

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

No. 2018/Trans. Cell/Mech/SOP Corrigendum

New Delhi, Dated: 14.01.2019

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

Sub: Corrigendum to Item Nos. 15(A), 20(C) (i), 41 (A) and 97 E (ii) of SOP on Miscellaneous Matter

Ref: Model SOP issued vide this office letter No. 2018/Trans/01/Policy dated 24.07.2018.

During field visits and interactions with field officers, suggestions were received to modify certain provisions of Model SOP.

Board (FC&CRB) have considered the suggestions and approved changes to Para 15(A) (page C-13), Para 20(C) (i) (page C-19), Para 41 (A) (i) (page C-32) and Para 97 E (ii) (page C-72) of Model SOP on Miscellaneous Matters circulated vide this office letter under reference.

The existing and revised provisions are attached as Annexure- A to D to this letter.

This issue with the concurrence of Associate Finance of Transformation Cell.



(A.K. Chandra)

Executive Director/Mech./Transformation

No. 2018/Trans. Cell/Mech/SOP Corrigendum

New Delhi, Dated: 14.01.2019

Copy to:

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



(Sanjeeb Kumar)

**Executive Director/Accounts
Transformation Cell**

Copy to

1. The ADAI (Railways), New Delhi
2. The Director of Audit, All Indian Railways
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 Trivendrum.
14. Managing Director. CRIS, Chanakyapuri, New Delhi
15. Chief Managing Directors/Managing Directors, RITES, IRCTC, RVNL, CONCOR, RailTel, IRCON, IRFC & KRCL.

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, MRS, ME, MTR, MS, MT, SECY, DG(S&T), DG (RHS), DG (RPF), DG (Stores), DG(Pers)
3. All AMs, Principal Executive Director & Executive Director (T&MPP), Railway Board.
4. All Executive Directors Railway Board.



(A.K. Chandra)
Executive Director/Transformation
Railway Board

Annexure-A

Para 15 (A) of Model SOP on Miscellaneous matters (page C-13)

Existing

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
15.	Condemnation and disposal of (A) Petty articles, T&P, Instruments etc. other than office equipment.	Full Powers	Full Powers	<u>CWM(JAG)</u> Full powers <u>JAG -</u> up to Rs. 10,000/- per item Scrap value <u>SS</u> up to Rs. 5000/- per item Scrap value <u>JS/Asst. Officers</u> up to Rs.2500/- per item Scrap value Sr. Supervisor (IC) Rs.2500/-per lot	<p>1. If in the opinion of the PHOD/DRM the cost of sending the material to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be destroyed/disposed of locally through tender/ auction sale in the presence of the Accounts representative following the prescribed norms/procedure. A certificate to this effect may be recorded by the concerned Sanctioning Authority.</p> <p>2. The powers delegated for destruction are only in respect of those items which in the opinion of the Sanctioning Authority are of trivial value and unsaleable.</p> <p>3. No article condemned by one officer should be disposed of by the same officer, excepting those coming under para-2314 of Stores Code.</p> <p>4. List of items for disposal by Sr Supervisors is as per Railway Board's letter no. 2017/Trans/01/Policy/Stores dt. 05/01/2018</p> <p><u>Authority:</u> 1. Para-2314 of Stores Code Vol. II 2. 2017/Trans/01/Policy/Stores dt. 05.01.2018</p> <p><u>Note:</u> For exercising this power, maintenance of T&P Register is must. Finance concurrence is not necessary.</p>

Rajesh Kumar

Chandip

Annexure-A

Para 15 (A) of Model SOP on Miscellaneous matters (page C-13)

Modified

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/S AG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
15.	Condemnation and disposal of (A) Petty articles, T&P, Instruments etc. other than office equipment.	Full Powers	Full Powers	<u>CWM(JAG)</u> Full powers <u>JAG -</u> up to Rs. 25,000/- per item Scrap value <u>SS</u> up to Rs. 10,000/- per item Scrap value <u>JS/Asst. Officers</u> up to Rs. 5000/- per item Scrap value <u>Sr. Supervisor (IC)</u> Rs.2500/-per lot	<p>1. If in the opinion of the PHOD/DRM the cost of sending the material to the nearest stores depot or even the cost of processing for sale is likely to exceed the cost likely to be realized by sale, the material may be destroyed/disposed of locally through tender/ auction sale in the presence of the Accounts representative following the prescribed norms/procedure. A certificate to this effect may be recorded by the concerned Sanctioning Authority.</p> <p>2. The powers delegated for destruction are only in respect of those items which in the opinion of the Sanctioning Authority are of trivial value and unsaleable.</p> <p>3. No article condemned by one officer should be disposed of by the same officer, excepting those coming under para-2314 of Stores Code.</p> <p>4. List of items for disposal by Sr Supervisors is as per Railway Board's letter no. 2017/Trans/01/Policy/Stores dt. 05/01/2018</p> <p><i>Authority:</i></p> <p>1. Para-2314 of Stores Code Vol. II</p> <p>2. 2017/Trans/01/Policy/Stores dt. 05.01.2018</p> <p><i>Note:</i></p> <p>For exercising this power, maintenance of T&P Register is must. Finance concurrence is not necessary.</p>

