



**NORTH WESTERN RAILWAY
JAIPUR**

SCHEDULE OF POWERS

**DELEGATED BY
THE GENERAL MANAGER**

to

HEAD OF THE DEPARTMENTS

and

OTHER OFFICIALS

PART-E

WORKS MATTERS

3rd Edition (w.e.f. 3.06.2010)

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Sr. No	Description/ Authority	Delegation						Remarks
		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
1	Administrative approval to new works under Demand No. 16, not included in the budget or separately approved by the competent authority under all plan heads excluding new lines (Construction). Gauge conversion, Rolling Stock, Electrification projects, Metropolitan Transport projects, computerization and setting up of new production unit within the sanctioned budget. Works/M&P under lump sum provision							
(i)	Traffic facility work and safety related work under Bridge works, S&T, Track Renewal and road Safety works level crossing	Up to Rs 50 lakhs	Up to Rs 50 lakhs	Nil	Up to Rs 30 lakhs; DRM only	Nil	Nil	Bd's letters No. F(X)II-2007/PW/4 dtd 21.09.07, No. F(X)II-2006/ PW/2 dtd 30.03.06, No. F(X)II-2007/PW/4 dtd 04.01.08, No. F(X)II-2008/PW/4 dtd 04.11.08, No. F(X)II-2008/PW/7 dated 05.12.08& 11-01-10: Prior finance concurrence will be necessary and extent instruction of Railway Board for ceiling limit to be followed while sanctioning the works.
(ii)	Passenger and other user Amenities work	Up to Rs 1 crore	Up to Rs 60 lakhs	Nil	Up to Rs. 1 crore ; DRM only	Nil	Nil	
(iii)	Machinery and Plants -	Up to Rs 10 lakhs	Up to Rs. 5 lakhs (CME only)	Nil	Nil	Nil	Nil	
(iv)	New works other than (i),(ii) & (iii) above	Up to Rs. 30 lakhs	Up to Rs. 30 lakhs	Nil	Up to Rs. 15 lakhs ; DRM only.	Nil	Nil	
2	Sanction of Out of Turn works (Not Provided for in the sanctioned budget in the year)							
(i)	Traffic facility work and safety related work under Bridge works, S&T, Track Renewal and road Safety works level crossing	Up to Rs 50 lakhs	Up to Rs 50 lakhs (PCE only)	Nil	Nil	Nil	Nil	1. Bd' letter No F(X) II-2007/PW/4 dated 21.09.07 2. Bd's letter No. F(X) II-2007/ PW/4 dated 04.01.08 3. Bd's letter No. F (X) II-2008/PW/7 dtd. 05.12.08.
(ii)	Passenger and other user Amenities work	Up to Rs 30 lakhs	Up to Rs 15 lakhs (PCE only)	Nil	Up to Rs. 5 lakhs ; DRM only	Nil	Nil	
(iii)	(i) In respect of existing Railways' Schools, Hospitals, Dispensaries, Institutes, Officers Club, Rest Houses and Holiday Homes – not more than Rs. 10 lakh in each case subject to the provision that the funds required for such works as provided in the sanctioned budget for works in these categories are not exceeded.	Up to Rs. 10 lakhs	Up to Rs. 10 lakhs (PCE only)	Nil	Up to Rs. 5 lakhs ; DRM only	Nil	Nil	

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(iv)	Other new works	Up to Rs. 30 Lakhs	Up to Rs. 30 Lakhs (PCE only)	Nil	Nil	Nil	Nil	
<p>NOTE:</p> <ol style="list-style-type: none"> 1. Prior Finance concurrence will be necessary. 2. For out of turn works, the overall ceiling limit of Rs. 10 crores (other than lump sum) in a financial year, of which not more than 3 crores could be on other than safety related item with the provision that all safety work should be completed within a maximum period of 8 months from date of sanction. It will be watched by HOD/ CHOD through CPDE. CPDE will be the nodal officer for processing out of turn sanction of GM. 3. A separate record should be maintained for out of turn works. 4. The works thrown forward for previous year may be taken up only if the funds required for them can be found by re appropriation within the sanctioned allotment. 5. For passenger amenities works 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 furnishing and furniture etc. Prescribed norms/ parameters regarding passenger population should be followed in providing the amenities. 6. Before obtaining Out of turn sanction of GM/ AGM, the approval of concerned PHOD/ CHOD should be taken. (Authority: Rly. Bd's. letter No F (X) II -2001/PW/6 dt. 9.5.2001 Item No 38 and 39) 7. It will be ensured that the total lump sum provision made in the budget for such works is not exceeded. 								
3	Re- appropriation of budget grants							
a	Within same plan Head excluding New Lines Const), Restoration of dismantled lines, Gauge conversion & Electrical Projects.							
(i)	Works costing up to Rs.2 lakhs	Full powers	Full powers	Full powers	Full powers	Nil	Nil	
(ii)	Works costing up to Rs.1 crore (with HQ Finance concurrence)	Full powers	Full powers	Full powers to CTE only for track renewal works below Rs. 50 lakhs.	Nil	Nil	Nil	
(iii)	Works costing above to Rs.1 crore (with HQ Finance concurrence)	Up to 10%of the Budget Grant of the transferer work.	Up to 10%of the Budget Grant of the transferred work.	Up to 10% of the Budget Grant of the transferred work.(CTE only for track renewal works)	Nil	Nil	Nil	

