

CLW/CHITTARANJAN

PART-C SCHEDULE OF POWER ON ESTABLISHMENT MATTERS(SOP ESTT) – GAZETTED revised 2005

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
1	2	4	5	6	7	8	9
G.1	Grant of leave						
1.1	Casual Leave	Full Powers	Full Powers	Full Powers	--	--	Accounts concurrence is not necessary. Rule 236 of IREC Vol. (1985 Ed.).
1.2	Leave on average pay/Leave on half average pay. LAP/LHAP	Full Powers up to JAG max. 180 days	Full Powers up to JAG max. 180 days	Full powers upto SS maximum 30 days.	--	--	1. Accounts concurrence is not necessary. 2. Sanctioning of leave for officers under their control to be availed in India. 3. The leave sanctioned should be advised to GM (P) and FA&CAO for certification and accountal. 4. Any curtailment/cancellation of the leave already sanctioned should be reported to GM (P) & F A&CAO. Authority: - Rule 514,523,526 & 527 of IREC Vol.I (1985 Ed.) ACS No.4 of 1997 and ACS No.64 of 1998 (Reprint Ed. 1995)
1.3	Special disability leave	Full Powers	Full Powers	--	--	--	1. Accounts concurrence is not necessary. 2. Full powers to GM only. Authority: - Rule 552,553 of IREC Vol.I(1985) Appendix VI(10) of IREC Vol.I
1.4	Study leave a) Ex-India b) Within India	-- --	-- --	-- --	-- --	-- --	1. Accounts concurrence is necessary. 2.Powers rest with Railway Board only (Ex India case) 1. Accounts concurrence is necessary. 2.Full powers to GM only for leave within India Authority: - Rule 556 of IREC Vol.I(1985) Appendix VI(11) of IREC Vol.I
1.5	Ex-India Leave	Full Powers	Nil	Nil	Nil	Nil	1. Accounts concurrence is not necessary.

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
G.2	Posting/Transfer of officers within CLW						
2.1	JAG/SG	--	--	--	--	--	PHOD/CHOD to make recommendation for obtaining approval of GM. Authority: Appendix VI to Rule 103(11) IREC Vol. 1. Approval of GM will be required if the transfer involved outstation posting.
2.2	Sr. Scale Officers	Full powers	--	--	--	--	
2.3	Jr. Scale / Asstt.Officers	Full Powers	--	--	--	--	
G.3	Advance of pay on transfer for officers working under them.	Full Powers	Full Powers	--	--	--	Accounts concurrence is not necessary. Authority: - Para 1113 & 1114 of IREM Vol-I (1989 Edn.)
G.4	Resignation /Voluntary Retirement						
4.1	To accept resignation	--	--	--	--	--	1. Vigilance Clearance to be obtained. 2. Upto Sr.Scale (Group-B) GM 3. Above Sr.Scale- Rly Board 4. Accounts concurrence is not necessary. Authority:Rule 302 IREC Vol-I (1985 Edn. Rule 1803 of IREC Vop-II 1987 Edn. & ACS No. 25,1998.
4.2	To accept Voluntary retirement	--	--	--	--	--	1. Vigilance Clearance to be obtained. 2. Accounts concurrence is not necessary 3. Qualifying service is to be certified by Accounts before acceptance 4. Power will be exercised by GM for Gr.B officers only, beyond that Rly Bd's acceptance is necessary.. Authority: - Bd's L/No. E(P&A)77/RT/46 dt. 09.11.77 MC No. 35
G.5	Forwarding of applications	Full Powers unto Sr.Scale	--	--	--	--	1. Vig.Clearance for deputation to be taken. 2. Accounts concurrence is not necessary. 3. JAG and above – Railway Board. Authority: Para 1402 Chapter XIV of IREM Vol.I (1989 Edn.) Bd's Letter No.E (NG) 65 RL1/86/AP/1 dt.16.12.65 and E (NG) II/73/AP/2 dt.18.5.73.

