

**SCHEDULE OF POWERS ON ESTABLISHMENT MATTERS
GM's POWER DELEGATED TO LOWER AUTHORITIES (GAZETTED)**

SCHEDULE-A

S.N	Nature of powers	Authority	HEAD QUARTERS OFFICE				DIVISION/ WORK SHOP					REMARKS	
			P/CHOD	SAG	SG/JAG	SS	DRM	ADRM	CWM	SG/JAG	SS		
1	2	3	4	5	6	7	8	9	10	11	12	13	
1	Creation/extension and abolition of work charged post for a period not exceeding 12 months from the date of operation with finance concurrence.	R.B.No.78-E (GC) 6-4 dated 18.4.78	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Note: GM's sanction will be necessary to the creation of posts up to JA grade as specifically provided for in the sanctioned estimate.
2	To appoint substantively an Asstt. Officers in scale to the extent permissible & subject to prescribed conditions.	NR PS No. 6946-A)	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
3	To confirm an officer on probation in his post subject to satisfactory completion of probation.	Para 201-RI (1985) (NR PS 9729)	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
4	Sanction of Dual Charge Allowance to officers upto JA Grade for a period upto 6 months with prior finance concurrence.	Bd.'s letter No. F(X)11-68/PN/ 6 dt. 21.7.88 section V of chapter VI of IREM vol. I (1989) (NR PS No.9729, 9972, 10184, 10468 & 10638 RB's No. F (E) Spl 98/FR/1/1 dt. 28.1.2000. NCRPS No. 654/2000	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	1. Minimum period of Dual charge allowance exceeding 45 days. 2. Aggregate pay and Addl. Pay should not exceeds Rs.80,000/ 3. 10% of presumptive pay may be made.
5	Permitting Gazetted staff to proceed on duty out side N.C.R. to any part of India.	(NR PS No. 6232-A, 7084 & 8672) 1622 RII	Full	Full	Nil	Nil	Full	Full	Full	Nil	Nil		

S.N	Nature of powers	Authority	HEAD QUARTERS OFFICE				DIVISION/ WORK SHOP					REMARKS
			P/CHOD	SAG	SG/JAG	SS	DRM	ADR M	CW M	SG/JAG	SS	
1	2	3	4	5	6	7	8	9	10	11	12	13
6	Countersign on T.A. Journals under Rule 1697 & 1698-R-II(first re-print 1990).	Para 1698-R-II & Para 1697-R-II NCRPS No. 1643/2004	Full	Full	Full	Nil	Full	Full	Full	Full	Nil	GM / DRM & P/CHODs shall be their own controlling officer. JAG & above shall be their own controlling officer for counter signature on TA journal.P/CHOD may declare authority subordinate to him shall be the controlling officer for the purpose of T.A. of Rly. Servant under him.P/CHOD will nominate controlling officer for signing TA Journals
7	Grant of TA to officers for Journey under taken by Road between station connected by Rail.	Para 1630-R- II (NR PS No.7031, 7452 & 10261	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Subject to fulfillment of the conditions laid down in P.S. Numbers quoted.
8	Transfer of officers within the NCR in Sr. Scale & JAG.	No.226 R-I & 227 R-I (first re-print 1990) NCRPS 6946A 8753A GM/NCR/Misc./12 dtd.03.02.12 (Letter of Secy to GM)	Full upto Sr. Scale & JAG if he had completed 3 years in the previous post	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	The expected tenure is minimum 02 years the transfer /posting less than expected tenure requires GM's approval.
9	Grant of advance pay on transfer	Para 1113 & 114 of IREM-I (1989)	Full	Nil	Nil	Nil	Full	Nil	Nil	Nil	Nil	* JAG in independent charge of extra divisional unit shall exercise power in respect of officer working under them

S.N	Nature of powers	Authority	HEAD QUARTERS OFFICE				DIVISION/ WORK SHOP					REMARKS
			P/CHOD	SAG	SG/JAG	SS	DRM	ADM	CWM	SG/JAG	SS	
1	2	3	4	5	6	7	8	9	10	11	12	13
10	Grant of Advance T.A. on Training/Duty	Para 1506(II) – G.I. Para 1109 & 1110 of IREM-I (1989).	Full for officers working under their control	Full Same as col.4	Full Same as col.4	Nil	Full Same as col.4	Full Same as col.4	Full Same as col.4	Full Same as col.4	Nil	No other officer will sanction their own TA advance.
11	Advance from SRPF/Final/ Temp. Withdrawal to Gr.'A' & 'B' officers upto J.A. Grade.	Para 922-R-I (1985) (NR PS 6707)	CPO Full powers	CPO/IR CPO/A Full power	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
12	Advance for purchase of Motor Car/Motorcycle/ Scooter from Revenue.	1536 G-I para 1105 & 1106 of IREM (1989)	SDGM Full powers	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
13	Advance for purchase of House/HBA from revenue.	Para 1132 of IREM Vol.I 1989	SDGM Full Power	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	AGM : Full power
14	Grant of leave to officers	Para 512 & 514 R-I (1985) (NRPS No.6670, 6816-A, 6946-A, 7312, 7628 8540-A and 10261).	Full powers up to SAG where officiating arrangement is not required	Full power up to JA grade where officiating arrangement is not required	Nil	Nil	Full *	Full*	Full*	Nil	Nil	*1. Up to Sr. Scale officers working under them where no relief or officiating arrangement is necessary. *2. To officer in JA grade working under them to two week's only provided no relief is required and advised to HOD concerned. AGM : Full power

S.N	Nature of powers	Authority	HEAD QUARTERS OFFICE				DIVISION/ WORK SHOP					REMARKS
			P/CHOD	SAG	SG/JAG	SS	DR M	ADR M	CW M	SG/JAG	SS	
1	2	3	4	5	6	7	8	9	10	11	12	13
15	Grant of leave to ex India to officers.	NR PS 10934	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
16	Grant of leave during the period of notice of resignation to officers.	NR PS 9729	Full powers CPO in r/o officers below JA Gr.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
17	Sanction to the acceptance of Honorarium by officers upto Rs.2000/- in arbitration cases in which Railway is party. Rs.1000/- in other cases and Rs.3000/- in case of disciplinary inquiry arising from vigilance/CBI cases.	NR PS No.9729, 9972, and 10184	Full powers CPO Rs.500 in each case where Rly is party and Rs.500 in each case in a year in other cases.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	AGM : Full power
18	Sanction of payment of medical charges to Gazetted medical officers for domiciliary visit.	Chapter VI of R-I Para 605 & 616 (NRPS No. 3156, 11369)	Full	Full	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Accounts certification is necessary after satisfaction of CMS. AGM : Full power