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b	Between different plan Head excluding New Lines Const), Restoration of dismantled lines, Gauge conversion & Ele. Projects, Track renewals, Staff Quarters Amenities for Staff & Passenger & other railway Users amenities(with HQ Finance concurrence)	Nil	Nil	Nil	Nil	Nil	Nil	Subject to compliance of Finance code Vol.I Para 376 & 377
4	Technical sanction of detailed estimate within the budget grant for works under demand other than demand No. 16 (Revenue works)							
a	Trial and experimental works, Trial bores.	Full Power	Up to Rs. 5 lakhs	Up to Rs. 2 lakhs	Up to Rs. 2 lakhs	Up to Rs. 1 Lakh	Nil	All provision subject to provision of funds
b	Trial and experimental works, other than Trial bores.	Full Power	Up to Rs. 5 lakhs per annum	Up to Rs. 2 lakhs per annum	Up to Rs. 1 lakh per annum	Up to Rs. 1 lakh per annum	Nil	
c	other than trial and experimental works	Full Power	Up to Rs. 10 crores	Up to Rs. 5 crores	Up to Rs. 2 crores	Up to Rs. 2 crores	Nil	
5	Technical sanction of detailed estimate for (administratively) approved works: (Under demand No. 16.)							
a	Plan head : Track renewals	Full Power	Full Power	Full Power (CTE only)	Nil	Up to Rs. 5 crores	Nil	
b	Plan Heads : Other than track renewals	Full Power	Up to Rs. 50 crores	Up to Rs. 30 crores	Up to Rs. 10 crores	Up to Rs. 5 crores	Nil	Ref. F(X) 2006/PW/17 DTD. 04.12.06
c	Surveys	Up to Rs. 5 lakhs	Up to Rs. 5 lakhs	Up to Rs. 3 lakhs	Nil	Nil	Nil	Authority: Bd. Letter No F(X) II/86//PR/6 dt. 5.5.87
d	Technical sanction of detailed estimate under demand no. 16 (other than track works & revenue) to sanction part estimates costing up to 1% of the total value of work. Note-(i) Part estimates may be sanctioned towards incurring expenses for preliminary activities like FLS, Geo technical studies, design preparation of plans and drawings etc. which will help in preparation of detailed estimate.	Full power	Up to Rs. 1 crore	Up to Rs. 50 lakhs	Nil	Nil	Nil	Railway Board's letter No. F (X) II/-2006/PW/17 dtd. 18.10.06, 4.12.06 Letter No. F(X) 2006/PW/14 dtd. 26.09.06.

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	(ii) The detailed estimate should be allowed to be prepared and got sanctioned only after these preliminary activities are completed. (iii) These preliminary activities may be executed on works contract basis.							
<i>Note: Subject to (I) The excess over estimate as entered in budget estimate is not exceeded by 100% due to escalation and 20% other than escalation.</i>								
6	Works commenced under urgency certificate under all demands excluding demand No. 16 for essential works to safe guard or restore communication interrupted by flood, earthquakes or accidents prior to sanction of detailed estimate and allotment of funds.	Up to Rs. 1 Crore	Up to Rs. 1 Crore	Up to Rs. 50 lakhs	Up to Rs. 50 lakhs	Up to Rs. 10 lakhs	Nil	As per Para 1103E and 1104E and other instructions issued time to time.
7	Deposit works including surveys for deposit works.							
a	Administrative approval excluding private/ Assisted sidings.	Full power	Full power	Up to Rs. 1 crores	Up to Rs. 50 lakhs	Up to Rs. 25 lakhs	Nil	
b	Technical sanction of details estimate for works administratively approved separately.	Full power	Full power	Up to Rs. 10 crores	Up to Rs. 10 crores	Up to Rs. 1 crores	Up to Rs. 50 lakhs	
8	Composite works partly chargeable to Railway and partly chargeable to Deposit works.							
a	Administration approval	As determined by the lower of the delegated power in terms of SOP (E)-1 for the Railway share of cost and item No SOP (E)-7(a) of the Deposit Works.						
b	Technical sanction of Detailed Estimates	As determined by the lower of the delegated power in terms of SOP (E)-4 for the Railway share of cost and item No SOP (E)-7(b) of the Deposit Works.						
9	Sanction of revised cost including the excess over original estimate (Sanction of revised estimate reckoned on aggregate revised cost) subject to : (i) Increase in the cost of original estimate on account of escalation only being limited up to 100% of subject to an aggregate limit of Rs. 50crores and /or (ii) Increase in the cost of original estimate on account of courses other than escalation being limited up to 20% of original estimate or Rs. 20 crores whichever is less.							Ref. Rly Bd's letter No.F(X) 2006/PW/17 Dtd. 04.12.06
a	For works (excluding work sanctioned as out of turn)							
	All works other than survey estimates	"Detail estimate sanctioning authority within their power of sanction of detail estimate as per item 4,5,7 &8						

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b	Survey Estimates Up to 20 % of the original cost	Up to Rs. 5 lakhs	Up to Rs. 5 lakhs	Up to Rs. 3 lakhs	Nil	Nil	Nil	Authority: Item No 40(3) of letter No F (X) II 2001 /PW/6 dt. 9.5.01
c	Material Modification in (administrative) Approved works subject to the excess or the revised aggregate cost of the estimate inclusive of the cost of Material Modification being with in the powers of sanction of the respective authorities.	Up to Rs. 50 lakhs	Up to Rs. 50 lakhs	Nil	Up to Rs. 30 lakhs	Up to Rs. 10 lakhs	Nil	Rly. Bd's letter No. F(X) II-2006/1 Dtd. 18.10.06.
Note: (i) Total value of Material modification in a work should not exceed Rs. 5 crores or 5 % of the value of the work, whichever is less. (ii) A material modification more than Rs. 50 lakhs but below Rs. 1.5 crore should be certified and sanctioned personally by FA&CAO and GM.								
10	Approval of standard (SOR)	N.A.	Full power	Nil	Nil	Nil	Nil	Engineering Code Para 729
11	Approval of description of non - scheduled items (NSI) Without finance concurrence.	N.A.	Full Power	Full power	Nil	Up to Rs. 20 lakhs	Nil	After approval the description is to be circulated to all divisions, construction and HQ.
12	Award of contract/ Acceptance of quotations for works and services, other than consultancy works, without inviting tenders, with Finance concurrence at the stage of acceptance of the offer. (Authority; Para 1211 E)							
a	On quotation basis (Value of contract)	Up to Rs. 4 lakhs per Case	Up to Rs. 4 lakhs per Case	Up to Rs. 4 lakhs per Case	Up to Rs. 4 lakhs per Case	Up to Rs. 2 lakhs per Case	Up to Rs.1 lakh per case, for officer in divisions holding independent charge.	RB letter No. 2007/ CE-I /CT/18 Pt. dt. 05.03.09
b	Aggregate annual financial limit.	Rs.40 lakhs.	Rs.40 lakhs.	Rs.40 lakhs.	Rs.40 lakhs.	Rs 20 lakhs.	Up to Rs 5 lakhs.	

