

RAIL COACH FACTORY, RAEBARELI

GM's Office
Administrative Block

No. RCF/RBL/M/SOP/Vol-I (Works)

Date: 11.08.2015

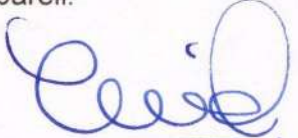
All PHOD's/CHOD's
All HOD's /Dy.HOD's
Rail Coach Factory, Raebareli

Sub: Schedule of Powers on Works Matters.

This first version of Schedule of Power on Works Matters of Rail Coach Factory/Raebareli has been finalized & attached herewith for your information, guidance and further necessary action.

This supersedes SOP on Works Matters of RCF/Kapurthala being followed till date by RCF/Raebareli.

This is issued with the concurrence of the FA&CAO and sanction of the General Manager.


(Vinod Pal) 12/8
Dy. General Manager/G

Note:

CDE/IT is requested to publish the same on the RCF/Raebareli website.

RAIL COACH FACTORY, RAEBARELI
SCHEDULE OF POWERS
ON WORKS MATTERS





Alok Dave
General Manager

Administrative Block
Rail Coach Factory
Raebareli

I am glad that the exercise pertaining to preparation of “**Schedule of Powers on Works Matters**” has been completed in our newly established Production Unit. The need for decentralization and for effective administration at all level has been kept in view and it is expected that this document would go a long way in increasing the efficiency of work at all levels.

I would like all the officers and supervisors to thoroughly familiarise themselves with this SOP and use it effectively to improve their efficiency.

Date: 11.08.2015


12/8/15
(Alok Dave)



Rajesh Agarwal
Chief Engineer

Administrative Block
Rail Coach Factory
Raebareli

Dear fellow Officers,

Indian Railways has recently taken Giant Step towards decentralization of Powers by delegating full purchase as well as Works Powers to field level. I am delighted to see that the corporate thrust in making field units more empowered, accountable and efficient has been given proper and adequate reflection in this SOP.

I am very confident that officers of all Departments dealing with works matter will understand the need of hours & challenges anticipated in Works Area and will not hesitate to exercise Delegation of Powers conferred in this SOP.

Suggestions, if any, for further improvement of this document may be sent to Dy. General Manager (G) through their respective CHODs/PHODs.

Rajesh Agarwal
11/8/15
(Rajesh Agarwal)

Date: 11.08.2015

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SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
// SANCTION OF NEW WORKS UNDER LUMP SUM CATEGORY WORKS (Sr. No. 1 to 1.2)								
1.		Sanction of expenditure on works other than New Lines, Gauge Conversions, Railway Electrification works, Metro-politan Transport Railway Projects, Computerisation, setting up of New Production Units, Rolling Stock and Surveys, provided in the sanctioned budget for the year or carried forward from the sanctioned budget of the previous year or on works as under :	Item No.39 of Rly Board's letter No. F(X)II-2007/PW/4 dated 21.09.2007.					
	1.1	Works/M&P under lumpsum provision	Item No.39 (a) of Rly Board's letter No. F(X)II-2008/PW/7 dated 05.12.2008.	Full powers upto Rs.20 lac each.	Full powers upto Rs.10 lac each.	Full powers upto Rs.5 lac each.	Full powers upto Rs.50,000/- each.	Nil
	(a)	Works costing not more than Rs.1Crore each. Note : This requires finance concurrence.						
	b)	Machinery and plant - Costing not more than Rs.30 lac each, provided that the total lumpsum provision made in the budget for such work is not exceeded. Note: This requires finance concurrence.		Full powers upto Rs.15 lac each.	Full powers upto Rs.5 lac each.	Full powers upto Rs.1 lac each.	Nil	Nil
		Note: (i) CE should ensure that lump sum provision made in the budget is not exceeded, as per item 39(a) of GM's schedule of power. (ii) The above is subject to such restrictions as prescribed by Railway Board/GM for any specific type of works from time to time. (iii) Works of New lines, Gauge Conversion, Railway Electrification works, Metropolitan Railway Projects, Computerisation, setting up of new Production Units, or Rolling Stock or Surveys not provided in the sanctioned budget for the year or carried forward from the sanctioned budget of the previous year shall not be included in above works.						
1.2		Out of turn works in respect of Users Amenities under lumpsum provision:	Item No. 39 (b) of Rly Board's letter No. F(X)II-2007/PW/4 dated 21.09.2007.					
	a)	Sanction of new works upto Rs. 20 lac in respect of existing Railways, Schools, Hospitals, Dispensaries and Institutes Includes Officers Club, Rest Houses and Holiday Homes etc. under lumpsum provision as well provided the funds required for such works as provided in the sanctioned budget for works in these categories are not exceeded.	Rly Board's letter No. F(X)II-2008/PW/7 dated 27.08.2009	Full powers upto Rs.10 lac.	Full powers upto Rs.5 lac.	Nil	Nil	Nil
		Note: 1. Emphasis should be on creation of amenities of durable and lasting nature and funds not be frittered way on provision of superficial items like furnishings and furniture etc. 2. Prescribed norms/para-meters regarding population should be follow in providing the amenities/facilities. 3. Powers to sanction of such works between Rs.10 lac to Rs. 20 Lac each shall be exercised personally by GM with personal concurrence of FA&CAO.						

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1		2	3	4	5	6	7	8
	b)	Sanction of new works under Passenger Amenities Plan Head upto Rs.2 Crore each against lumpsum provision subject to the budgetary ceiling of Rs.10 Crore (Other than lumpsum) in a financial year, of which not more than Rs. 3 Crore could be on other than safety related items with the provision that all safety works should be completed within a maximum period of 8 months from the date of sanction.	Rly Board's letter No. F(X)II-2008/PW/7 dated 11.01.2010	Full powers upto Rs.15 lac each	Full powers upto Rs.10 lac each	Nil	Nil	Nil
		Note: 1. Emphasis should be on creation of passenger amenities of durable and lasting nature and funds not be frittered away on provision of superficial items like furnishings and furniture etc. 2. Prescribed norms/para-meters regarding passenger's population should be follow in providing the amenities. 3. Powers to sanction of such works between Rs.15 lac to Rs. 2 Crore each shall be exercised personally by GM with personal concurrence of FA&CAO.						
SANCTION OF ESTIMATES (Sr.No. 2 to 2.6)								
2.1		To accord technical sanction to estimates for expenditure on new works chargeable to CAP., WMS, DRF, DF and OLWR.	Item No. 39(a) (iii) of Rly. Board's letter No. F(X)II-2007/PW/4 dated 21.9.2007					
2.1	a)	For lump sum works of value as under :						
		i) Other works costing not more than Rs.1 Crore each. Note : This requires finance concurrence.	Item No. 39(a) (iv) of Rly Board's letter No. F(X)II-2004/PW/5(1), dated 26.04.2004 and F(X)II-2008/PW/7 Dt. 05.12.2008.	Full powers upto Rs. 1 Crore.	Same as Col. 4.	Full powers upto Rs.50 lakh	Nil	Nil
		ii) Machinery and Plant costing not more than Rs.30 lakh each , provided that the total lumpsum provision made in the budget for such work is not exceeded. Note: This requires finance concurrence.		Full powers upto Rs.30 lakh	Full powers upto Rs.20 lakh	Full powers upto Rs.15 lakh	Nil	Nil
2.2		For other works costing up to Rs. 100 crore provided in the sanctioned budget for the year or carried forward from the sanctioned budget of any previous year or separately approved by higher authority..	Item No. 40(1)(a) of Rly Board's letter No. F(X)II-2003/PW/10 dt. 09.01.2004.	Full powers upto Rs.10 crore.	Full powers upto Rs. 5 crore	Full powers upto Rs.50 lakh	Nil	Nil

