

PART 'D' – DELEGATION OF POWERS IN RESPECT OF MISCELLANEOUS MATTERS

SL.N o.	Nature of Powers	Authority	PHOD/ CHOD	SAG	JAG	Sr. Scale	Remarks
1	a) Sanction of cash imprest to officers	RB's no 94/LM(B) 2/175 dtd. 13.9.99	Full powers	Upto Rs. 15,000/- in each case	Upto Rs. 5,000/- in each case	Nil	1. Finance concurrence is necessary 2. Creation of cash imprest for purchase of Petrol/diesel oil requires GM's sanction Authority: Para 1050 to 1055 of Financial code -I
	b) Stores imprest (Applicable to Stores Officers only)	Para-1801 to 1812 of Stores Code – Vol.II	Full powers	Full powers	Nil	Nil	FC is necessary The powers should not exceed the limit prescribed in the Code Authority :
	c) Imprest for loading of franking machines by postal authorities	: Para – 1052 of Finance code – Vol.I.	Full powers	Full powers	DGM*- Upto Rs. 25,000/- p.a.*	Nil	FC is not necessary for recoupment . FC is necessary for sanction * For General Branch only
	d) Cash imprest for purchase of service stamps/Postal Stamps	Para-1047(v) of Finance Code-I.	Upto Rs. 10,000/- at a time	Upto Rs. 10,000/- at a time	DGM* Upto Rs.2,000/- at a time*	Nil	FC is not necessary for recoupment . * For General Branch only
2.	a) Purchase of Books/CD-ROM, periodicals. * For govt. Publications PHOD/CHOD & SAG- Full powers	Para 1037 and 1038 of Finance Code Vo.I	Upto Rs. 60,000/- per annum	Upto Rs. 30,000/- p.a.	Upto Rs. 15,000/- p.a.	Principals TTC and Railway Schools Upto Rs. 15,000/-* p.a.	1. PHODs will exercise powers for purchase of Indian and Foreign standard specification books without finance concurrence. 2. Procurement of Codes & Manuals does not require FC 3. Subscription payment can be made in advance upto one year. 4. Supply should be arranged through leading/reputed agencies and booksellers. 5. Newspapers/Magazines are exempted from finance concurrence subject to adhering to the norms prescribed for their purchase.

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2	b) Books- Periodicals and Newspapers in Hindi (for departmental use)	Para 1037 and 1038 of Finance Code Vol.I	- Upto Rs. 25,000/- p.a.	MRA – Up to Rs. 25,000/- p.a.	-	-	1. FC is necessary for books only. 2. Newspapers/Magazines are exempt from FC subject to adhering to norms prescribed for their purchase. I
2	c) Sports materials for training institutions	Para 711 to 711(A) of Stores code -I	Nil	Nil	Nil	PTTC- upto Rs. 5,000/- for each item and Rs. 50,000/- per annum	1. Finance concurrence is necessary above Rs. 5000/- per occasion Authority:
	d) Payment of subscriptions towards Institutional membership.	RB's no F(X) II/94/PW/3 dtd. 26.6.96.	Full powers up to three institutions including one international institute	Nil	Nil	Nil	1. FC is not necessary subject to a limit of Rs. 10,000/-* per annum for each institution.
	e) Membership in recognized professional bodies/institutions reimbursable to individual officers/ supervisors in grade	RB's no. E(G)2004/FE/1 dated 16.9.04	Full powers	Nil	Nil	Nil	1. Finance concurrence is necessary. Authority : 1. Board's letter No. E(G)83/FE 1-4 dated 29.4.88, 15.2.89 & 11.5.92 2. Board's letter No. E (G) 90/FE/1-1 dated 28.1.93.
3	Purchase of rubber stamps, office seals, special seals, embossing seals etc.	RB's no. Hindi/76/G.25/8 dtd. 29.6.76.	Full powers	Full powers	Full powers	Nil	FC is not necessary Authority: Para-1016 of Finance Code Vol.I
4.	Supply of brief cases to Officers		Full powers subject to ceiling as fixed in note 1(a) of ref. & justification column	Same as for PHODs	Nil	Nil	1 a . PHOD/CHOD-Rs 6,000/- b. SAG -Rs.5,000/- c. SG/JAG-Rs.4,000/- d. Sr /Jr Scale –Rs.3,000/- Inspector/Supervisor-Rs 1,600/- FC is not necessary. Life brief case is 4 years. Depreciation @25% p.a to return or Either return the brief case after 4 years. Note: Scrap value after 4 years @ 5% to be deposited before purchase.

