

SOP

CM IT

उत्तर मध्य रेलवे

कार्यालय महाप्रबंधक  
सरस्वती परिसर, सूबेदारगंज  
इलाहाबाद।

पत्र सं.: जी.एम./उमरे/रेलवे बोर्ड पत्र/एसओपी/संशोधन/2017

दिनांक:- 04.01.2018

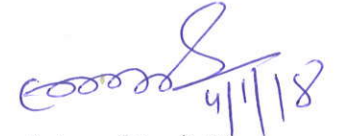
सी0एम0आई0टी  
उत्तर मध्य रेलवे  
इलाहाबाद।

विषय:-	Model Schedule of Power ,October 2017,Correction slip No.1
संदर्भ:-	Executive Director ,Transformation का पत्र संख्या 2017/Trans/01 /Policy दिनांक 26.12.2017

Executive Director ,Transformation रेलवे बोर्ड के द्वारा जारी पत्र संख्या 2017/Trans/01/ /Policy दिनांक 26.12.2017 की एक प्रति आपके सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है।

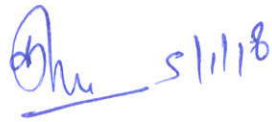
आपसे आग्रह है कि उपरोक्त पत्र को उत्तर मध्य रेलवे की web site पर उपलब्ध कराने की कृपा करे।

संलग्नक- यथोपरि।

  
(संजय सिंह नेगी)  
उप महाप्रबंधक (सा.)

प्रतिलिपि सूचनार्थ प्रेषित :-

1. प्रमुख/समन्वय विभागाध्यक्ष/उमरे/इलाहाबाद।
2. मंडल रेल प्रबंधक/उमरे/इलाहाबाद/झॉसी/आगरा।
3. मुख्य कारखाना प्रबंधक/उमरे/झॉसी/सिथौली।

  
5/1/18

upload

Shri- K.K. Singh

भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
रेलवे बोर्ड RAILWAY BOARD

No. 2017/Trans/01/Policy

New Delhi, Dated: 26-12-2017

The General Manager, All Indian Railways/PUs, NF(Con), CORE  
The DG/RDSO & NAIR,  
CAOs, DMW/Patiala, WPO/Panna, COFMOW/NDLS, RWP/Bela

Sub: Model Schedule of Powers, October 2017- Correction Slip-1

Ref: Railway Board's letter no 2017/Trans/01/Policy dated 26-10-2017

1.0 With the Approval of Competent Authority, provisions in the following items in the model SOP document issued vide Railway Board letter referred above, have been modified and are enclosed as Annexure - I.


Model SOP Item no.	Nature of Powers
Model SOP on Works Matters Part-A	
5 B (i & ii)	Consultancy works
31 e, f, g	Annual Maintenance Contracts
44	Licensing of Railway Land for giving connectivity to Private sidings
Annexure A, B, C, D	Annexure A, B dealing with Works matters. Annexure C is regarding Track Items to be dealt as per Powers of Stores Matters. Annexure D is regarding Consultancy Tenders
Model SOP on Miscellaneous Matters Part- C	
22	Grant of way leave facilities-easement rights

2.0 During discussions with Zonal Railways, clarifications have been sought for the course of action to be followed by the Zonal Railway in case the Railway is already exercising powers through its existing SOP based on some Railway Board authority however these powers are either not mentioned in the Model SOP or mentioned with restrictive powers.

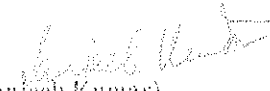
In this regard, Zonal Railways may please refer to the covering letter of Model SOP referred above and also the Preamble of the Model SOP, which mention that the GMs may add or modify provisions in Model SOP to suit local conditions, within the overarching powers delegated to them. So, GMs can exercise such additional powers which are not mentioned in the Model SOP but which exist within the overarching powers delegated to GMs through various letters/authority issued from Railway Board interalia including Rly Bd letter no EX (H) - 2015/PW/7 dated 12.06.2017

3. This issues with the concurrence of Associate Finance of Transformation Cell Railway Board.

Kindly acknowledge the receipt and ensure compliance.

