



मेट्रो रेलवे, कोलकाता

**METRO RAILWAY, KOLKATA**



**SCHEDULE OF POWERS**

**(On Establishment Matters)**

**With effect from 04.04.2016**

# **SOPEST**

## **(Scheduled of Power on Estt. matter)**

### **Gazetted and Non-Gazetted**

### **2016**

- **FP - Full Power for officers / staff working under their control.**
- **FC - With finance concurrence.**

# SOPEST

## (Schedule of Powers on Establishment Matters)

### GAZETTED

Sl.No.	Item/Nature of power	Extent of power delegated to:					Remarks
		PHOD/CHOD	HOD	SG/JAG	Sr. Scale	Authority	
<b>G.1</b>	<b>Grant of Leave</b>						
G.1.1	Casual Leave	FP	FP	FP	NIL	Rule 236 of IREC- Vol.- I, 2003 Edition	--
G.1.2	LAP/LHAP	FP	FP	FP	NIL	Rule 514,523, 526,527 of IREC Vol.-I,ACS No.04 of 1997 & ACS No.64 of 1998	--
G.1.3	Special Disability Leave	FP	FP	NIL	NIL	Rule 552,553 of IREC Vol.-I	On recommendation of CMD/CMS
G.1.4	Paternity Leave / Maternity Leave/Child Care Leave	FP	FP	NIL	NIL	Rule 551,551(A) of IREC Vol.-I, RBE No.144/ 2010	--
G.1.5	Ex-India LAP(other than study purpose)	FP (upto 15 days)	NIL	NIL	NIL	--	--
<b>G.02</b>	<b>Advance of Pay/CTG</b>						
G.2.1	Advance of Pay on transfer for officers working under them	FP	FP	NIL	NIL	Para 1113,1114 of IREM Vol.-1	--
G.2.2	Composite Transfer Grant	FP	FP	FP	NIL	Rule 1643 of IREC Vol.-II	--

Sl.No.	Item/Nature of power	PHOD/CHOD	HOD	SG/JAG	Sr. Scale	Authority	Remarks
<b>G.03</b>	<b>Advance / Withdrawal</b>						
G.3.1	Grant of advance of TA/DA	FP	FP	FP	NIL	Para1109 ,R-I	The advance should be recovered in full on submission of the TA/DA bill.
G.3.2	Advance for purchase of Motor Car/Motor Cycles/Scooter	FP	FP	NIL	NIL	1106 of IREM(Vol-1)	--
G.3.3	House Building Advance	FP (upto SG/JAG)	FP(upto Sr.Scale)	NIL	NIL	Para 1132 of IREM,Vol-I	--
G.3.4	Adv./Final Withdrawal from P.F.	FP(CPO) / FACA0	FP(CPO) FA&CA0	NIL	NIL	Para 922,923, 925 of IREC Vol-I	Cases of SAG & above –GM FA&CA0 for A/Cs Deptt.
<b>G.04</b>	Counter signature on Travelling Allowance	FP	FP	FP	FP	Para 1697 of IREC Vol.II	No counter signature is required
<b>G.05</b>	Permission to Gaz. Officers to attend conference, congress or meeting in India recognized by Rly.Bd. on duty or grant them Spl.C.L. upto 30 days & Spl. Passes.	FP (upto SG/JAG)	FP (upto Sr.Scale)	NIL	NIL	Rule1689 of IREC Vol.II	FC is required  Cases not covered under rule 1689 of IREC,Vol.-II should be referred to Rly. Bd.
<b>G.06</b>	Payment of encashment of leave to Gaz. Officers on retirement.	FP(except HODs)	FP	NIL	NIL	Rule 550(I)(d) IREC Vol.II	FP – GM
<b>G.07</b>	To sanction pension, gratuity, commutation of pension, family pension, P.F settlement dues on retirement.	FP (CPO) [except HODs], FA&CA0	FP(CPO), FA&CA0	NIL	NIL	Para 89 of Rly. Service(Pension) Rules,1993	FP - GM  FA&CA0 for A/Cs Deptt.