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<p>Note: These powers will be exercised by the officers with their own administrative approval and no separate administrative approval is necessary. (i) Normally the powers to dispense with calling of tenders should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. (ii) The work should not be spilt up for the purpose of bringing it within the ambit of dispensation. (iii) The reasonableness of rates should be gone into objectively and in detail by accepting authority. (iv) Quotation should not be for the items which can be executed through existing contracts including Zonal contracts. (v) Quotation should not be for fancy (expensive but of low utility) items. (vi) Quotation should only be for works which are urgent in nature. (vii) Quotations should normally be invited from at least three well experienced contractors/agencies not necessarily borne on the approved list. (viii) Accepting authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms). (ix) A register showing the full particulars of works authorized through quotations will be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to Associate Finance while seeking their concurrence. (x) These power shall be exercised only by field officers and their controlling HODs and not by other Head Quarter officers' in-charge of Planning, Design etc.</p>								
13	Formation of "Approved List" of contractors:							
a	Invitation for registration of Contractors for approved list.	NA	NA	For Tenders valued More than 1crore Up to Rs.5 Crore Class 'A'	For Tenders valued more than 25 lakhs up to Rs 1 crore Class 'B'	For Tenders valued up to Rs 25 lakhs Class 'C'	-	Para 1215 E and Railway Board's letter No. 85/W1 /CT/ 23/GCC dt. 31.1.86 , No. 94/CE-1/CT/4 dt. 22-10-01, 17-10-02 ; No. 2007/CE-1/Ct/18 dt. 28-09-07 & 30-06-09
b	Acceptance (with / without modifications) of the recommendations of the Selection Committee-	Class 'A'	Class 'A'	Class 'B' & 'C'	Class 'B' & 'C'	Nil	Nil	
<p>Note: (i) Selection Committee for enlistment of contractor in 'A' category to comprise one SAG Officer each from: i) Executive Department. ii) Accounts Department. (ii) Selection Committee for enlistment of contractor in category 'B' & 'C' to comprise one JAG Officer each from: i) Executive Department. ii) Accounts Department. If the JAG level officer is not available in a particular Department, Sr.Scale Officer from that deptt. may be associated.</p>								
14(A)	Invitation of Tenders for works and services other than consultancy works.							Rly. Bd's letter no. F(X) II-2006/P dtd. 26.09.06
a	Open Tenders without Finance concurrence.	Up to Rs 50 crores	Up to Rs 50 crores	Up to Rs 8 crores	ADRM- Upto 4 crore; DRM- Up to Rs 8 crores	Up to Rs 2 crore	Up to Rs 50 lakhs	Rly. Board's letter No. 2007/CE-I/CT/13 dated 03.09.07 and 15.10.07
b	Limited Tenders							
	(i) From Bidders short-listed/Pre-qualified for each case with finance concurrence.	Up to Rs 5 crores	Up to Rs 5 crores	Up to Rs 1 crores	Up to Rs 1 crores	Up to Rs 25 lakhs	NIL	Rly. Board's letter No. 2007/CE-I/CT/ 18 dated 28.09.07.

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		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
	(ii) From contractors registered on approved list as a regular measure without finance concurrence.	Up to Rs 5 crores	Up to Rs 5 crores	Up to Rs 1 crores	Up to Rs 1 crores	Up to Rs 25 lakhs	NIL	Rly. Board's letter No. 2007/CE-I/CT/ 18 dated 28.09. 2007.
c	Special limited tender with prior- finance concurrence.(From the specialized and reputed contractors/organization/agencies, minimum four agencies.)							
	(i) For specialized nature of works	Nil	Up to Rs. 5 crores with concurrence of FA&CAO/ FA&CAO/C	Nil	Nil	Nil	Nil	Rly. Board's letter No. 97/CE-I/CT/ 4 dated 17.10.02
	(ii)For all type of works depending upon merit of the case.	Nil	Up to Rs. 5 crores with concurrence of FA&CAO/C (CAO/C only)	Nil	Nil	Nil	Nil	Rly. Board's letter No. 2007/CE-I/CT/ 18 dated 28.09. 07
d	Single tender							
	A. In Emergent situation							(i)Board's letter No. 93/WZ/PQR/SC/4 Pt. Dated 27.9.96 and 97/CE-1/CT/32 dt. 27.8.97. (ii) Engineering Code Para 1214-A.
	(i)Accidents, breaches involving dislocation traffic.	Nil	Up to Rs. 20 lakhs per case with an annual ceiling limit of Rs. One crores with prior concurrence of FA&CAO.	Nil	To be exercised only by DRM Up to Rs. 10 lakhs per case with annual ceiling limit of Rs. 50 lakhs with prior concurrence of Sr DFM.	Nil	Nil	

