



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

Memorandum

Sub: MSOP – 2018: Delegation of Powers to CAO/Con for Construction Projects.

Ref: Railway Board's letter No.2022/F(X)II/PW/1 dated 10.04.2023.

Approval of General Manager is hereby communicated to the updation of SI No.2A(i), 3A(i), 5F(ii) of part-A of Works Matters and inclusion of new items i.e 2A(v),5A(ii)(a),5A(ii)(b),5B(2)(ii),5B(2)(iv),49,50,51,52,53,54 of Part-A of Works Matters of MSOP-2018 as per Railway Board's letter No.2022/F(X)II/PW/1 dtd-10.04.23. Accordingly, above items (updated/new) of SOP on Works Matters i.e. Part – A of Model SOP – 2018 may be read as enclosed herewith.

This issues with the concurrence of PFA/ECOR/BBS.

Encl: As above in 15 pages.


(R. R. Panda)

व.स.उ.महाप्रबन्धक / Sr.ADGM

कृते महाप्रबन्धक / For General Manager

Dated 18.10.2023

No.ECOR/GA/MSOP-2018/Works/581

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(T), FA&CAO(G)/ECOR/BBS, All DRMs, ADRMs, Sr.DFMs of East Coast Railway, CWM, Sr. AFA/CRW/MCS, Pr.Director of Audits/ECOR/BBS, Dy.CVO, CPRO, DGM(Law), Dy. Secy(PG), Sr.RBA/ECOR/BBS.

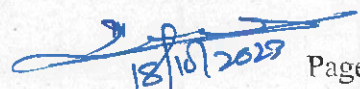

(R. R. Panda)

व.स.उ.महाप्रबन्धक / Sr.ADGM

कृते महाप्रबन्धक / For General Manager

Existing Sl. No. 2 (A) (i) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
2.	Technical sanction to sub estimate/detailed estimates/ revised estimates for all the works including those sanctioned by higher authorities (GM /Railway Board etc.) (A) Works itemized in the works programme/RSP/M&P / LAW/LSWP/ Mini Law/Deposit /Composite Works (chargeable to both Railways and party)				
	(i). All works in (A) above except RSP and M&P items and chargeable to Capital, Capital Fund, RRSK, Depreciation Reserve Fund, Development Fund, and Open Line Works Revenue .	<u>CAO (C) in HAG</u> Up to Rs. 500 Cr. AGM Up to Rs.500 Cr. PHODs / CHODs Up to Rs.100 Cr. SAG Up to Rs. 50 Cr.	<u>DRM –</u> Up to Rs75 Cr. <u>ADRM</u> Upto Rs.50 Cr. <u>CWM in SAG</u> Up to Rs. 75 Cr.	<u>SG/JAG</u> Up to Rs. 25 Cr.	<u>Authority:</u> 1. Para-703 of Engg. Code. 2. Item No.40(1) (a & b) & 40(2) of GM's delegation. 3. Board's letters No. F(X)II- dated 04-12-2006 &24.05.2007. 4. Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017 5. <u>Board's Lr</u> <u>No.2018/TF/Civil/Works dtd.12/06/2018</u>
	For any Deposit Work: Administrative approval is required as per item 1 (C) above before any survey, planning/execution of the work. Regarding Composite works (involving Railway and Deposit works both), the administrative approval of the Railway portion of the work is limited upto the values specified in Item 1(A) above.				
	Note for item 2(A)-(i): 1. Associate Finance vetting is necessary. 2. For open line works, costing more than Rs. 500 Cr, vetting by PFA and for construction works costing more than Rs. 500 Crores vetting by FA&CAO / Construction is required for obtaining personal sanction of GM. 3. Excess over the abstract cost for works shall be governed by item 3 of SOP (Works matters) 4. Detailed estimate may be prepared in the initial stage by taking services of a consultant wherever required. Change in scope may be done only on account of change of technology or change in local conditions but not due to change in planning/layout. All the existing provisions will be retained [Authority: RB Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017]. 5. Deposit works are defined in accordance with para 1843 of IR Code of Engineering Department. The method of execution is also defined therein. The limit of variation by 20% due to reasons other than escalation etc may not be applicable for Deposit Works. Sanction, execution and variations in these Deposit works shall be made by the Railway administration in consultation with the sponsoring authority bearing the cost of the deposit works, within the broad guidelines provided in IR Code of Engineering Department and Model SOP. Revised detailed estimate should however be within the powers of the sanctioning authority (Authority: RB Ltr. No 2017/Trans/01/Policy dated: 08 - 02- 2018)				