Sl.No.	Item/Nature of power	PHOD/CHOD	HOD	SG/JAG	Sr. Scale	Authority	Remarks
G.08	To condone delay for non-insurance of flat/ house, purchased/ built out of House Building Advance from Rly.	FP (CPO & FA&CAO) upto 02 years	FP (CPO & FA&CAO) upto 02 years	NIL	NIL	Bd's letter no. F(E)Spl.94/Adv/3/7 dated 13.10.1995	--
G.09	Grant of permission to/ acceptance of intimation of Group A & B officers for transactions in respect of acquisition or disposal of any immovable and /or movable property	FP-CVO/SDGM (upto Sr.Scale officer).	NIL	NIL	NIL	Rule 18(2) & (3) of Railway Services (conduct) Rules,1966	FP-GM
G.10	To authorize a Railway employee to proceed on duty to any part in India outside his own Railway	FP	FP	FP	NIL	Para 1622, R-II	--
G.11	Grant of Service Certificate	*FP (CPO), FA&CAO	*FP (CPO), FA&CAO	NIL	NIL	Rule 1620 of IREC Vol.I	*Full power on behalf of GM
<b>G.12</b>	<b>Re-imburement</b>						
G.12.1	Re-imburement of Medical Expenses for CT Scan / MRI	CMD – upto 10000/-	MD/CMS /MS in charge of Hospital – upto Rs. 10000/-	NIL	NIL	Board's letter no. 99/H/6-4/policy dated 30.4.2007	Subject to requisite facilities are not available in Railway Hospital. Finance concurrence is necessary.

Sl.No.	Item/Nature of power	PHOD/CHOD	HOD	SG/JAG	Sr. Scale	Authority	Remarks
G.12.2	Re-imburement of Medical Expenses for all clinical pathological investigation, radiological investigation & other types of diagnostic procedure.	CMD- upto Rs.10000/-	MD/CMS /MS in charge of Hospital – upto Rs. 10000/-	NIL	NIL	Board's letter no. 99/H/6-4/policy dated 30.4.2007	Subject to requisite facilities are not available in Railway Hospital. Finance concurrence is necessary.
<b>G.13</b>	<b>Retention of Quarter</b>						
G.13.1	Cases of officers within Kolkata area upto 04 months	FP	FP	NIL	NIL	Board'e letter no.E(G)2000 QRI-23 dt.01.6.2001	For officers working under him.
G.13.2	Beyond 04 months with prescribed rate	FP	FP	NIL	NIL	-do-	-do-
G.13.3	To allow an officer to retain his quarter during leave for a period exceeding 4 months.	FP	FP	NIL	NIL	-do-	-do-
G.13.4	To allow heirs of deceased Rly.Officer to retain quarter upto 24 months on payment of normal rent from the date of death of officer in JA Grade & below	FP	FP	NIL	NIL	Bd.'s letter no.E(G)98 QR 1-11 dated 22.01.1999	--
<b>G.14</b>	To permit change of name in original records including Service Registers, subject to compliance of the prescribed procedure.	FP (CPO), FA&CAO	FP (CPO), FA&CAO	NIL	NIL	Paras 1201 & 1202 of IREM Vol.I	Full Power to CPO only Full Power to FA&CAO for A/Cs Deptt.

Sl.No.	Item/Nature of power	PHOD/CHOD	HOD	SG/JAG	Sr.Scale	Authority	Remarks
G.15	To sanction under taking a work for which fee is offered and acceptance of the fee.	FP	FP	NIL	NIL	Rule 1334 IREC Vol.II, Bd.'s letter no. E(G)90HO1-88 dt.17.10.91 and F(X)II/97/PW/4 dt.16.9.97	With FC
G.16	Mileage Allowance (through the shortest & cheapest route	FP	FP	NIL	NIL	Para 1607 & 1608 of IREC Vol.II	--
G.17	Issue of NOC for obtaining Passport	FP upto SG officers)	FP upto SG officers)	NIL	NIL	Rly. Bd's letter no.95/V(C)/00/1 dt. 22.11.1995	1.Prior Vigilance Clearance is necessary 2.Full Power with GM (in respect of HAG/SAG officers)