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	(ii)Any other situation subjected to : (I)Prior Concurrence of FA&CAO is obtained (II) No post-facto sanction/ ratification will be allowed (III) Single Tender should be resorted to only after exhausting the Open Tender/Special Limited Tender routes (IV) Tight targets and urgency cannot be accepted as a reason for calling single tenders. In these cases, Limited Tenders/special Limited Tender should invariably be called for from the approved list and not from non-registered contractors.	Nil	Nil	Nil	Nil	Nil	Nil	
(B)	To enter into Annual Maintenance Contract for equipments on single tender basis to be placed on OEMs/Authorized dealers							Board's L.No.F(X)II/99/ PW/3 dtd. 20.10.99 ; F(X)II/- 2004PW/8 dtd. 30.11.05
a	For critical type of equipments such as Track machines, equipment of Disaster Management viz. HRE, HRD and 140 T DSL BD cranes on single tender basis with OEM or their authorized agent with finance concurrence	Full powers	Up to Rs. 10 lakh per item per annum	Nil	Up to Rs10 lakh per item per annum	Nil	Nil	
b	Other equipments not covered in item no. (a) above including medical and surgical equipment.	Full powers	Up to Rs. 2.5lakhs per item per annum subject to annual ceiling limit of Rs.50 lakhs	Nil	Up to Rs. 2.5lakhs per item per annum subject to annual ceiling limit of Rs.50 lakhs.	Nil	Nil	

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	<p>NOTE: (1)The annual maintenance Contract on single tender basis may be awarded on proprietary Article certificate Items. (2)This would need the prior concurrence of finance. (3)The AMC s should be awarded to OEMs or authorised dealers only.(4)Since AMC s are in the nature of Service Contracts and OEMs/Authorised Dealers are often reluctant to submit Earnest Money / Security deposits/ Performance gurantee, this need not be insisted upon in each case. Care may, however, be taken to enter into such contracts only with reputed dealers so as to ensure satisfactory performance and minimum downtime of the equipments.(5)The overall limit for each workshop is Rs.10 lakhs per annum.(6)The above power may be exercised subject to availability of funds.(7) Normally the work of repair of widow AC, Spilt AC, water coolers is under taken departmentally. However to enter AMC for such repairs from out side agency a certificate to this effect that works can not be under taken departmentally, may be given by controlling officer. Such repairs may normally be done through open tender from reputed firms (8) Advance payments to OEM/ Authorized dealers can also be sanctioned upto 2 lakhs. Advance payment can be sanctioned upto Rs 20,000/- per annum without insisting upon a guarantee bond in terms of Railway Board's above letter dated 27-06-2000. Advances exceeding Rs 20,000/- per annum shall however be invariably covered by a bank guarantee for an equivalent amount in term's of Board's above letter dated 06-12-99.</p>							
15	Acceptance/Rejection of Open/ Limited/ Single Tenders for works and Services other than Consultancy Works without prior Finance concurrence with/without modification of tender committee recommendations: (Accepting Authority.)							
a.	Without constitution of Tender Committee. (Excluding Single Tenders).	Up to Rs.10, 000/-	Up to Rs.10, 000/-	Up to Rs.10, 000/-	Up to Rs.10, 000/-.	Up to Rs.10, 000/-	Up to Rs.10, 000 /-	Para -1255 E, Para 614 F(1).
b.	With Constitution of Tender Committee (Tender values).							
Acceptance/Rejection of tender for works and services other than consultancy works without prior finance concurrence (with/without modification of TC Recommendations)								
Composition of Tender Committee & Accepting authority for Open/Limited Tenders (Tender values) Tender costing as per lowest offer amounting to		Convener	Third Member		Accounts Member	Accepting Authority		
Up to Rs. 20 Lakhs		Jr. Scale	Not required		Jr. Scale	Sr. Scale/JAG/SG		
More than Rs. 20 lakhs & Up to Rs. 50 Lakhs		Jr. Scale	Jr. Scale		Jr. scale	Sr. Scale/JAG/SG		
More than Rs. 50 Lakhs & Up to Rs. 2 Crores		Sr. Scale or JAG	Sr. Scale		Sr. Scale	JAG/SG if convener is Senior Scale, otherwise ADRM/SAG		
More than Rs. 2 Crores & Up to Rs. 8Crores		JAG/SG	JAG/SG		JAG/SG	ADRM-Upto Rs. 4 Crore DRM-Upto Rs. 8 Crore SAG in HQ-upto Rs. 8 Crore		

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More than Rs. 8 Crores & Up to Rs. 50 Crores	SAG	SAG		SAG	(a) HAG : Up to 50 crores (b) CHOD* : Upto 30 crores (c) AGM : Up to 50 crores			
More than Rs. 50 Crores & Up to Rs. 100 Crores	HAG/CHOD	HAG/CHOD		HAG/CHOD	GM			
<p>Note : 1. *If the department is not headed by PHOD(HAG) and no HAG level officer has been specifically nominated by GM for the purpose; for the tender above Rs. 30 crores, TC minutes shall be put up to AGM/ GM for acceptance. 2. In case of Single Tenders, Composition of Tender Committee and Accepting Authority shall be one step higher than the tender committee for open and limited tender as specified in Para 15(b).</p>								
16	Award of consultancy contract.	Nil	PCE/CE(Cord) only : Up to Rs. 5 lakhs per case with ceiling limit of Rs. 10 lakhs. CAO/C: Up to Rs. 25 lakhs per case with ceiling limit of Rs. 1.5 Crore	Nil	DRMs only : Up to Rs. 50,000 per case with ceiling limit of Rs. 1 lakh.	Nil	Nil	Authority: Rly Bd's letter no. F(X)II-2006/PW/17 dtd. 18.10.06.

