code Vol. I. |
| | (E) Payment of subscription towards institutional membership fee | <u>PHOD/CHOD</u> Full Powers up to three institutions. | Nil. | Nil | 1. Finance concurrence is not necessary. Subject to a limit of Rs. 5,000/- per annum for each institution. <i>Authority:</i> Board's letter No. F(X)II/94/PW/3 dated 26.06.1996. |
| 40. | Provision of entertainment facilities to trainees in Training Centers/Hospitals like Cable Connection/DTH, Music etc. | <u>PHOD/CHOD</u> Full Powers - | Nil | <u>Nil</u> | 1. Finance concurrence is not required <i>Authority:</i> Railway Board's letter No. 2004/Sec (Spl) 200/23 dated 21.07.2004 and 25.08.2004. |
| INFORMATION TECHNOLOGY Related | | | | | |
| 41. | (i) Procurement of PC based systems chargeable to revenue/WMS | | | | |
| | (a) Procurement of PCs on additional account | 10 Nos. Per financial year | 05 Nos. per financial year | | 1. Finance concurrence is necessary. 2. For procurement of PCs on replacement account, only after |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
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| | | | | | <p>completing their codal life (on condition basis) as prescribed in Board's letter No.2002/AC-II/10 dated 24.05.2006 (ACS F-I No.62) as amended from time to time, full powers may be exercised by PHODs / CHODs / SAG / JAG officers handling independent establishments.</p> <ol style="list-style-type: none"> All procurements to be done preferably on DGS&D rate contract/GEM by Stores Department (i.e. Local Stores officers or officers nominated to look after stores functions) Total cost per PC including CPU and TFT Monitor etc., should generally be as per rate contracts in force and in any case not exceed Rs. 75000/- including UPS, printers, other accessories which is chargeable to Revenue. Define the configuration/specifications based on their requirements as approved by the respective nominated officers of Railways Sr. EDPM for ensuring technical standards/guidelines issued by C&IS Directorate from time to time. As far as possible free software such as „Open Office“ etc. should be used. While procuring requirement, it should be ensured that as far as possible IT equipment is purchased with minimum three years“ warranty so as to take life cycle cost in account. PCs will be classified as „equipment“ in terms of Para 705(6) of the Indian Railways Financial Code Vol. I. The above powers are independent of systems procured against any specific work, which may be chargeable to other plan heads. The ceiling limit on annual purchase prescribed above is not to be exceeded. <p>Authority:</p> <ol style="list-style-type: none"> Board's letters No. 2006/C&IS/ Oth. / Delegation of Powers/36 dated 10.12.2008. Board's letter No. 2006/C&IS/Oth/ Delegation of Powers/36-Pt dated 11.09.2012 |



| | | | SAG | JAG/SG | |
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| | (b) Repairs to Computer and IT related hardware | The powers delegated for repairs to equipment under item No.19 (B) are applicable for IT related hardware also. | The powers delegated for repairs to equipment under item No.19(B) are applicable for IT related hardware also | | See items No. 19(B)/C-20. |
| | (c) Minor cabling, data conversions, ribbon refilling in Computer Centre/ PRS/Ticket Issuing Offices covering items like PCs / peripherals and work stations. | Full Powers | Nil | Nil | 1. Finance concurrence is necessary. 2. Quotation/tender route should be followed. |
| | (d) Computer training | Full powers subject to a limit of Rs. 10,000/- in each case with an annual ceiling of Rs. 1 Lakh | Rs. 10,000/- in each with an annual ceiling of Rs. 50,000/- | Nil | 1. Finance concurrence is not necessary. 2. Proposals should be routed through CPO, (FA & CAO for staff of account staff). Quotation/Tender route to be followed. |
| | (e) Non-stock Computer Consumables. | Full powers as indicated in the remarks column | Full powers as indicated in the remarks column | Nil | 1. For purchase of non-stock computer consumables viz. storage media (include pen drives, CDs), cartridges/toner, ribbons, Batteries, other related consumables/small parts like computer cable/adaptor, key board, Mouse etc., the provision contained in Finance code as also the directives given in Rule 145 of General Financial rules 2005 reproduced below should be followed as amended by Ministry of Finance from time to time. Rule 145: Purchase of Goods without quotations: Purchase of |



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| | | | | | <p>goods up to the value of Rs.15000/- (Rupees Fifteen thousand only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.</p> <p>“I _____, am personally satisfied that these goods purchased are of the requisite quality and specifications and have been supplied by a reliable supplier at a reasonable price”.</p> <ol style="list-style-type: none"> 2. A register showing the details of the consumables/spares purchased and allotment/utilization of the same, should be maintained and produced for verification during the inspection by Accounts etc. 3. Consumables/spares costing above Rs.15000/- (Rupees fifteen thousand only) on each occasion will have to be processed through PCMM, duly vetted by Associate Finance. <p>Authority: Board's letters No. 2006/C&IS/OOth. /Delegation of Powers/36 dated 10.12.2008.</p> |
| | (f) All peripherals of CPU, other high-end computer related accessories and licensed software | Full powers | Full powers | Nil | <ol style="list-style-type: none"> 1. Finance concurrence is necessary. 2. Peripherals and accessories (CPU like MB, HDD, RAM, CD/DVD writers, Processor, LAN/Sound cord etc. AND Others like UPS, Printers, Scanners, projector, LaserJet printers, card readers, Bluetooth dongles etc.,) to be procured as per norms for standard non-stock items circulated by Railway Board (Stores Dte.) from time to time. 3. Separate copies of licensed software should only be procured for each PC along with licenses for Antivirus and firewalls as a standard non-stock requisition in terms of (2). 4. Every PC need not be provided with a separate printer. Instead Desk Jet/LaserJet printers may be provided on the network which |



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| | | | | | <p>may be shared by a number of users, especially amongst the non-gazetted users or where confidentiality is not an issue.</p> <p>5. All procurements to be done preferably on DGS&D/GEM rate contract by Stores Department (i.e. Local Stores officers or officers nominated to look after stores functions).</p> <p>6. No pirated software may be used vide Board's letter No.2006/C&IS/ PRS/Audit/4/Pt-1 dated 16.04.2008.</p> <p>In case, specific software is required for any officer/ staff, the same may be purchased keeping in view the instructions contained in Railway Board's letter No.2006/C&IS/Oth/ Laptop/14 dated 26.05.2008.</p> <p>Authority: Board's letters No. 2006/C&IS/Oth. /Delegation of Powers/36 dated</p> |
| | (g) Procurement of Local Area Network Infrastructure. (preferably secured wireless LAN) | Full powers | Nil | Nil | <p>1. Finance concurrence is necessary.</p> <p>2. This does not apply to PRS/UTS/FOIS or other IT applications networks for which proposal should be sent to C&IS Directorate of Railway Board for sanction.</p> <p>3. Where Rail Net connectivity is provided, efforts should be made to use the Rail net network.</p> <p>4. Expenses incurred on LAN infrastructure shall be chargeable to revenue/WMS.</p> <p>Authority: Board's letters No. 2006/C&IS/Oth. /Delegation of Powers/36 dated 10.12.2008.</p> |
| | (h) AMC of hardware and software | Full Powers | Nil | Nil | <p>1. Finance concurrence is necessary.</p> <p>2. While procuring equipment, it should be ensured that as far as possible, IT equipment is purchased with minimum three years' warranty so as to take the life cycle cost into account.</p> <p>3. Expenditure on AMC of hardware and software shall be chargeable to revenue/WMS.</p> |



