

## Miscellaneous Matters

Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re- marks
1.	Payment to Municipalities or Government/ Local bodies, registration, license fees of Service Charges/Taxes like Octroi, toll tax etc. with finance concurrence.	Para 1040 Indian Railway Financial Code Vol.I	Full powers	Full powers	Full Powers to DGM/G only	Nil	Full Powers	Full Powers	Nil	Nil	
1(b)	Sanction advance payment to BSNL / MTNL for hiring of lease lines for PRS, IVRS, FOIS, UTS, Local non exchange line etc. upto Rs.10 lakhs	Para 1040 Indian Railway Financial Code Vol. I	CSTE/CAO /IRPMU full powers up to Rs.10 lakhs.	Nil	Nil	Nil	Only DRM- Upto Rs. 2 Lakhs in each case	Upto Rs. 1 Lakh in each case	Upto Rs. 50,000/- in each case	Upto Rs. 20,000/- in each case only for Sr. Scale.	
<p><b>Note:</b> 1) Finance concurrence is necessary. 2) These powers should be used by CAO/IRPMU for the works pertaining to IRPMU only.</p>											
1(c)	Payment to statutory fee of factory inspectorate /pollution control Board of Central /State Government		Full powers	Full Powers	Nil	Nil	Full powers	Full Powers	Full Powers	Nil	
<p><b>Note:</b> 1. Finance concurrence is necessary for the first time and for subsequent payments concurrence is not necessary. 2. For every disbursement to such outside bodies, the extant legal provisions to be reviewed in consultation with Law Officer to check if any exemption/waival for such payments are available.</p>											
2(a) i)	To sanction new installation of telephones of Railway & BSNL at stations/offices and residences of officers and staff payment of all charges connected with their installation	Para 1040 Indian Railway Financial Code Vol. I	CSTE/CAO/IRPM U Full Powers with finance concurrence	Nil	Nil	Nil	Only DRMs full powers with finance concurrence	Nil	Nil	Nil	

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ii)	To sanction shifting /retention of Railway & P&T phones at stations/offices & residences of officers & staff		CSTE/CAO/IRPMU Full Powers	CCE Full powers	Nil	Nil	DRMs full powers	Nil	Nil	Nil	
<p><b>NOTE:</b> The following general guidelines should be adopted for provision of BSNL telephones in Railway headquarters and divisions.</p> <p>a) Direct BSNL telephones may be provided for Sr.Admn. Grade officers in addition to PBX extensions in their offices. Officers below these levels may be given BSNL telephones in their offices/residence only in inescapable cases on the basis of individual justification approved by the HOD with prior finance concurrence.</p> <p>b) STD facility should be barred from telephones installed in the offices of all officers below the rank of SAG. Printed details of STD can be obtained from BSNL if required</p> <p>c) STD facility be provided on residential BSNL telephones of all officers in SAG and above.</p> <p>d) In the divisions all sanctions should be accorded by DRMs personally in consultation with Sr.DFM. A half yearly statement of sanction of new telephones should be submitted to CSTE.. Normally sanctions for fresh telephones should be restricted for newly sanctioned posts and new residential accommodation.</p> <p>e) These powers should be used by CAO/IRPMU for the works pertaining to IRPMU only.</p>											
2(i)	Provision of Casual BSNL telephones for the use of V VIPs/ VIPs and high officials.	Para 1040 Indian Railway Financial Code Vol. I	CSTE/CAO/IRPMU upto 10 days at a time without Finance concurrence	Nil	Nil	Nil	Full powers upto 6 days at a time without Finance Concurrence	Nil	Nil	Nil	
<p><b>NOTE: 1)</b> These powers should be used only to provide temporary BSNL telephone connections for VIPs and other higher officials of the Railway Board, GM, etc. requiring provisions as accepted norms.</p> <p>2) The rental charges/incidental charges, etc. will be at the BSNL Tariff rates as applicable for temporary connections, including refundable deposit to BSNL authorities wherever prescribed.</p> <p>3) Provision of temporary phones should be for the works connected with the railway.</p> <p>4) Availability of funds should be ensured before sanction. The number of telephones to be provided for each occasion should be minimum and also strictly confined to the period of stay of the VIPs/ high officials.</p> <p>- These powers should be used by CAO/IRPMU for the works pertaining to IRPMU only.</p>											

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3.	To exercise the powers of "Head of Office" in respect of ordinary contingent expenditure mentioned in paras 1011, 1015, 1043, 1044 & 1045 of Financial Code Vol.I	Paras 1011, 1015, 1043, 1044 & 1045 of Financial Code Vol. I	Full powers	Full Powers	Full Powers	AS to GM / Sr.ADGM/ ADGM full powers	Full powers	Full powers	Full powers Principal/ STC/ZTC/CETA /ETC/ IRTMTC	Nil	
<b>NOTE:</b> 1. Officers in SAG/JAG will exercise these powers only when they are incharge of their respective offices.											

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4.	To incur expenditure on entertainment:										
a)	On tea, coffee or cold drink and lunch during meetings including outsider or organized labour formal inter departmental and other meetings and conferences.	Para 1005 of Financial code Vol. I as amended by Advance correction slip no. 60 F1 circulated under Railway Board's letter no. F(X) II 2004 /Exp./4 dated 28.7.04 & L. No. F (X)II/ 2004/Exp./4 dt 04.06.07.	Full powers upto Rs. 10,000/- on any one occasion subject to overall limit of Rs. 40,000/- p.a. Full powers upto Rs. 15,000/- on any one occasion by SDGM. SDGM Rs.50,000/-for per annum per deptt.	Full powers upto Rs. 1500/- on any one occasion subject to overall limit of Rs. 25,000/- p.a.	Full powers upto Rs. 1000/- on any one occasion subject to overall limit of Rs. 20,000/- p.a.	Full powers upto Rs. 200/- on any one occasion subject to overall limit of Rs. 5,000/- p.a.	Full powers upto Rs. 15,000/- on any one occasion subject to overall ceiling prescribed for DRMs/ CWMs & CAO/IRPMU. In Note-2 below.	Full powers upto Rs. 1500/- on any one occasion subject to overall limit of Rs. 25,000/- p.a. This will be within the ceiling limit prescribed for DRMs/ CWMs & CAO/IRPMU.	Full powers upto Rs. 1000/- on any one occasion subject to overall limit of Rs. 20,000/- p.a. This will be within ceiling limit prescribed for DRM/CWM & CAO/IRPMU.	Full powers upto Rs. 200/- on any one occasion subject to overall limit of Rs. 5,000/- p.a.	
<b>Note:</b>	<ol style="list-style-type: none"> <li>1) CSO will have the same powers as delegated to PHODs/CHODs.</li> <li>2) Expenditure for serving light refreshment such as tea, coffee or cold drink, lunch etc. at formal inter-departmental and other meetings/conferences should not exceed Rs. 18/- (Rupees Eighteen ) for tea &amp; Rs.115/-per head per meeting for lunch. The ceiling limit Rs. 5 lacs each division and Rs. 2.5 lacs for other units viz CAO/IRPMU, CWM/JHS, CWM/Sithauli, each should be maintained.</li> <li>3) A register of expenditure on refreshment of each deptt. should be maintained.</li> <li>4) In head quarter office the proposal from Rs. 10,000/- to Rs. 15,000/- will be sanctioned by SDGM and AGM's sanction will be required for the proposal's above Rs. 15,000/- No. finance concurrence is needed for the proposals sanctioned by P/CHODs &amp; SDGM.</li> <li>5) The proposals required finance concurrence to which AGM's approval is required. All such proposals should be routed through SDGM in view to control the expenditure.</li> </ol>										