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5	Sanction of expenditure on ceremonial occasions.	RB's no. F(X)II/2016/PW/3 dt 14.09.2016 Item 29(a) of GM's delegation of Power	Rs. 15,000/- per occasion subject to ceiling limit of Rs. 1.5 lakhs per annum PHOD/CHOD of Genl Admn.: Rs. 75,000 per occasion subject to ceiling limit of Rs. 5 lakhs per annum	Nil	DGM Upto Rs. 15,000/- *per occasion Annual Ceiling limit of Rs. 2,00,000/- *Rs. 15,000/- per occasion	Nil	1. FC is necessary.
6	Hiring of Outside transport facilities for the carriage of Railway Stores/Materials		Upto Rs. 25 lakhs only in each case.	Upto Rs. 10 lakh only in each case	Upto Rs.10,000/- in each case	Upto Rs.2,000/- in each case	1. FC is necessary 2. Hiring to be restored to only when railway transport facilities are unsuitable or not available. 3. powers of hiring of transport for carriage of cash can be exercised only by FA&CAO &F A&CAO(P)
7	Incurrence of expenditure On light refreshments at formal interdepartmental and other meetings and conferences	RB's no. F(X)II2004/Exp/4 dt.22.6.2016	Rs. 30.00 per head per session or light refreshment subject to an annual ceiling limit of Rs. 18,000/- . CVO -Rs. 175 per head per session for working lunch subject to limit of Rs. 25000/- per occasion CPO- full power upto Rs. 25,000/- annually for qly. General staff council meetings and Rs. 175/-- per head	Rs. 30.00 per head per session for light refreshment subject to an annual ceiling limit of Rs. 18,000/-	DGM & CPRO Rs. 30.00/- per head per session for light refreshment subject to an annual ceiling limit of Rs. 10,000/- Ceiling limit of Rs. 5,000 Other JAG Rs. 1000/-per quarter with annual ceiling limit of Rs. 4000/- @ Rs 30/ per head for light refreshment . (SC/RPF being independent charge Rs 500/- per quarter)	Nil	1. FC is not necessary. 2. Annual Ceiling limit is Rs. 7 lakh for CLW for the combined expenditure of light refreshment and working lunches. 3. A certificate by the executive will be furnished regarding total expenditure already incurred under this head during financial year while forwarding the case for fund certification. Note: The luncheon parties, dinners and receptions can be arranged only with the personal sanction of the General Manager with prior concurrence of FA&CAO. (Advanced Correction Slip No. 80F1. Vide Rly. Board's letter No. F(X)II 2004/ Exp/4/1 dt. 01.07.2016.
8	Railway Telephones Provision & shifting of		CEE Full powers	CEE/I&L- full powers	Nil	Nil	FC is not necessary

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9	BSNL Telephones a)provision of new phones on Non-OYT Basis		CEE Full powers	CEE/I&L - Full power	Nil	Nil	FC is necessary
	b) Payment of advance annual rental to BSNL	Para – 1040 of Finance Code Vol.I	Full powers	Full powers	Full powers	ASTE- full powers	Finance concurrence is necessary Para – 1040 of Finance Code Vol.I
10	a) Contingent office expenditure	Para-1002 (iii) of Finance code Valhi Chapter X	PHOD/CHOD/CP RO- full powers	MR – full power in respect of ISO activities	Upto Rs. 5,000/- in each case	Nil	Finance concurrence is necessary for special (unusual) contingencies.* For General Branch only.
	b) Drawal of amounts in advance to meet the contingent expense pertaining to Parliamentary /other committees	Para -1005 (iii) of Finance code Vol.I Chapter X	Full power	Full power	DGM Full powers	Nil	1. FC is necessary.
11	Physical, Metallurgical & chemical analysis of samples or test of articles or materials and calibration, repairing and testing of instruments by a) Govt. chemical examiner/other Govt. agencies	Para –1329 and 1330 of Stores Code Vol.II	Full powers	Full powers	Full powers	Upto Rs. 2000/- in each case	Finance concurrence is not necessary
	b) Other outside agencies	Para – 1329 and 1330 of Stores code Vol. II	Upto Rs. 30,000/- in each case	Upto Rs. 20,000/- in each case	Upto Rs. 10,000/- in each case	Nil	1. Finance concurrence is necessary. 2. To be resorted to when no Government or recognised agencies are available. 3. Sanctioning authority to ensure reasonableness of rate. 4. to be resorted to only in cases where the proposed testing cannot be undertaken in CLW lab
12	Hiring of plant and equipment, machinery. a) From private agencies or Government bodies	Rly Bd's letter No. 94/CE-I/CE/4 dt. 17.10.2002 (Para 2.7.4.1)	Upto Rs. 2 lakh in each case subject to annual ceiling of Rs. 10 lakh	Upto Rs. 2 lakh in each case subject to annual ceiling of Rs. 10 lakh	Rs. 10,000/- per occasion	Nil	1. FC is necessary.
	b) to private agencies or govt. bodies	: Para 1923 of Stores Code	Full powers	Full powers	Full powers	Nil	FC is necessary. The agreement executing authority will exercise the powers if provision for hiring out of plants as exists in the agreement. If not, accepting authority of the tender will exercise the powers. Rates to be fixed in consultation with finance where standard rates do not exist.