  
(Jeetendra Singh)  
Executive Director, Transformation

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways

  
(Sanjeeb Kumar)  
Executive Director (Accounts), Transformation

**Copy to**

4. The Director, Indian Railway Institute of Civil Engineering, Pune.
5. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
6. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
7. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
8. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
9. The Director, Indian Railway Institute of Transport Management, Lucknow.
10. The Registrar, Railway Claims Tribunal, Delhi.
11. The General Secretary, IRCA, New Delhi.
12. The Chief Commissioner of Railway Safety, Lucknow.
13. The Secretary, Railway Rates Tribunal, Chennai.
14. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

**Copy to:**

1. The Genl. Secy., AIRE, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPEA, Room No. 256-D Rail Bhavan

**Copy to:**


1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, ML, SECY, DG (RHS), DG (RPF), DG (Stores), DG(Pers), DG(S&T)
3. All AMs, Principal Executive Director & Executive Directors of Railway Board

  
(Jeetendra Singh)  
Executive Director,  
Transformation

Works Manual

Sl. No.	Nature of Works	PROVISION	DATE WHEN WORK STARTED / COMPLETED	Responsible Officer / Designation / Department / Office	REFERENCE
5.	<p>(B)</p> <p>(i) Consultancy works for other than property development schemes from outside bodies including PPP projects</p> <p>G.M. - full powers in consultancy contracts with the concurrence of PFA upto Rs 10 Crore</p>	<p>Shall be as per the Railway Board letter no. No. 2017/Ttrans/01/Policy dated: 27 - 11 - 2017 on the subject Process Reforms - Engagement of Consultants"</p>			<p>Author: Gen. Manager (GM)'s delegation, IPR's letter No. IPR/2016/PW/3 dt. 14.09.2016</p> <p>Railway Board letter no IPR-IP/2015/PW/7 dated 12.06.2017</p> <p>2017/Ttrans/01/Policy dtd 18.10.2017</p> <p>Railway Board letter no. No. 2017/Ttrans/01/Policy dated: 27 - 11 - 2017 on the subject Process Reforms - Engagement of Consultants</p>
	<p>(ii) Consultancy works for property development schemes i.e., for commercial exploitation from outside bodies</p>	<p>Shall be as per the Railway Board letter no. No. 2017/Ttrans/01/Policy dated: 27 - 11 - 2017 on the subject Process Reforms - Engagement of Consultants"</p>			<p>Author: Gen. Manager (GM)'s delegation, IPR's letter No. IPR/2016/PW/3 dated 14.09.2016</p> <p>Railway Board letter no IPR-IP/2015/PW/7 dated 12.06.2017</p> <p>2017/Ttrans/01/Policy dtd 18.10.2017</p> <p>Railway Board letter no. No. 2017/Ttrans/01/Policy dated: 27 - 11 - 2017 on the subject Process Reforms - Engagement of Consultants</p>

Annexure - 1 (Part 1 of 2)

  
 26/11/17  
 Gen. Manager  
 Railway Board

Sl. No.	Number of papers	PHOD/PHODS	DRM/SRM/MSO/DRM (in Field) etc.	Other DRMs/Other DRMs (in Field) etc.	Remarks
251	(e) To enter into AMC (other than Single tender) for Machines/ Appliances/ Equipment other than office equipment	PHOD Full powers PHOD Full Powers as per works contract.	DRM Full Powers as per works contract.	Full Powers as per works contract.	<p><i>Indrag</i> Bund's [No.2011]XIII(S)1 dt. 15/06/2016 (S No. 11) dt. 23.8.2016; Bund's L.No. 2017 (S.No.1) Policy dt. 18.10.2017</p> <p>Note: 1. The AMC of critical equipment on single tender basis may be awarded to OZMs or authorized dealers. The decision to award work to OZMs or authorized dealers on single tender shall be decided by the sanctioning authority while obtaining finance concurrence.</p> <p>2. This would need the prior concurrence of finance.</p> <p>3. Since AMCs are in the nature of Service Contracts and OZMs/Authorized Dealers are often reluctant to submit Earnest Money or Security deposits, this need not be insisted upon in each case. Care may, however, be taken to enter into such contracts only with reputed dealers so as to ensure satisfactory performance and minimum downtime of the equipment.</p> <p>4. The above powers may be exercised subject to availability of funds.</p> <p>5. In workshops where workshop in charge are in JAG, the powers will be exercised by CWT.</p> <p>6. Normally the work of repair of window AC, split AC, water coolers is</p>
251	(f) Annual Maintenance Contract for equipment including small track machines on single tender basis to be placed on OZMs/ Authorised dealers of OZMs	PHODS Full powers PHODS Full Powers as per works contract.	DRM/ADRM/MSO/MSO/MSO Up to Rs. 10 lakhs per case finance concurrence with annual ceiling of Rs. 50 lakhs	S/JAG Up to Rs. 2 lakhs per case with annual ceiling of Rs. 30 lakhs	
251	(g) Annual Maintenance Contract on single tender basis for Truck Machines, equipment of Disaster Management viz. HRE, LHD and 140 T DSI, JD cranes, electronic equipment of SP-ART, SP-ARMV & Tower Wagon with OEM or their authorized agent with finance concurrence.	PCME, P, Ch, SP, C/S Full Powers Other PHODS Up to Rs. 10 lakhs per annum subject to maximum ceiling limit of Rs. 50 lakhs per annum.	DRM Full Powers	S/JAG Up to Rs. 2 lakhs per case with annual ceiling of Rs. 30 lakhs	

