



सत्यमेव जयते

INDIAN RAILWAYS MODEL SCHEDULE OF POWERS

(Corrigendums issued by Railway Board & Correction slips issued by Western Railway till 31.05.2020 have been incorporated in the main body of this MSOP).



Government of India
Ministry of Railways
(Railway Board)



अश्वनी लोहानी
ASHWANI LOHANI



सत्यमेव जयते



अध्यक्ष, रेलवे बोर्ड
एवं
पदेन प्रमुख सचिव, भारत सरकार
रेल मंत्रालय
CHAIRMAN, RAILWAY BOARD
&
EX-OFFICIO PRINCIPAL SECRETARY
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS

Foreword

23rd July 2018

Over the past few months, thrust of the Ministry of Railways has been on empowering the frontline officials with adequate administrative and financial powers, providing greater autonomy, introducing reforms and simplifying the work processes so as to improve deliverance and service to our clients. Model SOP with enhanced delegations brought out in October 2017 was a step in this direction and symbolic of the change that all of us wish to usher.

I am happy that now a revised version of Model SOP 2018 incorporating the enhancements in delegations made recently and lessons learnt, has been brought out by Transformation Cell in a short time span.

I would like to emphasize that since Railways is a mammoth organization with different zones and divisions having their own unique requirements, so one centralized SOP document cannot address all the requirements of all the units. One size cannot fit all. However, a Model document like this will serve as a benchmark to be followed uniformly across units, suitably supplemented by additional delegations which may be introduced by the GMs in consultation with their PFAs as per specific local requirements in accordance with Government of India rules.

Needless to add that authority in its wake brings accountability, and a dim view would therefore be taken of any misuse thereof.

I hope these delegations would further enable the field officials to improve deliverance and service to our customers.


(Ashwani Lohani)

Chairman, Railway Board



Preamble to Model SOP

The Model Schedule of Power (SOP) was issued for the first time from the Railway Board on October 26, **2017**. Subsequently, a need was felt to bring out its revised version, incorporating the correction slips, Railways' best practices and enhanced delegation of power introduced by Railway Board. A revised Model SOP "Model SOP 2018" is therefore being issued.

This Model SOP document is intended to bring in uniformity in delegation of financial and administrative powers across the Zonal Railways, Production Units/NAIR/RDSO (to the extent applicable) and empower PHODs/CHODs & DRMs/CWMs (CWMs include all SAG officers incharge of workshops/depots), including the field officers. GMs could however add further to this delegation in consultation with their PFAs keeping in view the local requirements while being within the overarching powers delegated to them and in accordance with Government of India rules. Chairman RRBs will exercise powers as available to SAG officers (HeadQuarter) for items pertaining to them.

This Model SOP 2018 covers Works, Medical, Stores, Commercial, Establishment, RPF and Miscellaneous matters including CTIs, IT, PR. Part G of this document contains the SOP for RPF which includes the latest delegations for RPF in March 2018, over and above those existing in Section C (Miscellaneous) of this SOP. CHODs will exercise the same powers as available to PHODs. It may be seen that powers delegated to DRMs are generally the same for CWMs (in SAG). Principal Chief Security Commissioners (PCSC) of RPF will exercise the powers available to PHODs for matters concerning them. Similarly, the ADRMs (NFSAG) will exercise the same powers as ADRMs (SAG). Also, the branch officers in Senior Scale (Independent Charge) will exercise the same powers as available to divisional officers in JAG/SG. A branch officer is an officer in the division who directly reports to DRM and is to be treated as independent incharge for all purposes. Also, wherever CWMs are in SS/JAG/SG, the CWE or concerned SAG officer in HeadQuarter will exercise the same powers as applicable to CWMs (in SAG) for matters pertaining to workshops/depots. The Station Directors and the Administrators of the Central Hospitals, both in JAG/SG, will exercise the same powers as available to Branch Officers. Proposals submitted for GM's sanction will be cleared by AGM, unless GM's personal sanction/approval is required as per extant rules. Wherever finance concurrence is not required, it has been specifically mentioned. Wherever nothing is mentioned it should be presumed that finance concurrence is required.

The exercise of the powers delegated is subject to the observance of provisions of the existing code, rules and other extant orders. The sanctioning authorities shall pay due regard to the canons of financial propriety which are enumerated in Para 116 of Indian Railway Finance Code Vol – I. The exercise of powers by various authorities is subject to availability of funds against the appropriate head of account under the relevant demand.

Orders/delegations issued by Railway Board, from time to time, shall be applicable, with prospective effect. Railways may issue Correction Slips as and when such orders/ delegations are issued. Dated 23.07.2018

"Chief Medical Officer (CMO) of Metro Railway/PUs/RDSO will have the same powers as available with Principal Chief Medical Director (PCMD) of Zonal Railways in Model SOP.



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PART – E: COMMERCIAL MATTERS

MODEL SCHEDULE OF POWER

INDIAN RAILWAYS

(Updated up to 31.05.2020)



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S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
1.	(A) Waiver / Refund of wharfage and demurrage charges	<u>PHOD /CHOD</u> up to Rs. 1 Lakh HOD- Upto Rs.50,000/-	<u>DRM</u> up to Rs. 25,000/-	<u>Sr.DCM</u> up to Rs. 10,000/- <u>Sr. Scale</u> up to Rs. 600/- in case of demurrage per wagon. Up to Rs. 1,200/- in case of wharfageper consignment <u>Asst. Officers</u> Up to Rs. 300/-	1. AGM has full power. 2. These power are delegated on per wagon/ per consignment basis. 3. The powers of waiver of wharfage charges will be on consignment basis, except in case of train load consignments, where it is applicable on per wagon basis. 4. Where demurrage cases are being handled by officers of operating department, CCM/Sr.DCM etc will mean COM/Sr.DOM etc. 5. Finance concurrence is necessary for cases above Rs. 25,000/-. <i>Authority:</i> 1. Rates Master circular/Demurrage-Wharfage-Waiver/2016/0 Chapter III dtd.19.05.2016 and further modifications, if any, to be followed. 2. Rly Bd's Letter No.2017/Trans/01/Policy dt.18.10.2017 3. Rly.Bd's letterNo.2018/Trans/01/Policy dtd.17.10.2018
	(B) Waiver/Refund of storage and lost property charges	<u>PHOD</u> Full Power <u>HOD</u> up to Rs. 50,000/-	<u>DRM</u> up to Rs. 25,000/- <u>ADRM</u> up to Rs. 20,000/-	<u>Sr.DCM</u> up to Rs. 6,000/- <u>DCM</u> up to Rs. 3,000/- <u>ACM</u> up to Rs. 1,500/-	1. Finance concurrence is necessary for cases above Rs. 25,000/- 2. Power are delegated on a per case basis. <i>Authority:</i> 1. Para 2739 of Indian Railway Commercial Manual (IRCM)/Vol. II.
2.	Write off of irrecoverable freight charges in respect of the consignments not taken delivery of and subsequently disposed off by auction. (remaining uncovered after setting off of the sales proceeds realised from the auction sale)	<u>PHOD</u> Full Power	<u>DRM /</u> Full power <u>ADRM</u> – Full Power upto 1 lakh per case	<u>JAG</u> Upto Rs. 25000/- per case <u>SS</u> Upto Rs. 10000/- per case	1. Finance concurrence is necessary for cases above Rs. 5,000/-. <i>Authority:</i> 1. Board's letter No.TCI/3036/60/2 dt.26.11.69.
3.	(A) Write-off of the	<u>PHOD</u>	<u>DRM / ADRM</u>		1. Finance concurrence is necessary for cases above Rs. 5,000/-



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	amounts due to the railway when they are not recoverable.	up to Rs. 20,000/- <u>HOD</u> up to Rs. 15,000/-	up to Rs. 10,000/-		2. Power are delegated on a per case basis. <i>Authority:</i> 1. Para 2737 & 2739 of IRCM Vol. II.
	(B) Write-off of amount due to the railway when they are recoverable.	<u>PHOD</u> up to Rs. 10,000/- <u>HOD</u> up to Rs. 7,500/-	<u>DRM / ADRM</u> up to Rs. 5,000/-	<u>Sr.DCM</u> up to Rs. 1,000/-	1. Finance concurrence is necessary for cases above Rs. 5,000/- 2. Power are delegated on a per case basis. <i>Authority:</i> 1. Item No. 27 of GM's delegation.
4.	(A) To write-off irrecoverable outstanding earning, irrecoverable losses of cash (including individual amount of outstanding at stations, values of forged currency notes, as advised by cash office/Bank and value of cash vouchers), irrecoverable stores, tools and plants pertaining to Comml. Values of forged currency notes as advised by cash office/bank when a i) Railway employee is responsible for loss	<u>PHOD</u> up to Rs. 75,000/- <u>HOD</u> up to Rs. 75,000/-	<u>DRM</u> up to Rs. 50,000/- <u>ADRM</u> up to Rs. 25,000/-	<u>Sr. DCM</u> up to Rs. 20,000/-/- per case <u>DCM</u> Up to Rs. 5000/- per case	1. Finance concurrence is necessary. 2. Power are delegated on a per case basis. <i>Authority:</i> 1. Item No.44 of GM's delegation. 2. Every important case of loss exceeding Rs. 50,000/- shall be reported to Railway Board 3. In case of loss of EFT books due to factors beyond the control of staff, the proposal to Traffic Accounts for write off debit shall have the approval of PCCM . 4. For cases, up to Rs. 20,000/-, ACM can certify the amount to be irrecoverable. 5. For cases above Rs. 20,000/- and up to Rs. 50,000/- Sr.DCM/DCM in independent charge can certify the amount to be irrecoverable. 6. For cases above Rs. 20,000/- and up to Rs. 50,000/- not concerned with any division, Dy. CCM can certify the amount to be irrecoverable. 7. For cases above Rs. 50,000/- only PHOD/CHOD can certify the amount to be irrecoverable when so recommended by either Sr. DCM/DCM in independent charge if the case is related to any division or Dy. CCM if the case is not related to any division
	ii) Railway employee is not responsible for loss	<u>PHOD</u> up to Rs. 1.5 Lakhs	<u>DRM</u> up to Rs. 1.5 Lakhs	<u>Sr. DCM</u> up to Rs. 25000/- per case	1. Finance concurrence is necessary. 2. Power are delegated on a per case basis.