S.N	Nature of powers	Authority	HEAD QUARTERS OFFICE				DIVISION/ WORK SHOP					REMARKS
			P/CHOD	SAG	SG/JAG	SS	DRM	ADRM	CWM	SG/JAG	SS	
1	2	3	4	5	6	7	8	9	10	11	12	13
19	Grant of compassionate gratuity to officers.	NR PS No. 10184	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
20	Sanction to the reimbursement of Medical expenses upto Rs.3000/- in each case incurred under emergent circumstances.	Bd.'s letter No.91/H/64/ 76 dated 5.1.94 Para 616 & 617 R-1 (1985).										Refer to Medical SOP.
21	Issue of No objection certificate for obtaining Pass Port to Gazetted officers.	NR PS No. 10934	Full powers CPO & FACAO	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
22	To grant of reward to officers.	PS 9114A, 6668, 6946A 797- E/NCR/Policy/SO P/Estt dated 20.12.06 & 29.01.07	Upto Rs. 1000/- upto Gr.B Jr. Scale	Upto 500/- upto Gr.B Jr. Scale	Nil	Nil	Upto 1000/- upto Gr.B Jr. Scale	Nil	Upto 300/- upto Gr.B Jr. Scale	Nil	Nil	AGM: Upto Rs. 2000/- upto JA Grade.
23	Grant of cash payment in lieu of un-utilized leave on average pay to Gazetted officers on the date of retirement.	Bd.'s L/No. F(E) III/77/ LE/1/14 dt. 16.11.77 Para 550-RI	Full	Nil	Nil	Nil	Full	Full	Nil	Nil	Nil	AGM: Full Power
24	Sanctioned of expenditure to the extent of Rs.50000 per annum for training course seminars symposia in non Railway institute subject to over all limit of Rs.10 lac per annum.	797- E/NCR/Policy/SO P/Estt dated 20.12.06 & 29.01.07	P/C HOD upto Rs. fifty thousand per annum	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	

S.N	Nature of powers	Authority	HEAD QUARTERS OFFICE				DIVISION/ WORK SHOP					REMARKS
			P/CHOD	SAG	SG/JAG	SS	DRM	ADRM	CWM	SG/JAG	SS	
1	2	3	4	5	6	7	8	9	10	11	12	13
25	Sanction of one advance increment as personal pay for under going sterilization operation for promoting small family norms.	797-E/NCR/Policy/SO P/Estt dated 20.12.06 & 29.01.07	P/CHOD in respect of officers upto SG/JAG in HQrs.	Nil	Nil	Nil	Officers upto SG/JAG individual	Nil	Officers upto SG/JAG in work shops.	Nil	Nil	In respect of HAG/PHOD or CHOD these powers shall be exercised by the General Manager personally. AGM: Full Power
26	Transfer of officers in the same Grade from one post to another Post / one station to another station within two years.	1.No. 797-E/ NCR / Policy /SOP / Estt.-III, Dt. 16-10-2008.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	This will require GM's approval

Note: FA&CAO/NCR & his subordinate officials are at par with CPO and others subordinate officials in respect of Establishment matters in relation to Accounts, Cash and Pay, Statistical and EDP staff subject to observance of rules framed by Railway Board.

SCHEDULE OF POWERS ON ESTABLISHMENT MATTERS GM'S POWER DELEGATED TO LOWER AUTHORITIES (NON-GAZETTED)

SCHEDULE-B

S. N	Nature of powers	Authority	HEAD QUARTERS OFFICE					DIVISION/ WORK SHOP					REMARKS	
			P/CHOD	SAG	SG/JAG	SS	JS/G r.B	DRM	ADRM	CWM	SG/JAG	SS		JS/Gr B
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	(A) Creation of permanent & temporary Non-Gazetted posts chargeable to revenue.	Bd.'s I/No. E (NG)/11 /91/PO/ Genl/2 dt. 24.6.91 (NRPS No. 8118-A, 8357 & 10261, 2279, 12301).	The powers for creation of posts are to be exercised keeping in view of the orders of the ban on creation of posts issued and restrictions on filling up of posts imposed by the Railway Board from time to time. At present these powers are exercised only by the General Manager.											Subject to concurrence of finance and provision of funds.
	(B) Extension of Gr.C and Gr.D posts under their control chargeable to revenue.	NRPS No.7298 & 9240, 10261	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Subject to concurrence of Finance and keeping in view of the provisions for conversion of Temporary posts into Permanent ones.
	(c) (i) Creation of work charged post of Gr. 'C' & 'D' against specific provision in the sanctioned estimate	I.No. 797-E/ NCR / Policy /SOP / Estt.- III,Dt..16-10-2008.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	This will requires concurred by FA & CAO. AGM: Full Power
	(c) (ii) Extension of work charged post in Gr. 'C' & 'D' against specific provision in the sanctioned estimate	I.No. 797-E/ NCR / Policy /SOP / Estt.- III,Dt.. 16-10-2008	Full	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	This will requires approval of P/CHOD's of department with Finance Concurrence. AGM: Full Power
	(c) (iii) Transfer of non-gazetted post from one station to another station within division.	I.No. 797-E/ NCR / Policy /SOP / Estt.- III,Dt.. 26-04-2011.	Nil	Nil	Nil	Nil	Nil	Full Power	Nil	Nil	Nil	Nil	Nil	DRM's personal approval after Sr.DFM concurrence.
	(c) (iv) Transfer of non-gazetted post from one station to another station within Zone.	I.No. 797-E/ NCR / Policy /SOP / Estt.- III,Dt.. 26-04-2011.	Full Power	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Personal approval of P/CHOD of the concerned department with finance concurrence.

Note- (i) All post should be pin pointed and book of sanction must be issued. (ii) Transfer of post should be purely on administrative ground and not for benefit of person. (iii) Adequate justification must be recorded on file for the transfer of post. (iv) If the post becomes surplus, it can not be transferred.

