

COMMERCIAL MATTERS

SN	Particulars	EXTENT OF POWERS DELEGATED TO								
		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CHOD	CCM's HOD	Dy.CCM's	SCM	DRM	ADRM / CTM	Sr. DCM	DCM
1	To sanction compensation for goods lost/damaged	Rly.Bd's letter No. 99/TCIII/3/2 dated 23.05.2001	CCO: Upto Rs. 4 lakhs per case.	CCO Upto Rs. 2 lakh per case.	Dy. CCO - Upto Rs. 60000/-per case .	SCM/claims -Upto Rs.15000/- per case ACM/Claims- upto Rs. 8000/-per case .	Nil	Nil	Nil	Nil

- NOTE:**
1. Account's internal check is necessary for all cases of Rs. 75.000/- and above.
 2. Cases beyond Rs. 4 lakhs will be put up to AGM for sanction.
 3. In respect of the compensation claims settled out of court officers will exercise the same powers as shown above except that in case of claims repudiated and then taken by the claimants to court. Sanction of compromise would be obtained from the next higher authority Board's letter no. 85-TCIII/RITES/119 dtd. 1.4.86. (Lifted from N.Rly.)
 4. Out of Court settlement would be with prior finance concurrence.

2	Settlement of suit barred claims for compensation	Rly.Bd's letter No.TCIII/3264/71 dated 10/71	Upto Rs. 40,000/- per case.	CCO:Upto Rs. 25,000/- per case.	Dy CCO: Upto Rs. 10000/-per case.	Nil	Nil	Nil	Nil	Nil
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NOTE: All cases will require finance concurrence.

3	Compensation cases of Railway accidents	Rly.Bd's letter No. 99/TCIII/3/2 dated 23.05.01	Upto Rs. 4 lakhs per case.	CCO - Upto Rs. 4 lakh per case.	Dy. CCO - Upto Rs. 60,000/-per case .	SCM/claims -Upto Rs.15,000/- per case ACM/Claims- upto Rs. 8,000/-per case .	NIL	NIL	NIL	NIL
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- NOTE:**
1. Account's internal check is necessary for all cases of Rs.75, 000/- and above.
 2. Cases beyond Rs. 4 lakh will be put up to AGM for sanction.
 3. The powers of CCO are excluding the court fee and other expenses granted by the court.

NOTE FOR ITEMS 1, 2 & 3:

- 1) Till the time the post of CCO(Chief claims officer) and Dy. CCO is not in operation, the powers of CCO would be exercised by the CCM(HOD) & Dy.CCM(SG/JAG) respectively entrusted with the work of CCO.

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4	Legal expenses in respect of compensation, claims	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NCR/06	Upto Rs.25,000/-per case only.	CCO -Upto Rs. 25,000/- per case only	Dy.CCOs - Upto Rs. 10,000/-per case only	SCM/claims -Upto Rs5,000/- per case only ACM/Claims - Upto Rs. 3,000/-per case only	Nil	Nil	Nil	Nil
5	Claims decreed by Court of law. In case of goods lost /damaged and in cases of Railway accidents	Rly.Bd.'s letter No.80/TCIII/3/1 dated 29/06/92 & Rly.Bd.'s letter No.2002/TCIII/2/1 dated 10/05/2002	Upto Rs 4 lakh per case only	CCO- Upto Rs.4 lakh per case only	Dy.CCM/Cla imes or Dy.CCO- Upto Rs. 60,000/-per case only	SCM/claims -Upto Rs15,000/- per case only ACM/Claims - Upto Rs. 8,000/-per case only	Nil	Nil	Nil	Nil

NOTE:

1. Cases beyond Rs. 4 lakh will be put up to AGM for sanction.
2. For settlement of decreed item- prior finance concurrence is not required irrespective of amount involved.
3. No finance concurrence is required. However these cases would be routed through Law Branch.

6(a)	To make ex-gratia payments to persons seriously injured or dependants of persons killed in railway accidents including railway servants on duty or traveling as passengers or untoward incident defined vide section 124 & 124-A of the Railway Act 1989..	Rly.Bd.'s letter no.93/TC-III/122/1/Ex-gratia dtd. 14.7.97	Full powers	Full powers (CCO only)	Nil	Nil	Full Powers	Full Powers	Full Powers	Full Powers
	a) In case of death Rs.15,000/-in each case. b) In case of grievous injury, Rs. 5,000/- per case (Irrespective of the period of hospitalization) c) In case of simple injury Rs.500/-per case only.									
	NOTE: 1. No ex-gratia payment would be admissible to the trespassers; persons electrocuted by OHE and road users at unmanned level crossings.									

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6.(b)	Ex- gratia payment to road users including railway staff who met with an accident due to Railways' prima- facie liability at manned level crossing. a) In case of death, Rs.6,000/- per case. b) In case of grievous injury, Rs.2,500/- c) In case of simple injury- Nil.	Rly.Bd.'s letter no.93/TC-III/122/1/Ex-gratia dated 14.7.97. 2002/TC-III/2C/3 dated 12/06/02.	Full powers	Full powers	Nil	Nil	Full powers.	Full powers	Full powers	Full powers

NOTE:-

- Such payments will be counted towards the amount of compensation payable if action is tenable against the railways under the law of torts and award is actually guaranteed by a Court of Law.
- Ex-gratia payment should also be made to railway servants killed or injured by a moving train while performing their duty, for example, Gang man working on track run-over accidentally by a moving train.