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		<u>HOD</u> up to Rs. 1 Lakh per case	<u>ADRM</u> up to Rs. 75,000/-	<u>DCM</u> Upto Rs 10000/- per case	<i>Authority:</i> - Item No.44 of GM's delegation. - Every important case of loss/loss exceeding Rs. 50,000/- shall be reported to Railway Board. - In case of loss of EFT books due to factors beyond the control of staff the proposal to Traffic Accounts for write off of debit shall have the approval of PCCM.
	(B) Individual amounts of non-recoverable outstanding at stations (other than fare, freight etc.) when a i) Railway employee is responsible	<u>PHOD</u> up to Rs. 25,000/- <u>HOD</u> up to Rs. 15,000/-	<u>DRM / ADRM</u> up to Rs. 10,000/-		- Finance concurrence is necessary for cases above Rs. 5,000/- - Power are delegated on a per case basis. <i>Authority:</i> - Item No.44 of GM's delegation.
	ii) Railway employee is not responsible	<u>PHOD</u> up to Rs. 25 Lakhs <u>HOD</u> up to Rs. 10 lakhs	<u>DRM / ADRM</u> up to Rs5 lakhs	<u>JAG</u> 1 lakh <u>Sr Scale</u> Upto Rs 5000/-	- Finance concurrence is necessary for cases above Rs. 5,000/- - Power are delegated on a per case basis. - Every important case of loss exceeding Rs.50000/- shall be reported to Railway Board. <i>Authority:</i> - Item No.44 of GM's delegation.
5.	Refund of fares and freight otherwise than in accordance with the relevant tariff rules (A) Fares	GM/AGM/ CCM(SAG) - FULL POWERS		Dy.CCM - Rs.10,000/- SCM- Rs.2,000/- ACM - Rs.750/-	- Finance concurrence is necessary for cases above Rs. 2,000/- - Power are delegated on a per case basis. - [These refunds are for refundable amounts per passenger (and not the total value of the ticket)] <i>Authority:</i> - TC II 2003/89 rules dt. 4.02.1994 and 22.07.1994 - Item No. 26 of GM's delegation. Rly.Bd's letter No.2018/Trans/01/Policy dtd.17.10.2018 (As per IRCA Coaching Tariff- Part-I (Vol-I) inforce from January 2007)



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	(B) Freight	<u>PHOD</u> up to Rs. 20,000/- <u>HOD</u> up to Rs. 15,000/-	<u>DRM / ADRM</u> Up to Rs. 15,000/-	<u>Dy. CCM</u> Up to Rs. 10,000/- <u>SCM</u> Up to Rs. 5,000/-	1. Finance concurrence is necessary for cases above Rs. 5,000/- <i>Authority:</i> 1. Item No. 26 of GM's delegation.
6.	Refund of wagon registration fee otherwise than in accordance with the relevant rules.	<u>PHOD/HOD</u> Full Power	<u>DRM</u> Full Power	<u>Sr.DCM</u> up to Rs. 20,000/- <u>DCM</u> up to Rs. 10,000/-	1. Finance concurrence is necessary for cases above Rs. 5,000/-. 2. Power are delegated on a per case basis. <i>Authority:</i> 1. Railway Board's Letter No. 99/TC-I/101/2 dtd-16/05/2014
7.	Refund / Waiver of demurrage charges at stations / tranship sheds where handling contractors are engaged.	<u>PHOD</u> up to Rs10,000/- <u>HOD</u> up to Rs. 7,500/-	<u>DRM / ADRM</u> up to Rs-5,000/-	<u>Sr. DCM / DCM</u> up to Rs. 2,500/-	1. Finance concurrence is necessary for cases above Rs. 5,000/- 2. Power are delegated on a per case basis.
8.	Waiver of penalty charges in cases of miss-declaration of weight and goods	<u>PHOD</u> up to Rs. 25,000/- <u>HOD</u> up to Rs. 15,000/-	<u>DRM / ADRM</u> Up to Rs. 10,000/-	<u>Sr. DCM / DCM</u> Up to Rs. 1,000/-	1. Finance concurrence is necessary. 2. Power are delegated on a per case basis. <i>Authority:</i> 1. Para 2161 of IRCM Vol. II.
9.	Refund of penalty charges in individual cases of mis-declared goods.	<u>PHOD</u> up to Rs. 15,000/- <u>HOD</u> up to Rs. 12,000/-	<u>DRM / ADRM</u> Up to Rs. 5,000/-	Nil	1. Finance concurrence is necessary. 2. Power are delegated on a per case basis. <i>Authority:</i> 1. Para 2161 of IRCM Vol. II.



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
10.	Refund of fares or freight in cases covered by tariff rules (A) Fares	GM/AGM/ CCM(SAG) - FULL POWERS		Dy.CCM Rs.10,000/- SCM- Rs.5,000/- ACM - Rs.3000/-	1. Finance concurrence is necessary for cases above Rs. 2,000/- 2. Powers are delegated on a per case basis The above limits are for refundable amount (and not the total value of the ticket) <i>Authority:</i> 1. TC II 2003/89/rules dt. 04.02.1994 and 22.07.1994. 2. Rly Board's letter no. TC-II/2003/06/IRCA dtd 03.05.2006 3. Rly Board's letter no. 2017/Trans/01/Policy dtd 18.10.2017 4. Rly.Bd's letter No.2018/Trans/01/Policy dtd.17.10.2018 (As per IRCA Coaching Tariff -Part-I(Vol-I) inforce from January 2007)
	(B) Freight (C) Refund of overcharges as per certified over charge sheet.	<u>PHOD/CHOD/ HOD</u> Full Power Full Power	<u>DRM / ADRM</u> Full Power <u>DRM / ADRM</u> Full power	<u>Dy. CCM/Sr. DCM</u> Full Powers. <u>SCM/DCM</u> Upto Rs.25,000/- <u>ACM –</u> Upto Rs. 10,000/- <u>Dy. CCM –</u> Full Power <u>Sr.DCM</u> up to Rs.50,000/- <u>DCM /SCM</u> up to Rs.10,000/- <u>ACM</u> Up to Rs. 5000/-	1. Finance concurrence is necessary for cases above Rs. 5,000/-. <i>Authority:</i> 1. Para 2161 of IRCM Vol. II. 2. Para 352 (b)(i) of Indian Railway Code for Traffic (Comml.) Dept. 1. Finance concurrence is not necessary 2. Power are delegated on a per case basis. <i>Authority:</i> 1. Para 2164 to 2167 of IRCM Vol. II.



