

DELEGATION OF POWERS IN RESPECT OF COMMERCIAL MATTERS

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG / Sr. DCM	Sr. Scale /DCM	
1	Rly. Bd's letter no.94/ TC-III/ 3/4 dt.31.10.94.	To sanction compensation for goods lost/damaged.	Upto Rs.1 lakh per case	Upto Rs.1 lakh per Case	Upto Rs.30000/- per case	I. Upto Rs.15,000/- only. II. Upto Rs.8,000/- only.	NIL	NIL	NIL	NIL	Finance Concurrence is necessary in all cases of Rs.50,000/- and above.
2	Rly. Board's letter No. 94/TC-III/ 3264/7/ dt.01.10.71.	Settlement of suit barred claims for compensation	Upto Rs.40000/- per case	Upto Rs.25000/- per case	Upto Rs.10000/- per case .	NIL	NIL	NIL	NIL	NIL	Finance concurrence is necessary
3	Rly. Board's letter No.93/ TC-III/121/ 17 dt.29.03.94 & Rly. Bd.'s No.94/TC.III/3/4 dt.31.10.94. Bd.'s letter No.96/TC.III/ 80/2 dt.31.12.97	Compensation in policy cases of Railway accidents.	Upto Rs.4 lakh each case.	Upto Rs.4 lakh per case	Upto Rs.30000/- per case	Rs.15,000/- & Rs.8,000/-	NIL	NIL	NIL	NIL	With Finance concurrence Rs.50,000/- & above.
4	Rly. Bd.'s No.85/TC.III/ Rites/118 dt.14.02.86 & 97/TC-III/S dt.13.11.98.	Legal expenses in respect for Compensation, claims.	Upto Rs. 25,000/- per case.	Upto Rs.25000/- per case	Upto Rs.10000/- per case	Upto Rs.5,000/-	Rs.3,000/-	NIL	NIL	NIL	Finance concurrence is necessary
5	Bd.'s letter No.97/TC.III/3 dt.13.11.98Bd.'s letter No.88-TC.III/ 3/1 dt.29.06.92.	Claims decreed by Court of Law. In case of goods lost/ damaged and accidents.	Upto Rs.1 lakh per case	Upto Rs.1 lakh per case	Upto Rs.30000/- per case	NIL	NIL	NIL	NIL	NIL	Without Finance Concurrence
6	Bd.'s letter No.93/TC.III/ 122/1/ Exgr-atia dt.14.07.97.	To make exgratia payments payable to the dependents of dead or to injured passengers including Railway servants on duty travelling on privilege pass, involved in train accidents or intoward incident as defined under section 124 & 124-A of Rly's Act 1989. I. In case of death. II. In case of grievous injury. III. In case of simple injury.	 Rs.15000/- per case. Rs.5,000/- Rs.500/-	 Rs.15000/- per case. Rs.5,000/- Rs.500/-	 NIL NIL NIL	 NIL NIL NIL	 Rs.15000/- per case. Rs.5,000/- Rs.500/-	 NIL NIL NIL	 NIL NIL NIL	 NIL NIL NIL	 Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS	
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	AD RM	JAG/ Sr. DCM	Sr. Scale /DCM		
6A	Bd.'s letter No.98/TC-III /Misc dt.10.4.2000	To make exgratia payment to road users who meet with an accident at manned level crossing due to Railway's prima facie negligence. I. In case of death. II. In case of grievous injury. III. In case of simple injury.										
			Rs.6,000/- per case.	Rs.6,000/- per case.	NIL	NIL	Rs.6,000/- per case.	NIL	NIL	NIL		Finance concurrence is necessary
			Rs.2,500/-	Rs.2,500/-	NIL	NIL	Rs.2,500/-	NIL	NIL	NIL		
			NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL		