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| | | | | | <p>4. Contract has to be limited to not more than two years at a time.</p> <p>5. Powers have to be exercised by the officers only after checking the reasonableness of the rates proposed, residual life of the office equipment, credentials of the firms, past experience with the firm, wherever applicable etc.</p> <p>6. Protective clauses as follows have to be incorporated -</p> <ol style="list-style-type: none"> in cases involving advance payment, submission of bank guarantee of equal value should be insisted upon if the value of the Annual Maintenance Contract is beyond Rs. 20,000/- (Rupees Twenty thousand only) with OEMs/Authorized agents. If bank guarantee is not submitted, quarterly payment after the service is rendered should be considered to protect against failure on the part of the contractor/firm to take up service/maintenance of equipment and repairs as stipulated in the contract agreement. in the event of the failure on the part of contractor/firm to take up maintenance of servicing/repairs as stipulated in the terms and conditions, the advance maintenance charges paid, shall be returned to the customer viz. DMW/PTA at once with interest. in case of delay in remittance of the advance by the firm, the Railway administration shall be entitled to adjust this amount against any advance due in respect of any other equipment, for which a similar contract has been entered into either afresh or on renewal basis. it has to be stipulated in the acceptance letter to the contract that along with the bill, rendered in duplicate, a certificate is to be endorsed that the charges claimed do not exceed the lowest rate the firm may charge for similar repairs and replacements of component/service to any other Central or State Government Institutions/any Office. advance payments to firms for maintenance of all type of |



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| | | | | | <p>equipment should not exceed Rs.2 lakhs in any single case.</p> <p>vi..The powers vested with the PHODs/CHODs for AMCs with OEMs on Single Tender basis will have to be exercised subject to observance of guidelines issued from time to time.</p> <p>Authority:</p> <ol style="list-style-type: none"> Board's letter No. F(X)II-87/PW/12 dt.20.9.89. Board's letter No.97/CE-I/CT/32 dt.24.2.99. Board's letter No. F(X)II-99/PW/3 dt.20.10.99 & dt.27.6.2000. <p>vii. For AMCs costing, less than Rs.2 lakhs, 4 to 6 quotations of reputed firms shall be obtained from the market in a most transparent manner for getting competitive rates.</p> <p>viii. Tenders shall be invited for the AMCs costing more than Rs.2 lakhs each and the rate reasonableness shall be decided by duly constituting the Tender Committee.</p> <p>ix. For Tender Committee Constitution, refer Annexure „A“ and „B“. (C-61)</p> |
| | (i) Internet connection through Railnet / Broadband | Full Powers | Nil | Nil | <ol style="list-style-type: none"> Wherever internet connection is essential, the PCs shall be connected to Railnet through S&T Department. In case of Divisional/Field units where Railnet facility does not exist, a certificate to that effect may be obtained from Dy.CEE (In-charge S&T). This is subject to a maximum limit of Rs.3000/- per annum. In case of Broad Band connections to Laptops/PCs at residence of JAG and above Officers, irrespective of the availability of Railnet, the Officers are permitted to avail the Internet through Broadband (Wired or Wireless) of other Service Providers. For wired connection, broadband facility can be provided either on existing landline telephones at residence or through hiring a separate broadband connection. In such case, the reimbursement of the amount payable to the officer will be - |



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| | | | | | <p>i. A maximum one-time installation charges allowed is Rs. 2,000/- only.</p> <p>ii. The cost of the lowest unlimited download plan of MTNL or BSNL for broadband, available in the area. Officers may also opt for services of other service providers but the ceiling will be as per the lowest unlimited download plan of MTNL or BSNL available in the area.</p> <p>4. In case of personal residential telephones taken over on official account, the Officer can subscribe to broadband services and claim reimbursement thereafter within the financial limits, as per extant policy.</p> <p>Authority: Board's letter No. 2010/Tele/ 11(5)/ 1 dated 29.09.2010.</p> |
| | (j) Procurement/ Repair and maintenance of Laptops to Officers In lieu of Desktops or for official use by the officer | Full Powers in respect of <u>eligible Officers.</u> | Full Powers in respect of <u>eligible Officers.</u> | | <p>1. Finance concurrence is not required.</p> <p>2. Laptop, Notebook, Tablet and Notebook Computers are referred as Laptop.</p> <p>3. Codal life of Laptop will be considered as 3 years from the date of the receipt of material & taken into account.</p> <p>4. Officers in confirmed JA Grade (including ad-hoc JAG) and above are eligible for a laptop with cost ceiling of Rs. 55,000/- inclusive of all accessories/AMC/Warranty/Service with four years Codal life. All other officers – consolidated Rs. 25,000/- including AMC/Warranty/Service with 4 years Codal life.</p> <p>5. Eligible Officers can procure laptops either directly from market or through Store Department by placing indent. When the officer procures laptop directly by paying amount himself/herself, he/ she can claim for reimbursement.</p> <p>6. Officer can procure the Laptop costing any amount, which may be more or less than the corresponding prescribed ceiling amount. However, the amount to be reimbursed shall be equal to cost of</p> |



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| | | | | | <p>purchase or corresponding prescribed ceiling amount, whichever is lower.</p> <p>7. The Ceiling amount towards repairs and maintenance shall be Rs. 30,000/- for the laptops procured with ceiling limit of Rs. 55,000/- and Rs. 20,000/- for the Laptops procured with the ceiling limit of Rs. 25,000/- regardless of the actual cost of Laptop and accessories</p> <p>8. The concerned Department shall maintain the necessary records and ensure entry of details in the Service Record and LPC of the Officer provided with Laptop.</p> <p>9. Purchase of laptops not governed as per policy letter No.2011/C&IS/ Committee/Laptops/Part-II dated 23.01.2012 on procurement of lap-tops, shall continue to require explicit permission of Railway board even if they are sanctioned/ provided for in any estimate.</p> |
| Authority: Railway Board's letter No.2011/C&IS/Committee/Laptops/Pt. II dated 23.01.2012. All other instructions contained in Railway Board's letter to be followed. | | | | | |
| Remarks: | | | | | |
| 1. | Item No.5(h) - Provision of Local Area Network Infrastructure/System includes all necessary hardware, software, networking, peripherals, software development, training, consultancy work etc. that are necessary for it to be used as desired. | | | | |
| 2. | Procurement of software should normally be with the system; however, if a separate requirement comes up later, it shall be dealt with as a standard non-stock purchase. | | | | |
| 3. | IT equipment must be maintained in running conditions on 24X7 basis especially in case of „on-line critical“ and „flagship“ applications (PRS/UTS/FOIS) and any break-down in these systems and their associated Datacom networks etc. may be treated at par with the breakdown in through communication of Railway traffic and may be got attended to with the same seriousness and urgency by the CAO/Rs/under the provisions of the instructions already issued for the purpose of restoration of through communication. | | | | |

| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
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| 4 | Rules, as current, for vetting of non-stock requisitions shall apply to all IT cases. | | | | |
| 5 | The overall coordination, progress monitoring, budgeting, and interaction within the Railway and also with Railway Board in respect of all matters related to information technology would continue to be the responsibility of the GM of the Railways, who may, if considered necessary, constitute an appropriate Steering Committee of concerned HODs to assist him in the discharge of these functions. He may also take the help of Sr. EDPM's organization for discharge of his functions such as budgeting. | | | | |
| 6. | The concerned department at Headquarters would continue to be responsible for Planning, Formulation of proposals, monitoring the progress of the work etc. Accordingly, Workshop computerization would be under CME, Stores computerization under PCMM, PRS under CCM/PM and so on. Similarly, on Production Units the concerned HOD, which is most commonly the FA&CAO, shall look after the EDP Centre. | | | | |
| 7. | In all Training Institutes, the institute in-charge shall be responsible for overall coordination, budgeting, monitoring and interaction. | | | | |
| 8. | “for the proposals of General Manager's Office, in respect of procurement of computers and other related proposals, Sr.EDPM is empowered for giving technical clearance, wherever necessary”. | | | | |
| 9. | Sr.EDPM or in his absence any other suitable officer so nominated by the GM to ensure technical standards as well as keeping a record of the population of all systems within their jurisdiction irrespective of either the end-user or the method of procurement/sanction. He shall be held directly accountable for this number. He shall also ensure technical standards of systems via technical vetting of indents | | | | |



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| Telecommunications | | | | | |
| 42. | BSNL Telephones | | | | |
| | (A) (i) Provision of new phones on Non-OYT basis. | Full Powers | Nil | Nil | 1. Finance concurrence is not necessary. 2. Proposals have to be routed through CSTE/CME (in DMW being Head of S&T). |
| | (ii) On OYT basis | Full Powers | Nil | Nil | Authority: Board's letter No. 71/W3/TN/23 dt. 7/8.5.72 and 24/25.6.72. 1. Finance concurrence is necessary. 2. Proposal is to be routed through CSTE/ CME (in DMW being Head of S&T). |
| | (B) Shifting of Dept. of Telecommunication BSNL phones. | Full Powers | Full Power | Nil | Authority: 1. Finance concurrence is not necessary. 2. Proposal is to be routed through CME (In charge S&T). 3. Powers limited to shifting within the sanction from the old incumbent of a post to the new incumbent. 4. Retention of residential BSNL phones by Officers during leave, transfer, and retirement. Retention beyond a period of fifteen days will require the sanction of CME. |
| | (C) Provision of STD facility. | Full Powers | Nil | Nil | 1. Finance concurrence is not necessary in respect of all DOT Phones with STD facility and dynamic locking arrangements being provided at residence and offices of JA Grade above level officers. 2. FA&CAO's concurrence and CAO(R)'s approval is necessary for all cases other than (1). |



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| | | | | | Authority: 1. Board's letter No. F(X) 11-94/EXP/2 dt. 19.11.97. 2. Board's letter No. 87/W-3/Tele/TN/23 dt. 6.8.99. |
| | (D) Payment of telephone rental and call charges, whose private phone is used for official purposes | Full Powers | <u>Nil</u> | Nil | 1. Finance concurrence is not necessary. 2. Proposal is to be routed through CME (In-charge S&T). 3. Subject to the condition that the post should have sanction for residential DOT. Authority: Board's letter No. 90/TELE/TN/6 dt. 22.10.98. |
| | (E) Hiring of voice and data circuits. i) Advance payment of registration fee, search fee to DOT | <u>CME</u> Full Powers | <u>Nil</u> | Nil | 1. Finance concurrence is not necessary. 2. Sanction and payment can be cleared by CME subject to: i. Provision in any of the sanctioned estimate for hiring of the channels should exist. ii. In other cases, as per the need of the user department. 3. Hiring of voice circuits include non-exchange lines used for emerging railway telephones. |
| | ii) Payment of advance annual rental to DOT | CME Full Powers | <u>Nil</u> | Nil | 1. Finance concurrence is necessary. 2. CME can sanction the payment for continued hiring of DOT channels provided: |
| | iii) DOT phones, casual/temporary connections for special occasions. | CME Full Powers | | | i. that there are no Railway owned circuits to replace the DOT channels. ii. budget provision exists/would be made available. iii. the user department should certify the necessity for continued hiring for such circuits. Authority: Para-1040 of Financial Code Vol. I. |



| | | | SAG | JAG/SG | |
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| 43. | Railway Telephones (A) Provision of Railway phones (B) Shifting of Railway phones | Full Powers Full Powers within the department. | Nil. | Nil | 1. Finance concurrence is not necessary |
| Hiring of Road Transport and Hospitality | | | | | |
| 44. | Hire of launches and boats to attend to repair works such as filling in scours in piers and other bridge protection works | Full Powers | <u>Nil</u> | <u>Nil</u> | 1. Finance concurrence is necessary. 2. Quotation route should be followed. Authority: Item No. 17 of CAO/R's delegation. |
| 45. | Hiring of outside transport facilities including motor launches and boats for the carriage of railway stores including parcel, luggage, and goods | Full Powers | Nil | Nil | 1. Finance concurrence is necessary. 2. Hiring to be resorted to only when railway transport facilities are unsuitable or not available. 3. Hiring of motor launches and boats should be resorted to wherever it is not accessible by road. 4. Powers of hiring of transport for carriage of cash can be exercised only by PFA. 5. Tenders should be called for all cases over Rs. 50,000/-. For contracts costing up to Rs. 40,000/- approval of JA Grade Officers to be obtained. For contracts costing above Rs. 40,000/- approval of PHOD/CHOD/ should be obtained. Authority: Item 17 of CAO/R's delegation. |



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| 46. | <p>Hiring of plant and equipment, machinery including road cranes, hydra, and trucks / any vehicles</p> <p>(A) From private agencies or Government bodies.</p> <p>(B) To private agencies or Government bodies.</p> | <p>Full Powers</p> <p>Full Powers</p> | <p>Full Powers Up to Rs. 50,000/- per occasion</p> <p>Full Powers</p> | <p>Same as in column No. 4</p> | <ol style="list-style-type: none"> 1. Finance concurrence is necessary for expenditure more than Rs. 50,000/- 2. Reasonableness of rates is to be ensured after obtaining a minimum of three quotations. 3. The agreement executing authority will exercise the powers if provision for hiring out of plants as exists in the agreement. If not, accepting authority of the tender will exercise the powers. 4. Rates to be fixed in consultation with finance where standard rates do not exist. <p>Authority: Para-1923 of Stores code.</p> |
| 47. | Hiring of motor vehicles for conducting | | | | |
| | (A) Surprise checks of road side stations and mid-sections including safety checks, ticket checking, raids, and search by RPF personnel by road including transportation of recovered property under extant Acts | Full Powers | Full Powers | Nil | <ol style="list-style-type: none"> 1. For surprise checks and special occasions, concurrence of associate finance is not necessary. 2. Hiring of vehicles for the specific purpose should be kept to the barest minimum and to the extent required only. 3. Hiring of outside transport to be resorted to only if the available departmental vehicles and regular hired vehicles available with the department cannot be spared for the purpose. 4. The limitation on the number of such checks as fixed by the Railway Board, if any, from time to time is not to be exceeded |
| | (B) Field inspections covering stations, work sites, Railway installations and Computerized Passenger Reservation System/Micro-wave installations | Full Powers | Full Powers | Nil | |

| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|--|-----------------------------------|---------------------------------|------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | <p>(C) Regular Hiring of Motor Vehicle</p> <p>To sanction hiring of vehicle on replacement account provided the existing vehicle has been condemned and grounded</p> | Full Powers for their departments | Nil | Nil | <p>Authority:</p> <ol style="list-style-type: none"> Item 18 note (2) of Annexure II Chapter V of IRFC Vol. 1. No. F (X) II-2006/PW/11 dtd. 21.11.2006 & F (X) II-2016/PW/3 dated 14.09.2016 <p>Note:</p> <ol style="list-style-type: none"> PHOD/HOD full powers including Ambulance with concurrence of finance Total number of vehicle (Hired+Govt) should not change unless there is an increase in strength of officers or a Govt vehicle has been condemned The post of driver of the condemned vehicle should be surrendered and driver gainfully employed Any imprest for the condemned vehicle should also be surrendered PHOD will have full powers to approve the need for a vehicle for an officer |
| | (D) Market survey | NA | | | <ol style="list-style-type: none"> Finance concurrence is necessary. |
| | (E) Special occasions such as VIP visits, touring with media persons during accidents and for SAG and above Officers visiting on duty from other Railway /Board | Up to Rs. 5,000/- per occasion. | Up to Rs. 2,000/- per occasion. | <u>Nil</u> | <ol style="list-style-type: none"> As per DMW's letter No. DMW/P/S-II/PR/Staff/10 Vol-II dated 12.11.2016; Secy. to CAO/R has been designated as CPRO/DMW/PTA. |



| | | | SAG | JAG/SG | |
|---|---|---------------------------------|-------------|----------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (F) Hiring of vehicle in case of emergency/accident Supervisors have to rush to the spot with men & material | | | | NA |
| | (G) Security purpose during VIP visits connected with Railway functions | Up to Rs. 2,500/- per occasion. | Nil | Nil | 1. Finance concurrence is necessary. |
| | (H) Hiring of Vehicles for Crew Management, Control Duty, assets maintenance and Disbursement of Salary, if considered necessary and justified. | Nil | Nil | Nil | 1. Prior concurrence of Divisional Associate Finance is necessary. 2. Hiring of outside transport should be kept down to the barest minimum. 3. Hiring of outside transport should be made only if the vehicles available with the Railway cannot be spared for the purpose. Authority: Railway Board's letter No. F(X) II-2006/PW/11 dated 07/15.05.2007 |
| | (I) Hiring of Road vehicles for the dignitaries from Rly Board/other Rlys/ Production Units/ CTIs/RDSO etc. visiting | Full Powers | Full Powers | Full Power (Secy to CAO/R) | 1. Finance concurrence is not necessary. 2. Hiring of outside transport should be kept down to the barest minimum, 3. Hiring of outside transport should be resorted to only if staff cars or other vehicles available with the departments cannot be spared |



| | | | SAG | JAG/SG | |
|-----|--|---|---|--------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | Railway to attend meetings/ conferences/ seminars or to conduct inspections | | | | <p>for the purpose.</p> <p>4. The hiring of vehicles should be for the officers of SAG and above visiting on duty.</p> <p>5. Hiring should be for a maximum period of 3 days on each occasion.</p> <p>6. Hiring of vehicles for official visits of officers of SG/JAG and below requires the sanction of CAO/R with Finance concurrence.</p> <p>7. Annual Ceiling limit of Rs. 25,000/- is to be ensured.</p> |
| | (J) Air travel on duty | CAO/Rs may permit air travel on duty to not below JS officers | | | Authority: RB Ltr.No. 2017/Trans/01/Policy dt. 18.10.2017 |
| 48. | Incurrence of expenditure | | | | |
| | (A) On light refreshments and working lunches at formal inter departmental and other meetings and conferences. | Full Powers Rs.75.00 per head per meeting for light refreshment, Rs. 200/- per head high tea/ working lunch & Rs.350/- per head per meeting for Lunch/Dinner subject to annual ceiling of Rs.1,50,000/- (One lakh fifty thousand only.) | Full Powers Rs.75.00 per head per meeting for light refreshment subject to annual ceiling of Rs. 50,000/- (Fifty thousand only.) | NIL | <p>1. Finance concurrence is not necessary.</p> <p>2. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings should also be kept to the barest minimum.</p> <p>3. Over all annual Ceiling Limit will remain unchanged i.e. Rs. 15 lakhs (fifteen Lakhs) for a Production Unit for the combined expenditure of Light Refreshments and Working Lunches/Dinners, etc.</p> <p>4. The concerned Associated Accounts Officer/Sr Supervisor has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit.</p> <p>Note: Lunch-on parties, dinners & receptions on Railways can be arranged only with the personal sanction of the CAO/R with prior financial concurrence</p> <p>Authority:- Rly Board Letter No. 2018/Trans Cell/S&T/Refreshment dated 19.11.18.</p> |



| | | | SAG | JAG/SG | |
|--------------|--|---|--|--------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | <p>Authority: Railway Board's letter No. F(X) II-2004/Exp/4 dated 14.05.04, 04.06.07, 13.09.2012 & 22.06.2016</p> |
| | (B) On entertainment of distinguished officials, non-official visitors calling on the railway in connection with railway work. | Rs.5/-per head and Rs.50/- on each occasion. | Rs.5/-per head and Rs.50/- on each occasion. | Same as in column No. 4. | <p>1. Finance concurrence is not necessary.</p> <p>Authority: Board's letter No.89/PR/4/9 dt.24.4.89.</p> |
| | (C) On entertaining prospective clients for sales promotion and commercial publicity/ public relations. | <u>CME/SECY. TO CAO/R)</u> <u>(from hospitality fund)</u> Up to Rs. 25,000/- per annum. | Nil | Nil | <p>1. Finance concurrence is necessary if expenditure exceeds Rs. 5,000/-.</p> <p>2. If the expenditure exceeds Rs. 25,000/- under CME/ Secy to CAO/R(CPRO) powers and further expenditure is imperative CAO/R's sanction has to be obtained up to Rs. 40,000/-.</p> <p>Authority: Board's letters No.89/PR/4/9 dt.24.4.89; No. F(X)II-95/Exp/1 dt. 12.6.1996 and F(X)II-2000/PW/2 dt. 27-06-2000.</p> |
| Legal | | | | | |
| 49. | To sanction payment of: | | | | |
| | (A) Pleaders fees within the scales fixed by the High Court or separately approved by Board. | Full Powers | Full Power | Full Power | <p>Authority: Railway Board's letter No. 2015/LC/17/2 dated 13/06/2017 Law officer to be consulted.</p> |



| | | | SAG | JAG/SG | |
|---|---|--------------------------------|--------------------------------|--------------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (B) Incidental legal expenses connected with suits filed in Court of Law. | Full powers up to Rs. 25,000/- | Full powers up to Rs. 25,000/- | Full powers up to Rs. 10,000/- | |
| | (C) Conveyance charges of pleaders engaged on lump sum fee when they undertake journeys outside their Headquarters in connection with Court cases to which the Railway is a party | Full Powers | Full Power | NIL | |