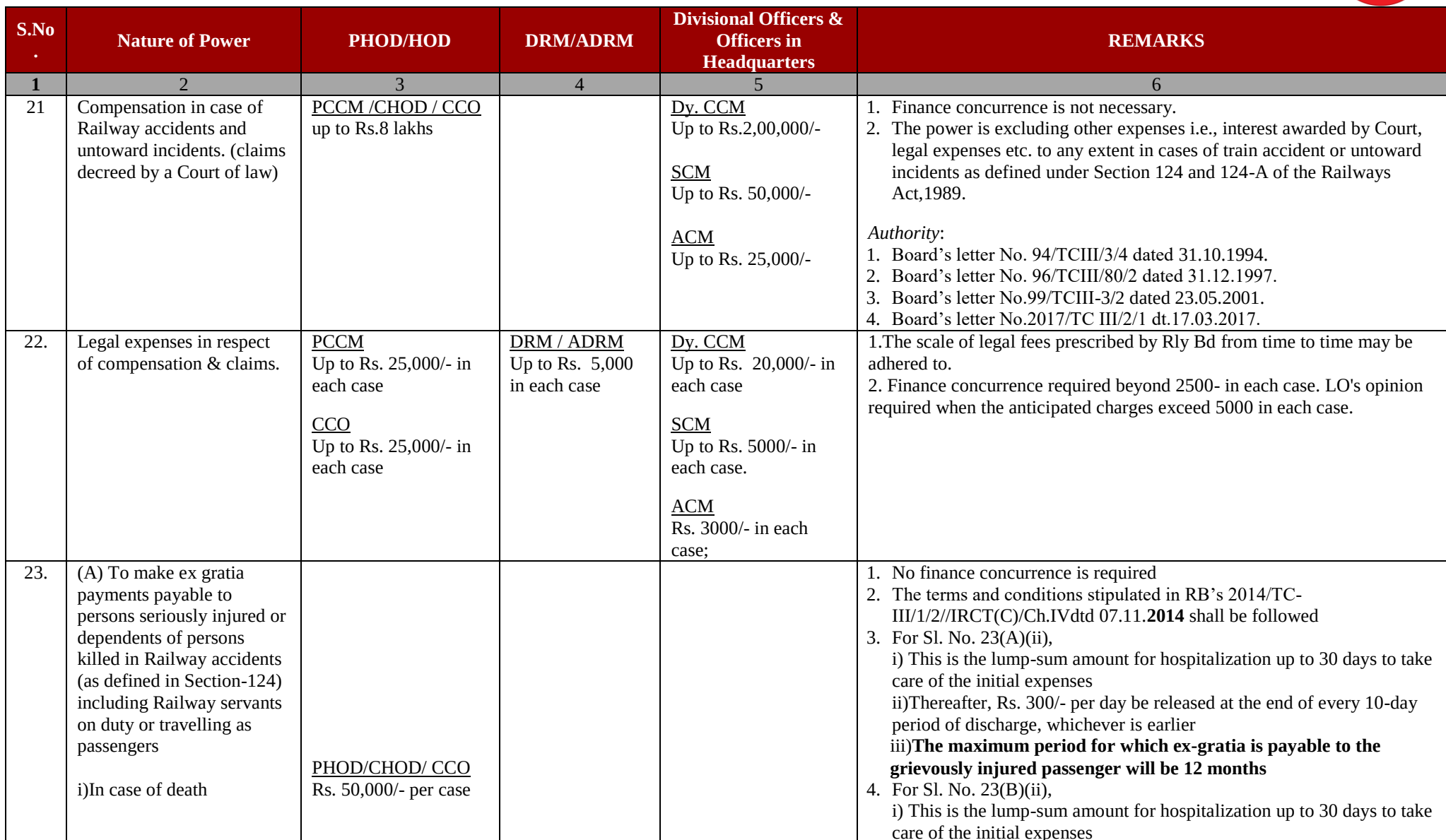
S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
11.	(A) Refund of security deposit to contractors provided the contract has been satisfactorily completed	Full power in respect of contracts signed by them.	<u>DRM / ADRM</u> Full Power in respect of contracts signed by them.	<u>Dy. CCM / Sr. DCM / DCM</u> Full Power in respect of contracts signed by them.	1. Finance concurrence is not necessary. 2. Provided maintenance period or guarantee period, if any, is satisfactorily completed and there are no dues to be paid by/ recovered from the contractor <i>Authority:</i> 1. Para 1261 of Engg. Code. 2. Rly Board's Letter No. TC II/2495/74/1 dated 04.09.1975
	(B) Waiver of detention charges in respect of reserved bogies by groups of Railway employees and their families travelling on privilege passes/PTOs.	Full Power up to a period of 5 days	<u>DRM / ADRM</u> Full power up to a period of 5 days	<u>Sr DCM/Dy.CCM</u> Full power up to a period of 3 days	
12.	Refund of rental charges for commercial advertisement	Full Power in case of contracts Approved by them	<u>DRM / ADRM</u> Full Power in case of contracts Approved by them	<u>Dy. CCM / Sr. DCM / DCM (independent charge)</u> Full Power in respect of contracts approved by them	1. Finance concurrence is not necessary. 2. This Para is applicable in cases where the area is not available or the advertisement is to be changed as per Railways requirement.
13.	Item deleted				Item Deleted vide Rly Board's letter no. 2017/Trans/01/Policy dtd 01.3.18
14.	Repairs of parcel handling equipment (including cranes, tow trucks, parcel platform trolley, weighing machine, tools & plants)	<u>PHOD/ HOD</u> Full Power	<u>DRM</u> Rs. 50,000- per Occasion (ceiling Rs. 5 lakhs per machine per annum)	<u>Sr.DCM</u> Rs. 20,000 per occasion (ceiling Rs. 1 lakh per machine per annum) <u>Sr. Scale (Independent charge)</u> Rs. 10,000/- per occasion (ceiling Rs. 20,000/- per machine per annum) <u>DCM</u> Rs. 10,000/- per case	1. For proposal, less than Rs. 5,000, no finance concurrence will be required



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
15.	Creation of imprest for maintenance and upkeep of retiring room, toilets, and procurement of stationery & consumables of PRS/UTS location and in commercial office, including at those Railway PRS/UTS counters or offices which are on other than railway premises, and at non-rail head locations.	<u>PHOD /PCCM</u> Full Power <u>HOD</u> Full Power	<u>DRM</u> Full Power <u>ADRM</u> Up to Rs. 25000/- for each location	<u>Sr.DCM/DCM</u> <u>(Independent Charge)</u> UptoRs. 10000/- for each location	1. Finance Concurrence is required 2. GM's of Zonal Railways may consider sanctioning of suitable cash imprest for hospitality to the Station Directors of A1 class stations based on importance and need of the stations <i>Authority:</i> 1. RB's letter no. 2017/TRF/DEL/Misc/01 dt. 10.10.2017
16.	Expenditure incurred for covering and removal of dead bodies from Railway premises	<u>PHOD/HOD</u> Full Power up to Rs.5000 per case or actual expenditure whichever is less.	<u>DRM / ADRM</u> Full power <u>Rs.</u> 5000 per case or actual expenditure whichever is less.	<u>Sr DCM/SrDSC –</u> Full power UptoRs. 5000 per case or actual expenditure whichever is less.	1. No finance concurrence is required <i>Authority:</i> 1. Railway Bd's letter No.2002 TC/III/30/IV dated 09.07.2013 and Commercial Manual Para 2425 (37) 2. Rly Boards Letter No. 2002/TC-III/30/4 dtd12.03.2013. Rly Board's Lr No. 2012/Sec(CA)/50/4 dtd.15/06/2018
17.	Payment of claims for compensation for goods lost or damaged	<u>PCCM/ CHOD</u> Up to Rs.8 lakhs <u>CCO</u> up to Rs.8 lakhs		<u>Dy. CCM (claims)</u> up to Rs. 2 lakhs <u>SCM</u> up to Rs. 50,000/- <u>ACM</u> up to Rs. 25,000/-	1. Finance concurrence is necessary for cases of Rs. 75,000/- and above. 2. Power is delegated on a per case basis. 3. The same power applies for decree/settled out of court cases. 4. Finance concurrence for decreed claims/cases is dispensed with. <i>Authority:</i> 1. Railway Board's letter No.94/TC-III/3/4 dated 31.10.994. 2. Board's letter No. 99/TC-III/3/2 dated 23.05.2001 3. Boards Letter No. 2001/TC-III/2/3 dated 26.07.2001 4. Railway Board's letter No. 2017/TC-III/2/1 dated 17.03.2017 <i>Note:</i> Station Managers of selected important stations (to be approved by PCCM of each Zonal Railway) may be delegated with power for settlement of claims up to Rs.400/- (in each case) barring claims arising out of item (i),



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
					(ii), (iii), (vi) and (vii) of para 2149 (a) of IRCM Vol. II The above power will be exercised by the section commercial inspectors for stations other than those where station managers have been otherwise listed by PCCM.
18	Payment of compensation claims for goods lost or damaged when i) suit barred	<u>PCCM</u> up to Rs. 8lakhs <u>CCO</u> Up to Rs.8lakhs		<u>Dy. CCM/Dy.CCO</u> up to Rs. 2 lakhs	1. Full powers are vested with GM to settle suit-barred compensation claims, subject to receipt of a valid notice, as per the provisions of Section 106 of the Railways Act, 1989. 2. Finance concurrence is necessary irrespective of monetary value. 3. Power is delegated on a per case basis. <i>Authority:</i> 1. Railway Board's letter No. 99/TC-III/3/2 dated 23.05.2001. 2. Railway Board's letter No. TC-IV/2007/RP/1 dated 22.02.2010. 2. Railway Board's letter No. 2017/TC-III/2/1 dated 17.03.2017
	ii) time barred	Nil	Nil	Nil	1. Rly Administration has No power to entertain any Time Barred Claims for refund of excess freight and goods 2. Compensation claim in absence of any provision in section 106 <i>Authority:</i> 1. Board's letter No. TC-IV/2007/RP/1 dated 22.02.2010
19	Assessment of the value of the damaged consignments	Full Power	<u>DRM / ADRM</u> Full Power	<u>Sr. DCM</u> up to Rs.5000/-	1. Finance concurrence is necessary for cases above Rs. 3,000/- 2. Power is delegated on a per case basis. 3. Withdrawal from station earnings allowed up to Rs.250/- in terms of Para 2425 IRCM Vol. II.
20	Payment of bills for loading and unloading of unconnected or undelivered wagons	Full Power	<u>DRM / ADRM</u> Full Power	<u>Sr. DCM</u> up to Rs. 5,000/- per wagon with a maximum ceiling of 50,000/- per case <u>DCM</u> up to Rs. 2,000/- per wagon with a maximum ceiling of Rs. 25,000/- per case	1. Finance concurrence is not necessary. <i>Authority:</i> Para 2117(7) and 2425 (9) of IRCM Vol. II.