NOTE: - Such payment will be counted towards the amount of compensation payable if action is tenable.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS	
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/D CM		
7	Bd.'s letter No.TC/87/ /4950 wharfage and Demurrage charges dt. 06.03.87 & TC-1/201/ 72 /27 dt.10.09.92.	Demurrage (per wagon basis and wharfage charges waiver and write off refund)	Upto Rs.1 lakh COM in HA Grade upto Rs. 1 lakhs	Upto Rs. 25,000.	Refund upto Rs.6,000/- per case.	Sr. Scale - Rs.3,000/- ACM - Rs.1,500/- (wharfage) & Rs.750/- (Dem)	Upto Rs.25000	Upto Rs.20000	Upto Rs.12000	upto Rs. 3000/- ACM - Rs.1500/- (wharfage) & Rs.750 (Dem)		Finance concurrence is necessary
Note : These powers will be excised by the AGM on Policy where the posts of CCM/COM are held by officers in the Senior Administrative Grade.												
7A		To waive irrecoverable wharfage and demurrage charges, storage charges, lost property charges and undercharges remaining unrecovered after off-setting sale proceeds realised from auction sale.	Upto Rs. 50,000/-.	NIL	NIL	NIL	Upto Rs. 25,000/-.	NIL	NIL	NIL		Finance concurrence is necessary
8		To write off irrecoverable admitted debits due from non-gazetted staff	Full power Up to Rs.10000 per case.	Full power Up to Rs.10000 per case	Upto Rs..2,500/- per case.	NIL	Upto Rs.5,000 Per case.	Upto Rs.5,000 per case	Upto Rs.1,000/- per case.	NIL		Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/ Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DC M	
9		To waive ground rent of commercial plots at stations.	Same as Item No.25.								
10	Bd.'s letter No.99/TG/IV/Halt/ Policy dt.17.05.99. Authority 85-TG.IV/ 1/N/21/IMP dt. 14.07.86. Bd.'s letter No. 99/TC/ FM/29/19 dt. 4/5.01.2000 Bd.'s letter No. C/Misc/ Dev/Pt.I(M &S) dt. 31.10.2000.	Opening of Halt/Flag Stations which are financially justified or where the per annum loss to the Railway's is upto Rs.10,000/- A.Opening of Out Agencies/City Booking Offices/Agencies. B.Call for and acceptance of tender	NIL	NIL	NIL	NIL	DRM – Full power	NIL	NIL	NIL	The power is exercised by GM only. With finance concurrence. Finance concurrence is necessary
11		Tender for handling contracts.	Full power.	NIL	NIL	NIL	Rs..50 lakh per case.	Rs.40 lakh per case.	Rs..5 lakh per case.	NIL	Fin. Conc. is Necessary
12		Contracts for Bookstalls including extension as per instructions issued by Rly. Board from time to time.	Full power.	Full power	NIL	NIL	NIL	NIL	NIL	NIL	Finance concurrence is necessary
13		Invitation of advertised tenders for matters necessary or incidental to traffic working and specific availability of funds for the following items:- I. Contracts for washing/dry cleaning of linen (bedrolls, retiring rooms and rest house) etc. where there are no arrangements. II. Maintenance and upkeep of toilets, retiring rooms, clock rooms, circulating area of PRS locations transportation of garbage where there is no existing arrangements.	Full power. Full power.	NIL NIL	NIL NIL	NIL NIL	Up to Rs..50 lakh per case. Up to Rs..50 lakh per case.	Up to Rs.40 lakh per case. Up to Rs.40 lakh per case.	Up to Rs..30 Lakh per case. Up to Rs..30 Lakh per case.	NIL NIL	Finance concurrence is necessary Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
13		III. Road bridging contracts for parcel and goods, subject to party bearing the cost of road bridging.	Full power.	NIL	NIL	NIL	Upto Rs..50 lakh per case.	Upto Rs..50 lakh per case.	Upto Rs..50 lakh per case.	NIL	Finance concurrence is necessary
14		Minor modification in software for parcel computerisation, SPTMs, complaint handling computerisation, any other computerisation in Commercial Department.	Full power.	NIL	NIL	NIL	NIL	NIL	NIL	NIL	Finance concurrence is necessary
15		Contracts for emergency stitching of uniforms for TTEs, Train Superintendent, Special Action Group People etc. subject to specific availability of funds.	Full power.	NIL	NIL	NIL	Upto Rs.500/- per case & upto Rs.50000/- in a year.	Upto Rs.500/- per case & upto Rs.25000/- in a year.	NIL	NIL	Finance concurrence is necessary

NOTE :- A register of cases & expenditure must be maintained to monitor the annual ceiling limit of the Division.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
16		Modification in vending and catering trolleys.	Full power.	NIL	NIL	NIL	Full power.	NIL	NIL	NIL	Finance concurrence is necessary
17		Special recording of announcements or enquiries with specific availability of funds.	Full power.	NIL	NIL	NIL	Full power.	Full power.	NIL	NIL	Finance concurrence is necessary
18		Repairs of parcel handling equipment (including Cranes, tow trucks, Parcel Platform trolleys trucks, tools and plants etc.	Full power.	Full power	NIL	NIL	Upto Rs..25000 per case.	Upto Rs. 25000 per case.	Upto Rs.15000 per case.	Upto Rs. 10000 Per case.	With finance concurrence for amounts exceeding Rs.1,000/-

NOTE:- The repair should be carried out by obtaining a minimum of three quotations or through authorised dealers.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
19		Sanction of procurement of SPTMs I. Annual maintenance contracts for SPTMs (including single quotation from authorised dealers).	Full power. Full power.	NIL NIL	NIL NIL	NIL NIL	NIL NIL	NIL NIL	NIL NIL	NIL NIL	Finance concurrence is necessary Finance concurrence is necessary
20		Signing of agreements contracts approved by competent authority.	Full power Upto Rs..5 Crs. in each case.	Full power Upto Rs.3 Crs. in each case	Upto Rs.1 Cr. in each case.	Upto Rs.10 lakh in each case SCM.	Upto Rs.1 Cr. in each case.	Upto Rs..75 lakh in each case	Upto Rs. 50 lakh in each case.	Upto Rs. 10 lakhs in each case.	Finance concurrence is necessary
21		Awarding/extension of contracts for commercial advertising for media like hoardings etc. where rates have been fixed by Headquarters	Full power	Full power	Full power	NIL	Full power	Full power	Full power	NIL	Finance concurrence is necessary Agreements must have prior finance vetting.
22		Awarding contracts for Commercial advertising through open tenders.	Full power	Upto Rs..50 lakhs per case	Upto Rs..25 lakhs per case.	NIL	Upto Rs..50 lakhs	Upto Rs.40 lakhs	NIL	NIL	Prior finance vetting of reserve price must be obtained. Agreement must have prior finance vetting.

