



## SOUTH CENTRAL RAILWAY

General Manager's Office,  
Secunderabad – 500 025.

No: G. 203/Policy/Trans/Vol. V (298450)

Date: 29.05.2023.

### **All concerned**

Sub: Correction Slip No. 14 – Up-dation/Additions to Part 'A' and Part 'C' of Model SOP 2018. Powers delegated to CAO/C, Other Officers in Construction and DRMs for Gati Shakti works.

Ref: 1) Railway Board letter No. 2022/F(X)II/PW/3 dated 20.07.2022.  
2) Railway Board letter No. 2022/F(X)II/PW/1 dated 10.04.2023.  
3) Railway Board letter No. 2022/F(X)II/PW/1 dated 26.04.2023.

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Railway Board vide their letters under reference, have updated/delegated certain powers to CAO/C, Other Officers in Construction and DRMs for Gati Shakti works under Part 'A' – Works Matters and Part 'C' – Miscellaneous Matters of Model SOP 2018.

In this connection, Correction Slip No. 14 to Model SOP, 2018 is enclosed herewith for information and compliance please.

This issues with the concurrence of PFA and approval of the General Manager.

Encl: As above.

**K MUTYALA  
NAIDU**

Digitally signed by K  
MUTYALA NAIDU  
Date: 2023.05.29 12:59:30  
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Dy General Manager/Genl.

## Part 'A' – Works Matters of Model SOP 2018

| Item | Nature of Powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | PHOD/CHOD/<br>HOD                                                                                                                                                       | DRM/ADRM/<br>SAG                                                                                                 | Divisional Officers,<br>Extra Divisional<br>Officers & Officers<br>in Hqrs | Remarks                                                                                                                                                                                                                                                                                                                                                                                         |
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| 1    | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3                                                                                                                                                                       | 4                                                                                                                | 5                                                                          | 6                                                                                                                                                                                                                                                                                                                                                                                               |
| 2A   | Technical sanction to sub estimate/detailed estimates/ revised estimates for all the works including those sanctioned by higher authorities (GM /Railway Board etc.).<br>(A) Works itemized in the works programme/RSP/M&P / LAW/LSWP/ Mini Law/Deposit /Composite Works (chargeable to both Railways and party)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                         |                                                                                                                  |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                 |
|      | (i). All works in (A) above except RSP and M&P items and chargeable to Capital, Capital Fund, RRSK, Depreciation Reserve Fund, Development Fund, and Open Line Works Revenue.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <u>CAO (C) in HAG</u><br><b>Full powers</b><br><br><u>AGM</u><br>Up to Rs.500 Cr.<br><br><u>PHODs / CHODs</u><br>Up to Rs.100 Cr.<br><br><u>SAG</u><br>Up to Rs. 50 Cr. | <u>DRM –</u><br>Up to Rs75 Cr.<br><br><u>ADRM</u><br>Upto Rs.50 Cr.<br><br><u>CWM in SAG</u><br>Up to Rs. 75 Cr. | <u>SG/JAG</u><br>Up to Rs. 25 Cr.                                          | <b>Authority:</b><br>1. Para-703 of Engineering Code.<br>2. Item No. 40(1) (a & b) & 40(2) of GM's delegation.<br>3. Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017<br>4. Board's Lr No.2018/TF/Civil/Works dtd.12/06/2018.<br>5. Item No. B(II) of GM's delegation vide RB Lr. No. 2021/F(X)II/PW/3 dated 21.09.2021.<br>6. <b>Railway Board Lr. No. 2022/F(X)II/PW/1 dated 10.04.2023.</b> |
|      | For any Deposit Work: Administrative approval is required as per item 1 (C) above before any survey, planning/execution of the work. Regarding Composite works (involving Railway and Deposit works both), the administrative approval of the Railway portion of the work is limited upto the values specified in Item 1(A) above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                         |                                                                                                                  |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                 |
|      | Note for item 2(A)-(i):<br>1. Associate Finance vetting is necessary.<br>2. For open line works, costing more than Rs. 500 Cr, vetting by PFA and for construction works costing more than Rs. 500 Crores vetting by FA&CAO / Construction is required for obtaining personal sanction of GM.<br>3. Excess over the abstract cost for works shall be governed by item 3 of SOP (Works matters)<br>4. Detailed estimate may be prepared in the initial stage by taking services of a consultant wherever required. Change in scope may be done only on account of change of technology or change in local conditions but not due to change in planning/layout. All the existing provisions will be retained [Authority: RB letter No. 2017/Trans/01/Policy dated 18.10.2017].<br>5. Deposit works are defined in accordance with para 1843 of IR Code of Engineering Department. The method of execution is also defined therein. The limit of variation by 20% due to reasons other than escalation etc may not be applicable for Deposit Works. Sanction, execution and variations in these Deposit works shall be made by the Railway administration in consultation with the sponsoring authority bearing the cost of the deposit works, within the broad guidelines provided in IR Code of Engineering Department and Model SOP. Revised detailed estimate should however be within the powers of the sanctioning authority (Authority: RB Ltr. No 2017/Trans/01/Policy dated: 08 - 02- 2018). |                                                                                                                                                                         |                                                                                                                  |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2 A  | (ii) – No change.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                         |                                                                                                                  |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2 A  | (iii) – No change.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                         |                                                                                                                  |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                 |