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			PHOD/CHOD	HOD / SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	
b)	<b><u>Incurrence of Expenditure not exceeding Rs. 40000/- per year, in connection with entertainment</u></b> of distinguished officials and non-official personages, representatives of foreign associates, foreign technical experts, representatives of trade and industry including overseas companies.	(i) Para 1005 of Financial code Vol. I as amended by Advance correction slip no. 54 F1 circulated under Railway Board's letter no. F(X)11-200/PW.2 dated 27.06.2000.  (ii) Rly. Bd's letter No. 2003/519/2/KFW/ Part dated 9/6/03)	(i) CCM/CPRO/DRMs are authorized to incur entertainment expenditure to the extent of Rs.40, 000/- p.a. (ii) CAO/IRPMU is authorized to incur entertainment expenditure to the extent of Rs.30, 000/- p.a.								
c)	i)Sanction of expenditure on ceremonial occasion	Item no 29 DOP to GM Rly. Bd's letter no F(X)II-2010/PW/02 dtd.11.10.2010	AGM Full powers upto Rs.50,000 in each occasion								
	ii)Expenditure on important functions which are attended by President/Prime Minister/Minister of Railways.	Item no 29 DOP to GM Rly. Bd's letter no F(X)II-2010/PW/02 dtd.11.10.2010	AGM full powers upto 5 lakhs in each occasion								
<p><b>NOTE: 1)</b> The hospitality fund may be operated subject to instructions issued by the Railway Board's Advance correction slip no. 54 &amp; 60 F-I circulated under Railway Board's letter no. F(X) 11-200/PW.2 dated 27.06.2000. &amp; F(X)II -2004/Exp/4 dt. 21.7.04.</p> <p>2) (i) The exercise of powers 4(c) [(i) &amp; (ii)] is Limited to an <b>annual ceiling of Rs. 20 lakhs for Railways.</b></p> <p>(ii) The power under item-4 (c)(i) will cover the expenditure on Railway week celebration also, the limit for which will be <b>Rs. 50,000/- for a Railway as a whole.</b></p>											

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5.	Fuel handling and other miscellaneous contracts:										
i)	To invite, accept tenders and execute agreements the value of which does not exceed Rs. 10 lakhs per year in each case subject to prior concurrence of Finance.	GM NCR's sanction No. DGMG /NCR/ SOP dt. 26.9.2003	Full powers	Full powers	Nil	Nil	Full powers	Nil	Nil	Nil	
a)	The loading and unloading, stacking and carting of coal, cinder and fuel in locomotives sheds and other places.	Railway Board's letter no. 74-EB/3000 dated 14.1.75/	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Upto Rs. 7.50 lakhs in each case	JAG/SG officers I/Charge of W/shops upto Rs. 10 lakhs, other JAG/SG officers upto Rs. 5 lakhs in each case	Nil	
b)	Picking Cinder in Locomotive Sheds and other places	Railway Board's letter no. 74-EB/3000 dated 14.1.75	Upto Rs. 25 lakhs with finance concurrence	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Upto Rs. 7.50 lakhs in each case	JAG /SG officers I/Charge of W/shops upto Rs. 10 lakhs , other JAG/SG officers upto Rs. 5 lakhs in each case	Sr.Scale upto Rs. 1 lakh in each case	

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c)	The sale or removal of ashes	Railway Board's letter no. 74-EB/3000 dated 14.1.75	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Upto Rs. 7.50 lakhs in each case	JAG/SG officers I/Charge of W/shops upto Rs. 10 lakhs, other JAG /SG officers upto Rs. 5 lakhs in each case	Sr.Scale upto Rs. 1 lakh in each case	
d)	The provision of conservancy services at stations and removal of night soil	Railway Board's letter no. 74-EB/3000 dated 14.1.75	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Upto Rs. 7.50 lakhs in each case	JAG/SG officers I/Charge of W/shops upto Rs. 10 lakhs, other JAG/SG officers upto Rs. 5 lakhs in each case	Sr.Scale upto Rs. 1 lakh in each case DMO upto Rs. 5 lakhs in each case	
e (i)	The supply of animals, road vehicles, drivers, buffaloes for conservancy work and for their supervision.	Railway Board's letter no. 74-EB/3000 dated 14.1.75	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Upto Rs. 7.50 lakhs in each case	JAG /SG officers I/Charge of W/shops upto Rs. 10 lakhs, other JAG /SG officers upto Rs. 5 lakhs in each case.	Sr.Scale upto Rs. 1 lakh in each case	
e(ii)	For hiring animals road vehicles and drivers at local rates without calling for tenders for a period not exceeding 3 months in the event of a break down of conservancy services subject to Sr.DFM's concurrence.	Railway Board's letter no. 74-EB/3000 dated 14.1.75/	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Full powers upto Rs. 10 lakhs	JAG/SG officers Independent incharge of W/shops upto Rs. 10 lakhs ,other JAG /SG officers of Engg. deptt. and MS upto Rs. 5 lakhs.	Sr.Scale upto Rs. 1 lakh in each case	

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f)	Sale & Removal from workshop of i) Brass foundry clinkers residue ii) Sweeping & rubbish iii) Iron foundry clinkers iv) Hard code dust v) Saw dust vi) Sale of wood shavings unserviceable wooden sleepers, scrap wood, scrap timber and wooden packing crates, etc. vii) sale of cinder to railway staff	Railway Board's letter no. 74 EB/3000 dated 14.1.75	Nil	Nil	Nil	Nil	Full powers upto Rs. 25 lakhs	Full powers upto Rs. 25 lakhs	JAG /SG officers Independent Incharge of W/shops upto Rs. 25 lakhs, other JAG/SG officers upto Rs. 5 lakhs	Sr.Scale Officers upto Rs. 1 lakh	
<p><b>NOTE: 1)</b> Prior Finance concurrence will be necessary in following cases:</p> <p>a) All cases of the value of Rs. 10,000 or over. b) In cases where the value is below Rs. 10,000/- and it is proposed to ignore the lowest tender. c) All cases of execution of agreements.</p> <p><b>2)</b> Sales rates should be vetted by Sr.DFM / WAO</p> <p><b>3)</b> Particulars of sale should be included in a statement and submitted monthly to COS &amp; FA&amp;CAO (Workshop accounts and Stores Accounts Branch)</p> <p><b>4)</b> a) Sale of unserviceable wooden sleepers and scrap wood, scrap timber and wooden packing crates to Military and other Govt. Deptt.s will be at the highest sale rates obtained in his division during the preceding year or at the book rate whichever is higher, plus freight incidental and supervision charges. b) Sale of above items to railway employees will be at the rates fixed from time to time subject to a limit of ½ ton per month per individual. Sale of cinder/coal/fire wood may be allowed in the case of railway officers, traveling on duty upto a maximum of 250 Kgs./1/4 ton at a time.</p>											
g)	To enter into contracts for the purchase of ice for cooling water for drinking purposes, upto Rs. 50,000/- per year subject to actual verification of demand by the executive authorities in consultation with associate Account Officers.	Railway Board's letter no. 74 EB/3000 dated 14.1.75	Nil	Nil	Nil	Nil	Full Powers	Full Powers	Nil	Nil	