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
G.6	Dual Charge arrangements	--	--	--	--	--	1. Prior accounts concurrence is necessary for payment of dual charge allowance only. 2.Upto JAG: Maximum of 6 months – GM 3.SAG: Maximum of 3 months – GM Authority: - 1. Bd's L/No.F (E) SPL.9/FR/1/1 dtd. 31.12.97. <i>Paras 645 & 646 of IREM Vol.I (1989) as amended vide Advance Correction Slip (ACS) No.33.</i>
G.7	Allowances						
7.1	Counter signature of traveling allowance journals	Full	Full for staff/officers working below	Full for staff/officers working below	Full for staff/officers working below	Full for staff/officers working below	1.Gm & PHOD /HOD shall be their own controlling officer. All officers of the rank of JAG & above shall be their own controlling officer for counter signature on TA journals. A head of deptl may declare what authorities subordinate to him shall be the controlling officers for the purpose of travelling allowance of Rly servants or classes of Rly servants employed under him. No authority shall be declare by him to be his own controlling officers without the previous sanction of the Ministry of Rlys.ACS No. 53,IREC Vol.II (1 st reprint 1990). 2. Accounts concurrence is not necessary.

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
7.2	Grant of Conveyance allowance	Full	Full(for staff/ officers working below)	--	--	--	Authority: 1606 R-II
7.3	Grant of TA/DA for continuous halt for more than 30 days	Full	Full	--	--	--	Authority: 1697 R-II
7.4	Grant of Advance of TA	Full	Full	--	--	--	Authority: 1506(ii) GI
G.8	Transfers						
8.1	Composite transfer grants advance and other allowances.	Full	Full	Full	--	--	Accounts concurrence is not necessary. Authority: - Bd's L/No.F(E)198/AL 28/50 dt.20.7.98

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
G.18	Grant of cash payment in lieu of leave on average pay to GAZ officers on the date of retirement.	CPO Full Powers FA&CAO Full Power	CPO Full Powers	--	--	--	FA&CAO will exercise the powers for Accounts Department, EDP Centre & Cash Office. CPO will exercise the powers for the rest.
G.19	To sanction acceptance of work & acceptance of fee.	Full up to Rs. 5000	--	--	--	--	Authority: Para-505 of IREC Vol.I ACS-55 dtd.9.5.2001
G.20	To permit change of name in original records including service registers.	CPO Full Powers up to Sr.Scale	--	--	--	--	Authority: Para 1201 & 1202 IREM Vol.I 1989 Edn.
G.21	To sanction pension and commutation of pension	Full Powers CPO & FA&CAO	Full Powers CPO	--	--	--	Authority:Para-8 Rly.Services(Pension) Rules,1993(Chapter-VIII)
G.22	Training in Non-Rly. Institutions.	Full	--	--	--	--	F.C. & Vig. Clearance for training abroad Authority: Bd.'s letter No.F (X) I-94/PW/3 dt.1.6.97.
G.23	To condone delay for non-insurance of flat/ house, purchased/built out of House Building Advance.	Full up to 2 yrs. To CPO only.	Full up to 2 yrs. To CPO only.	--	--	--	Authority: Bd.'s letter No.F (E) Spl.94/Adv/3/7 dt.13.10.95
G.24	Grant of permission to Group A & B officers for transactions in respect of acquisition or disposal of any immovable and/or movable property	Full CPO up to JAG/SG	--	--	--	--	Authority: Rule 2/18 of Railway services (Conduct) Rules, 1996 CLW's circular serial No.150/2001.