SNo	Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1	2	3	4	5	6	7	8
2.3	<p>Ordinary and special repair and maintenance works, pertaining to Civil Engg., Mechanical, Electrical and all departments chargeable to revenue/WMS.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Prior administrative approval of a higher grade officer than the sanctioning authority will be required. 2. Prior finance concurrence is necessary. 3. Estimate will be prepared in each case as para 701E. 4. Expenditure will be restricted within the budget allotment for the department. 	-do-	Full powers upto Rs.50 lakh.	Full powers upto Rs.25 lakh.	Full powers upto Rs.20 lakh	Full powers upto Rs.5 lakh	Nil
2.4	<p>To accord administrative approval and sanction for undertaking deposit works for outsiders, other Railways, Railway's employees, other institutions and Govt. Department.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Finance concurrence is necessary. 2. Provisions of Para 1843 to 1853E should be kept in view. 3. Prior approval of GM is necessary. 4. Where Railway's share is more than Rs.50 lac such works can only be undertaken after its conclusion in pink book otherwise, on out of turn basis provided work is of urgent nature. 	Para 732E, 735E & 1843-1853E.	Full powers provided railway share of the cost is within their financial powers regarding Railway work.	Same as Col.4.	Full powers upto Rs.1 crore provided railway share of cost is within his financial powers regarding railway work.	Nil	Nil
2.5	To sanction an excess over estimate for deposit works and the excess cost being fully deposited by the applicant in advance	Chapter VII of Engg. Code.	Full powers provided original estimate has been sanctioned by him.	Same as Col.4.	Same as Col.4.	Nil	Nil
2.6	<p>To sanction temporary electric connection for short duration to contractors in execution of railway work in railway premises.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. These powers are to be exercised by the concerned officer of Elect. Deptt. 2. The estimated cost based on rates finalized in consultation with finance should be deposited by the party before commencement of the work.. 	Railway Board' s letter no. 84/Elec.I/137/93 dated 30.09.1986	Full powers	Same as Col.4.	Same as Col.4.	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
EXCESS OVER ESTIMATES - SANCTION OF (SR.NO. 3.1 TO 5)								
3.1		Excess over the estimated cost as entered in the sanctioned budget or sanctioned separately by a higher authority :						
3.1.1		Increase in cost due to escalation :	Item No. 40(2)(1)(a) of Rly Board's letter No. F(X)II/97/PW/4 dt. 16.09.97.					
	a)	More than 100% of the original estimate. Note: 1. The change in scope of work shall be governed by powers for material modification given in Item No. 49, as communicated in Rly Board's letter No. F(X)II-2006/PW/17 dated 18.10.06. 2. Personal approval may be obtained at the level of General Manager with personal concurrence of FA&CAO/FA&CAO (C) in cases of estimates costing above Rs.50 crore but below Rs. 100 crore. 3. These are the overall variations on the original sanctioned cost as included in the Budget and cannot be exceeded even if more than one revised estimate is sanctioned. 4. This delegation will not affect rules in force regarding material modification. 5. For variation exceeding the above limits, approval of Rly Board will be required. In such cases proposal may be sent to Rly Board with personal concurrence of FA&CAO and personal approval of GM along with a detailed variation statement and a suitable explanatory note.	Railway Board's letter No. F(X)II-2006/PW/17 dated 04.12.2006.	Upto 100% of first Rs.5 crore of original estimate.	Upto 100% of first Rs.2 crore of original estimate.	Upto 100% of the first Rs.50 lakh of the original estimate.	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
3.1.1	b)	<p>Increase in cost due to reasons other than escalation : More than 20% of original cost or Rs. 20 crore, which ever is less.</p> <p>Note:</p> <p>1. The change in scope of work shall be governed by powers for material modification given in Item No. 49, as communicated in Board's letter No. F(X)II-2006/PW/17 dated 18.10.06.</p> <p>2. Personal approval may be obtained at the level of General Manager with personal concurrence of FA&CAO/FA&CAO(C) in cases of estimates costing above Rs.50 crore but below Rs. 100 crore.</p> <p>3. These are the overall variations on the original sanctioned cost as included in the Budget and cannot be exceeded even if more than one revised estimate is sanctioned.</p> <p>4. This delegation will not affect rules in force regarding material modification.</p> <p>5. For variation exceeding the above limits, approval of Rly Board will be required. In such cases proposal may be sent to Rly Board with personal concurrence of FA&CAO and personal approval of GM alongwith a detailed variation statement and a suitable explanatory note.</p>	<p>Item No. 40(2)(I)(b) of Rly Board's letter No. F(X)II/97/PW/4 dated 16.09.97.</p> <p>Railway Board's letter No. F(X)II-2006/PW/17 dated 04.12.2006.</p>	Full powers upto 20% of original estimate or Rs.3 crore whichever is less.	Upto20% of original estimate or Rs.1 crore whichever is less.	Nil	Nil	Nil
3.2		<p>Excess over the estimated cost of Machinery & Plant included in M&P programme up to 30% of the original cost or Rs.25 lac, whichever is less.</p> <p>Note:</p> <p>1. Revised M&P estimate involving material modification costing more than Rs.5 lac each will have to be referred to Railway Board.</p> <p>2. This requires personal concurrence of FA&CAO and sanction of GM.</p>	<p>Item No. 40 (2) and note of (2) and note of Railway Board's letter No. F(X)II-2003/PW/10 dated 09.01.2004 & F(X)II-2006/PW/17 dated 04.12.2006.</p>	Full powers upto 30% of the original cost of estimate or Rs. 25 lakh whichever is less.	Full powers upto 20% of the original estimate or Rs.15 Lakh whichever is less.	Nil	Nil	Nil
3.3		<p>Surveys - Excess up to 20% on an original estimate sanctioned by higher authorities.</p> <p>Note:</p> <p>1. In all cases the cost of revised estimate to be approved by an officer should remain within his powers of sanction.</p> <p>2. Finance concurrence is necessary.</p>	<p>Item No. 40(3) of Rly Board's letter No. F(X)II/97/PW/4 dated 16.09.97, F(X)II-2000/PW/2 dated 27.06.2000. & F(X)II-2006/PW/17 dated 04.12.2006.</p>	Full powers upto 20% of original estimated cost.	Upto 10% of original estimated cost	Upto 5% of original estimated cost.	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
3.4		LUMP SUM WORKS :						
	a)	Expenditure on lumpsum works provided in the sanctioned budget for the year or carried forward from the sanctioned budget of any previous year up to the total lumpsum provision for such works in the sanctioned budget.	Item No. 40(4) of Rly Board's letter No. F(X)II/97/PW/4 dated 16.09.97 & F(X)II-2006/PW/17 dated 04.12.2006.	Full powers upto Rs.20 lac provided that lumpsum provision in the sanctioned budget for such work is not exceeded.	Full powers upto Rs.10 lac provided that lumpsum provision in the sanctioned budget for such work is not exceeded.	Nil	Nil	Nil
	b)	In case of works costing above the lumpsum limit but not more than Rs.30 lac for Line Capacity Works and Rs.25 lac for other works - excess which takes the cost of work up to the limit of Rs.30 lac and Rs.25 lac respectively and the percentage variation in such cases is within the competence of the General Manager in terms of 3.1.1 (a) above.	Rly Board's letter No. F(X)II-2007/PW /4 dated 21.09.2007.	Full powers provided the cost together with excess does not exceed Rs.20 lac in case of Line Capacity works and Rs.20 lakh in case of other works.	Full powers provided the cost together with excess does not exceed Rs.10 lac in case of Line Capacity works and Rs.10 lakh in case of other works	Nil	Nil	Nil
		Note : 1. The works thrown forward from previous year may be taken up only if the funds required for them can be found by re-appropriation within the sanctioned allotment. 2. Finance concurrence is necessary.						
4.		Material modification of a project sanctioned by higher authority up to Rs.1.5 crore . Note: 1. Finance concurrence is necessary. 2. Provided that all codal provisions regarding sanction of material modification are strictly followed.	Item No. 49 of Railway Board's letter No. F(X)II-2006/PW/17 dated 18.10.2006.	Full powers upto Rs.10 lac	Full powers upto Rs.5 lac .	Nil	Nil	Nil