# SOPEST

## (Schedule of Powers on Establishment Matters)

### NON-GAZETTED

Sl. No.	Nature of Power/ Item	Extent of powers delegated to:						Remarks
		PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr.B	Authority	
1	2	3	4	5	6	7	8	9
<b>NG.01</b>	<b>Extension / Conversion</b>							
NG.1.1	Extension of currency of temporary posts	FP	FP	NIL	NIL	NIL	---	With GM's permission. FC is necessary
NG.1.2	Conversion of temporary posts into permanent posts	FP	FP	NIL	NIL	NIL	---	Subject to approval of 3 SAG committee, constituted by GM, one each from Personnel, Accounts & concerned Deptt. FC is necessary.
<b>NG.02</b>	Issue of offer of Apptt. letters to Gr.C (incl. erstwhile Gr.D )	FP	FP	FP In respect of Gr.C in PB-2, GP, upto Rs. 4600/-	FP In respect of Gr.C in PB-1, GP, upto Rs. 2800/-	FP In respect of erstwhile Gr.D having GP upto Rs.1800/-	Rule 215 of IREC Vol.I	--



Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr.B	Authority	Remarks
<b>NG.03</b>	<b>Resignation/ Re-appointment</b>							
NG.3.1	Acceptance of resignation/vol. retirement of non-Gazetted staff	FP	FP	NIL	NIL	NIL	Rule 302(3)of IREC-Vol.I, Rule 1803 of IREC-Vol.II	Subject to having SPE/Vig., D&A clearance for vol. retirement.
NG.3.2	Re-appointment of non-Gazetted staff after acceptance of resignation.	FP	NIL	NIL	NIL	NIL	Bd's letter no. E(NG)/I/91RG1-1 dt.27.12.91 , Para 402of IREC-I	--
<b>NG.04</b>	<b>Transfer</b>							
NG.4.1	Transfer of non-Gazetted staff (a)within the Railway	FP	FP	FP	NIL	NIL	Rule 226& 231 of IREC Vol.-I	Through Placement Committee
	(b)Out side the Railway (i.e.inter Rly.)	FP	FP	NIL	NIL	NIL	-Do-	-Do-
<b>NG.05</b>	<b>Grant of Leave</b>							
NG.5.1	Casual Leave	FP	FP	FP	FP	FP	Rule 236 of IREC Vol.I	1. Sr.Supervisor with Independent charge located away from controlling officer – <b>FP</b> for staff under his control 2. Sr. Supervisor – Full Power in respect of erstwhile Gr.D staff.

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr.B	Authority	Remarks
NG.5.2	LAP/LHAP	FP	FP	FP (upto G/Pay Rs.4600/- in PB-2 & Section In- charges)	FP (upto G/Pay Rs.2800/ in PB-1)	FP (upto G/Pay Rs.1900/-)	Bd's letter no.E(G)96LE-4of 31.12.96, Rule 514, 526,527 of IREC Vol.I	--
NG.5.3	Spl. Disability Leave	FP	FP	FP	NIL	NIL	Para 552,553 of IREC Vol.I. Appex.V(10) First Schedule Chapter 5 Appex.V(3)of IREC Vol.I	On recommendation of CMD/CMS
NG.5.4	Study Leave	FP	FP	NIL	NIL	NIL	Rule 556 of IREC Vol.I.First Schedule Chapter 5, Appendix V of IREC Vol.I	--
NG.5.5	Hospital Leave	FP (beyond 120 days)	FP (beyond 120 days)	FP (upto 120 days)	NIL	NIL	Rule 554 of IREC , Vol.I	--
NG.5.6	Maternity & Paternity Leave	FP	FP	FP (upto G/Pay Rs.4600/- in PB-2 & Section In- charges)	FP (upto G/Pay in PB-1 Rs.2800/-)	FP (upto G/Pay Rs.1900/-)	Rule 551 of IREC Vol.I	--