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h)	Sale of surplus bricks, surplus cinder after meeting all Deptt. requirements and the requirements of Railway staff	Railway Board's letter no. 74-EB/3000 dated 14.1.75	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Full powers upto Rs. 10 lakhs	JAG/SG officers Independent I/Charge of W/shop upto Rs. 10 lakhs, other JAG/SG grade officers upto Rs. 5 lakhs	Nil	
i)	Sale of Sarkanda Grass	Railway Board's letter no. 74 EB/3000 dated 14.1.75	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Full powers upto Rs. 10 lakhs	JAG/SG officers Independent I/Charge of W/shop upto Rs. 10 lakhs, other JAG/SG grade officers upto Rs. 5 lakhs	Sr.Scale officers upto Rs. 1 lakh	
j)	Sale of ordinary grass	Railway Board's letter no. 74 EB/3000 dated 14.1.75	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Full powers upto Rs. 10 lakhs	JAG/SG officers Independent I/Charge of W/shop upto Rs. 10 lakhs, other JAG/SG grade officers upto Rs. 5 lakhs	Sr.Scale officers upto Rs. 1 lakh	
k)	Sale of Trees	Railway Board's letter no. 74 EB/3000 dated 14.1.75.	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Full powers upto Rs. 10 lakhs	JAG/SG officers Independent I/Charge of W/shop upto Rs. 10 lakhs, other JAG/SG grade officers upto Rs. 5 lakhs	Sr.Scale officers upto Rs. 1 lakh	

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<b>l)</b>	Sale of Brick bats, old bed and coping stones at bridges between stations where they become available due to rebuilding old masonry and replacing bed stones, etc.	Railway Board's letter no. 74 EB/3000 dated 14.1.75.	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Full powers upto Rs. 10 lakhs	JAG/SG officers Independent I/Charge of W/shop upto Rs. 10 lakhs, other JAG/SG grade officers upto Rs. 5 lakhs	Sr.Scale officers upto Rs. 1 lakh		
<b>m)</b>	Sale of Surplus bricks lying at inaccessible places	Railway Board's letter no. 74 EB/3000 dated 14.1.75.	Nil	Nil	Nil	Nil	Full powers upto Rs. 10 lakhs	Full powers upto Rs. 10 lakhs	JAG /SG officers Independent I/Charge of W/shop upto Rs. 10 lakhs, JAG/SG grade officers upto Rs. 5 lakhs	Sr.Scale officers upto Rs. 1 lakh		
<p><b>NOTE:</b> The restrictions contained in para (a) above will not, however, apply to sale of steal coal:</p> <p><b>i)</b> To staff posted on hill station</p> <p><b>ii)</b> To staff posted where there is actual shortage of cinder to meet their demand for domestic fuel and to staff canteen (vide Board's letter no. E(W)57 CHI, dated 18.1.60).</p>												
<b>N)</b>	Sale of waste paper.	Authority: Para-2409 Store Code-Vol.II	Full Powers	Full Powers	Full Powers Dy GM(G) only	Nil	Full Powers	Full Powers	Nil	Nil		
<p><b>NOTE:</b> 1. Finance concurrence is not necessary</p> <p>2. The value realized should be credited to sundry earning under head Z.650.</p> <p>3. The sale is to be effected on tender or by auction.</p>												

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6.	Sanction for purchase, hiring, maintenance and upkeep of typewriters and other office machinery and appliances										
a)	Purchase on replacement / additional account	Rly.Board's letter no. 74-EB/3000 dated 14.1.75. Para 1022 F I	Full powers	Full powers	DGMG only full powers, other JAG/SG Officer, full powers on replacement account only	Nil	Full powers	Full powers	Full powers on replacement account only	Nil	
<p><b>NOTE:</b></p> <p>i. Prior concurrence of finance is required if cost exceed Rs. 5000/- per item.</p> <p>ii. Normal procurement through COS being followed.</p> <p>iii. For replacement of Typewriter, Copier machine advance approval of HODs/DRMs required to the condemnation.</p> <p>iv. The procurement of Copier machine (Colour &amp; Black White), FAX machines, Scanner requires AGMs sanction.</p>											
b)	Hiring of typewriters, computer, Photocopier & Other Office Machines.	Rly.Board's letter No. 74-EB/3000 dated 14.1.75. Para 1022 F I	Full powers	Full powers	DGMG only full powers. JAG Officers (Independent charge of unit/office/workshop-full powers	Nil	DRMs only Full powers	Full powers	Full Powers to officers independent charge of unit/office/Training institute/workshop	Nil	
<p><b>NOTE:</b></p> <p>i) The numbers hired should be limited to the numbers that have been concurred with/sanctioned for purchase and till the time actually purchased (that is to say PCs may be hired equal to the numbers in the pipeline).</p> <p>ii) Concurrence of associate finance is necessary for expenditure of more than Rs. 3000/- in each case, not exceeding six months.</p> <p>iii) Quotations from not less than 3 reputed firms should be obtained.</p>											

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c)	To condemn typewriters and other office machines and appliances when they are beyond economic repairs	Rly. Board's letter no. 74-EB/3000 dated 14.1.75.	Full powers by following prescribed procedure except typewriters	Full powers by following prescribed procedure except typewriters	DGMM only full powers inclusive of typewriters centrally controlled by 'G' branch	Nil	full powers by following prescribed procedure	Full powers by following prescribed procedure except typewriters	Full powers by following prescribed procedure except typewriters	Nil	
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>For extra divisional offices and workshops under the charge of officers upto JAG, these powers shall be exercised by HODs only for all office machinery and typewriter</li> <li>Indents for purchase of typewriters, copying machines, duplicators, Accounting book keeping and other office machine whether as account of addition or replacement should be placed on DGS&amp;D through COS.</li> <li>In case where no contract for repairs exist or approved list of spare parts exist only HODs &amp; DRM are authorised to make necessary arrangement for repairs vide 1028 F 1 and Head of offices have no powers in this regard.</li> </ol> <p>The concurrence of FA&amp;CAO is necessary to purchase of Accounting machines for departmental officers vide para 1021 F1.</p>											
d)	Repairs and maintenance of Typewriters and other office machinery viz Fax, Photocopier, Cyclostyle including entering into service contracts.	Rly.Bd.'s letter no. 74-EB/3000 dt. 14.1.75. Para 1026 F I  F(X)-II/99/PW/3 dtd.02.10.1997	i) Full powers for repairs except Typewriters ii) Full powers for service contract after finance concurrence except Typewriters.	i) Full powers for repairs except Typewriters ii) Full powers for service contract after finance concurrence except Typewriters	i) Full powers for repairs except Typewriters ii) Full powers for service contract after finance concurrence except Typewriters	Upto Rs. 1000/- for repairs only except typewriters.	i) Full powers for repairs ii) Full powers for service contract after finance concurrence	i) Full powers for repairs ii) Full powers for service contract after finance concurrence	Principal/ZT C i) Full Powers for repairs ii) Full powers for service contract after finance concurrence	Upto Rs. 1000/- for repairs only	
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>For Typewriters of Headquarters Office full powers with Dy GM (G) only.</li> <li>Prior Finance concurrence is not necessary upto Rs. 2500/- in service contract.</li> <li>Quotations from 3 reputed firms or more should be obtained in each case.</li> <li>Single Tender/Single quotations may be accepted with the original manufacture / authorized dealer up to a monetary limits of Rs. 10,000/-only by PHODs/HODs/DRMs on certification that the repairs are of sophisticated nature and have to be undertaken by the original manufacture / authorized dealer. AMC/SMC on single tender basis can be accepted from authorized dealer/manufacturer only.</li> </ol>											