SNo	Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1	2	3	4	5	6	7	8
	3. There are overall variations on the original estimate and cannot be exceeded even if more than one revised estimate is sanctioned. 4. Material modification in revised works estimate to cost more than Rs.50 lac but below Rs.1.5 crore should be certified and concurred by FA&CAO and sanctioned by GM personally.						
5.	To incur expenditure on trial and experimental works and temporary work charged to revenue within the sanctioned budget allotment and subject to the restrictions imposed by the code rules, Railway Board and General Manager from time to time. Note: 1. Finance concurrence is necessary. 2. Preparation of an estimate is necessary.	Para 587 of Financial Code. 740F & 702 E	Full powers upto Rs.1 lac per item subject to Rs.5 lakh per annum.	Same as Col. 4.	Upto Rs.20,000/- in each case, subject to Rs.1 lakh per annum.	Nil	Nil
ACCIDENTS & EMERGENCIES (SR.NO. 6.1 TO 7)							
6.1	To sanction commencement of (to incur expenditure on) essential works to safeguard or restore communication, interrupted by floods, earthquakes or accidents prior to sanction of detailed estimate and allotment of funds on urgency certificate.	Para 1103 E to 1106 E and 1206 E	Full powers.	Full powers.	Full powers.	Nil	Nil
6.2	Incur expenditure on setting up camp, lighting, transshipment arrangements, transportation of staff/goods/Tools & Plant on breaches and accidents.	Railway Board letter no. F(X)II/62/WI/4 dated 19.02.1964.	Full Powers	Full powers.	Upto Rs10,000/- on each occasion.	Nil	Nil
6.3	Fees/payment to Non-Govt. medical professionals and others for professional work/service to the Railway passenger/employees on accidents, when railway resources are not adequately available.	Item no. 33 of High Level Committee Report on Disaster Management.	CMO/RCF/RBL up to Rs. 10,000/- per case.				
6.4	To sanction expenditure on ambulance/transport of injured employees/passengers involved in accidents.	Rly Board's letter No. F(X)II/62/WI/4 dated 19.02.64. and item no. 35 of High Level Committee Report on Disaster Mgt.	Full powers.	Full powers.	Full powers.	Upto Rs.500/- in each individual case subject to maximum of Rs. 10,000/- on each occasion.	NIL

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
7.		To sanction completion report of works for which the original estimate or successive revised estimate has been sanctioned by him. Note: 1. The power to sanction completion report will be exercised by the authority provided the excess over estimate is within his power of sanction and variations are within 5% of the final sanctioned estimate. 2. Completion report should be finalized within six months after the date of completion of works. While preparing completion report brief explanation should be furnished for : i) Excess of not less than 10% or Rs.25,000/- whichever is less over the estimated provision under each sub-work. ii) Saving of not less than 20% or Rs.1 lac whichever is less occurring under any subwork. 3. Verification of completion report by Accounts Officer is necessary in terms of para 1711-E & 1712-E.	Para 1706, 1711 & 1742-E	Full powers provided completion cost does not exceed the original estimated cost by more than 10% or 25% for reasons other than increase due to escalation and for increase in cost due to escalation respectively	Same as Col.4.	Same as Col.4.	Same as Col.4.	Nil
TENDERS/CONTRACTS/AGREEMENTS (SR.NO. 8.1 TO 45)								
8.1	a)	To invite open tenders in respect of sanctioned work except in case where foreign exchange is involved.	Item No. 47 of Railway Board's letter No. F(X)II-2006/PW/14 dated 29.09.2006 & F(X)II-2007/PW/4 Dt. 21.9.2007	Full powers upto Rs. 75 Crore in each case for PHOD/Full powers upto Rs. 50 crore in each case for CHOD.	Full powers upto Rs. 30 crore in each case.	Full powers upto Rs. 3 Crore in each case	Nil	Nil
	b)	To accept open tender upto Rs.150 crore for each contract in respect of sanctioned work on the recommendations of the Tender Committee except in case where foreign exchange is involved.	Rly. Board's letter No. 2007/CEI/CT/13 dated 03.9.2007, 15.10.2007, 20.3.2008 & 26.11.2013.	Full powers upto Rs.75 Crore for PHOD/full powers up to Rs. 50 Crore for CHOD.	Full powers upto Rs. 12 crore	Full powers upto Rs. 3 Crore	Full powers upto Rs.20 lakh	Nil
8.2		Fix rates for sale of tender papers. Note : Powers to be exercised in consultation with the Finance.	Correction Slip No. 41 of Railway Board's letter No. 94/CEI/CT/53 dated 18.05.07.	Full powers	Full powers	Full powers	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
8.3	a)	To call for limited tenders for works or supplies relating to works, with finance concurrence (Up to Rs. 1 crore for each contract)	Rly Bd.'s letter no. 94/CE-1/CT/4 dated 17.9.97 C.S.No.19 to Para 1214-E under Bd's letter no. 94/CE-1/CT/4 dated 23.10.98 C.S. No.1 dated 27.01.99 and 2007/CE-1/CT/18 dated 28.09.07	Upto Rs.50 lac in each case.	Upto Rs.25 lac in each case.	Upto Rs.10 lac in each case.	Nil	Nil
	b)	To accept the above.	As per 8.3 (a)	Upto Rs.50 lac in each case.	Upto Rs.25 lac in each case.	Upto Rs.10 lac in each case.	Nil	Nil
		Note : 1. This requires finance concurrence. 2. The minimum number of contractors to be borne on the approved list should not be less than 10. 3. The approved list of contractors should be reviewed as per the instructions contained in Railway Board's letter No. 94 CE-I/CT/4 dated 17.10.2002. 4. Notwithstanding the provision above, competent authority may invite open tenders in the following circumstances : i) In the event of insufficient response to tender from contractors borne on the approved list. ii) When the work is of special nature and contractors with requisite experience are not available on the approved list. iii) When ring formation is suspected.						
8.4	a)	To call for Special Limited tender including Contractors not borne on approved list for works or supplies relating to works, with finance concurrence. (Up to Rs. 40 crore)	Rly. Board's letter No. 90/CE I/CT/I, dated 17.10.2002	Upto Rs.5 crore in each case	Upto Rs.3 crore in each case	Upto Rs.50 lakh in each case	Nil	Nil
	b)	To accept the above.		Upto Rs.5 crore in each case	Upto Rs.3 crore in each case	Upto Rs.50 lakh in each case	Nil	Nil
		Note : 1. Invitation of open tender does not require finance concurrence. However in emergent cases when detailed estimate has not been sanctioned, prevetting of tender schedule by finance will be necessary. 2. CHOD may also invite open tenders for works of value over their limits of powers of acceptance and up to GM's power of acceptance.						
8.5		To invite and accept limited tender from contractors borne on approved list up to Rs.1 crore.	Rly. Board's letter No. 90/CE-1/CT/I, dated 17.10.2002.					

