

# **SCHEDULE OF POWER**

## **ON WORKS MATTER**

**(w.e.f. 4<sup>th</sup> APRIL 2016)**

### **CHITTARANJAN LOCOMOTIVE WORKS**

**CHITTARANJAN**

**(AN ISO 9001, 14001 & 18001 UNIT)**

**CHITTARANJAN LOCOMOTIVE WORKS PART 'A' – DELEGATION OF POWERS IN RESPECT OF WORKS MATTERS**

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
1.	Sanction of Revenue nature of works						
	<b>a)</b> Ordinary repairs and maintenance to service buildings, staff quarters, water supply and sanitation installations, workshops and sheds, etc. Subject to sanction budget allotment & restriction imposed by codes/rules issued by Rly.Bd. & GM from time to time	701E,501 & 507F Vol-I	Upto Rs. 1 crore each work per annum.	Upto Rs. 10 lakhs each work per annum	Upto Rs. 4 lakhs each work per annum	Nil	The rules relevant to preparation of estimates should be followed.
	<b>b)</b> Special repairs (i.e.) other than ordinary repairs and maintenance excluding repairs due to flood damages to:						
	<b>i)</b> Officer's bungalows	Board's letter No. 94/LM(B)/10/8-Policy dtd. 27.5.94 and Para 1904-E.	CEE/CE-Upto Rs. 20,000/- for each bungalow.	Upto Rs.10,000/- for each Bungalow.	Nil	Nil	1. Upto Rs. 20,000/- in each case without Finance concurrence. 2. The rules relevant to preparation of estimates should be followed. 3. The expenditure under Item No.1 (b) (i) should not exceed Rs. 3 lakhs for the financial year for the Railway as a whole. 4. Works are to be carried out on condition basis subject to no improvements or alterations to the standard design being made.

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
	ii) Quarters for Group C & D staff	Board's letter No. 94/LM(B)/10/8-Policy dtd. 27.5.94 and Para 1904-E.	Rs. 20,000/- per quarters	Upto Rs. 15,000/- per quarters	Upto Rs. 3,000/- per quarters	Nil	Upto Rs. 20,000/- in each case without Finance concurrence.
	iii) other than staff quarters	Board's letter No. 94/LM(B)/10/8-Policy dtd. 27.5.94 and Para 1904-E.	CE/CEE – Full powers	Full powers	Full powers	Nil	
2.	Sanction to detailed estimates						
	a) Works item wised in the works programme or approved by the higher authority or included in Law Book						
	i) Other than track renewals	Para703 of Engg. Code.	PHOD/CHOD Upto Rs. 50 crores	Upto Rs.5 crores	Upto Rs.50lakh	Nil	Finance concurrence necessary.
	ii) Survey estimates	Item no. – 40(3) of GM's delegation	PHOD Full powers within the yardstick prescribed in respect of plan heads: new lines, gauge conversion, doubling, for surveys included in the sanctioned budget or sanctioned separately. Upto Rs 5 lakhs in respect of all other plan heads for surveys included in the sanctioned budget or sanctioned separately.	Nil	Nil	Nil	Finance concurrence is necessary. <u>Note:</u> Final location survey chargeable to preliminary expenditure of the work requires personal sanction of GM, subject to Board's orders and yardsticks issued from time to time

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
3.	<p><u>Out of turn work</u> To the incurrence of expenditure on other works not provided in the sanctioned budget or carried forward from the sanctioned budget of any previous year except:</p> <p><b>I)</b>  <b>a)</b> Traffic works: costing less than Rs.100 lakhs.  <b>b)</b> Safety related works, under bridge works, S&amp;T and track renewal plan –heads costing less than Rs100 lakhs each.  <b>c)</b> Other works costing not more than Rs. 30 lakhs each.  <b>d)</b> Machinery&amp; Plant costing not more than Rs. 30 lakhs. Provided that the total lump sum provision made in the budget for such works is not exceeded.</p> <p><b>II)</b>  <b>a)</b> Traffic facility works and line capacity works costing less than Rs. 100 lakhs each.  <b>b)</b> Safety related works under bridge works, S&amp;T and track renewal plan-heads costing less than Rs. 100 lakhs each.  <b>c)</b> Other works costing not more than Rs. 30 lakhs each subject to budgetary ceiling of Rs. 10 crores (other than lump sum) in a financial year, of which not more than Rs. 3crores could be on other than safety related items with the provision that all safety works should be completed within a maximum period of eight months from date of sanction.</p>	Item 39 of Annexure-II FI (GM's revised SOP) F(X)II/2003/P W/10 dt. 09.1.04	CEE/CME Upto Rs. 10 lakhs in each case provide that the total lump sum sanctioned in the budget for such work is not exceeded.	Rs. 5 lakhs in each case for Mech. & elect. Deptt. only subject to a limit of Rs. 50 lakhs in all in a financial year provided that the sanctioned budget is not more than Rs. 10 lakhs is not exceeded.	Nil	Nil	
<p>ITEM No. II Note: The thrown forward from previous year may be taken up only if the firms required for them can be found by re appropriation within the sanction allotment. The saving in the lump-sum provision made in the sanction budget shall not be utilized for the category of works in (b) above without the prior approval of the Rly Board.</p>							