| Item | Nature of Powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | PHOD/CHOD/ HOD                                                                                                                                                                                                                                                                                                                                                               | DRM/ADRM/ SAG | Divisional Officers, Extra Divisional Officers & Officers in Hqrs | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| 1    | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3                                                                                                                                                                                                                                                                                                                                                                            | 4             | 5                                                                 | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2 A  | (iv) Survey estimates                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><u>PHOD/CAO/C</u><br/>Full Powers within the yard stick prescribed in respect of plan heads: new lines, gauge conversion, doubling, for surveys included in the sanctioned budget or sanc-tioned separately.</p> <p><u>PHOD/CAO/C</u><br/>Up to Rs.5 Lakhs in respect of all other plan heads for surveys included in the sanctioned budget or sanctioned separately.</p> | Nil           | Nil                                                               | <p><i>Authority:</i></p> <ol style="list-style-type: none"> <li>Item No. 40 (3) &amp; 40(5) of GM's delegation, subject to Board's orders and Yardsticks issued from time to time.</li> <li>As per the yardsticks laid down by Board's letter No. 2012/W-1/Genl./Survey/Budget dtd 18.11.2016</li> <li>Board's letter No. F(X) II/2000/PW/2, dated 27-06-2000 &amp; No. F(X) II/2006/PW/17, dt.18.10.2006 and 4.12.2006.</li> <li>Board's Letter No. 2007/CE-I/CT/18 dated 07.03.2008.</li> <li>Item No. B(II) (4) &amp; (6) of GM's delegation vide RB Lr. No. 2021/F(X)II/PW/3 dated 21.09.2021 – subject to Board's orders and yardsticks issued from time to time.</li> <li>RB's Lr. No. 2021//F(X)II/PW/4 dated 25.08.2021.</li> <li><b>Railway Board letter No. 2022/F(X)II/PW/1 dated 10.04.2023.</b></li> </ol> |
|      | <p>Notes for item (iv) (Survey) above:</p> <ol style="list-style-type: none"> <li>Finance vetting is necessary.</li> <li><b>These powers also cover sanction of part estimates costing up to 5% of the work as originally sanctioned in the budget.</b></li> <li><b>Part estimate may be sanctioned towards incurring expenses for preliminary activities like Final Location Survey, Geo-technical studies, designs, preparation of plans and drawings, shifting of utilities etc., which will help in preparation of detailed estimates.</b></li> <li><b>The detailed estimate can be prepared and got sanctioned only after these preliminary activities are completed.</b></li> <li><b>These preliminary activities should be executed on Works Contract basis.</b></li> </ol> |                                                                                                                                                                                                                                                                                                                                                                              |               |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2 A  | <p>(v) Engagement of individuals for specialized studies without calling of tender/quotation.</p> <p>(Railway Board letter No. 2022/F(X)II/PW/1 dated 10.04.2023).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><u>CAO/C</u><br/>Rs. 5 Lakhs</p>                                                                                                                                                                                                                                                                                                                                          |               |                                                                   | <ol style="list-style-type: none"> <li>Before according such administrative approval and finance concurrence, the competent authority shall satisfy himself that the individual so engaged is of proven experience and possesses specialized knowledge related to the assignment.</li> <li>This power is to be used in the cases where some specialized study is required to be undertaken by engaging experts in the field not having any firm associated with them; eg: slope stability, review of drawings, structural audit, visit of experts for their opinion on complicated technical matters etc.</li> </ol>                                                                                                                                                                                                    |