		EXTENT OF POWERS DELEGATED TO								
7.	Demurrage (per wagon basis) and wharfage (per consignment basis) charges- waiver / right off or refund up to Rs.1 lakh.	TC-I/2004/201/9 dtd. 11.10.04	Upto Rs. One Lakh with Finance concurrence above Rs. 25,000/-	NIL	NIL	NIL	Upto Rs. 25,000/-	ADRM –NIL CTM: Upto Rs. 6,000/-	Sr.DC M,DC M working as branch officer: Rs. 6,000/-	DCM/DTM/Area Officer(in Sr. Scale):Rs. 600/- Demurrage, Rs. 1200/- Wharfage. ACM/ATM/Area Officer (in Jr.Scale):Upto Rs. 300/- in both Demurrage & Wharfage.

NOTE:

- Where demurrage cases are being handled by officers of Operating Department, CCM/Sr.DCM, etc. will mean COM/Sr.DOM, etc.
- The case for waiver should not be dealt by an officer below the level of officer component to deal with the case as per the shedule of powers given in the above table.
- Prior finance concurrence will be required for waiver of demurrage /Wharfage charges above Rs. 25,000/- per wagon or per consignment respectively. Cases submitted to AGM should be routed through the co-ordinating HOD of the Comml. Deptt. and FA&CAO of the Zonal Railways.

		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CHOD	CCM's HOD	Dy.CC M's	SCM	DRM	ADRM/CTM	Sr. DCM	DCM
8	Opening of halt/flag stations which are financially justified or where the per annum loss to the railways is upto Rs.10000/- (with finance concurrence)	Please see item no. 34 of commercial sop only.	-	-	-	-	-	-	-	-
9 (a)	Out agency and city booking offices contracts (with finance concurrence)	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NCR/06	Full powers	NIL	NIL	NIL	NIL	NIL	NIL	NIL
9 (b)	Contracts for cartrage of parcels and goods from Out Agency and City booking offices to Rail Head (with finance concurrence)	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NCR/06	Full powers	Concerned HOD: Full powers	NIL	NIL	NIL	NIL	NIL	NIL
10	Tenders for handling contracts	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NCR/06	Full powers	NIL	NIL	NIL	Upto Rs.50 lakh per case only.	Full powers upto Rs. 40 lakh per case only	Sr.DCM: Upto Rs. 5 lakhs per case only. CAM-Upto Rs. 10 lakh per case	NIL

NOTE-

- (i) While awarding handling contracts to cooperative societies and others Rly.Bd. instructions conveyed vide letter No.78E(coop.)14/2 dated 8.9.78 and all other relevant instructions must be strictly followed. These contracts must be awarded as per recommendations of three officers committee including a finance office Expenditure should be incurred with due regard to budgetary constraints.
- (ii) Formation of Tender Committee for handling contract applicable only to Divisions will be as given below.

Value of contract	Division				Accepting authority
	Member Commercial	Member Finance	Other Member		
Rs.10,000/- to Rs.5 lakhs	Sr.Scale	Sr.Scale	Sr.Scale		JAG
Rs.5 lakhs to Rs.40 lakhs	JAG	JAG	JAG		SAG (ADRM &CTM)
Upto Rs.50lakhs	JAG	JAG	JAG		DRM

NOTE:- Where there is no post of Sr.DFM, DFM may sit on Tender Committee of value upto Rs.50 lakhs.

- (iii) For Value above Rs. 50 lakh the constitution of Tender Committee at HQ level would be as given below:

Value of contract	Head Quarters				Accepting authority
	Member Commercial	Member Finance	Other Member		
Above Rs. 50 Lakhs	SAG	SAG	SAG		PHOD/CHOD

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		Authority	CCM PHOD/CHOD	CCM's HOD	Dy.CCM's	SCM	DRM	ADM	Sr. DCM	DCM
11	Contracts for Bookstalls including extensions as per instructions issued by Railway Board from time to time.	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NCR/06	Full powers	Concerned HOD Full Powers	NIL	NIL	Full Powers except M/s A.H.Wheeler & Co.	NIL	NIL	NIL
12 (i)	Invitation/ acceptance of advertised tenders for matters necessary or incidental to traffic working with prior finance concurrence and specific availability of funds for the following items:- a) Contracts for washing/dry cleaning of linen (bedrolls, retiring rooms and rest house)etc. b) Maintenance and upkeep of toilets, retiring rooms, clock rooms, circulating area of PRS locations transportation of garbage. Road bridging contracts for parcel and goods with finance concurrence and subject to party bearing the cost of road bridging.	Proposal Justification at SN 27/1-2, 34 & 37 of HQ file no. 53.C/SOP/Amendment/07	Full powers	NIL	NIL	NIL	Full powers upto Rs.2 crore in each case.	Full powers upto Rs.1 crore in each case.	Full powers upto Rs.50 lakh in each case.	Full powers upto Rs.25 lakh per case.
12 (ii)	Invitation /Acceptance of advertised tenders for matters necessary or invitation to operation cleanliness with prior finance concurrence and specific availability of funds for the following items: i) Pest Control Contracts ii) Specialized Contracts involving large components of mechanized cleaning. iii) Contracting one time cleaning of any area.	Board's letter No. 99/TG-IV/ Sanitation Policy Dated 05.11.2002 & Proposal Justification at SN 27/1-2, 34 of HQ file no. 53 C/SOP/Amendment/07.	Full powers	NIL	NIL	NIL	Full Powers upto Rs. 2 Crore in each case.	Full powers upto Rs. 1 crore per case.	Full powers upto Rs. 50 lakh in each case.	Full powers upto Rs.25 lakh per case.
<p>NOTE:- 1. Expenditure may be booked under demand no. 9 minor head 200 and detailed head 291/293. Acceptance of the Tender committee Re-commendation for the above contracts will be as per the following tender committee constitution.</p>										

