

## SCHEDULE OF POWERS – PART ‘D’ (MISC. MATTERS) – 2016

### GENERAL MISCELLANEOUS MATTERS

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
<b>1</b>	<b>Imprest Cash</b>					
1(a)	Para 1050 & 1052 of IRF C Vol.- I	Sanction of Cash imprest to meet Office Contingencies.	PHOD / CHOD/ SAG Upto Rs. 25,000/- in each case.	Upto Rs. 10,000/- in each case.	NIL	Finance concurrence is necessary.
1(b)	Para 1050 & 1052 of IRFC Vol. I	Sanction of Cash Imprest for loading of Franking Machine by Postal Authorities.	PHOD / CHOD/ SAG (handling independent estt.) Upto Rs. 50,000/- in each case	Upto Rs.10,000/- in each case	NIL	Finance concurrence is necessary.
1(c)	Para 1047 of IRFC Vol. I	Sanction of Cash Imprest for purchase of Service Stamps.	PHOD / CHOD/ SAG (handling independent estt.) Upto Rs. 10,000/- in each case	Upto Rs.2,000/- in each case	NIL	Finance concurrence is necessary.
1(d)		Sanction of Cash Imprest for purchase of petrol / diesel for track welding / track maintenance purpose only.	PHOD / CHOD/ SAG Upto Rs. 10,000/- in each case	NIL	NIL	Finance concurrence is necessary.
1(e)		Sanction of imprest for LPG Cylinders.	PHOD / CHOD / SAG Upto Rs. 10,000/- in each case for canteen of Personnel dept & for rest house of Engg dept.	Upto Rs. 5000/-	NIL	Finance concurrence is necessary.
1(f)	Bd's letter No. 06/TG-IV/10/ Sanitation Policy dt.20-12-06 (commercial circular No.107 of 2006)	Sanction of General Imprest Cash to Station Manager/ Station Master.	PHOD / CHOD/ SAG of Operating dept upto Rs 5,000/-	Upto Rs. 1000/-		1. Finance concurrence is necessary. 2. Station wise limit depending on requirement may be fixed by COM/CTM.
NOTE : Single quotation upto Rs. 1,000/-. Above Rs. 1,000/-, three quotations are to be called for.						
<b>2. Books, Newspapers, Periodicals &amp; Sports Materials</b>						
2(a)	Para 1037 & 1038 of IRFC Vol. I	Purchase of Books and Periodicals for offices including corporate/departmental subscriptions directly to the publisher, other than Running Rooms and Training Institutes.	PHOD / CHOD/ SAG (handling independent estt.) : Upto Rs. 25,000/- in a year. <b>OTHER HODs</b> Upto Rs. 10,000/- in a year. Annual ceiling of Rs. 50,000/- for the department as a whole.	NIL	NIL	Finance concurrence is not necessary.
NOTE : 1) The requirements of periodicals, newspapers is reviewed once in a year by the Head of the Deptt. personally. 2) The list of the books to be purchase is scrutinized by the Head of the Deptt. personally in reference to Rly. working. 3) Sanctioning authority will be responsible for submission of accounts of expenditure along with vouchers to associated Accounts Office within 30 days of sanction to enable internal check and certification. 4) Availability of fund during the year. 5) The power is not re-delegated to subordinate Officers.						

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2(b)	Para 1037 & 1038 of IRFC Vol. I	Purchase of Books, Newspaper & periodicals for training institutes.	NIL	Officer in Charge of Training Institutes (in SG/ JAG) Upto Rs. 10,000/- in a year		Officer in Charge of Training Institutes (in Sr. Scale) Upto Rs. 5,000/- in a year Officer in Charge of Training Institutes (in Jr. Scale) Upto Rs. 2,000/- in a year
<b>NOTE:</b> 1) Finance concurrence is necessary for books only. 2) Newspapers / Periodicals are exempted from finance concurrence subject to adhering to the norms prescribed for their purchase						
2(c)		Purchase of professional e-books & e-periodicals in CD or mail forms & Electronic media	Upto Rs.10,000/- p.a.	NIL	NIL	As in item No.2(a) above.
2(d)		Purchase of rubber stamps, office seals special seals, embossing seals etc.	Full powers upto Rs.5000/-p.a.	Upto Rs. 1000/- per year.	NIL	1. Finance concurrence is not necessary. 2. The stamp should be in bilingual form.. Authority:1. Para-1016 of Finance Code Vol-I. . 3. Railway Board's letter No-.Hindi/76 /G.25 /8 dt.29.6.1976.
3	Item 33(c) of GM's Schedule of Power.	To the payment of contribution or subscription to a professional institution up to Rs.10,000/- per annum in each case.	PHOD / CHOD/ SAG (handling independent estt.) Full Powers	NIL	NIL	Finance Concurrence is necessary. Prescribed limit for institutions is not to be exceeded.
4(a)	Paras 1020,1021 & 1022 of F-1.	Purchase of office machines and accessories like Fax, Photocopier, Xerox,duplicating machine, Printer, Scanner, UPS, Monitors, Key Board, Mouse, Card Reader, Blue tooth dongle, Anti virus, Modem, External Hard disk, 16 port-switch, Fire wall etc.within guidelines issued by Rly Bd.( <b>on additional account and on replacement account.</b> )	PHOD / CHOD/ SAG (handling independent estt.) Subjet to annual ceiling limit of Rs, 5 lacs per annum	NIL		1. Finance concurrence is necessary. 2. The procurement should be restricted for each item upto a monetary limit of Rs.1 lakh in a year through revenue /capital as applicable (Replacement/ additional) 3.The sanctioning authority should satisfy himself and record the necessity of these machines when sanctioning the same. 4.Procurement should be through COS. 5. Procurement on replacement should be against condemnation.
<b>Note:</b>	1) Procurement on replacement account may be processed after completing their codal life as notified from time to time. 2) Peripherals (i.e. UPS, Printers including laser printers, Scanners, card readers, external Hard disk, blue tooth dongles, modem, Antivirus etc.) may be procured as per extant provisions for standard non stock items circulated by Railway Board (Stores dte) from time to time. 3) As far as possible equipments & peripherals may be purchased with minimum three years warranty so as to take life cycle cost into account. 4) All procurements to be done through COS preferably on DGS&D rate contract and by local Stores officer or officer nominated to look after stores functions. 5) Instructions given in Railway Board's letter No.2006 / C&IS / OTH / Delegation of Powers / 36-Pt. dated 10.12.2008 & 11.09.2012 may be followed for further guidance.					