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13.	Hiring of motor vehicle for Parliamentary/other Committees, foreign delegations and VVIPs & Railway officers JAG and above as well as media persons.		PHOD/CHOD of Genl Admn.: upto Rs. 1 lakh with FC per occasion.	Nil	DGM/ CPRO upto Rs 50,000/ with FC and Rs. 10,000/- without FC. per occasion	Nil	Finance concurrence is necessary
13A	Leasing of private buildings for residential office accommodation for non-gazetted staff.* * Instructions regarding this item will follow.		CPO –full powers	Nil	Nil	Nil	
14	Office bicycles a) Repairs and maintenance	Para-236 of Finance Code Vol.	Full powers	Full powers	DGM*- full powers for G branch	Nil	FC is not necessary * For G Branch.
	b) Condemnation	Para – 239 of Finance code Vol.I	Full powers	Fullpowers	DGM*-Full powers for G branch	Nil	Finance concurrence is not necessary For this purpose the useful life of the bicycle is 10 years
	C) Procurement on replacement and additional account	Para- 1023 of Finance Code Vol.I Para –706 of Stores Code Vol. I	Full powers	Fullpowers	Nil	Nil	1. Finance concurrence is necessary for additional account. Authority

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15	Sanction to payment of law charges Pertaining to claims other than compensation claims. Incurrence of law charges		Rs. 50,000/- in each case.	Rs. 25,000/- in each case	Rs. 5,000/- in each case	Nil	1. a) Law officer should be consulted in each case. b) Finance concurrence is not necessary for such of those items which are covered under Schedule of rates (issued by Railway Board) and are within the SAG Officer" sanctioning power . c) Ceiling limit and condition as per item no. 31 of GM's SOP should be maintained.
16	Contract of loading/unloading transshipment of coal, coke, cinder and coal ashes, Sand, Foundry slag, Foundry waste, Sludge, shop waste, Hazardous waste.	RB'S NO. 66/E/Co-op/1/2/4 dtd. 27.11.68	CME - Full powers	Nil	Nil	Nil	Finance concurrence is necessary For this purpose the value of the contract is to be decided on the estimated payment to be made for one year Tender committee is to be constituted in each case where the amount involved is Rs. 50,000/- & over.
17.	Travelling allowance to outsiders summoned to give evidence (railway accidents and in legal/vigilance cases)	Rule 1693, 1695 and 1696 of IREC- Vol. II (1987)	Full powers	Full powers	Nil	Nil	1. Finance concurrence is not necessary. 2. Amount to be paid in accordance with the rule.
18	Execution of agreements for supply of electric energy from supply authorities	Para 1259 of Engg. Code.	CEE/CEE(P&I)- full powers	Nil CEEP&I- full power	Nil DyCEE/M – full powers for signing of agreements	Nil	1. FC is necessary 2. The exercise of powers is subject to prior acceptance of the tariff and draft agreements by CEE. 3. Supply authorities would include SEBs and licensed bodies through SEBs

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19	Condemnation and disposal of a) M&P and T&P items other than office equipment.	Para-2314 of Stores Code Vol II	Full powers	Full powers	Upto Rs. 40,000/- in each case.	Nil	1.If in the opinion of the HOD 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 realised 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. Authority Para-2314 of Stores Code Vol II 2. The powers delegated for destruction are only in respect of those items which in the opinion of the PHOD/CHOD are of trivial value and un-saleable. 3. No article condemned by one officer should be disposed of by the same officer, excepting those coming. 4. Recommendation of survey committee is required before sanction for condemnation. The committee should be constituted with one member of Accounts Department.
	b) for office equipment		Full powers	Full powers	DGM-Full powers (for general Branch only)	Nil	
20	a) Repair (other than servicing, lubrication and oil changes etc. of motor vehicles by local firms) to motor trolleys, motor vehicles by authorised /local firms of repute.		Up to Rs. 50,000/- per occasion	Upto Rs. 30,000/- per occasion	JAG- Rs. 15,000/- without FC	Nil	1. FC is required if the expenditure exceeds Rs.20,000/- per occasion* * within the limit as specified
20	b) Servicing of vehicles by local firms of repute (lubrication, oil changes etc.) OEM/Authorised		Full powers	Full powers	Dy.CME/M PP . DGM-full powers (For G Branch)	Nil	1. Finance concurrence is not necessary upto Rs. 20,000/-. With OEM /or OEM authorised dealer on single tender to be exercised
20	c) Repairs from Non OEM (This will include cost of spares also)		Upto Rs. 10,000/- per occasion	Upto Rs.7,500/- per occasion	Upto Rs. 5,000/- per occasion		FC is necessary if expenditure exceeds Rs. 5,000/-

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20	d) Repairs to Plant & Machinery and Electrical/Electronic equipment and small tools e.t.c. (This will include cost of spares also)	RB'S NO. F(X)II-2004PW/5 dt 30.11.2005	Upto Rs. 1lakh per machine for diagnosis. Upto Rs. 5 lakhs per repair contract per machine on S.T. basis with OEM/authorised dealer. Full powers, if on OT/LT basis as per item 7(c) of SOP on Works Matter.	Upto Rs. 75,000/- per machine for diagnosis. Upto Rs. 3 lakh/- per repair contract per machine on S.T. basis with OEM/authorised dealer. Upto Rs. 5 lacs, if on OT/LT basis as per item 7(c) of SOP on Works Matter.	Upto Rs. 1 lac if on OT/LT basis as per item 7(c) of SOP on Works Matter.	Nil	FC is necessary.
20.	e) Repairs to Medical Equipment	.	CMO Upto Rs. 1 lakh per machine for diagnosis. Upto Rs. 2 lakh per repair contract per machine on S.T. basis with OEM/authorised dealer. Full powers, if on OT/LT basis as per item 7(c) of SOP on Works Matter.	Upto Rs. 50,000/- per machine for diagnosis. Upto Rs. 1 lakh/- per repair contract per machine on S.T. basis with OEM/authorised dealer. Upto Rs. 3 lacs, if on OT/LT basis as per item 7(c) of SOP on Works Matter.	Upto Rs. 50,000/-, if on OT/LT basis as per item 7(c) of SOP on Works Matter.	Nil	FC is necessary

