

दक्षिण पश्चिम रेलवे South Western Railway



शक्ति अनुसूची SCHEDULE OF POWERS

अप्रैल / APRIL - 2013



FOREWORD



The last edition of Schedule of Powers was printed and issued in April 2008. Since then 39 numbers of Correction Slips have been issued. Issue of these Correction Slips and further delegation of powers by Railway Board to Zonal Railways has necessitated issue of a revised edition of Schedule of Powers.

The delegation of powers in this schedule have been made with due regard to the need for giving adequate authority at various levels of hierarchy in the interest of effective administration. The exercise of these powers is subject to the provision of the relevant code rules, orders or instructions issued by the Railway Board from time to time and observance of the Cannons of Financial Propriety.

I acknowledge the hard work and sincere efforts of the officers and staff in preparation of this document. I hope that this document will streamline administrative decision making on South Western Railway.

Hubli - 580023
Dated: April '2013

(A. K. Mital)
General Manager

PREAMBLE

1. The Schedule of Powers consists of Six parts: (Part - A through F in that order) viz, Works, Medical, Miscellaneous, Stores, Commercial & Establishment Matters.
2. Part "G" of the schedule dealing with power of GM has been completely reprinted as per Railway Board letter No. F(X)II/2010/PW/2 dated 11.10.2010.
3. The delegation of powers made in this SOP is in exercise of the powers conferred on General Manager as detailed in Annexure II of Chapter V of the Indian Railway Financial Code Volume I and other Indian Railway Codes and orders issued by Railway Board from time to time in consultation with FA&CAO.
4. The delegation has been grouped under three heading (a) PHOD/CHOD/HOD (including construction organization) (b) DRM/ADRM/SAG officers in Field units and (c) Divisional, Extra Divisional & Officers in Headquarters. Powers under (C) above will be exercised by JA Grade officers unless otherwise specified. If Sr. Scale Officers are designated as Branch-in-charge Officer, powers given to JAG will also be exercised by them. JAG Officers of Construction branch will exercise the same powers of Divisional Officers where it is specifically stated otherwise. Chairman/RRB shall exercise the same powers as SAG Officers in respect of items pertaining to him. In case of Medical department, Medical Director independent charge of Central Hospital will exercise powers of SAG officers. Additional Chief Health Director/Additional Chief Medical Superintendent/ Sr.Divisional Medical Officer/Administration (in charge of Divisional Hospitals) will exercise the powers of CMS/MD in their absence. Wherever department does not have the PHOD, the powers of the PHOD will be exercised by the Co-ordination HOD (CHOD).
5. No re-delegation is permissible except in cases where it is specifically authorized. The authority for re-delegation has been indicated in terms of references to (a) GM's delegation given by Board (b) Codal provisions and (c) Railway Board's letters issued from time to time.
6. The exercise of powers by various authorities is subject to availability of funds against the appropriate head of account under the relevant demand.
7. Correction slips embodying amendments to the specific items in the Schedule will be issued as and when necessary.
8. It is the responsibility of every officer to update the Schedule of Powers continuously as and when corrections are issued.
9. Suggestions if any for further modification of the delegation of powers may be submitted to the Dy.General Manager (G).
10. The revised schedule of powers is in supersession to previous SOP and shall come into force with immediate effect.
11. The Schedule of powers is available on SWRly website at <http://10.205.2.21>.

(S. K. Gupta)
Dy. General Manager (G)

COMMITTEE MEMBERS FOR REVISION OF SCHEDULE OF POWERS

- | | | |
|-----|---|--------------------------------|
| 1. | Shri S. K. Gupta, DGM/G | Convener |
| 2. | Shri P. V. Reddy, Dy.CE/TM | Committee Member (Engineering) |
| 3. | Shri K. Raman, Dy.CME/Dsl | Committee Member (Mechanical) |
| 4. | Shri M. A. V. Ramanujam Dy.CEE/HQ | Committee Member (Electrical) |
| 5. | Dr. Ramakrishna Mane, Dy.CMD | Committee Member (Medical) |
| 6. | Shri N. Balaganesh, Dy.CAO/G | Committee Member (Finance) |
| 7. | Shri Rajeev S. Puri, Dy.FA&CAO/F&B | Committee Member (Finance) |
| 8. | Shri H. Srinivasan, Dy.FA&CAO/S&W | Committee Member (Finance) |
| 9. | Shri Shivshankar Murmu, Dy.FA&CAO/T | Committee Member (Finance) |
| 10. | Shri M. Parthasaradhi, Dy.CMM/G | Committee Member (Stores) |
| 11. | Shri Anilkumar Patke, Dy.CCM/FS | Committee Member (Commercial) |
| 12. | Shri P. S. Alawa, Dy.CSTE/Plg. | Committee Member (S & T) |
| 13. | Shri Shuja Mahamood, Dy.CPO/W | Committee Member (Personnel) |
| 14. | Shri Patrick T Lopes, OS (General Branch) | Compiler |

SOUTH WESTERN RAILWAY

DELEGATION OF POWERS IN RESPECT OF WORKS MATTERS

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	a) i) Ordinary repairs and maintenance to service buildings, staff quarters, water supply and sanitation installations, workshops and sheds, etc. ii) including track and Bridge maintenance cleaning of coaches etc.	Full Powers	Full Powers	JAG Full Powers	For item 1.a-i) Finance concurrence is not necessary- For item 1.a-ii) Finance Concurrence is necessary.
	b) Special repairs (i.e.) other than ordinary repairs and maintenance excluding repairs due to flood damages to: i) Officer's bungalows.	PCE , CEE upto Rs.10,000/- for each bungalow.	DRM upto Rs.5000/- for each bungalow	Nil	1. Prior finance concurrence is necessary. 2. The expenditure under Item No.1(b)(i) should not exceed Rs.3 lakhs for the financial year for the Railway as a whole in terms of Board's letter No.94/LM(B)/10/8-Policy dt.27.5.94 and Para-1904-E. 3. Works are to be carried out on condition basis subject to no improvements or alterations to the standard design being made. 4. The exercise of the powers is subject to availability of funds, observance of codal provisions regarding the preparation /sanction to estimates etc. and other orders issued from time to time. 5. Powers under item No.1 b(iv) to be exercised: for repair works to restore to the original condition only subject to observing the restrictions envisaged in item No.55&56 of GM's delegation of powers and provisions of Para-1524 of Mechanical code.
	ii) Quarters for Group C & D staff.	PCE , CEE Full Powers	DRM , ADRM Full Powers	JAG Full Powers	
	iii) Other than staff quarters.	PCE , CEE Full Powers	DRM , ADRM Full Powers	JAG Full Powers	
	iv) Rolling stock.	CME , CEE upto Rs.50 lakhs in each case.	DRM/CWM Upto Rs.5 lakhs in each case.	Nil	
	c) To sanction urgency certificate chargeable to special revenue.	PHOD/CHOD only upto Rs.50 lakhs .	upto Rs.25 lakhs .	JAG upto Rs.5 lakhs .	1. Finance concurrence is necessary. 2. Provision contained in 1103 & 1104 of Engg. code and other instructions issued from time to time shall apply.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	d) To dispense with calling of tenders & accept quotations for works, which are urgent in nature and to accept offers received in response to quotations.	Rs.4 Lakhs per case subject to Rs. 40 Lakhs per annum.	Rs.4 Lakhs per case subject to Rs. 40 Lakhs per annum. *	<u>JAG/SG</u> Rs.2 Lakhs per case subject to Rs. 20 Lakhs per annum. <u>Sr.Scale</u> holding independent charge Rs. 1 Lakh per case subject Rs.5 lakh per annum.	1. Finance concurrence is necessary. 2. Powers will be exercised by the officers with their own administrative approval and no separate administrative approval is necessary. 3. Normally powers to dispense with calling of tenders should be exercised sparingly. The circumstances under which quotation have to be called should be spelt out. 4. The work should not be split up for the purpose of bringing it within the ambit of this dispensation. 5. The reasonableness of rates should be gone into objectively and in detail by the accepting authority. 6. Quotation should not be for items which can be executed through the existing contracts including zonal contracts. 7. Quotation should not be for fancy (expensive but low utility) items. 8. Quotation should only be for works which are urgent in nature. 9. Quotation should normally be invited from at least three well experienced contractors/agencies not necessarily borne on the approved list. 10. Accepting authority must take precautions to see that the quotation are from genuine firms (and not from fictitious firms) 11. A register showing the full particulars of works authorized through quotations will be maintained by the officer having powers to dispense with calling tenders. The register shall be sent to associate finance while seeking their concurrence. Authority: 1. Board's letter No. 2007/CE-1/CT/18/Pt dated 05.03.2009 * CWM is empowered for Mechanical Works. 2. Rly board's letter No.2007/C-I/CT/18/PT-13 Dated:06.09.10.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
2.	Technical sanction to detailed estimates a) Works itemized in the works Programme (RSP & M&P) or approved by the higher authority or included in LAW/LSWP. i) Track renewal works ii) Other than track renewal works.	<u>PCE</u> upto Rs.50 crores. <u>CTE</u> upto Rs.30 crores. <u>PHOD/ CHOD</u> Up to Rs.50 crores. <u>HOD/ CE/CN/SAG</u> upto Rs.20 crores.	<u>DRM</u> Upto Rs.10 crores. <u>ADRM</u> upto Rs.5 crores. <u>DRM</u> Up to Rs.8 crores <u>ADRM/ CWM</u> up to Rs.5 crores.	<u>JAG</u> upto Rs. 2 crore. <u>Sr.Scale</u> upto Rs. 1 crore. <u>JAG</u> Up to Rs.2crores. <u>Sr.Scale</u> Up to Rs.1 Crore. <u>Sr.EDPM / SWR.</u> upto Rs 50 lakhs in each case for computer related estimates.	- Finance vetting is necessary. - Work to be administratively approved by the competent authority. - This power will also apply for sanction to sub estimate or detailed estimates, which may form part of a work, the abstract estimate of which has been sanctioned by higher authority. - In case of estimates costing above Rs.50 crores but below Rs.100 crores, where such a work was included on the basis of a survey report, personal approval of FA&CAO and General Manager is to be obtained. - Escalation from Abstract Estimate to Detailed Estimate is governed by item 40 (1) (b) of GM's delegation. - The powers delegated under 2 (a) (ii) will be applicable for sanctioning detailed estimate chargeable to Revenue and Special Revenue after the works are approved under item 3 C(i & ii)also. Authority: <i>Item No.40 (1) (a) & (b) of GM's delegation. : Para-703 of Engg. Code.</i>
2	iii) Survey estimates.	<u>PHOD, CHOD</u> Full Powers within the yard stick prescribed in respect of plan heads: new lines, gauge conversion, doubling, for surveys included in the sanctioned budget or sanctioned separately. <u>PHOD , CHOD</u> upto Rs.5 lakhs in respect of all other plan heads for surveys included in the sanctioned budget or sanctioned separately.	Nil	Nil	Finance vetting is necessary. Note: Final location survey chargeable to preliminary expenditure of the work requires GM's personal sanction. Authority: <i>Item No.40(3) of GM's delegation, subject to Board's orders and yardsticks issued from time to time.</i>

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
2(a)	iv) Part Estimate- to sanction part estimates costing upto 2% of the total value of the work.	<u>PHOD/CHOD</u> Full Powers	<u>DRM</u> Full Powers	NIL	1. Part estimates may be sanctioned towards incurring expenses for preliminary activities like FLS, Geo Technical Studies, Design, Preparation of plans & drawings etc., which facilitate in preparation of detailed estimate. 2. The detailed estimate should be prepared and got sanctioned only after these preliminary activities are completed. 3. This preliminary activities may be executed on works contract basis. 4. Associate finance vetting required in each case. Authority: 1. Rly. Bd's Lr.No.2007/CE-I/CT/18 dt 07.03.08 2. Rly.Bd's Lr.No.F(X)II-2010/PW/I dt 25.03.2010. 3. Item No. 40(5) of GM's Delegation of Powers.
	b) Deposit Works including private Sidings.	<u>PHOD/CHOD</u> upto Rs.50 Crores in each case. <u>HOD</u> Upto Rs.15 crores in each case	<u>DRM/CWM</u> Upto Rs.15 crores in each case. <u>ADRM</u> Upto Rs.10 crores in each case	<u>JAG</u> Upto Rs.1 crore in each case <u>Sr.Scale</u> (independent charge) Upto Rs.15 lakhs in each case	1. Finance concurrence is necessary. 2. Observance of extant rules for deposit works/sidings. 3. Administrative approval of PHOD/CAO/CN/DRM to be obtained. Where the work is partly chargeable to Railway, the item stands included in the approved works programme. 4. For undertaking of outside works in Railway Workshop, provisions of para-1417 of Mechanical Code as amended vide Board's letter No.94/Dev.Cell/ERSI/9 dt.26.2.99 will apply. Assisted sidings are governed by Item No.46 of GM's delegation and Board's letter Nos.85/W1/SP/45 dt 1.12.86, No.94/CE.1/SP/1 dt.26.4.94, 10.11.94, No.94/CE1/SP/19 dt.2/6.8.96 and require the approval of Railway Board.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
3	To accord administrative approval to (A) Lumpsum Works 1. Plan Heads: i) Passenger amenities ii) Traffic facilities, Track renewal, Bridges, S&T works & RSW – L/Cs iii) Amenities for staff – staff welfare works such as schools, subsidized hostels, dispensaries, institutions, officers clubs, canteens, rest houses and holiday homes etc. under plan head amenities for staff iv) Amenities for staff – such as water supply works, drainage, colony roads, colony (street) lighting. Rewiring of Staff Quarters etc. under plan head amenities for staff. v) Staff quarters vi) Road safety works (ROB/RUBs), other Electrical works, other specified works. vii) Workshops	<u>PHOD/CHOD:</u> NIL <u>CCM</u> Upto Rs.150 lakhs <u>PHOD/CHOD:</u> Upto Rs 50 lakhs <u>PHOD/CHOD:</u> Upto Rs 10 lakhs <u>PHOD/CHOD:</u> Upto Rs 50 lakhs <u>PHOD/CHOD:</u> Upto Rs 50 lakhs <u>PHOD/CHOD:</u> Upto Rs 50 lakhs <u>CME:</u> Upto Rs 50 lakhs	<u>DRM:</u> Upto Rs 100 lakhs <u>DRM:</u> Upto Rs 30 lakhs <u>DRM</u> Upto Rs 5 lakhs <u>DRM:</u> Upto Rs 30 lakhs <u>DRM:</u> Upto Rs 30 lakhs <u>DRM/CWM:</u> Upto Rs 10 lakhs	Nil Nil Nil Nil Nil Nil Nil	- All works costing not more than Rs. 20/100/200 lakhs each (depending upon plan head) will come under the category of lump sum works. - The powers of sanctioning Lumpsum works under (i) other than passenger amenities costing between Rs. 50 lakhs to Rs. 100 lakhs and (ii) Staff amenities works costing between Rs.10 lakhs and Rs. 20 lakhs rests with GM with the final concurrence of Headquarters finance. - The works under PH 5100 (SQ) and PH 5200 (SA) have to be got included in the LSWP only after the works are cleared in Labour advisory committee meeting. (a) In respect of combined estimates, the user department will initiate the proposal. (b) In respect of combined estimates of workshop plan head, mechanical dept., after obtaining the vetting of WAO for the mechanical and electrical portion of the work, will forward the proposal for vetting of respective Sr. DFMs before putting up to DRM/PHOD for administrative approval. - Pre vetting of respective Sr. DFM is necessary for inclusion of the works in the lump sum works programme other than plan head – workshops. In respect of proposals under plan head workshops, the procedure, as stipulated in remarks 4 (b) also shall be followed. - Prior approval of Railway Board should be obtained for inclusion of new staff welfare works above Rs. 20 lakhs. (Railway Board's letter no. FX(II)2008/PW/7 dated 27.08.2009). - Whenever any work originally included under category lump sum works is subsequently found to cost more than Rs. 5/10/20/30/50/100/200 lakhs, fresh sanction of higher authority has to be obtained.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					8. The works costing between Rs. 100 lakhs and Rs. 250 shall be included in the LAW at HQrs level with the approval of Railway Board except plan head 5300 where GM can sanction up to Rs. 200 lakh under LSWP. Authority: Item no. 39 of GM's delegation issued vide letter No. F(X)II-2010/PW/2, dated 11.10.2010 as detailed below: (a) Works/M&P under Lumpsum Provision. (i) Works under the Plan Head 'Road Safety Works-Road Over/Under Bridges' –Costing less than Rs.2.5 Crores each. (ii) Works under Plan Head 'Passengers and Other Users' Amenities' – not more than Rs.2 Crore each. (iii) In respect of existing Railway Schools, Hospitals, Dispensaries, Institutes, Officers Club, Rest Houses and Holiday Homes- not more than Rs.20 Lakhs in each case. (iv) Other works costing not more than Rs.1 Cr each. Rly Bd letter: No.F(X) II-2008/PW/7 dated 05.12.2008. No.F(X) II-2008/PW/7 dated 11.01.2010. No.F(X) II-2008/PW/7 dated 16.12.2010.
3	(B) To incur expenditure on (i) Trial and experimental Works. (ii) Works chargeable to ordinary revenue and Special revenue.	<u>PHOD/CHOD</u> Full Powers upto Rs.10 lakhs <u>PHOD/CHOD</u> Full powers upto Rs.2 crores <u>HOD</u> upto Rs.1 crores	<u>DRM/ CWM</u> Rs.10,000/- per case and annual ceiling limit of Rs.3 lakh. <u>DRM</u> Full powers upto Rs.1 crores <u>ADRM/CWM</u> Upto Rs.50 lakhs.	Nil <u>JAG</u> Upto Rs.15 lakhs	- Finance concurrence is necessary if the cost of the work exceeds Rs.2,00,000/- - The expenditure should be within the sanctioned budget allotment. - The sanction will be subject to the restriction imposed by the code Rules, Railway Board and GM from time to time. - It will be necessary to prepare detailed estimate before sanctioning expenditure on repairs and reconditioning works exceeding Rs.2,00,000/- in each case. In respect of other cases rough estimates are to be prepared and kept on record vide note under Para 701 E. - Expenditure for Trial and Experimental works in excess of Rs.10 lakhs shall be incurred with the prior concurrence of FA & CAO and the sanction of AGM/GM. Authority: Boards letter No 94/CE.I/CT dated 17-10-2002.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
4.	Sanction to excess over estimates (sanctioned by higher authority) at the time of preparing revised/ completion estimates. a) Other than M&P and surveys. (for Standard works and LAW items)	<u>PHOD, CAO/CN</u> a) due to cost escalation upto 100% of the original estimate. b) other than cost escalation-upto 20% of the original estimate. <u>HOD, CE/CN</u> a) due to cost escalation upto 100% of the original estimate. b) other than cost escalation-upto 20% of the original estimate.	<u>DRM, ADRM</u> a) due to cost escalation upto 100% of the original estimate. b) other than cost escalation-upto 20% of the original estimate.	<u>JAG</u> a) due to cost escalation upto 100% of the original estimate. b) other than cost escalation-upto 20% of the original estimate.	1. Finance vetting is necessary. 2. Provisions contained in Item No.40 (1) (b) of GM's delegation of powers shall apply. 3. No powers to incur any excess over the percentage provision for works, establishment and general charges. 4. For other than LAW items these powers are subject to the condition that the total cost of works (including the excess) does not exceed the powers of the original sanctioning authority. For LAW items the total cost including excess should be regulated as per the provisions contained in Item No.40 (1) (b) including Note under 40 (i) (b) and 40 (4) of GM's delegation of powers. 5. These are the overall variations in the original estimate and cannot be exceeded even if more than one revised estimate is sanctioned. 6. This delegation will not affect rules in force regarding material modification in para-1109 to 1113 of Engg. Code. Authority item No.40 (2) of GM's delegation.
	b) Survey estimates.	<u>PHOD/ CHOD</u> upto 20% of the original estimate.	NIL	NIL	Authority: Item No.40(3) of GM's delegation
	c) M&P estimates.	<u>PHOD/ CHOD</u> a) Increase in cost due to price escalation upto 30% of the original estimate value or Rs.25 lakhs whichever is less . b) Increase in cost due to reasons other than price escalation upto 10% of original estimate value or Rs.25 lakh which ever is less .	NIL	NIL	Finance concurrence is necessary Authority: Board's letter No. F(X)-II/2006/PW/17 dt.24.5.07)

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
5	Sanction to dismantlement of assets not proposed to be replaced, other than dismantling / permanently closing to public traffic of any open line section.	<u>PHOD/ CHOD</u> Full Powers <u>SAG Officers in Construction Organisation.</u> Upto Rs.5 lakhs in each case.	Upto Rs.5 lakhs in each case.	Nil	1. Finance concurrence is necessary. 2. The value refers to the original cost of the asset. 3. The powers to be exercised subject to the approval of user department and concurrence of associate finance. 4. Sanction of necessary estimates. 5. The dismantled assets should be disposed off as per normal procedure and realistic resale costs obtained Authority: Item No.41 and 42 of GM's delegation.
6	Minor modifications on purely engineering considerations in sanctioned works.	<u>PHOD/ CHOD</u> upto Rs.10,000/- <u>CE/CN</u> upto Rs.10,000/-	<u>DRM, ADRM, CWM</u> upto Rs.10,000/-	<u>JAG</u> upto Rs.10,000/-	Finance concurrence is necessary. Authority: Para-1114 of Engg. Code.
7	Material Modification in works estimated to cost at least Rs.1 crore.	<u>PHOD/ CHOD</u> upto Rs.15 lakhs. <u>SAG</u> upto Rs.5 lakhs.	Upto Rs.5 lakhs.	NIL	1. Finance concurrence is necessary. 2. Subject to a ceiling of 5% of original estimated cost. 3. Material modification estimated to cost more than Rs.15 lakhs but below Rs.50 lakhs should be certified and sanctioned personally by FA&CAO & GM/AGM. Authority: Para-1110(f) of Engg. Code and Item No.49 of GM's delegation as per Boards letter no. F(X) II-2006/PW/17 of 18.10.2006 & 24.5.2007.
8	Purchase of seedlings/saplings.	<u>PCE/CAO/CN</u> Full Powers	<u>DRM, ADRM</u> Full Powers <u>Chairman/RRB</u> Full Powers <u>CE/CN</u> Full Powers	<u>Dy.CE/Sr.DEN/DEN</u> upto Rs.1,00,000/- per year. <u>AXEN/ADEN</u> upto Rs.500/- in each case. Annual ceiling limit: Rs.10,000/- Officer incharge of Training Institutions Rs.500/- in each case. Annual ceiling limit: Rs.10,000/-	1. Finance concurrence is not necessary. 2. All purchase of seedlings/saplings should invariably be made from District Forest Officers, Agriculture departments, Horticulture Department or other Government agencies. For purchases from other than Government agencies AXEN/ADEN should take the approval of the Dy.CE/Sr.DEN/. 3. Where prepayment is insisted upon by the Government agencies, the payment may be made by cheque.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
9	Acquisition of land- (a) against provision made in a sanctioned estimate	<u>PCE/CAO/CN/ CE/CN</u> Full Powers	<u>DRM, ADRM</u> Full Powers	<u>JAG</u> Full Powers	1. Finance vetting is necessary as regards funds availability. 2. Subject to overall sanctioned cost for land in the estimate not being exceeded by more than 10% . Authority: Para-913 of Engg. Code
	(b) in case of urgency.	<u>PCE/ CAO/CN</u> Full Powers	<u>DRM, ADRM</u> Full Powers subject to submission of report to higher authorities immediately.	<u>JAG</u> Full Powers subject to submission of report to higher authorities immediately.	1. Finance concurrence is necessary including availability of funds. 2. Total cost of the work including acquisition of land in such cases should be within the respective powers of sanction. Authority: Para-913 and 914 of Engg. Code.
10	Contract for approved and sanctioned works- or supplies related to sanctioned works or Zonal contracts. A) <u>Calling of Tenders:</u> i) Open Tenders.	<u>PHOD/ CHOD</u> Full Powers <u>HOD, SAG</u> Full Powers	<u>DRM / ADRM</u> Full Powers	<u>JAG</u> Full Powers <u>Sr. EDPM</u> Full Powers for computer related works.	1. Tender conditions to be Standardized for different types of Works. Prior concurrence is required if deviations are resorted to in the standard formats. 2. Pre vetting of Tender schedule is not necessary. This should be necessary only in the rare urgent cases where tenders are called without sanction of the detailed estimate. Pre vetting is also not necessary in case of Zonal works and Revenue works in open line for which detailed estimates are not to be framed. 3. All zonal contracts should be open tenders. 4. Prior finance concurrence is necessary for two packet system and tenders invited for consultancy. For entering into consultancy contract GM's personal approval is necessary. Authority: Item No.47 of GM's delegation. 5. Powers to call tenders by JAG is restricted upto the value of tenders to be accepted at SAG level. Authority: RB Lr. No.94/CE-I/CT/4 Dt.22-10-2001 and 17-10-2002.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
10.	(ii) Limited Tenders from approved list for Works Contracts.	<u>PHOD/ CHOD</u> more than Rs. 1 Crore and upto Rs. 5. Crore	<u>DRM , SAG</u> More than Rs.25 lakhs and upto Rs. 1 Crore	<u>JAG</u> Up to Rs.25 lakhs	1. Pre vetting of Tender schedule is not necessary. This should be necessary only in the rare urgent cases where tenders are called without sanction of the detailed estimate. Pre vetting is also not necessary in case of Zonal works and Revenue works in open line for which detailed estimates are not be framed. (Authority Boards letter no 94/CE.1/CT/4 of 17-10-2002) 2. Norms of approved list as per RB Ir. No.94/CE-I/CT/4/Dt.17-09-1997 and 23-10-98 to be observed. 3. Approved list is to be updated annually in consultation with associate finance. 4. At least 10 names should be on the list. 5. Selection committee for A and B categories: Executive Dept. SAG; Sister Dept.-SAG; Accounts Dept-SAG – Accepting Executive – PHOD. 6. For C, D & E categories, Executive Dept. JAG; Sister Dept.-JAG; Accounts Dept-JAG – Accepting Executive – SAG (Open line – DRM). 7. Instructions in para 2.4.4.1 to 2.4.4.6 of RB Ir. No.94/CE-I/CT/4 Dt.17-10-2002 are to be followed regarding limited tenders. 8. Regarding approved list of contracts, paras 2.5.4.1 to 2.5.4.11 of RB Ir. No.94/CE-I/CT/4 Dt.17-10-2002 are to be followed regarding limited tenders. Authority: Rly Boards letter No. 2007/CE.1/CTE/18 dated 28.9.2007-
	iii) Special Limited Tender 1. Works of specialised nature 2. Works of urgent nature 3. Consultancy work	<u>PHOD/ CHOD – Full powers</u> NIL <u>CAO/CN – full powers</u> <u>CAO/CN – Rs.25 lakhs in each case with annual limit of Rs.1.5 crore.</u>	NIL NIL NIL	NIL NIL NIL	1. Finance concurrence is necessary. 2. Tender from whom special limited tender are to be invited should preferably be more than six but not less than four. 3. Tenders need not necessarily be borne on the approved list. Authority: i) Rly Bd letter No. 94/CE/I/CT/4 dt 17.10.2002 and 11.6.2003. ii) Board's circular no.2007/CE-I/CTE/18 dated 07.03.2008. iii) For consultancy works CAO/CN exercises this power with personal concurrence of FA & CAO/FA & CAO/C. Board's Lr No.F(X) 11-2010/PW/2 dt: 11.10.2010.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
10	iv) Single Tender. a) in case of accidents, breaches involving dislocation to traffic.	<u>PHOD/CHOD</u> upto Rs.20 lakhs per case subject to annual limit of Rs.1 crore .	<u>DRM</u> upto Rs.10 lakhs per case subject to annual limit of Rs.50 lakhs .	NIL	1. To be operated in times of cyclone, floods, accidents, sabotage, enemy action, explosions, cases of extreme urgency such as works or supplies necessary to safeguard life or property or repair damage to track caused by flood, breaches, wash ways, accidents or other unforeseen contingency so as to maintain through communication.
	b) Works of specialized nature.	<u>CAO/CN</u> Full Powers <u>Other PHODs</u> NIL	NIL	NIL	2. Lighting, transshipment, hiring of plant, machinery and equipment (including communication equipment) in cases listed under 1 above will be covered in this para.
	c) Any other situation	NIL	NIL	NIL	3. Report to GM is necessary for incorporating it in the annexure to the PCDO. 4. The discretion to classify any item of work as one of extreme urgency for the purpose should be exercised personally by the DRMs with the concurrence of associate finance. Authority: 1. Para-1214 (A) & 1260 (II) Engg. code. 2. Board's Ir. No.93/WZ/PQR/SC/4 Pt dt. 27.9.96 and Ir. No. 97/CE-1/CT-32 dt. 27.8.97 and 94/CE-I/CT/4 dt. 17.9.97 Works of specialised nature to be personally approved by CAO/CN with prior concurrence of the FA&CAO/CN. This power is not to be redelegated to any other authority.
	v) For Consultancy Contracts.	<u>CAO/CN *</u> <u>Rs.25 Lakhs</u> per case subject to annual ceiling limit of 1.5 Crore with the personal concurrence of FA&CAO/CN <u>PCE, CE/Co-ord</u> Rs. 5.0 Lakh per case subject to annual ceiling limit of Rs. 10.0 Lakh with the personal concurrence of FA&CAO	<u>DRM's</u> Rs. 50,000/- per case subject to annual ceiling limit of Rs. 1.0 Lakh with the concurrence of associate finance.		* Powers of CAOs will be in addition to and separate from the powers delegated to GM. 1. If the consultancy contract is to be fixed on single tender basis due to special circumstances, GM's personal approval would be required irrespective of the value of the contract. 2. For consultancy contracts the minimum level of Tender committee shall be SAG for Zonal Hqrs/Construction and the minimum level of tender committee shall be JAG/SG level for Divisions. If JAG/SG officers are not available at Division, DFM may be nominated as finance member. Authority: Rly Board letter No.F(X)II-2006/PW/3 dt 16.5.2006, 27.2.2006, 18.10.2006 and Item No 30 of GM's delegation

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
10	B) Acceptance of Tenders: i) Open/Limited/ Special limited	Refer to Annexure 'A' & 'B'	Refer to Annexure 'A' & 'B'	Refer to Annexure 'A' & 'B'.	Constitution of Tender Committee and acceptance as per Annexure-A for Open line and Annexure-B for construction. CWM is empowered for Mechanical Works
	ii) Acceptance of single tender.	Refer to Annexure 'A' & 'B'.	Refer to Annexure 'A' & 'B'.	Refer to Annexure 'A' & 'B'.	In case of single tender constitution of tender committee and accepting authority should be atleast one step higher than the members nominated in case of open tender/limited tender except where GM is the accepting authority. Further, minimum level of tender committee for single tender shall be JAG/SG and accepting authority as SAG.
	iii) To issue work orders	Up to Rs.4 lakhs for each work	Up to Rs.4 lakhs for each work	<u>JAG</u> Up to Rs.2 lakhs for each work <u>Sr.Scale</u> Up to Rs.1 lakh for each work	1. Finance concurrence is not necessary. 2. Work orders of Rs.200001/- to Rs.400000/- shall be issued by JAG officer with the sanction of SAG officer/DRM. 3. The total value of work orders issued under zonal contract should not exceed the contract value specified in the tender by more than Rs.2 lakhs or 20% of the agreement values. Authority: 1. Rly Bd letter No.63/W2/OT/12 dt: 29.05.65. 2. Rly Bd letter No.97/CE-1/CT/32 dt:27.08.1997. 3. Rly Bd letter No.2001/CE-1/CT/17 dt:22.11.2001. 4. Rly Bd letter No.2007/CE-1/CT/18/Pt dt:05.03.2009
11	Signing of contract agreements including rider agreements in respect of tenders accepted by competent authority.	<u>PHOD/CHOD</u> Full Powers <u>HOD/ SAG/CN</u> Full powers upto the powers of acceptance of Tender by PHOD	<u>DRM</u> Full powers upto the powers of acceptance of Tender by PHOD <u>ADRM, CWM</u> Full powers upto the powers of acceptance of Tender by PHOD	<u>JAG</u> Full powers upto the powers of acceptance of Tender by DRM/ADRM/SAG <u>Sr.Scale</u> Full powers upto the powers of acceptance of Tender by JAG	1. Finance vetting is necessary. 2. The powers under this item are to be exercised only after the contract, purchase, lease etc. are approved by competent authority. 3. Contract/Lease agreement to be got vetted by Law Officer where no standard agreement exists. 4. Rider agreements to the main agreement may likewise be signed by the authorities who signed the original agreement provided the approval of the competent authority is obtained. 5. The signing authority should be those empowered as per Ministry of Law notification issued from time to time. Authority: Para-1259 of Engg. code & Para-410 of Stores code Vol.I.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
12	Introduction of additional standard/schedule items in contract for works.	<u>PHOD/CHOD</u> Full Powers <u>SAG/CN</u> Full Powers provided the revised monetary value of the amended contract does not exceed their powers of acceptance.	<u>DRM , ADRM</u> Full Powers provided the revised monetary value of the amended contract does not exceed their powers of acceptance.	<u>JAG</u> Full Powers provided the revised monetary value of the amended contract does not exceed their powers of acceptance.	Irrespective of value, finance concurrence is necessary. Authority: Board's letter No.87/W1/CT/10 dated 17.3.1988. and No.94/CE.I/CT/37 dt.05.05.1995.
13	Introduction of new non-schedule items in contract for works.	<u>PHOD/CHOD /HOD</u> Upto Rs.5 lakhs in a contract or 10% of original value of the contract whichever is less without finance concurrence. <u>PHOD/CHOD</u> Upto Rs.10 lakhs per item with finance concurrence. <u>HOD</u> Upto Rs.5 lakhs per item with finance concurrence.	<u>DRM/ADRM/CWM</u> Upto Rs.5 lakhs in a contract or 10% of original value of the contract whichever is less without finance concurrence. <u>DRM/ADRM/CWM</u> Upto Rs.5 lakhs per item with finance concurrence.	<u>SG/JAG</u> Upto Rs.50,000/- in a contract or 10% of original value of the contract whichever is less without finance concurrence. <u>SG/JAG</u> Upto Rs. 1 lakh per item with finance concurrence.	1. In all cases it should be ensured that the rates sanctioned for such non-schedule items are comparable to the rates for similar works executed in the area. 2. Rate should be derived from the items included in the SOR & where new items vary marginally from standard SOR items, market rate should be used only to the extent of variation to workout new rate. 3. The excess does not exceed 25% of the original contract value. 4. The revised monetary value of amended contract does not exceed their powers of acceptance. 5. Providing suitable special conditions in the tender duly vetted. 6. Rates of such NS items accepted without finance concurrence cannot be quoted as Last Accepted Rate (LAR) for justifying similar rates in future tenders. Only rates obtained through competitive tender process can be adopted as LAR. Authority: Board's Lr.No.2007/CE//CT/1 dt 31.08.2007 & No.2007/CE//CT/18 dt 28.09.2007.
14	Variation in the rates of items in contracts for works.	<u>PHOD/CHOD/ HOD/</u> Full Powers For the contracts within their powers of acceptance.	<u>DRM , ADRM CWM</u> Full Powers For the contracts within their powers of acceptance.	<u>JAG,Sr.Scale</u> Full Powers For the contracts within their powers of acceptance.	Prior finance concurrence is necessary. Authority: Para-1265(b) of Engg code.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
15	Variation in quantities specified in contracts. (other than Zonal contracts) i) Increase in quantities specified in contract.	<u>PHOD/CHOD/ HOD</u> Upto 50% excess of accepted tender cost provided the revised monetary value of the amended contract does not exceed their powers of acceptance and beyond 50% as per notes in remarks column. <u>PCE,/CAO/CN</u> Upto 25% excess of accepted tender cost or Rs.5.cr whichever is less in case of contracts approved by GM.	<u>DRM, ADRM CWM</u> Upto 50% excess of accepted tender cost provided the revised monetary value of the amended contract does not exceed their powers of acceptance and beyond 50% as per notes in remarks column.	<u>JAG</u> Upto 50% excess of accepted tender cost provided the revised monetary value of the amended contract does not exceed their powers of acceptance and beyond 50% as per notes in remarks column.	- Individual NS items in contracts shall be operated with variation of plus or minus 25% and payment would be made as per the agreement rate. For this no finance concurrence would be required. - In case an increase in quantity of an individual item by more than 25% of the agreement quantity is considered unavoidable, the same shall be got executed by floating a fresh tender. If floating a fresh tender for operating that item is considered not practicable, quantity of that item may be operated in excess of 125% of the agreement quantity subject to the following conditions: - Operation of an item more than 125% of the agreement quantity needs the approval of an officer of the rank not less than SA Grade. - Quantities operated in excess of 125% but upto 140% of the agreement quantity of the concerned item, shall be paid at 98% of the rate awarded for the item- - Quantities operated in excess of 140% but upto 150% of the agreement quantity of the concerned item, shall be paid at 96% of the rate awarded for the item. - Variation in quantities of individual items beyond 150% will be prohibited and would be permitted only in exceptional unavoidable circumstances with the concurrence of associate finance and shall be paid 96% of the rate awarded for the item. - The variation in quantities as per the above formula will apply only to the individual items of the contract and not on the overall contract value. - Execution of the quantities beyond 150% of the overall agreemental value should not be permitted and if found necessary, should be only through fresh tenders or by negotiating rates with existing contractor, with prior personal concurrence of FA&CAO,FA&CAO/C and approval of General Manager. - The limit for varying quantities for minor value items shall be 100% (as against 25% prescribed for other items). A minor value item for this purpose is defined as an item whose value is less than 1% of the total agreement value in consideration.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					4. No such quantity variation limit shall apply for foundation items. 5. As far as SOR items are concerned, the limit of 25% would apply to the value of SOR schedule as a whole and not on individual SOR items. However, in case of NS items, the limit of 25% would apply on the individual items irrespective of the manner of quoting the rate (single percentage rate or individual item rate). 6. For tenders accepted at Zonal Railways level, variation in the quantities will be approved by the authority in whose powers revised value of the agreement lies. 7. For tenders accepted by General Manager, variations up to 125% of the original agreement value may be accepted by General Manager. 8. For tenders accepted by Board Members and Railway Ministers, variation up to 110 % of the original agreement value may be accepted by General Manager. 9. The aspect of vitiation of tender with respect to variation in quantities should be checked and avoided. In case of vitiation of the tender (both for increase as well as decrease of value of agreement) sanction of competent authority as per single tender to be obtained. 10. While processing the tenders efforts should be made to avoid vitiation during execution due to variation in quantities. Should vitiation occur despite this, the sanction of the competent authority, as per single tender has to be obtained. 11. In Zonal contracts the variation in the contract should not exceed 25% of the contract value. 12. Revision to contract value shall be proposed by way of variation statement. In all the cases, where negotiations are held, appropriate tender committee recommendations will be drawn and put up to the competent authority. Authority: 1.Rly Bd Lr No.94/CE-I/CT/4 dated.17.10.2002 and 2007/CE-I/CT/18 dated.28.09.2007. 2.Rly Bd Lr No.2007/CE-I/CT/18/Pt-XII dated.31.10.2010.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
15	ii) Decrease in quantities specified in contract.	PHOD/CHOD/ HOD Full powers in respect of contracts accepted by them	DRM, ADRM CWM Full powers in respect of contracts accepted by them	JAG Full powers in respect of contracts accepted by them.	1. In case of where decrease is involved during execution of contract a. The accepting authority can decrease the items upto 25% of the individual item without finance concurrence. b. For decrease beyond 25% for individual items or 25% of contract agreement value, the approval of an officer not less than rank of SA Grade may be taken, after obtaining 'No Claim Certificate' from the contractor & with finance concurrence, giving detailed reasons for each such decrease in the quantities. c. It should be certified that the work proposed to be reduced will not be required in the same work <u>at a later stage</u>. 2. It should be ensured that due to decreased quantities tender is not vitiated. In case of vitiation of the tender sanction of competent authority as per single tender is to be obtained. Authority: 1) Rly Board Letter No. 2007/CE.1/CT/18/ Pt. XII dt 31.12.2010
16	Extension to the date of completion of contracts for works or supplies.	PHOD/CHOD/ HOD Full powers in respect of Tender accepted by them.	Full powers in respect of Tender accepted by them.	JAG , Sr.Scale Full powers in respect of Tender accepted by them.	1. Subject to the offer not having been accepted against other lower offers in the tender in consideration of earlier date of completion. 2. The delay will not cause loss or damage. 3. If any or Both of the above conditions are not satisfied, such extension shall be given only in consultation with associate finance after taking legal advice if necessary Authority: Para 1266 and 1267 of Engg code and Para 445 of source code vol. 1
17	Advances to contractors. i) mobilization advance	PHOD/CHOD CE/CN Full Powers as per accepted tender and agreement signed by them.	DRM Full Powers as per accepted tender and agreement signed by them.	NIL	1. Finance concurrence is not necessary 2. Grant of advances limited to a maximum of 10% of the contract value for a capital intensive and specialized nature of work may be considered in case the tender value of the work exceeds Rs.10 crore and above. 3. Advance against new plant and machinery brought to the site of work limited to 10% of the contract value or 75% of the value of new plant and machinery which ever is less. No advance must be given against old plant and machinery.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
17	ii) advance against new plant & machinery.	<u>PHOD/CHOD CE/CN</u> Full Powers as per accepted tender and agreement signed by them.	<u>DRM</u> Full Powers as per accepted tender and agreement signed by them.	NIL	4. The interest rate and other terms and conditions are as per Board's orders received from time to time. 5. The above advances are only on submission of irrevocable Bank Guarantee. Authority: 1. Board's letter No.90/CE-I/CT/1, dt.21.5.97, 25.6.99, No. F (X) II/97/PW/4 dated 5.5.1998 and Board's Letter no. 2007/CE-I/CT/18 dt. 27.3.2008 and para-1264 of Engg. code. 2. Item No. 48 of GM's delegation.
18	a) Refund of security deposit of contractors.	<u>PHOD/CHOD / HOD</u> Full Powers in respect of contract agreements signed by them.	Full Powers in respect of contract agreements signed by them.	<u>JAG, /Sr.Scale</u> Full Powers in respect of contract agreements signed by them.	1. Finance concurrence is not necessary provided maintenance period or guarantee period, if any, is satisfactorily completed and there are no dues to be paid by/ recovered from the contractor. Authority: Para-1261 of Engg. code.
	b) Determination of amount of penalty recoverable or waiver thereof from contractors failing to fulfill contracts for works.	<u>PHOD/CHOD/ HOD</u> Full Powers in respect of contracts accepted by them.	Full Powers in respect of contracts accepted by them	<u>JAG</u> Full Powers in respect of contracts accepted by them	1. Finance concurrence is necessary. In case of damages under clause 62 and agreed damages under clause 17 b of GCC. 2. For penalties other than 62/17b clauses, penalties can be waived off without finance concurrence by the contract signing authority. Authority: 1. Para-1267 of Engg. code & Clause 62 of general Conditions of Contract (GCC). 2. As per Rly Bd letter no. 2007/CE-I/CT/18 dated 28.09.2007.
	c) Forfeiture of earnest money deposited along with tenders and of security deposit for works.	<u>PHOD/CHOD / HOD</u> Full Powers in accordance with the provision of tenders and contracts accepted by them.	Full Powers in accordance with the provision of tenders and contracts accepted by them.	<u>JAG</u> Full Powers in accordance with the provision of tenders and contracts accepted by them.	1. Finance concurrence is not necessary. 2. Subject to endorsing copies to associate accounts/traffic accounts and construction book section to ensure credit to earnings in the same month. Authority: Para-1243 and 1244 of Engg. code.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
19	To cancel/terminate contracts in accordance with the conditions of contract.	<u>PHOD/CHOD/ HOD</u> Full Powers in respect of contracts accepted by them.	Full Powers in respect of contracts accepted by them.	<u>JAG</u> Full Powers in respect of contracts accepted by them	- Finance concurrence is necessary to terminate the contract under Clause 61 of GCC. - The cancellation/termination of contracts shall be conveyed to the contractor under the signature of the authority not lower in rank than the original contract signing authority. Authority: - Para-1270 of Engg. code. - Board's Ir.No.87/W1/CT/5 dt.18.12.87.
20	Revocation of termination of contracts.	<u>NIL</u>	NIL	NIL	- Prior finance concurrence is necessary for revocation of termination. Revival of the contract after the expiry of 48 Hrs and issue of termination notice is possible only as a single tender and would require the observance of relevant orders relating such tenders i.e. with GM's Sanction. - Subsequent extension of period of contract should generally be made under Clause 17-B of GCC unless otherwise specifically justified. - Such a revocation will be considered only on a written request from the contractor as per terms and conditions of the contract. Authority: Board letter No.99/CE-1/CT/28, dt 24.5.2011.
21	a) Re-appropriation of revenue grants. b) Re-appropriation of funds from one work to another under works grant.	<u>PHOD/CHOD</u> Full Powers within the grant for the department under each demand. <u>PHOD/CHOD</u> Full Powers within the funds allotted to the department under the respective plan heads.	<u>DRM, ADRM</u> Full powers for the Grants within the Demand, Department and the Division subject to not affecting the staff Pus. NIL	NIL NIL	- Finance concurrence is necessary. - Subject to Railway Board's special orders/local orders issued from time to time. Authority: - Para-377 to 381 of Financial code (Vol.I). - Board's letter No. 95/B/342 dt. 1.5.96

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
22	Temporary arrangements at stations for festivals.	PHOD/CHOD Full Powers	Upto Rs.1 lakh in each case(also to permit licensee to erect pandals etc. temporarily)	JAG upto Rs.25,000/- in each case.	1. Finance concurrence is necessary. 2. For ceremonial occasions and other functions refer to SOP Misc. Matters. (Part-C)
23	Transfer of machinery and plant from one station to another.	PHOD/CHOD Full Powers	Full Powers	JAG Full Powers	Finance concurrence is not necessary. However Adjustment Memos (AM) should be prepared and submitted to accounts office for concurrent adjustments. Authority: Para-3507 of Way and Works Manual.
24	Payment of petty bills for demarcation of land.	CE , CHOD, CE/CN Full Powers	Full Powers	JAG Full Powers	Finance concurrence is necessary. Authority: Para-1047 of Engg. code.
25	Compensation for cutting of trees of private parties (obstructing the view of railway signals, level crossings etc.) and damage to crops or other properties in the course of execution of railway works.	PHOD/CHOD, CE/CN Full Powers	DRM upto Rs.10,000/- in each case.	JAG upto Rs.1000/- in each case. JAG/CN upto Rs.10,000/- in each case.	Finance concurrence is necessary. Authority: Section 35 of Land Acquisition Act, 1894.
26	Lease of : a) Fruit bearing trees. b) Rights for fishing in ditches etc. in Railway limits. c) Cutting grass etc. in Railway limits.	PCE , HOD of Civil Engg. Full Powers PCE , HOD of Civil Engg. Full Powers by public auction or on tender basis. PCE , HOD of Civil Engg. Full Powers	Full Powers Full Powers by public auction or on tender basis Full powers	Sr.DEN, DEN Full Powers AEN upto Rs.2500/- at any one time or place. Sr.DEN ,DEN ,AEN Full Powers by public auction or on tender basis. Sr.DEN , DEN ,AEN Full Powers	1. Finance concurrence is not necessary. 2. Lease to be effected through public auction or on tender basis. SSE/SE-Works/PWay upto Rs.1000/- in each case by public auction. 3. The reserve price and sale price to be reviewed once in six months by Sr.DEN/Co-ord. for issue of necessary guidelines for future. Authority: Board's Ir. No.74-EB/3000 dt.14.1.75. Finance concurrence is not necessary. Authority: Board's Ir. No.74-EB/3000 dt.14.1.75 & Ir. No.81/W2/18/117 dt. 19.1.87. Finance concurrence is not necessary. Authority: Board's Ir. No.74-EB/3000 dt.14.1.75.
27	Write off of ground rent.	PHOD/CHOD upto Rs.10,000/- when irrecoverable.	DRM upto Rs.5000/- when irrecoverable.	NIL	Prior finance concurrence is necessary. Authority: Item No.27 of GM's delegation.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
28	Write off from the numerical returns of stores and tools and plant lost/ detected during stock verification (i.e.) when no adjustment of value is necessary.	<u>PHOD</u> Full Powers	Full Powers	NIL	Finance concurrence is not necessary. Authority: Item No.44 of GM's delegation.
29	Write off of ballast found short during verification.	<u>PCE /CHOD</u> Full Powers	NIL	NIL	1. Prior finance concurrence is necessary. 2. If the shortage is due to theft or other irregularities and is over Rs.10,000 in value, a report should be sent to GM. Authority: Item No. 44 of GM's delegation.
30	Adjustment of charges of credits relating to completed works after the completion report (CR) has been drawn awaiting sanction.	<u>PHOD/CHOD</u> Full Powers	<u>DRM , ADRM CWM</u> Full Powers	NIL	Finance concurrence is necessary. Authority: Para-1717 &1718 of Engg. code.
31	(a)Acceptance of claims settled by arbitration award against any dispute arising out of a contract. (b) to sanction payment of arbitration fees and expenses	<u>PHOD /CHOD</u> Full Powers in respect of Award Value up to Rs.10 Lakhs irrespective of contracts within their acceptance. Full powers – as per fees approved by GM.	NIL <u>DRM</u> – full powers to railway arbitrators as per fees fixed by HQrs with the approval of GM.	NIL NIL	Subject to the condition that 1. the awards accepted by them should be put up to G.M. along with their comments duly concurred by associate finance, if any, in a statement form at the end of each half-year ending 31 st March and 30th September. 2. the Railway Board should be informed of the details of cases- i) where payment to a contractor as a result of the arbitrator's award, exceeded by more than Rs.50,000 of the amount considered due by the Railway administration before the arbitration proceedings began and ii) where deficiencies in the general conditions of contract or of procedures laid down by the Railway Board came to light. Authority: i) Para-1276 of Engg. code and Item No.36 of GM's delegation. ii) Item no. 33 of GM's powers.
32	Classification of quarters for subordinate staff.	<u>PCE</u> Full Powers	<u>DRM/ADRM</u> Full Powers	NIL	Finance concurrence is not necessary. Authority: Para-1902 and 1904 of Engg. code.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
32	a) conversion of vacant service building into staff quarters.	<u>SDGM</u> Full Powers	<u>DRM</u> Full Powers upto 50 sq Mtrs (Type II Qtrs.)	NIL	Finance concurrence is not necessary. Authority: Para-1967 of Engg. code.
	b) To approve utilisation of residential buildings as service buildings.	<u>PCE, CAO/CN,</u> <u>SDGM</u> Full Powers	<u>DRM</u> Full Powers	NIL	Subject to 1. Such residential buildings are surplus to requirement at the station and there are no essential staff for whom quarters of the particular type have to be provided at the station as confirmed by the divisions. 2. For any additional expenditure by way of providing partition walls or alterations, prior finance concurrence is necessary. Authority: Board's letter No. 79/W2/18/130/0 dt. 8/12.8.80.
33	Payment to outsiders for supply of water to Railway in respect of stations/colonies.	<u>PCE, HODs of Engg.</u> Full Powers	<u>DRM, ADRM</u> <u>SAG Officers in independent charge</u> 1. Full Powers in case of supply from State Govt. bodies/Civic authorities. 2. In case of purchasing water from Pvt. Agencies <u>DRM</u> Upto Rs. 3 lakh per station per year. (inclusive of ADRMs Power of Rs. 1 lakh) <u>ADRM</u> upto Rs.1 lakh per station per year.	<u>JAG</u> Upto Rs.30,000/- per station per year. <u>Director/STC:</u> Upto Rs.50,000/- per year for arranging supply of water for STC Hostel.	1. Finance concurrence is necessary. 2. These powers are to be exercised where Railways have not developed its own sources of water supply at that particular station. 3. Railways' own sources of water supply have fully/partially dried up and there is necessity to purchase water from outside. 4. Where departmental arrangements are in progress at any location, the arrangement for supply of water from external source has to cease on commissioning of departmental facilities. 5. In case of advance payment, necessary safe guards for protection against failure of supply to be ensured. 6. Assessment will have to be made on annual basis in advance and necessary estimates sanctioned. For part period partial powers shall be used. 7. The working sheet for the assessment has to be prepared taking into account the norms specified by PCE for Domestic and non –Domestic demand per day. 8. A quarterly statement of the expenditure incurred on purchase of water to be sent to PCE by DRMs 9. Where ever Metro/Municipal water facilities are available, these should be availed to the extent possible. Authority: Board's Ir. No.74-EB/3000 dt. 14.1.75.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
34	Water tap connection to outsiders and to Railway contractors.	<u>PCE/CAO/CN</u> Full Powers	Full Powers	NIL	The rate for recovery should be fixed with prior finance concurrence and necessary agreement executed duly vetted by finance. Powers of CAO/CN are in respect of contracts entered into by Construction branch duly taking permission from divisions. Authority: Board's Ir. No.74-EB/3000 dt. 14.1.75.
35	Track Machines a) For planned procurement of the spares, consumables and small tools.	<u>PCE</u> Full Powers <u>CE(TM)</u> >30 lakhs and upto Rs.1.0 crores	Nil Nil	<u>Dy.CE/TM</u> >5 lakhs and upto Rs.30 lakhs <u>XEN/TM</u> Upto Rs.5 lakhs	1. Finance concurrence is necessary for POs costing more than Rs. 2,00,000/- (Authority: Bd's Ir. No.2001/f(S)-I-PW-7/2 Dt.12-10-2000.) 2. Constitution of Tender Committee and accepting authority for Stores purchases will apply.[refer to Annexure - C Authority: Rly Board's letter No.96/Track-III/TK/28 Dt.9.9.1998 to be followed.
	b) For emergency repairs and purchases of spares incidental to such repairs.	<u>PCE</u> Upto Rs.4 lakhs per break down with finance concurrence. <u>CE/TM</u> upto Rs.2 lakhs per break down with finance concurrence.	Upto Rs.2 lakhs per break down with finance concurrence.	<u>Dy.CE/TM</u> Up to Rs. 1 Lakh per break down without finance concurrence <u>XEN/TM</u> Up to Rs. 50,000 per break down without finance concurrence Upto annual ceiling limit Rs.10 lakhs for Dy.CE/TM & XEN/TM together. <u>Dy.CE/TM, Dy.CE/CN</u> upto Rs.20,000/- per break down without finance concurrence when purchase of proprietary article certificate (PAC) spares is not involved. Where purchase of	1. Cases exceeding Rs.4 lakhs would require GM's sanction with prior finance concurrence. 2. Procurement of spare parts along with the emergency repairs should not be piecemeal in order to avoid finance concurrence and the purchase should be resorted to only when planned procurement has not materialized. 3. Prior concurrence is not necessary for repairs within powers of Dy.CE/TM & XEN/TM in each case subject to the following:- i) Emergency of repairs to be certified by competent authority. ii) Minimum three quotations to be obtained from the reputed firms duly following the procedure. iii) A copy of work order placed on the firm with the details like date on which repairs carried out including purchase of spares incidental to such repairs along with bills should be furnished to the Associate finance. 4. Reasonability of rates should be certified by the accepting authority. 5. (i) The overall ceiling limit for Dy.CE/TM and XEN/TM put together for emergency repairs/purchases of spares should not exceed Rs.10 lakhs per annum. Over this ceiling limit, proposals shall be processed with finance concurrence.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				proprietary article certificate spares is involved each PAC item costing more than Rs.10,000/- should be purchased with prior finance concurrence. (Total expenditure should not exceed Rs.10 lakhs per annum.) <u>XEN/TM</u> - Upto Rs.10,000/- per break down without finance concurrence when purchase of PAC spares is not involved. (The total exp. should not exceed Rs.5 lakhs per annum.)	(ii) No ceiling limit shall apply for sanctions for GM/PCE/CE/TM and in such cases concurrence of HQ finance shall be obtained. In case of DRM/ADRM concurrence of divisional finance shall be obtained. 6. In respect of PAC items, the same should be purchased duly following the procedure. 7. A register showing the details of expenditure incurred on each break down should be maintained so as to enable a watch being kept over the ceiling limit prescribed. Authority: - Board's letter No.78/WSC/TK/11 dt. 15.6.1978. - Board's letter No. 96/Track-III/TK/28 dt. 9.9.1998. - Board's letter No.96/Track-III/TK/28, dt. 18.07.2006.
35	c) Scheduled overhauling/ reconditioning repairs to machines (schedules not covered under Annual Maintenance Contract) and for purchase of spare parts for these equipments.	<u>PCE</u> Full Powers <u>CE(TM)</u> Upto Rs.2, 00,000/- at a time.	Nil	<u>Dy.CE/TM</u>, Upto Rs 50,000 at a time. <u>XEN/TM</u> Upto Rs.25,000/-	- Finance concurrence is necessary for PO costing more than Rs.2 lakhs. - Subject to usual procedure of calling of tender/quotation etc. being followed as per extant orders. Authority: Railway Board's letter No. 78/WSC/TK/II dt. 15.6.78.
36	Disposal of dead and live trees by sale/auction.	<u>PCE, CGE, CAO/CN, SAG/CN</u> Full Powers	Full Powers	<u>JAG, Sr.Scale/Jr Scale in Engg. deptt. including Construction</u> Full Powers	- Finance concurrence is not necessary. - SSE/SE-Works/P Way upto Rs.500/- per tree when the reserve price is not fixed by AEN and upto Rs.1000/- when reserve price is fixed by AEN. - Reserve price to be fixed prior to sale/auction. - The reserve price and sale price to be reviewed once in six months by Sr.DEN/Co-ord. for the issue of necessary guidelines for the future. Authority: Board's Ir. No.74-EB/3000 dt.14.1.75.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
37	Disposal of unserviceable wooden sleepers by auction or tender.	<u>PCE , CTE , CAO/CN, SAG/CN</u> Full Powers	 Full Powers	<u>JAG, Sr.Scale/, _____ Jr Scale in Engg. deptt. including Construction</u> Full Powers	1. Finance concurrence is not necessary. 2. Delivery to be witnessed as per extant orders. 3. The reserve price and sale price to be reviewed once in six months by Sr.DEN/Co-ord. for the issue of necessary guidelines for the future. Authority: JPO Order No. S.13/8/81-82 dt. 30.5.83

SOUTH WESTERN RAILWAY

ANNEXURE “A”

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS – OPEN LINE

Sl. No.	Value of Tender	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept.	Accounts Dept.	
	OPEN/LIMITED/SPECIAL LIMITED TENDER				
1.	Upto Rs. 25 lakhs.	Jr.Scale	- -	Jr.Scale	JAG/SG
2.	Above Rs.25 lakhs and upto Rs.2 Crore.	Sr.Scale	Sr.Scale	Sr.Scale	JAG/SG
3.	Above Rs. 2 Crore and upto Rs.5 Crore.	JAG/SG	JAG/SG	JAG/SG	ADRM/HOD
4.	Above Rs.5 Crore and upto Rs.8 Crores.	JAG/SG	JAG/SG	JAG/SG	DRM/HOD
5.	Above Rs.8 Crore and upto Rs.30 crores	SA Grade	SA Grade	SA Grade	CHOD/PHOD
6.	Above Rs.30 Crore and upto Rs.50 crores	SA Grade	SA Grade	SA Grade	PHOD
7.	Above Rs.50 crores and upto Rs.100 crores	PHOD	PHOD	PHOD	GM
8.	Above Rs.100 crores	PHOD	PHOD	PHOD	Railway Board with the recommendations of GM

Authority : Railway Boards letter No. F(X)II/2006/PW/14 dated 26.9.2006 & No. 2007/CE/II/CT/13 dated 3.9.2007 & 15.10.2007.