- Above powers will be exercised with the personal concurrence of FA& CAO / FA&CAO(C).
- The annual ceiling limit of Rs. 10 lakh and 1.5 crore each to PCE/CE(Cord) and CAO/C respectively will be within the overall ceiling limit fixed for the Zonal Railway.
- If the consultancy contract is to be fixed on a single tender basis due to special circumstance, GM's personal approval would be required irrespective of the value of the contract.
- DRMs may award consultancy contracts up to Rs. 50,000/- per case subject to annual ceiling limit of Rs. 1.00 lakh in consultation with associate finance except for property development.
- Sanctioning authority will ensure that the ceiling limits are not exceeded and are within the overall ceiling limit fixed for the Zonal Railway.
- For open line, FA&CAO (Budget & Expenditure) shall be member of the tender committee. In case where FA&CAO© is in HAG, he may nominate one of the FA&CAOs in SAG from among those available in the Construction Organization as Finance member of the tender committee. On division, officers of JAG/SG level may be nominated in the tender committee. In case where JAG/SAG officers are not available from Finance side in the division, DFM may be nominated as Finance member of the tender committee.
- All cases decided shall be reported to Board through the PCDO to CRB & FC.
- The agency/Consultant should be renowned /Govt approved and should have sufficient experience in the relevant field.
- Details of consultancy contract awarded by each division for commercial exploitation should be endorsed to all other DRMs for information to avoid duplication.

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		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
17	Issuance of acceptance letter without finance concurrence as per the orders of the Tender Accepting Authority (Contract Values) in open/ limited and single tender	Authority of the level of convener of TC as per item No. 15 & 16						<i>Rly. Bd. letter No. 94/CE-I/CT/4 Dt. 17.9.97 and 2007/CE-I/CT/13 DTD. 03.09.2007 & 15.10.07.</i>
18	Executing/Signing Contract Agreements and all other connected documents: Contracting Authority (Contract values) in open/limited and single tender	Authority of the level of convener of TC as per item No. 15 & 16						Para-1259 E and Para 410-S Vol-II. Rly Bds letter No. F (X) II-2001/PW/6 dt. 21.9.01, No. 94/CE-I/CT/4 Dt. 17.9.97 2007/CE-I/CT/13Dtd. 03.09.07 & 15.10.07.
19	Issuance of Work Orders for execution of a contract work against a zonal contract. (Work-order values).	N.A.	N.A.	N.A.	N.A.	Up to Rs.2 lakhs.	Up to Rs.2 lakhs.	Railway Board's letter No.2001/CE-I/CT/7 dtd.22.11.01
20	Matters concerning contract management subject to compliance with contract conditions and the stipulations / modifications specified by the Tender accepting authority.							
a	Extension of time for completion of contracted works and determination of the amount of the liquidated damage /token penalty recoverable or waiver thereof from the contractor failing to fulfill the contract in terms of GCC: (A) Without Finance concurrence where: i)The rate in contract was not accepted against other lower tenders in consideration of the date of completion. ii)The Competent Authority is satisfied that the delay will not cause loss or damage to Railway. iii)Higher rates have not been accepted due to urgency being the reason. (B)All other cases other than above with finance concurrence.							
	i) For Open/Limited Tenders only.	Authority of the level of convener of TC as per item No. 15 & 16						Rly Bds letter No. F (X) II-2001/ PW/6 dt. 21.9.01, No. 94/CE-I/CT/4 Dt. 17.9.97 and 2007/CE-I/CT/13 dtd 03.09.07 & No. 2007/CE-I/CT/18 dtd 28.09.07.
	ii)In case of Single Tenders.	Authority of the level of convener of TC as per item No. 15 & 16						Rly. Bd's Letter No. 93/W2/PQR/SC/4/PT dtd. 27.09.96

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Sr. No	Description/ Authority	Delegation					Remarks
		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	
	<p>Note : i) Extension in case of single tender should not normally be granted for the works connected with restoration through traffic. However, in case of extreme necessity warranting grant of extension on account of unforeseen exigencies same should be done by levying adequate penalty if extension is on Contractor's account.</p> <p>ii) In all cases of extension in single tender, prior finance concurrence and sanction of competent authority that had earlier accorded the administrative approval for award of work for single tender, shall be taken.</p>						
b	To sanction variation of item in a contract provided the value of the amended contract does not exceed the powers of the authority that approved the original contract and where the inter se position of the original tender is not affected						Railway Board's letter No. 94/CE-1/CT/4 dated 22.10.2001 and Para 1265(c)
	Without finance concurrence : i) When variation in quantities of individual NS items is up to 25%, and for variation in quantities of SOR schedule as a whole is up to 25% and/or when variation in minor items (costing less than 1% of original agreement value) is up to 100%. (ii) All other cases with finance concurrence.	Tender Accepting Authority as per Item No. 15&16					Railway Board's letter No. . 2007/CE-I/CT/18 dated 28.09.07. Para 1268E and 628 to be complied.
	<p>Note : (1) In case of increase in quantity of an individual item by more than 25% of the agreement quantity is considered as unavoidable, the same shall be got executed by floating a fresh tender. If floating a fresh tender is considered not practicable, negotiations may be held with the existing contractor for arriving at reasonable rates for additional quantities in excess of 125% of agreement quantity. (2) <i>Variation to be approved should be limited so as not to completely change the scope, character and purpose of original contract.</i> (3) <i>No claim certificate from contractor should be obtained, if the variation goes beyond -25% of total value of contract.</i> (4) <i>Ensure that the quantity reduced in any contract will not be used in the same work thereafter.</i> (5) <i>The tender should not be vitiated, other wise sanction of competent authority as per single tender is to be obtained.</i> (6) <i>No such quantity variation limit shall apply for foundation items.</i></p>						
c	Introduction of new conditions/ modifications of existing conditions of contract, (Amended Contract values) in open/limited/single tender.	Tender Accepting Authority as per Item No. 15 & 16					Board's letter No. 2007/CE-I/CT/13 Dated 03.09.07 and No. 2001/CE-I/13 dt. 15.10.07
d	Acceptance and release of performance guarantee (with out finance concurrence)	Authority of the level of convener of TC as per item No. 15 & 16					