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
	<p><b>III.</b>  <b>a)</b> To the sanction of expenditure on new works out of turn in respect of user amenities costing not more than Rs.30 lakhs in each case subject to conditions indicated in the note below and not more than Rs. 10 lakhs in each case in respect of existing Railway school, hospitals, dispensaries and institutes subject to the provision that the funds required for such works as provided in the sanctioned budget for works in these categories not exceeded.</p>						
<p><b>Item no. III Note:</b></p> <p>1) Emphasis should be on creation of amenities of durable and lasting nature and funds should not be frittered away on provision of superficial items like furnishings and furniture etc.</p> <p>2) Prescribed norms/parameters regarding passenger population should be followed in providing the amenities/facilities.</p> <p>3) Powers for sanction of out of turn works between Rs. 10 lakhs &amp; Rs. 30 Lakhs each should be exercised personally by GM with personal concurrence of FA&amp;CAO.</p> <p>4) This will be subject to the overall ceiling of Rs. 10 crores for out of turn works  (Authority : Board's letter no. F(X)/11/2003/PW/1 dt.21.8.03)</p>							

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr.Scale	Remarks
4.	Sanction to excess over estimates (sanctioned by higher authority) at the time of preparing revised/ completion estimates.						
	a) Other than M&P and surveys (for item wised works and LAW items)	Item No. 40(2) and 40(4) (ii) of GM's delegation of powers  para- 1109 to 1113 of Engg. Code  Rly Bd's L/No. F(X)II-2000/PW/2 dt. 23/1/2001	a) Due to cost escalation upto 50% of the original estimate. b) Other than cost escalation- upto 10% of the original estimate.	a) Due to cost escalation upto 50% of the original estimate. b) Other than cost escalation- upto 10% of the original estimate.	Nil	Nil	1. Finance concurrence is necessary. 2. Provision contained in <b>Item no. 40(2)</b> of GM's delegation of powers shall apply. 3. No powers to incur any excess over the percentage provision for works, establishment and general charges. 4. For other that LAW items these powers are subject to the condition that the total cost of works (including the excess) does not exceed the powers of the original sanctioning authority. For Law items the total cost including excess should be regulated as per the provisions contained in. 5. These are the overall variations in the original estimate and cannot be exceeded even if more than one revised estimate is sanctioned. 6. This delegation will not affect rules in force regarding material modification. <b>Note:</b> Material Modification estimates to cost more than Rs. 15 lakhs but below Rs. 30 lakhs should be certified and sanctioned personally by FA&CAO and GM respectively.

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
	b) Survey estimates	Item No.40(3) of GM'S delegation	PHOD Upto 20% of the original estimate	Nil	Nil	Nil	
	c)M&P estimates	Item No. 40(2)(2) of GM'S Delegation. Board's Letter No. FX-II/94/PW/3 dt.2.8.95.	PHOD Upto 30% of the original cost or Rs. 25 lakhs whichever is less	Nil	Nil	Nil	Note: Revised M&P estimates involving material modification costing more than Rs.5 lakhs each have to be referred to Railway Board.
5.	Minor modifications in purely engineering consideration in sanctioned works.	Para-1114 of Engg. Code	PHOD Upto Rs. 50,000/-	Upto Rs. 10,000/-	Upto Rs. 10,000/-	Nil	Finance concurrence is necessary.
6.	Purchase of seedlings /saplings		Full power	Full power	Full powers	Nil	<p>1. Finance concurrence is not necessary upto Rs. 25,000/-.</p> <p>2. All purchase of seedlings/saplings should invariably be made from District Forest Officers, Agriculture Department, Horticulture Department or other Govt. Agencies. For purchases from other than Government agencies.</p> <p>a) Finance concurrence to be taken above Rs. 10,000/-.</p> <p>b) Approval of DYCE/CE to be taken.</p> <p>3. Where prepayment is insisted upon by the Government agencies, the payment may be made in cheque.</p>

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
7.	a) Sanction to undertake work in workshop for department of CLW		Full powers	Upto Rs. 4 lakhs in each case	Upto RS. 1 lakh in each case	Nil	1. Prior clearance from the PHOD/CHOD of the concerned department has to be obtained for undertaking the work provided the work is not a sanctioned work. 2. FC is required. 3. Item within the use of SAG powers.
	b) Sanction to undertake work by Mechanical Engg. And Electrical departments for other departments public bodies Ministers Govt. and Railways.	Para 1217 and 1218E.	Full powers Subject to observance of rules for deposit work and conditions as laid down in para 1217 and 1218E.	Upto Rs.2 lakhs in each case subject to observance of rules for deposit work and conditions as laid down in para 1217 and 1218 E	Dy.CME, Dy.CEE, Dy.CE upto Rs. 1 lakh in each case subject to observance of rules for deposit work and conditions as laid down in para 1217 and 1218E.	Nil	FC is necessary. Entire cost of the work should be deposited in advance.