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
	a)	To invite and accept Limited Tender. Note: 1. Finance concurrence is not necessary where tenders have been invited from contractors borne on the approved list. Provided that the number of contractor borne on approved list is not less than 10. 2. If limited tender is to be invited from any of the contractors not borne on the approved list then prior finance concurrence and GM's approval will be necessary. 3. Since, departments other than Civil Engg. do not have any list of approved works contractors for invitation of limited tender, finance concurrence and GM's approval will be essential prior to inviting limited tender, irrespective of value of works. 4. For invitation of limited tender above Rs.50 lac and up to Rs.1 crore , GM's approval will be required.	Railway Board's letter No. 94/CEI/CT/4 dated 17.09.97 & CE/RCF's Letter No. RCF/CE/Works/23/Tender Committee dated 22.01.2005	<i>Rs.50 lakh</i> in each case.	<i>Rs.25 lakh</i> in each case	<i>Rs.10 lakh</i> in each case.	Nil	Nil
9.		To dispense with tender and to invite and accept quotations with finance concurrence for works both based on schedule of rates and works not based on schedule of rates. Note: These powers will be exercised by the officers with their own administrative approval and no separate administrative approval is necessary. 1. Normally powers to dispense with calling of tenders should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. 2. The work should not be split up for the purpose of bringing it within the ambit of this dispensation. 3. The reasonableness of rates should be gone into objectively and in detail by the accepting authority.	Rly Board's letter No. 94/CE-I/CT/1 dated 14.12.90, 90/CE-1/CT/1 dated 24.04.96, 94/CE-1/CT/4 dated 17.10.2002 & 2007/CE-I/CT/13/Pt. Dated 05.3.2009.	Upto Rs. 4 lakh in each case subject to overall annual ceiling limit of Rs. 40 lakh.	Same as Col-4.	Upto Rs.2 lakh in each case subject to overall annual ceiling limit of Rs.20 lakh.	Nil	Nil

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1	2	3	4	5	6	7	8
	<p>4. Quotations should not be for items which can be executed through the existing contracts including zonal contracts.</p> <p>5. Quotations should not be for fancy (expensive but low utility) items.</p> <p>6. Quotations should only be for works which are urgent in nature.</p> <p>7. Quotations should normally be invited from at least three well experienced contractors/agencies not necessarily borne on the approved list.</p> <p>8. Accepting authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms).</p> <p>9. A register showing the full particulars of works authorized through quotations will be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence.</p> <p>10. These powers shall be exercised only by field officers and their controlling HODs and not by other Head Quarters officers Incharge of Planning, Design etc.</p>						
10	<p>To invite tenders on single tender basis in emergent situations and as per the conditions detailed in Rly. Board's letters shown in column 3.</p> <p>Note :</p> <p>1. Once administrative approval for awarding the work on single tender has been accorded by the GM, the reasonableness of rates quoted by the tenderers as also other terms and conditions etc. would require to be considered by TC one step higher than in open tender and accepted by the Competent Authority.</p> <p>2. Selection of agency for award of work on single tender basis should be from the approved list of contractors except in respect of work of a specialised nature.</p>	<p>Rly. Board's letter No. 93/WZ/PQR/SC/4 Pt. Dated 27.09.96, 97/CE-1/CT/32 dated 27.08.97 and 94/CE-1/CT/4 dated 17.09.97.</p> <p>Para (2) of Bd ' s letter no. 2007/CE-1/CT/18 dated 07.03.08.</p>	<p>PHODs only upto Rs. 20 lac per case subject to annual limit of Rs.1 crore per PHOD with prior concurrence at the level of FA&CAO.</p>	<p>HODs only upto Rs. 10 lac per case subject to annual limit of Rs.50 lakh per HOD with prior concurrence at the level of FA&CAO.</p>	Nil	Nil	Nil