The above Tender Committee and Accepting Authority is also applicable to S&T Project Unit.

NOTE:

- (a) Jr.Scale officer of the field units should not be Tender Committee members. Jr.Scale officer posted at the Divisional Headquarters can be Tender Committee Members. However, under exceptional circumstances with duly recorded reasons, branch officers of the Division may nominate Jr.Scale officer (Open line attached to field) in Tender Committee.
(b) ADEN/Bridge posted at divisional headquarter can be a member of tender committee for works upto Rs.25 Lakhs. (Correction Slip 10/2009)
- In the Divisions where no JA Grade Officer in Sister/ Accounts Department is available, Senior Scale Officer may be a member of the Tender Committee (TC) with the approval of DRM.
- (a) In Divisions where there are no Sr. Scale Accounts Officer, Jr. Scale/Asst. Accounts Officer may be a member of Tender Committee in place of Sr. Scale Accounts Officer upto Rs.50 lakhs.
(b) In Division where there are no JAG Accounts Officer and only one Sr.Scale Accounts officer available, Jr.Scale Asst. Accounts Officer may be a member of Tender committee upto Rs.50 Lakhs with the approval of DRM.
- Where Sr. Scale officers are not available, JA Grade officer may be a member of the tender committee in which case the tender is to be accepted by ADRM.
- Where Sr.DEN/Co-Ordination is the JA grade Officer of the TC, accepting authority will be ADRM.
- The nomination of officers in a Tender Committee will be done by PHODs/DRMs
- For Passenger Amenity works besides the Technical and Finance members the third member should invariably be from Commercial department.
- In Department headed by Coordinating HOD, he will accept tenders upto Rs. 30 crores, and tenders above Rs. 30 Crores will be accepted by GM.

SOUTH WESTERN RAILWAY

SINGLE TENDER

NOTE

1. Constitution of tender committee and accepting authority should be atleast one level higher than the members nominated in case of open tender/ limited tender except where GM is the accepting authority and further minimum level of tender committee for single tender shall be JAG/SG and accepting authority as SAG.
Authority: Railway Board letter no. F(X)/II/1994/PW/3/Pt.VII Dt.03.09.1997.

FOR SINGLE TENDERS UPTO Rs.2 Corers –OPEN LINE

Sl.No	Value up to Rs.	Executive Dept. member	Sister Dept. member	Accts. Dept. member	Accepting authority
1	Up to Rs.25 lakhs	JAG/SG	--	JAG/SG	SAG
2	>Rs. 25 lakhs upto Rs.2 Cr.	JAG/SG	JAG/SG	JSG/SG	SAG

2. For consultancy contract for open line FA&CAO (Budget & Expenditure) shall be a member of tender committee. Consultancy contracts shall be personally accepted by the GM. Authority: Railway Board letter no. F(X)/I/2000/PW/2 dated 27.03.2001

Authority: 1. Railway Board's Lr. No. F(X)II/2001/PW/6 dt.21.09.2001. 2. FA&CAO/SR's Lr.No.G.203/Delegation of powers Vol.23 dated 18.02.2002.

SOUTH WESTERN RAILWAY

ANNEXURE 'B'

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR WORKS TENDERS – CONSTRUCTION

Sl. No.	Value of Tender	Composition of Tender Committee			Accepting Authority
	OPEN/LIMITED/SPECIAL LIMITED TENDER	Executive Dept.	Sister Dept.	Accounts Dept.	
1	Upto Rs.25 lakhs.	Jr.Scale	- -	Jr.Scale	JAG/SG
2	Above Rs.25 lakhs and upto Rs.2 Crore.	Sr.Scale	Sr.Scale	Sr.Scale	JAG/SG
3	Above Rs.2 Crore and upto Rs.8 crores	JAG/SG	JAG/SG	JAG/SG	SA Grade
4	Above Rs.8 crores and upto Rs.30 crores	SA Grade	SA Grade	SA Grade	CE/CN/Co-ord/ CAO(CN)
5	Above Rs.30 crores and upto Rs.50 crores	SA Grade	SA Grade	SA Grade	CAO/CN in HAG
6	Above Rs.50 crores and upto Rs.100 crores	CAO/CN/PHOD	PHOD/CAO/CN	PHOD/OL	GM
7	Above Rs.100 crores	CAO/CN/PHOD	PHOD/CAO/CN	PHOD/OL	Railway Board with the recommendations of GM

The above Tender Committee and Accepting Authority is also applicable to S&T Project Unit.

Note

- In field construction offices, where there is no Sr.Scale Accounts Officer, Jr.Scale Accounts Officer can be a member of Tender Committee for works of value upto Rs.50 Lakhs. The nomination of officers of a Tender Committee will be done by CAO(CN)/PHODs.
- CE/CN/Cord will accept tenders upto Rs. 30 corer and tenders above Rs. 30 Cr upto Rs. 50 Cr will be accepted by GM with the recommendation of CE/CN/Cord.
- In case of single tender constitution of Tender Committee and Accepting Authority should be atleast one step **higher** than the members nominated in case of open tender/limited tender except where GM is the accepting authority and further minimum level of tender committee for single tender shall be JAG/SG and accepting authority as SAG.

Authority: Railway Board letter no. F(X)/II/1994/PW/3/Pt.VII Dt.03-09-1997.

FOR SINGLE TENDERS UPTO Rs.2 Corers -CONSTRUCTION

Sl. No	Value up to Rs.	Executive Dept. member	Sister Dept. member	Accts. Dept. member	Accepting authority
1	Up to Rs.25 lakhs	JAG/SG	--	JAG/SG	SAG
2	>Rs. 25 lakhs upto Rs.2 Cr.	JAG/SG	JAG/SG	JSG/SG	SAG

- For consultancy contract the minimum level of Tender Committee shall be SAG for Construction.

Authority: Railway Boards letter no. F(X)/II/2006/PW/3 dated 18.10.2006

Railway Board's Lt. (1) No.F(X)II/2001/PW/6 dt. 21.9.2001. 2) F(X)II/2003/PW/1 dated 26.5.2003 (3) F(X)II-2006/PW/14 dated 26.9.2006
(4) 2007/CE-I/CT/I3 dated 03.09.2007

SOUTH WESTERN RAILWAY

**Sister departments for association in the Tender Committees as Third Member for works costing more than Rs.10 lakhs for
Annexure 'A' & 'B' Works Matters.**

Sl. No.	The Executive Department	The Sister Department
1.	Civil Engineering	S&T, Electrical, Mechanical
2.	Mechanical including Workshops	Civil Engineering, Electrical & S&T
3.	Electrical including Workshops excluding RE	Mechanical, Civil Engineering, S&T
4.	Electrical Wing of RE	S&T
5.	S&T including Workshops excluding RE	Civil Engineering, Electrical, Mechanical
6.	S&T wing of RE	Electrical
7.	Operating	Commercial
8.	Commercial	Engineering

Note:

1) In the event of an officer from Sister Department is not available, DRM/PHOD/GM may nominate an officer of the same scale from other department to associate in the Committee.

2) For Passenger Amenity works at divisional and headquarter level, besides the Technical and Finance members the third member should invariably be from Commercial department. (Authority Rly Bd letter No. 2007/TGIV/10/PA/Works dated 25.5.2007)

SOUTH WESTERN RAILWAY

Annexure 'C'

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR PLANNED PROCUREMENT OF SPARES, CONSUMABLES AND SMALL TOOLS FOR TRACK MACHINES

Authority Railway Boards letter No. 2001/F(S) 1/PW 7/1 dated 7.12.2007

Sl. No.	Value limit of tender	Acceptance by	Stores	Concern Deptt.	Finance.
1.	Rs. 10 lakhs to Rs. 30 lakhs.	JAG	Sr.Scale.	Sr.Scale.	Jr.Scale.
2.	Rs. 30 lakhs to Rs. 1 crore.	SAG	JAG	JAG	Sr.Scale.
3.	Rs. 1 crore to Rs. 2 crores.	SAG	JAG	JAG	JAG
4.	Rs. 2 crore to Rs. 15 crore.	PHOD/CHOD	SAG	SAG	SAG
5.	Rs. 15 crore to Rs. 25 crore.	AGM*	PHOD/CHOD	PHOD/CHOD	SAG
6.	Rs. 25 crores to Rs. 50 crores.	GM	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD

*In units, where there is no AGM, the accepting authority will be GM against item 5 as well of above table.

- 1) All purchase proposals not involving foreign exchange valued over Rs.50 crores and purchase proposals involving foreign exchange valued over Rs. 50 crores are to be submitted to Railway Board, duly approved by GM.
- 2) It is reiterated that the total value of a tender will be the criterion to decide the competent authority for acceptance where purchase proposals against the tender which are put up in parts. The convener of Tender Committee will put up the proceedings direct to the accepting authority.
- 3) The structure and composition of Tender Committees detailed above should not be altered locally excepting in an individual case, for reason to be recorded and with the concurrence of FA&CAO and approval of General Manager.
- 4) The instructions laid down vide Railway Board letter No. 96/Track-III/28 dated 9.9.1998 shall be followed in toto.

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SOUTH WESTERN RAILWAY

DELEGATION OF POWERS IN RESPECT OF MEDICAL MATTERS

Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
1.	Expenditure in connection with fees to civil surgeons, other government medical officers and to private practitioners for professional service to railway servants and to other persons injured in Railway accidents.	Full Powers	<u>CMS, MD</u> Full Powers	upto Rs.500/- in each case	upto Rs.300/- in each case	1. Finance concurrence is not necessary. Authority: Para 712 of Indian Railway Medical Manual (IRMM). Note – Rate should be fixed by the Railway doctor attending, in consultation with CMS of the division.
2.	Expenditure on a) Free diet to indigent passengers and trespassers undergoing treatment in railway hospitals as indoor patients	Full Powers	<u>MD, CMS</u> Full Powers	Full Powers	NIL	Finance concurrence is not necessary. Authority: 1. Item No. 50 of GM's delegation. 2. Para 641-B Note (iv) of IRMM. & 643-B
	b) Motor ambulance charges etc. for conveyance of railway employees	Full Powers	Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary. 2. Subject to non-availability of railway vehicles. Authority: Para 712 of IRMM
	c) Transportation of passengers involved in train accidents	Full Powers	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary Authority: Para 711(15)(C) and 716 of IRMM
3.	Payment of fees to Civil Surgeons and other Government medical officers for consultation/ service.	Full Powers	<u>MD, CMS</u> Full Powers	Full Powers Upto Rs.500/- in each case	NIL	1. Finance concurrence is necessary. 2. To be exercised in emergencies when suitable railway doctors or consultant/contract doctors of the required speciality are not available. 3. The quantum of fees is to be fixed by CMD in consultation with finance and circulated to all Railway Hospitals. Authority: Para 1432 (ii) of Indian Railway Establishment Manual (IREM), Second Edition.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
4.	a) Uniform, clothing of St.John's Ambulance Brigade (SJAB) as per Brigade rules.	<u>Chief Surgeon</u> Full Powers <u>Dist. Supdts.</u> upto Rs. 2,500/- per occasion <u>Dist. Surgeons</u> upto Rs. 2,000/- per occasion	<u>MD,CMS</u> up to Rs.2,000/- per occasion	NIL	NIL	Finance concurrence is not necessary. Authority: Para 1110(6) of IRMM.
	b) Other equipment (initial and renewal) for the use of SJAB and Brigade divisions.	<u>Chief Surgeon</u> Full Powers <u>Dist. Supdts.</u> upto Rs. 2,500/- per occasion <u>Dist. Surgeons</u> upto Rs. 2,000/- per occasion.	<u>CMS MS</u> upto Rs. 2,000/- per occasion	NIL	NIL	Finance concurrence is not necessary. Authority: Para 1110 (6) of IRMM.
	c) Parade allowance.	<u>Chief Surgeon,</u> <u>Dist. Supdts., and</u> <u>Dist. Surgeons</u> Full Powers	<u>CMS MS</u> Full Powers	NIL	NIL	1. Finance concurrence is not necessary. 2. At rates to be fixed /specified by SJAB. Authority: Para 1111 of IRMM.
5.	a) funeral expenses for indigent employees who die in railway hospitals	upto Rs.8,000/- in each case.	upto Rs.8,000/- in each case	upto Rs.8,000/- in each case	upto Rs.8,000/- in each case	1. Finance concurrence is not necessary. 2. Subject to amount being recovered from the settlement dues of the deceased. 3. Bill drawing and the concerned Accounts Officer to be advised immediately. Authority: 1. Para 1602(15) of IREM, Second Edition. 2. Board Lr.No.E(W)98/WE6/8, dt. 05 -03-1999
	b) expenses on disposal of unclaimed dead bodies in railway hospitals.	Full Powers	Full Powers	Full Powers	NIL	1. Amount can be withdrawn from Station Earnings. 2. Finance concurrence is not necessary. Authority: Para 711(5(g)) of IRMM.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
6.	Reimbursement of medical expenses to staff/retired employees governed by Railway Employees Liberalised Health Scheme (RELHS) a) Referred by Authorised Medical Attendant (A.M.A) to specialised hospitals/Govt. medical college hospitals/Govt. hospitals.	Full Powers upto 1.0 lakh	<u>DRM</u> Rs. 25,000/- in each case subject to annual ceiling limit of Rs.5,00,000/- <u>CMS/MD</u> Upto Rs.3000/-	<u>Sr.MS/MS</u> Upto Rs.2000/-	Upto Rs.1000/-	Finance concurrence is necessary. Authority: 1. Paras 633,635,641 to 661 of IRMM. 2. Board's letter No. 86/H/6-2/21 dated 6.7.95 and 12-9-95 3. Board's letter No. 2000/H/6-4/Policy dated 6.3.2003. 4. Full powers with GM in case of Government Hospital Authority: Para-648 1(a) of IRMM
	b) In emergent cases without proper reference by A.M.A. in Govt./ recognised hospitals or dispensaries run by philanthropic organisations.	NIL	<u>DRM</u> a) Upto Rs. 2 Lakhs in each case: For treatment taken in Government Hospitals in emergency without proper reference by AMA. b) Upto Rs.25,000/- in each case : For treatment taken in recognized hospitals or dispensary run by philanthropic organization without proper reference by AMA in emergency with	NIL	NIL	1. Finance concurrence is necessary. 2. The powers shall be exercised by GM/AGM personally duly scrutinised by CMD and concurred by FA&CAO in cases beyond the power of DRM . 3. The powers shall be exercised by DRM personally duly scrutinised by MD/CMS and concurred by Associate Finance for all cases of Head Quarters, Division and Workshops . <u>GM/AGM's powers are as follows:-</u> a) Full Powers: For treatment taken in Government Hospitals in emergency without proper reference by AMA. b) Upto Rs.5 Lakhs in each case : For treatment taken in recognized hospitals or dispensary run by philanthropic organization without proper reference by AMA in emergency. Authority: i) RB Letter No.2011/H/6-4/Policy-I Dated: 13/12/2012. ii) ACS to Para 648 of IRMM-2000. <u>DRM's powers are as follows:-</u> a) Upto Rs. 2 Lakhs in each case: For treatment

SOUTH WESTERN RAILWAY

Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
			an Annual Ceiling limit of Rs.5 Lakh..			taken in Government Hospitals in emergency without proper reference by AMA. b) Upto Rs.25,000/- in each case: For treatment taken in recognized hospitals or dispensary run by philanthropic organization without proper reference by AMA in emergency for all cases of Head Quarters, Division and Workshops with an Annual Ceiling limit of Rs.5 Lakh including powers under 6(c) . Authority: i) RB Letter No.2011/H/6-4/Policy-1 Dated: 30/09/2011. ii) ACS to Para 648(3) of IRMM-2000.
6	c) In emergent cases in private hospitals without proper referral by AMA	NIL	DRM Rs.25,000/- in each case	NIL	NIL	1. Finance concurrence is necessary. 2. The powers shall be exercised by GM/AGM personally duly scrutinised by CMD and concurred by FA&CAO upto Rs.5 Lakhs in cases beyond the powers of DRM. Authority: RB Letter No.2011/H/6-4/Policy-I Dated: 13/12/2012. & ACS to Para 648 of IRMM-2000. 3. The powers shall be exercised by DRM personally duly scrutinised by MD/CMS and concurred by Associate Finance upto Rs.25,000/- with an Annual ceiling limit of Rs.5 Lakhs including powers under 6(b) for all cases of Head Quarters, Division and Workshops. Authority: RB Letter No.2011/H/6-4/Policy-1 Dated: 30/09/2011. & ACS to Para 648(3) of IRMM-2000.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
6	d) Sanction /Reimbursement for all Clinical and Pathological investigations, Radiological investigations and other types of diagnostic procedures of Railway beneficiary (other than CT Scan & MRI) to be done in Govt. Hospital/ Pvt. Hospital/ Pvt. Diagnostic Centers etc. in case the requisite facility is not available in Railway Hospital on reference by AMA.	upto Rs.10,000/- for each test	<u>CMS/MD</u> upto Rs.5000/- for each test	<u>MS in-charge of Divisional Hospital.</u> Upto Rs.5,000/- for each test.	NIL	1. Finance concurrence and Railway Boards approval are necessary if expenditure exceeds Rs.10,000/- in each test. 2. Provided these investigations were essential and such facilities are not available in railway hospitals Authority : 99/H/6-4/Policy dtd.7.12.2000, No.99/H/6-4/Policy dtd.30.04.2007
	e) Sanction/Reimbursement on account of CT Scan/MRI tests done in absolutely essential cases at Govt./ Pvt.Hospital/Diagnostic Centers without reference by AMA in emergency.	upto Rs.10,000/- for each test separately.	<u>CMS/MD</u> upto Rs.10,000/- for each test separately.	<u>MS in-charge of Divisional Hospital.</u> upto Rs.10,000/- for each test separately.	NIL	1. Finance concurrence is not necessary for recognized institutions. 2. If expenditure exceeds Rs.10,000/- per test FA&CAO concurrence and Railway Boards approval is required. 3. Cases to be referred to Pvt Hospital/Dispensary center where such facilities are not available at Govt./Recognised institutions. Authority : 1. Para 663, 664 of IRMM Vol.I. 2. Board's letter No.91(H)/6-4/26/Pt. dtd.28.05.1999 3. Board's letter No.99/h/6-4/Policy dtd.20.09.2000 & 7.12.2000
	(f) Reference in the emergent cases and Release of Advance payment to Private Non- recognized Hospitals.	NIL	NIL	NIL	NIL	1. Finance concurrence is necessary. 2. The powers shall be exercised by GM/AGM personally duly scrutinised by CMD and concurred by FA&CAO . GM/AGM's powers are as follows:- a) Upto Rs. 5 Lakhs: Reference in the emergent cases and Release of Advance payment to Government Hospitals.

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
						b) Upto Rs.4 Lakh : Reference in the emergent cases and Release of Advance payment to Private Non-recognized Hospitals. Authority: i) RB Letter No.2005/H/6-4/Policy Dated: 20/10/2006 and ACS to Para 651 of IRMM-2000. ii) RB Letter No.2011/H/6-4/Policy-I Dated: 13/12/2012 and ACS to Para 648 of IRMM-2000. Instructions given in Railway Board' s letter No.2005/11/6-4/policy II dt.16.04.2007 should be adhered to in cases of reference to private hospitals.
6	(g) Reference in the emergent cases of Railway Beneficiaries to Non-Recognised Medical Institutions for PET Scan and Sanction for i) NABL Accredited Laboratories/Hospitals. ii) Non- NABL Accredited Laboratories/Hospitals.	Rs.21,000/- Rs.17,850/-	MD/CMS Rs.21,000/- Rs.17,850/-	Add CHD/Add CMS/Sr. DMO Rs.21,000/- Rs.17,850/-	NIL NIL	1. Finance concurrence is not necessary. 2. The powers will be exercised by the CMD/MD/CMS/MS or Equivalent in consultation with two or more senior doctors of different specialties with appropriately recorded procedures. 3. CMD/MD/CMS/MS are advised to negotiate with the Laboratories/Hospitals in their jurisdiction to get more competitive rates for their beneficiaries. 4. The cases where the cost of PET Scan exceeds the limit of Rs.21,000/-(NABL Accredited) or Rs.17,850/-(Non-NABL Accredited) would continue to be referred to the Ministry of Railways, duly concurred by the FA & CAO. Authority: j) RB Letter No.2011/H/6-4/Policy Dated: 12/12/2012 and ACS to Para 664(i) of IRMM-2000. ii) RB Letter No.2011/H/6-4/Policy Dated: 17/01/2013.

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
7.	Purchase of medical stores a) By DGS&D rate/running contract	i) <u>Drugs and Medicines</u> upto Rs.25,000/- in each case subject to annual ceiling limit of Rs.1 lakh. ii) <u>Other items of medical stores including X-Ray films-</u> upto Rs.3,000/- in each case subject to annual ceiling limit of Rs.50,000/- iii) In emergency case <u>CMD</u> upto Rs.5 Lakhs in each case.	<u>Medical dressing and medicines</u> upto Rs.5,000/- in each case subject to annual ceiling limit of Rs.25,000/-	NIL	NIL	Finance concurrence is necessary. Authority : Board's letter No.74/H/4/19 dt. 27/28.10.74 and 88/H/4/15 dt.7.3.90. Board's letter No.FS/I/PW/7/1 dt.29.8.2002. For constitution of tender committee and accepting authority Refer Annexure 'A' at Page 19- B

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
7	b) Non DGS&D Items and DGS&D Items, which are not covered by Rate/ Running contract i) <u>Calling of Limited Tender</u> A) Annual/Supplementary Medical Indents B) Emergency Indents in case of Emergency	<u>CMD</u> Rs.50 Lakhs for each item. <u>CMD</u> Rs.5 Lakhs for each item.	NIL NIL	<u>Dy CMD/HQ</u> Upto Rs.1 Lakh NIL	NIL NIL	A) Annual / Supplementary / Emergency Medical Indents of Medical Store Items duly Concurred and Vetted by Associate Finance has to be consolidated at CMD's office. B) FA & CAO's Concurrence & Vetting of the Consolidated Indent is required for each item costing more than Rs. 5 Lakhs. C) Approval of GM is required for floating Special Limited Tenders for each item costing more than Rs.5 Lakhs. D) GM's sanction is required for each item costing more than Rs. 50 Lakhs in the Consolidated Indent . Authority: 1. Para No. 8 and Annexure-II of IRP 2002. 2. Rly.Bd's ltr. No. 2006/H/4/1 dtd. 19/06/2008.
7	b) ii) <u>Acceptance of Limited Tender</u> A) Annual/Supplementary Medical Indents B) Emergency Indents in case of Emergency	<u>CMD</u> Rs.1 Crore for each item. <u>CMD</u> Rs.5 Lakhs for each item.	NIL NIL	<u>Dy CMD/HQ</u> Upto Rs.1 Lakh NIL	NIL NIL	<u>Upto Rs. 10 Lakhs.</u> i) No Tender committee is required. ii) To be processed based on the offers from the approved list of suppliers for acceptance by the Competent Authority. <u>Above Rs. 10 Lakhs.</u> i) Briefing Note and Tabulation Statement has to be vetted by FA & CAO. ii) Tender committee has to be formed as per Annexure-A. iii) The recommendation of the Tender Committee has to be accepted by the Competent authority as per the Annexure-A. Authority:

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
						1. Para No. 8 and Annexure-II of IRP 2002. 2. Rly.Bd's ltr. No. 2006/H/4/1 dated: 19/06/2008. 3. Rly.Bd's ltr. No. 2001/F(S) 1 PW 7/1 dated: 07/12/2007
7	c) i) <u>Calling of Single Tender</u> A) Proprietary Vital & Essential Items of the Medical Store B) Proprietary Desirable Items of the Medical Store C) Non-Proprietary Vital/Essential/Desirable Items of the Medical Store	<u>CMD</u> Rs.5 Lakhs for each item. <u>CMD</u> Rs.1 Lakh for each item. <u>CMD</u> upto Rs. 20,000/- for each item.	NIL NIL NIL	NIL NIL NIL	NIL NIL NIL	A) Proprietary Article Certificate (PAC) has to be recorded by the respective Consignees duly mentioning Vital / Essential / Desirable nature for each item and duly certifying that no substitute for the particular items is available or it will not be proper to take risk of trying other substitutes. The PAC is to be certified by CMD. B) Annual / Supplementary / Emergency Indents duly Concurred and Vetted by Associate Finance has to be consolidated at CMD's office. C) FA & CAO's Concurrence & Vetting of the Consolidated Indent is not required for each item costing less than Rs. 5 lakhs. D) Sanction of GM is required for floating Single Tender for each item exceeding the prescribed limits. Authority: 1. Para No. 8 and Annexure-II of IRP 2002. 2. Rly.Bd's ltr. No. 2006/H/4/1 dtd. 19/06/2008.
	c) ii) <u>Acceptance of Single Tender</u> A) Proprietary Vital & Essential Items of the Medical Store B) Proprietary Desirable Items of the Medical Store C) Non-Proprietary Vital/Essential/Desirable Items of the Medical Store	<u>CMD</u> Rs. 25 Lakhs for each item. <u>CMD</u> Rs.25 Lakhs for each item. <u>CMD</u> upto Rs. 25 Lakhs for each item.	NIL NIL NIL	NIL NIL NIL	NIL NIL NIL	<u>Upto Rs. 5 Lakhs:</u> i) No Tender committee is required. ii) To be processed based on the single offer received for acceptance by the Competent Authority. <u>Above Rs. 5 Lakhs:</u> i) Briefing Note and Tabulation Statement has to be vetted by FA & CAO. ii) Tender committee has to be formed as per Annexure-B. iii) The recommendation of the Tender Committee has to be accepted by the Competent authority as per the Annexure-B.

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
						Authority: 1. Para No. 8 and Annexure-II of IRP 2002. 2. Rly.Bd's ltr. No. 2006/H/4/1 dtd. 19/06/2008. 3. Rly.Bd's ltr. No. 2001/F(S) 1 PW 7/2 dated: 12/10/2001
7	d) Advance payment for purchase of consumable essential medical items like oxygen /Ethylene oxide cylinders and spare parts for medical equipments not covered by DGS&D rate/running contract.	upto Rs.20,000/- per case per occasion	Rs.5000/-	NIL	NIL	1. Finance concurrence is necessary. 2. Subject to provision of safeguards for the protection of railway's interest such as obtaining bank guarantee for insurance against failure, defective and short supplies. 3. Request from firms for advance payment along with order should be discouraged and not accepted unless there are exceptional circumstances justifying departure from the rules. Authority: Note under Item No. 3 of SOP Stores.
8.	<u>Decentralised Procurement of Medical Stores</u> a) Local Purchase of Medical Stores		MD Upto Rs. 30,000/- per item in each case CMS Upto Rs. 20,000/- per item in each case	<u>Sub-Divisional Hospital incharge</u> Upto Rs. 5,000/- per item in each case	<u>Health Unit incharge</u> Upto Rs. 1,000/- per item in each case	1) Attempts should be made to include all items in 'Annual Indent' for procurement through CMD. 2) Specific Brand requirements of individual patients due to Idiosyncrasies and Brand loyalty even when a different Brand is available, with the approval of the treating Doctor. 3) Items which are not in common use with Short Shelf Lives, hence not kept in stock. 4) Items which are not included in the Annual Medical Indent due to valid reasons a. Newly introduced Items or Technology. b. New disease profile has come to surface which was not anticipated. c. New Technology introduced in the Hospital for which disposable items are essential. 5) Very low volume items and it is difficult to process at CMD's Office due to low money value. 6) For Proprietary Items, Proprietary Article Certificate (PAC) has to be recorded by the respective

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
						Consignees duly mentioning Vital / Essential / Desirable nature for each item and duly certifying that no substitute for the particular items is available or it will not be proper to take risk of trying other substitutes. The PAC need to be countersigned by the Competent Authority. 7) For Cash local purchases, the Hospital authorities should have a panel of retail shops and this panel should be reviewed every Two Years with Inclusion and Deletion of Newer Shops. 8) Hospital Authorities doing Local Purchase should deal with only those Firms which are Registered at CMD's Office. 9) Not more than 15 % of the Total Budget of the Unit in the Year for Item No.8 (a), 8(b) & 8(d). Authority: a. Para 2.8 (i) & Para 1,2 & 3 of Material Management of Railway Hospitals of RB Ltr No. 2006/H/4/1 dated 19/06/2008. b. Para 14 & 14.1 of IRP 2002. 10) Upto Three Months requirements only Authority: Para 711 of stores Code. 11) Finance Concurrence is Not Required.
8	b) Bulk Purchase of Medical Stores for the Medicines to be procured under Allocation J-231/28		MD,CMS Rs. 50,000/- per Item in each case per Quarter	NIL	NIL	1) Item must have been included in Annual Medical Indent duly concurred and vetted by Associate Finance. 2) Non Supplied/Delayed Supplied Items against Annual Medical Indent. 3) With proper justification for the Items supplied in Annual Medical Indent and is consumed earlier than Scheduled. 4) For Proprietary Items, Proprietary Article Certificate (PAC) has to be recorded by the respective Consignees duly mentioning Vital / Essential / Desirable nature for each item and duly certifying that no substitute for the particular items is available or it will not be proper to take risk of trying other substitutes. The PAC need to be countersigned by the

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
						Competent Authority. 5) Hospital Authorities doing Purchase of Medical Stores should deal with only those Firms which are Registered at CMD's Office. a. Accordingly the Central Hospital/Divisional Hospital should Register OEM/C & F Agent/Authorised Stockist/Authorised Dealer for the above mentioned Registered Firms of the CMD's Office. b. The List of the above mentioned Agencies has to be sent for the Initial Approval of CMD and should be Reviewed Annually with the Approval of CMD with Deletion of Poor performers and Addition of Newer Agencies by giving wide Publicity in the Local area. 6) Shelf Life of the Items should be as per the guidelines of the RB Ltr No. 2006/H/4/1 Dated: 19/06/2008. 7) Drug Analysis of the Procured items has to be done as per the guidelines of the RB Ltr No. 2006/H/4/1 Dated: 19/06/2008. 8) Not more than 15 % of the Total Budget of the Unit and if the procured Quantity is NOT intimated to CMD for Deduction from the Quantity in the Annual Medical Indent. This 15% is for Item No.8 (a), 8(b) & 8(d). Authority a. Para 2.8 (i) & Para 1,2 & 3 of Material Management of Railway Hospitals of RB Ltr No. 2006/H/4/1 dated 19/06/2008. b. Para 14 & 14.1 of IRP 2002. 9) Upto Three Months requirements only Authority: Para 711 of Stores Code. 10) Finance Concurrence is Not Required. 11) List of Items procured must be intimated to CMD Monthly. 12) Prior approval of CMD has to be obtained for Quantity not exceeding the requirement for three months based on vetted annual requirement. 13) Procurement has to be done through Limited Tender or Single Tender as applicable as per the laid down

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
						procedures.
8	c) Bulk Purchase of Medical Stores for the Items to be procured under i) Allocation J-215/28 which includes Wound dressing materials, Items/Consumables of Pathology/Biochemistry/Microbiology Laboratory, Instruments/Appliances of Anesthesiology/ Orthopaedics/ Physiotherapy/Occupational therapy/Imagelogy Department and any other Nursing/General/Special Surgical Instruments/Appliances. ii) Allocation J-232/28 which includes Surgical Sundries other than mentioned above viz.Suture materials, Surgical gloves, Syringes, Needles, Items/Consumables of Dialysis/Nephrology Units/ICU etc.		MD,CMS Rs. 50,000/- per Item in each case per Quarter	NIL	NIL	1. Medical Store Items under Allocation J-215/28 and J-232/28 must have been included in the Annual Medical Indent duly concurred and vetted by the Associate Finance and the Total Value of the each Item should be less than Rs.2 Lakhs. Item costing more than Rs.2 Lakhs should be sent to CMD Office for procurement at Head Quarters. Authority: Para 8.4 of IRP 2002. 2. For Proprietary Items, Proprietary Article Certificate (PAC) has to be recorded by the respective Consignees duly mentioning Vital / Essential / Desirable nature for each item and duly certifying that no substitute for the particular items is available or it will not be proper to take risk of trying other substitutes. The PAC need to be countersigned by the Competent Authority. 3. Hospital Authorities doing Purchase of Medical Stores should deal with only those Firms which are Registered at CMD's Office. a) Accordingly the Central Hospital/Divisional Hospital should Register OEM/C & F Agent/Authorised Stockist/Authorised Dealer for the above mentioned Registered Firms of the CMD's Office. b) The List of the above mentioned Agencies has to be sent for the Initial Approval of CMD and should be Reviewed Annually with the Approval of CMD with Deletion of Poor performers and Addition of Newer Agencies by giving wide Publicity in the Local area.

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
						4. Shelf Life of the Items should be as per the guidelines of the RB Ltr No. 2006/H/4/1 Dated: 19/06/2008. 5. Drug Analysis of the Procured items has to be done as per the guidelines of the RB Ltr No. 2006/H/4/1 Dated: 19/06/2008. 6. Upto Three Months requirements only. Authority: Para 711 of Stores Code. 7. Copies of the All Purchase Orders/Supply Orders should be sent to CMD and Associate Audit Officer. 8. Prior approval of CMD has to be obtained for Quantity not exceeding the requirement for three months based on vetted annual requirement. 9. Procurement has to be done through Limited Tender or Single Tender as applicable as per the laid down procedures.
8	d) Emergency Purchase of Medical Stores other than mentioned in 8(a), (b) & (c).		MD/CMS Rs. 50,000/- per Item in each case	NIL	NIL	1) Item which are not included in Annual Medical Indent viz. Immunoglobulins, Interferons, Sera, Anti-Cancer drugs and Medicines used in rare cases which are routinely not stocked. 2) For Proprietary Items, Proprietary Article Certificate (PAC) has to be recorded by the respective Consignees duly mentioning Vital / Essential / Desirable nature for each item and duly certifying that no substitute for the particular items is available or it will not be proper to take risk of trying other substitutes. The PAC need to be countersigned by the Competent Authority. 3) Hospital Authorities doing Purchase of Medical Stores should deal with only those Firms which are Registered at CMD's Office. a. Accordingly the Central Hospital/Divisional Hospital should Register OEM/C & F Agent/Authorised Stockist/Authorised Dealer for the above mentioned Registered Firms of the CMD's Office. b. The List of the above mentioned Agencies has to be

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
						sent for the Initial Approval of CMD and should be Reviewed Annually with the Approval of CMD with Deletion of Poor performers and Addition of Newer Agencies by giving wide Publicity in the Local area. 4) Shelf Life of the Items should be as per the guidelines of the RB Ltr No. 2006/H/4/1 Dated: 19/06/2008. 5) Drug Analysis of the Procured items has to be done as per the guidelines of the RB Ltr No. 2006/H/4/1 Dated: 19/06/2008. 6) Not more than 15 % of the Total Budget of the Unit for the Item No. 8(a),8(b) & 8(d). Authority: a. Para 2.8 (i) & Para 1,2 & 3 of Material Management of Railway Hospitals of RB Ltr No. 2006/H/4/1 dated 19/06/2008. b. Para 14 & 14.1 of IRP 2002. 7) Upto Three Months requirements only Authority: Para 711 of Stores Code. 8) Finance Concurrence is Not Required. 9) List of Items procured must be intimated to CMD Monthly. 10) Prior approval of CMD has to be obtained for Quantity not exceeding the requirement for three months.
9.	Purchase of blood for transfusion from recognised blood banks in emergencies	Full Powers	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary. Authority: Para 639(6) of IRMM.
10.	Purchase of family planning medicines, publicity/ advertising material and other conveyance related expenditure for camps.	Full Powers	Upto Rs.5,000/- per camp	NIL	NIL	Finance concurrence is necessary. Authority: Board's letter No. 98/H(FW)/1/1/Pt dt. 18.9.98.
11.	Procurement of artificial limbs from Govt./ recognised institutions, including advance payment there for.	Full Powers	MD, CMS upto Rs.5,000/- in each case	NIL	NIL	Finance concurrence is not necessary. Authority: 1.Railway Board's letter No. 80/H/6-4/33 and 85/H/6-4/9 dt. 13.3.85. 2.Para-637(ii) of IRMM.
12.	Drawl of advance for		DRM, MD, CMS			1.Finance concurrence is necessary.

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
	a) Sterilisation camp	Full Powers	upto Rs.10,000/- per camp	NIL	NIL	2.subject to rendering accounts to the concerned Accounts Officer within 15 days from the date of the event to clear the advance outstanding against CMD/MD/CMS. Authority: 1. Board's Ir. No. 98/H(FW)/1/1 Pt dt. 18.9.98 2.Board's Ir. No. 99/H(FW)/1/1/J dt. 2.8.99
	b) Health/family welfare camps and other health promoting activity	Full Powers	upto Rs.10,000/- per camp	upto Rs.3,000/- per camp	NIL	
13.	Incurring expenditure towards - a) Repair and servicing of X-Ray and other electric /electronic therapeutic apparatus including other medical equipment & apparatus.	Full Powers	<u>MD, CMS</u> Full Powers	Upto Rs.10,000/- in each case	NIL	1) Finance concurrence is required if the expenditure exceeds Rs. 10,000/- on each occasion. 2) Repairs can be undertaken on Single Quotation from OEM/Authorized Dealer/ Agent or Three Quotations from the Reputed Firms. 3) Powers have to be exercised by the officers only after ensuring the reasonableness of the rates proposed, residual life of the equipments, credentials of the firms, past experience with the firm wherever applicable etc. 4) Advance payments can be made with the Approval of CMD only upto Rs. 5,000/- with Finance Concurrence and on furnishing a Bank Guarantee.
	b) supply of dietary articles: i) Open/Limited Tender	Full Powers	<u>MD, CMS</u> Full Powers	NIL	NIL	1. Finance concurrence is necessary. 2. Subject to observance of tender procedures. Authority: 1. Para 405 of IRMM 2. Board's letter No. 83/F(3)/PW-7/1 dt. 2.3.94.
	ii) Single Tender	Full Powers	Nil	NIL	NIL	
	c) washing of linen through Open/ Limited Tender	Full Powers	<u>MD, CMS</u> Full Powers	NIL	NIL	1. Finance concurrence is necessary. 2. Subject to mechanical laundry facilities not being available or not functioning in the medical department. 3. Observe Tender procedure.
14.	Fixing up of contracts for transport	Full Powers	<u>MD, CMS</u>	Full Powers	NIL	1. Finance concurrence is necessary.

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
	of refuse and rubbish from railway premises.		Full Powers			2. Tender procedure to be followed. 3. In extreme cases of break down of conservancy services, contracts may be fixed without calling tenders for a period of three months. Authority: OSD/Medical Note No.92/H/4/15 Pt. dt. 5.2.98.
15.	Waiver of hospital charges in respect of non-railway patients.	upto Rs.1,000/- in each case	upto Rs.500/- in each case Note: -Report to be sent to <u>CMD</u> .	NIL	NIL	1. Finance concurrence is not necessary. 2. These powers are to be exercised in respect of deserving indigent non-railway cases admitted in railway hospital in emergent circumstances only. Authority: Item No. 27 of GM's delegation.
16	Supply of Medical stores	Full Powers in respect of purchases made under his own purchase powers.	NIL	NIL	NIL	Finance concurrence is necessary. Authority: Item 4 of 132-S.
	a) Imposition and waiver of penalties for failure to deliver medical stores within stipulated time.					
	b) Acceptance of excess or shortage in quantities received against supply orders placed.	Full Powers	NIL	NIL	NIL	1. Finance concurrence is necessary. 2. subject to provisions of Para 441-S. Note: Prior finance concurrence is required for extension of delivery in the following cases vide Para 445-S. i) where the rate in the contract was accepted against other lower tenders in consideration of the date of delivery. ii) where loss or damage is caused on account of late delivery. iii) For item no. 16(C) Authority: Board's letter no. 86/RS(G) 779/12 dt 02-01-1987.
	c) Extension to the period of delivery.	Full Powers	Full Powers	Full Powers	Full Powers	Subject to reasons being recorded for such cancellation and that there are no financial repercussions as a result of cancellation. Authority: Item 5 of 132-S.
	d) Cancellation of orders placed	Full Powers	NIL	NIL	NIL	

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
17.	Admission of non-railway patients in railway hospitals.	Full Powers	<u>MD,CMS</u> Full Powers	Full Powers	NIL	1. Finance concurrence is not necessary. 2. Subject to availability of spare accommodation after meeting the requirements of the railway staff and their families. 3. The prescribed charges under the relevant rules should be recovered from the patients so admitted. Authority: Para 622 of IRMM.
18.	Medical Boards-holding of for i) De – categorization ii) Invalidation	Full Powers Full Powers	<u>MD, CMS</u> Full Powers for decategorisation of non gazetted staff excluding RPF NIL	<u>JAG, SG Divisional In-charges only</u> Full Powers NIL	NIL NIL	1. Finance concurrence is not necessary. 2. Exercise of powers by MD, CMS is subject to standing medical boards being nominated by CMD, if not in existence. 3. Prior permission of CMD to be obtained for invalidation of decategorised Gazetted & RPF personnel. Authority: Brd's letter No.98/H/5/14 dt. 6.4.99. Authority: Board's letter. No. 85/H/5/10 dt 31.12.96.
19.	Naked eye vision – relaxation of medical board.	NIL	NIL	NIL	NIL	Authority: Para 512 Note 8 of IRMM.
20.	Acceptance of gifts by railway hospitals on behalf of the medical department.	Full Powers	<u>MD , CMS</u> Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary. 2. Subject to advising FA&CAO and GM of such gifts as part of hospital dead stock.
21.	Procurement of Hearing Aid	Rs.20,000/- per Hearing Aid	MD,CMS Rs.15,000/- per Hearing Aid	NIL	NIL	1) Associate Finance Concurrence is not required. 2) Technical Suitability and Rate Reasonability has to be certified by the concerned specialist. 3) The Administrative Authority would make the Payment involved direct to the Supplying Agency and not to the Railway Employee concerned. 4) The cases where the cost of Hearing Aid exceeds the limit of Rs.20,000/-,the same would continue to be referred by Chief Medical Director to the Ministry of Railways duly concurred in by FA & CAO for consideration and Approval.

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Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
						Authority: RB Letter No.2005/H/6-4/Policy Dated: 06/07/2007 and Advance CS to Para 667 of IRMM 2000.
22.	To sanction the cost of special drugs for TB/AIDS patients treated in non-railway sanitorium /hospitals.	upto Rs.2,500/- per case	NIL	NIL	NIL	Finance concurrence is not necessary. Authority: 1. Board's Ir. No. F(X)II-68/PW-4/97 dt. 21.7.69. 2. Board's Ir. No. 78/H/S/3 dt. 5.7.78.
23.	Sanction of estimates for purchase of medical equipment.	upto Rs.50 lakhs	upto Rs.25 lakhs	NIL	NIL	Finance vetting is necessary. Authority: Item No. 40 of GM's delegation.
24.	Replacement/addition of petty items of hospital and dispensary equipment chargeable to revenue. a) Deficit from medical stores which are otherwise normally to be obtained through M&P	upto Rs.1 lakh	upto Rs.20,000	Holding independent charge upto Rs.10,000/-	Nil	1. Finance concurrence is necessary if the cost of an item of medical equipment exceeds Rs.20,000/- . 2. Procurement by CMD for urgently needed hospital equipments. CMD shall personally certify such cases of urgent procurement. Authority: Bd's ltr No. F.(X)II/ 95/ALC /2 / PT. 1 dt.5.9.95.
25.	Write-off and disposal i) of articles of glass broken in transit	Full Powers	Full Powers	NIL	NIL	1. To be exercised when no responsibility can be fixed. 2. Finance concurrence is not necessary. Authority: Item No. 18 of 132-S Vol. I.
	ii) through condemnation or destruction by burning all linens	Full Powers	Full Powers	Holding independent charge Full Powers	NIL	1. To be exercised when it cannot be re-used. 2. Finance concurrence is not necessary. Authority: Para 409 and 411(2) of IRMM.
	iii) by throwing away at site, scrap articles of no value.	Full Powers	Full Powers	Holding independent charge Full Powers	NIL	1. To be done under the supervision of a gazetted officer. 2. Finance concurrence is not necessary. Authority: Para 409 and 411(2) of IRMM.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
26.	Purchase of Items for accident relief medical equipment including First Aid articles.	Full Powers	Upto Rs.20,000/- in each case	<u>Sr.MS/SG/ JAG In-Charges of Divisions</u> Upto Rs.5,000/- in each case.	<u>DMO/In-charge</u> Upto Rs.1000/- in each case.	1. Finance concurrence is not necessary. 2. Delegation is for initial supply/replenishment 3. CMS/Sr.MS/MS/DMO In-charges should submit a monthly Statement to CMD indicating the reasons for such replacement and the quantum of purchases etc. Authority : Railway Board Lr.No.2000/H/4, dt. 27-10-2000
27.	Purchase of Medical Books and Journals	Full Powers upto Rs.45,000/- per annum.	<u>MD</u> Full Powers upto Rs.15,000/- per annum <u>CMS</u> Full Powers upto Rs.10,000/- per annum.	<u>Sr.MS/ Incharge</u> Full powers upto Rs.7,500/- per annum	NIL	Finance concurrence is not required. Authority : 1. Para 1037 & 1038 of Financial Code Volume I 2. Para 241 of IRMM Vol. I
28.	Powers for procurement of additional Life Saving Drugs from the market at the site of accident.	Full Powers	Full powers	Rs.5,000/-	Rs. 5,000/-	Subject to stipulating the condition that exercising the Powers only for the accidents where there are injuries and casualties duly certifying the occasion by the Hospital in charge. Authority: Item no.31 of High level Committee Report on Disaster Management. Ref: 2002/H/7/4 dated 20.5.2003 from ED(H)
29.	Powers for making on the spot payment to Private Hospitals for treatment of injured.	Full Powers	Full powers	Rs.5,000/-	Rs. 5,000/-	Subject to stipulating the condition that exercising the Powers only for the accidents where there are injuries and casualties duly certifying the occasion by the Hospital in charge. Authority: Item no.32 of High level Committee Report on Disaster Management. Ref: 2002/H/7/4 dated 20.5.2003 from ED(H)
30.	Purchase Powers of Stores for	Full Powers	Full powers	Rs.5,000/-	Rs. 5,000/-	Subject to stipulating the condition that exercising the

SOUTH WESTERN RAILWAY

Sl. No.	Nature of powers	CMD	DRM/SAG Officers in independent charge of divisional Hospitals	JA Grade Officers of Divisional/ Sub Divisional/ Workshop Hospital In-charges	Sr. Scale and Asst. Scale Officers	REMARKS
	ART/ARME and equipments contained there in.					Powers only for the accidents where there are injuries and casualties duly certifying the occasion by the Hospital in charge. Authority: Item no.36 of High level Committee Report on Disaster Management. Ref: 2002/H/7/4 dated 20.5.2003 from ED(H)
31.	Cash Imprest for medical officers in charge of ART/ARME	NIL	Full powers	Rs.5,000/-	Rs. 5,000/-	Subject to stipulating the condition that exercising the Powers only for the accidents where there are injuries and casualties duly certifying the occasion by the Hospital in charge. Authority: Item no.41 of High level Committee Report on Disaster Management. Ref: 2002/H/7/4 dated 20.5.2003 from ED(H)
32.	Extension of contract of Part time Dental Surgeons for a period up to 3 years.	Nil	DRM Full Powers	Nil	Nil	Finance concurrence is necessary. Rly Bd letter No 2000/H-1/12/27Pt I dated 6.10.2000 & 2002/H-1/12/53 dt 25.7.2002

SOUTH WESTERN RAILWAY

ANNEXURE 'A'

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR LIMITED TENDERS OF MEDICAL MATTERS

Sl. No.	Value of Tender	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept.	Accounts Dept.	
1	Above Rs.10 lakhs and upto Rs. 15 lakhs.	JA Grade	Sr. Scale	Jr. Scale	CMD
2	Above Rs.15 lakhs and upto Rs. 25 lakhs.	JA Grade	JA Grade	Sr. Scale	CMD
3	Above Rs.25 Lakhs and upto Rs.50 Lakhs	SA Grade	SA Grade	JA Grade	CMD
4	Above Rs. 50 Lakhs and upto Rs.1 Cr	SA Grade	SA Grade	SA Grade	CMD
5	Above Rs.1 Cr and upto the Acceptance Power of GM	CMD	PHOD/CHOD	PHOD/CHOD	GM

Note:

1. For procurement involving tender values below **Rs.10 Lakhs** in case of all Medical Stores Items **no** Tender Committee need be constituted.
Authority: Board's letter No.2001/F(S) 1 PW 7/1 dated 07.12.2007
2. In case of tenders value above **Rs.10 Lakhs** and upto **Rs.25 Lakhs** for Medical Store Items the executive department will be represented by JAG. The JAG level representative of Executive Department will consist of either Dy CMD/HQ or Sr. DMO of the concerned speciality in the Central/Division Hospital.
3. Such Tender Committees may be formed to handle supply contracts in respect of purchase of Medical Stores.
4. Executive department implies: **Medical**
Sister department implies: **Stores**
5. In case where appropriate officer is not available from Stores department, accepting authority can nominate officer from a technical department as an alternative member.