S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	ii)In case of grievous injury iii)In case of simple injury (B) To make ex gratia payments payable to persons seriously injured or dependents of persons killed in Untoward Incidents as defined in Section 124-A including Railway servants on duty	<u>PHOD/CHOD/ CCO</u> Rs. 25,000/- per case <u>PHOD/CHOD/ CCO</u> Rs. 5,000/- per case			ii)Thereafter, Rs. 1000/- per week or part thereof up to further 6 months of hospitalization. Rs.500/- per week or part thereof the period of treatment up to further Five months of Hospitalisation. iii)The maximum period for which ex-gratia is payable to the grievously injured passenger will be 12 months Authority: 1. Rly Board's letter No: 2002/TC-III/28/3 dtd 12.06.02 2. Rly Board's Letter No: 2011/TC-III/27/29/Ex-Gratia dtd 26.07.2012 3. Rly Board's Letter No: 2011/TC-III/27/29/Ex-Gratia dtd 07.05.2013 4. Rly Board's Letter No: 2014/TC-III/1/2//IRCT(C)/Ch.IVdtd 07.11.2014



S.No .	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	i)In case of death	<u>PHOD/CHOD/ CCO</u> Rs. 15,000/- per case			
	ii)In case of grievous injury	<u>PHOD/CHOD/ CCO</u> Rs. 5,000/- per case			
	iii)In case of simple injury	<u>PHOD/CHOD/ CCO</u> Rs. 500/- per case			



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
24.	To make ex gratia payments to road users who meet with an accident at manned level crossing, due to Railway's prima facie negligence i) In case of death ii) In case of grievous injury irrespective of the period of hospitalization iii) In case of simple injury	<u>PHOD/CHOD/ CCO</u> Rs. 50,000/- per case <u>PHOD/CHOD/ CCO</u> Rs. 25,000/- per case <u>PHOD/CHOD/ CCO</u> Rs. 5,000/- per case			1. No finance concurrence is required 2. The terms and conditions stipulated in RB's 2014/TC-III/1/2//IRCT(C)/Ch. IV dtd 07.11.14 shall be followed
25	CONTRACTS: Contracts for cartage of goods, parcels etc., for loading, unloading,				1.Finance concurrence is necessary. Authority :- CORRECTION SLIP 2, Issued by WRly vide letter No. G176/0/SOP/Policy dtd.21.09.18



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	transhipment, handling of goods, for handling contracts and other issues incidental to traffic working, for washing & supply of bedrolls (per case). i) to call for Open/Limited tenders	Full Power	DRM /ADRM Full Power	Sr. DCM/Sr. Scale(IC)-Full Power	
	ii) to accept Open/Limited tenders	PHOD/CHOD upto Rs. 5 crores	DRM / ADRM up to Rs. 2 cr	Sr. DCM Up to Rs. 40 lakhs	CORRECTION SLIP 2, Issued by WRly vide letter No. G176/0/SOP/Policy dtd.21.09.18
	iii) Extension of contracts	PHOD- Full power in respect of contracts accepted by them up to six months, which can be extended further in special circumstances such as court cases etc., if there is impending revenue loss or no alternative is available	DRM / ADRM- Full power in respect of contracts accepted by them up to six months, which can be extended further in special circumstances such as court cases etc., if	Dy.CCM/Sr. DCM/DCM(IC) Full power in respect of contracts accepted by them up to six months, which can be extended further in special circumstances such as court cases etc., if there is impending revenue loss or no alternative is	1.Finance concurrence is necessary. Authority :- 1.CORRECTION SLIP 2, Issued by WRly vide letter No. G176/0/SOP/Policy dtd.21.09.18. 2.CORRECTION SLIP 3, Issued by WRly vide letter No. G176/0/SOP/Policy dtd.23.04.19 3. Para 4.12 of Commercial circular No.71 of 2001 dtd.31/10/2001.



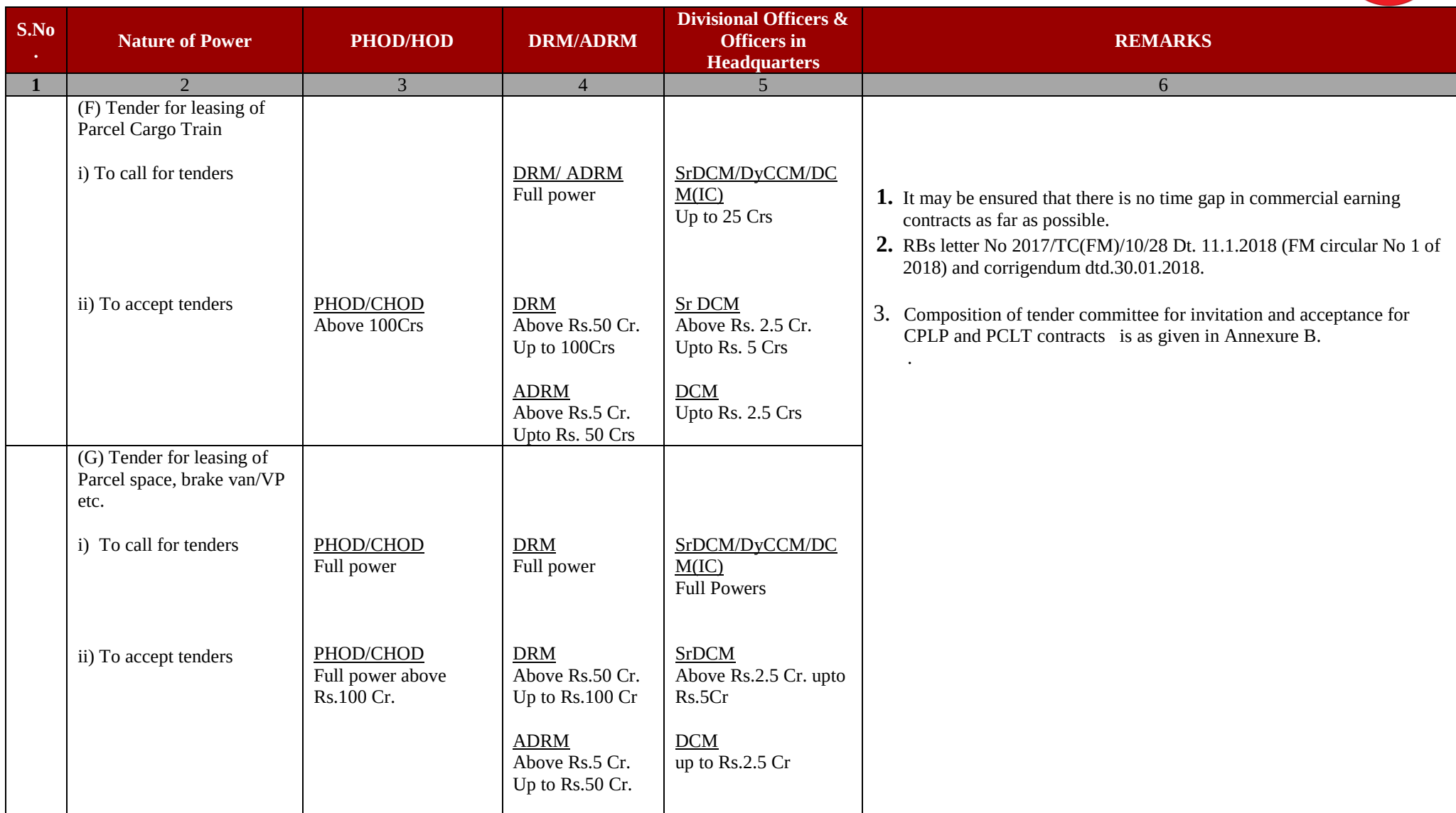
S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS																								
1	2	3	4	5	6																								
			there is impending revenue loss or no alternative is available.	available																									
Constitution of Tender Committee :- The Tender committee to consider Open/ Limited tenders for all the contracts will constituted as under :- <table> <tr> <th>SR. No.</th><th>Value of Contract</th><th>Member from Commercial Deptt.</th><th>Member from Accounts Deptt.</th><th>Third Member</th><th>Accepting Authority</th></tr> <tr> <td>1.</td><td>From Rs. 10,000/- to Rs. 10 lakhs</td><td>Jr.Scale Officer</td><td>Jr.Scale Officer</td><td>Not required</td><td>Sr.Scale Officer</td></tr> <tr> <td>2.</td><td>Above Rs. 10 lakhs to Rs. 40 lakhs</td><td>Sr.Scale Officer</td><td>Sr.Scale Officer</td><td>Sr.Scale Officer</td><td>JAG Officer – upto Rs.40 lakhs</td></tr> <tr> <td>3.</td><td>Above Rs. 40 lakhs to Rs. 2 crores</td><td>JAG Officer</td><td>JAG Officer</td><td>JAG Officer</td><td>SAG Officer/DRM – upto Rs 2 crore</td></tr> </table>						SR. No.	Value of Contract	Member from Commercial Deptt.	Member from Accounts Deptt.	Third Member	Accepting Authority	1.	From Rs. 10,000/- to Rs. 10 lakhs	Jr.Scale Officer	Jr.Scale Officer	Not required	Sr.Scale Officer	2.	Above Rs. 10 lakhs to Rs. 40 lakhs	Sr.Scale Officer	Sr.Scale Officer	Sr.Scale Officer	JAG Officer – upto Rs.40 lakhs	3.	Above Rs. 40 lakhs to Rs. 2 crores	JAG Officer	JAG Officer	JAG Officer	SAG Officer/DRM – upto Rs 2 crore
SR. No.	Value of Contract	Member from Commercial Deptt.	Member from Accounts Deptt.	Third Member	Accepting Authority																								
1.	From Rs. 10,000/- to Rs. 10 lakhs	Jr.Scale Officer	Jr.Scale Officer	Not required	Sr.Scale Officer																								
2.	Above Rs. 10 lakhs to Rs. 40 lakhs	Sr.Scale Officer	Sr.Scale Officer	Sr.Scale Officer	JAG Officer – upto Rs.40 lakhs																								
3.	Above Rs. 40 lakhs to Rs. 2 crores	JAG Officer	JAG Officer	JAG Officer	SAG Officer/DRM – upto Rs 2 crore																								