| | | | SAG | JAG/SG | |
|-----------------|--|--|--|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 50. | Sanction to payment of award/compensation passed by various District Consumer Forums and State Consumer Forums/ Claims decreed by Court of Law & tribunals | Full Powers Up to Rs. 50,000 in consultation with Law Officer | Full Powers Up to Rs. 25,000 in consultation with Law Officer | Full Powers Up to Rs. 10,000 in consultation with Law Officer | <ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. While according sanction it should be specifically indicated whether the same is a case in which the amount awarded should be recovered from the employee responsible for the deficiency in service. 3. Law Officer to be consulted |
| 51. | (A) Travelling allowance to outsiders summoned to give evidence (railway accidents and in legal/vigilance cases.) | Full Powers | Full Power | Nil | <ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. Amount to be paid in accordance with the rule. <p>Authority:</p> <ol style="list-style-type: none"> 1. Rule 1693, 1695 and 1696 of IREC-Vol. II (1987). 2. Board's letter No. E(G)39AL6-9 dt.24.3.1961. |
| | (B) Conveyance allowance to Railway Magistrates. | Nil | Nil | Nil | <ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. Railway Magistrates are eligible to receive conveyance allowance at specified rates depending upon the mode of transport employed and the distance of the Magistrate's residence from the Court. 3. Amount to be paid in accordance with the rules. <p>Authority: Para-1003 of Financial Code Vol. I.</p> |
| Security | | | | | |
| 52. | Purchase of dogs | | | | |
| | (A) Private bodies or from police kennels/ para military organization kennels | Full Power | Nil | Nil | <p>(Purchase through spot purchase committee).</p> <p>Authority:- Corrigendum Slip No. 04 to Model SOP issued vide Rly Bd's letter No. 2018/Trans/01/Policy dated 23.03.2018 & 95/SEC/ASC/DS/2/1/PT dated 01.10.1997.</p> |



| | | | SAG | JAG/SG | |
|-----|--|-------------------------------------|-----|--------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (B) To lend the services of RPF dogs to mate with bitches for service to other police/ para military/reputed private kennels. | CME (Head of RPF) Full Powers | Nil | Nil | <ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. The arrangement proposed should be reciprocal. 3. Collect one male pup. If no male pup is available collect charges from public per mating. (charges are fixed from time to time.) <p>Authority: Standing Orders Vol. I of Board's letter No. 93/Sec(ABE)DS/2/1/Pt. dt. 1.10.97.</p> |
| 53. | Sale of surplus litters in the open market. | CME (Head of RPF) Full Powers | Nil | Nil | <ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. The sale should be given wide publicity through advertisements, keeping in view the value of the litters to be sold. 3. The proceeds should be credited to sundry earnings. <p>Authority: Standing Orders Vol. I of Board's letter No. 93/Sec(ABE)DS/2/1/Pt. dt. 1.10.97.</p> |
| 54. | Feeding charges of dogs and provision of utensils for the kennel. | CME (Head of RPF) Full Powers | Nil | Nil | <ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. The extant orders in regard to the monthly diet charges issued by the Board from time to time should be followed. <p>Authority: Board's letter No.87/Sec(ABE)/DS/1/Confdl dt. 21.3.95.</p> |
| 55. | (A) Medical expenses to be incurred on medicines and consultation with veterinary doctors including conveyance charges from the kennel to the veterinary attendant and back. | CME (Head of RPF) Full Powers | Nil | Nil | <ol style="list-style-type: none"> 1. Finance concurrence is necessary. <p>Authority: Board's letter No.87/Sec(ABE)/DS/1/Confdl dt. 21.3.95.</p> |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|---|--|---|--------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (B) Sanction to payment of honorarium to the veterinary honorary consultant in Government hospitals and fees to the private veterinary consultant in emergencies. | CSC/CME Full Powers | Nil | Nil | 1. Finance concurrence is necessary. 2. Expenditure in connection with the protection of dogs against distemper & rabies to be included. |
| 56. | (A) Registration of RPF dog kennels with the Kennel Club of India. | CSC/CME Full Powers | Nil | Nil | 1. Finance concurrence is not necessary. |
| | (B) Expenditure incurred towards the participation of RPF dogs in dog shows or exhibitions organized by railway or non-railway organizations. | CSC/CME Full Power | Nil | Nil | 1. Finance concurrence is not necessary. |
| 57. | To call for and award annual contracts for running dhobi, laundry, and barber shop at RPF/MLY. | CSC/CME Full Powers | Nil | Nil | 1. Finance concurrence is necessary. Authority:- <i>Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018</i> |
| 58. | Charge for feeding of offenders detained in Railway Custody | CSC/CME Up to Rs. 50/- per individual offenders per day. | Up to Rs. 50/- per individual offender per day. | Nil | 1. Finance concurrence is not necessary. 2. Powers to be exercised by Head of Security Departments. Authority:- <i>Railway Board's letter No. 2004/Sec (Spl) 200/23 dated 21.07.2004 and 25.08.2004.</i> |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|--------------|---|--|---|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 58. A | Purchase and stitching of uniform material for RPF/RPSF Band. | Full Power | Rs. 5000/- per Staff (Annual Ceiling Rs. 2,00,000/-) | Nil | Finance concurrence not necessary up to Rs. 1,50,000/- in each case) (Life of summer uniform-02 years/winter uniform-05 years). Authority:- Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018 |
| B | Purchase of RPF/RPSF Brand equipments | Full Power | Up to Rs. 1,50,000/- | Nil | Finance concurrence not necessary up to Rs. 1,50,000/- in each case) Authority:- Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018 |
| C | Repair of band equipments | Full Power | Rs. 5000/- per Staff (Annual Ceiling Rs. 50,000/-) | Nil | Finance concurrence not necessary up to Rs. 1,50,000/- in each case) Authority:- Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018 |
| D | Temporary works like concertina/razor edge fencing, erection of morchas/portable morchas/ temporary towers, queue managers, installation of search lights etc. to handle large crowds, extremist situations, melas and other exigencies | Rs. 1,00,000/- each occasion (annual ceiling of Rs.10,00,000/-) | Rs. 10,000/- each occasion (annual ceiling of Rs.1,00,000/-) | Rs. 5,000/- each occasion (annual ceiling of Rs.50,000/-) | (Finance concurrence necessary above Rs. 5000/-) Authority:- Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018 |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|--|--------------------------------------|--|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| E | Bada Khana on the occasion of RPF Raising Day (once a year as per the Force Tradition on Raising Day, etc.), during the visit of MR, MoSR, CRB, DG/RPF, GM, CSC, DRM, during Darbar or on special occasion and on ceremonial occasion and for other visits of the force establishment interaction purpose. | Up to Rs. 1,50,000/- Per Bada Khana. | Up to Rs. 1,00,000/- Per Bada Khana | Up to Rs. 50,000/- (Ind. Charges) Per Bada Khana | <p>(Finance concurrence necessary)</p> <p>Authority:- Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018</p> |
| F | Expenditure incurred in Range classification 7 Firing practice and hiring of tentatge/ furniture for Suraksha Sammelan, Training camps, meeting and sporting events | Full Power | Rs.25,000/- each occasion (annual ceiling of Rs.2,50,000/-) | Rs. 5,000/- each occasion (annual ceiling of Rs.25,000/-) | <p>Note:-1. Expenditure to be include hiring of vehicles to transport RPF personnel, armour, weapons, ammunition, tentage etc. from RPF armoury to firing range and back.</p> <p>2. Expenditure will include cost of Target, Target paper, gum, repairs, armoury range fees, hiring of tent, dari, table, chair, cleaning charge and arrangement of hot water etc.</p> <p>3. Fin. concurrence not necessary upto Rs. 25000/- per occasion</p> <p>Authority:- Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018</p> |
| G | Hiring of vehicles for RPF Post (no departmental vehicles available/for operational work) | Full Power | Nil | Nil | <p>(Condition applicable as in the case of item 43 on hiring of vehicles in works Matter of Model SOP would apply).</p> <p>Authority:- Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018</p> |

| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|----------|---|------------|---|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| H | Purchase of items like RAID, weighing machines, measuring tape, high jump bars, stop watches, row, line, gloves, stationary, trunks, chest numbers etc. for recruitment, selection etc. | Full Power | Rs.50,000/- each occasion (annual ceiling of Rs.5,00,000/-) | Rs.5,000/- each occasion (annual ceiling of Rs.,50,,000/-) | <i>Finance concurrence not necessary up to Rs. 5,000/- in each case)</i> Authority:- <i>Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018</i> |
| I | Hiring of PA system, CCTV, computers, Net facility, typing experts, etc. | Full Power | Nil | Nil | <i>(Finance concurrence is necessary)</i> Authority:- <i>Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018</i> |
| J | Purchase and stitching of specific operational dress for security escort of VVIPs on Railways. | Full Power | Nil | Nil | <i>(Finance concurrence is necessary).</i> Authority:- <i>Corrigendum Slip No. 04 to Model SOP issued vide Railway Board's letter No. 2018/Trans/01/Policy dated 23.03.2018.</i> |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------------------------|---|--------------------------|------------------------|--------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| Public Relations | | | | | |
| 59. | Insertion of advertisement | | | | |
| | (a) Tender notices and campaign advertisements in DAVP approved publications. | Full Powers CME / COS | CPRO Secy. to CAO/R | Nil | 1. Finance concurrence is not necessary 2. To be published at the request of department/division. 3. As per DMW's letter No. DMW/P/S-II/PR/Staff/10 Vol-II dated 12.11.2016; Secy. to CAO/R has been designated as CPRO/DMW/PTA. Authority: 1. Board's letter No. 86/PR/4/6 dt. 7.8.1991. 2. Board's letter No. 86/PR/4/4 dt. 24.8.1999. |
| | (b) Souvenir /special publications. | Nil | Nil | Nil | 1. Finance concurrence is not necessary. Authority: Board's letter No. 86/PR/4/6 dt. 7.8.1991. |
| | (c) Non-DAVP newspapers | Nil | Nil | Nil | 1. Finance concurrence is not necessary. 2. Post-facto approval of General Manager is necessary. Authority: Board's letter No. 86/PR/4/4 dt. 24.8.1999. |
| 60. | Participation in exhibitions | Full Powers CME | CPRO Secy. to CAO/R | Nil | 1. Finance concurrence is not necessary. However, the advance taken earlier should have been cleared by rendering accounts to the associate finance. 2. Subject to ceiling laid down per case and per annum by Railway Board from time to time. Authority: Railway Board's letters No.90/PR/8/Policy dt.29.11.1990 & 96/PR/23/Policy dt.27.1.97) |
| 61. | Hospitality charges in connection with Publicity and Public relations | | | | |
| | (i) Conducted tours for press and other publicity media, purchase of kits and mementos. | CME Full Powers | CPRO Secy. to CAO/R | Nil | 1. Expenditure on this account may be incurred by CPRO/CME within the ceiling without finance concurrence. 2. For entertaining media personnel vide Board's letter No.2003/PR/4/11 dt 18.03.2003. i. If the expenditure on one occasion does not exceed Rs. 25,000/-, it can be incurred by the CPROs /CME with the Administrative approval of GM/CAO/R. This would not require finance concurrence. ii. Expenditure beyond Rs. 25,000/- on any occasion would, in addition, require prior Finance concurrence. |
| | (ii) Hospitality: (a) A ceiling of Rs.250/- per meal per head OR Rs. 500/- per day subject to an annual ceiling of Rs. 3 Lakhs would be observed. | | | | |