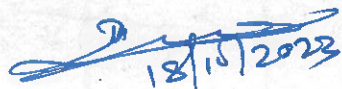
Updated Sl. No. 2 (A) (i) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
2. (A)	Technical sanction to sub estimate/detailed estimates/ revised estimates for all the works including those sanctioned by higher authorities (GM /Railway Board etc.) Works itemized in the works programme/RSP/M&P / LAW/LSWP/ Mini Law/Deposit /Composite Works (chargeable to both Railways and party)				
	(i). All works in (A) above except RSP and M&P items and chargeable to Capital, Capital Fund, RRSK, Depreciation Reserve Fund, Development Fund, and Open Line Works Revenue .	<u>CAO (C) in HAG</u> Full powers AGM Up to Rs.500 Cr. PHODs / CHODs Up to Rs.100 Cr. SAG Up to Rs. 50 Cr.	<u>DRM –</u> Up to Rs75 Cr. <u>ADRM</u> Upto Rs.50 Cr. <u>CWM in SAG</u> Up to Rs. 75 Cr.	<u>SG/JAG</u> Up to Rs. 25 Cr.	<u>Authority:</u> 1. Para-703 of Engg. Code. 2. Board's letters No. 2018/TF/Civil/Works dtd. 12.06.2018 3. Item No. B(II) of GM's delegation vide Rly. Board's letter No. 2021/F(X)II/PW/3 dated 21.09.2021 4. Rly Bd's letter No.2022/F(X) II/PW/1 Dt: 10.04.2023
	For any Deposit Work: Administrative approval is required as per item 1 (C) above before any survey, planning/execution of the work. Regarding Composite works (involving Railway and Deposit works both), the administrative approval of the Railway portion of the work is limited upto the values specified in Item 1(A) above.				
	Note for item 2(A)-(i): 1. Associate Finance vetting is necessary. 2. Excess over the abstract cost for works shall be governed by item 3 of SOP (Works matters) 3. Detailed estimate may be prepared in the initial stage by taking services of a consultant wherever required. Change in scope may be done only on account of change of technology or change in local conditions but not due to change in planning/layout. All the existing provisions will be retained [Authority: RB Ltr. No. 2017/Trans/01/Policy dt. 18.10.2017]. 4. Deposit works are defined in accordance with para 1843 of IR Code of Engineering Department. The method of execution is also defined therein. The limit of variation by 20% due to reasons other than escalation etc may not be applicable for Deposit Works. Sanction, execution and variations in these Deposit works shall be made by the Railway administration in consultation with the sponsoring authority bearing the cost of the deposit works, within the broad guidelines provided in IR Code of Engineering Department and Model SOP. Revised detailed estimate should however be within the powers of the sanctioning authority (Authority: RB Ltr. No 2017/Trans/01/Policy dated: 08 - 02- 2018)				