NOTE :- Contracts must be awarded on the recommendations of a duly constituted Tender Committee.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS	
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM		
23		To write-off irrecoverable outstanding earning in each case.	Upto Rs.10,000 per case.	Upto Rs.10,000 per case.	Upto Rs.. 2,500 per case.	NIL	Upto Rs..5,000 per case.	Upto Rs..5,000 per case.	Upto Rs. 1,000 per case.	NIL	Finance concurrence is necessary	
24		Award of Commercial plots on licence basis. I. Fixation of ground rent for the above.	Power is exercised by GM.									
25		To waive-off ground rent of Commercial plots at stations.	Upto Rs.50,000 per case.	Upto Rs.10,000 per case.	NIL	NIL	Upto Rs.25,000 per case.	NIL	NIL	NIL	Finance concurrence is necessary	

NOTE :- The above powers will be exercised subject to the condition laid down in Railway Board's letter No.83/W2/LM/18/07 dated: 17.09.85.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/ Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
26	Rly.Bd.'s letter No.76/TKT.Checking/20/3 dt.02.02.76.	Hiring buses/taxis for ticket checking through advertised tenders	Full power.	Upto Rs.40,000 Per month	NIL	NIL	Upto Rs.50,000 per month.	Upto Rs.40,000 per month.	Upto Rs.40,000 per month.	NIL	with finance concurrence.

- NOTE:- (a) As far as possible Government roadways buses may be hired.
(b) Where Government roadways buses are not available, private buses should be hired on minimum competitive rates.
(c) Record or expenditure must be maintained in a register to watch the ceiling limit.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
27		Claims settled by arbitration award against any dispute arising out of a contract.	Upto Rs.3Crores.	Upto Rs.5 Lacs	NIL	NIL	NIL	NIL	NIL	NIL	Finance concurrence is necessary
28		Refund of wagon registration fees otherwise than in accordance with the relevant rules.	Full power	Full power	Upto Rs.10,000 per case.	Upto Rs.5,000 per case SCM.	Upto Rs.10,000 per case.	Upto Rs.10,000 per case.	Upto Rs.10,000 per case.	Upto Rs.2,000 per case.	with Finance concurrence
29		Acceptance and refund of lumpsum deposits of wagon registration fees.	Full power	Full power	Upto Rs.1,000 per case.	NIL	Full power	Full power	Upto Rs.1,000 per case.	Upto Rs.1,000 per case.	Finance concurrence is necessary
30	Para 2425 item—10 of IRCM Vol.II.	Engaging surveyors for assessing value of damage/breakage to consignments on payments of fees upto Rs.250/- in each case.	Full power	NIL	NIL	NIL	Full power	Full power	Full power	Full power ACM	Finance concurrence is necessary
31	Rly.Bd.'s letter No. TC/II/2003/89/Rules dt.27.07.94. Refund should be in accordance with Rly. Bd.'s letter No. TC- II/2003/05/Rites dt:13.12.85.	Refund of fare within Tariff Rules.	Full power	Full power	Upto Rs 10,000/- per passenger	Upto Rs.5,000/- per passenger (Refund) upto Rs.3,000 per passenger (Refund)	NIL	NIL	NIL	NIL	Finance concurrence is necessary
32	Rly.Bd.'s letter No. TC/II/2003/89/Rules dt.27.07.94. Refund should be in accordance with Rly. Bd.'s letter No. TC- II/2003/05/Rites dt:13.12.85.	Refund of fare not covered by Tariff rules.	Full power	Full power (Refund)	Upto Rs 10,000/- per passenger (Refund)	Rs.2,000/- per passenger (Refund) Rs.750/- per passenger (Refund)	NIL	NIL	NIL	NIL	Finance concurrence is necessary

Sl. No.	Nature of Power	Head Quarters				Authority					REMARKS
		PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM		
33	To refund or forfeit earnest money and security deposit and to impose or to waive off penalty in terms of condition of contract.	Full power	Full power	Full power	NIL	Full power	Full power	Full power	Full power	Full power	Finance concurrence is necessary
34	To terminate a contract in accordance with the condition of the contract.	Full power	Full power	Full power	NIL	Full power	Full power	Full power	Full power	Full power	Finance concurrence is necessary
35	To vary the quantity for any item of contract subject to the powers of authority that approved the original contract not being exceeded and subject to the limits specified as per the Codal Rules and extant orders of Railway Board.	Full power	Full power	Full power	NIL	Full power	Full power	Full power	Full power	Full power	Finance concurrence is necessary
36	Contracts for cycle stands / scooter / motor cycle stands & car perking.	Full power	NIL	NIL	NIL	Upto Rs.50 Lacs	Upto Rs.25 Lacs	Upto Rs.10 Lacs	NIL	NIL	Finance concurrence is necessary

NOTE:-

- (a) The above delegation on commercial matters must be exercised with due caution and adherence to extant rules and instructions as issued by Railway Board from time to time must be ensured.
- (b) Various powers delegated must be exercised with due regard to overall budgetary constraints.
- (c) Offers of firms must be examined by appropriate level tender committee.