SNo	Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1	2	3	4	5	6	7	8
	<p>3. Detailed reasons justifying the need for resorting to single tender should be spelt out. Tender value should be worked out carefully based on realistic quantities and rates. Routine nature of work like transportation of ballast P.Way, cement, renovation of canteen, complex and renovation of officers chamber should not be under taken on a single tender.</p> <p>4. For awarding works of specialized nature on single tender basis approval of GM is needed. For awarding works on single tender in any other situation personal approval of GM is needed.</p> <p>5. The grant of extension of date of completion and increase in value of single tender is to be governed as per Rly. Board's letter No. 93/WZ/PQR/SC/4 dated 27.09.96.</p>						
11	To sign the contract and subsidiary agreement on behalf of President of India provided the award of contract has had the sanction of the competent authority and vetted by finance.	Para 1259-E.	Full powers.	Upto Rs.5 crore in each case.	Upto Rs.2 crore in each case.	Upto Rs.25 lakh in each case.	Nil
12	Annual maintenance contract for equipments on single tender basis to be placed on authorised dealer. Note : 1. Finance Concurrence is necessary. 2. Bank guarantee need not be insisted upon in case of payment of advances in such AMCs up to Rs.20,000/- per annum in the case of OEMs/authorized agents. Advances exceeding Rs. 20,000/= per annum shall however be invariably covered by a bank guarantee for an equivalent amount.	Rly. Board's letter No. 97/CEI/CT/32 dated 27.08.97 & 24.02.99, (X)-11-99/PW/3 dated 20.10.99 & F(X)II-99/PW/3 dated 27.06.2000.	Upto Rs.5 lakh.	Upto Rs.5 lakh.	Upto Rs.1 lakh.	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
13	a)	To call for and accept tenders for zonal contract as per extent procedure (no finance concurrence is required only for calling) and no estimate is required.	1209 & 1230 E.	Full powers for awarding contract for 1 year and grant of extension of current contracts Up to 1 year with the concurrence of finance provided the total period does not exceed 2 years.	Full powers in respect of contracts extending for a period of 1 year only. Where tenders are proposed to be accepted for a period exceeding 1 year, prior approval of CE shall be obtained with concurrence of finance.	Full powers for zonal contracts for 1 year.	Nil	Nil
	b)	To issue work order under zonal contract for new work/additions/alteration/ repair. No finance vetting is required.	1230 E & 1209 E	Upto Rs.2 lakh in each case.	Upto Rs.2 lakh in each case.	Upto Rs.2 lakh in each case.	Nil	Nil
14	a)	To incurrance of expenditure in engaging/obtaining consultancy services from outside bodies up to Rs.15 lac in each case, or up to Rs.1.5 crore in a year, subject to conditions contained in Rly. Board's letter No. F(X)-II/97/PW/4 dated 10.12.98	Rly. Board's letter No. F(X)-II/97/PW/4 dated 10.12.98, No. F(X)II-2003/PW/10 dated 09.01.2004 & F(x)II-2006/PW/3, dated 27.02.	Nil	Nil	Nil	Nil	Nil
	b)	To the incurrance of expenditure in engaging/ obtaining consultancy services connected with property development schemes, i.e. for commercial exploitation only, from outside bodies in excess of Rs.50 lac in each case or in excess of Rs.2.5 crore in a year for Zonal Railways, Production Units and RDSO. Note : 1. These powers will be personally exercised by the General Manager, and will not be re-delegated further. It may be ensured that no contracts are awarded by the Railways for activities, which can be carried out in-house. 2. Details of Consultancy Contracts awarded by each Zonal Railway for commercial exploitation should be endorsed to all other General Managers for information to avoid duplication.	Rly. Board's letter No.F(X)II-2000/PW/2s dated 29.05.2000.	Nil	Nil	Nil	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
		<p>3. The General Managers will evolve, in consultation with FA&CAO, a suitable mechanism to ensure that the limits laid down herein are not exceeded under any circumstances.</p> <p>4. FA&CAO/C may be nominated as a member of the Tender Committees constituted to consider consultancy contracts for the construction organisation. For all other consultancies taken up by the Open Line Organisation, FA&CAO (B&E) would continue to be associated as prescribed earlier. (Ref: Rly. Board's letter No. F(X)II-2000/PW/2 dated 15.12.2000.</p> <p>5. All cases decided by the Zonal Railways should be reported to Rly. Board through the PCDOs to CRB and FC, to enable assessment of the exercise of these powers.</p>						
15		To sanction rates not entered in the SOR in execution of the work of construction, repair and conveyance of material.	Rly. Board's letter No. 2007/CE-1/CT-1/ dated 31.8.2007.					
	a)	Item which can be derived from SOR.	Rly. Board's letter No. 2007/CE-1/CT-1/ dated 31.8.2007.	Full powers in consultation with finance.	Same as Col-4.	Full powers upto Rs.50,000/- in each case.	Nil	Nil
	b)	Item which cannot be derived from SOR. Note : 1. Rates of such NS items accepted without finance concurrence cannot be quoted as Last Accepted Rates (LAR) for justifying similar rates in future tenders. Only rates obtained through competitive tender process can be adopted as LAR. 2. Items above Rs. 5 Lakh can be sanctioned only after finance concurrence.	Rly. Board's letter No. 2007/CE-1/CT-1/ dated 31.8.2007.	Full powers upto Rs. 5 Lakh or 10% of the original value of the contract whichever is less	Same as Col-4.	Full powers up to Rs.50,000/- in a contract.	Nil	Nil
16		To sanction variation of item in a contract provided the value of the amended contract does not exceed the powers of the authority that approved the original contract : Note : 1. It should be seen that after inclusion of the variation up to 25%, the revised face value of the agreement does not exceed the powers of the	Para 1265 & 1268 E.	Full powers provided the net effect of such variation in quantity items remains up to 25% of the total value of the	Same as Col-4.	Same as Col-4.	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
		2. tender accepting authority which accepted the original tender otherwise the case should be put up to the next higher authority. 3. Variation to be approved should be limited so as not to completely change the scope, character & purpose of the original contract. 4. It should also be ensured that due to decreased or increased quantities tender is not vitiated. In case of vitiation, sanction of competent authority as per single tender is to be obtained.		original contract or Rs.25 lakh whichever is less in respect of contracts accepted by him. Cases where face value of total contract approved by GM or lower authority increases beyond 25% the approval of GM shall have to be obtained.				
17		To the grant of advance to contractors before execution of work with finance concurrence .	Rly. Board's letter No. F(X)II/97/PW/4 dated 16.09.97, 90/CE-I/CT/1 dated 21.05.97 and 90/CE-I/CT/1 dated 25.06.99 & 2007/CE-I/CT/18 dated 07.3.2008.					
	a)	Mobilisation advance (restricted to high value tenders of value Rs. 10 Crore and above each)		Full powers upto 10% of contract value.	Same as Col. 4.	Nil	Nil	Nil
	b)	Advance against new Machinery & Plant brought to the site of work.		Full powers upto 10% of the contract value or 75% of the value of new machinery whichever is less	Nil	Nil	Nil	Nil
	c)	Advance for accelerating the progress of work in special circumstances.		Full powers upto 5% of contract value or Rs.5 lakh , whichever is less.	Nil	Nil	Nil	Nil
		Note : 1. All advances mentioned above shall be subject to levy of interest @ 12% as prescribed by Rly. Board in their letter No. 90/CE-I/CT/1 dated 21.05.97 & 25.06.99. 2. In tenders for works which are capital intensive and of a specialized nature if the estimated value of tender exceeds Rs.10 Crore and if the work warrants grant of advance, suitable provisions should be included in the special conditions. 3. The exercise of these powers will be subject to the conditions laid down in para 1264 (i), (ii) and (iii) of Engineering Code and directions issued by Railway Board Letter No. 85/WI/CT/23-G.C.C dated 31.1.86, 10.2.87 & 31.08.88. 4. The advance granted to contractors should be recovered in full from the on account bill by the time the value of the works reaches 75% of the original value of the contract. No advance must be given against old Plant and Machinery (Rly. Board's letter No. 90/CEI/CT/1 dated 21.05.97). Exercise of these powers will be subject to value of the contracts being within their power of approval and acceptance.						

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
18		To extend the date of completion of contract subject to the provision of para 1266-E. Note : 1. Letter of extensions shall be signed by the authority who signed the original contract. 2. Extension of time on delivery/ contracts period/enhancement of value of contract involving financial implications may be done with the prior concurrence of associated finance.	Para 445-S & 1266-E.	Full powers in respect of contracts for which contract accepted by them.	Same as Col-4.	Full powers in respect of contracts for which contract accepted by them.	Same as Col-6.	Nil
19		Refund or forfeiture of Earnest money and Security Deposit. Note : Finance concurrence is necessary when there is question of forfeiture of earnest money/security deposit or there is an occasion to impose or waive penalties in terms of conditions of contract.	Para 1261-E.	Full powers to forfeit in respect of contract approved by them & full power to refund in respect of contracts signed by them.	Same as Col-4.	Same as Col-4.	Full powers in respect of contracts accepted by them.	Nil
20		To impose or waive off penalty in terms of the conditions of contract in consultation with associate accounts.	Para 1267-E and clause 62 of G.C.C.	-do-	-do-	-do-	-do-	Nil
21		To terminate contract in accordance with the conditions of the contract. Note : 1. Notice for termination of contract can however be signed and issued by an authority other than contracting authority but not lower than a Sr. Scale Officer. 2. The terminated contract should be closed finally in consultation with finance involving financial implications.	Para 1270 E.	Full powers for contracts where contract agreement has been approved by him.	Same as Col-4.	Same as Col-4.	Same as Col-4.	Nil
22		ARBITRATION	Item No. 25 of Financial Code Vol-I Chap. V and Railway Board's letter No. F(X)II/97/PW/4 dt. 16.09.97.					
	a)	Payment of claims settled by arbitration award against any dispute arising out of a contract. Note :	Item No. 36 of Rly. Board's letter No. F(X)II-2003/PW/10 dated 09.01.2004.	Full powers in respect of contracts within their powers of sanction.	Full powers of contracts within their powers of sanction.	Nil	Nil	NIL