SOUTH WESTERN RAILWAY

ANNEXURE 'B'

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR SINGLE TENDERS OF MEDICAL MATTERS

Sl. No.	Value of Tender	Composition of Tender Committee			Accepting Authority
		Executive Dept.	Sister Dept.	Accounts Dept.	
1	Above Rs.5 Lakhs and upto Rs. 15 Lakhs.	JA Grade	JA Grade	Sr. Scale	CMD
2	Above Rs.15 lakhs and upto Rs. 25 lakhs.	JA Grade	JA Grade	Sr. Scale	CMD
3	Above Rs.25 Lakhs and upto Rs.50 Lakhs	SA Grade	SA Grade	JA Grade	GM
4	Above Rs. 50 Lakhs and upto the Acceptance Power of GM	SA Grade	SA Grade	JA Grade	GM

Note:

- 1) For procurement involving tender values below **Rs.5 Lakhs** in case of All **Single Tender** Medical Stores Items **no** Tender Committee need be constituted.
Authority: Board's letter No.2001/F(S) 1 PW 7/2 dated 12.10.2001
- 2) In case of tenders value above **Rs.5 Lakhs** and upto **Rs.25 Lakhs** for Medical Store Items the executive department will be represented by JAG. The JAG level representative of Executive Department will consist of either Dy CMD/HQ or Sr. DMO of the concerned speciality in the Central/Division Hospital.
- 3) Such Tender Committees may be formed to handle supply contracts in respect of purchase of Medical Stores.
- 4) Executive department implies: **Medical**
Sister department implies: **Stores**
- 5) In case where appropriate officer is not available from Stores department, accepting authority can nominate officer from a technical department as an alternative member.

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**SOUTH WESTERN RAILWAY
DELEGATION OF POWERS IN RESPECT OF MISCELLANEOUS MATTERS**

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS										
1.	a) Sanction of cash imprest to Officers and Supervisors.	<u>PHOD/CHOD upto Rs. 20,000/-</u> in each case	<u>Upto Rs.10,000/- in each case.</u> <u>Chairman/ RRB upto Rs.2,500/-</u> in each case.	NIL <u>DSC, RPF</u> Special imprest of Rs.500/- for each post for feeding of arrested/ accused in custody.	1. Finance concurrence is necessary. 2. Creation of cash imprest for purchase of petrol/diesel oil requires GM's sanction at first instance. 3. Station Manager/Station Master/Clerk Incharge of the respective stations are authorized to spend from the cash imprest as per requirement. The maximum permissible cash imprest per station will be as follows; <table><tr><td>"A-1" Category stations</td><td>Rs. 10,000/-</td></tr><tr><td>" A " Category stations</td><td>Rs. 7,500/-</td></tr><tr><td>" B " Category stations</td><td>Rs, 5,000/-</td></tr><tr><td>" D " Category stations</td><td>Rs. 3,000/-</td></tr><tr><td>" E " Category stations</td><td>Rs. 1,000/-</td></tr></table> Petty repairs at stations shall also include transportation charges for remittance of cash in banks without finance concurrence. Each item of expenditure shall not exceed Rs.1000/- for "A1 & A" class stations and Rs.300/- for other stations. Recoupment of cash should be initiated by SM when the expenditure level reaches 50% of the sanctioned expenditure. Authority: Para 1050 to 1055 of Financial Code-Vol.I. Railway Board letter No.94/LMB(2)/175, dt 13.9.99 Railway Board's letter No. 99/TG.IV/10/65 (Imprest) dt. 6/7/99 4. Apart from the above, cash imprest can be used for i) Petty office expenses. ii) Cost of raw material for the diet of indoor patients of hospitals. iii) Emergent charges which cannot be foreseen. iv) Other petty expenses upto an amount of Rs.2,000/- on each case. Emergent petty advances may also be made on the responsibility of the imprest holder out of the imprest money placed at his disposal Authority: Railway Board letter No.F(X)II-2003/PW/9 dt. 18.6.2004 5. All vouchers for purchases made from imprest should be printed indicating name and address of the shop, serial number of the voucher etc and the shop keeper should duly sign the same. Authority Railway Board letter No. F(X)II-2009/Misc/7/imprest, dt 23.12.2009.	"A-1" Category stations	Rs. 10,000/-	" A " Category stations	Rs. 7,500/-	" B " Category stations	Rs, 5,000/-	" D " Category stations	Rs. 3,000/-	" E " Category stations	Rs. 1,000/-
"A-1" Category stations	Rs. 10,000/-														
" A " Category stations	Rs. 7,500/-														
" B " Category stations	Rs, 5,000/-														
" D " Category stations	Rs. 3,000/-														
" E " Category stations	Rs. 1,000/-														

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	b) Sanction of Stores imprest.	AGM, PHOD/CHOD Full Powers	DRM, CWM upto 50,000/- for the Division/Unit as a whole Chairman/ RRB Full Powers	NIL	- Finance concurrence is necessary. - The powers to be exercised should not exceed the limits prescribed in the code. - All changes of quantity or items in the imprest should be advised to the concerned Stores Depot and Accounts Officers. Authority: Para-1801 to 1812 of Stores Code-Vol.II.
	c) Sanction of Cash imprest for purchase of petrol for track welding purpose only.	CAO/CN, PCE, CTE CE/CN Full Powers	Upto Rs.10,000/- only.	Sr.DEN , DEN Upto Rs.2,500/- only.	- Finance concurrence is necessary. - Proper accountal of petrol drawn should be maintained and the quantity actually required per joint established. - The powers delegated under 1(c) is for departmental welding - Petrol should be drawn only for the number of joints for which payment is made. - Powers delegated under 1 (c) will be valid till the petrol for welding purpose becomes a contractors supply item. Authority: Para 1052 of Financial Code-Vol. I.
	d) Sanction of Imprest for loading of franking machines by postal authorities.	upto Rs.50,000/- at a time.	DRM ADRM upto Rs.20,000/- at a time. Chairman/RRB upto Rs.1 lakh at a time.	Nil	Finance concurrence is necessary. Authority: Para-1052 of Financial Code-Vol. I.
	e) Sanction of Cash imprest for purchase of service stamps.	Upto Rs.10,000/- at a time.	Upto Rs.5,000/- at a time. Chairman/RRB Upto Rs.5,000/- at a time.	JAG/ Sr.Scale (independent charge) Upto Rs.500/- at a time.	Finance concurrence is necessary. Authority: Para-1047(v) of Financial Code-Vol. I.
	f) Sanction of cash imprest for maintaining ART/ARMV crane	CME Full Powers	Nil	Nil	Finance concurrence is necessary. Authority: Recommendation of High Level Committee on Disaster Management item No 39.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
2.	a) i) Purchase of technical books and technical periodicals and digitized books.	<u>PHOD /CHOD</u> Upto Rs.20,000/- per annum. <u>CPRO</u> Rs.10,000/-	Upto Rs.20,000/- per annum for the <u>Division.</u> Upto Rs.10,000/- per annum for <u>SAG Officers in independent charge of Workshops and CE/CN.</u> <u>Chairman/ RRB</u> Upto Rs.5,000/- per annum.	<u>i)Principals, ZTC/STC</u> Upto Rs.15,000/- per annum, for each unit. <u>ii)Other Training Centres: Officer incharge</u> Upto Rs.15,000/- per annum. <u>iii) CWMs (JAG officers in independent charge of Workshops)</u> upto Rs.3,000/- per annum per item 2(a) (i) & (ii) together.	1. PHODs will exercise powers for purchase of Indian and Foreign Standard specification books without finance concurrence. For other books, finance concurrence is necessary. 2. PHODs/DRMs will have full powers for codes & manuals without finance concurrence. 3. Subscription payment can be made in advance upto 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. 6. Number of copies should be restricted to the minimum to be decided by the sanctioning authority. Newspapers/Magazines are exempted from finance concurrence subject to adhering to the norms prescribed for their purchase.
2	a) ii) Purchase of news papers and other periodicals, e-books and e-periodicals in CD or mail format and electronic media.	<u>PHOD/CHOD</u> Upto Rs.12,000/- per annum. <u>CPRO</u> Upto Rs.1.5 lakhs per annum.	Upto Rs.12,000/- per annum for the <u>Division.</u> Upto Rs.3,000/- per annum for <u>SAG Officers in independent charge of Workshops.</u> <u>Chairman/ RRB</u> upto Rs.3,000/- per annum. * PRO of each Division Rs.10,000 per anum	<u>i)Principals, ZTC/STC</u> Upto Rs.3,000/- per annum, for each unit. <u>ii)Other Training Centres: Officer incharge</u> Upto Rs.1,000/- per annum. <u>iii) CWMs (JAG officers in independent charge of Workshops)</u> upto Rs.3,000/- per annum per item 2(a) (i) & (ii) together.	1. The procurement of books/magazines shall be restricted based on Board's orders issued from time to time. Authority: Para-711 and 711(A) of Stores Code Vol. I. 2. Items which require foreign exchange require personal sanction of GM. * Any excess expenditure over the annual ceiling limit of Rs.10,000/- requires the sanction of CPRO. Authority : Para-1037 and 1038 of Financial Code Vol. I.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
2	b) sport materials for training institutions.	Nil	Nil	Principal ZTC/STC: upto Rs.5000/- on each occasion subject to a limit of Rs.20,000/- per annum.	
	c) newspapers and magazines for running rooms, TTEs rest rooms and RPF barracks .	Nil	DRM, Full Powers (subject to entitlement as per bed strength.)	Sr.DME, Sr.DEE(O), Sr.DCM, DCM, DSC Full Powers (subject to entitlement as per bed strength.) upto Rs.10,000/- per annum	1. Finance concurrence is not necessary. 2. Newspapers/Magazines may be supplied as per the following yardstick, where it is not provided through any contract. Bed Strength No. of Newspapers/ magazines Upto 10 1 of each. From 11to 20 2 of each. From 21 to 50 3 of each. From 51 to 100 4 of each. Above 100 5 of each. 3. The bed strength indicated above shall be on the basis of the average occupation for the previous six months.
	d) books, periodicals and newspapers in Hindi.	Mukhya Rajbasha Adhikari . Full Powers	Mukhya Rajbasha Adhikari in divisions. Full Powers Dy.Rajbasha Adhikari in Workshops and other offices Full Powers	Nil	1. Finance concurrence is necessary for books only. 2. Calculation of budget for purchase of Hindi books should be made @Rs.10/- per Officer/Staff (including Group D) and the incurrence of expenditure should be subject to availability of funds under concerned PU. 3. Newspapers/magazines are exempted from finance concurrence subject to adhering to the norms prescribed for their purchase. Authority: Para-1037 and 1038 of Financial Code Vol. I. Rly Board letter No.Hindi/Samithi/2006/41/8 dated 29.08.2006
	e) payment of subscription towards i) institutional membership fee.	PHOD/CHOD Upto Rs.10,000/- per annum for each institution subject to	DRM Rs.10,000/- per annum for each institution subject	Nil	Finance concurrence is not necessary. Authority: 1) Board's letter No. F(X)II/2007/PW/5 dt. 23.05.07.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		maximum of three institutions.	to maximum of three institutions.		2) Item 33 (c) of GM's delegation.
2	e) ii) membership to recognized professional bodies/institutions reimbursable to individual officers/supervisors. Officers below JAG upto Sr.Supervisors in Grade Pay Rs.4,600/-	<u>PHOD/CHOD</u> Full Powers upto 2 institutions/societies out of which one can be international.	<u>DRM</u> Full Powers upto 2 institutions/ societies out of which one can be international.	Nil	Finance concurrence is necessary. Other terms and conditions as per Boards letter E(G)2004 FE1-5, dated 16.9.2004 will apply. Authority: 1. Railway Board's letter No.E(G)83/FE 1-4 dated 29.4.88, 15.2.89 & 11.5.92. 2. Railway Board's letter No.E(G)90/FE/1-1 dated 28.1.93. 3. Railway Boards letter E(G)2004 FE1-5, dated 16.9.2004
3.	Purchase of rubber stamps, office seals, special seals, embossing seals etc.	Full powers.	Upto Rs.1000/- for each occasion. <u>Chairman/ RRB</u> upto Rs.500/- for each occasion.	Upto Rs.500/- for his office for each occasion. <u>DGM(G)*</u> Full powers.	1. Finance concurrence is not necessary. 2. The stamp should be in bilingual form. * These powers are applicable only in respect of General Branch, Head Quarters. Authority: 1. Para-1016 of Financial Code Vol. I. 2. Railway Board letter No.Hindi/76/G.25/8 dt.29.6.1976.
4.	Purchase, maintenance and hiring of office machines.	Refer to item 3 of remarks	Refer to item 3 of remarks	<u>DGM(G)*</u> Full powers.	1. Finance concurrence is necessary. 2. Powers delegated to other Officers in regard to office machines will be as follows: ♦ Purchase – Item No.6 of Stores Matters. ♦ Maintenance – Item No.29 (C) of Miscellaneous Matters. ♦ Hiring –Item No.19 of Miscellaneous Matters. 3. Purchase to be done through Stores Department only. *These powers are applicable in respect of proposals for General Branch of GM's office only. Authority: Para – 1020 of Financial Code Vol.I
5	a) (i) Procurement of PC based systems chargeable to revenue/Sanctioned estimate on additional account.	<u>PHOD/ CHOD/CAO/CN</u> Full Powers upto 10 Nos. per annum.	<u>DRM</u> Full Powers upto 10 Nos. per annum. <u>SAG Officers in independent charge of</u>	Nil	1. Finance concurrence is necessary. 2. All procurement to be done by COS through DGS&D rate contract. 3. Total per PC cost including CPU, TFT Monitor etc should not exceed Rs.40,000/- (Rupees forty thousand only). Use of thin clients may be encouraged as they are cheaper and easy to maintain. 4. PCs will be classified as 'equipment' in terms of para 705(6) of the Indian Railways Financial Code Vol.I.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS															
			<u>Workshops, Chairman/ RRB,</u> Upto 5 Nos. per annum.		5. The above powers are independent of systems procured against any specific work, which may be chargeable to other plan heads. 6. Indicative specifications shall be provided by C&IS Directorate and revised from time to time, should be followed. 7. While procuring equipment it should be ensured that as far as possible IT equipment is procured with minimum three years warranty so as to take life cycle cost into account. 8. Peripherals (UPS, Printers, Scanners, Laserjet Printers, Card Readers, Bluetooth dungles etc) to be procured as per norms for standard non-stock items circulated by Railway Board Stores Directorate from time to time. 9. 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 8 above. 10. Technical vetting to ensure that systems are purchased as per the above specifications will rest with the following officers. <table><tr><td>SI</td><td>Jurisdiction</td><td>Officer Nominated</td></tr><tr><td>1</td><td>Zonal HQ including CAO/CN/BNC & CWM/UBLS, MYSS</td><td>Sr.EDPM</td></tr><tr><td>2</td><td>Divisions</td><td>Sr.EDPM or, in his/her absence Sr.DSTE/DSTE</td></tr><tr><td>3.</td><td>Traffic Commercial related projects like PRS/UTS/ PRS-cum-UTS, NTES, PMS etc.</td><td>CCM/PM or, in his/her absence any other officer so nominated by CCM</td></tr><tr><td>4.</td><td>Traffic operations related projects like FOIS, ICMS, CMS, COA etc.</td><td>CFTM or, in his/her absence any other officer so nominated by COM</td></tr></table> 11. The ceiling limit on annual purchase prescribed above are not to be exceeded. 12. All Duplex laser printers/line printers/plotters must necessarily be shared on LAN. Individual printers are not permitted. 13. GM: No limit on number of systems. 14. Provision of Laptops are guided by Railway Boards letter No.2006.C&IS/OTH/Laptop/1 dt 20.9.2006 & 2010/C&IS/Committee/Laptop/3 Pt1, dated 30.3.2011. 15. Procurement of Laptops does not require finance concurrence. 16. Expenditure on maintenance of Laptops is to be dealt under 29(c) or 5 (c) of Misc Matters. Authority:	SI	Jurisdiction	Officer Nominated	1	Zonal HQ including CAO/CN/BNC & CWM/UBLS, MYSS	Sr.EDPM	2	Divisions	Sr.EDPM or, in his/her absence Sr.DSTE/DSTE	3.	Traffic Commercial related projects like PRS/UTS/ PRS-cum-UTS, NTES, PMS etc.	CCM/PM or, in his/her absence any other officer so nominated by CCM	4.	Traffic operations related projects like FOIS, ICMS, CMS, COA etc.	CFTM or, in his/her absence any other officer so nominated by COM
SI	Jurisdiction	Officer Nominated																		
1	Zonal HQ including CAO/CN/BNC & CWM/UBLS, MYSS	Sr.EDPM																		
2	Divisions	Sr.EDPM or, in his/her absence Sr.DSTE/DSTE																		
3.	Traffic Commercial related projects like PRS/UTS/ PRS-cum-UTS, NTES, PMS etc.	CCM/PM or, in his/her absence any other officer so nominated by CCM																		
4.	Traffic operations related projects like FOIS, ICMS, CMS, COA etc.	CFTM or, in his/her absence any other officer so nominated by COM																		

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS																
					1) Rly Bd letter No.2006//C&IS/Oth./Delegation of Powers/36 dated 10.12.2008 and No.2006//C&IS/laptop/14 dated 10.08.2009.																
5	a (ii) Procurement of PCs on replacement account on completion of codal life (as amended from time to time)	Full Powers	Full Powers	Nil	1. Expenditure to be charged to Revenue/Sanctioned estimate. 2. Funds availability to be ensured. 3. Finance concurrence is necessary. 4. All procurement to be done by COS through DGS&D rate contract. 5. Technical clearance to be obtained. 6. Total per PC cost including CPU, TFT Monitor etc should not exceed Rs.40,000/- (Rupees forty thousand only). Codal life; <table><tr><td>Class of Asset</td><td>Codal Life</td></tr><tr><td>PC</td><td>3 years</td></tr><tr><td>Secondary system (Viz. Printers, Portable computers, Dumb terminals</td><td>3 years</td></tr><tr><td>Multi User System(s) and power supply equipments (viz. Individual Office LANs, UPS)</td><td>4 years</td></tr></table> 7. Powers for replacing over-aged PRS/UTS/UTS-cum-PRS and FOIS equipment such as monitor, terminals, Keyboards, printers, UPS etc., after the codal life and /or age cum condition basis rest with GM subject to a ceiling limit Rs.50 lakhs (Rupees fifty lakhs only) per case. Funds to be provided under Lumpsum allocation in the LAW Book in PH-17 under DRF & OLW <table><tr><td>Class of Asset</td><td>Codal Life</td></tr><tr><td>Passive net working equipment (Viz. Networking cabling)</td><td>10 years</td></tr><tr><td>Larger Multiuser System(s) & Active Net working equipment (Viz. MIS systems including external storage systems and their inter connects</td><td>4 years</td></tr><tr><td>PRS Systems</td><td>4 years</td></tr></table> Authority : Railway Board letter No. 2002/AC-II/1/10 dated 24.05.2006 (ACS F1 No.62)	Class of Asset	Codal Life	PC	3 years	Secondary system (Viz. Printers, Portable computers, Dumb terminals	3 years	Multi User System(s) and power supply equipments (viz. Individual Office LANs, UPS)	4 years	Class of Asset	Codal Life	Passive net working equipment (Viz. Networking cabling)	10 years	Larger Multiuser System(s) & Active Net working equipment (Viz. MIS systems including external storage systems and their inter connects	4 years	PRS Systems	4 years
Class of Asset	Codal Life																				
PC	3 years																				
Secondary system (Viz. Printers, Portable computers, Dumb terminals	3 years																				
Multi User System(s) and power supply equipments (viz. Individual Office LANs, UPS)	4 years																				
Class of Asset	Codal Life																				
Passive net working equipment (Viz. Networking cabling)	10 years																				
Larger Multiuser System(s) & Active Net working equipment (Viz. MIS systems including external storage systems and their inter connects	4 years																				
PRS Systems	4 years																				
5	(a) iii) Procurement of laser printer on additional account.	PHOD/CHOD * DGM/G Upto Rs.2.lakh per	DRM, CWM Upto Rs.2.lakh per annum	Nil	1. Finance concurrence is necessary 2. After inkjet printers has completed their codal life or beyond economic repairs.																

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	a) (iv) Replacement of inkjet printer by laser printer	annum PHOD/CHOD * DGM/G Full powers	Full Powers		* These powers are applicable only in respect of General Branch Headquarters.
	(a) (v) Procurement of PC provided for in the sanctioned estimate	<u>PHOD, CHOD</u> Full Powers	Upto 5 lakhs per annum	Upto Rs. 1 lakh per anum	Finance concurrence is necessary.
5	b) Upgradation of computer resources.	<u>PHOD /CHOD</u> Full Powers	Full powers upto annual ceiling limit of Rs.2 lakhs per annum <u>CWM</u> upto Rs.50,000/- per annum.	JAG Officers : Holding independent charge up to Rs.10,000/-	1) Finance concurrence is necessary. 2) These powers should be exercised subject to Obtaining technical clearance from Sr.EDPM (for HQ, CN & Workshop Units) Sr.DSTE (for Divisions). 3) Upgradation should be done through COS only. <i>Authority:</i> Board's letter No. 98/C&IS/Comp/Policy dt. 18.11.98 & 22.12.98.
	c) AMC of Hardware and Software	<u>PHOD /CHOD</u> Full Powers	<u>DRM, SAG Officers handling independent establishments</u> Full Powers	NIL	1) While procuring equipment it should be ensured that as far as possible IT equipment is purchased with minimum 3 years warranty so as to take life cycle cost into account. 2) Expenditure to be charged to Revenue. 3) Finance concurrence is necessary.
	d) Ordinary repairs not covered by annual maintenance contract in Computer Centre/ PRS/ Ticket Issuing Offices/ other departmental offices covering items like PCs/ peripherals and work stations, minor cabling, data conversions, ribbon refilling & computer spares.	<u>PHODs/CHODs</u> Full Powers <u>CCM/PM</u> Full Powers	DRM/CWM Upto Rs. 40,000/- per occasion.	JAG Officers : Holding independent charge up to Rs.10,000/-	1. Associate Finance concurrence is necessary before calling for quotations if value exceeds Rs.5,000/-. 2. Quotation/tender route should be followed. 3. Ordinary repairs in respect of computers of departmental offices should be restricted to Rs.5000/- per occasion.
	e) Supply, installation and licensing of computer software.	<u>PHOD/CHOD</u> Rs.1. lakh per occasion subject to an annual ceiling limit of. Rs.10 Lakhs	Rs.1. lakh per occasion subject to an annual ceiling limit of Rs.5 Lakhs	Nil	1. Finance concurrence is necessary. 2. Such installations should be under Microsoft Open License Programme arrangement for each department. 3. Technical clearance and reasonableness of cost should be certified by Sr.EDPM/UBL.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		* <u>DGM/G</u> Rs.40,000/- per occasion subject to an annual ceiling limit of Rs. 2 lakhs			4. These powers apply only for procurement through quotations by the respective authorities. Authority: Board's letter No. 98/C&IS/Comp/Policy dt. 18.11.98. * These powers are applicable only in respect of General Branch Headquarters.
5	f) Development of Application Software from outside agencies.	NIL	NIL	Nil	Powers of software development have not been delegated to Railways and proposals regarding them shall be sent to Railway Board for further processing and approval. Authority: Board's letter No.F(X)II-2009/PW/3 dated 16.3.2009.
	g) Computer training	<u>PHOD/CHOD :</u> Full powers subject to a limit of Rs.10,000/- in each case with an annual ceiling of Rs.1 lakh	<u>DRM</u> Full powers subject to a limit of Rs.10,000/- in each case with an annual ceiling of Rs.1 lakh. <u>CWMS</u> Rs.5,000/- in each case with an annual ceiling of Rs.25,000/-.	NIL	1. Finance concurrence is not necessary. 2. Technical clearance from Sr.EDPM to be obtained. 3. Proposal to be routed through WPO/Sr.DPO/ CPO. 4. Quotation/Tender route to be followed. 5. The CPO will ensure that the expenditure on computer training for the whole Railway is within the limits as stipulated by the Railway Board vide item no. 25 of GM's delegation (Part 'G'). The proposals requiring AGM's sanction will also have to be routed through CPO.
	h) Computer, fax, Xerox consumables like cartridges, toner cartridges, CD, DVD, Ribbons, floppies, pen drives, digital signature certificates, encryption certificates etc.	Full powers	Full Powers	JAG Officers: Full powers upto a limit of Rs.2 lakhs per annum , Sr.Scale holding independent charge Rs.50,000/- per annum subject to budget allotment	1. Finance concurrence is necessary if the purchase exceeds Rs.10,000/- per occasion. There should be no deliberated splitting. 2. Quotations route should be followed for purchases above Rs.15,000/-. 3. For purchases upto Rs.15,000/- certificate to be given by the Officer as per Rule 145 of General Financial Rules 2005 for reasonableness of rates. Authority: Board letter No.2006/C&IS/Oth./Delegation of Powers/36, dated 10.12.2008.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	i) Procurement of accessories for computer/ PRS / UTS like CD/DVD Writer, Scanner, Printer, modem, FDD, RAM cards, mother boards, electronic stencil cutting machines, copier cum scanner, UPS and other high end accessories etc.	Full powers	Full Powers	JAG Officers: Holding independent charge up to Rs.10,000/-	1. Finance concurrence is necessary for purchase of above Rs. 10,000/- on each occasion. There should be no deliberated splitting. 2. No new inkjet printer shall be purchased. Only laser printer are to be purchased. 3. Procurement to be done through COS/ associate stores officer.
5	j) Procurement of Local Area Network infrastructure (preferably Secured Wireless LAN)	<u>PHOD/CHOD:</u> Full powers	<u>DRM, SAG officers holding independent establishments</u> Full Powers	NIL	1. Prior concurrence of Associate finance to be obtained. 2. Expenses incurred on LAN infrastructure would be chargeable to Revenue. 3. This does not apply to PRS/UTS/FOIS or other IT applications networks for which proposal should be sent to C&IS Dte. of Railway Board for sanction. 4. Where Railnet connectivity is provided efforts should be made to use Railnet network.
	k) Entering into service agreements for IT infrastructure (Possibly on single tender basis) excluding leasing eg. AMC, IT related consultancy etc.	<u>PHOD/CHOD:</u> 10 cases per annum. Value per case upto Rs.5 lakhs.	DRM: 10 cases per annum. Value per case upto Rs.5 lakhs. SAG Officers holding independent establishment 5 cases per annum. Value per case upto Rs.2 lakhs.	NIL	1. Contract requirements in connection with leasing of IT equipments shall be in line with instructions on leasing of IT infrastructure issued separately vide letter No.2001/C & IS/ COMP/Policy Dt.12-11-2001. 2. For certain software, maintenance contracts where OEM insists on advance payments interest free advance can be made upto 20 % of the contract value in case of customization/ development of software or upto 20% of the initial purchase price, to OEMs or authorized dealers only. 3. In case, the per case advance payment value is greater than Rs.5 lakhs, then an interest free Bank Guarantee @ 10% of the advance payment value, must be obtained as performance guarantee for the period of the contract. 4. GM: No limit on number. Value per case up to Rs.10 lakhs.
	l) Internet, including E-Mail, for non commercial usage including broad				

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	band, dial-up access. i) Office use	<u>PHOD</u> Upto 8 connections only.	<u>DRM</u> At any given point of time in Division – All Divisional Officers upto 5 connections. <u>SAG</u> Upto 8 connections only.	NIL	1.Finance concurrence is necessary. 2.The cost per user should be less than Rs.3000/- per annum. Authority: Board's letters No.2000/Tele/TN/1/ Railnet works dated 24/1/06. 3.One-time installation charges will be as advised vide Board's letter no.2004/Tele/TN/3 dated 13.10.2006
5	ii) Residential use	<u>PHOD</u> Full Powers	<u>DRM</u> Full Powers	NIL	1. Finance concurrence is not necessary. 2 a) Broadband facility at residence through Railnet is allowed to all officers on Indian Railways. In addition officers in JAG & above can be provided Broadband connectivity directly on their laptops through other service providers within the financial limits prescribed in this policy. b) in case where broadband has not been provided through Railnet, officers in JAG and above shall be entitled for broadband connectivity through the service providers either at their residence or directly on their laptops within the financial limits prescribed in this policy. c) Broadband facility can be provided either on existing landline telephones at the residence or through hiring a separate broadband connection. It can be wired or wireless. d) Broadband connectivity at residence may be subscribed to from any service provider. The financial limit for recurring monthly expenditure shall be on par with the lowest (bandwidth) unlimited download plan of MTNL/BSNL in that area. e) maximum one time installation charges allowed is Rs.2,000/- (Rupees two thousand only) f) in case of personal residential telephone taken over on official account, the officer can subscribe to broad band services and claim reimbursement thereafter within the financial limits as per extant policy. Authority: Board's letter No.2010/Tele./11/(5)1 dt.29.9.10. g) The payment to Broadband, can be on monthly basis through the telephone bill or as an advance payment . 3) All cases should be routed through CSTE/Sr.DSTE for Technical clearance duly certifying the provision of residential

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					phone on official account.

Remarks:

1. Local Area Network Infrastructure/System in the context of this letter is defined as including all necessary hardware, software, networking, peripherals, software development, training, consultancy work etc. that are necessary for it to be used as desired. Systems not covered under this letter shall require specific sanction directly from C&IS Dte in Board.
2. There should, in general, be no reason for deviation from the standard specification, issued separately by C&IS Dte.
3. 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.
4. Similarly consumables and spares, other than CPU motherboards, shall be treated as standard non-stock purchases. CPU motherboards should, in general, not to be purchased and any specific requirement must be routed through associate finance.
5. Rules, as current, for vetting of non-stock requisitions shall apply to all IT cases.
6. The delegation of powers, as current, for repair of equipment shall apply for IT related hardware also.
7. 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 AGM 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 etc.
8. The concerned department at Headquarters would continue to be responsible for Planning, Formulation of proposals, monitoring the progress of the work etc. Accordingly, Workshop computerisation would be under CME, Stores computerisation under COS, 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.
9. On Divisions, the situation would be similar to Headquarters and an ADRM shall be responsible for overall coordination, budgeting, monitoring and interaction within the Division and with Headquarters. On divisions where the major workload in the EDP center is limited to PMIS and FMIS, close coordination with the Zonal EDP centre under FA&CAO would be essential.
10. In all Training Institutes, the institute in-charge shall be responsible for overall coordination, budgeting, monitoring and interaction within the institute and with Headquarters.
11. The following officers are nominated 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. They shall be held directly accountable for this number. They shall also ensure technical standards of systems via technical vetting of indents-
 - a. Zonal HQ Sr.EDPM
 - b. Divisions Sr.EDPM or in his absence any other suitable officer so nominated by DRM/OSD/ADRM in-charge.
 - c. PUs/Independent Units Sr.EDPM or in his absence any other suitable officer so nominated by the unit in-charge.
 - d. PRS systems CCM/PM or in his absence any other suitable officer so nominated by CCM.
 - e. FOIS systems Any of the CFTMs or in his absence any other suitable officer, so nominated by COM.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
6.	Supply of brief cases.	PHOD Full Powers in respect of Headquarters Officers and staff under him/her.	DRM ADRM,CWM Full Powers in respect of Officers and staff under their control.	Nil	1. Finance concurrence is not necessary. 2. For non-gazetted staff sanction will be accorded by a HOD to be nominated by the respective PHOD. 3. For PHODs/DRMs GM will sanction on a case by case basis. 4. Subject to the yardstick/norms fixed for such supplies as per extant scales made vide General Branch Memorandum No.G.69/Policy/Briefcase, dt. 24 th September 2012
7.	Transfer of Railway quarters from one department to another.	<u>CPO</u> Full Powers	<u>DRM</u> Full Powers within the division.	Nil	1. Finance concurrence is not necessary. 2. The department concerned should be consulted and should be agreeable to such transfer. Authority: Board's letter No. E(G)85 QR1-14 dt. 18.8.86. 3. The independence of Accounts and Security will continue and transfer to and from these two departments require approval of respective PHOD.
8.	Sanction of expenditure on a) ceremonial occasions.	<u>PHOD, CHOD,</u> Upto Rs.25,000/- per occasion. Annual ceiling limit Rs.1 lakh	<u>DRM</u> Upto Rs.25,000/- per occasion. Annual ceiling limit Rs.1 lakh <u>CWM</u> Chairman/RRB Upto Rs.10,000/- per occasion. Annual ceiling limit Rs.25,000/-	<u>Extra Divisional Officers</u> Upto Rs.1,000/- per occasion. Annual ceiling limit Rs.3,000/- <u>Officer in charge of Training Institutions</u> Upto Rs.300/- per occasion. Annual ceiling limit Rs.1,000/-	1. Finance concurrence is necessary. 2. CAO/CN has powers upto Rs.3 lakhs in a year for (a) & (b) together. Authority: 1. Para-775 of Financial Code Vol. I. 2. Item No.29(a) of GM's delegation.
	b) Other important functions which are attended by				
	i) Minister of State for Railways	<u>CAO/CN</u> Rs.40,000/- per occasion	<u>DRM</u> Rs.40,000/- per occasion	Nil	
	ii) Minister of Railways	Nil	Nil	Nil	
	iii) President/ Prime Minister	Nil	Nil	Nil	
9.	Sparing of Railway materials such as tables, benches etc. to Railway schools, institutes etc.	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary, provided no extra expenditure is involved.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
10.	Grant of monetary award to the members of the RPF/ rewards to other Railway servants and public for acts of gallantry/averting accidents for giving clues for detection, apprehension of offenders, criminals or corruption cases.	<u>SDGM, CSC, CSO:</u> Upto Rs.5000/- in each case.	Upto Rs.2,500/- in each case	<u>Dy.CVO, DSO, DSC</u> Upto Rs.1,000/- in each case.	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 GM's delegation.
11.	Payment of bill for transshipment/unloading of sick wagons including those involved in accidents.	Full Powers	Full Powers	<u>Sr.DCM, DCM</u> upto Rs.10,000/- in each case.	1. Finance concurrence is not necessary. 2. Rates to be decided through tenders/quotation route. 3. Co-operative Labour Contract Society may be preferred. Authority: Board's letter No.66/E/Co-op/L/2/4 dated 27.11.68.
12.	Railway Telephones a) provision of Railway phones b) shifting of Railway phones	<u>PHOD/CHOD</u> Full Powers Full Powers within the department.	<u>DRM, ADRM</u> Full Powers <u>DRM, ADRM</u> Full Powers within the department.	Nil Full Powers within the department	Finance concurrence is not necessary.
13.	a) Provision of (BSNL) P&T Telephones i) provision of new phones on Non-OYT basis.	<u>PHOD/ CHOD</u> Full Powers	<u>DRM/ADRM:</u> Full Powers	Nil	1. Finance concurrence is not necessary. 2. Proposal is to be routed through CSTE/Sr.DSTE./DSTE. Authority: Board's letter No. 71/W3/TN/23 dt. 7/8.5.72 and 24/25.6.72.
	ii) on OYT basis	<u>SDGM</u> Full Powers	Nil	Nil	1. Finance concurrence is necessary. 2. Proposal is to be routed through CSTE. Authority: Para-1001 and 1040 of Financial Code Vol. I.
	b) Shifting of BSNL phones.	<u>PHOD/CHOD</u> Full Powers	<u>DRM</u> Full Powers	Nil	1. Finance concurrence is not necessary. 2. Proposal is to be routed through CSTE/ Sr.DSTE /DSTE. 3. Powers limited to shifting within the sanction from the old incumbent of a post to the new incumbent. 4. Retention of residential P&T phones by Officers during leave, transfer and retirement. Retention beyond a period

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					of fifteen days will require the sanction of SDGM .
13	c) Provision of STD facility.	<u>PHOD/CHOD</u> Full Powers	Nil	Nil	- Finance concurrence is not necessary in respect of Branch officers covered by Board's reference letter No.2 below. - FA&CAO's concurrence and GM's approval is necessary for all cases other than (1). Authority: - Board's letter No. F(X) 11-94/EXP/2 dt. 19.11.97. - Board's letter No. 87/W-3/Tele/TN/23 dt. 6.8.99.
	d) Payment/Reimbursement of telephone rental and call charges from private phone at residence when used for official purpose.	<u>PHOD/CHOD</u> Full Powers	<u>DRM</u> Full Powers	Nil	- Finance concurrence is not necessary. - Proposal is to be routed through CSTE/Sr.DSTE /DSTE. - Subject to the condition that the incumbent should have sanction for residential BSNL. 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 BSNL	<u>CSTE</u> <u>CCM/PM</u> Full Powers	<u>DRM</u> Full Powers	Nil	- Finance concurrence is not necessary. - Sanction and payment can be cleared by CSTE subject to: - Provision in any of the sanctioned estimate for hiring of the channels should exist. - In other cases, as per the need of the user department. - Hiring of voice circuits include non-exchange lines used for energising Railway telephones.
	ii) Payment of advance annual rental to BSNL. iii) BSNL phones, casual/temporary connections for special occasions.	<u>CSTE</u> , <u>CCM/PM</u> Full Powers <u>CSTE</u> Full Powers	<u>DRM</u> Full Powers <u>DRM</u> Full Powers	Nil Nil	- Finance concurrence is necessary. - CSTE/DRMs can sanction the payment for continued hiring of BSNL channels provided: - that there are no Railway owned circuits to replace the BSNL channels. - budget provision exists/would be made available. - the user department should certify the necessity for continued hiring for such circuits. Authority: Para-1040 of Financial Code Vol. I.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
14.	a) Contingent office expenditure excluding item no 14 (b)	<u>PHOD, HOD, CPRO</u> Full Powers	<u>Full Powers</u> <u>Chairman/ RRB</u> Full Powers	Upto Rs.2,000/- in each case.	Concurrence of finance is necessary for special (unusual) contingencies only. Authority: Chapter-X Para-1005(iii) of Financial Code Vol.I.
	b) Drawl of amounts in advance to meet the contingent expense pertaining to Parliamentary/ other Committees including providing transportation.	Nil	DRM Full Powers	<u>DGM(G)*</u> Full powers	Finance concurrence is not necessary upto Rs.5,000/- . Authority: Chapter-X Para-1005(iii) of Financial Code Vol.I. * These powers are applicable in respect of proposals of General Branch/Head Quarters only. Accounts should be rendered within 15 days.
	c) Local purchase of stationery	Refer to item 2 of remarks.	Refer to item 2 of remarks.	<u>DGM (G)</u> Full Powers in respect of General Branch.	1. Finance concurrence is not necessary. 2. Delegation of powers for local purchase of stationery may be exercised through powers delegated to Stores Officers vide item No.6 (Local Purchase) of Stores SOP. Authority: 1. Board's letter No.97/RS(G)779/13 dt.28.8.97.
15.	Expenditure at accident site or damages due to floods breaches cyclones earth quacks etc. , for				
	a) Providing food, drinks and transport of injured passengers to hospitals.	Full Powers	<u>DRM ,ADRM</u> Full Powers	<u>Divl.Officers</u> Full Powers	1. Finance concurrence is not necessary. 2. The cases in which the Asst.Officers exercise these powers should be put up to DRM for ratification.
	b) Food and drinks for staff attending to breakdown duties.	Full Powers	<u>DRM ,ADRM</u> Full Powers	<u>Divl.Officers</u> Full Powers	3. The Officers who are empowered to incur expenditure for supply of food to persons in emergent cases are authorized

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	c) Sanction of expenditure (upto Rs.5,000/-) to supply food to labour temporarily employed in accidents/breaches for transshipment.	Full Powers	DRM ,ADRM Full Powers	Divl.Officers Full Powers	to utilize station earnings as per codal 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) 4. In respect of Item 15(c) categories to whom cash-in-lieu of food supply given has to be excluded.
15	d) To incur expenditure on setting up of camp, lighting and transshipment arrangement on breaches and accidents.	Full powers	Full powers	JAG: Full Powers upto Rs.10,000 on each occasion. Sr.Scale: Full Powers upto Rs.5,000 on each occasion Jr.Scale: Full Powers upto Rs.2,500 on each occasion	5. Accounts should be rendered within 2 weeks. Authority: Rule 1420 of Indian Railway Establishment Code – Vol.II (1987)
	e) Hiring of cellular of phones in case of passenger train accidents for the free use of stranded passengers where cellular coverage is available.	PHOD/CHOD HOD Full powers	DRM/ADRM Full powers	Divisional Officers: Full powers.	
16.	Physical, Metallurgical & Chemical analysis of samples or test of articles or materials and calibration of instruments by a) Govt. chemical examiner/ other Govt. agencies.	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary. Authority: Para-1329 and 1330 of Stores Code Vol. II.
	b) Other outside agencies.	Upto Rs.5,000/- in each case.	Upto Rs.2,500/- in each case.	JAG/CN up to Rs.2,500/- in each case.	1. Finance concurrence is not necessary. 2. To be resorted to when no Government or recognised agencies are available. 3. Sanctioning authority to ensure reasonableness of rate. Authority: Para-1329 and 1330 of Stores Code Vol. II.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
17.	Hiring of launches and boats to attend to repair works such as filling in scours in piers and other bridge protection works.	<u>PCE, CAO/CN</u> <u>CBE, CSO</u> Full Powers	DRM Full Powers	<u>Sr.DEN</u> Upto Rs.5,000/- in each case	1. Finance concurrence is necessary. 2. Quotation route should be followed. Authority: Item No. 17 of GM's delegation.
18.	a) Hiring of outside transport facilities including motor launches and boats for the carriage of Railway stores including parcel, luggage and goods.	<u>PHOD/CHOD</u> Full Powers	DRM Full Powers	Upto Rs.5,000/- in each case.	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 FA&CAO at Headquarters and DRMs in Divisions. 5. Quotation/tender route to be followed as per extant rules. Authority: Item 17 Note 1 & 2 of GM's delegation.
	b) For moving of case materials by RPF	<u>CSC</u> Full powers.	DRM Full Powers	<u>Sr DSC/DSC</u> up to Rs. 2,000/- (Quotation to be called to ascertain reasonableness of rates.)	
19.	Hiring of plant and equipment, machinery. a) i) From private agencies or Government bodies.	<u>AGM</u> Full Powers. <u>PHOD/CHOD</u> <u>CBE</u> upto Rs.40,000/- per occasion.	upto Rs.40,000/- per occasion.	<u>JAG</u> upto 10,000 per occasion.	1.Finance concurrence is necessary. 2.Reasonableness of rates is to be ensured after obtaining a minimum of three quotations.
	ii) to private agencies or Government bodies.	Full Powers	Full Powers	<u>JAG</u> Full Powers	

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	b) Hiring of high power lamps for works, including maintenance operations like track maintenance and Blocks at night.	<u>AGM</u> Full powers. <u>PHOD/CHOD</u> Rs. 50,000 per occasion.	<u>DRM</u> Rs.50,000 per occasion.	Nil	1. Finance concurrence is necessary. 2. 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. 3. Rates to be fixed in consultation with finance where standard rates do not exist. Authority: Para-1923 of Stores code.
20.	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. b) field inspections c) To carry cash from Bank to Cash and Pay Office in exceptional circumstances where Railway vehicles are not available. d) For carrying of Station Earnings from Station to Bank.	<u>PHOD/CHOD</u> Full Powers <u>PHOD/CHOD</u> Full Powers PHOD Full Powers AGM Full Powers.	Full Powers Full Powers DRM Full Powers <u>DRM/ADRM</u> Full powers.	<u>JAG, Sr. Scale</u> Officers with independent charge Upto Rs.2,000/- per occasion Upto Rs.500/- per occasion <u>Sr.DCM/DCM</u> Upto Rs.10,000/-PA.	1. For surprise checks and special occasions, concurrence of associate finance is not necessary. 2. Hiring of outside transport should be kept down to the barest minimum. 3. Hiring of outside transport should be made only if staff cars or other vehicles available with the Railway 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.
	e) Market survey	<u>CCM/FM</u> Upto Rs.5,000/- per occasion.	<u>DRM</u> Upto Rs.2,000/- per occasion.	<u>Sr.DCM</u> Upto Rs.1,000/- per occasion.	Finance concurrence is necessary.
	f) Special occasions such as VIP visits, touring with media persons during accidents.	<u>CAO/CN, PCE</u> <u>CPRQ</u> Upto Rs.25,000/- per occasion. Other PHODs Upto Rs.2,500/- per occasion.	Upto Rs.10,000/- per occasion.	Nil	Finance concurrence is not necessary.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	g) For Parliamentary, other Committees, foreign delegations and other important dignitaries.	<u>AGM, CAO(CN), SDGM</u> Full powers.	<u>DRM, CWM</u> Full Powers	Nil	Finance concurrence is not necessary.
20	h) Hiring of trucks for transportation of men and materials to the site for maintenance, repair, overhauling and emergency restoration for track, bridges, electrical, mechanical and S&T works.	<u>CBE</u> Full Powers	<u>DRM, ADRM, CWM</u> Full Powers	Nil	- Finance concurrence is necessary for each proposal. - All possible ways of transportation through Railways are be exhausted. - The delegation of power of hiring of truck is being made for a specific and limited purpose. - Hiring of outside transport should be kept down to the barest minimum. - Instructions contained in Rly Bds letter No. 2002/CE/II/Genl/1 dated 1.10.2002, F(X)II-2006/PW/11 dated 21.11.2006 & 7.2.2007 should be followed in exercising these powers. Authority : - Director, Finance, Railway Bd letter No. F(X)II-2006/PW/11 dated 21.11.2006 & 7.2.2007. - Exec Dir. Civil Eng. (P) letter No. 2002/CE-II/Genl/1 dated 01.10.2002
	(i) Hiring of motor vehicles for control duty & crew management and disbursement of salary.	NIL	DRM Full Powers	NIL	- Finance concurrence is necessary. - Hiring of outside transport should be kept down to the barest minimum. - Hiring of vehicles should be based on necessity and clear justification. - Hiring of outside transport should be made only if staff cars or other vehicles available with the Railway cannot be spared for the purpose. - DRMs will coordinate hiring of vehicles within their jurisdiction Authority : Director Finance (Exp), Rly Bd. letter No. F(X)II-2006/PW/11, dated 07/15.05.2007
	(j) (i) Hiring of motor vehicles for regular use of Officers.	NIL	NIL	NIL	Initial Sanction requires approval of GM. However, powers for sanctioning hiring of vehicles will be delegated by GM from time to time.
	a) Sanctioning powers				Finance concurrence is necessary.
	b) for continuation of hiring based on initial sanction of GM	PHOD/CHOD Full Powers	DRM Full Powers	Nil	Hiring of outside transport should be kept down to the barest minimum.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					4. Hiring of vehicles should be based on necessity and clear justification. Authority: Director Finance Exp-II, Railway Board letter No.F(X)-2006/PW/1-1, dated 07.01.2013
20	j) ii) Approval for calling and finalisation of tender for consolidated requirement.	CME for Headquarter officers and STC/SBC CAO/CN for construction organizations	DRMs for officers under their jurisdiction CWMs for officers under their jurisdiction	NIL	5. Hiring of outside transport should be made only if staff cars or other vehicles available with the Railway cannot be spared for the purpose. 6. Uniform period and rates need to be maintained [i.e from 1st April to 31st March every year from 2011 onwards] within the Unit. 7. Consolidated requirements of Divisions/Departments/Units need to be obtained to get competitive rates. 8. The utilization of Multi Utility Vehicles may be reviewed and distances charged are to be fixed appropriately in the tenders. 9. The trend of rates need to be circulated to avoid the huge difference in rates in the same area/division. 10. Tender procedure to be followed as per extant rules. 11. Officers claiming Transportation Allowance are not eligible for hiring of vehicles as per Director Finance (Exp) letter No.F(X)II-2003/Exp/2(1), dated 21.02.2003.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
21.	a) Hiring of Railway quarters to outsiders.	<u>PCE</u> Full Powers	Nil	Nil	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.21 (b). 3. Item No.21(a) will be exercised in consultation with SDGM for Gazetted Officer and 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: (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 (ii) houses are not engaged which provide a scale of accommodation in excess of what is usually allowed to the employees in question. Authority: 1917 of Engg. Code and 1) Board's Ir. No.73/W2/22/21/SE dt. 20.8.82 2) Rly Bd master circular No.2005/LMB/12/Master Circular dated 5.5.2006
	b) Leasing of private buildings for residential/ office accommodation for non-gazetted staff.	<u>SDGM, CAO/CN,</u> Full Powers	DRM: Full Powers	Nil	
21	c) i) for hiring of private building for use as residence within the ceiling rent fixed by Board for officers in various grades.	<u>SDGM, CAO/CN</u> Full Powers	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: 1) 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. 2) Rly Bd master circular No.2005/LMB/12/Master Circular dated 5.5.
	ii) for the payment of advance rent	<u>SDGM, CAO/CN</u> Full Powers	Nil	Nil	Finance concurrence is necessary. Authority: 1) 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. 2) Rly Bd master circular No.2005/LMB/12/Master Circular dated 5.5.2006
22.	Office bicycles a) Repairs and maintenance	Full Powers	Full Powers <u>Chairman/</u> RRB Full Powers	Upto Rs.300/- per bicycle per annum	Finance concurrence is not necessary. Authority: Para-236 of Financial Code Vol.I.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	b) Condemnation	<u>PHOD/CHOD</u> Full Powers	Full Powers <u>Chairman/ RRB</u> Full Powers	Nil	1. Finance concurrence is not necessary. 2. For this purpose the useful life of the bicycle is 10 years. Authority: 1. Para-239 of Financial Code Vol.I. 2. Board's letter No. 61/RS/G/739 dt. 9.10.61.
	c) Procurement on replacement and additional account.	<u>PHOD/CHOD</u> Full Powers	Full Powers <u>Chairman/ RRB</u> Full Powers	Nil	1. Finance concurrence is necessary. 2. Procurement through Stores only. Authority: 1. Para-1023 of Financial Code Vol. I. & 2. Para-706 of Stores Code Vol. I.
23.	Incurrence of expenditure a) on light refreshments at formal inter departmental and other meetings and conferences.	Rs.18/- per head per meeting for light refreshment, working lunch Rs.115/- per head per meeting.	Rs.18/- per head per meeting for light refreshment, working lunch Rs.115/-per head per meeting.	SG/JAG / Sr.Scale officers holding independent charge Rs.18/- per head per meeting for light refreshments subject to annual ceiling limit of Rs.4,500/-	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. Register shall be maintained by every officer to avoid bursting of the ceiling limit. 4. The ceiling limit for Officers /Department i.e. CPO Rs.2.0 lakhs including Rs.12,000/- to each SAG officer and Rs.4,500 to JAG officers under their control. 5. The ceiling limit for officers/Departments i.e., PCE, COS, COM, CCM, CME, CSTE, CEE, CAO/CN/BNC, FA&CAO, CSC, CSO, CMD & SDGM Rs.1 lakh including Rs.12,000/- to each SAG Officers, Rs.4,500/- to each JAG officers under their control. 6. The ceiling limit for DRMs Rs. 2.0 Lakh each per annum including ADRM & Rs.4,500/- to each JAG officers of divisions under their control. 7. The ceiling limit for CWMs Rs.35,000/- each per annum including Rs.4,500/- to each JAG officer under their control. 8. Chairman/RRB Rs.15,000/- per annum. 9. The balance amount out of the ceiling limit of Rs.35 lakhs for the Zonal Railway will be under the control of GM. Authority: 1. Board's letter No.F(X)II/95/Exp/I dt.9.9.97 and 14.9.98. 2. Board's letter No. F (X) II/ 2004 /Exp / 4 dt.14.5.2004 issued by Dy Director Finance (Exp) 3. Authority RB letter No.F(X)II-2004/Exp/4 dated 23.1.2006 & 04.06.2007 & 13.09.2012
	b) on entertainment of distinguished officials, non-official visitors calling on the	Rs.5/-per head and Rs.50/- on each occasion.	Rs.5/-per head and Rs.50/- on each occasion.	Rs.5/-per head and Rs.50/- on each occasion.	Finance concurrence is not necessary. Authority: Board's letter No.89/PR/4/9 dt.24.4.89.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	Railway in connection with Railway work.				
23	c) on entertaining prospective clients for sales promotion and commercial publicity/ public relations.	<u>CPRO</u> <u>(from hospitality fund)</u> Upto Rs.25,000/- per annum. <u>CCM, CCM (PB)</u> Upto Rs.25,000/- per annum.	<u>DRM</u> Upto Rs.25,000/- per annum.	<u>Sr.DCM</u> Upto Rs.2,500/- per annum <u>Sr.DOM</u> Upto Rs.2,500/- per annum <u>PRO</u> Rs.2000/- per annum.	1. Finance concurrence is necessary if expenditure exceeds Rs.5,000/-. 2. If the expenditure exceeds Rs.25,000/- under CPRO's powers and further expenditure is imperative GM's sanction has to be obtained upto Rs.40,000/- 3. The total expenditure under column No.4 and 5 should not exceed Rs.25,000/- for each Division. 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.
	d) Press tours and receptions/ Press Conferences.	<u>CPRO</u> Rs.500/- per head per day meals	NIL	<u>NIL</u>	1. Finance concurrence is not necessary 2. The amount should be met with the overall PR budget. 3. The expenditure can be incurred by CPRO with the administrative approval of AGM/GM 4. In exceptional circumstances, expenditure not exceeding Rs.750/- per head per day for meals may be incurred. This would, however require prior finance concurrence. 5. If the expenditure on one occasion does not exceed Rs.25,000/- it can be incurred by CPRO with the administrative approval of AGM/GM without finance concurrence. 6. The expenditure beyond Rs.25,000/- on any occasion would, in addition, require prior finance concurrence. 7. The instructions contained in Board's letter No.89/PR/4/9, dated 24.4.89 should be followed. Authority; Board's letter No.89/PR/4/9, dt 24.4.89 Board's ;letter No.2003/PR/4/11, dt 18.8.2003 .