| Item | Nature of Powers                                                                                                                                                                                                             | PHOD/CHOD/ HOD                                                                                                                                                        | DRM/ADRM/ SAG                                                                                                                                                   | Divisional Officers, Extra Divisional Officers & Officers in Hqrs                                                                                                          | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 3    | Sanction to excess over estimates (Including those sanctioned by higher authority at the time of preparing revised/ completion estimates.)<br><br>(A) For itemized works, and LAW/Mini law items Other than M&P and surveys. |                                                                                                                                                                       |                                                                                                                                                                 |                                                                                                                                                                            | <i>Authority:</i><br>1. Item No. 40(1) of GM's delegation vide Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017.<br>2. Item No. B(II) of GM's delegation vide Rly. Board's letter No. 2021/F(X)II/PW/3 dated 21.09.2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|      | (i) Increase in cost due to escalation                                                                                                                                                                                       | <u>PHOD/ CHOD</u><br>Up to 100% of the original estimate.<br><br><u>CAO/C in HAG-</u><br>Full powers for estimates up to the limit as per current powers of sanction. | <u>DRM/ADRM/SAG</u><br>Up to 100% of the original estimate.<br><br><u>SAG/C</u><br>Full powers for estimates up to the limit as per current powers of sanction. | <u>SG/JAG</u><br>Up to 100% of the original estimate.<br><br><u>SG/JAG in Construction</u><br>Full powers for estimates up to the limit as per current powers of sanction. | (Railway Board letter No. 2022/F(X)II/PW/1 dated 10.04.2023).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 3    | (ii) No change                                                                                                                                                                                                               |                                                                                                                                                                       |                                                                                                                                                                 |                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5.   | Works Contract for approved and sanctioned works- or supplies related to sanctioned works or zonal contracts.<br><br>A. Calling of Tenders:<br><br>(i) Open Tenders.                                                         | <u>PHOD/HOD</u><br>Full Powers                                                                                                                                        | <u>DRM /ADRM/CWM (in SAG)</u><br>Full Powers                                                                                                                    | <u>JAG</u><br>Full Powers                                                                                                                                                  | <i>Authority:</i><br>1. Railway Board's letter No. 2007/CE-I/ CT/ 18 Pt. II dated 30.07.2010.<br>2. Railway Board's letter No. 2007/ CE-I/CT/ 18 Pt. XII dated 31.12.2010 (Para No 4).<br>3. Railway Board's letter No. 94/ CE-I/CT/4/Pt.17 dated 13.08.2012.<br>4. Railway Board's letter no. 2017/ CE-I/ CT/ 10-Procurement Cycle dated 23.10.2017.<br>5. Railway Board's letter No. Trans/ 01/Policy dated 08.02.2018.<br>6. <b>Railway Board letter No. 2018/ Trans/01/Policy dtd.12.12.2018 (Corrigendum Slip No.2).</b><br>7. <b>SCR Correction Slip No. 11 dated 02.03.2022.</b><br>8. <b>SCR Correction Slip No. 12 dated 02.06.2022.</b><br>9. <b>Railway Board's letter No. 2022/ F(X)II/PW/3 dated 20.07.2022.</b> |

