

METRO RAILWAY SCHEDULE OF POWERS (ESTT. MATTERS) INDEX

Item No.	Description	Page No.
G.1	Grant of Leave	3
G.02	Advance of Pay/CTG	3
G.03	Advance / Withdrawal	4
G.04	Counter signature on Travelling Allowance	4
G.05	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.	4
G.06	Payment of encashment of leave to Gaz. Officers on retirement.	4
G.07	To sanction pension, gratuity, commutation of pension, family pension, P.F settlement dues on retirement.	4
G.08	To condone delay for non-insurance of flat/ house, purchased/ built out of House Building Advance from Rly.	5
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	5
G.10	To authorize a Railway employee to proceed on duty to any part in India outside his own Railway	5
G.11	Grant of Service Certificate	5
G.12	Re-imbusement	5
G.13	Retention of Quarter	6
G.14	To permit change of name in original records including Service Registers, subject to compliance of the prescribed procedure.	6
G.15	To sanction under taking a work for which fee is offered and acceptance of the fee.	7
G.16	Mileage Allowance (through the shortest & cheapest route	7
G.17	Issue of NOC for obtaining Passport	7
NG.01	Extension / Conversion	8
NG.02	Issue of offer of Apptt. letters to Gr.C (incl. erstwhile Gr.D)	8
NG.03	Resignation/ Re-appointment	9
NG.04	Transfer	9
NG.05	Grant of Leave	9
NG.06	Retention of Railway Quarters	12
NG.07	Advance / Withdrawal	13
NG.08	Honorarium / Fees	13
NG.09	CTG	14
NG.10	Reconstruction of Service Record	15
NG.11	Payment of Compensation / additional increment	15
NG.12	Condonation of interruption in service	15
NG.13	To issue of service certificate to Railway servants	16

NG.14	Grant of Daily Allowances for halts in excess of 30 days and upto 180 days	16
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.	16
NG.16	Sanction of refund of Provident Fund by installment by non-gazetted staff on re-appointment.	16
NG.17	Counter signature of Travelling Allowance Journals	16
NG.18	Grant of Cash Awards	16
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.	17
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	17
NG.21	Grant of House Building Advance to non-gazetted staff as admissible	17
NG.22	To condone delay for non-insurance of flat/ house, purchased/built up with the help of House Building Advance from Rly.	17
NG.23	To sanction pension, family pension, gratuity and commutation of Pension, P.F. settlement dues on retirement	17
NG.24	Payment of encashment of leave on retirement.	17
NG.25	To order deduction from gratuity on account of Govt./Non Govt. dues or losses.	18
NG.26	Provisional payment of wages/Salary	18
NG.27	To accept voluntary retirement including the waival of notice period	18
NG.28	Classification of Rly.employees under Hours of Employment Rules	18
NG.29	To authorize a Railway servant to proceed on duty to outside the Zonal Railway	18
NG.30	Training in Non-Railway Institutions	18
NG.31	Permission for acquiring higher qualification	18
NG.32	Issue of No Objection Certificate for Passport & Visa	18
NG.33	Grant of Joining Time as admissible	19
NG.34	Grant of Advance for treatment of cancer	19
NG.35	Incentive for acquiring higher qualification	19
NG.36	Re-distribution of posts in non-gazetted establishment	19
NG.37	Advance for purchase of Motor Cycle/ Scooter etc.	19
NG.38	Recovery of overpayment	19
NG.39	To waive irrecoverable amount overdrawn by non-gazetted employees	19
NG.40	Forwarding of applications of serving Railway employees for posts outside the Railways.	19
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.	20
NG.42	Change of category in case of medically decategorised staff	20
NG.43	To permit journey by road between two stations connected by Road	20
NG.44	To sanction temporary/ Final withdrawal from P.F.	20
NG.45	Medical reimbursement	20
NG.46	Dual Charge arrangement/ Allowance	21
NG.47	Mileage Allowance (through the shortest & cheapest route)	21