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		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CHOD	CCM's HOD	Dy.CC M's	SCM	DRM	ADRM/ CTM	Sr. DCM	DCM

CONSTITUTION OF TENDER COMMITTEE FOR ITEM NO. 12(i) & (ii) OF COMMERCIAL MATTERS

Head Quarters				
Value of contract	Member Commercial	Member Finance	Member Other	Accepting Authority
Rs. 2 crores and above	SAG	SAG	SAG	PHOD/ CHOD
DIVISION				
Upto Rs. 25 lakhs	Jr. Scale	Jr. Scale	Jr. Scale	Sr. Scale/JAG
Above Rs.25 lakhs & upto Rs.50 Lakhs	Sr. Scale	Jr. Scale	Sr. Scale	JAG
Above Rs.50 lakhs & upto Rs. 01 crore	JAG	Sr.Scale	JAG	ADRM
Above Rs. 01 Crore & upto 2 Crore	JAG	JAG	JAG	DRM

12 (iii)	Purchase of tools and plants required for carrying out various sanitation related activities such as : Pest control contracts, Granting specialized contracts involving large components of mechanized cleaning, Powers for contracting one time cleaning of any area etc.	Board's letter No.99/TG-IV/10/Sanitation Policy dated 05.11.2002 (Commercial Circular No 99 of 2002)	NIL	NIL	NIL	NIL	Rs. 1 lakh in each case	Rs. 1 lakh in each case	NIL	NIL
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NOTE:

- i) Normal procedure for purchase of non stock items, including indenting & tendering for procurement of tools and plants under these activities should be followed through Sr. DCOS/DCOS/ACOS. Acceptance of stores tenders may be done by DRM. Finance concurrence would be necessary if value in each case exceeds Rs.25,000/-
- ii) Purchase of tools and plants must be restricted for the purpose of mechanized cleaning only.
- iii) Payment may be made under demand no. 9, minor head 200 and detailed head 291 and 293.

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		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CHO D	CCM's HOD	Dy.CCM 's	SCM	DRM	ADRM/ CTM	Sr. DCM	DCM
13	Development and modification for software of parcel computerization and SPTMs /UTS/PRS/NTES/ Display Board with finance concurrence and clearance of Sr.EDPM or IT in charge at HQ	Item No 9d of SOP of IT matters.	Full powers up to Rs.1,00,000/- per case with a ceiling limit of Rs.5 lac per annum.	Full powers up to Rs.1,00,000 /- per case with a ceiling limit of Rs.5 lac per annum.	NIL	NIL	NIL	NIL	NIL	NIL
14	Contracts for emergency stitching of uniform for TTEs, TS, Special Action group people, Etc. with finance concurrence and specific availability of funds.	Proposal Justification at S.N. 59 of HQ file No.C/SOP/ Coml/NCR/06	Full powers	NIL	NIL	NIL	Full powers upto Rs.500/- per case and upto Rs.50,000/- in a year.	Full powers upto Rs.500/- per case and upto Rs.25,000/- in a year	NIL	NIL
NOTE:- A register of cases and expenditure must be maintained to monitor the annual ceiling limit of each of the sanctioning authorities of the division.										
15	Special recording of announcement or enquiry with finance concurrence and specific availability of fund	Proposal Justification at S.N. 59 of HQ file No.C/SOP/ Coml/NCR/06	Full power	NIL	NIL	NIL	Full power	Full power	NIL	NIL

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		Authority	CCM PHOD/CHOD	CCM's HOD	Dy. CCM's	SC M	DRM	ADRM/ CTM	Sr. DCM	DCM
16	Repairs of parcel handling equipment (including Cranes, Tow Trucks, Parcel Platform trolleys trucks, Tools and Plants etc.) with finance concurrence for amount exceeding Rs.2,000/-	Item No. 22 (b) of SOP on Works Matter	Full power	Full power	NIL	NIL	Full powers upto Rs.25,000/- per case	Full powers upto Rs.25,000/- per case	Full powers upto Rs.15,000/- per case	Full powers upto Rs.10,000/- per case
NOTE:- Repair should be carried out by obtaining in minimum of three quotations or through authorized dealers.										
17	(a) Sanction of procurement of systems, Data Com-equipments and electrical equipments for PRS/UTS/SPTM/Passenger Amenities like RAPID Board, Token system, Train Enquiry system with finance concurrence. Specification prescribed by CCM(PM).	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NC R/06	Full powers	NIL	NIL	NIL	NIL	NIL	NIL	NIL
	(b) Annual maintenance contract for systems, Data Com-equipments and electrical equipments for PRS/UTS/SPTM/Passenger Amenities like RAPID Board, Token system, and Train Enquiry system (including single quotation from authorised dealers) with finance concurrence.	Item No. 1(b) of SOP on IT Matters	Upto Rs.5 lakh per item per annum	NIL	NIL	NIL	Upto Rs.5 lakh per item per annum	NIL	NIL	NIL
	(i) Printer, Key Board, UTS. CVT.	Item No. 1(b) of SOP on IT Matters	Full powers (including single quotation from authorised dealers) Upto Rs. 5 lakh	NIL	NIL	NIL	UptoRs.1 lakh per item per case subject to the maximum ceiling limit of Rs.5 lakh per annum	NIL	NIL	NIL

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		Authority	CCM PHOD/CHO D	CCM's HOD	Dy.CC M's	SCM	DRM	ADRM/ CTM	Sr. DCM	DCM
17	(b) (ii) Battery for UPS, Ribbon and re-inking	Item No. 8 of SOP on IT matters	Full powers (including single quotation from authorised dealers)	NIL	NIL	NIL	Upto Rs.1 lakh per item per case subject to the maximum ceiling limit of Rs.10 lakh per annum	NIL	NIL	NIL