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4(b)		Purchase of consumables with respect to Office machines except for PC system.	<b>PHOD / CHOD/ SAG (handling independent estt.)</b> Full Powers up to annual ceiling of Rs. 2 lakhs	upto 50,000/- per annum	NIL	Finance Concurrence is not necessary.
NOTE: The annual ceiling limit as prescribed above for the PHOD / CHOD and SG/JAG officer is applicable for all the items as a whole and not for each individual item. The initiating, accounts and sanctioning authorities should keep a watch on the total limit, which is laid down annually, either through the computer data base or through a register so that the ceiling is not exceeded under any						
4(c)		Repair/Maintenance of office machines as above from OEM or their authorized representatives on single offer basis.	<b>PHOD / CHOD/SAG Full Power.</b>	NIL		(i) Cases upto Rs. 10,000/- will not require finance concurrence. (ii) Reasonableness of rate is to be recorded before sanction by the competent authority. (iii) After ensuring that no other sources is available to do the job in the market except the OEM.
4(d)		Hiring of Office Machines as mentioned in 4(a).	<b>PHOD/CHOD upto two Machines in a year of each type.</b>	NIL	NIL	1. Finance concurrence is necessary. . 2. Total expenditure per annum per Deptt. For hiring Office machines to be restricted to Rs.2 lakh 3. The sanctioning authority should satisfy himself and record the necessity of these machines when sanctioning the same.
4(e)		Repairs/maintenance to Office machines as mentained in 4 (a) [other than machines appear in item - 5 a (i) & 5 a (ii) ].	Full powers	Upto Rs.10,000/- in each case in a year.	NIL	Finance concurrence will be necessary beyond Rs.5,000/- for JAG & beyond Rs.10,000/- for higher, officials in each case.
<b>5. Computer</b>						
<b>Procurement of computers chargeable to revenue</b>						
5a(i)	Rly.Bd.'s letter No. 2006 /C&IS/OTH/ Delegation of Powers/36-Pt dt10.12.08 & 11.09.12	Procurement of Desktop PCs, Thin Clients, each costing upto Rs.40,000/- (Any CPU and any type of monitor) <b>on replacement account per financial year.</b>	<b>PHOD / CHOD /SAG (handling independent estt.) Full Powers</b> <b>SAG Full Powers</b>	<b>NIL</b>		The procurement against condemnation.
<b>Note:</b> 1) Procurement on replacement account may be processed after completing their codal life as notified from time to time (as of now codal life of Desktop PC is 3 years and for thin clients it is 5 years). 2) As far as possible equipments & peripherals may be purchased with minimum three years warranty so as to take life cycle cost into account. 3) All procurements to be done through COS preferably on DGS&D rate contract and by local Stores officer or officer nominated to look after stores functions. 4) Only licensed copies of software should be procured for each PC. This shall not include licences for antivirus and firewalls which may be procured as a standard non-stock item. 5) Instructions given in Railway Board's letter No.2006 / C&IS / OTH / Delegation of Powers / 36-Pt. dated 10.12.2008 & 11.09.2012 may be followed for further guidance.						

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5a(ii)	Rly.Bd.'s letter No. 2006 /C&IS/OTH/ Delegation of Powers/36-Pt dt10.12.08 & 11.09.12	Procurement of PC based systems chargeable to revenue.	Full powers upto 10 nos. p.a.	NIL	NIL	1.Finance concurrence is necessary. 2. All procurement to be done by COS, possibly using DGS&D rate contracts/Branded products. 3. Total per system hardware and standard software cost to be less than or equal to Rs.1,00,000/- . 4. PCs will be classified as office 'equipment in terms of para 705(6) of the Indian Railways financial Code vol.I. 5. The above powers are independent of systems procured against any specific work, which may be chargeable to other plan heads. 6. Indicative specifications provided by C&IS directorate and revised from time to time should be followed. 7. Technical vetting to ensure that systems are purchased as per the above specifications will rest with the Incharge of IT centre. 8. All inkjet printers/line printers/ plotters must necessarily be shared on LAN. Individual printers are not permitted. 9. GM: No limit on number of systems. Authority : Bd's letter no 2001/C&IS/Comp/Policy dt. 07.12.2001
5a(iii)	Rly.Bd.'s letters No.2011/C&IS/ Committee/ Laptops/Pt.-II dtd. 23.01.2012.	A. Procurement of Laptops in lieu of Desktops for Gazetted Officers. B. Sanction of expenditure on repairs & maintenance of laptop provided to eligible officer during its codal life.	<b>PHOD / CHOD/ SAG (handling independent estt.)</b> Full Powers	NIL	NIL	Finance Concurrence is not necessary.

**Note:** 1)Laptop, Notebook, Tablet and Netbook Computers are considered in the same class and they are referred to as 'Laptop'. 'Laptop' includes all its accessories, purchased along with the laptop or any time later during its codal life.

2) Cumulative cost ceiling amount for a laptop (all inclusive costs) shall be Rs.55000/- each for officer in confirmed JA Grade & above and Rs. 25,000/- each for Gazetted officer below confirmed JA Grade and corresponding cumulative ceiling amount for repairs & maintenance (all inclusive costs shall be Rs. 30,000/- and Rs. 20,000/- respectively. Officer in 'confirmed JA Grade' shall not include officers holding ad hoc or temporary capacities in JA Grade or looking after the current duties of JA Grade without being confirmed in JA Grade.

3) Officer concerned shall bear the expenditure over and above the prescribed ceiling amount

4) Eligible officer can choose any one of the following methods of procurement of laptop:-  
(i) By Railway administration : Procurement can be done by COS for the purpose, either by making direct purchase or through DGS&D Rate Contract etc. and Railway administration shall undertake repairs & maintenance of the laptop as per extant procedure; OR (ii) By the concerned officer: Procurement repairs & maintenance can be done by the officer concerned directly from the OEM or their authorized outlets by paying the amount himself/herself and then claim for reimbursement thereof.

5) Method of repairs & maintenance shall be same as that of procurement and mixing of methods shall not be permitted.

6) The codal life of laptop will be considered as four (4) years. On completion of codal life, officers can pay the residual value of the old laptop to own the same and subsequently proceed for procuring a new laptop

7) The office providing the laptop shall ensure entry of details in the Service Record & LPC of the officer provided with laptop and shall maintain necessary records as may be required to be provided to the officer at the time of transfer/deputation/posting to another office/retirement etc.

8) Depreciated/Residual value of the laptop at the end of 1st, 2nd, 3rd and 4th year will be 50%, 25%, 15% and 10% respectively of the actual purchase price or the corresponding ceiling amount, whichever is lower.

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<p>9) Procurement of laptop and incurrence of expenditure towards repairs &amp; maintenance of the PHOD/CHOD should be done with sanction of GM.</p> <p>10) Claim for re-imbursement will be made by concerned officer certifying reasonableness of rates of procurement/repair and also on submission of an undertaking that (i) The laptop has actually been procured/repared/maintained by him/her from OEM or his authorised representatives and (ii) Residual value, if applicable, for procurement of laptop has been deposited by him or her.</p> <p>11) All other instructions contained in Board's letters No. 2011/C&amp;IS/Committee/Laptop/Pt.II dated 23.01.2012 should be followed</p>						
5(b)		Repairs to Computer and IT related hardware appear in 5(a)(i) and 5(a)(ii) (other than machines appear in Item 4(a).	Full power	Upto Rs.10,000/- in each case	NIL	Finance concurrence will be necessary, beyond Rs.5,000/- for JAG & beyond Rs.10,000/- for higher, officials in each case
5(c)		Minor cabling, data conversions, ribbon, cartridge refilling in computer Centre/Ticket Issuing Offices covering items like PCs /peripherals and work stations	Full powers	Dy.COM, Dy.CSTE, Sr.EDPM upto Rs.40,000/ per year.	NIL	1. Finance concurrence is necessary. 2. Quotation/tender rules should be followed .
5(d)	Rly.Bd.'s letter No.2006/C&IS/Oth/Delegation of Powers/36 dt 10.12.08. & Rly.Bd.'s letter No.2006/C&IS /Oth /laptop/14 dt.10.08.09	i) Purchase of nonstock consumable items like Pendrives, CDs, DAT Cartridges, Batteries etc.	PHOD / CHOD Up to Rs. 2 lakhs per year. SAG Up to Rs. 1 lakh per year.	Up to Rs. 25,000/- per year.	NIL	Finance Concurrence is not necessary. 1) Provisions contained in Finance Code as also the directives given in Rule 145 of General Financial Rules 2005 reproduced below may be followed as amended by Ministry of Finance from time to time: Rule 145. Purchase of goods without quotation : Purchase of goods upto the value of ` 15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format. "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." 2) Procurement may also be made on lowest offer basis. Reasonableness of rate and technical suitability should be certified by the user department. 3) The annual ceiling limit as prescribed above for the PHOD,/CHOD/SAG,and JAG is applicable for all the items as a whole and not for each individual item. The initiating, accounts and sanctioning authorities should keep a watch on the total limit, which is laid down annually, either through the computer data base or through a register so that the ceiling is not exceeded under any circumstances.