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
24.	Sanction to payment of law charges a) pertaining to compensation claims.	<u>CCM , CCO</u> Upto Rs.25,000/- in each case	Nil	<u>DY.CCM/Claims</u> upto Rs.10,000/- in each case. <u>SCM/Claims</u> upto Rs.5,000/- in each case. <u>ACM/Claims</u> upto Rs.3,000/- in each case.	1. Law Officer should be consulted in each case. 2. HODs/DRMs have no powers to take any case to the High Courts. 3. The usual conditions regarding incurring of legal expenses should be observed. 4. Board sanction is necessary for instituting legal proceedings against newspapers for publishing false and damaging articles against the Railway administration. Authority: Item No. 51 of GM's delegation 5. The sanction of the Railway Board should be obtained before any steps are taken either to appear or defend an appeal in the Supreme Court.
24	b) Pertaining to other claims and arbitration, contract matters, Land acquisition terms and CAT cases.	<u>PHOD, SDGM</u> upto Rs.25,000/- in each case. <u>Other HODs</u> upto 15,000/- in each case. <u>LO</u> upto Rs.5,000/- in each case pertaining to service matters and consumer protection forum cases.	<u>DRM</u> upto Rs.25,000/- in each case.	JAG full powers upto Rs.10,000/- in each case Sr.Scale upto Rs. 5,000/- in each case Jr.Scale/Asst Officers upto Rs.3,000/- in each case	Authority: Item-31(a) of GM's delegation. 6. The other ceiling prescribed under Item -31 of GM's delegation have to be complied with while incurring law charges. 7. Before any legal proceedings arising out of contracts are entered upon, the sanction of GM is necessary. 8. When a point in law is an issue in connection with any land acquisition proceedings, the State Government or administration should be consulted before legal proceedings are entered upon Authority: Para 960 of Engg. Code. 9. Regarding engagement of lawyers for conduct of Central Government cases, the extant instructions of the Railway Board regulating the fees payable will apply. 10. While sanctioning the advocate fee reference shall be made to fee schedule issued by Railway administration/Legal Practitioners Fees Rules.
25.	Sanction to payment of award/compensation passed by various District Consumer Forums and State Consumer Forums.	<u>AGM – Full powers.</u> <u>PHOD/CHOD</u> - Rs.50,000/- in each case.	Upto Rs.25,000/- in each case.	<u>JAG</u> upto Rs.10,000/- in each case. <u>Sr.Scale</u> upto Rs.5,000/- in each case.	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.
26.	a) Travelling allowance to outsiders summoned to give evidence (Railway accidents and in legal/vigilance cases.)	Full Powers	<u>DRM , ADRM</u> Full Powers	Nil	1. Finance concurrence is not necessary. 2. Amount to be paid in accordance with the rule. Authority: 1. Rule 1693, 1695 and 1696 of IREC-Vol. II (1987). 2. Board's letter No. E(G)39AL6-9 dt.24.3.1961.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	b) Conveyance allowance to Railway Magistrates.	Nil	DRM, ADRM Full Powers	Nil	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. Authority: Para-1003 of Financial Code Vol. I.
27.	Execution of agreements for supply of electric energy from supply authorities.	CEE, HODs of Elec.Deptt Full Powers	DRM, ADRM Full Powers	Sr.DEE Full Powers	1. Finance concurrence is necessary. 2. The exercise of powers by DRM/ADRM/Sr.DEE is subject to prior acceptance of the tariff and draft agreements by CEE. 3. Supply authorities would include SEBs and licensed bodies through SEBs. Authority: Para 1259 of Engg. Code.
28.	Condemnation and disposal of a) Petty articles other than office equipment.	Full Powers	DRM, ADRM/ CWM Full Powers	Divl/Extra.Divl. Officers upto Rs.2,000/- per item (book value) Asst. Officers upto Rs.500/- per item(book value)	1. If in the opinion of the PHOD/DRM 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 realised by sale, the material may be destroyed/disposed off 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/DRM. Authority: Para-2314 of Stores Code Vol.II.
	b) For office equipment	Full Powers	DRM,ADRM CWM Full Powers	DGM(G) * Full powers. JAG up to Rs. 10,000/- per item.	2. The powers delegated for destruction are only in respect of those items which in the opinion of the PHOD/DRM are of trivial value and unsaleable. 3. No article condemned by one officer should be disposed of by the same officer, excepting those coming under para-2314 of Stores Code. * These powers are applicable in respect of proposals for General Branch/ Head Quarters.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	c) Condemnation of M & P	<u>PHOD/CHOD:</u> Full Powers <u>CME/CWE:</u> Full Powers to condemn overaged machines. <u>Electrical HODs:</u> Full powers for Dept. assets.	<u>DRM/ADRM</u> Full Powers. <u>CWM in SAG:</u> Full powers only for over aged machines on age cum condition basis.	Nil.	Finance concurrence is necessary. Sale is not permitted in terms of GM's Delegation No.41.
29.	a) Repairs (other than servicing, lubrication and oil changes etc. of motor vehicles by local firm) to motor trolleys, PF/Parcel trolleys , PF Trucks, Fork Lifts, motor vehicles , vehicles used for material handling by authorised/ local firms of repute.	PHOD, HOD CPRO CAO/CN upto Rs.30,000/- per occasion.	Upto Rs.30,000/- per occasion. Chairman/ RRB Upto Rs.20,000/- per occasion.	JAG/Chief Cashier Upto Rs 7,500/- per occasion. DGM(G) Full powers upto Rs.20,000/- per occasion.	1. Finance concurrence is required if the expenditure exceeds a) Rs.10,000/- per occasion in case of OEM/authorized service centers and b) Rs.5,000/- per occasion in all other cases. 2. Annual ceiling limit for such repairs per vehicle should be limited to Rs. 50,000/- . 3. The powers delegated includes cost of spares replaced by the firm entrusted with repairs. 4. For repairs from OEM/authorised service centers the repairs can be done on single quotation basis upto Rs.20,000/- per occasion with the sanction of PHOD. 5. Purchase of spares required for replacements to carryout repairs either departmentally or through outside firms is governed by the delegation of powers under item No.6 of SOP/Stores matters. 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.
29	b) Servicing of vehicles by authorized /local firms of repute. (lubrication, oil changes etc.)	<u>PHOD HOD</u> Full Powers	Full Powers <u>Chairman/ RRB</u> Full Powers	Full Powers <u>DGM(G)</u> Full Powers	1. Finance concurrence is not necessary. 2. Annual ceiling of Rs.15,000/- per vehicle. Authority: Para-236 of Financial Code Vol.I.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	c) Repairs to equipments /Plant and Machinery/ Electrical/ Electronic equipments, other field/office equipments and small tools , survey equipments Track machines & Weighing machines, measuring instruments Torque wrench etc. (including AMC)	Full Powers	Full Powers CWM i) upto Rs.1 Lakh/- per hi-tech machine for diagnosis. ii) upto Rs.2.5 lakh per repair contract per hi-tech machine on single tender basis with original equipment manufacturer (OEM). Maximum Rs. 10 Lakh per year.	Upto Rs.3,000/- per occasion. Annual ceiling: Rs.30,000/- ZTC upto Rs.3,000/- per occasion. Annual ceiling: Rs.30,000/-	1. Finance concurrence is necessary if expenditure exceeds Rs.5,000/- per occasion. 2. The description covers survey equipments track machines and weighing machines as well. 3. Powers delegated under this item will also include payment of inspection/diagnosis/supervision charges etc. imposed by the firm. 4. The annual ceiling for expenditure on diagnosis for all hi-tech machines in a workshop is Rs. 2 lakhs . 5. The annual ceiling limits for repair contracts for all hi-tech machines in a workshop is Rs.10 lakhs . 6. At least three quotations should be obtained from reputed firms. In case, repairs are carried out by OEM/Authorised dealer, Single quotation is valid. 7. i. Tenders shall be invited for the repairs and AMC costing more than Rs.50,000/- each and the rate reasonableness shall be decided duly constituting the tender committees, and ii. The tender committee shall be at the same level as specified at Annexure A & B for the works matters at Page 24- A & 26- A Authority: 1. Board's letter No.78/WSC/TK/II dt. 15.6.78 & 87/RS-G753/I dt. 29.2.88. 2. Board's letter No.98-BC-AP-4.2.3/96-97 dt. 13.4.99. RSRC Recommendations Part II – 1998 S. No. 102 Para 4.20.19
	d) Repair of machines and plant other than single tender	CME Rs. 3 Lakh per contract CWM Rs. 2 lakh per contract	Rs. 1 Lakh/-	JAG Rs. 50,000/-	
30.	a) Temporary service connection or strengthening thereof in Railway premises, supply of energy for short periods on special occasions / social functions favouring serving employees or employee's associations in Railway premises.	<u>CEE</u> Full Powers	Up to 30 KW load	<u>Sr.DEE,</u> <u>Dy.CEE/DEE/Work shops:</u> Upto 15 KW load	1. Finance concurrence is not necessary. 2. It should be ensured that the temporary work carried out by the party conform to the requirements of Indian Electricity Act and Rules. 3. All charges to be paid in advance viz.: i. Connection and disconnection charges at fixed rates. ii. Estimated cost of energy to be consumed (subject to adjustment on actual consumption) iii. Deposit to be paid for installation of meter. Authority: 1. Board's letter No. 84/Elec.I/137/93 dt. 3.7.85, 30.9.86. 2. Board's letter No. 85/Elec.I/137/6 dt. 19.2.87. 3. Board's letter No. 93/Elec.(G)/150/1 dt. 13.12.93.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	b) For Private Parties. Temporary service connection to private parties/Public Sector Undertakings/Govt. Deptts., if they are connected with the railway working and are also authorized occupants of Railway Land.	<u>CEE</u> Full Powers	<u>DRM/ADRM SAG officers and CWM</u> Full Powers upto 30 KW load.	<u>Sr.DEE/Divn, DyCEE/DEE/Work shops</u> Full Powers upto 15 KW load.	1. Finance concurrence is not necessary. 2. It should be ensured that the temporary work carried out by the party conform to the requirements of Indian Electricity Act and Rules. 3. All charges to be paid in advance viz.: I. Connection and disconnection charges at fixed rates. II. Estimated cost of energy to be consumed (subject to adjustment on actual consumption) III. Deposit to be paid for installation of meter. IV. Security deposit equivalent to anticipated 12 months electric consumption to be paid. V. Govt. departments may be exempted from the preview of the payment of Security Deposit. Authority: 1. Board's letter No. 84/Elec.I/137/93 dt. 3.7.85, 30.9.86. 2. Board's letter No. 85/Elec.I/137/6 dt. 19.2.87. 3. Board's letter No. 93/Elec.(G)/150/1 dt. 13.12.93.
	c) Electric connection to authorized occupants of Railway land but not connected with Railway working may also be considered in exceptional cases after CEE is personally satisfied that connection from any other source is not possible.	<u>CEE</u> Full Powers	<u>Nil</u>	<u>Nil</u>	
31.	a) Over hauling/ reconditioning/ repairs to ART/MRV equipments (including purchase of spare parts)	<u>PHOD/CHOD</u> Full Powers <u>HOD</u> Upto Rs.50,000/- at a time.	Upto Rs.50,000/- at a time.	Upto Rs.25,000/- at a time.	1. Finance concurrence is necessary. 2. subject to usual procedure of calling for tenders/quotations etc. being followed as per extant orders. 3. Mechanical and Medical officers in charge of ART/Crane/ARMV should procure critical spares for maintenance of equipment from approved sources only. (Item No. 95 of High Level Committee on Disaster Management) Authority: 1. Board's letter No.78/WSC/TK/II dt. 15.6.78 & 87/RS-G753/I dt. 29.2.88. 2. Board's letter No.98-BC-AP-4.2.3/96-97 dt. 13.4.99.
	b) Provision of LPG connection and procurement of acetylene and oxygen cylinders in ART.	<u>PHOD/CHOD</u> Full Powers	<u>DRM</u> Full Powers	Nil	Finance concurrence is necessary. Authority: Board's letter No. E(W)90CN1/21 dt. 19/29.8.91.
	c) For Emergency repairs for ART/ARME, Rolling stock and all other equipments covered therein.	<u>PHOD/CHOD</u> HOD of Mechanical/ Medical Department upto Rs. 1 lakh per break down with	upto Rs.1 lakh per break down with finance concurrence.	Mechanical/ Medical officers JAG holding independent charge upto Rs.20,000/- per break down without	1.Cases exceeding Rs.1 lakh would require GM's sanction with prior finance concurrence. 2.Procurement of spare parts along with the emergency repairs should not be piecemeal in order to avoid

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		finance concurrence.		finance concurrence when purchase of proprietary article certificate (PAC) spares is not involved. Where purchase of proprietary article certificate spares is involved each PAC item costing more than Rs.10,000/- should be purchased with prior finance concurrence. (Total expenditure should not exceed Rs.10 lakhs per annum.) Mechanical / Medical Officers Sr. Scale - Upto Rs.10,000/- per break down without finance concurrence when purchase of PAC spares is not involved. (The total exp. should not exceed Rs.5 lakhs per annum.)	finance concurrence and the purchase should be resorted to only when planned procurement has not materialized. 3.A register showing the details of expenditure incurred on each break down should be maintained so as to enable a watch being kept over the ceiling limit prescribed. 4.The overall ceiling limit for emergency repairs/purchases of spares should not exceed Rs.20 lakhs per annum. 5.Officers of Medical Department will exercise their powers in respect of Medical equipments contained in ART/ARME Authority: 1. Board's letter No.78/WSC/TK/11 dt. 15.6.78. 2. Board's letter No. 96/Track-III/TK/28 dt. 9.9.98. 3. Item no.36 of High level Committee on Disaster Management
31.	d) Procurement of ART/ARMV equipments	Rs. 1.0 Lakh per item	Rs.1.0 lakh per item	SAG (in Hd.qrs) in charge of ART/ARMV Upto Rs.1.0 lakh JAG in charge of ART/ARMV Upto Rs.20,000/-.	Finance concurrence is necessary. No item/equipment shall be banned while being purchased for ART/ARMV/Breakdown Crane. No circulars /orders restricting the purchase procedures/powers for ART/ARMV/Crane equipment shall be applicable unless issued by Rly. Bd (MM & FC) Authority: Recommendation of High Level Committee on Disaster Management item No 37.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	e) Purchase of ART/ARMV/Crane materials through imprest cash	--	--	JAG/Sr. Scale / Jr. Scale in Division Full powers to ART in charge officer upto Rs.10,000/- per item	During accidents ART in charge officer upto Rs.10,000/- per item on single quotation. In charge supervisor will exercise these powers in the absence of ART in charge officer at accident spot. In normal circumstances, with the approval of ART in charge officer (Jr.Scale and above) upto Rs.2,000/- per item with single quotations and upto Rs.10,000/- with three quotations. On single quotations with the approval of ART in charge officer upto Rs. 10,000/- per item where purchase is from OEM/Approved sources for ART/ARMV/Crane. For purchase of ART/ARMV/Crane equipment upto Rs. 50,000/- with the approval of DRM/CMPE/CRSE/CESE without finance Concurrence.
32.	To enter into annual service/maintenance contract for office equipment and other equipment through tender/quotations. a) i) Office and other equipments (other than typewriters, duplicator and franking machines)	<u>PHOD/CHOD</u> Upto Rs.20,000/- per equipment without finance concurrence . Above Rs.20,000/- Full Powers with finance concurrence. Upto Rs.10.0 lakhs per equipment per annum subject to	<u>DRM</u> Upto Rs.10,000/- per equipment without finance concurrence. Above Rs.10,000/- and upto Rs.1 lakh with finance concurrence. <u>DRM</u> Upto Rs.10.0 lakhs per	Upto Rs.5,000/- per equipment without finance concurrence. <u>PRTC</u> – upto Rs.5,000/- per annum per equipment without finance concurrence.	1. Contract has to be limited to TWO years at a time. 2. Powers have to be exercised by the officers only after ensuring the reasonableness of the rates proposed, residual life of the office equipments, credentials of the firms, past experience with the firm wherever applicable etc. 3. Protective clauses as follows have to be incorporated. 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/Authorised 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 equipments and repairs as stipulated in the contract agreement.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
32	ii) AMC for Critical Equipment for entering into AMCs with OEMs or their authorized agents for critical equipments of ARTs/ARMVs on single tender basis (Item No. 94 of Report on Disaster Management by High Level Committee)	maximum of Rs. 2 Cr in the case of AMCs with original equipment manufacturers (OEMs) on single tender basis with finance concurrence. <u>CPRO</u> Upto Rs.10,000/- per equipment per contract without finance concurrence. Full powers with finance concurrence	equipment per annum subject to maximum of Rs. 2 Cr per annum in the case of AMCs with original equipment manufacturers (OEMs) on single tender basis with finance concurrence. <u>CWM</u> Upto Rs.10,000/- per equipment without finance concurrence. Above Rs.10,000/- and upto Rs.50,000/- with finance concurrence. Full powers with finance concurrence	Nil	i) 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, where advance maintenance charges paid under any agreement shall be returned to the customer viz. South Western Railway at once with interest. ii) 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. iii) 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 for 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. iv) Advance payment to firms for maintenance of all type of equipments should not exceed Rs.2 lakhs in each case. v) The powers vested with the PHODs/DRMs for AMCs with OEMs on single tender basis will have to be exercised subject to observance of the guidelines issued from time to time. vi) For AMC with OEM above Rs.2 Crs requires sanction of GM. 1. Board's letter No.F(X)II-87/PW/12 dt.20.9.89. 2. Board's letter No.97/CE-I/CT/32 dt.24.2.99. 3. Board's letter No.F(X)II-99/PW/3 dt.20.10.99 & dt. 27.6.2000. 4. Board's letter No. F(X)II-2004/PW/8 dt.30.11.2005 5. For Tender Committee Constitution, please refer Annexure 'A' and 'B' of Works Matters.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	b) Office equipments such as FAX, Photo copying machine, electronic duplicator, franking machine, calculator etc.	Upto Rs.,20,000/- per equipment per occasion. <u>CPRO</u> Upto Rs.,20,000/- per equipment per occasion.	Upto Rs.,20,000/- per equipment per occasion.	Upto Rs.10,000/- per equipment per occasion. <u>DGM(G)*</u> Upto Rs.,20,000/- per equipment per occasion.	Finance concurrence is necessary only for expenditure exceeding Rs.500/- per equipment per contract, if quotation route is followed. Authority: Para-1026 of Financial Code Vol.I. *These powers are applicable in respect of General Branch of GM's Office.
33	Replacement/addition to small items of equipment for gangmen, train examiner, stations, offices, tools and plant, gauges, measuring instruments, jigs for maintenance, Tyres, Tubes, Flaps, safety equipment and equipments in RPF and fire service stations (other than medical equipment, computers, furniture etc). a) i) Replacements/ additions chargeable to revenue.	Upto Rs.1 lakh per item.	Upto Rs.25,000/- per item. <u>CWM/CWE</u> Up to Rs1 Lakh per item for sanction of T&P for workshop like gauges, power tools, measuring instruments etc.	Upto Rs.5,000/- per item.	1. Procurement through non-stock indents arises (a) when a stock item in a depot goes out of stock or (b) for an item, which is not a stocked item at all. (c) Finance concurrence is required for procurement of non-stock items for purchase above Rs.5,000/- per item against replacement and Rs.1,000/- per item against addition. (d) Indent vetting is not required upto the value of Rs.50,000/- for non-stock items. Authority: 1. Para-705(6) of Financial Code Vol.I. 2. Board's letter No.F(X)II/95/ALC/2/Pt.1 dt.5.9.95 3. RSRC Recommendations Part II – 1998 S. No. 102 Para 4.20.19
33	a) (ii) Replacements/ additions of items not chargeable to revenue provided for in the sanctioned estimates.	<u>PHOD/CHOD</u> Full Powers CBE Upto Rs.2. Lakhs in each case	upto Rs.2 lakhs in each case.	<u>JAG</u> upto Rs.20,000/- in each case. <u>JAG (independent charge)</u> upto Rs.40,000/- in each case.	Finance concurrence is not necessary where specific provision is available in the estimate except of in case of road vehicles and any other equipment costing Rs.1 lakh and above per item.
	b) i) Repairs to furniture.	<u>PHOD/CHOD</u>	Upto Rs.50,000/-	Upto Rs.5,000/- per	1. Finance concurrence is necessary if the expenditure

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		upto Rs.50,000/- per occasion.	per occasion.	occasion	exceeds Rs.5,000/- on each occasion for repairs and Rs.10,000/- per occasion for replacements.
	b) ii) Replacements to furniture.	PHOD/CHOD upto Rs.2 lakhs per occasion.	Upto Rs.1lakh/- per occasion.	Upto Rs.5,000/- per occasion	2. If procurement through spot purchase committee, JPO No. 18/2006 dated 30.11.2006 approved by GM is to be referred. 3. Proposal for purchase of new furniture on additional account for other than those item mentioned under 33(c) (i) & (ii) needs GM's approval.
	c) i) Purchase of new furniture on additional account for running rooms, retiring rooms, waiting rooms/ halls , rest houses, TTE's Rest house and for RPF Barracks.	PHOD/CHOD Upto Rs.50,000/- per occasion.	DRM Upto Rs.10,000/- per occasion.	Nil	1. Finance concurrence is necessary if the expenditure exceeds Rs.5,000/- on each occasion. 2. If procurement through spot purchase committee. JPO No. 18/2006 dated 30.11.2006 approved by GM is to be referred.
	ii) Purchase of furniture provided for in sanctioned estimates for newly created assets.	PHOD CAO/CN Full powers upto the level of specific provision in the sanctioned estimate	Full powers upto the level of specific provision in the sanctioned estimate	Nil	Finance concurrence is necessary if the expenditure is beyond Rs.10,000/-.
34.	Purchase of dogs/bitches from a) Private bodies or from police kennels/ para military organization kennels.	CSC Full Powers upto Rs.6,000/- in each case.	Nil	Nil	1. Finance concurrence is not necessary. 2. These powers are applicable only for replacement. 3. Subject to vacancy being assessed in the light of 34(b) below. Authority: 95/SEC/ASC/DS/2/1/PT dt.1.10.97.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	b) to lend the services of RPF dogs to mate with bitches for service to other police/ para military/reputed private kennels.	<u>CSC</u> Full Powers	Nil	Nil	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.) Authority: Standing Orders Vol. I of Board's letter No. 93/Sec(ABE)DS/2/1/Pt. dt. 1.10.97.
35.	Sale of surplus litters in the open market.	<u>CSC</u> Full Powers	Nil	Nil	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. Authority: Standing Orders Vol. I of Board's letter No. 93/Sec(ABE)DS/2/1/Pt. dt. 1.10.97.
36.	Feeding charges of dogs and provision of utensils for the kennel.	<u>CSC</u> Full Powers	Nil	<u>DSC</u> Full Powers	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. Authority: Board's letter No.87/Sec(ABE)/DS/1/Confdl dt. 21.3.95.
37.	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.	<u>CSC</u> Full Powers	Nil	<u>DSC</u> Full Powers	Finance concurrence is necessary. Authority: Board's letter No.87/Sec(ABE)/DS/1/Confdl dt. 21.3.95.
	b) Sanction to payment of honorarium to the veterinary honorary consultant in Government hospitals and fees to the private veterinary consultant in emergencies.	<u>CSC</u> Full Powers	Nil	<u>DSC</u> Full Powers	1. Finance concurrence is necessary. 2. Expenditure in connection with the protection of dogs against distemper & rabies to be included.
38.	a) Registration of RPF dog kennels with the Kennel Club of India.	<u>CSC</u> Full Powers	Nil	Nil	Finance concurrence is not necessary.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	b) Expenditure incurred towards the participation of RPF dogs in dog shows or exhibitions organized by Railway or non-Railway organisations.	<u>CSC</u> Full Powers	Nil	Nil	Finance concurrence is not necessary.
39	To call for and award annual contracts for running dhobi, laundry and barber shop for RPF.	<u>CSC</u> Full Powers	Nil	<u>Principal Training Centre/RPF</u> Full Powers	1. Finance concurrence is necessary. 2. By levy of appropriate license fee and other charges. Authority: Para-621 of Financial Code Vol.I.
40.	Insertion of advertisements a) tender notices and campaign advertisements in DAVP approved publications.	<u>CPRO</u> Full Powers	<u>DRM</u> – Rs.5,000 in each case. Only in case of urgent advt. relating to train accidents, enquiry notices concerning with train operations.	Nil	1. Finance concurrence is not necessary. 2. To be published at the request of department/division. 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.	<u>CPRO</u> Upto Rs.3,000/-per case.	Nil	Nil	Finance concurrence is not necessary. Authority: Board's letter No. 86/PR/4/6 dt. 7.8.1991.
	c) on-DAVP newspapers	<u>CPRO</u> Full Powers	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.
41.	Participation in exhibitions.	<u>CPRO</u> Full Powers	Nil	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)
42.	Conducted tours for press and other publicity media, purchase of kits	<u>CPRO</u> Full Powers	Full Powers	Nil	Finance concurrence is not necessary for expenditure upto Rs.5,000/- in each occasion, subject to the observance of annual ceiling stipulated by the Board from time to time. Authority: Board's letter No.89/PR/4/9 dt.24.4.1989.
43.	Repairs to photographic/cine photographic equipments and replacement of spare parts.	<u>CPRO, CSO, CME</u> <u>CSC</u> Full Powers	Full Powers	<u>Heads of Workshop, Training Institutions, Schools and Colleges</u> upto Rs.1,000/- at a time.	Finance concurrence is necessary if the value is more than Rs.2,000/-. Authority: Para-236 of Financial Code Vol.I.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
44.	a) Hiring of audio/video multi media materials for special occasions, training institutions, workshops, Hindi training.	<u>PHOD/CHOD</u> /CPRO Full Powers	Full Powers	<u>Heads of Workshop, Training Institutions, Schools and Colleges upto Rs.5,000/- at a time.</u>	1. Finance concurrence is necessary if the expenditure exceeds Rs.5,000/- for each occasion. 2. Rate reasonableness to be certified personally by the hiring authority.
	b) Production of films by Railways including documentary and quickies.	<u>CPRO</u> upto Rs.3,00,000/-	Nil	Nil	Finance concurrence is necessary.
	c) cine/documentary film shooting by outsiders.	<u>CPRO</u> 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>CPRO</u> Full Powers	Nil	Nil	1. Finance concurrence is not necessary upto 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.
45.	Expenditure towards jobs done through outside agencies relating to photography including developing, printing of photographs, translites, lamination and video editing.	<u>PHOD/CHOD/CPRO</u> Full Powers subject to an annual ceiling limit of Rs.1 lakh.	<u>DRMs</u> Upto Rs.10,000/- in each case. subject to an annual ceiling limit of Rs.1 lakh. SAG in <u>Workshops</u> Upto Rs.5,000/- per occasion . subject to Rs.50,000/- per annum.	<u>PRTC – Upto Rs.2000 in each case . Annual Ceiling Rs.10,000/-</u>	1. Finance concurrence is not necessary upto Rs.2,500/- in each case. 2. CPRO to exercise the powers for such repetitive jobs through quotation route. Authority: Para-1010 of Financial Code Vol.I.
46.	Purchase of photographic consumable items.	<u>PHOD/CHOD/CPRO</u> Full Powers	Full Powers	<u>Sr.DSO</u> <u>Sr.DSC/DSC/ PRTC</u> Full Powers	Finance concurrence is not necessary. Authority: Para-1017 of Financial Code Vol.I.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
47.	Printing work in outside presses. a) i) Safety propaganda literature.	<u>CPRO, CSO</u> Full Powers	Full Powers	Nil	- Finance concurrence is necessary. - The printing work in outside presses is to be done only on a certificate issued by Manager/Printing & stationery that he is unable to undertake the job in Railway press. - A monthly statement showing the particulars of size, number of pages, number of copies and value of works entrusted to commercial presses should be sent to Manager/Printing & stationery by all concerned so as to reach him by 5th of each succeeding month. - The printing of calendars, diaries, greeting cards, personal letter heads and other expensive items in connection with the new year and other festivals is 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 taken into account. - The reasonableness of printing charges (proposed for entrustment outside) has to be certified by MPS/SC. Authority: Para-1129 Stores Code Vol.I. NOTE - Item No 2,3 & 5 of above is not applicable till such time a printing press is established for this Railway. - Reasonableness of rates shall be certified by the officer of the concerned department not below the grade of a JAG Officer. Quotation route may be adopted for undertaking works.
	ii) other than the above including posters, folders, brochures and other publicity literature.	<u>PHOD/CHOD,</u> Upto Rs.25,000/- on each occasion subject to a maximum of Rs.3 lakhs per annum. <u>CPRO</u> Upto Rs.50,000/- per occasion subject to an annual ceiling of Rs.3 lakhs.	Upto Rs.10,000/- on each occasion subject to a limit of Rs.1 lakh per annum.	<u>ZTC / DSO</u> Upto Rs.1,000/- on each occasion subject to a limit of Rs.20,000/- per annum.	

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
47	b) Printing of visiting cards, letter pads by outside presses.	<u>PHOD/CHOD</u> <u>HOD, CPRO</u> Full Powers	Full Powers <u>Chairman/ RRB</u> Full Powers	Nil	- Finance concurrence is not necessary. - Normally visiting cards/letter pads are to be supplied to Officers in JAG and above. - For others, PHOD/DRMs should accord personal approval on a case to case basis based on merits. - MPS/RPM is to certify that the rates are reasonable and he has no capacity available to print the same. Authority: Para-1030 and 1048 of Financial Code Vol. I. NOTE - Item No 4 of above is not applicable till such time a printing press is established for this Railway. - Reasonableness of rates shall be certified by the officer of the concerned department not below the grade of a JAG Officer. Quotation route may be adopted for undertaking works.
48.	Preparation of Cinema Slides.	Rs.5,000/- per occasion.	Rs.2,500/- per occasion.	Nil	Finance concurrence is required if the expenditure exceeds Rs.2,000/-
49.	Exhibition of Cinema Slides in Cinema House.	Rs.1,000/- per month per Cinema house.	Rs.1,000/- per month per Cinema house.	Nil	Finance concurrence is not required.
50.	Press conference (excluding hospitality and entertainment charges etc.,)	Rs.7,500/- on each occasion.	Rs.1,500/- on each occasion.	Nil	Finance concurrence is required if the cost exceeds Rs.1,000/-
51.	Signing of Agreement in respect of Advertising in Time Tables and other publicity matters.	Full powers in respect of contracts approved by them.	Full powers in respect of contracts approved by them.	<u>Sr. Scale Only:</u> Full powers upto Rs.50,000/-	
52.	Purchase of blank invitation cards and covers for printing in emergent cases.	Rs.3,000/-	Rs.1,500/-	Rs.1,000/-	Finance concurrence is not required.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
53.	Grant of way leave facilities/easement rights.	<u>PCE</u> Full Powers	<u>DRM</u> Full Powers	Nil	Finance concurrence is necessary. Authority: Board's letter No.97/LM(L)/24/3 dt.10.7.98.
54.	Disposal of unserviceable and scrap materials(other than scrap wooden sleepers) by tender or auction.	Full Powers	Full Powers <u>Chairman/ RRB</u> Full Powers subject to following the extant guide lines regarding preservation and destruction.	<u>Divisional Officers</u> Full Powers <u>CMS, ADMOs</u> (in charge of health units) Full Powers	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.
55.	a) Sale of redundant buildings/structures not required by the Railway through tender or by auction.	<u>PCE</u> Full Powers	<u>DRM</u> Full Powers	Nil	Finance concurrence is necessary. Authority: Item No.41 (c) of GM's delegation.
	b) Sale of empty gunny bags through tender or by auction.	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary. Authority: Para-2319 Stores Code- Vol.II.
56.	Sale of waste paper.	<u>HOD</u> Full Powers	Full Powers	Full Powers	1. Finance concurrence is not necessary. 2. The value realized should be credited to sundry earnings under head Z.670 . 3. The sale is to be effected on tender or by auction. Authority: Para-2409A Stores Code- Vol.II.
57.	a) Write-off of losses of stores, tools and plant.	Cases where Railway employee is not responsible. <u>PHOD CAO/CN</u> Upto Rs.1 lakh In each case. <u>HOD SAG</u> Upto Rs.50,000/- In each case. Cases where	Cases where Railway employee is not responsible. <u>DRM ADRM</u> Upto Rs.50,000/- in each case. <u>SAG Officers</u> Upto Rs.25,000/- in each case. In Cases where Railway	Cases where Railway employee is not responsible. upto Rs.5,000/- in each case. Cases where Railway employee is	1. Finance concurrence is necessary. 2. Losses may arise due to accidents, theft, stores verification etc. 3. Report to Railway Board Authority: Para-1102 Financial Code Vol. I. 4. Final enquiry report of the police in case of theft is required except when it is definitely known that the case would prolong. Authority: Para-1113 Financial Code Vol.I.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		Railway employee is responsible. <u>PHOD, CAO/CN</u> Upto Rs.25,000/- In each case. <u>HOD, SAG</u> Upto Rs.10,000/- in each case.	employee is responsible. <u>DRM, ADRM</u> Upto Rs.10,000/- in each case. <u>SAG Officers</u> Upto Rs.5,000/- in each case.	responsible. Upto Rs.1,000/- in each case.	5. Losses of cash is not to be written off except with the sanction of General Manager. Authority: Item No.44 of GM's delegation.
57	b) Write-off of the difference between the invoiced quantity and issued quantity of coal, coke and HSD oil at main depots.	<u>CMPE(Dsl)</u> Upto 2% for coal and coke. upto 0.1% for diesel.	<u>DRM, CWM</u> Upto 2% for coal and coke. upto 0.05% for diesel.	Nil	1. Finance concurrence is necessary if fluctuation exceeds 0.1% for diesel for Headquarters and 0.05% for divisions. 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. Authority: 1. Board's letter No.85/Fuel/116/10 dt.11.7.1985. 2. Board's letter No.88/Fuel/116/26 dt.11.11.1988.
58.	Write off of demurrage charges on Railway coal loads a) Due from fuel handling contractors.	<u>COM, CCM</u> Full Powers	<u>DRM, ADRM</u> Full Powers	Upto Rs.200/- in each case without finance concurrence. Above Rs.200/- and upto Rs.1,000/-in each case with finance concurrence.	Finance concurrence is necessary. Authority: Board's letter No.TC1/201/72/27 dt. 10.9.1982 and 23.4.1986.
	b) Due to departmental reasons.	<u>COM, CCM</u> Full Powers	<u>DRM, ADRM</u> Full Powers	Nil	Finance concurrence is necessary. Authority: Board's letter No.TC1/201/72/27 dt. 10.9.1982 and 23.4.1986.
59.	Payment of ex-gratia relief to passengers killed/injured in train accidents.	<u>PHOD</u> Full Powers	<u>DRM</u> Full Powers	Nil	1. Finance concurrence is not necessary. 2. The amounts should be as per guide lines fixed by the Railway Board. Authority: Board's letter No.93/TCIII/122/1/Ex-gratia dated 14.7.97.
60.	Payment to municipalities or Government/local bodies towards registration/license fees, taxes etc.	Full Powers	Full Powers	<u>Divisional Officers:</u> <u>Extra divisional</u> <u>Officers (i.e. Officers of depot) :</u> Full Powers	Finance concurrence is necessary. Authority: Para-1040 Financial Code-Vol.I.

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Sl No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
61.	Payment of statutory fee to factory inspectorate/ Pollution Control Board of Central/State governments.	Full Powers	Full Powers	Full Powers	1. Finance concurrence is necessary for the first time and for subsequent payments 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.
62.	Condemnation of a) Over aged wagons and coaches	<u>CME, CWE</u> Full Powers	<u>CWM</u> Full Powers	<u>DY.CME</u> (independent charge of the workshop) Full Powers	Finance concurrence is not necessary. Authority: 1. Board's letter No. 70/M/N/951/19 dt. 7.6.72. 2. Board's letter No. 76/M(C)/650/14 dt. 30.6.76. 3. Board's letter No. 85/M(N)/951/60 dt. 27.9.83.
	b) Under aged wagons and coaches	<u>CME, CWE</u> Full Powers	Nil	Nil	Finance concurrence is necessary.
	c) Steam Locos	<u>CME</u> Full Powers	Nil	Nil	Finance concurrence is not necessary. Authority: 1. Board's letter No. 86M(W)814/42 dt. 2.11.87. 2. Board's letter No. 85M(L)467/5 dt. 19.6.89 and 15.11.89.
	d) Overaged EMU coaches on condition basis.	<u>CEE</u> Full Powers	Nil	Nil	Finance concurrence is necessary. NOTE:- Copies of the sanction regarding condemnation of rolling stock should be sent to rolling stock section in the Headquarters, FA&CAO/WST, FA&CAO/G, Books section/HQ for updating the register and to put up accounting adjustment including regulation of dividend liability.
	e) Overaged Diesel locos	<u>CME</u> Full Powers	Nil	Nil	Authority: Para 10822 of Indian Railways AC Traction Manual Vol.I (1994). Sale is not permitted in terms of GM delegation No.41.

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SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
63	Requisitioning the Medical assistance from civil side including spot purchase of essential items and medicines in case of a disaster.	Nil	Up to Rs.3 Lakhs in respect of the matters related to them	Nil	1. SS/SM(NG) of the respective Jurisdiction a) Full powers for DRM/ADRM in each case with verbal approval when communication between SS/SM(NG) & DRM/ADRM, Sr.DFM/DFM exists. b) In case where direct communication cannot be established SS/SM(NG) up to Rs. 25,000/- in each case. 2. Withdrawals can be made from Station earnings Note: 1) Superior officer and Accounts officer concerned shall be reported immediately by the Officer/Official exercising the power 2) Prompt regularisation by obtaining sanction of DRM to the statement of expenditure to be submitted to DFMs Authority: Rly Bd's letter No. EFB.1/2002/24/44 dated 17.9.2002
64	Contract for sale of cinder ashes including earth and sweepings and other kinds of refuse discarded from Railway Workshops and not required for railway use	PHOD Full Powers	CWM Up to 10 lakhs in each case	Dy.CME, Dy.CWM Up to Rs.5 Lakhs in each case.	1) Finance concurrence is necessary. 2) Tender/auction route to be followed. Authority Rly Boards letter No. 74-EB/3000 dt 14.1.75
65	a) Provision of Cable TV/DTH connection for offices, Rest Houses etc.	NIL	Nil	Nil	1) Sanction of GM is necessary for providing cable TV/DTH connection initially. 2) Finance concurrence is necessary.
	b) Payment of subscription for cable TV/DTH connection for all offices, Rest Houses etc.	CSTE Full Powers	DRM Full Powers	Sr.DSTE Full Powers	Associate Finance concurrence is necessary

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SOUTH WESTERN RAILWAY
DELEGATION OF POWERS IN RESPECT OF STORES MATTERS

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	APPROVAL OF QUANTITIES FOR PROCUREMENT							
1 (a)	Approval of quantities before placement of indent on centralized procurement agency or floating of tenders for direct purchase.	Full Powers	up to Rs.2.0 crores	Up to 30 Lakhs	Up to 5 Lakhs	Upto 2 lakhs	Nil	Authority: Items 1 and 2 of Para 132 and 701 of Stores Code(S). Sl.No.2 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.
i) Finance vetting is required for 'A' Category stock items and for 'B' category items, where EAC of such 'B' category items exceeds 10% of last three years consumption. The annual requirements of all depots should be consolidated before procurement vide Rly. Bd. Letter no. 86/RS(G)/779/7 dt. 19.8.88. ii) For vetting of indents of NS items, the details as per Annexure 'B' are to be followed strictly								
1 (b)	For direct purchase in emergencies of DGS&D items including items covered by rate/ running contracts	Full Powers	Rs.40 Lacs	Rs.10 lacs	Rs.2 lacs	Upto Rs.75000/-	Nil	Authority: 706-S,707-S 76/RS(G)/779/36/Pt.I 4/03 dt. 9.6.03 The powers under item 1(b) may be exercised without Finance concurrence subject to the emergency being personally certified by the Officers exercising the powers, and the quantity being limited to the requirement for tiding over the emergency. A quarterly statement of such purchases should be furnished to the D.G.S & D, purchases below Rs.5,000/- being lumped together.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2	INVITATION OF TENDERS FOR INDIGENOUS PROCUREMENT.							
2 (a)	Open Tenders for non-DGS&D items in the normal course.	Full Powers	Rs.2 Crore	Rs.30 lakhs	Nil	Nil	Nil	Authority: • 324-S • 2001/F(S)/PW7 /2, dt.12.10.01 & 5.9.03. • 2007/F(S)/PW/7/1, dt. 07.12.07 • As per FA&CAO concurrence vide Lr.No.A/SF/SOP/2008, dt: 14/11/08.
i) Open Tenders shall be invited for all purchases valued over Rs.10 lakhs. Open or Limited Tenders when considered advantageous, may be invited for purchases upto that limit unless a different mode of tendering is approved by the GM under the provisions of para 331-S or by specified authorities in exercise of their powers as detailed in this Schedule. GM may also decide in public interest not to call for tenders, the reasons being communicated by him to the F.A. & C.A.O. in terms of para 332-S. Refer Railway Board Lr.No. 2007/F(S)/PW/7/1, dt. 07.12.07. ii) Machinery and Plant authorized for purchase by the Central Organization for Modernization of Workshops (COFMOW) are to be procured by indent on COFMOW and so no tenders for purchase of these should be invited except with the specific authorization of COFMOW.								
2 (b)	Limited Tenders							
	i) in normal course for non-DGS&D items.	Rs. 10 lakhs	Rs. 10 lakhs	Rs.10 lakhs	Nil	Nil	Nil	Authority: • 706-S & 328-S. 81/F(S)/PW-7/1 dated 28.04.81 83/F(S)/PW-7/1 of 4.4.83, 9.7.84, 14.2.89 & 15.2.89. 83/F(S)/PW-7/1 dt.2.3.94. • Sl no. 2 Bd's L/no. 2001/F(S)/PW/7/2 Dt. 05.09.03 • 2007/F(S)/PW/7/1, dt. 07.12.07 • 2007/RS(G)/779/1 dt 04.04.08 (Sl. No. 4)
	ii) DGS&D items not covered by rate/ running contract.							
i) The limit of Rs.10 lakhs under item 2(b) applies to the value of each article or class of articles or interconnected articles to be procured at any one time. The demand under each item should in no circumstances be split up to bring it within these powers. C.O.S. will furnish periodically a list of items covered by rate and running contracts to D.R.Ms /Depot Officers/Accounts Officers (Board's letter No.81F(S)/PW-7/1 dated 28.4.1981). Depot / Divn. Officers should refer DGS&D website no. http://dgsnd.nic.in . Refer Railway Board Lr.No. 2007/F(S)/PW/7/1, dt. 07.12.07 ii) Direct purchase action under item 2(b) may be resorted to in the event of the failure/inability of the agency of the D.G.S & D. to comply with the Railway's demands. In the cases of failure of D.G.S & D. dues, details of direct purchases made and the financial loss thereon shall be advised to the D.G.S & D. for taking up with the defaulting suppliers for the recovery of the loss sustained by the Railway from them								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2 (c)	Invitation of Special Limited Tender: In emergencies (at the discretion of COS/CMM). (Tenders above Rs.10 lakhs may be termed as Special Limited Tender.)	Rs.2 crores	Rs.1 crore	Rs.30 lakhs	Nil	Nil	Nil	Authority: • 328-S • 70/F(S)/1/PW-7/1 of 14.8.78 and 6.3.79 • 83/F(S)/PW-7/1 dated 09.07.94 • 83/F(S)/PW-7/I dt.2.3.94 • Sl no. 2 of Bd's L/no. 2001/F(S)/PW7/2 Dt. 05.09.03. • Sl.No.1 (a) of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08. • Sl.No.1 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08. • AGM's power – Rs.5 Crores.
2 (d) (i)	Invitation of Special Limited Tender: For Safety Items (Tenders above Rs.10 lakhs may be termed as Special Limited Tender.)	Rs. 2 crores	Rs.1 crore	Rs. 30 lakhs	Nil	Nil	Nil	Authority: 328-S • 83/F(S)/I/PW-7/1dated 4.4.83 • 83/F(S)1/PW-7/1of 23.1.84 • 83/F(S)/I/PW-7/1 dated 14.9.87 (S.226/1/Vol.14 dated 23.10.87 /12.11.87) • 83/F(S)/PW-7/I dt.2.3.94. • GM - Full Powers. • AGM – Rs.5 crores • Sl.No.1 (b) of Rly. Bd. Lr.No. 2007/RS(G)/779/1dt: 04/04/08. • Sl.No.1 of Rly. Bd. Lr.No. 2007/RS(G)/779/1dt: 28/07/08.
2 (d) (ii)	Invitation of Special limited Tender: • For items for which approved list is issued only by centralized agency/ RDSO/PU/ CORE	Rs. 2 crores	Rs.1 crore	Rs. 30 lakhs	Nil	Nil	Nil	Authority • Sl.No.1 (c) Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08. • Sl.No.1 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08. • AGM – Rs.5 crores Remarks Tenders above Rs.10 lakhs may be termed as Special Limited Tender.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2 (e)	Limited Tenders for DGS&D items not covered by rate/running contracts	Upto Rs 1 lakh	Upto Rs 1 lakh	Upto Rs 1 lakh	# Upto Rs 1 lakh	# Upto Rs 1 lakh	Nil	Authority: Para 706-S Board's letter no. 81/F(S)/I/PW-7/1 of 28.04.1981 # Through Bulletins only
The limit of Rs. 1 Lakh mentioned above for direct purchase applies to each case or to each tender conforming similar or interconnected articles to be purchased at any one time and individual demand should not be intentionally split up to come within this power. Authority: ACS 28 to Stores Code Volume I-1990 edition, RB letter No.2008/Rs(G)/779/9 dtd 06.02.2009								
2 (e) (i)	Direct procurement of stores by COS for which DGS&D has entered into rate/running contract, if stores are required urgently or can be more conveniently obtained locally or from nearer station.	Rs.1 lakh in each case subject to ceiling limit of Rs.5 lakhs in each case per annum.	Nil	Nil	Nil	Nil	Nil	Authority: Para 707-S • Sl.No.7 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.
i) Direct purchase action under item 2(e)(i) may be resorted to in the event of the failure/inability of the agency of the D.G.S & D. to comply with the Railway's demands. In the cases of failure of D.G.S & D. dues, details of direct purchases made and the financial loss thereon shall be advised to the D.G.S & D. for taking up with the defaulting suppliers for the recovery of the loss sustained by the Railway from them. ii) The powers under item 2(e)(i) are to be exercised only when it is established that the supplies cannot be arranged within the delivery period required against rate/running contracts or where local purchases may be made more conveniently recording reasons in each case. They should not be exercised for purchase of office equipment or any other equipment not connected with operation and maintenance. In respect of spare parts of vehicles and other earth-moving machinery COS/CMM have powers upto Rs.500/- in each case but not exceeding Rs.5,000/- in the aggregate in any one year (Board's letter No.F(PM)64/PW-7/1 dated 29th May 1964 and No.81/F(S)/I/PW-7/1 dated 28.4.1981). iii) Direct purchase action under item 2(e) (i) may be resorted to in respect of stores for which DGS&D order has entered into rate or running contract. COS may at his discretion make direct purchase, if stores are urgently required or can be more conveniently obtained locally or from the nearer station vide Sl.No.7 of Board Lr. Dt: 04/04/08 upto Rs.1 lakh in each case and not exceeding Rs.5 lakhs in aggregate p.a. in each case. iv) The annual limit of Rs.5,00,000/- in item 2(e)(i) is the combined limit for all officers for any given item of stores. In order to ensure that this limit is not exceeded, suitable registers should be maintained and periodically checked.								

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Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2 (f)	Invitation of Single Tender for nonproprietary Articles without finance concurrence in: • Normal circumstances	Rs.3 lakhs	Rs.3 lakhs	NIL	NIL	NIL	Nil	Authority: • 330-S • 83/F(S)/I/PW-7/1 of 4.4.1983 • & 9.7.84 • 83/F(S)/I/PW-7/1 dated 02.03.94 • Sl no.3 of Bd's L/no. 2001/F(S)1/PW 7/2 dt.05.09.03 - Sl.No.3 (a) of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.
In exercising the powers under item 2(f) the purchase officer should consider whether an existing rate/running contract can be utilized.. <u>Invitation of single tender and purchase will require personal approval of COS/CMM.</u>								
2 (g)	Invitation of Single Tender for nonproprietary Articles without finance concurrence in: • Emergencies Effecting maintenance, outturn, operation etc.	Rs.5 lakhs	Rs.5 lakhs	NIL	NIL	NIL	NIL	Authority: • 330-S • 83/F(S)/I/PW-7/1 dt.4.4.83 • 83/F(S)/I/PW-7/1 dt.2/3/94 • Sl no.3 (b) of Bd's L/no. 2001/F(S)1/PW 7/2 dt.05.09.03 • Sl.No.3 (b) of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.
In exercising the powers under item 2(g) the purchase officer should consider whether an existing rate/running contract can be utilized. The powers under 2(g) are to be exercised in emergent situations affecting repairs, maintenance, operation or out-turn which should be recorded in writing. ref: Bd's L/no. 2001/F(S)- I/PW7/2 dt. 5.9.03. <u>Invitation of single tender and purchase will require personal approval of COS/CMM.</u>								
2 (h)	Invitation of Single Tender – Developmental items.	Rs.5 lakhs	Rs.3 lakhs	Rs.2 lakhs	NIL	NIL	NIL	Authority: 330-S 83/F(S)/I/PW-7/1 of 4.4.83 & 9.7. 84. 83/F(S)/I/PW-7/1 dt.2/3/94 Sl.No.6 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08.

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Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2 (i)	Invitation of Single Tender for where it has not been possible to certify that a similar article, which could be used in lieu is not manufactured/ sold by any other firm. (PAC 'a' certified).	Rs.5 lakhs	Rs.3 lakhs	Rs.2 lakhs	Rs.1 lakh	Rs.50,000/-	Nil	Authority: • 330-S • 76/RS(G)/779/55 of 21.5.82 • 83/F(S)/I/PW-7/1 of 4.4.83&9.7.84 • 83/F(S)/IPW-7/1 dt.2.3.94 Sl.No.20 of Rly. Bd. Lr.No. 2007/RS(G)/779/1 dt: 04/04/08. Sl.No.5 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08.
The powers under items 2(i) should be exercised on the basis of Proprietary Article Certificate (PAC) submitted by Indentor. The authorities of the indenting departments competent to sign the PAC are : Indenting Officer - Upto Rs.25,000/- . JAG/SG Officer-Upto Rs.75,000/- . SAG Officer - Upto Rs.3 lakhs , PHOD/CHOD Above Rs.3 lakhs (Refer Rly. Bd's Lr.No.2007/RS(G)/779/1, dt: 04/04/08).								
2 (j)	Invitation of Single Tender for proprietary items where it has been possible to certify that a similar article, which could be used in lieu is not manufactured/sold by any other firm. (PAC 'c' is certified).	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	<u>Depot Officers</u> upto the limit of their powers of purchase	Authority: • 331-S &706-S • 70/F(S)/I/PW-7/1 6.3.79 • 76/RS(G)/779/55 of 21.5.1982 • 79/F(S)/I/PW-7/4 dt. 6.10.80 • 83/F(S)/I/PW-7/1 dt. 4.4.83 & 9.7.84 • 83/F(S)/I/PW-7/1 dt.2/3/94 • Sl.No.20 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08. • 2007/RS(G)/779/1 dt 28.07.08 • 2007/RS(G)/779/1 dt 13.12.12
The powers under item 2(j) should be exercised on the basis of Proprietary Article Certificate (PAC) submitted by Indentor. The authorities of the indenting departments competent to sign the PAC are : Indenting Officer - Upto Rs.25,000/- . JAG/SG Officer-Upto Rs.75,000/- . SAG Officer - Upto Rs.3 lakhs , PHOD/CHOD Above Rs.3 lakhs (Refer Rly. Bd's Lr.No.2007/RS(G)/779/1, dt: 04/04/08).								