[Signature]
18/10/2023

Existing Sl. No. 2 (A) (iv) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(iv) Survey estimates	<p><u>PHOD/CAO/C</u> Full Powers within the yard stick prescribed in respect of plan heads: new lines, gauge conversion, doubling, for surveys included in the sanctioned budget or sanctioned separately.</p> <p><u>PHOD/CAO/C</u> Up to Rs.5 lakhs in respect of all other plan heads for surveys included in the sanctioned budget or sanctioned separately.</p>	Nil	Nil	<p>Authority:</p> <ol style="list-style-type: none"> Item No. 40 (3) & 40(5) of GM's delegation, subject to Board's orders and Yardsticks issued from time to time. As per the yardsticks laid down by Board's letter No. 2012/W-1/Genl./Survey/Budget dtd 18.11.2016 Board's letter No. F(X) II/2000/PW/2, dated 27-06-2000 & No. F(X) II/2006/PW/17, dt.18.10.2006 and 4.12.2006. Board's Letter No. 2007/CE-I/CT/18 dated 07.03.2008.
<p>Notes for item (iv) (Survey) above:</p> <ol style="list-style-type: none"> Finance vetting is necessary. Final location survey chargeable to preliminary expenditure of the work requires GM's personal sanction. These powers also cover sanction of part estimates costing up to 5% of the work as originally sanctioned in the budget. Part estimate may be sanctioned towards incurring expenses for preliminary activities like Final Location Survey, Geo-technical studies, designs, preparation of plans and drawings etc., which will help in preparation of detailed estimates. <p>The detailed estimate can be prepared and got sanctioned only after these preliminary activities are completed.</p>					




Updated SI. No. 2 (A) (iv) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
2 (A)	(iv) Survey estimates	<p><u>PHOD/CAO/C</u> Full Powers within the yard stick prescribed in respect of plan heads: new lines, gauge conversion, doubling, for surveys included in the sanctioned budget or sanctioned separately.</p> <p><u>PHOD/CAO/C</u> Up to Rs.5 lakhs in respect of all other plan heads for surveys included in the sanctioned budget or sanctioned separately.</p>	Nil	Nil	<p>Authority:</p> <ol style="list-style-type: none"> 1. As per the yardsticks laid down by Board's letter No. 2012/W- 1/Genl./ Survey/Budget dtd 18.11.2016 2. Board's Letter No. 2007/CE-I/CT/18 dated 07.03.2008. 3. Item No. B(II)(4) & (6) of GM's delegation vide Rly. Board's letter No. 2021/F(X)II/PW/3 dated 21.09.2021, subject to Board's orders and Yardsticks issued from time to time. 4. Railway Board's letter No. 2021/F(X)II/PW/4 dated 25.08.2021. 5. Rly Bd's letter No.2022/F (X)II/PW/1 Dt: 10.04.2023
<p>Notes for item (iv) (Survey) above:</p> <ol style="list-style-type: none"> 1. Finance vetting is necessary. 2. These powers also cover sanction of part estimates costing up to 5% of the work as originally sanctioned in the budget. 3. Part estimate may be sanctioned towards incurring expenses for preliminary activities like Final Location Survey, Geo-technical studies, designs, preparation of plans and drawings, shifting of utilities etc., which will help in preparation of detailed estimates. 4. The detailed estimate can be prepared and got sanctioned only after these preliminary activities are completed. 5. These preliminary activities should be executed on Works Contract basis. 					


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New Sl. No. 2 (A) (v) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
2 (A)	(v) Engagement of individuals for specialized studies without calling of tender / quotation.	CAO/C 5 lakh	Nil.	Nil.	<ol style="list-style-type: none"> Before according such administrative approval and finance concurrence, the competent authority shall satisfy himself that the individual so engaged is of proven experience and possesses specialized knowledge related to the assignment. This power is to be used in the cases where some specialized study is required to be undertaken by engaging experts in the field not having any firm associated with them; eg: slope stability, review of drawings, structural audit, visit of experts for their opinion on complicated technical matters etc. <p>Authority:</p> <ol style="list-style-type: none"> Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023


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Existing Sl. No. 3(A)(i) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
3.	Sanction to excess over estimates (Including those sanctioned by higher authority at the time of preparing revised/ completion estimates.) (A) For itemized works, and LAW/Mini law items Other than M&P and surveys				Authority: 1. Item No. 40(1) of GM's delegation vide Board's letter No. F(X)II/2015/PW/7 dt.12/06/2017
	(i) Increase in cost due to escalation	<u>PHOD/ CHOD</u> up to 100% of the original estimate. <u>CAO/C in HAG-</u> Full powers where original estimate cost is up to Rs. 500 Crores.	<u>DRM/ADRM/SAG</u> up to 100% of the original estimate.	<u>SG/JAG</u> up to 100% of the original estimate.	