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
G.25	Grant of service certificate	Full Powers CPO & FA&CAO	--	Full Powers Dy.CPO	--	--	Authority: 1620-R.I
G.26	Sanction to the acceptance of honorarium by officers in arbitration cases as per prescribed rules.	Nil	Nil	Nil	--	--	
G.27	Issue of NOC for obtaining passport	Full powers	Nil	Nil	-	-	
G28	Sanction of DCRG to officers on retirement	Full upto JAG/SG	Nil	Nil	-	-	Authority: Rule 89 of Railway Service(Pension) Rules,1993.
G.29	Transfer of-						
29.1	JAG&SG	Nil	Nil	Nil	Nil	Nil	Personal sanction of GM is required
29.2	Senior scale	Full	Nil	Nil	Nil	Nil	
29.3	JS/Asst Officers	Full	Nil	Nil	Nil	Nil	
G.30	Advance of pay on transfer for officers working under them	Full	Full	Full			
G.31							
31.1	To accept resignation	Nil	Nil	Nil			1..Upto sr.scale-GM 2.JAG&above-Rly.Bd.Authority Rule IREC Vol.i (1985)
31.2	To accept voluntary retirement	Nil	Nil	Nil			1. Upto sr.scale-GM 2.JAG&above-Rly.Bd.Authority Bd's Lr. No E(P&A)I-77/RT/46 dt.9.11.77
<p>Important Note: Item No.7.10, 7.11, 8, 18.1, 18.2, 18.3 of non-gazetted SOP are applicable to gazetted officers also. For officers of Accounts department FA&CAO will exercise the powers of CPO, except in regard to item no.G-2,G-5,G-8,G-22.</p>							

SCHEDULE OF POWER ON ESTABLISHMENT MATTERS
(SOP ESTT) – NON-GAZETTED revised 2005

NON - GAZETTED

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
NG. 1	Creation of posts.						
1.1	Creation of non-gazetted posts for maintenance and operation of new assets.	-	-	-	-		1. Finance concurrence is necessary. 2. Matching surrender is necessary. 3. GM's sanction to be obtained. Authority: Bd's Letter No.E (G) 98 EC-2-3 dtd. 3.8.98
1.2	Creation/Extension of currency of work charged posts.	Full	Full	-	-	-	1. Accounts concurrence is necessary. 2. Subject to availability of provision in the sanctioned estimate and as per yardstick.. Authority: Board's letter PC-111/74/PS-3/UPG/5 dtd.10.5.76 & 20.10.76
1.3	Extension of currency of temporary posts.	Full	Full	-	-	-	Finance concurrence is necessary.
1.4	Conversion of temporary posts into permanent posts.	Full	Full	-	-	-	Accounts concurrence is necessary. Authority: Bd's letter E(NG)1.780N5/7 dt.31.8.78

Sl. No.	Nature of Power	Principal HOD/CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
NG. 5	Re-appointment of non-gazetted after acceptance of resignation.	Full	--	--	--	--	<p>1. Accounts concurrence is not necessary.</p> <p>2. No Appointment shall be made unless a sanctioned post exists against which re-appointment can be made.</p> <p>3. Rules in regard to recruitment and appointment to be adhered to.</p> <p>4. Rules in regard to direct recruitment to intermediate grades to be adhered to.</p> <p>5. No powers to grant an initial pay higher than that admissible under the rules.</p> <p>6. Rules in regard to promotions to non-selection posts to be adhered to.</p> <p>7. No employee who had been dismissed from service or convicted for a criminal offence should be re-employed without the prior sanction of the General Manager.</p> <p>i) Particulars regarding the circumstances under which ex-employee left the previous employment, the rate of pay he was drawing, whether there was any reason for debarring him from re-employment, should be ascertained before re-appointment is made.</p> <p>ii) Cases of re-appointment after voluntary retirement of pensionable employees are to be referred to Railway Board.</p> <p>Authority:1.Bd's No.E (NG) I/91/RGI/1 dt.27.12.91 2.Rule 402 of IREC Vol.I (1985)</p>
NG. 6	Transfer of group 'C' and group 'D' staff						
6.1	Within CLW	Full	Full	Full	Full Whose cadre is also under his control	Full Gr. 'D'	Authority: Rules 226 & 231 of IREC-I (1985 Edn.)