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Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2 (k)	To accept Single Tender purchase from Stock yards/ buffer imports of M/s SAIL, TISCO, IISCO, RINL in respect of Steel items and to make 100% payment in advance to them.	Rs.3 crores	Rs.2 Crore	Nil	Nil	Nil	Nil	COS/CMM are empowered to purchase upto Rs.3/2 crores in each case without going into the formalities of TC recommendation. Authority: RS(G)/753/2, dt; 30/12/87 87/RS(G)/753/2 dt.14/12/01 87/RS(G)/753/2, dt; 01/09/06 Sl.No.17 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08. * 87/RS(G)/753/2. dt; 30/11/07.
i) After dismantling of JPC, procurement has to be made as per Board's Letter. No.87/RS(G)/753/II dt.15.10.92. In case of non-ferrous metals tender committee formalities can be dispensed with upto the powers of purchase of COS in consultation with associate finance. 100% advance payment on proforma invoice can also be made. ii) For purchase from stockyards to use single tender powers quotations / pricelist from all local stockyards has to be obtained . For complete details please refer ref no.:- 87/RS(G)/753/2 dt. 14.12.01 and 01.09.06 & 30.11.07.								
2 (l)	Tenders for purchase of Timber (refer Note- ix below)	(#)						(#) Urgent requirements of logs and finished timber upto 10 per cent of the total annual requirements. Petty requirements of scantling upto Rs.2,000/- for which indents are not accepted by DGS&D may also be obtained direct but should be set off against the 10 per cent limit.
The limit of 10 per cent in item 2(l) may be exceeded upto 25 per cent to meet very urgent requirements with the approval of the Railway Board. The prices at which purchase are made should be intimated to the D.G.S & D. in quarterly statements.								
2 (m)	Single Tenders for non-ferrous items (MMTC, HCL and HZL)	upto the limit of his powers of purchase	Nil	Nil	Nil	Nil	Nil	Authority: • 89/RS(G)/753/1 of 13.10.1989.
After dismantling of JPC, procurement has to be made as per Board's Letter. No.87/RS(G)/753/II dt.15.10.92. In case of non-ferrous metals tender committee formalities can be dispensed with upto the powers of purchase of COS in consultation with associate finance. 100% advance payment on proforma invoice can also be made.								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2 (n)	To invite all types of Global Tenders.	Rs.15 crores	Nil	Nil	Nil	Nil	Nil	Sl.No.18 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.
Power to be exercised with FA&CAO's concurrence. This power to be exercised with personal approval of COS & FA&CAO. GM's power upto Rs.50 crores.								
2 (o)	Purchase of oils and lubricants marketed by Public Sector Undertakings in single tender basis.	Rs.3 crores	Rs.2 Crore	Nil	Nil	Nil	Nil	Sl.No.3 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08.
In each case, with Finance concurrence and to make 100% advance payment to firms without going into the formalities of Tender Committee's examination. Limited Tender to be called in place of Single Tender in case prices are not Government administered.								
2 (p)	Airlifting of Stores	Upto the level of acceptance in import contracts.	Nil	Nil	Nil	Nil	Nil	i) GM – full powers in all cases in which CIF cost of the import is within the powers of procurement delegated. ii) The level of tender acceptance for imported offer is as per Railway Bd. Lt. No. 2003/RS(G)/777/1 dated 08.08.08. iii) Personal concurrence of FA&CAO is to be obtained and not delegated downward. iv) Powers to be exercised personally by GM & COS and should not be delegated downward. Authority : Railway Board Lt. No. 98/F(FEX)/17/1/Airlifting dated 26.03.2008.

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Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3	CONSIDERATION OF TENDERS							
3 (a)	Functioning as a Member of the Tender Committee	Along with other members of: <u>PHOD/CHOD</u> (Consumer Dept.) <u>SAG</u> (Finance Dept.) above Rs.15 crores and upto Rs.25 crores. <u>PHOD/CHOD</u> (Consumer Dept.) <u>PHOD/CHOD</u> (Finance Dept) above Rs.25 crores upto Rs.50 crores	Along with other members of: <u>SAG</u> (Consumer Dept.) <u>SAG</u> (Finance Dept) above Rs.2 crore and upto Rs.15 crores.	Along with other members of: <u>JAG</u> (Consumer Dept.) Sr. Scale (Finance Dept) above Rs.30 lakhs and upto Rs.1 crore <u>JAG</u> (Consumer Dept.) <u>JAG</u> (Finance Dept) above Rs.1 crore and upto Rs.2 crores	Along with other members of: <u>Sr. Scale</u> (Consumer Dept.) <u>Jr. Scale</u> (Finance Dept.) above Rs.10 lakhs and upto Rs.30 lakhs.	Nil	Nil	Authority: • 2001/F(S)/I/PW/7/2 dt.12.10.01 • 2007/F(S)/I/PW/7/1 dt; 07.12.07. • Refer Annexure – 'A'
i) Tender Committees should invariably be constituted to deal with tenders over Rs.10 lakhs. Refer L/no. 2001/F(S)1/PW7/2 Dt.5.9.03 & 2007/F(S)/I/PW7/1, dt: 07/12/07. ii) The lowest tender value (including all taxes and duties) will be the criterion for the level of the Committee. If it is rejected and the next higher tender falls in the value range for the higher level committee, the case should be remitted for consideration by the latter committee. iii) The accepting authority should not be a member of the Tender Committee. If the officer competent to accept the tender has to be a member of the Tender Committee for any reason, the recommendations of the Tender Committee should be put up to his next superior officer for acceptance (Board's letter No.69/RS(G)/777/ dated 30.9.80).								

NOTE:

Tender Cases	Accepting Authority	Stores member	Consuming Dept member	Finance member
Above Rs.15 crores and upto Rs.25 crores	AGM*	PHOD/CHOD	PHOD/CHOD	SAG
Above Rs.25 crores and upto Rs.50 crores	GM	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD

* In units, where there is no AGM, the accepting authority will be GM

The accepting authority should **not** be a member of the Tender Committee. If the officer competent to accept the tender has to be a member of the Tender Committee for any reason,

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the recommendations of the Tender Committee should be put up to his **next** superior officer for acceptance (**Board's letter** No.69/RS(G)/777/ dated 30.9.80).

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Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3 (b)	Acceptance of tenders vide Para 341-S	Upto Rs.15 Crores	Up to 2 Crs	up to 30 lakhs	Up to 5 lakhs	Upto Rs.2 lakhs	Nil	The powers delegated under this item are generally referred to as the purchase powers of the respective authorities Refer Annexure –A Authority: 85/F(S)/PW-7/1 dt.19.11.97 87/RS(G)/779/26/pt. dt. 21.2.97. 2001/F(S)/PW7/2 Dt. 12.10.03 2007/F(S)/PW/7/1, dt; 07.12.07.
i) Tender Committees should invariably be constituted to deal with tenders over Rs.10 lakhs. Refer L/no. 2001/F(S)/PW7/2 Dt.5.9.03 & 2007/F(S)/PW7/1, dt: 07/12/07. ii) The lowest tender value (including all taxes and duties) will be the criterion for the level of the Committee. If it is rejected and the next higher tender falls in the value range for the higher level committee, the case should be remitted for consideration by the latter committee. iii) The accepting authority should not be a member of the Tender Committee. If the officer competent to accept the tender has to be a member of the Tender Committee for any reason, the recommendations of the Tender Committee should be put up to his next superior officer for acceptance (Board's letter No.69/RS(G)/777/ dated 30.9.80). iv) If the competent authority disagrees with the recommendations of the Tender Committee he should invariably record his reasons (Para 342-S). v) 1) All purchase proposals not involving foreign exchange valued over Rs.50 crores, and purchase proposals involving foreign exchange over Rs.50 crores are to be submitted to Rly. Board duly approved by GM, for obtaining approval of competent authority with finance concurrence. 2) GM's power upto Rs.50 crores. vi) Purchase officers have full powers for calling supplies by road for tenders within their purchasing powers.								
3 (b) (i)	Placement of supply order against DGS&D rate/ running Contract	Full powers	Rs.50 lakhs	Rs.25 lakhs	Rs.3 lakhs	Nil	Nil	Authority : • Sl no. 6 & 8 of Rly Bd's l/no. 2001/F(S)-I/PW7 – 2 dt. 5.9.03. • Sl.No.6 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.
3 (c)	Urgency certification in case of receipt of a single quotation against limited tender if prices are found to be reasonable	Above Rs.50,000/-	Above Rs.50,000/-	Upto Rs.50,000/-	Nil	Nil	Nil	Authority: • 83/F(S)/PW/7/1 dt. 2.3.94, • 2001/F(S)/PW/7/2, dt: 12/10/01 & 05/09/03. • Sl.No.13 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.
When in response to a call for Limited Tender, only one quotation is received fresh tender should be invited except in cases of urgency to be decided by the Controller of Stores (Board's letter No.49/145/1/S dated 12.6.50). The powers under item 3(c) can be exercised only if enquiries had been issued to firms who had supplied the materials earlier or who were likely to supply the materials, provided the rates quoted are reasonable and full reasons are recorded justifying such a course of action. JAG officers should certify urgency upto Rs.50,000/-. SAG officers should certify beyond Rs.50,000/- (Board's letter No.2001/F(S)-1/PW7/2 of 20.12.01. & Bd's Lr.No.2007/RS(G)/779/1, dt: 04/04/08). In the event of a single quotation being received against a re-tender, after rejection of a single quotation against a Limited Tender, the normal powers of purchase of the officers can be exercised, provided the re-enquiry has been as broad based as possible and it is considered prudent not to re-tender. The reasons for taking such a decision should be recorded by the purchase officer								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3 (d)	waiver of Earnest Money Deposit (EMD)	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Nil	Authority: 56/148/1/RE of 17.12.56 57/155/1/RS/G of 13.4.61 68/WI/CT/224 of 20.5.67 57/155/1/RS(G) ICW of 4.6.74 78/RS/G/155/1 of 15.9.80 86/RS(G)/155/1 of 11.9.87 2004(RS)/G/779/11 dtd 24.07.07, 19.02.08, 06.08.08 & 15.10.08
The powers under item 3(d) should be exercised where considered justified in the public interest with finance concurrence.								
3 (e)	Waiver of Security Deposit (for other than Safety items)	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	Nil	Authority: 6/148/1/RE of 17.12.56 57/155/1/RS/G of 13.4.61 68/WI/CT/224 of 20.5.67 57/155/1/RS(G) ICW of 4.6.74 78/RS/G/155/1 of 15.9.80 86/RS(G)/155/1 of 11.9.87 2004(RS)/G/779/11 dtd 24.07.07, 19.02.08, 06.08.08 & 15.10.08
The powers under item 3(e) should be exercised where considered justified in the public interest with finance concurrence.								
3 (f)	Refund/forfeiture of Earnest Money Deposit in accordance with the conditions of the tender.	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Nil	Authority: Item 15 (ii) of 132-S, Procedure to be followed as per AMRS No. 2002/RS(G)/164/16 of 24.10.02
3 (g)	acceptance of unguaranteed delivery terms and other unusual conditions subject to paras 419-S and 420-S	upto the limit of his powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Nil	Nil	Authority: 63/RS/G/379/1 of 10.6.1964
The powers under item 3(g) are to be exercised in consultation with Finance and Law Officer.								
3 (h)	Acceptance of contract with guarantee period lesser than as prescribed in IRS conditions of contract except for those items having different guarantee period stipulated in the specification/ drawing.	Nil	Nil	Nil	Nil	Nil	Nil	To be dealt as per non-IRS conditions.
The powers under item 3(h) are subject to obtaining the acceptance of the Indenting Officer for the shorter guarantee period.								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3 (i)	FMC							
3 (i) (a)	Acceptance of non- standard force majeure clause	upto the limit of his powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Nil	Nil	Authority: 67/RS(G)/145 of 19.6.67
i) The powers under item 3(i) (a) are to be exercised in consultation with Finance and Law Officer. ii) The powers under item 3(i) (a) should be sparingly used, with finance concurrence and with safeguards like Bank Guarantee for protection against failure of supply, defective supply, short-receipt, etc. Request from firms for payment in advance along with the order should be discouraged and not accepted unless there are exceptional circumstances justifying departure from the rules(Board's letter No.74/RS(G)/148/2 dated 19.10.74)								
3 (i) (b)	With Rly. /DGS&D Force Majeure Clause	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	Upto their limit of their powers of purchase	Nil	Nil	Authority: 75/RS(G) 148/I of 29.09.67 76/RS(G)1481/1 dt: 27/09/77.
i) The powers under item 3(i) (b) are to be exercised in consultation with Finance and Law Officer. ii) Under items 3(i)(b) : Standard Force majeure may be accepted by the competent authority for purchase but not lower than Sr. Scale, consultation with the law officer and finance is not necessary. Non-standard force majeure clause may be accepted by the competent authority for purchase but not below the level of CMM , in consultation with law officer and finance is necessary as far as possible , force majeure clause may not be included in respect of contracts below Rs.5,000/- especially when orders are not placed on reputed firms/manufacturers.								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3 (j)	Acceptance of deviation from IRS conditions of contract without prior financial concurrence	<u>In direct acceptance case</u> – one level higher than normal powers of acceptance but not below the level of JA Grade. <u>In TC case</u> : Normal power of acceptance of tender.	<u>In direct acceptance case</u> – one level higher than normal powers of acceptance but not below the level of JA Grade. <u>In TC case</u> : Normal power of acceptance of tender.	<u>In direct acceptance case</u> – one level higher than normal powers of acceptance but not below the level of JA Grade. <u>In TC case</u> : Normal power of acceptance of tender.	Nil	Nil	Nil	• Sl.No.8 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08. • Sl.No.8 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08.
COS may also waive operation of clauses relating to 'Liquidated damages', 'Risk Purchases' and 'Arbitration' appearing in the contract valued upto Rs.5 lakhs at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries.								
3 (k)	acceptance of quotations subject to variations in prices/ rates of exchange, customs duty etc., in respect of indigenous / imported stores	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	Nil	Authority: 57/145/RS(G) of 4.3.61 2002/F(FEX)1/1 dt.28.02.2003 Lr. No. 2002/F(FEX)/1/1, dt. 09.01.02 & 28.2.03.
In indigenous stores the variations admissible under item 3(k) may relate to – (i) Steel prices promulgated from time to time by main steel producers (ii) prices of non-ferrous metals (iii) excise duty (iv) wage escalation (v) special price adjustment of BEMA/IEMA Group. The powers of Dy.CMM and lower officers under this item are not applicable to cases of wage escalation. In imported stores the variations admissible may relate to – (a) FOB cost of proprietary articles (b) cost of raw materials that are subject to sharp price fluctuations. (c) exchange rates (d) import duties (e) special price adjustment of BEMA/IEMA Group. Standard variation clause specified by the Board should be adopted. The powers of SMM and AMM								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3 (I)	Advance payment							
3 (I) (ii)	100% payment to M/s SAIL, TISCO, IISCO, RINL in respect of Steel items.	Rs.3 crores	Rs.2 Crore	Nil.	Nil	Nil	Nil	Authority: • 87/RS(G)/753/2, dt: 01/09/06. • Sl.No.17 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.
3 (I) (iii)	100% payment for Purchase of oils and lubricants marketed by Public Sector Undertakings.	Rs.3 crores	Rs.2 Crore	Nil	Nil	Nil	Nil	Authority: • 76/RS(G)/753/2 of 13.2.81 • Sl.No.3 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08.
3 (I) (iv)	25 percent to M/s. ITI along with the order	Rs. 2 lakhs	Rs. 2 lakhs	Nil	Nil	Nil	Nil	79/RS(G)/753/1 of 16.1.82 86/RS(G)/753/2 of 21.5.86
3 (II) (v)	100% advance payment against proforma invoice with finance concurrence	<u>In direct acceptance case</u> Rs.10 lakhs <u>In TC case</u> COS upto his powers of acceptance.	<u>In direct acceptance case:</u> Rs.5 lakhs	Nil	Nil	Nil	<u>DRM/ADRM</u> Upto the powers of purchase delegated to Divl. Stores Officers <u>CWM</u> Upto the powers of purchase delegated to the attached Stores Depot Officers	Authority: 84/RS(G)/779/25, dt: 18/12/84 & 01/03/85. Rly. Bd. No. 2001/P(S)/1/PW7/2 dt. 05.09.03 With finance concurrence. Guiding principals to process the case as per note xiv. • Sl.No.9 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08. Sl.No.7 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08.
The powers for permitting 100 percent advance payment based on proforma invoice as per item.3(L)(v) are to be exercised subject to the following conditions: - The supplier if not figuring in the list of reputed firms approved by GM/AGM should be a firm of good reputation or having good record of past performance with Railways. - The supplier should be prepared to honour Guarantee/Warranty clauses. - The supplier should be prepared to replace any material damaged during transit from his premises to the consignees' premises, in case the purchase order incorporates the term of free transport after taking delivery at firms' premises. - Materials of reputed brand name or products of well-established manufacturers preferably certified to ISI or any other standard specification may be procured so that the burden of consignee inspection can be minimized. - Notwithstanding inclusion of the supplier in approved list stated above their current performance should be verified before processing for 100 percent								

SOUTH WESTERN RAILWAY

advance payment

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3 (m)	100 percent advance payment on inspection certificate (or bank guarantee) and proof of dispatch in the case of public sector undertakings	upto the limit of his powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Nil	Nil	Authority: 77/RS(G)/779/29 of 29.12.77
3 (n)	100 percent advance payment on inspection certificate (or bank guarantee) and proof of despatch in the case of plant and machinery spares, proprietary items and special tools from Government or non Government Agencies.	Rs.50,000/-	Rs.50,000/-	Nil	Nil	Nil	<u>DRM</u> Rs.5,000/-	Authority: 77/RS(G)/779/29 of 29.12.77 87/RS(G)/753/1 dt.29.2.88
3 (o)	Beyond 95 % and upto 98% advance payment on inspection certificate and proof of despatch in respect of public sector undertakings and other manufacturers and running contracts . Finance concurrence is not necessary for cases where TC has deliberated for 98% payment.	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Authority: 67/RS(G)/753/1 of 10.5.68 64/RS(G)/385/1KW of 18.12.71 77/RS(G)/779/29 of 29.12.77 • Finance concurrence is not necessary if TC deliberated on release of payment.
Advance payments may be allowed under items 3(o) and 3(p) only to well-known firms of commercial standing in terms of para 2815-S . In cases of purchase upto Rs.10 lakhs – CMM & Rs.5 lakhs -JA Grade may allow advance payment <u>beyond</u> 95% and upto 98 % without Finance concurrence. (Rly. Bd. Lr.No. 2007/RS/(G)/779/1 dt 04.04.08								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3 (p)	95 % advance payment on inspection certificate and proof of despatch/delivery	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Authority: • 77/RS(G)/77/29 of 29.12.77 • 2001/F(S)/I/PW7/2, dt; 12/10/01. • No finance concurrence required.
Advance payments may be allowed under items 3(o) and 3(p) only to well-known firms of commercial standing in terms of para 2815-S . In cases of purchase upto Rs.10 lakhs – CMM & Rs.5 lakhs -JA Grade may allow advance payment <u>beyond</u> 95% and upto 98 % without Finance concurrence. (Rly. Bd. Lr.No. 2007/RS/(G)/779/1 dt 04.04.08								
3 (q)	cancellation of tenders	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Authority: 132-S
If it is decided to drop the purchase after inviting tenders, the recommendation of the appropriate Tender Committee should be obtained; where the value is less than Rs.10 lakhs the case should be put up to the authority higher than the one who authorised invitation of tenders.								
3 (r)	Acceptance of all types of global tenders & release of FE and payment through letter of credit/TT.	Rs.15 crores	Rs.2 Crore	Nil	Nil	Nil	Nil	Sl.No.19 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
4	SIGNING OF INDENTS/ PURCHASE ORDERS (refer Note i to v below)							- Sl.No.2 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08. - Sl.No.1 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 03/09/08.
4 (a)	Indents on D.G.S&D/ Railway Board /DLW etc.	Full Powers	Full Powers	Full Powers	Nil	Nil	Nil	Authority: 2007/F(S)/1/PW7/1 dt 07.12.07
4 (b)	Purchase orders against DGS&D rate contracts /running contracts subject to the designation appearing as direct demanding officer.	Full Powers	Full Powers	Full Powers	Upto Rs.30 lakhs	Rs 2 lakhs	# upto the limit of their power of purchase	
4 (c)	Purchase orders/ indents on other Railways, Production Units, Main Steel Producers, Indian Telephone Industries, National Instruments, Bharat Electronics and other Public Sector Undertakings	Full Powers	Full Powers	Full Powers	Upto Rs.30 lakhs	Rs 2 lakhs	Nil	
4 (d)	Purchase orders on suppliers selected in accordance with the prescribed rules and procedures and post order correspondence.	Full Powers	Full Powers	Full Powers	Upto Rs.30 lakhs	Rs.2 lakhs	Nil	

NOTE (for Sl. No. 4) :

- i) These powers are to be exercised after approval of quantities in terms of Sl.No. 1 above.
- ii) Indents/Purchase Orders valued over **Rs.3 crores** should be signed as for General Manager, to whom a report should be submitted **once in a month** for perusal.
- iii) Express indents are to be countersigned by the C.O.S/C.M.M. and should be accompanied by a certificate by the C.O.S./C.M.M. in terms of RLO's letter No.53/Liaison/Indent/Programme dated 14.5.53.
- iv) **Board's letter** No. RS.9 (Tex)/91/policy dt., 12.8.92 has issued instructions for centralized procurement only for the following suitings and shirtings items:-
 - a) cloth cotton
 - b) cloth woollen
 - c) cloth polyester and
 - d) cloth terricot.

All Railways are authorized for direct procurement as per **Board's letter** No. RS(TEX)/58/93/Policy dt. 1.2.94 for value below **Rs. 3 Lakhs**. Vide Board letter no. 99/RS(G)/77A/13 DT. 4.9.01. following cloth items have been decentralized Cotton , woollen , polyester cotton .
- v) Vetting of Purchase orders/ Indents to be placed on centralized procurement agency will be as follows:-
 - 1) Above Rs.8 lakhs for safety items as defined in Board's letter No.99/RS(IC)/165/SRC, dt: 19/04/2000 **and 2007/RS(G)/779/1 dt 03.09.08** subject to 10% test check by accounts.
 - 2) Above Rs.4 lakhs for items other than safety items.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5	OPERATION OF CONTRACTS							
5 (a)	To vary the quantity of any item in a contract, provided the value of the amended contract does not exceed the powers of the authority that approved the original contract.	Rs.15 Crores	Upto Rs.2 Crore	Upto Rs.30 Lakhs	Upto Rs.5 Lakhs	Upto 2 lakhs	###	Authority: • 441-S 80/RS(G)/779/22 dated 16.6.80 • Sl.No.11 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08. • Finance concurrence is necessary for variation above 5% of value of contract or Rs.3 lakhs whichever is less subject to total value of receipt not exceeding normal purchase power of COS.
5 (b)	Variation of quantity in contracts placed with the approval of GM/AGM	upto 10% of the value of the contract	upto 10% of the value of the contract	Nil	Nil	Nil	Nil	Subject to satisfying provisions in 441-S

Depot Officers/Inspecting officers/District Officers of the consuming departments are authorised to accept deliveries short or in excess upto **5 per cent** of the total value of the contract or **Rs.3 lakhs** whichever is less provided as a result thereof the normal powers of purchase of the Controller of Stores are not exceeded. No formal amendment of contract will be necessary in such cases and also in cases (other than those falling under **para 711-S**) where value of supplies short or in excess does not exceed **Rs.100/-** irrespective of the value of the percentage involved [as per **Stores Code para 441** (Note)] - Authority: Rly Bd's letter No,98/RS/G/779/10(CS)(3/03) dt.25.02.2003 & Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5 (c)	Extension of delivery date with or without liquidated damages.	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	###	Authority: • 58/RS(G)/775 of 31.10.74 • Sl.No.10 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08.
i) Extension of delivery date under item 5(c) may be granted provided that the contract was not accepted against other lower tenders in consideration of the date of delivery and that the delay will not cause loss or damage. A certificate to this effect to be obtained from the Indenting Officer in case of special purchases. In case any or both of these conditions are not satisfied, finance should be consulted and legal advice, if necessary, taken (para-445-S). However, in contracts valued upto Rs.3 lakhs not having time preference clause or pre estimated damages, subject to purchase officers certifying that delay is on account of shortage of raw material, fuel or power or on account of steep rise in prices of industrial inputs and the supplies are expected within a reasonable time, these powers may be exercised to extend the delivery date upto a maximum of 6 months without liquidated damages. No finance concurrence or certificate from Indenting Officer is necessary. ii) In the case of orders valued over Rs.50,000/- if the proposed extension to delivery date has the effect of shifting the booked liability to a subsequent year, it should be seen that entry is made accordingly in the Funds Register of the Accounts office and in the computerized liability register even at the stage of provisional extension ### Stores Depot Officers /District Officers and consignee may accept stores despatched after the delivery date upto 6 months in case of orders upto Rs.3 lakh and upto 21 days provided the initial delivery period does not exceed 6 months for orders above Rs.3 lakhs but upto Rs.6 lakhs and provided that the contract does not have a time preference clause or pre-estimated damages as per Bd.'s letter .No. 2007/RS/(G)/779/1 dt 28.07.08 subject to provision of Note (i). For all other orders, value over Rs.6 lakhs prior extension of delivery period from the purchase office will be necessary.								
5 (d)	imposition/waiver of penalties for failure to deliver stores within the stipulated time	up to their powers of purchase	up to their powers of purchase	up to their powers of purchase	up to their powers of purchase	Nil	Nil	Authority: Item 4 of 132-S
i) There should be no system of waiver of Liquidated Damages and imposition of token Liquidated Damages for delayed supplies in supply contracts. System of waiver of Liquidated Damages for delayed supplies in supply contracts will strictly be an exemption rather than rule and only in situations where the circumstances leading to delay in supplies were beyond the control of supplier (RB letter no 2003/RS(G)/779/9 dtd 04.03.08, 28.04.08 and 20.10.08). ii) When waiving penalties under item 5(d) the reasons for doing so must be fully recorded on the relevant files and the stores bills forwarded to the Accounts suitably endorsed (Authority Board's letter No.58/RS(G)/775 dated 5.6.67). iii) C.O.S. may grant extension under item 5(d) in respect of purchases made under the powers of GM/AGM subject to the Indenting Officer's certificate being obtained that no loss on account of late delivery would be sustained. The COS also has powers in such cases to impose or waive penalties with the concurrence of FA & CAO (Authority: Board's letter No. 86/RS(G)/779/8 dt 22.02.90). iv) Liquidated damages leviable as per Indian Railway Standard (IRS) conditions of contract are at the rate of 2 per cent on the price of the stores (including taxes, duties, freight etc.) for each month or part thereof by which the delivery of stores has exceeded the period fixed for delivery in the contract. Liquidated damages recoverable would be according to guiding principles laid down in RB letter no 2003/RS(G)/779/9 dtd 04.03.08, 28.04.08 and 20.10.08. Calculation of actual loss must take into account increase in taxes, duties, freight etc. and also higher price paid for earlier supply(in case where there is no provision for penal recoveries).								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5 (e)	To write off loss due to risk purchase, general damages, Liquidated damages.	Rs.1 lakh	Rs.50,000/-	Rs.25,000/-	Nil	Nil	Nil	Authority: • Sl.No.9 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 28/07/08.
i) The powers under item 5(e) should be exercised only in cases where resort to Arbitration or legal action is necessary to enforce the recovery. Suitable penal action should be taken against the firm including delisting of the firm. (Authority: Board's letter No.77/RS(G)/779/29 dated 29.12.77). ii) These powers should be exercised with utmost care only and only when all other modes of recovery except through arbitration and legal action have been exhausted. Suitable administrative action should be taken against defaulting firms								
5 (f)	Extension of time for removal of rejected materials and waiver of ground rent charges	Full Powers	Full Powers	Full Powers	Nil	Nil	<u>Dy. CMM/ SMM (depot in-charge)</u> Rs.5000/- <u>AMM (depot in-charge)</u> Rs.1000/-	Authority: • Item 12 of 132-S • POO No.S.226/II of 26.2.71 (Sl.No.7/71)
While exercising the powers under item 5(f) a certificate should be recorded that the Railway has suffered no loss on account of the waiver; Finance concurrence is not necessary.								
5 (g)	Refund of ground rent in respect of rejected supplies.	Full Powers	Full Powers	Full Powers	Nil	Nil	Nil	Authority: Item 12 of 132-S
Under item 5(g) prior finance concurrence is necessary if the ground rent recovered exceeds Rs.500/-								
5 (h)	Refund of security deposit and deposit for value of raw materials issued for fabrication	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	Nil	Authority: Item 15(l) of 132-S 86/RS(G)/164/0/1 of 18.8.87
Refund of Security Deposit and Deposit for value of raw materials issued for fabrication vide item 5(h) is subject to the condition that the contract is satisfactorily completed.								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5 (i)	Refund of cost of tender form sold when tender notice is withdrawn	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	Nil	Nil	
5 (j)	Forfeiture of security deposit in accordance with the conditions of contract	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	NIL	Authority: Item 15(ii) of 132-S
5 (k)	Cancellation of orders	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	Up to their power of acceptance	Nil	• Item 5 of 132-S • Para 4.13 of Page of No.84 of Rules for entering into contract. • For Cancellation without finance repercussions, Concurrence of finance is necessary in respect of contracts for which PO has been pre-checked/vetted by Accounts.
5 (l)	Payment of claims settled by arbitration of disputes arising out of a contract	upto the limit of his powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Nil	Nil	Authority: 69/WI/CT/27 of 7.10.74
i) Particulars of Arbitrator's awards accepted in terms of item 5(k) should be put up to GM in the form of a statement for each half year ending 30th September and 31st March (Authority: Board's letter No.69/WI/CT/27 dated 20.12.69). iCases where the Arbitrator's award exceeds by more than Rs.50,000/- of the amount considered due by the railway administration before the arbitration proceedings began, or where deficiencies in the general conditions of contract or of procedure laid down by the Railway Board came to light, such details should be reported to the Railway Board. (Authority: item 36(a) of GM's delegation Revision of Annexure-II to Chapter-V Indian Railway Financial Code, Vol. I (Board's letter No. F(X)II/97/PW/4 dt.16.9.97).								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6	Powers of Divisional Stores officers and Depot Officers.							Heading under column No.6 to be changed in order to differentiate normal mode of purchase and local purchase by Depot/Divisional officers. The power for Spot Purchase has been shown separately under Item No.10. The existing powers under Item No.6, 6(a), 6(b) & 6 (c) stand deleted and new heading to be read as under: -
6 (i)	Purchase of items through normal mode of tenders (Open, Limited, Bulletin & Single Tenders) in terms of Para 328-S of Stores Code Vol.I. For stock items when urgently required.						<u>Sr. DMM/Dy. CMM (Depot) –</u> Rs.3 lakhs per case. <u>DMM/SMM (Depot):</u> • <u>Independent in-charge</u> Rs.3 lakhs per case • <u>Other than independent in-charge –</u> Rs.1.5 lakhs per case <u>ADMM/AMM (Depot):</u> • <u>Independent in-charge -</u> Rs.1.5 lakhs per case • <u>Other than independent in-charge –</u> Rs.1 lakh per case	Authority: Sl.No.10 (a) of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08. Remarks: 1) Annual ceiling limits for purchase under this power is Rs.50 lakhs aggregating all the case p.a. 2) The powers are to be exercised within available budgetary limits and each demand allocation and primary unit. 3) For restricted item, Refer POO No.17/2003, dt: 24/09/03 issued vide Lr.No.S/V(2)/LP/ POO/03-04, dt: 24/09/03 & Office Order No.003/2007 circulated vide Lr.No.S/IV(4) /Policy Matters, dt: 07/02/07 & Office Order No.008/2007 circulated vide Lr.No.S/IV(4) /Policy Matters, dt: 29/06/07.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6 (ii)	Purchase of items through normal mode of tenders (Open, Limited, Bulletin & Single Tenders) in terms of Para 328-S of Stores Code Vol.I. For Non-stock items required for the purpose of train operation, rolling stock maintenance, signalling and track maintenance, passenger amenity items, items required for ART & ARMV, cleanliness, touch and feel items, safety items, urgent sanctioned project related items.						<u>Sr. DMM/Dy. CMM (Depot)</u> Rs.3 lakhs per case. <u>DMM/SMM (Depot):</u> • <u>Independent in-charge</u>- Rs.3 lakhs per case • <u>Other than independent in-charge</u> Rs.1 lakh per case <u>ADMM/AMM (Depot):</u> • <u>Independent in-charge</u> - Rs.1.5 lakhs per case • <u>Other than independent in-charge</u> Rs.1 lakh per case	Authority: Sl.No.10 (b) of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08. Remarks: 1) Annual ceiling limits for purchase under this power is Rs.1 Crore aggregating all the case p.a. 2) The powers are to be exercised within available budgetary limits and each demand allocation and primary unit. 3) For restricted item, Refer POO No.17/2003, dt: 24/09/03 issued vide Lr.No.S/V(2)/LP /POO/03-04, dt: 24/09/03 & Office Order No.003/2007 circulated vide Lr.No.S/IV(4) /Policy Matters, dt: 07/02/07. and Office Order No.008/2007 circulated vide Lr.No.S/IV(4) /Policy Matters, dt: 29/06/07.
6 (iii)	Purchase of items through normal mode of tenders (Open, Limited, Bulletin & Single Tenders) in terms of Para 328-S of Stores Code Vol.I. For Stock & NS items not covered in 6(i) & 6(ii) above.						<u>Sr. DMM/Dy. CMM (Depot)</u> Rs.2 lakhs per case. <u>DMM/SMM (Depot):</u> • <u>Independent in-charge</u> Rs.2 lakhs per case • <u>Other than independent in-charge</u> Rs.1 lakh per case <u>ADMM/AMM (Depot):</u> Rs.1 lakhs per case	Authority: Sl.No.10 (c) of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08. Remarks: For restricted item, Refer POO No.17/2003, dt: 24/09/03 issued vide Lr.No.S/V(2)/LP/POO/03-04, dt: 24/09/03 & Office Order No.003/2007 circulated vide Lr.No.S/IV(4)/Policy Matters, dt: 07/02/07 & Office Order No.008/2007 circulated vide Lr.No.S/IV(4) /Policy Matters, dt: 29/06/07.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6 (iv)	Local purchase of materials of small value both stock & non-stock subject to fulfilment of the conditions laid down in Para 711-S (including items of stationary). (Refer Note i to v below)						• Depot/Divisional Officers i.e. Sr. DMM/Dy. CMM/DMM/SMM Rs.1 lakh • ADMM/AMM – Rs.1 lakhs per case	Authority: • Rly. Bd.'s Lr.No.2001/F (S)-1 /PW7 /2, dt: 05/09/03. • Sl.No.14 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.

NOTE for Local Purchase under 6(iv):

- i Local purchase of stock items by Stores Officers may be made only where the normal annual recoupment does not exceed **Rs.1 lakh** in value (the quantity should not be deliberately reduced to bring the purchase within the scope of this limit) or stock of the item is precariously low and same is urgently required. No non-stock article for which a standard pattern exist should be purchased, if it could be manufactured by the Railway. (711-S & Rly Bd's letter No. 2007/RS(G)/779/1 dt: 04/04/08).
- ii The Quotations from more than one firm should be obtained for items costing over **Rs. 10,000/-** and a proper record of such quotations should be maintained. The rates quoted should invariably be compared with the last purchase rates and any large differences checked before making local purchase. The officer will make no purchase without certifying that the price is reasonable. (Rly Bd's letter No. 2007/RS(G)/779/1 dt: 04/04/08).
- iii Current Account should be opened with departmental Banker or with nationalized bank in case where the imprest amount is more than Rs. 10,000/-. **Authority:** Board's letter No.59/RS(G)/779/3/KW dated 4.11.80 **81/AC/11/16/2/ dt 31.07.82.**
- iv Stores officers should submit purchase lists to the Stores Accounts Officer and Controller of Stores. The latter will examine them to see that only the class of stores covered by **Para 711-S** are purchased locally and also decide from their frequency and quantity whether it is advantageous or not and to enter into annual contracts for such items.
- v For restricted item, Refer POO No.17/2003, dt: 24/09/03 issued vide Lr.No.S/V(2)/LP/POO/03-04, dt: 24/09/03 & Office Order No.003/2007 circulated vide Lr.No.S/IV(4)/Policy Matters, dt: 07/02/07 and Office Order No.008/2007 circulated vide Lr.No.S/IV(4) /Policy Matters, dt: 29/06/07.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6 (v)	Placement of supply orders against DGS&D rate contracts.						<u>Sr. DMM/Dy. CMM (Depot) –</u> Rs.3 lakhs per case. <u>DMM/SMM (Depot):</u> • <u>Independent in-charge</u> Rs.3 lakhs per case. • <u>Other than independent in-charge –</u> Rs.1.5 lakhs per case <u>ADMM/AMM (Depot):</u> • <u>Independent in-charge</u> Rs.1.5 lakhs per case • <u>Other than independent in-charge</u> Rs.1 lakh per case Annual ceiling limits for purchase under this power is Rs.50 lakhs aggregate in all the cases per annum. These powers to be exercised within available budgetary limits and each demand allocation and primary unit.	Authority: Sl.No.11 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08. Remarks The power shown in column (8) for 3 (b) (i) in case of Divisional Stores Officers/Depot officers stand deleted.
6 (vi)	Placement of purchase orders on other Railway units by Depot/ Divisional officers for material assistance.						<u>Sr. DMM/Dy. CMM (Depot)</u> Rs.5 lakhs per case. <u>DMM/SMM (Depot):</u> • <u>Independent in-charge</u> Rs.5 lakhs per case • <u>Other than independent in-charge</u> Rs.2 lakhs per case <u>ADMM/AMM (Depot):</u> • <u>Independent in-charge</u> Rs.2 lakhs per case • <u>Other than independent in-charge</u> Rs.1 lakh per case	Authority Sl.No.16 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy. CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6 (vii)	Hiring of material handling equipment by Depot officers.						<u>Dy. CMM (Depot)/Sr. DMM</u> – Upto Rs.20,000/- per case monthly limit of Rs.2 lakhs. <u>SMM (Depot)/DMM:</u> • <u>Independent in-charge</u> - Upto Rs.10,000/- per case monthly limit of Rs.1 lakh. <u>AMM (Depot)/ADMM:</u> • <u>Independent in-charge</u> - Upto Rs.5,000/- per case monthly limit of Rs.50,000/-.	Authority Sl.No.15 of Rly. Bd. Lr.No. 2007/RS(G)/779/1, dt: 04/04/08.

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7	TENDER/AUCTION SALE							
7 (a)	Of over-stocks of ordinary, emergency and special stores	Full Powers	Full Powers	Nil	Nil	Nil	Nil	Authority: Item 9 of 132-S and 2307-S
No sale by Tender/Auction or any article of whatsoever category in the depot should be made unless the article has been recommended for sale by the Survey Committee (Para 2224-S) and their report approved by the competent authority (Para 2228-S). Tender Committee is to be constituted to finalise tenders for sale value of Rs.10,000/- and over. The constitution of Tender committee shall be as per Annexure "A"- 'Part (b)' -SALE. Reserve price of all the lots should be fixed by JA Grade officer conducting auctions and vetting of reserve price by finance of any lot including Non Ferrous lots is not required .Approval of COS/CMM is necessary for acceptance of auction bids falling short of the reserve price by more than 10 per cent .								
7 (b)	Of scrap and unserviceable surplus and obsolete stores	Full Powers	Full Powers	Nil	Nil	Nil	Nil	Authority: Item 11 of 132-S and 2310-S.
i)No sale by Tender/Auction or any article of whatsoever category in the depot should be made unless the article has been recommended for sale by the Survey Committee (Para 2224-S) and their report approved by the competent authority (Para 2228-S).. Tender Committee is to be constituted to finalise tenders for sale value of Rs.10,000/- and over. The constitution of Tender committee shall be as per Annexure "A"- 'Part (b)'-SALE .. In respect of non-ferrous scrap and condemned rolling stock, reserve prices should be fixed by Auction conducting officer Board's letter No.2001/RS(S)/709/20 of 13.3.03 Approval of COS/CMM is necessary for acceptance of auction bids falling short of the reserve price by more than 10 per cent. ii)COS/CMM has full powers to accept the recommendations of Survey Committee in respect of disposal of scraps and also to adjust the difference between book value and sale value (G. Branch letter No.G/203/P/III/Vol.11 dated 28.8.91 and P.O.O. No.S.226/II/Vol.3 dated 6.9.91/20.11.91 (Correction Slip No.9 and 10). iii) Under item 7(b), in the case of Permanent Way Materials released from Works the detailed procedure vide P.O.O No.S.131/81-82 dated 30.5.83 would apply. In the case of condemned rolling stock the approval of prescribed authorities as per Railway Board's letters in force is necessary.								
7 (c)	Direct sale of stores with normal stock	Full Powers	Full Powers	Nil	Nil	Nil	Nil	The powers mentioned are pertaining to sales to meet emergent needs of other government departments, railways, local bodies & to railway contractors for use in railway work. Authority: Item 8 of 132-S and 2327-S
Under item 7(c) & 7(d) , sale of materials with normal stock is prohibited. However to meet the emergent needs of Govt. departments, Railways, local authorities or contractors for use on Railway works sale may be effected. The sale should be at book rate or purchase rate whichever is higher plus the usual percentage charges at the rate of 5 per cent for freight and 2 percent for incidental charges and departmental charges at the rate of 12-1/2 per cent on prime cost, freight and incidental charges. Departmental charges may be waived in any particular case with the sanction of the General Manager. However sale to other Govt. Railways should be at book rate of issuing depot as available in previous month's transaction register without the addition of any other charges.(Para 2327-S to 2329-S).								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7 (d)	Direct sale of over stocks and ordinary, emergency and special items.	<u>Sale to Rly. employees</u> Full Powers per occasion. <u>Sale to Govt. Dept. and other Railways</u> Full Powers per occasion.	<u>Sale to Rly. employees</u> Full Powers per occasion. <u>Sale to Govt. Dept. and other Railways</u> Full Powers per occasion.	<u>Sale to Rly. employees</u> Rs.1,000/- per occasion. <u>Sale to Govt. Dept and other Railways</u> Rs.10,000/- per occasion.	<u>Sale to Rly. employees</u> Rs.500/- per occasion. <u>Sale to Govt. Dept and other Railways</u> Rs.5,000/- per occasion.	<u>Sale to Rly. employees</u> Rs.300/- per occasion. <u>Sale to Govt. Dept. and other Railways</u> Rs.3,000/- per occasion.	Nil	Note: Sale to other than 1) Railway employees 2) Other Rlys & other Govt. Dept. 3) Public under taking should be resorted to only under exceptional circumstances and such sale should be personally approved by COS. Authority: Item 8 of 132-S 2308-S and 2330-S S.226/II/vol.3 dt.29.7.81 GM's Note No:G.203/P/III/Vol.10 dt. 08.7.89.

Under **item 7(c) & 7(d)**, sale of materials with normal stock is prohibited. However to meet the emergent needs of Govt. departments, Railways, local authorities or contractors for use on Railway works sale may be effected. The sale should be at book rate or purchase rate whichever is higher plus the usual percentage charges at the rate of **5 per cent** for freight and **2 percent** for incidental charges and departmental charges at the rate of **12-1/2 per cent** on prime cost, freight and incidental charges. Departmental charges may be waived in any particular case with the sanction of the General Manager. However sale to other Govt. Railways should be at book rate of issuing depot as available in previous month's transaction register without the addition of any other charges. **(Para 2327-S to 2329-S).**

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7 (e)	Direct sale of surplus stores and scrap stores	<u>Rlys. and Govt. Dept Full Powers</u> <u>Sale to Rly. employees and private parties.</u> Rs.10,000/ <u>Sale to Rly. employees and private parties</u> Rerollable and Industrial scrap upto Rs.10,000/	<u>Sale to other Rlys. and Govt. Dept Full Powers</u> <u>Sale to Rly. employees and private parties.</u> Rs.5,000/- <u>Sale to Rly. employees and private parties</u> Rerollable and Industrial scrap upto Rs.5,000/-	Nil Nil <u>Sale to Rly. employees and private parties</u> Rerollable and Industrial scrap upto Rs.3,000/-	Nil Nil Nil	Nil Nil Nil	Nil <u>Sale to Rly. employees and private parties</u> <u>Dy. CMM (depot in-charge)</u> Rs.3,000/- in each case at rates fixed by COS <u>SMM/AMM (depot in-charge)</u> Rs.1,000/- in each case at rates fixed by COS <u>Sale to Rly. employees and private parties</u> <u>Dy. CMM (depot in-charge)</u> Rerollable and Industrial scrap upto Rs.3,000/ <u>SMM/AMM (depot in-charge)</u> Rs.1,000/- in each case at rates fixed by COS	Authority: Item 8 and 11 of 132-S and 2330-S GM's Sn.No.S.226/SOP/Stores/98 dt.9.9.98.
Under item 7(e) the rates at which surplus stores may be sold should be the book rates (which would have been suitably modified by the Survey Committee) or the rates at which similar articles have been sold in recent auction or tender sales, whichever may be higher. Where similar articles have not been sold at recent auction but have been withdrawn owing to the reserve price that had been fixed not having been reached, such prices should be taken to be the prices applicable in the case of these sales. Additional charges for freight, incidental charges and supervision vide paras 2328-S and 2329-S may be added at full or reduced rate or altogether foregone by the authority empowered to sanction the sales. In the case of petty sales the cost is payable strictly in advance to the Railway. Scrap and unserviceable, surplus and obsolete stores may be sold at book value or at a loss not exceeding Rs.200/- on each sale. The freight involved should also be taken into account in computing the loss (Para 2331(a)-S and 2311-S). Railway may also submit tenders to dispose of over-stocks or surplus stores (Para 2325-S).								
7 (f)	Direct sale of books, forms, stationery, petty stores and clothing for Class IV staff	Full Powers	Full Powers	Nil	Nil	Nil	Nil	Authority: Item 10 of 132-S and 2309-S
The item under 7(f) may be sold to Railway Co-operative Credit Society, Railway Institutes, Govt. Railway Police Department, Indian Posts and Telegraph Dept, Railway Battalion,								

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Railway Regiment and other similar bodies at book rate or purchase rate whichever is higher levying freight, incidental and departmental charges.

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7 (g) (i)	Extension of time with interest and/or with ground rent either for payment or removal of materials respectively and forfeiture of lots duly forfeiting of EMD. Interest at 7% (Seven Percent) above the Base Rate of State Bank Of India to be charged in connection with the sale of scrap materials.)” in view of Rly. Board letter dt.24.12.10	Full Powers	Full Powers	Full Powers	Full Powers	Nil	SMM/AMM (in-charge of the depots) Full Powers	Authority: Item 12 of 132-S GM's Memorandum No.G.203/P/III/Vol.3 of 9.1.71 G.203/P/III/Vol.9 dt. 7.2.92 (C.S.No.11)
7 (g) (ii)	For extension of time for delivery without ground rent and extension of time for payment without interest	Nil	Nil	Nil	Nil	Nil	Nil	Authority: Item 12 of 132-S GM's Memorandum No.G.203/P/III/Vol.3 of 9.1.71 G.203/P/III/Vol.9 dt. 7.2.92 (C.S.No.11)
a) Free delivery time shall be maximum 50 days from the date of auction. This time can be extended up to 65 days by COS/CMM at the time of auction depending on complexity of lot or even after auction in case Railway Administration is responsible for delay. However, beyond 65 days, delivery can be given only after imposing ground rent. In exceptional circumstances when delay is purely due to fault of Railway Administration, delivery time can be extended without Ground Rent with personal approval of GM/AGM. b) If the purchaser fails to deposit balance sale value for a sold lot within the allowed period of 20 days from the date of auction and requests for an extension of this period, the Railway Administration, may at its discretion, on the merits of the case, allow further time not beyond 40 days from the date of auction, subject to the levy of interest charges. However, the Earnest Money shall stand forfeited, if the balance sale value is not deposited by the purchaser within the said period of 40 or 20 days as the case may be. (Authority: Rly. Board letter No.2012/RS(S)/709/4 dt.29.05.12)								

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Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7 (g) (iii)	Cancellation of lots due to administrative reasons without finance concurrence.	Full Powers	Full Powers	Full Powers	Nil	Nil	Nil	Authority: Item 12 of 132-S GM's Memorandum No.G.203/P/III/Vol.3 of 9.1.71 G.203/P/III/Vol.9 dt. 7.2.92 (C.S.No.11)
7 (h)	acceptance of payment in respect of materials revealed in excess of the advertised quantity in auction/ tender sales at the time when delivery is in progress	Nil	Nil	Nil	Nil	Nil	Depot officers to accept payment at the rate already decided upto a maximum of 10%.	Authority: P.O.O. No.S.226/II dt. 9.4.58 GM's Sn. No. S.226/SOP/Stores/ 98 dt. 9.9.98
7 (i)	Refund of ground rent in respect of scrap material sold.	Full Powers	Full Powers	Full Powers	Nil	Nil	Nil	Authority: GM's Memorandum No.G.203/P/III/Vol.5 of 24.1.78
Under item 7(i) prior Finance concurrence is necessary if the amount exceeds Rs.5000/- .								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8 8 (a)	ACCOUNTING ADJUSTMENTS adjustment of difference between book value and sale value	Full Powers	Full Powers	Rs.10,000/-	Rs.1,000/-	Nil	Depot Officer Rs.1,000/-	Authority: 2307-S and 2310-S GM's Sn.No.S.226/SOP/Stores/98 dt. 9.9.98
8 (b)	adjustment as a result of fluctuation in market rate	Rs.10,000/-	Rs.10,000/-	Rs.5,000/-	Nil	Nil	Nil	Authority: Item 17 of 132-S and 210-S GM's Sn.No.S.226/SOP/Stores/98 dt.9.9.98
8 (c)	To classify stores as "Dead Surplus" reclassify stores in stock and rate them as "Second hand" or "Scrap" and to write down the value of "surplus" or "obsolete" stores in books.	Rs.5 Lakhs per item	Rs.3 Lakhs per item	Rs.1 Lakh per item	Nil	Nil	<u>Depot Officers (in Sr. Scale)</u> Rs.25,000/ per item. <u>Depot Officers</u> Rs.5,000/- per item.	Authority: - Item 13 of 132-S - S.226/II/Vol.2 of 19.2.75 2003/RS(G)/777/2, dated 4.6.2004 (RBS No.14/04) - Railway board letter No.2003/RS(G)/777/2, dated 20.10.2009.
The recommendation of Survey Committee should be obtained vide Para 2223-S . The limit of Rs.5 Lakh per item (where item means total stock value of the item and not unit value) applies to the value before classification. The powers of Depot Officers upto Rs.25,000/- per item (where item means total stock value of the item and not unit value) can be exercised based on the recommendations of Survey Committee. The powers of Depot Officers upto Rs.5,000/- per item (where item means total stock value of the item and not unit value) may be exercised without routing the same through Survey Committee.								
8 (d)	Adjustment due to stock verification	Rs.5,000/- per item	Rs.5,000/- per item	Rs.1,000/- per item	Rs.500/- per item	Nil	<u>Depot Officers</u> Rs.500/- per item.	Authority: Item 17 of 132-S G.03/P/III/Vol.5 dated 24.11.77
The powers under item 8(d) may be exercised provided the difference is not due to negligence, carelessness or dishonesty of any employee or due to different methods of measurement adopted by the Accounts stock verifiers and the Department and it is agreed by F.A. &C.A.O. that reference to General Manager is not necessary.								

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Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8 (e) (i)	To write off shortages of articles of dead stock, losses of stores, tools and plants in stock and in transit on revenue account.	Rs.5,000/- per item *	Rs.5,000/- Per item *	Rs.1,000/- per item *	Rs.500/- per item *	Nil	<u>Depot Officers</u> Rs.500/- per item.	Authority: Item 18 of 132-S G.203/P/III/Vol.5 dt.24.11.77
8 (e) (ii)	To sanction adjustments effected in the numerical account for verification undertaken departmentally or by the Accounts dept.	Rs.2,000/- per item **	Rs.2,000/- per item **	Rs.500/- per item **	Rs.100/- per item **	Nil	<u>Depot Officers</u> Rs.100/- per item**	Authority: Item 18 of 132-S G.203/P/III/Vol.5 dt.24.11.77
Every case of loss presenting unusual feature or revealing serious irregularities or exceeding Rs.50,000/- should be promptly brought to the notice of the Railway Board vide Para 1802-GI . The monthly summary of the total amount written off, supported by details in each case when Railway employees are responsible and disciplinary action taken should be submitted to the General Manager.								

* provided that the shortage, etc., is not due to negligence, carelessness or dishonesty of any Railway employee, and in cases arising out of Accounts stock verification, FA&CAO's concurrence is obtained for not referring to General Manager.

** where the loss is due to negligence, carelessness or dishonesty of any Railway employee and it is not possible to effect recovery from the employee.

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Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
9 9 (a) (i)	MISCELLANEOUS Contract for - reconditioning of non-ferrous scrap	Rs.25 lakhs in each case	Rs.25 lakhs in each case	Rs.3 lakhs	Rs.50,000/-	Rs.15,000/-	Nil	Authority: 1326-S.
9 (a) (ii)	Fabrication of miscellaneous articles from raw material	Rs.25 lakhs in each case	Rs.25 lakhs in each case	Rs.3 lakhs	Rs.50,000/-	Rs.15000/-	Nil	Authority: 1326-S.
i) Before deciding to invite tenders for fabrication/reconditioning of shop manufacture items cost, comparison analysis as well as 'make or buy' decision should be done duly scrutinized by the concerned Workshop Accounts Officer. ii) The possibility of carrying out the work in Railway Workshops at cheaper rates should be investigated before entering into contracts. iii) Open Tenders should be invited for all contracts in excess of Rs.1 lakh in value. For contracts under Rs.1 lakh in value limited tenders may be called for								
9 (b)	Invitation and acceptance of tenders.							
9 (b) (i)	For washing of boiler suits of Railway Press staff governed by hazardous duty conditions.	Rs.50,000/-	Rs.50,000/-	Rs.15,000/-	Nil	Nil	<u>SMM(D)/</u> <u>MGSD/AP</u> Rs.3000/-	Authority: G.203/P/III of 23.1.1964 GM's Sn.No.S.226/SOP/Stores/98 dt.9.9.98

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
9 (b) (ii)	for loading and unloading of goods and transport of materials	upto the limit of his powers of purchase	upto the limit of their powers of Purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	For transportation purpose only <u>Sr. DMM/Dy. CMM (depot)</u> Rs. 3 Lakh per case. (Annual Ceiling limit for total Road Transport – Rs. 24 Lakhs) <u>DMM/SMM (Depot) independent charge</u> Rs. 3 Lakh per case. (Annual Ceiling limit for total Road Transport – Rs. 24 Lakhs) <u>DMM/SMM (Depot) Other than independent charge</u> Rs. 1.5 Lakh per case. (Annual Ceiling limit for total Road Transport – Rs. 6 Lakhs) <u>Asst. DMM/AMM (Depot) independent charge</u> Rs. 1.5 Lakh per case. (Annual Ceiling limit for total Road Transport – Rs. 12 Lakhs) <u>Asst. DMM/AMM (Depot) Other than independent charge</u> Rs. 1 Lakh per case. (Annual Ceiling limit for total Road Transport – Rs. 4 Lakhs)	Authority: G.203/P/III/ Vol.4 dt.4.12.76 G.203/P/III/Vol.6 dt.28.9.79 P.O.O. No.S.226/I/ Vol.12 dt.22.10.79 (Sl.No.47/79) 87/RS(G)/779/26/pt. dt. 21.2.97.
i) Open Tenders should be invited in respect of contracts valued over Rs.10 lakhs. b) Limited Tenders may be issued and finalised upto Rs.50,000/- without finance concurrence and for value above Rs.50,000/- to Rs.10 lakhs, with finance concurrence. c) For issuing open Tenders no finance concurrence is necessary. ii)The powers delegated to the various authorities have to be exercised with the concurrence of the Associate Finance where value exceeds Rs.40,000/- and upto Rs.40,000/- without finance concurrence. iii)The powers to be exercised within available budgetary limits and each demand allocation and primary unit.								