| | | | SAG | JAG/SG | |
|-----|---|---|---------------------|--------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | (b) The amount of cash imprest being maintained by CPRO/CME for the purpose raised to Rs. 8,000/- | | | | <p>3. As per DMW's letter No. DMW/P/S-II/PR/Staff/10 Vol-II dated 12.11.2016; Secy. to CAO/R has been designated as CPRO/DMW/PTA.</p> <p>Authority: Railway Board's letter No. 2003/PR/4/1 dated 18.08.2003</p> |
| | <p>(iii) Press Tours & Reception: (a) There would be a ceiling of Rs. 500/- per head per day for meals within the overall P.R. Budget. The expenditure can be incurred by the CPROs/CME with the administrative approval of CAO(R) and would not require finance concurrence</p> <p>(b) In exceptional circumstances</p> | | | | |
| | | <p><u>CME/CPRO</u> (Secy to CAO/R) Full Powers up to Rs. 750/- per head per day for meals may be incurred with prior finance concurrence</p> | | | |
| 62. | Repairs to photographic/cine photographic equipment & Video cameras and replacement of spare parts | CME Full Powers | NIL | NIL | <p>1. Finance concurrence is necessary if the value is more than Rs. 2,000/-.</p> <p>Authority: Para-236 of Financial Code Vol. I.</p> |
| 63. | (A) Hiring of audio/video multimedia materials for | CME Full Powers | CPRO Secy. to CAO/R | NIL | <p>1. Finance concurrence is necessary if the expenditure exceeds Rs. 5,000/- for each occasion.</p> |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|--|---|-----|--------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | special occasions, training institutions, workshops, Hindi training. | | | | 2. Rate reasonableness to be certified personally by the hiring authority. |
| | (B) Production of films by railways including documentary and quickies and dubbing of films received from Board, Films Division, etc. | <u>CME/ CPRO</u> (Secy to CAO/R) up to Rs.5 lakhs per annum. | Nil | Nil | 1. Finance concurrence is necessary, if the expenditure exceeds Rs. 10,000/- (Rs. Ten thousand) on each occasion. |
| | (C) Cine/documentary film shooting by outsiders. | <u>CME/ CPRO</u> (Secy to CAO/R) Full Powers | Nil | Nil | 1. Finance concurrence is necessary. 2. Necessary bank guarantee insurance etc. to be complied with as per the extant procedure. Authority: Railway Board's letter Nos. 82/PR/13/6 dt. 4.5.1983, 82/PR/13/6 dt.25.1.1984 and 83/PR/13/32 dt.17.5.1984. |
| | (D) Payment of fee for telecast/ broadcast & screening of railway publicity material | <u>CME/ CPRO</u> (Secy to CAO/R) Full Powers | Nil | Nil | 1. Finance concurrence is not necessary up to Rs. 5,000/- in each case. 2. Such publicity material can be disseminated as films/documentaries/ quickies/ publicity slides/film and radio spots in Doordarshan, AIR, Cinema halls and other audio or visual channels/mediums. |
| 64. | Expenditure towards jobs done through outside agencies relating to photography including developing, printing of photographs, transmits, lamination and video editing. | <u>CME/ CPRO</u> (Secy to CAO/R) Full powers subject to annual ceiling limit of Rs.1.5 lakhs | Nil | Nil | 1. Finance concurrence is not necessary up to Rs. 2,500/- in each case. 2. Secy to CAO/R /CME to exercise the powers for such repetitive jobs through quotation route. Authority: Para-1010 of Financial Code Vol. I. |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|--|---|---|--------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 65. | Purchase of photographic consumable items | CME Full Powers | Nil | Nil | 1. Finance concurrence is necessary if the cost of consumables exceeds Rs. 2000/- per occasion. Authority: Para-1017 of Financial Code Vol. I. |
| 66. | Printing work in outside presses | | | | |
| | (A) (i) Safety propaganda literature | CME Full Powers | Nil | Nil | 1. Finance concurrence is necessary. 2. The printing work in outside presses is to be done only on a certificate that job cannot be undertaken in-house. 3. The printing of calendars, diaries, greeting cards, personal letter heads and other expensive items in connection with the new year and other festivals are totally banned vide Railway Board's letter No. F(X)II/86/Exp/2 of 4.8.89. Further restrictions if any issued from time to time have also to be considered. 4. The reasonableness of printing charges (proposed for entrustment outside) has to be certified by competent authority. Authority: Para-1129 Stores Code Vol. I. |
| | (ii) Other than the above including posters, | Up to Rs. 50,000/- on each occasion subject to a maximum of | CPRO (Secy to CAO/R) Full powers as per column No.3. | Nil | (CS No.26 dated 28.03.11) |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|---|--|-----|--------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | folders, brochures, and other publicity literature. | Rs.3 lakhs per annum, without finance concurrence | | Nil | |
| | (B) Printing letter pads by outside presses | CME/ CPRO(Secy to CAO/R) Ful Powers | Nil | Nil | <ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. For others, PHOD should accord personal approval on a case to case basis based CHOD on merits. 3. Certificate by competent authority that the rates are reasonable and job cannot be done in house. <p>Authority: Para-1030 and 1048 of Financial Code Vol. I.</p> |
| | (C) Printing of visiting cards for officers | Full powers up to Rs. 1,000/- per annum for each JAG officer and above | Nil | Nil | |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|--|--|---|----------------------------------|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 67. | Preparation of Cinema Slides | CME Rs. 2,000/-per occasion | CPRO | Nil | 1. Finance concurrence is required if the expenditure exceeds Rs. 2,000/-. 2. As per DMW's letter No. DMW/P/S-II/PR/Staff/10 Vol-II dated 12.11.2016; Secy. to CAO/R has been designated as CPRO/DMW/PTA. |
| 68. | Exhibition of Cinema Slides in Cinema House | CME Rs. 1,000/- per month per Cinema house | CPRO | Nil | 1. Finance concurrence is not required. 2. As per DMW's letter No. DMW/P/S-II/PR/Staff/10 Vol-II dated 12.11.2016; Secy. to CAO/R has been designated as CPRO/DMW/PTA. |
| 69. | Press conference (excluding hospitality and entertainment charges etc.,) | CME Rs. 7,500/-per occasion | CPRO | Nil | 1. Finance concurrence is required if the cost exceeds Rs. 1,000/-. 2. As per DMW's letter No. DMW/P/S-II/PR/Staff/10 Vol-II dated 12.11.2016; Secy. to CAO/R has been designated as CPRO/DMW/PTA. |
| 70. | Signing of Agreement in respect of Advertising in Time Tables and other publicity matters. | Full powers in respect of contracts approved by them. | Nil | Nil | -- |
| Local purchase by office of others deptt when material(Stock& Non Stock) is out of stock:- | | | | | |
| 71 | Local purchase of stock and non stock items other than Rate Contract items and stationery stores subject to ceiling limit of Rs. 50,000/- per month per deptt. | Up to Rs. 15,000/- in each case. | Up to Rs. 10,000/- in each case. | Up to Rs. 5,000/- in each case. SS Up to Rs. 1000/- in each case. | 1. Annual Ceiling limit is not applicable to M&P spears and tooling .In these cases, however budgetary ceiling will have to be maintained. 2. Petty local purchase up to Rs. 2000/- by JAG above Rs. 1000/- by Sr Scale Officer can be made on single quotation. Authority :- Para No. 711-S, &DLW'S SOP Para No. 2.11(a&b) page No. 33. |
| <u>Disaster Management</u> | | | | | |
| 72. | Disaster Management | To be included in Medical matters | | | |



| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|--|--|-----------|-----|--------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| <u>Railway Recruitment Cell</u> | | | | | |
| 72. | Powers delegated to Dy. CPO/Recruitment only) towards establishment of Railway Recruitment Cell' Railways for conducting recruitment for erstwhile Group 'D' Posts from Open Markets | | | | To be included in establishment matters |



Annexure -A: Standing Committee(s) for condemnation of M&P items other than vehicle

| Sl. No. | Office | For M&P, scrap value of which is more than Rs.50000/- | For M&P, scrap value of which is less than Rs.50000/- |
|---------|-----------------------------------|--|---|
| A | Workshops & attached Store Depots | Convener: Dy. CME Members: Dy. CEE/WEE/AEE Dy. FA & CAO/W, WAO | Convener: PE Members: DEE/AEE & AAO |
| B | Divisions | Convener: Sr. DME Members: DEE/AEE, DFM | Convener: DME Members: AEE & AAO |
| C | Field Construction Units | Convener: Sr. DME Members: Dy. CE/Const, Sr. AFA/Const | Convener: DME Members: XEN/Const, AAO/Const |
| D | Divisional Hospitals | Convener: Sr. DME Members: Sr. DMO, DFM | Convener: DME Members: DMO, AAO |
| E | Headquarters Offices | Convener: Dy. CME/WS Members: Sr. Scale of User Dept., Sr. AFA | Convener: EME Members: Jr. Scale of User Dept., AAO |
| F | Construction | Convener: Dy. CME/WS Members: XEN/C, Sr. AFA/C | Convener: EME Members: AEN/C, AAO/C |
| G | Headquarters Hospital/LGD | Convener: Sr. DME/HYB Members: Sr. DMO & DFM/HYB | Convener: DME/HYB Members: DMO & AAO/HYB |
| H | Printing Press/SC | Convener: Sr. DME/HYB Members: Manager Printing Press & WAO/LGD | Convener: DME/HYB Members: Manager / Asst. Manager, AAO or WAO/LGD |
| I | S&T/WS/MFT | Convener: Dy. CME/LGD Members: Dy. CSTE/WS, Dy. FA&CAO/ WAO/ LGD | Convener: PE/LGD Members: PE/S&T/WS, AAO/LGD |
| J | EWS/LGD & FBWP/MLY | Convener: Dy. CME/LGD Members: XEN/EWS, Dy. FA & CAO, WAO/LGD | Convener: PE/LGD Members: AEN/AEE, AAO/LGD |
| K | Diesel Loco Shed | Convener: Sr. DME Members: DEE/AEE, DFM | Convener: DME Members: AEE & AAO |
| L | Electric Loco Shed | Convener: Sr. DEE Members: DME/AME, DFM | Convener: DEE Members: AME & AAO |

Note: Accepting authority for the recommendations of the above M&P standing committees shall be as per item No.28(c) Part 'C' of