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
	1.	That the Railway Board should be informed of the details: i) Where payment to a contractor as a result of the arbitrator's award exceeded by more than Rs. 50,000/- of the amount considered due by the Railway Administration before the arbitration proceedings began. ii) Where deficiencies in the general conditions of contract or procedure laid down by the Railway Board came to light. iii) And also subject to the condition that the awards accepted by them should be put up to GM alongwith their comments for information.						
	b)	Arbitration fees to private persons up to Rs.25,000/- in each case for acting as Sole/Joint Arbitrator/Umpire in the disputes where Railway is a party. Note : 1. The circumstances under which appointments of private persons has been made should, however be brought to the notice of the Railway Board. 2. This will not apply to payment of fees to arbitrators appointed by the Court, for which full powers will be exercised by General Managers.	Rly. Board's letter No. F(X)II-2000/PW/2 dated 29.05.2000.	Full powers upto Rs.15,000/- .	Full powers upto Rs.10,000/- .	Nil	Nil	Nil
	c)	To the payment of honorarium to gazetted officer (Railway) up to Rs.2,000/- in a year for undertaking work as Arbitrator (Sole/Joint) or Umpire in a dispute in which the Railway Administration is a party and up to Rs. 1,000/- in a year in all other types of cases, except cases of acceptance of honorarium for conducting Disciplinary Inquiries against Railway Officers arising out of Vigilance/CBI cases where the limit shall be Rs.6,750/- in a year.		Full powers.	Full powers.	Nil	Nil	Nil
23		Claims decreed by the Court of Law with finance concurrence and duly vetted by Law.	Item 35(ii) of Financial Code, Chap. 4.	Full powers subject to the conditions that particular case involving expenditure of Rs.25,000/- each should be reported to the Railway Board.	Same as Col.4.	Nil	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
24		To fix the imprest of each item of stores. Note : All changes of quantity or items in the imprest shall be advised to the concerned Stores Depot and Accounts Officers. Prior accounts concurrence is necessary.	Para 1607 & 1610 of Stores Code and Para 1409-E.	Full powers.	Full powers.	Full powers.	Nil	Nil
25		To sanction repairs of machines and rectification of stores supplied to Railway by a firm subject to levy of necessary freight and departmental charges etc. with finance concurrence. Note : 1. The above powers are subject to the conditions that a register showing the details of expenditure incurred on repairs on each case should be maintained and shown to Associated finance concerned as and when demanded by them to enable them to keep a watch over the ceiling limits fixed to control the availability of funds as a whole. 2. The above powers for purchase of spare parts can only be exercised in the extreme urgency. Normally, the procurement should be made through COS by placing indents. 3. The financial year for the ceiling indicated above should be w.e.f 1st April to 31st March. 4. Cases exceeding Rs.1 lac require GM's sanction after finance concurrence. 5. The procurement of spare parts should not be in piece-meal to avoid finance concurrence	Railway Board's letter No. 78/WSC/TK/II dated 15.06.78.	Full powers subject to recovery of actual charges incurred On repairs/rectification from the supplier.	Same as col. 4.	Same as col. 4.	Nil	Nil
26		LAND AND BUILDING : To sanction expenditure on acquisition of land according to the rules contained in the Indian Railways Code if any, general or special orders issued by Railway Board or higher authority:	Item 46 Annex-II Chap. V of financial code Vol.I. Railway Board's letter No. F(X)II/97/PW/4 dated 16.09.97 & F(X)II-2001/PW/6 dated 09.05.2001.					
	a)	Against provision made in sanction budget estimate.		Full powers.	Full powers.	Full powers.	Nil	Nil
	b)	In case of urgency as per para 913E & 914 E		Full powers.	Full powers.	Nil	Nil	Nil
	26.1	To waive off ground rent of plots occupied by rejected or sold materials and commercial plots at stations. Note : 1. These powers will be exercised in consultation with finance.	Rly. Board's letter No. F(X)II-2001/PW/6 dated 09.05.2001 & F(X)II/97/PW/4, dated 16.09.1997. Item No. 46 of Annexure-II, Chapter V of Finance Code Vol-I.	Full powers upto Rs.50,000/- in each case.	Full powers upto Rs.10,000/- in each case.	Nil	Nil	Nil

SNo	Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1	2	3	4	5	6	7	8
	2. The above powers will be exercised subject to the conditions laid down in Rly. Board's letter No. 83/W/2/LM/18/87 dated 17.09.85.						
26.2	To let out railway building on hire to persons or bodies working in the interest of Railway e.g., Railway Co-operative Societies, Co-operative Credit Societies etc. Note : 1. Rental charges except where specified by Railway Board will be fixed by CE with the concurrence of finance. 2. An agreement shall be drawn between the tenant and the Railway Administration to be vetted by law and finance.	Para 1960, 1962 & 1964-E.	Full powers with Finance concurrence	Full powers with finance concurrence.	Nil	Nil	Nil
26.3	Hiring of building for use as residence by gazette staff. Note : 1. The proposal for leasing of accommodation for gazetted staff for any new locations for the first time should be sent to the Railway Board for final approval duly vetted by finance (Rly. Board's letter No. 73/W/2/22/21/SE dated 20.08.82) 2. Power shall be exercised subject to ceiling on rent prescribed by Railway Board from time to time. 3. Finance concurrence is necessary. 4. For gazetted staff approval of GM with finance concurrence is necessary.	Para 1917-E, Note under Item No. 6 of GM's powers laid down in financial code Vol.I.	Full powers in consultation with finance subject to the ceiling limit on rents prescribed by the Rly. Board from time to time in cities/towns specified by the Railway Board.	Same as Col-4.	Nil	Nil	Nil
26.4	Hiring for building for use as residence by Group-C Staff. GM is empowered to hire such accommodation in terms of Para-1917 of Engg. Code (Edition 1999)	Rly. Board's letter no. 1996/LMB/12/10 dt. 09.09.1996..	Nil	Nil	Nil	Nil	Nil
27	To sanction expenditure on essential new works (other than replacement, repairs and maintenance) up to Rs.10,000/- in any one officers bungalows provided the total amount for the Railway as a whole does not exceed Rs.3 lac for the financial year. Note : To ensure that the overall ceiling of Rs.3 Lac is not exceeded, all cases should be got entered in a register to be maintained by Supdt. (Works). Before obtaining sanction of the competent authority, each case will be endorsed by Supdt (works) as admissible.	Rly. Board's Letter No. 94/LM(B)/10/8 dated 27.05.94 Para 1904-E.	PHODs (Civil Engg & Elect. only) up to Rs.10,000/- in any one officers bungalow provided total amount does not exceed Rs.3 lakh for the financial year with finance concurrence.	Same as Col-4.	Nil	Nil	Nil