SOUTH WESTERN RAILWAY

Sl. No.	Nature of Powers	COS	CMM	Dy.CMM	SMM	AMM	Other Officers	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
9 (b) (iii)	for clearing and transport of tickets from station to factory	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Nil	Authority: G.203/P/III/ Vol.4 dt.4.12.76 G.203/P/III/Vol.6 dt.28.9.79 P.O.O. No.S.226/I/ Vol.12 dt.22.10.79 (Sl.No.47/79) GM's Sn.No.S.226/SOP/Stores/98 dt.9.9.98 87/RS(G)/779/26/pt. dt. 21.2.97
a) Open Tenders should be invited in respect of contracts valued over Rs.10 lakhs. b) Limited Tenders may be issued and finalised upto Rs.50,000/- without finance concurrence and for value above Rs.50,000/- to Rs.10 lakhs, with finance concurrence. c) For issuing open Tenders no finance concurrence is necessary.								
9 (b) (iv)	for printing work by outside press excluding money value items	upto the limit of his powers of purchase	upto the limit of their powers of purchase	upto the limit of their powers of purchase	Nil	Nil	Nil	Authority: Para-1030 of Financial Code Vol. I. 1129-S.
Open Tenders should be invited for all contracts in excess of Rs.1 lakh in value. For contracts under Rs.1 lakh in value limited tenders may be called for.								
9 (b) (v)	For printing work by outside press (IBA Security printers) Money value books/ forms/ blank card board Tickets etc.	Rs.25 lakhs per case/item	Rs.10 lakhs per case/item	Rs.2 lakhs per case/item	Nil	Nil	Nil	Off-loading to outside printers is necessitated in view of Board Lr.No.2006/E&R/2800/Imp/Rlys. (Pt), dt: 06/12/07 under which the Railway printing presses are planned to be closed in phased manner.
i)Open Tenders should be invited for all contracts in excess of Rs.1 lakh in value. For contracts under Rs.1 lakh in value limited tenders may be called for. ii)The powers delegated to the various authorities have to be exercised with the concurrence of the Associate Finance where value exceeds Rs.40,000/- and upto Rs.40,000/- without finance concurrence.								
10	Spot Purchase							For Spot purchase procedure laid down in JPO No.18/2006, dt: 30/11/06 to be followed. Copy of JPO is at Annexure "C" of Part D, Stores Matters

SOUTH WESTERN RAILWAY

Annexure 'A'

Part (a)- Purchase

Sub : Constitution of Tender Committee and Authority competent to accept stores purchase on Zonal Railways/Production units.

Authority Railway Board letter No. 2001/F(S)/PW 7/1 dated 07.12.2007.

Sl. No.	Value limit of tender	Acceptance by	Stores	Concern Deptt.	Finance.
1.	Rs. 10 lakhs to Rs. 30 lakhs.	JAG	Sr.Scale.	Sr.Scale.	Jr.Scale.
2.	Rs. 30 lakhs to Rs. 1 crore.	SAG	JAG	JAG	Sr.Scale.
3.	Rs. 1 crore to Rs. 2 crores.	SAG	JAG	JAG	JAG
4.	Rs. 2 crore to Rs. 15 crore.	PHOD/CHOD	SAG	SAG	SAG
5.	Rs. 15 crore to Rs. 25 crore.	AGM*	PHOD/CHOD	PHOD/CHOD	SAG
6.	Rs. 25 crores to Rs. 50 crores.	GM	PHOD/CHOD	PHOD/CHOD	PHOD/CHOD

*In units, where there is no AGM, the accepting authority will be GM against item 5 as well of above table.

- 1) All purchase proposals not involving foreign exchange valued over Rs.50 crores and purchase proposals involving foreign exchange valued over Rs. 50 crores are to be submitted to Railway Board, duly approved by GM, for obtaining approval of the competent authority.(No 2007/F (S)1/PW/7 dt 07.12.07)
- 2) The total value of a tender will be the criterion to decide the competent authority for acceptance where purchase proposals against the tender which are put up in parts. The Stores Member of the Tender Committee will put up the proceedings direct to the accepting authority.
- 3) The above are however upper limits for constitution of Tender Committees. General Managers are free to delegate lower limits for the same keeping local requirements in mind in consultation with FA&CAO" in place of existing entry.

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Part (b): SALE

Sub: Constitution of Tender Committee and Authority competent for Sale through Tender

Authority: GM/SWR sanction vide Note No.S/VIII (2)/ SOP Corrections (Stores)/09-10 dt.12.03.2010.

Sl. No.	Value limit of tender	Acceptance by	Stores	Concern Deptt.	Finance.
1.	Up to Rs.10Lakhs.	JAG	Sr.Scale.	Sr.Scale.	Jr.Scale.
2.	Above Rs.10Lakhs to Rs.40Lakhs.	SAG	JAG	JAG	Sr.Scale.
3.	Above Rs.40Lakhs to Rs.1Crore.	PHOD/CHOD	SAG	SAG	JAG

- 1) In the absence of guidelines from Board, the above financial limits for constituting tender committee and acceptance of tender for Sale is being implemented provisionally.
- 2) The above powers under S.No. 'B' (SALE) will apply to sale through tender only.
- 3) If, as a condition of sale, freight is to be borne by the administration, cost of such freight should be taken in to consideration in computing the loss.
- 4) Technical member of the Tender Committee will be the Civil Engg. Dept. officers for Rail, Sleepers and other items exclusively used by Civil Engg. Dept. and for other items, Technical Member will be the officer of Mechanical Dept.
- 5) The structure and composition of Tender Committee detailed above should not be altered locally excepting in an individual case, for reason to be recorded and with concurrence of FA & CAO and approval of General Manager.

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Annexure 'B'

Sub : Processing of Non-Stock Indents – Revised procedure.

Re f: (1) Rly. Bd. Letter No. 2007/RS(G)/779/1 dated 16.10.2008. (2) Rly. Bd. Letter No. 2005/RS(4)/779/7 dt 28.05.2007
(3) Correction slip No.2/2009 issued vide this office letter dated 3.2.2009 (4) Rly. Bd. letter No. 2007/RS(G)/779/1 dated 16.02.2009.

* * *

In terms of Rly. Bd. letter No. 2007/RS(G)/779/1 dated 16.02.2009, Annexure "B", of Part "D", Stores Matter of SOP has been replaced as under. This has the concurrence of finance and sanction of General Manager.

The procedure henceforth to be followed in processing non-stock indents for procurement of stores chargeable to Revenue and Plan head Works is stipulated in letter referred above duly revising the delegation of Powers. These revised norms should be followed for all the Non stock indents.

Delegation of Powers for N. S. Indents : Revenue & Planned Works Chargeable to Sanctioned Estimates of Works & Track Renewals, RSP & M&P.

SL. No	Value Rs.	Indenting Officer	Controlling Officer	Approving officer	Remarks
1	Upto Rs10,000/-	Sr. Supervisor	-	Jr. Scale Officer	Sr. Scale officer in absence of J S officer
2	Rs.10001/- to Rs.50000/-	Sr. Supervisor	Jr. Scale Officer	Sr Scale Officer	JAG/SG in absence of SS Officer
3	Rs.50001/- to Rs.2 Lakhs	Sr. Supervisor	Jr Scale /Sr Scale Officer	SG/JAG	In case JAG/SG Officer not posted then non stock requisition to be signed by • ADRM for divisional requirements • CWM for Work Shop Requirements • SAG Officer for Construction and other establishments
4	Above Rs.2 Lakhs and upto Rs.10 lakhs	Jr. Scale/Sr. Scale	SG/JAG	SAG i.e. CWM/ADRM/ SAG of user department	--
5	Above Rs.10 lakhs	Jr. Scale, Sr. Scale, JAG	CWM/ADRM/SAG	CAO(C)/PHOD/CHOD	--

Note :

(1) The value limit of financial vetting of non-stock demands will be as under:

- (a) For safety items – above Rs.2 lakhs (Safety items as defined in Board's Lt. No.99/RS(IC)/165/SRC dt 19.4.2000) subject to 10% test check by Accounts.
- (b) For items other than safety – above Rs.1 lakh.

(2) All Non-stock purchase at depot/division level will require essentiality of purchase as follows:

- (a) For safety items – Essentiality certification for requisition valuing upto Rs.2 Lakhs by field level officer at JAG/SG level and for requisition exceeding Rs. 2 lakhs by field officer at SAG level i.e CWM/ADRM/DRM etc will be needed.
- (b) For other than safety items –Essentiality Certification for requisitions valuing upto Rs.1 lakhs by field level officer at JAG/SG level and for requisitions exceeding Rs.1 lakh by field officer at SAG ie CWM/ADRM/DRM etc will be needed.

(3) All Non stock purchase at Headquarter will require consolidation & essentiality of purchase to be certified by at least SAG level officer of consuming department in Headquarter.

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Annexure 'C'

JOINT PROCEDURE ORDER FOR SPOT PURCHASE

ORDER NO. 18/2006.

1.0 PREAMBLE :

- 1.1 There are certain items very urgently required by the Divisions and Workshops but it is difficult to frame their specifications and drawings, although normally available off the shelf. Such items are purchased through Spot Purchase Committee without following the formal tendering system but through physical visit to the premises of the firms by the nominated officers.
- 1.2 Concept of purchase through "Spot Purchase Committee", the Stores Code is silent on the subject. Railway Board has also not issued any guidelines/instructions on this mode of purchase. Still the same is resorted to by Zonal Railways/PUs to deal with emergent situations. Since this is exceptional mode of purchase, COS's personal approval is considered essential, before obtaining GM's approval. With a view to streamline this exceptional mode of purchase, following procedure is outlined in succeeding paragraphs.

2.0 SPECIAL CIRCUMSTANCES REQUIRING SPOT PURCHASE:

- 2.1 The purchase through Spot Purchase Committee should be resorted to under exceptional circumstances.
 - 2.1.1 Occasions when the requirement of non-stock items could not be foreseen in advance and are required urgently for safe operations (and where cash purchase powers are considered inadequate) and emergency purchase through formal invitation of tenders etc. is likely to take considerable time.
 - 2.1.2 For purchase of non-stock items which are required occasionally and making the detailed specifications for the same is not practicable/economical and items of consumable nature, where the quality of material in the market changes at fast pace, materials which are obtained by personal examination of feel, finish and appearance, furniture, crockeries, carpets etc., and readily available in the market.
 - 2.1.3 However, Spot Purchase may not be resorted to for purchasing such items, which have detailed specifications and drawings and which are long lead items and not available readily in the market.

3.0 SANCTION OF SPOT PURCHASE:

- 3.1 The proposal of purchase through Spot Purchase Committee duly vetted by Associate Finance should be submitted by Division or Workshop to COS office through the concerned PHOD. Similarly, for HQ Offices, requirement should be concurred by Finance before sending it to COS. While sending the proposal to COS office, concerned PHOD will nominate the Technical Member. Since this is special mode of purchase, COS will decide whether to go ahead for Spot Purchase or otherwise. If the purchase is to be made through SPC, then COS will nominate Stores Member for Spot Purchase and file will be marked to FA&CAO for concurrence and nomination of Finance Member to be associated with SPC. The file will then be put up to GM for sanction of Spot Purchase. The sanction will be communicated by COS office to the concerned Unit endorsing the copy to all the members individually, maintaining a proper Register for the same.

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4.0 THE COMPOSITION OF SPOT PURCHASE COMMITTEE :

- 4.1 The spot purchase would invariably be made by a committee of 3 officers from Stores Dept., Accounts Dept. and Indenting Dept. The level of Spot Purchase Committee is as under:

Sr. No.	Stores Dept.	Consuming Dept.	Accounts Dept.	Value of Purchase	
				Above	Upto
1	Jr.Scale	Jr.Scale	Jr.Scale	-	Rs.1 lakh
2	Sr. Scale	Sr. Scale	Sr. Scale	Rs.1 lakh	Rs.2 lakhs
3	JAG	JAG	JAG	Rs.2 lakhs	Rs.15 lakhs
4	SAG	SAG	SAG	Rs.15 lakhs	Rs.50 lakhs

Note :

- (i) If there are more than one item to be spot purchased at one time, the total value of all the items would be the guiding criteria.
- (ii) The Stores Officer will normally act as the Convener of the Committee.

5.0 PROCEDURE:

- 5.1 Spot purchase is only a separate mode of purchase. Therefore, purchase through Spot Purchase should be proceeded only after all necessary formalities of procurement i.e. proper requisitions, funds certification & vetting of requisitions, concurrence & sanction.
- 5.2 The Committee will undertake the market survey and obtain minimum 3 quotations from suitable sources. While obtaining the quotation, normal rules laid down for obtaining the quotation (as in the case of cash purchase arranged by the Stores Depot Officers), will be followed. In conducting their business, the Committee shall give due regards to the 'Canons of Financial Propriety'.
- 5.3 The quality of materials being purchased by the Committee will be certified by the Member from the Consuming Dept. serving on the Committee.
- 5.4 Normally, no passing over of offers is permissible in spot purchase on pretext that offers not suitable in respect of specification/description and delivery requirement. If the firms are not adhering to specification/delivery, then quotation/ offer should not be taken/obtained at first stage itself. Issue of any amendment after placement of order should normally be avoided.
- 5.5 The Committee will draw proceedings covering at least the points as listed below:
- (i) Description of the item.
 - (ii) Tabulation Statement.
 - (iii) Brief discussion of the offers obtained.
 - (iv) Acceptance along with certificate on reasonableness of recommended rates.
 - (v) Unusual terms & conditions and deviation accepted.
 - (vi) Consignee.
 - (vii) Paying Authority.

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- 5.6 The Proceedings of SPC will be signed by all the SPC members.
- 5.7 Normally there should not be any circumstances for dissent among the SPC members. However, in case of rare circumstances of dissent, same should be put up to COS for decision.
- 5.8 Formal communication (in lieu of PO) detailing the Description/Specification of the item, Rates & Taxes, Terms & Conditions, Inspection Clause, etc. shall be signed by Convener of SPC for placing on the firm. COS office will maintain proper record of such Spot Purchase by maintaining Register, for any query from any corner on SPC e.g. Railway Board etc.
- 5.9 The material purchased will be accounted for as is being done for material received against regular purchase order.
- 5.10 The purchase shall be completed within 45 days from the date of appointment of committee, failing which fresh approval of GM shall be obtained for purchase of items through Spot Purchase Committee.

PAYMENTS:

- 6.1 Cash Payment is to be avoided unless payment is made through cash imprest.
- 6.2 The payment to supplier will be made after delivery of material. The Executive Department will prepare a Pay Order after delivery of material and subsequently cheque payment will be arranged to supplier.

This issues with the concurrence of FA&CAO and approval of GM.

This supersedes all other Procedure Orders issued earlier on the subject.

SOUTH WESTERN RAILWAY
DELEGATION OF POWERS IN RESPECT OF COMMERCIAL MATTERS

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1.	Waiver/Refund of Demurrage and Wharfage Charges	GM Full Powers <u>PHOD</u> Upto Rs.1Lakh	DRM Upto Rs. 25,000/-	<u>CTM/Sr.DCM/DCM</u> working as Branch Officer Upto Rs. 6,000/- <u>DCM/DTM/Area Officer</u> in Sr. Scale Demurrage upto Rs.600/- , Wharfage upto Rs.1,200/- <u>ACM/ATM/Area Officer</u> in Jr. Scale Upto Rs. 300/-	1. Prior finance concurrence is required for waiver of demurrage/ wharfage charges above Rs. 25,000/- per wagon/per consignment respectively. Cases submitted to General Manager Should be routed through the Co-Ordinating HOD of the commercial Department and FA&CAO of Zonal Railways. 2. DRMs have Full Powers to write off of demurrage and wharfage charges in respect of consignments not taken delivery of and subsequently disposed off by auction, and remaining uncovered after setting off the sale proceeds realised from the auction sales. The amount realised in auction should be set off against freight demurrage and wharfage charges, in that order. 3. The amount shown is maximum amount of demurrage per wagon which can be considered by an officer. In case of wharfage, maximum amount is per wagon for Train load traffic/per consignment for other than Train load. 4. Advance Correction Slip. No.12 to IRCM. (Authority: Board's letter no. TC-I/2004/201/9 dated 11.10.04)
2.	Write off of irrecoverable freight charges in respect of the consignments not taken delivery of and subsequently disposed off by auction.(remaining uncovered after setting off of the sales proceeds realised from the auction sale)	<u>PHOD</u> Full powers	<u>DRM/ADRM</u> Full powers	Nil	Finance concurrence is necessary for cases above Rs. 5,000/- . Authority: Board's letter No.TCI/3036/60/2 dt.26.11.69.
3.	a. Write off of the amounts due to the railway when they are not recoverable.	<u>PHOD</u> upto Rs.20,000/- <u>HOD</u> upto Rs.10,000/-	Nil	Nil	1. Finance concurrence is necessary for cases above Rs.5,000/- 2. Powers are delegated on a per case basis. Authority: 1. Para 2737 & 2739 of IRCM Vol.II. 2. Item no. 26 of GMS' delegation
3	b. Write off of amount due to the railway when they are	<u>PHOD</u> upto Rs.10,000/-	<u>DRM /ADRM</u> upto Rs. 5,000/-	<u>Sr.DCM</u> upto Rs.1,000/-	1. Finance concurrence is necessary for cases above Rs.5,000/-

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SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	recoverable.	<u>HOD</u> upto Rs.5,000/-			2. Powers are delegated on a per case basis. Authority: Item No. 27 of GM's delegation.
4.	Write off of cash lost and not recoverable / outstanding earnings / other non recoverable receipts including: a) Values of forged currency notes as advised by cash office/bank when a i. Railway employee is responsible	<u>PHOD</u> upto Rs.25,000/- <u>HOD</u> upto Rs.10,000/-	<u>DRM / ADRM</u> upto Rs. 10,000/-	Nil	1. Finance concurrence is necessary. 2. Powers are delegated on a per case basis. Authority: Item No.44 of GM's delegation. 3. Every important case of loss/loss exceeding Rs.50,000/- shall be reported to Railway Board. 4. In case of loss of EFT books due to factors beyond the control of staff the proposal to Traffic Accounts for write off of debit shall have the approval of CCM.
	ii. Railway employee is not responsible	<u>PHOD</u> upto Rs.1 lakh <u>HOD</u> upto Rs.50,000/-	<u>DRM / ADRM</u> upto Rs. 50,000/-	Nil	1. Finance concurrence is necessary. 2. Powers are delegated on a per case basis. Authority: Item No.44 of GM's delegation. 3. Every important case of loss/loss exceeding Rs.50,000/- shall be reported to Railway Board. 4. In case of loss of EFT books due to factors beyond the control of staff the proposal to Traffic Accounts for write off of debit shall have the approval of CCM.
4	b) Individual amounts of non recoverable outstandings at stations (other than fare freight etc.) when a i. Railway employee is responsible	<u>PHOD</u> upto Rs.25,000/- <u>HOD</u> upto Rs.10,000/-	<u>DRM / ADRM</u> upto Rs. 10,000/-	Nil	1. Finance concurrence is necessary for cases above Rs.5,000/- 2. Powers are delegated on a per case basis. Authority: Item No.44 of GM's delegation.
	ii. Railway employee is not responsible	<u>PHOD</u> upto Rs.1 lakh <u>HOD</u> upto Rs.50,000/-	<u>DRM./ ADRM</u> upto Rs. 50,000/-	Nil	1. Finance concurrence is necessary for cases above Rs.5,000/- 2. Powers are delegated on a per case basis. Authority: Item No.44 of GM's delegation.
5.	Refund of fares and freight otherwise than in accordance with the relevant tariff rules				1. Finance concurrence is necessary for cases above Rs.2,000/- 2. Powers are delegated on a per case basis. -

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SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	a) Fares	upto Rs.20,000/-	<u>DRM / ADRM</u> upto Rs. 20,000/-	<u>Dy.CCM , Sr.DCM</u> upto Rs.10,000/- <u>SCM DCM</u> upto Rs.2,000/- <u>Asst. Officers</u> upto Rs.750/-	[These refunds are for refundable amounts per passenger (and not the total value of the ticket)] 3. All payments upto Rs.3,000/- per passenger will be made under post check system through pay order if the address of claimant falls on a rail head under the jurisdiction of refund granting Railway. 4. The payments upto Rs.3,000/- per passenger to addresses in remote areas not served by a station and on foreign railways will be made under post check system by crossed cheque or money order as per passengers' demand. 5. All payments above Rs.3000/- per passenger to addresses on local as well as foreign railways will be made through crossed cheque or money order as per passenger's demand under pre-check system. Authority: 1. TC II 2003/89 rules dt. 4.2.94 and 22.7.94 2. Item No. 26 of GM's delegation.
	b) Freight	<u>PHOD</u> upto Rs.20,000/- <u>HOD</u> upto Rs.15,000/-	<u>DRM / ADRM</u> upto Rs.15,000/-	<u>Dy.CCM</u> upto Rs.10,000/- <u>SCM</u> upto Rs.5,000/-	Finance concurrence is necessary for cases above Rs.5,000/- Authority: Item No. 26 of GM's delegation.
6.	Refund off wagon registration fee otherwise than in accordance with the relevant rules.	<u>PHOD</u> upto Rs.10,000/- <u>HOD</u> upto Rs.7,500/-	<u>DRM / ADRM</u> upto Rs. 5,000/-	<u>Sr.DCM</u> upto Rs.4,000/- <u>DCM</u> upto Rs.2,500/-	1. Finance concurrence is necessary for cases above Rs.5,000/- . 2. Powers are delegated on a per case basis. Authority: Item No. 27 of GM's delegation.
7.	Refund / Waiver of demurrage charges at stations / tranship sheds where handling contractors are engaged.	<u>PHOD</u> upto Rs.10,000/- <u>HOD</u> upto Rs.7,500/-	<u>DRM / ADRM</u> upto Rs. 5,000/-	<u>Sr.DCM ,DCM</u> upto Rs.2,500/-	1. Finance concurrence is necessary for cases above Rs.5,000/- . 2. Powers are delegated on a per case basis. Authority: Item No. 27 of GM's delegation.
8.	Waiver of penalty charges in cases of mis-declaration of weight and goods	<u>PHOD</u> upto Rs.25,000/- <u>HOD</u> upto Rs.15,000/-	<u>DRM / ADRM</u> upto Rs. 10,000/-	<u>Sr.DCM, DCM</u> upto Rs.1,000/-	1. Finance concurrence is necessary. 2. Powers are delegated on a per case basis. Authority: Para 2161 of IRCM Vol.II.
9.	Refund of penalty charges in individual cases of mis-declared goods.	<u>PHOD</u> upto Rs.15,000/- <u>HOD</u> upto Rs.12,000/-	<u>DRM / ADRM</u> upto Rs. 5,000/-	Nil	1.Finance concurrence is necessary. 2.Powers are delegated on a per case basis. Authority: Para 2161 of IRCM Vol.II.

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SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
10.	Refund of fares or freight in cases covered by tariff rules a) Fares	upto Rs.20,000/-	<u>DRM / ADRM</u> upto Rs. 20,000/-	<u>Dy.CCM, Sr.DCM</u> upto Rs.10,000/- <u>SCM, DCM</u> upto Rs.2,000/- <u>Asst.Officers</u> upto Rs.750/-	1. Finance concurrence is necessary for cases above Rs.2,000/- 2. Powers are delegated on a per case basis. 3. All payments upto Rs.3000/- per passenger will be made under post check system through pay order if the address of claimant falls on a rail head under the jurisdiction of refund granting Railway. 4. The payments upto Rs.3000/- per passenger to addresses in remote areas not served by a station and on foreign railways will be made under post check system by crossed cheque or money order as per passengers' demand. 5. All payments above Rs.3000/- per passenger to addresses on local as well as foreign railways will be made through crossed cheque or money order as per passenger's demand under pre-check system Authority: TC II 2003/89/rules dt. 4.2.94 and 22.7.94.
	b) Freight	Full powers	<u>DRM / ADRM</u> Full Powers	<u>Dy.CCM, Sr.DCM</u> upto Rs.50,000/- <u>SCM, DCM</u> upto Rs.25,000/- <u>Asst. Officers</u> upto Rs.10,000/-	Finance concurrence is necessary for cases above Rs.5,000/- . Authority: Para 2161 of IRCM Vol.II.
10.	c) Refund of over charges as per certified over charge sheet.	Full powers	<u>DRM./ ADRM</u> Full powers	<u>Dy.CCM</u> Full powers <u>Sr.DCM</u> upto Rs.10,000/- <u>DCM</u> upto Rs.5,000/- <u>ACM</u> Upto Rs.1,000/-	1. Finance concurrence is not necessary. 2. Powers are delegated on a per case basis. Authority: Para 2164 to 2167 of IRCM Vol.II.
11.	Refund of security deposit to contractors provided the contract has been satisfactorily completed	Full powers in respect of contracts signed by them.	<u>DRM /ADRM</u> Full powers in respect of contracts signed by them.	<u>Dy.CCM ,Sr.DCM</u> Full powers in respect of contracts signed by them.	1. Finance concurrence is not necessary. 2. Provided maintenance period or guarantee period, if any, is satisfactorily completed and there are no dues to be paid by/ recovered from the contractor. 3. Refer to Item No. 14 of SOP-Part-A for Works

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					Matters. Authority: Para 1261 of Engg. Code.
12.	Refund of rental charges for commercial advertisement	Full Powers in case of contracts Approved by them.	<u>DRM / ADRM</u> Full Powers in case of contracts Approved by them.	<u>Dy.CCM , Sr.DCM</u> Full powers in respect of contracts approved by him or Sr. Scale Officer.	1. Finance concurrence is not necessary. 2. This Para is applicable in cases where the area is not available or the advertisement is to be changed as per Railways requirement.
13.	a) Payment of Claims for compensation for goods lost or damaged	GM Full Powers <u>CCM</u> Upto Rs. 4 Lakhs <u>CCO</u> Upto Rs. 2 lakhs	NIL	<u>Dy. CCM (Claims) or Dy. CCO</u> Upto Rs.60,000/- <u>SCM</u> Upto Rs. 15,000/- <u>ACM</u> Upto Rs. 8,000/-	1. Cases of Value of Rs. 75,000/- and above shall be subjected to prior accounts check in each and every case. 2. Powers are delegated on a per case basis. 3. These Powers are also applicable in settlement of accident claims cases. 4. Advance correction Slip No.8 to IRCM (Authority: Board's letter no. 99/TC-III/3/2 dated 23-05-2001)
14.	Payment of fees to surveyors engaged for the assessment of the value of the damaged consignments	Full Powers	<u>DRM / ADRM</u> Full Powers	<u>Sr DCM</u> upto Rs.3,000/-	1. Finance concurrence is necessary for cases above Rs.3,000/- . 2. Powers are delegated on a per case basis. 3. Withdrawal from station earnings allowed upto Rs.250/- in terms of Para 2425 IRCM Vol.II.
15.	Payment of bills for loading and unloading of unconnected or undelivered wagons	Full Powers	<u>DRM , ADRM</u> Full Powers	<u>Sr DCM</u> upto Rs.5,000/- <u>DCM</u> upto Rs.2,000/-	1. Finance concurrence is not necessary. 2. Powers are delegated on a per case basis. Authority: Para 2117(7) and 2425 (9) of IRCM Vol.II.
16.	Compensation in case of railway accidents. (claims decreed by a Court of law)	<u>CCO</u> upto Rs. 4 lakhs	Nil	Nil	1. Finance concurrence is not necessary. 2. The powers of CCO are excluding the court fee & other expenses granted by the court for settlement of accident compensation claims. Authority: 1. Board's letter No.96/TCIII/80/2 dt. 31.12.97. 2. Board's letter No.99/TCIII/1/5 dt.18.11.99.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
17.	Payment of commission to canvassers on trade advertisement secured by them on receipt of the amounts due from advertisers.	Full Powers	<u>DRM / ADRM</u> Full Powers	<u>Sr.DCM</u> Full Powers on the amounts actually received.	1.Finance concurrence is not necessary. 2.15% upto Rs. 1 Lakh. 20% beyond Rs. 1 Lakh. Authority: Board's letter No.74/PR/4/5 dt. 19/22.4.85.
18.	<u>CONTRACTS:</u> Contracts for cartage of goods, parcels etc., for loading, unloading, transshipment of goods and other issues incidental to traffic working, for washing & supply of bedrolls i) to call for open tenders	Full Powers	<u>DRM / ADRM</u> Full Powers	<u>Sr.DCM</u> Full Powers	1. Finance concurrence is necessary. 2. Powers are delegated on a per case basis. 3. The extant orders in regard to invitation of tenders, constitution of tender committees, etc. should be followed. Refer to Annexure-A, Part-II 4. The limits mentioned apply to the annual value of the contract. 5. The divisions may call for tenders without any monetary limit subject to the tender committees being constituted at Hqrs. level if the contract is beyond the powers of DRM. 6. Contracts may be awarded to available and willing genuine co-operative labour contract societies of actual workers with not more than two outsiders, without call of tenders upto the monetary limit of their powers for awarding such contracts. Authority: 1. Board's letter No.72/E(Co-op)/L1/5 dt.21.9.73. 2. Same as that of Works Matters Para 1259 of Engg. Code & Paras 410 & 411 of Stores Code.
18	ii) to accept open tenders	<u>PHOD</u> upto Rs. 5 crores <u>HOD</u> upto Rs. 2 crores	<u>DRM / ADRM</u> upto Rs. 2 crores	<u>Sr DCM</u> Upto Rs. 25 lakhs	
19.	<u>EARNING CONTRACTS:</u> Contracts for commercial matters viz. Parking, publicity, bed roll contract etc. * (a) To call for open tenders	Full Powers	<u>DRM/ADRM</u> Full Powers	<u>Sr. DCM</u> upto Rs. 1 Crore.	1. Finance concurrence is necessary. 2. Powers are delegated on a per case basis. 3. The extant orders in regard to invitation of tenders, constitution of tender committee etc. should be followed. 4. The divisions may call for tenders without any monetary limit subject to the tender committees

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(b) To accept open tenders	Refer Annexure B	Refer Annexure B	Refer Annexure B	being constituted at Hqrs level if the contract is beyond the powers of DRM. 5. For constitution of tender committee and acceptance, please refer to Annexure-B page 20 -E. Authority: 1) Board's letter No.92/TG-11/39/25 dt.1.12.98, No. 99/TC(FM)/10/4 dated 23-10-2000 and 1.6.2001 & Lt. No. 2007/TG-IV/39/22/SOP dated 14.8.2007. 2) Commercial Circular No.74 of 2007 No.2007/TG-IV/39/22/SOP dated 14.08.2007 * For Summer Specials DRM/ADRM can finalise on Quotations basis.
	(c) Extension of contract for commercial advertisements	Full Powers	<u>DRM / ADRM</u> Full Powers	Nil	Finance concurrence is necessary.
	(d) Leasing of AGCs, SLRs, Parcel Vans, Parcel Cargo Express				
	(i) To call the tenders	PHOD Full Powers	DRM/ADRM Upto Rs. 8 Crores	Sr.DCM Upto Rs. 2 Crores	1. Finance Concurrence is necessary. 2. The extent orders in regard to invitation of tenders, constitution of tender committee etc. should be followed. 3. For constitution of tender committee and acceptance please refer to Annexure-C.
	(ii) To accept the tenders	Refer Annexure C	Refer Annexure C	Refer Annexure C	Authority: 1)Board's letter No. 2006/TC(FM)/10/1 dated 27.03.06 & 99/TC(FM)/10/4 dated 20.09.2006
20.	A) Award of Contracts for i. Medical shops a. approval for commissioning.	Full powers	Full Powers	Nil	Finance Concurrence is necessary, Authority Para 2815 of IRCM Vol-II Based on recommendations of 3 JA Grade Officers from Commercial, Finance & Medical departments. Other terms and conditions as per Rly Bd's letter No. 2000/TGIII/648/7 Dt. 3-11-2000 to be followed. For awarding books stalls to M/s. A.H. WHEELER &
	b. awarding of licence.	<u>CCM</u> only Full powers.	Nil	Nil	

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	ii. Book stalls	<u>CCM</u> Full powers Other than M/s. A.H. WHEELER & Co., M/s. Higgin Bothams Ltd., and various philanthropic organisations.	<u>ADRM</u> For "B" and below Category stations in case Division does not have Sr.DCM. For other than various philanthropic organisations.	<u>Sr.DCM</u> For "B" and below category stations, For other than various philanthropic organisations.	Co., M/s. Higgin Bothams Ltd., and various philanthropic organisations Board's approval has to be obtained. Instructions from Board from time to time should be followed. Authority: Board's Lr. No. 99/TG.III/464/18/Policy dated 12-03-2001. For 'B' and Below Category Stations Authority Boards letter No. 2000/ TG.III /464/ 18/ Policy dated 12.10.2004, Commercial Circular No.38 of 2004, Revised Bookstall Policy 2004.
	B) STD/ISD/PCO/ FAX/Internet booths				The procedure, terms and conditions as stipulated in Board's letter No. 2000/TG IV/10/P/PCO/TATA dated 28-4-2000 should be followed.
	1. Assessment and requirement of booths	---	<u>DRM</u> Full Powers for both 75% and 25% categories	Nil	
	2. Administrative approval	Full powers for 75% and 25% categories	Nil	Nil	
	3. (i) To invite bids	---	<u>DRM</u> Full powers for 75% category	Nil	
	(ii) To invite applications	---	<u>DRM</u> Full powers for 25% category	Nil	
20.	4 (i) Acceptance of bids	---	<u>DRM</u> Full powers for 75% category	Nil	Under 25% category the license for small units will be awarded to candidates from reserved category by GM.
	(ii) Selection of applicants	Nil	Nil	Nil	Committee /recommendations will be accepted by General Manager.
	5. Renewal of contract	Nil	<u>DRM</u> Full powers for 75% category	Nil	1. Based on recommendations of Sr.DCM/DCM with finance concurrence. 2. Acceptance of recommendations for renewal in case of 25% category rest with the GM. Authority: Board's letter No. 2000/TG IV/10/P/PCO/TATA dated 28-4-2000.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
21.	a) Opening out-agencies & fixing rates for conveyance from and to them. b) Opening of city/ town booking offices, introduction of other ancillary services & fixing rates for conveyance over the road portion.	Full Powers Full Powers	<u>DRM / ADRM</u> Full Powers <u>DRM , ADRM</u> Full Powers	Nil Nil	1. subject to tenders being invited with the prescribed standard conditions before opening an out agency. 2. PHOD/HOD have powers to award extension of contracts after the expiry of the contract period at the same rate and under the same conditions subject to finance concurrence . 3. DRM/ADRM have powers for extension as above with the concurrence of associate finance. Authority: Para 2603, 2631 & 2632 of IRCM Vol.II.
22.	Variation of rates/fares a) leasing of other coaching vehicles (including SLR space) b) Goods c) Passengers	Full Powers Nil Nil	Nil Nil Nil	Nil Nil Nil	1. Finance concurrence is necessary. 2. The powers to be exercised in this respect are subject to the limitations imposed by the Board from time to time. 3. No change in rates, fares or other charges. (even within the limit prescribed by Board) should be effected by CCM, except in consultation with FA & CAO. Authority: Board's letter No.97/TC(M&S)/10/Pt. dt.6.7.99.
23.	Delivery of goods/ parcels on indemnity notes including self consignments	Full Powers	<u>DRM , ADRM</u> Full Powers	Sr.DCM Full Powers <u>Sr. Scale</u> Full Powers Asst. Officers (gaz) upto Rs.5 lakhs each.	1. Finance concurrence is not necessary. 2. Area supdt., SMR, Dy.SMR, Parcel and Goods Supervisors (Non-Gaz) upto Rs.1 lakh each. Authority: 1.Board's letter No.TC-I/88/113/4 dt. 27.3.89. 2.Para 959 and 960 of IRCM Vol.I. 3.Para 1823 of IRCM Vol.II.
24.	Hiring of motor vehicles for the use of ticket checking squads for mid sections checks against ticketless travel.	Full Powers	<u>DRM / ADRM</u> Full Powers	<u>Dy.CCM, Sr.DCM</u> upto Rs. 5,000/- per occasion <u>SCM(G) , DCM</u> upto Rs.2,000/- per occasion	1. Finance concurrence is not necessary for surprise checks. 2. Hiring of outside transport should be kept down to the barest minimum. 3. Hiring of outside transport should be made only if staff cars or other vehicles available with the Railway 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. Authority: Item No.17 of GM's Delegation.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
25.	Wagon demand registration fees (lumpsum deposit) a) acceptance of b) refund of	Full Powers Full Powers	<u>DRM / ADRM</u> Full Powers <u>DRM / ADRM</u> Full Powers	<u>Sr.DCM, DCM</u> Full Powers <u>Sr.DCM, DCM</u> Full Powers	Finance concurrence is not necessary. Authority: Letter No.C.515/II/Vol.9 dt.9.10.85. Finance concurrence is not necessary. Authority: Para 1411 of IRCM Vol.II.
26.	Authorising firms or individuals to pay freight by credit note or under weight only system.	Full Powers	Nil	Nil	Finance concurrence is necessary. Authority: Board's letter No.TC/1/84/107/5 dt.31.1.86.
27.	Acceptance of percentage charges on values of goods and parcels notified as excepted articles.	Full Powers	<u>DRM/ ADRM</u> Full Powers	<u>Dy.CCM ,Sr DCM</u> Full Powers DCM upto Rs.5 lakhs <u>ACM</u> upto Rs.2.5 lakhs	1. Finance concurrence is not necessary. 2. Station Managers have powers upto Rs.10,000/- in each case. Authority: Para 1104 of IRCM Vol.II.
28.	a) Hiring of auto-rickshaw/ taxi for remittance of station/city booking office cash to banks.	Full Powers	<u>DRM / ADRM</u> Full Powers	<u>Sr DCM, DCM</u> Full Powers	Finance concurrence is necessary. Authority: Board's letter No.F(X)1-88/21/1 dt.13.6.89.
	b) Payment of portage charges to labourers/hamals for loading/unloading of cash chest	Full Powers	<u>DRM / ADRM</u> Full Powers	<u>Sr DCM, DCM</u> Full Powers	1. Finance concurrence is not necessary. 2. Rates of portage should be notified by CCM for Licenced Porters.
29.	Sanction to expenditure on consumables connected with the printing of computerised tickets	<u>CCM/PM</u> upto 20% over the previous year's quantity	Nil	Nil	CCM/PM is to take an one time finance concurrence for exercising powers upto 20% over the previous year's quantity, justifying the same.
30.	Waival/refund of penalty charges levied on privilege, post retirement, complimentary passes.	Full Powers	<u>DRM./ ADRM</u> Full Powers	Full Powers	Finance concurrence is not necessary. Authority: Para 639 & 640 of IRCM Vol.I.
31.	Levy of maximum demurrage/ wharfage charges on non-bulk commodities	<u>PHOD</u> Full Powers	Nil	Nil	Finance concurrence is not necessary. Authority: Board's notification No.TC/11/3036/58 dt.28.8.58 amended upto 6.5.81.
32.	a) Sanction and procurement of SPTMs under revenue.	<u>CCM</u> Full Powers	Nil	Nil	Prior finance concurrence is necessary subject to observance of specifications/and technical guidelines issued by CCM from time to time. Authority: Board's letter No.F(X)II-92/ALC/1 dt. 17.7.92.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	b) LICENCE FEE FOR PANTRY CAR CONTRACTS TSV Contracts Initial fixing of license fee, calling for applications/ tenders, periodical review, re-fixing of license fee etc.	<u>PHOD</u> Full Powers	Nil	Nil	1. To be done by a committee of officers as envisaged in Board's letter. Authority: Catering Policy 2010.
33.	CATERING CONTRACTS/ VENDING CONTRACTS A) Provision of Catering/Vending Units :				Authority: Board's letter No.TG.III/600/12 dt.20-10-2000.
	Administrative approval in case of:				
	i) Class 'A' stations	Full powers	Nil	Nil	
	ii) Class 'B' stations	Full powers	Nil	Nil	
	iii) Class 'C' stations	Full powers	Nil	Nil	
	iv) Class 'D' stations	Full powers	Nil	Nil	
	v) Class 'E' stations	Full powers	Full powers	Nil	
33	B) For Assessment of Sales Turnover and fixing of annual licensing fee (Major Units/ Smaller Units) VRR/NVRR, VLRs/NVLRs, platform stalls, refreshment rooms, restaurants, vending contracts incl. sale of misc. articles, fruits, etc. at stations				1. Licence fee is to be fixed by a committee of officers including a Finance officer as per Board's instructions. 2. The powers under this head shall be exercised by officers subject to prior approval of PHOD being obtained for opening new refreshment rooms or stalls etc. 3. The licence fee should be determined well in advance and indicated in the advertisement calling for applications in the case of new contracts. 4. Licence fee may continue till such time the renewal is due i.e every five/three years as the case may be. However, it can be re-fixed even during pendency of the contract with the consent of both parties. 5. In the case of renewal, the licence fee should be fixed 3 months before the date of renewal and advised to the licensee.
	i) Initial fixation of annual licence fee. (Major Unit)	Full powers	Upto Rs.10 lakhs	Nil	
	ii) Initial fixation of annual licence fee. (Smaller Unit)	Full powers	Full powers	Full powers	

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					Authority: 1. Para 2821 of IRCM Vol.II. 2. Catering Policy 2010.
33	C) i) To call for tenders, award and termination of contracts thereof in respect of major units.	PHOD Full Powers	DRM, ADRM Full Powers	Nil	1. Finance concurrence is necessary. 2. In case of all new units, after obtaining approval of PHOD. 3. Screening Committee and / Selection Committee will have to be constituted as per extant instructions to deal with the applications.
	ii) To call for applications, award, renew and terminate contracts thereof in respect of minor units, which do not include AVMs, Smaller units	PHOD Full Powers	DRM, ADRM Full Powers	Sr.DCM Renewal of licences For C,D, E & F class stations only	4. Licence fee may continue till such time the renewal is due i.e. every 5/3 years as the case may be. However, it can be re-fixed even during pendency of the contract with the consent of both parties. Authority: 1. Para 2821 of IRCM Vol.II. 2. Catering Policy 2010
	iii) Periodical review and re-fixation of the existing annual licence fee	PHOD Full Powers	DRM, ADRM Rs.15 lakhs	Nil	1. The review is to be done by a committee of officers including a finance officer as per Board's instructions. 2. Licence fee may continue till such time the renewal is due i.e every 5/3 years as the case may be. However, it can be re-fixed even during pendency of the contract with the consent of both parties. Authority: 1. Para 2821 of IRCM Vol.II. 2 Catering Policy 2010.
33	D) To accept Tenders:				
	i) Major units	Full Powers	Nil	Nil	The constitution of tender committee with approval of CCM shall be fixed according to tender value as shown in Annexure – A
	ii) Smaller units - 75% of assessed requirement.	Nil	Full powers	Nil	1. Committee of three JAG Officers at Divisional level including one each from Commercial, Accounts and one from another Department. 2. DRM will accept recommendations of the Committee.
	To accept Applications:				
	Smaller units -25% of assessed requirement	Nil	Nil	Nil	1. Awarding is purely at the discretionary powers of GM. 2. Hqrs. will maintain records pertaining to the various categories of reservation under 25% quota.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	E) Renewal and Re-fixation of License fees:				
	i) Major units	Full Powers	Nil	Nil	The license should be renewed by the committee equivalent to the committee which originally awarded the license to the acceptance of the accepting authority proposed.
	ii) Smaller units				
	a) For Class 'A' & 'B' stations.	Nil	Full powers	Nil	1. Renewal may be considered by DRM on the recommendations of a committee of 3 JA Grade Officers for Class 'A' and 'B' stations. 2. Renewal of license at all other stations may be done by Sr.DCMs on the recommendations of the 3 Sr/Jr.Scale Officers. <i>Note:</i> The procedure, terms and conditions as stipulated in the catering policy 2000 dated 20-10-2000 should be followed for all the items under item No. 35.
	b) Other than Class 'A' & 'B'.	Nil	Nil	<u>Sr DCM</u> Full powers	
34.	To purchase Catering Stores				1. Finance concurrence is necessary for invitation of tenders. 2. Powers are delegated on a per case basis. 3. The specific items, which are not proposed to be procured centrally and which can be procured by Divisions advantageously will be advised periodically by CCM. 4. Tenders to be called from approved list which is to be maintained and updated annually with the approval of CCM. 5. For constitution of tender committee and acceptance, please refer to Annexure-A, Authority: 1. Board's Ir.No.74-EB/3000 dt.14.01.75 2. Para 323, 324, 328, 330 - Stores Code 3. Para 2839 & 2840 of IRCM Vol.II
	a) Non-perishable non-proprietary articles				
	i) to call open tenders	Full Powers	<u>DRM / ADRM</u> Full Powers	<u>Sr.DCM, Sr.DCM</u> Full Powers	
	ii) to call limited tenders	<u>PHOD</u> upto Rs.30 lakhs <u>HOD</u> upto Rs.20 lakhs	<u>DRM, ADRM</u> upto Rs.10 lakhs	<u>Dy.CCM.</u> upto Rs.5 lakhs <u>Sr.DCM</u> upto Rs.2 lakhs	
	iii) to accept open/limited tenders	<u>PHOD</u> upto Rs.2.5 Crores <u>HOD</u> upto Rs.50 lakhs	<u>DRM /ADRM</u> upto Rs.50 lakhs	<u>Dy.CCM.</u> upto Rs.25 lakhs <u>Sr.DCM</u> upto Rs.25 lakhs in respect of items sold on commission basis.	
	b) to call for and accept single tenders	<u>PHOD</u> Milk and eggs: upto Rs.3 lakh per	<u>DRM, ADRM</u> Milk and eggs: upto Rs.3 lakhs	Nil	1. Finance concurrence is not necessary. 2. Mode of purchase has to be decided by the authority who is according sanction.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
		occasion	per occasion		
	c) Local purchases of perishable articles or articles required for immediate consumption on cash payment basis	Full powers upto Rs.10,000/- on each occasion	DRM Full powers upto Rs.5,000/- on each occasion	Dy.CCM Full powers upto Rs.5,000/- on each occasion Sr.DCM Full powers upto Rs.5,000/- on each occasion	Finance concurrence is not necessary. Mode of purchases has to be decided by the Authority who is according sanction.
	d) Direct purchase of Catering (petty) items, on cash payment basis	Full powers upto Rs.5,000/- at a time	DRM / ADRM Full powers upto Rs.3,000/- at a time	Dy.CCM Full powers upto Rs.3,000/- at a time Sr.DCM Full powers upto Rs.2,000/- at a time SCM , DCM Full powers upto Rs.1,000/- at a time	1. Finance concurrence is not necessary. 2. Purchase committee is not necessary. 3. Mode of purchase to be decided by the authority who is according sanction.
35.	a) Purchase on Rate/Running Contract basis the items for resale and not for consumption like aerated water, biscuits etc.	Full Powers	Full Powers after items are approved by CCM as per Remarks 2	Nil	1. Finance concurrence is necessary. 2. CCM will advise specific items which are proposed to be procured centrally and can be procured by Divisions. 3. In case of all proprietary articles, efforts should be made to purchase on rate contract basis from manufacturers/agents / stockists.
	b) Purchase of proprietary and non-proprietary articles like cold drinks, snacks, etc. for sale (not for consumption in the Catering units)	Full powers	Full Powers after items are approved by CCM as per Remarks 2	Nil	1. Finance concurrence is necessary. 2. CCM will advise specific items which are not proposed to be procured centrally and can be procured by Divisions. 3. In case of all proprietary articles, efforts should be made to purchase on rate contract basis from manufacturers/agents/stockists
	c) Purchase of Non-proprietary articles for consumption in departmental units.	Full Powers upto Rs.5,000/-	Full Powers upto Rs.3,000/-	Dy.CCM. & Sr.DCM Full Powers upto Rs.1,000/- SCM/Catg; DCM Full powers upto Rs.300/- for each unit in urgent	1. Finance concurrence is necessary for occasions where the amount exceeds Rs. 3000/- 2. The nature of urgency should be recorded in each case.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				cases subject to a ceiling of Rs.300/- per week.	
	d) Purchase of proprietary articles for use in departmental catering.	upto Rs. 5 lakhs	<u>DRM / ADRM</u> upto Rs.2.5 lakhs	<u>Dy.CCM</u> upto Rs.1 lakh <u>SCM & DCM</u> upto Rs.50,000/-	1. Finance concurrence is necessary. 2. CCM will advise specific items which are not proposed to be procured centrally and can be procured by Divisions. Authority: Para 2835 of IRCM Vol.II.
36.	Purchase of petty equipment specific to catering units such as food trolleys, jars, stoves, etc.	upto Rs.5 lakhs per annum and cost of each item not exceeding Rs.50,000/-	<u>DRM / ADRM</u> upto Rs.2 lakhs per annum and cost of each item not exceeding Rs.25,000/-	<u>Dy.CCM</u> upto Rs.50,000/- per annum and cost of each items not exceeding Rs.15,000/- <u>SCM(Catg.)</u> upto Rs.10,000/- per annum and cost of each item not exceeding Rs.5,000/-	1. Finance concurrence is necessary. 2. Procurement is to be made through COS. Authority: Para 2837 of IRCM Vol.II.
37.	Purchase of crockery, cutlery line napery/ glassware, cooking and servicing articles and other petty items in urgent cases on limited quotation basis	upto Rs.15,000/- per annum.	<u>DRM / ADRM</u> upto Rs.15,000/- per annum.	<u>Dy.CCM</u> upto Rs.10,000/- per annum. <u>SCM</u> upto Rs.3,000/- per annum.	1. Finance concurrence is not necessary. 2. Procurement is to be made through COS. 3. The nature of urgency should be recorded in each case. Authority : Para 2837 of IRCM Vol.II
38.	Emergency purchase of catering items in the event of failure or poor response to tenders.	upto Rs.2 lakh on each occasion.	<u>DRM / ADRM</u> upto Rs.1 lakh on each occasion.	<u>Dy.CCM, Sr.DCM</u> upto Rs.50,000/- on each occasion. <u>SCM, DCM</u> upto Rs.25,000/- on each occasion.	1. Finance concurrence is necessary. 2. Purchase should be effected by a committee of three officers, including an Accounts Officer and a Stores Officer. Authority: 1. Board's Ir. No.73-TG-III/636/4 dt. 21.10.74. 2. Para 2837(d) of IRCM Vol.II. 3. Para 331 of Stores Code (S) Vol.I.
39.	Condemnation and Disposal of deteriorated stocks including damaged and broken cutlery, crockery and dead stock items, which are unserviceable by Tender/Auction.	Full Powers	<u>DRM</u> Full Powers	<u>Dy.CCM</u> upto Rs.5,000/- <u>Sr.DCM</u> upto Rs.2,000/- <u>SCM/Catg.</u> upto Rs.2,000/-	1. If in the opinion of the PHOD/DRM 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 realised by sale, the material may be destroyed/ disposed off locally through tender/auction sale in the presence of the Accounts representative following the

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
					prescribed norms/ procedure. A certificate to this effect may be recorded by the concerned PHOD/DRM. 2. The powers delegated for destruction are only in respect of those items which in the opinion of the PHOD/DRM are of trivial value and un-saleable. 3. No article condemned by one officer should be disposed of by the same officers, excepting those coming under Para- 2314 of Stores Code Vol.II
40.	Write off of losses of goods due to deterioration/ condemned/ unfit for human consumption or excess consumption of raw materials which is incidental in day to day working provided the loss is not due to the carelessness or dishonesty of the Railway employee.	PHOD: Upto Rs.5,000/- HOD: Upto Rs.2,500/-	DRM / ADRM Rs.2,500/-	Dy.CCM,Sr.DCM upto Rs.1,000/-	1. Finance concurrence is necessary. 2. Powers are delegated on a per case basis. 3. The powers are applicable to cases where no railway employee is responsible. The book value of the items should be adopted. Authority: 1. Item 18 of para 132-S. 2. Para 2852 & 2853 of IRCM Vol.II.
41.	Repairs to utensils, equipment, machinery including tinning, etc. used by the Catering Unit either through Railway Workshop or by calling quotations from local firms.	Full Powers	DRM / ADRM Full Powers	Dy.CCM, Sr.DCM upto Rs.10,000/- SCM DCM upto Rs.5,000/- ACM upto Rs.3,000/-	1. Finance concurrence is not required for repairs undertaken upto Rs.2,500/- on each occasion. 2. Powers are delegated on a per case basis. 3. Such repairs will be undertaken on contract basis obtaining minimum of three quotations to test the market. 4. The expenditure should be met from catering earnings. Authority : Board's letter No.74-EB/3000 dt.14.01.75
42.	Signing of agreements relating to commercial & catering branches.	Full Powers in respect of contracts awarded by him and GM.	DRM / ADRM Full Powers in respect of contracts awarded by him and SAG Officers of Hqrs.	Dy.CCM. Full Powers in respect of contracts awarded by him and SAG Officers. Sr.DCM Full Powers in respect of contracts awarded by him and DRM / ADRM. SCM/DCM	1. Finance vetting is necessary. 2. The powers under this item are to be exercised only after the contract, purchase, lease etc. are approved by competent authority. 3. Contract/Lease agreement to be got vetted by Law Officer where no standard agreement exists. 4. Rider agreements to the main agreement may likewise be signed by the authorities who signed the original agreement provided the approval of the competent authority is obtained. 5. The signing authority should be those empowered as per Ministry of Law notification issued from time to time. Authority: 1. Board's letter No. 74-EB/3000 dt. 14.01.75.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				Full Powers in respect of contracts awarded by him and JAG Officers.	2. Para 323, 324, 328, 330 and 410 of Stores Code. 3. Para-1259 of Engg. code. 4. Para 2821,2822,2823 of IRCM Vol.II
43.	Imposition or waiver of penalties in terms of Contract	Full powers in case of contracts approved by him	Full powers in case of contracts approved by them	Full powers in case of contracts approved by them	Finance concurrence is necessary.
44.	Refund of Security Deposit	Full powers	Full powers in respect of contract approved by them	Full powers in respect of contract approved by them	Finance concurrence is not required. Security deposit is to be refunded only after satisfactory completion of contract.
45.	Alterations, enhancement or reduction of accepted rates/ or orders placed	Full powers	Full Powers	<u>Sr.Scale only</u> Full powers	Enhancement/reduction of rates will require prior finance concurrence except in respect of items which are required for resale like biscuits, cool drinks, etc. for which firms fix the market retail price for packets, subject to ensuring that the profit given to the Railway is always kept on par with or more than that obtained at the time of introduction of such items.
46.	Disposal of empties	Full powers	<u>DRM</u> Full powers	<u>Dy.CCM & Sr.DCM</u> Full powers <u>SCM & DCM</u> upto 1,000/- in each case	Tender to be called for or auction to be conducted.
47.	To write off of losses of cooked food including food which has become unfit for human consumption	Full powers	Full powers upto Rs.2,500/- per month per catering unit	<u>Dy.CCM</u> Full powers upto Rs.2,500/- per catering unit per month <u>Sr.DCM, SCM, DCM</u> Full powers upto Rs.100/- per day subject to a limit of	Only Officers dealing with catering work will exercise these powers.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
				Rs.1,000/- per month	
48.	Taking over of dead stock from the existing private catering units to the departmental catering units.	Full powers upto Rs.30,000/- for each catering unit or group of units proposed to be taken over for departmental work subject to the approval of Board.	Nil	Nil	Finance concurrence is not required.
49.	Utilisation of earnings from departmentally run catering establishments	PHOD can authorize utilisation to defray day to day expenses in connection with the running of such establishments for purchase of perishable items, vegetables, fish meat, eggs, etc.	Nil	Nil	Finance concurrence is not required.
50.	To fix tariff of articles sold through catering establishments in station premises other than standardised meals, tea and coffee.	Full powers	Nil	Nil	Authority: Board's letter No. TG.III/600/12, dt. 20.10.2000
51.	Refund of cost of Tender forms sold to Tenderers, if Tender Notice is subsequently withdrawn.	Full powers in respect of Tenders invited by him.	Full powers in respect of Tenders invited by him.	Full powers in respect of Tenders invited by him.	Finance concurrence is not necessary.

