



SOP ON MISC Matters Items No 15 a (i) (ii) संशोधन संख्या 02/2016 दिनांक 08.09.16

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-remarks
	i) Non Stocked items		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.50000/- per items but not exceeding Rs.500000/- 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. 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. ** Sr.Scale officers in divisions upto Rs. 2000/- per item but not exceeding Rs. 15000/- in aggregate per month subject to overall limit of DRMs not being exceeded. Sr. Scale officers in Workshops upto Rs. 500/- per item but not exceeding 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. Sr. 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>											
	ii) Stocked items urgently required not available in stock		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. 50000/- per item but not exceeding Rs. 500000/- in aggregate per month.	Full powers upto Rs. 5000/- per item but not exceeding Rs. 50000/- in aggregate per month.	Nil	Nil	
<p>NOTE:</p> <ol style="list-style-type: none"> The purpose should be exercised for the purchase of Stores and connected with operational and maintenance purpose only. 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. 											


 (संजय सिंह नेगी)
 उप महाप्रबंधक (सा.)

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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									


 (संजय सिंह नेगी)
 उप महाप्रबंधक (सा.)