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			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
37	Rly. Bd.'s letter No. 62-TG-II/6/ 17 PAC dt:13.02.83	To sanction or vary handling rates to Station Masters and other station staff.	Full power	Full power	NIL	NIL	Upto Rs.5 Lacs per year.	NIL	NIL	NIL	Finance concurrence is necessary
38	Item No. 33 (C) of Annexure -II to chapter V of IRFC Vol.I.	To sanction payment of subscription to Chambers once membership of the Chamber is approved by the General Manager.	Upto Rs.2,500/- per annum in each case.	NIL	NIL	NIL	NIL	NIL	NIL	NIL	Finance concurrence is necessary
39	Rly. Bd.'s letter No. 74-EB/3000 dt.14.01.75.	To call for application for a halt contract and allotment thereof. Note : Three member committee with one finance member and one of other department)	Full power	Full power	NIL	NIL	Full power	Full power	NIL	NIL	Finance concurrence is necessary
40	Rly. Bd.'s letter no. 74-EB/3000 dt.14.01.75.	Execution/extension of agreement with halt contract	Full power	Full power	NIL	NIL	Full power	Full power	NIL	NIL	with Finance concurrence.
41	Rly. Bd.'s letter No. 74-EB/3000 dt.14.01.75.	Termination of agreement with halt contractors.	Full power	Full power	NIL	NIL	Full power	Full power	NIL	NIL	Finance concurrence is necessary
42	Rly. Bd.'s letter No. 74-EB/3000 dt.14.01.75.	To levy of halt service charges and in accordance with the extant rules and instructions.	Full power	Full power	NIL	NIL	Full power	Full power	NIL	NIL	Finance concurrence is necessary
43	Rly. Bd.'s letter No. 74-EB/3000 dt.14.01.75.	To hire land for erecting tents as camp booking office census posts publicity and enquiry offices etc.	Full power	Upto Rs.1,000/- each occasion by	Rs.500/- each occasion.	NIL	Full power	Upto Rs.1,000/- each occasion by	Rs.500/- each occasion.	NIL	Finance concurrence is necessary
44		Contract for maintenance and upkeep of toilets, retiring rooms, cloak rooms, circulating area, PRS locations, transportation of garbage, where there is no existing arrangements.	Full power	NIL	NIL	NIL	Upto Rs.25 lakh per case.	Upto Rs.10 lakh per case.	NIL	NIL	Finance concurrence is necessary

NOTE :- (a) To be allotted through due process of tendering.
(b) Contracts to be awarded as per tender limits of Engineering Department.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/DC M	
45		Hiring of computer time for data entry to be done of claim case with technical clearance of Sr. EDPM.	Upto 6 months at a time subject to total of Rs. 2 lakhs on each occasion	Upto three months at a time subject to a total of Rs. one lac on each occasion	NIL	NIL	NIL	NIL	NIL	NIL	Finance concurrence is necessary
46		Award for compensation given by Rly. Claims Tribunal under section 82/A of the Indian Railways Act.	Upto Rs. 4 lakhs in each case.	Upto Rs.4 lakhs in each case	Rs.30000 per case	Rs.15000/- Rs.8000/-	NIL	NIL	NIL	NIL	Finance concurrence is necessary
47		Payment of fees for examination and for test of articles to determine the correct classification for rating purpose.	Full power	Full power	Upto Rs.5000/-	Upto Rs.2000/-	Full power	Full power	Upto Rs.5000/-	Sr. scale Independent charge Rs.5000/-DCM - Rs. 2,000/-	Finance concurrence is necessary
48		To authorise private firms/ govt. agencies/individuals to pay freight I. by credit notes. II. by bank drafts/pay orders/banker's cheques. III. Weight only system.	Full power	NIL	NIL	NIL	NIL	NIL	NIL	NIL	Finance concurrence is necessary
49	RB's letter NO.2002/TC-III/30/4 dtd. 31.10.07.	Expenditure incurred for covering and removal of dead bodies from Railway premises.	NIL	NIL	NIL	NIL	Upto Rs.700/-in each case.	NIL	NIL	NIL	Finance concurrence is necessary
50		Issue of notification of notified stations and levy of enhanced wharfage charges at notified stations.	Full power	NIL	NIL	NIL	NIL	NIL	NIL	NIL	Finance concurrence is necessary
51		Lighting and Transhipment arrangements during breaches/accidents/derailments subject to a report to GM, when expenditure exceeds to Rs. 20,000/- in each case.	Upto Rs.1 lakh per case	NIL	NIL	NIL	Upto Rs. 50,000/- per case	NIL	NIL	NIL	Finance concurrence is necessary
52		Hiring of Machinery for Transhipment	AGM—Full Power CCM- Rs.50,000/- in each cast.	NIL	NIL	NIL	Rs. 50,000/- each case	NIL	Rs. 10,000/- each case	NIL	Finance concurrence is necessary