SOUTH WESTERN RAILWAY

ANNEXURE 'A'

CONSTITUTION OF TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR COMMERCIAL MATTERS

Sl. No.	Value of Tender	Constitution of tender Committee			Accepting Authority*
		Executive Department	Sister Department	Accounts Department	
PART I COMMERCIAL (CATERING)					
1	Upto Rs. 50 Lakhs	Sr. Scale	Sr. Scale	Sr. Scale	JAG
2	Above Rs. 50 lakhs and upto Rs. 3 Crore	JAG	JAG	JAG	SAG(Hq)/DRM/ADRM
3	Above Rs. 3 crores	SAG	SAG	SAG	PHOD/CHOD

* The powers for acceptance indicated here are the maximum. The financial limits for acceptance is as given against the respective items in the Schedule of Powers.

- NOTE:** 1. For Part II, Constitution of Tender Committee and Accepting Authority for **Single Tender** cases should be atleast one step **higher** than the members nominated in case of open tender/limited tender except where GM is the accepting authority. This restriction is as envisaged in the SOP for Works Matters.
2. Executive department means **Commercial**.
- Sister department implies: **Medical/Stores** depending on whether it is for catering tender or for other than catering.
3. The JAG level representative of Commercial Department will consist of either Dy.CCM @ Hqrs. or Sr.DCM on the Division.
4. In case where appropriate officer is not available from Stores department, accepting authority can nominate officer from a technical department as an alternative member.

SOUTH WESTERN RAILWAY

ANNEXURE 'B'

COMPOSITION OF PERMANENT TENDER COMMITTEE FOR VARIOUS EARNING CONTRACTS FOR COMMERCIAL MATTERS VIZ. PARKING CONTRACTS, PUBLICITY CONTRACTS etc. EXCEPT PARCEL LEASING & CATERING CONTRACTS.

Sl. No.	Estimated Value of Tender	Composition of Tender Committee	Accepting Authority
1.	Upto Rs.30 lakhs. (At divisional level)	1. ACM (Convenor) 2. ADFM	DCM/Sr.DCM
2.	Above Rs.30 lakhs and upto Rs.1 Crore. (At divisional level)	1. DCM (Convenor) 2. DFM 3. DEN	Sr.DCM
3.	Above Rs.1 Crore and upto Rs.5 crores (At divisional level)	1. Sr.DCM (Convenor) 2. DFM 3. Sr.DEN	DRM/ADRM
4.	Above Rs.5 crores and upto Rs.10 crores (At divisional level)	1. Sr.DCM(Convenor) 2. Sr.DFM 3. Sr.DEN(Co-ord)	DRM
5.	Above Rs.10 crores and upto Rs.15 crores (At Head quarter level)	1. Dy.CCM(G) (Convenor) 2. Dy. FA&CAO (F) 3. Dy.CE/G	CCM(FM)/CCM(G)
6.	Above Rs.15 crores and upto Rs. 40 crores (At Head quarter level)	1. CCM/FM 2. FA&CAO(WST)/FA&CAO (G) 3. CGE	CCM/PHOD/CHOD
7.	Above Rs. 40 crores (At Head quarter level)	1. CCM 2. FA&CAO 3. PCE	GM

NOTE:

- 1) In the division where DFM's post is not available, Sr. DFM will associate in tenders assigned to DFM.
- 2) In the event of Civil Engineering Officer is not available, as third member, DRM/ADRM should nominate the Departmental Officer at appropriate level as the case may be.
- 3) A JAG Officer of Commercial Department from Headquarters will be nominated by CCM /CCM(FM) for association in the Tender Committee to deal with the earning contracts where there are no JAG Commercial Officers in the Division.

Authority: Railway Board's Lt. No. 2007/TG-IV/39/22/SOP dated 14.8.2007

SOUTH WESTERN RAILWAY

Annexure 'C'

COMPOSITION OF TENDER COMMITTEE FOR EARNING CONTRACTS IN RESPECT OF LEASING OF AGC'S, SLRS, PARCEL VANS, PARCEL CARGO EXPRESS TRAINS

SI No	Estimated Value of the tender	Composition of the tender committee			Accepting Authority
		Executive Dept	Sister Dept	Accounts Dept	
1	Upto Rs. 2 Crores	Senior Scale	Senior Scale	Senior Scale	Sr.DCM
2	Upto Rs. 5 Crores	JAG	JAG	JAG	ADRM
3	Upto Rs. 8 Crores	JAG	JAG	JAG	DRM
4	Above Rs. 8 Crores	CCM/FM	CPTM	FA&CAO/T	CCM

1. In all cases, Tender Committee will consist of 3 members, one of whom will be from Commercial and the other from Accounts department. The 3rd member of the Tender Committee will be nominated by ADRM/DRM/CCM.
2. There will be a Standing Tender Committee for this purpose, and no fresh nomination of the Tender Committee will be required in each case unless the ADRM/DRM/CCM changes one of the existing members by a specific order.
3. Briefing note for Tender Committee and comparative statements should be prepared and vetted by finance to facilitate the Tender Committee.
(Authority: Board's letter No. 2006/TC(FM)/10/1 dated 27.03.06 & 99/TC(FM)/10/4 dated 20.09.2006)

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PART - I

GAZETTED

SOUTH WESTERN RAILWAY

DELEGATION OF POWERS IN RESPECT OF ESTABLISHMENT MATTERS – PART-I (GAZETTED)

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1.	Grant of leave a) Casual leave	Full Powers	Full Powers	<u>JAG/Sr. Scale Full Powers</u>	1. Finance concurrence is not necessary. 2. Powers upto the full entitlement in respect of officers working under their control. Authority: Rule 236 of IREC Vol. I (2008 Edition).
	b) Special Casual Leave to Railway employees with disabilities	Full powers with recommendation of CMD upto 4 days in a calendar year for specific requirement relating to disability.	Full powers with recommendation of CMS upto 4 days in a calendar year for specific requirement relating to disability.	Full powers with recommendation of CMS upto 4 days in a calendar year for specific requirement relating to disability.	As per Rly. Bd's letter No.E(G)2008/ LE1/4 dated 26.12.2008, Railway employees with disabilities as defined in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 are eligible (RBE No.201/2008).
	c) Leave on average pay / Leave on half average pay (LAP/ LHAP).	PHOD/CHOD Full Powers upto SG/JAG Upto 15 days for SAG <u>HODs</u> Upto 30 days for Sr. Scale/Jr. Scale Upto 14 days for SG/JAG	Full Powers upto 14 days	SG/JAG. Full Powers upto 14 days <u>Sr. Scale Officers (in independent charge)</u> Full Powers upto 14 days	1. Finance concurrence is not necessary. 2. Sanctioning of leave for officers under their control to be availed in India. 3. The leave sanctioned should be advised to CPO & FA&CAO for certification and accountal. 4. Any curtailment/cancellation of the leave already sanctioned should be reported to CPO & FA&CAO. Authority: Rule 514, 523, 526 & 527 of IREC Vol.I (2008 Edition)
	d) Special Disability leave	Nil	Nil	Nil	1. Finance concurrence is not necessary. 2. Full Powers to GM only. Authority: Rule 552 & 553 of IREC Vol. I (2008 Edition). Appendix VI(10) of IREC Vol. I (2008 Edition).
	e) Ex-India leave	PHOD/CHOD Full Powers	Nil	Nil	Finance concurrence is not necessary, subject to Vigilance clearance.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1.	f) Study leave ex-India	Nil	Nil	Nil	1. Finance concurrence is necessary. 2. Powers rest with Railway Board only.
	Within India	<u>PHOD/CHOD</u> Full Powers	Nil	Nil	Finance concurrence is necessary Authority: Rule 556 of IREC Vol.I (2008 Edition). Appendix VI of IREC Vol.I (2008 Edition).
	g) Child Care Leave	<u>PHOD/CHOD</u> Full powers upto SG/JAG Upto 15 days for SAG <u>HoDs</u> Upto 30 days for Jr. Scale/Sr. Scale Upto 15 days for SG/JAG	Full powers upto 15 days	<u>SG/JAG</u> Full powers upto 15 days <u>Sr. Scale Officers</u> (independent charge) Full powers upto 15 days	The leave is to be treated like the Earned Leave and sanctioned as such. CCL shall not be granted in more than 3 spells in a calendar year with each spell being not less than 15 days and admissible for two eldest surviving children only. Maximum limit of CCL is 730 days in entire service. Authority: Board's letters No. E(P&A)I-2008/CPC/LE-8 dt 23.10.08 (RBE No.158/08), dt. 12.12.08 (RBE No.195/08), dt 23.4.10 (RBE No.58/10) and dt 4.10.10 (RBE No.144/10). Rule 551(E) of IREC-Vol.I (2008 Edition)
	h) Encashment of leave during service	Full powers	Full powers upto SG/JAG	Nil	Permitted to encash leave on average pay upto 10 days duly availing privilege Passes/ PTOs. Maximum limit is 60 days in entire service. Limited to once in block of 2 years. Authority: Bd's Ir. No.F(E)III/2008/ LE-1/1 dated 29.10.2008 (RBE No.161/2008). Rule 540-A of IREC Vol.I (2008 Edition).
2.	Transfer of a) Deputy Heads of Depts. (Dy. HOD) including Selection Grade	NIL	Nil	Nil	1. Finance concurrence is not necessary. 2. PHOD to exercise powers within the Railway for officers under their control. 3. In the case of officers who have not completed two years tenure in a particular station, GM sanction will be required.. 4. DRMs to exercise powers to transfer Junior Scale/Assistant Officers within the Division in the case of those who have completed one year at the present station, keeping the respective PHODs advised. Authority: Rule 103(11) Appendix VI of IREC Vol. I (2008 Edition).
	b) Senior Scale Officers	<u>PHOD/CHOD</u> Full Powers	Nil	Nil	
	c) Junior Scale/ Asst. officers	<u>PHOD/CHOD</u> Full Powers	<u>DRM</u> Full Powers	Nil	

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
3.	Advance of pay on transfer for officers working under them	Full Powers	Full Powers	<u>JAG</u> Full Powers	Finance concurrence is not necessary Authority: Para 1113 & 1114 of IREM Vol. I (2009 Edition).
4.	a) To accept resignation	Nil	Nil	Nil	Finance concurrence is not necessary. Upto Sr. Scale – GM. JAG and above – Railway Board. Authority: Rule 302 of IREC Vol. I (2008 Edition).
	b) To accept voluntary retirement	Nil	Nil	Nil	1. Finance concurrence is not necessary. However concurrence is required where waiver of notice period is involved. 2. Qualifying service to be certified by Finance before acceptance. Upto Sr. Scale – GM. JAG and above - Railway Board. Authority: Board's Letter. No. E (P&A) I-77/RT/46 dt.9.11.77 and Master Circular No. 35.
5.	Forwarding of applications.	<u>PHOD/CHOD</u> Full Powers upto Sr. Scale only	Nil	Nil	Finance concurrence is not necessary. JAG and above – Railway Board. Authority: 1. Para 1402 Chapter XIV of IREM Vol. I (2009 Edition). 2. Board's Letter. No: E(NG)65 RC1/86/AP/1 dt.16.12.65 and E(NG)II/73/AP/2 Dt.18.5.73.
6.	Dual charge arrangements.	Nil	Nil	Nil	Prior Finance concurrence is necessary for payment of dual charge allowance only, subject to the period of dual charge being minimum of 45 days. Upto JAG: Maximum of 6 months -GM. SAG: Maximum of 3 months -GM. Authority: Bd's Letter No: F (E)SPL.98/FR I/1of 28-01-2000. Paras 645 (A), 646 & 648 (A) of IREM Vol. I (2009 Edition) as amended vide Advance Correction Slip (ACS) No. 94.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
7.	Counter signature of T.A journals	Full Powers including their own TA Journal	Full Powers including their own TA Journal	<u>JAG/ Sr. Scale</u> Full Powers	1. Finance concurrence is not necessary. 2. Powers are to be exercised in respect of officers under their control. 3. In the case of belated claim of T.A (exceeding 90 days), to be countersigned by the next higher authority. 4. In respect of retired officers to be countersigned by Dy. CPO/Gazetted. Authority: Para 1697 of IREC Vol. II (2005 Edition).
8.	<u>Composite Transfer Grant</u> a) Sanction of normal claims within six months or one year in retirement/death cases.	<u>PHOD/CHOD</u> Full powers upto SAG/SG/JAG <u>HODs</u> Sr. Scale/Jr. Scale	Full powers	<u>JAG Hqrs</u> Full powers	Finance concurrence is not necessary. Authority: Rule 1643 of IREC Vol.II (2005 Edition)
	b) <u>Sanction for belated claims:</u> i) For serving employees beyond six months ii) For retired/death cases beyond one year and upto two years	NIL	NIL	NIL	Powers are to be exercised by GM/AGM only. Finance concurrence is necessary . Authority: 1) Rule 1643 (D)(iv) of IREC Vol.II (2005 Edition) 2) Bd's Ir. No.F(E)/I/89/AC-28/11 dated 23.02.1990.
	iii) For death cases upto two and half years (where the family of the deceased has been permitted to retain Railway accommodation for a period of 2 years)	NIL	NIL	NIL	Powers are to be exercised by GM/AGM only. Finance concurrence is necessary . Authority: Bd's Ir. No.F(E)/I/2003/AL-28/1 dated 04.04.2003 (RBE No.55/2003)
9.	Waiver of overpayments of amounts for Gazetted Officers where such over payments were detected by Accounts/ Audit after one year.	<u>CPO</u> Full Powers upto Rs.10,000/-	Nil	Nil	Prior Finance concurrence is necessary . Authority: Para 1109 of General Administration and Finance Code (1991).
10.	Grant of awards for meritorious/outstanding work	Rs.1,000/- in each case upto Sr. Scale	Rs.1,000/- in each case upto Sr. Scale	Nil	Finance concurrence is not necessary. For grant of awards to Sr. Scale Officers and JA Grade Officers in excess of Rs.1,000/- , and awards to officers above JA Grade upto Rs.3,000/- , powers rest with GM Authority: Item 5(d) of GM's delegation.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
11.	Permitting Gazetted Officers to proceed on duty outside Zonal Railway.	<u>PHOD/CHOD</u> Full Powers upto SG	<u>DRM</u> Full Powers upto SG	Nil	Powers with GM in respect of PHODs. Authority: Rule 1621 of IREC-Vol.II (2005 Edition).
12.	Advance from PF to Gr. A and B Officers.	<u>CPO, FA&CAO</u> Full Powers	Nil	Nil	Powers are re-delegated to Dy.CPO/G in respect of Sr. Scale/ Asst. Officers Authority: Rule 922 IREC- Vol. I (2008 Edition). For Accounts upto Sr. Scale by Dy.CAO/G and above Sr. Scale/PHOD/HOD
13.	Sanction to the acceptance of honorarium by Officers in arbitration cases as per prescribed rules.	<u>Dy.CPO(Gaz.)</u> upto Rs.2,000/-	Nil	Nil	Authority: Item 5(e) of GM's delegation.
14.	Issue of 'No Objection Certificate' (NOC) for obtaining passport.	<u>PHOD/CHOD</u> Full powers upto SAG <u>HOD</u> Full powers upto SG/JAG	<u>DRM, ADRM</u> Full powers upto SG/JAG <u>CWM</u> Full powers upto SG/JAG	NIL	Prior vigilance clearance is necessary. Powers vest with GM only in respect of PHOD, CHOD. Validity of NOC is for 3 months only. Authority: Bd's letter No.95/V(C)/00/1 dated 22.11.95.
15.	Sanction of advances from revenue i) House Building ii) Motor Car/Computer iii) Motor Cycle/Scooter	<u>CPO</u> Full Powers	Nil	Nil	Authority : Rule 1104 of IREM Vol. I /2009 Edition.
16.	Sanction of DCRG to Officers on retirement.	<u>PHOD/CHOD</u> Full powers upto SG/JAG	Nil	Nil	Powers with CPO for Officers of SAG/PHOD level. Authority: Rule 89 of Railway Service (Pension) Rules (RSPR), 1993.
17.	Grant of advance of TA/DA	Full powers for Officers working under them	Full powers for Officers working under their control	JAG/Sr. Scale Full Powers for Officers working under their control	Finance concurrence is not necessary. PHOD/ Co-ordinating HOD can exercise powers for sanction in their favour also. Authority: Para 1110 of IREM Vol.1 (2009 Edition)

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
18.	To permit journey by road on duty between two stations connected by rail.	Full Powers	Full Powers	<u>JAG</u> Full Powers for officers under them, if their journey are undertaken in connection with 1) Surprise inspection of level crossing 2) Surprise checks at stations (Ticket less travel) 3) For accidents and breaches	Finance concurrence is not necessary.
19.	Grant of consolidated conveyance allowance	Full Powers	Nil	Nil	Finance concurrence is necessary Authority: Rule 1606 of IREC Vol.II (2005 Edition)
20.	Grant of TA/DA for continuous halt of more than 30 days	Full powers upto 180 days	Full powers upto 180 days	Nil	
21.	Permission to retain quarters on transfer /deputation/retirement and death etc.	Full powers upto JAG subject to prescribed limit for retention.	Full powers for quarters under their Pool/control subject to prescribed limit for retention.	Nil	1. Bd's letter No. E(G)85/Qr 1-9 dt:15.1.90. 2. Bd's letter No. E(G)92/PN 2-7 dt:27.08.93. 3. Bd's letter No. E(G)98-QR1-11 dt:22.1.99 4. Bd's letter No. E(G)2000/QRI/23/1-23 dt:30.11.2000.
22.	a) Permission to Gaz. Officers to attend conferences, congress or meeting in India recognised by Railway Board on duty	Full powers where no payment is involved	Nil	Nil	1. Finance concurrence is required only when approval of Railway Board is needed. 2. Powers are to be exercised subject to maximum of Rs.25,000 per occasion and pro-rata registration fees of Rs.4,000 per day. Authority: Bd's letter No.F(X)-2006/PW/18 dt. 20.08.2008.
	b) Grant of Spl.CL & Spl. Passes to such conference / meetings recognised by Railway Board and specified in Rule 335-RI to an Officer on his own request to the extent of time spent in attending the conference/meeting.	Full powers where no payment is involved	Nil	Nil	
	c) Nomination of Gazetted Officers for training, seminars, conferences etc. organized by non- railway institutions on payment basis.	Nil	Nil	Nil	

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
23.	<u>Grant of educational assistance to Gazetted Officers</u> a) Children Educational Allowance b) Hostel subsidy	Full powers	Full powers	Full powers	Finance concurrence is not necessary. Full powers for bill preparing Officers.
	c) Hostel subsidy for disabled children	Full powers	Full powers	Full powers	Finance concurrence is not necessary. Full powers for bill preparing Officers. Persons having minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No.16-18/97-NI.1 dated 01.06.2001 are entitled. Authority: Bd's Ir. No. E(W)2008/ED-2/5 dt.14.09.2010 (RBE No.135/2010)
24.	To permit change of name in original records including service registers (SRs) subject to compliance of the prescribed procedure.	Full Powers	Full Powers	Nil	Finance concurrence is not necessary Authority: Para 1201 and 1202 of IREM Vol. I (2009 Edition).
25.	Condonation of delay for non-insurance of flat/house, purchased/ built out of house building advance.	Full Powers upto two years	<u>DRM, ADRM</u> Full Powers upto two years	Nil	Finance concurrence is not necessary. For periods beyond two years , approval of Railway Board is necessary. Authority: Board's letter No. F(E)Spl/94/ Adv/3/7 dated 13.10.95
26.	Sanction for undertaking a work for which fee is offered and acceptance of the same.	Full Powers upto a maximum of Rs.5,000/- in each individual case.	Full Powers upto a maximum of Rs.5,000/- in each individual case.	<u>JAG</u> Full Powers upto a maximum of Rs.5,000/- in each individual case.	Finance concurrence is not necessary. In case it is recurring, this limit of Rs.5000/- applies to the sum total of the recurring payment made to an individual in a financial year. Authority: 1. Rule 1334 of IREC Vol. II (2005 Edition). 2. Board's letter No. E(G)90/HQ1/88 dt.17.10.1991.
27.	Sanction of Pension or Service Gratuity/Death Gratuity, Commutation of Pension.	PHOD/CHOD Full powers upto SG/JAG	NIL	NIL	Powers with CPO for Officers of SAG/PHOD level. Authority: Rule 89 of Railway Service (Pension) Rules (RSPR), 1993
28.	Grant of payment of cash equivalent of unutilized leave on average pay on retirement.	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary. Authority: Board's Letter. No. F(E)III-77-LE I/4 dated 15.11.77.

PART-II

NON-GAZETTED

SOUTH WESTERN RAILWAY

DELEGATION OF POWERS IN RESPECT OF ESTABLISHMENT MATTERS PART-II (NON-GAZETTED)

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1.	<u>Creation/ extension/ conversion of posts.</u> i) Creation of Non- Gazetted posts for maintenance and operation of new assets	Nil	<u>DRM, CWM</u> Full Powers	Nil	Matching surrender and finance concurrence is necessary. No matching surrender is required for creation of running cadre posts. Authority: Board's Letter No. E(G)98/ EC 2-3 dt.3.8.98.
	ii) Creation/ Extension of Work Charged posts	<u>PHOD/CHOD</u> Full Powers	Full Powers for posts controlled by them	Nil	Finance concurrence is necessary.
	iii) Extension of Temporary posts	Full Powers	Full Powers for posts controlled by them	Nil	Finance concurrence is necessary.
	iv) Conversion of Temporary posts into Permanent posts	Full Powers	Full Powers for posts controlled by them	Nil	Finance concurrence is necessary Authority: Bd's letter No.E(NG)I.780N5/7 dt. 31.8.78.
2.	i) To make initial appointments to Non-Gaz. posts	Full Powers	Full Powers	<u>SG/JAG</u> Full Powers to appoint upto Grade Pay of Rs.4200 only <u>Sr. Scale</u> Full Powers to appoint upto Grade Pay of Rs.4200 only <u>Jr. Scale/Asst. Officer</u> Full powers to appoint upto Grade Pay of Rs.1800	Finance concurrence is not necessary No appointment shall be made unless a sanctioned post exists against which appointment can be made.
	ii) Recruitment of Scouts & Guides in Grade Pay of Rs.1800	NIL	<u>DRM</u> Full powers as per Rly. Bd's instructions regarding number of appointments to be made in a year	NIL	Finance concurrence is not necessary. No appointment shall be made unless a sanctioned post exist against which appointment can be made. Authority: Board's letter No. E(NG)II/99/RR-2/3 dated 4.5.2000 (RBE No.82/2000)

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
2.	iii) Recruitment of persons against Sports Quota in Grade Pay of Rs.1800	NIL	<u>DRM</u> Full powers as per Rly. Bd's instructions regarding number of appointments to be made in a year	NIL	Finance concurrence is not necessary. No appointment shall be made unless a sanctioned post exist against which appointment can be made.
3.	Promotions: i) regular	Full Powers	Full Powers within the Division/ Workshop except those posts which are controlled by HQ.	<u>JAG</u> Full Powers in respect of posts controlled by them carrying Grade Pay upto Rs.4600 <u>Sr. Scale</u> Full Powers for posts under their control on unit basis carrying Grade Pay upto Rs.4200 <u>Jr. Scale /Asst. Officer</u> Full Powers for posts carrying Grade Pay Rs.1800	1. Finance concurrence is not necessary. 2. Rules in regard to promotions to Non-selection and Selection posts, as the case may be, to be adhered to. 3. The promotion is to be made after the staff is placed on the panel of the selection post/select list or having passed the trade test. 4. In case of retrospective promotion to rectify past administrative errors and permitting proforma fixation as a result thereof, the powers will not be exercised by officers not below Junior Administrative Grade and Finance concurrence will be necessary in all such cases. Authority: Para-213 of IREM Vol. I (2009 Edition).
	ii) Officiating (Adhoc)	<u>CPO</u> Full Powers	<u>DRM , CWM</u> Full Powers for ninety days against fortuitous vacancies only in respect of Division/ Workshop controlled posts. Beyond ninety days, CPO's approval is necessary.	Nil	Finance concurrence is not necessary. Adhoc promotions against regular vacancies should be only with the approval of CPO. Authority: Para 216-A, Chapter-II (B) of IREM Vol. I (2009 Edition).

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
4.	To re-appoint Non-Gaz. staff after resignation/retrenchment or termination of service (except removal and dismissal resulting from disciplinary action)	<u>PHOD/CHOD</u> Full powers to approve re-appointment.	Nil	Nil	- Finance concurrence is not necessary. - No appointment shall be made unless a sanctioned post exist against which re-appointment can be made. - Rules in regard to recruitment and appointment to be adhered to. - Rules in regard to direct recruitment to intermediate grades to be adhered to. - No powers to grant an initial pay higher than that admissible under the rules. - Rules for promotions to Non-selection posts to be adhered to. - No employee who had been dismissed from service or convicted for a Criminal offence should be re-employed without the prior sanction of the General Manager. i) Particulars regarding the circumstances under which ex-employee left the previous employment, the rate of pay he was drawing, whether there was any reason for debarring him from re-employment, should be ascertained before re- appointment is made. ii) Cases of re-appointment after voluntary retirement of pensionable employees are to be referred to Railway Board. Authority: - Bd's letter No. E(NG)/91/RGI/1 dt.27.12.1991. - Rule 402 of IREC Vol. I (2008 Edition).
5.	To accept Resignation.	Full powers	Full powers	Full powers	- Finance concurrence is not necessary. - Division should intimate the cadre controlling officers/ Headquarters in respect of posts controlled by Headquarters. - Powers are to be exercised only in respect of staff holding posts to which they have powers to make appointments. - In case of sports person, Sports Association's approval and enforcement of Bond, if Bond period is available is to be ensured. - Also see item 55 of Non-Gazetted Schedule of Powers Authority: Rule 302 of IREC Vol. I (2008 Edition).

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
6.	<u>Transfer of Non-Gaz. staff</u> i) Within the seniority unit	Full Powers	Full Powers within the Division (excluding posts controlled by HQ operated within the Division and where the HQ makes pinpointed postings)	<u>JAG</u> Full Powers for Division/HQ posts controlled by them <u>Sr. Scale</u> Full Powers upto Grade Pay of Rs.4200 under their control. <u>Jr. Scale / Asst. Officer</u> Full Powers for posts carrying Grade Pay of Rs.1800	Finance concurrence is not necessary Powers delegated to HOD/DRM in respect of staff working against HQ controlled posts for transfer from one Division/Unit to another and within the Division respectively. Powers may be exercised after internal consultation with each other to avoid conflicting orders being issued. Sr. Scale Officers holding independent charge can exercise the powers of JAG Officers. Authority: Rule 226 and 227 of IREC Vol. I (2008 Edition)
	ii) Inter-divisional transfer	Full Powers	<u>DRM, CWM</u> Full Powers in respect of Division/ Workshop controlled posts.	Nil	Finance concurrence is not necessary Authority: Rule 226 of IREC Vol. I (2008 Edition)
	iii) Inter-railway transfer	Full Powers	Nil	Nil	Finance concurrence is not necessary Authority: Rule 226 of IREC Vol. I (2008 Edition)
7.	Grant of Joining Time	Full Powers	Full Powers	Full Powers	Authority : Rule 1108 of IREC Vol.I (2008 Edition)

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
8.	<u>Grant of Leave:</u> i) Casual Leave	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary Authority: Rule 236 of IREC Vol. I (2008 Edition).
	(ii) Special Casual Leave to Railway employees with disabilities	Full powers with recommendation of CMD upto 4 days in a calendar year for specific requirement relating to disability.	Full powers with recommendation of CMS upto 4 days in a calendar year for specific requirement relating to disability.	Full powers with recommendation of CMS upto 4 days in a calendar year for specific requirement relating to disability.	As per Rly. Bd's Ir. No.E(G)2008/ LE1/4 dated 26.12.2008. Railway employees with disabilities as defined in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 are eligible (RBE No.201/2008).
	iii) LAP/LHAP	Full Powers	Full Powers upto a maximum of 180 days at a time in the case of staff of division controlled posts. Upto 45 days in the case of HQ controlled posts where no relief is required.	<u>JAG</u> Full Powers upto a maximum of 180 days at a time in the case of staff of division controlled posts. Upto 45 days in the case of HQ controlled posts where no relief is required. <u>JAG /HQ</u> Full Powers <u>Sr. Scale</u> Full Powers upto 45 days. <u>Jr. Scale Asst. Officer</u> Full Powers upto 15 days.	Finance concurrence is not necessary. When a Non-Gaz. Railway servant resigns from Railway service after giving the necessary notice and requests for grant of leave during the period of notice, he may be granted leave as applied for and due to him concurrently with the period of notice, provided, that such leave does not extend beyond the date on which the notice expires. Authority: Board's letter No. E(G)96/LE1-4 dt. 31-12-1996. Rule 514, 523, 525, 526 & 527 of IREC Vol. I (2008 Edition).
	iv) Special Disability Leave	Full Powers with the recommendation of CMD	Full Powers with the recommendation of Med. Supdt.	Nil	Finance concurrence is not necessary Authority: Rule 552, 553 of IREC Vol. I (2008 Edition).

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
8.	v) Study Leave	<u>PHOD/CHOD</u> Full Powers	<u>DRM , CWM</u> Full Powers in respect of Division/ Workshop controlled posts.	Nil	Finance concurrence is necessary Authority: Rule 556 of IREC Vol. I (2008 Edition).
	vi) Ex-India Leave	<u>PHOD/CHOD</u> Full Powers	<u>DRM , CWM</u> Full Powers in respect of Division/ Workshop controlled posts upto two years.	Nil	Finance concurrence is not necessary
	vii) Hospital Leave beyond 120 days	Full Powers	<u>DRM , CWM</u> Full Powers	<u>JAG</u> Holding independent charge of non-divisional units such as Workshops/Stores/ Depots/ ZTC Full Powers	1. Finance concurrence is necessary. 2. Subject to such cases being reviewed by Medical Suptd and concurred in by Sr. DFM/Sr. AFA/DFM. 3. All cases to be put up to GM half-yearly, for post-facto approval. Authority: Rule 554 of IREC Vol. I (2008 Edition). Bd's letter No. E(P&A)1-89/JCM/ DC-5 dt.22-06-1993. Bd's letter No. E(P&A)I-89/JCM/D-S dated 30.1.92
	viii) Special Casual Leave for participation in national and international events	Full Powers upto ninety days	Full Powers upto ninety days	<u>JAG and below</u> Full Powers upto thirty days in respect of staff under their control	Finance concurrence is not necessary Authority: (Item-5 (1) of Annexure-C to Master Circular No.10)
	ix) Extra-ordinary Leave in combination with or in continuation of LAP and LHAP (inclusive of combined leave made up of LAP and LHAP)	Full Powers in respect of staff holding posts to which they are competent to make appointment.	Full Powers in respect of staff holding posts to which they are competent to make appointment.	<u>JAG</u> Full Powers in respect of staff holding posts to which they are competent to make appointment.	Finance concurrence is not necessary Authority: Rule 530 of IREC Vol. I (2008 Edition). Subject to maximum of 5 years.
	x) Counting of Extra- ordinary Leave for increment.	Full Powers	Full Powers	<u>JAG</u> Full Powers <u>Sr. Scale</u> Full Powers <u>Jr. Scale/Asst. Officer</u> Full Powers in respect of staff upto Grade Pay of Rs.1800 only	Finance concurrence is not necessary. Powers are to be exercised in respect of staff holding posts to which they can make appointments. Authority: Rule 1320 (a & b) of IREC Vol. II (2005 Edition) EOL for study purpose, on Medical grounds and for any case beyond the railway servant's control only with the sanction of the competent authority.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
8.	(xi) Child Care Leave	Full powers	Full powers in the case of staff of division controlled posts. Upto 45 days in the case of HQ controlled posts where no relief is required.	<u>JAG</u> Full powers upto a max. of 180 days at a time in the case of staff of division controlled posts. Upto 45 days in the case of HQ controlled posts where no relief is required. <u>JAG/HQ</u> Full powers <u>Sr. Scale</u> Full powers upto 45 days. <u>Jr. Scale/Asst. Officer</u> Full powers upto 15 days.	The leave is to be treated like the Earned Leave and sanctioned as such. CCL shall not be granted in more than 3 spells in a calendar year with each spell being not less than 15 days and admissible for two eldest surviving children only. Maximum limit of CCL is 730 days in entire service. <u>Authority:</u> Board's letters No. E(P&A)I-2008/CPC/LE-8 dt 23.10.2008 , (RBE No.158/2008), dt. 12.12.2008 (RBE No. 195/2008), dt 23.4.2010 (RBE No.58/2010) and dt 4.10.2010 (RBE No.144/2010). Rule 551(E) of IREC-Vol.I (2008 Edition)
	(xii) Encashment of leave during service	Full powers	Full powers	Full powers	Permitted to encash leave on average pay upto 10 days duly availing privilege Passes/ PTOs. Maximum limit is 60 days in entire service. Limited to once in block of 2 years. <u>Authority:</u> Bd's Ir. No.F(E)III/2008/ LE-1/1 dated 29.10.2008 (RBE No.161/2008). Rule 540-A of IREC Vol.I (2008 Edition).
9.	i) Sanction for Investigation of Claims of Arrears of Pay and Allowances	<u>CPO</u> Full Powers upto three years	<u>DRM , CWM</u> Full Powers upto three years <u>ADRM</u> Full Powers upto one year	<u>JAG, Sr. Scale</u> Full Powers upto one year.	1. Prior Finance concurrence is necessary. 2. Beyond three years and amount less than Rs.5000/-sanction of GM is necessary. 3. Beyond three years and amount exceeding Rs.5000/- investigation of the portion within three years' limit may be sanctioned by GM and the sanction of the balance only i.e. portion beyond three years to be referred to Railway Board. <u>Authority:</u> Para 1004, 1005 & 1006 of IREM Vol. I (2009 Edition)

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
9.	ii) To sanction Dual Charge Allowance to a Non-Gaz. railway servant for holding charge of more than one post.	Full powers	Full powers	<u>JAG</u> Full Powers	1. Prior concurrence of finance is necessary. 2. Such arrangements shall not be made for period shorter than 45 days and longer than 180 days. 3. A formal Office Order must be issued. Authority: 1) Bd's letter No.F(E)Spl.98/ FR.1/1 dated 28.01.2000 2) Paras 645 & 646 of IREM Vol.I (2009 Edition) as amended vide ACS No.33 & 94.
10.	Confirmation of Non- Gaz. Staff	Full Powers	Full Powers	<u>JAG/Sr. Scale/ Asst. Officers</u> Full Powers in respect of posts to which they have powers to make appointment	Chapter I Section- F of IREM Vol.I (2009 Edition)
11.	Sanction of Mileage Allowance	Full Powers	Full Powers	Nil	Finance concurrence is not necessary. Authority : Rule 1607 IREC Vol.II (2005 Edition)
12.	To order deductions from Gratuity on account of Govt. dues.	Full Powers	Full Powers	<u>JAG/Sr. Scale</u> Full Powers	
13.	To waive irrecoverable amounts overdrawn by Non- Gaz. Railway servant.	Full Powers	Full Powers	Nil	Prior concurrence of Finance is necessary. Conditions prescribed in Para 1013 to 1019 of IREM Vol.1 (2009 Edition) will have to be followed.
14.	Temporary transfer of posts and grades in respect of Non-Gaz. staff from one station to another for a period not exceeding 180 days.	Full Powers	Full Powers in respect of posts controlled by them.	<u>JAG</u> Full Powers in respect of staff upto Grade Pay of Rs.1800 and Artisan staff only.	Finance concurrence is not necessary An advice of the transfer of posts/grades should be sent immediately to the Associate Finance for the purpose of verification of the pay sheets. For periods exceeding six months, powers are to be exercised subject to the concurrence of FA&CAO provided the sanctioned cadre strength of the department is not exceeded.
15.	Grant of Maternity/ Paternity Leave	Full Powers	Full Powers	Full Powers	Authority : Rule 551,551(a) of IREC Vol.I (2008 Edition) Bd's RBE Nos.249/1999 & 250/1999

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
16.	<u>Occupation of quarters :</u> a) To permit occupation of quarters after retirement/ death	Full Powers upto four months in case of retirement upto twenty four months in case of death.	Full Powers upto four months in case of retirement upto twenty four months in case of death.	Full Powers upto four months in case of retirement upto twelve months in case of death.	Finance concurrence is not necessary. Authority: Bd's Ir. No. E(G)85/QR 1-9 dt.15-01-1990. Bd's Ir. No. E(G)92/PN 2-7 dt.27-08-1993 Bd's Ir. No. E(G)98-QR1-11 dt.22.1.99 & 17.8.1999. Bd's Ir. No. E(G)2000/QRI/23/1-23 dt: 30.11.2000 Bd's Ir. No.E(G)2000/QRI- 23 dt.01.06.2001.
	b) To permit occupation of quarters upon resignation/ discharge	Full Powers for one month	Full Powers for one month	Nil	Finance concurrence is not necessary. Authority: Bd's letter No. E(G)85/QR 1-9 dt.15-01-1990 Bd's letter No. E(G)92/PN 2-7 dt.27-08-1993
	c) Upon joint occupation as per extant rules and orders	Full Powers	Full Powers	JAG Full Powers	Finance concurrence is not necessary Authority: Para 1712 of IREM Vol. II (2011 Edition)
17.	To stop HRA admissible under Rules in the event of an employee refusing to accept the accommodation offered by Railway	Full Powers	Full Powers	JAG, Sr. Scale Full Powers Asst. Officer Full Powers in respect of staff upto Grade Pay of Rs.1800 only	
18.	Grant of Special Casual leave upto a total period of 15 days in a calendar year and special passes to railway staff who are members of Managing Committee for attending meeting of the Managing Committee including those of the Board of Directors and the Sub Committees of Co-operative Credit Societies and Banks including Consumer Co-operative Societies	Full Powers	Full Powers	Full Powers in respect of staff under their control.	The facility of Special CL and Special Passes is not admissible to members for attending the General Annual Meetings of ordinary or extraordinary of the share holders.
19.	Grant of Daily Allowance for halts in excess of 30 days	Full Powers upto 180 days in all cases	Full Powers upto 180 days in all cases	JAG and below/HQ Nil JAG (in independent charge) Full Powers upto 60 days.	Finance concurrence is not necessary. Authority: Subject to Provisions of Rules 1618 (a) & (b) and 1697 of IREC Vol.II (2005 Edition)

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
20.	<u>Grant of educational assistance to Railway employee</u> a) Children Educational Allowance b) Hostel subsidy	Full powers Full powers	Full powers Full powers	Full powers Full powers	Finance concurrence is not necessary. Full powers for Bill Preparing Officers.
	c) Hostel subsidy for disabled children	Full powers	Full powers	Full powers	Finance concurrence is not necessary. Full powers for bill preparing Officers. Persons having minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No.16-18/97-NI.1 dated 01.06.2001 are entitled. Authority: Bd's Ir. No. E(W)2008/ED-2/5 dt.14.09.2010 (RBE No.135/2010)
21.	To determine the rate of TA to an outsider attending departmental enquiry.	Full Powers	<u>DRM, SAG Officers in Field Units:</u> Full Powers	Nil	Authority: Rule1696 of IREC Vol. II (2005 Edition)
22.	<u>Composite Transfer Grant</u> a) Sanction of normal claims within six months or one year in retirement/death cases	Full powers	Full powers	<u>JAG, Sr. Scale</u> Full powers	Finance concurrence is not necessary. Authority: Rule 1643 of IREC Vol.II (2005 Edition)
	b) Sanction for belated claims: i) For serving employees beyond six months ii) For retired/death cases beyond one year and upto two years.	NIL NIL	NIL NIL	NIL NIL	Powers are to be exercised by GM/AGM only. Finance concurrence is necessary . Authority: 1) As per Rule 1643(D)(iv) of IREC Vol.II (2005 Edition) 2) Bd's letter. No.F(E)/89/AC-28/11 dt. 23.02.1990.
	iii) For death cases upto two and half years (where the family of the deceased has been permitted to retain Railway accommodation for a period of 2 years)	NIL	NIL	NIL	Powers are to be exercised by GM/AGM only. Finance concurrence is necessary . Authority: Bd's Ir. No.F(E)/2003/ AL-28/1 dated 04.04.2003 (RBE No.55/2003)
23.	Grant of consolidated Conveyance Allowance.	Full Powers	Nil	Nil	Prior Finance concurrence is necessary. Authority: Rule 1606 IREC Vol.II (2005 Edition)

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
24.	Sanction of Break-down Allowance	Full Powers	Full Powers	<u>JAG, Sr. Scale</u> Full Powers	Finance Concurrence is not necessary. Authority : Rule 1420 IREC Vol.II (2005 Edition)
25.	<u>Grant of consolidated Conveyance Allowance</u> Car and Scooter	<u>CPO</u> Full Powers	Nil	Nil	Finance concurrence is necessary
26.	To sanction advance for festival.	Full Powers	Full Powers	Full Powers	Only one advance may be sanctioned to an employee in a calendar year.
27.	<u>Condonation of break</u> a) In service not more than one year b) In case of medical de-categorisation	Full Powers For a period of 180 days	Full Powers for posts controlled by them For a period of 180 days	Nil For a period of 180 days	Finance concurrence is necessary. Authority: 1. Para-427 of Manual of Pension Rules - 1950 2. Para-43 of Railway Services (Pension) Rules, 1993.
28.	Counter signature of TA Journals.	Full Powers	Full Powers	Full Powers for staff under their control	Finance concurrence is not necessary In the case of belated claim of TA (exceeding 90 days), to be countersigned by the next higher authority. In respect of retired Non-Gaz. staff, to be countersigned by DPO/SPO. Authority: Rule1697-IREC Vol.II (2005 Edition)
29.	Alteration of recorded date of birth, of Non –Gaz. staff	<u>CPO</u> Full Powers	Nil	Nil	Finance concurrence is not necessary. Authority: Rule 225 (4) of IREC Vol. I (2008 Edition) Master Circular No.12
30.	To permit change of name in original records including service registers (SRs) subject to compliance of the prescribed procedure.	Full Powers	Full Powers	<u>JAG, HQ</u> Full Powers <u>Sr .DPO</u> Full Powers <u>DPO , WPO</u> (in independent charge) Full Powers	Finance concurrence is not necessary Authority: Para 1201 and 1202 of IREM Vol. I (2009 Edition)

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
31.	Provisional payment of wages/ salary	Full Powers upto three months	Full Powers upto three months	Nil	Finance concurrence is necessary. Authority: 1103 of General, Administration & Finance Code 1991.
32.	To accept voluntary retirement including the waiver of notice period.	Full powers	Full powers	JAG Full powers (excluding waiver of notice period). Sr. Scale Full powers upto Grade Pay of Rs.4200 (excluding waiver of notice period). Jr. Scale/Asst. Officers Full powers in respect of Non-Gaz. staff in Grade Pay upto Rs.1800 and Artizan staff in Grade Pay upto Rs.1900 (excluding waiver of notice period).	Finance certification for qualifying service is necessary. The voluntary retirement may be accepted by the authorities competent to fill the post held by the employee at the time of voluntary retirement. Acceptance of notice period of less than three months for voluntary retirement in deserving cases is subject to: i) Personal approval of HoD/DRM for the staff under their control. ii) No Discipline and Appeal Rules (DAR)/Vigilance case is pending. Authority: 1. Rule 1803 of IREC Vol.II (2005) 2. Bd's Ir. No.E(P&A) I-77/RT/46 dated 10.02.81 3. Para 66 & 67 of Railway Services (Pension Rules) 1993.
33.	To issue Service Certificate to Railway Servants who have put in 12 months service or more.	Full Powers	Full Powers	Full Powers	
34.	To authorise a railway servant to proceed on duty outside the Zonal Railway.	Full Powers	Full Powers	JAG, Sr. Scale (in independent charge) Full Powers JAG, HQ Full Powers	Finance concurrence is not necessary Powers are to be exercised in respect of staff under their control. Powers are to be exercised subject to instructions on economy in expenditure. Authority: Board's Letter. No. F(E)I-68 PW5/1-1 dated 3-4-69

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
35.	<u>Training in Non-railway Institutions.</u> a) Computer Training (IT related training) b) Other Training	<u>PHOD/CHOD</u> Full Powers upto Rs.1,00,000 per annum for item 35 (a) & (b) put together	<u>DRM</u> Full Powers upto Rs.1,00,000 per annum for item 35 (a) & (b) put together	Nil	Finance Concurrence is required only when approval of Railway Board is needed. Powers are to be exercised subject to maximum of Rs.25,000/- per occasion and prorata registration fees of Rs.4,000/- per day. All PHODs/CHODs put together can sanction Rs.10 Lakhs, i.e. half the Zonal Railway limit of Rs.20 Lakhs. CPO will monitor the funds availability and annual ceiling for the Zonal Railway i.e. Rs.20 Lakhs. Authority: Bd's letter No.F(X)-2006/PW/18 dt.20.08.2008.
36.	<u>Sanction of Advances</u> a) From Provident Fund	Full Powers	Full Powers	<u>JAG</u> Full Powers <u>Sr. Scale</u> Full Powers <u>Jr. Scale/Asst. Officers</u> Full Powers for staff below Grade Pay of Rs.4200	Finance concurrence is not necessary. Powers are to be exercised in respect of staff under their control. Authority: Bd's letter No. F(E)III/84/PF-1/4 dt.01-05-1989. Rule 922 and 923 of IREC Vol. I /2008 Edition
	b) Of Traveling Allowance (T.A)	Full Powers	Full Powers	Full Powers In respect of staff under their control.	Finance concurrence is not necessary. Powers are to be exercised in respect of staff under their control. Authority: Para 1110 of IREM Vol. I (2009 Edition)
	c) Of Pay on Transfer	Full Powers	Full Powers	<u>JAG, Jr. Scale</u> Full Powers <u>Asst. Officers (in independent charge)</u> may exercise in respect of staff under their control for whom pay sheets are prepared by them.	Finance concurrence is not necessary Powers are to be exercised in respect of staff under their control. 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(2009 Edition) 2. Bd's letter No. F(E)55/PW-7(8) dt.30.01.1956.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
37.	Sanction of Advance of pay to Non-Gaz. railway servants under very special circumstances. viz., when the railway servant's camp is burnt or serious damages is caused to his belongings due to floods etc	Nil	Nil	Nil	Prior Finance concurrence is necessary. Powers to be exercised by GM/AGM only. Rs.2500/- recoverable in 24 equal instalments.(where declaration is made by State Government). One month basic pay recoverable in 3 equal installments. Authority: Para 1123 of IREM Vol. I (2009 Edition)
38.	Grant of permission to Non-Gaz. staff for transactions in respect of acquisition or disposal of any immovable and/ or movable property	Full Powers	Full Powers	JAG Full Powers upto Rs.30,000/- for movable and immovable property for staff under their control.	Finance concurrence is not necessary. Authority: Rule 18 (2) and (3) of The Railway Services (Conduct) Rules 1966.
39.	Grant of House Building Advance (HBA) as admissible	Full Powers	DRM , ADRM Full Powers	Nil	Working sheet of recovery to be vetted by Finance. Authority: Para 1132 IREM Vol. I (2009 Edition)
40.	Condonation of delay for Non-insurance of flat/house, purchased/built out of House Building Advance	Full Powers upto two years	DRM , ADRM Full Powers upto two years	Nil	Finance concurrence is not necessary. For periods beyond two years , approval of Railway Board is necessary. Authority: Bd's letter No. F(E)Spl/94/ Adv/3/7 dated 13.10.1995
41.	Reconstruction of Service Registers with available records	CPO Full Powers	Full powers	Nil	Prior Finance concurrence is necessary. Authority: Bd's letter No. E(NG)60 PTN I/3 dt. 28.3.1960.
42.	Reconstruction of service registers a) With available records within a period of three years	CPO Full Powers	Full Powers to DRM Only	Nil	Prior Finance concurrence is necessary. Authority: Bd's letter No. E(NG) 60 PTN I/3 dt. 28.3.1960.
	b) On the basis of affidavits when no records are available.	Nil	Nil	Nil	Prior Finance concurrence is necessary. Sanction of Railway Board is necessary. Authority: Bd's letter No. E(NG) 60 PTN I/3 dt. 28.3.1960.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
43.	Sanction of DCRG on retirement.	Full Powers	Full Powers	<u>JAG, Sr. Scale</u> Full Powers	Authority: Rule 89 of RSPR (1993).
44.	Issue of 'No Objection Certificate' (NOC) for obtaining passport	Full powers in respect of employees under their control.	Full powers in respect of employees under their control.	NIL	Prior vigilance clearance is necessary. NOC is valid for a period of 3 months only.
45.	To make alteration (other than date of birth) in the Service Register eg. change of name, date of appointment etc., in case of clerical error only in the first page of service register	Full Powers	Full Powers	Nil	Authority: Rule 1204 IREM-Vol. I (2009 Edition)
46.	To permit journey by Road between two stations connected by Rail	Full Powers	Full Powers	Nil	The power delegated can be exercised only in respect of journeys undertaken in connection with surprise inspection of L/Crossing, Surprise check at stations (Ticketless Travel) and for accidents and breaches.
47.	a) To sanction advance for the purchase of conveyance other than Motor Car b) To sanction Computer advance	Full Powers	Full Powers	Full Powers in respect of cycle only	Authority: Bd's letter No. F(E)Spl/2006/ADV./4/5 dt. 23.11.2006.
48.	<u>Sanction for undertaking a work</u> a) For which honorarium is offered and to grant acceptance of the same	<u>CPO, FA&CAO</u> Full Powers upto Rs.10,000/- in each individual case	<u>DRM, CWM</u> Full Powers upto Rs.10,000/- in each individual case	Nil	Finance concurrence is necessary. Where the honorarium is recurring, the limit of Rs.10,000/- applies to the total amount paid in a financial year. Authority: Rule 1334 (FR-46) IREC Vol. II (2005 Edition) Item of GM's delegation * Board's letter No. F(X)II/94/PW/3 dt.26.03.1996 and 16.09.97
	b) For which fee is offered and acceptance of the same.	Full Powers upto a maximum of Rs.5,000/- in each individual case	Full Powers upto a maximum of Rs.5,000/- in each individual case	<u>JAG</u> Full Powers upto a maximum of Rs.5,000/- in each individual case	Finance concurrence is not necessary. In case it is recurring, this limits of Rs.5000/- applies to the sum total of the recurring payment made to an individual in a financial year. Authority: Rule 1334 IREC Vol. II (2005 Edition) Board's letter No. E(G)90/HQ1/88 dt.17.10.1991.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
49.	To grant advance increment on sports account (on recommendation of Railway Sports Control Board (RSCB) for excellence in sports)	<u>CPO</u> Full Powers	Nil	Nil	Finance concurrence is not necessary. Authority: Board's letter No. E(NG)II/90/RR-3/3dt.25-05-1990.
50.	Recovery in installments of amounts, paid erroneously to railway employees	Full Powers	Full Powers	<u>JAG and below</u> Full Powers	Finance concurrence is necessary to fix the number of installments. Authority: Para1013-B IREM Vol. I (2009 Edition) and Para 1105 of Indian Railway Administration & Finance
51.	Recovery in lumpsum or in installments, of arrears of subscription due from the railway servant who is admitted as a subscriber to the provident fund with retrospective effect	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary Authority: Rule 911 of IREC Vol. I (2008 Edition)
52.	Write off of amounts overdrawn by the non-gazetted railway employees	Full Powers	Full Powers	Nil	Finance concurrence is necessary, subject to amount not exceeding six month's pay of the railway servant but no amount less than two month's pay should be ordinarily considered for waiver. Authority: Para-1017 & 1018 of IREM Vol. I (2009 Edition)
53.	Compensation to railway servants for loss of private property during course of accident or strike.	Nil	Nil	Nil	Prior Finance concurrence is necessary. G.M. can sanction upto Rs. 5,000/- in each individual case. Authority: Item No. 19 of GM's delegation
54.	To grant compensation other than those awarded by Claims Commissioner	Nil	Nil	Nil	Finance concurrence is necessary. GM can sanction upto 24 months' emoluments of railway servant. Authority: Item No. 18 of GM's delegation.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
55.	To waive the cost of training of railway servant who has received training at Railway's expense and requiring to serve the Railways for a minimum prescribed period. (Provided the cost to be waived is not in excess of cost proportionate to the service rendered)	Nil	Nil	Nil	Powers rest with GM only. To be read along with Item 5 (Acceptance of resignation)* Authority: Rule 1410 IREM-Vol. I (2009 Edition) and Master Circular No.30
56.	To grant personal pay equivalent to one increment in favour of railway employee who undergoes sterilization operation for promoting small family norms subject to the prescribed conditions	Full Powers	Full Powers	JAG, Sr. Scale Full Powers	Authority: Board's letter No.80/F(W)I dt.8.10.80.
57.	Classification of railway servants under Hours of Work and Period of Rest rule	CPO Full Powers	Nil	Nil	Authority: Sec.136 of Indian Railways Act 1989. Board's letter No. E(LL)76/HER(RLT)/11 dt. 7.3.77.
58.	Sanction for payment of compensation under Workmen's Compensation Act	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary. Authority: Item No.18 of GM's delegation.
59.	Sanction to refund of P.F by installment by Non-Gaz. staff on reappointment.	Full Powers	Full Powers	Nil	Finance concurrence is not necessary. Powers are to be exercised in respect of staff holding posts to which they are empowered to make reappointment. Authority: Rule 917 - IREC Vol. I (2008 Edition)
60.	<u>To sanction rewards to Non-Gaz. staff for :</u> a) Cases connected with averting or reducing the severity of accidents	Full Powers upto Rs.2,000/-	<u>DRM, CWM</u> Full Powers upto Rs.2,000/-	Nil	Finance concurrence is not necessary Monetary limit applies to each individual connected with the accident. Individual cases for grant of rewards in excess of the monetary limit delegated should be processed through the Standing Screening Committee for G.M's sanction.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
60.	b) Suggestions & Inventions	<u>PHOD/CHOD</u> Full Powers to grant rewards upto Rs.2,000/- in each individual case. <u>HOD</u> Full Powers upto Rs. 2,000/- subject to an annual ceiling of Rs.10,000/-	<u>DRM , CWM</u> Full Powers upto Rs.1,000/- subject to an annual ceiling of Rs.10,000/-	<u>JAG and below</u> Nil <u>JAG/ HQ</u> Full Powers for spot rewards upto Rs.100/-in each individual case subject to an annual ceiling of Rs.1,000/-	Finance concurrence is not necessary. Individual cases for grant of rewards in excess of the monetary limit delegated should be processed through the Standing Screening Committee for G.M's sanction.
	c) Other cases of meritorious/ outstanding work.	Full Powers upto Rs.2,000/- subject to annual ceiling of Rs.50,000/-	Full Powers upto Rs.1,000/- subject to availability of budget allotment.	<u>JAG</u> Upto Rs.200/- in each case. <u>Sr. Scale/Asst. Officer</u> Upto Rs.100/- in each case	Finance concurrence is not necessary. Individual cases for grant of rewards in excess of the monetary limit delegated should be processed through the Standing Screening Committee for G.M's sanction upto Rs.5,000/- in each individual case. <u>Authority:</u> Item 10(b) of GM's delegation.
61.	To sanction ex-gratia payment to the dependants of railway employees in the event of his/her death arising out of injuries sustained while on duty.	Full Powers	Full Powers	Nil	Finance concurrence is not necessary. <u>Authority:</u> Board's letter No: 93/TC-III/122/1/Ex-gratia dt. 14.7.97.
62.	Temporary exemption under Hours of Work and Period of Rest (HWPR).	Full Powers	Full Powers	<u>JAG/Sr. Scale</u> Full powers.	Finance concurrence is not necessary. <u>Authority:</u> Rule 6 of HWPR. Board's letter No.E(LWA)66/HER/55 dated 14.3.67.
63.	To Sanction and make payment of honorarium for delivering lecture in Training Schools to Officers and Supervisory staff and Guest Speakers.	Full Powers	Full Powers	<u>Principals of Training Schools</u> Full Powers	Principal should ensure that the extant instructions are strictly followed.