S. N	Nature of powers	Authority	HEAD QUARTERS OFFICE					DIVISION/ WORK SHOP					REMARKS	
			P/CHOD	SAG	SG/JAG	SS	JS/Gr.B	DRM	ADRM	CWM	SG/JAG	SS		JS/Gr B
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	(D) Abolition of permanent posts in Gr. 'C' & 'D'	NR PS No. 7298	Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	AGM: Full Power
	(E) Creation of Supernumerary post for medically de-categorized staff/ identified surplus staff	797-E/NCR/Policy/SOP/ Estt dated 09.08.07	CPO full in respect of HQ staff & staff in extra divl. offices/ work shop	NIL	Nil	Nil	Nil	full for all staff working under their control	Nil	Nil	Nil	Nil	Nil	The proposal for such creation of post shall be put up to the DRMs by Sr.DPOs/ DPOs incharge who should certify that all the laid down stipulation of the guidelines of the Board has been met. AGM: Full Power
2	Appointments (A) Appointments of Non-Gazetted Gr. 'C' & 'D' staff on posts under their control subject to terms & condition issued from time to time.	NR PS No. 9427 & 10609	Full	Full	Full	Full upto Gr. 5000 – 8000	Full upto Gr. D and artisan staff	Full	Full	Full	Full	Full upto Gr. 5000-8000	Full upto Gr.D & Artisan staff	The powers delegated should be exercised by others dealing with establishment matters in consultation with the concerned executive officers. AGM: Full Power

S. N	Nature of powers	Authority	HEAD QUARTERS OFFICE					DIVISION/ WORK SHOP					REMARKS	
			P/CHOD	SAG	SG/JAG	SS	JS/G r.B	DRM	ADM	CW M	SG/JAG	SS		JS/Gr B
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3	Promotion & confirmation (a) Promotion & confirmation in Gr.C & D posts.	Para 215 & 216 R-I (1985) (NR PS No.9820)	Full	Full	Full	Full in r/o staff upto Gr. 5000-8000	Full in r/o Gr. D & Artisan staff	Full	Full	Full	Full	Full in r/o staff upto Gr. 5000 - 8000	Full in r/o Gr. D & Artisan staff	The promotion to be made after the staff is placed on the panel of selection post/ select list or having passed the Trade Test. AGM: Full Power
	(b) ad hoc promotion of Group 'C' against regular vacancies.	RB's No.E (NG)11/81/RG-1/1 dated 1.4.81 PS No.5183, 6232-A, 10075 and 10184(NR)	Full CPO & Fa&cao	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	In terms of RB's No.E (NG)1/88 /PM1/10 dated 14.12.89(NRPS-10075)no ad hoc promotion to be made except where there is stay of court for regular promotion & holding selection/ suitability Test. Such promotion to be approved by CPO only. AGM: Full Power
4	Sanction of Dual charge Allowance and officiating promotion. (a) Grant of Dual charges Allowance to Non-Gazetted staff upto six months.	Para 1337-R- II RB's No.F /11/86/PW/6 dt.21.7.88 NCRPS No. 654/2000	Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	a 1. Prior Finance concurrence is necessary. 2. Period exceeding 45 days. 3. A formal office order must be issued. AGM: Full Power

S. N	Nature of powers	Authority	HEAD QUARTERS OFFICE					DIVISION/ WORK SHOP						REMARKS
			P/CHOD	SA G	SG/ JAG	SS	JS/Gr.B	DR M	ADRM	CWM	SG/ JAG	SS	JS/ Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	(b) Making officiating arrangements against vacancies caused due to staff sent for training/ refresher course/ on deputation for a period over one month.	No.E/Trg-60 /TRE/33 dt. 23.9.63 (NR PS No.2377)	Full	Full	Nil	Nil	Nil	Full	Full	Full	Full Independent Incharge	Full Independent Incharge	Nil	AGM: Full Power
	(c) Permitting officiating promotion of unskilled semi skilled and skilled artisans without their having passed Trade Test for not more than 3 weeks under their control.	NR PS 2645	Full	Full	Full	Nil	Nil	Full	Full	Full	Full	Nil	Nil	AGM: Full Power
5	(a) Transfer of staff within seniority unit.	Para 226 & 227 of R-I	Full	Full	Full	Full upto scale 5000 - 8000	Full in r/o Gr.D and Artisan staff only	Full	Full	Full	Full	Full in r/o Gr.D & C upto 5000-8000 & artisan	Full in r/o Gr.D and Artisan staff only	Officer discharging personnel functions will exercise these powers in consultation with executive officers. AGM: Full Power
	(b) Transfer out of seniority unit within the jurisdiction of NCR on request /mutual exchange.	NRPS 7298	Full	Full	Full upto Gr. 5000-8000	Nil	Nil	Full	Full	Full	Full upto Gr. 5000-8000	Nil	Nil	Own request transfer to be dealt with by the Personnel Officers with the approval of the sparing and accepting Branch. Officer in the Rectt. Grade only. AGM: Full Power
	(c) Transfer out side N.C.R on request /mutual exchange	226 RI (1985)	Full	Full	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Own request transfer to be dealt with by the Personnel Officer with the approval of concerned Executive officer in the rectt. Grade only. AGM: Full Power

S. N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr. B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	(d) Change of category	NRPS 4767 & 11019 Appendix XXXVIII Rule 2002(9) of IREC-II (Vth reprint)	Full in r/o Gr.C	Nil	Nil	Nil	Nil	Full in r/o Gr.D	Nil	Nil	Nil	Nil	Nil	AGM: Full Power
6	To grant TA to staff attending a camp of exercise of auxiliary force India or Indian Territorial Force in accordance with the rules.	Note 1 under para 1625 RII (Ist reprint 1990) NR PS No.6232-A, 8357.	Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	AGM: Full Power
7	Permitting non-gazetted staff to proceed on duty out side N.C.Rly. to any part of India.	Appendix XXXI(Sec.II Para 2 R-II) NRPS No. 6232-A, 7084 & 8672	Full	Full	Full	Nil	Nil	Full	Full	Full	Full	Nil	Nil	Sr. Scale officers can exercise these powers in r/o Non-Gazetted staff in response to summan issued by court of law. AGM: Full Power
8	Traveling Allowance (a) Counter signing TA Journals	Rule 1697 R-II & 1698 R-II (Ist reprint 1990) NCRPS 1643/2004	Full	Full	Full	Nil	Nil	Full	Full	Full	Full	Nil	Nil	The counter signature of the TA journals will be done by the officer nominated as controlling officer by HOD for purpose of c/signing of TA journal.. AGM: Full Power
	(b) Grant of consolidated conveyance allowance to non-Gazetted staff.	Rule 1605 R-II (1987) (NR PS 10261)	Full CPO only	Nil	Nil	Nil	Nil	Full in r/o cycle allowance only	Full in r/o cycle allowance only	Nil	Nil	Nil	Nil	AGM: Full Power

