



पूर्व तट रेलवे/East Coast Railway

महाप्रबंधक का कार्यालय/General Manager's Office

रेल सदन, चन्द्रशेखरपुर, भुवनेश्वर/Rail Sadan, Chandrasekharpur, Bhubaneswar-751017

Memorandum

Sub: Modification of Sl. No. 9 of Sub-Part-I (Gazetted) and Sl. No. 60 of Sub-Part-II (Non-Gazetted) of SOP on Establishment Matters i.e. Part – F of Model SOP – 2018 of E. Co. Railway.

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Approval of General Manager is hereby communicated to the modification of Sl. No. 9 of Sub-Part-I (Gazetted) and Sl. No. 60 of Sub-Part-II (Non-Gazetted) of SOP on Establishment Matters i.e. Part – F of Model SOP – 2018 of East Coast Railway. Accordingly, Sl. No. 9 of Sub-Part-I (Gazetted) and Sl. No. 60 of Sub-Part-II (Non-Gazetted) of SOP on Establishment Matters i.e. Part – F of Model SOP – 2018 of East Coast Railway may be read as enclosed herewith.

This issues with the concurrence of PFA/ECOR.

Encl: As above in 1 page.


(ए. के. सिंह देव)

व.स.उ.महाप्रबन्धक / Sr.ADGM

कृते महाप्रबन्धक / For General Manager

Dated 23.10.2018

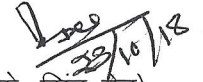
No.ECoR/GA/MSOP-2018/Estt./2034

Copy to Secretary to GM for kind information of the General Manager. Copy to PS to AGM for kind information of the Addl. General Manager.

Copy forwarded for kind information, necessary action and guidance to:-

All PHODs/CHODs/ECoR/BBS, Dy.GM/ECoR, FA&CAO(CON)/ECoR/BBS, FA&CAO(F&B), FA&CAO(WST), FA&CAO(G)/ECoR/ BBS, All DRMs, ADRMs, Sr.DFMs of E.Co.Rly., CWM, Sr. AFA/CRW/MCS, Pr. Director of Audits ECoR/BBS, CPRO, Dy.CVO, Dy. Secy(PG), Sr.RBA, Sr.LO/ECoR/BBS.

Copy to Sr. System Manager (IT)/ ECoR/BBS: He is requested to upload the same in the ECoR Website.


(ए. के. सिंह देव)

व.स.उ.महाप्रबन्धक / Sr.ADGM

कृते महाप्रबन्धक / For General Manager



पूर्व तट रेलवे/East Coast Railway

Enclosure to Lr. No. ECoR/GA/MSOP-2018/Estt./2034 dated 23.10.2018

Sl. No. 9 of Sub-Part-I (Gazetted) of SOP on Establishment Matters, Part-F of Model SOP – 2018 of East Coast Railway.

Sl. No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
9.	Grant of awards/rewards for meritorious work of outstanding nature.	Full Powers up to Rs.3,000/- to officers up to JAG.	Full powers up to Rs.3,000/- to officers up to JAG.	Nil.	1. Finance concurrence is not necessary. 2. Adequate funds should be ensured. 3. For grant of awards up to Rs.5,000/- to JA Grade officers, powers rest with GM/AGM. 4. For grant of award up to JAG officers in excess of Rs.5,000/- and for grant of any award to SAG and above officers, Railway Board's sanction is required. Authority: 1. Item 5(d) of GM's delegation.

Sl. No. 60 of Sub-Part-II (Non-Gazetted) of SOP on Establishment Matters, Part-F of Model SOP – 2018 of East Coast Railway.

Sl. No.	Nature of Powers	AGM/PHOD/ CHOD/HOD	DRM/ADRM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
60	To sanction rewards to non-gazetted staff (A) Cases connected with averting or reducing the severity of accidents.	<u>AGM</u> Full powers up to Rs.20,000/- in each case. <u>PHOD/CHOD</u> Full Powers up to Rs.7,500/- in each case. <u>HOD</u> Full powers up to Rs.2,000/- in each case.	<u>DRM/CWM</u> Full Powers up to Rs 7,500/- in each case <u>ADRM</u> Full powers up to Rs.2,000/- in each case.	<u>JA Grade/S. Scale (in independent charge)</u> Full powers up to Rs.1,000/- in each case.	1. Accounts concurrence is not necessary. 2. Individual cases for grant of rewards in excess of the monetary limit delegated, should be processed through the Standing Screening Committee for GM's sanction. Standing screening committee will be headed by PHOD/CHOD of Civil Engg., Mechanical, Electrical and S&T Departments. 3. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers. Authority: 1. Item 10(d) of GM's delegation vide Railway Board's letter No. F(X)II-2015/PW/7 dated 12.06.2017.



पूर्व तट रेलवे/East Coast Railway

Enclosure to Lr. No. ECoR/GA/MSOP-2018/Estt./2034 dated 23.10.2018

Sl. No. 60 of Sub-Part-II (Non-Gazetted) of SOP on Establishment Matters, Part-F of Model SOP – 2018 of East Coast Railway.