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr.B	Authority	Remarks
NG.5.7	Child Care Leave	FP	FP	FP	NIL	NIL	Bd's letter no. E(P&A)I-2008/ CPC /LE-8 dt. 23.10.08, 12.12.08, 04.10.2010, 08.02.11	--
NG.5.8	Spl.Casual Leave for participation in national and international events including trekking expeditions	FP	FP	FP (upto 30 days )	NIL	NIL	Item 5(1) of annex.- C to Master Circular No.10	--
NG.5.9	Spl.CL in excess of 30 days upto an additional 90 days	FP	FP	NIL	NIL	NIL	Bd.'s letter no. E(Sports)/2000/ Policy/2 AGM dt.22.04.2004	120 days of SCL to be clubbed and given to players in a calendar year for ordinary & national team tournament.
NG.5.10	Extra – ordinary leave solely or in continuation of recorded leave, subject to a maximum of 05 years.	FP	FP	FP	NIL	NIL	Rule 530 (sub rule-5) of IREC Vol.I	--
NG.5.11	Leave to Railway employees in respect of whom a medical authority has reported that there is no reasonable prospect that he will be fit to return on duty.	FP	FP	FP	NIL	NIL	Rule552, IREC Vol.I	--

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr.B	Authority	Remarks
NG.5.12	Counting of Extra-ordinary leave for increment.	FP	FP	FP	NIL	NIL	Para 1320 of IREC Vol.II (b)(ii)	--
NG.5.13	Ex-India Leave	FP	FP	NIL	NIL	NIL	DOPT's OM No. 11013/7/94-Estt.(A) dt. 18.5.1994 and 07.11.2000. Bd.'s letter no. E(O)III-2007/PL/03 dated 19.6.2007 & 31.10.2007.	With permission to leave station/HQ. The staff should comply all the required proceedings for taking ex-India leave on private tour abroad.
<b>NG.06</b>	<b>Retention of Railway Quarters</b>							
NG.6.1	To permit to continue the occupation of railway quarters after retirement	FP	FP	FP	NIL	NIL	Bd.'s letter no.E(G) 92QRI-20(MC) dt.19.01.93	Not exceeding 08 months
NG.6.2	To permit to continue the occupation of railway quarter after death of the Rly. employee	FP	FP	FP	NIL	NIL	Bd.'s letter no. E(G)98 QR1-11 dt. 17.8.99.	Not exceeding 24 months
NG.6.3	To permit to continue the occupation of railway quarter in case of resignation/ Discharge.	FP	FP	FP	NIL	NIL	Para 10.28 of Board's letter no. E(G)2006 QR1-6 dt. 20.4.07	No exceeding 01 month.
NG.6.4	Joint occupation of Railway quarter as per extant rules and orders regarding recovery of rent.	FP	FP	FP	FP	NIL	Rule 1712 of IREM Vol.II,1990 Edn.	--

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr.B	Authority	Remarks
NG.6.5	To permit to continue the occupation of railway quarter for missing employees	FP (upto 02 years)	FP (upto 02 years)	NIL	NIL	NIL	Rly. Bd.'s L/No. E(G)2001 QR1-17 dt. 17.7.2002	1.Full Power with GM 2.On normal rent for a period of one year from the date of lodging FIR. For a further period of one year on normal rent on certification of the police authority that the employee is not traceable.
<b>NG.07</b>	<b>Advance / Withdrawal</b>							
NG.7.1	To sanction Temporary/ Final withdrawal from P.F. A/C.	FP	FP	FP	FP	FP(for GP-1800/- only)	Rule 922,923,924, 925 IREC Vol-I	Powers to be excercised by 'P.Br. Officer for all deptt., except A/Cs Deptt.
NG.7.2	Advance of Travelling Allowance/DA	FP	FP	FP	NIL	NIL	Rule 1110 of IREM Vol.I	--
NG.7.3	Advance of pay on Transfer	FP	FP	FP	NIL	NIL	Rule 1113 & 1118 of IREM	--
NG.7.4	To sanction advance for festival	FP	FP	FP	FP	For the staff working in GP-1800/-	Para 1125 of IREM Vol.I	--
<b>NG.08</b>	<b>Honorarium / Fees</b>							
NG.8.1	To sanction undertaking a work for which honorarium is offered	FP	FP	NIL	NIL	NIL	Rule 1334 of IREC Vol.II, Bd.'s letter no. F(X)II-94/PW/3 dt. 26.03.1996	With FC