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
6.3	Out side CLW	Full	Full	--	--	--	Only forwarding of application & release is subject to the approval of GM. Authority: Rules 226 & 231 of IREC-I (1985 Edn.)
NG. 7	Grant of leave.						
7.1	Casual leave	Full	Full	Full	Full	Full	Note: Senior supervisor upto 3 days for staff working under him below grade Rs.5000-8000/- Rule 226 of IREC Vol.I, 1985 Edn.
7.2	Leave on average pay/Leave on half average pay	Full Up to a maximum of 180 days at a time	Full Up to a maximum of 180 days at a time	Full Up to a maximum of 90 days at a time	Full Up to a maximum of 30 days at a time.	Full Up to a maximum of 15 days	E (G) 96 LE1-4 of 31.12.96, Rule 514,525,526 & 527 of IREC Vol.I (1985 Edn.)(Reprint Edn.1995) ACS No.43 of 1997 & ACS No.64 of 1998
7.3	Special disability leave	Full with the recommendation of CMS/CMD	Full with the recommendation of CMS/ CMD	Nil	Nil	Nil	Para 552,553 of IREC Vol.I (1985 Edn.)Appex.V (10) First Schedule Chapter 5 App.V (IREC I.1985 Edn.)
7.4	Study Leave	(a) 12 months at a time (b) 24 months entire service	(a) 12 months at a time (b) 24 months entire service.	--	--	--	Accounts concurrence is necessary. Authority: Rule 556 of IREC Vol.I (1985 Edn.) First Schedule Chapter 5 Appex.V (IREC I, 1985 Edn.)

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
7.5	Hospital leave beyond 120 days	Full	Full	--	--	--	1.Accounts concurrence is not necessary 2. Subject to such cases being reviewed by Medical Superintendents and concurred in by FA&CAO. 3. All cases to be put up to GM half yearly for post-facto approval. Authority:Rule 554 of IREC Vol.I, 1985 Bd's letter E (P&A) 1-89/JCM/DC-5 dt.22.06.1993.
7.6	Special Casual Leave for participation in national and international events.	Full Upto 90 days	Full Upto 90 days	Full Upto 30 days	Full Upto 30 days	Full Upto 30 days	Authority: Item-5 (1) of Annexure-C to Master Circular No.10
7.7	Extra-ordinary leave in combination with or in continuation with LAP and LHAP (inclusive of combined leave made up of LAP and LHAP).	Full In respect of staff holding posts to which they are competent to make appointment	Full In respect of staff holding posts to which they are competent to make appointment	Full In respect of staff holding posts to which they are competent to make appointm ent.	Full for Group 'D'	Full for Gr.'D'	Authority: Rule 530 of IREC Vol.I, 1985 Edn.

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
7.11	Maternity leave	Full	Full	Full	Full	Full for Gr.D	Authority: Rule 551 of IREC Vol.II (1985 Edn.)
7.12	Leave not due	Full	Full	Full	Full	Full for Gr.'D'	Note: Subject to max. of 360 days in entire service life.
7.13	Ex India leave	Full	Full	--	--	--	Accounts concurrence is not necessary.
NG. 8	Sanction for investigation of claims of arrears of pay and allowances. i) Within 3 years ii) Above 3 years	Full Up to 3 yrs. Up to Rs.5000 For the period beyond 3 yrs	Full Up to 3 yrs Up to Rs.5000 For the period beyond 3 yrs	Up to 6 months Up to Rs.5000 For the period beyond 3 yrs	--	--	1. Prior concurrence of accounts is necessary. 2. For the period exceeding three years and for the amount exceeding Rs.5000/- sanction of Rly.Bd. is necessary. Authority: 1.Para 1004 and 1006 of IREM Vol.I (1989) 1542-G 2. Bd's letter No.E (G) 99/ALI/20 dt.7.4.2000. 3. Correction Slip 1 to Chapter X Para-1021 IRAF Code 1991 Edition.
NG. 9	Condonation of break in service, not more than 1 year otherwise than a punishment/participation in strike etc.	Full	Full	--	--	--	Accounts concurrence is necessary. Authority: Para-43 of Railway Services (Pension) Rules, 1993
NG. 10	Grant of daily allowances for halts in excess of 30 days.	Full unto 120 days	Full unto 120 days	Full unto 60 days	--	--	SE Sl.No.109/81 Rule 1618 (a and b) and 1697 of IREC Vol.II (1987)