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Sr. No	Description/ Authority	Delegation						Remarks
		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
e	To make Minor variation/specifications conditions after signing it including minor changes in drawing, mode of dispatch, inspection, test, programme and station of delivery, dimension and workmanship.	Tender Accepting Authority as per Item No. 15 & 16						Engg. Code Para 1265 a.
f	Without finance concurrence: Introduction of non-schedule items in contract for works (Ceiling Up to Rs. 5 lakhs in a contract or 10% of original contract value whichever is less)	Each item Up to Rs. 5 lakhs in a contract	Each item Up to Rs. 5 lakhs in a contract	Each item Up to Rs. 5 lakhs in a contract	Each item Up to Rs. 5 lakhs in a contract	Each item Up to Rs. 50 thousand in a contract	Nil	These powers are to be exercised in respect of tenders which have been accepted by them. Para 1265(d) & Rly. BD'S letter no. 2007/CE-I/CT/1 dtd. 31.08.07
g	With finance concurrence : Introduction of non-schedule items in contract for works. (Ceiling up to 10% of original contract value).	Full power	Full powers	Up to Rs. 10 lakhs each item	Up to Rs. 5 lakh each item	Up to Rs. 5 lakhs each item	Nil	
h	Introduction of new SOR items in contract for works	Full power	Full power	Full power	Full power	Full power	Full power	Engg Code Para 1265(d).
i	To make variations in rates arising out of circumstances not provided for in the contract	NIL for increase. Full power in respect of lowering of rates for contracts accepted by them subject to prior finance concurrence.						Para E- 1265(b)
j	Any other matters related to contract management such of granting the mobilization advance etc.	Tender Accepting Authority as per Item No. 15 & 16						
21	Determination of amount of penalty recoverable or waiver thereof from contractors failing to fulfil contractual obligation for works in open/limited/signal tender. (Only amount to be arithmetically checked by accounts)	Tender Accepting Authority as per Item No. 15 & 16						
22	Termination of contract for failure to fulfill the contract (without finance concurrence). in open/limited/signal tender.	Tender Accepting Authority as per Item No. 15 & 16						

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Sr. No	Description/ Authority	Delegation						Remarks
		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
	Note- (1) Notice for termination of contract can however be signed and issued by an authority other than contracting authority but not lower than a Sr Scale Officer. (2) Termination letter shall be signed by contract signing authority.							
23 (A)	Refund of Earnest money of unsuccessful tenderers & appropriation of Earnest money of successful tenderers towards Security Deposit: (Without Finance concurrence) in Open/Limited/ Single tender.	Authority of the level of convener of TC as per item No. 15 & 16						
(B)	Refund or forfeiture of Security Deposit (Without Finance concurrence)in Open/Limited/ Single tender.	Tender Accepting Authority as per Item No. 15 & 16						
	Note: (1) Subject to furnishing 2 certificates in terms of para 1809 of Accounts Code. (Vol.I) i.e. (a) That the purpose for which the security was deposited has been satisfactorily served. And (b) That there are no claims of the Railway against the party, whose security deposit is being returned.							
24	Acceptance of completion report/ estimate	As per the delegation specified for the sanction of the detailed estimate for the concerned work. provided the completion cost does not exceed by more than 10 % over the last sanctioned estimate.						Para 1706-E and 1711-E
25	Relinquishment of Railway land by transfer or exchange or sale to Deptt. Of Central, State or local bodies.							Bd's letter No 91/LM(L)/13 16 dated 24.4.92.
a	Administrative Approval	Nil	Nil	Nil	Nil	Nil	Nil	
b	Technical sanction of detailed estimate	Up to Rs. 5 lakhs	Up to Rs. 5 lakhs	Up to Rs. 5 lakhs	Up to Rs. 25000/-	Nil	Nil	
26	Acceptance and payment of land acquisition award of appropriate authority appointed / authorized under the land acquisition / or any other similar Act. Subject to provision under sanctioned detailed estimate and subject to the provision of Para 913,914 and 917E							
a	For works under demand No. 16 and surveys.	Full power	Full power	Full power	Up to Rs. 50 lakhs	Up to Rs. 50 lakhs	Nil	
b	For works under demand other than demand No. 16 and surveys.	Full power	Full power	Full power	Up to Rs. Rs. 2 lakhs	Up to Rs. Rs. 2 lakhs	Nil	

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Sr. No	Description/ Authority	Delegation						Remarks
		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
c	Payment of compensation as determined by an appropriate authority appointed / engaged on this behalf for damages etc. to crops and other properties arising out of the emergent / temporary / permanent acquisition/ possession of land etc. as approved separately by competent authority.	Full power	Full power	Full power	Up to Rs. 1lakh	Up to Rs. 50 thousand per case	Up to Rs. 20 thousand Per case	
27	Entering into contract/ formal understanding in the prescribed forms for performance/ provision of the agreed services etc. Other than consultancy contracts by Department / statutory bodies of the Central, state or local bodies (Municipalities etc.) for Railway uses and payment of fees and other amount therefore as per the scale prescribed by the respective Authority	Full power	Full power	Full power	Full power	Up to Rs. 10 lakhs per case	Up to Rs.1 lakhs per case	
28	Licensing of Railway's fixed assets (land and buildings)							
a	Licensing land and/ or building to contractors in connection with Railway works as provided in the contract approved by competent authority	N.A.	Full Power	Up to annual licensing fees Rs.5 lakh	N.A.	Up to annual licensing fees Rs.1 lakh	Nil	
Note : These powers can be exercised by Engineering officers only.								
b	Revision of license fees for railway land							
	(i) A&B class cities	NIL	NIL	NIL	NIL	NIL	NIL	
		Recommendations to be normally made by a committee comprising (i) PCE (ii)CCM and (iii) FA & CAO						