DELEGATION OF POWERS IN RESPECT OF CATERING MATTERS

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
1	Para 323, 324, 328 & 330-S & Rly. Bd.'s L. No. 74-EB/3000 dt: 14.01.75.	To purchase of catering stores consumable perishable provisions Invitation/ acceptance of open tenders. I. Advertised tenders II. Limited tenders. III. Single tender (on PAC basis) only with G. M.'s approval.	Full power. Full power.	Above Rs.8Lacs Upto Rs.25Lacs NIL	Above Rs.3Lacs Upto Rs.8Lacs NIL	Upto Rs.3Lacs NIL	Above Rs.25Lacs Upto Rs.50Lacs NIL	Above Rs.8Lacs Upto Rs.25Lacs NIL	Above Rs.3Lacs Upto Rs.8Lacs NIL	Upto Rs.3Lacs NIL	Finance concurrence is necessary Finance concurrence is necessary
1A	Para 323, 324, 328 & 330-S & Rly. Bd.'s L. No. 74-EB/3000 dt: 14.01.75.	Purchase of catering items on running contracts.	Upto Rs.20Lacs	Upto Rs.10 Lacs	Upto Rs.3 Lacs	NIL	NIL	NIL	NIL	NIL	Finance concurrence is necessary

- Note:** (a) The total value of the tenders will be the deciding factor for the Accepting Authority to exercise his power and not the value of each article if more than one such article is included in the tender.
- (b) The powers in respect of invitation/acceptance of tenders are subject to prior finance concurrence.
- (c) The constitution of tender committees in respect of the above may be separately framed in consultation with finance keeping in view the constitution obtaining under relevant item relating to commercial matters.

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			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
1B	Para 711 - S & Rly. Bd.'s letter No. 63/F(PM)W-7 /4 dt.07.01.64 Rly. Bd.'s letter No. 74-EB/3000 dt: 14.01.75.	Direct purchase of catering items.	Upto Rs.5,000 for each item.	Upto Rs.500/- per item subject to a limit of Rs.5,000 in a month.	Upto Rs.250/- per item subject to a limit of Rs.2,500 in a month.	NIL	Upto Rs.500/- per item subject to a limit of Rs.5,000 in a month.	Upto Rs.500/- per item subject to a limit of Rs.5,000 in a month.	Upto Rs.250/- per item subject to a limit of Rs.2,500 in a month.	NIL	Finance concurrence, for purchase committee not necessary.

Note: Mode of purchase to be decided by Competent Authority, Subject to the condition that requisite funds should be available for the same and a certificate is given by COS that the purchase finalisation by stores shall take more time than in which CCM can arrange.

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			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
2	Rly. Bd.'s No. 557-RG/H/54/S dt.25.03.57 & 74-EB/3000 dt.14.01.75.	Local purchase of perishable articles or articles required for immediate consumption on cash payment basis.	Full power.	Upto Rs.10,000 per item.	Upto Rs.5,000 per item.	Upto Rs.2,000 per item.	Upto Rs.20000 per item.	Upto Rs.10000 per item.	Upto Rs.5,000 per item.	Upto Rs.2,000 per item.	Finance concurrence is necessary

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
2A	Rly. Bd.'s letter No. 73-TG-III/ 636/4 dt.21.10.74.	Emergency purchase of catering consumable items in the event of failure of contract, non-finalisation of tenders, no response to tenders open/limited and non-existence of contract.	Full power.	Upto Rs.50000 per item.	Upto Rs.20000 per item.	Upto Rs.15000 per item.	Upto Rs.30000 per item.	Upto Rs.20000 per item.	Upto Rs.15000 per item.	Upto Rs.5000/ per item.	Finance concurrence is necessary

NOTE: (a) The nature of urgency should be recorded in each case.
(b) Purchase will be made by calling quotations.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/D CM	
3		Purchase of crockery, cutlery, linen, napery/ glassware, cooking and servicing articles and other petty items in urgent cases on limited quotations basis.	Block stock items are to be procured through COS as per extant rules, and in case of emergent purchases, the same be procured either through an emergent indent on COS or by formation of spot purchase committee with the approval of AGM.								
4	As per Sl. No.1 above.	Signing of contract.	Full power to sign contracts approved by G.M. & also others who own power of sanction.	Full power to sign contracts approved by PHOD and also others within his own power of sanction.	Full power to sign contracts approved by PHOD/ HOD and also others within his own power of sanction.	Sr. Scale: Full power to sign contract approved by SG/ JAG and also others within his own power of sanction.	Full power to sign contract approved by PHOD/ GM and also others within his own power of sanction.	Full power to sign contract approved by PHOD/ DRM and also others within his own power of sanction.	Full power to sign contract approved by DRM/ ADRM & also others within his own power of sanction.	Sr. Scale: Full power to sign contract approved by SG/ JAG and also others within his own power of sanction.	Finance concurrence is necessary
5		Imposition or waiver of penalties in terms of contract. As per agreement executed with the contractor.	Full power in case of contract signed by him.	Full power in case of contract signed by him.	Full power in case of contract signed by him.	Full power in case of contract signed by him.	Full power in case of contract signed by him.	Full power in case of contract signed by him.	Full power in case of contract signed by him.	Full power in case of contract signed by him.	Finance concurrence is necessary

NOTE: The waiver of penalty once imposed should be done by next higher authority.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
6		Refund of Security Deposit. As per agreement executed with the Contractor.	Full power	Full power	Full power in respect of contract signed by him.	Full power in respect of contract signed by him.	Full power	Full power	Full power in respect of contract signed by him.	Full power in respect of contract signed by him.	Finance concurrence is necessary