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		ii) Up-gradation of computer resources/ procurement of mother board or other high end computer hardware.	Upto Rs. 1 lakh per year.	Upto Rs.20,000/- per occasion subject to Rs.40,000/- per year.	NIL	1. Finance concurrence is necessary, if cost is above Rs. 5000/- 2. These Officers should exercise these powers subject to obtaining technical clearance from Incharge of IT centre. Authority: Rly. Bd.'s letter No.98/C&IS/Comp/Policy dt.18.11.98
5(e)		Supply, installation and licensing of computer software.	Rs. 1 lakh per occasion subject to an annual ceiling limit of Rs.5 lakhs.	Rs 50,000/- per occasion subject to an annual ceiling limit of Rs.2 lakhs.	Nil	1. Finance concurrence is necessary. 2. Technical clearance and reasonableness of cost should be certified by incharge of IT Centre. 3. These powers can apply only for procurement through tender/quotations by the respective authorities or procurement through COS. Authority: Rly. Bd.'s letter No.98/C&IS/Comp/Policy dt.18.11.98
5(f)		Development of Application Software from outside agencies	PHOD/CHOD Full powers subject to an annual ceiling limit of Rs. 2.5 lakh.	NIL	NIL	1. Finance concurrence is necessary. 2. Quotation/Tender rules to be followed.
5(g)		Computer Training	PHOD/CHOD Full powers subject to a limit of Rs.25,000/- in each case with a an annual ceiling of Rs.10 lakhs	NIL	NIL	1. Finance concurrence is necessary.2. Proposal should be routed through incharge of IT Centre. 3. Quotation/Tender route to be followed.Authority: Item No.25 of Rly. Bd.'s letter No.F(X)II/2003/PW/IO dated 09.01.2000.
5(h)		Entering into service agreements for IT infrastructure (excluding Leasing) e.g. AMC, IT related consultancy etc.	PHOD/CHOD upto Rs. 3 lakhs p.a. SAG- upto Rs.1.5 lakhs p.a.	Upto Rs 50000/- per year.	NIL	1. Prior finance concurrence is necessary.2. Contract requirement in connection with leasing of IT equipment shall be in line with instruction on leasing of IT Infrastructure issued separately vide letter No.2001/C&Is/Comp/Policy dated 12.11.2001. 3. For certain software maintenance contracts where OEMs insist on advance payments, interest free advance payment can be made upto 20% of contract value in case of customization/ development of software or upto 20% of the initial purchase price to OEMs or their authorized dealers only, as per Board's guidelines.4(a)In case of full advance payment, a bank guarantee of equivalent amount should be obtained with a validity upto the period of the contract. 4(b)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.5. GM: No limit on number, Value per case up to Rs.10 lakhs.Authority: Rly Bd.'s L/No. 2001/C&IS/Comp/Policy dated 07.12.2001.

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5(i)		Internet including e-mail for non commercial usage including dial up access.	PHOD/CHOD upto 8 connections only.	NIL	NIL	The cost per user should be less than Rs.3,000/- per year. Finance concurrence is not necessary. Authority: Rly. Bd.'s L/No. No.2000/Tele/TW/1/Railnet Works dated 24.1.2006
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.2. That one necessary for it to be used as desired. System not covered under this letter shall require specific sanction directly from C&IS & DGS &D in board 3. There should in general,be no reason for deviation from the standard specification,as currently issued seperately by C& IS,DGS&D.						
6		Supply of brief case/Bags to Officers (purchase of brief cases for PHOD/co-Ord. SAG should have the personal sanction of GM)	Full powers	NIL	NIL	1. Finance concurrence will be required if the amount exceeds the limit prescribed and sanction of GM is to be obtained. 2. The normal life of these articles should be taken as 3 years subject to the condition that the brief case becomes unserviceable for which Officer will give a written certificate.3.Purchase of the above articles should be regulated with the following financial limits:- a) PHOD/Co-Ord. SAG : upto Rs. 4,000/- .b) Other SAG officers: Upto Rs.3,500/- .c) SG & JAG : Upto Rs.3,000/- .d) Sr. Scale & Jr. Scale : Upto Rs.2,000/- .Inspectors-Rs.1,000/- (prior approval of concerned HOD is necessary).
7		Transfer of Railway quarter from one Deptt. to another	CPO full powers	NIL	NIL	
<b>NOTE:</b> Department concerned should be consulted & should agreeable to each other.						
<b>8. Ceremonial Occasion, Hospitality &amp; Entertainment.</b>						
8(a)		Hospitality & entertainment expenses in connection with entertainment of distinguished guests (representative of Trade and Industry) and for marketing publicity and public relation works.	SAG in charge of PR Deptt. Upto Rs.25,000/- per year.	JAG/ Sr. scale in charge of PR Deptt. Upto Rs.10,000/- per year.	NIL	1. Finance concurrence is necessary. 2. Guidelines issued by Rly Bd.'s letter No.F(X)II-95/Exp/I dt.12.6.96 . 3. Austerity measure should be maintained. 4. Rly Bd's L/No.2003/PE/iv/II dt.18.8.03 should be followed.

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
8b (i)		To the incurrence of expenditure of entertainment/ light refreshments for scheduled meetings involving outsiders or organized labour, formal inter departmental meetings & conferences @ Rs.18/- per head per meeting.	PHOD/CHOD Upto Rs. 2500/- per quarter, subject to annual ceiling limit of Rs. 10,000/-. SAG Upto Rs. 2000/- per quarter, subject to annual ceiling limit of Rs. 8,000/-	Upto Rs. 1500/- per quarter, subject to annual ceiling limit of Rs. 6,000/-	SS - Upto Rs. 625/- per quarter, subject to annual ceiling limit of Rs. 2,500/-. JS - Upto Rs. 500/- per quarter, subject to annual ceiling limit of	(1) Finance concurrence is not necessary. (2) The amount should be drawn in advance on a quarterly basis. (3) The amount should be drawn through Pay Order by each officer (4) The recoupment should be done for the subsequent quarters only after the expenditure of the previous quarter is duly certified personally by the officer. (5) In case the officer is transferred out of Metro Railway, the proportionate amount should be surrendered before leaving Metro Railway. (6) Rates will be subject to Board's letter No. F(X)II-2004/EXP/4 dated 04.06.2007 and 13.09.2012 as amended from time to time. Authority: Railway Board's letter No. F(X)II-2004/EXP/4 dated 04.06.2007 & 13.09.2012
8b(ii)		To sanction working lunches for inter departmental and other meeting/ conferences @Rs.115/- per head per meeting.	PHOD/CHOD Upto Rs. 10,000/- per case, subject to annual ceiling limit of Rs. 60,000/-	NIL	NIL	(1) Finance concurrence is necessary. (2) The expenditure will be recorded in the liability register. (3) A certificate by the executive will be furnished regarding the total expenditure already incurred under this head during financial year while forwarding the case for finance concurrence. (4) The above ceiling may be strictly adhered to and participants in these meetings/conferences should be kept bare minimum taking into account the economy in expenditure as well as austerity measures. Department-wise annual ceiling as fixed should be strictly adhered to. (5) Rates will be subject to Board's letter No. F(X)II-2004/EXP/4 dated 13.09.2012 as amended from time to time. Authority: Railway Board's letter No. F(X)II-2004/EXP/4 dated 13.09.2012
<b>9. Railway Telephones.</b>						
9(a)		Provision of Railway Telephones	CSTE full power	NIL	NIL	Finance concurrence is not necessary
(b)		Shifting of Rly. Telephones	CSTE full power	NIL	NIL	Finance concurrence is required if expenditure incurred is more than Rs.2000/- in each case.
<b>10. NON Railway Telephone</b>						