	NOTE:-									
	(i) Offer of the firms should be examined by the appropriate level tender Committee for the cases exceeding Rs.10,000/-									
	(ii) Specification of each auxiliary be given to each division by CCM at HQrs level.									
	*Life of the specified peripheral and auxiliaries will be taken into account and proper procedure be followed for condemnation and procuring of new items.									
18(a)	Signing of expenditure agreement with finance vetting for contracts approved by competent authority	Item No. 11 of SOP on Works Matter	Full powers	Full powers Upto Rs.3 crores in each case	Full powers Upto Rs.1 crores in each case	Full powers Upto Rs.10 lakh in each case	Full powers	Full powers Upto Rs.75 lakh in each case	Full powers Upto Rs.50 lakh in each case	Full powers Upto Rs.10 lakh in each case

SN	Particulars	EXTENT OF POWERS DELEGATED TO							
		HEAD QUARTERS OFFICERS			DIVISIONAL OFFICERS				
		Authority	CCM/(PHOD/Coordination CHOD)	Concerned SAG officer of Comercial Deptt.	DRM	DRM/ ADRM	Sr. DCM	DCM/ Sr. DCM	
18(b)	Signing of earning agreement with finance vetting for contracts approved by competent authority.(Except parcel leasing and catering)	No.2007/TG-IV/39/22/SOP dated 14.08.07. (Commercial Circular No.74 of 2007)	Above Rs.15 Crore	Above Rs.10 Core and up to Rs.15 Crore	Above Rs. 5 crore and upto Rs.10Crore	Above Rs. 1 crore and upto Rs.5 Crore	Above Rs.30 lakh and upto Rs.1 Crore	Upto Rs.30 lakh	

SN	Particulars	EXTENT OF POWERS DELEGATED TO							
		HEAD QUARTERS OFFICERS				DIVISIONAL OFFICERS			
		Authority	GM	CCM/(PHOD/ Coordination CHOD)	Concerned SAG officer of Comercial Deptt.	DRM	DRM/ ADRM	Sr. DCM	DCM/ Sr. DCM
19	Awarding/extension of contracts for commercial advertising for media like Hoardings etc. where rates has been fixed by the Sr.DCM/DCM with the concurrence of divisional finance and the approval of DRM. Agreements must have prior finance vetting.	Board's Letter No. 99/TC(FM)/ 10/4 dated 23/10/2000 & 01/06/2001 & No 2004/TGIV /39/1/Rates dated 05/10/04 (Comm. Circular No.34) & Board's Letter No. 2007/TG-IV/39/22/SOP dated 14.08.07 (Commercial Circular No.74 of 2007)	Above Rs. 40 Crore.	Above Rs.15 Crore and up to Rs.40 Crore	Above Rs.10 Crore and up to Rs.15 Crore	Above 5 crore and upto 10 crores	Above Rs.1 Crore and upto Rs. 5 Crore.	Above Rs. 30 lakh and upto Rs.1 Crore.	Upto Rs. 30 Lakh
<p>NOTE:</p> <p>i. Contracts must be awarded on the recommendations of a duly constituted tender committee. Level of TC as per Rly.Bd's letter No.2007/TG-IV/39/22/SOP dated 14/08/2007.</p> <p>ii. Prior finance vetting of reserve price must be obtained.</p> <p>iii. Agreement must have prior finance vetting.</p>									
20	Awarding earning contracts other than Commercial Publicity. (except parcel leasing and catering)	Board's Letter No. 99/TC(FM)/ 10/4 dated 23/10/2000 & 01/06/2001 & No 2004/TGIV /39/1/Rates dated 05/10/04 (Comm. Circular No.34) & Board's Letter No. 2007/TG-IV/39/22/SOP dated 14.08.07 (Commercial Circular No.74 of 2007)	Above Rs.40 Crore	Above Rs.15 Crore and up to Rs.40 Crore	Above Rs.10 Crore and up to Rs.15 Crore	Above 5crore and upto 10 crores	Above Rs.1 Crore and upto Rs. 5 Crore.	Above Rs. 30 lakh and upto Rs.1 Crore	Upto Rs. 30 Lakh
<p>NOTE</p> <p>i. Briefing note for Tender Committee and comparative statements should be prepared and vetted by finance to facilitate Tender Committee.</p> <p>ii. The above SOP covers various earning contract for commercial matter viz. parking contracts, leasing of Brake Van/VPs contracts , catering contracts etc. .</p> <p>iii. The Tender Committee of these officers will comprise of only three members, one each from Commercial, Accounts sides and one nominated by General Manager at HQ level and DRM at Divisional level to form Standing Committee for this purposes.</p> <p>iv. In line with the spirit of the delegation, earning contracts must be finalized within an early timeframe.</p> <p>v. In VP leasing/round trip VP leasing, tender work should be done at Divisional level.</p>									

**CONSTITUTION OF TENDER COMMITTEE FOR ITEM NO 18(b), 19 & 20 OF ALL COMMERCIAL EARNING CONTRACTS
(except parcel leasing and catering)**

