

EASTERN RAILWAY

SL. Circular No. 71 /2021.

No. E 95/0/Vol. VIII

Kolkata, dated 17.08.2021.

ALL CONCERNED

Sub: Consolidated instructions regarding delegation of powers to
General Managers w.r.t. Air Travel of Railway officials.

Copy of Railway Board's letter No. F(E)I/2021/AL-28/47 dated 13.08.2021 (RBE. No. 63/2021) on the subject, is forwarded for information, guidance & necessary action. Board's earlier letters dated 24.04.2018 & 08.05.2018 mentioned therein were circulated under this office serial circular Nos. 85/2018 and 86/2018 respectively. Copies of Board's rest letters dated 18.10.2017, 04.04.2003 and 06.05.1996 are enclosed.

DA: As above.



Dy. Chief Personnel Officer/HQ
for Pr. Chief Personnel Officer

Index No. 1030: Consolidated instructions for delegation of powers to General Managers
w.r.t. Air Travel of Railway officials.

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

RB No. 63 /2021

No. F(E)I/2021/AL-28/47

New Delhi, dated: 13.08.2021

General Manager(P)
All Indian Railways, PUs etc.
(As per standard mailing list)

Sub: Consolidated instructions regarding delegation of powers to General Managers w.r.t. Air Travel of Railway officials.

Ref: Railway Board's letters (1) No. 2017/Trans/01/Policy, dt.18.10.2017, (2) No. F(X)II-2003/PW/6, dt. 04.04.2003, (3) No. F(E)I/2017/AL-28/41, dt. 24.04.2018, (4) No. F(E)I/2017/AL-28/41 dt. 08.05.2018 and (5) No.F(X)II/94/PW/3, dt. 06.05.1996.

Sl. No. 85/2018
→ dt. 8.5.2018

Instructions regarding delegation of powers to GMs w.r.t. air travel have been issued from time to time. Now it has been decided that for ready reference, consolidated guidelines may be issued to Zonal Railways.

Accordingly, the consolidated guidelines are as follows:

- (i) The previous sanction of the higher authority is necessary for permitting a railway servant below Junior Scale to travel by Air on duty. General Manager may permit Air Travel on duty to not below Junior Scale level officers.
- (ii) Grant of permission by the General Manager to not below Jr. Scale officers to travel by Air on duty would, however be subject to the following conditions:
 - a) These powers may be exercised only by General Managers and not by CAOs, and, are not to be re-delegated further. However, the Chief Administrative Officer, COFMOW/New Delhi, DCW/Patiala and MTP/Chennai may also exercise these powers with the prior personal concurrence of PFA.
 - b) Grant of Air Travel Permission to Officers in NFSAG/SG and below on Indian Railways, either one way or two ways, may be approved personally by the General Manager of Railways with the prior personal concurrence of PFA.
 - c) Air travel will be permitted only in cases where the duration of the journey one-way is more than 12 hours by rail.
 - d) Each proposal regarding Air Travel would require to be justified on merits. The competent authority while approving Air Travel would apply his mind and consider whether the available train connectivity and time taken justifies the same. General Manager while using his discretion to

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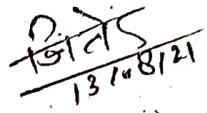
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Alotted PCPO's 8110 71/2021 —(2)—

permit one way or two ways Air Travel may consider both the need of the journey and the urgency that necessitates Air Travel.

e) It may be ensured that permission for Air Travel is given judiciously and restricted only to absolutely essential official requirement that is recorded, subject to availability of budgetary provisions.

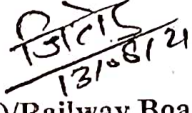
This has the approval of Board (Member Finance).


(Jitendra Kumar)
Dy. Director Finance Estt.I
Railway Board
Tele No. 011-23047023
Email ID- jitendrak.rb@gov.in
4th Floor, Room No.445

No. F(E)I/2021/AL-28/47

New Delhi, dated: 13.08.2021

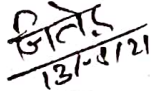
Copy to: Deputy Comptroller and Auditor General of India (Rlys.), R.No.222, Rail Bhavan, New Delhi.


for Member (Finance)/Railway Board.

No. F(E)I/2021/AL-28/47

New Delhi, dated: 13.08.2021

Copy forwarded to: Principal Financial Adviser, All Indian Railways including Construction Units, Production Units etc.


Jitendra Kumar
Dy. Director, Finance (E)I
Railway Board.

No. F(E)I/2021/AL-28/47

New Delhi, dated: 13.08.2021

1. CAO (Construction), All Indian Railways, PUs etc.
2. The Director General and Ex-officio General Manager, RDSO/ Lucknow.
3. The General Manager and Principal Financial Adviser, Metro Railway/Kolkata.
4. The CAO and Principal Financial Adviser, COFMOW/New Delhi.
5. The General Manager and Principal Financial Adviser, CORE/Prayagraj.
6. The Director General, NAIR / Vadodara.
7. The CAO (Const.), MTP(R) / Mumbai.
8. The CAO (Const.), MTP(R) / Chennai.
9. The CAO, Indian Railway (Workshop Projects), Anta Ghat, Patna.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Executive Director, CAMTECH / Gwalior.
12. The Chairman, RCT / Principal Bench, 13/15, Mall Road, Delhi.
13. The Chairman, RRT, Chennai.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD**

No. F(X)II-2003/PW/6

New Delhi, dated 4/4/2003.

The General Managers, All Indian Railways
Including CLW, DLW, ICF, RCF & W&AP,
East Central Railway, Hajipur and
North Western Railway, Jaipur.

The Officers on Spl. Duty,
East Coast Railway, Bhubaneswar,
North Central Railway, Allahabad,
South Western Railway, Bangalore,
South East Central, Bilaspur,
West Central Railway, Jabalpur.

The General Manager (Const.),
N.F. Railway, Guwahati.

CAOs (Constn), All Indian Railways (except NF Railway)

The Director General, RDSO, Lucknow.
The General Manager,
Central Organisation for Rly. Electrification, Allahabad.

CAO, MTP/Mumbai, Chennai & Delhi.

CAO/DCW, Patiala and COFMOW, New Delhi.

Sub: Delegation of Powers to General Managers.

Ref: Board's letter No. F(X)II-2001/PW/6 dated 09/05/2001.

In partial modification of Railway Board's letter no. F(X)II-2001/PW/6 dated 09/05/2001, Note 1 to Item no. 22 of the Schedule of Powers may be amended to read as under:

Item 22:

Note 1. These powers may be exercised only by General Managers and not by CAOs, and, are not to be redelegated further. However,

the Chief Administrative Officer, COFMOW/New Delhi, DCW/Patiala and MTP/Chennai may also exercise these powers with the personal concurrence of FA&CAO.

2. This has the sanction of the President.
3. Please acknowledge receipt.


(Sanjay Lavanla)
Director Finance (Exp.)
Railway Board.

No. F(X)II-2003/PW/6

New Delhi, dated 4/4/2003.