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10		Provision of Landline Telephones (other than Rlys.) to Administrative officers without STD facilities				
(a)		(i) Office (ii) Residence	CSTE full power	NIL	NIL	1. Finance concurrence is necessary, except SI No.10(b). 2. For residence Landline phones of Administrative officers (i.e. HAG/SAG/SG/JAG) , bi-monthly no. of calls to be limited to 650 as per extant rules. Beyond this, GM's approval is necessary on case to case basis (with concurrence of FA&CAO).10% reduction to the above limit will be effected if the officer is having mobile phone facility. 3. For other officers' GM's sanction with FA&CAO's concurrence will be necessary. In terms of Rly Bd's Fax 87/W-III/Tele/TN/23 , concurrence of FA&CAO and approval of GM.
(b)		STD facility in office and residential phone with Dynamic locking arrangement not below JAG level functioning as Branch officer duly certified by PHOD/CHOD.	CSTE full power	NIL	NIL	
(c)		STD facility in office and residential phones of other officers not functioning as Branch officers (JAG & above).	Nil	NIL	NIL	
(d)		Hiring of Cellular phones in case of passenger train accidents (maximum 10 nos. per accident)	CSO : upto 10 nos. per accident	NIL	NIL	
Note: 1) CSO shall be coordinating Officer to ensure that maximum 10 nos. of cellular phones are hired by all officials in total per accident. 2) The stranded passengers should be permitted to use these phones free of charge.						
(e)		Shifting Landline Telephones	CSTE full power	NIL	NIL	Finance concurrence will be necessary if shifting charges are more than Rs.2000/- in each case.
(f)		Re-imbusement of telephone rental and call charges for Rly. Employees who are authorized to use private phones for official purposes.	CSTE full power for HAG/SAG/SG/JAG officers	NIL	NIL	1. Finance concurrence is not necessary. 2. Cases below Administrative officers will require the sanction of GM with FA&CAO' s concurrence.
(g)	Authority: JPO	To provide Broad Band facility to officers of JAG and above	CSTE full powers	NIL	NIL	Finance concurrence is not necessary.
11(a)		Providing food, drinks & transport of injured passengers to hospitals.	COM/CSO full powers	DY. C.O.M full powers in absence of C.O./M.C.S.O	NIL	
11(b)		Food & drinks for staff attending breakdown duties	PHOD/CHOD full powers	-Do-	NIL	1. Finance concurrence is not necessary. 2. Accounts should be rendered within 2 weeks.

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11(c)		To incur expenditure on setting up Camp, lighting and transshipment arrangements on breaches and accidents.	COM/CSO/CEE/ CE full powers	-Do-	NIL	Authority: Rule 1420 of Indian Railway Establishment code(IREC)-Vo1.II(1998).
<b>12. Acceptance of tests on Stores supplies and Quality Tests by: (Store Code)</b>						
12(a)	Para 1329 & 1330 of Stores Code. Vol II	Govt Test House	PHOD/CHOD/SAG Full power.	NIL	NIL	Finance concurrence is not necessary.
12(b)	Para 1329 & 1330 of Stores Code. Vol II	Other Outside Agencies	PHOD/CHOD/SAG Upto Rs 10,000/- in each case.	NIL	NIL	Prior Finance concurrence is required.
<b>13. Hiring of road transport where Railway facilities are unsuitable or not available.</b>						
13(a)		For carriage of stations earnings from station to Bank.	FA&CAO/COM full powers	NIL	NIL	Finance concurrence is necessary:
13(b)		For carriage of sick persons in case of accidents, natural calamities and sick passengers in emergencies.	COM/CSO/CMS full Powers.	DY. COM full Powers	NIL	Finance concurrence is not necessary
13(c)		For parliamentary, other committees foreign delegations and other important dignitaries.	PHOD/CHOD full powers	NIL	NIL	Finance concurrence is necessary:
13(d)		To hire vehicles to carry cash from Bank to Cash and Pay Office in exceptional circumstances where Rly. Vehicles are not available.	FA & CAO full powers	NIL	NIL	Finance concurrence is necessary.
13(e)		To hire vehicle for carriage of cash with cashier and RPF staff for arranging payment of salary, bonus to line staff during exigency.	FA & CAO full powers	NIL	NIL	Note: this power should be exercised only in case of extreme exigencies. Finance concurrence is necessary.
13(f)		To hire vehicles for rescue & relief operations.	COM/CSO/CMS full Powers.	DY. COM full Powers	NIL	Finance concurrence is necessary.
13(g)	Dir finance (expenditure) Rly Bd's letter no. F(X)II-2006/ PW/11 dated 7/15.05.2007 and even No. dtd.07.01.2013	Extension of Existing Contract of Hiring of Ambulance following relevant rules of variation.(Maximum up to 50% of the original contract value).	CMS Full Powers.	NIL	NIL	Concurrence of associated Finance is necessary irrespective of percentage of variation. NOTE: Extension of existing hiring contract of vehicle should be permitted in exceptional cases with power used sparingly and not as routine duly recording reasons for non-finalisation of renewal / fresh contract and by indicating time frame by which fresh contract will be finalised.
<b>14. Hiring of Plant and Equipment &amp; Machinery &amp; Private accomodation</b>						

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
14(a)		Hiring of plant and equipment, machinery from private agencies or government bodies.	Upto Rs.2,00,000/- in each case	NIL	NIL	1. Finance concurrence is necessary. 2. Tender system/Quotation system should be resorted to as per extant rules.
14(b)		To hire private accommodation for use as construction office rest house where no Rly. accommodation is available.	PHOD/CHOD upto Rs 50000/- per year in each case subject to maximum of Rs 2 lakhs.	NIL	NIL	Finance concurrence is necessary.
<b>15. Motor Cycles/Motor Boats</b>						
15		<b>Motor Cycle of RPF</b> Repairs & maintenance	<b>PHOD/CHOD (In Charge of Security Deptt)</b> full Powers	NIL	NIL	1. Finance concurrence is necessary, where the annual expenditure exceeds Rs.2, 000/- for each motorcycle. 2. Normal procedure for obtaining quotation etc. to be followed.
<b>16. To the incurrence of legal expenditure</b>						
16(i)		Sanction for payment of law charges Pertaining to compensation claims of Comml. Deptt.	<b>COM</b> upto Rs.25,000/- in each case.	<b>Dy.COM/C</b> upto Rs.10,000/- in each case.	From Optg./ Comml. Deptt. upto Rs.5,000/- in each case.	1. Finance concurrence is necessary beyond Rs.2000/- in each case. 2. Law Officer's opinion is required when the anticipated charges exceed Rs.2000/- in each case.
16(ii)		Sanction for payment of Law charges pertaining to other than claim cases.	<b>PHOD/CHOD</b> upto Rs.50,000/- in each case. <b>SAG</b> upto Rs.10000/- in each case	upto Rs.5000/- in each case	NIL	Finance concurrence is necessary beyond Rs.5,000/- in each case. Advance payments for legal matters upto Rs. 5,000/- can be sanctioned by PHOD/CHOD only with finance concurrence. Sanction of Rly. Bd. Is required for Filing/ defending an appeal in the Supreme Court.
17(i)		Sanction to payment of award/compensation passed by various district consumer forum and state consumer forum	<b>PHOD/CHOD</b> full Powers	NIL	NIL	Note: 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. Finance concurrence is necessary. Sanctioning authority should ensure budget provision under "charged expenditure".
17 (ii)		Sanction of advance payment for legal fees.	<b>PHOD/CHOD</b> full Powers	NIL	NIL	Finance concurrence is necessary beyond Rs. 5000/- in each case.
<b>18. Travelling/Conveyance Allowance to Outsiders.</b>						