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
	<b>c)(i)</b> Sanction to undertake work through outside agencies on OT basis for renovation/ repair maintenance work including AMC of M&P items.	Correction slip no. 5(GM/G / Ruling/31 Pt. V dt.29.7.09)	Upto Rs 1 crore in each case	Upto Rs 1 crore in each case	Upto Rs 1 lakh in each case	Nil	FC is required for cases valuing above Rs. 10,000/- item no, 7(a) is meant only for undertaking works other than under the scope of item no 7 (c) on Works matter.
	<b>c)(ii)</b> Sanction to undertake work through outside agencies on OT basis processing of casting ,fettling, machining etc.	Correction slip no.5(GM/ G/Ruling/31 Pt. V dt. 29.7.09)	Upto Rs 1 crore in each case	Upto Rs 1 crore in each case	Upto Rs 1 lakh in each case	Nil	FC is required for cases valuing above Rs. 10,000/-
	<b>d)</b> To enter into annual service maintenance contract for M&P items Through tender/quotations	Correction slip no.6(GM/ G/Ruling/31 Pt. V dt. 29.9.10)	PHOD Upto Rs. 5 lakhs per M&P item per annum	Upto Rs. 4 lakhs per M&P item per annum	Nil	Nil	Same as item 2 (IIB) * annual ceiling limit is not applicable to M&P spares and tooling to both the cases. Note: SAG/JAG etc. will exercises the power for AMC for M&P items through tender/quotations only. At present the maximum limit is Rs. 4 lakhs per case. Hence on quotation basis the limit and other rules should be followed.
	<b>e)</b> To enter into annual service maintenance contract for M&P items through OEM on single tender basis	Correction slip no. 6 (GM/ G/ Ruling/31 Pt. V. 29.9.10)	Upto Rs. 10 lakhs per M&P item per annum in the case of AMC with original equipment manufacturers OEMS authorized dealers on single tender basis with finance concurrence.	Nil	Nil	Nil	

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
8.	Contract for approved and sanctioned works-or supplies related to sanctioned works.						
	a) Calling of Tenders						
	i) Open Tenders	Railway Board's letter No No. 2007/CE-1/CT/18 ptXII Dated 31.12.10.	Full powers	Full powers	Full powers	Nil	1. Tender conditions to be standardized for different types of works. Prior concurrence is required if deviation are resorted to in the standard formats. 2. Prior finance concurrence is necessary for two packet system and tenders invited for entering into consultancy contract GM'S personal approval is necessary. <b>Authority: Item No.47</b> of GM'S delegation. Powers to call tenders by JAG is restricted upto the value of tenders to be accepted at SAG level. Regulatory clause regarding variations in quantity to be incorporated in the tender conditions.
	<p>Remarks by CE- (i) Pre-vetting of tender schedule is not necessary except in the rare urgent cases when tender are called without sanction of detailed estimate. Pre-vetting is also not necessary in case of zonal works and revenue works upto Rs. 4lakhs for which details estimate need not be framed. It shall be ensured that the tender schedule are prepared based on the rates/quantities/scope of work as included in the sanctioned estimate. (ii) For inviting consultancy works, prior approval of competent authority has to be obtained as per item no. 30 of GM's delegation of powers. All zonal contract should be opened tender. (iii) Powers to call tender by JAG is restricted upto the value of tenders to be accepted at SAG level. (iv) Eligibility criteria need not be stipulated for open tenders upto Rs. 20 lakhs each. For relaxation of prescribed eligibility criteria for open tender costing above Rs. 20 lakhs personal approval of GM is required with FA&amp;CAO's concurrence. (v) (a) PHOD/CHOD may reduce the minimum tender notice period from one month to 21 days where considered necessary without FC. This should be resorted to only after the bid document, site survey report, plans etc. are ready and that such reduction in tender notice period does not restrict the level of competition. (v) (b) GM/CLW may further reduce tender notice period from 21 days (but not less than 12 days in any case) in rare exceptional circumstances in the case of small value works with concurrence of FA&amp;CAO. Works of value upto Rs. 50 lakhs only shall be deemed as small value works. (vi) For inviting open tenders under two packet system irrespective of value variable, it is considered necessary, GM's approval is required with FA&amp;CAO's/FA&amp;CAO(P)'s concurrence as per extent Board's guide lines.</p> <p><b>Authority :</b> i. Rly Board;s letter No. 94/CE-1/CT/4 dated 22.10.01,17.10.02 &amp; 11.6.03 ii) Rly Board;s letter No. 2007/CE-1/CT/18 dated 07.3.08,10.09.08 &amp; 30.07.10 III) Rly Board;s letter No.2008/CE-1/CT/Con/7(PCE/GM) Dated 15.12.08. iv) Rly Board;s letter No.2007/CE-1/CT/18 pt.XII Dated 31.12.10.</p>						