Copy for information to:

The Director General, Railway Staff College, Vadodara.
The Director, Indian Railway Institute of Civil Engineering, Pune.
The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
The Director, Indian Railway Institute of Electrical Engineering, Nasik.
The Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
The Director, Indian Railway Institute of Transport Management, Lucknow.
The Registrar, Railway Claims Tribunal, Delhi.
The General Secretary, IRCA, New Delhi.
The Secretary, Railway Rates Tribunal, Chennai.
The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.


(Sanjay Lavanla)
Director Finance (Exp.)
Railway Board.

No. F(X)II-2003/PW/6

New Delhi, dated 4/4/2003

Copy to: DAI(Rlys.) with 45 spares.
FA & CAOs, All Indian Railways.
FA & CAO(C)s, All Indian Railways.

S.No. 147
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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.F(X)11/94/PW/3

New Delhi, dt. 6/8/96.

- *General Managers, All Indian Railways, including CLW, DLW, ICF & W&AP.
- *The General Manager, MTP, Calcutta.
- *The General Manager (Const.), N.E. Railway, Guwahati.
- *The General Manager (Const.), Southern Railway, Bangalore.
- *The Director General, RDSO, Lucknow.
- *The General Manager, Central Organisation for Railway Electrification, Allahabad.
- *CAO/MTP, Bombay, Madras & Delhi.
- *The General Manager, Rail Coach Factory, Kapurthala.
- *CAO, LCO, Patiala, COFMOA, New Delhi.
- * In Duplicate.

Sub: Delegation of powers to General Managers -
Amendments to S.O.P.

- - - -

The Ministry of Railways have decided to delegate powers to the General Managers to permit Junior Administrative Grade Officers to travel by Air on duty subject to certain conditions. Accordingly, in partial modification of Railway Board's letter no.F(X)11/94/PW/3, dt.5.5.87, Item 22 of the Schedule of Powers may be amended to read as under:

Item 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 CAOs, and, are not to be redelegated further.
2. These powers are to be exercised personally by the General Manager with the personal concurrence of PA&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.

Please acknowledge receipt.

Hindi version will follow.

(SHANKAR S. VERMA)
DIRECTOR FINANCE (EXP.),
RAILWAY BOARD.
New Delhi, dt. 5/96.

NO.F(X)II/94/PW/3

Copy for information to:

1. The Principal, Railway Staff College, Vadodara.
2. The Principal, Indian Railway Institute of Mech. & Elec. Engg., Jamalpur.
3. The Principal, Indian Railway Institute of Civil Engg., Pune.
4. The Principal, Indian Railway Institute of Signal Engg. and Telecom., Secunderabad.
5. The General Secretary, IRCA, New Delhi.
6. The Secretary, Railway Rates Tribunal, Madras-21.
7. The Chairman, Railway Recruitment Board, Allahabad, Bombay, Calcutta, Guwahati, Madras, Secunderabad, Meerapur, Patna, Bangalore, Ajmer, Jammu, Bhubaneswar, Bhopal, Ahmedabad, Kailash, Gorakhpur, Chandigarh, Trivandrum & Ranchi.

(SHANKAR S. VERMA)
DIRECTOR FINANCE (EXP.),
RAILWAY BOARD.
New Delhi, dt. 5/96.

No.F(X)II/94/PW/3

Copy to FACs, All Indian Railways, Production Units, etc.

(SHANKAR S. VERMA)
DIRECTOR FINANCE (EXP.),
RAILWAY BOARD.
New Delhi, dt. 5/96.

No.F(X)II/94/PW/3

Copy to AMI (Alys.) with 45 spare copies.

(SHANKAR S. VERMA)
DIRECTOR FINANCE (EXP.),
RAILWAY BOARD.

Copy to PSs to all Board Members, Advisers Executive Directors and F(X)I, Accounts I, II, III, Budget Branch, E(Prg.) Branches in Board's Office.

5/18/2

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

No. 2017/Trans/01/Policy

New Delhi, dated: 18-10-2017

The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Delegation of Powers to GMs and DRMs

Ref : 1) Minutes of the Meeting of the Board with General Managers (open line) through Video Conference held on 16-09-2017, circulated vide No. 2017/E&R/8(1)/3, New Delhi, Dated 21-09-2017.

2) PED/Transformation's D.O. letter no 2017/Transf.Cell/CRB Review dated 16.09.17 written to General Managers

As directed by Board (CRB), a review of the Schedule of Powers (SOP) delegated by Railway Board to the General Managers and by the General Managers to their subordinate units has been carried out by Transformation Cell.

2. Vide letter under reference 2 above, suggestions were invited from GMs for making changes in SOP of GM with regard to financial and administrative powers with a view to improve efficiency in train operations and overall service delivery.

3. Full Board in its meeting held on October 13, 2017 has approved the enhanced delegation of powers on different subjects including Medical matters as detailed in paras A to G below. This revised delegation will supersede earlier instructions on the subjects to the extent indicated below.

A. Delegation of Powers to General Managers

SN	Item & Reference	Existing delegation	Revised delegation
1	Sanctioning of works under PH-17 (Computerization) Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a-iv-a	GM can sanction new works up to Rs 1 Crore per case for replacement of the over aged IT System. These powers shall be exercised with personal concurrence of FA&CAO and personal approval of GM.	(a) GM can sanction new works and replacement related works of over aged IT assets up to Rs 1 crore per case with finance concurrence. These powers are also delegated to PHOD/CHOD/DRM/CWM as under: PHOD/CHOD - Full Powers DRM/CWM - Rs 25 Lakh per case (b) Zonal Railway are permitted to procure equipment like computer, printer etc for new UTS/PRS as under: GM – Full Powers upto Rs 1 Crore per case with finance concurrence DRM – Full Powers upto Rs 50 Lakh per case with finance concurrence
2	Work for strengthening of LAN under PH-17	GM can sanction Extension/ Up gradation/ Strengthening works up to Rs. 20 Lakh per case.	GM can sanction Extension/ Up gradation/ Strengthening works up to Rs. 20 Lakh per case.