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21	Temporary electric connections	Indian Electricity Act and Rules.	CEE-Full powers	CEE/P&I Full powers	Dy.CEE/M - Full powers	Nil	1. Finance concurrence is not necessary. 2. It should be ensured that the temporary work carried out by the party conform to the requirements of Indian Electricity Act and Rules. 3. All charges to be paid in advance viz. i. Connection and disconnection charges at fixed rates. ii. Estimated cost of energy to be consumed (subject to adjustment on actual consumption) iii. Deposit to be paid for installation of meter. Authority
22	To enter into annual service/maintenance contract for office equipment through tender/quotations	Group 'E' of GM's S.O.P	PHOD/CHOD Upto Rs. 20,000/- per equipment without finance concurrence. Above Rs. 20,000/- Full powers with Finance concurrence- in the case of AMCs with OEM/authorised dealer on ST basis as per Group 'E' of GM's S.O.P	Upto Rs. 10,000/- per equipment without finance concurrence. Above Rs. 10,000/- and upto Rs. 1 lakh with finance concurrence - in the case of AMCs with OEM/authorised dealer on ST basis	DGM & CPRO Upto Rs. 10,000/- per equipment without FC Above Rs. 10,000/- and upto Rs. 50,000/- with FC - in the case of AMCs with OEM/authorised dealer on ST basis	Nil	1. Protective clauses as follows have to be incorporated. In cases involving advance payment, submission of bank guarantee of equal value should be insisted upon if the value of the AMC is beyond Rs. 20,000/- (Rupees twenty thousand) only with OEMs/authorised agents. If Bank guarantee is not submitted, quarterly payment after the service is rendered should be considered to protect against failure on the part of the contractor/firm to take up service/maintenance of equipments and repairs as stipulated in the contract agreement i) in the event of the failure on the part of contractor/firm to take up maintenance of servicing /repairs as stipulated in the terms and conditions, where advance maintenance charges paid under any agreement shall be returned to the customer viz. CLW at once with interest. ii) in case of delay in remittance of the advance by the firm, the Railway Administration shall be entitled to adjust this amount against any advance due in respect of any other equipment, for which a similar contract has been entered into either afresh or on renewal basis.

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23	a) Repairs and replacements against condemnation to furniture and furnishing such as curtain cloth etc.		Full power	Upto Rs. 50,000/- per annum	Upto Rs. 10,000/- p.a.	Nil	1) FC is necessary if the expenditure exceeds Rs. 15,000/- on each occasion, for repairs and Rs. 20,000/- per occasion for replacements. 2) Procurement through Spot purchase committee needs GM's sanction
	b) Purchase of additional /new furniture <i>for rest houses/offices</i> a) And furnishings such as curtain cloth etc.		Upto Rs. 50,000/- per year	Upto Rs. 30,000/- per year	DGM- Upto Rs. 20,000/- p.a.	Nil	3) Purchase of new furniture on additional account for other than those mentioned under 27.b needs GM's approval with FC. 4) Approving authority for items pertaining to GM's office/Residential office will be DyGM 5) Procurement to be made through COS.
	c) Purchase of furniture provided for in sanctioned estimates for newly created assets		Full Power	Up to Rs. 1 lakh per annum	Rs. 50,000/-	Nil	FC is necessary
	d) condemnation of furniture and crockery / small scrap items of low value upto Rs. 5000/-		Full power upto Rs. 5000/-	Full power upto Rs. 5000/	Full power upto Rs. 5000/-	SS officer and above of the concerned deptt.: Full power	FC is necessary

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24	Write off of losses of Stores ,tools &Plnt	Para 1102 and 1113 Finance Code Vol.I \	Cases where Railway Employee is not responsible. PHOD up to Rs. One lakh In each case. CHOD up to Rs. 50,000/- in each case. where Railway Employee is responsible PHOD Upto Rs. 25,000/- in each case CHOD- Upto Rs. 10,000/- in each case.	Cases where Railway Employee is not responsible Up to Rs. 50,000/- in each case. where Railway Employee is responsible – Upto Rs. 10,000/- in each case.\	Nil	Nil	. Finance concurrence is necessary. 1. Losses may arise due to accidents, Theft, Stores verification e.t.c 2. Report to Railway Board Authority: Para 1102 Finance Code Vol.I 3. Final inquiry report of the Police in case of Theft is required except when it is definitely known that the case would prolong. Losses of cash upto Rs. 10,000/- are not to be written off except with the sanction of General Manager.\
25	Write-off of the difference between the invoiced quantity and issued quantity of coal, coke and HSD oil at main depots	Recommendation of Committee appointed by Rly. Bd.	Upto 2% for coal and coke upto 0.1% for diesel	Upto 2% for coal and coke upto 0.05% for diesel	Nil	Nil	1. Finance concurrence is necessary. 2. The reduction in quantity (volume) due to difference between the product temperature and the atmospheric temperature at the loading point should be made good by Oil companies as “TVA Relief”. 3. The reduction in quantity (volume) due to difference between the loading temperature and decanting temperature needs to be written-off using the co-efficient of expansion of HSDs, after obtaining finance concurrence. Losses beyond the stipulated percentage need through investigations for taking remedial action. Authority: recommendation of the Committee appointed by Rly. Board on the subject.
26	Payment of all types of legal & statutory fees paid to central / State governments etc including toll tax		Full powers	Full powers	Nil	Nil	1. Finance concurrence is necessary for the first time and for subsequent payments concurrence is not necessary. 2.For every disbursement to such out side bodies the extent legal provisions to be reviewed in consultation with Law Officer to Check if any exemption/waival for such payments are available.