HEAD QUARTERS - LEVEL				
Value of contract	Member Commercial	Member Finance	Member Other	Accepting Authority
Above Rs. 10 Crore and up to Rs.15 Crore	JAG officer from Commercial Department nominated by CCM	Dy. FA & CAO nominated by FA & CAO	JAG officer from some other Department nominated by CCM	Concerned SAG officer of Commercial Deptt.
Above Rs. 15 Crore and up to Rs.40 Crore	SAG officer from Commercial Department nominated by CCM	FA & CAO(WST)/FA & CAO(T)	SAG officer from some other Department nominated by CCM	CCM/(PHOD/Coordinating HOD)
Above Rs.40 Crore	PHOD/CHOD CCM	PHOD/CHOD FA & CAO	PHOD/CHOD officer nominated by GM	GM
DIVISION - LEVEL				
Upto Rs. 30 Lakh	Asstt. Scale	Asstt. Scale	-	DCM/Sr.DCM
Above Rs. 30 Lakh and upto Rs. 1 Crore	Sr. Scale	Sr. Scale	Sr. Scale officer nominated by DRM/ADRM	Sr.DCM
Above Rs. 1 Crore and upto Rs. 5 Crore	Sr.DCM	Sr. Scale	JA Grade officer nominated by DRM/ADRM	DRM/ADRM
Above Rs. 5 Crore and upto Rs. 10 Crore	Sr.DCM	JAG Finance officer	JAG officer nominated by DRM	DRM

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		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CH OD	CCM's HOD	Dy.CC M's	SCM	DRM	ADRM/CTM	Sr. DCM	DCM
21	To write- off irrecoverable outstanding earnings with finance concurrence in each case.	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NCR/06	Full powers upto Rs. 10,000/- per case	Full powers upto Rs. 10,000/- per case	Full powers upto Rs. 2500/- per case	NIL	Full powers upto Rs. 5,000/- per case	Full powers upto Rs. 5,000/- per case	Full powers upto Rs. 1,000/- per case	NIL
22	To waive- off ground rent of commercial plots at stations with finance concurrence.	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NCR/06	Full powers upto Rs. 50,000/- per case	NIL	NIL	NIL	NIL	NIL	NIL	NIL
NOTE: The above powers will be exercised subject to the condition in Rly. Board's letter No.83/W2/LM/18/07 dated 17/09/85.										
23	Refund of security deposit to contractors provided the contracts are satisfactorily completed.	Item No. 17(ii) (a) of SOP on Works Matter	Full powers in respect of contracts signed by them.	Full powers in respect of contracts signed by them.	Full powers in respect of contracts signed by them.	Full powers in respect of contract signed by them	Full powers in respect of contracts signed by them.	Full powers in respect of contracts signed by them.	Full powers in respect of contracts signed by them.	Full powers in respect of contracts signed by them

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		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CH OD	CCM's HOD	Dy.CC M's	SCM	DRM	ADRM/CTM	Sr. DCM	DCM
24	Hiring Buses/Taxis for ticket checking and other exigencies through open tender with prior finance concurrence.	Correction Slip No. 4 of SOP on Commercial Matter Dt. 05/9/08.	Full powers	Upto Rs.75,000/- per month	Upto Rs.25,000 per month	NIL	Upto Rs.1 Lakhs per month (Ceiling limit is Rs.12 Lakhs per annum)	Upto Rs.50,000/- per month	Upto Rs.25,000/- per month	NIL
NOTE:- In case of expenditure is more than Rs.12 lac (Rs. Twelve lac) per year or Rs.1 lac (Rs. One lac) per month approval of AGM with the concurrence of FA & CAO will be required.										
25	Claims settled by arbitration award against any dispute arising out of a contract	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NCR/06	Full powers to accept arbitration award in respect works contract the value of which is upto Rs.3 crores with prior finance concurrence.	Full powers to accept arbitration award in respect works contract the value of which is upto Rs.5 lakh with prior finance concurrence.	NIL	NIL	NIL	NIL	NIL	NIL
NOTE: Railway Board should be informed of details where: (a) Payment to a contractor as a result of arbitrator's award exceeded by more than Rs.50,000/- of the amount considered due to the Railway Administration before in the arbitration proceeding began. (b) Where deficiency in the general conditions for contracts of procedure laid down by Railway Board came to light.										

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		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/ CHOD	CCM's HOD	Dy.CCM's	SCM	DRM	ADRM/ CTM	Sr. DCM	DCM
26	Refund of wagon registration fees otherwise than in accordance with the relevant rules (With finance concurrence)	Proposal Justification at S.N. 59 of HQ file No.C/SOP/ Coml/NCR/06	Full powers	Full powers	Full powers upto Rs.10,000/- per case	Full powers upto Rs.5,000/- per case.	Full powers upto Rs.10,000/- per case	Full powers upto Rs.10,000/- per case	Full powers upto Rs.10,000/- per case	NIL
27	Acceptance and refund of lump sum deposit of wagon registration fees.	Proposal Justification at S.N. 59 of HQ file No.C/SOP/ Coml/NCR/06	Full powers	Full powers	Full powers upto Rs.1,000/- per case	NIL	Full powers	Full powers	Full powers upto Rs.1,000/- per case	NIL
28	Engaging surveyors for assessing value of damage/breakage to consignment on payments of fees upto Rs.250/- in each case	Para 2425 item of 10 of IRCM Volume II.	Full powers	NIL	NIL	NIL	Full powers	Full powers	Full powers	NIL
29	Refund of fare within tariff rule	Rly. bd's letter No. TC/II/ 2003/89/rules dated 22/07/94. No.TC/II/2003/06/IRC A dated 03/05/06	AGM-Full powers	CCM (SAG)- Full powers	Uup to Rs.10,000/-	Upto Rs.5, 000/- by concerned SCM. Upto Rs.3, 000/- by concerned ACM.	NIL	NIL	NIL	NIL
30	Refund of fare not covered by tariff rule	Rly. bd's letter No. TC/II/ 2003/89/rules dated 22/07/94. No.TC/II/2003/06/IRC A dated 03/05/06	AGM-Full powers	CCM(SAG)-Full powers	Uup to Rs.10,000/-	Upto Rs.2, 000/- by concerned SCM. Upto Rs.750/- by concerned ACM.	NIL	NIL	NIL	NIL