SN	Item & Reference	Existing delegation	Revised delegation
	(Computerization) Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a-iv-c		PHOD/CHOD/DRM/ CWMs can also sanction Extension/ Up gradation/ Strengthening works up to Rs. 20 Lakh per case.
3	Consultancy contracts Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 30(a) & (b) CRB's Inspection of Delhi main Station on 15.09.2017 circulated vide No.2017/CRB/TN/4 NR/SOP/Misc/General/ 2017 Dated: 27/09/17	GM Rs 1 Crore in each case For PPP Projects other than property development Rs 2 Crore per case with an annual ceiling of Rs 6 Crore Further delegation as under: (a) CAO – Rs 50 lakhs in each case with annual ceiling of Rs 3 Crore (b) PHOD – Upto Rs 10 lakhs in each case with annual ceiling of Rs 20 lakhs (c) DRM - Upto Rs 5 lakhs in each case with annual ceiling of Rs 10 lakhs Property development works Rs 2.5 Crore per case, with an annual ceiling of Rs 12.5 Crore	GM - Full powers in all Consultancy Contracts with concurrence of PFA. Further delegation as under: (a) CAO/C - Rs 50 Lakh per case, annual ceiling of Rs 5 Crore (b) PHOD/CHOD - Rs 20 lakh per case, Annual Ceiling of Rs 1.5 Crore (c) DRM/CHOD/CWM (in SAG) - Rs 10 lakh per case, Annual Ceiling of Rs 1.5 Crore Minimum level of tender acceptance shall be at SAG level.
4	Tender Committee for Consultancy Works Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 30-B-IV	Minimum level of TC is of SAG in HQ. For single tender, one level higher TC (PHOD) is constituted. Hence acceptance is with GM.	For consultancy tenders in HQ the minimum level of TC shall be of JAG/SG level. For consultancy tenders in divisions TC shall be of JAG/SG level and acceptance by DRM For all single tenders for consultancy, TC shall be of SAG level.
5	Powers to sanction Out Of Turn Works Ref: RB letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-B	GM- Rs 2.5 Crore per case with annual ceiling of Rs 12 Crore of which not more than Rs 5 Crore can be on other than safety works DRMs may sanction works under the plan head 'Passengers and Other Users' Amenities' upto Rs 1 crore in each case	GM - Rs 2.5 Crore per case with annual ceiling of Rs 50 Crore out of which not more than Rs 25 Crore can be on other than safety works DRMs may sanction works under the plan head 'Passengers and Other Users' Amenities' upto Rs 2.5 crore in each case
6	Powers to sanction work in PH-52 Staff Amenities, Schools, Dispensary, Institute, Officers	GM - Rs 20 Lakh per case	GM - Full powers up to Rs 1 Crore per case




SN	Item & Reference	Existing delegation	Revised delegation
	Club, ORH, Holiday Home Ref: RB letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a (ii)		
7	Sanctioning of proposal for AMC on Single tender basis with OEM / authorized agencies for service Ref: Rly Bd letter no. 2011/F(X) II/5/11 DTD 15-06-2016	Full powers are delegated to PHOD/DRM/SAG.	Powers are further delegated to ADRMs and SG & JAG upto Rs 2 lakh per case with annual ceiling of Rs 30 lakh
8	Hiring of Vehicle Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 17	Powers can be delegated up to PHOD only.	Full powers delegated to PHOD/CHOD/DRM and SAG officers heading independent field units for hiring vehicles upto JS officers in field. Multi Utility Vehicles (MUV) may be hired for supervisor in charges in field to carry man/material to work/breakdown sites.
9	Empowerment of Supervisors to hire a vehicle in case of emergencies like breakdowns on reimbursable basis.	No delegation	In case of emergencies other than train accidents like OHE Breakdown, S&T failures, rail/weld failures, hot axle etc., when supervisors have to rush to the spot along with men and material, Supervisors are allowed to hire vehicles up to Rs 5,000/- per occasion on reimbursable basis. This provision would be applicable only when the breakdown vehicle is not available/under repair for transport of men and material. Concerned Branch Officer to accord post facto sanction.
10 (a)	Ceremonial Functions Ref: RB letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 29-a	GM can sanction upto Rs 2 lakh for each ceremonial occassion	GM can sanction upto Rs 5 Lakh for each ceremonial occasion
10 (b)	MR/MOSR functions Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 29-b-i	GM can sanction upto Rs 10 lakh in each case	GM can Sanction upto Rs 15 lakh in each case
10 (c)	PM/PRESIDENT Functions Ref: Rly Bd letter no	GM can Sanction upto Rs 15 lakh in each case	GM can Sanction upto Rs 20 lakh in each case



Sanjeeb Kumar

SN	Item & Reference	Existing delegation	Revised delegation
	F(X)II-2015/PW/7 dtd 12-06-2017 item no. 29-b-ii		
11	Sanction of Detailed Estimates/ revised Estimates Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 Para 40 (1)	Sanction of Detailed Estimate/Revised Estimate for works where the excess over original sanctioned cost (abstract cost) due to reasons other than price escalation is upto 20% of the original cost estimate;	Existing provision is retained. However the Detailed Estimate may be prepared in the initial stage by taking services of a Consultant wherever required. Change in scope may be done only on account of change of technology or change in local conditions, but not due to change in planning/layout.
12	Air Travel on Duty Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 Para 22	General Manager may permit Air Travel on duty to not below JAG level officers.	General Manager may permit Air Travel on duty to not below Junior Scale level officers.
13	Software development Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 Para 39 (b)	No powers to GM	GM - Full Powers up to Rs 2.5 Crore per case PHOD/CHOD - Rs.50 Lakh per case with Annual Ceiling of Rs 2 Crore DRM – Rs 10 Lakh per case with annual ceiling of Rs 50 Lakh JAG/SG- Rs 5 lakhs with Annual Ceiling of Rs 10 Lakh

B. Delegation of Powers to General Managers – Other than Finance Matters

Sr	Item & Reference	Existing delegation	Revised delegation
1	Introduction of NS items Ref: Rly Bd letter no 2007/CE-I/CT/I DTD 31-08-2007	SAG:10% of contract value or Rs 5 Lakh whichever is less SG/JAG - Rs 50,000 without finance concurrence	Tender Accepting Authority not below JAG: 10% of contract value or Rs 5 Lakh whichever is less, without finance concurrence
2	Lease of usufruct of trees etc Ref: RB letter no. 74-EB/3000 dt.14-01-1975.	DRM-Full Powers	Full Power delegated to SG/JAG of Civil Engineering Department
3	Preparation of estimates Ref: Para 701 of Engineering Code	In accordance with Para 701 of the Engineering code, estimates are required to be prepared in case of new work costing more than Rs 50,000/- and revenue work costing more than Rs 2 lakhs.	The limit is enhanced to Rs 5 lakh in both the cases.