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr. B	Authority	Remarks
NG.8.2	To grant or sanction payment of honorarium	FP(upto Rs.15000/-) in each individual case*	FP(upto Rs.15000/-) in each individual case*	NIL	NIL	NIL	Rly.Bd.'s letter no. 2011/F(X)II/5/10 dt. 29.12.2011	1.With the permission of GM 2. With FC *Where the honorarium is recurring, the limit of Rs.15000/- applies to the total amount paid in one financial year.
NG.8.3	To sanction undertaking a work for which fee is offered and acceptance of the fee	FP(upto Rs.5000/-)	FP(upto Rs.4000/-)	FP(upto Rs.2000/-)	NIL	NIL	Rule 1334(A&C)IREC Vol-II, Bd.'s letter no. E(G)90HO1-88 dt. 17.10.91,Bd.'s L/No.F(X)II/97/PW/4 dt.16.9.97.	With FC
<b>NG.09</b>	<b>CTG</b>							
NG.09.1	To sanction Composite Transfer Grant	FP	FP	FP	NIL	NIL	Rule 1643 (D-1)of IREC Vol.II	--
NG.09.2	To sanction Composite Transfer Grant for belated claims:						Bd.'s letter no.F(E)I / 89/AL/28/11 dt.23.02.90	--
	(a)For serving employees beyond 06 months	FP	FP	NIL	NIL	NIL	-do-	With FC
	(b)Within one year of retirement /death	FP	FP	NIL	NIL	NIL	-do-	With FC
	(c)Beyond one year but within two years of retirement /death	FP	FP	NIL	NIL	NIL		

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr. B	Authority	Remarks
<b>NG.10</b>	<b>Reconstruction of Service Record</b>							
NG.10.1	Reconstruction of Service Book/Sheet with available records	FP (CPO& FA&CAO only)	FP (CPO & FA&CAO only)	NIL	NIL	NIL	Bd.'s letter no.E(NG) 60PTN1/3 dt.28.3.60 as amended from time to time.	With FC
NG.10.2	Reconstruction of Service Book/Sheet on the basis of affidavits when no records are available	FP (CPO& FA&CAO only)	FP (CPO & FA&CAO only)	NIL	NIL	NIL	Bd.'s letter no.E(NG) 60PTN1/3 dt.28.3.60 as amended from time to time	With FC
<b>NG.11.</b>	<b>Payment of Compensation / additional increment</b>							
NG.11.1	Sanction for payment of compensation to Rly. employees injured in accident caused by the working of trains when injury made in the discharge of duty	FP	FP	NIL	NIL	NIL	Item18 of Rly.Bd.'s letter no. F(X)II- 2010 /PW/2 dt. 11.10.2010	With FC
NG.11.2	To grant compensation other than those awarded by Claims Commissioner	FP	FP	NIL	NIL	NIL	-do-	With FC
NG.11.3	To grant additional Increment to sportspersons working in Rly. for excellent sports achievement.	FP (CPO)	FP (CPO)	NIL	NIL	NIL	Bd.'s letter no.E/ Sports/2007/ Policy/3 dt.30.3.2007	With FC
NG.12	Condonation of interruption in service	FP	FP	NIL	NIL	NIL	Para 43 of Railway Services (Pension) Rules,1993	With FC