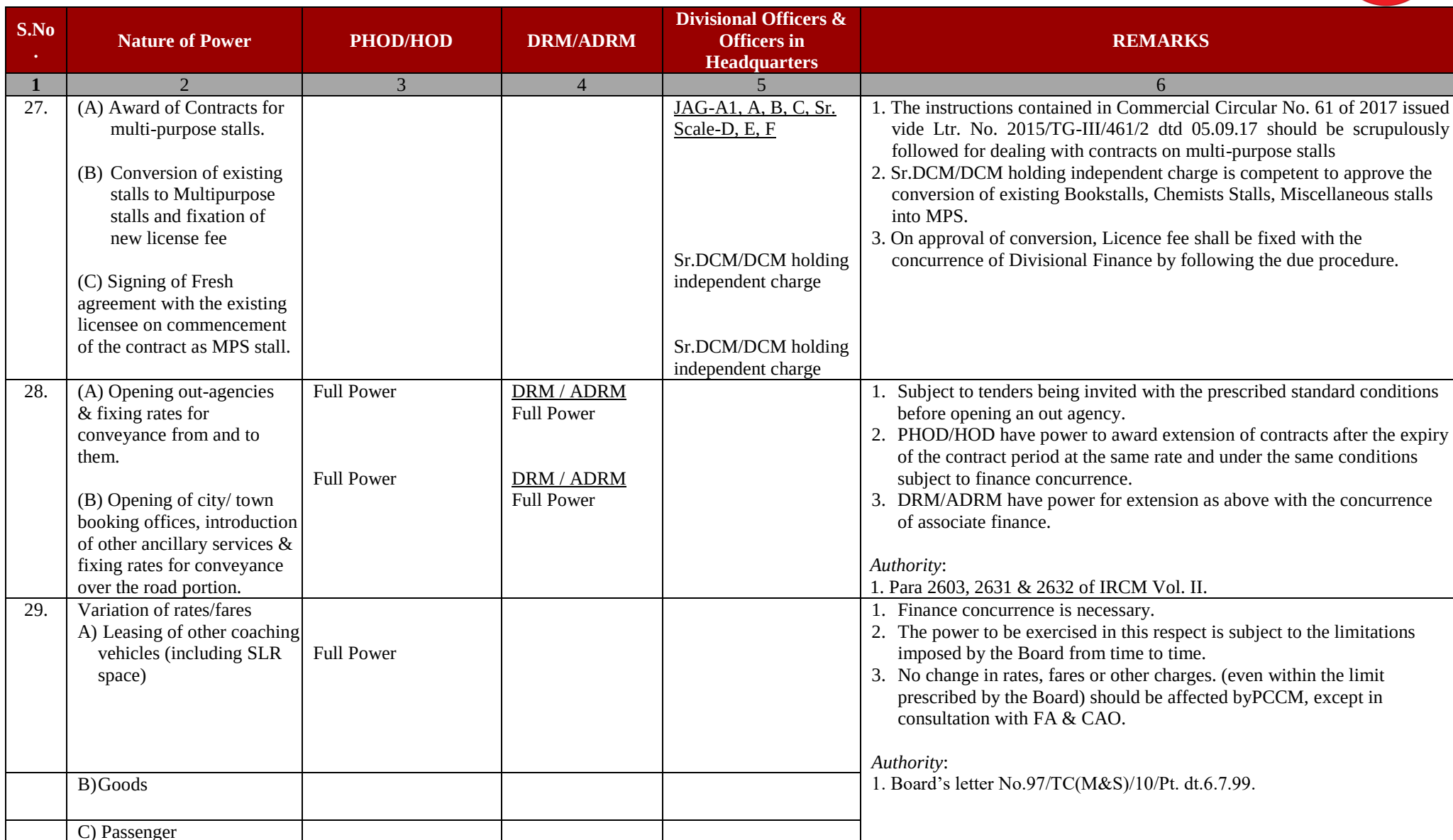


S.No	Nature of Power		PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS	
1	2		3	4	5	6	
	4.	Above Rs. 2 crores to Rs. 5 crores	SAG Officer	SAG Officer	SAG Officer	PCCM upto - Rs. 5 crores	
	5.	Rs.5 crores and above	PHOD	PHOD	PHOD	AGM	
	iv) Condemnation of Bed Rolls			Full Power	<u>Sr. DCM / Sr. DME</u> Full power	1. Committee of Asst. Scale officers of Commercial, Mechanical and Accounts to be formed.	
26.	EARNING CONTRACTS: Contracts for commercial matters viz. Parking, publicity, Pay & Use Toilets, labour license and other misc. earning contracts(except parcel leasing and catering) (A) to call for open tenders (B) to accept open tenders		Full Power <u>PHOD/CHOD</u> Full power above Rs.100 Cr.	<u>DRM</u> Full Power <u>DRM</u> Above Rs.10 Cr upto 100 Cr <u>ADRM</u> - Above Rs.5 Cr up to Rs.10 Cr.	<u>Sr. DCM/Dy.CCM</u> Full power <u>SrDCM</u> Above Rs.50 Lakh up to Rs.5 Cr; <u>DCM</u> - up to Rs.50 Lakh	1. Finance concurrence is necessary. 2. Power is delegated on a per case basis. 3. Composition of tender committee for invitation and acceptance for earning contracts (except parcel leasing and catering) is as given in Annexure A. 4. All extant guidelines issued from Railway Board on the subject may be adhered to. 5. It may be ensured that there is no time gap in commercial earning contracts, as far as possible. <i>Authority:</i> 1. Rly. Board's Letter no. 2017/Trans/01/Policy dtd 18.10.2017	
	(C) Extension of contract for commercial advertisements and other		Full Power	<u>DRM</u> FullPower	<u>SrDCM/DyCCM/DCM(IC)</u> Full Power upto	1. Finance concurrence is necessary. <i>Authority:</i>	



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	earning contracts (except for parcel leasing and catering)			6months (with two spells of three months each)in respect of contracts accepted by them.	1.Comml circular No 71 of 2001 2. 2017/Trans/01/Policy Dt 17.11.2017 3. These powers are to be used very sparingly for award of contracts where loss of revenue is expected on account of delay in finalising open tenders. However, it should be ensured that there is no time gap between 2 successive commercial earning contracts, as far as possible
	(D) To call and accept limited tenders for earning contracts.	<u>PHOD</u> Full power	<u>DRM</u> Full power		1. These powers are to be used very sparingly for award of contracts where loss of revenue is expected on account of delay in finalising open tenders. However, it should be ensured that there is no time gap between 2 successive commercial earning contracts, as far as possible
	(E) To call and accept quotations for parking, comml publicity, pay & use toilet & other earning contracts etc.,(except parcel leasing, multipurpose stalls and caterings) contracts		Full Power	JAG/SG & SS Officers (Independent charge) (i) Upto and including Rs.2 lakhs per case without finance concurrence subject to annual ceiling limit of Rs.10 Lakhs. (ii) Upto and including Rs.5 lakhs per case with finance concurrence subject to annual ceiling limit of Rs.60 lakhs (including (i) above). (iii) Quotation powers may be resorted to for a short period of 90 (ninety) days.	1. Finance concurrence is necessary 2. If there is a lack of response for Open tenders,these contracts can be awarded on quotation basis for a limited period of three months at a time. However, it should be ensured that there is no time gap between 2 successive commercial earning contracts, as far as possible Authority :- Corrigendum 3 issued by Railway Board vide letter No.2018/Trans/01/ Policy dtd.18/12/2018







S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
30.	Delivery of goods/ parcels on indemnity notes including self-consignments	Full Power	<u>DRM / ADRM</u> Full Power	<u>Sr.DCM/DCM(IC)</u> Full Power <u>Sr. Scale</u> Up to Rs.10 Lakh <u>Asst. Officers (gaz)</u> up to Rs.5 lakhs each.	1. Finance concurrence is not necessary. 2. This power may be exercised by Parcel and Goods Supervisors (Non-Gaz) up to Rs. 1 Lakh each. <i>Authority:</i> 1. Board's letter No.TC-I/88/113/4 dt. 27.3.89. 2. Para 959 and 960 of IRCM Vol. I. 3. Para 1823 of IRCM Vol. II.
31.	Hiring of motor vehicles for the use of ticket checking squads for mid sections checks against ticketless travel.	Full Power	<u>DRM / ADRM</u> Full Power	<u>Dy. CCM / Sr. DCM</u> up to Rs. 15000/- per occasion <u>SCM (G) / DCM</u> up to Rs. 8000/- per occasion	1. Finance concurrence is not necessary for surprise checks. 2. Hiring of outside transport should be kept down to the barest minimum 3. Hiring of outside transport should be made only if staff cars or other vehicles available with the Railway cannot be spared for the purpose. 4. The limitation on the number of such checks as fixed by the Railway Board, if any, from time to time is not to be exceeded. <i>Authority:</i> 1. Item No.17 of GM's Delegation.
32.	Wagon demand registration fees (lump sum deposit) (A) acceptance of (B) refund of	Full Power Full Power	<u>DRM / ADRM</u> Full Power <u>DRM / ADRM</u> Full Power	<u>Sr. DCM / DCM</u> Full Power <u>Sr. DCM / DCM</u> Full Power	1. Finance concurrence is not necessary. <i>Authority:</i> 1. Letter No.C.515/II/Vol.9 dt.9.10.85. 2. Para 1411 of IRCM Vol. II.
33.	Authorising firms or individuals to pay freight by credit note	Full Power			1. Finance concurrence is necessary. <i>Authority:</i> 1. Board's letter No.TC/1/84/107/5 dt.31.1.86. 2. TC-1/2005/104/1 Pt I dt 01.02.2010
34.	Acceptance of percentage charges on values of goods and parcels notified as excepted articles.	Full Power	<u>DRM / ADRM</u> Full Power	<u>Dy. CCM / Sr. DCM</u> Full Power <u>DCM</u> up to Rs.5 lakhs <u>ACM</u> up to Rs.2.5	1. Finance concurrence is not necessary. 2. Station Managers have power up to Rs. 10,000/- in each case. <i>Authority:</i>