(i) With effect from 01.08.94, the monetary powers of different level of Commercial Officers for grant of refund, of fare on tickets are as under:-

(a) Within Tariff Rules: ACM-Rs.3000/-; SCM-Rs.5000/-; Dy.CCM-Rs.10,000/- CCM(SAG) and AGM Full

(b) Not covered by Tariff Rules: ACM-Rs.750/-; SCM-Rs.2000/-; Dy.CCM-Rs.10, 000/- and CCM (SAG) and AGM –Full Power.

(ii) The above limits are for refundable amount(and not the total value of ticket) per passenger.

(iii) Refund granted beyond the provisions contained in IRCA Coaching Tariff constitutes the category of 'beyond tariff rule'. This may be in the nature of condonation of delay in surrendering ticket or granting refund at a rate higher than that stipulated in the rules. If the applicant has failed to obtain a TDR and applies directly to CCM/Refund office with the original ticket, such cases will also be treated in the category of 'Beyond Tariff Rules'. The powers given to the officers for granting refund beyond the tariff rule, refers to the amount of refund granted and not to the total valued of ticket. (Authority: Railway Board's letters No.TC-II/2003/89/Rules dated 19.11.93 & 22.7.1994).

SN	Particulars	EXTENT OF POWERS DELEGATED TO								
		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CHOD	CCM's HOD	Dy. CCM's	SCM	DRM	ADRM/CTM	Sr. DCM	DCM
31	(a) To refund or forfeit earnest money and security deposit and to impose or waive of penalty in consultation with finance, in terms of conditions of contract. Full powers for contract, where contract agreement have been signed by them.	Item No.17(II)(a) &(b) of SOP on Works matter	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.
	b) To terminate a contract in accordance with the conditions of the contract. Full powers for contract where contract agreement has been signed by them with finance concurrence.	Item No.17(III) of SOP on Works matter	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.	Full powers in respect of contracts for which contract agreement have been signed by them.

Note: 1. Notice for termination of contract can be signed and issued by an authority but not lower than a senior scale officer.

32	Contract for cycle stands, rickshaw stands, scooter/motor cycle stands and car parking	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NCR/06 DRM/ALD-order S.N. 55	Full powers up to Rs. 5 Crore	NIL	NIL	NIL	Above Rs.1 Crore upto Rs.3 Crore	Above Rs.50 lakhs upto Rs.1 Crore	Above Rs.10 lakhs upto Rs.50 Lakhs	Upto Rs.10 lakhs
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NOTE: 1) Open tenders may be floated for these contracts with finance concurrence.

SN	Particulars	EXTENT OF POWERS DELEGATED TO							
		HEAD QUARTERS OFFICERS				DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CH OD	CCM's HOD	Dy.CC M's	SCM	DRM	ADRM/ CTM	Sr. DCM

Divisional Level			
S.N.	Value of Contract	Tender Committee	Accepting Authority
1	Upto Rs. 10 lakh	Asstt. Scale Tender Committee consisting of one official each from Commercial &Accounts Departments.	DCM/Sr.DCM
2	Above Rs.10 lakh upto Rs.50 lakh	Sr.Scale Tender Committee consisting of one official each from Comml. and A/C Department & third Member should be nominated by DRM/ADRM from Civil.	Sr.DCM
3	Above Rs. 50 lacks upto 1 crore	JA Gr. Tender committee consisting of Sr. DCM & one JA grade Officer of Civil nominated by DRM/ADRM and a Sr. scale Finance officer.	DRM/ADRM
4	Above Rs.01Crore upto Rs.3 Crore	JAG Tender Committee consisting of Sr.DCM , one JAG Officer of Civil nominated by DRM and a JAG Finance Officer.	DRM

Head Quarters			
S.N.	Value of Contract	Tender Committee	Accepting Authority
1	Above Rs.03Crore upto Rs. 05 Crore.	SAG Tender Committee consisting of Commercial, Civil and Finance nominated by GM	CCM
2	Above Rs. 05 Crore	PHODs/CHODs from Commercial, Accounts and Civil	GM

32(a)	To fix up license fee of vehicular traffic like taxi, buses, auto rickshaw, cycle, etc.parked at station premises and revision in rates at regular intervals of two years, in consultation with finance.	Proposal Justification at S.N. 59 of HQ file No.C/SOP/ Coml/NCR/06	NIL	NIL	NIL	NIL	Full Powers.	NIL	NIL	NIL
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<p>NOTE:</p> <ol style="list-style-type: none"> 1. Revision in rates should be made once in two years (with finance concurrence). 2. No outside party should be engaged for this purpose in reference to Railway Board's directives in this regard and railway administration should directly fix up the licence fee and devise machinery for collection of the same from private transporter. 3. Reasonability of rates should be worked out on the basis of local conditions. 4. The appropriateness of the rates may be looked into by TC members at the time of finalization of the contracts. 										
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SN	Particulars	EXTENT OF POWERS DELEGATED TO								
		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CH OD	CCM's HOD	Dy.CCM's	SCM	DRM	ADRM/CTM	Sr. DCM	DCM
33	To sanction or vary handling rates to Station Master and other station staff.	Proposal Justification at S.N. 59 of HQ file No.C/SOP/Coml/NCR/06	Full powers	CCM/G only Full powers	Nil	Nil	Rs. 5 lakh per year	Nil	Nil	Nil
Note: These powers should be exercised on the advice of FA&CAO/WST/Sr. DFM.										
34.	Opening of Halt/Flag Stations which are financially justified or where per annum loss to the Railways each upto Rs.10,000/- per annum (with finance concurrence)	i) GM/N.R. letter NO.51-RD/ 608 - R Pt. III dated 3/1970 ii) R.B.L. No.99 TG-IV/Halt/policy. dt.17.5.99 & 8.6.99 iii) No.99-TG-IV/Halts/Policy dt. 24-6-2005	Full power for opening of Halts & Flag Station which are financially justified.	NIL	NIL	NIL	Full power for appointment of Halt contractors.	NIL	NIL	NIL