| Item | Nature of Powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PHOD/CHOD/ HOD              | DRM/ADRM/ SAG                                                  | Divisional Officers, Extra Divisional Officers & Officers in Hqrs | Remarks                                                                                                                                                                                         |
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|      | <p>Notes for Item 5(A)-(i):</p> <ol style="list-style-type: none"> <li>For all works contract tenders requiring techno-economic evaluation, 'Two Packet System' of tendering shall be the norm as far as possible</li> <li>For inviting Works Tenders valuing more than Rs.10 Crs, two-packet system, shall mandatorily be followed. However, for all works contract tenders within the Tender Acceptance Powers of SAG/DRM/ADRM/CWM valuing more than Rs 10 Crore, 'Two packet System shall mandatorily be followed, except in cases where it is decided by an executive not below SAG level for reasons to be recorded in writing and with the concurrence of associate Finance, that it would be advantageous to follow 'Single packet system". For Tenders valuing beyond the tender acceptance powers of SAG/DRM/ADRM/CWM, and costing more than Rs 10 Crore, decision of executive not below HAG in consultation with FA&amp; CAO shall be required to adopt Single packet system of tendering in case of works tenders. Authority (RB ltr no 2017/Trans/01/Policy dated 26-12-2017)</li> <li>For Tenders valuing up to Rs. 10 Crs, decision to adopt two-packet system shall be taken by the tender inviting authority with the concurrence of associate finance</li> <li>The Minimum Eligibility / Qualifying criterion/criteria in the Tender Document for selecting the Tenderer should be precisely defined as per Railway Board guidelines. In case of any modification to Railway Board's standard minimum eligibility criteria, concurrence of PFA / FA&amp;CAO/C/RE (Associate Finance) and approval of GM/PHOD/ CAO/Con/CAO/RE should be taken.</li> <li>Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders are called without sanction of detailed estimate, if detailed estimate is vetted and submitted for sanction of competent authority. Pre-vetting is also not necessary in case of zonal works and revenue works in Open Line up to Rs.5 Lakhs for which detailed estimates need not be framed. It shall be ensured that the tender schedules are prepared based on the scope of the work as included in the sanctioned estimates. In cases of urgency, open tenders may be called, before sanction of detailed estimates, with the approval DRM/PHOD/CHODs. However, the letter of acceptance shall be issued only after the sanction of detailed estimate.</li> <li>For inviting tender for consultancy works, prior approval of competent authority has to be obtained as per Annexure 'D'.</li> <li>All zonal contracts should be open tenders.</li> <li>Powers to call tenders by JAG is restricted up to the value of tenders to be accepted at SAG level.</li> <li>Eligibility criteria need not be stipulated for open tenders up to Rs.50 Lakhs each. For relaxation in the prescribed eligibility for open tenders costing above Rs.50 Lakhs, personal approval of GM is required with PFA's concurrence in case of Open Line. In cases of Construction/RE Organization, personal approval of CAO/C/CAO/RE is required with personal concurrence of FA &amp; CAO/C/RE. However, for inserting eligibility criteria in specialised tenders, decision of PHOD shall be final in all cases.</li> <li><b>Sufficient notice period should be given for the submission of tenders, which in the case of large works should not be less than 21 days. The above prescribed tender notice period may be reduced from 21 days in the exceptional circumstances only in consultation with the Principal Financial Adviser. However:</b> <ol style="list-style-type: none"> <li>For tenders valued up to and including Rs. 1 Crore invited through e-tendering, the tender notice period can be reduced up to 21 days by CAO/PHOD/CHOD/DRM/CWM (in SAG) without finance concurrence and up to 14 days with the concurrence of Associate Finance.</li> <li>For tenders valued up to &amp; including Rs. 2 Crore invited through e-tendering, the tender notice period can be reduced up to 14 days in consultation with Associate Finance.</li> </ol> </li> <li>For Service Contracts GCC for Services shall be followed.</li> </ol> |                             |                                                                |                                                                   |                                                                                                                                                                                                 |
| 5 A  | (ii) – No Change.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                                                                |                                                                   |                                                                                                                                                                                                 |
| 5 A  | (ii) (a) Limited Tenders from approved list for Works Contracts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>CAO/C</b><br>Full powers | <b>SAG/C</b><br>More than Rs. 50 Lakhs and up to Rs. 1.50 Crs. | <b>SG/JAG in Construction</b><br>Up to Rs. 50 Lakhs               | <b>Authority:</b> <ol style="list-style-type: none"> <li>No.2013/CE-I/CT/0/20/PO/Pt. II (ii) dated 26.11.2013.</li> <li>Railway Board letter No. 2022/F(X)II/ PW/1 dated 10.04.2023.</li> </ol> |

| Item | Nature of Powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | PHOD/CHOD/ HOD                                                                                                                       | DRM/ADRM/ SAG                                                                                                                        | Divisional Officers, Extra Divisional Officers & Officers in Hqrs                                                                                                                                                                                                                                                                                                                                                                                                                | Remarks                                                                                                                                                                                                                                         |
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|      | <p>Notes for Item 5(A)(ii) and (ii)(a):</p> <ol style="list-style-type: none"> <li>1) Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders are called without sanction of detailed estimate. Pre-vetting is also not necessary in case of zonal works and revenue works in Open Line up to Rs.5 Lakhs for which detailed estimates need not be framed. It shall be ensured that the tender schedules are prepared based on the rates/quantities/scope of the work as included in the sanctioned estimates.</li> <li>2) For formulating approved list of contractors and invitation of Limited Tenders, the norms specified in the Board's letter No.94/CE- I/CT/4 dt.17.10-02, 12/16-5-06 and No. 2007/CE/ I/CT/18 dated 28-9-2007 and subsequent revisions on the subject shall be followed.</li> <li>3) At least 10 names should be on the approved list of contractors.</li> <li>4) Tender Notice period should not be less than 14 days.</li> </ol> |                                                                                                                                      |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                 |
|      | <b>(ii)(b) Approval/short listing of agencies for limited tenders for construction.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b><u>CAO/C</u><br/>Full powers</b>                                                                                                  |                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1. <b>Railway Board Lr. No. 2022/F(X)II/ PW/1 dated 10.04.2023.</b>                                                                                                                                                                             |
| 5    | (F) (i) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr. | Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr. | <u>JAG/SG &amp; SS officers (Independent charge)</u><br><br>(i) Works directly related to safe running of trains:<br><br>Up to and including Rs.2 Lakhs per case without finance concurrence subject to annual ceiling limit of Rs. 10 Lakhs.<br><br>(ii) All other works including works directly related to safe running of trains:<br><br>Up to Rs.5 Lakhs per case with annual limit of Rs.60 Lakhs (including (i) above).<br><b>SG and JAG in workshop – same as above.</b> | <b>Authority:</b><br>Board's Letters Nos.<br>1. 2007/CE-I/CT/18/Pt. dt 05.03.2009.<br>2. 2007/CE-I/CT/18 Pt.13 dt.06.09.10.<br>3. 2007CE-I/CT/18/Pt.13 dt.11.09.17.<br>4. <b>Railway Board's Letter no. 2022/F(X)II/ PW/1 dated 10.04.2023.</b> |

