

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

No. 2018/PR/13/68

New Delhi, dated: 20 .03.2019

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

Sub: Corrigendum to PR matters in Model SOP, 2018.

Ref.: (i) Model Schedule of Powers 2018 issued on 23.07.2018
(ii) Transformation Cell's letter no. 2018/PR/13/68 dated 17.12.2018

PR Directorate has proposed certain modifications/changes to various provisions of Model SOP 2018 on Public Relations Matters.

Board (FC&CRB) has considered and approved changes as given in the following table:

REVISION IN MODEL SOP 2018 (Pertaining to PUBLIC RELATIONS MATTER)

Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
Existing (as per Model SOP 2018)	Revised	Existing (as per Transformation Cell's letter – ref. (ii) above)	Revised	
59 (D) Preparation of suitable designs and artwork for advertisement, brochures, posters, hoardings, neon signs and any other publicity material. (As approved in Transformation Cell's letter – ref.(ii) above.)	Preparation of suitable designs and artwork at BOC rates for advertisements, brochures, posters, hoardings, neon signs and any other publicity media including block making.	CPRO/DIP up to Rs.5000 in each case subject to an annual ceiling of Rs.1.5 lakh.	<u>CPRO:</u> Upto Rs.20,000/- in each case subject to annual ceiling of Rs.1.5 lakh at BOC rates from BOC empanelled agencies.	

Sangeet Kumar

(Khamdip)
25/3/2019

Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
Existing (as per Model SOP 2018)	Revised	Existing (as per Transformation Cell's letter – ref. (ii) above)	Revised	
61. Hospitality charges in connection with Publicity and Public relations				
61.(B)(ii) The amount of cash imprest being maintained by CPRO for the purpose raised to Rs. 8,000/-	61. (B) (ii) Cash imprest for hospitality purpose. (as approved in Transformation Cell's letter - ref. (ii) above)	1. CPROs of all Zonal Railways may be authorized to maintain a cash imprest of Rs.15,000/- for the purpose. 2. CPROs of Production units may be authorized to maintain a cash imprest of Rs.8,000/- for the purpose.	1. CPROs of all Zonal Railways may be authorized to maintain a cash imprest of Rs.25,000/- for the purpose. 2. CPROs of Production units may be authorized to maintain a cash imprest of Rs.10,000/- for the purpose.	Recoupment shall be as per the detailed instruction already given in Finance Code. Vol-I Para 1050.
(new insertion)	61. (D) Hiring of compere/master of ceremonies/anchor for compering of the function.		Full powers to CPRO upto Rs.20,000/- per occasion without Finance Concurrence.	Approval of AGM/GM and Finance Concurrence are required for expenditure above Rs.20,000/-
63.(A) Hiring of audio/video multimedia materials for special occasions, training institutions, workshops, Hindi training	63. (A) Hiring of audio/video multimedia materials for special occasions, training institutions, workshops, Hindi training	<u>PHODs:</u> Full powers.	<u>CPROs:</u> Full powers (PHOD shall continue to exercise these powers as per Model SOP 2018)	1. Finance concurrence is necessary if the expenditure exceeds Rs. 15,000/- for each occasion. 2. Rate reasonableness to

Sandeep Kumar

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20/3/2019

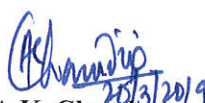
Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
Existing (as per Model SOP 2018)	Revised	Existing (as per Transformation Cell's letter – ref. (ii) above)	Revised	
				be certified personally by the hiring authority.
63.(B) Production of films by railways including documentary and quickies and dubbing of films received from Board, Films Division, etc	63 (B) Production of films by railways including documentary and quickies/video spots for TV & Radio Channels and dubbing of films received from Board, Films Division, etc	Powers to CPRO up to Rs. 10 lakh per annum at DAVP rates. Finance Concurrence is necessary, if the expenditure exceeds Rs. 25,000/- on each occasion.	Full powers to CPROs to produce film/spots with prior approval of General Manager with an annual ceiling of Rs. 25 lakh per annum at BOC rates from BOC empanelled agencies.	
64. Expenditure towards jobs done through outside agencies relating to photography, videography including developing, printing of photographs, translites, lamination and video editing.	No Change.	Full powers subject to an annual ceiling limit of Rs.5 lakhs.	Full powers subject to an annual ceiling limit of Rs.10 lakhs.	1. Finance concurrence is not necessary upto Rs.5000 in each case. 2. CPRO to exercise the powers for such repetitive jobs through quotation route.
66. (A) (ii) Other than the above including posters, folders, brochures, and other publicity literature.	No change.	Up to Rs. 100,000/-per occasion without finance concurrence subject to an annual ceiling of Rs. 10 lakhs	No Change.	However, Finance concurrence will be needed if ceiling of Rs.10 lakhs is exceeded.

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20/3/2019

Nature of Power		Powers to Chief Public Relations Officer (CPRO)		Remarks
Existing (as per Model SOP 2018)	Revised	Existing (as per Transformation Cell's letter – ref. (ii) above)	Revised	
67 Preparation of Cinema Slides	67 Preparation of Cinema Slides/radio spots or jingles (As approved in Transformation Cell's letter – ref. (ii) above)	Upto Rs.25,000/- per occasion at DAVP rates.	Upto Rs.30,000/- per occasion at BOC rates within overall Budget of PR Dte.	
68. Exhibition of Cinema Slides in Cinema House	This para is deleted as this power is included in Para 63(D) of Transformation Cell's letter – ref. (ii) above.			
(new insertion)	68. Translation of any print or electronic publicity material at BOC rates.		Full Powers	

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


(A.K. Chandra)

Executive Director/Mech./Transformation

No. 2018/PR/13/68

New Delhi, Dated: 20 .03.2019

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

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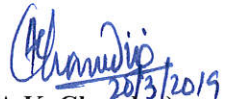
1. The ADAI (Railways), New Delhi
2. The Director of Audit, All Indian Railways
3. The Director, Indian Railway Institute of Civil Engineering, Pune.
4. The Director, Indian Railway Institute of Mechanical and Electrical Engineering, Jamalpur.
5. The Director, Indian Railway Institute of Signal Engineering 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, ME, MTR, MRS, 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/Mech./Transformation