S. N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr.B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	(c) Sanction of conveyance charge to staff in Grade drawing pay less than Rs.11500/- who undertakes Journey on duty within the radius of 8 Km. from his HQrs. as per rule.	Para 1641 R-II (1st Re-print 1990)	Full	Full	Full	Full upto Gr. 5000-8000	Full in r/o Gr.D and artisan staff	Full	Full	Full	Full	Full upto Gr. 5000-8000	Full in r/o Gr.D and artisan staff	AGM: Full Power
9	Sanction of advances /with drawl from SRPF.	Item NO.11 of App.II of para 505-F (NR PS No. 6519 & 9889)	Full	Full	Full	Full	Full in r/o Gr.D and artisan staff below Gr. 5000-8000	Full	Full	Full	Full	Full	Full in r/o Gr.D and artisan & Gr.C staff below Gr. 5000-8000	As per provision code in Vol.I 1985. AGM: Full Power
10	Sanction of advance from revenue. (i) Pay on tour	Item No.11 of app.II of para 505-F (NR PS 6519 9889)	Full	Full	Full	Full	Nil	Full	Full	Full	Full	Full	Nil	AGM: Full Power
	(ii) On transfer	Item No.11 of app.II of para 505-F (NR PS 6519 9889)	Full	Full	Full	Full	Nil	Full	Full	Full	Full	Full	Nil	AGM: Full Power
	(iii) Pay when proceeding on leave more than 30 days as leave salary.		Full	Full	Full	Full	Nil	Full	Full	Full	Full	Full	Nil	AGM: Full Power
	(iv) Grant of Advance TA/ DA	1506 II G.I	Full	Full	Full	Full	Nil	Full	Full	Full	Full	Full	Nil	AGM: Full Power

S. N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr. B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	(v) Cycle & Festival Advance		Full	Full	Full	Full	Nil	Full	Full	Full	Full	Full	Nil	AGM: Full Power
	(vi) Motor cycle/ Scooter Advance.		Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	AGM: Full Power
	(vii) Sanction of House Building Advance to Gr.C&D staff as admissible under the rules	(NR PS No. 9288, 10022, 10367, 10393, 10416 and 10494)	Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	AGM: Full Power
	(viii) Advance required for payment towards Life Insurance Policy within existing Rules.	NR PS 6519	Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	AGM: Full Power
11	Sanction of educational assistance or reimbursement of tuition fee as per rules contained in chapter XXII of IREM Vol.II (1990)..	Bds letter No.E(W)63- ED 1-62 dt. 4.8.64 & E(W)76 ED1 -15 dated 3.12.79 Bds letter No.PC3/73/ EA dated 2.1.74.	Full	Full	Full	Full	Full in r/o group 'D' & artisan	Full	Full	Full	Full	Full	Full in r/o Gr. D & artisan	AGM: Full Power
12	Fixing of No. of installments for recovery of arrears of SRPF subscription.	Para 911 R-II (1985)	Full	Full	Full	Full upto 20 ins.	Nil	Full	Full	Full	Full	Full upto 20 ins.	Nil AP Os where there is no Sr. scale officer	1. This power to be exercised by officer discharging personnel functions. 2. Fixing the number of installments with due regards to the circumstances of each case and must be ensured that repayment can be completed before superannuation. AGM: Full Power

S. N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr. B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
13	Leave (a) Grant of leave to Gr.C and D staff accordance with the leave rules.	Sch.I, para 503 RI (1985) (NRPS Nos. 4482-A, 4596, 5304, 6126,6283-A 6482-A,4762 4860, 5037, 5059,5365 & 6058.	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	If relief is necessary to be arranged by Hd.Qrs. prior approval from HQ should be obtained. Sr.Supervisor Incharge in Gr. 5000-8000 & above can sanction (LAP) upto 15 days. AGM: Full Power
	(b) Grant of Hospital leave with salary in accordance with the rules on Average pay	Sch.1- under Rule 554 RI (1985) (NR PS 10516, 10720 and 10792)	Full	Full	Full in r/o staff in Gr. Upto 5000-8000 upto 120 days	Nil	Nil	Full	Full upto 120 days	Full upto 120 days	Full in r/o staff in Gr. Upto 5000-8000 upto 120 days	Nil	Nil	Subject to terms and conditions as laid down under Rule 554-RI (1985). On review of Medical Supdt. & concurrence of accounts officer. AGM: Full Power
	(c) Study Leave within India	Para 556-R-I (NR PS No. 9729 & 10951 & CS No.84	Full	Nil	Nil	Nil	Nil	Full	Nil	Nil	Nil	Nil	Nil	AGM: Full Power
	(d) Special Disability leave	Para 552 & 553 R.I App. VI (10) Ist schedule R-I (1985) PS 9729.	Full CPO & FA&CAO	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Recommendation of CMD/CMS / MS AGM: Full Power
	(e) Leave Ex India	NRPS No. 10934	Full	Nil	Nil	Nil	Nil	Full	Nil	Nil	Nil	Nil	Nil	AGM: Full Power

S. N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr.B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	(f) Extra ordinary leave (i) Leave without salary upto 1 year to Rly. servant without lien on a permanent post while officiating in a post or holding Temp. on monthly rate of pay to the extent permissible under rules.	Para 530-RI (1985) (NR PS No.10261)	Full	Full	Ful l	Full in r/o extra Divl. office for Gr.C & D staff	Full in r/o Gr.D staff only	Full	Full	Full	Full	Ful l	Full in r/o Gr.D staff only	The concession under this item will be admissible to only those regular Rly. Servants who have been continuously in Rly. Service for a period exceeding 1 year. AGM: Full Power
	(ii) Grant of extra ordinary leave i.e. leave without stipend on Medical Ground due to circumstances beyond his control to apprentices covered by rules 533, 534 & 535 RI(1985).	Para 553,534 535 of R-I (NR PS No. 10261).	Full	Full	Ful l	Nil	Nil	Upto one year	Upto one year	Upto one year	Upto one year	Nil	Nil	AGM: Full Power

S. N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr. B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	(g) Grant of special casual leave for Athletic Meets/ scouting/cultural activities. (i) Sports	Rly. Bd's No.E(W) 74 SPL-4 of 24.1.75 and Rly.Bd.'s letter No.E(W) 75 WE-6-13 dt. 12.5.80 PS-4848.	Full same as col.5	Full upto 90 days for national & inter National events & 30 days in a calendar year in all other cases	Full upto 30 days	Full upto 30 days	Nil	Full upto 90 days for national & Inter National event s & 30 days in a calendar year in all other cases	Full upto 90 days for national & Inter National & 30 days in a calendar year in all other cases	Full upto 90 days for national & Inter National -al events & 30 days in a calendar year in all other cases	Full upto 30 days	Full upto 30 days	Nil	AGM: Full same as col.5
	(ii) Cultural activities	Rly. Bd's No.E(W) 74 SPL-4 of 24.1.75 and Rly.Bd.'s letter No.E(W) 75 WE-6-13 dt. 12.5.80	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Nil	Full upto 30 days in a calendar year	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Nil	AGM: Full upto 30 days in a calendar year
	(iii) Scout & Guide	Rly. Bd's No.E(W) 74 SPL-4 of 24.1.75 and Rly.Bd.'s letter No.E(W) 75 WE-6-13 dt. 12.5.80 2227 IREM-II	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Nil	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Upto 30 days in a calendar year	Nil	AGM: Full