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7.	a) Sanction to purchase of cycle	Para 1023 of IRFC Vol.I	Nil	Nil	Full powers with DGMMG in HQrs. Office.	Nil	Full Powers	Full Powers	Full Powers	Nil	
	b) Repairs to cycle	Railway Board's O.M. No. 4355 dated 13.9.48.	Upto Rs. 1000/- per cycle per annum	Upto Rs. 1000/- per cycle per annum	Full Powers with DGM/G	AS to GM/ Sr.ADGM/AD GM in HQrs. upto Rs. 500/- per annum	full Powers upto Rs. 1000/- per cycle per annum	full Powers upto Rs. 1000/- per cycle per annum	full Powers upto Rs. 1000/- per cycle per annum	full Powers upto Rs. 500/- per cycle per annum	Taking NR & CR (Para 6.42) SOPs whichever liberal
8.	Repairs to furniture including canning	GM/NCR/SO P dated 26.09.03 of Misc. matters.	Nil	Nil	Full powers with DGM/G only with concurrence of finance	Full powers with AS to GM / Sr. ADGM/ ADGM only with concurrence of Finance	Full powers	Full Powers	Full Powers Same powers to Principal STC/ CETA/ IRTMTC / ZTC & ETC.	Nil	

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			Headquarters Officers				Divisional/ Workshop Officers				
Item No.	Description of Items	Authority	PHOD/CHOD	HOD/SAG	Selection grade/JAG	Sr.Scale/Jr.Scale/Asstt. Officers	DRM/CWM	ADRM	Selection grade/JAG	Sr.Scale/Jr.Scale/Asstt. Officers	Re-marks
9.	Incurrence of law charges in any case subject to conditions given in the note below including to sanction payment of legal expenses such as pleaders fee within the scales fixed by the Hon'ble High Court or separately approved by the Railway Board and clerkage, incidental expenses connected with suits filed in court of law such as court stamp/ cost of forms, stationary, adjournment cost, diet charges, to witness, conveyance charges of pleaders when they undertake journey outside their Head quarter in connection court case to which Railway is a party etc.	Item 31 of annexure-II chapter V of IRFC vol. I.CS No. 9 dtd.25.07.2003.C S No. 6 dtd. 05.12.07 Railway Board's Letters No. 2011/LC/17/11(H igh Court) dated 01.03 .2012.CS No. 9 dtd. 13.12.2013	Full powers upto Rs. 90,000/- in each case.	Full powers upto Rs. 25,000/- in each case. Addl. CSC Full powers upto Rs. 25,000/- in each case.	Full powers upto Rs. 15,000/- in each case.	Full powers upto Rs. 15,000/- in each case for Law Officers only.	Full powers upto Rs. 50,000/- in each case.	Full powers upto Rs. 50,000/- in each case. CMS- Full powers upto Rs. 50,000/- in each case.	Full powers upto Rs. 15,000/- in each case.	DPO/APO incharge of legal cell upto Rs. 5,000/- & Rs. 3,000/- respectively in each case.	
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>Sanction of Railway Board is required to be obtained for filing/defending an appeal in the Supreme Court.</li> <li>Prior sanction of Railway Board should be obtained to the engagement of a special Counsel and counsel at more than Rs. 6000/- &amp; Rs. 1500/- per case per day in High Courts/CAT and for engagement of counsel at more than Rs. 1200/- per case, per day elsewhere as fixed by the Board. Board's prior approval is required to be obtained in case of engagement of any counsel who is not in the Railway panel or listed as a special counsel of the Min. of Law even if the fees payable does not exceed Rs. 6000/- per case per day.</li> <li>Sanction of Railway Board should also be obtained where fees payable are in excess of scales of fees fixed by the High Courts concerned. The engagement of Railway counsel/counsel on a scale of fee higher than prescribed by the Min. of Law and Justice will also require Railway Board's Prior approval.</li> <li>DRM's are authorized to engage counsel for effective hearing at high fee of Rs. 6000/- per day in the High Courts or Administrative Tribunals in special cases with the prior concurrence of their Associates Finance.</li> </ol>											
10.	a) To sanction imprest of cash for officers and subordinates working under their control	Para 1052 of IRFC Vol.I	Full Powers	Nil	Nil	Nil	Upto Rs. 10,000/-	Nil	Nil	Nil	
<p><b>NOTE:</b> Concurrence of Finance will be necessary.</p>											
	b) To sanction imprest of Stores	Para 1052 of IRFC Vol.I	Full powers	Nil	Nil	Nil	Full powers	Nil	Nil	Nil	
<p><b>NOTE:</b> All changes of quantity of items in the imprest shall be advised to the concerned Stores Depot and Accounts Officer. Prior Accounts concurrence is necessary.</p>											

Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/ CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re-marks
	c) Cash imprest for service postage stamps. With finance concurrence	Para 1047 Of Financial code Vol.-I	Upto Rs. 15,000/- at a time.	Upto Rs. 10,000/- at a time.	.Dy GM/G Full powers upto Rs. 5000/- for G' Branch only at a time.	Nil	Full powers Upto Rs. 10,000/- at a time	Full powers Upto Rs. 10,000/- at a time	Upto Rs. 5000/-	Nil	
<b>NOTE:</b> 1. Finance concurrence is necessary.											
11.	Write off of all losses of shortage of service Postage stamps	Item no. 44 of Annexure II to Chapter V of IRFC Vol.I	Full powers	Full Powers	Full powers DGM/G for G'Branch only	Nil	Full powers	Full Powers	Nil	Nil	
<b>NOTE:</b> Extra Divisional Officers In charge of their Offices upto Rs. 100/- in a year.											
12.	To sanction payment for purchase of books or for subscription to Newspaper or other periodical publications of Govt. Quasi Govt. Technical and learned institutions e.g. ISI, IMA, PW Institutions and titled CDs.	Para 1038 & 1037 of IRFC vol. I									

Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re-marks
12. (i)	Subscription to Newspapers, other periodical publications of Govt./Quasi Govt. and purchase of non-technical books.		Full powers upto Rs. 3,000/- per item subject to overall limit of Rs. 25,000/- p.a.	Full powers upto Rs. 10,000/- in a year to CPRO, other HODs, Full powers upto Rs. 5,000/- in a year	Full powers upto Rs.10,000/- in a year to DGM/G only	Nil	Full powers upto Rs. 25,000/- in a year. Rs. 3000/- per items.	Full powers upto Rs. 12,500/- in a year. Rs. 3000/- per items.	JAG/SG officers holding independent charge of Workshop or other units. Full powers upto Rs.12,500/- in a year. Other JAG/SG officers Full powers upto Rs. 250/- in each case per month and upto Rs. 2500/- p.a. for purchase of official publication only. Principal /IRTMTTC/ALD full powers upto Rs. 2500/- per annum	Nil	Based on CR SOP para 6.23
(ii)	To sanction payment for purchase of Technical books and non official publications.	Para 1038 &1037 of IRFC Vol-I CS No. 2 dt 29.7.08	Full powers upto Rs 25,000/-	Nil	Dy GM(G) Full powers upto 25,000/ p.a.	Nil	Full powers upto Rs. 25,000/- in a year. Rs. 3000/- P/item.	Full powers upto Rs.12,500/- in a year. Rs. 3000/- per/item	All Principal/ In charge training Center/School JAG/SG Rs. 20,000/- per annum without finance concurrence.	All Principal/ Incharge training Center/School Sr. Scale/Jr Scale Rs. 10,000/- per annum without finance concurrence.	
(iii)	Newspapers and magazines for running Rooms/Supervisors training Hostel.		Nil	Nil	Nil	Nil	Full powers subject to yardstick given under footnote.	Full powers subject to yardstick given under footnote	All Principal/ In charge training Center/School JAG/SG Rs. 500/- per month maximum Rs. 5,000/- per annum.	All Principal/ Incharge training Center/School Sr. Scale/Jr Scale Rs. 500/- per month maximum Rs. 5,000/- per annum.	



Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/ CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re-marks
(iv)	Direct purchase of Audio/video Cassettes/CDs for training purpose.		Nil	Nil	Nil	Nil	Nil	Nil	All Principal/ In charge training Center/School JAG/SG Rs. 500/- per work maximum Rs. 5,000/- per annum.	All Principal/ Incharge training Center/School Sr. Scale/Jr Scale Rs 100/- per work maximum Rs. 1,000/- per annum.	Based on NR SOP para 11
(v)	Arranging of Mosquito -repellent, insect kills, Deodorants etc for comfortable stay of the trainees through imprest.		Nil	Nil	Nil	Nil	Nil	Nil	All Principal/ In charge training Center/School JAG/SG Full powers upto Rs. 2,000/- per month	All Principal/ Incharge training Center/School Sr. Scale/Jr Scale upto Rs 200/- per month	Based on NR SOP para 15
(vi)	To supply a file/folder containing pen, writing pad identity wages/lapel card etc to all the trainees reporting for training. in emergency only (normal supply should be taken from stores)		Nil	Nil	Nil	Nil	Nil	Nil	All Principal/ In charge training Center/School JAG /SG upto Rs. 50/- per trainee and Rs. 20,000/- per annum.	All Principal/ Incharge training Center/School Sr. Scale/ Jr Scale upto Rs 50/- per trainee and Rs. 20,000/- per annum	Based on NR SOP para 16
(vii)	Housekeeping imprest for emergency only (normal work should be got done through deptt only.)		Nil	Nil	Nil	Nil	Nil	Nil	All Principal/ In charge training Center/School JAG/SG upto Rs. 5000/- per month.	All Principal/ Incharge training Center/School Sr. Scale/ Jr Scale upto Rs 2500/- per month	

Note :1- No new item should be executed through Imprest.

2- Training Institutes where incharges are in supervisory cadre, these SOP will be exercised by their respective controlling officers.

Yardsticks for running rooms :

Bed Strength	No. of Newspapers/Magazines
Upto 10	1 of each
From 11 to 20	2 of each
From 21 to 50	3 of each
From 51 to 100	5 of each

Finance concurrence is necessary except news paper.

**Revised SOP on miscellaneous matters issued on 21/11/2014**

Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re- marks
13.	To sanction purchase of all items of stationery including rubber stamp, office seals and consumable stores urgently required.	Para 1018 of IRFC Vol. I									
i)	Non-stock items	Para 1018 of IRFC Vol. I	Upto Rs. 1000/- per item subject to Rs. 10,000/- p.a.	Upto Rs. 1000/- per item subject to Rs. 10,000/- p.a. to be exercised by nominated officer of each deptt.	Dy GM(G) upto Rs. 1000/- P/item subject to Rs. 10,000/- p.a. for Genl. Branch only.	Nil	Upto Rs. 1000/- per item subject to maximum of Rs. 10,000/- p.a.	Upto Rs. 1000/- per item subject to maximum of Rs. 10,000/- p.a.	Upto Rs. 500/- per item subject to maximum of Rs. 5000/- p.a. Principal IRTMTC/ ALD upto Rs. 500/- per item subject to maximum of Rs. 5000/- p.a.	Principal CETA/CNB only upto Rs.500/- per item subject to maximum of Rs.5000/- per annum. Others Rs.250/ per month	

Particular of Items			Extent of Powers Delegated to									
Item No.	Description of Items	Authority	Headquarters Officers				Divisional/Workshop Officers					Re- marks
			PHOD/ CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers		
ii)	Stocked Items not available in the stock	Para 1018 of IRFC Vol. I	Upto Rs. 1000/- per item subject to Rs. 10,000/- p.a.	Upto Rs. 1000/- per item subject to Rs. 10,000/- p.a. to be exercised by nominated officer of each deptt.	Dy GM(G) upto Rs. 1000/- P/item subject to Rs. 10,000/- p.a. for Genl. Branch only.	Nil	Up to Rs. 1000/- per item subject to maximum of Rs. 10,000/- p.a.	Upto Rs. 1000/- per item subject to maximum of Rs. 10,000/- p.a.	Upto Rs. 500/- per item subject to maximum of Rs. 5000/- p.a. Principal IRTMTC/ ALD upto Rs. 500/- per item subject to maximum of Rs. 5000/- p.a.	Principal CETA/CNB/ only Upto Rs. 500/- per item subject to maximum of Rs. 5000/- per annum.		
iii)	Printing work in outside non-railway presses	Para 1030 of IRFC Vol. I	Upto Rs. 1000/- per item subject to Rs. 10,000/- p.a.	Upto Rs. 1000/- per item subject to Rs. 10,000/- p.a. to be exercised by nominated officer of each deptt.	Dy GM(G) upto Rs. 5000/- P/item subject to Rs. 50,000/- p.a. for Genl. Branch only.	Nil	Up to Rs. 1000/- per item subject to maximum of Rs. 10,000/- p.a.	Upto Rs. 1000/- per item subject to maximum of Rs. 10,000/- p.a.	Upto Rs. 500/- per item subject to maximum of Rs. 5000/- p.a. Principal IRTMTC/ ALD upto Rs.500/- per item subject to maximum of Rs. 5000/- p.a.	Principal CETA/CNB/ only Upto Rs. 500/- per item subject to maximum of Rs. 5000/- per annum.		
Note: Full Powers to P/CHOD's and DRM/CWM with finance concurrence, if printing is done through Stores Department.												