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
	ii) Limited Tenders from approved list for Works contracts	Board's letter no. 94/CE.I/CT/4 dtd. 17.10.02  Board's letter no. 94/CE.I/CT/4 dtd. 17.10.02	PHOD- upto Rs. 50 lakhs in each case SAG- upto Rs. 25 lakhs in each case	Upto Rs. 25 lakhs in each case.	Upto Rs. 10 lakhs in each case.	Nil	1. Norms of approved list as per Board's letter no. 94/CE.I/CT/4 dt. 17.10.02 is to be observed. 2. Approved list is to be updated annually in consultation with associated finance. 3. At least 10 names should be on the list. 4. Contractors having standard Earnest Money may avail this facility in On line or construction only. 5. For constitution of selection committee for finalizing the approved list, Board's letter no. 94/CE.I/CT/4 dt. 17.10.02 may be referred. Regulatory clause as per Railway Board's letter no. 94/CE-I/CT/4 dt. 17.10.2002 regarding variations in quantity to be incorporated in the tender conditions
Remarks by CE- i) For formulating approved list of contractor's and invitation of limited tender the norms specified in the Board's letter no. 94/CE-I/CT/d dated 17.10.02/16.5.06 & No. 2007/CE/1/CT/18 dt. 28.5.07 to be observed. ii) At least 10 names should be on the approved list of contractors.							
	iii) Special Limited tender for works of specialized nature	Board's letter no. 94/CE.I/CT/4 dt. 17.10.02	PHOD/CHOD upto Rs. 50 lakhs in each case  As per Railway Board's orders issued from time to time.	Nil	Nil	Nil	

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr.Scale	Remarks
	<b>b) Acceptance of Tenders</b>						
	<b>i) Open /limited /Special Limited for other than Zonal Contracts</b>	RB's no. 2007/CE-1/CT/O/20/1 dt 8.10.15	Refer to annexure A	Refer to annexure A	Refer to annexure A	Nil	Referred to Annex-A
	<b>ii) Acceptance of single tender</b>	Refer to annexure A Railway Board's letter No. 97/CE-1/CT/32 dt 27.8.97.	Refer to annexure A	Refer to annexure A	Refer to annexure A	Nil	The Tender committee composition and the accepting authority should be at least one step higher than the members nominated in case of Open tenders/Limited tenders except where GM is the accepting authority.
	<b>c) Zonal Contracts</b>						
	<b>i) To call for open tenders for zonal contracts in civil engg. Department</b>	<b>Para-1209</b> of Engg. Code	CE Full Powers	Full powers Civil Engg. officers	Full powers Civil Engg. officers	Nil	1. Finance concurrence is necessary. 2. The currency of the Zonal contract should be for a period of one or two years duration. 3. Amount of tender will be limited to sanctioned estimate.
	<b>ii) To accept tenders for zonal contracts</b>	RB's no. 2007/CE-1/CT/13 dt 27.8.13	CE Full Powers	Full powers Civil Engg. Officers only	Upto Rs. 1 crore in each zone for. Civil Engg officers only	Nil	

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr.Scale	Remarks
	iii) To issue work orders	Board's letter No. 2001/CE-1/CT-17 dt. 22.11.01	Upto Rs. 2 lakhs for each work CE	Upto Rs. 2 lakhs for each work. Civil Engg. Officers only	Upto Rs. 1 lakhs Civil Engg. officers only	Sr. Scale upto Rs. 25,000/-	1. Finance concurrence is not necessary. 2. Work orders of Rs.1,00,001/- to Rs. 2,00,000/- shall be issued by JAG officer with the approval of SAG officer. 3. The total value of work orders issued under Zonal contracts should not exceed the contract value specified in the tender by more than Rs. 1 lakh or 20% whichever is greater.
9.	Dispensing with calling of tenders-calling of quotations.	1. Board's letter no. 94/CE-1/CT/4 dtd.17.10.02 2. Bd's I/no. 2007/CE-1/CT/18 dt. 05.3.09	Upto Rs. 4 lakhs per case subject to annual ceiling of Rs. 40 lakhs*	Upto Rs. 4 lakhs per case subject to annual ceiling of Rs. 40 lakhs*	Upto Rs. 2 lakhs per case subject to annual ceiling of Rs. 20 lakhs	Sr. Scale holding independent charge upto Rs. 50,000/- per case subject to annual ceiling of Rs. 2 lakhs	Finance concurrence is necessary.

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr.Scale	Remarks
10.	Signing of contract agreements including rider agreements in respect of tenders accepted by competent authority.	Rly Board's letter No. 2007/CE-1/CT/13 dated.03.09.07	Upto a value, accepted by an officer one rank above.	Upto a value, accepted by an officer one rank above.	Upto a value, accepted by an officer one rank above but not below the Sr. scale.	Nil	<p>1. Finance concurrence is necessary.</p> <p>2. The powers under this item are to be exercised only after the contract, purchase, lease etc. are approved by competent authority.</p> <p>3. Contract /Lease agreement to be get vetted by LAW officer where no standard agreement exists.</p> <p>4. Rider agreements for the main agreement may likewise be signed by the authorities who signed the original agreement provided the approval of the competent authority is obtained.</p> <p>5. The signing authority should be those empowered as per Ministry of Law notification issued from time to time.</p> <p>Authority: PARA-1259 OF Engg Code &amp; para-410 of stores Code.</p>