Updated Sl. No. 3 (A)(i) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
3.	Sanction to excess over estimates (Including those sanctioned by higher authority at the time of preparing revised/ completion estimates.) (A) For itemized works, and LAW/Mini law items Other than M&P and surveys				Authority: 1. Item No. B (II) of GM's delegation vide Rly. Board's letter No. 2021/ F(X)II/PW/3 dated 21.09.2021. 2. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023
	(i) Increase in cost due to price escalation	<u>PHOD/ CHOD</u> up to 100% of the original estimate. <u>CAO/C in HAG-</u> Full powers for estimates up to the limit as per current powers of sanction.	<u>DRM/ADRM/SAG</u> up to 100% of the original estimate. <u>SAG/C</u> Full powers for estimates up to the limit as per current powers of sanction	<u>SG/JAG</u> up to 100% of the original estimate. <u>SG/JAG in construction</u> Full powers for estimates up to the limit as per current powers of sanction	

Existing Sl. No. 5 (A) (ii) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
5 A	(ii) Limited Tenders from approved list for Works Contracts.	<u>PHOD/ CHOD</u> More than Rs.1.5 Cr. and up to Rs.7.5 Cr. <u>HOD</u> More than Rs.37.5 lakhs and up to Rs.1.5 cr.	<u>DRM/ADRM/CWM (in SAG)</u> More than Rs.37.5 lakhs and Up to Rs.1.50Cr.	<u>JAG /JAG(SG)</u> Up to Rs. 37.5 lakhs	<i>Authority:</i> 1. No.2013/CE-I/CT/0/20/PO/Pt. II (ii) dated 26.11.2013.
Notes for Item 5(A)-(ii): 1) Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders are called without sanction of detailed estimate. Pre-vetting is also not necessary in case of zonal works and revenue works in Open Line up to Rs.5 lakhs for which detailed estimates need not be framed. It shall be ensured that the tender schedules are prepared based on the rates/quantities/scope of the work as included in the sanctioned estimates. 2) For formulating approved list of contractors and invitation of Limited Tenders, the norms specified in the Board's letter No.94/CE- I/CT/4 dt.17.10-02, 12/16-5-06 and No. 2007/CE/ I/CT/18 dt. 28-9-2007 and subsequent revisions on the subject shall be followed. 3) At least 10 names should be on the approved list of contractors. 4) Tender Notice period should not be less than 14 days.					


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New Sl. No. 5 (A) (ii) with new Sl. No. 5 (A) (ii) (a) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
5 A	(ii) Limited Tenders from approved list for Works Contracts.	<u>PHOD/CHOD</u> More than Rs.1.5 Cr. and up to Rs.7.5 Cr. <u>HOD</u> More than Rs.37.5 lakhs and up to Rs.1.5 cr.	<u>DRM/ADRM/CWM (in SAG)</u> More than Rs.37.5 lakhs and Up to Rs.1.50Crs.	<u>SG /JAG</u> Up to Rs. 37.5 lakhs	<i>Authority:</i> 1. No.2013/CE-I/CT/0/20/PO/Pt. II (ii) dated 26.11.2013. 2. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023
	(ii) (a) Limited Tenders from approved list for Works Contracts	<u>CAO/C</u> Full powers	<u>SAG/C</u> More than ₹ 50 lakhs and up to ₹1.50 Crs.	<u>SG/JAG in Construction</u> Up to ₹50 lakhs	
<p>Notes for Item 5 (A) –(ii) and (ii) (a)</p> <ol style="list-style-type: none"> 1) Pre-vetting of tender schedules is not necessary except in the rare urgent cases where tenders are called without sanction of detailed estimate. Pre-vetting is also not necessary in case of zonal works and revenue works in Open Line up to Rs.5 lakhs for which detailed estimates need not be framed. It shall be ensured that the tender schedules are prepared based on the rates/quantities/scope of the work as included in the sanctioned estimates. 2) For formulating approved list of contractors and invitation of Limited Tenders, the norms specified in the Board's letter No.94/CE- I/CT/4 dt.17.10.2002, 12/16-5-2006 and No. 2007/CE/ I/CT/18 dt. 28-9-2007 and subsequent revisions on the subject shall be followed. 3) At least 10 names should be on the approved list of contractors. 4) Tender Notice period should not be less than 14 days. 					