Sanjeeb Kumar

Sr	Item & Reference	Existing delegation	Revised delegation
4	Zonal Contract Ref: Railway Board letter No 2001/CE-I/CT/17 dated 22.11.2001	Work Orders for Rs 2 lakh can be issued against zonal contract.	Work Orders upto Rs 5 lakh can be issued against zonal contract.
5	Outsourcing of Permanent Way activities Ref: RB letter no 2011/CEDO/SR/15/O/VO L III dated 6.12.2013	GMs are empowered to outsource Permanent Way activities in case of vacancies in the Trackman Cadre.	GMs are empowered to outsource Permanent Way activities in case of vacancies in the Trackman Cadre. This Power is delegated to DRM also
6	i) Appointment of Arbitrator	GM	Delegated to AGM
	ii) To deal old cases of arbitration as per new GCC	No clear directions	If the complete panel is being changed due to transfer, retirement or resignation of arbitrator, permission is granted to deal with the cases as per new clauses of GCC.
	iii) Limitation of cases per member for retired officers.	Presently maximum 05 cases can be allotted to retired officers for arbitration.	This limit is increased to 10.
7	Monetary limit for procurement of Desktop PC for office use Ref: 2006/C&IS/Oth./Delegation of Powers/36 DTD 10-12-2008. Item -3	Up to a limit of Rs 40,000 per Desktop PC	Limit enhanced to Rs 75,000 per Desktop PC and Desktop PC to include UPS, Printers & other Accessories including AMC for 03 years.
8	Monetary Limit for Procurement of LAPTOP Ref: 2011/C&IS/COMMITTEE/LAPTOPS/Pt.II dtd 23-01-2012	(i) Laptop for JAG and above- Rs 55,000/- with maintenance charges Rs 30,000, Codal Life 04 years (ii) Laptop for SS/JS - Rs 25,000 with maintenance charges Rs 20,000	(i) Limit on Laptop for JAG (including Ad-Hoc JAG) and above enhanced to Rs 1 Lakh including AMC/ Warranty/ Service. Codal life 03 years (ii) Laptop for SS/JS - Rs 50,000 including AMC/Warranty/ Service with 03 year codal life
9	Printing publicity material such as leaflets, folders, stickers & posters, invitation cards, brochures handout etc.	No powers to DRMs	Rs 1 lakh per case to DRMs
10	Emergency repairs of Track machines Ref: No. 2017/EDTK	Existing – No powers Revised: 1-Emergency repairs and purchases of spares incidental to such repairs of all Track Machines. (Including PAC items), without	




Sr	Item & Reference	Existing delegation	Revised delegation
	(MC)/Misc Dt: 27.09.2017	finance concurrence. • DyCE/TMC/TM dealing with Track Machine - Rs 4 Lakh per case with Annual ceiling of Rs 1 Crore • Senior Scale Rs 2 lakhs (Annual ceiling limit Rs 50 lakhs) • CE/TM/CTE dealing with Track Machines- More than Rs 4 Lakh upto Rs 10 lakh per case with finance concurrence with annual ceiling limit of Rs 1 Crore. • Full powers to PHOD/CHOD 2-Emergent Hiring of Road crane, Vehicle/Truck for break down maintenance of Track Machines without finance concurrence • JAG/SG upto Rs 50,000/- per case with annual ceiling limit of Rs 6 lakh per annum 3- Scheduled overhauling/repairs to Machines and for purchase of spare parts incidental to such repairs with Finance Concurrence as per the Works Contracts.	
11	Licensing of Railway Land for Sidings and giving connectivity to sidings to increase Railway earnings Ref: Railway Board's letter No. 2005/LML/18/8 dated 10.02.2005 (Master Circular)	Existing - No powers Revised: Full powers to DRM with recommendation of three member standing committee on land Matters comprising Sr DEN (Co), Sr DCM & Sr DFM	

C. COMMERCIAL MATTERS

Sr	Item & Reference	Existing Delegation	Revised Delegation
1	Powers to waive Demurrage or Wharfage charges Ref: Rly bd letter TC-I/2004/201/9 dtd 11.10.2004	GM - Full Powers but cannot be delegated further as per clause 1.3	AGM Full Powers
2	Guidelines for provision of Passenger Amenities at Railway stations through Individuals/ NGOs/ Trusts/ Charitable Institutions /Corporate etc. has been circulated. Ref: RB letter No: 2012/LM(PA)/03/08/Policy dated 26.09.2014 & amended instructions issued vide letter dated 21.10.2015	Permission to execute the works by sponsoring party itself. GM can sanction with PFA's concurrence	DRM – Full Power with Finance Concurrence

Sr	Item & Reference	Existing Delegation	Revised Delegation
3	Guidelines have been received for execution of identified Railway Works through Corporate Social responsibility (CSR) of Corporate and PSU. (Ref: RB letter No: 2015/EnHM/06/06 dated 3.2.2016)	Sponsoring party is to execute the work. Master plan should be approved by GM for A-1 and A category stations and by DRM for other stations. Investment by the Sponsoring Entity up to Rs 2 Cr. per case - with the approval of DRM and beyond Rs 2 Cr. With the approval of GM.	Sponsoring agency to include NGOs Deposit work permitted from CSR funding in case party is unwilling to execute the work DRM- Full Power.
4	Renting of space for opening of PRS at Non Rail Head Locations Board's letter No. C&IS/PH-17/PRS-1000/Non Rail Head Location/06/10 dated 14.06.2010.	Presently, GM's sanction is required for renting premises for operating PRS at places where local authorities are unable to provide space for housing PRS free of cost in terms of letter under reference.	DRM- Full power with Finance concurrence.
5	Providing new UTS cum PRS (Or Converting UTS/PRS TO UTS CUM PRS) Railway Board letter No.2014/CIS/UTS-cum-PRS/Deleg./3 dated 18.09.2014	Criteria for providing UTS-cum-PRS (UCP) laid down by Railway Board vide letter No.2014/CIS/UTS-cum-PRS/Deleg./3 dated 18.09.2014, but this requires GM's sanction.	DRM- Full Power.
6	Earning Contract: Acceptance of tender for leasing of parcel space, brake van, VP etc Authority: Rly. Board's letter No. 2013/TC(FM)/10/02 dated 15.04.2014 circulated under FM circular No. 6 of 2014	PHOD above Rs 15 crores, DRM upto Rs15 crores, ADRM upto Rs 10 crores & SG/JAG upto Rs 5 crores.	PHOD/CHOD/DRM – Full Powers Note: Further delegation to HQrs and Divisional Officers may be done with approval of GM.



Sanjeeb Kumar

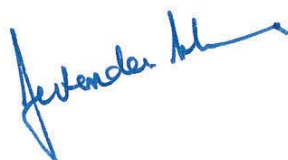
Sr	Item & Reference	Existing Delegation	Revised Delegation
7	Earning Contracts: Acceptance of Contracts for commercial matters viz. Parking, publicity, pay & use toilets, labour licence, Miscellaneous matters (except parcel leasing and catering) Ref: Rly. Board's letter No.2007/TG-IV/39/22/SOP dated 14.08.2007 – Commercial Circular 74 of 2007	PHOD- Above Rs 15 crores upto Rs 40 crores (subject to SAG level committee at HQ), HOD-Above Rs 10 Crores upto Rs 15 crores (subject to JAG level committee at HQ level) DRM- Above Rs 5 crores upto Rs 10 crores	PHOD/CHOD/DRM – Full Powers Note: 1. Further delegation to HQrs and Divisional Officers may be done with approval of GM. 2. It may be ensured that there is no time gap in commercial earning contracts, as far as possible.
8	Refund of fares in cases covered by Tariff Rules TC/II/2003/89 Rules dated 04.02.94 and 22.07.94 Item No 26 of GMs Delegation	Existing: PHOD/HOD/DRM/ADRM – Rs 20000	PHOD/CHOD/DRM – Full Powers Note: Further delegation to HQrs and Divisional Officers may be done with approval of GM.