NORTH WESTERN RAILWAY

Sr. No	Description/ Authority	Delegation						Remarks
		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
	(ii) Other than A&B class cities.	Nil	Full power to PCE only	Nil	Nil	Nil	Nil	
		Recommendations to be normally made by a committee comprising (i) Sr. DEN (ii) Sr. DCM and (iii) Sr. DAO or in absence of the officers at the JAG level a Sr. Scale officer of the concerned Department.						
	(iii) Licensing of Railway Buildings	Nil	Nil	Nil	Nil	Nil	Nil	Engg. Code Para 1942, 1966
c	Temporary licensing of Railway Land for short duration. Working for conducting exhibitions, melas, carnivals, circus shows and such other cultural activities including temporary shops on such festival occasions, sports activities and commercial activities concerning railways.	Nil	Nil	Nil	DRMs only up to Fifteen days.	Nil	Nil	Bd's lettr no. 82W2/LM/18/87 dtd. 3.3.87 and no. 2004/LML/18/30 dtd..13.04.2006
29	Licensing / hiring of fixed assets such as land, building, etc., for railways use / work	Full power	Up to an annual license fee of Rs. 5 lakh in each case	Up to an annual license fee of Rs. 5 lakh in each case	Up to an annual license fee of Rs. 5 lakh in each case	Up to an annual license fee of Rs. 2.5lakh in each case	Nil	
30	To grant permission for way leave facilities/easement on Railway land, subject to terms & conditions laid down vide Rly. Bd's letter 97/LML/24/3 dtd. 27.11.01 and no. 2001/LML/24/20 dtd. 16.08.05.	NA	Nil	Nil	Full power to DRM only up to stretch of land 100m	Nil	Nil	Rly. Bd's letter 97/LML/24/3 dtd. 03.10.02, 18.05.05, 21.02.05 & 16.11.05 & 27.11.01.
31	Purchase of seedlings / saplings	NA	Full Powers	Up to Rs. 1 lakh per yr.	Up to Rs. 1 lakh per yr.-	Up to Rs. 50,000 per year	Up to Rs. 10,000 per year	
32	Purchase of black/ red soil, manure, flower pot, seeds etc requirement for maintenance of garden including those within the workshop premises	NA	Full Powers	Up to Rs. 1 lakh per yr.	Up to Rs. 1 lakh per yr.	Up to Rs. 50,000 per year	Up to Rs. 10,000 per year	

Note : Power in item 29,30, 31 and 32 are to be exercised by Engineering Officers only.

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Sr. No	Description/ Authority	Delegation						Remarks
		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
33	Purchase of bricks, sand, lime, firewood, deg, cowdung, cakes and bones, horse dung, stone, silica, quartz, ballast, stone, roadkunker, furnace stone, bajree, chourasiawas chana etc. (of all types required) locally at current market rates. (With finance concurrence)	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	subject to availability of funds & following prescribed tendering procedures.
34	Temporary lighting for staff for marriages and social functions in railway institutes etc. provided the estimated cost of the work is deposited by the institute before undertaking the work.	N.A.	Full powers	N.A.	Full powers	Full powers	Full powers	To be exercised by Electrical officers only.
35	Hire of electrical equipment from outsiders and electricity boards provided financially justified and concurred by Associate Finance	N.A.	Full power to CEE only	Nil	DRM/ADR./ CWM/(Inch of Work shop) Full power	Nil	Nil	
36	Hiring of railways electrical equipments to government bodies subject to realization of hire charges as certified by FA&CAO in advance	N.A.	CEE-Full power	Nil	Nil	Nil	Nil	
37	Supply of electric energy to outsiders.(with finance concurrence.)	N.A.	CEE - Full power	Nil	Nil	Nil	Nil	Subject to observance of conditions stipulated in item No 52 of Annexure-II to chapter V of Indian Rly. Finance Code Vol-I.
NOTE: This delegation will not apply in case of contracts where in supply of electric energy would involve variation in condition of contract.								
38	Introduction of pooled rate for electric energy for use of staff subject to verification and prior concurrence by Finance.	N.A	CEE -Full power	N.A	Full powers	N.A	N.A	Board's letter No. 079/ electric /1/150/2 dt.18/12/82

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Sr. No	Description/ Authority	Delegation						Remarks
		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
39	Leasing of railway's machinery, tools, plants, and other items of stores.							
a	To railway's contractors in connection with railway's works and as provided for in the contract	Full power	Full power	Full power	Full power	Full power subject to contract value and Up to Rs. 8 crores	Full power subject to contract value and Up to Rs 2 crore	
b	In all other cases	Full power	Full power	Full power	Full power	Full power Up to a period of one year in each case	Nil	
40	Hiring of machinery (like JCB, crane etc.), tools, plants, heavy vehicles, trucks, tractors, LCVs etc. for transporting materials and other items of stores of railway's use / work subject to a certificate being recorded that the items required to be hired are not available:							
a	Expenditure per case	Full power	Up to Rs. 5 lakhs	Up to Rs. 2 lakh	Up to Rs. 2 lakh	Up to Rs. 1 lakh	Up to Rs. 50,000	
b	Aggregate annual financial Limit	Full power	Up to Rs. 20 lakhs	Up to Rs. 10 lakhs	Up to Rs. 10 lakhs	Up to Rs. 5 lakhs	Up to Rs. 2 lakh	
41	Sale of dead or dying trees , grass, usufructuary rights covering grass cutting, greasing, fruit gathering, pisciculture, agriculture, etc., through sealed tenders or auction where rights have not being otherwise assigned.	Full power	Full power	Full power	Full power	Full power	Full power to independent branch officers	Powers to be exercised by engineering officers only