New Sl. No. 5 (A) (ii) (b) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
5 A	(ii) (b) Approval / shortlisting of agencies for limited tenders for construction.	<u>CAO/C</u> Full Powers	NIL	NIL	<i>Authority:</i> 1. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023


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New Sl. No. 5 (B) (2) (iii) & (iv) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
5B (2)	(iii) Consultancy Services for design of bridges & structures on single tender	CAO/C 4 Cr	Nil	Nil	This power is to be used for design of complicated bridges and structures for which only few agencies are available, which can be engaged by resorting through a single tender. <i>Authority:</i> 1. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023
5B (2)	(iv) Consultancy Services other than design of bridges & structures on single tender	CAO/C 2 Cr	Nil	Nil	This power is to be used in complicated designs of tunnels, protection works, hydraulic studies, slope stabilities etc for which only few agencies are available, which can be engaged by resorting through a single tender. <i>Authority:</i> 1. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023
<p>Note for Item No. 5 (B) (ii), (iii), (iv):</p> <ol style="list-style-type: none"> Associate Finance concurrence is necessary. Instructions contained in Rly. Bd's letter no. 2022/F(X)/PW/1 dated 10.05.2022 are to be followed. All IITs, IIMs, IISc/Bengaluru, NITs, School of Planning and Architecture/Delhi, JJ College of Architecture/ Mumbai shall be exempted from deposition of Earnest Money (EMD) and Security Deposit (SD) for award of work to them. 					


18/11/2023

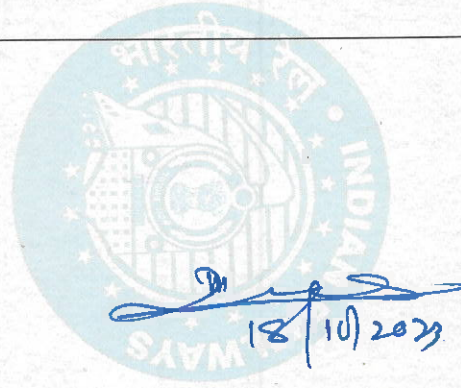
Existing Sl. No. 5 (F) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM/SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(F) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	<p><u>JAG/SG & SS officers (Independent charge)</u></p> <p>(i) Works directly related to safe running of trains: Up to and including Rs.2 lakhs per case without finance concurrence subject to annual ceiling limit of Rs. 10 Lakhs.</p> <p>(ii) All other works including works directly related to safe running of trains: Up to Rs.5 lakhs per case with annual limit of Rs.60 lakhs (including (i) above). SG and JAG in workshop - same as above</p>	<p>Authority: Board's Letters Nos.</p> <ol style="list-style-type: none"> 1. 2007/CE-I/CT/18/Pt. dt 05.03.2009. 2. 2007/CE-I/CT/18 Pt.13 dt.06.09.10. 3. 2007CE-I/CT/18/Pt.13 dt.11.09.17.