D. MECHANICAL MATTERS

Sr	Item & Reference	Existing Delegation	Revised Delegation
1	Sanctioning of M&P proposals Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 39-a-iii	GM can sanction upto Rs 50 lakh in each case, can be delegated to DRMs/CWMs upto Rs 10 lakh only.	GM - Rs 50 Lakh PHOD/CHOD - Rs 50 Lakh DRM/CWMs - Rs 20 lakh SG/JAG - Rs 10 Lakh (in each case)
2	Sanctioning of Procurement of Two/Four wheelers under M&P	GM- NIL power	GM – Full Powers to sanction two wheelers for RPF Post In-Charge
3	Definition of M&P for Tools and Plants	Present limit is Rs 1 lakh. Tools and measuring equipments costing above Rs 1 lakh are procured as M&P	Limit for tools & plants enhanced to Rs 10 lakh No finance vetting up to Rs 3 lakh




Sr	Item & Reference	Existing Delegation	Revised Delegation
4	Delegation of power in case of Service Contracts Ref: GM/WR DO No. M 324/9/1/SOP Dt: 26.09.2017	DRM – Rs 20 crore in each case	DRM - Rs100 crore in each case DRMs can enter into service contract for a period of 3 months irrespective of value of contract only in case of termination of existing service contract with finance concurrence by calling quotations from approved list of vendors.
4a	Sanction of Estimate for Environment Related Works using 1% provision of Sanctioned Estimates Ref: Rly Board No. 2016/EnHM/13/02 dated 13.05.2016	GM's can sanction works up to Rs 1 Crore No powers to DRMs	GM - full powers up to Rs 2.5 Crore DRM/CEnHM Full Powers up to Rs 2.5 Crore
5	Powers to DRM and /CWM for projects to be undertaken on BOOT basis.	GM- Full Powers	DRM/CWM- Full Powers With finance concurrence Subject to technical approval of PHOD/CHOD and following the extant guidelines of Board.
6	Miscellaneous		
(i)	Purchase of technical books, periodicals	Rs1 lakh per annum for SAG officers in-charge of the workshop and Rs 50000 to DRMs & CMSs	
(ii)	Statutory testing/certification as per Pollution Control Act, Factories Act etc.	Full powers delegated without finance concurrence to the Unit In-charges (CWMs/SrDMEs/ SrDEEs/ SrDENS/ DyCEs/CDOs)	
(iii)	Condemnation of M&P	Powers delegated to CWMs for condemnation of M&P - No finance concurrence for over-aged M&P - Condemnation of M&P with more than 75% life achieved – full powers of condemnation to CWM with finance concurrence. - Full powers of condemnation of under-aged M&P with concurrence of workshop finance and approval of CWE	
(iv)	Repair of equipment, plant and machinery	- For diagnosis including Track Machines - Up to Rs 2 lakhs - For repairs - Limit up to Rs 5 lakhs (with finance concurrence)	
(v)	Annual Maintenance Contract	Unit in-charges (JAG & above) - Rs 20 lakhs with OEM and finance concurrence	
(vi)	Replacement / addition of T&P chargeable to revenue	- DRM/CWM– Up to Rs 5 Lakh per item - PHOD/CHOD – Up to Rs 8 lakhs per item	




Sr	Item & Reference	Existing Delegation	Revised Delegation
		(with finance concurrence)	
(vii)	Condemnation of under-aged coaches	CWM – Full powers without finance concurrence for under-aged coaches up to one POH cycle. Approval of GM with finance concurrence where age of coach is less by more than one POH cycle	

E. ESTABLISHMENT MATTERS

Sr	Item & Reference	Existing Delegation	Revised Delegation
1	Training to Railway employee by outside institutions Ref: Rly Bd letter no F(X)II-2015/PW/7 dtd 12-06-2017 item no. 25	GM annual limit is Rs 20 lakh Limit is Rs 4000 per day per person or maximum Rs 25,000 per course per person DRM empowered for Non Gazetted staff Limit is Rs 2000 per day per person for maximum of Rs 10,000 per course per person.	GM annual limit - Rs 1 Crore Limit is Rs 10,000/- per day per person subject to maximum of Rs 50,000/- per course per person. (above limits are for Gazetted and non Gazetted employees) DRM empowered for Non Gazetted staff only Limit is Rs 8000/- per day per person subject to maximum of Rs 40,000/- per course per person.
2	Ex. Gratia payment to railway servants who die In performance of their bona fide official duties (RBE No. 285/99)	Presently concurrence of PFA and personal approval of GM required.	Power is delegated to DRM with Finance concurrence
3	Sanction of National Holiday Allowance to Essential Staff in HQ offices.	Full power with GM	Full power delegated to PHOD/CHOD
4	Re-engagement of retired employees In exigencies of service (Ref: Rly Bd Letter No E(NG)-II/2007/RC-4/CORE/1 dated 16/10/2017)	Full power with GM/DRM	This Power is also delegated to CWMs in SAG. The provision will be utilized only against existing vacancies following a due process involving personnel and finance.
5	Approval of Tour Programmes of General Managers and DRMs	No approval is required for Tour Programmes of General Managers and DRMs, for tours within India. Only information may be sent to the controlling officers.	
6	Inter Railway/ Inter division transfer on own request basis and mutual transfer of	Full powers to DRMs	

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Sr	Item & Reference	Existing Delegation	Revised Delegation
	divisional controlled cadres		

F. STORES MATTERS

1. Constitution of Tender Committees

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017, Item no. 1.0 (B) (i))

	TC and accepting authority level	Existing Value Limit	Revised value limit
1.	TC of Sr. Scale (Two Members) SMM/DMM as convener and Sr. Scale of Finance dept. as member. Technical scrutiny of offers to be done by executive department for non stock cases. Accepting Authority: Dy CMM	Nil	Above Rs 45 lakhs and upto Rs 1 Crore
2.	TC of JAG/SG (Three Members) Dy CMM/Sr DMM as convener and Dy Level of Finance and Dy Level of user departments as members. Accepting Authority: CMM	Above Rs 45 lakhs and upto Rs 5 Crore	Above Rs 1 Crore and upto Rs 5 Crore

Other powers for acceptance of Tenders to remain unchanged

2. Sanctioning /Signing of non-stock demands

(Ref: Bd.'s letter no. 2005/RS(G)/779/7 dated 06-05-2015)

Officer	Power of Approving NS indents	
	Existing	Proposed
JS	Upto Rs 15000	Upto Rs 25000
SS	Rs 15000 to Rs 75000	Rs 25000 to Rs 2 lakh
JAG	Rs 75000 to Rs 3 lakh	Rs 2 lakh to Rs 15 lakh
SAG	Rs 3 lakh to Rs 15 lakh	Rs 15 lakh to Rs 45 lakh
PHOD/CHOD	Above Rs 15 lakh	Above Rs 45 lakh

Note- Zonal Railways may attempt computerization of non-stock procurement right from the stage of indenting to the receipt of material and its payment similar to the procurement of stock item presently through iMMS.