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
NG. 11	Permission for retention of Railway quarters.						
11.1	To permit to continue the occupation of railway quarter after retirement.	(i) 1 st 4 months. (ii) Next 4 months CPO.	(i) 1 st 4 months. (ii) Next 4 months CPO.	-- --	-- --	-- --	E(G)85 QR1-9 dt.15.1.90 E(G)92 PN2-7 dt.27.8.93 1 st 4 months. Next four months CPO.
11.2	To permit to continue the occupation of Railway quarter after death.	(i) 1 st one yr. (ii) Next 1 yr. CPO.	(i) 1 st one yr. (ii) Next 1 yr. CPO.	--	--	--	Authority: Bd's letter No. E(G)98 QR1-11 dt.17.8.99
11.3	To permit to continue the occupation of Railway quarters in case of resignation/discharge.	1 month only.	1 month only.	--	--	--	Authority: Bd's Letter No. E (G) 85 QR1-9 dt.15.1.90, E (G) 92 PN2-7 dt.27.8.93.
11.4	Joint occupation of railway quarters as per extant rules and orders recovery of rent.	Full	Full	Full	Full	--	1712 of IREM Vol.II 1990 Edn.

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
11.5	To permit occupation of Railway Quarters on medical ground	Full powers up to 8 months	Full up to 8 months	Nil	Nil	Nil	Authority: Para 8.23 of master circular 49.
11.6	To permit occupation of Rly. Quarters on educational ground	Full powers up to current academic session	Full powers up to current academic session	Nil	Nil	Nil	

Sl. No.	Nature of Power	Principal HOD/CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
NG. 13	Payment of honorarium/fees						
13.1	To sanction undertaking a work for which honorarium is offered and to grant or sanction payment of honorarium.	CPO & FA&CAO Full powers up to Rs.10000/- in each individual case.	CPO Full powers up to Rs.10000/- in each individual case.	--	-	--	1.Accounts concurrence is necessary 2. Where the honorarium is recurring, the limit of Rs.10000/- applies to the total amount paid in a financial year. Authority: Rule 1334(FR-46) IREC Vol.II (1987 Edn.) Bd's letter No.F (X) II/94/PW/3 dt.26.3.96. Bd's letter No.F (X) II/97/PW/4 dt.16.9.97
13.2	To sanction undertaking a work for which fee is offered and acceptance of the fee.	Full up to Rs.5,000/- in each individual case.	Full up to Rs.5000 in each individual case.	Full up to Rs.2000 in each individual case	--	--	1. Accounts concurrence is necessary. Authority: Rule 1334(FR-46) IREC Vol.II (1990 Edn.) Bd's letter No.E (G) 90 HO1-88 dt.17.10.91. Bd's letter No.F (X) II/97/PW/4 dt.16.9.97
NG. 14	To grant advance increment on sports account (on recommendation of RSCB for excellence in sports).	Full	Full	--	--	--	Authority: - Bd's letter No. E (NG) II-90/RR-3/3 dt.25.5.90 as amended from time to time
NG. 15	Sanction for payment of compensation under Workmen's Compensation Act.	Full	Full	Full	--	--	Authority: - Bd's letter No. F (X) II/86/PW/6 dt.5.5.87
NG. 16	Recovery in installments of amounts paid erroneously to Railway employees.	Full	Full	Full	Full	Full	Authority: - Para 1013-B IREM Vol.I (1989 Edn.) and 1105 Admn. & Finance Code
NG. 17	Recovery in lump sum or in installments of arrears of subscription due from Railway servant who is admitted as a subscriber to the provident fund with retrospective effect.	Full	Full	Full	Full	Full	Authority: - Para 911 of IREC Vol.I (1985 Edn.)