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
18		Travelling allowance to outsiders summoned to give evidence in Rly. Accidents and in legal/Vig. Cases.	PHOD/CHOD full Powers	NIL	NIL	Finance concurrence is not necessary.
<b>19. Condemnation.</b>						
19(i)	Rly Bd's letter no 74/EB/3000 dt 17.1.75.	Condemnation of Office equipment like Xerox machine, typewriter, electronic typewriter, fax machine, computers, printers, plotters, camera, photographic equipment, Video equipment, micro-processor based system and other sophisticated Office equipment etc. (except main frame computers on age - cum condition basis in terms of Rly Bd's extant instruction.)	PHOD/CHOD/ (handling independent estt.) full Powers	NIL	NIL	Finance concurrence is not necessary. The existing survey committee of office equipment will consist of (a) SSTE-Secretary of committee.(b) Sr. Scale officer of the concerned department and Sr.AFA/FI.The procedure for condemnation of equipment will be as under:- 1. The equipment holder needs to make a proposal for condemnation of equipment when it exceeds the codal life and is beyond economic repair and the same needs to be put up to the HOD with clear justification. 2.HOD will give administrative approval, then survey committee will prepare the report. Since there is a finance member in the committee further finance concurrence is not required.3. The Competent Authority as per delegation will accept the condemnation based on the recommendation of the survey committee.
19(ii)		Condemnation of furniture , petty items (Book value per item) (i) Without survey committee (ii) With survey committee	PHOD/CHOD upto Rs. 10,000/-	NIL	NIL	Finance concurrence is not necessary.  Three Jr. Scale level officer of Survey Committee should be followed one from Executive, Stores & Finance Deptt. Finance concurrence is not necessary.
19 (iii)		Condemnation of Vehicles Ambulance, Fire vehicle Condemnation of Motor cycle Condemnation of plant & Machinery / Medical equipment, Fire vehicle equipment.	PHOD/CHOD/ upto the scrap value of Rs. 50,000/- in each case for the vehicles/plant & Machinery/Medical equipments which have crossed their normal span of life and are beyond reconditioning /economic repairs on the basis of screening done by the Standing Survey Committee.	NIL	NIL	Finance concurrence is not necessary. The Standing Survey Committee for condemnation of Vehicles /Plant & Machinery/ Medical equipment etc. will be consisted of (a) Dy. CME/POH/NOA, as Secretary of the committee, (b) Dy. CEE(M) /Sr. DMO (in case of Medical equipment) and (c) Dy. FA&CAO/Con Note: The procedure for condemnation of Vehicles /Plant & Machinery will be as under:- a) The Vehicles /Plant & Machinery holder needs to make a proposal for condemnation of Vehicle/Plant & Machinery when it exceeds the codal life and is beyond economic repair and the same needs to put up to his HOD with adequate justification.

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
						<p>b) HOD will give his administrative approval and then Standing Survey Committee will prepare its report. Since there is a Finance Member in the committee, further finance concurrence to the report of the condemnation proposal is not required.</p> <p>c) Based on the scrap value, the Competent Authority as per the delegation will accept the condemnation based on the recommendation of the survey committee.</p>
<b>20.Repairs of vehicles, other tools and plant from trade.</b>						
20(a)		Repairs and service of transport vehicles.	PHOD/CHOD Full powers. SAG Officers Rs.90,000/- for Heavy vehicles, Rs.50,000/- for light vehicles. Concurrence of associate finance is necessary beyond Rs.20,000/- in each case for heavyvehicle & Rs.10,000/- in each case for Light Vehicle.	<p>i) For Heavy duty vehicles: Upto Rs.25,000/- per vehicle in a year . Concurrence of associate finance is necessary beyond Rs.15,000/- in each case.</p> <p>ii) For light duty vehicles upto Rs.15,000/- per vehicle in a year. Concurrence of associate finance is necessary beyond Rs.10000/- in each case.</p>	Nil	<p>Note: 1.Heavy duty vehicles means the un-ladenweightof which exceeds 12,000 Kgs.</p> <p>2. Light duty vehicles means the un-laden weight of which does not exceed 12,000 Kgs.</p> <p>3. Concerned CHOD/PHOD of the department is to certify the types of vehicle once for all.</p> <p>4. Overall exp. on each Rly vehicle per year will be as follows:</p> <p>a) Light vehicle Rs.50,000/- per year.</p> <p>b) Heavy vehicle-Rs.90,000/- per year.</p>

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
20(b)		Repairs to Machinery, Plant & Equipment including Hospital equipment on quotation basis.	<b>PHOD / CHOD / SAG</b> Upto Rs. 50,000/- per occasion (ceiling Rs. 5 lakh per machine per annum)	<b>JAG</b> Upto Rs. 20,000/-per occasion (ceiling Rs.1 lakh per machine per annum)	<b>Sr. Scale (Independent charge)</b> Upto Rs. 10,000/- per occasion (ceiling Rs. 20,000/- per machine/ annum).	For proposal less than Rs. 5,000/-, no finance concurrence will be required.
<b>NOTE :</b> 1) Annual ceiling limit of such spares should be limited to Rs. 1,00,000/- ; 2) Powers delegated includes cost of spares replaced by the firm entrusted with repairs ; 3) At least three quotation from reputed dealers should be obtained.						
20(c)		Repairs to Machinery, Plant & Equipment including Hospital equipment on single quotation from OEM or authorized dealer of OEM.	<b>PHOD/CHOD</b> Upto Rs. 20,000/- in each case. <b>SAG</b> Upto Rs. 10,000/- in each case.	<b>JAG/SG</b> Upto Rs. 5,000/- in each case.	NIL	Finance concurrence is necessary. Reasonableness of rate is to be certified while forwarding proposal to Finance.
21		Provision of LPG Connection: Repairs and Maintenance and Servicing.	<b>PHOD/CHOD (handling independent estt.)</b> Full Powers	NIL	NIL	Finance Concurrence is not necessary.
<b>22.Maintenance Contract.</b>						
22(a)		To enter into annual service/maintenance contract for equipment like typewriters, Xerox machine, fax machine, duplicating machine,PC/system, Cyclostyle machines, Cad-Cam machine, Franking machines, other such machines and other machinery plants equipment including hospital equipment.	Full powers Rs. 20,000/- per occasion for each case	up to Rs.10,000/- per item subject to Rs 15000/- per year	NIL	1.Finance concurrence is necessary. 2.Tender/Quotation contract rules to be followed.

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
22(a) (i)	RB's letter No.F(X)II-99/ PW/3 dt.20.10.99 No.F(X)II-2004/ PW/8 dt.30.11.2005	To enter into A MC with OEM or authorised OEM service agents on a single Tender/Quotation basis for office equipments.	PHOD / CHOD/ SAG (handling independent estt.) Upto Rs. 10 lakh per item per annum subject to ceiling limit of Rs 25 lakhs in a year for each dept.	NIL	NIL	Finance concurrence is necessary. 2. Since AMC's are in the nature of service contracts and OEMs/authorized dealers are often reluctant to submit earnest money or security deposits, this need not be insisted upon in such cases. Care may however, be taken to enter into such contracts only with reputed dealers so as to ensure satisfactory performance of the firm and minimum down time of the equipment. Authority: Bd.s L/No.F(X)II-99/P W/3 dt.20.10.99
22(b)		To sanction advance payments to authorized dealers for maintenance of equipment on an interest free basis.	(i) Upto Rs. 1 lacs per item per annum (ii) Upto ceiling limit of Rs.2 lakhs	NIL.	NIL	Finance concurrence is necessary. (Authority: Bd.sL/No.F(X)II-99/PW/3 dt.20.10.99.)
23(a)		<b>Purchase of power utilities from State electricity Boards and D.V.C.</b> For according approval to the proposals of purchase as per tariff and entering into contract.	PHOD/CHOD full power  SAG upto Rs.50 lakhs	NIL	NIL	Finance concurrence is necessary.
23(b)		Signing of Agts approved by the Competent authority.	PHOD/CHOD full power SAG upto Rs.50 lakhs			Finance concurrence is necessary.
23(c)		<b>Purchase of electricity from licensees and bodies other than the State Electricity Board and DVC, in special circumstances.</b> For according approval and purchase as per tariff & entering into contract	PHOD/CHOD full power	NIL	NIL	Finance concurrence is necessary.
23(d)		For signing of Agts approved by the Competent Authority	PHOD/CHOD full power	NIL	NIL	Finance concurrence is necessary.
23(e)		<b>Sale of electricity from Rly source to other inside Rly premises</b> For according approval of sale proposals.	PHOD/CHOD Upto Rs.5 lakh in each case	Up to Rs.25,000/- per year for LT supply only (within the rates approved by CEE)	NIL	Finance concurrence is necessary.