| Item | Nature of Powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | PHOD/CHOD/ HOD                                                                               | DRM/ADRM/ SAG                                                               | Divisional Officers, Extra Divisional Officers & Officers in Hqrs | Remarks                                                                                                                                                                                                                                                                                                       |
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|      | <p>Notes for Item 5 F (i) (Quotations):</p> <ol style="list-style-type: none"> <li>1. Finance concurrence is necessary except for delegation under col. 5(i) for which certification by accepting Authority that the work is of urgent nature and directly related to safe running of trains in his jurisdiction is required to be recorded.</li> <li>2. The powers shall be exercised by the officers with their own administrative approval and no separate administrative approval is necessary.</li> <li>3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out.</li> <li>4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/ sanction to the detailed estimates wherever necessary.</li> <li>5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation</li> <li>6. The reasonableness of rates should be gone into objectively and in detail by the accepting authority.</li> <li>7. Quotations should not be for fancy (expensive but of low utility) items.</li> <li>8. Quotations should only be for works which are urgent in nature.</li> <li>9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list.</li> <li>10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms).</li> <li>11. A Register showing the full particulars of works authorized through quotations shall 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.</li> <li>12. The powers delegated are specific to the department/division concerned.</li> <li>13. Cross utilization of powers of equivalent officers in a division/single administrative unit shall not be allowed. Notice period of at least 7 days from the date of NIQ (Notice inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation.</li> </ol> |                                                                                              |                                                                             |                                                                   |                                                                                                                                                                                                                                                                                                               |
| 5    | <b>(F) (ii) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>CAO/C</b><br>Rs. 4 Cr. Per case for construction projects with annual limit of Rs. 25 Cr. | <b>SAG/C</b><br>Up to Rs. 15 lakh per case with annual limit of Rs. 1.5 Cr. | Nil                                                               | <b>Authority:</b><br>Railway Board's letters No.<br>1. 2007/CE/-I/CT/18/Pt. dt 05.03.2009.<br>2. 2007/CE-I/CT/18Pt.13 dt. 06.09.2010.<br>3. 2007/CE-I/CT/18/Pt.13 dt. 11.09.2017.<br>4. 2022/F(X)II/PW/1 dated 10.05.2022.<br>5. 2022/F(X)II/PW/3 dated 20.01.2022.<br>6. 2022/F(X) II/PW/1 dated 10.04.2023. |
|      | <p>Notes for Item 5 (F) (ii):</p> <ol style="list-style-type: none"> <li>1. The power given in 5(F) (ii) is to be used for last mile connectivity of projects, unforeseen/leftover works directly required for completion of projects.</li> <li>2. Finance concurrence is necessary except for delegation under col. 5(i) for which certification by accepting Authority that the work is of urgent nature and directly related to safe running of trains in his jurisdiction is required to be recorded.</li> <li>3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out.</li> <li>4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/sanction to the detailed estimates wherever necessary.</li> <li>5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation.</li> <li>6. The reasonableness of rates should be gone objectively and in detail by the accepting authority.</li> <li>7. Quotations should not be for fancy (expensive but of low utility) items.</li> <li>8. Quotations should only be for works which are urgent in nature.</li> <li>9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list.</li> <li>10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms).</li> <li>11. A Register showing the full particulars of works authorized through quotations shall 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.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                              |                                                                             |                                                                   |                                                                                                                                                                                                                                                                                                               |