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
				lakhs	1. Para 1104 of IRCM Vol. II.
35.	Hiring of auto-rickshaw/ taxi for remittance of station/city booking office cash to banks.	Full Power	Full Power	<u>Sr DCM/DCM</u> Full Power upto Rs. 15000/- per occasion without finance concurrence	<i>Authority:</i> 1. Item no.47 of Miscellaneous matters in Model SOP of October 2017.
36.	Sanction to expenditure on consumables connected with the printing of computerised tickets	<u>CCM/PM</u> up to 10% over the previous year's quantity	Rs. 10,000/- per month	<u>Sr DCM/DCM (IC)</u> Rs. 5,000/- per month	1. CCM/PM is to take a one-time finance concurrence for exercising power up to 10% over the previous year's quantity, justifying the same.
37.	Waiver/refund of penalty charges levied on privilege, post retirement, complimentary passes.	Full Power	Full Power	Full Power	1. Finance concurrence is not necessary <i>Authority:</i> 1. Para 639 & 640 of IRCM Vol. I
38.	Levy of maximum demurrage/ wharfage charges on non-bulk commodities	<u>PHOD</u> Full Power			1. Finance concurrence is not necessary. <i>Authority:</i> 1. Board's notification No.TC/11/3036/58 dt.28.8.58 amended up to 6.5.81
39.	Modification/Rectification of software in commercial dept.	<u>PHOD/PCCM</u> Rs. 2 lakhs in each case, subject to Annual ceiling limit of Rs. 10 lakhs <u>HOD</u> Rs. 2 lakhs in each case, subject to Annual ceiling limit of Rs. 10 lakhs	<u>DRM / ADRM</u> Rs. 1 lakh in each case, subject to annual ceiling limit of Rs. 5 lakhs	<u>Sr.DCM/DCM (Independent charge)</u> Rs. 50,000/- in each case, subject to annual ceiling limit of Rs. 2 lakhs	1. Finance concurrence is required.
40.	Contracts for emergency stitching of uniforms for TTEs, Train Supdt., special action group people, etc.	<u>PHOD</u> Full Power	<u>DRM</u> Full power up to Rs.1000/- per case and up to Rs.	<u>Sr. DCM</u> Full power up to Rs.1000/- per case and up to Rs. 30,000/- in a	1. A register of cases and expenditures must be maintained to monitor the annual ceiling limit of the division



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	with finance concurrence and specific availability of funds		1 Lakh in a year <u>ADRM / CTM</u> Full power up to Rs.1000/- per case and up to Rs. 50,000/- in a year.	year.	
41.	Special recording of announcements or enquiries with finance concurrence and specific availability of funds.	<u>PHOD</u> Full Power	<u>DRM / ADRM / CTM</u> Full Power		
42.	(A) Sanction of procurement of systems, Data com equipment and electrical equipment for PRS/ UTS/SPTM/ Passengers amenities like RAPID Board, Token System, Train Enquiry Systems with finance concurrence. Specification prescribed by CCM/PM.	<u>PHOD</u> Full Power <u>HOD</u> Full power up to Rs. 50 lakhs	<u>DRM</u> Full power Upto Rs. 50 Lakhs (New PRS). IT related assets Rs. 25 Lakhs per case.		1. Offer of the firm should be examined by the appropriate level T.C. for the cases exceeding Rs. 10,000/- 2. Specification of each auxiliaries be given to each division by PCCM at HQrs. level. 3. Finance Concurrence is required. 4. Authority – RBs letter no 2017/Trans/01/Policy Dt 18.10.2017 * Life of the specified peripherals and auxiliaries will be taken into account and proper procedure be followed for condemnation and procuring new items. Note – Finance concurrence is necessary
	(B) Annual maintenance contracts for systems, Data com equipment and electrical equipment for PRS/UTS/SPTM/ Passengers amenities like RAPID Board, Token System, Train Enquiry Systems (Including single quotation from authorised	<u>PHOD / HOD</u> Full Power	<u>DRM</u> Full power		



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	dealers) with finance concurrence.				
	i) Printer, key board, UPS and CVT*	<u>PHOD</u> Full power (Including single quotation from authorised dealers).	<u>DRM / ADRM</u> Up to Rs. 1 lakhs per item per case subject to the maximum ceiling limit of Rs. 10 lakhs p.a.		
	ii) Battery for UPS, Ribbons and re-inking.	<u>PHOD</u> Full power (Including single quotation from authorised dealers).	<u>DRM/ADRM</u> Up to Rs. 1 lakhs per item per case subject to the maximum ceiling limit of Rs. 10 lakhs p.a.		
43.	Power to sanction estimate chargeable to revenue and Invitation of advertised tenders for matters incidental to sanitation in stations or other commercial premises of category A-1, A,B,D & E where sanitation is under commercial department with prior finance concurrence and specific availability of funds for the following items:				Note: 1. This power shall be exercised by an En & HM officer or an officer/officers nominated by DRM for this purpose 2. Exercise of above power will be governed by power given under SOP on works matter subject to availability of funds under proper-head of allocation 3. Waste Management should form an integral part of cleanliness contracts. 4. At wayside stations supervision over sanitation work will be with station master irrespective of contracting authority 5. All cleaning contracts to be dealt with as per “Standard Bid Document” for housekeeping of stations and trains issue by Rly Bd vide No 2016/EnHM/06/09 dt. 29.08.2014 and GCC for services 2018
	(A) Maintenance and upkeep of toilets, retiring rooms, cloakrooms, passenger waiting halls,	<u>PCCM</u> Full Power	Full Power	<u>Sr. DCM</u> Full power up to Rs. 2 Crore Per case	



S.No .	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	goods sheds, parcel handling areas, circulating area and waste management.			<u>DCM</u> Full power up to Rs. 1 Crore Per case	
	(B) Pest control contracts at stations. i) Mechanized cleaning at A-1, A & B category stations. ii) Contracting one time for cleaning of station	<u>PCCM</u> Full Power	Full Power	<u>Sr. DCM</u> Full power up to Rs. 2 Cr. Per case <u>DCM</u> Full power up to Rs. 1 Cr. Per case	
CATERING CONTRACTS					
44.	CATERING CONTRACTS/VENDING CONTRACTS				
	(A)Fixation and approval of Minimum Reserve Price for Static Catering Units. (Stand alone AVMs & minor Static units)	Full power	<u>DRM</u> Full power		<i>Authority:</i> 1. Railway Board’s Lr.No.2016/TG-III/600/1/Pt. dt.27.2.2017 (Para 12) 2. Railway Board’s Lr.No.2017/TG-III/600/10 dt.22.9.2017. 3. PCCM/SCR’s Lr.No.C.78/F/Licence Fee/Vol.III dt.18.07.2017. 4. Other extant instructions issued by Railway Board/ Headquarters from time to time
	(B)For Assessment of Sales Turnover and fixing of annual license fee:				
	i) Major static catering units (Stand Alone AVMs)	Full power	Full power	<u>A1, A, B & C - Sr.DCM</u> <u>D, E & F - DCM</u> Full power	<i>Authority:</i> 1. Railway Board’s letter No.2016/TG-III/600/1/Pt dt. 27.02.2017. (Accepting Authority - Para 9.3.3-) 2. PCCM’s Lr.No.C.78/F/Licence Fee/Vol.III Dt. 18.07.2017. (SAG formula 2017) 3. Other extant instructions issued by Railway Board/Headquarters from time to time.
	ii) Minor static catering units (including Milk stalls)				
	(C) To Call/Receive		Full Power	NIL	1. Railway Board’s letter No.2016/TG-III/600/1/Pt dt. 27.02.2017.



S.No .	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS									
1	2	3	4	5	6									
	Tenders Major static catering units (Stand Alone AVMs) and Minor static catering units (including Milk stalls)				2. Open tender under two packet system of tendering (Stand Alone AVMs & GMUs at A1, A, B & C category stations) 3. Open tender under single packet system of tendering (SMUs at all category stations, GMUs at D, E & F category stations and Milk stalls at all category stations) 4. Other extant instructions issued by Railway Board/Headquarters from time to time.									
	(D) To Accept Tenders Major static catering units (Stand Alone AVMs) and Minor static catering units (including Milk stalls)		Full Power	<u>Sr.DCM/DCM</u> Full Power	1. Railway Board’s letter No.2016/TG-III/600/1/Pt dt. 27.02.2017. (Para 9.3.3) 2. Standing Tender Committee, to be nominated by DRM, shall comprise of three members one each from Commercial and Finance departments and third may be from any other department. The level of committee members as per category of stations shall be as under: <table border="1"><tr><td>Category of stations</td><td>Level of Committee</td><td>Accepting Authority</td></tr><tr><td>A1, A, B & C</td><td>Sr.Scale level Officers</td><td>Next Higher Grade Officer</td></tr><tr><td>D, E & F</td><td>Jr.Scale level Officers</td><td>Next Higher Grade Officer</td></tr></table> 3. Other extant instructions issued by Railway Board/ Headquarters from time to time.	Category of stations	Level of Committee	Accepting Authority	A1, A, B & C	Sr.Scale level Officers	Next Higher Grade Officer	D, E & F	Jr.Scale level Officers	Next Higher Grade Officer
Category of stations	Level of Committee	Accepting Authority												
A1, A, B & C	Sr.Scale level Officers	Next Higher Grade Officer												
D, E & F	Jr.Scale level Officers	Next Higher Grade Officer												
	(E) Renewal and Refixation of License fees: i) Minor static catering units renewed under CC No.22/2017 vide Railway Board’s Lr.No.2013/TG-III/600/19 dated 15.03.2017.		Full Power	<u>Sr.DCM/DCM</u> Full Power	1. Renewal shall be considered by Sr.DCM on the recommendations of a committee of 3 Sr. scale Officers from Commercial, Finance and from any department for A1, A, B & C category stations. 2. In case of D, E & F category of stations, renewal shall be considered by DCM on the recommendations of committee of 3 Jr. Scale Officers from Commercial, Finance and any other department. 3. Other extant instructions issued by Railway Board/ Headquarters from time to time. 4. Other extant instructions issued by Railway Board/Headquarters from time to time.									
	ii) Major static catering			Full power	Authority:									