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr. B	Authority	Remarks
NG.13	To issue of service certificate to Railway servants	FP (CPO & FA&CAO)	FP (CPO & FA&CAO)	NIL	NIL	NIL	Rule 1620 of IREC- Vol-I	--
NG.14	Grant of Daily Allowances for halts in excess of 30 days and upto 180 days	FP	FP	FP (upto 60 days)	NIL	NIL	Para 1618 of IREC, Vol.II	In case of more than 180 days, it will be deemed as permanent transfer.
NG.15	Recovery in lump sum or in installments of arrears of Subscription due from Rly. Servant who is admitted as a subscriber to the Provident Fund with retrospective effect.	FP	FP	FP	FP	FP	Para911 of IREC Vol.I	--
NG.16	Sanction of refund of Provident Fund by installment by non-gazetted staff on re-appointment.	FP	FP	FP	NIL	NIL	Para 917-IREC Vol.I	--
NG.17	Counter signature of Travelling Allowance Journals	FP	FP	FP	FP	FP	Rule 1697 of IREC Vol.II	--
<b>NG.18</b>	<b>Grant of Cash Awards</b>							
NG.18.1	To sanction rewards to individual cases for meritorious work	FP (upto 2000/-)	FP (upto 2000/-)	NIL	NIL	NIL	Rly.Bd.'s letter no.F(X)II-2008/PW/6 dt. 16.01.2009	Subject to availability of fund.
NG.18.2	To grant Group Cash Award for meritorious work of outstanding nature.	FP(up to Rs.5000/-)	FP(up to 5000/-)	NIL	NIL	NIL	Rly.Bd.'s letter no. E(G)86-AWI-23 dt. 31.7.1986	-Do-



Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr. B	Authority	Remarks
NG.19	Temporary transfer of Posts and Grades in respect of non-gazetted staff from one station to another upto 180 days within the Railway.	FP	FP	NIL	NIL	NIL	Item 51 of 1648 of IREC Vol.II	--
NG.20	Grant of permission to Gr.C and erstwhile Gr.D staff as well as getting intimation for transactions in respect of any movable or immovable property	FP (CPO), FA&CAO	FP (CPO), FA&CAO	NIL	NIL	NIL	Rule 18 of Railway Services (Conduct) Rules,1966	FA&CAO for A/Cs Deptt.
NG.21	Grant of House Building Advance to non-gazetted staff as admissible	FP	FP	NIL	NIL	NIL	1132 of IREM Vol.I	Subject to fulfillment of conditions as per extant rule.
NG.22	To condone delay for non-insurance of flat/ house, purchased/built up with the help of House Building Advance from Rly.	FP (for two years)	FP (for two years)	NIL	NIL	NIL	Bd.'s letter no. F(E)Spl. 94/Adv./3/7 dt.13.10.95	--
NG.23	To sanction pension, family pension, gratuity and commutation of Pension, P.F. settlement dues on retirement	FP	FP	FP	FP	NIL	Para 89 of Railway Services(Pension) Rules,1993	--
NG.24	Payment of encashment of leave on retirement.	FP	FP	FP	FP	NIL	Rule 550(1)A(1)(d)- IREC Vol-I	--

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr. B	Authority	Remarks
NG.25	To order deduction from gratuity on account of Govt./Non Govt. dues or losses.	FP	FP	NIL	NIL	NIL	Board's letter no. EF(E)III/88/LG/1 dt. 07.08.1989.	--
NG.26	Provisional payment of wages/Salary	FP (upto 03(three) months)	FP (upto 03(three) months)	NIL	NIL	NIL	Rule 1103 of Genl. Admn.& Finance Code,1991	Beyond 03 moths, GM's personal sanction is required.
NG.27	To accept voluntary retirement including the waival of notice period	FP	FP	NIL	NIL	NIL	Rule 1803(b)(2)IREC Vol.II	Subject to D&A , Vig. Clearance
NG.28	Classification of Rly.employees under Hours of Employment Rules	FP (CPO only)	FP (CPO only)	NIL	NIL	NIL	Section 130 of Railways Act,1989 & Rly.bd.'s letter no.E(LL)2001/HER/ 9 dt. 09.08.05.	With FC
NG.29	To authorize a Railway servant to proceed on duty to outside the Zonal Railway	FP	FP	FP	Upto G/Pay Rs.2800/- in PB-1	NIL	Bd.'s letter no.F(E) 68/PW5/1/1 dt.03.4.69.	--
NG.30	Training in Non-Railway Institutions	FP (upto 01 lakh p.a.)	FP (upto 01 lakh p.a.)	NIL	NIL	NIL	Bd.'s letter no.F(X)II-06/PW/18 dt.20.8.08	1.FP is Subject to Bd.'s letter dated 20.8.2008 2.Availability of Fund 3.With FC
NG.31	Permission for acquiring higher qualification	FP	FP	FP(upto GP-4600/-)	FP(upto GP-2800/-)	NIL		--
NG.32	Issue of No Objection Certificate for Passport & Visa	FP	FP	FP (upto G/Pay Rs. 4600/- in PB-2)	FP (upto G/Pay Rs. 2800/- in PB-1)	NIL		SPE/Vig. & D&A Clearance required.