S.N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr.B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
14	Fees & honorarium (a) To sanction the under taking of work and payment of Honorarium upto Rs.10000/- in a year.	(NR PS No. 6690) RB's No.F(X)1186 /PW/6 dated 5.5.87 (NRPS 9972)11311	Full	Upto Rs. 8000	Dy. CPO HQ Upto Rs. 2000	Nil	Nil	Full	Full upto Rs. 8000	Full upto 6000	Upto 2000	Nil	Nil	Per person. AGM: Full Power
	(b) To sanction the under taking of work & acceptance of fee by an employee when the amount of fee does not exceeds Rs.5000/- in each case. In case of recurring fee the limit applies to the total payment made to an individual in a financial year.	Item no.4 of App.VII Gr.II (NR PS No. 9972	Full	Full	Dy. CPO (HQ) upto Rs. 100 in r/o Hd. Qr. staff	Nil	Nil	Upto Rs.500 only in each individual case & if recurring upto Rs.500 to an individual during a financial year.	Nil	Nil	Nil	Nil	Nil	AGM: Full Power
15	Training of apprentices: To exercise powers vested in GM vide App.I of Indian RLy. code for Mech Deptt.	Appendix 1(W)	Full	Full	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	AGM: Full Power

S.N	Nature of powers	Authority	P/CHOD	SAG	SG/ JA G	SS	JS/ Gr .B	DRM	ADRM	CW M	SG/ JAG	SS	JS/ Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	Arrear claims: To sanction the investigation and payment of arrear claims of more than one year upto 3 years old irrespective of the amount involved.	NR PS 6812, 6519 Para 1004 of IREM	Full	Full powers CPO & Dy.CPO Hd.Qrs in r/o staff of Hd. Qrs office FA & CAO full powers in r/o Accounts staff under his control.	Nil	Nil	Full	Full	Full	Upto 2 yrs.	Nil	Nil	Nil	AGM: Full Power
17	Writ Off: (a) To sanction write off of recovery of irrecoverable amount overdrawn by Rly. Servant or otherwise due from them if the erroneous payment or the amount due is discovered by Accounts or Audit beyond one year.	Para 1709 G-I NRPS 8367	Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	1. Finance prier concurrence is necessary. 2. All possible action should be taken to recover quickly any over payment. The payment drawn in good faith has been considered as inadequate justification for waiver of the recovery under RB's No.F(E)/52/OP dated 10.3.1952. AGM: Full Power
	(b) Waival of recovery of balance of out standing irrecoverable personal advances.	Para 1709 G-I (NR PS No. 8367)	Full	Full	Dy. CPO (HQ) upto 500	Upto 100	Nil	Upto 1000	Rs. 500/-	Rs. 500/ -	Nil	Nil	Nil	Sr. scale officer in extra Divn. & SPO HQ. AGM: Full Power

S. N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr.B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
18	(a) Sanction of SC to PF or Gratuity as the case may be to staff at the specified rate in cases falling under 1004 to 1012, 915 R-I(1985)	Rule 915 and 1004 to 1012 of R-I (1985)	Full	Full	Full	Full	Full APO in r/o Gr.D staff	Full	Full	Full	Full	Full	AP O in r/o Gr. D staf f	FA&CAO & HODs full powers in r/o staff under their control Dy.HOD's full powers in r/o extra divisional officers excluding those controlled by HQ office, Sr. Scale full powers in r/o staff in extra Divl. offices controlled by them. AGM: Full Power
	(b) Sanction of distribution of the amount of Gratuity/ SC to PF amongst the widows and or dependent children of the Railway employees under Rule 943 RI (1985)	Rule 943-RI (1985)	Full	Full	Full Dy. CPO (HQ)	Full SPO (HQ) for Hqrs Sr. Scale extra Divl. units	Nil	Full	Full	Full	Full Sr. DPO	Full DP O	Nil	These powers will be exercised by SPO/DPO where J.A.Grade post is not in operation. AGM: Full Power

S. N	Nature of powers	Authority	P/CHOD	SAG	SG/ JAG	SS	JS/ Gr.B	DRM	ADRM	CWM	SG/ JAG	SS	JS/ Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
19	Payment of PF money gratuity SC to PF of deceased Rly. employee payable to minor or minors in cases where no natural guardian exists and when each minors share does not exceed Rs.250/- in the case of PF money and Rs.500/- in each case of special contribution to a person on execution of an indemnity bond by each person considered suitable.	Para 1004 to 1012 of R-I (1985) except for para 1007 & 1008.	Full	Full	Full	Nil	Nil	Full	Full	Full	Full	Nil	Nil	To be exercised by officers competent to sanction final settlement. AGM: Full Power
20	Condo-nation of Break in service of a Railway servant for the purpose of Gratuity/SC to PF when the period being treated dies non subject to provision laid down in Para 918-RI (1985) except under clause II & III.	Para 918 RI (1985) (NR PS No.7628, 8357 & 10261	Full	Full	Nil	Nil	Nil	Full if period does not exceeds 12 months in all	Full if period does not exceeds 12 months in all	Full if period does not exceeds 12 months in all	Nil	Nil	Nil	These powers are to be exercised by officers discharging personnel function. AGM: Full Power
21	To order deduction from Gratuity on account of Govt. dues.	Para 1010 RI (1985)	Full	Full	Full	Full	Nil	Full	Full	Full	Full	Full	Nil	AGM: Full Power
22	Sanction of payment of compensation under WC Act.	Para 18 of WC Act 1923 (NR PS No. 8585)	Full	Full	Full in r/o extra divl office except staff controlled by HQ	Full in r/o Gr. C staff under their control	Full in r/o Gr.D staff under their control	Full	Full	Full	Full in r/o extra divl office except staff controlled by HQ	Full in r/o Gr. C staff under their control	Full in r/o Gr. D staff under their control	AGM: Full Power
23	To grant service certificate to staff with not less than 12 months service in accordance with the rules.	Para R-I	Full	Full	Full	Full in r/o Gr.C & D staff	Full in r/o Gr.D staff & artisan	Full	Full	Full	Full	Full in r/o Gr.C & D staff	Full in r/o Gr. D staff & artisan	AGM: Full Power