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	units (Stand Alone) and Minor static catering units awarded under Catering Policy 2017.			For refixation of licence fee after sales assessment	1. Railway Board's letter No.2016/TG-III/600/1/Pt dt. 27.02.2017 2. Tenure is for a period of 5 years and no renewal. 3. Other extant instructions issued by Railway Board/Headquarters from time to time.
45.	Signing of agreements relating to Major static catering units (Stand Alone AVMs) and Minor static catering units (including Milk stalls)		Full power	<u>DCM</u> in respect of contracts awarded by him and JAG Officers.	1. Finance and Law vetting is necessary. 2. Rider agreements to the main agreement may likewise be signed by the authorities who signed the original agreement provided the approval of the competent authority is obtained. 3. The signing authority should be those empowered as per Ministry of Law notification issued from time to time. <i>Authority:</i> 1. Para-1259 of Engg. code.
46.	Imposition or waiver of penalties as per terms and conditions of the contract.	Power as per terms and conditions of the contract	Power as per terms and conditions of the contract	<u>JAG</u> Power as per terms and conditions of the contract	1. Finance concurrence is not required
47.	To fix tariff of articles sold through catering establishments in station premises other than standardized meals, tea and coffee	Full power			<i>Authority:</i> 1. Board's letter no. 2016/TG III/600/1/Pt dtd 27.02.17 Para 14.1.4
48.	Refund of cost of Tenders discharged on valid reasons.		Full Power	<u>Sr.DCM</u> Full Power	1. Finance concurrence is not necessary.
DEPARTMENTAL CATERING (Item 49 to 60)					
49	(A) (i) Purchase of commodities (perishable/non-perishable) articles, provisions etc. required for catering.	AGM has powers beyond Rs.2 crores. PCCM has powers upto Rs.2 crores & CCM(Claims &	DRMs are delegated powers upto Rs.1 crore & ADRMs upto Rs.40 lakhs to accept tenders for each individual item subject to the conditions as in column 3.	Dy.CCM/Sr.DCM have powers upto Rs.30 lakhs to accept tenders for each individual item subject to the conditions as in column 3. SCM(CTG)/ DCMs	<i>Authority :-</i> 1. Correction slip 1 issued by WRly vide letter No.G176/0/SOP/Policy Vol.I dtd.31.07.2018



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		Catering) has powers upto Rs.1 crore to accept tenders for each individual item subject to the observance of the rules & orders in regard to the calling of tenders etc.as per conditions of note (i) to (iii) below: (Para 440S)		have powers upto Rs.12 lakhs to accept tenders for each individual item subject to the conditions as column 3.	

CONSTITUTION OF TENDER COMMITTEE (MEMBERS)

<u>VALUE OF CONTRACT</u>	<u>HEADQUARTERS</u>	<u>DIVISIONS</u>	<u>ACCEPTING AUTHORITY</u>	NOTE:- Limit for calling Tenders are as under:- (i) OPEN TENDERS: May be invited when purchase value is exceeding Rs.1 lakh . (ii) LIMITED TENDERS: May be invited when purchase value is less than Rs.1 lakh.
From 1 lakh upto Rs.12 lakhs.	ACM(CTG),AFA(CTG), AMM(ADM)	ACM/ADFM/Jr.Scale Officer from other Deptt.	SCM/DCM	
Above Rs.12 lakhs to Rs.32 lakhs	SCM(CTG), AFA(CTG), SMM(GII)	DCM/DFM(ADFM in absence of DFM)/Sr.Scale Officer from Other Deptt	CCM(Claims & Catering)/ Dy.CCM/Sr.DCM(for Divisions)	
Above Rs.32 lakhs to Rs.1 crore.	Dy.CCM(G)/Dy.FA&CAO(CMR)/ ***Sr.AFA(CMR)/Dy.CMM(G)	Sr.DCM/Sr.DFM & JAG Officer from Other Deptt.	PCCM/CCM(Claims & Catering) /DRM	



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS	
1	2	3	4	5	6	
Above Rs. Rs.1 crore to Rs.2 crores.	CCM (Claims & Catering)/ Dy.CAO(S)/SAG Officer from Other Deptt. (CMM).		-----	PCCM	(iii) It is however, permissible to invite open tenders where demand value is less than Rs.1 lakh.	
Above Rs.2 crores to Rs.6 crores.	CCM(Claims & Catering)/ FA&CAO(WS)/CMM(E&G).		-----	AGM		
Above Rs.6 crores.	AGM will nominate TC members		----	GM/AGM		
***Only in the event of a JAG post of Dy.FA&CAO(CMR) being operated in the Sr.Scale as Sr.AFA(CMR), the TC member will be Sr.AFA(CMR).						
	A (ii)Purchase from Govt. or Municipal Bodies, Co-operative Societies, Super Bazar, Apna Bazar, Mahila Samitees etc.	PCCM/ CCM (Claims & Catering) have full powers to purchase on a Single tender basis in consultation with their associated finance.	DRMs/ADRM have full powers to purchase on a Single Tender basis in consultation with their associated Finance.	Dy.CCM/Sr.DCMs have full powers to purchase on a Single Tender basis in consultation with their associated Finance. SCM(CTG)/DCMs are delegated powers upto Rs.10 lakhs for each item on Single Tender basis in consultation with their associated Finance.	Authority :- Correction slip 1 issued by WRly vide letter No.G176/0/SOP/Policy Vol.I dtd.31.07.2018	
	(B) Acceptance of price variation clause, increase	PCCM has powers	DRMs have powers upto	Dy.CCM/Sr.DCMs have powers upto	Authority :-	



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
	in rates arising from govt. duties & taxes only.	upto Rs. 50 lakhs & CCM(Claims & Catering) has powers upto Rs.25 lakhs per item in case of tenders. AGM has powers beyond Rs.50 lakhs.	Rs.25 lakhs & ADRMs have powers upto Rs.15 lakhs per item in case of tenders.	Rs.10 lakhs per item in case of tenders. SCM(CTG)/DCMs have powers upto Rs.3 lakhs per item in case of tenders.	Correction slip 1 issued by WRly vide letter No.G176/0/SOP/PolicyVol.I dtd.31.07.2018
	(C) Direct purchase of Catering (petty) items, on i) cash payment basis	Full power up to Rs. 10,000/- at a time	<u>DRM / ADRM</u> Full power up to Rs. 10,000/- at a time	<u>Dy. CCM / Sr. DCM</u> Full power up to Rs. 5,000/- at a time <u>SCM/DCM</u> Full power up to Rs. 1,000/- at a time	1. Finance concurrence is necessary if it exceeds Rs. 5,000/-Purchase committee is not necessary. 2. Mode of purchase to be decided by the authority who is according to sanction.
	ii) Purchase on Rate/ Running Contract basis the items for resale and not for consumption like aerated water, biscuits etc.	Full Power	Full Power after items are approved by PCCM as per Note 2		1. Finance concurrence is necessary. 2. PCCM will advise specific items which are proposed to be procured centrally and can be procured by Divisions. 3. In case of all proprietary articles, efforts should be made to purchase on rate contract basis from manufacturers/ agents/ stockists.
50.	(A) Purchase of proprietary and non-proprietary articles like cold drinks, snacks, etc. for sale (not for consumption in the Catering units)	Full power	Full Power after items are approved by PCCM as per Note 2		1. Finance concurrence is necessary. 2. PCCM will advise specific items which are not proposed to be procured centrally and can be procured by Division 3. In case of all proprietary articles, efforts should be made to purchase on rate contract basis from manufacturers/agents/stockists.
	(B) Purchase of Non-proprietary articles for consumption in departmental units.	Full Power up to Rs. 15,000/-	Full Power up to Rs. 10,000/-	<u>Dy. CCM. &Sr.DCM</u> Full Power up to Rs. 5,000/- <u>SCM/Catg; DCM(IC)</u> Full power up to Rs.	1. Finance concurrence is necessary for occasions where the amount exceeds Rs. 3000/- 2. The nature of urgency should be recorded in each case.