Particular of Items			Extent of Powers Delegated to								
Item No.	Description of Items	Authority	Headquarters Officers				Divisional/Workshop Officers				
			PHOD/CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale / Jr.Scale / Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re-marks
	iv) To sanction local purchase of computer consumables	Chapter 1018 of IRFC Vol I	Upto Rs 5000/- per item but not exceeding Rs. 15,000/- per month	Upto Rs 3000/- per item but not exceeding Rs 10,000/- per month	Upto Rs 5,000/- per item but not exceeding Rs. 15,000/- per month to Dy GM(G) only	Nil	DRMs only upto Rs. 5000/- per item but not exceeding Rs 15,000/- per month CWM of workshops & Dy.CME workshops. Only Rs. 2000/- per item but not exceeding Rs. 10000/- per month	Upto Rs 3000/- per item but not exceeding Rs 10,000/- per month	Nil	Nil	
14	a) Purchase of Electrical Energy from Electrical Supply Company at the standard rate and payment of meter rent fixed by them from time to time.	GM / NCR sanction No DGM/NCR/S OP dated 26.9.03	CEE full powers with Finance concurrence	Nil	Nil	Nil	DRMs only full powers with finance concurrence	Nil	Nil	Nil	

Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re- marks
b)	Payment of service connection charges for availing supply from state authorities/Electricity Boards	GM / NCR sanction No DGM/NCR/ SOP dated 26.9.03	Full powers with finance concurrence	Full powers upto Rs. 2 lakhs with finance concurrence	Nil	Nil	DRMs only upto Rs. 2 lakhs with finance concurrence.	ADRM only upto Rs. 50,000/- with finance concurrence	Sr.DEE upto Rs. 25,000/- with finance concurrence	DEE Independent Incharge upto Rs. 25,000/- with finance concurrence.	
15 (a)	Tools & Plant items To sanction local purchase of tools and plant items not costing above Rs. One lakh excluding typewriters, Personal computers, photo copiers, electronic typewriters, duplicating machines etc. to carry on work in accordance with Code rules and instructions issued from time to time.	Para 1023 of Financial Code Vol. 1									

Particular of Items			Extent of Powers Delegated to								
Item No.	Description of Items	Authority	Headquarters Officers				Divisional/Workshop Officers				
			PHOD/CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re- marks
	<b>i) Non Stocked items</b>		Full Powers	CWE one Lakh with finance concurrence.	DGMG full powers only	AS to GM / Sr.ADGM/ ADGM Upto Rs.2000 per item but not exceeding Rs.25000/- per month. Only for "G" Branch.	Full power's Upto Rs.5000/- per items but not exceeding Rs.50000/- In aggregate per month.	Full power's Upto Rs.5000/-per items but not exceeding Rs.50000/- In aggregate per month.	Nil	Nil	
<p>* Dy.CME/W holding Incharge of Workshops upto Rs. 2500/- per item but not exceeding Rs. 25000/- in aggregate per month.</p> <p>JAG officers in the divisions upto Rs. 3000/- per item but not exceeding Rs. 22500/- in aggregate per month subject to overall limits of DRMs not being exceeded.</p> <p>** Sr.Scale officers in divisions upto Rs. 2000/- per item but not exceeding Rs. 15000/- in aggregate per month subject to overall limit of DRM not being exceeded Jr. Scale Class-II officers in the division upto Rs. 1000/- per item but not exceeding Rs. 6000/- in aggregate per month subject to overall limit of DRM not being exceeded. Sr. Scale officers in Workshops upto Rs. 500/- per item but not exceeding Rs. 5000/- in aggregate per month of CWM/Dy.CME(W) not being exceeded Jr. Scale Officers class-II in the workshops upto Rs. 300/- per item but not exceeding Rs. 3000/- in aggregate per month. Provided overall limit of CWM/Dy.CME/W not being exceeded. W/Manager W/Shop Asstt. Elec. Engg. holding In charge of workshop and other extra divisional officers upto Rs. 1000/- per item but not exceeding Rs. 10000/- in aggregate per month.</p>											
	<b>ii) Stocked items urgently required not available in stock</b>		Nil	Nil	DGMG full powers only	AS to GM / Sr.ADGM/ ADGM upto Rs. 2000/- per item but not exceeding Rs. 25000/- per month only for G'Branch	Full powers upto Rs. 5000/- per item but not exceeding Rs. 50000/- in aggregate per month.	Full powers upto Rs. 5000/- per item but not exceeding Rs. 50000/- in aggregate per month.	Nil	Nil	
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>The purpose should be exercised for the purchase of Stores and connected with operational and maintenance purpose only.</li> <li>Purchase stocked items will be made in the case of emergency and subject to prior concurrence of associate finance and a register showing detail of such purchase should be maintained and copies of all sanctions be forwarded to the concerned account officer to enable him to keep a watch over the ceiling limit.</li> </ol>											

Particular of Items			Extent of Powers Delegated to									
Item No.	Description of Items	Authority	Headquarters Officers				Divisional/Workshop Officers					Re-marks
			PHOD/CHOD	HOD/SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers		
15(b)	Sanctioning of Office furniture, fixture, fitting and other furnishing items on additional/replacement account as per scale.	Vide letter No. GM/NCR/SO P/Misc./08 dated 30.09.08 and approved by GM/NCR in file GM/NCR/SO P/Misc./14 dtd.19/11/20 14	Upto Rs. 05 lakh per year.	Nil	Upto Rs 02 Lakh per year for Dy GM(G) Only for G/Branch.	Nil	Upto Rs. 10 Lakh per year for DRMs and upto Rs. 05 Lakh per year for CWMs.	Nil	Nil	Nil		
<p><b>Note:</b></p> <p>(1) Finance concurrence is required for item 15(b).</p> <p>(2) Provision of funds in the budget grant should be there.</p> <p>(3) The above powers are applicable for items not included in sanctioned estimates.</p> <p>(4) The furniture being replaced should be condemned following provisions/ instruction in vogue,</p>												
15(c)	Sanctioning of new furniture fixture, fitting and other furnishing items etc. (other than office furniture, fixture, fitting) for waiting rooms and retiring rooms, Running Room Technical Training Center, Crew lobby at station on replacement account.	Vide letter No. GM/NCR/SO P/Misc./08 dated 30.09.08 and approved by GM/NCR in file GM/NCR/SO P/Misc./14 dtd.19/11/20 14	Concerned P/CHODs only, full powers up to Rs. 10 Lakh per annum.	Nil	NIL	Nil	Full power Upto Rs. 20 Lakh Per annum for DRMs only.	Nil	Nil	Nil		
<p><b>Note:</b></p> <p>(1) Finance concurrence is required for item 15(c).</p> <p>(2) Provision of funds in the budget grant should be there.</p> <p>(3) The above powers are applicable for items not included in sanctioned estimates.</p> <p>(4) The furniture being replaced should be condemned following provisions/ instruction in vogue.</p> <p>(5) The annual expenditure on above items should not be exceeding Rs.20 lakhs per division as a whole.</p>												

Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/CHOD	HOD/SAG	Selection grade/JAG	Sr.Scale/Jr.Scale/Asstt. Officers	DRM & CWM	ADRM	Selection Grade/JAG	Sr.Scale/Jr.Scale/Asstt. Officers	Remarks
16.A	<u>Regular hiring of motor vehicles</u> To sanction hiring of vehicle on replacement account provided the existing vehicle has been condemned and grounded.	Item 17 note (2) of Annexure II Chapter V of IRFC Vol. 1 No. F (X) II- 2006/PW/11 dtd. 21.11.2006	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
<p><b>NOTE:-</b></p> <ol style="list-style-type: none"> <li>These powers have to be personally exercised by the GM with the concurrence of FA&amp;CAO. However for hiring of vehicles for SAG officers and ambulances, AGM has full powers with the concurrence of finance.</li> <li>The total No. of vehicles (hired vehicles + Govt. vehicles) should remain unchanged.</li> <li>The post of driver of the condemned vehicle should be surrendered and the incumbent gainfully redeployed.</li> <li>Any imprest sanctioned earlier against the condemned vehicle should also be surrendered.</li> </ol>											
16.B	<u>Occasional hiring of motor vehicles</u> <b>To hire motor vehicles/ transport for important and emergent occasions or for the use of Hon'ble Ministers, parliamentary delegations, Members of Railway Board, visiting GMs, AGMs, PHODs, SAG officers when the staff car/ railway vehicle cannot be made available.</b>	Item 17 note (2) of Annexure II Chapter V of IRFC Vol. 1	Nil	Nil	Full power to Dy.GM(G)	Nil	DRM/CWM only full powers subject to Finance concurrence	Nil	Nil	Nil	
<p><b>NOTE:-</b></p> <ol style="list-style-type: none"> <li>In the construction organization this power is vested with CAO/Const. for offices under his Administrative Control. CAO / IRPMU will have full powers subject to provision being available in sanctioned estimate. (Authority –as per ED (Sig.) / Railway Board's letter No.2003/Sig/2/KFW/PP dated.9.5.2003</li> <li>A.C/ Non A.C. vehicles can be hired on daily rates basis as applicable and as per the entitlement.</li> <li>A register of expenditure and booking shall be maintained by nodal hiring department i.e. Mechanical department.</li> <li>Hiring of more than (10) ten vehicles per day on a particular occasion shall require finance concurrence and approved of SDGM.</li> </ol>											



Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/CHOD	HOD/SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Remarks
16.C	Hiring of Trucks To hire trucks for maintenance of Tracks, Bridges, Mechanical, Electrical and S&T assets.	Item 17 note (2) of Annexure II Chapter V of IRFC Vol. 1 No. F(X) 11-2006/PW/11 Dtd. 21/11/06 & 07/02/07	Nil	Nil	Nil	Nil	DRMs/CW Ms full powers subject to Finance concurrence	ADRM/ full powers subject to Finance concurrence	Nil	Nil	
16.D	Hiring of vehicle for control duty, crew management and disbursement of salary.	Railway Board's letter No. FX-II-2006/PW/ 11 dated 7/15-05-2007	Nil	Nil	Nil	Nil	DRM only full powers with the concurrence of Sr. DFM/DFM.	Nil	Nil	Nil	
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>Vehicles on additional account can be hired by DRM with the concurrence of Sr. DFM, if considered necessary and justified.</li> <li>All vehicles whether Cars, Jeeps or Trucks including cash Vans, which are over twenty years old shall be grounded and condemned. Cash imprest for Petrol / Diesel and maintenance of vehicles must be surrendered. Driver should be redeployed suitably in some other job.</li> </ol>											

Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/CHOD	HOD/SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CW/M	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Remarks
17.	For hiring of taxi/road vehicles for conducting surprise night inspections by the officers & subordinates of various departments on the division.		Nil	Nil	Full powers to Dy.GM(G) only.	Nil	Nil	Nil	Sr.DSO/ DSO in the division Rs. 5000/- per month (monthly imprest of Rs. 5000/- will be operated by Sr.DSO/ DSO of the division	Nil	
18.	i) Repairs to Motor Vehicle other than servicing, lubrication and oil changes.	Para 236 to 238 of Fin. Code Vol. 1	Rs. 50,000/- per case	Rs. 25,000/- per month per case.	Rs. 12,000/- per month per case.	Sr. Scale holding independent charge Rs. 7000/- per month. Jr. Scale holding independent charge Rs. 3000/- per month	Rs. 30,000/- per case	Rs. 20,000/- per month	Rs. 7000/- per month	Sr. Scale holding independent charge Rs. 5000/- per month. Jr. Scale holding independent charge Rs. 1000/- per month	
<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>Finance concurrence is necessary if the expenditure exceeds Rs. 5000/- per occasion.</li> <li>Annual ceiling limit for such repair per vehicle should be limited to Rs.70,000/- which also includes the cost of spares replaced.</li> <li>At least three quotations from the reputed dealers should be obtained. The powers on single quotation basis should be exercised in emergency and in exceptional cases.</li> </ol> <p>A register should be maintained showing the details of repair for audit etc. No splitting of work is permitted in any circumstances.</p>											

Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re-marks
	ii) Servicing to Motor Vehicle by authorised/local firms of repute. (Without finance concurrence).	Para 713 to 715 of Genl. Code Vol. 1	Full Powers	Full Powers	Full Powers Dy GM(G) only	Nil	Full Powers	Full Powers	Full Powers	Up to Rs. 1,000/- per case per annum.	
19	Arranging Safety Seminars covering the cost of tentage, chairing arrangement, safety bills/pamphlets, snacks, transportation, etc. with finance concurrence.	GM/NCR sanction No DGMG/NC R/SOP/03 dt. 26.9.03	<b>CSO Only</b> Rs. 20,000/- per case subject to annual ceiling of Rs. 1.5 lakhs.	Nil	Nil	Nil	<b>DRMs only:</b> Rs.20,000/- per case subject to annual ceiling of Rs. 1.5 lakhs.	Nil	<b>Sr.DSO only</b> – Rs.10,000/- in each case subject to ceiling of Rs. 40,000/-	Nil	
<p><b>NOTE:</b></p> <p>i) The overall limit for the division is Rs. 1,50,000/- per annum and this ceiling limit is both for DRM and Sr.DSO taken together per division.</p> <p>ii) A register may be maintained in the division to watch over the ceiling limit.</p>											
20	To sanction expenditure on Physical/ Metallurgical/ Chemical analysis of samples or test of articles or materials/ calibrations of instruments by Govt. chemical examiner/Govt. Institutions/ Govt. approved laboratories and other Govt. agencies and through reputed test houses/laboratories without finance concurrence.	Para 1329 & 1330 of Stores Code Vol. II	Rs. 30,000/-	Rs. 30,000/-	Rs. 15,000/-	Nil	Rs. 30,000	Rs. 20,000	Rs. 10,000 <u>Sr. SP&amp;S:</u> Rs. 15000/- Stores Depot officers in JAG/SG – Rs. 15000/-	Sr. Scale Independent Charge: Rs. 10000/- Store Depot Officers Independent Charge: DMM: Rs. 10000/- AMM: Rs. 5000/-	
<p><b>NOTE:</b> To exercise this power in the division, administrative approval of DRM must be taken in each case.</p>											