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
23(f)		Entering into contract and signing of Agreements				Finance concurrence is necessary.
23(g)		Supply of electric energy to outsiders.	CEE/CEE(Con) full Powers.	NIL	NIL	1.Finance concurrence is required. 2. Bd's guidelines regarding tariff chargeable to be ensured.
23(h)		Execution of agreement for supply of Electric energy from State Electricity Board and from other agencies.	CEE/CEE(Con)/CEE(RS) full Powers.	NIL	NIL	1.Finance concurrence is required. 2.The exercise of powers by PHOD/CHOD/ SAG is subject to prior acceptance of the tariff and draft agreements by CEE.
23(i)		Payment of Service connection charges to Electric power supply Agencies	PHOD/CHOD of Elect. Deptt. full powers. SAG of Elect. Deptt. Upto Rs.1 lakh in each case	JAG of Elect Deptt. Upto Rs.25,000/- in each case.	NIL	Finance concurrence is necessary.
23(j)		Payment of Initial Security Deposit to electric Power Supply Agencies and subsequent security deposit due to enhancement of contract demand.	PHOD/CHOD of Elect. Deptt. full powers. SAG of Elect. Deptt. Upto Rs.1 lakh in each case	JAG of Elect Deptt. Upto Rs.25,000/- in each case.	NIL	Finance concurrence is necessary.
23(k)		Temporary electrical connections to Rly employees & Rly bodies.	PHOD/CHOD/SAG of Elect. Deptt. full powers.	Up to Rs.20,000/- in each case for SG/JAG officers of Elect. Deptt.	NIL	Finance concurrence is necessary.

#### 24. Office furniture.

24(a)		Repairs to Office furniture	Upto Rs. 5,00,000/- per year.	NIL	NIL	Finance concurrence is necessary.
24(b)		Purchase of new furniture on additional account chargeable to revenue	Upto Rs. 20,000/- (PHOD/CHOD)	NIL	NIL	1. Finance concurrence will be necessary. 2. Procurement to be done through COS.
24(c)		Purchase of furniture provided for in estimates of sanctioned works	PHOD/CHOD upto Rs.2 lakh- p.a.	NIL	NIL	1,Finance concurrence is necessary. 2. Procurement to be made through COS .
24(d) (i)		Procurement of Office furniture on replacement account	PHOD / CHOD Upto Rs. 5 lakh per year. SAG Upto Rs. 1 lakh per year.	NIL	NIL	Finance concurrence is necessary Procurement may be made through COS or through SPC on urgency.

(a) Procurement has to be done through COS. However, in emergent situation procurement may be done through SPC. In case of HQs, SAG officer in charge of establishment of the department must record in writing the nature of emergency as well as the reasons for which procurement through normal channel can not wait. The sanctioning authority—PHOD or CHOD should accept the reason for procurement through SPC in writing.

(b) In cases of procurement chargeable to sanctioned estimate, all other existing formalities of generating indents etc. has to be followed before initiating actual procurement.



Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
24(d) (ii)		Procurement of furniture, equipment, T&P items to be provided to the officer concerned in their office chamber as per Annexure - B.	PHOD / CHOD/ SAG (handling independent estt.) full Powers	NIL	NIL	Finance concurrence is necessary. Procurement should be done through COS except low values T&P items for which Item- 10 of Note in Annex-B is to be followed. In emergent cases SPC may be adopted on urgency certification from PHOD/CHOD/SAG.
25(a)		To the incurrence of expenditure for printing of visiting cards including cost of cards for the Officers upto Sr. Scale level	Upto Rs.600/- per year for each Officer upto Sr. Scale level	NIL	Nil	Finance concurrence is not necessary.
25(b)		Printing of stationery of ledgers, statutory and non-statutory forms (other than money value forms), safety posters, literature bulletin, brochures etc., preparation and bindings of reports in case of administrative urgency, which can not be done through Railway Printing Press.	Upto annual ceiling limit of Rs. 1 lac.	Upto Rs.20,000/- p.a.		(i) No objection and inability certificate from Rly. Printing Press. (ii) Finance concurrence is required.
25(c)		Printing of Magazine	PHOD/CHOD/SAG upto 50,000/- per case, with a maximum ceiling of 1.5 lakh per ann.	NIL	NIL	Finance concurrence is necessary.
<b>26.To write off Irrecoverable losses of Cash, Stores, Tools &amp; Plants.</b>						
26(a)	Item No.44 of GM's Schedule of Powers	Upto Rs. 1 lakh in value when a Rly. Employee is in any way responsible for the loss.	<b>PHOD / CHOD</b> Upto Rs. 75,000/- in each case  <b>SAG</b> Upto Rs. 50,000/- in each case	Upto Rs.10,000/- in each case	NIL	Finance concurrence is necessary. Note:1. Every important case of loss should be brought to the notice of the Rly Bd. ,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 defect in procedure. 2.Inefficient balances under Suspense Heads not exceeding Rs.1 lakh can also be written off by the General Manager. Authority: Item No.44 (ii) of Rly Bd's letter no. F(X)II-2003/PW/10 dt.9.1.04

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
26(b)	Item No.44 of GM's Schedule of Powers	Up to Rs. 2 lakh in value when a Rly. Employee is not in any way responsible.	PHOD / CHOD/ SAG Upto Rs. 1.5 lakh in each case	Upto Rs.20,000/- in each case	NIL	
26(c)		To write off Losses or shortage in service postage stamps.	PHOD / CHOD/SAG Full Powers	Full Powers	Upto Rs.100/- per year.	Finance concurrence is necessary.
26(d)		To write off of irrecoverable amounts due to the Railways upto Rs. 10,000/- when no Railway employee is responsible	PHOD / CHOD Upto Rs. 1.5 lakh in each case SAG Upto Rs. 1 lakh in each case	Upto Rs.15000/- In each case.	Upto Rs.1000/- In each case.	1. This does not apply to wharfage, demurrage, storage and lost property charges which may be written off or refunded by the Railway Administration without sanction of Board. 2. Finance concurrence is required. Authority: Item No.27 of RB's L/No. F(X)II-2003/PW/10 dated 09.01.2004.
<b>27. Arbitration Fee / Honorarium</b>						
27(a)	Item No.33a of GM's Schedule of Powers	To the payment of Arbitration Fees to Private Person upto Rs. 25000/- in each case for acting as Sole / Joint Arbitrator/ Umpire in the dispute where Railway is a party.	PHOD / CHOD full power	NIL	NIL	1.Finance concurrence is required. 2.The circumstances under which such appointment of private persons has been made, would however, be brought to the notice of the Board. 3.Sanction of GM is required beyond Rs.10,000/- and upto Rs.25,000/- in each case as per item No.35 of GM's DOP dt.9.1..04 4. Beyond Rs.1 lakh sanction of GM is required. Authority:-Item No.33(a) of Rly Bd.'s letter No.F(X)11-2003/PW/10 dated 09.01.2004. (c) GM' Rs.10,000/- in each case as per item 35 of GM's DOP dated 09.01.2004. (d) As per item no.35(II) of G.M.'s SOP particulars of cases involving expenditure of more than Rs. 25,000/- in each cases should be referred to Railway Board.
27(b)		Payment of Arbitration Fees to Arbitrators appointed by Court.	PHOD / CHOD up to Rs 1 lakh in each case.	Nil	Nil	
27(c)		Claims decreed by Court of Law duly vetted by Legal Branch. G.M. can sanction uptoRs. 25,000/- as per item no. 35 of G.M.'s SOP.	Nil	Nil	Nil	
27(d)		Payment of other claim settled out of court. GM can sanction upto Rs 10000/-.	Nil	Nil	Nil	