18/10/2023

Notes for Item 5 F (Quotations):

1. Finance concurrence is necessary except for delegation under col. 5(i) for which certification by accepting Authority that the work is of urgent nature and directly related to safe running of trains in his jurisdiction is required to be recorded.
2. The powers shall be exercised by the officers with their own administrative approval and no separate administrative approval is necessary.
3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out.
4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/ sanction to the detailed estimates wherever necessary.
5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation
6. The reasonableness of rates should be gone into objectively and in detail by the accepting authority.
7. Quotations should not be for fancy (expensive but of low utility) items.
8. Quotations should only be for works which are urgent in nature.
9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list.
10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms).
11. A Register showing the full particulars of works authorized through quotations shall be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence.
12. The powers delegated are specific to the department/division concerned.
13. Cross utilization of powers of equivalent officers in a division/single administrative unit shall not be allowed.
14. Notice period of at least 7 days from the date of NIQ (Notice inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation.



Updated Sl. No. 5 (F) of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
	(F) (i) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	Up to Rs. 10 Lakhs per case for all works including works directly related to safe running of trains with annual limit of Rs.1.2 Cr.	<p><u>JAG/SG & SS officers</u> <u>(Independent charge)</u></p> <p>(i) Works directly related to safe running of trains: Up to and including Rs.2 lakhs per case without finance concurrence subject to annual ceiling limit of Rs. 10 Lakhs.</p> <p>(ii) All other works including works directly related to safe running of trains: Up to Rs.5 lakhs per case with annual limit of Rs.60 lakhs (including (i) above). SG and JAG in workshop - same as above</p>	<p><i>Authority:</i> Board's Letters Nos.</p> <ol style="list-style-type: none"> 2007/CE-I/CT/18/Pt. dt 05.03.2009. 2007/CE-I/CT/18 Pt.13 dt.06.09.10. 2007CE-I/CT/18/Pt.13 dt.11.09.17. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023


12/10/2023

<p>Notes for Item 5 F (i) (Quotations):</p> <ol style="list-style-type: none"> 1. Finance concurrence is necessary except for delegation under col. 5(i) for which certification by accepting Authority that the work is of urgent nature and directly related to safe running of trains in his jurisdiction is required to be recorded. 2. The powers shall be exercised by the officers with their own administrative approval and no separate administrative approval is necessary. 3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. 4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/ sanction to the detailed estimates wherever necessary. 5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation 6. The reasonableness of rates should be gone into objectively and in detail by the accepting authority. 7. Quotations should not be for fancy (expensive but of low utility) items. 8. Quotations should only be for works which are urgent in nature. 9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list. 10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms). 11. A Register showing the full particulars of works authorized through quotations shall be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence. 12. The powers delegated are specific to the department/division concerned. 13. Cross utilization of powers of equivalent officers in a division/single administrative unit shall not be allowed. 14. Notice period of at least 7 days from the date of NIQ (Notice inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation. 				
(F) (ii) To dispense with calling of tenders for works which are urgent in nature and to accept offers received in response to quotations.	<u>CAO/C</u> Rs. 4 Cr. per case for construction projects with annual limit of Rs.25 Cr.	<u>SAG(C)</u> Up to Rs. 15 Lakhs per case with annual limit of Rs.1.5 Cr.	NIL	Authority: Board's Letters Nos. 1. 2007/CE-I/CT/18/Pt. dt 05.03.2009. 2. 2007/CE-I/CT/18 Pt.13 dt.06.09.10. 3. 2007CE-I/CT/18/Pt.13 dt.11.09.17. 4. 2022/F(X)II/PW/1 dt. 10.05.2022. 5. 2022/F(X)II/PW/3 dt. 20.07.2022.
<p>Notes for Item 5 F (ii) :</p> <ol style="list-style-type: none"> 1. The power given in 5(F)(ii) is to be used for last mile connectivity of projects, unforeseen/leftover works directly required for completion of projects. 2. Finance concurrence is necessary. 3. The powers should be exercised sparingly. The circumstances under which quotations have to be called should be spelt out. 4. The powers are also subject to the availability of provision in sanctioned estimate or preparation/ sanction to the detailed estimates wherever necessary. 5. The work should not be split up for the purpose of bringing it within the ambit of this dispensation. 6. The reasonableness of rates should be gone into objectively and in detail by the accepting authority. 7. Quotations should not be for fancy (expensive but of low utility) items. 8. Quotations should only be for works which are urgent in nature. 9. Quotations should normally be invited from at least three well experienced contractors/ agencies not necessarily borne on the approved list. 10. Accepting Authority must take precautions to see that the quotations are from genuine firms (and not from fictitious firms). 11. A Register showing the full particulars of works authorized through quotations shall be maintained by the officer having powers to dispense with calling of tenders. The register shall be sent to associate finance while seeking their concurrence. 12. Notice period of at least 7 days from the date of NIQ (Notice Inviting Quotation) shall be maintained. In case of emergency, the period can be reduced with approval of the authority accepting quotation. 13. The notice inviting quotations should be given wide publicity. 14. Instructions contained in Rly. Bd's letter No. 2022/F(X)II/PW/1 dated 10.5.2022 and letter No. 2022/F(X)II/PW/3 dated 20.07.2022 are to be followed. 				