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
11.	Introduction of additional standard /schedule items in contract for works.	1.Board's letter No.94/CE-1/CT/4 dated 17.10.02 2. Board's letter No.2007/CE-1/CT/18 Pt.XII dated 31.12.10.	Full powers  Full powers provided the revised monetary value of the amended contract does not exceed their powers of acceptance.	Full powers provided  a) The excess does not exceed 50% of the original contract value and b) Full powers provided the revised monetary value of the amended contract does not exceed their powers of acceptance.	Full powers provided  a) The excess does not exceed 50% of the original contract value and b) Full powers provided the revised monetary value of the amended contract does not exceed their powers of acceptance.	Nil	1. For irrespective of value finance concurrence is necessary. 2. For the first 15% increase in the value beyond 25% of agreemental value, the rates will have a reduction of 2% in the incremental value of the agreement and for the next 10% increase in the value, rates will have an additional reduction of 2% in the further incremental value of the agreement. As per Railway Board's orders. 3. Providing suitable duly vetted special conditions in tender. <b>Authority:</b> 1. Regulatory clause in terms Board's letter no. 94/CE-1/CT/4 dt. 17.10.02 for variation in quantities should be incorporated in the contract.
<p>Remarks by CE- 1) FC is not necessary for introduction of a new additional item if due to non- avoidable and inescapable reasons subject to maximum ceiling limit of Rs. 5 lakhs in a contract or 10% of the original contract value whichever is less. The power shall be exercised by SG-JAG level officers upto a value of Rs.50,000/- in a contract .2) The item of works proposed for inclusion should be relevant to the main scope of work. 3). Revision to contract value shall be proposed by way of variation statement. 4) Prior finance and sanction of competent authority is required before introduction of SSR items other than the limits stipulated in the remarks 1. 5)Gross value of the agreement due introduction of additional item shall be taken into account for arriving at the competency of sanction while working out gross value, savings if any shall not be taken into account. 6) If the introduction of SSR items is considered unavoidable the works shall be exercised by calling fresh tender. If calling fresh tender is considered not practicable negotiation shall be held with the existing contractor by arriving at a reasonable rate for additional quantities. 7) If the gross variation exceeds 50% of the agreement value, sanction of General Manager has to be obtained with finance concurrence.</p>							

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
12.	Introduction of new non-schedule items in contract for works.	1.Boards' letter No 2007/CE-I/CT/1dt. 31.8.07. 2.RB's no. 2007/CE-I/CT/13 dt 27.8.13	PHOD Each new item upto 10%of contract value subject to not exceeding Rs. 5 lakhs.	Each new item upto 10% of contract value subject to not exceeding Rs. 5lakhs	Each new item upto 10% of contract value subject to not exceeding Rs. 50,000/- SG JAG	Nil	<p>1. In all cases it should be ensured that the rates sanctioned for such non-schedule items are comparable to the rates for similar works executed in the area.</p> <p>2. Rate should be derived from the items included in the standard Schedule of rates (SOR) and where new items vary marginally from standard SOR items, market rate should be used only to the extent of the variation to work out new rate.</p> <p>3For introduction of any new schedule/non-schedule items irrespective of value. Finance concurrence is necessary.</p> <p>4. For the first 15% increase in the value beyond 25% agreemental value, the rates will have a reduction of 2% in the further incremental value of the agreement.</p> <p>5. The excess does not exceed50% of the original contract value.</p> <p>6. The revised monetary value of the amended contract does not exceed their powers of acceptance. Providing suitable duly vetted special conditions in tender.</p> <p>7. Regulatory clause in terms Boards' letter No.98/CE-I/CT/4 Dtd.17.10.2002 for variation in quantities should be incorporated in the contract. (i) FC is not required (ii)Maximum ceiling limit is Rs. 5 lakhs in a contract or 10% of the original value of the contract whichever is less.</p>
<p>Remarks by CE- 1. FC is not necessary for introduction of a new additional items if due to non-available and inescapable reason subject to maximum ceiling limit of Rs. 5 lakhs in a contract or 10% of the original contract value whichever is less. The power shall be exercised by SG/JAG level officers upto a value of Rs. 50,000/- in a contract. 2. Prior Finance concurrence is necessary for varying individual quantities beyond 25% or where the gross agreement value excides 25% of the original agreement value. 3. Rates of such N.S items accepted without FC cannot be quoted as LAR for justified similar rate in future tender. Only rates obtained through competitive tender process can be adopted as LAR. 4. Revision of contract value shall be proposed way of variation statement and rate shall be determine as per provision made under clause 39(a) &amp;(b) of GCC 2001 or through an appropriate tender committee whichever is applicable. 5. In all cases it should be ensured that the rate sanction for such non- schedule items are comparable to rate of similar works executed in the area. 6 The rate should be derived from the items included in the standard schedule of rates (SSR) and where new item vary marginally from SSR item. Market rate should be used only to extend of variation to work out new rate. 7. Gross value of the agreement due to introduction of additional item shall be taken into account for arriving at the competency of sanction while working out gross value, savings if any shall not be taken into account. 8. If the gross variation exceeds 50% of the agreement value sanction of GM has to be obtained with FC. <b>Authority: 1) Boards' letter No.: 87/WI/CT/10 dt. 17.3.1988. 2) Rly Bd's L/No. 94/CE-I/CT/37 dt. 06.95.3) Boards' letter No 2007/CE-I/CT/1dt. 31.8.07</b></p>							