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
27(e)		Payment of honorium to the Rly. Servant appointed to act as an Arbitrator to settle the disputes @ Rs 300/- per day or Rs 150/- per half day subject to a maximum of Rs 10000/- per case.	HOD/CHOD/SAG Full powers.	Nil	Nil	1. Finance concurrence is not required. 2.Ceiling limit laid down by Board should be strictly adhered to. i) For this purpose a day means more than 2 hours .continuous work on any date and half day means work for 2 hrs. or less ii) The officer working as Arbitrator shall record a certificate in writing indicating where he has worked for a half day or for full day on a particular day. iii) The above honorarium to a serving Rly Officer acting as an Arbitrator shall be payable irrespective of the deptt. to which the case pertains. However, while nominating an arbitrator, it should be ensured that the officer should not have dealt with that particular case previously. Authority: Rly. Bd.s No.E(G)2004/H01-2 dt.24.2.04.
						Stenos engaged for the arbitration work/Arbitration award would be entitled to an honorarium of Rs.500/- which can be divided by the arbitrator among the various Stenos, who work for the case In the event, the Bd. of Arbitrators consisting of more than one member, selection of stenographer shall be left to the Presiding Arbitrator. In the first instance efforts should be made to nominate a serving Rly. Employee to work as stenographer. If no serving Railway employee is available to work as stenographer, then only a Retd. Rly Officer appointed as an Arbitrator may be asked to bring his own Stenographer. Authority: Rly Bd.'s L/N.E(G)2004 1-101-2 dt.21.5.04.
27(f)		Acceptance of Arbitration award passed by the Arbitrators to which the Rly. Administration is a party.	PHOD/CHOD upto Rs.50 lakhs in each case. SAG up to Rs.25 lakhs in each case.	Nil	Nil	1.Finance concurrence is required. 2. All awards above Rs.50 lakhs will be put up to GM through PHODs of the executive, Law and the finance Department. 3. All awards above Rs.25 lakhs should be seen personally by the SAG officer of the executive, Law and finance before being put up to the competent authority. 4.The Railway Bd. Should be informed of the following details. i) Where payment to a contractor as a result of the Arbitrator's award exceeds by more than Rs.50,000/- of the amount considered due by the Rly. Admn. before the arbitration proceedings begin. Item No. 36 of G.M.'s SOP. ii) Where deficiency of the General conditions of the contract or Procedure laid down by the Rly Board came to light. iii) All cases of Arb. Awards will be put up to GM with the comments of concerned PHOD/CHOD. JPO No. MRTS/W-17/0 dtd.17.09.2002.
<b>28. Payment of Municipalities &amp; Civil bodies on behalf of the Railway.</b>						

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
28(a)		Registration fees, vehicle tax, tax on Motor vehicles and Road tax.	Full Powers for their departmental vehicles.	Full Powers for vehicles under their control.		Finance concurrence is not necessary.
28(b)		Fees for driving license for Motor drivers.	Full Powers for their departmental vehicles.	Full Powers for vehicles under their control.		Finance concurrence is not necessary.
28(c)		a) Lease of trees in Rly land (b) Lease of Right of fishing in tanks, c) Lease to cut grass etc in Rly limits.	CE/CE(con) full powers	Full powers upto Rs 25000/- in each case.	Nil	Finance concurrence is necessary. (a), (b), (c) have to be done by open tender system/public auction. Reserve price/sale price should be reviewed once in six months.
28(d)		Payment of service charges/municipal tax to Municipalities / local bodies.	Full powers	NIL	NIL	1. Concurrence of associate finance and Legal opinion should be obtained. 2. Rly. Bd.'s extant directives in this matter should be followed.
<b>29. Miscellaneous</b>						
29(a)		Binding of old records/ Ledgers/ Paid Voucher etc.	PHOD/CHOD/SAG Full powers.	NIL	NIL	Finance concurrence is not necessary.
29(b)		Purchase of Digital Camera, Cam-Corder, Water Purifier for official use.	PHOD / CHOD/SAG Upto Rs. 10,000/- for each piece of Water Purifier only subject to an annual ceiling of Rs. 50,000/- for the Deptt. as a whole.	NIL	NIL	Finance concurrence is necessary. Procurement is to be done through COS.
30		Procurement of office consumables including Xerox paper/computer stationery, floppies, CDs, DAT, Printer, cartridge/Ribbon etc. in view of Administrative urgency.	Upto Rs.25,000/- per annum	Sr.EDPM/Dy.HODs upto Rs.40,000/- p.a.	NIL	1. Finance concurrence is required for each case beyond Rs.5000/-. 2. Subject to observation of rules re: local purchase. 3. Inability certificate should be obtained from stores.
31		Granting of way leave facility/easement rights.	PHOD/CHOD Full power	NIL	NIL	
32		To sanction charges for analysis or testing of samples in Govt. Laboratories Or Govt. hospitals, with advance payment if any	Full Power	NIL	NIL	Finance concurrence is necessary.
<b>PUBLIC RELATIONS MATTERS</b>						

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
PR 1(a)		Tender notices and campaign advertisements in DAVP approved publications at current DAVP rates	PHOD/CHOD/SAG in-charge of P.R. Deptt.Full Powers			1.Rly Bd.'s L/No.2005/PR/5/53 dt.19.12.05. 2. Finance concurrence is not necessary. 3. To be published at the request of department. Authority: 1. Board's L/No.86/PRT/4/6 dt. 7.8.1991. 2. Board's L/No.86/PR/4/4 dt.24.8.1999.
PR 1(b)		Souvenir/special publications	Rs 1500/ - per case			1. Finance concurrence is not necessary. <b>Authority:</b> Board's L/No.86/PRT44/6 dt. 7.8.1991.
PR 1(c)		Non- DAVP newspapers (occasionally in Exigency of service and administrative interest)	Rs.50,000/- .			1. Finance concurrence is necessary. 2. Post-facto approval of GM is necessary subject to conditions embodied in Rly Bd.'s L/No.97/PR/19/5 dt.18.10.99.(item No.2).
PR 2	Rly. Bd's Letter No.2003/PR/11/17 dated 21.11.2003.	Participation in Exhibitions.	<b>COM /CPRO</b> Upto Rs. 1 Lakh in each case. Annual ceiling Rs. 3 Lakhs.	NIL		Finance concurrence is not necessary
<b>PR 3 Hospilaty charges in connection with Publicity &amp; Public Relations.</b>						
PR 3		Conducting Press Conference /Press tour/Reception	COM-Full powers		Sr.PRO upto Rs.1500/- per case.	Finance concurrence is not necessary for expenditure upto Rs.3,000/- subject to the observance of annual ceiling stipulated by the Board from time to time. Authority: Bd.'s L/No. 2003/PR/4/11 dt.18.8.2003.(item 2(ii)).
PR 4		Direct purchase and repair of Photo Goods, Cine Goods and Photo albums. Developing & printing of colour film rolls, Video, audio editing lamination and purchase of albums, CDs etc.	ConcernedCHOD/PHOD/SAG who is looking after the Deptt Rs.10,000/- per casesubject toannual ceiling limitof Rs.20,000/- peryear.	Rs.5000/- each case subject to annual ceiling limit of Rs.10,000/-p.a.	Sr PRO- upto Rs.2000/- in each case subject to observati on of rules regarding local purchase &Annual ceiling of Rs.4,000/	Prior finance concurrence will be required if the expenditure exceeds Rs.2,000/- in each case.
PR 5		Hiring of Audio/Video multimedia materials, CD etc. for special occasions, accidents and for training.	PHOD/CHOD UptoRs.20,000/- p.a.	NIL	NIL	Finance concurrence is necessary.