NOTE: Subject to condition that no claim certificate from the concerned party should be obtained.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
7		Refund of cost of tender forms sold to tenderers if tender notice is subsequently withdrawn.	Full power in respect of tenders invited by him.	Full power in respect of tenders invited by him.	Full power in respect of tenders invited by him.	Full power in respect of tenders invited by him.	Full power in respect of tenders invited by him.	Full power in respect of tenders invited by him.	Full power in respect of tenders invited by him.	Full power in respect of tenders invited by him.	Finance concurrence is necessary
8	Para 2311-S & Rly. Bd.'s letter No. 74-EB/3000 dt.14.01.75.	Disposal of condemned and deteriorated stocks including damage and broken cutlery, crockery and dead stock items which are unserviceable by tender/auction.	Full power	Upto Rs.2,000/-	Upto Rs.1,000/-	NIL	Upto Rs.2,000/	Upto Rs.1,000/-	NIL	NIL	Finance concurrence is necessary

NOTE: The delegation is subject to certification from the executive with association of Accounts that the condition of stock is unserviceable.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
9		Write off of short collections and short remittance if they are irrecoverable.	Upto Rs.500/- in each case.	Upto Rs.250/- in each case.	NIL	NIL	Upto Rs.250/ in each case.	NIL	NIL	NIL	Finance concurrence is necessary

NOTE: (a) Short collection or remittances should as rule be made good within 24 hrs.
(b) A list of such items should be sent to concerned Accounts Officer every month indicating how each item is irrecoverable.

Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/J r. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
10		To write off losses of cooked food including packed food items which has become unfit for human consumption.	Rs.20,000 Overall limit of Rs.30,000 per annum.	Rs.10,000 Overall limit of Rs.20,000 per annum.	Rs.5,000 Overall limit of Rs.10,000 per annum.	Rs.2,000 Overall limit of Rs.7,000 per annum.	Rs.10,000 Overall limit of Rs.20,000 per annum.	Rs.5,000 Overall limit of Rs.10,000 per annum.	Rs.2,000 Overall limit of Rs.7,000 per annum.	NIL	Finance concurrence is necessary
11	Rly. Bd.'s letter No. 74-EB/3000 dt.14.01.75.	Repairs of utensils, equipments, machinery including tinning etc. and other assets including spare parts and maintenance/service contract for the catering units either through Rly. Work-shop or by calling quotations from local firms.	Full power	Full power	Upto Rs.5,000 per item on each occasion.	Upto Rs.2,000 per item on each occasion.	Upto Rs.20,000 per item on each occasion.	Upto Rs.10,000 per item on each occasion.	Upto Rs.5,000 per item on each occasion.	Upto Rs.2,000 per item on each occasion.	Finance concurrence is necessary
12	Bd.'s letter No. 667-TG/ PT/H/54E dt.25.03.57.	Utilisation of earnings from departmentally run catering establishments	Full power	Full power with the approval of CCM	Full power with the approval of CCM	Full power with the approval of CCM	Full power	Full power with the approval of DRM	Full power with the approval of DRM	Full power with the approval of DRM	Finance concurrence is necessary
13	Rly. Bd.'s letter No. 1026/TG dt.18.05.51.	To fix tariff of article sold through catering establishment in stations premises other than standardized meals, tea & coffee.	Full power	Full power subject to food cost % approved by CCM	Full power subject to food cost % approved by CCM.	Full power subject to food cost % approved by CCM.	Full power subject to food cost % approved by CCM.	Full power subject to food cost % approved by CCM.	Full power subject to food cost % approved by CCM.	Full power subject to food cost % approved by CCM.	Finance concurrence is necessary
14	Para 2311-S & Rly. Bd.'s letter No. 74-EB/3000 dt.14.01.75.	Write off of value loss item of utensils and stores /equipment rendered useless.	Upto Rs.20,000 per case.	Upto Rs.10,000 per case subject to a ceiling limit of Rs.50,000 per item.	Upto Rs.5,000 per case subject to a ceiling limit of Rs.50,000 per item.	NIL	Upto Rs. 20,000 per case subject to a ceiling limit of Rs.1 Lakh per item.	Upto Rs.10,000 per case subject to a ceiling limit of Rs.1 Lakh per item.	Upto Rs.5,000 per case subject to a ceiling limit of Rs. 50,000 item.	NIL	Finance concurrence is necessary The book value of the item should be adopted for write off. Prior Finance concurrence for write off of material is necessary.

NOTE: (a) The book value of the item should be adopted for write off.



Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS	
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM		
15		Stitching of uniforms	Full power for stitching uniforms for bearers on VIP duty.	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	With prior Fin. Conc. Only Finance concurrence is necessary
16		Annual maintenance contract of catering equipments on quotation basis, subject to availability of funds.	Full power	Upto Rs.20,000 per case.	NIL	NIL	Upto Rs.20,000 per case.	NIL	NIL	NIL	NIL	Finance concurrence is necessary
17		Purchase of branded items for resale on quotation basis for short listed brands of biscuits, confectionery, potato chips, cakes and aerated drinks, mineral water etc. where shortlisting has been done by Headquarters.	Full power	Upto Rs.25 Lacs per case.	NIL	NIL	Upto Rs.25 Lacs per case.	NIL	NIL	NIL	NIL	Finance concurrence is necessary
18		Extension of contracts awarded through open tender/single tender/limited tender upto the period of three months.	Full power upto the limit of contract accepted by the Officer.	Full power upto the limit of contract accepted by the Officer.	Full power upto the limit of contract accepted by the Officer.	Full power upto the limit of contract accepted by the Officer.	Full power upto the limit of contract accepted by the Officer.	Full power upto the limit of contract accepted by the Officer.	Full power upto the limit of contract accepted by the Officer.	Full power upto the limit of contract accepted by the Officer.	Full power upto the limit of contract accepted by the Officer.	Finance concurrence is necessary
19		Taking over the dead stock for new departmental catering unit.	Full power	Full power	Upto Rs.5 Lakhs	Upto Rs.2 Lakhs	Full power	Full power	Upto Rs.5 Lacs	Upto Rs.2 Lacs	Upto Rs.2 Lacs	Finance concurrence is necessary
20		Printing of tariff, menu cards etc. related with catering.	Full power	Full power	Full power	Upto Rs.5 Lakhs in each occasion	Full power	Full power	Full power	Upto Rs.3 Lacs in each occasion	Upto Rs.3 Lacs in each occasion	Finance concurrence is necessary

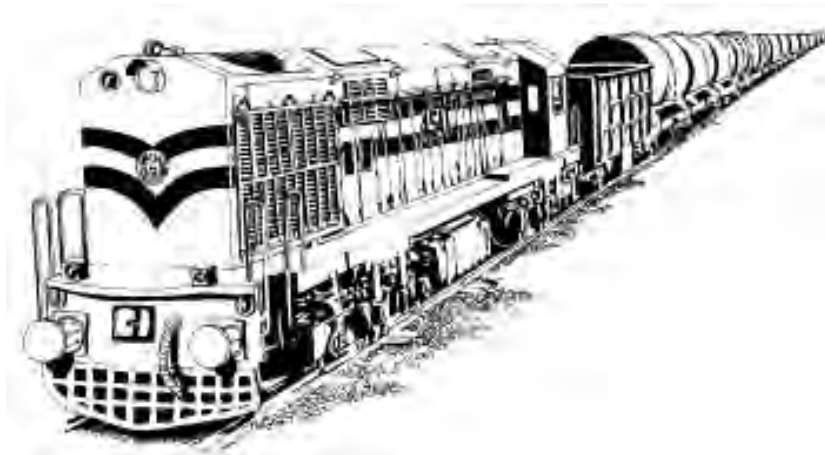


Sl. No.	Authority	Nature of Power	Head Quarters				Divisions				REMARKS
			PHOD / CCM	SAG	JAG	Sr. Scale/Jr. Scale	DRM	ADRM	JAG/ Sr. DCM	Sr. Scale/ DCM	
21	Rly. Bd.'s letter No.93/ TG.III/631/6 dt.17.03.99.	Awarding of contract of Automatic Vending machines through Open Tender	Full power	NIL	NIL	NIL	Full power	NIL	NIL	NIL	Finance concurrence is necessary
22	Rly. Bd.'s letter No.99 /TG.IV/10/P/NID dt.15.03.99.	Replacement of Old Cate-ring/Vending Stalls by New Modular Stalls through Sponsorship.	Full power	NIL	NIL	NIL	Full power	NIL	NIL	NIL	Finance concurrence is necessary

ANNEXURE –“A”**TENDER COMMITTEE AND ACCEPTING AUTHORITY FOR LEASING CONTRACTS**

Value of Acceptable Tender offer	Accepting Authority	Level of Tender Committee		
		Member of Commercial Department	Member of Sister Department	Member of Finance Department
Upto Rs. 2 Crores	Sr. DCM	Sr. Scale	Sr. Scale	Sr. Scale
Upto Rs. 5 Crores	ADRM	JA Grade	JA Grade	JA Grade
Upto Rs. 8 Crores	DRM	JA Grade	JA Grade	JA Grade
Above Rs. 8 Crores	CCM	CCM/FM	CPTM	FA&CAO /WST

- NOTE:**
- 1) The 3rd member of the Tender Committee should be nominated by the accepting authority.
 - 2) There will be a Standing Tender Committee for this purpose, and no fresh nomination of the Tender Committee will be required in each case unless the accepting authority changes one of the existing members by a specific order.
 - 3) Briefing note for Tender Committee and comparative statements should be prepared and vetted by finance to facilitate the Tender Committee.
 - 4) These powers are specifically for leasing of parcel space only and will not be applicable for other earning contracts.