SOUTH WESTERN RAILWAY

SI No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
64.	To sanction Pension/Gratuity and Commutation of Pension	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary. Powers are to be exercised in respect of staff under their control. Authority: Para-89 of Railway Services (Pension) Rules 1993 (Chapter-VIII).
65.	Grant of payment of cash equivalent of unutilized leave on average pay on retirement	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary. Authority: Board's Letter. No. F(E)III-77-LE I/4 dated 15.11.77.
66.	Suspension of Lien	--	--	--	Rule 241 of IREC Vol I, (2008 Edition) has been omitted vide Bd's letter No.E(NG)I-98/CN5/2 dt. 5.2.99
67.	Payment of Deposit of Decretal amount in satisfaction of the decree passed by Civil Court/ Authority under Payment of Wages Act	Full Powers	Full Powers	<u>JAG</u> Full Powers	
68.	Fixing Headquarters of Non-Gazetted Staff	Full Powers	Full in respect of posts controlled by them.	<u>JAG</u> Full Powers in respect of staff upto Grade Pay of Rs.1800 and Artisan staff	Finance concurrence is necessary.
69.	To grant certificate that a railway servant would have continued to officiate in the post but for his proceeding on leave	Full Powers	Full Powers	Full Powers in respect of staff for whom they are Appointing Authority	
70.	Forwarding of application to posts outside the Railway	Full Powers	Full Powers	Full Powers in respect of staff for whom they are Appointing Authority	Authority: Chapter XIV of IREM Vol. I (2009 Edition)
71.	<u>Issue of Kit Pass / Settlement Pass</u> a) in case of retirement b) in case of death of Railway employee in service who had been an allottee of Railway accommodation and his family is allowed retention of quarter upto two years	<u>CPO</u> Full powers upto Two years <u>CPO</u> Full powers upto Two years	<u>DRM</u> Full powers upto Two years <u>DRM</u> Full powers upto Two years	<u>CWM</u> Full powers up to one year <u>CWM</u> Full powers up to one year	Authority: ACR No.38 to Railway servant Pass Rules 1986 (2 nd Edition 1993) Board's letter No.E(W) 2001/PS 5-9/6 dt.29.07.2002

SOUTH WESTERN RAILWAY

ANNEXURE 'A'

DELEGATION OF POWERS: Provisions requiring GM's personal sanction / approval

ESTABLISHMENT MATTERS

Gazetted

1. D&AR cases of Gazetted Officers as laid down under extant orders (**Authority:** Bd's letter No. E(D&A)92/RG6-151 dt. 6.11.97).
2. Approval of selection proceedings of Group 'C' to Group 'B' upto Senior Scale. (**Authority:** **Para 210** of Indian Railway Establishment Code Vol. I (2008 Edition).
3. To accept resignation of Officers upto Senior Scale and Voluntary Retirement of Group 'B' Officers (**Authority:** **Item No. 8** of GM's delegation issued by Railway Board and Board's letter No. E(P&A) 1-77/RT/48 dt. 9.11.77, Rule 302 IREC Vol.I (2008 Edition).
4. For making Dual Charge arrangements in Gazetted cadre upto JAG level for maximum 6 months and SAG level for maximum 3 months. (**Authority :** **Para 645 (a)** of Indian Railway Establishment Manual. Vol.I (2009 Edition) as amended by ACS No.33)

Non-Gazetted

1. Engagement of fresh candidates as Casual Labour / Project Casual Labour. (**Authority:** **Para 3 & 3.1** of Master Circular No.48 issued by Rly. Board)
2. Re-engagement of discharged casual labour borne on the live register/ supplementary live register. (**Authority. Para 3.2** of Master Circular No. 48 issued by Rly. Board).
3. Appointment of Substitute School Teachers on Adhoc basis. (**Authority:** **Para 3.1 (iii)** of Master Circular No.20 issued by Rly. Board).
4. Engagement of fresh faces as Substitutes. (**Authority:** **Para 9.1** of Master Circular No.20)
5. Payment of interest on delayed payment of DCRG (**Authority:** **Para 87 (2)** of Railway Service (Pension) Rules, 1993)
6. Appointment of medically unfit candidates belonging to SC / ST communities against categories for which they are found medically fit against shortfall. (**Authority:** Board's letter No. 84-E(SCT)25/4 dt. 7.11.1985)
7. Appointment of candidates against Compassionate Grounds beyond the period of 5 years and upto 20 years. (**Authority:** **Para V(a) (i)** of Master Circular No. 16 issued by Rly. Board and Board's letter No. E(NG)II/84/RC-1/26 dt. 6.10.1995)
8. Relaxation of minimum age limit of 18 years upto one year for appointment on Railways in the case of appointment on Compassionate Grounds (**Authority:** **Para 6(a)** of Master Circular No. 16 and Board's letter No. E(NG)III/79/RC-1/47 dated 29.11.1998)
9. Engagement of wards of Casual Labourers with temporary status who die in harness. (**Authority:** Board's letter No. E(NG)II/84/CL/28 dt. 31.12.1986)
10. Appointment on Compassionate Grounds to wards of Railway employees medically decategorised at the age of 55 years and above. (**Authority:** Board's letter No. E(NG)III/78/RC/1/1 dt. 3.9.1983)
11. Appointment on Compassionate Grounds to married daughters (**Authority:** Board's letter No. E(NG)II/85/RC-1/10 dt. 13.8.1987)
12. To relax **TWO** years service in the immediate lower grade for promotion of staff except in running categories. (**Authority:** Board's letter No. E(NGI-94/PM/1/17 (RBE No. 96/94 dt. 11.11.1994)
13. For creation of Non-Gazetted posts at Headquarters and extra Divisions for maintenance and operation of new assets. (**Authority:** Board's letter No. E(G)98EC2/3 dt. 3.8.1998)
14. Condonation of irregularities regarding issue of Privilege Passes / PTOs as enumerated under **Annexure 'C'** of Railway Servants (Pass) Rules, 1986 (2nd Edition 1993).

C O N T E N T S

<i>Sl. No.</i>	<i>Subject</i>	<i>Page(s)</i>
1.	Powers of General Managers of Indian Railways	G - 1 to G - 18
2.	Provisions requiring GM's personal sanction/approval.	G - 19 to G - 23

**Sub: Delegation of Powers to General Manager – Revision of Annexure-II to Chapter V,
Indian Railway Financial Code, Vol. I
Ref : Director Finance (Exp) Rly. Bd.'s Letter No. F(X)II/2010/PW/2 dated 11.10.2010.**

* * * *

The powers of General Managers are laid down in Annexure – II to chapter V of the Indian Railways Financial Code, Volume- I. A revised version of these powers was last issued vide letter No. F (X) II/2007/PW/4, dt. 21.09.2007 read with letter No.F(X)II-2007/PW/4 dated 30.10.2007. These powers have been further liberalized/ enhanced by Board from time to time. In supersession of all the circulars issued on the subject, a comprehensive list of powers in the form an Advance Correction slip No. 69 is enclosed.

(Sd.)
(Anju Ranjan)
Director Finance (Exp.)
RAILWAY BOARD.

POWER OF GENERAL MANAGERS OF INDIAN RAILWAY

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

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

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

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

RULES

The previous sanction of the higher authority is necessary

A – GAZETTED STAFF

1. To the creation and the abolition of a permanent post and to the alteration of the scale of pay of a service or of a post.
2. To the keeping of a post sanctioned by the Railway Board unfilled for **more than twelve months upto JA Grade** provided that if the post has remained unfilled for **more than six months**, its justification is established afresh with the concurrence of Financial Adviser and Chief Accounts Officer before operating the post.
3. To the creation of a temporary post except that posts may be created without higher sanction in Senior scale/Class II services for a period **not exceeding six months/twelve months** respectively in emergent situation with concurrence of financial Adviser and Chief Accounts Officer and provided that the post will not be operated **beyond six months/twelve months**.
4. (a) To the creation of work – charged posts **above JA grade** against Construction/Survey/Scrap Scale/M&P Estimates.

NOTE:- Temporary /Work Charged post/posts in JA grade, Senior scale, Junior scale, or Class-II specifically provided for in a Construction/Survey, M&P/Scrap Scale Estimate or in an urgency certificate sanctioned by the General Manager or by the Railway Board may be created/extended by the General Manager with prior concurrence of Financial Adviser and Chief Accounts Officer.
- (b) To the grant of provisional payment beyond **3 months** to incumbents of such posts which are proposed to be extended beyond available sanction and which needs approval of Railway Board.
5. (a) To grant to a Railway Officer emoluments (whether as pay, honorarium or allowances of any sort) higher than that admissible under the Railway rules or any orders of the Government of India.
- (b) To permit to a Railway Officer to undertake work and/or receive fee (non-recurring or recurring) from private sources **exceeding Rs. 5,000/-** in each individual case.
- (c) To permit Medical Officers including Chief Medical Officer to receive fees for professional attendance if they hold posts in which private practice is debarred under orders of a higher authority.
- (d) To grant to an Officer above JA Grade a reward in excess of **Rs. 3000/-** in each individual case for Zonal Railways and production units and **Rs. 5000/- in each individual case**, for RDSO. (*Authority: Board's letter No. F(X) II-97/PW/4, dt. 5.5.98 (Corrigendum).*)

- (e) To the acceptance of honorarium by a Gazetted Railway servant in **excess of Rs.10,000/-** in a year for undertaking work as arbitrator in a dispute in which the Railway administration is a party and in **excess of Rs.1000/-** in a year in all other types of cases, except cases of acceptance of honorarium for conducting disciplinary Enquiries against Railway Officers arising out of Vigilance/CBI cases where the limit shall be **Rs. 6750/-** (Rupees Six thousand seven hundred and fifty only) in a year.

(Authority: Board's letters No. F (X) II-94/PW/3, dt.28.11.96 & F(X)II-2008/PW/6 dt.15.10.2009).

NOTE:-

- i) General Manager may grant to an officer up to and **including SA grade** in addition to his pay, special pay limited to **10%** of the presumptive pay of the additional post when he holds charge of another post in addition to his own, provided the additional charge is held for a period exceeding **45 days** but not exceeding **six months** in the case of officers upto and including **JA Grade**, and **three months** in case of officers working in **SA Grade**.
- ii) The aggregate of pay and additional pay shall not exceed **Rs.80,000/-** per month.
- iii) The dual charge arrangement shall not be carried **beyond six months** in the case of **JA Grade** Officers and **three months** in the case of **SA Grade** Officers under any circumstances.

(Authority Board's letter No. F (X) II-94/PW/9, dt. 29.12.94, F(E) Spl .98/FR/1/1 dated 28.1.2000 & F(E)Spl.2009/FR/1/3 dt.21.06.2010)

6. To the write – off of :

- (a) Advances.
- (b) Amounts overdrawn by Officers, or otherwise due from them, which were discovered in audit within a year.

7. To the construction or purchase of a building for use as residence by an Officer or to hire a building for use as residence by an Officer under conditions which fall outside the framework of the extant instructions in regard to the ceiling of rental, minimum period for the lease and other conditions.

8. To the acceptance of resignation of an administrative grade officer.

NOTE:

The General Manager, while accepting resignation of the officers up to Senior Scale level, will have the power to waive the prescribed notice period in respect of Probationary Officers selected for IAS/IFS/IPS.

(Authority Board letter No.F(X)II-2007/PW/3 dated 16.03.2009)

B – NON – GAZETTED STAFF

9. To the grant of special pay or other additions to pay or to the grant of personal pay otherwise than in accordance **with Rule 2003 (23) (a) – R II** and allowances other than those admissible under Railway fundamental or Supplementary Rules or any other orders of the Government of India.
10. (a) To the grant of honorarium in **excess of Rs.10,000/-** in each individual case.

NOTE: Where the honorarium is recurring, the **limit of Rs.10,000/-** applies to the total amount paid in a financial year.

(Authority: Board's letter No. F (X) II/94/PW/3, dt.26.03.96).

(b) To the grant of reward in **excess of Rs. 5000/-** in each individual case.

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

NOTE: The powers indicted in 10 (c) above may be re-delegated to DRMs **upto Rs.2,500/-** in each case.

(Authority: Board's letter No. F (X) II-2008/PW/6, dt.16.01.2009).

C – GENERAL : GAZETTED AND NON – GAZETTED STAFF

11. To the grant of advances otherwise than as authorised under general rules and orders.
12. To the grant of leave otherwise than as admissible under the Rules.
13. To the deputation of a Railway servant out of India.
- NOTE:** DG/RDSO, however, will be guided by Board's extant orders on the subject.
14. To the ex-gratia payment of bonuses or rewards for inventions for which the inventor is not allowed to take a patent or is instructed to assign his patent rights to the Government.
- NOTE:** DG/RDSO may, however grant ex-gratia payment of bonuses or rewards **up to Rs.5,000/-** for such inventions.
- (Authority: Board's Lr. No. F (X)II/93/PW/2, dt. 08.07.93)**
15. To the grant of rewards for detection and/or apprehension of offenders in a criminal case in excess of Rs. 5000/- in each case.

16. To the reimbursement of legal expenses of a Railway Servant –
- (a) Who institutes a suit in a Court of Law without the prior approval of the Railway administration Or
 - (b) Who incurs such expenses in defending legal proceedings instituted against him in respect of acts done or purported to have been done in the execution of his duty either by an outsider or at the instance of the Railway Administration or with the specific sanction or under the specific order of the State Government or the Central Government.
17. To the purchase of a motorcar, motor cycle , motor boat or any other vehicle.

NOTE:

- (i) General Manager may hire vehicles subject to existing instructions of Board as modified from time to time.

(Authority Board's Letter No.(FX)II-2006/PW/11 dated 15.05.2007 & 28.05.2008)

- (ii) Before hiring of a vehicle is sanctioned, it should be certified that the Demand cannot be met by transfer from one of the works on hand or completed.

18. To the payment of compensation in case of Railway accidents other than those awarded by Railway Claims Tribunal to the dependants of Railway employee killed or to Railway employees injured in accidents caused by the working of trains or Railway Engines provided that the death or injury was met within the discharge of their duties otherwise than due to their own negligence or willful action, in excess of a **maximum of 24 months'** emoluments of the Railway employee.

NOTE:

- (1) In the case of persons to whom the Workmen's compensation Act applies, compensation shall be paid under this rule only if the authority competent to sanction compensation considers that more liberal treatment than that given by the Act is necessary. The compensation so paid shall not, inclusive of the compensation payable under the Act, exceed the amount admissible under this Rule.
- (2) The term '**emoluments**' means monthly average of emoluments, as defined in Paragraph 2544-R/II (CSR 486) and in the case of running staff, the emoluments will include the Pay element in running allowance viz. **30%** of the average basic pay drawn during the last **twelve months** or during the entire service, if it is **less** than **12 months**.
- (3) If the above ceiling of **24 months'** emoluments would not be applicable wherever the compensation is paid strictly as per the statutory provisions of the **Workmen's Compensation Act. (Authority Board's letter No. F(X) II/2003/PW/ 10 Pt –II dated 18.11.2004.)**

19. To the grant of compensation to a Railway Employee for loss of private property except compensation in **excess of Rs.5000/-** in any individual case for loss suffered by an employee in the course of a strike or Railway accident in the execution of Railway duty and from circumstances arising directly out of that duty.
20. To the sanction of ex-gratia payment in **excess of Rs.3,000/-** to the dependent of a Railway Employee in the event of his/her death arising out of injuries sustained in the execution of his/her duty.

21. To the payment of medical charges otherwise than as authorised under general rules or orders.
22. To permit a Railway servant below the rank of Junior Administrative Grade to travel by Air on duty.

NOTE: Grant of permission by the General Manager to Junior Administrative Grade Officers to travel by Air on duty would be subject to the following conditions.

1. These powers may be exercised **only by General Managers** and not by CAO's, and, are not to be re-delegated further. However, Chief Administrative Officer, COFMOW/New Delhi, DCW/Patiala and MTP/Chennai may also exercise these powers with the personal concurrence of FA&CAO.
(Authority ; Board's letter No.F(X)II-2003/PW/6 dated 04.04.2003)
 2. These powers are to be exercised **personally by the General Manager** with the **personal concurrence** of FA & CAO.
 3. Air Travel will be permitted only in cases where the duration of the journey one-way is **more than 12 hours** by Rail.
 4. Each proposal regarding Air Travel would require to be justified on merits.
23. To the remission of recovery of rent from the incumbent of a post for which a quarter has been allotted.

NOTE:

The General Manager may exempt the incumbent of a post from occupying the quarter allotted to the post and/or from paying rent there of upto a maximum period of **four months** in the following circumstances.

- (i) When an employee is temporarily transferred to a post in another station;
 - (ii) When the quarter is subjected to extensive repairs, such as renewals of roofing, replacement of flooring, or such other special works necessitating the vacation of the whole quarter.
 - (iii) When an employee is required to vacate the quarter under medical advice on account of an infectious disease or an epidemic.
24. To the waiver of the cost of training of a Railway employee who has received training at Railway's cost and who is required to serve the Railway for a minimum prescribed period, in excess of the cost proportionate to the service rendered.

25. To the sanction of expenditure on deputation of Railway employees for training courses, seminars, symposia in Non-Railway Institution in **excess of Rs.20 lakh** in a year on Zonal Railways, including RDSO, and **Rs.8 lakhs** in a year for Production Units.

NOTE:

- (1) The overall registration fee, however, should be subject to a maximum of **Rs.25,000/-** and pro-rata registration fee of **Rs.4,000/-** per day. For arriving at this monetary limit, the cost of TA&DA should not be taken into account.
- (2) The ceiling limits of above powers will be exclusive of service tax or any other taxes /charges

(Authority: Board's Letter No. F(X)II-2006/PW/18 dated 20.08.2008)

D – PAYMENT TO PERSONS OTHER THAN RAILWAY EMPLOYEES

26. To the refund of fare and freight, otherwise than in accordance with relevant Tariff Rules, in **excess of Rs. 20,000/-** in each case.
27. To the write-off of amounts due to the Railways, otherwise than when they are irrecoverable, in **excess of Rs.10,000/-** in each case.

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

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

b) To the grant of reward in **excess of Rs.15,000/-** in each case to the persons who have done exemplary work to avert accidents and saved passengers life.

NOTE: The powers under item 28(b) above may be re- delegated to DRMs **upto Rs.2,500/-** in each case.
(Authority: Board's Letter No.FX (II)/2008/PW/6 dated 16.01.2009)

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

b) To the incurrence of expenditure on important Functions which are attended by

i) Minister of State for Railways: in excess of Rs. 1 lakh in each case.

ii) Minister of Railways: in excess of Rs. 4 lakhs in each case.

iii) President/Prime Minister : in excess of Rs.5 lakhs in each case

NOTE:

1. The powers under item 29 will be exercised by the General Manager, subject to an annual ceiling of **Rs.10 lakhs** for Production Units and **Rs.20 lakhs** for Zonal Railways.
2. The power under item No. 29(a) will cover the expenditure on Railway Week Celebration also, the limit for which will be **Rs.25,000/-** for a Zonal Railway/ Production Unit as a whole. **(Authority: Board's Letter No. F(X)II/2004/Exp/6 dated 09.05.2005 & Letter No F(X)-II-2013/PW/2 dated 31.01.2013)**

30. (a) To the incurrence of expenditure in engaging/obtaining consultancy service from outside bodies in **excess of Rs.25 lakhs** in each case, or in **excess of Rs. 1.5 crores** in a year.
- (b) To the incurrence of expenditure in engaging/obtaining consultancy services connected with property development schemes, i.e. for commercial exploitation only from outside bodies in excess of **Rs.50 lakhs** in each case or in excess of **Rs.2.5 crores** in a year for Zonal Railways, Production Units and RDSO.

NOTE:

- (i) These powers will be **personally exercised by the General Manager**, and will not be redelegated further except where otherwise delegated. It may be ensured that no contracts are awarded by the Railways for activities which can be carried out in-house.
- (ii) Details of consultancy contracts awarded by each Zonal Railway for commercial exploitation should be endorsed to all other General Managers for information to avoid duplication.
- (iii) The General Managers will evolve, in consultation with FA&CAO, a suitable mechanism to ensure that the limits laid down herein are not exceeded under any circumstances.
- (iv) For consultancy contracts, the minimum level of tender committee shall be SAG.
- (v) All cases decided by the Zonal Railways should be reported to Board through the PCDOs to CRB and FC, to enable assessment of the exercise of these powers.
- (vi) The agency/consultant is renowned/Govt. approved and has sufficient experience in the relevant field.
- (vii) Notwithstanding the provisions of Note (i) above, PCE/CE(Co-ord) of the Zonal Railways can award Consultancy contracts upto a limit of **Rs. 5 lakh per case with the annual ceiling of Rs. 10 lakh**. These powers will be exercised by PCE/CE(Co-ord) with the personal concurrence of FA&CAO/FA&CAO/(C).
(Authority Board's Letter No.F (X)II-2006/PW/3 dated 27.02.2006.)
- (viii) These powers can be delegated to DRMs also upto **Rs. 50,000/- per case** subject to annual ceiling of **Rs. 1 lakh**. These powers will be exercised by DRMs in consultation with the associate finance. In the tender committee, JAG/SG level officers may be nominated. In cases where JAG/SG level officers are not available from finance side in the division DFM may be nominated as finance member of the tender committee.
(Authority Board's letter no. F (X) II/2006/PW/3 dated 16.5.2006 & No. F (X) II/2006/PW/13 dated 9.8.2006)
- (ix) Powers of CAO/C to award consultancy contract :
CAO/Cs can award consultancy contracts upto a limit of **Rs.25 lakh per case with the annual ceiling limit of Rs. 1.5 Crore with the personal concurrence of FA&CAO/FA&CAO/C**. These powers of CAOs will be in addition to and separate from the powers delegated to General Managers. Also, the level of the tender committee shall be SAG.

However, if the consultancy contract is to be fixed only on a **single tender basis** due to special circumstances, **GMs personal approval** would be required irrespective of the value of the contract.

(Authority Board's Letter No. F(X) II/2006/PW/3 dated 27.2.2006 read with letter no. F(X) II/2006/PW/17 dated 18.10.2006)

31. (a) To the filing or defending of an appeal in the Supreme Court.
- (b) To the engagement of a Railway Counsel on Scale of Fees higher than that prescribed by Ministry of Law and Justice.
- (c) To the Engagement of Counsel at more than **Rs.1,050/- per day** in Supreme Court or in any of the High Courts or at more than **Rs.750/- per day** elsewhere.
- (d) To payment of fees in excess of scales of fees fixed by the High Courts concerned.
32. To the grant of allowances or fees to private persons or donations to private bodies including Railway Institutes, Hospitals and Schools in excess of the scale or maximum limits laid-down by the Railway Board.
33. (a) To the payment of arbitration fees to private persons in **excess of Rs.25,000/-** in each case.

NOTE:

(i) The circumstances under which such appointment of private persons has been made should, however, be brought to the notice of the Board.

(ii) This will not apply to payment of fees to arbitrators appointed by court, for which full powers will be exercised by General Managers.

(Authority: Board's Letter No. F(X)II-2000/PW/2 dated 29.05.2000)

(b) To the payment of arbitration fees to Retired Railway officers in excess of **Rs.75,000/-** per case.

(Authority : Board's Letter No.F(X) II/2008/PW/6 dated 15.10.2009)

(c) To the payment of contribution/subscription to a medical institution, if medical aid is rendered by such institution to Railway employees in **excess of Rs.1,000/-** per annum.

(d) To the payment of contribution or subscription to a professional institution in **excess of Rs.10,000/-** per annum in each case.

(Authority: Board's Letter No. F(X)II/2007/PW/5 dated 23.5.2007)

NOTE:

(1) The General Manager will have full powers for payment of fees to surveyors engaged for the assessment of the value of damaged consignments.

(2) In respect of any item for which no scale has been laid down in any of the extant orders, the Railway Administration shall have no powers.

(Authority: Board's Letter No. F(X)II/2008/PWP/6 dated 15.10.2009)

34. To the payment of compensation in cases of Railway accidents, otherwise than as specified below –

- (A) Ordinary Passengers (including Government servants, other than those specified in category B below and their dependents). : Up to **Rs.4 lakhs** in any single case.
[Authority: Rly Board's Lt. No. F(X)II-2000/PW/2 dated 23.01.2001]
- (B) Military men, being or travelling on military duty. : **No powers**. All cases to be submitted to the Higher authority.
- (C) Compensation to public (other than Railway passengers) for injury to person or damage to property caused by accidents as a result of negligence or carelessness on the part of Railway. : Up to **Rs.10,000/-**.
- (D) Claims decreed by a court of law. : **Full powers** to pay any sum so decreed.
- (E) Claims settled out of Court with advice of Law Officer of Government. : **Up to Rs.25,000/-** in any Single case.

35. To the payment of claims, otherwise than as specified below or claims for compensation other than those relating to goods lost or damaged and those arising out of Railway accidents.

- (i) Claims settled out of court. : Up to **Rs.10,000/-** in each case.
- (ii) Claims decreed by a Court of Law. : **Full powers** subject to the condition that particulars of case involving expenditure of **more than Rs.25,000/-** in each case should be reported to Railway Board for information

NOTE: The powers under item **35 (i)** above should **not** be re-delegated to subordinate authorities.

- 36 Claims settled by arbitration award against any dispute arising out of a contract. : **Full powers**, subject to the conditions that the Railway Board should be informed of the details.
- (i) Where payment to a contractor as a result of the arbitrator's award exceeded by **more than Rs.50,000/-** of the amount considered due by the Railway administration before the arbitration proceedings began;
- (ii) Where deficiencies in the General conditions of contract or of procedure laid down by the Railway Board came to light.

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

E – EXPENDITURE ON WORKS NOT WHOLLY CHARGEABLE TO ORDINARY WORKING EXPENSES.

37. To the inclusion in the preliminary Works Programme of :-
- (a) New Works under the Plan Heads New Lines, Gauge Conversion, Railway Electrification, Metropolitan Transport Projects, Computerization and setting up of New Production Units; and
 - (b) Other new works in excess of **Rs.5 Crores** each.

SANCTION OF WORKS

38. To the incurrence of expenditure on New Lines, Gauge Conversion, Railway Electrification Works, Metropolitan Railway Projects, Computerization, Setting up of New Production Units, or Rolling Stock or Surveys not provided in the sanctioned budget for the year or carried forward from the sanctioned budget of the previous year.
39. To the incurrence of expenditure on other works not provided in the sanctioned budget or carried forward from the sanctioned budget of any previous year, except –
- (a) **Works/M&P under Lump sum provision**
 - (i) Works under the Planhead 'Road Safety Works – Road Over/Under bridges' Costing less than **Rs.2.5 Crores** each.
 - (ii) Works under the Planhead 'Passengers and Other Users' amenities' – not more than **Rs.2 Crore** each.
 - (iii) In respect of existing Railway Schools, Hospitals, Dispensaries, Institutes, Officers Club, Rest Houses and Holiday Homes – not more than **Rs.20 Lakh** in each case.
 - (iv) Other works costing not more than **Rs.1 Crore** each.
 - (v) Machinery and Plant – costing not more than **Rs. 10 lakhs** each for zonal railways and not more than **Rs. 30 Lakh each** for production units. However in respect of electronic in- motion weigh bridges, General Managers of Zonal Railways are empowered to sanction upto **Rs.15 lakh** in each case. The powers to sanction electronic in-motion weigh bridges cannot be re-delegated and shall be exercised personally by General Managers with the concurrence of FA&CAOs.

Provided that the total lumpsum provision made in the budget for such works is not exceeded.

NOTE:

- (i) Despite the provisions of Items No.37 and 38 above, General Managers can sanction works upto **Rs.50 lakh** per case in Planhead 17 under List of approved Works for replacement of the overaged PRS/UTS/UTS-cum-PRS and FOIS equipments such as monitors, terminals, keyboards, printers, UPS etc. installed in the project (one on one basis, i.e. no new items). While replacing these assets, Railways will ensure that the equipments procured conforms to the latest specifications issued by Railway Board. However, these powers shall be exercised with the personal concurrence of **FA&CAO** and personal approval of General Manager.
- (ii) It is reiterated that powers of Software Development have not been delegated to Railways and proposals regarding them shall continue to be sent to Railway Board for further processing and approval.

(b) Out of turn works

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

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

NOTE:

- (i) For Passenger Amenities works, Emphasis should be on creation of amenities of durable and lasting nature and funds should not be frittered away on provision of superficial items like furnishing and furniture etc.
- (ii) DRMs may sanction works under the Plan head 'Passenger and Other Users' Amenities' upto **Rs.1 Crore** in each case under item 39.

(Authority: Railway Board's Letter No. F(X) II – 2008 / PW / 7 dt. 05.12.2008, 30.07.2009, 27.08.2009, 11.01.2010, 16.02.2010, 30.03.2010 & F(X)II-2009/PW/3 dt. 16.03.2009)

40

(1) SANCTION OF DETAILED ESTIMATE/REVISED ESTIMATE:-

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

(Authority : Railway Board's Letter No. F(X) II – 2009 / PW / 3 dt. 16.03.2009)

NOTE:

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

iii) These are the overall variations on the original sanctioned cost as included in the budget and cannot be exceeded even if more than one revised estimate is sanctioned.

iv) This delegation will not affect rules in force regarding material modification.

v) For variation exceeding the above limits, approval of Board will be required. In such cases, proposals may be sent to Board with personal concurrence of FA&CAO/FA&CAO/C and personal approval of General Manager along with the detailed variation statement and a suitable explanatory note.

vi) Under the Planhead computerization, General Manager can sanction detailed/revised estimate/excess over estimates only in the following cases;

- (i) In respect of UTS projects sanctioned in the year 2007-08 as per instructions contained in Board's letter No.2006/C&IS/WP 2007-08/AZR/UTS/10 Pt. Dt.27.11.2007, 16.04.2008 & 18.06.2008.
- (ii) In respect of works sanctioned by GMs under list of approved works under note (i) to the item No.39 (a). GMs can sanction detailed/revised estimates or excess over estimates for these works so long as the revised cost is within **Rs.50 lakhs** in each case.
- (iii) In respect of works for setting up of UTS, not covered in (i) above and PRS: After the lumpsum cost and the location are decided by Board, General Managers can sanction detailed/revised estimates or excess over estimates for these works within the lumpsum cost decided by Board.

(Authority Board's letter No. F(X)II-2009/PW/3 dated 30.10.2009 and 24.06.2010)

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

40. (2) To an excess over the estimated cost of Machinery and Plant included in M&P programme as follows:

- (a) Increase in cost due to price escalation – More than 100% of original estimate or **Rs. 1 Crore**, which ever is less.
- (b) Increase in cost due to reasons other than price escalation – **More than 10% of original estimate or Rs.25 Lakh**, whichever is less.

NOTE:

- i) Powers indicated in item no. 40(2) (b) above covers material modification also.
- ii) Personal approval may be obtained at the level of General Manager with the personal concurrence of FA&CAO in case of material modifications costing **above Rs.10 lakh each**.
- iii) These are the overall variations with respect to original sanctioned cost as included in the budget at the time of sanction and cannot be exceeded even if more than one revised estimate is sanctioned.

(Authority : Railway Board's letter No.F(X)II-2006/PW/17 dated 24.5.2007 & F(X)II-2007/PW/4 dt 09.03.2010)

40. (3) SURVEYS :-
To an excess over 20% on an original estimate sanctioned by higher authorities.
- NOTE:**
- (1) General Manager can sanction Survey estimates provided the surveys are included in the sanctioned budget and approved yardsticks are followed while remaining within the amount indicated in the budget.
 - (2) This delegation does not apply to works which do not have necessary procedural approval.
- (Authority : Railway Board's letter No.F(X)II-2000/PW/2 dated 27.06.2000)**
40. (4) LUMPSUM WORKS:-
- (i) To incur expenditure on lumpsum works provided in the sanctioned budget for the year or carried forward from the sanctioned budget of any previous year in excess of the total lumpsum provision for such works in the sanctioned budget.
 - (ii) To sanction excess over estimates of works sanctioned under item no. 39 in cases where percentage variation is beyond the competence of the General Manager in terms of Rule No. 40 (1) (b).
- NOTE:**
- i) The General Manager can sanction excess over estimates even when the variation is beyond the percentage variation prescribed in item no. 40 (1) (b) so long as the revised cost is within the limit of powers of General Managers to sanction new works under item No. 39.
 - ii) The works thrown-forward from previous years may be taken up only if the funds required for them can be found by re-appropriation within the sanctioned allotment.
- (Authority : Board's letter No. F(X)II-2006/PW/12 dated 10.8.2006)**
40. (5) PART ESTIMATES:
- To sanction Part estimates costing **above 2%** of the total value of the work, as originally sanctioned in the budget.
- NOTE**
- i) Part estimates may be sanctioned towards incurring expenses for preliminary activities like Final Location Survey, Geo-Technical studies, Design, Preparation of plans and drawings etc, which will help in preparation of detailed estimate.
 - ii) The detailed estimate should be allowed to be prepared and got sanctioned only after these preliminary activities are completed.
 - iii) These preliminary activities may be executed on works contract basis.
- (Authority Boards letter No. F(X)II-2006/PW/17 dated 18.10.2006, No. F(X)II-2006/PW/17 dated 4.12.2006, 2007/CE-I/CT/18 dt 07.03.2008 and F(X)II-2010/PW/1 dt 25.03.2010)**

F – MISCELLANEOUS

41. To the sale of –
- (a) Any portion of a Railway line.
 - (b) Any item of authorised rolling stock or,
 - (c) Any other Railway asset costing over **Rs.3 lakhs**.
42. To the dismantling or otherwise permanently closing to public traffic of any existing open line section.
43. To the alteration of or departure from the terms of contracts with Branch or worked lines.
44. To the write off of irrecoverable losses of cash, stores, tools and plant –
- (i) **Exceeding Rs.1 lakh** in value when a Railway employee is in any way responsible for the loss.
 - (ii) **Exceeding Rs.2 lakhs** in value when a Railway employee is not in any way responsible for the loss.

NOTE::

- 1. Every important case of loss should be brought to the notice of the Railway Board, as soon as possible, after its discovery. When the loss involved does not exceed **Rs.50,000/-** the case need not be reported unless it represents unusual features or reveals serious defects in procedure.
 - 2. Insufficient balances under Suspense heads not exceeding **Rs.1 lakh** can also be written off by the General Manager.
45. To the incurrence of expenditure in **excess of Rs.40,000/-** per year in connection with the entertainment of distinguished visitors, i.e. distinguished official or non-official personages, representatives of foreign technical associates, foreign technical experts, representatives of Trade and Industry including overseas companies.
- (Authority: Board's Letter. No. F(X)II/2000/PW/2, dt.27.06.2000)**
46. Except in accordance with the rules contained in the Indian Railway Codes or any general or special orders issued by the Railway Board –
- (i) To the construction of an assisted siding.
 - (ii) To the acquisition, lease or disposal of land.

47. (i) To enter into contracts in respect of sanctioned works in excess of **Rs. 100 crores** for each contract (Works Contracts) and
(ii) To enter into contracts in respect of purchase of stores in excess of **Rs. 50 crores** for each contract (Stores Contracts) .

(Authority: Board's Lr.No.F(X)II-2006/PW/14 dated 26.09.2006 and Lt. No.F (X)II-2007/PW/4 dated 14.11.2007)

48. To the grant of advances to contractors –

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

NOTE: All Advances mentioned above shall be subject to levy of interest charges at the rate **12%** or as prescribed by the Railway Board.

(Authority: Board's Letter No.F(X)II/97/PW/4, dt. 05.05.98 and No.2007/CE.1/CT/18 dt. 07.03.2008).

49. To any material modification estimated to cost over **Rs1.50 crore each**.

NOTE:

- (i) Total value of material modification in a work should not exceed **Rs. 5 crore or 5% of the value of work** which ever is less.
(ii) The excess or the revised cost of the estimate does not go beyond the General Manager's power of sanction.
(iii) A material modification estimated to cost **more than Rs. 50 lakh but below Rs. 1.50 crore** should be certified and sanctioned personally by FA&CAO and General Manager.
iv Material modification which are beyond the competence of General Manager should be sent to Board with the personal concurrence of FA&CAO & personal approval of the General Manager.

(Authority : Railway Board's letter No.F(X)II-2006/PW/17 dated18.10..2006)

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

- (a) To a Railway employee undergoing treatment as indoor patient in Railway or non-Railway Government Hospital for any diseases other than tuberculosis or leprosy or mental disease when the employee's basic pay is not more than **Rs.7,820/- per month**.
(b) (i) To a Railway employee or members of his family when receiving treatment for tuberculosis or leprosy or mental disease in a Railway Hospital or an approved Institution, when the employee's basic pay is not more than **Rs.11,540/- per month**.

- (ii) To the dependent relatives of a Railway employee receiving treatment for tuberculosis or leprosy in a Railway Hospital or an approved Institution, when the employee's basis pay is not more than **Rs.11,540/- per month**.

NOTE:

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

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

NOTE:

- i. Indigent passengers injured or taken ill and removed to Railway Hospitals and trespassers, who require immediate medical assistance may be given diet at the expense of the Railway Administration, the expenditure being treated as part of ordinary working expenses of the Railway Hospital.
- ii. The General Managers have powers to sanction free diet or reimbursement of the cost of such diet, according as the indoor treatment is given in a Railway Hospital or in a non-Railway Hospital, to Railway servants injured in the course of duty for such period as they remain indoor patients, not extending beyond **one year** after they are declared permanently unfit and discharged from service.

51. To the institution of legal proceedings against a newspaper for publishing false and damaging articles against the Railway Administration.

52. To the Supply of electricity to outsiders except under the following conditions –

- (i) The provisions of the electricity Act are not infringed;
- (ii) Such supply does not cause any extra outlay either immediate or contingent.
- (iii) The supply can be made without any inconvenience to the Railway and after its full needs have been met;
- (iv) The rates charged allow for profit after taking into account all costs of production, direct and indirect and are above the rates supplied to Railway employees; and
- (v) The Railway should have power to discontinue the supply without notice and without compensation.

53. To any alteration in the existing cash and pay arrangements.

54. To the introduction of new designs for goods and coaching stock sanctioned for construction during each financial year irrespective of whether the stock is to be built to existing, sanctioned or new designs.

55. To Changes, alterations or modifications in the design, layout or equipment of the existing rolling stock and marine vessels involving :-
- (a) Infringements of the schedule of maximum and minimum running dimensions unless previously sanctioned.
 - (b) Decrease in the revenue earning capacities of coaching and goods vehicles and marine vessels, such as alterations in the class or seating capacity of coaching vehicles and marine vessels and a permanent decrease in the relationship between gross load and tare in the case of goods vehicles.
 - (c) Conversion of public service vehicles into Railway service vehicles and vice versa and material modifications (such as alterations in the wheel arrangements etc. in existing Railway service vehicles).
 - (d) The introduction of new facilities, fittings and equipments for the traveling public where such have not previously had the approval of the Board e.g. cooling arrangements in carriages, electric fans in second class compartments, variations in types of lavatory and other equipments which involve matter of policy.
56. To alteration in the authorized stock of all descriptions.
57. To any expenditure on an object which has not previously been recognized as a fit object for Railway expenditure.

DELEGATION OF POWERS: PROVISIONS REQUIRING GM' s PERSONAL SANCTION/APPROVAL

ESTABLISHMENT MATTERS – GAZETTED

1. Posting and transfers of SAG Officers, Selection Grade and JA Grade Officers.
2. To appoint a Senior Scale Officer to officiate in JA grade post on adhoc basis, a class III employee on adhoc basis in Class II, a Class II Officer to officiate in Sr.Scale on adhoc basis, a junior Scale Class I Officer to officiate in Senior Scale on adhoc or regular basis and to make regular promotion to Class II on the basis of a Panel.
3. Sanctioning of all types of leave to Principal HODs and sanctioning of all types of leave for more than 15 days to SA Grade Officers.
4. Forwarding representations of SA Grade Officers addressed to Railway Board.
5. Nomination of SA Grade Officers for deputation.
6. Gratuity-Grant of Compassionate Gratuity in accordance with the rules to Officers in Administrative Grades. (Rule 1510/RI)
7. Withholding of Government contributory or special contribution to PF or Gratuity subject to the conditions laid down in the rules for Officers in Administrative Grades. [Rule No.1314 (4) – RI-1341 RI]
8. Permission to prefer appeal against acquittal of any person by a Court of Law for Officers in Administrative Grades.
9. DAR cases of gazetted officers as laid down under extant orders. (*Authority:* Board's letter No.E(D&A)92/RG6-151 dt.6.11.97)
10. Approval of selection proceedings of Group 'C' to Group 'B' upto senior scale. (*Authority:* Indian Railway Establishment Code, Vol.I(1985 Edn.)- Para 210)
11. To accept resignation of officers upto senior scale and voluntary retirement of Group'B' Officers.(*Authority:* Item No. 8 of GM's delegation. Board's letter No.E(P&A)1-77/RT/48 dt.9.11.77. Rule 302 IREC Vol.I(1985).
12. For making dual charge arrangements in Gazetted cadre upto JAG level for maximum 6 months and SAG level for maximum 3 months.
[*Authority:* Para 645(a) of Indian Railway Establishment Manual, Vol.I(1989 Edn.) as amended by ACS No.33]
13. Any other cases where GM's personal sanction is required as per Board's extant orders.

NON-GAZETTED

1. Engagement of fresh faces as Casual Labour/project Casual Labour. (Authority: Para 3 & 3.1 of Master Circular No.48 and Railway Board's letter No.E(NG)II/90/CL/171 dated 11.10.1990 (RBE No. 182/1990).
2. Re-engagement of Casual Labour of persons whose names are borne on the live register/supplementary live register. (Authority: Para 3.2 of Master Circular No.48 and Railway Board's letter No.E(NG)II/89/CL/1, dated 25.10.1990 (RBE No.1888/1990).
3. Appointment of substitute school teachers on adhoc basis.(Authority: Para 3.1 (iii) of Master Circular No.20).
4. Engagement of fresh faces as Substitutes (Authority: Para 9.1 of Master Circular No.20.)
5. Payment of interest on delayed payment of DCRG. (Authority: Para 87(2) of Railway Services(Pension)Rules, 1993.)
6. Appointment of medically unfitted candidates belonging to SC/ST communities against categories for which they are found medically fit against shortfall. (Authority: Board's letter No. 84-E(SCT)25/4 dt.7.11.85)
7. Engagement of wards of casual labourers with temporary status who die in harness. (Authority: Board's letter No.E(NG)II/84/CL/28 dt.31.12.86.)
8. Appointment of married daughters/widowed daughters/divorced daughters on compassionate grounds. (Authority: Board's letter No.E(NG)III/78/RCI/1, dated 03.02.81 & No.E(NG)II/2001 RCI/ER/5 dated 21.11.2001.)
9. CGA cases where application for appointment of the candidate has been submitted more than two years after the candidate became major (Authority: Board's letter No.E(NG)98/RC-1/64, dated 28.07.2000.)
10. Relaxation of prescribed minimum age limit of 18 years by one year for appointment in Railways on compassionate grounds. (Authority: Board's letter No.E(NG)III/79/RC-1/47 dt.29.11.79).
11. Appointment of dependants of Railway employees who died as Bachelors/Spinsters. (Authority Board's letter No.E(NG)II/98/RC1/1/Policy dated 04.09.96).
12. Appointment of candidate on compassionate grounds in posts having Grade Pay of Rs.4200/- and Rs.4600/-. (Authority: Board's letter No.E(NG)II/2009/RCI/SCR dt.4.6.2010 & No.E(NG)II/98/RC1/64 dated 31.5.11.)
13. Appointment of widows/wards of casual labourers dying in harness and who have found missing for long period, on compassionate grounds. (Authority: Board's letter No. E(NG)II/84/CL/28 dated 31.12.86 and No.E(NG)II/96/RC-1/85 dated 17.10.97)
14. Appointment of candidates in the ministerial categories on compassionate grounds. (Authority: Board's letter No.E(NG)II/91/RR-1/20 dated 03.12.91).

15. Grant of third chance to widows to appear in the suitability test in connection with appointment on compassionate grounds. (Authority: Board's letter No.E(NG)III/2001/RC1/GEN/11 dated 21.09.2001.
16. Wards/widow of deceased Gazetted Officers for appointment on compassionate grounds. (Authority: Board letter No.E(NG)III/78/RC1/1 dated 27.5.83).
17. Consideration for appointment on compassionated grounds in respect of time barred cases which are upto twenty-five (25) years old from the date of death/medical unfitness of the ex-employee. (Authority: Board's letter No.E(NG)II/98/RC1/64 dated 31.05.2011.
18. To relax two years service in the immediate lower grade for promotion of staff except in running categories. (Authority: Board's letter No.E(NG)I-94/PM 1/17 (RBE No.96/94) dt.11.11.94).
19. For creation of non-gazetted posts at Head quarters, Workshops & Extra Divisional Units for maintenance and operation of new assets. (Authority: Board's letter No.E(G)/98EC2/3 dt.3.8.98.)
20. For making dual charge arrangement to non-gazetted staff for maximum of 6 months (Authority: Para 645 (a) of Indian Railway Establishment Manual, Vol.I (1989 Edn.) as amended by ACS No.33)
21. Condonation of irregularities regarding issue of Privilege Passes/PTOs as enumerated under Annexure 'C' of Railway Servants (Pass) Rules, 1986.
22. Any other cases where GM's personal sanction is required as per Board's extant orders.

OTHER THAN ESTABLISHMENT MATTERS

1. Price preference in indigenous stores over import stores in excess of 25%. (*Authority:* Board's letter No.86/F(Fex)8/W/19 dt.28/29.8.86 & 9/15.1.87 Annexures-248 & 249)
2. Waiver of wholly or partially of the recovery of the departmental charges on deposit works. (*Authority:* Para 1137&1138 of Engg. Code.)
3. Expenditure in foreign exchange upto Rs.2 crores against contracts concluded by Zonal Railways. (*Authority:* Board's letter No.73/F(EX)24/DP/13/Part.II of 4.12.1973 & Annexure 104 & 82/F(F.EX)/1/1 dt.12.1.1986-Annexure 252.)
4. Ex-gratia payments to persons killed in Railway Accidents covered by Sec.124-A of Indian Railways Act 1980. (*Authority:* Board's letter No.93/TC.III/122/1/Ex-gratia dt.14.7.97.)
5. Out of turn sanction of users amenity works not more than Rs.2 Crores (*Authority:* Item No.39 (b) (ii) of GM's delegation.)
6. Air lifting of consignments in import contracts. (*Authority:* Board's letter No.74/F(EX)/1 dt.21.12.1976 & 76/F(EX)2/3/Vol.II dt.27.11.1976 Annexures 113 & 114.)
7. Nomination of arbitrators. (*Authority:* Item No.36 of GM's delegation.)
8. Final location survey chargeable to preliminary expenditure of the work. (*Authority:* Item No.40 (3) of GM's delegation.)
9. Materials modification to sanctioned estimates upto Rs.1.5.Crore each. (*Authority:* Item No.49 of GM's delegation.)
10. To permit a railway servant to travel by air. (*Authority:* Item No.22 of GM's delegation.)
11. Single Tender other than for restoration in terms of 10A(iv) (c) of Part 'A' of Works Matters. (*Authority:* Board's letter Nos.93/W2/PQR/SE/4/Pt. dt.26.9.96 & 97/CE-I/CT/32 dt.27.8.97)
12. Payment through Letter of Credit (L/C). (*Authority:* Board's letter No.77/RSF/794 dt.5.8.1982 Annexure 106)
13. Incurring of expenditure in engaging/obtaining consultancy services from outside bodies. Item No.30 (a) of GM's Delegation.
14. In case of estimates where original cost of the work is above Rs.50Crores and below Rs.100 Crores in each case. (*Authority:* Item No. 40(i)(a) of GM's delegation.)
15. Licensing of Railway land. (*Authority:* 83/W2/LM/18/87 dt.3.3.87 & 29.8.95)
16. Engaging of Helicopter/Aero plane to evacuate injured and dead in the event of serious accident. (*Authority:* Board's letter No.2002/Safety-1/6/6 dt. 13/15.6.2004.)
17. Calling of tenders in exceptional cases where tenders have to be invited in view of extreme urgency before sanction of detailed estimates beyond the value of Rs.1 crore. (*Authority :* Board's letter No.94/CE.I/CT/4 dated 17.09.1997)
18. Any other cases where GM's personal sanction is required as per Board's extant orders.

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RECORD OF CORRECTION SLIPS

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