

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
रेलवे बोर्ड **RAILWAY BOARD**

No. 2018/Trans/01/Policy

New Delhi, dated: 17.10.2018

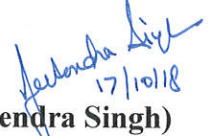
The General Manager, All Indian Railways/PUs, NF(C), CORE
The DG/RDSO/Lucknow
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela

Sub: Corrigendum Slip No 1 to Model SOP 2018

1. Vide Railway Board letter No 2018/Trans/01/Policy dated 24.07.2018 Model SOP 2018 was issued. Corrigendum Slip No 1 to Model SOP 2018 approved by Board (MT, FC & CRB) is enclosed for necessary action.
2. This issues with the concurrence of Associate Finance of Transformation Cell.

Kindly acknowledge receipt and ensure compliance.

DA - Corrigendum Slip No 1 to Model SOP 2018


(Jeetendra Singh)
Executive Director/Transformation

No. 2017/Trans/01/Policy

New Delhi, dated: 17.10.2018

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi
3. The Director of Audit, All Indian Railways


(Sanjeeb Kumar)
Executive Director/Accounts/Transformation

Copy - As per list enclosed

Copy for information to

1. Divisional Railway Managers, All Indian Railways
2. The Director General, Railway Staff College, Vadodara.
3. The Director, Indian Railway Institute of Civil Engineering, Pune.
4. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
5. The Director, Indian Railway Institute of Signal Engineering and Telecommunications, Secunderabad.
6. The Director, Indian Railway Institute of Electrical Engineering, Nasik.
7. The Executive Director, Indian Railways Centre for Advanced Maintenance Technology, Gwalior.
8. The Director, Indian Railway Institute of Transport Management, Lucknow.
9. The Registrar, Railway Claims Tribunal, Delhi.
10. The General Secretary, IRCA, New Delhi.
11. The Chief Commissioner of Railway Safety, Lucknow.
12. The Secretary, Railway Rates Tribunal, Chennai.
13. The Chairman, Railway Recruitment Board, Ahmedabad, Ajmer, Allahabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Gorakhpur, Guwahati, Jammu & Srinagar, Kolkata, Malda, Mumbai, Muzaffarpur, Patna, Ranchi, Secunderabad and Trivandrum.

Copy to:

1. The Genl. Secy., AIRF, Room No. 248, & NFIR Room No. 256-C, Rail Bhavan
2. The Secy. Genl., IRPOF, Room No. 268, FROA, Room No. 256-D & AIRPFA, Room No. 256-D Rail Bhavan

Copy to:

1. PS to MR, MOS(S), MOS(G)
2. CRB, FC, ME, MTR, MRS, MS, MT, SECY, DG (RHS), DG (RPF), DG (Stores), DG (Pers), DG(S&T)
3. All AMs, PEDs & EDs of Railway Board

(Jeetendra Singh)

Executive Director/Transformation

Corrigendum Slip No 1 to Model SOP 2018

S.N	Model SOP 2018 – Part/Item No	Corrigendum
1	Preamble	Following is added in Preamble to Model SOP – “Chief Medical Officer (CMO) of Metro Railway/PUs/RDSO will have the same powers as available with Principal Chief Medical Director (PCMD) of Zonal Railways in Model SOP 2018”.
2	Preamble	Date in first line may be read as October 26, 2017
3	Part C (Miscellaneous) Item 37 - Sanctioning of Procurement & signing of Non- Stock demands for procurement of Rolling Stock maintenance spares and maintenance spares for other assets connected with train operation (including linen) & other departmental assets, consumable for other M&P	Remark no 1 is deleted and following remark is added - “Vetting of non-stock requisitions is necessary beyond Rs 2.5 lakhs for non safety items and Rs 10 lakhs for safety items”
4	Part E (Commercial) Item 1 (A) – Waiver / Refund of wharfage and demurrage charges	Following is added under column 3 – “Power of HOD to waive/refund wharfage and demurrage charges – upto Rs 50,000/-”-
5	Part E (Commercial) Item 5 - Refund of fares and freight otherwise than in accordance with the relevant tariff rules (A) Fares	Existing entries under column 3, 4 and 5 are deleted and following is added: “As per IRCA Coaching Tariff – Part – I (Vol-I) in force from January 2007 monetary powers of different levels of Commercial officers for grant of refund of fare on tickets are as under: ACM – Rs 750/-; SCM – Rs 2,000/-; DyCCM – Rs 10,000/-; CCM(SAG) and AGM/GM – Full Powers