Sl. No.	Nature of Power	Principal HOD/CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
NG. 29	To permit change of name in original records including service registers subject to compliance of the prescribed procedure.	Full	Full	Full	--	--	Paras 1201 and 1202 of IREM Vol.I (1989 Edn.)
NG. 30	To sanction pension/gratuity and commutation of pension.	Full	Full	Full	Full	Full	1. Powers are to be exercised in respect of staff under their control. Authority: Para-89 of Railway Services (Pension) Rules, 1993 (Chapter VIII)
NG. 31	Grant of payment of cash equivalent of unutilized leave on average pay on retirement.	Full	Full	Full	Full	Full	Board's letter No.F (E) III-77 LE1/4 dt.15.11.77
NG. 32	Provisional payment of wages/salary.	Full up to 3 months	Full up to 3 months	Full up to 3 months	Full up to 3 months	--	Note: 1.Subject to condition that accepting authority should not be below appointing authority. 2. Prior Vigilance clearance to be obtained. 1103 of Genl. Admn. & Finance Code, 1991.
NG.33	To accept voluntary retirement including the waiver of notice period.	Full	Full	Full (Excluding waiver of notice period)	Full (Excluding waiver of notice period)	Full (Excluding waiver of notice period)	1. Accounts certification for qualifying service is necessary. 2. The voluntary retirement may be accepted by the authorities competent to fill the post held by the employee at the time of voluntary retirement. 3.Acceptance of notice period of less than three months for voluntary retirement in deserving cases is subject to: (a) Personal approval of HOD for the staff under their control. (b) No Discipline and Appeal Rules (DAR)/Vigilance case is pending. Authority: Board's letter No.E (P&A) I-77/RT/46 dt.10.2.81. Rule 1803 of IREC Vol.II (1987 Edn.) Para 66 & 67 of Railway Services (Pension Rules) 1993.
NG. 34	Classification of railway servants under hours of employment rules.	Full CPO only	Full CPO only	--	--	--	Section 130 of Railway Act, 1989 E(LL)73/HER/33 dt.12.9.73
34.A	Temporary exemption under hours of employment rules.	Full	Full	--	--	--	Rule 6 of Railway Servants Hours of Employment Rules, 1961(HER)
NG. 35	To authorize a railway servant to proceed on duty to outside the Zonal Railway.	Full	Full	Full	--	--	Board's letter No.F (E) 68/PW5/1 dt.3.4.89

SI. No.	Nature of Power	Principal HOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
NG. 36	Sanction of Composite Transfer Grant.						
36.1	To sanction composite Transfer Grant.	Full	Full	Full	Full	Full	1. Accounts concurrence is not necessary. 2. Claim to be made with 6 months for serving employee and 1 year for retired employee. Authority: Rule 1643(VIII) of IREC Vol.II 1985 Edn. as amended vide Bd's letter No.F(E)/99/AL28/2 dt.18.6.99 (ACS No.43)
36.2	To sanction composite Transfer Grant for belated claims.	--	--	--	--	--	1. Accounts concurrence is necessary. 2. GM's sanction to be obtained. 3. Claims will be treated as belated for serving employee if the claim is made after 6 months and by retired employee if the claim is made after 1 year of retirement. Authority: Bd's Letter No.F (E) I/89/AL/28/11 dt.23.2.90
36.2	To sanction composite Transfer Grant for belated claims.	Full powers to CPO only	--	--	--	--	1. Accounts concurrence is necessary. 2. GM's sanction to be obtained. 3. Claims will be treated as belated for serving employee if the claim is made after 6 months and by retired employee if the claim is made after 1 year of retirement. Authority: Bd's Letter No.F (E) I/89/AL/28/11 dt.23.2.90
NG. 37	Condonation of delay for non-insurance of flat/house purchased/built out of house building advance.	Full up to 2 yrs.	Full up to 2 yrs.	--	--	--	1. Accounts concurrence is not necessary. For periods beyond two years, approval of Railway Board is necessary. Authority:Board's letter No. F (E) Spl.94/Adv./3.7 dtd. 13.10.95
NG. 38	Training in non-Rly. Institutions.	--	--	--	--	--	1. Finance concurrence is not necessary. 2. The proposal will require sanction of GM. 3. Ceiling limit is Rs.10 lakhs per annum. 4. CPO to monitor the ceiling limits. 5.Powers are to be exercised subject to the condition that the overall Registration Fee should not be more than Rs.15,000/- and pro-rate Registration fee per day shall not exceed Rs.2500/- 6. Proposals involving foreign exchange require Finance vetting. Authority:1.. Item No.25 of GM's delegation. 2.Bd's Letter No.F (X) II-2002/PW/7 dt.09.05.2003