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
				1,000/- for each unit in urgent cases subject to a ceiling of Rs. 1,000/- per week.	
	(C) Purchase of proprietary articles for use in departmental units/pantry cars.	up to Rs. 50,000/-	<u>DRM / ADRM</u> up to Rs. 25,000/-	<u>Dy. CCM/Sr.DCM</u> up to Rs. 5,000/- <u>SCM(Catg.)/DCM</u> up to Rs. 2,000/-	1. Finance concurrence is necessary. 2. PCCM will advise specific items which are proposed to be procured centrally and can be procured by Divisions. <i>Authority:</i> 1. Para 2835 of IRCM Vol. II.
	(D) Purchase of petty equipment specific to catering units such as food trolleys, jars, stoves, etc.	up to Rs.5 lakhs per annum and cost of each item not exceeding Rs. 30,000/-	<u>DRM / ADRM</u> up to Rs. 50,000/- per annum and cost of each item not exceeding Rs. 15,000/-	<u>Dy. CCM/Sr.DCM</u> up to Rs. 50,000/- per annum and cost of each items not exceeding Rs. 15,000/- <u>SCM(Catg.)/DCM</u> up to Rs. 10,000/- per annum and cost of each item not exceeding Rs. 5,000/-	1. Finance concurrence is necessary. 2. Procurement is to be made through COS. <i>Authority:</i> 1. Para 2837 of IRCM Vol. II.
51.	Purchase of crockery, cutlery line napery/ glassware, cooking and servicing articles and other petty items in urgent cases on limited quotation basis	Up to Rs. 2 Lakhs per annum.	<u>DRM / ADRM</u> Up to Rs. 1 Lakh per annum.	<u>Dy.CC/ Sr. DCM</u> Up to Rs. 10,000 Rs. 50,000/- per annum.	1. Finance concurrence is not necessary. 2. Procurement is to be made through COS. <i>Authority:</i> Para 2837 of IRCM Vol. II 1. The nature of urgency should be recorded in each case.
52.	Emergency purchase of catering items in the event of failure or poor response to tenders.	up to Rs.2 lakhs on each occasion.	<u>DRM / ADRM</u> up to Rs. 1 Lakh on each occasion.	<u>Dy. CCM/Sr. DCM</u> Up to Rs. 50,000/- <u>SCM(Catg.)</u> up to Rs. 25,000/- on each occasion.	1. Finance concurrence is not necessary up to Rs. 5,000/-. 2. Purchase should be effected by a committee of three officers, including an Accounts Officer and a Stores Officer. <i>Authority:</i> 1. Board's Ir. No.73-TG-III/636/4 dt. 21.10.74. 2. Para 2837(d) of IRCM Vol. II. 3. Para 331 of Stores Code (S) Vol. I.



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
53.	Condemnation and Disposal of deteriorated stocks including damaged and broken cutlery, crockery and dead stock items, which are unserviceable by Tender/Auction	Full Power	<u>DRM</u> Full Power	<u>Dy. CCM/Sr. DCM</u> Up to Rs. 5,000/- <u>SCM/DCM</u> up to Rs. 3,000/- <u>SCM/Catg.</u> up to Rs. 3,000/-	- If in the opinion of the PHOD/DRM the cost of sending the material to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be destroyed/disposed off locally through tender/auction sale in the presence of the Accounts representative following the prescribed norms/ procedure. A certificate to this effect may be recorded by the concerned PHOD/DRM. - The power delegated for destruction are only in respect of those items which in the opinion of the PHOD/DRM are of trivial value and unsaleable. - No article condemned by one officer should be disposed of by the same officers, excepting those coming under Para-2314 of Stores Code Vol. II
54.	Write off losses of goods due to deterioration/ condemned/ unfit for human consumption or excess consumption of raw materials which is incidental in day to day working provided the loss is not due to the carelessness or dishonesty of the Railway employee.	<u>PHOD</u> Up to Rs. 40,000/- <u>HOD</u> Up to Rs. 20,000/-	<u>DRM/ADRM</u> Full power	<u>Dy. CCM / Sr. DCM</u> Up to Rs. 1,000 Rs. 5,000/- <u>SCM/Ctg</u> Up to Rs. 3,000/-	- Finance concurrence is necessary. - Power is delegated on a per case basis. - The power is applicable to cases where no railway employee is responsible. The book value of the items should be adopted. Authority: - Item 18 of para 132-S. - Para 2852 & 2853 of IRCM Vol. II. - No article condemned by one officer should be disposed off by the same officer, excepting those under Para 2314 of Stores Code Vol-II
55.	Repairs to utensils, equipment, machinery including tinning, etc. used by the Catering Unit either through Railway Workshop or by calling quotations from local firms.	Full Power	<u>DRM / ADRM</u> Full Power	<u>Dy. CCM / Sr. DCM</u> Up to Rs. 20,000/- <u>SCM / DCM</u> up to Rs. 10,000/- <u>ACM</u> up to Rs. 3,000/-	- Finance concurrence is not required for repairs undertaken up to Rs. 2,500/- on each occasion. - Power is delegated on a per case basis. - Such repairs will be undertaken on contract basis obtaining a minimum of three quotations to test the market. Authority: - Board's letter No.74-EB/3000 dt.14.01.75 - The expenditure should be met from catering earnings.



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
56.	Alterations, enhancement or reduction of accepted rates/ or orders placed	Full power	Full Power	<u>Sr. Scale only</u> Full power	1. Enhancement/reduction of rates will require prior finance concurrence except in respect of items which are required for resale like biscuits, cool drinks, etc. for which firms fix the market retail price for packets, subject to ensuring that the profit given to the Railway is always kept on par with or more than that obtained at the time of introduction of such items
57.	Disposal of empties	Full power	<u>DRM</u> Full power	<u>Dy. CCM & Sr. DCM</u> Full power <u>SCM & DCM</u> up to 2,000/-in each case	1. Tender to be called for or auction to be conducted.
58.	To write off of losses of cooked food including food which has become unfit for human consumption	Full power	Full power up to Rs. 2,500/- per month per catering unit	<u>Dy. CCM</u> Full power up to Rs. 2,500/- per catering unit per month. <u>Sr.DCM/SCM/DCM</u> Full power up to Rs.100/- per day subject to a limit of Rs. 1,000/- per month	1. Only Officers dealing with catering work will exercise these powers.
59.	Taking over of dead stock from the existing private catering units to the departmental catering units.	Full power up to Rs. 30,000/- for each catering unit or group of units proposed to be taken over for departmental work			1. Finance concurrence is not required.
60.	Utilization of earnings from departmentally run catering establishments	PHOD can authorize utilization to defray day to day expenses in connection with the running of such establishments for purchase of perishable items, vegetables, fish			1. Finance concurrence is not required.



S.No	Nature of Power	PHOD/HOD	DRM/ADRM	Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
		meat, eggs, etc.			
61.	Permission to execute the works for provision of passenger amenities at Railway stations sponsored by individuals/NGOs/Trusts/Charitable Institutions/ Corporates,etc.		<u>DRM</u> Full power		1. Finance concurrence is required. Authority: 1. Rly Board's Letter No. 2017/Trans/01/Policy dtd 18.10.2017 – Para-C2.
62.	Execution of identified Railway works through Corporate Social Responsibility of Corporate and PSU – Approval of Master Plan		<u>DRM</u> Full power		1. Finance concurrence is necessary. 2. Sponsoring Agencies may include NGOs. 3. Deposit work permitted from CSR funding in case the party is unwilling to execute the work. 4. Investment by the Sponsoring Agency without any limit – Full power to DRM (earlier limit was Rs. 2 Crore for DRM) Authority: 1. Rly Board's Letter No. 2017/Trans/01/Policy dtd 18.10.2017 – Para-C-3
63.	Renting of space for opening of PRS at non-rail head locations		<u>DRM</u> Full power		1. Finance concurrence is necessary. Authority: 1. Rly Board's Letter No. 2017/Trans/01/Policy dtd 18.10.2017 – Para-C4.
64.	Provision of new UTS/PRS (converting UTS/PRS to UTS-cum-PRS)		<u>DRM</u> Full power		1. Finance concurrence is necessary. Authority: 1. Rly Board's Letter No. 2017/Trans/01/Policy dtd 18.10.2017 – Para-C4.
65.	Packing Materials (for catering services)	PCCM/CCM(Claims & Catering) have powers upto Rs.10 lakhs per item or purchase of six months requirements. AGM has powers beyond Rs.10 lakhs per item.	DRMs have powers upto Rs.10 lakhs per item or purchase of six month requirements. ADRMs have powers upto Rs.5 lakhs per item or purchase of six months requirements.	Dy.CCM/Sr.DCMs have powers upto Rs.4 lakhs per item or purchase of six months requirements. SCM(CTG)/DCMs have powers upto Rs.2 lakhs per item or purchase of six months requirements.	Correction slip 1 issued by WRly vide letter No.G176/0/SOP/Policy Vol.I dtd.31.07.2018



Part E Annexure-A

TENDER COMMITTEE FOR DEALING WITH EARNING CONTRACTS (OTHER THAN CATERING AND PARCEL CONTRACTS)

VALUE OF CONTRACT	LEVEL OF TENDER COMMITTEE	ACCEPTING AUTHORITY
Upto` 50 lakhs	Junior Scale	DCM
Above ` 50 lakhs upto` 5 Crores	Senior Scale	Sr.DCM
Above Rs.5 Cr upto Rs.10 Cr	JAG Tender Committee	ADRM
Above ` 10 Crores upto` 100 Crores	JAG Tender Committee	DRM
Above ` 100 Crore	SAG Tender Committee	PCCM (PHOD) / CCM (CHOD) or AGM in absence of PCCM (PHOD/CHOD)

Note: Junior Scale Committee will be a two-member committee of Accounts and Commercial Officers unless otherwise prescribed by the rules on the subject. Other committees will be a 3-member committee of Accounts, Commercial and one member as nominated by the competent authority

Part E Annexure-B

TENDER COMMITTEE FOR DEALING WITH PARCEL LEASING TENDERS i.e., CPLP AND PCET

VALUE OF CONTRACT	LEVEL OF TENDER COMMITTEE	ACCEPTING AUTHORITY
Upto` 2.5 Crore	Junior Scale	DCM
Above ` 2.5 Crore upto` 5 Crores	Senior Scale	Sr.DCM
Above Rs.5 Cr upto Rs.50 Crore	JAG Tender Committee	ADRM
Above ` 50 Crore upto` 100 Crore	JAG Tender Committee	DRM
Above ` 100 Crore	SAG Tender Committee	PCCM (PHOD) / CCM (CHOD) or AGM in absence of PCCM (PHOD/CHOD)