END

DMW/PTA

Exiting of Item No. 48 of DMW SOP-2017

| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|---|---|-----|--------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | Railway to attend meetings/ conferences/ seminars or to conduct inspections | | | | for the purpose. 4. The hiring of vehicles should be for the officers of SAG and above visiting on duty. 5. Hiring should be for a maximum period of 3 days on each occasion. 6. Hiring of vehicles for official visits of officers of SG/JAG and below requires the sanction of CAO/R with Finance concurrence. 7. Annual Ceiling limit of Rs. 25,000/- is to be ensured. |
| | (J) Air travel on duty | CAO/Rs may permit air travel on duty to not below JS officers | | | Authority: RB Ltr.No. 2017/Trans/01/Policy dt. 18.10.2017 |
| 48. | Incurrence of expenditure | | | | |

| | | | | | |
|--|--|---|--|-----|--|
| | (A) On light refreshments and working lunches at formal inter departmental and other meetings and conferences. | Full Powers Rs.30.00 per head per meeting for light refreshment, working lunch Rs.175/- per head per meeting. | Full Powers Rs.30.00 per head per meeting for light refreshment subject to annual ceiling of Rs. 50,000/- | NIL | <ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings should also be kept to the barest minimum. 3. Over all annual Ceiling Limit will remain unchanged i.e. Rs. 7 lakhs (Seven Lakhs) for a Production Unit for the combined expenditure of Light Refreshments and Working Lunches. 4.. The concerned Associated Accounts Officer/Sr Supervisor has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit. <p>Note: Lunch-on parties, dinners & receptions on Railways can be arranged.</p> <p>Authority: RB Ltr .No. F(X)II 2004 Exp/4 dt. 22.06.2016.</p> |
|--|--|---|--|-----|--|

DMW/PTA

| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|--------------|--|--|---|---------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 48. | Incurrence of expenditure | | | | |
| | (A) On Light refreshments and working lunches at formal inter departmental and other meetings and conferences. | Full Powers Rs.75.00 per head per meeting for light refreshment, Rs.200.00 per head for High tea/Working lunch & Rs.350/- per head for Lunch/Dinner subject to annual ceiling of Rs. One lakh fifty thousand only. | Full Powers Rs.75.00 per head per meeting for light refreshment subject to annual ceiling of Rs. 50,000/-. | NIL | <ol style="list-style-type: none"> 1. Finance concurrence is not necessary. 2. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings should also be kept to the barest minimum. 3. Over all annual Ceiling Limit will remain unchanged i.e. Rs.15 lakhs (fifteen lakhs) for a Production Unit for the combined expenditure of Light Refreshments and Working Lunches. 4.. The concerned Associated Accounts Officer/Sr Supervisor has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit. <p>Note: Lunch-on parties, dinners & receptions on Railways can be arranged only with the personal sanction of CAO/R with prior financial concurrence.</p> <p>Authority: RB Ltr .No. 2018/Trans Cell/S&T/Refreshment dated 19.11.2018.</p> <p>Authority: Railway Board's letter No. F(X) II-2004/Exp/4 dated 14.05.04, 04.06.07, 13.09.2012 & 22.06.2016</p> |

DMW/PTA

Proposed to be added in Item No. 48 of DMW SOP

| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|--|--|---|--------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 48. | Incurrence of expenditure | | | | |
| | <p>(A) On Light refreshments and working lunches at formal inter departmental and other meetings and conferences.</p> <p>(B) Lunch/Dinner @ 350/- per head as per Note of remarks columns. Please see *note of the remark column.</p> | <p>Full Powers Rs.75.00 per head per meeting for light refreshment, Rs.200.00 per head for High tea/Working lunch subject to annual ceiling of Rs. One lakh fifty thousand only.</p> | <p>Full Powers Rs.75.00 per head per meeting for light refreshment subject to annual ceiling of Rs. 50,000/-.</p> | NIL | <ol style="list-style-type: none"> Finance concurrence is not necessary. The actual incurrence of expenditure is to be consistent with austerity standards and number of such meetings should also be kept to the barest minimum. Over all annual Ceiling Limit will remain unchanged i.e. Rs.15 lakhs (fifteen lakhs) for a Production Unit for the combined expenditure of Light Refreshments and Working Lunches. The concerned Associated Accounts Officer/Sr Supervisor has to monitor the progressive expenditure to ensure that the expenditure is within the prescribed ceiling limit. <p>* Note: Lunch-on parties, dinners & receptions on Railways can be arranged only with the personal sanction of CAO/R with prior financial concurrence.</p> <p>Authority: RB Ltr .No. 2018/Trans Cell/S&T/Refreshment dated 19.11.2018.</p> <p>Authority: Railway Board's letter No. F(X) II-2004/Exp/4 dated 14.05.04, 04.06.07, 13.09.2012 & 22.06.2016</p> |

Dy CME/Monitoring

Dy FA&CAO-I

DY CMM-I

Dy CPO

Proposed to be add in DMW SOP

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

Dy CME/Monitoring

Dy FA&CAO-I

DY CMM-I

Dy CPO

| S.No. | Nature of Powers | PHOD/CHOD | SAG | JAG/SG | REMARKS |
|-------|--|---|--|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | Motor trolleys, motor vehicles by authorized/ local firms of repute. | | | | <p>3. Annual ceiling limit for such repairs per vehicle should be limited to Rs. 50,000/- for LMV and Rs. 1 Lakh for HV.</p> <p>4. The powers delegated includes cost of spares replaced by the firm entrusted with repairs.</p> <p>5. Purchase of spares required for replacements to carryout repairs either departmentally or through outside firms is governed by the delegation of powers for local purchase for stock & non- Stock items by store officers. (Store Matters SOP) at page No. D-33 to D-34 Modular S.O.P-2017.</p> <p>Note: All concerned should critically examine and pre-audit past repairs so as to guard against and prevent tendency towards occurrence of repetitive</p> |
| | (B) Servicing of vehicles by authorized/local firms of repute. (Lubrication, oil changes etc.) | Full Powers | Full Power | Full Power | <p>1. Finance concurrence is not necessary.</p> <p>2. Annual ceiling of Rs. 10,000/-per vehicle.</p> <p>Authority: Para-236 of Financial Code Vol. I.</p> |
| | <p>(C)</p> <p>(i) Repairs to equipment Plant and Machinery, Electrical/Electronic equipment, other field/office equipment and small tools software related equipment of Diesel Electric Locomotives etc.</p> <p>(ii) Calibration to Equipment of Plant and Machinery related to Electrical/Electronic/ Mechanical etc.</p> | <p>Full Powers</p> <p>i) Up to Rs. 2,00,000/- per hi-tech machine for diagnosis.</p> <p>ii) Up to Rs. 5 lakhs per repair contract per hi-tech machine on single tender basis with original equipment manufacturer (OEM)</p> | <p>Full Powers</p> <p>i) Up to Rs. 40,000/-per hi-tech machine for diagnosis.</p> <p>ii) up to Rs. 1 Lakh per repair contract per hi-tech machine on single tender basis with original equipment manufacturer (OEM).</p> | <p>Up to Rs. 25,000/- per hi-tech machine for diagnosis.</p> <p>Annual ceiling: Rs. 5 Lakhs</p> | <p>1. Finance concurrence is necessary if expenditure exceeds Rs. 25,000/- per occasion.</p> <p>2. The description covers survey equipment and weighing machines as well.</p> <p>3. Powers delegated under this item will also include payment of inspection/diagnosis/supervision charges etc. imposed by the firm.</p> <p>4. Single quotation from OEM/Authorized Dealer. Power delegation to PHOD/CHOD under column No. 3&4 only.</p> <p>Authority: 1. Board's letter No.78/WSC/TK/II dt. 15.6.78 & 87/RS-G753/I dt. 29.2.88.</p> |

Dy CME/Monitoring

Dy FA&CAO-I

DY CMM-I

Dy CPO