| Item | Nature of Powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | PHOD/CHOD/ HOD                                                                                                                                                                                                               | DRM/ADRM/ SAG                                                                                                                                                                                                                             | Divisional Officers, Extra Divisional Officers & Officers in Hqrs                                                                                                                                                                                 | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 1    | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 3                                                                                                                                                                                                                            | 4                                                                                                                                                                                                                                         | 5                                                                                                                                                                                                                                                 | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|      | 12. Notice period of at least 7 days from the date of NIQ (Notice inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation.<br>13. The notice inviting quotations should be given wide publicity.<br>14. Instructions contained in Rly. Bd's letter No. 2022/F(X)II/PW/1 dated 10.05.2022 and letter No. 2022//F(X)II/PW/3 dated 20.07.2022 are to be followed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                              |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 9.   | Variation in quantities specified in contracts<br><br>(A). Increase in quantities specified in the Contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <u>PHOD/ HOD</u><br>Full powers<br><br>(Provided the conditions given in the remarks column are adhered to and the revised monetary value of the amended contract does not exceed their current power of Tender acceptance). | <u>DRM/ADRM/ CWM (in SAG)</u><br>Full powers<br><br>(Provided the conditions given in the remarks column are adhered to and the revised monetary value of the amended contract does not exceed their current power of Tender acceptance). | <u>SG/JAG/SS (independent Charge)</u><br>Full powers<br><br>(Provided the conditions given in the remarks column are adhered to and the revised monetary value of the amended contract does not exceed their current power of Tender acceptance). | <i>Authority:</i><br>1. Rly Board's letter No. 94/CE-I/CT/4 dt. 17.10.02.<br>2. Rly Board's letter No. 2007/CE-I/CT/18 dt. 28-9-2007.<br>3. Rly Board's letter No.2007/CE-I/CT/18/Pt.XII dated 31.12.2010.<br>4. Railway Board's letter No.2007/CE-I/CT/18/Pt.XII dated 08.07.2016.<br>5. Railway Board's Transformation Cell Letter no 2017/Trans 01/policy dated 08.02.2018.<br>6. (Authority: RB Ltr no 2017/Trans/01/Policy dated 27-03-2018)<br>7. Board, letter no 2017/Trans/01/Policy dated 18.10.2017<br>8. Board's letter No. 2018/TF/Civil Works dt 12.06.2018.<br>9. Board letter No. 2018/Trans/01/ Policy dt.17.10.2018). (Corrigendum Slip No. 1).<br>10. <b>Railway Board letter No. 2022/F(X)II/PW/3 dated 20.07.2022.</b> |
|      | Notes for Item 9 (A)<br>1. Individual NS items in contracts shall be operated within variation upto plus or minus 25% and payment would have made as per the agreement rate. For this no finance concurrence would be required.<br>2. For the tenders accepted at the Zonal Railways level, the variation in quantities will be approved by the authority in whose current tender acceptance powers, the revised value of the agreement lies.<br>3. In case an increase in quantity of an individual item by more than 25% of the agreement quantity is considered unavoidable, the same shall be got executed by floating a fresh tender. If floating a fresh tender for operating that item is considered not practicable, quantity of that item may be operated in excess of 125% of the agreement quantity (100% i.e., the original quantity + 25% i.e., quantity over and above the original quantity) subject to the following conditions:<br>a. Since there is an in-built rate reduction Clause of 2% & 4% for variation between 125% & 140% & between 140% and 150% respectively on the accepted rates it will only require the prior approval of the Tender Accepting Authority (TAA) |                                                                                                                                                                                                                              |                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Item | Nature of Powers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PHOD/CHOD/ HOD | DRM/ADRM/ SAG | Divisional Officers, Extra Divisional Officers & Officers in Hqrs | Remarks |
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| 1    | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 3              | 4             | 5                                                                 | 6       |
|      | <p>who is an officer not below the rank of JAG without finance concurrence subject to other conditions mentioned in Clause 42(4) of GCC 2014.</p> <p>b. However, a Supplementary Agreement/Addendum to original Agreement should be drawn subsequent to sanction of the variation by an officer not below the rank of JAG, which needs to be vetted by Associate Finance.</p> <p>c. Quantities operated in excess of 125% but up to 140% of the agreement quantity of the concerned item, shall be paid at 98% of the rate awarded for that item in that particular tender.</p> <p>d. Quantities operated in excess of 140% but up to 150% of the agreement quantity of the concerned item shall be paid at 96% of the rate awarded for that item in that particular tender.</p> <p>4. Variation in quantities of individual items beyond 150% will be prohibited and would be permitted only in exceptional unavoidable circumstances with the concurrence of Associate Finance and shall be paid at 96% of the rate awarded for that item in that particular tender.</p> <p>5. The variation in quantities as per the above formula will apply only to the individual items of the contract and not on the overall contract value.</p> <p>6. Execution of quantities beyond 150% of the overall agreement value should not be permitted and, if found necessary, should <b>ordinarily</b> be only through fresh tenders or by negotiating with the existing contractor, with personal concurrence of <b>FA&amp;CAO/C</b> and personal sanction of General Manager.</p> <p>7. The limit for varying quantities for minor value items shall be 100% (as against 25% prescribed for other items). A minor value item for this purpose is defined as an item whose original agreement value is less than 1% of the total original agreement value.</p> <p>8. No such quantity variation limit shall apply for foundation items.</p> <p>9. As far as SSR/SOR items are concerned, the limit of 25% would apply to the value of SSR/SOR schedule as a whole and not on individual SSR/SOR items. However, in case of NS items, the limit of 25% would apply on the individual items irrespective of the manner of quoting the rate (single percentage rate or individual item rate).</p> <p>10. For tenders accepted by Board Members and Railway Ministers, variations up to 110% of the original agreement value may be accepted by General Manager.</p> <p>11. The aspect of Vitiating if any, shall be governed as per Railway Board's Transformation Cell Letter no 2017/Trans 01/policy dated 08.02.2018.</p> <p>12. In zonal contracts, the variation in the contract should not exceed 25% of the contract value</p> <p>13. Overall agreemental Value, arrived at by adding the positive variation and subtracting the negative variation from the accepted value of the contract, shall be taken for deciding the competency of sanction. (Authority: RB Ltr no 2017/Trans/01/Policy dated 27-03-2018)</p> <p>14. The estimate provision/ preparation of revised estimate shall be ensured. The extant rules for excess over estimate, if any, due to escalation/ other than escalation, shall be followed.</p> <p>15. Vetting of Corrigendum/addendum in cases of variations of a works contract is not required when all following conditions are being satisfied:</p> <p>Value of new items (SOR or NS) is less than Rs.5 lakh, (ii) Percentage change in overall contract value is less than 10% and (iii) Percentage change in all individual NS items is less than 25% (for minor items 100%).</p> |                |               |                                                                   |         |