Sangeet Kuma

Chandip

Annexure-B

Para 20 (C) (i) of Model SOP on Miscellaneous matters (page C-19)

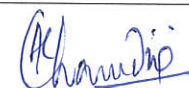
Existing

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
20.	Replacement/ addition to small items of equipment for Gangmen, train examiner, stations, offices, tools and plant, jigs for maintenance, safety equipment and equipment in RPF and fire service stations (other than medical equipment, computers, etc.)				
	(C) (i) Purchase of new furniture/furnishing items on additional account for running rooms, retiring rooms, waiting rooms/halls rest houses, RPF Barracks Crew/Guard/TTE lobbies, Stations, Hospital, Training Institutes, Offices etc.	Up to Rs.5 Lakhs per occasion.	Up to Rs. 2,00,000/- per occasion.	DGMG Rs.1,00,000/- (for G-Branch) per occasion	1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- on each occasion Bulk procurement of furniture, either on replacement or on additional account, shall be made against sanctioned estimate with adequate provision. Purchase of furniture for new assets shall be included in the estimate concerned.

Para 20 (C) (i) of Model SOP on Miscellaneous matters (page C-19)

Modified

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
20.	Replacement/ addition to small items of equipment for Gangmen, train examiner, stations, offices, tools and plant, jigs for maintenance, safety equipment and equipment in RPF and fire service stations (other than medical equipment, computers, etc.)				
	(C) (i) Purchase of new furniture/furnishing items on additional account for running rooms, retiring rooms, waiting rooms/halls rest houses, RPF Barracks Crew/Guard/TTE lobbies, Stations, Hospital, Training Institutes, Offices etc.	Up to Rs.5 Lakhs per occasion.	Up to Rs. 5,00,000/- per occasion. (subject to availability of fund)	DGMG Rs.1,00,000/- (for G-Branch) per occasion	1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- on each occasion Bulk procurement of furniture, either on replacement or on additional account, shall be made against sanctioned estimate with adequate provision. Purchase of furniture for new assets shall be included in the estimate concerned.

Para 41(A)-(i) of Model SOP on Miscellaneous matters (page C-32)

Existing

41. IT Related					
S. No	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
(A) Procurement of PC based systems chargeable to revenue					
	(i) Procurement of PCs on additional account.	<u>PHODs/CHODs</u> 10 Nos. Per financial year <u>Other SAG Officers</u> 05 Nos. per financial year	<u>DRM</u> 10 Nos. Per financial year <u>ADRM</u> s 05 Nos. per financial year <u>SAG Officers handling independent establishments</u> 10 nos. per financial year <u>Other SAG Officers</u> 05 Nos. per financial year	<u>JAG Officers independent charge</u> 05 Nos. per financial year	1. Finance concurrence is necessary. 2. For procurement of PCs on replacement account, only after completing their codal life (on condition basis) as prescribed in Board's letter No.2002/AC-II/10 dated 24.05.2006 (ACS F-I No.62) as amended from time to time, full powers may be exercised by PHODs / CHODs / DRMs / SAG / JAG officers handling independent establishments. 3. All procurements to be done preferably by Stores Department (i.e. Local Stores officers or officers nominated to look after stores functions) 4. Total cost per PC including CPU and TFT Monitor etc., should generally should not exceed Rs. 75000/- chargeable to Revenue. 5. Fields units shall define the configuration/specifications based on their requirements as approved by the respective nominated officers of Railways for ensuring technical standards/guidelines issued by C&IS Directorate from time to time. As far as possible free software such as 'Open Office' etc. should be used. 6. While procuring requirement, it should be ensured that as far as possible IT equipment is purchased with minimum three years' warranty so as to take life cycle cost in account. 7. PCs will be classified as 'equipment' in terms of Para 705(6) of the Indian Railways Financial Code Vol. I. 8. The above powers are independent of systems procured against any specific provision in a work, which may be chargeable to other plan heads. 9. The ceiling limit on annual purchase prescribed above is not to be exceeded. 10. Bulk procurement of PCs wherever required shall be included in the estimates concerned to avoid burden on revenue. 11. GM can sanction 10 Laptops, costing up to Rs. 25,000/- each, per year with finance concurrence. (The item Laptop includes Laptop, Notebook, Net book, Tablet computers). <u>Authority:</u> 1. Board's letters No. 2006/C&IS/ Oth. / Delegation of Powers/36 dated 10.12.2008. 2. Board's letter No. 2006/C&IS/Oth/ Delegation of Powers/36-Pt dated 11.09.2012 3. Board's letter No.2017/Trans/01/Policy dtd.18/10/2017