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
NG. 39	Waiver of cost of Training in cases of staff joining Govt. /Public sector undertakings.	Full	Nil	Nil	Nil	Nil	Accounts concurrence is necessary.
NG. 40	Reconstruction of service registers with available records.	CPO & FA&CAO Full powers.					Prior accounts concurrence is necessary. Note: A committee should be nominated consisting 3 JAG officers one from Accounts one from 'P' Br. And one from other branch. Authority:1. Bd's Letter No.E (NG) 60 PTN 1/3 dt.28.3.60. 2.P@621/P/Vol.II dt.5.8.82
40.1	Reconstruction of service registers on the basis of affidavits when no records are available.	CPO & FA&CAO	--	--	--	--	1. Prior accounts concurrence is necessary. 2. Sanction of Rly.Bd. is necessary. Authority:Bd's Letter No.E (NG) 60PTN1/3 dt.28.3.60
NG. 41	Grant of special pay(for dual charges to non-gazetted staff)	Full up to 3 months	Full up to 3 months	--	--	--	Authority: Para 1337-R.II
NG. 42	Re-employment of ex. TB & Leprosy Railway patients whose services were terminated	Full	Full	Full	--	--	Authority: - Chapter IV of R-I
NG. 43	Grant of compensation to an employee for loss of personal property during course of accident or strike.	--	--	--	--	--	1. Accounts concurrence is necessary. 2. GM can sanction up to Rs.5000/- in each individual case. Authority: Para 1204 R-I
NG. 44	1. Grant of joining time as admissible 2. Extension of joining time up to 30 days	Full Full	Full --	Full --	Full --	Full --	Authority Para 1108-R.I Para 1109-R.I
NG. 45	Grant of advance for treatment of cancer limited up to 4 months' pay	Full	Full	Full	Full	--	Para 1124 of IREM Vol.I (1989 Edn.)
NG. 46	Grant of advance to a non-gazetted employee for purchase of bicycle on the usual terms & conditions.	Full	Full	Full	Full	Full	Para 11078 of IREM Vol. (1989 Edn.) I

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
NG. 47	Reimbursement of medical expenses in accordance with extant orders and rules for treatment taken in emergency without proper reference by AMA						91/H/6-4/26 dt.5.1.94
a)	In Govt. Hospitals.	--	--	--	--	--	1. Accounts concurrence is necessary. 2. GM's approval is necessary. Authority: Bd's Lr.No.91/H/6-4/26 dtd 05.12.97
b)	In recognized Hospital or dispensary run by philanthropic organizations	--	--	--	--	--	
c)	In Private hospitals/Nursing Homes/Treatment centers	--	--	--	--	--	
d)	Special investigation from non-recognized institution for which facility does not exist in Railway Hospitals.	CMD up to Rs.3000					
NG. 48	Write off of irrecoverable amount	Full up to Rs.5000	Full up to Rs.5000	--	--	--	Finance concurrence is necessary. Authority: Rule: Para 1017 of IREM-I
NG. 49	Grant of service certificate	Full	Full	--	--	--	F.C. Authority: 1620 – R.I
NG. 50	Redistribution of posts in non-gazetted establishments	Full	Full	Full (cadre controlling)	--	--	Authority: 1620 – R.I
NG. 51	Advance for purchase of Motor Cycle/Scooter etc.	Full	Full	Full	--	--	Authority: Rule: Para 1106 of IREM-I
NG. 52	Recovery of overpayment of arrears of rent etc.	Full	Full	Full	Full	Full	
NG. 53	Grant of leave to non-gazetted staff during the period of notice of resignation	Full	Full	Full	--	--	
NG. 54	Grant of permission for						
a)	Employment of near relatives in private undertakings enjoying Government patronage under Rly. services	Full	Full	--	--	--	Authority: - Rly. Services (Conduct) Rules, 1966 Rule 4, Appendix I of R-I
b)	Acceptance of gift, value of which exceeds the prescribed limits under Rly. Services (Conduct) Rules	Full	Full	--	--	--	Authority: - Rly. Services (Conduct) Rules, 1966 Rule 13 of Appendix I of R-I
c)	Lending and borrowing under Rly. Services	Full	Full	--	--	--	Authority: - Rly. Services (Conduct) Rules, 1966 Rule 16 of Appendix I of R-I