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
13.	Variation in the rates of items in contracts for works	Para - 1265(b) of Engg. code	Full powers subject to the condition that total value to which the respective authority can enter into contract is not exceeded and the original awarding of contracts is not vitiated.	Full powers subject to the condition that total value to which the respective authority can enter into contract is not exceeded and the original awarding of contracts is not vitiated	Full powers subject to the condition that total value to which the respective authority can enter into contract is not exceeded and the original awarding of contracts is not vitiated		Prior finance concurrence is necessary
14.	Variation in quantities specified in contracts.(other than Zonal contracts)						
	i) Increase in quantities specified in contract	Rly Bd's L/No. 1. 94/CE-1/CT/4 dt.17.10.02. 2. 2007/CE-1/CT/18	Full powers provided that the revised monetary value of the amended	Full powers provided that the revised monetary value of the amended	Full powers provided that the revised	NIL	1.The power are to be exercised subject to provisions in para 441 to 443 of Stores code 2. The total value of the amended contract should not exceed the powers of the authority who approved the original contact. In case of contracts approved by GM & Rly Bd, SAG can

		dt. 28.9.07 3.2007/CE/CT /18 Pt XII dt. 31.12.10	contract does not exceed their power of acceptance	contract does not exceed their power of acceptance	monetary value of the amended contract does not exceed their power of acceptance		approved variation upto 25% of accepted tender value to Rs. 25 lakhs whichever is less. 3. While processing the tenders, effort should be made to avoid vitiation during execution due to variation in quantities. Should vitiation occurred despite this, the sanction of the competent authority as per single tender has to be obtained. 4. In case where the revised value contract exceeds 50% of the accepted tender value, the provisions contained in para1265E AND 1268E should be complied with and GM'S sanction should be obtained in terms of Board's letter No.94/CE-1/CT/37 DATED 6.6.95 in consultation with associate finance. 5. For Zonal contracts, refer remarks under item 10c(ii) of this schedule. 6. Regulatory clause in terms Board's letter No. 94/CE-1/CT/4 DSTD.17.10.2002 for variation in quantities should be in corporate in the contract.
<p>Remarks by 1. CE-Prior FC is necessary for varying the individual quantities beyond 25% or where the gross agreement value. 2. Individual N.S Items in contracts shall be operated with variation of 25% and payment would be made as per agreement rate. For these no finance concurrence is required. 3. In case increase of quantities of individual item by more than 25% of the agreement quantity is considered unavoidable. The same shall be got executed by floating afresh tender. If floating the tender is considered not practicable, negotiation may be held with the existing contract in arriving at reasonable rates for additional quantities in excess of 25% of agreement quantities. 4. The limit for varying quantities for minor value items shall be 100% as against 25% prescribed for other items. A minor value items for this purpose is defined as an item whose original agreement value is less than 1% value of the total original agreement value. 5. No such quantity variation limit shall apply for foundation items. 6. As far as schedule items are concerned the limit of 25% would applied to the value of SSR schedule as a whole and not on individual SSR items. In case of N.S items the limit of 25% would apply on the individual items irrespective of manner of counting the rate. (Single percentage rate of individual item rate). 7. For tenders accepted by the GM variation upto 25% of the agreement value (even if the revised is beyond GM's competency to accept tenders) may be accepted by G.M. 8. For tenders accepted by board member and Railway Ministers variation upto 10% of the original value may be accepted by GM. 9. The aspect of vitiation of tender in respect to variation in quantities should be checked and avoided. Should vitiation occurred despite this, the sanction of the competent authority as per single tender has to be obtained. 10. In zonal contract, the variation in the contract should not exceed 25% of the contract value or 1 lakh whichever is higher. 11. Revision to contract to contract value shall be proposed by the way of variation statement. In all the cases when negotiation are held, tender committee recommendations will be drawn and put up to the competent authority. 12. Gross value of the agreement due to introduction of the additional item shall be taken into account for arriving at the competency of sanction while working out gross value. Savings if any shall not be taken into account. 13. If the gross variation exceed 50% of the agreement value, sanction of GM has to be obtained with FC. <b>Authority: Rly Bd's L/No. 1. 94/CE-1/CT/4 dt. 17.10.02. 2. 2007/CE-1/CT/18 dt. 28.9.07</b></p>							