Sl. No.	Nature of Powers	AGM/PHOD/CHOD/HOD	DRM/ADRM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
60	(B) Suggestions and inventions.	AGM Full Powers to grant rewards up to Rs 4,000/- in each individual case. PHOD/CHOD Full Powers to grant rewards up to Rs 4,000/- in each individual case. *Full Powers up to Rs 15,000/- in each case where the employee secures the patent for such innovation and transfers the rights to Indian Railways unconditionally and such innovation is considered useful for Indian Railways. (AGM has powers up to Rs 50,000/- in such cases) HOD Full Powers up to Rs. 2,000/- in each individual case.	DRM /CWM Full Powers up to Rs. 2500/- in each individual case to an annual ceiling of Rs. 50,000/- . ADRM Full Powers up to Rs 2,000/- in each individual case. * Full Powers up to Rs 25,000/- in each case where the employee secures the patent for such innovation and transfers the rights to Indian Railways unconditionally and such innovation is considered useful for Indian Railways.	JAG/Sr. Scale (Independent charge) Full powers for up to Rs 1000/- in each individual case. JAG/ HQrs: Full Powers for spot rewards up to Rs. 1,000 in each individual case.	1. Accounts concurrence is not necessary. 2. Individual cases for grant of rewards in excess of the monetary limit delegated, should be processed through the Standing Screening Committee for GM's sanction. Standing Screening Committee will be headed by AGM/ECoR or if there is no AGM posted senior most PHOD and members will be PHOD/ CHOD of Civil Engg., Mech. Engg., Elect. Engg. and S&T Departments. 3. Rly Bd letter no E(G)64 RNI-6 of 6.9.65, RB L/Ni F(X)II-2015/PW/7 Dt 12.06.2017 Item no 10 c. 4. Item No.14 of GM's SOP Rly. Bd's L.No. F(X)II-2015/PW/7 dated 12.06.2017. 5. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers.

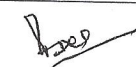


पूर्व तट रेलवे/East Coast Railway

Enclosure to Lr. No. ECoR/GA/MSOP-2018/Estt./2034 dated 23.10.2018

Sl. No. 60 of Sub-Part-II (Non-Gazetted) of SOP on Establishment Matters, Part-F of Model SOP – 2018 of East Coast Railway.

Sl. No.	Nature of Powers	AGM/PHOD/ CHOD/HOD	DRM/ADRM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
1	2	3	4	5	6
60	(C) Other cases of meritorious/ outstanding work including RPF staff	AGM Full powers up to Rs.5,000/- in each individual case. PHOD/CHOD Full Powers up to Rs.5,000/- in each individual case HOD Full powers up to Rs 2,000 in each individual case	DRM/CWM Full Powers up to Rs. 4,000/- in each individual case ADRM Full Powers up to Rs 2,000/- in each individual case	JAG /Sr. Scale (independent charge) Full powers up to Up to Rs.1000/- in each individual case. SS/Jr. Scale/Asst. Officer Full powers up to Rs.500/- in each individual case	1. Accounts concurrence is not necessary. 2. Subject to annual ceiling limit prescribed for those officers not to be exceeded and availability of funds with the officers. <i>Authority:</i> 1. RB L.No F(X)II-2015/PW/7 Dt 12.06.2017 item no 10 c.
	(D) Group Cash award for meritorious outstanding work	AGM Full powers (subject to a maximum of Rs.5,000/- per person). PHOD/CHOD/HOD Full Powers (subject to a maximum of Rs 5,000/- per person).	DRM/CWM/ ADRM Full powers (subject to a maximum of Rs 5,000/- per person).	JAG(Divisional)/Sr Scale(IC) Full Powers upto Rs 1,000/- per staff per occasion subject to an annual ceiling limit of Rs 25,000/- .	1. Finance concurrence is not necessary <i>Authority:</i> 1. Rly Bd's Lr. No. F(X)II-2015/PW/7 Dt. 12.06.2017 – item No. 10(c). 2. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers. 3. Cash received by each individual out of group award should not exceed the limit prescribed for sanction by the concerned officer. 4. The limit of group cash award will be Rs. 1 lakh in each group. While granting group cash award the limit of individual reward should not be exceeded.
	E) To Grant of Rewards for detection and/or apprehension of offenders in a criminal case.	AGM Full powers up to Rs.4,000/- in each individual case. PHOD/CHOD Full Powers up to Rs 2,500 in each case.	DRM/ADRM/ CWM Full Powers up to Rs 2,500 in each case.		1. Subject to annual ceiling limit prescribed for those officers not to be exceeded & availability of funds with the officers. 2. Finance concurrence is not necessary <i>Authority:</i> 1. Item No.15 of GM's SOP 2. Rly. Bd's L.No. F(X)II-2015/PW/7 dated 12.06.2017.


 कृते महाप्रबंधक /For General Manager