| Item | Nature of Powers                                                                      | PHOD/CHOD/ HOD                                | DRM/ADRM/<br>SAG               | Divisional Officers,<br>Extra Divisional<br>Officers & Officers<br>in Hqrs | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 1    | 2                                                                                     | 3                                             | 4                              | 5                                                                          | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 35   | Acquisition of land-<br><br>(A) against provision made in<br>a sanctioned estimate    | <u>PCE / CAO/CN/<br/>CE/CN</u><br>Full Powers | <u>DRM ADRM</u><br>Full Powers | <u>JAG</u><br>Full Powers                                                  | <p>1. Finance vetting is necessary as regards funds availability.</p> <p>2. <b>For payment of land cost due to:</b><br/> <b>a. Full price escalation.</b><br/> <b>b. Up to 20% due to increase in quantity.</b></p> <p><b>GM will sanction sub estimate of land with concurrence of FA&amp;CAO/C and payment may be released if project is getting delayed on this account without waiting for sanction of revised estimate of the project. The revised estimate should be necessarily include this sub-estimate of increased land cost before sanction.</b></p> <p><u>Authority:</u><br/> Railway Board letter No. 2022/F(X)II/<br/> PW/3 dated 20.07.2022.</p> |
| 49   | Spot purchase of items for new assets being constructed by Construction Organisation. | <u>CAO/C</u><br>1 Cr                          |                                |                                                                            | <p>1) This power to be used only if it is not possible to procure through normal competitive bidding.</p> <p>ii) The level of SPC should be based on the level already decided by Zonal Railway.</p> <p><u>Authority:</u><br/> Railway Board letter No. 2022/F(X)II/PW/1 dated 10.04.2023.</p>                                                                                                                                                                                                                                                                                                                                                                   |
| 50   | Expenditure on Inspection of CRS of Zonal Railway                                     | <u>CAO/C</u><br>Full powers                   | <u>SAG/C</u><br>Rs. 10 Lakhs   |                                                                            | <p>These powers to be used to cater for food, tentage, accommodation, vehicles for Rly staff &amp; visiting/inspecting officers, transportation of misc. items etc on the day of CRS inspection in connection with commissioning of new line, gauge conversion or doubling projects.</p> <p><u>Authority:</u><br/> Railway Board letter No. 2022/F(X)II/PW/1 dated 10.04.2023.</p>                                                                                                                                                                                                                                                                               |