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27	Purchase of dogs/bitches from a) Private bodies or from Police Kennels, Para military Organisation		CEE - Full powers* - upto Rs. 10,000/ - in each case	NIL	NIL	NIL	1. FC is required for purchase from private parties.
	b) To lend the services of RPF dogs to mate with bitches for services to other Police, Para Military and reputed private kennels		CEE- Full powers	NIL	NIL	NIL	1. FC is not necessary. 2. The arrangement proposed should be reciprocal. 3. Collection of male pup, if no male pup is available collect charges from public per mating (charges are fixed from time to time)
28	Sale of surplus litters in the open market		CEE – Full powers	NIL	NIL	NIL	1. FC is necessary. 2. The sale should be given wide publicity through advertisement keeping in view the value of the litters to be sold. 3. The proceeds should be credited to Sundry earning.
29	Feeding charges of dogs and provision of refrigerator, linen, utensils e.t.c. for the Kennels	RB's no. 87/Sec/A/BE/D S/1/Cos dtd. 27.06.02	CEE – Full powers	NIL	Nil	Nil	Authority: Rly. Bd's letter No. 87/Sec/A/BE/DS/1/Cos dtd. 27.06.02 FC is necessary. The extant orders in regard to the monthly diet charges issued by the Board, from time to time should be followed * provided SC is the branch officer
30	a) Medical expenses to be incurred on medicines and consultations with veterinary doctors including conveyance charges from the Kennels to the veterinary attendant and back.		CEE- Full powers	Nil	Nil	Nil	1. FC is necessary. 2. Expenditure in connection with the protection of dogs against disaster and rabies to be included
	b) Sanction to payment of honorarium to the veterinary honorary consultant in Government Hospitals and fee to the private veterinary consultant in emergencies		CEE- Full powers	Nil	Nil	Nil	FC is necessary.
	c) Transportation charges of dogs in attending crime calls, track patrolling & to attend calls from local police in case of emergency		CEE- Full powers	Nil	Nil	Nil	FC is necessary.

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31	a) Registration of RPF dog Kennels with the Kennel Club of India		CEE –Full powers	Nil	Nil	Nil	FC is necessary.
	b) Expenditure incurred towards the participation of RPF dogs in dog show or exhibition organised by Railway or non-railway organisations		CEE -Full powers	Nil	Nil	Nil	FC is necessary for non-Rly. organisation
32	Procurement of Photographic Equipments		Upoto Rs. 50,000/-		CPRO,DYCC&M, DyCME/SF and Sr. SC upto Rs. 50,000/- per annum		FC is necessary
33	Purchase of items related to Security Department like torches, fire-fighting equipment, dress materials etc.		CEE Full powers with FC	Nil	Nil	Nil	Procurement will be done through COS/CLW. Note SC/CLW being an independent branch officer, will exercise the powers of SC.
34	Purchase of horticulture items eg. Plants, seeds, manure etc.			Nil	DYCE(CON) annual ceiling of Rs. 1 lakh	Nil	
35	Licensing of cycle/M.cycle/Scooter stand under CLW Administration				DGM/ CPRO- full powers		

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36	Provision of LPG connection and others and procurement of acetylene cylinders, LPG cylinder (domestic and commercial)		Full powers	Nil	Nil	Nil	FC is necessary. Ministry of Petroleum's rate to be maintained
37	Purchase of different consumable items for Laboratory as well as practical use, including installation of gas as well as refilling.		CEO/SCHOOLS Rs.1,00,000/- per school per annum.	Nil	EO/ Schools Rs. 50,000/- per school per annum	Principal/Rly School Rs. 20,000/- per school per annum	FC is necessary if the amount is more than Rs. 2000/-
38(a)	Participation in co- curricular activities at National as well as district level.	Board's letter No. F(X)II- 2004/Exp/4 dated 04.06.07	CEO/Schools Rs. 25,000/- per school per annum	NIL	EO/Schools Rs.10,000/- per school per annum	Principal Rly School Rs. 5,000/- per school per annum	FC is necessary. Provision of Tea and snacks will be restricted to Rs.18/- per head as per Board's letter No. F(X)II-2004/Exp/4 dated 04.06.07.Circulated vide GM/G / Ruling /31 Pt. V dated 19.6.14
38 (b)	Payment of fees, academic as well as others in reputed Railway or other recognized institutes.		CEO/Schools Rs.25,000/- per school per annum	Nil	EO/ Schools Rs. 10,000/- per school per annum	Principal / Rly School Rs. 5,000/- per school per annum.	FC is not necessary in Rly. institutes
39	Arranging Annual sports Meets as well as Annual Cultural programmes by Schools , including expenditure towards prizes/certificates, inter-school activities etc.		CEO Schools Rs. 1 lakh per school per annum	Nil	EO/Schools Rs. 50,000/- per school per annum	Principal/ Rly School Rs .5,000/- per school per annum	FC is not necessary upto Rs. 5,000/- subject to provisions of para 1005 of Finance code