3. Signing of PAC

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

Officer	Power of signing PAC	
	Present	Proposed
JS	Upto Rs 75000	Upto Rs 75000
SS	Upto Rs 75000	upto Rs 2 lakh
JAG	up to Rs 3 lakh	upto Rs 15 lakh
SAG	upto Rs 15 lakh	upto Rs 25 lakh
PHOD/CHOD	Above Rs 15 lakh	Above Rs 25 lakh

4. Vetting of non stock demands

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

	Existing Limit	Revised Limit
Vetting of Non Stock Demands	Safety Items – Above Rs 5 lakh	Safety Items – Above Rs 10 lakh
	Other than Safety Items – Above Rs 2.5 lakh	Other than Safety Items – Above Rs 2.5 lakh




5. Vetting of AAC/EAC

(Ref: Bd.'s letter no. 88/RS(G)/779/43 dated 11-12-89 and 21-10-02)

- (a) Vetting of AAC/EAC of only A category items by HQ finance. (no finance vetting for AAC/EAC approval of B and C category items)
- (b) No requirement of quantity/demand vetting by finance for stock items.

6. Power to invite single tender

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

SN	Item	Existing	Revised
2	Invitation of Single Tender for non-proprietary articles without finance concurrence in: (a) Normal Circumstances	PCMM/CMM – upto Rs 8 lakh DyCMM/SMM/AMM – upto Rs 15000	PCMM/CMM – upto Rs 8 lakh Dy CMM – upto Rs 50000, SMM/AMM – upto Rs 25000
	(b) Emergencies affecting maintenance, outturn, operation etc.	PCMM/CMM – upto Rs 25 lakh	PCMM/CMM – upto Rs 45 lakh
	(c) Safety items below two months stock	No separate delegation	PCMM/CMM – Upto Rs 1 Crore
	(d) Existence of single approved source on list issued by RDSO/PUs	No separate delegation	PCMM/CMM/DyCMM upto their purchase powers(Preference should be given to invite ADVT.)

7. Invitation of Global Tenders (GT)

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

PCMM – Full powers upto his power of acceptance without finance concurrence and without the essentiality of import being certified by user department.

8. Operation of Option Clause

(Ref: Bd.'s letter no. 88/RS(G)/779/5 dated 15-04-2015)

Operation of 30% option clause in TC cases to be done without finance concurrence. Only M.A. to be vetted by finance.

9. Security Deposit for PAC items

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017, Item 3.0)

Security Deposit not required to be submitted by sources in whose favour PAC has been signed by user department.

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10. Post Contract Variation

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 06-01-2017)

SN	Item	Existing	Revised
25	Variation of IRS conditions of contract. (Bd.'s letter no. 88/RS(G)/779/14 pt. dt. 12-3-15 Para 2.0 SN 25) and Rly. Bd.'s letter no. 2001/RS(G)/779/14 dt. 14-01-16)	1. PCMM may waive operation of clauses relating to 'Liquidated Damages', 'Risk Purchases' and 'Arbitration' appearing in the contract (value of contract upto Rs 15 lakh) at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries. 2(a). For contracts upto Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases by imposing GD @ 10% of outstanding value of contract without finance concurrence. 2(b) For contracts above Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases by imposing GD @ 10% of outstanding value of contract. Note1: The above decision mentioned at 2(a) and 2(b) should be taken before floating of fresh tender. Further to the extent SD has been taken (say of value 'A' (which is less than 10% of the value of contract)), in such cases, the GD will be leviable for the difference amount i.e., GD leviable (say 'B') will be equal to 10% of outstanding value of contract minus the value of SD submitted (A). In such cases, SD amount 'A' shall be forfeited and the GD amount 'B' shall be recovered from the firm. Note2: For contract more than Rs 15 lakh, whenever RP is being waived without levying GD, PCMM/CMM will take finance concurrence.	1. PCMM may waive without finance concurrence operation of clauses relating to 'Liquidated Damages', 'Risk Purchases' (including waiver of RP without imposing GD) and 'Arbitration' appearing in the contract (value of contract upto Rs 15 lakh) at the post contract stage in order to avoid disproportionate administrative expenditure in small recoveries. 2(a). For contracts above Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases by imposing GD @ 10% of outstanding value of contract without finance concurrence. 2(b): For contracts above Rs 15 lakh, RP may be waived by PCMM/CMM in individual cases without imposing GD with finance concurrence. Note1: The decision to waive RP should be taken before floating of fresh tender. Further to the extent SD has been taken (say of value 'A' (which is less than 10% of the value of contract)), in such cases, the GD will be leviable for the difference amount i.e., GD leviable (say 'B') will be equal to 10% of outstanding value of contract minus the value of SD submitted (A). In such cases, SD amount 'A' shall be forfeited and the GD amount 'B' shall be recovered from the firm.

11. Procurement through GeM

(Ref: Bd.'s letter no. 88/RS(G)/779/14 Pt. dated 22-09-2017 and 06-01-2017)



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SN	Item	Existing	Recommended
6	Placement of supply order for items appearing on GeM	PCMM – full powers CMM/DyCMM/SMM - as per their level of acceptance	PCMM – full powers CMM/DyCMM/SMM/AMM - as per their level of acceptance

12. Procurement through GeM by user departments

(Ref: Stores Code Para 711-A)

Officers authorised by PHODs of user departments may be permitted to buy goods (Non stock items) available on GeM by placing direct on-line orders upto Rs 25000 in each case. This may be subject to annual ceiling of Rs 10 lakh per department per annum. The officers will have to certify as follows:

"I,...., am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Note - A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

13. Procurement through Spot Purchase

(Ref: Bd.'s letter no. 2002/RS(G)/779/12 dated 14-12-2011)

Model guidelines/ powers are recommended as below:

- 13.1** There are occasions to purchase materials on the spot without following the formal tendering system but by calling offers through physical visit of the premises of the firm by the nominated officers. This mode of purchase is commonly known as '**Spot Purchase**'.
- 13.2** Keeping the instructions contained in Rly. Bd's L.No.2002/RS(G)/779/12 dtd. 14/12/2011 in view, the following instructions / guidelines are issued in supersession of all earlier orders issued on this subject.

13.3 Conditions for resorting to Spot Purchase:

- 13.3.1** The concept of Spot Purchase, for the purpose of purchase, will be followed in very exceptional circumstances and should be supported by proper justification. Invariably the need to resort to spot purchase shall fulfill conditions as laid down under para (a) or (b) below:

(a) Stock Item:

The stock item should be purchased only when the material is out of stock which is affecting train operations/earning of railways and supply against the existing covered dues if any, is likely to take more time and requirement is very urgent which cannot wait for the supplies to be received against the pending orders.

"The certificate to this effect to be recorded by at least the concerned SAG officer of the concerned user department."