Particular of Items			Extent of Powers Delegated to								
			Headquarters Officers				Divisional/Workshop Officers				
Item No.	Description of Items	Authority	PHOD/ CHOD	HOD/ SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re-marks
21.	Condemnation of <b>a)</b> Overaged wagons and coaches	Authority: 1. Boards letter No. 70/M/N/951/19 dt. 7.6.72 2. Boards letter No. 76/M©/650/14 dt. 30.6.76 3 Boards letter Nol 85/M(N)/951/60 dt. 27.9.83	Full Powers	Full Powers	Nil	Nil	<u>CWM</u> Full Powers	Nil	<u>Dy.CME</u> (independent Charge of the workshop) Full powers	Nil	
	<b>b)</b> Underaged wagons and coaches having residual life less than one POH cycle.	2007/M(N)/60/7 dtd. 21/10/10	1) All accident damaged wagons and vacuum brake stock --- <u>CME full powers</u> 2) Non-accident air brake stock of more than 25 yrs. --- <u>CME full power with FA&amp;CAO's concurrence</u> 3) Non-accident air brake stock of the age of 25 yrs. or less -- <u>Railway Board(In this case the proposal should be duly vetted by FA&amp;CAO and approved by GM)</u>								
Note :-For pre-mature condemnation of other rolling stocks viz coaches and Locomotives procedures may be followed as per Railway Board's letter no. 96/M(C)/140/3 dtd. 02/03/2001.											
	<b>c)</b> Steam Locos	Authority: 1.Borads letter Nol86M(W)814/42 dt. 2.11.87 2. Boards letter No. 85M(L)467/5 dt 19.6.89 and 15.11.89	<u>CME</u> Full Powers	.Nil	Nil	<u>Nil</u>	Nil	<u>Nil</u>	Nil	Nil	
<b>NOTE:</b> 1. Finance concurrence is not necessary.											
	<b>d)</b> Overaged EMU coaches on condition basis	Para 1082 of IR AC Traction manual Vol.I(1994)	<u>CEE</u> Full Powers	Nil	Nil	<u>Nil</u>	Nil	<u>Nil</u>	Nil	Nil	
<b>NOTE:</b> 1. Finance concurrence is necessary. 2. Copies of the sanction regarding condemnation rolling stock should be sent to rolling stock section in the HQs,FA&CAO/WST.FA&CAO/G, Books section/HQ for updating the register and to put up accounting adjustment including regulation of dividend liability.											

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Item No.	Description of Items	Authority	PHOD/CHOD	HOD/SAG	Selection grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	DRM & CWM	ADRM	Selection Grade/ JAG	Sr.Scale/ Jr.Scale/ Asstt. Officers	Re-marks
22	Purchase of sport materials for training institutions.	Authority: para-711 and 711(A) of Stores Code Vol.I	Nil	Nil	Nil	Nil	Nil	Nil	PRTC Up to Rs. 5,000/- on each occasion subject to a limit of Rs 20,000/- per annum.		
<b>Note:</b> Finance concurrence is necessary.											
23.	Condemnation and disposal of (a) M&P and T&P items, other than office equipment.	Authority: Para-2314 of Store Code Vol.II	Full Powers	Full Powers	Nil	Nil	Full Powers	Full Powers	Upto Rs.2,000/- per item(book value) Asstt. Officers upto Rs. 500/- per item(book value)	NIL	
	b) for office equipment	Authority: Para-2314 of Store Code Vol.II	Full Powers	Full Powers	Upto Rs.2000/-per item (book value)* Dy GM(G) full powers only for G'Branch.	Nil	Full Powers	Full Powers	Upto Rs.2000/-per item (book value)	Nil	
<p><b>NOTE:</b> 1. If in the opinion of the PHOD/DRM the cost of sending the material to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be destroyed/disposed off locally through tender/auction sale in the presence of the Accounts representative following the prescribed norms/procedure. A certificate to this effect may be recorded by the concerned PHOD/DRM.</p> <p>2. The powers delegated for destruction are only in respect of those items which in the opinion of the PHOD/DRM are of trivial value and unsalable</p> <p>3. No article condemned by one officer should be disposed of by the same officer, excepting those coming under Para-2314 of Store Code.</p> <p>*These powers are applicable in respect of proposals for General Branch/HQ Only.</p>											

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24.	a) Over hauling/reconditioning/repairs to ART/MRV equipments (including purchase of spare parts)	Authority letter No 78/WSC/TK/II dt 15.6.78 & 87/RS-G753/1 dt 29.2.88  &  Board's Letter No. 98-BC-AP-4.2.3/96-97 dt.13.4.99	Full powers	Upto Rs.1 lakh at a time	Upto Rs.25.000 at a time	Nil	Upto Rs. 1 lakh at a time	Upto Rs 1 lakh at a time	Upto Rs. 25,000/- at a time	NIL	
	b) Provision of LPG connection and procurement of acetylene cylinders in ART	Authority:  Board's letter no. E(W)90CNI/21 dt 19/29.8.91	Full powers	Nil	Nil	Nil	Upto Rs. 1 lakh DRM Only	Upto Rs 1 lakh Only	Nil	Nil	
<p><b>NOTE:</b> 1. Finance concurrence is necessary  2. subject to usual procedure of calling for tenders/quotations etc. being followed as per extent orders.  3. A register showing the details of expenditure incurred should be maintained so as to enable a watch being kept over the ceiling limit prescribed.  4. The overall ceiling limit to repairs/purchase of spares should not exceed Rs.20 lakhs per annum.</p>											
	c) Provision of LPG for Catering purpose.		Full Power	Nil	Nil	Nil	Full Power	Nil	Nil	Nil	
<p><b>NOTE:</b> 1. Finance concurrence is necessary  2. LPG Connections for Officers Rest Houses and Office Pantry of HODs is restricted to two connections per annum.</p>											

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25.	To write of irrecoverable losses of cash stores (including Coal, Tools & Plants, dead Stock, etc) and inefficient balance under suspense head.	Item No. 44 Annexure II Ch.V of financial Code Vol C Railway Board's letter no. F(x)/II/97/PW/4 dt. 16.9.97									
	a) When Railway employee is in any way responsible for the loss not exceeding Rs. 1 lakh is consultation with finance.	Item No. 44 Annexure II Ch.V of financial Code Vol. C Railway Board's letter no. F(x)/II/97/PW/4 dt. 16.9.97	Rs. 50,000/- in each case	Upto Rs. 25,000/- in each case	Upto Rs.10,000/- in each case	Nil	Upto Rs. 5000/- in each case	Upto Rs.1000/- in each case	Nil	Nil	
	b) When a railway employee is not in any way responsible for the loss not exceeding Rs. 2 lakh with finance concurrence.	Item No. 44 Annexure II Ch.V of financial Code Vol C Railway Board's letter no. F(x)/II/97/PW/4 dt. 16.9.97	Full powers upto Rs. 1 lakh in each case with finance concurrence	Upto Rs. 50,000/- in each case with finance concurrence	Upto Rs. 20,000/- in each case with finance concurrence	Nil	Upto Rs. 20,000/- in each case with finance concurrence	Upto Rs. 5,000/- in each case with finance concurrence	Nil	Nil	
<p><b>NOTE:</b> 1. Finance concurrence is necessary. 2. Every important case of loss should be brought to the notice of Railway Board 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 defects in procedure. Authority 67AC-III/25/40/Policy/PT.IV dt 23.12.87</p>											