Extract of RB's letterno. 99TG-IV/Halt/Policy dated: 17.5.99 (Circular No. 12) as referred below for guidance.

Note : A Halt station can be opened under General Manager's power not delegated without referring such cases to ministry of Railways for approval when :-

- i) There is a financial justification for opening of halt station;
- ii) In a partial modification in Railway Board's L.No.99-TG-IV/Halt policy dated 17-5-99 the Board vide their letter No.99-TG-IV (Halt/Policy dated 08-6-99 have decided that para IV a (3) may be read as such - A selection committee of three Sr. scale officers one each from Comml., Finance and operating department shall to constituted which will call the applicants for interview.
- iii) In the non-suburban areas, the site of the proposal halt is 5 Kms from the stations/Halts on either side.
- iv) When the proposal is feasible both from Operating & Engineering points of view,
- v) The opening of a new halt station is otherwise remunerative but infringes the minimum distance limitation of 3 miles/5 kms,
- vi) Railway should consider the possibility of obtaining voluntary shramdan, for earthwork during construction of the halt, from the local villagers and even after this if the passenger halt still remains financially unremunerative the General Manager, in consultation with their FA&CAO may sanction opening of such Halt on amenity grounds, provided the estimated loss is not more than Rs.10, 000/- per annum (authority 86-TG-IV/1/N/21/IMP dated 14-7-86), and
- vii) In all cases of opening of new halt /flag stations under General manager's powers, irrespective of the fact whether the proposal is financially remunerative or unremunerative, the financial implications must be vetted by FA&CAO.

2. All cases where estimated loss is more than Rs.10,000/- per annum shall be referred to R.B. with the approval of G.M. for sanction.

SN	Particulars	EXTENT OF POWERS DELEGATED TO								
		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CH OD	CCM's HOD	Dy.CCM's	SCM	DRM	ADRM/CTM	Sr. DCM	DCM
35.	Execution /Extension of agreement with halt contract (with finance concurrence)	i) GM/NR letter No.51-RD/608-R/Pt-III dated 3/1970 w.e.f. 15-4-1970 ii) Rly. Bd. letter No.99 TG/ IV/ halts/Policy dated 17.5.99 & revision dated 24-6-2005	Full powers	Full power	Nil	Nil	Full power	Full power	Nil	Nil
36.	Termination of agreement with halt contractors	i) Rly Bd. Letter No. 99 TG-IV/halts/policy dated 17.5.99 ii) GM/NR Letter No.51-RD/608-R/Pt. IV dated 3/1970	Full Powers	Full power	Nil	Nil	Full Powers	Full powers	Nil	Nil

Note:- Details procedure for appointment of Halt Contractors as given in Rly.Bd's. guidelines in L.N. 99TG/IV/halts/Policy dated 17.5.99 and 24.6.2005 should also be referred.

37	To levy of halt service charges in accordance with the extent rules and instructions	99TG-IV/Halt/Policy dated 17/05/99	Full powers	Full powers	Nil	Nil	Full powers	Full powers	Nil	Nil
38	To hire land for erecting tents as camp booking office census posts publicity and enquiry offices etc.	Proposal Justification attached at SN	Full powers	Upto Rs. 1000/- on each occasion	JA grade officers of Comml. department Rs.500/- per occasion	Nil	DRM Full powers	ADRM-Upto Rs. 1000/- on each occasion	JA grade officer of commercial department Rs.500/- per occasion.	Nil

SN	Particulars	EXTENT OF POWERS DELEGATED TO								
		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CHOD	CCM's HOD	Dy.CCM's	SCM	DRM	ADRM/CTM	Sr. DCM	DCM
39	Hiring of computer time for data entry to be done of claim cases with finance concurrence and technical Clearance of Sr.EDPM	Item No. 9(a) of SOP on IT Matters	CCM-upto Rs. 2 lakh at a time subject to total of Rs.10 lakh per annum.	CCO-Rs. 1 lakh at a time subject to total of Rs.10 lakh per annum.	NIL	NIL	NIL	NIL	NIL	NIL
40	Acceptance of earning contracts pertaining to leasing of Parcel Space only /SLRs	Bd's letter No.99/TC(FM)/10/4 dated 20.09.2006	Above Rs. 8 crores	NIL:	NIL	NIL	upto Rs. 8 crores	ADRM : upto Rs.5 crore	Upto Rs. 2 Crores	NIL
Tender committee will be constituted as below:										
			Member commercial	Member Finance	Other member	Accepting authority				
	Upto Rs. 2 Crore		Sr. Scale	Sr. Scale	Sr. Scale	Sr. DCM				
	Upto Rs. 5 Crores		JAG	JAG	JAG	ADRM				
	Upto Rs. 8 Crores		JAG	JAG	JAG	DRM				
	Above Rs. 8 Crores		CCM/FM	FA&CAO(T)	CPTM	CCM				
41	Extension of contracts awarded through open tender/Single tender/Limited tender upto the period of three months with finance concurrence	Item No. 17(I) of SOP on Works matter	Full Powers upto the limit award of respective contracts.	Full Powers upto the limit of contracts accepted by the officer	Full Powers upto the limit of contracts accepted by the officer	Full Powers upto the limit of contracts accepted by the officer	Full Powers upto the limit of contracts accepted by the officer	Full Powers upto the limit of contracts accepted by the officer	Full Powers upto the limit of contracts accepted by the officer	Full Powers upto the limit of contracts accepted by the officer