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40	Procurement of Sports materials both indoor and outdoor		CEO Schools Rs. 1 lakh /-per annum	Nil	EO/Schools Rs. 50,000/- per annum	Principal /Rly School Rs. 5,000/- per school per annum.	FC is necessary above Rs. 5,000/-
41	Procurement of Library books, newspapers and periodicals in Railway Schools		CEO/Schools Rs. 2,00,000/- per annum	Nil	EO/Schools Rs. 1,00,000/- per annum	Nil	FC is necessary
42	Fees for verification of certificates to Outside institutions/ University/ Educational Board etc. for New appointments or other reasons.		CPO-Full powers	Nil	Nil	Nil	FC is not necessary .
43	To the payment of honorarium to a Gazetted Officer (Railway) upto Rs. 10000/- per case for undertaking work as arbitrator (sole/joint) or umpire in a dispute on which the Railway administration in a party and steno Rs. 500/- per case	RB's No. F(X)II/2008/P W/6 dt. 15.10.2009	Full Powers	Nil	Nil	Nil	FC is not necessary <u>Note.</u> 1. Honorarium shall be paid to Railway servants appointed to act as an Arbitrator Rs. 500/- per day or Rs. 250/- per half day subject to a maximum of Rs. 10000/- per case in terms of Railway Board's letter No. E(G)/2010/HO 1/20 dt. 11.09.2010. 2. Only one steno would be permitted case. In cases, where services of more than one steno are utilized, the amount of honorarium payable would still be Rs. 500/- which can be divided by the arbitrator among the various stenos who worked for the case.
44	Supply of food or cash allowance in lieu thereof, to staff engaged in emergency duties during bandh/Hartal/ Strikes/Fire incidents etc.		Rs. 50,000/- per annum)	Nil	Nil	Nil	FC is necessary

Sl.No.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. scale	Remarks
45	To sanction payment of claims settled by arbitration award against any dispute arising out of a contract.	RB's letter No. F(X)II-2016/PW/3/Pt .3 dt. 02.02.2017	Full Powers	Full Powers 1	Nil	Nil	<ol style="list-style-type: none"> 1. All cases of arbitration awards will be put up to GM with the comments of concerned PHOD/CHOD through associate finance. 2. Railway Board should be informed of the details: <ol style="list-style-type: none"> a. Where payment to a contractor as a result of the arbitrator's award exceeds by more than Rs. 10 lakh of the amount considered due by the Railway Administration before the arbitration proceedings began; b. Where deficiencies in the General conditions of contract or flaw in procedures/practices noticed by Railways / PUs during the course of arbitral proceedings/awards, regardless of value of award. c. Sanction of claims would be in consultation with Law and associate finance. d. Similar procedure will apply to Court-cases.
46	Remuneration to the expert from outside for the purpose of walk in interview etc.		CPO: Rs.1000/- per day	NIL	NIL	NIL	F.C is not required upto Rs. 1000/- per occasion.
47	Expenditure for the statutory inspection work executed by the agencies approved by Factory Inspectors.		Full Power	NIL	NIL	NIL	F.C is required.

MISCELLANEOUS (IT Matters)

Sl.No	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
1	a) Computer media stationery, printer ribbon, Tape spools, cartridges, CD writer, scanner & computer peripherals and spares, Toner, Cartridges for Photocopier Machine and Fax machine and Spares.		To be purchased as per norms of standard NS items	To be purchased as per norms of standard NS items	To be purchased as per norms of standard NS items	To be purchased as per norms of standard NS items	Peripherals (UPS, Printers, Scanners, Laserjet printers, card readers, Bluetooth dongles etc.) to be procured as per norms for standard non stock items circulated by Railway Board (Stores dte)from time to time.
1	b)Purchase of non stock consumable item i.e. ,pendrive,batteries, internal hard disk etc without quotation	RB's no 2006/C&IS/Oth. /Delegation of Powers/36 dated 11/09/12	Full powers	Upto Rs. 15,000/- on each occasion	Upto Rs. 8,000/- on each occasion	Nil	1. Upto Rs. 8000/- in each case this power can be exercised on single quotation basis with approval of JAG/SG. 2. upto Rs. 15000/- in each case this power can be exercised on single quotation basis with approval of PHOD/CHOD/SAG 3. However, the officer making the purchase will record the following on the bill and send to accounts for payment. "I____ personally certified that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price" 4. for value above Rs. 15000/- in each case, purchase to be made as normal non stock item with finance concurrence and approval of PHOD/CHOD through store department as per extend tendering procedures and instructions
2	a.i.)Procurement of PC based systems chargeable to revenue	RB's no. 2006/C&IS/OTH/Delegation of powers/36-Pt dated 11.09.2012	PHOD/CHOD 10 Nos. per financial year on additional account	05 Nos. per financial year on additional account	Nil	Nil	1. Finance concurrence is necessary. 2. All procurement to be done by COS 3. Ceiling limit for CPU & TFT monitor is Rs. 40,000/- or as amended by Board from time to time as per clause (3) of Board's letter. 4. Technical Clearance should be obtained from Sr. EDPM. RB's no.i).2006/C&IS/Oth./Delegation of powers/36 dtd 10.12.2008
2	a.ii) Procurement of Desktop PCs, Thin Clients, each costing upto ` 40,000/- (Any CPU and any type of monitor) on replacement account per financial year.		PHOD/CHOD Full Power	Full Power	JAG (handling independent estt.) Full Powers		1) FC is necessary NOTE: Procurement on replacement account may be processed after completing their codal life as notified from time to time (as of now codal life of Desktop PC is 3 years and for thin clients it is 5 years). RB's No. 2006/C&IS/OTH/Delegation of powers/36-Pt dtd 11.09.2012