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Sr. No	Description/ Authority	Delegation						Remarks
		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
42	(i) Rolling stock condemnations and scraping of overage/ locos. (Para : 239 of Indian railway financial code vol.-I)	N.A.	CME/CWE has power to condemn overage rolling stock and to sanction estimate. In case of estimate for condemnation of rolling stock before replacement, CME/CWE powers of sanction are subject to write back adjustment of the original cost being covered by provision in the Pink Book or separate orders of the board or the funds are sanctioned by the Rly. Bd through the Revised Estimate and/ or final estimates.*	CWM are delegated powers to condemn overage rolling stock (Other than locomotives) on condition basis and to sanction temporary downgrading a locomotive to inferior service. in case of permanent downgrading of locomotives, the personal sanction of CME will be necessary.	N.A.	Dy. CME are delegated powers to condemn overage rolling stock (Other than locomotives) on condition basis and to sanction temporary downgrading of a locomotive to inferior service. In case of permanent downgrading of locomotives, the personal sanction of CME/CWE will be necessary.	Nil	*Condemnation of loco as well as permanent downgrading of loco to an inferior service should however be done only after a personal inspection by the CWM who should send his recommendations to CME for sanction. Report of the overage locos condemned by the CME should be sent to the Board. When a replaced loco is required to remain in service CME personal sanction is necessary. Condemnation of overage wagons/coaches also require sanction of CME.
	(ii) Rolling stock condemnations and scraping of wagons/ coaches overage/ underage provided replacement are planed and no reduction in Authorized stock is involved. (Para : 239 of Indian railway financial code vol.-I)	N.A.	CME full power in case of overaged rolloing stock with finance concurrence.	Nil	Nil	Nil	Nil	
<p>Note: - 1. The conditions laid down in para 239-F-I with regard to the preparation of the Financial justification should continue to be fulfilled and finance concurrence obtained in all cases of premature condemnations irrespective of whether the wagon/coach is replaced or not replaced.</p> <p>2. In all cases of condemnation, a detailed condition report is to be prepared and kept on record.</p> <p>3. The proposals as well as condition reports should continue. Necessary certificates in terms of notes (i) to (iii) under para 239-F-I , as the case may be in respect of overage stock under or overage stock involved in accidents / non IRS type wagons / coaches of inherently weak designs; in these cases no financial justification is necessary.</p> <p>4. On the divisions, the wagons/ coaches, whether underaged or overaged are required to be inspected by any of the Dy.CME/Sr.DME/CWM/CWE/CME during his inspection tours before the condemnation is approved.</p> <p>5. In all proposals for condemnation of underaged stock (premature condemnation) it should be categorically certified by CME/CWE/CWM that the stock to be condemned would be replaced in due course and no reduction in the authorized stock will be involved. In the case of overage stock such a certificate to be recorded not only on the condition report itself but also notified through sanction over the signature of WM/Dy.CME incharge of workshops.</p>								

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		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
43	Machinery and plants - Retention of replaced machinery and plant in prior consultation with FA&CAO	N.A.	Full Powers	Nil	Nil	Nil	Nil	
44	Work under taken in mechanical / electrical/ S&T/Engineering workshop for other departments (chargeable to abstracts other than C,D and H which have been sanctioned by the competent authority. Subject to the conditions that the provision of the funds and control over such expenditure rest with the officer who placed the work indent.)	N.A.	Full powers	HOD in-charge of workshop- Up to Rs. 5 lakh in each case	N.A.	In charge of workshop - Up to Rs. 5 lakh in each case	Workshop officers Up to Rs. 1 lakh in each case.	
45 (a)	Work under taken in workshop for other railways, subject to observance of Rules	N.A.	PCE/CME/ CWE/CEE/ CSTE have full power	Full powers Subject to administrative approval of PHOD/CHOD	N.A.	Full powers Subject to administrative approval of PHOD/CHOD	Full powers Subject to administrative approval of PHOD/CHOD	Estimates to be sanctioned by authority as per delegation for deposit works under Para 7 (b).
(b)	Work under taken in workshops for government departments and outside public bodies with finance concurrence and estimated cost deposited in advance	N.A.	CME/CWE/ PCE/CEE /CSTE , Full powers	Full powers Subject to administrative approval of PHOD /CHOD	N.A.	Full powers Subject to administrative approval of PHOD/CHOD	Full powers Subject to administrative approval of PHOD /CHOD	

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Sr. No	Description/ Authority	Delegation						Remarks
		AGM	Principal/ coordinating HODs	SA Grade Officer other than DRM/ADRM	DRM/ADRM	JA Grade Officers	Sr. Scale Officers	
46	Repairs to machines and rectification of stores supplied to the railway by public bodies	N.A	CME has full powers to undertake such work in the workshop with the concurrence of the finance to the charges to be recovered`	CWE are delegated to undertake such work in the workshop with the concurrence of the Associated finance for the charges to be recovered. The cost of the work will be limited to Rs. 20,000 for CWM	N.A	JA Grade Officers Independent in charge of Workshop are delegated to under take such work in the shop with concurrence of associated finance for the charges to be recorded. The cost of the work is limited to Rs. 5,000 for JA Grade Officers Independent In-charge of workshop	Nil	
47	Foregoing demurrage	N.A	CME has powers to forego demurrage Up to Rs. 10,000 subject to FA&CAO's concurrence	Nil	DRM are delegated powers to forego demurrage Up to Rs. 5,000 subject to Sr. DAO's concurrence	Nil	Divisional Officers will have powers Up to Rs. 1000 subject to DAO's concurrence	