| Item | Nature of Powers                                                                                                                                                         | PHOD/CHOD/ HOD              | DRM/ADRM/ SAG                | Divisional Officers, Extra Divisional Officers & Officers in Hqrs | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| 1    | 2                                                                                                                                                                        | 3                           | 4                            | 5                                                                 | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 51   | Expenditure on food, tentage & lighting etc at site during NI working.                                                                                                   | <u>CAO/C</u><br>Full powers | <u>SAG/C</u><br>Rs. 10 Lakhs |                                                                   | These powers to be used to cater for food, tentage, accommodation, vehicles for Railway staff & visiting/inspecting officers, transportation of misc. items, lighting arrangements etc during NI working in connection with commissioning of newline, gauge conversion or doubling projects.<br><u>Authority:</u><br><i>Railway Board letter No. 2022/F(X)II/PW/1 dated 10.04.2023.</i>                                                                                                                                                                                                                                                     |
| 52   | Sanction for hiring of Legal/Statutory services by firms                                                                                                                 | <u>CAO/C</u><br>Full powers | <u>SAG/C</u><br>Rs. 1 Lakh   |                                                                   | <ol style="list-style-type: none"> <li>1. Subject to finance concurrence for value more than Rs. 50,000 in each case.</li> <li>2. This will be exercised after concurrence by the DGM(LAW),</li> <li>3. This is for Hiring of legal firms for contractual matters which are pending in courts/arbitrations where financial implication is very high and where internal in-house capability of legal cell of Zonal Railway to defend Railway's interest is not adequate.</li> </ol> <u>Authority:</u><br><ol style="list-style-type: none"> <li>1. <i>Railway Board letter No. 2022/F (X)II/ PW/1 dated 10.04.2023.</i></li> </ol>           |
| 53   | Payments/Advances to Government Departments/PSUs/Public Utility Companies for Provision/Modification of Services/Rental for Services required for execution of Projects. | <u>CAO/C</u><br>Full powers | <u>SAG/C</u><br>Rs. 1 Cr     |                                                                   | <ol style="list-style-type: none"> <li>1) Powers to be exercised if provision exists in the sanctioned estimate.</li> <li>ii) Prior finance concurrence will be required.</li> <li>iii) These powers to be used for circumstances when some services are required from the Government Departments/PSUs/Public Utility Companies in connection with execution of projects in the interest of the Railway. Many a times it is in the interest of Railways to get the works executed through other Government/Semi Government agencies, which are better equipped to take up such works, rather than doing these works by Railways.</li> </ol> |

| Item | Nature of Powers | PHOD/CHOD/ HOD       | DRM/ADRM/ SAG | Divisional Officers, Extra Divisional Officers & Officers in Hqrs | Remarks                                                                                                                                 |
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| 1    | 2                | 3                    | 4             | 5                                                                 | 6                                                                                                                                       |
| 54   | Hiring of CA     | CAO/C<br>Full powers |               |                                                                   | It should be done through competitive bidding only.<br><u>Authority:</u><br>Railway Board letter No. 2022/F(X)II/PW/1 dated 10.04.2023. |

Part 'C' – Miscellaneous Matters

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                  |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                       |
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| 47 | <b>(H) Air travel on duty.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b><u>GMs</u></b><br>Subject to note (i), (iv) and (v) below:<br>i) Full powers without Finance concurrence for officers in regular SAG and above.<br>ii) Full powers for officers in NFSAG/ SG and below upto senior Supervisor level with finance concurrence. | <b><u>CAO/C, DRM for Gati Shakti works</u></b><br><br>Officers and senior supervisors (Finance concurrence not mandatory) subject to note below. | <b>1. These are discretionary powers to be exercised with personal approval of Competent Authority</b><br><b><u>Authority:</u></b><br>1. RB Lr. No. 2017/Trans/01/Policy dated 18.10.2017<br>2. RB Lr. No. F(E)I/2017/AL-28/41 dated 24.04.2018 & 08.05.2018.<br>3. RB Lr. No. 2022/F(X)II/PW/1 dated 10.04.2023.<br>4. RB Lr. No. 2022/F(X)II/PW/1 dated 26.04.2023. |
|    | <b><u>Note:</u></b><br>i) Conditions being fulfilled as prescribed in letter No. F(E)I/2021/AL-28/47 dated 13.08.2021.<br>ii) The request for air travel is to be processed in E-office only.<br>iii) The air travel of CAO/C and DRM/Gati Shakti office will be post audited by associate Finance and reported through MCDO to HQ and Board as the case may be.<br>iv) The approving authority needs to make sure that the flight with lowest air fare is taken.<br>v) Suitable check list duly filled in at the time of approval is necessary. |                                                                                                                                                                                                                                                                  |                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                       |

K MUTYALA  
NAIDU

Digitally signed by K MUTYALA  
NAIDU  
Date: 2023.05.29 12:59:50 +05'30'  
Dy. General Manager (G)