SNo	Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1	2	3	4	5	6	7	8
28	To change the classification of railway building for purposes of rent with finance concurrence. a) From residential to non-residential and vice versa. b) From those intended for establishment of one class to those intended for establishment of other class.	Para 1902, 1904 & 1967-E.	PHOD (Civil Engg. only) – Full powers in regard to (a) & (b) subject to the restrictions laid down in para 1903 & 1904-E and classification made by the Railway Board in their letter No. 53/W/191 dated 9.12.53 and 53-W/191 dated 03.10.55 and 65/W2/QR/129 dated 22.11.67.	Same as Col-4.	Nil	Nil	Nil
29	To sanction payment of rent rates and taxes of building occupied as offices.	Note under Finance Code Para 1040.	Full powers.	Full powers.	Nil	Nil	Nil
30	Sale of any Railway Assets other than a portion of rolling stock, costing up to Rs.3 lac in each case in consultation with finance.	Item 41 of Annex.II Chapt. V of Financial Code Vol.1	Full powers upto Rs.3 lakh in each case.	Full powers upto Rs.1 lakh in each case.	Nil	Nil	Nil
31	To sanction and accept tender for sale of abandoned/ redundant, structures that have out livedeconomic/codal life and /or have fallen into disuse as per joint procedure order No. 7-W/O/Pt. XI (Policy) dated 17.04.96 in consultation with finance. Note : There should be no sale for the following items without the prior sanction of Railway Board : 1. Any portion of Railway Line. 2. Any item of authorized rolling stock or 3. Any other Railway Asset costing over Rs.3 lac . However, the limit of Rs. 3 lac would not be applied to above delegation of powers.	Item 41 of annexure -II chapter V of Rly. Bd.'s letter no. F(X) II/2007/PW/4 dated 21.09.07	Full powers within his powers of sanction.	Nil	Nil	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
32		To issue plant from Engg. Plant reserve works and to transfer plant released from work direct from one work to another on this Railway and on loan to other Railways, Govt. Deptt. or private parties, with finance concurrence.	Para - 1906 & 1921-S, Rly. Board's letter No. 64/WE/CT/55 dated 27.03.67 and 23.02.80.	Full powers for issue of plant from Engg. Plant reserve to other railways, Govt. Deptt. or private parties.	Same as Col-4.	Same as Col-4	Nil	Nil
33		Supply of water to railway by outsiders. Note : Agreement duly vetted by finance if it is not on standard form should be executed with the party.	Rly. Board's letter No. 74-EB/3000 dated 14.01.75.	Full powers in consultation with finance.	Same as Col-4.	Same as Col-4.	Nil	Nil
33.1		Water tap connection to:	Rly. Board's letter No. 74-EB/3000 dated 14.01.75.					
	a)	Rly. contractor doing railway work.		Full powers as per contract's conditions.	Full powers as per contract's conditions.	Full powers as per contract's conditions.	Nil	Nil
	b)	Outsider		Powers to provide water tap to outsiders rests with GM.	Nil	Nil	Nil	Nil
34		Lease by public or tender of usufruct of trees & sale of live and dead trees.	Rly. Board's letter No. 74-EB/3000 dated 14.01.75.	Full powers.	Full powers.	Full powers.	Nil	Nil
	34.1	Right for fishing in ditches etc. in railway limits.	Rly. Board's letter No. 74-EB/3000 dated 14.01.75.	Full powers.	Full powers.	Full powers.	Nil	Nil
	34.2	To cut grass etc. in railway limits. Note : 1. These powers are to be exercised in consultation with finance. 2. In respect of lease of right of fishing the first preference should be given to Fisherman's Cooperative Societies formed by railwaymen. If no such society exists, the second preference should be given to other Fisherman's Co-operative Societies only if no such society also exists it should be done by open public auction or by tender. 3. CE will have full powers to settle dispute if any between the Railway and Licensee of Fishing Right.	Rly. Board's letter No. 74-EB/3000 dated 14.01.75 & 81/W2/18/117 dated 19.01.87.	Full powers.	Full powers.	Full powers.	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
	34.3	Purchase of saplings for tree plantation with finance concurrence. Note : 1. The above powers are to be exercised on one time basis during the plantations. 2. The procurement of saplings should be made from the Government Nurseries.		Full powers upto Rs.1 lakh per annum	Full powers upto Rs.1 lakh per annum	Full powers upto Rs.40,000/- per annum	Nil	Nil
35		Hiring of road vehicles for transportation of railway materials with prior finance concurrence. Note : Before hire of road vehicle, it should be certified that demand cannot be met from existing sources.	Item No. 17, Note 2 of IRFC Vol. I.	PHODs Full powers with finance concurrence.	Same as Col-4.	Nil	Nil	Nil
36		To grant permission for way leave facilities/easement right on railway land for:	Railway Board's letter No. 97/LM(L)24/3 dated 10.07.98.					
	a)	Passage/pathway on/across railway land, cattle crossings.		Full powers with finance concurrence	Same as Col-4.	Nil	Nil	Nil
	b)	Public roads by local bodies/State Govt./Govt. & Autonomous bodies, charitable/welfare organisation.		-do-	-do-	Nil	Nil	Nil
	c)	Water/Sewage/Effluent/Oil/Gas Pipeline X-ing.		-do-	-do-	Nil	Nil	Nil
	d)	Electric line X-ing for Individual Houses, Shops, Electricity Board and Central Agencies etc. (Both underground and over head).		-do-	-do-	Nil	Nil	Nil
	e)	Underground Water / Sewage / Effluent/Gas/Oil pipe lines.		-do-	-do-	Nil	Nil	Nil
	f)	Open drains & over-ground Water/Sewage/Oil/Gas/ Effluents pipe line by private parties (including Public Sector Undertaking).		-do-	-do-	Nil	Nil	Nil
37		Expenditure on tools and plants including office equipments not provided in the sanctioned estimate:	Para 713 to 715 of Genl. Code Vol. 1					
	a)	Tools and consumables and petty additions to equipment, instruments.		Full powers.	Full powers.	Full powers upto Rs.5 lakh.	Full powers upto Rs.2 lakh.	Nil
	b)	Shop equipments, new additions and alterations (other than M&P).		Full powers upto Rs.1 lakh.	Full powers upto Rs.1 lakh.	Full powers upto Rs.25,000/-.	Nil	Nil

SNo		Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1		2	3	4	5	6	7	8
		<p>Note :</p> <p>1) Provided funds are available in the budget grant.</p> <p>2) All requisitions above Rs. 40,000/- shall require prior vetting of finance.</p> <p>3) All requisitions for furniture will require prior concurrence of finance</p>						
38	a)	To sanction temporary electric connections for lighting in railway institutes, houses of railway employees & at other areas on special occasions.	Railway Board' s letter no. 84/Elec.I/137/93 dated 30.09.1986	CEE (Coord) Full powers.	CEE - Full powers.	Dy.CEE – Full powers.	SEE - Full powers upto Rs. 1,000/- in each case	Nil
	b)	To sanction electric connection to contractors, shops commercial organizations banks, post office, schools etc. within RCF Complex and welfare organisation.	Railway Board' s letter no. 84/Elec.I/137/93 dated 30.09.1986	CEE (Coord) Full powers.	CEE - Full powers.	Nil	Nil	Nil
39		<p>To invite and accept contracts for catering and making arrangements for training for Training Schools, Subsidised Hostels, Hospitals etc. including contracts for supply of provisions, vegetables, fish meat etc. and contracts for running of stands of cycles, scooters and motor vehicles in offices and workshops.</p> <p>Note :</p> <p>The constitution of the tender committee will be as per normal works tenders, except that convener will be from the user Deptt.</p>	Para 1210-E	Full powers upto Rs.50 lakh in each case.	Full powers upto Rs.25 lakh in each case.	Full powers upto Rs.10 lakh in each case.	Full powers upto Rs.2 lakh in each case.	Nil
40		<p>To invite and accept tenders for stitching of garments & fabrications of railway stores.</p> <p>Note :</p> <p>1. Finance concurrence is necessary in cases exceeding Rs. 40,000/- in value.</p> <p>2. These powers will be exercised by Stores Officers only.</p>	Rly. Bd's letter no.85/FSI/PW7/1 dated 27.5.87	Full powers upto Rs.25 lakh in each case.	Same as Col-4.	Full powers upto Rs.3 lakh in each case.	Full powers upto Rs.1 lakh in each case.	Nil
41		To make variations in rates arising out of circumstances not provided for in the contract.	1265 E (Edition 1993)	Nil powers for increase in rate. Full powers in r/o lowering of rates for contracts accepted by him subject to prior finance concurrence.	Same as Col-4.	Same as Col-4.	Same as Col-4.	Nil