S.N	Nature of powers	Authority	P/CHOD	SA G	SG/ JAG	SS	JS/ Gr. B	DRM	ADRM	CWM	SG/ JAG	SS	JS/ Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
24	Re-construction of service record where records/ documents are available.	NR PS No. 750, 1267	Full	Full	Full	Full	Nil	Full	Full	Full	Full	Full	Nil	In consultation with the accounts officer concerned. AGM: Full Power
25	To order recoveries of over payments in installments in respect of non Gazetted Rly servant	Para1013 IREM (1989)	Full	Full	Full	Full	Nil	Full	Full	Full	Full	Full	Nil	AGM: Full Power
26	Sanction to the payment of fee to Govt. Examiners of questioned documents provided the amount of fee does not exceed the limit prescribed in the code rules.	Para 3(8) II App. IV R-II GM(P) No.743-E/0-III/Eiv dt.27.9.54	Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	AGM: Full Power

S.N	Nature of powers	Authority	P/CHOD	SAG	SG/ JAG	SS	JS/ Gr .B	DRM	ADRM	CWM	SG/ JA G	SS	JS/ Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
27	To waiver of irrecoverable personal advance or amounts otherwise due from non-Gazetted Railway servants.	Para 1709 G-I (1961) (NR PS 8357)	Full	Full	Dy. CP O (HQ) upto 500	Upto 100/-	Nil	Upto 1000	Upto 500	Upto 500	Nil	Nil	Nil	Prior concurrence of finance is necessary Sr. Scale officers in extra division and SPO/HQ. AGM: Full Power -
28	To waive off the cost of training of Rly. servants who has received trg at Rly. expenses and who is required to serve the Rly. for a minimum prescribed period. Provided the cost to be waived is not in excess of cost proportionate to the service rendered.	(NRPS No. 9729) Item 24 of Ann.II of chapter V of FI (NR PS 9972)	Full CPO only up to 2000 subject to prescribed condition	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Finance concurrence is necessary. AGM: Full Power
29	To permit change in the name in the official records including service records subject to compliance of the prescribed procedure.	(NR PS No. 2356)	Full	Full	Full	Nil	Nil	Full	Full	Full	Full	Nil	Nil	To be exercised by officer discharging personnel function. AGM: Full Power
30	To sanction alteration in date of Birth of staff	Para 225 R-I (NR PS 2811)	Full only CPO	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Subject to conditions laid down by Bd's from time to time. AGM: Full Power

S.N	Nature of powers	Authority	P/CHOD	SAG	SG/ JAG	SS	JS/ Gr.B	DRM	ADRM	CWM	SG/ JAG	SS	JS/ Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
31	To make alteration other than the date of birth in the service records of staff i.e. change in name, date of Apptt. etc. in case of clerical errors only.		Full	Full	Full	Full	Full in r/o Gr.D staff only	Full	Full	Full	Full	Full	Full in r/o Gr.D staff only	Powers to be exercised by officers discharging Personnel functions AGM: Full Power.
32	Suspension of lien.	Para 239 to 240 R-I (1985)	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Full	Powers shall be exercised by the appointing authority. AGM: Full Power
33	To sanction ex-gratia payment upto Rs.3000/- to the dependent of Rly. employees in the event of death arising out of injuries sustained in the execution of his/her work.	PS No 7644(A), 9972	Full upto 500	Full upto 500	Nil	Nil	Nil	Full upto 500	Full upto 500	Full upto 500	Nil	Nil	Nil	AGM: Full Power
34	Issue of no objection certificate for obtaining pass port.	(NR PS No. 10934)	Full	Nil	Nil	Nil	Nil	Full	Nil	Nil	Nil	Nil	Nil	To be noted by SDGM AGM: Full Power
35	To grant personal pay equivalent to one increment in favour of Railway employee who undergoes sterilization operation for promoting small family norms subject to the prescribed conditions.	(NR PS No. 9470) & PS No.11136	Full	Full	Dy. CPO (HQ) for HQ staff CAO (G) for A/cs in HQrs	Nil	Nil	Full	Full	Full	Full	Nil	Nil	AGM: Full Power
36	Grant of conveyance allowance to blind & orthopedic ally handicapped Railway employee subject to the conditions prescribed.	(NR PS No.9470)	Full	Full	Full	Full	Nil	Full	Full	Full	Full	Full	Nil	AGM: Full Power

S.N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr.B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
37	To accept notice of voluntary retirement for Gr.C & D staff and also to accept notice of less than 3 months in deserving cases.	(NR PS 9275) & letter No.797-E/NCR/Policy/SOP/ Estt Dt.20.12.06 & 29.01.07	Full	Full	Nil	Nil	Nil	Full	Nil	Gr.C & D staff work ing under them	Nil	Nil	Nil	Appointing authority With the concurrence of Associate Finance and fulfillment of other conditions. AGM: Full Power
38	To permit Railway servant holding recognized qualification to under take medical practice during spare time on purely charitable basis without detriment to official work.	RB's No.E (D&A) 64-GI-5 dt. 30.5.65 (NR PS NO.2564 & 2677)	Full	Full	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	AGM: Full Power
39	Grant of reward: (a) Grant of reward in any case to an employee for service of an exceptional merit rendered to Railway.	(NR PS NO.9114 A, 1026 and 11110)	Full upto 500 PHOD 1000	Full upto 500	Nil	Nil	Nil	Full upto 500	Full upto 500	Full upto 500	Full upto 250	Upto 100 if hold- ing indep endent charg e	Nil	AGM: Full upto 1000
	(b) To grant Group award to staff employed under their control for service of an exceptional merit rendered the Railway on any occasion subject to individual awards not exceeding the prescribed limit.	(NR PS 1914-A and 11177)	Full upto 2000 PHOD 3000	Nil	Nil	Nil	Nil	Full upto 2000	Nil	Nil	Nil	Nil	Nil	AGM: Full upto 4000

