



# METRO RAILWAY KOLKATA



## SCHEDULE OF POWERS

(On Miscellaneous Matters )

With effect from 01.01.2016



## FOREWORD



Schedule of Powers (on Misc. Matters) is a very important tool to delegate the powers to various levels of functionaries with a view to decentralize the powers and for expeditious decision making. This also devolves more responsibility on different functionaries to ensure proper utilization of powers in the interest of the Railway.


On this Railway, the first edition of the Schedule of Powers (on Misc. Matters) was published in 2006 as a composite book. Since then several corrections as well as new delegations have been made for more effective decentralization and also due to revised delegations issued by the Railway Board.

This new publication is basically the updated version of the SOP issued earlier and incorporates all the correction slips issued till 30.12.2015.

I acknowledge the efforts of SAG & JAG level officer's committee, DGM(G) and staff, who have produced this document and sincerely hope that this will accelerate and streamline administrative decision making on this Railway.

To enable us to improve further, any suggestion, query and feedback for modification of any item of the Schedule of Powers may be sent to DGM(G), Metro Railway, Kolkata through concerned PHOD/HOD for consideration.

Kolkata,  
Dated 31<sup>st</sup> December 2015

  
(Ashwani Kumar Kapoor)  
General Manager  
Metro Railway, Kolkata



## PREAMBLE

After publication of Schedule of Powers on Misc. Matters in 2006, some new delegations and few corrections have been made for decentralization and delegation of powers so that decision can be taken at the Field/Unit level. Keeping the above in view the Schedule of Powers (on Misc. Matters) has now been revised and reprinted.

The powers delegated to different officials of this Schedule of Powers (on Misc. Matters) will require prior finance concurrence, unless otherwise explicitly specified. The power delegated cannot be re-delegated in any form without prior approval of GM. A copy of this SOP (on Misc. Matters) is posted on the Metro Railway Website, which can be accessed by all officials of Metro Railway.

Kolkata,  
Dated 31<sup>th</sup> December, 2015

  
(Prottyush Kumar Ghosh)  
Dy. General Manager (G)  
Metro Railway, Kolkata

## INDEX

### SCHEDULE OF POWERS (MISC. MATTERS) – 2016

Sl.No.	Subject	Pg
1.	Imprest Cash	1
2.	Books, Newspapers, Periodicals & Sports Materials	1
3.	GM's Schedule of Power	2
4.	Purchase of office machines and accessories	2
5.	Computer	3
6.	Supply of brief case/Bags to Officers	7
7.	Transfer of Railway quarter from one Deptt. to another	7
8.	Ceremonial Occasion, Hospitality & Entertainment	7
9.	Railway Telephones	8
10.	NON Railway Telephone	8
11.	Providing food, drinks & transport of injured passengers to hospitals.	9
12.	Acceptance of tests on Stores supplies and Quality Tests by: (Store Code)	10
13.	Hiring of road transport where Railway facilities are unsuitable or not available	10
14.	Hiring of Plant and Equipment & Machinery & Private accommodation	10
15.	Motor Cycles/Motor Boats	11
16.	To the incurrance of legal expenditure	11
17.	Sanction to payment of award/compensation passed by various district consumer forum and state consumer forum	11
18.	Travelling/Conveyance Allowance to Outsiders.	11
19.	Condemnation.	12
20.	Repairs of vehicles, other tools and plant from trade.	13
21.	Provision of LPG Connection: Repairs and Maintenance and Servicing	14
22.	Maintenance Contract.	14
23.	Purchase of power utilities from State electricity Boards and D.V.C	15
24.	Office furniture.	16
25.	To the incurrance of expenditure for printing of visiting cards including cost of cards for the Officers up to Sr. Scale leve	17
26.	To write off Irrecoverable losses of Cash, Stores, Tools & Plants.	17
27.	Arbitration Fee/ Honorarium	18
28.	Payment of Municipalities & Civil bodies on behalf of the Railway	19
29.	Miscellaneous	20
30.	Procurement of office consumables including Xerox paper/computer stationery	20
31.	Granting of way leave facility/easement rights	20
32.	To sanction charges for analysis or testing of samples in Govt. Laboratories Or Govt. hospitals, with advance payment if any	20
33.	PUBLIC RELATIONS MATTERS.	21
34.	DISASTER MANAGEMENT MATTERS	22