SNo	Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1	2	3	4	5	6	7	8
42	To sanction increase the quantity of any item in a contract provided the value of the amended contract does not exceed the limit of power of the authority that approved the original contract. (This variation is permissible only if such clause has been made incorporated in the tender documents.) Note : 1 Cases where face value of total contract accepted by GM or lower authority increases beyond 50%, the approval of GM shall have to be obtained.	Para 1265-E and Rly. Board's letter No. 2007/CE-I/CT/18 dated 28.9.2007.	Full powers upto 50% of the total value of the original contract in respect of contracts accepted by him.	Same as col.4	Same as col.4	Nil	Nil
42.1	To sanction variation of item in a contract provided the value of the amended contract does not exceed the limit of power of the authority that approved the original estimate. Note : 1. Individual NS items in contracts shall be operated with variation of plus or minus 25% and payment would be made as per the agreement rate. For this no finance concurrence would be required. 2. In case of increase in quantity of an individual item by more than 25% of the agreement quantity is considered as unavoidable, the same shall be got executed by floating a fresh tender. If floating a fresh tender is considered not practicable, negotiations may be held with the existing contractor for arriving at reasonable rates for additional quantities in excess of 125% of agreement quantity. 3. The limit for varying quantities for minor value items shall be 100% (As against 25% prescribed for other items). A minor value item for this purpose is defined as an item whose original agreement value is less than 1% of the total original agreement value. 4. No such quantity variation limit shall apply for foundation items.	Para 1265(C), 1268 of Engg. code and Rly. Bd's letter No. 2007/CE-I/CT/18 dated 28.9.2007.	Full powers up to 50% of the total value of the original contract in respect of contracts accepted by him.	Same as col.4	Same as col.4	Nil	Nil

SNo	Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1	2	3	4	5	6	7	8
	<p>5. As for as SOR items are concerned the limit of 25% would apply to the value of SOR schedule as a whole and not on individual SOR items. However, in case of NS items, the limit of 25% would apply on the individual items irrespective of the manner of quoting the rate (Single percentage rate or individual item rate).</p> <p>6. For the tenders accepted at the Zonal Railways/Pus level the variation in the quantities will be approved by the authority, in whose powers the revised value of the agreement lies.</p>						
42.1	<p>7. For the tenders accepted by General Manager, variations upto 125% of the original agreement value (even if the revised agreement value is beyond GM's competence to accept tenders) may be accepted by General Manager.</p> <p>8. For tenders accepted by Board Members and Railway Ministers, variations upto 110% of the original agreement value may be accepted by General Manager.</p> <p>9. The aspect of vitiation of tender with respect to Variation.</p>						
43	<p>To sanction licensing of available railway land and fix rental thereof.</p> <p>Note :</p> <ol style="list-style-type: none"> 1. Prior finance concurrence is necessary for fixing & revision of rental charges, terms & conditions and period of license etc. 2. A license agreement shall be signed between the licensee and the Railway Administration. The agreement shall be vetted by the Law Branch and Accounts Branch. 3. Leasing of railway land will be for the purpose strictly connected to railway working & with the sanction of GM in consultation with FA&CAO. (Authority Rly. Bd's letter No. 2005/LML/18/8 dated 10.01.2005 and 2005/LML/18/8 Dated 08.06.05. 4. Shops in the shopping centre will be allotted after call of tenders and convening of T.C. consisting of Sr.Scale Officers of Civil Engineering and Accounts branches 	Para 1013-E & 1020-E.	Full powers.	Same as Col.4.	Nil	Nil	Nil

SNo	Description of item	Authority	Coordinating HOD	S.A. Grade	SG/JA Grade	Sr. Scale	Jr. Scale/ Asstt. Officer
1	2	3	4	5	6	7	8
44	Composition of Tender Committee and acceptance of the TCRs for construction, installation, maint./repair for all departments for sanctioned works.	Rly. Board's letter No. 94/CE-I/CT/4 dated 17.9.97 & 2007/CE-I/CT/13 dated 03.9.07, 15.10.07 & 20.3.2008, 2007/CE-I/CT/18 dated 07.3.08 & 2007/CE-I/CT/13 dated 27.8.2013.					

	Tender Value	COMPOSITION OF TENDER COMMITTEE			ACCEPTING AUTHORITY
		EXECUTIVE MEMBER	FINANCE MEMBER	THIRD MEMBER	
A	OPEN TENDER				
i)	Upto Rs. 20 Lakh	Asstt. Officer/Jr. Scale	Asstt. Officer/Jr. Scale	----	Sr. Scale
ii)	Above Rs. 20 Lakh and upto Rs. 03 Crores	Sr. Scale	Sr. Scale	Sr. Scale	JAG/SG
iii)	Above Rs. 03 crores and upto Rs. 12 crores	JAG/SG	JAG/SG	JAG/SG	SAG
iv)	Above Rs. 12 crores and upto Rs. 75 crores	SAG	SAG	SAG	HAG
v)	Above Rs. 75 crores and upto Rs. 150 crores	CHOD/PHOD	CHOD/PHOD	CHOD/PHOD	GM
<p>Note: Further to above, where the department is not headed by a PHOD rank officer in HAG, the powers of acceptance of works tenders indicated in Boards letter under reference (i)above, have now been modified as under:</p> <p>(1) Tender of value above Rs. 12 crores and upto Rs. 50 crores shall be accepted by CHOD in the SAG and</p> <p>(2) Tender of value above Rs. 50 crores and upto Rs. 75 crores shall be accepted by AGM and where no AGM is posted, such tender shall also be accepted by GM.</p>					
B.	LIMITED TENDER				
i)	Upto Rs. 20 Lakh	Sr. Scale	Sr. Scale	----	JAG/SG
ii)	Above Rs. 20 Lakh and upto Rs. 50 lakh	JAG/SG	Sr. Scale	JAG/SG	SAG/CHOD
iii)	Above Rs. 50 Lakh and upto Rs. 05 Core.	SAG	JAG	SAG	GM
<p>NOTE : For Single Tender Committee and Accepting Authority will be one stage higher than the Open Tender Committee except where General Manager is the Accepting Authority</p>					