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
NG. 55	Hill school grant & grant under Educational Assistance	FA&CAO Full Powers	CPO Full Powers	--	--	--	1. Finance concurrence is necessary. 2.FA&CAO for Accounts Department 3. CPO for all Deptt. Excluding A/cs.
NG. 56	Issue of passes for families and transportation of personal kit beyond the time limit of 12 months and grant of actual cost of personal effects of mileage allowance there of within the time limit to which it is relaxed in respect of passes for families.	--	--	--	--	--	1. Finance concurrence is necessary. 2GM's approval is to be obtained. Authority: Bd's Letter No.F (E) I/89/AL-28/11dt. 3.7.90. CPO's SI.No.42/90
NG. 57	Grant of Festival Advance	Full	Full	Full	Full	Full	Authority: Para 1125 IREM-I E/LL/97/FA/1
NG. 58	Grant of advance of leave salary while proceeding on leave for a month or more.	Full	Full	Full	Full	--	Authority: - Rule: Para 1113 of IREM-I
NG. 59	Grant of advance to Group 'D' staff for	Full	Full	Full	Full	--	Authority: Rule: Para 1131 IREM-
NG. 60	purchase of Table Fans Grant of passes and TA to outsiders called as witnesses in Departmental enquiry	Full	Full	--	--	--	Authority: Rule: Para 1695, 1696 R.II (1990 Edn.)
NG. 61	Powers to sanction officiating arrangements in place of staff sent for training or on refresher course on the Railways period exceeding one month	Full up to 4 months	Full up to 4 months	--	--	--	Vig. Clearance for deputation and training abroad to be obtained. Authority:- Rule: Para 216 of IREM-I
NG. 62	Forwarding of applications of serving railway employees for posts outside the Railways	Full	Full	--	--	--	Authority: Rule: Para1402 of IREM-I
NG. 63	Fixing of Hd. Qrs. of Rly. Servants	Full	Full	Full	--	--	--

Sl. No.	Nature of Power	Principal HOD/ CHOD	SAG	JAG	Sr.Scale Officer	Jr.Scale Officer	Remarks
NG. 64	Grant of continuity certificates during the period of leave granted to the staff officiating in higher grades for the purpose of increment where officiating arrangement is made	Full	Full	Full	-	-	Authority: - Rule: 1318 (FR-24) R-II
NG. 65	Grant of Spl. CL up to 30 days in a calendar year to Railway servants who are Boy Scouts or Rovers Scouts & Guides of Rly. State Associations	Full	Full	--	-	-	Authority: - Rule: Para 503 of R-I read with 1 st schedule, Chapter V.
NG. 66	Grant of Spl. CL for attending courts to serve as Jurors or Assessors.	Full	Full	--	--	--	Authority: - Rule: Para 503 of R-I read with 1 st schedule, Chapter V.
NG. 67	Permission to Rly. Servants holding recognized qualifications in any system of medicine & registered under the relevant laws in force in state/Union Territory concerned for under-taking Medical practice during their spare time, purely on charitable basis without detriment to official duties.	Full	Full	Full	--	--	Authority:- Rule 15 under Railway Service Conduct, 1960
NG. 68	Suspension of lien	Full	Full	Full	--	--	Authority: - Rule: Para 1404 of IREM-I
NG. 69	Recovery of over payment from subsistence allowance	Full	Full	--	--	--	Authority:- Rule: Para 1342 of R-II FR-53
NG. 70	Officiating promotions under the Next Below Rule in a cadre in vacancies of more than 90 days duration and also subject to the conditions stipulated	Full	Full	--	--	--	Authority: - Rule: Para 1325 of R-II FR-30
NG. 71	Permission to visit foreign countries.	Full	Full	--	--	--	
NG. 72	Release of SBF Grants	CPO Full Powers	--	--	--	--	SBF Budget to be sanctioned by GM.

Important Note:

Item No.1. 7.10, 7.11, 8, 18.1, 18.2, 18.3 of non-gazetted SOP are applicable to gazetted officers also . .Item No.2. Where there is only 1 (one) HOD (SAG) in one deptt he may exercise the power of PHOD/CHOD. Item No.3. Security Commandant will exercise the power of JAG, if he is the Branch Officer.