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr. B	Authority	Remarks
NG.33	Grant of Joining Time as admissible	FP	FP	FP	FP	FP(for G/ Pay Rs. 1800/- only)	Para 1108 IREC, Vol.I	--
NG.33.1	Extension of Joining Time upto 30 days	FP	FP	NIL	NIL	NIL	Para 1109,IREC Vol.-I	--
NG.34	Grant of Advance for treatment of cancer	FP	FP	NIL	NIL	NIL	Para 1124 of IREM Vol.-I	With FC
NG.35	Incentive for acquiring higher qualification	FP	FP	NIL	NIL	NIL	RBE No.01/1996, 122/97 & 124/2000	With FC
NG.36	Re-distribution of posts in non-gazetted establishment	FP (CPO & FA&CAO only)	FP (CPO & FA&CAO only)	NIL	NIL	NIL	---	FA&CAO for A/Cs Deptt.
NG.37	Advance for purchase of Motor Cycle/ Scooter etc.	FP	FP	NIL	NIL	NIL	Para1104 of IREM-Vol.I	--
NG.38	Recovery of overpayment	FP	FP	FP	NIL	NIL	Para 1013 B of IREM, Vol.-I	--
NG.39	To waive irrecoverable amount overdrawn by non-gazetted employees	FP	FP	NIL	NIL	NIL	Para 1017 & 1018 IREM VOL-1	With FC
NG.40	Forwarding of applications of serving Railway employees for posts outside the Railways.	FP	FP	NIL	NIL	NIL	Para1402 of IREM Vol.I	--

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr. B	Authority	Remarks
NG.41	Officiating promotions under the Next Below Rule in a cadre in vacancies of more than 90 days during and also subject to the conditions stipulated.	FP (CPO& FA&CAO only)	FP (CPO& FA&CAO only)	NIL	NIL	NIL	Bd.'s L/No.F(E)II/71 PA/4/1 dt.21.10.71	--
NG.42	Change of category in case of medically decategorised staff	FP	FP	NIL	NIL	NIL	RBE No.121/2007 dt. 25.9.2007.	Through screening committee
NG.43	To permit journey by road between two stations connected by Road	FP	FP	FP	NIL	NIL	Rule 1630 of IREC Vol.II	--
NG.44	To sanction temporary/ Final withdrawal from P.F.	FP	FP	FP	FP	FP(G/Pay Rs.1800/- only)	Rule 922/923/925 of IREC Vol.I	--
<b>NG.45</b>	<b>Medical reimbursement</b>							
NG.45.1	Re-imburement of Medical Expenses for CT Scan & MRI	FP (CMD/ CMS upto 10000/-)	FP (CMD/ CMS upto 10000/-)	NIL	NIL	NIL	Bd.'s letter no. 99/H/6-4/Policy dt. 30.04.07	With FC, Provided such facilities are not available in Railway
NG.45.2	Re-imburement of Medical Expenses for all clinical pathological investigation, radiological investigation & other types of diagnostic procedure.	FP(CMD/ CMS upto 10000/-)	FP(CMD/ CMS upto 10000/-)	NIL	NIL	NIL	Bd.'s letter no.99/H/6-4/Policy dt.30.4.07.	With FC Provided such facilities are not available in Railway

Sl. No.	Nature of Power/ Item	PHOD/ CHOD	HOD	SG/JAG	Sr. Scale	JS/Gr. B	Authority	Remarks
NG.46	Dual Charge arrangement/ Allowance	FP	FP	NIL	NIL	NIL	Para 645 to 650 of IREM Vol.-I	With FC
NG.47	Mileage Allowance (through the shortest & cheapest route)	FP	FP	FP	NIL	NIL	Para 1607 & 1608 of IREC Vol.II	--