



पूर्व तट रेलवे / East Coast Railway
महाप्रबन्धक का कार्यालय / General Manager's Office
रेल सदन, चन्द्रशेखरपुर, भुवनेश्वर / Rail Sadan, Chandrasekharpur, Bhubaneswar-751017

Memorandum

Sub: Modification of Sl. No. 1(A)(1) of SOP on Works Matters i.e. Part - A of Model SOP - 2018 of East Coast Railway.
Ref: Railway Board's letter No. 2020/CE-IV/ROB/155 dated 11.11.2020.
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Approval of General Manager is hereby communicated to the modification of Sl. No. 1(A)(1) of SOP on Works Matters i.e. Part - A of Model SOP - 2018 of East Coast Railway as per Railway Board's letter No. 2020/CE-IV/ROB/155 dated 11.11.2020 relating to accord administrative approval to lump sum works plan head-30 RSW (ROB/RUB). Accordingly, the said SOP may be read as enclosed herewith.

This issues with the concurrence of FA&CAO/F&B/ECOR/BBS.

Encl: As above.

18/5/2021
(R. R. Panda)

व.स.उ. महाप्रबन्धक / Sr. ADGM
कृते महाप्रबन्धक / For General Manager

Dated 18.05.2021

No. ECOR/GAM/SOP-2018/Works/174

Copy to Secretary to GM for kind information of the General Manager. Copy to Secy. 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, DGM(G)/ECOR, FA&CAO(Con), 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, Dy. CVO, CPRO, DGM(Law), Dy. Secy. (PG), Sr.RBA/ECOR/BBS.
Copy to Sr. System Manager (IT)/ ECOR/BBS to upload the same in the ECOR Website.

18/5/2021
(R. R. Panda)

व.स.उ. महाप्रबन्धक / Sr. ADGM
कृते महाप्रबन्धक / For General Manager

श्री.स.उ.
18/5/21
श्री. सुबोध / Sr. Subodh
No. 174 / 174
Please upload in
ECOR website
18/5/2021

पूर्व तट रेलवे / East Coast Railway

Enclosure to Lr. No. ECoR/GA/MSOP-2018/Misc./174 dated 18.05.2021
Sl. No. 1(A)(1) of SOP on Works Matters, Part-A of Model SOP – 2018 of East Coast Railway.

Sl.No	Nature of powers	PHOD/CHOD/ HOD	DRM/ADRM/ SAG	Divl. Officers: Extra Divl. Officers & Officers in Hd.Qtrs.	Remarks
1	2	3	4	5	6
	To accord administrative approval to (A) Lump sum 1. Works Plan Heads: (i)(a) Passenger Amenities (PH 53), Traffic Facilities PH 16, Track Renewal PH 31, Bridges PH 32, RSW –& L/Cs PH 29, (b) RSW (ROB/RUB) PH 30 Powers under PH-30 will be exercised by the Railways to undertake rectification works of improvement of drainage, staircase for ROB's etc. and all new subway works will be sanctioned at Board's level.	PHOD/CHOD Up to Rs.2.5 Cr. PHOD/CHOD Up to Rs. 1 Crore	DRM up to Rs. 2.5 Cr DRM up to Rs. 1 Crore	Nil Nil	<i>Authority:</i> 1. Railway Board's Letter no F(X)II-2015/PW/7 dated 12-06-2017 2. 2017/Trans/01/Policy did 18.10.2017 3. Finance Concurrence required 4. *In terms of Ltr No. 2017/Trans/01/Policy did 18.10.2017, for work in PH-52, Staff Amenities, Schools, Dispensary, Institute, Officers Club, ORH, Holiday Home - GM can sanction up to Rs. 1 Crore per case Authority for Sl. No. 1(A)(i)(b) : RB's Lr. No. 2020/CE-IV/ROB/155 dated 11.11.2020.
	(ii) S&T Works (PH 33) Other electrical works (PH-36) Traction Distribution Works (PH 37) Workshops Incl. Pus (PH-42) Staff Quarters (PH 51) Amenities for staff (PH-52)* Other Specified Works (excluding Rest House) – PH 64 Training/HRD(PH-65) including works related to CTIs	Rs. 1 Crore*	DRM Rs. 1 Crore CWM (in SAG) Rs 1 Crore for PH 42 only DRM Rs. 20 lakhs in each case for existing Railway Schools, Institutes, Officers Club, Rest Houses and Holiday Homes and CMD / DRM - Rs. 20 lakhs in each case for existing Railway Hospitals & Dispensaries.	Nil	
	Note for Item 1(A)-1: 1. Lump Sum Grant (LSG) will be distributed by PCE in consultation with plan head coordinator and approval of GM. Total LSG not to be exceeded. 2. Proper guidelines will be issued by respective PHODs to all Branch Officers for adequate scrutiny of the proposals, fixing priority of work, margin to propose new works etc.				



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3. Monthly reports in specified format to be submitted by divisions to HQ to ensure close monitoring.
4. The powers delegated to PHODs/ DRMs/ CWMs are subject to availability of adequate permissible cost under each plan head for consideration of any proposal. Permissible cost is to be worked out as follows. Permissible Cost i.e., $PC = \{ \text{Ceiling (C)} \times \text{Norms (N)} \} - \text{Throw Forward (TF)}$, C = The lumpsum grant allocated to a particular Division. If grant is yet to be allocated, the grant of the previous year can be taken as the ceiling till the actual grant is allocated. N = Likely period of completion of works as per the norms stipulated by the Board for PWP. TF = Throw forward of ongoing works under each Plan Head.
5. a) For Divisional Officers - Administrative approval shall be obtained by the Sr.DEN/Co-ordination of the division for item no. 1(A). On administrative approval, the Sr.DEN/Coordination shall be responsible for the publication of the DRM's MINI LAW BOOK. It shall be seen at the time of according administrative approval that administrative approval is not accorded for more than PC (Permissible Cost) available to the DRM under a particular plan head. Any item of work that features in the MINI LAW BOOK for 2 years or more without sanction of the detailed estimate must be dropped from the MINI LAW BOOK.
- b) For Headquarters Officers - Administrative approval shall be obtained by the CE/P&D for item no. 1(A). All the items of work proposed to be included in the LAW BOOK should have been concurred by the divisional Finance and approved by the DRM. On administrative approval, the CE/P&D shall be responsible for the publication of the LAW BOOK. It shall be seen at the time of according administrative approval that administrative approval is not accorded for more than PC (Permissible Cost) available to the GM. To calculate PC, above formula will be used with 'Ceiling' = budgetary ceiling available to the GM minus budgetary ceiling delegated to the DRMs, under a particular plan head and the TF = throw forward under that plan head for works sanctioned by GM. Any item of work that features in the LAW BOOK for 2 years or more without sanction of the detailed estimate must be dropped from the LAW BOOK.
6. Whenever any work originally included under category of lump sum works is subsequently found to cost more than the power of authority who sanctioned it, fresh sanction of higher authority has to be obtained as per the current sanctioning power.

कृते महाप्रबंधक /For General Manager

18/5/2021