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
	ii) Decrease in quantities specified in contract.	1. 94/CE-1/CT /4dt. 17.10.02. 2. 2007/CE-1/ CT/ 18 dt. 28.9.07 3.2007/CE/CT/18 Pt XII dt. 31.12.10	Full powers in respect of contracts accepted by them	Full powers in respect of contracts accepted by them	Full powers in respect of contracts accepted by them	NIL	1. The contracting authority can decrease the items upto 25% of individual item without finance concurrence. 2. For decrease in items beyond 25% of individual item or 25% of contract agreement, the contracting authority can do so after obtaining 'no claim' certificate from the contractor and with finance concurrence giving detailed reasons for such decrease in quantities. 3. It should be certified that the quantities proposed to be reduced will not be required in the same work at a later stage. 4. It should be ensured that due to decreased quantities tender is not vitiated. In case of vitiation of the tender, sanction of the competent authority as per single tender is to be obtained.
15.	Extension of the date of completion of contracts for works or supplies	Para-1266 and 1267 of Engg. Code and para - 445 of Stores Code Vol.1.	Full powers in respect of contracts accepted by them	Full powers in respect of contracts accepted by them	Full powers in respect of contracts accepted by them	NIL	1. Subject to the offer not having been accepted against the other lower offers in the tender inn consideration of earlier date of completion. 2. The delay will not cause loss or damage. 3. If any or both the above conditions are not satisfied, such extension shall be given only in consultation with associate finance after tasking legal advice.

SN.	Nature of powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
16.	Advances to contractors.						
	i) Mobilization advance	Rly. Bd's letter No. 2007/CE-1 / CT/18 dated 07.03.08(para 1266 and 1267 of Engg. Code and para 445 of store Code Vol-1)	PHODs – Full powers as per accepted tender	Full powers as per accepted tender	NIL	NIL	Grant of advance limited to a maximum of 10% of the contract value for a capital intensive and specialized nature of work may be considered in case the tender value of work exceeds Rs.10 Crore.
	ii) Advance against new plant & machinery	Rly. Bd's letter No. 2007/CE-1/ CT/18 dated 07.03.08(para 1266 and 1267 of Engg. Code and para 445 of store Code Vol-1)	PHODs-Full powers as per accepted tender	Full powers as per accepted tender.	Nil	Nil	
17.	a)(i) Refund of security deposit of contractors.	Para 1261 of Engg. Code.	Full powers in respect of contracts accepted by them.	Full powers in respect of contracts accepted by them.	Full powers in respect of contracts accepted by them	Nil	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.
<p>Remarks by CE-1) FC is not necessary. 2) After the work is physically completed security deposit recovered from running bill of the contractors can be returned to him if so desired in lieu of FDR Irrevocable Bank Guarantee for equivalent amount to be submitted by him. 3) Finally SD shall be returned to the contractor after being duly certified by the competent Authority as per remarks at 4. 4) The competent authority shall normally be the authority which is competent to sign the contract. If the competent authority of the rank lower than JAG then a JAG Officer concerned with the work should issue the certificate. 5) The certificates to be issued after expiry of maintenance period, should inter-alia mentioned that the work has been completed in all contractual obligations have been fulfilled by the contractor and that there is no due from the contractor to Railways against the contract concerned. 6) Before releasing the SD and un conditional and un-equivalent no claim certificate from contractor should be obtained. Authority: Rly. Bd's letter No. 2003/CE-1/CT/18 dated 12.05.06 and 2007/CE-1/CT/18 dated 28.09.07 and 07.03.08</p>							

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
	<b>a)(ii)</b> Release of performance guarantee	Rly. Bd's letter No. 2003/CE-1/CT/4 Pt.1 dated 12.05.06 and 2007/CE-1/CT/18 dated 28.09.07.	Full powers in respect of contract signed by them	Full powers in respect of contract signed by them	Full powers in respect of contract signed by them	NIL	1. FC is not necessary. 2. The performance guarantee shall be released after the physical completion of the work based on the completion certificate issued by the CA stating that the contractor has completed the work in all respects satisfactorily.
	<b>b)</b> Determination of amount of penalty recoverable or waiver thereof from the contractors failing to fulfill contracts for works.	Para- 1267 of Engg. Code & Clause 62 of General conditions of contract (GCC).	Full powers in respect of contract accepted by them	Full powers in respect of contract accepted by them	Full powers in respect of contract accepted by them	Nil	Finance concurrence is necessary.
	<b>c)</b> Forfeiture of earnest money deposited along- with tenders and of security deposit for works.	Para-1243 and 1244 of Engg. Code.	Full powers in accordance with the provisions of tenders and contracts accepted by them	Full powers in accordance with the provisions of tenders and contracts accepted by them	Full powers in accordance with the provisions of tenders and contracts accepted by them	Nil	1. Finance concurrence is not necessary. 2. Subject to endorsing copies to associate accounts/ traffic accounts and construction book section to ensure credit to earnings in the same month.
	<b>d)</b> Levy of token penalty recoverable from contractors while granting extension of contract under Clause 17(b) of GCC.	Para-1267 of Engg. Code and Clause-17 (b) of GCC Rly. Bd's letter No. 2007/CE-1/CT/18dt. 28.09.07	Full powers in respect of contract accepted by them	Full powers in respect of contract accepted by them	Full powers in respect of contract accepted by them	Nil	1. FC is not necessary. 2. Token penalty shall be qualified.