JOINT PROCEDURE ORDER RELATED TO DISPOSAL OF CONDEMNED BED ROLL COMPONENTS

1. The procedure for condemnation of bedroll components either after expiry of its codal life or becoming unusable is not fully elaborated. Therefore, it is necessary to streamline the procedure for its condemnation for the reasons, stated herein above.
2. Bedroll components are using used by the passengers of Upper class (except AC chair car class) in all trains. Those are being washed/dry cleaned before reuse, in pursuance with existing instructions. Owing to such process, it is seen that either after expiry of its codal life or for shabby condition, those become unusable by the passenger and retaining such components invites complaints and bad criticism. Hence, streamlining the procedure of condemnation and subsequent disposal found extremely necessary. Therefore, it has become necessary to issue JPO in this regard. Therefore, the following guidelines are issued for condemnation of bedrolls and its disposal either after expiry of its codal life or becoming unusable even before expiry of its codal life.
3. In order to ensure speedy and efficient disposal of used bedroll components, the following steps have to be taken by the concerned divisions : -
 - (a) Condemnation Committee to comprise of two members AME/ACM and AMM. Acceptance of recommendation shall be by Sr. DME/Sr. DCM as applicable in the Division.
 - (b) The condemnations Committee may carry out sample checks/physically verify the linen and related data and submit its recommendations.
4. In terms of Railway Board's letter No. 2005/TG-V/10/17 dated 2.3.2006 codal life of bedrolls components has been stipulated as under :-

Item	Codal Life
Pillow cover/Face Towel	12 months
Bed Sheet	24 months
Pillow	36 months
Blanket	60 months

Modification of codal life of the aforesaid bedroll components is under consideration by the Administration and any change in this regard will be communicated to all concerned in due course for compliance.

5. The depot-in-charge of bedroll components should process proposal for condemnation of any bedroll item, keeping in view its codal life or its condition. The incumbent should specify the following while processing its condemnation :-
 - i) Date of put to use of the bedroll components.
 - ii) Codal life of the bedroll components.
 - iii) Present condition of the bedroll components i.e. whether it is in torn condition or in good condition but not looking good or absolutely scrapped.
6. Since scrap value of the bedroll components may not be very large but quantity may be huge, recommendation for condemnation of bed rolls submitted by the committee should be approved/accepted by DRM/ADRM after consideration all relevant points.
7. DRM/ADRM on receipt of the recommendation of the Committee may consider approving the recommendation for condemnation keeping in view the relevant aspects in this regard.
8. On receipt of approval from DRM/ADRM towards condemnation of bedroll components, Sr. DCM/DCM(IC), Sr. DME(C&W) will communicate to Mechanical/Electrical branch (Sr. DME/C&W, Sr. DME/P & Sr. DEE/TRD) of the division for accepting the condemned bedroll components for its departmental use. Other Departments of the Railways may also be offered same. On receipt of such proposal B.Os will examine the feasibility and communicate the requirement.

9. Beyond the requirement of used bedroll components for departmental use by the different departments of the divisions, the balance stock should be offered for sale through acution/tendering on as is where is basis by Dy. CMM concerned.
10. If the condemned bedroll components are not disposed off even through sale/auction it may be offered to ERWVO for philanthropic purpose otherwise these should be destroyed by burning keeping proper accountal of the same by the concerned stock holder.
11. The depot-in-charge of the bedroll components should keep proper accountal of all items right from procurement stage to condemnation & disposal of bedroll components in proper register, which should be presented for internal check by ISAs/CTIs and other officers.
12. In all cases copy of the recommendation of condemnation and proposal for procurement on replacement as well as details of the disposal of the condemned bedroll components should be sent to CCM/E Rly for record.

-sd-

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FA&CAO

16.10.06

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C O S

12.10.06



Sub : Schedule of Powers in Commercial Matter for Earning Contracts.

- Ref : 1. Board's letter No.99/TC (FM)/10/4 dated 23.10.2000/01.06.2001.
2. Board's letter No.99/TC (FM)/10/4 dated 03.06.2004.

The Schedule of Powers (SOP) in respect of earning contracts of Commercial Department were laid down in terms of Board's letters referred to above. The matter regarding enhancement of powers for acceptance of earning contracts has been under consideration of the Board.

Board has decided to modify the SOP provisions for all commercial earning contracts (except parcel leasing and catering) as under :

Value of Contract	Level of Delegation	Accepting Authority
Upto Rs.30 Lakh.	Asstt. Scale Tender Committee consisting of one Officer each from Commercial and Accounts Department.	DCM / Sr. DCM
Above Rs.30 Lakh and upto Rs.1 Crore.	Sr. Scale Tender Committee consisting of one Officer each from Commercial and Accounts Department and third member should be nominated by DRM / ADRM.	Sr. DCM
Above Rs.1 Crore and upto Rs.5 Crore.	JA Grade Tender Committee consisting of Sr. DCM and one JA Grade Officer nominated by DRM / ADRM and a Sr. Scale Finance Officer.	DRM / ADRM
Above Rs.5 Crore and upto Rs.10 Crore.	JA Grade Tender Committee consisting of Sr. DCM, one JA Grade Officer nominated by DRM and a JA Grade Finance Officer.	DRM
Above Rs.10 Crore and upto Rs.15 Crore.	Head Quarters Level JA Grade Tender Committee consisting of 3 members Dy. FA&CAO nominated by FA&CAO, JA Grade Officers from Commercial and some other department, both nominated by CCM.	Concerned SAG Officer of Commercial Department.
Above Rs.15 Crore and upto Rs.40 Crore.	Head Quarters Level SA Grade Tender Committee consisting of 3 members FA&CAO(WST) / FA&CAO(T) and SA Grade Officers of Commercial and some other department, both nominated by CCM.	CCM / (PHOD / Coordinating HOD)
Above Rs.40 Crore.	HAG(PHOD level) Tender Committee in Head Quarters of 3 members consisting of CCM, FA&CAO and third member nominated by GM.	GM

All the other conditions will remain unchanged.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.