SAC/Chief/Chief  
Mesa Dept/Staffing  
With the subject  
Full powers

*Aveshwar 4 (Page 2 of 5)*



W.A.K.A. (M.A.K.A.)

S.No.	Name of Paper	Duration	Marking Scheme/Grading Method/Mark	Detailed Objectives/Content/Questions	Remarks
				<p>7. As per the laid down procedure of works matters tenders. In case of Single tender the Tender committee and the accepting authority should be one step higher than in case of open tender excepting where G.M. is the accepting authority.</p> <p>8. The A.V.C. can be of the following types:-</p> <p>of all services maintenance agreements" which as the name implies is all inclusive of labour, consumables and spares.</p> <p>"Annual Maintenance Agreements" where labour and consumables are included.</p> <p>A schedule of rates for spares and non-recurring spares can be drawn up before entering into the A.V.C. to facilitate fixing of rates during A.V.C.</p> <p>It is also to be understood that the cost of every A.V.C. is to be worked out. The materials from spares list actually used together with A.V.C. value should not exceed the sanctioned limit.</p> <p>In all cases not covered above, A.V.C. shall be the competent authority to</p>	

Approved: A.C. Ramesh (A)

File No. 11

Works Matters

S.No.	Name of Project	PROVISION	PROVISED SECTIONS in Schedule II	PROVISED OTHERS in Schedule II	REMARKS
					<p>approve such cases with full powers.</p> <p>10. Constitution of J.C. and Accepting Authority shall be as per the delegations of Works matters (Annexure-A) read with para 7 above.</p> <p><i>Authority:</i></p> <ol style="list-style-type: none"> <li>1. 224-S, S-226/1 of 21.09.1971</li> <li>2. 200/P/S/P/W/72 dated 12.10.2001</li> <li>3. 05/09/2003 2007/T/S/P/W/71 dated 07.02.2007</li> <li>4. 706-S &amp; 328-S8/P/T/S/P/W/71 dated 28.04.1981</li> <li>5. HRST/M/2003</li> </ol>

Approved (Signature)

*[Handwritten Signature]*

MICKA MATHESS

S/N	Subject/Power	Priority	PREVIOUS CASES/OTHER INCIDENTS	Prevalent cases/Equal/Personal/Other/AC/Other/In/Incidents	REMARKS
44	Licensing of Railway Land for giving connectivity to Private settings to increase Railway earnings		DRAL Full powers who recommendation of three member standing committee on Land Matters comprising Sr.JL(NCO), Sr.DCM & Sr.DPM		<p><i>Submitted:</i> Rly. Board's letter no. 2017/Trans/01/010101 dated 18.10.2017</p> <p>Along with related Freight Marketing and Land &amp; Amenities circulars on the subject issued from Railway Board by policy on the subject.</p>

Approved: Sr. J. (NCO)

*[Handwritten Signature]*



WORKS MATTERS



Annexure 'A'