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
18.	To cancel/ terminate contracts in accordance with the conditions of contract.	Para-1270 of Engg. Code. Board's letter No. 87/w1/CT/5 dt. 18.12.87	Full powers in respect of contract accepted by them	Full powers in respect of contract accepted by them	Full powers in respect of contract accepted by them	NIL	1. Finance concurrence is necessary to terminate the contract under Clause 61 of GCC. 2. The cancellation/termination of contracts shall be conveyed to the contractor under the signature of the authority not lower in rank than the original signing authority.
19.	Renovation of termination of contracts	Board's letter No.99/CE-1/28 dtd.24.5. 2001	Nil	Nil	Nil	Nil	Revival of a contract, where notice of termination had been issued, is possible only as a single tender and would require the personal sanction of GM.
20.	Re-appropriation of funds from one work to another under same plan head of works Grant (Demand No. 16)	1. Para - 377 to 381 of Finance Code (Vol.1) 2. Board's letter No. 95/B / 342 dt. 1.5. 96	PHOD Full powers within the funds allotted to the department under the respective plan heads.	Full powers within the funds allotted to the department under the respective plan heads.	Nil	Nil	1. Finance concurrence is necessary. 2. Subject to Railway Board's special orders /local orders issued from time to time.
21.	Write off from the numerical returns of stores and tools and plants lost/ detected during stock verification (i.e.) when no adjustment of value is necessary.		Full powers	Full powers	Full powers	Nil	Finance concurrence is not necessary.

SN.	Nature of Powers	Authority	PHOD/CHOD	SAG	JAG	Sr. Scale	Remarks
22.	Adjustment of charge of credits relating to completed works after the completion Report (CR) has been drawn awaiting sanction.	Para-1717 & 1718 of Engg. Code.	Full powers	Full powers	Full powers	Nil	Finance concurrence is necessary.
23.	Acceptance of claims settled by arbitration award against any dispute arising out of a contract.	Para -1276 of Engg. Code and item No. 36 of GM'S delegation.	Award Value upto Rs. 5 lakhs in respect of contracts within their power of acceptance.	Nil	Nil	Nil	Subject to the condition that 1. Finance concurrence is necessary. 2. The awards accepted by them should be put up to GM along with their comments duly concurred by associate finance, if any, in a statement form at the end of each half year ending 31 <sup>st</sup> March and 30 <sup>th</sup> September. 3. The Railway Board should be informed of the details of cases. i. Where payment to a contractor as a result of the arbitrator's award, exceeded by more than Rs. 50,000/- of the amount considered due by the Railway Administration before the arbitration proceedings began and ii. Where deficiencies in the general conditions of contract or procedures laid down by the Railway Board came to light.
24.	a) To approve allotment of staff quarters to other Govt. organizations	Board's letter No. 79/W2/18/13 0/0 dt. 12.8.80	Nil	DGM- Full powers	Nil	Nil	
25.	Disposal of dead and live trees by sale/ auction	Rly BD's order and State Govt's order issued from time to time.	Nil	Full powers	Nil	Nil	1. Finance concurrence is necessary, for live trees and also follow the Rly. Board's orders & State Govt. orders issued from time to time. 2. Reserve price and sale price to be reviewed once in six months by Dy.CE for the issue of necessary guidelines for the future.

**CLW/ CHITTARANJAN**

**Sub:** Re-Constitution of Tender Committee for Works Matter.

**Ref:** Rly Bd's Letter Nos. 2007/CE-I/CT/0/20/I dt.08.10.2015F(x)II/2014/PW/1 dt 21.3.14 & F(x)II/2014/PW/1 dt.01.01.15.

The tender committee for works contract is reconstituted vide Rly Bd's letter referred to above. This supersedes all previous orders in this connection.

Power of acceptance of Works Tenders (For each contract)	Accepting authority	CONSTITUTION OF TENDER COMMITTEE		
		Executive Deptt.	Third Member	Finance
Upto Rs. 20 lakhs	SG/JAG	JS	-	JS
Above Rs. 20 lakhs upto Rs. 50 lakhs	SG/JAG	SS	SS	JS
Above Rs. 50 lakhs upto Rs. 4 crores	SG/JAG	SS	SS	SS
Above Rs. 4 crores upto Rs. 20 crores	SAG	JAG	JAG	JAG
Above Rs. 20 crores upto Rs. 75 crores	PHOD/CHOD	SAG	SAG	SAG

NB: The tender committee composition and the accepting authority should be at least one step higher that of the member nominated in case of Open tenders/Limited tenders except where GM is the accepting authority.

1. Rly Bd. Letter No. 2007/CE-I/CT/18 dt. 07.03.2008
2. Rly Bd. Letter No. 2007/CE-I/CT/13 Dt. 27.08.2013 & 26.11.2013
3. Rly Bd. Letter No. F(X)II-2014/PW/1 Dt. 01.01.2015
4. Rly Bd. Letter No. 2007/CE-I/CT/0/20/I dt.08.10.2015