Sl.No	Nature of Powers	Authority	PHOD/ CHOD	SAG	JAG	Sr. Scale	Remarks
2	a.iii) Condemnation of PC and peripherals	RB's No. 2002/AC-II/2/10 Vol II dt. 15.03.2012	Full Powers	Full Powers	Scrap Value of item upto Rs. 5000/-	NIL	1. Condition Report of the machine should be taken from Sr. EDPM after inspection of the same, before condemnation. However, there will be no requirement of Condition Report from Sr. EDPM for non-working machines having procurement value upto Rs. 10,000/- and non working parts like mouse, key Board, CD/DVD Drives, Multi Media kits etc. [<u>Such as non-working machines/parts can be processed for condemnation by concerned JAG/SG officers</u>] 2. The condemnation committee should be constituted with one member of Accounts department. 2. Items should be <u>scrapped</u> as per extant rule keeping in view of their average life mentioned in Bd's letter dt. <u>15.03.2012</u> .
2	b) Procurement of local area network infrastructure.		Full powers	Full powers	Nil	Nil	FC is necessary
2	c) entering into service agreements for IT infrastructure excluding leasing e.g AMC, IT related consultancy etc		Full powers	Full powers	Nil	Nil	Clause 1(iii) 1. While procuring equipment it should be ensured that as far as possible IT equipment is purchased with minimum three years warranty so as to take life cycle cost into account. 2. The AMC of hardware and software shall be chargeable to revenue. 3. Finance Concurrence should be obtained in the usual manner.
2	d) Internet, including E-Mail, for non commercial usage including dial-up access.	2004/Tele/TN/3 dated 12.02.07 and 27.04.09(Policy for broadband)	Full powers	Full powers	Nil	Nil	FC is necessary The cost per user should be less than Rs. 1,500/- per year
2	The powers under item 2(a) to (d) are in addition to systems procured against any specific sanctioned works/estimates, regardless of their allocation.						
	e) Supply, installation and licensing of computer software.		Full powers subject to an annual ceiling of Rs. 5 lakhs	Rs. 50,000/- per occasion subject to annual ceiling of Rs. 2 lakhs	Sr. EDPM Rs. 50,000/- per occasion subject to annual ceiling of Rs. 1.5 lakhs	Nil	1. FC is necessary 2. Technical clearance and reasonableness of cost should be certified by Sr. EDPM These powers apply only for procurement through quotations by the respective authorities.

2	f) Development of application of software from outside agencies		PHODs/CHODs Full powers subject to an annual ceiling limit of Rs. 1 lakh	Full powers subject to an annual ceiling limit of Rs. 50,000/- CEE/L&S Full powers subject to an annual ceiling limit of Rs. 50,000/- for PR Department	Nil	Nil	Finance concurrence is necessary
3	Repairs to office equipment including PC, Keyboard, Printer, UPS, Photocopier Duplicating machines, FAX m/c etc.(This will include cost of spares also)		Upto Rs. 20,000/- per occasion for equipment not covered with AMC on single quotation basis through OEM/authorised dealer	Full powers Up to Rs. 15,000/- per occasion for equipment not covered with AMC on single quotation basis through OEM/authorised dealer with FC.	Rs. 10,000/- per case	Nil	<ul style="list-style-type: none"> ❖ FC is necessary if expenditure exceeds Rs. 10,000/- . ❖ Item on single tender basis Rs. 2,000/- per case. ❖ This power shall be exercised only in emergency urgency.