SN	Particulars	EXTENT OF POWERS DELEGATED TO								
		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CHOD	CCM's HOD	Dy.CCM's	SCM	DRM	ADRM/CTM	Sr. DCM	DCM
42	Fixation and revision of--- (a) Goods Rates (b) Parcel Rates (c) Passenger Fares (d) Season Ticket Fares	NCR's SOP issued in December 2008	Full power in accordance with extant rules and orders issued by the Railway Board from time to time.	Full power in accordance with extant rules and orders issued by the Railway Board from time to time.	SG/JAG-Full power in accordance with extant rules and orders issued by the Railway Board from time to time.	Sr.Scal e-NIL Jr.Scale -NIL	NIL	NIL	NIL	NIL
43	To sanction variation in the rates of fares & freight, min. weight condition & to quote wagon load rate on floor area basis in respect of commodities booked in bulk.	NCR's SOP issued in December 2008	Full Power	Full Power	NIL		NIL	NIL	NIL	NIL
Finance concurrence is necessary in each case										
44	Remittance of station/city booking office cash to banks/Govt.Treasuries- hire of tanga/auto rickshaw with driver for conveyance of cash	NCR's SOP issued in December 2008	Nil	NIL	NIL	NIL	Full powers to enter into contract on tender basis for 1 year at a time.	Full powers to enter into contract on tender basis for 1 year at a time.	SG/JAG-Full powers to enter into contract on tender basis for 1 year at a time.	Sr. Scale-Full powers to enter into contract on tender basis for 1 year at a time. Jr.Scale-Nil
45	To authorize the Private firms or individual to pay freight charges a) By Credit notes	NCR's SOP issued in December 2008	Full powers	Full power	Nil	Nil	Nil	Nil	Nil	Nil

SN	Particulars	EXTENT OF POWERS DELEGATED TO								
		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/ CHOD	CCM's HOD	Dy.CC M's	SCM	DRM	ADRM/ CTM	Sr. DCM	DCM
	For Credit Note facility the concerned firms should deposit with Govt. as security the amount representing freight etc. on transaction of the firm for a period of 15 days based on the peak months figures during the previous 12 months.									
	b) By Bank draft/pay order	NCR's SOP issued in December 2008	Full powers	Full power	NIL	NIL	Full power	Full power	NIL	NIL
	c) For weight only system, the concerned firm should deposit as security the amount representing freight etc. on transaction of the firms for a period of 20 days based on the peak months figure during the previous 12 months. However, if it is in any other form such as (Bank guarantee) the amount should be equivalent to 30 days average transaction.									
	d) Weight only system	NCR's SOP issued in December 2008	Full power	Full powers	NIL	NIL	NIL	NIL	NIL	NIL
46	Imposition or waiver of penalties in terms of contract and as per agreement executed with the contractors.	Item No.17(II)(a) &(b) of SOP on Works matter	Full powers in case of contracts signed by him	Full powers in case of contracts signed by him	Full powers in case of contracts signed by him	Full powers in case of contracts signed by him	Full powers in case of contracts signed by him	Nil	Full powers in case of contracts signed by him	Full powers in case of contracts signed by him
	NOTE: The waiver of penalty once imposed would be done by next authority.									
47	Refund of Security Deposit as per agreement executed with the contractor	Item No.17(II)(a) &(b) of SOP on Works matter	Full powers	Full powers	Full powers in case of contracts signed by Sr.Scale/ Jr.Scale	Full powers in case of contracts signed by Sr.Scale/ Jr.Scale	Full powers	Full powers	NIL	NIL
	Note: Subject to condition that no claim certificate from the concerned party should be obtained									

SN	Particulars	EXTENT OF POWERS DELEGATED TO								
		HEAD QUARTERS OFFICERS					DIVISIONAL OFFICERS			
		Authority	CCM PHOD/CH OD	CCM's HOD	Dy.CCM's	SCM	DRM	ADRM/CTM	Sr. DCM	DCM
48	Refund of cost of tender forms sold to tenderers if tender notice is subsequently withdrawn	NCR's SOP issued in December 2008	Full powers in respect of tenders invited by him.	Full powers in respect of tenders invited by him.	Full powers in respect of tenders invited by him.	Full powers in respect of tenders invited by him.	Full powers in respect of tenders invited by him.	Full powers in respect of tenders invited by him.	Full powers in respect of tenders invited by him.	Full powers in respect of tenders invited by him.
Note: The delegation is subject to certification from the executive with association of Accounts that the condition of stock is unserviceable.										
49	To fix tariff of article sold through catering establishment in stations premises other than standardized meal ,tea and coffee.	NCR's SOP issued in December 2008	Full powers	Full powers subject to food cost percentage approved by CCM	Full powers subject to food cost percentage approved by CCM	Full powers subject to food cost percentage approved by CCM	Full powers subject to food cost percentage approved by CCM	Full powers subject to food cost percentage approved by DRM	Full powers subject to food cost percentage approved by DRM	Full powers subject to food cost percentage approved by DRM