1. ACCEPTING AUTHORITY FOR WORKS TENDERS – OPEN LINE:

SL	Powers of Acceptance of Works Tender	Accepting Authority
1	Upto Rs 50 Lakh	Selection grade/JA Grade/Sr. Scale holding independent charge, subject to stipulations mentioned in Railway board's letter no 2017/CE-/CT/9 dated 11.09.2017
2	Upto Rs 4 Crore	Selection grade/JA Grade
3	Above Rs 4 Crore and upto Rs 20 Crore	SAG/DRM/ADRM/CWM
4	Above Rs 20 Crore and upto Rs 75 Crore	CHOD in SA Grade# # The Tender Committee shall be of SA Grade level
5	Above Rs 20 Crore and upto Rs 300 Crore	PHOD in HAG/AGM
6	Above Rs 20 Crore and upto Rs 300 Crore	CAO/RE in HAG
7	Above Rs 20 Crore and upto Rs 500 Crore	CAO/Construction in HAG
8	Full Powers	General Manager

Constitution of Tender Committees shall be as per the decision of Zonal Railway Authority:

- 1) Board's letter No. 2017/TransOI/Policy dated 26.12.2017
- 2) Board's Letter No.2017/CE-/CT/9 dated 11.09.2017
- 3) Board's Letter No.2015/CE-/CT/O-20/1 dated 14.09.2017
- 4) Board's Letter No.2015/CE-/CT/O-20/1 dated 03.04.2017

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Annexure 'A' (Page 01/01)

Annexure - B

Works Manager



**II. ACCEPTING AUTHORITY FOR WORKS TENDERS - CONSTRUCTION/RE:**

Sl	Powers of Acceptance of Works Tender	Accepting Authority
1	Upto Rs 50 Lakh	Selection grade/JA Grade/Sr. Scale holding Independent charge, subject to stipulations mentioned in Railway board's letter no 2017/CE-I/CT/9 dated 11.09.2017
2	Upto Rs 4 Crore	Selection grade/JA Grade
3	Above Rs 4 Crore and upto Rs 20 Crore	SAG/DRM/ADRM/CWM
4	Above Rs 20 Crore and upto Rs 75 Crore	CHOD in SA Grade# # The Tender Committee shall be of SA Grade level
5	Above Rs 20 Crore and upto Rs 300 Crore	PHOD in HAG/AGM
6	Above Rs 20 Crore and upto Rs 300 Crore	CAO/RE in HAG
7	Above Rs 20 Crore and upto Rs 500 Crore	CAO/Construction in HAG
8	Full Powers	General Manager

Constitution of Tender Committee shall be as per the decision of Zonal Railway

Authority:

- 1) Board's letter No. 2017/Hans07/Pullov dated 26.12.2017
- 2) Board's Letter No.2017/CE-I/CT/9 dated 11.09.2017
- 3) Board's Letter No.2015/CE-I/CT/O/2011 dated 14.09.2017
- 4) Board's Letter No.2015/CE-I/CT/O/2011 dated 03.04.2017

*[Handwritten signature]*  
26/12

Approved - 4 (Page 7/13)

Annexure 'C'

*Morles Muk*  


All Stores related matters pertaining to procurement of spares, consumables, and small tools for Track machines and Small Track machines as mentioned in Item 31(a) including Constitution of tender committee and accepting authority etc, shall be as per SOP on Stores matters (Part -D).

Annexure 'D'

Constitution of Tender Committee and Accepting Authority for Consultancy Contracts (Standing Tender Committee)

Shall be as per the Railway Board letter no. No. 2017/Trans/01/Policy dated: 27 - 11 - 2017 on the subject Process Reforms - Engagement of Consultants"

*Full Page*  
*20/12*

*Process - 4 (Page 2/4)*

Miscellaneous Orders.



S. No.	Name of Power	P.L. No.	Date/Order/Notification No.	Department/Division/Office/Section	Remarks
22.	Grant of way leave facilities/easement rights	P.L. Full Powers	DKM (without any further redelegation) Full Powers	Nil	<p>1. Finance concurrence is necessary.</p> <p>2. However granting of way -leave for unreasonably long stretch over/across railway land should be avoided and particularly for oblique crossings, unavoidable and bare minimum railway land parallel to track should be used.</p> <p><i>Authority:</i> Board's letter No.97.LMLY/24/3 dt.27.11.2001 followed by 97.LML/24/2 dated 01.09.2014.</p>

Approved (Per 1409)

1/11/2019 - 16/12/19