Para 41(A)-(i) of Model SOP on Miscellaneous matters (page C-32)

Modified

41. IT Related					
S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/ SAG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
(A) Procurement of PC based systems chargeable to revenue					
	(i) Procurement of PCs on additional account.	As per actual requirement subject to availability of fund <u>Other SAG Officers</u> 05 Nos. per financial year	As per actual requirement subject to availability of fund <u>ADRM</u> s 05 Nos. per financial year <u>SAG Officers handling independent establishments</u> 10 nos. per financial year <u>Other SAG Officers</u> 05 Nos. per financial year	<u>JAG Officers</u> <u>independent</u> <u>charge</u> 05 Nos. per financial year	<ol style="list-style-type: none"> 1. Finance concurrence is necessary. 2. For procurement of PCs on replacement account, only after completing their codal life (on condition basis) as prescribed in Board's letter No.2002/AC-II/10 dated 24.05.2006 (ACS F-I No.62) as amended from time to time, full powers may be exercised by PHODs / CHODs / DRMs / SAG / JAG officers handling independent establishments. 3. All procurements to be done preferably by Stores Department (i.e. Local Stores officers or officers nominated to look after stores functions) 4. Total cost per PC including CPU and TFT Monitor etc., should generally should not exceed Rs. 75000/- chargeable to Revenue. 5. Fields units shall define the configuration/specifications based on their requirements as approved by the respective nominated officers of Railways for ensuring technical standards/guidelines issued by C&IS Directorate from time to time. As far as possible free software such as 'Open Office' etc. should be used. 6. While procuring requirement, it should be ensured that as far as possible IT equipment is purchased with minimum three years' warranty so as to take life cycle cost in account. 7. PCs will be classified as 'equipment' in terms of Para 705(6) of the Indian Railways Financial Code Vol. I. 8. The above powers are independent of systems procured against any specific provision in a work, which may be chargeable to other plan heads. 9. The ceiling limit on annual purchase prescribed above is not to be exceeded. 10. Bulk procurement of PCs wherever required shall be included in the estimates concerned to avoid burden on revenue. 11. GM can sanction 10 Laptops, costing up to Rs. 25,000/- each, per year with finance concurrence. (The item Laptop includes Laptop, Notebook, Net book, Tablet computers). <p><i>Authority:</i></p> <ol style="list-style-type: none"> 1. Board's letters No. 2006/C&IS/ Oth. / Delegation of Powers/36 dated 10.12.2008. 2. Board's letter No. 2006/C&IS/Oth/ Delegation of Powers/36-Pt dated 11.09.2012 3. Board's letter No.2017/Trans/01/Policy dtd.18/10/2017




Annexure-D

Para 97 (E) (ii) of Model SOP on Miscellaneous matters (page C-72)

Existing

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/S AG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
97.	Disaster Management				
	(E) ART Equipment (HRE, HRD & 140 T cranes and other related equipment). (Authority: Recommendation of High Level Committee on Disaster Management Item No.36)				
	(ii) for emergency repairs and purchase of spares incidental to such repairs.	<u>PCME/ CMPE</u> Up to Rs. 1 Lakh per break down	Up to Rs. 1 Lakh per break down	<u>Sr DME/ In charge of ARTs</u> Up to Rs. 20,000/- per break down without finance concurrence	1. Finance concurrence is not necessary up to Rs. 50,000/- 2. Single quotation can be resorted to in case of Repair/ Spare from OEM/Authorised dealer 3. SrDME/In Charge of ART shall certify the emergency. 4. A register showing the details of expenditure incurred on each break down should be maintained. The overall ceiling limit for emergency repairs/purchases of spares should not exceed Rs.20 lakhs per annum

Para 97 (E) (ii) of Model SOP on Miscellaneous matters (page C-72)

Modified

S.No.	Nature of Powers	PHOD/HOD	DRM/ADRM/CWM/S AG Officers in Field Units	Divisional Officers, Extra Divisional Officers & Officers in Headquarters.	Remarks
97.	Disaster Management				
	(E) ART Equipment (HRE, HRD & 140 T cranes and other related equipment). (Authority: Recommendation of High Level Committee on Disaster Management Item No.36)				
	(ii) for emergency repairs and purchase of spares incidental to such repairs.	<u>PCME/ CMPE</u> Up to Rs. 1 Lakh per break down	Up to Rs. 1 Lakh per break down	<u>Sr DME/ In charge of ARTs</u> Up to Rs. 50,000/- per break down without finance concurrence	1. Finance concurrence is not necessary up to Rs. 50,000/- 2. Single quotation can be resorted to in case of Repair/ Spare from OEM/Authorised dealer 3. SrDME/In Charge of ART shall certify the emergency. 4. A register showing the details of expenditure incurred on each break down should be maintained. The overall ceiling limit for emergency repairs/purchases of spares should not exceed Rs.20 lakhs per annum

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