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S.N	Model SOP 2018 – Part/Item No	Corrigendum
6	Part E (Commercial) Item 10 - Refund of fares or freight in cases covered by tariff rules (A) Fares	Existing entries under column 3, 4 and 5 are deleted and following is added: “As per IRCA Coaching Tariff – Part – I (Vol-I) in force from January 2007 monetary powers of different levels of Commercial officers for grant of refund of fare on tickets are as under: ACM - Rs 3,000/-, SCM – Rs 5,000/-, DyCCM – Rs 10,000/-; CCM (SAG) and AGM/GM – Full Powers.”
7	Part G (Security Matters) – New item 13	Following new Item 13 is added: “13) Empowerment in Directive 36 issued vide Rly Bd Letter No 2010/Sec (Spl)/6/9 dated 21.04.2017 regarding Core/None Core areas of security along with empowerment in Rly Bd Letter No 2018/Trans/01/Policy dated 9.4.2018 and Rly Bd Letter No 2018/Trans/01/Policy dated 16.07.2018 would be applicable”.
8	Part A (Works Matters) - Item 37 (B) – Security guards for non-core activities	Existing provisions under item 37 (B) are deleted. Provisions in Part G (Security Matters), Item 13 will be applicable for engagement of security guards for non core activities.
9	Part A (Works Matters) - Item 38 – Repairs/AMC to Machinery & Plants including material handling vehicles (excluding motor trolleys and motor vehicles) including cost of spares incidental to repair – (b) Repair other than single tender basis	Following is added in Remarks: “Finance Concurrence is necessary if expenditure exceeds Rs 25,000/- per occasion”
10	Part A (Works Matters) – Item 7 – Introduction of new SOR item in contract	Following is addend in Notes for item 7: “Finance Concurrence is not required subject to following: Value of new items is less than Rs 5 lakh and percentage change in overall contract

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S.N	Model SOP 2018 – Part/Item No	Corrigendum
	for works	value is less than 10 per cent.”
11	Part A (Works Matters) – Item 9: Variation in quantities specified in contracts: (A) & (B)	Following Note is added: “Vetting of Corrigendum/addendum in cases of variations of a works contract is not required when all following conditions are being satisfied: (i) 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%)
12	Part A (Works Matters) – Item no 2C Sanction of estimate and administrative approval for work chargeable to revenue (Ordinary & Special) for which budget allotment has been made, during the current year	In Note 1 to Item 2 C: Permissible Cost (PC) may be read as under: “PC = {Ceiling (C) X 3} – Throw forward (TF), instead of existing provision, PC = {Ceiling (C) X 1.5} – Throw forward, C = Revenue Budget allotted to a particular Division/Demand.”
13	Part A (Works Matters) – New Item 42 (A) Approving Temporary licensing of Railway land for short duration for activities including cultural and sports activities, commercial activities, concerning Railways & Melas, against payment of license fees	Following empowerment is done: DRM – Full Powers upto 15 (fifteen) days Remarks: Finance Concurrence is necessary Guidelines contained in Rly Bd letter no 2004/LML/18/30 dated 13.05.2016, Rly Bd letter no 2004/LML/18/30 dated 27.04.04 and Rly Bd letter no 83/W2/LM/18/87 dated 03.03.87 to be followed. Note: 1. This excludes functions related to religious activities 2. All other cases of licensing such as temporary

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S.N	Model SOP 2018 – Part/Item No	Corrigendum
		shops, exhibitions, carnivals or circus shows, held for commercial purposes, will continue to require GM's personal approval as per existing procedure.
14.	Part D (Stores Matters) Item 4 (E) - To Place orders against rate/ running contracts/LTC of RB/PUs/ZR/other centralised agencies	Existing entry under column 3 is deleted and following is added: "PCMM - Full Powers"
15	Part D (Stores Matters) Item 9 (B) - Hiring of Transport for carrying material, hiring material handling equipment, Contracts for material/scrap handling, loading/unloading, Shipping clearance/export contracts, other works like repair, maintenance and other Miscellaneous contracts through Tender/ quotation.	Following Remark is added in Remarks column: "For Transportation of Imported Items at HQ level (for Zonal Railways nominated for receipt of Imported consignments):- Direct Acceptance: Calling of Quotations and Direct acceptance without Tender Committee from the panel of Registered firms without finance concurrence. Empanelment of firms to be finalised subject to GCC for Service Contracts in consultation with PCMM and PFA. DyCMM/Shipping - Rs 50 Lakh SMM/Shipping - Rs10 Lakh"
16	Part D (Stores Matters) Item 9 (C) – For printing work by outside press	Following empowerment is done: AMM and SMM are also given powers up to limit of their purchase powers as with other officers.

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