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New Sl. No. 49, 50, 51, 52 of SOP on Works Matters

S.No.	Nature of Powers	PHOD/CHOD /HOD	DRM/ADRM/ SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
49	Spot Purchase of items for new assets being constructed by Construction organization.	CAO/C 1 Cr	NIL	NIL	i) This power to be used only if it is not possible to procure through normal competitive bidding. ii) The level of SPC should be based on the level already decided by Zonal Railways. <i>Authority:</i> iii) 1. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023
50	Expenditure on Inspection of CRS of Zonal Railway	CAO/C Full powers	SAG/C 10 lakh	NIL	These powers to be used to cater for food, tentage, accommodation, vehicles for Rly staff & visiting/inspecting officers, transportation of misc. items etc on the day of CRS inspection in connection with commissioning of new line, gauge conversion or doubling projects. <i>Authority:</i> 1. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023
51	Expenditure on food, tentage & lighting etc. at site during NI working	CAO/C Full powers	SAG/C 10 lakh	NIL	These powers to be used to cater for food, tentage, accommodation, vehicles for rly staff & visiting/inspecting officers, transportation of misc. items, lighting arrangements etc during NI working in connection with commissioning of new line, gauge conversion or doubling projects. <i>Authority:</i> 1. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023


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S.No.	Nature of Powers	PHOD/CHOD/HOD	DRM/ADRM/SAG	Divisional Officers, Extra Divisional Officers & Officers in Headquarters	REMARKS
52	Sanction for hiring of Legal/Statutory services by firms	CAO/C Full powers	SAG/C lakh	NIL	<ol style="list-style-type: none"> 1. Subject to finance concurrence for value more than Rs. 50,000 in each case. 2. This will be exercised after concurrence by the DGM(LAW) 3. This is for Hiring of legal firms for contractual matters which are pending in courts/ arbitrations where financial implication is very high and where internal in-house capability of legal cell of Zonal railway to defend railway's interest is not adequate. <p>Authority: 1. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023</p>
53	Payments/Advances to Government Departments/ PSUs/ Public Utility Companies for Provision / Modification of Services/ Rental for Services Required for Execution of Projects.	CAO/C Full powers	SAG/C 1 Cr	NIL	<ol style="list-style-type: none"> i) Powers to be exercised if provision exists in the sanctioned estimate. ii) Prior finance concurrence will be required. iii) These powers to be used for circumstances when some services are required from the Government Department/ PSUs/ Public Utility Companies in connection with execution of projects in the interest of the railway. Many a times it is in the interest of Railways to get the works executed through other Government/Semi Government agencies, which are better equipped to take up such works, rather than doing these works by Railways. <p>Authority: 1. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023</p>
54	Hiring of CA	CAO/C Full powers	NIL	NIL	<p>It should be done through competitive bidding only.</p> <p>Authority: 1. Rly Bd's letter No.2022/F(X)II/PW/1 Dt: 10.04.2023</p>


12/10/2023


12/10/2023
कृते महाप्रबंधक/For General Manager