(b) Non-stock item:

- (i)** For purchase of non-stock items where demand could not be foreseen in advance and material is required urgently for safe operation and where cash purchase powers are considered inadequate and emergency purchase through formal invitation of tenders etc., is likely to take considerable time.




- (ii) For purchasing of non-stock items which are required occasionally and making the detailed specification for the same is not considered practicable/economical or items of consumable nature where the quality available in the market is rapidly changing hence, it is not possible to finalize the specification and materials can be obtained by personal examination of feel, finish and appearance etc., like furniture, cutleries, linens, carpets and other furnishing items etc.

13.3.2 However, Spot purchase shall not be resorted to, for purchasing such items which have got detailed specifications and drawings and are required to be purchased only from approved sources.

13.4 Procedure for Spot Purchase

13.4.1 Since Spot Purchase is one of the modes of purchase, therefore, there should be a proper requisition for non-stock items and Emergency Recoupment Memo (ERM)/Red Slip for stock items. The quantity is to be restricted to bare minimum. For stock items, demand may not exceed three months requirement and the same to be adjusted against the immediate ensuing demand.

13.4.2 The proposal for Spot Purchase of 'Non-stock' items shall be submitted for the specific approvals of the authorities detailed in para 13.4.3 below, by the concerned consuming department after obtaining the concurrence of Associate finance.

The proposal for Spot Purchase of 'Stock' items shall be submitted for the specific approvals of the authorities detailed in para 13.4.3 below, by the concerned Purchase officer of Stores department after obtaining the concurrence of Associate finance.

13.4.3 Authorities competent to approve Spot Purchase:

(a) For Field units i.e, Divisions & Workshops:

- (i) Items valuing upto Rs 15 lakh (for both Stock & Non-stock) will require the approval of the DRM/CWM.
- (ii) Items valuing above Rs 15 lakh and upto Rs 25 lakh (for both Stock & Non-stock) will require the approval of the PCMM. The proposal shall be submitted through concerned PHOD.
- (iii) Items valuing above Rs 25 lakh (for both Stock & Non-stock) will require the approval of the AGM (for Open line) and of the CAO(C) for Construction Organization.

(b) For HQRS & Construction Organization:

- (i) Items valuing upto Rs 25 lakh:

For Non-stock items : will require the approval of the PHOD of the consuming department.

For Stock items : will require the approval of the PCMM.

- (ii) Items valuing above Rs 25 lakh (for both Stock & Non-stock) will require the approval of the AGM (for Open line) and of the CAO(C) for Construction Organization.

13.4.4 After the proposal has been approved by competent authority as mentioned above, proper file will be opened in convener's office against the requisition for Non-stock items and Emergency Recoupment Memo (ERM)/Red Slip for Stock items.

13.4.5 The Spot Purchase would invariably be made by a Spot Purchase Committee (as detailed in para 13.5.1 below) consisting of 03 officers, one from Stores Department (to be nominated by DRM/CWM/PCMM), one from Accounts deptt. (to be nominated by DRM/CWM/FA&CAO) and one from indenting department (to be nominated by concerned co-ordinating HOD/DRM/CWM). The Stores officer will act as the Convenor to the committee for Stock & Non-stock items.



13.5 Level of Committee:

13.5.1 The level of **Spot Purchase Committee (SPC)** will be as under:

S N	Value of Purchase	Stores Deptt.	Indenting/Consu- ming Deptt.	Account Deptt.
1	Upto Rs 5 lakh	Sr. Scale officer *	Sr.Scale officer *	Sr.Scale officer *
2	Above Rs 5 lakh & upto Rs 40 lakh	JAG /SG officer	JAG/SG officer	JAG/ SG officer
3	Above Rs 40 lakh	SAG officer	SAG officer	SAG officer

* If Sr. Scale officer is not available, then JAG/SG officer will associate the SPC.

Note:

- (i) If there is more than one item to be purchased at one time, the total value of all the items will be the guiding criteria for deciding the level of the committee and the competent authority to sanction.
- (ii) The above composition of SPC will also be applicable for ZTCs and CTIs located within the jurisdiction of the Zone (e.g. for Central Railway, the procedure will be applicable to ZTS/BSL, IRICEN/PUNE & IREEN/NKRD).

In case of CTIs, the nomination will be done by respective directors & in case of other units, by concerned PHOD/CHOD officer of HQ.

13.5.2 The Spot Purchase Committee will first make a market survey and then duly considering the sources indicated by the indenters, shall obtain quotations from suitable sources and while obtaining the quotations for items to their specification, normal rules laid down for obtaining the quotations (as in the case of cash purchase) will be followed. In conducting their business, the Committee shall give due regard to the Canons of Financial Propriety, while doing Spot Purchase.

13.5.3 Inspection of materials, if required/called for, shall be done by Member of Indenting department or his authorized representative.

13.5.4 The committee will draw proceedings duly covering all the aspects listed below:

- i. Authority for constitution of the Spot Purchase Committee.
- ii. Description of the item
- iii. Tabulation statement
- iv. Brief discussion of the offers obtained.
- v. Recommendations/Acceptance with certification on reasonability of recommended rates.
- vi. Unusual terms & conditions and deviations, if any, accepted.
- vii. Consignee.
- viii. Delivery terms & delivery period.
- ix. Paying authority and bill Passing Officer.

13.5.5 The proceedings of the purchase finalized shall not require any further approval but this will be made available for internal check/audit and the minutes of the committee shall be kept on the file.

13.5.6 All decision in the matter of purchase will be taken by the committee and the decision taken by the committee in regard to purchase will be final. However in case of dissent by any one of the members, the case should be put up to the officer nominating the SPC in case of Division/Workshop and to the concerned CMM (dealing the item) in Stores HQ for SPC of JAG/SG level and to PCMM for SPC comprising of SAG level, for final decision.

13.5.7 Formal communication (in the form of PO or letter) detailing the description/specification of the item, terms & conditions, inspection clause, delivery period, payment terms & paying authority etc shall be issued, duly signed by the convener of SPC for placing order on the firm.

13.5.8 Field Units i.e., Division/Workshops as well as HQRS & Construction organization shall maintain proper record of such Spot Purchase nominated by them.

13.6 Payments:

13.6.1 Cash payment should be avoided, unless payment is made through cash imprest.

13.6.2 **Stock Items:** Payment to the suppliers may either be made in cash on the spot from cash imprest or through cheque to be issued by Accounts officer. In case of stock items, the cheque/cash payment may be made against a Pay order prepared by the Stores member of the Spot Purchase committee against a proforma invoice. Alternatively, normal payment terms through FA&CAO(S) may be followed depending upon the agreed terms & conditions.

13.6.3 **Non-stock items:** Payment to the suppliers may either be made in cash on the spot or through cheque to be issued by Accounts officer. In case of cheque/cash payment, the Pay order against a proforma invoice will be prepared by the Indenting department's representative in the Spot Purchase committee. Alternatively, payment through FA&CAO may also be followed depending upon the agreed terms & conditions.