S.N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr. B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
40	Grant of permission to Gr.C & D for transaction in respect of requisition or disposal of any immovable and/or moveable property.	Rule 18 (1) & (3) of Rly service (conduct) Rules 1966 PS-8357	Full	Full	Full upto 0.50 lakhs	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	In extra Divl. offices JA Grade and above will exercise their power where SAG officers is not Incharge/available. AGM: Full Power
41	To sanction grant of water scarcity allowance.	(NR PS NO. 4406A & 4388)	Full powers CPO only	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Prior finance concurrence is necessary. AGM: Full Power
42	Sanctions of time allowed for transfer of charge to staff under their control as per rules.	CS No.107 Appendix-XXR R-II-107 (NRPS No.2138 and 8357)	Full	Full	Dy. CE power for 7 days for Gr.C and 4 days for staff of extra Divl. office	Nil	Nil	Full 6 days for Engg Gr.C staff & 7 days to other	Full 6 days for Engg Gr.C staff & 7 days to other	Full upto 4 days	Full upto 4 days	Nil	Nil	AGM: Full Power
43	Medical Reimbursement: (a) Payment of reimbursement of Medical charges on proper referral by AMO.	Chapter VI R-I (1985) Para 606, 616 & 617 (NR PS No.10930)												Refer to SOP on Medical Matter

S.N	Nature of powers	Authority	P/CHOD	SAG	SG/ JAG	SS	JS/ Gr. B	DRM	ADRM	CW M	SG/ JA G	SS	JS/ Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	(b) Reimbursement of Medical expenses upto limit of Rs.50000/- in each case incurred by Rly. servants under emergent circumstances (Post facto sanction) without proper referral by AMO in Private Hospital.	RB's No.80/H/6-4/49 dated 24.4.81 and 88/H/6-4/72 dt.6.1.89. Rly. Board's No.2000/H/ 6-4/Policy dated 06.03.2003												Refer to SOP on Medical Matter
	(c) To settle reimbursement of serving/retired Rly. employees where the treatment to be taken in recognized hospital and dispensaries run by philanthropic organization without proper referral by AMO in emergent circumstances.	RB's No.80/H/6-4/49 dated 24.4.81 and 88/H/6-4/72 dt.6.1.89. Rly. Board's No.2000/H/ 6-4/Policy dated 06.03.2003												Refer to SOP on Medical Matter
44	Grant of actual cost of transportation of personal effects or mileage allowance composite Grant, beyond time limit of 6 months.	Para 1643 (VIII) R-II (1987)	Full	Full CPO only	Full Dy. CPO HQ upto one year	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	AGM: Full Power

S.N	Nature of powers	Authority	P/CHOD	SAG	SG/ JAG	SS	JS/ Gr. B	DRM	ADRM	CWM	SG/ JA G	SS	JS/ Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
45	To determine the rate of traveling allowance to the out sider attending departmental enquiry.	Rule 1696- RII (First reprint 1990) (1987) (HQ letter No.39-E/96/E VI dt. 3.4.64	Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	AGM: Full Power
46	Grant of animal allowance to Gr. D staff for removal of Night soil.	(NR PS NO.6946-A, 6978-A & 8357.	Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	To be exercised by officers of Medical Deptt only. AGM: Full Power
47	Forwarding of applications to posts out side the Railway.	Para 1402 IREM-I 1989	Full	Full	Full	Nil	Nil	Full	Full	Full	Full	Nil	Nil	AGM: Full Power
48	To permit non Gazetted Railway servants to collect subscription from Non-Gazetted Railway Servants for religious and cultural activities.	Rule 24 of RS conduct Rules 1966.	Full powers CPO only	Full power s CPO/ A & CPO/ IR Only	Nil	Nil	Nil	Full	Full	Nil	Nil	Nil	Nil	AGM: Full Power

S.N	Nature of powers	Authority	P/CHOD	SAG	SG/JAG	SS	JS/Gr. B	DRM	ADRM	CWM	SG/JAG	SS	JS/Gr B	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
49	Absorption of Medically decategorised staff against selection post subject to fulfillment of other conditions.	PS 7790	Full	Full	Nil	Nil	Nil	Full	Full	Full	Nil	Nil	Nil	Note- The authorities under col.6,10,11 & 12 will exercise these powers against post controlled by them for staff under their control. AGM: Full Power
50	Sanction of expenditure to the extent of Rs.50000/- per annum for training course/ seminars, symposia in non Railway Institute subject to over all limit of Rs.10 lac per annum.	797- E/NCR/Policy/SOP/Estt dated 20.12.06 & 29.01.07	P/CHOD upto Rs. fifty thous-and per annum	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	

Note: FA&CAO/NCR & his subordinate officials are at par with CPO and his subordinate officials in respect of Establishment matters in relation to Accounts, Cash and Pay, Statistical and EDP staff subject to observance of rules framed by Railway Board.

(To be published in Part II Section 3 Sub-Section (i) of the Gazette of India)

Government of India
Ministry of Railways
(Railway Board)

No.E(D&A)2002/RG 6-1

RBE No.46/2003
New Delhi, 10th March 2003

Notification

GSR..... In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Servants (Discipline and Appeal) Rules, 1968, namely:-

- (1) These rules may be called the Railway Servants (Discipline and Appeal) Second Amendment Rule, 2003.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Railway Servants (Discipline and Appeal) Rules, 1968, for Schedule-II, the following shall be substituted, namely:-

SCHEDULE-II

(See rule 4 and sub-rule (2) of rule 7)

Schedule of Disciplinary powers and powers of suspension of different grades of Railway officers and Senior Supervisors in respect of non-gazetted staff of Zonal Railways, Chittaranjan Locomotive Works, Diesel Locomotive Works, Integral Coach Factory, Rail Wheel Factory, Metro Railway (Kolkata), Diesel Loco Modernization Works (Patiala), Rail Coach Factory (Kapurthala), Railway Electrification Projects and Metropolitan Transport Projects (Railways).

Sl.No.	Authority Empowered to place a Railway servant under suspension or to impose penalties under rule 6	Class of Railway Servants over whom disciplinary powers can be exercised	Nature of penalties mentioned in rule 6 which the authority in column 2 is empowered to impose on Railway Servants mentioned in corresponding entries in column 3 and powers of that authority to place them under suspension	Appellate Authority
1	2	3	4	5
1	Senior Supervisors In-charge with Grade pay of Rs.4200/- and above. (Described as Supervisors In-charge by the Railway Administration for this purpose)	All staff who are three grades (Grade pay) below and lower than the Disciplinary Authority.	Penalties specified in clauses (i) to (iv) (no such power can be exercised where inquiry under sub-rule (2) of rule 11 is required) and suspension subject to report to Divisional Officer or Assistant Officer In-charge within twenty four hours in the case of Group 'C' staff.	Assistant Officers (Junior Scale and Group 'B') (Gazetted)
2	Assistant Officers (Junior Scale and Group 'B') (Gazetted)	All staff with Grade Pay of up to and including Rs.2400/-	Penalties specified in clauses (i) to (v) and suspension. Also Penalty specified in clause (vi) on staff with Grade Pay of up to and including Rs.1650/- only.	Senior Scale Officers and Assistant Officers (Junior Scale and Group 'B' (Gazetted) holding independent charge)
3	Senior Scale Officers and Assistant Officers (Junior Scale and Group 'B' (Gazetted) holding independent charge)	All staff with Grade Pay of up to and including Rs. 2800/-	Penalties specified in clauses (i) to (vi) and suspension.	Junior Administrative Grade Officers and Senior Scale Officers holding independent Charge or In-charge of a Department in the Division.
4	Junior Administrative Grade	All classes of non-	Penalties specified in clauses (i)	Additional Divisional Railway