MISCELLANEOUS (PUBLIC RELATIONS ITEMS)

1	Insertion of advertisements						
	a) Tender notices and campaign advertisements in DAVP approved publications	RB's no. 86/PR/4/4 dtd. 24.8.99	Nil	Nil	CPRO- full powers	Sr. PRO Rs. 10,000/- per case	1. Finance concurrence is not necessary 2. To be published at the request of department
	b)souvenir/special publications/Magazines/Periodical	RB's no 86/PR/4/6 dtd. 07.8.91	Nil	Nil	CPRO- up to Rs. 10,000/- per case	Nil	FC is not necessary Authority: Board's letter No. 86/PR/4/6 dtd. 07.8.91
2	Participation in exhibitions	RB's no 96/PR/23 /Policy dtd. 27.1.97	Nil	Nil	CPRO-full powers	Nil	1. FC is not necessary. However, the advance taken earlier should have been cleared by rendering accounts to the associate finance. 2. subject to ceiling laid down per case and per annum by Railway board from time to time
3	Conducted tours for press and other publicity media purchase of kits and mementos	RB's no 89/PR/4/9 dtd. 24.4.89	Nil	Nil	CPRO-full powers	Nil	FC is not necessary for expenditure upto Rs. 5,000/- in each occasion subject to the annual ceiling stipulated by the Board from time to time.
4	Repairs to photographic/cine photographic equipments and replacement of spare parts	Para- 236 of Finance Code Vol.	Full power	Nil	CPRO, DyCC&M, DyCME/SF, Sr.SC - full powers	Nil	FC is necessary .
5	a) hiring of audio/video multi-media materials for special occasion, training institutions, workshops, Hindi training		Full powers	Full powers	CPRO full powers	PTTC Upto Rs. 1,000/- per occasion.	FC is necessary Rate reasonableness to be certified personally by the hiring authority.
	b) Cine/documentary film shooting by outsiders	RB's no 83/PR/13/32 dtd. 17.5.84	Nil	Nil	CPRO- full powers	Nil	1. FC is not necessary. 2. Necessary bank guarantee insurance etc. to be complied with as per the extant procedure. Authority :Rly Bd's letter No. 82/PR/13/6 dt. 4.5.1983 & 25.1.84
	c) Payment of fee for telecast/broadcast & screening of railways publicity material		Nil	Nil	CPRO- full powers	Nil	1. FC is not necessary up to Rs. 1,000/- in each case. 2. Such publicity material can be disseminated as films/documentaries/quickies/publicity slides/films and radio spots in Doordarshan, AIR, Cinema Halls and other audio or visual channels/mediums
6	Press tours & reception	RB'S NO. 2007/PR/4/5 dtd. 13.7.07	Nil	Nil	CPRO- Rs. 200/- per head per day for meal with annual ceiling of Rs. Rs.25,000/-	Nil	1. Finance concurrence is necessary 2. The amount should be met within the overall PR budget.

SN	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
7	Expenditure towards jobs done through outside agencies relating to photography including developing printing of photographs, translites, lamination and video editing	Para –1010 of Finance code VolI	Nil	Nil	CPRO- Upto Rs. 5000/- per occasion with a ceiling of Rs. 50,000/- p.a.	Nil	FC is not necessary up to Rs. 1,000/- in each case
8	Purchase of photographic consumable items	Para – 1017 of Finance Code Vol.I	Nil	Nil	CPRO/Dy.CC&M- Upto Rs. 1000/- per occasion with a ceiling of Rs. 25,000/- p.a.	Nil	FC is necessary
9.	a) Printing of work in outside press like Office forms, question papers, ledgers, leaflets, Pamphlets, Narrative Reports, Tender documents, Stores Bulletin, ISO documents.	RB's no F(X)II/86/Exp/2 of 4.8.89. : Para 1129 Stores Code Vol.I	i) Up to Rs. 10,000/- per case without FC. ii) Above Rs. 10,000/- and up to Rs. 2 lakh per case with FC. iii) CPO- upto Rs 3 lakh for Printing and 8 lakhs for all Rly Schools iv) PHOD/CHOD of Genl Admn: full powers	Same as PHOD/CHOD	CPRO Upto Rs. 75,000 per occasion subject to an annual ceiling of Rs. 2,00,000/- Other JAG – Upto Rs. 3,000/- in each case with a ceiling of Rs. 20,000/- p.a. certificate from Rly press is necessary as per codal provision para of A/c code	Upto Rs. 3,000/- per case with a ceiling of Rs. 10,000/- p.a.	1. FC is necessary, above Rs. 10,000/-. 2. The printing of calendars, diaries, greeting cards, personal letter heads and other expensive items in connection with the new year and other festivals is totally banned vide Railway Board's letter No. F(X)II/86/Exp/2 of 4.8.89. Further restrictions if any issued from time to time have also to be taken into account.

SN	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
	b) Printing of visiting cards, letter pads by outside presses	Para-1030 1048 of Finance code VolI	Upto Rs. 10,000/- p.a.	Upto Rs. 5,000/- p.a.	CPRO Rs. 5000/- per annum	Nil	1. FC is necessary above Rs. 5,000/- 2. SAG officer can sanction upto Rs. 300/- for JAG officer
	c) Expenditure for Civil Defence for participation in National Festivals and Camps inside and outside Chittaranjan, etc		Nil	Nil	DYGM & COCD – Rs. 40,000/- per instance subject to an Annual Expenditure limit as per Budget allotment	Nil	1.FC is necessary. 2. Budget allotment by Railway Board should not be exceeded.
10	Preparation of Art Work/ Design/ Block, Art Pool etc. for display advertisement/Poster and bills etc.		PHOD/CHOD of Genl Admn: Full powers		CPRO&DGM: Full powers upto Rs. 2500/- in each case subject to a maximum of Rs. 25000 p.a./-	SR. PRO: full powers upto Rs. 2000/- in each case subject to a maximum of Rs. 10000/- p.a.	FC is necessary above Rs. 2500/-