13.6.4 The material purchased will be accounted for as is being done for material received against regular purchase orders. In case of stock items, formal R/Note should be granted. The R/Note should invariably bear respective Pay Order no. & date if paid through Pay order. The POs for Stock items will be fed in iMMS so that R/Note can be generated by iMMS system.

13.6.5 A report of Spot purchase may be put up to the PHOD/CHOD of concerned department by the convenor of the committee for information, after completion of Spot Purchase i.e., after the receipt of supplies.

13.6.6 The Spot purchase Committee shall ensure that the purchase is completed within **45** days of appointment of the committee, failing which fresh approval of AGM/PCMM/ CAO(C)/DRM/CWM (as the case may be) should be obtained for purchase of the items through Spot Purchase.

G. MEDICAL MATTERS

1. Sanctioning of advance/reimbursement in case of medical emergency

Authority		To sanction medical advance in emergency		To sanction reimbursement in emergency	
		In Non-referred Govt. Hospital/ Autonomous Body Hospital	In Non-referred , non-recognized private hospital	In Non-referred Govt. Hospital/ Autonomous Body Hospital	In Non-referred recognized private hospital
CMS/MD/CMO	Existing Power	NIL	NIL	NIL	NIL
	Revised Power	Rs 1 Lakh per case without annual ceiling	Rs 1 Lakh per case without annual ceiling	Rs 1 Lakh per case without annual ceiling	Rs 1 Lakh per case without annual ceiling
DRM & CWM	Existing Power	Rs 50,000	NIL	Rs.50,000	Rs.25,000



Authority		To sanction medical advance in emergency		To sanction reimbursement in emergency	
	Revised Power	Rs 5 Lakh in each case	Rs 2 lakh in each case	Rs.5 Lakh in each case	Rs2 lakh in each case
CMD	Existing Power	NIL	NIL	NIL	NIL
	Revised Power	Full power	Rs 5 lakh in each case	Full power	Rs 5 lakh in each case
AGM	Existing Power	Full power	Rs 4 lakh in each case	Full power	Rs 5 lakh in each case
	Revised Power	Full power	Rs 10 lakh in each case	Full power	Rs.10 lakh in each case
GM	Existing Power	Full power	Rs 10 lakh in each case	Full power	Rs 10 lakh in each case
	Revised Power	Full power	Full power	Full power	Full power

2. Sanction of Purchase/Work Order of medical items

For Sanction of Purchase/Work Order			
Authority	Subject	Existing Power	Revised Power
CMS/MD /CMO	Power to sanction work contract and Purchase Order for procurement of medical implants such as hearing aid, Bi-Pap/C-Pap and other implants to be purchased for supply/implant to the patients & other hospital related items.	NIL	Rs 5 lakh each item through quotation/ tender subject to annual ceiling of Rs 60 lakh
Sanction of Pathological Radiology Investigations and PET Scans			
Health Unit with one doctor	Pathological & Radiological investigations	An imprest of Rs 5000	An imprest of Rs 30,000/- subject to maximum of Rs 1500/- per investigation.
Health Unit with more than one doctor		An imprest of Rs 10,000	An imprest of Rs 60,000 subject to maximum of Rs 1500 per investigation.
CMS/MD /CMO	Pathological & Radiological investigations	Rs 10,000	Up to Rs15,000 per investigation including CT/MRI.
Engagement of Doctors & Para-medical Staff			
Authority	Subject	Existing Power	Revised Power
DRM /CWM (CAO in PU)	Engagement of doctors as	NIL	DRM – Full Power based on recommendations of the

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	Contract Medical Practitioners (including part-time dental surgeons).		committee headed by CMS, Sr. DPO, Sr DFM. (one member (not below JA Grade) of SC/ST may be co opted if not already on the committee to be nominated DRM/CWM
CMS/MD/CMO	Payment of fee of doctors engaged on case-to-case basis.	Rs 500 fee for first patient and Rs 100/- for each subsequent patient	Rs 1000 fee for first patient and Rs 200 for each subsequent patient
First engagement-with approval of GM. Subsequent extensions of engagement by DRM/CWM	Engagement of doctors as Honorary visiting Specialist (HVS).	No power to DRMs	Extension by DRM
CMS/MD/CMO	Engagement of Para-medical Staff on contract basis.	NIL	As per procedure laid down from time to time.
Procedure for recommending/sanction of pathological & CT/MRI investigations and PET Scans: • Treating doctor to recommend. • MD/CMO/CMS or any other doctor nominated by MD/CMO/CMS to accord approval. CMD will have full power without any limitation in respect of pathological investigations & CT/MRI and PET Scan. In respect of PU hospitals the power of CMD powers will be exercised by CMO.			

Note: Reimbursement in each case will be governed by the CGHS policy issued from time to time

3. Other medical matters

MEDICAL MATTERS			
	Items	Existing Power	Revised Power
1	Sanctioning Limit for Transplant of Liver	Railway Board Live - Rs 14 Lakh Cadaver - Rs11 Lakh	GM-Full Powers (Subject to CGHS Policy)
2	Sanctioning Of Advance Payment for Transplant of Kidney (CGHS Circular 18-02-2015)	GM- 6.45 Lakh	GM - Full Powers, (Subject to CGHS policy)
3	Powers to CWMs (SAG In charge of major workshops with major Hospitals) for • Hiring of ambulances • Medical Reimbursement	CWM – Nil Power	Powers of CWMs are same as that of DRMs for • Hiring of ambulances • Medical Reimbursement
4	Empanelment of Private Hospitals for referral	Power only with Railway Board	GM – Full Powers with finance concurrence
5	Hiring of ambulance / vehicle to transport patient to the hospital in emergency	Nil	ADMO/CMP & above – Full powers to be paid from the cash imprest



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4. Board has also approved that the powers delegated to Branch Officers in the divisions are also delegated to Station Directors in JA/SG grade. The Administrative Officers deployed in Railway Hospitals in JA/SG will also be considered equivalent to Branch Officers and delegated powers, as applicable to Branch Officers.

5. This issues with the concurrence of Associate Finance of Transformation Cell, Railway Board.


(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Railway Board

No. 2017/Trans/01/Policy

New Delhi, dated: 18-10-2017

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways


(Sanjeeb Kumar)
Executive Director Accounts
Transformation Cell

Copy – As per list enclosed

Copy for information to

1. The Director General, Railway Staff College, Vadodara.
2. The Director, Indian Railway Institute of Civil Engineering, Pune.
3. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
4. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
5. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
6. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
7. The Director, Indian Railway Institute of Transport Management, Lucknow.
8. The Registrar, Railway Claims Tribunal, Delhi.
9. The General Secretary, IRCA, New Delhi.
10. The Chief Commissioner of Railway Safety, Lucknow.
11. The Secretary, Railway Rates Tribunal, Chennai.
12. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

Copy to:

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

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1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG (Pers), DG(S&T)
3. All AMs, PEDs & EDs of Railway Board


(Jeetendra Singh)
Executive Director (Elect)
Transformation Cell
Railway Board