	Officers and Senior Scale Officers holding independent Charge or In-charge of a Department in the Division	gazetted staff.	to (vi) and suspension	Managers in relation to the Departments attached to them or Divisional Railway managers.
5	Additional Divisional Railway Managers in relation to the Departments attached to them or Divisional Railway Managers	All classes of non-gazetted staff.	Penalties specified in clauses (i) to (vi) and suspension	Senior Administrative Grade Officers in the zonal Railways' Head Quarters in pay Band-4 with Grade Pay Rs.10,000/- including Principal Heads of Departments in Pay Band-4 with Grade Pay Rs.12000/-
6	Senior Administrative Grade Officers in the zonal Railways' Head Quarters in pay Band-4 with Grade Pay Rs.10,000/- including Principal Heads of Departments in Pay Band-4 with Grade Pay Rs.12000/-	All classes of non-gazetted staff.	Penalties specified in clauses (i) to (vi) and suspension	Additional General Managers in relation to Departments attached to them or Chief Administrative Officers or General Managers
7	Additional General Managers in relation to Departments attached to them or Chief Administrative Officers or General Managers	All classes of non-gazetted staff	Penalties specified in clauses (i) to (vi) and suspension	Railway Board
8	Railway Board	All classes of non-gazetted staff	Penalties specified in clauses (i) to (vi) and suspension	President

Note:

- (1) An Appointing authority or an authority of equivalent rank or any higher authority shall be competent to impose penalties specified in clauses (vii), (viii) and (ix) of rule 6.
- (2) Where the post of appellate authority as shown in column 5 is vacant, then, in that case, the next higher authority shown in the row just below that authority shall be the appellate authority.
- (3) The appointing authority or an authority of equivalent rank or any higher authority who is competent to impose the penalty of dismissal or removal or compulsory retirement from service, may also impose any lower penalty.

Notification

GSR..... In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Railway Servants (Discipline and Appeal) Rules, 1968, namely: -

- (1) These rules may be called the Railway Servants (Discipline and Appeal) Second Amendment Rule, 2003.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Railway Servants (Discipline and Appeal) Rules, 1968, for Schedule-II, the following shall be substituted, namely: -

SCHEDULE – III

(See rule 4 and sub-rule (2) of rule 7)

Item No.	Class of Railway servants	Authority empowered to place a Railway Servant under suspension or to impose penalty and its nature.	Appellate Authority
1	2	3	4
1.	Railway Servants Group 'A'	<p>President – Full powers</p> <p>Railway Board – Suspension and the penalties specified in clauses (i) to (vi) of rule 6.</p> <p>General Manager/Additional General Manager who has been ordered by the Competent Authority to look after the current duties of General Manager in the absence of a regularly posted General Manager, Director General, Research, Designs and Standards Organisation, Director General, Railway Staff College, Chief Administrative Officers (having independent charge of their organizations) – Suspension and the penalties specified in clauses (i) (iii), (iii-a), (iii-b) and (iv) of rule 6, in the case of Officers upto and including Selection Grade Officers of Junior Administrative Grade.</p> <p>Principal Heads of Departments – Suspension and the penalties specified in clauses (i), (iii), (iii-a), (iii-b) and (iv) of rule 6 in the case of Officers in Junior Scale.</p>	<p>...</p> <p>President</p> <p>President</p> <p>General Manager/ Additional General Manager who has been ordered by the Competent Authority to look after the current duties of General Manager in the absence of a regularly posted General Manager.</p>
2	Railway Servants Group 'B'	<p>President - Full Powers</p> <p>Railway Board – Full Powers</p> <p>General Manager/Additional General Manager who has been ordered by the Competent Authority to look after the current duties of General Manager in the absence of a regularly posted General Manager, Director General, Research, Designs and Standards Organisation, Director General, Railway Staff College, Chief Administrative Officers (having independent charge of their organizations - suspension and the penalties specified in clauses (i) to (vi) of rule 6.</p> <p>Secretary, Railway Board – Suspension and the penalties specified in clauses (i), (iii), (iii-a), (iii-b) and (iv) of rule 6 in the case of Group 'B' officers of the Railway Board Secretariat Services.</p> <p>Principal Heads of Departments – Suspension and the penalties specified in clauses (i), (iii), (iii-a), (iii-b) and (iv) of rule 6.</p>	<p>...</p> <p>President</p> <p>Railway Board</p> <p>Railway Board</p> <p>General Manager/Additional General Manager who has been ordered by the Competent Authority to look after the current duties of General Manager in the absence of a regularly posted General Manager.</p>

Note-1:

Disciplinary powers of Principal Heads of Departments under this Schedule shall also be exercised by the co-coordinating Heads of Departments or by the Heads of Departments in Senior Administrative Grade who are in independent charge, in their respective departments in the production Units viz. Chittaranjan Locomotive Works, Chittaranjan, Diesel Component Works, Patiala, Diesel Locomotive Works, Varanasi, Integral Coach Factory, Perambur, Wheel and Axle Plant, Yelahanka (Bangalore and Rail Coach Factory, Kapurthala, and in new Zonal Railways viz., East Coast Railway, Bhubaneshwar, East Central Railway, Hajipur, North Central Railway, Allahabad, North Western Railway, Jaipur, South Western Railway, Hubli West Central Railway, Jabalpur and South East Central Railway, Bilaspur in respect of officers in Junior Scale Group 'B' who are under their administrative control.

Note-2:

The Directors of Railway Training Institutes, namely, Director, Indian Railway Institute of Civil Engineering, Pune, Director Indian Railways Institute of Electrical Engineering, Nasik. Director, Indian Railways Institute of Mechanical and Electrical Engineering, Jamalpur. Director, Indian Railways Institute of Signal Engineering and Telecommunications Secunderabad and Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior in respect of officers in Junior Scale and Group 'B', who are under their administrative control" shall also exercise disciplinary powers of Principal Heads of Departments under this Schedule.