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
PR 6		Expenditure towards job done through outside agencies relating to photography including developing, printing of photographs, translation lamination and video editing, in connection with ceremonial/inaugural function and other important occasions.	Concerned PHOD/CHOD/SAG Looking after P.R. Deptt. Rs.50,000/- p.a.	NIL	NIL	Finance concurrence is necessary.
PR 7		Empanelment of Ad agencies for publication of advertisement	COM Full Power			Finance concurrence is necessary. Selection should be made as per PR Mnuual.
<b>DISASTER MANAGEMENT MATTERS</b>						
DM 1	Para 30 of the HLC's Recommendation, April, 2003	Hiring of vehicles for rescue and relief operations	<u>CSO</u>	NIL	NIL	Finance concurrence is not necessary.
NOTE : 1) Payment will be made from cash imprest / amount withdrawn from Station earning. 2) Payment will be made against proper bills and accounts will be rendered as per extant instructions.						
DM3	Para 32 of the HLC's Recommendation April, 2003	Making on spot payment to private hospitals for treatment of the injured in accidents / disasters	<u>CMS</u>	NIL	NIL	Finance concurrence is not necessary.
NOTE: 1) Payment will be made from cash imprest / amount withdrawn from Station earning. 2) Payment will be made against proper bills and accounts will be rendered as per extant instructions. 3) Senior most medical officer at site will be the nodal officer for coordinating medical expenses. 4) MS / Dy.CMD / Sr.DMO will exercise their powers when they happen to be the senior most medical officer available at site.						
DM4	Para 33 of the HLC's Recommendation, April, 2003	(a) Requisitioning Medical assistance from the civil side (b) On-spot Purchase of essential items including medicines.	<u>CMS</u>	NIL	NIL Station Manager (non - Gaz.) Upto Rs.5000/-	Finance Concurrence is necessary

Sl. No.	Reference to Code / Rule order	Nature of Power	PHOD / CHOD / SAG Officers	SG / JAG Officers	Sr. Scale Officers	Remarks
DM5	Para 34 of the HLC's Recommendation April, 2003	Withdrawal of money from Station Earning in the following cases as well as others defined in para 2425 of Indian Railway Commercial Manual, Vol.II	PHOD / CHOD/ SAG Full Powers			
<b>NOTE :</b> 1) Departmental expenditure necessitated by floods, accidents or earthquakes, etc. 2) Handling charges for transshipment due to accidents, hot axles, etc. 3) Cost of transport of sick and wounded persons to hospitals when, on small stations ambulances are not available 4) Ex-gratia payments to persons involved in train accidents.						
DM 6	Para 35 of the HLC's Recommendation, April, 2003	Financial powers for quicker rescue operations during accidents	NIL		NIL	Accountal should be submitted within a month. Finance concurrence is necessary. It may be taken on post- facto basis.
DM 7	Para 36,37 & 40 of the HLC's Recommendation, April, 2003	Purchase of equipment of ART/ARMV/Break Down Crane	PHOD / CHOD/ SAG Full Powers	Dy. CEE/RS Upto 1 lakh	NIL	Finance concurrence is necessary, if not specifically mentioned.
DM 8	Para 38 of the HLC's Recommendation, April, 2003	Standing spot purchase committee for ART /ARMV to avoid any deficiency in keeping the ART / ARMV / crane equipment in good fettle.	<b>Standing Spot Purchase Committee at Zonal HQ Level :</b> (a) CEE / RS – Addl Member (For Electrical items) (b) CMS - Medical Member (For ARMV ) (c) COS - Stores Member (d) FA & CAO(CON) - Accounts member (e) CE(CON) - Additional Member (For Engineering items) (f) CSTE - Additional Member (For S&T items) The HQ Spot Purchase Committee is to make spot purchase for all items by consolidating the requirements of all ART/ARME/ARMV of the entire Metro .Railway above Rs. 10 Lakhs and upto Rs. 25 Lakhs.			Finance concurrence is necessary.
DM 9	(i) Para 39, 41 & 42 of the HLC's Recommendation, April, 2003  (ii) Rly. Bd's letter No. 2012/F(X)II/5/8 dated 30.05.2012.	To sanction cash imprest for expenses on repairs and maintenance of ART/ARMV/ Cranes.	CEE Upto Rs. 25,000/- per case			Finance concurrence is necessary.
<b>NOTE :</b> 1) Expenses on repairs and maintenance of ART/ARMV upto Rs. 12,500/- in each case. 2) Expenses on repairs and maintenance of Cranes upto Rs. 10,000/- in each case. 3) The cash imprest of Rs. 5,000/- to be provided to ARMV in-charge for use during exigencies at the accident site and may be utilised for expeditious procurement of small items like fuel, food 4) Cash imprest of Rs. 25,000/- to be provided to ART in-charge.						

## Metro Railway, Kolkata, 2016

### ANNEXURE -B

Scale of Furniture, Equipment and T& P Items to be provided in the office chambers of the officers of Metro Railway

Reference SOP item no - 24 (d) (ii)

SI No	Description	Qty.	Rate (in Rs. ) per unit for			Average life in years
			PHODs/ CHODs/ SAG	SG / JAG Officers	Sr. Scale/ Jr. Scale Officers	
A	B	C	D	F	G	H
1	Executive Table	1	45000	24000	16000	10
2	Executive Revolving Chair with cushion	1	18000	15000	10000	10#
3	Visitor's Chair	6	7000	4000	2500	10#
4	(a) Steel Almirah	1	20000	15000	15000	10
	(b) Almirah cum book-shelf	1	12000	NIL	NIL	10
5	Computer Table	1	7000	6500	5000	10
6	Computer Chair	1	5000	5000	5000	10
7	Side Rack Wooden/Steel	1	5000	4000	3500	10#
8	Sofa Set with Centre Table	1	35000	20000	NIL	10 #
9	Hands Free 2 line Telephone Set	1	6000	6000	NIL	12-15 #
10	Good quality Towel extra large	2	600	450	350	3 #
11	Crockery	1	5000	3500	2000	3 #
12	Cutlery	1	500	500	300	3 #
13	Tea Set	1	1000	750	500	3 #
14	Thermo Jug	1	1000	1000	1000	3 #
15	Electric Kettle	1	3000	2500	1500	3 #
16	Microwave Oven	1	10000	NIL	NIL	
17	Emergency Light	1	1500	1500	1500	3 #
18	Table Lamp	1	1000	700	700	3 #
19	Wall Clock (to be supplied by S&T Deptt.)	1	900	600	350	3 #
20	Engagement Board with marker pen	1	1500	1000	1000	5 #
21	Statistics Board	1	2000	2000	1500	5 #
22	Curtain	-	350 per mtr.	250 per mtr.	200 per mtr.	3 #
23	TV (NB: Cost of DTH connection including Set Top Box, Installation, Rental will be extra)	1	25000	NIL	NIL	10 #
24	Refrigerator	1	10000	NIL	NIL	10 #
25	Paper Shredder	1	7000	NIL	NIL	10 #



## Metro Railway, Kolkata, 2016

NOTE :

- 1) Items marked # against average life may be considered for replacement on condition basis following rules for condemnation
- 2) The scale of furniture recommended for the officers shall be provided only after the existing furniture has been declared unserviceable and for this purpose, the procedure already laid down for condemnation of furniture in IE. No. Should be followed. After new furniture are purchased, old condemned furniture are to be sent to Noapara Stores Depot against DS. 8 as condemned Stores item and recorded in the Dead Stock Register.
- 3) The above rates do not include Sales Tax / VAT etc and are only indicative.
- 4) In addition to the above, items like incumbency Board, Glass on Table, Floor Mat, Pen Stand, Soap Dishes etc. will be provided on demand.
- 5) Procurement of any other item necessitated may be done with the sanction of the competent authority as per Procurement of any other item necessitated may be done with the sanction of the competent authority as per provision in SOP. All procurements should be made following the extant rule.
- 6) Recommended scale of furniture shall be provided only after the existing furniture is declared unserviceable / condemned as per extant rule.
- 7) It must be ensured that procurement of an item is made from a reputed manufacturer of the item.
- 8) Total fund per deptt. per annum to be decided by FA&CAO
- 9) Dispecusation for items attracting base as per GM's instruction.

Area of exception

Scale of furniture etc. for Secy. to GM, DGM(G), CPRO/ Sr. PRO should be at par with SAG officers.

- 10) Low valued Items (from Item 10 to 21 as per Annex 'B') of the list are required to be procured through local purchase. To streamline this item Nos. 10 to 21 of Annex-'B' of standardisation rate can be procured through local purchase by drawing pay-order in favour of the officer concerned subject to obtaining finance concurrence and personal approval of concerned officers. Concerned officer is responsible to submit the account for the purchase to the A/C office within a month.





