



सत्यमेव जयते



# INDIAN RAILWAYS

## MODEL SCHEDULE OF POWERS 2018



**Government of India  
Ministry of Railways  
(Railway Board)**





अश्वनी लोहानी  
ASHWANI LOHANI



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

23<sup>rd</sup> 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 2018**

Model Schedule of Power (SOP) was issued first time from the Railway Board on October 26, 2018. 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 in charge 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 (Head Quarter) 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 same powers as available to PHODs. It may be seen that powers delegated to DRMs are generally 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 same powers as ADRMs (SAG). Also, the branch officers in Senior Scale (Independent Charge) will exercise 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 Head Quarter will exercise same powers as applicable to CWMs (in SAG) for matters pertaining to workshop/depots. The Station Directors and the Administrators of the Central Hospitals, both in JAG/SG, will exercise 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





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