

**Model SOP Establishment Matters Sub Part-I (Gazetted) correction slip no. 001 dt 23.04.2018**

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
25	Provisional payment of salary/wages where the vetted LPC has not been received from the previous unit	Full Powers up to 3 months to <u>PHOD/ CHOD of Bill drawing office (CPO/CSC/ FA&amp;CAO)</u>  Full Powers to concerned <u>HOD (Personnel / RPF / Finance) of Bill drawing office</u> Up to 3 months	<u>DRM/CWM</u> Full Powers up to 3 months		1. Finance concurrence required <i>Authority:</i> Para 1103 of Indian Railway Admn. & Finance 1991
26	To permit an Officer to undertake work and/or receive fee (non-recurring or recurring) from private sources.	<u>PHOD/CHOD</u> Full Powers up to a maximum of Rs. 5000/- in each individual case.	<u>DRM/CWM</u> Full Powers up to a maximum of Rs. 5000/- in each individual case.		1. Rule 1134 IREC Vol. II (1990). 2. RB's L. No. F(X)II-2010/PW/2 dated 11.10.2010.
27	Approval of tour programmes of GMs and DRMs	No approval is required for Tour Programmes of GMs and DRMs for tours within India. Only information may be sent to the controlling officers			<i>Authority:</i> 2017/Trans/01/Policy dtd 18.10.2017

**NOTE:**

- Items No.26, 37, 42(B), 44 and 52(B) of non-Gazetted schedule of powers are applicable to gazetted officers also
- 'PFA and his/her subordinate officials are at par with PCPO and his/her subordinate officials in respect of establishment matters in relation to Accounts, Cash & Pay, Statistical and EDP staff subject to observance of rules framed by Railway Board'.

*Adm*  
24/11/18  
AFA (Admn)  
(S.K. JAIN)

*Vetted*  
*on 24/11/18*  
Sr AFA/FE  
(B. P. Singh)

*S.O./HO*  
31/11/18  
(V.P. Singh)

*DRM*  
4/11/18  
(DRM/9)

Model SOP Establishment matters sub. Part-II (Non Gazetted) correction slip no.001 dt 23.04.2018

S.No.	Nature of Powers	PHOD/ CHOD/HOD	DRM/ ADRM/ SAG Officers in Field Units	Divisional Officers, Extra-Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
70	Sanction of National Holiday allowance to Essential Staff in HQ offices	<u>PHOD/CHOD</u> Full powers	Nil	Nil	<i>Authority:</i> RB Ltr No. 2017/Trans/01/Policy dtd 18.10.2017
71	Re-engagement of retired employees in exigencies of service	Nil	<u>DRM/CWM</u> Full powers	Nil	<i>Authority:</i> 1. RB Ltr No. E(NG)-II/2007/RC4/CORE/1 dtd 16.10.2017 2. RB Ltr No. 2017/Trans/01/Policy dtd 18.10.2017  1. The provision will be utilised only against existing vacancies following a due process involving Personnel and Finance

NOTE:

1. Items No. 26, 37, 42(B), 44 and 52(B) of non-Gazetted Schedule of Powers are applicable to gazetted officers also.
2. 'PFA and his/her subordinate officials are at par with PCPO and his/her subordinate officials in respect of establishment matters in relation to Accounts, Cash & Pay, Staticial and EDP staff subject to observance of rules framed by Railway Board'.

*Adm*  
24/4/18  
ACA (Adm)  
(S.K. JAIN)

*Wetted*  
*am* 24/4/18  
Sr AFA/FE  
(B.P. Singh)

*23/5/18*  
S.P.O/HQ.  
(V.P. Singh)

*AmB*  
4/5/18  
(DGM/G)